



Town of Hilton Head Island

Community Development and Public Services Committee Special Meeting

Tuesday, October 7, 2025, 9:00 AM
1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

1. **Call to Order**
2. **Pledge to the Flag**
3. **Adoption of the Agenda**
4. **Public Comment - Non Agenda Items**
5. **New Business**
 - a. Consideration of Ordinances to Include: Repeal and Replace Title 10, Chapter 2 of the Municipal Code of the Town of Hilton Head Island Entitled Short-Term Rentals and to Amend an Ordinance to Raise Revenues, Provide for Expenditures, and Amendment to Ordinance 2025-07 to amend the Master Fee Schedule of the Adopted Consolidated Budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year Ending June 30, 2026; and Providing for Severability and an Effective Date for Each - Shawn Leininger, Deputy Town Manager
6. **Adjournment**

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.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:
“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town.”



TOWN OF HILTON HEAD ISLAND

Community Development & Public Services Committee

TO: Committee Members
FROM: Shawn Leininger, AICP, Deputy Town Manager
CC: Marc Orlando, ICMA-CM, Town Manager
DATE: October 1, 2025
SUBJECT: Consideration of Ordinances to Repeal and Replace Title 10, Chapter 2 of the Municipal Code of the Town of Hilton Head Island Entitled Short-Term Rentals and to Amend an Ordinance to Raise Revenues, Provide for Expenditures, and an Amendment to Ordinance 2025-07 to amend the Master Fee Schedule of the Adopted Consolidated Budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year Ending June 30, 2026; and Providing for Severability and an Effective Date for Each

RECOMMENDATION:

Consideration of an Ordinance to repeal and replace Title 10, Chapter 2 of the Municipal Code of the Town of Hilton Head Island Entitled Short-Term Rentals; and providing for severability and an effective date (Attachments 1-3).

Consideration of an Amendment to Ordinance 2025-07 to amend the Master Fee Schedule of the adopted Consolidated Budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2026; and providing for severability and an effective date (Attachments 4 and 5).

BACKGROUND:

On May 17, 2022, Town Council adopted a Short-Term Rental Ordinance to address the impacts of short-term rentals on neighborhoods by establishing expectations for their management and operation, specifically regarding safety, trash, noise, and parking. Implementation of the Ordinance began by establishing an operational program for administration of the Ordinance. This included securing necessary software and equipment; recruiting, hiring, and training new employees; creating and testing application and complaint portals; and creating and executing an education and communications plan.

The effective date of the Short-Term Rental Ordinance began January 1, 2023, and is managed by the Town's Finance Department Revenue Services Division and Public

Safety Department who work proactively to educate owners, agents, and renters of the requirements and enforce compliance.

Past and current Town Council strategic action plans identified the assessment of the short-term rental program to evaluate program effectiveness on addressing the negative impacts to neighborhoods including:

1. Environmental impacts;
2. Demands on Fire Rescue services;
3. Impacts to public utilities and infrastructure, and
4. Impacts of land use intensity, to determine if further regulation is necessary.

In that regard, on September 16 and 24, 2024, Town Council held workshops to review numerous priority amendments to the Land Management Ordinance (LMO) and Municipal Code that seek to address important and urgent issues in advance of a full LMO Overhaul. This review included an assessment and proposed amendment to the Short-Term Rental Ordinance to address parking, occupancy, fire and life safety, enforcement and fee regulations.

Town staff held meetings and discussions with Town Council, members of the public, and representatives of the short-term rental industry. This assessment of the short-term rental program resulted in the following key findings:

1. Need the ability to manage property owners who violate short-term rental regulations through escalating fines instead of criminal charges;
2. Need the ability to manage property owners who operate a short-term rental property without a valid permit with fines that are greater than the cost of a permit;
3. Short-term rental properties and over occupancy can inconvenience permanent residents who have expressed concerns about parking, noise pollution, trash collection, and other consequences;
4. High occupancy homes do not have adequate fire and emergency safety mechanisms; and
5. Structures are being built for the purpose of short-term rental resulting in properties that are out of scale and context with existing neighborhoods.

The primary goal in considering Short-Term Rental Ordinance amendments is to protect and enhance the quality of life for residents and visitors. As such, the following items were identified to be addressed through proposed amendments:

1. *Parking and Enforcement*
 - a. Parking is a critical issue.
 - b. Address parking regulations specifically within the Short-Term Rental Ordinance.
 - c. There needs to be limits on the number of vehicles associated with a short-term rental.

- d. It needs to be clear where vehicles can and cannot park.

2. *Occupancy*

- a. Over-occupancy of short-term rental units is a concern.
- b. Define occupancy clearly for consistent regulation and enforcement.
- c. Consider if the size of the home should be factored into occupancy regulations.
- d. Occupancy enforcement presents challenges.

3. *Fire and Life Safety*

- a. Ensure adequate fire and life safety measures are required in short-term rentals.

4. *Short-Term Rental Permits and Regulations*

- a. Require short-term rental owners and agents communicate key regulations during the rental process and at time of occupancy.
- b. Align the short-term rental permit fee with community impacts and associated Town operational and infrastructure expenditures.

5. *Compliance, Fines, and Penalties*

- a. Provide for administrative citations as a tool to penalize and remedy violations.
- b. Establish a clear directive for escalating fines based on the number of offenses.
- c. Maintain ability to suspend or revoke permits for repeat offenders.
- d. Continue to enhance the Town relationship with gated communities to support enforcement of short-term rental regulations.

6. *Implementation*

- a. Provide additional time for existing short-term rentals to comply with new regulations, while ensuring new short-term rentals are compliant at the time of permit issuance.

7. *Balance Business and Community Needs*

- a. Strive for a balance between maintaining the island's character and supporting business practices related to short-term rentals.

On February 18, 2025, Town Council reviewed first reading of an Ordinance amending Chapter 10-2 Short-Term Rentals of the Municipal Code to add additional requirements for occupancy, fire and safety alarms and equipment, parking of vehicles, enforcement, fines, definitions and other text amendments, and providing for severability and an effective date. Generally, the proposed amendments included:

1. Grammatical and clarity of language clean-ups to help support understanding and readability;
2. Key definition additions and refinements that support the existing and proposed regulatory framework;
3. Requirement that owners must be compliant and current on all licenses, permits, fees, taxes, fines, and other materials;
4. For short-term rental properties 3,600 square feet and more, a monitored automatic smoke detection system and manual fire alarm must be installed;
5. Any exterior gas grill must be equipped with an automatic shut off timer;
6. The short-term rental permit number must be included in any advertisement for the property;
7. Establish a maximum occupancy based on the number of bedrooms to which the short-term rental property can be rented;
8. Require that the location of parking be identified and not allow more than six (6) vehicles to be parked on the property;
9. Prohibit vehicles from being parked off-site, on-street and access easements, in a required buffer, or any unimproved surface; and
10. Establish a procedure to issue administrative citations and appeal process.

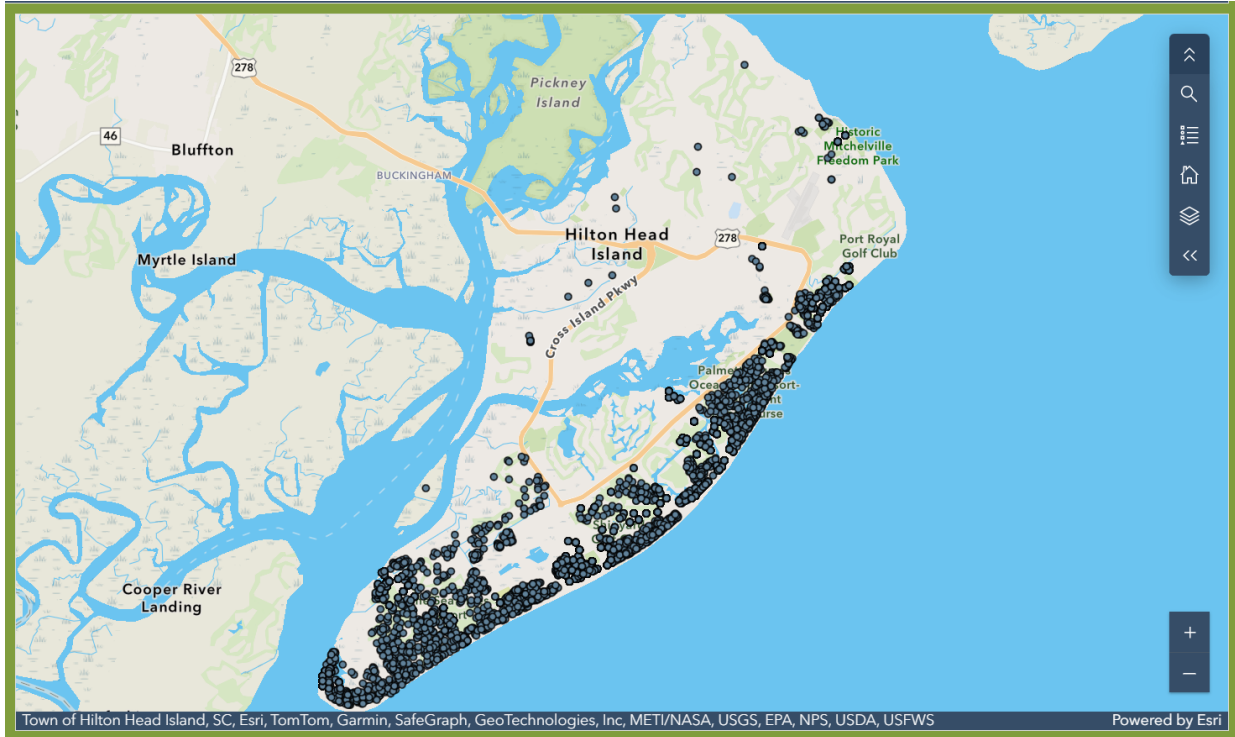
Following review, a motion by Town Council to approve first reading and advance the amendments to seconding reading failed (3-4). Town Council requested the discussion related to this topic continue at a later date.

On September 15, 2025, the Community Services and Public Safety Committee held a discussion to review previously proposed amendments to the Short-Term Rental Ordinance and provided direction on additional amendments to address parking, occupancy, fire and life safety, enforcement, and fees. The remaining sections of this report provide for the recommended amendments to the Short-Term Rental Ordinance.

SUMMARY:

As of September 1, 2025, the Town has 7,042 short-term rental permits. These permits are located generally in proximity to the island's beaches and are depicted on the following map.

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The properties subject to these permits range in size from studio units to ten (10) bedroom homes and are more specifically described in the table below:

Summary of Key 2025 Short-Term Rental Permit Data

Number of Bedrooms	Number of Permits	% of Total Permits	Average Square Feet	Maximum Occupancy	Average Occupancy	Number 3,600 Square Feet or Greater
Studio	6	0.09%	432	4	3	0
1	1,012	14.37%	639	7	4	0
2	2,985	42.39%	1,125	12	6	1
3	1,423	20.21%	1,742	14	8	1
4	735	10.44%	2,365	18	10	54
5	406	5.77%	3,522	30	14	164
6	310	4.40%	4,253	28	18	208
7	127	1.80%	4,996	30	19	116
8	26	0.37%	5,337	32	23	23
9	7	0.10%	6,088	28	22	7
10	5	0.07%	5,662	34	24	4
Total	7,042	100.00%	-	-	-	578

Short-Term Rentals by Property Type

Property Type	Number	% of Total
Single Family Residence	1,989	28.24%
Villas/ Condos	5,053	71.76%
Total	7,042	100.00%

Short-Term Rentals by Neighborhood

Neighborhood	Number	% of Total
Forest Beach	1,811	25.72%
Sea Pines	1,708	24.25%
Palmetto Dunes	1,409	20.01%
Folly Field	991	14.07%
Shipyard	464	6.59%
All Other Neighborhoods	659	9.36%
Total	7,042	100.00%

Short-Term Rentals by Zoning District

Zoning District	Number	% of Total
PD-1	3,733	53.01%
RD	2,338	33.20%
RSF-5	394	5.60%
RM-8	389	5.52%
All Other Districts	188	2.67%
Total	7,042	100.00%

The Public Safety Department responds to complaints regarding short-term rentals. Complaints are related to the trash, noise, parking, and permit status. Through August 1, the Public Safety Department responded to 333 complaints received through the short-term rental permit call center, MyHHI app, and email. This does not include complaints provided to property owner association security (Sea Pines, Palmetto Dunes, Shipyard, etc.) or other private security utilized by other owner associations. More than 50% of all short-term rental units are supported by property owner association or other private security. Additional details can be found below:

Community Code Enforcement 2025 Short-Term Rental Property Actions

Issue	Verbal	Written	Admin Citation	Municipal Citation	Total
Trash	7	0	0	0	7
Noise	75	1	0	0	76
Parking	53	4	3	0	60
Permit	1	3	0	0	4
Total	136	8	3	0	147

The Fire Resue Department began mandatory reporting of short-term rental emergency response calls in September 2024. In the 12-month period from September 1, 2024 - August 31, 2025, the Fire Rescue Department completed the following calls for short-term rentals:

Fire Rescue Call Types to Short-Term Rental Properties

Call Type	Number
EMS	348
Fire Alarm Activations	361
Fire	9
Other (i.e., public service, canceled, no incident)	82
Total	800

Fire Rescue Calls to Short-Term Rental Properties - Location

Location	Number
Sea Pines	177
Palmetto Dunes	121
Shipyards	58
Port Royal	31
Other	413
Total	800

During this same reporting period, Fire Rescue responded to 10,146 incidents. Short-term rental incidents accounted for nearly 8% of all incidents.

PROPOSED AMENDED SHORT-TERM RENTAL ORDINANCE:

Based upon feedback and direction from Town Council members, these proposed amendments aim to balance the growing popularity of short-term rentals with the needs and quality of life of residents and visitors, providing a framework for responsibility, protection of quality of life, enforcement, and compliance while supporting a vital industry in our community.

Establishing enhanced and additional regulations related to parking, occupancy, fire and life safety, and enforcement, allow for reduced impacts on existing neighborhoods and help ensure the safety of visitors. Existing building and fire codes do not control occupancy in residential structures and require the kind of safety equipment that is necessary where there is high occupancy, and the occupants are unfamiliar with the structure and the exit routes in the case of an emergency.

Below is a section-by-section summary of the proposed ordinance and what it intends to accomplish and regulate. This proposal builds from the February 18, 2025, version reviewed by Town Council and addresses the recent comments and direction. The amended Town Code overview is as follows:

1. *Section 10-2-10. Purpose and Intent.*

- a. To regulate privately owned residential properties rented to transient occupants for less than 30 consecutive days.
- b. Focus on promoting the health, safety, and welfare of residents and visitors.
- c. Minimize potential adverse effects on surrounding neighborhoods.
- d. Clarify that this ordinance does not apply to hotels, motels, or other similar uses.

2. *Section 10-2-20. Effective Date and Severability.* (new section establishing effective date of regulations)

- a. Chapter effective upon Town Council approval with following exception:
 - i. Given limited contractor availability, for properties having a short-term rental permit as of the ordinance effective date, monitored smoke detection and manual fire alarm installation shall be brought into compliance no later than May 1, 2026.

3. *Section 10-2-30. Definitions.* (key definitions as paraphrased)

- a. Agent: An individual authorized to act on behalf of an owner for a short-term rental property.
- b. Bedroom: A designated sleeping area meeting safety code requirements.
- c. Maximum Occupancy: The maximum number of occupants which can occupy short-term rental property overnight, between the hours of 10:01 p.m. and 6:59 a.m.
- d. Natural Person: Individual human being, as distinguished from a legal or business entity.
- e. Owner: Any individual or entity owning one or more short-term rental properties.
- f. Short-Term Rental: Rentals of residential property for periods of less than thirty (30) consecutive days.
- g. Short-Term Rental Permit: An annual permit required for short-term rental operation.
- h. Short-Term Rental Tenant: Individuals occupying a short-term rental property.
- i. Official: The Town Manager's designated officer for short-term rental administration and enforcement.
- j. Written Notice: Legal notices provided in writing or electronically per short-term rental regulations.

4. *Section 10-2-40. Short-Term Rental Permit.* (Attachments 6-8)

- a. Must obtain a permit prior to advertising, offering, using or operating a short-term rental, and each property must obtain its own permit.
- b. Permits are valid for a 12-month period beginning May 1 – April 30. Currently this period is January 1 – December 31, with permit renewals beginning on

November 1. This change will align with business licenses allowing for consistency and coordination of the two programs. To facilitate the change, short-term rental permits issued for the 2025 calendar year will be extended until April 30, 2026. This will allow time for applications and processes to be updated prior to the permit renewals being accepted on March 1, 2026.

- c. Permits are not valid without a Certificate of Occupancy issued.
- d. Permits are non-transferrable and non-refundable.
- e. Owner must update the Town with any changes associated with the property; ownership, contact information, agent information, etc.
- f. Application fee is set each year in the annual budget ordinance.
- g. Applicant must submit a floor plan showing various elements including bedrooms, sleeping capacity, location of fire and life safety equipment, and a fire escape plan.
- h. False or inaccurate information provided on the application shall be grounds for suspension or revocation.
- i. Permits can only be issued to a Natural Person. If the property is held by a business or trust, a Natural Person must be identified.

5. Section 10-2-50. Licenses, Permits, Payment of Fees and Taxes Required.

- a. Owners cannot advertise, offer, use or operate a short-term rental without:
 - i. A valid and current permit and Town business license.
 - ii. Payment made for all fees associated to the permit and business license, all taxes associated, all ad valorem taxes and government fees, and all fines/late fees/similar charges.

6. Section 10-2-60. Regulations for STRs and STR Properties.

- a. Response to complaints:
 - i. For matters that do not require immediate attention to protect the health, welfare and safety of the community, the Owner or Agent must be available by phone or in-person within one (1) hour.
 - ii. For matters that do require immediate attention to protect the health, welfare and safety of the community, the Owner or Agent must be available in-person within one (1) hour.
- b. Insurance requirements. Owner must maintain a general liability policy insuring against personal injury (including death) and property damage with limits of no less than \$1,000,000 per occurrence.
- c. Fire and Life Safety:
 - i. Maintain the proper equipment (smoke, carbon monoxide, combustible gas detectors; fire extinguishers) in the short-term rental property.
 - ii. Install monitored fire alarm systems for properties.
 - iii. Equip outdoor gas-fired grills with automatic shut-off timers.
 - iv. Ensure unobstructed escape routes

- d. **Occupancy Regulations:** establishes maximum occupancy per number of bedrooms using a formula of 2 people for a studio and 2 people per bedroom plus 2 people for the unit.

Table 10-2-60(d)	
Number of Bedrooms	Maximum Occupancy
Studio	2
1	4
2	6
3	8
4	10
5	12
6	14
7	16
8	18
9	20
10	22

- e. **Noise Regulations:** Shall adhere to Title 17, Chapter 4 of the Town Code (noise regulations, nighttime hours between 10:01 p.m. and 6:59 a.m.)
 - f. **Trash Regulations:** Establishes regulations for proper trash disposal, trash container area.
 - g. **Parking Regulations:** Owner must identify the location of off-street parking within the short-term rental permit application, parking regulations of how and where to park and the minimum spaces required by Section 16-1-101. No expansion of a driveway or construction of new parking areas shall be permitted for the primary purpose of increasing the parking capacity of a short-term rental property.
 - h. **Inspection and Compliance Regulations:** Properties are subject to inspection with a 48-hour notice from the Town to ensure all applicable materials are displayed as required and ensure continuous compliance.
7. **Section 10-2-70. Advertisement and Display Requirements.** (new section organizing related requirements into a single location – Attachment 9)
- a. Advertisements must show short-term rental permit number and include the same information as provided for in the short-term rental permit application (e.g. number of bedrooms, occupancy maximum, parking spaces, etc.)
 - b. Establishes required information to be displayed in the short-term rental including:

- i. Owner and Agent contact information
- ii. Maximum occupancy
- iii. Noise restrictions and reference to Town Code section
- iv. Floor plan with a fire escape plan
- v. Instructions for managing trash disposal and location of trash container locations
- vi. Notice of a swimming pool or hot tub with safety equipment (if applicable)
- vii. Any Town-provided outreach and awareness materials

8. *Section 10-2-80. Suspension or Revocation of STR Permit.*

- a. Establishes grounds for suspension and limits suspensions to one (1) year.
- b. Establishes grounds for revocation and explains the revocation process and proceedings.

PROPOSED BUDGET AMENDMENT - SHORT-TERM RENTAL PERMIT FEES:

As directed at the Community Services and Public Safety Committee meeting, a revised fee structure is proposed. Changes to the fee structure are approved through an amendment to the adopted budget. As such the second ordinance for consideration would amend the adopted FY26 budget to establish new effective fees as Exhibit F(g) with the new Short-Term Rental Ordinance.

The current fee is \$250. Based on data from September 1, 2025, there are 7,042 permits being issued. As a result, the current fee generates \$1,760,500 in revenue. This revenue is used to support the following operations:

1. Software
2. Public Safety
3. Fire Inspections and legal support
4. Community Development customer service
5. IT and Finance support
6. Facilities and Operations support
7. Communications & Marketing Support

The revised fee structure is proposed as follows:

1. \$750 for studio – four (4) bedrooms; and
2. \$2,500 for five (5) or more bedrooms.

Based on same current permit data, this would result in \$6,823,250 in revenue. The additional revenue would support operational enhancements to the short-term rental program and capital investments related to visitor infrastructure, further described in the following sections.

OPERATIONAL ENHANCEMENTS:

To support the amended ordinance, the Town will implement operational enhancements in key areas:

1. Intake and processing of applications;
2. Review and issuance of permits;
3. Inspections of short-term rental properties;
4. Monitoring of rental activity; and
5. Enforcement of violations.

Additional administrative, compliance, and enforcement resources are necessary to improve service levels and manage the expanded program.

At present, the short-term rental program is staffed by one Supervisor, one full-time Coordinator, one part-time (30 hours/week) regular staff member, and two temporary seasonal staff members and currently permit issuance can take up to 60 days. Further, the short-term rental program is supported by several other departments including, Public Safety, Fire Rescue, Planning, and Building Safety. Each permit can take anywhere from 10 minutes to over an hour to review depending on the quality and completeness of the submittal and needs of the applicant.

The expanded program expectations are anticipated to establish a higher quality program. As an example, this year, employees have incurred more than 80 hours of overtime, and the current Supervisor has regularly worked Saturdays and Sundays to keep pace with demand. To ensure there is adequate staffing to support the enhanced Short-Term Rental Program and provide the highest level of service, the following adjustments to the current staffing plan is proposed:

1. *Community Code Enforcement (2 new positions).*

Two positions will be established for short-term rentals and beach and beach park enforcement at the supervisor level to provide the necessary authority in enforcement of the expanded compliance standards in the revised Short-Term Rental Ordinance. The Town currently has a seven-member Community Code Enforcement team of Officers with one Supervisor, covering municipal code enforcement seven days a week from 8:00 a.m. to 8:00 p.m., and extending to 10:00 p.m. during the summer season (March–September).

Adding supervisor-level staff dedicated to short-term rental and beach operations will:

- a. Provide operational flexibility to address issues as they arise;
- b. Ensure continuity of operations and consistent enforcement presence;
- c. Increase visibility at the beach and among renters; and
- d. Offer the potential to expand enforcement hours in the future, particularly in areas where short-term rental and beach-related issues are most prevalent.

These positions will also strengthen the Town's ability to issue and uphold administrative citations and fines, ensuring that enforcement actions carry appropriate weight and credibility.

2. *Short-Term Rental Revenue Collectors (2 new positions).*

Presently, the short-term rental program relies on one existing Revenue Collector re-assigned from other duties. With over 13,000 online rental advertisements compared to just over 7,000 permitted properties last year, there is a clear gap in compliance. While many of the ads may represent duplicate listings across multiple platforms, the gap remains significant. Dedicated Short-Term Rental Revenue Collectors will focus on identifying unpermitted rentals and ensuring both permit and business license compliance. This targeted enforcement is expected to generate additional revenue for the Town and promote fairness among property owners. In addition, with only two Revenue Collectors currently responsible for all other Town business fee collections, assigning dedicated short-term rental collectors will free up capacity to improve overall revenue collection across the Town, addressing areas that are not being fully pursued today.

3. *Convert Existing Temporary Short-Term Rental Services Coordinators to Regular Full-Time (2 positions).*

The Town currently funds two temporary, seasonal full-time Short-Term Rental Coordinators at approximately \$37,500. Transitioning these positions to permanent, full-time roles will ensure continuity, consistency, and the capacity to manage increased compliance requirements for short-term rental owners under the amended ordinance.

Upon Town Council concurrence or alternative direction, these positions will be included in the FY26 Consolidated Budget Amendment and/or the FY27 Consolidated Budget Proposal.

Establishing these full-time positions will reduce reliance on overtime, provide operational stability, and allow the program to meet expanded compliance responsibilities effectively. Together, these positions will provide the structure necessary to ensure that the ordinance amendments are implemented effectively, improve compliance levels, and increase Town revenues. This revenue can also support broader community projects impacted by the short-term rental market such as emergency response and infrastructure.

The salary and benefit cost for the six positions is approximately \$725,000. Including technology, equipment, furnishings, and two vehicles (Community Code Enforcement) will cost approximately \$120,000.

Additional operational enhancements include:

1. *Call Center Improvements.* The current call center supporting the short-term rental program operates through the Town's permitting software provider. While functional, this model has limitations in providing immediate and comprehensive assistance. Alternative third-party service providers offer business models designed to deliver 24/7 live response, giving neighbors, guests, and property managers a reliable point of contact when issues arise. Transitioning to a more responsive model would improve service quality, reduce response times, and ensure that concerns are addressed promptly, particularly during peak visitation periods.
2. *Alignment of Public Safety Resources.* Enforcement of short-term rental regulations is most effective when it is coordinated with the Town's public safety framework. Aligning code enforcement activities with Town operations will ensure that quality of life concerns, neighborhood impacts, and visitor-related issues are addressed holistically. This approach strengthens communication between enforcement staff, law enforcement, and other responders, improving efficiency and enhancing the safety and well-being of both residents and visitors.

CAPITAL INVESTMENTS:

Visitors staying in short-term rentals enjoy and directly benefit from the Town's extensive public infrastructure and amenities, including our roadways, pathways, beaches, and parks. These facilities require ongoing investment to ensure they remain safe, accessible, and of the high quality that both residents and visitors expect.

The Town has identified projects throughout the 5-year capital improvement program that align with this goal and would be supported, in part, by revenues from short-term rental permit fees. These projects include:

1. *Beach Operations Center.* Establishing a dedicated center to coordinate public safety, maintenance, and visitor services related to the Island's beaches. This facility would improve response times, streamline operations, and provide a centralized hub for managing one of the community's most valuable assets.
2. *Public Safety Technology Enhancements.* Expanding and modernizing technology tools, such as cameras, communication systems, and monitoring equipment, to support law enforcement, emergency response, and community safety across the Island.
3. *Beach, Beach Park, and Park Upgrades.* Investing in amenities such as restrooms, boardwalks, dune crossovers, amenities, and accessibility improvements at our beaches, beach parks, and parks, ensuring they continue to meet the needs of a growing number of visitors and remain environmentally sustainable.
4. *Pathway Improvements.* Enhancing the Island's pathway network through resurfacing, safety upgrades, signage, and connectivity improvements, supporting

the community's multimodal transportation goals and providing safe, enjoyable travel options for residents and visitors alike.

These capital enhancements directly respond to the impacts of tourism and the demand on public facilities generated by short-term rentals. By reinvesting a portion of permit fee revenues into these initiatives, the Town can ensure that the infrastructure most heavily used by visitors remains well-maintained, safe, and resilient, while also benefiting the quality of life for year-round residents.

NEXT STEPS:

Implementation of the proposed amendments will require modifications to the Town intake and permitting system and processes that will take 90-120 days to fully implement. As such, and as directed in recent discussions on this topic at Committee and Town Council meetings held on September 15, 2025, and September 16, 2025, respectively, the following review schedule is being proposed:

1. October 7, 2025. Community Development and Public Services Committee.
2. October 13, 2025 (proposed). Town Council First Reading.
3. October 21, 2025. Town Council Second Reading.

If adopted by Town Council, the following implementation schedule would be in effect:

1. October 21, 2025. Effective date of new Short-Term Rental Ordinance for any new short-term rental permit.
2. March 1, 2026. Short-term rental permit renewal period opens.
3. April 30, 2026. Permits issued for 2025 permit period expire.
4. May 1, 2026. Permit for May 1, 2026 – April 30, 2027, period begins.
5. May 1, 2026. Monitored smoke detection and manual fire alarm compliance.

ATTACHMENTS:

1. Ordinance - Short-Term Rentals
2. Exhibit A of Ordinance: Text - Short-Term Rentals
3. Track Changes Version of Text – Short-Term Rentals
4. Ordinance - Budget Amendment
5. Exhibits A-F(b) of Ordinance: Budget Amendment for Short-Term Rental Fees
6. Short-Term Rental Application Checklist
7. Fire Rescue Safety Checklist
8. Fire Rescue Community Risk Reduction Information
9. Town Required Information for Display in Short-Term Rentals

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

ORDINANCE NO. 2025 –

TO REPEAL AND REPLACE CHAPTER 2 TITLE 10 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA (1983) TO ADDRESS HEALTH, SAFETY AND WELFARE ISSUES ARISING FROM SHORT-TERM RENTALS

WHEREAS, on May 17, 2022, the Town Council for the Town of Hilton Head Island, South Carolina (“Town Council”) adopted Town of Hilton Head Island Code Chapter 2 Title 10 of the Municipal Code of the Town of Hilton Head Island, South Carolina, establishing regulations for Short-Term rentals in the municipal limits of the Town of Hilton Head Island, South Carolina (“Town”) to be effective January 1, 2023; and;

WHEREAS, the Town Council finds that from and after the effective date of Chapter 2 Title 10, there have been ongoing health, safety and welfare issues arising at properties that are used for Short-Term Rentals. Specifically, Short-Term Rental properties that are rented to numbers of occupants that are higher than can be readily accommodated by the structure, by the property and by the public infrastructure serving the neighborhoods where Short-Term Rental properties are located, leading to:

- i. Safety issues arising from high occupancy where the occupants are unfamiliar with the structure and the escape routes in the event of an emergency;
- ii. Safety issues arising from the lack of interconnected, monitored smoke detection and manual fire alarm system capable of notifying all occupants in a structure;
- iii. Safety issues arising from the lack of shut-off timers for gas-fired grills;
- iv. Negative impacts on neighborhoods where Short-Term Rental properties are located due to lack of compliance with the Town’s Noise Ordinance [17-4-1111, et seq. Municipal Code of the Town of Hilton Head Island, South Carolina (1983)]; and
- v. Negative impacts on neighborhoods where Short-Term Rental properties are located due to the parking of vehicles by Short-Term Rental occupants at locations off of the Short-Term Rental Property, including public streets, rights of way or access easements.

WHEREAS, the Town Council finds that the issues stated above are important health, safety and welfare issues that affect the citizens, residents, and visitors of the Town, and:

WHEREAS, the Town Council finds that the text of 10-20-10, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983), to address the health, safety and welfare issues described above and add additional requirements for Occupancy Limits, Smoke and Safety Alarms and Equipment, Parking of Vehicles Enforcement, Fines, Definitions and other Text Amendments related to Short-Term Rentals and Short-Term Rental Properties are in

the best interests of, and will promote the health, safety and welfare of the Town and the citizens, residents and visitors of the Town; and

NOW, THEREFORE, IT IS ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS HEREBY ORDAINED BY AND UNDER AUTHORITY OF SAID TOWN COUNCIL, AS FOLLOWS:

Section 1. Amendment. That 10-2-10, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983) is repealed in its entirety and replaces as shown on Exhibit “A” attached hereto and incorporated herein by reference.

Section 2. Severability. If any section, phrase, sentence, or portion of the Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS ____ DAY OF _____, 2025.

THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Curtis Coltrane, Town Attorney

EXHIBIT A

TITLE 10 – BUSINESS AND PROFESSIONAL LICENSING; FRANCHISING AND REGULATION
CHAPTER 2 SHORT-TERM RENTALS

Sec. 10-2-10. Purpose and intent.

It is the purpose and intent of this Chapter to establish regulations for privately owned residential property that is rented to transient occupants for periods of less than thirty (30) consecutive days in the municipal limits of the Town of Hilton Head Island, South Carolina (“Town”), to promote the health, safety and welfare of residents of and visitors to the Town and to minimize the potential adverse effects of short-term rental uses on surrounding residential properties and neighborhoods, and to preserve the character, integrity, and stability of residential neighborhoods in which short-term rental properties are located. This Chapter is not intended to regulate hotels, motels, hospitals or interval occupancy uses [as defined in section 16-10-103(D)(2), *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983)].

Sec. 10-2-20. Effective Date and Severability.

- (a) *Effective Date.* Unless otherwise established in this Section, this Chapter shall be in full force and effect following final approval by the Town Council.
- (1) *Fire and Life Safety Requirements.* Following final approval by Town Council, the requirements established in Section 10-2-60(c)(3) shall be effective immediately. For those STR Properties having a valid STR Permit as of the effective date of this Chapter shall comply with the requirements of Section 10-2-60(c)(3) no later than May 1, 2026.
- (b) *Severability.* A determination that any portion of this Chapter is invalid or unenforceable shall not affect the remaining portions, and all remaining portions shall remain in full force and effect.

Sec. 10-2-30. Definitions.

The following terms are defined terms and when capitalized in the text of this Chapter, mean:

- (1) *Agent* means an individual designated by an Owner to act on the Owner's behalf in connection with a STR Property or STR, to respond on behalf of the Owner to complaints, and receive Written Notices.
- (2) *Bedroom* means a room within a STR Property that is designated, designed and used as a sleeping area rather than a living, dining, or common space. The room must meet building and safety codes and be primarily used for sleeping and typically contains at least one window, a door, a closet, and a bed or other sleeping furniture. As used in this Chapter, “Bedroom” has the same meaning as “Sleeping Area” in the National Fire Alarm and Signaling Code (NFPA 72).
- (3) *Maximum Occupancy* means the maximum number of persons permitted to be in a STR Property overnight between the hours of 10:01 p.m. and 6:59 a.m. as listed on the STR Permit and as set forth in Section 10-2-60(d) below.
- (4) *Natural Person* means an individual human being, as distinguished from a legal or business entity such as a corporation, limited liability company, partnership, trust, or other juridical person.
- (5) *Owner* means the owner of record and includes any individual, firm, partnership, limited liability partnership, limited liability company, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, who or which owns one or more STR Properties.
- (6) *Short-Term Rental (“STR”)* means the advertising, offering, leasing, use and/or operation of any STR Property or permitting the occupancy of any STR Property or any other property by a lease or any other form of agreement for periods less than thirty (30) consecutive days.

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- (7) *Short-Term Rental Permit (“STR Permit”)* means an annual permit that an Owner must obtain from the Town for each of an Owner’s STR Properties.
 - (8) *Short-Term Rental Property (“STR Property”)* means any residential property in the municipal limits of the Town, that, in whole or in part, is advertised, offered, leased, used, operated, and/or occupied under a lease or any other form of agreement for a STR.
 - (9) *Short-Term Rental Tenant (“STR Tenant”)* means any individual, or group of individuals, occupying all or any part of a STR Property, however described, in any agreement for a STR. For purposes of this Chapter, STR Tenant includes the terms lessee, renter, or any other term used in any agreement for a STR between the Owner and any person or group of individuals.
 - (10) *Official* means the officer, employee or agent designated by the Town Manager to administer and implement the requirements and regulations of this Chapter.
 - (11) *Written Notice* means any notice required or authorized by this Chapter. A Written Notice may be delivered by personal service to the Owner, or by certified mail, return receipt requested, addressed to the Owner at the address for the Owner shown on the current STR Permit application or the most recent address provided in writing to the Official by the Owner. The Written Notice will be deemed to have been delivered on the date of personal service as documented on an affidavit of service, or on the date that the certified mail return receipt is signed for by, or on behalf of, the Owner.

An Owner may authorize the delivery of any Written Notice authorized or required by the Chapter in the form of electronic mail in the STR Permit application. By authorizing delivery of Written Notice by electronic mail, the Owner acknowledges that any Written Notice delivered by way of electronic mail to the electronic mail address shown in the STR Permit application, or the most recent electronic mail address provided to the Town by the Owner in writing complies with the requirements of this Chapter and any other law regarding delivery of legal notices. The Written Notice by way of electronic mail shall be deemed to have been delivered on the date the electronic return receipt is received by the Official.

An Owner may designate an Agent to act on the Owner’s behalf and authorize Written Notices to be delivered to the Agent by providing the necessary information on the STR Permit.

The defined terms include the plural of any term set out in this Section 10-2-30.

Sec. 10-2-40. Short-Term Rental Permit.

- (a) *STR Permit Generally.* A STR Permit shall be obtained prior to a property being advertised, offered, used, and/or operated as a STR.
 - (1) STR Permits issued for calendar year 2025 shall be extended and valid until April 30, 2026. In all years following 2025, STR Permits shall be valid for the twelve month period of May 1 to April 30 and shall only be valid for the period which the STR Permit is issued, irrespective of the date on which the STR Permit is issued.
 - (2) A separate STR Permit must be obtained for each STR Property. If multiple units, regardless of building type, are located on one parcel of land, then a STR Permit is required to be obtained for each individual unit.
 - (3) A STR Permit shall not be valid if a Certificate of Occupancy has not been issued by the Town for the STR Property.
 - (4) STR Permits are non-transferrable and non-refundable and are only valid for the Owner, Agent, and the STR Property described in the STR Permit.
 - (5) The Owner shall notify the Town, of any changes to the contact information provided on the STR Permit application.
 - (6) The application fee and late fees for a STR Permit shall be set each year by the Town Council in the annual budget ordinance.

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- (7) The STR Permit application shall be made on a form published by the Town, must be delivered to the Town with the application fee, and must include the following:
 - a. A STR Permit application for a single-family detached residence or any residence that does not have community trash facilities or shared parking must include a site plan showing compliance with the requirements of Section 10-2-60(f) and 10-2-60(g); and,
 - b. A floor plan showing:
 - i. Walls, doors, windows, stairs, exterior exits, room names, bed locations, and sleeping capacity of each room having a bed; and,
 - ii. Location of fire extinguishers, smoke detection, carbon monoxide detection, and, if applicable, combustible gas detection equipment; and,
 - iii. A fire escape plan with a primary and secondary escape route from each room, and a designated meeting spot outside.
 - c. A copy of at minimum one (1) advertisement for the STR; and,
 - d. If applicable, a letter from the homeowners or property owners' association approving the use of the STR Property as a STR; and,
 - e. A certificate of insurance providing proof of general liability policy with a company authorized to do business in the State of South Carolina insuring against personal injury (including death) and property damage with limits of no less than \$1,000,000.00 per occurrence; and,
 - e. An affidavit signed by the Owner affirming compliance with the requirements of this Chapter; and,
 - f. Provide parking information as required in Section 10-2-60(g).
 - (8) Review of a STR Permit application shall be conducted by the Official, and the STR Permit shall be granted unless the Owner fails to demonstrate compliance with this Chapter and applicable Town Code requirements and regulations.
 - (9) Any false, inaccurate, or untrue statements or information provided with the STR Permit application shall be grounds for revocation or suspension of the STR Permit and imposition of penalties, including denial of future STR Permit applications.
- (b) *Application by Agent.* A STR Permit application submitted by an Agent must be signed by the Owner.
- (c) *Natural Person Required.* If the Owner of the STR Property is held in the name of a trust, entity, legal partnership or business, the STR Permit application must designate a Natural Person who has legal authority to act on behalf of said Owner.

Sec. 10-2-50. Licenses, permits, payment of fees and taxes fees required.

Prior to a property being advertised, offered, used, and/or operated as a STR, the Owner shall first and on a continuing basis thereafter:

- (1) Obtain and maintain a valid and current STR Permit for the property and Town business license; and,
- (2) Pay all applicable fees associated with any STR Permit application and Town business license; and,
- (3) Pay all sales, use or any other similar taxes in connection with any STR and/or STR Property, and,
- (4) Pay all *ad valorem* taxes and government fees for any STR Property; and,
- (5) Ensure there are no outstanding fines, late fees or any other similar charges arising from any STR or the operation, occupancy and use of any STR Property.

Upon identification of delinquent fees, fines or any other monies required by this Section to be current and are due to the Town, the Official has the authority to establish payment plans, revenue procedures, and reduce or waive penalties. The authority provided in this Section shall not conflict with any other Town Code section, and if a conflict occurs then this Section shall be superseded by the conflicting Town Code section.

Sec. 10-2-60. Regulations for Short-Term Rentals and Short-Term Rental Properties.

- (a) *Response to Complaints.* Following the Town’s receipt of a complaint against a STR or a STR Property, the Town shall contact the Owner or Agent as soon as practical following receipt of a substantiated complaint. The Owner or Agent shall be available in accordance with the requirements established in this Section.
 - (1) The Owner or Agent of any STR shall be available during the occupancy of any STR to respond to a complaint or any other matter related to the behavior of any STR Tenant or the operation of the STR.
 - (2) The Owner or Agent of any STR shall be available by telephone at all times during the occupancy of any STR and capable of being physically present at the STR Property, or taking other responsive action as required within one (1) hour of notification by the Town of a complaint or any other matter related to the STR Property.
- (b) *Insurance Requirement.* The Owner must keep in full force and effect during all times the STR is operated a general liability policy with a company authorized to do business in the State of South Carolina insuring against personal injury (including death) and property damage with limits of no less than \$1,000,000.00 per occurrence.
- (c) *Fire and Life Safety.* During any STR and while in possession of a current and valid STR Permit, the STR must remain in compliance at all times with the requirements established in this Section, regardless of whether a STR Tenant or any other individual is occupying the STR Property.
 - (1) Maintain fully operable smoke, carbon monoxide, and, if propane is used inside the STR Property, combustible gas detectors in the STR Property in such number and in such locations as required by this Chapter and any other applicable building, fire or safety code; or any other code, regulation or law.
 - (2) Maintain at minimum one (1) fully operable and charged fire extinguisher in the STR Property. Additional fire extinguishers must be in the STR Property and located in the STR Property as required by any applicable building, fire or safety code; or any other code, regulation or law.
 - (3) Any STR Property not having a fire suppression system or meeting the requirements of this Section shall have a fire alarm system installed. The fire alarm system shall be monitored by an approved supervising station (i.e., monitoring company) in accordance with the National Fire Alarm and Signaling Code (NFPA 72) consisting of the following:
 - a. A functioning automatic smoke detection system that activates an occupant notification system. Single- or multiple-station smoke alarms shall be installed in all the following locations:
 - i. In Bedrooms and sleeping areas; and,
 - ii. In every room in the path of the means of egress from the Bedroom or sleeping area to the door leading from the Bedroom or sleeping unit; and
 - iii. In each story within the STR Property, including basements. For STR Properties with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
 - b. A manual fire alarm system that activates the occupant notification system with such activation device being located in the primary egress path near the primary entrance.

- (4) Equip any exterior gas-fired grill at any STR Property with an automatic shut-off timer allowing no more than sixty (60) minutes of gas flow.
- (5) Maintain unobstructed escape routes in the STR Property in the event of fire.
- (d) *Occupancy Regulations.* During the occupancy of a STR Property, the Maximum Occupancy limits established in Table 10-2-60(d) shall not be exceeded.

Number of Bedrooms	Maximum Occupancy
Studio	2
1	4
2	6
3	8
4	10
5	12
6	14
7	16
8	18
9	20
10	22

- (e) *Noise regulations.* A STR shall remain in compliance with all applicable Town ordinances including, but not limited to, Title 17 Chapter 14. Any activity which unreasonably disturbs the peace and quiet of those in their homes and public places is strictly prohibited. During any STR the occupants, whether a STR Tenant or other occupant, shall adhere to the regulations placed on nighttime hours (between 10:01 p.m. and 6:59 a.m.), though Town noise regulations are enforced twenty-four (24) hours each day.
- (f) *Trash regulations.* Each STR Property shall have a designated trash storage area that is fenced or screened so that trash containers are not seen from public streets and neighboring property, except during designated pick-up times. Outdoor trash containers must remain secured with a lid at all times to avoid spills and prevent pests from disturbing the trash contained within the containers.

Trash containers shall not be placed curbside for more than twenty-four (24) hours prior to scheduled pick-up times and will be removed no more than twenty-four (24) hours after pick-up.

- (g) *Parking regulations.* During any STR and while in possession of a current and valid STR Permit, the parking regulations and requirements established in this subsection shall be followed.
 - (1) The only parking permitted at a STR Property shall be those areas:
 - a. Identified in the STR Permit application as the location of off-street parking spaces; and,
 - b. Located off-street parking spaces within a driveway, be arranged in a row and aligned parallel to one another, and not block any sidewalk, pathway, or other pedestrian access crossing the driveway; and,
 - c. Approved by the Town to provide the minimum number of parking spaces as required by Section 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983).
 - (2) The areas identified for the parking of vehicles must be improved with either a pervious or impervious surface. Parking areas must include a space at least nine (9) feet by eighteen (18) feet for each vehicle allowed to be parked at the STR Property. Areas for parking must comply with all other applicable requirements of Section 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983).

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- (3) No expansion of a driveway or construction of new parking areas shall be permitted for the primary purpose of increasing the parking capacity of a STR Property.
 - (4) No vehicles associated with the STR Property shall be parked in a place not designated for parking, off-site, on-street (including adjacent rights-of-way or access easements), in a required buffer (excluding in driveways crossing a required buffer), or on any unimproved surface on the STR Property. No vehicle shall park anywhere in conflict with the parking plan approved by the Town in the STR Permit application.
- (h) *Inspections and Compliance Regulations.*
- (1) Any STR Property is subject to inspection by the Town to verify compliance with the provisions of this Chapter. Prior to entering the STR Property, the Town shall provide a forty-eight (48) hour written notice using the contact information provided in the STR Permit application.
 - (2) The Owner is responsible for inspecting the STR Property to ensure continued compliance with this Chapter and all other applicable zoning, building, health and life-safety code requirements.
 - (3) In addition to the requirements of this Chapter, any STR Property must also comply with all other statutes, ordinances, regulations or private covenants applicable to the STR Property. Nothing in this Chapter is intended to authorize waiver of or limitations on compliance with any other applicable statutes, ordinances, regulations or requirements.

Sec. 10-2-70. Advertisement and Display Requirements.

- (a) *Advertisement Requirements.* Any advertisement for a STR shall list the STR Permit number and contain the same information provided to the Town on the STR Permit application including, but not limited to, the number of bedrooms, maximum occupancy, and maximum number of vehicles permitted at the STR Property.
- (b) *STR Property Displays.* Upon receipt of necessary approvals and receipt of a STR Permit, and prior to any occupancy, the STR Property shall display in a prominent location the following:
 - (1) Contact information for the Owner or Agent responsible for responding to complaints and any other matters in accordance with Section 10-2-60(a); and
 - (2) The Maximum Occupancy of the STR Property in accordance with Table 10-2-60(d); and,
 - (3) Noise restrictions, whereby the following statement shall be on display “It is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places. Nighttime hours are between 10:01 p.m. and 6:59 a.m., though Town noise regulations are enforced twenty-four (24) hours each day as established in Title 17, Chapter 4 of the Town Code”; and,
 - (4) A floor plan for each floor of the STR Property that can be occupied in any way by a STR Tenant. Each floor plan shall include:
 - a. Walls, doors, windows, stairs, exterior exits, room names, bed locations, and sleeping capacity of each room having a bed; and,
 - b. Location of fire extinguishers, smoke detection, carbon monoxide detection, and, if applicable, combustible gas detection equipment; and,
 - c. A fire escape plan with a primary and secondary escape route from each room, and a designated meeting spot outside, which shall also be posted within each bedroom.
 - (5) Instructions for managing trash disposal at the STR Property. In accordance with Section 10-2-60(f), the instructions shall include the location of the trash containers, location for trash containers to be picked up, and the designated pick-up times for the trash containers.
 - (6) If applicable, notice of the existence of any swimming pool or hot tub at the STR Property and the location of safety equipment related to the swimming pool or hot tub; and,

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- (7) Town-provided outreach and awareness materials related to applicable Town requirements.

Sec. 10-2-80. Violations and Penalties.

- (a) *Violations.* It shall be a violation of this Chapter to enter into any agreement, lease, offer, advertise, operate, occupy, or use any property for a STR without first complying with the requirements of this Chapter. A violation has occurred for any failure to comply with the requirements established in this Chapter.
- (b) *Administrative Citations and Fines.* Violations of any provision of Chapter are subject to an Administrative Citation as established in Hilton Head Island Code, Section 1-5-11.
- (1) Penalties and Fines. Administrative Fines for violations of this Chapter are as follows:
- i. Two Hundred Fifty (\$250) Dollars for first infraction;
 - ii. Five Hundred (\$500) Dollars for a second infraction within one (1) year of the first infraction; and,
 - iii. One Thousand (\$1000) Dollars for a third or any subsequent infraction within one (1) year of the second or any subsequent infraction.
- (2) Failure to pay an Administrative Fine with thirty (30) days of being issued shall result in a twenty-five (\$25.00) Dollar late fee.
- (c) *Other Penalties and Remedies.* Violations of this Chapter are also subject to the penalties and remedies authorized under Title 12 Chapter 3, Parking; Section 1-5-11, Administrative Citation; Section 1-5-10, General penalty; continuing violation, Section 10-1-150, Business and professional licenses; suspension or revocation of license, Section 9-1-111, et seq. These remedies are in addition to any other remedies available in this Code or at law or in equity for a violation.
- (d) *Parking Violation and Towing.* The Public Safety Director Code Enforcement Officer, Official, or the Beaufort County Sheriff's Office may immobilize, tow, or impound any vehicle parked in violation of this Chapter if, in their sole discretion, deem it necessary for public safety purposes. Any and all charges or fees associated with towing or immobilization shall be the expense of the owner of the vehicle.

Sec. 10-2-90. Suspension or Revocation of STR Permit.

- (a) *Suspension.* A STR Permit may be suspended when the Public Safety Director or Official determines:
- (1) A STR Permit has been mistakenly or improperly issued or issued contrary to law;
 - (2) Any condition upon which the STR Permit was issued has been breached;
 - (3) The STR Permit was obtained through fraud, misrepresentation, a false or misleading statement, or evasion or suppression of a material fact in the STR Permit application;
 - (4) An Owner is delinquent in the payment to a fee, fine, or tax as established in Section 10-2-50;
 - (5) The operation of a STR Property has been declared a nuisance;
 - (6) More than two (2) convictions for violations of this Code arising from any activities at or connected with a STR Property occur within any twelve-month period; or,
 - (7) More than three (3) Administrative Citations arising from any activities at or connected with a STR Property occurring within any twelve-month period.

The Public Safety Director or Official is authorized to issue a Written Notice to the Owner that the STR Permit is suspended for a period of one-year and may be revoked, pending a single hearing before Town Council for the purpose of determining whether the suspension should be upheld or whether the STR Permit should be revoked.

- (b) *Revocation.* The Written Notice of suspension and proposed revocation shall state the time and place at which the hearing before Town Council is to be held and shall contain a brief statement of the reasons for the suspension or proposed revocation of a STR Permit.

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- (1) The hearing before Town Council on the suspension and proposed revocation of a STR Permit shall be held by Town Council within thirty (30) days after delivery of the Written Notice described in this section 10-2-70. The hearing shall be held upon Written Notice at a regular or special meeting of Town Council. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The South Carolina rules of evidence and procedure prescribed by Town Council shall govern the hearing. Following the hearing, Town Council by majority vote of its members present, shall render a written decision setting out its findings of fact and conclusions. The written final decision shall constitute the final decision of Town Council. The written final decision shall be delivered to the Owner in the same manner as any other Written Notice under this Chapter unless a different person and method of delivery is requested by the Owner at the hearing.
 - (2) The written decision of Town Council may be appealed to the circuit court in the same manner as appeals are made from the decisions of other administrative bodies of the Town. An appeal, in and of itself, does not stay the effect of Town Council's decision.

EXHIBIT A**TITLE 10 – BUSINESS AND PROFESSIONAL LICENSING; FRANCHISING AND REGULATION
CHAPTER 2 SHORT-TERM RENTALS****Sec. 10-2-10. Purpose and intent.**

It is the purpose and intent of this ~~chapter~~Chapter to establish regulations for privately owned residential property ~~used as vacation homes and that is~~ rented to transient occupants for periods of less than thirty (30) ~~consecutive~~ days in the municipal limits of the Town of Hilton Head Island, South Carolina, ~~so as (“Town”), to promote the health, safety and welfare of residents of and visitors to the Town and~~ to minimize the ~~potential~~ adverse effects of short-term rental uses on surrounding residential properties and neighborhoods, and to preserve the character, integrity, and stability of residential neighborhoods in which short-term rental properties are located. This ~~chapter~~Chapter is not intended to regulate hotels, motels, hospitals or interval occupancy uses [as defined in section 16-10-103(D)(2), *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983)].

Sec. 10-2-20. Effective Date and Severability.

(a) *Effective Date.* Unless otherwise established in this Section, this Chapter shall be in full force and effect following final approval by the Town Council.

(1) *Fire and Life Safety Requirements.* Following final approval by Town Council, the requirements established in Section 10-2-60(c)(3) shall be effective immediately. For those STR Properties having a valid STR Permit as of the effective date of this Chapter shall comply with the requirements of Section 10-2-60(c)(3) no later than May 1, 2026.

(b) *Severability.* A determination that any portion of this Chapter is invalid or unenforceable shall not affect the remaining portions, and all remaining portions shall remain in full force and effect.

(Ord. No. 2022-08, § 1, 5-17-22)

Sec. 10-~~22-3~~20. Definitions.

~~In this chapter~~Chapter, the following terms are defined terms and when capitalized in the text of this ~~chapter~~Chapter, mean:

- (1) *Agent* means an individual designated by an Owner to act on the Owner's behalf in connection with a STR Property or -STR, to respond on behalf of the Owner to complaints, and receive Written Notices.
- (2) *Bedroom* means a room within a STR Property that is designated, designed and used as a sleeping area rather than a living, dining, or common space. The room must meet building and safety codes and be primarily used for sleeping and typically contains at least one window, a door, a closet, and a bed or other sleeping furniture. As used in this Chapter, “Bedroom” has the same meaning as “Sleeping Area” in the National Fire Alarm and Signaling Code (NFPA 72).
- (3) *Maximum Occupancy* means the maximum number of persons permitted to be in a STR Property overnight between the hours of 10:01 p.m. and 6:59 a.m. as listed on the STR Permit and as set forth in Section 10-2-60(d) below.
- (4) *Natural Person* means an individual human being, as distinguished from a legal or business entity such as a corporation, limited liability company, partnership, trust, or other juridical person.
- (5) *Owner* means the owner of record and includes any individual, firm, partnership, limited liability partnership, limited liability company, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, who or which owns one or more ~~short term rental properties~~STR Properties.

- (2) ~~Short term lessee~~ means any person occupying all or any part of a short term rental property or any other property under any lease or other form of agreement for a period of less than thirty (30) days.
- (3) ~~Short term rental~~ means the leasing of any short term rental property (6) Short-Term Rental ("STR") means the advertising, offering, leasing, use and/or operation of any STR Property or permitting the occupancy of any ~~short term rental~~ STR Property or any other property by a lease or any other form of agreement for periods less than thirty (30) consecutive days.
- (4) ~~Short term rental agent~~ means a person authorized by an owner to act on the owner's behalf in connection with any short term rental property or short term rental.
- (5) ~~Short term rental permit~~ (7) Short-Term Rental Permit ("STR Permit") means an annual permit that an ~~owner~~ Owner must obtain from the Town of Hilton Head Island, South Carolina for each of an owner's short term rental properties, described in section 10-2-20 below. It is a violation of this chapter to offer any short term rental property or any other Owner's STR Properties.
- (8) Short-Term Rental Property ("STR Property") means any residential property in the municipal limits of the Town of Hilton Head Island, South Carolina, ~~for short term rental without first obtaining a short term rental permit from the Town of Hilton Head Island, South Carolina for any such property.~~
- (6) ~~Short term rental property~~ means any residential property in the municipal limits of the Town of Hilton Head Island, South Carolina, that, in whole or in part, is advertised, offered for lease or occupancy, leased, used, operated, and/or occupied under a lease or any other form of agreement, for a STR.
- (9) Short-Term Rental Tenant ("STR Tenant") means any individual, or group of individuals, occupying all or any part of a STR Property, however described, in any agreement for a STR. For purposes of this Chapter, STR Tenant includes the terms lessee, renter, or any other term used in any agreement for a STR between the Owner and any person or group of individuals.
- (10) Official means the officer, employee or agent designated by the Town Manager to administer and implement the requirements and regulations of this Chapter.
- (11) Written Notice means any notice required or authorized by this Chapter. A Written Notice may be delivered by personal service to the Owner, or by certified mail, return receipt requested, addressed to the Owner at the address for the Owner shown on the current STR Permit application or the most recent address provided in writing to the Official by the Owner. The Written Notice will be deemed to have been delivered on the date of personal service as documented on an affidavit of service, or on the date that the certified mail return receipt is signed for by, or on behalf of, the Owner.

An Owner may authorize the delivery of any Written Notice authorized or required by the Chapter in the form of electronic mail in the STR Permit application. By authorizing delivery of Written Notice by electronic mail, the Owner acknowledges that any Written Notice delivered by way of electronic mail to the electronic mail address shown in the STR Permit application, or the most recent electronic mail address provided to the Town by the Owner in writing complies with the requirements of this Chapter and any other law regarding delivery of legal notices. The Written Notice by way of electronic mail shall be deemed to have been delivered on the date the electronic return receipt is received by the Official.

An Owner may designate an Agent to act on the Owner's behalf and authorize Written Notices to be delivered to the Agent by providing the necessary information on the STR Permit.

The defined terms include the plural of any term set out in this Ssection 10-2-230.

Sec. 10-2-~~430~~. Short-term rental permit Term Rental Permit.

- (a) ~~STR Permit Generally. A STR Permit shall be obtained prior to a property being~~ Any owner who advertised, offers, used, and/or operated any short term rental property for as a short term rental STR must first obtain a short term rental permit from the Town of Hilton Head Island, South Carolina.
- (1) ~~Short term rental permits~~ STR Permits issued for calendar year 2025 shall be extended and valid from January 1 to December 31 until April 30, 2026. In all years following 2025, STR Permits shall be valid for the twelve month period of May 1 to April 30 of any calendar year and shall only be valid for the ~~calendar year during period~~ which the short term rental permit STR Permit is issued, irrespective of the date on which the short term rental permit STR Permit is issued.
 - (2) A ~~short term rental permit~~ separate STR Permit must be obtained for each ~~short term rental property~~ STR Property that is offered for short term rental. If multiple units, regardless of building type, are located on one parcel of land, then a STR Permit is required to be obtained for each individual unit.
 - (3) A STR Permit shall not be valid if a Certificate of Occupancy has not been issued by the Town for the STR Property.
 - (4) ~~Short term rental permits~~ STR Permits are non-transferrable and non-refundable and are only valid for the ~~short term rental property~~ Owner, Agent, and the STR Property described in the ~~short term rental permit~~ STR Permit.
 - (45) ~~It is the duty of the~~ The owner Owner to shall notify the Town of Hilton Head Island, South Carolina, of any changes to the contact information ~~of the owner and any short term rental agent employed or engaged by the owner for each~~ provided on the short term rental permit STR Permit application issued to the owner.
 - (56) The application fee and late fees for a ~~short term rental permit~~ STR Permit shall be set each year by the ~~town council~~ Town Council in the annual budget ordinance.
 - (67) The ~~application for a short term rental permit~~ STR Permit application shall be made on a form published by the Town of Hilton Head Island, South Carolina, and ~~must be delivered to the Town~~ with the application fee, and must include the following:
 - a. ~~Any application for a~~ A short term rental permit STR Permit application for a single-family detached residence or any residence that does not have community trash facilities or shared parking must include a site plan showing compliance with the requirements of ~~section~~ Section 10-2-~~650~~(ef) and 10-2-~~560~~(dg); ~~and.~~
 - b. A floor plan showing:
 - i. Walls, doors, windows, stairs, exterior exits, room names, bed locations, and sleeping capacity of each room having a bed; and,
 - ii. Location of fire extinguishers, smoke detection, carbon monoxide detection, and, if applicable, combustible gas detection equipment; and,
 - iii. A fire escape plan with a primary and secondary escape route from each room, and a designated meeting spot outside.
 - c. A copy of at minimum one (1) advertisement for the STR; and,
 - d. If applicable, a letter from the homeowners or property owners' association approving the use of the STR Property as a STR; and,
 - e. A certificate of insurance providing proof of general liability policy with a company authorized to do business in the State of South Carolina insuring against personal injury (including death) and property damage with limits of no less than \$1,000,000.00 per occurrence; and,

e. An affidavit signed by the Owner affirming compliance with the requirements of this Chapter; and,

f. Provide parking information as required in Section 10-2-60(g).

~~(78)~~ Review of an STR Permit application ~~for a short term rental permit~~ shall be conducted by the Town of Hilton Head Island, South Carolina Official, and the ~~short term rental permit~~ STR Permit shall be granted unless the ~~owner fails to meet the conditions and requirements of this chapter, or otherwise~~ Owner fails to demonstrate :

~~a. Compliance~~ compliance with this ~~chapter; or~~ Chapter and applicable Town Code requirements and regulations.

~~b. There are no outstanding citations for any activities occurring at or connected with the short-term rental property; or~~

~~c. Any other town ordinance or any relevant state or federal law regarding activities at the short-term rental property.~~

(9) Any false statements or inaccurate or untrue information in the application are Any false, inaccurate, or untrue statements or information provided with the STR Permit application shall be grounds for revocation or suspension of the ~~short term rental permit~~ STR Permit and ~~/or~~ imposition of penalties, including denial of future STR Permit applications.

(b) Application by Agent. A STR Permit application submitted by an Agent must be signed by the Owner. Every person or business entity which:

~~(1) Acts as a short-term rental agent, and~~

~~(2) Submits an application for short term rental permit on behalf of any owner, must submit a complete application that includes all the information required in the form of the application and which has been signed by the owner.~~

(c) Natural Person Required. If the Owner of the STR Property is held in the name of a trust, entity, legal partnership or business, the STR Permit application must designate a Natural Person who has legal authority to act on behalf of said Owner.

Sec. 10-2-~~540~~. Licenses, permits, payment of fees and taxes fees required.

Prior to a property being advertised, offered, used, and/or operated as a STR, No owner may offer and/ any short term rental property for short term rental without initially the Owner shall first and on a continuing basis: thereafter:

~~(1) Obtaining~~ Obtain and maintain a valid and current ~~short term rental permit~~ STR Permit for the property and Town business license; from the Town of Hilton Head Island, South Carolina; and; and;

~~(2) Obtaining a valid and current business license for short term rental of property from the Town of Hilton Head Island, South Carolina; and;~~

~~(32) Paying all~~ Pay all applicable fees ~~and taxes~~ associated with any STR Permit application ~~for a short-term rental permit~~ and Town business license; ~~and;~~ all

(3) Pay all All sales, use or any other similar taxes in connection with any short term rental, paying all STR and/or STR Property, and,

(4) Pay all *ad valorem* taxes and government fees for any short term rental property, STR Property; and,

(5) Ensure there are no outstanding fines, late fees or any other similar charges arising from any STR or the operation, occupancy and use of any STR Property.

Upon identification of delinquent fees, fines or any other monies required by this Section to be current and are due to the Town, the Official has the authority to establish payment plans, revenue procedures, and reduce or waive penalties. The authority provided in this Section shall not conflict with any other Town Code section, and if a conflict occurs then this Section shall be superseded by the conflicting Town Code section.

Sec. 10-2-650. Regulations for ~~S~~short-~~T~~erm ~~R~~entals and ~~S~~short-~~T~~erm ~~R~~ental ~~P~~roperties.

- (a) ~~(a) Response to Complaints.~~ Following the Town's receipt of a complaint against a STR or a STR Property, the Town shall contact the Owner or Agent as soon as practical following receipt of a substantiated complaint. The Owner or Agent shall be available in accordance with the requirements established in this Section.
- (1) ~~(1) General regulations.~~ During any lease ~~The Owner or Agent of any STR shall~~ of any short term rental property, the owner, or the short term rental agent:
- (1) ~~Shall be available during the occupancy of any short term rental STR period to respond to a complaint or any other matter related to the operation or behavior of any short term lessee STR Tenant, or the operation of the short term rental property; and STR.~~
- (2) ~~Shall be The Owner or Agent of any STR shall be~~ available by telephone at all times during the occupancy of the short term rental any STR period and capable of being physically present at the short term rental property STR Property, or taking other responsive action as required, within one (1) hour of notification by the Town of a complaint or any other matter related to the short term rental property; and STR Property.;
- (3) ~~Shall prominently display in the short term rental unit contact information for the owner or short term rental agent responsible for responding to complaints; and~~
- (b) Insurance Requirement. The Owner must keep in full force and effect during all times the STR is operated a general liability policy with a company authorized to do business in the State of South Carolina insuring against personal injury (including death) and property damage with limits of no less than \$1,000,000.00 per occurrence.
- (c) Fire and Life Safety. During any STR and while in possession of a current and valid STR Permit, the STR must remain in compliance at all times with the requirements established in this Section, regardless of whether a STR Tenant or any other individual is occupying the STR Property.
- (41) ~~Shall maintain fully operable and building and fire code compliant smoke, and carbon monoxide detectors in the short term rental property as required by law; and~~
- (52) ~~Shall maintain at least one (1), or such other number as is required by any applicable building, fire or other applicable code, fully operable and charged fire extinguisher; and~~
- (1) ~~Maintain fully operable smoke, carbon monoxide, and, if propane is used inside the STR Property, combustible gas detectors in the STR Property in such number and in such locations as required by this Chapter and any other applicable building, fire or safety code; or any other code, regulation or law.~~
- (2) ~~Maintain at minimum one (1) fully operable and charged fire extinguisher in the STR Property. Additional fire extinguishers must be in the STR Property and located in the STR Property as required by any applicable building, fire or safety code; or any other code, regulation or law.~~
- (3) ~~Any STR Property not having a fire suppression system or meeting the requirements of this Section shall have a fire alarm system installed. The fire alarm system shall be monitored by an approved supervising station (i.e., monitoring company) in accordance with the National Fire Alarm and Signaling Code (NFPA 72) consisting of the following:~~
-

a. A functioning automatic smoke detection system that activates an occupant notification system. Single- or multiple-station smoke alarms shall be installed in all the following locations:

i. In Bedrooms and sleeping areas; and,

ii. In every room in the path of the means of egress from the Bedroom or sleeping area to the door leading from the Bedroom or sleeping unit; and

iii. In each story within the STR Property, including basements. For STR Properties with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

b. A manual fire alarm system that activates the occupant notification system with such activation device being located in the primary egress path near the primary entrance;

(4) Equip any exterior gas-fired grill at any STR Property with an automatic shut-off timer allowing no more than sixty (60) minutes of gas flow.;

(5) ~~Shall maintain~~ unobstructed escape routes ~~in from the short term rental property~~ STR Property in the event of fire.; ~~and~~

(7) ~~Shall notify all prospective short term lessees in writing of the existence of any swimming pool or hot tub at the short term rental property and any safety equipment related to the swimming pool or hot tub prior to making any agreement for any short term rental.~~

(d) Occupancy Regulations. During the occupancy of a STR Property, the Maximum Occupancy limits established in Table 10-2-60(d) shall not be exceeded.

<u>Number of Bedrooms</u>	<u>Maximum Occupancy</u>
<u>Studio</u>	<u>2</u>
<u>1</u>	<u>4</u>
<u>2</u>	<u>6</u>
<u>3</u>	<u>8</u>
<u>4</u>	<u>10</u>
<u>5</u>	<u>12</u>
<u>6</u>	<u>14</u>
<u>7</u>	<u>16</u>
<u>8</u>	<u>18</u>
<u>9</u>	<u>20</u>
<u>10</u>	<u>22</u>

(e) Noise regulations. A STR shall remain in compliance with all applicable Town ordinances including, but not limited to, Title 17 Chapter 14. Any activity which unreasonably disturbs the peace and quiet of those in their homes and public places is strictly prohibited. During any STR the occupants, whether a STR Tenant or other occupant, shall adhere to the regulations placed on nighttime hours (between 10:01 p.m. and 6:59 a.m.), though Town noise regulations are enforced twenty-four (24) hours each day. ~~During any lease of any short term rental property, the owner, or the short term rental agent:~~

display the following information in a prominent location in the short term rental property:

-
- a. ~~In the Town of Hilton Head Island, South Carolina, it is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places (Title 17, Chapter 4, Town Code); and~~
- b. ~~Quiet hours are between 10:00 p.m. and 7:00 a.m., though town noise regulations are in force twenty four (24) hours each day (Title 17, Chapter 4, Town Code).~~
- (2) ~~Shall notify all prospective short term lessees in writing of the provisions of subsection (b)(1)(a)(b) above to the short term lessee prior to making any agreement for any short term rental.~~
- (c)
- (f) *Trash regulations.* ~~During any lease of any short term rental property, the owner, or the short term rental agent:~~
- (1) ~~Shall maintain a designated trash storage area for use of short term lessees at the short term rental property.~~ Each STR Property shall have a
- a. ~~The designated trash storage area that shall be fenced or screened so that trash containers are not seen from public streets and neighboring property, except during designated pick-up times. Outdoor trash containers must remain secured with a lid at all times to avoid spills and prevent pests from disturbing the trash contained within the containers; and~~
- b. ~~The owner shall prominently display instructions for managing trash disposal, including designated pick-up times and, if applicable, relevant property owner association requirements in the short term rental property.~~
- c. ~~The owner shall ensure any outdoor trash containers remain secured to avoid spills and pests;~~
- d. ~~The owner shall ensure that trash~~ Trash ~~containers shall are not be~~ placed curbside for more than twenty-four (24) hours prior to scheduled pick-up times and will be removed no more than twenty-four (24) hours after pick-up.
- (g) *Parking regulations.* During any STR and while in possession of a current and valid STR Permit, the parking regulations and requirements established in this subsection shall be followed.
- During any lease of any short term rental property:
- (1) ~~The owner must~~ The only parking permitted at a STR Property shall be those areas:
- a. designate the number of Identified in the STR Permit application as the location of off-street parking spaces; and,
- b. Located off-street parking spaces within a driveway, be arranged in a row and aligned parallel to one another, and not block any sidewalk, pathway, or other pedestrian access crossing the driveway; and,
- c. Approved by the Town to provide the minimum number of parking spaces as required by Section 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983).
- ~~vehicles allowed to be parked on the premises during any short term rental and designate the on-site areas available for parking of vehicles.~~ (2) ~~The areas for identified for the~~ parking of vehicles must be improved with either a pervious or impervious surface. Parking areas must include a space at least nine (9) feet by eighteen (18) feet for each vehicle allowed to be parked on the premises at the STR Property and improved with an impermeable or semi-impermeable surface. Areas for parking must comply with all other applicable requirements of Section ~~section~~ 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983).
-

- ~~(23)~~ No expansion of a driveway or construction of new parking areas shall be permitted for the primary purpose of increasing the parking capacity of a STR Property.

~~The owner must notify all prospective short term lessees in writing of the maximum number of vehicles permitted at the short term rental property prior to making any agreement for any short term rental.~~

- ~~(34)~~ The owner must ensure that no ~~No~~ vehicles associated with the short term lessee will park STR Property shall be parked in a place not designated for parking, off-site, on-street (including in adjacent rights-of-way, during or access easements), in a required buffer (excluding in driveways crossing a required buffer), or on any unimproved surface on the short term rental lease STR Property. No vehicle shall park anywhere in conflict with the parking plan approved by the Town in the STR Permit application.

~~(e)g)~~ Miscellaneous regulations. During any short term rental lease of any short term rental property: *Inspections and Compliance Regulations.*

- (1) Any STR Property is subject to inspection by the Town to verify compliance with the provisions of this Chapter. Prior to entering the STR Property, the Town shall provide a forty-eight (48) hour written notice using the contact information provided in the STR Permit application.

~~The owner shall prominently display in any short term rental property any town provided outreach and awareness materials related to applicable town requirements.~~

- ~~(223)~~ Short term rental properties must be properly maintained and regularly inspected by ~~The Owner~~ The Owner is responsible for inspecting the ~~owner or short term rental agent~~ STR Property to ensure continued compliance with this ~~chapter~~ Chapter and all other applicable zoning, building, health and life-safety code requirements.

- ~~(f34)~~ In addition to the requirements of this ~~chapter~~ Chapter, any ~~short term rental property~~ STR Property must also comply with all other statutes, ordinances, regulations or private covenants applicable to the ~~short term rental property~~ STR Property. Nothing in this ~~chapter~~ Chapter is intended to authorize waiver of or limitations on compliance with any ~~such~~ other applicable statutes, ordinances, regulations or requirements.

Sec. 10-2-70. Advertisement and Display Requirements.

~~(a)~~ Advertisement Requirements. Any advertisement for a STR shall list the STR Permit number and contain the same information provided to the Town on the STR Permit application including, but not limited to, the number of bedrooms, maximum occupancy, and maximum number of vehicles permitted at the STR Property.

~~(b)~~ STR Property Displays. Upon receipt of necessary approvals and receipt of a STR Permit, and prior to any occupancy, the STR Property shall display in a prominent location the following:

(1) Contact information for the Owner or Agent responsible for responding to complaints and any other matters in accordance with Section 10-2-60(a); and

(2) The Maximum Occupancy of the STR Property in accordance with Table 10-2-60(d); and,

(3) Noise restrictions, whereby the following statement shall be on display “It is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places. Nighttime hours are between 10:01 p.m. and 6:59 a.m., though Town noise regulations are enforced twenty-four (24) hours each day as established in Title 17, Chapter 4 of the Town Code”; and,

(4) A floor plan for each floor of the STR Property that can be occupied in any way by a STR Tenant. Each floor plan shall include:

a. Walls, doors, windows, stairs, exterior exits, room names, bed locations, and sleeping capacity of each room having a bed; and,

b. Location of fire extinguishers, smoke detection, carbon monoxide detection, and, if applicable, combustible gas detection equipment; and,

c. A fire escape plan with a primary and secondary escape route from each room, and a designated meeting spot outside, which shall also be posted within each bedroom.

(5) Instructions for managing trash disposal at the STR Property. In accordance with Section 10-2-60(f), the instructions shall include the location of the trash containers, location for trash containers to be picked up, and the designated pick-up times for the trash containers.

(6) If applicable, notice of the existence of any swimming pool or hot tub at the STR Property and the location of safety equipment related to the swimming pool or hot tub; and,

(7) Town-provided outreach and awareness materials related to applicable Town requirements.

Sec. 10-2-~~8~~60. Violations and Penalties.

(a) *Violations.* It shall be a violation of this ~~chapter~~Chapter to ~~e:~~

~~(1) Enter into any agreement, lease, offer, advertise, operate, occupy, or use any short term rental property for a short term rental without complying with the requirements of this chapter.~~

~~(2) Advertise any residential property for a short term rental STR without first complying with the requirements of this chapter.~~Chapter. ; or

~~(2) A violation has occurred for any failure to comply with the requirements established in this Chapter.~~

~~(3) Fail to comply with any requirement of this chapter.~~Chapter.

(b) *Administrative Citations ~~and Penalties, Fines, and Towing.~~* ~~Unless otherwise provided herein, v~~Violations of any provision of Chapter are subject to to the penalties provided for in this Section.an Administrative Citation as established in Hilton Head Island Code, Section 1-5-11.

~~(1) Administrative Citation. Any Person who violates any provision of this Chapter shall be subject to an Administrative Citation as established in Hilton Head Island Code, Section 1-5-11.~~

~~(2) Penalties and Fines. Any person who violates any provision of this Chapter shall be subject to administrative fines, fees, and penalties as established in this Chapter.~~ Administrative Fines for violations of this Chapter are as follows:

i. Two Hundred Fifty (\$250) Dollars for first infraction;

ii. Five Hundred (\$500) Dollars for a second infraction within one (1) year of the first infraction; and,

iii. One Thousand (\$1000) Dollars for a third or any subsequent infraction within one (1) year of the second or any subsequent infraction.

~~(2) Failure to pay an Administrative Fine with thirty (30) days of being issued shall result in a A twenty-five (\$25.00) Dollar late fee shall be applied to any fine not paid within thirty (30) days of being issued.~~

(c) Other Penalties and Remedies. Violations of this Chapter are also subject to the penalties and remedies authorized under Title 12 Chapter 3, Parking; Section 1-5-11, Administrative Citation; Section 1-5-10, General penalty; continuing violation, Section 10-1-150, Business and professional licenses; suspension or revocation of license, Section 9-1-111, et seq. These remedies are in addition to any other remedies available in this Code or at law or in equity for a violation.

(d) Parking Violation and Towing. (4) The Public Safety Director Code Enforcement Officer, Official, or the Beaufort County Sheriff's Office may also immobilize, tow, or impound any vehicle parked in violation of this Chapter if, in their sole discretion, deem it necessary for public safety purposes. Any and all charges or fees associated with towing or immobilization shall be the expense of the owner of the vehicle.

~~(c) *Other Penalties and Remedies.* Violations of this Chapter are also subject to the penalties and remedies authorized under Title 12 Chapter 3, Parking; Section 1-5-11, Administrative Citation; Section 1-5-10, General penalty; continuing violation, Section 10-1-150, Business and professional licenses; suspension or revocation of license, Section 9-1-111, et seq. These remedies are in addition to any other remedies available in this Code or at law or in equity for a violation.~~

Sec. 10-2-970. Suspension or Revocation of ~~short-term rental~~STR pPermit.

- (a) *Suspension.* ~~A STR Permit may be suspended. W~~hen the Public Safety Director ~~or O~~official determines:
- (1) A STR Permit has been mistakenly or improperly issued or issued contrary to law;
 - (2) ~~An Owner has breached a~~ny condition upon which the STR Permit was issued ~~has been breached~~;
 - (3) ~~An Owner has obtained a~~The STR Permit ~~was obtained~~ through ~~any~~ fraud, misrepresentation, a false or misleading statement, or evasion or suppression of a material fact in the STR Permit application;
 - (4) An Owner is delinquent in the payment to ~~a fee, fine, or tax as established in Section 10-2-50~~;
 - ~~(65)~~ The operation of a STR Property has been declared a nuisance; ~~or~~;
 - ~~(76)~~ More than two (2) convictions for violations of this Code, arising from any activities at, or connected with, a STR Property occur within any twelve-month period; ~~or~~;
 - ~~(87)~~ More than three (3) Administrative Citations arising from any activities at, or connected with, a STR Property occurring within any twelve-month period.

~~Then t~~The ~~Public Safety Director or Official~~ ~~Town is authorized to issue~~may give a Written Notice to the Owner that the STR Permit is suspended for a period ~~up to of~~ one-year and may be revoked, pending a single hearing before Town Council for the purpose of determining whether the suspension should be upheld or whether the STR Permit should be revoked.

- (b) *Revocation.* ~~The written notice~~Written Notice of suspension and proposed revocation shall state the time and place at which the hearing before ~~town council~~Town Council is to be held and shall contain a brief statement of the reasons for the suspension ~~and or~~ proposed revocation ~~of a STR Permit and a copy of the applicable provisions of this chapter. The written notice shall be delivered by personal service to the owner or short-term rental agent, or by certified mail, return receipt requested, addressed to the owner or short-term rental agent at the address for the owner or short-term rental agent shown on the application for the short-term rental permit. The written notice will be deemed to have been delivered on the date of personal service of the written notice as documented on an affidavit of service, or on the date that the certified mail return receipt is signed for by, or on behalf of, the owner or short-term rental agent.~~
- ~~(e1)~~ The hearing before ~~town council~~Town Council on the suspension and proposed revocation of ~~any short-term rental permit~~STR Permit shall be held by ~~town council~~Town Council within thirty (30) days after delivery of the ~~written notice~~Written Notice described in this section 10-2-~~60~~70. The hearing shall be held upon ~~written notice~~Written Notice at a regular or special meeting of ~~town council~~Town Council. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The South Carolina rules of evidence and procedure prescribed by ~~town council~~Town Council shall govern the hearing. Following the hearing, ~~town council~~Town Council by majority vote of its members present, shall render a written decision setting out its findings of fact and conclusions. The written final decision shall constitute the final decision of ~~town council~~Town Council. The written final decision shall be delivered to the ~~owner~~Owner in the same manner as any other Written Notice under this Chapter unless a different person and method of delivery is requested by the ~~owner~~Owner at the hearing.

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- (e2) The written decision of ~~town council~~Town Council may be appealed to the circuit court in the same manner as appeals are made from the decisions of other administrative bodies of the Town ~~of Hilton Head Island, South Carolina.~~ An appeal, in and of itself, does not stay the effect of ~~town council's~~Town Council's decision.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

ORDINANCE NO. 2025-007

AN ORDINANCE TO RAISE REVENUES, PROVIDE FOR EXPENDITURES, AND ADOPT A CONSOLIDATED BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2026; TO ESTABLISH A PROPERTY TAX LEVY; TO ESTABLISH VARIOUS FUNDS; TO ESTABLISH A POLICY FOR ACQUISITION OF RIGHTS OF WAY AND EASEMENTS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 5-7-260(3) of the Code of Laws for South Carolina 1976, as amended, and Section 2-7-20 of the Municipal Code of the Town of Hilton Head Island, South Carolina, require that the Town Council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, Town Council desires to identify its operating and capital budgets for the upcoming fiscal year, to set aside any remaining funds into its reserve accounts, to provide for emergency-related expenditures, and to offset any prior fiscal year tax revenue income stream deficiencies; and

WHEREAS, Town Council finds that it is economical and efficient to authorize the Town Manager to move forward with construction contract modifications, change orders, contract price adjustments, and execution of contracts for supplies, services, and construction where the contract amount involved does not exceed budget funds either as approved by Town Council or from a transfer of funds as provided for within this Consolidated Municipal Budget.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

Section 1. Adoption of the Budget. The prepared budget of estimated revenues and expenses, a copy of which is attached hereto and incorporated herein as **Exhibit A**, consisting of a consolidated budget in the amount of \$174,711,350 estimated revenues and estimated expenses is hereby adopted as the budget for the Town of Hilton Head Island for the fiscal year ending June 30, 2026.

Through the adoption of this budget, the Town Manager is hereby authorized to employ a total of 284 full-time employees, 16 part-time employees, and 10 seasonal employees which are hereby deemed funded positions. The Town Manager shall be authorized to amend his or her organizational structure to add, remove, or to reassign individuals to new or alternative roles within the organization so long as the cumulative number of funded positions identified above are not exceeded within the respective categories of full-time, part-time, or seasonal employees.

The General Fund budgetary authority is hereby adopted at the Fund level as follows.

General Fund	2025 Budget	2026 Budget
Town Council	470,064	432,314
Town Manager	1,158,622	1,305,583
Finance	3,333,330	3,533,296
Human Resources	869,670	997,963
Community Engagement	266,867	612,260
Office of Cultural Affairs	387,022	386,649
Information Technology	4,603,319	4,628,241
Communications	737,502	711,530
Legal & Administration	370,761	-
Engineering & Projects Administration	782,092	477,691
Transportation	619,322	453,560
Capital Projects	605,319	813,051
Facilities Maintenance	3,117,545	6,237,994
Beach Operations	1,054,726	837,635
Public Services	4,248,249	-
Facilities Administration	709,431	1,090,733
Planning & Operations	244,093	271,974
Planning Administration	452,929	463,328
Building Services	1,184,781	1,346,880
Development Review and Zoning	637,833	681,480
Community Development Services	993,103	1,056,927
Community Planning	1,474,855	1,013,147
Workforce Housing	200,007	-
Built Environment	-	211,683
Fire Rescue	23,008,159	23,957,431
Public Safety	899,637	1,140,907
Townwide	6,218,186	4,243,186
Townwide Community Events	648,862	663,862
Affiliated Agency Partnerships	3,250,641	1,988,516
Transfer to Housing Fund	-	197,049
Total General Fund	62,546,927	59,754,870

A schedule showing the Fiscal Year 2026 Capital Improvements Program, which includes priority recommendations from the Planning Commission is attached hereto and incorporated by reference as **Exhibit B**. A schedule showing Fiscal Years 2026 – 2030 Capital Improvements Program Priorities is shown as **Exhibit C**. The Capital Improvements Program Fund is hereby adopted at the Fund level as follows:

Capital Improvements Program Fund	2025 Budget	2026 Budget
Beach Program	5,099,000	1,320,000
Beach Renourishment	16,500,000	47,500,000
Pathway Program	5,500,000	1,650,000
Roadway Program	10,317,218	5,079,500
Park Program	19,815,273	10,636,000
Facility and Equipment Program	8,402,291	4,721,000
Stormwater Program	2,193,310	6,350,880
Fleet Program	11,750,707	180,000
Land Acquisition and Administration Program	9,142,904	250,000
Total Capital Projects Fund Fund	88,720,703	77,687,380

The Debt Service Fund budget includes the planned payment of callable bonds from the 2017 Beach Renourishment Project, enabling the Town to manage debt proactively while supporting critical infrastructure investments. The Debt Service Fund is hereby adopted at the Fund level as follows:

Debt Service Fund	2025 Budget	2026 Budget
Principal	12,625,000	7,325,000
Interest	2,403,968	1,626,483
Other	71,032	17,600
Anticipated Debt Costs	1,600,000	2,400,000
Callable Special Obligation Beach Bond	-	7,495,000
Total Debt Service Fund	16,700,000	18,864,083

The Stormwater Utility Fund is hereby adopted at the Fund level as follows:

Stormwater Utility Fund	2025 Budget	2026 Budget
Personnel and Benefits	842,381	916,066
Debt Service	148,574	42,851
Operations	1,298,570	1,290,480
Maintenance, Modeling and Monitoring	5,533,166	2,190,000
Transfer to General Fund	125,000	350,000
Transfer to Capital Improvements Fund	1,135,000	6,350,880
Total Stormwater Utility Fund	9,082,691	11,140,277

The Housing Fund is hereby adopted at the Fund level as follows:

Housing Fund	2025 Budget	2026 Budget
Northpoint Housing P3	1,000,000	1,000,000
Muddy Creek Neighborhood Stabilization	1,500,000	1,500,000
Bryant Road P3	1,000,000	1,000,000
Beaufort Jasper Housing Trust Dues	89,206	181,088
Workforce Housing Operations	410,794	102,717
Workforce Housing Personnel	-	194,332
Total Housing Fund	4,000,000	3,978,137

The Gullah Geechee Historic Neighborhoods Community Development Corporation Fund is hereby adopted at the Fund level as follows:

Gullah Geechee Historic Neighborhoods Community Development Corporation (GGHNDC) Fund	2025 Budget	2026 Budget
Personnel and Benefits	200,376	212,801
Operating	65,125	39,592
Professional Services	310,000	204,210
Grants and Incentives Loans	1,500,000	1,500,000
Capital Outlay and Land Acquisition	1,250,000	1,250,000
Project Expenses and Contingency	80,000	80,000
Total GGHNDC Fund	3,405,501	3,286,603

Section 2. Establishment of Property Tax Levy. A tax to cover the period from July 1, 2025 through June 30, 2026, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be, levied, collected and paid into the treasury of the Town of Hilton Head Island for its uses at a millage (mill) rate on assessed value of real estate and personal property of every description owned in the Town of Hilton Head Island, except such property as is exempt from taxation under the Constitution and laws of the State of South Carolina. Said tax levy shall be paid into the Town Treasury for the credit of the Town of Hilton Head Island for its corporate purposes, for the purpose of paying current operational expenses of the said municipality in the amount of **14.3 mills** and Debt Service in the amount of **5.1 mills** making the total levy for Fiscal Year 2026 of **19.4 mills**.

Section 3. Establishment of Budgeted Funds. To facilitate operations, there shall be established and maintained a General Fund, a Capital Improvements Program Fund, a Debt Service Fund, a Stormwater Utility Fund, a Housing Fund, and a Gullah Geechee Historic Neighborhood Community Development Corporation Fund, and such other appropriate funds in such amounts as are provided for in this Budget, or as hereafter modified pursuant to appropriate Town Council action.

Section 4. Other Funds. The Natural Disaster fund is limited to activity related to an officially declared emergency. This fund captures the financial activities from declared disasters, reimbursements from state and federal agencies and holds funds set aside for future emergencies.

Section 5. Transfer of Funds. All budget transfers and supplements shall be made in conformance with the Town's budget policies as outlined herein:

A. General Fund. The General Fund budgetary authority is to be adopted at the departmental level with the exception that the Town Manager, or designee, shall have the authority to transfer funds across departmental accounts to implement staff reorganizations and salary adjustments. Additionally, the Town Manager, or designee, shall have the authority to transfer up to \$100,000 within this Fund as may be necessary to achieve the goals of the budget; larger transfers will require Town Council approval.

B. Capital Improvements Program Fund. The Capital Improvements Program Fund is to be adopted at the program level. The Town Manager, or designee, shall have the authority to transfer appropriated funds between projects within each program category identified in the Capital Improvement Program Fund if the project(s) fall under the same functional program category. The appropriated projects under the Capital Improvement Program Fund are on a multi-year project basis and are effective as of July 1, 2025, and shall be reappropriated each new fiscal year until the project is complete but said appropriations are subject to cancellation or amendment by the Town Council as may be in the best interest of the Town.

C. Debt Service Fund. The Debt Service Fund is to be adopted at the Fund level and does not contain additional provisions for the transfers of budgeted funds within this Fund.

D. Stormwater Fund. The Stormwater Fund is to be adopted at the Fund level. Additionally, the Town Manager, or designee, shall have the authority to transfer up to \$100,000 within this Fund as may be necessary to achieve the goals of the budget; larger transfers will require Town Council approval.

E. Housing Fund. The Housing Fund is to be adopted at the Fund level and does not contain additional provisions for the transfers of budgeted funds within this Fund.

F. Gullah Geechee Historic Neighborhoods Community Development Corporation. The Gullah Geechee Historic Neighborhoods Community Development Corporation Fund is to be adopted at the Fund level. Additionally, the Town Manager, or designee, shall have the authority to transfer up to \$100,000 within this Fund as may be necessary to achieve the goals of the budget; larger transfers will require Town Council approval.

For all Funds, all outstanding encumbrances as of June 30, 2025, will carry forward into Fiscal Year 2026 to the same department, account, or project for which they are encumbered in Fiscal Year 2025 subject to approval by the Town Council via an appropriate budget amendment.

Section 6. Affiliated Agency Funding. This budget provides funding for entities identified as Affiliated Agents of the Town. Affiliated Agents are those entities who serve as an integral partner who is contracted by the Town to deliver public services on the Town’s behalf instead of the Town providing those services directly. By virtue of adopting this budget, the Town hereby states that the services to be provided under the Affiliated Agency program will benefit the public by virtue of the nature of the services to be provided, that the public will be the primary beneficiary of such service, that the services are not of a speculative nature and are well defined in terms of the benefits to be provided to the public, and that on balance, the services to be provided will ultimately serve a public interest as compared to any ancillary benefit to a private party or entity.

For Fiscal Year 2026, the Town’s Finance and Administrative Committee voted on March 18, 2025, to recommend funding as displayed in the table below for Affiliated Agencies in the cumulative amount of \$1,988,516 and is included in the General Fund in Section 1 under Community Grants.

Affiliated Agencies	2026 Budget
Island Recreation Association	1,252,366
Coastal Discovery Museum	141,650
Mitchelville Preservation Project	105,000
Lowcountry Regional Transit Authority (Palmetto Breeze)	350,000
Beaufort County Economic Development Corporation	42,000
Sea Turtle Patrol HHI	97,500
Total Affiliated Agencies	1,988,516

Section 7. Acquisition of Rights of Way and Easements. The Town Manager is charged with the duty of executing all necessary documents to obtain rights of way, easements, and other property interests necessary to complete duly authorized Capital Improvement Projects.

Capital Improvement Projects, based on the ownership and life expectancy of the assets or improvements or based on the funding source authorized, may be budgeted in the General, Capital Improvements Program or Stormwater Funds. If expenditures are expressly authorized for an approved Capital Improvement Project in any of the budgeted funds, then the Town Manager is hereby authorized to execute all necessary documents and to expend such funds as are approved pursuant to the Capital Improvements Program Budget. Provided, however, if the costs of acquisition of such real property interests materially exceeds the amount budgeted in the approved Capital Improvement Project and the Town Manager is unable to move sufficient additional funds from other authorized sources, the Town Manager shall be required to obtain the approval of Town Council for such additional expenditures. Nothing herein shall obviate the requirement that no condemnations shall be commenced without the appropriate approval of the Town Council for the Town of Hilton Head Island.

Section 8. Holiday Schedule. As part of the adoption of the Budget, the Town Council approves the Town of Hilton Head Island Staff 2026 Holiday Schedule in accordance with the schedule shown in **Exhibit D**.

Section 9. Approval of State Accommodation Tax. The Town Budget is relying on State Accommodation Tax (State ATAX) revenues for the operation of the Town in accordance with the Tourism Expenditure Review Committee guidelines in the amount of \$3,500,000. This amount is inclusive of the amounts as provided by State Law formulas (\$25,000 and 5% of State ATAX collections) and is hereby approved with this budget. Town Council also authorizes tourism related capital projects from State Accommodations Taxes in accordance with the Tourism Expenditure Review Committee guidelines for parks, facilities, and equipment in the amount of \$2,832,066 in the Town's Capital Improvements Program for 2025-2026 plus any carryforward of capital projects from the 2024-2025 Capital Improvements Program budget. The Town Council also authorizes workforce housing related projects from State Accommodations Taxes in accordance with South Carolina law and the Tourism Expenditure Review Committee guidelines in the FY 2025 carry forward amount of \$1,000,000 in the Town's Housing Fund for 2025-2026.

Section 10. Airbnb Settlement. The Town has received a Settlement Payment in the amount of \$5,614,031 from Airbnb in full and complete satisfaction of any and all liability or potential liability of Airbnb for any applicable Accommodations Taxes and any applicable Business License Taxes, including any applicable or potentially applicable penalties and interest, for all periods prior to and including September 30, 2024. Town Council authorizes this Settlement Payment to be allocated to the following Funds.

1. Beach Preservation Fee Fund Reserve - \$2,600,000
2. General Fund Reserve – Local Accommodations Tax - \$1,507,015
3. General Fund Reserve – Business License Tax - \$1,507,016

Section 11. Financial Policies GFOA Updates. The Government Finance Officers Association publishes best practices financial policies. The Town reviews the applicability of those policies and incorporates many of those into the Town's policies. These are published annually in the budget document. Subjects addressed are:

1. Measurement Focus and Basis of Accounting
2. Fund Reserve
3. Grants
4. Debt Management
5. Investment
6. Accounting and Financial Reporting
7. Risk Management and Internal Controls
8. Procurement
9. Long-Term financial planning
10. Structurally balanced budget
11. Capital Assets
12. Capital Improvements Plan
13. Revenues
14. Expenditures

15. Operating Budget
16. Municipal Check Signing

As part of the adoption of the Budget, the Town Council approves a revised Fund Reserve Policy as shown in **Exhibit E**.

The Fund Reserve Policy reaffirms the following:

1. The General Fund Operating Reserve policy to be a lower limit of 40% of the next year's budget and an upper limit of 55% of next year's budget. This action recognizes Town Council's commitment to prudent operations, strong reserves, strong bond ratings and strong emergency preparedness.
2. The Real Estate Transfer Fee Fund Reserve is maintained at a minimum of \$1.0 million.

The Fund Reserve Policy includes the following revisions:

1. The Beach Preservation Reserve has been increased from a maximum of \$12.0 million to a minimum of \$20.0 million with an additional \$2.6 million allocated in Fiscal Year 2026 from the Airbnb Settlement.
2. A Hospitality Tax Reserve of a minimum of \$5.0 million has been added to the Fund Reserve Policy.
3. A Stormwater Utility Fund Reserve of a minimum of \$5.0 million has been added to the Fund Reserve Policy.
4. The Natural Disaster Reserve has been increased from a minimum of \$20.0 million to a minimum of \$36.0 million.

The Fund Reserve Policy also includes allocation of the Airbnb Settlement Funds as follows:

1. Beach Preservation Fee Fund Reserve - \$2,600,000
2. General Fund Reserve – Local Accommodations Tax - \$1,507,015
3. General Fund Reserve – Business License Tax - \$1,507,016

It is our intent that the substance of these policies will be included in the annual budget document and the annual comprehensive financial report and that both will be available for public inspection following their adoption and/or completion.

Section 12. Fees. To be competitive, the Town fee schedule is updated as part of ~~Exhibit F~~ **Exhibit F(b)**, which is incorporated as if fully restated herein and is hereby adopted as part of this Ordinance.

Section 13. Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 14. Effective Date. This Ordinance shall be effective upon its enactment by the Town Council for the Town of Hilton Head Island.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2025.

Alan Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

First Public Hearing: _____

Second Public Hearing: _____

APPROVED AS TO FORM:

Curtis Coltrane, Town Attorney

ATTACHMENT 5

EXHIBITS A-F(b)

EXHIBIT A

LINK TO FISCAL YEAR 2026 CONSOLIDATED BUDGET SUMMARY

<https://hiltonheadislandsc.gov/budget/FY2026/>

CAPITAL IMPROVEMENT PROGRAM - FY 2026 PROPOSED BUDGET

Revised: May 20, 2025

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
BEACH PROGRAM												
1	Beach Park Maintenance & Improvements	Maintenance	\$ 250,000	\$ -		\$ 150,000	\$ 150,000	\$ 150,000	★			✓
2	Beach Management & Monitoring	Maintenance	\$ 200,000	\$ -		\$ 220,000	\$ 220,000	\$ 220,000	★			
3	Beach Renourishment	Maintenance	\$ 16,500,000	\$ 15,000,000	\$ 32,500,000		\$ 32,500,000	\$ 47,500,000	★			✓
4	Islanders Beach Park Improvements	Discretionary	\$ 3,850,000	\$ -	\$ -		\$ -	\$ -				
5	Folly Field Beach Park Improvements	Discretionary	\$ -	\$ -	\$ -		\$ -	\$ -				
6	Coligny Beach Park Boardwalk Maintenance	Maintenance	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	★			✓
7	Harbour Town Dredge	Maintenance	\$ 600,000	\$ 600,000	\$ -		\$ -	\$ 600,000	★			✓
8	Beach Program Contingency	N/A	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000				
	Beach Wheelchair Storage	N/A	\$ 99,000	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Beach Program			\$ 21,599,000	\$ 15,600,000	\$ 32,500,000	\$ 720,000	\$ 33,220,000	\$ 48,820,000				
PATHWAY PROGRAM												
9	Pathway Maintenance & Improvements	Maintenance	\$ 350,000	\$ -		\$ 500,000	\$ 500,000	\$ 500,000	★			✓
New Pathway Segments												
10	Jonesville Road Pathway (Western Terminus to Spanish Wells Rd)	Discretionary	\$ 4,500,000	\$ 500,000			\$ -	\$ 500,000	★	✓	✓	

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
11	Dunnagans Alley Pathway (Wexford Drive to Arrow Road)	Discretionary	Construction of new pedestrian pathway that will allow separation from traffic by adding green space and trees along Dunnagans Alley from Wexford Drive to Arrow Road.	\$ 100,000		\$ 250,000	\$ 250,000	250,000	★	✓	✓	
12	William Hilton Parkway EB Pathway (Wexford Drive to Arrow Road)	Discretionary	Construction of new pathway from Village at Wexford to Arrow Road. SC DOT TAP Grant Project.	\$ 100,000		\$ 300,000	\$ 300,000	300,000	★	✓		
13	South Forest Beach HAWK Signal at Marriott Grande Ocean	Discretionary	Improve pedestrian crossing at Alder Lane to public beach access.	\$ -	\$ -		\$ -	-				
14	Lagoon Road Pathway (Avocet Road to North Forest Beach Drive)	Discretionary	Improve pedestrian beach access along Avocet Road to North Forest Beach Drive.	\$ -	\$ -		\$ -	-				
15	Palmetto Parkway Pathway (Mathews Drive to William Hilton Parkway)	Discretionary	Construction of new pathway along Palmetto Parkway.	\$ -	\$ -		\$ -	-				
16	Spanish Wells Pedestrian Bridge	Maintenance	Renovation of existing wooden pedestrian bridge along Spanish Wells Road.	\$ -	\$ -		\$ -	-				
17	Fish Haul Road (Baygall Road to Alice Perry Drive)	Discretionary	Phase 1: Baygall Road to Mangrove Street (800 linear feet). Phase 2: Mangrove Street to Alice Perry Drive (1,700 linear feet).	\$ -	\$ -		\$ -	-				
	Gum Tree Road SB Pathway (Marsh Point Drive to Marshside Drive)		Construction of new pathway to support Northpoint development and safe routes to school (450 linear feet).	\$ -	\$ -		\$ -	-				
18	William Hilton Parkway EB Pathway (Mathews Drive / Folly Field Road to Shelter Cove Lane)	Discretionary	Construction of new pathway including landscaping and bollard lighting along William Hilton Parkway eastbound from Mathews Drive / Folly Field Road intersection to Shelter Cove Lane (6,400 linear feet).	\$ 100,000	\$ -		\$ -	-				
19	Cross Island Parkway from Coastal Discovery Museum Access to Spanish Wells Road	Discretionary	New pathway installation from Coastal Discovery to Spanish Wells Road pathway.	\$ -	\$ -		\$ -	-				
20	Muddy Creek Pathway Connection (Muddy Creek Road to Cross Island Parkway)	Discretionary	New pathway installation from Muddy Creek Road neighborhood to Cross Island Parkway.	\$ -	\$ -		\$ -	-				
	Cordillo Parkway NB Pathway (Pope Ave to Shipyard Gate)		Construction of pathway connection from Pope Avenue to Shipyard along Cordillo Parkway.	\$ 250,000	\$ -		\$ -	-				
Subtotal New Pathway Segments				\$ 5,050,000	\$ 500,000	\$ 550,000	\$ -	\$ 550,000	\$ 1,050,000			
21	Pathway Project Management and Contingency	N/A	Contingency for unexpected project expenses.	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	100,000				
Total Pathway Program				\$ 5,500,000	\$ 500,000	\$ 550,000	\$ 600,000	\$ 1,150,000	\$ 1,650,000			
ROADWAY PROGRAM												
22	Roadway Maintenance & Improvements	Maintenance	Maintenance of and Improvements to existing roadways including general maintenance such as repair of potholes, curbing, and shoulders; pavement markings; permanent traffic signs; Town bus stops etc.	\$ 455,000	\$ -	\$ 250,000	\$ 250,000	250,000	★		✓	
23	Town Road Resurfacing Program	Maintenance	Roadway resurfacing on existing Town roads.	\$ -	\$ -		\$ -	-				
24	Signal System Maintenance	Maintenance	Maintenance of traffic signal system, traffic mast arms, and signage. Additional funding support, replacement of aging traffic cabinets and signal heads, and installation of battery back-ups.	\$ 880,000	\$ 500,000	\$ 600,000	\$ 600,000	1,100,000	★		✓	

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
25	Landscape, Lighting, and Safety Enhancements	Maintenance	\$ 1,000,000	\$ -		\$ 750,000	\$ 750,000	750,000	★			✓
Dirt Road Paving Program		Program to accept dedications of private dirt roads through procurement and ROW acquisition.										
26	Mitchelville Road	Discretionary	\$ 1,000,000	\$ 910,000		\$ -	\$ -	910,000	★		✓	✓
27	Alice Perry Drive	Discretionary	\$ 1,000,000	\$ 50,000		\$ -	\$ -	50,000	★	✓	✓	
28	Freddie's Way	Discretionary	\$ 575,000	\$ 50,000		\$ -	\$ -	50,000	★	✓	✓	
29	Alfred Lane	Discretionary	\$ 48,500	\$ 44,500		\$ -	\$ -	44,500	★	✓	✓	
30	Benjamin Drive	Discretionary	\$ 100,000	\$ 50,000		\$ -	\$ -	50,000	★	✓	✓	
31	Christopher Drive	Discretionary	\$ -	\$ -		\$ -	\$ -	-				
32	Darling Road	Discretionary	\$ -	\$ -		\$ -	\$ -	-				
33	Manatee Way	Discretionary	\$ -	\$ -		\$ -	\$ -	-				
34	Pine Field	Discretionary	\$ -	\$ -		\$ -	\$ -	-				
35	Amelia Court	Discretionary	\$ -	\$ -		\$ -	\$ -	-				
36	Evelina Road	Discretionary	\$ -	\$ -		\$ -	\$ -	-				
Subtotal Dirt Road Paving Program			\$ 2,723,500	\$ 1,104,500	\$ -	\$ -	\$ -	\$ 1,104,500				

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
37	Island-wide Intersection Pedestrian & Vehicular Safety Improvements	Maintenance	Installation of consistent pavement markings, Rectangular Rapid Flash Beacons (RRFB's), in-pavement puck lights, and/or improved signage at all intersections and at midblock crosswalk locations along major corridors. FY25/26: Squire Pope, Gum Tree, Cross Island Gum Tree Exit, Beach City, and Mathews.	\$ 1,000,000	\$ 250,000	\$ -	\$ -	250,000	★			✓
38	Jonesville Road and Spanish Wells Right Turn Lane Improvements	Maintenance	Right turn lane improvement off of Jonesville Road onto Spanish Wells Road.	\$ -	\$ -	\$ 100,000	\$ 100,000	100,000	★	✓	✓	
39	Northpoint Access Improvements	Maintenance	Access improvements connecting Northpoint to Gumtree Road through USPS including roadway, pathway to Gumtree Road/ Bus Drive, drainage, and landscaping.	\$ -	\$ -	\$ 150,000	\$ 150,000	150,000	★	✓	✓	
40	Tabby Walk Entrance Relocation	Maintenance	Tabby Walk relocation of entrance from Mathews Drive to Palmetto Parkway for safety.	\$ -	\$ -	\$ 200,000	\$ 200,000	200,000	★	✓	✓	
41	William Hilton Parkway Gateway Corridor & Stoney Corridor	Discretionary	Additional planning for improvements to William Hilton Parkway on recommendations not included in SCDOT pathway project.	\$ 100,000	\$ -	\$ 100,000	\$ -	100,000	★	✓		
Streetscape Enhancements												
42	Main Street	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ 1,500,000	\$ -	\$ -	\$ -	-				
43	New Orleans Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -	\$ -	\$ -	-				
44	Old Wild Horse	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -	\$ -	\$ -	-				
45	Palmetto Bay Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -	\$ -	\$ -	-				
46	Pope Avenue Streetscape Improvements	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified. Includes a pedestrian scramble at Pope Avenue and Lagoon Road. Phase 1: Pedestrian scramble at Pope Avenue and Lagoon Road and design and permitting of intersection improvements.	\$ 333,718	\$ 180,000	\$ 70,000	\$ 70,000	250,000	★	✓	✓	✓
47	Arrow Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -	\$ -	\$ -	-				
Subtotal Streetscape Enhancements				\$ 1,833,718	\$ 180,000	\$ 70,000	\$ -	70,000	\$ 250,000			

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
William Hilton Parkway Streetscape Enhancements												
48	Segment 1 - Spanish Wells Road / Wild Horse Road to Wilborn Road / Jarvis Park Road	Discretionary	\$ -	\$ -			\$ -					
49	Segment 2 - Wilborn Road / Jarvis Park Road to Beach City Road / Gardner Drive	Discretionary	\$ -	\$ -			\$ -					
	Segment 3 Interim Safety Improvements - Beach City Road / Gardner Drive to Dillon Road		\$ 1,500,000	\$ -			\$ -					
50	Segment 3 - Beach City Road / Gardner Drive to Dillon Road	Discretionary	\$ -	\$ -			\$ -					
51	Segment 4 - Dillon Road to Mathews Drive / Folly Field Road	Discretionary	\$ -	\$ -			\$ -					
52	Segment 5 - Mathews Drive / Folly Field Road to Shelter Cove Lane	Discretionary	\$ -	\$ -	\$ 300,000		\$ 300,000	300,000	★	✓		
53	Segment 6 - Shelter Cove Lane to Queens Folly Road / King Neptune Drive	Discretionary	\$ -	\$ -			\$ -					
54	Segment 7 - Queens Folly Road / King Neptune Drive to Wexford Drive / Shipyard Drive	Discretionary	\$ -	\$ -			\$ -					
55	Segment 8 - Sea Pines Circle to Wexford Drive / Shipyard Drive	Discretionary	\$ 800,000	\$ 350,000			\$ -	350,000	★	✓	✓	✓
Subtotal William Hilton Parkway Streetscape Enhancements			\$ 2,300,000	\$ 350,000	\$ 300,000	\$ -	\$ 300,000	\$ 650,000				
56	Wilborn Road & Pembroke Drive Turn Lane Extensions / Curb and Gutter Improvements	Maintenance	\$ -	\$ -			\$ -					
57	Folly Field Road Pedestrian Safety Improvements	Maintenance	\$ -	\$ -		\$ 75,000	\$ 75,000	75,000	★	✓	✓	✓

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
58	Roadway Project Management and Contingency	N/A	\$ 25,000	\$ -		\$ 100,000	\$ 100,000	100,000				
Total Roadway Program			\$ 10,317,218	\$ 2,384,500	\$ 470,000	\$ 2,225,000	\$ 2,695,000	\$ 5,079,500				
PARK PROGRAM												
59	Park Maintenance and Improvements	Maintenance	\$ 500,000	\$ -		\$ 250,000	\$ 250,000	\$ 250,000	★			✓
60	Public Art Program	Discretionary	\$ 35,375	\$ -		\$ 35,000	\$ 35,000	35,000	★			✓
Island Recreation Association			Recreation Center enhancements									
61	Rec Center Building Improvements	Maintenance	\$ 365,000	\$ -		\$ 233,500	\$ 233,500	233,500	★			✓
62	Rec Center Pool Improvements	Maintenance	\$ 95,000	\$ -		\$ 195,000	\$ 195,000	195,000	★			✓
63	Basketball Court Improvements	Maintenance	\$ 45,000	\$ -		\$ -	\$ -	-				
64	Athletic Equipment Improvements	Maintenance	\$ 15,000	\$ -		\$ 15,000	\$ 15,000	15,000	★			
65	Event Equipment Improvements	Maintenance	\$ -	\$ -		\$ 67,500	\$ 67,500	67,500	★			
Barker Field - Extension Field Improvement			\$ 1,500,000	\$ -		\$ -	\$ -	-				
Subtotal Island Recreation Association			\$ 2,020,000	\$ -	\$ -	\$ 511,000	\$ 511,000	\$ 511,000				
66	Chaplin Community Park Renovation - Phase 1: Parking Renovation & Expansion	Discretionary	\$ 1,907,797	\$ -		\$ -	\$ -	-				
67	Chaplin Community Park Renovation - Phase 2: Soccer Complex, Facility Upgrades, and Parking Expansion	Discretionary	\$ -	\$ -		\$ -	\$ -	-				
68	Coligny Circle NW Quadrant Pocket Park	Discretionary	\$ 500,000	\$ 425,000	\$ 475,000		\$ 475,000	900,000	★		✓	✓
69	Crossings Park Renovation - Phase 1: Pickleball Complex	Discretionary	\$ 5,000,000	\$ 1,000,000			\$ -	1,000,000	★	✓	✓	

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
70	Crossings Park Renovation - Phase 2: Bristol Sports Arena, Skate Park, and Pump Track	Renovation to Bristol Sports Arena with new cover and fencing over arena, new skate park, and pump track.	\$ -	\$ -	\$ 750,000	\$ -	\$ 750,000	750,000	★	✓	✓	
71	Crossings Park Renovation - Phase 3: Baseball Complex	Construction of 2 new baseball fields, restroom, parking lot and Champions Plaza; renovation of 3 existing baseball fields, concessions, training facility, parking lot.	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	250,000	★	✓	✓	
	Ford Shell Ring	CDBG project; Design and permitting for improvements to supplement Beaufort's County's construction project in FY26.	\$ 50,102	\$ -	\$ -	\$ -	\$ -	-				
72	Jarvis Creek Park Improvements	Replacement of playground equipment.	\$ 100,000	\$ -	\$ -	\$ -	\$ -	-				
73	Mid-Island Tract Park - Phase 1	Improvements to stormwater and lagoon systems, pathways, parking lot off of Union Cemetery Road, and restrooms (site stabilization).	\$ 2,500,000	\$ 750,000	\$ -	\$ -	\$ -	750,000	★	✓	✓	
74	Patterson Family Park	Construction of new Neighborhood Park on Marshland Road providing a pavilion, lawn area, viewing platform overlooking Broad Creek, pedestrian connectivity, parking, and other associated site amenities.	\$ 2,740,583	\$ 2,240,000	\$ 350,000	\$ -	\$ 350,000	2,590,000	★	✓	✓	✓
75	Shelter Cove Community Park Expansion, Phase 2	Installation of Best Buddies playground followed by future construction of a Broad Creek boardwalk and viewing platform and landscaping.	\$ 500,000	\$ -	\$ -	\$ -	\$ -	-				
76	Taylor Family Park	Construction of new Neighborhood Park on Wild Horse Road providing a pavilion, lawn area, recreational play amenities, pedestrian connectivity, parking, and other associated site amenities.	\$ 2,911,416	\$ 2,400,000	\$ 350,000	\$ -	\$ 350,000	2,750,000	★	✓	✓	✓
77	Chaplin Linear Park with Treehouse	Linear Park including trail head up-fit, pedestrian bridge at Broad Creek inlet, tree house, and marsh-side trail connection to Singleton Beach Road.	\$ 350,000	\$ -	\$ -	\$ -	\$ -	-				
78	Old Schoolhouse Park Improvements	Landscape & site improvements including ADA parking and sidewalks, pickleball court replacement, restroom, shade, signage, seating, landscaping, etc.	\$ 350,000	\$ 250,000	\$ 500,000	\$ -	\$ 500,000	750,000	★	✓	✓	✓
79	Barker Field Phase 2 & Mitchelville Property Improvements	Development of master plan and identification of future projects.	\$ -	\$ -	\$ -	\$ -	\$ -	-				
80	Marshland Road Racquet Facility	Future racquet facility identified.	\$ -	\$ -	\$ -	\$ -	\$ -	-				
	Greens Shell Park Improvements	Replacement of property line fencing, curb, playground equipment, and observation decks	\$ 250,000	\$ -	\$ -	\$ -	\$ -	-				
81	Park Project Contingency	N/A	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	100,000				
Total Park Program			\$ 19,815,273	\$ 7,065,000	\$ 2,425,000	\$ 1,146,000	\$ 3,571,000	\$ 10,636,000				
FACILITY & EQUIPMENT PROGRAM												

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
82	Facility Maintenance & Improvements	Maintenance				\$ 500,000	\$ 500,000	\$ 500,000	★			✓
83	Facilities Equipment	Maintenance				\$ 50,000	\$ 50,000	50,000	★			
84	Town Hall Facility Improvements	Maintenance	\$ 1,745,589	\$ 200,000			\$ -	200,000	★			✓
85	4 Office Way Renovations	Maintenance		\$ 1,100,000	\$ -		\$ -	1,100,000	★	✓	✓	✓
86	IT Equipment & Software	Maintenance	\$ 1,582,000	\$ -		\$ 625,000	\$ 625,000	625,000	★			
87	Fire Hydrant Expansion	Maintenance	\$ 50,000	\$ -		\$ 50,000	\$ 50,000	50,000	★			✓
88	Fire & Medical Systems & Equipment	Maintenance	\$ 115,000	\$ -			\$ -	-				
89	Furniture Replacement	Maintenance	\$ -	\$ -		\$ 300,000	\$ 300,000	300,000	★			
90	Security Cameras & Connectivity	Maintenance	\$ 266,500	\$ -		\$ 150,000	\$ 150,000	150,000	★			
91	Tree Planting Program	Discretionary	\$ 500,000	\$ -		\$ 150,000	\$ 150,000	150,000	★			
Coastal Discovery Museum Improvements		Coastal Discovery Museum seeks funds to improve and maintain the buildings and grounds including the addition of 3-phase power at the Hay Barn and the addition of power pedestals for special events.										
92	Discovery House	Maintenance	\$ 21,500	\$ -		\$ 20,500	\$ 20,500	20,500	★			✓
93	Armstrong / Hack House	Maintenance	\$ 21,000	\$ -		\$ 10,500	\$ 10,500	10,500	★			✓
94	Pavilion	Maintenance	\$ 4,000	\$ -		\$ 4,500	\$ 4,500	4,500	★			✓
95	Discovery Lab	Maintenance	\$ 1,500	\$ -		\$ 4,500	\$ 4,500	4,500	★			✓
96	Pavilion / Restroom Building	Maintenance	\$ 5,000	\$ -		\$ 350,000	\$ 350,000	350,000	★			✓

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
97	Horse Barn	Maintenance	Structural repairs.	\$ 30,000	\$ -	\$ 23,000	\$ 23,000	23,000	★			✓
98	Hay Barn	Maintenance	Interior repairs.	\$ -	\$ -	\$ 50,000	\$ 50,000	50,000	★			✓
99	Miscellaneous Improvements	Maintenance	Front and side gates, boardwalks repair, tree work, well/field irrigation, fence repair, HVAC platform and replacement.	\$ 95,500	\$ -	\$ 23,000	\$ 23,000	23,000	★			✓
100	Event Space Improvements	Maintenance	Construction of Town-initiated enhancements including ADA compliance and lighting upgrades.	\$ 450,000	\$ -	\$ 10,000	\$ 10,000	10,000	★			✓
	Fire Rescue Training Center Facility Upgrades		Future construction of new facility.	\$ 378,000	\$ -	\$ -	\$ -	-				
Subtotal Coastal Discovery Museum Improvements				\$ 1,006,500	\$ -	\$ -	\$ 496,000	\$ 496,000	\$ 496,000			
101	Fire Rescue Headquarters	Maintenance	Construction of a new Fire Rescue Headquarters building.	\$ -	\$ -	\$ -	\$ -	-				
102	Jonesville Horse Barn	Maintenance	Renovation of existing stables, demolition of the home behind the stables, fence repairs and replacement, and miscellaneous site improvements.	\$ -	\$ -	\$ 500,000	\$ 500,000	500,000	★			✓
103	Mitchellville Freedom Park Improvements	Discretionary	Construction of drive and parking improvements to add dedicated parking and install site electricity to support events.	\$ 1,054,702	\$ 250,000	\$ -	\$ -	250,000	★	✓	✓	
	Shelter Cove Facilities Improvements		Repairs, replacement, and general improvements to Shelter Cove facilities.	\$ 50,000	\$ -	\$ -	\$ -	-				
104	Wild Wing Café Renovation	Discretionary	Renovation of building and site.	\$ 500,000	\$ -	\$ -	\$ -	-				
105	Aunt Chilada Property Improvements	Maintenance	Demolition of recently acquired building, parking lot renovation and construction of a pocket park.	\$ -	\$ -	\$ -	\$ -	-				
106	Town Refuse & Recycling Management Improvements	Discretionary	Improvements and acquisition of equipment for refuse and recycling at Town facilities, parks, and beaches.	\$ -	\$ -	\$ 250,000	\$ 250,000	250,000	★			
107	Fire Radio Replacement	Maintenance	Replacement of radio communication equipment.	\$ -	\$ -	\$ -	\$ -	-				
	Emergency Operations Center Improvements		Center work station renovation, chairs, and painting of interior hallway, dispatch kitchen, office, counter top.	\$ 35,000	\$ -	\$ -	\$ -	-				
	Fire Rescue HQ Replacement		Exterior storage shed renovation, front lobby renovation, and electrical panel surge protection.	\$ 85,000	\$ -	\$ -	\$ -	-				
	Fire Stations 1-7 Replacements		Repairs, replacement, and general improvements to Fire facilities.	\$ 1,127,000	\$ -	\$ -	\$ -	-				
	Fire Training Center		Replace the flooring in office and laundry with LVF.	\$ 10,000	\$ -	\$ -	\$ -	-				
	Security access upgrades		Replacement of the door access control systems at all Fire/Rescue locations.	\$ 175,000	\$ -	\$ -	\$ -	-				
108	Facilities and Equipment Contingency	N/A	Contingency for unexpected project expenses.	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	100,000				
Total Facility & Equipment Program				\$ 8,402,291	\$ 1,550,000	\$ -	\$ 3,171,000	\$ 3,171,000	\$ 4,721,000			

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
STORMWATER PROGRAM												
109	Stormwater Maintenance & Improvements	Maintenance	Various stormwater corrective maintenance and improvement projects based on service request priority scores, including easement acquisitions as needed.	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	★	✓	✓	✓
110	Stormwater Maintenance Agreement Program	Maintenance	Stormwater program allocation for qualifying corrective maintenance reimbursements for active agreement partners.	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	2,000,000	★			✓
111	Moonshell / Folly Field Neighborhood Drainage Improvements	Maintenance	Permitting & installation of pipes, inlet structures, and control structures to improve efficiency and reduce long-term maintenance costs along the existing Folly Field ditch between Starfish Drive and the Island Club including making improvements to the outfall connection to the Port Royal main channel (under Folly Field Road and Wimbledon Court).	\$ 100,000	\$ 60,000	\$ -	\$ -	60,000	★	✓		
112	75 Helmsman Way Drainage Improvements	Maintenance	Replace existing pipes and replace with larger pipes at a higher elevation with backflow prevention devices to correct identified deficiencies (resilience project).	\$ -	\$ -	\$ 50,000	\$ 50,000	50,000	★	✓		
113	Bryant Road Pond Restoration	Maintenance	Restoration of existing ponds and new pipe interconnection on property recently acquired by the Town to address drainage system deficiencies.	\$ -	\$ -	\$ 25,000	\$ 25,000	25,000	★			✓
114	Cordillo Courts Drainage Improvements	Maintenance	Installation of new drainage infrastructure including pipe, inlets and expansion of an existing detention basin.	\$ 5,880	\$ 5,880	\$ 90,000	\$ 90,000	95,880	★			✓
115	Gum Tree Road Drainage Improvements	Maintenance	Improvements to address various deficiencies along Gum Tree Road between Katie Miller Drive and Georgianna Drive, including regrading of ditches, installation of new inlets, new pipe and repairs along the outfall system.	\$ 80,000	\$ -	\$ 120,000	\$ 120,000	120,000	★			✓
116	Jarvis Creek Outfall	Maintenance	Installation of flap gates on the outfall end of two 84-inch diameter concrete pipes that discharge stormwater from the Jarvis Creek Pump Station outfall system; necessary to improve operation and effectiveness of the pump station during extreme events by mitigating the impacts of tidal storm surge on the system. (resilience project).	\$ 150,000	\$ -	\$ 50,000	\$ 50,000	50,000	★	✓	✓	
117	Jarvis Creek Pump Station - Pump Replacements	Maintenance	Procure and install new pumps (4 total, 1 replaced per year).	\$ -	\$ -	\$ 300,000	\$ 300,000	300,000	★			✓
118	Main Street Drainage Improvements	Maintenance	Improvements based on 2019 assessment completed by Stormwater Utility.	\$ 250,000	\$ 50,000		\$ -	50,000	★			✓
119	Old Woodlands-26 Indian Trail Drainage Improvements	Maintenance	Improvements along the back lot line of three residential properties to address a chronic drainage issue.	\$ -	\$ -	\$ 80,000	\$ 80,000	80,000	★	✓	✓	

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
120	Palmetto Hall Outfall Improvements	Maintenance	Addition of hydraulic capacity at the system outfall and addition of backflow prevention devices.	\$ 80,000	\$ -	\$ 150,000	\$ 150,000	150,000	★	✓		
121	Water Level Monitoring	Maintenance	Installation of remote monitoring devices to facilitate disaster preparation, pond management, and dynamic model calibration efforts.	\$ -	\$ -	\$ 75,000	\$ 75,000	75,000	★			
122	Weather Monitoring	Maintenance	Installation of weather stations in various locations to provide essential data during extreme weather events and to calibrate dynamic hydraulic models.	\$ -	\$ -	\$ 50,000	\$ 50,000	50,000	★			
123	Central Island Pump Station Overhaul and Resiliency Improvements	Maintenance	Overhaul including 2 new pumps, new controls, debris screens, new genset, new conduit, new SCADA monitoring system, and new control building.	\$ 1,308,720	\$ -	\$ 750,000	\$ 750,000	750,000	★	✓	✓	
124	Ashmore Channel Resilience/278 Backflow Prevention Port Royal	Maintenance	Install flap gates on each of two large diameter pipes to protect Port Royal and adjacent upstream properties during extreme weather events (resilience project).	\$ -	\$ -		\$ -	-				
125	Gum Tree Channel Capacity Improvements at Chinaberry Crossing	Maintenance	Channel and road crossing improvements to address identified system deficiencies.	\$ -	\$ -	\$ 120,000	\$ 120,000	120,000	★	✓	✓	
126	24 Pope Avenue Outfall to Shipyard	Maintenance	Design and install drainage infrastructure to correct an identified deficiency impacting drainage on Pope Avenue.	\$ -	\$ -		\$ -	-				
127	25 Dunnagans Alley Parking Lot Drainage Improvements	Maintenance	Installation of an inlet and a pipe to drain a Town-owned parking lot.	\$ -	\$ -		\$ -	-				
128	Airport Outfall Ditch Relocation	Maintenance	Relocation of primary system ditch that drains Palmetto Headlands and the airport to accommodate future development on a Town-owned parcel at the end of Summit Drive.	\$ -	\$ -		\$ -	-				
129	Arrow Road Laydown Yard Improvements	Maintenance	Adding rock to reduce tracking of sediment onto Arrow Road.	\$ -	\$ -	\$ 75,000	\$ 75,000	75,000	★			✓
130	Arrow Road Outfall at Greenery	Maintenance	Relocate a primary system outfall pipe that drains portions of Arrow Road, Palmetto Bay Road, and Archer Road to address an identified deficiency.	\$ -	\$ -		\$ -	-				
131	Burkes Beach Area Drainage Improvements	Maintenance	Design and install drainage infrastructure to correct several identified deficiencies on Burkes Beach Road, Beach Front Lane, Barrier Beach Cove, and Sandy Beach Trail.	\$ -	\$ -		\$ -	-				
132	Gardner Channel Capacity Improvements at 278	Maintenance	Excavate a primary system channel to restore conveyance capacity.	\$ -	\$ -		\$ -	-				
133	Marshland Road Pathway Drainage Issues	Maintenance	Implement various improvements along the Town-owned pathway to address identified deficiencies.	\$ -	\$ -		\$ -	-				
134	Muddy Creek South Outfall	Maintenance	Outfall ditch capacity improvements to protect the Muddy Creek Neighborhood (easements required).	\$ -	\$ -		\$ -	-				
135	North Forest Beach Pipe Replacements	Maintenance	Replacement of perforated pipe along 9 streets in North Forest Beach to restore and improve functionality of Town-owned systems along private roads with in Town easements.	\$ -	\$ -		\$ -	-				
136	Shipyard Pump Station Overhaul	Maintenance	Overhaul of a critical pump station including replacement of electronic controls, generator, and pumps.	\$ -	\$ -		\$ -	-				
137	Squire Pope Outfalls-Backflow Prevention (2)	Maintenance	Add flap gates at the end of two primary system outfalls to improve hydraulic functionality (resilience project).	\$ -	\$ -		\$ -	-				

EXHIBIT B - FISCAL YEAR 2026 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Project	Project Type	Project Scope	FY 2025 Amended Budget	FY 2026 Estimated Roll Forward Request from FY25 Budget	FY 2026 New Funding Request for Approved FY25 Projects	FY 2026 New Funding Request for New FY26 Projects	Sum of New Funding Requests for FY26 Projects	FY 2026 Proposed Budget	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
138	The Links at Port Royal Improvements	Maintenance	\$ -	\$ -			\$ -	-				
139	Woodlake Villas/Mathews Drive Outfall Improvements	Maintenance	\$ -	\$ -			\$ -	-				
140	Woodward Ave Pipe Rehabilitation	Maintenance	\$ -	\$ -			\$ -	-				
141	Arrow Road Powerline Channel Excavation - Capacity Improvements	Maintenance	\$ -	\$ -			\$ -	-				
	Howell Tract Access Gate		\$ 20,000	\$ -			\$ -	-				
	Lawton Pump Station Replacement		\$ 198,710	\$ -			\$ -	-				
142	Stormwater Contingency	N/A	\$ -	\$ -		\$ 500,000	\$ 500,000	500,000				
Total Stormwater Program			\$ 2,193,310	\$ 115,880	\$ 1,070,000	\$ 5,165,000	\$ 6,235,000	\$ 6,350,880				
FLEET PROGRAM												
143	Staff Vehicle Replacement	Maintenance	\$ 130,000	\$ -		\$ 80,000	\$ 80,000	80,000	★			
144	Engine/Pumper Replacement/Quint Company Replacement	Maintenance	\$ 6,884,707	\$ -			\$ -	-				
145	Support Vehicle Replacement	Maintenance	\$ 100,000	\$ -			\$ -	-				
146	Ladder Truck Replacement	Maintenance	\$ 4,500,000	\$ -			\$ -	-				
147	New Staff Vehicles	Maintenance	\$ -	\$ -			\$ -	-				
148	Specialty Vehicles	Maintenance	\$ -	\$ -			\$ -	-				
149	Battalion 1 Replacement	Maintenance	\$ -	\$ -			\$ -	-				
150	Medic Unit Replacement	Maintenance	\$ -	\$ -			\$ -	-				
	Public Safety Boat		\$ 36,000	\$ -			\$ -	-				
151	Fleet Contingency	N/A	\$ 100,000	\$ -		\$ 100,000	\$ 100,000	100,000				
Total Fleet Program			\$ 11,750,707	\$ -	\$ -	\$ 180,000	\$ 180,000	\$ 180,000				
LAND ACQUISITION PROGRAM												
152	Land Acquisition Administration	Discretionary	\$ 9,142,904	\$ -		\$ 250,000	\$ 250,000	250,000	★			
Total Land Acquisition Program			\$ 9,142,904	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000				
Total Capital Improvements Program Fund			\$ 88,720,703	\$ 27,215,380	\$ 37,015,000	\$ 13,457,000	\$ 50,472,000	\$ 77,687,380				

CAPITAL IMPROVEMENT PROGRAM - FY 2026 PROPOSED BUDGET

Revised: May 8, 2025

											FY 2026 Project Schedule		
Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	Design	Permitting	Construction	
BEACH PROGRAM													
1	Beach Park Maintenance & Improvements	Maintenance	Repairs, replacement, and general improvements to beach parks such as facilities, hardscape, landscaping, lighting, boardwalks, beach mats, and site furnishings, and other capital infrastructure.	\$ 150,000	\$ 150,000	Priority	Priority	Priority	Priority	★		✓	
2	Beach Management & Monitoring	Maintenance	Activities to manage and monitor the beach and dune system including island wide beach survey and monitoring, endangered species monitoring, and other similar activities.	\$ 220,000	\$ 220,000	Priority	Priority	Priority	Priority	★			
3	Beach Renourishment	Maintenance	Renourishment of beaches at Pine Island, Fish Haul Creek, "The Heel", Central, and South Beach.	\$ 47,500,000	\$ 47,500,000					★		✓	
4	Islanders Beach Park Improvements	Discretionary	Parking area expansion and renovation, building improvements, stormwater infrastructure improvements, playground equipment replacement, construction of new pathways, landscaping and signage improvements, and boardwalk repairs.	\$ -	\$ -	Priority	Priority						
5	Folly Field Beach Park Improvements	Discretionary	Renovation consisting of restroom building exterior renovation, landscaping enhancements, new signage, consolidation of lighting and camera systems, and other improvements.	\$ -	\$ -		Priority						
6	Coligny Beach Park Boardwalk Maintenance	Maintenance	Replacement and repair to existing decking, including structural repairs where necessary.	\$ 250,000	\$ 250,000	Priority	Priority	Priority	Priority	★		✓	
7	Harbour Town Dredge	Maintenance	Agreement with South Island Dredging Association to assist with funding for dredging of Harbour Town Yacht Basin and Braddock Cove Creek.	\$ 600,000	\$ 600,000					★		✓	
8	Beach Program Contingency	N/A	Contingency for unexpected expenses.	\$ 100,000	\$ 100,000	Priority	Priority	Priority	Priority				
Total Beach Program				\$ 48,820,000	\$ 48,820,000								
PATHWAY PROGRAM													
9	Pathway Maintenance & Improvements	Maintenance	Maintenance and improvements to existing pathways and supporting infrastructure including repair, rejuvenation, and striping plus safety enhancements aimed at improving consistency, uniformity, and ADA compliance of all pathways.	\$ 500,000	\$ 500,000	Priority	Priority	Priority	Priority	★		✓	
New Pathway Segments													

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
10	Jonesville Road Pathway (Western Terminus to Spanish Wells Rd)	Discretionary	Construction of new pedestrian pathway off of Spanish Wells Road into and through the Jonesville neighborhood.	\$ 500,000	\$ 500,000	Priority			★	✓	✓	
11	Dunnagans Alley Pathway (Wexford Drive to Arrow Road)	Discretionary	Construction of new pedestrian pathway that will allow separation from traffic by adding green space and trees along Dunnagans Alley from Wexford Drive to Arrow Road.	\$ 250,000	\$ 250,000	Priority			★	✓	✓	
12	William Hilton Parkway EB Pathway (Wexford Drive to Arrow Road)	Discretionary	Construction of new pathway from Village at Wexford to Arrow Road. SC DOT TAP Grant Project.	\$ 300,000	\$ 300,000	Priority			★	✓		
13	South Forest Beach HAWK Signal at Marriott Grande Ocean	Discretionary	Improve pedestrian crossing at Alder Lane to public beach access.	\$ -	\$ -	Priority						
14	Lagoon Road Pathway (Avocet Road to North Forest Beach Drive)	Discretionary	Improve pedestrian beach access along Avocet Road to North Forest Beach Drive.	\$ -	\$ -	Priority	Priority					
15	Palmetto Parkway Pathway (Mathews Drive to William Hilton Parkway)	Discretionary	Construction of new pathway along Palmetto Parkway.	\$ -	\$ -	Priority	Priority					
16	Spanish Wells Pedestrian Bridge	Maintenance	Renovation of existing wooden pedestrian bridge along Spanish Wells Road.	\$ -	\$ -		Priority					
17	Fish Haul Road (Baygall Road to Alice Perry Drive)	Discretionary	Phase 1: Baygall Road to Mangrove Street (800 linear feet). Phase 2: Mangrove Street to Alice Perry Drive (1,700 linear feet).	\$ -	\$ -		Priority	Priority	Priority			
18	William Hilton Parkway EB Pathway (Mathews Drive / Folly Field Road to Shelter Cove Lane)	Discretionary	Construction of new pathway including landscaping and bollard lighting along William Hilton Parkway eastbound from Mathews Drive / Folly Field Road intersection to Shelter Cove Lane (6,400 linear feet).	\$ -	\$ -		Priority					
19	Cross Island Parkway from Coastal Discovery Museum Access to Spanish Wells Road	Discretionary	New pathway installation from Coastal Discovery to Spanish Wells Road pathway.	\$ -	\$ -			Priority				
20	Muddy Creek Pathway Connection (Muddy Creek Road to Cross Island Parkway)	Discretionary	New pathway installation from Muddy Creek Road neighborhood to Cross Island Parkway.	\$ -	\$ -	Priority	Priority					
Subtotal New Pathway Segments				\$ 1,050,000	\$ 1,050,000							
21	Pathway Project Management and Contingency	N/A	Contingency for unexpected project expenses.	\$ 100,000	\$ 100,000	Priority	Priority	Priority	Priority			
Total Pathway Program				\$ 1,650,000	\$ 1,650,000							

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule			
										Design	Permitting	Construction	
ROADWAY PROGRAM													
22	Roadway Maintenance & Improvements	Maintenance	Maintenance of and Improvements to existing roadways including general maintenance such as repair of potholes, curbing, and shoulders; pavement markings; permanent traffic signs; Town bus stops etc.	\$ 250,000	\$ 250,000	Priority	Priority	Priority	Priority	★			✓
23	Town Road Resurfacing Program	Maintenance	Roadway resurfacing on existing Town roads.	\$ -	\$ -	Priority	Priority	Priority	Priority				
24	Signal System Maintenance	Maintenance	Maintenance of traffic signal system, traffic mast arms, and signage. Additional funding support, replacement of aging traffic cabinets and signal heads, and installation of battery back-ups.	\$ 1,100,000	\$ 1,100,000	Priority	Priority	Priority	Priority	★			✓
25	Landscape, Lighting, and Safety Enhancements	Maintenance	Landscaping, lighting improvements, and installation of safety improvements, including Beach City Road, Pope Avenue, William Hilton Parkway, Mathews Drive, Dunnagans Roundabout, Squire Pope Roundabout, Palmetto Bay Road, and Cross Island Parkway.	\$ 750,000	\$ 750,000	Priority	Priority	Priority	Priority	★			✓
Dirt Road Paving Program			Program to accept dedications of private dirt roads through procurement and ROW acquisition.										
26	Mitchelville Road	Discretionary	Replace existing dirt road with asphalt and drainage improvements located on Mitchelville Road.	\$ 910,000	\$ 910,000					★		✓	✓
27	Alice Perry Drive	Discretionary	Replace existing dirt road with asphalt and drainage improvements in the Bay Gall Area of Hilton Head.	\$ 50,000	\$ 50,000	Priority				★	✓	✓	
28	Freddie's Way	Discretionary	Replace existing dirt road with asphalt and drainage improvements located off of Oak View Road.	\$ 50,000	\$ 50,000	Priority				★	✓	✓	
29	Alfred Lane	Discretionary	Replace existing dirt road with asphalt and drainage improvements located off of Bryant Road.	\$ 44,500	\$ 44,500	Priority				★	✓	✓	
30	Benjamin Drive	Discretionary	Replace existing dirt road with asphalt and drainage improvements located off of Jonesville Road.	\$ 50,000	\$ 50,000	Priority				★	✓	✓	
31	Christopher Drive	Discretionary	Dirt road identified for future extension of paved road off of William Hilton Parkway.	\$ -	\$ -		Priority	Priority					
32	Darling Road	Discretionary	Dirt road identified for future extension of paved road off of William Hilton Parkway.	\$ -	\$ -		Priority	Priority					
33	Manatee Way	Discretionary	Dirt road identified for future extension of paved road off of Otter Hole Road.	\$ -	\$ -		Priority	Priority					

											FY 2026 Project Schedule		
Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	Design	Permitting	Construction	
34	Pine Field	Discretionary	Dirt road identified for future extension of a paved road off of Marshland Road.	\$ -	\$ -		Priority	Priority					
35	Amelia Court	Discretionary	Dirt road identified for future extension of paved road off of Squire Pope Road.	\$ -	\$ -		Priority	Priority					
36	Evelina Road	Discretionary	Dirt road identified for future extension of paved road off of Squire Pope Road.	\$ -	\$ -			Priority	Priority				
Subtotal Dirt Road Paving Program			\$ 1,104,500	\$ 1,104,500									
37	Island-wide Intersection Pedestrian & Vehicular Safety Improvements	Maintenance	Installation of consistent pavement markings, Rectangular Rapid Flash Beacons (RRFB's), in-pavement puck lights, and/or improved signage at all intersections and at midblock crosswalk locations along major corridors. FY25/26: Squire Pope, Gum Tree, Cross Island Gum Tree Exit, Beach City, and Mathews.	\$ 250,000	\$ 250,000	Priority	Priority	Priority	Priority	★		✓	
38	Jonesville Road and Spanish Wells Right Turn Lane Improvements	Maintenance	Right turn lane improvement off of Jonesville Road onto Spanish Wells Road.	\$ 100,000	\$ 100,000	Priority				★	✓	✓	
39	Northpoint Access Improvements	Maintenance	Access improvements connecting Northpoint to Gumtree Road through USPS including roadway, pathway to Gumtree Road/ Bus Drive, drainage, and landscaping.	\$ 150,000	\$ 150,000	Priority				★	✓	✓	
40	Tabby Walk Entrance Relocation	Maintenance	Tabby Walk relocation of entrance from Mathews Drive to Palmetto Parkway for safety.	\$ 200,000	\$ 200,000	Priority				★	✓	✓	
41	William Hilton Parkway Gateway Corridor & Stoney Corridor	Discretionary	Additional planning for improvements to William Hilton Parkway on recommendations not included in SCDOT pathway project.	\$ 100,000	\$ 100,000					★	✓		
Streetscape Enhancements													
42	Main Street	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -	Priority	Priority	Priority	Priority				
43	New Orleans Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -		Priority	Priority	Priority				
44	Old Wild Horse	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -	Priority	Priority						
45	Palmetto Bay Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -		Priority	Priority					

											FY 2026 Project Schedule		
Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	Design	Permitting	Construction	
46	Pope Avenue Streetscape Improvements	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified. Includes a pedestrian scramble at Pope Avenue and Lagoon Road. Phase 1: Pedestrian scramble at Pope Avenue and Lagoon Road and design and permitting of intersection improvements.	\$ 250,000	\$ 250,000	Priority	Priority	Priority	★	✓	✓	✓	
47	Arrow Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -		Priority	Priority					
Subtotal Streetscape Enhancements			\$ 250,000	\$ 250,000									
William Hilton Parkway Streetscape Enhancements													
48	Segment 1 - Spanish Wells Road / Wild Horse Road to Wilborn Road / Jarvis Park Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -			Priority					
49	Segment 2 - Wilborn Road / Jarvis Park Road to Beach City Road / Gardner Drive	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -		Priority	Priority					
50	Segment 3 - Beach City Road / Gardner Drive to Dillon Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -		Priority	Priority					
51	Segment 4 - Dillon Road to Mathews Drive / Folly Field Road	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -			Priority					
52	Segment 5 - Mathews Drive / Folly Field Road to Shelter Cove Lane	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified. Phase 1: Survey, design, and permitting of median enhancements.	\$ 300,000	\$ 300,000	Priority	Priority	Priority	★	✓			
53	Segment 6 - Shelter Cove Lane to Queens Folly Road / King Neptune Drive	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -			Priority					
54	Segment 7 - Queens Folly Road / King Neptune Drive to Wexford Drive / Shipyard Drive	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified.	\$ -	\$ -		Priority	Priority					
55	Segment 8 - Sea Pines Circle to Wexford Drive / Shipyard Drive	Discretionary	Implementation of recommendations from the Major Thoroughfares and Corridors Plan including safety improvements, landscaping, signage, lighting, and other improvements identified. Phase 1: Design, permitting, and implementation of improvements to Sea Pines Circle.	\$ 350,000	\$ 350,000	Priority			★	✓	✓	✓	
Subtotal William Hilton Parkway Streetscape Enhancements			\$ 650,000	\$ 650,000									

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
56	Wilborn Road & Pembroke Drive Turn Lane Extensions / Curb and Gutter Improvements	Maintenance	\$ -	\$ -		Priority	Priority	Priority				
57	Folly Field Road Pedestrian Safety Improvements	Maintenance	\$ 75,000	\$ 75,000	Priority				★	✓	✓	✓
58	Roadway Project Management and Contingency	N/A	\$ 100,000	\$ 100,000	Priority	Priority	Priority	Priority				
Total Roadway Program			\$ 5,079,500	\$ 5,079,500								
PARK PROGRAM												
59	Park Maintenance and Improvements	Maintenance	\$ 250,000	\$ 250,000	Priority	Priority	Priority	Priority	★			✓
60	Public Art Program	Discretionary	\$ 35,000	\$ 35,000	Priority	Priority	Priority	Priority	★			✓
Island Recreation Association		Recreation Center enhancements										
61	Rec Center Building Improvements	Maintenance	\$ 233,500	\$ 233,500	Priority	Priority	Priority	Priority	★			✓
62	Rec Center Pool Improvements	Maintenance	\$ 195,000	\$ 195,000	Priority	Priority	Priority	Priority	★			✓
63	Basketball Court Improvements	Maintenance	\$ -	\$ -	Priority							
64	Athletic Equipment Improvements	Maintenance	\$ 15,000	\$ 15,000		Priority		Priority	★			
65	Event Equipment Improvements	Maintenance	\$ 67,500	\$ 67,500	Priority	Priority	Priority	Priority	★			
Subtotal Island Recreation Association			\$ 511,000	\$ 511,000	Priority	Priority	Priority	Priority				
66	Chaplin Community Park Renovation - Phase 1: Parking Renovation & Expansion	Discretionary	\$ -	\$ -	Priority	Priority	Priority					
67	Chaplin Community Park Renovation - Phase 2: Soccer Complex, Facility Upgrades, and Parking Expansion	Discretionary	\$ -	\$ -	Priority	Priority	Priority					
68	Coligny Circle NW Quadrant Pocket Park	Discretionary	\$ 900,000	\$ 900,000					★		✓	✓
69	Crossings Park Renovation - Phase 1: Pickleball Complex	Discretionary	\$ 1,000,000	\$ 1,000,000	Priority	Priority	Priority		★	✓	✓	

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule			
										Design	Permitting	Construction	
70	Crossings Park Renovation - Phase 2: Bristol Sports Arena, Skate Park, and Pump Track	Discretionary	Renovation to Bristol Sports Arena with new cover and fencing over arena, new skate park, and pump track.	\$ 750,000	\$ 750,000	Priority				★	✓	✓	
71	Crossings Park Renovation - Phase 3: Baseball Complex	Discretionary	Construction of 2 new baseball fields, restroom, parking lot and Champions Plaza; renovation of 3 existing baseball fields, concessions, training facility, parking lot.	\$ 250,000	\$ 250,000	Priority	Priority	Priority	Priority	★	✓		
72	Jarvis Creek Park Improvements	Discretionary	Replacement of playground equipment.	\$ -	\$ -		Priority						
73	Mid-Island Tract Park - Phase 1	Discretionary	Improvements to stormwater and lagoon systems, pathways, parking lot off of Union Cemetery Road, and restrooms (site stabilization).	\$ 750,000	\$ 750,000	Priority	Priority	Priority	Priority	★	✓	✓	
74	Patterson Family Park	Discretionary	Construction of new Neighborhood Park on Marshland Road providing a pavilion, lawn area, viewing platform overlooking Broad Creek, pedestrian connectivity, parking, and other associated site amenities.	\$ 2,590,000	\$ 2,590,000					★	✓	✓	✓
75	Shelter Cove Community Park Expansion, Phase 2	Discretionary	Installation of Best Buddies playground followed by future construction of a Broad Creek boardwalk and viewing platform and landscaping.	\$ -	\$ -	Priority	Priority						
76	Taylor Family Park	Discretionary	Construction of new Neighborhood Park on Wild Horse Road providing a pavilion, lawn area, recreational play amenities, pedestrian connectivity, parking, and other associated site amenities.	\$ 2,750,000	\$ 2,750,000					★	✓	✓	✓
77	Chaplin Linear Park with Treehouse	Discretionary	Linear Park including trail head up-fit, pedestrian bridge at Broad Creek inlet, tree house, and marsh-side trail connection to Singleton Beach Road.	\$ -	\$ -		Priority	Priority	Priority				
78	Old Schoolhouse Park Improvements	Discretionary	Landscape & site improvements including ADA parking and sidewalks, pickleball court replacement, restroom, shade, signage, seating, landscaping, etc.	\$ 750,000	\$ 750,000		Priority			★	✓	✓	✓
79	Barker Field Phase 2 & Mitchelville Property Improvements	Discretionary	Development of master plan and identification of future projects.	\$ -	\$ -			Priority	Priority				
80	Marshland Road Racquet Facility	Discretionary	Future racquet facility identified.	\$ -	\$ -				Priority				
81	Park Project Contingency	N/A	Contingency for unexpected project expenses.	\$ 100,000	\$ 100,000	Priority	Priority	Priority	Priority				
Total Park Program				\$ 10,636,000	\$ 10,636,000								
FACILITY & EQUIPMENT PROGRAM													

											FY 2026 Project Schedule		
Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	Design	Permitting	Construction	
82	Facility Maintenance & Improvements	Maintenance	Repairs, replacement, and general improvements to Town facilities such as buildings, plumbing, electrical, roofing, HVAC, hardscape, landscaping, lighting, boardwalks, and site furnishings, and other capital infrastructure.	\$ 500,000	\$ 500,000	Priority	Priority	Priority	Priority	★		✓	
83	Facilities Equipment	Maintenance	Landscape equipment, watering tank, and other equipment for maintenance of capital infrastructure.	\$ 50,000	\$ 50,000	Priority	Priority	Priority	Priority	★			
84	Town Hall Facility Improvements	Maintenance	Repairs, replacement, and general improvements to Town Hall facility, including structural repairs to floors. A portion of the roll forward budget (\$1.1M) will move to 4 Office Way for FY26.	\$ 200,000	\$ 200,000	Priority	Priority	Priority	Priority	★		✓	
85	4 Office Way Renovations	Maintenance	Renovation of recently acquired former bank building to support the Engineering & Projects Department (first floor) and the Technology & Innovation Department (second floor).	\$ 1,100,000	\$ 1,100,000					★	✓	✓	
86	IT Equipment & Software	Maintenance	Replacement and acquisition of IT hardware and software equipment including servers, switches, computers, and associated equipment.	\$ 625,000	\$ 625,000	Priority	Priority	Priority	Priority	★			
87	Fire Hydrant Expansion	Maintenance	Add new fire hydrants, particularly in historic neighborhoods.	\$ 50,000	\$ 50,000	Priority	Priority	Priority	Priority	★		✓	
88	Fire & Medical Systems & Equipment	Maintenance	Replacement of fire and medical systems and equipment.	\$ -	\$ -	Priority	Priority	Priority	Priority				
89	Furniture Replacement	Maintenance	Replacement of furniture in Town Center.	\$ 300,000	\$ 300,000	Priority	Priority	Priority	Priority	★			
90	Security Cameras & Connectivity	Maintenance	Replacement of aging cameras and Wi-Fi upgrades.	\$ 150,000	\$ 150,000	Priority	Priority	Priority	Priority	★			
91	Tree Planting Program	Discretionary	New tree planting island wide.	\$ 150,000	\$ 150,000	Priority	Priority	Priority	Priority	★			
Coastal Discovery Museum Improvements			Coastal Discovery Museum seeks funds to improve and maintain the buildings and grounds including the addition of 3-phase power at the Hay Barn and the addition of power pedestals for special events.										
92	Discovery House	Maintenance	Paint exterior and interior, doors/hardware, wood rot repairs.	\$ 20,500	\$ 20,500	Priority	Priority	Priority	Priority	★		✓	
93	Armstrong / Hack House	Maintenance	Floors and office renovation.	\$ 10,500	\$ 10,500	Priority	Priority	Priority	Priority	★		✓	
94	Pavilion	Maintenance	Roof and electrical improvements.	\$ 4,500	\$ 4,500	Priority	Priority	Priority	Priority	★		✓	
95	Discovery Lab	Maintenance	Interior repairs.	\$ 4,500	\$ 4,500	Priority	Priority	Priority	Priority	★		✓	
96	Pavilion / Restroom Building	Maintenance	Structural repairs.	\$ 350,000	\$ 350,000	Priority	Priority	Priority	Priority	★		✓	

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule			
										Design	Permitting	Construction	
97	Horse Barn	Maintenance	Structural repairs.	\$ 23,000	\$ 23,000	Priority	Priority	Priority	★			✓	
98	Hay Barn	Maintenance	Interior repairs.	\$ 50,000	\$ 50,000		Priority	Priority	Priority	★		✓	
99	Miscellaneous Improvements	Maintenance	Front and side gates, boardwalks repair, tree work, well/field irrigation, fence repair, HVAC platform and replacement.	\$ 23,000	\$ 23,000	Priority	Priority	Priority	Priority	★		✓	
100	Event Space Improvements	Maintenance	Construction of Town-initiated enhancements including ADA compliance and lighting upgrades.	\$ 10,000	\$ 10,000	Priority				★		✓	
Subtotal Coastal Discovery Museum Improvements			\$ 496,000	\$ 496,000	Priority	Priority	Priority	Priority					
101	Fire Rescue Headquarters	Maintenance	Construction of a new Fire Rescue Headquarters building.	\$ -	\$ -		Priority	Priority	Priority				
102	Jonesville Horse Barn	Maintenance	Renovation of existing stables, demolition of the home behind the stables, fence repairs and replacement, and miscellaneous site improvements.	\$ 500,000	\$ 500,000					★		✓	
103	Mitchelville Freedom Park Improvements	Discretionary	Construction of drive and parking improvements to add dedicated parking and install site electricity to support events.	\$ 250,000	\$ 250,000	Priority				★	✓	✓	
104	Wild Wing Café Renovation	Discretionary	Renovation of building and site.	\$ -	\$ -								
105	Aunt Chilada Property Improvements	Maintenance	Demolition of recently acquired building, parking lot renovation and construction of a pocket park.	\$ -	\$ -	Priority							
106	Town Refuse & Recycling Management Improvements	Discretionary	Improvements and acquisition of equipment for refuse and recycling at Town facilities, parks, and beaches.	\$ 250,000	\$ 250,000	Priority				★			
107	Fire Radio Replacement	Maintenance	Replacement of radio communication equipment.	\$ -	\$ -			Priority					
108	Facilities and Equipment Contingency	N/A	Contingency for unexpected project expenses.	\$ 100,000	\$ 100,000	Priority	Priority	Priority	Priority				
Total Facility & Equipment Program			\$ 4,721,000	\$ 4,721,000									
STORMWATER PROGRAM													
109	Stormwater Maintenance & Improvements	Maintenance	Various stormwater corrective maintenance and improvement projects based on service request priority scores, including easement acquisitions as needed.	\$ 1,800,000	\$ 1,800,000	Priority	Priority	Priority	Priority	★	✓	✓	✓
110	Stormwater Maintenance Agreement Program	Maintenance	Stormwater program allocation for qualifying corrective maintenance reimbursements for active agreement partners.	\$ 2,000,000	\$ 2,000,000	Priority	Priority	Priority	Priority	★			✓

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
111	Moonshell / Folly Field Neighborhood Drainage Improvements	Maintenance	Permitting & installation of pipes, inlet structures, and control structures to improve efficiency and reduce long-term maintenance costs along the existing Folly Field ditch between Starfish Drive and the Island Club including making improvements to the outfall connection to the Port Royal main channel (under Folly Field Road and Wimbledon Court).	\$ 60,000	\$ 60,000	Priority				★	✓	
112	75 Helmsman Way Drainage Improvements	Maintenance	Replace existing pipes and replace with larger pipes at a higher elevation with backflow prevention devices to correct identified deficiencies (resilience project).	\$ 50,000	\$ 50,000	Priority				★	✓	
113	Bryant Road Pond Restoration	Maintenance	Restoration of existing ponds and new pipe interconnection on property recently acquired by the Town to address drainage system deficiencies.	\$ 25,000	\$ 25,000					★		✓
114	Cordillo Courts Drainage Improvements	Maintenance	Installation of new drainage infrastructure including pipe, inlets and expansion of an existing detention basin.	\$ 95,880	\$ 95,880					★		✓
115	Gum Tree Road Drainage Improvements	Maintenance	Improvements to address various deficiencies along Gum Tree Road between Katie Miller Drive and Georgianna Drive, including regrading of ditches, installation of new inlets, new pipe and repairs along the outfall system.	\$ 120,000	\$ 120,000					★		✓
116	Jarvis Creek Outfall	Maintenance	Installation of flap gates on the outfall end of two 84-inch diameter concrete pipes that discharge stormwater from the Jarvis Creek Pump Station outfall system; necessary to improve operation and effectiveness of the pump station during extreme events by mitigating the impacts of tidal storm surge on the system. (resilience project).	\$ 50,000	\$ 50,000	Priority	Priority	Priority		★	✓	✓
117	Jarvis Creek Pump Station - Pump Replacements	Maintenance	Procure and install new pumps (4 total, 1 replaced per year).	\$ 300,000	\$ 300,000	Priority	Priority	Priority		★		✓
118	Main Street Drainage Improvements	Maintenance	Improvements based on 2019 assessment completed by Stormwater Utility.	\$ 50,000	\$ 50,000		Priority	Priority	Priority	★		✓
119	Old Woodlands-26 Indian Trail Drainage Improvements	Maintenance	Improvements along the back lot line of three residential properties to address a chronic drainage issue.	\$ 80,000	\$ 80,000	Priority				★	✓	✓
120	Palmetto Hall Outfall Improvements	Maintenance	Addition of hydraulic capacity at the system outfall and addition of backflow prevention devices.	\$ 150,000	\$ 150,000	Priority	Priority			★	✓	
121	Water Level Monitoring	Maintenance	Installation of remote monitoring devices to facilitate disaster preparation, pond management, and dynamic model calibration efforts.	\$ 75,000	\$ 75,000	Priority	Priority	Priority	Priority	★		

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule			
										Design	Permitting	Construction	
122	Weather Monitoring	Maintenance	Installation of weather stations in various locations to provide essential data during extreme weather events and to calibrate dynamic hydraulic models.	\$ 50,000	\$ 50,000	Priority	Priority	Priority	Priority	★			
123	Central Island Pump Station Overhaul and Resiliency Improvements	Maintenance	Overhaul including 2 new pumps, new controls, debris screens, new genset, new conduit, new SCADA monitoring system, and new control building.	\$ 750,000	\$ 750,000	Priority				★	✓	✓	
124	Ashmore Channel Resilience/278 Backflow Prevention Port Royal	Maintenance	Install flap gates on each of two large diameter pipes to protect Port Royal and adjacent upstream properties during extreme weather events (resilience project).	\$ -	\$ -	Priority	Priority	Priority	Priority				
125	Gum Tree Channel Capacity Improvements at Chinaberry Crossing	Maintenance	Channel and road crossing improvements to address identified system deficiencies.	\$ 120,000	\$ 120,000	Priority				★	✓	✓	
126	24 Pope Avenue Outfall to Shipyard	Maintenance	Design and install drainage infrastructure to correct an identified deficiency impacting drainage on Pope Avenue.	\$ -	\$ -		Priority	Priority					
127	25 Dunnagans Alley Parking Lot Drainage Improvements	Maintenance	Installation of an inlet and a pipe to drain a Town-owned parking lot.	\$ -	\$ -		Priority						
128	Airport Outfall Ditch Relocation	Maintenance	Relocation of primary system ditch that drains Palmetto Headlands and the airport to accommodate future development on a Town-owned parcel at the end of Summit Drive.	\$ -	\$ -		Priority	Priority	Priority				
129	Arrow Road Laydown Yard Improvements	Maintenance	Adding rock to reduce tracking of sediment onto Arrow Road.	\$ 75,000	\$ 75,000	Priority				★			✓
130	Arrow Road Outfall at Greenery	Maintenance	Relocate a primary system outfall pipe that drains portions of Arrow Road, Palmetto Bay Road, and Archer Road to address an identified deficiency.	\$ -	\$ -		Priority	Priority	Priority				
131	Burkes Beach Area Drainage Improvements	Maintenance	Design and install drainage infrastructure to correct several identified deficiencies on Burkes Beach Road, Beach Front Lane, Barrier Beach Cove, and Sandy Beach Trail.	\$ -	\$ -		Priority	Priority	Priority				
132	Gardner Channel Capacity Improvements at 278	Maintenance	Excavate a primary system channel to restore conveyance capacity.	\$ -	\$ -		Priority	Priority	Priority				
133	Marshland Road Pathway Drainage Issues	Maintenance	Implement various improvements along the Town-owned pathway to address identified deficiencies.	\$ -	\$ -		Priority	Priority	Priority				
134	Muddy Creek South Outfall	Maintenance	Outfall ditch capacity improvements to protect the Muddy Creek Neighborhood (easements required).	\$ -	\$ -		Priority	Priority					

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
135	North Forest Beach Pipe Replacements	Maintenance	Replacement of perforated pipe along 9 streets in North Forest Beach to restore and improve functionality of Town-owned systems along private roads with in Town easements.	\$ -	\$ -		Priority	Priority	Priority			
136	Shipyards Pump Station Overhaul	Maintenance	Overhaul of a critical pump station including replacement of electronic controls, generator, and pumps.	\$ -	\$ -		Priority	Priority	Priority			
137	Squire Pope Outfalls-Backflow Prevention (2)	Maintenance	Add flap gates at the end of two primary system outfalls to improve hydraulic functionality (resilience project).	\$ -	\$ -		Priority	Priority				
138	The Links at Port Royal Improvements	Maintenance	Drainage system capacity improvements to protect Port Royal, Folly Field, Island Club, Islanders Beach Park, and residential properties along Wimbledon Court.	\$ -	\$ -		Priority	Priority	Priority			
139	Woodlake Villas/Mathews Drive Outfall Improvements	Maintenance	Design and implement drainage system improvements to correct identified deficiencies and mitigate flooding potential in Woodlake Villas.	\$ -	\$ -		Priority	Priority	Priority			
140	Woodward Ave Pipe Rehabilitation	Maintenance	Line or replace a primary system pipe to address an identified deficiency.	\$ -	\$ -		Priority	Priority	Priority			
141	Arrow Road Powerline Channel Excavation - Capacity Improvements	Maintenance	Excavate a primary system channel to restore conveyance capacity.	\$ -	\$ -				Priority			
142	Stormwater Contingency	N/A	Contingency for unexpected project expenses.	\$ 500,000	\$ 500,000	Priority	Priority	Priority	Priority			
Total Stormwater Program				\$ 6,350,880	\$ 6,350,880							
FLEET PROGRAM												
143	Staff Vehicle Replacement	Maintenance	Replace two staff vehicles that have reached their 120,000 mile / 12 year mark.	\$ 80,000	\$ 80,000	Priority	Priority	Priority	Priority	★		
144	Engine/Pumper Replacement/Quint Company Replacement	Maintenance	Replacement of fire response vehicles.	\$ -	\$ -							
145	Support Vehicle Replacement	Maintenance	Fork lift Delivered in service. FY25 \$ is for Service Truck.	\$ -	\$ -	Priority						
146	Ladder Truck Replacement	Maintenance	Ladder Truck Replacement - (2) Tillers 36 month build (minimum lead time).	\$ -	\$ -	Priority						
147	New Staff Vehicles	Maintenance	New vehicles not considered replacement.	\$ -	\$ -							

Project	Project Type	Project Scope	FY 2026 Proposed Budget	FY 2026 Priority 1	FY 2027 Priority 2	FY 2028 Priority 3	FY 2029 Priority 4	FY 2030 Priority 5	FY 2026 Planning Commission Priority	FY 2026 Project Schedule		
										Design	Permitting	Construction
148	Specialty Vehicles	Maintenance	Replacement of Specialty vehicles.	\$ -	\$ -	Priority		Priority				
149	Battalion 1 Replacement	Maintenance	Replacement of Battalion 1 vehicle.	\$ -	\$ -	Priority						
150	Medic Unit Replacement	Maintenance	Replacement of Medic Units (10-year cycle).	\$ -	\$ -		Priority					
151	Fleet Contingency	N/A	Contingency for unexpected project expenses.	\$ 100,000	\$ 100,000	Priority	Priority	Priority	Priority			
Total Fleet Program			\$ 180,000	\$ 180,000								
LAND ACQUISITION PROGRAM												
152	Land Acquisition Administration	Discretionary		\$ 250,000	\$ 250,000	Priority	Priority	Priority	Priority	★		
Total Land Acquisition Program			\$ 250,000	\$ 250,000								
Total Capital Improvements Program Fund			\$ 77,687,380	\$ 77,687,380	Priority	Priority	Priority	Priority				

TOWN OF HILTON HEAD ISLAND STAFF 2026 HOLIDAY SCHEDULE

New Year's Day 2026 (observed)	January 1, 2026 (Thursday)
Martin Luther King, Jr. Day	January 19, 2026 (Monday)
Presidents Day	February 16, 2026 (Monday)
Memorial Day	May 25, 2026 (Monday)
Juneteenth	June 19, 2026 (Friday)
Independence Day (observed)	July 3, 2026 (Friday)
Labor Day	September 7, 2026 (Monday)
Veterans' Day	November 11, 2026 (Wednesday)
Thanksgiving Day	November 26, 2026 (Thursday)
Day after Thanksgiving	November 27, 2026 (Friday)
Christmas Eve	December 24, 2026 (Thursday)
Christmas Day	December 25, 2026 (Friday)
New Year's Day 2027	January 1, 2027 (Friday)

Floating Holidays:

Employees hired during the first half of the calendar year will be granted the full annual allocation of floating holidays to be taken by the end of the calendar year. Employees hired during the second half of the calendar year will be granted one half of the annual allocation to be taken by the end of the calendar year. See Section 5.02 of the Policy Manual for additional details regarding floating holidays.



**FY2026 BUDGET
FUND RESERVE POLICY**

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1. REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS

The Town of Hilton Head Island hereby establishes and will maintain reserves of Fund Balance as defined herein in accordance with the Governmental Accounting and Financial Standards Board (GASB) Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions*. Fund Balance represents the difference between assets and fund liabilities in the governmental funds balance sheet and is commonly referred to as fund equity. This Policy shall apply to the Town's General Fund and all governmental funds. This policy does not apply to the Proprietary Fund.

The fund balance policy addresses the following components:

- 1) Clearly defined classifications that make the nature and extent of the constraints placed on the various fund balances more transparent;
- 2) Providing a better understanding of fund balances by clarifying the definitions of governmental fund types;
- 3) Reservations of the Town's General Fund and all governmental funds; and,
- 4) The Town's order of spending regarding restricted and unrestricted fund balance and the order of spending for committed, assigned and unassigned fund balance.

A. *Classifications of Fund Balances*

Under GASB Statement No. 54, fund balances are classified as non-spendable, restricted, committed, assigned or unassigned amounts.

- 1) **Non-Spendable** – Amounts that cannot be spent because they are either in a (a) non-spendable form, including items not expected to be converted to cash (i.e. inventories, prepaid amounts, long-term portion of loans and notes receivable and property acquired for resale), or (b) legally or contractually required to be maintained intact (i.e. the principal of an endowment, etc.).
- 2) **Restricted** – Amounts that are constrained by specific purposes which are externally imposed by (a) other governments through laws and regulations, (b) grantors or contributions through agreements, (c) creditors through debt covenants or other contracts, or (d) imposed by law through constitutional provisions or enabling legislation.
- 3) **Committed** – Amounts that are constrained to be used for a specific purpose as per action by the Town Council. Amounts classified as committed are not subject to legal enforceability like restricted resources; however, they cannot be used for any other purpose unless the Council removes or changes the commitment by taking the same action it employed to impose the commitment. Committed amounts for the Town consist of amounts passed and approved by Town Council.
- 4) **Assigned** – Amounts that are intended to be used for a specific purpose but are neither restricted nor committed. The intent shall be expressed by the Town Council, or a designee authorized by the Town Council for a specific purpose in accordance with policy established by the Town Council. The Town reserves the right to assign fund balance by simple majority vote of Town Council.
- 5) **Unassigned** – Amounts available for any purpose (amounts that are not Non-Spendable, Restricted, Committed or Assigned) for all governmental funds. The General Fund should be the

only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts of restricted, committed, or assigned to these purposes, it may be necessary to report a negative unassigned fund balance.

B. Governmental Fund Type Definitions

The Town's governmental fund types as defined by GASB No. 54 are as follows:

- 1) The **General Fund** is the general operating fund of the Town and accounts for all revenues and expenditures of the Town except those required to be accounted for in other funds. All general tax revenues and other receipts that (a) are not allocated by law or contractual agreement to other funds or (b) that have not been restricted, committed, or assigned to other funds are accounted for in the General Fund. General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund.
- 2) The **Special Revenue Funds** account for the proceeds from dedicated revenue sources that are required by law to be segregated from the General Fund and used for specific allowable expenditures. Special Revenue funds include but are not limited to the Tax Increment Financing ("TIF") District Fund, the Beach Preservation Fee Fund, the Real Estate Transfer Fee Fund, Accommodations Tax Fund, the Hospitality Fees Fund, the Palmetto Electric Franchise Fee Fund, Operating Grants Fund, the Road Usage Fee Fund, the Firemen's Fund, and the Home Grant Fund.
- 3) The **Capital Projects Fund** is used to account for and report financial resources that are restricted, committed, or assigned for expenditures of capital outlay related to equipment, site acquisitions, construction renovation of capital facilities, and other capital assets for the Town expect for those financed in the Enterprise Fund.
- 4) The **Debt Service Fund** is used to account for and report the accumulation of financial resources that are restricted for the payment of all long-term principal, interest, and related costs of the Town.
- 5) The **Natural Disasters Fund** is used to account for and report financial resources that are restricted, committed, or assigned for expenditures related to the Town's response to a natural disaster or declared emergency.
- 6) The **Gullah Geechee Historic Neighborhoods Community Development Corporation Fund** is used to account for and report the costs associated with the actions of the Corporation to protect the Town's historic and culturally sensitive neighborhoods.
- 7) The **Housing Fund** is used to account for and report the costs associated with the development, implementation, and delivery of the strategies and tactics identified within the Town's adopted Workforce Housing Framework.

2. DISASTER PLANNING RESERVES

To protect its assets during catastrophic events, the Town established the following reserves:

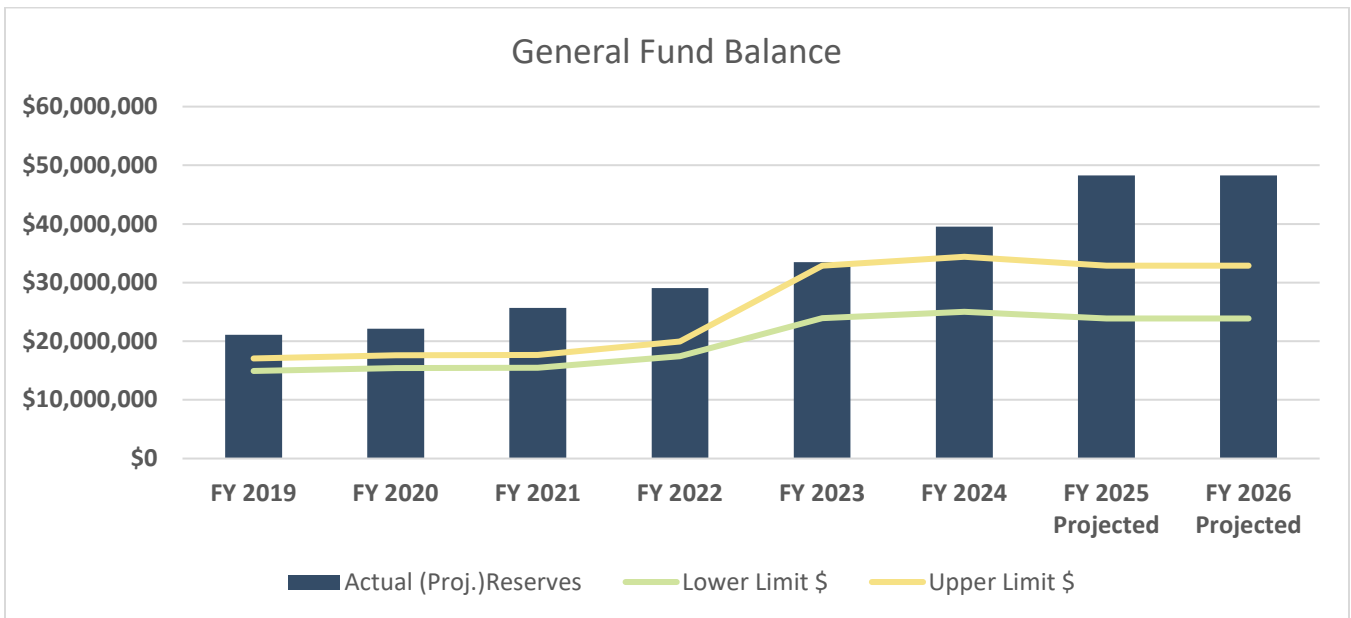
Fund	Fund Balance as of 03/31/2025	Current Reserve Policy	Revised Minimum Reserve Policy	Calculation Factor
General Fund	47,494,233	Fund Budget	Fund Budget	
Real Estate Transfer Fee Fund	11,272,918	1,000,000	1,000,000	
Beach Preservation Fee Fund	45,569,274	12,000,000	20,000,000	18 months
Hospitality Tax Fund	24,798,668	-	5,000,000	6 months
Stormwater Utility Fund	16,697,296	-	5,000,000	12 months
Natural Disasters Fund	37,010,550	20,000,000	36,000,000	Based on Fund Balance

*The Calculation Factor is based on average revenue.

A. General Fund Reserves (Operating)

The Town establishes and maintains an operating balance based on a range with a minimum of 40% and a maximum of 55% of the Town’s adopted fiscal year budget. The General Fund balance reserve may be utilized for emergency purposes in pre-disaster and post-disaster occurrences; to offset an early fiscal year tax revenue income stream deficiency; and to avoid emergency Town borrowing or use of tax anticipation notes, to cushion the effects of an economic downturn, to provide for emergency expenditures or to offset a revenue shortfall from unforeseen circumstances. The Director of Finance has the discretion to transfer the amount of unassigned fund balance above the 55% maximum balance into the following funds:

- 1) The Debt Service Fund to maintain an account reserved for the reduction of the Town’s general obligation debt - these funds may be used for early debt retirement or other debt payments; or
- 2) The Natural Disasters Fund to maintain an account for disaster preparation, disaster response, or disaster recovery; or
- 3) The Capital Projects Fund, subject to Town Council appropriations for usage from the CIP Fund.



The Annual Comprehensive Financial Report of the Town includes all information presented in this General Fund reserve policy.

B. *Assigned for Advertising Account*

The Town shall maintain an Assigned Advertising Account for the purpose of having ready access to funds for special advertising needs in cases of, (a) a near miss of a hurricane, (b) for advertising in response to a declared disaster, (c) for other such targeted advertising needs as determined by Council on a case-by-case basis, and (d) for supplemental annual tourism advertising. The Town shall maintain a balance of \$1.0 million in this account. Once the reserve balance is utilized, the Town shall restore it to \$1.0 million by transferring 2% of the current year’s approved local hospitality tax revenues and 5% of the local accomodation tax revenues.

The Town may distribute the funds in the following manner:

- 1) The Town Council may authorize advertising expenditures associated with responding to a near miss or declared disaster and are the only expenditures authorized to take the account below one million dollars.
- 2) Following a vote of Town Council, funds may be distributed for other such targeted advertising needs as approved.

C. *Long Term General Obligation Debt Limit*

General statutes limit the amount of general obligation debt that a unit of government can issue up to eight percent (8%) of the total assessed value of taxable property located within that government’s boundaries. The Town may incur General Obligation Debt over the eight percent (8%) limit when approved by a majority vote in a referendum as authorized by law. In addition, Town Council has imposed an 80% cap on this amount. The remaining 20% is reserved for additional bonding associated with disaster recovery.

D. *Real Estate Transfer Fee Reserve*

The Town shall maintain a minimum of \$1 million of real estate transfer fees. The funds will be used to fund debt service payments during a disaster or financial crisis. The Town Manager has the discretion to allocate this reserve balance for emergency purposes.

E. *Beach Preservation Fee Reserve*

The Town shall maintain a reserve of \$20 million. An additional \$2.6 million will be allocated in Fiscal Year 2026 from the Airbnb Settlement. The goal is to allocate funds equivalent to the projected cost of the Fiscal Year 2025–2026 Beach Renourishment project in preparation for the next scheduled renourishment effort.

Funds held in the reserve account may be used for the following items.

- 1) Direct expenditures to pay costs of any project or purposes identified in the Municipal Section 4-9-70 as such may be amended of the Municipal Code and in Section 6-1-50 of the Code of Laws of South Carolina 1976 as amended.

- 2) To pledge as security for or to use as debt service for any debt or financial obligation of the Town incurred for a purpose as identified in subsection (A) above.
- 3) To advance monies needed by the Town to meet extenuating circumstances created by a storm or natural disaster, provided that the Town Council shall have a reasonable expectation that such amounts would be reimbursed, at least in part, from a local, state, or federal source.

Authorization to utilize reserve funds shall require a resolution duly adopted by the Town Council, provided that circumstances allow for a Council meeting to be convened. If circumstances do not permit the convening of a Town Council meeting, the Town Manager may authorize the use of reserve funds, with the understanding that such action must be presented to the Town Council for ratification at the earliest practicable opportunity.

F. Hospitality Tax Reserve

The Town Shall maintain a reserve of \$5 million. This reserve calculation represents six months of revenue from the prior fiscal year.

Funds held in the reserve account may be used for the following items.

- 1) Direct expenditures to pay costs of any project or purposes identified in the Municipal Section 4-9-70 as such may be amended of the Municipal Code and in Section 6-1-50 of the Code of Laws of South Carolina 1976 as amended.
- 2) To pledge as security for or to use as debt service for any debt or financial obligation of the Town incurred for a purpose as identified in subsection (A) above.
- 3) To advance monies needed by the Town to meet extenuating circumstances created by a storm or natural disaster, provided that the Town Council shall have a reasonable expectation that such amounts would be reimbursed, at least in part, from a local, state, or federal source.

Authorization to utilize reserve funds shall require a resolution duly adopted by the Town Council, provided that circumstances allow for a Council meeting to be convened. If circumstances do not permit the convening of a Town Council meeting, the Town Manager may authorize the use of reserve funds, with the understanding that such action must be presented to the Town Council for ratification at the earliest practicable opportunity.

G. Stormwater Utility Fund Reserve

The Town Shall maintain a reserve of \$5 million. This reserve calculation represents twelve months of revenue from the prior fiscal year.

Funds held in the reserve account may be used for the following items.

- 1) Direct expenditures to pay costs of any project or purposes identified in the Municipal Section 4-9-70 as such may be amended of the Municipal Code and in Section 6-1-50 of the Code of Laws of South Carolina 1976 as amended.
- 2) To pledge as security for or to use as debt service for any debt or financial obligation of the Town incurred for a purpose as identified in subsection (A) above.

- 3) To advance monies needed by the Town to meet extenuating circumstances created by a storm or natural disaster, provided that the Town Council shall have a reasonable expectation that such amounts would be reimbursed, at least in part, from a local, state, or federal source.

Authorization to utilize reserve funds shall require a resolution duly adopted by the Town Council, provided that circumstances allow for a Council meeting to be convened. If circumstances do not permit the convening of a Town Council meeting, the Town Manager may authorize the use of reserve funds, with the understanding that such action must be presented to the Town Council for ratification at the earliest practicable opportunity.

H. *Natural Disasters Fund Reserve*

The Town shall maintain a minimum reserve fund of \$36 million, which may be increased to account for the potential for greater damage and higher costs associated with unpredictable natural disasters.

3. AIRBNB SETTLEMENT FUND ALLOCATION

The Fund Reserve Policy includes allocation of the Airbnb Settlement Funds as follows:

1. Beach Preservation Fee Fund [Reserve](#) - \$2,600,000
2. General Fund [Reserve](#) – Local Accommodations Tax - \$1,507,015
3. General Fund [Reserve](#) – Business License Tax - \$1,507,016

4. PRIORITIZATION OF FUND BALANCE USE (SPENDING POLICY)

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Town to use the restricted amounts first as permitted under the law. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Town to use the committed amounts first, followed by the assigned amounts and then unassigned amounts.

5. ANNUAL REVIEW AND DETERMINATION OF FUND BALANCE RESERVE AMOUNTS

Compliance with the provisions of this policy shall be reviewed as part of the closing of the financial books at year-end (June 30) and the amounts of non-spendable, restricted, committed, and assigned fund balance will be determined. Any residual general fund balance amounts will be classified as unassigned. Changes to Fund Reserve will be implemented during the next fiscal year and proposed to Town Council during the Budget proposal discussions.



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

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EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section I- Hospitality Fees

Item/Description	Basis	Fee
Taxation Fees		
Hospitality Tax Fees	Quarterly on the dates listed in the table below	2% of Prepared Meals/Beverages
Accommodations Tax	Quarterly on the dates listed in the table below	3% of Gross Sales Price of Accommodations*
Short-Term Rental Permit	Yearly running with the calendar year 12-month period starting May 1	\$250 per property \$750 per property with 0 to 4 bedrooms \$2,500 per property with 5 or more bedrooms \$250 late fee

*1/3 of the Accommodations Tax (or 1% of Gross Price of Accommodations) goes towards tourism-related expenditures including such things as tourism-related buildings, beach access, roads, water and sewer infrastructure, maintenance, police, fire protections and emergency medical services.

2/3 of the Accommodations Tax (or 2% of Gross Price of Accommodations) is allocated to the Beach Preservation Fee used for beach renourishment, and beach related services and facilities.

Collected	Due
First Quarter (January, February, March)	April 20 th of the calendar year
Second Quarter (April, May, June)	July 20 th of the calendar year
Third Quarter (July, August, September)	October 20 th of the calendar year
Fourth Quarter (October, November, December)	January 20 th of the following calendar year



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section II- Business License Fees

Business License Rate Schedule

	Income: \$0—\$2,000	Income Over \$2,000
Rate Class	Base Rate	Rate Per \$1,000 or Fraction Thereof
1	\$46.30	\$.75
2	\$54.00	\$1.00
3	\$61.60	\$1.10
4	\$69.40	\$1.30
5	\$77.10	\$1.40
6	\$84.80	\$1.50
7	\$92.50	\$1.70
8.1	\$61.60	\$1.10
8.2	Set by state statute-Railroad Companies	
8.3	MASC Telecommunications	
8.4	MASC Insurance	
8.51	\$12.50 + \$12.50 per machine	
8.52	\$12.50 + \$180.00 per machine	
8.6	\$61.60 plus \$5.00 -OR- \$12.50 per table	\$1.10
9.10	\$187.50	\$3.24
9.30	\$54.00	\$1.00
9.40	\$54.00	\$1.00
9.70	\$107.90	\$1.70

Non-Resident Rates:

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.

Irrigation Trade Certificates:

Item	Fee
Irrigation Trade Test	\$75.00
Initial Irrigation Trade Certificate (issued for one calendar year)	\$25.00
Renewal Fee (due December 31 st)	\$10.00
Late Renewal Fee	\$20.00



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section III- Ambulance Service Fees

Billing Category	Rate
BLS- Basic Life Support- Non-emergency	\$460 plus \$17.25/mile
BLS- Basic Life Support- Emergency	\$626 plus \$17.25/mile
ALS-1- Advanced Life Support- Non-emergency	\$520 plus \$17.25/mile
ALS-1- Advanced Life Support- Level 1 Emergency	\$745 plus \$17.25/mile
ALS-2- Advanced Life Support- Level 2	\$1076 plus \$17.25/mile
Treatment- No Transport - BLS	\$100 per incident
Treatment- No Transport - ALS	\$175 per incident

Emergency response is a BLS, ALS 1 or ALS 2 level of service provided in immediate response to a 911 call or the equivalent.



EXHIBIT F(b) Town of Hilton Head Island Master Fee Schedule

Ambulance Billing Category Descriptions

BLS (non-emergency)

Response to treat/transport a patient includes:

- Checking vitals, oxygen administration, etc.
- Maintaining an existing IV but no IV initiated
- Minimal use of supplies
- These calls are mostly non-emergency "transport" patients who are routinely transported by private ambulance services to various locations (hospitals, doctor's offices, homes, etc.)
- The Town of Hilton Head Island Fire Rescue rarely handle these types of calls and do so only in defined critical situations.

BLS (emergency)

Emergency response for a patient who is treated /transported to a hospital includes:

- Checking vitals, oxygen administration, splinting, bandaging, etc.
- Maintaining an existing IV but no IV initiated
- Minimal to moderate use of supplies
- These are emergency calls that The Town of Hilton Head Island Fire Rescue routinely handles.

ALS 1 (non-emergency)

Response for a patient who is treated/transported includes:

- an ALS assessment or ALS skills such as IV initiation, cardiac monitoring, blood draws, BGL checks, or up to two (2) drugs administered
- minimal to moderate use of supplies
- These are mostly non-emergency "transport" calls between facilities that require an ALS assessment and/or the use of ALS procedures that are above the scope of BLS care.
- The Town of Hilton Head Island Fire Rescue rarely handles these types of calls and do so only in defined critical situations.



EXHIBIT F(b) Town of Hilton Head Island Master Fee Schedule

ALS 1 (emergency)

Emergency response for a patient who is treated/transported to a hospital and requires:

- an ALS assessment or ALS skills such as IV initiation, cardiac monitoring, blood draws, BGL checks, or up to two (2) drugs administered
- minimal to moderate use of supplies
- These emergency calls are primarily patients suffering from seizure, diabetic emergencies, breathing problems, auto accidents, etc.
- The Town of Hilton Head Island Fire Rescue routinely handles these emergency calls.

ALS 2

Emergency response for a patient who is treated/transported to a hospital and requires:

- an ALS assessment or ALS skills plus three (3) or more separate drug administrations and/or the use of any one of the following:
 - Manual defibrillation
 - Cardio-version
 - Cardiac pacing
 - Endotracheal intubation
 - Chest decompression
 - Intraosseous line
- maximum use of supplies
- These emergency calls are primarily patients in cardiac or respiratory arrest, shock, or critical trauma patients.
- The Town of Hilton Head Island Fire Rescue routinely handles these emergency calls.

Treatment-No Transport

Response to calls where "treatment" was performed but no transport to a medical facility took place. Treatment is described as providing oxygen administration, splinting, bandaging, applying hot or cold compresses, IV fluid administration, etc.



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section IV- Growth Management Fees

Item/Description	Value of Construction	Fee
New Structure Single Family Permits	\$0-\$2,000	\$35.00
	\$2,001-\$3,000	\$38.50
	\$3,001-\$50,000	\$38.50 + \$4.50 per \$1,000 or fraction thereof
	\$50,001 and above	\$250.00 + \$3.50 per \$1,000 or fraction thereof over \$50,000
	Plan Review Fee	50% of permit fee (non-refundable)
Miscellaneous Single Family Permits	\$0-\$1,000	\$35.00
	\$1,001-\$2,000	\$70.00
	\$2,001-\$3,000	\$77.00
	\$3,001-\$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof
	\$50,001 and above	\$500.00 + \$3.50 per \$1,000 or fraction thereof over \$50,000
	Plan Review Fee	50% of permit fee (non-refundable)
New Structure Commercial Permits	\$500-\$2,000	\$35.00
	\$2,001-\$3,000	\$38.50
	\$3,001-\$50,000	\$38.50 + \$4.50 per \$1,000 or fraction thereof
	\$50,001 and above	\$250.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
	Plan Review Fee	75% of permit fee (non-refundable)
Miscellaneous Commercial Permits	\$0-\$1,000	\$35.00
	\$1,001-\$2,000	\$70.00
	\$2,001-\$3,000	\$77.00
	\$3,001-\$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof
	\$50,001 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
	Plan Review Fee	75% of permit fee (non-refundable)

Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00).

- A permit is still required.
- Mechanical work is not subject to this waiver.



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Permit Application Fees

Item/Description	Basis	Fee
Construction Trailers	Each	\$25.00
Demolition	Each	\$50.00
Electrical < 200 amps	Each	\$25.00
Electrical > 200 amps	Each	\$35.00
Electrical Other	Each	
HVAC Change Out (per unit)	Each	\$50.00
LP Gas Permit- Residential > 1,000 gallons	Each	\$50.00
LP Gas Permit- Commercial < 1,000 gallons	Each	\$50.00
LP Gas Permit- Commercial > 1,000 gallons	Each	\$75.00
Water Heater Change Out	Each	\$50.00
Manufactured Homes	Each	\$25.00 + impact fees
Moving a Structure	Each	\$100.00
Swimming Pool or Spa Single Family	Each	\$100 + \$200 surety deposit*
Swimming Pool or Spa Commercial	Each	\$150 + \$200 surety deposit*
Irrigation Systems (per system)	Each	\$100 + \$200 surety deposit*
Tent, Stage or Air Supported Structure	Each	\$50.00
Water Feature (Fountains)	Each	\$100 + \$200 surety deposit*
Re-inspection of each permit	Each	\$50.00
Construction Board of Adjustments and Appeals	Each	\$75.00
Remark Single Family Plans	Each	\$50.00
Safety Inspection	Each	\$100.00
Withdrawn Permits with Plans	Each	\$50.00 or 10% of permit fee, whichever is larger
Withdrawn Permits Without Plans	Each	Refund Permit Fee or \$50, whichever is larger
Stop Work Order	Each	Double permit fee + possible fine
Building Permit Transfer	Each	\$50.00
Permit Extension Request	Each	\$25.00
Permit Reinstatement Fee	Each	\$25.00

*Surety Deposits are refundable if final inspection is approved within six months of permit issuance.

Building permit fees are based on a comparison of the declared value of construction and the minimum value of construction as outlined in the Building Valuation Data as published by the International Code Council. The fee is calculated using the higher of the two compared figures.



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Planning and Environmental Permit Fees

Description	Fee
Address Request	\$0.00
Appeal	\$100.00
Certificate of Compliance	\$0.00 + \$200 for each reinspection
Designation of Contributing Structure	\$0.00
Design Review Board: New Development Conceptual	\$175.00
Design Review Board: New Development Final	\$175.00
Design Review Board: Alteration/Addition	\$100.00
Development Naming	\$0.00
Development Review Plan: Major-Residential	\$200.00 + \$10 per unit
Development Review Plan: Major-Non-Residential	\$500.00 + \$20 per 1000 sq ft
Development Review Plan: Major-Hotel/Motel	\$200.00 + \$10 per room plus non-residential fee
Development Review Plan: Minor (no new building/addition)	\$100.00
Emergency Permitting	\$0.00
Exempt Plat	\$0.00
Family Compound	\$0.00
Minor Corridor Review	\$50.00
Natural Resource Request	\$0.00
Plat Stamping	\$0.00
Pre-Application	\$0.00
Pre-Clear Inspection	\$0.00 + \$200 for each re-inspection
Public Project	\$0.00
Sign	\$25.00 + \$25.00 per sign face
Silviculture	\$0.00
Site Lighting	\$0.00
Small Residential Plan Review	\$50.00 + \$10 per unit
Special Exception	\$200.00
Street Naming	\$0.00
Street Renaming	\$0.00
Substitution of Non-Conformities	\$0.00
Subdivision: Major	\$200.00 + \$10 per lot
Subdivision: Minor	\$100.00 + \$10 per lot
Traffic Impact Analysis Plan	\$250.00



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Planning and Environmental Permit Fees (continued)

Description	Fee
Tree Removal	\$0.00
LMO Text Amendment	\$0.00
Utility Project	\$0.00
Variance	\$250.00
Zoning Map Amendment	\$500.00
Zoning Permit	\$0.00
Zoning Verification Letter	\$0.00



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section V- Impact Fees

Impact fees are due to the community when issuing new structure building permits to help build the infrastructure required to serve the new occupants. The Beaufort County fees are collected by the Town of Hilton Head Island at the issuance of the permit and distributed to the county monthly.

Beaufort County Road Development Impact Fees

Residential (per housing unit)
 sqft)

Unit Size (sq. ft)	Fee
1,000 or less	\$1,551.00
1,001 to 1,250	\$1,939.00
1,251 to 1,500	\$2,284.00
1,501 to 1,750	\$2,585.00
1,751 to 2,000	\$2,844.00
2,001 to 2,500	\$3,231.00
2,501 to 3,000	\$3,576.00
3,001 to 3,500	\$3,835.00
3,501 to 4,000	\$4,093.00
4,001 or more	\$4,309.00

Non-Residential (per 1,000

Use Type	Fee
Retail	\$5,024.00
Office/Service	\$2,497.00
Industrial	\$1,007.00
Institutional	\$2,326.00

Beaufort County Library Development Fees

Residential (per housing unit)

Unit Size (sq. ft)	Fee
1,000 or less	\$151.00
1,001 to 1,250	\$189.00
1,251 to 1,500	\$227.00
1,501 to 1,750	\$252.00
1,751 to 2,000	\$278.00
2,001 to 2,500	\$316.00
2,501 to 3,000	\$353.00
3,001 to 3,500	\$379.00
3,501 to 4,000	\$404.00
4,001 or more	\$417.00



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Town of Hilton Head Island Road Development Fees

Land Use	Fee Per	Fee
Single Family (<1500 sq ft)	Dwelling	\$635.00
Single Family (>1500 sq ft)	Dwelling	\$816.00
Multifamily	Dwelling	\$500.00
Retirement Housing	Dwelling	\$282.00
Hotel	Room	\$805.00
Motel	Room	\$870.00
Bank w/out drive-thru	1,000 sq ft	\$1,800.00
Bank w/ drive-thru	1,000 sq ft	\$3,394.00
Church	1,000 sq ft	\$795.00
Community College	1,000 sq ft	\$1,099.00
Convenience Market	1,000 sq ft	\$9,445.00
Day Care Center	1,000 sq ft	\$1,013.00
Discount Store	1,000 sq ft	\$4,487.00
Elementary/Secondary School	1,000 sq ft	\$915.00
Golf Course	Acre	\$3,208.00
High School	1,000 sq ft	\$930.00
Hospital	1,000 sq ft	\$1,431.00
Industry, Light	1,000 sq ft	\$595.00
Library	1,000 sq ft	\$3,882.00
Marina	Berth	\$252.00
Medical Clinic/Office	1,000 sq ft	\$2,916.00
Mini-Warehouse	1,000 sq ft	\$223.00
Office, General (<25,000 sq ft)	1,000 sq ft	\$1,988.00
Office, General (>25,000 sq ft)	1,000 sq ft	\$1,418.00
Park	Acre	\$191.00
Racquet Club	1,000 sq ft	\$1,462.00
Restaurant, Quality	1,000 sq ft	\$6,175.00
Restaurant, High- Turnover	1,000 sq ft	\$8,761.00
Restaurant, Fast Food	1,000 sq ft	\$14,562.00
Service Station	Hose	\$1,236.00
Shopping Center (<50,000 sq ft)	1,000 sq ft	\$2,604.00
Shopping Center (>50,000 sq ft)	1,000 sq ft	\$3,317.00
Supermarket/Food Store	1,000 sq ft	\$4,283.00
Warehousing	1,000 sq ft	\$416.00



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section VI: GIS Map Fees

Standard Pre-Made Maps and Reprints

Size	Fee
8.5" x 11"	\$1.00
11' x 17" (Tabloid)	\$2.00
24" x 36" (Arch D)	\$10.00
36" x 48" (Arch E)	\$20.00

Custom Maps and Aerial Photos (Produced by Staff)

Same price as above with \$40.00 per hour for Staff time- charges added in 15 minute increments. Minimum staff time charge of \$10.00.

Maps larger than 36" x 48" (Arch E) will be billed at \$1.67 per square foot.



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section VII- Stormwater Fees

Permit Type	Initial NPDES Plan Review	Plan Amendment/ Resubmittal	Routine Inspection (monthly)	Notice of Violation (per inspection)	Stop Work Order (per inspection)
Single Family Residential	\$100	\$75	\$90 (6 month minimum)	\$140	\$190
Pool or Spa (residential)	\$100	\$75	\$90 (3 month minimum)	\$140	\$190
Demolition (Residential, <1 acre)	\$100	\$75	\$90 (1 month minimum)	\$140	\$190
Residential Subdivision, Multifamily and Non-residential **	\$250/acre* (\$5000 max)	\$150/acre* (\$2500 max)	\$50 + \$50/acre* (\$500 max)	\$100 + \$50/acre* (\$550 max)	\$150 + \$50/acre* (\$600 max)

*Per disturbed acre, rounded up to the nearest whole acre.

**Including Land Disturbance Permits and Commercial Demolitions

Minimum monthly inspection fees due prior to permit issuance, inspections above the minimums will be due in full prior to final CO issuance.



EXHIBIT F(b)
Town of Hilton Head Island
Master Fee Schedule

Section VIII- Miscellaneous Fees

Item/Description	Basis	Fee
Resident Beach Parking Pass*	Yearly (calendar year)	\$0 per vehicle with a 2 vehicle per address limit
Non-Resident Beach Parking Fee*	March 1 st through September 7 th (Monday through Friday)	\$3 per hour with a maximum daily charge of \$15 per vehicle
	March 1 st through September 7 th (Monday through Friday)	\$20 per vehicle flat daily rate
Real Estate Transfer Fee	Upon closing of real estate	.25%
Special Event Fee	Per Event	\$100 + \$500 event bond**

*All visitors will be required to pay for parking at all locations except Coligny Beach Park.

- Free parking for youth recreational sports will remain available at Chaplin Community Park (Burkes Beach Access).
- Beach parking fees will be enforced at Chaplin Community Park (Burkes Beach Access) from 7 am to 5 pm, beginning May 19th and through September 7th, following the end of the youth sports season.
- Individuals with registered handicap placards and/or license plates may park for free at all beach parks, per South Carolina state law.
- Disabled veterans and recipients of the Purple Heart are exempt from the payment of municipal parking meter fees when their vehicles bear a disabled veteran's or Purple Heart license plate issued by the Department of Motor Vehicles. A new parking privilege has been added to certain military license plates that allows free parking in metered areas in SC. These benefits do not apply to military license plates issued before May 6, 2022.

**The \$500 event bond is refundable pending the event completion with all Town of Hilton Head event requirements satisfied.

Short-Term Rental Checklist



☒ Application Requirements

- Site Plan showing trash location and number of designated 9' X 18' parking spots
- Floorplan showing the following:
 - Doors, Windows
 - Stairs
 - Room Names
 - Bed locations
 - Sleeping capacity for each room
 - Walls
- Copy of advertisement
- If applicable, letter of approval from HOA
- Certificate of proof of minimum \$1 million in liability insurance
- Business License

☒ Other regulations

- Certificate of Occupancy
- Permit must be issued to a person and not a business entity
- List valid short-term rental permit number on advertisement(s)
- Owner/Short-Term Rental Agent must be available by phone at all times during rental
- Owner/Short-Term Rental Agent must take responsive action within (1) hour of receiving a complaint
- Occupancy cannot be more than (2) occupants per bedroom plus (2) occupants for the total dwelling
- Must display whether pool and/or hot tub is available for use and any safety measures in place
- Provide guests with the maximum number of 9' X 18' parking spots available on driveway
- Inform guests of the trash pick-up instructions and to ensure all garbage is stored in containers at all times
- Display the noise ordinance rules
- Bedrooms must meet building and safety codes and be primarily for sleeping rather than a living, dining or common space

☒ Fire & Safety regulations

- Maintain fully operable smoke, carbon monoxide and if applicable propane detectors
- Have at least (1) fully operable and charged fire extinguisher
- Fire suppression system or monitored smoke alarm.
- Smoke alarms shall be installed in all the following locations:
 - Sleeping areas
 - Every room in path of the means of egress from sleeping area to door
 - In each story, including basements
- Have an automatic gas shut off timer for any exterior barbeque
- Maintain unobstructed escape routes
- Prominently display a floor plan for each floor of the STR property to include:
 - Walls, windows, stairs, room names including bedrooms and exterior exits
 - Location of smoke detection, carbon monoxide detection, and, if applicable, propane detection equipment
 - Location of fire extinguishers and, if applicable, fire ladders
 - A fire escape plan with primary and secondary escape route from each room, and a designated meeting spot outside
- Display copy of floor plan with escape routes for guests to see





HILTON HEAD ISLAND FIRE RESCUE SHORT TERM RENTAL



Fire Extinguishers	YES	NO
Not less than one 2A: 10BC rated extinguisher		
Not less than one per level, within 75' of all portions of the building		
Maintained at a visible and accessible location either mounted on the wall at least 4" above the floor, and no higher than 48" above the floor or an easily identifiable location		
Serviced and tagged by a licensed fire extinguisher vendor within the last 12 months		
Smoke Alarms (Smoke Detectors)		
Smoke alarms are installed inside and outside of every sleeping area and at least 1 on every level		
Smoke alarms are operational and not expired (less than 10 years old)		
Interconnected smoke alarms should cause all alarms to activate when tested (if applicable)		
Test monthly and replace batteries twice a year. (Exception for 10 year battery alarms)		
Carbon Monoxide (CO) Alarms		
Required if the property has an attached garage or utilizes fuel burning equipment, fireplaces, or similar.		
CO alarms installed on every level near the sleeping areas.		
Sleeping rooms served by a forced air furnace or has a fuel burning appliance must have CO alarm within the room		
Escape Routes		
Escape routes are unobstructed, clear of storage or items that restrict exit width		
Doors and windows are easily accessible, operable, and unobstructed		
Stairs are free of hazards, equipped with handrails, and in good repair		
Combustible Gas (Propane) Alarms		
Combustible Gas Alarm installed approximately 12 inches off the ground (height of electrical outlets)		



HILTON HEAD ISLAND FIRE RESCUE SHORT TERM RENTAL



Monitored Fire Alarm System		
Compliant Monitored Fire Alarm system installed and tested		
Automatic smoke detection installed		
Occupant Notification		
Exterior Gas Fired Grill Shutoff Timer		
Required if exterior propane fueled gas grill is present		
General Safety		
Property street address and unit # easily identifiable from the street (Minimum 4 inch tall)		
Electrical hazards are not present such as loose outlets, exposed wiring, or similar		
Residential fire sprinkler systems must be inspected, tested and maintained in operable condition (records provided to Hilton Head Island Fire Rescue) including no painted sprinkler heads per code.		



HILTON HEAD ISLAND FIRE RESCUE

Community Risk Reduction



Short Term Rental (STR)

Fire Extinguishers

Selection of a fire extinguisher for resident use should be made with the understanding of an extinguisher's capacity (or its rating) along with the potential fire hazards in the residence.

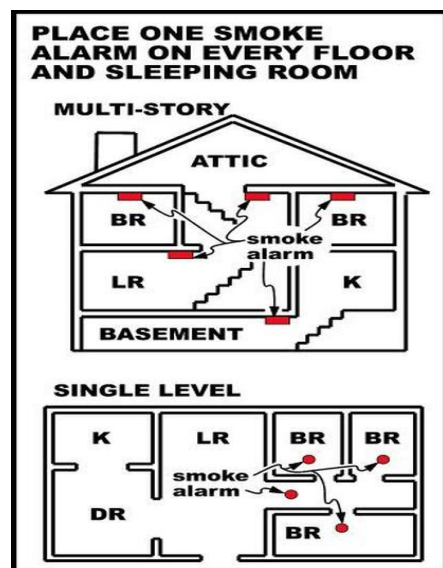
The following are minimum per floor level:

- A single extinguisher rated 2-A:10-B:C or higher
- Or one extinguisher rated 2-A or higher and a second extinguisher rated 10-B:C or higher
- The most common type is a dry chemical
- Annual inspections by licensed fire extinguisher vendor
- Must be at a visible and accessible location



Attached Garages.

- One extinguisher rated 2-A:10-B:C or higher should be provided to protect an attached garage that is under the residence or connected to the residence by a common wall.



Smoke Alarms

- Installed inside and outside of every sleeping area/bedroom and on every level of the home
- Interconnected: when one smoke alarm sounds, they all sound (Alarms can be wired or wireless)
- Smoke alarms should be installed at least 10 feet (3 meters) from a cooking appliance to minimize false alarms when cooking.
- Mount smoke alarms high on walls or ceilings (remember, smoke rises). Wall-mounted alarms should be installed not more than 12 inches away from the ceiling (to the top of the alarm).
- Not expired or greater than 10 years old

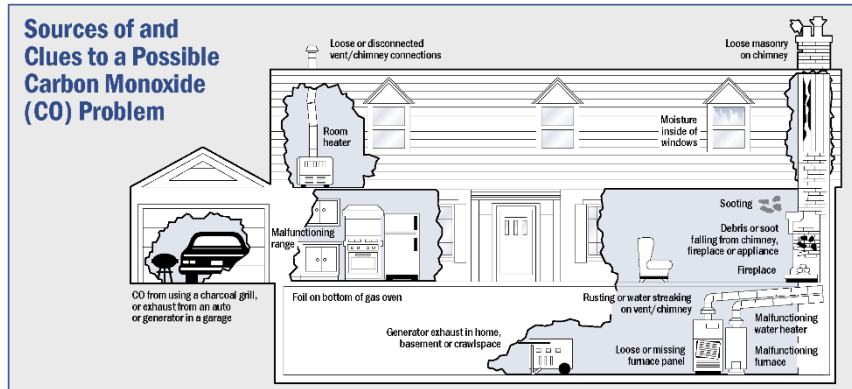


HILTON HEAD ISLAND FIRE RESCUE Bureau of Fire Prevention



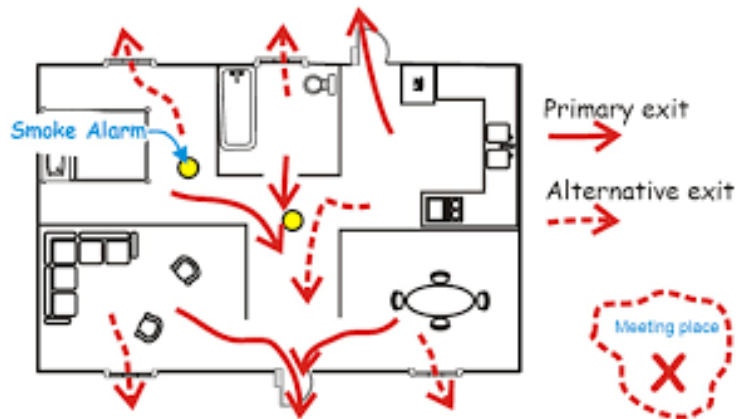
Carbon Monoxide (CO Alarms)

- Carbon monoxide (CO) is a colorless, odorless, poisonous gas produced by fuel-burning appliances and machines.
- The only way to detect CO in your home is with a CO alarm.
- Every home with a fuel-burning appliance, attached garage, or fireplace should have a CO alarm. Install one alarm per level in the hallway near each bedroom or sleeping area.
- Alarms should be placed at least 5 feet away from a CO source.



Escape Routes

- Ensure 2 ways out of every room
- No obstructions such as furniture blocking exits, stairs, or paths
- Ensure doors and windows are in operable condition



Combustible Gas (Propane) Alarms

- Capable of detecting propane (heavier than air)
- Must be mounted near the ground
- Sometimes referred to as explosive gas alarms



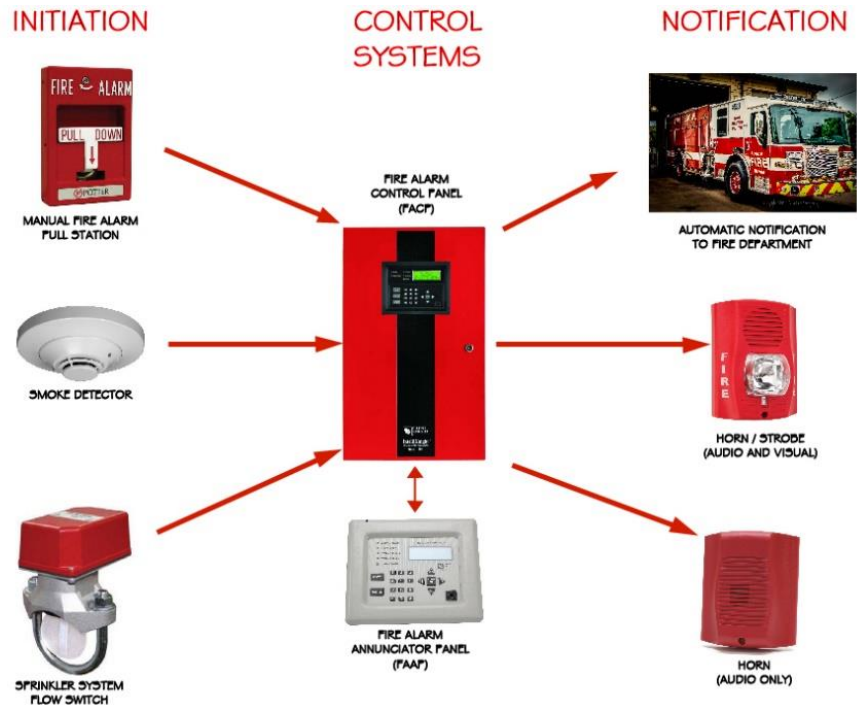


HILTON HEAD ISLAND FIRE RESCUE Bureau of Fire Prevention



Monitored Fire Alarm System

- Automatic smoke detection
 - In sleeping areas
 - In every room in the path of egress
 - In each story
- Manual pull station at main path of egress
- Occupant notification
- Monitored by approved monitoring company
- NFPA 72 compliant



Exterior Gas Fired Grill Shutoff Timer



- Automatic shutoff timer not more than 60 minutes

Additional Requirements

- Address shall be easily identifiable from the street/road minimum 4" tall
- We recommend inline shutoff timers for fireplaces or similar devices
- Eliminate any electrical hazards including loose outlets, open circuits, etc.
- Residential fire sprinkler systems must be inspected annually and maintained in operable condition (records provided upon request) including ensuring sprinkler heads are not painted





BE A GOOD NEIGHBOR!

Just a few things to know so that we can all leave our beautiful island the same way we found it.



Noise Regulations for the Town of Hilton Head Island:

1. In the Town of Hilton Head Island, South Carolina, it is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places (Title 17, Chapter 4, Town Code).
2. Quiet hours are between 10:00 p.m. and 7:00 a.m., though town noise regulations are in force twenty-four (24) hours each day (Title 17, Chapter 4, Town Code).



Trash containers must be stored in a designated storage area and not be seen from the street. Please follow the trash pick-up schedule provided to you by the short-term rental owner.



Please park only in the designated parking spots as provided by the Owner of property. Please do not park off-site on street, grass, or pine straw.



Please do not disturb sea turtle nesting areas. Be sure beachfront lights are turned off after dark and only use red beamed lights when walking on the beach at night.

To report an issue with a short-term rental, please contact our
Nuisance Management Hotline: (843) 341-6864.



MyHHI

You can report non-emergency issues to the Town from your smartphone, tablet, or computer. Download at hiltonheadislandsc.gov/myhhi.



Always ride with traffic on the right side of the road and obey all traffic signs and signals. Obey pedestrian signal alerts at crosswalks and use hand signals in advance of turns.



Animal Beach Visiting Hours

October - March	Anytime	On Leash or Under Voice Control
April - Thursday before Memorial Day	10 am - 5 pm	On Leash
	5 pm - 10 am	On Leash or Under Voice Control
Friday before Memorial Day - Labor Day	10 am - 5 pm	Not Allowed on Beach
	5 pm - 10 am	On Leash or Under Voice Control
Tuesday after Labor Day - September	10 am - 5 pm	On Leash
	5 pm - 10 am	On Leash or Under Voice Control



For More Information

Visit our website at hiltonheadislandsc.gov/short-termrentals

For questions about your specific property, please call:



Town Of Hilton Head Island

1 Town Center Court, Hilton Head Island, SC 29928
Beaufort County Sheriff's Department (843) 255-3300



Short-Term Rental Permit Information for Guests

Please note Noise Regulations for the Town of Hilton Head Island:

- A. In the Town of Hilton Head Island, South Carolina, it is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places (Title 17, Chapter 4, Town Code); and
 - B. Quiet hours are between 10:00 p.m. and 7:00 a.m., though town noise regulations are in force twenty-four (24) hours each day (Title 17, Chapter 4, Town Code)
-

For questions regarding your short-term rental please contact:

Name of Owner/ Short-Term Rental Agent: _____

Phone Number of Owner/ Short-Term Rental Agent: _____

Email of Owner/ Short-Term Rental Agent: _____

Trash Disposal Instructions for guests: _____

- Trash containers must be placed in a designated area that is fenced or screened and must not be visible from the public street or neighboring property
 - In addition, Trash container is not to be placed curbside more than (24) hours prior to pick-up and must be removed from curb within (24) hours after pick-up
-

Parking Regulations:

Number of designated parking spots _____ Please Park in designated parking areas only no parking on grass or pine straw

Maximum Occupancy for unit: _____ (2) occupants per bedroom plus (2) occupants for the total dwelling

Thank you for being a Town of Hilton Head Island Good Neighbor!

Enjoy your stay!