



The Town of Hilton Head Island
Planning Commission-CIP Committee
Regular Meeting
Wednesday, February 24, 2021, 2:00 p.m.
AGENDA

In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being held virtually and can be viewed on the Town's Public Meeting Facebook page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://hiltonheadislandsc.gov>.

1. Call to Order

2. FOIA Compliance - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Roll Call

4. Approval of Minutes

a. None

5. Citizen Comments

Citizens who wish to sign up for public comment participation during the meeting by phone, must call the Committee Secretary at 843-341-4770 no later than 12:00 p.m. on February 23, 2021. Citizens speaking during the public meeting will limit their comments to no longer than three (3) minutes and will conduct themselves in a manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive or obscene language.

6. Unfinished Business

7. New Business

- a) Capital Improvement Program – Fiscal Year 2021 Update
- b) Fiscal Year 2022 – Development of Priority Projects List, Source Document Discussion
- c) Future Schedule of Committee Meetings

8. Adjournment

Public comments concerning agenda items can be submitted electronically via the Town's Virtual Town Hall public comment portal (<https://hiltonheadislandsc.gov/opentownhall/>). The portal will close at 4:30 p.m. on February 23, 2021. All comments will be provided to the committee members for review and made part of the official record.

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



TOWN OF HILTON HEAD ISLAND

Public Projects and Facilities Management Department

TO: Planning Commission - CIP Committee
VIA: Shawn Colin, Interim Deputy Town Manager
FROM: Jeff Buckalew, Town Engineer
DATE: February 24, 2021
SUBJECT: FY22 Capital Improvements Program (CIP) Committee Meeting

As is provided for in the State's enabling legislation, it is the Planning Commission's duty to prepare "an annual listing of priority projects for consideration by the Town Council prior to their preparation of the capital budget." Staff is prepared to meet again with the Capital Improvements Program Committee in early March to develop a recommendation to the Planning Commission, which we recommend be acted on at a meeting of the Commission by the end of March. The Planning Commission CIP Recommendation will then be provided to Town Council prior to their budget deliberations tentatively scheduled to occur in May 2021.

In addition to the staff update to be provided on February 24, 2021, attached herewith is:

- The Capital Improvements Program excerpt from the approved FY 21 Consolidated Municipal Budget

At subsequent committee meetings, staff shall review relevant masterplan documents and propose a listing of candidate priority projects for FY 2022 and a 10-year plan for committee review.

Major projects currently under construction or to be underway in FY21:

- Fire Station #2 Replacement
- Cordillo Tennis Court Rehab Phase 2
- Town Hall Building D Renovations
- Decorative Traffic Signal Mast Arms at Wm. Hilton Parkway and Gumtree Road
- Arrow Road Resurfacing and Add Right Turn Lane at @ Palmetto Bay Road
- Summit Drive Re-Alignment
- Islander's Beach Gazebo
- Park Upgrades
- Shelter Cove Pathway and Parking Enhancements
- Dirt Roads (Acquisitions of Public R/W – Mitchelville Road and Pine Field Road)
- Wm Hilton Parkway/Automobile Place Intersection Modifications and Pathway enhancements study

Fiscal Year 2022 – Initial Draft Proposed Priority Projects

Pathways

Programmatic Enhancements

1. Pathways Accessibility and Safety Enhancement Projects
2. Crosswalk Lighting at unsignalized locations on Wm. Hilton Parkway
 - Wm. Hilton Parkway at Northridge and Palmetto Parkway
 - Wm. Hilton Parkway at Burkes Beach Road
 - Wm. Hilton Parkway at Regency Parkway

New Pathway Segments

3. US 278- Bus. EB (William Hilton Parkway) Arrow Road to Village at Wexford
4. Main Street (Whooping Crane Way to Wilborn Road) – (Private R/W to be accepted by the Town - survey and concept development)
5. Shelter Cove Lane - William Hilton Parkway (near Starbuck’s) to Shelter Cove Park (survey and concept development)
6. US 278 – Bus EB (William Hilton Parkway) Shelter Cove Lane (at BCSO) to Dillon Road (McDonalds) - (design, construction)
7. US 278 – Bus EB (William Hilton Parkway) Gardner Drive to Jarvis Park Lane - (design, construction)
8. Lagoon Road Pathway (Pope Avenue to North Forest Beach Drive) (survey and design)
9. Boggy Gut Pathway – Connecting Woodhaven Drive to Office Park Road (survey and design)
10. Singleton Beach Road
11. Jonesville Road
12. Arrow Rod
13. Archer Road

Roadways

1. Main Street Rehabilitation (predicated on acceptance of public R/W)
2. Wm. Hilton Parkway Turn Lane Extensions / Curb and Gutter
 - Wilborn Road (EB/WB)
 - Pembroke Drive (EB)
 - Mathews Drive (EB)
3. Dirt Roads (Acquisitions of Public R/W and Paving)
 - New R/W Acquisitions
 - Alice Perry Drive
 - Horse Sugar Lane
 - Amelia Drive
 - Active R/W Acquisitions
 - Mitchelville Road - Active
 - Pine Field Road
 - Re-Engage Past Acquisition Efforts
 - Aiken Place
 - Alfred Lane
 - Cobia Court
 - Murray Avenue
 - Outlaw Road
4. Dillon Road – Add Right Turn Lane at Wm. Hilton Parkway

Parks

1. Chaplin Linear Park – (final/revised concept, design and permitting)

Major Park Master Planning

2. Mid-Island Tract Park – master planning and concept development
3. Chaplin Park Renovation – master planning and concept development
4. Crossings Park Renovation – master planning and concept development

Existing Park / Recreation Facilities Improvements

5. Existing Park Upgrades
 - Picnic Shelter at Barker Field Ext
 - Jarvis Park Playground
6. Island Recreation Center – Capital Facility Improvements

New Parks

7. Patterson Family Property Park
8. Taylor Family Property Park

Existing Facilities

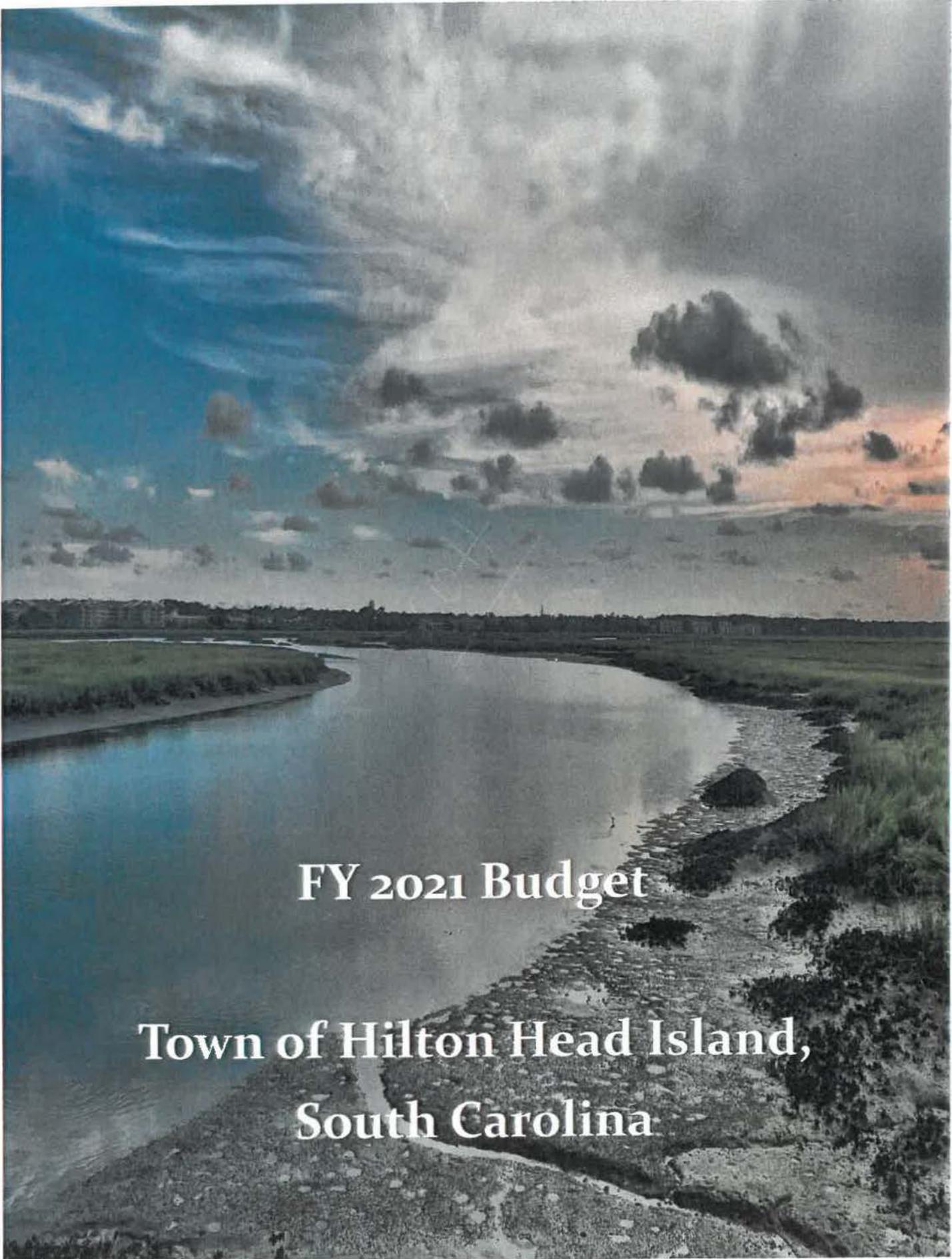
1. Arts Campus Renovation – facility master planning and concept development

New Facilities

1. Fire Hydrant Expansion Projects – recurring project, coordinated by HHIFR with HHPSD

Beach Maintenance

1. Beach Management and Monitoring – (survey, data collection)
2. 2025 Island-wide Beach Renourishment – (survey, design, and permitting)



FY 2021 Budget

**Town of Hilton Head Island,
South Carolina**

Revenues and Expenditures by Category Analysis – Historical and Budget

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted Budget	FY 2021 Adopted Budget	% Change
Revenues:					
Ad Valorem Property Taxes	724,681	737,874	575,000	50,000	-91.3%
Investment Income	264,390	380,818	-	-	0.0%
Grants	194,510	111,000	322,000	-	-100.0%
Sunday Liquor Permit Fees	290,300	332,695	300,000	250,000	-16.7%
Impact Fees	476,677	258,017	857,500	628,000	-26.8%
Lease Revenue	108,091	76,338	-	-	0.0%
Other Revenue	94	79,724	-	-	0.0%
Fund Balance/Prior Year Funds	-	-	2,402,000	-	-100.0%
Sale of Property & Equipment	-	3,691	68,000	20,000	-70.6%
Bond Proceeds	86,226,411	5,000,000	-	-	0.0%
Transfers In:					
Beach Preservation Fees	707,592	477,379	2,200,000	500,000	-77.3%
Hospitality Fees	219,362	909,719	3,305,000	4,243,000	28.4%
Tax Increment Financing	333,338	1,731,299	-	450,000	0.0%
General Fund	47,755	-	-	-	0.0%
Debt Service Fund	298,930	-	-	-	0.0%
Road Usage Fee	59,147	269,255	1,110,000	330,000	-70.3%
Total Revenue	89,951,278	10,367,809	11,139,500	6,471,000	-41.9%
Expenditures:					
Beach Maintenance	7,506,099	253,048	500,000	500,000	0.0%
Existing Public Facilities	13,980,575	10,862,561	1,325,000	105,000	-92.1%
Park Development	8,817,100	2,338,380	947,000	250,000	-73.6%
Facilities Improvements	643,702	1,752,469	100,000	100,000	0.0%
Pathway Improvements	17,479	193,987	100,000	100,000	0.0%
Roadway Improvements	2,666,461	5,976,396	6,824,000	980,000	-85.6%
Land Acquisition	490	31,502	68,000	20,000	-70.6%
Other/Prior Appropriation	-	-	525,500	428,000	-18.6%
Debt Service - Principal	25,000,000	-	-	-	0.0%
Debt Service - Interest	1,000,000	-	-	-	0.0%
Bond Issue Costs	1,143,765	-	-	-	0.0%
Transfers Out	1,042,266	710,668	-	-	0.0%
Vehicles & Specialized Equipment	-	-	750,000	3,988,000	431.7%
Total Expenditures	61,817,937	22,119,011	11,139,500	6,471,000	-41.9%
Net Change in Fund Balance	28,133,341	(11,751,202)	(2,402,000)	-	
Beginning Fund Balance	11,999,880	40,133,221	28,382,019	14,731,221	
Use of Prior Year Funds	-	-	2,402,000	-	
Appropriation Carryover	-	-	11,248,798	7,731,221	
Ending Fund Balance	40,133,221	28,382,019	14,731,221	7,000,000	

Note: The Capital Projects Fund experienced a temporary increase as several projects that were delayed after Hurricane Matthew we restarted. The Town is emphasizing completing these projects in Fiscal Year 2019 and Fiscal Year 2020. As a result of these efforts, the fund balance that was temporarily raised will be brought back to a more historical standard level. As a new 10 year plan is developed, a new CIP will be developed to correspond.

Fiscal Year 2021 CIP Projects by Funding Source

Projects	<u>Thousands</u>	Funding Source
	<u>of Dollars</u>	
	FY 2021	
Pathways		
Crosswalk lighting at unsignalized locations - William Hilton Pkwy./Palmetto Pkwy. area	100.0	Hospitality Tax
Roadway Improvements		
Private dirt roads acquisition/paving	330.0	Road Usage Fee
South Forest Beach Drive improvements ✓	100.0	TIF
Traffic signal mast arms - William Hilton Pkwy. and Gumtree Rd.	200.0	
Coligny/Pope Avenue improvements ✓	350.0	TIF
Park Development		
Park upgrades: Crossings Park batting cages	175.0	Sunday Liquor Permit Fees
Park upgrades: Barker Field picnic shelter	75.0	Sunday Liquor Permit Fees
Existing Facilities and Infrastructure		
Fire Rescue Training Center enhancements - TBD	55.0	Hospitality Tax
Town Hall - remodeling Council Chambers	50.0	Property Tax
New Facilities and Infrastructure		
Fire Hydrant project - recurring fire hydrant expansion project	100.0	Hospitality Tax
Beach Maintenance		
Beach management & monitoring - TBD	500.0	Beach Bond/Fees
Land		
Legal fees related to land and projects	20.0	Sale of Land
Other		
Fire Rescue - replacement of the engine/pumper fleet	3,988.0	Hospitality Tax
Honey Horn capital outlay - TBD	375.0	Impact Fees
Recreation Center capital outlay - TBD	53.0	Impact Fees
Total	\$ 6,471.0	