



The Town of Hilton Head Island
**Community Services &
Public Safety Committee**
Monday, June 28, 2021, 9:00 a.m.

AGENDA

In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-16, this meeting is being conducted virtually and can be viewed live on the [Town's Public Facebook Page](#). Following the meeting, the video will be made available on the [Town's website](#).

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. Approval of the Agenda

4. Approval of the Minutes

a. Regular Meeting – May 24, 2021

b. Special Meeting – May 25, 2021

5. Appearance by Citizens

*Citizens who wish to address the Committee during the meeting by phone must contact must Call Committee Secretary at 843.341.4700 **no later than 12:00 p.m., Friday, June 25, 2021.** Citizens speaking during the 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.*

6. New Business

a. Burkes Beach Road Parking

7. Adjournment

*Citizens may also submit their comments regarding the agenda item electronically via the Town's Virtual Town Hall Portal. The portal will close at **4:00 p.m., Friday, June 25, 2021.** All comments submitted will be provided to the Committee for review and made part of the official record.*



Town of Hilton Head Island
Community Services & Public Safety Committee
Monday, May 24, 2021 at 9:00 am
MEETING MINUTES

Present from the Committee: Bill Harkins, David Ames, Tom Lennox, Tamara Becker, Glenn Stanford

Present from Town Council: Alex Brown

Present from Town Staff: Josh Gruber, Jeff Buckalew, Jeff Netzinger, Brian Eber, Cindaia Ervin, Karen Knox, Phyllis Deiter, Lindsey Rambow

Others Present: Major Bob Bromage, *BCSO*, Alfred Nelson, *Newport Villas POA President*, Denise Dominguez, *Shelter Cove Company Community Manager*

Present from Media: None

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 – All Committee members were present.

4. Approval of Agenda: Council Member Stanford moved to approve the Agenda. Council Member Lennox seconded. The Agenda was unanimously approved.

5. Approval of Minutes

March 22, 2021 – Council Member Lennox moved to approve the Minutes of March 22, 2021. Chairman Stanford seconded. The Minutes of March 22, 2021 were unanimously approved.

May 6, 2021 – Council Member Lennox moved to approve the Minutes of May 6, 2021. Council Member Stanford seconded. The Minutes of May 6, 2021 were unanimously approved.

6. Citizen Comments

Public comments concerning today's Agenda items were to be submitted electronically via the Town's Open Town Hall Portal. The public comment period closed Friday, May 21, 2021 at 4:30 pm. At the conclusion of the Open Town Hall, there was no citizen comments. Citizens who wished to speak at the Meeting had to call in no later than noon on Friday, May 21, 2021 at noon. No citizens signed up to speak at the meeting.

7. Unfinished Business - None

8. New Business

a. **1st Quarter 2021 Crime Statistics – BCSO**

Major Bob Bromage reviewed the 1st Quarter 2021 Crime Statistics with the Committee.

Crimes Against Persons – we are up one from last year’s 1st Quarter – still well below the national average. There were no murders in the 1st Quarter, 12 aggravated assaults, three robberies and two forceful rapes.

Crimes Against Property – there were 13 burglaries which are residential and commercial. 150 larcenies. The bulk of which are vehicle break-ins. And we all know that they are not break-ins at all – mostly people leaving their vehicles unlocked.

Vehicle Collisions – down about 7 from last year – 167 in the 1st Quarter.

Tickets – There were 697 warnings in the 1st Quarter of this year and there were 543 tickets issued on Hilton Head Island.

Calls for Service – We are 2000 down from last year.

After some brief comments, Chairman Harkins expressed the Town’s gratitude for all the ways that you have been helping us throughout the years – in particular during this very trying year.

b. **Newport Villas Retaining Wall Easement**

Jeff Buckalew stated the item before them today involves a neighboring property owner, the Newport Villas POA. They wish to extend an existing timber bulkhead wall on Town property. They came in after Hurricane Mathew and placed some stone rip rap on the edges of the marsh that suffered erosion. They thought they were doing that on their property, however, they have come to learn via a survey and wishing to get a permit to extend that bulkhead wall, that they placed the rip rap on Town property. They are willing to extend the wall at their cost under an Easement Agreement. We see this as a viable resolution and I will ask Brian Eber who is the Stormwater MPDS Administrator who has been in contact with Newport Villas to give more details. I think Newport and Shelter Cove are also on the phone if you have any questions for them.

Brian Eber stated it started out in December when I met with Newport Villas Project Manager on site and we were discussing what was essentially a pretty simple bulkhead wall permit over a storm drainage structure. The results of the survey came back that it turns out where they wanted to place the wall is actually on Town property. It appears that this Town property became the Town’s back in 2014 as part of the Shelter Cove Towne Center Agreement. There was an existing fence in place and if you just walked the site and looked at it, you would assume that Newport Villas owned all the way to the fence and that is where they wanted to stop short with this retaining wall. Once the survey came back they wanted to do 28 feet on to Town property with the bulkhead wall. We recognized that they need to come through and get Town Council approval for the right of entry and entered into a Long-Term Maintenance and Access Agreement with the Town prior to doing this bulkhead wall. They would like to try and get this resolved as soon as they can as hurricane season is upon us. I did look at the possibility of them just redoing the rip rap but given the slope and the depth is about 11 feet there from the bottom of the pipe to the top of the land, it would be pretty severe area that would need to be rip rapped and we think a bulkhead wall is much cleaner, much more viable and long lasting. It is something that Newport Villas has agreed to pay for, construct and permit on their own and I feel as long as we get in place this Right of Entry Agreement and Long-Term Maintenance Access Agreement in place that this is something that Town Council should consider favorably.

Mr. Eber proceeded to show the Committee some photographs so they could get a visual of what they were discussing.

Council Member Ames asked Mr. Eber to clarify what he meant by 11 feet. Mr. Eber responded it is the height of the ground versus the bottom of the storm pipe. Council Member Ames asked if something happens and the drainage needs to be redone, at whose expense is the connection at the point that the wall and the pipe exist together. Mr. Eber said the pipe is ours so if there is something wrong with the pipe or some maintenance needs to happen, that would be on us. We are going to ensure that during the wall construction that they do not do any damage to our pipe. Council Member Ames asked is the wall down to the pipe and does the pipe penetrate the wall or is it below that. Mr. Eber said we haven't seen their plans yet. Councilman Ames said his question in this area is that interface and if there is an issue that the wall needs to be torn up in order to fix the drainage at whose expense it is. Mr. Eber said he thought that could be spelled out a little better in the Long-Term Maintenance Agreement. Councilman Ames said as you continue that wall onto our property and walls create erosion at the end of the walls, is there any design consideration to mitigate that or in the future if there is erosion on our problem caused by that wall is that a Town expense. Mr. Eber said he thinks it would be an edge treatment to the wall with some rip rap to secure and anchor that.

Council Member Stanford asked if this potential wall and the changes there impact any anticipated use of that property by the Town in any adverse way. Mr. Eber responded it will be kept at a low height as to not impair visually from Town owned property from when we improve the park and if necessary we have a different treatment that the Town would like along its parks is the reason for requiring them to remove it upon our request to match what we are trying to do. Council Member Stanford said what he sees here is at the expense of someone else a preservation of this bank on Town property I see only benefits for the Town.

Council Member Becker said she thinks this is a problem that benefits both the Community and the Town in the long run and those agreements as have been pointed out we have found to be important in the long run – so clearing up those details and make sure everyone is on the same page is the only thing we are clear on.

Council Member Lennox said he had nothing to add and the Agreements are key to this and make certain that they are tightened up and consider any possible scenario.

Council Member Stanford moved that Town Council consider executing both a Right of Entry Agreement and a Maintenance Agreement with Newport Villas POA. These Agreements will allow for the construction and maintenance of an extension of their timber bulkhead wall onto Town property adjacent to the Newport Villas property. Council Member Becker seconded. The motion unanimously passed.

9. Executive Session

- a. **Personnel Matters:** Conduct interviews with applicants for Town Boards and Commissions [pursuant to S.C. Freedom of Information Act § 30-4-70(a)(1)]. Council Member Stanford moved to enter into Executive Session for the reason stated above. Council Member Lennox seconded. The vote was unanimous.

Chairman Harkins stated that no action would be taken as a result of Executive Session discussions today, and therefore the adjournment would not be recorded or live streamed.

10. Adjournment

The Committee returned to open session at 12:20 p.m. Council Member Becker moved to adjourn. Council Member Ames seconded. The motion was approved.

Submitted by: Karen D. Knox

Approved: _____

DRAFT



Town of Hilton Head Island
**Community Services &
Public Safety Committee**
Special Meeting

May 25, 2021, 10:00am
Virtual Meeting

MEETING MINUTES

Present from the Committee: Bill Harkins, Tamara Becker, Tom Lennox, David Ames

Present from Town Council: Glenn Stanford, Alex Brown

Present from Town Staff: Lindsey Rambow, Karen Knox

Present from Media: None

1. Call to Order

Mr. Harkins called the meeting to order at 10:00am.

2. FOIA Compliance

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

3. Roll Call

All members were present.

4. Approval of the Agenda

The agenda was approved unanimously.

5. Executive Session

Mr. Harkins stated that no action would be taken as a result of Executive Session discussions today, and therefore the adjournment would not be recorded or live streamed.

Mr. Ames made a motion to adjourn to Executive Session to conduct interviews with applicants for boards & commissions. The motion was seconded by Ms. Becker and approved unanimously.

6. Adjournment

At 12:25pm, the Committee returned to Open Session. Mr. Ames moved to adjourn and Ms. Becker seconded. The motion was approved.

Submitted by: Lindsey Rambow

Approved:

DRAFT



TOWN OF HILTON HEAD ISLAND

Infrastructure Services Department

TO: Marc Orlando, Town Manager
VIA: Josh Gruber, Deputy Town Manager
FROM: Jeff Buckalew, Interim Director Infrastructure Services
DATE: June 14, 2021
SUBJECT: Burkes Beach Road Parking – Status Report

Recommendation:

Staff recommends the thirteen metered spaces at the end of the road be re-opened for public use immediately and that parking continue to be prohibited along the shoulders of Burkes Beach Road.

Summary:

Town Council directed the on-street parking along Burkes Beach Road be closed last fall. The metered spaced may be re-opened without adverse impacts to roadway function. For this summer, signage and enforcement will be used to prohibit parking along the road shoulders if the parking prohibition is to remain in effect, and enhanced signage is being installed to better direct beach bound pedestrians and bicyclists from William Hilton Parkway to use the existing pathway facility within Chaplin Park. As for the long term solution, please know that staff is in the process of selecting a park design consultant for improvements to Chaplin Park, and re-designing the Burkes Beach Road right of way infrastructure to address the on-street parking issue and pedestrian travel ways will be part of their work. Staff will also work with the consultant to design a proper turnaround and drop-off facility at the end of the road.

Background:

This item was discussed at the October 20, 2020 Town Council meeting which resulted a 7-0 vote to close off on street parking on Burkes Beach Road.