



The Town of Hilton Head Island
Town Council
Tuesday, December 17, 2019, 3:00 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.
Thank You.*

- 1. Call to Order**
- 2. FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Pledge to the Flag**
- 4. Invocation – The Rev. Dr. Mary Anderson, Interim Pasto, Christ Lutheran Church**
- 5. Approval of Minutes**
 - a. Town Council Meeting, November 19, 2019
 - b. Town Council Special Meeting, December 6, 2019
- 6. Report of the Town Manager**
 - a. Mitchelville Preservation Project Update – Ahmad Ward, Executive Director
 - b. Consideration of Closing the Town’s Administrative Offices, Tuesday, December 24, 2019, in Observance of the Christmas Holiday
 - c. Items of Interest
- 7. Reports from Members of Council**
 - a. General Reports from Council
 - b. Report of the Intergovernmental Committee – Bill Harkins
 - c. Report of the Community Services & Public Safety Committee – Marc Grant
 - d. Report of the Public Planning Committee – David Ames
 - e. Report of the Finance & Administrative Committee – Tom Lennox
- 8. Proclamations/Commendations - NONE**

9. Appearances by Citizens

[Town Code § 2-5-70: To sign-up, notify the Town Clerk prior to 12:00 p.m. the day of the meeting. All comments are limited to 3 minutes.]

10. Consent Agenda - NONE

11. Unfinished Business - NONE

12. New Business

a. Consideration of Recommendations of the Accommodations Tax Advisory Committee

b. Consideration of a Recommendation – Public Road Right of Way – Mitchelville Lane

Consideration of a Recommendation from the Community Services and Public Safety Committee to Town Council to proceed with the acquisition of a Public Road Right of Way over the private, unpaved portion of Mitchelville Lane.

c. First Reading of Proposed Ordinance 2019-32 - Granting of Easement to the South Island Public Service District

First Reading of Proposed Ordinance 2019-32 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, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2019), and § 2-7-20, Municipal Code of the Town of Hilton Head Island (1983); and providing for severability and an effective date.

d. First Reading of Proposed Ordinance 2019-31 – Land Management Ordinance Amendments, Set One

First Reading of Proposed Ordinance 2019-31 to amend Title 16 of the Municipal Code of the Town of Hilton Head Island, South Carolina, the Land Management Ordinance (“LMO”), Chapters 4, 5, 6, 7, 10 and Appendix B, to revise various Sections. These Amendments, commonly referred to as *General 2019 Amendments – Set One* as Noticed in the Island Packet on October 20, 2019, including changes that provide for General Amendments to a variety of Sections in the LMO, and providing for severability and an effective date.

e. First Reading of Proposed Ordinance 2019-30 – Dissolving of Culture and Arts Advisory Committee

First Reading of Proposed Ordinance 2019-30 amending the Municipal Code of the Town of Hilton Head Island, South Carolina (1983), by deleting Chapter 8 (Town Culture and Arts Advisory Committee) of Title 8 (Beaches, Waterways, Recreational Areas and Arts); and providing for severability and effective date.

12. New Business (cont.)

f. Consideration of a Recommendation – Designated Market Organization

Consideration of a Recommendation from the Finance and Administrative Committee to the Town Council designating the Hilton Head Island-Bluffton Chamber of Commerce as its Designated Marketing Organization and authorizing the Town Manager to enter into contract negotiations accordingly.

g. Consideration of a Resolution – Temporary Construction Easement and Right of Entry

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the Town Manager to Execute a Temporary Construction Easement and Right of Entry related to Real Property owned by the Town of Hilton Head Island, South Carolina.

13. Executive Session

a. Land Acquisition: Discussion of negotiations incident to the proposed sale, lease, or purchase of property in the:

- i. Union Cemetery Road area; and
- ii. Mitchelville Lane area.

b. Legal Matters: Discussions of legal matters related to threatened or potential litigation related to Beaufort County Tax Bills

c. Personnel Matters/Employment Matters:

- i. Discussion of matters related to Boards & Commission

d. Contractual Matters: Discussion of negotiations incident to proposed contractual arrangements related to Main Street

14. Possible actions by Town Council concerning matters discussed in Executive Session

15. Adjournment



Town of Hilton Head Island

Town Council

Tuesday, November 19, 2019 at 4:00 pm

Benjamin M. Racusin Council Chambers

MEETING MINUTES

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; Tom Lennox, Marc Grant, David Ames, Tamara Becker, Glenn Stanford; *Council Members*

Present from Town Staff: Steve Riley, *Town Manager*; Joshua Gruber, *Assistant Town Manager*; Charles Cousins, *Assistant to the Town Manager*; Scott Liggett, *Director of Public Projects and Facilities*; Shawn Colin, *Director of Community Development*; Brad Tadlock, *Fire Chief*; Carolyn Grant, *Communications Director*; Jennifer Ray, *Deputy Director of Community Development*; Melissa Cope, *Systems Analyst*; Krista Wiedmeyer, *Executive Assistant/Town Clerk*

Present from Media: Kathrine Kokal, *Island Packet*

1. Call to Order

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

2. FOIA Compliance

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Pledge to the Flag

4. Invocation – Father Greg Kronz, St. Luke’s Church

Father Kronz delivered the Invocation.

Mayor McCann asked for a motion to move Agenda Item 8(a) up on the agenda before the Agenda Item 5. Mr. Harkins made said motion. Mr. Stanford seconded. The motion was approved by a vote of 7-0.

5. Approval of Minutes

a. Town Council Meeting, November 5, 2019

Mrs. Becker moved to approve the minutes from November 5, 2019. Mr. Stanford seconded. The motion was approved by a vote of 5-0-2, Mr. Harkins and Mr. Lennox abstaining as they were not present at the November 5, 2019 meeting.

6. Report of the Town Manager

a. Arbor Day Proclamation

Mr. Riley noted the issuance of the Arbor Day Proclamation. Stating that the Town continues to be recognized as one of the Tree City USA holders.

b. Planters Row Golf Course

Mr. Riley gave an update to the members of Town Council regarding the tract of land known as the Planers Row Golf Course. He said that the Town had received a request from the current lease holder to extend the lease for another year. Mr. Riley said that this is an item that will be taken up by Council at a later meeting.

c. Items of Interest

Mr. Riley reviewed the Items of Interest, including Town news, upcoming Town meetings, and noteworthy events taking place throughout the Island over the coming weeks.

7. Reports from Members of Council

a. General Reports from Council

Mrs. Becker gave her congratulations to Mira Scott and BoArt for the first of many children's book events.

Mr. Stanford said that he felt there had been a lot of conversation throughout the community about the development of the Planters Row Golf Course. He provided background information and history of the initial, intended use of the property.

Mayor McCann stated that the Council's workshop would take place in Beaufort starting December 5, through December 7, 2019. He noted that the workshop would be available for viewing, however a determination had not been made as to whether or not it would be shown live or not. Mayor McCann stated that the workshop would not include any public comments, as it was a retreat for the members of Council to meet and begin planning their next priorities.

b. Report of the Intergovernmental Committee – Bill Harkins

Mr. Harkins stated that he did not have a report.

c. Report of the Community Services & Public Safety Committee – Marc Grant

Mr. Grant stated that he did not have a report.

d. Report of the Public Planning Committee – David Ames

Mr. Ames stated that he did not have a report.

e. Report of the Finance & Administrative Committee – Tom Lennox

Mr. Lennox reported that the Committee met earlier in the day in Executive Session, where the Committee discussed matters related to the Destination Marketing Organization RFQ response.

8. Proclamations / Commendations

a. Commendation Recognizing General Arthur E. Brown, Jr.

Mayor McCann presented General Arthur E. Brown, Jr. with a commendation from the Town.

9. Appearance by Citizens

James Lamar: Addressed the members of Town Council regarding the upcoming Lowcountry Speaker Series starting in January.

Steven Baer: Addressed the members of Town Council regarding the U.S. 278 Gateway Corridor Project.

Jim Fisher, Risa Prince, Patsy Brison, and Heather Rath: Addressed the members of Town Council regarding the Planters Row Golf Course property.

Skip Hoagland: Addressed the members of Town Council on matters related to the Town and Chamber.

10. Consent Agenda

a. **Second Reading of Proposed Ordinance 2019-27 – Beach Holes & Shovels**

Second Reading of Proposed Ordinance 2019-27 amending Chapter 1 of Title 8 (Beaches, Waterways, Recreational Areas, and Arts), of the Municipal Code of the Town of Hilton Head Island, South Carolina, to amend Section 8-1-211, Definitions, to add the definition of Personal Property; and to amend Section 8-1-211, Unlawful Activities Enumerated, to add regulation of the digging of holes and the size of shovels allowed on the beach; and providing for severability and an effective date.

b. **Second Reading of Proposed Ordinance 2019-28 - Conveyance of Property to Habitat for Humanity**

Second Reading of Proposed Ordinance 2019-28 of the Town of Hilton Head Island, South Carolina, Authorizing the Conveyance of Real Property owned by the Town of Hilton Head Island, South Carolina, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2019), and § 2-7-20, *Municipal Code of the Town of Hilton Head Island* (1983); and providing for severability and an effective date.

c. **Second Reading of Proposed Ordinance 2019-29 – Palmetto Electric Cooperative, Inc. Non-Exclusive Franchise Agreement**

First Reading of Proposed Ordinance 2019-29 granting Palmetto Electric Cooperative, Inc. a Non-Exclusive Franchise to use the Public Rights-of-Way within the Town of Hilton Head Island for the purpose of erecting, constructing, maintaining, and operating electrical services and facilities thereon and thereunder; and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. The Consent Agenda was approved in full by a vote of 7-0.

11. Unfinished Business – None

a. **Consideration of a Resolution – Support for Hands-Free Use of Wireless or other Communication Devices**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to encourage and support amending the South Carolina Code of Laws, Title 56, Motor Vehicles, Chapter 5, Uniform Act on Regulating Traffic on Highways to require Hands-Free use of wireless or other communication devices by those operating motor vehicles.

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

12. New Business

a. Consideration of a Resolution – Waiver of Right of First Refusal – Hilton Head Christian Academy Property

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina authorizing the execution and delivery of a Waiver of Right of First Refusal and Modification of Restrictive Covenants related to 0.193 acres of Real Property located near Gardner Drive on Hilton Head Island, South Carolina.

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

b. Consideration of a Resolution – Workforce Housing, Conversion Restrictions, and Short-term Rental Restrictions

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 to provide Workforce housing, Conversion Restriction and Short Term Rental Restriction related to Real Property located on Gardner Drive on Hilton Head Island, South Carolina.

Mr. Harkins moved to approve. Mr. Stanford seconded. Mrs. Becker stated that she would like to be able to review the other properties that Council recently approved rezoning which are to include workforce housing. Mr. Gruber stated that while the Council could not require these conditions, there is opportunity to review the covenants as the developments continue. With no further discussion, the motion was approved by a vote of 7-0.

c. Consideration of a Recommendation – Gullah-Geechee Preservation Project Top Priority Recommendation Framework

Consideration of a Recommendation from the Gullah-Geechee Cultural Preservation Task Force that Town Council approve the Gullah-Geechee Preservation Project Report Top Priority Recommendations Framework.

Mr. Harkins moved to approve. Mr. Stanford seconded. Mr. Stanford asked for confirmation that Council was approving the framework, not necessarily approving the report itself. Shawn Colin, Director of Community Development addressed Mr. Stanford's question. He stated that items noted within the framework are the Task Force's recommendations in a prioritized fashion. Mr. Colin stated that the recommendations before Council are those items that Town staff would begin to execute if approved. He confirmed that the recommendations do not include those items that potentially present a legal issue. Mrs. Becker noted that she still had questions as it related to funding sources from the Town. Mr. Colin confirmed that any request for funding outside of what had already been approved would need to come before Council for approval. Mr. Grant asked that Council go ahead and approve the report that has been put in front of them. With no further discussion, the motion was approved by a vote of 7-0.

12. New Business (cont.)

- d. Authorization for the Town Manager to execute the Addendum to the Palmetto Electric Cooperative, Inc. Rural Development Act Utility Agreement, extending the agreement until December 31, 2020.**

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

13. Executive Session - NONE

14. Possible actions by Town Council concerning matters discussed in Executive Session

15. Adjournment

At 4:55 p.m., Mr. Harkins moved to adjourn. Mr. Stanford seconded. The motion was approved by a vote of 7-0.

Krista Wiedmeyer, Town Clerk

Approved: December 17, 2019

John J. McCann, Mayor



Town of Hilton Head Island

Town Council Special Meeting

Friday, December 6, 2019 at 4:30 pm

Best Western Sea Island Inn, Beaufort, South Carolina

MEETING MINUTES

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; Tom Lennox, Marc Grant, David Ames, Tamara Becker, Glenn Stanford; *Council Members*

Absent from Town Council: David Ames, *Member*

Present from Town Staff: Steve Riley, *Town Manager*; Joshua Gruber, *Assistant Town Manager*; Karen Knox, *Senior Administrative Assistant*; Krista Wiedmeyer, *Executive Assistant/Town Clerk*

Present from Media: Kathrine Kokal, *Island Packet*

1. Call to Order

The Mayor called the meeting to order at 4:30 p.m.

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. New Business

- a. Consideration of amending the start time for the December 17, 2019 Regular Town Council meeting from 4:00 p.m. to 3:00 p.m.

Mr. Harkins moved to approve. Mr. Stanford seconded. With no discussion, the motion was approved by a vote of 6-0. Mr. Ames was absent from the meeting.

4. Adjournment

At 4:33 p.m., Mr. Harkins moved to adjourn. Mr. Stanford seconded. The motion was approved by a vote of 6-0.

Krista Wiedmeyer, Town Clerk

Approved: December 17, 2019

John J. McCann, Mayor



Items of Interest

December 17, 2019

TOWN NEWS

- On December 12, Angie Stone, Human Resources Director, graduated from the Riley Institute at Furman University's Diversity Leaders Initiative (DLI). As a graduate of the program, Angie joins other Riley Fellows as a member of a powerful, cross-sector, statewide leadership network that includes CEOs, mayors, city and county council members, legislators, school superintendents, pastors and rabbis, non-profit heads, and community leaders. Over the last five months, Angie has participated in a highly interactive curriculum consisting of case studies, scenario analyses and other experiential learning tools that help identify ways in which differences can strengthen our organizations and help to grow and support a thriving economy and rich culture.
- **Fire in the Streets:** This past November, Fire Rescue completed its 12th Fire in the Streets event. Fire in the Streets is a home visit program where Hilton Head Island Fire Rescue personnel go door to door and offer to check and install smoke alarms at no charge. We also change smoke alarm batteries and give them a public safety bag with valuable information regarding disasters situations, fire safety, open burning, SMART 911/Pulse Point and addressing posting requires. We'll also discuss escape plans with residents and answer any other question they may have. The neighborhoods covered on November 23rd were Bay Pines, Point Comfort Club, Goldfinch Lane, Kingbird Lane, and Bobwhite Lane. 101 homes were visited and 67 smoke alarms were installed and 9 batteries replaced.

TOWN MEETINGS

- Public Planning Committee – Thursday, December 19, 2019 at 3:00 p.m.
- Community Services & Public Safety Committee – Monday, December 23, 2019 at 9:00 a.m.
- Intergovernmental Committee – Monday, January 6, 2020 at 10:00 a.m.
- Regular Town Council – Tuesday, January 7, 2020, at 4:00 p.m.

In observance of Christmas, Town Administrative Offices will be closed Wednesday, December 25, 2019

HILTON HEAD ISLAND EVENTS

- Hilton Head Island Jingle Jingle Run, Tuesday, December 24, 2019, 7:00-11:00 a.m. at Hilton Head Medical Center Campus
- Harbour Town Lights/New Year's Eve Ball Drop, Tuesday, December 31, 2019, 6:00 p.m. – 1:00 a.m.



For more events taking place on the Island, please visit the Town's Office of Cultural Affairs Events page at www.culturehhi.org/events/



MEMORANDUM

TO: Town Council

FROM: John Troyer, CPA, Director of Finance

VIA: Stephen G. Riley, ICMA-CM, Town Manager

DATE: November 19, 2019

RE: **CY 2020 State Accommodations Tax Grant Recommendations**

Recommendation: Staff recommends that Council review the attached Accommodations Tax Advisory Committee (ATAC) recommendations and award the calendar year 2020 grants at its meeting on December 19, 2019.

Summary: ATAC received 34 applications totaling \$5,135,064, held hearings with each, and made the recommendations attached. **The Chairman's letter is also attached which describes the applicants' requests, deliberations, and the Committee's recommendations to fund requests totaling \$4,538,541.** The ATAC did not recommend leaving any additional for possible out-of-cycle grants in addition to the \$50,000 minimum reserve. Staff anticipates that any lapsed amounts will be minimal and will roll into grant funding next year.

Council has **\$4,538,541 total funds to award now** if it chooses **after leaving a \$50,000 reserve balance** which could be used later in 2020 if an emergency out-of-cycle need arises or one worthy of out-of-cycle consideration. Town Council adopted a policy for accommodations taxes (ATAX) for a minimum \$50,000 reserve. Council could choose to leave a reserve larger than \$50,000.

Background:

Calendar year 2020 grants will be awarded from actual accommodations tax (ATAX) revenues from the first three quarters of calendar year 2019 and estimated revenues from the fourth quarter of calendar year 2019. Per policy, it will be adjusted for the difference in the prior year's fourth quarter estimate vs. actual.

The Town received \$6,213,739 from the first three quarters of calendar year 2019 and added estimated revenues of \$820,620 for the fourth quarter, to reach a total estimate of \$7,034,358. This is an estimated increase of \$529,961 or 8.15% from calendar year 2018 estimated revenues of \$6,504,397.

The following adjustments are made to the ATAX revenues to determine the amount available to award grants for calendar year 2020.

- \$17,820 of investment income is added;
- \$60,000 in extended grants is deducted, bringing the total available funds to \$6,992,179;
- formula funding is deducted:
 - to the Town - \$25,000 and 5% estimated at \$350,468, and
 - to the DMO - 30% or an estimated \$2,102,807;
- \$24,638 for the increase in actual vs. the estimated ATAX revenues for the fourth quarter of calendar year 2018 is added;
- \$50,000 available but not awarded for 2019 grants is added. Per the new procedures, these funds will be the first awarded for calendar year 2020 grants.

Leaves funds available total \$4,588,541.

Last year, the Finance & Administrative Committee and Town Council adopted revised ATAX procedures which included a **minimum \$50,000 reserve fund**. The reserve will be used in the event worthy out-of-cycle grant applications are received.

After deducting a \$50,000 reserve, the amount available for calendar year 2020 grants is \$4,538,541 – this total matches the recommendation total from the ATAC Committee.



THE TOWN OF HILTON HEAD ISLAND ACCOMMODATION TAX ADVISORY COMMITTEE

To: Mayor John McCann, Town of Hilton Head Island
Town Council Members, Town of Hilton Head Island

Cc: Steve Riley, Town Manager, Town of Hilton Head Island

From: Brad Marra, Chairman, Accommodations Tax Advisory Committee

Date: December 9, 2019

Subject: ATAC Recommendations for 2020 ATAX Grant Awards

On November 7, 2019, the Accommodations Tax Advisory Committee (ATAC) met to make grant funding recommendations for 34 ATAX grant applications that were solicited from our traditional 2020 grant cycle. As a result, the ATAC was pleased to make funding recommendations on 32 of the 34 submitted ATAX grant applications. This year's grant cycle did not allow for any carry-over funds for the use of a possible out of cycle grant requests.

Total Applicant Funding Requests	\$5,135,064
Total Available Funding for Grants (after required \$50,000 reserve)	\$4,538,541
ATAC Funding Recommendations for Grants	<u>\$4,538,541</u>
ATAC Recommended Carryover for Out-of-Cycle Grants	\$ 0

As with past practice, the ATAC has worked to establish a consistent philosophy in how applications are reviewed and prioritized. Over the past five years, the review and recommendation approach of the ATAC has evolved through continuous improvement into the following guiding principles:

- **Economic Growth Through Tourism** - Does the applicant organization drive overnight visitors to Hilton Head Island?
- **Creation of Sustainable Visitor Traffic** - Does the applicant organization enhance or improve the visitor experience on Hilton Head Island creating opportunities that would encourage visitors to return to Hilton Head Island?
- **Collaboration Amongst Organizations** - How well does the applicant organization collaborate with other local organizations, especially fellow grant applicants? Where possible, do applicants cross-promote each other to further enhance the visitor experience?
- **Organization Viability and Return on Investment** - Does the organization possess a clear vision and an achievable direction? Does the organization have other sources of public and private support available? What is the organization's long-term dependency on ATAX funding going to be? Do established applicant organizations have the financial means to support themselves without an ATAX award for the upcoming year and/or beyond? Do organizations with a strong balance sheet have a strategic plan for their cash reserves?
- **Operational Confidence** - How well do the applicant organizations understand their operations? Do they track and report metrics, do they provide sufficient transparency and are they accountable for their results?

The Committee also strives to enhance the grant review process as it is important to evolve our thinking to the strategic focuses of the Town, the best practices of other ATAX municipalities and evaluate feedback solicited through the past year.

There are several items of note for the 2020 cycle:

- The 2020 application remains unchanged from 2019 with the unanimous support of the applicants.
- The 2020 applicants have remained comfortable submitting both “visitor” and “tourist” counts, as defined by the ATAX statute and Tourism Expenditure Review Committee (TERC) opinion.

In an effort to provide an additional layer of summary detail with our recommendation, each application has been broken out into sections categorizing, at the highest level, the type of recommendation each application received from the Committee this year. These three categories will group applications together based on whether they received recommendations for full, partial, or no funding. As with previous recommendation memos, a detailed view of the Committee’s recommendation of each application will follow these summaries.

Applicants Receiving Recommendations of Full Funding

This year, the Committee was again in a fortunate position to make a number of full-funding recommendations due to a slight increase ATAX receipts in fiscal year 2019. The Committee felt that these five organizations that fell into this category were thoughtful with their grant requests, demonstrated a reasonable financial need, and were able to show a strong Return on Investment (ROI) with how they chose to invest their financial resources to drive and enhance tourism on Hilton Head Island.

	<u>Committee</u>	<u>Request</u>
Art League Of Hilton Head	\$ 65,000	\$ 65,000
Lowcountry Golf Course Owners Assoc.	\$ 50,000	\$ 50,000
Mitchellville Preservation Project	\$ 185,000	\$ 185,000
The Boys & Girls Club of Hilton Head Island	\$ 22,000	\$ 22,000
<u>The Sandbox</u>	<u>\$ 54,500</u>	<u>\$ 54,500</u>
Total Full Funding	\$ 376,500	\$ 376,500

Applicants Receiving Recommendations of Partial Funding

Some organizations were not recommended for full-funding, despite being eligible and not being subjected to any TERC-based funding caps. The ATAC’s approach has been to evaluate the individual merit of each application irrespective of total available funding. The ATAC feels strongly that partial-funding should not be considered as a negative reflection on the organization. The final determination fell within the ATAC’s belief that this year was a rather difficult year based on the total requests versus the amount of funding available. Furthermore, the Committee was cautious in recommending increased year over year funding to ensure that a new benchmark would not be created that could adversely impact the applicant in upcoming years if the same funding levels were not available in the future. A total of 27 organizations were impacted by the Committee’s partial funding recommendations. This resulted in a \$596,523 variance between what was requested by the applicant and what was recommended by the Committee. The Committee believes in making recommendations in the highest and best use of the available funds and felt comfortable making these specific partial-funding recommendations for this year’s grant requests.

	<u>Committee</u>	<u>Request</u>	<u>Variance</u>
Arts Center of Coastal Carolina	\$ 395,000	\$ 406,000	(\$ 11,000)
David M. Carmines Memorial Foundation	\$ 115,000	\$ 138,000	(\$ 23,000)
Gullah Museum of Hilton Head Island	\$ 55,000	\$ 60,000	(\$ 5,000)
Harbour Town Merchants Assoc.	\$ 21,000	\$ 22,000	(\$ 1,000)
Hilton Head Audubon Society	\$ 3,600	\$ 6,500	(\$ 2,900)
Hilton Head Choral Society	\$ 40,000	\$ 43,000	(\$ 3,000)
Hilton Head Concours d 'Elegance	\$ 265,000	\$ 282,000	(\$ 17,000)
Hilton Head Dance Theater	\$ 15,000	\$ 23,000	(\$ 8,000)
Hilton Head Disc Golf	\$ 20,000	\$ 39,000	(\$ 19,000)
Hilton Head Island Airport	\$ 90,000	\$ 180,000	(\$ 90,000)
Hilton Head Island Bridge Assoc.	\$ 25,000	\$ 38,800	(\$ 13,800)
Hilton Head Island Land Trust	\$ 15,000	\$ 23,000	(\$ 8,000)
HH Rec Association (Wingfest & Oyster Festival)	\$ 25,000	\$ 30,000	(\$ 5,000)
HHI St. Patrick's Day Parade	\$ 22,000	\$ 25,000	(\$ 3,000)
HHI Wine & Food, Inc.	\$ 120,000	\$ 130,000	(\$ 10,000)
HHI-Bluffton Chamber of Commerce VCB	\$ 575,000	\$ 635,000	(\$ 60,000)
HH Symphony Orchestra	\$ 250,000	\$ 270,000	(\$ 20,000)
Lean Ensemble Theater	\$ 35,000	\$ 40,000	(\$ 5,000)
Main Street Youth Theater	\$ 17,000	\$ 20,000	(\$ 3,000)
Native Island Business & Community	\$ 125,000	\$ 225,000	(\$ 100,000)
Shelter Cove Harbour Company	\$ 80,000	\$ 88,700	(\$ 8,700)
Skull Creek July 4 Celebration	\$ 21,000	\$ 26,900	(\$ 5,900)
The Coastal Discovery Museum-A (Operations)	\$ 297,500	\$ 310,000	(\$ 12,500)
The Coastal Discovery Museum-B (Lowcountry Fair)	\$ 5,000	\$ 15,000	(\$ 10,000)
The First Tee of the Lowcountry	\$ 25,000	\$ 30,000	(\$ 5,000)
The Heritage Library	\$ 115,000	\$ 120,000	(\$ 5,000)
<u>Town of Hilton Head Island</u>	<u>\$1,389,491</u>	<u>\$1,427,664</u>	<u>(\$ 38,173)</u>
Total Partial Funding	\$4,058,541	\$ 4,654,564	(\$ 492,973)

Applicants Receiving Recommendations of No Funding

Unfortunately, there were two applications that were submitted this year that did not receive a recommendation for funding. These applications were thoughtful and well-presented; however, these organizations did not meet the civic, cultural or event qualification requirements of TERC. The overall ask did not show a strong ROI with how they chose to invest their financial resources to drive and enhance tourism on Hilton Head Island or the applicant posed a potential conflict with the current destination marketing organization hired by the Town of Hilton Head Island.

	<u>Committee</u>	<u>Request</u>
12 Jewels of Life	\$ 0	\$ 54,000
Lowcountry Gullah	\$ 0	\$ 50,000
	\$ 0	\$ 104,000

The remainder of this recommendation memo will provide summary information on the applicant organizations, a snapshot of their funding requests and the Committee's recommendation and rationale. This memo is not meant to encompass all the applicant data or information, as this can be further referenced within each individual grant application that was submitted for the 2020 grant cycle. A spreadsheet of the committee's grants recommendations accompanies this memo.

THE ATAC SUBMITS THE FOLLOWING RECOMMENDATIONS TO TOWN COUNCIL FOR REVIEW AND APPROVAL BASED ON THE ATAC'S REVIEW OF EACH GRANT APPLICATION, THE APPLICANT'S INDIVIDUAL PRESENTATIONS AND THE COMMITTEE'S PUBLIC DISCUSSION:

12 JEWELS OF LIFE
2020 Grant Application

12 Jewels of Life serves as a non-profit to provide mentoring programs for youth and other disadvantaged populations which include afterschool programs for homework help, reading, writing, math, arts and crafts, field trips, summer lunch programs and other assistance that in the Beaufort and Jasper County areas. This applicant is for a program that is organized to bring exclusive comedy acts to Hilton Head, which will provide a series of entertainment not only for tourists to enjoy but to drive and enhance the overall experience.

"Laugh at the Beach Hilton Head Island, SC"

Tourism Ratio: 60% / 300 visitors served out of 500 total people; of which 200 were beyond 50 miles

Grant Request: **\$54,000**

Grant Reason: Marketing and operational expenses related to the event.

Recommendation: **No funding**

ATAC Opinion: The Committee appreciated learning about this community engaged event; however, they did have concerns on how much of an economical driver and enhancer this would be to tourism on Hilton Head. This applicant shows much promise with time under its belt to truly form as a year-round event.

The Committee's opinion is that 12 Jewels of Life should continue to strive for six successful comedy events, grow its tourism attendance and apply in a subsequent grant cycle.

ART LEAGUE OF HILTON HEAD
2020 Grant Application

The Art League of Hilton Head has firmly established itself as a core component of the local arts community. The League is requesting funds to provide a strong visual art presence on Hilton Head Island through its innovative Gallery and Academy, and market creative events and partnerships with local organizations and businesses.

"ATAX Application"

Tourism Ratio: 23% / 7,077 visitors were from beyond 50 miles served out of 30,481 total people

Grant Request: **\$65,000**

Grant Reason: Marketing and advertising through media partners.

Recommendation: **\$65,000 – Full Funding**

ATAC Opinion: The Committee was impressed with the League's continued marketing efforts and its continued commitment towards evolving its visual arts presence. This year the ALHH will focus on four strategic areas Public Relations; Social Media; Print and Digital Advertising and Public Engagements. Through its marketing efforts the ALHH hopes to continue to provide a diversity of offerings to enhance the visitor stay on the Island and the Committee feels that continued funding is important to the mission it's trying to achieve.

The Committee continues to feel that the Art League is a good steward of ATAX funds thus awarding full funding for this organization.

ARTS CENTER OF COASTAL CAROLINA
2020 Grant Application

The Arts Center provides year-round, high quality programming to both tourists and residents through the production of theater, performing arts and community festivals. Additionally, the Arts Center will continue to host multiple exhibitions and educational programs throughout the year.

“Tourism Operations Support for the Arts Center of Coastal Carolina”

Tourism Ratio:	58% / 29,047 visitors served out of 50,422 total people; of which 12,935 were beyond 50 miles
Grant Request:	<u>\$406,000</u>
Grant Reason:	To support marketing efforts in addition to the visitor portion of program costs for theater, performing arts, and community festivals. Total cost to provide these programs in FY20 will be \$4,598,030. The Arts Center pointed out that this grant application supports its marketing and programming and does not include any supplementary facility maintenance requests.
Recommendation:	<u>\$395,000- Partial Funding</u>
ATAC Opinion:	The Committee feels strongly that the Arts Center is the focal point of arts within our community. The quality and diversity of programming provided to both tourists and residents showcases our Island as a world class destination and assists in both driving and enhancing tourist stays. <u>The Committee continues to put additional scrutiny on larger grant recipients to ensure that there is a strong ROI on ATAX funds use. The Committee believes the Arts Center is both a driver and enhancer of tourism. This year’s recommendation is \$ 5,000 less than last year. Due to limited state funding, the Committee felt that funding close to the previous year would allow the applicant to have the means to continue to be successful. In comparison to other organizations with similar visitor counts and ATAX \$/Visitor spend, the Art Centre continues to be funded disproportionately within its competitive set.</u>

COMMUNITY FOUNDATION OF THE LOWCOUNTRY
2020 Grant Application

The Public Art Fund was established by Community Foundation of the Lowcountry in 2006 for the purpose of procuring and placing world-class art in the public realm across Hilton Head Island. The Public Art Fund/Program has become solely responsible for selecting and acquiring art for the Town’s Public Collection. To date the program has staged four Public Art Exhibitions at Honey Horn attracting tens of thousands of visitors. As a result of those exhibitions, not only has the Island acquired four Purchase Prize sculptures but a number of exhibitors have donated their artwork. As of September 2019, 11 pieces have been accepted and installed. Estimated total value of this collection is \$475,000.

“Public Art Exhibition on Hilton Head Island”

Tourism Ratio:	94% / 18,868 visitors served out of 20,072 total people; of which 18,064 were beyond 50 miles
Grant Request:	<u>\$35,000</u>
Grant Reason:	For public relations and event marketing expenses through print, online, social, TV, and radio.
ATAC Opinion:	Prior to the individual hearings this applicant withdrew its application.

DAVID M. CARMINES MEMORIAL FOUNDATION**2020 Grant Application**

The David M. Carmines Memorial Foundation organizes the annual Hilton Head Island Seafood Fest, currently in its 12th year. This week-long event concludes in an all-day festival at Honey Horn featuring food, live entertainment, family activities and other contests. Its goal is to encompass the lifestyle and uniqueness of our culinary culture here in the Lowcountry to visitors and locals alike. Whether you are a local or visitor, edible experiences will change the way you think about your food---beyond the plate.

"Hilton Head Island Seafood Fest"

Tourism Ratio: 70% / 9,100 visitors served out of 13,000 total people; of which 6,370 were beyond 50 miles

Grant Request: **\$138,000**

Grant Reason: For public relations and event marketing expenses through print, online, social, TV, and radio.

Recommendation: **\$115,000 – Partial Funding**

ATAC Opinion: The Committee was thoroughly impressed with continued success and growth of the event year over year. The total number of patrons has significantly increased from the previous year. Due to the event's tourist draw and impressive survey metrics, the Committee felt it was important to continue funding this organization to support the marketing budget and assist in continuing to increase the event attendance. From the presentation provided, the Committee feels strongly that 2019 was the organization's break-out year for solidifying its reputation and gaining a regional following.

The Committee's recommendation of \$115,000 is 15% higher than last year's award of \$100,000. Limited available funding prevented the Committee from awarding full funding. This event has proven to have strong management, good creativity, excellent metrics systems and marketing. Success in 2018 was primarily driven by an enhanced marketing and image campaign and the retaining of a PR firm to bolster awareness of this event. As with previous years, the Committee continues to have confidence that this event is well on the way to being another signature event showcasing the culinary heritage and talent of our area.

GULLAH MUSEUM OF HILTON HEAD ISLAND**2020 Grant Application**

The Gullah Museum of Hilton Head Island is requesting funding for its Gala Awards, Artist in Residence program, Gullah Food Festival, Gullah Christmas celebration and other history-based events to educate visitors and tourists of the distinctive Gullah culture that tells the story of the indigenous people of Hilton Head.

"Gullah Museum"

Tourism Ratio: 85%/ 425 visitors served out of 500 total people; of which were beyond 50 miles

Grant Request: **\$60,000**

Grant Reason: For event marketing and operation expenses related to Arts and Cultural Events.

Recommendation: **\$55,000– Partial Funding**

ATAC Opinion: The Committee was impressed with the applicant's continuing commitment and contribution towards enhancing the cultural experience of tourists. Management is making progress in measuring marketing funding effectiveness but needs continued effort in this area. Programming features 2020 events between January and May in the otherwise slower season for Hilton Head. The Committee feels there is a need for a strategic plan that realistically plots events, growth in attendance and collaboration with other Cultural and Heritage groups on the Island.

A conservative approach was used by the Committee-being cautious about establishing a funding benchmark that might not be viable in future years and due to not having an established track record of success for the specific events and programming outlined in the application. However, the Committee is committed to ensuring that cultural tourism is properly supported and feels this applicant can be a strong contributor to enhancing the tourism experience on the Island. The Committee has recommended an award to encourage their strategic and business planning efforts.

HARBOUR TOWN MERCHANTS ASSOCIATION

2020 Grant Application

The Harbour Town Merchants Association is seeking grant funding for its annual Fourth of July Fireworks display. The Association estimates that more than 7,000 patrons attended the display in 2019, which was a mixture of residents and tourists visiting Hilton Head Island.

“Harbour Town 4th of July Fireworks”

Tourism Ratio:	Estimated 7,000+ total people served annually
Grant Request:	<u>\$22,000</u>
Grant Reason:	For event marketing and operational expenses related to the 4 th of July Fireworks show.
Recommendation:	<u>\$21,000 - Partial Funding</u>
ATAC Opinion:	As with previous years, the Committee feels that it is appropriate to support the fireworks display as it is a worthwhile tourism enhancer and driver for one of the Island’s busiest weeks of the year that generates a quality, family friendly atmosphere for all in attendance to enjoy. <u>While the Committee’s recommendation reflects a 0% increase from 2019, it supports the applicant to offset increasing related event expenses.</u>

HILTON HEAD AUDUBON SOCIETY

2020 Grant Application

The mission of Hilton Head Audubon is to be a leading voice for birds and conservation on the island and the surrounding Lowcountry. Its vision is to establish Hilton Head as a bird-friendly, conservation-minded community, where people and nature thrive together. The HHAS is in need of updating and printing new publications for tourists and visitors to highlight new venues and areas of interest for nature and birding activities.

“ATAX Grant Proposal”

Tourism Ratio:	Estimated 3600 total people served annually
Grant Request:	<u>\$6,500</u>
Grant Reason:	For marketing and publication printing.
Recommendation:	<u>\$3,600 - Partial Funding</u>
ATAC Opinion:	This Committee feels this is an untapped area that poses a different type of traveler to Hilton Head and they found it to be intriguing to see how it will progress. Having publications readily available to nature and birding enthusiasts allow HHAS to highlight what Hilton Head has to offer outside during an otherwise dormant time. <u>The Committee felt that recommending more than half of this applicants ask as a first-time applicant would assist and aid to accomplish its goal.</u>

HILTON HEAD CHORAL SOCIETY
2020 Grant Application

In 2020, its 43rd season, the Hilton Head Choral Society is planning to produce five concerts throughout the year, many in collaboration with other organizations. The Choral Society volunteers have worked hard to remain a fiscally responsible organization and have worked diligently to identify new marketing mediums that are more cost effective and efficient.

“Hilton Head Choral Society Performance Season”

Tourism Ratio: 25% / 647 visitors served out of 2,552 total people; of which 358 were beyond 50 miles

Grant Request: **\$43,000**

Grant Reason: This request will be used for marketing expenses with strong influences on social media.

Recommendation: **\$40,000 – Partial Funding**

ATAC Opinion: The Committee continues to be impressed with this organization. The Society produces great events and is an excellent collaborator with other organizations island wide. HHCS has streamlined its management and governance, developed a 3-year strategic plan, created a Reserve Fund for financial sustainability, and introduced new committee structures to optimize member volunteer efforts. It takes a business approach to maintain its operations and has impressed the Committee with how it is fine-tuning itself year over year.

As with similar organizations with a low tourism ratio, the Committee is hesitant to recommend increased awards each year without a ROI justification. However, the Committee feels that because the HHCS has proven to be a key organization in the arts community for over 43 seasons, they will continue to grow with its continued social media exposure.

HILTON HEAD ISLAND CONCOURS D’ELEGANCE, INC.
2020 Grant Application

The Hilton Head Island Motoring Festival & Concours d’Elegance continues to prove its position as one of the premiere destination events on the East Coast. Organizers continues to pursue three core strategies initiated in 2016: differentiation, diversification and collaboration. The festival started at Honey Horn Plantation and has grown so much that it is now hosted at Port Royal Golf Club. This successful step has aided the HHI Motoring Festival to remain competitive with other top –tier national events. In 2016, the event added a vintage aircraft exhibition and gala with great success, despite a hurricane that year, adding a new market segment of attendees and sponsors which has proved to be a continued success year over year.

“Hilton Head Concours d’Elegance & Motoring Festival”

Tourism Ratio: 74% / 12,989 visitors served out of 22,341 total people; of which 9,352 were beyond 50 miles*
 (*Based on 2018 attendance; the 2019 event occurred during the 2020 application cycle)

Grant Request: **\$282,000**

Grant Reason: For promotional marketing and advertising and operating event expenses, which contributes towards a total event budget of \$1,323,295.

Recommendation: **\$265,000 – Partial Funding**

ATAC Opinion: The Committee feels very strongly that the Motoring Festival is a signature event for our Island and has not only continued to grow and improve, it has become a household name in the southeast. Due to the Festival’s ability to grow substantially year over year, show a clear vision and direction, and prove that it both drives and enhances tourism, the Committee recommends funding 6% above the grant request over last year.

This recommendation is \$17,000 greater than the 2019 award. With this funding provided, the Committee feels strongly that the Hilton Head Island Motoring Festival & Concours d’Elegance will be able to set itself apart from other motoring festivals and demonstrate Hilton Head as a true world class destination for the event.

HILTON HEAD DANCE THEATER
2020 Grant Application

Currently in its 34th season, the Hilton Head Dance Theater has two major planned productions for 2019, in addition to several smaller productions. The Dance Theater's production of The Nutcracker generates the most tourist visits out of any of the other showings such as Peter Rabbit and Terpsichore.

"Hilton Head Dance Theatre Performance Season"

Tourism Ratio:	24% / 360 visitors served out of 2,988 total people; of which 724 were beyond 50 miles
Grant Request:	<u>\$23,000</u>
Grant Reason:	For promotional event marketing and advertising for 2 major productions in 2020.
Recommendation:	<u>\$15,000 – Partial Funding</u>
ATAC Opinion:	The Committee feels that this is a worthy organization to continue supporting due to its ability to collaborate with other organizations and the quality of its productions. <u>The current recommendation is at the same level as the 2019 award. As with similar organizations with a low tourism ratio, the Committee is hesitant to recommend increased awards each year without a ROI justification but feels that this organization warrants funding to sustain events geared towards attracting tourism.</u>

HILTON HEAD DISC GOLF
2020 Grant Application

Disc golf is becoming the latest up and coming sport of the golf industry. With the introduction of tournaments and players it now offers a unique economic opportunity to lay the groundwork for many major championships held during the shoulder season for Hilton Head. The long-term goal is to have Hilton Head as a full candidate for an annual Southeastern Disc Golf Tour.

"Hilton Head Invitational Disc Golf Invitational 2020"

Tourism Ratio:	50% / 1,800 tourists served out of 3,600 total people; of which 1,800 were beyond 50 miles
Grant Request:	<u>\$39,000</u>
Grant Reason:	For the marketing and promotion of the annual disc golf event.
Recommendation:	<u>\$20,000 – Partial Funding</u>
ATAC Opinion:	The Committee feels that this tournament puts Hilton Head Island in a position for tourists to travel to our community for its annual disc golf event. The Hilton Head Island-Bluffton Chamber of Commerce provided an economic impact of well over \$115k from the 2017 event, and over \$250k from the 2018 event. These results have proven that past awarding has had positive ROI for this event. <u>The Committee feels that the \$/visitor is high thus partial funding was awarded.</u>

HILTON HEAD ISLAND AIRPORT
2020 Grant Application

Hilton Head Island Airport is a public-use airport, owned and operated by Beaufort County. The Airport is an FAA Part 139 Commercial Service Airport that also boasts a robust General Aviation (GA) or private aviation service. Both the commercial and the GA aspects of the airport serve as important tourist/visitor gateways to Hilton Head Island, welcoming visitors from all over the country and the world.

“HHI Airport 2020 App”

Tourism Ratio:	75% / 94,000 visitors served out of 187,164 total people; of which 70,500 were beyond 50 miles
Grant Request:	<u>\$180,000</u>
Grant Reason:	For air service marketing and promotion to attract additional airline service with additional destinations to Hilton Head Island Airport.
Recommendation:	<u>\$90,000 – Partial Funding</u>
ATAC Opinion:	The recent 5,000 feet expansion of the Hilton Head Island Airport runway has already proven to be beneficial to developing increased air service. The HHIA will continue partnering with an accredited aviation consulting firm which specializes in developing and attracting air service for smaller, niche airports like Hilton Head. Additional marketing programs will include Expedia, digital co-op with the local VCB, IQ advertising to second home owners and weather.com. <u>The Committee felt confident that with the proper marketing funding the airport could purchase additional direct ad placement in key regional marketing pieces and digital marketing efforts directed for newer service cities.</u>

HILTON HEAD ISLAND BRIDGE ASSOCIATION
2020 Grant Application

The Hilton Head Island Bridge Association offers a variety of bridge games and classes to its 550 members six days a week. They offer three tournaments a year, one being a week long. Tournaments hosted on Hilton Head Island offer those in attendance a desirable location and easy-going atmosphere. Of the over 2800 clubs in the U.S. the HHIBA ranks 41. Marketing for these events through the use of social media and the Hilton Head Island-Bluffton Chamber of Commerce will be essential to presenting a successful event.

“Marketing competitive Bridge to Tourists”

Tourism Ratio:	80% / 2,573 visitors served out of 4,573 total people; of which 2,000 were beyond 50 miles
Grant Request:	<u>\$38,800</u>
Grant Reason:	For marketing and promotion to attract tourist and visitors who value playing the card game of competitive bridge while on vacation.
Recommendation:	<u>\$25,000 – Partial Funding</u>
ATAC Opinion:	The Committee was interested in hearing that Hilton Head’s local Bridge Association is the 41 st most active bridge club out of 2800 in the country. This club offers bridge games 6 days a week and 3 tournaments a year. As bridge “Vacations” are becoming more popular, Hilton Head serves as the perfect destination for new and returning tourists. The HHIBA will host a week-long tournament to attract passionate bridge players to its location providing an inviting club atmosphere to competitive players alike. <u>The Committee recommends \$25,000 funding to aid in digital and print advertising to those interested in this sport.</u>

HILTON HEAD ISLAND LAND TRUST
2020 Grant Application

The Hilton Head Island Land Trust was founded in 1987 for the purpose of protecting significant parcels of land on Hilton head for the enjoyment of future generation. Historic Fort Howell, located on Beach City Road, is one of our most significant properties and is the only fort on Hilton Head preserved and open to the public. Creating and preserving a protected path around the existing Fort, will allow visitors to envision what the entire earthen fort looks like and to better understand the effort it took to build over 150 years ago.

“Fort Howell”

Tourism Ratio:	77% / 164 visitors served out of 700 total people; of which 536 were beyond 50 miles
Grant Request:	<u>\$23,000</u>
Grant Reason:	For facilities upgrade and maintenance to the existing fort pathway
Recommendation:	<u>\$15,000 – Partial Funding</u>
ATAC Opinion:	The Committee was delighted to hear that Fort Howell was granted a listing as one of only five sites in South Carolina in the Underground Railroad Network to Freedom program sponsored by the Nation Park Service. Fort Howell showcases the rich history and pride of preservation which is one of the many must haves for Hilton Head. With the collaboration with other historical landmarks on Hilton Head, it attracts history enthusiasts seeking a once in a life time historical experience. <u>The Committee recommends funding to aid in the creation and preservation of a protected and secure pathway around the existing fort.</u>

HILTON HEAD ISLAND RECREATION ASSOCIATION
2020 Grant Application

The Hilton Head Island Recreation Association organizes its annual Wingfest and Oyster Festival, two separate events. Entering its 24th year, Wingfest has become the “Super Bowl” of the chicken wing industry for local restaurants and food lovers. It has been showcased on national outlets, such as the Oprah Network and The Outdoor Channel. The Oyster Festival, entering its 19th year, is a true Lowcountry event that showcases the true essence of the area. These events have turned into key shoulder season events for those of all ages to enjoy.

“ATAX Application for Events”

Tourism Ratio:	57% / 8000 visitors served out of 14,000 total people; of which 4,500 were beyond 50 miles
Grant Request:	<u>\$30,000</u>
Grant Reason:	For event marketing with a strong focus on regional marketing through billboard, radio, mobile billboards, and social media.
Recommendation:	<u>\$25,000 – Partial Funding</u>
ATAC Opinion:	Due to the event’s tourist draw and impressive survey metrics, the Committee felt it was important to fund this organization to support its marketing budget to help continue increasing event attendance. This event is showing strong growth under good management and has proven to aide in increasing traffic to the Island during the otherwise slower season for Hilton Head. <u>Unfortunately, limited available funds did not allow for full funding, however, the Committee felt it was important to fund at the same level as the prior year.</u>

HILTON HEAD ISLAND ST. PATRICK'S DAY PARADE
2020 Grant Application

The Hilton Head Island St. Patrick's Day Parade will celebrate its 37th year in 2020. The Hilton Head Island St. Patrick's Day Parade highlights the beginning of spring on the Island. By offering a family-oriented experience, this event attracts tourists wanting to celebrate St. Patrick's Day in a safe and fun environment. The visibility to participating organizations and business is unlike any other offered in our community. The parade is comprised of floats, marching bands, walking groups, automobiles, animal units and other creative entries.

"Hilton Head Island St. Patrick's Day Parade"

- Tourism Ratio:** Estimated 25,000 total people in attendance annually
- Grant Request:** **\$25,000**
- Grant Reason:** For event related expenses and securing additional entertainment to enhance the experience of spectators.
- Recommendation:** **\$22,000– Partial Funding**
- ATAC Opinion:** The Committee continues to be pleased with the progressive success of this event and recommends that it continues to be funded. Participation in the event has grown to 25,000 spectators in one day. The parade has highlighted the beginning of spring for Hilton Head Island by offering a family-oriented experience with a fun and safe environment for those of all ages to enjoy. This local parade allows restaurants and business along the route to experience exposure which can increase return visits by spectators.
- The Committee felt that is a staple for Hilton Head and wanted to show their support for such an iconic event. This year's recommendation is \$2,000 higher than last year's award.**

HILTON HEAD WINE AND FOOD, INC.
2020 Grant Application

The Hilton Head Wine and Food Festival is going to celebrate its 35th year in 2020. In 2015, the Festival announced a venue change to the Sea Pines Resort. HHWFF is a strong collaborator with other local organizations – HHI Motoring Festival, HHI Symphony, the Art League, and the HHI Chamber and VCB.

"Hilton Head Island Wine and Food Festival"

- Tourism Ratio:** 70% / 900 visitors served out of 3000 total people; of which 2,100 were beyond 50 miles
- Grant Request:** **\$130,000**
- Grant Reason:** To elevate event marketing through the placement of advertisements focused on the regional fly/drive market and targeting affluent travelers in an effort to increase the quality of tourist demographics currently experienced.
- Recommendation:** **\$120,000 – Partial Funding**
- ATAC Opinion:** The Committee continues to be impressed with this organization. It is impressive to see the strides this organization has taken over the past few years. The Committee was impressed with applicant's continued self-assessment of its events in 2018 and 2019, appreciating the candidness of what worked well and what did not and making appropriate changes for the upcoming year. The week-long annual event showcases many of the world's premier wines, while shining light on the Lowcountry's unique and thriving food scene. Through interactive and educational culinary experiences, the festival celebrates the area's coastal beauty and vibrant culture.
- The Committee recommends partial funding at \$120,000, 10,000 less than awarded for the previous year. This applicant has a higher \$ vs Tourist ratio, however, this applicant has shown consistent strides in advancing in the culinary festivals during Hilton Heads otherwise quieter months.**

HILTON HEAD ISLAND - BLUFFTON CHAMBER OF COMMERCE / VCB
2020 Grant Application

The Chamber of Commerce has applied for a supplemental grant of \$635,000 for meetings and groups, destination golf, culinary, festival & events, accolade marketing and an island Arts & Cultural video promotion. As the Island's contracted Destination Marketing Organization, they have committed themselves to sustaining and growing ROI from substantial investments, which benefit the entire island economy and have a positive economic impact regionally.

"Hilton Head Island Destination Marketing Promotion"

Tourism Ratio:	2,620,000 unique visitors to destination, creating an overall tourism ratio of 55% on Hilton Head Island
Grant Request:	<u>\$635,000</u>
Grant Reason:	For group and meeting travel marketing, accolade awareness, and general golf promotion.
Recommendation:	<u>\$575,000 – Partial Funding</u>
ATAC Opinion:	The Committee feels strongly that the Town's DMO has the greatest reach and best potential to reach the maximum number of potential visitors to our Island. Due to the successful year that the Island had in terms of tourism and accolades, it is clear that there is a need to reinvest in ourselves to continue to drive and enhance tourism. <u>The Committee continues to feel that our DMO provides our Island with strong marketing and PR programs accompanied by strong business management skills and processes. While recognizing golf is a very significant tourism asset, the Committee was pleased the Chamber plans to focus on other opportunities to strengthen the local economy, such as Foodie February and the Bike Symposium, as this will assist in the development of an Arts, Cultural, and Historic Preservation tourism "Product".</u>

HILTON HEAD SYMPHONY ORCHESTRA, INC.
2020 Grant Application

The Hilton Head Symphony Orchestra provides world-class arts programming for residents and visitors. In addition to Symphony productions and collaborative performances with many of the other local arts organizations, the Symphony hosts and produces the International Piano Competition which helps drive tourism over a week-long period. In 2016, the Symphony added live streaming of its piano competition events in order to gain additional exposure of which they now reach 59 countries.

"HHSO 2020 General Operating Grant"

Tourism Ratio:	43% / 7,514 visitors served out of 17,500 total people; of which 5,520 were beyond 50 miles
Grant Request:	<u>\$270,000</u>
Grant Reason:	For marketing and operational expenses to contribute towards the organization's full year budget of \$2,473,212.
Recommendation:	<u>\$250,000 – Partial Funding</u>
ATAC Opinion:	The Symphony is a signature organization within our community and has remained consistent in its success and quality of productions. The Committee commends the HHSO with successfully executing its live stream of the annual piano competition which reached viewers in 59 countries. The Symphony has opened its smaller avenue, which offers new programming with performance opportunities in a more relaxed atmosphere tailored to younger audiences. This space also offers other performing arts organizations the ability to rehearse and perform when the Orchestra is not in season. <u>The Committee supports this next step in expanding the Symphony's music contributions to Hilton Head by recommending 7% above last year's award.</u>

LEAN ENSEMBLE
2020 Grant Application

This is the 3rd ATAX application for the Lean Ensemble Theater which is a professional, performing arts-based company that was founded in August 2014. The mission is to bring an innovative form of theater to the Lowcountry using both equity actors and local talent. The 2018/2019 season runs from October through May. They will offer 4 productions and 2 benefit performances during the season.

“Lean Ensemble Theater Productions”

Tourism Ratio:	67% / 2,945 visitors served out of 4,365 total people; of which 1,420 were beyond 50 miles
Grant Request:	<u>\$40,000</u>
Grant Reason:	For marketing and operational expenses to contribute towards the organization’s full year budget of \$375,250.
Recommendation:	<u>\$35,000 – Partial funding</u>
ATAC Opinion:	The Committee was impressed with this application and believes this organization will provides a unique arts experience for our visitors. It was appreciated that this organization worked to establish itself within the community for two years before applying for ATAX funding. This applicant has expanded their marketing budget for the 2019/2020 season by 15%, which includes a contract with Spectrum Cable that will drive the LETs visibility within the Hilton Head/Bluffton area. This year also features a new partnership with the Mitchellville Preservation Project to produce a live action play. <u>The Committee recommends funding of \$35,000 which is \$5,000 more than the previous years requested funding. The Committee continues to have confidence that this organization will continue to make a mark on our arts community with its forward thinking and eagerness to grow.</u>

LOWCOUNTRY GOLF COURSE OWNERS ASSOCIATION
2020 Grant Application

The Lowcountry Golf Course Owners Association is an organization that is focused on driving golf tourism to the local area golf courses and is comprised of 30 public and semi-private member courses across Beaufort County. The LGCOA works closely with the Town’s DMO to ensure golf tourism messaging and marketing channels align with the overall Hilton Head Island brand. Their overall marketing programs and partnership efforts to drive vacationing golfers from the drive and fly markets into the area during the shoulder seasons of spring, fall and winter has proven to be successful.

“Golf Tourism Public Relations Campaign”

Tourism Ratio:	Not directly reported in the application
Grant Request:	<u>\$50,000</u>
Grant Reason:	For marketing and PR efforts.
Recommendation:	<u>\$50,000 – Full funding</u>
ATAC Opinion:	The Committee continues to feel that the LGCOA has the ability to drive business to Hilton Head Island. The Committee feels confident in the applicant’s continued ability to reach nationally and regionally through print broadcast and digital channels to generate a strong ROI on it spend. The media PR firm used by the applicant is precise in its efforts and will continue into its 4 th year. New this year LCGOA will roll out “Runway to the Fairway”. This will push to larger fly markets with new and direct service to the Island. <u>While the Committee continues to feel that this applicant partners well with our DMO to drive strong PR programs, some Committee members have concerns about the current DMO overweighting golf when other market segments are emerging.</u>

LOWCOUNTRY GULLAH
2020 Grant Application

Lowcountry Gullah is the culmination of several years of experience being immersed within the Hilton Head Island Gullah community and a body of work highlighting the culture and its people. People are interested in learning more about historic information, as well as genealogic connection to their heritage on a local and global level. As a historical resource, Lowcountry Gullah provides a historical resource and cultural tourism influencer and the link to cultural elements that have been woven into the fabric of our society.

“Lowcountry Gullah”

Tourism Ratio: Not directly reported in the application
Grant Request: **\$50,000**
Grant Reason: Marketing and operational expenses related to providing tours of the lowcountry.
Recommendation: **No funding**
ATAC Opinion: The Committee was impressed with the forward thinking and information this applicant has provided thus far. The commitment to provide access to published articles and historical information all while serving as a cultural influencer shows much promise. Having over 6000-page views since July 2019, proves that this applicant is getting the word about Hilton Head Island out. **The Committee’s opinion was based on Town and TERC guidelines. This applicant was not able to secure the necessary documentation of forming a 501 (c) to hold nonprofit status prior to the 2020 grant application closing.**

MAIN STREET YOUTH THEATER
2020 Grant Application

Main Street Youth Theater is planning to offer 4 productions in 2020. The MSYT is dedicated to providing opportunities for youth and adults to experience live theater productions. Productions provide quality, low cost and family friendly entertainment to visitors and tourist.

“ATAX Grant Application”

Tourism Ratio: 50% / 1,067 visitors served out of 2,145 total people; of which 1,078 were beyond 50 miles
Grant Request: **\$20,000**
Grant Reason: For marketing expenses to promote season productions.
Recommendation: **\$17,000 – Partial Funding**
ATAC Opinion: The Committee feels it is important to continue to support this local arts organization. This is an organization that provides live theater productions that is reasonably priced and family friendly. By the use of print media and new print publications, the MSYT is also able to promote the arts community and destination to theater aficionados. **Although the Committee had the ability to recommend full funding, the current recommendation is \$2,000 more than the 2019 award. As with similar organizations with a low tourism ratio and low visitor counts, the Committee is hesitant to recommend increased awards each year without a ROI justification.**

MITCHELLEVILLE PRESERVATION PROJECT
2020 Grant Application

Mitchellville Preservation Project (MPP), now in its 8th year as a non-profit organization, is dedicated to preserving, protecting and promoting the heritage of Mitchellville – the first self-governed freedmen’s town in America. MPP educates the public on the compelling story of its inhabitants and their quest for education, self-reliance and inclusion as members of a free society. Ultimately, MPP’s goal to establish Mitchellville Freedom Park, which currently features replicas of original buildings and a series of ever-changing learning opportunities (i.e., revolving exhibits, lectures, forums, tours and cultural programs), has become a household name for those seeking to learn more about the Reconstructive Era from the African American perspective.

“Accommodations Tax Grant Application”

Tourism Ratio: 74% / 15,172 visitors served out of 60,021 total people; of which 44,849 were beyond 50 miles
Grant Request: **\$185,000**
Grant Reason: For marketing and promotion of the exhibit at the Westin Resort, the promotion of the 2020 events, continued branding efforts and park site maintenance.
Recommendation: **\$185,000 – Full Funding**
ATAC Opinion: The Committee is delighted with the progression of the vision and commitment of Mitchellville’s board and Executive Director over the years. The Committee members were pleased to see the continuous collaborating effort with the Island’s other cultural organizations. The Committee was also pleased to learn that they are in the final stages of the master plan for Mitchellville.
The Committee recommends full funding, at \$185,000 – a \$12,500 increase above the 2019 award. This is reflective of the continued growing success of this organization and the expansion of its programming and events to provide exclusive opportunities to drive and enhance tourism. The management’s focus on a written formalized strategic plan is noteworthy and urgently needed in order to sustain future funding at this 2020 level. As with similar organizations receiving large ATAX funding recommendations, the Committee is focused on ensuring there will be a strong ROI each year with the use of these funds and this organization has shown its prevalent impact on our community of culture and history.

NATIVE ISLAND BUSINESS & COMMUNITY AFFAIRS ASSOCIATION, INC.
2020 Grant Application

The Native Island Business & Community Affairs Association produces the annual Gullah Celebration on Hilton Head Island. NIBCAA will host the 24th annual event in 2020 which will be held across the month of February. Over this month, NIBCAA produces a number of arts and cultural events, festivals and expos, which allows those visiting to create everlasting experiences.

“Hilton Head Island Gullah Celebration”

Tourism Ratio: 73% / 17,153 tourists served out of 21,176 total people; of which 15,610 were beyond 50 miles
Grant Request: **\$225,000**
Grant Reason: For marketing and event expenses.
Recommendation: **\$125,000 – Partial Funding**
ATAC Opinion: The Committee applauds NIBCAA for its month-long effort to drive and enhance tourism on Hilton Head Island during an otherwise historically slow tourism period. Based on its figures, the Committee feels strongly that NIBCAA’s events are a tourist draw that enhance the stay of Island guests through its diverse offerings of Gullah history on the Island. The Gullah Celebration, has been recognized as a Top 20 Event in the Southeast by the Southeast Tourism Society, thus attracting tourists to Hilton Head to enjoy cultural and enriching experiences. During the month of February, they showcase the rich cultural heritage of the Gullah descendants through arts, crafts and food.
The Committee recommends partial funding at \$125,000 - a \$5,000 increase above the 2019 award. The Committee fully supports the event, but shared concern as to the ROI of full funding at this time. Stronger strategic and business planning will help energize and freshen this valuable community effort and enlarge public enthusiasm and support.

SHELTER COVE HARBOUR COMPANY
2020 Grant Application

The Shelter Cove Harbour Company hosts a summertime fireworks series at its marina for those of all ages to enjoy. There are 11 events that include ten Tuesday night displays and one July 4th display. These events have become a tradition for many Island tourists, as they have been continuously operated for the past 31 years.

“HarbourFest”

Tourism Ratio: 95% / Estimated 65,000 total people in attendance annually

Grant Request: **\$88,700**

Grant Reason: For event expenses related to nine peak tourist season Tuesday night displays and the annual 4th of July firework display. This SCHC has secured a new reliable fireworks supplier, offering significantly improved and professionally executed performances. The organization implemented Parking Shuttle locations in 2017 and those improvements brought a parking problem under much better control.

Statistics are striking and they only continue to reach new heights:

92% of attendees were visitors to Hilton Head Island

79% were returning visitors

84% of the visitors stayed in lodging that generated accommodation tax revenues

60% had previously attended the Shelter Cove HarbourFest event

47% were first time visitors to the event

76% indicated they would return to HarbourFest event

88% of attendees would recommend this event to friends

Recommendation: **\$80,000 – Partial Funding**

ATAC Opinion: The Committee sees an accomplished and approachable management team delivering a series of remarkable fireworks events, which meets the expectation of a large group of tourists who visit the Island.

As such, the Committee recommends funding \$80,000, a \$0 increase over 2019, to offset the additional expenses associated with the 11 firework displays during the Island’s peak season. This year’s recommendation allows the applicant to hold showcase exceptional firework shows for those visiting to enjoy.

SKULL CREEK JULY 4TH CELEBRATION, INC.
2020 Grant Application

For the past 35 years the Skull Creek July 4th Celebration, Inc. has hosted an annual free July 4th firework display in Skull Creek which is sponsored by a number of local business, many of which receive direct benefit from this display. Based on audience response, this event provides a very entertaining evening and is exceptionally well received.

“Skull Creek July 4th Celebration

Tourism Ratio: 85% / Estimated 1,000 tourists in attendance annually

Grant Request: **\$26,900**

Grant Reason: For marketing and event expenses.

Recommendation: **\$21,000 – Partial Funding**

ATAC Opinion: 2020 will be the 36th year this organization will present this free community event. This event provides enjoyment for those of all ages on Hilton Head.

The Committee felt that this event is well-attended and a well-managed event for July 4th – 1 of 3 on the island thus, recommends full funding.

THE BOYS AND GIRLS CLUB-PEDAL HILTON HEAD
2020 Grant Application

Pedal Hilton Head Island sponsored by the Boys and Girls Club of Hilton Head was created to leverage our Island's growing popularity among cyclists throughout the southeast. This event provides a unique riding experience boasting five routes ranging from a family ride to a metric century ride across the bridge to Pinkney Island.

"Pedal Hilton Head"

Tourism Ratio:	63% / 801 tourists served out of 1,270 total people; of which 469 were beyond 50 miles
Grant Request:	<u>\$22,000</u>
Grant Reason:	Grant funds will be used to expand the regional marketing of Pedal Hilton Head Island and to cover expenses associated with staging the event.
Recommendation:	<u>\$22,000 – Full Funding</u>
ATAC Opinion:	The 2020 event will be the 13 th consecutive year of the Island's only community bike ride, a requirement to maintain Hilton Head's Gold Level Bike Friendly Community designation. The Boys and Girls Club is the organizing entity whose application continues to reflect strong management planning that produces confidence in their ability to be good stewards of the public's money. <u>The Committee spoke highly in favor of supporting this popular activity which has the momentum to continue to draw large tourism numbers to the area. The Committee recommends full-funding of this project with confidence that they consistently have a strong impact on our biking community.</u>

THE COASTAL DISCOVERY MUSEUM
2020 Grant Application

"Cultural and Eco-Tourism Programs"

The Coastal Discovery Museum was established in 1985 with the mission to educate the public about cultural heritage and natural history of the Lowcountry. The Museum provides over 1,700 programs per year, conducts outreach to tourists on the Island, continuously maintains its website, and distributes extensive print marketing all while maintaining the beauty of the Honey Horn property. The Museum consistently has high attendance with a large saturation of tourists.

Tourism Ratio:	95% / 130,490 tourists served out of 137,937 total people; of which 124,145 were beyond 50 miles
Grant Request:	<u>\$310,000</u>
Grant Reason:	For marketing, event, and facility expenses.
Recommendation:	<u>\$297,500 – Partial funding</u>
ATAC Opinion:	The Committee continues to be impressed with the CDM and its ability to drive and enhance tourism on the Island. Each year, the Museum creates new experiences for visitors and enhances its static exhibits. The Museum's commitment to continuous growth and evolution plays a key part in providing repeat visitors with new experiences and memories. <u>The Committee is continuously impressed with the skill with which the Museum has recovered from a long-delayed reopening following Hurricane Matthew cleanup activities which essentially closed the facility unexpectedly for 6 months. If it wasn't for the keen management of marketing funds, adjustment of programming and the expansion to local school children the Museum would not be thriving as well as they are today and those efforts are commendable. Recovery is still an ongoing process with certain market segments (weddings) and may take a few more years to fully recover. The Committee recommends partial funding of \$297,500 to facilitate continuing recovery activities and the resumption of attendance growth.</u>

“Lowcountry Fair”

The 3rd annual Lowcountry Fair commemorates the diverse and rich heritage of South Carolina. The 2020 event will begin with a History Day that includes living historical reenactments, historic weaponry displays and meet and greets with Marsh Tacky horse. The Fair focuses on hands on experiences and interactions that include educational animal exhibits, Nature Tours, Mitchellville Preservation Project and a variety of musical groups.

Tourism Ratio:	94% / 1,892 visitors served out of 2,000 total people; of which 1,800 were beyond 50 miles
Grant Request:	<u>\$15,000</u>
Grant Reason:	For marketing and promotion of history and culture and facilities related expenses.
Recommendation:	<u>\$5,000 – Partial Funding</u>
ATAC Opinion:	The Committee felt this was a purposeful event to support that provides local collaborations with applicants. Providing tourists with the story of Santa Elena, “Where America Began” it draws history enthusiasts seeking information about the period Spanish occupation in the 16 th century. <u>The Committee recommends partial funding at \$5,000. This is a new applicant for 2020, however, the Committee felt it was important to support this applicant’s promotion of History and culture on Hilton Head.</u>

<u>THE FIRST TEE OF THE LOWCOUNTRY</u> 2020 Grant Applications

The First Tee of the Lowcountry was created through the collaboration of The Boys and Girls Club of Hilton Head Island and The First Tee beginning in 2013. The organization aims to bring golf and life skills to younger players. The First Tee is a nationally recognized brand that offers similar programs across the country. The First Tee offers visitors a family friendly and affordable golf experience (or Disc Golf experience) on Hilton Head Island. Additionally, amenities are open seven days a week and include a 325-yard driving range, six-hole golf course and nine-hole disc golf course.

“Increase Learning Center Visitations”

Tourism Ratio:	77% / 4,822 visitors served out of 6,284 total people; of which 1,462 were beyond 50 miles
Grant Request:	<u>\$30,000</u>
Grant Reason:	For marketing and promotion of the facilities.
Recommendation:	<u>\$25,000 – Partial Funding</u>
ATAC Opinion:	The Committee views this application positively and believes this organization provides a different sports and family experience to our visitors. It was appreciated that this organization has worked to establish itself within the community over the last few years and such hard work and dedication has showed. <u>Participation at this venue is growing due to the print advertising, mail campaigns, email blasts and social media advertising. It has become a multi-generational place where families can enjoy time learning and practicing the sport they adore to play. This is an enhancement to the visitor’s experience and is emerging as a tourist attraction. The Committee recommends partial funding to sustain marketing of this facility to visiting tourists.</u>

THE HERITAGE LIBRARY FOUNDATION

2020 Grant Application

“Heritage Library Overall”

The Heritage Library Foundation is a history and genealogy research center and owns and maintains Ft. Mitchel and the Zion Chapel of Ease Cemetery. The Library changed its management structure to rebrand itself with a fresh, new look, and has now embarked on a mission to become considerably more tourist-oriented. They are pursuing historical events and programs and plan to invite speakers of note. The Library also collaborates extensively with other Cultural and Historic Preservation organizations and events on the Island to broaden their reach collectively.

Tourism Ratio:	82%/4,736 visitors served out of 5,789 total people with 3,978 beyond 50 miles
Grant Request:	<u>\$120,000</u>
Grant Reason:	For promotion of special events and programs and historical site maintenance.
Recommendation:	<u>\$115,000 – Partial Funding</u>
ATAC Opinion:	The Committee continues to applaud the efforts of this organization. The Foundation has found new ways to reinvent itself and that has shown through increasing attendance numbers. The Committee was impressed with the efforts focusing on cultural and historical promotion, and its commitment to historical site preservation. <u>The Committee has confidence in this applicant that has shown their determination of preserving and promoting their special events and programs to history enthusiasts. They have shown they are capable of collaborating and effectively managing the funds received. The Committee believes this organization is doing a good job representing and promoting the cultural heritage of our destination.</u>

THE SANDBOX

2020 Grant Application

The Sandbox is a museum attraction for tourist families visiting the Hilton Head Island area. The Sandbox promotes hands-on educational learning in a fun and safe environment. Throughout the years, The Sandbox has steadily grown and enhanced its programming. During the summer months, The Sandbox offers a number of events and programs geared towards tourists – including hosting parent’s night out – providing an opportunity for parents to enjoy the Island’s culinary options. This is a well-run and managed organization who has requested less funding in 2017, 2018 and 2019.

“Enhancing the Tourist Experience”

Tourism Ratio:	86%/1,348 visitors served out of 15,924 total people with 13,733 beyond 50 miles
Grant Request:	<u>\$54,500</u>
Grant Reason:	For marketing, advertising, programming, and general exhibit upkeep.
Recommendation:	<u>\$54,500 – Full funding</u>
ATAC Opinion:	The Committee continues to applaud the efforts of The Sandbox which has shown steady and consistent growth since inception. The Committee takes great consideration in the fact that over 86% of the people served are visitors and that many are repeat visitors to our wonderful Island. The Sandbox fills a unique niche in our community by providing our Island’s youngest guests the opportunity to create lasting memories for years to come. New this year, The Sandbox present for the first time a Gullah exhibit to showcase Hilton Heads rich history and culture. <u>The Committee’s recommendation is \$54,500 – full funding as this applicant has proven to continue to show a positive ROI.</u>

TOWN OF HILTON HEAD ISLAND
2020 Grant Application

“Municipal Town Operations – Tourism Support”

The Town of Hilton Head Island is requesting funding to offset municipal operations that directly support tourism related public services. Included items are police and beach safety services; municipal code and land management ordinance enforcement services; and roadside, pathway, and public park maintenance.

Tourism Ratio:	The overall tourism ratio of visitors to full time residents of Hilton Head Island is 55%
Grant Request:	<u>\$1,427,664</u>
Grant Reason:	For tourism-related public services and event expenses.
Recommendation:	<u>\$1,389,941 – Partial Funding</u>
ATAC Opinion:	The Committee feels that the services provided by the Town are vital towards enhancing and serving the tourists. As in previous years, the Committee works to ensure proper funding recommendations for all other applicants before making a funding recommendation for the Town. <u>The Committee believes that all other organizations received fair funding recommendations based on their individual merit and demonstrated financial need. The Committee is also cognizant of the total request of applicants versus the actual amount received this year, in addition to \$50,000 in required emergency reserves. As a consequence, we reduced our recommendation to \$1,389,941 a \$4,689 decrease from the previous year’s awarding.</u>

Respectfully submitted on behalf of the Accommodations Tax Advisory Committee,

Brad Marra, Chairman

2020 Accommodations Tax Advisory Committee Members:

Brad Marra, Chairman
Dru Brown, Vice Chairman
Roger Freedman
Richard Thomas
Stephen Arnold
Julie A. Smith
James Fluker

Calendar Year 2020 Accommodations Tax Advisory Committee Recommendations

	2019 GRANTS			2020 GRANTS		
	2019 Applicant Request	ATAC Recommendation	Town Council Award	2020 Applicant Request	ATAC Recommendation	Town Council Award
12 Jewels of Life	N/A	N/A	N/A	54,000	-	
Art League of Hilton Head	75,000	65,000	65,000	65,000	65,000	
Arts Center of Coastal Carolina	404,000	400,000	400,000	406,000	395,000	
Beaufort County Black Chamber of Comm.	75,000	-	-	N/A	N/A	N/A
BusinessATTRACT Development Fund	50,000	-	-	N/A	N/A	N/A
Community Foundation of the Lowcountry	N/A	N/A	N/A	Applicant withdrew from 2020 cycle		
David M. Carmines Memorial Fnd	127,000	100,000	100,000	138,000	115,000	
Gullah Museum of Hilton Head Island	150,000	50,000	55,000	60,000	55,000	
Harbour Town Merchants Assoc.	21,000	21,000	21,000	22,000	21,000	
Hilton Head Audunon Society	N/A	N/A	N/A	6,500	3,600	
Hilton Head Choral Society	45,000	40,000	40,000	43,000	40,000	
Hilton Head Concours d'Elegance	261,000	250,000	250,000	282,000	265,000	
Hilton Head Dance Theater	21,000	15,000	15,000	23,000	15,000	
Hilton Head Disc Golf	N/A	N/A	N/A	39,000	20,000	
Hilton Head Island Airport	100,000	40,000	40,000	180,000	90,000	
Hilton Head Island Bridge Assoc.	39,500	20,000	20,000	38,800	25,000	
Hilton Head Island Carolina Shag Club	4,000	-	-	N/A	N/A	N/A
Hilton Head Island Land Trust	N/A	N/A	N/A	23,000	15,000	
HHI Rec Association (Wingfest & Oyster Festival)	30,000	25,000	25,000	30,000	25,000	
HHI St. Patrick's Day Parade	22,000	20,000	20,000	25,000	22,000	
HHI Wine and Food, Inc.	135,000	130,000	130,000	130,000	120,000	
HHI-Bluffton Chamber of Commerce VCB	610,000	535,000	535,000	635,000	575,000	
Hilton Head Symphony Orchestra-A Operations	250,000	250,000	250,000	270,000	250,000	
Hilton Head Symphony Orchestra-B SoundWaves	70,000	-	-	N/A	N/A	
Lean Ensemble Theatre	40,000	30,000	30,000	40,000	35,000	
Lowcountry Golf Course Owners Assoc.	50,000	50,000	50,000	50,000	50,000	
Lowcountry Gullah	N/A	N/A	N/A	50,000	-	
Main Street Youth Theater	20,000	15,000	15,000	20,000	17,000	
Memory Matters	23,000	-	-	N/A	N/A	
Mitchelville Preservation Project	185,000	172,500	172,500	185,000	185,000	
Native Island Business & Community	175,000	120,000	120,000	225,000	125,000	
Shelter Cove Harbour Company	88,700	80,000	80,000	88,700	80,000	
Skull Creek July 4th Celebration	17,737	17,737	17,737	26,900	21,000	
The Boys & Girls Club of Hilton Head	20,000	20,000	20,000	22,000	22,000	
The Coastal Discovery Museum-Operations	285,000	285,000	285,000	310,000	297,500	
The Coastal Discovery Museum-Disc Golf	39,000	25,000	25,000	N/A	N/A	N/A
The Coastal Discovery Museum-Mkt Plan	600,000	-	-	N/A	N/A	N/A
The Coastal Discovery Museum-Lowcuntry Fair	N/A	N/A	N/A	15,000	5,000	
The First Tee of the Lowcountry- Operations	25,000	25,000	25,000	30,000	25,000	
The First Tee of the Lowcountry-B Disc Golf	N/A	N/A	N/A	N/A	N/A	N/A
The Heritage Library	58,000	58,000	58,000	120,000	115,000	
The Heritage Library- History Day	15,000	6,946	6,946	N/A	N/A	N/A
The Heritage Library-Zion History Park	65,000	55,000	55,000	N/A	N/A	N/A
The Outside Foundation	13,500	8,500	8,500	N/A	N/A	N/A
The Sandbox	45,895	45,895	45,895	54,500	54,500	
Town of Hilton Head Island-A Operations	1,582,853	1,394,630	1,389,630	1,427,664	1,389,941	
Town of Hilton Head Island-B Lantern Parade	25,000	10,000	10,000	N/A	N/A	N/A
Total	5,863,185	4,380,208	4,380,208	5,135,064	4,538,541	-

Balance Available

STATE ACCOMMODATIONS TAX REVENUE ANALYSIS
 Calendar 2019 Revenues Available for Calendar Year 2020 Grants
 with comparative information for the prior year

	Calendar Year 2019 Revenues Available for CY2020 Grants	Calendar Year 2018 Revenues Available for CY2019 Grants	\$ Difference	% Difference
SOURCES:				
Jan - Mar ATAX Revenue	472,626	397,776	74,850	18.82%
Apr - June ATAX Revenue	2,517,295	2,254,419	262,876	11.66%
July - Sept ATAX Revenue	3,223,818	3,034,478	189,340	6.24%
Oct - Dec ATAX Revenue:				
Estimated Oct - Dec, actual received end of January after grants awarded	820,620 A	817,723	2,897	0.35%
Estimated ATAX Revenues	7,034,359	6,504,397	529,962	8.15%
	Recurring Portion	Recurring Portion		
Other Amounts to be granted:				
Interest (Estimated last 3-4 months)	17,820	4,950		
Lapsed Grants/(Extended Grants)	(60,000)	100,000		
Total CY Sources	6,992,179	6,609,347		
USES:				
First \$25,000 to the Town's General Fund	(25,000)	(25,000)		
30% to Chamber (Town's Designated Advertising & Promotion Agency) (Est. for last qtr.)	(2,102,808)	(1,943,819)		
5% to the Town's General Fund (Est. for last qtr.)	(350,468)	(323,970)		
Available for Grants	4,513,903	4,316,558		
Amount Available in Prior Year but not Awarded	50,000	56,894		
Amount Available in New Year due to Prior Year 4th Qtr being higher than Estimate (65% Fund Portion Only)	24,638	56,756		
Amount Available to Award New grants - Subtotal	4,588,542	4,430,208		
Less Amount to be Reserved for MidYear Grants/Emergenicies	(50,000)	(50,000)		
Amount Available to Award New grants	4,538,542	4,380,208	158,334	
Requested "New" Grants	5,170,064	5,863,185		
Percentage of Grant Requests that can be funded	88%	75%	3.6%	
Requests exceeding available funds	631,522			

Notes:

A. The estimated amount for the 4th quarter is the last three years' average for that quarter

Town of Hilton Head Island
Accommodations Tax Fund
As of 12/9/2019

Accommodations Tax Applicants	Amount Requested	Approved Grants	Paid FY19	Paid FY20	Amount Available
FY 2019-2020 (CY 2019 Grants)					
Art League of Hilton Head	75,000.00	65,000.00			65,000.00
Arts Center of Coastal Carolina	404,000.00	400,000.00	180,000.00		220,000.00
David M. Carmines Memorial Foundation	127,000.00	100,000.00	28,000.00	72,000.00	-
Gullah Museum of Hilton Head	150,000.00	55,000.00	9,291.73	22,495.35	23,212.92
Harbour Town Merchants Association	21,000.00	21,000.00		21,000.00	-
Hilton Head Airport	100,000.00	40,000.00			40,000.00
Hilton Head Island Bridge Assoc	39,500.00	20,000.00	5,235.38	9,154.01	5,610.61
Hilton Head Choral Society	45,000.00	40,000.00	19,105.56	20,894.44	-
Hilton Head Concours d' Elegance	261,000.00	250,000.00	33,819.60	155,686.90	60,493.50
Hilton Head Dance Theatre	21,000.00	15,000.00	6,392.00		8,608.00
Hilton Head Island Recreation Association	30,000.00	25,000.00	8,308.07	13,446.08	3,245.85
Hilton Head St. Patrick's Day Parade	22,000.00	20,000.00	10,788.00		9,212.00
Hilton Head Wine & Food	135,000.00	130,000.00	91,227.44	35,397.75	3,374.81
HHI-Bluffton Chamber of Commerce	610,000.00	535,000.00	410,338.19	92,835.52	31,826.29
Hilton Head Symphony Orchestra, Inc	250,000.00	250,000.00	250,000.00		-
Lean Ensemble Theater	40,000.00	30,000.00	30,000.00		-
Main Street Youth Theater	20,000.00	15,000.00	3,240.35	11,759.65	-
Mitchelville Preservaiton Project	185,000.00	172,500.00		83,404.81	89,095.19
NIBCAA, INC.	175,000.00	120,000.00	79,004.70	37,692.31	3,302.99
SC Lowcountry Golf Course Owners Assoc.	50,000.00	50,000.00			50,000.00
Shelter Cove Harbour Company	88,700.00	80,000.00		80,000.00	-
Skull Creek July 4th Celbration, Inc.	17,737.00	17,737.00		17,737.00	-
The Boys & Girls Club	20,000.00	20,000.00	6,500.00	13,500.00	-
The Coastal Discovery Museum-A	285,000.00	285,000.00	124,449.97	115,665.97	44,884.06
The Coastal Discovery Museum-B	39,000.00	25,000.00		25,000.00	-
The First Tee of the Lowcountry- A	25,000.00	25,000.00		25,000.00	-
The Heritage Library Foundation	58,000.00	58,000.00	18,630.77	27,807.82	11,561.41
The Heritage Library Foundation-History Day	15,000.00	6,946.00		3,379.03	3,566.97
The Heritage Library Foundation-Zion History Pk	65,000.00	55,000.00			55,000.00
The Outside Foundation	13,500.00	8,500.00			8,500.00
The Sandbox	45,895.00	45,895.00	24,452.28	11,119.97	10,322.75
Town of Hilton Head Island	1,582,853.00	1,389,630.00	1,389,630.00		-
Town of Hilton Head Island-Lantern Parade	25,000.00	10,000.00		6,503.58	3,496.42
CY 2019 GRANTS Sub-Total	5,041,185.00	4,380,208.00	2,728,414.04	894,976.61	746,817.35



TOWN OF HILTON HEAD ISLAND

Public Projects and Facilities Management Department

TO: Stephen G. Riley, ICMA-CM, Town Manager
VIA: Scott Liggett, PE, Director of PP&F/Chief Engineer
FROM: Jeff Buckalew, PE, Town Engineer
CC: Curtis L. Coltrane, Town Attorney
DATE: December 10, 2019
SUBJECT: Mitchellville Lane right of way acquisition

Recommendation:

The Community Services and Public Safety Committee recommends that Town Council direct staff and the Town Attorney to continue to pursue land acquisition/public road right of way assemblage on the private, unpaved Mitchellville Lane as depicted in the attached Exhibit A. Because it appears that no dedicated right of way currently exists as was previously understood, it will be necessary for the Town to obtain plats showing the full width of the proposed right of way and how that may affect abutting parcels. It also appears that condemnation from unwilling participants is likely. Specific authority to condemn, should it become necessary, will be sought at a later date.

Summary:

Previously, Town Council endorsed acquisition of the existing road right of way associated with Mitchellville Lane as depicted in the exhibit and directed to pursue the donation of privately held rights or ownership to assemble that public rights of way. During this process it has been discovered that there is no right of way, actually platted and recorded. It should be known that creation and maintenance of a 66 foot wide public right of way here will not only provide more reliable access to current adjacent dwellings, but may also lead to significant development on adjacent vacant lands.

Background

Mitchellville Lane was among the next highest ranked qualifying private unpaved roads when Town Council approved it for acquisition under this program. However, that ranking was significantly inflated based on the readily available and widely accepted data that a road a right of way existed. Subsequent and intensive title research has shown that no right of way exists. This is a relatively short and straight road and is 0.28 miles in length, serves 11 dwellings and significant vacant lands.



50 FT ROW

276

272

287

281

268

275

262

REV. NO.	DESCRIPTION	DATE

TOWN OF HILTON HEAD ISLAND
 Dept. of Public Projects & Facilities
 Engineering Division

RELEASED FOR	DATE
PERMITTING	
BIDDING	
CONSTRUCTION	
RECORD DWG.	



**DIRT ROAD PAVING PROGRAM
 MITCHELLVILLE RD**

RIGHT OF WAY EXHIBIT A

SHEET
 1
 OF 1



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
VIA: Shawn Colin, AICP, *Director of Community Development*
VIA: Teri B. Lewis, AICP, *Deputy Director of Community Development*
FROM: Nicole Dixon, CFM, *Development Review Administrator*
DATE: December 3, 2019
SUBJECT: South Island Public Service District Easement
Proposed Ordinance #2019-13

Recommendation: Staff recommends Town Council approve first reading of Proposed Ordinance 2019-13 for the conveyance of permanent easement rights to South Island Public Service District (SIPSD) for a linear, relocatable sewer and water easement across the Town property located at 971 William Hilton Parkway and identified as Parcel 316A on Tax Map 15.

Summary: The SIPSD installed underground sewage and water lines on the subject property many years ago without the benefit of easements. These underground utility lines are shown on the survey that was recorded at the time that the Town bought the property in the late 1990s. Due to the current need to replace the existing sewer force main, the SIPSD now requests that the Town grant the conveyance of permanent easement rights for access to the property and for the installation and maintenance of the proposed infrastructure. Should a need arise by the Town to compel relocation of either or both of the underground lines, SIPSD will cover all costs associated with the relocation of the underground sewer force main and the Town would split the cost with SIPSD for any costs associated with the relocation of the underground water line.

Background: Exhibit C depicts an aerial photo of the Town-owned property. Exhibit D illustrates the location of the existing force main and the proposed replacement location. There is no plan for the Town to cause the relocation of either of the underground lines; however, should the Town decide to utilize the property for some form of development that required the lines to be moved then the Town would have the ability to cause the lines to be relocated.

Attachments:

Proposed Ordinance 2019-13
Exhibit A: Easement Agreement
Exhibit B: Plat Showing Proposed Easement
Exhibit C: Aerial Photo of Town Property
Exhibit D: Site Plan of Existing and Proposed Utility Line

PROPOSED ORDINANCE: 2019-____

ORDINANCE: 2019-____

AN ORDINANCE OF THE TOWN OF HILTON HEAD, SOUTH CAROLINA, AUTHORIZING THE GRANTING OF AN EASEMENT ENCUMBERING REAL PROPERTY OWNED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, PURSUANT TO THE AUTHORITY OF S. C. CODE ANN. § 5-7-40 (SUPP. 2019), AND § 2-7-20, MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND (1983); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

LEGISLATIVE FINDINGS

WHEREAS, The Town of Hilton Head Island, South Carolina owns real property which is more particularly known and described as:

All that certain piece, parcel or tract of land, situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, shown and described as “Parcel B” on a plat entitled “Revised Parcel B, 4.00 Acres, William Hilton Parkway, a Section of Shipyard Plantation” prepared by Terry G. Hatchell, SCRLS 11059, dated April 7, 1998, which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 65 at Page 9 (hereinafter the “Town Property”).

WHEREAS, South Island Public Service District previously installed underground utility lines consisting of water line and a sewer force main on the Town Property without the benefit of an easement from The Town of Hilton Head Island, South Carolina; and,

WHEREAS, The Town of Hilton Head Island, South Carolina, and South Island Public Service District have now agreed on the terms of a relocatable easement for the underground water line and sewer force main, which are set out in the proposed “Relocatable Utility Line Easement, a copy of which is attached hereto as Exhibit “A.”

WHEREAS, under the authority of S.C. Code Ann. § 5-7-40 (Supp. 2019), and § 2-7-20, *Municipal Code of the Town of Hilton Head Island* (1983), the granting of an easement encumbering real property owned by the Town of Hilton Head Island, South Carolina, must

be authorized by the adoption of an ordinance by the Town Council for the Town of Hilton Head Island, South Carolina.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AS FOLLOWS:

Section 1. Execution and Delivery of Easement to South Island Public Service District:

(a) The Mayor and Town Manager are hereby authorized to execute and deliver the “Relocatable Utility Line Easement,” in the form and substance similar to the document attached hereto as Exhibit “A,” and which are shown and described on the Plat attached hereto as Exhibit “B”; and,

(b) The Mayor and Town Manager are hereby authorized to take all other and further actions as may be necessary to complete the granting of the easement described herein.

Section 2. Severability:

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

Section 3. Effective Date:

This Ordinance shall become effective upon its adoption by the Town Council for the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED AND ADOPTED BY THE TOWN COUNCIL FOR
THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS ____
DAY OF DECEMBER, 2019.**

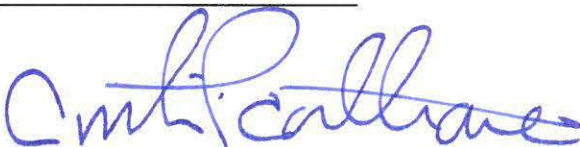
THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

By: _____
John J. McCann, Mayor

ATTEST: _____
Krista W. Wiedmeyer,
Town Clerk

First Reading: _____

Second Reading: _____

Approved as to form:  _____
Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

Exhibit "A" to Ordinance Granting Relocatable Utility Line Easement in favor of South
Island Public Service District

STATE OF SOUTH CAROLINA)
) RELOCATABLE UTILITY LINE EASEMENT
COUNTY OF BEAUFORT)

This Utility Line Easement Agreement is made this _____ day of December, 2019, by and between South Island Public Service District, and the Town of Hilton Head Island, South Carolina.

WITNESSETH

WHEREAS, the Town of Hilton Head Island, South Carolina, owns real property bearing Beaufort County Parcel Identification Number R550 014 000 0687 0000 and known and described as follows:

All that certain piece, parcel or tract of land, situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, shown and described as "Parcel B" on a plat entitled "Revised Parcel B, 4.00 Acres, William Hilton Parkway, a Section of Shipyard Plantation" prepared by Terry G. Hatchell, SCRLS 11059, dated April 7, 1998, which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 65 at Page 9 (hereinafter the "Town Property").

WHEREAS, South Island Public Service District has installed underground utility lines consisting of water line and a sewer force main on the Town Property without the benefit of an easement from The Town of Hilton Head Island, South Carolina; and,

WHEREAS, The Town of Hilton Head Island, South Carolina, and South Island Public Service District have now agreed on the terms of an easement for the underground water and sewer force main, which are set out in this “Relocatable Utility Line Easement.”

NOW, THEREFORE, know all men by these presents, The Town of Hilton Head Island, South Carolina, for and in consideration of the sum of Ten (\$10.00) Dollars, the receipt and sufficiency whereof is acknowledged, has bargained, granted, and sold and by these presents does hereby bargain, grant, and sell to South Island Public Service its successors and assigns, perpetual, non-exclusive 20' Relocatable Sewer Line Easement and a 20' Relocatable Water Line Easement on, under, over and across portions of the Town Property which are described as follows:

All that certain piece, parcel or lots of land, situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, shown and designated as “20' Relocatable Sewer Line Easement” and 20' Foot Relocatable Water Line Easement” on a Plat entitled “A Plat of a 20' Relocatable Sewer Line Easement” dated November 15, 2019, prepared by Surveying Consultants, Inc., certified by Terry G. Hatchell, SCRLS 11059, and which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book _____ at Page _____. (hereinafter, collectively, the “Easement Property”).

The 20' Relocatable Sewer Line Easement and a 20' Relocatable Water Line Easement are granted to South Island Public Service District and accepted by it as follows:

1. South Island Public Service District may, at its sole expense, maintain, repair, replace and relocate the existing underground sewer line in place in, under and through the Easement Property, subject to the right of The Town of Hilton Head Island, South Carolina, to require the relocation of the underground sewer line as set out in Article 3

below. Provided, however, that any maintenance, repair, replacement or relocation due to the negligence or intentional action or inaction of The Town of Hilton Head Island shall be at the sole expense of The Town of Hilton Head Island.

2. South Island Public Service District may, at its sole expense, enter upon the Easement Property to inspect, operate, replace, relocate, repair, and maintain the existing underground sewer line.

3. Should The Town of Hilton Head Island, South Carolina, in its sole reasonable discretion, determine that the location of the existing underground water line and the existing underground sewer force main interfere in any way with any use that The Town of Hilton Head Island, South Carolina, intends, plans or contemplates for the Town Property, then The Town of Hilton Head Island, South Carolina, shall deliver a written notification to South Island Public Service District that The Town of Hilton Head Island, South Carolina, requires South Island Public Service District to move the underground water line and the underground sewer force main to another location on the Town Property. In its written notice, The Town of Hilton Head Island, South Carolina, shall specify the location on the Town Property to which the underground water line and the underground sewer force main must be moved, which location shall be approved by South Island Public Service District in its reasonable discretion. South Island Public Service District agrees that, it shall, within a period of six (6) months from the date of the written notice, move the underground water line and the underground sewer force main to the location specified by The Town of Hilton Head Island, South Carolina, and shall deliver a recordable survey showing the new location of the underground water line and the underground sewer force main and the boundaries of a twenty foot

easement centered on the underground water line and the underground sewer force main. The Town of Hilton Head Island, South Carolina and the South Island Public Service District shall execute and deliver a recordable termination of this Relocatable Underground Utility Line Easement, and shall execute a new Relocatable Underground Utility Line Easement for the relocated underground utility line containing the same terms as this Relocatable Underground Utility Line Easement.

4. The Town of Hilton Head Island, South Carolina, and the South Island Public Service District agree that in the event that The Town of Hilton Head Island, South Carolina, requires the relocation of the underground water line and the underground sewer force main, the costs shall be allocated as follows:

(a) One Hundred per cent of the costs associated with the relocation of the underground sewer force main shall be paid by South Island Public Service District.

(b) The costs associated with the relocation of the underground water line shall be divided equally between The Town of Hilton Head Island, South Carolina, and the South Island Public Service District.

5. This Relocatable Utility Line Easement is conveyed subject to all other easements, licenses, and conveyances of record and is subject to the rights herein reserved by The Town of Hilton Head Island, South Carolina and its successors and assigns, to utilize the Town Property at any time, in any manner, and for any purpose, provided, however, that such use by The Town of Hilton Head Island, South Carolina, shall not be inconsistent with nor prevent the full utilization by South Island Public Service District of the rights and privileges granted herein.

6. South Island Public Service agrees that the exercise of any rights granted in this Relocatable Utility Line Easement to South Island Public Service District shall be under the exclusive control and management of South Island Public Service District and that South Island Public Service District shall at all times comply with all applicable laws, rules, codes, and regulations in connection with the use, repair, maintenance and relocation (if required by The Town of Hilton Head Island, South Carolina) of the existing underground sewer line.

7. Any notice required to be given under the terms of this Relocatable Utility Line Easement shall be made by personal delivery or mail to The Town of Hilton Head Island, South Carolina, or South Island Public Service District at the following addresses:

To The Town of Hilton Head Island,
South Carolina:

ATTN: Town Manager
One Town Center Court
Hilton Head Island, SC 29928;

To South Island Public Service District:

ATTN: Manager
Post Office Box 5148
Hilton Head Island, SC 29938;

or to such other address as The Town of Hilton Head Island, South Carolina, or South Island Public Service District may direct by written notification to the other.

[Signature Pages Follow]

In Witness whereof, the parties hereto have caused the within Access, Utility and Sign Easement to be executed by their duly authorized officers on this ____ day of December, 2019.

WITNESSES:

SOUTH ISLAND PUBLIC SERVICE DISTRICT

[Redacted signature area]

By: [Redacted signature]

Its: General Manager

STATE OF SOUTH CAROLINA)
COUNTY OF BEAUFORT)

UNIFORM ACKNOWLEDGMENT
S. C. CODE ANN. § 30-5-30 (Supp. 2019)

I, the undersigned Notary Public do hereby certify that _____
Manager of South Island Public Service District, personally appeared before me on this
day and duly acknowledged the execution of the foregoing instrument on behalf of
South Island Public Service District.

Sworn to and Subscribed before me
on this 20 Day of December, 2019.

[Redacted signature]
Notary Public for South Carolina
My Commission Expires: _____
NOTHIA SMITH
Notary Public
State of South Carolina
Commission Expires Oct. 17, 2022

WITNESSES:

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

By: _____

Its: _____

STATE OF SOUTH CAROLINA)	UNIFORM ACKNOWLEDGMENT
)	
COUNTY OF BEAUFORT)	S. C. CODE ANN. § 30-5-30 (Supp. 2019)

I, the undersigned Notary Public do hereby certify that John J. McCann, Mayor, and Stephen G. Riley, Town Manager, personally appeared before me on this day and duly acknowledged the execution of the foregoing instrument on behalf of The Town of Hilton Head Island, South Carolina.

Sworn to and Subscribed before me
on this ____ Day of December, 2019.

Notary Public for South Carolina
My Commission Expires: _____

Exhibit "B" to Ordinance Granting Relocatable Utility Line Easement in favor of South
Island Public Service District



LONG COVE DRIVE
WILLIAM HILTON PARKWAY

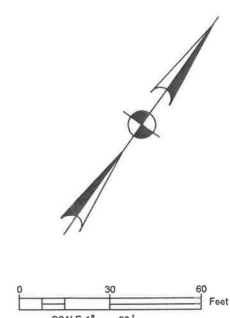
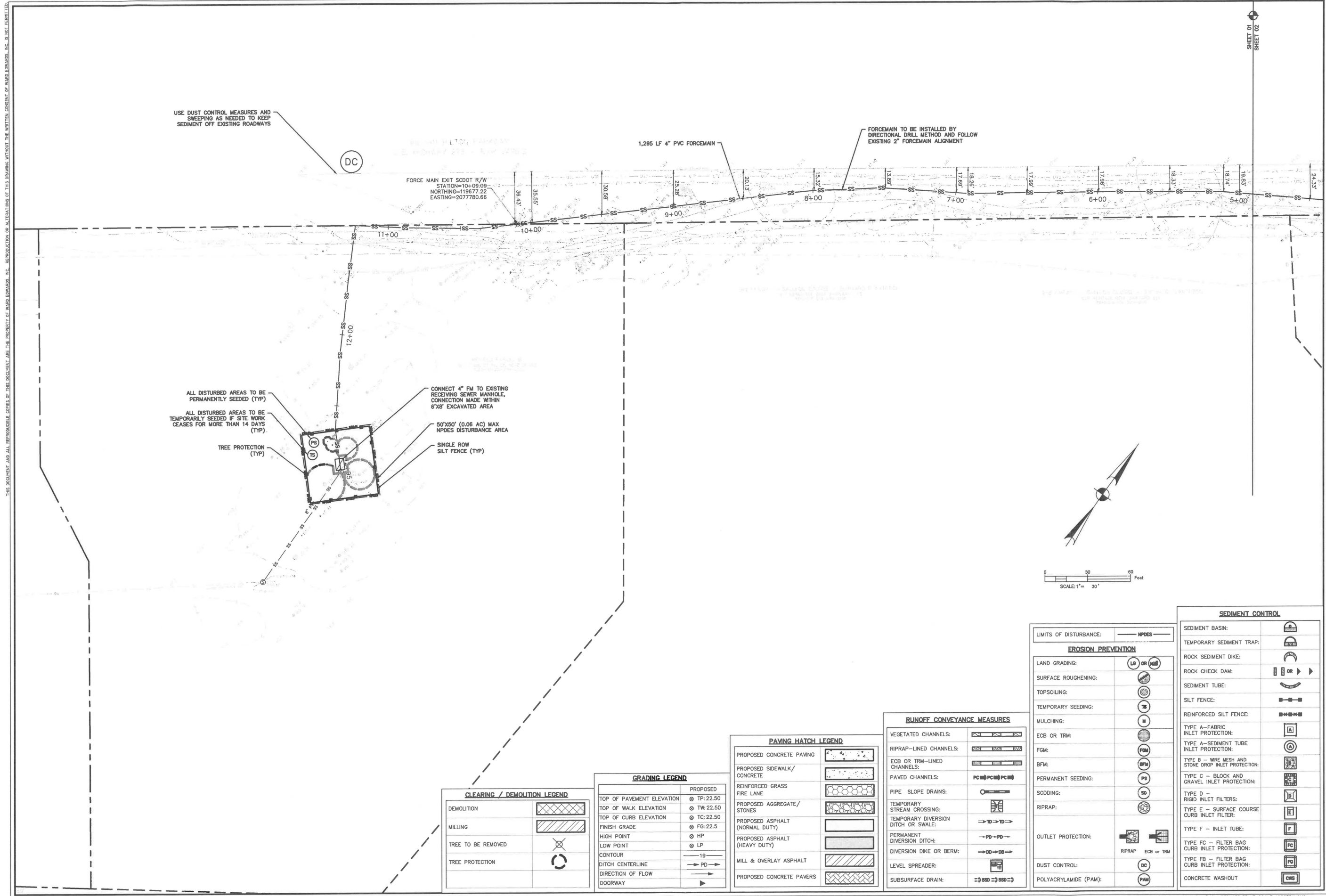
Property highlighted in blue is Town Parcel subject to proposed easement

SHIPYARD DRIVE
KINGSTON ROAD

Town of Hilton Head Island
Proposed Sewer Easement
Exhibit C - Vicinity Map



1 inch = 364 feet



CLEARING / DEMOLITION LEGEND

DEMOLITION	
MILLING	
TREE TO BE REMOVED	
TREE PROTECTION	

GRADING LEGEND

TOP OF PAVEMENT ELEVATION	TP: 22.50
TOP OF WALK ELEVATION	TW: 22.50
TOP OF CURB ELEVATION	TC: 22.50
FINISH GRADE	FG: 22.5
HIGH POINT	HP
LOW POINT	LP
CONTOUR	19
DITCH CENTERLINE	PD
DIRECTION OF FLOW	→
DOORWAY	▶

PAVING HATCH LEGEND

PROPOSED CONCRETE PAVING	
PROPOSED SIDEWALK/ CONCRETE	
REINFORCED GRASS FIRE LANE	
PROPOSED AGGREGATE/ STONES	
PROPOSED ASPHALT (NORMAL DUTY)	
PROPOSED ASPHALT (HEAVY DUTY)	
MILL & OVERLAY ASPHALT	
PROPOSED CONCRETE PAVERS	

RUNOFF CONVEYANCE MEASURES

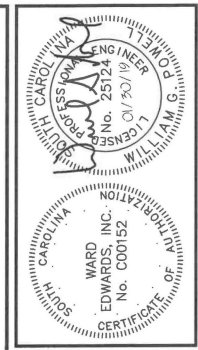
VEGETATED CHANNELS:	
RIPRAP-LINED CHANNELS:	
ECB OR TRM-LINED CHANNELS:	
PAVED CHANNELS:	
PIPE SLOPE DRAINS:	
TEMPORARY STREAM CROSSING:	
TEMPORARY DIVERSION DITCH OR SWALE:	
PERMANENT DIVERSION DITCH:	
DIVERSION DIKE OR BERM:	
LEVEL SPREADER:	
SUBSURFACE DRAIN:	

EROSION PREVENTION

LAND GRADING:	
SURFACE ROUGHENING:	
TOPSOILING:	
TEMPORARY SEEDING:	
MULCHING:	
ECB OR TRM:	
FGM:	
BFM:	
PERMANENT SEEDING:	
SODDING:	
RIPRAP:	
OUTLET PROTECTION:	
DUST CONTROL:	
POLYACRYLAMIDE (PAM):	

SEDIMENT CONTROL

SEDIMENT BASIN:	
TEMPORARY SEDIMENT TRAP:	
ROCK SEDIMENT DIKE:	
ROCK CHECK DAM:	
SEDIMENT TUBE:	
SILT FENCE:	
REINFORCED SILT FENCE:	
TYPE A - FABRIC INLET PROTECTION:	
TYPE A - SEDIMENT TUBE INLET PROTECTION:	
TYPE B - WIRE MESH AND STONE DROP INLET PROTECTION:	
TYPE C - BLOCK AND GRAVEL INLET PROTECTION:	
TYPE D - RIGID INLET FILTERS:	
TYPE E - SURFACE COURSE CURB INLET FILTER:	
TYPE F - INLET TUBE:	
TYPE FC - FILTER BAG CURB INLET PROTECTION:	
TYPE FB - FILTER BAG CURB INLET PROTECTION:	
CONCRETE WASHOUT:	



NO.	DESCRIPTION	DATE
7		
6		
5		
4		
3		
2		
1		

Ward Edwards ENGINEERING
 P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910
 PH (843) 837-5250 / FAX (843) 837-2558
 WWW.WARDEWARDS.COM

PARK LANE FORCE MAIN
 TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA
SOUTH ISLAND PUBLIC SERVICE DISTRICT
 Hilton Head Island, South Carolina
FORCE MAIN LAYOUT PLAN

VERTICAL DATUM: NAVD88

PROJECT #: 180256
 DATE: 01/10/19
 DESIGNED BY: JCM
 CHECKED BY: WGP

SHEET C201

NOT FOR CONSTRUCTION

IF THIS SHEET IS LESS THAN 22" X 34" IT IS A REDUCED PRINT, SCALE ACCORDINGLY



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
VIA: Shawn Colin, AICP, *Director of Community Development*
FROM: Teri Lewis, AICP, *Deputy Director of Community Development*
CC: Nicole Dixon, CFM, *Development Review Administrator*
DATE: December 3, 2019
SUBJECT: 2019 LMO Amendments – Set 1
Proposed Ordinance #2019-31

Recommendation: The Public Planning Committee recommends that Town Council approve the proposed amendments.

On December 3, 2019, the Public Planning Committee reviewed the proposed 2019 LMO Amendments – Set 1 and voted unanimously to recommend that Town Council approve the proposed amendments with the changes listed below.

Summary: The proposed amendments were reviewed by the Public Planning Committee at their meeting on December 3, 2019. At that meeting the Committee voted to forward the proposed amendments to Town Council with a recommendation of approval with the following changes:

- amendments related to zero lot line subdivisions be revised to require 50% maximum impervious coverage per lot instead of being based on the entire development; and
- add the word ‘Residential’ to the definition “Zero Lot Line Subdivision”.

Should Town Council recommend approval of the proposed amendments with these two changes, the revised language must go back to Planning Commission for review and recommendation prior to second reading and adoption of the amendments.

The proposed amendments were reviewed by the Planning Commission at their meeting on November 20, 2019. At that meeting the Commission voted to forward the draft amendments to the Public Planning Committee with a recommendation of approval with the following changes:

- amendments related to the elimination of the requirement for a resolution for the denial of text amendments, zoning map amendments and planned unit developments not move forward for adoption;
- an amendment related to commercial recreation uses to state that uses that are only listed as indoor commercial recreation uses are prohibited as outdoor commercial recreation uses not move forward for adoption; and
- amendments related to zero lot line subdivisions be revised to require a 50% maximum impervious coverage based on the entire development instead of per individual lot.

The LMO Committee met on October 16, 2019 and October 30, 2019 and recommended approval of the proposed amendments.

Background: The LMO is generally amended on a bi-annual basis. Newly added language is illustrated with double underline and deleted language is illustrated with ~~striketrough~~.

Attachment

A. Rationale – 2019 LMO Amendments – Set 1

Attachment A

Rationale for General 2019 Amendments – Set 1

Chapter 16-4: Use Standards

Section 16-4-102.B.1.c: Recreational Vehicles

Proposed Amendment

- This change will make it clear that recreational vehicles within a recreational vehicle park are not required to meet the conditions in this section.

Reason for Change

- The recently adopted changes related to recreational vehicles inadvertently required vehicles within recreational vehicle parks to meet newly established conditions.

Pros and Cons of Amendment

<i>Pros:</i>	This change will fix an error.
<i>Cons:</i>	

Recommendations

<i>LMO Committee</i>
October 16, 2019: The LMO Committee voted 3-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
November 20, 2019: The Planning Commission voted 7-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
December 3, 2019: The Public Planning Committee voted 4-0 to forward this amendments to Town Council with a recommendation of approval.

Attachment A

Rationale for General 2019 Amendments – Set 1

Chapter 16-7: Nonconformities

Section 16-7-104: Nonconforming Signs

Proposed Amendment

- This change will allow some leniency to alter a sign that is nonconforming because it is an off-premises sign.

Reason for Change

- There are currently no options for changing an off-premises nonconforming sign. The sign may only be repaired and maintained to keep the same appearance as originally permitted. Any changes will require the sign to come into compliance with the current sign standards. This becomes a problem when the sign is nonconforming because it is located off-premises from the business that it advertises.

Pros and Cons of Amendment

<i>Pros:</i>	This will allow for more updated, aesthetically pleasing appearances of off-premises nonconforming signs if they are allowed to be altered now.
<i>Cons:</i>	These signs may never come into compliance.

Additional Information

- Examples include St. Francis Thrift store, Graves property sign on Dunnagan's Alley and the Hudson's sign at the intersection of Squire Pope and 278.

Recommendations

<i>LMO Committee</i>
The LMO Committee voted 3-0 to forward these amendments to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
November 20, 2019: The Planning Commission voted 7-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
December 3, 2019: The Public Planning Committee voted 4-0 to forward these amendments to Town Council with a recommendation of approval.

Attachment A

Rationale for General 2019 Amendments – Set 1

Appendix B: Maps and Tables

B-2: Critical Protection Area and Transition Area Maps

Map 16: Critical Storm Protection and Dune Accretion Areas From Port Royal Beach Club to North Port Royal Drive

B-3: Beachfront Line Coordinates

Proposed Amendment

- This change will smooth out the Beachfront Line and Critical Protection Area Line on 23 Salt Spray Lane.

Reason for Change

- The property owner contacted the Town’s Environmental Planner to find out why there was a jog in the Beachfront Line and Critical Protection Area Line on this lot. After a site visit and a review of the data, it appears that this jog was made in error.

Pros and Cons of Amendment

<i>Pros:</i>	This change will fix an error.
<i>Cons:</i>	

Recommendations

<i>LMO Committee</i>
October 16, 2019: The LMO Committee voted 3-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
November 20, 2019: The Planning Commission voted 7-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
December 3, 2019: The Public Planning Committee voted 4-0 to forward these amendments to Town Council with a recommendation of approval.

Attachment A
Rationale for General 2019 Amendments – Set 1

Chapter 16-5: Development and Design Standards

Section 16-5-102.B.2.d: Setback Standards - Exceptions

Section 16-5-103.B.2.c: Buffer Standards – Exceptions

Section 16-5-115 (New Section): Subdivision Standards – Zero Lot Line Residential Subdivisions

Chapter 16-10: Definitions, Interpretation, and Measurement

Section 16-10-103.A.2: Residential Uses – Use Types and Definitions

Section 16-10-105: General Definitions

Proposed Amendment

- This change will develop more specific standards for zero lot line subdivisions and develop a more specific definition for what qualifies as a zero lot line subdivision.

Reason for Change

- There are limited standards for zero lot line subdivisions and the definition is unclear.

Pros and Cons of Amendment

<i>Pros:</i>	Additional standards will ensure that zero lot line subdivisions are created in such a way to eliminate the creation of an undesirable lot. This language would also be more specific about what qualifies a subdivision as a zero lot line subdivision.
<i>Cons:</i>	This could create some nonconformities.

Recommendations

<i>LMO Committee</i>	
October 30, 2019: The LMO Committee voted 3-1 to forward this amendment to the Planning Commission with a recommendation of approval.	
October 16, 2019: The LMO Committee voted 3-0 to ask staff to bring these amendments back to the Committee with the following changes:	
<ul style="list-style-type: none"> • Reduce the minimum lot width. • Increase the maximum impervious coverage. • Add a minimum open space requirement. 	
<i>Planning Commission</i>	
November 20, 2019: The Planning Commission voted 7-0 to forward these amendments to the Public Planning Committee with a recommendation of approval with the following change:	
<ul style="list-style-type: none"> • The 50% maximum impervious coverage be based on the entire development and not per individual lot. 	
<i>Public Planning Committee</i>	

Attachment A

Rationale for General 2019 Amendments – Set 1

December 3, 2019: The Public Planning Committee voted 4-0 to forward these amendments to Town Council with a recommendation of approval with the following change:

- The 50% maximum impervious coverage requirement be per lot and not based on the entire development.
- The word Residential be added to the definition “Zero Lot Line Subdivision”

Attachment A
Rationale for General 2019 Amendments – Set 1

Chapter 16-5: Development and Design Standards

Section 16-5-103: Buffer Standards

Section 16-5-115: Subdivision Standards

Chapter 16-6: Natural Resources Protection

Section 16-6-104: Tree Protection

Chapter 16-10: Definitions, Interpretation, and Measurement

Section 16-10-105: General Definitions

Proposed Amendment

- These amendments will establish greater protection for trees and other vegetation, including but not limited to buffers.

Reason for Change

- Recent removal of trees and understory vegetation during development led to the request for stronger language to be added to the LMO to ensure that trees and other vegetation are protected.

Pros and Cons of Amendment

<i>Pros:</i>	Staff will be able to require greater protection of trees and understory vegetation when reviewing development and subdivision plans.
<i>Cons:</i>	

Recommendations

<i>LMO Committee</i>	
October 30, 2019: The LMO Committee voted 4-0 to forward the proposed amendments Planning Commission with a recommendation of approval with the following changes: <ul style="list-style-type: none"> • Make Red Bay trees specimen at 10 inches DBH • Make Sassafras trees specimen at 6 inches DBH 	
October 16, 2019: The LMO Committee voted 2-1 to ask staff to bring these amendments back to the Committee with the following change: <ul style="list-style-type: none"> • Assign a specific DBH at which Red Bay and Sassafras will be considered specimen trees. 	
<i>Planning Commission</i>	
November 20, 2019: The Planning Commission voted 7-0 to forward these amendments to the Public Planning Committee with a recommendation of approval.	
<i>Public Planning Committee</i>	
December 3, 2019: The Public Planning Committee voted 4-0 to forward these amendments to Town Council with a recommendation of approval.	

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2019-#

PROPOSED ORDINANCE NO. 2019-31

AN ORDINANCE TO AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO), CHAPTERS 4 5, 6, 7, 10 AND APPENDIX B. THESE AMENDMENTS, COMMONLY REFERRED TO AS *GENERAL 2019 AMENDMENTS – SET 1*, AS NOTICED IN THE ISLAND PACKET ON OCTOBER 20, 2019, INCLUDE CHANGES THAT PROVIDE FOR GENERAL AMENDMENTS TO A VARIETY OF SECTIONS IN THE LMO DESCRIBED ON EXHIBIT “A” TO THIS ORDINANCE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

WHEREAS, from time to time it is necessary to amend the LMO; and

WHEREAS, the LMO Committee held public meetings on October 16, 2019 and October 30, 2019 at which time a presentation was made by staff and an opportunity was given for the public to comment on the proposed amendments; and

WHEREAS, the LMO Committee recommended that the proposed amendments be forwarded to the Planning Commission with a recommendation of approval with the changes as discussed by Staff, the public and the LMO Committee; and

WHEREAS, the Planning Commission held a public hearing on November 20, 2019, and at that meeting a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

WHEREAS, after consideration of the Staff presentation and public comments the Planning Commission voted 7-0 to forward the proposed amendments to the Public Planning Committee with a recommendation of approval with some changes; and

WHEREAS, the Public Planning Committee held a public meeting on December 3, 2019, and at that meeting a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

WHEREAS, after consideration of the staff presentation and public comments, the Public Planning Committee voted 4-0 to recommend approval of the proposed LMO amendments with two changes related to the proposed amendments related to zero lot line residential subdivisions; and

WHEREAS, after due consideration of said LMO amendments and the recommendation of the Planning Commission, the Town Council, upon further review, finds it is in the public interest to approve the proposed amendments.

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 TOWN COUNCIL:

Section 1. Amendment. That the *General 2019 Amendments – Set 1* are adopted and the Land Management Ordinance is amended as shown on Exhibit “A” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

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 _____, 2020.

THE TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

John McCann, Mayor

ATTEST:

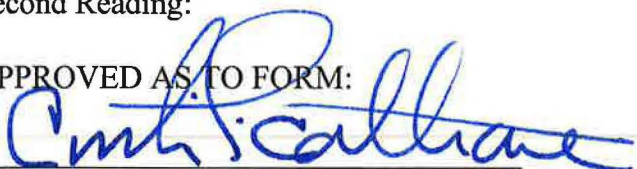
Krista M. Wiedmeyer, Town Clerk

Public Hearing: November 20, 2019

First Reading:

Second Reading:

APPROVED AS TO FORM:



Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

EXHIBIT "A" TO ORDINANCE

Exhibit A

Proposed General 2019 Amendments – Set 1

General Amendments

Chapter 16-4: Use Standards

Section 16-4-102. Principal Uses

B. Use-Specific Conditions for Principal Uses

1. Residential Uses

- a. – b. No Changes
- c. Recreational Vehicles

Use of a recreational vehicle for residential purposes, except within a Recreational Vehicle Park, is only permitted with the following conditions:

Chapter 16-7: Nonconformities

Section 16-7-104. Nonconforming Signs

B. Maintained in Good Condition

A legal *nonconforming sign* shall be maintained in good and working condition in accordance with Sec. 16-5-114.C.2.f. Painting, *repair*, and refinishing of the *sign face* or *sign structure* is permitted, as long as the appearance of the sign complies with Sec. 16-5-114, Sign Standards. ~~is maintained and complies with the approved Sign Permit.~~

C. Change to Nonconforming Sign Shall Comply with this Ordinance

If a legal *nonconforming sign* is changed in any way (its dimensional standards, message, or any other element) because of a change in *use*, change in business name ~~or location~~, or for any other reason, the sign shall comply with Sec. 16-5-114, Sign Standards with the exception of location. An off-premises sign may remain off-premises as long as it remains in the same location. Any modification that fails to comply with Sec. 16-5-114 shall render the prior Sign Permit void and shall result in the sign being in violation of this *Ordinance*.

Exhibit A

Proposed General 2019 Amendments – Set 1

Appendix B: Maps and Tables

B-2: Critical Protection Area and Transition Area Maps

Map 16: Critical Storm Protection and Dune Accretion Areas from Port Royal Beach Club to North Port Royal Drive



Exhibit A

Proposed General 2019 Amendments – Set 1

Zero Lot Line Subdivision Amendments

Chapter 16-5: Development and Design Standards

Section 16-5-102: Setback Standards

B. Applicability

2. Exceptions

a. For *development* within the CR District, see Sec 16-3-105.B.3.

b. For *development* within a PD-1 District, adjacent street and use setback standards shall apply only along those *lot* lines and *street rights-of-way* located outside any *gates* restricting *access* by the general public to areas within the PUD, or constituting the boundaries of the district.

c. For *development* within a PD-2 District, adjacent street and use setback standards shall apply only along those *lot* lines and *street rights-of-way* located within a Corridor Overlay District or constituting the boundaries of the district.

~~d. For zero *lot* line *subdivisions*, adjacent street and use setback standards shall apply only along those *lot* lines and *street rights-of-way* constituting the perimeter of the *subdivision*.~~

Section 16-5-103: Buffer Standards

B. Applicability

2. Exceptions

a. For *development* within a PD-1 District, adjacent street and use buffer standards shall apply only along those *lot* lines and *street rights-of-way* located outside any *gates* restricting *access* by the general public to areas within the PUD, or constituting the boundaries of the district.

b. For *development* within a PD-2 District, adjacent street and use buffer standards shall apply only along those *lot* lines and *street rights-of-way* located within a Corridor Overlay District or constituting the boundaries of the district.

~~e. For zero *lot* line *subdivisions*, adjacent street and use buffer standards shall apply only along those *lot* lines and *street rights-of-way* constituting the perimeter of the *subdivision*.~~

d. c. Adjacent street buffers shall not apply to *development* within the CR District.

Exhibit A

Proposed General 2019 Amendments – Set 1

Section 16-5-115: Subdivision Standards

D. Layout of Lots and Blocks

1. *Subdivisions* may be laid out in conventional, cluster, *zero lot line*, or a combination of block/*lot* designs.

E. Zero Lot Line Residential Subdivisions

1. *Zero lot line residential subdivisions* are permitted in the following zoning districts: RM-4, RM-8, RM-12, SPC, MS, WMU, S, MF, MV, NC, LC and RD.

2. All *lots* created in a *zero lot line residential subdivision* shall be buildable *lots* (the appropriate size to construct a home) and shall be a minimum of .05 acres in size with a minimum *lot* width of 20 feet.

3. All lots in a *zero lot line residential subdivision* shall have a 50% maximum impervious coverage.

4. All *zero lot line residential subdivisions* shall provide 16% minimum open space.

5. No structure shall be located closer than ten feet from adjacent property lines, with the exception of structures that have a wall that rests on a common property line.

6. Where a proposed *zero lot line residential subdivision* is adjacent to an existing single family detached residential neighborhood or use, a setback of 20 feet is required along the perimeter of the proposed subdivision.

7. Where a proposed *zero lot line residential subdivision* is adjacent to an existing single family detached residential neighborhood or use, a Type A buffer, Option 1, is required along the perimeter of the proposed subdivision.

8. A *zero lot line residential subdivision* is not permitted on existing *lots* of record that were not previously platted as a *zero lot line residential subdivision*, unless the entire previously platted subdivision is combined and re-platted to be a *zero lot line residential subdivision*.

E. Street Access

Exhibit A

Proposed General 2019 Amendments – Set 1

Chapter 16-10: Definitions, Interpretation, and Measurement

Section 16-10-103. Use Classifications, Use Types, and Definitions

A. Residential Uses

2. Use Types and Definitions

Multifamily - A *building, parcel, or development* containing three or more *dwelling units*. This *use* includes townhouse developments, if all units are on one lot, and manufactured housing parks.

Townhouse – A multi-story structure containing one *dwelling unit* which is attached to one or more similar structures by shared walls in a *development*.

Section 16-10-105 – General Definitions

Zero Lot Line Residential Subdivision – A *subdivision* which permits side by side, *single family dwelling units* that have a minimum of seventy-five percent of the total party wall adjoined together as a common wall on a common shared property line. This includes *townhouse* developments if each dwelling unit is on a separate *lot*.

Exhibit A

Proposed General 2019 Amendments – Set 1

Buffer and Tree Protection Amendments

Chapter 16-5: Development and Design Standards

Section 16-5-103: Buffer Standards

F. Buffer Types

Table 16-5-103.F, Buffer Types, describes the five different buffer types in terms of their function, opacity, width, and planting requirements. The planting requirements should be used as a guide to achieve an aesthetically pleasing landscaped buffer and only apply if the existing buffer does not meet the intent of the prescribed buffer. Either of the options under a specific buffer type may be used at the option of the *developer/applicant*. If the square footage of an existing building on a site is being increased by more than 50% then the buffers must be brought into compliance with the standards in this table.

H. Existing Vegetation

1. If a buffer area has existing *trees* ~~that are protected under this *Ordinance*~~, they shall be preserved and be used as part of the buffer to comply with the buffer standards of this *Ordinance*. Where groupings of native shrubs are present, their preservation with minimum disturbance is ~~strongly encouraged~~ required. Any clearing or other work in buffers must have the prior approval of the *Official*.

2. In order to preserve existing vegetation and to restrict activities within a buffer, protective fencing shall be installed in accordance with Sect 16-6-104.J, Tree and Buffer Protection During Development Activity.

~~2.~~ 3.

~~3.~~ 4.

Section 16-5-115: Subdivision Standards

C. General Requirements

1. Layout of the *subdivision* shall be based on complete *site* analysis. *Streets* and *lots* shall be designed to preserve significant trees, stands of trees and understory vegetation and situated to minimize alteration of natural and historic *site* features to be preserved.

Exhibit A

Proposed General 2019 Amendments – Set 1

2. The *subdivision* layout shall consider the practicality and economic feasibility of *development* of individual *lots* including the environmental characteristics, size of the *site*, and the requirements of this *Ordinance*.
3. The applicant is required to demonstrate that they have made all reasonable efforts to preserve Unique and fragile elements on site, including but not limited to wetlands, significant stands of trees and individual trees of significant size, shall be preserved where practical, with development reserved for environmentally stable areas. Where the applicant demonstrates that a lot of record would be rendered unusable by the strict application of this requirement, the Official may waive the standard. A request for such a waiver shall be accompanied by:
 - a. Written evidence that an applicant has explored all feasible alternatives to the standard for tree and wetland preservation;
 - b. Qualification of the request in a format consistent with that for a variance request (see Sec. 16-2-103.S, Variance); and
 - c. A plan showing the alternatives explored.

D. Layout of Lots and Blocks

2. The *lot* configuration and shape shall provide appropriate *sites* for *buildings*, and be properly related to topography, natural elements, existing significant trees and stands of trees, *access*, drainage and utilities, and conform to all requirements of this *Ordinance*.
4. The number of *lots* within a block shall be as appropriate for the location and the type of *development* contemplated, as practical. Visual monotony created by excessive blocks of *lots* which are not interrupted by intersections, *open space*, buffers, trees or features shall be avoided.

Chapter 16-6: Natural Resources Protection

Section 16-6-104: Tree Protection

B. Applicability

1. General

- b. Consistent with the purposes of this section, all *persons* are ~~encouraged~~ required to make all reasonable efforts to preserve and retain any existing stands of *trees*, individual *trees*, and other self-supporting plants, whether or not such plants are protected under this section, as well as such other flora that make up part of the understory, shrub layer, or herb layer.

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Proposed General 2019 Amendments – Set 1

2. Exemptions

- a. The following activities are exempt from the standards in this section and the requirement for a Natural Resources Permit:
 - iii. Removal of a hazardous tree ~~dead or naturally fallen tree or limb, or a diseased tree posing a threat to adjacent trees, or a tree that constitutes an imminent danger to the environment, property, public health, safety, or welfare due to the hazardous or dangerous condition of such tree,~~ provided such removal is reported to the *Official* within five days after removal. Removal of a hazardous tree may require mitigation at the discretion of the Official;

D. Pre-Construction Underbrushing

- 4. Following the receipt of final *development* approval, the *applicant* shall work with the *Official* to preserve all existing understory vegetation throughout a site to the greatest extent practicable ~~in the front and side buffers.~~

6. Exemption

a. *Underbrushing* on *land* by a *property owner* in zoning districts RM4, RM8, RM12, RS3, RS5, RS6, MF, MV, S, and WMU is exempt from the requirements of Section 16-6-104.D; however, all significant trees and stands of trees shall be maintained on site and vegetation in required buffers shall be maintained except for a six-foot-wide path providing *access* to the interior of the property. Such buffer areas shall be clearly marked and protected prior to the commencement of the *underbrushing* activity. A Natural Resources Permit shall be required for such *underbrushing*.

F. Specimen and Significant Tree Preservation

1. Specimen and Significant Tree Defined

For purposes of this section, a specimen tree is any tree of a species designated by the State or federal government as an endangered, threatened, or rare species, or any tree of a type and with a DBH equal or greater than that indicated in Table 16-6-104.F.1, Specimen Trees, for the tree type. A tree that is within 20% of the size classified as a specimen, is considered a significant tree.

TABLE 16 6 104.F.1: SPECIMEN <u>AND SIGNIFICANT</u> TREES		
TREE TYPE	<u>SPECIMEN</u>	<u>SIGNIFICANT</u>

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Proposed General 2019 Amendments – Set 1

		DBH (INCHES)	<u>DBH (INCHES)</u>
Live oak	Single trunk	35	<u>28</u>
	Multiple trunks	60 (sum of all trunks)	<u>48</u>
Laurel oak		35	<u>28</u>
Water oak		30	<u>24</u>
Red oak		25	<u>20</u>
White oak		20	<u>16</u>
All hickories		20	<u>16</u>
American elm		15	<u>12</u>
Loblolly and slash pines		35	<u>28</u>
Longleaf and pond pines		25	<u>20</u>
Red bay		20 <u>10</u>	<u>8</u>
Southern magnolia		30	<u>24</u>
Bald cypress and pond cypress		15	<u>12</u>
Black gum and sweet gum		30	<u>24</u>
Red maple		30	<u>24</u>
Spruce pine		Any size	<u>Any size</u>
Red cedar		10	<u>8</u>
Sycamore		30	<u>24</u>
Black cherry		25	<u>20</u>
Sassafras		12 <u>6</u>	<u>5</u>

Exhibit A

Proposed General 2019 Amendments – Set 1

G. Minimum Tree Coverage Standard

1. Applicability

- c. For the construction of any public *street*, pathway, drainage project, single family subdivision, athletic field, airport runway, golf course or minor utility the applicant is required to demonstrate that they have made ~~shall make~~ all reasonable efforts to save significant trees and stands of trees. In these cases, at the discretion of the official, a centerline field inspection may relieve the applicant of the tree survey requirement. Reasonable tree replanting ~~may~~ shall be required by the Official for these uses.

J. Tree and Buffer Protection During Development Activity

1. Tree and Buffer Protection Zones

a. Tree and buffer protection zones shall include the areas of a *development site* that are within the drip lines of the ~~all~~ individual *trees* and stands of *trees* proposed to be retained and protected in accordance with Sec. 16-6-104.F, Specimen and Significant Tree Preservation, ~~and~~ Sec. 16-6-104.G, Minimum Tree Coverage Standard, ~~as well as~~ areas for any supplemental or replacement *trees* proposed to be provided in accordance with Sec. 16-6-104.G, Minimum Tree Coverage Standard, or Sec. 16-6-104.K, Tree Damage During Development, as well as buffer areas proposed to be protected in accordance with Sec. 16-5-103.D, Adjacent Street Buffer Requirements and Sec. 16-5-103.E, Adjacent Use Buffer Requirements.

b. Tree and buffer protection zones shall be depicted on all *development* plans.

2. Responsibility

During any *development* activity (including demolition activity), the *property owner* or *developer* shall be responsible for protecting existing, supplemental, or replacement *trees* within tree and buffer protection zones.

3. Protective Fencing, Marking, and Signage

a. Protective Fencing

i. Continuous *tree* protective fencing shall be provided along the boundaries of tree and buffer protection zones. The *Official* shall consider existing *site* conditions and the species and size of the *trees* to be protected in determining the exact location of *tree* protective fencing, and may require the fencing to be

Exhibit A

Proposed General 2019 Amendments – Set 1

extended to include the critical root zones of *trees*. For buffer protection, the fencing shall be installed along the edge of the buffer on the interior of the site.

ii. Protective fencing shall consist of a bright orange plastic mesh or more durable material that is at least four feet high.

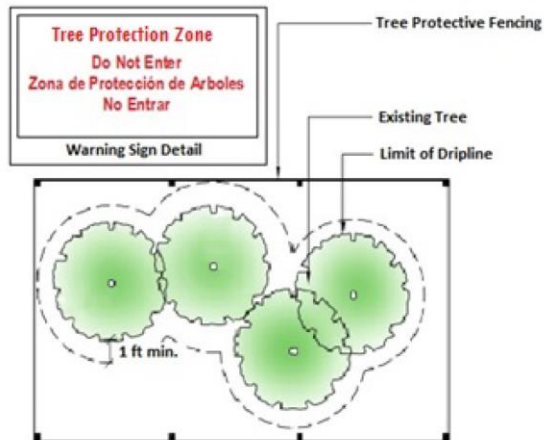


Figure 16-6-104.J.2: Tree Protective Fencing and Signage.

b. Warning Signage

Warning *signs* shall be installed along any required *tree and buffer* protective fencing at points no more than 150 feet apart. The *signs* shall be clearly visible from all sides of the outside of the fenced-in area. The size of each sign must be a minimum of two feet by two feet. The sign message shall identify the fenced or marked area as a *tree or buffer protection zone* and direct *construction* workers not to encroach into the area (e.g., "Tree or Buffer Protection Zone: Do Not Enter"). (See Figure 16-6-104.J.2: *Tree Protective Fencing and Signage*.)

c. Duration of Protective Fencing or Signage

Required protective fencing and signage shall be erected before any grading or other *development* activity begins and shall be maintained until issuance of a Certificate of Compliance following completion of all *development* in the immediate area of the fencing or signage.

4. Tree and Buffer Protection Zone Encroachments and Protective Measures

Encroachments into *tree and buffer protection zones* may occur only when no other alternative exists, and shall comply with landscaping *best management practices* and the following limitations and requirements:

Exhibit A

Proposed General 2019 Amendments – Set 1

a. Construction Activity, Equipment, or Materials Storage

No *development* or demolition activity—including grading, the operation or parking of heavy equipment or the storage of material—shall be allowed within the *tree and buffer protection zone*.

b. Soil Compaction

Where compaction might occur due to *construction* traffic or materials delivery through a *tree and buffer protection zone*, the area must first be mulched with a minimum four-inch layer of wood chips. Equipment or materials storage shall not be allowed within a *tree and buffer protection zone*.

c. Fill, Retaining Walls, and Drywells

No fill shall be placed within a *tree and buffer protection zone* unless retaining walls and drywells are used to protect *trees* to be preserved from severe *grade* changes and venting adequate to allow air and water to reach *tree* roots is provided through any fill.

d. Chemical Contamination

Trees located within a *tree and buffer protection zone* shall be protected from chemical contamination from liquids or other materials, including but not limited to paint, chemical solvents, gasoline, oil, diesel fuel, hydraulic fluid, concrete spoils, or rinse water from vehicle cleaning, including rinsing of concrete truck tanks and chutes.

e. Impervious Surface

No *impervious surface* is allowed within a *tree and buffer protection zone*.

f. Trenching Prior to Clearing

The removal of *trees adjacent* to *tree and buffer protection zones* can cause inadvertent damage to the protected *trees*. Prior to clearing activities, trenches with a minimum width of one-and-one-half inches and a minimum depth of 12 inches shall be cut along the limits of *land* disturbance, so as to cut, rather than tear *tree* roots.

5. Inspections

a. All *tree and buffer protection* measures shall be inspected by the *Official* before start of any *land disturbing activities* and during the *development* process. The *Official* may continue to conduct random inspections to ensure that retained *trees*, supplemental *trees*, and replacement *trees* are maintained in a healthy state.

b. If any *tree* protected by this section is removed, dies, or is destroyed at any time during *development* activities or after completion of the *development*, it shall be

Exhibit A

Proposed General 2019 Amendments – Set 1

replaced in accordance with Sec. 16-6-104.I, Standards for Supplemental and Replacement Trees.

Chapter 16-10: Definitions, Interpretation, and Measurement

Section 16-10-105. General Definitions

Hazardous Tree

A tree possessing physical faults that make the tree likely to fail, including, but not limited to rot in the tree's base, a leaning tree whose roots have heaved the soil, or a dead tree, along with the presence of an adjacent target.

Significant tree

Any native tree whose size is within 20% of specimen size or any native tree who is of an unusually large size for its species and for which no specimen size has been determined.

Significant stand of trees

A group of three or more trees, along with their associated understory, that have one or more of the following:

- The stand is made up of Category I trees;
- The stand is made up of one or more of the following species, which are considered uncommon or rare on the island: red bay, sassafras, spruce pine, pond pine and any of the native hickory species;
- The stand provides shading to a significant portion (20% or more) of the site that will become impervious surface.

Tree and Buffer Protection Zone

A defined area containing one or more healthy *trees* designated for preservation and protection in accordance with Sec. 16-6-104, Tree Protection, delineated generally by the outermost drip line of the *tree(s)* or a buffer area designated to be protected in accordance with Sect. 16-5-103.D, Adjacent Street Buffer Requirements and Sect. 16-5-103.E, Adjacent Use Buffer Requirements.

MEMORANDUM

TO: Town Council

FROM: Joshua A. Gruber, Assistant Town Manager

RE: Proposed Ordinance Number 2019-30, dissolving the Town Culture and Arts Advisory Committee.

DATE: December 10, 2019

Recommendation: Staff recommends that Council approve first reading of Proposed Ordinance Number 2019-30, dissolving the Town Culture and Arts Advisory Committee.

Summary: The current council-appointed Culture and Arts Advisory Committee will be dissolved and its role will be merged with the Arts Council of Hilton Head under the management of the Office of Cultural Affairs. The new format will be a staff appointed committee to carry out the work of the previous Culture and Arts Advisory Committee.

Background: At its November 25, 2019 meeting, the Community Services Committee voted unanimously to recommend to Town Council approval of Proposed Ordinance #2019-30, dissolving the Culture and Arts Advisory Committee.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2019-

PROPOSED ORDINANCE NO. 2019-30

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA (1983), BY REPEALING AND CHAPTER 8 (TOWN CULTURE AND ARTS ADVISORY COMMITTEE) OF TITLE 8 (BEACHES, WATERWAYS, RECREATIONAL AREAS AND ARTS) OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA (1983), AND DELETING THE TEXT OF CHAPTER 8 OF TITLE 8 FROM THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA (1983), AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Town Culture and Arts Advisory Committee was created by Ordinance 2017-02 adopted on March 7, 2017, which was codified as Section 8-8-10 and 8-8-20, *Municipal Code of The Town of Hilton Head Island, South Carolina* (1983); and

WHEREAS, Town Council's goal for the Town Culture and Arts Advisory Committee was to aid the Culture and Arts Network Director in its duties and responsibilities in the development and implementation of a plan for the enhancement of the Entertainment, Arts, Culture, and Heritage Industry; and

WHEREAS, the Town Culture and Arts Advisory Committee has completed its mission as defined by Council, and because of this, Town Council has determined that the Town Culture and Arts Advisory Committee, should be dissolved; and

WHEREAS, following the dissolution of the Town Cultural and Arts Advisory Committee, it is the intent of the Town to establish a new Arts and Cultural Council which will exist as an advisory body outside of Town Government and which will act in support of the actions of the Culture and Arts Network Director to continue supporting the vision of maintaining a thriving cultural economy within the Town of Hilton Head Island, South Carolina.

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

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

Section 1. That Chapter 8 of Title 8 of the Municipal Code of the Town of Hilton Head Island, South Carolina, is hereby repealed, and the text of Chapter 8 of Title 8 shall be deleted from the Municipal Code of The Town of Hilton Head Island, South Carolina (1983), as follows:

~~“Town Culture and Arts Advisory Committee.”~~

~~Sec. 8-8-10. Creation.~~

~~(a) The town culture and arts advisory committee ("committee") is hereby created pursuant to the authority of the Code of the Town of Hilton Head Island, South Carolina, chapter 13, section 2-13-~~

~~10, [titled] "Establishment," and shall have the organization, powers and duties set out in this chapter.~~

- ~~(b) The committee shall consist of up to twelve (12) members appointed by the town council. The council shall seek members with experience in local entertainment, arts, culture, and heritage endeavors as well as experience in professions it deems appropriate to fulfilling the mission of the committee. The committee members shall be appointed for a term of three (3) years; provided, however, that no member may serve more than two (2) successive terms except for extraordinary circumstances where town council believes it to be in the best interest of the community to have a continuation, for a specified period, of a particular member of the commission. This limitation shall not prevent any person from being appointed to the committee after an absence of one (1) year. All terms shall be established to end on June 30 of the appropriate year and members shall serve until their successors are appointed and qualified. Vacancies shall be filled by the town council for the balance of the unexpired term. The town council may remove a member for cause after written notice and public hearing. The committee shall elect a chairman and a vice chairman from its members who will serve for one year terms. It shall appoint a secretary who may be an officer or employee of the town or of the committee. No member of the committee may hold elected public office in the town or the county. The committee shall meet at the call of the chairman or at such times as the committee may determine. The committee shall adopt rules for the conduct of business and shall keep a public record of all proceedings and shall record the votes of each member on each question. The committee shall file reports on its activities to the town council on a quarterly basis.~~
- ~~(c) In the fulfillment of its duties as outlined herein, the committee shall have access to such town facilities and staff assistance, subject to the control and direction of the manager, as it may reasonably require.~~

~~Sec. 8-8-20. Powers and duties:~~

~~The committee will work actively and collaboratively with the culture and arts network director ("director") to achieve town goals as follows:~~

- ~~(1) Work with the director to create an entertainment, arts, culture and heritage vision and strategy that complements the town's vision.~~
- ~~(2) Support the director in elevating the profile of Hilton Head Island's entertainment, arts, culture and heritage offerings to residents and visitors by developing and implementing a comprehensive marketing and communications plan. Elements of that plan should demonstrate best efforts to include, but not be limited to, the following:
 - ~~a. Integrating into Hilton Head Island branding and marketing efforts including targeted marketing programs such as found within the town's designated marketing organization.~~
 - ~~b. Facilitating a one stop shop hub for information about the entertainment, arts, culture and heritage community, products and services.~~~~
- ~~(3) Assist the director in establishing Hilton Head Island as a premier entertainment, arts, culture, and heritage destination including, but not limited to, obtaining and maintaining a South Carolina Arts Commission Cultural District status.~~
- ~~(4) Work with the director to integrate entertainment, arts, culture, and heritage into the daily fabric of Hilton Head Island life. Activities include, but are not limited to:
 - ~~a. Formalizing a partnership between schools and the entertainment, arts, culture and heritage communities to provide greater exposure to such communities for students and support school-based entertainment, arts, culture, and heritage programs.~~
 - ~~b. Expanding the variety and number of public art displays.~~~~

- e. ~~Sharing entertainment, arts, culture, and heritage resources and opportunities across the diverse island population.~~
- d. ~~Integrating entertainment, arts, culture, and heritage assets into existing and new island festivals.~~
- (5) ~~Assist the director in developing a plan to identify additional funding and measure plan progress through:~~
 - a. ~~Exploring and applying for grants and other private/public funding vehicles.~~
 - b. ~~Researching and designing a measurement system to track progress and demonstrate the value to the community of the entertainment, arts, culture, and heritage assets in terms of quality of life and economic impact.~~
- (6) ~~Provide annual performance feedback to the appropriate supervisor based on predetermined goals and outcomes.~~

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 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 _____, 2020.

John J. McCann, Mayor

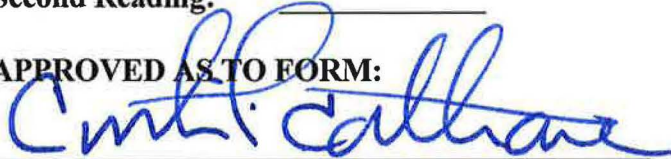
ATTEST:

Krista M. Wiedmeyer, Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:



Curtis L. Coltrane, Town Attorney

Introduced by Council Member:



MEMORANDUM

TO: Town Council

FROM: John Troyer, CPA, Director of Finance

VIA: Stephen G. Riley, ICMA-CM, Town Manager
Joshua A. Gruber, Assistant Town Manager

RE: Recommendation from the Finance and Administrative Committee to Town Council

DATE: December 10, 2019

Recommendation: The Finance and Administrative Committee met on December 10, 2019 to evaluate responses to the Town's Request for Qualifications (RFQ) 2019-19 for Designated Marketing Organization (DMO) services.

After reviewing the submissions and with due deliberation, the Finance and Administrative Committee makes a recommendation for the full Town Council to consider.

The Finance and Administrative Committee recommends Town Council designate Hilton Head Island Bluffton Chamber of Commerce VCB/DMO as its Designated Marketing Organization and authorizes the Town Manager to enter into contract negotiations accordingly.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A TEMPORARY CONSTRUCTION EASEMENT AND RIGHT OF ENTRY RELATED TO REAL PROPERTY OWNED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

WHEREAS, The Town of Hilton Head Island, South Carolina, owns a parcel of real property adjacent to Oleander Street within the municipal limits of The Town of Hilton Head Island, South Carolina; and,

WHEREAS, The Town of Hilton Head Island, South Carolina, has received a request for a temporary construction easement and right of entry onto the Town owned real estate from Hargray Communications Group, Inc., in connection with an ongoing utility installation project; and,

WHEREAS, The Town Council for The Town of Hilton Head Island, South Carolina, finds that it is in the best interests of The Town of Hilton Head Island, South Carolina, to authorize the Town Manager to grant the requested temporary construction easement and right of entry in aid of the completion of the utility installation work.

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

1. The Town Manager is hereby authorized to execute and deliver temporary construction easement and right of entry, allowing for temporary entry onto and construction on real property owned by The Town of Hilton Head Island, South Carolina, in favor of Hargray Communications Group, Inc.
2. The Temporary Construction Easement and Right of Entry authorized by this Resolution shall be in a form and substance consistent with the document attached hereto as Exhibit "A."

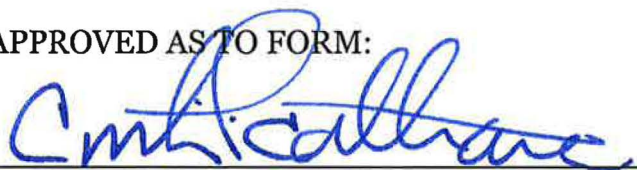
**MOVED, APPROVED AND ADOPTED BY THE TOWN COUNCIL THIS
____ DAY OF DECEMBER, 2019.**

John J. McCann, Mayor

ATTEST:

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:



Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

EXHIBIT "A" TO RESOLUTION

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

TEMPORARY CONSTRUCTION
EASEMENT AND RIGHT OF ENTRY

WHEREAS, Hargray Communications Group, Inc., has requested a temporary construction easement and right of entry over Town owned real property in connection with utility installation work; and,

NOW, THEREFORE, for and in consideration of the sum of Ten and No/100 (\$10.00) Dollars, the receipt and sufficiency at and before the execution and delivery of these presents is acknowledged, The Town of Hilton Head Island, South Carolina, has granted and delivered to Hargray Communications Group, Inc., a Temporary Construction Easement and Right of Entry on, over and across a portion of the real property owned by The Town of Hilton Head Island, South Carolina, which is known and described as follows:

All that certain piece or parcel of land shown and described as "10' x 10' Utility Easement on a plat entitled "10' x 10' Utility Easement Oleander Street," prepared by Cook Land Surveying, a copy of which is attached hereto as Exhibit "A" (Hereinafter, the "Temporary Easement Property")

This Temporary Construction Easement and Right of Entry is granted and accepted subject to the following terms and conditions:

1. This Temporary Construction Easement and Right of Entry is granted to permit Hargray Communications Group, Inc., its agents, employees, contractors and subcontractors the temporary right to enter on the Temporary Easement Property to install a Fiber Optic Electronics Cabinet (hereinafter, the "Work").
2. Hargray Communications Group, Inc., agrees to assume all costs in connection with the Work.
3. Hargray Communications Group, Inc., agrees that all entry, access, over, along,

across, through and under the Temporary Easement Property for the purpose of completing the Work shall be under the exclusive control of Hargray Communications Group, Inc., and that it shall comply with all applicable laws, rules, codes, and regulations governing or affecting the Work.

4. This Temporary Construction Easement and Right of Entry shall expire under the later of: (a) six (6) months from the Effective Date of this Temporary Construction Easement and Right of Entry; or, (b) the conclusion of the Work.

In Witness whereof, the parties hereto have caused the within Easement Agreement to be executed by their duly authorized officers on this _____ day of December, 2019.

WITNESSES:

HARGRAY COMMUNICATIONS GROUP, INC.

By: _____

Its: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

UNIFORM ACKNOWLEDGMENT

I, the undersigned Notary Public do hereby certify that the duly authorized office or Hargray Communications Group, Inc., personally appeared before me on this day and duly acknowledged the execution of the foregoing instrument.

Sworn to and Subscribed before me
on this _____ Day of December, 2019.

Notary Public for South Carolina
My Commission Expires: _____

WITNESSES:

THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

By _____
Stephen G. Riley, Manager

STATE OF SOUTH CAROLINA

)

UNIFORM ACKNOWLEDGMENT

)

COUNTY OF BEAUFORT

)

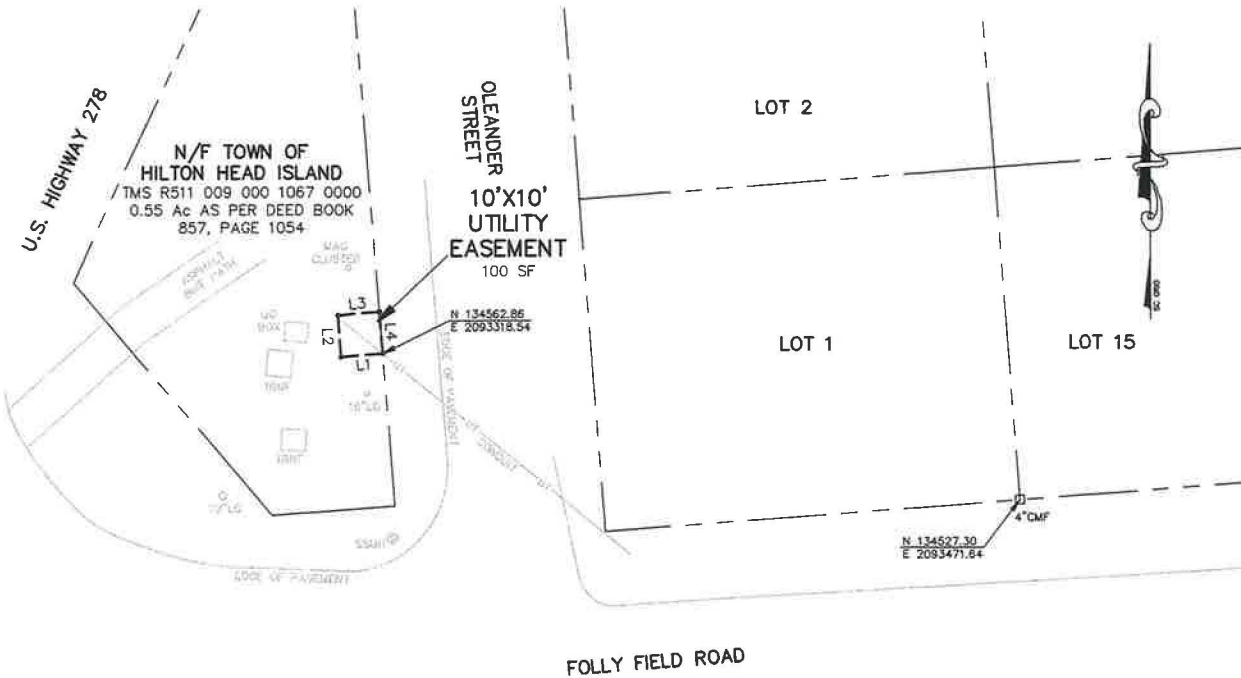
I, the undersigned Notary Public do hereby certify that The Town of Hilton Head Island, South Carolina, by and through Stephen G. Riley, Manager, personally appeared before me on this day and duly acknowledged the execution of the foregoing instrument.

Sworn to and Subscribed before me
on this _____ Day of December, 2019.

Notary Public for South Carolina
My Commission Expires: _____

**EXHIBIT "A" TO HARGRAY COMMUNICATIONS, INC., TEMPORARY
CONSTRUCTION EASEMENT AND RIGHT OF ENTRY**

THIS DOCUMENT AND ALL REPRODUCIBLE COPIES OF THIS DOCUMENT ARE THE PROPERTY OF COOK LAND SURVEYING. ANY REPRODUCTION OF THIS DOCUMENT WITHOUT THE PERMISSION OF COOK LAND SURVEYING IS PROHIBITED. ANY ALTERATIONS TO THIS DOCUMENT ARE PROHIBITED.



LINE	BEARING	DISTANCE
L1	S85°31'15"W	10.00
L2	N04°28'45"W	10.00
L3	N85°31'15"E	10.00
L4	S04°28'45"E	10.00

REFERENCE(S):

1. PLAT BOOK 10, PAGE 30
2. SC DEPT. OF HIGHWAYS & PUBLIC TRANSPORTATION ROAD DESIGN SHEET NO. 14, U.S. RTE. 278, DATED: 2/19/97
3. DEED BOOK 857, PAGE 1054

LEGEND:

- | | |
|------|-------------------------|
| CMF | CONCRETE MONUMENT FOUND |
| SSMH | SANITARY SEWER MANHOLE |
| TRNF | TRANSFORMER |
| LO | LIVE OAK |
| MAG | MAGNOLIA |

NOTE(S):

1. THIS LOT APPEARS TO LIE IN FLOOD ZONE A7 (14'), PER FIRM PANEL NO. 14-D, COMMUNITY NO. 450250, DATED 9/29/86.

TAX PARCEL NO: R511 009 000 1067 0000

PREPARED FOR: HARGRAY COMMUNICATIONS



GRAPHIC SCALE

This plat does not constitute development pursuant to the Town of Hilton Head Island, SC Land Management Ordinance Section:

<input type="checkbox"/> 16-1-04.01	<input type="checkbox"/> 16-1-04.04
<input checked="" type="checkbox"/> 16-1-04.02	<input type="checkbox"/> 16-1-04.05
<input type="checkbox"/> 16-1-04.03	<input type="checkbox"/> 16-1-04.06

Checked By: *Missy Guice*
Senior Planner Date: 12-10-19

REVISION(S):

1. 11.21.19 UPDATED TAX PARCEL NUMBER
2. 11.25.19 UPDATED SHEET SIZE
3. 12.05.19 UPDATED TO SHOW REFERENCE 3

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

DONALD R. COOK, JR.
 S.C.P.L.S. NO. 19010
 NOT VALID UNLESS CRIMPED WITH SEAL



COOK
 Land Surveying
Faster. Smarter. Better.
 23 Trilling Hill Lane, Bluffton, SC 29910
 p:843.247.1311 e:cooklandsurveying@coy.com

DRAWN BY: DRC
 DATE: 11.06.19
 SCALE: 1"=30'
 PROJECT NO: 19110003
 PROJECT NAME: 19110003
 FILE: 19110003E rev3 120519.dwg

AN EASEMENT PLAT OF
10'x10' UTILITY EASEMENT
OLEANDER STREET
 OLEANDER STREET
 HOLIDAY HOMES SUBDIVISION
 FOLLY FIELD AREA
 TOWN OF HILTON HEAD ISLAND
 BEAUFORT COUNTY, SOUTH CAROLINA

