



Town of Hilton Head Island

Community Development and Public Services Committee Meeting

Monday, November 17, 2025, 10:00 AM
1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers

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

1. **Call to Order**
2. **Pledge to the Flag**
3. **Adoption of the Agenda**
4. **Approval of the Minutes**
 - a. Special Meeting Minutes of October 7, 2025
 - b. Regular Meeting Minutes of October 20, 2025
5. **Public Comment - Non Agenda Items**
6. **Unfinished Business**
 - a. Consideration of a Resolution Authorizing the Acceptance of Roadways in the Cedar Woods Subdivision Known as Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane - Jeff Netzinger, Engineering & Public Projects Director
7. **New Business**
 - a. Beaufort County Sheriff's Office Quarterly Reports for Q4 - 2024, Q1-Q3 - 2025 - Major Jeff Purdy, Beaufort County Sheriff's Office
 - b. Shore Beach Services Annual Report - Mike Wagner, Beach Patrol Director
 - c. Community Code Enforcement Annual Report - Bob Bromage, Director of Public Safety
8. **Adjournment**

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

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

Municipal Association of South Carolina (MASC) Civility Pledge:

"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."



Town of Hilton Head Island
COMMUNITY DEVELOPMENT AND PUBLIC
SERVICES COMMITTEE SPECIAL MEETING
Tuesday, October 7, 2025, 9:00 AM
Minutes

Call to Order

Chair Becker called the meeting to order at 9:00 a.m.

Committee Members present: Steve DeSimone, Ward 3; Tammy Becker, Ward 4; Steve Alfred, Ward 5

Council Members Present not voting: Alan Perry, Mayor; Patsy Brison, Ward 2; Melinda Tunner, Ward 6

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

Adoption of the Agenda

Mr. Alfred moved to approve. Mr. DeSimone seconded. Motion carried 3-0.

Public Comment - Non Agenda Items

None.

New Business

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

Mr. Leininger provided background regarding the agenda item stating that on May 17, 2022, Town Council adopted a Short-Term Rental Ordinance to address the impacts of short-term rentals on neighborhoods by establishing expectations for their management and operation, specifically regarding safety, trash, noise, and parking. Implementation of the Ordinance began by establishing an operational program for administration of the Ordinance. This included securing necessary software and equipment; recruiting, hiring, and training new employees; creating and testing application and complaint portals; and creating and executing an education and communications plan. The effective date of the Short-Term Rental Ordinance began January 1, 2023, and is managed by the Town's Finance Department Revenue

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

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

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

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

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

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

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

1. *Parking and Enforcement*

- a. Parking is a critical issue.
- b. Address parking regulations specifically within the Short-Term Rental Ordinance.
- c. There needs to be limits on the number of vehicles associated with a short-term rental.
- d. It needs to be clear where the vehicles can and cannot park.

2. *Occupancy*

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

3. *Fire and Life Safety*

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

4. *Short-Term Rental Permits and Regulations*

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

5. *Compliance, Fines, and Penalties*

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

6. *Implementation*

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

7. *Balance Business and Community Needs*

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

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

1. Grammatical and clarity of language clean-ups to help support understanding and readability;
2. Key definition additions and refinements that support the existing and proposed regulatory framework;

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

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

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

Mr. Leininger proceeded to review the proposed amended Short Term Rental Ordinance, proposed Budget Amendment - Short-term Rental Fees, Operational Enhancements, and Capital Investments, as well as the next steps as listed below:

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

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

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

1. October 21, 2025. Effective date of new Short-Term Rental Ordinance for any new short-term rental permit.
2. March 1, 2026. Short-term rental permit renewal period opens.
3. April 30, 2026. Permits issued for 2025 permit period expire.

4. May 1, 2026. Permit for May 1, 2026 – April 30, 2027, period begins.
5. May 1, 2026. Monitored smoke detection and manual fire alarm compliance.

Ms. Becker invited Council members Bryson, Tunner and Mayor Perry to speak and give their views on the proposed ordinance. Their comments are detailed in the full transcript of the meeting on the Town website www.hiltonheadislandsc.gov.

Ms. Becker asked for public comment.

Dave Ferguson addressed the Committee stating there is poor leadership with no decisions being made. He added these problems could have been addressed years ago and delaying causes the problems to be bigger and solutions harder.

Jay Sudowski addressed the Committee stating the rules are not enforced and he is against the proposed ordinance saying it is very stringent and the regulations in place need to be followed by addressing individual issues.

Richard Bisi addressed the Committee stating the need for decision making and property owners need to be accountable. He noted many buildings are being built out of scale in many neighborhoods. He said the fabric of communities needs to be protected and full time residents need to be considered.

Beth Petro addressed the Committee regarding the proposed ordinance, stating that personal property rights need to be considered, and the proposed occupancy needs addressed and questioned the timing.

Cathy Rasch addressed the Committee stating they need to give consideration to the long-standing short-term rentals. She encouraged residents and friends to apply for short-term rentals so they would be grandfather in the event short-term rentals were stopped.

Jeremy Klein addressed the Committee stating the permit system is faulty and the fee scale is unfair. He said they seem to be targeting short-term rentals.

Patrick Coughlin addressed the Committee, stating Ms. Becker had a negative tone. He said business owners drive the economy and the proposed rules are an attack and an overreach.

Angie Hutchins addressed the Committee stating there is a lack of common sense from individuals that ran on smaller items. She said she doesn't understand why strangers are given warnings for violations and owners of short-term rentals are being penalized.

Ginny Jackson addressed the Committee noting words matter and a deep dive into occupancy needs addressed.

Daniel Anthony addressed the Committee with an inquiry regarding floor plans and a suggestions for fire safety.

Richard Ross addressed the Committee in opposition to the proposed ordinance stating the current ordinance is adequate noting a few complaints don't warrant change.

Christian Powers addressed the Committee stating Hilton Head Island is in a dominate position for vacation travel. He said stricter changes will be a massive undertaking with no real data to warrant such.

Kathy Sanguiliano addressed the Committee stating it is obvious the proposed ordinance penalizes all rental owners when the issues are only with a few.

Susan Wheatley addressed the Committee inquiring about compliance and asked if the Town is ready for the consequences. She added that words carry weight.

Kate McCullion addressed the Committee questioning the data and asked what will happen when occupancy is limited. She stated she feels the Committee is going off of feeling instead of data.

Jocelyn Staigar addressed the Committee, voicing concern over unintended consequences and the fee increase has no justification. She added that division is being created where there has always been cooperation.

Theresa Duncan addressed the Committee voicing the need for short-term rentals, and they do assist with the regulations.

Andy Reed addressed the Committee questioning who has a problem, residents that live in short-term rental areas or residents that don't. He stated there are options to live in other areas. He asked that they not punish short-term rental owners who pay a 6% property tax rate.

Alan Prochazka addressed the Committee in support of short-term rentals and management companies.

Terry Sundling addressed the Committee stating he is in property management and has not been contacted for input. He added that complaints are less than 3% and the proposed requirements are not reasonable.

Keith Walston addressed the Committee questioning the intent of the proposed ordinance stating it seems like they want to do away with short-term rentals.

Steph Cauler addressed the Committee in support of short-term rentals stating Hilton Head Island is a resort. She said the issue is the need to enforce the existing ordinance.

Brenda Butler addressed the Committee with concern over changes and unintended consequences stating over regulation will drive homeowners away.

Kate Clewell addressed the Committee asking that Hilton Head Beach and Tennis be exempted from the proposed ordinance.

Mike Alscó addressed the Committee urging them to slow this down and to get it right. He stated the current short-term rental ordinance works and properties just need to be held accountable individually.

Dru Brown addressed the Committee stating that what needs to happen needs to be fair and balanced regulations.

Julie Janning addressed the Committee inquiring as to what problem they are trying to fix and the demands will place financial restraints on property owners which will result in higher rents. She stated the Land Management Ordinance needs to be addressed.

Beth Dickie addressed the Committee, stating that most residents start as tourists first and the Island was built for tourists. She added the enforcement is working and there is a need to continue with that by addressing existing problems and not creating more.

Joe Gill addressed the Committee inquiring as to why short-term rental owners are considered bad and stated he felt the regulations were way overboard and while they may not be full-time residents, but they are taxpayers.

Ron Zold addressed the Committee noting the property values and they need to keep in mind the amount of revenue paid from the various taxes on short-term rentals.

Amy Fee addressed the Committee stating there needs to be a balance for local residents and business owners, noting residents have rights also.

Connie Dallas addressed the Committee stating that short-term rentals contribute to the economy, and we need to do more to show how much short-term rentals do for the community.

Dee Anthony addressed the Committee noting the importance of existing workforce that contributes to the community. She voiced concerns over the harm caused by high-density subdivisions in neighborhoods. She added that not every community on the Island was meant to be a vacation destination.

Christopher Cliffe addressed the Committee noting the draft is a start and an example of risk management in action.

Lisa Fleming addressed the Committee with an observation of the imbalance in the room.

Tony Faulkner addressed the Committee inquiring if they were prepared for a 20-30% reduction in visitors to the Island. He stated the entire surrounding area is affected by Hilton Head Island tourism and penalizing those who bring the economy up is wrong.

Linda Harrington addressed the Committee stating the need for a police department to

enforce regulations.

Patricia Courtney addressed the Committee stating the regulations need to be across the board, as well as the need for a police force.

Ashley Powers addressed the Committee stating there is a need for a better solution than this one.

Ms. Becker brought the discussion back to the dais and invited the non-voting Council members to make comments.

Concluding comments, Mr. DeSimone moved to move forward to Council for consideration of the Ordinance to Repeal and Replace Title 10, Chapter 2 of the Municipal Code with Staff's recommendation with these changes:

**That at this time we require no insurance;
That we enact the fees of \$500 from Bedroom units 0-4 and above \$1,000;
That the fire suppression is for Square Footage of homes 3,600 feet and above;
That we recommend parking per the site plan not to exceed a maximum of six parking spaces;
That we use, at this time, a 2 and 2 calculation for occupancy;
That we are not requiring a floor plan to be submitted;
and that the effective date will be per staff's recommendation.**

Mr. Alfred seconded.

Mr. DeSimone clarified the studio would be considered a 2 plus 2.

In addition, Mr. DeSimone moved to consider the amendment to Ordinance 25-07 to amend the Master Fee Schedule of the Adopted Consolidated Budget of the Town of Hilton Head for the Fiscal Year 30 2026 to include the new fee structure of 0-4 bedrooms \$500 and all the above at \$1,000

Mr. Alfred seconded.

After full discussion by the Committee, it was decided it was not necessary to make the second motion, and the budget amendment would be made at a later date. It was agreed by all members of the Committee that the motion was not needed and it was removed from the floor.

Adjournment

Mr Alfred moved to adjourn. Mr. DeSimone seconded. Motion carried 3-0.

The full recording and a transcript of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov



Town of Hilton Head Island
**COMMUNITY DEVELOPMENT AND PUBLIC
SERVICES COMMITTEE MEETING**
Monday, October 20, 2025, 10:00 AM
Minutes

Call to Order

Chair Becker called the meeting to order at 10:00 a.m.

Committee Members present: Tammy Becker, Chair, Ward 4; Steve DeSimone, Ward 3; Steve Alfred, Ward 5

Council Members present not voting: Alex Brown, Ward 1, Mayor Pro Tempore; Patsy Brison, Ward 2; Melinda Tunner, Ward 6

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

Adoption of the Agenda

Mr. Alfred moved to approve. Mr. DeSimone seconded. Motion carried 3-0.

Approval of the Minutes

Regular Meeting Minutes of September 15, 2025

Mr. Alfred moved to approve. Mr. DeSimone seconded. Motion carried 3-0.

Public Comment - Non Agenda Items

None.

New Business

Consideration of a Resolution Authorizing the Execution of a Standardized Stormwater Agreement for the Cedar Woods Subdivision - Jeff Netzinger, Engineering & Public Projects Director

Chair Becker invited Jeff Netzinger to conduct his presentation.

Mr. Netzinger provided background regarding the item.

After the creation of the Storm Water Utility in 2001, the Town offered to accept corrective maintenance responsibility for storm water systems located within private Planned Unit Developments (PUDs). Between 2007 and 2012, the Town executed and delivered drainage

agreements with eleven (11) PUDs including Shipyard, Wexford, Long Cove Club, Sea Pines, Palmetto Dunes, Leamington, Shelter Cove, Port Royal Plantation, Indigo Run, Hilton Head Plantation, and Palmetto Hall.

On September 21, 2021, Town Council authorized executing drainage agreements with six (6) additional communities, including Bermuda Pointe, Jarvis Creek Club, Seagrass Landing, Spanish Wells, Wells East, and Yacht Cove.

On November 4, 2020, Town Council approved standardized terms and conditions for current and future drainage agreements. All eleven (11) original agreements were recently updated, using the standard terms and conditions, as authorized by Town Council on July 19, 2022.

On June 6, 2023, Town Council authorized executing drainage agreements with five (5) additional communities, including Ashton Cove, Beach City Place, Carolina Isles, Chinaberry Ridge, and Peregrine Pointe.

On November 12, 2024, Town Council authorized executing drainage agreements with four (4) additional communities, including Broad Creek Landing, Paddocks on Jarvis Creek, Ribaut Island, and Victoria Square.

To date, Town Council has authorized executing drainage agreements with twenty-six (26) communities. Cedar Woods Owners' Association, Inc., is currently requesting a similar agreement.

Following comments, Mr. Alfred moved to forward the resolution to the full Council for consideration of approval. Mr. DeSimone seconded. Motion carried 3-0.

Consideration of a Resolution Authorizing the Acceptance of Roadways in the Cedar Woods Subdivision Known as Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane - Jeff Netzinger, Engineering & Public Projects Director

Mr. Netzinger provided background regarding the item.

The Town Attorney received a letter dated July 23, 2025, from the Cedar Woods Owners' Association requesting Town acceptance and conveyance of three (3) private roads including Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane and a drainage system owned by the Association. Acceptance of these roads will benefit and promote the general health, safety, and welfare of the citizens, residents, property owners and businesses in the Town. Acceptance of these roads would add approximately one-half mile of roadway to the Town's roadway inventory, increasing the total lane mileage from 16.0 to 16.5 miles. Staff estimates the average annual cost to the Town, including routine maintenance, repair, and periodic pavement rehabilitation, would equate to \$25,000.

Mr. DeSimone moved for approval. Mr. Alfred seconded.

Following questions and discussion regarding the roadways, **Mr. DeSimone moved to amend his motion to table the item until the scheduled November 17 meeting when Committee**

can receive an update regarding finances available to contribute from the President or representative of the Homeowners Association. Mr. Alfred seconded the amended motion. Motion carried 3-0.

Discussion Regarding the Holiday Homes Neighborhood Character Overlay District Amendment Request - Shawn Leininger, Deputy Town Manager

Mr. Leininger inquired that since there was not a representative from Holiday Homes Neighborhood present, would the Chair and Committee prefer tabling the item until the next scheduled meeting?

Mr. DeSimone moved to table Item 6.c. regarding Holiday Homes Neighborhood Character Overlay District until the next scheduled meeting on November 17. Mr. Alfred seconded. Motion carried 3-0.

Executive Session

At 10:18 a.m., Ms. Becker noted the need to have an Executive Session for the reasons stated below.

Mr. DeSimone moved to go into Executive Session for the reasons stated by the Chair. Mr. Alfred seconded. Motion carried 3-0.

Discussion of Appointment to Boards, Commissions, and Committees [Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 (a)(1)] related to:

1. Beaufort County Airports Board
2. Beaufort Jasper Housing Trust
3. Board of Zoning Appeals
4. Housing Action Committee

Action from Executive Session

At 11:02 a.m. the Committee returned to the dais and Mr. DeSimone moved to end the Executive Session and return to the regular meeting. Mr. Alfred seconded. Motion carried 3-0.

Ms. Becker stated there was no action to be taken as a result of the Executive Session.

Adjournment

At 11:03 a.m. Mr. Alfred moved to adjourn. Mr. DeSimone seconded. Motion carried 3-0.

The full recording and a transcript of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov



TOWN OF HILTON HEAD ISLAND

Community Development & Public Services Committee

TO: Community Development & Public Services Committee
FROM: Jeff Netzinger, Engineering and Projects Director
VIA: Shawn Gillen, Interim Assistant Town Manager
Curtis Coltrane, Town Attorney
CC: Marc Orlando, Town Manager
Shawn Leinginger, Deputy Town Manager
John Troyer, Interim Finance Director
DATE: October 20, 2025
SUBJECT: Consideration of a Resolution Authorizing the Public Dedication and Acceptance of the Private Road Rights of Way for Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane from Cedar Woods Owners' Association, Inc.

RECOMMENDATION:

Staff recommends the consideration of a Resolution (**Attachment 1**) authorizing the public dedication and acceptance of the private road rights of way for Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane from Cedar Woods Owners' Association, Inc.

BACKGROUND:

The Town Attorney received a letter dated July 23, 2025, from the Cedar Woods Owners' Association requesting Town acceptance and conveyance of three (3) private roads including Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane and a drainage system owned by the Association in accordance with the Association's governing covenants (**Attachment 2**). Justification for this request cited in the letter included excessive ongoing maintenance costs incurred by the Association exceeding the logistical and financial capacity of the small neighborhood. The letter also noted that the roads (including Kingbird Lane and Bobwhite Lane) and the drainage system of Point Comfort Woods, a neighboring community, were previously accepted by the Town (in 2001), making consistent (Town) oversight more essential for effective stormwater management. An exhibit depicting the boundary of the Cedar Woods POA is included at **Attachment 3**.

The Town Attorney drafted a Limited Warranty Deed providing the mechanism for the public dedication and acceptance of Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane from Cedar Woods Owners' Association, Inc. that was subsequently executed by the Board of Directors on August 13, 2025 (**Attachment 4**). The referenced plat (Plat Book 22, Page 119) is included at **Attachment 5**.

Acceptance of these roads will benefit and promote the general health, safety, and welfare of the citizens, residents, property owners and businesses in the Town.

Acceptance of Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane would add approximately one-half mile of roadway to the Town's roadway inventory, increasing the total lane mileage from 16.0 to 16.5 miles. Staff estimates the average annual cost to the Town including routine maintenance, repair, and periodic pavement rehabilitation would equate to \$25,000.

SUMMARY:

The Town Attorney received a letter dated July 23, 2025, from the Cedar Woods Owners' Association requesting Town acceptance and conveyance of three (3) private roads including Song Sparrow Lane, Phoebe Lane, and Goldfinch Lane and a drainage system owned by the Association. Acceptance of these roads will benefit and promote the general health, safety, and welfare of the citizens, residents, property owners and businesses in the Town. Acceptance of these roads would add approximately one-half mile of roadway to the Town's roadway inventory, increasing the total lane mileage from 16.0 to 16.5 miles. Staff estimates the average annual cost to the Town including routine maintenance, repair, and periodic pavement rehabilitation would equate to \$25,000.

ATTACHMENTS:

1. Draft Town Resolution
2. 07/23/2025 Letter from Cedar Woods to the Town Attorney
3. Cedar Woods POA Boundary
4. Limited Warranty Deed executed by the Cedar Woods Board on 08/13/2025
5. Reference Plat (Plat Book 22, Page 119)

THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

A RESOLUTION BY THE TOWN OF HILTON HEAD ISLAND TOWN COUNCIL AUTHORIZING THE ACCEPTANCE OF THE CONVEYANCE OF A DRAINAGE EASEMENT ON GARDNER DRIVE FROM BEAUFORT COUNTY, SOUTH CAROLINA

BE IT RESOLVED, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT:

Section 1. Findings and Conclusions.

- a. In the year 2001, the Town of Hilton Head Island, South Carolina (herein, the “Town”), accepted title to two roadways in the “Cedar Woods” subdivision, known as “Bobwhite Lane” and “Kingbird Lane.”
- b. There are three roadways remaining in private ownership in the Cedar Woods, known as “Song Sparrow Lane,” “Phoebe Lane” and “Goldfinch Lane.”
- c. The “Cedar Woods Owners’ Association, Inc., has requested that the Town take ownership of “Song Sparrow Lane,” “Phoebe Lane” and “Goldfinch Lane,” and has executed a deed by which the roads will be conveyed to the Town upon acceptance by the Town.
- d. The Town Council finds that public ownership of “Song Sparrow Lane,” “Phoebe Lane” and “Goldfinch Lane” is in the best interests of the Town, and that such will benefit and promote the general health, safety and welfare of the citizens, residents, property owners and businesses in the Town.

Section 2. Acceptance of Conveyance.

- a. The Town Council authorizes the Town Manager and Town Attorney to accept and record the “Limited Warranty Deed” for “Song Sparrow Lane,” “Phoebe Lane”

and “Goldfinch Lane” from the Cedar Woods Owners’ Association Inc., a copy of which is attached hereto as Exhibit “A.”

b. The Town Manager is authorized to take all actions necessary to provide for the maintenance of “Song Sparrow Lane,” “Phoebe Lane” and “Goldfinch Lane.”

Section 3. Severability.

a. If any section, phrase, sentence, or portion of this Resolution 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 4. Effective Date.

a. This resolution shall be effective immediately upon its adoption.

MOVED, APPROVED, AND ADOPTED ON THIS 21st DAY OF OCTOBER, 2025.

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

**EXHIBIT "A" TO RESOLUTION AUTHORIZING ACCEPTANCE OF ROADWAYS
IN CEDAR WOODS SUBDIVISION**

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT) LIMITED WARRANTY DEED

Whereas, Cedar Woods Owners’ Association, Inc., is established and operates under the authority of the “Declaration of Covenants, Conditions and Restrictions Applicable to Cedar Woods Owners’ Association” (the “Declaration”), which is recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, in Deed Book 351 at Page 1396; and,

Whereas, Article III(e) of the Declaration authorizes Cedar Woods Owners’ Association, Inc., to convey all or any part of the Common Area in Cedar Woods, which includes the road rights of way known as “Song Sparrow Lane,” “Phoebe Lane” and “Goldfinch Lane,” to any public agency, authority or utility for such purposes and on such conditions as may be agreed to by the members, provided that any such conveyance is approved by an affirmative vote of two-thirds of the members; and,

Whereas, there are a total of fifty (50) lots in Cedar Woods; and,

Whereas, at a duly called meeting of the membership of the Cedar Woods Owners’ Association, Inc., taking place on July 23, 2025, the ownership of thirty nine (39) of the fifty (50) lots in Cedar Woods voted to authorize the conveyance of “Song Sparrow Lane,”

“Phoebe Lane” and “Goldfinch Lane” to the Town of Hilton Head Island, South Carolina;
and,

Whereas, the thirty nine (39) affirmative votes exceeded two-thirds of the membership.

Now, therefore, know all persons by these presents, that Cedar Woods Owner’s Association, Inc., in the State aforesaid and in consideration of the sum of Ten and no/100 (\$10.00) Dollars, to them in hand paid at and before the execution, sealing and delivery of these presents, by the Town of Hilton Head Island, South Carolina, having an address of One Town Center Court, Hilton Head Island, SC, 29928, in the State aforesaid, the receipt whereof is hereby acknowledged, subject to the easements, restrictions, and conditions set forth in the legal description below, have granted, bargained, sold and released, and by these Presents do grant, bargain, sell and release to the Town of Hilton Head Island, South Carolina, in fee simple, its successors and assigns, forever the following property:

All those certain road rights of way lying and being in Cedar Woods, Hilton Head Island, Beaufort County, South Carolina, known as “Song Sparrow Lane,” “Phoebe Lane” and “Goldfinch Lane.” “Song Sparrow Lane Lane” is shown and described as “60’ R/W” on a Plat prepared by William M. Warwick, S. C. Certified Land Surveyor 4378, entitled “A Plat of Point Comfort Woods, Phase I, II and III,” dated September 9, 1971, last revised May 11, 1973, and recorded on June 25, 1974, in the Office of The Register of Deeds for Beaufort County, South Carolina, in Plat Book 22 at Page 119. “Phoebe Lane” is shown and described as “Cardinal Road 50’ R/W” on a plat prepared by Jerry L. Richardson, SCRLS 4784, entitled “A Plat of Cedar Woods Lots 21-58 and 79-90,” dated November 12, 1981, and recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, on May 28, 1982, in Plat Book 30 at Page 119, and is also shown and described as “50’ R/W” on the above described Plat recorded in Plat Book 22 at Page 119. “Goldfinch Lane” is shown and described as “Goldfinch Lane 50’ R/W” on a plat prepared by Jerry L. Richardson, SCRLS 4784, entitled “A Plat of Cedar Woods Lots 21-58 and 79-90” dated November 12, 1981, and recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, on May 28, 1982, in Plat Book 30 at Page 119, and also shown and

described as “50’ R/W” on the above described Plat recorded in Plat Book 22 at Page 119.

This conveyance is made subject to all applicable covenants, conditions, limitations, easements, affirmative obligations, etc., recorded in the Office of the Register of Deeds for Beaufort County, South Carolina.

This being a part of the property conveyed to Cedar Woods Owners’ Association by Deed of Property Research Holdings, Inc., recorded on December 19, 1990, in the Office of the Register of Deeds for Beaufort County, South Carolina in Deed Book 567 at Page 237.

This Deed was prepared in the law office of Coltrane & Wilkins, LLC, Post Office Box 6808, Hilton Head Island, South Carolina, 29938, by Curtis L. Coltrane.

A Part of TMS# R 550 014 000 0925 0000

Together with all and singular, the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining.

To Have and to Hold, all and singular, the said Premises before mentioned to the Town of Hilton Head Island, South Carolina, in fee simple, its successors and assigns forever.

Cedar Woods Owner’s Association, Inc. does hereby bind it and its successors and assigns, to warrant and forever defend, all and singular, the said Premises to the Town of Hilton Head Island, South Carolina, and assigns as herein above provided, against Cedar Woods Owners’ Association, Inc., and its successors and assigns, or to claim the same or any part thereof.

Witness the hand and seal of the duly authorized officers of Cedar Woods Owners' Association, Inc., on this 13 day of August, 2025.

WITNESSES:

CEDAR WOODS OWNERS'
ASSOCIATION, INC.

Kimberly Borth
Print Name: Kimberly Borth By: Leslie Ford
Leslie Ford, Board Member

By: Allison Y. Roberts
Allison Y. Roberts, Board Member

Laurie Parsons
Print Name: Laurie Parsons By: Agnes E. Schmidt
Agnes E. Schmidt, Board Member

CEDAR WOODS OWNER'S ASSOCIATION

P. O. Box 6406 Hilton Head Island, SC 29938

7/23/2025

TO: Mr. Curtis Coltrane, Town Attorney, Hilton Head Island, SC

FROM: Cedar Woods Board

Subject: Request for Town Acceptance of Cedar Woods Roads and Drainage

Dear Mr. Coltrane,

On behalf of the Cedar Woods Board, we respectfully request that the Town proceed with the acceptance and conveyance of our community's roads and drainage system in accordance with our governing covenants. We are pleased to report that the community has voted in favor of this action, using the ballot previously approved by your office. We have surpassed the required two-thirds threshold.

To ensure transparency and community understanding, we also held a special meeting with residents to provide additional information and address any questions regarding this initiative.

As with many aging communities, the ongoing maintenance and necessary improvements to our infrastructure exceed the financial and logistical capacity of our small neighborhood of 50 homes. Town stewardship will ensure proper care and long-term sustainability.

We would also note that the Town has accepted the roads and drainage of our neighboring community, Point Comfort Woods. Their drainage system is directly connected to ours, making consistent oversight even more essential for effective stormwater management.

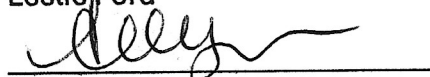
Thank you for your time and consideration. We look forward to your response and to working collaboratively on the next steps.

Sincerely,

The Cedar Woods Board



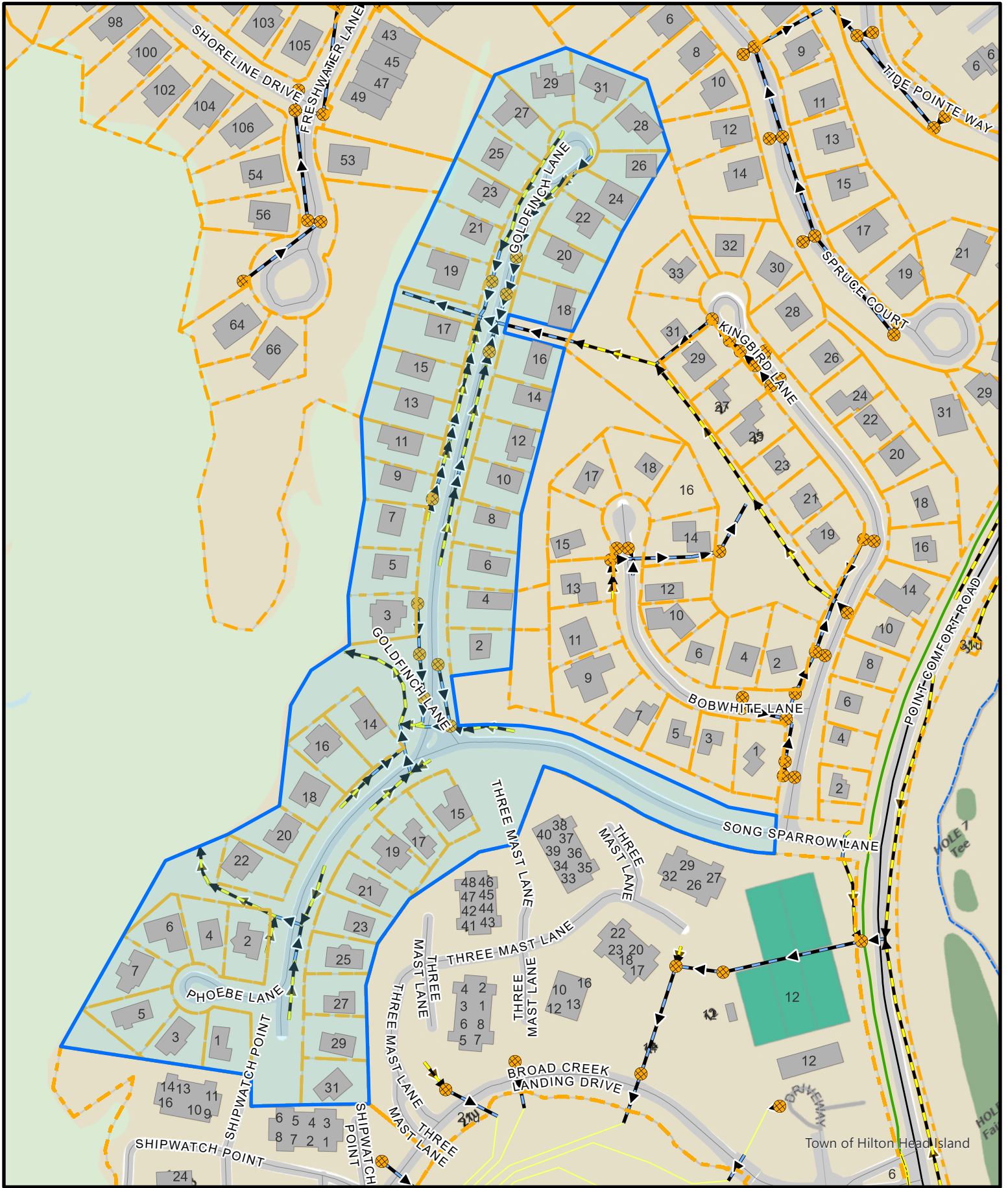
Leslie Ford



Alli Roberts



Aggie Schmidt



Town of Hilton Head Island
 ONE TOWN CENTER COURT
 HILTON HEAD ISLAND, S.C. 29928
 PHONE (843) 341-4600

Attachment 3 Cedar Woods POA Boundary October 20, 2025

1 inch = 200 feet



STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT) LIMITED WARRANTY DEED

Whereas, Cedar Woods Owners' Association, Inc., is established and operates under the authority of the "Declaration of Covenants, Conditions and Restrictions Applicable to Cedar Woods Owners' Association" (the "Declaration"), which is recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, in Deed Book 351 at Page 1396; and,

Whereas, Article III(e) of the Declaration authorizes Cedar Woods Owners' Association, Inc., to convey all or any part of the Common Area in Cedar Woods, which includes the road rights of way known as "Song Sparrow Lane," "Phoebe Lane" and "Goldfinch Lane," to any public agency, authority or utility for such purposes and on such conditions as may be agreed to by the members, provided that any such conveyance is approved by an affirmative vote of two-thirds of the members; and,

Whereas, there are a total of fifty (50) lots in Cedar Woods; and,

Whereas, at a duly called meeting of the membership of the Cedar Woods Owners' Association, Inc., taking place on July 23, 2025, the ownership of thirty nine (39) of the fifty (50) lots in Cedar Woods voted to authorize the conveyance of "Song Sparrow Lane,"

"Phoebe Lane" and "Goldfinch Lane" to the Town of Hilton Head Island, South Carolina;
and,

Whereas, the thirty nine (39) affirmative votes exceeded two-thirds of the membership.

Now, therefore, know all persons by these presents, that Cedar Woods Owner's Association, Inc., in the State aforesaid and in consideration of the sum of Ten and no/100 (\$10.00) Dollars, to them in hand paid at and before the execution, sealing and delivery of these presents, by the Town of Hilton Head Island, South Carolina, having an address of One Town Center Court, Hilton Head Island, SC, 29928, in the State aforesaid, the receipt whereof is hereby acknowledged, subject to the easements, restrictions, and conditions set forth in the legal description below, have granted, bargained, sold and released, and by these Presents do grant, bargain, sell and release to the Town of Hilton Head Island, South Carolina, in fee simple, its successors and assigns, forever the following property:

All those certain road rights of way lying and being in Cedar Woods, Hilton Head Island, Beaufort County, South Carolina, known as "Song Sparrow Lane," "Phoebe Lane" and "Goldfinch Lane." "Song Sparrow Lane" is shown and described as "60' R/W" on a Plat prepared by William M. Warwick, S. C. Certified Land Surveyor 4378, entitled "A Plat of Point Comfort Woods, Phase I, II and III," dated September 9, 1971, last revised May 11, 1973, and recorded on June 25, 1974, in the Office of The Register of Deeds for Beaufort County, South Carolina, in Plat Book 22 at Page 119. "Phoebe Lane" is shown and described as "Cardinal Road 50' R/W" on a plat prepared by Jerry L. Richardson, SCRLS 4784, entitled "A Plat of Cedar Woods Lots 21-58 and 79-90," dated November 12, 1981, and recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, on May 28, 1982, in Plat Book 30 at Page 119, and is also shown and described as "50' R/W" on the above described Plat recorded in Plat Book 22 at Page 119. "Goldfinch Lane" is shown and described as "Goldfinch Lane 50' R/W" on a plat prepared by Jerry L. Richardson, SCRLS 4784, entitled "A Plat of Cedar Woods Lots 21-58 and 79-90" dated November 12, 1981, and recorded in the Office of The Register of Deeds for Beaufort County, South Carolina, on May 28, 1982, in Plat Book 30 at Page 119, and also shown and

described as "50' R/W" on the above described Plat recorded in Plat Book 22 at Page 119.

This conveyance is made subject to all applicable covenants, conditions, limitations, easements, affirmative obligations, etc., recorded in the Office of the Register of Deeds for Beaufort County, South Carolina.

This being a part of the property conveyed to Cedar Woods Owners' Association by Deed of Property Research Holdings, Inc., recorded on December 19, 1990, in the Office of the Register of Deeds for Beaufort County, South Carolina in Deed Book 567 at Page 237.

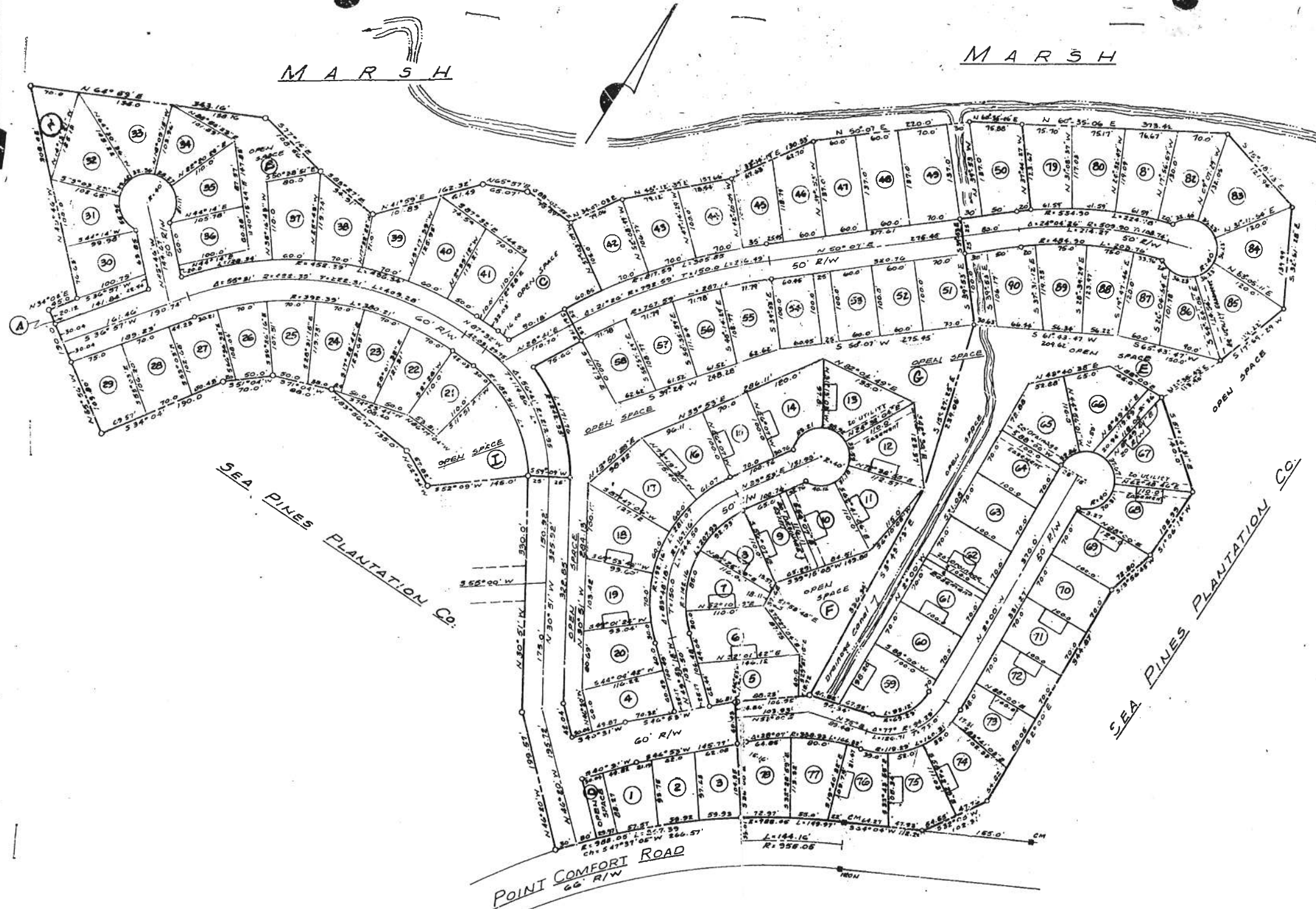
This Deed was prepared in the law office of Coltrane & Wilkins, LLC, Post Office Box 6808, Hilton Head Island, South Carolina, 29938, by Curtis L. Coltrane.

A Part of TMS# R 550 014 000 0925 0000

Together with all and singular, the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining.

To Have and to Hold, all and singular, the said Premises before mentioned to the Town of Hilton Head Island, South Carolina, in fee simple, its successors and assigns forever.

Cedar Woods Owner's Association, Inc. does hereby bind it and its successors and assigns, to warrant and forever defend, all and singular, the said Premises to the Town of Hilton Head Island, South Carolina, and assigns as herein above provided, against Cedar Woods Owners' Association, Inc., and its successors and assigns, or to claim the same or any part thereof.



A PLAT OF
POINT COMFORT WOODS
 PHASE I, II & III
 A SECTION OF
SEA PINES PROPERTY:
 HILTON HEAD ISLAND
 SOUTH CAROLINA
 COUNTY OF BEAUFORT

RECORDED IN
 BOOK 22 PAGE 119
 6/25/74
 IN THE OFFICE OF
 CLERK OF COURT
 BEAUFORT S.C.

REPLACES PLATS IN
 BOOK PAGE

SCALE: 1"=100'-0"
 FILE:
 DATE: SEP 9, 1971
 REV. 3/22/72 WMM
 REV. 5/29/73
 REV. 5/11/75 JDC

LEGEND
 [Symbol] ZERO- LOT LINES



OPEN AREAS
 A = .072 ACRES
 B = .358 ACRES
 C = .527 ACRES
 D = .060 ACRES
 E = 1.222 ACRES
 G = .356 ACRES
 H = 1.302 ACRES
 I = .098 ACRES
 TOTAL OPEN SPACE ACREAGE = 4.443

William M. Warwick
 WILLIAM M. WARWICK
 CERTIFIED LAND SURVEYOR
 S.C. LIC. No. 4878



**PLAT BOOK 22
 PAGE 119**

CD PROJ TY
 02 A3B E



TOWN OF HILTON HEAD ISLAND

Community Development & Public Services Committee

TO: Community Development and Public Services Committee
FROM: Bob Bromage, Director of Public Safety
VIA: Marc Orlando, Town Manager
Shawn Leininger, Deputy Town Manager
DATE: November 3, 2025
SUBJECT: Beaufort County Sheriff's Office Hilton Head Island Crime Data
Quarterly Report

RECOMMENDATION:

On November 17, 2025, Major Jeff Purdy from the Beaufort County Sheriff's Office will present Hilton Head Island's 2025 first, second and third-quarter crime data to the Community Development & Public Services Committee.

To keep members of the committee and Hilton Head Island's residents and visitors informed of increases/decreases in crime, emerging crime and smart practices in crime prevention, it is recommended this remain a yearly presentation.

BACKGROUND:

For a period of years, command personnel from the Beaufort County Sheriff's Office have presented data related to law enforcement activities on Hilton Head Island for discussion with members of the Community Development & Public Services Committee.

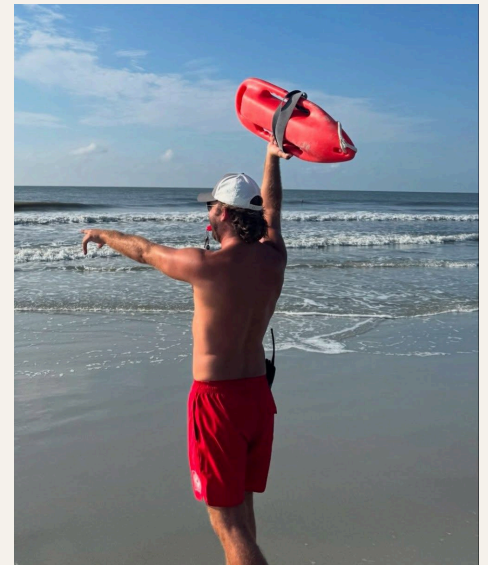
These meetings provide a forum for valuable discussions on increases/decreases in crime, traffic issues and prevention of opportunistic crimes, such as vehicle break-ins.

SUMMARY:

At the November 17 Community Development & Public Services Committee meeting, Major Purdy will present Hilton Head Island's first, second and third-quarter 2025 crime data, to include crimes against persons, crimes against property, traffic accidents, calls for service, tickets and warnings issued for violations of state law and town ordinances.

ATTACHMENT:

- 1- Beaufort County Sheriff's Office Uniform Crime Report for first, second and third-quarter 2025 is forthcoming



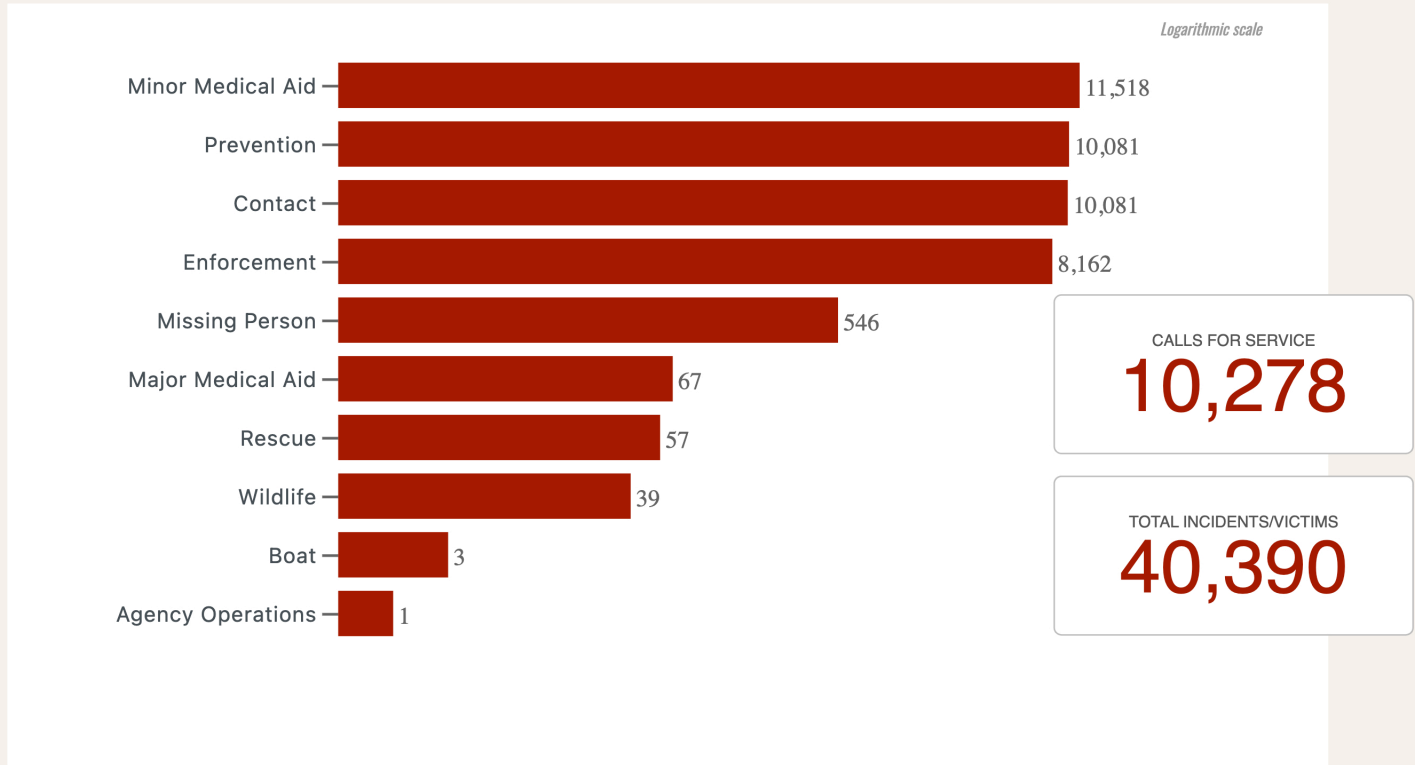
HILTON HEAD ISLAND SHORE BEACH SERVICE

Comprehensive Service Summary

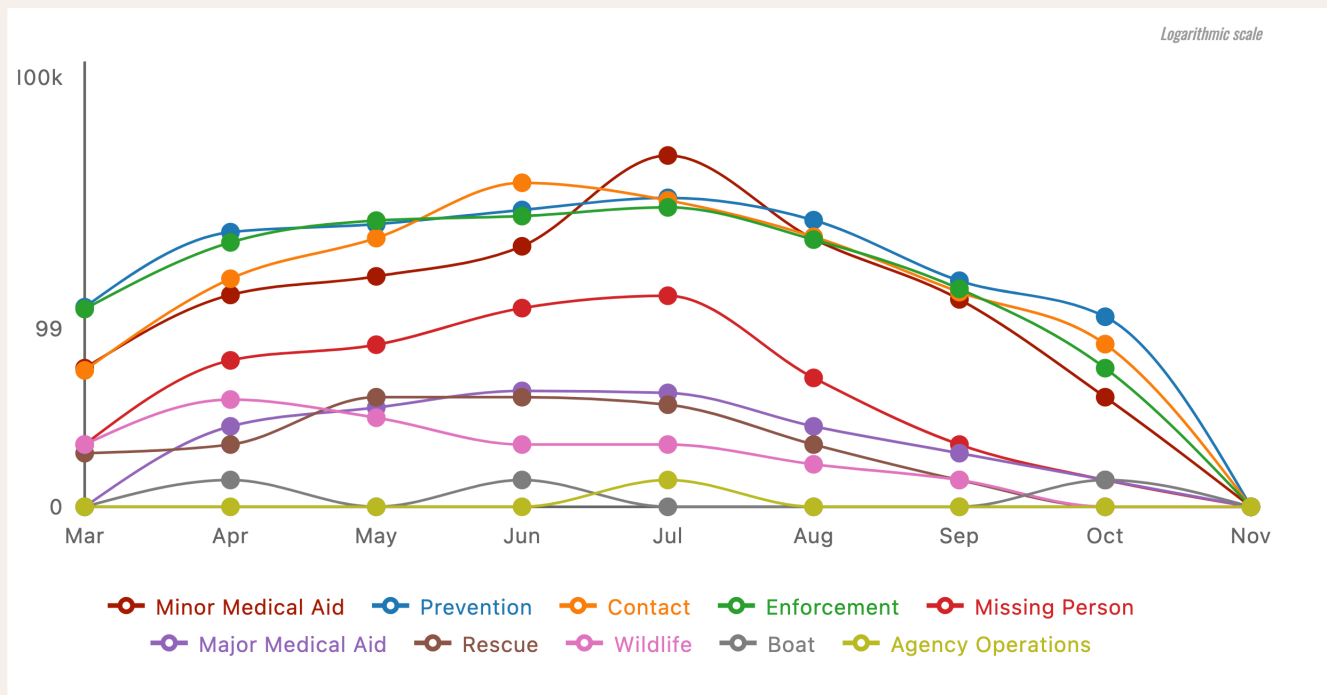
2025

SERVICE SUMMARY

TOP INCIDENT CATEGORIES

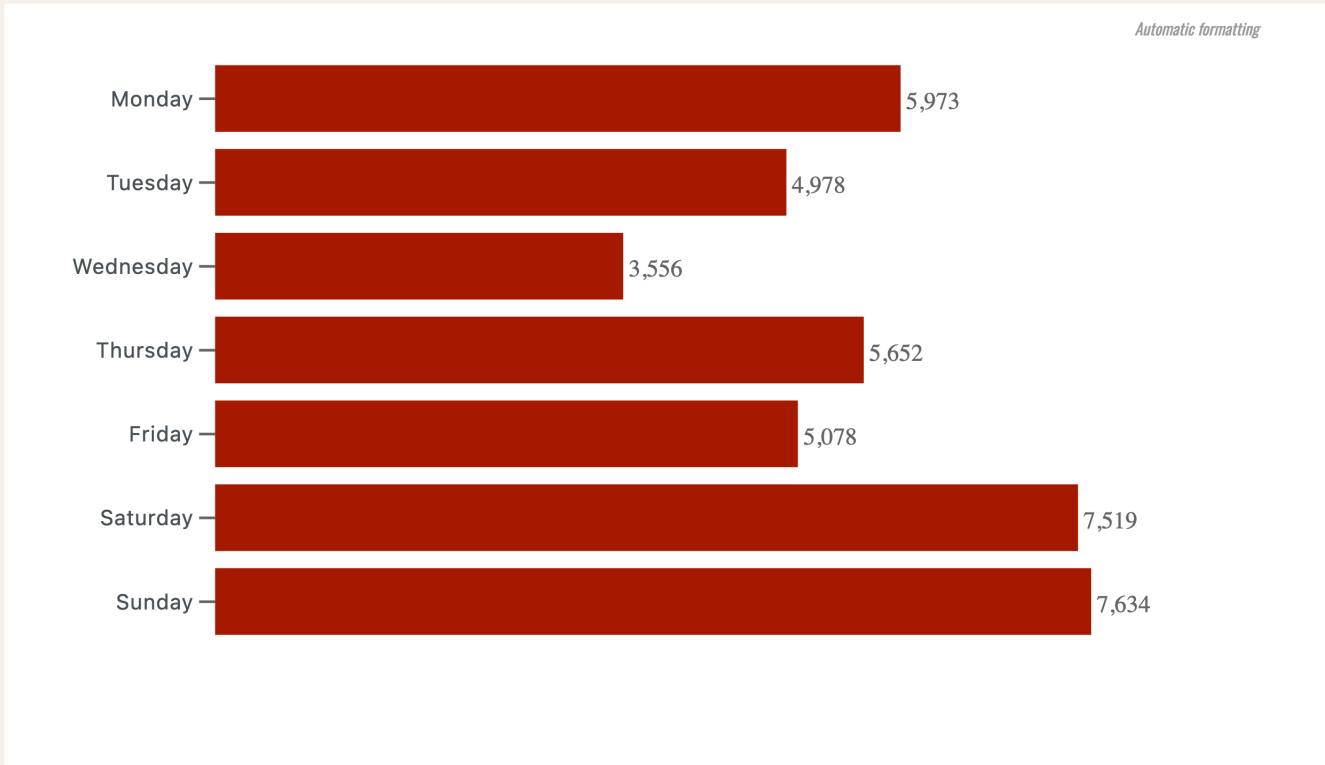


OVERALL INCIDENTS - MONTHLY TRENDS

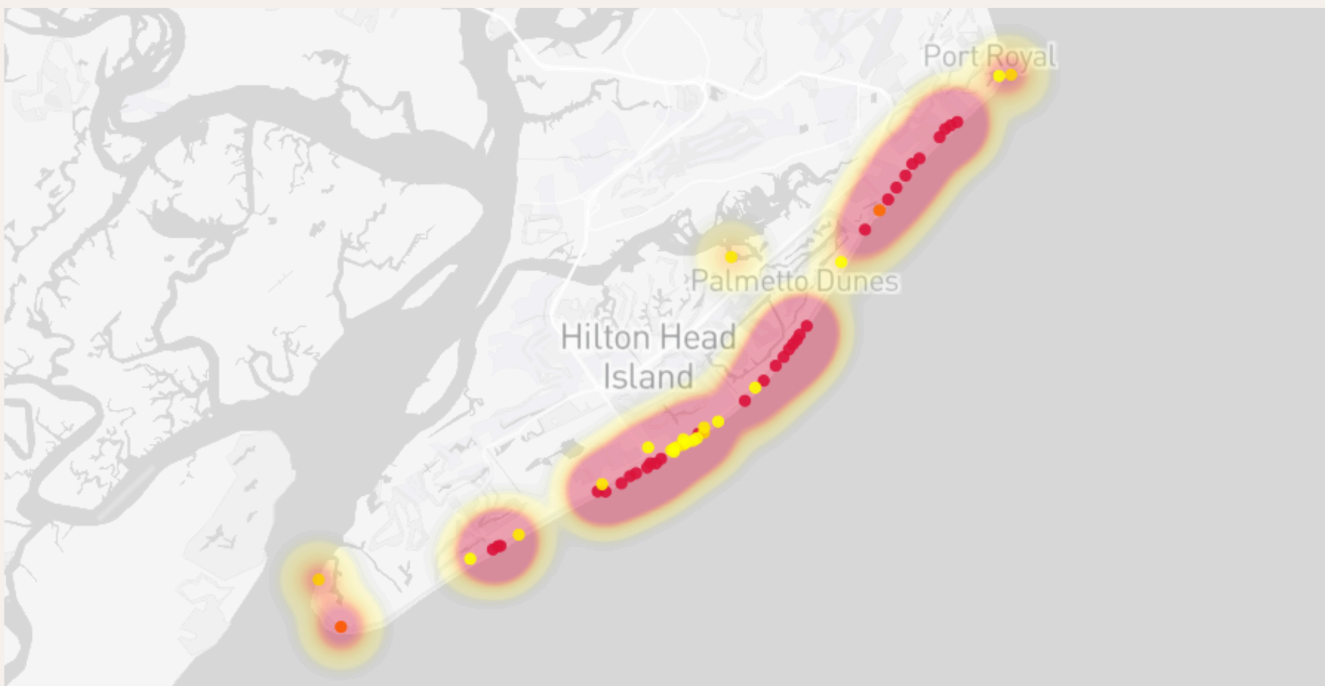


SERVICE SUMMARY

OVERALL INCIDENTS - DAY OF WEEK



OVERALL INCIDENTS - GEOGRAPHY

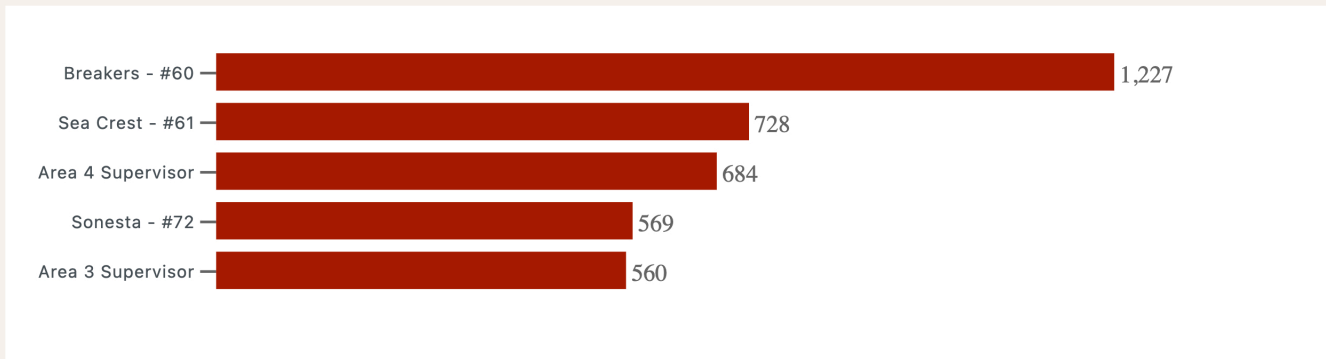


ENFORCEMENT

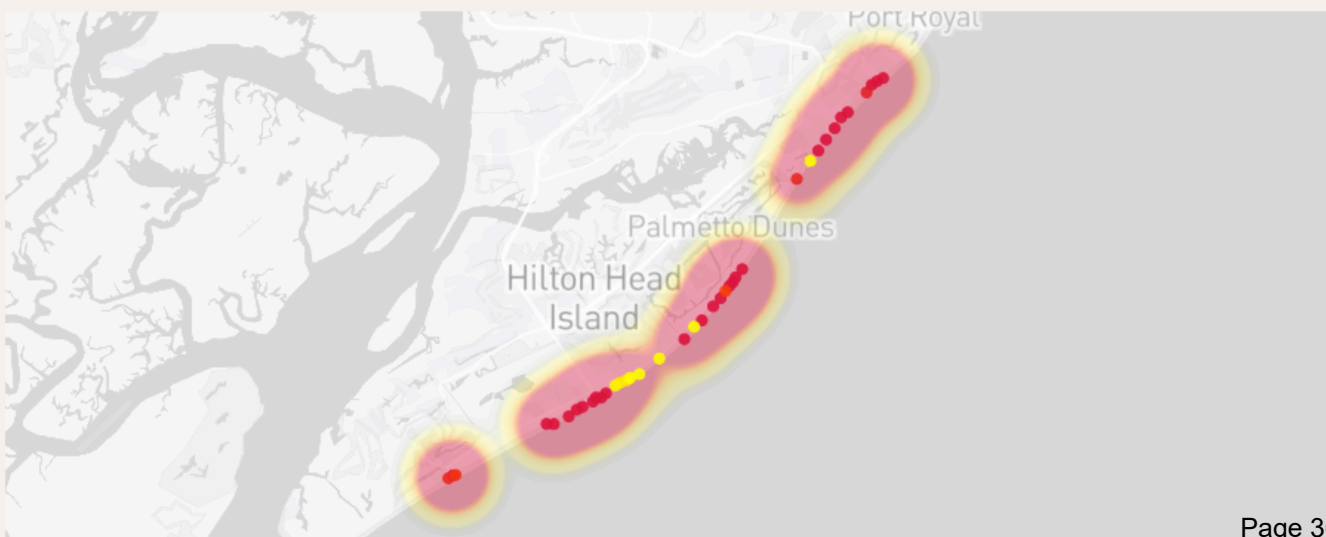
TREND



TOP RESOURCES

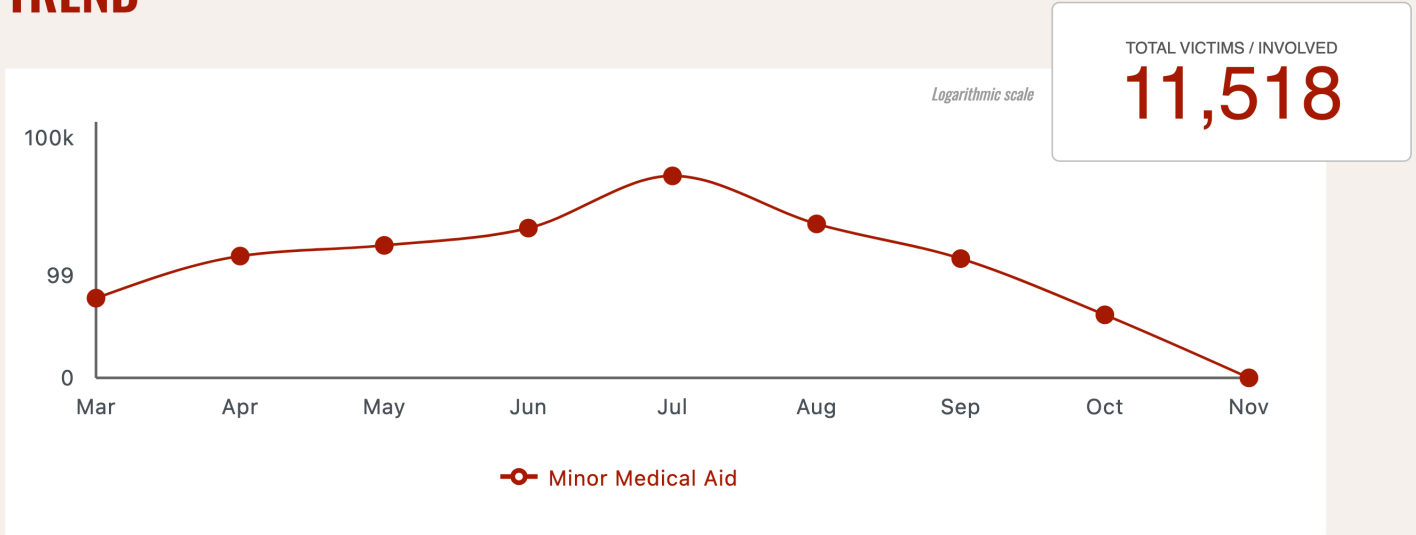


GEOGRAPHY

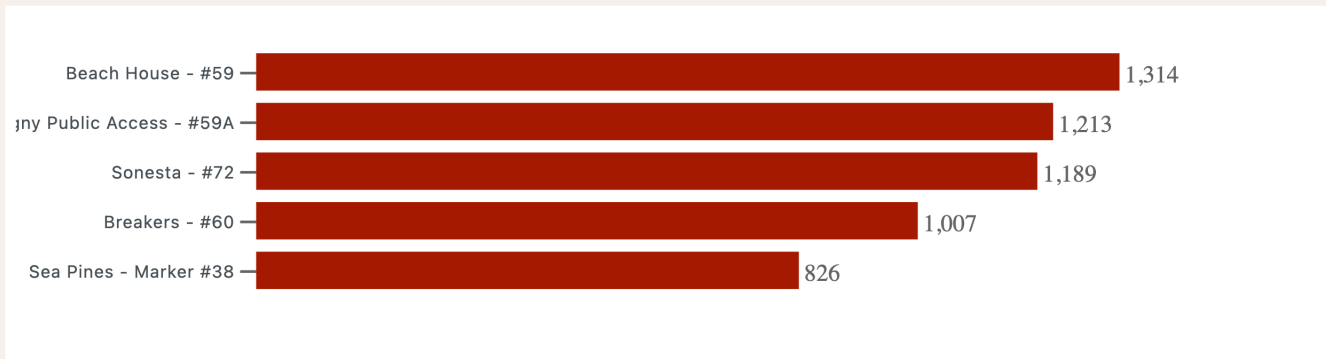


MINOR MEDICAL AID

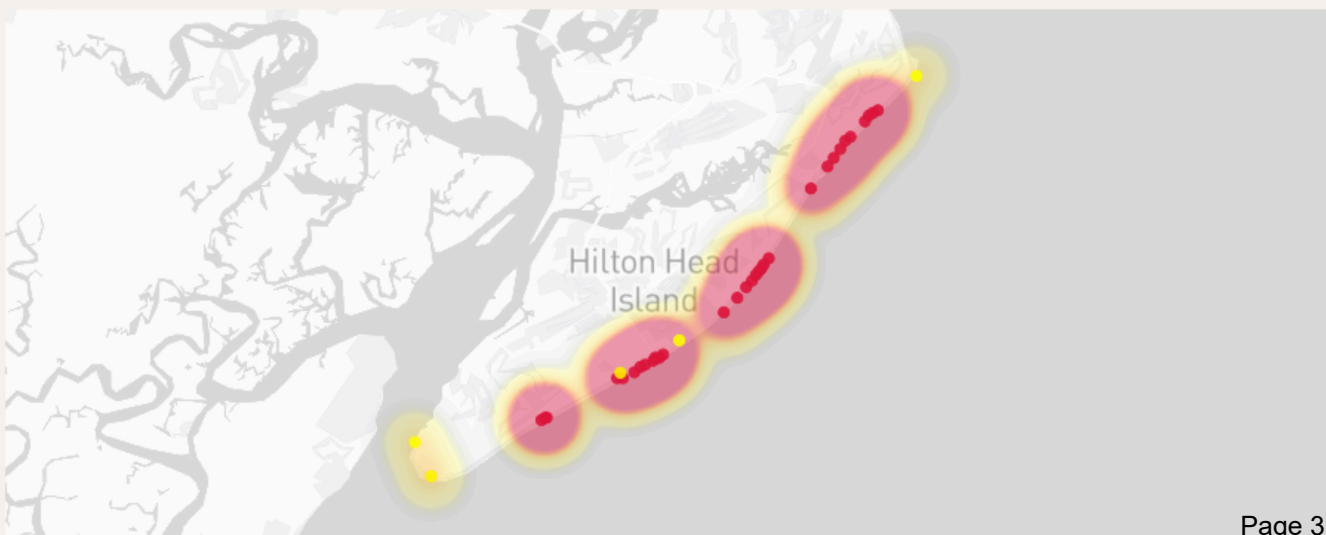
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TOP RESOURCES



GEOGRAPHY

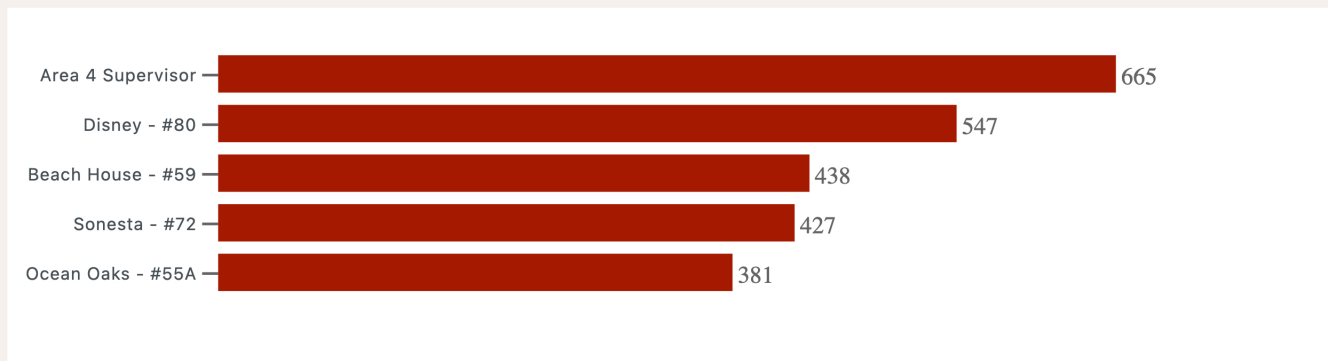


CONTACT

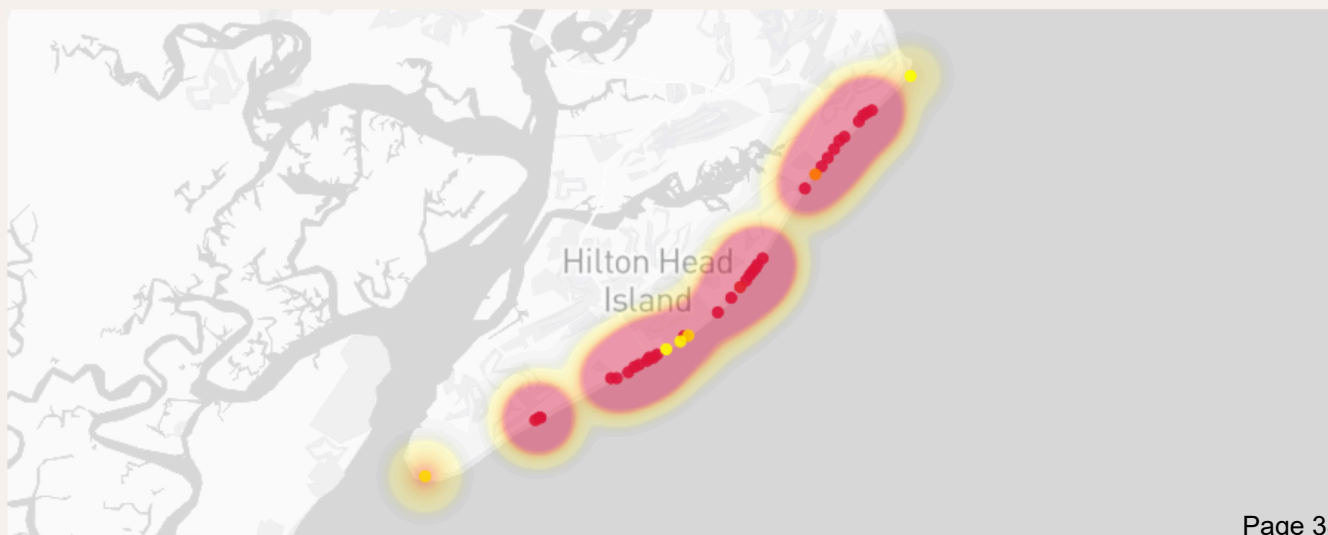
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TOP RESOURCES

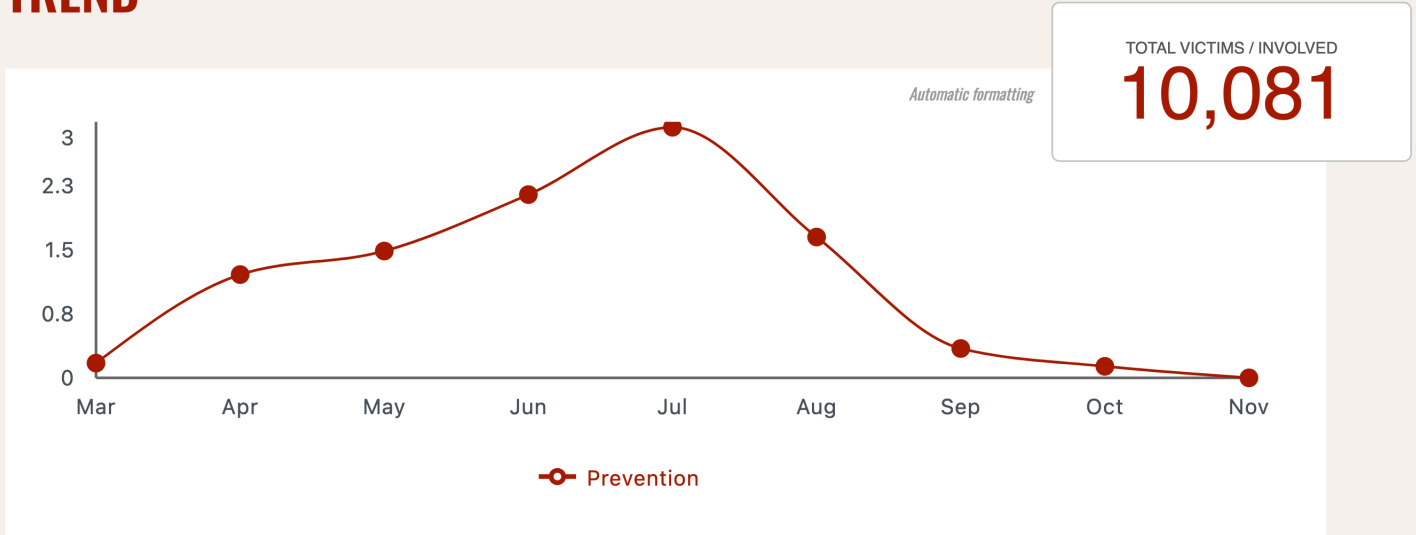


GEOGRAPHY

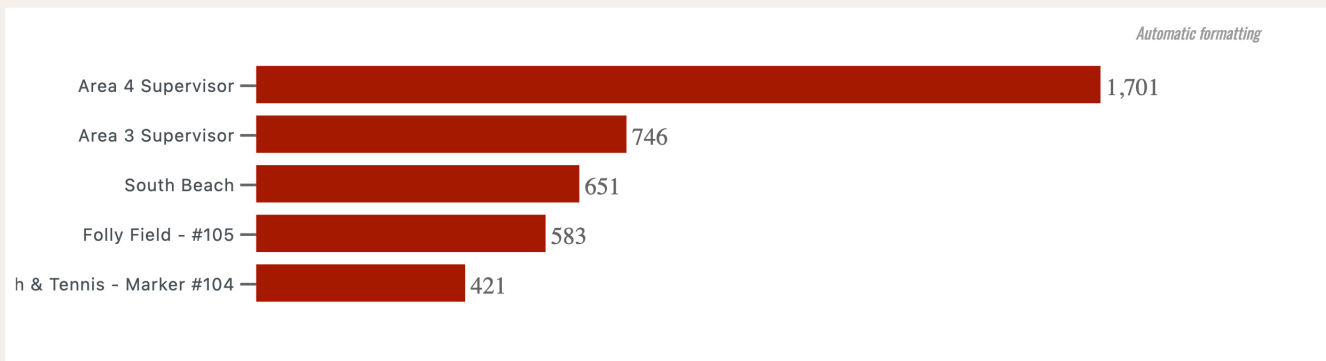


PREVENTION

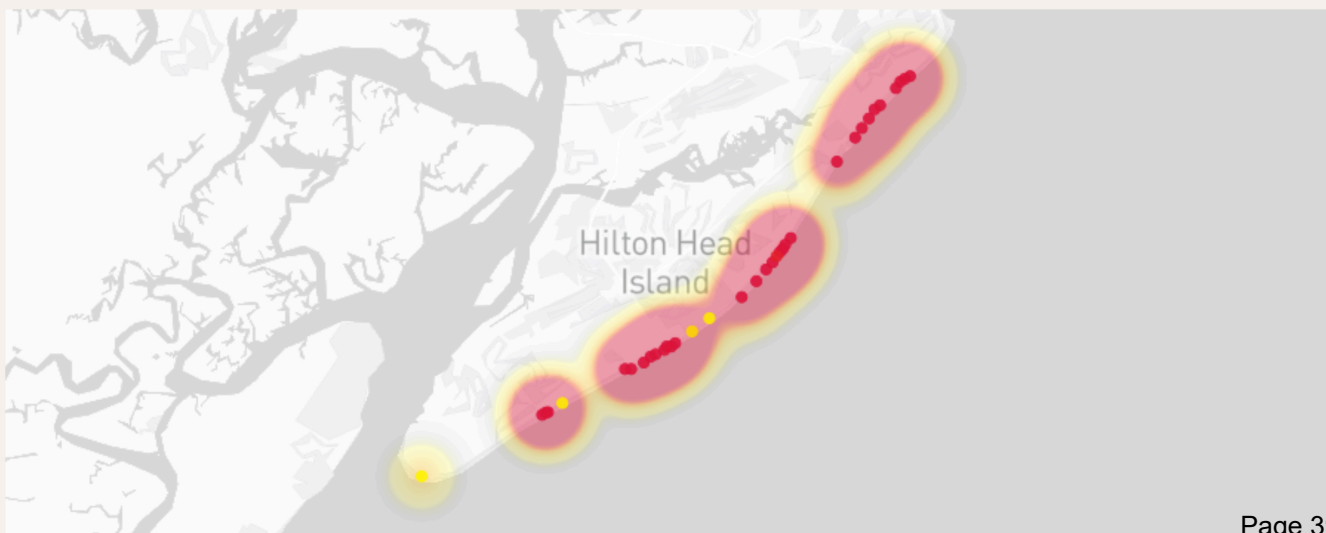
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TOP RESOURCES

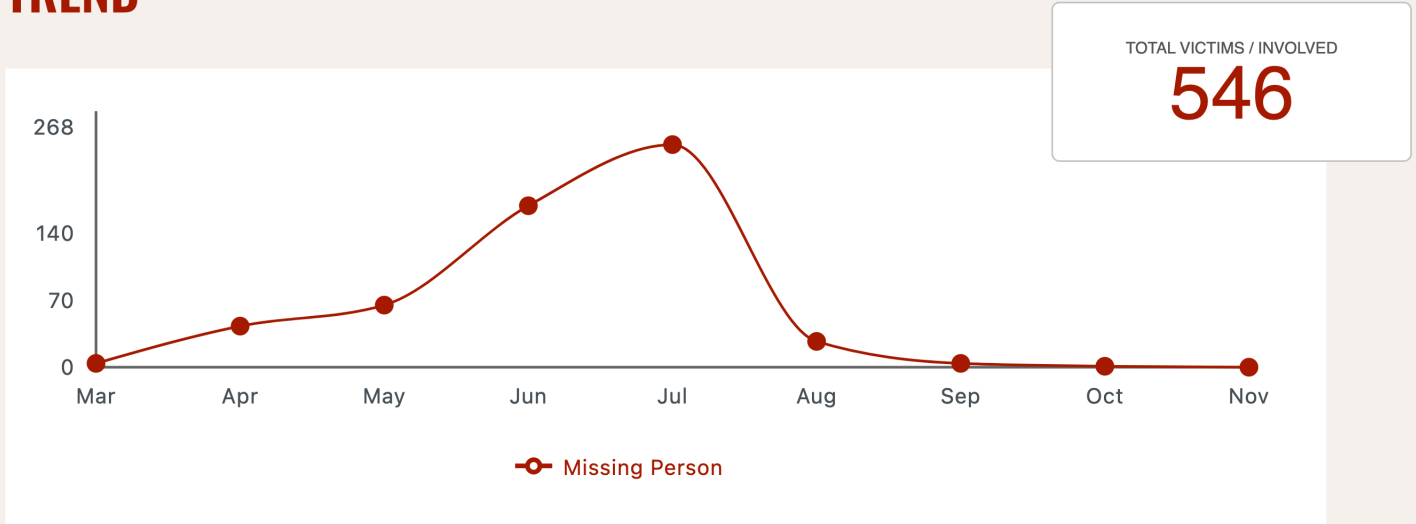


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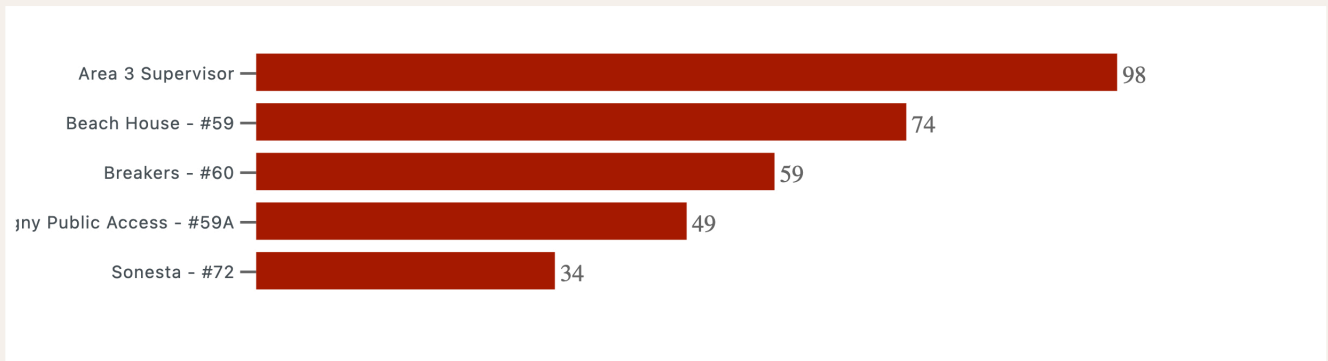


MISSING PERSON

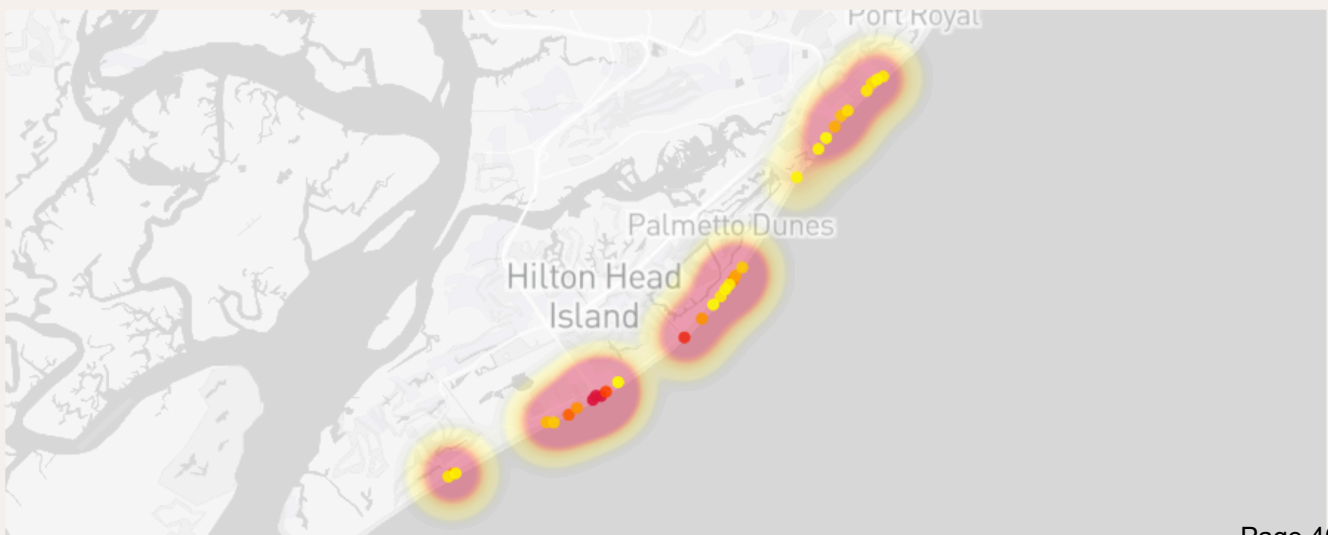
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TOP RESOURCES

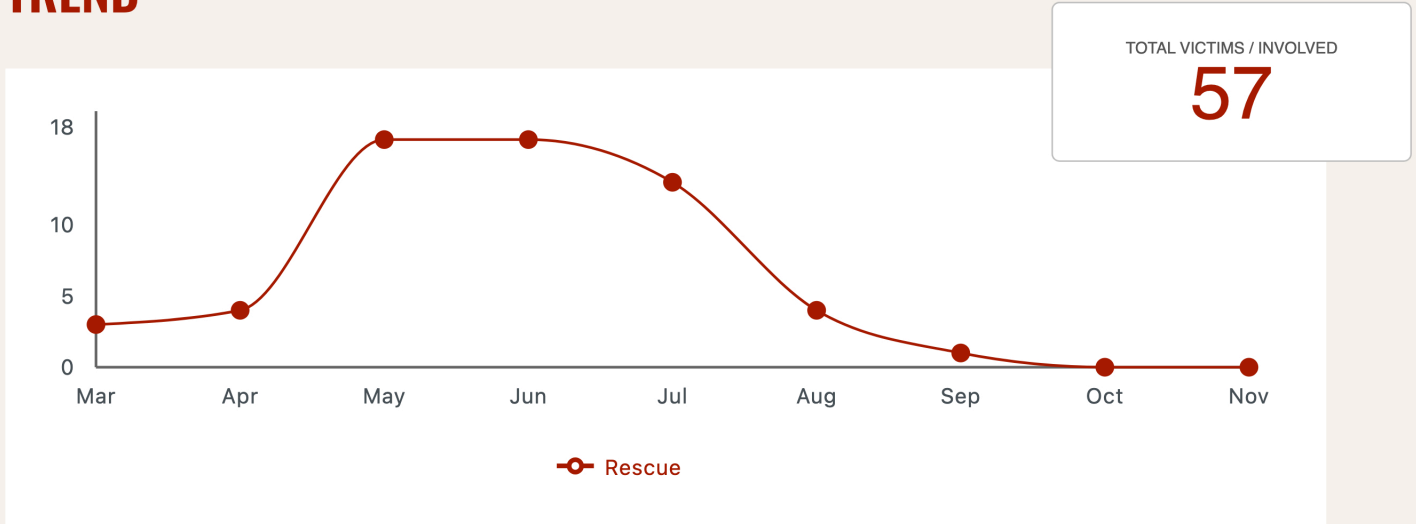


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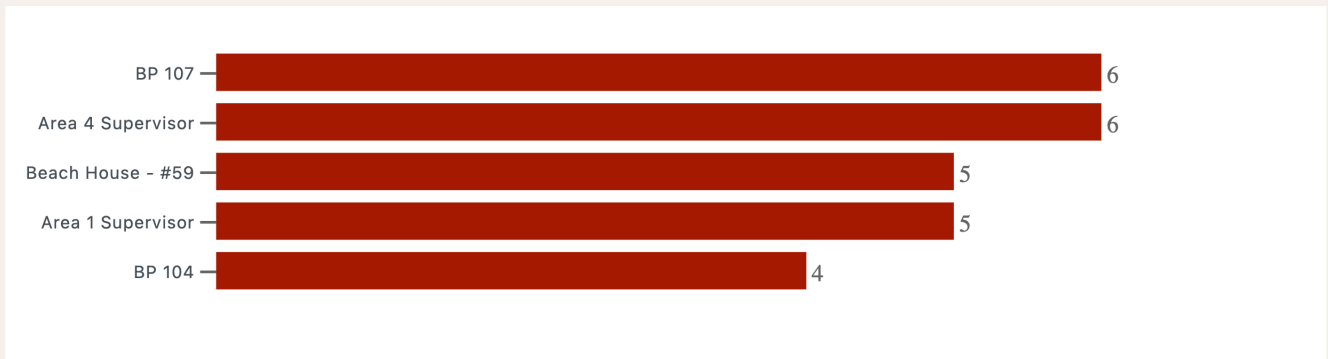


RESCUE

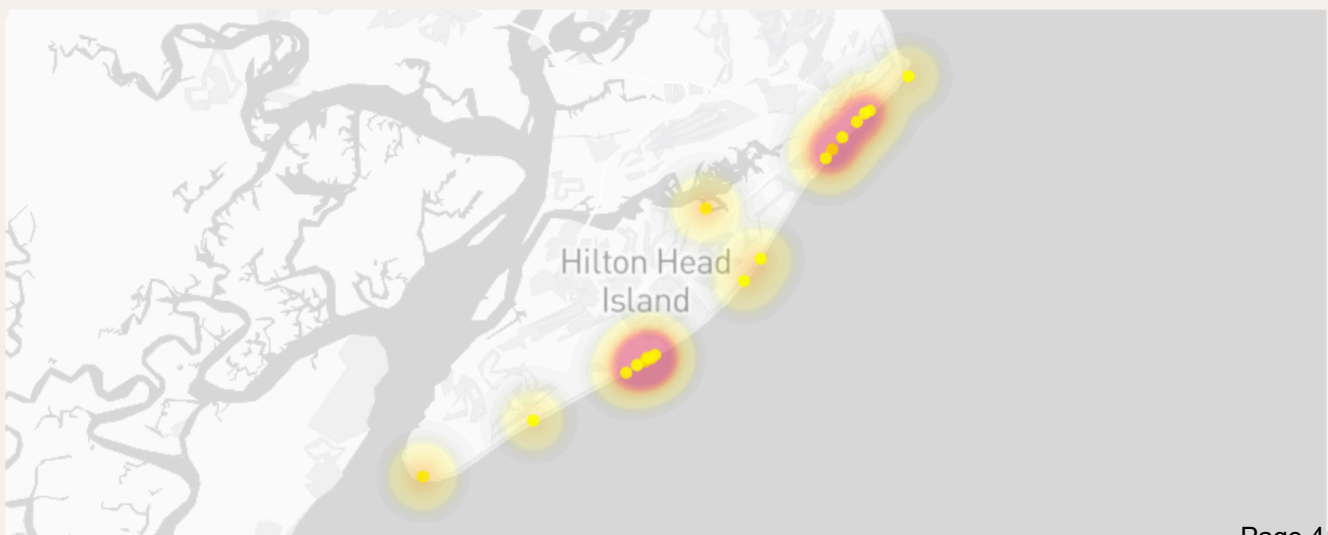
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TOP RESOURCES

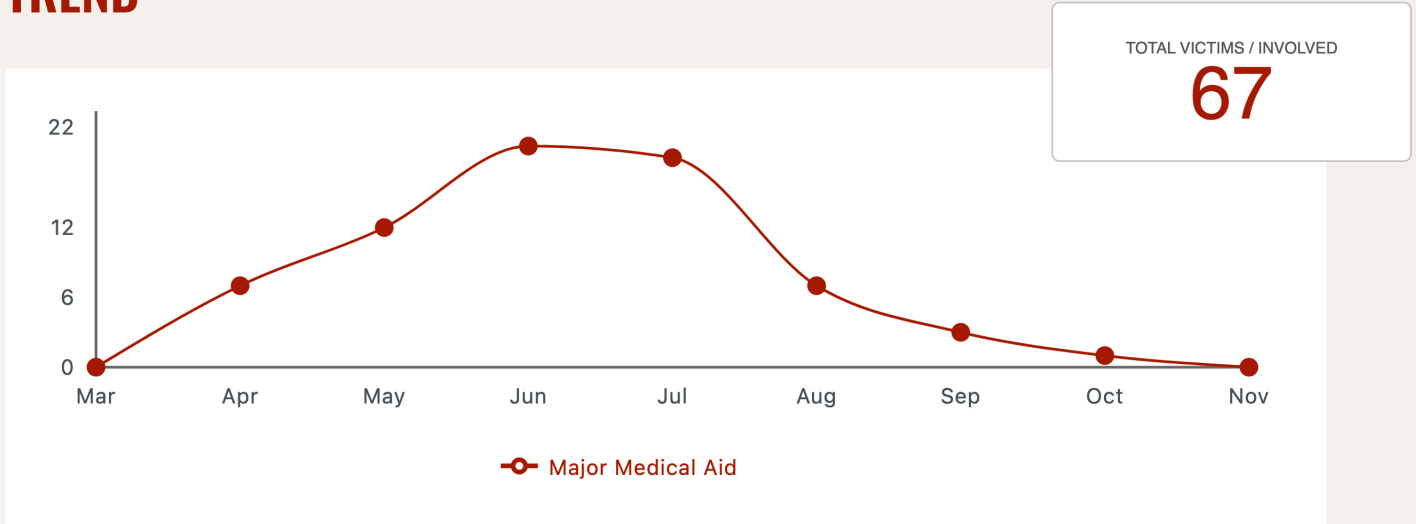


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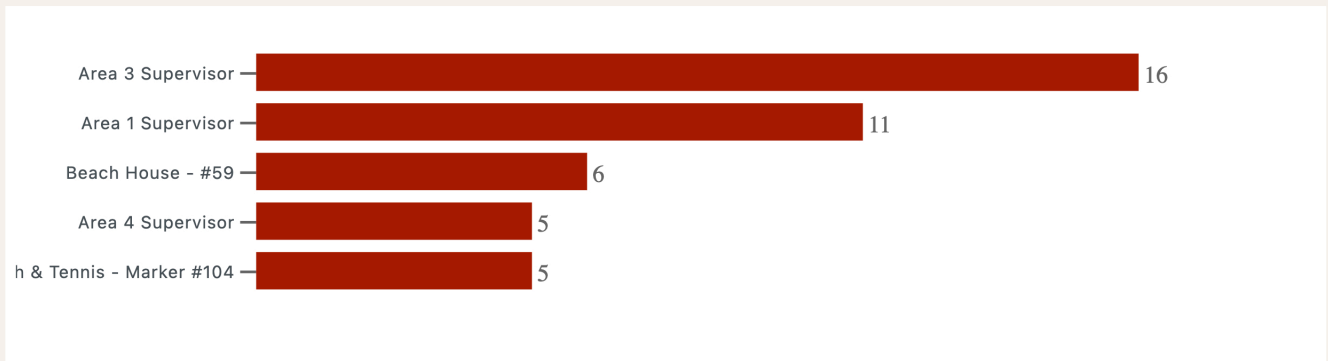


MAJOR MEDICAL AID

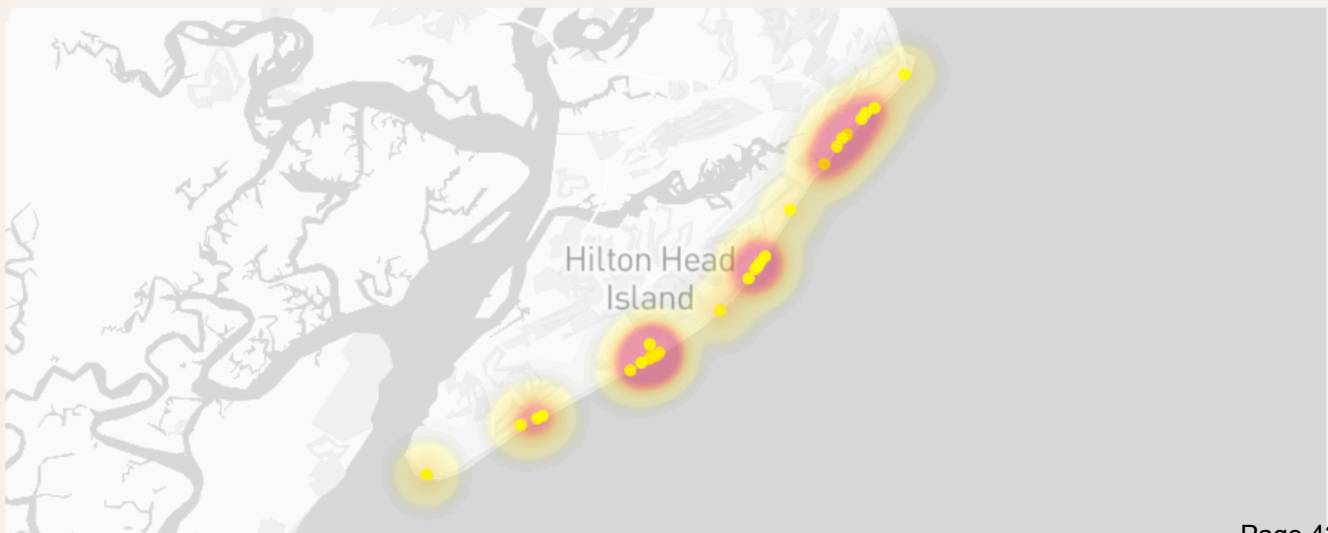
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TOP RESOURCES

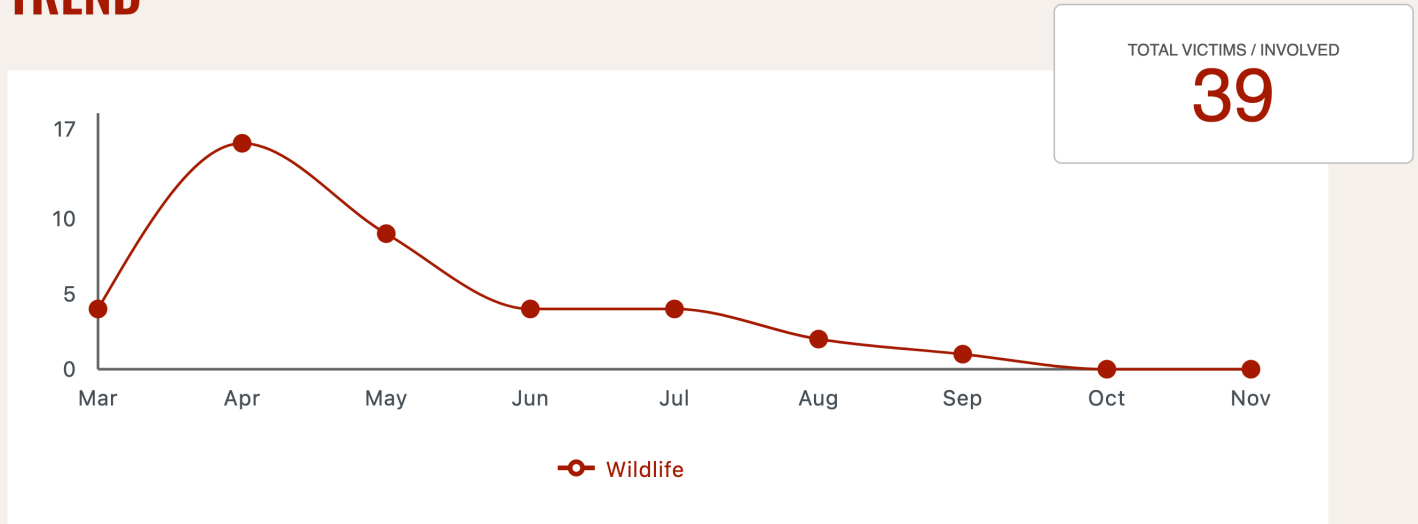


GEOGRAPHY

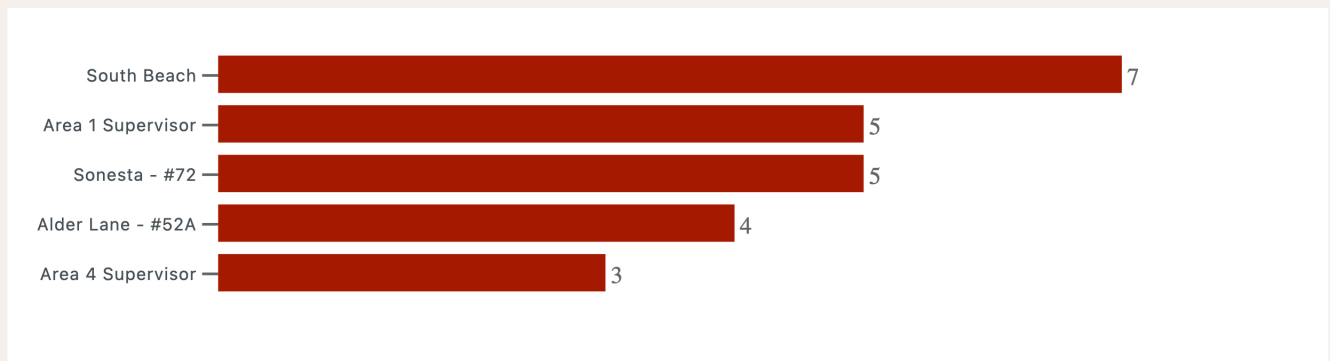


WILDLIFE

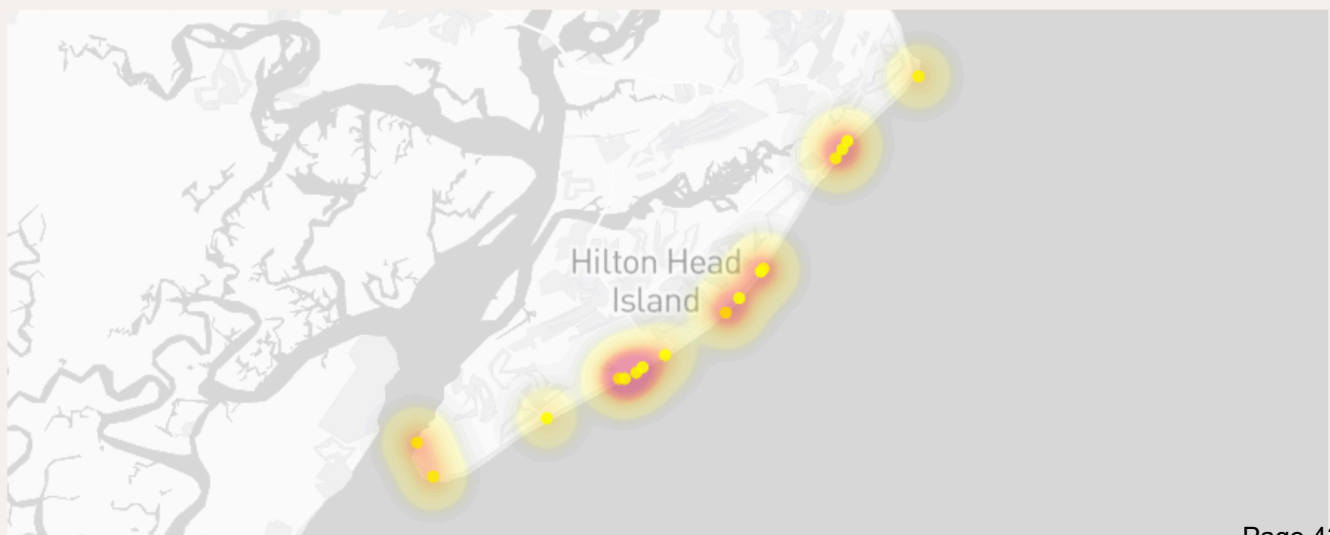
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TOP RESOURCES

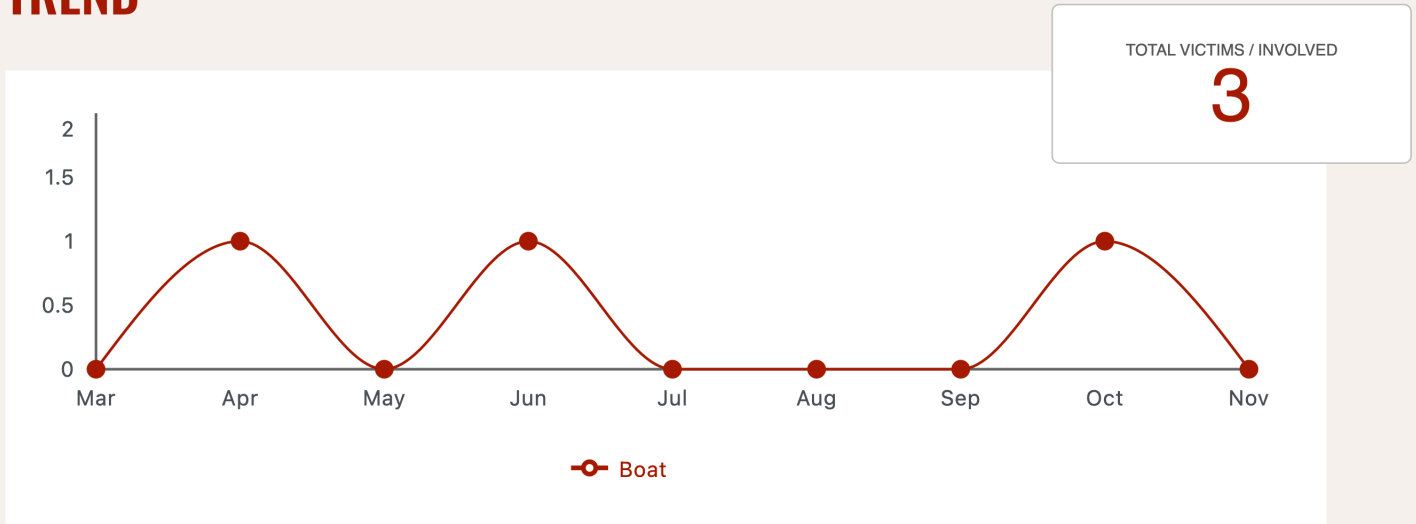


GEOGRAPHY

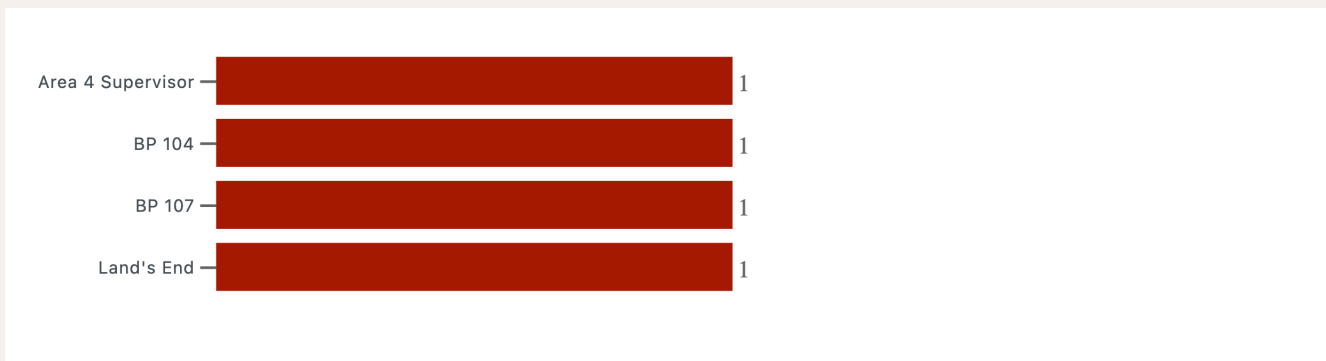


BOAT

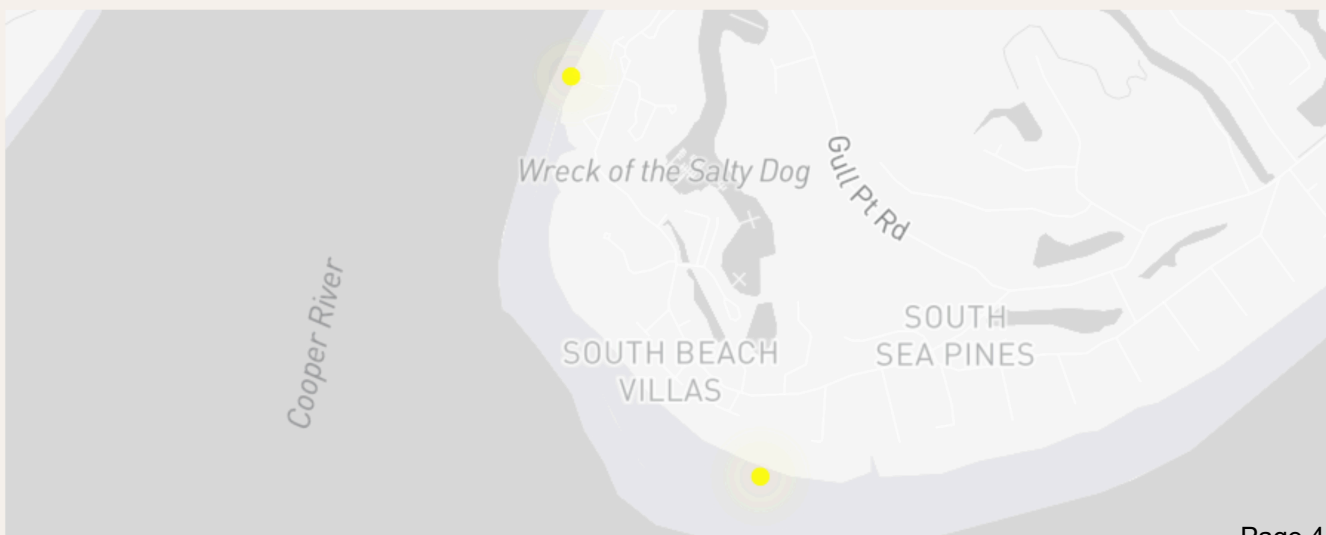
TREND



TOP RESOURCES



GEOGRAPHY



HILTON HEAD ISLAND SHORE BEACH SERVICE REPORT



03/01/2025 - 10/31/2025

INCIDENT BREAKDOWN

This is a breakdown of all top level incidents. See following pages for breakdown of individual incident categories.

Category	Involved Parties	Total Incidents	This Report	Agency-wide
Boat	3	3	0.03%	0.03%
Contact	9916	1595	15.52%	15.52%
Enforcement	8162	3174	30.88%	30.88%
Major Medical Aid	67	67	0.64%	0.64%
Minor Medical Aid	11518	3022	29.40%	29.40%
Missing Person	546	365	3.55%	3.55%
Prevention	10081	2028	19.73%	19.73%
Rescue	57	44	0.43%	0.43%
Wildlife	39	39	0.38%	0.38%
Total	40389	10337	10278 Total Calls In Period	10278 Total Calls In Period

LOCATION BREAKDOWN (INVOLVED PARTIES)

This is a breakdown of all top level by location. See following pages for breakdown of individual incident categories.

Location	Contact	Enforcement	Minor Medical Aid	Missing Person	Prevention	Rescue	Major Medical Aid	Boat	Wildlife	Agency Operations
Area 1 Supervisor	213	247	40	4	325	1	0	0	0	0
Area 2 Supervisor	132	61	88	0	147	0	0	0	0	0
Area 3 Supervisor	199	413	176	83	731	0	2	0	0	0
Area 4 Supervisor	625	669	141	24	1687	3	0	1	0	0
South Beach	243	248	216	3	649	0	0	0	0	0
A1 Rotator	6	1	18	1	71	0	0	0	0	0
A2 Rotator	0	0	0	0	10	0	0	0	0	0
A3 Rotator	0	2	9	0	0	0	0	0	0	0
Land's End	0	1	1	0	2	0	0	0	0	0
Land's End - Marker #4	0	0	1	0	0	0	0	1	4	0
Tower Beach - #13	5	0	2	0	2	3	2	1	3	0
Monarch - #37	48	37	255	3	58	1	1	0	0	0
Sea Pines - Marker #38	184	309	777	14	364	0	0	0	1	0
North Sea Pines - #39	168	30	149	2	82	0	1	0	0	0
Alder Lane - #52A	256	68	191	8	86	0	0	0	4	0
Grande Ocean - #53	158	123	317	6	216	0	0	0	2	0
Ocean Oaks - #55A	378	118	489	17	415	2	2	0	2	0
Sea Side - #56A	277	129	173	12	62	0	0	0	1	0
Shorewood - #57A	101	76	169	0	118	1	1	0	0	0

Location	Contact	Enforcement	Minor Medical Aid	Missing Person	Prevention	Rescue	Major Medical Aid	Boat	Wildlife	Agency Operations
Beach House - #59	387	432	1265	74	136	5	3	0	0	0
Coligny Public Access - #59A	376	386	990	54	90	2	5	0	0	1
Breakers - #60	349	1200	920	50	291	4	3	0	0	0
Sea Crest - #61	358	719	337	21	66	2	3	0	1	0
Sonesta - #72	422	569	1188	33	356	0	2	0	5	0
Barrington - #74	110	62	99	12	65	0	0	0	1	0
Hampton - #76	42	57	56	1	171	0	0	0	0	0
Omni - #78	170	193	182	3	284	1	1	0	0	0
Captain's Walk - #79	85	26	62	2	42	0	0	0	0	0
Disney - #80	536	107	356	3	131	0	2	0	1	0
Villamare - #81	318	54	98	13	97	0	1	0	2	0
Hilton - #82	370	167	307	10	155	0	1	0	0	0
The Dunes House - #83	204	105	303	6	150	1	1	0	0	0
H2R - Marker #94A	82	38	125	2	269	0	0	0	0	0
Singleton Folly - #97	15	1	0	0	0	0	0	0	0	0
Burke's Beach - #98	99	191	162	2	189	0	6	0	0	0
Surf Watch - #100	135	97	139	1	162	2	0	0	2	0
Driessen Beach - #102	277	72	148	9	97	6	2	0	1	0

Location	Contact	Enforcement	Minor Medical Aid	Missing Person	Prevention	Rescue	Major Medical Aid	Boat	Wildlife	Agency Operations
Beach & Tennis - Marker #104	251	142	127	7	130	0	2	0	1	0
Folly Field - #105	131	57	219	4	578	2	5	0	0	0
Island Club - #108	329	42	104	3	86	2	1	0	0	0
Barony - #110B	329	80	138	2	284	1	0	0	0	0
Islanders - #110	281	164	194	4	90	0	1	0	0	0
Westin - #111	239	94	351	3	52	2	1	0	0	0
Port Royal - Jetty	1	0	1	0	0	1	0	0	2	0
BP 104	0	0	0	0	20	0	0	0	0	0
Other	7	6	7	0	12	5	0	0	0	0
Not Provided	1020	569	428	50	1053	10	18	0	6	0
Total	9916	8162	11518	546	10081	57	67	3	39	1

BOAT

3

Total Involved

3

Total Incidents

3

Total Calls

Category	Involved Parties	Total Incidents
Accident	1	1
Assist		
--- Sail Boat		
Rescue		
--- Other		
Tow		
Warning	2	2

CONTACT

9916

Total Involved

1595

Total Incidents

1595

Total Calls

Category	Involved Parties	Total Incidents
Contact (Not Specified)	29	10
Beach Water Hazard	7	6
Clear Water Shark Activity	6214	1036
Providing Information	35	14
Public Assist	5	5
Public Lecture	8	4
Unsafe Activity	4	5
Water Conditions	3614	515

ENFORCEMENT

8162

Total Involved

3174

Total Incidents

3174

Total Calls

Category	Involved Parties	Total Incidents
Enforcement (Not Specified)	793	201
Other	1005	383
PD Assist	3	3
--- Alcohol		
--- Assault		
--- Glass		
--- Illegal Substance		
--- Open Flame		
--- Other	3	3
--- Theft		
--- Vandalism		
Warning	6361	2587
--- Alcohol	1299	390
--- Dog	3047	1403
--- Drone		
--- Glass	1234	536
--- Open Flame		
--- Smoking	1	1
--- Unsafe Beach Activity	780	257

MAJOR MEDICAL AID

67

Total Involved

67

Total Incidents

66

Total Calls

Category	Involved Parties	Total Incidents
Major Medical Aid (Not Specified)	7	7
Allergic Reaction	1	1
--- Other		
--- Refused Medical Aid		
--- Transport to ER	1	1
--- Treat & Released		
Burn		
--- Other		
--- Refused Medical Aid		
--- Transport to ER		
--- Treat & Released		
Cardiac Arrest	5	5
--- Other	4	4
--- Refused Medical Aid		
--- Transport to ER	1	1
--- Treat & Released		
Diabetic	3	3
--- Other		
--- Refused Medical Aid		
--- Transport to ER	1	1
--- Treat & Released	2	2
Fracture	5	5
--- Other	2	2
--- Refused Medical Aid		
--- Transport to ER	3	3
--- Treat & Released		

Head-Neck-Back	3	3
--- Other		
--- Refused Medical Aid	1	1
--- Transport to ER	2	2
--- Treat & Released		
Heat Emergency	13	13
--- Other		
--- Refused Medical Aid		
--- Transport to ER	10	10
--- Treat & Released	3	3
Laceration	11	11
--- Other		
--- Refused Medical Aid		
--- Transport to ER	7	7
--- Treat & Released	1	1
Other	8	8
Overdose	1	1
--- Other		
--- Refused Medical Aid	1	1
--- Transport to ER		
--- Treat & Released		
Respiratory Arrest		
--- Other		
--- Refused Medical Aid		
--- Transport to ER		
--- Treat & Released		
Seizure	5	5
--- Other		
--- Refused Medical Aid		
--- Transport to ER	5	5
--- Treat & Released		
Unknown Medical	5	5
--- Other	1	1
--- Refused Medical Aid		
--- Transport to ER	2	2
--- Treat & Released	2	2

MINOR MEDICAL AID

11518

Total Involved

3022

Total Incidents

3022

Total Calls

Category	Involved Parties	Total Incidents
Minor Medical Aid (Not Specified)	1367	1027
Allergic Reaction	3	3
JellyFish	9149	1160
Laceration Abrasion	473	392
Other	30	27
Sprain Strain	22	21
Stingray	474	392

MISSING PERSON

546

Total Involved

365

Total Incidents

365

Total Calls

Category	Involved Parties	Total Incidents
Missing Person (Not Specified)	510	331
Adult	9	8
--- Lost	9	8
--- With Guard		
Child	27	26
--- Lost	18	18
--- With Guard	9	8

PREVENTION

10081

Total Involved

2028

Total Incidents

2028

Total Calls

Category	Involved Parties	Total Incidents
Prevention (Not Specified)	3682	346
Bay		
--- Apparatus		
Hole	2018	957
Jetty		
--- Other		
--- Swimmer		
Open Water	12	5
--- Apparatus		
--- Other		
--- Swimmer	12	5
Other	35	6
Rip		1
--- Other		
--- Swimmer		
Surf	4334	713
--- Other	3	3
--- Swimmer	7	2

RESCUE

57

Total Involved

44

Total Incidents

44

Total Calls

Category	Involved Parties	Total Incidents
Rescue (Not Specified)	27	24
Bay		
--- Apparatus		
--- Other		
--- Swimmer		
Boardwalk	3	1
Cliff		
--- Animal		
--- Hiker		
--- Other		
Jetty	1	1
--- Apparatus	1	1
--- Other		
--- Swimmer		
Open Water	15	11
--- Apparatus		
--- Other		
--- Swimmer	15	11
Other	2	1
Rip	3	2
--- Apparatus		
--- Other		
--- Swimmer	3	2
Surf	6	4
--- Apparatus		
--- Other	1	1

--- Swimmer	5	3
-------------	---	---

WILDLIFE

39

Total Involved

39

Total Incidents

39

Total Calls

Category	Involved Parties	Total Incidents
Bird	7	7
--- Dead	4	4
--- Injured	2	2
--- Live	1	1
Fish	5	5
--- Dead	5	5
--- Injured		
--- Live		
Jellyfish	3	3
--- Dead	3	2
--- Live		1
Mammal	1	1
--- Dead	1	1
--- Injured		
--- Live		
Other	9	9
--- Dead	2	2
--- Injured		
--- Live	7	7
Rays	4	4
--- Dead	1	1
--- Injured	1	1
--- Live	2	2
Shark	5	5
--- Dead	3	3
--- Injured		

--- Live	2	2
Turtle	5	5
--- Dead	3	3
--- Injured		
--- Live	2	2





TOWN OF HILTON HEAD ISLAND

Community Development & Public Services Committee

TO: Community Development and Public Services Committee
FROM: Bob Bromage, Director of Public Safety
DATE: November 3, 2025
SUBJECT: Public Safety Department Report 2025

RECOMMENDATION:

On November 17, 2025, Bob Bromage, Public Safety Director, will present a report on 2025 Public Safety Department activities to the Community Development & Public Services Committee.

To keep members of the committee and Hilton Head Island's residents and visitors informed of the Public Safety Department's activities and its role in addressing violations of Town Code and issues impacting quality of life.

It is recommended this become a yearly presentation.

BACKGROUND:

This will be the first formal presentation of statistical data for the Public Safety Department.

As the Department's services continue to expand, this presentation will provide members of the Community Development & Public Services Committee, as well as Hilton Head Island's residents and guests, with an overview of its activities.

SUMMARY:

At the November 17 Community Development & Public Services Committee meeting, Bob Bromage will present the 2025 Public Safety Department Report. The report will include statistical data for activities through October 2025: short-term rental enforcement, pay-for-parking enforcement, abandoned boat removals, beach regulation enforcement and building site/Land Management Ordinance enforcement.

ATTACHMENT:

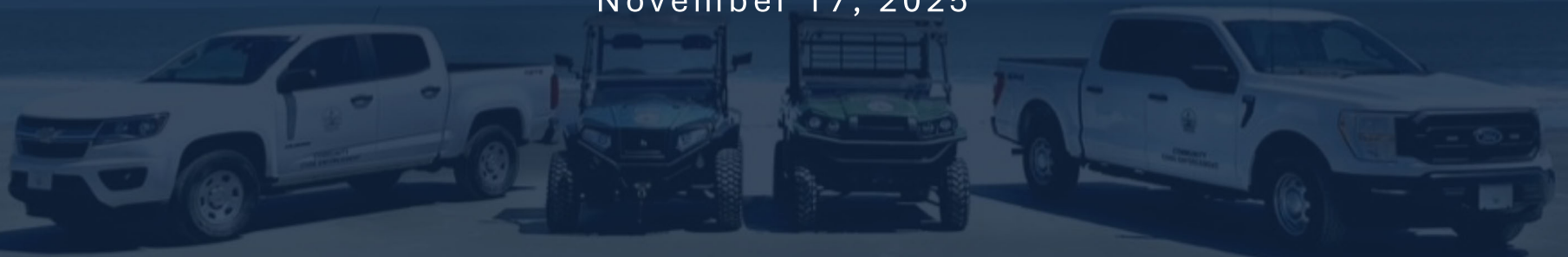
1- Presentation



TOWN OF HILTON HEAD ISLAND

Public Safety

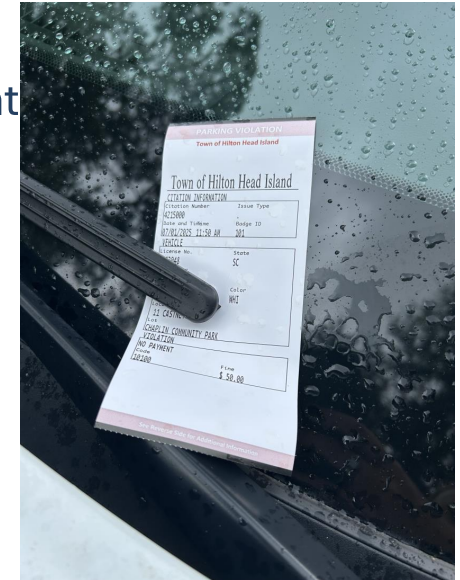
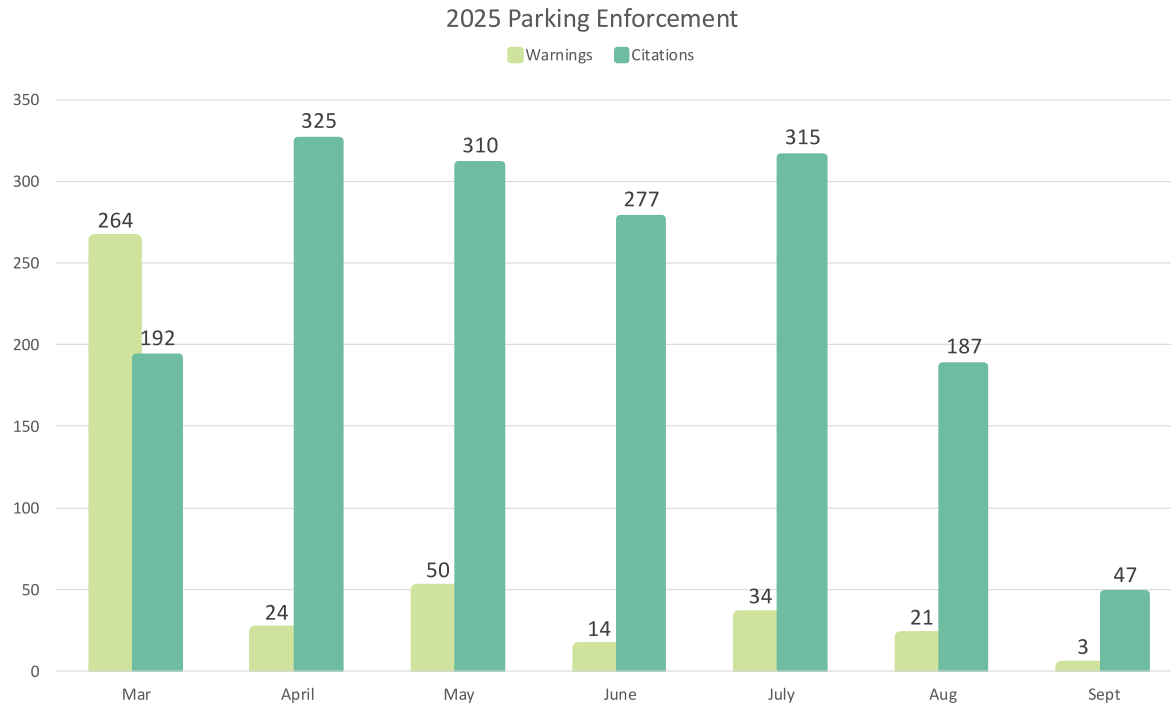
November 17, 2025





Parking Enforcement

For the period of March 1 – September 7 Community Code Enforcement Officers (CCEO) scanned a total of **21,552 vehicles**, wrote **410 warnings**, and issued **1,653 citations**.



Citations:

1st violation - \$50

2nd violation - \$100

3rd violation - \$100/vehicle towing

4th violation - \$500/vehicle towing



Abandoned Boats

Since July 2025, a coordinated effort between the Town of Hilton Head Island’s Public Safety Team, the S.C. Department of Natural Resources, Beaufort County Public Works, and the Hilton Head Reef Foundation resulted in the removal of **10 abandoned boats** “alleviating navigational hazards, environmental risks, and safety concerns.” Two additional boats are planned for removal.

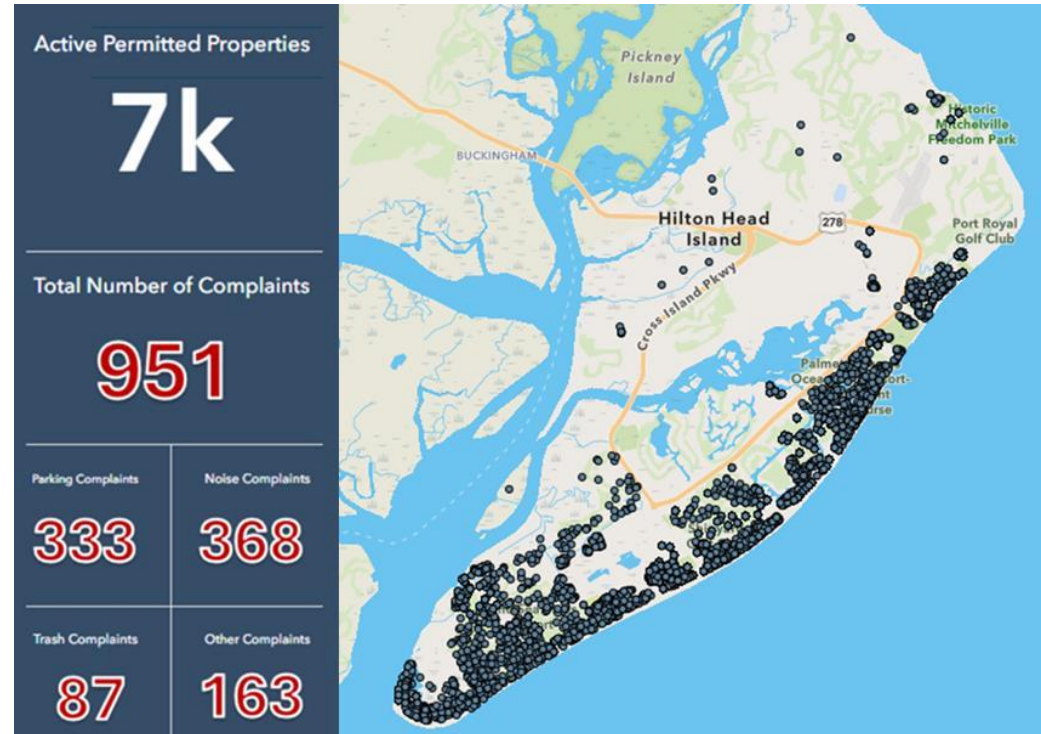
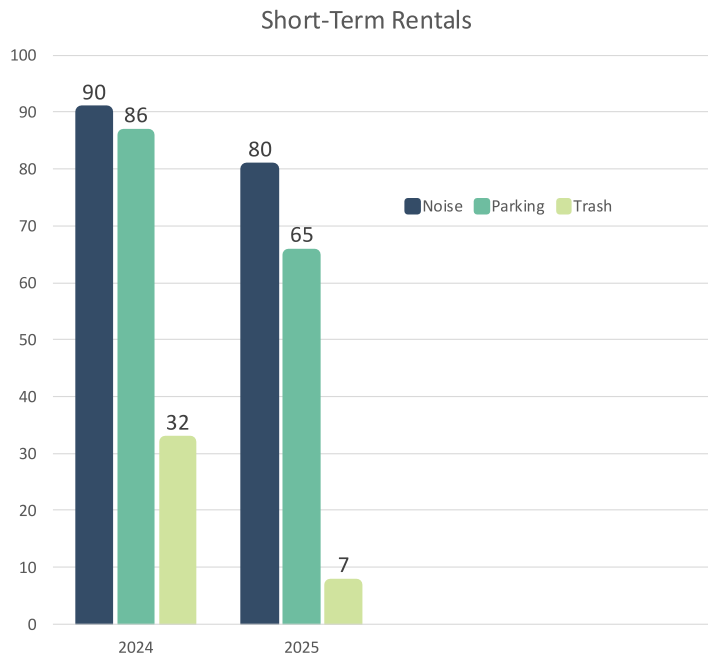




Short-Term Rentals

Of 870 complaints received in 2024/2025, only 35% or 305 complaints resulted in a violation, warning, or citation.

Of note, GovOS records duplicate complaints, resolutions, and complaints that cannot be substantiated by our code officers either due to insufficient information or lack of a valid address in the total number of complaints



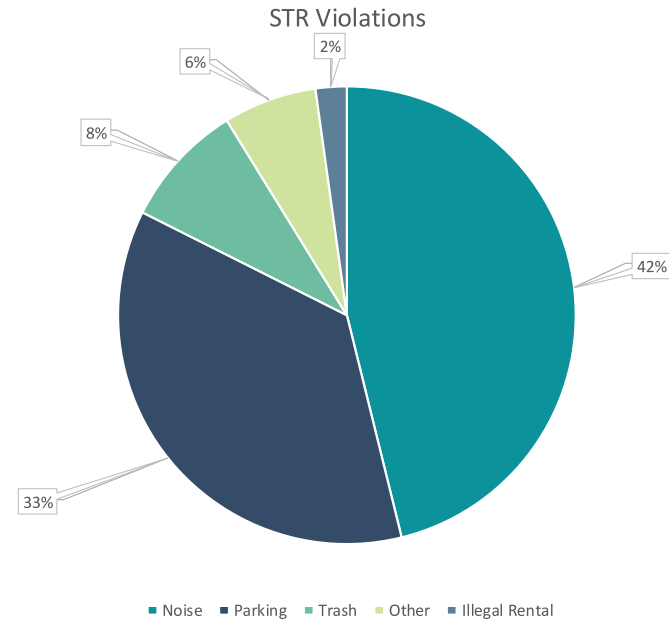


Short-Term Rentals

- Other – lighting, duplicate complaints, resolutions, NOT STR-related maintenance complaints, illegal rental/occupancy
- 2% of illegal rentals have been reported and the Town is investigating and licensing these properties.
- To date, **7 administrative fines** have been issued to properties with subsequent repeated violations.

Administrative Fee Schedule:

- 1st - \$250
- 2nd - \$500
- 3rd - \$1,000





Short-Term Rentals - Parking

(d) Parking regulations. During any lease of any short-term rental property:

(1) The owner must designate the number of vehicles allowed to be parked on the premises during any short-term rental and designate the on-site areas available for parking of vehicles. The areas for parking of vehicles must be improved with either a pervious or impervious surface.

Parking areas must include a space at least nine (9) feet by eighteen (18) feet for each vehicle allowed to be parked on the premises and improved with an impermeable or semi-impermeable surface.

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

(3) The owner must ensure that no vehicles associated with the short-term lessee **will park off-site, including in adjacent rights-of-way, during the short-term rental lease.**

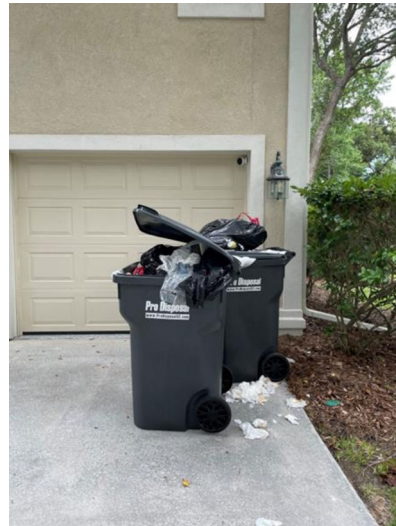




Short-Term Rentals - Trash

(1) Shall maintain a designated trash storage area for use of short-term lessees at the short-term rental property.

- a. The designated trash **storage area shall be fenced or screened** so that trash containers are not seen from public streets and neighboring property, except during designated pick-up times; and
- b. The owner shall prominently display instructions for managing trash disposal, including designated pick-up times and, if applicable, relevant property owner association requirements in the short-term rental property.
- c. The owner shall ensure any outdoor trash containers remain secured to avoid spills and pests.
- d. The owner shall ensure that trash containers are **not placed curbside more than twenty-four (24) hours prior to scheduled pick-up times and will be removed no more than twenty-four (24) hours after pick-up.**





Short-Term Rentals - Noise

(b) Noise regulations. During any lease of any short-term rental property, the owner, or the short-term rental agent:(1) Shall display the following information in a prominent location in the short-term rental property:

a. In the Town of Hilton Head Island, South Carolina, it is **unlawful to unreasonably disturb the peace** and quiet of those in their homes and public places; and

b. **Quiet hours are between 10:00 p.m. and 7:00 a.m.**, though town noise regulations are in force twenty-four (24) hours each day.

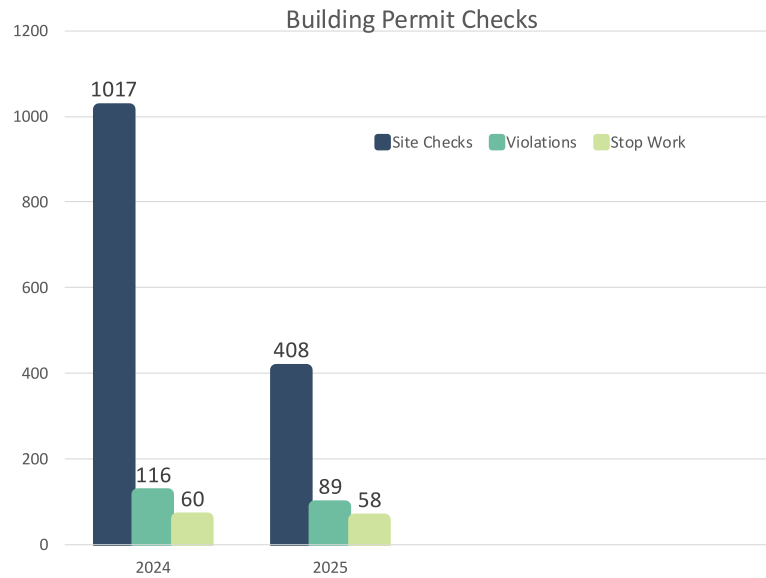
- Noise complaints account for 42% of STR complaints submitted to GovOS.



Building Permits

Site Checks – CCEO check that permits are approved and on display and accurately displays the work being conducted, check overall site cleanliness, monitor parking on site, silt fencing and environmental protections are in place.

Stop Work – CCEO place Stop Work orders under guidance from the building department for building without a permit or beyond the scope of work listed on the permit.

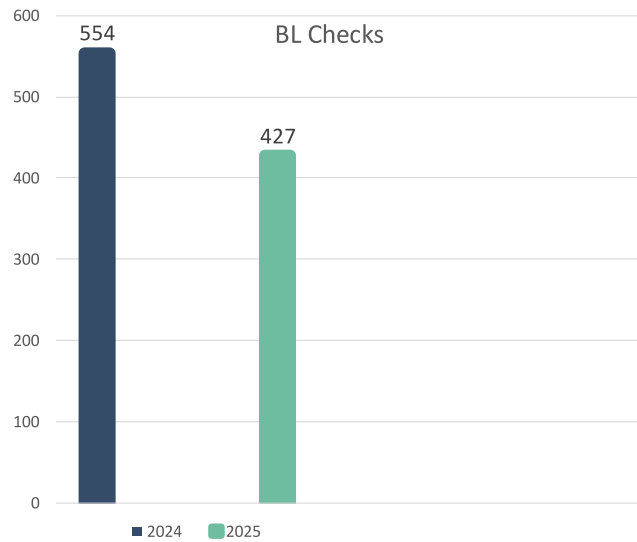




Business Licenses

For a business owner to receive a Town Business License, Code Enforcement must submit Approvals on the business license.

- CCEO conduct random business license checks to ensure all business comply with business licensing and operating standards and applies to pop-up vendors and food trucks.

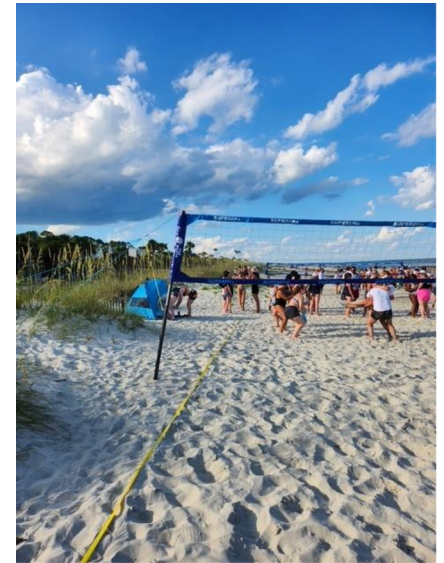
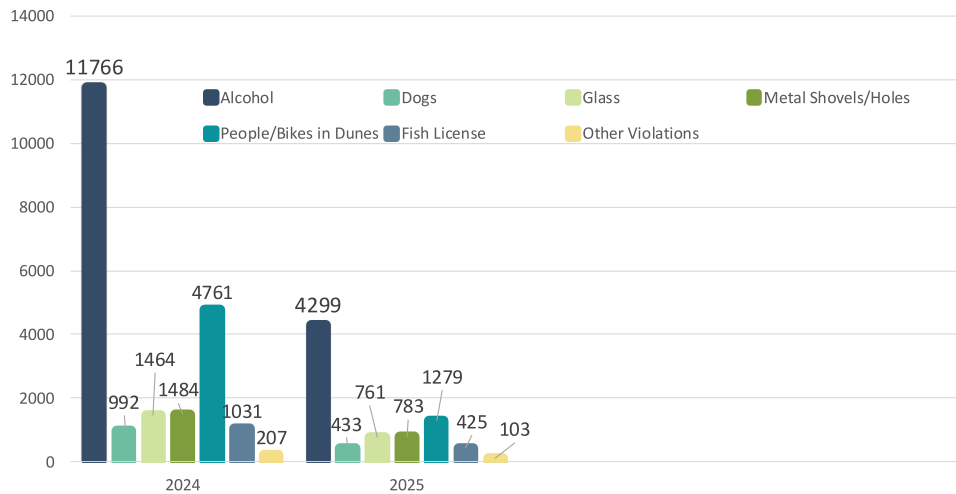




Beach Regulations

Each year, our Community Code Enforcement Officers have thousands of interactions with the public ensuring compliance with beach ordinance, promoting public safety, and encouraging best stewardship practices for protecting our wildlife, beaches, and coastal environment.

Beach Violations

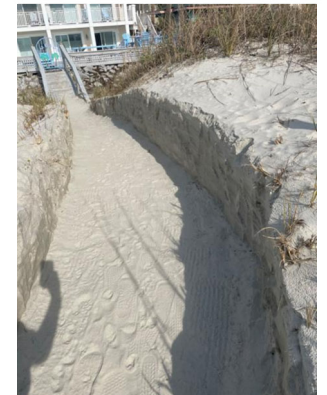
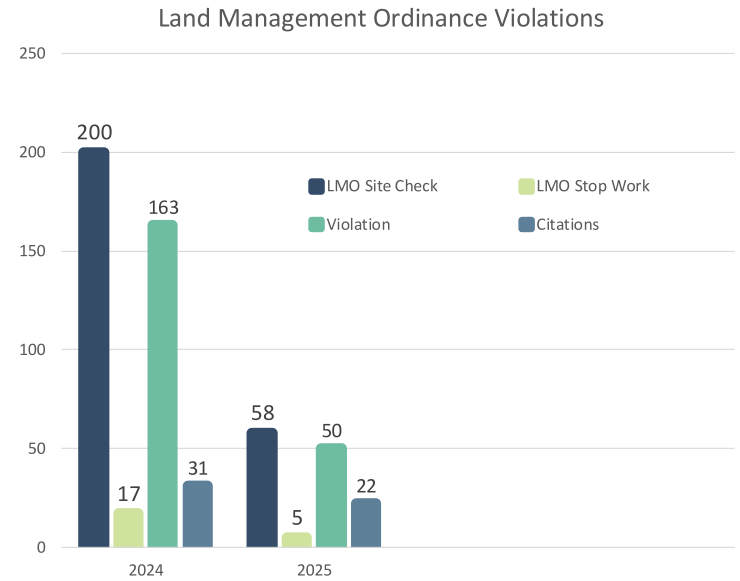




Land Management Ordinance (LMO)

LMO Site Check – a complaint received or proactive patrol where a violation may be found. Our CCEO validate hundreds of complaints every year.

- CCEO check that permits have been applied for and approved, silt fencing is installed, tree protections are utilized
- If a violation is confirmed, Town CCEO ensure that the responsible parties are cited, and mitigation is required to alleviate damages.



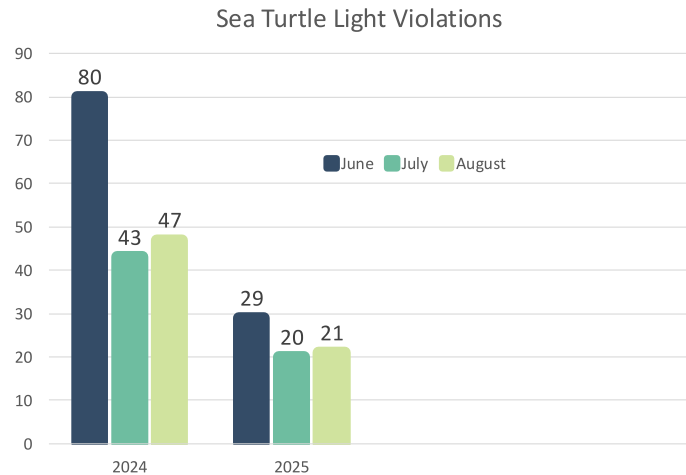
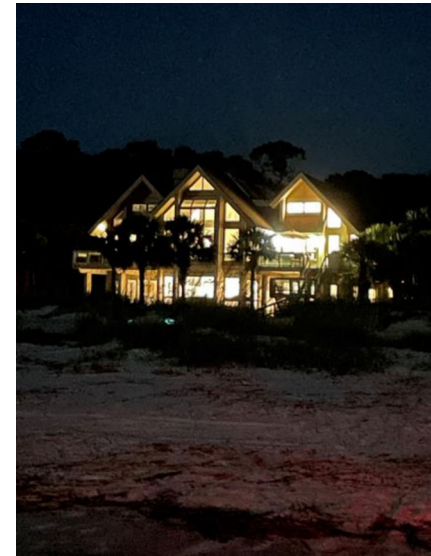


LMO - Sea Turtle Light Violations

In collaboration with Sea Turtle Patrol, our CCEO conduct a light patrol on 14 miles of beach on Saturday nights in June, July, and August from 10PM – 2 AM.

Our CCEO ensure that STR properties, hotels, and timeshares are complying with lighting ordinances that protect endangered nesting sea turtles. Sea Turtle Lighting ordinance was amended in 2021, expanding on lighting definitions.

There are more than 500 single-family units and many more timeshare/multifamily/hotels on our 14 miles of beachfront.





LMO - Signs

Sec. 16-5-114.1 – Prohibited Signs

Signs located in the public rights-of-ways, Banners, Balloons, and Internally illuminated signs, are common violations of LMO sign ordinance. Signs in public right-of-way are considered abandoned property and are collected and removed.

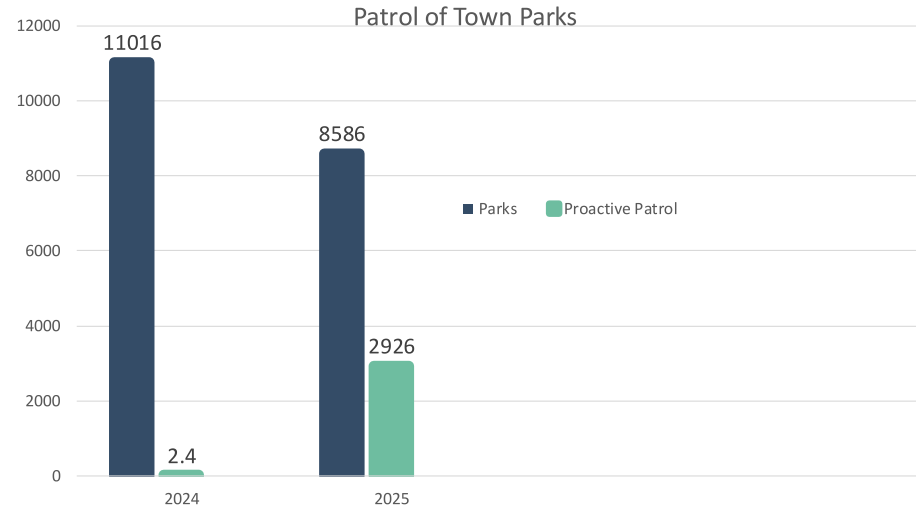




CCEO Activity – Patrol of Town Parks

Patrol of Town Parks – Our CCEO are proactively patrolling our town parks for violations including parking, vandalism, loitering, conducting business on town property, and other general safety concerns.

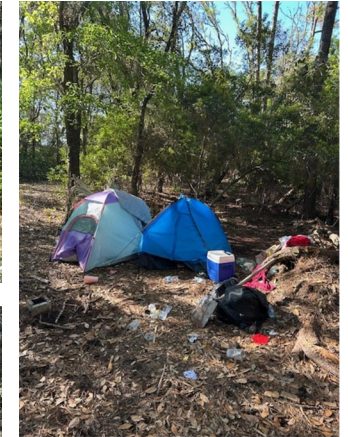
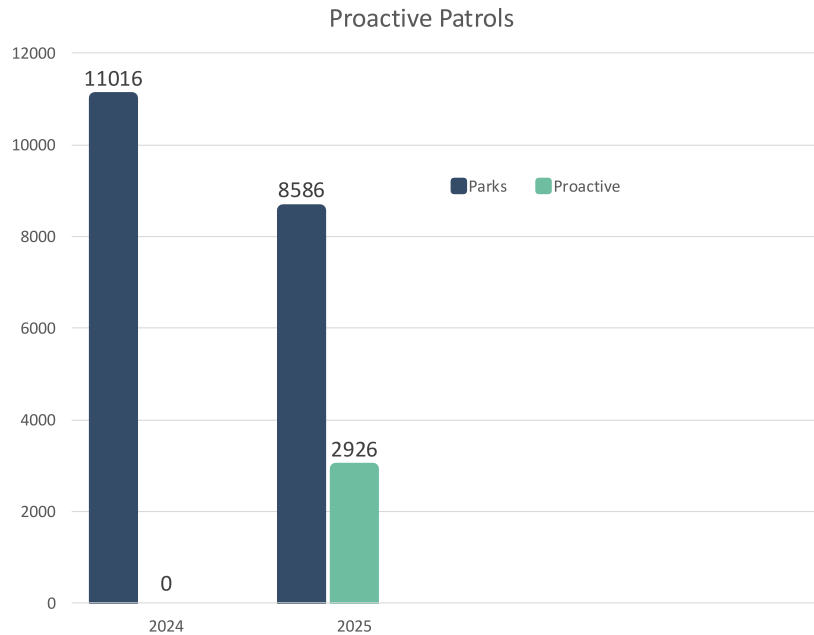
Proactive Patrol – Our CCEO routinely patrol town property and other places of interest where violations have routinely occurred.





Proactive Patrols & Other CCEO Activity

The Town of Hilton Head Island has accumulated over 1,960.845 acres for green space and various purposes. These parcels are routinely patrolled by CCEO for Homeless encampments, Vandalism, Illegal dumping, and other various violations.





Town Events & Community Engagement

