



Town of Hilton Head Island
Public Planning Committee Meeting
Thursday, February 25, 2021 – 3:00 p.m.
AGENDA

In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being conducted virtually and can be viewed live 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://www.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 Agenda**
- 5. Approval of Minutes**
 - a. Special Meeting of January 12, 2021
 - b. Special Meeting of February 3, 2021
- 6. Appearance by Citizens**
- 7. Unfinished Business**
 - a. Parking Master Plan – Direction on Immediate Action Items
 - b. Review and Recommendation on Family Compound and Family Subdivision LMO Amendments
- 8. New Business**
 - a. Review and Recommendation on Flood Zone Standards LMO Amendments
 - b. Review and Recommendation on Flood Damage Controls Municipal Code Amendments
 - c. Update on 2021 Trolley Service
- 9. Staff Reports**
- 10. Committee Business**
- 11. Adjournment**

Public comments concerning agenda items can be submitted electronically via the Open Town Hall HHI portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close 2 hours before the meeting. All comments submitted through the portal will be provided to the Committee for review and made part of the official record. Citizens who wish to comment on agenda items during the meeting by phone must contact the Committee Secretary at 843-341-4691 not later than 12:00 p.m. the day of the meeting.

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 Planning Committee Special Meeting
January 12, 2021 at 9:00 a.m. Virtual Meeting
MEETING MINUTES

Present from the Committee: Chairman David Ames, Tamara Becker, Alex Brown, Glenn Stanford,

Others Present from Town Council: Tom Lennox

Present from Town Staff: Shawn Colin, Interim Assistant Town Manager; Teri Lewis, Deputy Director of Community Development; Jennifer Ray, Interim Director of Community Development; Jayme Lopko, Senior Planner; Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Teresa Haley, Senior Administrative Assistant, Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Chairman Ames called the meeting to order at 9:00 a.m.

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

3. Roll Call – See as noted above.

4. Approval of Agenda

Chairman Ames asked for a motion to approve the agenda. Mr. Stanford moved to approve. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 4-0-0.

5. Citizen Comments

Public comments concerning agenda items were to be submitted electronically via the Town's Open Town Hall portal. All comments were provided to the Committee for review and made part of the official record. Citizens were also provided the option to comment on agenda items during the meeting by phone.

6. Unfinished Business

a. Review and recommendation on Workforce Housing – Bonus Density LMO Amendments

Ms. Lopko presented the item. Staff recommends the Public Planning Committee (PPC) review the proposed Workforce Housing (WFH) Land Management Ordinance (LMO) amendments related to bonus density and forward a recommendation of approval to Town Council.

The Committee made comments and inquiries regarding: the inclusion of manufactured home parks; number of trailers permitted on a three acre parcel; would more density mean dedicated lots; concern that every effort is made that needs are met; if approved, a request for follow-up reports be presented to Council; can property owners combine land to total three acres and apply; confirmation that this gives incentive to developers to come forward

and apply for the program; discussion of the 9% 2021 Tax Credit Program and eligibility and concern that there are no rules violations; acknowledgement that even with a density bonus program approval it will require some kind of participation beyond the LMO amendments such as waiver of impact fees and housing trusts; acknowledgement that this is a partial step in solving the problem; discussion and concern of dormitory living and group homes being part of the program; expanding the program to include those that are providing affordable housing at this time; adding group living and dormitories as exclusions to the program and a modification of the definition of group living; with approval of this it opens doors for more productive conversation for viable and effective affordable housing.

After lengthy discussion and questions to staff, Mr. Stanford moved to approve the proposed Workforce Housing (WFH) Land Management Ordinance (LMO) amendments related to bonus density and forward a recommendation of approval to Town Council. Mr. Brown seconded. By way of roll call, the motion passed with a vote of 3-1-0. (Roll: Ames, Stanford, Brown – for the motion; Becker against; none abstained.)

Mr. Stanford moved to amend the original motion to modify the definition of group living to include dormitories and add a condition that properties in the RM4 District developed for group living use are not eligible to participate in the Workforce Housing Program. By way of roll call, the motion passed with a vote of 3-1-0. (Roll: Ames, Stanford, Brown – for the motion; Becker against; none abstained.)

b. Review and discussion on Historic Neighborhoods Preservation Overlay (HNP-O) District

Dr. DuBose updated the Committee members on the progress to date. She reviewed the steps completed to date regarding the Overlay District. She stated that the Task Force met in July, August and September of 2020 and they voted to move the amendments forward that were associated with the Overlay District. The amendments were presented to the LMO Committee in September, 2020 and recommendations were made by the Committee and moved them on to the Planning Commission in October of 2020. She stated the documents included in the packet are the recommendations of the Planning Commission. Dr. DuBose commented on the concern of the size of the focus area and increased density with that in mind requested a recommendation from the Public Planning Committee on how to move forward.

Chair Ames commented he has been working closely with the Native Island Community to create a pathway to economic sustainability. In conjunction with that he feels the need for a broad educational program to bring the entire community up to speed with the goals. He stated the goal discussed is to preserve the presence of Gullah residents on the Island and through them connections to their historic culture.

Mr. Stanford stated he sees the need for this type of amendment but has concerns. He said relaxing density and setbacks may not be the best solution for heir's property issues due to State law requirements.

Mr. Brown noted this project has been a long time coming and pointed out the need to have an attitude of thinking outside of the box to reach the goal. He noted the focus needed to be on parcels owned by Gullah families. He suggested selection of a few prominent Gullah families and try these proposals, make adjustment where needed and then bring back something that can be moved forward.

Ms. Becker commented that preserving the rights of all is important and accommodations should be fair. She noted looking at separate land for specific use is not consistent and spot zoning is not fair. She is in support of a one Island concept stating equal opportunities for development is needed. Ms. Becker stated that singling out people for changes to benefit them is bothersome.

Mr. Ames stated he feels the Gullah/Native Islander populations culture, land ownership and opportunities have been overwhelmed by what the majority population and developers have done. He stated he also recognizes that as population density increases on the Island, choices of the individual become constrained. He commented that we as a community need to come to grips with how to help the Native Islanders so they can sustain living on the Island and do it in a way that meets the broader goals of the Island yet recognizes the individual cases that are before us. He suggested the Committee should ask staff to research a definition of ownership and the legality of such so that Council can consider that as one possible solution. If so, then providing flexibility to Native Islands could be attainable. In addition, he suggested soliciting feedback from a group Native Islanders specific to their properties. Finally, he stated geographic boundaries would need to be defined. Mr. Ames noted that family compound/ownership will come into play after the property is defined. He asked that staff compile acceptable and unacceptable activities on adjacent properties and come back to the Committee with information regarding that list. He emphasized the need for outreach to the community.

Discussion ensued regarding funds available for this project. Dr. DuBose said she would have to look at the budget for available funds.

Mr. Ames suggested Mr. Brown and staff meet to develop a plan to obtain Gullah family involvement and bring it back to the Committee to recommend to Council and Council could review the plan and funding of such.

7. New Business - None

8. Staff Reports - None

9. Committee Business - None

10. Adjournment

The meeting was adjourned at 10:33 a.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]



Town of Hilton Head Island
Public Planning Committee Special Meeting
February 3, 2021 at 2:00 p.m. Virtual Meeting
MEETING MINUTES

Present from the Committee: Chairman David Ames, Tamara Becker, Alex Brown, Glenn Stanford

Others Present from Town Council: Tom Lennox

Present from Town Staff: Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Anne Cyran, Senior Planner; Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Diane Busch, Staff Attorney; Cindaia Ervin, Finance Assistant; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

Others Present: Curtis Coltrane, Town Attorney

1. Call to Order

Chairman Ames called the meeting to order at 2:00 p.m.

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

3. Roll Call – See as noted above.

4. Approval of Agenda

Chairman Ames asked for a motion to approve the agenda. Mr. Stanford moved to approve. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 4-0-0.

5. Approval of Minutes

- a. Special Meeting of October 29, 2020
- b. Regular Meeting of November 19, 2020

Chairman Ames asked for a motion to approve the minutes of the Special Meeting of October 29, 2020 and the Regular Meeting of November 19, 2020. Mr. Stanford moved to approve. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 2-0-2. (Ms. Becker abstained due to technical difficulties. Mr. Brown abstained because he was not present at the subject meetings.)

6. Citizen Comments

Public comments concerning agenda items were to be submitted electronically via the Town's Open Town Hall portal. All comments were provided to the Committee for review and made part of the official record. Citizens were also provided the option to comment on agenda items during the meeting by phone. There were nine requests to give comments during the Sea Turtle Protection Ordinance Revisions.

7. Unfinished Business

a. Review and recommendation on Sea Turtle Protection Ordinance Revisions

Ms. Cyran presented the item stating staff recommends the Public Planning Committee discuss the proposed revisions to the Sea Turtle Protection Ordinance and make a final recommendation to Town Council.

The Committee made comments and inquiries regarding enforcement options.

Amber Kuehn, Kathy Sanders, Joanne Voulelis, Chris Rush, Barbara Faraci, Juliana Smith, Henry Sanders, and Ken Campbell spoke in favor of the revisions. Leslie Lenhardt requested to speak but did not phone in.

Mr. Stanford moved to amend the previous draft to include the revisions as presented. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 4-0.

Chairman Ames suggested consideration should be given on how the public should be educated. He added that staff should prepare an effective approach on dealing with enforcement.

Mr. Stanford moved to recommend approval of the ordinance, as amended, to Town Council. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 4-0.

8. New Business

None.

9. Staff Reports

a. Update on Gullah-Geechee Overlay

Dr. Dubose provided an update on the progress of the project. She noted staff was charged with narrowing the focus by using 1956 as a guideline. She explained staff proposes to exclude the private subdivisions from the focus area and define families and identify boundaries and ownership. She said there would be an outreach process to communicate with families as to what would be beneficial to Native Islanders. The outreach will include in-person meetings and a survey on Open Town Hall HHI portal. Dr. DuBose informed the Committee that the Gullah Geechee Land & Cultural Preservation Task Force met on February 1, 2021, and there was mixed feedback regarding moving two items forward without the complete package. She explained they worried about piecemealing the project.

The Committee made comments and inquiries regarding: distinction between major and minor subdivisions; clarification that a home occupation component is not part of what is moving forward; definitions of family compound and family subdivisions; discussion of the purpose of an ordinance and code governing the use of property; suggestions on how to conduct the outreach; impact on the entire community; gaining a better understanding or definition of noxious activities; working towards a compromise; compilation of information and statistics to reach a compromise; and encouragement for staff to move forward with the project and have further detailed recommendations for the Committee to consider.

10. Committee Business

Chairman Ames encouraged the staff to move forward with recommendations on height, mass, setbacks and buffers to the Planning Commission and Public Planning Committee to assist the Design Review Board.

Mr. Brown suggested the US-278 Corridor Project be assigned to the Public Planning Committee. Mr. Ames said he would follow up on his suggestion.

11. Adjournment

The meeting was adjourned at 3:29 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]

DRAFT



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
FROM: Jennifer Ray, *ASLA, Interim Community Development Director*
CC: Joshua A. Gruber, *Interim Town Manager*
CC: Shawn Colin, *AICP, Interim Deputy Town Manager*
DATE: February 11, 2021
SUBJECT: Parking Master Plan – Direction on Immediate Action Items

Recommendation:

Staff recommends the Public Planning Committee provide direction to staff on the Coligny Area & Beach Access Parking Study's Immediate Action Items.

Summary:

The Walker Consultants' Parking Master Plan prioritized immediate, short-term, mid-term, and long-term actions. The timeframe for the Immediate Action Items is three to six months.

The recommended Immediate Action Items include:

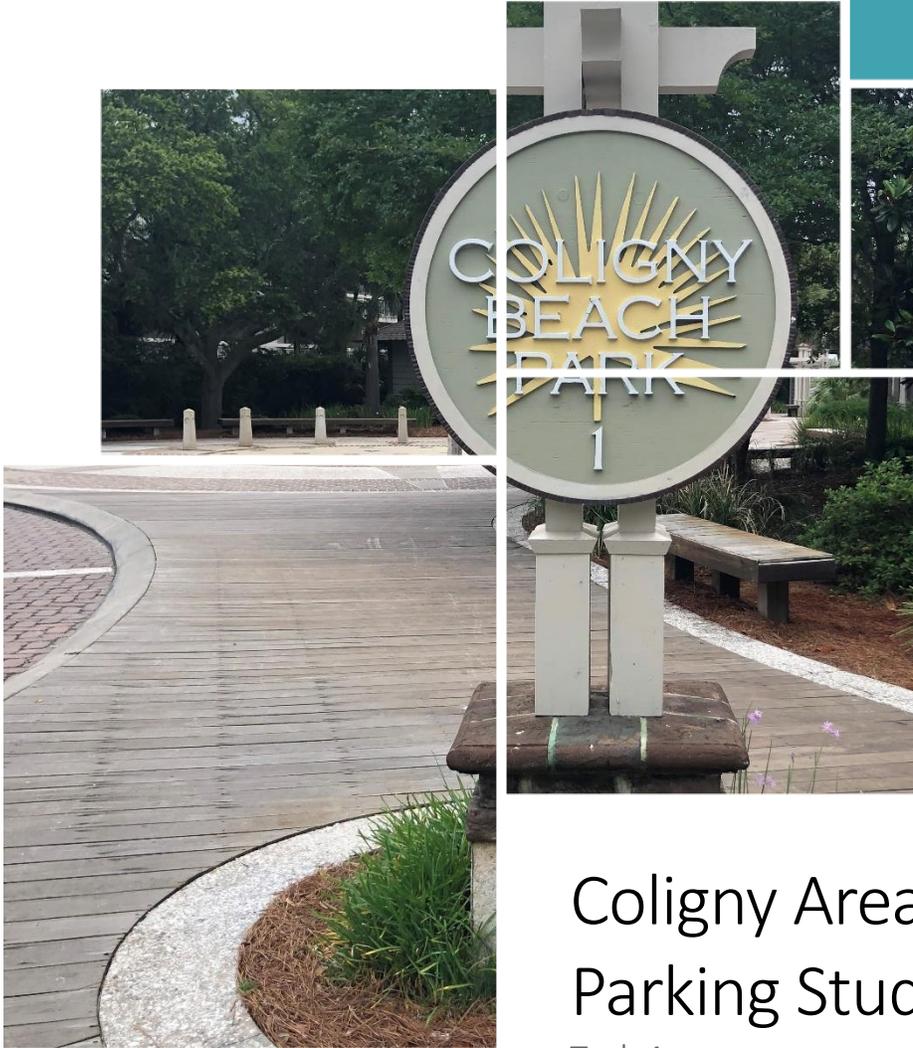
- **Establish a Parking Enterprise Fund.** Similar to a general fund, an enterprise fund is a self-supporting government fund solely to operate and manage parking.
- **Modify Title 12 of the Municipal Code.** Revise the Municipal Code to establish additional paid parking zones and to accommodate pay-by-cell phone parking. Following adoption of revisions to Title 12, staff will issue a RFP for a third party for operations, maintenance, and enforcement responsibility.
- **Parking Fine Ordinance.** The Town should create and manage a civil citation program (versus a criminal infraction) with fines of \$50 for each violation instead of \$20.
- **Parking Enforcement Ordinance.** Town Council can approve by Resolution an Ordinance to allow the Town Manager to create and manage parking policies and procedures.
- **Vehicle Immobilization Policy.** The Town should draft an Ordinance allowing a code enforcement officer to immobilize vehicles with outstanding, unpaid, overdue parking citations.
- **Residential Parking District Policy.** The Town should define the steps required to establish a residential parking district for those neighborhoods interested in establishing such a district.

Background:

In the spring of 2020, the Town hired Walker Consultants to develop a strategic action plan for beach parking and residential parking districts. Town Council held a workshop on October 20, 2020 to review and discuss the resulting Coligny Area & Beach Access Parking Study. Town Council accepted the study on November 4, 2020.

Attachment

- A) Coligny Area & Beach Access Parking Study



Coligny Area & Beach Access Parking Study

Task 4:
Parking Master Plan

October 12, 2020

Prepared for:
Town of Hilton Head Island, SC



WALKER
CONSULTANTS

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Introduction

The scope of services for the Coligny Area and Beach Access Parking Study requires the consultant to provide a report to the Town that establishes a unified and coordinated parking policy, to include management, parking fee structure(s), resident pass issuance, regulatory scheme, and collections and enforcement mechanisms which will be utilized to effectively manage public parking availability and usage within the Town.

To satisfy the Town's scope of service requirements, Walker has prepared this final action plan for the Town to consider when implementing a recommended Parking Master Plan. As we have reached this final project milestone, we have strategically identified the actionable items from our initial task deliverables:

Task 1: Initial Stakeholder Intake/Public Parking Inventory and Market Conditions

Task 2: Evaluation of Financial, Current Assets, and Programs

Task 3: Impact of Lowcountry Celebration Park and Future Needs

The following items have been prioritized by immediate, short-term, mid-term, and long-term action items for the Town to consider.

Immediate Action Items (3 to 6 months)



Establish a Parking Enterprise Fund

Similar to a general fund model, an enterprise fund model operates as a Town department with a division manager or director and support staff. A parking division should be a self-supporting government fund solely for the purpose of operating and managing parking. Therefore, revenues generated by the parking division are deposited into the enterprise fund for the sole purpose of operating parking.

Because the parking division must be self-sufficient, an enterprise fund shows a true accounting of parking finances. This promotes budget transparency, allowing the public to see the actual cost to provide and manage parking, and understand the rationale behind parking rates and rate increases. Enterprise funds can retain revenue surplus and use these funds to issue bonds to invest back in the system. A self-funding capital program means parking does not have to compete with other Town programs for capital funds or investment. This allows parking to invest in important infrastructure upgrades to the system that it may not otherwise be able to accomplish under a general fund model. Parking should still be a department of the Town, which can lead to better integration of parking with land use and mobility plans than a parking authority, which is an independent entity.

Under a scenario with the Town of Hilton Head Island, we recommend the Parking Enterprise Fund be the responsibility of the Assistant Town Manager and his or her departmental oversight to include, Legal, Finance, Information Technology, Cultural Affairs and Communications.



Town Code – Title 12 Motor Vehicles and Traffic Control

Under the Municipal Code of the Town of Hilton Head Island, Town Council will need to establish by resolution, additional zones to be known as paid parking zones. The additional paid parking zones should include the beach access areas previously identified in the Task 2 deliverable. The proposed hourly rates are shown below by location and month.

Location	January	February	March	April	May	June	July	August	September	October	November	December
Alder Lane Beach Access	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$4.00	\$4.00	\$4.00	\$4.00	\$2.00	\$2.00	\$2.00
Burkes Beach	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$3.00	\$3.00	\$3.00	\$3.00	\$1.50	\$1.50	\$1.50
Chaplin Community Park	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$3.00	\$3.00	\$3.00	\$3.00	\$1.50	\$1.50	\$1.50
Coligny Beach Park	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$4.00	\$4.00	\$4.00	\$4.00	\$2.00	\$2.00	\$2.00
Coligny Beach Park Access Lot	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$4.00	\$4.00	\$4.00	\$4.00	\$2.00	\$2.00	\$2.00
Driessen Beach Park	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$3.00	\$3.00	\$3.00	\$3.00	\$1.50	\$1.50	\$1.50
Fish Haul Beach/Barker Field Expansion	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$2.00	\$2.00	\$2.00	\$2.00	\$1.00	\$1.00	\$1.00
Folly Field Beach Park	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$3.00	\$3.00	\$3.00	\$3.00	\$1.50	\$1.50	\$1.50
Islanders Beach Park	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$3.00	\$3.00	\$3.00	\$3.00	\$1.50	\$1.50	\$1.50
Lowcountry Celebration Park	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$4.00	\$4.00	\$4.00	\$4.00	\$2.00	\$2.00	\$2.00
Coligny Area On-Street	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$4.00	\$4.00	\$4.00	\$4.00	\$2.00	\$2.00	\$2.00

To accommodate the pay-by-cell phone solution, the Town shall modify Section 12-3-112, Section 12-3-113, and section 12-3-114 to allow for electronic means of payment in the absence of a parking meter requiring a deposit of coin. A written emphasis should be placed on paid parking zone and not parking meter.



Parking Fine Ordinance

The South Carolina State Code (Section 56-7-80 County of Municipal Uniform Ordinance Summons) has the provisions that will allow the Town to create and manage a municipal citation program similar to other South Carolina municipalities such as Greenville, Beaufort, Folly Beach, and Charleston. The parking fine structure should adhere to municipal ordinance language which allows a parking fine to fall under an administrative infraction versus a criminal infraction.

In coordination with Title 12, Article 2 – Parking Restrictions, the Town should establish a new ordinance to amend the parking fine structures. The recommended ordinance will increase the parking violation fine amounts from \$20 to \$50 for parking in violation of Town signs, to include no parking areas and metered parking areas. Under Section 12-3-121, Penalties for delinquent parking fines, the delinquent penalties shall remain unchanged at \$10.00 after 10-days and \$10 after every 30-days. A maximum penalty should be set at \$70.



Parking Enforcement Ordinance

Similar to ordinance language found in the municipal codes of the City of Myrtle Beach and the City of Beaufort, the Town should draft an ordinance subject to Town Council approval by resolution that allows the Town Manager to create administrative public parking policies, reviews, appeals, exceptions and procedures, establish fees, contract with a parking authority or authorize and contract for parking management and enforcement of any provision of Title 12; Chapter 3 – Parking.



Vehicle Immobilization Policy

In addition to the Town's towing ordinance, the Town should revisit a draft ordinance allowing for vehicle immobilization. Under this ordinance, a code enforcement officer or any parking management person certified and designated as under contract by Town Council ordinance shall have the ability to immobilize by the use of vehicle immobilization equipment, any vehicle which is parked in the public right of way, and for which there are three (3) or more outstanding, unpaid, overdue parking citations, the latest of which has been unpaid for a period sufficient of minimum adjudication protocols. An added benefit to the vehicle immobilization policy will allow the Town to address off-island parking scofflaws and repeat parking violation offenders.

Adherence to the Town's towing ordinance shall be executed upon instances where a vehicle is parked in a manner which creates a health and safety concern. Health and safety concerns may be related to no parking areas, overnight parking, or utility easement areas. All other parking violation matters should be handled with the use of the civil citation program.



Residential Parking District Policy

Under the Town's Code of Ordinances, Chapter 3 – Parking; Article 3 – Parking Districts, the Town should propose a policy recommendation to define the steps required to establish a residential parking district (RPD) within the Town. As shared in the Task 2 deliverable, Walker suggests the establishment of an RPD should originate from the neighborhood residents, requiring Town officials to address the formal request by hosting a publicly advertised meeting with the neighborhood representatives.

Similar to the resident beach access parking permit, Walker encourages the use of the vehicle license plate to serve as the virtual permit parking credential within these defined parking districts. Use of an on-line application solution will enable the residents to effectively manage their account, making changes as needed and adding residential visitor parking permits. To help defer the cost of the program (sign maintenance and software subscription fees) we suggest the annual fee for a residential permit be increased from \$5.00 to \$10.00 (Section 12-3-312 – Issuance of permits) and the cost of the resident visitor permit be increased from \$2.00 per vehicle for every two weeks to \$5.00 per vehicle. (Section 12-3-313 – Visitor permits)

Under the scenario whereby a resident wishes to rent their residence under a short-term rental agreement (Interval Occupancy), a policy should be designed to limit the number of interval occupancy permits to one permit per residence per week. We suggest the resident homeowner be responsible for managing this transaction through their on-line account. Similar to the proposed amended language in Section 12-3-312, the fee for an interval occupancy permit should be \$10.00 per year.

It is understood that some non-gated neighborhoods located near beach access areas may have a network of private roadways, limiting the Town's ability to regulate or manage rights of way activity. In these instances, it may be suitable to establish a "no parking" district, whereby no parking signs are simply enforced by the parking management operator.

Short-Term Action Items (6 to 12 months)



Pay-by-Cell Phone Payment Platform

Town officials should consult with the Beaufort County Aviation Authority on their procurement agreement with their pay-by-cell phone provider, ParkMobile USA. Taking advantage of a “piggyback” procurement opportunity may help expedite the process and allow for continuity of customer service between the two government agencies. Should the County’s agreement not meet the desired needs of the Town, we recommend drafting a mobile payment platform RFP and distributing the request for proposal to each of the mobile payment vendors. Once the new mobile payment solution sign package has been designed, the Town should proceed with a marketing and communications campaign and finalize a schedule to remove all remaining pay station kiosks and single-space parking meters upon activation of the new paid parking solution.

As suggested in Task 2, we encourage the Town to explore a best practice environment in which multiple solutions coexist, where customers can continue to use their favorite mobile app from prior experience. Technology is now being developed that will allow municipalities to manage multiple vendor solutions through one aggregator-type solution that will aid in rate manipulation and reporting tools.



Parking Operator Request for Proposal

Town officials should draft a request for proposal for a professional parking management firm to oversee the management of the Town’s public parking program. Professional parking management firms are familiar with the management of municipal citation programs and are adept with the technology solutions that should be employed. The parking operator will hire and manage ambassadorial staff, enforcement staff, administrative staff, and management staff as well as interface with the Town’s special magistrate to hear disputes through the adjudication process. Additionally, the operator will contract with a collection agency to facilitate payment of outstanding violations.

The ability to bring the leadership of the new parking management firm on board during the initial planning and preparation stages will relieve the Town resources from week to week implementation activity as the rollout of the new program approaches. Additionally, the new parking management operator will be able to recruit, hire, and train employees to be familiar with the program requirements before going live. In addition to their personnel services, the parking management operator will be in a position to incorporate their parking enforcement technology solutions, to include the use of electronic handheld devices and license plate recognition vehicles to optimize enforcement capabilities and efficiencies.



Communications Plan

Upgrading the parking program requires a significant investment of municipal resources. A clear and effective communications plan is imperative to the successful implementation and consumer adoption. It would be beneficial to the Town to discuss strategies of successful implementation with the parking system vendors during the interview portion of a request for proposal process.

Based on our experience with other cities and towns electing to upgrade their parking programs, the following list provides a number of key recommendations for communication activities prior to, during, and after implementation:

- Three (3) months prior to implementing the parking program changes, issue a regional and local news release announcing the planned changes for the new parking system.
- Conduct community outreach meetings with local stakeholders in advance of the planned changes.
- Deploy a website landing page with project updates and how-to instructions.
- Develop and provide informational and instructional handouts (card and/or fliers) throughout the commercial establishments and on the Town's website, illustrating the requirements of the new parking system.
- Develop an instructional video for the Town's website (YouTube).
- Issue a progress news release a few weeks prior to the new rollout.
- Install new signs with covers featuring the words "Coming Soon" so that consumers and residents can understand the locations of the new parking program.
- Position trained ambassadors throughout the parking system to assist patrons with using the new public parking solution.
- Provide citation warnings, rather than fines, for a short period of time following the new program deployment. Typically sixty to ninety days should suffice for warnings. The warnings should provide instructional "how-to" and "why" language for future parking sessions.



License Plate Permit Credential Program

Elimination of the adhesive bumper decals with the use of the vehicle license plate as the standardized parking credential will enhance the overall resident customer service experience. Providing an on-line application solution for residents to secure a residential beach access parking permit will most likely expedite the application process and reduce the wait times to receive a physical permit by mail.

Residents without the means toward self-managing their account through an online software solution will be afforded an opportunity to visit the parking management office during business hours to obtain their parking credential permissions. Similar to the current application process, the parking management operator will need to manually manage the process for this exception. Additionally, the elimination of the physical parking decal will reduce annual operating costs for permit purchase, inventory, and distribution efforts.

Once the parking management operator assumes the day to day management responsibilities of the parking system, we recommend the operator be responsible for implementing a permit management software solution that interfaces with their license plate enforcement technology. Pursuit of this software solution should remain an initial focus of the parking management operator's responsibilities during the initial period of their management contract with the Town.

Mid-Term Action Items (12 to 24 months)



Dynamic Wayfinding Solution

To develop the framework for a parking wayfinding solution, the Town should draft an RFP for a dynamic wayfinding solution that is paired with real-time mobile payment transactions and a vehicle counting solution. Use of counting solution (camera or LIDAR) at parking facility entrance and exit lanes will enable the Town to monitor the use of specific location inventory throughout the course of the day. Communicating this information to motorists in advance of their destination arrival will help inform off-island travel decisions and reduce on-island traffic congestion.

In conjunction with the mobile payment solution, the Town should draft an RFP for a vehicle counting system (camera or LIDAR) to record vehicle counts at parking facility entrance and exit lanes. The framework established during this effort will be used to populate a long-term action item for roadway wayfinding signs and the Town's website for parking availability.



Bicycle Facility Infrastructure

Within the initial operating year of the new paid parking program, the Town should proceed with upgrades to the bicycle facility infrastructure. As shared in the Task 1 deliverable, the opportunity to provide additional bike parking capacity at each beach access parking location will allow on-island residents and vacationers to take advantage of the 64 miles of paved pathways instead of relying upon the use of their vehicle.

We recommend a beach access location review be completed to determine where bike parking capacity and bicycle-supportive amenities may be enhanced. We recognize that in some locations, it may be appropriate to temporarily replace paved parking inventory with bicycle corrals and bicycle valet services during peak activity seasons.



Community Partnerships

As discussed in the Task 3 deliverable, once the paid parking program is up and running, the Town should offer the opportunity for the community partners to participate in the Parking Management Plan. Encouraging the local churches along Pope Avenue to offer their inventory in exchange for public parking fees during peak activity

periods will not only help resolve capacity issues but will also provide alternative options toward employee parking solutions and overflow needs.

Under this system, the Town's contracted parking operator could also serve as the parking operator for the community partners, relieving these organizations from any daily operating obligations. Individual management agreements would be required of all partners, allowing for labor and operational cost savings between individual and collective operations. Location revenues generated for parking at the individual locations would be collected and deposited in separate owner bank accounts, keeping the Town's parking revenues separate from the community partner revenues. The parking operator would report to a public/private advisory board, consisting of equal members from the Town and the community partners. Designated parking operation personnel would be assigned to each organization and managed by a district manager with leadership responsibilities for the oversight of all public and private parking facilities.

Long-Term Action Items (2 to 3 years)

Action items under the long-term category have been developed under the vision of using the net operating surplus revenues from the Parking Management Plan. As the components of the Parking Management Plan begin to have an impact on the surrounding neighborhoods and beach access communities, we suggest the following items be evaluated and considered.



Parking Enforcement Expanded Community Roles

Implementing a new paid parking solution in public access areas, may have a supply and demand affect in adjacent commercial areas where paid parking does not exist. Several of these commercial areas already have short-term limits of preferred customer parking initiatives enacted within their properties. Management and regulation of this activity requires the commercial property owner to hire a contract security firm to enforce these regulations during peak season activity periods.

To assist the commercial property owners impacted by the paid parking system changes, we encourage the Town to employ a portion of the net operating surplus revenues from the Parking Master Plan to expand the parking enforcement roles to the oversight of these time-limited commercial parking areas. Allowing the same parking management firm to oversee the neighborhood enforcement responsibilities will create a uniform level of service with a well-branded look and feel.



Wayfinding Infrastructure Solutions

Improving upon the current static wayfinding signs installed in the Highway 278 rights of way would include communication of dynamic data (space availability) concerning beach access destinations. Upgrading these efforts will present a higher-level amenity to motorists as they will have a better idea of what to expect prior to their arrival.

To improve upon the existing wayfinding program, we encourage the Town to work with South Carolina DOT toward the design and development of a series of appropriate digital display signs as visitors approach the Island and proceed to navigate the roadway system toward their beach access destinations. Consideration should be given to the ability for a motorist to safely read a sign while driving, process the information, and decide prior to the decision-making point. Additional availability signs should complement existing wayfinding signs that communicate the location of the various northern and mid-island beaches along William Hilton Parkway. A simple “OPEN / FULL” sign next to the beach name will allow the motorist the confidence that they will find parking available when arriving.

We encourage the Town to seek available DOT grant opportunities supporting this transportation demand management initiative and employ a portion of the net operating surplus revenues from the Parking Master Plan to upgrade the wayfinding infrastructure program.



Additional Parking Inventory Evaluation

A series of parking structure design options have been provided to the Town under the Task 3 deliverable. The options provide a stand-alone parking structure, stand-alone parking structure with adjacent retail, and stand-alone parking structure with adjacent retail and residential above. Each of the three options provide a net gain parking inventory of 264 to 320 spaces on the existing 400-space Coligny Beach surface parking lot.

Should parking demand continue to be an impact concern, we encourage the Town to seek available use of the Island’s Hospitality Tax funding option and employ a portion of the net operating surplus revenues from the Parking Master Plan when considering the design and construction costs for building additional structured parking inventory. Each of these identified income sources would support a best practice, pay-per-use funding option.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
VIA: Jennifer Ray, *ASLA, Interim Director of Community Development*
FROM: Sheryse DuBose, *PhD, Historic Neighborhoods Preservation Administrator*
CC: Shawn Colin, *AICP, Interim Deputy Town Manager*
CC: Teri Lewis, *AICP, Deputy Community Development Director*
DATE: February 9, 2021
SUBJECT: Historic Neighborhoods Preservation Overlay (HNP-O) District LMO Amendments

Recommendation: Staff recommends that the Public Planning Committee (PPC) review the Historic Neighborhoods Preservation Overlay (HNP-O) District Land Management Ordinance (LMO) Amendments for Family Compound and Family Subdivision and forward a recommendation of approval to Town Council.

On January 12, 2021, the PPC asked that Staff consider the following items to narrow the target area for the proposed HNP-O District:

- Clearly define geographic boundaries for the proposed HNP-O District.
- Research a definition of “ownership” for Gullah owned properties.
- Conduct community outreach to gain feedback concerning first moving forward the Family Compound and Family Subdivision applications from the proposed HNP-O District.
- Research which noxious disturbances are acceptable.

On October 14, 2020 the Planning Commission held a public hearing and voted unanimously to forward the proposed HNP-O District Amendments to the Public Planning Committee with the following revision:

- include language in the HNP-O Amendments that provides an exception for major and minor legally platted and developed single family subdivisions.

On September 23, 2020 the LMO Committee voted unanimously to forward the proposed HNP-O District LMO Amendments to the Planning Commission for approval with the following suggestions:

- change right-of-way width within a family subdivision to 30’ and add a one-way right-of-way requirement of 24’;
- add a 3-year hold to family compounds;
- eliminate the section to round up density; and
- change the density in the MF District to 6 du/acre along major arterials.

On September 1, 2020 the Gullah Geechee Land & Cultural Preservation Task Force (Task Force) met to review the proposed HNP-O District LMO Amendments. The Task Force voted 5-0-0 to forward the proposed HNP-O District LMO Amendments to the LMO Committee with the following conditions:

- remove proposed changes to Home Occupation;
- change calculation of density to round up;
- allow access via a 20' easement for both family compound and family subdivision;
- change density in the MF District to 8 du/acre along major arterials; and
- change setback to 25' for minor arterial.

Summary: Approval of the proposed HNP-O District LMO Amendments would provide opportunities for cultural preservation as well as provide more flexibility in the development of property within the Historic Neighborhoods on the Island.

Staff addressed the concerns regarding the balance between preserving the historic integrity of the Historic Neighborhoods verses providing economic opportunities. Staff proposes the following:

- Passing the Family Compound and Family Subdivision applications from the proposed HNP-O District first.
- Narrowing the focus area by defining “Family” within the proposed historic overlay and creating regulations properties to benefit from established regulations owned by the family since 1956 could benefit from the proposed HNP-O District Amendments.
- Determining which noxious disturbances are acceptable.

Background: Beginning in September 2018, the Task Force meetings, facilitated by TWC, consisted of stakeholder meetings and community workshops. The comprehensive engagement activities resulted in 34 recommendations under the major headings of Cultural Preservation, Public Policy, and Heirs' Property. On April 22, 2019, the Task Force reviewed the recommendations from the consultant team and accepted the Report as amended. On May 7, 2019, the Task Force recommended forwarding the Report to Town Council for acceptance along with a request for \$105,000 in funding for implementation. On August 19, 2019, the Public Planning Committee voted to forward the Report for acceptance from Town Council, with a request for top priority recommendations, a work plan, identification of resources, and a timeline for completed projects. On September 17, 2019, Town Council voted to accept the Report with the high priority recommendations and directed Staff and the Task Force to prepare a work plan to be reviewed prior to the Town Council Workshop in December. On November 4, 2019, the Task Force recommended forwarding the Top Priority Recommendations Framework (Framework) to Town Council for approval. On November 17, 2019, Town Council voted to accept the Framework. The HNP-O District was identified by the Task Force as the highest priority project.

Exhibits:

- A. LMO Amendments
- B. LMO Changes to Reflect Family Compound and Family Subdivision

LMO Changes to Reflect Family Compound and Family Subdivision

Family Compound	Element		Current LMO		Proposed Amendments	
<p>A single parcel of land that allows the construction of multiple homes and is owned by a single family. Construction of access and infrastructure is the responsibility of the individual currently building on the property and must be installed in the order each structure is constructed.</p>	Access		N/A		Minimum 20' wide access easement constructed of an all-weather driving surface.	
	Setbacks	Minor Arterial	40'		25'	
		All Other Streets	20'		10'	
		Access Easement	20'		5'	
		Adjacent Use	20' Single Family (Varies 20' – 40')		The required minimum setback is 5' between single family uses The required minimum setback is reduced by 10' for other uses.	
	Buffers	Minor Arterial	25'	<u>Minimum Planting Requirements</u> Overstory Trees: 3 Every 100 Linear Feet Understory Trees: 6 Every 100 Linear Feet Evergreen Shrub: 10 Every 100 Linear Feet		Minimum Planting Requirements
			15'	<u>Maximum Planting Requirements</u> Overstory Trees: 4 Every 100 Linear Feet Understory Trees: 8 Every 100 Linear Feet Evergreen Shrub: 12 Every 100 Linear Feet		
		All Other Streets	20'	<u>Minimum Planting Requirements</u> Overstory Trees: 2 Every 100 Linear Feet Understory Trees: 3 Every 100 Linear Feet Evergreen Shrub: 8 Every 100 Linear Feet		Minimum Planting Requirements
			10'	<u>Maximum Planting Requirements</u> Overstory Trees: 2 Every 100 Linear Feet Understory Trees: 4 Every 100 Linear Feet Evergreen Shrub: 10 Every 100 Linear Feet		
		Access Easement	20'	<u>Minimum Planting Requirements</u> Overstory Trees: 2 Every 100 Linear Feet Understory Trees: 3 Every 100 Linear Feet Evergreen Shrubs: 8 Every 100 Linear Feet		Minimum Planting Requirements
Adjacent Use		Varies (20' – 30')		Minimum Planting Requirements		

Exhibit B

Family Subdivision	Element		Current LMO		Proposed Amendments	
<p>Lots that are subdivided and owned by one family. Family Subdivisions do not require infrastructure to be installed for all of the lots prior to construction.</p>	Access		<p>For 5 or fewer lots, direct vehicular access to each lot shall be a minimum of 20’ wide access easement constructed of an all-weather driving surface or paved street with a minimum 30’ right-of-way, access must be installed before subdivision plans are stamped.</p> <p>For 6 or more lots direct vehicular access to each lot shall be provided via a paved street with a minimum 40’ right-of-way; access must be installed before subdivision plans are stamped.</p>		<p>For 5 or fewer lots, direct vehicular access to each lot shall be a minimum 20’ wide access easement constructed of an all-weather driving surface or paved street with a minimum 30’ right-of-way; access shall be provided to the point of development.</p> <p>For 6 or more lots, direct vehicular access to each lot shall be provided via a paved street with a minimum 30’ right-of-way for two-way streets and a minimum 24’ right-of-way for one-way streets; access shall be provided to the point of development.</p>	
	Setbacks	Minor Arterial	40’		25’	
		All Other Streets	20’		10’	
		Access Easement	20’		5’	
		Adjacent Use	20’ Single Family (Varies 20’ – 40’)		<p>The required minimum setback is 5’ between single family uses</p> <p>The required minimum setback is reduced by 10’ for other uses.</p>	
	Buffers	Minor Arterial	25’	<p><u>Minimum Planting Requirements</u></p> <p>Overstory Trees: 3 Every 100 Linear Feet</p> <p>Understory Trees: 6 Every 100 Linear Feet</p> <p>Evergreen Shrub: 10 Every 100 Linear Feet</p>		<p>Minimum Planting Requirements</p>
			15’	<p><u>Maximum Planting Requirements</u></p> <p>Overstory Trees: 4 Every 100 Linear Feet</p> <p>Understory Trees: 8 Every 100 Linear Feet</p> <p>Evergreen Shrub: 12 Every 100 Linear Feet</p>		

Exhibit B

Family Subdivision (Cont.)	Element			Current LMO	Proposed Amendments
	Buffers (Cont.)	All Other Streets	20'	<u>Minimum Planting Requirements</u> Overstory Trees: 2 Every 100 Linear Feet Understory Trees: 3 Every 100 Linear Feet Evergreen Shrub: 8 Every 100 Linear Feet	Minimum Planting Requirements
			10'	<u>Maximum Planting Requirements</u> Overstory Trees: 2 Every 100 Linear Feet Understory Trees: 4 Every 100 Linear Feet Evergreen Shrub: 10 Every 100 Linear Feet	
		Access Easement	20'	<u>Minimum Planting Requirements</u> Overstory Trees: 2 Every 100 Linear Feet Understory Trees: 3 Every 100 Linear Feet Evergreen Shrubs: 8 Every 100 Linear Feet	Minimum Planting Requirements
		Adjacent Use	Varies (20' – 30')		Minimum Planting Requirements



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
VIA: Jennifer Ray, *ASLA, Interim Community Development Director*
VIA: Teri Lewis, *AICP, Deputy Community Development Director*
FROM: Shari Mendrick, *P.G., CFM, Floodplain Administrator*
CC: Shawn Colin, *AICP, Interim Deputy Town Manager*
DATE: February 18, 2021
SUBJECT: Calculation of Height and Flood Zone Standards LMO Amendments

Recommendation: Staff recommends that the Public Planning Committee (PPC) review the proposed Calculation of Height and Flood Zone Standards Land Management Ordinance (LMO) amendments and forward a recommendation to Town Council.

The Planning Commission held a public hearing on February 17, 2021 to review the proposed amendments. Planning Commission voted 9-0 to recommend that Town Council approve the amendments with the following change:

- Residential building height shall be measured from 14' above mean sea level rather than 13' above mean sea level as proposed by staff.

Summary: The current Land Management Ordinance (LMO) Section 16-10-102.C states that building heights shall be measured from the base flood elevation. If the site does not lie within a flood zone with a designated base flood elevation, the maximum structure height shall be calculated from pre-development grade.

To maintain consistency between the proposed changes to the lowest floor elevation requirements of the Flood Damage Controls Ordinance and the maximum building height measurement in the LMO, staff is proposing the following changes to the Town's building height requirements:

1. Residential building height shall be measured from 13' above mean sea level. This change will have minimal to no negative impact as noted below:
 - Minimal change to footprint of regulated vs. unregulated residential construction.
 - No increase to maximum building heights. Minor decreases in a few areas.
 - No drastic height deviations between new and existing construction.
 - Allows for parking under structures to meet minimum parking requirements without further reducing required buffers.
2. Nonresidential building height shall be measured from 11' above mean sea level. This change will have positive impacts as noted below:
 - Offers flexibility for redevelopment of underperforming and vacant commercial property without being overly restrictive.
 - Discourages the use of excessive fill to meet elevation requirements.

In conjunction with the adoption of the updated Flood Insurance Rate Maps (FIRMs), the flood zone designations in Section 16-5-112 of the LMO must be updated for consistency with the new flood zones on the updated FIRMs.

Background: The Town of Hilton Head Island is a participant in the National Flood Insurance Program. As a participant, FEMA conducts flood hazard analyses and mapping studies to generate Flood Insurance Rate Maps (FIRMs) that display areas that fall within the 100-year flood boundary. The term 100-year flood indicates that the area has a one-percent chance of flooding in any given year, not that a flood will occur once every 100 years. The maps are only intended to convey potential flood risk and do not predict storm surge, flooding due to sea level rise or flooding caused by local storm drainage issues.

FEMA released preliminary FIRMs for Beaufort County in November 2017 and these maps will become effective for flood insurance rating on March 23, 2021. FEMA uses the best available technical data to create flood hazard maps; however the modeling for these maps was completed prior to local impacts of Hurricanes Matthew, Irma and Dorian. The storm surge and associated beach erosion from these storms resulted in the removal of the Town's primary frontal dune system, which drastically changes the modeling dynamics for a barrier island.

The updated data shows a 5-6 foot decrease in current base flood elevations across the Town. The updated data includes a 1-foot decrease directly related to the transition from NGVD29 to NAVD88, which is the vertical sea level reference used by surveyors.

The drastic reduction in base flood elevations is of great concern as several areas with repeated flood losses, such as beachfront homes and homes in low-lying areas, are being removed from the high-risk flood zone. Implications of these flood maps changes without consideration of the current lowest floor elevation requirements in the Town's Municipal Code Section 15-9, Flood Damage Controls, will result in a higher potential for flood losses in our community. The changes to the LMO, in conjunction with the changes to the Municipal Code, promote resilient design and construction and provide a higher level of protection from flood damages throughout the Town.

Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Attachment:

- A. Flood Zone Standards and Rules of Measurement, Calculation of Height LMO Amendments

ATTACHMENT A

Chapter 16-5: Development and Design Standards

Sec.16-5-112. - Flood Zone Standards

A. Applicability

2. The location of the *flood* zones on Hilton Head Island is ~~are identified by the shown on the FEMA Flood Hazard Zones Map of the *Comprehensive Plan*, which is adopted as part of this *Ordinance*, or any more recent *Town*-adopted *flood* zones map.~~ Flood Insurance Rate Maps (FIRMs).
3. The Island is covered by the following ~~four~~ *flood* zones that range from most vulnerable to flooding and *flood* damage to least vulnerable:
 - a. VE- Zone, or *coastal high hazard area*, subject to 100-year coastal flooding and storm surge;
 - b. Coastal A Zone, or the area landward of a V-zone and seaward of the Limit of Moderate Wave Action as shown on the FIRMs.
 - ~~b~~c. AE- Zone, or 100-year *flood* plain area;
 - d. AO Zone, or areas of shallow flooding;
 - e. ~~B-X(shaded) Zone~~, or 100 to 500-year *flood* plain area; and
 - ~~d~~f. C-X Zone, or areas of minimal flooding.

B. Flood Zone Standards

On all plats within "VE" or "AE" zones for which *lots*, *sites*, or *structures* are to be sold, the following statement shall be clearly affixed to the plat and shall be recorded:

Some or all areas on this plat are *flood* hazard areas and have been identified as having at least a one percent chance of being flooded in any given year by rising tidal waters associated with possible hurricanes. Local regulations require that certain *flood* hazard protective measures be incorporated in the design and *construction* of *structures* in these designated areas. Reference shall be made to the *development* covenants and restrictions of this *development* and requirements of the Town Building Official. In addition, federal law requires mandatory purchase of *flood* insurance as a prerequisite to federally insured mortgage financing in these designated *flood* hazard areas.

Chapter 16-10: - Definitions, Interpretation, and Measurement

Sec.16-10-102. - Rules of Measurement

C. Height

1. Calculation of Height

- a. Maximum *structure height* for *development* in each zoning district shall be calculated as follows: from the ~~base flood elevation~~. If the ~~site~~ does not lie within a ~~flood~~ zone with a designated ~~base flood elevation~~, the maximum *structure height* shall be calculated from *pre-development grade*.

i. Residential maximum building height shall be measured from fourteen feet (14') above mean sea level using the NAVD 88 vertical datum; and

ii. Nonresidential maximum building height shall be measured from eleven feet (11') above mean sea level using the NAVD 88 vertical datum.

- b. The measurement of the *height* of a *structure* shall be the distance from the *height* as determined by 16-10-102.C.a ~~preconstruction grade or base flood elevation~~ immediately *adjacent* to the *structure* to a point level with the highest point of the *structure*.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
VIA: Jennifer Ray, *ASLA, Interim Community Development Director*
VIA: Teri Lewis, *AICP, Deputy Community Development Director*
FROM: Shari Mendrick, *P.G., CFM, Floodplain Administrator*
CC: Shawn Colin, *AICP, Interim Deputy Town Manager*
DATE: February 18, 2021
SUBJECT: Proposed Ordinance 2021-07; Revisions to Title 15, Chapter 9

Recommendation: Staff recommends that the Public Planning Committee review the proposed amendments to Title 15, Chapter 9 of the Municipal Code and forward them to Town Council with a recommendation of approval.

Summary: The adoption of these amendments will officially adopt the updated Flood Insurance Rate Maps (FIRMs), effective March 23, 2021 and revise language and defined terms to be consistent with the National Flood Insurance Program (NFIP) regulations 44 CFR Parts 59 and 60, the State of South Carolina Model Flood Damage Controls Ordinance, and the International Building Code.

Title 15, Chapter 9 of the Town's Municipal Code currently requires that the lowest floor of construction in the Special Flood Hazard Area (SFHA) be elevated to one foot above the base flood elevation, which is the minimum standard for construction in the SFHA. Due to drastic reductions in the geographic area of the SFHA and the associated base flood elevations and to maintain consistency between the proposed changes to the lowest floor elevation requirements of the Flood Damage Controls Ordinance and the maximum building height measurement in the LMO, staff is proposing the following changes to the Town's lowest floor requirements:

1. Residential lowest floor requirement shall be the base flood elevation plus three feet or 13' above mean sea level using NAVD88, whichever is higher. This change will have minimal to no negative impact as noted below:
 - Minimal change to footprint of regulated vs. unregulated residential construction.
 - No increase to maximum building heights. Minor decreases in a few areas.
 - No drastic height deviations between new and existing construction.
 - Allows for parking under structures to meet minimum parking requirements without further reducing required buffers.

2. Nonresidential lowest floor requirement shall be the base flood elevation plus two feet or 11' above mean sea level using NAVD88, whichever is higher. This change will have positive impacts as noted below:
 - Offers flexibility for redevelopment of underperforming and vacant commercial property without being overly restrictive.
 - Discourages the use of excessive fill to meet elevation requirements.

As a part of the map adoption process, the State NFIP Coordinator reviewed the Town Ordinance and identified language that was not consistent with terms and definitions contained in the Federal Regulations and the State of South Carolina Model Flood Damage Prevention Ordinance. The proposed amendments also address these inconsistencies.

Background: The Town of Hilton Head Island is a participant in the National Flood Insurance Program. As a participant, FEMA conducts flood hazard analyses and mapping studies to generate Flood Insurance Rate Maps (FIRMs) that display areas that fall within the 100-year flood boundary. The term 100-year flood indicates that the area has a one-percent chance of flooding in any given year, not that a flood will occur once every 100 years. The maps are only intended to convey potential flood risk and do not predict storm surge, flooding due to sea level rise or flooding caused by local storm drainage issues.

FEMA released preliminary FIRMs for Beaufort County in November 2017 and these maps will become effective for flood insurance rating on March 23, 2021. FEMA uses the best available technical data to create flood hazard maps; however the modeling for these maps was completed prior to local impacts of Hurricanes Matthew, Irma and Dorian. The storm surge and associated beach erosion from these storms resulted in the removal of the Town's primary frontal dune system, which drastically changes the modeling dynamics for a barrier island.

The updated data shows a 5-6 foot decrease in current base flood elevations across the Town. The updated data includes a 1-foot decrease directly related to the transition from NGVD29 to NAVD88, which is the vertical sea level reference used by surveyors.

The drastic reduction in base flood elevations is of great concern as several areas with repeated flood losses, such as beachfront homes and homes in low-lying areas, are being removed from the high-risk flood zone. Implications of these flood maps changes without consideration of the current lowest floor elevation requirements in the Town's Municipal Code Section 15-9, Flood Damage Controls, will result in a higher potential for flood losses in our community. The changes to the LMO, in conjunction with the changes to the Municipal Code, promote resilient design and construction and provide a higher level of protection from flood damages throughout the Town.

Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Attachment

- A. Title 15, Chapter 9 Flood Damage Controls

Chapter 9 - FLOOD DAMAGE CONTROLS^[6]

Footnotes:

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Editor's note— [Ord. No. 2019-03](#), § 1(Att. 1), adopted Feb. 19, 2019, amended ch. 9 in its entirety to read as herein set out. Former ch. 9, §§ 15-9-111, 15-9-112, 15-9-211—15-9-214, 15-9-311—15-9-317, 15-9-411, 15-9-511, 15-9-512, 15-9-611—15-9-614, pertained to similar subject matter, and derived from Ord. No. 01-07, § 1, adopted June 5, 2001; and Ord. No. 2011-09, § 1, adopted June 21, 2011.

Staff Explanation: This change removes conflicting heading.

ARTICLE 1. - ~~FINDINGS OF FACT AND PURPOSE~~ GENERAL STANDARDS

Sec. 15-9-110. - Statutory authorization.

The Legislature of the State of South Carolina has in SC Code of Laws, Title 5 and Title 6, and amendments thereto, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the Town of Hilton Head Island, South Carolina does ordain as follows:

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-111. - Findings of fact.

The special flood hazard areas of the Town of Hilton Head Island are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruptions of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of tax base all of which adversely affect the public health, safety and welfare.

These flood losses are caused by the cumulative effect of obstructions of floodplains causing increases in flood heights and velocities, and by the occupancy of flood hazard areas by structures vulnerable to floods or hazardous to other lands which are inadequately elevated, floodproofed, or otherwise protected from flood damages.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-112. - Statement of purpose.

It is the purpose of this chapter to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in flood hazard areas by provisions designed to:

- (a) Restrict or prohibit uses which are dangerous to health, safety and property due to water or erosion hazards or which result in damaging increases in erosion or in flood heights or velocities;
- (b) Require that buildings vulnerable to floods, including facilities which serve such buildings, be protected against flood damages at the time of initial construction.
- (c) Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.
- (d) Control filling, grading, and other development which may increase erosion or flood damage or erosion.

- (e) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Staff Explanation: This section has been modified for consistency with the state model ordinance as requested by State Coordinator's office and to include the regulation of all lands within the Town's jurisdiction.

Sec. 15-9-113. - ~~Basis for area of special flood hazard.~~ Lands to which this ordinance applies.

This chapter shall apply to:

~~(a) All areas of special flood hazard within the jurisdiction of the Town of Hilton Head Island, SC, as identified by the Federal Emergency Management Agency (FEMA) in its Flood Insurance Study, dated March 23, 2021 with accompanying maps and other supporting data that are hereby adopted by reference and declared to be a part of this ordinance, and~~

~~(b) All other areas under the jurisdiction of the Town of Hilton Head Island.~~

Upon annexation, any special flood hazard areas identified by the Federal Emergency Management Agency in its Flood Insurance Study for the unincorporated areas of Beaufort County, with accompanying maps and other data are adopted by reference and declared part of this ordinance.

~~The flood hazard areas of the town have been identified by the Federal Insurance Administration through a scientific and engineering report entitled "The Flood Insurance Study for the County of Beaufort," dated September 30, 1977, Federal Register Vol. 41, No. 207, pages 46,962—46,992, dated Tuesday, October 26, 1976, and subsequent supplement titled "Wave Height Analysis," dated June 4, 1984; with accompanying flood insurance rate maps and flood boundary maps, dated September 30, 1977, and subsequent maps adding wave heights dated December 4, 1984, as reevaluated and effective September 29, 1986, are hereby adopted by reference and declared to be part of this chapter.~~

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-114. - Establishment of land development application and building permit.

The approval of a land development application shall be required in conformance with title 16 and the provisions of this chapter prior to the commencement of any development activities. A building permit shall be required in conformance with title 15, title 16, and the provisions of this chapter prior to the commencement of any construction activities.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-115. - Interpretation.

In the interpretation and application of this chapter all provisions shall be considered as minimum requirements and deemed neither to limit nor repeal any other powers granted under state law. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another conflict or overlap, whichever imposes the more stringent restrictions, shall prevail.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-116. - Partial invalidity and severability.

If any part of this article is declared invalid, the remainder of the article shall not be affected and shall remain in force.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-117. - Warning and disclaimer of liability.

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the town or on the part of any officer or employee of the town for any flood damages that result from reliance on this chapter or that are attributable to any administrative decision lawfully made under this chapter.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-118. - Penalties for violation.

Violation of the provisions of this chapter or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variances or special exceptions, shall constitute an offense. Any person who violates any provision of this chapter or who fails to comply with any of its requirements shall, upon conviction thereof, be subject to fine or imprisonment, or both, as provided in section 1-5-10. Each day any violation continues shall be considered a separate offense. Nothing contained in this section shall prevent the town from taking such other lawful action as is necessary to prevent or remedy any violation.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Staff Explanation: Definitions have been added or modified for consistency with the state model ordinance as suggested by the State Coordinator's Ordinance comments.

Sec. 15-9-119. - Definitions.

For the purposes of this chapter, the following definitions shall apply:

Accessory structure means a ~~building or~~ structure subordinate and incidental to, and located on the same lot with ~~, a principal structure building and use,~~ the use of which is customarily found in association with and is clearly incidental to that of the main ~~building structure or to the use of the land,~~ and which is not attached by any part of a common wall or roof to the ~~principal structure building.~~ Accessory structures should constitute a minimal investment, may not be used for human habitation, and be designed to have minimal flood damage potential. Examples of accessory structures are detached garages, carports, storage sheds, pole barns, and hay sheds.

Addition (to an existing structure) means any walled and roofed expansion to the perimeter of a structure in which the addition is connected by a roof or common load-bearing wall other than a firewall. Any walled and roofed addition which is connected by a fire wall is considered "new construction."

Appeal is a request for a review of the local floodplain administrator's interpretation of any provision of this ordinance.

Area of Shallow Flooding means a designated AO or VO zone on a community's Flood Insurance Rate Map (FIRM) with base flood depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

~~Area of special flood hazard see Special Flood Hazard Area means the land in the floodplain within a community subject to a one-percent or greater chance of being equaled or exceeded in any given year.~~

Base flood means the flood having a one-percent chance of being equaled or exceeded in any given year.

Base flood elevation (BFE) means the computed elevation to which floodwater is anticipated to rise during the base flood. The BFE is the regulatory requirement for the elevation or floodproofing of structures. The relationship between the BFE and a structure's elevation determines the flood insurance premium.

~~Building see Structure means any structure having two (2) or more exterior rigid walls and a roof supported by columns or walls and intended for the shelter, housing or enclosure of any person, commercial or business activity, process, equipment or goods. Each portion of a building separated from other portions by a firewall shall be considered as a separate building.~~

Coastal A zone means the area landward of a V Zone where the principal source of flooding will be astronomical tides, storm surges or tsunamis, not riverine flooding. During base flood conditions, the potential for breaking wave heights between 1.5 feet and 3.0 feet will exist. Areas considered to be within the Coastal A Zones are landward of the V Zone and seaward of the line denoted as the Limit of Moderate Wave Action (LiMWA) on the FIRM.

Coastal High Hazard Area means an area of special flood hazard extending from offshore to the inland limit of the primary frontal dune along an open coast and any other area subject to velocity wave action from storms or seismic sources. This area is designated as Zone V, VE or V1-30.

~~Construction means the erection of any building or structure or any preparations (including land disturbing activities) for the same.~~

Development, for floodplain management purposes, means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, and storage of materials or equipment. —the use of a structure or land; or the construction, reconstruction or alteration of a structure; or an increase in land use intensity; or filling or excavating a parcel; or a change in effects or conditions of a site; or the alteration of a shore, bank or floodplain; or the construction or extension of a utility; or the subdivision of land.

Enclosure means partially or fully walled areas below the lowest floor of an elevated building.

Existing manufactured home park or manufactured home subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before September 30, 1977.

Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete slabs).

Flood means a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters or from rain.

Flood insurance rate map (FIRM) means an official map of a community, on which the Federal Emergency Management Agency has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

Flood insurance study means the official report provided by the Federal Emergency Management Agency which contains flood profiles and the water surface elevation of the base flood.

Floodproofing means any combination of structural and nonstructural additions, changes, or adjustments to structures, which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Functionally dependent use means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Historic structure means any structure that is: (a) listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of the Interior (DOI)) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places; (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified (1) by an approved state program as determined by the Secretary of Interior, or (2) directly by the Secretary of Interior in states without approved programs. Some structures or districts listed on the state or local inventories MAY NOT be "Historic" as cited above, but have been included on the inventories because it was believed that the structures or districts have the potential for meeting the "historic" structure criteria of the DOI. In order for these structures to meet NFIP historic structure criteria, it must be demonstrated and evidenced that the South Carolina Department of Archives and History has individually determined that the structure or district meets DOI historic structure criteria.

Increased cost of compliance (ICC) means applies to all new and renewed flood insurance policies effective on and after June 1, 1997. The NFIP shall enable the purchase of insurance to cover the cost of compliance with land use and control measures established under Section 1361. It provides coverage for the payment of a claim to help pay for the cost to comply with state or community floodplain management laws or ordinances after a flood event in which a building has been declared substantially or repetitively damaged.

Land development application means application for development and use of property as required by title 16 "Land Management Ordinance of the Town of Hilton Head Island," including, but not limited to, subdivision review (major and minor), development plan review (major or minor), small residential development review and utility project permit.

Limit of Moderate Wave Action means the boundary line given by FEMA on coastal map studies marking the extent of Coastal A Zones.

Lowest floor means the lowest floor of the lowest enclosed area. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter.

Manufactured home means a factory-built, single-family structure that is manufactured under the authority of 42 USC Section 5401 and that is transportable in one (1) or more sections, is built on a permanent chassis, but is not constructed with a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site, and does not have wheels or axles permanently attached to its body or frame.

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two (2) or more manufactured home lots for rent or sale.

New construction means structure, for which, the start of construction commenced on or after September 30, 1977. The term also includes any subsequent improvements to such structure.

New manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete slabs) is completed on or after September 30, 1977.

Staff Explanation: This definition has been added to provide flexibility with the construction of nonresidential support structures, such as pool restrooms and guard stations, as not all nonresidential accessory structures are functionally equal.

Nonresidential Auxiliary Structure means a nonresidential structure subordinate and incidental nonresidential property, less than 300 square feet in size, which may not be used for human habitation, be constructed entirely out of flood damage resistant materials and be designed to have minimal flood damage potential. Examples of nonresidential auxiliary support structures are pool restrooms, changing rooms and security guard stations.

Recreational vehicle means any of the following vehicles designed for travel, recreation, and vacation uses: motorhome or van (a portable, temporary dwelling constructed as an integral part of a self-propelled vehicle); pickup camper (a structure designed to be mounted on a truck chassis); recreational trailer (a portable structure built on a single chassis, four hundred (400) square feet or less when measured at the largest exterior horizontal projections); park trailer (a semi-portable structure built on a single chassis, which does not exceed four hundred (400) square feet when constructed to ANSI A-119.5 standards, and five hundred (500) square feet when constructed to USDHUD standards); or tent trailer (a canvas or synthetic fiber folding structure mounted on a hard body base and towed by a vehicle). Use of a recreational vehicle for residential or accommodation purposes is prohibited except in a recreational vehicle (RV) park.

Repetitive loss means a building covered by a contract for flood insurance that has incurred flood-related damages on two (2) occasions during a ten-year period ending on the date of the event for which a second claim is made, in which the cost of repairing the flood damage, on the average, equaled or exceeded twenty-five (25) percent of the market value of the building at the time of each such flood event.

Special flood hazard area (SFHA) means the area that will be inundated by the flood event having a one (1) percent chance of being equaled or exceeded in any given year. The one (1) percent annual chance flood is also referred to as the base flood or 100-year flood. SFHAs are zone A, zone AE, zone AO, zones A1—A30, zone V, zone VE, zones V1—V30 and Coastal A.

Start of construction means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, or improvement was within one hundred eighty (180) days of the permit date. The actual start means the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for footings, piers or foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

Structure, for floodplain management purposes, means a walled and roofed building, as well as modular and manufactured homes and including gas or liquid storage tanks that are principally above ground, anything constructed, installed, or portable, the use of which requires a location on a parcel of land. Structure includes a fixed or movable building which can be used for residential, business, commercial, agricultural, or office purposes, either temporarily or permanently. "Structure" also includes, but is not limited to, swimming pools, cisterns, sewage treatment plants, sheds, and similar accessory construction.

Staff Explanation: Additional CRS credit is available for lowering the substantial damage/substantial improvement threshold below 50%. Typically, contractors will keep improvements under 40% to avoid additional paperwork, so this change will have minimal impact on the building community.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to ~~its~~ before damaged condition would equal or exceed ~~forty-nine (49) fifty (50)~~ percent of the market value of the structure before the damage occurred.

Substantial improvement means any repair, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds ~~forty-nine (49) fifty (50)~~ percent of the market value of the structure before the start of construction of the improvement. This term includes structures that have incurred repetitive loss or substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any project of improvement to a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or,
- (b) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Substantially improved existing manufactured home park or subdivision means where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds ~~forty-nine (49) fifty (50)~~ percent of the value of the streets, utilities and pads before the repair, reconstruction, or improvement commenced.

Violation means the failure of a structure or other development to be fully compliant with these regulations.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

ARTICLE 2. - ADMINISTRATION

Sec. 15-9-211. - Designation of local floodplain administrator.

The town manager or designee is hereby appointed to administer and implement the provisions of this chapter.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-212. - Land development application or building permit and certification requirements.

- (a) Application for land development or building permit shall be made to the town prior to any development or construction activities. The town manager or designee shall require the following specific information to be included as part of an application for land development or building permit.
- (b) A plan, drawn to scale, which details the nature, location, dimensions, and elevations of the area in question; size of existing and/or proposed structures; finished ground elevation; location of fill materials, storage areas and drainage facilities, water supply, sanitary facilities and, if appropriate, floodproofing measures; and all other applicable requirements in ~~t~~Titles 15 and 16 of the ~~t~~Town's Municipal Code.
- (c) If the building structure incorporates floodproofing measures or breakaway walls, then certification is required by a registered professional engineer or architect stating that adequate precautions against flood damage have been taken with respect to the design of said building or structure, and that the plans for the development of the site adhere to the restrictions cited in this chapter.

- (d) A lowest floor elevation or floodproofing certification is required after the lowest floor is completed. As soon as possible after completion of the lowest floor and before any further vertical construction commences, or floodproofing by whatever construction means, whichever is applicable, it shall be the duty of the permit holder to submit to the local floodplain administrator a certification of the elevation of the lowest floor, or floodproofed elevation, whichever is applicable, as built, in relation to mean sea level. Said certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by it. Any work done prior to submission of the certification shall be at the permit holder's risk. The local floodplain administrator shall review the floor elevation survey data submitted. The permit holder immediately and prior to further progressive work being permitted to proceed shall correct deficiencies detected by such review. Failure to submit the survey or failure to make said corrections required hereby shall be cause to issue a stop-work order for the project.

Staff Explanation: Coastal A Zones have been added to the FIRMs. These areas will be regulated the same as Zone V as required by the 2018 International Residential Code (IRC) and International Building Code (IBC).

- (e) When a structure is located in zones V, VE, ~~or V1-30~~, or Coastal A Zone, certification shall be provided from a registered professional engineer or architect, separate from submitted plans, that new construction and substantial improvement meets the criteria for the coastal high hazard areas outlined in section 15-9-313.
- (f) Where alterations or repairs or additions are involved, the original date of construction and the current market value of the property, as defined by FEMA policy, shall be furnished by the owner of the property or his agent.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-213. - Duties and responsibilities of town manager or designee.

The town manager or designee shall:

- (a) Review all land development and building permit applications to assure that the requirements of this chapter have been satisfied.
- (b) Review proposed developments to assure that all necessary permits have been received from those governmental agencies from which approval is required by federal, state or local law, including section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C 1334.
- (c) Notify adjacent communities and the South Carolina Department of Natural Resources, Land, Water, and Conservation Division, State Coordinator for the National Flood Insurance Program, prior to any alteration or relocation of a watercourse, and shall submit evidence of such notification to the Federal Emergency Management Agency.
- (d) Obtain necessary engineering analysis to assure that the flood-carrying capacity within the altered or relocated portion of said watercourse is maintained.
- (e) Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding. If a subdivision or other development is in a special flood hazard area, assure that:
 - (1) Such proposals minimize flood damage and are subject to all applicable standards in these regulations;
 - (2) Public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage; and

(3) Adequate drainage is provided to reduce exposure to flood damage.

(f) Require base flood elevation data for all land development applications and building permits.

Staff Explanation: As staff is proposing to reduce the substantial damage/substantial improvement threshold, modification of this section gives more flexible options for market value determination, as allowed by the FEMA guidance document (P-758) for Substantial Improvement/Substantial Damage.

~~(g) Perform an assessment of damage from any origin to the structure using FEMA's Substantial Damage Estimator (SDE) software to determine if the damage equals or exceeds fifty (50) percent of the market value of the structure before the damage occurred.~~

(hg) Perform an assessment of permit applications for substantial improvements or substantial damage repairs to be made to a building or structure that equals or exceeds forty-nine (49) fifty (50) percent of the market value of the structure before the start of construction.

The market values shall be determined by one (1) of the following methods:

(1) The current assessed building value as determined by the county's assessor's office, ~~or the value of an appraisal performed by a licensed appraiser at the expense of the owner within the past six (6) months.~~

(2) ~~One (1) or more~~ A certified appraisals from a registered professional licensed appraiser in accordance with the laws of South Carolina. The appraisal shall indicate actual replacement value of the building or structure in its pre-improvement condition, less the cost of site improvements and depreciation, ~~or for functionality and obsolescence.~~

(3) ~~Real estate purchase contract within six (6) months prior to the date of the application for a permit. The computed actual cash value as determined by FEMA's Substantial Damage Estimator (SDE) software.~~

(ih) Maintain all records pertaining to the administration of this chapter and make these records available for public inspection.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

ARTICLE 3. - FLOOD HAZARD REDUCTION STANDARDS

Sec. 15-9-311. - General standards.

In all areas ~~of special flood hazard within the jurisdiction of the Town,~~ the following provisions are required:

(a) All new construction, additions and/or substantial improvements shall be constructed by methods and practices that minimize flood damages.

(b) All structures shall be firmly anchored to prevent flotation, collapse, or lateral movement. All ducts, pipes, and storage tanks shall be firmly anchored to prevent flotation, collapse or lateral movement.

(c) All new construction and substantial improvements shall be constructed with flood resistant materials and utility equipment resistant to flood damage in accordance with Technical Bulletin 2, Flood Damage-Resistant Materials Requirements, dated 8/08, and available from the Federal Emergency Management Agency.

Staff Explanation: Modified for clarification of current requirements and consistency with proposed lowest floor regulations in Section 15-9-312 and 15-9-313. See staff explanations below.

- (d) Electrical, heating, ventilation, plumbing, ~~and~~ air-conditioning equipment (including ductwork) and other service facilities shall be elevated as follows:

(1) For residential construction, equipment shall be elevated no lower than three feet above the base flood elevation or thirteen (13) feet above mean sea level using NAVD88, whichever is higher.

(2) For nonresidential construction, equipment shall be elevated no lower than two feet above the base flood elevation or eleven (11) feet above mean sea level using NAVD88, whichever is higher.

EXCEPTION: For nonresidential auxiliary structures:

a. In the special flood hazard area, equipment servicing the structure shall be elevated to the base flood elevation plus one foot., or

b. Outside of the special flood hazard area, equipment servicing the structure shall be located no lower than the highest adjacent grade.

If ductwork is located below the aforementioned height requirement, it must be designed ~~and/or located~~ so as to prevent water from entering or accumulating within the components during conditions of flooding--and such design shall be certified by a South Carolina licensed engineer.

- (e) Water supply systems and/or sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharges from the systems into floodwaters.
- (f) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

(Ord. No. 2019-03, § 1(Att. 1), 2-19-19)

Sec. 15-9-312. - Specific standards.

In all areas ~~of special flood hazard within (zones A, AE, and A1-30, AO, Shaded X and X) where base flood elevation data has been provided~~, the following provisions are required:

Staff Explanation: The FEMA flood maps provide the basis for minimum regulatory standards. The updated flood maps show base flood elevations are being reduced 5-7 feet within the Town's jurisdiction and a significant reduction in the footprint of the currently regulated special flood hazard area.

Staff is proposing to raise the required lowest floor requirement to the higher of three feet above the base flood elevation or 13' above mean sea level for residential construction and two feet above the base flood elevation or 11' above mean sea level for nonresidential construction.

- (a) *Residential construction.* New construction and substantial improvement of any residential structure (including manufactured homes) must be constructed so that the lowest floor, is elevated no lower than three (3) feet one (1) foot above the level of the base flood elevation or thirteen (13) feet above mean sea level using NAVD88, whichever is higher. i.e., the one-hundred-year flood elevation. No environmentally conditioned space shall be allowed below the lowest floor. No basements are permitted. Should solid foundation perimeter walls be used to elevate a structure, flood openings sufficient to automatically equalize hydrostatic flood forces, shall be provided in accordance with the elevated buildings requirements in section 15-9-312(f). Residential structures may not be floodproofed in lieu of elevation.

- (b) *Nonresidential construction.* New construction and substantial improvement of any nonresidential structure must be constructed so that the lowest floor is elevated no lower than ~~two (2) feet one (1) foot~~ above the ~~level of the~~ base flood elevation ~~or eleven (11) feet above mean sea level using NAVD88, whichever is higher, i.e., the one-hundred-year flood elevation.~~ Should solid foundation perimeter walls be used to elevate a structure, flood openings sufficient to automatically equalize hydrostatic flood forces, shall be provided in accordance with the elevated buildings requirements in section 15-9-312(f). Nonresidential structures may be floodproofed in lieu of elevation provided that all areas of the structure below the required elevation are designed to preclude the inundation of floodwater and withstand the hydrostatic loads associated with the base flood.

A South Carolina licensed engineer or architect shall certify that the design and method of construction meet the provisions of this section. Record of certification of floodproofing shall be maintained as a public record.

EXCEPTION: Nonresidential auxiliary structures shall be elevated as follows:

- (1) In the special flood hazard area, nonresidential auxiliary structures shall be elevated to the base flood elevation plus one foot, or
- (2) Outside of the special flood hazard area, nonresidential auxiliary structures shall be elevated to no lower than the highest adjacent grade.

- (c) *Manufactured homes.* Manufactured home standards shall apply to all installations after April 1, 1987 and shall include homes placed in manufactured home parks or subdivisions, or homes not placed in such parks or subdivisions.

Staff Explanation: Modified for consistency with the IRC Section R322.1.9 and to reference appropriate governing regulations.

All new, replaced or substantially improved manufactured homes ~~to be placed or substantially improved within zones A1-30, and AE~~ shall be elevated on a permanent foundation such that the ~~lowest floor~~bottom of the frame of the manufactured home is three (3) feet at or above the base flood elevation or elevated to thirteen (13) feet using NAVD88, whichever is higher and be securely anchored to an adequately anchored foundation system in accordance ~~with Section 40-29-10 of the South Carolina Manufactured Housing Board Code of State Regulations, Chapter 79,~~ as amended.

- (d) *Recreational vehicles.* Recreational vehicles placed on sites shall either be on site for fewer than one hundred eighty (180) consecutive days or must be fully licensed and ready for highway use.

A recreational vehicle is ready for highway use if it is on wheels or jacking system, attached to the site only by quick-disconnect type utilities and security devices; and has no permanently attached additions.

Staff Explanation: FEMA recently updated the policy regarding agricultural and accessory structures and the State Coordinator's office is requiring that Town modify this language for consistency with the updated requirements. This requirement does not change the way these structures are currently permitted by the Town.

- (e) *Accessory structures.* ~~Accessory structures must be elevated to the base flood elevation or meet the requirements of section 15-9-312(f).~~

~~Accessory structures shall be placed on the building site so as to offer the minimum resistance to the flow of floodwaters and shall be firmly anchored to prevent flotation, collapse, or lateral~~

~~movement of the structure. All service facilities, such as electrical, shall be installed in accordance with section 15-9-311(d).~~

(1) If the size of an accessory structure is smaller than one-story and 600 square feet, then the following criteria shall be met:

a. Accessory structures shall not be used for any uses other than the parking of vehicles and storage.

b. Accessory structures shall be designed to have low flood damage potential.

c. Accessory structures shall be constructed and placed on the building site so as to offer minimum resistance to the flow of floodwaters.

d. Accessory structures shall be firmly anchored to prevent flotation, collapse and lateral movement of the structure.

e. All service facilities shall be elevated as follows:

1. In the special flood hazard area, equipment servicing the structure shall be elevated to the base flood elevation plus one foot, or

2. Outside of the special flood hazard area, equipment servicing the structure shall be located no lower than the highest adjacent grade.

f. Accessory structures shall be built with flood resistance materials in accordance with the most recent addition of Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, which is available from the Federal Emergency Management Agency. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials, and

g. Openings to relieve hydrostatic pressure during a flood shall be provided below base flood elevation in conformance with 15-9-312(f).

(2) If the size of an accessory structure is larger than one-story and 600 square feet, then the following criteria shall be met:

a. All service facilities shall meet the requirements of section 15-9-311(d), and

b. Residential accessory structures must meet the requirements of section 15-9-312(a), or

c. Nonresidential accessory structures must meet the requirements of section 15-9-312(b).

(f) *Enclosures below lowest floor.*

(1) For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.

(2) Designs for meeting this requirement must either be certified by a registered professional South Carolina engineer or architect or must meet or exceed the following minimum criteria:

a. A minimum of two (2) openings, each on a separate building face, shall be provided. These openings should have a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding.

b. The bottom of all openings shall be no higher than one (1) foot above grade.

c. Openings may be equipped with screens, louvers or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

(3) Doors and windows are not to be considered as a part of the minimum requirement.

Staff Explanation: Removed second sentence because it created a circular reference.

- (4) Uses below the base flood elevation are restricted to parking, limited storage and building access. ~~Enclosed areas below base flood elevation must comply with [subsection] (f)(1) above.~~
-

Staff Explanation: Removed reference to partitioning for clarification as the area cannot be finished, but separation between permitted uses is allowed.

- (5) The interior portion of such enclosed areas shall not be finished ~~or partitioned into separate rooms~~, must be void of utilities except for essential lighting as required for safety, and cannot be temperature controlled.
- (6) All construction materials below the required lowest floor elevation specified in the specific standards outlined in section 15-9-312(a), (b), (c) and (e) shall be of flood-resistant materials.
- (g) *Fill*. If fill is the only alternative to raising the building to meet the residential and non-residential construction requirements of section 15-9-312(a) and (b), an applicant shall demonstrate that the amount of fill used will not affect the flood storage capacity. The following provisions shall apply to all fill placed in the special flood hazard area:
- (1) Fill shall consist of suitable compact soil or small rock materials only. Sanitary landfills shall not be permitted.
 - (2) Uncontained fill shall extend laterally no less than five (5) feet beyond the building line at all points.
 - (3) Fill shall be used only to the extent to which it does not adversely affect adjacent properties.
 - (4) Fill slopes shall be no steeper than allowed by acceptable engineering standards for the type of fill material used.
 - (5) Nonresidential sites shall not be elevated with fill material to an average height greater than three (3) feet above existing grade with the exception of critical facilities.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Staff Explanation: Added reference to Coastal A zones as these are new zones on the map, which are regulated the same as Zone VE in the Building Code.

Sec. 15-9-313. - Special standard for construction in coastal high hazard areas (zones ~~V₁~~ and ~~VE~~ and Coastal A).

Located within the special flood hazard areas are areas known as coastal high hazard areas (VE and coastal A zones). These coastal high hazard areas have special flood hazards associated with high-velocity waters from tidal surge and hurricane wave wash and therefore the following special construction standards shall apply in the coastal high hazard areas as determined by the town manager or designee.

- (a) All new construction and substantial improvements shall be located landward of the reach of the mean high tide.
-

Staff Explanation: Staff is proposing to raise the required lowest floor requirement for all V Zone construction to the higher of three feet above the base flood elevation or 13' above mean sea level. The

update FIRMS show minimal property remaining in zone V such that there is no distinction between residential or nonresidential construction.

- (b) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal supporting member is located no lower than three (3) feet ~~one (1) foot~~ above the base flood elevation level, or thirteen (13) feet above mean sea level using NAVD88, whichever is higher, with all space below the lowest supporting member free of obstruction and open so as not to impede the flow of the water, except as provided for breakaway walls in subsection (i), below.
 - (c) All new construction and substantial improvements shall be securely anchored on pilings or columns.
 - (d) The pile or column foundation and structure attached thereto shall be designed and anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. (Windloads will comply with the latest edition of the International Building Code, with amendments, that has been adopted by the South Carolina Building Codes Council.) The waterloads are those associated with the base flood.
-

Staff Explanation: Section (e) was modified for consistency with the IRC and IBC as ASCE 24 is the standard for construction in Coastal High Hazard Areas and Section (f) was removed to avoid conflict with section (e).

- (e) A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with the most recent edition of ASCE 24 accepted standards of practice for meeting the provisions of paragraphs (b) through (d) of this section.
 - ~~(f) Pilings or columns used as structural support shall be spaced so that when measured perpendicular to the general direction of flood flow shall not be less than eight (8) feet apart at the closest point.~~
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Staff Explanation: Added for consistency with state model ordinance.

- (g) There shall be no fill used as structural support. Non-compacted, non-structural fill may be used under or around an elevated building provided that it is beach compatible sand and no greater than 18 inches in depth.
- (h) There shall be no alteration of primary sand dunes which would increase potential flood damage.
- (i) Breakaway walls shall be allowed below the base flood elevation provided they are not part of the structural support of the building and are designed so as to break away, under abnormally high tides or wave action, without damage to the structural integrity of the building on which they are to be used. Breakaway walls shall be open lattice work or screening only.
- (j) If breakaway walls are utilized, such enclosed space shall not be used for human habitation. The enclosed areas may only be used for parking of the vehicles, building access or limited storage.
- (k) Reserved.
- (l) Manufactured homes to be placed in VE or coastal A zones shall meet the same standards as conventional housing; i.e., meet the provisions at section 60.3(e)(3), (4), (5), (6), and (7) of NFIP criteria, as required by this section.

- (m) Recreational vehicles may be permitted in VE or coastal A zones provided that the zoning of the property allows for recreational vehicle parks as a principal use and they meet the recreation vehicle criteria of section 15-9-312(d).
- (n) Accessory structures to be placed in VE or coastal A zones shall meet the same standards as conventional housing as required by this section.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Staff Explanation: Standards for Areas of Shallow Flooding (AO zones) as required by the State Coordinator's office. The language is slightly modified from the State Model Ordinance.

Sec. 15-9-314. - Special standard for construction in areas of shallow flooding (zone AO).

Located within the special flood hazard areas are areas known as areas of shallow flooding (AO zone). The following provisions shall apply within such areas:

- (a) All new construction and substantial improvements of residential structures shall have the lowest floor elevated to at least as high as the depth number specified on the Flood Insurance Rate Map, in feet, above the highest adjacent grade, or thirteen (13) feet above mean sea level using NAVD88, whichever is higher.
- (b) All new construction and substantial improvements of nonresidential structures shall:
 - (1) Have the lowest floor elevated to at least as high as the depth number specified on the Flood Insurance Rate Map, in feet, above the highest adjacent grade or eleven (11) feet above mean sea level using NAVD88, whichever is higher, or
 - (2) Be completely floodproofed together with attendant utility and sanitary facilities to or above the depth number so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (c) All structures on slopes must have drainage paths around them to guide water away from the structures.

Staff Explanation: Procedure added for Appeal. The State Coordinator's office required that we add a definition for *Appeal*, so Staff also added appeal procedure.

ARTICLE 4. ~~---~~ VARIANCES AND APPEALS

Sec. 15-9-411. - Requirements for variances.

Upon the submission of a written application to the town construction board of adjustments and appeals, a variance may be granted permitting the new construction or substantial improvement of structures with a lowest floor elevation, lower than regulatory flood elevation if one (1) of the following are met:

- (a) A historical structure upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

- (b) Development necessary to conduct a functionally dependent use, provided the criteria of this article are met, no reasonable alternative exist, and the development is protected by methods that minimize flood damage and create no additional threat to public safety.
- (c) Wet floodproofing of an agricultural structure provided it is used solely for agricultural purposes. In order to minimize flood damages during the base flood and the threat to public health and safety, the structure must meet all of the conditions and considerations of section 15-9-312(f), this section, and the following standards:
 - (1) Use of the structure must be limited to agricultural purposes as listed below:
 - a. Pole frame buildings with open or closed sides used exclusively for the storage of farm machinery and equipment;
 - b. General-purpose barns for the temporary feeding of livestock that are open on at least one (1) side;
 - c. For livestock confinement buildings, poultry houses, dairy operations, and similar livestock operations, variances may not be issued for structures that were substantially damaged. New construction or substantial improvement of such structures must meet the elevation requirements of section 15-9-312(f) of this chapter.
 - (2) The agricultural structure must be built or rebuilt, in the case of an existing building that is substantially damaged, with flood-resistant materials for the exterior and interior building components and elements below the base flood elevation.
 - (3) The agricultural structure must be adequately anchored to prevent flotation, collapse, or lateral movement. All of the structure's components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, hydrodynamic, and debris impact forces. Where flood velocities exceed five (5) feet per second, fast-flowing floodwaters can exert considerable pressure on the building's enclosure walls or foundation walls.
 - (4) The agricultural structure must meet the venting requirement of section 15-9-312(f) of this chapter.
 - (5) Any mechanical, electrical, or other utility equipment must be located above the base flood elevation, plus any required freeboard, or be contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with section 15-3-311(d) of this chapter.
 - (6) Major equipment, machinery, or other contents must be protected. Such protection may include protective watertight floodproofed areas within the building, the use of equipment hoists for readily elevating contents, permanently elevating contents on pedestals or shelves above the base flood elevation, or determining that property owners can safely remove contents without risk to lives and that the contents will be located to a specified site out of the floodplain.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-412. - Required findings.

If the proposed new construction or substantial improvement meets one (1) or more of the requirements in section 15-9-411, a variance may be granted if the town construction board of adjustment and appeals determines and expresses in writing all of the following findings:

- (a) Good and sufficient cause exists for the granting of the variance.
- (b) Failure to grant the variance would result in exceptional hardship to the applicant.
- (c) The issuance of the variance would not result in increased flood heights, additional threats to public safety or extraordinary public expense.

(d) The variance would not have the effect of nullifying the intent and purpose of the chapter.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-413. - Hearing.

- (a) All applications for variances shall be heard by the construction board of adjustments and appeals.
- (b) Prior to the granting of a variance the construction board of adjustments and appeals must find that justifications exist in accordance with the terms of this chapter. These findings together with the granting of a variance, shall be reduced to writing, and may be a part of the public record. All variances shall pertain to the particular parcel of land and apply only to the proposed structure set forth in the variance and application.
- (c) Such variance shall be freely transferable with the land and shall not be personal to the applicant.
- (d) Unless otherwise provided therein, a variance shall be valid for a period of one (1) year after the date of its issuance. If construction has not commenced pursuant thereto within such time, said variance shall become void. Lapse of a variance by the passage of time shall not preclude subsequent application for variance.
- (e) No variance except herein specifically permitted may be granted from the provisions of this chapter. The variance procedures herein provided shall be the exclusive method for obtaining variances under the provisions herein.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-414. - Fee.

Each written application for a variance shall be accompanied by a fee of seventy-five dollars (\$75.00). Such application shall reflect the type of structures for which a variance is sought, the size of such structures, the approximate location upon the parcel and intended use thereof and the reasons for which the variance is being sought.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-415. - Notice of possible increased insurance cost.

Any applicant to whom a variance is granted shall be given notice that the proposed structure will be located in the floodprone area. The structure will be permitted to be built with a lowest flood elevation below the regulatory flood elevation, and the cost of flood insurance will be commensurate with the increased risk resulting from the reduced first floor elevation.

([Ord. No. 2019-03](#), § 1(Att. 1), 2-19-19)

Sec. 15-9-416. – Requirements for appeals

The town construction board of adjustments and appeals shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the local floodplain administrator in the enforcement or administration of this division; provided, however, that, the person aggrieved requests a hearing before the town construction board of adjustment and appeals.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
VIA: Jennifer Ray, *ASLA, Interim Community Development Director*
FROM: Anne Cyran, *AICP, Senior Planner*
CC: Teri Lewis, *AICP, Deputy Community Development Director*
DATE: February 15, 2021
SUBJECT: Update on 2021 Trolley Service

Recommendation:

Staff recommends the Public Planning Committee provide direction to Palmetto Breeze regarding the 2021 Breeze Trolley service.

Summary:

Palmetto Breeze recommends making the following changes for the 2021 Breeze Trolley services:

- Offer fare free service for 2021 using CARES Act funding.
- Add a third trolley to the service.
- Extend the route to the Folly Field Road area. The proposed route and stops are described in the attached memo.

The third trolley and extended route can be financed by slightly shortening the operating hours and by reducing the service season by ten days.

Palmetto Breeze is installing video monitors in the trolleys using existing capital funds. They anticipate working with the Town to develop content promoting Island events and activities.

Background:

The Breeze Trolley service operated on a shortened schedule in 2020 due to the COVID-19. Service started on June 22, but paused from August 18 to September 4 due to driver availability. The trolley operated on Labor Day weekend, but ended early on September 7, again due to driver availability.

Despite COVID-19 and the shortened season, the trolley had 4,420 passengers in 2020. The ridership was 17,862 in 2019 and 3,239 in 2018.

Attachment

- A) Breeze Trolley Recommendations for 2021

Breeze Trolley Recommendations for 2021

- **Add a Third Trolley and Extend the Route.** The addition of a second route to serve the Folly Field Road area could be added this year. The route would start at Shelter Cove Towne Centre, drive west on US 278 toward Mathews Drive, turn right onto Folly Field Road and continue with a turnaround at or near the Westin. Possible stops could be located at or near the Hilton Head Resort, Hilton Head Beach and Tennis, the Island Club, the Barony, the Westin, and the villas along Folly Field Road. With some adjustments to the days and hours of operation, this extension could be added without additional cost to the Town. The adjustments include:
 - 1.) Begin the service on April 10 instead of April 1 (Saturday before Heritage).
 - 2.) End the service with Labor Day being the final day of service instead of continuing until September 15.
 - 3.) End each day of service at 10:00 p.m. and 12:00 a.m. instead of 10:30 p.m. and 12:30 a.m. The schedules indicate that we end service at 10:00 p.m. and 12:00 a.m. but we have been running that as a last trip.
- **Install Monitors in the Trolley for Informational Videos.** We are in the process of getting video monitors installed in the trolley buses. We are able to cover the cost with existing capital funds. We anticipate working with the Town to develop content to showcase events and activities.
- **Evaluate the Possibility of a Free Service.** Many non-sightseeing tourist-oriented trolley services do not charge a fare. Offering a free service would make the service more appealing and easier to use. In addition, the fare is a “barrier” that may prevent some potential passengers from riding the trolley. To operate the Trolley as a fare free service, normally the Town would need to pay \$15,000 to Palmetto Breeze in lieu of the fare collection. **This year we can offer the fare free service at no cost as we have available funds from the CARES Act funding we received.**