

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

**Date:** Tuesday, April 7, 2015

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

**Present from Town Council:** David Bennett, *Mayor*; Bill Harkins, *Mayor Pro Tem*, Lee Edwards, Marc Grant, Tom Lennox, Kim Likins, John McCann, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Brad Tadlock, *Fire Chief*; Nancy Gasen, *Director of Human Resources*; Susan Simmons, *Director of Finance*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Brian Hulbert, *Staff Attorney*; Jill Foster, *Deputy Director of Community Development*; Anne Cyran, *Senior Planner*; Teri Lewis, *LMO Official*; Bob Klein, *Building Official*; Ernestine Reed, *Senior Communications Dispatcher*; Darrin Shoemaker, *Traffic & Transportation Engineer*; Bryan McIlwee, *Assistant Town Engineer/Stormwater Manager*; Numerous Dispatchers and Fire Rescue Personnel; Vicki Pfannenschmidt, *Executive Assistant/Town Clerk*

**Present from Media:** Zach Murdock, Island Packet

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**1) CALL TO ORDER**

Mayor Bennett called the meeting to order at 4:00 p.m.

**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**

National Public Safety Telecommunications Week

Ernestine Reed was present to accept the proclamation. She was joined by many of her colleagues.

Sexual Assault Awareness and Child Abuse Prevention Month

Michael Jordan was present to accept the proclamation.

**6) Approval of Minutes**

**a. Town Council Meeting, March 17, 2015**

Mr. Harkins moved to approve. Mr. McCann seconded. The minutes of the March 17, 2015 regular Town Council meeting were approved by a vote of 6-0. (Mr. Grant was not present at the time of the vote.)

## 7) Report of the Town Manager

### a. Construction Board of Adjustments and Appeals Update - Jay Owen, Chairman

Chairman Owen presented the update.

### b. Town Manager's Items of Interest

Mr. Riley reported on items of interest listed below.

(1) Town News

(2) Noteworthy Events

### c. Tax Increment Financing Annual Report

Susan Simmons presented the report.

## 8) Reports from Members of Council

Mayor Bennett noted Items 11.a. and b. would include lengthy discussion and suggested moving Items 11.e. and f. to this point on the agenda. All members of Council were in agreement. Results are listed below beneath the corresponding agenda item.

### a. General Reports from Council

Mr. Harkins referenced correspondence from the Town Attorney outlining projects he is working on and which ones he needed direction from Town Council. He asked that they be reviewed for consideration of placing on the agenda or holding an executive session for Council to review and decide how they would like to move forward. Mayor Bennett stated he would be meeting with the Town Manager on Thursday to discuss.

Mrs. Likins stated she attended the opening of the Sea Pines Clubhouse and Shelter Cove Community Park and while at both functions, developers and builders complimented Town staff for their efforts in assisting in the projects.

Mr. McCann stated he and Mr. Harkins attended a Hilton Head Plantation Board of Directors meeting and they also complimented staff.

Mr. McCann requested the Sewer Summit be scheduled in the near future. Mayor Bennett stated after he meets with the Town Manager on Thursday, he would reach out to Town Council to set a date for the Summit.

Mr. McCann reported that the Finance and Administrative Committee met and developed wording for a policy concerning RFP's and RFQ's. Mr. McCann moved that the following be adopted: *Town Council will identify to the Town Manager specific projects, studies, and adopted priorities it wishes to participate in for the development of Requests for Qualifications or Requests for Proposals.* He explained there is no formal input requested or applied from Town Council concerning the RFP's and RFQ's. He explained this would allow Town Council involvement in the process. After Council discussion the motion failed for the lack of a second. The Mayor stated the item would be placed on the next agenda for review and discussion.

Mr. McCann referenced the Marshland Circle project and moved *to adopt the policy that Staff periodically, but not less frequently than once a year, advise the Town Council as to those projects that have received a public project review determination from the Planning Commission, but have not yet advanced to construction.* Mr. Harkins seconded. After Council discussion, the motion was unanimously approved by a vote

of 7-0.

**b. Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman**

No report.

**c. Report of the Community Services Committee – Kim Likins, Chairman**

Mrs. Likins reported the Committee met on March 24 to discuss defining a mission for the arts and cultural initiative, as well as establishing goals and objectives concerning the initiative. She added they met again on March 30 to review applications for boards, committees and commissions and the Committee would be conducting interviews this week.

**d. Report of the Public Planning Committee – Tom Lennox, Chairman**

Mr. Lennox reported the Committee met on April 2 and voted to recommend approval of the Hilton Head Island Green Blueprint.

**e. Report of the Public Facilities Committee – Lee Edwards, Chairman**

Mr. Edwards stated the Committee met on March 23 and voted to recommend approval of the public art and public art site request which were addressed earlier in the meeting. He said they also recommended approval of the HUD-CDBG grant and five year project. He further explained the grant and project. He stated the Committee also voted to recommend approval of the HHPSD easement request on Town owned land to facilitate availability of sewer service on Gumtree Road.

**f. Report of the Public Safety Committee – Marc Grant, Chairman**

Mr. Grant reported the Committee met on April 6 and voted to recommend approval of the update to enabling legislation for Fire Rescue. He added that Chief Tadlock also reviewed the 2014 Hilton Head Fire Rescue Annual Report.

**g. Report of the Finance and Administrative Committee, John McCann, Chairman**

Mr. McCann stated the Committee has completed their report on the Accommodations Tax and a draft copy would be forthcoming to the Mayor. He stated items addressed were: no forward funding or advancing; Town Council setting up a liaison between Town Council and the Accommodations Tax Advisory Committee (ATAC); more efficiency and effectiveness in the process; more procurement guidelines for the applicants; Town Staff to provide the ATAC a listing of the grants and how they have been applied for and used over the course of the year.

**h. Report of the Circle to Circle Committee, Tom Lennox, Town Council Liaison**

Mr. Lennox reported the Committee has met four times in five weeks and defined the scope of its charge and they are in the process of gathering data. He said they will be meeting on April 8 at 8:30 a.m.

**9) Appearance by Citizens**

Mary Barrett and Paul McGovern addressed Council concerning their opposition to the USCB Campus on Hilton Head Island. Mr. Frank Babel addressed Council concerning pathway funding for 2016.

## 10) Unfinished Business

None

## 11) New Business

**Items 11.a. and 11.b.** were discussed by Town Council at length. Mayor Bennett expressed his concerns with the high density which he felt would create an imbalance as a result of Item 11.b. Mr. Grant expressed his concern with the increased traffic in the area. Mrs. Likins, Mr. McCann and Mr. Lennox and Mr. Edwards spoke in support of the applications. Mr. Chet Williams and Mr. Gary Dee spoke on behalf of the applications encouraging Council to approve them. Todd Salvagin of SRS Engineering, Inc. reviewed the traffic studies and answered questions from Council. Darrin Shoemaker answered questions concerning the traffic in the area. Eight residents spoke in favor of the applications and nine residents spoke in opposition to the applications. One resident spoke for and against. The motion and vote is listed below each corresponding agenda item.

### a. First Reading of Proposed Ordinance 2015-08

First Reading of Proposed Ordinance 2015-08 to amend Title 16, the Land Management Ordinance, of the Municipal Code of the Town of Hilton Head Island, South Carolina, by amending Section 16-1-107, the Official Zoning Map and the Port Royal Plantation and Surrounds Master Plan with respect to a portion of the certain parcel identified as Parcel 277 on Beaufort County Tax District R510 Map 9, within the Port Royal Plantation And Surrounds Master Plan under the PD-1 Zoning District, by changing the allowed use from golf course to golf course, golf clubhouse, golf pro shop, tennis courts, tennis pro shop, fitness and wellness center, locker rooms, and administrative offices, and by increasing the allowed density on the parcel from no density to 12,500 square feet of administrative office use, and providing for severability and an effective date.

Mr. McCann moved to approve. Mr. Harkins seconded. The motion was unanimously approved by a vote of 7-0.

### b. First Reading of Proposed Ordinance 2015-09

First Reading of Proposed Ordinance 2015-09 to amend Title 16, the Land Management Ordinance, of the Municipal Code of the Town of Hilton Head Island, South Carolina, by amending Section 16-1-107, the Official Zoning Map and the Port Royal Plantation and Surrounds Master Plan with respect to a portion of the certain parcel identified as Parcel 277 on Beaufort County Tax District R510 Map 9, within the Port Royal Plantation and Surrounds Master Plan under the PD-1 Zoning District, by changing the base zoning district from PD-1, Planned Development Mixed-Use, to RD, Resort Development, and providing for severability and an effective date.

Mr. McCann moved to approve. Mr. Lennox seconded. The motion was approved by a vote of 5-2. (Mayor Bennett and Mr. Grant were opposed.)

### c. Consideration of a Resolution – Amendment- Palmetto Dunes SWU Drainage Agreement

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution of a third amendment to Drainage Agreement

and a third amendment to Access, Drainage and Maintenance Easement with Palmetto Dunes Property Owners Association, Inc.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

**d. Consideration of a Resolution – Reimbursement Bonds**

Consideration of a Resolution relating to the declaration of intent by the Town Council of the Town of Hilton Head Island, South Carolina, to reimburse certain expenditures prior to the issuance by the Town of its tax-exempt debt.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

**e. Consideration of a Recommendation – Public Art Site Selection**

Consideration of a Recommendation that the Town Council of the Town of Hilton Head Island approve the Veterans Memorial at Shelter Cove Community Park as a potential site for placement of Public Art on Hilton Head Island.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

**f. Consideration of a Resolution – Public Art**

Consideration of a Resolution of the Town of Hilton Head Island, South Carolina, authorizing the execution of a gift agreement with the Community Foundation of the Lowcountry for the acquisition of the “Poppies” sculpture.

Mr. Harkins moved to approve. Mrs. Likins seconded. The motion was unanimously approved by a vote of 7-0.

**13) Executive Session (if needed)**

The Mayor stated there was no need for an Executive Session.

**14) Adjournment**

Mr. Harkins moved to adjourn. Mrs. Likins seconded. The meeting was adjourned at 7:58 p.m.

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Vicki L. Pfannenschmidt,  
Executive Assistant/Town Clerk

Approved: 04/21/2015

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David Bennett, Mayor