

Community Facilities & Infrastructure Committee

Regular Meeting

March 19, 2026 – 1:00 PM

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Seabrook Island Town Hall, Council Chambers
2001 Seabrook Island Road
Seabrook Island, SC 29455



AGENDA

CALL TO ORDER, ROLL CALL, AND FOIA STATEMENT

APPROVAL OF MINUTES

January 29, 2026

Community Facilities & Infrastructure Committee
Special Called Meeting

February 19, 2026

Community Facilities & Infrastructure Committee Regular Meeting

ITEMS FOR INFORMATION AND DISCUSSION

Update and Discussion of Town Hall Project

- Status Report
- Needs Assessment

Update and Discussion of Seabrook Island Road Project

- Transportation Sales Tax Referendum Funding
- Timeline

Committee Continuing Orientation

COMMITTEE COMMENTS

ADJOURNMENT

Community Facilities & Infrastructure Committee

Regular Meeting

January 29, 2026 – 10:00 AM

[View Meeting on YouTube](#)

Seabrook Island Town Hall, Council Chambers
2001 Seabrook Island Road
Seabrook Island, SC 29455



MINUTES

CALL TO ORDER

Chairman Hund called the meeting to order at 10:02 am.

ROLL CALL

Committee Members Present: Thomas Hund, Chairman; Patrick Faulkner, George Fink, Jerry Gordon, and George Yocum

Town Staff Present: Joe Cronin (Town Administrator), Abby Grooms (Community Affairs Director), Robert Meyer (Buildings and Grounds Director), and Peter Wiggins (Town Clerk).

FOIA STATEMENT

The Town Clerk confirmed that the meeting was advertised in compliance with the requirements of the South Carolina Freedom of Information Act. Agendas were posted and furnished to news media and all others requesting notification.

ITEMS FOR INFORMATION/DISCUSSION

History of CF&I

Chairman Hund asked the Town Administrator to give a brief overview on the history of the Community Facilities & Infrastructure Committee (CF&I).

Potential Agenda Items Seabrook Island Road

Mr. Cronin gave a brief history of the Town's former Public Works Committee. Mr. Cronin then moved on to an update of the status of the Seabrook Island Road project.

Mr. Fink asked if the Town could release a draft letter for residents to send to Charleston County voicing their support for Seabrook Island's request for funding toward the Seabrook Island Road Project.

Chairman Hund stated that Mayor Kleinman had voiced a concern related to residents emailing a form letter to Charleston County. He stated that letters of support that appear to be generic may not hold the same weight as uniquely worded letters.

Mr. Yocum asked where residents might go to find a letter template that could be sent to Charleston County.

Ms. Grooms stated she will send it out via the Town's email newsletter as well as posting it on the Town's website.

Chairman Hund asked when the town received the Seabrook Island Road permit recently issued by SCDES.

Mr. Cronin stated the date was December 17, 2025.

Chairman Hund asked if there was any landscaping included as part of the project's design plans.

Mr. Cronin stated there will not be heavy-duty landscaping included as part of the project.

Mr. Meyer stated there will need to be some tree preservation done initially for the live oaks along Seabrook Island Road. He stated this will be done immediately after the project is completed. He stated getting the drainage component correct is crucial for the health of the live oaks. Mr. Meyer closed by stating there are other projects after the road is completed related to irrigation and drainage that will include some landscaping.

Chairman Hund stated the reason for his question was that landscaping is a large component of the entry to Seabrook Island.

Mr. Fink asked if pumps are included in the design plan to evacuate water from drainage pipes around times of high tide.

Mr. Cronin stated it was his belief they would be gravity fed.

Mr. Fink stated that drainage systems behind the gate suffer from the drainage pipes being underwater during times of high tide. He further asked if the road drainage is designed using a similar system, will it also be underwater during times of high tide.

Chairman Hund asked if the Town is also reviewing drainage coming from the Seafield's site.

Mr. Cronin stated the Town is working with an engineering firm to perform a post-construction assessment to evaluate drainage impacts to the right-of-way.

Mr. Gordon asked if the Town could not procure funds from Charleston County and the State of South Carolina, was the Town prepared to cover the funding gap for the Seabrook Island Road project.

Mr. Cronin stated that will ultimately be a policy decision made by town council. Mr. Cronin stated there were other unrestricted funds the Town could use to cover the shortfall. He stated that the Town does have funds set aside specifically for the road project.

Mr. Gordon asked if general obligation bonds would be the first option to fund the cost of the road.

Mr. Cronin stated he thought general obligation bonds would be the last option. He stated that general obligation bonds can only be paid back through the levying of a property tax.

Chairman Hund stated the reason for his question related to Seafield's drainage, was that he hears repeated questions related to drainage on Seabrook Island Road approaching the traffic circle. He further stated he was pleased the Town is following up on ensuring that what was permitted, was actually built, and further, it is working. He went on to question how the complex could be constructed with repeated flooding of their entry road.

Mr. Cronin reminded the committee that Seabrook Island Road flooded regularly before the construction of the Seafields facility. He further stated that current flooding is not being generated by Seafields, rather it is water ponding on an impervious surface.

Chairman Hund stated that considering the Town and Seafields does not have a master drainage document, he wants to ensure the Town and Seafields are working well with each other.

Mr. Faulkner asked Chairman Hund if the committee should see the post-construction assessment.

Chairman Hund stated his wish was to develop two tasks force. One would review the road project. He stated he didn't want the committee to get in the way, but he stated these issues are concerns he is hearing from residents. He stated the other task force would address the needs for a new town hall.

Mr. Cronin stated that a task force could be created for the purpose of understanding what is in the design plan for Seabrook Island Road. He stated the Town is too far along in the process to change anything in the design plan. He stated he could ask the design consultant to attend a future CF&I meeting.

Town Hall

Mr. Cronin moved on to give a brief history and update on the Town's need for a new town hall.

Mr. Hund stated that because of the talent that now sits on the CF&I Committee, he thought that there was an opportunity for the committee to take a fresh look at the town hall project without wasting the effort that has already been put into prior plans.

Mr. Cronin reminded the committee that the landowner to the northeast of town hall has a substantial easement along the front of the town hall parcel including significant deed restrictions that may restrict what the Town can do with the parcel.

Mr. Hund stated that he wished to create a task force of neighboring property owners that would review the Seabrook Island Road Project, including the Seafields post-construction assessment. He stated he also wanted to create a task force that would hear from staff their future needs and wants for a potential new town hall.

Mr. Yocum stated he would like to view the current plans for the Seabrook Island Road project. He stated viewing these plans would allow him to make better informed recommendations down the road.

Mr. Cronin stated he could arrange for the consultant to appear before the committee. He reiterated that the discussion with the consultant would be a presentation of the plans rather than a discussion on how the plans may change.

Mayor Kleinman reminded the committee the Town couldn't move forward with the road project until the Town knows whether there are funds coming from the proposed Transportation Sales Tax. He continued by stating the immediate priority is Town Hall. He stated the only aspect of the road project that has an immediate need is the post-construction damage assessment of Seafields/MUSC. He stated the next step on the town hall project would be for staff and the mayor to conduct a needs assessment. He continued by saying that the possibility of constructing a new town hall on the current site is even more daunting than may have been previously discussed, and not worth staff's time.

Mr. Hund stated that if the needs assessment is a staff function, that was fine, but that the committee would be happy to advise. He stated that many members of the committee have worked with clients who have struggled with a needs assessment.

Captain Sam's Inlet

Mr. Cronin stated it was his opinion that the committee should meet with SIPOA related to the relocation of Captain Sam's Inlet. He stated there hasn't been much communication between the Town and SIPOA on the relocation. He stated both parties would benefit from better communication.

Mr. Fink asked what responsibilities belong to the town and what responsibilities belong to SIPOA.

Mr. Gordon left the meeting at 11:38 am.

Mr. Cronin stated the beach is public property owned by the State of South Carolina. He stated where they exist, private homeowner's associations take on the task of renourishment projects that would otherwise be administered by public organizations having jurisdiction. He continued by stating the Town has never participated in the permitting or funding of beach projects. He stated the town's attorney has said if it is the will of town council, the Town could participate in the funding of these beach projects, but historically, these projects have been completely administered by SIPOA.

Mr. Fink asked if SIPOA had approached the Town to ask for funding assistance.

Mayor Kleinman stated that since he has been mayor, SIPOA has not asked for assistance.

Mr. Fink stated that he is happy to be involved but was unsure where he and the committee fit in the inlet relocation project.

Mr. Cronin closed by stating if it is the goal of the Town to increase communications and coordination with SIPOA, this project would benefit from better coordination.

Seabrook Island Master Plan

Mr. Hund stated the members of the committee could look at the Seabrook Island Road plans on their own. He continued by saying there would be discussion amongst staff regarding a needs assessment for a new town hall.

Mr. Cronin asked a question related to the Seabrook Island Master Plan. He asked what the conclusion was of the facilities needs assessment.

Mr. Hund stated that Raymond Hamilton would be better able to answer that question. Mr. Hund stated there was an idea floated that a new town hall would be in the "North Campus", where exactly town hall would be, he stated he wasn't exactly sure.

Mr. Fink stated that there was difficulty incorporating a new town hall into the plans for the North Campus considering the immediate space needs the Town has. After a brief discussion related to how a new town hall would complement other pieces of architecture on Seabrook Island, Mr. Fink stated that any prior needs assessment should be updated so that the project doesn't have to start from scratch.

Mr. Cronin stated the prior needs assessment assumed town hall would stay on its current site. He stated that if town hall moves off its current site, the needs assessment could change accordingly.

Mr. Fink stated that regardless of where the town hall is eventually constructed, the space needs should remain unchanged.

ADJOURNMENT

There being no further business before the committee, Chairman Hund declared the meeting adjourned at 11:59 am.

Peter D. Wiggins II, MPA
Town Clerk

Community Facilities & Infrastructure Committee

Regular Meeting

February 19, 2026 – 1:00 PM

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Seabrook Island Town Hall, Council Chambers
2001 Seabrook Island Road
Seabrook Island, SC 29455



MINUTES

CALL TO ORDER

Chairman Hund called the meeting to order at 1:01 pm.

ROLL CALL

Committee Members Present: Thomas Hund, Chairman; George Yocum, Jerry Gordon, George Fink, and Patrick Faulkner

Town Staff Present: Joe Cronin (Town Administrator), Robert Meyer (Maintenance Director), and Peter Wiggins (Town Clerk).

FOIA STATEMENT

The Town Clerk confirmed that the meeting was advertised in compliance with the requirements of the South Carolina Freedom of Information Act. Agendas were posted and furnished to news media and all others requesting notification.

ITEMS FOR INFORMATION AND DISCUSSION

Town Hall Update

Chairman Hund stated the first item on the agenda was an update and discussion of the needs of the Town for a new town hall. He stated it was his wish for the committee to make a formal recommendation to council related to a facilities needs assessment so that process can begin.

Mr. Cronin stated the question that should be answered is should the town bring in someone from outside to perform that assessment, or can the assessment be completed by staff. Mr. Cronin stated that not only is the current town hall obsolete for future needs, but the current building is unable to allow the Town to function day-to-day. He asked if it is worth the expenditure to have an outside consultant tell staff and the committee what they already know.

Mr. Fink stated that in his experience, it was always advisable to have a formal needs assessment completed, whether it is an expansion on the current site or a relocation. He continued by stating that if the Town is going to spend millions of dollars, it would make sense to spend tens of thousands of dollars to have a solid base from which to work.

Mr. Cronin stated what he meant was that the Town has already had a needs assessment performed on the current site.

Mr. Fink asked him if the assessment was done by an outside professional.

Mr. Cronin stated that it was not performed by an outside professional.

Mr. Fink stated it was his opinion that the Town should engage an outside professional who specializes in these types of assessments.

Mr. Gordon asked if engaging an outside professional lends more credibility to the project.

Mr. Fink stated it would.

Mr. Cronin stated the Town thought they were getting that when they agreed to be a partner in the Seabrook Island Master Plan. He stated as the plan progressed, it was his opinion that the Town was an afterthought to the plan.

Chairman Hund stated the focus was trying to gather the three government entities and assess their needs from space for staff to parking. He continued by stating that staff should get together to hash out what a new space would look like based on programmatic requirements and what staff might need in the future. He stated this would be his basis for a recommendation to council.

Mr. Cronin stated there were several different ways that the Town could engage a consultant. He stated this could be termed as a "Professional Service", under which the Town could directly engage a vendor and come to agreeable terms without needing to conduct a formal procurement process. He stated another way the Town could proceed is to release an Invitation for Bid (IFB), Request for Proposal (RFP), or Request for Qualifications (RFQ).

Chairman Hund stated his preference would be an RFQ. He stated the process could be phased, but that Phase 2 would not proceed until Phase 1 is completed.

Mr. Yocum asked if the initial needs assessment would still be performed internally by staff.

Mr. Gordon proposed that whoever is selected to perform the initial needs assessment and then move on as the consultant for Phase 2.

Mr. Cronin stated the committee should keep in mind that staff and elected officials are not the only individuals that use Town Hall. He stated he wanted to engage the community as the Town moves through these processes.

After a brief discussion related to whether the committee prefers an RFP or RFQ, Mr. Fink asked if this process is time sensitive.

Chairman Hund stated that staff's need is immediate.

Mr. Fink stated that staff's need is not going to be solved overnight by this RFP or RFQ process.

Mr. Cronin stated that Mr. Fink's question could be another topic of discussion not connected to an RFP or RFQ. He stated that staff have an immediate space need. He stated this might involve the Town leasing other space, although he stated an extensive search was done and was unsuccessful. He closed by stating that the need is so immediate that it is affecting the day-to-day operations of staff.

Mr. Yocum proposed that the RFQ and RFP process be combined to save time. He stated that if there is not an immediate need, he would prefer the processes be separated.

Mr. Faulkner stated that the committee should guide the council, and that further, the committee should create a conceptual schedule.

Mr. Fink proposed that both the RFP and RFQ processes are presented to council, and then based on the timeline of the council, they choose the process that suits them. He stated that the recommendation should state that if there is not a time element, the committee would recommend a separate RFQ and RFP process.

Mr. Cronin reminded the committee that the schedule and workload of staff rather than the meeting schedule will be a bigger determining factor on how quickly this process unfolds. He stated if the committee's wish is to move forward with a formal bidding process, they should expect 60 days to get an RFP/RFQ released.

Chairman Hund proposed simply hiring a consultant to perform a needs assessment.

Mr. Cronin stated that would be the most efficient.

Chairman Hund stated that he didn't have an issue with the committee selecting a few consultants that the Town could then engage.

Mr. Faulkner asked the town administrator if the process that was being discussed complies with the procurement ordinance.

Mr. Cronin stated that it did, and further, it would also be permissible for the Town to engage one consultant and sign a contract, as long as the cost is not more than \$50,000.

Mr. Yocum asked if there was any way that the release of the RFP/RFQ could be expedited.

Mr. Cronin recommended that the best combination of all the processes that have been discussed would be to select three to five firms that specialize in municipal government operations and engage them via a slimmed solicitation proposal. He stated that once those firms are selected, the committee could invite them to a meeting, interview them, and make recommendations.

Mr. Fink stated it sounded like from what he was hearing, their recommendation would be to select three to five firms and release an RFP to those firms and engage them through a selection process.

Mr. Cronin stated the committee would want the Town to select a short list of consultants to receive an abbreviated version of an RFP that would ask the consultants for their qualifications.

Mr. Faulkner asked who the reviewing body would be.

Mr. Cronin told the committee they would review the proposals and make recommendations to council, but council or the mayor would be awarding the contract.

Mr. Yocum motioned that staff, and the committee engage three to five firms for the purpose of selecting a consultant for a facilities needs assessment, seconded by Mr. Gordon.

Mr. Yocum recommended to the committee that they get a head start on creating a streamlined RFP in anticipation of the council approving the recommendation at the February 24th meeting.

Chairman Hund asked if there was a budget that is related to the current motion.

Mr. Cronin stated there is an appropriation of \$100,000 for professional services related to capital projects.

Mr. Yocum's motion was APPROVED unanimously.

Seabrook Island Road Project

Mr. Cronin stated the Seabrook Island Road project is currently in the permitting stage. He stated the reviewing body at the moment is the US Army Corps of Engineers. He stated he expects conditions to be attached to the permit by the US Army Corps of Engineers requiring the Town to retain an archaeologist in the event artifacts are uncovered during construction. Additionally, he stated that the consultant's US Army Corps Wetlands Permit is expiring in March of 2027. He stated he did not expect the project to be bid by March of 2027. He continued by stating that the consultant recommended waiting for the new set of Wetlands Permits to be released so the Town can get the benefit of the full, 5-year permit.

Mr. Fink asked if re-reviewing of the road design will be part of this process.

Mr. Cronin stated he did not know if any substantial review of the road design had taken place by the Army Corps.

Mr. Fink recommended the Town find out what review has taken place. He stated this could be a potential delay to the entire project.

Mr. Yocum left the meeting at 1:58 pm.

Chairman Hund asked a question related to funding the road project.

Mr. Cronin stated the town submitted a request to Charleston County to have the road funded through the proposed sales tax referendum. He stated none of the coastal communities' projects were included for funding under the proposed plan. Mr. Cronin added that Abby Grooms, the Town's Communications Director, is communicating with residents and stressing the importance of voicing their support for the road project.

Mr. Cronin shared the post-construction damage assessment of the Seabrook Island Road right-of-way from the traffic circle to the entrance of Bohicket Marina. The assessment was a required inspection of the right-of-way following completion of the Seafields facility. He stated there was fatigue cracking on the inbound and outbound lane along the entire length of the survey but was not a result of Seafields construction. He continued, there is excessive asphalt joint separation between the old and new lanes that will worsen over time, and is a result of the Seafields facility. He stated the report also noted that construction of the Seafields facility contributed to the elimination of a swale that existed between the pathway and Seabrook Island Road. He closed by stating this report would be forwarded to the leadership at the Seafields facility.

Mr. Fink commented that the water flow off the site is completely different now that construction is complete. He asked if water coming from Seafields is being adequately captured.

Mr. Meyer stated that runoff is significantly less than it was before construction began. He continued by stating that drainage installed as part of the construction is adequately capturing runoff. He closed by stating that the road project will mitigate the problems cited in the post-construction assessment, but stated the problems cited in the report need immediate attention.

Mr. Fink asked for the total cost of the road project.

Mr. Cronin stated the most recent cost estimate was approximately \$5,000,000. He stated the Town has set aside approximately \$3,000,000 of funding for the road.

Mr. Fink, assuming no money was forthcoming from Charleston County, asked what the funding plan was for the road.

Mr. Cronin stated that a bid package would not be released until the Town had enough dedicated funds to cover the engineer's estimate. He stated that the Town could pursue another cost estimate. He stated that after another estimate was carried out, he could return to council for a decision on how the remainder of the cost would be covered.

Mr. Fink asked if the Town had any indication from the US Army Corps of Engineers when the permit may be forthcoming. He stated the Corps cannot just sit on a permit, and further, the Corps should be giving the Town some indication of a timeline.

Mr. Faulkner stated there should be a master schedule. He stated that in his experience in dealing with the Corps, they have project managers so the Corps can keep these approvals on schedule.

Mr. Cronin reminded the committee that the SCDES permit was originally planned to take 6-9 months, he stated, in reality, that permit took 20 months to be approved.

Mr. Fink stated that in the case where the Corps misses their timeline for approvals, there is staff at the Corps you can speak with to ensure the project stays on schedule.

Chairman Hund reminded the committee of the discussion they had at the January meeting regarding visiting and touring potential project sites. He stated if they wanted to do this together, that would take some extra coordination with Mr. Wiggins.

COMMITTEE COMMENTS

George Fink

Mr. Fink asked about the cones present on the inbound lanes of Seabrook Island Road.

Mr. Meyer stated those cones are there for public safety. He stated he sees numerous cars use the road as a turn around. He stated motorists mistakenly get in the exit lane to go to Kiawah and end up on Seabrook Island Road. He stated the cones are there to protect the Town's irrigation infrastructure. He stated if the irrigation control valves are hit, the Town could potentially lose over 100,000 gallons of water. He stated the cones further up Seabrook Island Road are there to prevent motorists from stopping in the turn lane.

Mr. Fink asked if all these issues will be solved once work begins on the road.

Mr. Meyer stated these issues are addressed in the project plans.

Mr. Fink stated people see those cones coming into Seabrook and it will be nice when the road is completed.

ADJOURNMENT

There being no further business before the committee, Chairman Hund declared the meeting adjourned at 2:32 pm.

Peter D. Wiggins II, MPA
Town Clerk

An Open Letter to the Seabrook Island Community

Dear Residents, Property Owners, Employees, and Friends of Seabrook Island:

The leaders of the Town of Seabrook Island, the Seabrook Island Property Owners Association, and the Seabrook Island Club are united in asking for your help.

Charleston County Council is currently preparing a Transportation Sales Tax referendum that may appear on the ballot in 2026. The draft project list under consideration includes approximately **\$4.25 billion** in funding for road, transit, bike/pedestrian, and greenbelt projects throughout the county.

Unfortunately, **the draft project list does not include a single dollar for projects within the town limits of Seabrook Island.**

This omission is particularly concerning given the importance—and vulnerability—of **Seabrook Island Road**, the only means of vehicular access to and from our community.

Low-lying segments of Seabrook Island Road regularly experience tidal flooding during high tides and storm events. When flooding occurs, access to the island can be significantly restricted or completely cut off. This creates serious risks for residents, employees, and visitors and can delay response times from police, fire and emergency medical services.

During a nor'easter in December 2023, first responders were forced to rescue occupants from vehicles stranded in floodwaters on Seabrook Island Road. The roadway became impassable, and our entire community was effectively cut off from the rest of the county until floodwaters receded.

Each day, approximately **7,700 vehicle trips** travel along Seabrook Island Road. The corridor serves more than **2,100 full-time residents, 2,600 dwelling units, and thousands of visitors**, while also supporting more than **2,400 businesses, contractors, and employees** who rely on safe and reliable access to the island. It is also a vital gateway to destinations such as the MUSC Medical Pavilion, Bohicket Marina, Freshfields Village, St. Christopher Camp and Conference Center, and numerous local employers.

For years, improving Seabrook Island Road has been identified as the **Town's highest transportation priority**. The proposed **Seabrook Island Road Improvement Project** would elevate flood-prone segments of the roadway and improve drainage to reduce tidal flooding and improve reliability.

Importantly, this project is already **well advanced in design and permitting and is expected to be shovel-ready** by the time sales tax collections begin in 2027.

Simply put, this project must move forward. **Reliable access to Seabrook Island is not optional—it is essential for public safety, emergency response, evacuation, and the continued vitality of our community.**

If the Seabrook Island Road Improvement Project is included in the countywide transportation sales tax program, it can be funded through a revenue source Seabrook Island residents and visitors are already paying. **If it is not included, the Town will need to pursue other funding options**, such as bonds repaid through property taxes or other local taxes.

That outcome would be fundamentally unfair. Seabrook residents, property owners, employees, and visitors already contribute millions of dollars to the county transportation sales tax—helping finance projects throughout Charleston County. It is only reasonable that our community receive an appropriate investment in return. **The Town’s request amounts to roughly one penny for every \$10 in transportation sales taxes collected.**

Our shared message to Charleston County is simple: **Seabrook Island deserves transportation funding that is Faster, Fairer, and Safer.**

- **Faster** because this project is ready to move forward as soon as funding is secured.
- **Fairer** because Seabrook Island residents and visitors have contributed to the transportation sales tax for decades but have not received comparable investment within the Town.
- **Safer** because reliable access to the island is essential for emergency response, evacuation, and everyday travel.

We Need Your Voice!

Charleston County is currently asking the public to provide input through an online survey that will help determine which projects are included in the referendum. The survey will be available until **Tuesday, March 31, 2026.**

We encourage every resident, property owner, employee, and visitor who cares about the future of Seabrook Island to participate.

Please take a moment to complete the county’s survey and tell County Council that our community needs **Seabrook Island Road Now!**

Take the survey here:

<https://charlestontransportation.com/survey/>

Your voice can help ensure that Seabrook Island receives the transportation investment necessary to protect public safety, strengthen our resilience to coastal flooding, and support the economic vitality of our community.

Thank you for your support and your advocacy.

Sincerely,

Bruce Kleinman

Mayor

Town of Seabrook Island

John Lassiter

President

Seabrook Island Property Owners Association

John Carpenter

President

Seabrook Island Club

