



# The Town of Hilton Head Island Regular Town Council Meeting

Tuesday, January 18, 2011

4:00 P.M.

## AGENDA

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As a courtesy to others please turn off all cell phones and pagers during the Town Council meeting

- 1) **Call to Order**
- 2) **Pledge to the Flag**
- 3) **Invocation**
- 4) **FOIA Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) **Proclamations and Commendations**
- 6) **Approval of Minutes**
  - a. Town Council Workshop December 9 thru 11, 2010
  - b. Regular Town Council Meeting of December 21, 2010
- 7) **Report of the Town Manager**
  - a. Town Manager's Items of Interest
  - b. Jacquie Houck, Public Tennis, Inc. – Check Presentation of Fifth Installment of \$7,500.
  - c. Semi-Annual Report of the Design Review Board – Tom Parker, Chairman
  - d. Semi Annual Report of the Board of Zoning Appeals – Roger DeCaigny, Chairman
  - e. Semi-Annual Land Acquisition Update
- 8) **Reports From Members of Council**
  - a. General Reports from Council
  - b. Report of the Intergovernmental Relations Committee – George Williams, Chairman
  - c. Report of the Personnel Committee – Bill Ferguson, Acting Chairman, Chairman
  - d. Report of the Planning and Development Standards Committee – Bill Ferguson, Chairman
  - e. Report of the Public Facilities Committee – Kim Likins, Chairman
  - f. Report of the Public Safety Committee – Bill Harkins, Chairman
- 9) **Appearance By Citizens**

**10) Unfinished Business**

None.

**11) New Business**

**a. Consideration of a Resolution supporting application for Bicycle Friendly Community Award.**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to support the Town's application to the American League of Bicyclists for the Bicycle Friendly Community Award.

**12) Executive Session**

**a. Land Acquisition**

**13) Adjournment**

**THE TOWN OF HILTON HEAD ISLAND  
TOWN COUNCIL WORKSHOP**

**Date:** Thursday, December 9 thru Saturday, December 11, 2010

**Present from Town Council:** Drew A. Laughlin, *Mayor*; Ken Heitzke, *Mayor Pro-Tem*; George Williams, Bill Harkins, Bill Ferguson (December 10 and 11- partial days), Kim Likins, *Council Members*.

**Present from Town Staff:** Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Lavarn Lucas, *Fire Chief, Fire & Rescue*; Scott Liggett, *Director of Public Projects and Facilities*; Susan Simmons, *Finance Director*; Nancy Gasen, *Director of Human Resources*; Tom Fultz, *Director of Administrative Services*; Staff members from various departments at different times during the workshop.

**Present from Media:** Tom Barton, *Island Packet*

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**1) CALL TO ORDER**

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

**3) NEW BUSINESS**

The workshop convened at 9:00 a.m. on Thursday, December 9, 2010 at the Sea Island Room, Discovery House, Honey Horn, Hilton Head Island, South Carolina. Mr. Riley introduced Mr. Lyle Sumek of Lyle Sumek Associates, Inc., and stated he would be leading the discussion. A summary of discussion can be found in the *Leader's Guide 2010 Working Document* maintained at the Town of Hilton Head Island Town Hall.

**4) ADJOURNMENT**

The workshop adjourned on Saturday, December 11, 2010.

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Vicki Pfannenschmidt, Secretary

Approved:

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Drew A. Laughlin, Mayor

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

**Date:** Tuesday, December 21, 2010

**Time:** 4:00 P.M.

**Present from Town Council:** Drew A. Laughlin, *Mayor*; Ken Heitzke, *Mayor Pro-Tem*;  
George Williams, Bill Harkins, Drew Laughlin, Bill Ferguson, Kim Likins, *Council Members*.

**Present from Town Staff:** Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Scott Liggett, *Director of Public Projects and Facilities*; Brad Tadlock, *Deputy Fire Chief, Operations*; Nancy Gasen, *Director of Human Resources*; Julian Walls, *Facilities Manager*; Paul Rasch, *Emergency Management Coordinator*; Rene Phillips, *Website/Court Systems Administrator*; Vicki Pfannenschmidt, *Executive Assistant*; Kim Kominski, *Administrative Assistant*

**Present from Media:** Tom Barton, *Island Packet*

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- 1) **CALL TO ORDER**
- 2) **PLEDGE TO THE FLAG**
- 3) **INVOCATION**
- 4) **FOIA COMPLIANCE** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) **PROCLAMATIONS AND COMMENDATIONS**  
None.
- 6) **APPROVAL OF MINUTES**
  - a. **Regular Town Council Meeting of December 7, 2010**  
Mr. Heitzke moved to approve. Mr. Harkins seconded. The minutes were approved by a vote of 6-0.
  - b. **Inaugural Town Council Meeting of December 7, 2010**  
Mr. Heitzke moved to approve. Mr. Williams seconded. The minutes were approved by a vote of 6-0.
- 7) **REPORT OF THE TOWN MANAGER**
  - a. **Town Manager's Items of Interest**  
The Town Manager reported on some items of interest.
  - b. **2010 Town Council Targets and Goals – year end update**  
Steve Riley noted the year end update was included in the agenda package and invited Council to contact him or staff if they had any questions.

8) **REPORTS FROM MEMBERS OF COUNCIL**

**a. Appointments to Council Committees**

Mayor Laughlin made the following Committee appointments:

**Personnel**

Council Member – Ward 3 – Chair  
Bill Ferguson, Acting Chairperson  
Kim Likins  
Alternate: George Williams

**Planning & Development Standards**

Bill Ferguson, Chair  
Ken Heitzke  
Bill Harkins  
Alternate: Kim Likins

**Public Safety**

Bill Harkins, Chair  
Bill Ferguson  
Kim Likins  
Alternate: Council Member – Ward 3  
Acting Alternate: George Williams

**Intergovernmental Relations Committee**

George Williams, Chair  
Ken Heitzke  
Council Member – Ward 3  
Alternate: Mayor Laughlin

**Public Facilities Committee**

Kim Likins, Chair  
George Williams  
Bill Harkins  
Alternate: Bill Ferguson

**Lowcountry Council of Governments Representatives**

George Williams  
Council Member, Ward 3

**Airport Advisory Board Liaison**

Ken Heitzke

**b. General Reports from Council**

Mr. Williams reported the Intergovernmental Relations Committee met today to review the MASC priorities for the upcoming legislative session. He said the Committee asked staff to review the priorities and the Committee will be discussing them in January for consideration of recommendations to Town Council.

**9) APPEARANCE BY CITIZENS**

None.

**10) UNFINISHED BUSINESS**

None.

**11) NEW BUSINESS**

- a. Consideration of a Resolution of the Town Council of the Town of Hilton Head Island authorizing a special election to be held on February 15, 2011 for the purpose of filling Town Council Ward 3 vacant seat.**

Mr. Heitzke moved to approve. Mr. Ferguson seconded. The motion was approved by a vote of 6-0.

- b. Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution of a contract between the Town of Hilton Head Island, South Carolina and the South Carolina Department of Health and Environmental Control – Office of Ocean and Coastal Resource Management related to a grant of up to one million dollars for the Port Royal Beach Nourishment Project.**

Mr. Heitzke moved to approve. Mr. Ferguson seconded. The motion was approved by a vote of 6-0.

- c. Check presentation from OCRM for the Port Royal Beach Nourishment Program.**

South Carolina Representatives Bill Herbkersman and Andy Patrick presented the check to Mayor Laughlin.

- d. Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, establishing the Town of Hilton Head Island Destination 2020 Guiding Principles, the Five Year (2016) Goals, 2011 Policy Agenda/Targets for Action, and 2011 Management Agenda.**

Mr. Heitzke moved to approve. Mr. Williams seconded. Mr. Ferguson stated he had questions and concerns on too many items to vote in favor of the priorities at this time. Mayor Laughlin said Town Council planned on meeting again in six months for review of the items. Steve Riley noted tht due to the vacant Town Council seat, Mr. Ferguson's absence from the workshop and Mr. Heitzke's limited absence due to appointments, it was decided they would meet again in six months to go over the priorities and adjust them, if necessary. The motion was approved by a vote of 5-1. Mr. Ferguson was opposed.

**12) EXECUTIVE SESSION**

**a. Land Acquisition**

Mr. Riley said that he needed an executive session for contractual matters relating to land acquisition, including potential joint purchases with Beaufort County, legal matters pertaining to pending and potential litigation; and personnel matters pertaining to the reappointment of the Town Attorney.

At 4:13 p.m., Mr. Heitzke moved to go into Executive Session for the reasons stated by the Town Manager. Mr. Williams seconded. The motion was approved by a vote of 6-0.

Mayor Laughlin called the meeting back to order at 5:21 p.m. and asked if there was any business to take up as a result of executive session.

**b. Consideration of Reappointment of the Town Attorney**

Mr. Heitzke moved that the Town Council for the Town of Hilton Head Island adopt a resolution authorizing the Mayor to execute a contract of employment with Gregory M. Alford as Town Attorney. Mr. Ferguson seconded. The motion was approved by a vote of 6-0.

**13) ADJOURNMENT**

At 5:22 p.m., Mr. Ferguson moved to adjourn. Mr. Heitzke seconded. The motion was approved by a vote of 6-0.

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Vicki Pfannenschmidt, Secretary

Approved:

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Drew A. Laughlin, Mayor



# Items of Interest

## January 18, 2011

### 1. Town News

- a) Fire & Rescue's Lt. Dave Britton has earned his Bachelor of Arts in Business Administration Management degree from Keiser University.  
**(Contact: Lavarn Lucas, Fire Chief, 682-5153)**
- b) Robert Gancarz graduated from the South Carolina Fire Academy on December 17<sup>th</sup>. During the ceremony Robert was present the **Pride of the Battalion Award**. The Pride of the Battalion is chosen by the full-time instructor staff that worked with the students during the recruit school. The award is given to the student who has demonstrated Leadership, Integrity, Determination and Good Value. Robert began shift work on December 21<sup>st</sup>, assigned to A-Shift.  
**(Contact: Lavarn Lucas, Fire Chief, 682-5153)**
- c) The Town of Hilton Head Island has been notified by Robert Lowe, Chief of the Mitigation Division of FEMA IV that the review of the Beaufort County Multi-Jurisdictional Hazard Mitigation Plan is complete and is approved pending formal adoption by the Town as an Appendix of the 2010 Comprehensive Plan. The Town participates in this plan to comply with the federal hazard mitigation standards contained in 44 CFR 201.6(b)-(d). Successfully completing the mandatory 5 year update to the original 2005 Beaufort County Hazard Mitigation Plan qualifies the Town to receive Pre Disaster and Post Disaster federal funding and ensures the continuation of the Town's Community Rating System flood insurance discounts.  
**(Contact: Trudy Johnson, Floodplain Administrator, 341-4665)**
- d) Richard Spruce passed the ICC Residential Electrical Inspectors Exam on December 29<sup>th</sup>, 2010. Richard is working towards testing for the Electrical Plans Examiner which will not only enhance the departments ISO insurance rating but also complete the goal of being an ICC certified Plans Examiner in all four model codes.  
**(Contact: Bob Klein, Building Official, 341-4664)**

### 2. Noteworthy Events

- a) Some of the upcoming meetings at Town Hall:
- Planning Commission – January 19, 3:00 p.m.
  - Board of Zoning Appeals – January 24, 2:30 p.m.
  - Design Review Board – January 25, 1:15 p.m.
  - Construction board of Adjustment and Appeals – January 25, 5:30 p.m.
  - Planning and Development Standards Committee – January 26, 4:00 p.m.

- Public Projects and Facilities Committee – February 1, 2:00 p.m.
- Town Council – February 1, 4:00 p.m.

(Meetings subject to change and/or cancellation. Please visit the Towns' website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for meeting agendas)

## 2011 Hilton Head Island Events

Date	Time	Event	Location
Saturday, January 22, 2011	11:00 a.m. – 4:00 p.m.	Hilton Head Island Snow Day	Shelter Cove Community Park

**MEMORANDUM**

**TO:** Town Council  
**FROM:** Stephen G. Riley, Town Manager  
**DATE:** January 11, 2011  
**RE:** **Semi-Annual Land Acquisition Update**

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**Available Funds:**

2010 GO Bond Proceeds      \$3,460,870

In July of 2010, we agreed to hold \$2.3 million from prior resales of land in reserve for future debt service payments. This is in addition to accumulated RETF funds from prior years that are also being held in reserve for debt service needs

**Status Report:**

Since our last update in July of 2010, we have announced the acquisition of two parcels total 5.3 acres for \$3.5 million. These parcels are located along Squire Pope Road, in the vicinity of the old Seafood Co-op site. Additional information is attached.

**SEMI-ANNUAL UPDATE  
ANNOUNCED/ACQUIRED PROPERTIES SINCE JULY 2010**

Name	Acreage	Location	Cost	Source of Funding	Use
Fuller Family Land Trust	1.554 acres	Squire Pope Road/Skull Creek Access	\$1,000,000	2010 Land Acquisition Bond	Preclusion of development along Skull Creek/Open Space/Possible recreational facility or park with access to Skull Creek
Heirs of Ben Walters	3.778 acres	Squire Pope Road/Skull Creek Access/Adjacent to other Town-owned property (Old Seafood Co-op Property)	\$2,500,000	2010 Land Acquisition Bond	Preclusion of development along Skull Creek/Open Space/Possible recreational facility or park with access to Skull Creek



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**TO:** Stephen G. Riley, *Town Manager*  
**VIA:** Shawn Colin, *Comprehensive Planning Manager*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**CC:** Charles Cousins, *Director of Community Development*  
**DATE:** January 3, 2011  
**SUBJECT:** Resolution Supporting Bicycle Friendly Community Award Application

**Recommendation:** Staff recommends Town Council approve the attached resolution to support the Town's application to the American League of Bicyclists for the Bicycle Friendly Community Award.

**Summary:** The wealth of multi-use pathways and the hard-pack sand beaches which make bicycling an enjoyable activity and the commitment to the environment and recreation opportunities established by the Town make supporting the Bicycle Friendly Community Award Application a high priority under the management agenda for 2011.

**Background:** In 1987 the Town of Hilton Head Island adopted a parks, open space and recreation resolution which referenced a natural links policy to connect and integrate the island's bikeways and public recreation facilities. As the Town developed, a commitment to the environment and recreation opportunities was established.

In 1995 the recreation and open space plan was adopted as an appendix to the Town's Comprehensive Plan. This appendix included recommendations for trails and bicycle facilities to meet American Association of State Highway and Transportation Officials (AASHTO) standards; roadway widening projects to include accommodations for bicycle travel; and street intersections to be improved to accommodate bicycles. An individual recreation element was adopted and incorporated into the Town's Comprehensive Plan in 2005. As in the 1995 recreation and open space appendix this element included pathway recommendations.

There were 10.5 miles of Town constructed and maintained multi-use pathways in 1995. As of 2011 there are 58 miles of Town constructed and maintained multi-use pathways. This increase of 47.5 miles of multi-use pathways in 16 years is a strong indicator of the commitment the Town of Hilton Head Island has to bicycling.

With the wealth of multi-use pathways and the hard-pack sand beaches making bicycling an enjoyable activity many visitors are drawn to Hilton Head Island as an active vacation destination. As the pathway network expands island residents increasingly ride bicycles for pleasure, exercise and as a means to commute to work.

During the Town Council 2011 goal setting workshop, the Bicycle Friendly Community designation was identified as a high priority under the management agenda for 2011. This is a key component supporting the strong commitment to bicycling the Town of Hilton Head Island recognizes.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SC TO SUPPORT THE TOWN'S APPLICATION TO THE AMERICAN LEAGUE OF BICYCLISTS FOR THE BICYCLE FRIENDLY COMMUNITY AWARD**

**WHEREAS**, the Town of Hilton Head Island in 1987 adopted a parks, open space, and recreation resolution which references a natural links policy to connect and integrate the island's bikeways and public recreation facilities; and

**WHEREAS**, the 1995 Recreation and Open Space Plan was adopted as an appendix to the Town's Comprehensive Plan and included recommendations for trails and bicycle facilities to meet AASHTO standards; roadway widening projects to include accommodations for bicycle travel; and street intersections be improved to accommodate bicycles; and

**WHEREAS**, the Recreation Element, including pathway recommendations, was adopted as an element to the Comprehensive Plan in 2005 and revised in the 2010 Comprehensive Plan update; and

**WHEREAS**, the number of miles of town constructed and maintained multi-use pathways has increased from 10.5 miles in 1995 to 58 miles in 2011; and

**WHEREAS**, Hilton Head Island is a vacation destination where visitors enjoy bicycling on Town pathways and the beach; and

**WHEREAS**, Hilton Head Island residents increasingly ride bicycles for pleasure, exercise and a means of commuting to and from work; and

**WHEREAS**, at the Town Council 2011 goal setting workshop, Bicycle Friendly Community designation was identified as a high priority under the management agenda for 2011.

**NOW THEREFORE, BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA DOES HEREBY SUPPORT APPLICATION TO THE AMERICAN LEAGUE OF BICYCLISTS FOR THE BICYCLE FRIENDLY COMMUNITY AWARD.**

**MOVED, APPROVED AND ADOPTED THIS 18TH DAY OF JANUARY, 2011.**

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Drew A. Laughlin, Mayor

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Betsy R. Mosteller, CMC, Town Clerk

APPROVED AS TO FORM:

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Gregory M. Alford, Town Attorney

Introduced by Council Member: \_\_\_\_\_