



Town of Hilton Head Island

Town Council Meeting

Tuesday, October 15, 2024, 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 – Father Allan MacDonald, Holy Family Catholic Church**
- 4. Adoption of the Agenda**
- 5. Approval of the Minutes**
 - a. Workshop Minutes of September 16, 2024
 - b. Regular Meeting Minutes of September 17, 2024
 - c. Workshop Minutes of September 24, 2024
 - d. Regular Meeting Minutes of October 1, 2024
- 6. Presentations and Recognitions**
 - a. Report of the Town Manager
- 7. Reports from Members of Town Council**
 - a. General Reports from Town Council
 - b. Report of the Lowcountry Area Transportation Study – Glenn Stanford
 - c. Report of the Lowcountry Council of Governments – Tammy Becker
 - d. Report of the Beaufort County Airports Board – David Ames
 - e. Report of the Southern Lowcountry Regional Board – Glenn Stanford

- f. Report of the Island Recreation Association Board – Alex Brown
- g. Report of the Community Services and Public Safety Committee – Tammy Becker
- h. Report of the Public Planning Committee – David Ames
- i. Report of the Finance and Administrative Committee – Alex Brown

8. Unfinished Business

- a. Consideration of an Ordinance to Amend the Town of Hilton Head Island Budget for the Fiscal Year Ending June 30, 2025; to Provide for the Budgeted Appropriations of the Prior Year Budget Roll Forward and Certain Other Appropriations and Commitments and the Expenditures of Certain Funds; to Allocate the Sources of Revenue for the Said Funds; and to Provide for Severability and an Effective Date - Second and Final Reading - Adriana Burnett, Finance Director
- b. Consideration of a Resolution Adopting a Beach Parking Fee Schedule - Shawn Leininger, Assistant Town Manager

9. New Business

- a. Consideration of a Resolution to adopt the 2024 Repetitive Loss Area Analysis as required for the Federal Emergency Management Agency's Community Rating System - Missy Luick, Director of Planning
- b. Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices/Integrated Pest Management Policy - Shawn Leininger, Assistant Town Manager

10. Public Comment

11. Executive Session

- a. Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussions for the Proposed Sale or Purchase of Property (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 (a)(1)) related to:
 - 1. Jonesville Road Area
 - 2. Bay Pines Road Area FEMA Grant Agreement
 - 3. Audubon Pond Road Area FEMA Grant Agreement
 - 4. Easement Requests by the South Island Public Service District
 - a. Pope Avenue
 - b. William Hilton Parkway
 - c. Wexford Drive
- b. Discussion of Appointment to Boards, Commissions, and Committees [Pursuant to the South Carolina Freedom of Information Act Section 30-4-70(a)(1)] related to:
 - 1. Citizen's Oversight Committee of 2024 Sales and Use Tax Projects

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 Monday, September 16, 2024, 1:00 PM Minutes

Call to Order

Mayor Perry called the workshop to order at 1:00 p.m.

Council Members present: Alan Perry, Mayor, David Ames, Ward 3, Mayor Pro-Tempore; Alex Brown, Ward 1; Patsy Brison, Ward 2; Tammy Becker, Ward 4; Steve Alfred, Ward 5; Glenn Stanford, Ward 6

Also present: Marc Orlando, Town Manager; Curtis Coltrane, Town Attorney; Kimberly Gammon, Town Clerk

Adoption of the Agenda

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

Workshop Discussion

Mayor Perry stated there were several items to cover in the workshop and there was a good chance they will not be able to complete all of them. He stated the items that are not covered will be brought back on a future agenda.

Mr. Orlando stated the elements that are scheduled to be discussed are embedded in the Strategic Plan, as a part of the element of the Growth Management Section. He noted these are priority elements of the Land Management Ordinance (LMO) to update and followed by the overall code update. He explained a great portion of what will be discussed are procedural policy elements that will assist in how the Town does business from a development review procedure process and provide clarity to staff and the public. He explained Council members have provided input, and the purpose of the workshop is to obtain further guidance from Council for moving forward. He introduced Shawn Leininger and Missy Luick to conduct their presentation.

Management Ordinance and Municipal Code - Missy Luick, Director of Planning

Short-Term Rentals - Enforcement & Fines & Parking & Occupancy

Ms. Luick and Mr. Leininger conducted a presentation providing the following information:

What we've heard:

- "Address parking under Short-term Rental Ordinance and not a one-size fits all approach island-wide"
- "Move STR Parking & Occupancy to the Priority Amendment Set instead of the LMO Overhaul"

- “We support a method for enforcement and fines”
- “STR should be in a single topic area and follow its own timeline since it’s part of the Municipal Code”
- “Should we have caps on the number of allowable STRs?”
- “We need to strike the right balance between reaping the benefits of the STR market and mitigating its negative externalities on the housing market and built environment”
- “We need to define occupancy”

Key Issues:

- Need the ability to manage property owners who violate Short-Term Rental regulations through escalating fines instead of criminal charges.
- Need the ability to manage property owners who operate a Short-Term Rental property without a valid permit with fines that are greater than the cost of a permit.
- Short-Term Rental properties and over occupancy can inconvenience permanent residents who have expressed concerns about parking, noise pollution, trash collection, and other consequences.
- The increase of Short-Term Rental properties can skew the rental and homeowner market and create challenges in maintaining permanent residents.
- High occupancy homes do not have fire safety mechanisms.
- Homes are being built for the purpose of STR resulting in structures that are out of scale and context with existing neighborhoods.

Ms. Luick conducted an overview of the short-term rental locations and complaints Island-wide; short-term rental parking and occupancy data; short-term rental fee comparisons; short-term rental parking, occupancy and penalty comparison; and best practice considerations and reviewed the following priority amendment recommendations and input from Council members:

Enforcement & Penalties

- Establish a framework of administrative fines (instead of criminal citations) that escalate up to \$2,000 per offense per day to penalize property owners who do not comply with regulations, particularly as it concerns repeat offenders and those who operate a Short-Term Rental property without a valid permit.
- Increase STR permit fees to follow other industry examples
 - \$250 for 1-4 Bedrooms
 - \$1,000 for 5-7 Bedrooms
 - \$2,500 for 8-10+ Bedrooms

What staff heard from Town Council:

- Ensure the Short-Term Rental Official has clear directive in issuing an administrative fine (i.e., 1st Offense is \$500, 2nd Offense is \$1,000, and 3rd offense is \$2,000).

Occupancy & Parking

- Provide until January 1, 2026 to comply for the following:

- Establish occupancy limits based on the number of bedrooms.
- Require minimum of 2 parking spaces or 1 parking space per bedroom for single- family home STR's.
- Restrict occupancy to available parking (i.e., if a 6-bedroom STR has 5 parking spaces, occupancy would be limited to 12 persons instead of 14). State where parking is permitted (garage, driveway, or designated parking pad meeting requirements).
- Require fire and smoke alarm systems in high occupancy homes exceeding 3,600 square feet of living area.
- Require permit number to be included all rental listings.
- Require trash collection service be in place.

What staff heard from Town Council:

- Planned Development POAs are regulating parking.
- Parking should be based on occupancy to ensure a more equitable requirement regardless of number of bedrooms.
- Parking is most critical.
- Occupancy enforcement is challenging.
- Should we account for the size of the home in regulating occupancy? Required inspections would help ensure compliance.
- Consider additional time to phase in changes for existing STRs. New STRs need to be compliant at time of permit issuance.
- Need to address mass, scale, and impact to existing neighborhoods.

What staff heard from the STR industry:

- The occupancy restriction and required parking is generally manageable provided it is reasonable and owners/ managers have time to adjust to it if necessary.
- Additional persons per property needs to be considered for larger homes that are likely to have multiple beds per bedroom (i.e., 4 persons per home for 5-7 bedrooms, and 6 persons per home for 7 or more bedrooms).
- Alternatively, allowing 2.5 persons per bedroom plus 2 per property would at least meet or just exceed the average reported occupancy of units.
- One parking space can generally accommodate 4 persons for occupancy.

Additional Future Considerations:

- Consider establishing a cap on the number of STR permits issued by number of bedrooms.
- Currently nearly 49% of all 1-bedroom and nearly 32% of all 2-bedroom units on the island are STRs.
- High number of bedroom homes can conflict with neighborhood mass and scale.
- Consider limiting areas where STR permits can be issued.
- Consider restriction from STR properties to hold commercial events (i.e., weddings).

- Consider requiring a mandatory STR inspection every 2 years.
- Consider options to require or support flex move-in / move-out alternatives (non-Saturday)
- Consider establishing a cap on the number of STR permits to be issued.

Council members held discussion, asked questions and made comments regarding: confirmation there is no distinction between single-family occupied or single-family short-term rentals when applying for a building permit; inquiry as to requirements for fire safety equipment; support for the cost of a short-term rental permit being based on the size of the home; an observation that annual inspections should be required for all short-term rentals; a suggestion to add an additional fee for the inspections; a suggestion to analyze the possibility of the STR fee being revenue generated; a suggestion to change the noise ordinance to be in line with noise ordinances in gated communities; concern and the need for regulations for large STR's becoming party houses for family members/friends staying in other units; confirmation complaints are issued to the owner and tracked accordingly and cumulatively; a suggestion occupancy be limited to 2 people per bedroom; concern over increasing the allowable number of persons per bedroom based on size of the room; question regarding the possible need for a short-term rental cap; concern over STR's holding commercial events; the need to stagger check-in and check-out days; the need for a relationship with gated communities regarding enforcement; confirmation repeated offenders can have their permit suspended; the need for balance between Island character and business practice; the need for a municipal court; appreciation to staff for reaching out to all of the community; an opinion that STR regulations are added to the municipal code; a suggestion staff reference the entire municipal code regarding parking for STR's; revocation or suspension of permits need tracked along with code violations; the need for clear direction on penalties; the need for control of STR's; a request the Mayor place this item on the Town Council agenda schedule as soon as possible; the need to be mindful of software adjustments as well as the time frame for the permitting process; the need to distinguish condos from single-family dwellings; the need for data regarding occupancy for condos; the need to encourage adequate parking as opposed to more; the need to prohibit parking in the adjacent rights-of-way, buffer areas, setback areas and enforce the penalties; and the need to implement safety inspections for all STR properties.

Mayor Perry asked for public comment.

Teresa Duncan addressed Council suggesting reaching out to property managers and the properties involved regarding regulations in various communities.

Dru Brown addressed Council regarding the occupancy cap and number of cars allowed. He stated that asking people to change the amount of people they sleep is getting into owner use rights and will have a negative impact on ATX dollars.

Beth Petra addressed Council stating the STR's that have six or more bedrooms will be hardest hit by the occupancy cap. She suggested finding a way to handle it with just parking as opposed to occupancy.

Mike Alsko addressed Council encouraging them to not regulate arrival and departure

days. He added that a municipal court is important to hold guests and owners accountable and the occupancy max should be factored in with the scale of the home.

Michael Sackheim addressed Council suggesting that all STR's have decals in their windows identifying the home as an STR and the maximum occupancy allowed, and management companies need to be co-responsible for the fines issued for violations.

Mayor Perry invited Council to make further comments.

Ms. Becker stated she would like the occupancy piece with regard to parking removed and relate the parking to the number of bedrooms. She added that noise and fire and safety concerns should be a priority, as well as enforcement of occupancy rules. Ms. Becker noted the need for some sort of signage recognizing the unit is a STR with the license number on it so it can be referenced along with complaints. She added that there needs to be a deadline for permits and if they don't meet the deadline, they just don't get their permit that year.

Ms. Bryson suggested Council move forward with the following: the need for a municipal court; address this on the municipal code track; civil penalties including some standards and revocation or suspension; increase the fees based on the number of bedrooms as the staff has suggested; utilize the suggested effective date, provided it will affect new permits as adopted; move as fast as we can with regard to local business needs and staff needs regarding software adjustments; and move forward with the parking measure suggested by staff, but include some sort of maximum which would be included in the draft ordinance; move forward with the occupancy measure of 2 per bedroom plus two as suggested by staff.

Mr. Brown suggested moving along the same fast track planning for the municipal court due to budget discussions coming up in January. He stated 40% of the complaints are regarding parking so they are on the right track. He added that occupancy is more of a marketing expectation as opposed to being able to enforce it.

Mr. Alfred stated he was in favor of staff coming back to Council with an ordinance for them to deal with these matters so they can continue the discussion in connection with that.

Mr. Stanford stated he was in agreement with Mr. Alfred.

Northpoint Public Private Partnership Terms

Development Agreement approved by Town Council on June 18, 2024 Project Scope:

1. 11 acres of Town-owned property located close to HHI schools, the Island Rec Center, and the Boys and Girls Club
2. Energy efficient sustainable neighborhood with high-quality architecture and construction
3. 150 – 170 rental units, consisting of one-, two- and three-bedroom apartments
4. Amenities and programming that prioritize the well-being and quality of life of residents
 - o Onsite property management
 - o Community building with high-speed internet

- Pool and outdoor communal spaces with grilling, pavilions, seating, and playground
- Walking trails, indoor and outdoor fitness stations and a community garden
- Laundry appliances within each individual unit

Workforce Affordability:

1. Essential workforce, such as teachers, first responders, health care providers, and hospitality workers
 2. 60% to 150% of Area Median Income (AMI), with at least 50% of households earning less than 80% AMI
 3. Affordability Covenants
- Town role and responsibility:
 - Long-term support and project vision 65-year ground lease
 - \$1M in eligible project costs (ARPA)
 - Affordability covenants to maintain workforce housing in perpetuity
 - Zoning entitlements
 - OneStreet Residential role and responsibility: Design and permitting
 - Financing, project management, and construction
 - Lease-up
 - Long-term programming Property management

Identified Zoning Entitlement Options

- Waterfront Mixed-Use (WMU) District
 - Proposed development conforms to all zoning requirements
 - More restrictive development standards are established in Development Agreement and Town property ownership
- Waterfront Mixed-Use (WMU) District with Planned Development Overlay (PD-2)
 - Proposed development conforms to all zoning requirements
 - PD-2 Overlay provides “belt and suspenders” approach whereby the more restrictive development standards established in the Development Agreement and Town property ownership become part of the property zoning
- Moderate to High Density Residential District (RM-12) with Workforce Housing Density Bonus - RECOMMENDED
 - Proposed development meets nearly all zoning requirements Does not conform to density and intensity requirements of RM-12
 - Workforce Housing Program zoning standards would need to be amended to add RM-12 as an eligible zoning district and provide for a 25% density bonus up to 15 dwelling units per acre and impervious cover increase from 35% to 50% - recommend have frontage on a major arterial and a minimum lot size (5 acres).

Mayor Perry stated he was in favor of moving forward with staff recommendations.

Mr. Brown stated he feels there is a need to continue with the momentum that has

been gained. He supported RM12 and trying to tweak it to help with the project. He noted that even though changes have been made to the LMO to encourage development of workforce housing, it has not been productive. He expressed concern with the impervious cover increase and asked if there was a way to mitigate it with some pervious opportunity. He stated he supports staff recommendations.

Ms. Bryson stated she agreed with the staff recommendation. She noted that in looking at the areas that are zoned RM12, they are long major corridors, which is where we need to provide workforce housing to be compatible with the kinds of transportation we might be looking towards in the future. She added that she likes adding the possibilities of workforce housing in other zoning districts. Ms. Bryson was in agreement with Mr. Brown regarding the concern of increasing impervious areas and suggested reviewing it again to see if there is a need to increase it because it might apply to other projects, and we don't want to encourage impervious cover increases.

Mr. Ames stated he was in agreement with moving forward because he suspects that the district plans will suggest that these areas make eminent sense for the higher density with workforce housing. He stated he is going to encourage workforce housing in areas that are concentrated and feels the Northpoint site developed as proposed is a win for the community.

Mr. Alfred concurred with staff recommendations on the RM12 approach.

Ms. Becker stated her opposition to government involvement in workforce housing and stated the need to take advantage of other opportunities. She suggested that provisions with regard to the density bonus and the impervious increase be taken out of the Palmetto Village location. She noted the concern over issues with flooding and drainage with the increase.

Mr. Stanford stated that with approving the Northpoint project and development agreement, an obligation of the Town is to get the property zoned appropriately. He spoke in support of staff recommendations.

Mayor Perry asked for public comment.

Cliff McMackin addressed Council encouraging them to reevaluate and consider changing Palmetto Village as an RM12 so they can continue with Phase 2 of the development.

Ellen Whaley addressed Council regarding voicing her concerns with increasing the impervious from 35% to 50%. She stated zoning needs managed to the realities of the physical infrastructure.

Daniel Anthony addressed Council stating his concern for flooding. He expressed concern with safety and traffic due to development in Ward 1 area.

Single Family Mass, Scale, & Parking

What staff heard:

- "Single-Family Mass & Scale is typically an issue when a home meant for a single-family occupant is built and rented as a Short-Term Rental"
- "New builds are out of scale with surrounding neighborhood communities"

- “Small lots are being approved in Major Subdivisions for large, out-of-scale homes”
- “Single-Family parking is typically an issue when a home meant for a single-family occupant is built and rented as a Short-Term Rental”

Key Issues:

- Some new houses are out of scale with existing neighborhoods due to high demand for large Short-Term Rental properties.
- High lot coverage, limited parking and increasing stormwater runoff.
- Projections in setbacks and building height calculation.
- Lack of limits on fill permitted to be placed on lots.
- Higher occupancy Short-Term Rentals tend to have spillover parking.
- Larger homes tend to cover more of the lot, limiting space available for parking.
- Need to balance providing adequate space for parking with lot coverage.

Questions for Town Council:

1. As a priority amendment, should we reduce building height and/or change how building height is calculated? Currently height is measured from pre-development grade or 13 feet above mean sea level instead, whichever is higher? Further, should this be island-wide or based on Zoning District, location, lot size, or context of the neighborhood?
2. As a priority amendment, should we limit allowed projections into setbacks and maintain building separation at the established setback lines on the side and rear property lines?

What staff heard from Town Council:

- Changes need to apply to existing subdivisions where possible. Current building heights are too high.
- There needs to be more light, air, and separation between units. Need to increase setbacks.
- Need to establish minimum lot sizes.

Full LMO Update Recommendations:

- Evaluate mass and scale controls island-wide to understand impacts to new and existing lots.
- Continue to evaluate effectiveness of FAR in Island neighborhoods.
- Create comprehensive analysis of existing building and lot sizes to right-size approach in different areas.

Next Steps- Pending Town Council direction this item may be advanced for priority amendment. Otherwise, this will be part of the full LMO amendment.

Council members held discussion, asked questions and made comments regarding: concern over 5 foot setback in many areas; the need to judge height based on the pre-development grade; foundation height needs to be considered; different height properties can cause flooding issues on adjacent properties; a suggestion building height come out of the district planning process; a suggestion to go with the most restrictive way to measure height Island wide; a suggestion to eliminate allowable encroachments; the need to look at current FAR allowances area by area; a

suggestion to increase setbacks, a suggestion for an overall height reductions; the need to take into consideration setback exemptions in some areas; height calculation needs to be dealt with through a great deal of thought; and lot size and shape needs to be a consideration regarding setbacks.

Mayor Perry asked for public comment:

Daniel Anthony addressed Council and inquired as to when RM4 and the density will be addressed. It was confirmed by staff that it would take place during the full rewrite of the LMO.

Frank Babel addressed Council expressing concerns about mass and scale, impervious surfaces and water runoff.

Tai Scott addressed Council and encouraged them to keep the efforts and recommendations of the Gullah Geechee Task Force at the forefront.

Amy Fee addressed Council regarding her concern for the character of the Forest Beach neighborhood due to mass and scale issues.

Commercial Mass & Scale

What staff heard:

- “Large scale buildings are out of character for majority of the multi-family residential areas on the Island”
- In 2018-2019, the Planning Commission received citizen comments requesting text amendments to the LMO to address large buildings in the Resort Development District.
- In 2020, the Planning Commission's Land Management Ordinance Committee requested that the Design Review Board (DRB) review the design standards within the Resort Development District and the Coligny Resort District.
- On March 10, 2020, the DRB recommended the following:
 - Require foundation planting around the perimeter of the building
 - Eliminate the narrower buffer option for buildings over 35' in height
 - Require an additional buffer width for buildings over 50' in height
 - When a building is 35'-50' in height, require a minimum of 6-inch caliper trees in the buffer
 - Require more conservative setback angles
 - Explore building height reduction in RD district and other zoning districts
 - Explore creating different RD districts based on surrounding community characteristics

The DRB also identified projects of concern for the LMO Committee's consideration:

- 15 Wimbledon
- 55 Gardner Drive
- Bayshore
- Boathouse storage on Squire Pope Road
- Ocean Oak Resort by Hilton

- Shelter Cove Waterwalk Apartments
- In March 2021, the DRB Chairperson wrote a letter to the Town Manager and Planning Commission Chair raising concern related to the building massing and scale on recent developments and their nonconformity with Island Character as defined in the Design Guide. Recent developments cited in the letter were:
 - Mitchelville Beachfront (DRB-001801-2020)
 - 55 Gardner (DRB-002262-2019)
 - 15 Wimbledon Court (DRB-002029-2018)
- The March 2021 letter further requested that the Planning Commission consider the recommendations to determine if adjustments to the LMO are warranted, specifically:
 - Review of allowable building heights, setbacks and buffers to determine if they are effective at maintaining Island Character
 - Consider the DRB's ability and jurisdiction to impose limits or requirements on structures that are not in keeping with Island Character
 - Consider adding to the LMO and Design Guide a mandatory interior landscaped buffer of a minimum depth of 3' with incremental increases up to a total depth of 9' based upon the number of stories

Key Issues:

- Some new multi-family and commercial developments are out of scale with the existing built environment.
- Over the past several years, it has been noted by the Design Review Board that the height of some new developments is out of character with surrounding neighborhoods and landscaping requirements are inadequate.

Questions for Town Council:

1. As a priority amendment, should we reduce building height and/or change how building height is calculated? Currently height is measured from pre-development grade or 11 feet above mean sea level instead, whichever is higher? Further, should this be island-wide or based on Zoning District, location, lot size, or context of the neighborhood?
2. As a priority amendment, should we limit allowed projections into setbacks and maintain building separation at the established setback lines on the side and rear property lines?
3. Does this seem like the right approach for Commercial Mass & Scale?
4. In addition to height, should buildings be regulated by width and visibility from the waterfront and major corridors?

What staff heard from Town Council:

- Current building heights are too high.
- There needs to be more light, air, and separation between units. Need to increase setbacks.
- Need to establish minimum lot sizes.

- There should be a relationship between height and proximity to the street and boundaries (lower closer to the street and boundaries of property).

Full LMO Update Recommendation:

- Consider creating a building story maximum for multi-family, commercial, and mixed used developments in appropriate Zoning Districts.
- Evaluate mass and scale controls island wide.
- Determine feasibility and application for interior, commercial buffer type(s) that meet Island- character.

Next Steps- Pending Town Council direction this item may be advanced for priority amendment. Otherwise, this will be part of the full LMO amendment.

Create comprehensive analysis of existing building and lot sizes to right-size approach in different areas.

Council members held discussion, asked questions and made comments regarding: the need to encourage investment in redevelopment; a suggestion to eliminate the projects list; the need to eliminate the resort district exception regarding increasing height to 75 feet; the need to improve what exists in the LMO at this time; the need to move forward with a reduction of the number of floors that are allowed in a commercial building; this issue is complicated and relates to the district planning; the need to give the DRB the tools they need to do their job; the need to remove commercial uses in a residential neighborhood; the need to adjust the flood zone height from 11 feet to 13 feet; the need to widen setbacks; and the need to be careful about redevelopment guidelines.

Mayor Perry asked for public comment.

Jocelyn Staigar addressed Council noting that no one size fits all in this area and real estate, tourism and military are the economic drivers.

Daniel Anthony addressed Council stating the rewrite of the LMO in 2014 is the reason we have the current problems.

Tai Scott addressed Council noting opportunities were not given to the Gullah Geechee residents and they should be a priority when making these decisions.

Amy Fee addressed Council regarding the need to achieve balance for residents, tourists and commercial businesses.

Ellen Whaley addressed Council regarding the need for criteria regarding decisions rather than general comments. She stated there is a need to see how decisions are being made.

Adaptive Re-Use Hotel/Motel

What staff heard:

- "We need housing that's accessible and flexible to meet the needs of the community"
- "We have aging hotels/motels on the Island that investors have inquired about converting to housing, but our commercial conversion requirements do not allow

- for a 1:1 room to dwelling unit conversion ratio"
- "The existing commercial conversion requirements does not require open space or amenity space for residents"

Key Issues:

- Currently there is no allowance for hotel conversion into multi-family at a 1:1 conversion ratio.
- Adaptive re-use is zoning tool for revitalizing underutilized or vacant buildings, transforming them into valuable community assets.

Priority Amendment Recommendations:

- Create adaptive re-use program to allow hotel/ motel conversions into multi-family housing units.
- Adaptive Re-use housing units shall not be short-term rental properties.
- Allow a 1:1 hotel/ motel room to multi-family dwelling unit density conversion if the following criteria is met:
- Units shall meet minimum requirements for safe, sanitary dwelling units including a kitchen, bathroom, storage space and living space.
- 6% of building interior is communal space; 10% exterior common open space; and

Site parking meets developer data standards per Section 16-5-107.D.2

What staff heard from Town Council:

- Ensure that a kitchen facility is a requirement of the unit.
- Require the property be maintained to at a minimum level of care (i.e., International Property Maintenance Code),
- Have standards for communal space to ensure it is communal, functional, and with purpose. Applicability- Adaptive Re-use only applies to existing hotels and motels in place at the time of this amendment

Full LMO Update Recommendations:

- Explore adaptive re-use program for other conversions such as timeshares, vacant commercial or light industrial.

Next Steps- This amendment has been drafted and is ready for legal review, pending any changes.

Council members held discussion, asked questions and made comments regarding: the need to move forward with this item and staff recommendations; inquiry as to whether this is to be market rate housing; confirmation it could be market rate housing but based on unit sizes it will likely be below market rate; clarification there is no area median income requirement as proposed; a concern that the Town's priority is not being met with this kind of conversion; a concern there is no benefit to the overall community; concerns regarding parking; a request for clarification regarding communal space and the need for an example of such; a request for an area map of where these types of hotels/motels currently exist; and the need for examples.

Mayor Perry asked for public comment.

Chris Breen of Blue Hour Housing addressed Council stating they are focused on

workforce housing, hospitality conversions across the United States with an opportunity to develop here on Hilton Head Island. He noted the units would have everything residents would need including full kitchen facilities.

Frank Babel addressed Council in support of the conversions noting people are looking for a place to stay and units do not have to be large. He encouraged Council to be creative.

Miss Luick stated staff will do some case studies and analyses along with looking at livability components and bring it back to Council.

Public Comment - Non Agenda items

None

Adjournment

The meeting was adjourned at 4:42 p.m.

Approved:

Kimberly Gammon, Town Clerk

Alan R. Perry, Mayor

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov



Town of Hilton Head Island TOWN COUNCIL MEETING Tuesday, September 17, 2024, 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, David Ames, Ward 3, Mayor Pro-Tempore; Alex Brown, Ward 1; Patsy Brison, Ward 2; Tammy Becker, Ward 4; Steve Alfred, Ward 5; Glenn Stanford, Ward 6

Also present: Marc Orlando, Town Manager; Curtis Coltrane, Town Attorney; Kimberly Gammon, Town Clerk

Invocation – Reverend General Hay, First Historic African Baptist Church

Reverend Hay delivered the invocation.

Adoption of the Agenda

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

Approval of the Minutes

Special Workshop Minutes of June 17, 2024

Special Workshop Minutes of June 20, 2024

Special Meeting Minutes of June 28, 2024

Regular Meeting Minutes of August 20, 2024

Special Meeting Minutes of August 29, 2024

Mr. Ames moved to approve all of the minutes listed above. Ms. Becker seconded. Motion carried 7-0.

Report of the Town Manager

Mr. Orlando introduced and welcomed Heather Woolwine, Director of Communications, stating she has over 20 years of experience in public relations and communications.

Mr. Orlando provided a follow-up to the neighborhood meetings held in the Jonesville and Muddy Creek areas. He thanked all for their participation and stated the Town received major feedback and he looks forward to reviewing the lessons learned during the meetings.

Mr. Orlando reported the September 16 Town Council Workshop was to discuss land management priorities and suggestions for moving forward. He reviewed dates for

upcoming workshops.

General Reports from Town Council

Ms. Brison thanked the Town Manager and staff for their efforts regarding the community meetings and stated she looks forward to future community meetings.

Mr. Brown noted that September 17 is National Register to Vote Day and encouraged all to register and reach out to a young person to register.

Mayor Perry informed Council Luanna Graves Sellars has been nominated for Best Documentary Film at the Cannes Film Festival for *Colored Troops of the Civil War – Courage, Determination and Survival*.

Mayor Perry stated the Hilton Head Island Jams 2024 week begins Thursday and runs through Sunday and encouraged all to attend and participate.

Report of the Lowcountry Area Transportation Study – Glenn Stanford

No report.

Report of the Lowcountry Council of Governments – Tammy Becker

No report.

Report of the Beaufort County Airports Board – David Ames

No report

Report of the Southern Lowcountry Regional Board – Glenn Stanford

Mayor Perry reported the Board met to discuss setting up committees to address childcare needs, recycling and litter issues.

Report of the Island Recreation Association Board – Alex Brown

Mr. Brown reported that the Island Recreation Association Board will be hosting a community forum on parks and recreation for Hilton Head Island Town Council candidates on October 2 at 6pm.

Report of the Community Services and Public Safety Committee – Tammy Becker

Ms. Becker reported the Community Services and Public Safety Committee met on September 16, 2024. There were two items of business on the agenda for consideration.

The first item was the presentation of Hilton Head Island Fire Rescue's Mid-Year Report which detailed many of the amazing efforts that the organization is accomplishing while out serving the community. This included an incredible video detailing the lifesaving efforts of Zachary Starnes for his father who was suffering cardiac arrest.

The second item was discussion of a Resolution adopting an integrated pest management policy for use within Town owned parks and managed properties. Based

upon the Committee's discussion, the decision was made to move the draft policy forward to the full Town Council with the understanding that staff will review additional revisions requested by members of the public and report on these revisions when the discussion with the Town Council occurs.

Report of the Public Planning Committee – David Ames

Mr Ames reported the Public Planning Committee met on September 12th and received a presentation regarding a resolution to adopt the 2024 Repetitive Loss Area Analysis as required for the Federal Emergency Management Agency's Community Rating System. The committee moved unanimously to advance consideration of the resolution to full council.

Report of the Finance and Administrative Committee – Alex Brown

Mr. Brown reported The Finance & Administrative Committee met on August 27th. The Committee received a report and discussed the preliminary 2024 year-end financial highlights.

The preliminary financial report provided an overview of how the 2024 year-end is trending compared to the last two years. Initial findings indicate a positive net consolidated financial increase for both fund balances and other financing sources compared to last year

New Business

An Ordinance of the Town of Hilton Head Island, South Carolina Amending Title 12, Chapter 3, of the Municipal Code Entitled: Motor Vehicles and Traffic Control, Parking, to Revise Regulations Related to Paid Parking and Other Matters Related Thereto, and to Provide for Severability and an Effective Date, First Reading – Josh Gruber, Deputy Town Manager

Mr. Gruber explained his presentation would include Items 8a and 8b, but each would be voted on separately as listed on the agenda.

The Town has been exploring the establishment of a paid beach parking program since the adoption of a Beach Parking Master Plan by Town Council on November 4, 2020. Copies of this Master Plan and the corresponding tasks completed by Walker Consultants as a precursor to developing this Plan can be found on the Town's website at the following address: <https://hiltonheadislandsc.gov/parkingstudy/home.cfm>

Following the adoption of the Beach Parking Master Plan, the Town began implementing the Plan's recommendations. This included procuring the services of a professional parking management organization, PCI Municipal Services, who began managing the Town's beach parking in February 2023. Additional recommendations included updating the Town's Code relative to overall parking management, administration, and enforcement. The attached Ordinance has been prepared to accomplish this particular recommendation. This document was initially considered by the Community Services and Public Safety Committee and recommended for consideration by the Town Council on September 18, 2023. However, the decision was made to withhold further consideration of the Ordinance until the corresponding

Resolution setting forth proposed parking rates and other relevant criteria could also be considered contemporaneously with Town Council's consideration of this Ordinance. In the interim, members of the Community Services and Public Safety Committee as well as members of Town Council have requested revisions to better reflect the full complement of policy recommendations arising from the Committee and to revise other verbiage that is not of a substantive nature. As such, this document has been updated to incorporate those proposed revisions and should be considered by the Town Council in its revised state.

A. Core Objectives of Beach Parking Management Ordinance.

- Establish a general policy framework for beach parking that is intended to influence beach parking decisions, promote public safety, parking accessibility, and convenience of beachgoers while promoting the efficient use of parking resources.
- Remove antiquated language and allow for new parking technology solutions. • Define paid beach parking areas but allow for the implementation of paid parking rates within any or all these beach parking areas as established by separate Resolution.
- Develop rules and regulations for administration of the beach parking program and corresponding enforcement measures to ensure compliance.

B. Beach Parking Management Ordinance Structure.

The Beach Parking Management Ordinance has been structured to offer clarity, ensuring that every stakeholder has a comprehensive understanding of its purpose and the expectations therein. A breakdown of the structure for this proposed Ordinance is as follows:

1. Purpose and intent statement. This section articulates the expressed goals and objectives of the ordinance, establishing a rationale behind its formulation.
2. Definitions section. Here, we provide clear interpretations of all terms and terminologies used within the ordinance, ensuring that there is no ambiguity for readers.
3. Designation of paid parking areas. This section identifies the areas where paid parking may be implemented, thus giving clarity on what Town-owned properties may or may not require payment to park.
4. Fees, payment, and enforcement. This section details information on the applicable parking fees, modes and methods of payment, and the mechanisms in place for enforcing the stipulated payment requirements.
5. Exemptions. This section lists the specific cases or individuals who might be exempted from adhering to certain rules or payments under this ordinance.
6. Resident beach pass. This section details the privileges and processes associated with obtaining a beach parking pass for residents of Hilton Head Island.
7. Rules and regulations. This section clearly spells out certain behavior that is prohibited in the paid parking areas (e.g., no parking outside of the hours of

operation).

8. Administrative penalties and fines. This section outlines a graduated penalty schedule for violations of the ordinance.

9. Appeals. This section explains the three-tiered appeals process, first to PCI Municipal Services, then to the Town Attorney, and finally, to a court.

The proposed Beach Parking Management Ordinance, previously reviewed and recommended for adoption by the Community Services and Public Safety Committee, has been updated to reflect the Committee's and Town Council member's input, including the elimination of resident beach parking pass fees and the exemption of Chaplin Beach Park from paid parking during youth recreation seasons. The Town Council is requested to review the provisions outlined in the Beach Parking Management Ordinance and provide policy guidance regarding the adoption of the proposed language contained therein.

Mayor Perry asked for public comment.

Lee Lucier addressed Council stating charging for parking will affect businesses in the Pope Avenue area.

Amy Fee addressed Council stating this is a sensitive and complex issue with many consequences. She stated more information is needed.

Skip Hoagland addressed Council stating overdevelopment and tourism are the problem. He proposed a \$10 tourist fee be charged and paid at check-in or check-out along with staggering days for check-in and check-out.

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

Council members held discussion, asked questions and made comments regarding: confirmation the definition of resident has not changed; confirmation resident passes are at no cost; confirmation the ordinance is updated and fees will be adopted by a separate resolution; confirmation certain special events can be exempt from charges; confirmation only seven (7) beach parking areas and a suggestion that the 25 public paid parking spaces at Islanders Beach Parking be identified.

Motion carried 7-0.

Consideration of a Resolution Adopting a Beach Parking Fee Schedule - Josh Gruber, Deputy Town Manager

Cheryl Klippel addressed Council expressing concern the parking fee will encourage people to park in the free parking at available businesses for customers and will adversely affect the businesses.

Lee Lucier addressed Council stating the model used for comparison is flawed, as well as the projected budget.

Amy Fee addressed Council with an inquiry regarding how enforcement is going to work and how the Town will enforce violators in other areas.

Heather Rath addressed Council in opposition to the resolution due to the lack of 2024

data, the need to wait until the Ward 3 Council member is chosen, the need for a detailed report regarding the sales tax impact from Coligny businesses, consultants and costs analysis, and the need for community partnerships in expanding transportation and people moving systems to residential neighborhoods

Mayor Perry stated he supports the following: resident beach parking passes to remain free and limit it to two per household; \$ per hour rate with a maximum of \$15 per day; seasonal beach parking from May 1 until September 7; adopt standardized operational hours from 6am – 10pm; and Chaplin Park will remain exempt from beach parking fees during all youth sports. He explained this program will give the Town an opportunity to create a municipal court which will create enforcement.

Mr. Brown moved Town Council approve a resolution setting forth the following elements for a paid beach parking program:

- 1. Resident beach parking passes will be free and will remain limited to two (2) per household.**
- 2. The Town will charge a rate of \$3.00 per hour at all beach parking facilities with the ability to provide a maximum daily rate option of \$15.00 per day Monday through Friday, and impose a flat rate of \$20.00 per day, per vehicle, on Saturdays and Sundays.**
- 3. The Town will collect beach parking fees seasonally from March 1 until September 7.**
- 4. The operating hours for all Town beach parks will be from 6:00 a.m. to 10:00 p.m. year round.**
- 5. The Town will collect beach parking fees 7:00 a.m. until 5:00 p.m.**
- 6. Chaplin Beach Park will remain exempt from beach parking fees during all youth recreational sports seasons.**
- 7. Beach parking areas within the Pope Avenue Business District will remain free of charge but are subject to be reviewed and revised at a later date.**

Mr. Ames seconded.

After discussion, it was clarified that the resolution can be adopted today with second reading of the ordinance to take place on October 2, as they both have the same effective date of January 1, 2025. Ms. Brison stated she would not support anything until there is a second reading of the ordinance.

Ms. Becker and Ms. Brison voiced their opposition to providing free parking in the Coligny area after purchasing property for parking.

Ms. Brison moved to amend Mr. Brown's motion with Section 1a. \$3 per hour and Section 2a. \$15.00 for all day parking and a flat rate of \$20 on Saturdays and Sundays, not to exclude the Pope Avenue Business District. Ms. Becker seconded. Amendment failed 2-5. (Brown, Ames, Perry, Alfred and Stanford opposed.)

Mr. Alfred suggested a proposal for the Town to partner with the private businesses

and have their lots included as a part of the paid parking program. Customers could receive vouchers to pay for parking when doing business at one of the businesses.

Mr. Ames suggested the Mayor create a task force of business owners and Town representatives and challenge them to come up with a joint resolution by May 1, 2025 or sooner with an implementation date of January 1, 2026.

Ms. Brison noted that if parking is free in the Coligney area it will add to the existing problem of congestion and stated there is a lack of infrastructure for the number of vehicles that would be coming into the area. She cited safety concerns.

Ms. Brison stated that as the Town has been asked to collect more data, she feels it is important to ask businesses for data on problems with their parking

Mr. Brown was asked to repeat his original motion.

Mr. Brown moved Town Council approve a resolution setting forth the following elements for a paid beach parking program:

- 1. Resident beach parking passes will be free and will remain limited to two (2) per household.**
- 2. The Town will charge a rate of \$3.00 per hour at all beach parking facilities with the ability to provide a maximum daily rate option of \$15.00 per day Monday through Friday, and impose a flat rate of \$20.00 per day, per vehicle, on Saturdays and Sundays.**
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- 6. Chaplin Beach Park will remain exempt from beach parking fees during all youth recreational sports seasons.**
- 7. Beach parking areas within the Pope Avenue Business District will remain free of charge but are subject to be reviewed and revised at a later date.**

Mr. Ames seconded.

Motion carried 5-2 (Becker and Brison opposed).

Consideration of a Resolution to Accept the Final Report for the William Hilton Parkway Gateway Corridor Project Independent Study - Shawn Colin, Assistant Town Manager

Shawn Colin provided background regarding the item.

The Town desired to contract with a qualified firm to conduct an Independent Study of the William Hilton Parkway Gateway Corridor project, to have the selected firm review and verify that the assumptions, methodologies, alternatives and preferred design recommendations are technically accurate and serve the best interest of Hilton Head Island. To achieve this the following steps were completed:

February 2023 – Town Council created the William Hilton Parkway Gateway Corridor Independent Review Advisory Committee (Committee) March 2023 - Appointments made on March 21, 2023.

May 2023 – Committee approved draft Request for Qualifications and Scope of Work for Independent Study and forwarded to Town Council for consideration .

June 2023 - Town Council approved final Request for Qualifications and Scope of Work for Independent Study.

August to October 2023 – Consultant, The Lochmueller Group, Inc. procured to conduct Independent Study.

Oct 2023 to June 2024 – The Lochmueller Group and Town staff consultant conducted 10 public meetings with the Committee as they worked through the agreed upon scope of contracted work. Findings for the Gateway Corridor, from Moss Creek to Gum Tree Road were presented to the committee on June 12, 2024 and Town Council on Jun 17, 2024.

August 2024 – The final draft report, which includes downstream impacts from the Gateway Corridor Project to Whooping Crane Way/Indigo Run Drive on the William Hilton Parkway Business Route, and to Sea Pines Circle on the Cross-island Parkway Route, was presented to the Advisory Committee on August 14, 2024. The committee voted 2-2 to accept the final draft report, with one member of the committee absent.

September 2024 – Town Council to consider a Resolution to accept the final report presented to Town Council. The presentation of the downstream impacts and recommendations for consideration from final report completes the Scope of Work deliverables for this project.

Mayor Perry asked for public comment.

Christopher Cliffe addressed Council stating he does not support the SCDOT proposed solution and voiced his opposition to the municipal consent granted by Council. He stated he doesn't agree with the final report because it is full of flaws and the underlying principles used are subject to ridicule.

Diederik Advocaat addressed Council stating critical elements have been muffled and he presented some of the issues he felt were important to note. He suggested having the consultant come back and do the modeling on the traffic simulations with a top down model so effects on various parts of the Island can be seen.

Mr. Ames moved to approve. Mr. Stanford seconded.

Ms. Becker stated she will not be accepting the report for the statements made today and her experience over the last many years of watching this led her to the conclusion the report is flawed and the decisions were incorrect.

Ms. Brison stated she did not believe the Lochmueller Group completed the task notwithstanding the analysis of 100%, particularly with regard to the Stoney neighborhood. She noted there was a task included for there to be a community

meeting which was not held. She stated she would not be voting in favor of accepting the report.

Mr. Brown encouraged Council in moving forward not to limit themselves to this area but put time and energy into the Sea Pines Circle area and make it a priority.

Motion carried 5-2 (Becker and Brison opposed).

Consideration of a Resolution to Dissolve the William Hilton Parkway Gateway Corridor Independent Review Advisory Committee - Shawn Colin, Assistant Town Manager

Mr. Ames moved to approve. Mr. Stanford seconded.

Mayor Perry asked for public comment.

Christopher Cliffe addressed Council stating his support that the Committee should be dissolved as the logic and presentations were very difficult to follow.

Ms. Brison stated she would be voting against the dissolution of the Committee as the work has not been completed and the Town does not have a response from Beaufort County with regard to the Memorandum of Understanding.

Motion carried 6-1 (Brison opposed).

Public Comment - Non Agenda Items

Skip Hoagland addressed Council stating the need for a new DMO (Designated Marketing Organization) stating the need for compliance with the law.

Lynn Greeley addressed Council stating the Town cannot have the Hilton head Island Bluffton Chamber of Commerce as their DMO.

Executive Session

Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussions for the Proposed Sale or Purchase of Property (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 (a)(1)) related to:

1. Bay Pines Road Area FEMA Grant Agreement
2. Audubon Pond Road Area FEMA Grant Agreement
3. Beach City Road Area
4. Easement Request in the Marshland Road Area
5. Easement Requests by the South Island Public Service District
 - a. Pope Avenue
 - b. William Hilton Parkway
 - c. Wexford Drive
6. Hilton Head Island Land Trust Easements
 - a. William Hilton Parkway Area
 - b. Mathews Drive
 - c. Wild Horse Road Area
 - d. Leg O'Mutton Road Area
 - e. Gardner Drive Area

At 5:30 p.m. Mr. Ames moved to enter into Executive Session for the purposes stated by the Town Manager listed above. Mr. Alfred seconded. Motion carried 7-0.

At 6:29 p.m. Mr. Ames moved to end Executive Session and return to the meeting. Ms. Brison seconded. Motion carried 6-0.

Action from Executive Session

Mr. Ames moved that the Town Council authorize the Mayor and Town Manager be authorized to execute and deliver the proposed contract by and between the Town of Hilton Head Island, South Carolina, and Edith W. Moultrie, for the purchase and sale of 1.89 acres, more or less, on Beach City Road, and to take such other and further actions as may be necessary to complete the transaction described in the agreement. Mr. Alfred seconded. Motion carried 7-0.

Adjournment

The meeting adjourned at 6:33 p.m.

Approved:

Kimberly Gammon, Town Clerk

Alan R. Perry, Mayor

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov



Town of Hilton Head Island TOWN COUNCIL WORKSHOP MEETING Tuesday, September 24, 2024, 1:00 PM Minutes

Call to Order

Mayor Perry called the workshop to order at 1:00 p.m.

Council Members present: Alan Perry, Mayor, David Ames, Ward 3, Mayor Pro-Tempore; Alex Brown, Ward 1; Patsy Brison, Ward 2; Tammy Becker, Ward 4; Steve Alfred, Ward 5; Glenn Stanford, Ward 6

Also present: Marc Orlando, Town Manager; Curtis Coltrane, Town Attorney; Kimberly Gammon, Town Clerk

Adoption of the Agenda

Mr. Ames moved to approve. Mr. Alfred seconded.

Workshop Discussion

Review of the Districts Planning Project - Missy Luick, Planning Director

Missy Luick and Shawn Leininger conducted detailed presentations with the following elements:

1. District Planning Generally

- What is District Planning
- Overview of Hilton Head Island District Planning
- Planning Foundations for District Plans
- Creating the Island Master Plan
- Review of an Example District Plan

2. Review Hilton Head Island District Plans

Theme

- Character
- Vision
- Aspirations
- Focus Areas

3. Next Steps

1. Blueprint for preservation and evolution of area
2. Established through collaboration between local government, stakeholders, and community members
3. Integrate with approved Town Plans

4. Creates a vision for conservation, land use, scale and character of the built environment, infrastructure investment, zoning regulations, and other programs and policies that impact the future of the district
5. Establishes actions that enhance livability, promote economic vitality, preserve cultural heritage, and foster a unique sense of identity and belonging

District Plan Integration with Our Plan

1. Growth Framework, Future Land Use, and District Plans – referred to collectively as the Island Master Plan – will be the land use extension of the Our Plan vision and goals
2. Island Master Plan will connect the goals of the Comprehensive Plan with district level planning policy
3. No future land use policy or mapping included in the 2020 Our Plan

District Areas and Plans

Focus on areas outside of the master planned communities

Eight districts comprise approximately 30% of the island

Skull Creek
 Bridge to Beach
 Marshes
 Parkway Arts
 Chaplin
 Main Street
 Forest Beach
 Mid-Island (2022)

Each district plan:

- Establishes a character, theme, & vision that is unique to the district
- Reviews the district history and culture
- Examines existing conditions and trends
- Examines priority focus areas that advance district planning in the near term
- Identifies the strengths, opportunities, aspirations, and results (S.O.A.R) impacting the district
- Creates a framework for preservation and growth, a future land use map, and recommended actions that activate the district vision

Each district plan analyzes the ten required comprehensive planning elements mandated by the State of South Carolina in the Comprehensive Planning and Enabling Act

Population
 Natural Resources
 Cultural Resources
 Community Facilities
 Housing
 Land Use
 Transportation
 Economic Development

Priority Investment
Resilience
Parks & Recreation (Town Element)

Next Steps

1. Public Engagement

- Meetings, surveys, Gullah-Geechee Task Force, Planning Commission, and other Town committees

2. Refine District Plans

Theme
Character
Vision
Aspirations
Strengths, Opportunities, Aspirations, & Results
Existing Conditions
Recommendations
Focus Areas

3. Complete Island Master Plan

District Plans
Growth Framework Map
Future Land Use Map

4. Adopt Island Master Plan

- Town Council Workshop
- Public Engagement
- Planning Commission
- Legislative Adoption

5. Land Management Ordinance Update

Council members held discussion, asked questions and made comments regarding Skull Creek District:

Clarification of more intense waterfront uses and an explanation needed for activating residential development; workforce housing specifics behind site and street improvements along with what is entailed in public marsh and creek access; clarification density will be a medium density which will be defined during the amendment project and will continue to support young families; confirmation this is just a step in the project and the public will be engaged during the amendment project; confirmation the vision statement for individual communities could change as a result of feedback; inquiry as to how the public engagement process will work; a request for a map showing current zoning and a draft of staff suggestions for future land use on a district by district basis; the need to include an element of the impact of your neighbors and adjacent uses and districts; an anticipation of the draft future land use plan by way of example; the need for balance between being too vague as to what is being considered for each district and too specific; clarification this is just an example describing what the project is and then taking it to the public; confirmation this is the first Hilton Head Island future land use exercise and this will bring *Our Plan* into compliance with our development regulations

and will also bring the regulations from district plans into our development regulations; an observation for the need to update the Comprehensive Plan to be in line with the District Planning; and confirmation the Comprehensive Plan is to be reviewed every five years.

Bridge to Beach:

A comment this district in crying out for something in the nature of master planning where we can use our zoning ordinance in a way to include the type of development we hope to see and the need for Sea Pines Circle to be included; concern for changes in the Arrow Road area which changes the character of the area; the need to get serious about public investment in the area along with zoning; the need to include the Forest Beach neighboring district due to the traffic coming through there that lands down in Forest Beach; a suggestion to show a relationship between the district planning and conditions and trends; a need to include the evaluation of previously adopted plans; and the need to separate Crossings Park because with the new plan a lot of folks are going to be attracted to the area which ties into serving those areas with transportation, etc.

Marshes:

The need to acknowledge this district has the most marsh but, perhaps with the lowest ground people are building on which impacts density, water quality; etc.; a request for additional definition as to the intention with neighborhood scale, community scale and retail; confirmation commercial activity is limited to a percentage when in a residential neighborhood; the need to be clear with neighborhoods regarding commercial activity permission within the neighborhoods; the need to have a definition around neighborhood and planned united developments; observation that commercial within a neighborhood means home based business for the most part and needs to be addressed with community engagement; the need to reflect additional commercial activity on the map; the need to be mindful of the businesses and churches in the area and include them in aspirations; an observation the district has three different areas that are somewhat connected and an inquiry into looking at them individually; confirmation that with the environmental, waterway, and marsh impact, they are connected; the need to have a description as to what is meant by neighborhood commercial; a reminder there are established commercial businesses within some of these neighborhoods that have been longstanding for generations; and a request to review the 30% of the Island that is not Planning Unit Developments and put boundaries on neighborhoods for viewing purposes.

Parkway Arts:

A suggestion that Dunnagan's Aley is moved from the Parkway Arts to Bridge to Beach; the need to be careful when creating connections from the pathway to business as to keep a tree lined roadway; inquiry as to the requirement to receive a designation from the South Carolina Arts Commission; and a suggestion to move New Orleans Road to Bridge to Beach District.

Chaplin:

Clarification that neighborhood scale has a respect of context within the district which will be defined during engagement; the need for a focus on the pedestrian conflicts in the area; confirmation this area is a great connection to activities and mini-parks; confirmation this area is very busy with cyclists and pedestrians and the need for safety to be addressed; and the need for landscaped medians in the area.

Main Street:

The need to focus on the assisted retirement facilities in the area for zoning purposes; inquiry into what might be foreseen on the property in the Leg O'Mutton area; the importance of the school cluster in the area; a suggestion to research including some sort of music or connected activity at Jarvis Creek Park; a suggestion to include a future use requirement for Modern Classic Motors site to include a pocket park or green space; a suggestion to include in the focus study what kind of zoning is proper to encourage assisted living; and a suggestion to think about the possible mix of business and housing in the area due to the close proximity of the hospital and schools.

Forest Beach:

Concern for Pope Avenue becoming a large parking lot; a request to remove the identifier of "resort" from that area; the need to include previous plans adopted for that area for review; the need for public input; the need to respect mass and scale in our neighborhoods and return to the historic nature of the area; and a request to remove short-term rentals as part of the vision for the area.

There were no public comments regarding this item.

Update on the Land Management Ordinance Amendment Project

Missy Luick and Shawn Leininger conducted detailed presentations encompassing the information below.

These guiding principles will help steer the Land Management Ordinance Amendment to reflect the Town's priorities while maintaining the integrity of Hilton Head Island's unique character.

1. **Environmental Stewardship:** Prioritize the preservation and enhancement of the Island's natural resources, including trees, wetlands, green spaces, and coastal areas. Promote development practices that reduce environmental impact, align with the Town's commitment to environmental sustainability, and support long-term ecological health.
2. **Community Character and Aesthetics:** Ensure that new developments and renovations maintain the unique architectural and cultural character of Hilton Head Island. Guidelines should reinforce the Town's identity and respect the aesthetics of established neighborhoods and commercial districts.
3. **Sustainable Development:** Encourage context-sensitive principles that balance development with the preservation of natural landscapes. Focus

on creating resilient infrastructure that can adapt to environmental challenges.

4. **Accessibility:** Ensure that land use policies consider the needs of all community members and provide equal access to housing, business opportunities, recreation and transportation.
5. **Economic Vitality:** Support a diversified economy by creating a regulatory environment that fosters innovation, entrepreneurship, and sustainable tourism. Ensure that land use policies align with the Town's strategic action plan, comprehensive plan, district plans and other prior planning documents.
6. **6. Community Engagement and Transparency:** Foster a transparent and participatory process for the LMO Amendment, ensuring that residents, businesses, and stakeholders have opportunities to participate in decision-making. Communicate regular updates and gather feedback to ensure the ordinance reflects the community's values and needs.
7. **7. Efficient and Effective Governance:** Create a streamlined, user-friendly LMO (both hard-copy and online) that simplifies regulatory processes and increases efficiency while ensuring compliance with local, state, and federal regulations. The goal is to create a balanced approach that meets the needs of development and preservation without unnecessary complexity.

LMO AMENDMENT CONTENT ORGANIZATION

LMO TABLE OF CONTENTS:

1. General Provisions
2. Zoning Districts
3. Use Standards
4. Sustainable Development
5. Natural Resource, Site and Subdivision Standards
6. Development Standards
7. Administration
8. Non-conformities
9. Definitions

Maps and Tables

- (i.e. Zoning Map, Airport Overlay, Coastal Protection Area, Transition Area Map, Corridor Overlay Area, Historic Neighborhoods Map, etc.)

Supplemental Documents:

- User Guide
- Applications Manual
- Design Guide

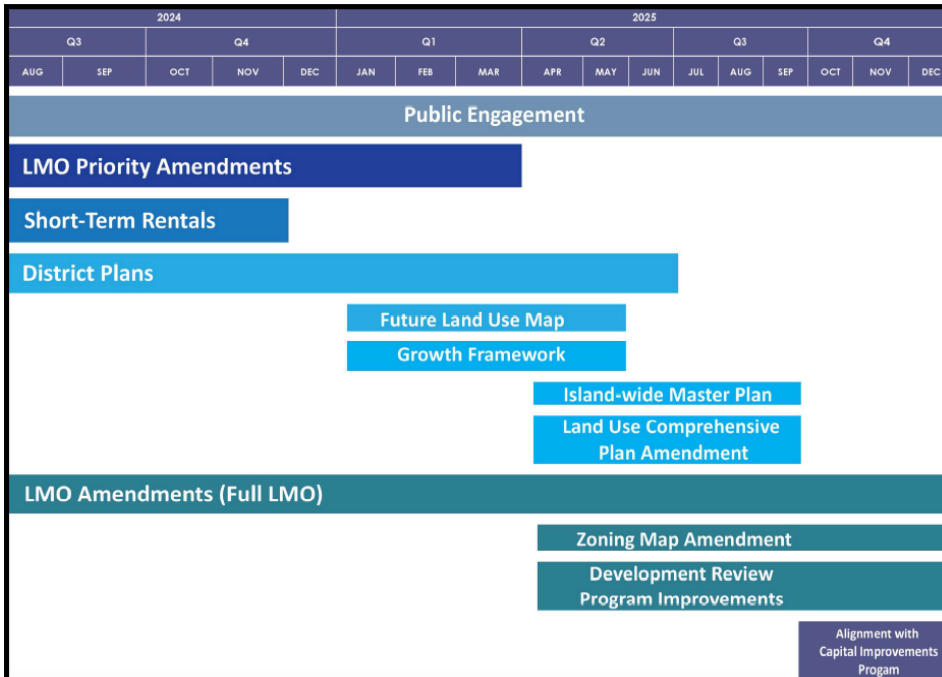
The LMO Amendment Public Engagement Program will kick off early 2025 and

occur throughout the duration of the project.

Project Website- To serve as a hub for all information, project documentation, findings, and schedules for the project.

Engagements

- Online engagements
- Pop-Up events
- Community Meetings/Open Houses
- Stakeholder/Focus Groups
- Citizen representatives; Neighborhood organizations; Economic Development/Business community; Housing Organizations; Design, Construction and Development entities; Outside agencies (i.e. schools, higher learning institutions, utility providers); Sustainability/Resiliency experts; Cultural Leaders; Recreation providers, etc.
- Appointed Board review
 - Planning Commission; Design Review Board; Board of Zoning Appeals; Gullah Geechee Land and Preservation Task Force; Housing Action Committee, Gullah Geechee Historic Neighborhoods CDC



Council members held discussion, asked questions and made comments regarding: A suggestion to organize input by form of zoning, form of housing, etc. so it can be

assembled in an organizational form for Council to review; and the need to revisit Code Studio's scope of services and timeline and what they are doing at present and report it to Council and the public.

There were no public comments regarding this item.

Review of the Town of Hilton Head Island Priority Amendments to the Land Management Ordinance and Municipal Code

Before the presentation there was a request to include the Noise Ordinance in the Priority Amendments.

Missy Luick and Shawn Leininger proceeded with detailed presentations of the following:

Construction Management Standards

Key Issues

Active construction sites cause disruption in residential and commercial areas that need to be managed.

Priority Amendment Recommendations

- Require refuse disposal plan
- Require construction vehicle parking plan
- Require site management plan
- Require access management plan
- Require secure construction site during named storm events

Full LMO Update Recommendations

Review Noise Control Ordinance and explore adding construction hour restrictions (research allowed construction hours within the planned development communities)

Council members held discussion, asked questions and made comments regarding: A request for staff to come back with more information as to what is happening in other areas to make sure the construction industry is not being negatively affected.

There were no public comments regarding this item.

1. Sign Regulations

Key Issues

Sign standards are not content neutral as required from Reed v. Town of Gilbert Supreme Court decision

Amending our sign code to be compliant with the Supreme Court decision will reduce our ability to regulate certain sign types.

Priority Amendment Recommendations

Sign standards are not content neutral as required from Reed v. Town of Gilbert Supreme Court decision

Amending our sign code to be compliant with the Supreme Court decision will reduce our ability to regulate certain sign types.

Full LMO Update Recommendations

Reorganize text and add graphics for more clarity and better usability

Review sign hierarchy of regulations, sign types, sign face area, height of signs, standards by zoning district, electronic message centers, sign illumination standards, additional standards for historic or overlay districts, nonconforming signs, enforcement, and fees.

Council members held discussion, asked questions and made comments regarding: the need for the public to be well-informed regarding the changes; clarification of temporary signs; inquiry as to whether the Municipal Association of South Carolina has suggested a model to address the issue; clarification that the Supreme Court decision does not change the LMO regulations but signs will not be regulated by type; and clarification there will be a set size for sign categories.

There were no public comments regarding this item.

2. Tree Protection

Key Issues

Trees are being removed during development that should be protected.

Need to update mitigation requirement and the native planting list to allow for more flexibility to ensure the right trees and shrubs are planted in appropriate locations.

Priority Amendment Recommendation

Increase requirements for Live oak and Laurel oak trees preservation by reducing the diameter breast height (DBH).

- Live oak single trunk from 35 to 30 DBH

- Live oak multiple trunk from 60 to 55 DBH

- Laurel oak from 35 to 30 DBH

Update mitigation requirements by increasing the plant back tree size requirements (i.e., min height from 10 to 12 feet and diameter from 2 inches to 4 inches).

Update list of native plants.

Remove exception of specimen trees on single-family lots (outside of PD-1) to reduce unnecessary removal of specimen trees.

Full LMO Update Recommendations

The Natural Resource, Site and Subdivision Standards Chapter will emphasize the importance of tree and natural resource protection Island-wide.

Consider replacing two classifications of trees (specimen /significant) with a simplified system.

Explore connecting tree protection and stormwater management in the regulations.

Explore tree preservation and protected tree regulations within the PD-1 districts and evaluate their effectiveness.

Council members held discussion, asked questions and made comments regarding: A request for staff to consider how palm trees can be included in the list; the need for the BZA to use criteria with the lot size in mind; clarification planting season is considered when a development is built; inquiry as to whether these amendments prohibit clear-cutting; a suggestion to look at some sort of grading permit on construction sites keeping in mind the size of the lot; the need to address the situation of people coming in and cutting trees without permission and address penalties for doing so; a suggestion the tree company taking down a specimen tree knowing it's a violation should bear some responsibility; and a suggestion to investigate stiffer penalties.

Mayor Perry asked for public comment:

Debbie Urato addressed Council thanking them for not outsourcing because all neighborhoods are different, so the language needs to be worked on. She asked for a moratorium stating visitors need to have restrictions.

Amy Fee addressed Council stating Forest Beach experience a recent deforestation. She suggested increasing fines and more site checks.

Tai Scott addressed Council stating he is an advocate for the Gullah Geechee Community. He requested that Council review the previous studies done in the Gullah Communities with their wants and needs. There is a need to continue to educate people on the cultural community and sustainability. He added their community needs to be able to have businesses on their property and there is a need for Council to add sale, purchase and transfer of development rights and density for Gullah properties.

Mr. Ames suggested that a "New Resident" tab be added to the website and include the RUDAT Study and other historical information to show/illustrate the culture of the Island.

3. Common Open Space

Key Issues

In newer residential subdivisions, open space tends to be:

- Smaller remnants of land that are not usable for residents
- Stormwater facilities not accessible or functional for residents
- Not well connected to other open spaces or accessible from pathways

Priority Amendment Recommendations

Clarify definition of common open space.

Remove detention facilities and natural water bodies from definition. Addition of docks and boardwalks to definition.

Remove calculation of remnant open space that provides no value.

Add clarifying language and additional design standards for common open spaces to require higher quality design and improved functional access via pathways and other means.

Remove adjacent street and use buffer credit from open space calculations.

Full LMO Update Recommendation

Increase open space requirement from current standard of 16% for subdivisions.

Define different types of open spaces for a variety of contexts, ranging from passive open spaces to plazas and courtyards.

Expand open space applicability to multifamily residential and commercial development.

Council members held discussion, asked questions and made comments regarding: A comment this update promotes better a sense of the planning for the Island; and clarification the Land Acquisition Manual update will not be reviewed until next year.

There were no public comments regarding this item.

4. Transportation Impact Analysis

Key Issues

Existing regulations do not account for multimodal trips, such as pedestrian and bicycle trips.

Many proposed projects are predicted to create new vehicle trips just under the threshold to require a TIAP even if they will likely have an impact on traffic once constructed.

Need to expand mitigation options.

Priority Amendment Recommendations

Change name from Traffic Impact Analysis to Transportation Impact Analysis Plan to account for multimodal approach.

Reduce the threshold a developer needs to meet to trigger a mandatory TIA from 100 peak hour trips, to 50 peak hour trips.

Include multimodal infrastructure (such as bike paths, sidewalks, transit) in the analysis.

Include more impact mitigation options.

Clarify subject matter approval by Town Engineer instead of LMO Official as best practice.

Add unsignalized intersections level of service standard including mitigation requirements and remove the discounting of impacts due to “background traffic.”

Full LMO Update Recommendations

Update access management standards to reduce curb cuts and improve traffic flow.

Require safety analysis, multi-modal options and comparison to Town Transportation Plans.

Update Workforce Housing exception threshold.

Council members held discussion, asked questions and made comments regarding: An observation we need fewer cars riding on our streets and the need for mitigation; clarification the full code update is recommending evaluation of peak hour trips for developments; a speculation with short-term rentals neighborhoods have a larger car count in and out of the area; clarification a traffic impact analysis could make changes to a development; the need to look at something that requires performance standards for impact in that area; and the need to make a public investment in infrastructure if we're going to ask people to consider alternate modes of transportation.

There were no public comments regarding this item.

5. Major Subdivision and Development Plan Review Processes

Key Issues

Need a public process for Major Subdivisions and Major Developments to inform residents earlier in the process.

The Planning Commission review will allow for a formal and transparent review process.

Priority Amendment Recommendations

Require a Planning Commission public hearing with Planning Commission Recommendation to LMO Official.

Require applicant first class mailed advanced public notice to all owners and POAs within 350 feet of site.

Require notice of application and hearing be posted at site.

Require pre-application meetings with Town staff for Major Subdivisions and Major Developments.

Allow LMO Official to advance minor development plan applications to Planning Commission for public hearing when the subject property is adjacent to or across the street from a residential use.

Full LMO Update Recommendations

Major Developments and Major Subdivisions will be aligned with the LMO Applications Manual and LMO User Guide.

Examine notification radius standard for mailed notice for additional applications.

Examine placement of on-site / neighborhood notification sign for additional applications.

Review public process standards for all application types to ensure adequate transparency is provided for applications.

Council members held discussion, asked questions and made comments regarding: The need for standards for the Planning Commission to go by when reviewing so they know what they can and cannot recommend; an observation that the public notice

distance of 350 feet is adequate in some neighborhoods but needs to be extended in others; a suggestion to move the public notice distance to 500 or 1,000 feet; a need to look carefully at what the timeline for effective notice for developments would be given for all neighborhoods; and a need to evaluate all development areas and access input from all residents in the surrounding areas.

There were no public comments regarding this item.

6. Subdivision Regulations

Key Issues

Newer residential subdivisions tend to:

- Have large houses on small lots with limited usable open space.
- Have uniform designs and lot layouts, with limited variety or response to natural features.

Some of the issues are exacerbated by the market appeal of STRs.

Questions for Council

1. Are subdivisions too monotonous in form and function? Are they too dense in form and mass? Appears to be both in some areas.
2. Should we increase single-family platted building setbacks? Front, sides, rear? All?

Full LMO Update Recommendations

Apply maximum lot coverage to all subdivision development, including single-family.

Require pedestrian connectivity.

Evaluate regulations for minimum lot standards (width and area) that respond to different development patterns across the Island.

Improve relationship between subdivision standards, parking, open space, and buffers to get better outcomes that reflect Island character.

Evaluate the relationship between subdivision regulations and design guidelines to improve design quality and variety, including setbacks and buffers.

Council members held discussion, asked questions and made comments regarding: the need for a storm water plan in all subdivisions and confirmation everything will be piped in new subdivisions; concern over expectations being made in subdivisions when we still have a lot of ditches in existing areas; an opinion the side line should be at least ten feet; the need to regulate lot sizes to get way from skinny, long lots; the need to take an effort in looking at residential communities that have had damage done from LMO changes to see if there are any possible corrections; the need for home colors to go through the DRB; the need to remove items allowed in the setbacks; a suggestion some aspects of these standards be moved to the priority set; the need to address the setbacks due to homes being built on the entire stamp of the lot; the need for proposed language and an inquiry as to what staff is going to do as a result of this input; an explanation for the

difficulty in breaking some items out into priority amendments as they have impacts throughout the entire code; clarification a number of the priority amendments will apply to subdivision regulations but then there will be additional regulations in the full LMO rewrite; and confirmation that removing allowable items within the setbacks will be moved to the priority list.

There were no public comment requests for the above item.

Public Comment - Non Agenda items

None.

None

Adjournment

The workshop was adjourned at 5:15 p.m.

Approved:

Kimberly Gammon, Town Clerk

Alan R. Perry, Mayor

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov



Town of Hilton Head Island TOWN COUNCIL MEETING Tuesday, October 1, 2024, 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, David Ames, Ward 3, Mayor Pro-Tempore; Alex Brown, Ward 1; Patsy Brison, Ward 2; Tammy Becker, Ward 4; Steve Alfred, Ward 5; Glenn Stanford, Ward 6

Also present: Marc Orlando, Town Manager; Curtis Coltrane, Town Attorney; Kimberly Gammon, Town Clerk

Invocation – Reverend Bill McCutchen, Hilton Head Presbyterian Church

Reverend McCutchen delivered the invocation.

Adoption of the Agenda

Mr. Ames moved to approve. Ms. Brison seconded. Motion Carried 7-0.

Mr. Ames moved to add an item to the next Town Council meeting agenda with the intent of discussing the Town forming a team of Town and Pope Avenue business representatives to recommend to Council a consolidated area parking plan by a date certain. Mr. Alfred seconded.

Ms. Brison stated she would be voting in favor of the motion. She added that she pointed out several clerical and legal questions about the resolution that was adopted and has not yet heard back. She said it definitely needs cleaned up. Ms. Brison supported the idea of putting together a team of business and community residents to consider the matter further.

Motion carried 5-2 (Becker and Perry opposed).

Unfinished Business

Consideration of an Ordinance of the Town of Hilton Head Island, South Carolina Amending Title 12, Chapter 3, of the Municipal Code Entitled: Motor Vehicles and Traffic Control, Parking, to Revise Regulations Related to Paid Parking and Other Matters Related Thereto, and to Provide for Severability and an Effective Date, Second and Final Reading – Josh Gruber, Deputy Town Manager

Mr. Gruber stated the materials before Council are essentially the same substance as it was before Council at the last meeting. There have been no proposed requested

amendments or alterations.

Mayor Perry asked for public comment.

Katie Henderson signed up to speak but was not in attendance.

Dan Kramer signed up for public comment regarding this item but was not in attendance

Amy Fee addressed Council expressed her appreciation to Council for granting additional time to investigate, talk to and gather research from the stakeholders in the Coligny Beach area.

Deborah Urato addressed Council expressing her concerns that if there is no charge for parking in the Coligny area, everyone will be funneled into that area which will have a negative impact on residents. She voiced her concerns regarding enforcement.

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

New Business

Consideration of an Ordinance to Amend the Town of Hilton Head Island Budget for the Fiscal Year Ending June 30, 2025; to Provide for the Budgeted Appropriations of the Prior Year Budget Roll Forward and Certain Other Appropriations and Commitments and the Expenditures of Certain Funds; to Allocate the Sources of Revenue for the Said Funds; and to Provide for Severability and an Effective Date - First Reading - Adriana Burnett, Finance Director

Ms. Burnett conducted a presentation requesting that Town Council consider proposed budget amendments for Fiscal Year 2025 to the General Fund, Capital Improvements Program, and Stormwater Utility Fund. These proposed amendments address budgeted carry forwards for existing projects or contracts, unbudgeted requests due to impacts from Tropical Storm Debbie, and approval of funding for land acquisitions previously authorized by the Town Council. An ordinance to amend the Fiscal Year 2025.

SUMMARY OF BUDGET AMENDMENTS:

Pursuant to Section 5 of the Town's adopted Fiscal Year 2025 budget Ordinance, for all Funds, all outstanding encumbrances as of June 30, 2024, will carry forward into Fiscal Year 2025 to the same department, account, or project for which they are encumbered in Fiscal Year 2024 subject to approval by the Town Council via an appropriate budget amendment.

Therefore, as part of the annual budget review process, the Town evaluates its current budgeted funds following the closure of the previous fiscal year to determine if a corresponding budget amendment is necessary. With Fiscal Year 2025 now underway, and the Town having experienced an unexpected tropical storm that resulted in several unbudgeted expenditures, it is recommended that the Town Council consider several budget amendments provided for within this Staff Report. Below is a detailed description for each of the recommended budget amendments

according to its corresponding Fund and an explanation of the requested amendment.

1) General Fund Amendments – Totaling \$1,622,546

In the development of the Fiscal Year 2025 General Fund budget, an initial estimate of the “Carry Forward” funding from the Fiscal Year 2024 budget was included in the adopted budget. With the closure of the Fiscal Year 2024 budget, these preliminary estimates are being revised to reflect the actual unspent balances across various General Fund budget line items. It is important to emphasize that the current approved budget for Fiscal Year 2025 General Fund will remain unchanged, except for the inclusion of unspent funds carried forward from Fiscal Year 2024.

a) Budgeted Carry Forwards - \$1,622,546

1. The Town has contracts for General Fund Facilities Maintenance operating expenses that were executed in Fiscal Year 2024 and are only partially completed with the remaining budgeted funds being expended in the current Fiscal Year 2025 budget. These appropriations remain unspent from the prior Fiscal Year 2024 budget and have not previously been rolled forward. Due to the ongoing nature of these expenditures, a total of \$118,950 is requested to be carried forward into Fiscal Year 2025.
2. The Town has contracts for General Fund Community Planning operating expenses that were executed in Fiscal Year 2024 and are only partially completed with the remaining budgeted funds being expended in the current Fiscal Year 2025 budget. These appropriations remain unspent from the prior Fiscal Year 2024 budget and have not previously been rolled forward. Due to the ongoing nature of these expenditures, a total of \$403,596 is requested to be carried forward into Fiscal Year 2025.
3. The Town Council approved a budget amendment for the Fiscal Year 2024 budget to provide funding for the Coastal Community Development Corporation and the Hilton Head Regional Habitat for Humanity, as Affiliated Agencies. Additionally, the Town Council approved separate Memorandums of Understanding (MOU) with these agencies outlining the conditions under which the appropriated funds may be requested. These funds remain unexpended with both entities working towards satisfying the terms of their MOUs and as such, the approved Fiscal Year 2024 funds are requested to be carried forward into the Fiscal Year 2025 budget in the cumulative amount of \$1,100,000.

2) Capital Improvement Program Amendments – Totaling \$8,468,892

In the development of the Fiscal Year 2025 Capital Improvement Program (CIP) Budget, an initial estimate of the “Carry Forward” funding from the Fiscal Year 2024

budget was included in the adopted budget. With the closure of the Fiscal Year 2024 budget, these preliminary estimates are being revised to reflect the actual unspent balances across various CIP budget line items. A detailed spreadsheet outlining the proposed carry forward amounts for each respective CIP line item

It is important to emphasize that the current approved budget for Fiscal Year 2025 CIP projects will remain unchanged, except for the inclusion of unspent funds carried forward from Fiscal Year 2024 and the additional appropriation of funds due to impacts arising from Tropical Storm Debby.

a) Budgeted Carry Forwards - \$4,780,346

1. The Town executed a contract in Fiscal Year 2024 to purchase and install a replacement pump at the Lawton Pump Station. The Fiscal Year 2024 CIP budget allocated funding for the purchase and installation of this pump. The pump was purchased in September 2023, received in July 2024, and installed on September 4, 2024. A carry forward from the Fiscal Year 2024 budget in the amount of \$327,316 is requested for the Fiscal Year 2025 budget.
2. The Town is in the process of accepting delivery of various pieces of Fire Rescue equipment that were previously contracted for during the Fiscal Year 2024 budget. The Town began receiving these vehicles in June 2024 and anticipates completing all deliveries prior to the expiration of Fiscal Year 2025. Therefore, a carry forward from the Fiscal Year 2024 budget in the amount of \$4,453,030 is requested. These funds have previously been rolled forward due to production delays and supply chain issues and will continue to be requested until the Town has received all equipment outlined under its contract.

b) Unbudgeted Expenditures due to Tropical Storm Debbie - \$713,546

1. On August 6th and 7th, 2024, the Town was impacted by Tropical Storm Debby. This storm caused the Town to incur unbudgeted Capital Improvement Program expenditures in the amount of \$713,546. The \$665,994 is requested to be transferred from existing CIP fund balance to address the replacement of two (2) high-capacity pumps at the Wexford Pump Station, each capable of moving 33,000 gallons of water per minute. An additional amount of \$47,552 is requested to be transferred from existing Stormwater Fund balance to the CIP Stormwater Program to facilitate this equipment replacement.

c) Land Acquisition Funding - \$2,975,000

1. Town Council previously authorized the purchase of real estate located at 4 Office Way in an amount totaling \$2,975,000. An appropriation of funds from available Tax Increment Financing (TIF) balance is therefore requested in this amount to the CIP budget. This

transfer will also ensure that the Town complies with applicable timing criteria set forth under South Carolina law requiring utilization of such funds.

3) Stormwater Utility Fund Amendments – Totaling \$1,557,166.

In the development of the Fiscal Year 2025 Stormwater Utility Fund Budget, an initial estimate of the “Carry Forward” funding from the Fiscal Year 2024 budget was included in the adopted budget. With the closure of the Fiscal Year 2024 budget, these preliminary estimates are being revised to reflect the actual unspent balances across various Stormwater Utility Fund budget line items. It is important to emphasize that the current approved budget for Fiscal Year 2025 Stormwater Utility Fund will remain unchanged, except for the inclusion of unspent funds carried forward from Fiscal Year 2024 and the additional appropriation of funds due to impacts arising from Tropical Storm Debbie.

a) Budgeted Carry Forwards - \$474,241

1. The Town has contracts for stormwater-related operating expenses that were executed in Fiscal Year 2024 and are only partially completed with the remaining budgeted funds being expended in the current Fiscal Year 2025 budget. These appropriations remain unspent from the prior Fiscal Year 2024 budget and have not previously rolled forward. Due to the ongoing nature of these expenditures, a total of \$474,240 is requested to be carried forward into the Fiscal Year 2025 budget.

b) Unexpected Expenditures due to Tropical Storm Debbie - \$1,035,373

1. The Town has encountered new emergent operating expenses maintenance and repair needs associated with unanticipated events due to Tropical Storm Debby. All projects deemed eligible for FEMA reimbursement will be included in the Town’s request for federal disaster assistance. Due to the ongoing nature of these expenditures, a total of \$1,035,373 is requested to be funded by Stormwater Utility Fund balance. A detailed spreadsheet outlining these amounts for each respective line item is enclosed as Attachment 4 and a summary of each of these items is contained below:

(1) Jarvis Creek Pump Station: One of four pumps failed due to a motor seal leak, rendering it inoperable. The pump was transported to the manufacturer’s facility in Florida for repairs. The total cost for transport, inspection, and repair is \$59,298.

(2) Wexford Pump Station: During Tropical Storm Debby, several equipment failures occurred at the Wexford Pump Station. These included a malfunctioning control panel that prevented automatic operation, a moisture sensor alert for Pump 1, and debris-induced failure for Pump 2, which was transported to Florida for repair. Due to the loss of one pump, two 12-inch bypass pumps were rented and

staged to mitigate the risk of reduced pumping capacity for the remainder of the 2024 Hurricane Season. The total cost for these issues is \$200,848.

(3) Jarvis Creek and Lawton Pump Stations: During Tropical Storm Debby, bar screens at both Jarvis Creek and Lawton Pump Stations experienced severe matting from vegetative debris, which significantly reduced stormwater throughput. Modifications were necessary to improve flow and reduce risk. The total cost for modifying seven screens across both facilities is \$92,601.

(4) Townwide Debris Removal: During Tropical Storm Debby, a contractor was employed to clear inlets, ditches, and pipe ends, and to remove blockages throughout the Town. Notable issues included a complete blockage under Helmsman Way at Palmetto Bay Marina, a blockage under Colonnade Road in Shipyard, and fallen trees in the Ashmore Channel between William Hilton Parkway and Mathews Drive. The total cost for this emergency response was \$51,413.

(5) Critical Drainage Infrastructure: During Tropical Storm Debby, critical drainage infrastructure failures occurred in two locations. A 42-inch pipe in Shipyard collapsed, requiring immediate repair to protect Shipyard and North Forest Beach. Additionally, a 42-inch pipe in Spanish Wells partially collapsed and is at risk of complete failure, which threatens over 40% of the Spanish Wells community. Immediate repairs are essential. The total cost for these repairs is \$615,010.

(6) Lawton Pump Station Equipment Failure: In early September, an equipment failure was discovered at the Lawton Pump Station during the installation of new Pump 3. The Pump 2 impeller was damaged, likely during Tropical Storm Debby, rendering the pump inoperable. It was transported to the manufacturer's facility in Florida for inspection and repair. If the failure is determined to be due to a manufacturing defect, it will be covered under warranty. The total cost for transport and inspection is \$16,203.

An additional amount of \$47,552 is requested to be transferred from existing Stormwater Fund balance to the CIP Stormwater Program to facilitate this equipment replacement.

Ms. Burnett requested the Town Council consider proposed budget amendments for Fiscal Year 2025 to the General Fund, Capital Improvements Program, and Stormwater Utility Fund. These proposed amendments address budgeted carry forwards for existing projects or contracts, unbudgeted requests due to impacts from Tropical Storm Debbie, and approval of funding for land acquisitions previously authorized by the Town Council.

Mayor Perry asked for public comment:

Katie Henderson signed up to speak but was not in attendance.

Council members held discussion, asked questions and made comments regarding: confirmation the carry forward was unspent funds allocated in FY2024 that need to be moved to FY2025; confirmation the revenue source for fire trucks is the Hospitality Tax Fund; confirmation staff will come back to Council with further information regarding fire truck leases; confirmation the deadline to utilize the TIF funds is the end of July, 2025; confirmation an additional amendment will be required for the end of FY2025 due to Hurricane Helene; confirmation the Stormwater Utility Fund is a reserve fund to cover expenses that arise; inquiry into outstanding Stormwater Utility agreements with 22 in place, 4 pending and the possibility of an additional 32 if they are interested; possible eligibility of FEMA reimbursement for some storm related expenses; a request that Finance create a pie chart that allocates how sources of funding are being spent; and a request for a multi-year CIP budget.

Mr. Ames moved that the Town of Hilton Head Island adopt an Ordinance on First Reading Amending the Budget for the Fiscal Year Ending June 30, 2025; to Provide for the Roll Forward of Certain Budgeted Appropriations from the Prior Year Budget, to Provide Certain Other Appropriations and Commitments for the Expenditures of Certain Funds; and to Allocate the Sources of Revenue for the Said Funds in the following manner:

- 1. To the General Fund in the amount of \$1,622,546;**
- 2. To the Capital Improvement Program Fund in the amount of \$ 8,468,892; and**
- 3. To the Stormwater Utility Fund in the amount of \$1,557,166.**

Mr. Alfred seconded. Motion carried 7-0.

Public Comment - Non Agenda Items

Deborah Urato addressed Council regarding the need to require all short-term rentals be required to be ADA compliant, have elevators and sprinkler systems, etc. She stated this would cut down on the number of short-term rentals.

Executive Session

Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussions for the Proposed Sale or Purchase of Property (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 (a)(1)) related to:

1. Folly Field Road Area

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

At 4:03 p.m. Mr. Ames moved to enter into Executive Session for the purposes stated by the Town Manager listed above. Mr. Alfred seconded. Motion carried

7-0.

Action from Executive Session

No action taken

Adjournment

The meeting was adjourned at 5:30 p.m.

Approved:

Kimberly Gammon, Town Clerk

Alan R. Perry, Mayor

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Hilton Head Island Town Council Members
FROM: Adriana Burnett, Finance Director
CC: Marc Orlando, Town Manager, ICMA-CM
DATE: October 15, 2024
SUBJECT: Second and Final Reading - Consideration of an Ordinance to Amend the Town of Hilton Head Island Budget for the Fiscal Year Ending June 30, 2025, and to Provide for the Use of Budgeted Appropriations from the Prior Year.

RECOMMENDATION:

At its meeting on October 1, 2025, the Town Council voted 7-0 to approve First Reading of the Fiscal Year 2025 Budget Amendment. The Town Council consider proposed budget amendments for Fiscal Year 2025 to the General Fund, Capital Improvements Program, and Stormwater Utility Fund. These proposed amendments address budgeted carry forwards for existing projects or contracts, unbudgeted requests due to impacts from Tropical Storm Debbie, and approval of funding for land acquisitions previously authorized by the Town Council. An ordinance to amend the Fiscal Year 2025 budget is enclosed as Attachment 1.

SUMMARY OF BUDGET AMENDMENTS:

Pursuant to Section 5 of the Town's adopted Fiscal Year 2025 budget Ordinance, for all Funds, all outstanding encumbrances as of June 30, 2024, will carry forward into Fiscal Year 2025 to the same department, account, or project for which they are encumbered in Fiscal Year 2024 subject to approval by the Town Council via an appropriate budget amendment.

Therefore, as part of the annual budget review process, the Town evaluates its current budgeted funds following the closure of the previous fiscal year to determine if a corresponding budget amendment is necessary. With Fiscal Year 2025 now underway, and the Town having experienced an unexpected tropical storm that resulted in several unbudgeted expenditures, it is recommended that the Town Council consider several budget amendments provided for within this Staff Report. Below is a detailed description for each of the recommended budget amendments according to its corresponding Fund and an explanation of the requested amendment.

1) General Fund Amendments – Totaling \$1,622,546

In the development of the Fiscal Year 2025 General Fund budget, an initial estimate of the “Carry Forward” funding from the Fiscal Year 2024 budget was included in the adopted budget. With the closure of the Fiscal Year 2024 budget, these preliminary estimates are being revised to reflect the actual unspent balances across various General Fund budget line items.

It is important to emphasize that the current approved budget for Fiscal Year 2025 General Fund will remain unchanged, except for the inclusion of unspent funds carried forward from Fiscal Year 2024.

a) Budgeted Carry Forwards - \$1,622,546

1. The Town has contracts for General Fund Facilities Maintenance operating expenses that were executed in Fiscal Year 2024 and are only partially completed with the remaining budgeted funds being expended in the current Fiscal Year 2025 budget. These appropriations remain unspent from the prior Fiscal Year 2024 budget and have not previously been rolled forward. Due to the ongoing nature of these expenditures, a total of \$118,950 is requested to be carried forward into Fiscal Year 2025.
2. The Town has contracts for General Fund Community Planning operating expenses that were executed in Fiscal Year 2024 and are only partially completed with the remaining budgeted funds being expended in the current Fiscal Year 2025 budget. These appropriations remain unspent from the prior Fiscal Year 2024 budget and have not previously been rolled forward. Due to the ongoing nature of these expenditures, a total of \$403,596 is requested to be carried forward into Fiscal Year 2025.
3. The Town Council approved a budget amendment for the Fiscal Year 2024 budget to provide funding for the Coastal Community Development Corporation and the Hilton Head Regional Habitat for Humanity, as Affiliated Agencies. Additionally, the Town Council approved separate Memorandums of Understanding (MOU) with these agencies outlining the conditions under which the appropriated funds may be requested. These funds remain unexpended with both entities working towards satisfying the terms of their MOUs and as such, the approved Fiscal Year 2024 funds are requested to be carried forward into the Fiscal Year 2025 budget in the cumulative amount of \$1,100,000.

2) Capital Improvement Program Amendments – Totaling \$8,468,892

In the development of the Fiscal Year 2025 Capital Improvement Program (CIP) Budget, an initial estimate of the “Carry Forward” funding from the Fiscal Year 2024 budget was included in the adopted budget. With the closure of the Fiscal Year 2024 budget, these preliminary estimates are being revised to reflect the actual unspent

balances across various CIP budget line items. A detailed spreadsheet outlining the proposed carry forward amounts for each respective CIP line item is enclosed as Attachment 2.

It is important to emphasize that the current approved budget for Fiscal Year 2025 CIP projects will remain unchanged, except for the inclusion of unspent funds carried forward from Fiscal Year 2024 and the additional appropriation of funds due to impacts arising from Tropical Storm Debby.

a) Budgeted Carry Forwards - \$4,780,346

1. The Town executed a contract in Fiscal Year 2024 to purchase and install a replacement pump at the Lawton Pump Station. The Fiscal Year 2024 CIP budget allocated funding for the purchase and installation of this pump. The pump was purchased in September 2023, received in July 2024, and installed on September 4, 2024. A carry forward from the Fiscal Year 2024 budget in the amount of \$327,316 is requested for the Fiscal Year 2025 budget.
2. The Town is in the process of accepting delivery of various pieces of Fire Rescue equipment that were previously contracted for during the Fiscal Year 2024 budget. The Town began receiving these vehicles in June 2024 and anticipates completing all deliveries prior to the expiration of Fiscal Year 2025. Therefore, a carry forward from the Fiscal Year 2024 budget in the amount of \$4,453,030 is requested. These funds have previously been rolled forward due to production delays and supply chain issues and will continue to be requested until the Town has received all equipment outlined under its contract.

b) Unbudgeted Expenditures due to Tropical Storm Debbie - \$713,546

1. On August 6th and 7th, 2024, the Town was impacted by Tropical Storm Debby. This storm caused the Town to incur unbudgeted Capital Improvement Program expenditures in the amount of \$713,546. The \$665,994 is requested to be transferred from existing CIP fund balance to address the replacement of two (2) high-capacity pumps at the Wexford Pump Station, each capable of moving 33,000 gallons of water per minute. An additional amount of \$47,552 is requested to be transferred from existing Stormwater Fund balance to the CIP Stormwater Program to facilitate this equipment replacement.

c) Land Acquisition Funding - \$2,975,000

1. Town Council previously authorized the purchase of real estate located at 4 Office Way in an amount totaling \$2,975,000. An appropriation of funds from available Tax Increment Financing (TIF) balance is therefore requested in this amount to the CIP budget. This transfer will also ensure that the Town complies with applicable timing criteria set forth under South Carolina law requiring utilization of such funds.

3) **Stormwater Utility Fund Amendments – Totaling \$1,557,166.**

In the development of the Fiscal Year 2025 Stormwater Utility Fund Budget, an initial estimate of the “Carry Forward” funding from the Fiscal Year 2024 budget was included in the adopted budget. With the closure of the Fiscal Year 2024 budget, these preliminary estimates are being revised to reflect the actual unspent balances across various Stormwater Utility Fund budget line items.

It is important to emphasize that the current approved budget for Fiscal Year 2025 Stormwater Utility Fund will remain unchanged, except for the inclusion of unspent funds carried forward from Fiscal Year 2024 and the additional appropriation of funds due to impacts arising from Tropical Storm Debbie.

a) Budgeted Carry Forwards - \$474,240

1. The Town has contracts for stormwater-related operating expenses that were executed in Fiscal Year 2024 and are only partially completed with the remaining budgeted funds being expended in the current Fiscal Year 2025 budget. These appropriations remain unspent from the prior Fiscal Year 2024 budget and have not previously rolled forward. Due to the ongoing nature of these expenditures, a total of \$474,240 is requested to be carried forward into the Fiscal Year 2025 budget. A detailed spreadsheet outlining these amounts for each respective line item is enclosed as Attachment 3.

b) Unexpected Expenditures due to Tropical Storm Debbie - \$1,035,373

1. The Town has encountered new emergent operating expenses maintenance and repair needs associated with unanticipated events due to Tropical Storm Debby. All projects deemed eligible for FEMA reimbursement will be included in the Town’s request for federal disaster assistance. Due to the ongoing nature of these expenditures, a total of \$1,035,373 is requested to be funded by Stormwater Utility Fund balance. A detailed spreadsheet outlining these amounts for each respective line item is enclosed as Attachment 4 and a summary of each of these items is contained below:

(1) **Jarvis Creek Pump Station:** One of four pumps failed due to a motor seal leak, rendering it inoperable. The pump was transported to the manufacturer’s facility in Florida for repairs. The total cost for transport, inspection, and repair is \$59,298.

(2) **Wexford Pump Station:** During Tropical Storm Debby, several equipment failures occurred at the Wexford Pump Station. These included a malfunctioning control panel that prevented automatic operation, a moisture sensor alert for Pump 1, and debris-induced failure for Pump 2, which was transported to Florida for repair. Due to the loss of one pump, two 12-inch

bypass pumps were rented and staged to mitigate the risk of reduced pumping capacity for the remainder of the 2024 Hurricane Season. The total cost for these issues is \$200,848.

- (3) **Jarvis Creek and Lawton Pump Stations:** During Tropical Storm Debby, bar screens at both Jarvis Creek and Lawton Pump Stations experienced severe matting from vegetative debris, which significantly reduced stormwater throughput. Modifications were necessary to improve flow and reduce risk. The total cost for modifying seven screens across both facilities is \$92,601.
- (4) **Townwide Debris Removal:** During Tropical Storm Debby, a contractor was employed to clear inlets, ditches, and pipe ends, and to remove blockages throughout the Town. Notable issues included a complete blockage under Helmsman Way at Palmetto Bay Marina, a blockage under Colonnade Road in Shipyard, and fallen trees in the Ashmore Channel between William Hilton Parkway and Mathews Drive. The total cost for this emergency response was \$51,413.
- (5) **Critical Drainage Infrastructure:** During Tropical Storm Debby, critical drainage infrastructure failures occurred in two locations. A 42-inch pipe in Shipyard collapsed, requiring immediate repair to protect Shipyard and North Forest Beach. Additionally, a 42-inch pipe in Spanish Wells partially collapsed and is at risk of complete failure, which threatens over 40% of the Spanish Wells community. Immediate repairs are essential. The total cost for these repairs is \$615,010.
- (6) **Lawton Pump Station Equipment Failure:** In early September, an equipment failure was discovered at the Lawton Pump Station during the installation of new Pump 3. The Pump 2 impeller was damaged, likely during Tropical Storm Debby, rendering the pump inoperable. It was transported to the manufacturer's facility in Florida for inspection and repair. If the failure is determined to be due to a manufacturing defect, it will be covered under warranty. The total cost for transport and inspection is \$16,203.

An additional amount of \$47,552 is requested to be transferred from existing Stormwater Fund balance to the CIP Stormwater Program to facilitate this equipment replacement.

CONCLUSION:

The Town Council consider proposed budget amendments for Fiscal Year 2025 to the General Fund, Capital Improvements Program, and Stormwater Utility Fund. These proposed amendments address budgeted carry forwards for existing projects or contracts, unbudgeted requests due to impacts from Tropical Storm Debbie, and approval of funding for land acquisitions previously authorized by the Town Council.

ATTACHMENTS:

1. Draft Fiscal Year 2025 Budget Ordinance Amendment.
2. Spreadsheet Showing Capital Improvement Program Carry Forward
3. Spreadsheet Showing Stormwater Utility Fund Carry Forward
4. Spreadsheet Showing Unexpected Expenditures due to Tropical Storm Debbie

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2025; TO PROVIDE FOR THE BUDGETED APPROPRIATIONS OF PRIOR YEAR BUDGET CARRY FORWARDS AND CERTAIN OTHER APPROPRIATIONS AND COMMITMENTS AND THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the Town Council did adopt the budget on June 4, 2024; and

WHEREAS, pursuant to the budget amendment policy as stated in the Town's annual budget document, the Town Council is amending the budget so as to provide for the budgeted appropriations from the prior year budget as a roll-forward and certain other appropriations and commitments from the Fund Balance and other revenue sources.

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

Section 1. Amendment. The adopted Fiscal Year 2025 budget is amended to make the following changes as additions to the funds from prior years and to the projected revenue and expenditure as accounts summarized below.

General Fund – Total Fund Adjustment - \$1,622,546

a) Budgeted Carry Forwards - \$1,622,546

- i. Allocation of \$118,950 in unspent Fiscal Year 2024 funds for Facilities Maintenance Carry Forward projects which commenced in Fiscal Year 2024 and are progressing toward completion in Fiscal Year 2025.
- ii. Allocation of \$403,596 in unspent Fiscal Year 2024 funds for Community Planning Carry Forward projects and multi-year operating contracts.
- iii. Allocation of \$1,100,000 in unspent Fiscal Year 2024 State Accommodations Tax funds for the Coastal Community Development Corporation (\$600,000) and the Hilton Head Regional Habitat for Humanity (\$500,000) Affiliated Agencies.

A schedule outlining the General Fund amendment is as follows:

General Fund Revenues		
Prior Year Unspent Funds (Transfer-in State Accommodations Tax)	\$	1,100,000
Prior Year Unspent Funds (General Fund)	\$	522,546
	\$	1,622,546

General Fund Expenditures		
<u>FY24 Affiliated Agency Funding:</u>		
Coastal Community Development Corporation	\$	600,000
Hilton Head Regional Habitat for Humanity	\$	500,000
	\$	1,100,000
<u>Remainder of FY24 Funding:</u>		
Facilities Maintenance Carry Forward Projects	\$	118,950
Community Planning Carry Forward Projects	\$	403,596
	\$	522,546
	\$	1,622,546

Capital Improvements Program Fund Amendments – Total Fund Adjustment - \$8,468,892

In the development of the Fiscal Year 2025 Capital Improvement Program (CIP) Budget, an initial estimate of the “Carry Forward” funding from the Fiscal Year 2024 budget was included in the adopted budget. With the closure of the Fiscal Year 2024 budget, these preliminary estimates are being revised to reflect the actual unspent balances across various CIP budget line items. A detailed spreadsheet outlining the proposed carry forward amounts for each respective CIP line item is enclosed as Attachment 2.

a) Budgeted Carry Forwards - \$4,780,346

- i. A carry forward from the Fiscal Year 2024 budget in the amount of \$327,316 is requested for the Fiscal Year 2025 budget.
- ii. A carry forward from the Fiscal Year 2024 budget in the amount of \$4,453,030 is requested. These funds have previously been rolled forward due to production delays and supply chain issues and will continue to be requested until the Town has received all equipment outlined under its contract.

b) Unbudgeted Expenditures due to Tropical Storm Debbie - \$713,546

- i. On August 6th and 7th, 2024, the Town was impacted by Tropical Storm Debby. This storm caused the Town to incur unbudgeted Capital Improvement Program expenditures in the amount of \$713,546. An additional amount of \$47,552 is requested to be transferred from existing Stormwater Fund balance to the CIP Stormwater Program to facilitate this equipment replacement.

c) Land Acquisition Funding - \$2,975,000

- i. An appropriation of funds from available Tax Increment Financing (TIF) balance is therefore requested in the amount of \$2,975,000 to the CIP budget. This transfer will also ensure that the Town complies with applicable timing criteria set forth under South Carolina law requiring utilization of such funds.

Stormwater Utility Fund Amendments – Total Fund Adjustment - \$1,557,166

a) Budgeted Carry Forwards - \$474,241

- i. Allocation of \$474,241 in unspent Fiscal Year 2024 funds for Stormwater Operating and Maintenance Carry Forward projects which commenced in Fiscal Year 2024 and are progressing toward completion in Fiscal Year 2025.

b) Unexpected Expenditures due to Tropical Storm Debby - \$1,035,373

- i. Allocation of \$1,035,373 in unspent Stormwater Fund Balance for emergent Corrective and Pump Station Maintenance identified as a result of Tropical Storm Debby, as well as recent pump station inspections.

An additional amount of \$47,552 is requested to be transferred from existing Stormwater Fund balance to the CIP Stormwater Program to facilitate this equipment replacement.

A schedule outlining the Stormwater Fund amendment is as follows:

Stormwater Fund Revenues		
Prior Year Unspent Stormwater Funds	\$	1,557,166
Total Increase	\$	1,557,166

Stormwater Fund Expenditures		
<u>Remainder of FY24 Funding for Carry Forward Projects:</u>		
Inventory & Modeling / Analysis Program	\$	10,432
Pond Maintenance Program Carry Forward Projects	\$	3,595
Corrective Maintenance Program, Public Systems	\$	151,635
Corrective Maintenance Program, POA Agreement Systems	\$	17,253
Pump Station Maintenance Program	\$	291,326
	\$	474,241
<u>Emergent Maintenance - Tropical Storm Debbie / Recent Pump Inspections:</u>		
Corrective Maintenance Program, Public Systems	\$	263,422
Corrective Maintenance Program, POA Agreement Systems	\$	403,000
Pump Station Maintenance Program	\$	368,951
	\$	1,035,373
<u>Transfer Out to CIP Fund:</u>		
Balance required for proposed FY25 CIP Stormwater Program	\$	47,552
Total Increase	\$	1,557,166

A summary of these proposed budget amendments for Fiscal Year 2025 are reflected as follows:

Governmental Funds with Amendments:

	General Fund		CIP Fund	
	Expenditures	Revenues	Expenditures	Revenues
Original Budget	\$ 60,924,381	\$ (60,924,381)	\$ 74,381,459	\$ (74,381,459)
Amendment	1,622,546	(1,622,546)	8,468,892	(8,468,892)
Revised Budget	\$ 62,546,927	\$ (62,546,927)	\$ (82,850,351)	

Governmental Funds without Amendments:

	GGHN Community Development Corporation Fund*		Housing Fund		Debt Service	
	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues
Original Budget	\$ 3,405,501	\$ (5,341,434)	\$ 4,000,000	\$ (4,000,000)	\$ 16,700,000	\$ (16,700,000)
Amendment	-	-	-	-	-	-
Revised Budget	\$ 3,405,501	\$ (5,341,434)	\$ 4,000,000	\$ (4,000,000)	\$ 16,700,000	\$ (16,700,000)

** The variance between FY 2025 revenues and expenditures will be included in the Fund Balance at year end and will be available for future use.*

	Total Governmental Funds	
	Expenditures	Revenues
Original Budget	\$ 159,411,341	\$ (161,347,274)
Amendment	10,043,886	(10,043,886)
Revised Budget	\$ 169,455,227	\$ (171,391,160)

Stormwater Fund with Amendments:

	Enterprise Fund Stormwater Fund	
	Expenditures	Revenues
Original Budget	\$ 7,525,525	\$ (7,525,525)
Amendment	1,557,166	(1,557,166)
Revised Balance	\$ 9,082,691	\$ (9,082,691)

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 COUNCIL FOR THE TOWN OF
HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2024.**

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Curtis Coltrane, Town Attorney

ATTACHMENT 2

TOWN OF HILTON HEAD ISLAND

TOTAL CIP PROGRAM PLUS CARRY FORWARD AMENDMENT

Projects	FYE 2024 Unspent Budget	FY 2025 Approved Budget	FY 2025 Proposed Budget Amendment CARRY FORWARDS	FY 2025 Proposed Revised Budget
Beach Program				
Beach Management & Monitoring	381,075	300,000	-	300,000
Beach Renourishment	426,735	16,500,000	-	16,500,000
Beach Park Maint. & Improvements	101,873	250,000	-	250,000
Islanders Beach Park Improvements	925,389	3,750,000	-	3,750,000
Beach Wheelchair Storage	-	99,000	-	99,000
Harbour Town Dredge	600,000	600,000	-	600,000
Contingency	3,065	100,000	-	100,000
Driessen Beach Park Improvements	-	-	-	-
Folly Field Beach Park Improvements	-	-	-	-
Beach Program Total	2,438,136	21,599,000	-	21,599,000
Pathway Program				
Pathway Maintenance & Improvements	41,436	350,000	-	350,000
New Pathway Segments:	-			-
William Hilton Parkway EB (Wexford to Arrow)	1,925,000	100,000	-	100,000
William Hilton Parkway EB (Mathews to BCSO)	1,224,068	100,000	-	100,000
Jonesville Road	446,922	4,500,000	-	4,500,000
Dunnagans Alley	184,924	100,000	-	100,000
Cordillo Parkway at Pope Ave	42,149	250,000	-	250,000
Shelter Cove	5,958	-	-	-
Woodhaven Ln	14,876	-	-	-
Contingency	4,432	100,000	-	100,000
Pathway Program Total	3,889,765	5,500,000	-	5,500,000
Roadway				
Dirt Road Acquisition & Paving Program:				
Mitchelville Lane	583,818	1,000,000	-	1,000,000
Horse Sugar Lane & Alice Perry Drive	341,527	1,000,000	-	1,000,000
Freddie's Way	299,961	575,000	-	575,000

Projects	FYE 2024 Unspent Budget	FY 2025 Approved Budget	FY 2025 Proposed Budget Amendment CARRY FORWARDS	FY 2025 Proposed Revised Budget
Alfred Lane	48,500	48,500	-	48,500
Benjamin Drive	-	100,000	-	100,000
Pine Field Rd	44,440	-	-	-
William Hilton Parkway Enhancements:	-			
WHP Gateway & Stoney Corridors	268,100	100,000	-	100,000
Islandwide Intersection Improvements	128,225	1,000,000	-	1,000,000
Pedestrian / Vehicular Enhancements	97,219	-	-	-
Wilborn / Pembroke Turn Lane	-	100,000	-	100,000
Pope Ave, Palmetto Bay Rd., New Orleans Rd.	-			
Streetscape Enhancements:			-	
Pope Ave Streetscapes	191,630	333,718	-	333,718
Adaptive Traffic Signal System	-	-	-	-
Main Street Enhancements	198,597	2,000,000	-	2,000,000
Roadway Maintenance & Improvements	35,229	580,000	-	580,000
Adaptive Signal System	914,516	-	-	-
Adaptive Signal System Maintenance	227,150	880,000	-	880,000
Beach City to Dillon Rd. Improvements	275,117	500,000	-	500,000
Mathews to Shelter Cove Ln Imprvmnts	-	200,000	-	200,000
Sea Pines, Pope, Coligny Area Impvmnts	-	800,000	-	800,000
Landscape, Lighting, Safety Enhancmnts	-	1,000,000	-	1,000,000
Wayfinding & Signage Master Plan	150,000	-	-	-
Squire Pope Road Crosswalks	49,578	-	-	-
Contingency	91,025	100,000	-	100,000
Roadway Total	3,944,633	10,317,218	-	10,317,218

Projects	FYE 2024 Unspent Budget	FY 2025 Approved Budget	FY 2025 Proposed Budget Amendment CARRY FORWARDS	FY 2025 Proposed Revised Budget
Park Program				
Mid-Island Tract Park	708,328	2,500,000	-	2,500,000
Chaplin Community Park Renovation	1,959,772	1,907,797	-	1,907,797
Crossings Park & Bristol Renovation	491,574	5,000,000	-	5,000,000
Bristol Skate Park	56,625	-	-	-
Shelter Cove Community Park Exp.	-	500,000	-	500,000
Chaplin Linear Park w/ Treehouse	350,000	350,000	-	350,000
Patterson Family Park	2,161,153	2,740,583	-	2,740,583
Taylor Family Park	945,092	2,911,416	-	2,911,416
Barker Field including Extension	221,004	1,500,000	-	1,500,000
Ford Shell Ring	25,298	50,102	-	50,102
Coligny Circle Quadrant Pocket Park	-	500,000	-	500,000
Island Recreation Association	19,870	520,000	-	520,000
Public Art Program	771	35,375	-	35,375
General Park Enhancements	1	500,000	-	500,000
Jarvis Creek Park Enhancement	-	100,000	-	100,000
Greens Shell Park Enhancements	205,928	250,000	-	250,000
Old Schoolhouse Park Enhancements	0	350,000	-	350,000
Contingency	3,154	100,000	-	100,000
Park Program Total	7,148,571	19,815,273	-	19,815,273
Facility & Equipment Program				
Town Hall Facility Enhancements	108,646	1,745,589	-	1,745,589
Shelter Cove/BCSO Office	1	50,000	-	50,000
Fire Rescue Training Center Upgrades	211,438	378,000	-	378,000
Wild Wing Café Demo	-	500,000	-	500,000
Tree Planting & Forest Management	-	500,000	-	500,000
Fire Stations 1-7 Replacements	-	1,127,000	-	1,127,000
Fire Training Center	-	10,000	-	10,000
Fire Rescue HQ Replacements	-	85,000	-	85,000
EOC Replacements	-	35,000	-	35,000
Security Access Upgrades	-	175,000	-	175,000
Coastal Discovery Museum CIP	538,544	628,500	-	628,500
Historic Mitchelville Freedom Park	645,713	1,054,702	-	1,054,702
IT Equipment & Software	24,300	1,582,000	-	1,582,000

Projects	FYE 2024 Unspent Budget	FY 2025 Approved Budget	FY 2025 Proposed Budget Amendment CARRY FORWARDS	FY 2025 Proposed Revised Budget
Security Cameras & Connectivity	22,459	266,500	-	266,500
Fire/Medical Systems & Equipment	1	115,000	-	115,000
Fire Hydrant Expansion	50,000	50,000	-	50,000
Contingency	0	100,000	-	100,000
Automobile Place	2,058	-	-	-
Arts Campus Feasibility Study	25,000	-	-	-
Town Facilities Improvement Planning	91,118	-	-	-
Sprinkler Head Replacement	280,000	-	-	-
Electric Vehicle Charging Station	11,761	-	-	-
Parking Master Plan Implementation	-	-	-	-
Furniture Replacement	31,498	-	-	-
Generator Replacement	200,000	-	-	-
Jarvis Pump Station Roof Replacement	445	-	-	-
SCDOT Toll Plaza Building Demo	117,742	-	-	-
Emergency Access Gates	150,000	-	-	-
Facility & Equipment Program Total	2,510,725	8,402,291	-	8,402,291
Stormwater				
Wexford Debris System Design	120,585	500,000	-	500,000
Gum Tree Road Improvements	57,548	80,000	-	80,000
Jarvis Creek Outfall	95,234	150,000	-	150,000
25 Moonshell Road	58,373	100,000	-	100,000
Cordillo Court Improvements	70,000	-	-	-
Palmetto Hall Outfall Improvements	-	100,000	-	100,000
Lawton Pump Station	327,316	-	327,316	327,316
Pump Station Security Cameras	22,517	-	-	-
Howell Tract Access Gate	-	20,000	-	20,000
Main Street Drainage Improvements	-	250,000	-	250,000
Wexford Pump Station Pumps (2)	-	-	665,994	665,994
Stormwater Total	751,573	1,200,000	993,310	2,193,310
Fleet				
Town Vehicle Replacement	269,169	130,000	-	130,000
F/R Apparatus & Vehicle Replacement			-	-
Engine/Pumper/Quint Company/Staff	6,884,707	2,431,677	4,453,030	6,884,707
Vehicle Replacement				

Projects	FYE 2024 Unspent Budget	FY 2025 Approved Budget	FY 2025 Proposed Budget Amendment CARRY FORWARDS	FY 2025 Proposed Revised Budget
Support Vehicle Replacement	4,469	100,000	-	100,000
Ladder Truck Replacement (2)	-	4,500,000	-	4,500,000
Public Safety Boat	-	36,000	-	36,000
Contingency	100,000	100,000	-	100,000
Fleet Total	7,258,345	7,297,677	4,453,030	11,750,707
Subtotal - FY 2025 Budget Amendment Total	27,941,749	74,131,459	5,446,340	79,577,799
Land Acquisition Program				
Land Acquisition & Administration	343,101	250,000	2,975,000	3,225,000
Land Acquisition Program Total	343,101	250,000	2,975,000	3,225,000
Total FY 2025 CIP Budget	\$ 28,284,850	\$ 74,381,459	\$ 8,421,340	\$ 82,802,799

ATTACHMENT 3

Town of Hilton Head Island

Stormwater Tropical Storm Debby - New Operating Expenses

Project	Cost
a. Sea Pines/SF Beach - Inventory & Modeling	\$5,271.00
b. Resilience Plan (one-third of project funding from stormwater utility)	\$5,161.03
c. Summer 2024 - Treatment of 5 ponds	\$3,594.85
d. 21 Lagoon Road Drainage Improvements	\$14,364.22
e. Haig Point Channel - Procure & Install 3 New Flap gates/Triple Culvert Replacement	\$98,886.12
f. Woodlake Villas / Indian Trail Survey/Mathews Court Drainage Improvements Design	\$38,383.84
g. 5 Clyde Lane Sinkhole Repair (Palmetto Hall PUD)	\$17,253.16
h. Wexford - Emergency Repair & Control System Upgrade	\$291,326.00
Total	\$474,240.22

ATTACHMENT 4

Town of Hilton Head Island Stormwater Tropical Storm Debby Emergent Expenditures

Project	Cost
Jarvis Pump Station Emergency Maintenance	
a. Pump failure - transport, inspection, and repair	\$ 59,298.20
b. Debris screen modifications	\$ 56,724.00
Wexford Pump Station Emergency Maintenance	
a. Pump failure - transport, inspection, repair, and motion sensor bypass	\$ 79,091.45
b. Two 12-inch standby pumps	\$ 121,757.00
Lawton Pump Station Emergency Maintenance	
a. Pump failure - transport, inspection, and repair	\$ 16,203.00
b. Debris screen modifications	\$ 35,877.00
Stormwater System Emergency Maintenance	
a. Emergency mobilization of Contractor to various locations - clearing inlets and drainageways	\$ 14,436.26
b. 75 Helmsman Way - Clearing of 100% primary outfall blockage	\$ 29,587.56
c. Ashmore Channel - Removal of downed trees in primary drainage channel	\$ 7,389.30
d. Barcelona Pipe Failure - complete pipe collapse serving Shipyard and North Forest Beach	\$ 212,008.70
e. 62 Widewater Road - 48-inch pipe failure for primary outfall for Spanish Wells	\$ 403,000.00
Total	\$1,035,372.47



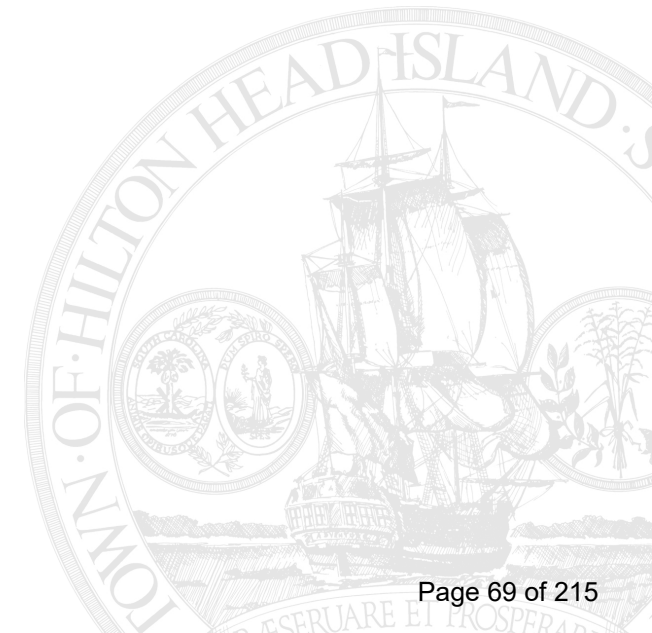
FY25 Budget Amendment
Second Reading
October 15, 2024

Fiscal Year 2025 Budget Amendment

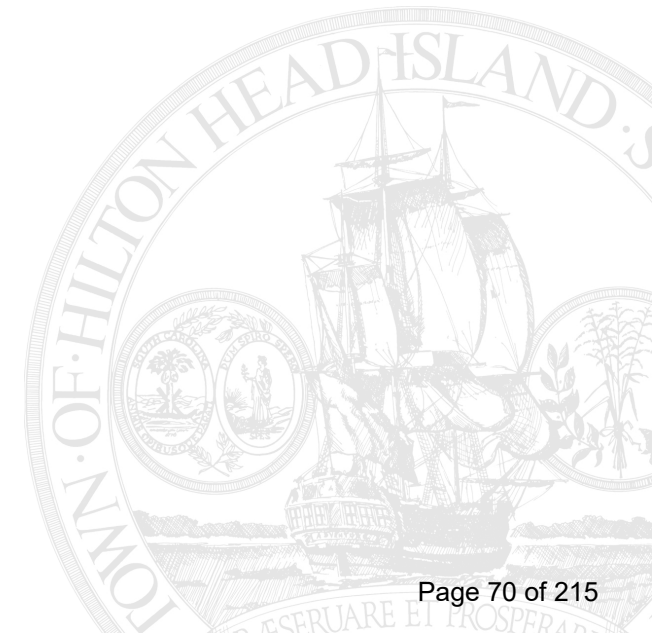
Purpose:

This review represents budget amendments proposed to Town Council for Fiscal Year 2025 impacting the following funds.

1. General Fund \$1,622,546
2. Capital Improvement Program Fund \$8,468,892
3. Stormwater Utility Fund \$1,557,166



1. General Fund

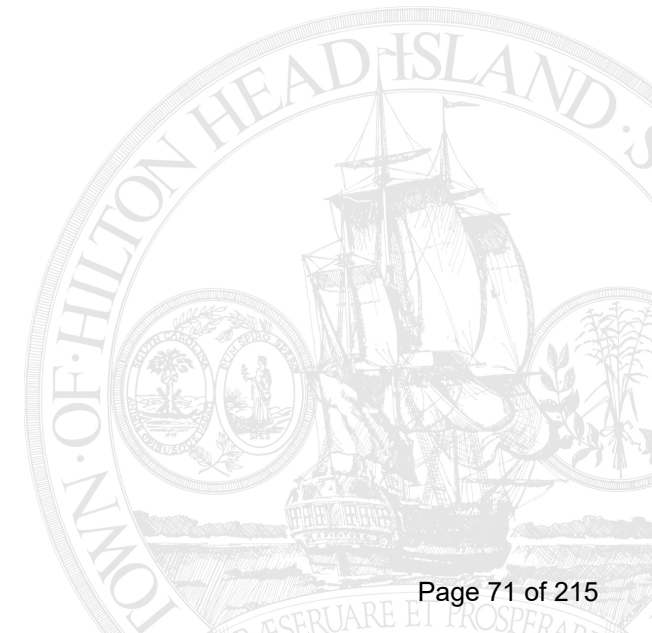


General Fund Total Adjustment - \$1,622,546 (Unspent FY24 Revenue)

Facilities Maintenance - \$118,950 Carry Forward (Operating Expenses) – Various Revenue Sources.

a) Contracts signed in FY2024: work in progress in FY2024 to end in FY2025.

- Repair Bay Door Station #6
- Replace Fire Panels
- Paint Restroom Floors Rowing Center
- Paint Restroom Floors Jarvis Park
- Waste & Recycling Services
- Enterprise Security System
- Park Janitorial

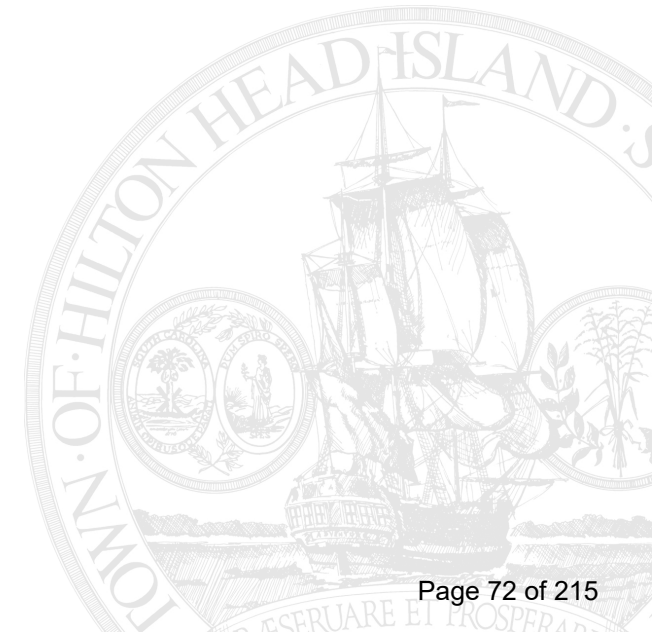


General Fund Total Adjustment - \$1,622,546 (Unspent FY24 Revenue)

Community Planning - \$403,596 Carry Forward (Operating Expenses)
Various Revenue Sources.

b) Multi-year contracts starting in FY2023.

- Land Management Ordinance Amendment project
- District Planning project
- Land preservation services

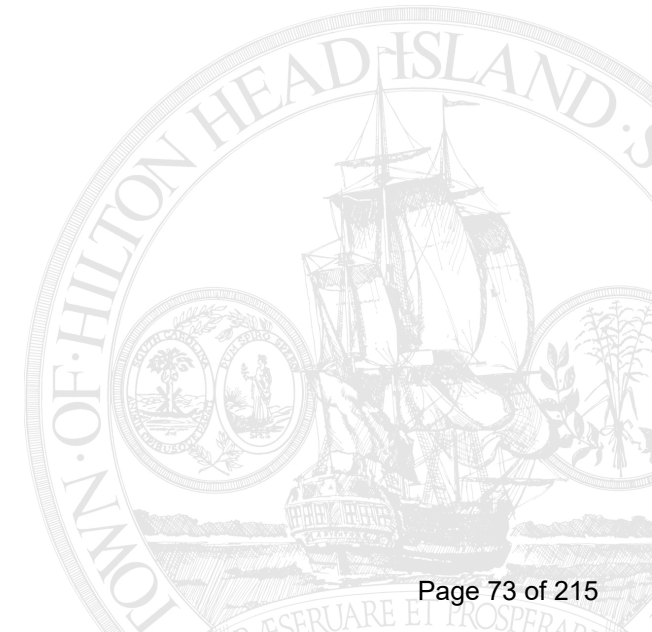


General Fund Total Adjustment - \$1,622,546 (Unspent FY24 Revenue)

Affiliated Agencies - \$1,100,000 Carry Forward (Operating Expenses)
Revenue Source: State Accommodation Tax Fund.

c) Unspent Fiscal Year 2024.

- Coastal Community Development Corporation (\$600,000)
- Hilton Head Regional Habitat for Humanity (\$500,000)



General Fund Effect:

Approved Fiscal Year 2025 Budget	<u>\$60,924,381</u>
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Budget Amendment:

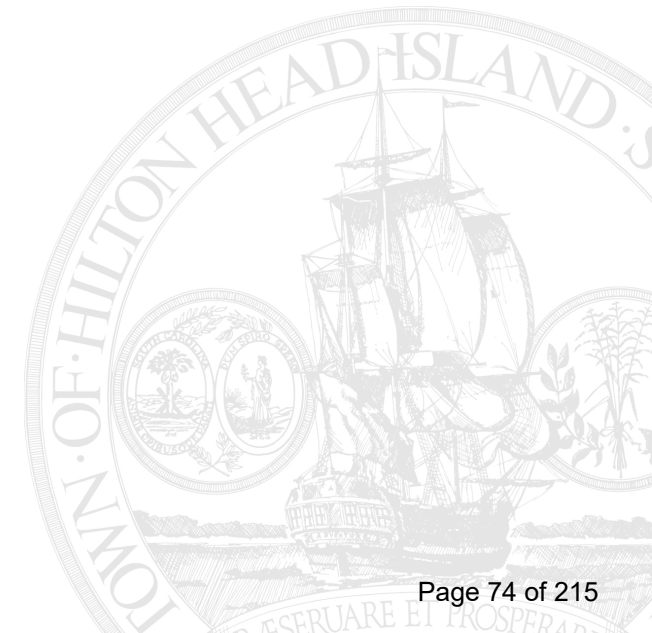
Facilities Maintenance	\$ 118,950
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Community Planning	\$ 403,596
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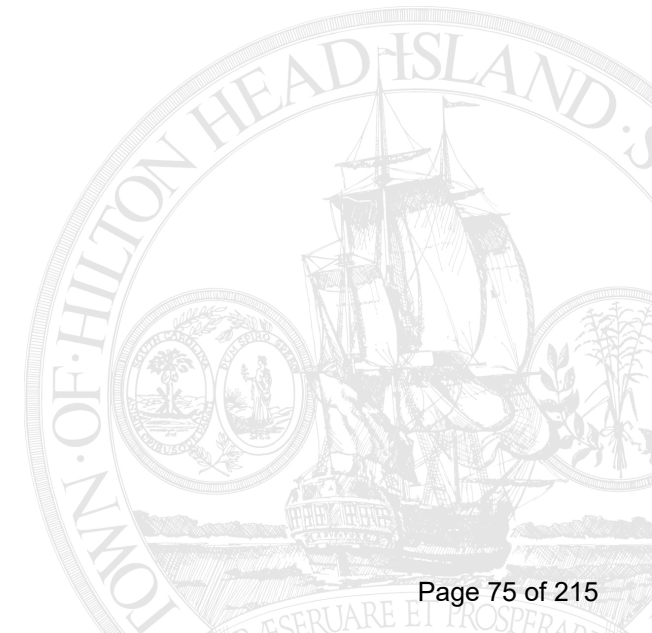
Affiliated Agencies	\$ 1,100,000
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Total Budget Amendments	<u>\$ 1,622,546</u>
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<u>Revised Budget</u>	<u>\$62,546,927</u>
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2. Capital Improvement Program Fund



Capital Improvements Program Fund Total Adjustment - \$8,468,892

- a. **Lawton Pump Sea Pines Station- \$327,316** Budgeted Carry Forward
Revenue Source: Stormwater Utility Fund

Stormwater Construction Status

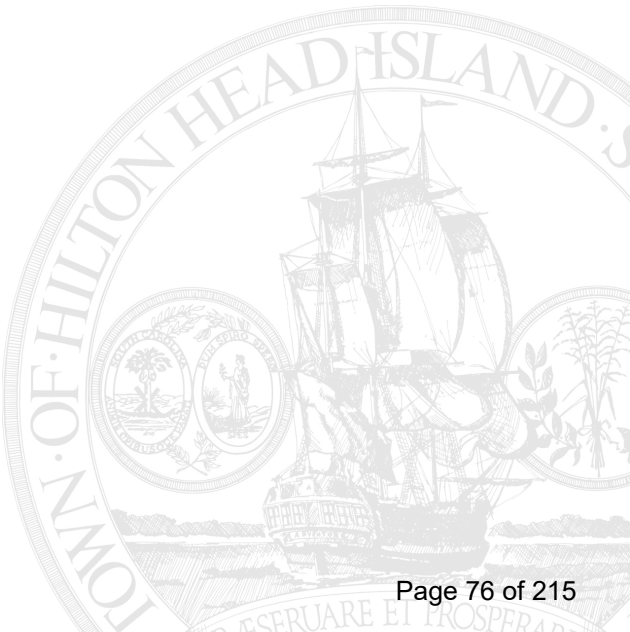
**Station constructed in 1989 to protect property and roads in the 2000-acre Lawton Basin.

****Complete station overhaul project started in 2021:**

- New control building
- New generator
- New electronic controls
- 3 new pumps (last pump installed 9/4/24) – Project Completion.

Financial Overview:

FY20 – FY24 Approved Budget:	\$2,940,903
FY20 – FY24 Expenses:	\$1,743,220
FY25 Proposed Budget Amendment	
Carry Forward:	\$327,316



Capital Improvements Program Fund Total Adjustment - \$8,468,892

b. Fire Trucks & Equipment - \$4,453,030 Budgeted Carry Forward

Revenue Source: Hospitality Tax Fund

History:

○ Fiscal Year 2022 Budget to Replace 10 Fire Trucks, 8 Pumpers and 2 Quints approved by Town Council	\$6,201,868
○ Fiscal Year 2022 Budget Amendment Approved by Town Council	\$1,262,605
○ <u>Fiscal Year 2022 Revised Budget</u>	<u>\$7,464,473</u>
○ Town entered into an agreement with Safe Industries on December 1, 2021 (Fiscal Year 2022)	
○ Fiscal Year 2023 Budget Approved by Town Council	\$7,742,473
○ Fiscal Year 2023 Budget Amendment Decrease Approved by Town Council	<\$259,053>
○ <u>Fiscal Year 2023 Revised Budget</u>	<u>\$7,483,420</u>
○ Fiscal Year 2024 Budget Approved by Town Council	\$7,483,420
○ <u>Fiscal Year 2024 – One Fire Truck Delivered and Paid (one truck)</u>	<u><\$631,392></u>
○ Fiscal Year 2025 Budget Approved by Town Council	\$2,431,677
○ Fiscal Year 2024 Proposed Carry Forward	\$4,453,030
○ Fiscal Year 2025 Proposed Revised Budget	\$6,884,707
○ Fiscal Year 2025 Budget Approved by Town Council for 2 Ladder Trucks	\$4,500,000
○ Fiscal Year 2025 Budget Approved by Town Council for Other Fleet	\$ 366,000
○ Fiscal Year 2025 YTD Trucks Delivered & Paid	\$3,788,351

Capital Improvements Program Fund Total Adjustment - \$8,468,892 (continued)

Fire Trucks & Equipment - \$4,453,030 Budgeted Carry Forward (Continued)

Financial Summary:

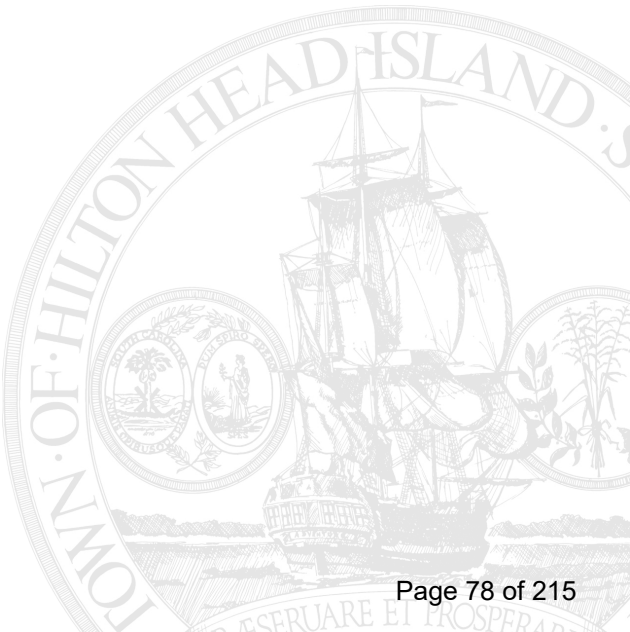
FY25 - Approved Budget (Original)	\$2,431,677
FY25 – Approved Budget (2 Ladder Trucks)	\$4,500,000
FY25 - Approved Budget (Other Fleet)	\$ 366,000

Total FY25 Approved Budget	<u>\$7,297,677</u>
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FY25 Proposed Budget Amendment Carry Forward:	\$4,453,030
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<u>Revised FY25 Budget</u>	<u>\$11,750,677</u>
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FY24-FY25 Expenses Paid	<\$4,419,743>
Remaining Budget	\$7,330,934



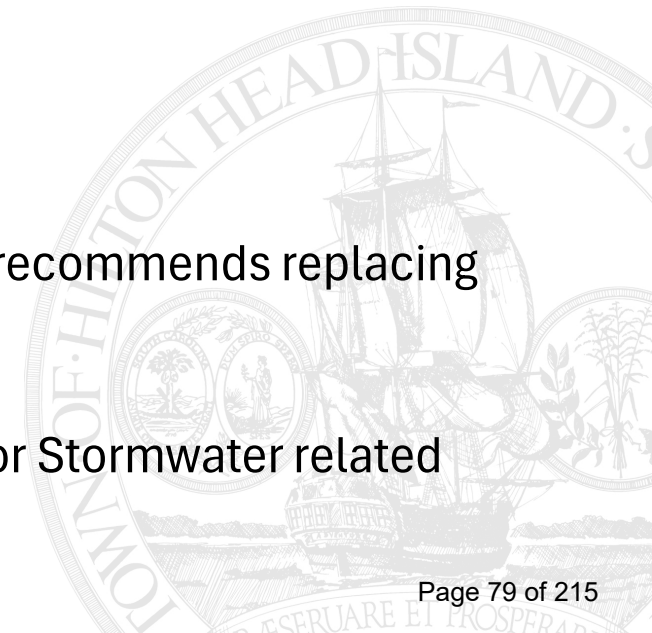
Capital Improvements Program Fund Total Adjustment - \$8,468,892

c. Wexford Pump Stations Pumps (2)- \$665,994 (Un-Budgeted) + \$47,552 Due to Tropical Storm Debby
Revenue Source: Stormwater Utility Fund

History:

- The Wexford Pump Station was constructed in 2003 to protect 1500-acre upstream watershed encompassing more than 1750 residential and commercial properties.
- Pumps were inspected and deemed operational in April 2024.
- Diminishing reliability became evident during Tropical Storm Debby.
- To ensure adequate community protection during the 2025 Hurricane Season, Staff recommends replacing the two pumps.

****\$47,552** will be transferred from the Stormwater Utility Fund to the CIP Fund to pay for Stormwater related expenses.

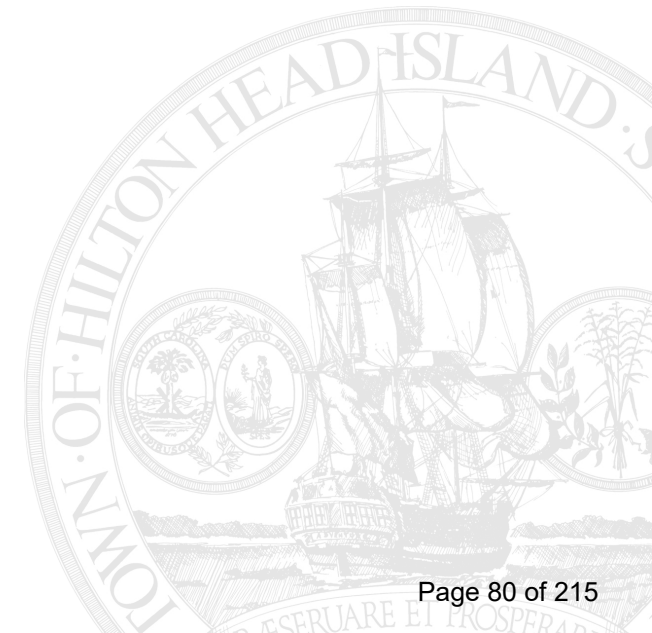


Capital Improvements Program Fund Total Adjustment - \$8,468,892

d. Land Acquisition - \$2,975,000 (Un-Budgeted)

Revenue Source: Tax Increment Financing Balance (TIF)

Property located within the TIF District. Remaining TIF balance utilized to purchase property located at 4 Office Way.



Capital Improvement Program Fund Effect:

Approved Fiscal Year 2025 Budget \$74,381,459

Budget Amendments:

Lawton Pump \$ 327,316

Fire Trucks & Equip. \$ 4,453,030

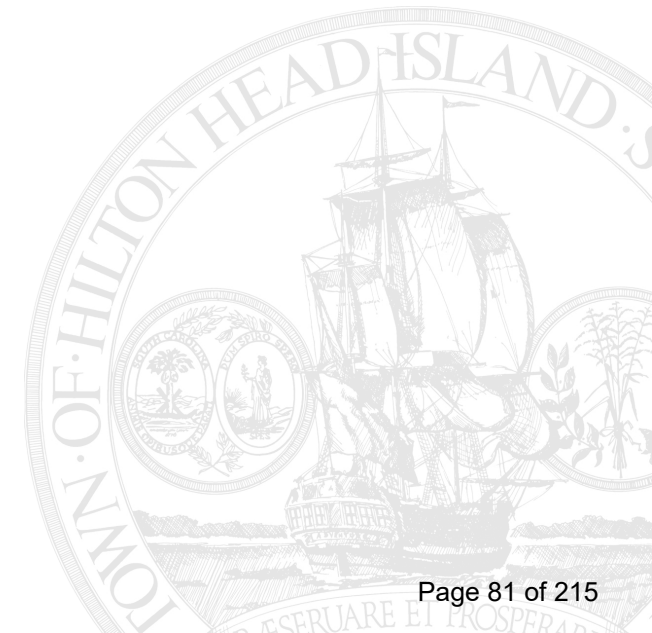
Wexford Pumps \$ 665,994

Land Acquisition \$ 2,975,000

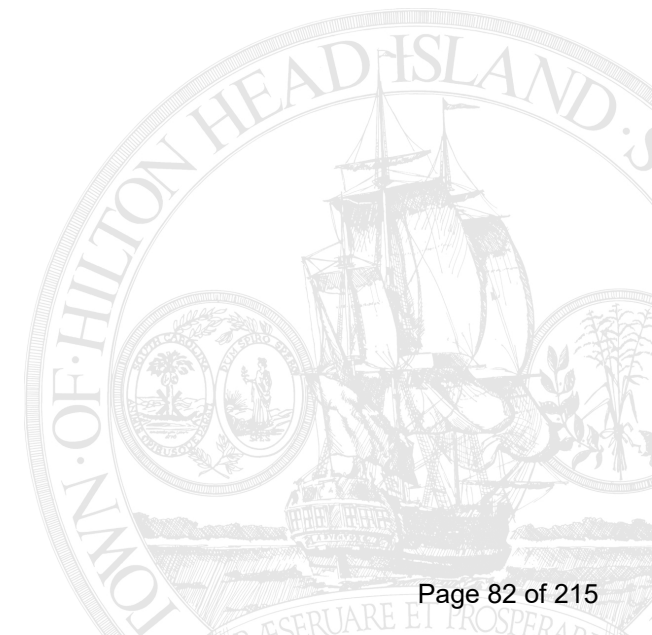
Total Budget Amendments \$ 8,421,340

Transfer Out to CIP Fund: Balance required
for proposed FY25 CIP Stormwater Program \$ 47,552

Revised Budget **\$82,850,351**



3. Stormwater Utility Fund

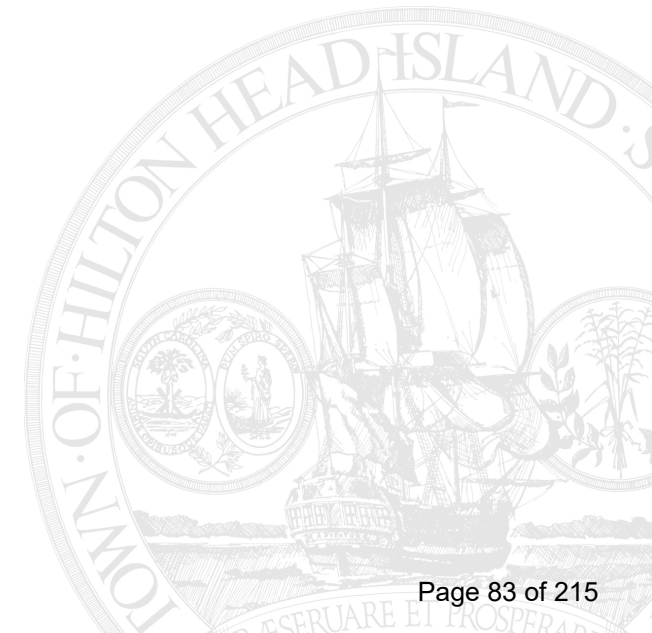


Stormwater Utility Fund Total Adjustment - \$1,557,166

a. Stormwater Operating Expenses - \$474,241 Budgeted Carry Forward Revenue Source: Stormwater Utility Fund

Contracts signed in FY2024: work in progress in FY2024 to end in FY2025:

- Sea Pines/SF Beach - Inventory & Modeling
- Resilience Plan
- Treatment of 5 ponds
- 21 Lagoon Road Drainage Improvements
- Haig Point Channel - Procure & Install 3 New Flap gates/Triple
- Woodlake Villas / Indian Trail Survey/Mathews Court Drainage
- 5 Clyde Lane Sinkhole Repair (Palmetto Hall PUD)
- Wexford - Emergency Repair & Control System Upgrade



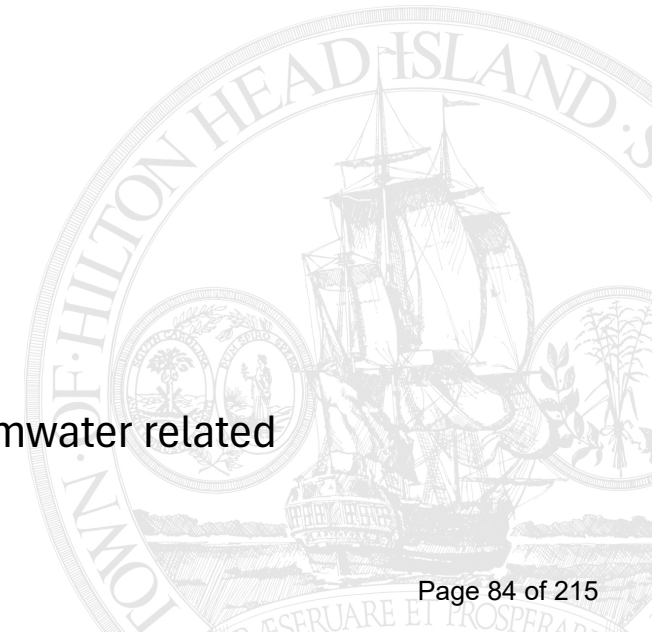
Stormwater Utility Fund Total Adjustment - \$1,557,166

b. Stormwater Emergent Maintenance - \$1,035,373 due to Tropical Storm Debby (Un-Budgeted Expenses)

Revenue Source: Stormwater Utility Fund

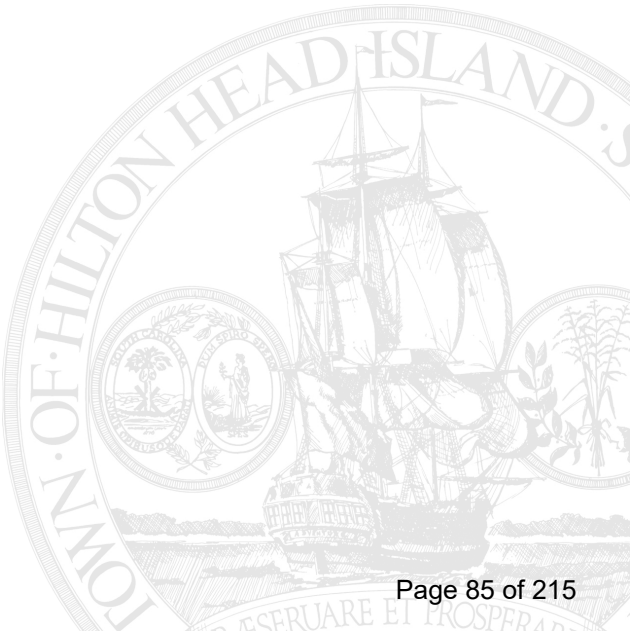
- Corrective Maintenance Program
- Public Systems
- Corrective Maintenance Program
- POA Agreement Systems
- Pump Station Maintenance Program

**\$47,552 will be transferred from the Stormwater Utility Fund to the CIP Fund to pay for Stormwater related expenses.



Stormwater Utility Fund Effect:

Approved Fiscal Year 2025 Budget	\$7,525,525
Budget Amendments:	
Stormwater Operating Expenses	\$ 474,241
Stormwater Emergent Maint.	\$ 1,035,373
Total Budget Amendments	<u>\$ 1,509,614</u>
Transfer Out to CIP Fund: Balance required for proposed FY25 CIP Stormwater Program	<u>\$ 47, 552</u>
<u>Revised Budget</u>	<u>\$9,082,691</u>

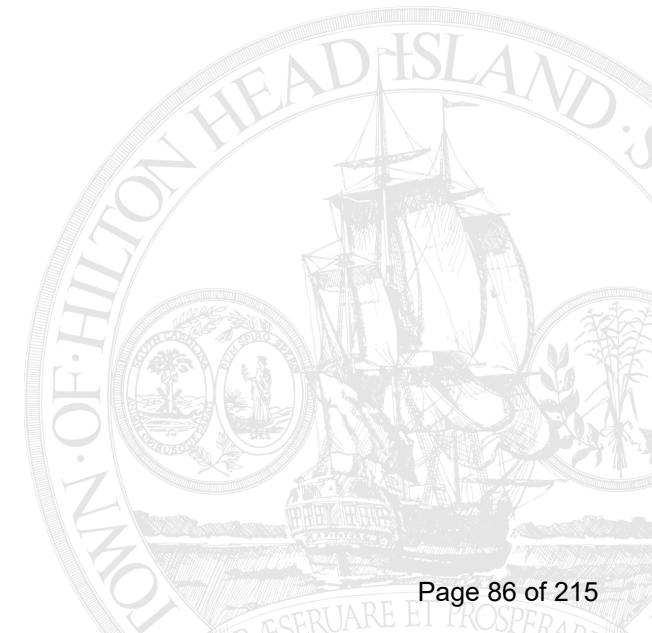


Fiscal Year 2025 Budget Amendment

Purpose:

This review represents budget amendments proposed to Town Council for Fiscal Year 2025 impacting the following funds.

1. General Fund \$1,622,546
2. Capital Improvement Program Fund \$8,468,892
3. Stormwater Utility Fund \$1,557,166

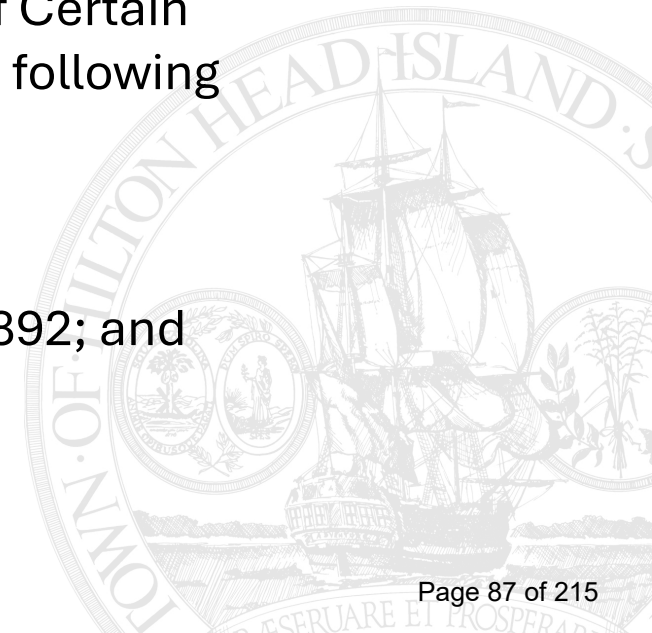


FY25 Budget Amendment

Proposed Motion:

I move that the Town of Hilton Head Island adopt an Ordinance on Second Reading Amending the Budget for the Fiscal Year Ending June 30, 2025; to Provide for the Roll Forward of Certain Budgeted Appropriations from the Prior Year Budget, to Provide Certain Other Appropriations and Commitments for the Expenditures of Certain Funds; and to Allocate the Sources of Revenue for the Said Funds in the following manner:

1. To the General Fund in the amount of \$1,622,546;
2. To the Capital Improvement Program Fund in the amount of \$ 8,468,892; and
3. To the Stormwater Utility Fund in the amount of \$1,557,166.





TOWN OF HILTON HEAD ISLAND

TOWN COUNCIL

TO: Mayor and Town Council Members
FROM: Marc Orlando, Town Manager
CC: Shawn Leininger, Assistant Town Manager
DATE: October 15, 2024
SUBJECT: Consideration of A Resolution Adopting a Beach Parking Fee Schedule

SUMMARY:

The Town Council has requested further discussions regarding the Resolution setting forth various aspects of the beach parking program. The information that was provided to Town Council previously is being enclosed to further support these discussions.

BACKGROUND:

At its meeting on October 1, 2024, the Town Council voted to place the Resolution setting forth various aspects of its beach parking program on the October 15, 2024, Town Council meeting agenda. This Resolution was initially adopted by the Town Council at its September 17, 2024 meeting on a 5-2 vote.

The enclosed materials were provided to the Town Council at its September 17, 2024, meeting and consisted of a Staff Report, PCI's budget for FY2024 and FY2025, the draft Ordinance, and draft Resolution. Given that both the Ordinance and Resolution have been subsequently approved by the Town Council, signed copies of those documents have been included rather than the unsigned drafts that were previously provided.

ATTACHMENTS:

1. September 17, 2024 Staff Report on Beach Parking Resolution
2. PCI Budget FY2024
3. PCI Budget FY2025
4. Signed Beach Parking Management Ordinance
5. Signed Beach Parking Resolution



TOWN OF HILTON HEAD ISLAND

TOWN COUNCIL

TO: Town Council Members
FROM: Joshua Gruber, *Deputy Town Manager*
CC: Marc Orlando, *Town Manager*
DATE: September 17, 2024
SUBJECT: Consideration of a Resolution Adopting a Beach Parking Fee Schedule

RECOMMENDATION:

The Community Services and Public Safety Committee (the “Committee”) is recommending that the Town Council consider the adoption of a Resolution setting forth several policy matters related to the imposition of a paid beach parking program.

BACKGROUND:

At its August 19, 2024, meeting, the Committee performed a comprehensive review of a Resolution setting forth various aspects of a paid beach parking program. Those aspects included addressing resident beach parking passes, establishing a proposed beach parking rate inclusive of location, hours of operation and hours of collection, seasonal or year-round collection, and addressing concerns related to employee parking for business located in and around the Pope Avenues area.

At the conclusion of its April meeting, the Committee voted 3-1 to adopt the following recommendations:

- Elimination of the \$15.00 fee for resident beach parking passes.
- Maintain the cap of two resident beach parking passes per household.
- Require paid beach parking at all Town beach parking facilities.
- Suspend paid beach parking at Chaplin Beach Park during youth recreational sports programming.
- Require paid beach parking seasonally from March 1st to September 30th of each year.
- Establish uniform hours of operation for the Town’s beach parks from 6:00AM – 10:00PM daily and require paid beach parking be collected during the hours of 7:00AM – 7:00PM.
- The Committee chose to recommend several possible options in terms of setting a paid parking rate.
- The Committee recommended that employee parking concerns for businesses located in the Pope Avenue area be addressed through the establishment of a park and ride program utilizing either USCB, Crossings Park, or some other Town-

owned property not currently within the vicinity of the Coligny Beach Park. Additionally, a corresponding shuttle service will need to be contracted to meet the transportation needs of this recommended program.

To support these continued discussions with the Town Council, this Staff Report includes data provided to the Committee regarding the goals sought to be accomplished through this program, evaluation of current and future fiscal impacts for both program revenues and expenditures, market data regarding other communities who impose paid beach parking, and a comprehensive analysis on options to address employee parking concerns.

ANALYSIS:

1. Beach Parking Program Purpose.

In defining the program's purposes, staff prepared the following items based upon prior discussions with the public, the Committee, and members of Town Council. Those points include the following:

- Control Demand and Influence Beach Parking Decisions.
- Communicate Timely Information on Beach Parking Availability and Alternative Options.
- Provide Parking Areas that are Safe/Secure.
- Provide a Paid Parking Program that is Convenient, User Friendly, and Provides Superior Customer Service.
- Protect Adjoining Neighborhoods and Businesses from Paid Parking/Overflow Impacts.

2. Current and Future Fiscal Impacts.

In 2023, Town Council authorized a budget amendment to facilitate the hiring of PCI Municipal Services (PCI) to manage the Town's Beach Parking Program. This Fiscal Year 2024 Budget amendment included operational expenses of \$366,965 and a Capital budget of \$502,765, for a combined expenditure of \$869,730. A copy of this Ordinance has been enclosed as Attachment 1. For Fiscal Year 2025 budget, PCI has submitted a proposed operating budget of \$598,789 and a recurring Capital budget of \$25,000, for a total combined expenditure of \$623,789. A copy of that information is enclosed as Attachment 2.

In addition to the existing program expenses discussed above, the Committee is recommending that the current \$15.00 fee for Island Resident Beach Parking Passes be made free of charge. The adoption of this recommendation will add an additional \$105,000 in yearly expenses to the Beach Parking Management Program.

Therefore, in order to financially support these combined expenses, the Town Council should consider adopting an updated parking fee rate structure that will generate

sufficient revenues to cover these program costs.

3. Beach Parking Rate Data.

A survey was conducted of other similar jurisdictions to determine currently prevailing beach parking rates and whether they established a maximum daily charge. A summary of that data, effective as of August 1, 2024, is as follows:

Location	State	Hourly Rate	Daily Rate/Max	Weekend Rate	Notes:
Folly Beach	South Carolina	\$2.50	\$10.50 - \$15.00	n/a	One parking location has a maximum daily rate of \$15.00 with no hourly parking offered. All others are \$2.50 per hour up to a \$10.50 per day cap.
Charleston County	South Carolina	n/a	\$5.00 - \$15.00	\$20.00	Parking rates are per day and based on a seasonal schedule with out of season at \$5.00 per day, shoulder season at \$10.00 per day, and peak season at \$15.00 per day Mon.-Fri., and \$20.00 per day Sat. and Sun.
Edisto Beach	South Carolina	n/a	n/a	n/a	Parking is included with your admission fee. Admission is \$8.00 per adult, \$5.00 per senior, and \$4.00 per child aged 6-15.
Isle of Palms	South Carolina	\$2.00	\$10.00	\$15.00	Paid parking is charged from 8AM – 8PM, March 1– October 31. The daily rate is \$10.00 Monday–Friday and \$15.00 on weekends and

					holidays. After 4 PM, the hourly rate is \$2.00 per hour until 8PM. Residents and seasonal parking pass holders can park for free in these lots.
Myrtle Beach	South Carolina	\$2.00 - \$3.00	\$10.00 - \$15.00	n/a	The direct beach access areas have a rate of \$3.00 per hour and a maximum daily rate of \$15.00. The core business district has an hourly rate of \$2.00 per hour with no daily maximum.
Surfside Beach	South Carolina	\$0.50 - \$2.00	\$10.00	n/a	Some parking lots have no daily maximum.
Kiawah Island	South Carolina	n/a	\$5.00 - \$15.00	\$20.00	Parking rates are per day and based on a seasonal schedule with out of season at \$5.00 per day, shoulder season at \$10.00 per day, and peak season at \$15.00 per day Mon.-Fri., and \$20.00 per day Sat. and Sun.
Wrightsville Beach	North Carolina	\$5.00	\$25.00	n/a	Parking fees are enforced March to October.
Tybee Island	Georgia	\$4.00	n/a	n/a	Enforced 8AM - 8PM, 365 days a year.
Jekyll Island	Georgia	n/a	\$10.00	n/a	Flat rate vehicle entry fee onto the Island.
St. Augustine Beach	Florida	n/a	\$10.00	n/a	Discounts offered for disabled and

					active military members.
Gulf Shores Beach	Alabama	n/a	\$5.00 - \$15.00	n/a	Parking fees enforced March to November. Two lots offer a four-hour block for \$5.00 or \$15.00 for the entire day. All other lots are \$15.00 per day.

At the conclusion of its discussion, the Committee recommended that the Town Council consider several different parking rate options:

- A. \$3.00/hr with a maximum daily rate of \$15.00 from Monday – Friday, and a flat rate of \$20.00 per day on Saturdays and Sundays.
- B. \$3.00/hr with a maximum daily rate of \$15.00 from Monday – Friday and a flat rate of \$20.00 per day on Saturdays and Sundays during the months of June, July, and August.
- C. \$5.00/hr with a maximum daily rate of \$30.00 from Monday – Friday, and a flat fee of \$25.00 on Saturdays and Sundays.

4. Establishing a Daily Paid Parking Rate.

Based upon the recommendations from the Committee, staff has prepared a chart identifying financial projections for various paid parking rates ranging from \$3.00 per hour to \$7.00 per hour. Additionally, a separate chart showing the collection of these rates on a seasonal basis as recommended by the Committee is shown below in Chart B.

A. Year 1 Revenue Projections - \$3.00/\$5.00/\$7.00 Per Hour (Year-Round)

Public Space Available for Payment	Month	Days Per Month	Parking Utilization %	Average Parking Sessions	\$3/hr	\$5/hr	\$7/hr
1101	January	31	10%	2.0	\$20,479	\$34,131	\$47,783
	February	28	10%	2.0	\$18,497	\$30,828	\$43,159
	March	30	20%	2.0	\$39,636	\$66,060	\$92,484
	April	30	25%	3.0	\$74,318	\$123,863	\$173,408
	May	31	65%	3.5	\$232,944	\$388,240	\$543,536
	June	30	90%	3.5	\$312,134	\$520,223	\$728,312
	July	31	90%	3.5	\$322,538	\$537,563	\$752,589

	August	31	90%	3.5	\$322,538	\$537,563	\$752,589
	September	30	65%	3.5	\$225,430	\$375,716	\$526,003
	October	31	20%	2.0	\$40,957	\$68,262	\$95,567
	November	27	10%	2.0	\$17,836	\$29,727	\$41,618
	December	27	10%	2.0	\$17,836	\$29,727	\$41,618
Revenue Totals					\$1,645,142	\$2,741,903	\$3,838,664

B. Year 1 Revenue Projections - \$3.00/\$5.00/\$7.00 Per Hour (Seasonal)

Public Space Available for Payment	Month	Days Per Month	Parking Utilization %	Average Parking Sessions	\$3/hr	\$5/hr	\$7/hr
1101	March	30	20%	2.0	\$39,636	\$66,060	\$92,484
	April	30	25%	3.0	\$74,318	\$123,863	\$173,408
	May	31	65%	3.5	\$232,944	\$388,240	\$543,536
	June	30	90%	3.5	\$312,134	\$520,223	\$728,312
	July	31	90%	3.5	\$322,538	\$537,563	\$752,589
	August	31	90%	3.5	\$322,538	\$537,563	\$752,589
	September	30	65%	3.5	\$225,430	\$375,716	\$526,003
Revenue Totals					\$1,529,538	\$2,549,228	\$3,568,921

C. 10-Year Expense Calculations

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Labor*	\$376,155	\$391,201	\$406,849	\$423,123	\$440,048	\$457,650	\$475,956	\$494,994	\$514,794	\$535,385	\$4,516,154
Other Expenses	\$76,500	\$66,435	\$68,428	\$70,481	\$72,595	\$74,773	\$77,016	\$79,327	\$81,707	\$84,158	\$751,420
Total^	\$452,655	\$457,636	\$475,277	\$493,604	\$512,643	\$532,423	\$552,972	\$574,321	\$596,500	\$619,543	\$5,267,574

* Does not include benefit expenses of appx. 40% or \$150,000/year.

^ PCI FY2025 Contract = \$623,789

D. 10-Year Net Revenue Projections (\$3.00/hr – Seasonal Collection)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*	Year 7	Year 8	Year 9	Year 10	Total
Gross Revenues	\$1,529,538	\$1,529,538	\$1,529,328	\$1,529,328	\$1,529,328	\$1,911,660	\$1,911,660	\$1,911,660	\$1,911,660	\$1,911,660	\$17,205,990
Less Expenses	\$452,655	\$457,636	\$475,277	\$493,604	\$512,643	\$532,423	\$552,972	\$574,321	\$596,500	\$619,543	\$5,267,574
Net Revenues	\$1,076,883	\$1,071,902	\$1,054,051	\$1,035,724	\$1,016,685	\$1,379,237	\$1,358,688	\$1,337,339	\$1,315,160	\$1,292,117	\$11,938,416

*25% Projected Increase

In addition to the projected revenues and expenses listed above, staff has identified current beach park related expenses that could be considered for financial support from beach parking revenues. This list includes, but is not limited to, any actions which support the Town's beach park environmental and sustainability initiatives, enhancements to multi-modal transportation, enhanced trash collection and recycling, energy efficiency projects, Americans with Disabilities Act (ADA) upgrades and accessibility, and expansion of beach related environmental partnerships. A spreadsheet identifying current General Fund or CIP beach park related expenses is shown below:

E. Table of Potential Surplus Revenue Uses

Expense Type	Description	Cost
Beach Management & Monitoring	Ongoing activities to manage the beach including Island wide beach survey and monitoring, endangered species monitoring, Beach Program Economic Sustainability Analysis, etc.	\$300,000
Beach Renourishment	Activities related to Beach Renourishment Project, including permitting, bidding, and construction. Construction of next cycle of renourishment anticipated to begin in April 2025. Pine Island, Fish Haul Creek, and Heel must be complete by August 2025 to achieve Fish & Wildlife Permit requirements. Renourishment of remaining island beaches in FY26. FEMA funds must be reimbursed by December 2025.	\$16,500,000
Beach Park Maintenance & Improvements	Maintenance and general improvements to 7 beach parks such as paving, landscaping, lighting, and site furnishings, etc. FY25 - Upgrades to Recycling, Trash, Wayfinding, Rules, Signage, Lighting	\$250,000
Islanders Beach Park Improvements	FY24 - Design of Islanders Park Renovation and construction of pedestrian pathway from Folly Field Road to restroom and playground in FY24. FY25 - Construction of Islanders Park Renovation pending coordination with Beach Renourishment staging area	\$3,750,000
Beach Wheelchair Storage	Permanent storage structure for increased beach wheelchairs stemming from Chamber Leadership Class project; 5 locations (\$19,800 each)	\$99,000
Beach Parks Janitorial	Janitorial	\$106,000

Beach Waste & Recycling	Waste	\$425,000
Beach Parking Shuttle	Shuttle	\$24,000
Land Acquisition	Land Acquisition	\$4,000,000
Total Costs		\$25,454,000

5. Employee Parking Considerations.

One of the concerns expressed by the Committee was the potential impacts to adjacent businesses in the Pope Avenue area. Specifically, local business owners have expressed a concern about the impact paid parking may have on their workforce. In response, Town staff initiated a survey of all businesses that are believed to be located within a radius of 300 feet (100 yards) of the Coligny Beach Parking lot based upon information contained in the Town's emergency addressing database. 146 separate businesses were identified as having active business licenses located within this identified boundary.

To support the Committee's discussion of this matter, staff surveyed other beachfront communities to identify how these jurisdictions have approached addressing this concern. The results of that survey are as follows:

Jurisdiction	Local Business/Employee Parking Provisions
Folly Beach	No
Charleston County	No
Edisto Beach State Park	No
Isle of Palms	No
Myrtle Beach	Yes, but is limited to specific geographic area, limited to type of parking space that can be occupied, costs \$50.00 per year.
Surfside Beach	Yes* Spaces in certain lots are designated for employee parking.
Kiawah Island	No
Wrightsville Beach	No* Contractor passes are available for \$10/day
Tybee Island	Yes, A discounted parking rate is offered for local businesses to purchase for their employees (\$200 per year)
Jekyll Island	No
St. Augustine, FL	No
Sarasota, FL	Yes, either a \$10/month or \$20/month pass is offered for employee parking depending upon location
Clearwater, FL	Yes, a \$40 monthly pass is offered but parking is limited to certain geographic areas
Gulf Shores, AL	Free parking for all City residents
Beaufort, SC	Yes, a discounted parking pass of \$35 per month

At the conclusion of its discussion, the Committee recommended that Town Council consider creating a remote park and ride program utilizing Town-owned property and a contracted transportation provider to facilitate employee parking for businesses located within the Pope Avenue area that may be affected by the imposition of paid beach parking. These program expenses would be in addition to those shown in the expense calculations provided above and would range from approximately \$60 - \$90 per hour depending upon the length of time and frequency that shuttle service will be provided.

6. Recreational Sports/Beach Parking Considerations.

In addition to the previously discussed recommendations, the Committee expressed support for exempting the collection of parking fees at Chaplin Beach Park while recreational sports programming is being facilitated at this location. This would essentially result in paid beach parking being collected at Chaplin Beach Park from Memorial Day until Labor Day and would otherwise remain free of charge at all other times due to current recreational sports league schedules. The Town will coordinate directly with the Island Recreation Association in this regard and will prepare appropriate signage to communicate this information if ultimately adopted.

7. Policy Questions to be Addressed.

The Committee has recommended several matters of policy for the Town Council to consider as it weighs whether to implement paid beach parking. A summary of those policy questions includes the following:

1. Resident Parking Passes
 - a. Free for Residents?
 - b. Limit 2 per Household?
2. Establish Parking Rate
 - a. Hourly Rate?
 - b. Locations?
 - c. Year-Round or Seasonal?
 - d. Hours of Operation?
 - e. Hours of Parking Collection?
3. Employee Parking at Coligny Beach Park Area
 - a. Remote Lot/Shuttle Services?
 - b. Dedicated Spaces?
 - c. Monthly Passes?

CONCLUSION:

The draft Ordinance to facilitate a paid beach parking program has previously been considered by the Committee and is now before the Town Council. However, to make

sure that all issues associated with this program have been addressed at the time of the Ordinance's adoption, the Resolution setting forth the proposed beach parking rates and addressing other ancillary issues is recommended for contemporaneous consideration. This would allow for both a framework that is necessary to administer a beach parking program and the necessary rate structure to fully implement this program.

ATTACHMENTS:

1. FY2024 Budget Amendment Ordinance
2. FY2025 Proposed Parking Management Budget
3. Beach Parking Management Ordinance Draft
4. Beach Parking Resolution Draft

Town of Hilton Head Island

Parking Program Annual Operating Expense Budget FY23



Operating Expense		FY23
Labor	\$	151,425
Equipment	\$	13,250
Office Expense	\$	21,600
Uniforms	\$	3,500
Marketing	\$	10,000
License/Permits	\$	1,250
Supplies	\$	6,850
Vehicle Expense	\$	5,700
Software Licenses & Fees	\$	90,975
Professional Services Fees	\$	12,350
Management Fees / Insurance	\$	39,165
Signage	\$	10,900
Subtotal Operations	\$	366,965
Capital Expense	\$	502,765
Total Annual Expense	\$	869,730

Town of Hilton Head Island

Parking Program Capital Expense Budget



Item	Location	Quantity	Unit Cost	Total Cost
Parking Space Sensors	Multiple	153	\$ 305.00	\$ 46,665.00
Fixed LPR Cameras	Chaplin Park/Castnet Overflow	8	\$ 10,475.00	\$ 83,800.00
Fixed LPR Cameras	Coligny Beach Park	4	\$ 10,475.00	\$ 41,900.00
Fixed LPR Cameras	Driessen Beach Park	2	\$ 10,475.00	\$ 20,950.00
Fixed LPR Cameras	Fish Haul Park	2	\$ 10,475.00	\$ 20,950.00
Fixed LPR Cameras	Islanders Beach Park	2	\$ 10,475.00	\$ 20,950.00
Fixed LPR Cameras	Folly Field Beach Park	4	\$ 10,475.00	\$ 41,900.00
Automated Parking Gates	Folly Field Beach Park	6	\$ 10,550.00	\$ 63,300.00
Automated Parking Gates	Coligny Beach Park	4	\$ 10,550.00	\$ 42,200.00
Automated Parking Gates	Driessen Beach Park	1	\$ 10,550.00	\$ 10,550.00
Automated Parking Gates	Fish Haul Park	1	\$ 10,550.00	\$ 10,550.00
Automated Parking Gates	Islanders Beach Park	1	\$ 10,550.00	\$ 10,550.00
Program Vehicles	N/A	2	\$ 30,000.00	\$ 60,000.00
Mobile LPR	N/A	1	\$ 28,500.00	\$ 28,500.00
				\$ 502,765.00

Assumptions

Gate Expense	Concrete Island/Pad	\$ 1,675.00
<i>Exit Gate Only</i>	Electrical	\$ 3,500.00
	Install / Loop	\$ 1,250.00
	Gate Mechanism	\$ 3,750.00
	Gate Arm	\$ 375.00
		<u>\$ 10,550.00</u>
Fixed LPR Camera	Pole / Fixture	\$ 775.00
	Electrical	\$ 2,000.00
	Installation	\$ 795.00
	Camera	\$ 3,750.00
	Software License	\$ 3,155.00
		<u>\$ 10,475.00</u>

Town of Hilton Head Island

Parking Program Annual Operating Expense Budget FY23



Operating Expense										GRAND TOTAL	\$ 869,730
	November	December	January	February	March	April	May	June		FY Total	
Labor										\$ 151,425	
Manager	\$ 4,625	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$	69,375
Assistant Manager	\$ -	\$ -	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$	28,350
Enforcement	\$ -	\$ -	\$ -	\$ -	\$ 5,725	\$ 5,725	\$ 5,725	\$ 5,725	\$ 5,725	\$	22,900
Ambassador	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 7,500	\$ 10,400	\$ 10,400	\$ 10,400	\$	30,800
Equipment										\$ 13,250	
Citation Handhelds	\$ -	\$ -	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	5,250
Citation Printers	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	2,000
Equipment Repairs	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$	4,000
Flags & Flashlights	\$ -	\$ -	\$ 500	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$	750
Cones & Barricades	\$ -	\$ -	\$ 1,000	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$	1,250
Office Expense										\$ 21,600	
Rent	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$	10,800
Furniture	\$ -	\$ 4,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	6,000
Utilities	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$	1,600
Telephone & Data	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$	3,200
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 3,500	
Marketing										\$ 10,000	
Website	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	3,500
Information Flyers	\$ -	\$ 5,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$	6,000
Promotional	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	500
License/Permits	\$ -	\$ 500	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	
Supplies										\$ 6,850	
Office Supplies	\$ -	\$ 1,500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$	3,250
Citation Paper Rolls	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$	3,600
Vehicle Expense										\$ 5,700	
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$	1,400
Fuel	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$	1,400
Insurance	\$ -	\$ -	\$ -	\$ -	\$ 725	\$ 725	\$ 725	\$ 725	\$ 725	\$	2,900
Software Licenses & Fees										\$ 90,975	
VERGE	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$	17,500
Spot Parking (Wayfinding App)	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$	35,000
Park Loyalty (Citation Software)	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$	7,200
Park Lync (Permitting)	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$	2,400
LPR Licenses & Support	\$ -	\$ -	\$ -	\$ -	\$ 26,275	\$ -	\$ -	\$ -	\$ -	\$	26,275
Nwave Sensors	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$	2,600
Professional Services Fees										\$ 12,350	
Banking Fees	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$	1,750
Credit Card Fees	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$	10,000
Accounting & Legal	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$	600
Management Fees / Insurance										\$ 39,165	
Management Fee	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$	21,000
General Liability Insurance	\$ -	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$	18,165
Signage	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 500	\$ 200	\$ 200	\$ 200	\$ 10,900	
Capital Expense	\$ -	\$ -	\$ 200,000	\$ 150,000	\$ 152,765	\$ -	\$ -	\$ -	\$ -	\$ 502,765	
Monthly Total	\$ 6,875	\$ 33,345	\$ 233,320	\$ 221,170	\$ 227,110	\$ 47,070	\$ 50,420	\$ 50,420	\$ 50,420	\$ 869,730	



PCI Municipal Services Fiscal Year 2025 Budget

	FY25
Labor	
Salaries & Benefits	\$449,229.53
Total Labor Expenses	\$449,229.53
General Expense	
Licenses	\$2,778.92
Vehicle Expense	\$10,150.00
Equipment	\$2,500.00
Software Licenses & Fees	\$14,820.00
Supplies Lot	\$4,800.00
Tickets	\$0.00
Signs	\$6,000.00
Uniform	\$3,600.00
Dues & Subscriptions	\$0.00
Postage	\$200.00
Office Supplies	\$0.00
Marketing	\$0.00
Professional Service Fees	\$11,550.45
Office Expenses	\$23,740.00
Total General Expenses	\$80,139.37
Management	
Liability Insurance/Management Fee	\$69,420.00
Total Management Expenses	\$69,420.00
Total Operating Expenses	\$598,788.90
Capital Expense	
Capital/Technology Expenses	\$25,000.00
Total Budget	\$623,788.90

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

ORDINANCE NO. 2024-15

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA
AMENDING TITLE 12, CHAPTER 3, OF THE MUNICIPAL CODE OF HILTON HEAD
ISLAND, ENTITLED: MOTOR VEHICLES AND TRAFFIC CONTROL, PARKING, TO
REVISE REGULATIONS RELATED TO PAID PARKING AND OTHER MATTERS
RELATED THERETO, AND TO PROVIDE FOR SEVERABILITY AND AN
EFFECTIVE DATE**

WHEREAS, the Town Council of the Town of Hilton Head Island has authority to establish paid parking within designated paid parking areas pursuant to Section 12-3-111, et seq. of the Municipal Code of Hilton Head Island; and

WHEREAS, to provide for a more comprehensive and effective paid parking program, the Town Council now desires to amend the Municipal Code for the Town of Hilton Head Island, South Carolina as further outlined herein; and

WHEREAS, through the enactment of this Ordinance, the Town Council desires to control demand and influence beach parking decisions, communicate timely information on beach parking availability and alternative parking options, provide paid parking areas that are safe/secure, provide a paid parking program that is convenient, user friendly, and provides superior customer service, and protects adjoining neighborhoods and businesses from paid parking/overflow impacts.

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

Section 1. Amendment. Revisions to Sections 12-3-111 through 12-6-120 of the Municipal Code of the Town of Hilton Head Island relating to the establishment of paid parking areas, creation of a parking management program, and parking enforcement measures, are hereby adopted as outlined in Attachment 1 attached hereto and incorporated herein by reference. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Section 2. Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by a 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 take effect on January 1, 2025.

MOVED, APPROVED, AND ADOPTED THIS 1st DAY OF OCTOBER 2024.


Alan R. Perry, Mayor

ATTEST:



Kimberely Gammon, Town Clerk

APPROVED AS TO FORM:



Curtis Coltrane, Town Attorney

ATTACHMENT 1

Chapter 3 - PARKING

Sec. 12-3-111. - Authority to establish ~~parking zones and install meters~~ paid parking areas.

The town council may establish by resolution, from time to time as traffic conditions require, zones to be known as ~~parking meter zones~~ paid parking areas upon such streets or properties of the town as are selected by the town council for the location of such ~~meters~~ designation; and, in such ~~parking meter zones~~ paid parking areas, the town manager shall cause ~~parking meters to be installed and parking meter spaces~~ appropriate signage and notification of paid parking equipment or other similar electronic paid parking capabilities to be designated as hereinafter provided.

Sec. 12-3-112. - Location and operation of ~~meters~~ paid parking areas.

~~Parking meters installed in the parking meter zones established by the provisions of this article shall be placed upon the curb immediately adjacent to the individual parking places hereinafter described. Each parking meter shall be placed or set in such a manner as to show or display by a signal that the parking space adjacent to such meter is or is not legally in use. Each parking meter shall be installed and set to display, upon the deposit of an official coin of the United States of America, which is at the time legal tender, a signal indicating legal parking for a designated time period. Each meter shall also be arranged so that, upon the expiration of the legal parking time, it will indicate by a mechanical operation and the dropping of the proper signal that the lawful parking has expired. The town manager shall be authorized to establish the parking fees.~~

The town manager shall take such actions as may be necessary and appropriate to implement the collection and corresponding enforcement of paid parking areas as designated by the town council. These actions shall include the posting of necessary signage, the installation of paid parking infrastructure, and the implementation of a comprehensive paid parking program either directly or through contracting with appropriate entities as may be required to effectuate the directives of the town council.

Sec. 12-3-114. -- ~~Depositing coins.~~

~~When any vehicle shall be parked in any space alongside of or next to which a parking meter is located in accordance with the provisions of this article, the operator of such vehicle shall, upon entering the parking space, immediately deposit or cause to be deposited a coin of the United States of America, which is, at the time, legal tender, in such parking meter and the parking space may then be lawfully occupied by such vehicle during the period indicated on the meter. If such vehicle shall remain parked in any such parking space beyond the parking time limit, the parking meter shall display a sign or signal showing illegal parking or expiration of time allotted, and in that event, such vehicle shall be considered as parked overtime. Overtime means beyond the period of legal parking time. The parking of a vehicle overtime in any such part of a street where any such meter is located shall be a violation of this article.~~

Sec. 12-3-117. - Defacing, injuring, etc.

It shall be unlawful for any person to deface, injure, tamper with, open or willfully break, destroy or impair the usefulness of any ~~parking meter signage~~ or devise installed under the provisions of this article.

Sec. 12-3-118. - Violations; parking enforcement personnel to report; notices; penalty.

- (a) It shall be the duty of the ~~enforcement officer of the town~~ town, the designated parking contractor of the Town, or the Beaufort County Sheriff to report:
1. The ~~number of each parking meter~~ identity of each paid parking area which indicates that the vehicle occupying the a designed parking space adjacent to such parking meter within such paid parking area is or has been parked in violation of any of the provisions of this article Chapter; and
 2. The state license number of such vehicle; and
 3. Any other facts, knowledge of which is necessary to a thorough understanding of the circumstances surrounding such violation.
- (b) Each such ~~parking enforcement officer~~ community code enforcement officer, designated town staff member, designated parking contractor, or member of the Beaufort County Sheriff's Office shall also attach to such vehicle a notice to the owner thereof that such vehicle has been parked in violation of a provision of this article stating the bond set by the town for said violation the administrative penalty associated with such violation. Every ~~person who violates or fails to comply with any of the provisions of this article shall be punished for each such violation as provided for in section 1-5-10 of this Code.~~
- (c) In any ~~parking meter zone~~ paid parking area, every hour or fraction of an hour of overtime parking shall constitute a separate offense.

~~Sec. 12-3-121. - Penalties for delinquent parking fines.~~

The following penalties are hereby established for ~~delinquent parking fines~~:

- (a) ~~Delinquent after 10 days, add\$10.00~~
- (b) ~~After every 30 days add an additional10.00~~
- (c) ~~Maximum penalty 40.00~~

ARTICLE 6 - Beach Parking Management

Sec. 12-6-110. - Purpose and Intent.

The purpose of this Article is to establish regulations for the management of paid parking areas for public beach access within the jurisdiction of the Town of Hilton Head Island. The intent of this Article is to promote the effective use of parking resources and ensure the public safety, accessibility, and convenience of beachgoers, while minimizing adverse effects on the neighboring environment.

Sec. 12-6-111. - Definitions.

Paid Parking Area. Any area designated by the town requiring payment to park therein.

Parking Contractor. The town or its designed vendor to manage the beach parking program.

Resident. For purposes of this Article, resident shall mean:

- (a) Any person who owns any single or multi-family residence in the municipal limits of the Town, irrespective of whether the person qualifies for the 4% special assessment ratio except:
 - 1. The owner of a property that is offered for leases of any term of more than 183 days in any calendar year is not deemed a "resident" eligible for a beach parking pass based on the ownership of that property.
- (b) Any person who is a tenant under a lease for a single or multi-family residence for a period of 183 days or more in any calendar year.
- (c) Any person who owns time-share interests totaling more than 183 days per year.

Sec. 12-6-112. – Designation of paid parking areas.

The following areas are designated as paid parking areas:

- (a) Alder Lane Beach Park
- (b) Chaplin Beach Park
- (c) Coligny Beach Park
- (d) Driessen Beach Park
- (e) Fish Haul Beach Park
- (f) Folly Field Beach Park
- (g) Islanders Beach Park

The Town Council shall determine the appropriate rates for the paid parking areas by resolution.

The town manager or designee shall install and maintain appropriate signs indicating the boundaries of the paid parking areas and the parking rates established therefore.

Sec. 12-6-113. – Fees, payment, and enforcement.

- (a) The parking fees for any paid parking area shall be established by a resolution of the town council.
- (b) Any person who parks a vehicle in a paid parking area must pay the appropriate fee as specified by the town or designated parking contractor.
- (c) Payment shall be made through the designated payment mechanism installed by the town of designated parking contractor or otherwise provided for electronically for the express purpose of paying for a designated parking space.
- (d) The town or designated parking contractor shall enforce the payment of parking fees and may issue administrative citations or take other appropriate measures to ensure compliance, including but not limited to vehicle immobilization and/or towing.

Sec. 12-6-114. - Exemptions.

- (a) The following vehicles shall be exempt from payment of parking fees:
 - 1. Vehicles of emergency responders while engaged in official duties;
 - 2. Vehicles of disabled persons displaying appropriate placards or license plates; and
 - 3. Vehicles of authorized Town employees engaged in official duties.
- (b) The town manager may establish additional exemptions during permitted special events.
- (c) Vehicles which have been registered pursuant to the Town's Resident Beach Parking Pass program shall be exempt from the payment of parking fees.

Sec. 12-6-115. – Resident beach pass.

- (a) The town shall issue resident beach parking passes to residents who can prove primary residency within the Town of Hilton Head Island as defined in Section 12-6-111. Resident beach parking passes will allow residents to park within the paid parking areas during the established hours of operation without paying the daily parking fees as designated by the town council.
- (b) Qualified residents of Hilton Head Island shall be entitled to receive a maximum of two beach parking passes per household. Beginning in calendar year 2025, the beach parking passes provided for in this section shall be issued without charge. However, the town council shall have the right to assess a fee for these passes in the future and shall be

authorized to set such fee by the adoption of a corresponding resolution setting forth this amount.

- (c) Residents who receive a beach parking pass are subject to the parking regulations of this Article.
- (d) The town may revoke or refuse to issue resident beach passes for individuals who violate this Article.

Sec. 12-6-116. – Defrauding, opening, impairing, or damaging paid parking devices.

It shall be unlawful for any person to defraud, open, impair, or damage a paid parking device or related equipment. Violations of this section shall be punishable as set forth in Section 1-5-10 of the Municipal Code of the Town of Hilton Head Island.

Sec. 12-6-117. – Rules and regulations.

- (a) The following rules and regulations are applicable in the paid parking area and shall be enforced by the designated parking contractor, community code enforcement officers or the Beaufort County Sheriff's Office:
 - 1. No parking outside of the hours of operation of the paid parking area;
 - 2. No parking in areas designated as no parking zones;
 - 3. No parking in areas marked for emergency vehicles;
 - 4. No parking in areas reserved for handicapped individuals unless a valid handicapped placard is visibly displayed; and
 - 5. No parking in any area within a designated paid parking area that is not specifically identified as a parking space.

Sec. 12-6-118. – Dates and Hours of operation, Chaplin Beach Park exception.

- (a) Paid parking areas shall be open for public use during the dates and hours designated by the town council, which shall be formalized through either through the adoption of an ordinance or corresponding paid parking area resolution setting forth such dates and/or hours.
- (b) The dates and hours of operation adopted by the town council and the corresponding paid parking requirements therein shall be posted on appropriate signs and may be adjusted from time to time as deemed necessary by subsequent action of the town council.
- (c) Paid parking requirements at the Chaplin Beach Park shall be suspended during any youth recreational sports programming season facilitated by the Island Recreation Association.

The Town will coordinate with the Island Recreation Association on the dates that this exemption will be in place and will cause appropriate signage to be installed notifying individuals when paid parking will be required at this location.

Sec. 12-6-119. – Penalties and fines.

- (a) Unless otherwise stated in this Article, any person who violates any provision of this Article shall be subject to fines and vehicle tow or immobilization. The fine schedule shall be on a graduated basis based on the number of violations issued within a 12-month period as follows:
1. First violation: a written warning and/or a fine of \$50, reminder of parking regulations and notification of potential vehicle tow or immobilization for future violations.
 2. Second violation: a fine of \$100 and possible towing or immobilization of vehicle at owner's expense.
 3. Third and subsequent violations: a fine of \$250 and mandatory towing or immobilization of vehicle at owner's expense.
 4. Fourth and subsequent violations: a fine of \$500 and mandatory towing or immobilization of vehicle at owner's expense.
- (b) A \$25 late fee shall be applied to any original fine not paid within 30 days of being issued.
- (c) The town, parking contractor, or the Beaufort County Sheriff's Office may also immobilize, tow, or impound any vehicle parked in violation of this Chapter if, in its sole discretion, deems it necessary for public safety purposes.

Sec. 12-6-120. – Appeals of administrative citation.

- (a) Any person who receives an administrative citation related to paid parking may appeal the citation by submitting a written appeal to the designated parking contractor within 30 days of the citation.
- (b) The parking contractor shall review the appeal and issue a written decision within 30 days of receiving the appeal.
- (c) If the person appealing the citation disagrees with the decision of the parking contractor, he or she may appeal to the town attorney or his or her designee within 30 days of receiving the decision of the parking contractor. An appeal to the town attorney or his or her designee shall include statements of fact and conclusions of law to support the appeal.

- (d) The decision of the town attorney or his or her designee shall be final. Any subsequent appeals may be made to a court of competent jurisdiction within 30 days of receiving the town attorney's final decision.
- (e) This section does not apply to violations issued in accordance with Section 12-5-517 of this Article.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA ESTABLISHING PARKING FEES IN ACCORDANCE WITH SECTIONS 12-6-111 THROUGH 12-6-120, MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA (1983).

WHEREAS, the Town Council of the Town of Hilton Head Island has authority to establish parking fees within paid parking areas pursuant to § 12-6-112, *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983); and

WHEREAS, the recommendations from the Town's Community Services and Public Safety Committee are reflected as alternative options for the Town Council to consider and are stated as such below; and

WHEREAS, after determining which option(s) the Town Council wishes to adopt, this Resolution will be amended to reflect these selections prior to its execution.

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

Section 1: Parking Fees. The fee for parking within any Town paid parking areas as set out in § 12-6-112, *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983), shall be \$3.00 per hour; provided, however:

- (a) Parking at Town paid parking areas located within the Pope Avenue business corridor, shall be free of charge; and,
- (b) Parking at Chaplin Beach Park shall be free of charge during all seasons for youth recreational sports.

Section 2: Daily Maximum Fee. Regardless of the hourly rate charged, any individual parking a vehicle shall be given the option to pay a maximum daily rate of \$15.00 for all-day parking within any individually designated paid space on any single calendar day Monday – Friday, and a flat rate of \$20.00 per day per vehicle on Saturdays and Sundays for those paid parking areas as set out in § 12-6-112, *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983); provided, however, that paid parking areas located within the Pope Avenue Business Corridor shall be free of charge.

Section 3: Resident Beach Parking Passes. Residents of the Town of Hilton Head Island as identified in § 12-6-111, *Municipal Code of The Town of Hilton Head*

Island, South Carolina (1983), shall be authorized to register two (2) vehicles per household free of charge upon the submission of appropriate documentation to the Town, or to the Town's parking management contractor, demonstrating compliance the required residency qualifications. The registration of such vehicle will entitle such vehicle to park for free within any parking space in any Town paid parking area that is not otherwise reserved for handicapped individuals (unless also displaying an approved handicapped placard) or are otherwise restricted by posted signage.

Section 4: Hours of Operations. The Town's Beach Parks designated in the Municipal Code of the Town of Hilton Head Island as consisting of Alder Lane Beach Park, Chaplin Beach Park, Coligny Beach Park, Driessen Beach Park, Fish Haul Beach Park, Folly Field Beach Park, and Islanders Beach Park shall be open from 6:00 o'clock, A.M., to 10:00 o'clock P.M. daily unless the hours of operation are modified or the park or parks are closed by action of the Town Council or Town Manager.

Section 5: Hours for Collection of Parking Fees. Unless exempted in this Resolution, parking fees will be charged and collected in all Town paid parking areas from 7:00 o'clock A.M. to 5:00 o'clock P.M., daily, during those periods specified in Section 6 below.

Section 6: Dates for Collection of Parking Fees. Unless exempted in this Resolution, parking fees will be charged and collected within the Town's paid parking areas beginning on March 1st and continuing through September 7th of each year.

Section 7: Special Event Parking. The Town Manager, or his designee, is hereby authorized to approve the suspension of parking fees at Town paid parking areas to support any activity which has received a special event permit as set forth in Title 17, Chapter 12, *Municipal Code of The Town of Hilton Head Island, South Carolina* (1983).

Section 8: Implementation and Collection. The Town Manager, or his designee, shall take all necessary steps to implement and collect the parking fees provided for in this Resolution, consistent with the procedures and provisions of the Town's Municipal Code.

Section 9: Effective Date. This Resolution shall take effect on January 1, 2025.

MOVED, APPROVED, AND ADOPTED THIS 17th DAY OF SEPTEMBER, 2024.

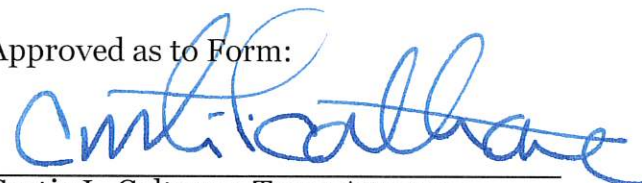

Alan R. Perry, Mayor

Attest:



Kimberly Gammon, Town Clerk

Approved as to Form:



Curtis L. Coltrane, Town Attorney



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Marc Orlando, Town Manager
FROM: Shari Mendrick, Floodplain Administrator
VIA: Shawn Leininger, Assistant Town Manager
VIA: Missy Luick, Director of Planning
VIA: Chris Lewis, Building Official
DATE: October 15, 2024
SUBJECT: Consideration of a Resolution to adopt the 2024 Repetitive Loss Area Analysis as required for the Federal Emergency Management Agency's Community Rating System

RECOMMENDATION:

Consideration of a Resolution to adopt the 2024 Repetitive Loss Area Analysis (RLAA) as required for the Federal Emergency Management Agency's (FEMA's) Community Rating System (CRS).

BACKGROUND:

The Town has actively participated in the Community Rating System (CRS) program since October 1, 1991. The Town is currently a Class 5 Community, which gives its residents in the Special Flood Hazard Area (SFHA) a 25% discount on their flood insurance premiums. Currently, the Town has 23,697 NFIP Flood Insurance policies enforced with a savings of \$3,079,690.

Although the regional 2020 Natural Hazard Mitigation Plan was approved by FEMA, it did not meet the CRS requirement for communities with greater than 50 repetitive loss properties. The RLAA was developed to satisfy a prerequisite for CRS communities with greater than 50 repetitive loss properties to maintain the 25% CRS discount on FEMA Flood Insurance Premiums.

SUMMARY:

The purpose of the RLAA is to assess the potential causes of flooding in areas that have historically flooded and properties with repeated flood losses. The RLAA document is an analysis of site-specific details, such as structure's finish floor height, exterior a/c units, grades, plus nearby storm water inlets, catch basins and drainage waterway features. The results of the assessment are used to develop recommendations for appropriate mitigation strategies to reduce or eliminate future flood losses. There is no mandate for property owners to mitigate flood risk; however the RLAA provides a guide and resources available to property owners to make improvements and protect their property.

The RLAA is a critical element of the Community Rating System (CRS), which is used to establish National Flood Insurance Program (NFIP) premium rates for Town Residents.

The RLAA document is made up of two sections:

- 1) **Repetitive Loss Area Analysis** which includes mapping of 25 repetitive loss areas within the Town with 982 properties included within the RLAA which results in the Town being designated as a Category C community;
- 2) **The RLAA Planning Process** which includes outreach to all properties in the repetitive loss area, contact with agencies and organizations, site visits to each building within the repetitive loss area, review of alternatives and documentation of findings and mitigation.

The RLAA is intended to serve as a guide and provide resources available to property owners interested in protecting their property against future flood losses. The RLAA will be evaluated on an annual basis, and more thoroughly reexamined prior to a Community Rating System verification visit. The annual evaluation will entail a thorough reanalysis and survey of conditions in each Repetitive Loss Area, an analysis of the progress on recommended actions, and to what extent mitigation or building mitigation activities have occurred.

On September 12, 2024, the Public Planning Committee voted unanimously (4-0) to recommend Town Council consider adoption of the RLAA.

NEXT STEPS:

If adopted by Town Council, the RLAA will be forwarded to FEMA to satisfy the prerequisite for continued participation in the CRS program, thus allowing our community to maintain a 25% discount on FEMA flood insurance policies.

ATTACHMENTS:

1. 2024 Repetitive Loss Area Analysis - Draft
2. Resolution to adopt the 2024 Repetitive Loss Area Analysis (RLAA) - Draft

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA



Repetitive Loss Area Analysis

Draft

Prepared July 2024 by:
Town of Hilton Head Island
Shari Mendrick, P.G., CFM,
Floodplain Administrator and Community Rating System Coordinator

Executive Summary

The Town of Hilton Head Island is subject to periodic flooding from heavy rains associated with tropical systems, storm surge, flash flooding and king tides. One measure of the intensity and impact of these floods is flood insurance claims. Between 1978 and 2024, there have been 1,307 historical paid losses against the NFIP totaling more than \$43 million in losses due to flood damage.

Several properties in the Town have been subject to repetitive flood losses. Nationally, the cost of paying repetitive insurance claims have made mitigation of these properties a priority for the National Flood Insurance Program. Instead of focusing on the 88 unmitigated properties that have flooded two or more times in a 10-year period, this analysis looks at Repetitive Loss Areas. An area contains the repetitive loss properties designated by the Federal Emergency Management Agency (FEMA) and other nearby properties that are exposed to the same flood risk. The Town has 25 Repetitive Loss Areas containing a total of 982 properties.

The analysis includes maps and summary data on the 25 Repetitive Loss Areas within the Town. The data was gathered from a windshield survey, claims data and records archives. The exact location of the 88 unmitigated properties cannot be identified because of the Privacy Act; however, all properties exposed to the same flood risk deserve attention.

The analysis concludes with a discussion of the advantages and disadvantages of potential mitigation alternatives. Although there is no mandate for property owners to mitigate flood risk, this analysis provides a guide and resources available to property owners to make improvement to protect their property.

Section 1 Repetitive Loss Area Analysis

Background

Flooding is the most common natural hazard in the United States. More than 20,000 communities experience floods and this hazard accounts for more than 70 percent of all Presidential Disaster Declarations. In the United States, over 8 million residential and commercial structures are currently built in areas at risk to flooding. The cost of recovery is spread over local, state and federal governments and the victims themselves, who are directly affected by these disasters.

The National Flood Insurance Program (NFIP) is continually faced with the challenge of balancing the financial soundness of the program with the competing expectation of keeping premiums affordable. Repetitive loss properties are one of the two largest obstacles to achieving financial soundness of the NFIP. Since the inception of the NFIP, almost \$9 billion has been paid to repetitive loss properties, about one-fourth of all NFIP payments. While the NFIP has resulted in forty years of successful floodplain management, and many of these structures are no longer insured, repetitive loss properties are still a drain on the NFIP. Currently, repetitive loss properties represent 1.3% of all policies, but are expected to account for 15% to 20% of future losses.



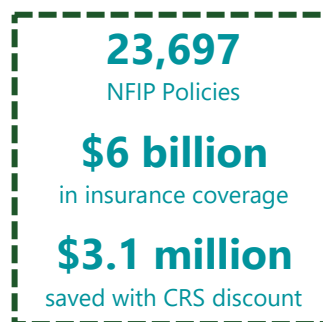
Private insurance companies faced with high losses have several options to keep turning a profit. They can raise income through premium rate increases, decrease payments to insurers or reduce the exposure to the hazard. Unfortunately, the NFIP can only do what is allowed by statute. If losses increase, the Federal Emergency Management Agency (FEMA) is authorized by Congress to make incremental adjustments to increase the premium rates and reduce overall coverage. FEMA is not permitted to eliminate coverage for any policy holder including high-risk properties. Actuarial rates cannot be charged to buildings built before State and local floodplain management regulations went into effect. Since repetitive flood claims must be paid, FEMA has no choice but to spread these costs among all policyholders.

Sometimes floodplain management regulations mitigate repetitive flood losses when a building is substantially damaged. A structure where the cost to repair is equal to or exceeds 50 percent of the building's value is considered substantially damaged. A substantially damaged building must be brought up to the same flood protection level as a new building under a community's floodplain management ordinance. Many repetitive loss buildings are not in a regulated floodplain or they do not get substantially damaged and remain at risk to future damage.

Many owners of properties that experience repetitive flooding are not aware of the magnitude of damage they are exposed to because they either purchased the property after the last flood or the seller or lender did not disclose the flood hazard. Disclosure of repetitive flooding is a problem because Repetitive Loss Areas are not shown on Flood Insurance Rate Maps (FIRMs).

The Town of Hilton Head Island, South Carolina, (CID-450250) has been participating in the regular phase of the NFIP since September 30, 1977. In addition to meeting the basic requirements of the NFIP, the Town of Hilton Head Island has completed additional components to participate in the Community Rating System (CRS) program. The Town of Hilton Head Island is currently a CRS Class 5 which rewards all FEMA flood insurance policyholders with a 25 percent reduction in their flood insurance premiums. The Town of Hilton Head Island has been participating in the CRS program since October 1, 1991.

As of April 2024, there are currently 23,697 NFIP Policies in force in the Town of Hilton Head Island with annual premiums of \$12,443,750 and insurance coverage of almost \$6 billion. The Town has 1,307 historical paid losses against the NFIP totaling more than \$43 million. A repetitive loss property does not have to currently be carrying a flood insurance policy to be considered a repetitive loss property or a severe repetitive loss property. In some cases, a community will find that properties on its repetitive loss list are not currently insured. An insured property and claims on that property will make it a repetitive loss property.



Terminology

Repetitive Loss: Any insurable building for which two or more claims of more than \$1,000 were paid by the NFIP within any rolling 10-year period, since 1978. Two of the claims paid must be more than 10 days apart but, within 10 years of each other. A repetitive loss property may or may not be currently insured by the NFIP.

Severe Repetitive Loss (SRL): As defined by the Flood Insurance Reform Act of 2004, SRLs are 1-4 family residences that have had four or more claims of more than \$5,000 or at least two claims that cumulatively exceed the building's value. The Act creates new funding mechanisms to help mitigate flood damage for these properties.

Once it is designated as a repetitive loss property, that property remains as a repetitive loss property from owner to owner; insured policy to no policy; and even after that property has been mitigated. Currently, 63% of unmitigated repetitive loss buildings in the Town of Hilton Head Island are currently insured by a FEMA flood insurance policy.

Setting

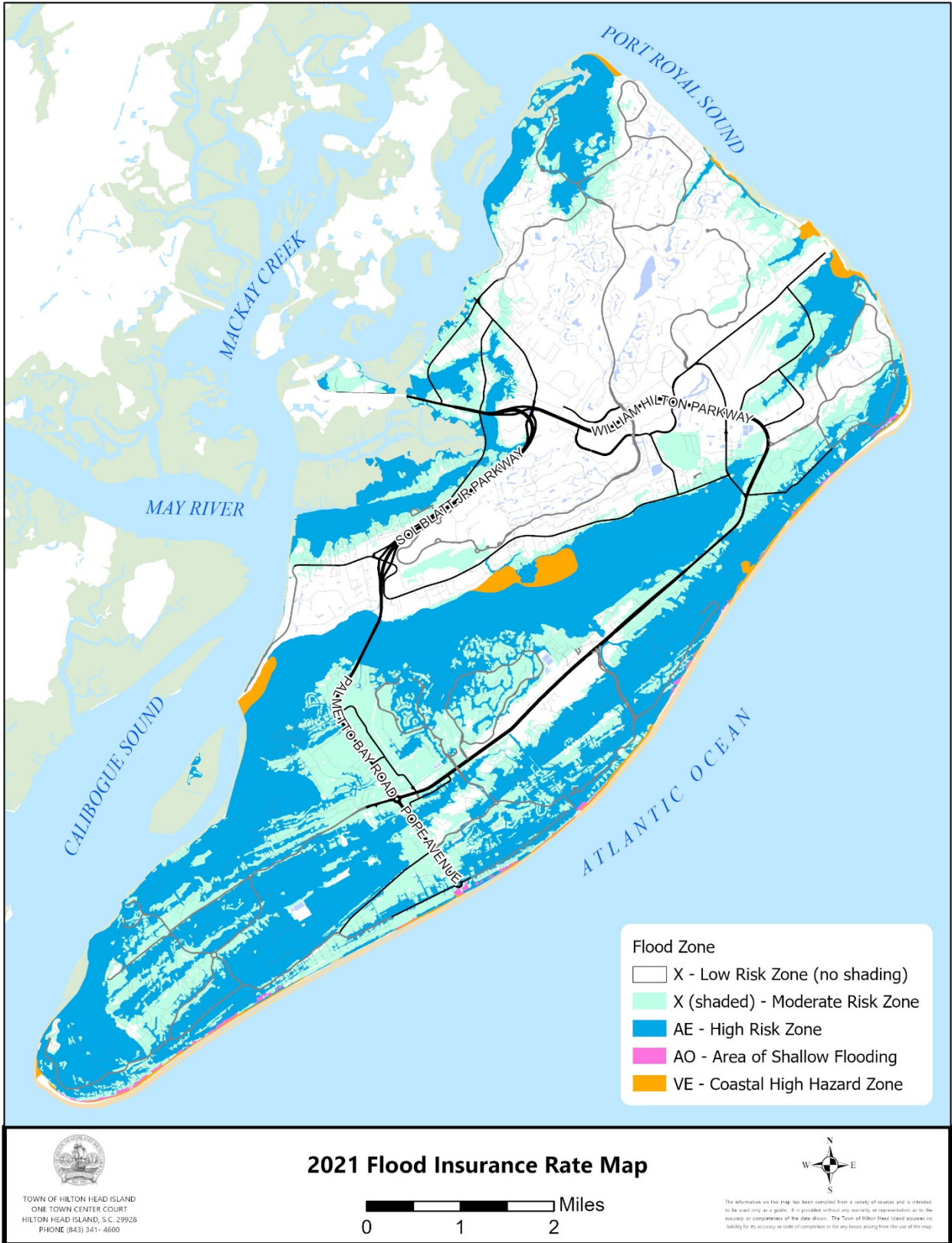
The Town of Hilton Head Island is a barrier island along the Atlantic Coast in Beaufort County in southeastern South Carolina, with a population of 37,661 as of the 2020 U.S. Census.

The Island is bound on the northeast by Port Royal Sound, Calibogue Sound to the southwest, and Skull Creek, part of the Atlantic Intracoastal Waterway, to the north and is situated on a low coastal plain with much of its surrounding area consisting of tidal marshes. The Town has a total land area of approximately 23,000 acres or 54 square miles and is approximately 12 miles long and 5 miles wide. Elevations range from sea level along the coast to approximately 24 feet on the north end of the island.

Flooding within the Town of Hilton Head Island can be attributed to four sources:

1. Heavy Rains: Hurricanes, tropical storms, and summer thunderstorms have the potential to generate heavy rainfall, which inundates drainage systems and causes flooding.
2. Storm Surge: Water that is pushed toward the shore by strong winds can cause severe flooding in coastal areas.
3. Flash Flooding: Flash flooding is caused by sudden heavy rainfall and can occur in just a few hours or less. Moving water from flash floods can move debris and damage structures.
4. King Tides: Especially high tides can flood streets and low-lying areas. King Tides are occurring more frequently due to sea-level rise.

Figure 1.1 - Flood Zones, Town of Hilton Head Island



Repetitive Loss Requirement

Repetitive loss data must be maintained and updated annually in order to participate in the CRS. Since many of the losses under the NFIP come from repetitively flooded properties, addressing these properties is a priority for participating in the CRS Program. Depending on the severity of the repetitive loss problem, a CRS community has different responsibilities.

- **Category A:** A community with no unmitigated repetitive loss properties. No special requirements from the CRS.
- **Category B:** A community with at least one, but fewer than 50, unmitigated repetitive loss properties. Category B communities are required by the CRS to research and describe their repetitive loss problem, create a map showing the location of all repetitive loss properties (areas) and complete an annual outreach activity directed to repetitive loss properties.
- **Category C:** A community with 50 or more unmitigated repetitive loss properties. Category C communities are required to do everything in Category B and prepare either a floodplain management plan that covers all repetitive loss properties (areas) or prepare a RLAA for all Repetitive Loss Areas.

According to repetitive loss data received from FEMA in 2024, the Town is designated as a Category C repetitive loss community. The Town data includes a total of 88 (63%) unmitigated, one of which is a severe repetitive loss property and 51 (37%) mitigated repetitive loss properties.

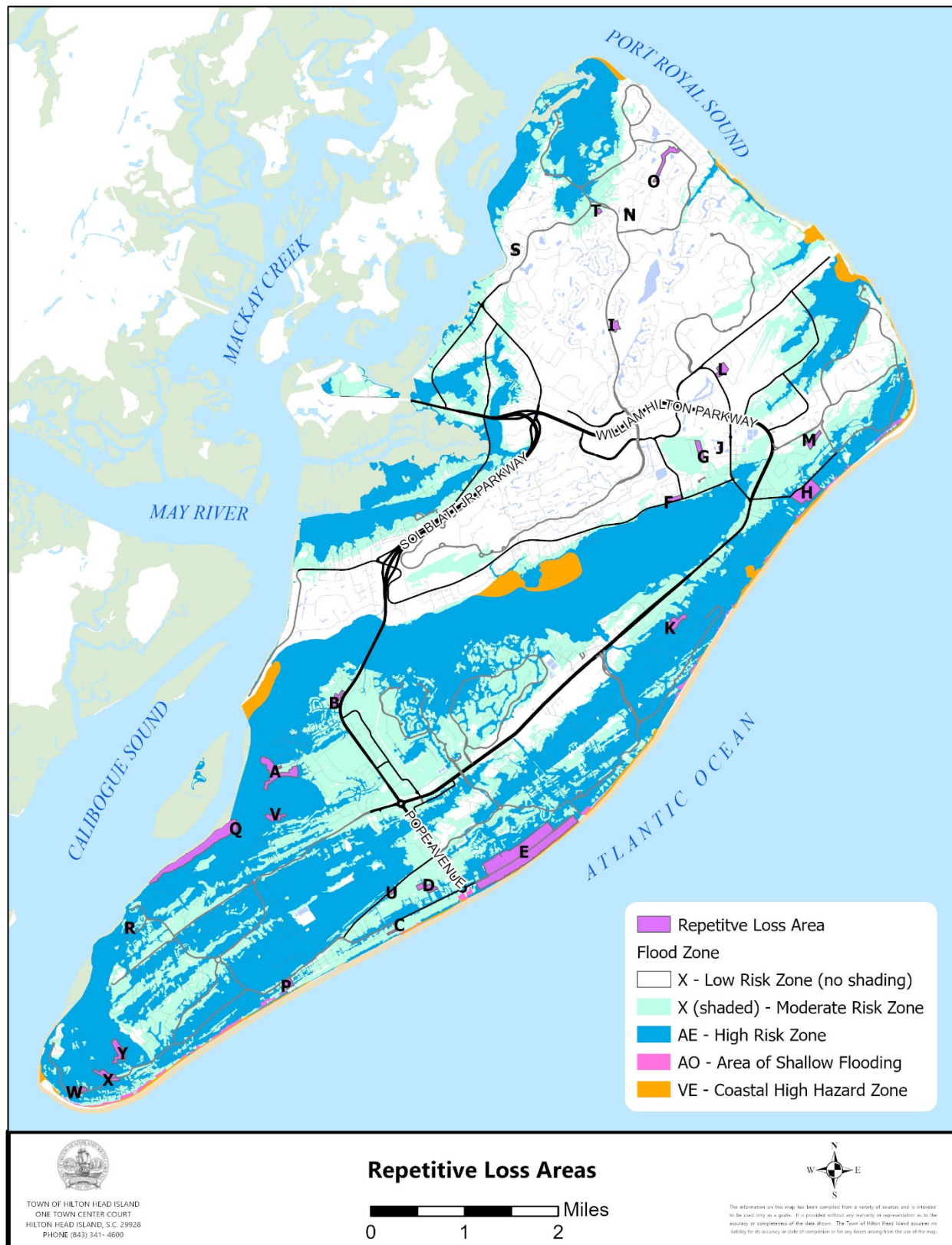
Town of Hilton Head Island has opted to complete a Repetitive Loss Area Analysis (RLAA) using the 2017 CRS Coordinator's Manual to assess individual properties. The RLAA will benefit the Town by examining potential mitigation measures for specific Repetitive Loss Areas and increasing its credit in the CRS Program.

Mapping Repetitive Loss Areas

In accordance with the principles outlined in the CRS guidance titled *Mapping Repetitive Loss Areas for CRS* dated October 2015, 25 Repetitive Loss Areas were identified within the Town of Hilton Head Island. The 25 Repetitive Loss Areas included the 88 unmitigated repetitive loss properties, 341 historic repetitive loss properties (those with one paid claim against the NFIP), plus an additional 553 properties that have the same or similar flood conditions but have not had any claims paid against the NFIP. Therefore, a total of 982 properties were included within the RLAA.

An overview map of the Town of Hilton Head Island Repetitive Loss Areas is shown in Figure 1.2. A detailed map of each Repetitive Loss Area is provided in Section 2.

Figure 1.2 – Repetitive Loss Areas



Section 2 The RLAA Planning Process

The RLAA planning process incorporated requirements from Section 510 of the 2017 *CRS Coordinator's Manual*. The planning process also incorporated requirements from the following guidance documents: 1) FEMA publication *Reducing Damage from Localized Flooding: A Guide for Communities*, Part III Chapter 7; 2) CRS publication *Mapping Repetitive Loss Areas* dated October 2015; and 3) Center for Hazards Assessment Response and Technology, University of New Orleans draft publication *The Guidebook to Conducting Repetitive Loss Area Analyses*. Most specifically, this RLAA included all five planning steps included in the 2017 *CRS Coordinator's Manual*:

- Step 1:** Advise all the properties in the Repetitive Loss Areas that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2:** Contact agencies and organizations that may have plans or studies that could affect the cause or impacts of the flooding. The agencies and organizations must be identified in the analysis report.
- Step 3:** Visit each building and collect basic data.
- Step 4:** Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible,
- Step 5:** Document the findings. A separate analysis report must be prepared for each area.

Beyond the 5 planning steps, additional credit criteria must be met:

1. The community must have at least one Repetitive Loss Area delineated in accordance with the criteria in Section 503.
2. The Repetitive Loss Area must be mapped as described in Section 503.b. A Category "C" community must prepare analyses for all of its Repetitive Loss Areas if it wants to use RLAA to meet its repetitive loss planning prerequisite.
3. The Repetitive Loss Area analysis report(s) must be submitted to the community's governing body and made available to the media and the public. The complete Repetitive Loss Area analysis report(s) must be adopted by the community's governing body or by an office that has been delegated approval authority by the community's governing body.
4. The community must prepare an annual progress report for its area analysis.
5. The community must update its Repetitive Loss Area analyses in time for each CRS cycle verification visit.

STEP 1. Advise All Property Owners

Before field work began on the RLAA, property owners within the 25 identified Repetitive Loss Areas were mailed an informational postcard requesting participation in an online survey to provide relevant information on flooding in their area. Figure 2.1 shows an example of the property owner information postcard and Figure 2.2 is the Flood Protection Questionnaire used for the online survey. The questionnaire asks about the type of foundation, if the building has experienced any flooding and the type of flooding, cause of flooding, flood protection measures and whether the owner has flood insurance.

A total of 982 postcards were mailed to buildings of repetitive loss properties, historical repetitive loss properties (those with one paid claim against the NFIP), and additional properties added to the Repetitive Loss Areas which have no claims paid against the NFIP. The postcards were mailed to the property owners listed in Appendix A on July 8, 2024. (Note: In accordance with the Privacy Act of 1974, Appendix A will not be shared with the general public).

Figure 2.1 – Example Postcard

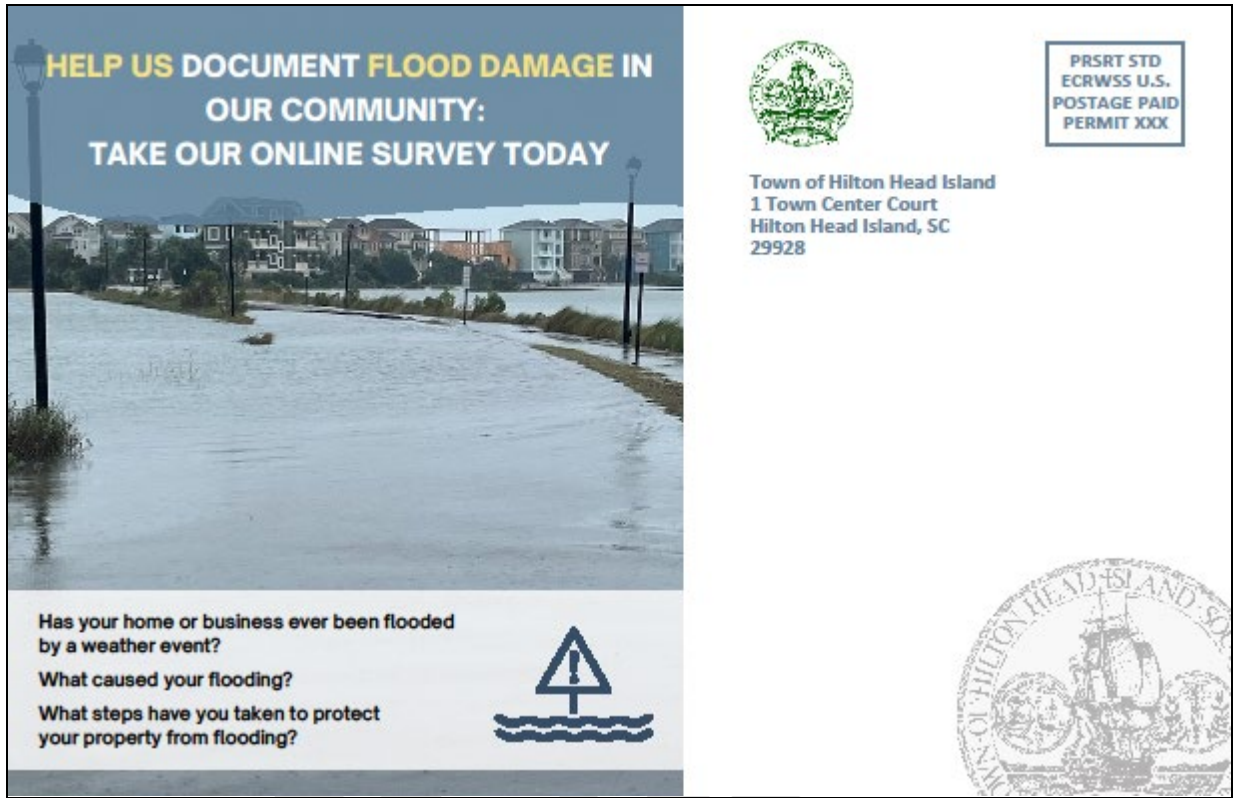


Figure 2.2 – Flood Protection Questionnaire

Introduction

Repetitive Flood Loss Area Analysis Survey

Property owners are encouraged to provide any relevant flooding information by taking a brief survey to assist the Town in evaluating properties that have experienced repetitive flood damage.

Introduction

As part of the Town of Hilton Head Island's participation in the National Flood Insurance Program's (NFIP) Community Rating System (CRS), the Community Development Department is evaluating properties that have experienced repetitive flood damage. This analysis will include the review of all previous flood data and studies conducted in these locations.

The repetitive loss analysis involves the collection of the following property level data elements:

- Building permit records (including application and associated records)
- Structure and site elevation information (elevation certificate, if available)
- District map and parcel number
- Building property value on record (assessed value, replacement value or both)
- Land property value on record
- Building codes/floodplain development regulations exceeding minimum standards
- Historical flood event information (when events occurred, amount of damage to property, etc.)

In addition, the Town of Hilton Head Island will assess each property to survey the flood risk and make flood protection recommendations. Property owners are encouraged to provide any relevant flooding information by taking an online survey. The survey will remain open until August 1, 2024.

The results of the repetitive loss area analysis will include review of alternative approaches for property protection measures or drainage improvements where feasible. Once the analysis is complete, a copy of the report can be obtained from the Community Development Department or by calling Shari Mendrick, Floodplain Administrator, at 843-341-4687.

Figure 2.2 (Continued) – Flood Protection Questionnaire
Survey Questions

Repetitive Flood Loss Area Analysis Survey

Property owners are encouraged to provide any relevant flooding information by taking a brief survey to assist the Town in evaluating properties that have experienced repetitive flood damage.

Survey Questions

QUESTION 1

Name (optional)

QUESTION 2

Property Address

QUESTION 3

Is this property a business or residence?

- Business
- Residence

QUESTION 4

How many years have you occupied the structure at this address?

- Less than 1 year
- 1-5 years
- 5-10 years
- More than 10 years

QUESTION 5

Do you own or rent this structure?

- Own
- Rent

QUESTION 6

What type of foundation does the structure have?

- Concrete slab
- Crawlspace
- Post, piers, piles
- Other

QUESTION 7

Has this structure or property ever been flooded or had a water problem as a result of a weather event?

- Yes - Structure Only
- Yes - Property Only
- Yes - Structure and Property
- No

QUESTION 8

In what year(s) did the structure or property flood?

QUESTION 9

Where did you get water?

- Yard only
- In crawlspace or under lowest floor
- Over 1st floor
- Water was kept out of building by sandbagging or other protective measure

QUESTION 10

How deep did the water get?

QUESTION 11

What is the longest time that water stayed in the structure or on the property?

QUESTION 12

What do you feel was the cause of your flooding? (Check all that apply)

- Flooding from excessive rainfall
- Flooding from storm surge
- King-tide flooding
- Storm sewer backup
- Standing water next to house/building
- Drainage from nearby properties
- Saturated ground
- Other

Figure 2.2 (Continued) – Flood Protection Questionnaire

Survey Questions

Repetitive Flood Loss Area Analysis Survey

Property owners are encouraged to provide any relevant flooding information by taking a brief survey to assist the Town in evaluating properties that have experienced repetitive flood damage.

QUESTION 13

Have you taken any of these flood protection actions on the property? (Check all that apply)

- Installed sump pump
- Waterproofed outside wall
- Re-graded yard to keep water away
- Moved things out of crawlspace
- Installed backup power/generator
- Sandbagged
- Other

QUESTION 14

Which flood protection measures (checked in previous question) worked?

QUESTION 15

Is this building located in the FEMA floodplain?

- Yes
- No
- I do not know

QUESTION 16

Do you have flood insurance for this building?

- Yes
- No

QUESTION 17

Please provide any additional information and comments you may have about flooding on this structure, property or the surrounding area.

Out of the 982 mailed informational postcards, the Town received 6 responses which corresponds to a response rate of less than 1% percent. The lack of response is likely due to the large number of short-term rental property with absentee owners.

Survey responses are summarized below. Note: Respondents may have skipped questions and/or provided more than one response to a question.

Question 1: Name (optional)

Responses Received	Number Responding
Answered	1
Skipped	5
Total	6

Question 2: Address (optional)

Responses Received	Number Responding
Answered	6
Skipped	0
Total	6

Question 3: Is this property a business or residence?

Responses Received	Number Responding
Residence	6
Business	0
Total	6

Question 4: How many years have you occupied the structure at this address?

Responses Received	Number Responding
1-5 years	1
More than 10 years	5
Total	6

Question 5: Do you own or rent this structure?

Responses Received	Number Responding
Own	6
Rent	0
Total	6

Question 6: What type of foundation does the structure have?

Responses Received	Number Responding
Concrete slab	4
Post, piers, piles	2
Total	6

Question 7: Has this structure or property ever been flooded or had a water problem as a result of a weather event?

Responses Received	Number Responding
Yes	0
No	6
Total	6

Question 8: In what year(s) did the structure flood?

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 8: In what year(s) did the structure flood?

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 9: Where did you get water?

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 10: How deep did the water get?

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 11: What is the longest time that water stayed in the structure or on the property?

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 12: What do you feel was the cause of flooding?

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 13: Have you taken any of these flood protection actions on the property? (Check all that apply)

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 14: What flood protection measures (checked in previous question) worked?

Responses Received	Number Responding
Answered	0
Skipped	6
Total	6

Question 15: Is the building located in the FEMA floodplain?

Responses Received	Number Responding
Yes	4
No	0
I do not know	2
Total	6

Question 16: Do you have flood insurance for this building?

Responses Received	Number Responding
Yes	6
No	0
Total	6

STEP 2. Contact Agencies and Organizations

The Town of Hilton Head Island contacted external agencies and internal departments that have plans or studies that could affect the cause or impacts of flooding within the identified Repetitive Loss Areas. The data collected was used to analyze the problems further and to help identify potential solutions and mitigation measures for property owners. Those agencies contacted and reports which were analyzed and reviewed included:

- Town of Hilton Head Island Stormwater Management Program
- Town of Hilton Head Island Public Projects & Engineering Administration
- FEMA – Flood Insurance Study (FIS) for Beaufort County, South Carolina and Incorporated Areas and Repetitive Flood Insurance Claims Data

Summary of Studies and Reports

FEMA Flood Insurance Study

FEMA's FIS for Beaufort County, South Carolina and Incorporated Areas is dated March 23, 2021. The FIS revises and updates information on the existence and severity of flood hazards within the County including the Town of Hilton Head Island. The FIS also includes revised digital Flood Insurance Rate Maps (FIRMs) which reflect updated Special Flood Hazard Areas (SFHAs) and flood zones for the Town. SFHA boundaries within the Town were updated due to new engineering analysis performed throughout the County. The updated modeling produced new flood zone areas and new base flood elevations and leveraged the County's LiDAR-based topographic data.

Flood Insurance Claims Data

The Privacy Act of 1974 (5.S.C.522a) restricts the release of flood insurance policy and claims data to the public. This information can only be released to state and local governments for use in floodplain management related activities. Therefore, all claims data in this report are only discussed in general terms.

Capital Improvement Program

The Capital Improvement Program (CIP) is the Town of Hilton Head Island's program for planning and implementing capital improvements within the Town. The Program follows a yearly planning and budgeting process. The Town has an online projects dashboard, which is an interactive online map to visualize the projects geographically. As of July 2024, there are seven active stormwater improvements projects.

STEP 3. Building Data Collection

FEMA has developed the National Flood Mitigation Data Collection Tool to assemble information related to risk, building construction and costs of mitigation measures. This tool was not utilized in this effort, but most of the information required by the tool was incorporated into the survey.

The site survey for this analysis was conducted in July 2024. Each building in the Repetitive Loss Area was visited to collect data and make a preliminary determination of repetitive flooding and appropriate mitigation measures. The on-site field surveys investigated numerous factors including, but not limited to, drainage patterns around the building, location and elevation of HVAC units, the condition of the structure, the foundation, gutters and downspouts, nearby drainage ditches and storm drains. The data collection table is included in Appendix A, (Note: In accordance with the Privacy Act of 1974, Appendix A will not be shared with the general public).

Data was also gathered, when possible, through conversations with property owners and/or residents. These conversations provided detail on the extent of flooding, potential causes of flooding, and recollections from past flood events, which help to better understand flooding issues for these areas.

Other data incorporated from off-site research included a review of the FEMA Flood Insurance maps, the location of the Repetitive Loss Areas in relation to FEMA flood zones and the Beaufort County Tax Assessor's website.

The Town of Hilton Head Island has identified 25 Repetitive Loss Areas as follows:

Repetitive Loss Area A

Repetitive Loss Area A (Figure 2.3) is located on the south end of the island and is situated at the confluence of Broad Creek and the Calibogue Sound. The neighborhood is an older, established neighborhood, with original structures built in the mid-1960s and 1970s; however, a majority of the structures are post-FIRM. These properties are in a low-density residential zoning district.

Repetitive Loss Area A contains 7 unmitigated and 2 mitigated repetitive loss properties, and 48 additional properties for a total of 55 properties with similar topographic and drainage characteristics. One of the mitigated structures was demolished and reconstructed and the other was elevated with grant assistance through FEMA's Flood Mitigation Assistance grant program.

Problem Statement: Properties in Repetitive Loss Area A are located in Flood Zone AE with base flood elevations ranging from 7-9 feet and the 500-year floodplain (Zone X-Shaded). The pre-FIRM structures, which are slab-on-grade, are at risk due to the low-lying nature of this area. Residents have reported nuisance flooding from king tide events on properties that are adjacent to the sound; however, the flooding inundates the roadway and areas under the elevation portions of buildings. No structural damage has been reported. Although the overall drainage pattern satisfactory, infrastructure is maintained by the South Carolina Department of Transportation, such that, if there is a failure in the infrastructure, it often takes a considerable amount of time for repairs to be completed.

Example Property

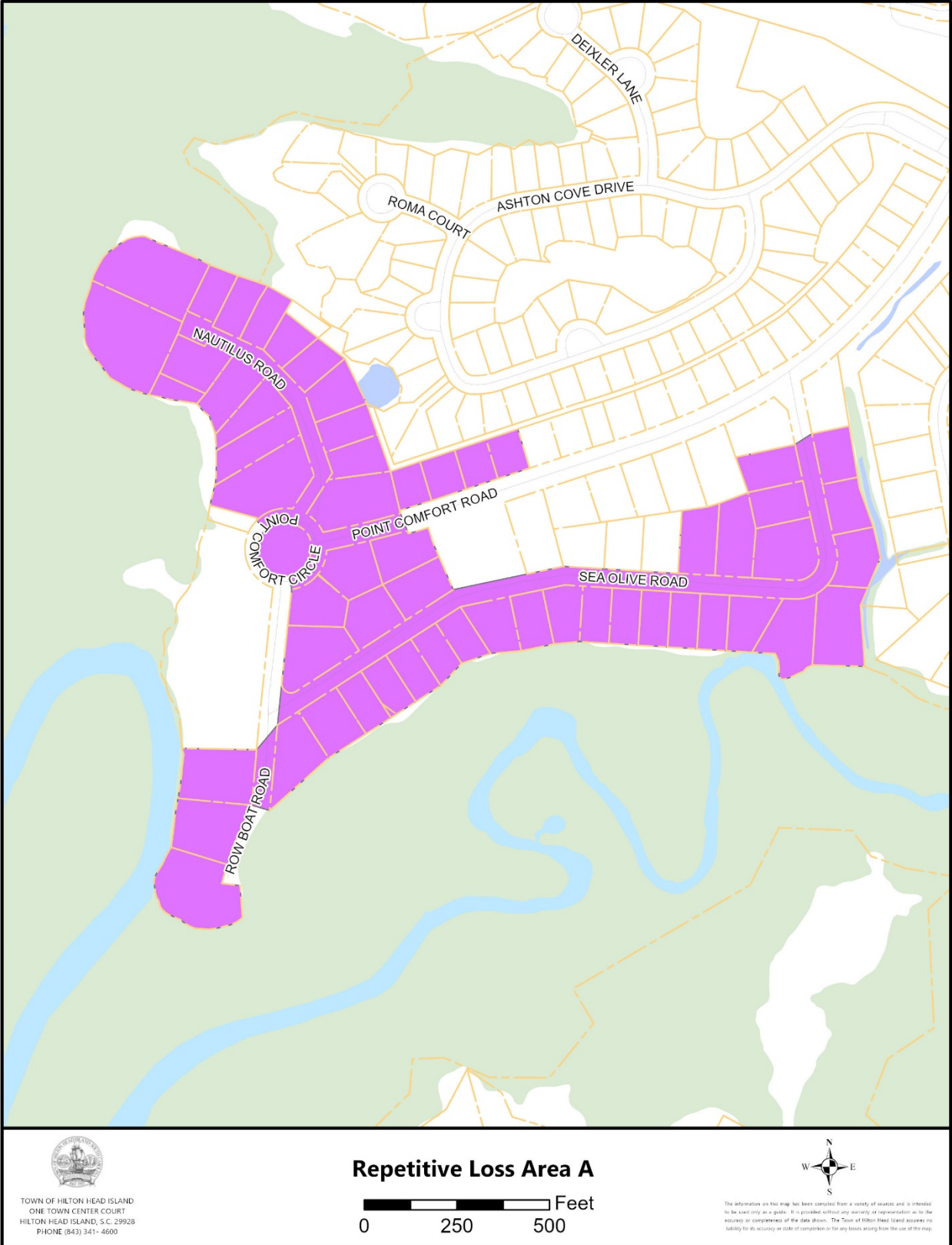
Before Mitigation



After Mitigation



Figure 2.3 – Repetitive Loss Area A



Repetitive Loss Area B

Repetitive Loss Area B (Figure 2.4) is located on the south end of the island bound by on the west by Palmetto Bay and on the east by a drainage channel maintained by Beaufort County. The neighborhood is an older, established neighborhood, with all structures built between 1966 and 1979. These properties are in a low-density residential zoning district, but adjacent to a high-density retirement community.

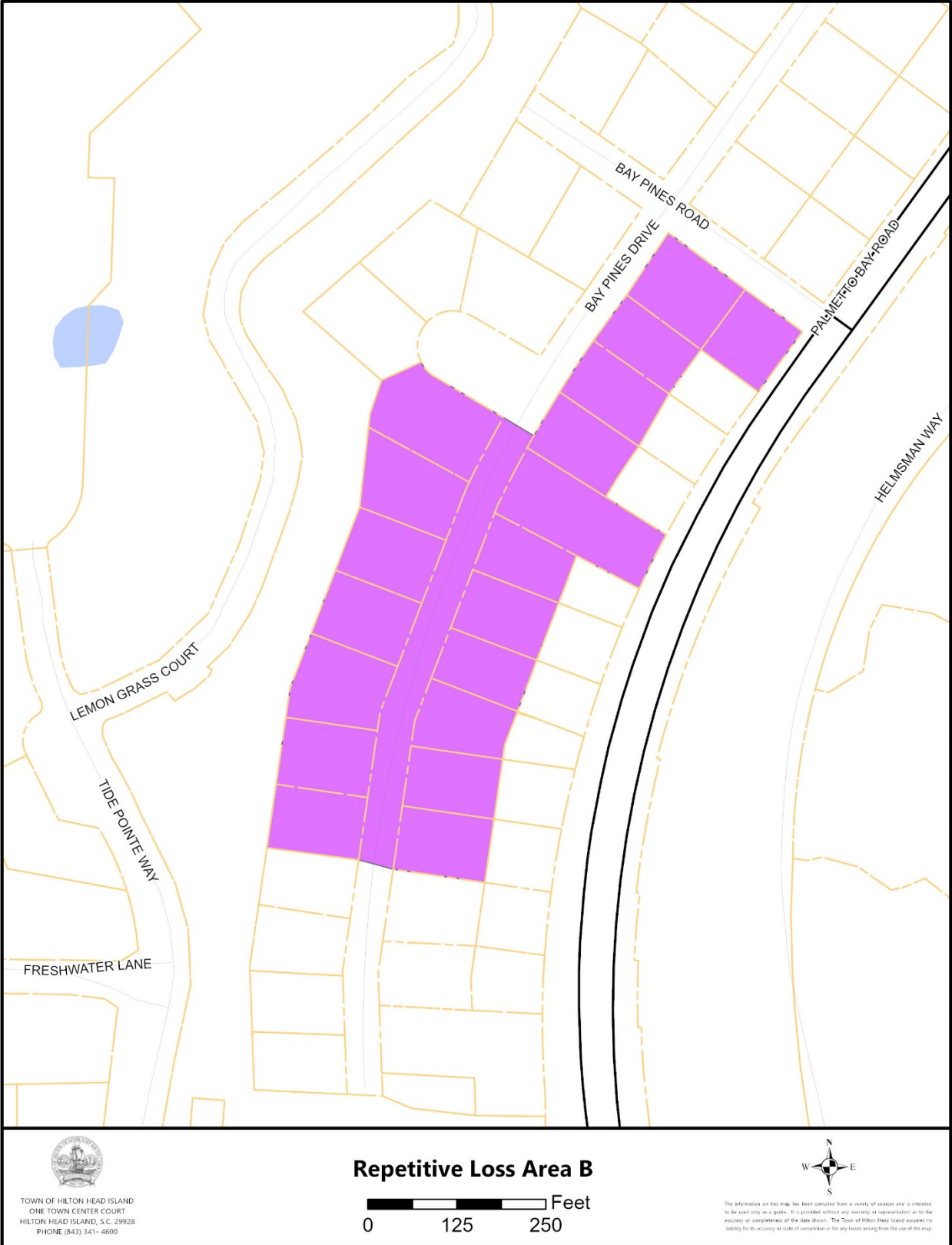
Repetitive Loss Area B contains 1 unmitigated and 18 additional properties for a total of 19 properties with similar topographic and drainage characteristics. This area was not mapped as a single-loss area because several properties have had at least one flood loss.

Problem Statement: Properties in Repetitive Loss Area B are located in the 500-year floodplain (Zone X-Shaded). All the structures have a slab-on-grade foundation and are subject to periodic flooding from poor drainage and minimal infrastructure. Infrastructure is maintained by Beaufort County, such that, if there is a failure in the infrastructure, it often takes a considerable amount of time for repairs to be completed.

Example Properties



Figure 2.4 – Repetitive Loss Area B



Repetitive Loss Area C

Repetitive Loss Area C (Figure 2.5) is located on the south end of the island in the southern part of the Forest Beach neighborhood and adjacent to the Atlantic Ocean. The neighborhood is an older, established neighborhood, with most structures built in the mid-1950s and early 1960s. These properties are in a low-to moderate-density residential zoning district.

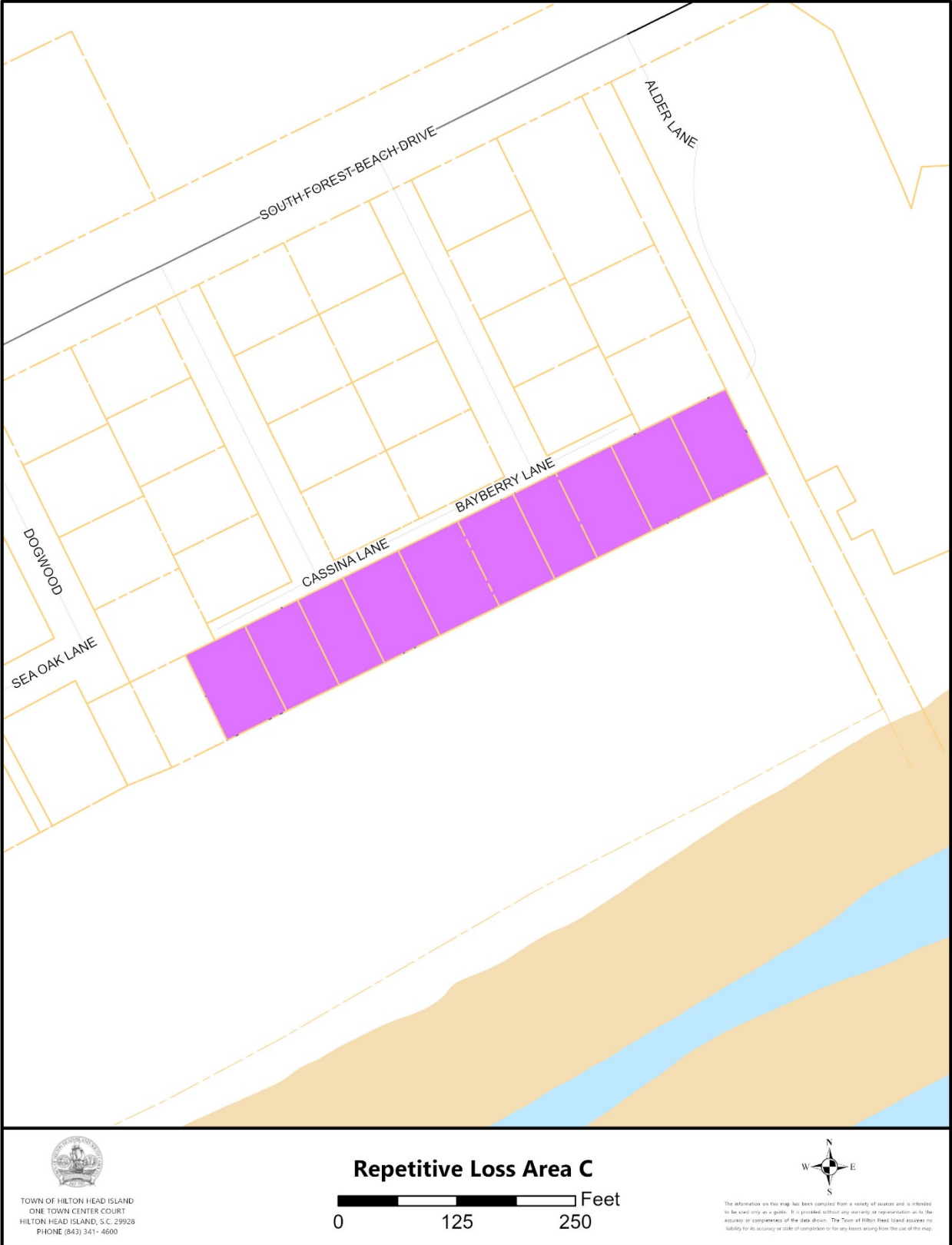
Repetitive Loss Area C contains 1 unmitigated, the Town's only severe repetitive loss property, and 6 additional properties for a total of 8 properties with similar topographic and drainage characteristics. A demolition permit has been issued and finalized for the severe repetitive loss property and construction of a new elevated home is underway.

Problem Statement: Properties in Repetitive Loss Area C are located in 500-year floodplain (Zone X-Shaded). The pre-FIRM structures, which are slab-on-grade, are at risk due to the low-lying nature of this area. The Town conducted a comprehensive Island Wide Drainage Study in 1995, which inventoried existing drainage facilities, determined major drainage paths, identified bottlenecks and recommended prioritized improvements. After implementation in 2003, improvements in these areas provide protection from shallow flooding caused by heavy rains associated with a 25-year storm but hurricane related flooding would still damage these structures. Sediment traps were also installed in several grate inlets, which are cleaned biannually by the Town.

Example Property



Figure 2.5 – Repetitive Loss Area C



Repetitive Loss Area D

Repetitive Loss Area D (Figure 2.6) is located on the south end of the island in the Forest Beach neighborhood on Deallyon Avenue. This area encompasses two condominium complexes containing 100 multifamily dwelling units constructed in 1974 and 1975. These properties are in a high-density mixed use zoning district aimed at serving the island visitor.

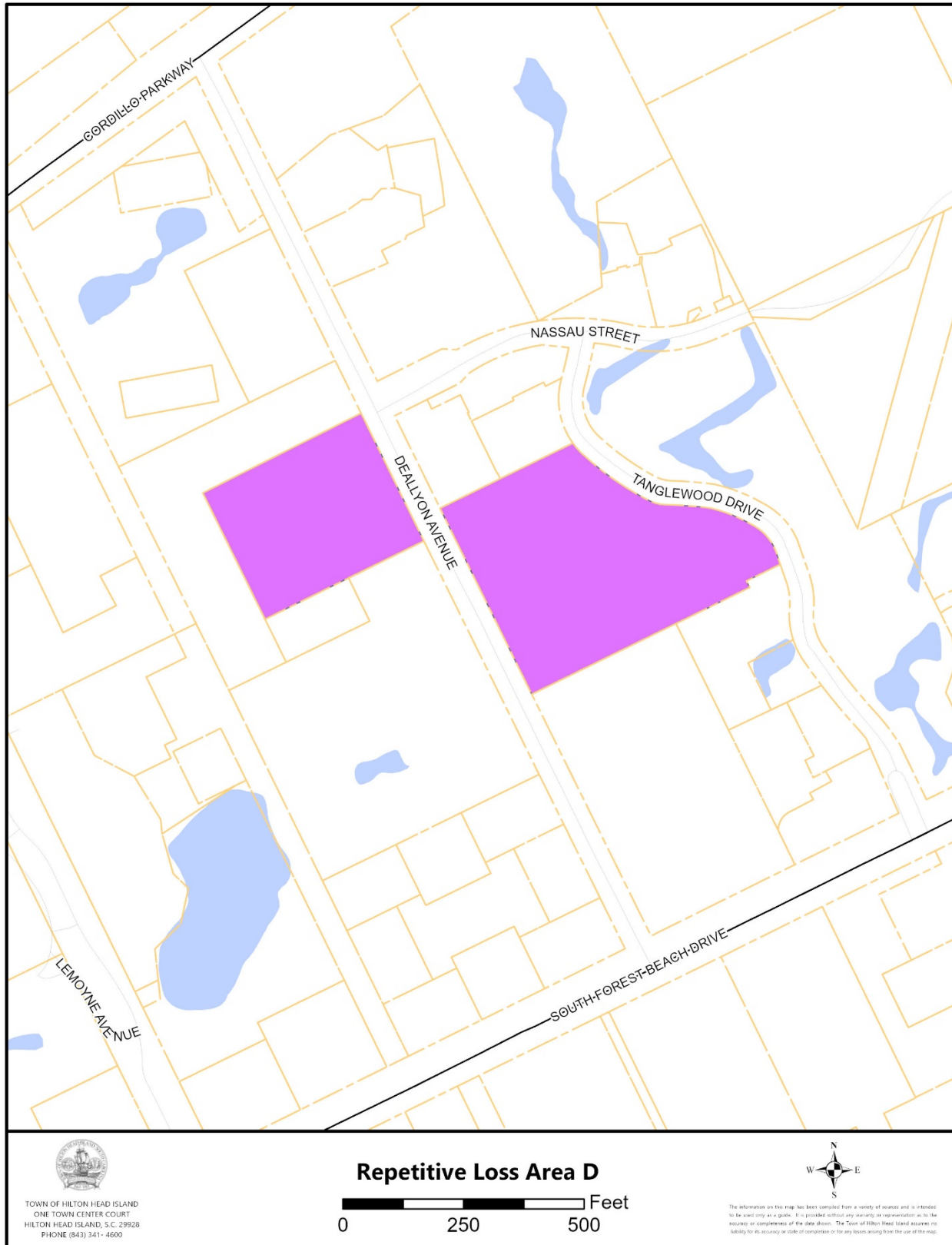
Repetitive Loss Area D contains 3 unmitigated buildings and 10 additional buildings for a total of 13 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area D are located in Flood Zone AE with a base flood elevation of 9 feet and the 500-year floodplain (Zone X-Shaded). The pre-FIRM structures, which are slab-on-grade, are at risk due to the low-lying nature of this area. A CIP was completed to improve drainage and infrastructure along South Forest Beach Drive, Tanglewood Drive and Deallyon Avenue in 2002. Also, the adjacent Celebration Park Project, completed in 2021, resulted in improved drainage and infrastructure along Nassau Street and improved upstream detention and conveyance.

Example Property



Figure 2.6 – Repetitive Loss Area D



Repetitive Loss Area E

Repetitive Loss Area E (Figure 2.7) is located on the south end of the island in the northern part of the Forest Beach neighborhood and adjacent to the Atlantic Ocean. The neighborhood is an older neighborhood established in the 1950s. The original homes were bungalow style vacation homes; however, the original homes are slowly being replaced by large modern beach houses. These properties are in a low-to moderate-density residential zoning district.

Repetitive Loss Area E contains 5 unmitigated and 10 mitigated repetitive loss properties, and 329 additional properties for a total of 344 properties with similar topographic and drainage characteristics. All of the mitigated structures were demolished and reconstructed as an elevated structure.

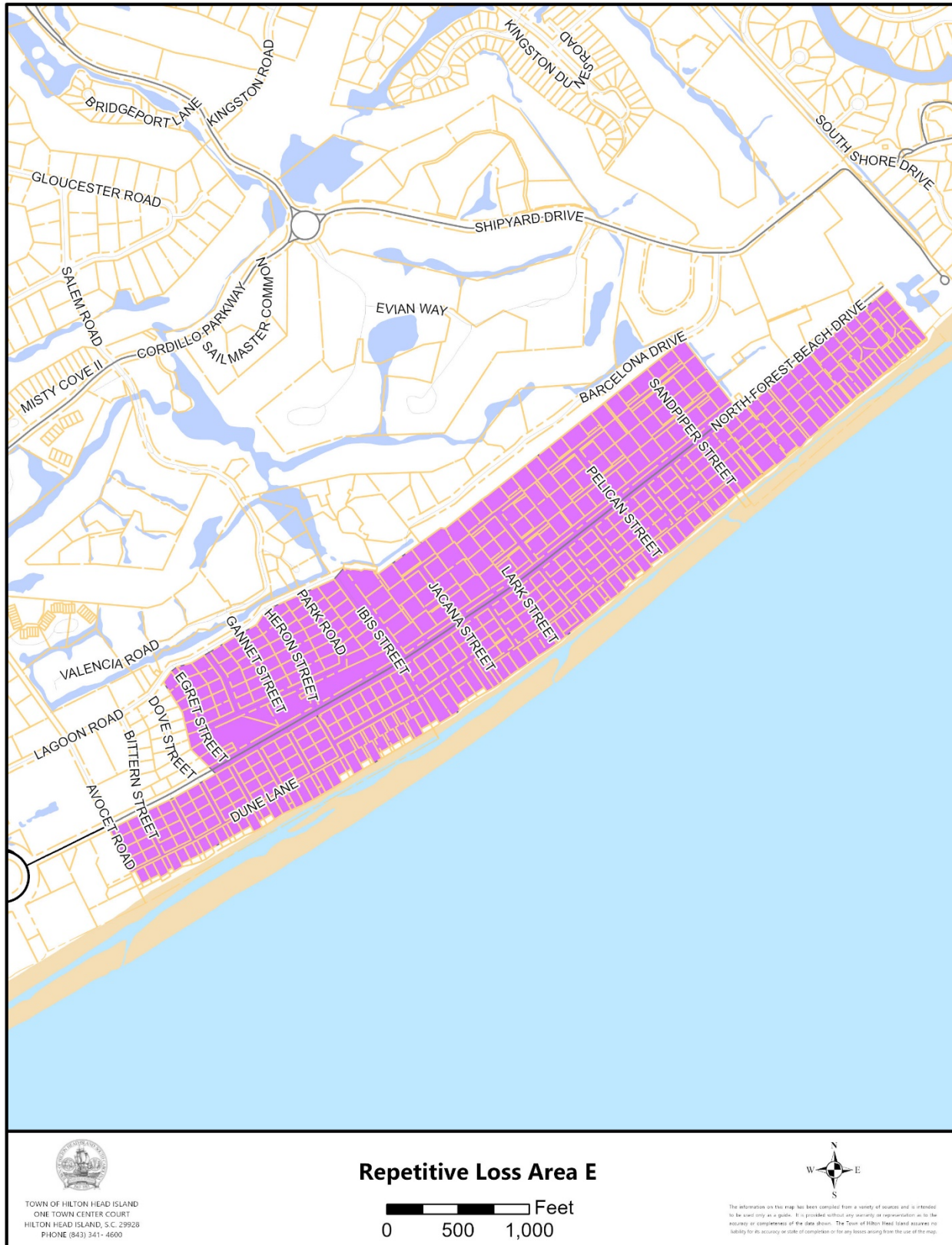
Problem Statement: Properties in Repetitive Loss Area E are located in Flood Zone AE with base flood elevations ranging from 9-13 feet, Zone AO with a 1' depth of flooding and the 500-year floodplain (Zone X-Shaded). Zone VE is located seaward of the beach front lots but does not encroach on any buildable properties. 37% of the structures are pre-FIRM slab-on-grade structures, whereas the remaining 63% are elevated on either foundation walls or post, pier, piles or columns. In 2002, a CIP was completed to improve drainage and infrastructure along North Forest Beach Drive. The project included connection of the drainage system to the adjacent lagoon system and installation of two pump stations to draw down the lagoon levels to provide additional storage capacity when a tropical system is forthcoming.

Example Property





Figure 2.7 – Repetitive Loss Area E



Repetitive Loss Area F

Repetitive Loss Area F (Figure 2.8) is located mid-island and bound to the east by Leg O' Mutton Road and the south by Marshland Road. This area encompasses a townhome complex containing 59 multifamily dwelling units constructed in 1972 and 1973. These properties are in a low-to moderate-density residential zoning district.

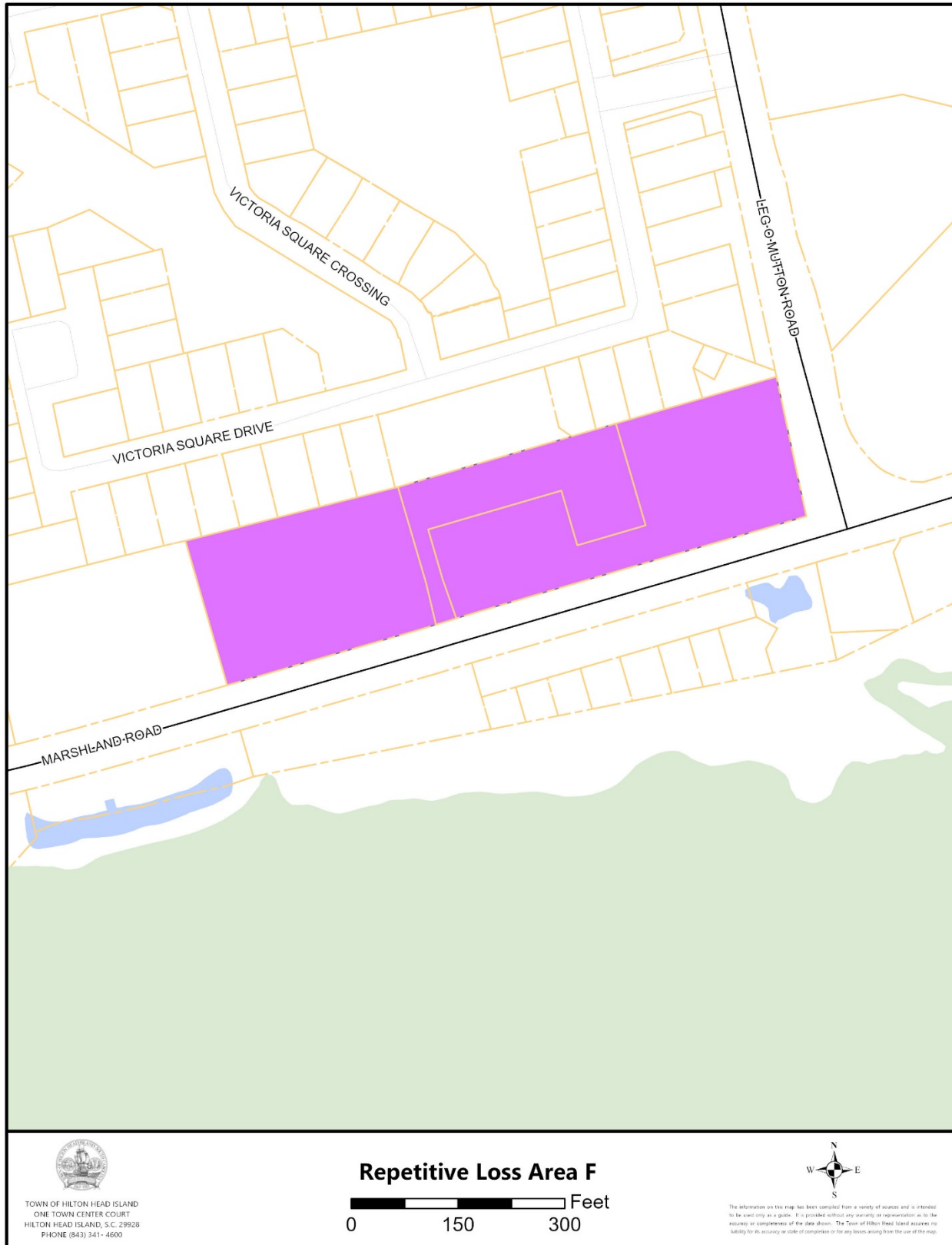
Repetitive Loss Area F contains 1 unmitigated building and 4 additional buildings for a total of 5 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area F are located in the 500-year floodplain (Zone X-Shaded) and Zone X. The pre-FIRM structures, which are slab-on-grade, are at risk due to the low-lying nature of this area and poor drainage infrastructure. The adjacent roadways are maintained by the South Carolina Department of Transportation and they are periodically notified of the drainage concerns in this area.

Example Property



Figure 2.8 – Repetitive Loss Area F



Repetitive Loss Areas G

Repetitive Loss Area G (Figure 2.9) is located off Island Drive on the north end of the island near the Hilton Head Island Airport in an older, established neighborhood with structures built between 1978 and 1991. These properties are in a low- to moderate-density residential zoning district surrounded by moderate- to high-density mixed use and light industrial use properties.

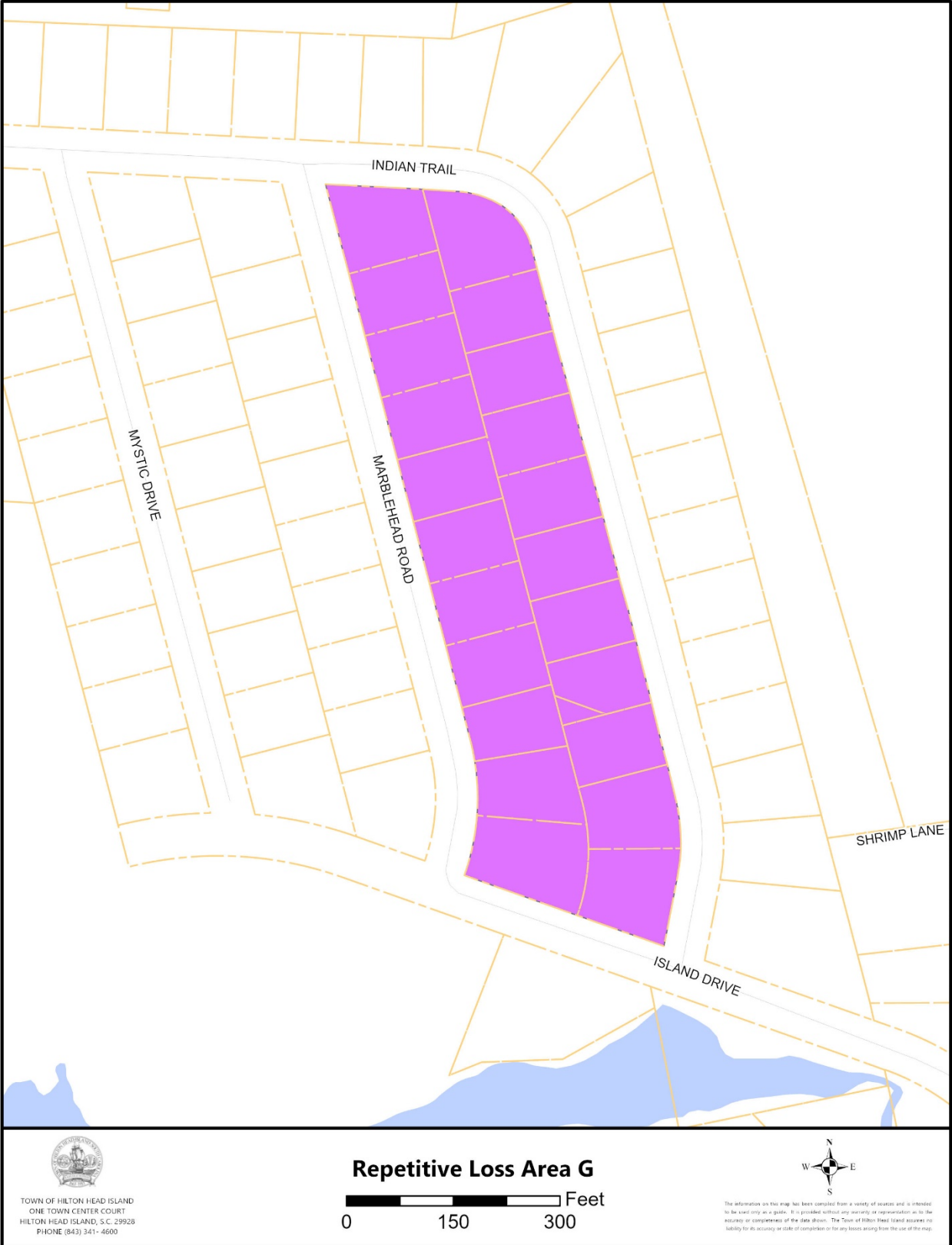
Repetitive Loss Area G contains 2 unmitigated properties and 20 additional properties for a total of 22 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area G are located in the 500-year floodplain (Zone X-Shaded). All of the structures have a slab-on-grade foundation and are subject to periodic flooding from poor drainage and infrastructure that is maintained by Beaufort County.

Example Property



Figure 2.9 – Repetitive Loss Area G



Repetitive Loss Area H

Repetitive Loss Area H (Figure 2.10) is located mid-island between Folly Field Road and the Atlantic Ocean. The neighborhood is an older neighborhood established in the 1950s. The original homes were bungalow style vacation homes; however, the original homes are slowly being replaced by modern beach houses. These properties are in a low-to moderate-density residential zoning district.

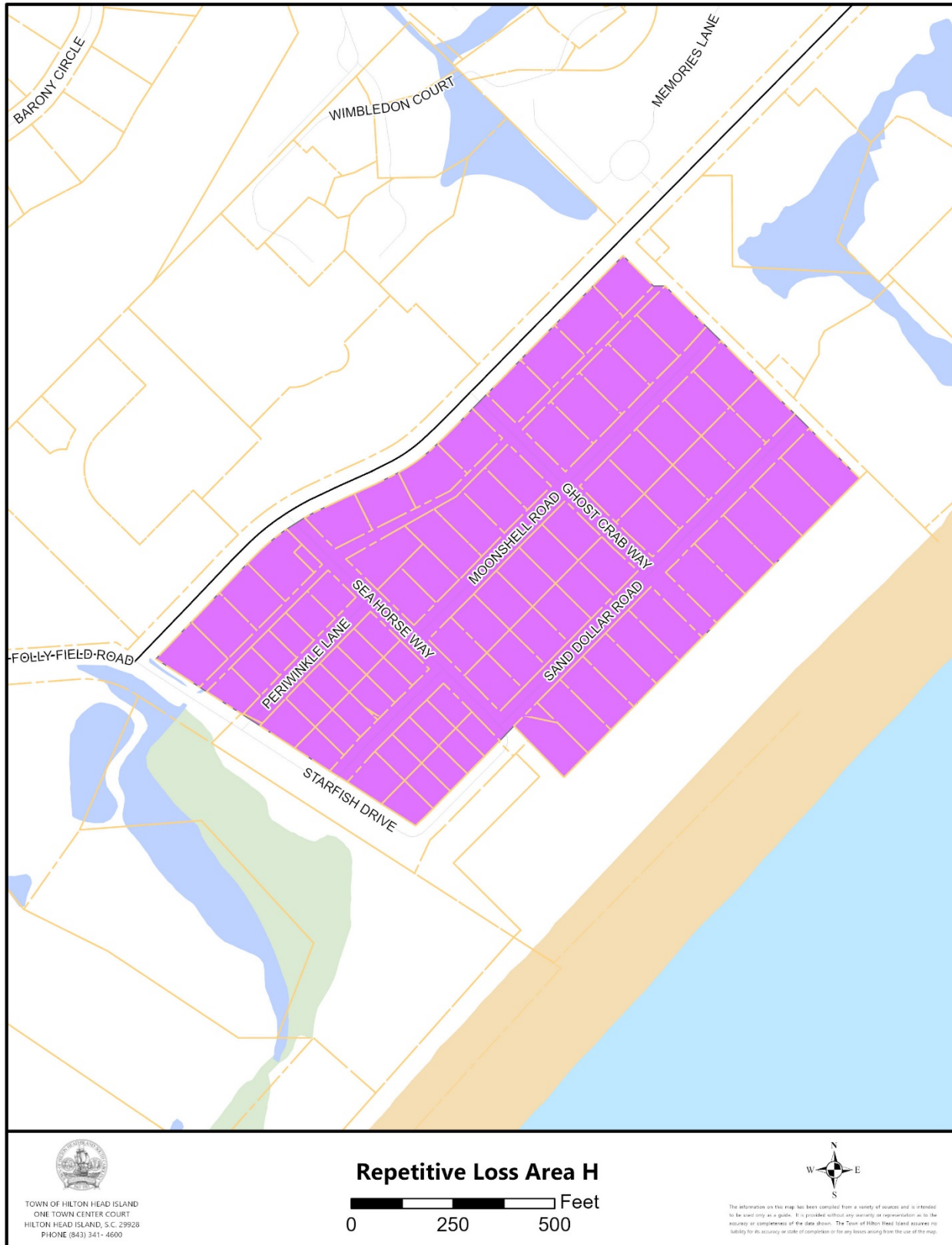
Repetitive Loss Area H contains 3 unmitigated and 77 additional properties for a total of 80 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area H are located in Flood Zone AE with a base flood elevation of 9 feet. 50% of the structures in this area are slab-on-grade and 50% of the structures are elevated on either foundation walls or post, pier, piles or columns. The Town has documented nuisance flooding from king tide events that is beginning to encroach on Starfish Drive. Town maintained drainage channels are on a routine maintenance schedule and are cleaned biannually. The Town is actively permitting a CIP drainage improvement project to improve efficiency and reduce long-term maintenance costs along the existing Folly Field ditch.

Example Property



Figure 2.10 – Repetitive Loss Area H



Repetitive Loss Area J

Repetitive Loss Area J (Figure 2.11) is located on Mathews Drive on the north end of the island near the Hilton Head Island Airport in an older, established townhome community with structures built in the early 1980s. These properties are in a low- to moderate-density residential zoning district surrounded by moderate- to high-density mixed use and light industrial use properties.

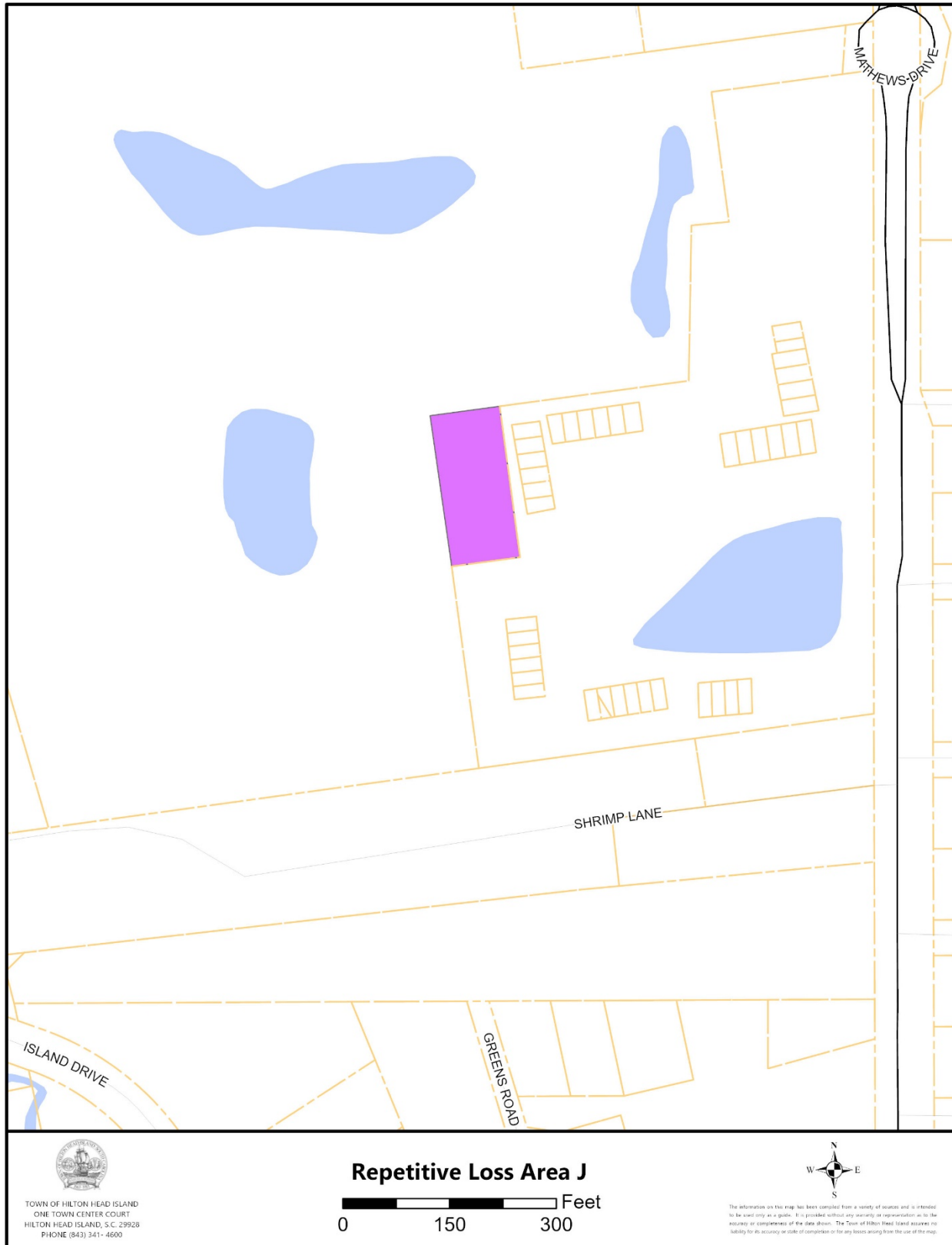
Repetitive Loss Area J contains 1 unmitigated building and 1 additional buildings for a total of 2 properties containing 8 dwelling units with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area J are located in Zone X. The structures are slab-on-grade and are at risk due to the low-lying nature of this area and poor drainage infrastructure. The infrastructure in the community is privately owned.

Example Property



Figure 2.11 – Repetitive Loss Area J



Repetitive Loss Area L

Repetitive Loss Area L (Figure 2.12) is located on Cardinal Drive and Cardinal Court on the north end of the island near the Hilton Head Island Airport in the Palmetto Headlands. The structures we built from the early 1980s to early 1990s. All the properties have a commercial use and are in the light commercial and light industrial zoning districts.

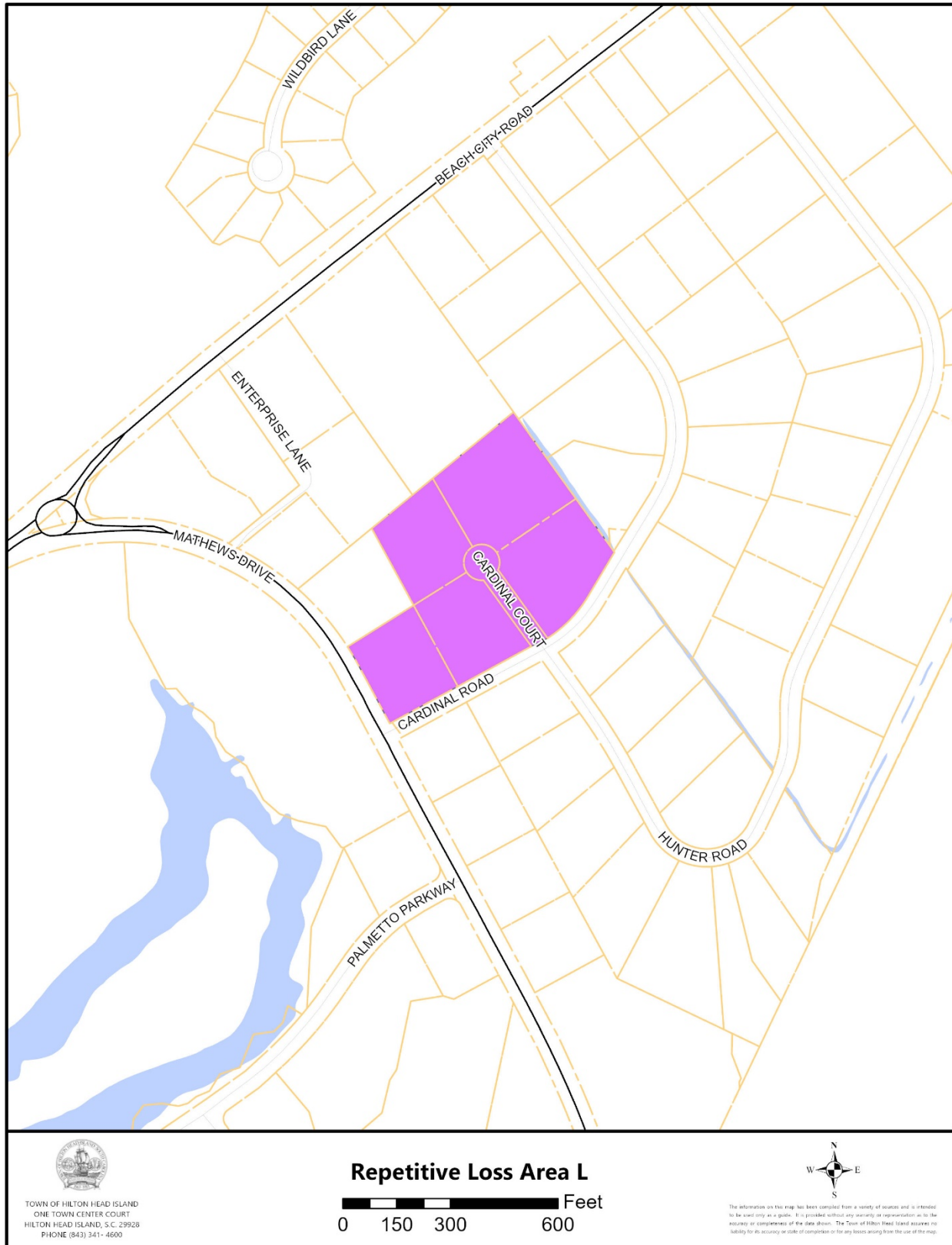
Repetitive Loss Area L contains 1 unmitigated property and 4 additional properties for a total of 5 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area L are located in Zone X. The structures are slab-on-grade and are at risk due to the low-lying nature of this area. The roadway and property-specific infrastructure in the is privately owned; however, there is a large conveyance channel that runs along the northeast side of the properties that is maintained biannually by the Town.

Example Property



Figure 2.12 – Repetitive Loss Area L



Repetitive Loss Area O

Repetitive Loss Area O (Figure 2.13) is located on the north end of the island in Hilton Head Plantation and is in close proximity to the Port Royal Sound. The neighborhood is a Planned Unit Development (PUD), which was developed under an approved Master Plan that included drainage infrastructure. A majority of the structures are post-FIRM and were constructed from the early 1980s to mid-1990s.

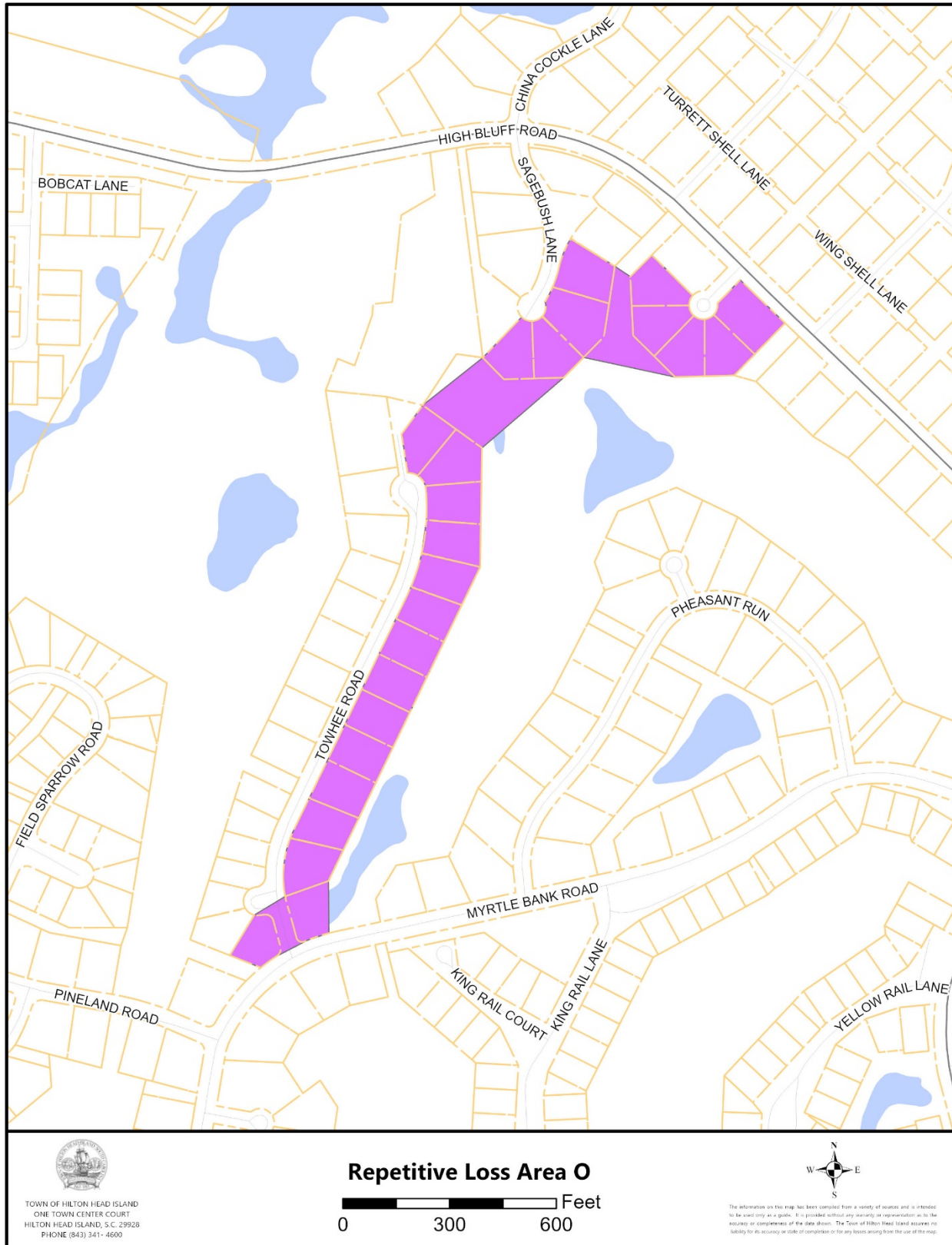
Repetitive Loss Area O contains 2 unmitigated and 1 mitigated repetitive loss properties, and 20 additional properties for a total of 23 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area O are located in Flood Zone X. They are slab-on-grade; however, the average grade in this area is 17', which is significantly higher than the typical base flood elevation in the island. Residents reported that the drainage system is periodically cleaned; however, the pipes quickly fill with sediment and may need to be cleaned more frequently. There is a drainage channel between the structures and adjacent golf courses that is managed by the Property Owners Association.

Example Property



Figure 2.13 – Repetitive Loss Area O



Repetitive Loss Area Q

Repetitive Loss Area Q (Figure 2.14) is located on the south end of the island and is situated on the Calibogue Sound. The properties are located in a PUD, which was developed under an approved Master Plan that included drainage infrastructure. The neighborhood was established in the late 1960s. The original homes were vacation homes that are slowly being replaced by modern elevated structures.

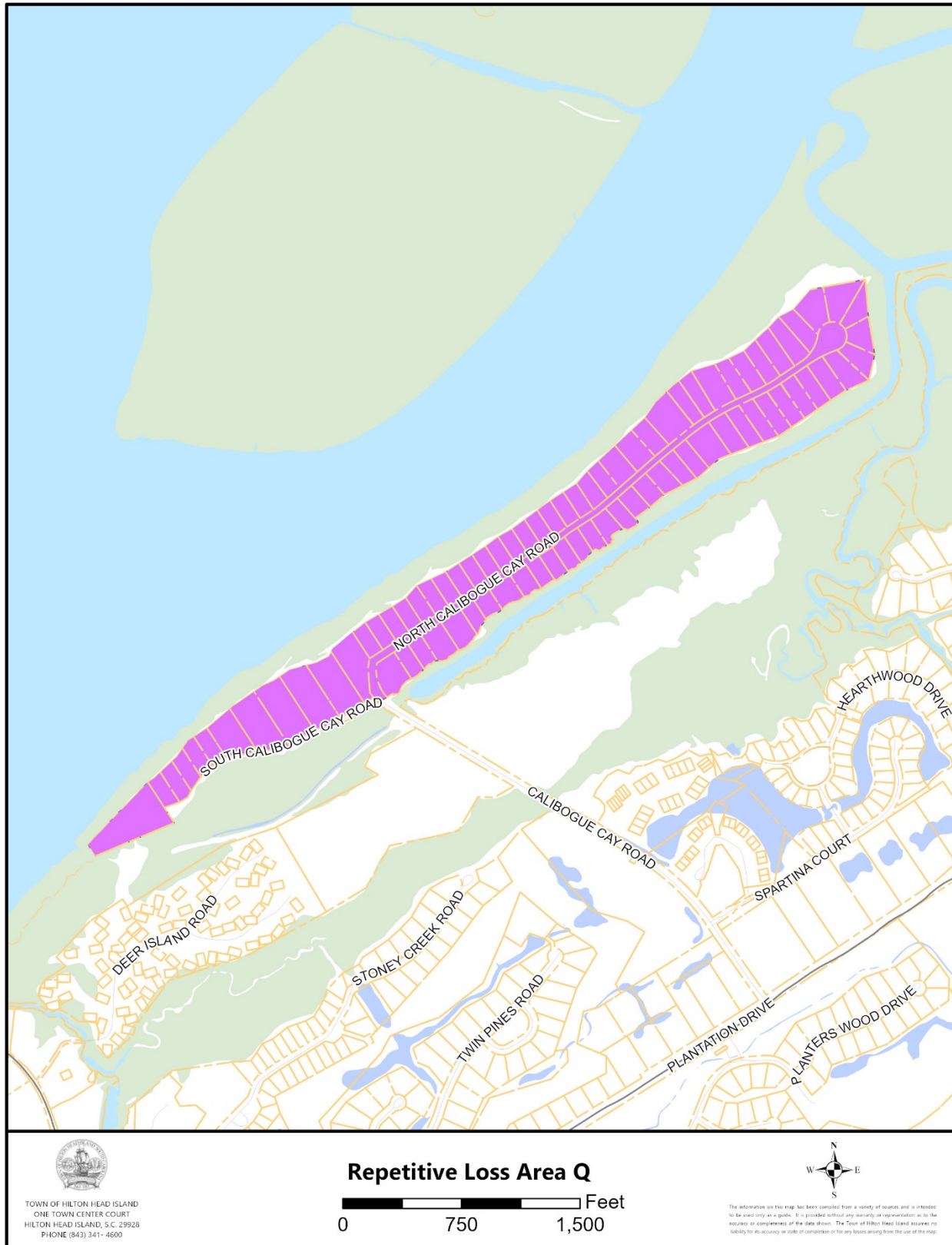
Repetitive Loss Area Q contains 7 unmitigated and 1 mitigated repetitive loss properties, and 71 additional properties for a total of 79 properties with similar topographic and drainage characteristics. Several homes in this area have been elevated to migrate past flooding events.

Problem Statement: Properties in Repetitive Loss Area Q are located in Flood Zone AE with base flood elevations ranging from 8-9 feet and the 500-year floodplain (Zone X-Shaded). Approximately 50% of the structures are pre-FIRM. These structures are slab-on-grade and are at risk due to the low-lying nature of this area. Residents have reported that flooding inundates the roadway during heavy rainfall events. The infrastructure in the community is maintained by the Property Owners Association.

Example Property



Figure 2.14 – Repetitive Loss Area Q



Repetitive Loss Area R

Repetitive Loss Area R (Figure 2.15) is located on the south end of the island and is situated in close proximity to the Calibogue Sound. The properties are located in a PUD, which was developed under an approved Master Plan that included drainage infrastructure. This area encompasses two condominium complexes containing 28 multifamily dwelling units constructed in 1980 and 1971.

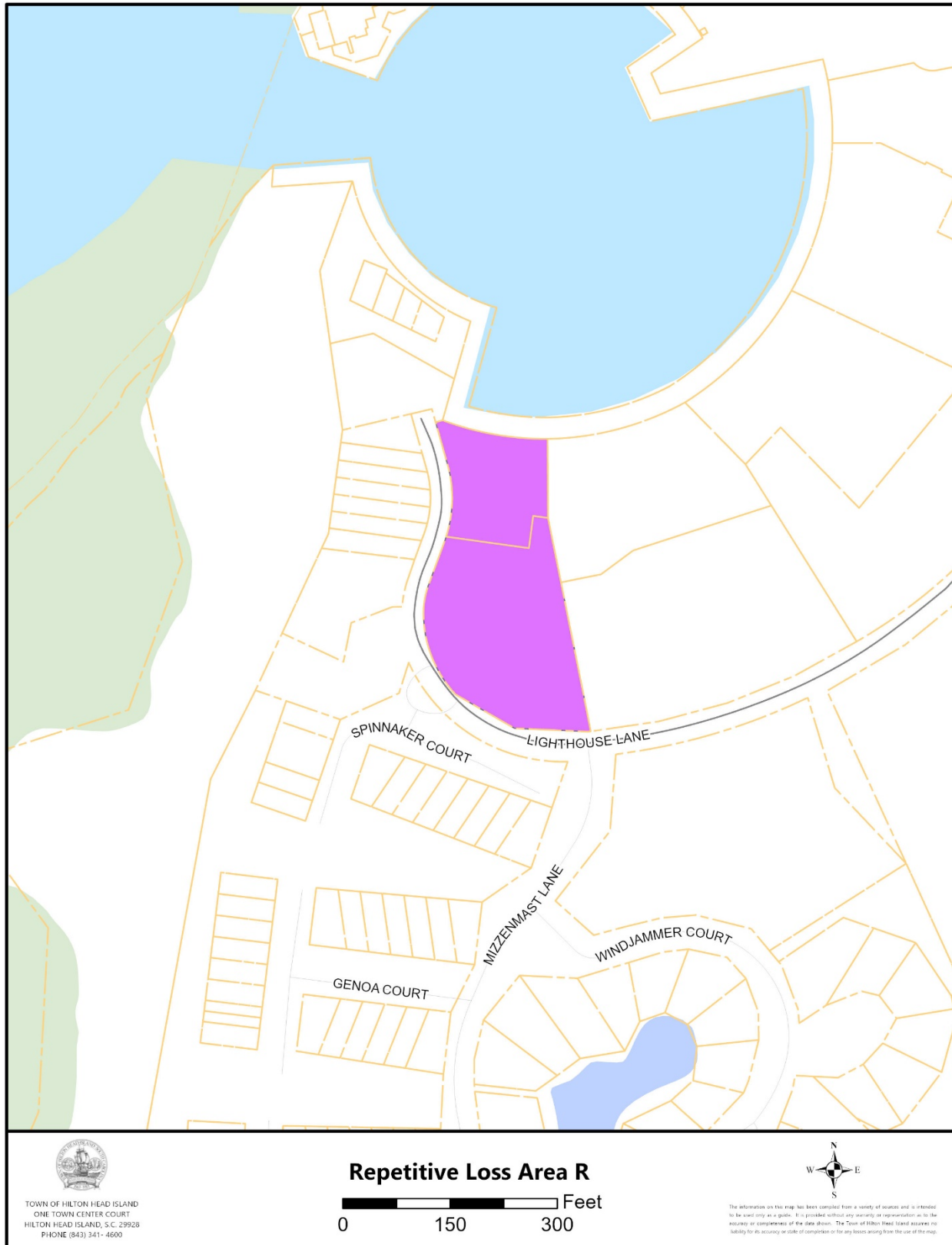
Repetitive Loss Area R contains 3 unmitigated buildings and 1 additional buildings for a total of 4 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area R are located in Flood Zone AE with a base flood elevation of 8 feet and the 500-year floodplain (Zone X-Shaded). The FIRM structures are at risk due to the low-lying nature of this area. The infrastructure in the community is maintained by the Property Owners Association.

Example Property



Figure 2.15 – Repetitive Loss Area R



Repetitive Loss Area U

Repetitive Loss Area U (Figure 2.16) is located on the south end of the island in the Forest Beach neighborhood on Cordillo Parkway. This area encompasses three condominium buildings containing 16 multifamily dwelling units constructed in 1973. These properties are in a high-density mixed use zoning district aimed at serving the island visitor.

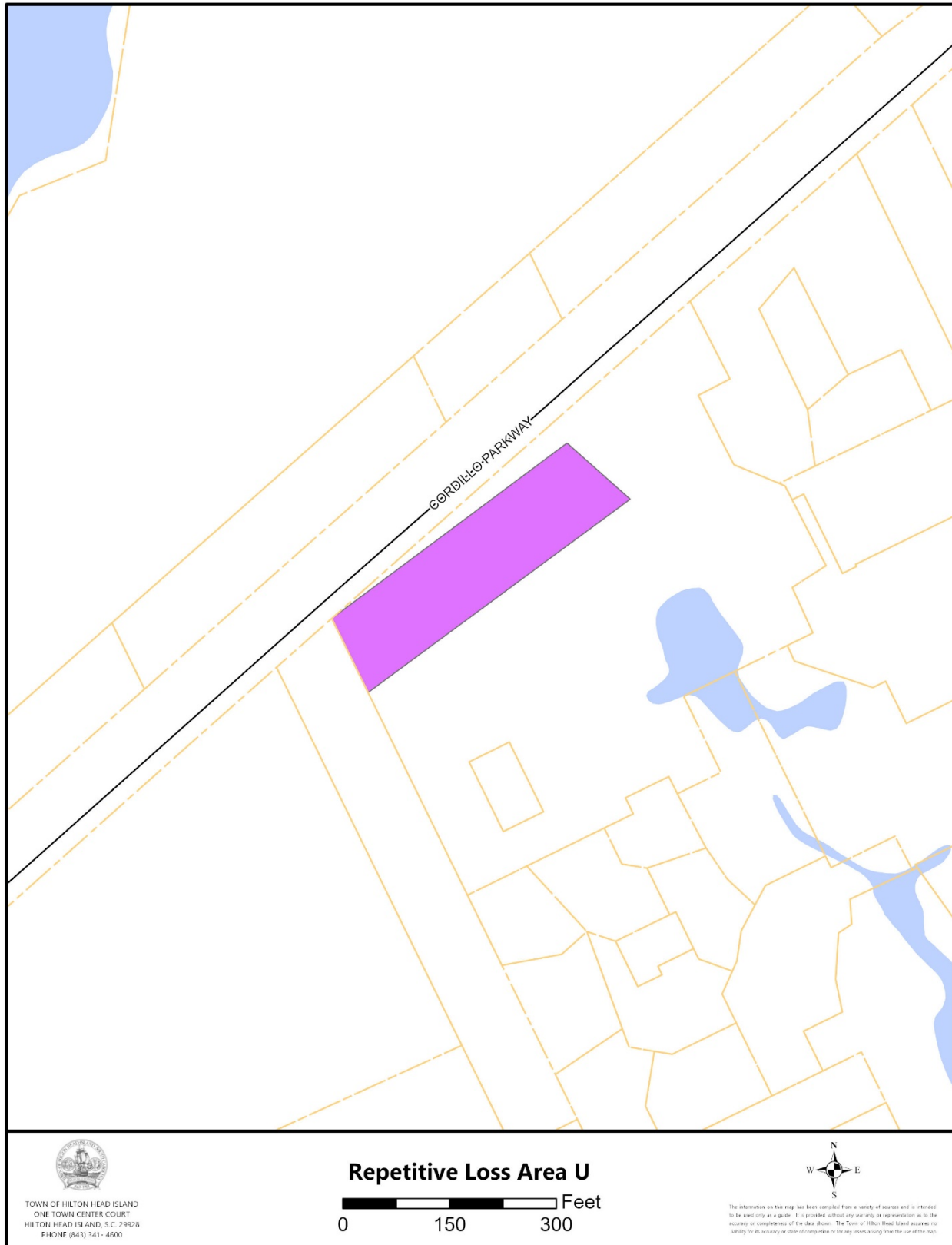
Repetitive Loss Area U contains 1 unmitigated building and 2 additional buildings for a total of 3 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area U are located the 500-year floodplain (Zone X-Shaded). The pre-FIRM structures, which are slab-on-grade, are at risk due to the low-lying nature of this area. Also, the adjacent roadway is approximately 3 feet higher than the building slabs. The infrastructure in the community is privately owned.

Example Property



Figure 2.16 – Repetitive Loss Area U



Repetitive Loss Area V

Repetitive Loss Area V (Figure 2.17) is located on the south end of the island and is situated on the Calibogue Sound. The properties are located in a PUD, which was developed under an approved Master Plan that included drainage infrastructure. The structures in this area are duplexes and triplexes and were constructed between 1981 and 2000.

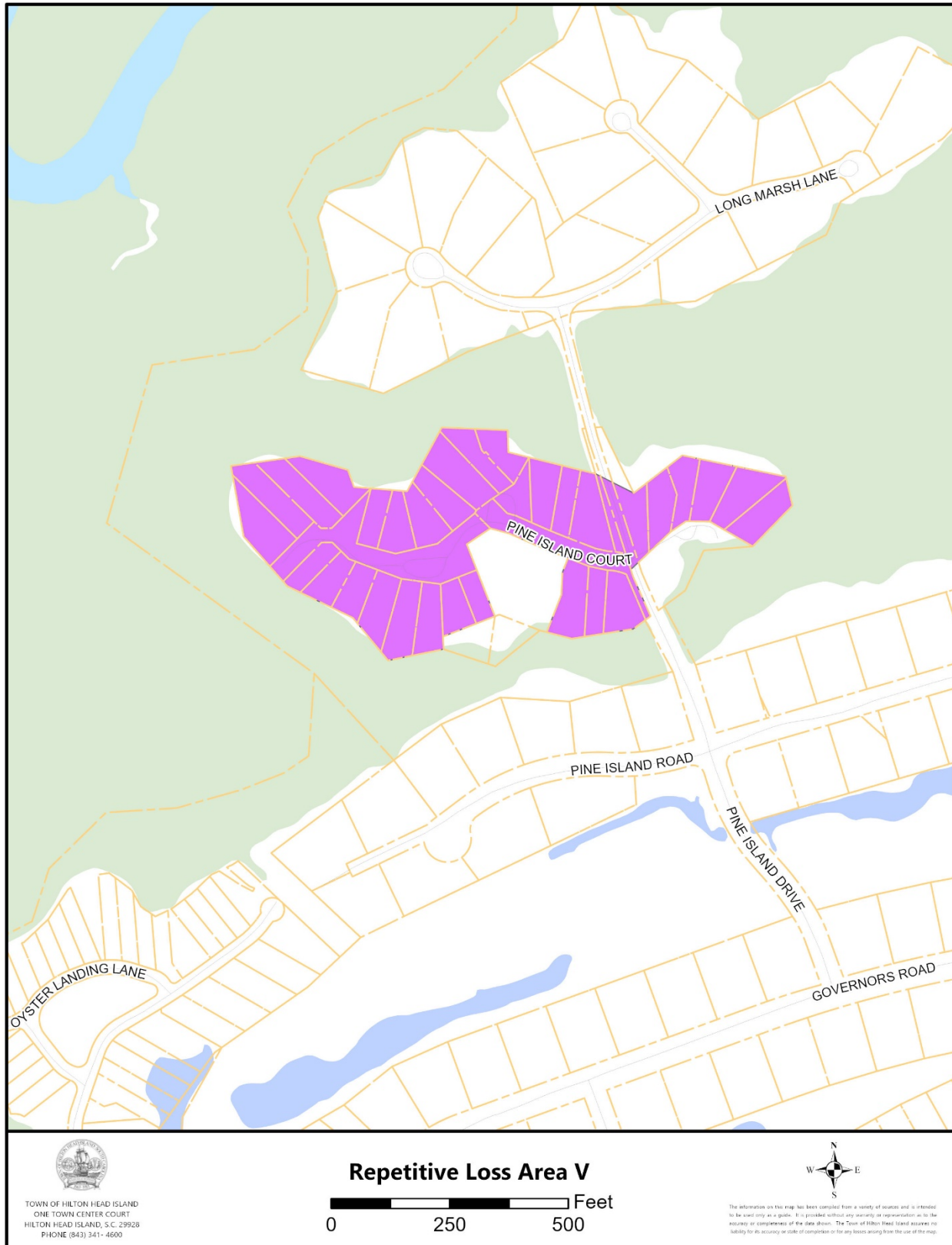
Repetitive Loss Area V contains 11 unmitigated and 2 additional properties for a total of 13 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area V are located in Flood Zone AE with base flood elevations ranging from 7-8 feet. All of the structures are elevated to varying elevations depending on the year of construction. Residents have reported that flooding inundates the roadway during heavy rainfall events and although not inundating any structures, king tide events saturate the yards and water is slowly encroaching on the structures. The infrastructure in the community is maintained by the Property Owners Association.

Example Property



Figure 2.17 – Repetitive Loss Area V



Repetitive Loss Area W

Repetitive Loss Area W (Figure 2.18) is located on the south end of the island and is situated between the Calibogue Sound and Atlantic Ocean adjacent to an unnamed tidal creek. The properties are located in a PUD, which was developed under an approved Master Plan that included drainage infrastructure. The neighborhood was established in the 1970s and the original homes were vacation homes that are slowly being replaced by modern elevated structures.

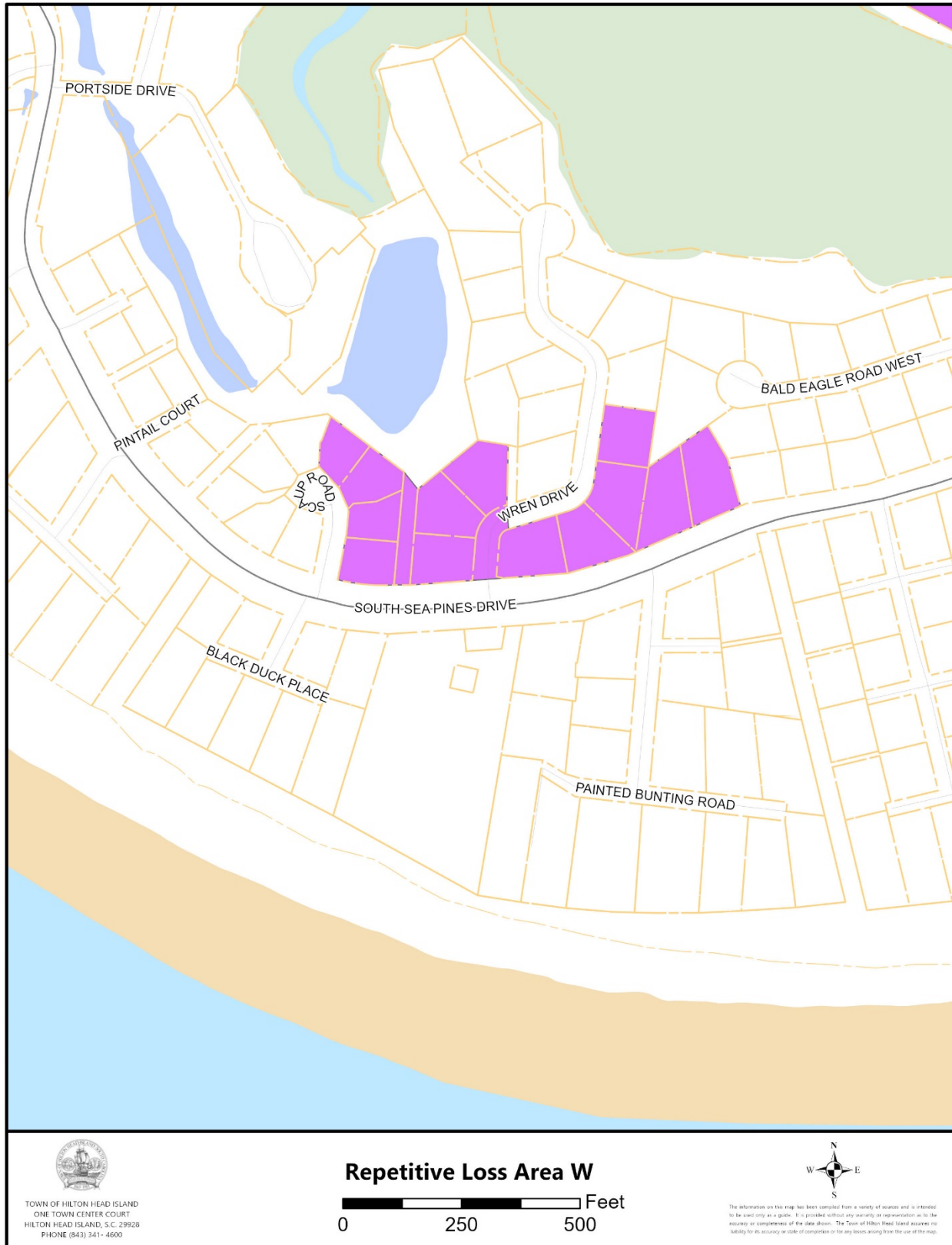
Repetitive Loss Area W contains 3 unmitigated and 10 additional properties for a total of 13 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area W are located in Flood Zone AE with base flood elevations of 8 feet. All of the structures are elevated to varying elevations depending on the year of construction. The infrastructure in the community is maintained by the Property Owners Association.

Example Property



Figure 2.18 – Repetitive Loss Area W



Repetitive Loss Area X

Repetitive Loss Area X (Figure 2.19) is located on the south end of the island and is situated between the Calibogue Sound and Atlantic Ocean adjacent to an unnamed tidal creek. The properties are located in a PUD, which was developed under an approved Master Plan that included drainage infrastructure. The neighborhood was established in the 1970s and the original homes were vacation homes that are slowly being replaced by modern elevated structures.

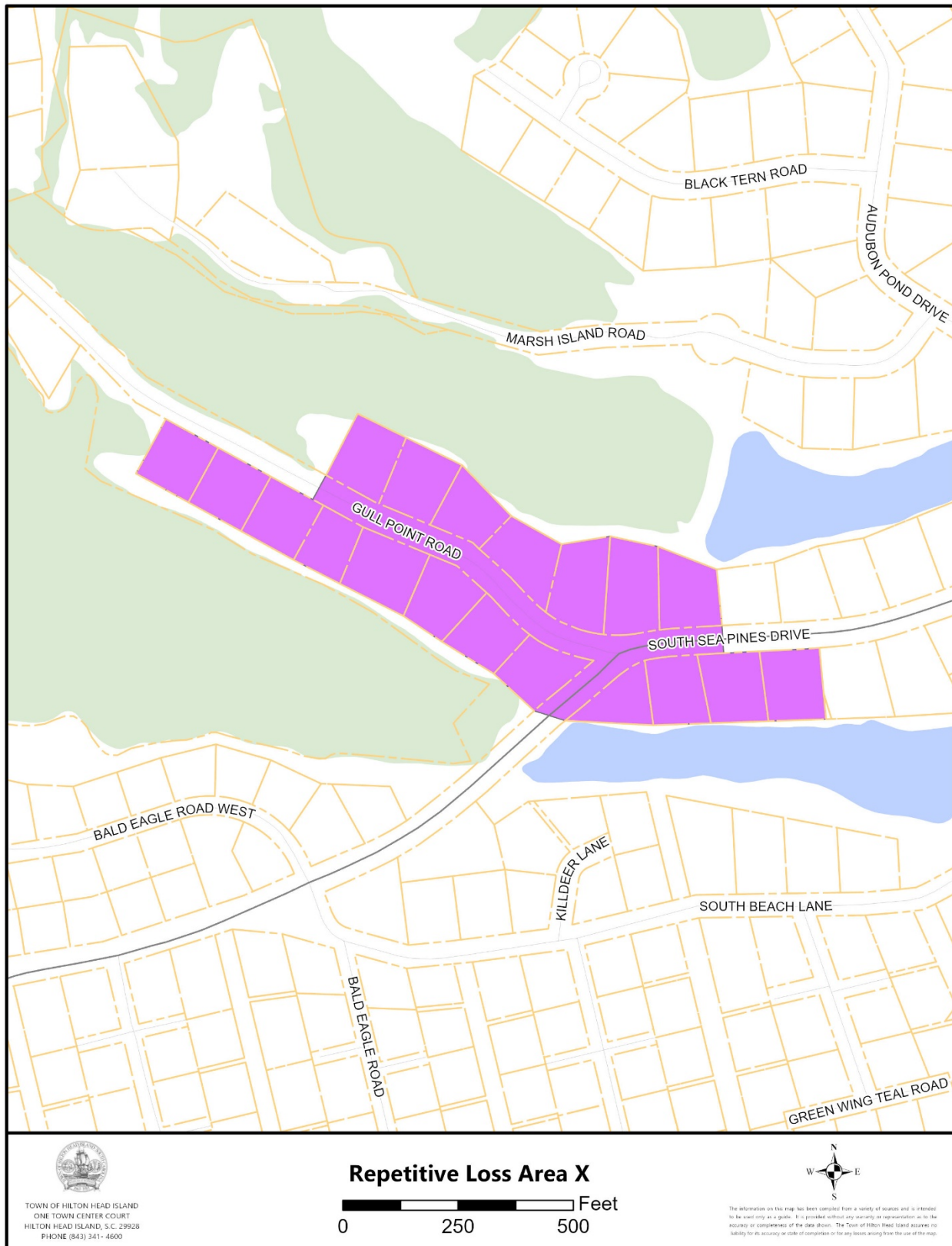
Repetitive Loss Area X contains 4 unmitigated and 13 additional properties for a total of 17 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area X are located in Flood Zone AE with base flood elevations of 8 feet. All of the structures are elevated to varying elevations depending on the year of construction. The infrastructure in the community is maintained by the Property Owners Association.

Example Property



Figure 2.19 – Repetitive Loss Area X



Repetitive Loss Area Y

Repetitive Loss Area Y (Figure 2.20) is located on the south end of the island and is situated between the Calibogue Sound and Atlantic Ocean adjacent to an unnamed tidal creek. The properties are located in a PUD, which was developed under an approved Master Plan that included drainage infrastructure. The neighborhood was established in the 1970s with most of the homes constructed between 1972 and 1992.

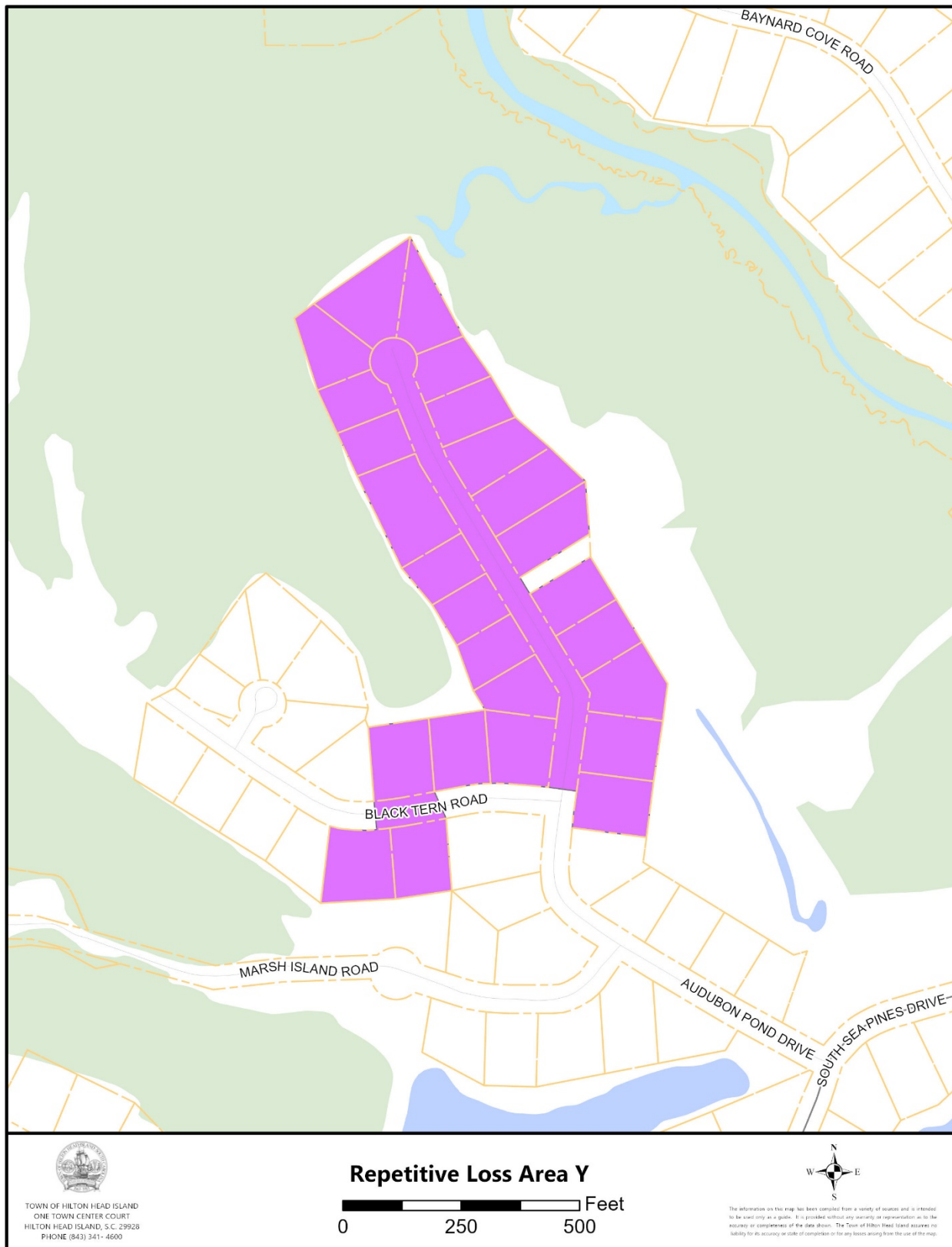
Repetitive Loss Area Y contains 5 unmitigated and 20 additional properties for a total of 25 properties with similar topographic and drainage characteristics.

Problem Statement: Properties in Repetitive Loss Area Y are located in Flood Zone AE with base flood elevations of 8 feet. All of the structures are elevated to varying elevations depending on the year of construction. The infrastructure in the community is maintained by the Property Owners Association.

Example Property



Figure 2.20 – Repetitive Loss Area Y



Single-Property Repetitive Loss Areas I, K, M, N, P, S, and T

Repetitive Loss Areas I, K, M, N, P, S, and T (Figures 2.21 through 2.27) are all single-property repetitive loss areas. All 7 single-property repetitive loss areas are located within PUDs, which was developed under an approved Master Plan that included drainage infrastructure.

Below is summary table of the single-property repetitive loss areas:

Repetitive Loss Area	Flood Zone	Number of Structures with Similar Characteristics
I	X	28
K	AE (9) and AE (10)	17
M	X-Shaded	11
N	X	4
P	AE(9) and X-Shaded	16
S	X	4
T	X-Shaded	6

Problem Statement: Properties in the single-property repetitive loss areas all have site specific drainage problems.

Example Property



Figure 2.21 – Repetitive Loss Area I

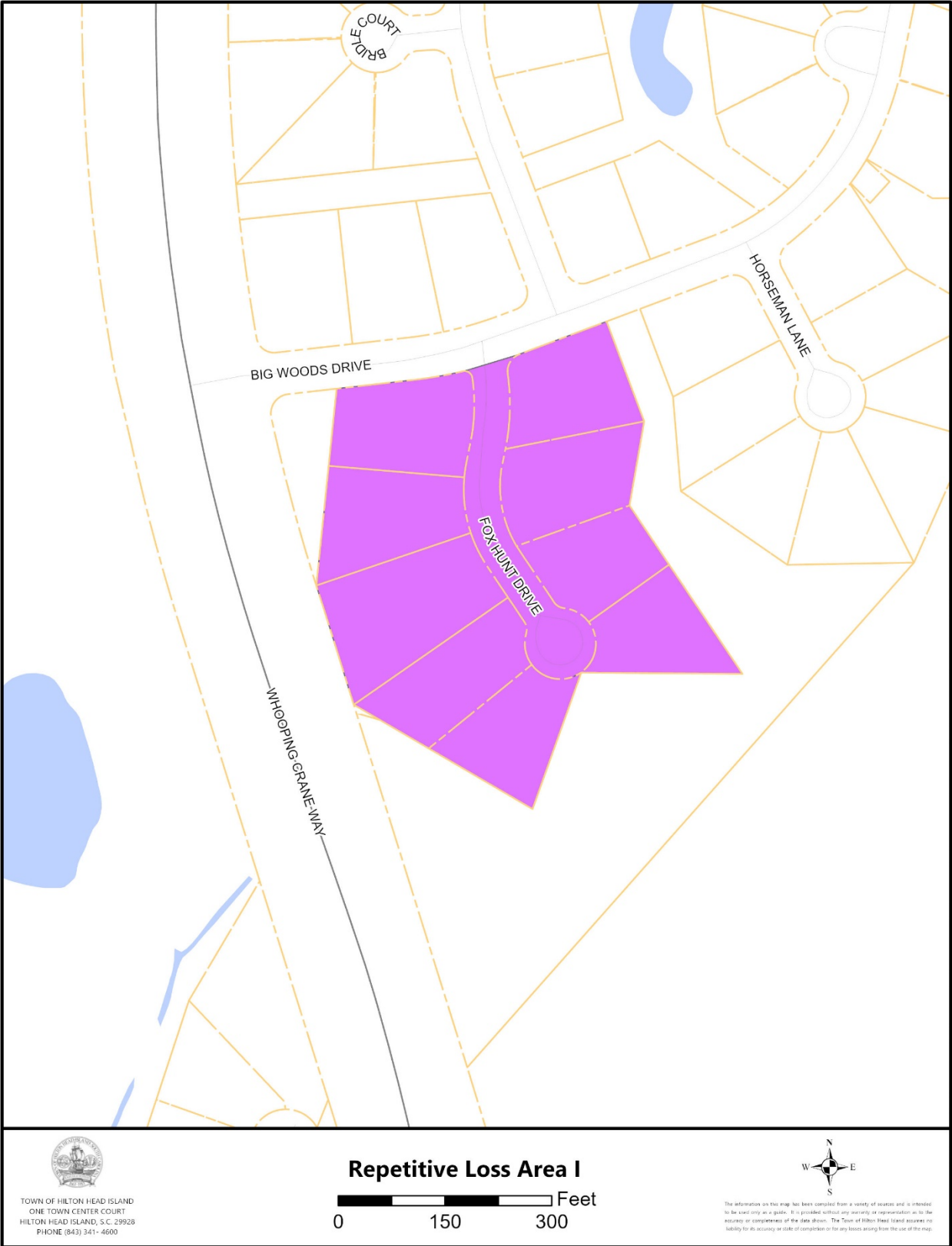


Figure 2.22 – Repetitive Loss Area K

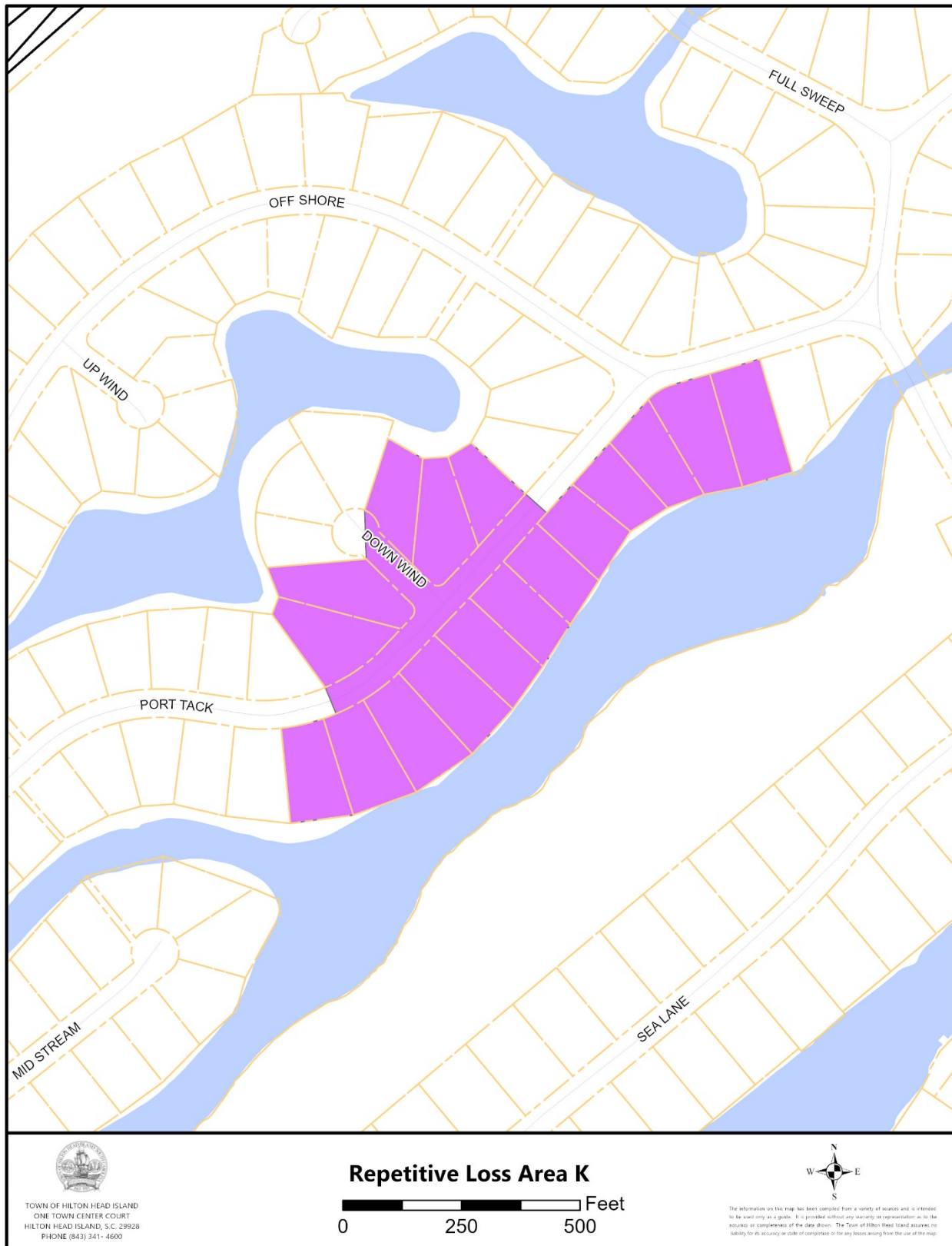


Figure 2.23 – Repetitive Loss Area M

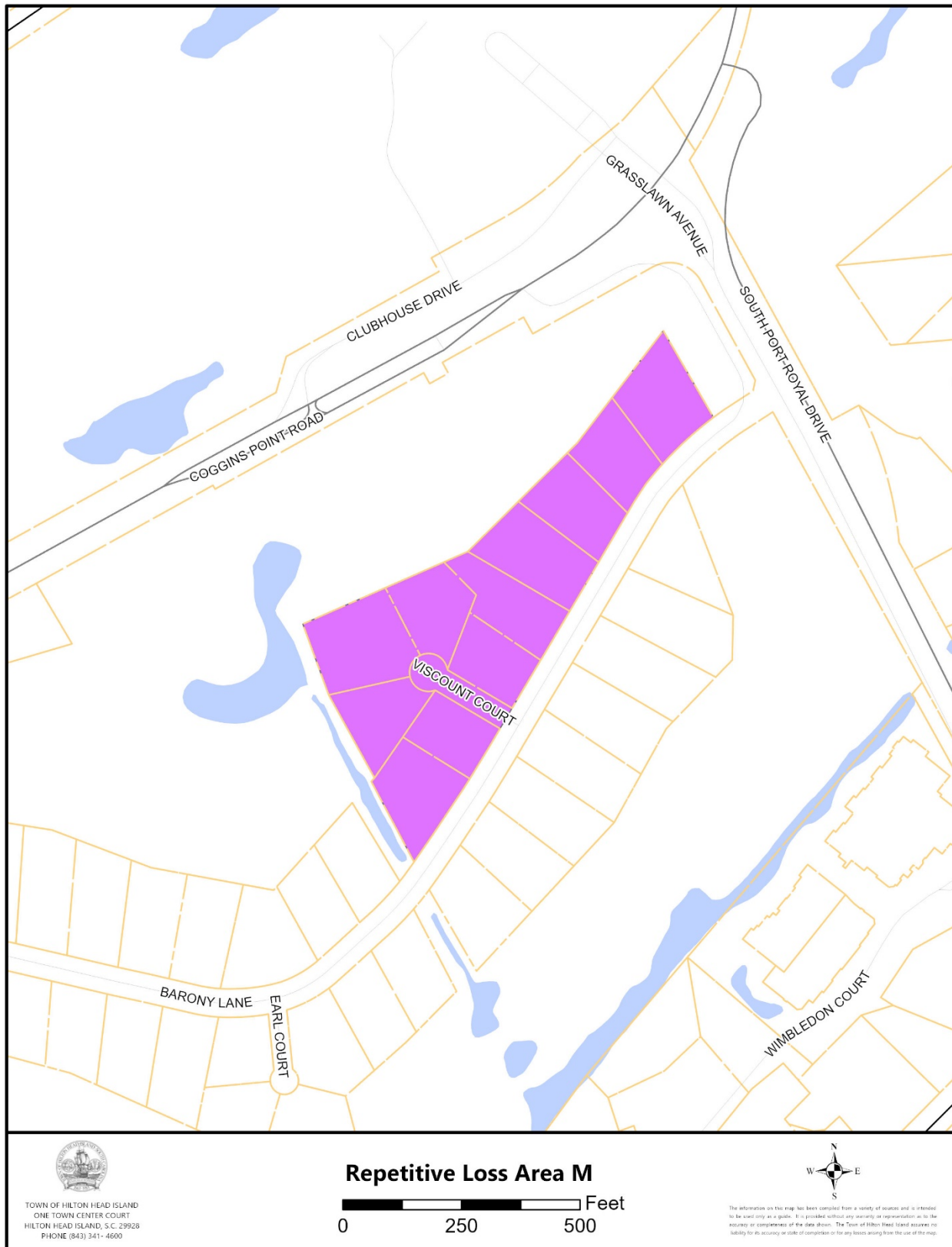


Figure 2.24 – Repetitive Loss Area N

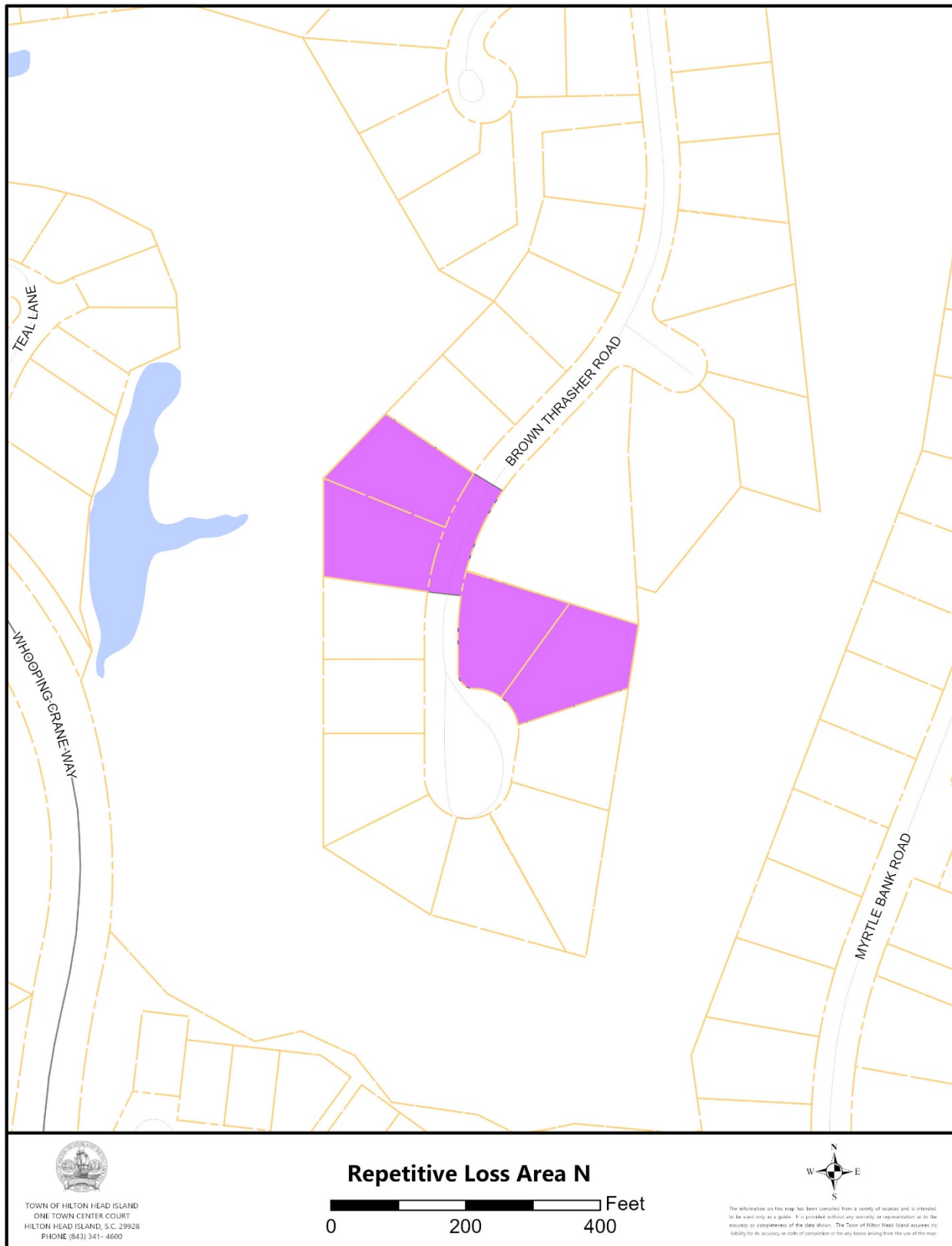


Figure 2.25 – Repetitive Loss Area P

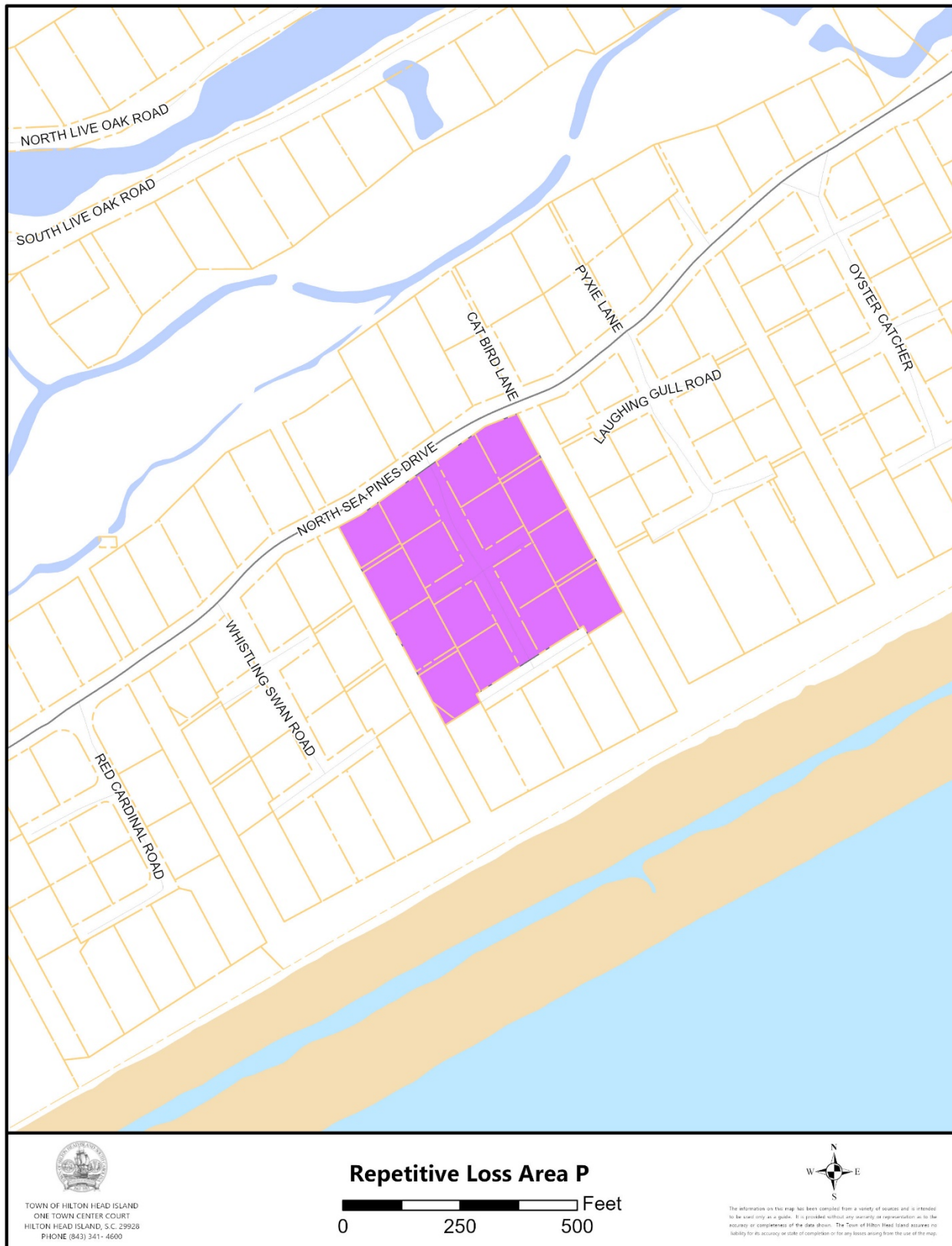


Figure 2.26 – Repetitive Loss Area S

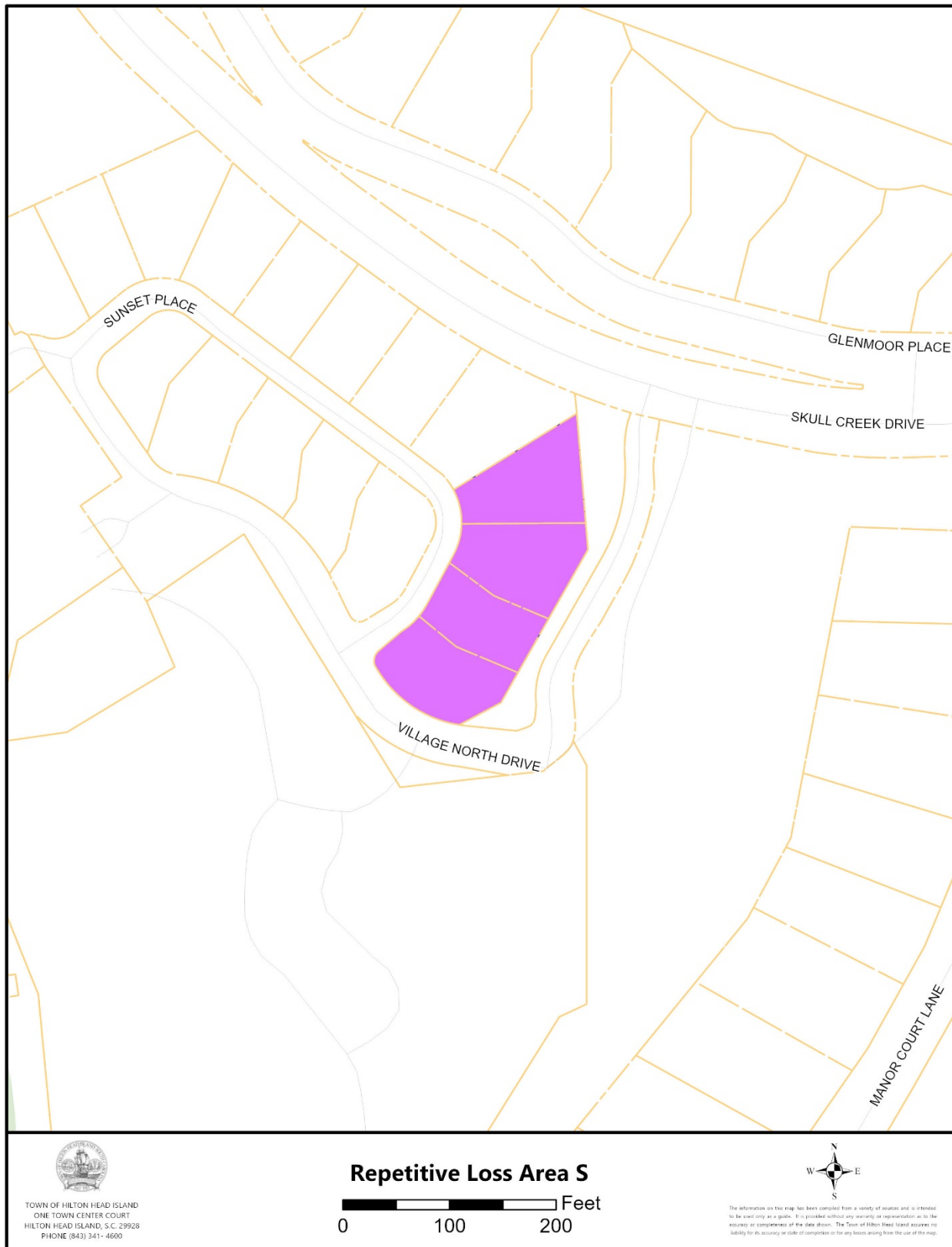
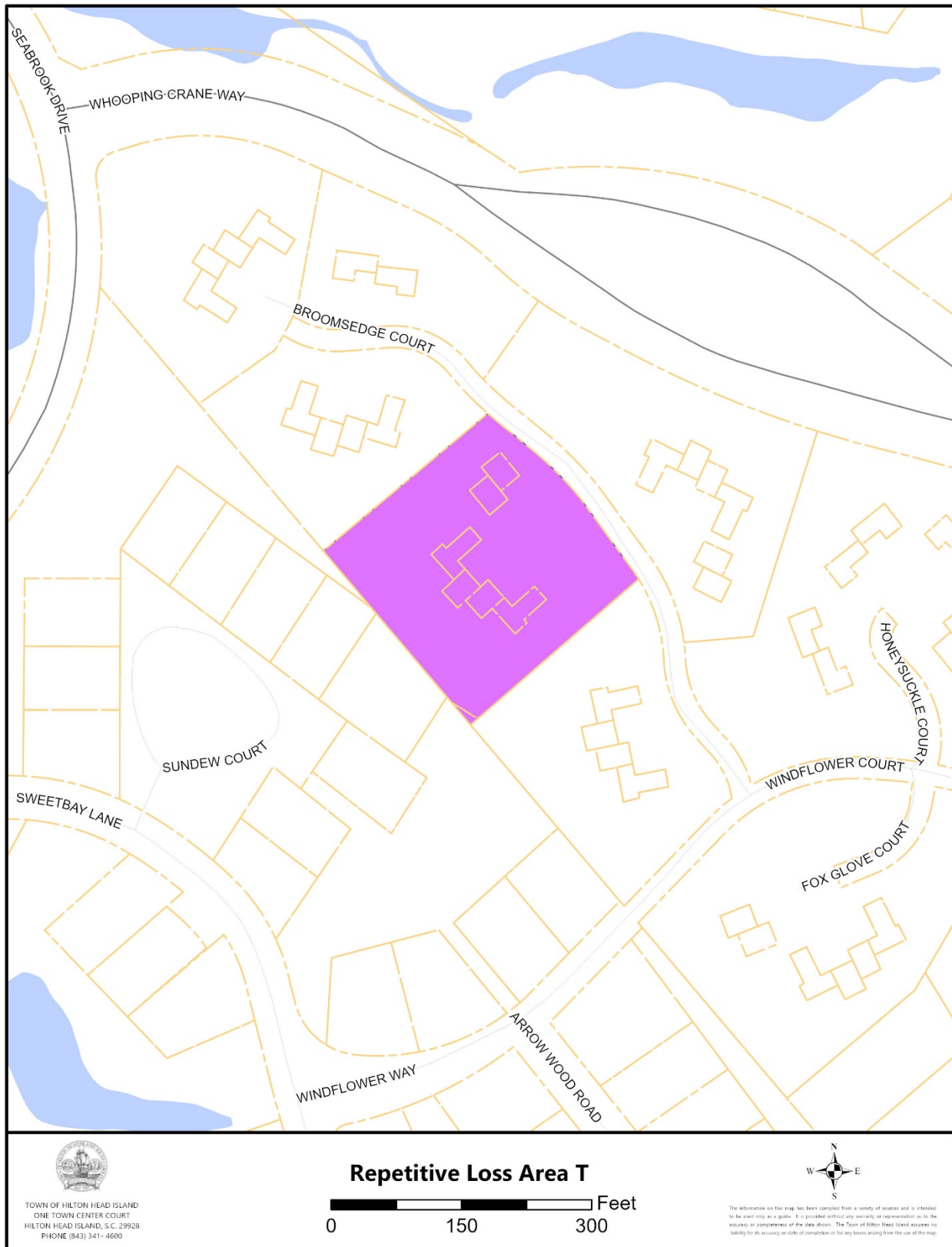


Figure 2.27 – Repetitive Loss Area T



STEP 4. Mitigation Alternatives

According to the 2017 CRS Coordinator's Manual, mitigation measures should fall into one of the following floodplain management categories:

- Prevention
- Property Protection
- Natural Resource Protection
- Emergency Services
- Structural Projects
- Public Information and Outreach

Property protection is essential to mitigating repetitive loss properties and reducing future flood losses. There are many ways to protect a property from flood damage. Property protection measures recognized in the 2017 CRS Coordinator's Manual include relocation, acquisition, building elevation, retrofitting, sewer backup protection, and insurance. Different measures are appropriate for different flood hazards, building types and building conditions. The following property protection measures are recommended:

- Demolish the building or relocate it out of harm's way.
- Elevate the building above the flood level.
- Elevate damage-prone components, such as the furnace or air conditioning unit.
- Dry floodproof the building so water cannot get into it.
- Wet floodproof portions of the building so water won't cause damage.
- Construct a berm or redirect drainage away from the building.
- Maintain nearby streams, ditches, and storm drains so debris does not obstruct them.
- Correct sewer backup problems.

Mitigation Funding

There are several types of mitigation measures, listed in the table below, which can be considered for each repetitive loss property. Each mitigation measure qualifies for one or more grant programs. Depending on the type of structure, severity of flooding and proximity to additional structures with similar flooding conditions, the most appropriate measure can be determined. In addition to these grant funded projects, several mitigations measures can be taken by the homeowner to protect their home. Please note, the Biggert-Waters 2012 National Flood Insurance Reform Act eliminated the previously available Repetitive Flood Claims grant program.

Table 2.1 - Mitigation Grant Programs

Types of Projects Funded	HMGP ^{1,2}	FMA ¹	BRIC ¹	SRL ¹	ICC ³	SBA ^{2,4}
Acquisition of the entire property by a gov't	✓	✓	✓	✓		
Relocation of the building to a flood free site	✓	✓	✓	✓	✓	✓
Demolition of the structure	✓	✓	✓	✓	✓	✓
Elevation of the structure above flood levels	✓	✓	✓	✓	✓	✓
Replacing the old building with a new elevated	✓			✓	✓	✓
Local drainage and small flood control projects	✓			✓		
Dry floodproofing (non-residential buildings)		✓	✓	✓	✓	✓
Percent paid by Federal program	75%	75%	75%	75%	100%	0%

Notes:

1. Requires a grant application from the local government.
2. Only available after a Federal Disaster Declaration.
3. Requires the building to have a flood insurance policy and be declared substantially damaged due to flooding by the local government. Pays 100% up to \$30,000.
4. This is a low interest loan that must be paid back.

Mitigation Measures

The following table compares potential mitigation measures for repetitive loss areas and provides detailed information on the implementation of the structural (table 2.2) and nonstructural alternatives (table 2.3)

Table 2.2 - Structural Alternatives

Potential Mitigation Measures	Current Mitigation Projects
Dry floodproofing. Commercial structures and even residential structures are eligible for dry floodproofing; however, in many instances this requires human intervention to complete the measure and ensure success. For example, installing watertight shields over doors or windows requires timely action by the homeowner, especially in a heavy rainfall event.	Commercial structures with a lowest floor elevation below the Town's design flood elevation are required to be dry floodproofed.
Wet floodproofing. Wet floodproofing a structure involves making the uninhabited portions of the structure resistant to flood damage and allowing water to enter during flooding. For example, in a basement or crawl space, mechanical equipment and ductwork would not be damaged.	All enclosures below the Town's design flood elevation are required to have adequate flood venting, to include attached and detached garages and accessory structures used only for parking, and limited storage.
Elevate structures and damage-prone components, such as the air conditioning unit, above the base flood elevation (BFE).	The Town has a design flood elevation for all new and substantially improved structures and equipment that is significantly higher than the minimum design flood elevation required by FEMA.
Improve stormwater system maintenance to ensure inlets and canals are free of clogging debris.	The Stormwater Department has implemented a comprehensive drainage system maintenance program that includes a biannual schedule for inspection and maintenance of Town-owned infrastructure. The plan also includes detailed protocols that are implemented in advance of tropical systems.
Implement drainage improvements such as increasing capacity in the system (up-sizing pipes) and provide additional inlets to receive more stormwater.	The following drainage improvements projects have been funded for FY25: • Improvement of the conveyance system along the Folly Field ditch. • Drainage improvements along Gum Tree Road between Katie Miller Drive and Georgianna Drive. • Installation of flap gates on the outfall pipes discharging stormwater from the Jarvis Creek Pump Station outfall system. • Main Street drainage improvements. • Capacity improvements and addition of backflow prevention devices at the Palmetto Hall outfall. • Wexford Pump Station overhaul.
Construct engineered structural barriers, berms, and floodwalls (Note: Assuming lot has required space for a structural addition).	
Acquire and/or relocate properties.	

Table 2.3 - Nonstructural Alternatives

Potential Mitigation Measures	Current Mitigation Projects
Provide public education through posting information about local flood hazards on the Town's website, posting signs at various locations in neighborhoods or discussing flood protection measures at local neighborhood association meetings.	The Town has implemented a Program for Public Information (PPI) as part of the Community Rating System Program. The PPI is a comprehensive outreach program to provide flood-related information to property owners and visitors.
Promote the purchase of flood insurance.	Flood Insurance promotion is one of ten key topics addressed in the PPI.
Implement volume control and runoff reduction measures in the Town's Stormwater Management Regulations.	The Town requires that all new construction retain the first 1" of rainfall over all new impervious surfaces and the first 1.5" of rainfall within ½ mile of a shellfish bed.
Implement impervious surface setbacks from tidal waters and wetlands.	The Town requires undisturbed buffers from tidal and freshwater wetlands for new construction. Impervious surfaces must be setback an additional 5' from the standard buffer.
Preserving natural areas or restoring areas to a natural state.	The Town has minimum open space requirements for new development and encourages preservation of natural areas.
Protection of wetlands to allow additional storage of floodwaters.	Alteration to a wetland as part of any development is allowed only when documentation is provided that clearly demonstrates that wetland alteration cannot be avoided.
Protecting the coastline by preserving natural habitat and increasing construction setbacks.	The Town has beach and dune protection regulations that include required setbacks for vertical construction adjacent to the shoreline.
Relocate internal supplies, products/goods above the flooding depth.	This information is included in pre-Hurricane season presentations to the Town's residential neighborhoods.

Advantages and Disadvantages of Mitigation Measures

Seven primary mitigation measures are discussed here: acquisition, relocation, barriers, floodproofing, drainage, elevation, and insurance. In general, the cost of acquisition and relocation will be higher than other mitigation measures but can completely mitigate risk of any future flood damage. Building small barriers to protect single structures is a lower cost solution, but it may not be able to offer complete protection from large flood events and may impact flood risk on other properties. Where drainage issues are the source of repetitive flooding, drainage improvements can provide flood mitigation benefits to multiple properties. Each of these solutions is discussed in greater detail below.

Acquisition

Property acquisition and/or relocation are complex processes requiring transferring private property to property owned by the local government for open space purposes. Acquisition is a relatively expensive mitigation measure but provides the greatest benefit in the lives and property are protected from flood damage. The major cost for the acquisition method is for purchasing the structure and land. The total estimated cost for acquisition should be based on the following:

- Purchase of structure and land
- Demolition
- Debris removal, including any landfill processing fees
- Grading and stabilizing the property site
- Permits and plan review

Table 2.4 - Advantages and Disadvantages of Acquisition

Advantages	Disadvantages
Permanently removes problem since the structure no longer exists.	Cost may be prohibitive.
Allows a substantially damaged or substantially improved structure to be brought into compliance with the community's floodplain management ordinance or law.	Resistance may be encountered by local communities due to loss of tax base, maintenance of empty lots, and liability for injuries on empty, community- owned lots.
Expands open space and enhances natural and beneficial uses.	
May be fundable under FEMA mitigation grant programs.	

There are 3 criteria that must be met for FEMA to fund an acquisition project:

- The local community must inform the property owners interested in the acquisition program that the community will not use condemnation authority to purchase their property and that the participation in the program is strictly voluntary,
- The subsequent deed to the property to be acquired will be amended such that the landowner will be restricted from receiving any further Federal disaster assistance grants, the property shall remain in open space in perpetuity, and the property will be retained in ownership by a public entity, and
- Any replacement housing or relocated structures will be located outside the 100-year floodplain.

Relocation

Relocation involves lifting and placing a structure on a wheeled vehicle and transporting that structure to a site outside the 100-year floodplain and placed on a new permanent foundation. Like acquisition, this is one of the most effective mitigation measures.

Table 2.5 - Advantages and Disadvantages of Relocation

Advantages	Disadvantages
Removes flood problem since the structure is relocated out of the flood-prone area.	Cost may be prohibitive.
Allows a substantially damaged or substantially improved structure to be brought into compliance with a community's floodplain management ordinance.	Additional costs are likely if the structure must be brought into compliance with current code requirements for plumbing, electrical, and energy systems.
May be fundable under FEMA mitigation grant programs.	

The cost for relocation will vary based on the type of structure and the condition of the structure. It is considerably less expensive to relocate a home that is built on a basement or crawl space as opposed to a structure that is a slab on grade. Additionally, wood sided structures are less expensive to relocate than structures with brick veneer. Items to consider in estimating cost for relocation include the following:

- Site selection and analysis and design of the new location
- Analysis of existing size of structure
- Analysis and preparation of the moving route
- Preparation of the structure prior to the move
- Moving the structure to the new location
- Preparation of the new site
- Construction of the new foundation
- Connection of the structure to the new foundation
- Restoration of the old site

Barriers

A flood protection barrier is usually an earthen levee/berm or a concrete retaining wall. While levees and retaining walls can be large spanning miles along a river, they can also be constructed on a much smaller scale to protect a single home or group of homes.

Table 2.6 - Advantages and Disadvantages of Barriers

Advantages	Disadvantages
Relative cost of mitigation is less expensive than other alternatives.	Property is still located within the floodplain and has potential to be damaged by flood if barrier fails or waters overtop it.
No alterations to the actual structure or foundation are required.	Solution is only practical for flooding depths less than 3 feet.
Homeowners can typically construct their own barriers that will complement the style and functionality of their house and yard.	Barriers cannot be used in areas with soils that have high infiltration rates.

The cost of constructing a barrier will depend on the type of barrier and the size required to provide adequate protection. An earthen berm will generally be less expensive compared to an equivalent concrete barrier primarily due to the cost of the materials. Another consideration is space; an earthen barrier requires a lot of additional width per height of structure compared to a concrete barrier to ensure proper stability.

Key items to consider for barriers:

- There needs to be adequate room on the lot,
- A pump is required to remove water that either falls or seeps onto the protected side of the barrier, and
- Human intervention will be required to sandbag or otherwise close any openings in the barrier during the entire flood event

Floodproofing

Wet floodproofing a structure consists of modifying the uninhabited portions (such as a crawlspace or an unfinished basement) to allow floodwaters to enter and exit. This ensures equal hydrostatic pressure on the interior and exterior of the structure which reduces the likelihood of wall failures and structural damage. Wet floodproofing is practical in only a limited number of situations.

Table 2.7 - Advantages and Disadvantages of Wet Floodproofing

Advantages	Disadvantages
Often less costly than other mitigation measures.	Extensive cleanup may be necessary if the structure becomes wet inside and possibly contaminated by sewage, chemicals and other materials borne by floodwaters.
Allows internal and external hydrostatic pressures to equalize, lessening the loads on walls and floors.	Pumping floodwaters out of a basement too soon after a flood may lead to structural damage.
	Does not minimize the potential damage from a high-velocity flood flow and wave action.

A dry floodproofed structure is made watertight below the level that needs flood protection to prevent floodwaters from entering. Making the structure watertight involves sealing the walls with waterproof coatings, impermeable membranes, or a supplemental layer of masonry or concrete; installing watertight shields over windows and doors; and installing measures to prevent sewer backup.

Table 2.8 - Advantages and Disadvantages of Dry Floodproofing

Advantages	Disadvantages
Often less costly than other retrofitting methods.	Requires human intervention and adequate warning to install protective measures.
Does not require additional land.	Does not minimize the potential damage from high-velocity flood flow and wave action.
May be funded by a FEMA mitigation grant program.	May not be aesthetically pleasing.

Drainage Improvements

Methods of drainage improvements include overflow channels, channel straightening, restrictive crossing replacements, and runoff storage. Modifying the channel attempts to provide a greater carrying capacity for moving floodwaters away from areas where damage occurs. Whenever drainage improvements are considered as a flood mitigation measure, the effects upstream and downstream from the proposed improvements need to be considered.

Table 2.9 - Advantages and Disadvantages of Drainage Improvements

Advantages	Disadvantages
Can increase channel carrying capacity through overflow channels, channel straightening, crossing replacements, or runoff volume storage.	May help one area but create new problems upstream or downstream.
Minor projects may be fundable under FEMA mitigation grant programs.	Channel straightening increases the capacity to accumulate and carry sediment.
May be funded by a FEMA mitigation grant program.	May require property owner cooperation and right-of-way acquisition.

Elevation

Elevating a structure to prevent floodwaters from reaching living areas is an effective and one of the most common mitigation methods. Elevation may also apply to roadways and walkways. The goal of the elevation process is to raise the lowest floor of a structure or roadway/walkway bed to or above the required level of protection.

Table 2.10 - Advantages and Disadvantages of Elevation

Advantages	Disadvantages
Elevating to or above the BFE allows a substantially damaged or substantially improved house to be brought into compliance.	Cost may be prohibitive.
Often reduces flood insurance premiums.	The appearance of the structure and access to it may be adversely affected.
Reduces or eliminates road closures due to overtopping.	May require property owner cooperation and right-of-way acquisition.
May be fundable under FEMA mitigation grant programs.	May require road or walkway closures during construction.

Flood Insurance

Insurance differs from other property protection activities in that it does not mitigate or prevent damage caused by a flood. However, flood insurance does help the owner repair and rebuild their property after a flood, and it can enable the owner to afford incorporating other property protection measures in that process. Insurance offers the advantage of protecting the property, as long as the policy is in force, without requiring human intervention for the measure to work.

Table 2.11 - Advantages and Disadvantages of Insurance

Advantages	Disadvantages
Provides protection outside of what is covered by a homeowners' insurance policy.	Cost may be prohibitive.
Can help to fund other property protection measures after a flood through increased cost of compliance (ICC) coverage.	Policyholders may have trouble understanding policy and filing claims.
Provides protection for both structure and contents.	Does not prevent or mitigate damage
Can be purchased anywhere a community, including outside the high-risk zone.	

STEP 5. Recommendations and Conclusions

Based on the field survey and collection of data, the analysis of existing studies and reports, and the evaluation of various structural and nonstructural mitigation measures, the Town of Hilton Head Island proposes that mitigation measures be implemented for all Repetitive Loss Areas. Table 2.12 examines current mitigation actions within these areas.

Table 2.12 - Current Mitigation Actions

	Mitigation Action
1	Property owners are aware of flooding causes and have been notified through various outreach project identified in the Town's PPI. Some owners have taken specific floodproofing measures at their own expense.
2	The Town has numerous higher regulatory standards in place to protect natural floodplain functions.
3	The Town has a comprehensive drainage system maintenance program that includes a biannual schedule for inspection and maintenance of Town-owned infrastructure. The plan also includes detailed protocols that are implemented in advance of tropical systems.
4	The Town has undertaken numerous capital improvement projects to improve drainage.
5	The Town enforces natural resources protection ordinances to preserve and enhance natural and beneficial floodplain functions.
6	51 repetitive loss properties have been mitigated within the Town. The preferred mitigation method is elevation of structures using mitigation funding or voluntary demolition and replacement of pre-FIRM structures with new elevated structures.

The Town will continue its public education efforts to promote flood insurance and increase awareness of flood preparedness and flood protection measures to include moving valuable items to a higher level and elevating vulnerable equipment such as HVAC units. The Town will also encourage property owners to use floodproofing measures and site-specific drainage improvements to help protect the lower levels of their property. At the same time, the Town will work with property owners, citizens, neighboring communities, the state and other regional and federal agencies to implement capital improvement projects which will help to eliminate flooding in the repetitive loss areas.

Recommendations

Mitigation Action 1 – Flood Insurance Promotions and Flood Awareness

Property owners should obtain and keep a flood insurance policy on their structures (building and contents coverage). The Town will continue, on an annual basis, to target all properties in the repetitive loss areas reminding them of the advantages to maintaining flood insurance through its annual outreach effort. Town staff will continue to conduct annual pre-Hurricane season meetings with each gated community to promote flood awareness and flood preparedness.

Responsibility

The Town's Floodplain Administrator will continue to provide the most relevant up-to-date flood insurance information to all property owners within the repetitive loss areas through annual outreach. The Town's Floodplain Administrator and Emergency Manager will continue to host neighborhood meetings to promote flood awareness and flood preparedness.

Funding

The cost will be paid for from the operating budget through the Planning Department.

Mitigation Action 2 – Property Protection Information

Property owners should not store personal property in crawlspaces since personal property is not covered by a flood insurance policy without contents coverage. The Town will increase its outreach efforts on an annual basis to include information to the outreach materials for the identified repetitive loss areas to include this specific information in outreach materials.

Responsibility

The Town's Floodplain Administrator will provide the most relevant up-to-date information to all property owners within the repetitive loss areas.

Funding

The cost will be paid for from the operating budget through the Planning Department.

Mitigation Action 3 – Floodproofing and Site-Specific Drainage Improvements

When appropriate, property owners should consider wet floodproofing measures such as flood vents for garages to allow flood waters to pass through and minimizing damage to the habitable space. Also, residents and business owners should consider dry floodproofing measures such as flood gates or shields, flood walls, and hydraulic pumps to protect the habitable space.

If the drainage pattern on a property is inadequate, property owners should consider site-specific drainage improvements to include grading around the structure to direct flood waters away from the foundation or installing a rain garden to provide temporary storage of floodwaters.

Responsibility

The Floodplain Administrator and Stormwater Department are available to meet with property owners to provide property protection advice and assistance to property owners who may wish to implement such measures. This service is publicized within the repetitive loss areas through annual outreach.

Funding

The cost will be paid for by individual property owners. Advice and assistance will require staff time.

Mitigation Action 4 – Drainage System Maintenance

Blockages in natural channels and other stormwater conveyance components can cause drainage issues and flooding. If natural channels and drainage features are blocked or filled, they can lose the ability to manage floodwaters, forcing these waters elsewhere where they may cause property damage.

Responsibility

The Town's drainage infrastructure is unique in that a majority of the infrastructure is maintained by other entities to include neighborhood associations, Beaufort County and the South Carolina Department of Transportation (SCDOT). For infrastructure that is maintained by the Town, the Town has implemented a comprehensive drainage system maintenance program that includes a biannual schedule for inspection and maintenance. Furthermore, the Town has worked closely with the neighborhood associations to develop and implement maintenance agreements, such that the neighborhood associations are bound by similar maintenance programs. The Town is currently working with Beaufort County and SCDOT to strengthen their obligation to maintain infrastructure to reduce the risk of flooding for the Town's property owners.

Funding

Drainage system maintenance is funded by the Stormwater Utility Funds. Infrastructure maintained by the neighborhood associations is self-funded through their association dues. Beaufort County and SCDOT have their own means of funding their maintenance programs.

Mitigation Action 5 – Elevate Structures and Equipment

Encourage property owners to elevate their structure and associated inside and outside mechanical equipment above the BFE and install flood resistant materials in crawlspaces.

Responsibility

The Town's Floodplain Administrator will promote effective flood protection measures and provide advice and assistance to property owners who may wish to implement such measures in an on-going program.

Funding

The cost will be paid for by individual property owners. Advice and assistance will require staff time.

Conclusions

This analysis is intended to serve as a guide and provide resources available to property owners interested in protecting their property against future flood losses. Based on the field survey and data collection, the analysis of existing studies and reports and the evaluation of various structural and non-structural mitigation measures, the Town of Hilton Head Island will continue educate property owners about appropriate mitigation measures determined to be beneficial for the Repetitive Loss Areas.

This Repetitive Loss Area Analysis will be evaluated on an annual basis, and more thoroughly reexamined prior to a Community Rating System verification visit. The annual evaluation will consist of an analysis of the progress on recommended actions and to what extent mitigation or building mitigation activities have occurred. The reanalysis will occur prior to a CRS cycle visit and entail a thorough reanalysis and survey of conditions in each Repetitive Loss Area.

Appendix A – Building Survey Data

Note: In accordance with the Privacy Act of 1974, Appendix C will not be shared with the general public.

DRAFT

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO ADOPT THE 2024 REPETITIVE LOSS AREA ANALYSIS (RLAA)

WHEREAS, the Town of Hilton Head Island participates in the National Flood Insurance Program (NFIP) sponsored by the Federal Emergency Management Agency (FEMA) in order to qualify residents for flood insurance; and

WHEREAS, the Town of Hilton Head Island participates voluntarily in the NFIP Community Rating System (CRS) whereby residents qualify for discounted flood insurance premiums; and

WHEREAS, the Town is rated and certified annually; and

WHEREAS, the CRS program requires a Repetitive Loss Area Analysis (RLAA) in order to for the Town to maintain its certification and rating because of the number of repetitive losses; and

WHEREAS, the RLAA has been prepared and coordinated in accordance with the guidelines provide by FEMA; and

WHEREAS, the RLAA must be adopted in the form of an official act by the governing body; and

WHEREAS, the Public Planning Committee met on September 12, 2024, and voted to recommend that Town Council approve the proposed resolution, and

NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT the attached Repetitive Loss Area Analysis, is hereby adopted.

MOVED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, OCTOBER, 2024.

Alan R. Perry, Mayor

ATTEST:

By: _____
Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Shawn Leininger, Assistant Town Manager
CC: Marc Orlando, Town Manager
DATE: October 15, 2024
SUBJECT: Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices/Integrated Pest Management Policy

RECOMMENDATION:

Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices/Integrated Pest Management Policy (Attachment 1).

BACKGROUND:

Environmental Sustainability is identified as a focus area in the Town Council approved 2023-2025 Strategic Action Plan and includes the Assessment and Implementation of an Environmentally Friendly Landscape and Grounds Maintenance Best Practices Program as an additional strategy.

The development of an Integrated Pest Management (IPM) policy is a best practice for management of grounds and facilities. In general terms, an IPM policy is a decision-making strategy that combines biological, cultural, physical, and chemical tools aimed on the long-term prevention of pests (plants and animals) or their damage. Following this strategy, pest control materials are selected and applied in a manner that minimizes risks to human health and nontarget organisms, is beneficial, and helps protect the environment.

In developing an IPM policy, Town Staff assessed current Town practices along with other environmentally conscious landscaping practices relating to pest and weed control management practices and products. Additionally, Town Staff met with certified professionals; other municipalities; local, state and national leaders in this field; representatives of the Non-Toxic Neighborhoods organization; as well as Town landscaping contractors to review these strategies and best practices.

Through this research and evaluation, three policy goals were established to guide the development of an IPM policy. These included the following:

1. Reduce / eliminate pesticide use.
2. Provide notice to the public when pesticides are used in public spaces.
3. Ensure the Town is responsible for making pest management decisions.

IPM POLICY OVERVIEW:

The proposed IPM Policy (Attachment 2), as reviewed and forwarded to Town Council by unanimous vote (4-0) of the Community Services & Public Safety Committee (CSPSC), establishes an organic first, least toxic approach to pest management on Town owned and managed properties. This means the use of preventative measures (i.e., selection of appropriate plant materials, physical removal of the pest, etc.) are prioritized before pesticide controls are implemented. When pesticide controls are necessary, organic pesticides are prioritized before considering synthetics. Pesticides that are registered with the United States Environmental Protection Agency (EPA) will be used in a least toxic approach. This results in EPA Level III (caution) pesticides, the lowest EPA toxicity level, being utilized first before considering more toxic pesticides as identified by the EPA.

Following the stated policy goals and organic first, least toxic approach, the IPM Policy further establishes the following:

1. Makes clear that existing service contracts that are not compliant with the IPM Policy will either be amended or terminated, and a new contract will be issued within twelve (12) months following adoption of the IPM Policy.
2. Prioritizes pest prevention beginning at the design stage and continues with the use of non-pesticide controls first.
3. Establishes that the Town is the approval authority of all pest control measures and institutes a written approval process.
4. Prohibits the use of any pesticide containing a substance known to be a human carcinogen as listed on the United States Department of Health and Human Services, Public Health Service, Report on Carcinogens Section.
5. Prohibits the use of Glyphosate products (Roundup, Ranger Pro, etc.).
6. Prohibits the use of EPA Level I (danger) pesticides unless it is deemed necessary to protect public health and prevent economic loss when other methods do not adequately control the pest.
7. Requires pesticide applications to be appropriate for the target pest and must be applied by those persons possessing a valid South Carolina commercial applicator license; or supervised by a person possessing such license.
8. When pesticide controls are necessary, identifies which pesticides, following the defined organic first, least toxic approach, can be applied on Town properties (park, field, playground, dog park, right-of-way, facilities/ buildings, and other Town property).
9. Requires notice be posted forty-eight (48) hours prior to pesticide application and the notice remain in place for at least twenty-four (24) hours after the application, unless the product label requires a longer re-entry period.
10. Requires all pesticide application records be provided to the Town by the contractor.

11. Requires the Town to develop and implement public education and outreach programs about the Town's IPM Policy, including collaborating with community organizations.
12. Requires the IPM Policy to be reviewed and evaluated periodically by Town Staff to assess its effectiveness, to identify opportunities for improvement, and make changes as necessary.

COMMUNITY SERVICES & PUBLIC SAFETY COMMITTEE (CSPSC) REVIEW:

The CSPSC has met numerous times over the past year to review and provide comment on the IPM Policy. These meetings included the following:

1. November 13, 2023;
2. January 8, 2024;
3. February 12, 2024;
4. April 8, 2024; and
5. September 16, 2024.

At the most recent meeting held on September 16, 2024, the CSPSC reviewed the IPM Policy. At that meeting, representatives of the Non-Toxic Neighborhoods organization provided additional revisions for consideration by the Committee (Attachment 3). In the motion forwarding the resolution and proposed IPM Policy to Town Council, the Committee requested Town Staff evaluate and report on those revisions to Town Council.

Below is a summary of the proposed revisions along with the corresponding evaluation from Town Staff:

Non-Toxic Neighborhoods Requests	Town of Hilton Head Response
1. Requested to remove "least toxic" from the policy and remove how toxicity is defined.	Proposed modifications: 1. Added the phrase "organic first" to better reflect the approach and retained the term "least toxic" as an appropriate descriptor of the IPM Policy. 2. No change to determining how toxicity is defined. The proposed IPM Policy requires the practice of preventative measures and non-pesticide controls such as cultural, mechanical, and biological before the use of pesticides are needed. When pesticides are deemed necessary by Town Staff, the policy requires the use of organic pesticides first following a "least

Non-Toxic Neighborhoods Requests	Town of Hilton Head Response
	toxic" approach. Synthetic pesticides may be applied if all other control measures are ineffective. For clarification, the EPA identifies how toxic a chemical is based on toxicology studies on oral, inhalation, and dermal exposure of the formulation of the product. The EPA then uses the study with the highest toxicity to identify the Signal Word and that Signal Word is printed on the label of the product. The Town's policy follows a "least toxic" approach and therefore needs to define how toxicity is identified.
2. Requested that chemicals are identified as pesticides.	Proposed modification: 1. Where appropriate, the term "chemicals" has been changed to pesticides.
3. Requested a licensed pest control advisor and Town Staff determine when use of synthetic pesticides is necessary to protect public health or prevent economic loss.	Proposed modification: 1. None. As stated in the policy, Town Staff shall be the decision maker of pest management decisions and will determine when use of synthetic pesticides is necessary to protect public health or prevent economic loss.
4. Requested to remove any language that would suggest that organic pesticides may not be effective.	Proposed modification: 1. Removed language that suggests organic pesticides may not be effective as it was not the intent, and the language was determined to be unnecessary.

Non-Toxic Neighborhoods Requests	Town of Hilton Head Response
5. Requested to have beaches, parks, athletic fields, dog parks, and playgrounds to be treated with same methodology - an organic pesticide only approach unless necessary to protect public health or prevent economic loss.	Proposed modification: 1. When pesticides are necessary, implement an organic pesticide only approach on beaches, playgrounds, and dog parks unless organic pesticides are unable to protect public health or prevent economic loss. 2. No change for parks, athletic fields, rights-of-way, facilities and buildings, and other town properties. Requiring a threshold to use synthetic pesticides at the protection of public health or prevention of economic loss may impact the aesthetic desired by the Town and the playability of athletic fields. Organic pesticides will be utilized first to control pests. If the organic pesticides are not effective and the impact of the pest does not rise to the level of public health or economic loss issue, the Town needs additional resources to satisfactorily address the issue.

Based on Town Staff review of the Non-Toxic Neighborhoods organization proposed revisions as directed by the Committee, a revised IPM Policy (Attachment 4) incorporating the changes noted above has been prepared utilizing track changes. Should Town Council approve of these additional changes, this revised IPM Policy needs to replace the IPM Policy forwarded by the CSPSC (Attachment 2) that is incorporated with the Resolution (Attachment 1).

SUMMARY:

Adoption of an IPM Policy by Town Council will implement a Strategic Plan item and for the first time establish a decision-making strategy for the management of pests on Town owned and managed properties that minimizes risks to human health, beneficial and non-target organisms, and the environment and fulfills the policy goals established in creating an IPM policy. This policy will be periodically reviewed, assessed for effectiveness in meeting these goals, and updated as necessary. Immediate next steps include:

1. Reviewing and making all applicable service contracts compliant with the adopted IPM Policy on or before October 16, 2025;
2. Developing IPM Programs for Town owned and managed properties;
3. Establishing procedures for providing Town authorization, maintaining records, and for placement of notifications of pesticide applications; and
4. In one-year, completing a Town Staff review of the IPM Policy to assess its effectiveness, to identify opportunities for improvement.

ATTACHMENTS:

1. Resolution
2. IPM Policy as Forwarded by the Community Services & Public Safety Committee (Exhibit A to Resolution)
3. Non-Toxic Neighborhoods Organization Proposed Revisions
4. Revised IPM Policy with Track Changes Resulting from Evaluation of the Non-Toxic Neighborhoods Organization Proposed Revisions

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

**A RESOLUTION OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA,
ADOPTING AN INTEGRATED PEST MANAGEMENT POLICY FOR USE WITHIN
TOWN PARKS AND PROPERTIES**

WHEREAS, the Town considers the protection of its natural environment to be one of its highest priorities and is a core value for all Town landscaping and grounds maintenance practices; and

WHEREAS, the Town's Strategic Action Plan includes a strategy for developing an environmental sustainability initiative that proposes to assess and implement an Environmentally Friendly Landscape and Grounds Maintenance Best Practices Program; and

WHEREAS, Town Staff has gathered data from other similarly situated communities who are implementing these best practices and has utilized this data to craft a proposed policy for Town Council's consideration; and

WHEREAS, the proposed Integrated Pest Management Policy as described in Exhibit A provides a framework for immediate and future adjustments to the Town's landscaping practices while ensuring that it is upholding our goals of protecting our natural environment.

**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 for the Town of Hilton Head Island hereby endorses and adopts the proposed Integrated Pest Management Policy for Environmentally Friendly Landscaping and Grounds Maintenance Practices for Hilton Head Island attached hereto as Exhibit A and incorporated herein by reference.
2. This adopted Integrated Pest Management Policy supersedes any previous or conflicting policies that relate to Integrated Pest Management taking place on property owned by the Town.
3. The Town Manager is hereby authorized to take such actions as may be necessary to implement this adopted Integrated Pest Management Policy for Environmentally Friendly Landscaping and Grounds Maintenance Practices.

MOVED, APPROVED, AND ADOPTED ON THIS ____ DAY OF October, 2024.

Alan R. Perry, Mayor
Town of Hilton Head Island

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

(RESOLUTION EXHIBIT A)

Town of Hilton Head Island INTEGRATED PEST MANAGEMENT POLICY

Purpose

The purpose of this Integrated Pest Management (IPM) Policy is to minimize risks associated with pest control measures to human and animal health, the environment, and non-target organisms by outlining a sustainable, effective, and environmentally responsible approach to managing pests and maintaining facilities in the Town of Hilton Head Island.

Policy

The Town of Hilton Head Island will implement a least-toxic IPM Policy to manage pests on its properties and facilities in a manner that is environmentally responsible, protective of human and animal health, minimizes impact on non-target organisms, is economically viable, and is aesthetically accepted as determined by the Town. This policy applies to all properties, road rights-of-way, and facilities owned, operated, or managed by the Town of Hilton Head Island. This policy does not apply to residential or commercial properties within the Town which are not owned or managed by the Town.

Pest Management Guiding Principles

1. Pest management decisions shall be made by Town staff and will be based on monitoring data, pest population thresholds, potential risks to human and animal health, the environment, and benefits and risks of available control methods.
2. Pest management actions shall be based on a least-toxic approach by prioritizing preventative measures and the use of cultural, physical, and/or biological controls before chemical controls are employed. Pest thresholds are site and pest specific. Pest thresholds shall be established in an IPM Plan for Town owned and managed properties and approved by the Town's Facilities Director, or qualified designee.
3. The use of pesticides will be restricted, as defined in this policy, where children and the general public congregate and in environmentally sensitive areas such as along water/marsh edges, including buffers, on Town owned or managed property.
4. The Town will partner with all landscape and pest control contractors that work with the Town of Hilton Head Island to maintain its properties. The Town will ensure contractors are educated and capable of compliance with the Town's policy.

Applicability to Town Service Contracts

1. Any contracted services for the Town are required to comply with this policy as part of the contracted work on Town managed properties or facilities.

2. Upon adoption of this policy, this IPM Policy shall be in effect and apply to all new contracts Any existing contract that is in effect upon adoption of this policy, shall be evaluated to determine if compliance with this policy is required. If compliance is required and the contract does not already require compliance with this policy, the contract shall either be amended to require compliance or be terminated per the terms of the contract and a new contract executed so as to require compliance with this policy. All existing contracts will be required to be compliant as soon as reasonably possible and no later than within twelve (12) months from the adoption of this policy.

Procedures

Prevention

1. Prevention begins in the design phase of projects, where Staff shall review all new development and rehabilitation Town project plans to verify compatibility with the site's environment.
2. Preventative measures include utilizing available science, research, and techniques based on the Town's ecosystem and environment to reduce the need for pesticide control on Town owned or managed property. This includes, but is not limited to, proper plant selection, proper watering schedules, proper maintenance heights of plants, solid waste removal and control, and following a preventative maintenance schedule for buildings.

Monitoring

1. Town staff and contractors shall provide regular monitoring services for all the Town's properties and report pest concerns to the Town's Facilities Director, or qualified designee.
2. Town staff and contractors shall report if pest populations are increasing, decreasing, or staying the same and, through collaboration, recommend the type of control, consistent with this IPM Policy, to manage the pest.
3. Town staff shall have final approval of all pest control measures.

Non-Chemical Control Measures

1. The Landscape or maintenance staff and contractors shall utilize cultural controls, which are modifications of normal plant care activities that reduce or prevent pests. These methods include adjusting the frequency and amount of irrigation, fertilization, and mowing height.
2. Landscape or maintenance staff and contractors shall utilize mechanical control tactics involving the use of manual labor and machinery to reduce or eliminate pest problems using methods such as handpicking, physical barriers, or machinery to reduce pest abundance indirectly.
3. Landscape or maintenance staff and contractors shall consider a biological control practice that uses living organisms to reduce pest populations. These organisms, also referred to as beneficials, natural enemies, or bio-controls, act to keep pest populations low enough to prevent significant economic damage. Bio-controls include pathogens, parasites, predators,

competitive species, and antagonistic organisms. Beneficial organisms can occur naturally or can be purchased and released. The most common organisms used for biological control in landscapes are predators, parasites, pathogens, and herbivores.

Chemical Control Measures

1. Synthetic pesticides are to be utilized only after other control methods have been determined by Town staff to be ineffective in the acceptable control of the pest problem.
2. The use of any pesticide containing a substance known to be a human carcinogen is prohibited on any Town owned or managed property. Substances known to be human carcinogens are those listed in the most recent U.S. Department of Health and Human Services, Public Health Service, Report on Carcinogens Section as required by 301(b)(4) of the Public Health Service Act, 42 USC 241(b)(4), as amended.
3. Glyphosate (i.e. Roundup TM) is prohibited on Town owned or managed properties.
4. Non-organic pesticides shall not be applied within twenty-five (25) feet of the mean high-water line of any water or marsh edge.
5. The Town and its contractors will apply only EPA labeled pesticides, appropriate for the target pest, and as such chemical application must strictly follow the label of the product as required by "South Carolina Pesticide Control Act," [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)] and S.C. Code of Regulations R. Ch. 27, Art. 17, including restrictions on use in environmentally sensitive areas as identified by the label of the product.
6. Selection of chemical control shall be based on a least-toxic approach:
 - a. Toxicity is identified on the label of the product using EPA signal words.
 - b. Prioritize use of organic pesticides, considering safety to the applicator, efficacy of the product, and EPA signal word.
 - c. Use EPA Level pesticides in a targeted manner.
 - d. EPA level I "Danger" pesticides shall not be used on Town owned or managed properties unless it is deemed necessary to protect public health and economic loss when other methods do not adequately control the pest.
7. In accordance with the Chemical Control requirements set forth above, pesticides are to be utilized as approved by Town staff, in a prioritized approach on Town properties as follows:
 - a. Parks and Fields:
 - i. Organic pesticides
 - ii. EPA Level III "caution" label pesticides
 - iii. EPA Level II "warning" label pesticides
 - b. Playgrounds and Dog Parks:
 - i. Organic pesticides
 - ii. EPA Level III "caution" label pesticides

- c. Rights of Way (Street medians/parkways):
 - i. Organic pesticides
 - ii. EPA Level III "caution" label pesticides
 - iii. EPA Level II "warning" label pesticides
- d. Facilities/Buildings:
 - i. Organic pesticides
 - ii. Bait formulations of insecticides will be used where appropriate
 - iii. EPA Level III "caution" label pesticides
 - iv. EPA Level II "warning" label pesticides
- e. Other Town Properties:
 - i. Organic pesticides
 - ii. EPA Level III "caution" label pesticides
 - iii. EPA Level II "warning" label pesticides

Approvals and Application of Chemical Pesticides

1. A written recommendation of proposed pesticide, including commercial name, concentrations, allocation rates, usage and reentry time shall be prepared by a licensed South Carolina commercial applicator and site-specific schedule submitted for approval by the Town's Facilities Director, or qualified designee. Copies of Safety Data Sheets and specimen labels shall be given to the Town prior to pesticide use on Town property. Any pesticide use must be approved in writing by the Town's Facilities Director, or qualified designee, prior to its use.
2. For Facilities and Building Maintenance, the referenced responsibilities of a licensed pest control applicator presented throughout this policy are to be performed by a licensed South Carolina commercial applicator.
3. Chemicals shall only be applied by those persons possessing a valid South Carolina commercial applicator license; or supervised by a person possessing a valid South Carolina commercial applicator license as required by South Carolina regulation. Application shall be in strict accordance with all governing regulations.
4. Pesticides shall be applied in a manner that avoids any contamination of non-target areas.

Notification Requirements

1. Precautionary measures shall be employed to keep the public from entering the area where any Pesticide has been applied until it is safe through the posting of signage. Posting of signs shall be required at all park facilities when any application of pesticides is performed. Specific requirements for posting are as follows:
 - a. All signs shall be posted forty-eight (48) hours prior to spraying pesticide applications.
 - b. For spot-spraying and all other non-broadcast pesticide applications, signs will be posted in conspicuous locations at area of application. Along walkways and trails, signs will be placed at regular intervals facing the pedestrian walkway and park kiosks.

- c. For broadcast pesticide applications, including spot-spraying pesticide applications over a large area or field, signs will be posted in conspicuous locations at the area of application and at high traffic areas, including defined and undefined entrances and at park kiosks.
- d. Signage shall include a URL and/ or QR code linking to the Town's IPM Policy and a list of all approved pesticides. Signage, at a minimum, must contain the chemical name of the active ingredients, product name, date of the application, target pest, EPA signal word as specified on the product label, and re-entry Interval of the product as specified on the product label.
- e. Signs shall be a minimum of three (3) square feet in area, per side if double sided, and shall be weatherproof.
- f. Signs will remain in place for a minimum of twenty-four (24) hours after the applications are completed and not less than the re-entry interval of the product as specified on the product label.
- g. Emergency pesticide application may be required for pest control. In this rare event, there may not be adequate time to post signage within forty-eight (48) hours prior to the application. Town staff must be notified immediately prior to pesticide application. In the event of an emergency pesticide application, signs notifying the application of pesticides shall be posted prior to the pesticide application.

Records and Reporting

Records of all pesticides used by contractors on Town property shall be retained by the contractors in accordance with the SC Department of Pesticide Regulations, as defined in the Rules and Regulations for the Enforcement of S.C. Regs. 27-1083 and provided to the Town. Records shall include information such as the quantity of each pesticide used, the common chemical name of the active ingredient(s), the product name, the pest or purpose for which the pesticide was applied, and the date and place of application and any other information required by "South Carolina Pesticide Control Act," [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)] and S.C. Code of Regulations R. Ch. 27, Art. 17.

Public Education and Outreach

1. The Town of Hilton Head Island will develop and implement public education and outreach programs to inform residents, businesses, and visitors about the Town's IPM principles, practices, and benefits.
2. Collaboration with community organizations, schools, and other stakeholders will be encouraged to promote IPM adoption and awareness throughout the community.

Review and Evaluation

1. This policy will be reviewed and evaluated periodically by Town Staff to assess its effectiveness in achieving the desired pest management outcomes and to identify opportunities for improvement.
2. Updates or revisions to the policy may be made as necessary to address changing conditions, new information, or advancements in pest management technologies.

Definitions

1. The following terms shall have the same meaning as the “South Carolina Pesticide Control Act,” [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)]:
 - a. **Insecticides:** Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects which may be present in any environment whatsoever.
 - b. **Pest:** (a) Any insect, snail, slug, rodent, nematode, fungus, weed, or (b) any other form of terrestrial or aquatic plant or animal life or virus, bacteria, or other microorganism (except viruses, bacteria, or other microorganisms on or in living man or other living animals) which the Director declares to be a pest.
 - c. **Pesticides:** (a) any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, (b) any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.
2. **Biological control:** The use of active manipulation of living natural enemies to control pest population densities.
3. **Chemical control:** The use of pesticides to control pest populations. Pesticides include synthetic or organic formulations of the chemical.
4. **Cultural control:** Practices that reduce pest establishment, reproduction, and dispersal. Practices can include but not limited to, the use of selecting pest resistant variety of plants, selecting native plant species, or optimizing irrigation practices.
5. **Integrated Pest Management (IPM):** A comprehensive, science-based approach to managing pests by integrating biological, cultural, physical, and chemical control methods to reduce pest populations to acceptable levels while minimizing risks to human health, the environment, and non-target organisms.
6. **Physical control:** Also referred to as mechanical control can include methods such as sanitation, use of physical barriers or traps, hand destruction, or spraying water to remove pests.

ATTACHMENT 3

~~(RESOLUTION EXHIBIT A)~~

(Non-Toxic Neighborhoods Organization Proposed Revisions)

Town of Hilton Head Island INTEGRATED PEST MANAGEMENT POLICY

Purpose

The purpose of this Integrated Pest Management (IPM) Policy is to minimize risks associated with pest control measures to human and animal health, the environment, and non-target organisms by outlining a sustainable, effective, and environmentally responsible approach to managing pests and maintaining facilities in the Town of Hilton Head Island.

Policy

The Town of Hilton Head Island will implement a least-toxic IPM Policy to manage pests on its properties and facilities in a manner that is environmentally responsible, protective of human and animal health, minimizes impact on non-target organisms, is economically viable, and is aesthetically accepted as determined by the Town. This policy applies to all properties, road rights-of-way, and facilities owned, operated, or managed by the Town of Hilton Head Island. This policy does not apply to residential or commercial properties within the Town which are not owned or managed by the Town.

Pest Management Guiding Principles

1. Pest management decisions shall be made by Town staff and will be based on monitoring data, pest population thresholds, potential risks to human and animal health, the environment, and benefits and risks of available control methods.
2. Pest management actions shall be based on ~~a least-toxic~~ ^{the following} approach by prioritizing preventative measures and the use of cultural, physical, and/or biological controls before ~~chemical~~ ^{pesticide} controls are employed. Pest thresholds are site and pest specific. Pest thresholds shall be established in an IPM Plan for Town owned and managed properties and approved by the Town's Facilities Director, or qualified designee.
3. The use of pesticides will be restricted, as defined in this policy, where children and the general public congregate and in environmentally sensitive areas such as along water/marsh edges, including buffers, on Town owned or managed property.
4. The Town will partner with all landscape and pest control contractors that work with the Town of Hilton Head Island to maintain its properties. The Town will ensure contractors are educated and capable of compliance with the Town's policy.

Applicability to Town Service Contracts

1. Any contracted services for the Town are required to comply with this policy as part of the contracted work on Town managed properties or facilities.

3. Limit exposure to synthetic pesticides where children & the general public congregate. Use EPA level pesticides in a targeted manner and only if deemed necessary to protect public health & economic loss by a licensed pest control advisor and town staff, when pests cannot be managed by other methods that we would have.

2. Upon adoption of this policy, this IPM Policy shall be in effect and apply to all new contracts Any existing contract that is in effect upon adoption of this policy, shall be evaluated to determine if compliance with this policy is required. If compliance is required and the contract does not already require compliance with this policy, the contract shall either be amended to require compliance or be terminated per the terms of the contract and a new contract executed so as to require compliance with this policy. All existing contracts will be required to be compliant as soon as reasonably possible and no later than within twelve (12) months from the adoption of this policy.

Procedures

Prevention

1. Prevention begins in the design phase of projects, where Staff shall review all new development and rehabilitation Town project plans to verify compatibility with the site's environment.
2. Preventative measures include utilizing available science, research, and techniques based on the Town's ecosystem and environment to reduce the need for pesticide control on Town owned or managed property. This includes, but is not limited to, proper plant selection, proper watering schedules, proper maintenance heights of plants, solid waste removal and control, and following a preventative maintenance schedule for buildings.

Monitoring

1. Town staff and contractors shall provide regular monitoring services for all the Town's properties and report pest concerns to the Town's Facilities Director, or qualified designee.
2. Town staff and contractors shall report if pest populations are increasing, decreasing, or staying the same and, through collaboration, recommend the type of control, consistent with this IPM Policy, to manage the pest.
3. Town staff shall have final approval of all pest control measures.

Non-Chemical Control Measures

1. The Landscape or maintenance staff and contractors shall utilize cultural controls, which are modifications of normal plant care activities that reduce or prevent pests. These methods include adjusting the frequency and amount of irrigation, fertilization, and mowing height.
2. Landscape or maintenance staff and contractors shall utilize mechanical control tactics involving the use of manual labor and machinery to reduce or eliminate pest problems using methods such as handpicking, physical barriers, or machinery to reduce pest abundance indirectly.
3. Landscape or maintenance staff and contractors shall consider a biological control practice that uses living organisms to reduce pest populations. These organisms, also referred to as beneficials, natural enemies, or bio-controls, act to keep pest populations low enough to prevent significant economic damage. Bio-controls include pathogens, parasites, predators, competitive species, and antagonistic organisms. Beneficial organisms can occur naturally or

can be purchased and released. The most common organisms used for biological control in landscapes are predators, parasites, pathogens, and herbivores.

Chemical Control Measures

1. Synthetic pesticides are to be utilized only after other control methods have been determined by Town staff to be ineffective in the acceptable control of the pest problem.
2. The use of any pesticide containing a substance known to be a human carcinogen is prohibited on any Town owned or managed property. Substances known to be human carcinogens are those listed in the most recent U.S. Department of Health and Human Services, Public Health Service, Report on Carcinogens Section as required by 301(b)(4) of the Public Health Service Act, 42 USC 241(b)(4), as amended.
3. Glyphosate (i.e. Roundup TM) is prohibited on Town owned or managed properties.
4. Non-organic pesticides shall not be applied within twenty-five (25) feet of the mean high-water line of any water or marsh edge.
5. The Town and its contractors will apply only EPA labeled pesticides, appropriate for the target pest, and as such chemical application must strictly follow the label of the product as required by "South Carolina Pesticide Control Act," [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)] and S.C. Code of Regulations R. Ch. 27, Art. 17, including restrictions on use in environmentally sensitive areas as identified by the label of the product.
6. Selection of ~~chemical~~ ^{pesticide} control shall be based on ~~a least-toxic~~ ^{the following} approach:
 - ~~a. Toxicity is identified on the label of the product using EPA signal words.~~
 - ~~a.b. Prioritize use of organic pesticides, considering safety to the applicator, efficacy of the product, and EPA signal word.~~
 - ~~b.c. Use EPA Level pesticides in a targeted manner.~~
 - ~~c.d. EPA level I "Danger" pesticides shall not be used on Town owned or managed properties unless it is deemed necessary to protect public health and economic loss when other methods do not adequately control the pest.~~

7. In accordance with the Chemical Control requirements set forth above, pesticides are to be utilized as approved by Town staff, in a prioritized approach on Town properties as follows:

Beaches, Parks, Dog Parks, athletic fields and playgrounds: When pesticides are needed use the following approach.

~~a. Parks and Fields:~~

- i. Organic pesticides
- ii. EPA Level III "caution" label pesticides
- iii. EPA Level II "warning" label pesticides

~~b. Playgrounds and Dog Parks:~~

- i. Organic pesticides
- ii. EPA Level III "caution" label pesticides

~~b.c. Rights of Way (Street medians/parkways):~~

only when deemed necessary to protect public health & economic impact by a licensed pest control advisor.

- i. Organic pesticides
- ii. EPA Level III "caution" label pesticides
- iii. EPA Level II "warning" label pesticides

c.d. Facilities/Buildings:

- i. Organic pesticides
- ii. Bait formulations of insecticides will be used where appropriate
- iii. EPA Level III "caution" label pesticides
- iv. EPA Level II "warning" label pesticides

d.e. Other Town Properties:

- i. Organic pesticides
- ii. EPA Level III "caution" label pesticides
- iii. EPA Level II "warning" label pesticides

Approvals and Application of Chemical Pesticides

1. A written recommendation of proposed pesticide, including commercial name, concentrations, allocation rates, usage and reentry time shall be prepared by a licensed South Carolina commercial applicator and site-specific schedule submitted for approval by the Town's Facilities Director, or qualified designee. Copies of Safety Data Sheets and specimen labels shall be given to the Town prior to pesticide use on Town property. Any pesticide use must be approved in writing by the Town's Facilities Director, or qualified designee, prior to its use.
2. For Facilities and Building Maintenance, the referenced responsibilities of a licensed pest control applicator presented throughout this policy are to be performed by a licensed South Carolina commercial applicator.
3. Chemicals shall only be applied by those persons possessing a valid South Carolina commercial applicator license; or supervised by a person possessing a valid South Carolina commercial applicator license as required by South Carolina regulation. Application shall be in strict accordance with all governing regulations.
4. Pesticides shall be applied in a manner that avoids any contamination of non-target areas.

Notification Requirements

1. Precautionary measures shall be employed to keep the public from entering the area where any Pesticide has been applied until it is safe through the posting of signage. Posting of signs shall be required at all park facilities when any application of pesticides is performed. Specific requirements for posting are as follows:
 - a. All signs shall be posted forty-eight (48) hours prior to spraying pesticide applications.
 - b. For spot-spraying and all other non-broadcast pesticide applications, signs will be posted in conspicuous locations at area of application. Along walkways and trails, signs will be placed at regular intervals facing the pedestrian walkway and park kiosks.
 - c. For broadcast pesticide applications, including spot-spraying pesticide applications over a large area or field, signs will be posted in conspicuous locations at the area of

application and at high traffic areas, including defined and undefined entrances and at park kiosks.

- d. Signage shall include a URL and/ or QR code linking to the Town's IPM Policy and a list of all approved pesticides. Signage, at a minimum, must contain the chemical name of the active ingredients, product name, date of the application, target pest, EPA signal word as specified on the product label, and re-entry interval of the product as specified on the product label.
- e. Signs shall be a minimum of three (3) square feet in area, per side if double sided, and shall be weatherproof.
- f. Signs will remain in place for a minimum of twenty-four (24) hours after the applications are completed and not less than the re-entry interval of the product as specified on the product label.
- g. Emergency pesticide application may be required for pest control. In this rare event, there may not be adequate time to post signage within forty-eight (48) hours prior to the application. Town staff must be notified immediately prior to pesticide application. In the event of an emergency pesticide application, signs notifying the application of pesticides shall be posted prior to the pesticide application.

Records and Reporting

Records of all pesticides used by contractors on Town property shall be retained by the contractors in accordance with the SC Department of Pesticide Regulations, as defined in the Rules and Regulations for the Enforcement of S.C. Regs. 27-1083 and provided to the Town. Records shall include information such as the quantity of each pesticide used, the common chemical name of the active ingredient(s), the product name, the pest or purpose for which the pesticide was applied, and the date and place of application and any other information required by "South Carolina Pesticide Control Act," [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)] and S.C. Code of Regulations R. Ch. 27, Art. 17.

Public Education and Outreach

1. The Town of Hilton Head Island will develop and implement public education and outreach programs to inform residents, businesses, and visitors about the Town's IPM principles, practices, and benefits.
2. Collaboration with community organizations, schools, and other stakeholders will be encouraged to promote IPM adoption and awareness throughout the community.

Review and Evaluation

1. This policy will be reviewed and evaluated periodically by Town Staff to assess its effectiveness in achieving the desired pest management outcomes and to identify opportunities for improvement.
2. Updates or revisions to the policy may be made as necessary to address changing conditions, new information, or advancements in pest management technologies.

Definitions

1. The following terms shall have the same meaning as the "South Carolina Pesticide Control Act," [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)]:
 - a. **Insecticides:** Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects which may be present in any environment whatsoever.
 - b. **Pest:** (a) Any insect, snail, slug, rodent, nematode, fungus, weed, or (b) any other form of terrestrial or aquatic plant or animal life or virus, bacteria, or other microorganism (except viruses, bacteria, or other microorganisms on or in living man or other living animals) which the Director declares to be a pest.
 - c. **Pesticides:** (a) any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, (b) any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.
2. **Biological control:** The use of active manipulation of living natural enemies to control pest population densities.
3. **Chemical control:** The use of pesticides to control pest populations. Pesticides include synthetic or organic formulations of the chemical.
4. **Cultural control:** Practices that reduce pest establishment, reproduction, and dispersal. Practices can include but not limited to, the use of selecting pest resistant variety of plants, selecting native plant species, or optimizing irrigation practices.
5. **Integrated Pest Management (IPM):** A comprehensive, science-based approach to managing pests by integrating biological, cultural, physical, and chemical control methods to reduce pest populations to acceptable levels while minimizing risks to human health, the environment, and non-target organisms.
6. **Physical control:** Also referred to as mechanical control can include methods such as sanitation, use of physical barriers or traps, hand destruction, or spraying water to remove pests.

Town of Hilton Head Island INTEGRATED PEST MANAGEMENT POLICY

Purpose

The purpose of this Integrated Pest Management (IPM) Policy is to minimize risks associated with pest control measures to human and animal health, the environment, and non-target organisms by outlining a sustainable, effective, and environmentally responsible approach to managing pests and maintaining facilities in the Town of Hilton Head Island.

Policy

The Town of Hilton Head Island will implement ~~a~~an organic first, least-toxic IPM Policy to manage pests on its properties and facilities in a manner that is environmentally responsible, protective of human and animal health, minimizes impact on non-target organisms, is economically viable, and is aesthetically accepted as determined by the Town. This policy applies to all properties, road rights-of-way, and facilities owned, operated, or managed by the Town of Hilton Head Island. This policy does not apply to residential or commercial properties within the Town which are not owned or managed by the Town.

Pest Management Guiding Principles

1. Pest management decisions shall be made by Town staff and will be based on monitoring data, pest population thresholds, potential risks to human and animal health, the environment, and benefits and risks of available control methods.
2. Pest management actions shall be based on ~~a~~an organic first, least-toxic approach by prioritizing preventative measures and the use of cultural, physical, and/or biological controls before ~~chemical~~pesticide controls are employed. Pest thresholds are site and pest specific. Pest thresholds shall be established in an IPM Plan for Town owned and managed properties and approved by the Town's Facilities Director, or qualified designee.
3. ~~The use of~~Limit exposure to synthetic pesticides ~~will be restricted~~, as defined in this policy, in areas where children and the general public congregate and in environmentally sensitive ~~areas such as along water/marsh edges, including buffers, on Town owned or managed property~~locations by prioritizing non-pesticide control methods and by using an organic first, least toxic approach when pesticide controls have been deemed necessary.
4. The Town will partner with all landscape and pest control contractors that work with the Town of Hilton Head Island to maintain its properties. The Town will ensure contractors are educated and capable of compliance with the Town's policy.

Applicability to Town Service Contracts

1. Any contracted services for the Town are required to comply with this policy as part of the contracted work on Town managed properties or facilities.
2. Upon adoption of this policy, this IPM Policy shall be in effect and apply to all new contracts Any existing contract that is in effect upon adoption of this policy, shall be evaluated to determine if compliance with this policy is required. If compliance is required and the contract does not already require compliance with this policy, the contract shall either be amended to require compliance or be terminated per the terms of the contract and a new contract executed so as to require compliance with this policy. All existing contracts will be required to be compliant as soon as reasonably possible and no later than within twelve (12) months from the adoption of this policy.

Procedures

Prevention

1. Prevention begins in the design phase of projects, where Staff shall review all new development and rehabilitation Town project plans to verify compatibility with the site's environment.
2. Preventative measures include utilizing available science, research, and techniques based on the Town's ecosystem and environment to reduce the need for pesticide control on Town owned or managed property. This includes, but is not limited to, proper plant selection, proper watering schedules, proper maintenance heights of plants, solid waste removal and control, and following a preventative maintenance schedule for buildings.

Monitoring

1. Town staff and contractors shall provide regular monitoring services for all the Town's properties and report pest concerns to the Town's Facilities Director, or qualified designee.
2. Town staff and contractors shall report if pest populations are increasing, decreasing, or staying the same and, through collaboration, recommend the type of control, consistent with this IPM Policy, to manage the pest.
3. Town staff shall have final approval of all pest control measures.

Non-Chemical Pesticide Control Measures

1. The Landscape or maintenance staff and contractors shall utilize cultural controls, which are modifications of normal plant care activities that reduce or prevent pests. These methods include adjusting the frequency and amount of irrigation, fertilization, and mowing height.
2. Landscape or maintenance staff and contractors shall utilize mechanical control tactics involving the use of manual labor and machinery to reduce or eliminate pest problems using methods such as handpicking, physical barriers, or machinery to reduce pest abundance indirectly.
3. Landscape or maintenance staff and contractors shall consider a biological control practice that uses living organisms to reduce pest populations. These organisms, also referred to as

beneficials, natural enemies, or bio-controls, act to keep pest populations low enough to prevent significant economic damage. Bio-controls include pathogens, parasites, predators, competitive species, and antagonistic organisms. Beneficial organisms can occur naturally or can be purchased and released. The most common organisms used for biological control in landscapes are predators, parasites, pathogens, and herbivores.

Chemical Pesticide Control Measures

1. Synthetic pesticides are to be utilized only after other control methods have been determined by Town staff to be ineffective in the acceptable control of the pest problem.
2. The use of any pesticide containing a substance known to be a human carcinogen is prohibited on any Town owned or managed property. Substances known to be human carcinogens are those listed in the most recent U.S. Department of Health and Human Services, Public Health Service, Report on Carcinogens Section as required by 301(b)(4) of the Public Health Service Act, 42 USC 241(b)(4), as amended.
3. Glyphosate (i.e. Roundup TM) is prohibited on Town owned or managed properties.
4. Non-organic pesticides shall not be applied within twenty-five (25) feet of the mean high-water line of any water or marsh edge.
5. The Town and its contractors will apply only EPA labeled pesticides, appropriate for the target pest, and as such chemical pesticide application must strictly follow the label of the product as required by "South Carolina Pesticide Control Act," [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)] and S.C. Code of Regulations R. Ch. 27, Art. 17, including restrictions on use in environmentally sensitive areas as identified by the label of the product.
6. Selection of chemical pesticide control shall be based on ~~a least toxic approach~~ the following:
 - ~~a. Toxicity is identified on the label of the product using EPA signal words.~~
 - ~~b.a. Prioritize use of organic pesticides, considering safety to the applicator, efficacy of the product, and EPA signal word.~~
 - ~~c.b. Use EPA Level pesticides in a targeted manner. EPA level is identified on the product label with the following signal words Level III "Caution", Level II "Warning", Level I "Danger".~~
 - ~~d.c. EPA level I "Danger" pesticides shall not be used on Town owned or managed properties unless it is deemed necessary to protect public health and prevent economic loss when other methods do not adequately control the pest.~~
7. In accordance with the Chemical Control pesticide control requirements set forth above, pesticides are to be utilized as approved by Town staff, in a prioritized approach on Town properties as follows:
 - a. Parks and Athletic Fields:
 - i. Organic pesticides
 - ii. EPA Level III "caution" label pesticides
 - iii. EPA Level II "warning" label pesticides

- b. Beaches, Playgrounds, and Dog Parks:
 - i. Organic pesticides
 - ii. EPA Level III “caution” label pesticides only when deemed necessary to public health and prevent economic loss when other methods do not adequately control the pest
 - iii. EPA Level II “warning” label pesticides only when deemed necessary to public health and prevent economic loss when other methods do not adequately control the pest
- c. Rights of Way (Street medians/parkways):
 - i. Organic pesticides
 - ii. EPA Level III “caution” label pesticides
 - iii. EPA Level II “warning” label pesticides
- d. Facilities/Buildings:
 - i. Organic pesticides
 - ii. Bait formulations of insecticides will be used where appropriate
 - iii. EPA Level III “caution” label pesticides
 - iv. EPA Level II “warning” label pesticides
- e. Other Town Properties:
 - i. Organic pesticides
 - ii. EPA Level III “caution” label pesticides
 - iii. EPA Level II “warning” label pesticides

Approvals and Application of ~~Chemical~~ Pesticides

1. A written recommendation of proposed pesticide, including commercial name, concentrations, allocation rates, usage and reentry time shall be prepared by a licensed South Carolina commercial applicator and site-specific schedule submitted for approval by the Town’s Facilities Director, or qualified designee. Copies of Safety Data Sheets and specimen labels shall be given to the Town prior to pesticide use on Town property. Any pesticide use must be approved in writing by the Town’s Facilities Director, or qualified designee, prior to its use.
2. For Facilities and Building Maintenance, the referenced responsibilities of a licensed pest control applicator presented throughout this policy are to be performed by a licensed South Carolina commercial applicator.
3. ~~Chemicals~~ Pesticides shall only be applied by those persons possessing a valid South Carolina commercial applicator license; or supervised by a person possessing a valid South Carolina commercial applicator license as required by South Carolina regulation. Application shall be in strict accordance with all governing regulations.
4. Pesticides shall be applied in a manner that avoids any contamination of non-target areas.

Notification Requirements

1. Precautionary measures shall be employed to keep the public from entering the area where any Pesticide has been applied until it is safe through the posting of signage. Posting of signs shall be required at all park facilities when any application of pesticides is performed. Specific requirements for posting are as follows:
 - a. All signs shall be posted forty-eight (48) hours prior to spraying pesticide applications.
 - b. For spot-spraying and all other non-broadcast pesticide applications, signs will be posted in conspicuous locations at area of application. Along walkways and trails, signs will be placed at regular intervals facing the pedestrian walkway and park kiosks.
 - c. For broadcast pesticide applications, including spot-spraying pesticide applications over a large area or field, signs will be posted in conspicuous locations at the area of application and at high traffic areas, including defined and undefined entrances and at park kiosks.
 - d. Signage shall include a URL and/ or QR code linking to the Town's IPM Policy and a list of all approved pesticides. Signage, at a minimum, must contain the chemical name of the active ingredients, product name, date of the application, target pest, EPA signal word as specified on the product label, and re-entry Interval of the product as specified on the product label.
 - e. Signs shall be a minimum of three (3) square feet in area, per side if double sided, and shall be weatherproof.
 - f. Signs will remain in place for a minimum of twenty-four (24) hours after the applications are completed and not less than the re-entry interval of the product as specified on the product label.
 - g. Emergency pesticide application may be required for pest control. In this rare event, there may not be adequate time to post signage within forty-eight (48) hours prior to the application. Town staff must be notified immediately prior to pesticide application. In the event of an emergency pesticide application, signs notifying the application of pesticides shall be posted prior to the pesticide application.

Records and Reporting

Records of all pesticides used by contractors on Town property shall be retained by the contractors in accordance with the SC Department of Pesticide Regulations, as defined in the Rules and Regulations for the Enforcement of S.C. Regs. 27-1083 and provided to the Town. Records shall include information such as the quantity of each pesticide used, the common chemical name of the active ingredient(s), the product name, the pest or purpose for which the pesticide was applied, and the date and place of application and any other information required by "South Carolina Pesticide Control Act," [S.C. Code Ann. § 46-13-10, et seq. (Supp. 2024)] and S.C. Code of Regulations R. Ch. 27, Art. 17.

Public Education and Outreach

1. The Town of Hilton Head Island will develop and implement public education and outreach programs to inform residents, businesses, and visitors about the Town's IPM principles, practices, and benefits.
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 - b. **Pest:** (a) Any insect, snail, slug, rodent, nematode, fungus, weed, or (b) any other form of terrestrial or aquatic plant or animal life or virus, bacteria, or other microorganism (except viruses, bacteria, or other microorganisms on or in living man or other living animals) which the Director declares to be a pest.
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4. **Cultural control:** Practices that reduce pest establishment, reproduction, and dispersal. Practices can include but not limited to, the use of selecting pest resistant variety of plants, selecting native plant species, or optimizing irrigation practices.
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