



Town of Hilton Head Island  
**Planning Commission Special Meeting**  
**Wednesday, September 2, 2020 – 9:00 a.m.**  
**AGENDA**

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This meeting is being conducted virtually in accordance with Town Council Emergency Ordinance 2020-17 and can be viewed live on the Town's Public Meeting Facebook Page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://www.hiltonheadislandsc.gov/>.

1. **Call to Order**
2. **FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Roll Call**
4. **Approval of Agenda**
5. **Approval of Minutes** – None
6. **Unfinished Business**
7. **New Business**
  - a. Recommendation of Proposed CIP Fiscal Year 2021 Priority Projects to Town Council  
– *Presented by Scott Liggett*
8. **Citizen Comments**
9. **Commission Business**
10. **Chairman's Report**
11. **Committee Reports**
12. **Staff Report**
13. **Adjournment**

Public comments concerning New Business can be submitted electronically via the Town's Virtual Town Hall public comment portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close at **Noon** the day prior to the scheduled meeting. Citizens may also call (843) 341-4684 to sign up to comment live on New Business during the meeting by phone. The sign up period will close at **Noon** the day prior to the scheduled meeting. All comments will be provided to the Commission for review and made part of the official record.

**Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.**

**TO: Planning Commission**

**VIA: Todd Theodore, Chairman CIP Committee**

**FROM: Scott Liggett, PE, Dir. Public Projects & Facilities**

**DATE: August 24, 2020**

**SUBJECT: CIP Committee Meeting Report**

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The Capital Improvements Program (CIP) Committee met on February 11, 2020 and March 9, 2020 to review the proposed Fiscal Year 2021 Capital Improvement Program. The attached document reflects the recommendations of the Committee. Please note the proposed numerical priority within each project category as listed.

As a result of the State of Emergency which emerged immediately following the March Committee meeting, the Planning Commission did not review and take action on the recommendations of the Committee. A truncated budget review and approval process was employed by Town Staff in May 2020. At the time, it was recognized that subsequent amendments to the adopted Capital Improvements Program budget would be likely in order to achieve the Town's fiscal year goals and objectives.

Thus, in order to best facilitate consideration by Town Council of the initial CIP budget amendment on September 15, 2020, I am now seeking action by the Planning Commission regarding the Committee's recommendation.

Please be reminded that significant previously established priority projects are funded and may under construction or soon will be. While they are not yet "complete", continued identification by the Planning Commission of these projects seems unnecessary. As such, the projects listed below are not included on the committee's recommended list.

- Lowcountry Celebration Park
- Fire Station #2 Replacement
- Mitchellville Lane private dirt road acquisition and paving
- Pinefield Road private dirt road acquisition and paving
- Yacht Cove Area Crosswalk Lighting
- Shelter Cove Community Park Pathway Connection and Parking
- Town Hall Building D 1<sup>st</sup> floor office reconfiguration
- Crossings Park restroom building
- Cordillo Tennis Courts – Phase 2 Renovation

cc: Town Council  
Stephen G. Riley, CM, Town Manager  
Scott Liggett, Director of Public Projects & Facilities  
John Troyer, Director of Finance  
Shawn Colin, Director of Community Development  
Chief Brad Tadlock, Fire & Rescue Department  
Jeff Buckalew, Town Engineer

## **Fiscal Year 2021 – CIP Committee Proposed Priority Projects**

### **Pathways**

1. Pathways Accessibility and Safety Enhancement Projects – including crosswalk warning beacons
2. Crosswalk lighting at unsignalized locations – Wm. Hilton Parkway/Palmetto Parkway Area
3. Main Street (Whooping Crane Way to Wilborn Road) – (survey and concept development, see related road project below)
4. US 278- B (William Hilton Parkway) Arrow Road to Village at Wexford
5. US 278 – B (William Hilton Parkway) Shelter Cove Lane to Mathews Drive-north - (design, construction)
6. Shelter Cove Lane - William Hilton Parkway to Shelter Cove Park (survey and concept development)
7. Boggy Gut Pathway – Connecting Woodhaven Drive to Office Park Road (survey and design)
8. Lagoon Road Pathway (survey and design)

### **Roadway Improvements**

1. Main Street Rehabilitation (predicated on public dedication)
2. Wm. Hilton Parkway/Gumtree Road mast arm traffic signal installation
3. Wm. Hilton Parkway Sub Area Improvements (Automobile Place to Dillon Road)
  - a) Automobile Place Intersection Modification
  - b) Corridor-wide roadway, pathway, crosswalk, lighting and signage improvements – (inventory and study)
4. Arrow Road @ Palmetto Bay Road - Add Right Turn Lane at the approach
5. Wm. Hilton Parkway Turn Lane Extensions / Curb and Gutter (Wilborn EB/WB, Pembroke, Mathews EB)

### **Park Development**

1. Chaplin Linear Park – (final/revised concept determination, design and permitting)
2. Mid Island Tract Park – master planning and concept development
3. Chaplin Park Renovation – master planning and concept development
4. Crossings Park Renovation – master planning and concept development
5. Park Upgrades (Picnic Shelter at Barker Field Ext, Jarvis Park Playground – poured in place surface)
6. Taylor Family Property Park
7. Patterson Family Property Park
8. Island Recreation Association - capital requests

### **Existing Facilities & Infrastructure**

1. Town Hall Building Council Chamber Remodeling including security at entrance
2. Arts Campus Renovation –facility master planning and concept development

### **New Facilities**

1. Fire Hydrant Expansion Projects – recurring project, coordinated by F/R with HHPSD

### **Beach Maintenance**

1. Beach Management and Monitoring – (survey, data collection)
2. 2025 Island-wide Beach Renourishment – (borrow site design – bathymetric survey and vibracoring)