



# Town of Hilton Head Island COMMUNITY SERVICES & PUBLIC SAFETY COMMITTEE Monday, April 17, 2023, 10:00 a.m. MINUTES

**Present from Committee:** Tamara Becker, *Chair*; Steve Alfred, Patsy Brison, Alex Brown, *Committee Members*

**Present from Town Staff:** Josh Gruber, *Deputy Town Manager*; Jeff Buckalew, *Town Engineer*; Mac Deford, *General Counsel*; Shawn Colin, *Assistant Town Manager – Community Development*; Angie Stone, *Assistant Town Manager*; Bob Bromage, *Public Safety Director*; Cindaia Ervin, *Interim Town Clerk*

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## 1. Call to Order

Chair Becker called the meeting to order at 10:00 a.m.

## 2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

## 3. Roll Call

Attendance was confirmed by way of roll call.

## 4. Approval of the Minutes

### a. Regular Meeting – March 20, 2023

Mr. Alfred moved to approve. Ms. Brison seconded. Motion carried 4-0.

## 5. Appearance by Citizens

None.

## 6. Unfinished Business

### a. Preliminary Discussion of Beach Parking Management Program

- i. Policy Considerations
- ii. Operations Considerations

Jeff Buckalew updated the Committee regarding the program. He stated staff would be coming back to the committee in June with an updated proposed ordinance and a hours and a fee schedule. He noted the PCI contract was signed on March 27 and took over the residential beach program. Mr. Buckalew stated to date 1314 permits have been sold and registered with 73 pending, awaiting further documentation. He added they are working with PCI to enhance the website and the license plate readers are to be installed shortly. He stated they will be

assessing the need for additional bike racks and installing as needed. The Committee asked questions and provided input regarding: enforcement of the program and presence of the enforcement procedures on the website; confirmation that PCI conducting enforcement of the program; emphasis for the need to gather data in order to make informed decisions regarding the ordinance; concern for the merchants and parking space needs; the need for communication with the merchants near the public parking; concern there is a need for shuttle service for employees from local merchants; confirmation the program will not be implemented until March, 2024; clarification that the initial glitches in the program have been corrected; inquiry into the pending applications and the reason(s) for such; clarification is needed on procedures for illegal parking;

Mac Deford conducted an update on the proposed ordinance and noted the areas that were modified per the Committee's request. The Committee asked questions and provided input regarding: immobilization of vehicles versus towing; the need to have data in order to develop a rate structure; confirmation that rates and hours of operation can be developed by a resolution rather than in the ordinance itself; the need to set fees with residents in mind; and the need to define various hours of operation needed for different locations.

## **7. New Business**

- a. Consideration of a Resolution supporting the proposed approach to complete a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Assessment for Solid Waste and Recycling for Hilton Head Island

Jeff Buckalew explained the item is in the adopted Strategic Action Plan. He explained the analysis will define goals and objectives. He reviewed the staff prepared outline for the approach in detail. After discussion, Ms. Brison moved to approve and forward a recommendation supporting the resolution to Town Council as presented. Mr. Alfred seconded. Motion carried 4-0.

- b. Review of Proposed Amendments to the Franchise Agreement between the Town of Hilton Head Island and Shore Beach Services, Inc. concerning the allocation of lifeguard personnel

Mac Deford provided a review of the proposed amendments. Mike Wagner provided an explanation for the need of the amendments. After discussion, Ms. Brison moved to approve and forward a recommendation to Town Council to adopt the proposed amendments to the franchise agreement between the Town of Hilton Head Island and Shore Beach Services, Inc. as presented. Mr. Alfred seconded. Motion carried 4-0.

## **8. Executive Session**

- a. Discussion of Personnel Matters [pursuant to the South Carolina Freedom of Information Act Section 30-4-70(a)(1)] Related to:
  - i. Appointments to Town Boards, Commissions, and Committees

1. Accommodations Tax Advisory Committee
2. Board of Zoning Appeals
3. Parks and Recreation Commission
4. Planning Commission

Ms. Becker stated the need for an Executive Session for the above matters. Ms. Brison moved to enter into Executive Session as cited by Chair Becker. Mr. Alfred seconded. Motion carried 4-0.

**9. Possible Action by the Committee Concerning Matters Discussed in Executive Session**

Upon returning the dais, Ms. Becker stated there was no action to be taken as a result of the Executive Session.

**10. Adjournment**

The meeting adjourned at 11:46 a.m.

Drafted and Submitted by:  
Vicki L. Pfannenschmidt  
Temporary Administrative Assistant

**APPROVED: May 15, 2023**

The recording of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)