



Town of Hilton Head Island
TOWN COUNCIL MEETING
Tuesday, June 7, 2022, 3:00 PM
AGENDA

The Town Council meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be viewed on the [Town's Public Meetings Facebook Page](#), the [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. **Pledge to the Flag**
4. **Invocation - Reverend Edward B. Alston - Queen Chapel AME Church**
5. **Roll Call**
6. **Approval of the Minutes**
 - a. Workshop - May 10, 2022
7. **Public Hearing: Town of Hilton Head Island Municipal Budget for the Fiscal Year Ending June 30, 2023**
8. **Report of the Town Manager**
 - a. Items of Interest
 - b. [Semi-Annual Report from the Planning Commission - Mike Scanlon, Chair](#)
 - c. [Beaufort County One Cent Sales Tax Presentation - Eric Claussen, Beaufort County Director of Engineering](#)
9. **Reports of the Members of the 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 Southern Lowcountry Regional Board – Councilman Lennox
 - e. Report of the Beaufort County Airports Board – Councilman Ames
 - f. Report of the Community Services & Public Safety Committee – Councilman Harkins

- g. Report of the Public Planning Committee – Councilman Ames
 - h. Report of the Finance & Administrative Committee – Councilman Lennox
10. **Appearance by Citizens** Citizens who wish to address Town Council must contact the Town Clerk at 843.341.4701 no later than 12:00 p.m. the day of the meeting. Citizens may also submit comments on agenda items via the eComment portal at [Town Council Meeting Information](#).
11. **Consent Agenda**
- a. [Second Reading of Proposed Ordinance 2022-14 Authorizing the Execution and Delivery of Easements for Underground Water and Wastewater Utilities Encumbering Real Property Owned by the Town of Hilton Head Island, South Carolina in the Shelter Cove Area](#)
 - b. [Second Reading of Proposed Ordinance 2022-12 Amending the Budget for the Town of Hilton Head Island for the Fiscal Year Ending June 30, 2022 and Adopting the Budget for the Town of Hilton Head Island for the Fiscal Year ending June 30, 2023](#)
12. **New Business**
- a. [Consideration of a Resolution of the Town of Hilton Head Island, South Carolina, Dissolving the U.S. 278 Gateway Corridor Committee](#)
13. **Executive Session**
- a. Discussion of Personnel Matters Related to the Creation and Appointments to Boards and Commissions [pursuant to SC Freedom of Information Act Sec. 30-4-70(a)(1)]:
 - i. Island Recreation Board; and
 - ii. Northpointe Public Private Partnership Housing Advisory Committee
 - b. Receipt of Legal Advice Concerning Pending, Threatened, or Potential Claim or Other Matters Covered by the Attorney-Client Privilege [pursuant to SC Freedom of Information Act Sec. 30-4-70(a)(2)]:
 - i. BRE - Circle Center
 - c. Discussion of negotiations incident to the proposed sale or purchase of property in the Newport Drive area [pursuant to South Carolina Freedom of Information Act Sec. 30-4-70(a)(2)]
14. **Possible actions by Town Council concerning matters discussed in Executive Session**
15. **Adjournment**



Town of Hilton Head Island TOWN COUNCIL WORKSHOP Tuesday, May 10, 2022, 9:00 a.m. 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*; Angie Stone, *Assistant Town Manager*; Shawn Colin, *Assistant Town Manager-Community Development*; Brad Tadlock, *Fire Chief*; John Troyer, *Finance Director*; Erica Madhere, *Budget Analyst*; Cindaia Ervin, *Finance Assistant*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mayor McCann called the meeting to order at 9:00 a.m.

- 2. FOIA Compliance** Public notification of the 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

Attendance of Town Council was confirmed by way of a roll call.

4. Workshop Discussion

a. Review and Discussion of the Fiscal Year 2023 Budget

Mr. Orlando delivered a presentation on the Fiscal Year 2023 Budget to the Mayor and Town Council. He and Mr. Troyer reviewed each of the accounts in great detail and answered questions from Town Council.

5. Appearance by Citizens

Risa Prince addressed the Mayor and Town Council representing the Coalition of Island Neighbors on the proposed budget stating her appreciation to staff for reviewing operations spending and to Mr. Orlando for the transparency throughout the budget process.

6. Adjournment

With no further business, the meeting adjourned at 10:15 a.m.

Approved: June 7, 2022

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor

PUBLIC HEARING:
TOWN OF HILTON HEAD
ISLAND MUNICIPAL
BUDGET FOR THE FISCAL
YEAR 2023



MEMORANDUM

TO: Town Council

FROM: John M. Troyer, CPA, Director of Finance

VIA: Marc Orlando, ICMA-CM, Town Manager

DATE: May 17, 2022

RE: Second Reading of Proposed Ordinance No. 2022-12

There are no changes from first reading except a change to the holiday schedule. Recommend adopting the budget on second reading.

Recommendation:

Staff recommends Council approve and affirm the first reading of Proposed Ordinance No. 2022-12. The ordinance establishes the fiscal year 2023 budgets for the General Fund, Capital Projects Fund, Debt Service Fund and Stormwater. The ordinance also amends the fiscal year 2022 budget to amend for the Fire Rescue trucks and to close out the fiscal year within budget.

The proposed tax rate at 23.1 is 5.0 mills less than FY 2022 rate of 28.1 mills. The reduction is a result of the expiration of the Disaster millage to restore reserves after Hurricane Matthew has completed the planned 5 years. There is a proposed ambulance fee increase in this budget as recommended by our third-party billing agent to meet market rates based on federal reimbursement standards.

The proposed FY 2023 total operating budget for the General Fund, Capital Projects Fund, Debt Service Fund, and Stormwater Fund at \$119,501,114 compared to last year's \$96,838,322.

	2022 Budget	2023 Budget
General Fund	\$ 43,984,657	\$ 48,621,804
Debt Service Fund	19,344,566	19,374,081
CIP	28,009,099	45,671,933
Stormwater Fund	5,500,000	5,833,296
Total	\$ 96,838,322	\$ 119,501,114

Summary:

According to Town Code, the Town Manager will present a budget for review by Town Council by the beginning of May. The Town Manager has met with all Town Council members as the budget was being crafted in order to have their input and guidance in the budget development process. The Town Manager provides this budget to fulfill his obligation under Town Code and he recommends this budget to Town Council for adoption for the Fiscal Year ending June 30, 2023.

ORDINANCE NO. _____

PROPOSED ORDINANCE NO. 2022-12

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2023; TO ESTABLISH A PROPERTY TAX LEVY; TO ESTABLISH FUNDS; TO ESTABLISH A POLICY FOR ACQUISITION OF RIGHTS OF WAY AND EASEMENTS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE, AND TO AMEND ORDINANCE

WHEREAS, Section 5-7-260(3) of the Code of Laws for South Carolina 1976, as amended, and Section 2-7-20 of the Municipal Code of the Town of Hilton Head Island, South Carolina, require that the Town Council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, Town Council also desires to set aside funds to increase the Operating Reserve to provide for emergency-related expenditures, and to offset any fiscal year tax revenue income stream deficiency; and

WHEREAS, Town Council also desires to give the Town Manager authority to adjust revenue estimates as necessary to account for the economic impact of the COVID-19 Pandemic, without changing the total adopted budget. Any changes made under this section will be reported to Town Council on a quarterly basis; and

WHEREAS, Town Council finds that it would be more economical and efficient to authorize the Town Manager to move forward with construction contract modifications, change orders, contract price adjustments, and execution of contracts for supplies, services, and construction where the contract amount involved does not exceed the budget line item or project budget as approved by Town Council in the Consolidated Municipal Budget.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

NOTE: Underlined and bold-face typed portions indicate additions to the Ordinance. ~~Stricken~~ Portions indicate deletions to the Ordinance.

Section 1. Adoption of the Budget. The prepared budget of estimated revenues and expenses, a copy of which has been published on the Town's website <https://www.hiltonheadislandsc.gov/budget/FY2023/FY2023ProposedBudgetExecutiveSummary.pdf> and incorporated herein, \$119,501,114 is hereby adopted as the budget for the Town of Hilton Head Island for the fiscal year ending June 30, 2023.

The General Fund budgetary authority is adopted at the Departmental level as follows:

	2022 Budget	2023 Budget
Town Council	471,242	548,112
Town Manager	1,286,306	1,524,062
Human Resources	665,941	587,750
Administrative Services	4,986,821	5,458,652
Finance	1,916,176	2,199,100
Community Development	3,602,665	4,286,458
Public Projects and Facilities	7,107,474	7,221,078
Fire Rescue	16,524,716	18,380,246
Sheriff/Other Public Safety	2,498,430	2,674,762
Townwide	2,450,459	3,449,994
Community Grants	2,224,427	2,291,590
Transfer to CIP	125,000	-
Transfer to Fund Blance	125,000	-
Total	43,984,657	48,621,804

The Debt Service Fund and the Stormwater Fund are adopted at the Fund level. Capital Improvement Projects are adopted at the Project level. The Town Manager is authorized to transfer amounts up to \$100,000; larger transfers require Town Council approval.

Section 2. Establishment of Property Tax Levy. A tax to cover the period from July 1, 2022 through June 30, 2023, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be, levied, collected and paid into the treasury of the Town of Hilton Head Island for its uses at a rate of mills on assessed value of real estate and personal property of every description owned in the Town of Hilton Head Island, except such property as is exempt from taxation under the Constitution and laws of the State of South Carolina. Said tax levy shall be paid into the Town Treasury for the credit of the Town of Hilton Head Island for its corporate purposes, for the purpose of paying current operational expenses of the said municipality 17.2 mils and Debt Service 5.9 mils making the total levy of 23.1 mils. *{Note: There is NO Disaster Millage override anymore as the 5 mills for 5 years has expired.}*

Section 3. Establishment of Budgeted Funds. To facilitate operations, there shall be established and maintained a General Fund, a Capital Projects Fund, a Debt Service Fund, a Stormwater Fund and other appropriate funds in such amounts as are provided for in the aforesaid Budget, as hereby adopted or as hereafter modified pursuant to law.

Section 4. Other Funds.

The Natural Disaster fund is limited to activity related to an officially declared emergency. This fund captures the financial activities from declared disasters, reimbursements from state and federal agencies and houses funds set aside for future emergencies. The federal stimulus funds approved in previous action by Town Council are authorized for receipt and expenditure in the Grants fund. This accounting treatment is for the most direct presentation and documentation to help facilitate the additional audit procedures required with receipt of these funds.

Section 5. Acquisition of Rights of Way and Easements. The Town Manager is charged with the duty of executing all necessary documents to obtain rights of way, easements, and other property interests necessary to complete duly authorized Capital Improvement Projects.

Capital Improvement Projects based on the ownership and life expectancy of the assets or improvements or based on the funding source authorized may be budgeted in the General, Capital Projects or Stormwater Funds. If expenditures are expressly authorized for an approved Capital Improvement Project in any of the budgeted funds, then the Town Manager is hereby authorized to execute all necessary documents and to expend such funds as are approved pursuant to the Capital Improvement budgets. Provided, however, in the event that the costs of an acquisition of such real property interests materially exceeds the amount budgeted in the approved Capital Improvement Project and the Town Manager is unable to shift additional funds from other authorized sources, the Town Manager shall be required to obtain the approval of Town Council for such additional expenditures. Nothing herein shall obviate the requirement that no condemnations shall be commenced without the appropriate approval of the Town Council for the Town of Hilton Head Island.

Section 6. General Fund Operating Reserve Policy Updated. Town Council changes its General Fund Operating Reserve policy from a lower limit of 35% of budget and an upper limit of 40% to a lower limit of 40% and an upper limit of 55%. This action recognizes Town Council's commitment to prudent operations, strong reserves, strong bond ratings and strong emergency preparedness. The Town is within these ranges today. This is another example of Town Council's prudence – that even when the economy is strong, Town Council is preparing for future storms or economic uncertainty and taking appropriate risk management steps.

Section 7. Revised Holiday Schedule. As part of the adoption of the Budget, Town Council approves a Holiday Schedule for 2023 in accordance with the attached schedules.

Section 8. Approval of State ATAX. The Town Budget is relying on State ATAX revenues for the operation of the Town in accordance with TERC guidelines in the amount of \$2,445,211. This amount includes amounts as provided by State Law formulas and Town approval to total \$2,445,211 and is hereby approved with this budget. Town Council also authorizes Tourist related capital projects from State ATAX in accordance with the TERC guidelines for pathways in the amount of \$3,109,000 in the Town's CIP for 2022-2023.

Section 9. Amendment of the Fiscal 2021-2022 budget for purchase of Fire Trucks in accordance with previous Town Council action of November 16, 2021 item 11.a.

	Original	First Amendment 05-Oct-21	Second Amendment 03-May-22	
	2022 Budget	2022 Budget	2022 Budget	
General Fund	\$ 43,984,657	\$ 44,204,613	\$ 44,204,614	
Debt Service Fund	19,344,566	19,344,566	19,344,566	
CIP	28,009,099	30,975,158	32,237,763	Price Increase on Fire Trucks \$1,262,605 from lease
Stormwater Fund	5,500,000	5,500,000	5,500,000	
Total	\$ 96,838,322	\$ 100,024,337	\$ 101,286,943	

Town Council had authorized the amendment to the purchase price of the Fire Trucks on November 16, 2021 to ensure delivery in a difficult supply chain environment. The source of budget funds would be the increased lease proceeds for these Fire Trucks. This action amends the budget to correspond with the earlier Town Council action of November 16, 2021.

Section 10. Amendment of the current Fiscal 2021-2022 budget within the same totals.

The Town underwent certain organizational changes from the initial budget within the current fiscal year which require slight adjustments to the categories of the budget but staying within the total budget already approved. These changes provide for reclassification of the current personnel budget while maintaining the same total for Fiscal Year 2021-2022. The changes are as follows:

	Original 2022 Budget	Amended Oct. 2021 2022 Budget	2022 Budget	
Town Council	471,242	446,242	446,242	
Town Manager	1,286,306	1,290,345	1,290,345	
Human Resources	665,941	665,941	665,941	
Administrative Services	4,986,821	4,986,821	4,986,821	
Finance	1,916,176	1,916,176	1,941,176	Reallocate existing personnel dollars
Community Development	3,602,665	3,591,001	3,266,001	Reallocate existing personnel dollars
Public Projects and Facilities	7,107,474	7,335,055	7,335,055	
Fire Rescue	16,524,716	16,524,716	16,824,716	Reallocate existing personnel dollars
Sheriff/Other Public Safety	2,498,430	2,498,430	2,498,430	
Townwide	2,450,459	2,450,459	2,450,459	
Community Grants	2,224,427	2,224,427	2,224,427	
Transfer to CIP	125,000	125,000	125,000	
Transfers to Fund Balance	125,000	150,000	150,000	
Total	43,984,657	44,204,613	44,204,613	No Change in total General Fund

Section 11. Transfer of funds to the Capital Improvements Fund (CIP). On June 19, 2018, Town Council voted in item 12.b. to set aside funds for workforce housing and transportation. These funds have been included as “assigned fund balance” in the General Fund Balance since that time. The Finance Department is directed to transfer those funds from the General Fund Balance to the Capital Improvements Projects (CIP) fund balance by June 30, 2022 so that those funds are available for use in the new fiscal year under the same restrictions as directed before.

Section 12. Financial Policies GFOA updates. The Government Finance Officers Association publishes best practices financial policies. The Town reviews the applicability of those policies and incorporates many of those into the Town’s policies. These are published annually in the budget document. Subjects addressed are:

1. Measurement Focus and Basis of Accounting
2. Fund Balance and Reserves
3. Grants
4. Debt Management
5. Investment
6. Accounting and Financial Reporting
7. Risk Management and Internal Controls
8. Procurement
9. Long-Term financial planning
10. Structurally balanced budget
11. Capital Assets
12. Capital Improvement Plan
13. Revenues
14. Expenditures
15. Operating Budget
16. Municipal Check Signing

The substance of the policies will be included in the annual budget document and the annual comprehensive financial report and available for public inspection.

Section 13. Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 14. Effective Date. This Ordinance shall be effective upon its enactment by the Town Council for the Town of Hilton Head Island.

Proposed Ordinance No. 2022-12
Page Six

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE
TOWN OF HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2022.**

John McCann, Mayor

ATTEST:

Krista Wiedmeyer, Town Clerk
Proposed Ordinance No. 2022-12
Page Four

First Reading: _____
Public Hearing: _____
Revised First Reading: _____
Second Reading: _____

APPROVED AS TO FORM:

_____, Town Attorney

Introduced by Council Member: _____

**TOWN OF HILTON HEAD ISLAND
ADMINISTRATIVE STAFF
2023 HOLIDAY SCHEDULE**

New Year's Day 2023 (observed)	January 2, 2023 (Monday)
Martin Luther King, Jr. Day	January 16, 2023 (Monday)
Presidents Day	February 20, 2023 (Monday)
Memorial Day	May 29, 2023 (Monday)
Juneteenth Day	June 19, 2023 (Monday)
Independence Day	July 4, 2023 (Tuesday)
Labor Day	September 4, 2023 (Monday)
Veterans' Day (observed)	November 10, 2023 (Friday)
Thanksgiving Day	November 23, 2023 (Thursday)
Day after Thanksgiving	November 24, 2023 (Friday)
Christmas Day	December 25, 2023 (Monday)
Day after Christmas	December 26, 2023 (Tuesday)
New Year's Day 2024	January 1, 2024 (Monday)



TOWN OF HILTON HEAD ISLAND

Planning Commission Memo

TO: Town Council
FROM: Michael Scanlon, Chair of the Planning Commission
DATE: May 17, 2022
SUBJECT: Planning Commission Semi-Annual Report: November 2021 – April 2022

Between November 2021 and April 2022, the Planning Commission held six regular meetings. Six scheduled meetings were cancelled due to a lack of agenda items.

2021 Traffic Monitoring and Evaluation Report

Darrin Shoemaker, Traffic & Transportation Engineer, presented the 2021 Traffic Monitoring and Evaluation Report.

On February 16, 2022, the Commission accepted the 2021 Traffic Monitoring and Evaluation Report by unanimous consent.

Capital Improvement Program

Jennifer Ray, Capital Program Manager, presented the Proposed CIP Fiscal Year Priority Projects to the CIP Committee and to the Commission.

On February 2, 2022, the CIP Committee voted 4-0-0 to move the list of Priority Projects forward to the Planning Commission with the following changes: add “Squire Pope Road: Greens Shell Park to Fords Shell Ring Park with a connection to the Rowing and Sailing Center at Squire Pope Community Park” under New Pathway Segments; add “South Forest Beach pathway improvements” under Pathways Accessibility and Safety Enhancement Projects; and move “Dillon Road at William Hilton Parkway” up to top priority under Roads.

On February 16, 2022, the Commission voted 8-0-0 to approve and recommend to Town Council the Proposed CIP Fiscal Year 2023 Priority Projects with the following changes: move the “Main Street: Whooping Crane Way to Wilborn Road” pathway project down the Pathways priority list; and move the “Jonesville Road” pathway project up to the second place on the Pathways priority list.

Street Name Applications

STDV-001826-2021, Minnie Common – A request from Tai Scott to name an access easement off Freddie’s Way as Minnie Common.

On November 3, 2021, the Planning Commission voted 7-0-0 to approve the application.

STDV-001099-2021, Bayley’s Point – A request from David Karlyk to name seven streets in the Bayley’s Point development: Sweetspire Lane; Inland Oaks Drive; Heartleaf Road; Carolus Lane; Needle Palm Court; Lone Cypress Trail; and Burl Wood Court.

On November 17, 2021, the Planning Commission voted 8-0-0 to approve the application.

STDV-002601-2021, Oyster Man’s Trace – A request from Richette Mitchell and her family to name a new access easement off Marshland Road as Oyster Man’s Trace.

On January 5, 2022, the Planning Commission voted 9-0-0 to approve the application.

PROPOSED 2022 TRANSPORTATION SALES TAX REFERENDUM



A BRIEF OVERVIEW
JUNE 7, 2022



HISTORY

- ▶ Council discussed the future of a 2022 Transportation sales tax opportunity at Council Retreat in November 2021
- ▶ The 2018 Sales Tax Expired 12/31/21
- ▶ Further discussion by Council in January 2022

TRANSPORTATION ADVISORY COMMITTEE (TAC) CREATION

- ▶ February 7th, County Council Passed a Resolution Establishing a Citizen's Committee
- ▶ County Council Commissioned a 17 Member Citizen Committee
 - ▶ 1 Member From Each Council District
 - ▶ 1 Member From Each of the 6 Municipalities Within the County

TAC MISSION

- ▶ County Council Charged the TAC with 3 Tasks
 1. *Proposed project list and/or categories for the referendum question(s)*
 2. *The amount of the sales tax to be collected; and/or*
 3. *The duration of the sales tax collection period.”*

TAC's WORK

- ▶ Committee met weekly for about 2.5 months (11 meetings)
- ▶ Initial discussions involved transportation planning education
- ▶ Projects were initiated from various County and Regional Plans (Comprehensive Plan; LATS Long Range Plan, Impact Fee listed projects, Bicycle & Pedestrian Masterplan, etc.)
- ▶ TAC reviewed other County Transportation Sales Tax Programs across the state; Program lengths ranged from 4 to 25 years

FINAL RECOMMENDATION FROM TAC

- ▶ **10-year \$700M Program**
- ▶ **Approximately 1/2 to Specific Projects (\$335M)**
- ▶ **Approximately 1/2 to Program Projects (\$365M)**

SPECIFIC PROJECTS (\$335M)

Hwy 170 Improvements - \$80,000,000

- ▶ Capacity and safety improvements on a 4.5-mile segment of SC 170 from US 278 to SC 462.

Hwy 46 Improvements - \$20,000,000

- ▶ Capacity and safety improvements along SC 46 from SC 170 to Jasper County. Additional safety improvements (i.e. turn lanes at intersections) along SC 46 from SC 170 to Buckwalter Parkway. All planned improvements would be designed so as to preserve the Scenic Byway designation

Bluffton Regional Roadway Network - \$40,000,000

- ▶ Implementation of any or all Bluffton projects listed as priorities in the approved LATS Transportation Plan. Bluffton Town Council would designate projects to be undertaken by Beaufort County.

SPECIFIC PROJECTS (\$335M)

Hilton Head Island Municipal Projects - \$40,000,000

- ▶ Road Resurfacing, intersection improvements and pathways as requested by the Town of Hilton Head

Hwy 278 Project Enhancements - \$40,000,000

- ▶ Additional funding to support the US 278 Corridor Improvement Project

US 21 and US 21 (Bus.)/SC 281 Corridor Improvements - \$75,000,000

- ▶ Multimodal and access improvements along the US 21 corridor from Bell Bridge to Boundary Street and along the US 21 (Business) corridor to Woods Memorial Bridge to improve safety, interconnectivity, and capacity.

Lady's Island Corridor Improvements - \$40,000,000

- ▶ Lady's Island Corridor Improvements

TRANSPORTATION IMPROVEMENT PROGRAMS (\$365M)

Mass Transit - \$25,000,000

- ▶ Funding multimodal transportation planning and implementation, including marine transport, for a more robust and equitable public transportation system

Safety - \$50,000,000

- ▶ Safety improvements along roadways and intersections to include pedestrian accommodations.

Resilience - \$20,000,000

- ▶ Improvements to transportation infrastructure to address flooding, sea-level rise, stormwater, and drainage.

Dirt Road Paving - \$50,000,000

- ▶ Paving of county-owned dirt roads throughout the County

TRANSPORTATION IMPROVEMENT PROGRAMS (\$365M)

Resurfacing - \$60,000,000

- ▶ Road resurfacing and preservation of ALL roadways (State, County, and municipal-owned) throughout the County. The goal is to improve the overall pavement condition of roads across the County.

Pathways - \$50,000,000

- ▶ Design, right of way acquisition, and construction of pedestrian accommodations throughout the County in accordance with the Beaufort County Connects Bicycle and Pedestrian Plan 2021. We recommend that priority be given to pathways already approved by the voters in the 2018 referendum.

Transportation Technology/Access Roads - \$50,000,000

- ▶ Planning, design, right of way acquisition, and construction of access roads for better interconnectivity. Implementation of transportation technologies to support enhancements to capacity and safety of the transportation system.

Greenbelts (Long Term Demand Reduction) - \$60,000,000

- ▶ Acquisition of property to reduce new lots and thereby establish a balance between environmental protection and rapid development growth.

IMPLEMENTATION RECOMMENDATIONS

A. Advisory Committee

- Committee to meet periodically to review project prioritization and make recommendations to Council
- The Committee should make a call each year for projects from all stakeholders (County, municipalities, LATS/COG) for general projects.

IMPLEMENTATION RECOMMENDATIONS

- ▶ County staff in coordination with the Advisory Committee should create a priority index for all central programs such as:
 - i. **Safety**: Intersection Improvements, turn lanes, rural road improvements. Specifics to be developed.
 - ii. **Dirt Road Paving**: Update the existing 5-year plan to include municipal dirt roads.
 - iii. **Resilience**: Priorities should be based on susceptibility to flooding and population or critical functions served by the road.
 - iv. **Resurfacing**: Program to look at improving any and all roads (DOT, County, Municipal) specifics to be developed.
 - v. **Pathways**: Use the approved countywide pedestrian and bike master plan as a guide. Priorities to projects already approved by voters.
 - vi. **Transportation Technologies/Access Roads**: Focus on access and connecting roads, smart signals, and electric vehicle services.

IMPLEMENTATION RECOMMENDATIONS

B. Issue Revenue Bonds

Big projects should be bonded for immediate work

C. Greenbelt (Long Term Demand Reduction)

Utilize Rural and Critical Lands Board for priority setting of expenditures related to land or development rights acquisition

D. Mass Transit

Because no central plan currently exists for a comprehensive mass transit program, this should be the first priority. Utilize the existing transit authority as the lead agency for this effort supported by an advisory committee.

PATH FORWARD

- ▶ **Resolution Adopted on TAC Recommendations**
- ▶ **Three Readings and Public Hearing on an Ordinance for 2022 Referendum (1st reading passed on 5/23; 2nd reading set for 6/13; 3rd reading and public hearing set for 6/27)**
- ▶ **Final Ordinance must be sent to State prior to 8/15 for approval and inclusion on November ballot**

CONSENT AGENDA



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Marc Orlando, *ICMA-CM, Town Manager*
VIA: Shawn Colin, *AICP, Assistant Town Manager - Community Development*
FROM: Jeff Buckalew, *PE, Town Engineer*
COPY: Josh Gruber, *JD, MPA, Deputy Town Manager*
Curtis Coltrane, *Town Attorney*
Arnold Ellison, *Interim General Manager, Broad Creek PSD*
DATE: May 17, 2022
SUBJECT: 2nd Reading - Consideration of an Ordinance granting permanent utility easements to the Broad Creek Public Service District (PSD) for the access and maintenance of a water main across Town land (Parcel R520 012 00C 0002 0000 near 59 Shelter Cove Lane)

Recommendation:

That Town Council adopt an Ordinance authorizing two permanent utility easements, for access and maintenance rights to the Broad Creek PSD, for the water mains across Town land (Parcel R520 012 00C 0002 0000 within Shelter Cove Community Park and Veteran's Memorial Park near 59 Shelter Cove Lane).

Summary

At its May 17, 2022 meeting, Town Council unanimously voted to approve the first reading for the execution of those easements as submitted for underground water and wastewater utilities in the Shelter Cove area.

Background:

Attachment A is a vicinity map depicting the location of the easements being granted. When the Town made the agreement with the developer of the Shelter Cove Mall to exchange land for what is now the Shelter Cove Community Park, one of the terms in the agreement obligated the Town to grant easements to Broad Creek Public Service District for future underground water and wastewater lines. Both the developer and Broad Creek Public Service District are now ready for this conveyance of easements to occur. The easements described in the attached Ordinance, Attachment B, are 20-foot wide and encompass a buried water main and are depicted in Ordinance Exhibits A and B (Attachment C). The total amount of Town land to be encumbered by these easements is 0.596 acres. Staff has no objections to granting of the easements as shown.

Attachments:

- A. Vicinity Map
 - B. Ordinance
 - C. Ordinance Exhibits A and B
-



EAST # 2
EASEMENT AREA
EXHIBIT B

EAST # 1
EASEMENT AREA
EXHIBIT A

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

**ORDINANCE NO. 2022-__ PROPOSED ORDINANCE NO. 2022-14
AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH
CAROLINA TO AUTHORIZE THE EXECUTION AND DELIVERY OF
EASEMENTS FOR UNDERGROUND WATER AND WASTEWATER
UTILITIES ENCUMBERING REAL PROPERTY OWNED BY THE TOWN OF
HILTON HEAD ISLAND, SOUTH CAROLINA IN THE SHELTER COVE AREA
AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, on or about October 16, 2012, The Town of Hilton Head Island, South Carolina and Shelter Cove Towne Centre, LLC, executed a “Development Agreement” governing the exchange of real property and the development of other property in the area of the Shelter Cove Mall and Broad Creek;

WHEREAS, among other things, the October 16, 2012, Development Agreement requires that The Town of Hilton Head Island, South Carolina, use its best efforts to assist Broad Creek Public Service District in obtaining easements for underground water and waste water infrastructure;

WHEREAS, The Town of Hilton Head Island, South Carolina, owns property described as:

All that certain piece, parcel or tract of land located within the Town of Hilton Head Island, Beaufort County, South Carolina consisting of a total of approximately 4.45 acres, more or less, and all improvements thereon, if any, shown and designated as “Remainder of Revised Multi-Family Parcel” on that certain Plat entitled “Boundary Reconfiguration of 4.45 Acre New Multi-Family Parcel # 2 & 26.29 Acre Revised Town of Hilton Head Island parcel, totaling 30.74 acres, Shelter Cove Lane, a Portion of Shelter Cove Community Park, Hilton Head Island, Beaufort County, South Carolina,” sheet 2 of 2, prepared by Surveying Consultants, dated March 16, 2016 and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 143 at Page 122 (herein, the “Town Property”).

WHEREAS, Broad Creek Public Service District now seeks easements

encumbering the Town Property for the installation, maintenance and use of underground water and wastewater infrastructure; and,

WHEREAS, the Town Council for The Town of Hilton Head Island, South Carolina, has determined that it is in the best interests of The Town of Hilton Head Island, South Carolina, to grant the requested easements, and,

WHEREAS, § 2-7-20, *Municipal Code of The Town of Hilton Head Island, South Carolina* (1983), states that an ordinance is required in order to convey interests in real property owned by The Town of Hilton Head Island, South Carolina.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS HEREBY ORDERED AND ORDAINED BY AND UNDER THE AUTHORITY OF THE TOWN COUNCIL, AS FOLLOWS:

Section 1, Authorization to Grant Easement.

(a) The Mayor and Town Manager are authorized to execute and deliver the two easements allowing Broad Creek Public Service District to install, maintain and use underground water and wastewater infrastructure over part of the Town Property as described in the written easements. The easements shall be in a form and substance as the documents attached to this Ordinance as Exhibit “A” and Exhibit “B.”

(b) The Mayor and Town Manager are authorized to take any further actions they deem necessary or advisable to complete the execution and delivery of the easements authorized in Article 1(a) above.

Section 2 Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and

independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Effective Date. This Ordinance shall be effective upon adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS ____ DAY OF MARCH, 2021.

John D. McCann, Mayor

ATTEST:

By: _____
Krista M. Wiedmeyer, Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Curtis Coltrane, Town Attorney

Introduced by Council Member: _____

Attachment C

EXHIBIT A TO ORDINANCE 2022-____

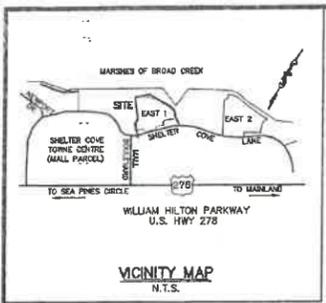
and recorded on ____, 2020 in Plat Book ____ at Page ____, Beaufort County Records (“Plat”). These easements shall burden and be binding upon the easement property described herein and shall be appurtenant to and run with the land and shall be applicable to and for the use and benefit of the SCII and the District for the purposes set forth herein.

The easements intended to be conveyed herein are a portion of the property conveyed to the within Town by deed from Shelter Cove II, LLC and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Deed Book 3477 at Page 2573 on April 22, 2016.

2. Terms and Conditions.

- (a) The parties confirm that the water line and related infrastructure have been constructed and installed by SCII. Town accepts no responsibility for such construction and/or installations.
- (b) The water line installed within the easement area is intended for use not only to service the apartment units and other facilities, but also to provide fire protection services, and as such, it will be necessary for District, as well as the Town Fire Department to have access to, and use of, said water line.
- (c) This Easement is one of three Easements related to the subject water around the Parcel. The other two easements are from the landowners, Shelter Cove Company as it relates to Easement A and Easement H and SCII as it pertains to Easement C, Easement D and Easement F.
- (d) Any use of the easement area by Town, or its successors-in-title, shall be subject to the express condition that such use not interfere with the use of the easement area by the District in the operation of its water system.
- (e) This Easement Agreement may only be modified, extinguished or terminated in a document expressly executed by all parties and recorded in the Land Records for Beaufort County.
- (f) This Easement Agreement is binding upon, and shall benefit, the parties hereto and their successors and assigns. This Easement Agreement shall run with the land.
- (g) This Easement Agreement is subject to all applicable restrictions, covenants, easements, etc. applicable to the subject Property and of record in the Land Records for Beaufort County, South Carolina.
- (h) The Easements B, E and G are more fully described by detailed courses and distances, metes and bounds on the above-referenced Plat. In the event of any discrepancy between the description herein and the Plat, the Plat shall be controlling.

TOGETHER with all and singular, the rights, members, hereditaments and appurtenances to the above property belonging to or in anyway incident or appertaining to the above-described property.



LEGEND:

CONC.	CONCRETE MONUMENT, OLD (FOUND)
IRON	IRON PIPE, OLD (FOUND)
AC	AIR CONDITIONER
ADA	AMERICAN WITH DISABILITIES ACT
BOL	BOLLARD
CATV	CABLE TELEVISION JUNCTION BOX
CB	CATCH BASIN
CO	CLEANOUT
DHEC	DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
EM	ELECTRIC METER
FPE	FINISHED FLOOR ELEVATION
FDC	FIRE DEPARTMENT CONNECTION
PH	FIRE HYDRANT
GV	GAZE VALVE
GI	GROUND INLET
GL	GROUND LIGHT
GW	GUY WIRE
ICV	INVERT ELEVATION
IRV	IRRIGATION CONTROL VALVE
LP	LAMP POST
N/S	NOT TO SCALE
N/F	NOW OR FORMERLY
OCRM	OCEAN & COASTAL RESOURCE MANAGEMENT
PB	POWER JUNCTION BOX
PV	POST INDICATOR VALVE
PP	POWER POLE
R/W	RIGHT OF WAY
SSM	SANITARY SEWER MANHOLE
SN	SIGN
SDMH	STORM DRAIN MANHOLE
TEL	TELEPHONE JUNCTION BOX
TMH	TELEPHONE MANHOLE
TRNF	ELECTRIC TRANSFORMER
UP	UNDERGROUND PROPANE TANK
WM	WATER METER
WV	WATER VALVE
YI	YARD INLET
HDPE	HIGH DENSITY POLYETHYLENE
PVC	POLYVINYL CHLORIDE
RCP	REINFORCED CONCRETE PIPE
---	FENCE LINE
---	WATER LINE
---	BRICK PAVEMENT TYPE PAVEMENT
---	CONCRETE & DECORATIVE BRICK SURFACE

TITLE SOURCE

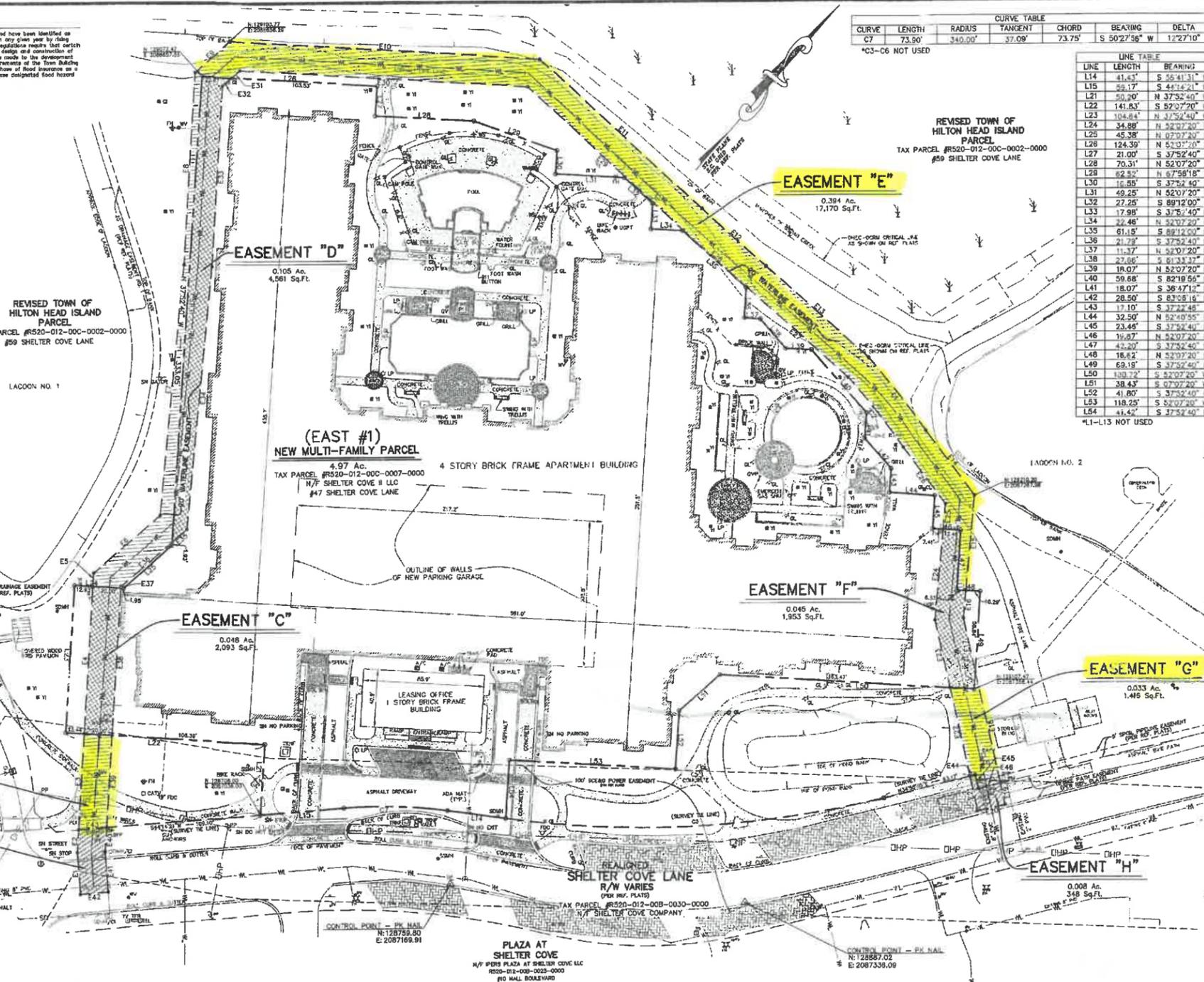
*TAX PARCEL I.D. NO. R520-012-00B-0030-0000
DEED BOOK: 3361, PAGE: 469
DEED BOOK: 3294, PAGE: 89
DEED BOOK: 780, PAGE: 669
PLAT BOOK: 136, PAGE: 1

*TAX PARCEL I.D. NO. R520-012-00C-0007-0000
DEED BOOK: 3407, PAGE: 770
PLAT BOOK: 141, PAGE: 25

*TAX PARCEL I.D. NO. R520-012-00C-0002-0000
DEED BOOK: 3477, PAGE: 2573
PLAT BOOK: 143, PAGES: 122-123

PROPOSED 20' WATERLINE EASEMENT AREA TABLE

TAX PARCEL I.D. NO. R520-012-00B-0030-0000 N/F SHELTER COVE COMPANY.	
EASEMENT "A".....0.021 Ac.	
EASEMENT "H".....0.008 Ac.	
TOTAL.....0.029 Ac.	
TAX PARCEL I.D. NO. R520-012-00C-0007-0000 N/F SHELTER COVE II LLC	
EASEMENT "C".....0.048 Ac.	
EASEMENT "D".....0.105 Ac.	
EASEMENT "F".....0.045 Ac.	
TOTAL.....0.198 Ac.	
TAX PARCEL I.D. NO. R520-012-00C-0002-0000 N/F TOWN OF HILTON HEAD ISLAND	
EASEMENT "B".....0.031 Ac.	
EASEMENT "E".....0.394 Ac.	
EASEMENT "G".....0.033 Ac.	
TOTAL.....0.458 Ac.	
TOTAL AREA OF PROPOSED WATERLINE EASEMENTS.....0.685 Ac.	



CURVE TABLE

CURVE	LENGTH	RADIUS	TANGENT	CHORD	BEARING	DELTA
C7	73.90	340.00'	37.09'	73.75'	S 50°27'36" W	122°17'10"

*C3-C6 NOT USED

LINE TABLE

LINE	LENGTH	BEARING
L14	41.63'	S 55°41'31" W
L15	58.17'	S 44°14'21" W
L21	50.70'	N 37°32'40" W
L22	141.83'	S 52°07'20" W
L23	104.84'	N 37°52'44" W
L24	34.88'	N 52°07'20" E
L25	45.38'	N 07°07'20" E
L26	124.39'	N 52°07'20" E
L27	21.00'	S 37°32'40" E
L28	70.31'	N 52°07'20" E
L29	82.83'	N 37°58'18" E
L30	16.55'	S 37°32'40" E
L31	49.25'	N 52°07'20" E
L32	27.25'	S 89°12'00" E
L33	17.98'	S 37°32'40" E
L34	24.46'	N 52°07'20" E
L35	61.15'	S 89°12'00" E
L36	21.73'	S 37°32'40" E
L37	11.37'	N 52°07'20" E
L38	27.66'	S 81°33'37" E
L39	18.07'	N 52°07'20" E
L40	59.88'	S 82°19'55" E
L41	18.07'	S 39°17'17" E
L42	28.50'	S 63°08'18" E
L43	17.10'	S 37°32'40" E
L44	32.50'	N 52°07'20" E
L45	23.45'	S 37°32'40" E
L46	19.57'	N 52°07'20" E
L47	43.20'	S 37°32'40" E
L48	18.63'	N 52°07'20" E
L49	69.18'	S 37°32'40" E
L50	109.72'	S 52°07'20" W
L51	38.43'	S 07°07'20" W
L52	41.80'	S 37°32'40" E
L53	118.25'	S 52°07'20" W
L54	43.45'	S 37°32'40" E

*L1-L3 NOT USED

CURVE TABLE

CURVE	LENGTH	RADIUS	TANGENT	CHORD	CHORD BEARING	DELTA
C1	66.09'	643.95'	33.08'	66.06'	N79°34'22" W	005°02'50"
C2	63.16'	623.95'	31.61'	63.13'	N79°30'17" W	005°47'59"
C3	269.82'	710.00'	136.55'	268.20'	N45°45'15" E	021°45'26"

LINE TABLE

LINE	LENGTH	BEARING
E1	28.63'	N45°55'07" W
E2	16.16'	N36°08'20" W
E3	67.93'	N36°09'25" W
E4	104.84'	N39°09'25" W
E5	9.41'	N35°09'25" W
E6	61.88'	N07°59'04" E
E7	178.88'	N35°05'22" W
E8	136.11'	N36°19'29" W
E9	32.93'	N07°08'33" E
E10	220.35'	N52°08'33" E
E11	157.29'	S06°49'50" E
E12	61.21'	S89°12'05" E
E13	97.79'	S89°19'34" E
E14	57.65'	S78°21'48" E
E15	67.47'	S36°13'19" E
E16	18.37'	S36°13'19" E
E17	39.02'	S54°01'35" E
E18	81.46'	S54°01'35" E
E19	15.60'	S64°01'35" E
E20	20.00'	S35°58'25" W
E21	25.23'	N54°01'35" W
E22	64.76'	N54°01'35" W
E23	49.22'	N54°01'35" W
E24	64.14'	N36°13'19" W
E25	18.13'	N36°13'19" W
E26	50.25'	N78°21'48" W
E27	96.61'	N89°19'34" W
E28	61.30'	N89°12'05" W
E29	150.27'	N88°49'50" W
E30	204.99'	S52°08'33" W
E31	7.84'	S07°08'33" W
E32	8.42'	S07°08'33" W
E33	128.12'	S38°19'29" E
E34	187.37'	S36°05'22" E
E35	14.02'	S07°59'04" W
E36	47.44'	S07°59'04" W
E37	0.99'	S38°09'25" E
E38	104.64'	S36°09'25" E
E39	65.16'	S36°09'25" E
E40	17.57'	S38°09'25" E
E41	28.17'	S45°55'07" E
E42	20.00'	S44°03'53" W
E43	20.18'	N44°14'21" E
E44	3.90'	N34°55'06" E
E45	10.03'	S54°48'06" E
E46	15.97'	N34°48'06" E

- NOTES**
- I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO OBVIOUS, APPARENT OR VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.
 - THE PURPOSE OF THIS PLAN IS TO CREATE NEW 20' WATERLINE EASEMENTS "A" & "B" & "C" & "D" & "E" & "F" & "G" & "H" ACROSS SUBJECT PROPERTIES, THE INTENT OF THE 20' EASEMENT IS TO BE APPROXIMATELY CENTERED ON THE EXISTING WATERLINE.
 - IMPROVEMENTS SHOWN WERE TAKEN FROM REFERENCE PLAT #4 BY THIS FIRM AND WERE NOT UPDATED AT THIS TIME.
 - UNDERGROUND UTILITIES TAKEN FROM VARIOUS REFERENCE PLATS AND ARE APPROXIMATE. SURVEYING CONSULTANTS DOES NOT CERTIFY TO ANY UNDERGROUND UTILITIES.
 - AS OF THE DATE OF THIS SURVEY THIS PROPERTY IS LOCATED IN ZONE A-7, A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY H.U.D. PANEL 140, FLOOD HAZARD ZONE AND BASE ELEVATION WERE VERIFIED BY RICHARD SPRUCE, PLANS REVIEW ADMINISTRATOR, TOWN OF HILTON HEAD ISLAND ON 4/18/2012.

PROPOSED 20' WATERLINE EASEMENT
OF
EASEMENT "A" & EASEMENT "H"
ACROSS
SHELTER COVE LANE
(SHELTER COVE COMPANY)
TAX PARCEL I.D. NO.
R520-012-00B-0030-0000
AND
EASEMENT "C" & EASEMENT "D"
& **EASEMENT "F"**
ACROSS
EAST #1, NEW MULTI-FAMILY PARCEL
TAX PARCEL I.D. NO.
R520-012-00C-0007-0000
AND
EASEMENT "B" & EASEMENT "E"
& **EASEMENT "G"**
ACROSS
REVISED TOWN OF HILTON
HEAD ISLAND PARCEL
TAX PARCEL I.D. NO.
R520-012-00C-0002-0000

I the undersigned, as the Owner of Record of parcel R520-012-00B-0030-0000, agree to the recording of this plat.

Shelley Davis III 8/13/20
SIGNATURE DATE
SHELTER COVE COMPANY

I the undersigned, as the Owner of Record of parcel R520-012-00C-0007-0000, agree to the recording of this plat.

C. M. K. Sam 7/16/20
SIGNATURE DATE
SHELTER COVE II LLC

I the undersigned, as the Owner of Record of parcel R520-012-00C-0002-0000, agree to the recording of this plat.

SIGNATURE DATE
TOWN OF HILTON HEAD ISLAND SOUTH CAROLINA

- REFERENCE PLATS**
- BOUNDARY RECONSTRUCTION PLAN OF 4.97 ACRES MULTI-FAMILY PARCEL #2 & 28.29 ACRES REVISED TOWN OF HILTON HEAD ISLAND PARCEL, TOTALING 33.26 ACRES, A PORTION OF SHELTER COVE LANE, SHELTER COVE COMPANY PARK, DATED: 09/01/2015, BY: TERRY G. HATCHELL, S.C.R.L.S. NO. 11059, RECORDED: PB. 141 Pgs. 23-28, 08/18/2015.
 - BOUNDARY RECONSTRUCTION OF 4.18 ACRES NEW MULTI-FAMILY PARCEL #2 & 5.29 ACRES REVISED TOWN OF HILTON HEAD ISLAND PARCEL, TOTALING 9.47 ACRES, A PORTION OF SHELTER COVE LANE, SHELTER COVE COMPANY PARK, DATED: 03/19/2015, BY: TERRY G. HATCHELL, S.C.R.L.S. NO. 11059, RECORDED: PB. 143, Pgs. 122-123, 04/22/2015.
 - SITE DEVELOPMENT PLANS FOR SHELTER COVE MULTI-FAMILY SITE #1, PARKING & GRASSY PLAZA, PREPARED FOR: SHELTER COVE II LLC, PROJECT NUMBER 110220, HILTON HEAD ISLAND, SOUTH CAROLINA, DATED: 05/17/2014, REVISED: 06/16/2014, BY: WILLIAM C. PORRELL, S.C.P.E. NO. 32124, RAND EDWARDS ENGINEERING.
 - ASBLT SURVEY OF EAST BUILDING SITE #1, SHELTER COVE TOWN CENTER APARTMENTS, LOCATED AT #47 SHELTER COVE LANE, DATED: 11/29/2014, LAST REVISED: 2/11/2014, BY: TERRY G. HATCHELL, S.C.R.L.S. NO. 11059, SURVEYING CONSULTANTS.



PREPARED FOR: SHELTER COVE II LLC, SHELTER COVE COMPANY & TOWN OF HILTON HEAD ISLAND
ADDRESS: #47 & #59 SHELTER COVE LANE
TAX PARCEL I.D. NO. R520-012-00C-0007-0000 & R520-012-00C-0002-0000 & R520-012-00B-0030-0000

SG SURVEYING CONSULTANTS
17 Sheraton Drive, Suite C, Hilton Head, SC 29910
SC Telephone: (843) 815-3300 FAX: (843) 815-3305
GA Telephone: (813) 628-2776
www.SurveyingConsultants.com
Email: SC@SurveyingConsultants.com
DATE: 01/21/2020 JOB NO: SC110040T.34A
SCALE: 1" = 40'

EXHIBIT B TO ORDINANCE 2022-____

This instrument prepared by:

BURR · FORMAN MENAIR

(CSG:sp)

Post Office Drawer 3

Hilton Head Island SC 29938-0003

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

**GRANT OF UTILITY EASEMENT
(EAST #2)**

THIS GRANT OF UTILITY EASEMENT (EAST #2) ("Agreement") is made by and between THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA ("Town"), SHELTER COVE II, LLC, c/o Southeastern Real Estate Group, 2743 Perimeter Parkway Building 100, Augusta, GA 30909 ("SCII") and BROAD CREEK PUBLIC SERVICE DISTRICT, a special purpose District duly chartered and existing under the laws of the State of South Carolina, Post Office Box 5878, Hilton Head Island, South Carolina 29938 ("District").

WHEREAS, SCII is the owner of certain real property within the Broad Creek Public Service District known as Parcel East #2, having 4.45± acres with an address of 65 Shelter Cove Lane, a Beaufort County TMS#R520-012-00C-0007-0000 (the "Parcel") and improved with a 104 unit apartment building together with ancillary improvements include parking garage and recreational facilities, known as East #2, upon which SCII has constructed water and sewer infrastructure and facilities, including a main water line around the Parcel to be used both for potable water and for fire protection services; and

WHEREAS, the Town is the owner of certain real property located in Shelter Cove and identified at the address of 59 Shelter Cove Lane, TMS#R520-012-00C-0002-0000, a portion of which property is contiguous to the aforementioned Parcel owned by SCII and such Town property having been used for the installation of the water line described herein; and

WHEREAS, the District owns and operates a water supply and sewage collection, disposal and treatment system pursuant to the authority granted in its Enabling Legislation; and

WHEREAS, SCII will convey ownership of the water main and related infrastructure to the District, but also requires an easement from the Town for the portions of the water main locations crossing the Town property, and the District likewise requires access to the aforementioned water line in the same area for the purposes set forth herein.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS, that TOWN for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) to it in hand paid and before the sealing of these presents, by SCII and by the DISTRICT, in the State aforesaid, the receipt and sufficiency of which is hereby acknowledged, has granted, bargained and released and by these presents docs grant, bargain and release unto SCII and the District, their respective successors and assigns forever, the following:

1. **Easement. A non-exclusive perpetual easement for access, ingress and egress in, to, over, and across a portion of the Town's parcel at 59 Shelter Cove Lane, TMS#R520-012-00C-0002-0000 in Shelter Cove, Hilton Head Island, Beaufort County, South Carolina and which is shown and depicted as Easements B (0.116 acres) and D (0.022 acres) on the Plat prepared by Surveying Consultants, Inc. entitled "Proposed 20' Waterline Easement", dated November 26, 2019 and**

recorded on ____, 2020 in Plat Book ____ at Page ____, Beaufort County Records ("Plat"). These easements shall burden and be binding upon the easement property described herein and shall be appurtenant to and run with the land and shall be applicable to and for the use and benefit of the SCII and the District for the purposes set forth herein.

The easements intended to be conveyed herein are a portion of the property conveyed to the within Town by deed from Shelter Cove II, LLC and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Deed Book 3477 at Page 2573 on April 22, 2016.

2. Terms and Conditions.

- (a) The parties confirm that the water line and related infrastructure have been constructed and installed by SCII. Town accepts no responsibility for such construction and/or installations.
- (b) The water line installed within the easement area is intended for use not only to service the apartment units and other facilities, but also to provide fire protection services, and as such, it will be necessary for District, as well as the Town Fire Department to have access to, and use of, said water line.
- (c) This Easement is one of three Easements related to the subject water around the Parcel. The other two easements are from the landowners, Shelter Cove Company as it relates to Easement A and on E and SCII as it pertains to Easement C.
- (d) Any use of the easement area by Town, or its successors-in-title, shall be subject to the express condition that such use not interfere with the use of the easement area by the District in the operation of its water system.
- (e) This Easement Agreement may only be modified, extinguished or terminated in a document expressly executed by all parties and recorded in the Land Records for Beaufort County.
- (f) This Easement Agreement is binding upon, and shall benefit, the parties hereto and their successors and assigns. This Easement Agreement shall run with the land.
- (g) This Easement Agreement is subject to all applicable restrictions, covenants, easements, etc. applicable to the subject Property and of record in the Land Records for Beaufort County, South Carolina.
- (h) The Easements B and D are more fully described by detailed courses and distances, metes and bounds on the above-referenced Plat. In the event of any discrepancy between the description herein and the Plat, the Plat shall be controlling.

TOGETHER with all and singular, the rights, members, hereditaments and appurtenances to the above property belonging to or in anyway incident or appertaining to the above-described property.



MEMORANDUM

TO: Town Council

FROM: John M. Troyer, CPA, Director of Finance

VIA: Marc Orlando, ICMA-CM, Town Manager

DATE: May 17, 2022

RE: Second Reading of Proposed Ordinance No. 2022-12

There are no changes from first reading except a change to the holiday schedule. Recommend adopting the budget on second reading.

Recommendation:

Staff recommends Council approve and affirm the first reading of Proposed Ordinance No. 2022-12. The ordinance establishes the fiscal year 2023 budgets for the General Fund, Capital Projects Fund, Debt Service Fund and Stormwater. The ordinance also amends the fiscal year 2022 budget to amend for the Fire Rescue trucks and to close out the fiscal year within budget.

The proposed tax rate at 23.1 is 5.0 mills less than FY 2022 rate of 28.1 mills. The reduction is a result of the expiration of the Disaster millage to restore reserves after Hurricane Matthew has completed the planned 5 years. There is a proposed ambulance fee increase in this budget as recommended by our third-party billing agent to meet market rates based on federal reimbursement standards.

The proposed FY 2023 total operating budget for the General Fund, Capital Projects Fund, Debt Service Fund, and Stormwater Fund at \$119,501,114 compared to last year's \$96,838,322.

	2022 Budget	2023 Budget
General Fund	\$ 43,984,657	\$ 48,621,804
Debt Service Fund	19,344,566	19,374,081
CIP	28,009,099	45,671,933
Stormwater Fund	5,500,000	5,833,296
Total	\$ 96,838,322	\$ 119,501,114

Summary:

According to Town Code, the Town Manager will present a budget for review by Town Council by the beginning of May. The Town Manager has met with all Town Council members as the budget was being crafted in order to have their input and guidance in the budget development process. The Town Manager provides this budget to fulfill his obligation under Town Code and he recommends this budget to Town Council for adoption for the Fiscal Year ending June 30, 2023.

ORDINANCE NO. _____

PROPOSED ORDINANCE NO. 2022-12

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2023; TO ESTABLISH A PROPERTY TAX LEVY; TO ESTABLISH FUNDS; TO ESTABLISH A POLICY FOR ACQUISITION OF RIGHTS OF WAY AND EASEMENTS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE, AND TO AMEND ORDINANCE

WHEREAS, Section 5-7-260(3) of the Code of Laws for South Carolina 1976, as amended, and Section 2-7-20 of the Municipal Code of the Town of Hilton Head Island, South Carolina, require that the Town Council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, Town Council also desires to set aside funds to increase the Operating Reserve to provide for emergency-related expenditures, and to offset any fiscal year tax revenue income stream deficiency; and

WHEREAS, Town Council also desires to give the Town Manager authority to adjust revenue estimates as necessary to account for the economic impact of the COVID-19 Pandemic, without changing the total adopted budget. Any changes made under this section will be reported to Town Council on a quarterly basis; and

WHEREAS, Town Council finds that it would be more economical and efficient to authorize the Town Manager to move forward with construction contract modifications, change orders, contract price adjustments, and execution of contracts for supplies, services, and construction where the contract amount involved does not exceed the budget line item or project budget as approved by Town Council in the Consolidated Municipal Budget.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

NOTE: Underlined and bold-face typed portions indicate additions to the Ordinance. ~~Stricken~~ Portions indicate deletions to the Ordinance.

Section 1. Adoption of the Budget. The prepared budget of estimated revenues and expenses, a copy of which has been published on the Town's website <https://www.hiltonheadislandsc.gov/budget/FY2023/FY2023ProposedBudgetExecutiveSummary.pdf> and incorporated herein, \$119,501,114 is hereby adopted as the budget for the Town of Hilton Head Island for the fiscal year ending June 30, 2023.

The General Fund budgetary authority is adopted at the Departmental level as follows:

	2022 Budget	2023 Budget
Town Council	471,242	548,112
Town Manager	1,286,306	1,524,062
Human Resources	665,941	587,750
Administrative Services	4,986,821	5,458,652
Finance	1,916,176	2,199,100
Community Development	3,602,665	4,286,458
Public Projects and Facilities	7,107,474	7,221,078
Fire Rescue	16,524,716	18,380,246
Sheriff/Other Public Safety	2,498,430	2,674,762
Townwide	2,450,459	3,449,994
Community Grants	2,224,427	2,291,590
Transfer to CIP	125,000	-
Transfer to Fund Blance	125,000	-
Total	43,984,657	48,621,804

The Debt Service Fund and the Stormwater Fund are adopted at the Fund level. Capital Improvement Projects are adopted at the Project level. The Town Manager is authorized to transfer amounts up to \$100,000; larger transfers require Town Council approval.

Section 2. Establishment of Property Tax Levy. A tax to cover the period from July 1, 2022 through June 30, 2023, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be, levied, collected and paid into the treasury of the Town of Hilton Head Island for its uses at a rate of mills on assessed value of real estate and personal property of every description owned in the Town of Hilton Head Island, except such property as is exempt from taxation under the Constitution and laws of the State of South Carolina. Said tax levy shall be paid into the Town Treasury for the credit of the Town of Hilton Head Island for its corporate purposes, for the purpose of paying current operational expenses of the said municipality 17.2 mils and Debt Service 5.9 mils making the total levy of 23.1 mils. *{Note: There is NO Disaster Millage override anymore as the 5 mills for 5 years has expired.}*

Section 3. Establishment of Budgeted Funds. To facilitate operations, there shall be established and maintained a General Fund, a Capital Projects Fund, a Debt Service Fund, a Stormwater Fund and other appropriate funds in such amounts as are provided for in the aforesaid Budget, as hereby adopted or as hereafter modified pursuant to law.

Section 4. Other Funds.

The Natural Disaster fund is limited to activity related to an officially declared emergency. This fund captures the financial activities from declared disasters, reimbursements from state and federal agencies and houses funds set aside for future emergencies. The federal stimulus funds approved in previous action by Town Council are authorized for receipt and expenditure in the Grants fund. This accounting treatment is for the most direct presentation and documentation to help facilitate the additional audit procedures required with receipt of these funds.

Section 5. Acquisition of Rights of Way and Easements. The Town Manager is charged with the duty of executing all necessary documents to obtain rights of way, easements, and other property interests necessary to complete duly authorized Capital Improvement Projects.

Capital Improvement Projects based on the ownership and life expectancy of the assets or improvements or based on the funding source authorized may be budgeted in the General, Capital Projects or Stormwater Funds. If expenditures are expressly authorized for an approved Capital Improvement Project in any of the budgeted funds, then the Town Manager is hereby authorized to execute all necessary documents and to expend such funds as are approved pursuant to the Capital Improvement budgets. Provided, however, in the event that the costs of an acquisition of such real property interests materially exceeds the amount budgeted in the approved Capital Improvement Project and the Town Manager is unable to shift additional funds from other authorized sources, the Town Manager shall be required to obtain the approval of Town Council for such additional expenditures. Nothing herein shall obviate the requirement that no condemnations shall be commenced without the appropriate approval of the Town Council for the Town of Hilton Head Island.

Section 6. General Fund Operating Reserve Policy Updated. Town Council changes its General Fund Operating Reserve policy from a lower limit of 35% of budget and an upper limit of 40% to a lower limit of 40% and an upper limit of 55%. This action recognizes Town Council's commitment to prudent operations, strong reserves, strong bond ratings and strong emergency preparedness. The Town is within these ranges today. This is another example of Town Council's prudence – that even when the economy is strong, Town Council is preparing for future storms or economic uncertainty and taking appropriate risk management steps.

Section 7. Revised Holiday Schedule. As part of the adoption of the Budget, Town Council approves a Holiday Schedule for 2023 in accordance with the attached schedules.

Section 8. Approval of State ATAX. The Town Budget is relying on State ATAX revenues for the operation of the Town in accordance with TERC guidelines in the amount of \$2,445,211. This amount includes amounts as provided by State Law formulas and Town approval to total \$2,445,211 and is hereby approved with this budget. Town Council also authorizes Tourist related capital projects from State ATAX in accordance with the TERC guidelines for pathways in the amount of \$3,109,000 in the Town's CIP for 2022-2023.

Section 9. Amendment of the Fiscal 2021-2022 budget for purchase of Fire Trucks in accordance with previous Town Council action of November 16, 2021 item 11.a.

	Original	First Amendment 05-Oct-21	Second Amendment 03-May-22	
	2022 Budget	2022 Budget	2022 Budget	
General Fund	\$ 43,984,657	\$ 44,204,613	\$ 44,204,614	
Debt Service Fund	19,344,566	19,344,566	19,344,566	
CIP	28,009,099	30,975,158	32,237,763	Price Increase on Fire Trucks \$1,262,605 from lease
Stormwater Fund	5,500,000	5,500,000	5,500,000	
Total	\$ 96,838,322	\$ 100,024,337	\$ 101,286,943	

Town Council had authorized the amendment to the purchase price of the Fire Trucks on November 16, 2021 to ensure delivery in a difficult supply chain environment. The source of budget funds would be the increased lease proceeds for these Fire Trucks. This action amends the budget to correspond with the earlier Town Council action of November 16, 2021.

Section 10. Amendment of the current Fiscal 2021-2022 budget within the same totals.

The Town underwent certain organizational changes from the initial budget within the current fiscal year which require slight adjustments to the categories of the budget but staying within the total budget already approved. These changes provide for reclassification of the current personnel budget while maintaining the same total for Fiscal Year 2021-2022. The changes are as follows:

	Original	Amended Oct. 2021	
	2022 Budget	2022 Budget	2022 Budget
Town Council	471,242	446,242	446,242
Town Manager	1,286,306	1,290,345	1,290,345
Human Resources	665,941	665,941	665,941
Administrative Services	4,986,821	4,986,821	4,986,821
Finance	1,916,176	1,916,176	1,941,176
Community Development	3,602,665	3,591,001	3,266,001
Public Projects and Facilities	7,107,474	7,335,055	7,335,055
Fire Rescue	16,524,716	16,524,716	16,824,716
Sheriff/Other Public Safety	2,498,430	2,498,430	2,498,430
Townwide	2,450,459	2,450,459	2,450,459
Community Grants	2,224,427	2,224,427	2,224,427
Transfer to CIP	125,000	125,000	125,000
Transfers to Fund Balance	125,000	150,000	150,000
Total	43,984,657	44,204,613	44,204,613
			No Change in total General Fund

Section 11. Transfer of funds to the Capital Improvements Fund (CIP). On June 19, 2018, Town Council voted in item 12.b. to set aside funds for workforce housing and transportation. These funds have been included as “assigned fund balance” in the General Fund Balance since that time. The Finance Department is directed to transfer those funds from the General Fund Balance to the Capital Improvements Projects (CIP) fund balance by June 30, 2022 so that those funds are available for use in the new fiscal year under the same restrictions as directed before.

Section 12. Financial Policies GFOA updates. The Government Finance Officers Association publishes best practices financial policies. The Town reviews the applicability of those policies and incorporates many of those into the Town’s policies. These are published annually in the budget document. Subjects addressed are:

1. Measurement Focus and Basis of Accounting
2. Fund Balance and Reserves
3. Grants
4. Debt Management
5. Investment
6. Accounting and Financial Reporting
7. Risk Management and Internal Controls
8. Procurement
9. Long-Term financial planning
10. Structurally balanced budget
11. Capital Assets
12. Capital Improvement Plan
13. Revenues
14. Expenditures
15. Operating Budget
16. Municipal Check Signing

The substance of the policies will be included in the annual budget document and the annual comprehensive financial report and available for public inspection.

Section 13. Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 14. Effective Date. This Ordinance shall be effective upon its enactment by the Town Council for the Town of Hilton Head Island.

Proposed Ordinance No. 2022-12
Page Six

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE
TOWN OF HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2022.**

John McCann, Mayor

ATTEST:

Krista Wiedmeyer, Town Clerk
Proposed Ordinance No. 2022-12
Page Four

First Reading: _____
Public Hearing: _____
Revised First Reading: _____
Second Reading: _____

APPROVED AS TO FORM:

_____, Town Attorney

Introduced by Council Member: _____

**TOWN OF HILTON HEAD ISLAND
ADMINISTRATIVE STAFF
2023 HOLIDAY SCHEDULE**

New Year's Day 2023 (observed)	January 2, 2023 (Monday)
Martin Luther King, Jr. Day	January 16, 2023 (Monday)
Presidents Day	February 20, 2023 (Monday)
Memorial Day	May 29, 2023 (Monday)
Juneteenth Day	June 19, 2023 (Monday)
Independence Day	July 4, 2023 (Tuesday)
Labor Day	September 4, 2023 (Monday)
Veterans' Day (observed)	November 10, 2023 (Friday)
Thanksgiving Day	November 23, 2023 (Thursday)
Day after Thanksgiving	November 24, 2023 (Friday)
Christmas Day	December 25, 2023 (Monday)
Day after Christmas	December 26, 2023 (Tuesday)
New Year's Day 2024	January 1, 2024 (Monday)



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Mayor & Town Council
FROM: Josh Gruber, Deputy Town Manager
CC Marc Orlando, ICMA-CM, Town Manager
Shawn Colin, Assistant Town Manager – Community Development
DATE: May 23, 2022
SUBJECT Dissolving the U.S. 278 Gateway Corridor Committee

Recommendation:

Town Council dissolve the U.S. 278 Gateway Corridor Committee, recognizing the members of the Committee for their dedication and efforts for their work on the Committee.

Background:

At their meeting on November 7, 2018, Town Council unanimously approved the resolution authorizing the appointment of a Hilton Head Island U.S. 278 Gateway Corridor Committee. Town Council approved the Charter at their January 15, 2019 meeting, charging the Committee to work cooperatively with the South Carolina Department of Transportation to gather information, obtain and provide citizen input regarding the U.S. 278 Environmental Assessment and Design Alternatives. Throughout 2019 and into early 2020, the Committee held 30 meetings, before delivering their recommendations to Town Council on February 18, 2020.

Attachments:

- Resolution to Dissolve
- November 7, 2018 Resolution
- January 15, 2019 Resolution

A RESOLUTION OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO DISSOLVE THE U.S. 278 GATEWAY CORRIDOR COMMITTEE.

WHEREAS, the U.S. 278 Gateway Corridor Committee was established on November 7, 2018, to work cooperatively with the South Carolina Department of Transportation to obtain and provide citizen input to the U.S. 278 Environmental Assessment and Design Alternatives; and

WHEREAS, the U.S. 278 Gateway Corridor Committee conducted 30 meetings between 2019 and 2021; and

WHEREAS, the U.S. 278 Gateway Corridor Committee issued recommendations to Town Council completing their charge.

NOW, THEREFORE, BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA:

1. Town Council extends its gratitude to the members of the U.S. 278 Gateway Corridor Committee for their dedication and hard work and does hereby publicly commend each member for their efforts.
2. The U.S. 278 Gateway Corridor Committee is hereby dissolved.

MOVED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS 7TH DAY OF JUNE, 2022.

John J. McCann, Mayor

ATTEST:

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

Curtis Coltrane, Town Attorney

Introduced by Council Member: _____

Resolution No. 2018-_____

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA AUTHORIZING THE APPOINTMENT OF A HILTON HEAD ISLAND U.S. 278 GATEWAY CORRIDOR COMMITTEE

WHEREAS, the Town of Hilton Head Island has traffic safety, neighborhood protection, and traffic congestion relief among its highest priorities; and

WHEREAS, the Town of Hilton Head Island espouses in its values and its actions the principles of ONE ISLAND, ONE COMMUNITY; and

WHEREAS, the Town of Hilton Head Island and its citizens value transparency and citizen participation as important in public policy decision making; and

WHEREAS, the South Carolina Department of Transportation has initiated an Environmental Assessment process that will produce design alternatives for Hilton Head Island's U.S. 278 Gateway corridor; and

WHEREAS, the Environmental Assessment process needs to consider among other criteria; traffic, safety, neighborhood impact, current and projected traffic congestion, environmental impact, ingress and egress between U.S. 278 and affected neighborhoods, flood control, historical and cultural protection, business impact, multimodal options, aesthetics, and impact on the Hilton Head Island Brand; and

WHEREAS, the Town of Hilton Head Island is a community rich in Gullah culture and the Town policy is to preserve, protect, and enhance Historic Gullah Geechee neighborhoods and their culture; and

WHEREAS, the Historical Gullah Stoney Neighborhood is bisected by the U.S. 278 Corridor; and

WHEREAS, early and continual Town and citizen involvement has been effective in other similar roadway Environmental Assessment projects.

NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT:

1. Town Council is hereby authorized to appoint, within forty-five (45) days, the Hilton Head Island US 278 Gateway Corridor Committee consisting of no less than seven (7) and no more than eleven (11) members to work cooperatively with the South Carolina Department of Transportation to obtain and provide citizen input to the U.S 278 Environmental Assessment and Design Alternatives.
2. The Town of Hilton Head Island Town Council requests the South Carolina Department of Transportation involves the Hilton Head Island U.S. 278 Gateway Corridor Committee immediately and continually in their Environmental Assessment Process using an early citizen involvement method such as a context sensitive solution process.

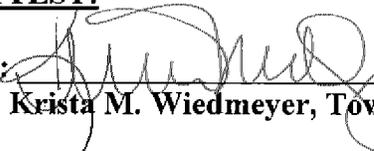
3. The Hilton Head Island Town Council requests that the Hilton Head Island ^{US} ~~SR~~ 278 Gateway Corridor Committee provide a quarterly status report to the Public Planning Committee.

**MOVED, APPROVED, AND ADOPTED THIS 9th DAY OF November,
~~DECEMBER~~, 2018.**



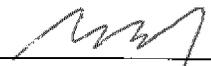
David Bennett, Mayor

ATTEST:

By: 

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:



Gregory M. Alford, Town Attorney

Introduced by Council Member: Kimberly W. Likins

ATTACHMENT A

Overview

In contrast to long-standing practices in transportation design that place primary importance on moving traffic, the CSS process emphasizes that transportation facilities should fit their physical settings and preserve scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. For instance, if a state highway that passes through a downtown main street, applying CSS principles would entail creating a street where the movement of vehicles does not impede pedestrian activity and sidewalk commerce, rather than a street that is simply widened and straightened to increase speed, capacity and mobility for vehicles as a singular transportation objective. CSS therefore includes principles for context-sensitive decision-making that place a high value on community input and consensus, and more technical principles of context sensitive design.

When CSS principles are applied to transportation projects, the process involves a much broader range of disciplines than traditional transportation design methods, which rely exclusively on the judgment of traffic engineers. CSS is a collaborative, interdisciplinary approach that involves everyone with a significant stake in the project, such as the residents, businesses and local institutions that will be affected by an intervention or a failure to address the transportation implications of development such as congestion. Rather than approaching these stakeholders at the tail end of the design process in an attempt to gain approval, CSS emphasizes the need to incorporate their feedback from the very outset of the planning and design development processes and during all subsequent stages of construction, operations and maintenance.

Qualities of a CSS Project

The following list of qualities (developed at a 1998 conference for transportation planners called "**Thinking Beyond the Pavement**") describe the core goals of the CSS process.

The CSS Product: Qualities of Excellence in Transportation Design

The "Qualities that Characterize Excellence in Transportation Design" – that is, of the physical end product of the CSS process - are:

- The project satisfies the purpose and needs as agreed to by a full range of stakeholders.
- This agreement is forged in the earliest phase of the project and amended as warranted as the project develops.
- The project is a safe facility for both the user and the community.
- The project is in harmony with the community, and it preserves environmental, scenic, aesthetic, historic, and natural resource values of the area, i.e., exhibits context sensitive design.
- The project exceeds the expectations of both designers and stakeholders and achieves a level of excellence in people¹'s minds.

- The project involves efficient and effective use of the resources (time, budget, community) of all involved parties.
- The project is designed and built with minimal disruption to the community.
- The project is seen as having added lasting value to the community.

- As agreed upon by participants of the Thinking Beyond the Pavement Conference, 1998

The CSS Process

This outline of the core steps in the CSS process was also developed at the "Thinking Beyond the Pavement" conference.

The CSS Process: Characteristics of the Process That Yield Excellence

"The Characteristics of the Process that will Yield Excellence in Transportation Design" are:

- Communication with all stakeholders is open, honest, early, and continuous.
- A multidisciplinary team is established early, with disciplines based on the needs of the specific project, and with the inclusion of the public.
- A full range of stakeholders is involved with transportation officials in the scoping phase (the period before design is begun when the scope of the project is agreed upon). The purposes of the project are clearly defined, and consensus on the scope is forged before proceeding.
- The highway development process is tailored to meet the circumstances. This process should examine multiple alternatives that will result in a consensus of approach methods.
- A commitment to the process from top agency officials and local leaders is secured.
- The public involvement process, which includes informal meetings, is tailored to the project.
- The landscape, the community, and valued resources are understood before engineering design is started. A full range of tools for communication about project alternatives is used (e.g., visualization).

- As agreed upon by participants of the Thinking Beyond the Pavement Conference, 1998



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
FROM: Charles Cousins, AICP, *Assistant to the Town Manager*
CC: Josh Gruber, *Assistant Town Manager*
DATE: January 8, 2019
SUBJECT: Charter for the U.S. 278 Gateway Corridor Committee

Recommendation: The Community Services Committee recommends Town Council approve the attached resolution and charter for the U.S. 278 Gateway Corridor Committee.

Summary: On November 7, 2018 Town Council approved a resolution creating a U.S. 278 Gateway Corridor Committee. The Community Services Committee reviewed a draft charter for this Committee on December 7, 2018 and recommended its adoption by the Town Council with the addition of language directing that the Committee's work should include a regional focus along with a Town-wide focus. Also, it was suggested the Corridor Committee should reach out to other communities for lessons learned from similar efforts. Both these suggestions have been incorporated in the attached draft charter.

The original resolution creating this Committee specified it should have between 7 and 11 members. The Community Services Committee was very impressed with the knowledge and experience of the potential Committee members it interviewed and believe the maximum Committee membership should be increased to 13 members. This change is also reflected in the attached charter.

Background: SCDOT's project "U.S. 278 Corridor Improvements" is underway to study and improve the 3.7 mile section of U.S. 278 between Moss Creek Drive and Squire Pope Road. This project includes 4 bridge structures which cross either Mackay Creek or the Intracoastal Waterway. On November 7, 2018 Town Council approved a resolution creating a U.S. 278 Gateway Corridor Committee. The purpose of this Committee is to work cooperatively with the South Carolina Department of Transportation to gather information, obtain and provide citizen input into the environmental assessment process, and make recommendations to Town Council regarding the U.S. 278 Environmental Assessment and Design Alternatives. The attached proposed charter provides details on the Committee's purpose, its duration and membership, and procedural rules.

Resolution No. 2018-_____

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA AUTHORIZING THE APPOINTMENT OF A HILTON HEAD ISLAND U.S. 278 GATEWAY CORRIDOR COMMITTEE

WHEREAS, the Town of Hilton Head Island has traffic safety, neighborhood protection, and traffic congestion relief among its highest priorities; and

WHEREAS, the South Carolina Department of Transportation has initiated an Environmental Assessment process that will produce design alternatives for Hilton Head Island's U.S. 278 Gateway Corridor; and

WHEREAS, the Environmental Assessment process needs to consider among other criteria; traffic, safety, neighborhood impact, current and projected traffic congestion, environmental impact, ingress and egress between U.S. 278 and affected neighborhoods, flood control, historical and cultural protection, business impact, multimodal options, aesthetics, and impact on the Hilton Head Island Brand; and

WHEREAS, early and continual Town and citizen involvement has been effective in other similar roadway Environmental Assessment projects.

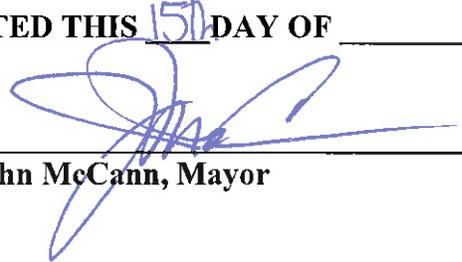
WHEREAS, the Town Council of the Town of Hilton Head Island adopted a resolution on November 7, 2018 creating a U.S. 278 Gateway Corridor Committee; and

WHEREAS, the purpose of this Committee is to work cooperatively with the South Carolina Department of Transportation to gather information, obtain and provide citizen input into the environmental assessment process, and make recommendations to Town Council regarding the U.S. 278 Environmental Assessment and Design Alternatives.

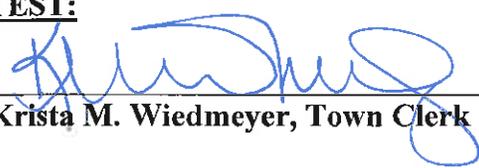
NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT:

The attached CHARTER FOR HILTON HEAD ISLAND U.S. 278 GATEWAY CORRIDOR COMMITTEE is adopted by the Town Council.

MOVED, APPROVED, AND ADOPTED THIS 15 DAY OF _____, JANUARY, 2019.

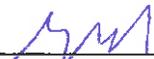


John McCann, Mayor

ATTEST:
By: 

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:



Gregory M. Alford, Town Attorney

Introduced by Council Member: William Harkin

CHARTER FOR HILTON HEAD ISLAND U.S. 278 GATEWAY CORRIDOR COMMITTEE

PURPOSE:

The South Carolina Department of Transportation (SCDOT) has determined that the U.S. 278 eastbound bridge crossing Mackay Creek to Hilton Head Island is structurally deficient and requires replacement. As part of this work, SCDOT is interested in addressing capacity issues on this bridge and the other 3 bridges crossing Mackay Creek or the Intracoastal Waterway. These bridges provide the sole access to and egress from Hilton Head Island. SCDOT has identified a U.S. 278 Gateway Corridor project to address roadway issues in this area. The boundaries of this project are along U.S. 278 from the intersection of Moss Creek Drive to the intersection of Spanish Wells Road. A first step in the SCDOT process for this project is an Environmental Assessment that will identify various alternative treatments for this crossing, evaluate the environmental, cultural and social impacts of each alternative, and ultimately develop a recommended alternative.

The Hilton Head Island Town Council recognizes the importance of this project and the likely impacts it will have not just on access to and egress from the Town, but also on nearby neighborhoods and businesses. Because of this importance, Hilton Head Island Town Council approved a resolution creating the Hilton Head Island U.S. 278 Gateway Corridor Committee (resolution attached) on November 7, 2018. The purpose of this Committee is to work cooperatively with the South Carolina Department of Transportation to gather information, obtain and provide citizen input into the environmental assessment process, and make recommendations to Town Council regarding the U.S. 278 Environmental Assessment and Design Alternatives.

To accomplish this the Committee will:

- Examine impacts to areas within the boundaries of the SCDOT project, consider current and projected traffic congestion, safety, effects on neighborhoods and families, ingress and egress on U.S. 278 for affected neighborhoods, aspects of historical and cultural protection, business impacts, aesthetics, and access to the Town following a hurricane or other natural disaster.
- Seek input from individuals, businesses and families in the neighborhoods directly impacted by the potential corridor changes, and from the general public. This effort should include a Town-wide, as well as a regional focus.
- Reach out to other communities having recent similar experiences for lessons learned.
- Incorporate strategies for early and continual citizen involvement.
- Develop a strong interface with both SCDOT and Beaufort County staff involved with this project.
- Educate local decision makers, stakeholders and the general public on the process being employed by SCDOT; status of the project; alternatives being evaluated; other alternatives or

options that should be considered; issues, needs and desires of the community and recommendations to address community issues and desires.

- Make recommendations to the Town Council Community Services Committee on community desires related to the project and ways to mitigate impacts of the project.
- Provide a quarterly report to the Community Services Committee.

DURATION AND MEMBERSHIP:

The Committee is established as a Special Committee of Town Council for the duration of the SCDOT Environmental Assessment. All members of the Committee are appointed by the Town Council. The Chairman and Vice Chairman will be designated by the Mayor with approval by Town Council. Membership on the Committee will constitute an appropriate mix of individuals with technical expertise and individuals representing groups affected by the potential changes to the U.S. 278 Corridor. Membership will consist of at least 7 regular members with a maximum of 13 regular members. Additionally, the Mayor will appoint one Town Council member to serve as an ex officio member of the Committee.

PROCEDURAL RULES:

- The Committee will follow all the legal requirements of a publicly appointed body.
- All Committee meetings will be properly noticed and open to the public. Any time a quorum of the Committee is present it shall be considered a public meeting.
- Any recommendations to SCDOT will be provided to the Town Council Community Services Committee and then to the full Town Council rather than directly to SCDOT.
- Town staff will publicize meetings, prepare meeting agendas and minutes and provide other technical and administrative assistance.
- The Committee shall seek approval from Town Council prior to creating any subcommittees.