



**The Town of Hilton Head Island
Regular Town Council Meeting**

May 19, 2015

4:00 P.M.

BENJAMIN M. RACUSIN COUNCIL CHAMBERS

AGENDA

**As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During
the Town Council Meeting**

- 1) Call to Order**
- 2) Pledge to the Flag**
- 3) Invocation**
- 4) FOIA Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) Proclamations and Commendations**
 - a. Emergency Medical Services Week Proclamation
- 6) Approval of Minutes**
 - a. Town Council Meeting, May 5, 2015
- 7) Report of the Town Manager**
 - a. Town Manager's Items of Interest
 - (1) Town News
 - (2) Noteworthy Events
- 8) Reports from Members of Council**
 - a. General Reports from Council
 - b. Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman
 - c. Report of the Community Services Committee – Kim Likins, Chairman
 - d. Report of the Public Planning Committee – Tom Lennox, Chairman
 - e. Report of the Public Facilities Committee - Lee Edwards, Chairman
 - f. Report of the Public Safety Committee - Marc Grant, Chairman
 - g. Report of the Finance and Administrative Committee - John McCann, Chairman
 - h. Report of the Circle to Circle Committee - Tom Lennox, Town Council Liaison
- 9) Appearance by Citizens**

10) Unfinished Business

- a. Consideration of Update to Council Goals and Action Items**

11) New Business

- a. Consideration of a Recommendation to approve the Scope of Work for the Arts and Cultural Strategic Planning Committee**

- b. Consideration of a Recommendation – Village of Wexford request to purchase Town Property**

Consideration of a Recommendation that Town Council sell 1.1 acres to the Village at Wexford POA at the price to be negotiated by staff based on deed restrictions necessary to affect any future Town public works projects.

- c. Consideration of a Recommendation – Adventure Cove request to purchase Town Property**

Consideration of a Recommendation that Town Council sell .59 acres to the owners of Adventure Cove for \$50,000.00 subject to the deed restrictions as proposed by the purchaser, restrictions to allow the Town to modify or to close the existing curb cut and to reserve appropriate easements for future public works projects.

12) Executive Session

- a. Land Acquisition**

- (1) Village of Wexford Request to Purchase Town Property

- (2) Adventure Cove Request to Purchase Town Property

- b. Legal Matters**

13) Adjournment

Proclamation

BY
THE TOWN OF HILTON HEAD ISLAND

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, in recognition of this event do hereby proclaim the week of May 17-23, 2015, as

EMERGENCY MEDICAL SERVICES WEEK

*in the Town of Hilton Head Island, South Carolina, with the theme, **EMS Strong**, I encourage the community to observe this week with appropriate programs, ceremonies and activities.*

IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this **Nineteenth day of May, in the Year of our Lord, Two Thousand and Fifteen.

David Bennett, Mayor

Attest:

Victoria L. Pfannenschmidt, Town Clerk

**THE TOWN OF HILTON HEAD ISLAND
REGULAR TOWN COUNCIL MEETING**

Date: Tuesday, May 5, 2015

Time: 4:00 P.M.

Present from Town Council: David Bennett, *Mayor*; Bill Harkins, *Mayor Pro Tem*, Lee Edwards, Marc Grant, Tom Lennox, Kim Likins, John McCann, *Council Members*

Present from Town Staff: Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Brad Tadlock, *Fire Chief*; Nancy Gasen, *Director of Human Resources*; Susan Simmons, *Director of Finance*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Tom Fultz, *Director of Administrative Services*; Brian Hulbert, *Staff Attorney*; Julian Walls, *Facilities Manager*; Teri Lewis, *LMO Official*; Ed Boring, *Deputy Fire Chief*; Randy Lindstrom, *Battalion Chief of Planning*; Jill Foster, *Deputy Director of Community Development*; Shawn Colin, *Deputy Director of Community Development*; Chris Yates, *Chief Building Inspector*; Jeff Buckalew, *Town Engineer*; Darrin Shoemaker, *Traffic & Transportation Engineer*; Shea Farrar, *Senior Planner*; Anne Cyran, *Senior Planner*; Marcy Benson, *Senior Grants Administrator*; Victoria Shanahan, *Accounting Manager*; Rene Phillips, *Website Coordinator*; Karen Campbell, *Asset Management and Loss Administrator*; Tim Kelly, *Fire Apparatus Operator*; Sally Krebs, *Sustainable Practices Coordinator*; John Valvo, *Systems Analyst*; Vicki Pfannenschmidt, *Executive Assistant/Town Clerk*

Present from Media: Zach Murdock, Island Packet

1) CALL TO ORDER

Mayor Bennett called the meeting to order at 4:00 p.m.

2) PLEDGE TO THE FLAG

3) INVOCATION

4) FOIA Compliance – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

5) Proclamations and Commendations

a. Building Safety Month Proclamation

Chris Yates was present to accept the proclamation.

b. Bike Month Proclamation

Frank Babel, Co-Chair of the Bicycling Advisory Committee and Hannah Horne, Director of Public Policy and Small Business of the Hilton Head Island – Bluffton Chamber of Commerce were present to accept the proclamation

c. Public Service Recognition Week Proclamation

Teri Lewis, Karen Campbell, Randy Lindstrom and Tim Kelly were present to accept the proclamation.

d. Mayor's Honored Islander Awards

- Dorothy Law
- Everett Miles
- Paul Lang

All recipients were present to accept their awards.

6) Approval of Minutes

- a.** Town Council Meeting, April 21, 2015

7) Report of the Town Manager

- a.** Hazard Mitigation Plan Annual Progress Report

Marcy Benson reviewed the report and stated she was available to answer questions.

- b.** Town Manager's Items of Interest

Mr. Riley reported on items of interest listed below. He said that the May 14, 2015 Sewer Summit Workshop with the Hilton Head Public Service District would now be held at Town Hall in the Benjamin M. Racusin Council Chambers.

- (1) Town News
- (2) Noteworthy Events

8) Reports from Members of Council

- a.** General Reports from Council

Mrs. Likins noted the need for the additional parking places at Coligny and stated her appreciation to Town Staff for extending the days and times for overflow parking.

Mr. McCann reported that the Finance and Administrative Committee has begun the process of selecting a new facilitator for the November Town Council Workshop. He stated they would have a report for the Mayor within the next 30 days.

Mr. Grant reported he attended the Penn Center Gala on April 25. He stated Etta Mann and former Governor Richard Riley were honored. He said it was an honor to attend on behalf of the Town and the organizers asked him to extend their thanks for the Town's support.

- b.** Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman

No report.

- c.** Report of the Community Services Committee – Kim Likins, Chairman

Mrs. Likins reported the Committee met on April 28 and began review of the scope of work for the subcommittee. She announced they are accepting applications for the Arts & Cultural Strategic Planning Committee through May 8 and encouraged any one that is interested to apply.

d. Report of the Public Planning Committee – Tom Lennox, Chairman

Mr. Lennox said the Committee was scheduled to meet on Thursday, May 7 at 3:00 p.m. to review recommendations for approval of various amendments to the Municipal Code.

e. Report of the Public Facilities Committee - Lee Edwards, Chairman

No report.

f. Report of the Public Safety Committee - Marc Grant, Chairman

Mr. Grant conveyed the Committee met on May 4 and reviewed the 4th Quarter 2014 and 1st Quarter 2015 Crime Statistics with emphasis on review of the vehicle collisions and possible solutions for determent of such. He added that reserve officer training was discussed and the process was detailed to the Committee by Sheriff Tanner. Sheriff Tanner also explained his views and concerns on the use of video cameras.

g. Report of the Finance and Administrative Committee - John McCann, Chairman

Mr. McCann stated the Committee met on three occasions to review the budgets of the affiliated agencies. He said that in general they were satisfied with the budgets. He explained there are some open issues concerning the Beaufort County Sheriff Office Budget which will be discussed with the full Town Council at the upcoming meeting.

h. Report of the Circle to Circle Committee - Tom Lennox, Town Council Liaison

Mr. Lennox stated the program of action for the Committee is now listed on the Town website. He reviewed the list of dates, times and locations for the upcoming public forums.

Mayor Bennett stated as a general update he wanted to report that he and the three founding members of the Heritage Tourism Task Force would be meeting with Mayors of Beaufort County, Beaufort County Council Chairman, Paul Sommerville and a couple other Beaufort County Council members. He explained the meeting is to begin the developing the regional collaborative effort previously discussed and he will report back to Council the results of the meeting.

9) Appearance by Citizens

Karl Engelman and Mary Barrett addressed Council concerning their opposition to the USCB Campus on Hilton Head Island.

10) Unfinished Business

a. Second Reading of Proposed Ordinance 2015-06

Second Reading of Proposed Ordinance 2015-06 to amend Title 2 (General Government and Administration) of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Section 2-11-50 updating the Enabling Ordinance for Fire Rescue.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

b. Second Reading of Proposed Ordinance 2015-10

Second Reading of Proposed Ordinance 2015-10 to amend the budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2015; to provide for the expenditures of certain funds; to allocate the sources of revenue for the said funds; and to provide for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

c. Second Reading of Proposed Ordinance 2015-11

Second Reading of Proposed Ordinance 2015-11 of the Town of Hilton Head Island, South Carolina, authorizing the granting of an easement encumbering real property owned by the Town of Hilton Head Island, South Carolina, along Gumtree Road, pursuant to the authority of S. C. Code Ann. § 5-7-40 (Supp. 2010), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983, As Amended); and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

d. Second Reading of Proposed Ordinance 2015-12

Second Reading of Proposed Ordinance 2015-12 of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the Town Manager of the Town of Hilton Head Island to negotiate and execute, on behalf of the Town, lease modifications and/or lease extensions with existing tenants in property located at 21 Office Park Road, Hilton Head Island, South Carolina, more specifically known as the Kiawah, Carolina and Sapelo Buildings, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2011), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

e. Consideration of a Resolution – ATAX Grant Process

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, to adopt process improvements for Accommodations Tax Grants, and Town Council participation in the request for qualification and proposal process

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 7-0. Mayor Bennett asked for public comment on **Items 10.f. and 10.g.** at this time.

Chet Williams spoke on behalf of the applicant. Four residents spoke in favor of and twelve residents spoke in opposition to the applications. Documents submitted during public comment have been placed with the official files in the Town of Hilton Head Island Community Development Department.

Council discussed the applications. Todd Salvagin of SRS Engineering, Inc. reviewed the traffic studies and answered questions from Council. The motion and vote is listed below each corresponding agenda item.

f. Second Reading of Proposed Ordinance 2015-08

Second Reading of Proposed Ordinance 2015-08 to amend Title 16, the Land Management Ordinance, of the Municipal Code of the Town of Hilton Head Island, South Carolina, by amending Section 16-1-107, the Official Zoning Map and the Port Royal Plantation and Surrounds Master Plan with respect to a portion of the certain parcel identified as Parcel 277 on Beaufort County Tax District R510 Map 9, within the Port Royal Plantation and Surrounds Master Plan under the PD-1 Zoning District, by changing the allowed use from golf course to golf course, golf clubhouse, golf pro shop, tennis courts, tennis pro shop, fitness and wellness center, locker rooms, and administrative offices, and by increasing the allowed density on the parcel from no density to 12,500 square feet of administrative office use, and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved unanimously by a vote of 7-0.

g. Second Reading of Proposed Ordinance 2015-09

Second Reading of Proposed Ordinance 2015-09 to amend Title 16, the Land Management Ordinance, of the Municipal Code of the Town of Hilton Head Island, South Carolina, by amending Section 16-1-107, the Official Zoning Map and the Port Royal Plantation and Surrounds Master Plan with respect to a portion of the certain parcel identified as Parcel 277 on Beaufort County Tax District R510 Map 9, within the Port Royal Plantation and Surrounds Master Plan under the PD-1 Zoning District, by changing the base zoning district from PD-1, Planned Development Mixed-Use, to RD, Resort Development, and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-2. (Mayor Bennett and Mr. Grant were opposed.)

11) New Business

a. Consideration of a Resolution – Financial Agreement for Gumtree Sewer Project

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution and delivery of an agreement by and between the Town of Hilton Head Island, South Carolina, and the Hilton Head Public Service District relating to the Gumtree Sewer Project.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

b. Consideration of a Recommendation – Agreement with Hilton Head Island Crew

Consideration of a Recommendation Town Council authorize the Town Manager to execute an agreement with Hilton Head Island Crew for the construction and operation of a boat storage shed located within the fenced storage yard at the Rowing and Sailing Center at Squire Pope Community Park.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

c. First Reading of Proposed Ordinance 2015-13

First Reading of Proposed Ordinance 2015-13 to raise revenue and adopt a budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2016; 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.

Mr. Harkins moved to approve. Mr. McCann seconded. Mr. Riley presented a power point conducting an overview of the projected budget. At 6:17 p.m., Mr. Edwards explained he had a previous commitment and had to leave the meeting. He then left the dais. The motion was approved by a vote of 6-0.

13) Executive Session

Mr. Riley stated he needed an Executive Session for contractual matters related to land acquisition and for personnel matters related to consideration of appointments to boards and commissions. At 6:26 p.m., Mr. Harkins moved to go into Executive Session for the reasons set forth by the Town Manager. Mr. McCann seconded. The motion was approved by a vote of 6-0.

Mayor Bennett called the meeting back to order at 7:37 p.m. and asked if there was any business as a result of the Executive Session. Mrs. Likins confirmed there was and her motion following Executive Session is listed below under **New Business: Item 11.d.**

11.d. Appointments to Board and Commissions

Mrs. Likins moved to re-appoint the following persons to boards and commissions:

For the Accommodations Tax Advisory Committee:

Re-appoint Mike Alsko to a 3-year term ending June 30, 2018, and re-designate him from a Lodging member to an At-Large member.

Re-appoint Stewart Brown to a 3-year term ending June 30, 2018, and re-designate him from an At-Large member to a Hospitality member.

For the Board of Zoning Appeals:

Re-appoint Steve Wilson to a 3-year term ending June 30, 2018 as an At-Large member.

For the Construction Board of Adjustments and Appeals:

Re-appoint Michael Lynes to a 4-year term ending June 30, 2019 as an Electrical Contractor member.

Re-appoint Jay Owen to a 4-year term ending June 30, 2019 as an Electrical Engineer member.

Re-appoint Gary Schmidt to a 4-year term ending June 30, 2019 as a Plumbing Contractor member.

Re-appoint Robert Tanner, Jr., to a 4-year term ending June 30, 2019 as a Building Industry At-Large member.

For the Parks and Recreation Commission:

Re-appoint Fred Lowery to a 3-year term ending June 30, 2018.

For the Planning Commission:

Re-appoint Bryan Hughes to a 3-year term ending June 30, 2018 as an At-Large member.

Re-appoint Barry Taylor to a 3-year term ending June 30, 2018 as an At-Large member.

Re-appoint Todd Theodore to a 3-year term ending June 30, 2018 as a Landscape Architect member.

For the Beaufort County Airports Board:

Move to recommend re-appointment of Rich Sells to Beaufort County Council for a 2-year term as Hilton Head Island Town Council representative.

Further, Mrs. Likins moved to appoint the following persons:

For the Accommodations Tax Advisory Committee:

Appoint Cliff McMackin to a 3-year term ending June 30, 2018 as a Lodging member.

For the Board of Zoning Appeals:

Appoint John V. White to a 3-year term ending June 30, 2018 as an At-Large member.

For the Design Review Board:

Appoint Kevin Quat to a 3-year term ending June 30, 2018 as an At-Large member.

Appoint Debbie Remke to a 3-year term ending June 30, 2018 as an At-Large member.

For the Parks and Recreation Commission:

Appoint Mario Caballero to a 3-year term ending June 30, 2018.

Appoint Paul Boes to a 3-year term ending June 30, 2018.

Mr. Harkins seconded. The motion was approved by a vote of 6-0.

14) Adjournment

Mr. Harkins moved to adjourn. Mr. McCann seconded. The motion was approved by a vote of 6-0. The meeting was adjourned at 7:40 p.m.

Vicki L. Pfannenschmidt,
Executive Assistant/Town Clerk

Approved:

David Bennett, Mayor



ITEMS OF INTEREST

MAY 19, 2015

Noteworthy Events

Some of the upcoming meetings at Town Hall:

- Planning Commission – May 20, 2015, 3:00 p.m.
- Town offices closed in observance of Memorial Day – May 25, 2015
- Design Review Board – May 26, 2015, 1:15 p.m.
- Circle to Circle Committee – May 27, 2015, 8:30 a.m.
- Town Council Budget Workshop – May 27, 2015, 4:00 p.m.
- Public Safety Committee – June 1, 2015, 10:00 a.m.
- Finance and Administrative Committee – June 2, 2015, 2:00 p.m.
- Town Council – June 2, 2015, 4:00 p.m.

(Additional meetings may be scheduled and all meetings are subject to change and/or cancellation. Please visit the Town of Hilton Head Island website at www.hiltonheadislandsc.gov for Committee meeting dates and agendas.

2015 Hilton Head Island Events

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|----------------------------------------|-------------------------|----------------------------------------|
| May 25, 2015 10:00 a.m – 12:30 p.m. | Memorial Day Observance | Shelter Cove Veterans Memorial Park |
|----------------------------------------|-------------------------|----------------------------------------|

MEMORANDUM

TO: Town Council

FROM: Stephen G. Riley, Town Manager

DATE: May 13, 2015

RE: Consideration of Updating Council Goals and Action Items

In February, when Council was adopting the Policy Agenda and Management Agenda, the Mayor announced that he had asked a small subcommittee of Council to review, refine and add more definition to the Action Agenda contained in the final report submitted by our Facilitator Lyle Sumek.

The attached reflects the recommended changes to the Goals and Action Plan.

GOAL 1**POSITIVE CLIMATE FOR BUSINESS INVESTMENT****ACTION: COLIGNY CIRCLE – SEA PINES CIRCLE AREA
PLAN****PRIORITY***Policy – Top*Key Issues

- Scope
- Town Role
- Area Vision

- Area Plan
- Implementation Actions

Activities/Milestones

1. Define scope and time frame
2. Mayor – Council Decision: Resolution
3. Planning Commission: Develop Area Plan and Conduct Transportation Analysis with Suggested Solutions via Circle to Circle Taskforce
4. Mayor – Council Decision: Area Plan Adoption
5. Direction to Staff for Implementation, Direction

Time

2/15
2/15
11/15

1/16
2/16

Responsibility: Community Development Director
Secondary Responsibility: Alex Brown/Tom Lennox

ACTION: USCB CAMPUS DEVELOPMENT**PRIORITY***Policy – Top*Key Issues

- MOU
- Design

Activities/Milestones

1. Finalize MOU with USC System
2. Mayor – Council Decision: MOU
3. Conduct Public Project Review at Planning Commission
4. Finalize demolition contract
5. Complete design, permitting for road
6. Bid for roadway construction
7. University initiate building design

Time

4/15
4/15
8/15

11/15
TBD
TBD
7/15

Responsibility: Town Manager

ACTION VISION AND MASTER PLAN FOR THE ISLAND**PRIORITY***Policy – Top*Key Issues

- Vision
- Town Role
- Relationship to Gated Community
- Ward 1 Boundaries

Activities/Milestones

1. Reach consensus on process for developing a unified Community Vision for Hilton Head Island via community input and set a start date for process
2. Identify a Community Vision for Hilton Head Island
3. Continuation of Master Plan process that supports the Community Vision

Time

7/15

TBD

TBD

Responsibility: Community Development Director
Secondary Responsibility: Mayor/Mayor Pro-Tem

ACTION: ECONOMIC DEVELOPMENT CORPORATION PLAN AND TOOLS**PRIORITY***Policy – High*Key Issues

- Town Goals for Economic Development
- Town Funding

Activities/Milestones

1. EDC Quarterly Reports, progress updates & presentation of '15/16 goals
2. Clearly Defined Expectations approved by Mayor/Council
3. Mayor – Council Budget Decision

Time

4/15

6/15

6/15

Responsibility: EDC Director/Town Manager

**ACTION: TOWN-OWNED LAND
INVENTORY/DIRECTION**

PRIORITY

Policy – High

Key Issues

- Keep for Future Use
- Sale of Land

Activities/Milestones

1. Mayor – Council Workshop to reach consensus on Policy: Direction

Time

8/15

Responsibility: Community Development Director
Secondary Responsibility: Mayor

**ACTION: TOWN POLICY/TOOL KIT: AGING OFFICE
BUILDINGS AND COMMERCIAL CENTERS/
COMMERCIAL PROPERTY
MAINTENANCE CODE/ORDINANCE**

PRIORITY

Policy - Mod

Key Issues

Activities/Milestones

Time

Mayor to bring up at Town Council Meeting

TBD

Responsibility: EDC Director/Community Development Director

ACTION: AIRPORT EXPANSION

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

1. LMO Amendment to Overlay
2. Soundwall

TBD

TBD

Responsibility: Community Development Director

ACTION: SHELTER COVE AREA REDEVELOPMENT PROJECT

PRIORITY

Mgmt – High

Key Issues

Activities/Milestones

Time

1. Budget Amendment: Park Funding
2. Permitting: Commercial Buildings

6/15
Ongoing

Responsibility: Community Development Director

► **Management in Progress 2015**

TIME

1. The RBC Heritage Presented by Boeing: Contract Renewal; Annual Funding
2. Carolina Office Park: Landlord/Tenant Issues
3. Small Business Development Program
 - Business Visitation
 - EDC: Role
 - Reacting to Request for Assistance

6/15

Ongoing
Ongoing

► **Major Projects 2015**

TIME

1. Office Park Road Intersection Improvements: Design

10/15

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|---------------|-----------------------------------------------------------------------------------------------|
| GOAL 2 | MAINTAIN SOUND FISCAL POLICY & PERFORMANCE & PROVIDE EXCELLENT PUBLIC SERVICES |
|---------------|-----------------------------------------------------------------------------------------------|

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| ACTION: COMMUNITY ORGANIZATION FINANCIAL/PERFORMANCE REVIEW | | <table border="1"> <tr><td>PRIORITY</td></tr> <tr><td><i>Policy – High</i></td></tr> </table> | PRIORITY | <i>Policy – High</i> |
| PRIORITY | | | | |
| <i>Policy – High</i> | | | | |
| <u>Key Issues</u> <ul style="list-style-type: none"> Town Council Role Performance Accountability | <u>Activities/Milestones</u> <ol style="list-style-type: none"> Develop report with options/recommendations <ol style="list-style-type: none"> Financial Non-Financial Mayor – Council Discussion: Direction | <u>Time</u> 3/15 TBD | | |
| <table border="1"> <tr> <td> Responsibility: Assistant Town Manager/ Secondary Responsibility: John McCann </td> </tr> </table> | | | Responsibility: Assistant Town Manager/ Secondary Responsibility: John McCann | |
| Responsibility: Assistant Town Manager/ Secondary Responsibility: John McCann | | | | |

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|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------|---------------|
| ACTION: TOWN “OFFICE FOR CORPORATE COMMUNICATIONS” | | <table border="1"> <tr><td>PRIORITY</td></tr> <tr><td><i>Policy</i></td></tr> </table> | PRIORITY | <i>Policy</i> |
| PRIORITY | | | | |
| <i>Policy</i> | | | | |
| <u>Key Issues</u> | <u>Activities/Milestones</u> <ol style="list-style-type: none"> Enhance Town communications with the public. As part of that process, determine if PR/Marketing is best handled in-house or via outside consultants | <u>Time</u> | | |
| <table border="1"> <tr> <td>Responsibility:</td> </tr> </table> | | | Responsibility: | |
| Responsibility: | | | | |

ACTION: DEBT/RESERVE POLICY: REVIEW**PRIORITY***Mgmt – Top*Key IssuesActivities/MilestonesTime

1. Council Review and Direction

7/15

Responsibility: Finance Director

ACTION: DEPARTMENTAL PERFORMANCE AUDIT**PRIORITY***Mgmt – High*Key IssuesActivities/MilestonesTime

1. Council: Budget Direction
2. Manager: Direction on Specific Department(s)

6/15

9/15

Responsibility: Town Manager

► Management in Progress 2015**TIME**

1. Legislative Program 2015
2. Fire – Rescue Enabling Ordinance: Name and Mission Clarification
3. Medical Billing Conversion (ICD 10)
4. Disaster Recovery Plan: Update, Training
5. ATAX Recovery Process
6. Deferred Compensation Program: 3rd Party Review
7. Employee Assistance Program: RFP
8. SCBA Replacement
9. Pre-Fire Planning Program/Policy: Development
10. ISO Audit
11. Web based Fire Sprinkler Reporting System: Investigation

12/14

4/15

TBD

Ongoing

Ongoing

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► **Major Projects 2015**

1. Town Hall Office Space Renovations (Finance Wing)

TIME

10/15

GOAL 3

ENRICH LIVES OF RESIDENTS AND GUESTS

**ACTION: ARTS COLLABORATIVE
STRATEGY**

PRIORITY

Policy – Top

Key Issues

- Town Role
- Who Are Stakeholders
- Arts Vision
- Town Funding

Activities/Milestones

1. CSC defines the Town's arts mission statement & determines the role of Town government in supporting the mission.
2. CSC recommends to Council for approval the Town's Arts Mission Statement & how to best achieve it
3. Council Workshop: Fact finding, education about the trending in arts, how other arts enriched communities are working to support & promote the arts
4. Mayor-Council Decision: Direction, Town Actions

Time

6/15

7/15

12/15

1/16

Responsibility: Assistant Community Devel. Dir.
Secondary Responsibility: Kim Likins

ACTION: CULTURAL COLLABORATIVE STRATEGY**PRIORITY***Policy – Top*Key Issues

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Activities/Milestones

1. Town Council to authorize the development of a task force to establish a vision for a regional heritage tourism initiative
2. Appointment of Task Force (with other local governments)
3. Receipt by Council of a report from taskforce and discussion of next steps
4. Develop plan for pursuit of next steps

Time

3/15

9/15

12/15

2/16

Responsibility: Town Manager
Secondary Responsibility: Mayor

ACTION: WORKFORCE HOUSING: POLICY AND TOOLS**PRIORITY***Policy – High*Key Issues

- Goals/Desired Outcomes
- Town Role
- Town Funding
- Private Partner

Activities/Milestones

1. Development of tool kit to support workforce housing initiatives on Hilton Head Island.
2. Work with Town Staff to research possible affordable housing grant opportunities
3. Establish a workshop for Council to be briefed from affordable housing experts

Time

9/15

TBD

TBD

Responsibility: Community Development Director
Secondary Responsibility: Kim Likins

**ACTION: COMPREHENSIVE TOWN-WIDE DREDGING
POLICY/MANAGEMENT AND
MAINTENANCE**

PRIORITY

Policy – High

Key Issues

- Town Role and Responsibilities
- Legal Framework

Activities/Milestones

1. Review current policy, survey on-going dredging needs
2. Strategic Planning Workshop – Discussion Topic

Time

9/15 – 11/15

12/15

Responsibility: Public Facilities Director

ACTION: SCHOOLS AND EDUCATION STRATEGY

PRIORITY

Policy – High

Key Issues

Activities/Milestones

1. Meet with School Superintendent
2. Preparation of report on positive attributes of Hilton Head Island Schools
3. Comparison of Hilton Head Island to rest of country

Time

7/15

9/15

9/15

Responsibility: Assistant Town Manager

**ACTION: ARTS CENTER BUILDING: DIRECTION,
FUNDING**

PRIORITY

Policy – Mod

Key Issues

Activities/Milestones

Finance Committee to recommend course of action

Time

TBD

Responsibility: Town Manager
Secondary Responsibility: John McCann

ACTION: CONNECTED COMMUNITY: NEXT STEPS

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

Mayor to schedule update on next steps from
Telecommunications Committee

Responsibility:

**ACTION: RECREATION SERVICES: COUNTY FUNDING,
FIELD MAINTENANCE**

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

Responsibility:

ACTION: COMPREHENSIVE PLAN: UPDATE/REVIEW**PRIORITY***Policy*Key IssuesActivities/MilestonesTime

- | | |
|-----------------------------------------------------------|-------|
| 1. Review process | 2/15 |
| 2. Review, identify and update area (Planning Commission) | 7/15 |
| 3. Complete plan update | 7/15 |
| 4. Planning Commission | 11/15 |
| 5. Mayor/Council: Acceptance | 1/16 |

| |
|------------------------------------------------|
| Responsibility: Community Development Director |
|------------------------------------------------|

ACTION: CORDILLO TENNIS COURT: SALE**PRIORITY***Mgmt – High*Key IssuesActivities/MilestonesTime

| | |
|------------------------------------------------------------------------|------|
| Town Manager to work with NOC & POA to define a plan acceptable to all | 7/15 |
|------------------------------------------------------------------------|------|

| |
|------------------------------|
| Responsibility: Town Manager |
|------------------------------|

ACTION: CDBG PLAN**PRIORITY***Mgmt – High*Key IssuesActivities/MilestonesTime

- | | |
|---------------------------------|-------|
| 1. Complete Plan | 4/15 |
| 2. Town Council to approve plan | 4//15 |
| 3. Request draw | 7/15 |

| |
|------------------------------------------------|
| Responsibility: Community Development Director |
|------------------------------------------------|

► **Management in Progress 2015**

1. Flood Insurance Rate Maps: Revision
2. Shelter Cove Pier: Resolution
3. Power Line Burial: Town Oversight

| TIME |
|---------|
| TBD |
| TBD |
| Ongoing |

► **Major Projects 2015**

1. Pay by Space Meters at Driessen Beach Park: Installation
2. Island Recreation Center Expansion Phase I: Design, Permitting

| TIME |
|-------|
| 4/15 |
| 10/15 |

GOAL 4

UPGRADE PUBLIC INFRASTRUCTURE AND FACILITIES

ACTION: SEWER SERVICE AVAILABLE TO ALL WHO WANT IT

| PRIORITY |
|---------------------|
| <i>Policy – Top</i> |

Key Issues

- Town Role
- PSD Role
- Town Funding

Activities/Milestones

1. PSD Master Plan
2. Joint Workshop: Mayor-Council and PSD Board
3. Review Town Policy
4. Mayor – Council Decision: Policy Changes and Funding

Time

1/15
5/15
6/15

Responsibility: Community Development Director
Secondary Responsibility: /Mayor

**ACTION: SOUTH ISLAND/SEA PINES SUB REGIONAL
TRAFFIC STUDY**

PRIORITY

Policy – Mod

Key Issues

Activities/Milestones

Time

1. Develop buildout scenario
2. Traffic counts and analysis
3. Traffic model/report

6/15

8/15

10/15

Responsibility: Community Development Director

ACTION: MAIN STREET TOWN TAKEOVER

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

Responsibility:

TOWN OF HILTON HEAD ISLAND

Community Development Department

| | |
|-----------------|------------------------------------------------|
| TO: | Steve Riley, ICMA CM; Town Council |
| FROM: | Jill Foster, Deputy Director |
| CC: | Charles Cousins, Director |
| CC: | Lindsey Rambo, Records Administrator |
| DATE | May 13, 2015 |
| SUBJECT: | Arts and Cultural Strategic Planning Committee |

Recommendation: Approve the attached Scope of Work for the Arts and Cultural Strategic Planning Committee. Please note that items in blue have previously been approved by Town Council. Items in black are the new additions making up the Scope of Work.

The Community Services Committee approved this Scope of Work at their May 11, 2015 meeting.

Summary: The Scope of Work addresses the Mission, Goal, and four Objectives as previously approved by Town Council. It further identifies numerous questions for each Objective to be addressed by the Committee.

Background:

The Arts & Cultural Strategic Planning Committee was created to assist the Community Services Committee determine the role, if any, of Town Government and other entities in supporting the Island's Arts and Cultural Organizations. Committee members were appointed at the May 12, 2015 Town Council meeting. This new Committee has a mission, a goal, and four Objectives approved by the Community Services Committee and Town Council.

Arts and Cultural Strategic Planning Committee

Scope of Work

Town Arts and Cultural Mission Statement

To support the advancement of Hilton Head Island as a rich and diverse arts and cultural destination that enriches the lives of our residents and guests.

Goal: Determine the role if any of Town Government and other entities in supporting the Island's Arts and Cultural Organizations.

Objectives

Economic Impact Objective: Determine whether the economic impact of the Arts and Cultural organizations is large enough for the Town or other entities to increase support through various methods.

- What is the economic impact of the arts and culture to the Island?
- If the Island's residents financially support the arts and culture organizations through tax dollars how can their ROI be determined?
- If the town decided to continue to only fund the arts and cultural organizations through existing ATAX funds what would be the negative consequences and / or lost opportunities?

Collaboration Objective: Determine if the Town or other entities should play a role in furthering the collaborative efforts of the Arts and Cultural organizations.

- Evaluate current collaborative efforts of the Island's arts and cultural organizations and make recommendations for enhancement and growth of these opportunities both locally and regionally.
- How can the town best support the arts and cultural collaboration efforts?
- Would the arts and cultural organizations along with the Island at large benefit from the creation of an Arts and Cultural Commission or Office of Cultural Affairs? If so, what would be its primary mission, who would it report to and how would the organization best operate?
- Would it be beneficial if the town's designated marketing organization created and administered a coordinated marketing plan to support the mission of HHI becoming an Arts and Cultural Destination?
- How could the town partner with local and regional educational institutions (USBC, TCL, and SCAD), communities (Bluffton, Beaufort, and Savannah) and interest groups (biking, culinary, and history) to support the Island's arts and cultural mission?

Future Arts Community Objective: Determine what the Arts and Cultural community would look like in the future (2030) to be as self-sustaining as possible.

- How will arts and cultural programming change over the next 15 years?
- What types of art and cultural programming will future x and y generations most likely embrace?
- How should current Island arts and cultural programming be changed or enhanced to meet future demands of residents and tourist?
- Is there specific programming that the town should create, fund and / or oversee to help achieve the arts and cultural mission? (Such as new initiatives, special events, etc.)

Financing Objective: Determine if the Town or other entities should financially support the Arts and Cultural Initiative and in what areas (facilities, programming, or collaboration); and if so, how (method, distribution, amount, etc.).

- What is the town's financial threshold available to support the arts and cultural mission?
- What funding sources can be used to support the arts and cultural mission?
- How financially self-sustaining should the arts and cultural organizations be?
- To what degree do the citizens and businesses of our community contribute to the arts and cultural organizations and how does this compare to similar communities? Are there ways to increase support?
- How are arts and cultural organizations funded in other towns (government funds, university support, endowment, special taxes, etc.)? What specifically does each funding source support (facilities, programming, marketing, etc.)?
- What are the best means for the town to financially nurture the Island's arts and culture environment?
- In what areas (facility, operations, marketing, grants, etc.) does it make the most sense for the town to financially support the arts and cultural organizations and to what extent?

Expectations:

1. Monthly update reports will be provided to the Community Services Committee.
2. Presentations to the Community Services Committee will be made upon request.
3. A final report will be provided to the Community Services Committee upon completion of the sub-committee's defined objectives.
4. The sub-committee's work will be completed in the timeframe determined by the Community Services Committee.

Final Report:

1. There should be a section of the report making recommendations for each of the defined objectives.
2. The final section of the report should indicate the resolution to the Goal: The role if any of Town Government and other entities in supporting the arts and cultural organizations.

General Information:

1. Discussion should include both profit and non-profit arts and cultural organizations.
2. The issue of performing venues should be discussed only within the context of the objectives. The CSC is not seeking information specific to facility usage, programming, design or funding.
3. The sub-committee should be knowledgeable of the work taking place by the Heritage Tourism Task Force and work in concert with these efforts.
4. If the sub-committee determines a need for a consultant this request must be formally presented to the CSC and may or may not be approved based on funding.
5. If the sub-committee finds certain issue arise that merit consideration but do not fall within the defined objectives, they should document them and request direction from the CSC. If they feel certain issues should be addressed at a future time they should be documented and so noted in the final report.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
FROM: Charles Cousins, AICP, *Community Development Director*
DATE: May 6, 2015
SUBJECT: Village at Wexford Request for Town Land

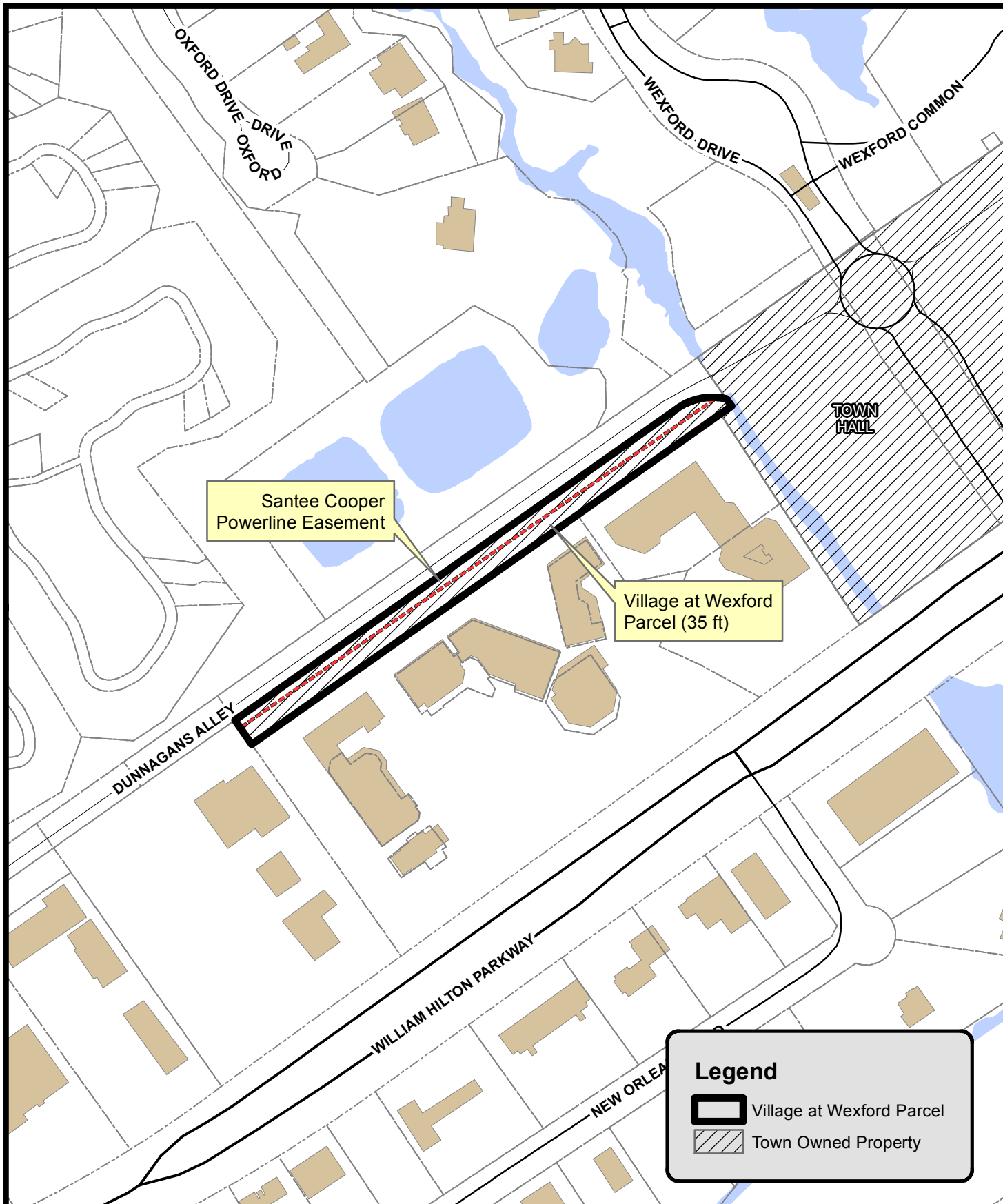
Recommendation: The Public Facilities Committee met on April 27, 2015 to review a request from the Village at Wexford to place signs on Town property at two of their rear entrances on Dunnagans Alley. The Committee voted 3-0-0 to recommend to Town Council that the Town sell 1.1 acres to the Village at Wexford POA at the price to be negotiated by staff based on deed restrictions necessary to affect any future Town public works projects.

Staff recommends Town Council sell the excess right of way along Dunnagans Alley to the Village at Wexford to facilitate their placement of signs.

Summary: The Town has received a request from the Village at Wexford to place signs on Town property at two of their rear entrances on Dunnagans Alley. The Town currently owns approximately 1.1 acres along the rear of the Village at Wexford. This land is predominantly occupied by parking for this shopping center, their dumpsters and three access drives onto Dunnagans Alley. The shopping center has easements on Town property permitting this use. Additionally, Santee Cooper has an easement for their power line on this property. This land was acquired by the Town when they purchased the right of way for the creation of this section of Dunnigans Alley.

Background: The Town was originally approached by the owners of the Village at Wexford about obtaining an easement over Town property to place signs identifying the shopping center at two of these rear entrances on Dunnagans Alley. This 1.1 acres at the rear of the shopping center is predominantly occupied by parking for this shopping center, their dumpsters and three access drives onto Dunnagans Alley, as well as a Santee Cooper power line. The Town has no use for this property and it predominantly functions as part of the shopping center. Staff is suggesting the Town sell this land to them rather than providing another easement.

The Town parcel which is 50 feet wide is occupied by a 35 foot wide easement for the shopping center's parking. The remainder of the Town property is encumbered by the Santee Cooper power line easement. (See attached figure.) Representatives of the shopping center have suggested a purchase price which staff can discuss in executive session.



TOWN OF HILTON HEAD ISLAND
 ONE TOWN CENTER COURT
 HILTON HEAD ISLAND, S.C. 29928
 PHONE (843) 341-4600

04/22/2015

Town of Hilton Head Island

Village at Wexford Parcel

0 37.5 75 150 225 300 feet

1 inch = 222.22222 feet



This information has been compiled from a variety of unverified general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
FROM: Charles Cousins, AICP, *Community Development Director*
DATE: May 6, 2015
SUBJECT: Adventure Cove Request to Purchase Town Land

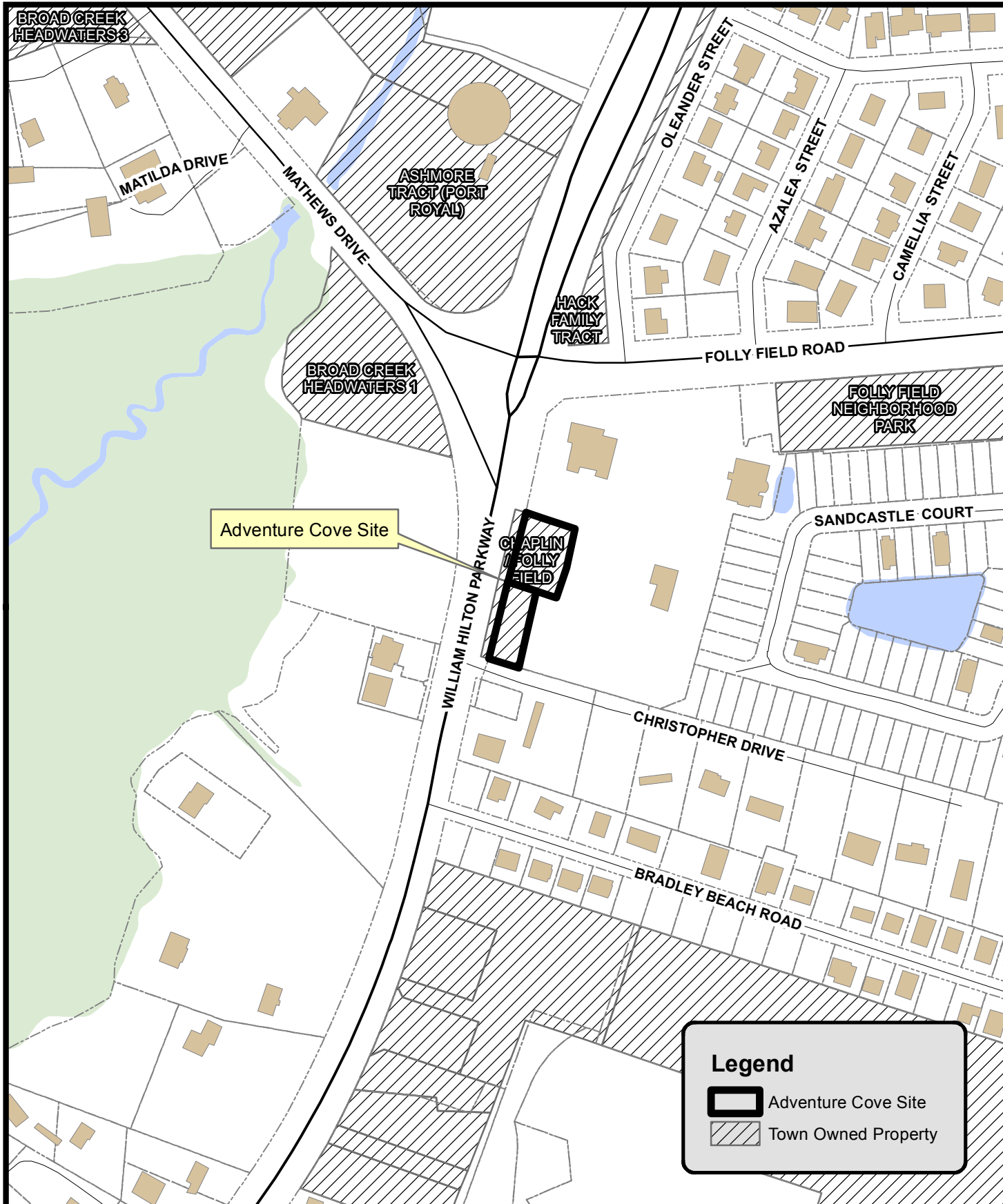
Recommendation: The Public Facilities Committee met on April 27, 2015 to review a request by the owners of Adventure Cove to purchase two Town parcels of land totaling .59 acres. The Committee voted 3-0-0 to recommend to Town Council that the Town sell .59 acres to the owners of Adventure Cove for \$50,000.00 subject to the deed restrictions as proposed by the purchaser, restrictions to allow the Town to modify or to close the existing curb cut and to reserve appropriate easements for future public works projects.

Staff recommends the Town Council approve the sale of two Town parcels of land totaling .59 acres to the owners of Adventure Cove. Staff further recommends the sale of this property include the following limitations:

1. that the property may only be landscaped and used for signage if allowed by the LMO;
2. no density allocation is included with the purchase;
3. the Town may modify or close the existing curb cut; and
4. the Town reserve easements for future public works projects.

Summary: The Town has received a request from the owners of Adventure Cove to purchase approximately .59 acres of Town land located between their development and US 278. The property under consideration is made up of two Town parcels. One parcel is .34 acres and the second is .25 acres for a total of .59 acres. The Adventure Cove owners are interested in landscaping both of these parcels and placing a sign for their development on US 278. They have no desire to acquire any of the development rights for these two parcels.

Background: The funding source for the acquisition of both of these parcels was bond referendum funds. The first, a .34 acre parcel of land, was acquired by the Town in 2013 for \$200,000. The parcel included a vacant real estate office that has been demolished since our purchase. The second parcel, which is approximately .25 acres, is the remnant of a much larger parcel the Town once owned. The majority of this much larger parcel was traded to the previous owners of Adventure Cove for a parcel located along Folly Field Road. As part of this land swap, the Town retained this .25 acre parcel to maintain a buffer along US 278. Selling this land with the limitations as requested by the owners of Adventure Cove will allow this property to remain as a green site buffering US 278. This will still allow the property to meet the Town's intent when it was acquired while eliminating any maintenance cost for the property. Representatives of Adventure Cove shopping center have suggested a purchase price which staff can discuss in executive session.



Legend

- Adventure Cove Site
- Town Owned Property

TOWN OF HILTON HEAD ISLAND
 ONE TOWN CENTER COURT
 HILTON HEAD ISLAND, S.C. 29928
 PHONE (843) 341-4600

04/21/2015

Town of Hilton Head Island

Adventure Cove Site

0 40 80 160 240 320 Feet

1 inch = 250 feet



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