



Town of Hilton Head Island
TOWN COUNCIL MEETING
Tuesday, October 19, 2021, 3:00 p.m.
AGENDA

The Town Council meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#), the [Town of Hilton Head Island](#) website, [Beaufort County Channel](#) and Spectrum Channel 1304.

- 1. Call to Order**
- 2. FOIA Compliance:** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Roll Call**
- 4. Pledge to the Flag**
- 5. Invocation – Father Chris Gardner – Anglican Church of the Redeemer**
- 6. Approval of the Agenda**
- 7. Approval of the Minutes**
 - a. Town Council Regular Meeting – October 5, 2021
- 8. Report of the Town Manager**
 - a. Items of Interest
 - b. Quarterly Update on the Capital Improvement Program – Jennifer Ray, Capital Projects Manager
 - c. Quarterly Update of the Gullah-Geechee Land & Cultural Preservation Project Workplan – Chris Yates, Interim Director of Community Development
 - d. Status Update on the Relocation of Manufactured Homes from Rollers Trailer Park – Jayme Lopko, Senior Planner
 - e. Presentation on the Regional Housing Trust Fund – Eric Greenway, Beaufort County Administrator
- 9. Reports from the Members of Town Council**
 - a. General Reports from Town Council
 - b. Report of the Lowcountry Area Transportation Study – Councilman Stanford
 - c. Report of the Lowcountry Council of Governments – Councilwoman Becker
 - d. Report of the South Carolina Floodwater Commission – Councilman Brown
 - e. Report of the Southern Lowcountry Regional Board – Councilman Lennox
 - f. Report of the Beaufort County Airports Board – Councilman Ames
 - g. Report of the Community Services & Public Safety Committee – Councilman Harkins
 - h. Report of the Public Planning Committee – Councilman Ames
 - i. Report of the Finance & Administrative Committee – Councilman Lennox

10. Appearance by Citizens

Citizens who wish to address the Mayor and Town Council during Appearance by Citizens or on a specific agenda item must contact the Town Clerk at 843.341.4701 no later than 2:00 p.m. the day of the meeting. Citizens should be prepared to provide (i) full spelling of first and last name, (ii) phone number and email address, and (iii) topic or item you will be addressing.

Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will also close at 2:00 p.m. the day of the meeting. Comments submitted through the portal will be shared with Town Council and made part of the official record.

11. New Business

a. Consideration of a Resolution – Main Street Right of Way Acquisition

Consideration of a Resolution of the Town of Hilton Head Island, South Carolina Authorizing the Dedication and Acquisition of Main Street from Whooping Crane Way to Wilborn Road, Central Avenue, Museum Street, Merchant Street and a Portion of Meeting Street by the Town.

12. Executive Session

- a.** Discussion of appointments to Boards & Commissions [pursuant to S.C. Freedom of Information Act § 30-4-70(a)(1)].
- b.** Discussion of negotiations to the proposed sale or purchase of property in the areas of (i) William Hilton Parkway and Plaza Drive; (ii) Mitchelville Road; (iii) Bradley Circle; (iv) The Shoppes the Parkway; and (v) Marshland Road [pursuant to S.C. Freedom of Information Act § 30-4-70(a)(2)].

13. Possible actions by Town Council concerning matters discussed in Executive Session

14. Adjournment



Town of Hilton Head Island
TOWN COUNCIL
Tuesday, October 5, 2021, 3:00 p.m.
MEETING MINUTES

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Advisor to the Town Manager*; John Troyer, *Finance Director*; Chris Yates, *Interim Director of Community Development*; Shari Mendrick, *Floodplain Administrator*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mayor McCann called the meeting to order at 3:00 p.m.

2. FOIA Compliance: Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Roll Call

Roll was taken by the Town Clerk, and attendance was confirmed.

4. Invocation – Brett Myers, Senior Pastor at First Baptist Church Hilton Head Island

Pastor Myers delivered the invocation.

5. Pledge to the Flag

6. Approval of the Minutes

- a. Town Council Workshop – August 16, 2021
- b. Town Council Regular Meeting – August 17, 2021
- c. Town Council Special Meeting – August 19, 2021
- d. Town Council Workshop – August 23, 2021

Mr. Harkins said, as your recall, during our September 21, 2021 Town Council meeting, in item 12(b) on page five, of the minutes, we approved the Office of Cultural Affairs Strategic Plan by a vote of six in favor and one abstention. He said that it is noted that Councilwoman Becker abstained once she determined that the plan under consideration would in fact be included in the Town's greater strategic plan. Mr. Harkins said it had been further noted in the Section entitled Educational Curriculum, "it's not built yet" would be an integral part of the Strategic Plan. He said therefor, upon further consideration, he believed the Council to be precipitous and approving the Art Council Strategic Plan, because we did not have the educational curriculum before them. Mr. Harkins moved to rescind the original approval of the Office of Cultural Affairs Strategic Plan until the educational curriculum is fully identified and reviewed by Council. Mrs. Becker seconded the motion.

Mayor McCann opened the discussion up to the members of Town Council. Mr. Stanford noting that he felt it was not appropriate for Council to approve something before they had seen it. He noted that they had seen some of the Strategic Plan, but not everything.

Mr. Brown clarified with Mr. Harkins, stating that the plan did not actually say "it's not built yet", but that the Minutes from the same meeting reflect that as a statement made by Mr. Orlando. Mr. Brown said that there were other portions of the plan that were not complete, and questioned why the educational curriculum was more important than the other pieces. Mr. Harkins said it was because the educational curriculum was an integral part of the strategic plan, and given that, the approval should have been withheld.

Mrs. Becker also said this was the second time that she had asked for the specifics with regard to what the curriculum would entail, she said it was the second time that no answer was provided. Mrs. Becker said that she guessed at this point the assumption was since there wasn't answer, that nothing had been developed. She went onto say that she felt very strongly that Council has an obligation to be sure the Council knows, understands and agree with every point within a document that they are asked to approve. Mrs. Becker said, further, she strongly believed that it is the duty of Council to know if, when, where and how taxpayer monies are being spent, and that this wasn't the first time she had asked these types of questions. She said that she felt it would make sense for all of Council, in the future, to make sure that they're not approving documents that are not complete and answer those questions that she just referred to.

Mr. Brown said he appreciated the concerns that were being raised, but that he was still struggling with the difference between the educational component and the other components that are not complete. He further asked, what is it about the educational component that we need to be concerned about that requires rescinding the approval.

Mrs. Becker said that she was not leaving any component out. In her opinion, Council has an obligation when passing policy to understand what it is that is being passed. She said that she felt transparency was important and that Council is asked to provide it.

Mr. Brown said that this document went through Committee and was in front of Council, and was approved when roll was called. He repeated that he was confused as to what and why this was being rescinded. Mr. Brown repeated that nearly every portion of the plan they reviewed and approved was incomplete, but why was it just the educational portion that was being questioned. He concluded by stating he disagreed with the decision.

Mr. Ames said that he was piggybacking on what Mr. Brown said, because he felt Mr. Brown was raising the right issues. He said that this document was a strategic plan and unless the Town Manager is uncomfortable that it doesn't go far enough, then he was very comfortable in restating his enthusiastic yes vote when this item was approved. Mr. Ames said, if it is the pleasure of the rest of Council to highlight the education area, he would recommend that the motion be amended and accept the plan exempting the education piece.

Mayor McCann asked if there was a second for Mr. Ames amendment. With no reply, Mayor McCann called for the vote on the original motion to rescind the approval of the Office of Cultural Affairs' Strategic Plan. The motion carried by a vote of 5-2, Mr. Brown and Mr. Ames both opposed the motion.

Mr. Harkins moved to approve the minutes noted on the agenda. Mr. Stanford seconded. The motion carried by a vote of 7-0.

Mr. Orlando stated that he would work closely and diligently with Ms. McEwen to refine the strategic plan. He said he heard the questions that were raised, asking the Town Council to stay tuned as he works on this plan with them.

7. Report of the Town Manager

a. Items of Interest

Mr. Orlando reviewed several items of interest including information on upcoming vaccine and testing dates. He said the information would be provided and updated on the Town's social media outlets. Mr. Orlando also reviewed and congratulated Town staff on the recent receipt of the award received for the Lowcountry Natural Hazard Mitigation Plan. He reviewed with Town Council news that at the next meeting, they would receive updates on several of the items they had asked about.

8. Reports from the Members of Town Council

a. General Reports from Town Council

Mr. Brown stated that he felt the Town was very bold with the process they took on the visioning process, before writing the comprehensive plan. He said he was excited about what came out of that process through work groups and extensive work. Mr. Brown said the piece that is really sticking with him is the whole inclusive area. He said our Council itself is quite diverse, through different backgrounds, different education, color of skin and even agenda. Mr. Brown said when he was elected and went through the orientation process, he was disappointed that Council did not receive diversity training. He said that he understands Mr. Orlando has said it out loud that is part of his plan, but he wanted to offer up that such training start with the leadership first. Mr. Brown asked Mr. Orlando to see about obtaining a professional to take the Town Council through some appropriate training. He said because of the different backgrounds, he felt it was crucial to have diversity training.

b. Report of the Lowcountry Area Transportation Study – Councilman Stanford

Mr. Stanford reported that at their last committee meeting, the SCDOT reported that they had received 546 public comments about the proposed plan for US 278. He reported that the SCDOT stated that with regard to the project, they are working diligently to finalize the environmental assessment associated with the project.

c. Report of the Lowcountry Council of Governments – Councilwoman Becker

Mrs. Becker reported that a number of items were discussed at the last meeting. One of the items reported on was on smart streets. She said if anyone wanted a copy, she would be happy to share the PowerPoint from the presentation with them.

d. Report of the South Carolina Floodwater Commission – Councilman Brown

Mr. Brown stated he did not have a report.

e. Report of the Southern Lowcountry Regional Board – Councilman Lennox

Mr. Lennox reported that the board received a presentation on the American Rescue Plan funding and what is to be received from the Federal government. He said a brief discussion was had on the County's upcoming referendum and the new form of government.

f. Report of the Beaufort County Airports Board – Councilman Ames

Mr. Ames reported on the new ramp expansion next to the terminal, noting that the work had begun. He said there was new screening equipment installed and should move the lines along quicker through TSA. Mr. Ames said that the passenger counts are still high, but are trending downward.

g. Report of the Community Services & Public Safety Committee – Councilman Harkins

Mr. Harkins reported that at the last Committee meeting, they received a staff presentation on the acquisition of the Main Street Right-of-Way. He asked Mayor McCann if this item could be considered for the next Council meeting.

h. Report of the Public Planning Committee – Councilman Ames

Mr. Ames reported that the Committee received a presentation from the consulting firm working on the Short Term Rental ordinance. He noted that this firm has extensive knowledge of such matters.

i. Report of the Finance & Administrative Committee – Councilman Lennox

Mr. Lennox reported that the Committee's next meeting will be at 1:00 p.m. on October 19, 2021.

9. Appearance by Citizens

Taima Nagle: addressed the Mayor and Town Council on her concerns with different forms of violence where she resides.

Skip Hoagland: addressed the Mayor and Town Council on financial matters related to the Town and Chamber.

10. Consent Agenda

a. Second Reading of Proposed Ordinance 2021-22 – Fiscal Year 2022 Budget Amendments

Second Reading of Proposed Ordinance 2021-22 to amend the Budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2022; to provide for the budgeted appropriations of prior year Budget Roll Forwards and certain other appropriations and commitments and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

b. Second Reading of Proposed Ordinance 2021-17 – 2020 Lowcountry Hazard Mitigation Plan

Second Reading of the Proposed Ordinance 2021-17 to adopt the “2020 Lowcountry Hazard Mitigation Plan” as an appendix of “Our Plan, the Town of Hilton Head Island 2020-2040 Comprehensive Plan”; and providing for severability and an effective date.

Mr. Harkins moved to approve the Consent Agenda in its entirety. Mr. Stanford seconded. Mrs. Becker asked a couple questions about the contracting with the Community Foundation of the Lowcountry. Mr. Orland stated that it was 99% completed. With little additional discussion, the motion carried by a vote of 6-0-1, Mrs. Becker abstaining.

11. Unfinished Business

a. Consideration of a Resolution – Local Option Sales Tax

Consideration of a Resolution of the Town of Hilton Head Island supporting the conducting of a Local Option Sales Tax, providing for the distribution and usage of revenues generated thereunder, and authorizing the Town's participation in a public education effort in partnership with other local governments in Beaufort County.

Mr. Harkins moved to approve. Mr. Stanford seconded. Mr. Troyer made a presentation to the Mayor and Town Council. He reviewed the resolution and what it was that Council would be supporting if they approved. With some discussion, a question was raised about the community education on the referendum, and if the Town was required to go with the other municipalities or could the Town handle their own community education. Mr. Orlando explained that some time back, the County Council had approved moving the referendum to the ballot. He explained that the other municipalities had also acquired the consultant to do the community education. The Mayor and Town Council agreed that it would be in the voters best interest to have the Town acquire their own educational outreach on the LOST referendum. Mr. Stanford amended the initial motion, authorizing the Town Manager to conduct an information campaign directed to the citizens of Hilton Head Island concerning the Local Options Sales Tax, which has been placed on the ballot by Beaufort County, adding the campaign would cost between \$10,000 to \$15,000. Mr. Ames seconded. The motion carried by a vote of 7-0. The initial motion was withdrawn.

12. Executive Session.

At 4:43 p.m., Town Council adjourned to Executive Session.

- a. Receipt of legal advice concerning pending, threatened, or potential claim related to Mitchelville Lane and Sandcastles by the Sea [pursuant to SC Freedom of Information Act § 30-4-70(a)(2)]

13. Possible actions by Town Council concerning matters discussed in Executive Session

14. Adjournment

Town Council returned from Executive Session with nothing to report. By unanimous vote, the meeting adjourned at 5:37 p.m.

Approved: October 5, 2021

John J. McCann, Mayor

Krista M. Wiedmeyer, Town Clerk



TOWN OF HILTON HEAD ISLAND

Infrastructure Services Department

TO: Marc Orlando, ICMA~CM, *Town Manager*
VIA: Jeff Buckalew, *Interim Director of Infrastructure Services*
FROM: Jennifer Ray, ASLA, *Capital Program Manager*
DATE: October 4, 2021
SUBJECT: FY22 CIP Quarterly Report – Quarter 1

The Town's FY22 Capital Improvement Program (CIP) was approved June 2, 2021. This quarterly report provides transparency and accountability regarding the FY22 approved CIP. Reports will be updated on a quarterly basis for the following periods:

- FY22 Quarter 1: July 1 – September 30, 2021
- FY22 Quarter 2: October 1 – December 31, 2021
- FY22 Quarter 3: January 1 – March 31, 2022
- FY22 Quarter 4: April 1 – June 30, 2022

Reports will include information regarding the scope, schedule, and cost of projects included in the FY22 CIP and will be presented to Town Council as well as posted on the Town's webpage as part of the CIP Hub/Dashboard.

Attachment:

CIP Quarterly Report – Quarter 1 (July 1 – September 30, 2021)



CAPITAL IMPROVEMENTS PROGRAM

FY22 QUARTER 1 REPORT – 10/01/2021

TOWN OF HILTON HEAD ISLAND, SC

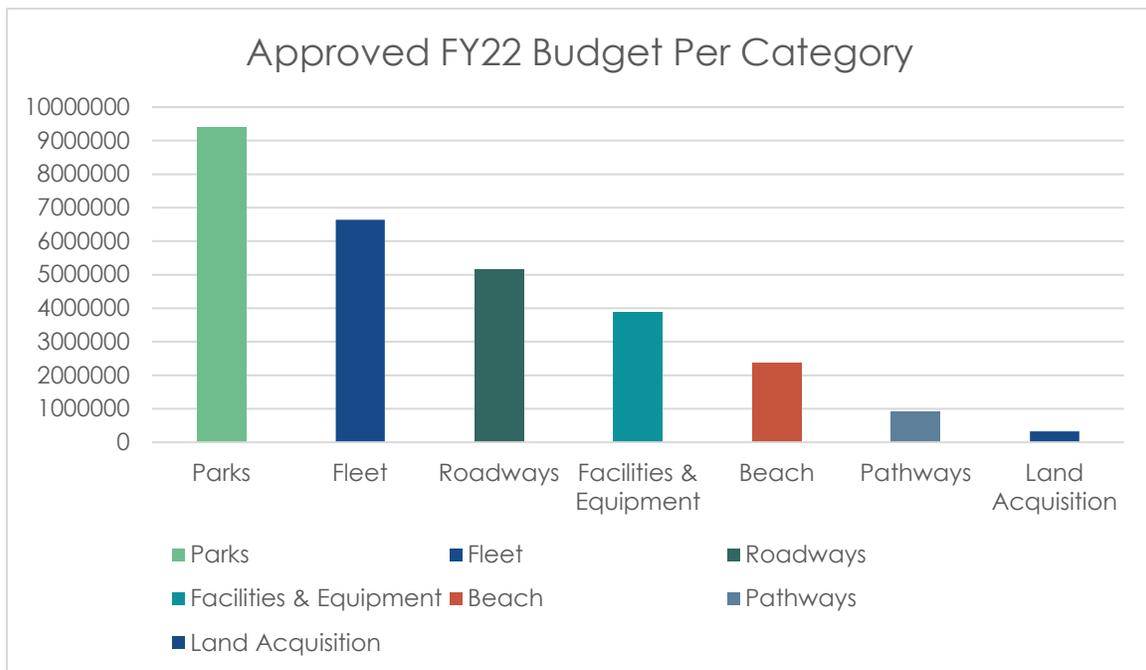
This Quarterly Report of the Town's Capital Improvement Program (CIP) provides transparency and accountability regarding the FY22 approved CIP and reports on capital project budgets, scope/status, and schedules. Additionally, information is included about the CIP style and the CIP Hub & Dashboard.

Budget

Budget Balance per Category through 09/30/2021

TOWN OF HILTON HEAD ISLAND - CAPITAL PROGRAM FY22 CAPITAL IMPROVEMENT PLAN - BUDGET BALANCE PER CATEGORY THROUGH 09/30/2021

PROJECTS	FY22 TOTAL BUDGET	AMOUNT EXPENDED TO DATE	AMOUNT ENCUMBERED	PROJECT BUDGET BALANCE	PERCENT COMPLETE
BEACH	\$ 2,373,523	\$ 43,026	\$ 234,006	\$ 2,096,491	12%
PATHWAYS	\$ 900,000	\$ 2,376	\$ 8,705	\$ 888,919	1%
ROADWAYS	\$ 5,167,964	\$ -	\$ -	\$ 5,167,964	0%
PARKS	\$ 8,716,476	\$ 228,545	\$ 647,677	\$ 7,815,254	10%
FACILITIES AND EQUIPMENT	\$ 3,876,200	\$ 235,451	\$ 275,257	\$ 3,365,492	13%
FLEET	\$ 6,634,868	\$ -	\$ 293,997	\$ 6,340,871	4%
LAND ACQUISITION	\$ 324,068	\$ -	\$ -	\$ 324,068	0%
HOUSING		\$ -	\$ -		
TOTAL	\$ 28,001,099	\$ 744,849	\$ 1,734,898	\$ 25,521,352	9%



Scope

Projects Sheets have been prepared for each FY22 CIP project and include project location, origination, project description, performance measures, a scope snapshot, maps and photos.

A sample Project Sheet is included in this report. Project Sheets for each FY22 CIP project can be accessed via the CIP Dashboard on the Town's website.

Status

Project Status Reports have been prepared by Project Managers for each FY22 CIP project and include milestones accomplished during the quarter, an estimated percent complete, and a budget snapshot.

A sample Project Status Report is included in this report. Project Status Reports for each FY22 CIP project can be accessed via the CIP Dashboard on the Town's website.



Mid-Island Initiative Area Redevelopment Strategy & Community Park



Year Start: FY22

Site Address: 9 Union Cemetery Road (Park)

Area: Mid-Island Tract: +/- 103 Ac
Initiative Area: +/- 3 Mi Radius

PIN/s: R510 009 000 1199 0000 (Park)

Zoning: Multiple; PD-1 and COR (Park)

FY22 Budget: \$ 1,700,000

Our Plan Core Value: Connected

PM: Jennifer Ray

Origination: Parks and Recreation Master Plan; Town Council Initiative

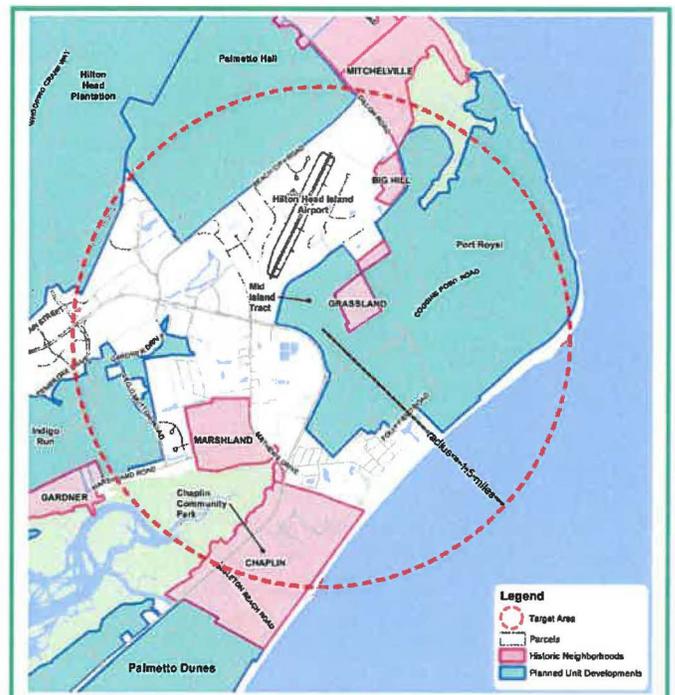
Description:

This project consists of preparation of a redevelopment strategy for the Mid-Island Initiative Area and planning for a new community park on the Town-owned Mid-Island Tract, a portion of the former Planter's Row Golf Course. Planning and Design Services will be provided by a consultant team led by MKSK. Preparation of a redevelopment strategy and conceptual planning for a new community park will be conducted concurrently and be completed by June 30, 2022.

Future tasks (FY23) include permitting, bidding and negotiation, and construction phase services with ground breaking tentatively scheduled for November 2023.



Mid-Island Tract Vicinity Map



Mid-Island Initiative Area

Budget Breakdown

FY21 Carry Forward	FY22 Budget (New Money)	FY22 Total	FY23 Projection	FY24 Projection
\$ 500,000	\$ 1,200,000	\$ 1,700,000	\$ 6,000,000	\$ 0

Funding Sources

Electric Franchise Fee	<input checked="" type="checkbox"/>	\$ 1,200,000
Hospitality Tax	<input checked="" type="checkbox"/>	\$ 500,000

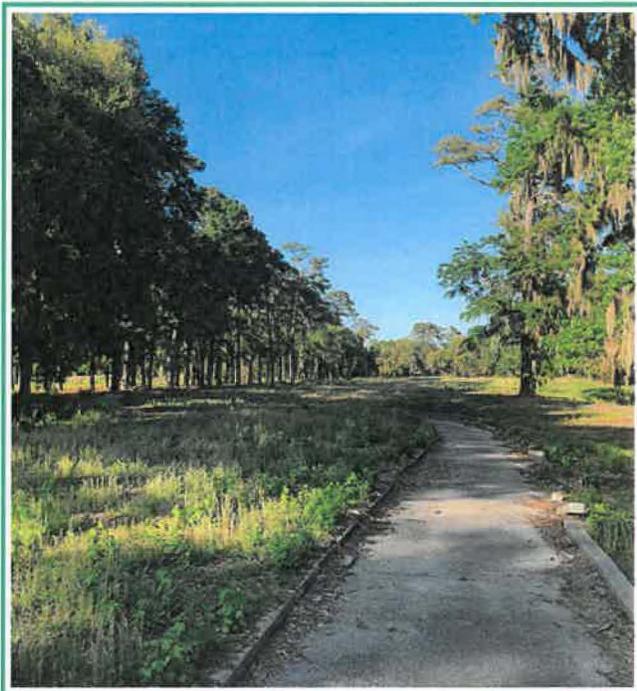
Performance Measures:

Approval of conceptual park design. Completion of detailed park design. Adoption of the Mid-Island Initiative Area Redevelopment Strategy Framework.

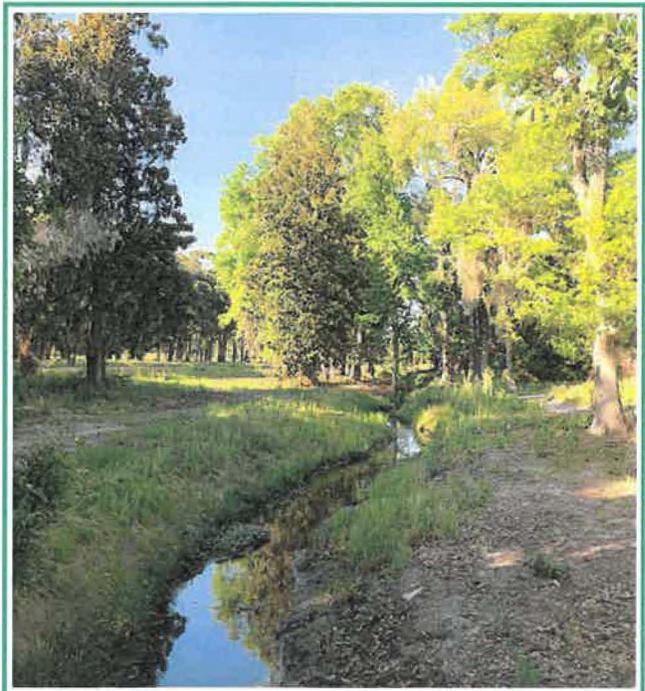
Scope Snapshot:

- Procurement
- Design- Conceptual
- Permitting
- Communications
- Survey
- Design- Final
- Construction

Website: <https://hiltonheadislandsc.gov/midisland/midislandtract.cfm>



April 2021: View of Mid-Island Tract cart path and fairway



April 2021: View of Mid-Island Tract channel



Town of Hilton Head Island

Capital Projects Division | Project Status Report

Project: Mid-Island Initiative Area
Redevelopment Strategy & Community Park

Category: Parks (PR)

Report By: Jennifer Ray **Report Date:** 10/01/2021

Phase: Preliminary Planning

Status: Conceptual Planning **Percent Complete:** 15 %

Quarterly Updates/Milestones:

Quarter	Milestones
FY22 Q1 07/01-09/30	A consultant team led by MKSK has been hired to prepare a redevelopment strategy as well as conceptual plans for a new community park. The project was kicked off in August with a Town Council workshop, Parks & Recreation Commission workshop, and focus group meetings with area stakeholders and interest groups. The team is currently working on site and area analysis.

Budget	Expended to Date	Amount Encumbered	Project Balance
\$ 1,700,000	\$ 57,927	\$ 439,497	\$ 702,576

Schedule

Projects start on a rotating basis depending on a variety of factors including priority; project manager assignments; availability of materials, surveys, consultants, etc. The table below identifies anticipated project start times, per quarter.

PROJECTS	FY22 Q1 (JULY- SEPT 2021)	FY22 Q2 (OCT- DEC 2021)	FY22 Q3 (JAN- MAR 2022)	FY22 Q4 (APR- JUNE 2022)
BEACH MANAGEMENT				
Beach Management & Monitoring				
Beach Renourishment				
PATHWAYS				
Pathways Accessibility and Safety Enhancement Projects				
New Pathway Segments:				
Shelter Cove Lane (Southbound)				
Woodhaven Drive/Lane				
William Hilton Parkway (Eastbound)				
Shelter Cove Connectivity				
ROADWAYS				
Dirt Road Acquisition and Paving Program:				
Mitchelville Lane				
Pine Field Road				
Other Roads To Be Determined				
William Hilton Parkway Enhancements:				
Crosswalk Uniformity				
Crosswalk Lighting				
Turn Lane Extensions				
Pedestrian and Vehicular Enhancements				
Pope Avenue Enhancements				
Main Street Enhancements				
Other Roadway Enhancements				

PROJECTS	FY22 Q1 (JULY- SEPT 2021)	FY22 Q2 (OCT- DEC 2021)	FY22 Q3 (JAN- MAR 2022)	FY22 Q4 (APR- JUNE 2022)
PARKS				
Mid-Island Initiative Area Redevelopment Strategy & Community Park				
Coligny Beach Parking Area				
Chaplin Community Park Redevelopment				
Crossings Park Redevelopment				
Shelter Cove Community Park Extension				
Chaplin Linear Park				
Patterson Family Park				
Island Recreation Association - Capital Requests				
Public Art Program				
Cordillo Tennis Courts Restroom Building				
General Park Enhancements				
Islanders Beach Park Pavilion				
Islanders Beach Park Improvements				
FACILITIES AND EQUIPMENT				
Town Hall Security, Facility and Parking Enhancements				
Coastal Discovery Museum - Capital Projects				
IT Equipment and Software (Town Hall & Public Safety Systems)				
Fire/Medical Systems & Equipment Replacement				
Security Cameras - Shelter Cove Community Park				
Automobile Place / Modern Classic Motors Site Enhancements				
Joint Fire Hydrant Installation Program				
Arts Campus Feasibility Study				
Stormwater Projects:				
Wexford Pump Station				
Projects non-PUD				
Projects PUD				

PROJECTS	FY22 Q1 (JULY- SEPT 2021)	FY22 Q2 (OCT-DEC 2021)	FY22 Q3 (JAN- MAR 2022)	FY22 Q4 (APR- JUNE 2022)
FLEET MANAGEMENT				
Town Vehicle Replacement				
FR Apparatus & Vehicle Replacement				
LAND ACQUISITION				
Land Acquisition				
HOUSING				
Workforce & Affordable Housing Fee Offsets				

- Preliminary Planning (includes Procurement & Surveying)
- Design
- Permitting
- Bidding & Negotiation
- Construction/Installation
- Public Input & Project Review
- Communications

A sample Project Schedule is included in this report. Project Schedules will be added to the CIP Dashboard on the Town's website.

Mid-Island Initiative Area Redevelopment Strategy & Community Park

ID	Task Name	Duration	Start	04, Jan 10, Apr 18, Jul 25, Oct 31, Feb 06, May 15, Aug 21, Nov 27, Mar 05, Jun 11, Sep 17, Dec 24, M																											
				W	S	T	M	F	T	S	W	S	T	M	F	T	S	W	S	T	M	F	T	S	W	S	T	M	F	T	
0	Mid-Island Initiative Area	807.53 days	Mon 03/08/21																												
1	1 Preliminary Planning	88 days	Mon 03/08/21																												
9	2 Redevelopment Strategy	204 days	Thu 07/01/21																												
14	3 Design - Community Park	367 days	Thu 07/01/21																												
24	4 Permitting - Community Park	93 days	Fri 07/01/22																												
28	5 Bidding & Negotiation - Community Park	46 days	Thu 09/01/22																												
36	6 Construction - Community Park	326 days	Tue 11/01/22																												
45	7 Public Input & Project Review	368 days	Thu 07/01/21																												
58	8 Communications	719 days	Thu 07/01/21																												

Project: Mid-Island Initiative Area Date: Wed 10/06/21	Preliminary Planning		Bidding & Negotiation		Milestone	
	Redevelopment Strategy		Construction		Project Summary	
	Design		Public Input & Project Review		Deadline	
	Permitting		Communications			

Branding

The Capital Improvements Program has been branded with a logo and project categories based on Our Plan and the Town's Strategic Action Plan. The CIP Style will be featured on digital and printed materials as well as project identification signs.



	Marsh
	Grass
	Land
	Road/Pathway
	Ocean

Parks	PR
Fleet	FI
Roadways	R
Facilities & Equipment	FE
Beach	B
Pathways	Pa
Land Acquisition	LA

Coming Soon!



Town of Hilton Head Island Park Improvements

hiltonheadislandsc.gov/cip | | 843.341.4600



Project "Coming Soon!" Sign

CIP Hub & Dashboard

A Capital Improvements Program Hub has been added to the Town's webpage.

<https://capital-project-tracking-2-hiltonhead.hub.arcgis.com/>

The Hub will be updated regularly as projects progress. The Hub includes a Capital Project Dashboard that can be used to review the status of capital projects underway in our community. Projects can be filtered by category, location, funding source, and phase.

Town of Hilton Head Island CIP

Town of Hilton Head Island
Capital Improvements Program

Capital Improvements Program

Transparent access to capital projects

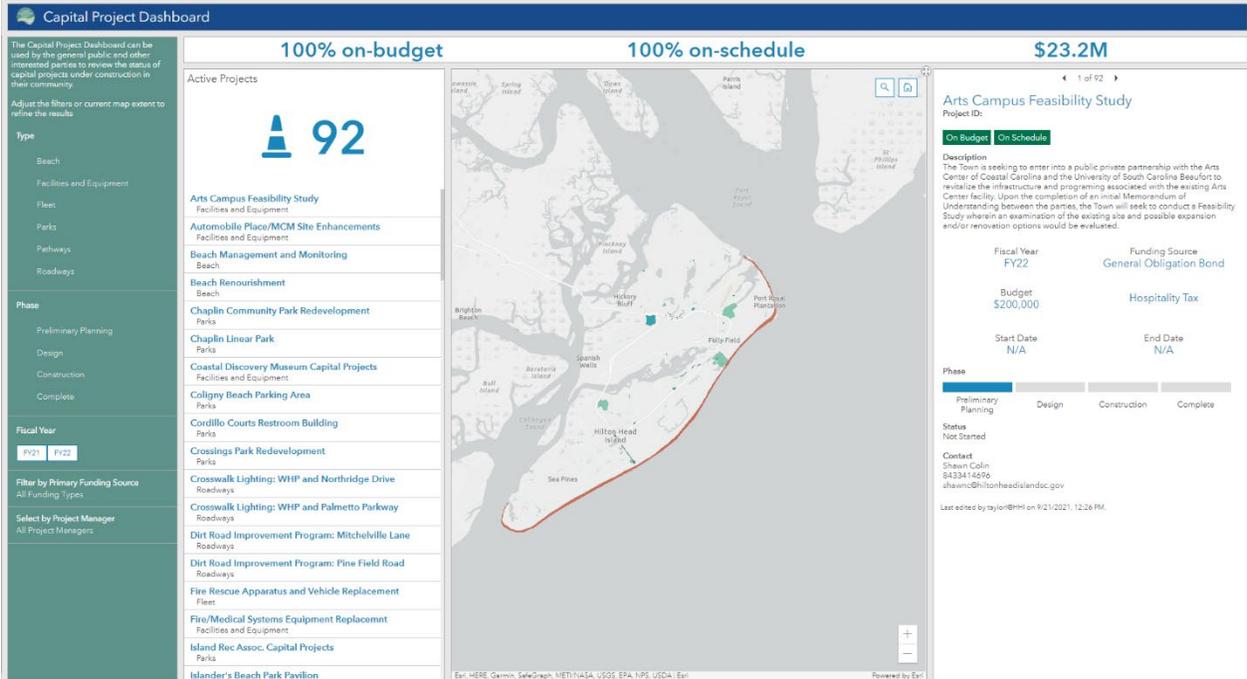
The Capital Improvement Program (CIP) is the Town's program for planning capital improvement needs identified in the Comprehensive Plan, and other adopted Town Plans, and tying those needs to forecasted revenues for the current and up-coming fiscal years.

The program follows a yearly planning and budgeting process including recommendations by the Planning Commission and Parks and Recreation Commission with a budget adopted by Town Council.

As required by the State's Priority Investment Act, a Ten-Year CIP is developed to assist with project prioritization over the next ten years. The Ten-Year CIP is needed to ensure projects with the highest and best use of the town's funds are prioritized. For additional information about the CIP refer to Our Plan Section 5.0 Our Priority Investment.

Capital Projects	Public Investment (dollars)	CIP Engagement
92	23,151,985	20
<small>Total Projects</small>	<small>CIP FY22 Budget</small>	<small>Total Public Meetings To Date</small>

CIP Hub



CIP Dashboard



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Marc Orlando, ICMA~CM, *Town Manager*
VIA: Chris Yates, CBO, CFM, *Building Official*
FROM: Sheryse DuBose, PhD, *Historic Neighborhoods Preservation Administrator*
CC: Anne Cyran, AICP, *Senior Planner*
CC: Teri B. Lewis, AICP, *Deputy Community Development Director*
DATE: October 5, 2021
SUBJECT: Gullah Geechee Top Priority Project Recommendations

Summary: The attached information represents the status of the sixteen Top Priority Project Recommendations from the Gullah Geechee Culture Preservation Project Report.

Background: The Gullah Geechee Land & Cultural Preservation Task Force, in partnership with The Walker Collaborative, developed the Gullah Geechee Culture Preservation Project Report. Thirty-four recommendations under the major headings of Cultural Preservation, Public Policy, and Heirs' Property were identified. Staff and the Task Force were directed by Town Council to prepare a work plan for the high priority recommendations. The Top Priority Recommendations Framework was accepted by Town Council on November 17, 2019.

Attachment

1. Status of Gullah Geechee Top Priority Projects Recommendations Report

Status of Gullah Geechee Top Priority Project Recommendations



October 2021

Status of Gullah Geechee Top Priority Project Recommendations

October 2021



Page #	Priority #	Title	25%	50%	75%	100%
3	PP-4	Establish an Overlay District	█	█		
4	PP-5	Family Compound/Subdivision	█	█	█	
5	PP-6	Allow Site Design Flexibility	█	█	█	█
6	PP-2	Fast Track FC/FS Applications	█	█	█	
7	CP-17	Outreach with Gullah Churches	█	█	█	█
8	CP-14	Establish Open Air Market	█	█	█	
9	CP-7	Educate Town Officials and Staff	█	█		
10	HP-4	Fund to Clear Property Titles	█	█		
11	HP-2	Partner with Heirs' Property Orgs	█	█	█	█
12	PP-14	Temporary and Seasonal Signs	█	█		
13	HP-1	Heirs' Property Family Research	█	█	█	█
14	PP-12	Educational Outreach	█	█	█	█
15	HP-3	CHPP Satellite Office	█	█		
16	CP-1	Promote Heritage Library	█	█	█	
17	PP-11	Fund for Delinquent Taxes	█	█		
18	PP-3	Permitting and Design Studio	█	█	█	

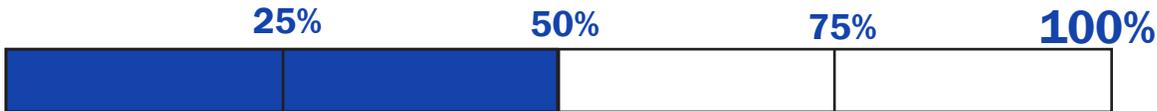
Priority Recommendation 1



PP-4: Establish an Overlay District

Establish a Historic Neighborhoods Preservation Overlay District.

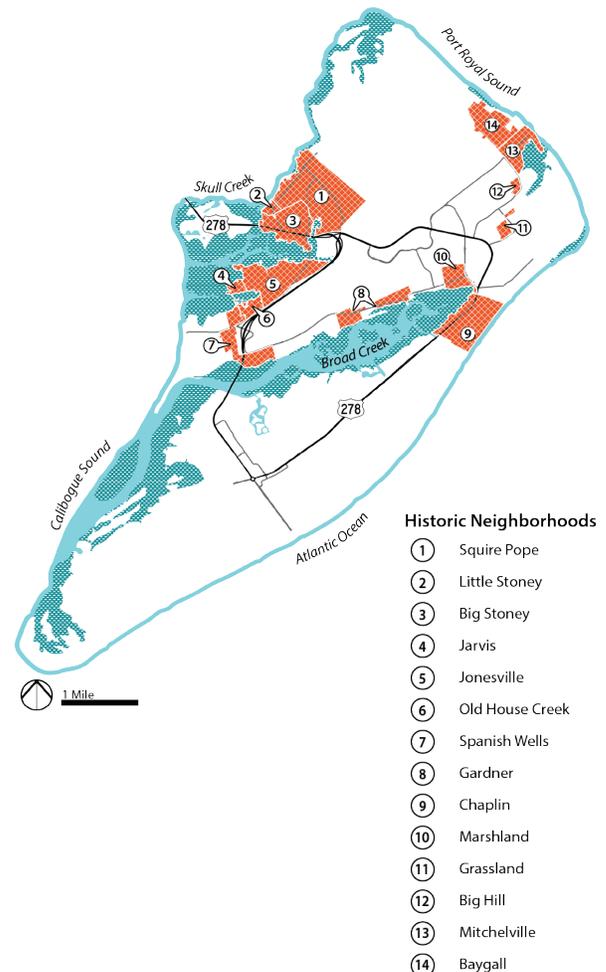
Percent Complete



- Reduces buffer, setback, right-of-way, and access easement minimums.
- Creates rights-of-way without reducing density.

Overview

- Drafted LMO amendments.
- Reviewed by Gullah Geechee Task Force, LMO Committee, and Planning Commission.
- Public Planning Committee requested additional research and revisions related to density increase, land uses, and home occupations.
- Engage the on-call code writing consultant to revise the amendments to address concerns raised by the Public Planning Committee.
- Present revised amendments to Gullah Geechee Task Force, LMO Committee, Planning Commission, the Public Planning Committee, and Town Council for adoption.



Priority Recommendation 2

PP-5: Family Compound/Family Subdivision

Revise the Land Management Ordinance (LMO) to allow Family Compound and Family Subdivision developments on properties in the Historic Neighborhoods.



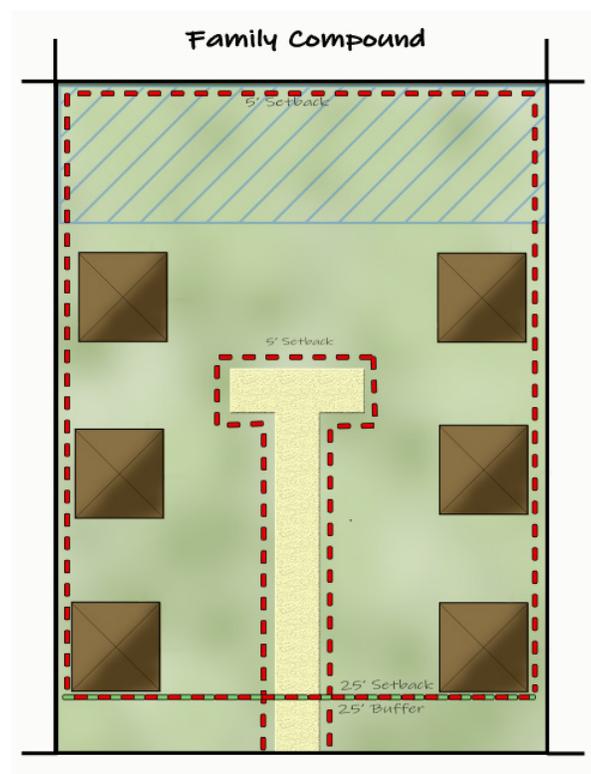
Percent Complete



- Preserve family land for future generations.
- Honor communal living traditions.
- Subdivide without prohibitive expenses.

Overview

- Posted signs, sent letters, and used the Town's website and social media sites to notify stakeholders and the public. Historic Neighborhoods Preservation Administrator discussed the amendments with property owners and families and made presentations to community groups.
- Reviewed and recommended for approval by the Gullah Geechee Task Force, the LMO Committee, the Planning Commission (including two public hearings), and the Public Planning Committee.
- Adopted by Town Council in July 2021.
- Working with three to five families to develop a Family Compound or Family Subdivision.
- Create a communication plan to inform stakeholders, churches, and community organizations of the Family Compound/Family Subdivision LMO amendments, including a news release and social media posts.



Priority Recommendation 3



PP-6: Allow Site Design Flexibility

The Family Compound/Family Subdivision and Dirt Road LMO amendments allow flexibility for development in Historic Neighborhoods.

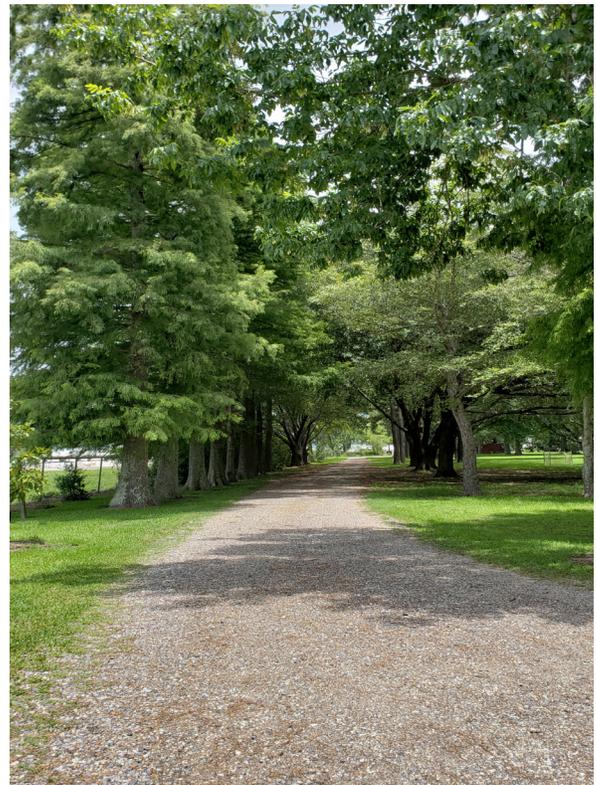
Percent Complete



- Reduces buffer, setback, right-of-way, and access easement minimums.
- Creates rights-of-way without reducing density.
- Applies to properties in Historic Neighborhoods.

Overview

- ☑ Wrote the amendments using input from property owners.
- ☑ Notified stakeholders and the public. Historic Neighborhoods Preservation Administrator discussed the amendments with property owners and families and made presentations to community groups.
- ☑ Reviewed and recommended for approval by Gullah Geechee Task Force, LMO Committee, Planning Commission, and Public Planning Committee.
- ☑ Town Council adopted Dirt Road LMO amendments in November 2020.
- ☑ Town Council adopted Family Compound/Family Subdivision LMO amendments in July 2021.



Priority Recommendation 4



PP-2: Fast Track Family Compound/Family Subdivision Applications

Town staff prioritizes the review of Family Compound and Family Subdivision applications and related building permits.

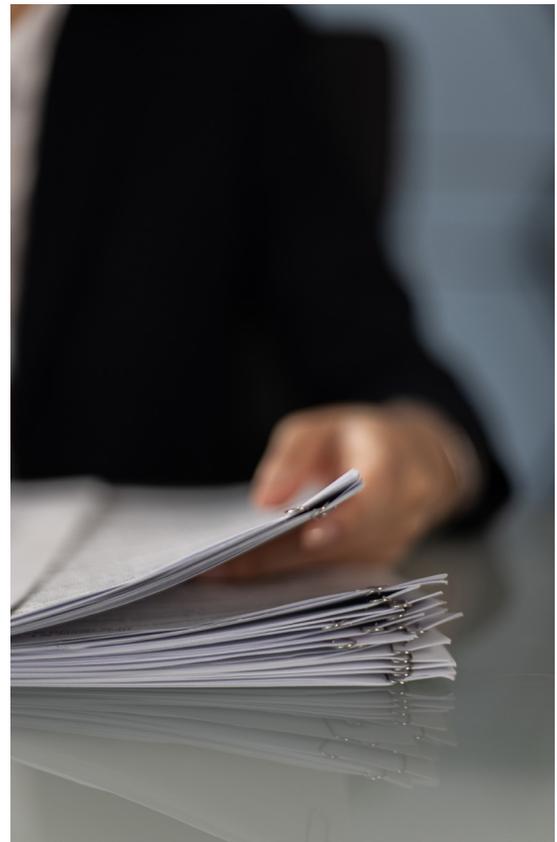
Percent Complete



- **Family Compound/Family Subdivision applications are reviewed before other applications.**
- **Related building permits are fast tracked.**

Overview

- Review Family Compound and Family Subdivision applications and related building permits prior to other submittals, as specified in the LMO amendments.
- Noted on the Town webpage and application forms the applications will be fast tracked.
- Notified applicants that their applications will be prioritized for review.
- Create a communication plan to inform stakeholders, churches, and community organizations of the Family Compound/Family Subdivision LMO amendments, including a news release and social media posts.



Priority Recommendation 5

CP-17: Outreach with Gullah Churches

Work with Gullah churches to gather information, assess needs, and disseminate information.



Percent Complete



- Update churches on Gullah-related meetings and initiatives.
- Share vital information, such as Town-led COVID-19 testing and vaccination sites.

Overview

- ☑ Established Historic Neighborhoods Preservation Administrator as point of contact for the Town for all Island Gullah churches.
- ☑ Communicate regularly on Gullah Geechee initiatives, such as the Family Compound/ Family Subdivision LMO amendments.
- ☑ Provide updates regarding Town meetings addressing relevant topics.
- ☑ Receive referrals from churches of community members who need assistance.



Priority Recommendation 6

CP-14: Establish Open-Air Gullah Market

Work with stakeholders to establish an open-air market to promote Gullah Culture and create economic opportunities.



Percent Complete



- **Create an open-air market for the sale of Gullah items.**
- **Coordinate the management of the market through Native Island Business and Community Affairs Association.**
- **Evaluate success of temporary location and consider alternate locations.**

Overview

- Gathered input from local vendors.
- Coordinated with Native Island Business and Community Affairs Association, Gullah Geechee Task Force representatives, and Culture HHI.
- Considered proposed sites.
- Wrote a business plan.
- Created a layout of proposed site.
- Present the Squire Pope Community Park (Rowing and Sailing Center) as a temporary location to the Community Services and Public Safety Committee in fall/winter 2021.
- Work with vendors and community organizations to promote the market.
- Continue to explore additional locations such as Mitchelville Freedom Park and the Mid-Island Tract.



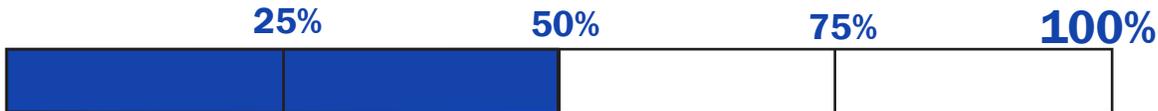
Priority Recommendation 7



CP-7: Educate Town Officials & Employees

Develop education programs on Gullah history, culture, development standards challenges, and land use policies for Town officials, employees, and Board and Commission members.

Percent Complete



- Provide quarterly orientation on Gullah history and culture.
- Offer engaging, ongoing learning opportunities such as panel discussions, site visits, and mobile tours.

Overview

- Created orientation training on Gullah Community for new hires, newly elected officials, and Board and Commission members.
- Scheduled ongoing learning opportunities such as panel discussions, site visits, and mobile tours.
- Offered staff and Board and Commission training using *Resilience in Vulnerable Communities: The Preservation of Gullah Geechee Communities in Hilton Head, South Carolina* webinar in February 2021.
- Conducted staff training on Family Compound and Family Subdivision LMO amendments in September 2021.
- Example of upcoming event: Gullah Heritage Tour with Mayor, Town Manager, and Senior Staff in fall/winter.
- Create log of completed events and a schedule of upcoming events.



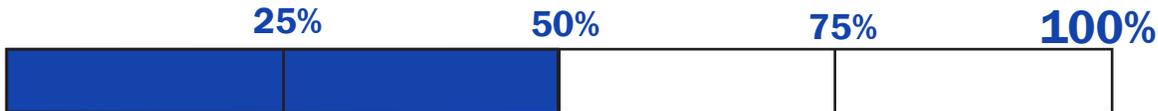
Priority Recommendation 8

HP-4: Fund to Clear Property Titles

Establish a fund to help Heirs' Property owners clear the title to their land.



Percent Complete



- **Create a Community Foundation of the Lowcountry fund to clear Heirs' Property titles.**
- **Preserve family land by preventing sales by non-resident owners.**

Overview

- Met with Community Foundation of the Lowcountry to discuss creating a fund.
- Researched Farm Service Administration Heirs' Property Relending Program as possible funding source.
- Informed community members of process to clear property titles and promoted organizations on Town's website.
- Explore the opportunities and responsibilities associated with creating a fund with the Community Foundation of the Lowcountry.



Priority Recommendation 9

HP-2: Coordinate with Heirs' Property Organizations

Connect with organizations that can provide legal assistance and/or education for property owners seeking to clear Heirs' Property.



Percent Complete



- Understand services provided by Heirs' Property organizations.
- Establish relationships with those organizations.
- Direct Heirs' Property owners to the appropriate resources.

Overview

- ☑ Established connections with South Carolina Legal Services, South Carolina Appleseed Legal Justice Center, Black Belt Justice Center, Black Family Land Trust, and the Center for Heirs' Property Preservation.
- ☑ Created a summary of the services each organization provides for reference and distribution to the Gullah community.
- ☑ Continue to refer Heirs' Property owners to the appropriate organization to meet their needs.



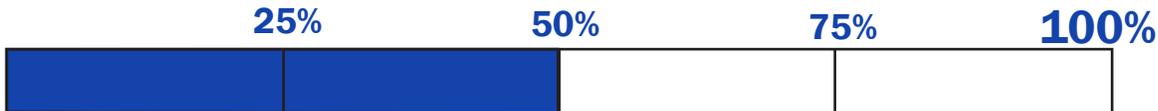
Priority Recommendation 10



PP-14: Temporary and Seasonal Signs

Establish a program to provide temporary and seasonal signs for Gullah businesses in Historic Neighborhoods.

Percent Complete



- **Identify Gullah businesses with shared signs.**
- **Expand opportunities for Gullah residents and businesses.**
- **Portable, reusable signs distributed by Native Island Business and Community Affairs Association.**

Overview

- Coordinated with the Native Island Business and Community Affairs Association on proposed program.
- Prepared initial sign design and cost estimates.
- Presented program to Public Planning Committee in June 2021. Received feedback and request for additional detail.
- Presented additional detail to Public Planning Committee in July 2021. Received additional feedback and requests for additional detail.
- Coordinate with the Gullah Geechee Task Force to obtain more information about the types and number of signs that will be needed.
- Engage the on-call code writing consultant to draft appropriate amendments.
- Present additional detail to Public Planning Committee.
- Order the signs and provide to Native Island Business and Community Affairs Association for distribution after the amendments are adopted.



Priority Recommendation 11



HP-1: Heirs' Property Family Research

Develop a program with the Heritage Library Foundation to provide genealogy research assistance for Gullah families seeking to clear Heirs' Property titles.

Percent Complete



- Established the Heirs' Property Family Research Project.
- Partnered with Heritage Library and USCB Hilton Head Island.
- Identify heirs using genealogy research.

Overview

- ✓ Established with the Heritage Library the criteria to accept client referrals.
- ✓ Worked with the Heritage Library to define available services.
- ✓ Partnered with USCB Hilton Head Island to create a dedicated office with equipment and software.
- ✓ Provided the required equipment and software.
- ✓ Held a ribbon cutting ceremony at the Heirs' Property Family Research Project office on the USCB Hilton Head Island campus in August 2021.

Heirs' Property Family Research Project

Sponsored by the Town of Hilton Head Island in partnership with its Gullah Geechee Culture and Land Preservation Task Force, the Heritage Library and the University of South Carolina Beaufort.

PROJECT PURPOSE
The project aims to assist families with the genealogy research necessary for building a family tree that can be used for heirs' property claims and valid land deeds. Heirs' property is land that has been passed down from the original deed holder to succeeding generations without benefit of a formal will or probate. Although the family members know they own the land, their claim to it has not been established by the county. This leaves the family without a title and vulnerable to exploitation, no matter who lives there or who pays the taxes, and restricts the land from development.

PROJECT GUIDELINES:

- Clients are accepted for the project based upon a referral from the Office of Historic Neighborhoods Preservation, Town of Hilton Head Island.
- The project is open to Hilton Head Island families that qualify based on their current situation with heirs' property.
- Heritage library volunteers will be assigned to assist clients with genealogy research.
- Families accepted for the project will be contacted by a Heritage Library volunteer.

Sheryse DuBose, PhD
Historic Neighborhoods Preservation Administrator
Town of Hilton Head Island
(843) 343-4683
SheryseD@hiltonheadislandsc.gov

The Heirs' Property Family Research Project Office
University of South Carolina Beaufort
Hilton Head Island Campus
1 Sand Shark Drive, Room 218
Hilton Head Island, S.C. 29928

Barbara Catenacci
Executive Director
Heritage Library of Hilton Head Island
(843) 686-6560
director@heritagella.org

Office hours are by appointment only.
Call (843) 686-6560 to schedule.

Priority Recommendation 12



PP-12: Educational Meetings & Workshops

Host educational meetings and workshops on issues that impact Gullah residents, such as Heirs' Property, development standards, and property taxes.

Percent Complete



- Offer quarterly educational opportunities for Gullah community.
- Address Town development standards and challenges that impact Historic Neighborhoods.

Overview

- ☑ Established educational outreach programs on topics such as Gullah History and Culture, Development Standards in Historic Neighborhoods, Addressing Policies, etc. to be held quarterly. Held a Community Education Program on Family Compounds and Family Subdivisions on September 30, 2021. Another program on Family Compounds and Family Subdivisions is scheduled for October 20, 2021.
- ☑ Worked with The Links, Inc. to promote education from the Center for Heirs' Property Preservation on Heirs' Property, Forestry, and Wills.
- ☑ Held small group meetings to update community members on development standards, including Family Compounds and Family Subdivisions.



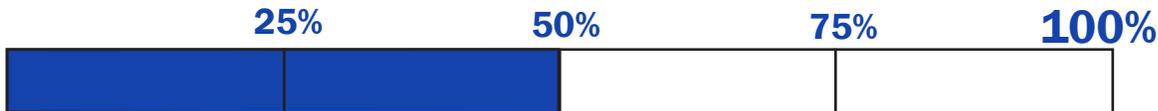
Priority Recommendation 13



HP-3: Create Center for Heirs' Property Preservation Satellite Office on Hilton Head Island

Provide information and assistance to Heirs' Property owners regarding the Center for Heirs' Property Preservation. Explore establishing a satellite office on Hilton Head Island.

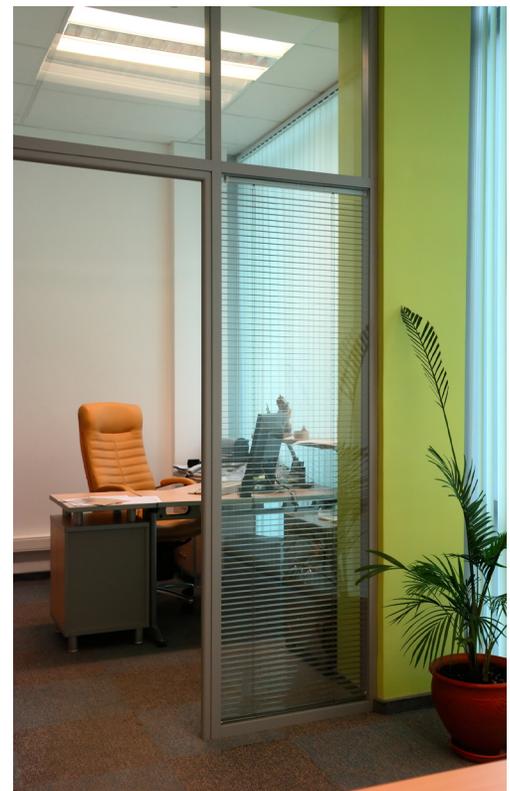
Percent Complete



- **Promote Center for Heirs' Property Preservation services to qualified Heirs' Property owners.**
- **Facilitate consultations with Center for Heirs' Property Preservation for Island clients.**

Overview

- Promoted Center for Heirs' Property Preservation services to qualified Heirs' Property owners.
- Offered Island clients of Center for Heirs' Property Preservation the use of the Heritage Library Family Research Project office at USCB's Hilton Head Island campus for virtual meetings, if needed. (Current Center for Heirs' Property Preservation services are only offered via virtual platforms.)
- Investigate possibility of creating Center for Heirs' Property Preservation satellite office on Hilton Head Island, including recurring costs and alternative options.



Priority Recommendation 14



CP-1: Promote Heritage Library

Promote the use of the Heritage Library's resources for the Island's Gullah people to research their history and genealogy.

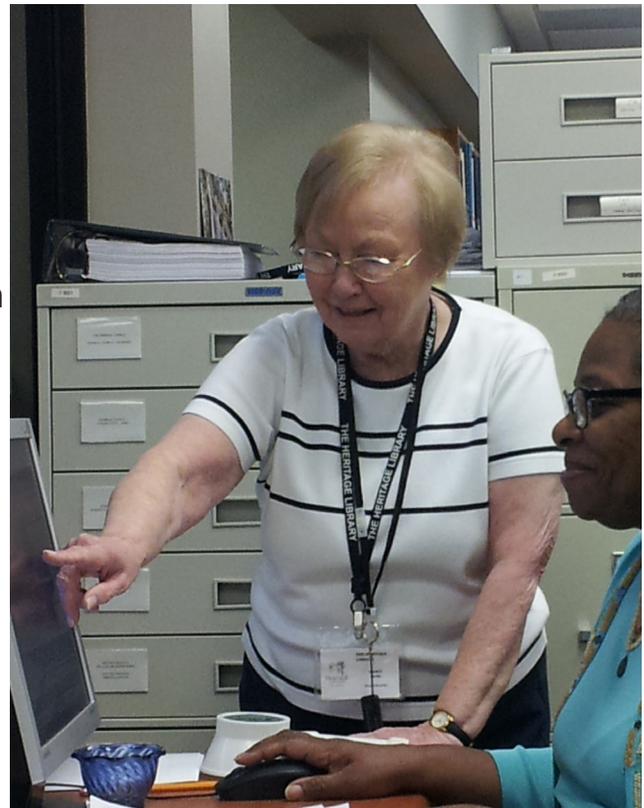
Percent Complete



- Increase awareness of the Heritage Library's resources and services.
- Foster knowledge about Gullah history and genealogy.

Overview

- Promoted Heritage Library on Town's website.
- Notified Gullah community of Heritage Library events.
- Established the Heirs' Property Family Research Project.
- Create a sustainable communication plan to inform stakeholders, churches, and community organizations of the Heritage Library's resources and of the Family Research Project.



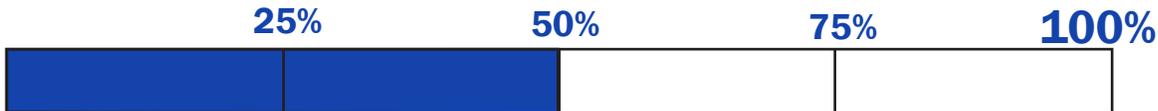
Priority Recommendation 15

PP-11: Fund for Delinquent Taxes

Establish a fund to help Heirs' Property owners avoid losing their property to delinquent tax sales.



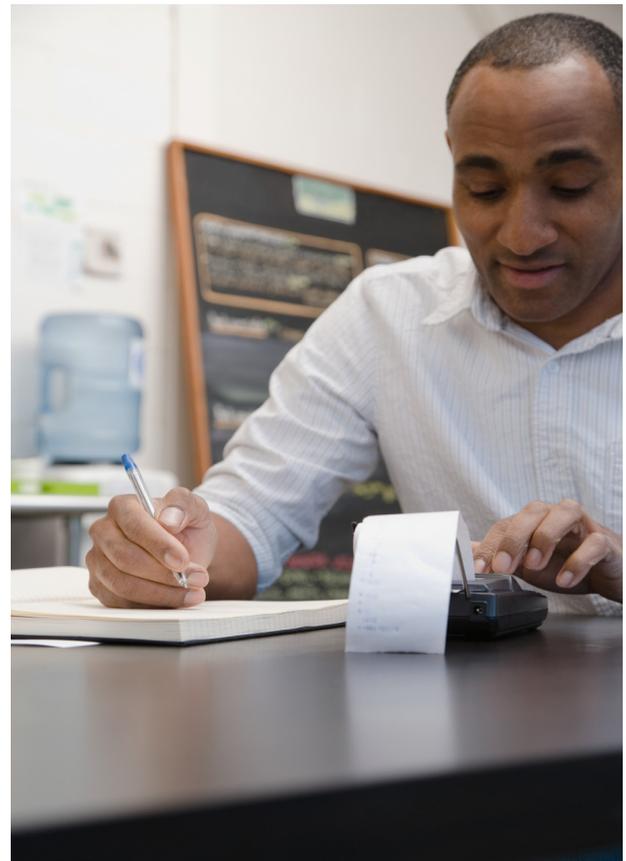
Percent Complete



- **Create a fund with the Community Foundation of the Lowcountry.**
- **Prevent properties from becoming delinquent.**
- **Coordinate with related organizations to identify at-risk properties.**

Overview

- Promoted Penn Center's Land Preservation Assistance Program in February 2021.
- Promoted the Pan African Family Empowerment and Land Preservation Network, which pays owners' delinquent taxes.
- Coordinated with related organizations such as Lowcountry Gullah to identify properties that are delinquent and at risk of being lost.
- Explore the opportunities and responsibilities associated with creating a fund with the Community Foundation of the Lowcountry.



Priority Recommendation 16



PP-3: Permitting & Design Studio

A one-stop resource to assist property and business owners in navigating the Town's land use and development standards, preparing development applications, and resolving related issues.

Percent Complete



- **Provide personalized guidance.**
- **Current Planning, Urban Design, Fire Rescue, Infrastructure, and Business License assistance.**
- **Reduce barriers to property preservation and development.**

Overview

- Provides assistance to property and business owners in the Historic Neighborhoods on a variety of issues, including subdivisions; buffers and setbacks; easements and rights-of-way; property access; dirt roads; mobile home placements; building permit issues; addressing; fire hydrants; and code enforcement issues.
- Offers conceptual site design services and business license assistance.
- Create a communication plan to inform stakeholders, churches, and community organizations of the Historic Neighborhoods Permitting and Design Studio and that staff is available to provide information and assistance.





TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Marc Orlando, ICMA~CM, *Town Manager*
VIA: Chris Yates, CBO, CFM, CGP, *Interim Director of Community Development*
FROM: Jayme Lopko, AICP, *Senior Planner*
CC: Anne Cyran, AICP, *Senior Planner*
DATE: October 5, 2021
SUBJECT: Rollers Trailer Park Update

Current Conditions

A rezoning application for 201 Marshland Road and properties located along Julia Drive and Mackerel Drive was submitted to the Town in August. The Planning Commission reviewed the application at a public hearing on September 15, 2021 and recommended that the rezoning be denied. The applicant subsequently withdrew the application.

The properties were all under contract to be sold to a developer pending the rezoning of the property; however, one property owner made it clear that he intends to redevelop his properties regardless of the outcome of this application. The owners of three properties on Julia Drive were part of the rezoning application and possible redevelopment of the property with the developer; however, they have not indicated that they will continue to redevelop their properties if the sale falls through.

Upon a visit to the properties, staff found 34 homes in Rollers Trailer Park, 7 homes off Julia Drive, and 8 homes off Mackerel Drive. A single owner, Dr. Harinderjit Singh, holds the title to Rollers Trailer Park (34 homes), three properties on Julia Drive (1 home), and all properties on Mackerel Drive (8 homes), for a total of 43 homes that will need to be relocated. Dr. Singh stopped renewing leases, and all tenants now rent on a month-to-month basis.

Deep Well and Lowcountry Immigration Coalition scheduled a meeting at Holy Family Catholic Church on September 13, 2021 to meet with the residents of the impacted area and discuss the process of relocating manufactured homes and the associated costs. Town staff was invited by Lowcountry Immigration Coalition to attend this meeting to provide information on the rezoning process and assist with questions from residents on the relocation process.

At this meeting Deep Well administered a survey to households in attendance which included information such as the number of adults and children in the unit; the condition of the unit; if the household needed assistance with relocation; and if the household planned to relocate off-Island. From the surveys that were received, 22 were from residents of Rollers Trailer Park with eight of those responding that their units are in poor to very bad condition and likely unmovable. An additional four units identified trees as an obstacle to moving the home. The remaining eight survey

responses were from Julia Drive and Mackerel Drive residents that all responded their units were in good to excellent condition.

Costs

There was a similar property off Spanish Well Road where several manufactured homes had to be relocated to accommodate future redevelopment plans for the property. Deep Well gathered information on the costs for this project and it can be used as a guide for this relocation effort.

The potential costs (per unit) for the relocation of a manufactured home include:

Description	Minimum Cost Estimate	Maximum Cost Estimate
Storage of Personal Possessions	\$150	\$450
Disconnecting & Re-Connecting Utilities	\$200	\$500
Demolition & Rebuild Ingress/Egress	\$1,600	\$3,200
Temporary Housing until Occupancy	\$300	\$500
Relocation of the Home	\$4,500	\$7,000
Total	\$6,750	\$11,650

Other costs (per unit) related to the relocation of a manufactured home include:

Description	Minimum Cost Estimate
Town Impact Fees	\$410
County Impact Fees	\$2,221
Sewer (4" Lateral Connection)*	\$1,300
Sewer Capacity Fees	\$3,040
Water (3/4" Service Line)*	\$740
Water Capacity Fees	\$1,800
Total	\$9,511

* There will be additional costs for the installation of the water and sewer lines from the main line in the street, which will vary based on the location and size of the property. The costs above are only for the tap into to the home.

The Community Foundation of the Lowcountry offers grants through Project SAFE and the Hilton Head Water Fund to qualified property owners for owner-occupied units for water/sewer connection costs; however, the program does not assist renters since the capital costs associated with water and sewer service are the responsibility of the property owner.

Beaufort County provides discounted impact fees to owner-occupied single-family property owners based on household income; however, this would not be available to renters since impact fees are the responsibility of the property owner.

Town Assistance

The Town designated a staff person, Jayme Lopko, to be the single point of contact regarding this project. Town staff has received many calls and emails from area residents asking for help and from property owners who have land that could be used for relocation of homes. Ms. Lopko has spoken with 15 property owners on the Island regarding the potential use of their property as a location to relocate manufactured homes. Staff has researched each property to determine the zoning, permitted density, current use, vehicular access, and available utility services.

While these owners may have property available for use, most do not have the funding to complete the infrastructure needed to support development on the site. Several of these properties are currently vacant without adequate vehicular access and are not currently connected to water or sewer lines.

There are three property owners that may be able to partially, if not fully, fund the infrastructure for the development of their property; however, they are just beginning to design their projects which will take time. The project that is farthest along is designed, but it has a few outstanding items to resolve before the development can be approved. This particular project has funding issues due to the need to bore a water line under a SCDOT roadway. The boring alone is estimated to cost \$50,000.

Staff recommends considering the following types of assistance for this large-scale home relocation:

- Waive building permit and impact fees for the relocated manufactured homes.
- Investigate possibility of using of American Rescue Funds to install water and sewer infrastructure and for the removal of manufactured homes that cannot be moved.
- Provide permitting and design assistance to property owners for Small Residential Development.

Next Steps

The majority of the subject properties are owned by the same property owner, and he plans to redevelop it if the sale to the developer falls through. He has not started site planning; therefore, he will need a year or more before he would be ready to break ground. If the owner is successful in selling the properties, the developer will plan to submit a pre-application to the Town in the next 30 days with the hope to have full Town approval in about 6 months.

Staff will continue to work with Deep Well and Lowcountry Immigration Coalition to provide information to area residents on the relocation process and about organizations that may be able to assist with relocation costs. Additionally, staff will continue to work with property owners on the Island who have land that may be available for relocation of homes.



TOWN OF HILTON HEAD ISLAND

Infrastructure Services Department

TO: Town Council
VIA: Marc Orlando, Town Manager
Josh Gruber, Deputy Town Manager
FROM: Jeff Buckalew, Interim Infrastructure Services Director
COPY: Curtis Coltrane, Town Attorney
DATE: September 28, 2021
SUBJECT: Public Dedication of Private Roads – Main Street, from Whooping Crane Way to Wilborn Road, Central Avenue, Museum Street, Merchant Street and a portion of Meeting Street

Recommendation:

At its September 27 meeting, the Community Services and Public Safety Committee unanimously endorsed the staff recommendation that the Town accept the public dedication of the identified private road rights of way for perpetual ownership and maintenance with the conditions that the road owner provide the Town with a lump sum payment in the amount of \$190,299.43, representing all of the funding currently in the possession of the POA that is dedicated for roadway maintenance, and that the road owner assign to the Town easement rights that they currently possess to a 10' wide area adjacent to all rights of way for construction and maintenance of future utility, landscaping, pedestrian, or roadway infrastructure, all easements for landscaping maintenance and intersection view maintenance.

Background:

Town Council adopted a revised Policy for the Dedication and Acceptance of Private Road Rights of Way in July of 2014 (Exhibit A). Pursuant to this policy, the owner of the above-described roads applied to the Town to dedicate these private rights of way (as reflected in Exhibit B) for public ownership and maintenance purposes. These roads provide enhanced connectivity to adjacent public roadways and serve the BCSD public-schools campus, the hospital, Hilton Head Island Airport, churches, a large residential neighborhood, and a commercial corridor that includes many small businesses. These private roads also currently serve as an important parallel frontage road system to William Hilton Parkway, thereby allowing for fewer vehicles to be on the main transportation artery and provide alternative travel options through this area of the Island. Based upon previously acquired traffic counts, this roadway currently serves approximately 10,000 vehicles per day and is identified as a minor arterial in the LMO. One of only two private roadways on the Island to receive such a designation, with the other being Greenwood Drive.

On June 21, 2019, and again on August 12, 2019, the Town's Community Services and Public Safety Committee met to discuss and review this dedication request. As a result of those meetings, the Committee authorized the Town Manager to conduct a full review of the POA's organizational and financial documents so that options pertaining to the dedication and acceptance these rights of way could be evaluated. Staff has completed those evaluations and developed a recommendation.

It should be noted that portions of the existing infrastructure in these rights of way are in poor condition and there are several deficiencies requiring immediate maintenance. Staff has estimated the cost of immediate repairs to be approximately \$500,000. Long term capital improvements are estimated to be in the range of \$2.5 to \$3 million or more, over the next several years depending on the scope and extent of improvements. This could entail new pathways or sidewalks in the rights of way and easements, resurfacing or reconstruction of the road section, lining of storm drainage pipes, or possibly an even larger streetscape project. Funding for maintenance and potential future improvements of the roads and pathway shall be derived from Capital Improvement Plan project funding. Funding for maintenance of the storm drainage systems shall be derived from the Storm Water Utility funds. Funding for the landscape maintenance, litter control and lighting shall be derived from the general fund.

At their September 27 meeting, the Town's Community Services and Public Safety Committee discussed this dedication request. The discussion ended with a motion and unanimous approval to proceed in accepting the dedication as recommended by staff.