



The Town of Hilton Head Island Planning Commission CIP Committee Meeting

Monday, October 14, 2013

9:30 a.m.

Conference Room 4

AGENDA

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

1. **Call to Order**
2. **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.
3. **Committee Business**
 - Approval of Minutes of October 4, 2012 and September 23, 2013
4. **Unfinished Business**
5. **New Business**
 - a. Review of Proposed Fiscal Year 2015 CIP
 - b. Review of Proposed Fiscal Year 2015 Priority Projects
6. **Adjournment**

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

TOWN OF HILTON HEAD ISLAND
Planning Commission – CIP Committee

Minutes of the Thursday, October 4, 2012
Regular Meeting

Members Present: Tom Lennox, Chairman, Gail Quick, Ex- Officio, Bryan Hughes,
Barry Taylor
Members Absent: Brian Witmer
Staff Present: Scott Liggett, Jeff Buckalew, Darrin Shoemaker, Jill Foster, Julian
Walls, Jennifer Ray, Shawn Colin
Others Present: Alex Brown, *Planning Commission*
Media Present: None

I. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

II. 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.

III. COMMITTEE BUSINESS

Chairman Lennox asked the Committee if there were any changes to the Minutes of March 8, 2012. Seeing none, the Minutes of March 8, 2012 were approved by general consent.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- a) Review of Fiscal Year 2013 CIP Update
- b) Review of Proposed Fiscal Year 2014 Capital Improvement Program
- c) Review of Chaplin Initiative Area
- d) Review of Coligny Initiative Area

Scott Liggett proceeded to give an update of the Fiscal Year 2013 and the proposed Fiscal Year 2014 Capital Improvement Program.

A motion was made Barry Taylor to forward the below eight priority projects to Town Council. The motion was seconded by Bryan Hughes. The motion passed unanimously.

- Pembroke Drive – construction
- Gardner Drive – construction
- Chaplin Linear Park with Bridge
- Chaplin Community Park Boardwalk to Collier Beach Park
- Island Recreation Center Enhancements – TBD, pending direction from Council

- Fire Station #2 replacement
- Coligny Area Improvements – Phase II
- Beach Management and Monitoring

Jennifer Ray gave the Committee an update on both the Chaplin Initiative and Coligny Initiative areas.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 11:15 a.m.

Respectfully Submitted:

Karen D. Knox
Senior Administrative Assistant

DRAFT

TOWN OF HILTON HEAD ISLAND
Planning Commission – CIP Committee

Minutes of the September 23, 2013

Regular Meeting

Members Present: Tom Lennox, Chairman, Gail Quick, Ex- Officio, Bryan Hughes,
Barry Taylor, Alex Brown
Members Absent: None
Staff Present: Scott Liggett, Jeff Buckalew, Shawn Colin
Others Present: None
Media Present: None

I. CALL TO ORDER

The meeting was called to order at 12:30 p.m.

II. 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.

III. COMMITTEE BUSINESS

None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- a) Fiscal Year 2014 CIP Update
- b) Review of Proposed Fiscal Year 2015 CIP

Scott Liggett proceeded to give an update of the Fiscal Year 2014 and the proposed Fiscal Year 2015 Capital Improvement Program.

Scott Liggett reviewed the Fiscal Year 2015 Proposed Priority Projects. It was unanimously decided to schedule another meeting within the next few weeks so that the Committee would have enough time to review the list.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 1:50 p.m.

Respectfully Submitted:

Karen D. Knox
Senior Administrative Assistant

memo

TO: Planning Commission CIP Committee
FROM: Scott Liggett
DATE: October 9, 2013
SUBJECT: CIP Committee Meeting October 14, 2013
Discussion Documents

In preparation for our October 14, 2013 meeting, please find attached, the following documents:

- The current draft of the proposed FY 2015 Capital Improvements Program (CIP) including the out-years.
- The initial FY 2015 Proposed Priority Projects Listing

In response to the discussion that occurred and the direction provided by the Committee at our September 23, 2013 meeting, I have attempted to revise the above referenced documents accordingly. Please note the identification of the Mathews Drive/Marshland Road Roundabout, and Mathews Drive/Chaplin Area Connectivity Project as priority projects, proposed for FY 15. Also, at our meeting Monday, I will be prepared to discuss the recommended revisions to the out-years project programming.

For your consideration and our discussion, please refer to the attached draft, working document entitled: *Fiscal Year 2015 - Proposed Priority Projects*. Edits to this project list may be required based on the final recommendations of the Committee.

I look forward to our meeting.

CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2014- 2023
CIP FY 14
(Proposed CIP Budget Workshop)

FY- 15_proposal for budget		ACCEL	In Bid or Obligated	SLIDE or CNAP?	New	Change	TIF
PROJECT		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020-2024
A PATHWAYS							
1	PATHWAY REHABILITATION	200	210	220	230	240	1300
2	US 278-B (Fresh Market Shoppes to Shelter Cove / Chaplin) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design						
	b. r/w acquisition						
	c. legal						
	d. construction	1,320					
3	US 278-B (Shelter Cove / Chaplin to Mathews North) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design						
	b. r/w acquisition	TBD					
	c. legal	FY14					
	d. construction		1,170				
4	US 278-B (Gardner Drive to Jarvis Park / Honey Horn) (up to 1/2 Traffic Impact Fees, Hosp Tax)						
	a. design	FY14					
	b. r/w acquisition	TBD					
	c. legal	FY14					
	d. construction		930				
5	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	FY14					
	b. legal	10					
	c. construction			550			
6	US 278 - (Village at Wexford to Arrow Road)						
	a. design	FY14					
	b. r/w acquisition	TBD					
	c. legal	FY14					
	d. construction	250					
7	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				1,690		
8	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		
9	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			
10	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	
11	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	
TOTAL PATHWAY IMPROVEMENTS		2,000	2,460	1,410	2,220	940	1300

CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2014- 2023
CIP FY 14
(Proposed CIP Budget Workshop)

PROJECT	FY	FY	FY	FY	FY	FY
	2015	2016	2017	2018	2019	2020-2024
ROADWAY IMPROVEMENTS						
1 TRAFFIC SIGNAL MAST ARMS (TIF Funded in District)						
a. Spanish Wells / US 278 Replacement	150					
b. Mall Blvd / US 278 Replacement		100				
c. Pembroke Drive / US 278 Replacement			96			
e. Gum Tree Road / US 278 Replacement				150		
2 PRIVATE (DIRT) ROADS ACQUISITION	25	TBD	TBD	TBD	TBD	TBD
3 MATHEWS DRIVE/MARSHLAND ROAD ROUNDABOUT	TBD					
4 MATHEWS DRIVE / CHAPLIN AREA CONNECTIVITY (Inter-Parcel Connectivity on East side of Mathews Drive South)	TBD					
5 WM. HILTON PARKWAY INTERSECTION IMPROVEMENTS AT SQUIRE POPE ROAD-westbound third lane	30		300			
6 LEMOYNE ROAD RECONSTRUCTION AND EXTENSION (Traffic Impact Fees)						
a. design	FY14					
b. legal	TBD					
c. construction	800					
7 BLUFFTON PARKWAY- Phase 5A BEAUTIFICATION			1000			
8 ARROW /TARGET ROAD IMPROVEMENT		800				
9 MISCELLANEOUS TURNING LANE IMPROVEMENTS						
a. EB Wm. Hilton Pkwy @ Queens Folly		15	150			
b. WB Wm. Hilton Pkwy @ Beach City Road		10	75			
c. Arrow Road at Palmetto Bay Road		10	75			
TOTAL ROADWAY IMPROVEMENTS	1,005	935	1,696	150	0	0
C PARK DEVELOPMENT						
1 PARKS UPGRADES	60	200	200	200	200	1,000
b. Driessen Beach Park - small picnic shelter	45					
c. Veteran's Memorial - benches, pergolas, site furnishings	15					
d. Crossings Park - picnic shelters (2) in meadow area	80					
2 SHELTER COVE COMMUNITY PARK	2,250					
3 RECREATION CENTER ENHANCEMENTS						
a. Feasibility Study / Preparation of a Business Plan	complete					
b. Masterplan	FY14					
c. design	TBD					
c. Construction		TBD	TBD			
4 YACHT COVE COMMUNITY PARK (Parks Impact Fees)						
a. design (in-house)	40					
b. construction		1000				
5 FORD SHELL RING PARK (Hosp. Tax, Parks Impact Fees?)						
a. design	25					
b. construction			500			
6 CHAPLIN COMMUNITY PARK BOARDWALK to COLLIER BEACH PARK		TBD				
7 COLLIER BEACH PARK (Beach Fee)			400			
TOTAL PARK DEVELOPMENT	2,515	1,200	700	200	200	1,000

CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2014- 2023
CIP FY 14
(Proposed CIP Budget Workshop)

PROJECT	FY	FY	FY	FY	FY	FY
	2015	2016	2017	2018	2019	2020-2024
D EXISTING FACILITIES & INFRASTRUCTURE						
1 REHABILITATION & RENOVATION of EXISTING CAPITAL ASSETS (FY Taxes)	191	191	191	191	191	955
2 CLEAN UP, SAFETY & DEMOLITION ON TOWN PROPERTY & UNSAFE STRUCTURES ORDINANCE DEMOLITION (Lease Account & FY Taxes)	291	291	291	291	291	1,455
3 TOWN HALL OFFICE SPACE RECONFIGURATION (Hospitality Tax)	100					
4 FIRE STATION # 2 REPLACEMENT (Sea Pines) (Hospitality Tax)						
a. design	275					
b. construction		2,500				
5 FIRE RESCUE TRAINING CENTER ENHANCEMENTS	215					
TOTAL EXISTING FACILITIES & INFRASTRUCTURE	1,072	2,982	482	482	482	2,410
E NEW FACILITIES & INFRASTRUCTURE						
1 COLIGNY / POPE AVE INITIATIVE AREA IMPROVEMENTS with COMMUNITY PARK unedited from FY12						
a. Design						
c. Construction						
	FY14					
	3,624					
2 SEWER SERVICES PROJECTS (Some Timing: TBD)						
a. Gumtree Road Area Sewer	500					
b. Indigo Run Hotel Site (coordinate with Park project)	40					
c. Jenkins Island (coordinate with Park project)		40				
TOTAL NEW FACILITIES & INFRASTRUCTURE	4,164	40	0	0	0	0
F BEACH MAINTENANCE						
1 BEACH MANAGEMENT & MONITORING (Beach Fee)	500	500	500	500	500	2,500
2 BEACH RENOURISHMENT (Beach Fee)						
a. Island-wide project	17,750					
TOTAL BEACH MAINTENANCE	18,250	500	500	500	500	2,500
A PATHWAYS	2,000	2,460	1,410	2,220	940	1300
B ROADWAY IMPROVEMENTS	1,005	935	1,696	150	0	0
C PARK DEVELOPMENT	2,515	1,200	700	200	200	1,000
D EXISTING FACILITIES & INFRASTRUCTURE	1,072	2,982	482	482	482	2,410
E NEW FACILITIES & INFRASTRUCTURE	4,164	40	0	0	0	0
F BEACH MAINTENANCE	18,250	500	500	500	500	2,500
TOTALS (THOUSAND OF DOLLARS)	29,006	8,117	4,788	3,552	2,122	7,210
0900 Aug 30, 2013						

Fiscal Year 2015 – Proposed Priority Projects (top priority projects shown in bold)

A. Pathways

- Pathway Rehabilitation
- **US 278 – B (William Hilton Parkway) Fresh Market Shoppes to Shelter Cove/Chaplin – construction**
- **US 278 – B (William Hilton Parkway) Shelter Cove/Chaplin to Mathews Drive-north – FY 14 funding for design permitting, legal**
- **US 278-B (Gardner Drive to Jarvis Park / Honey Horn) – FY 14 funding for design, permitting, legal**
- US 278 (westbound between Gum Tree Road to Squire Pope Road) - legal
- US 278-B (Village at Wexford to Arrow Road) – construction
- US 278-B (Jarvis Park/Honey Horn to Graves Bridge) – design, legal

B. Roadway Improvements

- Traffic Signal Mast Arms
 - WHP @ Spanish Wells Road
- Private Dirt Roads Acquisition
- **Mathews Drive / Marshland Road Roundabout**
- **Mathews Drive / Chaplin Area Connectivity**
- **Wm. Hilton Parkway Intersection Improvements at Squire Pope Road**
- Lemoyne Road Reconstruction and Extension

C. Park Development

- Town Parks Upgrades
 - Driessen Beach Park – small picnic shelter
 - Veteran’s Memorial Park – benches, pergolas, site furnishings
 - Crossings Park – picnic shelters (meadow area)
- **Shelter Cove Community Park**
- Island Recreation Center Enhancements – TBD, pending direction from Council
- Yacht Cove Community Park
- Ford Shell Ring 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
- Town Hall Office Space Reconfiguration
- **Fire Station #2 Replacement**
- Fire/Rescue Training Center Enhancements

E. New Facilities

- **Coligny Area Improvements**
- Sewer Service Projects

F. Beach Maintenance

- Beach Management and Monitoring
- **Island-wide Beach Renourishment**