



**The Town of Hilton Head Island
Special Public Facilities Committee Meeting**

**Tuesday, December 15, 2015
10:00 a.m.**

Benjamin M. Racusin Council Chambers

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 from October 26, 2015
- 4. Unfinished Business**
- 5. New Business**
 - Island Recreation Center Expansion Project
- 6. Adjournment**

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

TOWN OF HILTON HEAD ISLAND PUBLIC FACILITIES COMMITTEE

Date: October 26, 2015

Time: 10:00 A.M.

Members Present: Lee Edwards, Kim Likins, Tom Lennox

Members Absent: None

Staff Present: Scott, Liggett, Charles Cousins, Jeff Buckalew, Bryan McIlwee, Shawn Colin, James Cook

Others Present: Bill Harkins, *Councilman*, David Staley, *Main Street Realty*, Peter Kristian, *GM Hilton Head Plantation*, Chet Williams, Esq.

Media Present: None

1. Call to Order:

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

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. Committee Business:

Approval of Minutes: Mr. Lennox moved to approve the Minutes of the April 27, 2015 meeting. Mrs. Likins seconded. The Minutes of the April 27, 2015 meeting were unanimously approved.

Approval of Draft 2016 Meeting Dates:

Mrs. Likins moved to approve. Mr. Lennox seconded. The proposed 2016 Meeting Dates were unanimously approved.

4. Unfinished Business:

- **Dedication of Private Road Rights of Way – portion of Main Street, from Whopping Crane Way to Wilborn Road, Central Avenue, Museum Street, Merchant Street and a portion of Meeting Street.**

Scott Liggett, Director of Public Projects & Facilities stated Main Street Commercial Owners Association approached the Town some time ago seeking to dedicate that portion of Main Street that was within their ownership to the Town. The road segment in question is between Whopping Crane Way and Wilborn Road to the West. In accordance with the Town Policy that has been in place now for approximately 1 ½ years, staff has reviewed this request and the essence of the Town Policy is an attempt to answer the question, would public dedication of this road provide some larger overarching benefit to the public as a whole. The simple position of Town staff is yes, this road segment falling into Town ownership would benefit the Town as a whole. It provides an alternate access to this portion of William Hilton Parkway and its corridor. In fact, we have been working now for the better part of 20 years to try and provide a network in and around Whopping Crane and

Indigo Run Drive intersection with the construction of Pembroke, Gardner, Beach City Road and the Town's acquisition of North Main Street. This remains the only private segment left. Does it provide connection to existing publically owned roads – yes it does. The Town owns Main Street as I mentioned to the North, DOT owns Whopping Crane Way – the main road that serves the school campus.

In addition to that, it provides in the eyes of the Town, access to critical facilities in the form of drainage outfall canal. One of the primary outfalls in Hilton Head Plantation crosses underneath of Main Street and actually directly feeds the Town's Jarvis Creek Pump Station.

This is a similar presentation staff had attempted to make some time ago. What I would recommend and it is looming out there is the cost of public dedication – estimates to do those still fall within the Town's task to do should there be interest on the part of the Committee and ultimately Town Council that we examine public dedication. What I would invite you not to do at this point is be overly scrupulous as relates to the cost. We know they are significant. I am not here to present to you today what they might be, how we might achieve them but in an attempt to provide whatever staff support we can to try and respond to the question – does acquiring Main Street serve an overarching public benefit.

In your package we have the contents of the prior write up that were established virtually identical from before and with that I am happy to answer any questions regarding our assessment and the benefit that we see of Main Street.

Mrs. Likins stated she rides on this road frequently and would love nothing more than to see this improved and feel like the public benefit would be huge. My concern is we have some requirements and when we talked about the requirements before there were some questions about whether these roads actually met the requirements. If they don't, do we have enough leeway in the policy to say we are going to ignore the requirements and want to move forward because of the greater public benefit? Mr. Liggett suggested that Town Council set aside their policy if they were so inclined and pursue it otherwise. It is your policy so my inclination was that if there were interest on Town Council to do that or at least have those discussions in this context maybe without setting a precedent that you couldn't live with. To my mind that would fall to a Town Council discussion.

Mrs. Likins stated that beyond that it is still a struggle because we have no idea of the cost to make the improvements nor the long term maintenance is. At the end of the day I think it is unfair to just completely alleviate the responsibility of the current road owners of this road. The feeling if we are going to do this we need to look at some creative fashion where we can do some type of tax increment district or something like that so that we can recoup whatever cost might be to improve the road and be able to maintain it long term. Do we have any ideas on how we might do something like that if we move forward?

Mr. Liggett advised the potential to create a municipal improvement district is out there because of the commercial nature of the surrounding property that might be something that Council could avail itself of. But again, as any kind of discussion advances in the course of the Agreement that would no doubt be developed should we acquire the road, any terms

and conditions as relates to costs, cost sharing, cost assignment could be identified in any such agreement.

Mrs. Likins confirmed the only thing the Committee needs to do today is decide if we think there is enough public benefit to pursue this and then how we figure out if it does not meet our requirements what we might do and how we may want to come up with the funding. Mr. Liggett said correct or reach a conclusion that there is no overarching public benefit. Mr. Liggett said staff is fully prepared with an endorsement from full Council to go ahead and identify any potential costs, etc. What we did not want to do is to exhaust a lot of time developing those costs only to be informed by Council that we really didn't want that road anyway.

Mrs. Likins said what we are looking at is trying to encourage economic development and improvement in areas. I am excited to see the facility on Main Street that used to be the Main Street Inn is going to be opening this week and hopefully we look forward to having additional growth and health care in that region and I don't think we can have a road system that looks like that.

Chairman Edwards agreed and said it makes sense to pursue this. I certainly think that this is a project that we need to move forward on.

Mr. Lennox asked how many commercial owners are on road and who owns the road? Mr. Liggett advised he would need help as to how many commercial owners there are, but it is owned by Main Street Commercial Property Owners Association. The adjacent commercial owners jointly own that road and it is my understanding they all contribute some amount of money annually for upkeep within the property.

Mr. Lennox stated he supports proceeding with this and Chairman Edwards agreed.

Mr. David Staley, Main Street Commercial Property Owners Association advised he did not have an exact number of property owners but it is in the neighborhood of 40. Each property owner pays on an annual basis 17 cents per square foot of improved space for the buildings – that would include the hotel, the shopping center, office buildings and that is put into a pool and we have an operating budget and have road reserves within that budget. Part of the problem has been that many of these property owners over the years have not paid. One of our biggest land owners was the hotel. For many years they did not pay so we were struggling with the deficit in terms of expenses greater than revenue. We do have \$80,000 in reserves now and I signed a Contract in July, 2015 for repaving of approximately 30% of the road. The work will start November 2nd. My recommendation would be that we move forward with that work because some of the areas are in very difficult shape.

On a going forward basis, there are different ways the Town can create tax districts but we do have a model in place that creates revenue. We generate about \$50,000-60,000 a year to take care of road reserves, landscape maintenance, lighting and things like that between Whopping Crane and School Road. There is a system in place. Most people come to the Town and say take my road, but my position was I would be happy to work with the Town. We have a method in place going forward that has been in place 30 years to generate

revenue and contribute to ongoing costs. We just don't have \$500,000-\$800,000 or whatever the staff estimate was to take over the road.

Peter Kristian, GM Hilton Head Plantation stated the number one complaint he gets is the condition of that road. Acquiring the road and putting in that improvement would be a public safety interest. The road is a mess and the situation needs to be corrected and it looks like there is only one entity that can tackle that project right now. I think it needs to be tackled from several different directions. There needs to be some responsibility taken by those merchants who are responsible for maintaining the road.

Chairman Edwards stated he agreed with Mr. Kristian and thinks the purpose of this meeting is we need to decide if we want to take over the road. That seems to be the sentiment here and we can work out the details and figure out who is going to pay for it and how.

Mr. Lennox moved that we recommend to Town Council we proceed with the evaluation of the dedication of the roads as proposed by Jeff Buckalew's Memorandum of August 28, 2014. Mrs. Likins seconded. The motion was approved unanimously.

5. New Business

• Proposed Storm Water Ordinance for NPDES Compliance

Jeff Buckalew, Town Engineer advised this Ordinance is critical towards achieving compliance with the National Pollution Discharge Elimination System (NPDES) permit. The Ordinance provides the required legal enforcement mechanism to address the impacts on storm water runoff quality and nonpoint source pollution due to improper non-storm water discharge to the municipal separate storm sewer system. Furthermore, it will allow for the better management of the storm water systems and consequently the preservation and protection of the health, safety and welfare of the general public and our natural environment.

The Town of Hilton Head Island has been designated a Municipal Separate Storm Sewer System (MS4) and thus is required by federal law [33 U.S.C 1342(p) and 40 CFR 122.26] to obtain an NPDES permit from the South Carolina Department of Health and Environmental Control (SCDHEC). The NPDES permit requires the Town to impose and enforce controls to reduce the discharge of pollutants in storm water to the maximum extent practicable, including the development or adoption of any new ordinances or other regulatory mechanism that provides adequate legal authority to control pollutant discharges into and from their MS4. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system in order to comply with requirements of the NPDES permit for storm water discharges.

Engineering and Legal/Code Enforcement staff will be responsible for detecting and enforcing this ordinance and it shall be adjudicated through the Town court. No additional staff or resources are recommended at this time.

After a brief discussion, Mr. Lennox moved the Public Facilities Committee recommend to Town Council they adopt a Storm Water Ordinance for compliance with the State and

Federal storm water permit requirements. Mrs. Likins second. The motion passed unanimously.

- **Acquisition of Private Unpaved Road Rights of Way**

Staff recommends the Public Facilities Committee endorse to Town Council, the priority ratings of the private unpaved roads for public acquisition of road rights of way, in accordance with the Capital Improvements Program (CIP). The top four (4) private roads in these ratings) are, Alice Perry Drive, Pine Field Road, Bligen Lane, and Mitchellville Lane. Acquisitions shall be contingent upon subsequent budget amendment(s) as necessary.

Selected private unpaved road rights of way are to be acquired as part of the Town's Capital Improvements Program. Staff recommends these four (4) roads be acquired based on a ratings analysis of the existing private unpaved roads on Hilton Head Island. If these roads are successfully acquired, it is assumed they shall be the Town's responsibility for perpetual maintenance, as the County is not accepting new roads for maintenance.

The primary objective of the program is to acquire rights of way on selected private roads. These acquisitions are prioritized based on a rating scheme which emphasizes public safety, the condition of the road, and the number of dwellings served. This recommendation and subsequent activities shall entail the survey and legal costs necessary for acquisitions and is not intended for physical improvements of the infrastructure. Condemnations costs and compensation to property owners shall be at the discretion of Town Council

Chairman Edwards asked Mr. Buckalew when they are prioritizing if they speak to the neighbors on the road to see if some of those folks really want it or if they don't, is that taken into consideration. Mr. Buckalew advised no they do not. This is purely a staff objective assessment of the conditions.

Mrs. Likins said primarily you are looking at the distance of the road and the number of people served – Mr. Buckalew advised yes and also the condition of the road. Mrs. Likins said she wondered if the additional criteria of speaking to the homeowners would be appropriate because I would hate for us to go down the road of saying we selected this one based on these things and then we have eliminated others and then turn around and find out that one of the three clearly has families that don't want it. It does not seem like it would be a big effort since they are small communities to send out something saying that your road qualifies and we are trying to get a feel that is this something that the residents want.

Scott Liggett stated when they have done this in the past of trying to seek public input before or as part of the technical assessment in general we get positions in favor of what we are trying to do or an inability to declare a preference because we cannot indicate what exactly is in the offing, how much land we might need to acquire, what the carry on project might be. In the end to develop the rankings I think it is important that staff be mindful of the technical purity of the numbers – let the numbers fall where they may and approach the community afterwards.

Mrs. Likins asked if we move to accept these rankings and the next four are accepted and we get out there and one of the residents clearly decide that they don't want it, do we just back off at that point and remove that from the list. Mr. Liggett said it would depend on the guidance that comes from Council. In the past the most recent example – Outlaw Road materialized itself onto the list a couple of years ago using the same methodologies. We developed the surveys, the proposed easements and/or rights of way that we would have needed and the owners said I do not want you to mess around with this and go elsewhere and that was what Council directed. Essentially if Council thinks that the acquisition is important enough to the greater good of the community, Council again would have to authorize potential condemnation if the owners are unwilling to work with us or donate or go about it in if you would a friendly way.

Mrs. Likins asked how much it costs to do the surveys, etc.? Mr. Liggett stated it is usually approximately \$10,000.00 per road.

Mr. Lennox also thought it would be a good idea to move the contact with the property owners perhaps up in the process before you started writing checks for surveying, etc. Mr. Liggett said there are times that the homeowners have indicated a positive interest at the start and then something changes and they go the other way. We have been advised of just an inability to reach a decision until further details are known. Mrs. Likins wondered if it would be a good idea for Council to speak with their constituents regarding this.

Mr. Liggett told the Committee that realizing that the pursuit of any of these roads (any four) across the Island will require a budget amendment that at some point in the future if we want to pursue them. To me it would be within the means of Council before making such budget amendment or coincident with it if you wanted to direct staff to reach out to the communities where these road acquisitions are pending to return maybe prior to a budget amendment happening that is something that may fall within the purview of the Committee. I do not want to leave you with the impression that the money is available now. It is not. Any roads, regardless of the ones we pursue would require an amendment.

Mrs. Likins moved that Committee accept the roads as provided here. Mr. Lennox seconded. The motion passed unanimously.

6. **Adjournment**

Mrs. Likins moved to adjourn. Mr. Lennox seconded. The meeting was adjourned at 10:53 a.m.

Respectfully Submitted,

Karen D. Knox
Senior Administrative Assistant

Memo

Date: December 9, 2015

To: Public Facilities Committee

Via: Scott Liggett, Director of Public Projects &
Facilities/Chief Engineer

From: Derrick Coaxum, Project Manager

Subject: Update Island Recreation Center Expansion/ Enhancement



Staff will be presenting an update on the Island Recreation Center Expansion/ Enhancement Project. This project will not require any action from the committee.

Background:

In February, 2014 Town Council had approved the Master Plan developed by Lee Parker Architect and the FWA Group. We entered into a Contract with FWA on March 20, 2015 to develop construction plans and specifications to renovate the existing building and to design a new gymnasium expansion as listed in the attached narrative.

Hilton Head Island – Island Recreation Center Additions and Renovations
Narrative
December 8, 2015

The Island Recreation Center, located at 20 Wilborn Road on the Hilton Head Island School campus currently is housed in a building constructed in 1988. The facility includes a gymnasium with bleachers, two classrooms, miscellaneous offices, an indoor/outdoor pool, three outdoor basketball courts, a playground and play fields. The center runs a pre-school day program and afterschool and summer programs for school age children along with sports programs for all ages, adults and children alike.

The center also operates the only public pool facility on the island. It provides swimming and water exercise opportunities for all ages as well as a place for local private swim teams and the HHI High School swim teams to practice and hold competitions. The pool operates year round by incorporating the use of an air supported dome enclosure to enclose the pool area during the winter season.

The FWA Group is currently working with the Center staff under the direction of the Town of Hilton Head Island to upgrade their current outdated facilities. The project includes upgrades to the existing gymnasium, office areas, classrooms, and toilets. New construction will include:

1. Full size gymnasium with retractable bleachers;
2. registration/office areas;
3. vending/snack area;
4. community and fitness rooms;
5. a second floor running track and exercise areas;
6. pool office/storage buildings; and
7. pool toilet building.

In addition, site features will include additional parking on School Road; relocated tennis courts and ROTC drill pad; a new pool deck and pool dome; and additional field lighting for an existing field on the school property.

The proposed new building construction will be approximately 31,000 square feet on two stories with 15,000 in renovated existing space. Exterior support areas make up an additional 2,500 square feet.

Construction is proposed to be a combination of CMU wall construction and steel framing. Roof is a metal truss system with areas of flat and pitched roofs. Exterior brick and stucco finishes will generally match the existing building in color and texture. The second floor will be open to the first floor and translucent wall panels at clerestory elevations will allow light to penetrate all areas of the building.