



Town of Hilton Head Island

Town Council Meeting

Tuesday, September 15, 2026, 3:00 PM
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. Invocation – Pastor McClure, Church of Christ**
- 4. Adoption of the Agenda**
- 5. Approval of the Minutes**
 - a. Workshop Meeting Minutes of July 28, 2026
 - b. Regular Meeting Minutes of August 11, 2026
- 6. Presentations and Recognitions**
 - a. Report of the Town Manager
 - b. National Senior Center Month Proclamation - Mayor Alan Perry
 - c. Commendation Recognizing the Diamond Youth Baseball Hilton Head All Stars 12U for their Majors World Series Championship Win - Mayor Alan Perry
 - d. Town of Hilton Head Island Destination Marketing Quarterly Metrics Report (FY26 Marketing Plan) — Ariana Pernice, Hilton Head Island - Bluffton Chamber of Commerce, Vice President of the Visitor Convention Bureau
 - e. Beaufort County Update on Eastbound US 278 Bridge Replacement Project - Jared Fralix, Assistant County Administrator, Beaufort County
- 7. Public Comment - Non-Agenda Items (Limited to 30 Minutes)**
- 8. Reports from Members of Town Council**
 - a. General Reports from Town Council

- b. Report of the Lowcountry Area Transportation Study - Councilmember Tamara Becker
- c. Report of the Lowcountry Council of Governments - Councilmember Steve Alfred
- d. Report of the Beaufort County Airports Board - Councilmember Melinda Tunner
- e. Report of the Southern Lowcountry Regional Board - Councilmember Patsy Brison
- f. Report of the Island Recreation Association Board - Mayor Pro Tempore Alex Brown
- g. Report of the Beaufort County Economic Development Corporation - Mayor Alan Perry
- h. Report of the Gullah Geechee Historic Neighborhoods Community Development Corporation - Mayor ProTempore Alex Brown
- i. Report of the Community Development and Public Services Committee - Councilmember Tamara Becker
- j. Report of the Finance and Administrative Committee - Mayor Pro Tempore Alex Brown

9. New Business

- a. Consideration of a Resolution by the Town of Hilton Head Island, South Carolina Adopting the William Hilton Parkway Gateway Corridor Master Plan and Other Matters Related Thereto - Shawn Gillen, Special Projects Director
- b. Consideration of an Ordinance of the Town of Hilton Head Town Council to Amend the Budget for the Fiscal Year Ending June 30, 2026; to Provide for the Budgeted Appropriations of Commitments and the Expenditures of the Debt Service Fund; to Allocate the Sources of Revenue for the Said Fund; and to Provide for Severability and an Effective Date - First Reading – Dave Byrd, Finance Director
- c. Consideration of an Ordinance to Amend the Official Zoning Map of the Town of Hilton Head Island to Modify the Port Royal PD-1 Master Plan with Respect to 4.667 Acres of Real Property Identified as a Portion of Parcel R510 009 000 1199 0000 (Mid-Island Tract) Located Along Union Cemetery Road, to Allow Religious Institutions as an Additional Permitted Use - First Reading - Trey Lowe, Interim Planning Director
- d. Consideration of an Ordinance Approving Amendments to Town Procurement Code Section 11-1-315, Small Purchases - First Reading - Doug Broyles, Chief Procurement Officer
- e. Consideration of a Resolution Authorizing the Town Manager to Execute Certain Documents Associated with Wetland Mitigation for the Crossings Park

Project - Don D'Adam, Public Projects Program Director

- f. Consideration of a Resolution Authorizing the Town Manager to Execute and Deliver a Permit/Use Agreement with the South Carolina Department of Environmental Services for Access to a Groundwater Monitoring Well - Jeff Netzing, Engineering Director
- g. Consideration of a Resolution Authorizing the Town of Hilton Head Island to Apply for a Big Idea Grant to Support a Drone First Responder (DFR) Program, Committing a Local 5% Match and Confirming Compliance with the Town's Procurement Policy - Michele Bunce, Senior Grants Administrator
- h. Consideration of a Resolution Authorizing the Town of Hilton Head Island to Apply for a Problem Solver Grant to Support a Roof Replacement Project for the Fish Haul Beach Park Restrooms, Committing a Local 5% Match and Confirming Compliance with the Town's Procurement Policy - Michele Bunce, Senior Grants Administrator

10. Public Comment - Non Agenda Items

11. Executive Session

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

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 WORKSHOP MEETING Tuesday, July 28, 2026, 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; Brittany Ward, Town Attorney; Kim Gammon, Town Clerk

Adoption of the Agenda

Mayor Perry requested a motion be made to amend the Agenda by moving Public Comment - Non Agenda Items before the Workshop Discussion. Mr. Brown moved to approve. Ms. Brison seconded. Motion carried 7-0.

Ms. Brison moved to approve the amended Agenda. Ms. Becker seconded. Motion carried 7-0.

Workshop Discussion

Review and Discussion of Proposed William Hilton Parkway Gateway Corridor Master Plan

Mayor Perry began the meeting by stating that the Workshop Meeting is taking place to address traffic issues within the corridor and to ensure everyone will have a clear understanding of how to move forward, so a plan can be delivered to Council in August for a Resolution in support of Town staff in order to begin working on obtaining funding and moving the process forward.

Mr. Orlando recalled that the last time Council was together was April 28, 2026, as they worked on the Gateway Corridor Master Plan (Master Plan), and this Workshop is taking place as a continuation of project planning and to hear continued feedback on the work itself.

Mr. Orlando reminded Town Council that he was directed to advance a coordinated Master Planning effort for the William Hilton Gateway Corridor Project. As a result of the coordinated Town Council and Beaufort County efforts on the use of the 2018 Beaufort County Transportation Referendum proceeds, all of which were allocated to the eastbound bridge, Town Council is left with a project plan in place and a Master Plan expectation to advance.

Council, the Mayor and Town Manager have since updated traffic projections, refined accident data, confirmed that no additional private property is impacted by the Master Plan and reviewed and separated project components and sequencing in connection with establishing priority and pricing. Additionally, Town Council adopted the FY 2027 Consolidated Budget which included an allocation for the Squire Pope Road/Spanish Wells Road capital program dollars for those intersections as well as the roads themselves.

Brian Kinzelman of the firm, MKSK, explained that the bridge will be done in separate phases. The first phase is the eastbound three-lane bridge, striped for two lanes, then, over time, a second new bridge will be built westbound and as those new bridges come online, their respective aged counterparts will be demolished. He also summarized what actions have taken place since the April 28, 2026, Town Council Workshop Meeting.

Safety and Operations Clarity

- Updated traffic projections using latest 2025 SCDOT data.
- Added Squire Pope movement diagrams and intersection analysis.
- Finalized traffic simulation modeling.
- Reinforced proposed 40 mph speed limit.
- Prioritized dangerous intersections within implementation sequencing.

Outreach + Property Impact Study

- Reinforced direct access to/from William Hilton Parkway for Stewart properties and proposed pedestrian bridge crossing.
- Confirmed no right-of-way impacts to privately held properties, including the Humane Association and the Stewart family.
- Acknowledged additional corridor needs outside the study scope (Gum Tree, CIP Merge, Wilborn, etc.).

Implementation Clarity

- Reviewed and further separated project components to clarify costs.
- Provided funding strategy overview.
- Improved overall project documentation and presentation materials.

Mr. Kinzelman also gave an overview of the Master Plan Objective and the Corridor Guiding Principles as provided by a community committee:

Master Plan Objective: Develop a comprehensive William Hilton Parkway Gateway Corridor Master Plan that will define the future of U.S. 278 from the Moss Creek western limits of the Island through the historic Stoney Community and across the Island's main gateway.

Consultant Team Role: Use local knowledge to create community-based solutions that

enhance safety, community preservation and character.

Corridor Guiding Principles:

- Fix transportation issues in the corridor to enhance safety and quality of life for all residents, workers and visitors.
- Improve safety and quality of life for the residents/neighborhoods/businesses directly impacted by the corridor improvements.
- Create a gateway to Hilton Head Island that the region will be proud of.
- Improve hurricane/emergency evacuation route.

Mr. Kinzelman also provided the South Carolina Department of Transportation's (SCDOT) expectations regarding a successful corridor as well as the SCDOT's key metrics:

SCDOT Core Goals for a Successful Corridor:

- Efficient Connections - provide reliable, high-quality links between major economic hubs, enabling seamless travel and trade.
- Economic Vitality - enhance South Carolina's competitiveness by creating an interconnected, intermodal network for freight and goods.
- Safety and Security - maintain a safe, secure and efficient transportation system.
- Resource Protection - protect and enhance natural, historical and cultural resources along the corridor.

SCDOT Key Metrics:

- Intersection, Approach, Movement Delay and Level of Service.
- Collision Severity.
- Crash Causational Factors.
- Conflict Point Reduction.
- Geometric Continuity.
- Multimodal Accommodations (vehicles, pedestrians and bicyclists).

Dillon Turner of Kimley-Horn gave an overview of the traffic metrics through the corridor, including travel and turning motion metrics improvements to enhance the level of service through the Squire Pope/Chamberlin Drive intersection and the Spanish Wells/Wild Horse Road intersection, and explained the process by which SCDOT collects its data samples relating to traffic.

Council and the Master Plan consultant team viewed traffic performance data and proposed roadway improvements for key intersections along William Hilton Parkway (US 278), focusing on Squire Pope Road, Chamberlin Drive, Spanish Wells Road, and Wild Horse Road.

Key Points Discussed:

- 2025 vs. 2030 Levels of Service: staff clarified that color changes (green/yellow/red) represent shifts in traffic performance after proposed improvements. Some quadrants show limited improvement, while others, especially movements involving Squire Pope and Chamberlin, show clearer benefits.
- Continuous Green T Design: this configuration removes one signal phase, improving flow for on-island movements and reducing conflict points. A pedestrian bridge would be required because pedestrians cannot safely cross where on-island traffic is no longer signalized.
- Lane Configuration Questions: council members noted inconsistencies regarding added lanes shown in the slides - some depicted a third lane that isn't part of the 2030 model. Mr. Turner clarified that certain long-term lane additions fall outside the 2030 analysis horizon.
- Traffic Volume Data Differences: Council questioned discrepancies between DOT's average daily counts and a Planning Commission three-day July count showing a 68/32 directional split. Mr. Turner explained these reflect different time periods and collection methods; both sets can be accurate for their respective measurement windows.
- Crash Data at Spanish Wells & Wild Horse: this intersection has the highest crash density on the corridor. Rear-end collisions are common due to congestion and merging patterns from Cross Island Parkway. Short-term improvements primarily increase capacity (e.g., dual left turn lanes), while long-term designs aim to reduce conflict points, significantly improving safety.
- Short-Term vs. Long-Term Improvements: Council emphasized the need for clarity on what improvements are included in short-term plans versus future grade-separation concepts, especially regarding lane additions and environmental impacts (e.g., wetland concerns). Mr. Turner stated that, based on current information, short-term work is not expected to impact wetlands.
- Requests for More Detail: Multiple council members asked for quantitative measures of how much throughput improves (not just color-coded Lane of Service); capacity changes from added lanes; expected safety gains; and comparisons between short-term fixes and long-term grade-separated solutions.

Mr. Kinzelman then provided a proposed **Summary of Improvements:**

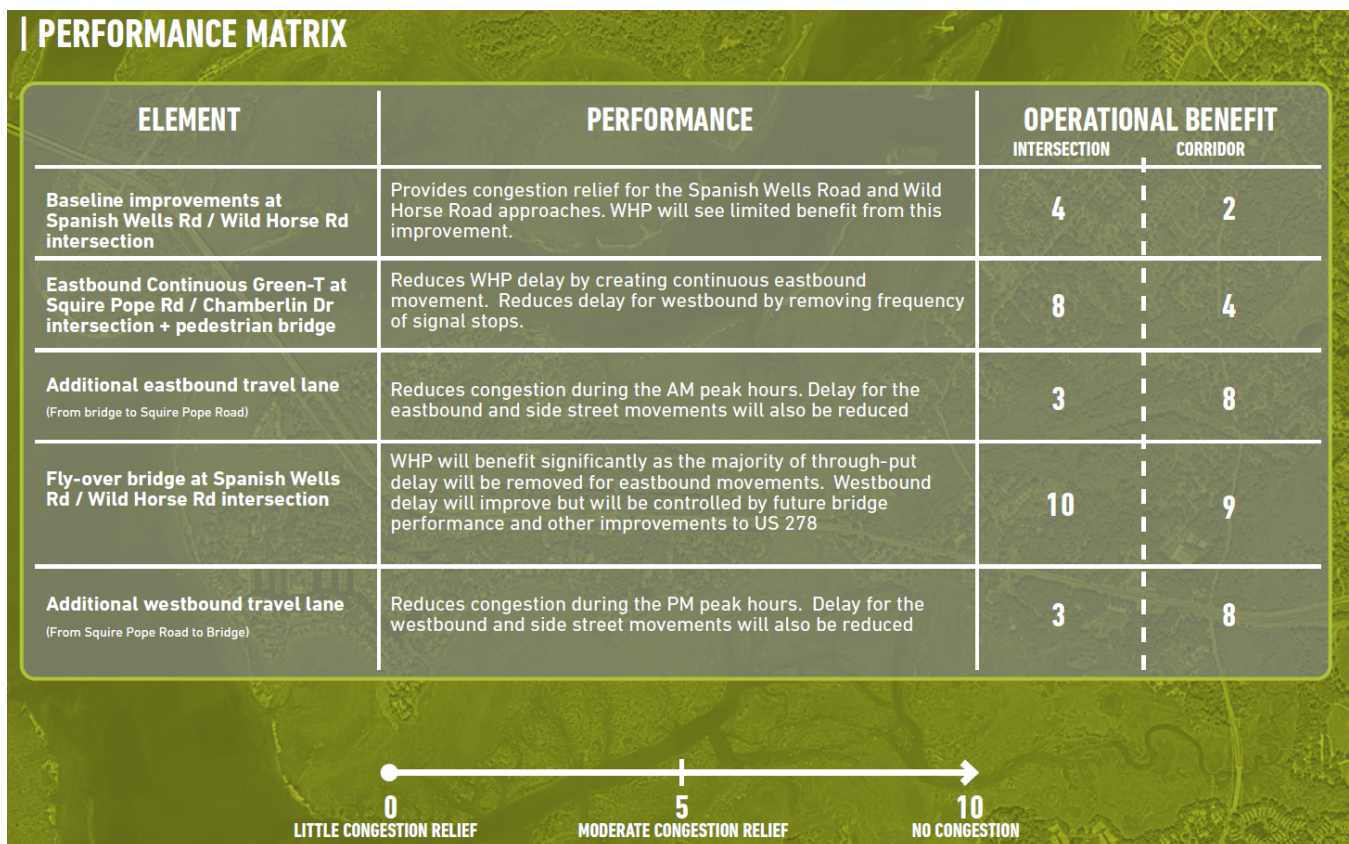
- Improve level of service and vehicular thru-put at problematic intersections with posed speed reduced to 40 mph.
- Enhance pedestrian pathways and create better connectivity in the corridor.
- Provide streetscape improvements (landscape, medians, grading, signage, art).
- Reconfigure Squire Pope Road/Chamberlin Drive intersection to support continuous on-island traffic flow.
- Reconfigure Wild Horse Road/Spanish Wells Road intersection to support continuous on-island traffic flow.
- Establish Gullah Geechee Heritage Park.
- Construct additional eastbound travel lane.

- Construct additional westbound travel lane.

The presentation included proposed roadway improvements to Jenkins Island and Stoney Historic Neighborhood; intersection enhancements to the Squire Pope Road/Chamberlin Drive and the Spanish Wells Road/Wild Horse Road intersections, including intersection enlargements, possible vehicle fly-overs and pedestrian bridges; and design improvements to Old Wild Horse Road.

Mayor Perry raised concerns about how traffic turning onto Jenkins Island might create backups and whether the proposed design adequately addressed this issue. In response, Mr. Kinzelman explained that Jenkins Island access is already included on a broader list of coordination items the Town is actively working on with Beaufort County and SCDOT, noting that conversations and requests regarding access patterns are ongoing. Council also questioned why no Beaufort County representative was present to address matters related to bridge design, traffic operations, and funding responsibilities. Shawn Leininger clarified that Town staff and the consulting team have been consistently engaged in detailed reviews and discussions with both Beaufort County and SCDOT throughout the planning process, even if county representatives were not present during this particular meeting.

Mr. Turner reviewed a Performance Matrix chart showing how corridor congestion is addressed and what the benefits will be as a result of dollars spent:



Council observed that the Performance Matrix was built on extensive data, noting that a full Department of Transportation (DOT) level report would require detailed metrics beyond the summary presented, but also observed that the data in the Performance Matrix shows the operational benefits for improvements at certain intersections, which is key from a summary standpoint. Council also requested clarification that short-term impacts on evacuation routes would be minimal, but that adding a third lane would significantly improve evacuation capacity.

The total cost for corridor improvement projects build-out is estimated at **\$125,800,000.00**, as shown in multiple incremental phases in the chart below (further refinement is expected):

PROJECTS OVERVIEW		
*Estimated costs based on 2025 estimates		
PROJECT	DESCRIPTION	ESTIMATED COST *
PROJECT A (INTERSECTION - SHORT TERM IMPROVEMENT)	Implement baseline improvements at Spanish Wells Road and Wild Horse Road intersection	\$4,300,000
PROJECT B (INTERSECTION - SHORT TERM IMPROVEMENT)	Implement Eastbound Continuous Green-T at Squire Pope Road / Chamberlin Drive intersection	\$900,000
PROJECT C (INTERSECTION + PATHWAY IMPROVEMENTS)	Construct pedestrian bridge west of Squire Pope Road / Chamberlin Drive intersection	\$14,100,000
PROJECT D (INTERSECTIONS - LONG TERM IMPROVEMENT)	Construct Fly-over Bridge at Spanish Wells Road / Wild Horse Road intersection including new roundabouts	\$36,100,000
PROJECT E (INTERSECTION - SHORT TERM IMPROVEMENT)	Implement intersection improvements at Crosstree Drive / C Heinrichs Circle (Windmill Harbour entrance)	\$1,100,000
PROJECT F (ROAD CONNECTION)	Extend Chamberlin Drive to connect with Spanish Wells	\$3,600,000
PROJECT G (PARK IMPROVEMENT)	Develop Gullah Geechee Heritage Park	\$2,500,000
PROJECT H (STREETSCAPE IMPROVEMENT)	Implement Old Wild Horse Road streetscape enhancements	\$4,700,000
PROJECT I (PATHWAY IMPROVEMENTS)	Implement corridor pathway, landscape, wayfinding, placemaking improvements	\$16,600,000
PROJECT J (INTERSECTIONS - LONG TERM IMPROVEMENT)	Construct Jenkins Island access road, parking lots, cemetery improvements	\$8,100,000
PROJECT K (ROAD EXPANSION)	Construct an additional eastbound travel lane from bridge to Squire Pope Road / Chamberlin Drive intersection	\$20,200,000
PROJECT L (ROAD EXPANSION)	Construct additional westbound travel lane from Squire Pope / Chamberlin intersection to bridge	\$13,600,000
SUB TOTAL		\$125,800,000

Mr. Kinzelman also provided a list of possible funding paths (federal, state and local) and a summary of the procedural steps necessary to meet National Environmental Policy Act requirements in connection with obtaining federal funding, as well an Estimated Project Timeline:

| PROJECT FUNDING PATHS

FEDERAL

Safe Streets and Roads for All (SS4A)

- Town applied for SS4A Grant for \$23M in May 2026

BUILD Grants (Formerly RAISE)

INFRA Program

PROTECT Program

Transportation Alternatives Set-Aside (TASA)

Bridge Investment Program

Carbon Reduction Program

Federal Transit Administration (FTA) Programs

Reconnecting Communities Grant

Congressional Direct Spending (Senate)

Congressional Community Project Funding (House)

STATE

SCDOT

- Transit Alternatives Program (TAP)

- SCDOT Guideshare Program

- SCDOT Bicycle & Pedestrian Program

- SCDOT Highway Safety Improvement Program

State Direct Appropriation

State Infrastructure Bank

SC Department of Public Safety Highway Safety Grants

Lowcountry Area Transportation Study

LOCAL

Tax Increment Financing (TIF) District

County Transportation Sales Tax

Town Sales Tax (SB 866)

Town General Obligation Bonds

Impact Fee Revenue

Town Funding

| ESTIMATED PROJECT TIMELINE

Project Development Phase

Feasibility Study / Master Planning

- Establishes the need of the project
- Establishes potential project impacts
- Establishes potential level of environmental review
- Identifies potential funding strategies

Master Plan Adoption

Engineering, Permitting & Project Readiness

- Determines which NEPA document will be required – decided by major permitting agency
 - Categorical Exclusion (CATEX)
 - Environmental Assessment
 - Environmental Impact Statement
- Develops design plans for implementation
- Achieves project approval
- Achieves project insertion into Statewide Transportation Improvement Plan (STIP)
- Defines and aligns how the project will be funded

Preliminary Engineering

Final Engineering / Permits in Hand

Construction & Implementation

- Delivery of project
- Project completion is subject to funding availability and regulatory approvals.

Ribbon Cutting

Variable Timeframe

2-3 years depending on project specifics and funding

1.5-3 years per project

Council observed that perhaps the project scope and cost should be considered when determining at what level funding is sought and secured. Mr. Turner confirmed that project size

and cost should be a determining factor in considering funding mechanisms (local and state vs. federal).

Mr. Kinzelman completed the presentation by providing information for additional corridor project items that need to be addressed by SCDOT and Beaufort County, together with lists of additional transportation system improvement projects for locations around Hilton Head Island.

Mr. Orlando redirected Council in connection with projects that the Town could focus on with respect to making recommendations to SCDOT and Beaufort County. He highlighted that Hilton Head's major traffic issues - capacity, accidents, congestion, and neighborhood impacts - can only be addressed through a small set of feasible solutions while staying within existing right-of-way limits. Key intersections at Spanish Wells Road and Squire Pope Road require either at-grade or elevated improvements. Recommendations to SCDOT include evaluating continuous flow near Windmill Harbor, restriping Cross Island Parkway, and improving signage and lane markings. Mr. Orlando stressed the need for full-corridor upgrades on Gum Tree Road, school-zone safety improvements, speed reductions, and better pedestrian infrastructure; Main Street needs sidewalks, crosswalks, and improved traffic geometry. Additional focus areas such as Palmetto Bay Road, Arrow Road, and Sea Pines Circle require enhanced signal timing and safety work. All these efforts align with the Town's Capital Improvement Program and rely on coordinated action with SCDOT and Beaufort County.

Council members and staff discussed ongoing transportation planning for the US 278 corridor, focusing heavily on whether the current Continuous Green T and grade-separation concepts adequately address long-term traffic flow, safety, and community impacts.

Key points included:

- A request for the County to create a west-end bicycle path connection to the bridge to complement a planned east-end connection.
- Safety concerns were emphasized: eliminating signals could introduce higher-speed rear-end and merge collisions, particularly at Spanish Wells Road and Squire Pope Road.
- A suggestion was made for exploring alternative concepts, including a full frontage road, grade separations, and flyovers, to improve economic development opportunities in the Stoney neighborhood.
- The Town Manager reminded Council that the project does not start from a blank slate, noting prior community commitments, property constraints, and the need for cooperation with the County and State.
- Council discussed whether potential changes should be incorporated into the upcoming Resolution and long-term project list, including adding a future frontage road project for continued exploration.
- Concern was expressed about shifting direction late in the process, emphasizing community trust, particularly from the Stoney neighborhood, which had long been vocal during earlier phases, and clarity is needed to relay that such solutions would require the willingness of all parties involved.
- Council expressed support for moving the current plan forward while ensuring future ideas can still be explored and with an emphasis on maintaining strong cooperation with partner agencies.

Mayor Perry asked if there was public comment.

Richard Bisi addressed Council regarding the cost of the project at \$126 million dollars and whether these improvements reduce congestion and travel times for vehicles using the corridor every day and if not, is the cost of the project actually buying improvements and what alternatives might be considered. Mr. Bisi remarked that Senator Davis's expectation was that the Master Plan should be finalized by March 31, 2025, so the Town is behind schedule, the process lacks transparency and the Plan does not demonstrate how it will improve daily traffic. He also expressed concern that the Town does not have the money for the project and that there is a need for enforcement on 278 to reduce speeding.

Skip Hoagland addressed Council suggesting the use of ATAX funds for more police protection and infrastructure that benefits tourists and local residents; that the Destination Marketing Organization is not needed as AI should be used to generate marketing for tourism for free and to run government more efficiently and suggested instituting a tourist impact fee which could offset costs for the corridor project.

Dave Ferguson addressed Council to relay concern that the decision-making process for the 278 corridor is taking too long and why consensus among the Mayor and Council wasn't built sooner and suggested meeting with County and State officials to figure out where those offices stand concerning the project before further voting occurs.

Peter Kristian addressed Council to relay that he manages Hilton Head Plantation and sees that his residents experience difficulty with the traffic conditions to get to and from service providers that are off-Island and that some vendors will no longer provide services for Island residents due to the fact that it is so difficult to get on and off the Island. He also relayed that parents have a safety concern in getting children to school on Main Street, so a safe passageway should be a priority. He also mentioned the possibility of the Town purchasing some properties on the north side of 278 to ensure the creation of a right of way and is also concerned for public safety if it is necessary to evacuate residents.

Christopher Cliffe addressed Council to thank them and the consultants for the presentation and for their willingness to answer questions; he expressed that he doesn't feel that SCDOT and Beaufort County are reliable partners, as they have their own agenda and depending on their cooperation, will result in the Town having to compromise the proposal for improvements and it might be in the Town's best interest if there are some proposals to improve safety and reduce congestion that can be moved forward without the input of the SCDOT and Beaufort County, especially because he feels that SCDOT traffic data is outdated and unreliable.

Council continued discussion on the US 278 Corridor Master Plan, focusing on safety, congestion, community impact, funding, and potential alternatives.

- Members emphasized two core problems driving the need for action: too many collisions and excessive travel time getting on/off Hilton Head Island.
- Council acknowledged long-term negative consequences if improvements are not made, including lost business, frustrated visitors, and ongoing operational challenges for employers.

- Multiple members stressed that the Town must move forward with the plan now, even while exploring frontage roads or other alternatives, because such alternatives require additional property, time, and funding.
- The most pressing immediate needs identified were improvements at Squire Pope Road and Spanish Wells/Wild Horse Road, including the Continuous Green T and short-term traffic fixes. A pedestrian bridge was noted as essential to maintain safety.
- Alternatives such as right-in/right-out configurations and eliminating traffic lights were discussed, with concerns raised about increased vehicle speeds, enforcement challenges, and impacts on the historic Stoney neighborhood.
- Several members reiterated the importance of maintaining community trust, particularly with residents of the Stoney neighborhood, and staying committed to “no right-of-way acquisition” promises that have been part of prior agreements.
- The discussion included financial considerations, including bonding, debt limits, using local sales tax authority (SB 866), TIF, and pursuing CIP funding options to maintain local control.
- Members highlighted the need to prioritize improvements that address safety, traffic movement, and travel time, and requested updated metrics to assess how proposed solutions achieve these goals.
- Several council members expressed support for moving forward with the conceptual Master Plan while continuing to analyze additional or alternative solutions in later phases.

Marc Orlando, Town Manager, thanked the Mayor, staff, consultants, and community members for their long-term input. He clarified that several major projects — Main Street, Squire Pope Road, Spanish Wells Road, Gum Tree Road, Sea Pines Circle, and the William Hilton Parkway Gateway Corridor — are already included in the Town’s Capital Improvement Program and are actively being advanced. He noted delays stem partly from misunderstandings: the Town began corridor work only after Beaufort County redirected \$80 million in referendum funds solely to the bridge. Current 2024–2025 traffic data meets DOT standards. Mr. Orlando addressed short-term improvements, including elevating Chamberlin Drive’s priority and exploring Master Plan features that could bring added community benefits. He discussed traffic flow issues around Squire Pope and Gum Tree Roads, potential right in/right out adjustments, and improved westbound access from the Cross Island Parkway with speed enforcement. He reaffirmed his commitment to pursuing funding once Council sets direction, including work already underway on a potential TIF district with Beaufort County and the school district to support Safe Routes to School and key intersections. He outlined the next steps: Council resolution, identifying funding, project planning, ongoing CIP updates, and continued coordination with County and school partners.

Public Comment - Non Agenda Items

Skip Hoagland addressed Council regarding creation of a Master Land Plan, concern for the condition of the bridge onto Hilton Head Island, funding of the Destination Marketing Organization should instead be used for safety and infrastructure improvements, use of Hospitality and ATAX funds; concern that the residents of the Town of Hilton Head Island are paying for the impact of visitors to the Island and suggested supporting tourism by instituting an impact user fee of \$5 per person per day to pay for bridges, sewage, waste, drainage, bike paths, safety and other improvements.

Dave Ferguson addressed Council regarding the spending of taxpayer dollars and how decisions are made, including the approval of \$250,000 for sponsorship of the Hilton Head Island Jam Songwriter Festival which is a private, for-profit event which sells sponsorships and remarked that there are many local non-profit organizations that must compete through the ATAX process for limited funding and relayed concern as to the Island Jam Festival being held accountable for the spending of the Town-provided funds, what benefit is the event providing for the Town and whether these items factor into the Town's decisions.

Peter Kristian addressed Council to thank the Mayor for attending the Hilton Head Plantation biking event, to thank Council and the Mayor for the Town's participation in the Beaufort County Greenspace Program by putting land aside and lowering density, and to thank Town staff regarding their response to a road collapse on a street being repaved in Hilton Head Plantation.

Savannah White addressed Council as the local field representative for Congressional representative Nancy Mace to let the public know that their office is available to assist residents that may need help in reaching out to or working with federal agencies and federal grant outreach; and to relay that Service Academy applications are open and the Service Academy interview day is December 5, 2026 at the Citadel in Charleston, and there is a Service Academy Day on September 19, 2026, also at the Citadel in Charleston.

Adjournment

The Workshop Meeting was adjourned at 6:29 p.m.

Kimberly Gammon, Town Clerk

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



Town of Hilton Head Island TOWN COUNCIL MEETING Tuesday, August 11, 2026, 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; Brittany Ward, Town Attorney; Kim Gammon, Town Clerk

Pledge to the Flag

Invocation – Pastor Dorth, Island Lutheran Church

Pastor Dorth of Island Lutheran Church, delivered the invocation.

Adoption of the Agenda

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

Approval of the Minutes

Special Meeting Minutes of July 9, 2026

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

Regular Meeting Minutes of July 14, 2026

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

Presentations and Recognitions

Report of the Town Manager

Mr. Orlando provided updates on major capital projects including continued construction at Northpoint on Jarvis Creek and noted that a dedicated website is available for project updates and provided an update on the upcoming Land Management Ordinance Task Force meeting which will focus on natural resource protection provisions on wetlands and trees on the Jonesville Road and Bradley Circle areas as well as some revisions to subdivision and

residential development standards, with such provisions advancing to the Gullah Geechee Task Force, then to the Planning Commission and finally to Town Council. Mr. Orlando updated Council with progress at Mitchellville Freedom Park, improvements at Indigo Run, stormwater maintenance at Lake Liggett at Jarvis Creek Park, and the scheduled closure and renovation of Islanders Beach Park. He introduced the new Communications and Marketing Director, Kelly Spinella, and highlighted ongoing work with the Gullah Geechee CDC. He reviewed significant public safety investments, noting expanded technology, code enforcement presence, and coordination with the Beaufort County Sheriff's Office (BCSO). He outlined several Town Council requested actions including evaluation of a juvenile curfew ordinance, discontinuation of a public gathering ordinance, implementation of nighttime armed security patrols at beach parks, and continued enhancements to Coligny Beach Park based on a BCSO safety assessment. He stated that residents are encouraged to use the Everbridge app for real-time safety information and relayed that a comprehensive public safety framework will be presented in September to include cost-modeling, current service levels and partnership assessments with the BCSO. The Town Manager emphasized that public safety has been a sustained priority and that substantial actions, staffing, and investments have already been completed.

Town Council requested clarification on evening patrol hours at Hilton Head Island parks and facilities (from 7:00 p.m to 3:00 a.m.), and confirmation that certain parks that do not have parking gates would be included.

Recognition of Outgoing Town Attorney, Curtis Coltrane - Mayor Alan Perry

Curtis Coltrane was present to accept the commendation honoring him for twenty-one years of distinguished service as the Town Attorney of the Town of Hilton Head Island, with gratitude given on behalf of the Town of Hilton Head Island for Mr. Coltrane's lasting contributions made to the community.

USCB Sand Shark Welcome Week Proclamation - Mayor Alan Perry

Moriah Johnson, a Sophomore Nursing Major and Vice President of the USCB Student Government Association, was present to accept the proclamation recognizing USCB Sand Shark Welcome Week, on behalf of the University of South Carolina Beaufort.

Public Comment - Non-Agenda Items (Limited to 30 Minutes)

Terry Finger addressed Council to commend Curtis Coltrane and to praise him for his valuable skills and traits, especially his professionalism, as well as to thank Curtis for all of his years of service.

Richard Bisi addressed Council regarding public safety discussions and sponsorship of the Hilton Head Island Jam Songwriter Festival by the Town.

David Gorka addressed Council to inform them and to seek advice as to what property owners could do to dispute a proposed flood mitigation plan of the Palmetto Dunes Property Owners Association which includes the installation of a diesel pump on an easement between

two properties and to pump water underneath a third home within that community, and expressed concerns about the plan regarding noise, the possibility of creating storm trees as a result of the boring of a hole/holes underneath the tree canopy, the storing of diesel fuel for the diesel pump near a freshwater lake and the possibility of human error in connection with turning the pump on and off when needed, and suggested that there are alternative solutions which are gravity-based, not subject to human error and involve the repair of an existing system for the freshwater lake drainage.

Skip Hoagland addressed Council regarding the Town's budget, the Destination Marketing Organization Contract, funding of dredging in Harbor Town, sponsorship of the RBC Heritage golf tournament, sponsorship of the Hilton Head Island Jam Songwriter Festival, Town Council Executive Session meetings and mayoral candidates.

Dave Ferguson addressed Council regarding spending of tax dollars, questioned decision-making regarding such spending especially with regard to the Hilton Head Island Jam Songwriter Festival, and expressed concern over public trust.

Chester Williams addressed Council to express his appreciation for Curtis Coltrane, whose intention to always do the right thing and to treat people fairly, has made Mr. Williams' job so much easier over the years.

William Bosely addressed Council, as the Chairperson of Protect the Otter Creek and Indigo Run Rookery Committee, to speak for the protection and preservation of the Indigo Run Rookery, which is home to hundreds of birds who nest and birth their chicks in the Rookery, including protected species listed on the South Carolina and Federal protected bird lists. Mr. Bosely feels that the Rookery is in danger as a result of development of adjacent land across the creek and is asking Council to please help to protect the Rookery by enforcing all the Land Management Ordinance regulations that apply to the property being developed.

Sheila Broadbent addressed Council, as a member of Protect the Otter Creek and Indigo Run Rookery Committee, to inform Council that the Rookery is in danger as a result of development of adjacent land at 229 Marshland Road which includes the development of an 11.3 acre hard scape and the clear-cutting of trees which could result in flooding and erosion of the Otter Creek Watershed and asks for Council's help and guidance in protecting this sensitive environmental site.

Tom Charbonneau addressed Council, as a member of Protect the Otter Creek and Indigo Run Rookery Committee, to request Council's assistance in preventing the development at 229 Marshland Road from proceeding because their committee believes the development will cause irreparable environmental harm, threaten the survival of the Rookery and diminish the character and property values of the well-established low density residential neighborhoods in the area; additionally, he believes the development may be in violation of several Land Management Ordinances which include regulations for wildlife protection and preservation, preservation of neighborhood character and if Otter Creek is a named waterway, a State-mandated buffer along waters of the State.

Roger Decelles addressed Council, as the President of Hilton Head Big Band, a South Carolina public corporate charity and an all-volunteer ensemble, to let Council know that Hilton Head Big Band raises money by performing concerts and uses those funds to provide instruments and music lessons for underprivileged children and they also raise funds and awareness for veterans and first responders. He asked Council for their support in spreading the word that Hilton Head Big Band has an upcoming concert, opening for a Creedence Clearwater tribute band at the Hilton Beachfront Resort and Spa on October 10th.

Amber Kuehn of Hilton Head Island Sea Turtle Patrol, addressed Council to request that Town Council bring up for consideration the plastic bag ban revision in accordance with Beaufort County's request that municipalities work together to figure out a path going forward regarding the revision; additionally, Ms. Kuehn remarked that she has observed that late night activity for kids on the beach appears to occur mainly between beach markers 55 and 70 and has noticed decreased activity this year vs. last year; and she asked Council to please remember the environment along with all the other items Council is working on.

Reports from Members of Town Council

General Reports from Town Council

Ms. Becker thanked the residents from her Ward for coming forward to support the environment and assured them that she would help however she can. Ms. Becker asked Council to consider how they can legally help regarding the issues they heard from the residents in both Palmetto Dunes and Indigo Run. Additionally, Ms. Becker hoped that people would come out to support Hilton Head Big Band and relayed that she attended a meeting at the Hilton Head Island Airport with the Beaufort County Solid Waste and Recycling Advisory Board, which is looking for ways to properly recycle and move trash in a meaningful way.

Ms. Brison reminded everyone that August is National Wellness Month, so please get some exercise, eat well and stay hydrated.

Mayor Perry stated that Council had attended the Municipal Association of South Carolina Conference, and they had the opportunity to discuss the Town's issues with elected officials from other towns and cities in South Carolina that are experiencing similar circumstances, and it was enlightening to see how other municipalities have handled such issues and Mayor Perry expects to keep the lines of communication open with elected officials from other towns and cities to ensure that they all continue to learn from each other.

Mayor Perry also recognized and congratulated the Hilton Head Baseball Association's 12U Ozone All-Stars for winning the 2026 Diamond Youth Baseball Majors World Series.

Report of the Lowcountry Area Transportation Study - Councilmember Tamara Becker

No report.

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 there had not been a meeting but relayed that there have been 128,000 passengers through June at the Hilton Head Island Airport, which includes passengers flying into and out of the airport, up 10.9% as compared to last year.

Report of the Southern Lowcountry Regional Board - Councilmember Patsy Brison

Ms. Brison reported that at the last meeting held in Bluffton, the Board heard reports on Jasper County road construction projects, the I95 project from the Savannah River to Exit 8, the John Smith Road Bridge Replacement project on I95; and a report on Project Phoenix where Hardeeville and Jasper County fire and rescue are considering ways to work together and Ms. Brison recommended that, for a full understanding of the projects and construction, to view the videos of the meetings on the Hardeeville website or Jasper County channel; she also reported that Jasper County has a sales tax referendum on the November ballot for \$470 million and that there was a report shared in connection with the Tri-Share child care program.

Report of the Island Recreation Association Board - Mayor Pro Tempore Alex Brown

Mr. Brown reported that the Hilton Head Island Recreation Center Board will be having its annual planning session on September 25, 2026, and encouraged Council to reach out to him with comments or questions and areas of concern which can be included in the planning for next year, and he mentioned that the Recreation Center has a scholarship program which is often overlooked.

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

Mayor Perry reported that Hilton Head Island unfortunately lost a manufacturing business that came in through the Economic Development Corporation and also reported that through a special marketing campaign held in New York and Tampa, there is a family that is looking to bring a life sciences business into the area.

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

Mr. Brown reported that the Gullah Geechee Historic Neighborhoods Community Development Corporation (CDC) will meet on August 19th and will continue its discussion on the Fiscal Year 2027 to 2030 Strategic Plan; they will discuss and consider the Gullah Geechee Historic Neighborhoods Community Development Corporation Small Business Funding Opportunity and enter an Executive Session to receive legal advice related to the CDC's proposed name change.

Report of the Community Development and Public Services Committee - Councilmember Tamara Becker

Ms. Becker reported that the next meeting will be held on September 14, 2026 and items to be
Town of Hilton Head Island Town Council

Meeting Minutes

8/11/2026

discussed include Consideration of an Ordinance Adopting Amendments to the Land Management Ordinance Related to Natural Resource Protection, Wetland Protection, Tree Protection: Jonesville Road – Residential Single-Family District; Bradley Circle – Residential Single – Family District; and Subdivision and Residential Development Standards.

Report of the Finance and Administrative Committee - Mayor Pro Tempore Alex Brown

Mr. Brown reported that the next meeting is scheduled for September 14, 2026, and the Committee will receive the Town of Hilton Head Island Fiscal Year 2027 Monthly Financial Update and presentations on the Public Safety Service Delivery Assessment Framework and Public Safety Cost Assessment. Mr. Brown encouraged all Town Council members to attend, so everyone may understand the financial side of public safety costs and expectations.

Unfinished Business

Consideration of an Ordinance of the Town of Hilton Head Island, South Carolina, Authorizing the Execution and Delivery of a Sign Easement Encumbering Real Property Owned by the Town of Hilton Head Island, South Carolina - Second Reading - Brittany Ward, Town Attorney

On July 14, 2026, Town Council approved First Reading and there have been no changes since approval.

Mr. Brown moved to approve. Mr. Alfred seconded.

Mayor Perry asked for public comment. There was none.

Motion carried 7-0.

New Business

Consideration of a Resolution of the Town of Hilton Head Island Authorizing the Town Manager to Execute a Financial Participation Agreement with the South Carolina Department of Transportation to Initiate an Engineering Analysis and the Design of Improvements to the Sea Pines Circle - Shawn Gillen, Assistant Town Manager

Sean Gillen, Assistant Town Manager, provided a brief overview.

Mr. Gillen stated that the Financial Participation Agreement outlines the scope, funding and obligations of the Town of Hilton Head Island and the South Carolina Department of Transportation (SCDOT) regarding engineering and design services in advancement of the Sea Pines Circle Project (Project) which consists of improving a traffic circle known as Sea Pines Circle in the Town of Hilton Head Island, South Carolina. The SCDOT will develop engineering analysis and design development for the Project in accordance with SCDOT standards. The Project will be advanced to a 20 to 30% design development level and is to include preliminary design drawings and an engineer's opinion of probable construction cost. Mr. Gillen relayed that no work would commence beyond that point without municipal consent of the Town Council and the work product is estimated to be received in late spring of 2027 for

Town Council consideration.

The Financial Participation Agreement was considered by the Finance and Administrative Committee on July 13, 2026 and the Committee voted unanimously to forward the Agreement to Town Council for consideration.

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

Mayor Perry asked for public comment.

Christopher Cliffe addressed Council to ask them to reconsider spending the funds for this Project, as there have been many proposals for the improvement of Sea Pines Circle performed over the years which were all set aside.

Council held a brief discussion where they received clarification on the scope of the work expected for the \$300,000 allocation, which will fund design work up to approximately 30% completion, as well as the expectation that prior design drawings may be used and considered by the engineering firm to be hired by SCDOT. Council members noted that previous design concepts and community feedback, including input from the Sea Pines community, will inform the new design effort, with initial documents anticipated by spring 2027, and that municipal consent will be required before design or construction proceeds and there may a necessity for a separate agreement with the SCDOT to spell out each step of the process. Council also discussed that Project funding responsibilities remain undetermined at this point, and SCDOT, the Town, or a combination may ultimately finance the improvements and acknowledged the existence of traffic challenges, past design objections, and limited options for major changes to the circle. Council confirmed that public input will be incorporated once early design materials are available and that the Project remains a priority in ongoing transportation planning and sales tax referendum considerations.

Motion carried 7-0.

Consideration of a Resolution Authorizing the Town Manager to Execute and Deliver an Amended Stormwater Management and Utility Intergovernmental Agreement between the Town of Hilton Head Island and Beaufort County, South Carolina - Shawn Gillen, Assistant Town Manager

Sean Gillen, Assistant Town Manager, provided a summary.

The original Stormwater Management and Utility Intergovernmental Agreement (IGA) was executed in 2001 and established a cooperative partnership between Beaufort County and the Town of Hilton Head Island, to participate in the countywide Stormwater Management Utility (Utility) operated by the County. The 2001 IGA was amended and extended in 2006 and again in 2016. The 2016 IGA expired on June 30, 2026. The 2026 IGA under consideration is substantively the same terms and conditions established in the previous IGAs, specifically, the 2026 IGA is for a 10 year term with the option to be extended and includes a 180-day written notice requirement for termination at the end of any given fiscal year. The 2026 IGA reaffirms

the terms, conditions, and operational framework for the Utility; and reasserts how the Town will collaboratively manage stormwater infrastructure, enhance water quality, and meet state and federal regulatory mandates. The Town maintains full authority to establish its local stormwater service fee rates each year and is responsible for submitting the approved rates to Beaufort County by June 30. The County's administrative fee is a fixed, per-account charge and does not vary based on the fee assessed to individual properties.

The 2026 IGA reestablishes the Beaufort County Stormwater Implementation Committee, which is responsible for reviewing regulatory amendments, recommending administrative budget adjustments, and providing technical guidance on jointly scoped projects shared between the County and the Town. While Town-led initiatives - such as the Stormwater Master Plan - identify and prioritize system-wide capital needs, the Stormwater Implementation Committee provides the formal structure through which the Town and County coordinate the delivery of projects that cross jurisdictional boundaries or offer mutual benefit to both jurisdictions.

The Amended Stormwater Management and Utility Intergovernmental Agreement was considered by the Finance and Administrative Committee on July 13, 2026 and the Committee voted unanimously to forward the Agreement to Town Council for consideration.

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

Mayor Perry asked for public comment. There was none.

Council requested clarification as to how the IGA would be affected as a result of the Stormwater Master Plan whereby the Town is considering taking ownership of certain local roads to improve stormwater service and control over repairs, and Mr. Gillen replied that he did not think there would be an impact on such decisions and pointed-out that the IGA outlines through the Beaufort County Stormwater Implementation Committee, how the Town and Beaufort County would jointly handle a project if the location crossed jurisdictional boundaries, or if there would be shared resources, or if it was mutually beneficial, and if the Town took more stormwater infrastructure into its jurisdiction, there would actually be less opportunity for the facilities to cross jurisdictional boundaries.

Motion carried 7-0.

Consideration of a Resolution Authorizing the Town Manager to Enter into an Agreement with the Hilton Head Audubon Society for Services at Jarvis Creek Park - Angie Stone, Assistant Town Manager

Angie Stone, Assistant Town Manager, provided a summary.

Hilton Head Audubon has developed a Wildlife-Friendly Habitat Certification Program that recognizes properties incorporating habitat features such as native vegetation, water sources, and nesting structures for birds and other wildlife. Jarvis Creek Park has been identified as an ideal demonstration site due to its existing natural features, including native vegetation and

water sources. This project seeks to install bird boxes strategically placed within park boundaries to serve native bird species. The project plan and construction of the boxes are to be carried out by an Eagle Scout candidate seeking to obtain Eagle rank. As a signature requirement of the Eagle Scout program, the candidate must plan and complete a service project that benefits the community. Local Eagle Scout candidate, Jacson Rothman, has built and prepared for installation:

- Two (2) Wood Duck boxes
- One (1) Nuthatch box
- Four (4) Bluebird boxes

These structures will be located around Lake Liggett at Jarvis Creek Park. Once installed, ongoing monitoring and maintenance of structures will be the responsibility of Hilton Head Audubon through a maintenance agreement with the Town of Hilton Head Island, including authorization to perform the work on Town property.

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

Mayor Perry asked for public comment. There was none.

Motion carried 7-0.

Public Comment - Non Agenda Items

Mayor Perry asked for public comment. There was none.

Adjournment

At 5:00 p.m., Ms. Becker moved to adjourn. Mr. Alfred seconded. Motion carried 7-0.

Kimberly Gammon, Town Clerk

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

The Town of Hilton Head Island



National Senior Center Month Proclamation

WHEREAS, National Senior Center Month is observed annually in September to recognize and celebrate the vital role that senior centers play in enhancing the health and well-being of older adults; and

WHEREAS, senior centers serve as community hubs, offering a wide range of programs and services that promote social engagement, physical activity, lifelong learning, and access to health and wellness resources; and

WHEREAS, the theme for National Senior Center Month 2026, as designated by the National Council on Aging is "Happier Birthdays Happen Here," highlighting the importance of social connection, health, wellness and economic security resources and creative and cultural engagement opportunities that senior centers provide for older adults; and

WHEREAS, Hilton Head Island is committed to supporting its growing older adult population through programs and services that empower older adults to live healthy, active, and independent lives; and

WHEREAS, Island Recreation Association strives to create a community that values and supports older adults, ensuring they have opportunities to connect, contribute, and thrive.

NOW, THEREFORE, I, Alan R. Perry, Mayor of the Town of Hilton Head Island, South Carolina, do hereby proclaim September as National Senior Center Month and encourage all residents to recognize and celebrate the contributions of older adults and the essential role of the Hilton Head Island Senior Center in our community.

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 15th day of September in the year of our Lord, two thousand twenty-six.



Alan R. Perry, Mayor

Attest:

Kimberly Gammon, Town Clerk

The Town of Hilton Head Island



Commendation Honoring the Diamond Youth Baseball Hilton Head All Stars 12U

WHEREAS, the Hilton Head All Stars have demonstrated exceptional skill, determination, teamwork, and sportsmanship throughout their season, including at the Diamond Youth Baseball State Championship in Greenville in July, and

WHEREAS, the team proudly represented Hilton Head Island in the Diamond Youth Baseball Majors World Series July 27 – August 2 in Laurel, Mississippi, culminating in an outstanding championship victory to become the **Majors World Series Champions**; and

WHEREAS, this remarkable accomplishment reflects not only the talent and dedication of the players, but also the commitment of their families, Coach Zach McCombie and Garrett Hamilton, Manager Rob Hummel, and all of the supporters who encouraged them throughout their journey; and

WHEREAS, the Hilton Head All Stars have brought great pride and recognition to Hilton Head Island through their hard work, perseverance, and success on the regional and national stage.

NOW, THEREFORE, I, Alan R. Perry, Mayor of the Town of Hilton Head Island, South Carolina, on behalf of Town Council, hereby commend and honor RD Hummel, Grant McCombie, Graem Hamilton, Collin Hehman, Connal Rooney, Zach Metxger, Liam Schilling, Liam Dorshimer, Owen Sanchez, Hayne Carstens and Shiloh Cross of the Hilton Head All Stars for winning the Diamond Youth Baseball Majors World Series. May this championship serve as a lasting reminder of what can be accomplished through teamwork, dedication, and a commitment to excellence. Congratulations to the players, coaches, families and everyone who supported the team on this incredible achievement!

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this 15th day of September, in the year of our Lord, two-thousand and twenty-six.



Alan R. Perry, Mayor



QUARTERLY REPORT

MAY-JULY 2026

DESTINATION VALUES

Our core values, recreation, wellness, ecotourism, arts & culture, and Hilton Head Island history, remain at the heart of our destination story. However, visitors do not experience these values in isolation.

By organizing our marketing around Visitor Experience Foundations, we create more relatable and inspiring entry points for visitors while preserving and advancing the underlying values that define Hilton Head Island.



**COASTAL
OUTDOORS**

RECREATION

ECOTOURISM



**GOLF, RACQUET, AND
WELLNESS**

RECREATION

WELLNESS



**CULINARY
+DINING**

WELLNESS

ARTS & CULTURE



**CULTURE
& HERITAGE**

ARTS & CULTURE

HISTORY



**EVENTS
+COMMUNITY**

ECOTOURISM

ARTS & CULTURE

HISTORY

A NOTE ON METRICS

The 15 metrics agreed upon in the FY 2026-2027 Destination Marketing Plan are outlined here. Metrics highlighted in yellow are calculated at calendar year end and are therefore unavailable for this quarterly report; all other metrics are included.

1. Visitor and resident sentiment
2. Revenue per available room (RevPAR)
3. Occupancy rates for Hilton Head Island and comparisons of occupancy rates with comparable destinations
4. Visitor spending and economic impact, including average spend per visitor and by category with comparisons to comparable destinations
5. Return on investment (visitor spending per dollar invested)
6. Local tax revenues generated by visitors
7. Number of visitors by season and demographic categories, including insights into overnight visitation
8. Website engagement and referrals to local businesses
9. Group sales metrics including number of leads sent to partners
10. Public relations performance (media stories/mentions, impressions, and ad-value equivalency)
11. Jobs supported by tourism
12. Event attendance and out-of-market participation
13. Industry recognition and awards
14. Referral traffic from AI and generative search platforms as identifiable within available analytics tools
15. Visibility of Hilton Head Island content within generative search results, including presence in AI-generated responses for priority travel queries

PUBLIC RELATIONS

MEDIA COVERAGE MAY - JULY

WHY IT MATTERS

Public relations builds awareness by showcasing our destination through the voice of national media outlets with substantial reach. This third-party endorsement highlights our island's appeal and commitment to culture and sustainability, inspiring value-driven travelers.



MAY

Travel + Leisure (UVP: 11,610,057): [The 7 Most Affordable US Islands You Can Visit Right Now](#)

Southern Living (UVP: 2,576,884): [This South Carolina Beach Town Blends Coastal Adventure with Classic Lowcountry Charm](#)

Forbes (UVP: 75,500,835): [Don't Call It A Fat Farm: Hilton Head Health Celebrates 50 Years](#)

JUNE

The Points Guy (UVP: 6,215,495): [The 12 best road trips to take with your family this summer](#)

PureWow (UVP: 4,100,000): [13 of The Best Airbnbs to Book for an Island Escape \(Without Renewing Your Passport\)](#)

NBC (Viewership: 2,700,570): [Sunday Today with Willie Geist](#)

Golf Digest (UVP: 627,000): [Why South Carolina became the hottest spot in golf design](#)

JULY

Bloomberg (UVP: 25,049,054): [Luxury hotels have a new VIP guest: your dog](#)

Fodor's Travel (UVP: 1,105,979): [10 Best Beaches for Kids Across America, From Calm Coves to Wave-Ready Shores](#)

USA Today (UVP: 68,531,828): [Why travelers are choosing wellness retreats](#)

WHAT OTHERS ARE SAYING ABOUT US

 **2,461**
STORIES
& MENTIONS

 **4.9B**
IMPRESSIONS

 **\$4M**
AD VALUE

DESTINATION OFFICIAL VACATION PLANNER



WHY IT MATTERS

The Official Vacation Planner for Hilton Head Island brings our destination into the homes of our visitors, further instilling our core values and key attributes while serving as a planning tool for those looking to travel to Hilton Head Island.



TOTAL PRINTED: **65,000**
YTD DISTRIBUTION: **39,199**

Note: Due to fulfillment reporting standards, these fulfillment numbers reflect Jan-Jun year-to-date. Updated fulfillment numbers will be available after the end of the current quarter (Jul-Sep)

[2026 VACATION PLANNER](#)



DESTINATION WEBSITE PERFORMANCE HILTONHEADISLAND.ORG

? WHY IT MATTERS

Beginning in May, we shifted one of our paid website campaigns from a continuous, year-round approach to a series of shorter, strategically timed campaigns focused on driving visitation during the shoulder and off-seasons. This approach is intended to improve efficiency by concentrating investment during periods when it can have the greatest impact.

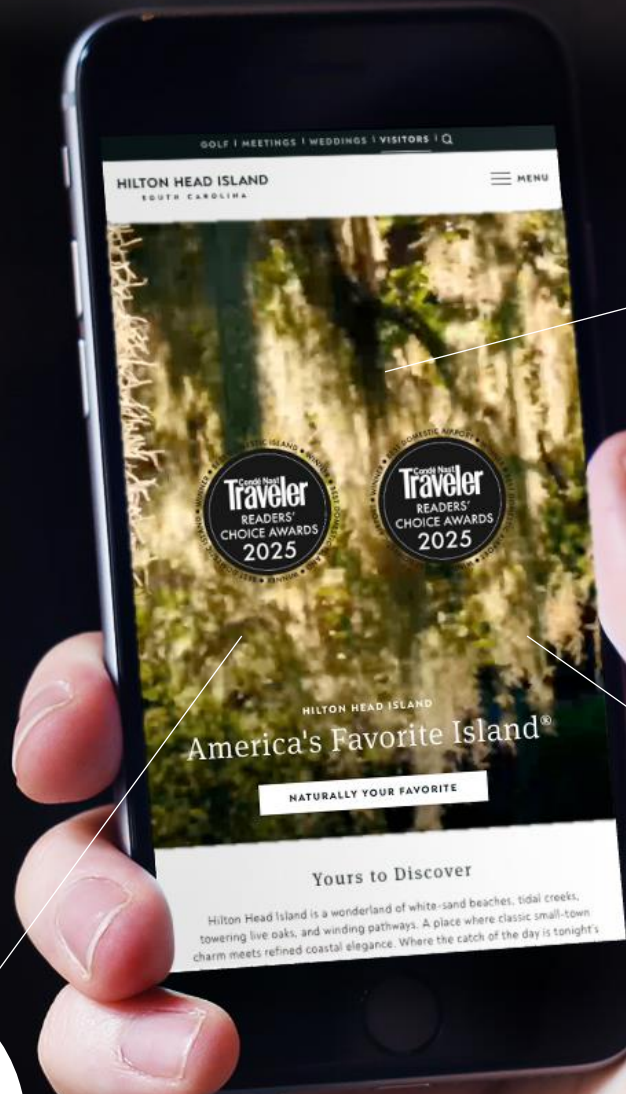
As a result, website traffic metrics may appear significantly lower than in prior years during periods when the campaign is not actively running. These decreases should not be interpreted as a decline in overall website performance, but rather as a reflection of the revised strategy. As additional campaign periods occur throughout the year, year-over-year comparisons will become more representative of the new marketing approach.



USERS
490K
-19% YOY

VISITS
608K
-23% YOY

PARTNER
REFERRALS
270K
-31% YOY



DESTINATION WEBSITE PERFORMANCE

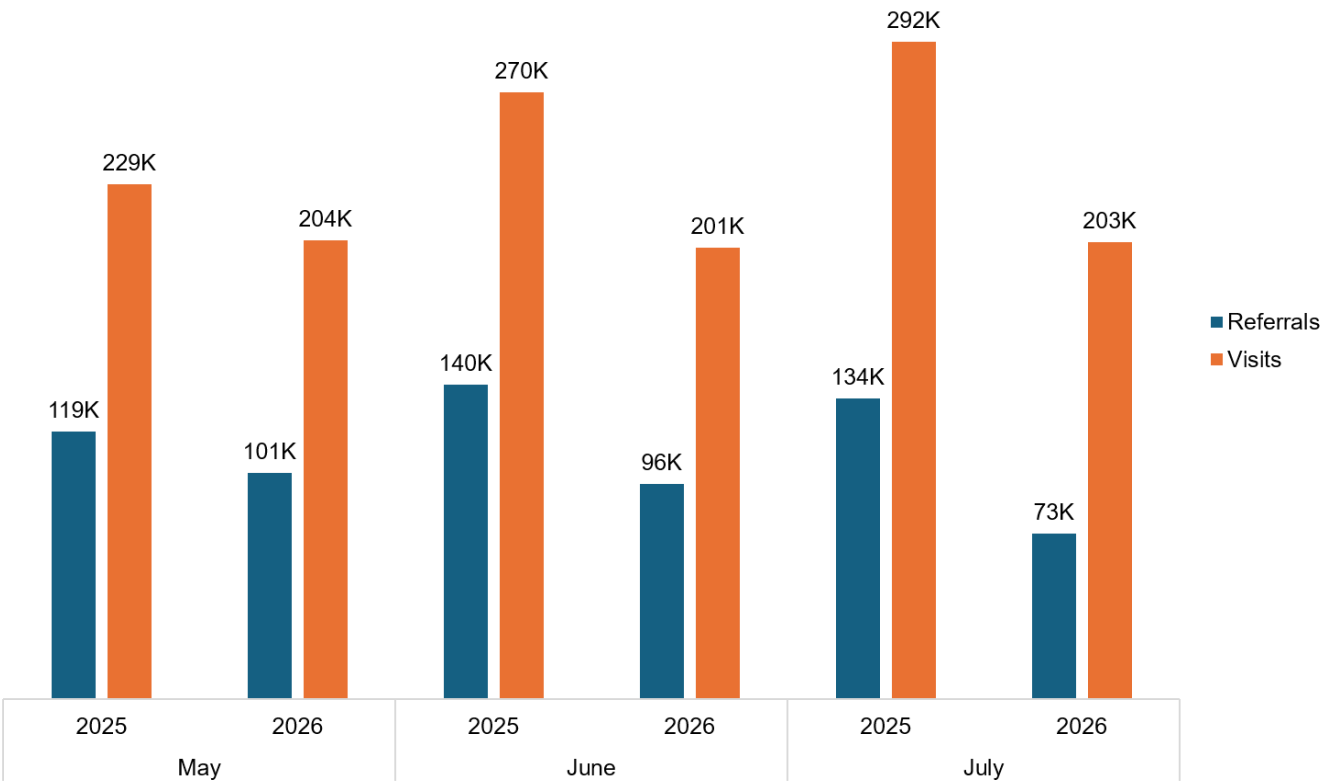
HILTONHEADISLAND.ORG



WHY IT MATTERS

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A STRATEGIC APPROACH TO GEO

GENERATIVE SEARCH



WHY IT MATTERS

An Answer to a Question

Your content is cited, summarized, or linked in the AI response.

User asks: “What are the top hotels in Hilton Head Island?”

When optimized, our content appears in the AI-generated list, with a citation or summary.

What is GEO?

Optimizing content for AI search is now essential as tools like ChatGPT, Perplexity, and Google’s AI Overviews shape discovery.

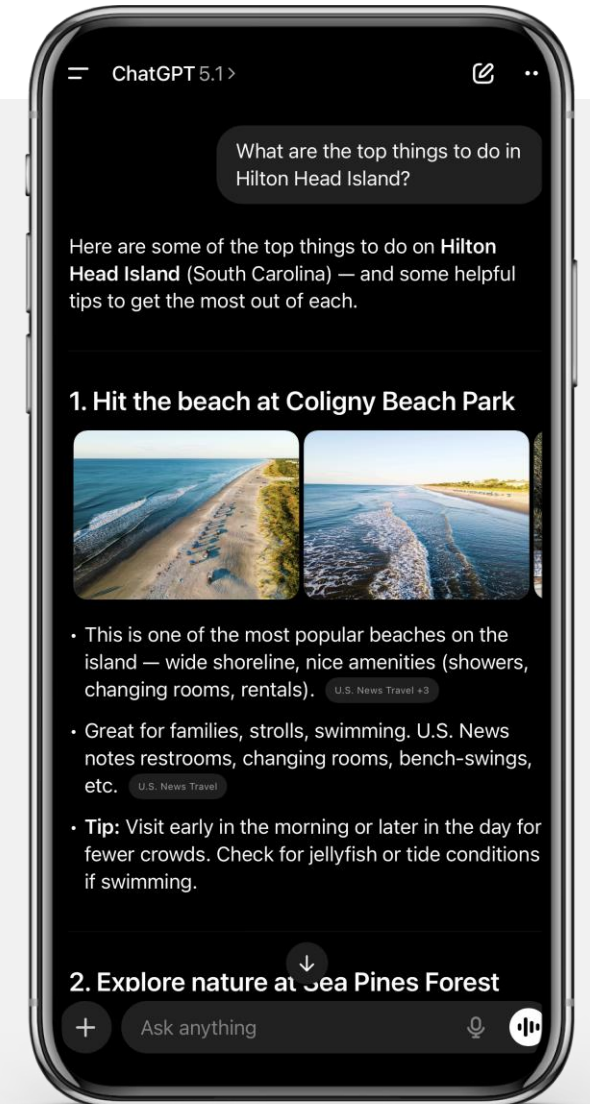
Structure for AI: Make content clear, relevant, and easy to surface.

Use Data + Story: Strong strategies work across generative and traditional search.

Embrace New UX: AI search is becoming central to user journeys.

Distribute Widely: Keep a consistent, personalized presence across channels.

A structural shift is underway. Gartner predicts that 50% of traditional search traffic will be replaced by AI by 2028. GEO is essential for ensuring your destination becomes the authoritative answer when users ask for travel recommendations.



A STRATEGIC APPROACH TO GEO

GENERATIVE SEARCH

Our approach to GEO is multifaceted, focusing not only on traffic referred from large language models (LLMs), but also on how the Hilton Head Island brand is represented to users who may never visit the destination website. By monitoring brand sentiment and impressions alongside referral traffic, we can build a more holistic picture of Hilton Head Island’s visibility within LLMs and better understand the overall effectiveness of our GEO strategy.

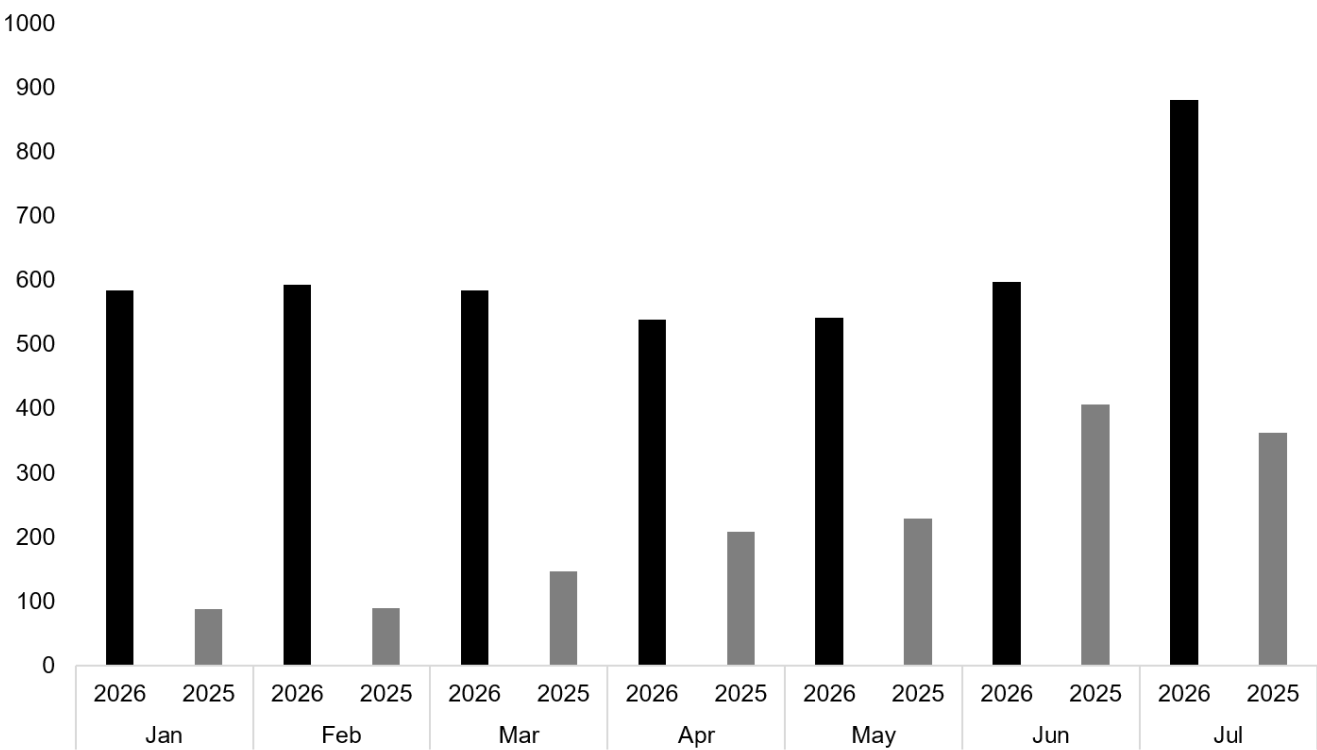
567K

Brand Impressions

99.3

Average Brand Sentiment Score

Visitors to HiltonHeadIsland.Org
Referred from Generative Search



Source: Ahrefs, Scrunch, Google Analytics

CROSS-CHANNEL PERFORMANCE

Our destination values are consistently supported by high-quality content shared across our social channels.



COASTAL OUTDOORS

of Posts: 245
Total Engagements: 67K
Total Impressions: 2.55M



GOLF, RACQUET, & WELLNESS

of Posts: 59
Total Engagements: 14K
Total Impressions: 324k



CULINARY + DINING

of Posts: 74
Total Engagements: 17K
Total Impressions: 932K



CULTURE + HISTORY

of Posts: 91
Total Engagements: 19K
Total Impressions: 960K



EVENTS + COMMUNITY

of Posts: 227
Total Engagements: 26k
Total Impressions: 1.1M

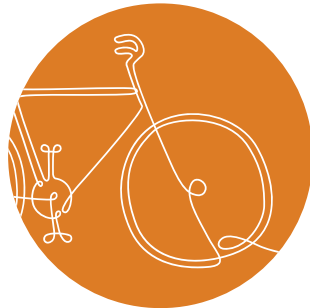
CROSS-CHANNEL PERFORMANCE

Our destination values are consistently supported by high-quality content shared across our social channels.



WELLNESS

of Posts: 270
Total Engagements: 71K
Total Impressions: 2.27M



RECREATION

of Posts: 78
Total Engagements: 15.8K
Total Impressions: 370k



ARTS & CULTURE

of Posts: 151
Total Engagements: 30.6K
Total Impressions: 1.1M



ECOTOURISM

of Posts: 239
Total Engagements: 65K
Total Impressions: 2.1K



HISTORY

of Posts: 98
Total Engagements: 18k
Total Impressions: 980K

LODGING PERFORMANCE



	2026																	
	May						June						July					
	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY
Hotels	67%	4%	\$269	2%	\$180	6%	73%	1%	\$300	2%	\$220	3%	75%	1%	\$304	0%	\$229	2%
Short-Term Rentals	52%	5%	\$432	0%	\$223	5%	69%	-1%	\$601	-2%	\$415	-3%	73%	-1%	\$604	1%	\$440	-1%

	2025																	
	May						June						July					
	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY
Hotels	64%	2%	\$264	-2%	\$170	0%	73%	-1%	\$295	0%	\$215	-2%	75%	1%	\$303	3%	\$226	4%
Short-Term Rentals	49%	-6%	\$432	4%	\$213	-2%	70%	-1%	\$611	3%	\$427	1%	74%	-3%	\$600	1%	\$443	-3%

Source: Keydata

Note on Data Source: Beginning July 2026, hotel lodging performance data in this report is sourced from CoStar, replacing our previous provider, Keydata. Home and villa (short-term rental) data remains unaffected and continues to be sourced from Keydata. Because hotel and STR data now originate from different providers with different underlying methodologies, our blended total-market composite (the weighted average of hotel and STR performance) is temporarily paused while we evaluate the best approach to reconciling the two sources into a unified figure. Hotel and STR metrics will continue to be reported individually in the interim. Year-over-year hotel comparisons spanning this changeover should also be interpreted with appropriate caution.

HOTEL COMPARISON



	2026																	
	May						June						July					
	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY
Hilton Head Island	67%	4%	\$269	2%	\$180	6%	73%	1%	\$300	2%	\$220	3%	75%	1%	\$304	0%	\$229	2%
Destin, FL	73%	-5%	\$221	-1%	\$161	-6%	78%	-5%	\$248	-4%	\$192	-9%	80%	-2%	\$267	-3%	\$214	-4%
Naples, FL	63%	-3%	\$327	11%	\$205	7%	62%	0%	\$273	6%	\$169	5%	62%	1%	\$286	8%	\$178	9%
Savannah, GA	72%	-1%	\$183	4%	\$133	3%	71%	-4%	\$164	-1%	\$117	-5%	69%	-5%	\$150	-6%	\$104	-11%
Charleston, SC	76%	-1%	\$251	5%	\$192	4%	80%	3%	\$224	6%	\$178	9%	73%	-2%	\$201	7%	\$147	5%

Sources: CoStar
Data shown is based on hotel data only.

SHORT-TERM RENTAL COMPARISON



	2026																	
	May						June						July					
	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY	Occupancy	YoY	ADR	YoY	RevPAR	YoY
Hilton Head Island	52%	5%	\$432	0%	\$223	5%	69%	-1%	\$601	-2%	\$415	-3%	73%	-1%	\$604	1%	\$440	-1%
Charleston, SC	59%	4%	\$532	2%	\$312	5%	70%	2%	\$679	1%	\$475	3%	72%	2%	\$696	4%	\$499	6%
Savannah, GA	57%	4%	\$276	5%	\$157	9%	53%	-2%	\$235	-2%	\$124	-4%	53%	0%	\$208	-2%	\$111	-2%
Southeast Region	45%	1%	\$318	5%	\$144	6%	59%	0%	\$434	5%	\$257	5%	66%	2%	\$447	4%	\$293	6%

Sources: Keydata

Data shown is based on short-term rental data only.

GROUP SALES

This year, the Group Sales team continued to focus on generating qualified meeting business and supporting our hotel partners through proactive lead generation and conversion efforts.

Sales efforts remained focused on identifying opportunities that support shoulder-season occupancy, strengthening relationships with meeting planners, and maintaining consistent engagement with hotel partners to position Hilton Head Island for future group business.



93 qualified leads sent to hotel partners



18 definite bookings



1,024 definite room nights



11 groups actualized

Note: These figures are year-to-date (Jan-Jul) rather than focused on a specific quarter

LOCAL EVENTS

Accommodations Tax Advisory Committee (ATAC)

A new partnership between the Hilton Head Island & Bluffton Chamber of Commerce (DMO) and the Town's Accommodations Tax Advisory Committee — a tiered program that amplifies local events, grows visitor engagement, and supports the island's long-term vitality.

Partnership Tiers



Community

Open to: All applicants

- Event listing on hiltonheadisland.org
- Post-event Placer.ai geolocation report



Featured

Open to: Accepted applicants

- All Tier 1 benefits
- Organic promotion on DMO social media channels



Premier

Open to: Events identified in the FY26–27 Destination Marketing Plan

- All Tier 1 & Tier 2 benefits
- Dedicated landing page on hiltonheadisland.org
- Paid digital & social advertising
- Discounted on-the-ground attendee surveying (USCB)



LOCAL EVENTS

	Hilton Head Island Gullah Celebration	Hilton Head Island Wine & Food Festival	Hilton Head Island Seafood Festival	Hilton Head Concours d'Elegance and Motoring Festival	Crescendo Celebration of Arts & Culture	RBC Heritage	Hilton Head Island Jam Songwriter Festival	Juneteenth Celebration
2025 Social Impressions	60,081	321,937	143,565	125,897	48,644	–	–	–
2025 Social Engagements	1,525	11,683	4,992	3,174	2,219	–	–	–
2025 Social Link Clicks	86	1,552	192	396	566	–	–	–
2025 Website Views	1,004	12,552	3,425	2,848	5,709	–	–	–
2025 Website Link Clicks	339	2,537	1,921	688	1,326	–	–	–
2025 Attendance	2.4K visits	2.5K visits	2.4K visits	2K visits	9.5K visits	–	–	–
2025 % of Visitors with Origin >50 miles away	37%	65%	37%	43%	49%	–	–	–
FY 2026-2027 Promotional Budget	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
FY 2026-2027 Research Budget	\$600-\$1200	\$600-\$1200	\$600-\$1200	\$600-\$1200	\$600-\$1200	\$600-\$1200	\$600-\$1200	\$600-\$1200



BUDGET UPDATE

The DMO is currently completing the required annual audit for Fiscal Year 2025–2026. Upon completion, the annual audit, the required Accounting Report, and the finalized actual budget reflecting Fiscal Year 2025–2026 revenues and expenditures will be provided to the Town in accordance with the applicable reporting requirements and timelines established in the DMO Contract.



Project Category and Brief Explanation					GL Code	Amount Budgeted for 25-26	ACTUAL Spent for 25-26	Amount Budgeted for 26-27
1 - Advertising (Print, digital, broadcast, social, etc.)								
	1.a. Media Buys	exp: Smithsonian Magazine, Conde Nast Traveler, Garden & Gun, Southern Living			6460-200	\$ 488,546.00	\$ 1,132,526.00	\$ 240,000.00
	1.b. Golf Marketing	Golf microsite, digital promotion (digital ads and social ads), print partnerships, public relations, email			6479-200	\$ 135,981.00	\$ 63,415.00	\$ 100,000.00
	1.c. Digital Agency	Digital agency retainer			6519-200	\$ 67,991.00	\$ 66,666.00	\$ 100,000.00
	1.d. Marketing Strategy & Council	Marketing Strategy & Council			6527-200	\$ 28,556.00	\$ -	\$ 42,000.00
	1.e. Digital Promotions	Destination ads on Google, Meta, Bing			6520-200	\$ 503,871.00	\$ 436,594.00	\$ 750,000.00
	1.f. Social Media Management	Digital agency retainer			6521-200	\$ 61,191.00	\$ 60,000.00	\$ 102,000.00
	1.g. Technology Improvement	Website hosting and updates			6522-200	\$ 40,794.00	\$ 16,063.00	\$ 60,000.00
	1.h. Paid Brand Social Media	Paid advertising exp: Meta, YouTube, Spotify			6525-200	\$ 163,177.00	\$ 210,259.00	\$ 250,000.00
	1.i. International Promotions & Events	Media partnerships exp: Virtuoso, Brand USA, Travel South			7115-200	\$ 105,664.00	\$ 158,238.00	\$ 150,000.00
	1.j. International Tradeshows	Virtuoso, Brand USA, Travel South			7127-200	\$ 67,991.00	\$ 38,002.00	\$ 100,000.00
2 - Promotional Materials/Publications								
	1.a. Kennickell	Fulfillment and distribution			6430-200	\$ 81,589.00	\$ 25,777.00	\$ 75,000.00
3 - Marketing support (creative, photography, videography)								
	3.a. Destination Photography	Professional photography for destination marketing			6490-200	\$ 16,996.00	\$ 13,440.00	\$ 75,000.00
	3.b. Zarfco	Market level geolocation and visitor tracking			7155-200	\$ 26,782.00	\$ 24,291.67	\$ 28,192.00
	3.c. Placer.ai	Property level geolocation and visitor tracking			7155-200	\$ 52,500.00	\$ 33,390.00	\$ 51,030.00
	3.d. Co/C Reports (Economic Impact, Visitor Profile Studies)	Economic Impact Reports, Visitor Profile Studies			7155-200	\$ 21,750.00	\$ -	\$ 10,875.00
	3.e. USCBA Event Research for Local Events	Ground level surveying for event attendance and sentiment			7155-200	\$ 15,100.00	\$ 500.00	\$ 15,500.00
	3.f. Keydata Dashboard	Market level lodging KPIs for performance tracking			7155-200	\$ 48,187.00	\$ 47,783.00	\$ 45,360.00
4 - Group Sales & Marketing								
	4.a. National Tradeshows & Direct Planner Engagement	Corporate, Association, Incentive trade shows and partnership events (Exp.MPI, Northstar, Connect Tours)			various	\$ 99,266.00	\$ 105,994.00	\$ 40,000.00
	4.b. SEM: Meetings Focused	Paid digital advertising on Google, Bing with Geo-targeting key feeder markets			6886-200	\$ 44,194.00	\$ 37,352.00	\$ 65,000.00
	4.c. Social Media: Planner Targeting	Paid social media advertising exp: Meta, LinkedIn campaigns and job title targeting			6887-200	\$ 33,995.00	\$ 33,333.00	\$ 50,000.00
	4.d. Planner Incentive and Conversion Fund	Familiarization (FAM) tours, air support for sites, shoulder season incentives designed to drive closure			various	\$ 1,360.00	\$ 2,380.00	\$ 30,000.00
	4.e. Marketing Collateral, CRM & Website Redesign	Meetings landing page, digital planner, RFP ready collateral, video and digital meeting assets, CRM enhancements			various	\$ 20,398.00	\$ -	\$ 25,000.00
5. Destination PR								
	5.a. PR Strategy, Maintenance & Support	Public Relations Firm Retainer			6950-200	\$ 203,972.00	\$ 200,000.00	\$ 285,000.00
6. Visitor Services (Centers, Call/Chat Centers)								
Marketing Total						\$ 2,329,851.00	\$ 2,706,003.67	\$ 2,689,967.00
7. Other								
	7.a. VCB Management - Payroll	VCB management payroll paid by 30% funds						\$ 247,155.00
	7.b. VCB Management - Payroll Taxes	VCB management payroll taxes paid by 30% funds (7%)						\$ 17,301.00
	7.c. VCB Management - 401K Expenses	VCB management 401K expenses paid by 30% funds (6%)						\$ 14,829.00
	7.d. VCB Management - Insurance Expenses	VCB management insurance expenses paid by 30% funds						\$ 9,000.00
	7.e. VCB Management - Operational Expenses	VCB management operational expenses paid by 30% funds by FTE (1.5)						\$ 21,196.00
	7.f. VCB Management - Building Expenses	VCB Management building expenses paid by 30% funds by FTE (1.5)						\$ 14,674.00
	7.g. VCB Support - Payroll	VCB support payroll paid by 30% funds						\$ 250,017.00
	7.h. VCB Support - Payroll Taxes	VCB support payroll taxes paid by 30% funds (7%)						\$ 17,501.00
	7.i. VCB Support - 401K Expenses	VCB support 401K expenses paid by 30% funds (6%)						\$ 15,001.00
	7.j. VCB Support - Insurance Expenses	VCB support insurance expenses paid by 30% funds						\$ 17,250.00
	7.k. VCB Support - Operational Expenses	VCB support operational expenses paid by 30% funds by FTE (2.88)						\$ 40,625.00
	7.l. VCB Support - Building Expenses	VCB support building expenses paid by 30% funds by FTE (2.88)						\$ 28,125.00
	7.m. Communications - Payroll	Communications payroll paid by 30% funds						\$ 95,839.00
	7.n. Communications - Payroll Taxes	Communications payroll taxes paid by 30% funds (7%)						\$ 6,709.00
	7.o. Communications - 401K Expenses	Communications 401K expenses paid by 30% funds (6%)						\$ 5,750.00
	7.p. Communications - Insurance Expenses	Communications insurance expenses paid by 30% funds						\$ 5,400.00
	7.q. Communications - Operational Expenses	Communications operational expenses paid by 30% funds by FTE (0.9)						\$ 12,717.00
	7.r. Communications - Building Expenses	Communications building expenses paid by 30% funds by FTE (0.9)						\$ 8,804.00
	7.s. Finance - Payroll	Finance payroll paid by 30% funds						\$ 133,942.00
	7.t. Finance - Payroll Taxes	Finance payroll taxes paid by 30% funds (7%)						\$ 9,376.00
	7.u. Finance - 401K Expenses	Finance 401K expenses paid by 30% funds (6%)						\$ 8,037.00
	7.v. Finance - Insurance Expenses	Finance insurance expenses paid by 30% funds						\$ 6,300.00
	7.w. Finance - Operational Expenses	Finance operational expenses paid by 30% funds by FTE (1.05)						\$ 14,837.00
	7.x. Finance - Building Expenses	Finance building expenses paid by 30% funds by FTE (1.05)						\$ 10,272.00
Personnel Total						\$ 1,053,000.00		\$ 1,010,857.00
Grand Total								\$ 3,706,614.00

THANK YOU



**Hilton Head Island
& Bluffton**
Chamber of Commerce

SCDOT UPDATE





US 278 TIMELINE



Stakeholder Engagement (8 Meetings)



Eastbound Mackay Creek Bridge Identified as Priority for Replacement

Developed Alternatives

Developed Recommended Preferred Alternative

Public Hearing

Eastbound Bridge Replacement Kick Off

2017

2018

2019

2020

2021

2022

2025

2026

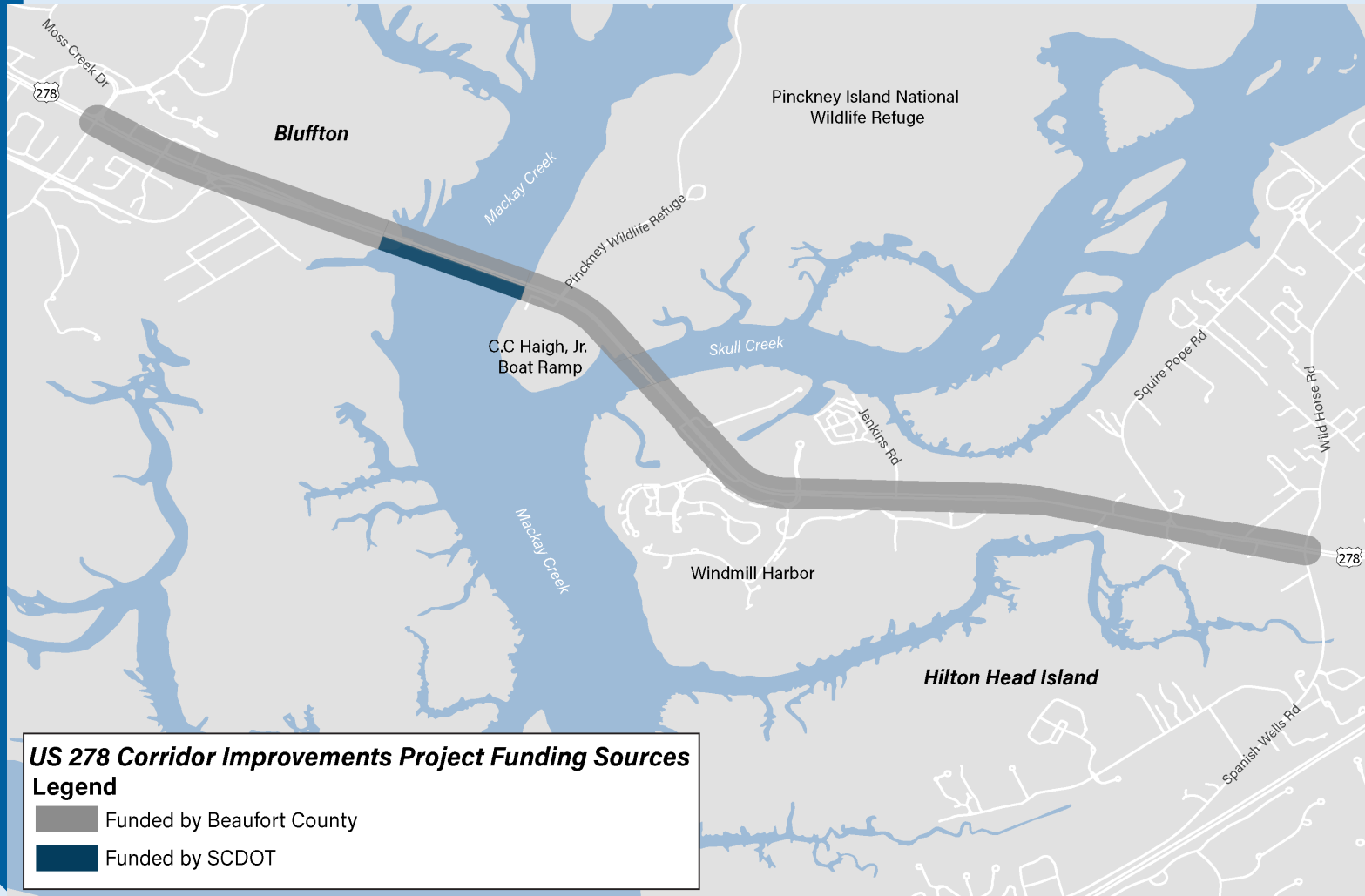
Public Information Meeting 1

Public Information Meeting 2

Prepared Environmental Assessment

Revised Design: Public Information Meeting 3

EASTBOUND MACKAY CREEK BRIDGE



Identified as SCDOT's top priority in 2017



Built in 1956



Can meet original timeline for replacement **if we act now**



2022 Public Information Meeting What's changed since?

WHERE WE ARE NOW



3 independent studies
have been completed



Costs continue to rise
due to inflation



Additional funding
needed to bridge the
gap

Since 2020, transportation construction costs have far outpaced general inflation:



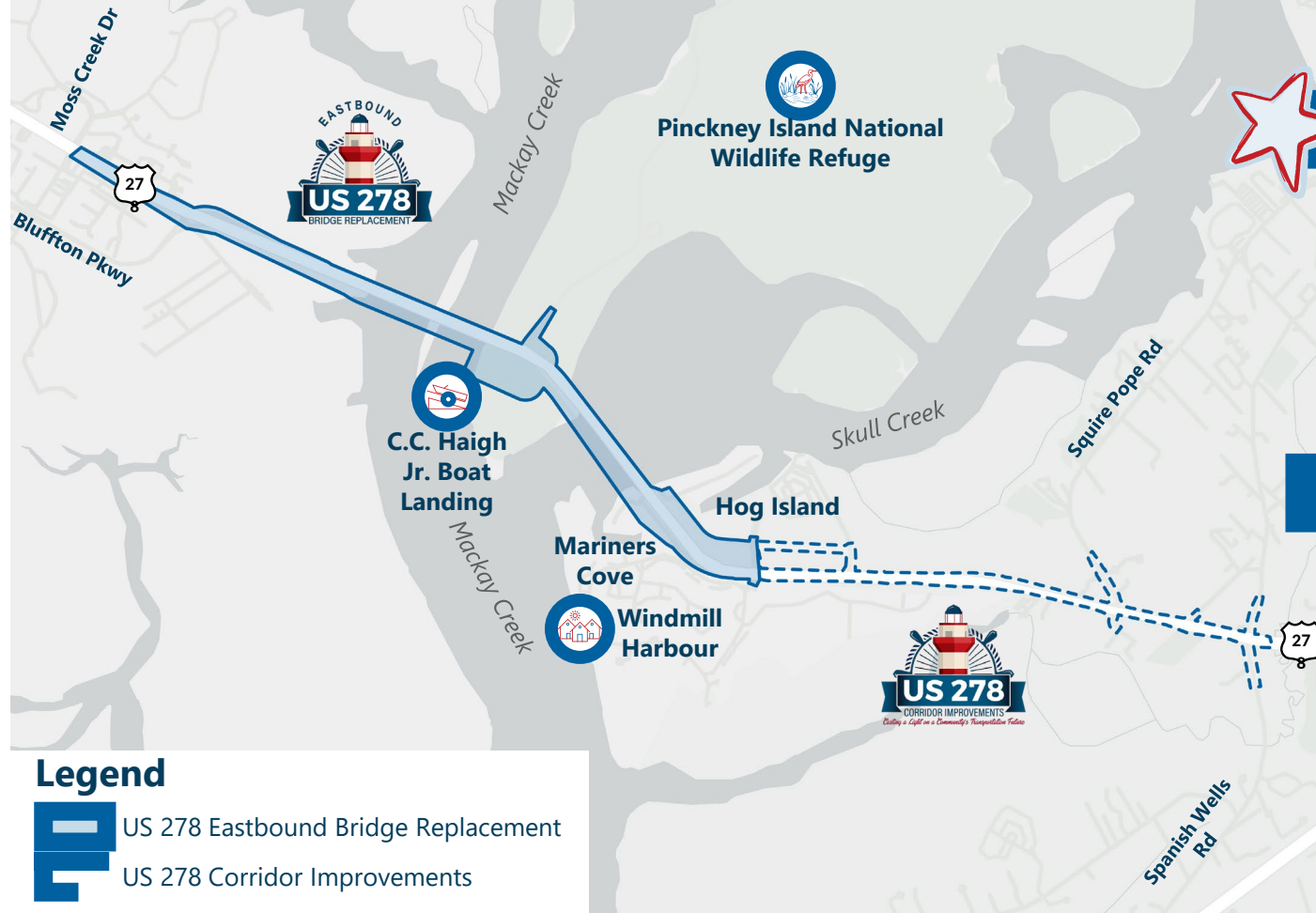
2020: \$3.32
2025: \$4.02 **↑ 21%**



2020: \$292M
2025: \$488M **↑ 67%**

What's the difference between the US 278 Eastbound Bridge Replacement and the US 278 Corridor Improvements projects?

Where are these projects?



What is the purpose of these projects?

US 278 Eastbound Bridge Replacement

The purpose of the project is to **eliminate structural deficiencies** and to **provide new bridge and roadway approaches** that meet current design standards

US 278 Corridor Improvements

The purpose of this project is to **address structural deficiencies** at the existing eastbound Mackay Creek bridge and **reduce congestion** along US 278 from Moss Creek Drive to Spanish Wells Road

Legend

-  US 278 Eastbound Bridge Replacement
-  US 278 Corridor Improvements

What's the difference between the US 278 Eastbound Bridge Replacement and the US 278 Corridor Improvements projects?

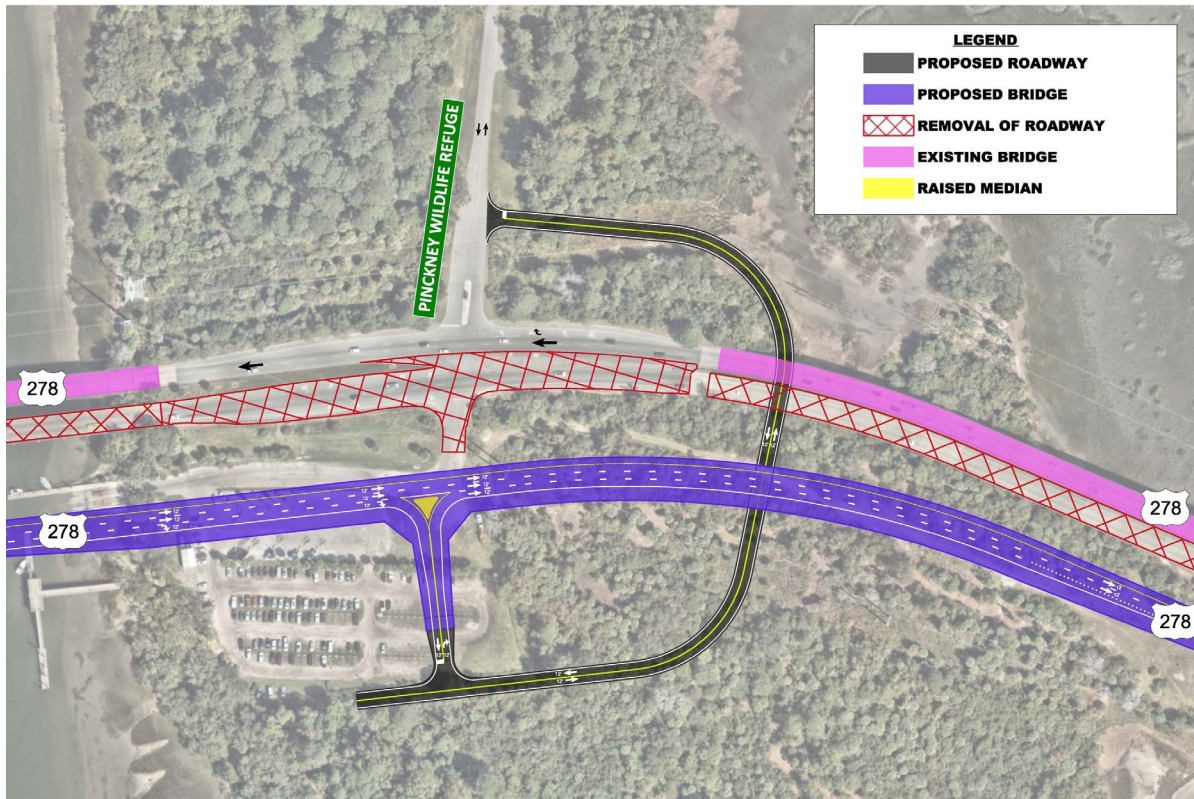
This **US 278 Eastbound Bridge Replacement project is just one part of a bigger vision.** The full US 278 Corridor Improvements project is still a priority, and SCDOT and Beaufort County are continuing to explore funding opportunities. The eastbound bridge replacement is moving forward now as a separate project—and it's being designed as a single, new bridge with two lanes and the potential to restripe to three lanes in the future if funding becomes available for the full corridor.

Proposed Improvements

Projects	Replacement of the eastbound bridges over Mackay and Skull Creek	Replacement of the westbound bridges over Mackay and Skull Creeks	Improved access to Pinckney Island Wildlife Refuge and C.C. Haigh Jr. boat landing	Maintained access to Hog Island/ Mariners Cove	Bicycle and pedestrian improvements	Traffic improvements on Hilton Head Island	Does not impact the Stoney Community
 US 278 Eastbound Bridge Replacement							
 US 278 Corridor Improvements							

Improving Access to Pinckney Island

The eastbound bridge replacement would improve access to Pinckney Island and the boat landing—just like many of you asked. *What changes would you see?*



US 278 traffic limited to right-in and right-out access, eliminating left turns while still providing access to both the Pinckney Island Wildlife Refuge and the C.C. Haigh Jr. Boat Landing from either direction

Eastbound



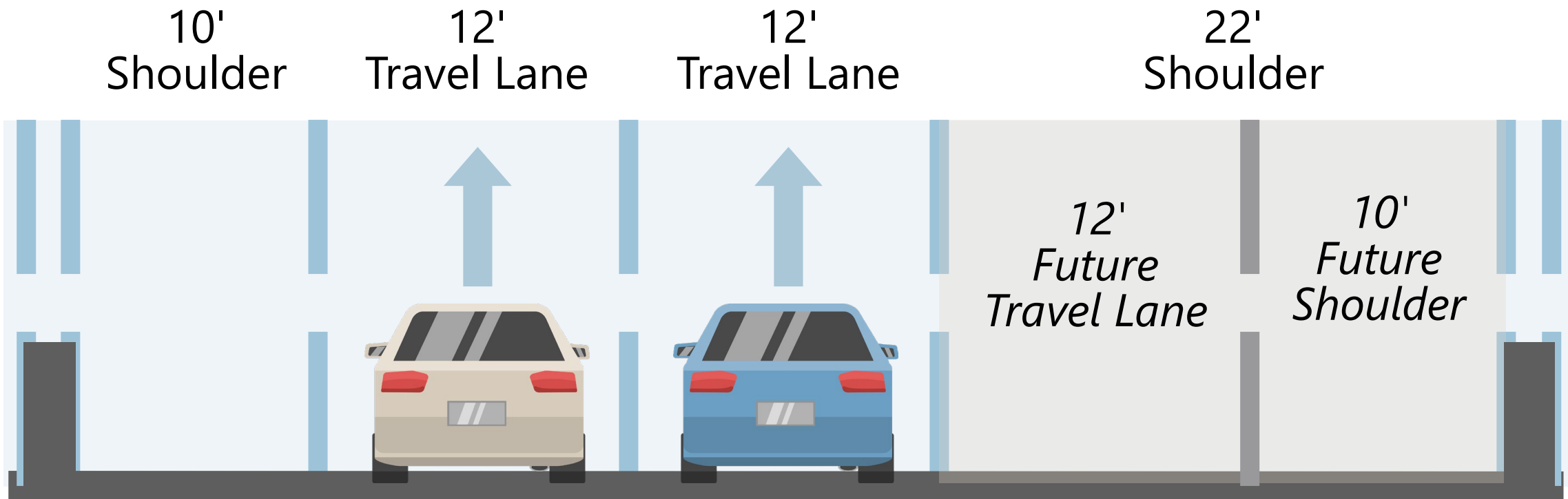
New ramp to access C.C. Haigh Jr. Boat Landing and new loop road to access Pinckney Island Wildlife Refuge

Westbound



New local access road would loop under both bridges to provide access to both the C.C. Haigh Jr. Boat Landing and the Pinckney Island Wildlife Refuge

Eastbound Lane Configuration



Schedule and Next Steps

Anticipated Project Schedule

Eastbound Bridge
Replacement Kick Off
Summer 2025



Public Information
Meeting
October 30, 2025

WE
ARE
HERE!

Categorical Exclusion
(CE) Approval
Spring/Summer 2026



Finalize Design
Spring 2027

Anticipated
Construction Letting
Winter 2027



What does this mean?



SCDOT and Beaufort County can meet the original timeline for replacement if we act now



Subject to FHWA approval, construction is anticipated to begin in early 2028



What about US 278 Corridor Improvements?

SCDOT and Beaufort County continue to **explore funding opportunities** that could bring the overall corridor improvements project to construction. The US 278 Eastbound Bridge Replacement would **work with** future corridor improvements should funding become available.

BUILT FOR TODAY, READY FOR TOMORROW

*This bridge replacement project is just one part of **a bigger vision.***

|| The full corridor project is on hold (funding gap)

 SCDOT & Beaufort County exploring funding options

+ The bridge replacement would work *with* future corridor improvements should funding become available

OCTOBER 30, 2025: PUBLIC INFORMATION MEETING



- 173 in-person attendees
- 149 comments received
- 1,450 views online



STAY CONNECTED



info@SCDOT278BridgeReplacement.com



www.SCDOT278BridgeReplacement.com



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Shawn Gillen, Special Projects Director
VIA: Don D'Adam, Public Projects Director
Jeff Netzing, Engineering Director
CC: Marc Orlando, ICMA-CM, Town Manager
Shawn Leininger, AICP, Deputy Town Manager
DATE: September 15, 2026
SUBJECT: Consideration of a Resolution by the Town of Hilton Head Island,
South Carolina Adopting the William Hilton Parkway Gateway
Corridor Master Plan

RECOMMENDATION:

Town Council consideration of a Resolution (Attachment 1) by the Town of Hilton Head Island, South Carolina adopting the William Hilton Parkway Gateway Corridor Master Plan (Attachment 3).

Upon adoption by Town Council, the Master Plan will serve as the Town's policy framework for future transportation, safety, multimodal, streetscape, drainage, access, landscape, and gateway improvements. Additionally, adoption of the Master Plan will allow the Town Manager to:

1. Utilize the Master Plan as the framework for future coordination with Beaufort County, SCDOT, federal agencies, property owners, and other project partners;
2. Advance improvements in phases based upon documented safety needs, operational deficiencies, community benefit, funding availability, and constructability;
3. Require subsequent engineering and project development to demonstrate the specific public benefit and need for each major improvement; and
4. Return to Town Council with funding strategies, sources, and planning-level cost estimates before individual capital projects are authorized.

BACKGROUND:

In follow up to the Town Council's March 4, 2025, approval of the joint resolution with Beaufort County to align the William Hilton Parkway Gateway Corridor project to available funding (Attachment 2), Town staff have advanced William Hilton Parkway Gateway Corridor Master Plan. This effort is supported by Goal #3 of the FY26-28 Town Council

Strategic Action Plan, specifically Action Item 3.2 that states, “Advance the William Hilton Parkway Gateway Corridor, with a focus within Town limits, through intergovernmental collaboration that prioritizes safety, mobility, aesthetics, and the preservation of the Stoney Historic Neighborhood in alignment with the Town’s core values.”

Town Council reviewed the draft Master Plan during Town Council workshops held on April 28, 2026, and July 28, 2026. Based on direction provided, Town staff further refined the Master Plan to include Town Council’s directives.

EXECUTIVE SUMMARY:

William Hilton Parkway (US 278) is Hilton Head Island’s transportation corridor. The segment between Windmill Harbour and Spanish Wells Road is simultaneously a regional transportation route, an island gateway, a neighborhood edge, and an area containing important cultural and historic resources.

The William Hilton Parkway Gateway Corridor Master Plan sets forth a vision for Hilton Head Island’s gateway, balancing regional mobility, safety, and multimodal connectivity with environmental stewardship and community preservation. Developed through extensive analysis of traffic patterns, crash data, and stakeholder input, the plan addresses critical needs along the gateway corridor from Jenkins Island through the Stoney Historic Neighborhood and the Spanish Wells Road / Wild Horse Road intersection, while not impacting private property and minimizing environmental impacts.

This analysis resulted in the following primary outcomes:

1. Enhancement of public safety and operational efficiency at Squire Pope Road / Chamberlin Drive and Spanish Wells Road / Wild Horse Road, which account for over 40% of collisions throughout the entire William Hilton Parkway corridor;
2. Improvements to pedestrian and bicycle connectivity, including new multi-use pathways, pedestrian bridges, and safer crossings;
3. Support for continuous traffic flow and reduced congestion through improved intersection designs (e.g., Continuous Green-T, dual left-turn lanes, new bridges);
4. Preservation of the cultural and historic character of the Stoney Historic Neighborhood and Gullah Geechee heritage areas, with targeted improvements such as public parking, park development, and streetscape enhancements;
5. Strengthened corridor resilience for hurricane evacuation and emergency access;
6. Integrated landscape, drainage, and streetscape upgrades to enhance aesthetics and environmental quality.

Recommended improvements are implemented through phased implementation based on documented safety needs, operational deficiencies, community benefit, and funding availability. Projects are supported by detailed cost estimates and diverse funding strategies, including federal, state, and regional sources.

The Master Plan reflects Town Council directives to prioritize safety, mobility, aesthetics, and the preservation of the Stoney Historic Neighborhood, aligning with Hilton Head Island's core values. It delivers a gateway corridor that is not simply widened, but thoughtfully reimagined to serve residents, businesses, and visitors. It is a comprehensive strategy to improve:

1. Public safety;
2. Intersection operations;
3. Traffic reliability;
4. Pedestrian and bicycle connectivity;
5. Emergency access;
6. Drainage;
7. Access management;
8. Streetscape and landscape character;
9. The long-term resilience and functionality of the corridor; and
10. Preservation of the Stoney Historic Neighborhood as a vital cultural and historic asset within the corridor

PURPOSE & NEED:

Inaction is not a neutral alternative. Without an adopted framework, future transportation decisions are more likely to occur incrementally, in response to individual intersections, development proposals, funding opportunities, or regional projects. A Master Plan allows the Town to establish its priorities and protect community interests before individual projects are designed.

The corridor requires coordinated planning as it serves several functions simultaneously. It must safely accommodate:

1. Residents;
2. Visitors;
3. Commuters;
4. Businesses;
5. Pedestrians;
6. Bicyclists;
7. Emergency responders;
8. Transit and other public services; and
9. Regional traffic entering and leaving Hilton Head Island.

The corridor also connects directly to the larger US 278 corridor and bridge improvements. Consequently, conditions on the Hilton Head Island side of the corridor must be planned in conjunction with regional transportation improvements. The Master Plan establishes a framework for addressing existing deficiencies while preparing for these future conditions.

GUIDING PRINCIPLES:

Throughout the planning process and as reviewed with Town Council at the Town Council Workshops, the William Hilton Gateway Corridor Master Plan is guided by four core principles:

1. Fix transportation issues in the corridor to enhance safety and quality of life for all residents, workers and visitors.
2. Improve safety and quality of life for the residents / neighborhoods / businesses directly impacted by the corridor improvements.
3. Create a gateway to Hilton Head Island that the region will be proud of.
4. Improve hurricane / emergency evacuation route.

TOWN COUNCIL DIRECTIVES:

At recent Town Council workshops, Town Council provided detailed directives to ensure that the final Master Plan reflects community expectations, safety improvements, and operational efficiency. These directives have been incorporated directly into the Master Plan and include:

1. Examine continuous flow traffic in the Windmill Harbour area allowing for elimination of the existing traffic signal by routing Crosstree Drive and C Heinrichs Circle traffic under bridges;
2. Provide new mast arms at Windmill Harbour entrance as a minimum improvement;
3. Ensure sufficient left turn stacking for C Heinrichs Circle turn;
4. Explore continuous flow from Squire Pope Road to Old Wild Horse Road;
5. Reduce lane widths to 11 feet on the inside lanes and 12 feet on the outside lanes;
6. Examine re-striping the westbound Cross Island Parkway into two lanes and corresponding adjustments to William Hilton Parkway to reduce the number of merge lanes;
7. Examine the use of pavement markings (i.e., chevrons) and other signage to improve vehicular movement and safety;
8. Reduce speed limit to 40 MPH throughout the corridor;
9. Provide roadway improvements and pedestrian accommodations on Humane Way;
10. Provide public parking for the Stoney Historic Neighborhood;
11. Maintain business access;
12. Minimize environmental impacts;
13. No private property impacts; and
14. Provide bike and pedestrian accommodations on the U.S. Highway 278 bridge.

MASTER PLAN RECOMMENDED IMPROVEMENTS:

The Master Plan proposes a focused set of improvements to enhance safety, traffic flow, multimodal connectivity, corridor aesthetics, and preservation of the Stoney Historic

Neighborhood. The following is a list of recommended improvements by each area of the Master Plan, Jenkins Island and Stoney Historic Neighborhood.

Jenkins Island

Roadway improvements include:

1. Implement intersection improvements at Crosstree Drive / C Heinrichs Circle (Windmill Harbour) to include mast arm replacement and turn lane improvements;
2. Convert Jenkins Road to right-in, right-out;
3. Construct Jenkins Island access road, trailhead park, and public parking improvements;
4. Construct an additional eastbound and westbound travel lanes from bridge to Squire Pope Road / Chamberlin Drive intersection; and
5. Beaufort County / SCDOT consider a potential under-bridge roadway connection to support continuous flow of traffic.

Pedestrian and other improvements include:

1. Multi-use pathway (both sides of William Hilton Parkway);
2. Pathway connection under the bridges to avoid pedestrian crossings on William Hilton Parkway;
3. New trailhead park on Jenkins Island with public parking and vehicular access to Jenkins Island Cemetery.
4. Landscape improvements between bridge abutment and Windmill Harbour; and
5. Expanded median plantings through the corridor.

Stoney Historic Neighborhood

Roadway improvements include:

1. Squire Pope Road / Chamberlin Drive
 - a. Reconfigure the intersection to Continuous Green-T providing continuous westbound traffic flow on William Hilton Parkway;
 - b. In support of the Continuous Green-T, construct of a new pedestrian bridge at Squire Pope Road / Chamberlin Drive designed to maintain north-south pedestrian connectivity as a grade separated crossing while enhancing safety and accessibility for all users;
 - c. Extend Chamberlin Drive to Humane Way with connections to private parcels, allowing westbound access to William Hilton Parkway at Spanish Wells Road; and
 - d. Maintain current access for the Stewart Family properties.
2. Spanish Wells Road / Wild Horse Road
 - a. Initially implement baseline improvements that will enhance the existing intersection configuration by providing dedicated lanes for all traffic movements onto William Hilton Parkway through the addition of dedicated

- dual left-turn lanes and a dedicated right-turn lane on Spanish Wells Road and dedicated right turn and thru-lanes on Wild Horse Road with traffic signal operation improvements; and
- b. As a next phase, construct a new two-lane bridge over William Hilton Parkway immediately to the west of the current Spanish Wells Road / Wild Horse Road intersection to allow for the elimination of the existing signal and continuous flow of William Hilton Parkway traffic.
 3. Improvements to Humane Way, including multi-use pathway and Spanish Wells Road connection improvements;
 4. Streetscape improvements on Old Wild Horse Road to add curb gutter, improve stormwater management, add sidewalks, and install street trees;
 5. Consider a potential connector between Wild Horse Road and Old Wild Horse Road; and
 6. Consider a potential connector between Wild Horse Road and Northpoint on Jarvis Creek.

Pedestrian and other improvements include:

1. Expansion of park space adjacent to Old Schoolhouse Park on Town-owned land to showcase Gullah Geechee heritage;
2. Multi-use pathway (both sides of William Hilton Parkway); and
3. Expanded median plantings through the corridor.

DATA DRIVEN ANALYSIS:

The recommended improvements of the William Hilton Parkway Gateway Corridor Master Plan are grounded in a comprehensive analysis of traffic counts, turning movements, operational performance, and crash data collected over time. This data-driven approach focused on key intersections, particularly Squire Pope Road / Chamberlin Drive and Spanish Wells Road / Wild Horse Road. The analysis utilized industry-standard methodologies, such as those prescribed by SCDOT and the Institute of Transportation Engineers (ITE), and included peak-hour Turning Movement Counts (TMCs) and Level of Service (LOS) evaluations, to identify operational deficiencies and safety risks.

Crash data from 2018–2024 revealed persistent safety concerns, with 1,108 reported crashes, 81 major injuries, and 6 fatalities within the approximately 2-mile corridor segment. Rear-end and angle collisions were most frequent, often linked to distracted driving, failure to yield, and excessive speed. The Master Plan prioritizes improvements at these high-risk locations, emphasizing intersection redesign, conflict reduction, and multimodal safety enhancements.

Operational modeling demonstrated that targeted intersection upgrades, such as the proposed Continuous Green-T at Squire Pope Road and dual left-turn lanes at Spanish Wells Road, will significantly reduce delays and improve safety. The plan also integrates pedestrian and bicycle accommodations, landscape enhancements, and phased implementation based on documented needs and funding availability.

Detailed data, analysis, and findings are provided in Attachment 4 with summary level findings provided in the Appendix of the Master Plan (Attachment 3).

PROJECT BENEFITS:

Upon implementation, the Master Plan recommendations will provide a series of corridor-wide benefits that strengthen mobility, safety, and operational reliability across William Hilton Parkway while supporting environmental and community stewardship.

These operational and safety benefits are summarized by impact to the corridor and intersection in the Performance Matrix on page 40 of the Master Plan (Attachment 3). Targeted projects along the William Hilton Parkway corridor provide safety improvements for both drivers and pedestrians through the Stoney neighborhood. Enhancements at the intersections of Squire Pope Road / Chamberlin Drive and Spanish Wells Road / Wild Horse Road reduce congestion and create smoother, more predictable traffic flow. By reconfiguring lanes, updating signal operations, and adding dedicated pedestrian infrastructure, these projects remove conflict points and shorten delays, which improves overall roadway safety.

At the intersection of Squire Pope Road / Chamberlin Drive, overall delays are reduced by approximately 35 percent, with an even more substantial benefit for the westbound US 278 movement during the PM peak hour, where delays decrease by nearly 50 percent.

Adding dual left-turn lanes and providing dedicated lanes for all movements on Spanish Wells Road is projected to reduce delay on the northbound approach by approximately 40.8 percent during the PM peak hour. The Wild Horse Road southbound approach experiences meaningful improvement as well with a new right-turn lane and dedicated thru-lane also providing dedicated lanes for all movements, with delays decreasing by about 22.2 percent.

The largest safety benefits come from the proposed two-lane bridge with a dedicated pathway at the Spanish Wells Road / Wild Horse Road intersection. This improvement significantly reduces through-traffic delay, eliminates several conflict points, and integrates new roundabouts to create calmer and more organized vehicle circulation. Together, the corridor's improvements strengthen multimodal safety by giving pedestrians new protected crossings and reducing vehicle interactions. The result is a safer, more efficient corridor where predictable movement, reduced congestion, and clearer traffic patterns work in tandem to minimize crashes and enhance travel reliability for all users.

Benefits to the corridor are also realized by providing additional eastbound and westbound lanes on William Hilton Parkway. These additional lanes eliminate bottlenecks resulting in the reduction from two lanes to three lanes and providing capacity to support traffic volumes.

PROJECT PHASING & PRICING:

Recommended improvements are aligned into logical phases, supported by detailed cost projections and a diverse set of potential funding mechanisms.

The plan is organized into distinct project segments, each with recommended phasing to optimize benefits and minimize disruption. Project sequencing has been updated based directly on Town Council's input and the realities of project planning, permitting and construction timelines. This sequence places priority on safety improvements and considers the most likely pathways for funding availability. This ensures that the Town is positioned to pursue realistic, impactful projects in a strategic order.

The projects in the following table are high impact, high priority and can move forward within a relatively short timeframe. Some improvements must occur together to achieve proper traffic flow. For example, the connection of Chamberlin Drive to Spanish Wells Road and construction of a pedestrian bridge needs to occur concurrently with the Squire Pope Road Continuous Green-T to ensure appropriate westbound access from Chamberlin Drive onto William Hilton Parkway and safe pedestrian connectivity across William Hilton Parkway.

Recommended Immediate Priority Master Plan Projects Sequence and Cost

Project	Description	Estimated Cost
Project A (Intersection Improvement)	Implement baseline improvements at Spanish Wells Road / Wild Horse Road intersection to provide dedicated lanes for all traffic movements onto William Hilton Parkway through the addition of dedicated dual left-turn lanes and a dedicated right-turn lane on Spanish Wells Road and dedicated right turn and thru-lanes on Wild Horse Road with traffic signal operation improvements	\$4,300,000
Project B (Intersection Improvement)	Implement eastbound Continuous Green-T at Squire Pope Road / Chamberlin Drive intersection	\$900,000
Project C (Intersection + Pathway Improvements)	Construct pedestrian bridge west of Squire Pope Road / Chamberlin Drive intersection	\$14,100,000
Project D (Road Connection)	Extend Chamberlin Drive to connect with Spanish Wells and add pedestrian pathway along Humane Way	\$3,600,000

Project E (Streetscape Improvement)	Implement Old Wild Horse Road streetscape enhancements	\$4,700,000
	SUBTOTAL	\$27,600,000

The projects listed in the table below remain high-priority initiatives; however, they are expected to progress over a longer duration. This is due to factors such as required regulatory permitting, more complex design and engineering needs, and dependencies on other improvements or coordination efforts. These elements add time and sequencing considerations, making their advancement more extended even though their importance is unchanged.

Recommended Future Master Plan Projects Sequence and Cost

Project	Description	Estimated Cost
Project F (Park Improvement)	Develop Gullah Geechee Heritage Park	\$2,500,000
Project G (Intersection Improvement)	Construct two-lane bridge with pathway at Spanish Wells Road / Wild Horse Road intersection including new roundabouts	\$36,100,000
Project H (Intersection Improvement)	Implement intersection improvements at Crosstree Drive / C Heinrichs Circle (Windmill Harbour) to include mast arm replacement and turn lane improvements	\$1,100,000
Project I (Pathway Improvements)	Implement corridor pathway, landscaping, wayfinding, placemaking improvements	\$16,600,000
Project J (Intersection Improvement)	Construct Jenkins Island access road, parking lots, cemetery improvements	\$8,100,000
Project K (Road Expansion)	Construct an additional eastbound travel lane from bridge to Squire Pope Road / Chamberlin Drive intersection	\$20,200,000
Project L (Road Expansion)	Construct an additional westbound travel lane from Squire Pope Road / Chamberlin Drive intersection to bridge	\$13,600,000
	SUBTOTAL	\$98,200,000
	GRAND TOTAL (ALL PROJECTS)	\$125,800,000

FUNDING STRATEGY:

A diverse and resilient funding strategy is essential to advance the Town's transportation, safety, and mobility priorities. There are a broad range of potential federal, state, and

regional funding sources that can be aligned with specific project needs. Leveraging multiple programs not only increases overall competitiveness but also allows the Town to match the right funding opportunity with the right improvement, ensuring long-term feasibility and timely delivery of critical infrastructure investments.

Having a Town Council adopted William Hilton Parkway Gateway Corridor Master Plan is a critical step in securing these funding opportunities. By clearly defining project priorities, timelines, and implementation strategies, the Master Plan demonstrates readiness and accountability to prospective funding agencies. It provides the necessary technical justification, aligns proposed improvements with broader regional and state goals, and strengthens the Town's ability to compete for limited grant resources. Ultimately, a Master Plan helps ensure that funding partners have confidence in the Town's long-term vision and capacity to deliver impactful transportation and mobility projects.

ADDITIONAL IMPROVEMENTS SUPPORTING THE MASTER PLAN:

While the basis of the Master Plan is rooted in this segment of the overall William Hilton Parkway corridor, the Town has numerous other projects identified to support these improvements. These projects include intersection improvements, adaptive signal improvements, signal timing and operational enhancements, pedestrian safety improvements, school zone improvements, speed reductions, pedestrian lighting, and streetscape improvements.

1. Gum Tree Road;
2. Squire Pope Road;
3. Main Street;
4. Wilborn Road;
5. Palmetto Bay Road and Arrow Road / Point Comfort Road;
6. Sea Pines Circle short-term and long-term improvements; and
7. William Hilton Parkway adaptive signal timing and operations assessment.

APPENDIX:

An Appendix has been added to the Master Plan to consolidate and provide the detailed technical foundation that supports the Master Plan's recommendations. It includes traffic and safety analyses, intersection performance assessments, turning-movement data, level-of-service evaluations, and crash statistics for key intersections such as Squire Pope Road / Chamberlin Drive and Spanish Wells Road / Wild Horse Road.

The Appendix also documents operational simulations, and full-buildout performance projections, demonstrating how proposed improvements reduce delay, improve flow, and lower crash risks. In addition, it contains engineering sections, streetscape concepts, and pedestrian infrastructure precedent images, which illustrate design feasibility and multimodal enhancements across Jenkins Island, Stoney Historic Neighborhood, and other corridor segments.

Overall, the Appendix serves as the Master Plan's technical evidence base, detailing the data, analyses, and engineering considerations that justify the proposed intersection upgrades, roadway and pathway improvements, and safety-focused design strategies.

SUMMARY FINDINGS:

William Hilton Parkway is Hilton Head Island's transportation corridor, requiring coordinated, systemwide planning to ensure long-term performance and avoid project-by-project solutions. A Master Plan offers a more effective and comprehensive approach to addressing safety, mobility, and community needs than isolated improvements.

Persistent safety deficiencies, high crash frequencies, especially at Squire Pope Road/Chamberlin Drive and Spanish Wells Road/Wild Horse Road, and declining operational reliability underscore the urgent need for targeted intersection improvements, conflict reduction strategies, and enhancements to manage current and future transportation demand. A No Build alternative would fail to address these issues, resulting in continued deterioration of safety and traffic operations.

The Master Plan prioritizes operational and capacity improvements, multimodal connectivity (including continuous pedestrian and bicycle facilities), and thoughtful integration of cultural and historical resources. Design principles resulting in no private property impacts align with Town Council directives and community priorities.

Adoption of the Master Plan preserves Town Council's authority over project specifics, supports phased implementation aligned with need and funding, and ensures a balanced approach that advances corridor mobility and safety while protecting fiscal resources, private property, cultural heritage, and community character.

NEXT STEPS:

Upon adoption, Town staff will transition its focus toward coordinated implementation efforts. This will include working closely with Beaufort County and SCDOT to ensure strategic alignment, developing and evaluating funding strategies, and initiating the design phases necessary to advance the priority projects.

ATTACHMENTS:

1. Resolution
2. Exhibit A to Resolution: Adopted Joint Resolution of the Town of Hilton Head Island and Beaufort County to Redefine the US278 Corridor Project
3. Exhibit B to Resolution: William Hilton Parkway Gateway Corridor Master Plan
4. Data Analysis & Findings

Attachment 1

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

A RESOLUTION BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ADOPTING THE WILLIAM HILTON PARKWAY GATEWAY CORRIDOR MASTER PLAN AND OTHER MATTERS RELATED THERETO

WHEREAS, the Town of Hilton Head Island (“*Town*”) on March 4, 2025, approved a joint resolution with Beaufort County regarding the project scope and funding strategy for the William Hilton Gateway Corridor Project (“*Project*”), as shown in “*Exhibit A*” attached hereto and incorporated herein by reference. The Town reviewed and verified that the assumptions, methodologies, alternatives and preferred design recommendations are technically accurate and serve the best interest of Hilton Head Island and to advance a proposed draft William Hilton Parkway Gateway Corridor Master Plan (“*Master Plan*”) as shown in “*Exhibit B*” attached hereto and incorporated herein by reference; and,

WHEREAS, the adoption of this Master Plan is supported by Goal #3 of the FY26-28 Town Council Strategic Action Plan as adopted by Town Council on July 15, 2025, specifically Action Item 3.2 that states, “Advance the William Hilton Parkway Gateway Corridor, with a focus within Town limits, through intergovernmental collaboration that prioritizes safety, mobility, aesthetics, and the preservation of the Stoney Historic Neighborhood in alignment with the Town’s core values;” and,

WHEREAS, the objective of the master planning process is to develop a comprehensive Master Plan that will define the future of a portion of William Hilton Parkway (U.S. Highway 278) generally located from the foot of the bridge on Jenkins Island to the intersection with Spanish Wells Road and,

WHEREAS, the Town Council expressed a desire for a master plan to be drafted which reflects regional coordination, incorporates stakeholder input, and integrates community values. The Town Council reviewed a draft Master Plan during workshops held on April 28, 2026, and July 28, 2026; collectively the “*Workshops*”; and,

WHEREAS, more specifically, at the Workshops, the Town Council discussed guiding principles that were to serve as the basis for the Master Plan as follows:

1. Fix transportation issues in the corridor to enhance safety and quality of life for all residents, workers and visitors.
2. Improve safety and quality of life for the residents /neighborhoods / businesses directly impacted by the corridor improvements.
3. Create a gateway to Hilton Head Island that the region will be proud of.
4. Improve hurricane/emergency evacuation route.

The Town used the above guiding principles during the drafting and review process; and,

WHEREAS, the Town Council desired to establish a set of directives to be included in the

Master Plan. Those directives are as follows:

1. Examine continuous flow traffic in the Windmill Harbour area allowing for elimination of the existing traffic signal by routing Crosstree Drive and C Heinrichs Circle traffic under bridges;
2. Provide new mast arms at Windmill Harbour entrance as a minimum improvement;
3. Ensure sufficient left turn stacking for C Heinrichs Circle turn;
4. Explore continuous flow from Squire Pope Road to Old Wild Horse Road;
5. Reduce lane widths to 11 feet on the inside lanes and 12 feet on the outside lanes;
6. Examine re-striping the westbound Cross Island Parkway into two lanes and corresponding adjustments to William Hilton Parkway to reduce the number of merge lanes;
7. Examine the use of pavement markings (i.e., chevrons) and other signage to improve vehicular movement and safety;
8. Reduce speed limit to 40 MPH throughout the corridor;
9. Provide roadway improvements and pedestrian accommodations on Humane Way;
10. Provide public parking for the Stoney Historic Neighborhood;
11. Maintain business access;
12. Minimize environmental impacts;
13. No private property impacts;
14. Provide bike and pedestrian accommodations on the U.S. Highway 278 bridge; and,

WHEREAS, this segment of the U.S. Highway 278 / William Hilton Parkway Gateway Corridor experiences traffic congestion during peak time and had over 1,108 crashes from 2018-2024; and

WHEREAS, the Master Plan recommendations are based on data driven solutions resulting from the analysis of traffic volumes, traffic operations, turning movement counts, and crash data in alignment with the stated guiding principles and Town Council directives; and

WHEREAS, recommended improvements are proposed to be implemented in phases based upon documented safety needs, operational deficiencies, community benefit, funding availability, and constructability; and,

WHEREAS, the responsibilities for the study, design, implementation, maintenance, and operation of improvements to the U.S. Highway 278 Bridge and William Hilton Parkway Gateway Corridor are shared between the State of South Carolina, Beaufort County, and the Town and require the coordination among each other to implement the vision established by the Master Plan, and

WHEREAS, the Town Council finds that the proposed Master Plan integrates multimodal performance, driver and pedestrian safety, economic considerations, community preservation, environmental stewardship, and that it is in the best interest of the citizens, residents, and visitors of Hilton Head Island to adopt the Master Plan.

NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH

CAROLINA, THAT:

1. The Town Council hereby adopts the William Hilton Parkway Gateway Corridor Master Plan as shown in Exhibit B, attached hereto and incorporated herein by reference.
2. The William Hilton Parkway Gateway Corridor Master Plan will serve as the Town's policy framework for future transportation, safety, multimodal, streetscape, drainage, access, landscape, and gateway improvements.
3. The Town Manager is authorized to utilize the William Hilton Parkway Gateway Corridor Master Plan to:
 - a. As the framework for future coordination with Beaufort County, SCDOT, federal agencies, property owners, and other project partners;
 - b. Advance improvements in phases based upon documented safety needs, operational deficiencies, community benefit, funding availability, and constructability;
 - c. Require subsequent engineering and project development to demonstrate the specific public benefit and need for each major improvement; and
 - d. Return to Town Council with funding strategies, sources, and planning-level cost estimates before individual capital projects are authorized.

MOVED, APPROVED, AND ADOPTED ON THIS ____ DAY OF _____, 2026.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Brittany Ward, Town Attorney

Exhibit A rm Pcqmjsrgm l

RESOLUTION 2025/15

A JOINT RESOLUTION OF BEAUFORT COUNTY & TOWN OF HILTON HEAD ISLAND TO REDEFINE THE US 278 CORRIDOR PROJECT (ALSO KNOWN AS THE WILLIAM HILTON PARKWAY GATEWAY CORRIDOR PROJECT) TO ALIGN WITH THE AVAILABLE FUNDING

WHEREAS, the current proposed 278 Corridor Project (also known as the William Hilton Parkway Gateway Corridor Project [“Project”]) includes a six-lane bridge with a multi-use pathway and roadway improvements spanning from Moss Creek Drive to Spanish Wells Road; and

WHEREAS, any Funds expended from the 2018 Referendum as per the referendum will solely be expended within the originally defined project area from Moss Creek Drive to Squire Pope Road, and funds spent for improvements between Squire Pope Road and Spanish Wells Road will be sourced solely from Local Impact Fee Revenue; and

WHEREAS, the current available funding for the Project totals \$298.85 million, consisting of \$101 million from Beaufort County (sales tax and impact fees), \$3.35 million from the Town of Hilton Head Island (right-of-way donations), \$74.5 million from the South Carolina Department of Transportation (SCDOT), and \$120 million from the State Infrastructure Bank (SIB); and

WHEREAS, in February 2024, SCDOT provided an updated Project cost estimate, increasing the projected Project cost from \$305 million to \$488 million; and

WHEREAS, this updated Project cost estimate was reflected in our following quarterly report to the SIB, and upon receipt, the SIB requested a meeting with the County to address the project status and funding shortfall; and

WHEREAS, at a meeting on May 29, 2024, between SIB, SCDOT, state representatives, and Beaufort County, the County proposed a pro-rata cost-sharing arrangement between SIB, SCDOT, and the County to cover the \$190 million Project funding shortfall; and

WHEREAS, in a follow-up letter to SIB dated July 3, 2024, the County formally requested \$90 million from SIB to match a \$90 million contribution from the County, contingent upon voter approval of a proposed Transportation Sales Tax Referendum in November 2024; and

WHEREAS, on November 5, 2024, the Transportation Sales Tax Referendum did not receive voter approval thereby rendering the County’s proposed match unavailable; and

WHEREAS, on November 7, 2024, SIB issued a letter to the County requesting a response within 15 days regarding the County’s plan to address the \$190M Project funding shortfall; and

WHEREAS, at its November 12, 2024, County Council meeting, the Council voted not to allocate additional funds to the Project; and

WHEREAS, in a letter to Beaufort County dated November 18, 2024, SCDOT reiterated the deteriorating condition of the eastbound Mackay Creek Bridge, stating that its current condition is rated a 4 out of 10, and emphasized that a decision on a viable project must be made by March 31, 2025, to proceed with construction by 2027; and

WHEREAS, at the November 20, 2024, SIB meeting, an extension was granted to Beaufort County until March 31, 2025, for the County to provide a revised funding plan for the Project; and

WHEREAS, on January 9, 2025, Senator Tom Davis, with support from the state delegation, presented a proposal to redefine the Project to match available funding; and

WHEREAS, SCDOT has provided six project options along with cost estimates for each option, including the proposal endorsed by Senator Tom Davis; and

WHEREAS, only two of the six options, (excluding the standalone Mackay Creek Bridge replacement) fall within the available \$298.85 million budget; and

WHEREAS, a joint meeting of the Beaufort County Council and the Hilton Head Town Council was held on February 12, 2025, to discuss the options for the Project presented by SCDOT and the funding for the Project.

WHEREAS, in a February 28, 2025, letter from South Carolina Secretary of Transportation Justin Powell, to Senator Tom Davis, if the projected proceeds, SCDOT will make it a "design build" Project and is willing to include in the procurement documents and in the scoring of new proposals, a preference for alternatives that provide two way access, meaning one can exit from the New Bridge heading eastbound onto Pinckney Island as well as depart from Pinckney Island on to the New Bridge to head eastbound to Jenkins Island, rather than the current plan to provide access to Pinckney Island solely from Jenkins Island, a copy of which is incorporated by reference and attached as Exhibit B.

NOW THEREFORE, BE IT RESOLVED THAT THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, AND THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, hereby adopt a revised scope for the Project to align with the available funds. The revised Project includes the following elements:

Revised Project Scope:

1. * Demolition of the existing eastbound bridge over Mackay Creek, construction of a new bridge extending from the mainland to Jenkins Island ("New Bridge"), and retaining the existing two lane eastbound bridge over Skull Creek and the two existing two lane westbound bridges over Mackay Creek and Skull Creek* Construction of the New Bridge will be a three-lane eastbound lifeline bridge without a multi-use pathway.
2. * Striping the New Bridge for two lanes, with only necessary road tie-ins included.
3. Designing the New Bridge width to accommodate temporary four-lane use in the future if westbound bridge replacement is required.
4. * The New Bridge will be designed so that there is a preference to provide two-way access to and from Pinckney Island from the New Bridge over the use of the existing Skull Creek

- bridge, either the eastbound or westbound lanes being repurposed for two-way access to Pinckney Island.
5. * Construction of a Hog Island connector road/bridge to provide access to Mariner's Cove, Blue Heron Point, and Hog Island, linking back to US 278 at the Windmill Harbor intersection.
 6. * Retention and improvement of the Windmill Harbor traffic signal with mast arms.
 7. The Town of Hilton Head Island and Beaufort County agree to work cooperatively on the following:
 - i. Transfer the maintenance and repair responsibilities of the Windmill Harbor Traffic Signal to the Town of Hilton Head Island. Funding for mast arms and installation of adaptive technology consistent with that installed on existing Town of Hilton Head Island Signals will be eligible for the use of Reserve Funds if they remain at the end of the bridge project.
 - ii. Explore providing a bike/pedestrian lane on the new eastbound bridge structure, as part of the built third lane, until the third lane is needed for traffic operations.
 - iii. Request that SCDOT reduce the speed limit of the William Hilton Parkway Corridor to 40mph.

*These project elements are identified in SCDOT's "Option 1," attached as Exhibit A.

Funding Elements:

Funding Source	Amount (in millions)
Current Project Funding (SIB, DOT, Local)	\$295.50M
Additional SCDOT Funding (DOT, Local)	\$ 16.10 M
<u>Spent to Date (DOT, Local)</u>	<u>- \$ 13.07 M</u>
Total Available Funding	\$298.53M

Planned Project Costs	Amount (in millions)
Revised Project Costs (SIB, DOT, Local)	\$257.70M
Remaining Engineering Costs (DOT, Local)	\$ 15.00M
Reserve Funds (Local)	\$ 14.33M
PSD Relocation Funds (Local)	\$ 6.50M
<u>Stoney Historic Community Safety Projects (Local)</u>	<u>\$ 5.00M</u>
Total Costs	\$298.53M

Use of Local Funds:

1. Reserve Funds will cover potential project overruns.
2. The Project will fund the replacement of the 24" waterline up to the limits defined in State Act 36, plus the allocated \$6.5 million in Local Funds Costs for the waterline relocation not covered by the combination of State Act 36 and Local Funds will be funded using Reserve Funds as the top priority.
3. To address immediate safety concerns in the Stoney Historic Community, a minimum of \$5.0 million in Local Funds will be set aside and reserved for a local road project, with funds made available upon approval of the Project by the Federal Highway Administration, with the Town overseeing design and construction, prioritized as follows:
 - i. Squire Pope intersection enhancements – (pedestrian safety, turn movements, etc.)
 - ii. Sidewalk enhancements

- iii. Spanish Wells intersection enhancements – (pedestrian safety, turn movements, etc.)
- iv. Signage – safety/wayfinding
- 4. Any remaining Reserve Funds, not spent on the above, shall be used for other local road improvements along the corridor between Moss Creek Drive and Spanish Wells Road.

Adopted this 10th day of March 2025.

COUNTY COUNCIL OF BEAUFORT COUNTY

ATTEST:

BY: Alice G. Howard
Alice Howard, Chair

Sarah W. Brock

Sarah W. Brock, Clerk to Council

Adopted this 4th day of March 2025.

HILTON HEAD ISLAND TOWN COUNCIL

BY: Alan R. Perry
Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon

Kimberly Gammon, Clerk to Council



3-lane Bridge (capable of accommodating 4th lane) with using portion of Westbound bridge for off island and one of the old Skull Creek for access to Pinckney Island

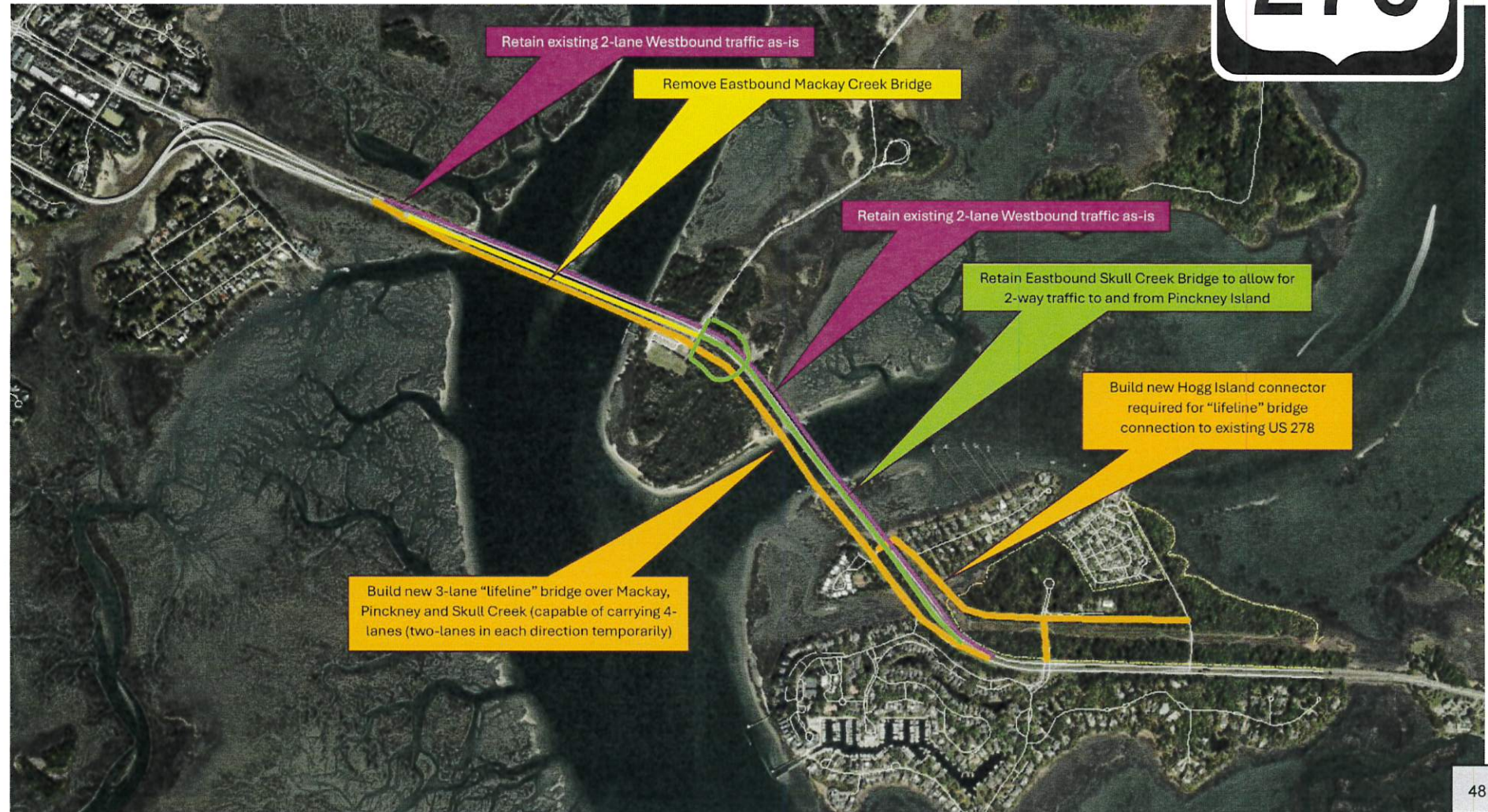


EXHIBIT B



Justin P. Powell
Secretary of Transportation
803-737-0874 | 803-737-2038 Fax

February 28, 2025

The Honorable Tom Davis
South Carolina Senate
203 Gressette Building
Columbia, SC 29201

Dear Senator Davis:

As you are aware, Beaufort County and the Town of Hilton Head Island are in discussions about revising the US-278 Bridge project into a smaller project focused on the eastbound approach from Bluffton onto Hilton Head Island.

The South Carolina Department of Transportation (SCDOT) has developed an alternative to build a single span across Mackay Creek and Skull Creek. While designed for future capacity, the structure would be striped for two lanes and would tie into the existing US-278 once on Hilton Head Island. This approach would address SCDOT concerns about the US-278 eastbound bridge over Mackay Creek and advance a project that facilitates the long-term plan to reconstruct all four bridges onto the island.

Consistent with the original proposal for the full bridge, the revised plan would aim to reduce the environmental impacts to the Pinckney Island National Wildlife Refuge by not having the structure touch down on the island. Given the budgetary constraints of funds available from Beaufort County, the State Infrastructure Bank, and SCDOT, the current plan has public access to Pinckney Island solely from Hilton Head Island. Full access to Bluffton from Pinckney Island would be established in the future when the westbound structures are replaced.

I recognize the concern about vehicles traveling from Bluffton to Pinckney Island will now be required to travel to Hilton Head Island first. To that end, I want to offer the following:

- 1) If the revised project proceeds, SCDOT will make it a "design build" project. In that process, SCDOT will select a joint design and construction team to finalize plans on the project and build the bridge.
- 2) The design build process promotes innovation and allows teams to propose alternatives that can improve the project. This could include proposing new ways to access Pinckney Island than currently contemplated.
- 3) SCDOT is willing to include in the procurement documents and in the scoring of the proposals from the teams a preference for alternatives that provide two-way access onto Pinckney Island than the current plan to provide access solely from Hilton Head Island.

This approach will allow the project to proceed on its current budget and provide an opportunity to apply additional innovation to the project that could resolve access concerns to Pinckney Island.

Please do not hesitate to reach out if I can be of further assistance.

Sincerely,

Justin P. Powell
Secretary of Transportation

CC: Beaufort County Legislative Delegation
SCDOT Commission

Post Office Box 191
955 Park Street, Room 309
Columbia, SC 29202-0191



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855-GO-SCDOT (855-467-2368)

**TOWN OF HILTON HEAD ISLAND
WILLIAM HILTON PARKWAY GATEWAY CORRIDOR MASTER PLAN**

Data Analysis & Findings

INTRODUCTION

The Master Plan recommendations are based on an analysis of a series of data points collected over time. This data includes traffic counts, turning movements, operational analysis, crash data, and other factors to help understand the issues impacting transportation corridor.

Much of the analysis is focused at intersections throughout the corridor. Intersections are where conflict points exist that require traffic control management (e.g., traffic signals) and are also where most accidents will occur from slowing or stopping traffic and traffic entering or crossing a roadway. It is at intersections where congestion can occur during peak times of traffic.

Intersection operation is driven by what happens during the busiest hours of the day, which is why peak-hour Turning Movement Counts (TMCs) are the standard tool. These counts document the interactions among vehicles at the precise times when movements are most complex and when crash risk is highest. Conflict points, not daily volume totals, are what influence crash frequency and severity, and understanding them requires knowing how traffic behaves during peak conditions.

For this reason, both standard engineering practice and SCDOT requirements center on using peak-hour TMCs collected on a typical day. This approach produces reliable, consistent data that supports accurate modeling and meaningful safety analysis. In short, TMCs allow engineers to understand the true dynamics of an intersection and design improvements that respond to how people actually use it.

The analysis of the end-to-end US 278 corridor study developed by The Lowcountry Council of Governments (LCOG) and Beaufort County, the US 278 corridor was divided into three separate segments based on geographic location, context, land-use, and geometric features and conditions. See map on the next page.

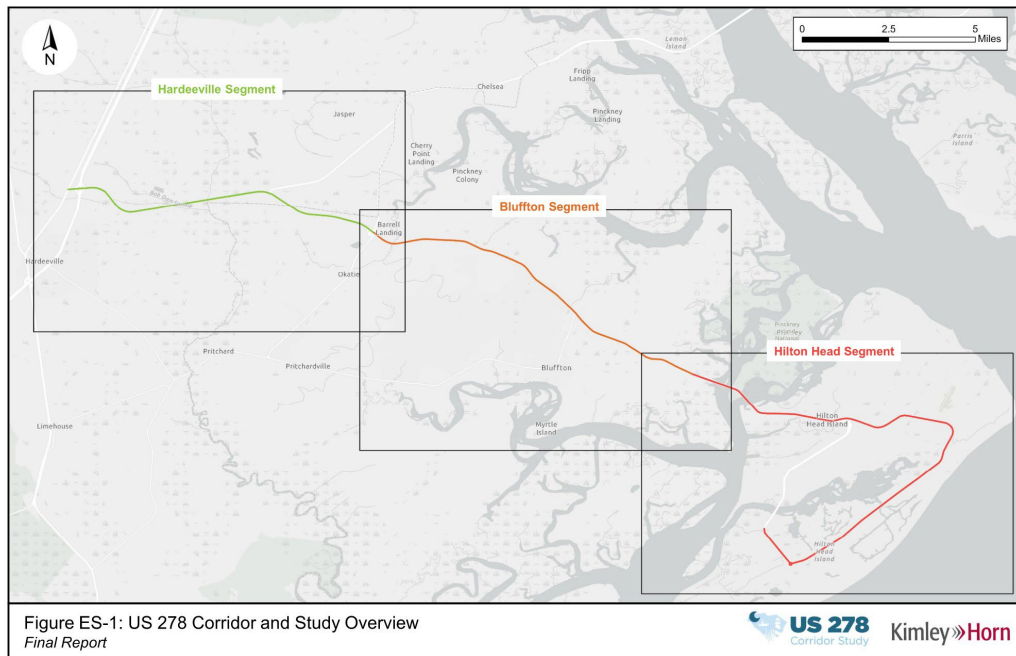
The supporting operational capacity analysis contained in the end-to-end US 278 corridor study considered the following elements directly and indirectly in the analysis and recommendations.

- Traffic Operations
- Roadway Characteristics
- Environmental Features
- Capacity
- Safety

Attachment 4

It is important to note that the Gateway Corridor Analysis for William Hilton Parkway on Hilton Head Island and the End-to-End US 278 Corridor Analysis are interlinked as they both utilize the larger corridor analysis which included 56 analyzed intersections, 41 of which are currently signalized. The 31-mile US 278 corridor connects the City of Hardeeville to Hilton Head Island.

Map of LCOG End-to-End US 278 Corridor Study Segments



The focus for the Master Plan is within the William Hilton Parkway Gateway Corridor segment. This segment is a portion of US 278 between the Jenkins Island Bridges and through Spanish Wells Road. This segment serves as access for native islander residential communities and commercial land uses. This segment of the US 278 corridor has the highest annual average daily traffic volumes on the island as it serves as the only access point from the mainland to Hilton Head Island. Key characteristics of this segment are summarized in Table 1, and the AADT counts along the subject roadway segment were obtained from SCDOT's Traffic Analysis and Data Application.

Table 1: William Hilton Parkway Gateway Corridor Segment Characteristics

Geometric and Functional Characteristics	
<i>Extents</i>	Jenkins Island Bridge through Spanish Wells / Wild Horse Road
<i>Typical Cross-Section</i>	Typical Section: 4-Lane, Divided Roadway Lane Widths: 12' Travel Lanes, 40' Grass Median/12' center turn lane, 1'-3' Paved Shoulder; 2.5 ft curb and gutter
<i>Functional Class</i>	Principal Arterial
<i>Speed Limit</i>	Speed Limit: 45 mph
<i>Number of Signalized Intersections</i>	3

Attachment 4

Traffic Characteristics	
<i>Existing Traffic Volume Data¹</i>	2025 Observed Daily Traffic Volume: 56,800 vpd to 63,300 vpd Observed Bi-Directional Peak Hour Volume: 2,934 vph Daily Truck Percentage: 4%
<i>Historic Traffic Volume Data²</i>	4-Year Historic Growth Rate: 0.7% 10-Year Historic Growth Rate: 2.2%

¹ Existing traffic volume data compiled from 24-hour classification counts collected on US 278 between the Jenkins Island Bridge and Cross Island Parkway

² Historic Traffic Growth based on AADT counts from SCDOT TADA

The William Hilton Parkway Gateway Corridor Master Plan is supported by documented crash, traffic, operational, multimodal, land-use, and community conditions. The purpose of the data analysis is not merely to demonstrate that traffic exists. It is to identify where deficiencies occur, their severity, who and what is affected, and whether the proposed improvements provide a proportional public benefit.

SCOPE OF DATA ANALYSIS

This data analysis evaluates the need for capacity, safety, and operational improvements to the existing US 278 corridor and at the signalized intersections with US 278 at Squire Pope Road / Chamberlin Drive and Wildhorse Road / Spanish Wells Road. An alternatives evaluation was completed that considered the following alternatives at the study area intersections and corridor segments:

- Squire Pope Road / Chamberlin Drive
 - Convert the full movement signalized intersection to a Continuous Green T (CGT) intersection
- Spanish Wells Road/Wild Horse Road
 - Interim Improvements
 - Dedicated dual left-turn, right-turn, and thru-lane lanes on Spanish Wells Road
 - Dedicated left, right, and thru-lanes on Wild Horse Road
 - Build-Out Improvements
 - Convert the at-grade intersection to a grade separated bridge
- Corridor
 - Additional eastbound lane from the on-island bridge on Jenkins Island to the Cross Island Parkway interchange
 - Additional westbound lane from the Cross Island Parkway interchange to the off-island bridge at Jenkins Island

The alternatives were evaluated under the following scenarios:

- 2025 Existing Conditions
- 2030 No Build Conditions
- 2030 Build Conditions

The 2025 Existing Conditions scenario is the evaluation of the study area intersections under the present day (2025) traffic volume levels, geometric conditions, signal system timings, and roadway conditions that are in operation at the time of the collection of data along the US 278 corridor and intersections. Signal timings and operations for the study area intersections were provided by the Town and the SCDOT.

The 2030 No Build Conditions scenario evaluated the future year conditions of 2030. Traffic volumes were grown annually from 2025 to 2030 to account for growth in the regional and local network. The analysis considers the current geometric configuration of the intersection. Traffic signal timings including cycle lengths and phasing splits have been optimized to account for the growth in traffic between 2025 and 2030.

The 2030 Build Conditions scenario utilizes the traffic volumes developed for the 2030 No Build Conditions, signal cycle length and phasing changes, but also incorporates the planned roadway improvements for the respective study intersection. For Squire Pope Road it considers the Continuous Green-T (CGT). For the intersection of Wild Horse Road/Spanish Wells Road it considers the dual lefts and dedicated right turn lanes on Spanish Wells Road and the right turn lane on Wild Horse Road as well as a grade separated bridge.

ANALYSIS METHODOLOGY

Level of service is a standard method for measuring levels of traffic congestion. Defined by the Institute of Transportation Engineers (ITE), it uses a grading scale of LOS A (representing free flow conditions) to LOS F (representing severely congested or failed traffic operations). LOS C is typically considered the preferred measure for a rural freeway, with LOS D considered acceptable for a more urbanized section.

The evaluations presented throughout the remainder of this section are based on methodologies contained within the *Highway Capacity Manual, 7th Edition* (HCM7), which evaluates the operating characteristics of intersections and segments under given geometric, traffic control, and traffic demand scenarios. Traffic operations are defined by HCM7 in terms of level of service (LOS) grades that range from LOS A to LOS F and are directly related to the average traveler's perception of the operating efficiency of a facility as defined by delay (at intersections) or density (on segments). Level of service is a standard method for measuring levels of traffic congestion. Defined by the Institute of Transportation Engineers (ITE), it uses a grading scale of LOS A (representing free flow conditions) to LOS F (representing severely congested or failed traffic operations). LOS C is typically considered the preferred measure for a rural freeway, with LOS D considered acceptable for a more urbanized section.

However, the underlying complexity of traffic flow cannot be fully distilled to a letter grade, nor is achieving LOS "A" an objective in designing roadways. Rather, roadways are designed such that some decline in LOS is to be expected during the peak periods of travel, and measures of effectiveness (MOEs) related to a variety of factors including

operations, safety, environment, and cost are considered in making recommendations for transportation infrastructure investments. Measures of Effectiveness (MOEs) represent the key performance indicators used to determine whether a transportation improvement successfully meets the project's goals and objectives. MOEs quantify roadway and intersection operations, safety, and user experience, allowing alternatives to be evaluated consistently and enabling stakeholders to identify the solution that provides the greatest overall benefit to the transportation system. Common MOE's in traffic operational analysis include the following:

- Average Delay (veh/sec)
- Queue Length (95th Percentile and Max Observed)
- Level of Service (LOS)
- Volume-to-Capacity (V/C) ratio
- Crash Frequency
- Crash Rate (Intersection and Corridor)

SEGMENT-LEVEL & INTERSECTION -LEVEL ANALYSIS

The segment analyses were performed using Highway Capacity Software Version 7 (HCS7). The LOS thresholds published in HCM7 for multilane highway segments are provided in Table 3.

Table 3: HCM7 LOS Thresholds for Multilane Highway Segments

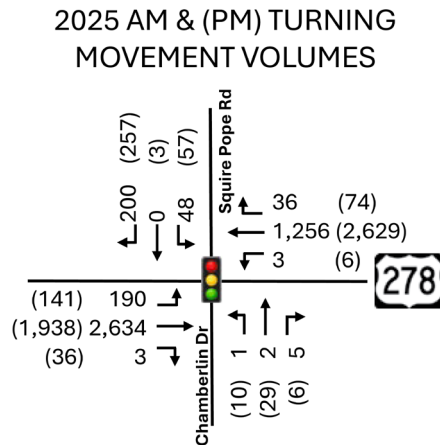
Level of Service	Density (passenger cars/mile/lane)
A	≤ 11
B	> 11 – 18
C	> 18 – 26
D	> 26 – 35
E	> 35 – 45
F	> 45

While a majority of the William Hilton Parkway corridor operates at an acceptable LOS C or better, several critical signalized intersections and problem areas drop to congested levels of LOS D, E, or F during peak travel hours.

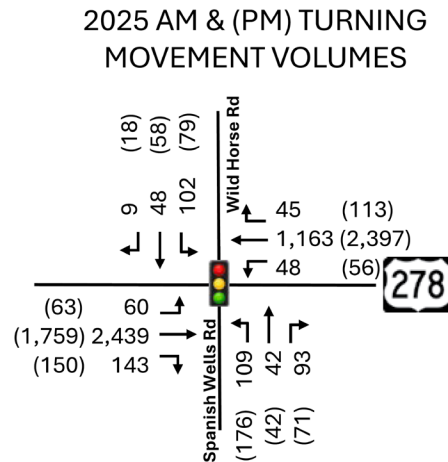
Existing turning movement counts (TMCs) were collected at the two study intersections (Squire Pope/Chamberline Drive and Spanish Wells Road/Wild Horse Road) during the AM (7:00 AM to 9:00 AM) and PM (4:00 PM to 6:00 PM) peak periods of travel on Wednesday, February 25, 2025. To establish an understanding of the distribution of traffic volumes and vehicle class over the course of a typical day, 24-hour classification counts were taken from the South Carolina Department of Transportation (SCDOT).

Attachment 4

Squire Pope Road / Chamberlin Drive Existing Turning Movement Counts (TMCs)



Spanish Wells Road / Wild Horse Road Existing Turning Movement Counts (TMCs)



A model of the study corridor was developed for the End-to-End US 278 Corridor Study and was utilized in the William Hilton Parkway Gateway Corridor Master Plan utilizing Synchro Version 12 software. The Synchro Model is the accepted modeling format for the SCDOT. The model was calibrated based on field observations, existing conditions data, and supplemental desktop review. The capacity analyses were performed during the AM and PM peak hours to determine the operating characteristics of each of the study area intersections along the William Hilton Parkway Gateway Corridor Master Plan. The LOS thresholds published in the Highway Capacity Manual, 7th Edition (HCM7) for signalized and unsignalized intersections are presented in Table 4, below.

Table 4: HCM7 LOS Thresholds for Signalized and Unsignalized Intersections

Level of Service	Control Delay (seconds/vehicle)	
	Signalized Intersections	Unsignalized Intersections
A	≤ 10	≤ 10
B	> 10 – 20	> 10 – 15
C	> 20 – 35	> 15 – 25
D	> 35 – 55	> 25 – 35
E	> 55 – 80	> 35 – 50
F	> 80	> 50

The following Tables 5 and 6 and associated graphics illustrate the LOS at the William Hilton Parkway intersections with Squire Pope Road / Chamberlin Drive and Spanish Wells Road / Wild Horse Road for existing traffic conditions using 2025 data, 2030 traffic conditions with no-build of improvements, and 2030 traffic conditions with build-out of improvements.

Attachment 4

**Table 5: Scenario Analysis - Level of Service by Approach at William Hilton Parkway
Intersection with Squire Pope Road / Chamberlin Road**

Condition	EB (US 278)	WB (US 278)	NB (Chamberlin Dr)	SB (Squire Pope Rd)	Intersection
AM Peak Hour					
2025 Existing	A	A	D	D	A
2030 No-Build	A	A	D	D	B
2030 CGT Alternative	A	A	B	C	B
PM Peak Hour					
2025 Existing	A	E	E	F	D
2030 No-Build	A	F	E	F	E
2030 CGT Alternative	A	D	C	D	D

The Continuous Green-T reduces delay by 35% for the overall intersection and 50% for the PM peak hour westbound US 278 movement.

**Table 6: Scenario Analysis - Level of Service by Approach at William Hilton Parkway
Intersection with Spanish Wells Road / Wild Horse Road**

Condition	EB (US 278)	WB (US 278)	NB (Spanish Wells Rd)	SB (Wild Horse Rd)	Intersection
AM Peak Hour					
2025 Existing	B	B	D	F	B
2030 No-Build	B	B	D	F	B
2030 Dual Lefts – Spanish Wells and Right/Thru – Wild Horse Alternative	C	B	C	D	C
PM Peak Hour					
2025 Existing	B	C	E	E	C
2030 No-Build	B	C	E	E	C
2030 Dual Lefts – Spanish Wells and Right/Thru – Wild Horse Alternative	B	C	C	D	C

Attachment 4

**Table 7: Scenario Analysis - Level of Service by Approach
at Spanish Wells Road / Wild Horse Road Bridge**

Full Buildout Improvement - Bridge				
	EB Ramp (US 278)	WB Ramp (US 278)	WB Ramp Terminal (RAB) – Wild Horse	EB Ramp Terminal (RAB) – Spanish Wells
2030 Interchange AM Peak Hour	A	A	C	C
2030 Interchange PM Peak Hour	A	A	C	C

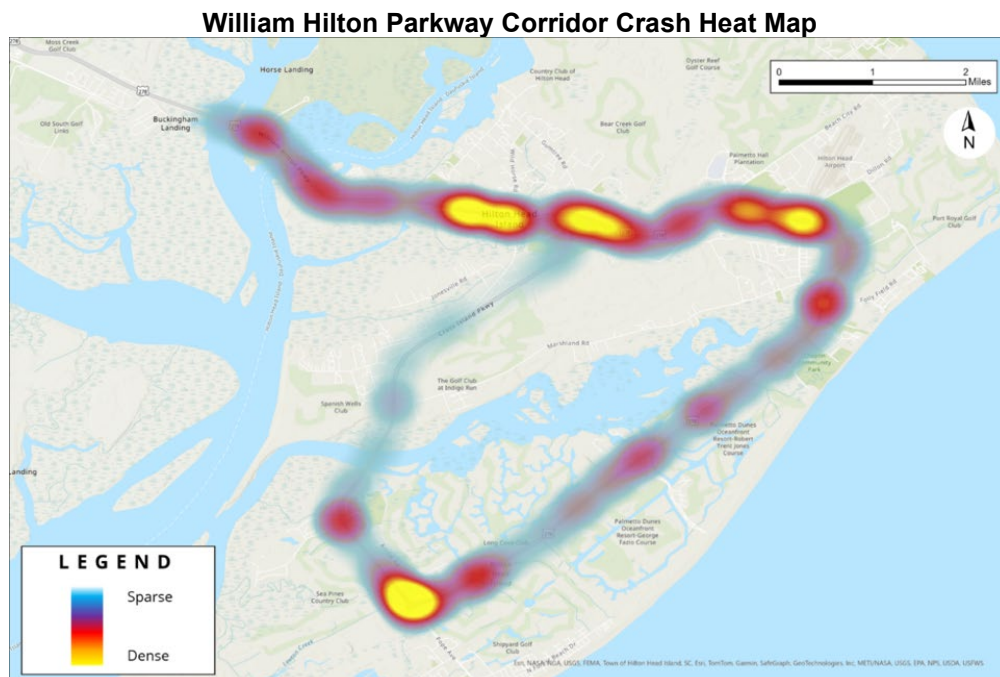
The dual lefts on Spanish Wells Road will reduce delay by 40.8% for the NB approach in the PM peak hour. The SB approach delay is reduced by 22.2% with dedicated lanes for each movement.

SAFETY – ACCIDENT DATA & CONCENTRATIONS

A thorough examination of crash history and traffic patterns can indicate key locations where an improvement in traffic safety will benefit motorists and the community as a whole. This section reviews and explains the crash history along the US 278 corridor as a part of this master plan.

Crash Analysis Overview

Crash location, summary, and unit data were obtained from South Carolina's Department of Public Safety (DPS) for this segment from January 1, 2018, to December 31st, 2024. Crash density along the US 278 corridor is mapped in the graphic below. A total of 3,688 crashes were reported on Hilton Head.



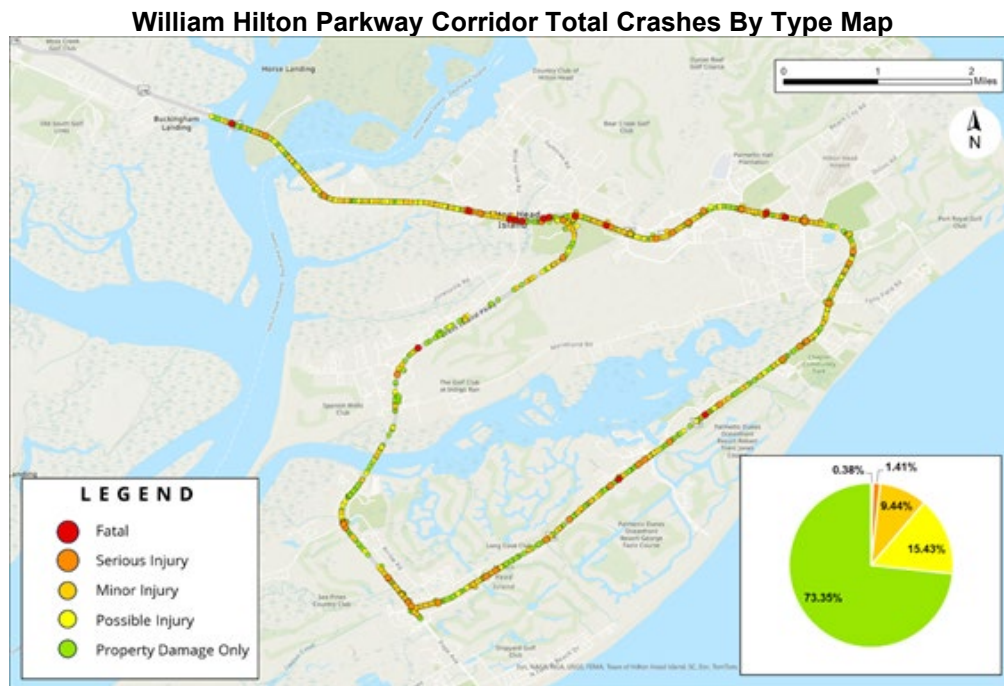
Crash Severity

Crashes within the study area were also analyzed based on crash severity, or the maximum injury reported in each crash. For the 13.1-mile segment and seven-year analysis period, 73.4% of the crashes resulted in property damage only. Conversely, 26.6% of crashes resulted in injury or fatality. Property damage only crashes were dispersed throughout the US 278 corridor. Fourteen fatal crashes were reported, five of which occurred at intersections. Table 8 provides a summary of crashes by severity.

Table 8: Crashes by Severity

Severity	# of Crashes
Fatal	14
Serious Injury	52
Minor Injury	348
Possible Injury	569
Property Damage Only	2,705
Total	3,688

The graphic below illustrates the crash totals along the Hilton Head segment for the crash severity (fatal, injury, or property damage only).



Crashes by Year

In total, the Hilton Head Segment of the US 278 corridor experienced 3,688 total crashes during the analyzed period, which equates to an average of approximately 527 crashes

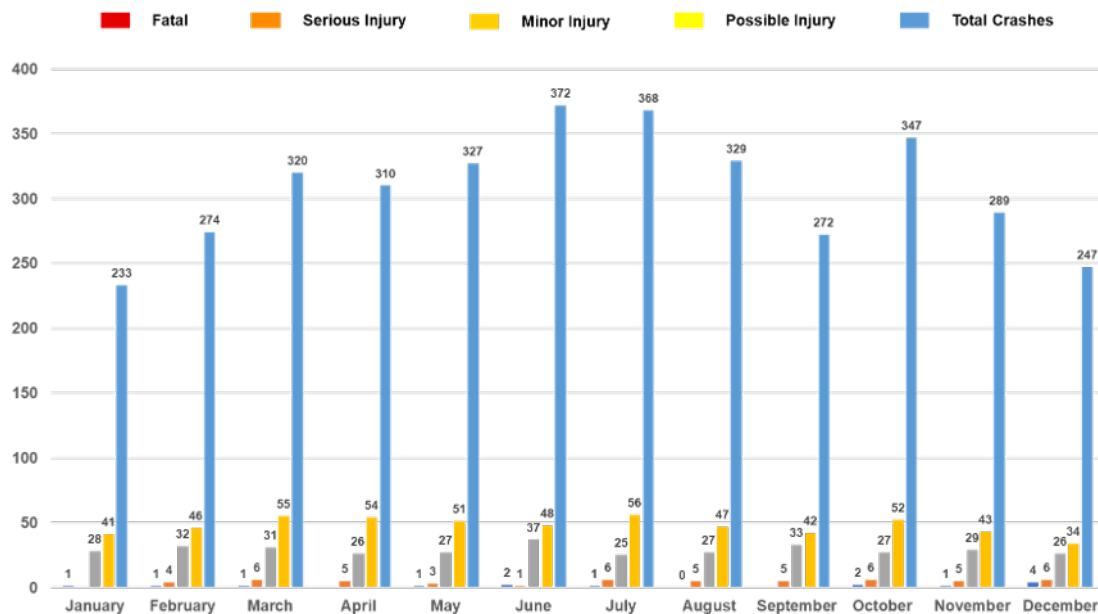
Attachment 4

per year. The greatest crash frequency occurred in 2022, with 621 crashes reported. Table 9 provides crashes by year for the US 278 corridor.

Table 9: Crashes by Year

Year	# of Crashes
2018	523
2019	501
2020	380
2021	523
2022	621
2023	535
2024	605
Total	3,688

Crashes within the study area were also analyzed on a monthly basis for the study years. The highest number of crashes was 372 total crashes in June. A summary of the crashes by month can be shown below.



Crash Data – William Hilton Parkway Gateway Corridor Segment

For the study period of 2018–2024, the William Hilton Parkway Gateway Corridor segment experienced:

- 1,108 reported crashes;
- 81 major injuries; and
- 6 fatalities (including 2 pedestrian).

More than 40 percent of crashes in the William Hilton Parkway Gateway Corridor during 2018–2024 occurred at Squire Pope Road or Spanish Wells Road / Wild Horse Road.

Attachment 4

Crash concentrations such as this identify locations where roadway geometry, turning movements, signal operations, access points, crossing conditions, or other factors create elevated risk. The Master Plan therefore prioritizes improvements where the data demonstrate the greatest safety need.

Crash data for the Squire Pope Road and Chamberlin Drive intersection indicates that rear-end collisions are the most frequent, making up half of all reported crashes. Angle crashes, typically involving conflicts between left-turning vehicles and through-moving traffic, account for another 32 percent of the total. The primary contributing factors identified include distracted or inattentive driving at 27 percent, failure to yield the right-of-way at 24 percent, and driving too fast for conditions at 23 percent.

Crash data for the Spanish Wells Road and Wild Horse Road intersection shows that rear-end collisions are the most common, representing 47 percent of all reported crashes. Angle crashes, typically involving conflicts between left-turning vehicles and through-moving traffic, account for an additional 28 percent of the total. The leading contributing factors mirror trends seen at similar intersections: distracted or inattentive driving at 27 percent, failure to yield the right-of-way at 24 percent, and driving too fast for conditions at 23 percent.

The concentration of crashes at major intersections supports a strategy focused on conflict reduction, intersection design, signal operations, access management, and multimodal safety, rather than relying exclusively on additional through-lane capacity. The recommendations of the Master Plan do not propose improvements simply because additional roadway capacity may be desirable. The Master Plan responds first to demonstrated safety deficiencies.

SUMMARY

The data analysis supporting the William Hilton Parkway Gateway Corridor Master Plan demonstrates that targeted improvements are essential for the safety, efficiency, and long-term resilience of Hilton Head Island's primary gateway corridor. Over the past seven years, the corridor has experienced significant crash concentrations—particularly at major intersections such as Squire Pope Road and Spanish Wells Road/Wild Horse Road—resulting in 1,108 reported crashes, 81 major injuries, and 6 fatalities within the 2-mile segment.

The analysis confirms that intersection conflict points, not just overall traffic volumes, are the primary drivers of crash frequency and severity. Peak-hour turning movement counts and operational studies reveal that congestion and safety risks are highest during busy periods, and that rear-end and angle collisions dominate crash patterns. The leading contributing factors include distracted driving, failure to yield, and excessive speed.

The plan's data-driven approach, combined with the guiding principles, ensures that improvements are both effective and proportional, supporting the Town's goals for a safer, more reliable, and community-focused transportation corridor.



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Hilton Head Island Town Council Members
FROM: Dave Byrd, Finance Director
CC: Marc Orlando, Town Manager
DATE: September 15, 2026
SUBJECT: Consideration of an Ordinance of the Town of Hilton Head Town Council to Amend the Budget for the Fiscal Year Ending June 30, 2026; to Provide for the Budgeted Appropriations of Commitments and the Expenditures of the Debt Service Fund; to Allocate the Sources of Revenue for the Said Fund; and to Provide for Severability and an Effective Date

RECOMMENDATION:

Staff recommend that Town Council approve on first reading the proposed ordinance to amend the Town of Hilton Head Island's **Fiscal Year 2026 Debt Service Fund** budget as follows:

- The proposed ordinance provides the final Fiscal Year 2026 budget amendments necessary to recognize and appropriate certain revenues and expenditures for the allocation of a portion of the Series 2026 General Obligation Bond proceeds and associated debt costs to the Debt Service Fund.

The proposed amendment is intended to ensure that the Town's Fiscal Year 2026 budget accurately reflects the financial activity and commitments authorized during the fiscal year and provides the appropriate budgetary authority for expenditures and related funding sources.

An ordinance to amend the Fiscal Year 2026 budget is enclosed as **Attachment 1**.

SUMMARY OF BUDGET AMENDMENTS:

As part of the annual budget close out process, the Town evaluates its budgeted funds to determine if a corresponding budget amendment is necessary. With Fiscal Year 2026 being complete, it is recommended that the Town Council consider a final budget amendment for the Debt Service Fund only.

The proposed ordinance provides the final Fiscal Year 2026 amendment associated with the Series 2026 General Obligation Bond proceeds and related debt costs that were directed to the Debt Service Fund.

A detailed description of the recommended budget amendments is as follows:

1. Debt Service Fund Expenditure Amendments – Totaling \$1,818,287

a) Series 2026 General Obligation Bond Payments - \$1,697,412

1. An increase in the principal payment for the Series 2026 General Obligation Bond.

b) Fund Balance Surplus for future Debt Service Use - \$120,875

1. An increase in the contribution to Debt Service Fund balance for future use.

2. Debt Service Fund Revenue Amendments – Totaling \$1,818,287

a) Series 2026 General Obligation Bond Proceeds

1. An additional \$1,818,287 transfer into the Debt Service Fund from the Series 2026 General Obligation Bond proceeds.

CONCLUSION:

The Town Council considers proposed budget amendments for the Fiscal Year 2026 Debt Service Fund. These proposed amendments address Debt Service Fund budget adjustments associated with the Series 2026 General Obligation Bond proceeds and related debt costs. This is the final budget adjustment for Fiscal Year 2026.

ATTACHMENTS:

1. Proposed Ordinance – An Ordinance to Amend the Budget for the Town of Hilton Head Island for the Fiscal Year Ending June 30, 2026.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO AMEND THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026; TO PROVIDE FOR THE BUDGETED APPROPRIATIONS OF COMMITMENTS AND THE EXPENDITURES OF THE DEBT SERVICE FUND; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUND; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

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

WHEREAS, On June 3, 2025, the Town Council adopted Ordinance 2025/07 establishing the Town of Hilton Head Island's ("**Town**") Fiscal Year 2026 budget ("**FY26 Budget**"); and,

WHEREAS, an amendment to the FY26 Budget is necessary to provide for the budgeted appropriations of commitments from the Fund Balance and other revenue sources; and,

WHEREAS, the Town Council finds that adoption of the proposed FY26 Budget amendments are in furtherance of good accounting practices and transparency in the budget process, as well as beneficial and necessary to amend the FY26 Budget to reflect the changes as set forth herein.

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

Section 1. Amendment. The adopted FY26 Budget (Ordinance 2025/07) is amended to make the following changes to the projected revenue and expenditures as summarized below.

Debt Service Fund Expenditures

The chart below reflects a final FY26 Budget amendment for the Debt Service Fund for the portion of the Series 2026 General Fund Bond Proceeds and associated debt costs that were directed to the Debt Service Fund.

Debt Service Fund	FY 2026 Approved Budget	FY 2026 March Budget Amendment	FY 2026 Final Budget Amendment	FY 2026 Proposed Revised Budget
Principal	\$ 7,325,000	\$ -	\$ -	\$ 7,325,000
Interest	1,626,483	289,310	-	1,915,793
Bank Fees	17,600	-	-	17,600
Anticipated Debt Costs	2,400,000	11,930,888	1,697,412	16,028,300
Callable Bond - Beach Preservation S.O. Bond	7,495,000	-	-	7,495,000
Fund Balance Surplus (Future Use)	-	-	120,875	120,875
Total FY 2026 Debt Service Fund	\$ 18,864,083	\$ 12,220,198	\$ 1,818,287	\$ 32,902,568

Debt Service Fund Revenues and Other Funding Sources

The chart below reflects the total Revenues and Other Funding Sources for the final amended Fiscal Year 2026 Debt Service Fund, which includes an additional Transfer-In from the Series 2026 General Obligation Bond Proceeds for the portion of payments from the Debt Service Fund.

Debt Service Fund	FY 2026 Approved Budget	FY 2026 March Budget Amendment	FY 2026 Final Budget Amendment	FY 2026 Proposed Revised Budget
Property Taxes	\$ 6,035,600	\$ -	\$ -	\$ 6,035,600
Investment Income	325,115	-	-	325,115
Transfers In:				-
Beach Preservation Fees	11,062,000	289,310	-	11,351,310
Hospitality Tax	1,441,368	-	-	1,441,368
2026 GO Bond Proceeds	-	-	1,818,287	1,818,287
Debt Service Fund Balance	-	11,930,888	-	11,930,888
Total FY 2026 Debt Service Fund	\$ 18,864,083	\$ 12,220,198	\$ 1,818,287	\$ 32,902,568

The effects of these budget amendments for Fiscal Year 2026 are presented below:

Governmental Funds:

	General Fund		CIP Fund *		Debt Service	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues
Original Budget	\$ 59,754,870	\$ (59,754,870)	\$ 77,687,380	\$ (77,687,380)	\$ 18,864,083	\$ (18,864,083)
Amendment 1	607,939	(607,939)	46,929,034	(46,929,034)	12,220,198	(12,220,198)
Amendment 2	-	-	-	-	1,818,287	(1,818,287)
Revised Budget	\$ 60,362,809	\$ (60,362,809)	\$ 124,616,414	\$ (124,616,414)	\$ 32,902,568	\$ (32,902,568)

*\$26,000,000 in GO Bond Proceeds will be added to the CIP Fund Balance at June 30 2026.

Governmental Funds:

	IGHN Community Development Corporation Fund		Housing Fund		Total Governmental Funds	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues
Original Budget	\$ 3,286,603	\$ (3,286,603)	\$ 3,978,137	\$ (3,978,137)	\$ 163,571,073	\$ (163,571,073)
Amendment 1	-	-	-	-	59,757,171	(59,757,171)
Amendment 2	-	-	-	-	1,818,287	(1,818,287)
Revised Budget	\$ 3,286,603	\$ (3,286,603)	\$ 3,978,137	\$ (3,978,137)	\$ 225,146,531	\$ (225,146,531)

Enterprise Fund

Stormwater Fund:

	Enterprise Fund Stormwater Fund	
	Expenditures	Revenues
Original Budget	\$ 11,140,277	\$ (11,140,277)
Amendment 1	-	-
Amendment 2	-	-
Revised Balance	\$ 11,140,277	\$ (11,140,277)

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 enactment by the Town Council for the Town of Hilton Head Island.

**PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF
HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2026.**

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Brittany Ward, Town Attorney



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Trey Lowe, Interim Planning Director
CC: Tom Smith, Assistant Planning Director
Shawn Leininger, Deputy Town Manager
Marc Orlando, Town Manager
DATE: September 15, 2026
SUBJECT: Consideration of an Ordinance of the Town of Hilton Head Island to Amend the Official Land Use Assigned as part of the Port Royal and Surrounds Master Plan as part of the Planned Development Mixed Use (PD-1) Zoning District with Respect to a Portion of Real Property with TMS No. R510 009 000 1199 0000 Consisting of 4.667 Acres and Located on Union Cemetery Road to Amend the Existing Open Space Use and to Provide for Severability and an Effective Date – First Reading

RECOMMENDATION:

Town Council consider First Reading of an Ordinance of the Town of Hilton Head Island to amend the Official Land Use assigned as part of the Master Pan as part of the Planned Development Mixed Use (PD-1) Zoning District with respect to a portion of the real property with TMS No. R510 009 000 1199 0000 consisting of 4.667 acres and located on Union Cemetery Road to amend the existing Open Space Use and to provide for severability and an effective date (Attachment 1).

The Community Development and Public Services Committee reviewed the Ordinance in accordance with LMO Sec. 16-2-103.C.3. on August 10, 2026, and all members voted in the affirmative (3-0) to forward the Ordinance to Town Council for approval.

The Planning Commission held a public hearing on July 23, 2026, reviewed the Ordinance in accordance with LMO Sec. 16-2-103.C.3., and all members voted in the affirmative (6-0) to forward the proposed Zoning Map Amendment (ZA-000925-2026) to Town Council with a recommendation for approval

BACKGROUND:

In 2022, the Town Council adopted Resolution 2-22-35 approving the Master Plan for the Mid-Island Park, which included the relocation of St. James Baptist Church and Cherry

Hill School to the property. The church relocation is planned for the 4.667 acres of property subject to this rezoning that is located along Union Cemetery Road adjacent to the church's existing, historic cemetery.

This request will allow for the relocation of St. James Baptist Church and Cherry Hill School to the subject property which supports the implementation of Goal #7: Preserve, Protect, and Celebrate Gullah Geechee Culture and Heritage from the Town's 2026-2028 Strategic Plan. Specifically, action item 7.4 states, "Prepare a relocation and mitigation agreement to preserve the St. James Baptist Church and Cherry Hill School."

Summary of Amendment

This tract, along with the larger Mid-Island Tract, is currently zoned Planned Development Mixed Use District (PD-1) as part of the Port Royal and Surrounds Master Plan and designated as Open Space, with no residential or nonresidential density assigned. Open Space use includes historical sites, lagoons, golf courses, recreation areas, and area between property line and mean high water in the Port Royal and Surrounds Master Plan area.

As the current owner of the property and partner with St. James Baptist Church and Beaufort County, the Town proposes to amend the Port Royal and Surrounds Master Plan as part of the Planned Development Mixed Use Zoning District (PD-1) for a 4.667 acre portion of the real property identified on Beaufort County Tax Maps as Parcel R510 009 000 1199 0000, located on Union Cemetery Road, to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the LMO, with an assigned nonresidential density of 14,000 square feet.

Analysis

Attachment 2 is the Planning Commission Staff Report, application, and related documents. This includes a detailed analysis of the zoning map amendment application as prepared by Town staff and reviewed by the Planning Commission.

Zoning Map Amendment Review Standards

LMO Sec. 16-2-103.C.3, Zoning Map Amendment Review, outlines the criteria for review:

- i. Is in accordance with the Comprehensive Plan;
- ii. Would allow a range of uses that are compatible with the uses allowed on other property in the immediate vicinity;
- iii. Is appropriate for the land;
- iv. Addresses a demonstrated community need;

- v. Is consistent with the overall zoning program as expressed in future plans for the Town;
- vi. Would avoid creating an inappropriately isolated zoning district unrelated to adjacent and surrounding zoning districts;
- vii. Would allow the subject property to be put to a reasonably viable economic use;
- viii. Would result in development that can be served by available, adequate, and suitable public facilities (e.g., streets, potable water, sewerage, stormwater management); and
- ix. Is appropriate due to any changed or changing conditions in the affected area.

Findings

The Planning Commission and Community Development & Public Services Committee determined the proposed Zoning Map Amendment met the standards set forth in LMO Sec. 16-2-103.C.3, as outlined in the preceding section, were met. A detailed analysis of these findings are provided in the Planning Commission Staff Report (Attachment 2).

NEXT STEPS:

If approved by Town Council, the allowed uses for the property will be amended permitting the development and relocation of the St. James Baptist Church and Cherry Hill School.

ATTACHMENTS:

1. Ordinance
2. Staff Report, Application, & Associate Attachments

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO.: 2026-_____

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND TO AMEND THE OFFICIAL LAND USE ASSIGNED AS PART OF THE PORT ROYAL AND SURROUNDS MASTER PLAN AS PART OF THE PLANNED DEVELOPMENT MIXED USE (PD-1) ZONING DISTRICT WITH RESPECT TO A PORTION OF THE REAL PROPERTY WITH TMS NO. R510 009 000 1199 0000 CONSISTING OF 4.667 ACRES AND LOCATED ON UNION CEMETERY ROAD TO AMEND THE EXISTING OPEN SPACE USE AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the Town Council for the Town of Hilton Head Island (“*Town Council*”) has identified a continued need for modifications to the Town’s Official Zoning Map to address needs and issues in the Town of Hilton Head Island (“*Town*”) as such arise; and,

WHEREAS, on July 23, 2026, the Planning Commission held a public hearing and after consideration of the staff presentation and the criteria set forth in Land Management Ordinance (“*LMO*”) Section 16-2-103, voted unanimously 6-0 to recommend to Town Council approval of the proposed zoning map amendment, ZA-000925-2026 application. The desired amendment of the current uses is to include the ability for government, public, church and other uses related thereto; and,

WHEREAS, on August 10, 2026, the Community Development and Public Safety Committee voted unanimously 3-0 to recommend approval for the proposed zoning amendment, ZA-000925-2026, to Town Council; and,

WHEREAS, the proposed zoning map amendment, ZA-000925-2026 application, would be compatible with surrounding land uses and neighborhood character, would not be detrimental to the public health, safety and welfare, and would be in conformance with the LMO and Comprehensive Plan; and,

WHEREAS, the Town Council finds it is in the best interest of the Town and the health, safety, and welfare of its citizens, residents, and visitors to amend the LMO to include additional uses as described herein.

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 Port Royal and Surrounds Master Plan as part of the Planned

Development Mixed Use (PD-1) Zoning District on the Official Zoning Map of the Town of Hilton Head Island, as referred to in LMO Section 16-1-107, be hereby amended as follows:

To amend the Port Royal and Surrounds Master Plan as part of the Planned Development Mixed Use Zoning District (PD-1) for a 4.667 acre portion of the property identified on Beaufort County Tax Maps as Parcel R510 009 000 1199 0000, located on Union Cemetery Road, and shown on the plat entitled a Subdivision Plat of Lot 1 #50 Dillon Road prepared for St. James Baptist Church to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, with an assigned nonresidential density of 14,000 square feet.

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 _____, 2026.**

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:

Brittany Ward, Town Attorney

	TOWN OF HILTON HEAD ISLAND COMMUNITY DEVELOPMENT DEPARTMENT		
One Town Center Court	Hilton Head Island, SC 29928	843-341-4757	FAX 843-842-8908

**STAFF REPORT
ZONING MAP AMENDMENT**

Case #	Name of Project	Public Hearing Date
ZA-000925-2025	St. James Church Relocation Master Plan Amendment	July 23, 2026

Parcel Data	Property Owner	Applicant
<u>Parcel Number:</u> A Portion of R510 009 000 1199 0000 <u>Size:</u> 4.667-acre portion of property <u>Address:</u> Near 9 Union Cemetery Road	The Town of Hilton Head Island, 1 Town Center Court Hilton Head Island, SC 29928	Marc Orlando, Town Manager, The Town of Hilton Head Island,
Existing Zoning	Proposed Zoning	
<u>Overlay District:</u> Corridor Overlay District Airport Overlay District <u>Zoning District:</u> Planned Development Mixed Use (PD-1) District as part of the Port Royal and Surrounds Master Plan <u>Existing Master Plan Assigned Use:</u> Open Space <u>Master Plan Assigned Density</u> None	<u>Overlay District:</u> Corridor Overlay (COR) District Airport Overlay District <u>Proposed Zoning District and Density:</u> Planned Development Mixed Use (PD-1) District as part of the Port Royal and Surrounds Master Plan <u>Proposed Master Plan Assigned Use:</u> Open Space and religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as	

	generally defined in the Land Management Ordinance. <u>Master Plan Assigned Density</u> 14,000 square feet of nontransferable, nonresidential density
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Application Summary:

Public Hearing request for a Master Plan Amendment by the Town of Hilton Head Island, owner, for a Rezoning Application to amend the Port Royal and Surrounds Master Plan as part of the Planned Development Mixed Use Zoning District (PD-1) for a 4.667 acre portion of the property identified on Beaufort County Tax Maps as Parcel R510 009 000 1199 0000, located on Union Cemetery Road, and shown on the plat entitled a Subdivision Plat of Lot 1 #50 Dillon Road prepared for St. James Baptist Church to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, with an assigned nonresidential density of 14,000 square feet allowing for the relocation of St. James Baptist Church to this property. These proposed use additions are aligned with covenants, conditions, and restrictions that are being placed on the property as part of the relocation.

Staff Recommendation:

Staff recommends that the Planning Commission review this application and forward a recommendation of ***Approval*** to Town Council, based on those Findings of Facts as determined by the LMO Official and enclosed herein.

Background:

The Town of Hilton Head Island is seeking a Master Plan Amendment for a 4.667-acre portion of the Town-owned property, identified on Beaufort County Tax Maps as Parcel R510 009 000 1199 0000. This property is commonly known as the Mid-Island Tract. The amendment is requested to allow for the relocation of St. James Baptist Church to a portion of the property and assign 14,000 square feet of nontransferable, nonresidential density. The location is adjacent to the church's cemetery on Union Cemetery Road. See Attachment B - Location Map.

The Town purchased the Mid-Island Tract for \$5 million in 2013. The 102.73-acre property was formerly known as the Planters Row Golf Course. The property was leased back to the Heritage Golf Group to continue its use as a golf course. The lease expired on December 31, 2019. The press release stated that this purchase offers the Town opportunities to meet community needs in the future that can only be addressed by larger tracts of land.

In 2022, the Town adopted Resolution 2-22-35 approving the master plan for the Mid-Island Park, which included the relocation of St. James Baptist Church to the property. Since this time the Town has made maintenance, stormwater, and access improvements. This application is integral to fulfilling the Town adopted Resolution 2022-35 approving the master plan for the Mid-

Island Park, which included the relocation of St. James Baptist Church to the property. The 4.667-acre portion of the tract subject to this amendment is shown on Attachment C – Survey.

This tract, along with the larger Mid-Island Tract, is currently zoned Planned Development Mixed Use District (PD-1) as part of the Port Royal and Surrounds Master Plan and designated as Open Space, with no residential or nonresidential density assigned. See Attachment D – Port Royal and Surrounds Master Plan.

The Town is requesting a Master Plan Amendment to change the permitted use for this 4.667-acre tract to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, with an assigned nonresidential density of 14,000 square feet, which will allow for the relocation of St. James Baptist Church and the Cherry Hill School to this property. These proposed use additions are aligned with covenants, conditions, and restrictions that are being placed on the property as part of the relocation. The amendment applies exclusively to this tract; all other portions of the former golf course remain unchanged in use and density.

The zoning of the adjacent properties can be seen on Attachment E, Official Zoning District Map and include the following:

- Adjacent properties along Union Cemetery Road are zoned Planned Development Mixed-Use (PD-1), Low to Moderate Density Residential (RM-4), and Moderate to High Density Residential (RM-12).
- Adjacent properties along Dillon Road are zoned Light Industrial (IL) and Light Commercial (LC), which accommodate a variety of employment, service, and neighborhood-scale commercial uses.
- Across William Hilton Parkway, properties are zoned Light Commercial (LC) and Parks and Recreation (PR).

The property is also within the Corridor Overlay (COR) District and the Airport Overlay District.

Applicant's Grounds for ZMA:

This request will allow for the relocation of St. James Baptist Church to the subject property which supports the implementation of Goal #7: Preserve, Protect, and Celebrate Gullah Geechee Culture and Heritage from the Town's 2026-2028 Strategic Plan, which calls for the relocation of the church.

Summary of Facts and Conclusions:

Findings of Fact:

- The application was submitted on September 15, 2025, as set forth in LMO Section 16-2-103.C and Appendix D-1.

- Per LMO Section 16-2-102.E.1, when an application is subject to a hearing, the LMO Official shall ensure that the hearing on the application is scheduled for a regularly scheduled meeting of the body conducting the hearing or a meeting specially called for that purpose by such body.
- The LMO Official scheduled the public hearing on the application for the July 23, 2026, Planning Commission meeting, which is a specially called meeting of the Planning Commission.
- Per LMO Section 16-2-102.E.2, the LMO Official shall publish a notice of the public hearing in a newspaper of general circulation in the Town no less than 15 calendar days before the hearing date.
- Notice of the July 23, 2026 public hearing was published in the Island Packet on July 5, 2026.
- Per LMO Section 16-2-102.E.2, the applicant shall mail a notice of the public hearing by first-class mail to the owners of the land subject to the application and owners of record of properties within 350 feet of the subject land, no less than 15 calendar days before the hearing date.
- The applicant mailed notices of the July 23, 2026, public hearing by first-class mail to the owners of record of properties within 350 feet of the subject property on July 2, 2026.
- Per LMO Section 16-2-102.E.2, the LMO Official shall post conspicuous notice of the public hearing on or adjacent to the land subject to the application no less than 15 days before the hearing date, with at least one such notice being visible from each public thoroughfare that abuts the subject land.
- The LMO Official posted on July 7, 2026, conspicuous notice of the public hearing on the land subject to the application.

Conclusions of Law:

- The application was submitted in compliance with LMO Section 16-2-103.C and Appendix D-1.
- Notice of the public hearing was published, mailed and posted, in compliance with LMO Section 16-2-102.E.2.

As set forth in LMO Section 16-2-103.C.3. In determining whether to recommend that Town Council approve or deny a proposed Zoning Map Amendment (Rezoning), the Planning Commission may weigh the relevance of and consider the following:

Summary:

Criteria 1: Whether and the extent to which the proposed zoning is in accordance with the Comprehensive Plan (LMO Section 16-2-103.C.3.a.i):

Findings of Fact:

The proposed Master Plan Amendment is consistent with *Our Plan 2020–2040*, the Town’s adopted Comprehensive Plan, and advances several of its core goals related to cultural preservation, community identity, appropriate land use transitions, and provision of community-serving facilities.

Supporting Civic and Cultural Institutions

Our Plan emphasizes the value of civic and cultural institutions as part of a strong and engaged community. Excellence Goal 3.5 directs the Town to:

- *“Continue to engage the community... in the planning and policy process”* and
- *“Instill a strong sense of civic pride by encouraging involvement in Town boards and commissions, in public decision-making, and through community engagement.”*

Additionally, the Cultural Resources element recognizes the continued importance of historic sites and cultural venues in supporting the Island’s identity and community fabric. Religious institutions are longstanding civic anchors within Hilton Head Island’s Gullah and African American communities, and their support aligns with the Plan’s emphasis on civic identity, community life, and cultural continuity.

Reinforcing Historic Community Identity

Our Plan contains multiple strategies aimed at protecting and enhancing heritage resources and the Island’s sense of place. These include:

- *“Reinforce Hilton Head Island’s unique sense of place and quality of life...”*
- Preservation of open space and cultural landscapes through:
“Continue to preserve and maintain open space, including the improvement and enhancement of existing open space.”

The location of the proposed church immediately adjacent to the historic Union Cemetery strengthens an existing cultural resource and maintains a traditional spatial relationship that has long defined the community’s heritage. This placement directly supports the preservation of cultural identity and maintains an important historic landscape pattern.

Ensuring Appropriate Land Use Transitions

Our Plan provides clear guidance for modifying land use regulations to meet community needs while maintaining compatibility and Island character:

- *“Continue to provide an appropriate range of land uses that accommodate the needs of the community.”*
- *“Provide appropriate modifications to the zoning designations and land use regulations to meet community needs while maintaining Island character.”*

The proposed amendment creates a land use transition fully compatible with surrounding residential, cemetery, and open-space uses within the PD-1 District. Compared to the broad range of development intensities allowed under PD-1, the proposed uses are lower intensity and appropriately scaled.

Providing Facilities That Meet Community Needs

The Comprehensive Plan emphasizes that the Town should continue providing high-quality facilities to serve residents and support community well-being. Community Facilities Strategy 5.2 states:

- *“Ensure the Town continues to provide best-in-class services and facilities that meet or exceed the expectations of its residents and visitors.”*

The proposed uses serve as essential community facilities, offering social support, cultural continuity, gathering space, and spiritual services. Locating St. James Baptist Church on a site that restores its proximity to the historic cemetery directly aligns with this policy to provide community-serving facilities where they are most needed and most meaningful.

Overall Consistency with Our Plan

Taken together, the proposed Master Plan Amendment:

- Supports a civic and cultural institution aligned with community identity;
- Reinforces the Island's historic and cultural landscape;
- Creates an appropriate and harmonious land use transition within the PD-1 framework; and
- Provides a needed community facility in a location that enhances cultural, social, and historic value.

Conclusions of Law:

- The proposed rezoning is in accordance with the Comprehensive Plan, as set forth in LMO Section 16-2-103.C.3.a.i.
- The proposed Master Plan Amendment will modify the existing permitted land use to allow the relocation of St. James Baptist Church to the proposed site adjacent to its cemetery on Union Cemetery Road.
- The proposed Master Plan Amendment supports a civic and cultural institution aligned with community identity.
- The proposed Master Plan Amendment reinforces the Island's historic and cultural landscape.
- The proposed Master Plan Amendment creates an appropriate and harmonious land use transition within the PD-1 framework.
- The proposed Master Plan Amendment provides for the relocation of the church to a location that enhances cultural, social, and historic value.

Summary:

Criteria 2: Whether and the extent to which the proposed zoning would allow a range of uses that are compatible with the uses allowed on other property in the immediate vicinity (LMO Section 16-2-103.C.3.a.ii):

Findings of Fact:

- The proposed Master Plan Amendment is limited to changing the land use assigned to the subject 4.776 acres as part of the Port Royal and Surrounds Master Plan to add to the existing open space use a designation of religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance. These proposed use additions are aligned with covenants, conditions, and restrictions that are being placed on the property as part of the relocation.
- This rezoning introduces uses that are compatible with the development pattern along Union Cemetery Road and within the surrounding PD-1 District. The adjacent properties include a mix of Planned Development Mixed-Use (PD-1), Low to Moderate Density Residential (RM-4), and Moderate to High Density Residential (RM-12), which together support residential neighborhoods, community institutions, and small-scale commercial services. Properties along Dillon Road consist of Light Industrial (IL) and Light Commercial (LC) zoning districts, accommodating employment centers, service uses, and neighborhood-serving commerce. The proposed uses are consistent with these adjacent land patterns and do not introduce uses that would create land-use conflicts.

- The 4.667-acre tract is directly contiguous with the historic St. James Baptist Church Union Cemetery, an established institutional and cultural use. This change in land use reinforces this existing relationship between the church and cemetery, providing a cohesive and culturally appropriate extension of the cemetery use. Institutional uses such as churches, cemeteries, and community facilities are typical within PD-1 and are compatible with both surrounding residential districts and nearby commercial/service corridors.
- The proposed density of 14,000 square feet reflects a development intensity at approximately 3,000 sq ft per acre, which falls well below both the PD-1 default maximum for tracts with unspecified density (10,000 sq ft per acre) and the lowest nonresidential density permitted under the LMO (6,000 sq ft per acre). This scale further ensures compatibility with surrounding uses and minimizes potential impacts such as traffic, noise, or visual intrusion.
- The land use of the remaining portions of the Mid-Island Tract property will remain unchanged under this request and will retain the existing Master Plan designations of Open Space. Therefore, the amendment does not alter the broader use pattern within the PD-1 District and preserves the surrounding open space character.

Conclusions of Law:

- The proposed rezoning will allow uses that are compatible with the uses allowed on other property in the immediate vicinity in accordance with LMO Section 16-2-103.C.3.a.ii.
- Overall, the area surrounding the 4.667-acre tract contains a diverse but compatible mix of residential neighborhoods, civic and cultural institutions, commercial and light industrial activities, and open-space parcels. The proposed land uses align with the existing pattern of development, support a logical transition between residential and institutional uses, and reinforce the long-standing cultural landscape of the Union Cemetery Road corridor.

Summary:

Criteria 3: Whether and the extent to which the proposed zoning is appropriate for the land (LMO Section 16-2-103.C.2.a.iii):

Findings of Fact:

- The subject 4.667-acre tract is part of the Port Royal and Surrounds Master Plan and is designated for open space use. This reflects its historical function as part of a larger, integrated recreational and open space network.
- The land was previously developed as a golf course with remnants of that development pattern including open clearings, landscape corridors, paths, and utility infrastructure, making the site well-suited for a low-intensity civic use.
- The tract has direct access to Union Cemetery Road, a local roadway that already serves institutional, residential, and light commercial uses. This access pattern is appropriate for a civic use such as St. James Baptist Church and Cherry Hill School and does not require modification to the PD-1 road network.
- The proposed Master Plan Amendment does not alter the zoning district and applies only to the 4.667-acre tract. No changes are proposed to the remainder of the former golf course property.

- The proposed amendment includes a maximum building area of 14,000 square feet, which represents a development intensity of approximately 3,000 square feet ft per acre. This is significantly below both the PD-1 default maximum density for tracts without assigned density (10,000 sq ft per acre) and the lowest nonresidential density permitted under the LMO (6,000 sq ft per acre), confirming that the scale of development is appropriate for the site.
- The proposed uses are compatible with the land's physical characteristics and cultural context, particularly given the tract's adjacency to the historic St. James Baptist Church Union Cemetery. This location reinforces a traditional institutional landscape pattern and respects the historic and cultural significance of the corridor.

Conclusions of Law:

- The proposed zoning is appropriate for the land in accordance with LMO Section 16-2-103.C.3.a.iii.
- The tract is part of the Port Royal and Surrounds Master Plan and designated for open space use. The amendment preserves the low-intensity character historically associated with this portion of the PD-1 District.
- The site contains the necessary infrastructure and access to support the proposed uses without requiring additional intensity or roadway modifications, and the proposed 14,000 square foot building maintains a low development footprint consistent with the intent of the PD-1 District.

Summary:

Criteria 4: Whether and the extent to which the proposed zoning addresses a demonstrated community need (LMO Section 16-2-103.C.3.a.iv):

Findings of Fact:

- The proposed Master Plan Amendment responds to a demonstrated community need by supporting the relocation and long-term stability of St. James Baptist Church, a historic congregation with deep cultural roots on Hilton Head Island. The church has historically been associated with the adjacent St. James Baptist Church Union Cemetery and strengthening that spatial relationship strengthens cultural continuity.
- The proposed uses serve vital civic functions, providing spaces for worship, community gathering, social support, cultural expression, and intergenerational activity. These functions directly contribute to the quality-of-life policies identified in Our Plan 2020–2040, which emphasize providing facilities and institutions that meet community needs and reinforce the Island's sense of place.
- The 4.667-acre tract's location immediately beside the historic cemetery will relocate the church in a way that it is closer to its ancestral burial ground. This relationship is deeply rooted in the Gullah and African American history of the area, and the amendment enables a land-use pattern that respects and preserves this relationship.
- The proposed development intensity of 14,000 square feet equates approximately 3,000 square feet per acre. This is well below the PD-1 default maximum density for tracts without assigned density (10,000 sq ft per acre) and the lowest nonresidential density allowed in the LMO (6,000 sq ft per acre). This ensures that the amendment meets the

functional needs of the congregation without introducing unnecessary intensity or incompatible development.

- Because the remainder of the former golf course property remains unchanged, the amendment does not diminish other community priorities such as open space preservation, environmental stewardship, or future public planning opportunities.

Conclusions of Law:

- The rezoning would fulfill a demonstrated community need in accordance with LMO Section 16-2-103.C.3.a.iv.
- The amendment enables the continued functioning of a long-established religious institution in a location that reflects its historic and cultural relationship to the St. James Baptist Church Union Cemetery, thereby supporting cultural preservation, spiritual life, and community cohesion.
- The proposed scale and intensity are appropriate to the need being addressed and ensure that the civic purpose of the amendment is met without creating impacts inconsistent with the PD-1 District or surrounding development pattern.

Summary:

Criteria 5: Whether and the extent to which the proposed zoning is consistent with the overall zoning program as expressed in future plans for the Town (LMO 16-2-103.C.3.a.v):

Findings of Fact:

- The proposed Master Plan Amendment is consistent with the Town's overall zoning program and future land use vision as articulated in Our Plan 2020–2040. The Comprehensive Plan emphasizes supporting civic and cultural institutions, preserving historic community identity, and ensuring that land uses respond to community needs in a manner compatible with Island character. Allowing this change directly aligns with these policy principles.
- The Planned Development Mixed-Use (PD-1) District specifically anticipates a coordinated mix of residential, recreational, civic, and institutional uses within a unified master plan. The proposed use is consistent with this vision. The proposed density of 14,000 square feet is well below the 10,000 sq ft per acre density allowance that applies to PD-1 tracts without assigned density.
- The amendment does not alter the zoning district or the broader land use framework of the PD-1 District. Only the 4.667-acre tract is affected. The remainder of the former golf course property retains its existing Master Plan designation and remains available for future public or recreational planning consistent with Town goals.
- The future land use vision in Our Plan calls for maintaining cultural landscapes, supporting community-serving facilities, and reinforcing the Island's unique sense of place. Locating a church adjacent to its historic cemetery fulfills these objectives by strengthening a significant heritage resource and ensuring long-term institutional viability.
- The proposed amendment also maintains appropriate land-use transitions between the cemetery, nearby residential neighborhoods (RM-4 and RM-12), and the mixed-use and commercial corridors to the east and west. The overall scale and civic nature of the use support compatibility and help maintain the character of this portion of Union Cemetery Road.

Conclusions of Law:

- The proposed zoning is consistent with the overall zoning program as expressed in future plans for the Town in accordance with LMO Section 16-2-103.C.3.a.v.
- The amendment harmonizes with the intended purpose of the PD-1 District, which anticipates a mix of recreational, civic, and institutional uses that are appropriately scaled and coordinated within the Master Plan framework.
- The proposed density is significantly below both PD-1 and other LMO nonresidential thresholds. As such, the amendment ensures continued compatibility with the Town's vision for this area while responding to a well-documented community need.

Summary:

Criteria 6: Whether and the extent to which the proposed zoning would avoid creating an inappropriately isolated zoning district unrelated to adjacent and surrounding zoning districts (LMO Section 16-2-103.C.3.a.vi):

Findings of Fact:

- The subject 4.667-acre tract is located within the Port Royal and Surrounds Master Plan area of the PD-1 District, where the existing master plan currently permits Open Space. The amendment proposes to add to the existing open space use a designation of religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, without changing the zoning district or altering the surrounding PD-1 structure.
- The tract is bordered by a variety of zoning districts, including Low to Moderate Density Residential (RM-4), Moderate to High Density Residential (RM-12), Light Commercial (LC), Light Industrial (IL), and additional PD-1 tracts. These districts contain a broad range of residential, commercial, light industrial, civic, and open space uses, all contributing to a varied but cohesive land-use pattern.
- The proposed civic use is commonly integrated into residential and mixed-use areas and is generally compatible with both residential neighborhoods and commercial/service areas. The proposed uses are consistent with the types of civic and institutional uses present in or anticipated by the PD-1 District and the surrounding zoning districts.
- The tract directly adjoins the historic St. James Baptist Church Union Cemetery, an existing institutional and cultural use. The proposed use strengthens this established land-use pattern and does not introduce an unrelated or isolated use. Instead, it consolidates two related institutional functions into a cohesive setting, a church and its cemetery.
- The proposed development intensity of 14,000 square feet, or approximately 3,000 square feet per acre, is very low, significantly below both the PD-1 default density for tracts without assigned density (10,000 sq ft per acre), and the lowest nonresidential density permitted under the LMO (6,000 sq ft per acre).
- This scale further ensures that the use remains compatible with surrounding development and avoids creating an intensive or isolated land-use enclave.

Conclusions of Law:

- The proposed zoning would avoid creating an inappropriately isolated zoning district unrelated to adjacent and surrounding zoning districts in accordance with LMO Section 16-2-103.C.3.a.vi.
- The amendment adds a low-intensity civic uses that are compatible with adjacent zoning districts, reinforces the existing institutional character of the St. James Baptist Church Union Cemetery , and supports the coordinated land-use framework of the PD-1 District.
- Because the amendment maintains the underlying zoning and does not alter surrounding districts, it does not create an isolated or unrelated zoning or land-use area.

Summary:

Criteria 7: Whether and the extent to which the proposed zoning would allow the subject property to be put to a reasonably viable economic use (LMO Section 16-2-103.C.3.a.vii):

Findings of Fact:

- The existing Master Plan designates the 4.667-acre tract solely for Open Space use and assigns no nonresidential or residential density. The proposed development is a reasonably viable economic use. Although not an economic use in a traditional market sense, the provision of institutional and civic services constitutes a recognized form of “community economic value” within the meaning of the LMO.
- The proposed amendment allocates 14,000 square feet of nontransferable, nonresidential density, which establishes a clear and functional development right. This allocation, at approximately 3,000 square feet per acre, is below the default PD-1 maximum density identified for undesignated properties (10,000 sq ft per acre) and the lowest nonresidential density permitted in the LMO (6,000 sq ft per acre). This scale reinforces compatibility while enabling productive use.
- The land’s adjacency to the historic St. James Baptist Church Union Cemetery supports a uniquely appropriate institutional use, providing the church with the ability to relocate in a manner consistent with community expectations, cultural needs, and the congregation’s long-term operational viability.
- Religious institutions contribute meaningful community values, including social support, public gathering functions, charitable activities, cultural continuity, and intergenerational engagement. Although not an economic use in a traditional market sense, the provision of institutional and civic services constitutes a recognized form of “community economic value” within the meaning of the LMO.
- The amendment applies only to the 4.667-acre tract and does not alter the economic potential or regulatory framework for the remainder of the former golf course property, which remains available for future planning consistent with Town objectives.

Conclusions of Law:

- The proposed zoning would allow the subject property to be put to a reasonably viable economic use in accordance with LMO Section 16-2-103.C.3.a.vii.
- The allocation of 14,000 square feet of nontransferable, nonresidential density with the proposed use enables a viable, functional, and community-serving institutional use, providing both tangible and intangible economic value to the Island.

- The amendment creates a development path that is appropriate for the site, and consistent with the PD-1 District, thereby fulfilling the LMO requirement that the property be afforded a reasonable and beneficial use.

Summary:

Criteria 8: Whether and the extent to which the proposed zoning would result in development that can be served by available, adequate, and suitable public facilities (e.g. streets, potable water, sewerage, stormwater management) (LMO Section 16-2-103.C.3.a.viii):

Findings of Fact:

- There are existing utilities established on-site.
- Per the LMO, a Major Development Plan Review (DPR) application would be required to develop the property. As part of the Major DPR application, any required infrastructure improvements, encroachment permits or approvals from outside agencies such as Public Service District (PSD), Hargray, Palmetto Electric, South Carolina Department of Transportation (SCDOT) and any applicable private Architectural Review Board (ARB) would be required prior to the approval of the Major DPR.

Conclusion of Law:

- The proposed zoning would result in development that can be served by available public facilities in accordance with LMO Section 16-2-103.C.3.a.viii.

Summary:

Criteria 9: Is appropriate due to any changed or changing conditions in the affected area (LMO Section 16-2-103.C.3.a.ix):

Findings of Fact:

- The 4.667-acre subject property was originally designated as part of a golf course in the Port Royal and Surrounds Master Plan. with no additional uses or density assigned under that plan.
- The golf course was acquired by the Town of Hilton Head Island and is no longer in operation, marking a significant shift in both ownership and land use potential.
- The surrounding area has evolved into a more diverse and mixed-use corridor, with adjacent zoning that includes residential (RM-4 and RM-12), commercial (LC), light industrial (IL), and other Planned Development tracts. These changes have rendered the golf course designation increasingly obsolete and functionally incompatible with the corridor's future trajectory.
- The proposed Master Plan Amendment enables adaptive reuse of the site while ensuring land use compatibility and context-sensitive development.
- This transition aligns with broader Town objectives identified in "Our Plan" and other adopted policy documents that call for expanded access to civic, cultural, and institutional facilities, particularly those that reinforce historic community identity and fulfill long-standing local needs.

Conclusions of Law:

- The proposed rezoning is appropriate due to the changes in the area, in accordance with LMO Section 16-3-103.C.a.ix.
- Closure of the golf course, public acquisition of the land, and a growing need for institutional facilities all constitute substantive changes that justify updating the permitted use designation on this portion of the Master Plan.
- The amendment represents a timely and reasonable response to the site's physical, cultural, and regulatory evolution, while preserving consistency with the surrounding land use pattern.

Note: If the proposed amendment is approved by Town Council, such action shall be by ordinance to amend the Official Zoning Map. If it is denied by Town Council, such action shall be by resolution.

PREPARED BY:

SF

 Shea Farrar
Principal Planner

July 10, 2026

 DATE

REVIEWED BY:

TL

 Trey Lowe
Interim Planning Director and LMO Official

July 14, 2026

 DATE

ATTACHMENTS:

- A) Application Narrative
- B) Location Map
- C) Survey
- D) Port Royal and Surrounds Master Plan
- E) Official Zoning District Map

**NARRATIVE SUPPLEMENT TO THE APPLICATION FOR ZONING MAP AMENDMENT
FROM THE TOWN OF HILTON HEAD ISLAND REGARDING 4.667 ACRES ON THE
CORNER OF DILLON ROAD AND WILLIAM HILTON PARKWAY, HILTON HEAD ISLAND, SC**

This Attachment A is part of the Zoning Map Amendment Application (this "Application") of The Town of Hilton Head Island (the "Applicant"), and is submitted by the Applicant to the Planning Commission of the Town of Hilton Head Island (the "Town") to address the zoning amendment criteria set forth in Section 16-2-103.C.3 of the Town's Land Management Ordinance (the "LMO"). This Application seeks approval of a master plan amendment to amend the Port Royal and Surrounds Master Plan as part of the Planned Development Mixed Use District by changing the allowable use applicable to 4.667 acres of Town-owned property (the "Property") on the corner of Dillon Road and William Hilton Parkway, to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, with an assigned nontransferable, nonresidential density of 14,000 square feet allowing for the relocation of St. James Baptist Church to the 4.667 acre tract.

Background

The Town of Hilton Head Island is seeking a Master Plan Amendment for a 4.667-acre portion of the Town-owned property, identified on Beaufort County Tax Maps as Parcel R510 009 000 1199 0000. This property is commonly known as the Mid-Island Tract. The amendment is requested to allow for the relocation of St. James Baptist Church and Cherry Hill School to a portion of the property and assign a nontransferable, nonresidential density of 14,000 square feet to the 4.667 acre portion of the property shown on the attached plat, Attachment A, entitled a Subdivision Plat of Lot 1 #50 Dillon Road prepared for St. James Baptist Church dated 04-24-24 . The location is adjacent to the church's cemetery on Union Cemetery Road.

The Town purchased the Mid-Island Tract for \$5 million in 2013. The 102.73-acre property was formerly known as the Planters Row Golf Course. The property was leased back to the Heritage Golf Group to continue its use as a golf course for a minimum of two years. The lease expired on December 31, 2019. The press release from the Town's purchase of the property stated that this purchase offers the Town opportunities to meet community needs in the future that can only be addressed by larger tracts of land.

In 2022, the Town adopted Resolution 2022-35 approving the master plan for the Mid-Island Park, which included the relocation of St. James Baptist Church to the property. Since this time the Town has made maintenance, stormwater and access improvements to the site.

This application is integral to fulfilling the Town adopted Resolution 2022-35 approving the master plan for the Mid-Island Park, which included the relocation of St. James Baptist to the property.

This tract, along with the larger Mid-Island Tract, is currently zoned Planned Development Mixed Use District (PD-1) as part of the Port Royal and Surrounds Master Plan and designated for Open Space use, with no residential or nonresidential density assigned. Open Space use includes the

historical site, lagoons, golf courses, recreation areas, and area between property line and mean high water in the Port Royal and Surrounds Master Plan area.

The Town is requesting a Master Plan Amendment to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, with an assigned nontransferable, nonresidential density of 14,000 square feet to allow for the relocation of St. James Baptist Church and the Cherry Hill School to this property. The amendment applies exclusively to this 4.667 acre portion of the property. All other portions of the former golf course remain unchanged in use and density.

The zoning of the adjacent properties includes the following:

Adjacent properties along Union Cemetery Road are zoned Planned Development Mixed-Use (PD-1), Low to Moderate Density Residential (RM-4), and Moderate to High Density Residential (RM-12)

Adjacent properties along Dillon Road are zoned Light Industrial (IL) and Light Commercial (LC), which accommodate a variety of employment, service, and neighborhood-scale commercial uses.

Across William Hilton Parkway, properties are zoned Light Commercial (LC) and Parks and Recreation (PR).

The property is also within the Corridor Overlay District and the Airport Overlay District.

Rezoning Criteria

The proposed rezoning review as required by LMO Section 16-2-103.C. is as follows:

i. Is in accordance with the Comprehensive Plan;

The proposed Master Plan Amendment is consistent with Our Plan 2020–2040, the Town's adopted Comprehensive Plan, and advances several of its core goals related to cultural preservation, community identity, appropriate land use transitions, and provision of community-serving facilities.

Supporting Civic and Cultural Institutions

Our Plan emphasizes the value of civic and cultural institutions as part of a strong and engaged community. Excellence Goal 3.5 directs the Town to:

- “Continue to engage the community... in the planning and policy process” and
- “Instill a strong sense of civic pride by encouraging involvement in Town boards and commissions, in public decision-making, and through community engagement.”

Additionally, the Cultural Resources element recognizes the continued importance of historic sites and cultural venues in supporting the Island's identity and community fabric. Religious institutions are longstanding civic anchors within Hilton Head Island's Gullah and African American communities, and their support aligns with the Plan's emphasis on civic identity, community life, and cultural continuity.

Reinforcing Historic Community Identity

Our Plan contains multiple strategies aimed at protecting and enhancing heritage resources and the Island's sense of place. These include:

- "Reinforce Hilton Head Island's unique sense of place and quality of life..."
- Preservation of open space and cultural landscapes through:
"Continue to preserve and maintain open space, including the improvement and enhancement of existing open space."

The location of the proposed church immediately adjacent to the historic Union Cemetery strengthens an existing cultural resource and maintains a traditional spatial relationship that has long defined the community's heritage. This placement directly supports the preservation of cultural identity and maintains an important historic landscape pattern.

Ensuring Appropriate Land Use Transitions

Our Plan provides clear guidance for modifying land use regulations to meet community needs while maintaining compatibility and Island character:

- "Continue to provide an appropriate range of land uses that accommodate the needs of the community."
"Provide appropriate modifications to the zoning designations and land use regulations to meet community needs while maintaining Island character."

The proposed uses on the subject 4.667-acre tract create a land use transition fully compatible with surrounding residential, cemetery, and open-space uses within the PD-1 District. Compared to the broad range of development intensities allowed under PD-1, the proposed 4,000 sf of nonresidential density represents a significantly lower intensity and maintains appropriate scale, buffering patterns, and transitions.

Providing Facilities That Meet Community Needs

The Comprehensive Plan emphasizes that the Town should continue providing high-quality facilities to serve residents and support community well-being.

- Community Facilities Strategy 5.2 states: "Ensure the Town continues to provide best-in-class services and facilities that meet or exceed the expectations of its residents and visitors."

The uses being added by this rezoning serve as essential community facilities, offering social support, cultural continuity, gathering space, and spiritual services. Locating St. James Baptist Church on a site that provides for a location adjacent to the historic cemetery directly aligns with this policy to provide community-serving facilities where they are most needed and most meaningful.

Overall Consistency with Our Plan

Taken together, the proposed Master Plan Amendment:

- Supports a civic and cultural institution aligned with community identity;
- Reinforces the Island's historic and cultural landscape; Creates an appropriate and harmonious land use transition within the PD-1 framework; and
- Provides a needed community facility in a location that enhances cultural, social, and historic value.

ii. Would allow a range of uses that are compatible with the uses allowed on other property in the immediate vicinity;

- The proposed Master Plan Amendment adds, to the existing open space use, the designation of religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of

community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, to the 4.667-acre tract. This introduces low-intensity civic uses to the existing Open Space use that is compatible with the development pattern along Union Cemetery Road and within the surrounding PD-1 District. Adjacent properties include a mix of Planned Development Mixed-Use (PD-1), Low to Moderate Density Residential (RM-4), and Moderate to High Density Residential (RM-12), which together support residential neighborhoods, community institutions, and small-scale commercial services. Properties along Dillon Road consist of Light Industrial (IL) and Light Commercial (LC) zoning districts, accommodating employment centers, service uses, and neighborhood-serving commerce. The proposed uses are consistent with these adjacent land use patterns and do not create land-use conflicts.

- The 4.667-acre tract is directly contiguous with the historic Union Cemetery, an established institutional and cultural use. The addition of the proposed uses on the adjacent tract reinforces this existing land-use relationship, providing a cohesive and culturally appropriate extension of the cemetery use. Institutional uses such as churches, cemeteries, and community facilities are typical within PD-1 and are compatible with both surrounding residential districts and nearby commercial/service corridors.
- The proposed scale of a maximum of 14,000 square feet of nontransferable, nonresidential density on 4.667 acres reinforces compatibility while enabling productive use. This scale further ensures compatibility with surrounding uses and minimizes potential impacts such as traffic, noise, or visual intrusion.
- The remaining portions of the former golf course property remain unchanged under this request and retain their existing Master Plan designations. Therefore, the amendment does not alter the broader use pattern within the PD-1 District and preserves the surrounding open-space character.

iii. Is appropriate for the land;

- The subject 4.667-acre tract was originally part of the Port Royal and Surrounds Master Plan and was designated for Open Space use. This reflects its historical function as part of a larger, integrated recreational landscape.
- The land was previously developed as a golf course, and remnants of that development pattern, open clearings, landscape corridors, paths, and utility infrastructure, remain in place, making the site well-suited for a low-intensity civic use.
- The 4.667-acre tract has direct access to Union Cemetery Road, a local roadway that already serves institutional, residential, and light commercial uses. This access pattern is appropriate for civic uses as proposed by this rezoning and does not require modification to the PD-1 road network.
- The proposed Master Plan Amendment does not alter the zoning district and applies only to the 4.667-acre tract. No changes are proposed to the remainder of the former golf course property.
- The proposed scale of a maximum of 14,000 square feet of nontransferable, nonresidential density on 4.667 acres reinforces compatibility while enabling productive use.
- The proposed uses are compatible with the land's physical characteristics and cultural context, particularly given the tract's adjacency to the historic Union Cemetery. This location reinforces a traditional institutional landscape pattern and respects the historic and cultural significance of the corridor.

iv. Addresses a demonstrated community need;

- The proposed Master Plan Amendment responds to a demonstrated community need by supporting the relocation and long-term stability of St. James Baptist Church, a historic congregation with deep cultural roots on Hilton Head Island. The church has historically been associated with the adjacent Union Cemetery and strengthening that spatial relationship strengthens cultural continuity.
- The uses proposed in this rezoning serve vital civic functions, providing spaces for worship, community gathering, social support, cultural expression, and intergenerational activity. These functions directly contribute to the quality-of-life policies identified in Our Plan 2020–2040, which emphasize providing facilities and institutions that meet community needs and reinforce the Island’s sense of place.
- The 4.667-acre tract’s location immediately beside the historic cemetery will relocate the church in a way that it is closer to its ancestral burial ground. This relationship is deeply rooted in the Gullah and African American history of the area, and the amendment enables a land-use pattern that respects and preserves this relationship.
- The proposed scale of a maximum of 14,000 square feet of nontransferable, nonresidential density on 4.667 acres reinforces compatibility while enabling productive use. This ensures that the amendment meets the functional needs of the congregation without introducing unnecessary intensity or incompatible development.
- Because the remainder of the former golf course property remains unchanged, the Amendment does not diminish other community priorities such as open space preservation, environmental stewardship, or future public planning opportunities.

v. Is consistent with the overall zoning program as expressed in future plans for the Town;

- The proposed Master Plan Amendment is consistent with the Town’s overall zoning program and future land use vision as articulated in Our Plan 2020–2040. The Comprehensive Plan emphasizes supporting civic and cultural institutions, preserving historic community identity, and ensuring that land uses respond to community needs in a manner compatible with Island character. Allowing the proposed uses on this tract directly aligns with these policy principles.
- The PD-1 Planned Development Mixed-Use District specifically anticipates a coordinated mix of residential, recreational, civic, and institutional uses within a unified master plan. The proposed uses are consistent with this vision, particularly when scaled at an intensity appropriate to the surrounding context. The proposed 14,000 square feet per net acre of nontransferable, nonresidential density is well below the 10,000 sq ft per acre density that is permissible in PD-1 tracts.
- The Amendment does not alter the zoning district, base entitlements, or the broader land use framework of the PD-1 District. Only the 4.667-acre tract is affected. The remainder of the former golf course property retains its existing Master Plan Open Space use designation and remains available for future public or recreational planning consistent with Town goals.
- The future land use vision in Our Plan calls for maintaining cultural landscapes, supporting community-serving facilities, and reinforcing the Island’s unique sense of place. Locating a church adjacent to its historic cemetery fulfills these objectives by strengthening a significant heritage resource and ensuring long-term institutional viability.
- The proposed Amendment also maintains appropriate land-use transitions between the cemetery, nearby residential neighborhoods (RM-4 and RM-12), and the mixed-use and commercial corridors to the east and west. The limited scale and civic nature of the use

support compatibility and help maintain the character of this portion of Union Cemetery Road.

vi. Would avoid creating an inappropriately isolated zoning district unrelated to adjacent and surrounding zoning districts;

- The subject 4.667-acre tract is located within the Port Royal and Surrounds Master Plan area of the PD-1 District, where the existing master plan currently permits only Open Space use. The Amendment proposes adding additional compatible uses, to the existing Open Space use without changing the zoning district or altering the surrounding PD-1 structure.
- The tract is bordered by a variety of zoning districts, including Low to Moderate Density Residential (RM-4), Moderate to High Density Residential (RM-12), Light Commercial (LC), Light Industrial (IL), and additional PD-1 tracts. These districts contain a broad range of residential, commercial, light industrial, civic, and open-space uses, all contributing to a varied but cohesive land-use pattern.
- The uses proposed in this Amendment are commonly integrated into residential and mixed-use areas and are generally compatible with both residential neighborhoods and commercial/service areas and are consistent with the types of civic and institutional uses present in or anticipated by the PD-1 District and the surrounding zoning districts.
- The tract directly adjoins the historic Union Cemetery, an existing institutional and cultural use. Adding the proposed uses to the adjacent property strengthens this established land-use pattern and does not introduce an unrelated or isolated use. Instead, it consolidates two related institutional functions into a cohesive setting.
- This proposed scale of a maximum of 14,000 square feet of nontransferable, nonresidential density on 4.667 acres further ensures that the use remains compatible with surrounding development and avoids creating an intensive or isolated land-use enclave.

vii. Would allow the subject property to be put to a reasonably viable economic use;

- The existing Master Plan designates the 4.667-acre tract solely for Open Space use and assigns no nonresidential or residential density.
- The proposed scale of a maximum of 14,000 square feet of nontransferable, nonresidential density on 4.667 acres reinforces compatibility while enabling productive use.
- The land's adjacency to the historic Union Cemetery supports a uniquely appropriate institutional use, providing the church with the ability to relocate in a manner consistent with community expectations, cultural needs, and the congregation's long-term operational viability.
- The uses proposed in this Amendment contribute meaningful community value, including social support, public gathering functions, charitable activities, cultural continuity, and intergenerational engagement. Although not an economic use in a traditional market sense, the provision of institutional and civic services constitutes a recognized form of "community economic value" within the meaning of the LMO.
- The Amendment applies only to the 4.667-acre tract and does not alter the economic potential or regulatory framework of the remainder of the former golf course property, which remains available for future planning consistent with Town objectives.

viii. Would result in development that can be served by available, adequate, and suitable public facilities (e.g., streets, potable water, sewerage, stormwater management); and

- There are existing utilities established on-site.
- Per the LMO, a Development Plan Review (DPR) application would be required to develop the property. As part of the DPR application, any required infrastructure improvements, encroachment permits or approvals from outside agencies such as PSD, Hargray, Palmetto Electric, SCDOT and any applicable private ARB would be required prior to the approval of the DPR.

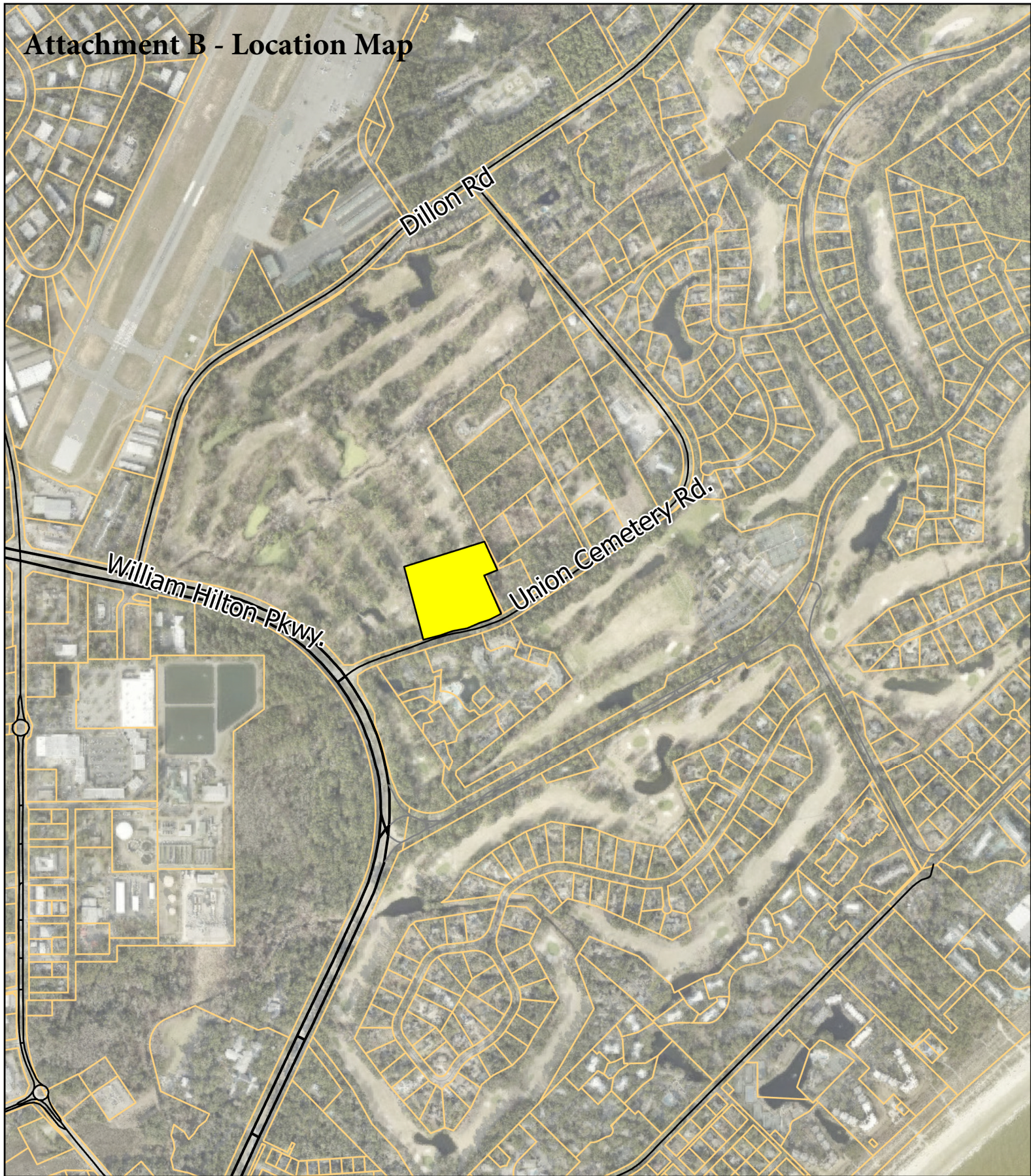
ix. Is appropriate due to any changed or changing conditions in the affected area.

- The 4.667-acre subject property was originally developed as part of a golf course on a property in the Port Royal and Surrounds Master Plan with an assigned use of Open Space.
- The golf course was acquired by the Town of Hilton Head Island and is no longer in operation, marking a significant shift in both ownership and land use potential. Since that time, the property has remained undeveloped.
- The surrounding area has evolved into a more diverse and mixed-use corridor, with adjacent zoning that includes residential (RM-4 and RM-12), commercial (LC), light industrial (IL), and other Planned Development tracts. These changes have rendered the golf course designation increasingly obsolete and functionally incompatible with the corridor's future trajectory.
- The proposed Master Plan Amendment introduces a single institutional use of Religious Institution, with a 14,000 square feet of nontransferable, nonresidential density, enabling adaptive reuse of the site while ensuring land use compatibility and context-sensitive development.
- This transition aligns with broader Town objectives identified in "Our Plan" and other adopted policy documents that call for expanded access to civic, cultural, and institutional facilities, particularly those that reinforce historic community identity and fulfill long-standing local needs.

Conclusion

The Town of Hilton Head Island is seeking a Master Plan Amendment for a 4.667-acre portion of the Town-owned property, identified on Beaufort County Tax Maps as Parcel R510 009 000 1199 0000. This property is commonly known as the Mid-Island Tract. The amendment is requested to add to the existing open space use designation religious uses meaning: churches, mosques, synagogues, and temples, and the accessory use of a fellowship hall, and related religious activities, including, without limitation, the operation of the St. James soup kitchen, and the hosting of community events in the Cherry Hill School, and public and government uses, as generally defined in the Land Management Ordinance, with an assigned nontransferable, nonresidential density of 14,000 square. This request will allow for the relocation of St. James Baptist Church and Cherry Hill School to the subject property which supports the implementation of Goal #7: Preserve, Protect, and Celebrate Gullah Geechee Culture and Heritage from the Town's 2026-2028 Strategic Plan, which calls for the relocation of the church.

Attachment B - Location Map



Location Map
Subject Property
December, 2025

N



NOTES

Attachment C - Survey

1. THIS PARCEL APPEARS TO LIE IN FLOOD ZONE X, COMMUNITY 450025, 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.

REFERENCES

1. PB: 35 PG: 80
2. PB: 136 PG: 184
3. DB: 3245 PG: 2210

N/F
THE TOWN OF
HILTON HEAD
ISLAND
PIN: R510 009
000 1199 0000
PB: 136 PG: 184
DB: 3245 PG: 2210

U.S. HIGHWAY 278
APPROX. 124'
TO THE R/W OF
U.S. HIGHWAY
278

ATLAS
SURVEYING, INC.

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

60 30 0 60 120

GRAPHIC SCALE

LINE TABLE		
LABEL	BEARING	DISTANCE
L1	S79°20'39"W	48.90'
L2	S28°36'30"E	27.23'
L3	S63°09'36"W	105.29'
L4	S70°28'29"W	427.73'

CURVE TABLE					
LABEL	RADIUS	ARC	CHORD	CHORD BEARING	DELTA
C1	947.15'	272.68'	271.74'	S70°59'33"W	16°29'42"
C2	984.82'	74.89'	74.88'	S77°18'20"W	4°21'26"
C3	984.82'	80.69'	80.67'	S72°46'47"W	4°41'40"

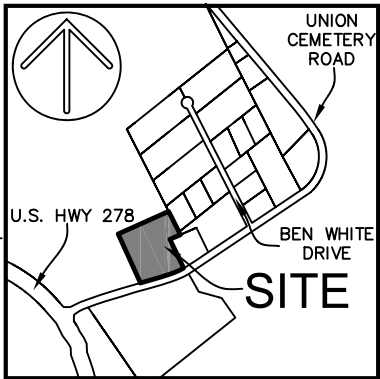
LEGEND

- △ CALC POINT - CORNER NOT SET
CMF ■ CONC. MONUMENT FOUND
CMFD ■ CONC. MONUMENT FOUND DISTURBED

LEGEND

- OTP ● OPEN TOP PIPE
RBF ● IRON REBAR FOUND
RBS ○ IRON REBAR SET
X FENCE LINE
TB TOP OF BANK
EDGE OF PAVEMENT

3x3" CMF
(1" OTP
ADJACENT)



VICINITY MAP NOT TO SCALE

PREPARED FOR:
ST. JAMES BAPTIST CHURCH

A SUBDIVISION PLAT OF

LOT 1
#50 DILLON ROAD

TAX PARCEL No. R510 009 000 1199 0000

HILTON HEAD ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

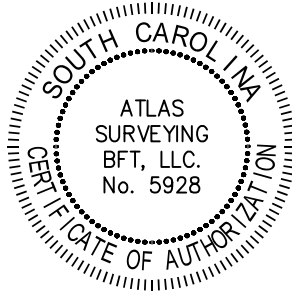
FIELD WORK: DM
FIELD CHECK: JWR
DRAWN BY: DTJ
FIELD DATE: 04-05-2024
PLAT DATE: 04-24-2024
SCALE: 1"=60'
PROJECT No.: BFT-21121
FILE: BFT-21121 SD1.DWG

N/F
SYLVESTER
WHITE
PIN: R510 009
000 008G 0000
DB: 3673 PG: 447

N/F
TANYA WHITE
PIN: R510 009
000 0008 0000
DB: 3380 PG: 1876

3x3" CMF

3x3" CMF



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

N/F
ST. JAMES
BAPTIST CHURCH
PIN: R510 009
000 008A 0000
PB: 107 PG: 97
DB: 2174 PG: 2258

6' CHAINLINK
FENCE

N: 138,736.79'
E: 2,095,127.49'

3x3" CMF

5/8" RBS
W/CAP

N26°54'45"W
418.60'
NEW PROPERTY LINE

N63°13'29"E
484.31'
NEW PROPERTY LINE

NEW LOT 1
203,285 S.F.
4.667 AC.

POND

6' CHAINLINK
FENCE

5/8" RBS
W/CAP

10.14'

BAMBOO PATCH

GRAVEL
DRIVEWAY

3.5' WOOD
FENCE

3x3" CMF

5/8" RBS
W/CAP

GATE

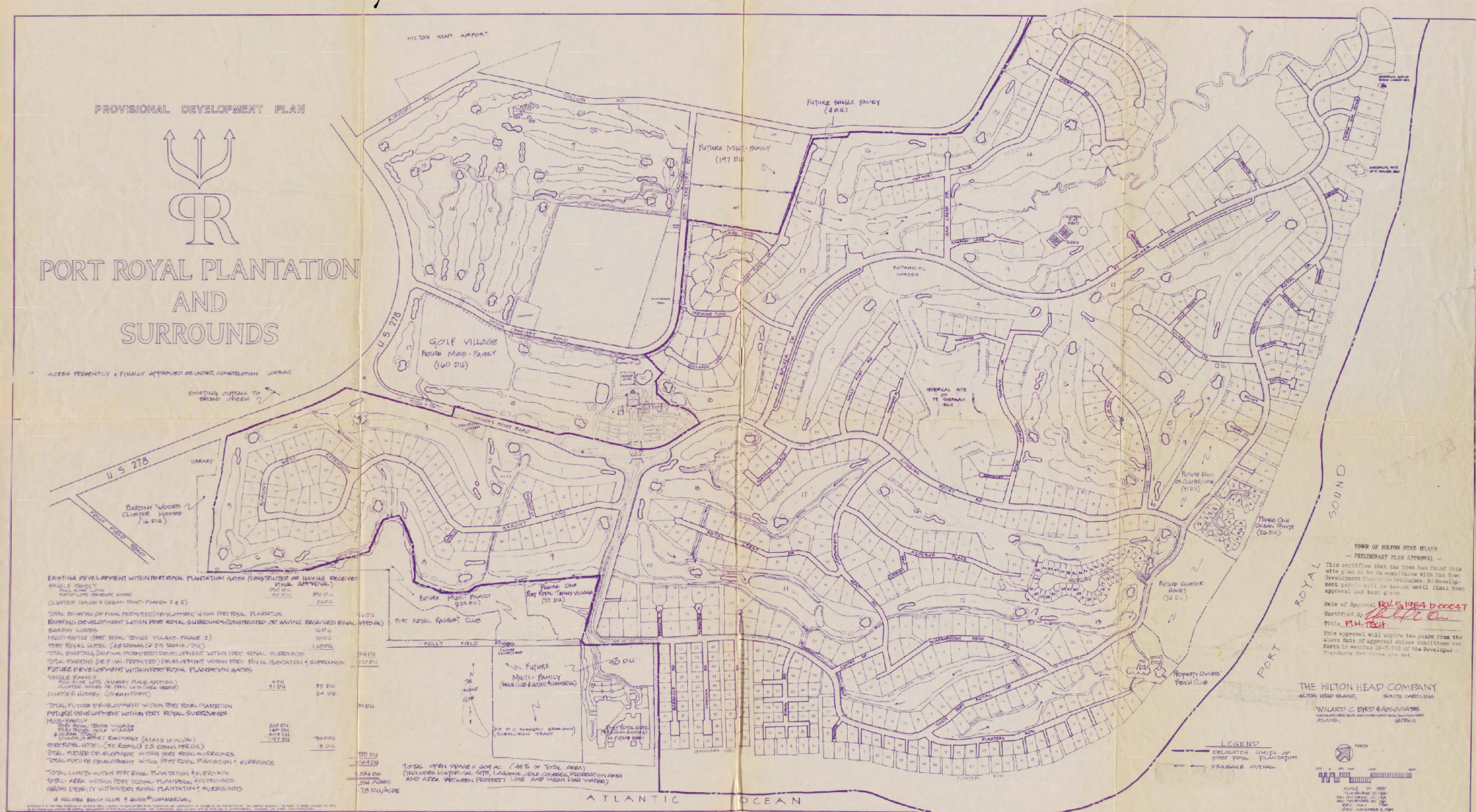
3.5' WOOD
FENCE

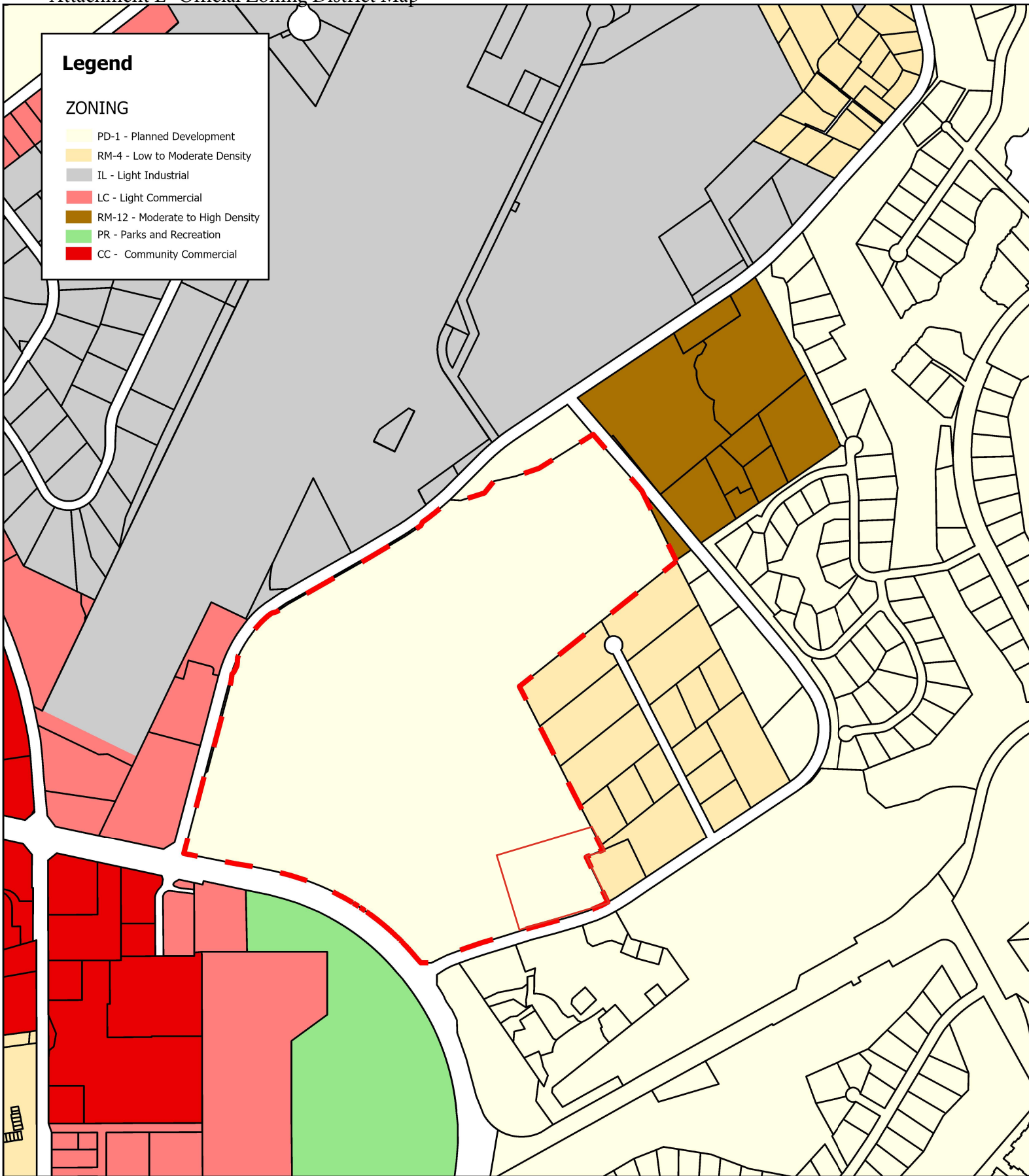
1/2" RBF
W/CAP

3x3" CMF

UNION CEMETERY ROAD 66' R/W

Attachment D - Port Royal and Surrounds Master Plan





Base Zoning Map

Subject Property
November, 2025

N





TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Doug Broyles, Procurement Officer
CC: Marc Orlando, Town Manager
Dave Byrd, Finance Director
DATE: September 15, 2026
SUBJECT: Consideration of an Ordinance Approving Amendments to Town
Procurement Code Section 11-1-315, Small Purchases - First Reading

BACKGROUND:

Town Code Section 11-1-315 establishes the threshold defining a “Small Purchase” by the Town as “...*not to exceed twenty-five thousand dollars (\$25,000)*...” and conveys authority to the Town Manager to establish procedures that govern these transactions. The Town Code section and dollar limit were last updated on November 20th, 2007. The mechanism by which the Town Manager has established “Small Purchase” procedures to date is by approving a Town Procurement Standard Operating Procedures document (“SOP”). The current SOP version is dated October 2023 and attached for reference. While Town Code establishes the upper limit of what defines a “Small Purchase”, the Procurement SOP establishes two tiers of purchases underneath that limit. First, purchases of less than \$7,500, for which each department has the authority to make direct purchases with any vendor/contractor, subject to available budgeted funds and intra-departmental approvals. Second, for purchases more than \$7,500, but less than \$25,000, the department is required to either use an executed Contract vehicle (Town Contract, Cooperative Contract, Sole Source approval, etc.) or to obtain *at least 3 quotes* from vendors/contractors to compare and select from. These purchases are then reviewed by the Procurement department to ensure documents are in order and there is compliance with stated procedure, prior to approval and issuance of a Purchase Order (“PO”).

RECOMMENDATION:

After thorough benchmarking and consideration, Town Procurement, Finance and Administrative staff recommend updating the verbiage in Code Section 11-1-315 to reflect a new Small Purchase limit of fifty thousand dollars (\$50,000). This Recommendation was reviewed, and unanimously approved, by the Finance & Administration Committee in their regular meeting on Monday, August 10th, 2026.

We have compared the current thresholds and procedures of like municipalities and agencies in the State of South Carolina and provided those for your reference and review (attached) in support of the recommendation.

In conjunction with the Town Code update, Town Staff is recommending to Town Manager that the Departmental authority level increase from seven thousand, five hundred dollars (\$7,500) to a new limit of ten thousand dollars (\$10,000). This recommendation would be provided to Town Manager via a revision to the Town Procurement SOP, upon Council's approval of this requested update to Town Code.

NEXT STEPS:

Upon concurrence with the recommendation by Council at 1st reading, the ordinance would need to move forward to 2nd reading for approval and adoption.

Once Town Council fully approves the update to Town Code language, Town Staff will then provide an updated version of the Town Procurement SOP to the Town Manager for review and adoption, reflecting the new "Small Purchase" definition in the Code.

ATTACHMENTS:

1. Town Code Section 11-1-315 – Small Purchases
2. Procurement SOP - October 2023
3. Amendment to Town Code Section 11-1-315 - "*Small Purchases*" -Power Point
4. Section 11-1-315 Amendment Proposed Ordinance

Sec. 11-1-315. - Small purchases.

Any procurement not exceeding the amount of twenty-five thousand dollars (\$25,000.00) may be made in accordance with small purchase procedures promulgated by the town manager; provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.

(Ord. No. 83-7, 10-3-83; Ord. No. 03-10, § 1, 4-1-03; Ord. No. 2007-24, § 1(Att. A), 11-20-07))

TOWN OF HILTON HEAD ISLAND



STANDARD OPERATING PROCEDURES FOR PROCUREMENT & CONTRACTING Revised October 2023

TOWN OF HILTON HEAD ISLAND

STANDARD OPERATING PROCEDURES

FOR PROCUREMENT & CONTRACTING

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TOWN OF HILTON HEAD ISLAND STANDARD OPERATING PROCEDURES FOR PROCUREMENT & CONTRACTING

PURPOSE

To establish detailed Standard Operating Procedures (“SOP”) for the procurement of goods and services by all Town Departments (“Departments”). These SOPs are intended to serve as the guide for proper methods, procedures and processes for acquiring goods or services for the Town. No such document can ever be all encompassing, therefore any questions or concerns that may arise during the procurement process should be directed to the Procurement Officer.

UPDATE AND REVIEW

The SOP’s will be reviewed annually by the Town’s Procurement Officer to ensure the procedures still meet the needs and legal requirements of the Town.

When updates to the plan are needed, the Town’s Procurement Officer will complete the necessary updates, seek final approval from the Finance Director and Town Manager, and once approved, inform staff that the document has been revised, and post it on the Town’s intranet.

BACKGROUND

Contracting/Procurement requirements are established in Title 11 of the Town’s Municipal Code. The procurement process starts with the Town’s Procurement Officer to whom the Town Manager has delegated procurement authority, as allowed per Title 11, Chapter 1, Article 2 of the Town’s Municipal Code. All contracts and agreements must be reviewed and approved by Procurement Officer and the appropriate senior staff members which will vary depending on the nature of the procurement, with the exception of the contracts for Town Manager and Town Attorney. The Town utilizes an electronic routing system for the approval of contracts and contract amendments. Once all necessary approvals have been obtained, the appropriate Town official will sign on behalf of the Town. Signature authority for Town contracts is shown below:

- Non-Capital Improvement Contracts up to \$100,000: Deputy Town Manager
- Capital Improvement Contracts up to \$100,000: Assistant Town Manager - Community Development
- All Contracts Over \$100,000: Town Manager

The Town utilizes a centralized procurement/contracting process overseen and administered by the Procurement Officer. Smaller purchases of up to \$25,000 (“Small Purchases”) can be handled at the departmental level, but must comply with the Small Purchase Procedures provided in Exhibit

1. Each Department is responsible for the acquisition of goods or services for which a line item has been established in their budget while assuring that the procurement is compliant with Title 11 of Town Municipal Code and these SOP's. The Procurement Officer should be consulted on any questions regarding the application of Title 11.

The procurement process requirements are determined primarily by the dollar amount of the procurement, regardless of the instrument (purchase card, purchase order or written contract) used for the procurement. The type/nature of the transaction will also impact process requirements. Departments shall consult with the Procurement Officer to confirm the proper approach if they are unsure.

The Town has three definitive methods/tools for procuring goods or services classified as Small Purchases: (i) issuing a purchase order, (ii) utilizing a Town-issued purchase card (P-Card), or (iii) executing a contract. A Purchase Order is also a simple contract and is just as binding as a formal written contract. Most Small Purchases can be acquired using a P-Card. However, if a vendor will not accept a P-Card, then a purchase order should be utilized. With some exceptions, the procurement of services that fall within the Small Purchases threshold will utilize the Town's standard contract as there are usually insurance requirements and other terms that need to be addressed. If a contract is established for a Small Purchase, a Purchase Order will also be created for that contract. Use of vendor contracts is possible, but they often require some modification to be acceptable to the Town. The Procurement Officer and either the Town Staff Attorney (or Town contracted legal firm) will review all vendor contracts and negotiate any necessary modifications with the vendor. Departments should consult with the Procurement Officer if they have any questions regarding Small Purchases. The detailed procedures and guidelines for Small Purchases are outlined in **Exhibit 1**.

For acquisition of goods or services exceeding \$25,000, the Town Code requires a formal solicitation. These SOPs, together with the requirements of Title 11 establish the procedures for all formal solicitations. There are several formal solicitation methods that may be used. In all cases the formal solicitation process begins with and is managed by the Procurement Officer.

PRE-SOLICITATION ACTIVITIES

Department Representative. The Department should assign someone from within their Department to represent their interests during the solicitation process. At the beginning of the process, the designated representative should consult with the Procurement Officer for assistance in determining the preferred solicitation method and the timeline for acquiring the goods or services.

Solicitation Methods. The Town's Procurement Code (Section 11-1-311) directs that all Town contracts be awarded by the method most practical and advantageous to the Town. The primary

formal solicitation methods utilized by the Town are: (i) an Invitation for Bids (IFB), (ii) a Request for Proposals (RFP), and (iii) a Request for Qualifications (RFQ). The Procurement Officer, in consultation with the Department will make the final determination regarding which of these formats is most appropriate. The Department shall provide the Procurement Officer with a detailed description of the desired goods, or a detailed scope of work for the desired services. Departments shall also provide the necessary drawings, plans and special conditions for construction projects. The Procurement Officer will review materials provided by the Department and draft the solicitation document. For RFP's and RFQ's the Procurement Officer shall also collaborate with the Department to develop the evaluation criteria for evaluating vendor proposals.

Invitation for Bids (IFB). The primary objective of an IFB is to obtain the lowest cost through the open solicitation of competitive bids. Normally this method is used when acquiring commercial off-the-shelf items or simple services with a well-defined scope of work, making price the primary consideration. All bids will remain sealed until the stated the bid opening date and time. Bid openings may be performed via virtual meetings. Contract award will be made to the responsible and responsive bidder having the lowest total cost. Definitions of "responsive" and "responsible" are provided in the "Review of Bids/Proposals" section of this document (contact the Procurement Office for the standard IFB format).

Request for Proposals (RFP). The RFP solicitation method is primarily used for procuring services, except certain professional services requiring an RFQ as described in the next section of this document. An RFP is also used for acquiring products that do not lend themselves to a well-defined set of specifications, such as software applications/solutions. The RFP method utilizes additional evaluation criteria other than just the cost. While cost will always be one of the evaluation criteria it may or may not be the most heavily weighted factor in an RFP. All vendor proposals will remain sealed until the stated date and time for the opening of submittals. Proposal openings may be performed via virtual meetings. Contract award will be made to the responsible and responsive offeror having the highest rated proposal based on scoring of the evaluation criteria stated in the RFP (contact the Procurement Office for the standard RFP format).

Request for Qualifications (RFQ). The RFQ solicitation method is only to be used to obtain certain professional services such as architects, engineers, surveyors, doctors, or other similar professional services when determined to be the method most practical and advantageous to the Town. The Procurement Officer will make the final determination regarding whether an RFQ is the proper vehicle for the services desired. Such professional services will often require special licensing or certifications. All vendor qualifications will remain sealed until the stated date and time for the opening of submittals. Submittal openings may be performed via virtual meetings. The RFQ process provides the ability to select the most qualified respondent and to negotiate a fair and reasonable price (contact the Procurement Office for the standard RFQ format).

Establishing Evaluation Criteria. For all solicitations, the evaluation criteria must be established

and stated in the solicitation document. The relative weighting of each criterion shall also be determined and will usually be included in the solicitation document as well. If it is determined to be in the best interests of the Town to not state the criteria weighting in the solicitation document, the criteria must at least be listed in the relative order of importance as required by Section 11-1-313 of Town code. The Procurement Officer must approve the evaluation criteria and weighting prior to release of the solicitation document. The evaluation methodology will also be developed and approved by the Procurement Officer, with input from the Department.

IFB Evaluation Criteria: When using an IFB, the selection is based 100% on the lowest cost (see formula below), subject to the Town’s determination that the vendor is both responsive and responsible. Definitions of “responsive” and “responsible” are provided in the “Review of Bids/Proposals” section of this document. If a vendor is determined to be either non-responsive or not responsible, that vendor’s bid shall be rejected and not eligible for contract award.

$$\frac{\text{Lowest Cost}}{\text{Cost Being Evaluated}} \times \text{Maximum Points Available} = \text{Awarded Points}$$

RFP Evaluation Criteria: The RFP method provides for the use of other evaluation criteria in addition to cost. The Procurement Officer will work with the requiring Department to determine the appropriate evaluation criteria, weights to be assigned to each criterion, and scoring methodology. While cost will always be one of the evaluation factors, it may or may not be the most heavily weighted factor in an RFP. However, any Department desiring to use a weight of less than thirty percent (30%) for cost must provide justification to the Procurement Officer who shall make a final determination if a lower weight is in the Town’s best interests. Lower weighting of cost should be reserved for highly technical or complex procurements where other attributes carry much more critical to the Town than cost. The evaluation methodology will be developed and approved by the Procurement Officer, with input from the Department.

The evaluation methodology for the non-cost criteria shall provide general guidelines for scoring within each criterion. A tiered system is the most common way to score, but the methodology shall allow evaluators some flexibility to assign a score falling between the established tiers to allow for more nuanced scoring. In all cases, evaluators shall include comments explaining the scores they award.

When scoring the cost of proposals, the same formula used for scoring IFB’s shown above shall be used.

After initial scoring by the evaluation committee, the committee may wish to interview a select list of finalists, which usually consists of the top 2 to 4 respondents, at the discretion of the committee. The committee will then have an opportunity to adjust scoring if warranted.

RFQ Evaluation Criteria: For an RFQ, the development of evaluation criteria and the scoring

methodology is the same process as described above for an RFP, with the exception that cost will not be a part of the evaluation. The RFQ process provides the ability to select the most qualified respondent and to negotiate a fair and reasonable price.

After initial scoring by the evaluation committee, the committee may wish to interview a select list of finalists, which usually consists of the top 2 to 4 respondents, at the discretion of the committee. The committee will then have an opportunity to adjust scoring if warranted. Once contract award is made, negotiations for final pricing shall begin with the selected firm.

Evaluation Committee and Scoring. Evaluations will be performed online using the e-Procurement software. Evaluators will receive an e-mail notification from the e-Procurement software indicating that they have been assigned to evaluate proposals for a particular solicitation. Prior to starting their evaluations, Evaluators will be required by the eProcurement software to declare that they do not have any conflicts of interest by electronically signing a Declaration Form. Any individual having a conflict of interest as defined shall be removed from the committee and replaced by someone not having such a conflict. The evaluation committee shall be ideally comprised of a minimum of three (3) Town staff members, and where practical, have members from each Department that will be directly impacted by the resulting contract. Depending on the nature of the solicitation, non-staff members may be included on the evaluation committee due to expertise in a relevant area. The requesting Department and Procurement Officer will mutually determine the members of the evaluation committee. The Procurement Officer retains the right to serve as a member of the evaluation committee, but in all cases shall organize and attend evaluation committee meetings to observe and provide guidance as needed.

Public Notice and Posting of Solicitations. Public notice for all Town solicitations is required. Once solicitation documents are finalized, the Procurement Officer or his/her designee will post the solicitation document to the Town's Procurement Portal via the eProcurement software and advertise it on the South Carolina Business Opportunities website. Advertisement in the local paper is not required, but the Procurement Officer, at his discretion, may choose to do so. Advertisement must be posted no less than fourteen (14) calendar days prior to the deadline for submission deadline for bids or proposals. However, the open period for any particular solicitation shall take into consideration the nature and complexity of the solicitation and provide reasonable amount of time for the vendor community to prepare a thorough proposal and submit it electronically by the deadline. Choosing an adequate open period also helps to maximize the number of competitive proposals received. In addition to direct vendor invitations issued by the Procurement Officer, the Department may request certain vendors be invited as well. Solicitation documents should not be emailed directly to vendors and instead vendors should be directed to the Town's Procurement Portal to register and download the documents. Vendor registration will allow them to automatically receive email notification of any changes or amendments to the solicitation. Town staff shall not have any communication with vendors about the solicitation once it has been issued and up until a contract has been fully executed, unless cleared by the Procurement Officer. In the

event that only one (1) vendor proposal is received in response to a solicitation issued by the Town, the Procurement Officer, at his sole discretion and after consultation with the Department, may require the solicitation be reissued to encourage more competition, provided such reissuance does not adversely impact the Town's operations or ability to meet its obligations.

POST SOLICITATION ACTIVITIES

Bid Openings. All bid openings are open to the public and will typically be scheduled as virtual meetings occurring the morning following the submission deadline. The invitation for the virtual meetings will be provided in the solicitation documents. The names of all vendors submitting a proposal shall be announced, and, where the solicitation document is an IFB, vendor pricing shall also be announced. Pricing information will not be made public during openings for RFP's and RFQ's. This method preserves the Town's ability to conduct negotiations with the offerors and the flexibility to consider slightly different approaches/solutions to the same requirement.

The date and time of the opening shall always be published in the solicitation document. A summary of all vendor bids/proposals received will be posted and available to the public via the Town's Procurement Portal, usually within forty-eight (48) hours after the submittal deadline. Vendors will not be able to submit bids or proposals to the Town's Procurement Portal after the submittal deadline has passed.

Review of Bids/Proposals. All responses to IFB's shall be reviewed to identify the lowest cost proposal. Once a low bidder has been determined, that low bidder must pass the test for responsiveness and responsibility. To be considered responsive all the requirements of the invitation for bid must be satisfied by the bidder's proposal. Responsibility is determined based on the Town's direct past experience with the bidder (if applicable), checking references provided by the bidder, and review of any other information (ex. vendor litigation history) that would impact responsibility.

All responses to RFP's and RFQ's shall be reviewed utilizing the published evaluation criteria as the basis for award recommendation.

The Procurement Officer will be responsible for performing the cost evaluation for all solicitations. The Procurement Officer also retains the right to serve as a member of the evaluation committee scoring non-cost criteria, but normally will not.

In the event that there is a need for members of an evaluation committee to meet and discuss the evaluations, such meetings shall:

- Have an agenda publicly posted online and in a physical location where such public meeting notices are normally posted, no less than twenty-four (24) hours in advance of the meeting.

For RFP solicitation's, once the evaluation committee has completed its evaluation, including any interviews of firms deemed to be finalists, a contract may be awarded to the highest rated/ranked contractor.

For RFQ solicitation's, once the evaluation committee has reviewed all the qualifications, including any interviews of firms deemed to be finalists, a contract may be awarded to the highest rated/ranked contractor and negotiations of financial terms shall begin. The Department together with the Procurement Officer shall develop a list of persons they wish to be involved in the contract negotiations and prepare a memo to the Town Manager requesting his signature as approval for those persons to be the designated negotiators. Should negotiations with the top-rated firm fail, negotiations with the next highest rated firm would begin, and so on. The Town should establish and have a basis for the determination of what is the fair and reasonable price, which most often will involve a review of rates on existing similar contracts as well as the rates submitted by all of the other Offerors for a particular solicitation.

Contract Award and Notification. Shortly after completion of the evaluation process and selection of a contractor, notice of the contract award shall be made available via the Town's Procurement Portal, along with notification to all other Offerors. In the event a contractor submits a request for a debriefing on the results of the evaluation of proposals or contract award, such inquiries should be referred to and conducted by the Procurement Officer.

Contract Preparation. After contract award, a contract shall be drafted utilizing the applicable standard Town contract format. The Procurement Officer will normally draft the contract, but on occasion the Department may draft the agreement and submit to the Procurement Officer for review and processing. When a Department is drafting a contract, it shall consult with the Procurement Officer on the proper contract template to utilize, which should also have been included in the solicitation. There are occasions where the contractor's agreement may be utilized as the basis for the contract (i.e. software agreements), and in those instances the Procurement Officer will work with the Town's Staff Attorney (or Town contracted legal firm) and the contractor to arrive at a mutually agreeable contract.

Contract Types. There are three (3) standard contract formats that the Town has adopted. These are the primary formats that will be utilized for the majority of Town requirements. The primary exceptions to this rule will be the use or addition of: (i) standard American Institute of Architects (AIA) contracts for architects and certain vertical construction projects, (ii) standard Engineer Joint Contract Documents Committee (EJCDC) contracts for engineering and certain non-vertical construction projects, and (iii) vendor provided agreements (i.e. software).

Indefinite Delivery/Services Contracts. For those goods and services that are acquired on a routine/recurring basis where the quantity and/or frequency of use is not predictable, the use of

indefinite delivery/indefinite quantity (IDIQ) contracts are the most efficient and effective manner in which to procure these goods and services. IDIQ contracts are effectively “On-Call” contracts. A contract will be awarded for a defined period of time that establishes the line item costs for these goods or services. During the term of such contracts, as goods or services are required a Job Order or Task Order will be issued and agreed upon by the parties.

Contract Approval & Execution. Once the contract draft is finalized, a contract package is assembled and routed electronically for internal approval. There are several documents that make up the contract approval package including: (i) contract routing approval form (ii) a contract award recommendation memo prepared by the Procurement Officer, (iii) a completed Contract Approval Checklist signed by the Procurement Officer, (iv) the contract with all referenced exhibits and attachments, (v) vendor-signed Illegal Immigration Affidavit (if applicable), (vi) Certificate(s) of Insurance showing required coverages (if applicable), (vii) Town Business License (if contractor currently has one), (viii) Contractor’s W-9 (if not a currently set up as a Town vendor), and (ix) any other forms or documentation material to the contract or procurement requirements (i.e. Bid Bonds, etc. as may be applicable).

The contract approval package will be routing electronically for approval by all necessary parties and signature by the proper Town official. The contract will then be routed to the contractor for countersignature. After the contract is fully executed, it shall be filed with Administration along with the contract approval package in the eProcurement software’s Contract Management module. This will be the official Contract Record.

Contractor Proposals. Because contractor proposals are recorded and stored in the Town’s Procurement Portal, they are not required to be filed with the contract package. Instead, the Town’s Contract Management Software will provide a link to the applicable Procurement Record where contractor proposals can be viewed or downloaded as needed.

OTHER METHODS OF PROCUREMENT

Sole/Single Source Purchase. The Town’s Procurement Code (Section 11-1-316) directs that this method of procurement should only be requested on a very limited basis. It is not meant to be a means to select a preferred vendor or particular brand/model. A contract may be awarded, or a purchase order may be issued, for a supply, service or construction item without competitive sealed bids or competitive sealed proposals when the Procurement Officer and Town Manager have determined, in writing one of the following unique circumstances:

1. That there is only (1) source (“sole source”) for the required supply, service or construction item.

Or

2. That a particular source (“single source”) for the required supply, service or construction item has a unique ability or knowledge with respect to the supply, service or construction.

To make a sole source approval request, the requestor must have made a diligent and reasonable search for alternative sources and found that there are no other sources available, and document this in the procurement record.

To make a single source approval request, the requestor must clearly document that while there are multiple sources, the selected source possesses unique abilities or knowledge, and that those unique abilities or knowledge are required to satisfactorily meet the needs of the Town. Simply having a history of providing services to the Town before is not adequate justification to grant a single source approval, unless that historical experience gives them unique abilities or knowledge that are critical to the services being requested. Before a sole or single source approval request is made, the requesting department must consult with the Procurement Officer. If warranted, a request memo addressed to the Town Manager shall be prepared and first routed to the Procurement Officer. The Procurement Officer shall have the sole discretion to place a notice of intent to sole source a purchase on the South Carolina Business Opportunities (SCBO) website. Such notice shall give the public a cut-off date by which if the Town has not received any inquiries from other vendors, or has received vendor inquiries, but has determined that those vendors cannot offer the goods or services desired, the Procurement Officer shall forward the request and approval memos, along with the SCBO notice (if applicable), to the Town Manager for final consideration and approval. Approval of such requests shall state with particularity the factual basis for the sole/single source determination and shall become part of the Procurement Record (contract the Procurement Office for sole/single source request/approval memo sample).

Emergency Procurements. The Town’s Procurement Code (Section 11-1-317) directs that the Town Manager or his designated representative may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions, or when normal daily operations are adversely affected. However, such emergency procurements shall be made with such competition as is practical under the circumstances.

Public and Private Partnerships. It may be advantageous to the Town to agree to this type of partnership when both private and public funds are being considered for the funding of a community project within the Town. This public and private partnership should be formally documented and approved by the Town Manager. Since public funds are involved all the requirements of the Town’s Procurement Code must be adhered to during this process. The Town’s Procurement Officer will review and manage the issuance of all solicitation documents and will ensure that all steps of the formal procurement process are followed. Normally under these arrangements the Town’s standard contract document will be utilized to enter into a formal agreement with the successful contractor.

Use of Contracts Established by other Public Procurement Units. Sec. 11-1-815 of the Town's Procurement Code allows the Town procure supplies, services, or construction items through contracts established by the State of South Carolina, or through any comparable regional, county or other governmental public procurement unit. A public procurement unit includes: any county, city, town, and any other subdivision of the state or public agency of any such subdivision, public authority, educational, health, or other institution, any other entity which expends public funds for procurement of supplies, services, or construction. Purchases made from these contracts are exempt from the Town's formal solicitation requirements. If this type of procurement is desired or contemplated, consult with the Procurement Officer.

CONTRACT AMENDMENTS, RENEWALS AND ADMINISTRATION

Contract Administration. The Procurement Officer is responsible for Contract Administration. Contract Administration is defined as oversight of contracting process and procedure, including but not limited to: (i) the issuance of solicitation documents, (ii) evaluation of vendor proposals and contract award, (iii) compliance with procurement related policies, and (iv) procurement policy review and update.

Contract Management. Contract Management is defined as oversight and management of contract performance by the contractor. Contract Management is the responsibility of the Department to which the contract is assigned. Contract Management shall consist of a review of contract deliverables or obligations against actual contractor performance, and also involve matching invoiced charges against the current contract pricing/rates. If a contract is being renewed, the renewal memo to be included in the approval package should at a minimum contain a statement that the contractor has satisfactorily met its obligations under the contract during the current term. When a Department becomes aware that a contractor is not meeting its obligations under an agreement, they should inform the contractor in writing and request the contractor to provide a plan for remediation. In the event of any disagreement between the Department and a contractor on whether contractor is meeting its obligations, or that contractor's plan for any remediation is satisfactory, the Department shall schedule a meeting to include the Department Head, the contractor, the Procurement Officer and any other Town staff as appropriate.

Contract Amendments/Change Orders. There may be the need during the performance period of a contract to address either a change in the scope of work, or to amend certain contract terms or conditions.

For construction related or job order contracts where unforeseen changes to the scope of work arise, the proper method for documenting these changes is a change order (see samples on Town intranet under Procurement Forms). All such change orders should be processed and fully approved before any additional work by the contractor commences.

For all other contracts, a contract amendment is required to alter the terms or conditions of a contract as well as renew a contract. Contract amendments should be fully executed prior to any changes being implemented.

Contract Renewal/Replacement. Each Department shall be responsible for monitoring the expiration dates for its current contracts and shall initiate renewal or replacement activities sufficiently in advance of those dates. If a contract has remaining renewal periods available and the Department desires to renew the contract, it should notify the Procurement Officer at least sixty (60) days prior to the current expiration. The Procurement Officer will prepare a renewal amendment for approval and execution. If a contract does not have any remaining renewals and needs to be replaced with a new agreement, the Department shall coordinate the issuance of new solicitation with the Procurement Officer, and adhere to the following recommended timelines.

Contracts Needing a Formal Competitive Process (IFB/RFP/RFQ) (>\$25K):

- (a) **120 days** prior to current contract expiration – Department, with assistance from the Procurement Officer, should begin drafting the solicitation document including the evaluation criteria.
- (b) **90 days** prior to current contract expiration – Solicitation document should be finalized and ready to be publicly advertised and posted on the Town's Procurement Portal.
- (c) **60 days** prior to current contract expiration – Bids/proposals should be due from bidders/respondents. A bid/proposal opening shall be held soon after (within 24 hours) which will often be done via virtual conference. Copies of bids/proposals shall be made available to members of the evaluation committee after the Procurement Officer has reviewed them for compliance and completeness.
- (d) **30 days** prior to current contract expiration – Evaluations should be completed, contract award determined and contract negotiations commenced.
- (e) **20 days** prior to current contract expiration – Contract negotiations should be completed and contract approval package should be prepared and routed for required Town approvals.
- (f) **1 - 10 days** prior to current contract expiration – Contract should be fully executed by both parties and in place.

Contracts Not Needing a Formal Competitive Process (Small Purchases) (\$25K or less):

- (a) **60 days** prior to current contract expiration – Department should solicit the necessary quotes and other documentation needed to draft new contract.
- (b) **30 days** prior to current contract expiration – Contract negotiations should be completed and contract finalized. Contract package should be prepared and routed for required Town approvals.
- (c) **1 - 15 days** prior to current contract expiration – Contract should be fully executed by both parties and in place.

ADDITIONAL PROCUREMENT RELATED INFORMATION

Use of Local Vendor Preference. The Town's Procurement Code (Section 11-1-319) provides for a preference to any qualified local vendor who meets the following criteria:

To qualify for this preference all of the following criteria must be met and certified to by the vendor:

- (1) The vendor must maintain an office within the legally defined boundaries of the Town of Hilton Head Island and have a majority of full time employees, chief officers and managers regularly conducting work and business from this office.
- (2) The vendor must have held a valid business license for a consecutive period of at least three (3) years prior to the date of application for certification.

Use of the local vendor preference during the bid evaluation process:

- (1) It is the responsibility of the Bidder to notify the Town that it is a certified local vendor by submitting the Local Vendor Certification Statement when they submit their proposal.
- (2) For comparing bids, any vendor who is a certified local vendor will have their bid price reduced by five percent (5%), not to exceed a maximum reduction of \$10,000.00. If after the application of the local vendor preference, the vendor is determined to be the low responsive/responsible bidder, they will be awarded the contract. A vendor must obtain certified local vendor status prior to the bid opening in order to receive the preference. Vendors submitting an application that has not been certified by the Town will not be eligible to have the local vendor preference applied.
- (3) The final contract price will reflect the original bid amount before the local vendor preference was applied.

The following types of procurements or procurement methods are excluded from this preference:

- (1) All requests for qualifications for professional services (RFQ's).
- (2) Contracts that may receive Federal funding or reimbursement.

Illegal Immigration Act. The South Carolina legislature has passed the Illegal Immigration Reform Act. This act requires contractors use the E-verify system to verify the work authorization of every new hired employee within three (3) business days after employing an individual. Pursuant to the Act, all contractors doing business with the Town must certify that they are in compliance with the Act and that they will continue to comply with the Act during the term of the contract. The contractor shall complete an I-9 Contractor Affidavit which will be submitted with the contractor's bid or proposal.

Small, Minority and Women-Owned (“Disadvantaged”) Business Commitment. The Town is committed to ensuring that small businesses enterprises as well as businesses enterprises owned and operated by women and/or minority persons (collectively “disadvantaged business”) are afforded every opportunity to fully and fairly participate in the Town’s procurement process for goods and services and has adopted a Utilization Plan and Good Faith Effort Program for such purpose. The Town does not have a certification program for disadvantaged businesses, but encourages qualifying businesses to become certified with the South Carolina Department of Transportation (www.scdot.org/business/bus-development-dbe-sbe-cert.aspx) and/or the South Carolina Division of Small and Minority Business Contracting and Certification (osmba.sc.gov/resources.html). In an effort to be inclusive in its procurement process, the Town consults directories maintained by the aforementioned and/or similar organizations to identify and directly solicit certified disadvantaged businesses. The Town shall also encourage disadvantaged businesses to visit the Town’s Procurement Portal and register as a potential vendor.

The Town does not utilize affirmative action in its procurement process, except that in the event of tied bids or proposals involving a certified disadvantaged business and a non-disadvantaged business, the Town will award the procurement to the certified disadvantaged business. Tied bids or proposals involving two certified disadvantaged businesses will be settled with a random selection method. It is the obligation of the disadvantaged business to submit proof of certification from a governmental entity in the United States at the time they submit their bid or proposal in order for the certification to be considered by the Town in determining an award as described above.

Procurement Forms and Templates. Contract the Procurement Office if any procurement forms or templates are needed.

EXHIBIT 1

SMALL PURCHASE PROCEDURES

RULES AND REGULATIONS FOR MAKING PURCHASES UP TO \$25,000

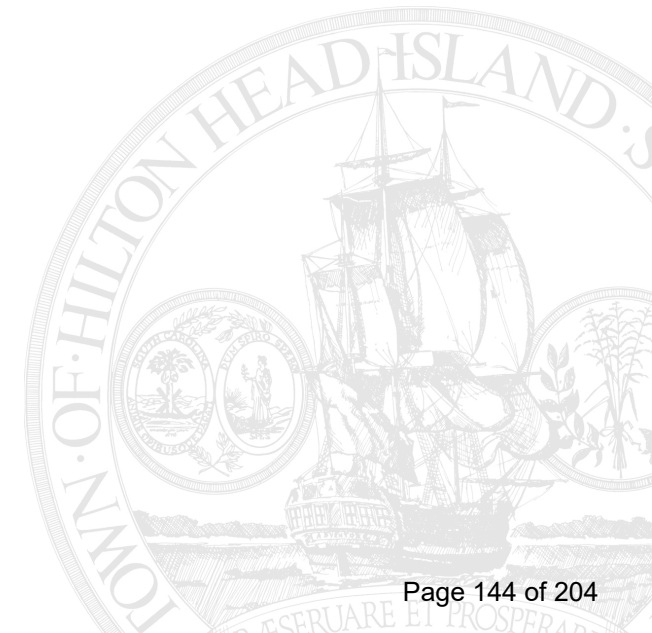
Under Section 11-1-315 of the Procurement Code of the Town of Hilton Head Island, the Town Manager may establish procedures for handling purchases of goods and services up to \$25,000. Therefore, the following rules shall apply to all purchases up to \$25,000, unless otherwise exempted by Title 11 of the Municipal Code.

1. Purchases of goods and services up to \$7,500, require either: (i) the completion and approval of a purchase order, (ii) a purchase card transaction (if within P-Card dollar limitations), or (iii) an executed contract, prior to purchase. Employees are encouraged to check competitive prices to obtain the lowest price, but may proceed with the purchase if confident the pricing quoted from one vendor is fair and reasonable. No purchase may be artificially subdivided to constitute a small purchase.

2. Purchases of goods and services from \$7,500.01 to \$25,000.00, require either: (i) the completion and approval of a purchase order, (ii) a purchase card transaction (if within P-Card dollar limitations), or (iii) an executed contract, prior to purchase. Employees are required to obtain a minimum of three (3) written bids/quotes. The designated Department representative must also document in writing either of the following occurrences: (a) any deviation from selecting the lowest price (must have reasonable justification, such as lowest quote can't provide goods or services by the needed timeline), or (b) purchases where there are less than three (3) sources available for price comparison purposes (there must be evidence that a due diligence effort was made to obtain three quotes, which should include email solicitations sent or a list of vendors who were contacted by phone along with phone numbers called and dates calls were made, and a summary of vendor responses or non-response). Documentation of the competitive quotes solicited, along with any other written documentation required shall be filed as part of the official procurement record, which means either: (a) uploaded to the P-Card transaction in Works, (b) uploaded the purchase order record in Munis, or (c) filed with the contract package. All purchases made with a P-Card must be in compliance with the Town's Purchasing Card Policy.

Procurement – Review and Consideration of Amendment to Town Code Section 11-1-315 - *“Small Purchases” Definition*

TOWN OF HILTON HEAD ISLAND,
SC



“Small Purchases” Update

Town Code Reference:

Sec. 11-1-315. - Small purchases.



Any procurement not exceeding the amount of twenty-five thousand dollars (\$25,000.00) may be made in accordance with small purchase procedures promulgated by the town manager; provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.

(Ord. No. 83-7, 10-3-83; Ord. No. 03-10, § 1, 4-1-03; Ord. No. 2007-24, § 1(Att. A), 11-20-07))

“...promulgated by the Town Manager...” = approved within the Town Procurement Standard Operating Procedures (“SOP”) document.

Current:

Less than \$7,500 - Departmental Authority - May proceed with the purchase if budget/funds available

\$7,501 to \$25,000 - Requires a minimum of 3 written quotes

Over \$25,000 – Requires Public Solicitation or separate approval (Such as Sole Source, Cooperative Contract, Emergency)

Recommended:

Less than **\$10,000** - Departmental Authority - May proceed with the purchase if budget/funds available

\$10,000 to **\$50,000** - Requires a minimum of 3 written quotes

Over **\$50,000** - Requires Public Solicitation or separate approval (Such as Sole Source, Cooperative Contract, Emergency)

BENCHMARKING

Government Entity	Department Threshold	3-Quote Threshold	Public Solicitation Threshold	Notes
State of SC	\$10,000	\$10,001-\$100k	Over \$100,000	3 quotes applies to Construction/COTS, 1 for all else
Town of Bluffton	\$15,000	\$15,001-\$100k	Over \$100,000	
Beaufort County, SC	\$5,000	\$5,001-\$50,000	Over \$50,000	
Greenville, SC	\$2,500	\$2,500-\$50,000	Over \$50,000	
Rock Hill, SC	\$20,000	CFO/Procurement Manager Approve methodology	CFO/Procurement Manager approve methodology	Decentralized below \$20k, CFO/Proc. approve method over 20k
HHI - Current HHI - Recommend	\$7,500 \$10,000	\$7,500-\$25,000 \$10,000-\$50,000*	Over \$25,000 Over \$50,000*	*Requires update to Code Sec. 11-1-315

RATIONALE/RECOMMENDATION

Rationale:

- This Code definition was written in 2007, with significant inflationary pressures on the Cost of Goods & Services since, particularly post-Covid
- This update would allow us to directly engage even more Small Businesses locally that might not be willing/able to respond to a formal Public Solicitation (IFB/RFQ/RFP)
- Most comparable municipalities are already at a “Small Purchase” limit of \$50,000 or higher (\$100k)
- Our average purchase in the trailing twelve months when profiled was \$26,135.27, this update would improve Town efficiency on many affected transactions
- Town Attorney has reviewed State requirements and confirmed need for this “Small Purchase” definition within our adopted Town Code
- The compliance process has already been established (April 2025) for Procurement approval of Requisitions in Munis, and remains the same review procedure at the new dollar level
- The recommendation was reviewed, and recommended unanimously, by Town Finance & Administration committee in their regular meeting on August 10th, 2026

Recommendation:

After thorough benchmarking, review and consideration, Town Procurement, Finance and Administrative staff recommend updating the verbiage in Code Section 11-1-315 to reflect a \$50,000 Small Purchase threshold.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

ORDINANCE NO. 2026-

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA,
AMENDING TITLE 11 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON
HEAD ISLAND, SOUTH CAROLINA, TO INCREASE THE DOLLAR LIMITATIONS
FOR SMALL PURCHASES ESTABLISHED IN SECTION 11-1-315**

WHEREAS, Town Staff recommend an update to Section 11-1-315 of the Municipal Code,

WHEREAS, the Town Council now finds it is in the best interest of the Town to amend the Municipal Code of the Town of Hilton Head Island, South Carolina as provided for and described herein.

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

Section 1 – That the Municipal Code of the Town of Hilton Head Island, South Carolina be, and hereby is, amended to read as indicated. New text is indicated by underline, and deleted text is indicated by a ~~strike-through~~ as shown below. The text is hereby amended as follows:

Sec. 11-1-315. Small purchases. Any procurement not exceeding the amount of ~~twenty five thousand dollars (\$25,000.00)~~ Fifty Thousand (\$50,000) Dollars may be made in accordance with small purchase procedures promulgated by the town manager; provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.

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 adoption thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

PASSED AND APPROVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS ____ DAY OF _____, 2026.

TOWN OF HILTON HEAD
ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

First Reading:

Second Reading:

APPROVED AS TO FORM:

Brittany Ward, Town Attorney



TOWN OF HILTON HEAD ISLAND

TOWN COUNCIL

TO: Mayor and Council
FROM: Don D'Adam, Public Projects Director
VIA: Shawn Gillen, Assistant Town Manager
Brittany Ward, Town Attorney
Dave Byrd, Finance Director
CC: Marc Orlando, ICMA-CM, Town Manager
Shawn Leininger, Deputy Town Manager
Jeff Netzing, Engineering Director
Richard Loudin, Public Projects Program Manager
DATE: September 15, 2026
SUBJECT: Consideration of a Resolution Authorizing the Town Manager to Execute a Wetland and Stream Mitigation Purchase Agreement Associated with Wetland Mitigation for the Crossings Park Project

RECOMMENDATION:

Consideration of a Resolution authorizing the Town Manager to execute a Wetland and Stream Mitigation Purchase Agreement associated with wetland mitigation for the Crossings Park Project (**Attachment 1**).

This agreement was reviewed by the Finance & Administrative Committee (F&A) on 8/10/26 and all members voted in the affirmative (3-0) to forward the Resolution to Town Council for approval.

BACKGROUND:

In August 2025, the Town submitted preliminary plans to advance design and secure required permits for the Town of Hilton Head Island's Crossings Park Phase 1 project. As the project design progressed, the park layout evolved to further minimize impacts on surrounding wetlands from features such as parking lot spaces, number of courts, and building footprint. Due to these efforts, the project's remaining wetland impact has been minimized to just 0.44 acres of the total 10.3-acre project site (**Attachment 2**).

This remaining impact required review by the U.S. Army Corps of Engineers (USACE), which holds jurisdiction over wetlands. USACE determined on March 23, 2026, that

because the work proposed does not involve related activities within jurisdictional wetlands and/or waters of the United States, the Army federal permit is not needed (**Attachment 3**). However, South Carolina Department of Environmental Services (SCDES) via the Bureau of Coastal Management, Coastal Zone Consistency (BCM-CZC) asserted jurisdiction over the site due to its location in coastal Beaufort County.

On June 1, 2026, BCM-CZC (**Attachment 4**) informed the Town that, to secure certification, the wetland impact would need to be mitigated via the purchase of wetland credits from a USACE-approved mitigation bank. The mitigation bank that currently has availability and services in our area was contacted and the required number and type of credits by BCM – CZC were determined. This resulted in the Wetland and Stream Mitigation Purchase Agreement (**Attachment 5**) which obligates the Town to pay WEYERHAEUSER NR COMPANY (the “Seller”), the sponsor and operator of the Palmetto Umbrella Mitigation Bank, a sum \$84,942 for 5.148 Freshwater Wetland Credits.

Please note, WEYERHAEUSER NR as the sponsor goes through a rigorous approval process with USACE concerning the proposed restoration and/or preservation and are required to meet agreed upon success criteria throughout the life of the mitigation bank. Sponsors are not chosen by USACE based on their ability to assist, rather each individual project is approved or denied based on the merits of the mitigation bank as proposed to USACE.

NEXT STEPS:

Upon Town Council approval and execution of the agreement (**Attachment 5**), Town staff will arrange the required payments and finalize the project construction documents to support a construction start targeted for early calendar year 2027.

ATTACHMENTS:

1. Resolution Authorizing the Town Manager to Execute Certain Documents Associated with Wetland Mitigation for the Crossings Park Project
2. Jurisdictional Features Map
3. USACE conditional approval
4. BCM-CZC conditional certification
5. Wetland and Stream Mitigation Purchase Agreement

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE TOWN MANAGER TO EXECUTE CERTAIN DOCUMENTS ASSOCIATED WITH THE PURCHASE OF WETLAND MITIGATION CREDITS FOR THE CROSSINGS PARK PROJECT AND OTHER MATTERS RELATED THERETO

WHEREAS, in August 2025, the civil engineering firm Cranston Engineering submitted preliminary plans to advance design and secure required permits for the Town of Hilton Head Island's Crossings Park Phase 1 project ("**Project**"); and,

WHEREAS, as the Project design progressed, the park layout evolved to further minimize impacts on surrounding wetlands from features such as parking lot spaces, number of courts, and building footprint. Due to these efforts, the Project's remaining wetland impact has been minimized to just 0.44 acres of the total 10.3-acre project site; and,

WHEREAS, Weyerhaeuser NR Company ("**Weyerhaeuser**") currently owns 5.148 Freshwater Wetland credits of the surrounding wetlands; and,

WHEREAS, the Town of Hilton Head Island ("**Town**") and Weyerhaeuser have discussed the Town's potential purchase of the 5.148 Freshwater Wetland credits for Sixteen Thousand Five Hundred 00/100 (\$16,500.00) Dollars per Freshwater Wetland credit. The 5.148 Freshwater Wetland Credits would be a total of Eighty-Four Thousand Nine Hundred Forty-Two 00/100 (\$84,942.00) Dollars; and,

WHEREAS, the purchase of the Freshwater Wetland Credits is a necessary step to complete the Project and Town Council finds that it is in the best interest of the citizens and visitors of the Town to authorize the Town Manager to execute certain documents substantially similar to "**Exhibit A**", attached hereto and incorporated herein by reference, and purchase the Freshwater Wetland Credits as described above.

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

Section 1 - Authority to Execute Documents. The Town Manager is authorized to execute certain documents substantially similar to Exhibit A, attached hereto and incorporated herein by reference, associated with the purchase of wetland mitigation credits for the Crossings Park Project.

Section 2 - Authority to Purchase. The Town Manager is authorized to provide funding for and take all actions necessary to complete the transaction to purchase the Freshwater Wetland Credits in the amount of Eighty-Four Thousand Nine Hundred Forty-Two 00/100 (\$84,942.00) Dollars and as further described above.

Section 2 – Severability. 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 3 - Effective Date. This Resolution shall be effective upon approval thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

MOVED, APPROVED, AND ADOPTED ON THIS ____ DAY OF _____, 2026.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Brittany Ward, Town Attorney

EXHIBIT “A”

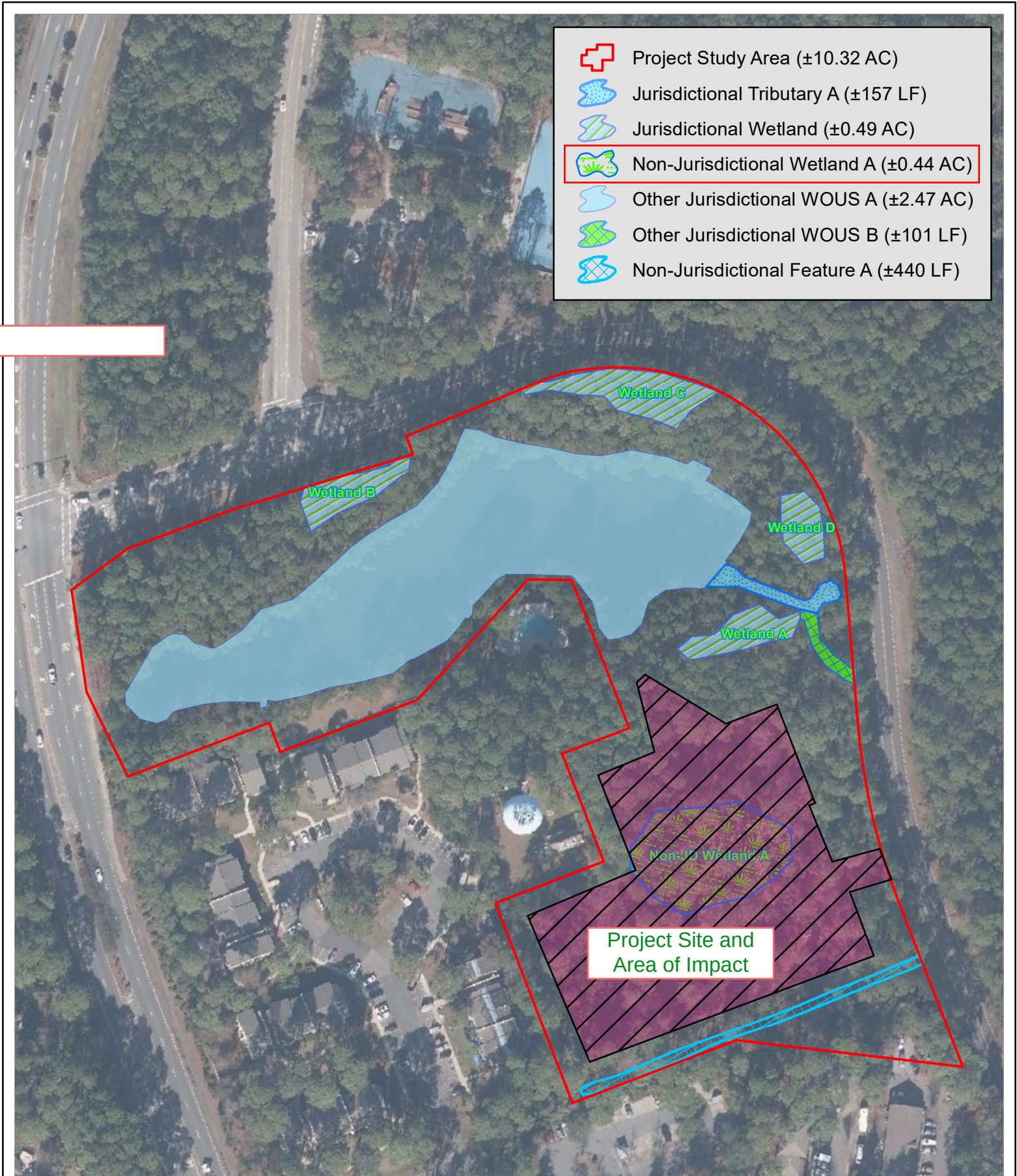
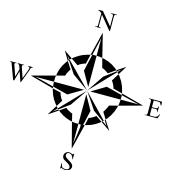


Figure 8: Jurisdictional Features Map

Town of Hilton Head Island
 Crossings Park Wetland Delineation
 TMS No. R550 014 000 0763 0000
 Beaufort County, South Carolina
 Source: ESRI, USFWS
 Date: November 2024

1 inch = 150 feet

0 75 150 300 Feet





DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, CHARLESTON DISTRICT
CHARLESTON REGULATORY OFFICE
69-A HAGOOD AVENUE
CHARLESTON SOUTH CAROLINA 29403

March 23, 2026

Regulatory Program/Division

Richard Loudin
Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29928
Via Email: richardl@hiltonheadislandsc.gov

Dear Mr. Loudin:

This is in response to your May 8, 2025, request for confirmation that a Department of the Army (DA) Permit is not required for the construction of a recreational public park with associated parking and stormwater management. The project area is located on the Southwest side of Arrow Rd, 1000 feet East of the intersection of US HWY 278 and Arrow Rd, at 32.167870 and -80.770560; in Hilton Head Island, Beaufort County, South Carolina. The project has been assigned the file number SAC-2025-00508. This file number should be referenced in all correspondence with this office.

Based on a review of the information provided, the Charleston District has made the following determination regarding your proposed project/work:

The work as proposed does not involve regulated activities within jurisdictional wetlands and/or other jurisdictional waters of the United States; therefore, a DA permit is not required.

This letter contains an approved jurisdictional determination for your subject site. If you object to this determination/decision, you may request an administrative appeal under Corps' regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process fact sheet and Request for Appeal (RFA) form. If you request to appeal this determination/decision, you must submit a completed RFA form to the South Atlantic Division Office at the following (email preferred):

Ms. Krista Sabin
South Atlantic Division
U.S. Army Corps of Engineers
CESAD-CM-CO-R, Room 9M15
60 Forsyth St., SW.
Atlanta, Georgia 30303-8801
Via electronic mail at Krista.D.Sabin@usace.army.mil

Ms. Sabin can be reached by telephone number at 904-314-9631.

In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR Part 331.5, and that it has been received by the Division office within 60 days of the date of the RFA. Should you decide to submit an RFA form, it must be received at the above address by May 22, 2026. It is not necessary to submit an RFA form to the Division office if you do not object to the determination/decision in this letter.

This determination has been conducted to identify the limits of the Corps Clean Water Act jurisdiction for the particular site identified in this request. This determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985, as amended. If you or your tenant are U.S. Department of Agriculture (USDA) program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service prior to starting work. Please be advised this determination reflects current policy and regulations and is valid for a period of no longer than 5 years from the date of this letter unless new information warrants a revision of the determination before the expiration date. If after the 5-year period, the Corps has not specifically revalidated this determination, it will automatically expire. Any reliance upon this determination beyond the expiration date may lead to possible violation of current Federal laws and/or regulation.

It is your responsibility to ensure no unauthorized work in Navigable Waters of the United States or discharges of dredged or fill material into wetlands and/or other waters of the United States occurs as part of the proposed work. Note that performing such an action without the requisite permit could be a violation of the Clean Water Act and/or the Rivers and Harbors Act and may result in enforcement action.

This "No Permit Required" determination remains valid unless new information, (including changes to the proposed project plans), warrants revision. You may also need to request state and/or local review of the proposed plans/project.

If you have any questions concerning this correspondence, please contact Alexander Miranda, Biologist, at 843-901-6135, by mail at the above address, or by email at alexander.m.miranda@usace.army.mil. A copy of this letter will be forwarded to State and/or Federal agencies for their information.

Sincerely,

Alexander M. Miranda

Alexander M. Miranda
Biologist, South Branch

Enclosures
NPR Plans
Approved Jurisdictional Determination SAC-2025-00508

cc: Matthew Thomas, JMT (via mthomas@jmt.com)

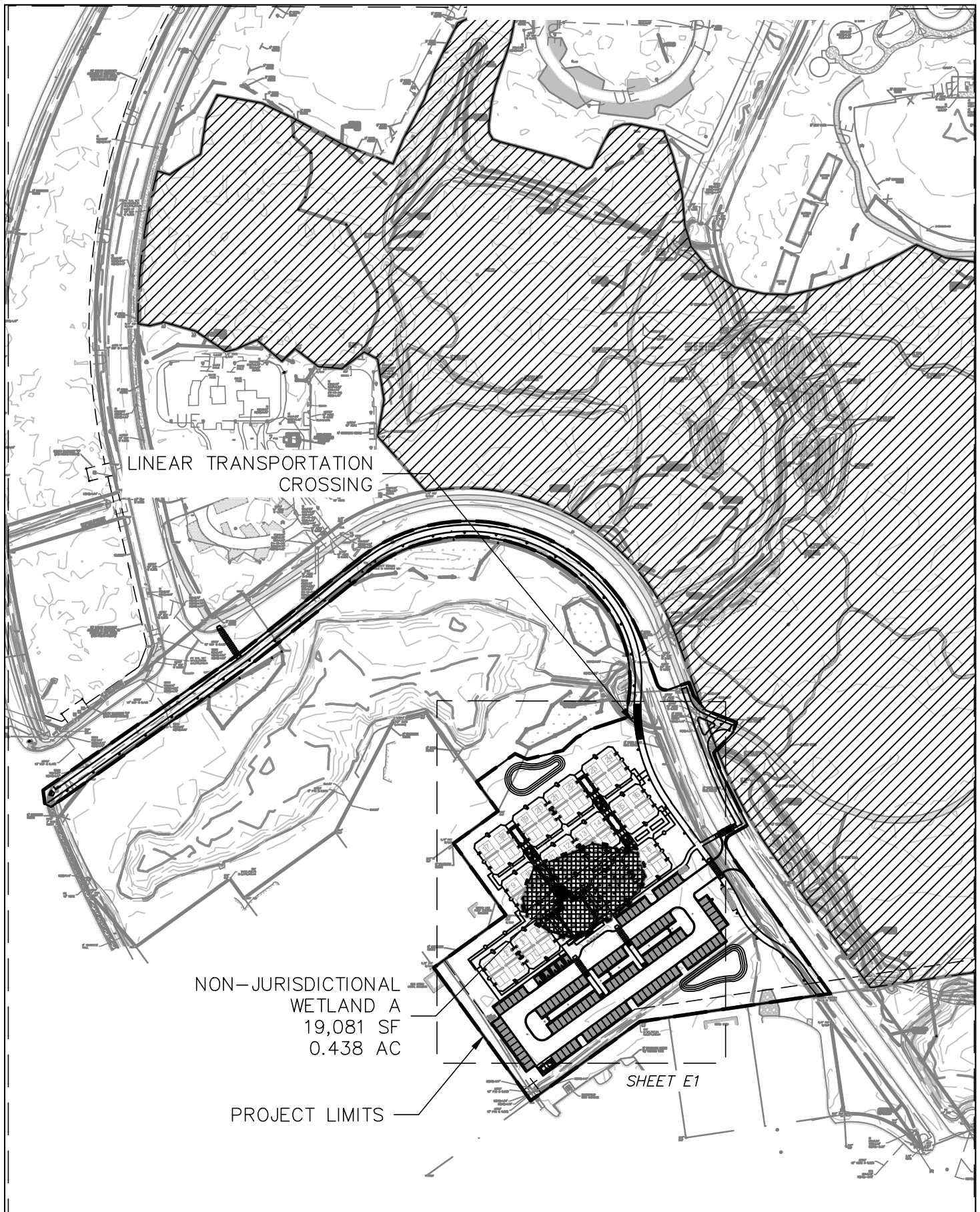
SCDES – Bureau of Coastal Management
1362 McMillan Avenue, Suite 400
North Charleston, South Carolina 29405
OCRMPermitting@dhec.sc.gov

SCDES-Bureau of Water
2600 Bull Street
Columbia, South Carolina 29201
WQCWetlands@dhec.sc.gov



 CRANSTON	JOB NAME CROSSINGS PARK FILL EXHIBIT		
JOB NO. 2024-0243	DATE 4-21-2025	SCALE NTS	SHEET VICINITY MAP

G:\PROJECTS\2024\2024-0243_HH CROSSINGS PARK SD\AC-DRAWINGS\CIVIL\2024-0243_WETLANDS FILL.DWG 4/24/2025 1:38 PM



 CRANSTON	JOB NAME CROSSINGS PARK FILL EXHIBIT		
JOB NO. 2024-0243	DATE 4-21-2025	SCALE 1"=200'	SHEET LOCATION MAP



CROSSINGS PARK FILL EXHIBIT

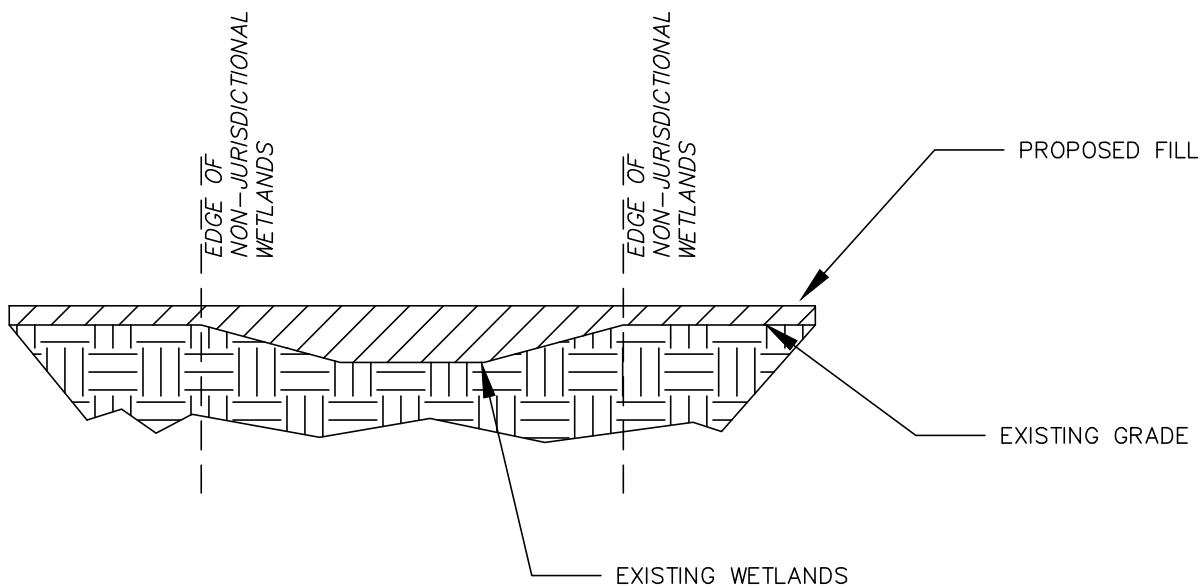
<i>SHEET</i>

E1

G:\PROJECTS\2024\0243_HH CROSSINGS PARK SD\AC-DRAWINGS\CIVIL\2024-0243_WETLANDS FILL.DWG 4/24/2025 1:40 PM

WETLAND LINE TABLE		
LABEL	BEARING	DISTANCE
LW49	N12°44'17"W	28.64'
LW50	N19°49'14"E	52.80'
LW51	N71°27'43"E	36.77'
LW52	N68°38'08"E	26.85'
LW53	N65°28'41"E	34.31'
LW54	S77°59'11"E	37.80'
LW55	S77°32'10"E	33.85'
LW56	S18°15'38"E	37.81'
LW57	S28°46'37"W	29.18'
LW58	S40°01'04"W	41.06'
LW59	S63°20'13"W	39.78'
LW60	S54°44'59"W	39.32'
LW61	N74°06'17"W	43.35'
LW62	N55°58'35"W	41.91'

FILL TABLE		
NAME	AREA	PROPOSED FILL
NON-JURISDICTIONAL WETLAND A	0.438 AC	2208.4 CY



	JOB NAME		
	CROSSINGS PARK FILL EXHIBIT		
	JOB NO.	DATE	SCALE
	2024-0243	4-21-2025	NTS
			SHEET
			E2



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, CHARLESTON DISTRICT
CHARLESTON REGULATORY OFFICE
69-A HAGOOD AVENUE
CHARLESTON SOUTH CAROLINA 29403

March 23, 2026

Regulatory Division
SAC-2025-00508

Richard Loudin
Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29928
Via email: richardl@hiltonheadislandsc.gov

Dear Richard Loudin,

This letter is in response to your request to the Charleston District, for an approved jurisdictional determination at a 5.62 acre site. The review area is located at Crossings Park along the Southwest side of Arrow Rd, at Latitude 32.167870 and Longitude - 80.770560; in Hilton Head Island, Beaufort County, South Carolina. The review area for this determination is identified on the attached site map "Figure 8: Jurisdictional Features Map Town of Hilton Head Island Crossings Park Wetland Delineation Beaufort County, South Carolina Source: ESRI, JMT" dated April 2025 and revised by the Corps on March 19, 2026. This request has been assigned the file number SAC-2025-00508 (Town of Hilton Head Island - Crossing Park/14 Arrow Road). This file number should be referenced in all correspondence concerning this project.

Non-Jurisdictional Area(s):

We have determined that the following area(s) are not waters of the United States subject to Corps of Engineers (Corps) jurisdiction under Section 404 of the Clean Water Act or Sections 9 or 10 of the Rivers and Harbors Act:

- Non-JD Wetland A, (0.44-acre)
- Non-JD Feature A, (440 linear feet)
- Non-JD Feature B, (48 linear feet)

You are not required to obtain Corps authorization within the area(s) listed above. This determination only applies to the area(s) identified above and is based on a reasonable approximation of their location and boundaries. The basis for this determination is provided in the enclosed Memorandum for Record.

This letter contains an approved jurisdictional determination for your subject site. If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process

(NAP) fact sheet and request for appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the Division Appeals Officer at the address listed on the RFA form. In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. **It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.**

Section 404 of the Clean Water Act requires a Department of the Army (DA) permit be obtained prior to the discharge of dredged or fill material into waters of the United States, including wetlands. Section 10 of the Rivers and Harbors Act of 1899 requires a DA permit be obtained for any work in, on, over or under navigable waters of the United States.

This determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the review area identified in this request. The determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.

You are cautioned that work performed below the High Tide Line or ordinary high water line in waters of the United States; and/or, the discharge of dredged or fill material into any areas identified on the enclosed information as within Federal jurisdiction, without a Department of the Army permit could subject you to enforcement action. Receipt of a permit from a state or local municipality does not obviate the requirement for obtaining a Department of the Army permit.

If you have any questions concerning this correspondence, please contact Alexander Miranda, Biologist, at 843-901-6135, by mail at the above address, or by email at alexander.m.miranda@usace.army.mil. A copy of this letter is being forwarded to State and/or Federal agencies for their information.

Sincerely,

A handwritten signature in cursive script that reads "Chelsea Fannin".

Chelsea B. Fannin
Chief, South Branch

Enclosures:

Memorandum for Record

Notification of Appeal Options

"Figure 8: Jurisdictional Features Map Town of Hilton Head Island Crossings Park
Wetland Delineation Beaufort County, South Carolina Source: ESRI, JMT"

cc (w/enclosures)
Matthew Thomas, JMT (via mthomas@jmt.com)

SCDES – Bureau of Coastal Management
1362 McMillan Avenue, Suite 400
North Charleston, South Carolina 29405
OCRMPermitting@des.sc.gov

SCDES-Bureau of Water
2600 Bull Street
Columbia, South Carolina 29201
WQCWetlands@des.sc.gov

U.S. Army Corps of Engineers (USACE) NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND REQUEST FOR APPEAL For use of this form, see Section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act of 1899, and Section 103 of the Marine Protection, Research, and Sanctuaries Act; the proponent agency is CECW-COR.		<i>Form Approved –</i> OMB No. 0710-0003 <i>Expires 2027-10-31</i>
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
Authority	The authorities for requesting this information are Sections 9, 10, 13, and 14, Rivers and Harbors Act of March 3, 1899; Section 404, Clean Water Act; and Section 103 Marine Protection Research and Sanctuaries Act of 1972.	
Principal Purpose	This information serves as notification to affected parties regarding the USACE administrative appeal options and process, as well as to facilitate requests for appeal of USACE decisions with which they disagree.	
Routine Uses	Routine uses will include: (a) To serve as notification to affected parties of the Corps administrative appeal options and process and to facilitate requests for appeal of Corps decisions with which they disagree. (b) Records may be referred to the Department of Justice for possible criminal prosecution. (c) Records may be referred to other Federal, State, and local agencies for evaluation and enforcement purposes.	
Disclosure	Disclosure of this information is voluntary on your part. However, failure of individual to provide requested information could result in inability to determine all pertinent information regarding a Department of the Army permit matter.	
The Agency Disclosure Notice (ADN)		
The Public reporting burden for this collection of information, 0710-0003, is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil . Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
PURPOSE: This form is used to facilitate the initiation of the administrative appeals process. The appeals process allows an affected party to pursue an administrative appeal of certain Corps of Engineers decisions with which they disagree.		
Upon release, this form will also be available on the Corps website https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/		
Applicant: Richard Loudin	File Number: SAC-2025-00508	Date: 3/23/2026
Documents Attached (<i>select all that apply</i>):		Form Reference Section:
☐	INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A
☐	PROFFERED PERMIT (Standard Permit or Letter of permission)	B
☐	PERMIT DENIAL WITHOUT PREJUDICE	C
☐	PERMIT DENIAL WITH PREJUDICE	D
☒	APPROVED JURISDICTIONAL DETERMINATION	E
☐	PRELIMINARY JURISDICTIONAL DETERMINATION	F
SECTION I		
The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/appeals/ or Corps regulations at 33 CFR Part 331.		
A: INITIAL PROFFERED PERMIT: You may accept or object to the permit		
• ACCEPT: If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit. • OBJECT: If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.		

B: PROFFERED PERMIT: You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

C. PERMIT DENIAL WITHOUT PREJUDICE: Not appealable

You received a permit denial without prejudice because a required Federal, state, and/or local authorization and/or certification has been denied for activities which also require a Department of the Army permit before final action has been taken on the Army permit application. The permit denial without prejudice is not appealable. There is no prejudice to the right of the applicant to reinstate processing of the Army permit application if subsequent approval is received from the appropriate Federal, state, and/or local agency on a previously denied authorization and/or certification.

D: PERMIT DENIAL WITH PREJUDICE: You may appeal the permit denial

You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

E: APPROVED JURISDICTIONAL DETERMINATION: You may accept or appeal the approved JD or provide new information for reconsideration

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice means that you accept the approved JD in its entirety and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.
- **RECONSIDERATION:** You may request that the district engineer reconsider the approved JD by submitting new information or data to the district engineer within 60 days of the date of this notice. The district will determine whether the information submitted qualifies as new information or data that justifies reconsideration of the approved JD. A reconsideration request does not initiate the appeal process. You may submit a request for appeal to the division engineer to preserve your appeal rights while the district is determining whether the submitted information qualifies for a reconsideration.

F: PRELIMINARY JURISDICTIONAL DETERMINATION: Not appealable

You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also, you may provide new information for further consideration by the Corps to reevaluate the JD.

POINT OF CONTACT FOR QUESTIONS OR INFORMATION:

If you have questions regarding this decision you may contact:	If you have questions regarding the appeal process, or to submit your request for appeal, you may contact:
Name: Alexander Miranda	Name: Krista Sabin, Regulatory Appeals Review Officer
Street Address, City, State: 1949 Industrial Park Road RM 140 Conway, SC 29526	Street Address, City, State: 60 Forsyth Street SW Room 9M 15 Atlanta, Georgia 30303-8801
Phone: 843-901-6135	Phone: 904-314-9631
Email: alexander.m.miranda@usace.army.mil	Email: CESAD-Regulatory@usace.army.mil

SECTION II – REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. Use additional pages as necessary. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15-day notice of any site investigation and will have the opportunity to participate in all site investigations.

Email address of appellant and/or agent

Telephone number

Signature of appellant or agent

Date



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, CHARLESTON DISTRICT
CHARLESTON REGULATORY OFFICE
69-A HAGOOD AVENUE
CHARLESTON SOUTH CAROLINA 29403

CESAC-RDS

March 23, 2026

MEMORANDUM FOR RECORD

SUBJECT: US Army Corps of Engineers (Corps) Pre-2015 Regulatory Regime
Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322
(2023),¹ SAC-2025-00508 (MFR 1 of 1)²

BACKGROUND. An Approved Jurisdictional Determination (AJD) is a Corps document stating the presence or absence of waters of the United States on a parcel or a written statement and map identifying the limits of waters of the United States on a parcel. AJDs are clearly designated appealable actions and will include a basis of JD with the document.³ AJDs are case-specific and are typically made in response to a request. AJDs are valid for a period of five years unless new information warrants revision of the determination before the expiration date or a District Engineer has identified, after public notice and comment, that specific geographic areas with rapidly changing environmental conditions merit re-verification on a more frequent basis.⁴ For the purposes of this AJD, we have relied on section 10 of the Rivers and Harbors Act of 1899 (RHA),⁵ the Clean Water Act (CWA) implementing regulations published by the Department of the Army in 1986 and amended in 1993 (references 2.a. and 2.b. respectively), the 2008 *Rapanos-Carabell* guidance (reference 2.c.), and other applicable guidance, relevant case law and longstanding practice, (collectively the pre-2015 regulatory regime), and the *Sackett* decision (reference 2.d.) in evaluating jurisdiction.

This Memorandum for Record (MFR) constitutes the basis of jurisdiction for a Corps AJD as defined in 33 CFR §331.2. The features addressed in this AJD were evaluated consistent with the definition of “waters of the United States” found in the pre-2015 regulatory regime and consistent with the Supreme Court's decision in *Sackett*. This

¹ While the Supreme Court's decision in *Sackett* had no effect on some categories of waters covered under the CWA, and no effect on any waters covered under RHA, all categories are included in this Memorandum for Record for efficiency.

² When documenting aquatic resources within the review area that are jurisdictional under the Clean Water Act (CWA), use an additional MFR and group the aquatic resources on each MFR based on the TNW, interstate water, or territorial seas that they are connected to. Be sure to provide an identifier to indicate when there are multiple MFRs associated with a single AJD request (i.e., number them 1, 2, 3, etc.).

³ 33 CFR 331.2.

⁴ Regulatory Guidance Letter 05-02.

⁵ USACE has authority under both Section 9 and Section 10 of the Rivers and Harbors Act of 1899 but for convenience, in this MFR, jurisdiction under RHA will be referred to as Section 10.

AJD did not rely on the 2023 “Revised Definition of ‘Waters of the United States,’” as amended on 8 September 2023 (Amended 2023 Rule) because, as of the date of this decision, the Amended 2023 Rule is not applicable in this state due to litigation.

1. SUMMARY OF CONCLUSIONS.

- a. Provide a list of each individual feature within the review area and the jurisdictional status of each one (i.e., identify whether each feature is/is not a water of the United States and/or a navigable water of the United States).

Name of Aquatic Resource	JD or Non-JD	Section 404/Section 10
Non-JD Feature A	Non-Jurisdictional	N/A
Non-JD Feature B	Non-Jurisdictional	N/A
Non-JD Wetland A	Non-Jurisdictional	N/A

2. REFERENCES.

- a. Final Rule for Regulatory Programs of the Corps of Engineers, 51 FR 41206 (November 13, 1986).
- b. Clean Water Act Regulatory Programs, 58 FR 45008 (August 25, 1993).
- c. U.S. EPA & U.S. Army Corps of Engineers, Clean Water Act Jurisdiction Following the U.S. Supreme Court’s Decision in *Rapanos v. United States & Carabell v. United States* (December 2, 2008)
- d. *Sackett v. EPA*, 598 U.S. 651, 143 S. Ct. 1322 (2023)
- e. MEMORANDUM TO THE FIELD BETWEEN THE U.S. DEPARTMENT OF THE ARMY, U.S. ARMY CORPS OF ENGINEERS AND THE U.S. ENVIRONMENTAL PROTECTION AGENCY CONCERNING THE PROPER IMPLEMENTATION OF “CONTINUOUS SURFACE CONNECTION” UNDER THE DEFINITION OF “WATERS OF THE UNITED STATES” UNDER THE CLEAN WATER ACT (March 12, 2025)

3. REVIEW AREA.

- a. Project Area Size (in acres): 5.62
- b. Location Description: The review area is located at Crossings Park along the Southwest side of Arrow Rd

- c. Center Coordinates of the Project Site (in decimal degrees)
Latitude: 32.167870 Longitude: -80.770560
 - d. Nearest City or Town: Hilton Head Island
 - e. County: Beaufort
 - f. State: South Carolina
4. NEAREST TRADITIONAL NAVIGABLE WATER (TNW), INTERSTATE WATER, OR THE TERRITORIAL SEAS TO WHICH THE AQUATIC RESOURCE IS CONNECTED. The nearest traditional navigable water (TNW) is Broad Creek, a tidally influenced TNW⁶
5. FLOWPATH FROM THE SUBJECT AQUATIC RESOURCES TO A TNW, INTERSTATE WATER, OR THE TERRITORIAL SEAS
- Non-Jurisdictional Feature A and B: These two man-made linear features are apart of a drainage ditch network onsite that carry stormwater runoff offsite that is created during precipitation events. Non-jurisdictional feature A directly ties into non-jurisdictional feature B and discharges flow into an off-site impoundment. The impoundment discharges through an underground stormwater management system that carries the flow downstream, discharging into an approximate 531 linear foot ditch that carries flow into an unnamed pond. The unnamed pond discharges into an approximate 225 linear foot ditch that directly discharges into a tidal tributary of Broad Creek.
- Non-Jurisdictional Wetland A: This wetland is a depressional feature in the landscape that is surrounded by non-wetland and does not flow or have a CSC to a TNW, interstate water, or territorial sea.
6. SECTION 10 JURISDICTIONAL WATERS⁷: Describe aquatic resources or other features within the review area determined to be jurisdictional in accordance with Section 10 of the Rivers and Harbors Act of 1899. Include the size of each aquatic

⁶ This MFR should not be used to complete a new stand-alone TNW determination. A stand-alone TNW determination for a water that is not subject to Section 9 or 10 of the Rivers and Harbors Act of 1899 (RHA) is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where upstream or downstream limits or lake borders are established.

⁷ 33 CFR 329.9(a) A waterbody which was navigable in its natural or improved state, or which was susceptible of reasonable improvement (as discussed in § 329.8(b) of this part) retains its character as “navigable in law” even though it is not presently used for commerce, or is presently incapable of such use because of changed conditions or the presence of obstructions.

resource or other feature within the review area and how it was determined to be jurisdictional in accordance with Section 10.⁸ N/A

7. SECTION 404 JURISDICTIONAL WATERS: Describe the aquatic resources within the review area that were found to meet the definition of waters of the United States in accordance with the pre-2015 regulatory regime and consistent with the Supreme Court's decision in *Sackett*. List each aquatic resource separately, by name, consistent with the naming convention used in section 1, above. Include a rationale for each aquatic resource, supporting that the aquatic resource meets the relevant category of "waters of the United States" in the pre-2015 regulatory regime. The rationale should also include a written description of, or reference to a map in the administrative record that shows, the lateral limits of jurisdiction for each aquatic resource, including how that limit was determined, and incorporate relevant references used. Include the size of each aquatic resource in acres or linear feet and attach and reference related figures as needed.

- a. Traditional Navigable Waters (TNWs) (a)(1): N/A
- b. Interstate Waters (a)(2): N/A
- c. Other Waters (a)(3): N/A
- d. Impoundments (a)(4): N/A
- e. Tributaries (a)(5): N/A
- f. The territorial seas (a)(6): N/A
- g. Adjacent wetlands (a)(7): N/A

8. NON-JURISDICTIONAL AQUATIC RESOURCES AND FEATURES

- a. Describe aquatic resources and other features within the review area identified as "generally non-jurisdictional" in the preamble to the 1986 regulations (referred to as "preamble waters").⁹ Include size of the aquatic resource or feature within the review area and describe how it was determined to be non-jurisdictional under the CWA as a preamble water. N/A
- b. Describe aquatic resources and features within the review area identified as "generally not jurisdictional" in the *Rapanos* guidance. Include size of the aquatic resource or feature within the review area and describe how it was determined to be non-jurisdictional under the CWA based on the criteria listed in the guidance. N/A

⁸ This MFR is not to be used to make a report of findings to support a determination that the water is a navigable water of the United States. The district must follow the procedures outlined in 33 CFR part 329.14 to make a determination that water is a navigable water of the United States subject to Section 10 of the RHA.

⁹ 51 FR 41217, November 13, 1986.

- c. Describe aquatic resources and features identified within the review area as waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of CWA. Include the size of the waste treatment system within the review area and describe how it was determined to be a waste treatment system. N/A
- d. Describe aquatic resources and features within the review area determined to be prior converted cropland in accordance with the 1993 regulations (reference 2.b.). Include the size of the aquatic resource or feature within the review area and describe how it was determined to be prior converted cropland. N/A
- e. Describe aquatic resources (i.e. lakes and ponds) within the review area, which do not have a nexus to interstate or foreign commerce, and prior to the January 2001 Supreme Court decision in “SWANCC,” would have been jurisdictional based solely on the “Migratory Bird Rule.” Include the size of the aquatic resource or feature, and how it was determined to be an “isolated water” in accordance with SWANCC. N/A
- f. Describe aquatic resources and features within the review area that were determined to be non-jurisdictional because they do not meet one or more categories of waters of the United States under the pre-2015 regulatory regime consistent with the Supreme Court’s decision in *Sackett* (e.g., tributaries that are non-relatively permanent waters; non-tidal wetlands that do not have a continuous surface connection to a jurisdictional water).

Non-Jurisdictional Feature A: This linear feature is approximately 440 linear feet. The feature contains a constructed bed and banks and has existed long enough to have formed an OHWM. This feature is not identified on any topographic map or the National Hydrography Dataset. Review of aerial and site pictures display periods of the linear feature overgrown with vegetation and leaf litter due to lack of perennial or seasonal flow and holding water after storm events. This man-made linear feature appears to have been constructed as a drainage ditch (straight in shape, equal size banks, flat bottom with no pools, shelving, or channel bars). This data supports that this feature does not carry a relatively permanent flow. Since this linear feature is a tributary that is a non-relatively permanent waters, it was determined to not meet one of the categories of waters of the United States under the pre-2015 regulatory regime consistent with the Supreme Court’s decision in *Sackett*.

Non-Jurisdictional Feature B: This linear feature is approximately 48 linear feet. The feature contains a constructed bed and banks and has existed long enough

to have formed an OHWM. This feature is not identified on any topographic map or the National Hydrography Dataset. Review of aerial and site pictures display periods of the linear feature bed full of leaf litter due to lack of perennial or seasonal flow and pooling water after storm events. This man-made linear feature appears to have been constructed as a drainage ditch. This data supports that this feature does not carry a relatively permanent flow. Since this linear feature is a tributary that is a non-relatively permanent waters, it was determined to not meet one of the categories of waters of the United States under the pre-2015 regulatory regime consistent with the Supreme Court's decision in *Sackett*.

Non-Jurisdictional Wetland A: Is an approximately 0.44-acre non-adjacent depressional wetland feature within the review area, that contains all three parameters that define a wetland as outlined in the 1987 Corps of Engineers Wetland Delineation Manual and the Atlantic and Gulf Coastal Plain Regional Supplement (Version 2.0). This non-tidal wetland is situated within a depression that is supported by a closed circular contour. This wetland does not directly abut or physically connect to a traditional navigable water, or a relatively permanent body of water connected to a traditional navigable water. Since this wetland does not contain a CSC to a relatively permanent water, it was determined to not meet one of the categories of waters of the United States under the pre-2015 regulatory regime consistent with the Supreme Court's decision in *Sackett*.

9. DATA SOURCES. List sources of data/information used in making determination. Include titles and dates of sources used and ensure that information referenced is available in the administrative record.
 - a. Review Performed for Site Evaluation: Office (Desk) Determination. Date: March 19, 2026.
 - b. Aquatic Resources delineation submitted by, or on behalf of, the requestor: Approved Jurisdictional Determination Request package including associated data maps, and aquatic resource map titled "Figure 8: Jurisdictional Features Map Town of Hilton Head Island Crossings Park Wetland Delineation Beaufort County, South Carolina Source: ESRI, JMT" dated April 2025 and revised by the Corps on March 19, 2026.
 - c. National Wetland Inventory Map: "Figure 6: NWI Map" prepared by JMT dated April, 2025.
 - d. Natural Resource Conservation Survey: "Figure 5: Hydric Soil Map" prepared by JMT dated April, 2025.

- e. U.S. Geological Survey Map: "Figure 3: USGS Topographical Map" prepared by JMT dated April, 2025.
- f. USGS 3D Elevation Program (3DEP) Map Service: "Figure 7: LiDAR Map" prepared by JMT dated April, 2025.
- g. Photo Log: "Representative Site Photographs" prepared by JMT dated April, 2025.
- h. Aerial Map: Source: ESRI, SCDNR. Map titled "Figure 4: Aerial Map" prepared by JMT dated April, 2025.
- i. Data Resources Review: "SAC-2025-00508 Review" prepared by the Corps dated March 19, 2026.

10. OTHER SUPPORTING INFORMATION. N/A.

11. NOTE: The structure and format of this MFR were developed in coordination with the EPA and Department of the Army. The MFR's structure and format may be subject to future modification or may be rescinded as needed to implement additional guidance from the agencies; however, the approved jurisdictional determination described herein is a final agency action.

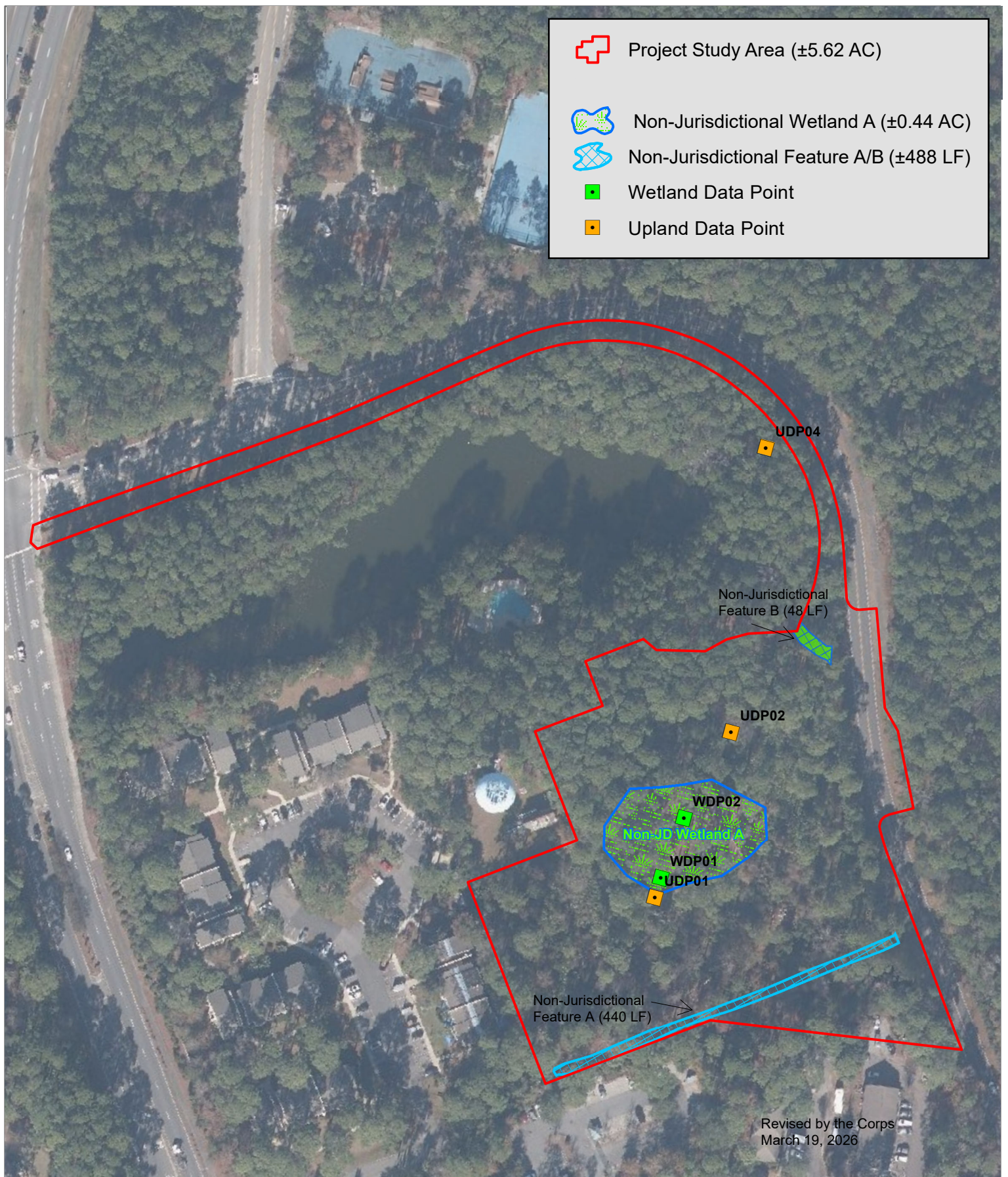
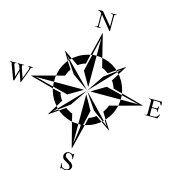
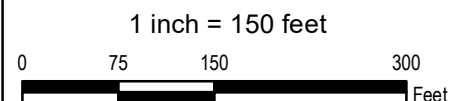
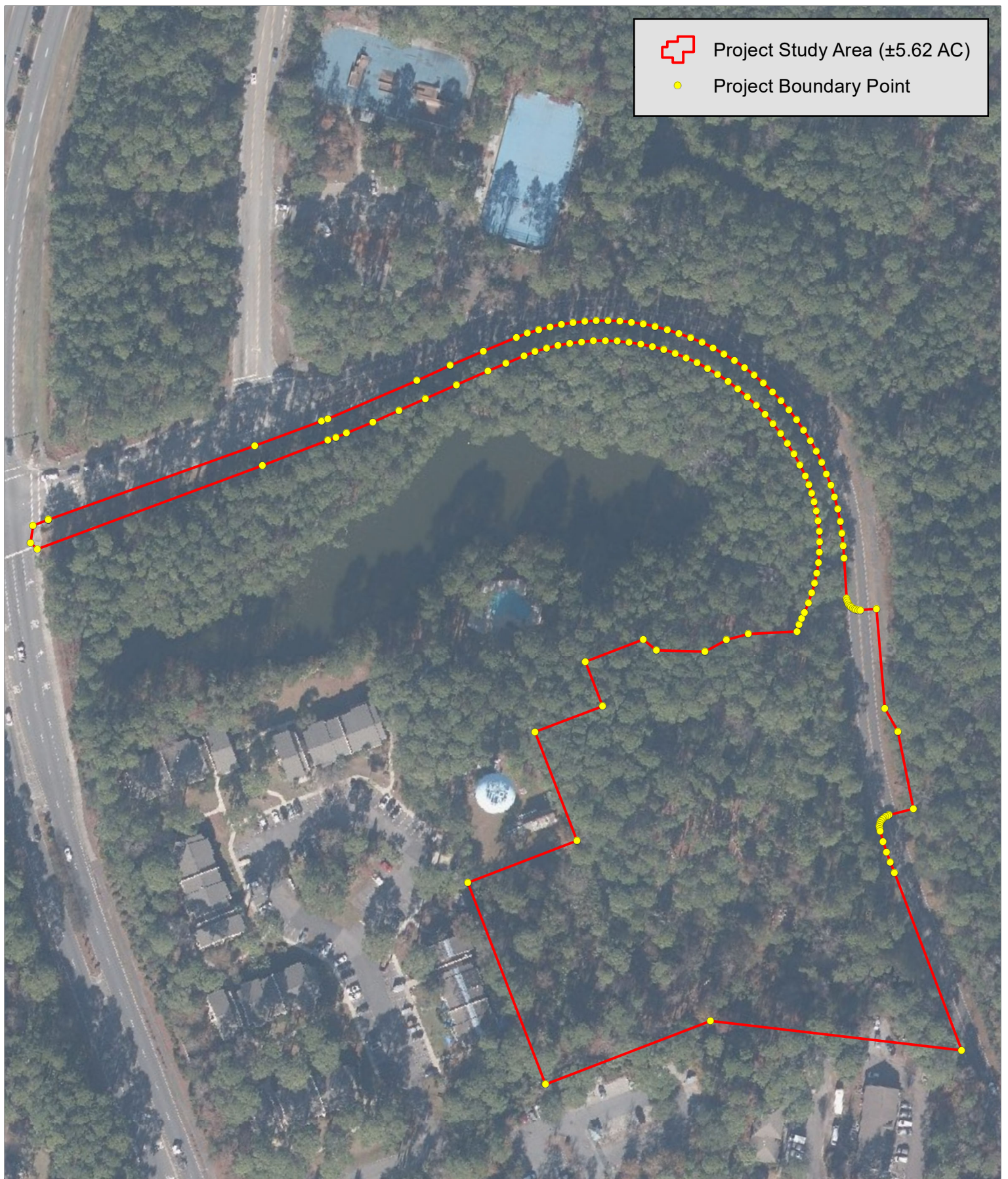


Figure 8: Jurisdictional Features Map

Town of Hilton Head Island
 Crossings Park Wetland Delineation
 Beaufort County, South Carolina
 Source: ESRI, JMT
 Date: April 2025

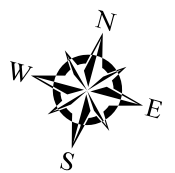
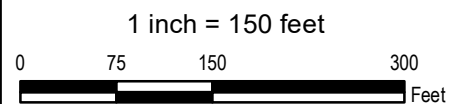




235 Magrath Darby Boulevard, Suite 275
Mount Pleasant, SC 29464
Ph: (843) 556-2624 Fx: (843) 556-4329
www.JMT.com

Figure 9: Project Boundary Map

Town of Hilton Head Island
Crossings Park Wetland Delineation
Beaufort County, South Carolina
Source: ESRI, JMT
Date: April 2025



ID	Northing	Easting	ID	Northing	Easting	ID	Northing	Easting
1	32.168780	-80.773280	51	32.169182	-80.770215	101	32.169391	-80.770402
2	32.169188	-80.772584	52	32.169179	-80.770208	102	32.169423	-80.770416
3	32.169322	-80.772360	53	32.169176	-80.770201	103	32.169454	-80.770432
4	32.169335	-80.772339	54	32.169175	-80.770194	104	32.169480	-80.770449
5	32.169530	-80.772046	55	32.169175	-80.770186	105	32.169506	-80.770467
6	32.169605	-80.771938	56	32.169175	-80.770178	106	32.169530	-80.770486
7	32.169679	-80.771829	57	32.169177	-80.770171	107	32.169554	-80.770508
8	32.169751	-80.771719	58	32.169195	-80.770112	108	32.169585	-80.770538
9	32.169773	-80.771682	59	32.168887	-80.769984	109	32.169614	-80.770571
10	32.169793	-80.771644	60	32.168825	-80.769911	110	32.169642	-80.770606
11	32.169812	-80.771605	61	32.168593	-80.769778	111	32.169668	-80.770642
12	32.169830	-80.771564	62	32.168553	-80.769862	112	32.169693	-80.770680
13	32.169845	-80.771523	63	32.168549	-80.769868	113	32.169716	-80.770719
14	32.169859	-80.771481	64	32.168545	-80.769874	114	32.169737	-80.770760
15	32.169870	-80.771438	65	32.168540	-80.769879	115	32.169756	-80.770802
16	32.169880	-80.771394	66	32.168534	-80.769883	116	32.169773	-80.770845
17	32.169888	-80.771350	67	32.168528	-80.769885	117	32.169789	-80.770889
18	32.169895	-80.771306	68	32.168521	-80.769887	118	32.169802	-80.770933
19	32.169899	-80.771261	69	32.168514	-80.769887	119	32.169813	-80.770977
20	32.169901	-80.771213	70	32.168508	-80.769886	120	32.169822	-80.771022
21	32.169901	-80.771166	71	32.168502	-80.769883	121	32.169828	-80.771067
22	32.169899	-80.771118	72	32.168496	-80.769880	122	32.169833	-80.771112
23	32.169896	-80.771071	73	32.168465	-80.769858	123	32.169835	-80.771158
24	32.169890	-80.771024	74	32.168434	-80.769836	124	32.169835	-80.771204
25	32.169882	-80.770977	75	32.168405	-80.769811	125	32.169833	-80.771250
26	32.169872	-80.770931	76	32.168376	-80.769786	126	32.169829	-80.771295
27	32.169860	-80.770886	77	32.167870	-80.769360	127	32.169823	-80.771340
28	32.169846	-80.770841	78	32.167752	-80.770322	128	32.169814	-80.771385
29	32.169830	-80.770797	79	32.167414	-80.770874	129	32.169804	-80.771429
30	32.169813	-80.770755	80	32.167986	-80.771361	130	32.169791	-80.771472
31	32.169793	-80.770713	81	32.168210	-80.770997	131	32.169776	-80.771515
32	32.169772	-80.770672	82	32.168518	-80.771260	132	32.169760	-80.771556
33	32.169749	-80.770633	83	32.168656	-80.771035	133	32.169741	-80.771596
34	32.169725	-80.770595	84	32.168783	-80.771143	134	32.169720	-80.771635
35	32.169699	-80.770559	85	32.168902	-80.770949	135	32.169698	-80.771672
36	32.169671	-80.770525	86	32.168878	-80.770889	136	32.169659	-80.771732
37	32.169642	-80.770492	87	32.168915	-80.770708	137	32.169620	-80.771791
38	32.169611	-80.770460	88	32.168970	-80.770639	138	32.169550	-80.771895
39	32.169580	-80.770431	89	32.169008	-80.770565	139	32.169479	-80.771997
40	32.169546	-80.770404	90	32.169057	-80.770385	140	32.169420	-80.772083
41	32.169512	-80.770378	91	32.169079	-80.770383	141	32.169362	-80.772170
42	32.169477	-80.770355	92	32.169101	-80.770381	142	32.169304	-80.772257
43	32.169441	-80.770334	93	32.169123	-80.770377	143	32.169283	-80.772291
44	32.169404	-80.770315	94	32.169156	-80.770371	144	32.169267	-80.772317
45	32.169366	-80.770298	95	32.169190	-80.770368	145	32.169131	-80.772537
46	32.169328	-80.770283	96	32.169224	-80.770368	146	32.168679	-80.773292
47	32.169202	-80.770233	97	32.169258	-80.770370	147	32.168692	-80.773322
48	32.169196	-80.770230	98	32.169292	-80.770374	148	32.168750	-80.773330
49	32.169191	-80.770226	99	32.169325	-80.770381	149	32.168780	-80.773280
50	32.169186	-80.770221	100	32.169358	-80.770390			

Figure 10: Project Boundary Point

Town of Hilton Head Island
 Crossings Park Wetland Delineation
 Beaufort County, South Carolina
 Source: ESRI, JMT
 Date: April 2025



Coastal Zone Consistency Determination

To: Stephanie Sine, BCM Coastal Stormwater Permitting
Melanie Barnes, BOW Construction Permitting

From: Jackson B. Cox, BCM Coastal Zone Consistency Division 

Applicant: Scott Davis, Cranston Engineering

Project Name: HH Crossings Park

Finding: Conditionally Consistent with the SC Coastal Zone Management Program

Site Location: 14 Arrow Road, Hilton Head Island, Beaufort County, South Carolina (TMS#: R55001400007630000)

Reference #: HQD-CSCP-QHTS0, WS/WW not yet assigned

Date: June 01, 2026

The staff of the Bureau of Coastal Management (BCM) reviewed the above referenced Coastal Zone Consistency project request for land disturbance associated with a parks project. Construction activities include 19 pickleball courts, one clubhouse, parking lot, walking path, and wastewater and water supply infrastructure. Stormwater management is conducted via four proposed rain gardens, utilization of an existing wet retention pond, and additional BMPs. This project will impact 0.44 acres of non-tidal, freshwater, non-jurisdictional wetlands. The total area of disturbance will be 5.80 acres of a 10.30-acre project site.

We hereby certify that the above referenced project is **Conditionally Consistent** with the ***Guidelines for Evaluation of All Projects*** as well as the Transportation Facilities (*Parking Facilities*), Recreation and Tourism (*Parks*), Public Services and Facilities (*Sewage Treatment and Water Supply*), Activities in Areas of Special Resource Significance (*Wetlands*), and Stormwater Management (*Runoff*) policies contained in the S.C. Coastal Zone Management Program provided the following conditions are included in the permits and adhered to by the applicant.

1. In the event that any historic or cultural resources and/or archaeological materials are found during the course of work, the applicant must notify the State Historic Preservation Office and the South Carolina Institute of Archaeology and Anthropology. Historic or cultural resources consist of those sites listed in the National Register of Historic Places and those sites that are eligible for the National Register. Archaeological materials consist of any items, fifty years old or older, which

were made or used by man. These items include, but are not limited to, stone projectile points (arrowheads), ceramic sherds, bricks, worked wood, bone and stone, metal and glass objects, and human skeletal materials.

2. The project must be consistent with State Stormwater Permitting requirements during and post construction for protection of water quality.
3. All construction BMPs must be installed, inspected and maintained to hold sediment onsite and to protect any adjacent or downstream critical area, wetlands and waters through the life of the project. Upon completion of construction activities, all disturbed (including undeveloped) areas, including those impacted for access, must be immediately stabilized.
4. The project must be fully consistent with local zoning and comprehensive plans prior to work being conducted.
5. Mitigation for the 0.44 acres of isolated non-jurisdictional freshwater wetland impacts will be provided through the purchase of 5.148 credits from an approved mitigation bank. Proof of purchase of the required mitigation credits must be submitted to this office prior to beginning work on the project.

This determination shall serve as the SCDES BCM Coastal Zone Consistency Determination for the work described above. However, this determination **does not** serve as a Department permitting decision and **does not** alleviate the applicant's responsibility to obtain any applicable State or Federal permit(s) for the work. Local government authorizations **may also** be required.

**PALMETTO UMBRELLA MITIGATION BANK
SAVANNAH BRANCH MITIGATION SITE WETLAND AND STREAM MITIGATION
CREDIT PURCHASE AGREEMENT**

This Purchase Agreement (the "Agreement") is made and entered into as of this **23rd** day of **July, 2026** (the "Effective Date"), by and between **Weyerhaeuser NR Company** (the "Seller") **Town of Hilton Head Island** (the "Purchaser"), Seller and Purchaser being hereinafter at times collectively referred to as the "Parties" and individually as a "Party".

RECITALS

- A.** Seller is the Sponsor and operator of the Palmetto Umbrella Mitigation Bank – Savannah Branch Mitigation Site located in Jasper County, South Carolina (the "Bank"), being established pursuant to the umbrella mitigation banking instrument number **SAC-2023-01183** (the "UMBI") developed for the Bank and approved on September 18, 2023 by the U.S. Army Corps of Engineers (the "Corps") and other federal and state member agencies of the Interagency Review Team ("IRT").
- B.** Purchaser desires to buy from Seller **5.148** Freshwater Wetland and/or **N/A** Stream mitigation credits ("Credits") to meet the compensatory mitigation requirements of **Department of Environmental Services, Bureau of Coastal Management, Coastal Zone Consistency (the "BCM-CZC") BCM-CZC Reference # HQD-CSCP-QHTSO** (the "Permit") issued pursuant to Clean Water Act Section **401**, and Seller agrees to sell such Credits to Purchaser, under the terms and conditions set out in this Agreement.

AGREEMENT

NOW, THEREFORE, for and in consideration of the covenants and conditions herein contained, the receipt and sufficiency of which is hereby acknowledged by the parties, Seller and Purchaser agree as follows:

1. AGREEMENT TO PURCHASE AND SALE, DEPOSIT:

- A.** From the Bank, Seller agrees to sell to Purchaser, and Purchaser agrees to purchase from Seller, the Credits subject to the terms and conditions hereof.
- B.** Upon execution of this Agreement, Purchaser shall pay to Seller a deposit of **N/A DOLLARS (\$N/A)** (the "Deposit"), which equals **N/A (N/A)** percent of the total Purchase Price (defined below) under this Agreement. The Deposit shall be applied to

the Purchase Price at Closing and nonrefundable to Purchaser, except as provided in *Section 5.A* of this Agreement.

2. CLOSING / PAYMENT

- A. Closing: On or before **August 20, 2026** ("Closing"), Purchaser shall pay to Seller **SIXTEEN THOUSAND FIVE HUNDRED DOLLARS (\$16,500.00)** for each Freshwater Wetland Credit and **N/A DOLLARS (\$N/A)** for each Stream Credit for a total sum of **EIGHTY FOUR THOUSAND NINE HUNDRED FORTY TWO DOLLARS (\$84,942.00)** ("**Purchase Price**"), in full, in certified check or immediately available funds as noted below:

CHECK	Payable to:	WEYERHAEUSER NR COMPANY c/o Carolyn Torres 13005 SW 1 st Road, Suite 241 Newberry, FL 32669
--------------	--------------------	--

- (1) Mail via a trackable delivery service, and
(2) include Special Instructions: Slide the envelope under the door if delivery occurs after business hours.

ACH PAYMENT	Destination Bank:	Bank of America 1825 Buckeye Road Phoenix, AZ 85034
	Account Name:	Weyerhaeuser NR Company
	Routing ABA No.:	121 000 358
	Account No.:	123 360 0869

WIRE PAYMENT	Destination Bank:	Bank of America 100 West 33 rd Street New York, NY 10001
	Account Name:	Weyerhaeuser NR Company
	Routing ABA No.:	026 009 593
	Account Number:	123 360 0869

SWIFT: BofAUS3N

****** Please contact john.wigginton@weyerhaeuser.com prior to initiating an ETF payment.
Note: The Purchase Price is non-refundable.

- B. Documentation: Upon receipt of the Purchase Price, Seller shall deliver to the **BCM-CZC** documentation confirming to the **BCM-CZC's** satisfaction that Purchaser has purchased compensatory mitigation pursuant to the Permit.
- C. Reduction of Credits: If, during the period following execution of this Agreement but prior to the Closing Date, Purchaser determines that Purchaser will require fewer than **5.148** Freshwater Wetland Credits and/or **N/A** Stream Credits from the Bank, Purchaser shall have the option to elect, by written notice to Seller, to acquire fewer than **5.148** Freshwater Wetland Credits and/or **N/A** Stream Credits. If Purchaser so elects, the Purchase Price shall be proportionally reduced based on the actual number of Credits to be acquired by Purchaser; provided, however, that Purchaser's election to acquire fewer Credits will in no event entitle the Purchaser to return of all or a portion of the Deposit.

3. WARRANTIES & DISCLAIMERS:

A. Seller's Warranty: Seller represents and warrants that Seller has the authority and approval from the Corps and the IRT, pursuant to the UMBI, to sell the Credits and has complied with the requirements of the UMBI for the purposes of issuing such Credits. PURCHASER ACKNOWLEDGES AND AGREES THAT (I) THIS AGREEMENT IS AN ARM'S-LENGTH CONTRACT BETWEEN THE PARTIES; (II) SELLER HAS NO CONTROL OVER THE ACTIONS OR INACTIONS OF THE CORPS OR ANY OTHER GOVERNMENTAL AGENCY; AND (III) **EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, ALL REPRESENTATIONS, DISCLOSURES AND WARRANTIES, EXPRESS OR IMPLIED, ARE FULLY DISCLAIMED.**

- B. Purchasers' Warranty: Purchaser warrants that: (1) Purchaser is an entity authorized to do business in South Carolina, and is duly authorized to enter into this Agreement and purchase the Credits; (2) Purchaser has the financial capability to pay for the Credits under this Agreement and, to the best of Purchaser's knowledge, there are no legal impediments restricting or otherwise existing that would prevent Purchaser from performing its obligations hereunder; and (3) Purchaser understands that Seller has made no representations or warranties to Purchaser with respect to the necessary number of Credits for Purchaser's needs. Purchaser acknowledges and agrees that it does not have and shall not hereafter have: (1) any rights to any monies generated by or related to the Bank (whether the surface or the subsurface of the Bank); or (2) any rights of ownership, use, or otherwise in the Bank.

4. INSOLVENCY OF PURCHASER/REMEDIES:

In case of the filing of a petition in bankruptcy by or against Purchaser, or the appointment of a receiver for Purchaser, or the insolvency of Purchaser, prior to Purchaser's full payment for the Credits under this Agreement, this Agreement shall automatically and immediately terminate without the necessity of any action or notice by or from Seller.

5. DEFAULT AND REMEDIES:

- a. If the purchase and sale of the Credits contemplated hereby is not consummated because of a default by Seller, then Purchaser may, as Purchaser's sole and exclusive remedy hereunder on account of any default by Seller, terminate this Agreement by written notice to Seller, upon which notice Seller shall return the Deposit to Purchaser, and the Parties shall have no further rights or obligations hereunder except those which survive the termination hereof.
- b. If the purchase and sale of the Credits contemplated hereby is not consummated because of a default by Purchaser, Seller may, as Seller's sole and exclusive remedy hereunder on account of a default by Purchaser, terminate this Agreement by written notice to Purchaser, upon which notice Seller shall be entitled to retain the Deposit, **it being agreed between Purchaser and Seller that such sum shall be Seller's sole and liquidated damages (and not a penalty) for such default of Purchaser hereunder because of the difficulty, inconvenience and uncertainty of ascertaining actual damages for such default**, and the Parties shall have no further rights or obligations hereunder except those which survive the termination hereof.
- c. Notwithstanding anything in this Agreement to the contrary, neither party shall be liable to the other for punitive, consequential, special, incidental, or indirect damages of any nature, in each case arising out of or relating to the performance of this Agreement, and whether such liability is claimed in contract or tort.

6. SAVINGS AND SEVERABILITY PROVISIONS:

The parties agree that if a portion of this Agreement or if the application of this Agreement to any person or circumstance shall to any extent be declared invalid by a court of competent jurisdiction, then the remainder of this Agreement and the application of such provisions to persons or circumstances other than those held to be invalid shall not be affected thereby. Moreover, each other such provision of this Agreement shall be valid and enforced to the fullest extent permitted by applicable law.

7. ASSIGNMENT:

The parties may freely assign their rights under this Agreement.

8. INTEGRATION/MODIFICATION:

The Agreement contains the entire understanding between the parties with respect to the subject matter hereof. Furthermore, this Agreement supersedes and revokes all previous communications, negotiations and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement. No addition, modification or deletion of or to this Agreement or any waiver of any of its provisions shall be binding on either party unless made in writing and executed both by Seller and Purchaser.

9. JURISDICTION:

This Agreement shall be governed and construed for all purposes under and in accordance with the laws of the State of South Carolina.

10. NOTICE:

Any notice required or permitted under or given in respect to this Agreement shall be made in writing (including electronic transmission) directed as follows:

SELLER'S ADDRESS		PURCHASER'S ADDRESS	
Name:	<u>WEYERHAEUSER NR COMPANY</u>	Name:	<u>Town of Hilton Head Island</u>
Attn:	<u>John Wigginton</u>	Attn:	<u>Marc Orlando</u>
Address:	<u>206 Brighton Park Blvd., Suite A</u> <u>Summerville, SC 29485</u>	Address:	<u>1 Town Center Court</u> <u>Hilton Head Island, SC 29928</u>
Mobile #:	<u>(334) 332-1717</u>	Mobile #:	<u></u>
Email:	<u>John.Wigginton@weyerhaeuser.com</u>	Email:	<u>marco@hiltonheadislandsc.gov</u>

11. SUCCESSORS AND ASSIGNS:

This Agreement shall be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.

12. COUNTERPARTS:

This Agreement may be signed in multiple counterparts with the same effect as if all signatories had executed the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile or electronic (i.e., PDF) transmission will constitute effective execution and delivery of this Agreement and may be used instead of the original Agreement for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

SELLER:

WEYERHAEUSER NR COMPANY

By: _____
Name: Doug Hughes
Title: Director, Mitigation Services
Date: _____

PURCHASER:

TOWN OF HILTON HEAD ISLAND

By: _____
Name: Marc Orlando
Title: Town Manager
Date: _____



TOWN OF HILTON HEAD ISLAND

TOWN COUNCIL

TO: Mayor and Council
FROM: Jeff Netzing, Engineering Director
VIA: Shawn Gillen, Assistant Town Manager
Brittany Ward, Town Attorney
CC: Marc Orlando, ICMA-CM, Town Manager
Shawn Leininger, Deputy Town Manager
Derrick Coaxum, Facilities Director
DATE: September 15, 2026
SUBJECT: Consideration of a Resolution Authorizing the Town Manager to Execute and Deliver a Permit/Use Agreement with the South Carolina Department of Environmental Services for Access to a Groundwater Monitoring Well and Other Matters Related Thereto

RECOMMENDATION:

Consideration of a Resolution authorizing the Town Manager to execute and deliver a Permit/Use Agreement with the South Carolina Department of Environmental Services for access to a groundwater monitoring well and other matters related thereto (**Attachment 1**). The Permit/Use Agreement is included as **Attachment 2**.

This agreement was reviewed by the Finance & Administrative Committee on 8/10/26 and all members voted in the affirmative (3-0) to forward the Resolution to Town Council for approval.

BACKGROUND:

The South Carolina Department of Environmental Services (SCDES) maintains a groundwater-level monitoring network of more than 180 wells in the State as depicted on the USGS Groundwater Monitoring Network Map included as **Attachment 3**. Water-level data is used to identify changes in groundwater levels, calibrate groundwater flow models, and aid in drought monitoring. Well BFT-2055 is located on Town-owned property near the Singleton Beach Parking Lot at 4 Castnet Drive as shown on the map included as **Attachment 4**. The Permit/Use agreement would allow SCDES employees to enter the property to access the well, sometimes requiring the use and installation of monitoring instruments. Any modification of the well site shall be authorized by a separate agreement. The agreement term would extend from the date of execution until June 30, 2035.

NEXT STEPS:

If approved by Town Council, the agreement (**Attachment 2**) will be executed.

ATTACHMENTS:

1. Resolution Authorizing the Town Manager to Execute and Deliver a Permit/Use Agreement with the South Carolina Department of Environmental Services for Access to a Groundwater Monitoring Well and Other Matters Related Thereto
2. Permit/Use Agreement for the South Carolina Department of Environmental Services to Access Well for Monitoring Purposes
3. USGS Groundwater Monitoring Network Map (2022)
4. Groundwater Monitoring Well Location Map

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

**A RESOLUTION BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA,
AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER A
PERMIT/USE AGREEMENT WITH THE SOUTH CAROLINA DEPARTMENT OF
ENVIRONMENTAL SERVICES FOR ACCESS TO A GROUNDWATER
MONITORING WELL AND OTHER MATTERS RELATED THERETO**

WHEREAS, the Town of Hilton Head Island, South Carolina ("**Town**") owns certain real property located near the Singleton Beach Parking Lot at 4 Castnet Drive, Hilton Head Island, South Carolina, including groundwater monitoring well BFT-2055 ("**Well**") located on said property; collectively hereinafter the "**Property**"; and,

WHEREAS, the South Carolina Department of Environmental Services ("**SCDES**") has requested continued access to the Well for purposes of monitoring, sampling, and data collection as part of SCDES's groundwater monitoring network, under the terms and conditions described in the proposed Permit/Use Agreement ("**Proposed Agreement**"), attached hereto and incorporated herein as "Exhibit A"; and,

WHEREAS, the Proposed Agreement authorizes SCDES to access the Property and Well, including the use and installation of monitoring instruments as necessary to fulfill the described purpose; and,

WHEREAS, Town Council has determined that authorizing the Town Manager to execute the Proposed Agreement with SCDES is in the best interest of the Town and supports environmental monitoring and stewardship effort within the community.

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

1. **Authorization.** The Town Manager is hereby authorized to execute and deliver the Permit/Use Agreement, in a similar form and substance to Exhibit A, with the South Carolina Department of Environmental Services for access to a groundwater monitoring well, and to take such actions as may be necessary to carry out the Town's obligations described in the Proposed Agreement, and the intent of this Resolution.
2. **Severability.** 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.
3. **Effective Date.** This Resolution shall become effective upon adoption.

MOVED, APPROVED, AND ADOPTED ON THIS __ DAY OF _____, 2026.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Brittany Ward, Town Attorney

**PERMIT/USE AGREEMENT FOR
THE SOUTH CAROLINA DEPARTMENT OF ENVIRONMENTAL SERVICES
TO ACCESS WELL FOR MONITORING PURPOSES**

THIS PERMIT/USE AGREEMENT (“*Agreement*”) is entered into on this ____ day of ____, 2026, by and between the Town of Hilton Head Island (the “*Town*”) and the South Carolina Department of Environmental Services (“*SCDES*”); collectively hereinafter referred to as the “*Parties*” and individually as a “*Party*”).

The Parties enter into this Agreement in order to permit periodic access to a groundwater monitoring well in furtherance of SCDES’s groundwater monitoring network. As part of this Agreement, the Town owns the Property described herein and retains ownership of the Well located on this Property. The Town agrees to provide SCDES continued access to the Well for monitoring purposes.

Property Location and Description. The Well, BFT-2055 (“*Well*”), is located near the Singleton Beach Parking Lot at 4 Castnet Drive, Hilton Head Island, SC 29928 (“*Property*”). The well site is located at the following coordinates: 32.19138° Latitude; -80.70385° Longitude (“*Well Site*”). The Well is enclosed by a fence and entry is made through a locked gate accessible to both the Town and SCDES on an as-needed basis.

Specific Use. Employees of SCDES are granted access to enter the Property for groundwater monitoring and sampling of the Well at the discretion of SCDES. SCDES activities may require the use and installation of monitoring instruments in the Well.

General Conditions for Well Monitoring. Employees of SCDES may have access to this property for well monitoring and sampling. Upon notice from SCDES, the Town shall provide any maintenance required for access. When not in use, SCDES shall secure the Well with a lock, with access being shared with the Town. SCDES must maintain good housekeeping at the Well Site.

Any modification to the Well or Well Site, including, but not limited to, well rehabilitation or redevelopment, shall be authorized by separate agreement.

Term. This Agreement shall extend from the date of execution until June 30th, 2035, and is eligible for renewal for the duration of the useful life of the monitoring Well.

Termination. Either party may terminate this Agreement without cause by providing written notification thirty (30) days prior to the date of cancellation.

Amendment. This Agreement may only be amended in writing and executed by both Parties.

Restoration. SCDES shall remove its equipment and vacate the Property within ninety (90) days of termination or expiration of this Agreement. After the termination or expiration of this Agreement, the Town maintains responsibility for the Well and will incur all associated costs,

including costs of properly capping and abandoning the Well in accordance with all applicable State and local laws and regulations at any future time so desired by the Town.

Data Ownership and Disclosure. Nothing in this Agreement shall be construed as granting the Town any right, title, or interest in or to any SCDES data derived from the monitoring Well. Ownership of all data remains with SCDES. To comply with State and local laws and regulations, SCDES may disclose and/or publish analytical data, including, but not limited to, water levels and conductivity.

Insurance. The Town will maintain sufficient insurance to protect the Town from the types of claims that may arise out of or result from the Town's activities under this Agreement, including professional liability insurance covering any professional services to be performed under this Agreement, and general liability insurance, and will provide SCDES with satisfactory evidence of such coverage upon request. If the Town is a South Carolina governmental body, it may satisfy this requirement by maintaining insurance through the S.C. Insurance Reserve Fund as provided by South Carolina law. SCDES will maintain liability coverage through the Insurance Reserve Fund as provided by South Carolina law. Neither party will provide individual coverage for the other Party's employees, with each party being responsible for coverage of its employees.

Relationship of the Parties. Neither Party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or authority to control or direct the activities of the other or of the other's employees, or the right or authority to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party except to the extent expressly authorized in this Agreement.

Neither party assumes any liability for any claims, demands, expenses, liabilities, or losses that may arise out of any acts or failures to act by the other party, its employees or agents, in connection with the performance of services under this Agreement.

Compliance with Laws. The Parties shall comply with all applicable laws and regulations in the performance of this Agreement.

Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect.

Attachments/Addenda. Any attachments, addenda or other materials attached to this Agreement are specifically incorporated into and made part of this Agreement. This Agreement, with all attachments, represents the entire understanding and agreement between the Parties with respect to the subject matter of this Agreement and supersedes all prior oral and written and all contemporaneous oral negotiations, commitments, and understandings between such Parties. The terms of this Agreement take priority over any conflicting or inconsistent terms of any other document, invoice, or communication between the Parties.

Non-Indemnification; Limitation on Tort Liability. Any term or condition of this Agreement or any related agreements is void to the extent it: (1) requires SCDES or the Town to indemnify,

hold harmless, defend, or pay attorney's fees to anyone for any reason; or (2) would have the purpose or effect of increasing or expanding any liability of the State, the Town or their agencies, officers, or employees for any act, error, or omission subject to the South Carolina Tort Claims Act, whether characterized as tort, contract, equitable indemnification, or any other theory or claim.

Choice of Law. This Agreement, any dispute, claim, or controversy relating to this Agreement and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except South Carolina's choice of law rules.

Notice. All notices under this Agreement may be given by personal delivery, fax or email (with confirmed receipt), or express, registered, or certified mail, FedEx or other common express delivery service, return receipt requested, postage prepaid, and addressed as indicated below (or to such other persons, addresses and fax numbers as a Party may designate by notice to the other Party):

To: *Town of Hilton Head Island*

Name: Shawn Gillen
Address: 1 Town Center Court,
Hilton Head Island, SC 29928
Phone: 843-854-1190
Fax:
Email: shawng@hiltonheadislandsc.gov

To: *S.C. Department of Environmental
Services (SCDES)*

Hydrology Section-Division of
Water Resources, Bureau of Water
Attn: Scott Harder
Address: 2600 Bull St., Columbia, SC 29201
Phone: 864-260-5807
Fax: 803-898-7344
Email: scott.harder@des.sc.gov

Notice shall be effective when received or, if delivery by mail or other delivery service is refused, then upon deposit in the mail or other delivery service.

If any individual named above is no longer employed by the party in the same position at the time notice is to be given, and the party has failed to designate another person to be notified, then notice may be given to the named person's successor, if known, at the same address, or by mail to the named person's office.

Signature Page to Follow

AGREEMENT #: _____

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date written hereinabove.

TOWN OF HILTON HEAD ISLAND

BY: _____
Marc Orlando, Town Manager

SOUTH CAROLINA DEPARTMENT OF ENVIRONMENTAL SERVICES (SCDES)

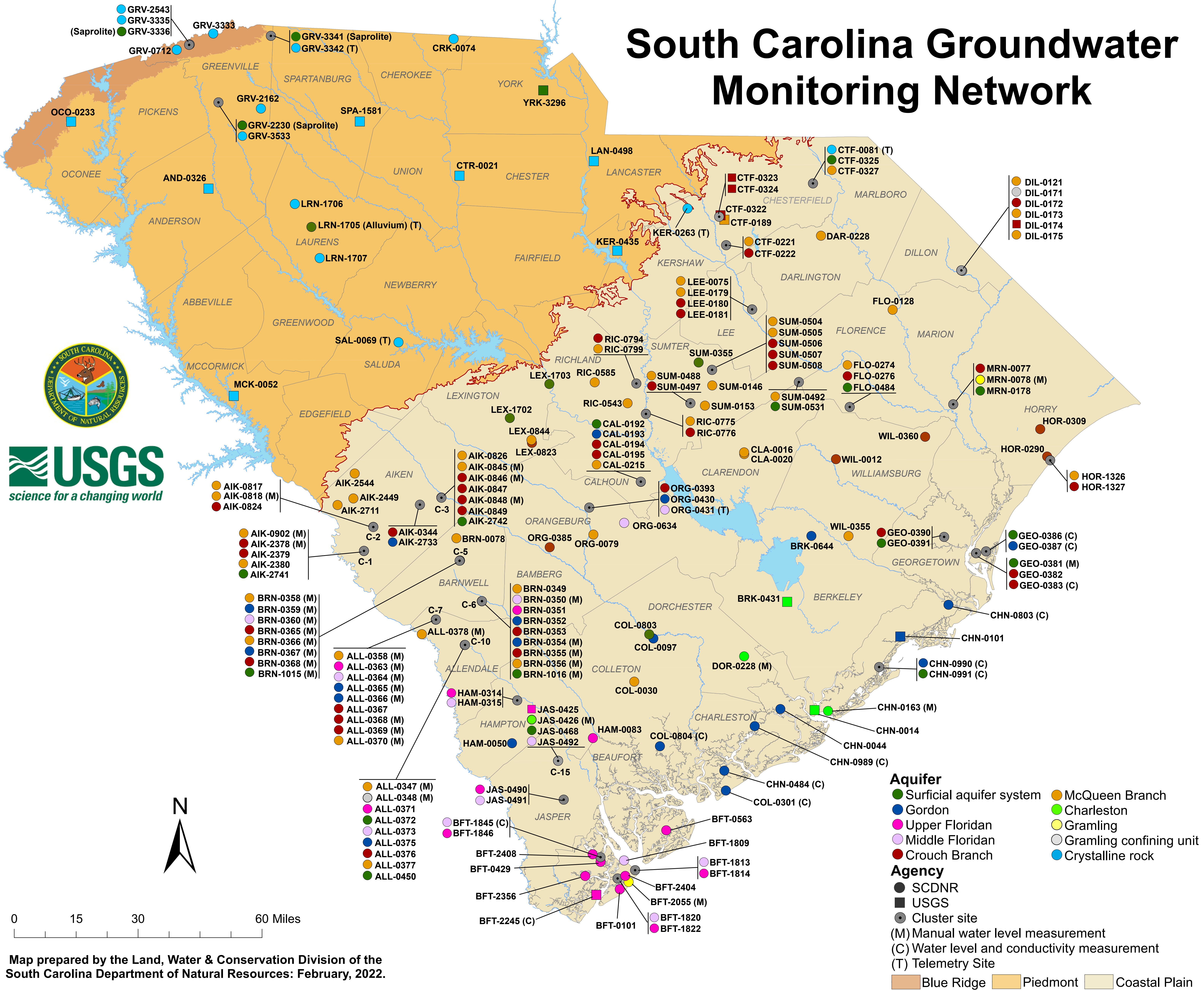
BY: _____

THIS AGREEMENT IS NOT OFFICIAL AND BINDING UNTIL SIGNED BY THE SCDES CONTRACTS MANAGER.

Francine Miller
SCDES Contracts Manager

DATE: _____

South Carolina Groundwater Monitoring Network



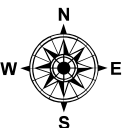
Map prepared by the Land, Water & Conservation Division of the South Carolina Department of Natural Resources: February, 2022.



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

SCDES Groundwater Monitoring Well Location

1 inch =200 feet





TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Michele Bunce, Senior Grants Administrator
CC: Dave Byrd, Finance Director
John McGowan, Assistant Finance Director
Marc Orlando, ICMA-CM, Town Manager
DATE: September 15, 2026
SUBJECT: Consideration of a Resolution Authorizing the Town of Hilton Head Island to Apply for a Big Idea Grant to Support a Drone First Responder (DFR) Program, Committing a Local 5% Match and Compliance with the Town's Procurement Policy

BACKGROUND:

The Municipal Association of South Carolina (MASC) is a state-level, not-for-profit organization that represents and serves South Carolina's 271 incorporated municipalities by providing resources, services, training, and programs to support effective local government. In 2025, MASC established the IMPACT Fund, which stands for *Innovative Municipal Projects for Advancing Change and Transformation*, as a new grant program designed to provide municipalities with funding for innovative projects and practical solutions to local challenges. The IMPACT Fund offers the following grant opportunity:

- **Big Idea Grant**
 - Provides awards up to \$100,000
 - Supports bold, creative, and forward-thinking projects that demonstrate innovation, community impact, and long-term value
 - 5% match requirement

The Town is proposing to apply for a Big Idea Grant in the amount of \$100,000 to support the development and implementation of a Drone First Responder (DFR) Program designed to enhance emergency services and public safety operations. The Hilton Head Island Fire Rescue Department will serve as the project lead and will oversee the development and implementation of the program. The proposed program would use drone technology to provide rapid aerial situational awareness and support for incidents such as emergencies, severe weather events, large gatherings, missing-person searches, and other public safety needs. This project supports Goal #4 of the Town's Strategic Action Plan, Enhance Public Safety Readiness and Facilities, by strengthening

the Town's emergency response capabilities through innovative technology. This initiative would allow the Town to explore an innovative, technology-driven approach to improving response capabilities, operational efficiency, and community safety.

As part of the application process for the Big Idea Grant, the Town is required to submit a Resolution adopted by Town Council. The Resolution will formally commit the Town to providing the required 5% local grant match and confirm that the Town will comply with its established Procurement Policy in implementing any project funded through the grant. Approval of the Resolution will authorize the Town to include this commitment with its grant application.

The Finance and Administrative Committee will review and consider the Resolution at its September 14, 2026, meeting and make recommendation to Town Council for consideration and approval.

RECOMMENDATION:

Staff recommends that Town Council consider and approve the Resolution related to the Municipal Association of South Carolina grant program. The Resolution will authorize the Town to submit an application for the Big Idea Grant and formally commit the Town to the required 5% local match of \$5,000 and compliance with the Town's Procurement Policy.

NEXT STEPS:

1. Grant application submitted with the Resolution by September 25, 2026.

ATTACHMENTS:

1. Resolution Approving Application to Municipal Association of South Carolina for the Big Idea Grant

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

**A RESOLUTION BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA,
TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE NECCESSARY
DOCUMENTS TO APPLY FOR AND PROVIDE MATCHING FUNDING FOR THE
BIG IDEA GRANT THROUGH THE MUNCIPAL ASSOCIATION OF SOUTH
CAROLINA AND OTHER MATTERS RELATED THERETO**

WHEREAS, the Municipal Association of South Carolina (“*MASC*”) awards a grant known as the Big Idea Grant, which can award up to One Hundred Thousand 00/100 (\$100,000.00) Dollars; and,

WHEREAS, the Big Idea Grant is through MASC’s Impact Fund and these funds are to assist municipalities in South Carolina in funding bold, creative, and forward-thinking ideas that will have a long-term impact on the community. These projects may include technology-driven service improvements, innovative uses of public spaces, community-wide initiatives, or other transformative concepts; and,

WHEREAS, the Town of Hilton Head Island (“*Town*”) has identified a desire to apply for the maximum award of the Big Idea Grant, which holds the requirement that the applying municipality matches five (5%) percent. The 5% match requires the Town to a local match amount of Five Thousand (\$5,000) Dollars; and,

WHEREAS, the Town has a desire to establish a Hilton Head Island Drone First Responder Program (“*DFRP*”) that will allow the Hilton Head Island Fire Rescue (“*Fire Rescue*”) to use a drone to provide rapid and remote response for ariel situational awareness for public safety incidents, disaster operations, and any other additional needs identified by the Town or Fire Rescue; and,

WHEREAS, the Town intends to use this award, if granted, towards the establishment of the DFRP; and the Town Council of the Town of Hilton Head Island (“*Town Council*”) finds that receipt of the Big Idea Grant funds as described herein and providing the required matching funding is in the best interest of the citizens, residents, and visitors of Hilton Head Island.

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

1. In support of establishing the Hilton Head Island Drone First Responder Program, the Town Council authorizes:
 - a. the Town Manager the authority to execute all necessary documents to apply for the Big Idea Grant through MASC; and,
 - b. the Town Manager to take any and all necessary actions to ensure that the Town’s procurement policies and applicable laws, adopted in accordance with S.C. Code Section 11-35-5320, are followed when securing all services and products purchased with funds awarded from the Big Idea Grant described herein; and,

- c. the five (5%) percent match in an amount not to exceed Five Thousand (\$5,000) Dollars if the award is granted.

2. This Resolution shall be effective as of the date of its adoption by Town Council.

MOVED, APPROVED, AND ADOPTED ON THIS _____ DAY OF _____, 2026.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Brittany Ward, Town Attorney



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Michele Bunce, Senior Grants Administrator
CC: Dave Byrd, Finance Director
John McGowan, Assistant Finance Director
Marc Orlando, ICMA-CM, Town Manager
DATE: September 15, 2026
SUBJECT: Consideration of a Resolution Authorizing the Town of Hilton Head Island to Apply for a Problem Solver Grant to Support a Roof Replacement Project for the Fish Haul Beach Park Restrooms, Committing a Local 5% Match and Compliance with the Town's Procurement Policy

BACKGROUND:

The Municipal Association of South Carolina (MASC) is a state-level, not-for-profit organization that represents and serves South Carolina's 271 incorporated municipalities by providing resources, services, training, and programs to support effective local government. In 2025, MASC established the IMPACT Fund, which stands for *Innovative Municipal Projects for Advancing Change and Transformation*, as a new grant program designed to provide municipalities with funding for innovative projects and practical solutions to local challenges. The IMPACT Fund offers the following grant opportunity:

- **Problem Solver Grant**
 - Provides awards up to \$25,000
 - Supports smaller, more routine municipal projects and practical improvements addressing identified needs and enhanced services or quality of life
 - 5% match requirement

The Town is proposing to apply for a Problem Solver Grant in the amount of \$14,845 to support the replacement of the roof at the Fish Haul Beach Park restrooms. The Town's Facilities Department will serve as the project lead and will oversee the project's implementation. The project would address the need to maintain and improve this public facility, helping to protect the structure from weather-related damage and ensuring the restrooms remain safe, functional, and available for residents and visitors. The project supports Goal #10 of the Town's Strategic Action Plan, Enhancing Community Well-being Through Implementation of the Parks and Recreation Master Plan and Program Enhancements by maintaining and improving public park facilities for residents and

visitors. The proposed roof replacement represents a practical improvement that will extend the useful life of the facility and reduce future maintenance needs.

As part of the application process for the Problem Solver Grant, the Town is required to submit a Resolution adopted by Town Council. The Resolution will formally commit the Town to providing the required 5% local grant match and confirm that the Town will comply with its established Procurement Policy in implementing any project funded through the grant. Approval of the Resolution will authorize the Town to include this commitment with its grant application.

The Finance and Administrative Committee will review and consider the Resolution at its September 14, 2026, meeting and make recommendation to Town Council for consideration and approval.

RECOMMENDATION:

Staff recommends that Town Council consider and approve the Resolution related to the Municipal Association of South Carolina grant program. The Resolution will authorize the Town to submit an application for the Problem Solver Grant and formally commit the Town to the required 5% local match of \$742.25 and compliance with the Town's Procurement Policy.

NEXT STEPS:

1. Grant application submitted with the Resolution by September 25, 2026.

ATTACHMENTS:

1. Resolution Approving Application to Municipal Association of South Carolina for the Problem Solver Grant

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

**A RESOLUTION BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA,
TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE NECCESARY
DOCUMENTS TO APPLY FOR AND PROVIDE MATCHING FUNDING FOR THE
PROBLEM SOLVER GRANT THROUGH THE MUNCIPAL ASSOCIATION OF
SOUTH CAROLINA AND OTHER MATTERS RELATED THERETO**

WHEREAS, the Municipal Association of South Carolina (“*MASC*”) awards a grant known as the Problem Solver Grant, which can award up to Twenty-Five Thousand (\$25,000) Dollars; and,

WHEREAS, the Problem Solver Grant is through MASC’s Impact Fund and these funds are to assist municipalities in South Carolina in funding small, routine municipal projects and practical fixes for common problems that South Carolina municipalities may face; and,

WHEREAS, the Town of Hilton Head Island (“*Town*”) has identified a desire to apply for Fourteen Thousand Eight Hundred and Forty-Five (\$14,845) Dollars, which holds the requirement that the applying municipality matches five (5%) percent. This 5% match would require the Town to a local match amount of Seven Hundred and Forty-Two and 25/100 (\$742.25) Dollars; and,

WHEREAS, the Town has identified a need to replace certain park facilities at Fish Haul Park, owned and operated by the Town, more specifically the onsite restroom facilities; and,

WHEREAS, the Town intends to use this award, if granted, towards replacement of the facilities at Fish Hall Park to ensure the facilities are more durable, energy efficient and have more long-term value; and the Town Council of the Town of Hilton Head Island (“*Town Council*”) finds that receipt of the Problem Solver Grant funds as described herein and providing the required matching funding is in the best interest of the citizens, residents, and visitors of Hilton Head Island.

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

1. In support of replacing public facilities located at Fish Haul Park, the Town Council authorizes:
 - a. the Town Manager the authority to execute all necessary documents to apply for the Problem Solver Grant through MASC; and,
 - b. the Town Manager to take any and all necessary actions to ensure that the Town’s procurement policies and applicable laws, adopted in accordance with S.C. Code Section 11-35-5320, are followed when securing all services and products purchased with funds awarded from the Problem Solver Grant described herein; and,
 - c. the five (5%) percent match in an amount not to exceed Seven Hundred and Forty-Two and 25/100 (\$742.25) Dollars if the award is granted.

2. This Resolution shall be effective as of the date of its adoption by Town Council.

MOVED, APPROVED, AND ADOPTED ON THIS _____ DAY OF _____, 2026.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Brittany Ward, Town Attorney