



**Town of Hilton Head Island**  
**Regular Planning Commission Meeting**  
**Wednesday, November 2, 2011**  
**9:00 a.m. Benjamin M. Racusin Council Chambers**  
**AGENDA**

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As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5. Approval of Agenda**
- 6. Approval of Minutes - Planning Commission Meeting October 19, 2011**
- 7. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 8. Unfinished Business**  
None
- 9. New Business**
  - A. Public Hearing**  
**STRNM110002** - Roger Freedman of Broad Creek Marina has requested to modify the street name Broad Creek Way located on Marshland Road. Properties affected by the application are Parcels 6, 183, 379, 380, 381, 382, 383, and 384 on Beaufort County Tax Map 11. The proposed street name is Broad Creek Marina Way.  
*Presented by: Suzanne Brown*
  - B. Final Draft of the 2012 Goals and Actions suggested for Town Council**  
*Presented by: Shea Farrar*
  - C. Capital Improvement Projects (CIP) Fiscal Year 2013 – Proposed Priority Projects**  
*Presented by: Scott Liggett*
- 10. Commission Business**
- 11. Chairman's Report**
- 12. Committee Reports**
- 13. Staff Reports**
- 14. Adjournment**

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

**\* Upcoming Planning Commission Meetings**

1. LMO Rewrite Committee – November 10, 2011 at 1:30pm
2. Regular Planning Commission Meeting – November 16, 2011 at 3:00pm
3. Regular Planning Commission Meeting – December 7, 2011 at 9am
4. LMO Rewrite Committee – December 8, 2011 at 1:00pm

\* Please refer to the Town's website for complete and up-to-date information on all Town meetings.

**TOWN OF HILTON HEAD ISLAND**  
**Planning Commission**  
**Minutes of the Wednesday, October 19, 2011 Meeting**  
**3:00p.m. – Benjamin M. Racusin Council Chambers**

**DRAFT**

Commissioners Present: Chairman Loretta Warden, Vice Chairman Tom Lennox, David Bennett, Jack Docherty, Terry Ennis, Bryan Hughes, Gail Quick and Charles Young

Commissioners Absent: None

Town Council Present: None

Town Staff Present: Shea Farrar, *Senior Planner*; Brian Hulbert, *Staff Attorney*; Teri Lewis, *LMO Official*; Jayme Lopko, *Senior Planner & Planning Commission Coordinator*; Jill Foster, *Deputy Director, Community Development Department*; Shawn Colin, *Comprehensive Planning Division Manager*; Kathleen Carlin, *Secretary & Administrative Assistant*

**1. Call to Order**

**2. Pledge of Allegiance to the Flag**

**3. Roll Call**

**4. Freedom of Information Act Compliance**

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

**5. Approval of Agenda**

The agenda was **approved** as presented by general consent.

**6. Approval of Minutes**

The minutes of the regular October 5, 2011 meeting were **approved** as presented by general consent.

**7. Appearance by Citizens on Items Unrelated to Today's Agenda**

None

**8. Unfinished Business**

None

**9. New Business**

None

**10. Commission Business**

None

**11. Chairman's Report**

None

1  
2 **12. Committee Reports**

3 **A. Comprehensive Planning Committee: Review Draft Recommendations on Targets for**  
4 **Action (dated: 10-19-11)**

5 Commissioner Terry Ennis presented an overview of the history, the format, and the content  
6 of the Draft of the Goals and Actions for 2012 suggested for Town Council. Commissioner  
7 Ennis stated that the Comprehensive Planning Committee met several times with staff to  
8 develop the Draft Recommendations. Commissioner Ennis requested that, following today's  
9 review, the Planning Commission should provide their comments and recommendations to the  
10 staff (Ms. Shea Farrar) no later than Friday, October 21<sup>st</sup>. Ms. Farrar will incorporate these  
11 comments and recommendations into the Final Draft. The Planning Commission will have  
12 an in-depth discussion of the Final draft on November 2, 2011.  
13

14 Commissioner Ennis requested that Ms. Farrar make a brief presentation on the Draft  
15 Recommendations on Targets for Action. The Planning Commission received copies of the  
16 complete Draft, which contained the following information:  
17

18 **Draft Recommendations on Targets for Action**

19  
20 **1. Economic Development Strategy for Regeneration of the local Economy**  
21

22 ***Overall Objective Statements:***

- 23 1. Improve Island wide, wireless broadband infrastructure.  
24 2. Improve viability of commercial properties Island wide via public/private partnership.  
25 Initial indications are current vacancy rate is around 38% with likely significant dead space.  
26 3. Outline redevelopment strategy programs and initiatives that will motivate property owners  
27 to redevelop their properties focusing on Shelter Cove and Coligny.  
28 4. Investigate potential for educational partnerships with USCB/TCL/Community Knowledge  
29 Groups to enable workforce education for knowledge based economy.  
30

31 ***2012 Recommended Action Steps "Targets for Action" for these Objective Statements:***

- 32 1. Identify underserved areas; Provide location assistance; Identify targeted areas for Wi-Fi; &  
33 Streamline process for approval.  
34 2. Refine inventory and assess condition of commercial properties on the Island; Propose  
35 target areas for redevelopment, repositioning, acquisition; design and implement incentive  
36 program; focus on TIF District areas (expires 12/2014).  
37 3. Focus the Planning Commission on redevelopment by monitoring the status of Generation I  
38 of LMO process change, initiating Generation II of LMO process change, and completing  
39 LMO Rewrite.  
40 4. Assign a small work group to gain clarity around the specific objectives and goals of  
41 USCB/TCL/Community Knowledge Groups as they relate to workforce education for the  
42 knowledge based community and present recommendations to Town Council for action;  
43 Focus on healthcare and hospitality (two largest potential growth segments in the State).  
44

45 **2. Reinforce & promote our heritage, what makes Hilton Head Island unique & retains**  
46 **brand equity (beach, pathways, recreation, golf, tennis, road, air & water access,**  
47 **environmental stewardship, Heritage golf tournament & other special events).**  
48  
49

1  
2  
3 **Overall Objective Statements:**

- 4 1. Define and focus marketing strategy on specific target segments such as corporate  
5 hospitality and retirees to tap underserved market segments.  
6 2. Advocate for regional transportation projects that improve access to the Island.  
7 3. The airport is a critical functional asset for the Town in the maintenance of destination and  
8 brand image and in leveraging related but underserved market segments such as corporate  
9 hospitality.  
10 4. Create an Island wide sustainability action plan with specific targets and timeline for  
11 implementation to enhance the Island’s overall economic, social and environmental  
12 performance.

13 **2012 Recommended Action Steps “Targets for Action” for these Objective Statements:**

- 14 1. Sanction a small work group to initiate dialogue with the Chamber of Commerce, analyze  
15 their current strategy, and define potential economic impact for target strategies and  
16 recommend changes and opportunities to Town Council.  
17 2. Provide staff support and review recommendations from joint regional traffic analytical  
18 model (LGOG and Beaufort County with interest from Bluffton, Hardeeville, Hampton,  
19 Colleton, Jasper). Define 2012 Town schedule for progress report and recommendations.  
20 3. Action Steps? Implement appropriate recommended actions from the airport master plan.  
21 4. Conduct a sustainability assessment of the Island’s overall environmental impact to  
22 establish a baseline for subsequent strategies. Pursue Step 2 approval for the Audubon  
23 Sustainability Program and staff liaise with “Experience Green” and other potential  
24 groups. Develop a commercial recycling program building on the existing residential  
25 program.  
26

27 **3. Position Hilton Head Island as an Arts, Cultural, Environmental & Historic Destination**  
28

29 **Overall Objective Statements:**

- 30 1. Support projects such as the Arts Center, Coastal Discovery Museum, Gullah Museum,  
31 Mitchelville Museum, Public Arts Expo, Rowing and Sailing Center, & Heritage Library.  
32 2. Consider the potential for a Hilton Head Island Institute (Fraser Institute recommendation) as  
33 an umbrella organization for positioning the Island as arts cultural, environmental and  
34 historic destination.  
35

36 **2012 Recommended Action Steps “Targets for Action” for these Objective Statements:**

- 37 1. Prioritize projects, as presented to Town Council, to manage limited resource allocation.  
38 2. Assign a staff liaison to work with the Hilton Head Island Institute Committee to assess  
39 economic feasibility and cultural value of this potential institution to the Island.  
40

41 **4. Continue to develop new and unique experiences for Island residents and visitors**  
42

43 **Overall Objective Statements:**

- 44 1. Address affordable housing in relationship to land use, economic development &  
45 redevelopment.  
46 2. Address resident’s needs for “aging in place.”  
47

48 **2012 Recommended Action Steps “Targets for Action” for these Objective Statements:**

- 1 1. Task the Comprehensive Plan Committee for 2012 to outline pragmatic concepts for an  
2 affordable housing program.
- 3
- 4 2. Assign Town staff to inventory public, private and faith based resources which assist  
5 residents to 'age in place'. Research the potential for funding (Lt. Governor's  
6 Office/LCOG Area Agency) to develop and maintain a comprehensive list of resources  
7 available to residents.
- 8

9 At completion of the staff's review, Chairman Warden thanked Commissioner Ennis, his  
10 committee, and the staff for their efforts. Chairman Warden stated that the Final Draft  
11 Recommendations on Targets for Action will be an action item on the Planning Commission's  
12 November 2<sup>nd</sup> agenda. At that time the Planning Commission will finalize their list of  
13 recommendations to Town Council for consideration at the Town Council Workshop in  
14 December.

15  
16 **B. LMO Rewrite Committee – Status Update**

17 Commissioner Quick presented a status update on the LMO Rewrite Committee. The LMO  
18 Rewrite Committee has met on a weekly basis since mid-April 2011. The first phase of the  
19 committee's work is now complete. The committee has studied the Land Management Ordinance  
20 on a chapter-by-chapter basis with the staff. Since that time the committee has approved and  
21 released the Request For Proposals (RFP) for a consultant. The committee will meet again on  
22 November 10<sup>th</sup> and December 8<sup>th</sup>. The committee hopes to have a consultant on board by  
23 January 1, 2012. Commissioner Quick stated that the scope of the LMO Rewrite Committee has  
24 been expanded to include the issues of Ward One. Commissioner Quick requested that the staff  
25 provide information on the Request for Proposals.

26  
27 The Planning Commission inquired about the difference in Request for Qualifications (RFQ) and  
28 Request for Proposals (RFP).

29  
30 Brian Hulbert, Staff Attorney, briefly discussed the differences in a RFQ vs. RFP. Mr. Hulbert  
31 stated that the choice of the RFP was a Town procurement business decision.

32  
33 Ms. Teri Lewis presented details regarding the development of the RFP. The staff worked  
34 closely with the LMO Rewrite Committee in developing the RFP. Ms. Lewis and the Planning  
35 Commission discussed next steps regarding for the RFP including plans for a Selection  
36 Committee. The RFP is posted on the Town's website and has been published appropriately.  
37 Proposals are due to the Town by November 14, 2011.

38  
39 The staff and the LMO Rewrite Committee will keep the Planning Commission well informed of  
40 all progress regarding the RFP, the consultant(s) and next steps.

41 **13. Staff Reports**

42 Ms. Teri Lewis presented a brief update on changes to sign regulations in the LMO. Ms. Lewis  
43 stated that staff is planning to hold public education meetings soon with regard to sign  
44 regulations.

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**14. Adjournment**

The meeting was adjourned at 4:15pm.

Submitted By:

Approved By:

\_\_\_\_\_  
Kathleen Carlin  
Administrative Assistant

\_\_\_\_\_  
Loretta Warden  
Chairman

DRAFT



**TOWN OF HILTON HEAD ISLAND  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

One Town Center Court	Hilton Head Island, SC 29928	843-341-4757	FAX 843-842-8908
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**STAFF REPORT  
MODIFIED STREET NAME APPLICATION**

<b>Case #:</b>	<b>Name of Project or Development:</b>	<b>Public Hearing Date:</b>
STRNM11002	Broad Creek Marina	November 2, 2011

<b>Parcel Data or Location:</b>	<b>Applicant/Agent</b>
R510 011 000 0183 0000	<p align="center">Roger Freedman PO Box 21584 18 Simmons Rd Hilton Head Island, SC 29926</p>
R510 011 000 0006 0000	
R510 011 000 0379 0000	
R510 011 000 0380 0000	
R510 011 000 0381 0000	
R510 011 000 0382 0000	
R510 011 000 0383 0000	
R510 011 000 0384 0000	

**Application Summary:**

Request to modify an existing street name – Roger Freedman of Broad Creek Marina has requested to modify the street name Broad Creek Way located on Marshland Road. Properties affected by the application are Parcels 6, 183, 379, 380, 381, 382, 383, and 384 on Beaufort County Tax Map 11. The proposed street name is Broad Creek Marina Way.

**Staff Recommendation:**

**Staff recommends the Planning Commission approve the Broad Creek Marina Way Modified Street Name Application based on the review criterion outlined in the Land Management Ordinance and enclosed herein.**

**Background:**

The existing street name, which was approved April 6, 2005, is Broad Creek Way. The applicant would like to add the word marina to the name to help define the location. The street is located adjacent to Broad Creek Marina.

When the owner installed the street name sign, it was posted as Broad Creek Marina Way. The owner would now like to make Broad Creek Marina Way the official street name.

**Summary of Facts and Conclusions of Law:**

A zip line course and other recreational activities will take place on the property. With the increase of tourists and residents, adding marina to the street name will help with locating the business. Currently there is clear signage at the site that will correlate with the proposed street name of Broad Creek Marina Way.

**Findings of Facts:**

- Notice of the Modified Street Name application was published in the Island Packet on September 25, 2011 as set forth in LMO Section 16-3-110 & 111.
- Notice of the Modified Street Name application was posted and mailed as set forth in LMO Section 16-3-110 & 111.
- A public hearing will be held on November 2, 2011 as set forth in LMO Section 16-3-1104A.
- The Commission has authority to render their decision reached here in LMO Section 16-3-1101B.

**Conclusions of Law:**

The Modified Street Name application, notice requirements, and public hearing comply with the legal requirements as set forth in LMO Section 16-3-110 & 111 and 16-3-1104A.

*As set forth in LMO Section 16-3-1105, Criteria for New or Modified Street and Vehicular Access Easement Names, requires that the Planning Commission, for final action, review proposed street names. This section also sets forth the criteria for this review as indicated below.*

**Summary of Facts and Conclusions of Law:**

*Criteria A: No new street, vehicular access easement or development project name, or proposed modified name of an existing street, vehicular access easement or development, except phases of the same development project, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street, vehicular access easement or development name, in spite of the use of prefixes or suffixes.*

**Town Staff, Fire & Rescue Dispatch and Beaufort County Dispatch have reviewed the proposed Broad Creek Marina Way street name and have found that it does not duplicate street, existing vehicular access easement or development names.**

*Criteria B: It is desirable to use names which are simple, logical, easy to read and pronounce and which are clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Broad Creek Marina Way street name meets the requirements of this criterion.**

*Criteria C: It is desirable to use names which have some association with Hilton Head Island and specifically with the immediate location of the road or place, such as reference to local history or physiographic features.*

**The name Broad Creek Marina Way is related to the current name of the marina where the zip line course is going to be built.**

*Criteria D: Use of a common theme is recommended for names of streets which are associated with one another, such as those within a residential development.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*Criteria E: Intersecting streets or vehicular access easements shall not have the same or similar name.*

**Staff, Fire & Rescue Dispatch, and Beaufort County dispatch have determined that Broad Creek Marina Way meets the requirements of this criterion**

*Criteria F: Streets or vehicular access easements which continue through an intersection should generally bear the same name, except where the road crosses a major arterial or where existing address points on a street require that the roadway be given a different name.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*Criteria G: A street or vehicular access easement making an approximate right-angle turn where there is no possibility of extending the street or vehicular access easement in either direction shall be considered to be continuous and be so named. Where there is a choice of direction or a possibility of extending either section in the future, such configuration shall be considered to be an intersection and different names assigned.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*Criteria H: The proposed name of the development should in all respects emphasize the project's distinctive name rather than the name of the company or corporation that owns the development. This will reduce confusion on the location of separate developments owned by the same company or corporation.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*I. New or modified street names should generally use Drive, Lane, Place, Road, Street or Way as suffixes. The following street designations should only be used if the street design meets one of the following descriptions:*

- 1. Alley--A street providing access to the rear of lots or buildings, usually as a secondary means of access to a property.*
- 2. Avenue--A street that is continuous.*
- 3. Boulevard--A street with a landscaped median dividing the roadway.*
- 4. Circle--A street with a complete loop on the end or a side street that intersects another street at two adjacent intersections.*
- 5. Court--A street terminating in a cul-de-sac, not longer than 1,000 feet in length.*
- 6. Extension--A section of street forming an additional length.*
- 7. Parkway--A street designated as a collector or arterial road, with a landscaped median reflecting the parkway character implied in the name.*

*This list is not intended to limit the use of other appropriate suffixes.*

**Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does apply to this application.**

*J. The suffixes Manor, Trace and Common shall typically be used to name vehicular access easements.*

**Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*K. Existing roads that become broken by natural barriers, intervening land uses, or development that cause the existing road to become two separate roads, and are not likely to be reconnected in the future, shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted.*

**Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

**PREPARED BY:**

SB

\_\_\_\_\_  
Suzanne Brown  
*Addressing Technician*

October 19, 2011

\_\_\_\_\_  
DATE

**REVIEWED BY:**

RL

\_\_\_\_\_  
Randy Lindstrom  
*Administrative Battalion Chief*

October 19, 2011

\_\_\_\_\_  
DATE

**REVIEWED BY:**

JL

\_\_\_\_\_  
Jayme Lopko, *Planning Commission*  
*Coordinator*  
*Senior Planner*

October 19, 2011

\_\_\_\_\_  
DATE

**ATTACHMENTS:**

- A) Vicinity Map
- B) Aerial Map
- C) Monument Sign





**Town of Hilton Head Island**

Proposed Street Name:  
Broad Creek Marina Way

September 2011



This document is intended for informational purposes only. It is not a contract. The Town of Hilton Head Island is not responsible for any errors or omissions. The Town of Hilton Head Island is not responsible for any damages or losses resulting from the use of this information.

THE RESIDENCES



Broad Creek

MARINA

VILLAGE

# Memo

To:	Planning Commission
VIA:	Shawn Colin, AICP, Comprehensive Planning Manager
FROM:	Shea Farrar, Senior Planner
Date:	October 25, 2011
Re:	Town Council 2012 Targets for Action Recommendations

## Staff Recommendation

Staff requests the Planning Commission review the recommendations from the Comprehensive Plan Committee for the 2012 Targets for Action and approve a final list of recommendations to forward to Town Council for inclusion in their 2012 Targets for Action. (Please note that this list is not included with this memo and will be provided prior to the meeting on November 2, 2011.)

## Summary

Town Council holds an annual retreat for planning the next calendar year's work efforts or "Targets for Action". Town Councils' retreat is scheduled for December 1<sup>st</sup>-3<sup>rd</sup> this year. Each year, the Planning Commission submits recommendations on next year's priorities to Town Council in advance of the retreat, for their consideration when planning these goals. In order to do this the Comprehensive Plan Committee (CPC) of the Planning Commission provides recommended priorities to the Commission. After review and acceptance by the Planning Commission, the final list of recommendations is forwarded to Town Council.

## Background

On September 7, 2011, the CPC identified the process that would be used to develop the recommendations for the Planning Commission regarding Town Council's 2012 Targets for Action. The Committee started by reviewing last year's recommendations and identifying those efforts that need more work. Additional recommendations could then be added for an updated list. It was the desire of the Committee for this year's recommendations to be specific actions that have measurable results and can be funded and implemented in 2012. The Committee also recognized the opportunity for the Town to work with existing committees or groups within the Town that are currently working on similar efforts.

Following this meeting, staff solicited input from various other committees/ groups to gain a better understanding of current efforts and long range goals. Staff then met with CPC Chairman, Terry Ennis, and reviewed the information that had been received to date and developed a preliminary list of recommendations for the CPC to consider and refine at its next meeting.

On October 4, 2011, the CPC met and reviewed the draft recommendations, which included input received from the various community groups. The CPC worked to further refine these recommendations. Representatives of these groups attended the meeting and continued to be heavily involved in drafting the recommendations. The CPC met again on October 11, 2011 and then on October 25, 2011 to continue to refine the recommendations with the intent of having the full Planning Commission review the recommendations on November 2<sup>nd</sup>. At the meeting on October 25<sup>th</sup>, the CPC agreed to distribute the proposed recommendations to the Planning Commission after the packet is delivered in order to allow more time for additional input. Once revised, the draft recommendations will be distributed to the Planning Commission prior to the meeting on November 2<sup>nd</sup>.

memo

**TO: Planning Commission**  
**FROM: Thomas W. Lennox, Chairman CIP Committee**  
**DATE: October 26, 2011**  
**SUBJECT: CIP Committee Meeting Report**

---

The Capital Improvements Program (CIP) Committee met on September 22, 2011 and October 13, 2011 to review the proposed Fiscal Year 2013 Capital Improvement Program. The attached documents reflect the recommendations of the Committee.

Of particular interest was the manner in which projects within the CIP are prioritized. As such, and in response to the Committee guidance, Staff proposed to re-examine the projects within the Pathways and Roadway Improvements categories and apply a ranking system which considers Public Safety, Legal Requirements / Obligations, Economic Benefit, Environmental Enhancements /Impacts and Relativity to other projects and initiatives and provides a score for each project. The results of this methodology are reflected in the FY 13 proposal.

In particular, please note the proposed re-ordering/re-prioritization of projects contained within the out-years of the pathway category.

Additionally, the Committee has identified several projects that it believes should be deferred and moved further out in consideration, or de-emphasized and placed on the Capital Needs Assessment Program. The projects, specifically identified on the spreadsheet by blue shading, are:

**Jonesville Road Pathway** - de-emphasis of this project and removal from the CIP and placement on the Capital Needs Assessment Program List (CNAP).

**Stoney Secondary Road- South, Spanish Wells Road to Kirby Lane** – deferment of this project with funding proposed for FY 2015 (delay 1 year).

**Summit Drive Realignment** - de-emphasis of this project and removal from the CIP and placement on the Capital Needs Assessment Program List (CNAP).

**Law Enforcement Center** - de-emphasis of this project and removal from the CIP and placement on the Capital Needs Assessment Program List (CNAP).  
CIP Committee Memo

Page 2

Finally, and as a summary of our recommendations, you will find a draft of the *Fiscal Year 2013 – Proposed Priority Projects* which is based on the contents of the spreadsheet. Of these priority projects, Ten (10) have been identified as “top priority” for FY 2013 and are in **bold** type.

As previously indicated to the Commission, Town Council will conduct their annual workshop in early December. During the workshop, Council will determine their Action Agenda and priorities for FY 2013. I propose and request that this committee’s CIP recommendations be presented to the November 2, 2011 Planning Commission. Anticipating no significant changes, and with the support of Scott Liggett in the presentation, the CIP, once approved, would then go to the Town Council nearly 30 days before their workshop and would allow them to review in advance.

cc: Town Council  
Stephen G. Riley, CM, Town Manager  
Scott Liggett, Director of Public Projects & Facilities  
Susan Simmons, Director of Finance  
Charles Cousins, Director of Community Development  
Chief Lavarn Lucas, Fire & Rescue Department  
Jeff Buckalew, Town Engineer  
Shawn Colin, Comprehensive Planning Manager

## **Fiscal Year 2013 – Proposed Priority Projects** (Top priority projects in bold)

### **A. Pathways**

- Pathway Rehabilitation
- **US 278 – B (William Hilton Parkway) Wexford Circle to Fresh Market Shoppes**
- Leg O’Mutton Road - construction
- **US 278 – B (William Hilton Parkway) Fresh Market Shoppes to Shelter Cove/Chaplin - design**
- US 278 – B (William Hilton Parkway) Shelter Cove/Chaplin to Mathews Drive-north - design

### **B. Roadway Improvements**

- Mainland Transportation Improvement (previous obligation by Town Council)
- **Leamington / Fresh Market Shoppes Intersection Improvements - construction**
- Traffic Signal Mast Arms
  - Leamington / Fresh Market Shoppes
  - WHP @ Pembroke Drive
- Fire Rescue Emergency Access Points
  - Palmetto Dunes @ Swing About
- Private Dirt Roads Acquisition
- Directional / Neighborhood Signage (new post mounted street signs)
- Intersection Crosswalk Lighting
- **US 278 Gateway Improvements at Windmill Harbour**
- Stoney Secondary Road – South
- Roadway Safety Improvements –
  - WHP Median Turn Lane at Yacht Cove Drive
  - WHP / Jenkins Road right turn lane
- Lemoyne Road Reconstruction and Extension - design

### **C. Park Development**

- Town Parks Upgrades / Island Recreation Association CIP Requests, Annual Park and Equipment Upgrade
  - Chaplin Park Tennis Courts
  - Driessen Beach Park Boardwalk Expansion
  - Chaplin Park – small picnic shelters (4)
- **Island Recreation Center Enhancements – pending action by Council**
- Rowing and Sailing Center
- **Chaplin Linear Park with Boardwalk**
- Seniors’ Center – pending action by Council
- Yacht Cove Community Park
- Collier Beach Park

## **D. Existing Facilities & Infrastructure**

- Rehabilitation and Renovation of Fixed Capital Assets
- Clean-up, safety and demolition of structures on Town Property /Unsafe structures ordinance demolition
- Apparatus and Vehicle Replacement
- **Fire Station #2 Replacement**
- Surveillance Cameras at Town Property
- Town Hall Renovations (space needs study implementation)

## **E. New Facilities**

- Sewer Service Projects
  - Jarvis Creek Park Area
  - Islanders Beach Park Area
- Dispatch Center Equipment Upgrade
- Fire / Medical Systems and Equipment Replacement
- Public Safety Systems Equipment Upgrade
- Mobile Computing AVL Upgrade
- **Community Development Permitting Software Replacement**
- **Coligny Area Improvements - Phase II**

## **F. Beach Maintenance**

- **Beach Management and Monitoring**
- Beach Parks Access Rehabilitation
- Dune Refurbishment / Maintenance

CAPITAL IMPROVEMENTS PROGRAM  
FY 2013 FUNDING SUMMARY  
(Pre-Worshop, Post- Committee)

FY 13_post-committee_10_20_11	ACCEL	In Bid or Obligated	SLIDE or CNAIP?	NEW	CHANGE					
	THOUSANDS OF DOLLARS									
	FY	IMPACT	PRIOR YEAR	2011 FISCAL	BEACH	SWU	HOSP	TIF	OTHER	
	2013	FEES	FUNDING	YEAR TAXES	FEE	FEE	TAX		FUNDS	
<b>A PATHWAYS</b>		Traffic								Impact Fees, TIF & Taxes
1 PATHWAY REHABILITATION	185		recurring	55			130			
2 US 278-B - Wexford Circle to Fresh Market Shoppes	660	330	40				330			
3 LEG O' MUTTON ROAD	560	280	55				280			
4 US 278-B (Fresh Market Shoppes to Shelter Cove / Chaplin) (up to 1/2 Traffic Impact Fees, Hosp Tax)	160	80					80			
5 US 278-B (Shelter Cove / Chaplin to Mathews North) (up to 1/2 Traffic Impact Fees, Hosp Tax)	120	60					60			
<b>TOTAL PATHWAYS</b>	1,685	750	95	55	0	0	880	0	0	
<b>B ROADWAY IMPROVEMENTS</b>		Traffic								
1 MAINLAND TRANSPORTATION IMPROVEMENT PROJECTS (Hosp Tax: Not to exceed \$2.5 million for Council approved projects)	202		400				202			
2 ROADWAY SAFETY IMPROVEMENTS	100	100	recurring							
3 LEAMINGTON/FRESH MARKET SHOPPES/US 278 B (Hosp Tax or Bond?)	1,125		230				1,125			
4 US 278 GATEWAY IMPROVEMENTS AT WINDMILL HARBOUR	FY12		200							
5 DIRECTIONAL / NEIGHBORHOOD SIGNAGE	100		recurring				100			
6 F&R EMERGENCY ACCESS POINTS	110		recurring				110			
7 INTERSECTION / CROSSWALK / PATHWAY LIGHTING (TIF Funded in District)	TBD									
8 TRAFFIC SIGNAL MAST ARMS (TIF Funded in District)	225		recurring				225			
9 PRIVATE (DIRT) ROADS ACQUISITION	25		recurring	25						
10 STONEY SECONDARY ROAD (SOUTH)	40	40								
11 LEMOYNE ROAD RECONSTRUCTION AND EXTENSION (Traffic Impact Fees)	75	75								
<b>TOTAL ROADWAY IMPROVEMENTS</b>	2,002	215	830	25	0	0	1,762	0	0	
<b>C PARK DEVELOPMENT</b>		Parks								Park Impact Fees, Sunday Liquor Permit Fees, Beach Fees & other funding sources
1 PARKS UPGRADES	473		recurring	50					423	Sunday Liquor Permit Fees (\$660k available)
2 RECREATION CENTER ENHANCEMENTS - pending direction from Town Council	FY12		341							
3 ROWING & SAILING CENTER	FY12		150							
4 CHAPLIN LINEAR PARK with BOARDWALK (Connects to Shelter Cove Park Phase II) (TIF)	200							200		
5 SENIORS' CENTER - pending direction from Town Council	TBD									
6 YACHT COVE COMMUNITY PARK (Parks Impact Fees)	FY12		50							
7 COLLIER BEACH PARK (Beach Fee)	400				400					
<b>TOTAL PARK DEVELOPMENT</b>	1,073	0	541	50	400	0	0	200	423	
<b>D EXISTING FACILITIES &amp; INFRASTRUCTURE</b>		Traffic								Hosp. Tax Bond, Lease Acct & other sources
1 REHABILITATION & RENOVATION OF FIXED CAPITAL ASSETS	251		recurring	251						
2 CLEAN UP, SAFETY & MAINTENANCE OF TOWN PROPERTY & DEMOLITION OF UNSAFE STRUCTURES	291		recurring	279					12	Lease Account
3 APPARATUS & VEHICLES REPLACEMENT / REFURBISHMENT	264		recurring	57	25		150		32	PECI Franchise Fee
4 FIRE STATION # 2 REPLACEMENT (Sea Pines) (Hospitality Tax)	275						275			
5 FACILITIES SURVEILLANCE CAMERAS (Hospitality Tax)	100						100			
6 TOWN HALL OFFICE SPACE RECONFIGURATION (Hospitality Tax)	150						150			
<b>TOTAL EXISTING FACILITIES &amp; INFRASTRUCTURE</b>	1,331	0	0	587	25	0	675	0	44	

CAPITAL IMPROVEMENTS PROGRAM  
 FY 2013 FUNDING SUMMARY  
 (Pre-Worshop, Post- Committee)

	FY	IMPACT	PRIOR YEAR	2011 FISCAL	BEACH	SWU	HOSP	TIF	OTHER	
	2013	FEES	FUNDING	YEAR TAXES	FEE	FEE	TAX		FUNDS	
<b>E NEW FACILITIES &amp; INFRASTRUCTURE</b>										Hospitality Tax, TIF
1 SEWER SERVICES PROJECTS	66		recurring		33	33				
2 DISPATCH CENTER EQUIPMENT UPGRADE	5		recurring				5			
3 FIRE/ MEDICAL SYSTEMS and EQUIPMENT REPLACEMENT	70		recurring				70			
4 PUBLIC SAFETY SYSTEMS EQUIPMENT UPGRADE	210		recurring				210			
5 MOBILE COMPUTING AVL UPGRADE	90		recurring				90			
6 COMMUNITY DEVELOPMENT - PERMITTING SOFTWARE REPLACEMENT	300			300						
7 COLIGNY / POPE AVE INITIATIVE AREA IMPROVEMENTS with COMMUNITY PARK	495		100					495		
<b>TOTAL NEW FACILITIES &amp; INFRASTRUCTURE</b>	<b>1,236</b>	<b>0</b>	<b>100</b>	<b>300</b>	<b>33</b>	<b>33</b>	<b>375</b>	<b>495</b>	<b>0</b>	
<b>F BEACH MAINTENANCE</b>										Beach Fees
1 BEACH MANAGEMENT & MONITORING	500		recurring		500					
2 BEACH PARKS / ACCESS REHABILITATION	75		recurring		75					
3 DUNES REFURBISHMENT MAINTENANCE	25		recurring		25					
<b>TOTAL BEACH MAINTENANCE</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTALS (THOUSAND OF DOLLARS)</b>	<b>7,927</b>	<b>965</b>		<b>1,017</b>	<b>1,058</b>	<b>33</b>	<b>3,692</b>	<b>695</b>	<b>467</b>	
0800 Oct 20, 2011										

CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEARS 2013- 2022  
CIP FY 13  
(Pre-workshop, Post-committee)

FY- 13_post-committee_10_20_11		ACCEL	In Bid or Obligated	SLIDE or CNAP?	New	Change	TIF
PROJECT							
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018-2022	
<b>A PATHWAYS</b>							
1	PATHWAY REHABILITATION	185	195	200	210	220	1100
2	US 278-B (Wexford Circle to Fresh Market Shoppes) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design						
	b. r/w acquisition						
	c. legal						
	d. construction	660					
3	LEG O' MUTTON (Segment installed from Marshland Rd to Victoria Square) (1/2 Traffic Impact Fees and Hosp Tax)						
	a. design						
	b. legal						
	c. construction	560					
4	PEMBROKE DRIVE (Bundle with Gardner) (1/2 Traffic Impact Fees and Hosp Tax)						
	a. design						
	b. legal						
	c. construction		480				
5	GARDNER DRIVE (Bundle with Pembroke) (1/2 Traffic Impact Fees and Hosp Tax)						
	a. design						
	b. r/w acquisition						
	c. legal						
	d. construction		330				
6	US 278-B (Fresh Market Shoppes to Shelter Cove / Chaplin) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design	130					
	b. r/w acquisition	TBD					
	c. legal	30					
	d. construction			1320			
7	US 278-B (Shelter Cove / Chaplin to Mathews North) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design	120					
	b. r/w acquisition						
	c. legal		30				
	d. construction			1170			
8	US 278-B (Gardner Drive to Jarvis Park / Honey Horn) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design		100				
	b. r/w acquisition		TBD				
	c. legal		20				
	d. construction				930		
9	US 278 (GUM TREE ROAD TO SQUIRE POPE ROAD) (Sidewalk installed with Cross Island Parkway) (1/2 Traffic Impact Fees and Hosp Tax)						
	a. design		55				
	b. legal			10			
	c. construction				550		
10	US 278-B (Jarvis Park / Honey Horn to Graves Bridge) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design		170				
	b. r/w acquisition						
	c. legal		50				
	d. construction				1690		
11	SINGLETON BEACH ROAD (Segment installed from US 278 to Chaplin Community Park) (1/2 Traffic Impact Fees and Hosp Tax/Beach Fee?)						
	a. design			30			
	b. r/w acquisition			TBD			
	c. legal			10			
	d. construction					300	
12	US 278 (Squire Pope Road to near Welcome Center) (Sidewalks exist on both sides of US 278 east of the Welcome Center) (1/2 Traffic Impact Fees and Hosp Tax)						
	a. design			60			
	b. legal			20			
	c. environmental			30			
	d. construction					600	
13	JONESVILLE ROAD (1/2 Traffic Impact Fees and Property Tax)						
	a. design				80		
	b. legal				20		
	c. construction						760
14	US 278 (Stoney Area from the ends of existing sidewalks to Jenkins Island) (1/2 Traffic Impact Fees and Hosp Tax)						
	a. design				30		
	b. r/w acquisition				TBD		
	c. legal				10		
	d. construction						300
15	US 278 (JENKINS ISLAND TO BRIDGE) (1/2 Traffic Impact Fees and Hosp Tax)						
	a. design					40	
	b. legal					20	
	c. environmental					30	
	d. construction						400
		1,685	1,430	2,850	3,520	1,120	2,160

CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEARS 2013- 2022  
CIP FY 13  
(Pre-workshop, Post-committee)

PROJECT	FY	FY	FY	FY	FY	FY
	2013	2014	2015	2016	2017	2018-2022
<b>B ROADWAY IMPROVEMENTS</b>						
1 MAINLAND TRANSPORTATION IMPROVEMENT PROJECTS (Hosp Tax: Not to exceed \$2.5 million for Council approved projects)	202					
<b>2 ROADWAY SAFETY IMPROVEMENTS</b>						
a. US 278 Median Turn Lane at Yacht Cove Drive (Traffic Impact Fees)	50					
b. US 278 / Jenkins Rd Right Turn Lane (Traffic Impact Fees)	50					
<b>3 LEAMINGTON/FRESH MARKET SHOPPES/US 278 B (Hosp Tax or Bond?)</b>						
a. concept, survey and design	obligated					
b. r/w acquisition	TBD					
c. legal	obligated					
d. environmental	obligated					
e. project management	obligated					
f. construction	1,125					
<b>4 US 278 GATEWAY IMPROVEMENTS AT WINDMILL HARBOUR</b>						
a. concept, survey and design	unobligated					
b. r/w acquisition		25				
c. legal		25				
d. environmental		250	250			
e. project management			150			
f. construction				2000		
5 DIRECTIONAL / NEIGHBORHOOD SIGNAGE including street signs	100	50	50	50	50	TBD
<b>6 F&amp;R EMERGENCY ACCESS POINTS (Hospitality Tax)</b>						
a. Palmetto Dunes at Swing About	100					
b. TBD		100				
c. Gate Controllers	10					
7 INTERSECTION / CROSSWALK / PATHWAY LIGHTING (TIF Funded in District)	TBD	TBD	TBD	TBD	TBD	TBD
<b>8 TRAFFIC SIGNAL MAST ARMS (TIF Funded in District)</b>						
a. Leamington/Fresh Market Shoppes/US 278 (Hosp Tax Bond) (Tie to Intersection Improvement)	125					
b. Pembroke Drive / US 278 Replacement	100					
c. Gum Tree Road / US 278 Replacement		150				
d. Spanish Wells / US 278 Replacement (TIF)		150				
9 PRIVATE (DIRT) ROADS ACQUISITION	25	TBD	TBD	TBD	TBD	TBD
<b>10 STONEY SECONDARY ROAD (SOUTH) (Spanish Wells spur to Kirby Lane)</b>						
a. concept, survey and design	obligated					
b. r/w acquisition	TBD					
c. legal	30					
d. environmental	10					
e. driveway improvements at Adrianna Lane	obligated					
e. construction		600				
<b>11 LEMOYNE ROAD RECONSTRUCTION AND EXTENSION (Traffic Impact Fees)</b>						
a. design	50					
b. legal	25					
c. construction		800				
12 SUMMIT DRIVE REALIGNMENT AND REFURBISHMENT (Hosp Tax \$165k and County/FAA Contribution \$165k) \$50k obligated in FY09 - survey/design		400				
<b>TOTAL ROADWAY IMPROVEMENTS</b>	<b>2,002</b>	<b>2,550</b>	<b>450</b>	<b>2,050</b>	<b>50</b>	<b>0</b>
<b>C PARK DEVELOPMENT</b>						
<b>1 PARKS UPGRADES</b>						
a. Island Recreation Association Park and Equipment Upgrades / Replacements	173	TBD	TBD	TBD	TBD	TBD
b. Chaplin Park - Tennis Complex Improvements	200					
c. Driessen Beach Park Boardwalk Expansion	10					
d. Chaplin Park - 4 picnic shelters at existing fields	50					
<b>2 RECREATION CENTER ENHANCEMENTS</b>						
a. Feasibility Study / Preparation of a Business Plan	obligated					
b. Masterplan	obligated					
c. design	obligated					
c. construction	TBD	TBD	TBD			
<b>3 ROWING &amp; SAILING CENTER (TIF)</b>						
a. design	obligated					
b. construction		1,500				
<b>4 CHAPLIN LINEAR PARK with BOARDWALK (Connects to Shelter Cove Park)</b>						
a. design	200					
b. construction			2,310			
5 SENIORS' CENTER - pending direction from Town Council	TBD					
<b>6 YACHT COVE COMMUNITY PARK (Parks Impact Fees)</b>						
a. design (in-house)	obligated					
b. construction			1,000			
7 COLLIER BEACH PARK (Beach Fee?)	400					
8 CHAPLIN COMMUNITY PARK BOARDWALK to COLLIER BEACH PARK (Beach Fee?)		400				
9 FORD SHELL RING PARK (Hosp. Tax, Parks Impact Fees?)						

CAPITAL IMPROVEMENTS PROGRAM  
 FISCAL YEARS 2013- 2022  
 CIP FY 13  
 (Pre-workshop, Post-committee)

PROJECT	FY	FY	FY	FY	FY	FY
	2013	2014	2015	2016	2017	2018-2022
a. design		25				
b. construction				500		
<b>TOTAL PARK DEVELOPMENT</b>	<b>1,073</b>	<b>2,125</b>	<b>3,510</b>	<b>700</b>	<b>200</b>	<b>1,000</b>

CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEARS 2013- 2022  
CIP FY 13  
(Pre-workshop, Post-committee)

PROJECT	FY	FY	FY	FY	FY	FY
	2013	2014	2015	2016	2017	2018-2022
<b>D EXISTING FACILITIES &amp; INFRASTRUCTURE</b>						
1 REHABILITATION & RENOVATION of EXISTING CAPITAL ASSETS (FY Taxes)	251	251	251	251	251	1,255
2 CLEAN UP, SAFETY & DEMOLITION ON TOWN PROPERTY & UNSAFE STRUCTURES ORDINANCE DEMOLITION (Lease Account & FY Taxes)	291	291	291	291	291	1,455
3 APPARATUS & VEHICLES REPLACEMENT/REFURBISHMENT (FY Taxes, Hosp Tax, Beach Fee & PECEI Franchise Fee)						
a. F&R Apparatus & Vehicles (Hosp Tax)	150	189	1,138	265	320	8,725
b. Town Vehicles (Ad Valorem Taxes, Beach Fee, PECEI Franchise Fee)	114	209	84	326	27	382
c. Island Rec Assn Utility Vehicle (FY Taxes)		26				TBD
4 FIRE STATION # 2 REPLACEMENT (Sea Pines) (Hospitality Tax)						
a. design	275					
b. construction		2,500				
5 FACILITIES SURVEILLANCE CAMERAS (Hospitality Tax)	100					
6 TOWN HALL OFFICE SPACE RECONFIGURATION (Hospitality Tax)	150					
<b>TOTAL EXISTING FACILITIES &amp; INFRASTRUCTURE</b>	<b>1,331</b>	<b>3,466</b>	<b>1,764</b>	<b>1,133</b>	<b>889</b>	<b>11,817</b>
<b>E NEW FACILITIES &amp; INFRASTRUCTURE</b>						
1 SEWER SERVICES PROJECTS (Some Timing: TBD) (TIF Funding in District, SWU Fee ?)						
a. Jarvis Creek Park (SWU Fee?)	33					
b. Islanders Beach Park (Beach Fee ?)	33					
c. Aranda Tract (coordinate with park project) (TIF)		35				
d. Indigo Run Hotel Site (coordinate with Park project)			100			
e. Jenkins Island (coordinate with Park project)				100		
2 DISPATCH CENTER EQUIPMENT UPGRADE (Hospitality Tax)	5	20	5	5	22	65
3 Fire/ Medical Systems and Equipment Replacement						
a. AED Biphasic	25					
b. AED Administrative Vehicles Addition - 14 units	45					
c. SCBA Compressor Replacement						45
d. SCBA Replacement		365				400
e. Life Pack 12 Replacement				360	300	
f. Thermal Infrared Camera Replacement						250
g. Rescue Tools Replacement						80
4 PUBLIC SAFETY SYSTEMS EQUIPMENT UPGRADE	210	135	50	90	100	277
5 MOBILE COMPUTING AVL UPGRADE	90				60	60
6 F&R COMPUTER SYSTEMS (Hospitality Tax) - CAD Updates		25		28		65
7 COMMUNITY DEVELOPMENT - PERMITTING SOFTWARE REPLACEMENT -to facilitate customer service and efficiency initiatives	300					
8 COLIGNY / POPE AVE INITIATIVE AREA IMPROVEMENTS with COMMUNITY PARK unedited from FY12						
a. design	250					
b. land acquisition	TBD					
c. Nassau Street Extension		500				
d. Laqoon Road Improvements	145		825			
e. Intersection Improvements - Pope Ave. / Cordillo Pkwy	100					
f. Crosswalks / Refuges - Pope Ave. / Woodhaven, Cordillo, Laqoon		150				
c. Construction			4,305			
9 PUBLIC SAFETY WAN/VPN			215			
10 LAW ENFORCEMENT CENTER (Hospitality Tax & County Funding?) (Pending Council's Decision)						
a. design						500
b. construction						5,000
<b>TOTAL NEW FACILITIES &amp; INFRASTRUCTURE</b>	<b>1,236</b>	<b>1,270</b>	<b>5,500</b>	<b>583</b>	<b>482</b>	<b>6,742</b>
<b>F BEACH MAINTENANCE</b>						
1 BEACH MANAGEMENT & MONITORING (Beach Fee)	500	500	500	500	500	2,500
2 BEACH PARKS / ACCESS REHABILITATION (Beach Fee)	75	75	75	75	75	375
3 DUNES REFURBISHMENT MAINTENANCE (Beach Fee)	25	25	25	25	25	125
4 BEACH RENOURISHMENT (Beach Fee)				17,000		
<b>TOTAL BEACH MAINTENANCE</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>17,600</b>	<b>600</b>	<b>3,000</b>
A PATHWAYS	1,685	1,430	2,850	3,520	1,120	2160
B ROADWAY IMPROVEMENTS	2,002	2,550	450	2,050	50	0
C PARK DEVELOPMENT	1,073	2,125	3,510	700	200	1,000
D EXISTING FACILITIES & INFRASTRUCTURE	1,331	3,466	1,764	1,133	889	11,817
E NEW FACILITIES & INFRASTRUCTURE	1,236	1,270	5,500	583	482	6,742
F BEACH MAINTENANCE	600	600	600	17,600	600	3,000
<b>TOTALS (THOUSAND OF DOLLARS)</b>	<b>7,927</b>	<b>11,441</b>	<b>14,674</b>	<b>25,586</b>	<b>3,341</b>	<b>24,719</b>