



# **The Town of Hilton Head Island Planning Commission CIP Committee Meeting**

**March 4, 2019  
2:00 p.m.  
Conference Room 3**

## **AGENDA**

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**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: January 8, 2019
- 4. Unfinished Business**  
None
- 5. New Business**
  - Capital Improvements Program – Fiscal Year 2019 Update/Fiscal Year 2020 Proposal
- 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 January 8, 2019

Regular Meeting

Members Present: Glenn Stanford, *Chairman*, Leslie McGowan, Michael Scanlon, Todd Theodore  
Members Absent: None  
Staff Present: Scott Liggett, Jeff Buckalew, Darrin Shoemaker, Jennifer Ray  
Others Present: David Ames, Tamara Becker, *Council Members*, Chet Williams, Esquire, Frank Babel  
Media Present: Katherine Kokal, *The Island Packet*

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**I. CALL TO ORDER**

The meeting was called to order at 3:00 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**

**V. NEW BUSINESS**

• **Shelter Cove Transportation Study Recommended Improvements**

Chairman Stanford stated this is a meeting for information purposes. We are not being asked to make any recommendations and it is for the limited and sole subject of the transportation study dealing with improvements to various intersections on 278 to improve safety for automobiles as well as pedestrians and bicyclists.

Scott Liggett, Director of Public Projects and Facilities advised the committee that we are here for a no action item from the Committee. As you are well aware, the interest that I gather the Commission as well as the Committee has expressed in this project has been significant. Starting here more than a month or so ago, staff has been meeting privately with various stakeholders. We had a public meeting in December and much like we had delivered some detailed information at those public meetings, we wanted to try to do the same with you and share a little more greater detail than we can typically afford you all as part of a public project review which is also queued up tentatively planned to be reviewed by the full Planning Commission on the 6<sup>th</sup> of February. We welcome any comments that you may care to provide, whether they come today or sometime after the meeting as we polish up our plans. Darrin Shoemaker is prepared to run through the alternatives the Consultant has prepared as well as share with you what the staff preference per treatment at these various locations.

Darrin Shoemaker, Traffic and Transportation Engineer advised the Town executed a contract with HDR Engineering of the Carolinas, Inc. on August 24<sup>th</sup>, 2018 to assess existing conditions in the Shelter Cove area corridor associated with William Hilton Parkway. The contract includes assessments of safety and operating conditions relative to both motor vehicle and non-motorized (bicycle/pedestrian) needs. The Town is aware of and has tentatively endorsed an effort by the Palmetto Dunes Property Owners Association to construct a new access to serve the community that aligns with William Hilton Parkway's median crossover at Shelter Cove Plaza/Whole Foods Market. The Town's contract with the consultant requires that this proposal be taken into consideration and that they coordinate with the association and their engineering consultants in the development of recommendations.

The Town's consultant that is conducting the Shelter Cove Area Transportation Study has identified alternate treatments toward the improvement of safety and operations at the six study intersections on William Hilton Parkway. Moving in the on-island direction, these study intersections are those of William Hilton Parkway with Shelter Cove Lane (off-island intersection near the Beaufort County Sheriff's Office), Shelter Cove Plaza/Whole Foods Market, Shelter Cove Lane (signalized intersection at Hickory Tavern), Shelter Cove Town Center (right-in/right-out driveway near Jos. A. Banks), Shelter Cove Lane (on-island intersection near Kroger Fuel Depot), and Queens Folly Road/King Neptune Drive. Town staff's tentatively preferred treatments can be summarized as signalizing and improving the Queens Folly Road/King Neptune Drive signal in a manner that is a hybrid of Alternate's one and three as identified by the consultant. Town staff's preferred alternate at the off-island Shelter Cove Lane intersection is to improve and signalize the intersection, and Town staff's preferred alternate at the signalized Shelter Cove Lane intersection is to improve and rebuild the intersection as a conventional signalized T-intersection that would accommodate additional turn lanes and periodically halt off-island Wm. Hilton Pkwy. Town staff's preferred alternate at both the on-island Shelter Cove Lane and Shelter Cove Plaza/Whole Foods Market intersections is to effect a partial median closure that would continue to allow ingress left turns but prohibit egress left turns. Town staff's preferred alternate at the Shelter Cove Town Centre driveway is to allow this intersection to remain as existing. Town staff's preferred alternates in tandem would provide signalized pedestrian crossings at the off-island Shelter Cove Lane intersection and at the existing Shelter Cove Lane signal while eliminating the lone remaining unsignalized pedestrian crossing of William Hilton Parkway at Shelter Cove Plaza/Whole Foods Market.

**VI. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:25 p.m.

Respectfully Submitted:

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Karen D. Knox  
Senior Administrative Assistant

memo

**TO: Planning Commission CIP Committee**  
**FROM: Scott Liggett**  
**DATE: February 21, 2019**  
**SUBJECT: Capital Improvements Program (CIP) Committee Meeting February 27, 2019 Discussion Documents**

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In preparation for our February 27, 2019 meeting, please find the attached documents:

- The fiscal year (FY) 2019 Planning Commission endorsed Priority Projects List as recommended to Town Council for the consideration of funding. (yellow high-lighted projects did not receive funding by Town Council for FY 19)
- The Capital Improvements Program excerpt from the approved FY 19 Consolidated Municipal Budget (Years 2019 and 2012).
- The FY 20 initial draft of the proposed Priority Projects List for discussion.

As an update to the information I reported to the Committee last year, the backlog of more than \$80 million appropriated to projects in prior years is forecast to be reduced to approximately \$25 million by the end of fiscal year 2019. Since January 2017, approximately \$75 million worth of Town funded capital projects have been completed or placed under contract. This equates to a CIP rate of expenditure more than 3 times our historic annual average and is in addition to the \$60 million dollars spent on initiatives as a result of declared disaster response during the same time period.

Major projects currently under construction or with contracts pending are:

- Pope Ave./ Lagoon Road Intersection Improvements (including traffic signal)
- Pope Ave. Resurfacing
- Extension of Lagoon Road
- Reconstruction of Nassau Street
- Tanglewood Drive Pathway
- South Forest Beach Pathway
- Lowcountry Celebration Park
- Cordillo Tennis Court Removal and Replacement
- Pembroke Drive Traffic Signal Mast Arms
- HH PSD Sewer System Expansion Project

The backlog circumstance, though improving, still persists and I do not believe the rate of expenditure is sustainable. As such, I continue to recommend that the Committee limit the addition of new priority projects for funding consideration in FY 20.

Priority projects, identified previously for which new or additional construction funding is recommended in FY 20 are:

- Intersection and Pathway Access Improvements Shelter Cove Area – William Hilton Parkway Corridor
- Fire Station 2 Replacement

In order to best facilitate the CIP Committee recommendations for FY 20, I will be prepared to provide a status report of the FY 19 projects at our February 27 meeting. I will use the attached documents as reference material during our discussions.

## **Fiscal Year 2019 – Proposed Priority Projects**

**Post Committee – March 21, 2018**

**Numerical ranking provided within each project category**

### **A. Pathways**

1. Pathways Accessibility and Safety Enhancement Projects – Shelter Cove Corridor in particular
2. Shelter Cove Lane (William Hilton Parkway to Shelter Cove Park (survey and concept development)
3. Main Street (Whooping Crane Way to Wilborn Road) – (survey and concept development)
4. US 278 – B (William Hilton Parkway) Shelter Cove Lane to Mathews Drive-north - (design, construction)
5. Boggy Gut Pathway – Connecting Woodhaven Drive to Office Park Road (survey and design)
6. Lagoon Road Pathway (survey and design)

### **B. Roadway Improvements**

1. William Hilton Parkway Improvements - Jenkins Island to Squire Pope Road
2. Intersection Improvements at Shelter Cove Town Center including pedestrian crosswalks - (FY 16 Funding for survey, concept development and design)
3. Dirt Road Paving (CDBG) – Murray Avenue
4. Dirt Road Paving (RUF) – Alice Perry Lane, Mitchellville Lane, Pinefield Road
5. Pope Avenue Resurfacing (including crosswalk improvements at Shipyard/Cordillo per Circle to Circle recommendation)

### **C. Park Development**

1. Cordillo Tennis Courts – reconstruction of courts, plus pro shop building with storage

### **D. Existing Facilities & Infrastructure**

1. Fire Station #2 Replacement – (construction including temp quarters)
2. Town Hall Remodeling- (construction)

## **E. New Facilities**

1. Coligny Area Improvements – parking improvements, park/playground/performance shell, children’s museum - (construction)
2. Sewer Expansion Projects Year 3 – Gumtree Road, Squire Pope Road, Stoney Area
3. Fire Hydrant Expansion Projects
4. Emergency Operations Center Assessment (concept exploration and alternatives analysis)
5. Fuel Truck Shed

## **F. Beach Maintenance**

1. Beach Management and Monitoring – (survey, data collection)

# Capital Improvement Plan Fiscal Year 2019

THOUSANDS OF DOLLARS											
FY 2019 Budget	FY 2019 Property Taxes	Funding Source as Identified	Beach Preservation Fees/Bonds	GO Bonds	Hospitality Taxes	TIF	Sunday Liquor Permit Fees	Road Usage Fees	Grants / Donations	Sale of Land	

## PATHWAY IMPROVEMENTS

Pathway Accessibility & Safety Enhancement Projects	100										
<b>TOTAL</b>	<b>100</b>	-	-	-	-	100	-	-	-	-	-

## ROADWAY IMPROVEMENTS

Intersection Improvements-W.B. 3rd Lane at Squire Pope -- Impact fees	500		500								
Extension of Lagoon Road	675			675							
Reconstruction of Nassau Street	400			400							
South Forest Beach Drive Improvements	400			400							
Private Dirt Roads -- specific	375							375			
Private Dirt Roads -- paving projects TBD	175							175			
Paving improvements	350							350			
Pope Avenue Resurfacing -- County Grant/impact fee	850									850	
<b>TOTAL</b>	<b>3,725</b>	-	<b>500</b>	<b>1,475</b>	-	-	-	<b>900</b>	-	<b>850</b>	-

## PARK DEVELOPMENT

Cordillo area improvements -- Park Impact fees	400		400								
Parks Upgrades impact fees / Sunday Liquor fees	300		150					150			
<b>TOTAL</b>	<b>700</b>	-	<b>550</b>	-	-	-	-	<b>150</b>	-	-	-

## PUBLIC FACILITIES

Town Hall Remodeling	100					100					
Fuel Truck Shed	55					55					
<b>TOTAL</b>	<b>155</b>	-	-	-	-	<b>155</b>	-	-	-	-	-

## FACILITIES IMPROVEMENTS

Sewer Service Projects	3,220				3,220						
Fire Hydrant Expansion -- Flyover/HTAX	100		33			67					
Emergency Operations Center Modifications - Flyover	150		150								
<b>TOTAL</b>	<b>3,470</b>	-	<b>183</b>	-	<b>3,220</b>	<b>67</b>	-	-	-	-	-

## BEACH MAINTENANCE

Beach Management & Monitoring	500			500							
<b>TOTAL</b>	<b>500</b>	-	-	<b>500</b>	-	-	-	-	-	-	-

## LAND

Undefined Project / Legal Fees	20										20
<b>TOTAL</b>	<b>20</b>	-	-	-	-	-	-	-	-	-	<b>20</b>

## OTHER CAPITAL EXPENDITURES

Fire Rescue Capital Outlay -- from Flyover funds	102		102								
Cost of Issue	100				100						
Rec Center CIP -- Impact fees	271		271								
Honey Horn CIP -- Park Impact fees	55		55								
Transfer to General Fund	678	453						50			175
<b>TOTAL</b>	<b>1,206</b>	<b>453</b>	<b>428</b>	-	<b>100</b>	-	-	<b>50</b>	-	-	<b>175</b>

## TOTAL BUDGET BY FUNDING SOURCE

<b>TOTAL FY 2019 BUDGET</b>	<b>9,876</b>	<b>453</b>	<b>1,661</b>	<b>1,975</b>	<b>3,320</b>	<b>322</b>	<b>-</b>	<b>200</b>	<b>900</b>	<b>850</b>	<b>195</b>
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\*Beginning in FY 2018, Dirt Road Projects funded by the Community Development Block Grant (CDBG) are separate from the Capital Improvement Plan Budget.

\*The remainder of the Bluffton Flyover funding would be reallocated to the Fire Rescue Capital Outlay, the Fire Hydrant project and the EOC project.

## Capital Improvement Plan Fiscal Year 2020

THOUSANDS OF DOLLARS										
FY 2020 Budget	Property Taxes	Funding Source as Identified	Beach Preservation Fees/Bonds	GO Bonds	Hospitality Taxes	TIF *	Sunday Liquor Permit Fees	Road Usage Fees	Sale of Land	

### PATHWAY IMPROVEMENTS

Pathway Accessibility & Safety Enhancement Projects	100					100				
<b>TOTAL</b>	<b>100</b>	-	-	-	-	<b>100</b>	-	-	-	-

### ROADWAY IMPROVEMENTS

Private Dirt Roads Acquisition / Paving	825							825		
Intersection Imprvmts: Shelter Cove Towne Center	1,250					1,250				
Traffic Signal Mast Arms -- Impact fees	100		100							
<b>TOTAL</b>	<b>2,175</b>	-	<b>100</b>	-	-	<b>1,250</b>	-	-	<b>825</b>	-

### PARK DEVELOPMENT

Park Upgrades	125					125				
Chaplin Linear Park Field Lighting - Impact fees	300		300							
Cordillo Reconstruction	25					25				
Wifi at Chaplin	80					80				
Coligny Park Improvements	2,000			2,000						
Children's Museum - Impact fees/HTAX	350					350				
<b>TOTAL</b>	<b>2,880</b>	-	<b>300</b>	<b>2,000</b>	-	<b>580</b>	-	-	-	-

### PUBLIC FACILITIES

Fire Rescue Training Enhancements	175					175				
Town Hall Remodeling	50					50				
<b>TOTAL</b>	<b>225</b>	-	-	-	-	<b>225</b>	-	-	-	-

### FACILITIES IMPROVEMENTS

Sewer Service Projects	2,430				2,430					
Fire Hydrant project	100					100				
<b>TOTAL</b>	<b>2,530</b>	-	-	-	<b>2,430</b>	<b>100</b>	-	-	-	-

### BEACH MAINTENANCE

Beach Management & Monitoring	500			500						
Beach Area Parking	750			750						
<b>TOTAL</b>	<b>1,250</b>	-	-	<b>1,250</b>	-	-	-	-	-	-

### LAND

Undefined Project / Legal Fees	20									20
<b>TOTAL</b>	<b>20</b>	-	-	-	-	-	-	-	-	<b>20</b>

### OTHER CAPITAL EXPENDITURES

Cost of Issuance	125					125				
Fire Rescue Capital Outlay	3,988					3,988				
Rec Center CIP	369				369					
Transfer to General Fund	678	453					50			175
<b>TOTAL</b>	<b>5,160</b>	<b>453</b>	-	-	<b>369</b>	<b>4,113</b>	<b>50</b>	-	-	<b>175</b>

### TOTAL BUDGET BY FUNDING SOURCE

<b>TOTAL FY 2020 BUDGET</b>	<b>14,340</b>	<b>453</b>	<b>400</b>	<b>3,250</b>	<b>2,799</b>	<b>6,368</b>	<b>50</b>	-	<b>825</b>	<b>195</b>
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\* If TIF collections do not support these projects, either a delay or other funding sources would need to be identified.

**Fiscal Year 2020 – Initial Draft of Proposed Priority Projects**  
**February 27, 2019**

**A. Pathways**

- High-speed crosswalk enhanced treatment (signage / pavement markings)
- Crosswalk lighting at unsignalized locations as identified above
- Shelter Cove Lane (William Hilton Parkway to Shelter Cove Park (survey and concept development)
- Main Street (Whooping Crane Way to Wilborn Road) – (survey and concept development)
- US 278 – B (William Hilton Parkway) Shelter Cove Lane to Mathews Drive-north - (design, construction)
- Boggy Gut Pathway – Connecting Woodhaven Drive to Office Park Road (survey and design)
- Lagoon Road Pathway (survey and design)

**B. Roadway Improvements**

- Intersection Improvements at Shelter Cove Town Center including pedestrian crosswalks and traffic signals - (FY 20 construction)
- Coligny Area Streetscaping (Pope/South Forest Beach Drive)
- Dirt Road Paving (RUF) – Bligen Lane, Amelia Drive

**C. Park Development**

- Shelter Cove Area Parking Lot Expansion (per developer agreement)
- Park Upgrades (bathroom at Crossings Park Soccer, playground/parking at Sailing Rowing, field lighting at Chaplin Park, batting cages at Crossings Park)
- Island Recreation Association requests
- Foundations for public art

**D. Existing Facilities & Infrastructure**

- Fire Station #2 Replacement – (construction including temp quarters)
- Town Hall Building D Remodeling- (construction)

**E. New Facilities**

- Fire Hydrant Expansion Projects

**F. Beach Maintenance**

- Beach Management and Monitoring – (survey, data collection)