



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

October 6, 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 distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) Proclamations and Commendations**
 - a. Fire Prevention Week
 - b. Beaufort-Jasper Water & Sewer Authority/Hilton Head-Broad Creek-South Island Public Service Districts– *Imagine a Day Without Water Campaign*
- 6) Approval of Minutes**
 - a. Town Council Meeting, September 15, 2015
- 7) Report of the Town Manager**
 - a. Update on Beach Renourishment Project Status – Scot Liggett, Director of Public Projects and Facilities
 - b. Presentation of Storm Ready Community Designation – Ron Morales, Warning Coordination Meteorologist
 - c. 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. Second Reading of Proposed Ordinance 2015-16

Second Reading of Proposed Ordinance 2015-16 of the Town of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council and Rules of Procedure) Section 2-5-50, Agenda and Order of Business; and providing for severability and an effective date.

b. Second Reading of Proposed Ordinance 2015-19

Second Reading of Proposed Ordinance 2015-19 to adopt an updated Town of Hilton Head Island Design Guide, and providing for severability and an effective date.

11) New Business

None.

12) Executive Session

a. Land Acquisition

Discussion of negotiations incident to the proposed sale, lease or purchase of property:

1. related to a parcel near the corner of US 278 and Wild Horse Road.
2. related to parcels on Palmetto Bay Road.
3. related to a parcel in the Mitchelville area.
4. related to 5th Street.

b. Personnel Matters

Discussion regarding the Town Attorney Annual Performance Review.

13) Adjournment

Proclamation

BY
THE TOWN OF HILTON HEAD ISLAND

***WHEREAS**, the Town of Hilton Head Island is committed to ensuring the safety and security of all those living in and visiting our town; and*

***WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and*

***WHEREAS**, Hilton Head Island residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and*

***WHEREAS**, Hilton Head Island residents should install smoke alarms and alert devices that meet the needs of people who are deaf or hard of hearing; and*

***WHEREAS**, the 2015 Fire Prevention Week theme, "Hear the Beep Where You Sleep ~ Every bedroom Needs a Working Smoke Alarm!" effectively serves to remind us that we need working smoke alarms to give us the time to get out safely.*

***THEREFORE**, I, David Bennett, Mayor of the Town of Hilton Head Island do hereby proclaim October 4-10, 2015, as*

Fire Prevention Week

throughout this Town, and I urge all the people of Hilton Head Island to test their smoke alarms at least every month by pushing the test button, and to support the many public safety activities and efforts of Hilton Head Island Fire Rescue during Fire Prevention Week 2015.

IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this **Sixth day of October, Two Thousand and Fifteen.

David Bennett, Mayor

Attest:

Victoria L. Pfannenschmidt, Town Clerk

Proclamation

BY
THE TOWN OF HILTON HEAD ISLAND

WHEREAS, Beaufort-Jasper Water & Sewer Authority (BJWSA) in conjunction with Hilton Head PSD, Broad Creek PSD, South Island PSD, and the Value of Water Coalition have designated October 6 to 8, 2015 as *'Imagine a Day without Water,'* Campaign in order to raise awareness of the impact of clean drinking water and water infrastructure; and

WHEREAS, recognizing that water is essential for everything we do in life, and that from agriculture to manufacturing, most sectors of our economy rely on water; and

WHEREAS, recognizing that water infrastructure and resources are at risk and this puts the nation at risk, and that we have long-term water supply challenges that must be addressed with new and creative strategies that meet current and future needs; and

WHEREAS, investment in water must be a top priority; and

WHEREAS, we must ensure clean, safe water so all communities can thrive; and

WHEREAS, awareness of the value of water infrastructure and water resources is important to chart a prosperous and sustainable future for the Town of Hilton Head Island and its Public Service Districts.

NOW, THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, South Carolina, do hereby proclaim October 6 through October 8, 2015 as the

**Beaufort-Jasper Water & Sewer Authority,
Hilton Head, Broad Creek and South Island Public Service Districts**

'IMAGINE A DAY WITHOUT WATER'CAMPAIGN

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this 6th day of October, 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, September 15, 2015

Time: 4:00 P.M.

Present from Town Council: David Bennett, *Mayor*; Marc Grant, Tom Lennox, Kim Likins, John McCann, *Council Members*

Absent from Town Council: Bill Harkins, *Mayor Pro Tem*, Lee Edwards, *Council Member*

Present from Town Staff: Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Scott Liggett, *Director of Public Projects & Facilities/Chief Engineer*; Brad Tadlock, *Fire Chief*; Susan Simmons, *Director of Finance*; Heather Colin, *Development Review Administrator*; Jennifer Ray, *Urban Designer*; Brian Hulbert, *Staff Attorney*; Teri Lewis, *LMO Official*; Rene Phillips, *Website Administrator*; John Valvo, *Systems Analyst*; Cindaia Ervin, *Finance Assistant*; Vicki Pfannenschmidt, *Executive Assistant/Town Clerk*

Present from Media: None

1) CALL TO ORDER

Mayor Bennett called the meeting to order at 4:09 p.m.

2) PLEDGE TO THE FLAG

3) INVOCATION

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

5) Proclamations and Commendations

a. Mayor's Honored Islander Awards

- Logan Fettes
- Marv Lich
- Tim Drake

Mr. Lich and Mr. Drake were present to accept their awards. Mr. Fettes was away at school and will receive his award at the semi-annual dinner scheduled for October 12.

6) Approval of Minutes

a. Town Council Public Hearing/Special Meeting, August 12, 2015

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

7) Report of the Town Manager

a. MASC Presentation of the Joseph P. Riley, Jr. Award for Economic Development for the Mall at Shelter Cove.

Mr. Bill Taylor, MASC Field Services Manager, presented the award.

- b. Semi-Annual Update of the Parks and Recreation Planning Commission - Heather Rath, Chairman

Mr. Peter Keber, Vice-Chairman, updated Council on the previous six months activity of the Committee.

- c. Quarterly Update of the Economic Development Corporation - Don Kirkman

Mr. Kirkman and Mr. Carlton Dallas, Vice-Chairman, presented the quarterly update and briefed Council on recent activities and projects of the EDC.

- d. Proposed 2016 Town Council Meeting Dates

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

- a. Town Manager's Items of Interest

Mr. Riley invited Fire Chief Brad Tadlock to conduct a presentation. Chief Tadlock and Mayor Bennett presented Hilton Head Island Fire Rescue employee Lieutenant Scott Mason with a plaque commemorating his retirement from the United States Naval Reserves with 30 years of service.

Mr. Riley announced that the Town launched an official Facebook page and encouraged everyone to 'like' the page to stay up-to-date on the latest happenings going on in our Town. He added that the Town also has a Town Council Policy Agenda Dashboard on the home page of the Town website. He stated the dashboard provides a quick update on the Town Council policy agenda.

Mr. Riley reported on items of interest listed below.

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

Mr. McCann requested that the Town Manager provide a quarterly update on the USCB project. Mr. Riley stated he would be happy to provide the update.

8) **Reports from Members of Council**

- a. General Reports from Council

Mr. McCann recommended that Town Council consider resurrecting the discussion related to the potential public acceptance of Main Street. He suggested the item be vetted by the Public Facilities Committee and include a review of previous discussions on the topic and the determination of the merits of imposing the Municipal Improvement District (MID) as part of the solution. Mayor Bennett stated he has received a number of emails from constituents regarding the subject. He said he would discuss the item with Mr. Edwards, Chairman of the Public Facilities Committee, regarding starting the process and one of them will report back to Council at the next meeting.

Mr. McCann reported that the Finance and Administrative Committee met earlier in the day and received a report from the Circle to Circle Committee. He said the report was extremely encouraging noting that one of the immediate items to be reviewed is re-identifying beaches and beach locations so that both tourists and Islanders will know where beaches are located and not think that Coligny is the only Town beach.

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 Arts & Cultural Strategic Planning Committee is continuing with their mission. She said they are holding public sessions and gathering information and plan to have a report to Council before the November workshop.

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

No report.

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

No report.

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

Mr. Grant stated the Committee met on September 14 and Fire Chief Brad Tadlock reviewed Fire Rescue Semi-Annual Report, Mid-Year Response Statistics and Strategic Plan Update. He added that they discussed computerizing fire hydrants to monitor pressure, yard burning violations and make up days for burning, along with emergency calls, noting that 80% of the calls were medical issues. Mr. Grant said they also reviewed the Smart 911 Program being implemented by Fire Rescue. He explained it is free and it is a safety profile for any household discussing a variety of information for the department to have on file to assist during an emergency. Mr. Grant noted that Chief Tadlock will be conducting a community awareness program regarding Smart 911 so all are informed.

Mr. Grant informed Council that Captain Joey Woodward of the Beaufort County Sheriff's Office also reported on the 2nd Quarter Crime Statistics for Hilton Head Island. He stated that they discussed community forums to meet with Town Council representatives in various locations on the Island. He said Captain Woodward will get back with the Committee regarding dates and procedures for the forums.

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

Mr. McCann stated he had not additional report.

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

Mr. Lennox reported the Committee will meet tomorrow, September 16 at 8:30 a.m. to review the results of the Traffic Study and to present the analysis, discuss findings and optional recommendations regarding the study.

Mayor Bennett stated work has been done on the Heritage Tourism initiative on a county-wide basis. He said he is very encouraged by how well the municipalities and County are working together on the initiative. He updated Council that they have identified in each community, the various historic assets to be part of the initiative and they are creating an advisory committee comprised of some of the major historic and cultural organizations within the respective communities. Mayor Bennett stated the organizations selected for Hilton Head Island were the Heritage Library, Gullah Geechee Consortium, Coastal Discovery Museum, Hilton Head Island-Bluffton Chamber of Commerce, and the Mitchelville Preservation Project. He said a letter has been prepared and will be distributed by the individual communities to reach out to the organizations for membership applicants for the advisory committee. Mayor Bennett

stated the applications for the organizations from Hilton Head Island will be reviewed by the Community Services Committee for consideration of appointment to the advisory committee with recommendations by the October 20 Town Council meeting.

Mayor Bennett stated he had the privilege of writing the State of the Town for Hilton Head Monthly's most recent edition. He said it made him mindful of how hard all of Council is working and extended his appreciation. Additionally, he thanked Mr. Riley and his staff for their efforts in handling the additional workload.

9) Appearance by Citizens

Skip Hoagland, Peter Buonaiuto, Mare Deckard and Dave McGarry addressed Council regarding the Hilton Head Island-Bluffton Chamber of Commerce funding.

10) 5:30 P.M. – PUBLIC HEARING – Proposed Addendum #1 to that certain Amended and Restated Development Agreement dated November 19, 2014 between Shelter Cove Towne Centre, LLC, and the Town of Hilton Head Island.

Mayor Bennett opened the Public Hearing noted above at 5:39 p.m.

Mayor Bennett invited members of the public to speak. There were no requests.

Mayor Bennett closed the Public Hearing at 5:39 p.m.

11) Unfinished Business

a. Second Reading of Proposed Ordinance 2015-18

Second Reading of Proposed Ordinance 2015-18 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 Palmetto Dunes Resort Master Plan with respect to the certain parcels identified as Parcel 7, on Beaufort County Tax Map #12C, and an approximately 4.4 acre portion of Parcel 2 on Beaufort County Tax Map #12C, within the Palmetto Dunes Resort Master Plan under the PD-1 Planned Development Mixed Use District, to amend the associated uses and densities for Parcel 7, Tax Map #12C to community park and 120-150 multi-family dwelling units; and the portion of Parcel 2, Tax Map #12C to 80-120 multi-family dwelling units and community park; provided the aggregate total of multi-family units does not exceed 240 total and providing for severability and an effective date.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

b. Second Reading of Proposed Ordinance 2015-17

Second Reading of Proposed Ordinance 2015-17 of the Town Council for the Town of Hilton Head Island, South Carolina, authorizing the execution of Addendum #1 to that certain Amended and Restated Development Agreement for Shelter Cove Mall with Shelter Cove Towne Centre, LLC and Shelter Cove II, LLC for the redevelopment of property previously known as the Mall at Shelter Cove and surrounding property, 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.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

c. Second Reading of Proposed Ordinance 2015-20

Second Reading of Proposed Ordinance 2015-20 of the Town Council for the Town of Hilton Head Island, South Carolina, authorizing the sale of real property owned by the Town of Hilton Head Island, South Carolina, to Shelter Cove II, LLC, in exchange for land to be conveyed to the Town of Hilton Head Island, South Carolina and owned by Shelter Cove II, LLC, in conjunction with Addendum #1 to that certain Amended and Restated Development Agreement, 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.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

d. Second Reading of Proposed Ordinance 2015-21

Second Reading of Proposed Ordinance 2015-21 of the Town Council for the Town of Hilton Head Island, South Carolina, authorizing the establishment of covenants and restrictions on real property in conjunction with Addendum #1 to that certain Amended and Restated Development Agreement, 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.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

12) New Business

a. First Reading of Proposed Ordinance 2015-16

First Reading of Proposed Ordinance 2015-16 of the Town of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council and Rules of Procedure) Section 2-5-50, Agenda and Order of Business; and providing for severability and an effective date.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

b. First Reading of Proposed Ordinance 2015-19

First Reading of Proposed Ordinance 2015-19 to adopt an updated Town of Hilton Head Island Design Guide, and providing for severability and an effective date.

Mrs. Likins commended staff on the Design Guide. Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

c. Consideration of a Resolution – United Way Thermometer Signs

Consideration of a Resolution by the Town Council of the Town of Hilton Head Island approving the increase in display time of the four official United Way of the Lowcountry thermometer signs during its annual fundraising campaign.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0.

d. Sewer Service Initiative – Year One Budget Amendment Recommendation

Mrs. Likins moved to approve. Mr. McCann seconded. Mayor Bennett commended Denise Spencer of the Community Foundation of the Lowcountry for the efforts in partnering with the Town in generating solutions. He noted it is important to the Community Foundation's efforts to seek grants to augment the Project SAFE fund for the donors and grantee organizations to know that if they put their dollars in that this project will be completed. He added that that later this year a plan for the final four years of the initiative will need approval to facilitate Denise Spencer in her efforts. Mayor Bennett stated as a part of the recommendation staff recommended bifurcating the storm sewer work and the road work from the sanitary sewer work. He asked Mr. Riley to prepare a project timeline assuming they do bifurcate the work, along with a project timeline assuming they do not and asked that it be prepared in time for the November Town Council Workshop for review.

Dot Law, President of the Marshland/Chaplin/Gardner POA, congratulated Council on placing the issue on the agenda. She said the issue is important to those that live in the neighborhoods where sewer has not been available. She also thanked the Community Foundation of the Lowcountry for their support in helping out Project SAFE to make this situation finally happen.

The motion was approved by a vote of 5-0.

13) Executive Session

a. Land Acquisition

Discussion of negotiations incident to the proposed sale, lease or purchase of property:

1. related to a lease for the Hilton Head PSD Aquifer Storage Site.
2. related to a parcel along Dunnagans Alley.
3. related to a parcel near the corner of US 278 and Wild Horse Road.
4. related to parcels on Palmetto Bay Road.
5. related to a parcel in the Mitchelville area.
6. related to leases at the Carolina Office Park.

b. Contractual Matters

Discussion of negotiations incident to proposed contractual arrangements:

1. related to Palmetto Hall/Town/County MOU

c. Personnel Matters

Mr. Riley stated he needed an Executive Session for the items listed on the agenda under Section 13, subsections a, b and c.

At 5:52 p.m. Mrs. Likins moved to go into Executive Session for the reasons as set forth by the Town Manager. Mr. McCann seconded. The motion was approved by a vote of 5-0.

Mayor Bennett called the meeting back to order at 6:50 p.m. and stated there was nothing to take up as a result of Executive Session.

13) Adjournment

Mrs. Likins moved to adjourn. Mr. McCann seconded. The motion was approved by a vote of 5-0. The meeting was adjourned at 6:51 p.m.

Vicki L. Pfannenschmidt
Executive Assistant/Town Clerk

Approved:

David Bennett, Mayor

DRAFT



ITEMS OF INTEREST

OCTOBER 6, 2015

Town News

The Town of Hilton Head Island has received the designation of a StormReady Community. National Weather Service's (NWS) "Weather-Ready Nation" initiative is about building community resilience to extreme weather and water events. The devastating impacts of extreme events can be reduced through improved readiness. The StormReady program (www.stormready.noaa.gov) is a partnership with emergency management that helps reduce risk and increases community resilience to hazards. The program recognizes emergency management programs that meet the StormReady guidelines, demonstrating outstanding preparedness for hazardous weather and flooding. StormReady ensures jurisdictions have a standard level of emergency planning and communication capabilities.

(Contact: Tom Dunn, Emergency Management Coordinator, tomd@hiltonheadislandsc.gov or 843-682-5156)

The Town has produced a brochure entitled "Retrieving Public Documents" to assist the public with various methods of obtaining information and documentation. The Town's new online Building and Development Citizens Access Portal allows for viewing certain types of construction and development plans, Flood Elevation Certificates, and As-Built plans. It also provides the ability to view the status of various permits and inspections in real time. This online method saves the public time and money in retrieving or viewing documents, and allows for easy transparency of permitting information.

(Contact: Jill Foster, Deputy Director of Community Development, jillf@hiltonheadislandsc.gov or 843-341-4694)

Deputy Chief Mick Mayers was conferred a Bachelor's degree in Organizational Leadership from Columbia Southern University on July 15th, 2015.

(Contact: Brad Tadlock, Fire Chief, bradt@hiltonheadislandsc.gov or 843-682-5153)

Deputy Chief Mick Mayers has been appointed to serve a three-year term on the South Carolina Firefighter Mobilization Oversight Committee. The Oversight Committee is made up of 11 senior emergency services professionals from around the state. The committee was formed by Statue 23-49, The Firefighter Mobilization Act of 2000. It exists to create an intrastate mutual aid system to support fire/rescue emergencies that exceed local capabilities. When coordinated through the state Emergence Management Division, this system also allows for responses to neighboring states.

(Contact: Brad Tadlock, Fire Chief, bradt@hiltonheadislandsc.gov or 843-682-5153)

Noteworthy Events

Some of the upcoming meetings at Town Hall:

- Planning Commission – October 7, 2015, 9:00 a.m.
- Accommodations Tax Advisory Committee – October 8, 2015, 9:00 a.m.
- Public Planning Committee Special Meeting – October 8, 2015, 1:00 p.m.
- Parks and Recreation Commission – October 8, 2015, 3:30 p.m.
- Arts and Cultural Strategic Planning Committee – October 12, 2015, 3:00 p.m.
- Design Review Board – October 13, 2015, 1:15 p.m.
- Arts and Cultural Strategic Planning Committee – October 19, 2015, 3:00 p.m.
- Finance and Administrative Committee, October 20, 2015, 2:00 p.m.
- Town Council – October 20, 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

October 10, 2015 11:30 a.m.-3:30 p.m.	Kiwanis Chili Cookoff	Honey Horn
October 18, 2015 10:00 a.m. – 12:00 p.m.	Starfish Walk A Thon	Coligny Beach

MEMORANDUM

TO: Town Council

FROM: Stephen G. Riley, ICMA-CM, Town Manager
Via: Brian Hulbert, Staff Attorney

RE: Proposed Ordinance Number 2015-16 Agenda and Order of Business

DATE: September 16, 2015

Town Council made no changes to proposed ordinance Number 2015- 16, as a result of the first reading on September 15, 2015.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2015-16

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO AMEND TITLE 2 GENERAL GOVERNMENT AND ADMINISTRATION OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA BY AMENDING CHAPTER 5 (MEETINGS OF COUNCIL AND RULES OF PROCEDURE) SECTION 2-5-50, AGENDA AND ORDER OF BUSINESS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Hilton Head Island, South Carolina previously adopted Ordinances 1983-5, 1994-09, 2002-01, and 2008-03 to address the setting of agendas and the order of business for Town Council meetings for the efficient operation of the Town Council; and

WHEREAS, the state legislature has amended the state Freedom of Information Act (FOIA) to make it mandatory to prepare an agenda for every public meeting and address when and how a public body may amend an agenda for a public meeting; and

WHEREAS, the Town Council now desires to amend Section 2-5-50 to ensure their rules of procedure for Town Council meetings are in compliance with the amended state FOIA law and to provide for an efficient operation of the Town Council meetings that will benefit both the Town and its citizens.

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

NOTE: **Underlined and bold-faced** typed portions indicate additions to the Municipal Code. ~~Stricken~~ portions indicate deletions to the Municipal Code.

Section 1. Sec. 2-5-50. – Agenda and order of business.

- (a) Matters to be considered at a regular meeting or called special meeting, except a called emergency special meeting, of council shall be placed on a written agenda and conform to the order of business of council.
- (b) The municipal clerk shall post the agenda **on the Town website and on a bulletin board in a publicly accessible place at Town Hall or at the**

meeting place of the Town Council as early as is practicable but not later than 24 hours before in a public place by noon of the day preceding the meeting.

- (c) ~~Matters not on the agenda may be added to the agenda and considered by council upon the adoption by the affirmative vote of council of a motion to amend the agenda.~~ Once an agenda for a regular, called, special, or rescheduled meeting is posted pursuant to this section, no items may be added to the agenda without an additional twenty-four hours notice to the public, which must be made in the same manner as the original posting. After the meeting begins, an item upon which action can be taken may only be added to the agenda by a two-thirds vote of the members present and voting; however, if the item is one upon which final action can be taken at the meeting or if the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given in accordance with this section, it only may be added to the agenda by a two-thirds vote of the members present and voting and upon a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda.
- (d) The order of business of council shall be as follows:
- (1) Call to order by presiding officer.
 - (2) Pledge of allegiance.
 - (3) Invocation.
 - (4) Proclamations.
 - (5) Reading of minutes of previous meeting, their consideration and approval.
 - (6) Reports from municipal officers.
 - (7) Reports of council.
 - (8) Reports of committees.
 - (9) Appearances by citizens.
 - (10) Unfinished business.
 - (11) New business.
 - (12) ~~Adjournment.~~ Possible actions by Town Council concerning matters discussed in executive session.
 - (13) Adjournment.
- (e) If it is desired to transact business out of its order, it shall be necessary to suspend the rules by a vote of a majority of members present.

Section 2 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 3 Effective Date. This Ordinance shall be effective upon adoption thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF
HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2015.**

By: _____
David Bennett, Mayor

ATTEST:

By: _____
Victoria L. Pfannenschmidt, Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
VIA: Teri Lewis, *AICP, LMO Official*
FROM: Jennifer Ray, *ASLA, Urban Designer*
CC: Charles Cousins, *AICP, Community Development Director*
DATE: September 21, 2015
SUBJECT: Adopt the updated Hilton Head Island Design Guide

No changes were made to Proposed Ordinance No. 2015-19 as a result of First Reading on September 15, 2015.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2015-#

PROPOSED ORDINANCE NO. 2015-19

AN ORDINANCE TO ADOPT AN UPDATED TOWN OF HILTON HEAD ISLAND DESIGN GUIDE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Hilton Head Island Design Guide was first adopted by Town Council in May 2003; and

WHEREAS, the Hilton Head Island Design Guide is used by the Design Review Board to review and approve proposed development within the Corridor Overlay District that is consistent with the Guide; and

WHEREAS, the definition of Island Character has not changed but the application of the concept of Island Character could be better communicated to users, especially non-local users; and

WHEREAS, the Town staff proposed to update the Hilton Head Island Design Guide to provide more photos and graphic examples, update LMO references, add new subsections regarding sustainability and the use of native plants, and expand subsections on stormwater management, architectural context, signage, and lighting in a more contemporary layout; and

WHEREAS, the Design Review Board solicited public comment regarding the current Design Guide as well as each section of the updated Design Guide; and

WHEREAS, the Design Review Board held a public meeting on June 9, 2015 at which time a presentation was made by staff and an opportunity was given for the public to comment on the updated Hilton Head Island Design Guide; and

WHEREAS, the Design Review Board, after consideration of the staff presentation and public comments, voted to approve the updated Hilton Head Island Design Guide and recommended that Town Council adopt the updated Hilton Head Island Design Guide; and

WHEREAS, the Public Planning Committee held a public meeting on July 23, 2015 at which time a presentation was made by staff and an opportunity was given for the public to comment on the updated Hilton Head Island Design Guide; and

WHEREAS, the Public Planning Committee, after consideration of the staff presentation and public comments, voted 3-0-0 to recommend that Town Council approve the updated Hilton Head Island Design Guide; and

WHEREAS, after due consideration of said Design Guide and the recommendation of the Public Planning Committee, the Town Council, upon further review, finds it is in the public interest to approve the updated Hilton Head Island Design Guide.

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

Section 1. Amendment. That the *Hilton Head Island Design Guide* is updated as indicated on the attached pages (Exhibit 1).

Section 2. 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 3. Effective Date. This Ordinance shall be effective upon its adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2015.

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

David Bennett, Mayor

ATTEST:

Victoria L. Pfannenschmidt, Town Clerk

First Reading:
Second Reading:

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____