



The Town of Hilton Head Island
Regular Public Facilities Committee Meeting

January 3, 2012

4:00 p.m. NEW TIME

Benjamin M. Racusin Council Chambers

REVISED AGENDA

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

- **Call to Order**
- **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.
- **Committee Business**
 1. Approval of Minutes
 - December 6, 2011
- **Unfinished Business**
- **New Business**
 - Consideration of Additional Funding for Tax Increment Financing (TIF) Area Sewer Projects
 - Conveying Portion of Gum Tree Nursery Tract to Sandra Simmons for Road Right of Way and a Permanent Sight Triangle Easement
- Adjournment

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

1
2 **TOWN OF HILTON HEAD ISLAND**
3 **PUBLIC FACILITIES COMMITTEE**
4

5 Date: December 6, 2011

Time: 3:00 P.M.

6
7 Members Present: Kim Likins, George Williams, Bill Harkins

8
9 Members Absent: None

10
11 Staff Present: Scott Liggett, Nicole Dixon

12
13 Others Present: Ken Heitzke, *Councilman*, Brad O’Keefe, *Operations Manager*,
14 *South Island Public Service District*

15
16 Media Present: None
17

18
19
20 **1. Call to Order.**

21 The meeting was called to order at 3:00 P.M.

22 **2. FOIA Compliance:**

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

26 **3. Committee Business:**

27 **1. Approval of Minutes:**

28 Councilman Harkins moved to approve the Minutes of November 1, 2011.
29 Chairman Likins seconded. Councilman Williams abstained as he was absent from
30 the meeting. The Minutes of November 1, 2011 were unanimously approved.
31

32 **4. Unfinished Business:** None
33

34 **5. New Business**

35 • **South Island Public Service District Request for Easements**

36 Scott Liggett, Director of Public Projects & Facilities advised the Committee the
37 easement request before them today is done in a cooperative effort to continue to
38 work with all the Districts to try to continue to serve their constituents which are, of
39 course, our constituents.
40

41 The South Island Public Service District intends to pursue the installation and
42 construction of a new well. It is located on a property currently owned by the
43 District that is adjacent to the Town’s Crossing Park property. That part of the
44 Crossings Park property that it is adjacent to is currently undeveloped and lies to the
45 South and West of Arrow Road. At this point there are no specific development
46 intentions proposed either by staff or Council for that piece of land. The reason that
47 may factor into the decision is that in order to facilitate the permitting for this well
48 there is a permanent easement which DHEC refers to as a pollution free easement.

49 This means there will be no development in that radius as measured from the well
50 head – roughly 100 feet. That permanent easement would occupy about ¾ of an
51 acre of Town property. Less significant are a couple of temporary construction
52 easements that obligate far less land as far as the Town is concerned. Construction
53 easement “A” is indicated to occupy 0.06 acres, and construction easement “B” is
54 proposed to occupy 0.15 of an acre. Both of these are temporary and are meant to
55 facilitate the construction. Town staff is recommending approval or the granting of
56 temporary construction easement “A”, temporary construction easement “B” and
57 the permanent 100’ pollution free radius easement. Staff believes granting these
58 easements is further indication of the Town’s willingness to cooperate with the
59 Public Service Districts as they attempt to serve their constituency.
60

61 Councilman Williams expressed concern about the potential cutting down of trees
62 for the temporary easements. Mr. Brad O’Keefe, Operations Manager for the South
63 Island Public Service District advised the Committee that there are about six pine
64 trees which are six inches and smaller in caliber that will come down. There are no
65 specimen trees coming down.
66

67 Councilman Harkins moved the Public Facilities Committee endorse the easement
68 requests as made by the South Island Public Service District and recommend
69 approval by Town Council. Councilman Williams seconded. The motion passed
70 unanimously.
71

72 **6. Adjournment:**

73 Councilman Williams moved to adjourn. Councilman Harkins seconded the
74 motion. The meeting was adjourned at 3:13 p.m.
75

76 Respectfully Submitted,
77

78
79

Karen D. Knox
80 **Senior Administrative Assistant**

MEMORANDUM

TO: Public Facilities Committee

FROM: Scott Liggett, PE, Director Public Projects & Facilities/Chief Engineer

VIA: Stephen G. Riley, AICP, Town Manager

DATE: **December 14, 2011**

RE: **Consideration of Additional Funding for Tax Increment Financing (TIF) Area Sewer Projects**

Recommendation:

The Public Facilities Committee endorse request made by the Hilton Head Public Service District (copy attached) and recommend that Town Council provide an additional \$160,000 of Tax Increment Financing (TIF) funds in order to complete the referenced projects.

Summary:

The Capital Improvements Program (CIP) of the FY 2012 Consolidated Municipal Budget includes TIF funding for the three (3) sewer projects referenced – Ford Shell Ring, Marshland Road East and Chaplin Initiative Area (Linear Park). The current approved budget for all three projects is \$293,000. As a result of ongoing dialogue between Town Staff and District representatives, the project scopes have been further refined. As a result, an expansion in the scope of work of the Ford Shell Ring Project and a decrease in the scope of work for both the Marshland and Chaplin Projects is recommended. As a net result of these recommendations, an additional \$160,000 is required.

Background:

Given the previous goals of the Town and the fundamental premise of TIF, to make public investment that will stimulate a corresponding private investment in adjacent properties, one could argue that provision of sewer service where it does not exist is more likely to achieve this goal than other initiatives. Working within a finite revenue stream which is likely and with the 2014 sunset of our TIF District priority use of TIF monies to expand sewer service is appropriate. If approved, the \$160,000 obligation created by the additional funding will be represented in the accounting documents of our TIF balance sheet

HiltonHeadPSD
21 Oak Park Drive
PO Box 21264
Hilton Head Island, SC 29925
www.hhpsd.com

September 19, 2011

Mr. Scott Ligget PE
Director of Public Projects & Facilities
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

Re: Sewer Service to Remaining TIF Areas

Dear Scott:

Per your request, Hilton Head PSD staff has continued to refine the costs to provide sewer service to the unserved areas within the TIFs (Tax Increment Financing Districts). Only three (3) unserved TIF areas remain and they are Chaplin, Squire Pope and Marshland. We are requesting your consideration to fund construction of these projects as part of the Town CIP program.

Since our last correspondence, back in December of 2009, we have taken the project estimates from broad pre-engineered estimates to engineered designs ready for utility easement acquisition (were necessary), permitting and competitive bidding.

Squire Pope (Ford Shell Park)

Since the 2009 estimate of \$92,000, the project is now estimated at \$307,855 due to the following changes:

- The original project has been expanded to include all of the remaining TIF area on Squire Pope Road, mainly the Outlaw Road area, which more than doubled the original project scope.
- The expanded project is deeper than the original project due to the expanded project length; therefore, pipe installation cost increased as much as 72 percent in some areas.
- The original estimate did not include street crossings and other appurtenances.

Marshland Road East (Broad Creek Headwaters)

Since the 2009 estimate of \$63,200, this project has been reduced in scope, therefore the revised estimate is \$24,900.

Chaplin Initiative (Linear Park)

Since the 2009 estimates, the cost of this project has been reduced from \$136,800 to \$116,500.

All projects are within TIF areas and serve environmentally sensitive areas. No additional infrastructure improvements, such as lift stations, will be necessary on any of the remaining projects.

Total Costs

Projects	Revised Costs	Original Costs
Squire Pope	\$307,855	\$92,000
Marshland East	24,900	63,200
Chaplin	116,500	138,600
Total	\$449,255	\$293,800

We are ready to move to the utility easement acquisition and permitting phase upon your notification.

We hope this information will be helpful in your deliberations.

Sincerely,



Richard C. Cyr
General Manager
Hilton Head PSD

LOWCOUNTRY ENGINEERING CONSULTANTS, LLC

BEAUFORT, SOUTH CAROLINA

PRELIMINARY CONSTRUCTION COST ESTIMATE

HILTON HEAD PUBLIC SERVICE DISTRICT
 SQUIRE POPE ROAD SEWER EXTENSION

May 5, 2011

Item Description	Quantity	Unit	Unit Cost	Extended Price
Squire Pope Road Sewer				
10" PVC Gravity Sewer (0'-6' Deep)	1230	LF	\$50.00	\$61,500.00
10" PVC Gravity Sewer (6'-8' Deep)	340	LF	\$55.00	\$18,700.00
10" PVC Gravity Sewer (8'-10' Deep)	100	LF	\$70.00	\$7,000.00
10" PVC Gravity Sewer (10'-12' Deep)	500	LF	\$76.00	\$38,000.00
10" PVC Gravity Sewer (12'-14' Deep)	500	LF	\$86.00	\$43,000.00
Manholes	8	EA	\$3,000.00	\$24,000.00
Tie-in to Existing Sewer	1	EA	\$7,500.00	\$7,500.00
Long Service	6	EA	\$10,000.00	\$60,000.00
Short Service	8	EA	\$1,000.00	\$8,000.00
			Construction Total	\$267,700.00
			Contingency	15% \$ 40,155.00
			Grand Total	\$ 307,855.00

LOWCOUNTRY ENGINEERING CONSULTANTS, LLC

BEAUFORT, SOUTH CAROLINA

PRELIMINARY CONSTRUCTION COST ESTIMATE

HILTON HEAD PUBLIC SERVICE DISTRICT

MATHEWS DRIVE LPS

May 4, 2011

	Item Description	Quantity	Unit	Unit Cost	Extended Price
	William Hilton Parkway LPS				
1	2" HDPE FM (Trenched)	870	LF	\$11.00	\$9,570.00
2	2" HDPE FM (Bored)	205	LF	\$15.00	\$3,075.00
3	End Flushing Connection	1	EA	\$2,400.00	\$2,400.00
4	Junction Cleanout/Flushing Connection	1	EA	\$2,600.00	\$2,600.00
5	Tie-in to Existing LPS	1	EA	\$2,500.00	\$2,500.00
6	Valves	1	LS	\$1,500.00	\$1,500.00
				Construction Total	\$21,645.00
				Contingency	15%
					\$ 3,246.75
				Grand Total	\$24,891.75

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BEAUFORT, SOUTH CAROLINA

PRELIMINARY CONSTRUCTION COST ESTIMATE
HILTON HEAD PUBLIC SERVICE DISTRICT
AREA 5 - CHAPLIN INITIATIVE AREA
WILLIAM HILTON PARKWAY - LINEAR PARK LPS
 May 4, 2011

	Item Description	Quantity	Unit	Unit Cost	Extended Price
	William Hilton Parkway LPS				
1	2" HDPE FM East (Trenched)	725	LF	\$11.00	\$7,975.00
2	2" HDPE FM East (Bored)	75	LF	\$15.00	\$1,125.00
3	2" HDPE FM West (Trenched)	3260	LF	\$11.00	\$35,860.00
4	2" HDPE FM West (Bored)	620	LF	\$15.00	\$9,300.00
5	End Flushing Connection	2	EA	\$2,400.00	\$4,800.00
6	Junction Cleanout/Flushing Connection	3	EA	\$2,600.00	\$7,800.00
7	3" HDPE FM (trenched)	20	LF	\$21.00	\$420.00
8	3" HDPE FM (w/in casing)	100	LF	\$15.00	\$1,500.00
9	6" Casing Pipe for FM (Bored under WHP)	100	LF	\$285.00	\$28,500.00
10	Tie-in to Existing Chaplin SS	1	EA	\$2,500.00	\$2,500.00
11	Valves	1	LS	\$1,500.00	\$1,500.00
				Construction Total	\$101,280.00
				Contingency	15%
					\$ 15,192.00
				Grand Total	\$116,472.00

Memo

To: Public Facilities Committee

Via: Scott Liggett, Dir. of PP&F / Chief Engineer

From: Jeff Buckalew, Town Engineer

Subject: Conveying portion of Gum Tree Nursery tract to Sandra Simmons for road right of way and a permanent sight triangle easement

Date: December 16, 2011



Recommendation:

Staff recommends the Public Facilities Committee endorse the conveyance of a 0.027 acre portion of right of way (0.014 acres of which will be restricted with a sight triangle easement) to Sandra C. Simmons and that this endorsement be forwarded to the full Town Council as a recommendation for approval.

Summary:

The Town has recently acquired land from Gum Tree Nursery (R510-007-000-150A, 0.508 Acres), as well as a 0.362 acre permanent storm drainage easement from Sandra C. Simmons to facilitate storm drainage improvements off Gum Tree Road. The Simmons' were generous enough to donate the permanent storm drainage easement to the Town, although they are considering the future development potential of their property. Their concept plans for the development of their parcel (R510-007-000-0301) include a new road off Gum Tree whose right of way would encroach onto the Town's newly acquired parcel. The area of this encroachment is 0.013 acres. A permanent sight triangle easement (0.014 acres) would also be needed on the Town's land for the new road to comply with the Land Management Ordinance, resulting in a total conveyance of 0.027 acres.

Background:

While the Simmons' donation of the permanent storm drainage easement did not contain any

condition that the Town grant or convey them any land in return for the easement, they did request consideration of such a future request. The land in question lies in the far, acute corner of a small tract of land acquired for storm drainage improvements. The Town has no other use identified for this land. Staff sees this conveyance as having no detrimental impacts to the Town.

Attachments:

Exhibit A – Easement Plat

LEGEND:

- PRESENT R/W
- NEW R/W

REFERENCE PLATS:

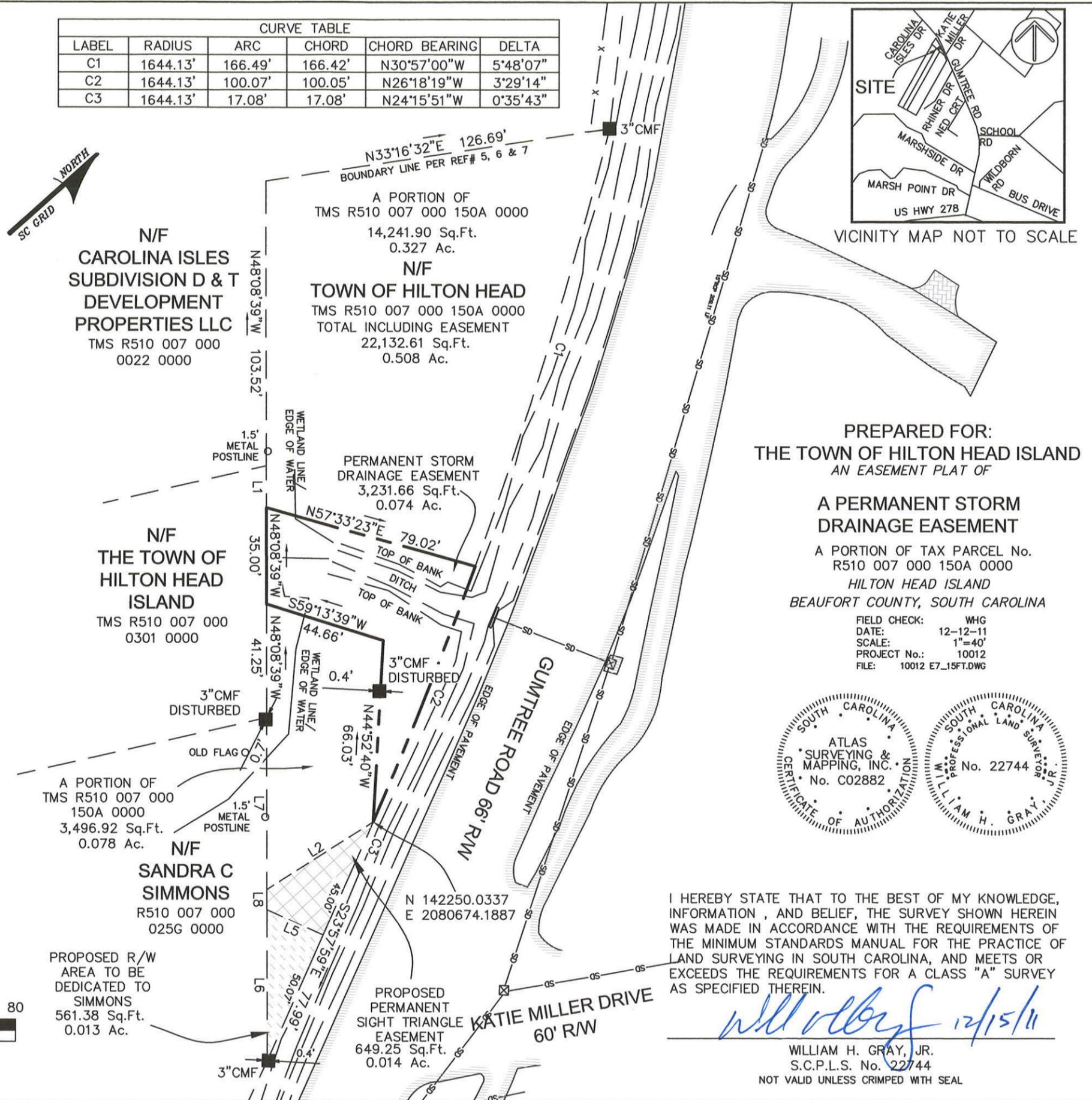
1. PROPOSED CONSTRUCTION PLANS FOR BEAUFORT COUNTY SC-116 @ S-86 INTERSECTIONS.
DATE: 03-24-11
BY: JEFFREY K. NETZINGER
S.C.R.L.S. No. 23238

NOTES:

1. THESE PARCELS APPEAR TO LIE IN FLOOD ZONE C, FIRM PANEL 0065-D COMMUNITY 450025.

LINE TABLE		
LABEL	BEARING	DISTANCE
L1	N48°08'39"W	15.17'
L2	N09°40'12"E	45.91'
L5	N65°58'48"E	22.42'
L6	S48°08'39"E	54.86'
L7	S48°08'39"E	62.45'
L8	S48°08'39"E	7.45'

CURVE TABLE					
LABEL	RADIUS	ARC	CHORD	CHORD BEARING	DELTA
C1	1644.13'	166.49'	166.42'	N30°57'00"W	5°48'07"
C2	1644.13'	100.07'	100.05'	N26°18'19"W	3°29'14"
C3	1644.13'	17.08'	17.08'	N24°15'51"W	0°35'43"



PREPARED FOR:
THE TOWN OF HILTON HEAD ISLAND
AN EASEMENT PLAT OF

A PERMANENT STORM DRAINAGE EASEMENT

A PORTION OF TAX PARCEL No.
R510 007 000 150A 0000
HILTON HEAD ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD CHECK: WHG
DATE: 12-12-11
SCALE: 1"=40'
PROJECT No.: 10012
FILE: 10012 E7_15FT.DWG



I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN 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.

William H. Gray, Jr. 12/15/11

WILLIAM H. GRAY, JR.
S.C.P.L.S. No. 22744
NOT VALID UNLESS CRIMPED WITH SEAL

ATLAS SURVEYING INC.

49 BROWN'S COVE ROAD, SUITE #5
RIDGELAND, SC 29936
PHONE: (843) 645-9277
FAX: (843) 645-9267
E-MAIL: BGRAY@ATLASSURVEYING.COM



GRAPHIC SCALE