



## **Town of Hilton Head Island**



### **Town Council Meeting**

**Tuesday, October 7, 2025, 3:00 PM**

**1 Town Center Court, Hilton Head Island, SC  
Benjamin M. Racusin Council Chambers**

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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. Invocation – Pastor Michael Carr, Central Church**
- 4. Adoption of the Agenda**
- 5. Approval of the Minutes**
  - a. Regular Meeting Minutes of September 16, 2025
- 6. Presentations and Recognitions**
  - a. Fire Prevention Week Proclamation - Mayor Alan Perry
  - b. Breast Cancer Awareness Month Proclamation — Mayor Alan Perry
- 7. Reports from Members of Town Council**
  - a. General Reports from Town Council
- 8. Consent Agenda**
  - a. Consideration of an Ordinance of the Town of Hilton Head Island to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to Amend the Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards in Land Management Ordinance Sections 16-2-103, 16-5-106 and Appendix D, and Providing for Severability and an Effective Date - Second Reading - Shawn Leininger, Deputy Town Manager
  - b. Consideration of an Ordinance of the Town of Hilton Head Island Authorizing the Execution and Delivery of a Non-Exclusive Easement for Ingress, Egress, and Utilities on Town Property Located in the Area of Mingo Lane and Providing for Severability and an Effective Date - Second Reading - Ben

## **9. New Business**

- a. Consideration of 2026 Meeting Schedule for Town Council Regular Meetings, Workshops, and Subcommittees of Council - Shawn Leininger, Deputy Town Manager

## **10. Public Comment - Non Agenda Items**

## **11. Executive Session**

- a. Discussion Incident to Proposed Contractual Arrangements (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:
  - 1. Hilton Head Island Destination Marketing Organization Request for Qualification
- b. Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussions for the Proposed Sale or Purchase of Property (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:
  - 1. Main Street
  - 2. Old Wild Horse Road
  - 3. Pope Avenue
  - 4. Fire Rescue Headquarters
- c. Discussion of Legal Advice from the Town Attorney on Matters Covered Under the Attorney-Client Privilege (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:
  - 1. Port Royal Proposal - Settlement Agreement with ArborNature, LLC
- d. Discussion of Personnel Matters Relating to Town Manager Performance Evaluation [Pursuant to South Carolina Freedom of Information Act 30-4-70 (a)(1)]

## **12. Action from Executive Session**

## **13. 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 TOWN COUNCIL MEETING Tuesday, September 16, 2025, 3:00 PM Minutes

## Call to Order

Mayor Perry called the meeting to order at 3:00 p.m.

Council Members present: Alan Perry, Mayor; Alex Brown, Ward 1, Mayor Pro-Tempore; Patsy Brison, Ward 2; Steve DeSimone, Ward 3; Tammy Becker, Ward 4; Steve Alfred, Ward 5; Melinda Tunner, Ward 6

Others Present: Marc Orlando, Town Manager; Curtis Coltrane, Town Attorney; Kim Gammon, Town Clerk

## Invocation – Reverend Brett Myers, First Baptist Church Hilton Head Island

Reverend Brett Myers delivered the invocation.

## Adoption of the Agenda

**Mr. Alfred moved to approve. Ms. Tunner seconded. Motion carried 6-1 (Brison opposed).**

## Approval of the Minutes

### Workshop Meeting Minutes of July 29, 2025

**Mr. Alfred moved to approve. Ms. Becker seconded. Motion carried 7-0.**

### Regular Meeting Minutes of August 19, 2025

**Mr. Alfred moved to approve. Ms. Becker seconded. Motion carried 7-0.**

### Workshop Meeting Minutes of August 26, 2025

**Mr. Alfred moved to approve. Ms. Becker seconded. Motion carried 7-0.**

## Presentations and Recognitions

## Report of the Town Manager

Mr. Orlando provided detailed updates regarding the 2027 Fire Rescue Strategic Plan; Planning Department; Office of Cultural Affairs; Coligny Pocket Park; Taylor Park, Patterson Park; Beach Renourishment; and Code Enforcement activities and accomplishments. He

noted Fire Rescue will be hosting their annual free Pancake Breakfast on Sunday, October 5 from 9 a.m. - 12 p.m. at Fire Station 4 located at 400 Squire Pope Road. He encouraged all to attend.

#### Recognition of Thomas Barnwell - Senator Tom Davis

Senator Davis presented Thomas Barnwell with a resolution read on the floor of the Senate on May 28, 2025 in honor of Mr. Barnwell's 90th birthday and his contributions to the State and our community.

#### Proclamation Recognizing Senior Month - Mayor Alan Perry

Cheri Bronsky, Director of the Island Recreation Association Senior Center was present to accept the proclamation.

#### Town of Hilton Head Island Destination Marketing Public Relations Update and Metrics Report (FY25 Marketing Plan -Quarter 4) - Charlie Clark, Hilton Head Island - Bluffton Chamber of Commerce Vice President of Communications

Charlie Clark, Ariana Pernice and Chase O'Dell provided a detailed report and held discussions, answered questions regarding the report.

#### Reports from Members of Town Council

##### General Reports from Town Council

Mr. Alfred provided an update regarding the Sea Pines Circle stating that the CSA and Town feel the State will be helpful in addressing the issue. They expect to have a report from the South Carolina Department of Transportation (SCDOT) by September 30 regarding such.

Mayor Perry stated as required by Municipal Code the meeting will end by 8:00 p.m. and reminded Council members of the 10 minute limit on speaking.

##### Report of the Lowcountry Area Transportation Study – Councilmember Tamara Becker

Ms. Becker reported there was no meeting held but she referenced an email stating the SCDOT is requesting input on the I95 Corridor improvement projects at a drop-in meeting to be held on October 2, 2025 at the Ridgeland Baptist Church from 5 p.m. - 7 p.m.

##### Report of the Lowcountry Council of Governments – Councilmember Steve Alfred

No report.

##### Report of the Beaufort County Airports Board – Councilmember Melinda Tunner

Ms. Tunner reported the FAA conducted an inspection regarding the height of trees off property. She stated the next step is a tree survey will be conducted for trimming or removal.

She added that there was a resolution approved by County Council for a Customer Facility Charge for rental car contracts at the airport.

Town of Hilton Head Island Town Council

Meeting Minutes

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#### Report of the Southern Lowcountry Regional Board – Councilmember Patsy Brison

Ms. Brison stated they met on August 26 and items discussed were the Bluffton Alzheimer's Walk to be held October 25; a report from the Executive Director of the American Red Cross; and a report regarding the new Hardeeville YMCA , noting that the YMCA will include childcare facilities. The next meeting will be held in Hardeeville on October 23 and items of discussion will include the USCB expansion and Hardeeville affordable housing.

#### Report of the Island Recreation Association Board – Mayor ProTempore Alex Brown

Mr. Brown reported the Board and staff held a planning session and Leah Arnold has been named as the incoming Executive Director. He thanked Frank Soule for his services to the Association. He reviewed items discussed at the planning session which were programs provided for the Senior Center; expanding community outreach; the need for increased funding from Beaufort County for the pool; and the need to work with the Town regarding the FY27 CIP proposal regarding pickleball courts.

#### Report of the Beaufort County Economic Development Corporation - Mayor Alan Perry

Mayor Perry reported there was no new business at their last meeting. He stated they discussed working with the businesses that will be impacted by the airport corridor runway expansion.

#### Report of the Gullah Geechee Historic Neighborhoods Community Development Corporation - Mayor ProTempore Alex Brown

Mr. Brown reported the Gullah Geechee Historic Neighborhoods Community Development Corporation will meet tomorrow at 10:00 a.m. The agenda includes a presentation from Solaos on the new wayfinding application and the CDC website. On October 2<sup>nd</sup>, the CDC will host a launch gathering at the Rowing and Sailing Center at Squire Pope Community Park. The experience Gullah application is designed to promote Gullah cultural awareness utilizing technology to tell the stories and enhance the experience. Attendees will be able to download the application and receive a brief demo on how it works. In addition, the CDC will hold its *Money Talks* Financial Education Seminar tonight from 5:30 to 7:00 p.m. at the Hilton Head Island Recreation Center. A presenter from the USC Joseph F. Rice School of Law will discuss the legal aspects of business formation.

#### Report of the Community Services and Public Safety Committee – Councilmember Tamara Becker

Ms. Becker reported the Committee met on September 15 and there was positive movement regarding short-term rental issues and the Committee is actively engaged with the public in discussing the issues and providing the Town Manager and Staff direction in moving forward.

#### Report of the Finance and Administrative Committee – Mayor ProTempore Alex Brown

The Finance and Administrative Committee will meet September 30<sup>th</sup> at 10 a.m. The agenda

includes the monthly FY26 financial update; consideration of an ordinance to update the Business License Schedule and consideration of an ordinance providing the issuance and sale of Town of Hilton Head Island Special Obligation bonds not to exceed \$19,000,000.

### Consent Agenda

Consideration of an Ordinance of the Town Council of the Town of Hilton Head Island Authorizing the Conveyance of a 0.02 Acre of Real Property Located at 25 Dunnagans Alley and Providing for Severability and an Effective Date - Second Reading - Ben Brown, Director of Strategic Initiatives

**Ms. Brison moved to approve. Ms. Becker seconded.**

Mayor Perry asked for public comment. There was none.

**Motion carried 7-0.**

### New Business

Consideration of a Resolution Approving the 2025-2029 Five-Year Consolidated Plan as Required by the U.S. Department of Housing and Urban Development (HUD) for Participation in the Community Development Block Grant (CDBG) Entitlement Program - Michele Bunce, Senior Grants Administrator

Ms. Bunce explained this item has already been through the Finance and Administrative Committee with recommendation to Council for approval. In 2015, the Town of Hilton Head Island began participating in the HUD CDBG Entitlement Program. On May 14, 2025, HUD issued notification of the Town's CDBG funding allocation for Fiscal Year 2025 in the amount of \$210,564, which is required to be included in the 2025 – 2029 Consolidated Plan. The 2025 – 2029 Consolidated Plan will cover the Town's third five-year CDBG Entitlement Program period.

As required for participation in the program, the Town must prepare this plan every five years and gather public input throughout its development. A Public Needs Assessment meeting took place on May 22, 2025 and feedback was collected both at the meeting and via other channels, including email. The Consolidated Plan was drafted based on the public input received and then released on June 10, 2025 for an additional mandatory 30-day public comment period.

The Consolidated Plan is implemented through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources used each year to address the priority needs and specific goals identified in the Consolidated Plan. For year one, the Action Plan proposes allocating all of Fiscal Year 2025 funds to Taylor Park to support planning, design, and administrative costs, providing critical momentum for the project's advancement. For years two through five, the plan outlines broad goals, such as public facilities and improvements, public services, housing activities, economic development, and program administration. Specific projects associated with these goals will be developed

annually, in alignment with the Consolidated Plan, the Town's Strategic Plan, and the Town's budget.

**Ms. Brison moved to approve. Ms. Becker seconded.**

Mayor Perry asked for public comment. There was none.

**Motion carried 7-0.**

Consideration of a Resolution of Support from the Town of Hilton Head Island for a Childcare and Early Learning Pilot Project Utilizing the Tri-Share Funding Model - Angie Stone, Assistant Town Manager

Ms. Stone stated that access to affordable, high-quality childcare remains a significant barrier for many working families in our community. Rising childcare costs impact parents' ability to enter or remain in the workforce, challenge local employers seeking to retain talent, and hinder children's early learning opportunities. In 2024, the Southern Lowcountry Regional Board (SOLOCO) established a subcommittee, chaired by Orlando Lewis, to examine affordable childcare solutions. The subcommittee presented the Tri-Share funding model as a viable solution along with a recommendation that SOLOCO member jurisdictions request that the State implement a pilot program in our region.

The Tri-Share model is a cost-sharing approach that equitably splits the cost of childcare among three key stakeholders:

- One-third paid by the State
- One-third paid by the participating employer
- One-third paid by the employee/parent

This model was successfully piloted in other states, most notably in Michigan, Kentucky, Louisiana, and North Carolina, and has demonstrated measurable success in reducing absenteeism, improving employee retention, and increasing access to early learning services for children. The City of Beaufort, Town of Port Royal, City of Hardeeville, and Town of Bluffton have all passed similar resolutions of support.

**Ms. Brison moved to approve. Mr. Alfred seconded.**

Mayor Perry asked for public comment. There was none.

Council members commented on the need for child care in our communities and received information regarding the funding sources which will be decided equally between the employer, the parent and the State.

**Motion carried 7-0.**

Consideration of a Resolution Delineating Names and Missions for Town Council Subcommittees - Shawn Leininger, Deputy Town Manager

Mr. Leininger explained that on August 25, 2025, the Finance and Administrative reviewed the following standing committees, including names, missions and areas of focus as proposed by staff.

Finance and Administrative Committee (staff proposed to maintain current name)

Staff Proposed Mission: To review and analyze the Town's financial matters including revenues, expenditures, and procurement; oversee Accommodations Tax funds and the Town's Designated Marketing Organization; maintain intergovernmental relations and legislative monitoring; and provide oversight of economic development initiatives and Gullah Geechee Historic Neighborhoods Community Development Corporation.

Staff Proposed Areas of Focus:

Staff proposed areas of focus for the Finance and Administrative Committee are as follows:

1. Town revenues and expenditures
2. Fee structures
3. Procurement process review
4. Designated Marketing Organization
5. Accommodations/Hospitality Taxes
6. Matters relating to other governmental entities
7. Matters relating to pending or proposed legislation
8. Economic Development
9. Gullah Geechee Historic Neighborhoods Community Development Corporation matters
10. Tax Increment Financing (TIF) matters

Community Development and Public Services Committee (staff proposed revising name to align with areas of focus)

Staff Proposed Mission: To evaluate and advise on Town infrastructure, facilities, and services; oversee community services including parks, recreation, arts and culture; review public safety and emergency preparedness efforts; manage appointments to Town boards and committees; and provide guidance on planning, zoning, land use, workforce housing and development, and related regulatory matters.

Staff Proposed Areas of Focus:

Proposed areas of focus for the Community Development and Public Services Committee are listed below:

1. CIP (Capital Improvement Program) / Public infrastructure, facilities, lands
2. Appointments to boards and committees
3. Parks and recreation
4. Arts and culture

5. Public safety (including Hilton Head Island Fire Rescue, Beaufort County Sheriff's Office, beach operations)  
Hurricane response and resiliency
7. Matters related to community development, including planning, zoning, land use, and Land Management Ordinance
8. Workforce housing and workforce development
9. Comprehensive Plan Responsibilities also include oversight of appointments to boards and committees and coordination related to infrastructure and community services projects.

## **FINANCE & ADMINISTRATIVE COMMITTEE RECOMMENDATIONS:**

After review and discussion of these items, the Finance and Administrative Committee recommended a Resolution to Town Council to delineate the names of Town Council standing committees and provide a mission outlining the general topics that will be considered by each committee. Two standing committees were recommended by the Finance and Administrative Committee with the following names:

- Finance and Economic Development Committee
- Public Safety and Infrastructure Committee

The missions for the above-named committees, as recommended by the Finance and Administrative Committee, are listed below:

### **Finance and Economic Development Committee**

Mission: The Finance and Economic Development Committee reviews Town revenues, including alternative revenues sources, expenditures, fee structures, and procurement; oversees the Designated Marketing Organization and Accommodations/Hospitality Tax funds; addresses intergovernmental and legislative matters; and provides oversight of economic development, Tax Increment Financing (TIF), and the Gullah Geechee Historic Neighborhoods Community Development Corporation. The Committee also generally considers matters related to the following goals of the Town's adopted Strategic Action Plan:

- Goal 5: Support Economic Development and Business Recruitment and Retention
- Goal 7: Preserve, Protect, and Celebrate Gullah Geechee Culture and Heritage
- Goal 8: Advance Workforce Housing Opportunities
- Goal 9: Protect and Enhance Environmental Sustainability

### **Public Safety and Infrastructure Committee Mission:**

The Public Safety and Infrastructure Committee evaluates and advises on Town infrastructure, facilities, and services; oversees community services including parks, recreation, arts, and culture; reviews public safety and emergency preparedness efforts; manages appointments to Town boards and committees; and provides guidance on planning, zoning, land use, workforce housing and development, and related regulatory matters.

The Committee generally considers matters related to the following goals of the Town's adopted Strategic Action Plan:

- Goal 2: Invest in Stormwater Infrastructure
- Goal 3: Enhance Major Corridors and Streets
- Goal 4: Enhance Public Safety Readiness and Facilities
- Goal 6: Reinforce Island Resilience Assignment of Remaining Strategic Action Plan Goals

The Committee also recommended that items related to:

- Goal 1: Protect Island Character through Managing Growth, have flexibility to be assigned to either of the two standing committees; and
- Goal 10: Enhance Community Well-being through Implementation of the Parks and Recreation Master Plan and Program Enhancements, which primarily operational in nature, be handled by full Town Council through approval of the Town's Capital Improvements Plan and Consolidated Annual Budget.

**Ms. Becker moved that Town Council approve the recommendations by staff in the original proposal presented at the Finance and Administrative Committee. Ms. Turner seconded.**

Mayor Perry asked for public comment. There was none.

**Ms. Brison moved to amend the motion to replace the motion with the draft resolution before Council. Motion failed due to lack of a second.**

**Concluding discussion held by Council, the original motion carried 6-1 (Brison opposed).**

Consideration of an Ordinance of the Town of Hilton Head Island Authorizing the Execution and Delivery of a Non-Exclusive Easement for Ingress, Egress, and Utilities on Town Property Located in the Area of Mingo Lane and Providing for Severability and an Effective Date - First Reading - Ben Brown, Strategic Initiatives Director

Mr. Brown stated Town Council directed the Town Attorney and Town staff to pursue access and utility easements to support the development of property served by Mingo Lane. These efforts are coordinated with the Town's development of Patterson Family Park in the Marshland Road area. As part of the improvements, a new connection to Mingo Lane will be constructed along with a hammerhead turnaround within the right-of-way to ensure safe and adequate access for emergency and service vehicles. A new 10-foot utility easement is also proposed to allow the extension of public infrastructure, including water, sewer, and other utilities, across Town-owned land to serve adjacent property that currently lack direct access to such services.

**Ms. Becker moved to approve. Mr. Alfred seconded. Motion carried 7-0.**

Mayor Perry asked for public comment. There was none.

**Motion carried 7-0.**

Consideration of a Resolution Establishing the Land Management Ordinance Task Force -  
Shawn Leininger, Deputy Town Manager

Mr. Leininger stated Town Council has identified the update of the Land Management Ordinance (LMO) as a priority action item within its most recent Strategic Action Plans. In the adopted 2026– 2028 Strategic Action Plan, Goal #1 is to “Protect Island Character Through Managing Growth.” To achieve this goal, Council established the following strategy:

“Advance a coordinated, long-term approach to managing growth by implementing a comprehensive growth management framework. This strategy will align land use regulations, planning tools, land acquisition efforts, and capital improvement program investments to preserve Hilton Head Island’s distinctive identity while supporting sustainable development and protecting the Island’s natural and cultural resources.”

Eleven action items support this strategy. Of relevance to the proposed LMO Task Force are:

1. Action Item 1.5: Update the Design Guide and align it with the updated LMO.
2. Action Item 1.6: Update the LMO to align with District Plans and the Comprehensive Plan.

As part of these actions, Town staff have initiated a comprehensive review and update of the LMO to ensure it reflects evolving community needs, responds to changing development patterns, and incorporates best practices in modern land use regulation. Given the complexity of the LMO and its role in shaping growth, transparency and broad stakeholder participation are essential. As such, it is a best practice strategy to establish a group of stakeholders representing a diverse set of stakeholder interests and inputs into zoning, subdivision, and development standards.

Establishing a Land Management Task Force will provide a structured forum for community members, technical experts, and other stakeholders to contribute their knowledge and perspectives. The task force will make recommendations to Town staff, the Planning Commission, and Town Council, ensuring that ordinance revisions strike a balance between community character, economic vitality, and environmental stewardship.

Composition. The Task Force will be composed of a wide range of representatives, including:

1. Three (3) members of Town Council;
2. Chairpersons (4) of the Planning Commission, Design Review Board, Gullah Geechee Historic Neighborhoods Community Development Corporation, and the Gullah Geechee Land & Cultural Preservation Task Force;

3. Representatives (6) from: a. Hilton Head-Bluffton Chamber of Commerce; b. Hilton Head Area Home Builders Association; c. Hilton Head Area Realtors; d. Short-Term Rental industry; e. Hospitality industry; and f. Workforce Housing sector;
4. Three (3) general managers (or equivalent positions) representing Hilton Head's planned developments and resorts (selected from a defined list of communities);
5. Five (5) residents of Hilton Head Island; and
6. The Town Manager and Deputy Town Manager will serve as ex-officio, non-voting members.
7. No alternates will be appointed. Roles & Responsibilities.

The LMO Task Force will have the following roles and responsibilities:

1. A chairperson and vice-chairperson will be selected by Town Council from the Town Council members of the task force;
2. Review draft regulations relating to land use, zoning, subdivision, development, design, and other provisions of the LMO; and
3. Provide recommendations by majority vote to Town staff, the Planning Commission, and Town Council by majority vote. Procedures.

The LMO Task Force shall utilize the following procedures:

1. Conduct meetings in accordance with Town rules and procedures and Robert's Rules of Order;
2. All meetings will be publicly noticed, open to the public, and structured to allow for community input;
3. A quorum will be defined as 50% plus one of the total Task Force membership.
4. All official actions require a majority vote of members present and voting.
5. The Task Force will automatically disband upon adoption of the updated LMO by Town Council.

Mr. Orlando stated that something of this nature is a best practice and an industry standard. He stated he wants to make sure the LMO coming forward is thoroughly reviewed before it is placed on a Planning Commission agenda for consideration of approval.

Ms. Becker moved to approve. Mr. Alfred seconded.

Mayor Perry asked for Public Comment.

**Dave Ferguson** addressed Council expressing his frustration at the length of time this has taken and requested Council take on the responsibility of updating the LMO.

**Richard Bisi** addressed Council expressing his frustration at the length of time this has taken and questioned getting 21 people together for meetings.

**Dee Anthony** addressed Council inquired as to the time frame and number of meetings and asked why it is being considered now.

Council members discussed items such as the proposed number of members for the committee, the purpose of the committee and the timeline.

**Following discussion, the motion carried 7-0.**

Workshop Item

Discussion of a Potential Temporary Moratorium for the Acceptance and Processing of Applications Related to Short-Term Rentals, Timeshares / Interval Occupancies, and Major Subdivisions - Curtis Coltrane, Town Attorney

Mayor Perry noted this is a discussion item and he appreciates the input all have provided on this sensitive subject.

Town Council identified the assessment of a temporary moratorium as a priority action item within the adopted 2026–2028 Strategic Action Plan. Specifically, Goal #1 is to “Protect Island Character Through Managing Growth.” To achieve this goal, Town Council established the following strategy: “Advance a coordinated, long-term approach to managing growth by implementing a comprehensive growth management framework. This strategy will align land use regulations, planning tools, land acquisition efforts, and capital improvement program investments to preserve Hilton Head Island’s distinctive identity while supporting sustainable development and protecting the Island’s natural and cultural resources.” Eleven action items support this strategy. Of relevance to a temporary moratorium, Action Item 1.1 states, “Assess adoption of a moratorium limited in time and limited to the following uses: • Timeshares / Interval Occupancy • Short-term Rentals • Major Subdivisions.”

A temporary moratorium on the processing and approval of applications related to short-term rentals, timeshares, and major subdivisions is a tool that does not represent a permanent prohibition, but rather a limited pause. Such a pause allows for review of whether current licensing, zoning, subdivision, design, and other land management regulations are adequate to address development pressures and prepare updated policies without the risk of incompatible projects advancing under outdated standards.

Reasons for considering such a moratorium include:

1. Preventing Preemptive Applications. In the absence of a moratorium, applicants may seek to submit projects before new regulations are enacted, thereby securing vested rights that could undermine the Town’s long-term objectives. A moratorium helps ensure that future approvals are consistent with forthcoming policies rather than prior rules.
2. Managing Impacts on Community Character. Short-term rentals and timeshares can alter neighborhood livability, housing availability, and the overall sense of community. Large subdivisions can also affect traffic patterns, stormwater systems, and service capacity. Additionally, subdivision patterns and designs that are not compatible with existing development patterns impact the sense of place and character of the community.

A pause allows the Town to study these impacts comprehensively and adopt regulations that protect the Island's character and quality of life.

3. Aligning Growth with Infrastructure and Services. Tourism-related accommodations and new subdivisions have the potential to outpace the Town's infrastructure and public services. A moratorium gives the Town time to assess road, utility, and emergency service capacity to ensure that growth proceeds in a responsible and sustainable manner.

4. Facilitating Public Engagement and Legal Clarity.

A moratorium allows space for public engagement, providing residents and stakeholders the opportunity to participate meaningfully in shaping the Town's policies. This memorandum provides relevant data and information related to short-term rentals, timeshares, and major subdivisions to assist Town Council in direction setting and decision making. Further, if Town Council determines whether a temporary moratorium is necessary to address any or all of the listed uses and their impacts, this memorandum provides an assessment and suggested process for consideration of a temporary moratorium.

Data and information was provided regarding the impact of short-term rentals, timeshares and major subdivisions.

South Carolina law grants municipalities broad authority under Home Rule and police powers to protect public health, safety, and welfare. A temporary moratorium may be adopted provided it meets the following legal standards:

1. It must be of limited duration (commonly 180 to 365 days);
2. It must be narrowly tailored in scope to serve a specific and legitimate public purpose;
3. It must be supported by findings of fact; and,
4. The municipality must actively study or develop policy during the moratorium period.

Relevant Legal Authorities:

1. SC Constitution Article VIII – Local Government Powers;
2. SC Code § 6-29-760 – Zoning ordinance amendments and procedures;
3. SC Code Title 5, Chapter 7 – Powers of municipal governments; and,
4. South Carolina case law generally supports moratoria when adopted with adequate findings and due process.

The Town Attorney has confirmed that, with proper documentation and findings, such a moratorium is legally defensible, provided vested rights are protected and public purpose is well established. Legal and Policy Considerations 1. Affected applications must be clearly defined. 2. The Town must avoid interfering with any vested rights, issued licenses, or approved developments already underway. 3. Each temporary moratorium must include clear findings of fact and a plan of action to be completed during the temporary suspension period.

Mayor Perry asked for public comment.

**Cory Wenzel** addressed Council expressing concern over the bond ratings going down if a moratorium is enacted.

**Angie Hutchins** addressed Council warned Council regarding unintended consequences.

**Richard Bisi** addressed Council in support of a moratorium which he feels would be a six month pause for a thorough, thoughtful review.

**Carl Sampson** addressed Council in opposition of a moratorium and commented on the benefits of short-term rentals.

**Dee Anthony** addressed council in support of a moratorium to take a pause on new subdivision due to the impact on infrastructure and traffic.

**Cecil Eck** addressed Council in support of short-term rentals and stated she understood it that the STR regulations would be evaluated and move forward - not a moratorium.

**Daniel Moskowitz** addressed Council stating this will determine how tomorrow's families, investors and visitors will see Hilton Head. He expressed concern with a proposed moratorium.

**Dru Brown** addressed Council and spoke in opposition to the moratorium noting those opposed are residents also and the narrative being presented is not consistent with the Town's own data.

**Ginny Jackson** addressed Council stating a moratorium is an overreach and will not be good for Hilton Head Island.

**Jocelyn Staigar** addressed Council stating they oppose the moratorium and provide the reasons behind the opposition. She stated the Town needs to address issues regarding short-term rentals when they actually occur.

**Julie Janning** addressed Council stating a moratorium will have far reaching and damaging consequences, and it undermines fundamental rights of property owners.

**Larry Gibbons** addressed Council stating a moratorium will negatively impact property values for every homeowner of Hilton Head Island and destabilize the real estate market, hurt small businesses and worsen employment challenges.

**Lavon Stevens** addressed Council in opposition of a moratorium stating property owners outside the gated communities may want to develop their property and should have that right.

**Lisa Medford** addressed Council and spoke in opposition to a proposed moratorium stating it is causing harm to potential buyers that want to rent their home until they move here. She

added that the revenue from taxes for second home will be reduced.

**Lola Campbell** addressed Council in opposition to the moratorium stating businesses on the Island actually survive off the tourists and some actually live off of revenues from short-term rentals.

**Matthew Diamond** addressed Council in opposition to a moratorium stating the STR complaint rate is well under 1% and a proposed moratorium is unnecessary.

**Morris Campbell** addressed Council stating the need to encourage or allow people to use their property in a manner that will benefit not only people but also our community.

**Robert Guthrie** addressed Council stating his opposition to any type of moratorium affecting short-term rentals and personal property rights.

**Sally Zuniga** addressed Council speaking against excessively strict short-term rental regulations.

**Steve Birdwell** addressed Council encouraging Council not to implement a moratorium on short-term rentals. He stated it is not needed and will send a negative message to future visitors as well as negatively impacting many residents, businesses and business owners.

**Susan Wheatly** addressed Council in opposition of a proposed moratorium stating tourism and real estate are the lifeblood of Hilton Head.

**Todd Brooks** addressed Council stating a moratorium sends a negative message and short-term rentals are a good thing.

**Tom Reed** addressed Council and spoke in opposition to a moratorium and should be a last resort. He stated short-term rentals provide an economic benefit to the community.

**Felice LaMarco** addressed Council stating this may be a time for a pause. She stated the need for quality over quantity.

**Linda Harrington** addressed Council in support of a moratorium stating she is not against short-term rentals but stated the need to save neighborhoods from being destroyed.

**Christopher Cliffe** addressed Council stating the data being referenced needs to be sorted out.

**Beth Petro** addressed Council in opposition to proposed moratorium encouraging the Town to use the tools they already have to address issues and continue to enforce with compliance regulations.

**Glenn Stanford** addressed Council in opposition to a moratorium stating South Carolina is a property rights state which means the owner of land has a right to use the land as he or she

wishes. He added the Town has the power to regulate within the limits of the law.

Concluding public comment, Council held discussion regarding a proposed moratorium and it was the consensus of Council to address the short-term rental regulations and there was no vote regarding a moratorium.

#### Public Comment - Non Agenda Items

**Dave Ferguson** addressed Council regarding leadership on Council and encouraged residents to show up at meetings and give their input.

**Quyhn Nguyen** addressed the Council regarding her business and the difficulty she is having obtaining a certificate of occupancy after renovations.

#### Executive Session

At approximately 8:25 p.m. Mr. Orlando stated the need to enter Executive Session for the reasons listed below. **Mr. Brown moved to enter Executive Session for the reasons cited by the Town Manager. Ms. Becker seconded. Motion carried 7-0.**

Discussion of Legal Advice from the Town Attorney on Matters Covered Under the Attorney-Client Privilege (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:

##### 1. Land Management Ordinance Attorney Contract

Discussion Incident to Proposed Contractual Arrangements (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][2]) related to:

##### 1. Town of Hilton Head Island Destination Marketing Organization Request for Qualifications

Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussion for the Proposed Sale or Purchase of Property [Pursuant to South Carolina Freedom of Information Act Section 30-4-70 (a)(2)] related to:

1. Main Street
2. William Hilton Parkway Near Gum Tree Road
3. William Hilton Parkway Near Jenkins Road
4. Beach City Road
5. William Hilton Parkway Near Spanish Wells Road

Discussion of Personnel Matters Relating to Town Manager Performance Evaluation [Pursuant to South Carolina Freedom of Information Act 30-4-70 (a)(1)]

#### Action from Executive Session

**Council returned to the dais at 9:11 p.m. Ms. Becker moved to end the executive**

**session and return to the regular meeting. Mr. Alfred seconded. Motion carried 7-0.**

Resolution to Authorize the Mayor and Town Manager to Execute a Contract with the United States Postal Service for the Purchase of 1.82 acres, and the Construction of a Roadway, Parking Lots, Sidewalks and Drainage Infrastructure on the Post Office Property

**Mr. Brown moved to approve. Ms. Brison seconded. Motion carried 7-0.**

Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, Authorizing the Town Manager to Negotiate a Proposed Contract for the Purchase of Properties Located on Dillon Road in the Town of Hilton Head Island, South Carolina

**Mr Brown moved to approve. Ms. Brison seconded. Motion carried 7-0.**

Adjournment

**At 9:12 p.m. Ms. Becker moved to adjourn. Mr. Alfred seconded. Motion carried 7-0.**

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Kimberly Gammon, Town Clerk

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Alan R. Perry, Mayor

**The full recording and a transcript of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)**

# The Town of Hilton Head Island



## Proclamation

**WHEREAS**, the Town of Hilton Head Island is committed to ensuring the safety and security of all those living in Hilton Head Island and visiting; and

**WHEREAS**, fire remains a serious public safety concern both locally and nationally and most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

**WHEREAS**, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

**WHEREAS**, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

**WHEREAS**, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

**WHEREAS**, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

**WHEREAS**, Hilton Head Island Fire Rescue responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

**WHEREAS**, the 2025 Fire Prevention Week™ theme, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

**NOW, THEREFORE**, I, Alan Perry, Mayor of the Town of Hilton Head Island, South Carolina, do hereby proclaim October 5–11, 2025, as **Fire Prevention Week** throughout Town of Hilton Head Island.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed on this seventh day of October in the year of our Lord, two thousand twenty-five.



Alan R. Perry, Mayor

Attest:

Kimberly Gammon, Town Clerk

Town of Hilton Head Island  
Hilton Head Island, South Carolina



**Breast Cancer Awareness Month Proclamation**

**WHEREAS**, Breast Cancer Awareness Month is a worldwide annual campaign in October, involving thousands of organizations, to highlight the importance of breast cancer awareness, education and research; and

**WHEREAS**, according to the Centers for Disease and Prevention (CDC), breast cancer is the second most common cancer among women; and

**WHEREAS**, increasing the public's knowledge about the importance of early detection of breast cancer diagnosis and treatment can save lives; and

**WHEREAS**, Breast Cancer Awareness month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education and regular screening; and

**WHEREAS**, this October, as we display pink ribbons, or wear pink clothing to raise awareness, we recognize breast cancer survivors, those currently battling the disease, friends and families of a diagnosed patient, and applaud the efforts of our medical professionals and researchers working to find a cure.

**NOW. THEREFORE**, I, Alan R. Perry, Mayor of the Town of Hilton Head Island, South Carolina, do hereby proclaim the month of October as **Breast Care Awareness Month**.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed on this seventh day of October in the year of our Lord, two thousand and twenty-five.



Alan R. Perry, Mayor

Attest:

Kimberly Gammon, Town Clerk



# TOWN OF HILTON HEAD ISLAND

## *Town Council*

**TO:** Town Council  
**FROM:** Shawn Leininger, Assistant Town Manager  
**CC:** Marc Orlando, Town Manager  
**DATE:** October 7, 2025  
**SUBJECT:** Consideration of an Ordinance of the Town of Hilton Head Island to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to Amend the Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards in Land Management Ordinance Sections 16-2-103, 16-5-106 and Appendix D, and Providing for Severability and an Effective Date

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### **RECOMMENDATION:**

Consideration of second reading an Ordinance to Amend Chapter 16 of the Municipal Code, the Land Management Ordinance, to Amend the Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards in 16-2-103, 16-5-106, and Appendix D., and to provide for severability and an effective date.

On August 19, the Town Council voted unanimously to approve the Ordinance at first reading with the following amendment to LMO Section 16-2-103.J.4.b. as unanimously recommended by the Community Services and Public Safety Committee:

“If the proposed development is located on a previously developed parcel, then the number of peak hour trips projected to be generated by the proposed development shall be reduced by the number of trips generated by the previous development during the peak hour for the preceding twenty four months. If the resulting number is less than 50 peak hour trips, a Transportation Impact Analysis Plan is not required for the proposed development.”

Town Council also directed the Town Manager to begin the enforcement of the Ordinance under the pending ordinance doctrine.

Section 16-2-103.B.2.e of the LMO requires any change or departure from the text amendment that is different than what was recommended by the Planning Commission shall be submitted back to the Planning Commission for review and recommendation in accordance with State law. On September 17, the Planning Commission voted unanimously to recommend approval of the amendment to Section 16-2-103.J.4.b to

Town Council. The motion for approval requested that, as part of the LMO Amendment, Town Staff continue to assess these traffic mitigation requirements including the aggregate impacts from multiple concurrent developments.

### **BACKGROUND:**

Revitalize and Modernize the Economy is a focus area in the adopted Town Council 2023-2025 Strategic Action Plan. In fulfillment of this focus area, Strategy #1 Establish a Growth Management Strategy states the Town will:

“Successfully manage increasing and evolving future growth patterns in a manner that will ensure sustainability of Hilton Head Island’s unique character. Additionally, the Town must monitor economic and demographic trends, undertaking a comprehensive list of future planning activities, and proactively protecting the Island’s rich natural resources through appropriate design, regulation, and capital investment practices.”

In this regard, Town Council directed Town Staff to advance amendments to the Land Management Ordinance (LMO) in the 2024 Strategic Action Work Plan. The effort has been divided into two separate projects, the full LMO Overhaul and the priority amendments. The priority amendments include incremental changes to both the LMO and portions of the Municipal Code related to land management that address important and urgent issues in advance of the full LMO Overhaul. These priority amendments address pressing community development issues with the best short-term solution while minimizing unintended outcomes. Issues that require additional analysis and research or are more complex are recommended to be further explored during the full LMO Overhaul.

At the September 24, 2024, Town Council Workshop, Town staff received the following comments and direction regarding amendments related to Traffic Impact Analysis.

1. Change name from Traffic Impact Analysis to Transportation Impact Analysis Plan (TIAP) to account for a multimodal approach (ie: car, bicycle, pedestrian, public transit, plane, etc.)
2. Reduce the threshold a development needs to meet to trigger a mandatory TIAP from 100 peak hour trips to 50 peak hour trips.
3. Include multimodal infrastructure (such as bike paths, sidewalks, transit) in the analysis.
4. Include more impact mitigation options.
5. Clarify subject matter approval by the Town Engineer instead of the LMO Official as a best practice.
6. Add unsignalized intersections level of service standard including mitigation requirements and remove the discounting of impacts due to “background traffic,” (i.e. the trips generated by previously existing development).

The Planning Commission held a public hearing on April 16, 2025, and, after consideration of the criteria set forth in Land Management Ordinance (LMO) Section 16-2-103, voted unanimously to recommend that Town Council approve the proposed text amendment.

On May 19, 2025, the Community Services and Public Safety Committee voted unanimously to recommend approval to Town Council with items to be addressed prior to first reading. The following is a list of the Committee items followed by a response / action taken to address each item:

1. Ensure inclusion of downstream impacts on traffic to the requirements.

The study area to be considered within Transportation Impact Analysis Plan studies is determined in accordance with Appendix D-11(B)8, which requires that a minimum of three signalized intersections on major arterials to be analyzed. Any traffic circle or roundabout may be included as a study intersection analyzed at the direction of the Town Engineer, and the Town Engineer may request that unsignalized intersections be analyzed, effectively vesting the Town Engineer with the authority to determine the study area limits. Section 16-5-105(A)5.e, which is not proposed for revision, requires that site access for all development review applications be compliant with SCDOT's design standards as outlined in their *Access and Roadside Management Standards* manual relative to geometric design and the need to provide any turn lanes.

2. Consider raising level of service to higher than an "F".

A level of service of "F" is not accepted. The standards within the existing and proposed text establish a minimum threshold level of service of "D".

3. Ensure the changes do not impact redevelopment opportunities and consider a definition of blighted.

To find a balance between the mitigation of traffic impacts from development and supporting the redevelopment of properties that previously generated traffic, Town staff have proposed the following amendment to Section 16-2-103.J.4.b., "If the proposed development is located on a previously developed parcel, then the number of peak hour trips projected to be generated by the proposed development shall be reduced by the number of trips generated by the previous development during the peak hour for the preceding twenty four months. If the resulting number is less than 50 peak hour trips, a Transportation Impact Analysis Plan is not required for the proposed development."

4. Clarify the size of the area to be analyzed when the traffic impact is studied.

Similar to item 1 above, the study area to be considered within a Transportation Impact Analysis Plan is determined in accordance with Appendix D-11(B)8, which requires that a minimum of three signalized intersections on major arterials to be analyzed. Any traffic circle or roundabout may be included as a study intersection analyzed at the direction of the Town Engineer, and the Town Engineer may request that unsignalized intersections be analyzed, effectively vesting the Town Engineer with the authority to determine the study area limits. Section 16-5-

105.A.5.e. already requires that site access for all development review applications be compliant with SCDOT's design standards as outlined in their Access and Roadside Management Standards manual relative to geometric design and the need to provide any turn lanes.

5. Consider what multimodal means to Hilton Head Island now and in the future.

Multimodal is a common transportation term that involves the use of multiple modes of transport for moving people or goods. The most typical modes are walking, biking, public transit, railways, motor vehicles, waterways, and airways. In the case of Hilton Head Island and the LMO, multimodal considers the movement of people and goods on roadways and pathways to encompass a variety of users, including motorists, transit users, carriers of goods, cyclists, and pedestrians, including those with disabilities.

As noted previously, on August 19, 2025, Town Council approved first reading with an amendment to Section 16-2-103.J.4.b. and directed the Town Manager to begin enforcement of the Ordinance under the pending ordinance doctrine.

On September 17, the Planning Commission voted unanimously to recommend approval of the amendment to Section 16-2-103.J.4.b to Town Council.

#### **SUMMARY OF AMENDMENT:**

Effective transportation planning is essential for managing growth, ensuring mobility, and maintaining a safe and efficient transportation network. As communities develop, new projects introduce additional traffic, impacting roads, intersections, and multimodal infrastructure such as sidewalks, bike lanes, and transit systems. Without proper assessment, development can lead to congestion, safety hazards, and infrastructure strain.

For the Town, this type of assessment is conducted during the development approval process and involves a detailed study of projected traffic volumes, travel patterns, and potential impacts on roadway safety and congestion. The analysis helps determine whether improvements, such as roadway expansions, new traffic signals, pedestrian enhancements, or transit service modifications, are necessary to maintain efficient and safe travel conditions as identified by the study parameters.

While these studies are designed to assess how new projects affect traffic, there are concerns about whether the Town's current process and requirements address the needs of residents and adequately mitigate transportation impacts resulting from new development and redevelopment. As part of the priority amendments, the Town is proposing to update its current requirements for these studies for a more comprehensive approach that better reflects the transportation needs of everyone, including pedestrians, cyclists, and transit users.

The proposed amendments strengthen the Town's requirements by:

1. Expanding the scope of study beyond traffic to include multimodal infrastructure such as sidewalks, bike lanes, and transit services,
2. Reducing the threshold for requiring a traffic study from 100 peak-hour trips to 50 peak-hour trips, ensuring that even moderate developments undergo proper transportation impact review,
3. Expanding the type of mitigation options that can be used to address transportation impacts,
4. Shifting approval authority from the LMO Official to the Town Engineer for consistency with best practices,
5. Adding new standards for unsignalized intersections, and
6. Eliminating exemptions associated with trips generated by previously existing development.

These updates will make the Town's process more responsive to the community's needs and promote a more balanced, multimodal, and forward-thinking approach to transportation planning, ensuring that growth aligns with the Town's long-term mobility and infrastructure goals. These changes are part of an ongoing effort to update the Town's regulations, with further revisions expected during the full LMO update.

## **ANALYSIS:**

### *Proposed Amendments*

The Town currently requires a "Traffic Impact Analysis Plan." Examples of projects that recently required a TIAP include:

1. 147 Residential Units on Jonesville Road and
2. 132 Residential Units on Office Way

It is proposed to be renamed to the "Transportation Impact Analysis Plan" (TIAP) to reflect a more comprehensive, multimodal approach that includes biking, walking, and transit. Oversight of TIAPs has shifted from the LMO Official to the Town Engineer to ensure technical accuracy and alignment with best practices.

As part of this amendment, the threshold for requiring a TIAP is proposed to be lowered from 100 to 50 peak hour trips, thereby increasing the number of projects subject to analysis. For instance, two recent projects that were not required to provide a TIAP but were exempted due to the trips factored in for previously existing development would have been required to provide a TIAP under the proposed language are the following:

1. Timeshare development on Folly Field Road near Islanders Beach Park and
2. Waterfront restaurant on Squire Pope Road near the Rowing and Sailing Center at Squire Pope Community Park

The proposed TIAP amendments would also require the evaluation of multimodal infrastructure, such as bike paths, sidewalks, and public transit options. Transportation

impacts can be mitigated by expanded and more flexible mitigation strategies to address transportation impacts, such as replacing a traffic signal or uncontrolled intersection with a roundabout that meets the Town's operational and design standards, changes to locations or design of median crossovers and removal of changes to the number and location, or design of access points. Additionally, new standards for unsignalized intersections have been introduced, requiring mitigation for impacts.

The following table demonstrates how the proposed amendments address demonstrated issues.

| Issue                                                                                                                                                                                                                                                              | Proposed Amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clarify subject matter approval by the Town Engineer instead of the LMO Official as a best practice.                                                                                                                                                               | The Town Engineer is now referenced throughout the text amendment as the decision-making authority concerning Transportation Impact Analysis Review.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Change name from Traffic Impact Analysis Plan to Transportation Impact Analysis Plan to account for a multimodal approach.</p> <p>Reduce the threshold a developer needs to meet to trigger a mandatory TIA from 100 peak hour trips to 50 peak hour trips.</p> | <p><b>Sec.16-2-103. Application Specific Review Procedures</b></p> <p><b>J. <del>Traffic</del><u>Transportation</u> Impact Analysis Plan Review</b></p> <p><b>1. <u>Applicability</u></b></p> <p>a. The <u>A</u> <del>Traffic</del> <u>Transportation</u> Impact Analysis Plan, monitoring and mitigation requirements, and procedures set forth in this section are applicable to <u>all development as defined in this Title that would generate 50 or more peak hour trips, except for that as specifically exempted in paragraph 4 below of this subsection.</u></p> |
| Add unsignalized intersections level of service standard including mitigation requirements.                                                                                                                                                                        | <p><b>Chapter 16-5-106:</b></p> <p><b>C. <del>Traffic Impact Analysis Plan</del> <u>Service Level Standards</u></b></p> <p>3. The average total <u>day delay</u> on any approach to a <del>traffic circle or roundabout</del> <u>the Sea Pines Circle</u> does not exceed 150 seconds per vehicle during the <b>peak hour</b> for an average July weekday, <u>and the average total delay on any approach to any other traffic circle or roundabout does not exceed 55.0 seconds per vehicle during the peak hour for an average July weekday;</u> and</p>               |

|                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                             | <p>4. <u>The Level of Service (LOS) for any vehicular traffic movement does not decline by more than one level per the requirements of the Highway Capacity Manual (HCM), nor to a Level of Service of "F"; and</u></p> <p>5. <u>The <b>development</b> causes safety issues or delays that require mitigation as determined by the Town Engineer.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Include multimodal infrastructure (such as bike paths, sidewalks, transit) in the analysis. | <p><b>Appendix D:</b></p> <p><b>Application Submittal Requirements</b></p> <p><b>D-11. <del>Traffic</del> <u>Transportation</u> Impact Analysis Plan Review</b></p> <p><b><u>B. Submittal Requirements</u></b></p> <p><u>7. The impact on non-motorized travel shall be based on the procedures and practices recommended by ITE, Transportation Research Board (TRB), AASHTO and FHWA. The applicant shall incorporate where possible any non-motorized recommendations included in Town and/or regional long-term plans in the vicinity of the <b>site</b>. The study should identify potential changes such as:</u></p> <ul style="list-style-type: none"> <li><u>a. Improvements to pedestrian crossings;</u></li> <li><u>b. Additional pedestrian or bicycle crossings;</u></li> <li><u>c. Improvements to pedestrian signals, pedestrian signal intervals, signs, and pavement markings;</u></li> <li><u>d. Construction of additional sidewalks or non-motorized pathways;</u></li> <li><u>e. Changes to the site design and access to ease non-motorized travel and reduce conflicts with vehicles, from the public right-of-way to the building entrances or on-site activity; and</u></li> <li><u>f. Other similar improvements to transportation facilities.</u></li> </ul> |
| Modify the discounting of impacts due to "background traffic."                              | <p><b>4. Exemptions</b></p> <p>The following types of <b>development</b> shall be exempt from the <del>Traffic</del> <u>Transportation</u> Impact Analysis Plan and mitigation requirements of this section:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <p>i.e. the trips generated by previously existing development.</p> <p>Per the recommendation of Community Services Public Safety Committee, a modification has been drafted to support the redevelopment of property (see yellow highlighted text).</p> | <p><del>b. Development that would generate fewer than <b>peak hour</b> trips on the adjacent street.</del></p> <p><del>i. If the proposed <b>development</b> will be replacing a vacant or occupied <b>structure</b> on the same site, then for the purpose of determining exemptions, the number of <b>peak hour</b> trips generated by the proposed <b>land use</b> shall be reduced by the number of <b>peak hour</b> trips generated by the most recent legally established <b>land use</b>.</del></p> <p><del>ii. Proof of the most recent principal <b>land use</b> of a site shall be the responsibility of the <b>applicant</b> and shall be submitted to the <b>Official</b> for approval. Absent such proof, the <b>peak hour</b> trip rate will be based on the lowest trip generation of all the <b>uses</b> permitted <b>by right</b> in the site's zoning district.</del></p> <p><u>b. If the proposed development is located on a previously developed parcel, then the number of peak hour trips projected to be generated by the proposed development shall be reduced by the number of trips generated by the previous development during the peak hour for the preceding twenty four months. If the resulting number is less than 50 peak hour trips, a Transportation Impact Analysis Plan is not required for the proposed development.</u></p> |
| <p>Include more impact mitigation options.</p>                                                                                                                                                                                                           | <p><b>Appendix D:</b></p> <p><b>Application Submittal Requirements</b></p> <p><b><u>D-11. Traffic Transportation Impact Analysis Plan Review</u></b></p> <p><b>B. Submittal Requirements</b></p> <p><b><u>8. 10.</u></b> If the initial computerized analysis indicates that the <b>Town's adopted traffic service level standards</b> will be not be met, a mitigation plan must be included in the plan based on at least one additional computer analysis. This mitigation plan</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>must show how the <b><i>Town's adopted traffic service level standards</i></b> will be satisfied. <b><i>Applicants</i></b> will only <u>shall</u> be responsible to mitigate the <u>traffic transportation impacts of their proposed development</u>. Acceptable <b><i>roadway</i></b> mitigation measures are limited to the following:</p> <ol style="list-style-type: none"> <li>a. <u>Traffic signal timing adjustments; timing or phasing revisions, that not only mitigate traffic impacts generated by this <b><i>development</i></b>, but also result in safe and acceptable operations at the study intersection as demonstrated by a network traffic analysis;</u></li> <li>b. <u>Traffic signal phasing adjustments; Addition of signs, signals, markings, or other measures to accommodate road crossings and improve safety for pedestrians and achieve ADA compliance;</u></li> <li>c. Pavement marking revisions;</li> <li>d. Adding additional intersection turn lanes not to exceed 4 lanes on minor arterial approaches and 5 lanes on major arterial approaches; and</li> <li>e. Geometric <b><i>improvements</i></b> <u>to traffic circles or roundabouts, signalized or unsignalized intersections, including traffic circles or roundabouts, to improve traffic operations, pedestrian and bicycle operations or to improve safety;</u></li> <li>f. <u>Road widening;</u></li> <li>g. <u>Adding a traffic signal at a location that is warranted per the Manual of Uniform Traffic Control (MUTCD);</u></li> <li>h. <u>Replacing a traffic signal or uncontrolled intersection with a roundabout that meets the <b><i>Town's</i></b> operational and design standards;</u></li> <li>i. <u>Changes to locations or design of median crossovers to reduce congestion and mitigate accidents;</u></li> <li>j. <u>Removal of changes to the number and location, or design of access points to reduce congestion and mitigate accidents;</u></li> <li>k. <u>Additional signage;</u></li> </ol> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|--|----------------------------------------------------------------------------------------------------------------|
|  | I. <u>Other transportation-related safety improvements identified and/or recommended by the Town Engineer.</u> |
|--|----------------------------------------------------------------------------------------------------------------|

### *Nonconformities*

Chapter 16-7 provides standards for nonconformities. This amendment will not create nonconformities and is not applicable.

### *Text Amendment Review Standards*

Section 16-2-103.B.3 of the LMO provides standards for the review of Text Amendments and states the following:

“In determining whether to recommend that Town Council adopt or deny the proposed text amendment, the Planning Commission may weigh the relevance of and consider whether and the extent to which the proposed Text Amendment:

- a. Is in accordance with the Comprehensive Plan;
- b. Is required by changed conditions;
- c. Addresses a demonstrated community need;
- d. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the Town;
- e. Would result in a logical and orderly development pattern; and
- f. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.”

The proposed text amendment aligns with the review criteria, as it:

1. Supports the Comprehensive Plan, which includes the following strategy and tactic: “Maintain, evaluate, and update as needed traffic analysis standards to guide development in accordance with the existing and future needs of the Town.”
2. Is required due to increased traffic and congestion.
3. Addresses a demonstrated community need to mitigate traffic impact and includes consideration of essential multimodal transportation options.
4. Ensures that overall transportation impacts and mitigation efforts are consistent with the intent of the LMO.
5. Results in safer and less congested streets and intersections ensuring orderly development and transportation networks.
6. Minimizes the overall impact of Town-wide development and resulting traffic.

### **TOWN COUNCIL REVIEW AND DECISION:**

Section 16-2-103.B.2.e of the LMO provides standards for the decision of Text Amendments.

The Town Council shall review the application, staff report, and make a final decision on the application. The Town Council's decision shall be one of the following:

1. Adopt an ordinance approving the Text Amendment as recommended by Planning Commission; or
2. Adopt a resolution denying the Text Amendment.

### **ATTACHMENTS:**

1. Ordinance
2. Text Amendment

**AN ORDINANCE OF THE TOWN OF HILTON HEAD  
ISLAND**

**ORDINANCE NO. 2025-\_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND TO AMEND CHAPTER 16 OF THE MUNICIPAL CODE, THE LAND MANAGEMENT ORDINANCE, TO AMEND THE TRAFFIC IMPACT ANALYSIS PLAN REQUIREMENTS AND TRAFFIC ANALYSIS STANDARDS IN LAND MANAGEMENT ORDINANCE SECTIONS 16-2-103, 16-5-106 AND APPENDIX D, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, The Town Council previously adopted a Strategic Action Plan for 2023-2025, and Strategy Number 1 states that the Town will:

Successfully manage increasing and evolving future growth patterns in a manner that will ensure sustainability of Hilton Head Island’s unique character. Additionally, the Town must monitor economic and demographic trends, undertaking a comprehensive list of future planning activities, and proactively protecting the Island’s rich natural resources through appropriate design, regulation, and capital investment practices; and,

**WHEREAS**, at its September 24, 2024, Town Council Workshop, Town staff received the following comments and direction regarding amendments to the Land Management Ordinance related to Traffic Impact Analysis Standards:

1. Change name from Traffic Impact Analysis to Transportation Impact Analysis Plan to account for a multimodal approach.
2. Reduce the threshold a developer needs to meet to trigger a mandatory TIA from 100 peak hour trips to 50 peak hour trips.
3. Include multimodal infrastructure (such as bike paths, sidewalks, transit) in the analysis
4. Include more impact mitigation options.
5. Clarify subject matter approval by the Town Engineer instead of the LMO Official as a best practice.
6. Add unsignalized intersections level of service standard including mitigation requirements and remove the discounting of impacts due to “background traffic,” (i.e., the trips generated by previously existing development); and,

**WHEREAS**, the Town Council finds that Traffic Impact Analysis studies are important tools and assist the Town in avoiding congestion in the streets, undue concentration of population, safety hazards and overburdening of public infrastructure and also assist the Town in facilitating the creation of a convenient, attractive, and harmonious community; and,

**WHEREAS**, the Town Council finds that the best interests of the Town, and the health, safety and welfare of its citizens, property owners, residents and visitors will be furthered by an amendment to the Land Management Ordinance Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards to change the title to Transportation Impact Analysis Plan, amend applicability requirements, modify the threshold for requiring an analysis plan, increase mitigation options to modernize the transportation review process, prioritize multimodal considerations, and ensure a thorough evaluation of development impacts on the transportation network by including the following requirements:

- Expanding the scope of Traffic Impact Analysis studies to include multimodal infrastructure such as sidewalks, bike lanes, and transit services,
- Reducing the threshold for requiring a study from 100 peak-hour trips to 50 peak-hour trips, ensuring that even moderate developments undergo proper transportation impact review,
- Expanding the type of mitigation options that can be used to address transportation impacts,
- Shifting approval authority from the LMO Official to the Town Engineer for consistency with best practices,
- Adding new standards for unsignalized intersections, and
- Modifying exemptions associated with trips generated by previously existing development; and,

**WHEREAS**, the Town Council finds that these requirements will make the development review process more responsive to the community's needs and promote a more balanced, multimodal, and forward-thinking approach to transportation planning, ensuring that growth aligns with the Town's long-term mobility and infrastructure goals and that these things are in the best interests of the Town, and that the health, safety and welfare of its citizens, property owners, residents and visitors will be furthered by them; and,

**WHEREAS**, on April 16, 2025, the Planning Commission held a Public Hearing to consider the proposed amendments to change the applicability and to include multimodal options, and the public had an opportunity to comment on the proposed amendments, and the Planning Commission voted unanimously to recommend that Town Council adopt the amendments Land Management Ordinance Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards; and,

**WHEREAS**, on May 19, 2025, the Community Services and Public Safety Committee discussed the proposed amendments to change the applicability and include multimodal options, and voted unanimously to recommend that Town Council evaluate potential changes to the proposed amendments to the Land Management Ordinance Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards; and,

**WHEREAS**, on August 19, 2025, Town Council reviewed the proposed amendments with changes as requested by the Community Services and Public Safety

Committee; and,

**WHEREAS**, The Planning Commission met on September 17, 2025 to review deviations from the proposal made following their April 2025 public hearing and voted unanimously to recommend acceptance of the changes to Town Council; and

**WHEREAS**, the Town Council finds that the best interests of the Town, and the health, safety and welfare of its citizens, property owners, residents and visitors will be furthered by this amendment to the Land Management Ordinance Traffic Impact Analysis Plan Requirements and Traffic Analysis Standards which will aid in avoiding congestion in the streets, undue concentration of population, safety hazards and overburdening of public infrastructure and also assist the Town in facilitating the creation of a convenient, attractive, and harmonious community.

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

**Section 1. Amendment.** That the Land Management Ordinance is amended as shown on Exhibit “A” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

**Section 2. 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 3. Effective Date.** This Ordinance shall be effective upon its adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE  
TOWN OF HILTON HEAD ISLAND 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 L. Coltrane, Town Attorney

## Chapter 16-2: Administration

### Sec.16-2-103. Application Specific Review Procedures

#### J. Traffic-Transportation Impact Analysis Plan Review

##### 1. Purpose

The purpose of this subsection is to establish procedures and standards for the review and decision on Traffic ~~Transportation~~ Impact Analysis Plans, to ensure new **development** does not create **street** congestion beyond an amount established as acceptable by the Town.

##### 2. Applicability

- a. ~~The A Traffic- Transportation Impact Analysis Plan~~, monitoring and mitigation requirements, and procedures set forth in this section are applicable to all **development** as defined in this Title that would generate 50 or more **peak hour** trips, except for ~~that as~~ specifically exempted in paragraph 4 ~~below of this subsection~~.
- b. Development Plan approval, with or without conditions or modifications, nor a **Building Permit**, shall ~~not~~ be granted until ~~without the **applicant** has received~~ for Development Plan approval first obtaining Traffic of a Transportation Impact Analysis Plan approval in accordance with this section, in addition to all other requirements, unless the **development** is specifically exempt as provided for in this Chapter.
- c. A **Building Permit** may not be issued for **development** undertaken in accordance with a previously issued final **development** permit until the **applicant** first obtains Traffic ~~Transportation~~ Impact Analysis Plan approval, unless the **development** is exempt.

##### 3. Trip Generation Rates

Trip generation rates shall be taken from the most current edition of the ~~Institute of Transportation Engineers' ITE~~ Trip Generation Manual (ITE Manual), except; provided, however, that an **applicant** may elect to perform, at the **applicant's** expense, a trip generation study which shall be submitted to the **Official Town Engineer** in determining an exemption. ~~The~~ An **applicant's** trip generation study shall be undertaken by a qualified traffic ~~transportation~~ engineering firm selected in accordance with Appendix D.11, and is subject to review and approval by the **Official Town Engineer**. For any proposed ~~uses-use~~ not specifically listed in the ITE Manual, the **Official Town Engineer** shall determine the most appropriate trip generation rate. The **Official Town Engineer** may consider input from the **applicant** in making this decision.

Trip rates shall be generated for pass-by trips, internal trips and multi-modal trips that are generated by a mode other than a personal motor vehicle. Trip rate reductions must

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be supported by the ITE handbooks or, if local data is used, approved by the Town Engineer.

#### **4. Exemptions**

The following types of **development** shall be exempt from the ~~Traffic Transportation~~ Impact Analysis Plan and mitigation requirements of this section:

- a. Activities and **uses** not constituting **development** (see Sec. 16-1-104.B, Development Activities Constituting Development), or exempt from Development Plan approval (see Sec. 16-2-103.G.3, Exemptions).
- b. ~~Development that would generate fewer than 100 **peak hour** trips on the adjacent street.~~
  - i. ~~If the proposed **development** will be replacing a vacant or occupied **structure** on the same site, then for the purpose of determining exemptions, the number of **peak hour** trips generated by the proposed **land use** shall be reduced by the number of **peak hour** trips generated by the most recent legally established **land use**.~~
  - ii. ~~Proof of the most recent principal **land use** of a site shall be the responsibility of the **applicant** and shall be submitted to the **Official** for approval. Absent such proof, the **peak hour** trip rate will be based on the lowest trip generation of all the **uses** permitted **by right** in the site's zoning district.~~

If the proposed **development** is located on a previously developed **parcel**, then the number of **peak hour** trips projected to be generated by the proposed development shall be reduced by the number of trips generated by the previous **development** during the peak hour for the preceding twenty four months. If the resulting number is less than 50 **peak hour** trips, a Transportation Impact Analysis Plan is not required for the proposed **development**.

- b. A residential **development** generating less than 200 **peak hour** trips in which at least 20 percent of the units will qualify and be maintained as affordable housing in accordance with this **Ordinance**.

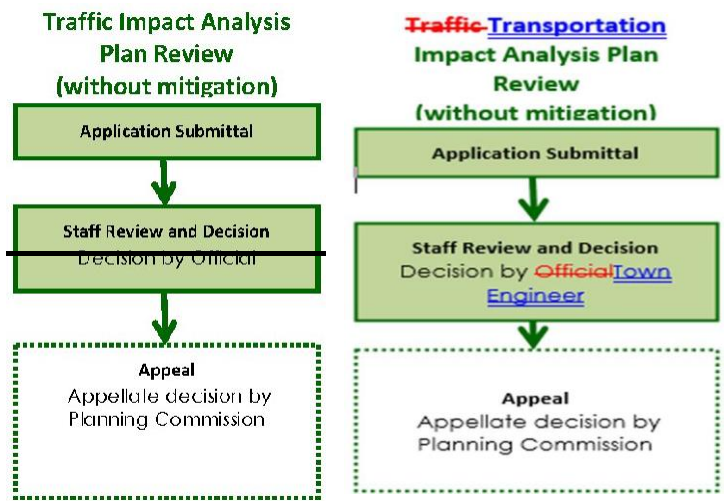
#### **5. ~~Traffic Transportation~~ Impact Analysis Plan Review Procedure**

##### **a. Application Submittal**

An **application** for ~~Traffic Transportation~~ Impact Analysis Plan Review may be submitted by **persons** identified in Sec. 16-2-102.C.1, and shall be submitted in accordance with Sec. 16-2-102.C.

##### **b. Staff Review and Action**

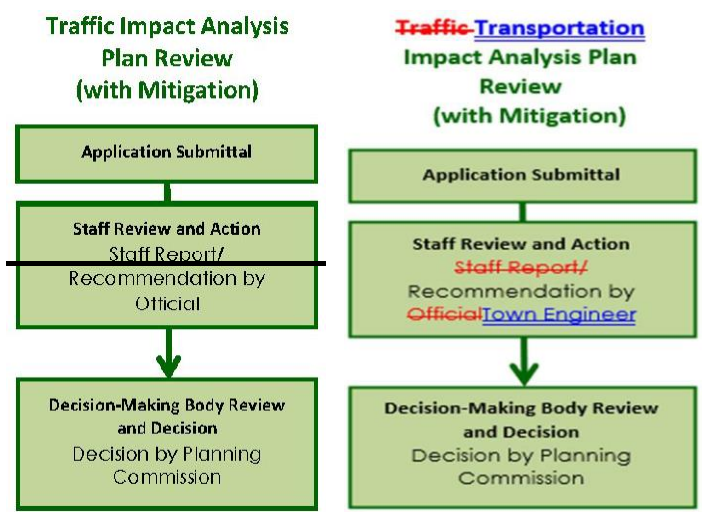
###### **I. No or Minor Mitigation Required**



For any proposed **development** that does not require any mitigation or for which mitigation is limited to adjustments to signal timing, signal phasing, or intersection restriping, or improvements serving non-motorized travel, the **Official Town Engineer** shall review and make a final decision on the **application** in accordance with Sec. 16-2-102.D. The **Official's** decision shall be based on the standards in Sec. 16-2-103.J.6, Traffic Transportation Impact Analysis Plan Standards, and shall be one of the following:

01. Approve the **application** as submitted;
02. Approve the **application** subject to conditions of approval or modifications; or
03. Deny the **application**.

## II. Major Mitigation Required



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Where the proposed **development** requires mitigation beyond just adjustments to signal timing, signal phasing, ~~or intersection re-striping,~~ or improvements serving non-motorized travel, the ~~Official~~ Town Engineer shall review the **application** and ~~prepare a staff report with a recommendation for action in~~ accordance with Sec. 16-2-102.D. The ~~Official's~~ Town Engineer's **recommendation shall be based on the standards** in Sec. 16-2-103.J.6, Traffic-Transportation Impact Analysis Plan Standards. Any mitigation improvements should comply with the latest edition of SCDOT's Access and Roadside Management Standards (ARMS) manual and SCDOT Roadway Design Manual.

### **c. Decision-Making Body Review and Decision**

- I. For any proposed **development** that requires mitigation beyond just adjustments to signal timing, signal phasing, or intersection re-striping, the **Planning Commission** shall review the **application** and ~~staff report at a public meeting~~ and make a final decision on the **application** in accordance with Sec. 16-2-102.G. The Commission's decision shall be based on the standards in Sec. 16-2-103.J.6, Traffic-Transportation Impact Analysis Plan Standards, and shall be one of the following:
  01. Approve the Traffic-Transportation Impact Analysis Plan as submitted;
  02. Approve the Traffic-Transportation Impact Analysis Plan subject to conditions of approval or modifications; or
  03. Deny the Traffic-Transportation Impact Analysis Plan.
- II. Traffic-Transportation Impact Analysis Plans containing mitigation other than that allowed in Appendix D (specifically D-11.B.8) will not be accepted.

### **d. Post-Decision Actions and Limitations**

#### **I. Notice of Decision**

The ~~Official~~ Town Engineer shall provide notice of the final decision on the **application** in accordance with Sec. 16-2-102.H.1.

#### **II. Appeal**

01. Appeals from the final decision of the ~~Official~~ Town Engineer on an **application** for Traffic-Transportation Impact Analysis Plan Review are governed by Sec. 16-2-103.U, Appeal of **Official's** Decision to **Planning Commission**, and S.C. Code Ann. § 6-29-1150.

02. Appeals from the decision of the **Planning Commission** on an **application** for Traffic-Transportation Impact Analysis Plan Review are governed by S.C. Code Ann. § 6-29-1150.

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## **6. Traffic-Transportation Impact Analysis Plan Standards**

The proposed Traffic-Transportation Impact Analysis Plan shall not be approved unless it is demonstrated the Town's **street** system can operate and comply with the Town's **adopted traffic service level standards**, and the plan complies with Sec. 16-5-106, Traffic-Transportation Analysis Standards.

## **7. Expiration of Approval**

A Traffic-Transportation Impact Analysis Plan approval shall expire ~~after one (1) year from the date of approval~~ unless the **applicant** submits a complete Development Plan review **application**.

## **8. Amendment**

A Traffic-Transportation Impact Analysis Plan may be amended only in accordance with the procedures and standards for applicable to its original approval.

## **9. Traffic-Transportation Mitigation Program Implementation**

### **a. Timing of Implementation**

If a traffic-transportation mitigation program is part of an approved Traffic-Transportation Impact Analysis Plan, all approved traffic-transportation mitigation **improvements** must be implemented prior to issuance of a Certificate of Compliance unless otherwise provided for as part of the approved Traffic-Transportation Impact Analysis Plan.

### **b. Responsibility for Costs of Improvement; Reimbursement**

- I. ~~Except as provided for in provisions ii through iv below, t~~ The costs of implementation of an approved mitigation program shall be the responsibility of the **applicant**, except as follows:-
- II. If an **applicant** is required to provide an **improvement** that would otherwise be funded by transportation impact fees, a transportation impact fee credit shall be available as provided in accordance with Sec. 16-5-116.K, Offsets to Impact Fees.
- III. If an **applicant** is required to provide an **improvement** which is eligible for a transportation impact fee credit as provided for in accordance with Sec. 16-5-116.K, Offsets to Impact Fees, and the cost of the **improvement** exceeds the amount of the transportation impact fee otherwise calculated to be due in accordance with that section, the **applicant** may submit a plan for reimbursement to the **Town Council** for action. Such reimbursement plan shall be consistent with the **Town's** contractual obligations with respect to other planned **street improvements** and consistent with the **Town's** adopted **Capital Improvements Program** (CIP).
- IV. If an **applicant** is required to provide an **improvement**, other than a site-related traffic transportation improvement that is eligible for funding with transportation impact fees, or if an **applicant** proposes a change in priorities in the adopted CIP, the **applicant** may submit a proposal to the **Town Council** requesting consideration for inclusion of such **improvement** in the CIP or for a shifting of

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priorities within the CIP, together with a proposed reimbursement plan which is consistent with the requirements of this section.

## **10. ~~Traffic~~ Transportation Monitoring and Evaluation Report**

### **a. Report**

Annually, following the preparation of the ~~June-July~~ intersection turning movement counts, the **~~Official~~** Town Engineer shall prepare a Traffic-Transportation Monitoring and Evaluation Report, which shall include each of the following:

- I. **Peak hour** traffic turning movement counts for an average ~~June-July~~ weekday for all signalized intersections as measured by the Town Engineer;
- II. Twenty-four hour traffic volumes on William Hilton Parkway, Palmetto Bay Road, Pope Avenue, and the Cross Island Parkway as measured by the Town Engineer;
- III. Historical trends over the past five years if available for items in paragraph II above;
- IV. Description of the operating conditions, relative to the **adopted traffic service level standards**, for each signalized intersection and how the operating conditions have changed since the last reporting period;
- V. Morning, midday, and afternoon **peak hour** volumes for Sea Pines Circle in reports for years evenly divisible by ~~five~~ two; and
- VI. Recommendations for mitigation **improvements** to intersections that fail to meet the traffic-transportation standards outlined in Sec. 16-5-106, Traffic-Transportation Analysis Standards.

### **b. Certification of Traffic-Transportation Data**

Based on the Traffic-Transportation Monitoring and Evaluation Report, Traffic-Transportation Impact Analysis Plans, and such other information as deemed appropriate, the **~~Official~~** Town Engineer shall certify the traffic-transportation data to be used by all **applicants**, traffic-transportation engineers, **Town** staff and consultants, in performing and reviewing Traffic-Transportation Impact Analysis Plans. The **~~Official~~** Town Engineer will certify the traffic volume data on an annual basis or more frequently as deemed appropriate.

### **c. Planning Commission Action**

- I. The Traffic-Transportation Monitoring and Evaluation Report prepared by the **~~Official~~** Town Engineer as described above shall be forwarded to the **Planning Commission** and simultaneously conveyed to the **Town Council**. Upon receipt of the Report and recommendations from the **~~Official~~** Town Engineer, the **Planning Commission** shall give notice and hold a public meeting for the purpose of discussing the Report and recommendations and eliciting public comments.
- II. Following its review, the **Planning Commission** shall forward the Traffic-Transportation Monitoring and Evaluation Report and recommendations, and may forward its own supplemental report and recommendations, to the **Town Council**.

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## **11. Vehicular Multimodal Access Analysis**

- a. All **development** shall have an **access** analysis undertaken by the **Official Town Engineer**. This analysis shall be undertaken to ensure that vehicular and multi-modal access to all proposed developments and **subdivisions** is accomplished in a safe manner.
- b. This analysis will identify any vehicular **access improvements** the **applicant** must install at the **applicant's** expense, such as deceleration lanes, and shall identify the location of any curb cuts based on, but not limited to sight distances, existing **roadway** infrastructure, opposing **driveways** locations, and shared vehicular **access**. This analysis will address requirements for adequate **driveway** design including, but not limited to turning radius and stacking distance. The standards in the South Carolina Department of Transportation's Access and Roadside Management Standards Manual shall serve as a guide for this review.
- c. This analysis will identify any improvements required to serve non-vehicular site access, including any modifications to or improvements of pathway crossings being impacted by the site development.
- d. The vehicular and multimodal access requirements approved by the **Official Town Engineer** shall be incorporated on **development** or **subdivision** plans prior to their approval. If an **applicant** is required to provide site-related traffic **improvements**, the cost of implementing such **improvements** shall be borne by the **applicant** and no such costs shall be eligible for a credit or offset from any transportation impact fees required in accordance with Sec. 16-5-116.K, Offsets to Impact Fees.

### **Chapter 16-5: Development and Design Standards**

#### **Sec.16-5-106. Traffic Transportation Analysis Standards**

##### **A. Purpose**

The purpose of this section is to guide **development** in accordance with the existing and future needs of the **Town** in order to protect, promote and improve the public health, safety, ~~morals~~, convenience, order, ~~appearance~~, prosperity and general welfare of the citizens of the **Town**, by ensuring new **development** does not overburden and overly congest streets, pathways, sidewalks, and other transportation systems in the **Town's streets**.

##### **B. Intent**

The regulations of this section are designed and intended:

1. To ensure that the **Town's adopted traffic transportation service level standards** are met within the **Town** and to provide safety from fire, panic and other dangers, to promote the public health and general welfare, to prevent the

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overcrowding of **land**, to avoid undue concentration of population, and to facilitate safe and the adequate provision of **street** and non-motorized facilities.

2. To enable the Town Engineer or their **designee** to conduct an appropriate review and evaluation of the traffic-multimodal transportation impacts of proposed **development**, to provide for the imposition of conditions in order to assure that new **development** does not impair the safety and the **Town's** ability and obligation to provide adequate adequacy of impacted **street** and transportation facilities to all its used by the **Town's** citizens, and to prescribe necessary project-specific mitigation measures or to otherwise changes to the site design or operations, and establish the implementation timing and funding, as part of the condition traffic impact analysis plan approval.
3. To ensure that no traffic-transportation impact analysis plan approvals are granted that would cause a reduction in the service level of any **street** facility that is currently operating in a manner that fails to satisfy the **Town's adopted traffic service level standards.**
4. To ensure that no traffic-transportation impact analysis plan approvals are granted unless **street** facilities with adequate capacity to accommodate the traffic generated by the proposed **development** are available concurrently with the scheduled opening of the **development.**
5. To establish uniform procedures for the review of **applications** for traffic transportation impact analysis plan approval subject to the traffic-transportation impact analysis plan requirements set forth herein.
6. To better coordinate the short-term growth potential of the **Town** with the immediately available **street** system capacity, taking into account exempt **development** and approved **development** that has not been built, to the extent to which these may be eligible for **development** plan approval without being subject to the traffic-transportation impact analysis plan requirements of this section.
7. To better coordinate the long-term growth potential of the **Town** with an realistic assessment of street capacity which is currently and which may in the future become available, recognizing the limitations on the **Town's** financial resources, the constraints presented by the geography of the Island, and the need to preserve the Island's sensitive natural, historic, and environmental resources.
8. ~~To better coordinate the type, location, amount, timing, and rate of **development** of proposed **land uses** in accordance with the **Comprehensive Plan**, zoning district regulations, and **Official Zoning Map** with the present and projected future availability of **street** system capacity.~~
- 9.8. To establish and maintain a traffic monitoring system to regularly determine the volume of traffic on the **Town's street** system and the degree to which capacity limits ("thresholds") are being approached or exceeded. To require that Transportation Impact Analysis Plans are prepared by a licensed

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professional transportation engineer, and that the plan contents and modeling are consistent with national guidelines and practices published by the **Institute of Transportation Engineers (ITE)**, the **Transportation Research Board (TB)**, the **Federal Highway Association (FHWA)**, the **American Association of State Highway and Transportation Officials (ASHTO)**, the **National Association of City Transportation Officials**.

10. ~~9.~~ It is not the intent of this section to deny to any **person** a reasonable opportunity to develop **land** in a beneficial manner, but rather to coordinate the type, location, amount, timing, and rate of **development** with the **Town's** reasonable ability to provide adequate public **street** facilities consistent with the **Town's adopted traffic service level standards**. To ensure that, in addition to measuring the impact on the roadway system, the transportation impact analysis plan measures the multimodal impacts, and mitigation measures, for non-motorized travel and transit.
10. To establish and maintain a traffic monitoring system to regularly determine the volume of traffic of the **Town's** street system and the degree to which capacity limits ("thresholds") are being approached or exceeded.

### **C. Traffic Service Level Standards**

All required traffic transportation impact analysis plans shall, at a minimum, indicate compliance or non-compliance with the standards of this section.

1. The average total delay in seconds per vehicle for each signalized intersection does not exceed 55.0 seconds during the **peak hour** for an average July weekday; and
2. The volume-to-capacity (V/C) ratio for each signalized intersection does not exceed 0.90 during the **peak hour** for an average July weekday; and
3. The average total day on any approach to ~~a traffic circle or roundabout~~ the Sea Pines Circle does not exceed 150 seconds per vehicle during the **peak hour** for an average July weekday; and the average total delay on any approach to any other traffic circle or roundabout does not exceed 55.0 seconds per vehicle during the **peak hour** for an average July weekday; and
4. The Level of Service (LOS) for any vehicular traffic movement does not decline by more than one level per the requirements of the Highway Capacity Manual (HCM), nor to a Level of Service of "F"; and
5. The **development** causes safety issues or delays that require mitigation as determined by the Town Engineer.

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## Appendix D: Application Submittal Requirements

### D-11. Traffic Transportation Impact Analysis Plan Review

#### A. Plan Preparation

##### 1. Selection of Traffic Transportation Engineering Firm

The Traffic Transportation Impact Analysis Plan shall be prepared for the **applicant** by a qualified traffic transportation engineer/engineering firm, selected from a list of traffic engineering firms maintained by the Town. The list shall be created through the solicitation by the Town of professional traffic engineers qualified to perform this service. The list shall contain the names of at least three traffic engineering firms approved by the Town Engineer or their designee, and sealed by a licensed professional engineer registered in South Carolina.

##### 2. Establishment of Traffic Transportation Impact Plan Parameters

- a. Prior to beginning the Traffic Transportation Impact Analysis Plan, the **applicant** shall supply the Official Town Engineer with the following:
  - I. A written narrative describing the proposed **land use(s)**, size and projected opening date of the project and any phases. The narrative must also identify the Beaufort County Tax Map and **parcel** numbers to be occupied by the proposed **development**;
  - II. A site location map; and
  - III. A proposed **site plan** showing the location of the proposed **development** on the site and vehicular **access** to public or private **streets** or any other **development**.
  - IV. A study area map or maps that illustrate the intersections to be evaluated in the study, along with the relevant pedestrian and non-motorized pathway systems. The non-motorized map shall generally depict expected walking and bicycling patterns (origin and destinations), where people will cross roadways, and improvements needed. Public transportation systems shall be included in this study area map as well.
  - V. For uses, as determined by the Town Engineer or their designee, a review of the transit or other mobility options, and how they can be accommodated on or near the site.

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- b.** Based on this information, along with the ITE Trip Generation Manual and available information on land **use**, travel patterns and traffic conditions, the ~~Official Town Engineer~~ will supply in writing to the **applicant** or the **applicant's** selected engineering firm the parameters to be followed in the study, including the study area for all modes, directional split of driveway traffic, trip distribution to multiple access points, trip distribution on the study area roadway network ~~background traffic growth rate~~, previously approved or proposed projects that are ~~but not completed projects~~, and the intersections to be analyzed along with any associated turning movement counts and signal timing data ~~that which~~ are available.

## **B. Submittal Requirements**

An acceptable ~~traffic-transportation~~ impact analysis plan shall include an accurate representation of the following elements:

1. A **current site plan** or **subdivision** plat identifying access to and from existing or proposed **streets** and intersections. In addition, a vicinity map shall be provided.
2. Description of the proposed **development**, including the type of proposed **land use**, the number of residential units by type, the number of existing and proposed **lots**, the type of proposed non-residential **development** and the amount of such **development** measured by **gross floor area** or other appropriate unit of measure, the general size and type of accessory **development** or facilities, and, for non-residential **development**, adequate information to identify the appropriate **land use** category or categories for trip generation.
3. Traffic, pedestrian, and bicycle counts must be collected and analyzed if the existing data is more than two years old or is determined to be unavailable by Town Engineer. The existing conditions shall consider and include any development in the study area that has generated a previous application for a TIAP study or other development in the study area that is projected to occur within five (5) years from the TIAP study as determined by the Town Engineer. Projected vehicular trips to and from the completed **development**, or any interim **development** phases, on the **adjacent street** during the a.m. and p.m. peak hours of the surrounding roadway network. In some cases the Town Engineer may also require an analysis of Saturday conditions or the **peak hours** of the proposed land-use. The percentage of ~~passerby~~ pass-by trips, if used in the plan, shall be included, as well as the source of this information. The trips shall be presented as "Multi-Modal Trips" with a listing of pass-by trips, internal trips (within the **development**), pedestrian, bicycle, transit, ride-hailing, or other trips. In cases where multi-use pathway segments or pathway crossings are being impacted by the development, the Town Engineer shall also require analysis of projected levels-of-service.

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4. A written narrative setting forth the assumptions upon which any projection, made in developing the traffic-transportation impact analysis plan required under this part, is based upon. If the assumptions are derived from the ITE manual, the materials-excerpts shall be identified. If the assumptions are not from the ITE manual, appropriate-excerpts will the referenced materials shall be included in the study and the reasoning underlying the assumptions shall be stated in the narrative. If the project predicts fewer auto trips due to various travel demand management measures, assurances that those measures will be applied and are enforceable will be determined by the Town Engineer.
  5. The traffic-Transportation Impact Analysis Plan study shall be based on intersection analysis procedures for signalized intersections and roundabouts or traffic circles as identified in the Transportation Research Board's (TRB) current Highway Capacity Manual Special Report 209 and utilize computer software which emulates these procedures and is acceptable to the ~~Official~~ Town Engineer. ~~Any analysis involving a traffic circle will utilize computer software which is designed to analyze traffic circles and is acceptable to the Official.~~ The results of any required computer analysis shall, at a minimum, indicate compliance or non-compliance with the traffic-transportation standards of Sec. 16-5-106, Traffic-Transportation Analysis Standards.
  6. Safety data in the study area, when required by the Town Engineer, shall include the types of collisions. The study should describe how safety will be influenced by the project's transportation impacts and evaluate potential solutions. Potential mitigation measures shall be consistent with the American Association of State Highway and Transportation Officials AASHTO Highway Safety Manual, Federal Highways Administration (FHWA) guides on non-motorized crossings, and other national research.
  7. The impact on non-motorized travel shall be based on the procedures and practices recommended by ITE, Transportation Research Board (TRB), AASHTO and FHWA. The applicant shall incorporate where possible any non-motorized recommendations included in Town and/or regional long-term plans in the vicinity of the site. The study should identify potential changes such as:
    - a. Improvements to pedestrian crossings;
    - b. Additional pedestrian or bicycle crossings;
    - c. Improvements to pedestrian signals, pedestrian signal intervals, signs, and pavement markings;
    - d. Construction of additional sidewalks or non-motorized pathways;
    - e. Changes to the site design and access to ease non-motorized travel and reduce conflicts with vehicles, from the public right-of-way to the building entrances or on-site activity; and
    - f. Other similar improvements to transportation facilities.

**6.8.** The intersections which must be analyzed in the study are identified as:

- a. Any ~~signalized~~ intersection that serves as a **development's** point of **access** to a major arterial. This will include intersections of public and private roads with major arterials, and ~~driveways~~ offering direct **access** to a major arterial; and
- b. The first signalized intersection on either side of the **development's** primary point of **access** to a major arterial; and
- c. Other signalized intersections on major arterials if within 1 road mile of the **development's** primary point of **access** to a major arterial and when in the opinion of the ~~Official Town Engineer~~ there is a potential for a significant impact to the intersection's **level of service** from ~~site-related~~ site-related traffic; and
- d. Any traffic circle or roundabout, when in the opinion of the ~~Official Town Engineer~~, there is a potential for a significant impact to the circle's **level of service** from **site** related traffic.

**7.9.** At a minimum, the plan must include the results of a computerized analysis projecting the operating conditions of ~~critical intersections relative to signalized intersections and roundabouts or traffic circles identified in 8. above.~~ The intersections shall meet the **Town's adopted traffic service level standards outlined in 16-5-106.** All other intersections must be projected to operate at levels of service acceptable to the Town Engineer. The analysis shall reflect the projected condition of these intersections and movements based on the full operation and/or build-out of the development date of the **development** and, where applicable, on other significant phase-in dates of the **development** project.

**8.10.** If the initial computerized analysis indicates that the **Town's adopted traffic service level standards** will be not be met, a mitigation plan must be included in the plan based on at least one additional computer analysis. This mitigation plan must show how the **Town's adopted traffic service level standards** will be satisfied. ~~Applicants will only shall~~ Applicants shall be responsible to mitigate the traffic transportation impacts of their proposed development. Acceptable **roadway** mitigation measures are limited to the following:

- a. Traffic signal timing adjustments; timing or phasing revisions, that not only mitigate traffic impacts generated by this **development**, but also result in safe and acceptable operations at the study intersection as demonstrated by a network traffic analysis;
- b. Traffic signal phasing adjustments; Addition of signs, signals, markings, or other measures to accommodate road crossings and improve safety for pedestrians and achieve ADA compliance;
- c. Pavement marking revisions;

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- d. Adding additional intersection turn lanes not to exceed 4 lanes on minor arterial approaches and 5 lanes on major arterial approaches; ~~and~~
  - e. Geometric **improvements** to ~~traffic circles or roundabouts~~ signalized or unsignalized intersections, including traffic circles or roundabouts, to improve traffic operations, pedestrian and bicycle operations or to improve safety;
  - f. Road widening;
  - g. Adding a traffic signal at a location that is warranted per the Manual of Uniform Traffic Control (MUTCD);
  - h. Replacing a traffic signal or uncontrolled intersection with a roundabout that meets the **Town's** operational and design standards;
  - i. Changes to locations or design of median crossovers to reduce congestion and mitigate accidents;
  - j. Removal of changes to the number and location, or design of access points to reduce congestion and mitigate accidents;
  - k. Additional signage;
  - l. Other transportation-related safety improvements identified and/or recommended by the Town Engineer.



# TOWN OF HILTON HEAD ISLAND

## *Town Council*

**TO:** Mayor Alan R. Perry & Town Council Members  
**FROM:** Ben Brown, Director of Strategic Initiatives  
**CC:** Marc Orlando, Town Manager, ICMA-CM  
Shawn Leininger, Deputy Town Manager  
Curtis Coltrane, Town Attorney  
**DATE:** October 7, 2025  
**SUBJECT:** Consideration of an Ordinance of the Town of Hilton Head Island Authorizing the Execution and Delivery of a Non-Exclusive Easement for Ingress, Egress, and Utilities on Town Property Located in the Area of Mingo Lane and Providing for Severability and an Effective Date

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### **RECOMMENDATION:**

Town Council is requested to consider authorizing the execution and delivery of access and utility easements connecting Mingo Lane to Marshland Road across Town-owned property.

Town Council unanimously approved first reading of the enclosed Ordinance on September 16, 2025.

### **BACKGROUND:**

Town Council directed the Town Attorney and staff to pursue access and utility easements to support the development of property served by Mingo Lane. These efforts are coordinated with the Town's development of Patterson Family Park in the Marshland Road area.

As part of the improvements, a new connection to Mingo Lane will be constructed along with a hammerhead turnaround within the right-of-way to ensure safe and adequate access for emergency and service vehicles.

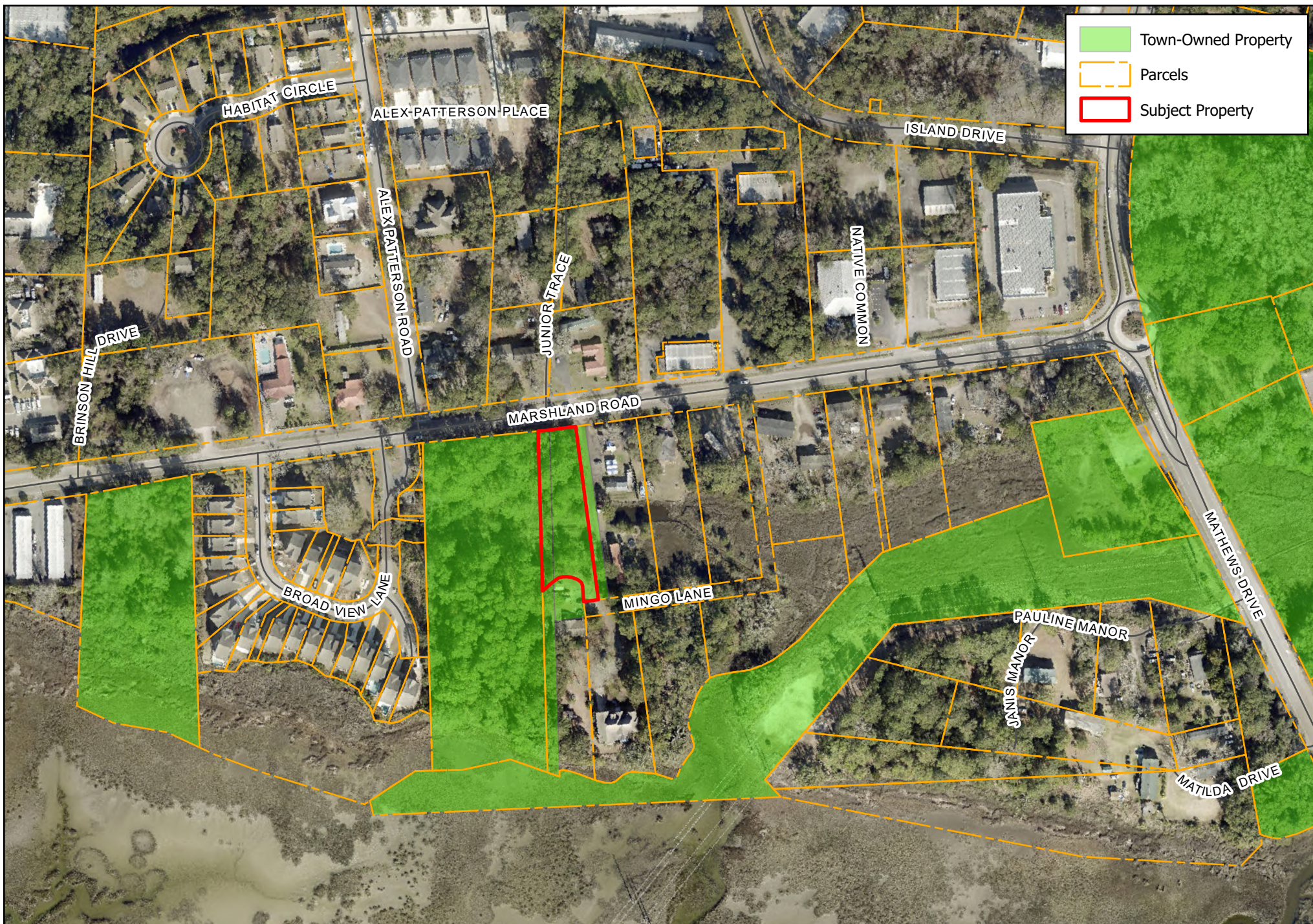
A new 10-foot utility easement is also proposed to allow the extension of public infrastructure, including water, sewer, and other utilities, across Town-owned land to serve adjacent property that currently lack direct access to such services.

### **CONCLUSION:**

Town Council is requested to consider second reading of an ordinance authorizing the Mayor and Town Manager to execute and deliver access and utility easements across Town-owned property, as shown in Attachments 2 and 3.

**ATTACHMENTS:**

1. Vicinity Map
2. Easement Exhibit
3. Easement Ordinance with Exhibits



Town-Owned Property

Parcels

Subject Property



TOWN OF HILTON HEAD ISLAND  
 ONE TOWN CENTER CIRCLE  
 HILTON HEAD ISLAND, S.C. 29928  
 PHONE: 843.661.4884  
 FAX: 843.661.4885  
 Date Created: July 2025  
 20250701-001

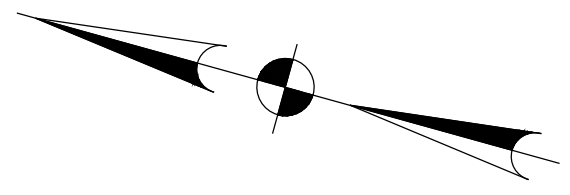
# Town of Hilton Head Island

Vicinity Map  
 July 2025



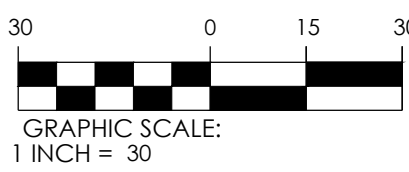
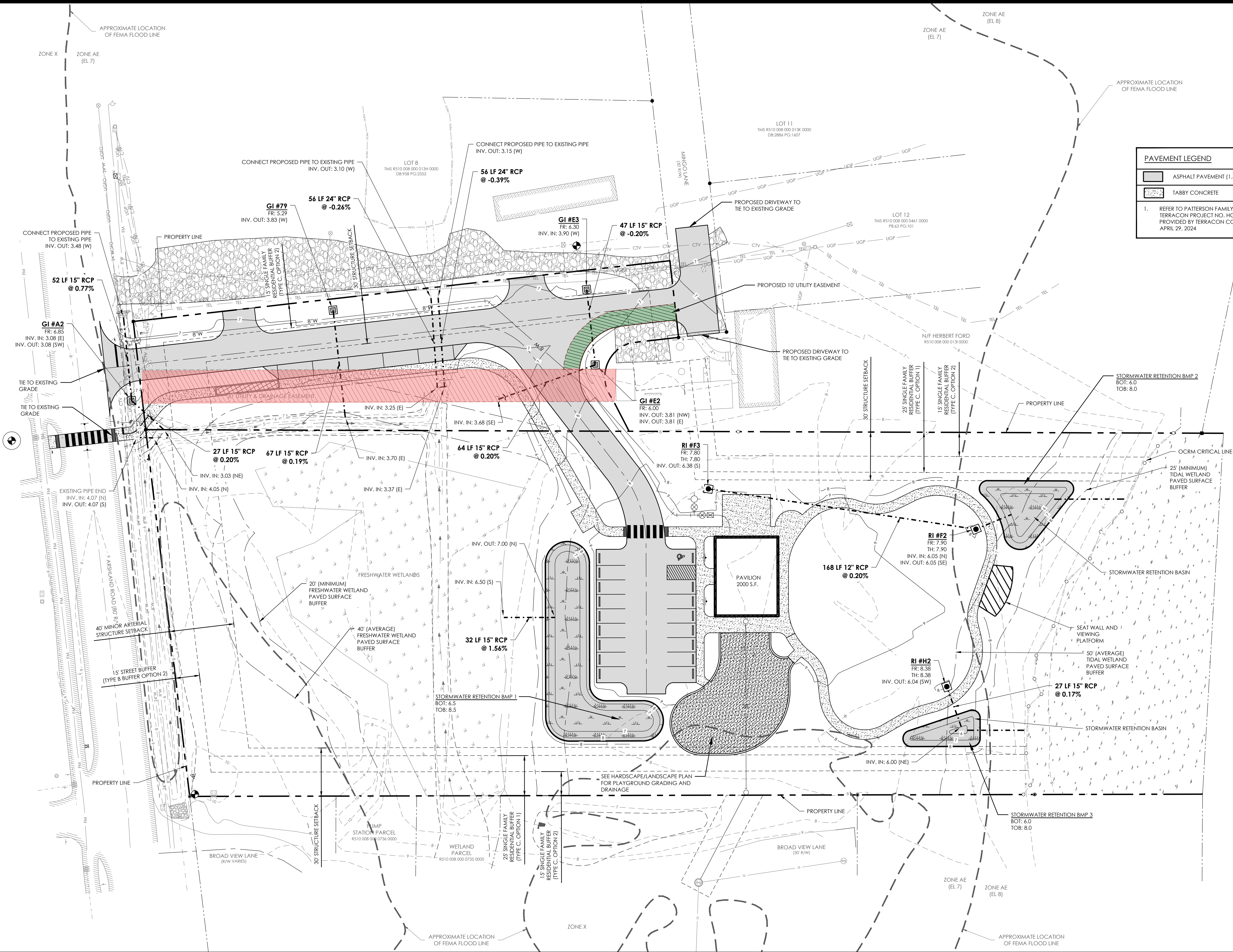
ATTACHMENT 1





| PAVEMENT LEGEND                                                                                                                                                 |                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
|                                                                                                                                                                 | ASPHALT PAVEMENT (1.5" SURFACE ASPHALT / 6" GAB) |
|                                                                                                                                                                 | TABBY CONCRETE                                   |
| 1. REFER TO PATTERSON FAMILY PARK GEOTECHNICAL ENGINEERING REPORT<br>TERRACON PROJECT NO. HG245012<br>PROVIDED BY TERRACON CONSULTANTS, INC.<br>APRIL 29, 2024. |                                                  |

- Existing 20' Utility & Drainage Easement
- Proposed 10' Utility Easement



PREPARED FOR:



Easement Exhibit  
**Patterson Family Park**  
Hilton Head Island, SC

June 2025



50 Park of Commerce Way  
Savannah, GA 31405 • 912.234.5300

www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.

COPYRIGHT © 2020 THOMAS & HUTTON

Ordinance 2025-\_\_\_

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA,  
AUTHORIZING THE EXECUTION AND DELIVERY OF A NON-EXCLUSIVE  
EASEMENT FOR INGRESS, EGRESS AND UTILITIES, AND PROVIDING FOR  
SEVERABILITY AND AN EFFECTIVE DATE.

BE IT ORDERED AND ORDAINED BY THE TOWN OF HILTON HEAD ISLAND,  
SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF THE TOWN  
COUNCIL AS FOLLOWS.

Section 1. Findings and Conclusions.

(a) The Town of Hilton Head Island, South Carolina (the “Town”), is the owner of real property described as:

All that certain piece, parcel or lot of land, lying and being on Hilton Head Island, Beaufort County, South Carolina, and which is described as “Lot 9, Old Acreage 31,753 S.F., 0.729 AC, New Acreage 27,371 S.F. 0.63 AC,” on a Plat entitled “A Lot Line Reconfiguration of Lot 9 #19 Marshland Road Mingo Green Estates” prepared by Atlas Surveying, Inc., Jeremy W. Reeder, SCPLS 28139, dated April 22, 2024, and which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 163 at Page 179 (the “Town Property”).

(b) Robert Miller, whose address is 173 Arbor Village Drive, Pooler, GA, 31322; Shirley M. Jenkins, whose address is 120 Overland Trail, Savannah, GA, 31419, and Janie Michael, whose address is 13 Fair Street, Savannah, GA, 31408, are the owners of real property described as:

All that certain piece, parcel or lot of land, situate on Hilton Head Island, Beaufort County, South Carolina, and being described as “Lot 11” on a Plat prepared by O. L. Cloud, Surveyor, dated March 6, 1965, and which is recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, in Plat Book 17 at Page 104 (the “Miller Property”).

(c) The Miller Property fronts on an unopened private right-of-way known as “Mingo Lane” which has never been improved for travel, and which crosses a marsh before its intersection with a State Highway known as “Marshland Road.” As a result of the

condition of Mingo Lane, there is no useable access to and from Marshland Road and no area for the installation of underground utilities.

(d) The Town intends that the Town property is will be improved with a paved roadway for the purpose of access to an adjacent property owned by the Town that will be developed as a park, and which will provide paved access to the Mingo Lane right-of-way.

(e) Robert Miller, Shirley M. Jenkins, and Janie Michael have requested an easement for access and utilities across the Town Property.

(f) The Town has previously granted easements for access and utilities to the owner of an adjacent parcel on Mingo Lane.

(g) The area of the underground utility easement is shown as “20’ Utility and Drainage Easement” and “New 10’ Utility Easement” on the Plat attached hereto as Exhibit “A.”

(h) Because the Town Property will be improved with a paved road that will, among other things, connect Mingo Lane with Marshland, and because the Town has previously establish an easement for the installation and maintenance of underground utilities on the Town Property, the Town finds that it is in the best interests of the Town to grant the requested easements.

## Section 2. Authority to Grant Easements.

(a) The Mayor and Town Manager are authorized to execute and deliver the “Access and Utility Easement” to Robert Miller, Shirley M. Jenkins, and Janie Michael, in the form and substance as the document attached hereto as Exhibit “B.”

(b) The Mayor and Town Manager are authorized to take all other and further actions as may be necessary to complete the granting of the easements described in this Ordinance.

Section 3. 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 3. Effective Date. This Ordinance shall be effective on the date of its adoption by the Town Council for the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS \_\_\_\_\_ DAY OF OCTOBER, 2025.**

THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

\_\_\_\_\_  
Alan R. Perry, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis L. Coltrane

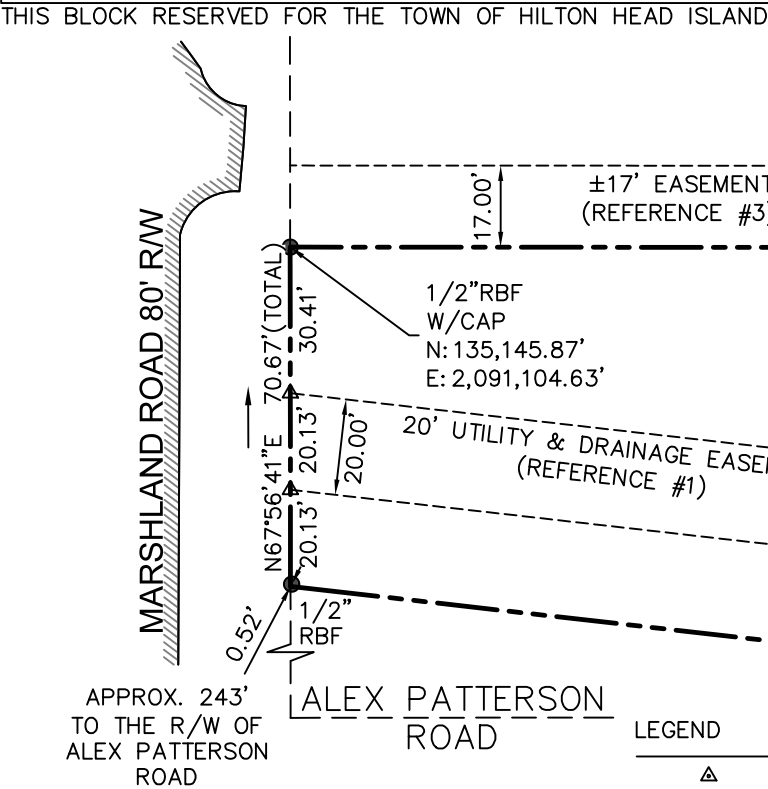
First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

INTRODUCED BY COUNCIL MEMBER: \_\_\_\_\_

EXHIBIT "A" TO ORDINANCE AUTHORIZING EXECUTION AND DELIVERY OF  
EASEMENTS

THIS BLOCK RESERVED FOR THE TOWN OF HILTON HEAD ISLAND.



**ATLAS**  
SURVEYING, INC.

168 BOARDWALK DRIVE, SUITE A.  
RIDGELAND, SC 29936.  
PHONE: (843) 645-9277  
WEBSITE: WWW.ATLASSURVEYING.COM

NOTES

1. THIS PARCEL APPEARS TO LIE IN FLOOD ZONE AE(ELEV. 7'), COMMUNITY 450250, MAP NUMBER 45013C0454G.
2. BUILDING SETBACKS ARE TO BE DETERMINED BY THE PROPER AUTHORITIES, AND MUST BE VERIFIED PRIOR TO DESIGN & CONSTRUCTION.
3. HORIZONTAL DATUM IS SOUTH CAROLINA STATE PLANE GRID (NAD 83).
4. UNLESS ONE IS IDENTIFIED HEREON, NO TITLE PACKAGE PROVIDED PRIOR TO THE DATE SHOWN ON THIS SURVEY. ALL EASEMENTS AND APPURTENANCES AFFECTING THIS PROPERTY NOT NECESSARILY SHOWN.
5. SOME OR ALL AREAS ON THIS PLAT ARE FLOOD HAZARD AREAS AND HAVE BEEN IDENTIFIED AS HAVING AT LEAST A ONE PERCENT CHANCE OF BEING FLOODED IN ANY GIVEN YEAR BY RISING TIDAL WATERS ASSOCIATED WITH POSSIBLE HURRICANES. LOCAL REGULATIONS REQUIRE THAT CERTAIN FLOOD HAZARD PROTECTIVE MEASURES BE INCORPORATED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS. REFERENCE SHALL BE MADE TO THE DEVELOPMENT COVENANTS AND RESTRICTIONS OF THIS DEVELOPMENT AND REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW REQUIRES MANDATORY PURCHASE OF FLOOD INSURANCE AS A PREREQUISITE TO FEDERALLY INSURED MORTGAGE FINANCING IN THESE DESIGNATED FLOOD HAZARD AREAS.

**LOT 8**  
PIN:R510 008 000 013H 0000  
DB:958 PG:2352

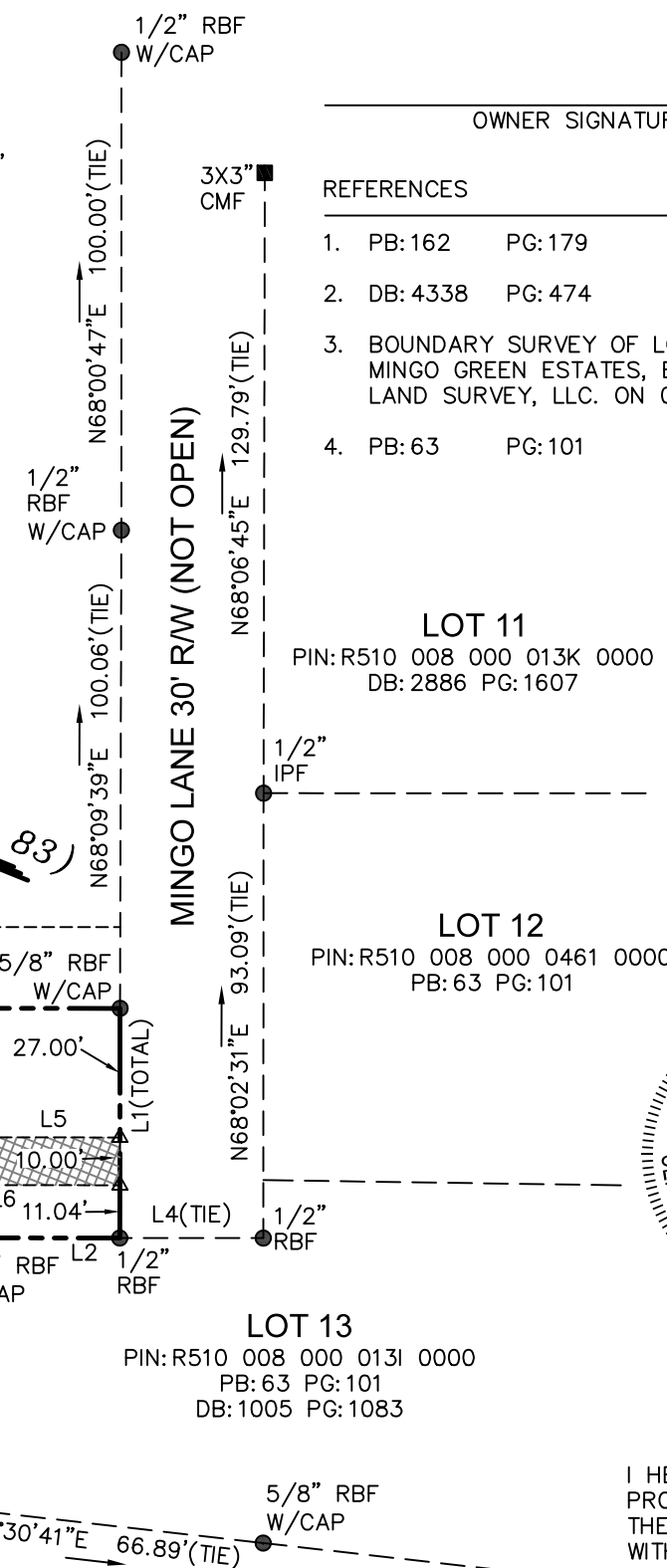
**LOT 9**  
PIN:R510 008 000 0460 0000  
27,371 S.F.  
0.628 AC.

**NEW 10' UTILITY EASEMENT**

| LINE TABLE |             |          |  |
|------------|-------------|----------|--|
| LABEL      | BEARING     | DISTANCE |  |
| L1         | S68°02'18"W | 48.04'   |  |
| L2         | N21°57'42"W | 30.00'   |  |
| L3         | S47°02'18"W | 25.12'   |  |
| L4         | S21°57'42"E | 30.00'   |  |
| L5         | S21°58'16"E | 33.76'   |  |
| L6         | N21°58'16"W | 33.81'   |  |

| CURVE TABLE |        |        |        |               |           |
|-------------|--------|--------|--------|---------------|-----------|
| LABEL       | RADIUS | ARC    | CHORD  | CHORD BEARING | DELTA     |
| C1          | 22.00' | 18.70' | 18.14' | N62°00'27"E   | 48°41'49" |
| C2          | 22.00' | 23.98' | 22.81' | S62°24'55"E   | 62°27'27" |
| C3          | 40.00' | 56.08' | 51.60' | S61°32'28"E   | 80°19'39" |
| C4          | 30.00' | 41.44' | 38.23' | N60°51'34"W   | 79°08'52" |

- LEGEND
- ▲ CALC POINT - CORNER NOT SET
  - RBF ● IRON REBAR FOUND
  - CMF ■ CONC. MONUMENT FOUND
  - IPF ● IRON PIPE FOUND
  - NEW 10' UTILITY EASEMENT
  - EDGE OF PAVEMENT



OWNER SIGNATURE

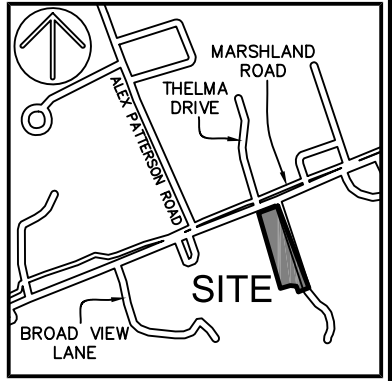
- REFERENCES
1. PB:162 PG:179
  2. DB:4338 PG:474
  3. BOUNDARY SURVEY OF LOTS 9, 12, & 13, MINGO GREEN ESTATES, BY SEA ISLAND LAND SURVEY, LLC. ON 03-15-2004.
  4. PB:63 PG:101

**LOT 11**  
PIN:R510 008 000 013K 0000  
DB:2886 PG:1607

**LOT 12**  
PIN:R510 008 000 0461 0000  
PB:63 PG:101

**LOT 13**  
PIN:R510 008 000 013I 0000  
PB:63 PG:101  
DB:1005 PG:1083

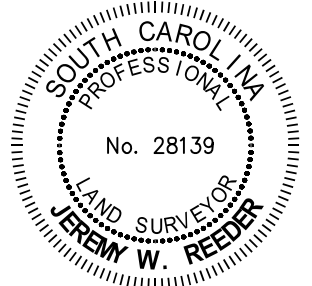
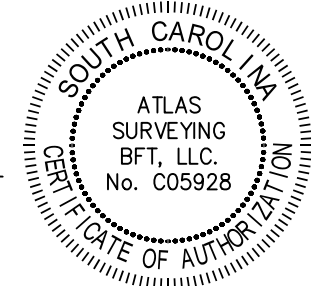
**N/F**  
**TOWN OF HILTON**  
**HEAD ISLAND SC**  
PIN:R510 008 000 008D 0000  
PB:34 PG:18  
DB:984 PG:1495



PREPARED FOR:  
**TOWN OF HILTON HEAD ISLAND**  
AN EASEMENT EXHIBIT OF  
**A NEW 10' UTILITY EASEMENT**  
**LOT 9**  
**#19 MARSHLAND ROAD**  
**MINGO GREEN ESTATES**

TAX PARCEL No.  
R510 008 000 0460 0000  
HILTON HEAD ISLAND  
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK: JLG  
FIELD CHECK: JWR  
DRAWN BY: DTJ  
FIELD DATE: 05-19-2023  
PLAT DATE: 07-29-2025  
SCALE: 1"=40'  
PROJECT No.: BFT-23132  
FILE: BFT-23132 EASE1.DWG



I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

**JEREMY W. REEDER**  
S.C.P.L.S. No. 28139  
NOT VALID UNLESS CRIMPED WITH SEAL

EXHIBIT "B" TO ORDINANCE AUTHORIZING EXECUTION AND DELIVERY OF  
EASEMENTS

STATE OF SOUTH CAROLINA                    )  
                                                          )  
COUNTY OF BEAUFORT                    )     ACCESS AND UTILITY  
                                                          )     EASEMENT AGREEMENT

This Access and Utility Easement Agreement (this “Easement”) is made and entered into by and between The Town of Hilton Head Island, South Carolina (the “Town”), whose address is 1 Town Center Court, Hilton Head Island, SC 29928, and Robert Miller, whose address is 173 Arbor Village Drive, Pooler, GA, 31322; Shirley M. Jenkins, whose address is 120 Overland Trail, Savannah, GA, 31419, and Janie Michael, whose address is 13 Fair Street, Savannah, GA, 31408 (herein, the “Grantees”).

WHEREAS, the Town is the owner of real property described as:

All that certain piece, parcel or lot of land, lying and being on Hilton Head Island, Beaufort County, South Carolina, and which is described as “Lot 9, Old Acreage 31,753 S.F., 0.729 AC, New Acreage 27,371 S.F. 0.63 AC,” on a Plat entitled “A Lot Line Reconfiguration of Lot 9 #19 Marshland Road Mingo Green Estates” prepared by Atlas Surveying, Inc., Jeremy W. Reeder, SCPLS 28139, dated April 22, 2024, and which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 163 at Page 179 (the “Town Property”).

WHEREAS, the Grantees are the owners of real property described as:

All that certain piece, parcel or lot of land, situate on Hilton Head Island, Beaufort County, South Carolina, and being described as “Lot 11” on a Plat prepared by O. L. Cloud, Surveyor, dated March 6, 1965, and which is recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, in Plat Book 17 at Page 104 (the “Miller Property”).

WHEREAS, this Easement was approved by the Town Council of the Town by way of the adoption of Ordinance No. 25-\_\_\_\_\_ on October \_\_\_\_, 2025;

NOW, THEREFORE, for and in consideration of the sum of Ten and no/100 (\$10.00) Dolars paid in hand by the Grantees to the Town, the receipt and sufficiency of

which is hereby acknowledged, and intending to be legally bound, the Town and the Grantees agree as follows:

1. Recitals. The above preamble and “WHEREAS” clauses are hereby incorporated as if restated verbatim.

2. The Access Easement. Subject to the terms, conditions, restrictions, and limitations set forth in this Easement, the Town hereby grants to the Grantees for the benefit of the Miller Property, a perpetual, appurtenant, non-exclusive easement for vehicular and pedestrian access (the “Access Easement”) on, over, and across the Town Property, as follows:

A. Nature and Purpose. The Access Easement is for the purpose of providing vehicular and pedestrian ingress to and egress from the right-of-way of Marshland Road, a public road, and the right of way known as “Mingo Lane.”

B. Terms, Conditions, and Restrictions. The Access Easement is for the use and benefit of the Grantees and their successors and assigns. The Access Easement is non-exclusive in nature, and the Town has the right to use the Town Property for any purposes; provided, however, that any such other use by the Town shall not unreasonably interfere with the exercise of the rights established in this Easement. Until the Town has completed the construction of an access road from Marshland Road to the adjacent Town Property and the Mingo Lane Right of Way substantially in conformance with the plan for the access road shown and depicted on that certain Concept Plan prepared by Witmer Jones Keefer Ltd. dated July 2023, attached hereto as Exhibit A (the “Concept Plan”), the Grantees shall be entitled to utilize those portions of Lot 9 as have historically been utilized for ingress to and egress from Mingo Lane. Upon the completion of the access road, the Access Easement shall be limited to those portions of the paved driving surface extending from the right-of-way of Marshland Road to Mingo Lane. The Town shall have the right from time to time to reconfigure or otherwise alter the design and layout of the paved driving surface on the Town Property, to relocate the Access Easement to other portions of the Town Property, and to reconstruct and modify the paved driving surface on the Town Property, all without the necessity of obtaining any approval from the Grantees; provided, however, any such reconfiguration or alteration of the design and layout of the paved driving surface on the Town Property, or any such relocation of the Access Easement shall not have material, adverse impacts upon physical access through the Town Property to and from the right-of-way of Marshland Road and Mingo Lane as contemplated by this Easement. No portion of the Access Easement may be used by the Grantees for vehicle parking.

C. Maintenance. The Access Easement, including the paved driving surface, shall be maintained by the Town; provided, however, that the Grantees shall be responsible for any act or omission of their own, or their tenants, and each of their respective employees, agents, contractors, subtenants, guests, patrons, or invitees that results in the need for extraordinary repairs or maintenance to any portion of the Access Easement, including the paved driving surface, and for all costs incurred in connection with such extraordinary repairs or maintenance.

3. The Utility Easement. Subject to the terms, conditions, restrictions, and limitations set forth in this Easement, the Town hereby grants, bargains, sells, and conveys to the Grantees for the benefit of the Miller Property, a perpetual, appurtenant, non-exclusive easement for the installation and maintenance of underground lines, wires, pipes and other facilities for water and sanitary sewer utility services, electrical utility services, telephone utility services, CATV and fiber optic utility services (collectively, the "Utility Easement") on, over, under and across that portion of the Town Property that is described as follows:

All that certain property described as "20' Utility and Drainage Easement and ""New 10' Utility Easement," on a Plat entitled ""A New 10' Utility Easement Lot 9 # 19 Marshland Road Mingo Green Estates," prepared by Atlas Surveying, Inc., Jeremy W. Reeder, SCPLS 28139, dated July 29, 2025, and recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, in Plat Book \_\_\_ at Page \_\_\_.

A. Nature and Purpose. The Utility Easement is for the purpose of providing water and sanitary sewer utility services, electrical utility services, telephone utility services, CATV and fiber optic utility services from the right-of-way of Marshland Road to the Miller Property.

B. Terms, Conditions, and Restrictions. The use of the Utility Easement shall be limited to the installation of utility services lines, wires, and pipes, where such lines, wires, and pipes are located from time to time, and includes the right to reconstruct, maintain, and operate existing underground lines, wires, pipes, pumps, valves, and other improvements necessary in order to provide utility services to the Miller Property from the right-of-way of Marshland Road, but only to the extent that any such connections are approved in writing by the applicable utility service provider.

C. Maintenance. The Grantees shall be solely responsible for the cost of installation, construction, maintenance, repair, or replacement of any utility facilities installed within the Utility Easement Area by him.

D. Duty to Restore. Following the installation or construction of any utilities allowed under the terms and conditions of this Easement, or the maintenance, repair, or replacement of any such utilities, the Grantees, at their cost, shall restore any part of the Town's property or facilities damaged by such installation, construction, maintenance, repair, or replacement of such utilities, to its pre-existing condition.

A. Additional General Terms, Conditions, and Restrictions. Non-exclusive Easements. All of the easements granted herein are non-exclusive in nature, and the Town reserves the right to use any and all portions of the Town Property, including, without limitation, the portions of the Town Property that are subject to the easements granted herein, as it may deem appropriate in its sole discretion, and to grant other easements of any nature on, over, or across any and all portions of the Town Property; *provided, however*, any such use shall not unreasonably interfere with the exercise of the easements and rights established in this Easement.

B. Breach Not Termination; Attorney's Fees. No breach or violation of any of the provisions of this Easement shall entitle any party to cancel, rescind, or terminate this Easement. No breach or forbearance of remedies shall affect in any manner any rights or remedies any party may have under this Easement, and each party retains all rights at law and in equity, except as otherwise provided for herein. If any party undertakes legal action to enforce any right or remedy under this Easement, the prevailing party in any such action, suit, arbitration, or mediation shall be entitled to recover its reasonable costs and expenses in connection with such legal action and related appeal, including, but not limited to, court costs and reasonable attorney's fees.

4. Miscellaneous. This Easement shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, successors, and assigns. In the event any provision hereof is held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of any other provisions hereof. This Easement may not be modified except by written modification executed by the Parties. This Easement shall be construed, governed, and interpreted in accordance with the laws of the State of South Carolina.

[Signature pages follow]

Witness the hand and seal of the duly authorized officers of the Town of Hilton  
Head Island, South Carolina, on this \_\_\_ day of October, 2025

WITNESSES:

THE TOWN OF HILTON HEAD  
ISLAND, SOUTH CAROLINA

\_\_\_\_\_  
\_\_\_\_\_  
Print Witnesses' Name

By: \_\_\_\_\_  
Alan R. Perry  
Its: Mayor

\_\_\_\_\_  
\_\_\_\_\_  
Print Witnesses' Name

By: \_\_\_\_\_  
Marc A. Orlando  
Its: Town Manager

STATE OF SOUTH CAROLINA )  
COUNTY OF BEAUFORT )

UNIFORM ACKNOWLEDGMENT

The undersigned Notary Public does hereby certify that Alan R. Perry, Mayor and  
Marc A. Orlando, Town Manager personally appeared before me this day and  
acknowledged the due execution of this Access and Utility Easement Agreement.

Sworn to before me on this \_\_\_\_  
Day of October, 2025

\_\_\_\_\_  
Notary Public for South Carolina  
My Commission Expires:

Witness the hand and seal of Robert Miller on this \_\_\_\_ day of October, 2025.

WITNESSES:

\_\_\_\_\_

By: \_\_\_\_\_  
Robert Miller

\_\_\_\_\_  
Print Witnesses' Name

\_\_\_\_\_

\_\_\_\_\_  
Print Witnesses' Name

|                   |   |                        |
|-------------------|---|------------------------|
| STATE OF GEORGIA  | ) |                        |
|                   | ) | UNIFORM ACKNOWLEDGMENT |
| COUNTY OF CHATHAM | ) |                        |

The undersigned Notary Public does hereby certify that Robert Miller personally appeared before me this day and acknowledged the due execution of this Access and Utility Easement Agreement.

Sworn to before me on this \_\_\_\_  
Day of October, 2025

\_\_\_\_\_  
Notary Public for Georgia  
My Commission Expires:

Witness the hand and seal of Shirley M. Jenkins on this \_\_\_\_ day of October, 2025.

WITNESSES:

\_\_\_\_\_

By: \_\_\_\_\_  
Shirley M. Jenkins

\_\_\_\_\_  
Print Witnesses' Name

\_\_\_\_\_

\_\_\_\_\_  
Print Witnesses' Name

|                   |   |                        |
|-------------------|---|------------------------|
| STATE OF GEORGIA  | ) |                        |
|                   | ) | UNIFORM ACKNOWLEDGMENT |
| COUNTY OF CHATHAM | ) |                        |

The undersigned Notary Public does hereby certify that Shirley M. Jenkins personally appeared before me this day and acknowledged the due execution of this Access and Utility Easement Agreement.

Sworn to before me on this \_\_\_\_  
Day of October, 2025

\_\_\_\_\_  
Notary Public for Georgia  
My Commission Expires:

Witness the hand and seal of Janie Michael on this \_\_\_\_ day of October, 2025.

WITNESSES:

\_\_\_\_\_

By: \_\_\_\_\_  
Janie Michael

\_\_\_\_\_  
Print Witnesses' Name

\_\_\_\_\_

\_\_\_\_\_  
Print Witnesses' Name

|                   |   |                        |
|-------------------|---|------------------------|
| STATE OF GEORGIA  | ) |                        |
|                   | ) | UNIFORM ACKNOWLEDGMENT |
| COUNTY OF CHATHAM | ) |                        |

The undersigned Notary Public does hereby certify that Janie Michael personally appeared before me this day and acknowledged the due execution of this Access and Utility Easement Agreement.

Sworn to before me on this \_\_\_\_  
Day of October, 2025

\_\_\_\_\_  
Notary Public for Georgia  
My Commission Expires:



# TOWN OF HILTON HEAD ISLAND

---

## TOWN COUNCIL

**TO:** Town Council  
**FROM:** Kimberly Gammon, Town Clerk  
**CC:** Marc Orlando, Town Manager  
**DATE:** October 7, 2025  
**SUBJECT:** Consideration of 2026 Meeting Dates for Meetings of Town Council and Subcommittees of Town Council

---

### **RECOMMENDATION:**

Town Council approve the attached schedules for Town Council regular meetings, workshops, and subcommittee meetings for the calendar year of 2026.

### **ATTACHMENTS:**

1. Proposed 2026 Regular Meeting Schedule
  - a. Town Council Regular Meetings
  - b. Town Council Workshop Meetings
  - c. Finance and Administrative Committee Meetings
  - d. Community Development and Public Services Committee



### **Town Council Meetings**

|                      |
|----------------------|
| January 13, 2026     |
| February 10, 2026    |
| March 10, 2026       |
| April 7, 2026 *      |
| May 12, 2026         |
| June 9, 2026         |
| July 14, 2026        |
| August 11, 2026      |
| September 15, 2026 * |
| October 13, 2026     |
| November 10, 2026    |
| December 8, 2026     |

Meetings take place on the second Tuesday of the month at 3 p.m. unless indicated otherwise.



## **Town Council Workshops**

|                     |
|---------------------|
| January 27, 2026 ** |
| February 24, 2026   |
| March 31, 2026      |
| April 28, 2026      |
| May 14, 2026 **     |
| May 19, 2026 **     |
| May 27, 2026 *      |
| June 30, 2026       |
| July 28, 2026       |
| August 25, 2026     |
| September 29, 2026  |
| October 27, 2026    |
| November 17, 2026 * |
| December 15, 2026 * |

Meetings take place on the last Tuesday of the month at 3 p.m. unless indicated otherwise.

### **NOTES:**

\*\* January 27, 2026: Strategic Planning Workshop – 9 a.m.- 4 p.m. (location to be announced)

\*\*May 14, 2026: Budget Workshop #1 – 5 p.m.

\*\*May 19, 2026: Budget Workshop #2 – 5 p.m.



## **Finance and Administrative Committee**

|                    |
|--------------------|
| January 12, 2026   |
| February 9, 2026   |
| March 9, 2026      |
| April 6, 2026 *    |
| May 11, 2026       |
| June 8, 2026       |
| July 13, 2026      |
| August 10, 2026    |
| September 14, 2026 |
| October 12, 2026   |
| November 9, 2026   |
| December 7, 2026 * |

Meetings take place on the second Monday of the month at 10 a.m. unless indicated otherwise.



## **Community Development and Public Services**

|                    |
|--------------------|
| January 12, 2026   |
| February 9, 2026   |
| March 9, 2026      |
| April 6, 2026 *    |
| May 11, 2026       |
| June 8, 2026       |
| July 13, 2026      |
| August 10, 2026    |
| September 14, 2026 |
| October 12, 2026   |
| November 9, 2026   |
| December 7, 2026 * |

Meetings take place on the second Monday of the month at 1 p.m. unless indicated otherwise.