



Town of Hilton Head Island  
**Community Services & Public Safety Committee**  
Monday, October 26, 2020 at 9:00 am  
**MEETING MINUTES**

**Present from the Committee:** Marc Grant, Tom Lennox, William Harkins

**Present from Town Council:**

**Present from Town Staff:** Josh Gruber, Scott Liggett, Jeff Buckalew, Teri Lewis, Jennifer Ray, Darrin Shoemaker, Jayme Lopko, Chris Blankenship, Joheida Fister, Karen Knox

**Others Present:** David Wilhelm, Beaufort County, Rex Garniewicz, Coastal Discovery Museum

**Present from Media:** None

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**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** – All Committee Members were present.

**4. Approval of Minutes**

**September 9, 2020 and September 28, 2020**

Councilman Harkins moved to approve the Minutes of September 9, 2020 and September 28, 2020. Chairman Grant seconded. The Minutes of September 9, 2020 and September 28, 2020 were unanimously approved.

**5. Citizen Comments**

Public comments concerning today's Agenda items were to be submitted electronically via the Town's Open Town Hall Portal. The public comment period closed Friday, October 23, 2020 at 4:30 pm. At the conclusion of the Open Town Hall, there were three citizen comments. Citizens who wished to speak at the Meeting had to call in no later than noon on Friday, October 23, 2020. No citizens signed up to speak at the meeting.

**6. Unfinished Business**

**7. New Business**

**a. Approval of Proposed 2021 Committee Meeting Dates**

Councilman Harkins moved to approve. Councilman Lennox seconded. The Proposed 2021 Committee Meeting dates were unanimously approved.

**b. Accessible Covered Outlook at Islanders' Beach Park**

Scott Liggett advised that in response to a citizen request, staff is seeking endorsement of the concept of a handicap accessible, covered overlook to be constructed at Islanders'

Beach Park. Should the Committee desire that this project become a priority for FY2021 and be directly inserted in the Town's Capital Improvements Program (CIP), staff recommends that the "Parks Upgrades" line within the CIP be modified and the picnic pavilion previously planned for construction this year at Barker Field Extension be replaced by this project. The estimated costs of the two projects are similar with the total cost of the beachfront covered overlook estimated to not exceed \$90,000 (survey, design, permitting and construction.) Funding source is proposed to be Sunday Liquor Permit Fee Revenues. This item was reviewed, discussed and endorsed by the Public Planning Committee in August but directed to Community Services and Public Safety Committee for a more detailed review.

Councilman Harkins asked if they envision running electricity there for overhead fans for the hot weather? Mr. Liggett said he didn't know if there was power to that part of the boardwalk but frankly we hadn't gotten that far with the project scoping to give you a definitive yes or no answer. Councilman Harkins said he respectfully asks that you consider that.

Councilman Lennox asked if this need not go back to CIP and the Planning Commission. Mr. Liggett answered Council has the authority to make this a direct insert into the Capital Improvements Program and the funding level being what it is at less than \$100,000 I understand that Steve Riley has that authority to make the move, of course with the awareness and guidance of the Council.

Chairman Grant asked if they would do others, or if this is the only one planned. Mr. Liggett said they are not adverse to looking at our other beach parks for the potential that this may become an added-on feature. I will tell you that many of our other beach parks are not as well set up for this type of structure to be added. The lay of the land, the vegetation line, the accessibility of the current boardwalk makes this one pretty straight forward but the decision to add this as a fundamental component or element of all of our beach parks has yet to be discussed or decided.

Councilman Harkins moved the Committee forward this item to Town Council with a favorable recommendation. Councilman Lennox seconded. The Motion was unanimously approved.

**c. Special Events**

Joheida Fister stated staff recommends amending Section 17-12 of the Municipal Code of the Town of Hilton Head Island to reduce the threshold for events requiring a special event permit from 500 to 250. In addition, staff recommends adding a requirement for the special event application to include a hygiene plan upon submittal. Currently for events of 250 or greater, a special approval is required by the State Department of Commerce and submission of this plan to the State is also required.

AccelerateSC guidelines recommend event attendance to be limited to 250 or less. Changing the Town Ordinance for permitting requirements from 500 to 250 allows the Town's various Departments to review applications, make recommendations, and ensure guidelines put out by AccelerateSC and CDC are in place. These guidelines should be a part of every special event application. The Town will rely on the State authorities to enforce the health safety provisions. However, event non-compliance with permit conditions may jeopardize the issuance of permits for future events by the offending event sponsor. Town Council is reminded that they are the appeal body for event organizers denied a special event permit.

After a brief discussion, Councilman Lennox moved to approve the amendment to the Special Events Ordinance as presented. Councilman Harkins seconded. The Motion unanimously passed.

**d. Debris Management Site Sublease**

Jayne Lopko said staff recommends the Community Services and Public Safety Committee review the proposed sublease with the Coastal Discovery Museum for a portion of Honey Horn to be used as a Debris Management Site (DMS) and forward a recommendation of approval to Town Council.

Approval of the sublease will allow the Town to utilize areas of Honey Horn for debris management under a declared State of Emergency by the Mayor with compensation to the Coastal Discovery Museum for use of the property.

After a brief discussion, Councilman Harkins moved the Committee forward this to Town Council for their approval. Councilman Harkins seconded. The Motion unanimously passed.

**e. Summit Drive Realignment for Hilton Head Island Convenience Center Operations**

Jeff Buckalew stated in a response to a request from Beaufort County, staff is seeking an endorsement of concept in the insertion of this project as an immediate priority of the Town, the provision of necessary staff support and eventual funding as requested. Staff is prepared to coordinate with Beaufort County via a Memorandum of Agreement (MOA) to expedite capital roadway improvements and real estate transfers on Summit Drive as necessary to facilitate the new operational procedures at the Hilton Head Island Convenience Center. Subsequent budget amendment approval will be required by Town Council.

This immediate and urgent project need arises from Beaufort County's plan to enact a decal checkpoint system to better regulate use of the convenience center. To properly do this, roadway improvements are needed to create a separate traffic queue to the checkpoint that will not impact through traffic on Summit Drive and Gateway Circle. The proposed improvements must be fully designed and permitted before construction may begin. Summit Drive and Gateway Circle are Town roads; however, the improvements will require the County to transfer land for permanent road right of way and temporary construction easements. Construction is estimated to cost as much as \$500,000. The County has offered to use in-house forces to construct a limited portion of the work (clearing, grading and road base), and the remainder is to be performed by a Town Contractor. The MOA shall set forth the terms and conditions of the partnership on this project.

Mr. Buckalew introduced David Wilhelm to the Committee, PE, Beaufort County Special Projects Director to answer any questions the Committee might have.

After a brief discussion, Councilman Harkins moved that we proceed as advised and forward our recommendation to Town Council. Councilman Lennox seconded. The Motion was unanimously approved.

**8. Staff Report**

**a. Update on Dirt Road Paving LMO Amendments.**

Teri Lewis stated on Friday, October 23, 2020, the Public Planning Committee met and reviewed the dirt road paving amendments and they voted 2-1 to recommend approval of those amendments. Those will be coming to the full Town Council on November 4, 2020.

**9. Executive Session**

At 9:50 am Councilman Harkins made a motion to adjourn to Executive Session to review Talent Bank applications for a vacancy on the Parks and Recreation Commission. The motion was seconded by Councilman Lennox and unanimously approved.

**10. Adjournment**

At 9:58 am, the Committee returned to Open Session. Councilman Harkins moved to adjourn. Councilmember Lennox seconded. The Meeting was adjourned at 9:58 a.m.

**Submitted by:**

**Karen D. Knox**

**Approved: November 23, 2020**