



**The Town of Hilton Head Island  
Regular Town Council Meeting**

**April 21, 2015**

**4:00 P.M.**

**BENJAMIN M. RACUSIN COUNCIL CHAMBERS**

**AGENDA**

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**As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During  
the Town Council Meeting**

- 1) Call to Order**
- 2) Pledge to the Flag**
- 3) Invocation**
- 4) FOIA Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) Proclamations and Commendations**
  - a. Week of the Young Child Proclamation
  - b. Millie Timmerman – Resolution of Commendation and Appreciation
  - c. Mayor’s Honored Islander Awards
    - Kaye Black
    - Emily Starry
    - David Erdman
- 6) Approval of Minutes**
  - a. Town Council Meeting, April 7, 2015
  - b. Town Council Budget Workshop, April 13, 2015
- 7) Report of the Town Manager**
  - a. Town Manager’s Items of Interest
    - (1) Town News
    - (2) Noteworthy Events
- 8) Reports from Members of Council**
  - a. General Reports from Council
  - b. Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman
  - c. Report of the Community Services Committee – Kim Likins, Chairman

- d. Report of the Public Planning Committee – Tom Lennox, Chairman
- e. Report of the Public Facilities Committee - Lee Edwards, Chairman
- f. Report of the Public Safety Committee - Marc Grant, Chairman
- g. Report of the Finance and Administrative Committee - John McCann, Chairman
  - a. Consideration of Recommendations - State ATAX Grant Processes
- h. Report of the Circle to Circle Committee - Tom Lennox, Town Council Liaison

**9) Appearance by Citizens**

**10) Unfinished Business**

**a. Consideration of a Request– First Tee**

Capital Campaign and Master Plan Update/ Request by The First Tee of the Lowcountry for \$150,000 and commitment to enter into a lease in the near future.

**11) New Business**

**a. First Reading of Proposed Ordinance 2015-06**

First Reading of Proposed Ordinance 2015-06 to amend Title 2 (General Government and Administration) of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Section 2-11-50 updating the Enabling Ordinance for Fire Rescue.

**b. First Reading of Proposed Ordinance 2015-10**

First Reading of Proposed Ordinance 2015-10 to amend the budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2015; to provide for the expenditures of certain funds; to allocate the sources of revenue for the said funds; and to provide for severability and an effective date.

**c. First Reading of Proposed Ordinance 2015-11**

First Reading of Proposed Ordinance 2015-11 of the Town of Hilton Head Island, South Carolina, authorizing the granting of an easement encumbering real property owned by the Town of Hilton Head Island, South Carolina, along Gumtree road, pursuant to the authority of S. C. Code Ann. § 5-7-40 (Supp. 2010), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983, As Amended); and providing for severability and an effective date.

**d. First Reading of Proposed Ordinance 2015-12**

First Reading of Proposed Ordinance 2015-12 of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the Town Manager of the Town of Hilton Head Island to negotiate and execute, on behalf of the Town, lease modifications and/or lease extensions with existing tenants in property located at 21 Office Park Road, Hilton Head Island, South Carolina, more specifically known as the Kiawah, Carolina and Sapelo Buildings, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2011), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.

**e. Consideration of a Resolution – Fair Housing Month**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to proclaim April 2015 as Fair Housing Month.

**f. Consideration of a Resolution – Hilton Head Island Green Blueprint**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to approve the Town of Hilton Head Island Green Blueprint.

**g. Consideration of a Resolution – Community Development Block Grant (CDBG)** Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to approve the Community Development Block Grant (CDBG) Entitlement Program Five-Year Consolidated Plan (2015-2019) and the Annual Action Plan for Program Year 2015.

**h. Consideration of a Resolution – Arts & Culture Mission Statement, Goals and Objectives**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, to adopt a Mission Statement, Goal, and Specific Objectives on the Arts and Culture of the Island.

**i. Consideration of a Resolution - Arts & Culture Strategic Planning Committee**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, creating the Arts And Culture Strategic Planning Committee as a sub-committee of the Community Services Committee; and providing a goal and objectives for the committee.

**j. Consideration of a Resolution – Hargray**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, announcing the public endorsement and commitment to cooperate with Hargray Communications to bring the Lowcountry Broadband Plan Powered by Hargray to the Town of Hilton Head Island.

**12) Adjournment**

# Proclamation

BY  
THE TOWN OF HILTON HEAD ISLAND

*WHEREAS, the Hilton Head Island Child Care Directors and other local organizations, in conjunction with the National Association for the Education of Young Children, are celebrating the Week of the Young Child™; and*

*WHEREAS, these organizations are working to improve early learning opportunities, including early literacy programs, that can provide a foundation of learning for children in Hilton Head Island, South Carolina; and*

*WHEREAS, teachers and others who make a difference in the lives of young children in Hilton Head Island, South Carolina deserve thanks and recognition; and*

*WHEREAS, public policies that support early learning for all young children are crucial to young children's futures and the future of our community.*

*NOW THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, South Carolina, do hereby proclaim April 20-April 26, 2015 as the*

## **Week of the Young Child™**

*in Hilton Head Island, South Carolina and encourage all citizens to consider our youngest citizens and promote quality education and care for the children of Hilton Head Island, South Carolina.*

*IN TESTIMONY WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this 21<sup>st</sup> day of April, in the year of our Lord, two thousand and fifteen.*

*David Bennett, Mayor*

*Attest:*

*Victoria L. Pfannenschmidt, Town Clerk*

# **TOWN OF HILTON HEAD ISLAND**

## **RESOLUTION OF COMMENDATION AND APPRECIATION**

*WHEREAS, The Town of Hilton Head Island recognizes and appreciates the volunteer efforts of those who serve members of our community, and*

*WHEREAS, When Millie Timmerman received a phone call 35 years ago asking if she should be willing to volunteer at the Hilton Head Hospital emergency room she promptly said yes, and*

*WHEREAS, Since that day Millie has logged in more than 17,000 hours of dedicated volunteer service time at the Hospital making a positive difference in the lives of patients, families and staff, and*

*WHEREAS, Millie continues to commit every other Saturday and Sunday to helping at the hospital, serving patients, families and staff with her warm and welcoming refrain, “What can I do to make things a little better for you?”, and*

*WHEREAS, Doctors, nurses and other members of the Hilton Head Hospital team recognize and greatly appreciate her faithful assistance with non-medical tasks, and*

*WHEREAS, Millie continues to declare that her reward is simply knowing she is being useful to those at the hospital who need a helping hand,*

*NOW THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, on behalf of Town Council do hereby adopt this **RESOLUTION OF COMMENDATION AND APPRECIATION** in honor of Millie Timmerman for her unselfish years of dedication and her countless contributions as a volunteer at Hilton Head Hospital.*

*IN TESTIMONY WHEREOF, I have hereunto set my hand and cause this seal of the Town of Hilton Head Island to be affixed this **21<sup>st</sup> day of April**, in the **Year of our Lord, Two Thousand and Fifteen**.*

*David Bennett, Mayor*

The seal of the Town of Hilton Head Island, South Carolina, is a large, light green watermark in the background. It features a central figure holding a staff, surrounded by the text "TOWN OF HILTON HEAD ISLAND SOUTH CAROLINA" and the motto "PRÆSERUARE ET PROSPERARE" on a banner below. The year "1663" is also visible at the bottom of the seal.

# *Honored Islander Award*

*presented to*

***Kaye Black***

*In recognition and appreciation for outstanding volunteer service and personal commitment towards the betterment of our community.*

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*Presented this 21st day of April, 2015*

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*Mayor David Bennett*

The seal of the Town of Hilton Head Island, South Carolina, is a large, light green watermark in the background. It features a central figure holding a staff, surrounded by the text "TOWN OF HILTON HEAD ISLAND SOUTH CAROLINA" and the motto "PRÆSERUARE ET PROSPERARE" on a banner below. The year "1663" is also visible at the bottom of the seal.

# *Honored Islander Award*

*presented to*

***Emily Starry***

*In recognition and appreciation for outstanding volunteer service and personal commitment towards the betterment of our community.*

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*Presented this 21st day of April, 2015*

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*Mayor David Bennett*

The seal of the Town of Hilton Head Island, South Carolina, is a large, light green watermark in the background. It features a central figure of a ship on a hill, surrounded by the text "TOWN OF HILTON HEAD ISLAND SOUTH CAROLINA". Below the ship is a banner with the Latin motto "PRÆSERUARE ET PROSPERARE" and the dates "1663 · 1983".

# *Honored Islander Award*

*presented to*

***David Erdman***

*In recognition and appreciation for outstanding volunteer service and personal commitment towards the betterment of our community.*

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*Presented this 21st day of April, 2015*

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*Mayor David Bennett*

**THE TOWN OF HILTON HEAD ISLAND  
REGULAR TOWN COUNCIL MEETING**

**Date:** Tuesday, April 7, 2015

**Time:** 4:00 P.M.

**Present from Town Council:** David Bennett, *Mayor*; Bill Harkins, *Mayor Pro Tem*, Lee Edwards, Marc Grant, Tom Lennox, Kim Likins, John McCann, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Brad Tadlock, *Fire Chief*; Nancy Gasen, *Director of Human Resources*; Susan Simmons, *Director of Finance*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Brian Hulbert, *Staff Attorney*; Jill Foster, *Deputy Director of Community Development*; Anne Cyran, *Senior Planner*; Teri Lewis, *LMO Official*; Bob Klein, *Building Official*; Ernestine Reed, *Senior Communications Dispatcher*; Bryan McIlwee, *Assistant Town Engineer/Stormwater Manager*; Numerous Dispatchers and Fire Rescue Personnel; Vicki Pfannenschmidt, *Executive Assistant/Town Clerk*

**Present from Media:** Zach Murdock, Island Packet

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**1) CALL TO ORDER**

Mayor Bennett called the meeting to order at 4:00 p.m.

**2) PLEDGE TO THE FLAG**

**3) INVOCATION**

**4) FOIA Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**5) Proclamations and Commendations**

National Public Safety Telecommunications Week

Ernestine Reed was present to accept the proclamation. She was joined by many of her colleagues.

Sexual Assault Awareness and Child Abuse Prevention Month

Michael Jordan was present to accept the proclamation.

**6) Approval of Minutes**

**a. Town Council Meeting, March 17, 2015**

Mr. Harkins moved to approve. Mr. McCann seconded. The minutes of the March 17, 2015 regular Town Council meeting were approved by a vote of 6-0. (Mr. Grant was not present at the time of the vote.)

**7) Report of the Town Manager**

**a. Construction Board of Adjustments and Appeals Update - Jay Owen, Chairman**

Chairman Owen presented the update.

**b. Town Manager's Items of Interest**

Mr. Riley reported on items of interest listed below.

- (1) Town News
- (2) Noteworthy Events

**c. Tax Increment Financing Annual Report**

Susan Simmons presented the report.

**8) Reports from Members of Council**

Mayor Bennett noted Items 11.a. and b. would include lengthy discussion and suggested moving Items 11.e. and f. to this point on the agenda. All members of Council were in agreement. Results are listed below beneath the corresponding agenda item.

**a. General Reports from Council**

Mr. Harkins referenced correspondence from the Town Attorney outlining projects he is working on and which ones he needed direction from Town Council. He asked that they be reviewed for consideration of placing on the agenda or holding an executive session for Council to review and decide how they would like to move forward. Mayor Bennett stated he would be meeting with the Town Manager on Thursday to discuss.

Mrs. Likins stated she attended the opening of the Sea Pines Clubhouse and Shelter Cove Community Park and while at both functions, developers and builders complimented Town staff for their efforts in assisting in the projects.

Mr. McCann stated he and Mr. Harkins attended a Hilton Head Plantation Board of Directors meeting and they also complimented staff.

Mr. McCann requested the Sewer Summit be scheduled in the near future. Mayor Bennett stated after he meets with the Town Manager on Thursday, he would reach out to Town Council to set a date for the Summit.

Mr. McCann reported that the Finance and Administrative Committee met and developed wording for a policy concerning RFP's and RFQ's. Mr. McCann moved that the following be adopted: *Town Council will identify to the Town Manager specific projects, studies, and adopted priorities it wishes to participate in for the development of Requests for Qualifications or Requests for Proposals.* He explained there is no formal input requested or applied from Town Council concerning the RFP's and RFQ's. He explained this would allow Town Council involvement in the process. After Council discussion the motion failed for the lack of a second. The Mayor stated the item would be placed on the next agenda for review and discussion.

Mr. McCann referenced the Marshland Circle project and moved *to adopt the policy that Staff periodically, but not less frequently than once a year, advise the Town Council as to those projects that have received a public project review determination from the Planning Commission, but have not yet advanced to construction.* Mr. Harkins seconded. After Council discussion, the motion was unanimously approved by a vote of 7-0.

**b. Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman**

No report.

**c. Report of the Community Services Committee – Kim Likins, Chairman**

Mrs. Likins reported the Committee met on March 24 to discuss defining a mission for the arts and cultural initiative, as well as establishing goals and objectives concerning the initiative. She added they met again on March 30 to review applications for boards, committees and commissions and the Committee would be conducting interviews this week.

**d. Report of the Public Planning Committee – Tom Lennox, Chairman**

Mr. Lennox reported the Committee met on April 2 and voted to recommend approval of the Hilton Head Island Green Blueprint.

**e. Report of the Public Facilities Committee – Lee Edwards, Chairman**

Mr. Edwards stated the Committee met on March 23 and voted to recommend approval of the public art and public art site request which were addressed earlier in the meeting. He said they also recommended approval of the HUD-CDBG grant and five year project. He further explained the grant and project. He stated the Committee also voted to recommend approval of the HHPSD easement request on Town owned land to facilitate availability of sewer service on Gumtree Road.

**f. Report of the Public Safety Committee – Marc Grant, Chairman**

Mr. Grant reported the Committee met on April 6 and voted to recommend approval of the update to enabling legislation for Fire Rescue. He added that Chief Tadlock also reviewed the 2014 Hilton Head Fire Rescue Annual Report.

**g. Report of the Finance and Administrative Committee, John McCann, Chairman**

Mr. McCann stated the Committee has completed their report on the Accommodations Tax and a draft copy would be forthcoming to the Mayor. He stated items addressed were: no forward funding or advancing; Town Council setting up a liaison between Town Council and the Accommodations Tax Advisory Committee (ATAC); more efficiency and effectiveness in the process; more procurement guidelines for the applicants; Town Staff to provide the ATAC a listing of the grants and how they have been applied for and used over the course of the year.

**h. Report of the Circle to Circle Committee, Tom Lennox, Town Council Liaison**

Mr. Lennox reported the Committee has met four times in five weeks and defined the scope of its charge and they are in the process of gathering data. He said they will be meeting on April 8 at 8:30 a.m.

**9) Appearance by Citizens**

Mary Barrett and Paul McGovern addressed Council concerning their opposition to the USCB Campus on Hilton Head Island. Mr. Frank Babel addressed Council concerning pathway funding for 2016.

**10) Unfinished Business**

None

## 11) New Business

**Items 11.a. and 11.b.** were discussed by Town Council at length. Mayor Bennett expressed his concerns with the high density which he felt would create an imbalance as a result of Item 11.b. Mr. Grant expressed his concern with the increased traffic in the area. Mrs. Likins, Mr. McCann and Mr. Lennox and Mr. Edwards spoke in support of the applications. Mr. Chet Williams and Mr. Gary Dee spoke on behalf of the applications encouraging Council to approve them. Todd Salvagin of SRS Engineering, Inc. reviewed the traffic studies and answered questions from Council. Darrin Shoemaker answered questions concerning the traffic in the area. Eight residents spoke in favor of the applications and nine residents spoke in opposition to the applications. One resident spoke for and against. The motion and vote is listed below each corresponding agenda item.

### **a. First Reading of Proposed Ordinance 2015-08**

First Reading of Proposed Ordinance 2015-08 to amend Title 16, the Land Management Ordinance, of the Municipal Code of the Town of Hilton Head Island, South Carolina, by amending Section 16-1-107, the Official Zoning Map and the Port Royal Plantation and Surrounds Master Plan with respect to a portion of the certain parcel identified as Parcel 277 on Beaufort County Tax District R510 Map 9, within the Port Royal Plantation And Surrounds Master Plan under the PD-1 Zoning District, by changing the allowed use from golf course to golf course, golf clubhouse, golf pro shop, tennis courts, tennis pro shop, fitness and wellness center, locker rooms, and administrative offices, and by increasing the allowed density on the parcel from no density to 12,500 square feet of administrative office use, and providing for severability and an effective date.

Mr. McCann moved to approve. Mr. Harkins seconded. The motion was unanimously approved by a vote of 7-0.

### **b. First Reading of Proposed Ordinance 2015-09**

First Reading of Proposed Ordinance 2015-09 to amend Title 16, the Land Management Ordinance, of the Municipal Code of the Town of Hilton Head Island, South Carolina, by amending Section 16-1-107, the Official Zoning Map and the Port Royal Plantation and Surrounds Master Plan with respect to a portion of the certain parcel identified as Parcel 277 on Beaufort County Tax District R510 Map 9, within the Port Royal Plantation and Surrounds Master Plan under the PD-1 Zoning District, by changing the base zoning district from PD-1, Planned Development Mixed-Use, to RD, Resort Development, and providing for severability and an effective date.

Mr. McCann moved to approve. Mr. Lennox seconded. The motion was approved by a vote of 5-2. (Mayor Bennett and Mr. Grant were opposed.)

### **c. Consideration of a Resolution – Amendment- Palmetto Dunes SWU Drainage Agreement**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution of a third amendment to Drainage Agreement and a third amendment to Access, Drainage and Maintenance Easement with Palmetto Dunes Property Owners Association, Inc.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

**d. Consideration of a Resolution – Reimbursement Bonds**

Consideration of a Resolution relating to the declaration of intent by the Town Council of the Town of Hilton Head Island, South Carolina, to reimburse certain expenditures prior to the issuance by the Town of its tax-exempt debt.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

**e. Consideration of a Recommendation – Public Art Site Selection**

Consideration of a Recommendation that the Town Council of the Town of Hilton Head Island approve the Veterans Memorial at Shelter Cove Community Park as a potential site for placement of Public Art on Hilton Head Island.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

**f. Consideration of a Resolution – Public Art**

Consideration of a Resolution of the Town of Hilton Head Island, South Carolina, authorizing the execution of a gift agreement with the Community Foundation of the Lowcountry for the acquisition of the “Poppies” sculpture.

Mr. Harkins moved to approve. Mrs. Likins seconded. The motion was unanimously approved by a vote of 7-0.

**13) Executive Session (if needed)**

The Mayor stated there was no need for an Executive Session.

**14) Adjournment**

Mr. Harkins moved to adjourn. Mrs. Likins seconded. The meeting was adjourned at 7:58 p.m.

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Vicki L. Pfannenschmidt,  
Executive Assistant/Town Clerk

Approved:

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David Bennett, Mayor

**THE TOWN OF HILTON HEAD ISLAND**  
**TOWN COUNCIL BUDGET WORKSHOP**

**Date:** Monday, April 13, 2015

**Time:** 5:00 P.M.

**Present from Town Council:** David Bennett, *Mayor*; Bill Harkins, *Mayor Pro Tem*; Lee Edwards, Marc Grant, Tom Lennox, Kim Likins, John McCann, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Brad Tadlock, *Fire Chief*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Tom Fultz, *Director of Administrative Services*; Nancy Gasen, *Director of Human Resources*; Susan Simmons, *Director of Finance*; Ed Boring, *Deputy Fire Chief of Operations*; Julian Walls, *Facilities Manager*; Brian Hulbert, *Staff Attorney*; Victoria Shanahan, *Accounting Manager*; Jill Foster, *Deputy Director of Community Development*; Shawn Colin, *Deputy Director of Community Development*; Jeff Buckalew, *Town Engineer*; Vicki Pfannenschmidt, *Executive Assistant*

**Present from Media:** Dan Burley, *Island Packet*

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**1. Call to Order**

Mayor Bennett called the workshop to order at 5:00 p.m.

- 2. FOIA Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**3. Project Updates/Budget Overview**

Mayor Bennett invited Scott Liggett to the dais to conduct his portion of the power point presentation. Mr. Liggett conducted an extensive update on current projects noting the new initiatives identified at the annual Town Council Workshop in December are working their way into the schedule. He reviewed the TIF projects and timelines for such.

Mr. Liggett presented a detailed overview of the dirt road acquisition program explaining the process, costs, funding sources and obstacles faced by the Town. He also reviewed road maintenance along with the status of funding noting that acquisition of new roads will add to the maintenance costs of the Town. He added that staff is researching opportunities for a revenue source.

Mr. Liggett provided information concerning the pathway program and the status of funding. He posed options for funding explaining the need for guidance from Council.

Mr. Liggett appraised the beach renourishment program and bonding status along with planning and timing for the next in-cycle renourishment.

Ms. Simmons conducted her overview emphasizing the need for realistic expectations and the necessity for rebalancing funding sources. She reviewed, in detail, the scheduling issuance of bonds, the upcoming GO bond issue, the FY16 Debt Service Fund and Capital Projects Fund along with bonding opportunities. She conducted an overview of funding limitations and other General Fund impacts. In closing Ms. Simmons covered the unknown impacts on costs concerning Council priorities, potential additional revenues and the competing demands for human resources. She stated staff looks forward to working with Council to develop a FY16 budget responsive to the Town's goals and added that the budget is a living/working document which can be amended as Council makes decisions. Ms. Simmons reviewed the timeline for the budget workshops.

**4. Adjournment**

The workshop was adjourned at 6:58 p.m.

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Vicki Pfannenschmidt,  
Executive Assistant/Town Clerk

Approved:

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David Bennett, Mayor



# ITEMS OF INTEREST

## APRIL 21, 2015

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### Noteworthy Events

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Some of the upcoming meetings at Town Hall:

- Circle to Circle Committee – April 22, 2015, 8:30 a.m.
- Comprehensive Plan Committee - April 22, 2015, 1:30 p.m.
- Planning Commission – April 22, 2015, 3:00 p.m.
- Public Facilities Committee – April 27, 2015, 10:00 a.m.
- Board of Zoning Appeals – April 27, 2015, 2:30 p.m.
- Community Services Committee – April 28, 2015, 9:00 a.m.
- Design Review Board – April 28, 2015, 1:15 p.m.
- Construction Board of Adjustments and Appeals, April 28, 2015, 5:30 p.m.
- Circle to Circle Committee – April 29, 2015, 8:30 a.m.
- Design Review Board – April 28, 2015, 1:15 p.m.
- Public Safety Committee – May 4, 2015, 10:00 a.m.
- Finance and Administrative Committee – May 5, 2015, 2:00 p.m.
- Town Council – May 5, 2015, 4:00 p.m.

(Additional meetings may be scheduled and all meetings are subject to change and/or cancellation. Please visit the Town of Hilton Head Island website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for Committee meeting dates and agendas.

## 2015 Hilton Head Island Events

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May 2, 2015 11:00 a.m.-5:00 p.m.	Bacon, Beer and Music Festival	Shelter Cove Community Park
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## **MEMORANDUM**

**TO:** Town Council

**FROM:** Susan M. Simmons, CPA, Director of Finance

**VIA:** Stephen G. Riley, ICMA-CM, Town Manager

**DATE:** April 14, 2015

**RE: Recommendation from Finance & Administrative Committee re State ATAX Grant Processes**

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### **Recommendation:**

The Finance and Administrative Committee recommends Town Council approve attached recommendations from the Finance & Administrative Committee regarding the State ATAX grant processes.

### **Summary:**

The first task undertaken by the new Finance & Administrative Committee was to review the State ATAX grant processes and make recommendations for improvement. The Committee set and met its goal of completing this task by the end of March. The Committee researched state and local laws and processes regarding ATAX to better understand what is allowable. The Committee engaged many community leaders, current and former members of the Town's Accommodations Tax Advisory Committee (ATAC), Town staff from the legal and financial perspectives, and grant recipients.

### **Background**

The Mayor and Council requested the new Committee review the State ATAX grants to improve the communication and educational components of the grants to support tourism, arts and cultural organizations, and Town government. The expected outcomes were improved processes, fair and consistent methodologies to determine grant awards, and better communication between all impacted parties to ensure positive community support of the program and its processes.

The Committee ended up with seven items for consideration and handled each one as a separate motion in Committee per the attached document from the Committee. The Committee is requesting that the Council consider its recommendations as a whole and direct ATAC and the Town Manager to implement them effective with Council's approval.

## Finance and Administrative Committee Recommendations to Town Council re the State ATAX Grant Processes

The Finance and Administrative (F&A) Committee selected as its first task to review the State Accommodations Tax (ATAX) Grant process and recommend improvements. The Committee held several meetings on this topic and had several presentations from knowledgeable community leaders. (As a separate topic in the coming months, the F&A Committee will address the State ATAX 30% DMO fund which the Chamber/VCB receives.)

The F&A Committee considered the items below and makes the following recommendations to Town Council to improve the State ATAX Grant processes.

1. **Consideration:** Whether the Town should use forward funding or advances in awarding or disbursing ATAX grants.

**Background:** Forward funding was the process used by the Town and stopped a few years ago wherein Council awarded certain grantees funds for the succeeding year at the same time it awarded other grantees for the upcoming year. In doing so, Council awarded grants to some grantees prior to knowing the total amount of grant funds that would be available.

Advances were provided to a few grantees in a process wherein a grantee received funds prior to submitting the final invoices and other documentation to support its allowable expenditures. Unlike forward funding, this process continues to the current time. The advances have always been approved by Town leadership but not always with the knowledge of the full Council. There were control procedures in place and the Town received full documentation to support all advances.

The F&A Committee believes that the use of forward funding or advances does not ensure that all grantees receive equal treatment.

**Recommendation:** **The F&A Committee recommends that the Town not permit the use of forward funding or advances in awarding or disbursing ATAX grants.** *(Approved 3-0)*

2. **Consideration:** Whether the Town should require that the Accommodations Tax Grant Application be available in both the Spanish and English language, online and hard copy.

**Background** The F&A Committee desires to ensure that the State ATAX Grant process is available to all organizations that meet the application requirements. They were concerned that applicants whose primary language is Spanish or those who may not be proficient in computer technology would be at a disadvantage.

Town staff explained that the online application process also serves as the Town's repository for records management and that all applications must be stored online. Staff further explained the burdensome impact of having the application available in Spanish but requiring that it be submitted in or translated to English for review by staff, ATAX Advisory Committee (ATAC) and Town Council. Staff further explained the Website Administrator provides online application assistance and that the ATAC Administrative Support provides online application assistance and is available for Spanish-English translation assistance.

Based on these facts, the F&A committee agreed no changes are necessary in this part of the process.

**Recommendation:** **The F&A Committee recommends that the Accommodations Tax Grant Application remain in English only and be submitted online; the Committee further recommends that Town Staff continue to assist applicants as needed to meeting the filing requirements.** *(Approved 3-0)*

3. **Consideration:** Whether a Town Council liaison be provided to the ATAX committee and whether Town Council endeavor to provide better direction regarding its objectives in advance of the ATAX grant application meetings.

**Background:** Some members of the Council, ATAC, applicants and public believe the process could be improved with better communications if Council has established annual goals or has a specific direction that could be addressed with State ATAX grant funds. While the Town is required to accept and consider all applications which are eligible, the process might be smoother, more efficient, and have greater public confidence if the Council's likely objectives are better understood.

**Recommendation:** **The F&A Committee recommends to Town Council that a Town Council liaison be provided to the ATAX committee and that Town Council endeavor to provide better direction regarding its objectives in advance of the ATAX grant application meetings. The liaison would not be a voting or ex-officio member of the ATAX Committee. The liaison should be a communications bridge between the Council and ATAC and should strive to provide direction on behalf of the full Council.**  
*(Approved 3-0)*

4. **Consideration:** Whether the Town Finance Department provide a statement detailing by grantee and grant the amounts requested, awarded, expended, lapsed, and balance still available to the grantee prior to each Annual ATAX meeting.

**Background:** Lapsed grant funds occur when the grantee does not use its full award during its grant period. The lapsed grants in the Finance report should match the lapsed funds added to the funds available for the next round of grants. The F&A Committee requested a better understanding relating to lapsed grants and better communication regarding the timing of grant reimbursements. Staff explained that lapsed grants are added back to new year revenues to determine the amount available for award. Since grant periods are one year and the lapsed funds are awarded the following year, staff believes that the process meets the State's two year requirement for the expenditure of funds.

Regarding the timing of reimbursements, staff explained that State ATAX checks are cut twice a month and each grantee determines the frequency in which it requests funds. The flow of funds also depends on whether the award is for operations occurring throughout the year (generally meaning more requests spread over the year) vs. for a specific event (for which the reimbursements generally are fewer and occur closer to the date of the event(s)).

**Recommendation:** **The F&A Committee recommends to Town Council that the Town Finance Department provide a statement detailing by grantee and grant the amounts requested, awarded, expended, lapsed, and any balance remaining prior to each Annual ATAX meeting.** *(Approved 3-0)*

5. **Consideration:** Whether ATAC should continue to measure the efficiency and effectiveness with which a recurring grantee has utilized its grant funds and whether the ATAX committee should give strong consideration to grant applicants and applications which provide a strong return on investment, cultivate and promote the arts and cultural community, and drive tourism or enhance the residents and visitors' experience.

**Background:** The F&A Committee believes that the Town should award State ATAX grants to those organizations that provide the best return on investment, cultivate and promote the arts and cultural community, and drive tourism or enhance the residents and visitors' experience. To do so, the Committee believes that ATAC should require applicants to document the efficiency and effectiveness of its previous ATAX grants and or its operations.

The Committee discussed a desire for better metrics and reducing the subjectivity of grant awards. It also discussed the difficulty in developing a "one size fits all" formula to determine the amount of

awards. Therefore, the Committee decided that at the present time it could only acknowledge the past efforts of ATAC in these endeavors and encourage ATAC to continue those efforts.

**Recommendation: The F&A Committee recommends to Town Council that ATAC should continue to measure the efficiency and effectiveness with which a recurring grantee has utilized its grant funds and should give strong consideration to grant applicants and applications which provide a strong return on investment, cultivate and promote the arts and cultural community, and drive tourism or enhance the residents and visitors' experience. (Approved 3-0)**

6. **Consideration:** Whether the ATAX applicants should be required to indicate whether they follow Town procurement guidelines or if they have their own procurement guidelines which they use and follow in the expenditure of ATAX grants.

**Background:** The F&A Committee is studying the requirements and desires of the Town to require organizations which receive public funds to follow certain procurement guidelines. This applies not only to State ATAX grantees but also to other non-vendor relationships the Town has with affiliated organizations. This greater topic will be determined separately from the State ATAX Grant process improvements.

To assist in its recommendations at a later date, the F&A Committee determined that as a first step that ATAC should query its applicants regarding the procurement guidelines they follow for their ATAX grant expenditures.

**Recommendation: The F&A Committee recommends to Town Council that ATAC require applicants to indicate whether they follow Town procurement guidelines or if they have their own procurement guidelines which they use and follow in the expenditure of ATAX grants. (Approved 3-0)**

7. **Consideration:** Whether an ATAX applicant should be permitted to seek an interim hearing with the F&A Committee prior to the Town Council award meeting.

**Background:** The F&A Committee received comments from applicants, the public, and ATAC regarding improvements needed to ensure a better transition in the awards process between the ATAC hearings and the Council's awards meeting. Some respondents commented that Council did not have the benefit of all the information presented to ATAC, that ATAC and applicants did not fully understand the goals and desires of Council, and that the applicants either had to meet informally with certain Council members or try to present their case at an already lengthy awards meeting. Most expressed variations on having an interim hearing process with either the full Council or the newly formed F&A Committee.

The purposes of this interim hearing process would be to improve the transparency of the entire process, improve the confidence of the applicants and public in the process, and to provide Town Council prior to making its awards with more information, time and understanding of the applications.

**Conclusion: The F&A Committee determined that at the present time it would not recommend an interim hearing process. It prefers to allow the liaison process (see #3 above) time to work prior to introducing another layer of review into the process. (No motion or vote)**

Respectfully submitted:

John McCann, Chairman  
Finance & Administrative Committee

**MEMORANDUM**

**TO:** Town Council

**FROM:** Stephen G. Riley, Town Manager

**DATE:** April 15, 2015

**RE:** **Capital Campaign and Master Plan Update/ Request by The First Tee of the Lowcountry for \$150,000 and commitment to enter into a lease in the near future**

---

In 2014, representatives of the proposed 1<sup>st</sup> Tee program on Hilton Head Island requested a lease of Town land for their proposed facility and a financial contribution towards the development of their facility. Town Council agreed to this request with the understanding that an acceptable master plan and business plan would be provided prior to the execution of the lease or release of the funds.

On April 15, the 1<sup>st</sup> Tee program provided to Town the attached business plan, additional financial information, and a letter requesting a lease be finalized in the near future and that funds be released effective immediately.

April 10, 2015

Town of Hilton Head Island  
Mayor and Council Members,



Thank you for the opportunity to share with you the goals and progress of The First Tee of The Lowcountry, the newest of 188 First Tee chapters throughout the country that are positively impacting the youth of our country and growing responsible citizens. We are excited to provide the council with our updated business plan financials in order to meet the requirements to execute The First Tee land lease between the town and the Boys & Girls Club of HHI and to receive the capital campaign \$150,000 town matching grant funds.

Centered around the game of golf and the values that make the game unique (honesty, integrity, sportsmanship, respect, confidence, responsibility, perseverance, courtesy and judgment), youth from ages 7 to 18 are instructed in golf, but more important, with each session, are taught the importance of one of the above core values, as well as one of nine healthy living habits that will lead to success in life. Children from all economic strata are welcome and participate in the program. Scholarships are made available on an as needed basis.

To establish a First Tee chapter here in the Lowcountry took vision from the elected leaders of Hilton Head Island. Property was purchased that could be develop into a training facility. From that beginning, volunteers, led by The Boys & Girls Club of Hilton Head Island, came forth to accomplish the multiple tasks required to implement the program. A golf course architect, land planner, engineer, landscape architect, legal counsel and a committed group of citizens came together to not only design a facility that will break ground this spring, but to begin instruction of 75 youth at 2 satellite facilities this past fall. In addition, the First Tee National Schools Program has been implemented in 4 elementary schools including one on Hilton Head Island. This fall the program will be implemented in all Beaufort county elementary schools.

Administratively, a chapter license from The First Tee national organization was obtained as was a 501.c.3 designation from the I.R.S.

An annual golf event fundraiser was launched in 2014, and successfully raised over \$50,000 to support the efforts of The First Tee of The Lowcountry. An awards event that will recognize individuals throughout the Lowcountry that exemplify the 9 core values taught by The First Tee will be held Tuesday, April 14th during Heritage week and annually thereafter as a fundraiser for operations.

Central to implementing the training facility is an ongoing Capital Campaign of \$1,500,000. The campaign began in March of 2014 and to date has raised \$1,352,000. This was accomplished through broad support from the Lowcountry community as demonstrated by the following summary of sources of support:

PO Box 23334  
Hilton Head Island, SC 29925  
(843) 686-2680

**Board of Directors**

Gerrold Walker  
Chairman of the Board

Ken Campbell  
Vice Chairman

Charlotte McCaskill  
Treasurer

Mike Briggs  
Secretary

Dr. Gregory McCord  
Kim Likins  
Jim Magruder  
Abbey Petkov  
Clyde Johnston  
Dr. John Preston  
Alan George

**Executive Director**

Mike Davis

**Program Director**

Paul Caruso

Individuals and Foundations (132)	\$663,000
Businesses (10)	\$221,000
Community Organizations (8)	\$196,000
Memorials (2)	\$ 13,000
Events (4)	\$158,000
In Kind service & construction (5)	\$101,000
<b>Total to date</b>	<b>\$1,352,000</b>



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Dr. John Preston  
Alan George

**Executive Director**

Mike Davis

**Program Director**

Paul Caruso

50 donors/organizations have contributed at the Founder level of \$5,000 and above, including 3 at the \$100,000 or higher level.

As you can see from the above, The First Tee of The Lowcountry is \$148,000 from reaching the \$1,500,000 goal of the capital campaign. This proven success brings us to the time for the ground to now be broken on the training facility that will serve 500 youth annually. In addition, it will serve as a golf practice facility for island residents and guests as well as serving special needs and senior groups.

To have a long term successful program also requires an accurate estimate of operating expenses and reliable sources of funds to cover those expenses. Attached are the 2014 financial results and the 2015 operating budget for The First Tee of The Lowcountry that demonstrates the operating financial viability of the organization.

Credit must also be given to The First Tee national that has over the past 15 years refined the basics of the program and demonstrated its success throughout the country. This demonstration of success was, and is, instrumental in building a core of volunteers and financial supporters.

While we have tried to convey an overview of the organization, other information on the scope of the program and its impact on youth are available on The First Tee national website at [www.firsttee.org](http://www.firsttee.org).

On behalf of all the youth that will benefit from The First Tee of The Lowcountry, thank you for your critical role.

Sincerely,

The First Tee of The Lowcountry

Ken Campbell, First Tee Ambassador

11:28 AM  
04/09/15  
Accrual Basis

The First Tee of the Lowcountry  
**Balance Sheet**  
As of March 31, 2015

	<u>Mar 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash Funds	
10100 · Operating Account	43,809.77
10200 · Colleton River Jr. Amateur Cham	89,998.40
10500 · Campaign Capital Account	313,440.68
<b>Total 10000 · Cash Funds</b>	<u>447,248.85</u>
<b>Total Checking/Savings</b>	447,248.85
<b>Other Current Assets</b>	
11200 · Pledges Due Past Year	4,234.00
11300 · Pledges Due Current Year	402,549.00
<b>Total Other Current Assets</b>	<u>406,783.00</u>
<b>Total Current Assets</b>	854,031.85
<b>Other Assets</b>	
18500 · Pledges Due L-T	569,850.00
<b>Total Other Assets</b>	<u>569,850.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,423,881.85</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
23000 · Prepaid Tournament Fees	500.00
24000 · Payroll Liabilities	2,756.59
25000 · Deferred Pledge Revenue Current	402,549.00
<b>Total Other Current Liabilities</b>	<u>405,805.59</u>
<b>Total Current Liabilities</b>	405,805.59
<b>Long Term Liabilities</b>	
28000 · Deferred Pledge Revenue L-T	569,850.00
<b>Total Long Term Liabilities</b>	<u>569,850.00</u>
<b>Total Liabilities</b>	975,655.59
<b>Equity</b>	
32000 · Unrestricted Net Assets	325,934.30
Net Income	122,291.96
<b>Total Equity</b>	<u>448,226.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,423,881.85</u></u>

11:27 AM

04/09/16

Accrual Basis

## The First Tee of the Lowcountry Profit & Loss by Class January through March 2015

	1 - Operations	2 - Capital Campaign	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
41000 · Donations			
41100 · General	0.00	24,802.00	24,802.00
41600 · Other	0.00	50.00	50.00
41700 · Funding from Capital Campaign	33,028.48	0.00	33,028.48
<b>Total 41000 · Donations</b>	<b>33,028.48</b>	<b>24,852.00</b>	<b>57,880.48</b>
42000 · Special Events			
42200 · Spring Event	0.00	9,625.00	9,625.00
<b>Total 42000 · Special Events</b>	<b>0.00</b>	<b>9,625.00</b>	<b>9,625.00</b>
45000 · Programs			
45100 · Program Fees	0.00	390.00	390.00
<b>Total 45000 · Programs</b>	<b>0.00</b>	<b>390.00</b>	<b>390.00</b>
46000 · Golf Facility/Program			
46200 · Pro Shop Sales	0.00	1,156.47	1,156.47
<b>Total 46000 · Golf Facility/Program</b>	<b>0.00</b>	<b>1,156.47</b>	<b>1,156.47</b>
47000 · Restricted Income			
47500 · Other	0.00	92,820.00	92,820.00
<b>Total 47000 · Restricted Income</b>	<b>0.00</b>	<b>92,820.00</b>	<b>92,820.00</b>
49000 · Miscellaneous Income			
49300 · Interest Income	0.00	31.48	31.48
<b>Total 49000 · Miscellaneous Income</b>	<b>0.00</b>	<b>31.48</b>	<b>31.48</b>
500000 · Capital Campaign Funding			
51000 · Donations	0.00	42,609.87	42,609.87
54000 · Other	0.00	63.14	63.14
55000 · Heritage Matching Program	0.00	750.00	750.00
<b>Total 500000 · Capital Campaign Funding</b>	<b>0.00</b>	<b>43,423.01</b>	<b>43,423.01</b>
<b>Total Income</b>	<b>33,028.48</b>	<b>172,297.96</b>	<b>205,326.44</b>
<b>Expense</b>			
60000 · Business Operating Expenses			
61000 · Payroll Expenses			
61100 · Executive Director	12,499.98	0.00	12,499.98
61200 · Program Director	10,000.02	0.00	10,000.02
61300 · Payroll Taxes	2,057.44	0.00	2,057.44
61000 · Payroll Expenses - Other	92.70	0.00	92.70
<b>Total 61000 · Payroll Expenses</b>	<b>24,650.14</b>	<b>0.00</b>	<b>24,650.14</b>
62000 · Marketing			
62100 · Advertising / Promotion	153.90	0.00	153.90
62200 · Website	375.00	0.00	375.00
<b>Total 62000 · Marketing</b>	<b>528.90</b>	<b>0.00</b>	<b>528.90</b>
63000 · Professional Services			
63200 · Database Management	414.09	0.00	414.09
63600 · Accounting Services	1,050.00	0.00	1,050.00
<b>Total 63000 · Professional Services</b>	<b>1,464.09</b>	<b>0.00</b>	<b>1,464.09</b>
65000 · Administration			
65100 · Insurance			
65110 · General & Liability	2,877.00	0.00	2,877.00
65120 · Directors & Officers	744.00	0.00	744.00
65150 · Workers Comp	518.00	0.00	518.00
<b>Total 65100 · Insurance</b>	<b>4,139.00</b>	<b>0.00</b>	<b>4,139.00</b>
65200 · Travel			
65210 · Mileage Reimbursement	130.86	0.00	130.86
65220 · Conferences	656.64	0.00	656.64
<b>Total 65200 · Travel</b>	<b>787.50</b>	<b>0.00</b>	<b>787.50</b>
65300 · Utilities			
65310 · Telephone	180.89	0.00	180.89
<b>Total 65300 · Utilities</b>	<b>180.89</b>	<b>0.00</b>	<b>180.89</b>

11:27 AM  
 04/09/15  
 Accrual Basis

The First Tee of the Lowcountry  
**Profit & Loss by Class**  
 January through March 2015

	1 - Operations	2 - Capital Campaign	TOTAL
<b>65500 · Other Administrative Expenses</b>			
65515 · Office Supplies	394.61	0.00	394.61
65520 · Postage	109.76	0.00	109.76
65525 · Printing	25.89	0.00	25.89
65530 · Meals/Entertainment	183.41	0.00	183.41
65540 · Awards	10.00	0.00	10.00
65550 · Program Supplies	102.00	0.00	102.00
65555 · Storage Rental	180.00	0.00	180.00
65560 · Miscellaneous	272.29	0.00	272.29
<b>Total 65500 · Other Administrative Expenses</b>	<b>1,277.96</b>	<b>0.00</b>	<b>1,277.96</b>
<b>Total 65000 · Administration</b>	<b>6,385.35</b>	<b>0.00</b>	<b>6,385.35</b>
<b>Total 60000 · Business Operating Expenses</b>	<b>33,028.48</b>	<b>0.00</b>	<b>33,028.48</b>
<b>70000 · Capital Campaign Expenses</b>			
71000 · Surveys			
71100 · Land Surveys	0.00	900.00	900.00
<b>Total 71000 · Surveys</b>	<b>0.00</b>	<b>900.00</b>	<b>900.00</b>
72000 · Consultants			
72100 · Landscape Architect	0.00	8,813.71	8,813.71
72200 · Engineering Services	0.00	6,555.00	6,555.00
<b>Total 72000 · Consultants</b>	<b>0.00</b>	<b>15,368.71</b>	<b>15,368.71</b>
73000 · Contribution to Operations	0.00	33,028.48	33,028.48
<b>Total 70000 · Capital Campaign Expenses</b>	<b>0.00</b>	<b>49,297.19</b>	<b>49,297.19</b>
74000 · Capital Administrative Expenses	0.00	708.81	708.81
<b>Total Expense</b>	<b>33,028.48</b>	<b>50,006.00</b>	<b>83,034.48</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>122,291.96</b>	<b>122,291.96</b>
<b>Net Income</b>	<b>0.00</b>	<b>122,291.96</b>	<b>122,291.96</b>

2:39 PM

04/08/15

Accrual Basis

**The First Tee of the Lowcountry**  
**Profit & Loss by Class**  
 January through December 2014

	1 - Operations	2 - Capital Campaign	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
41000 · Donations			
41100 · General	0.00	4,437.00	4,437.00
41200 · Civic Clubs	0.00	400.00	400.00
41300 · Memorials	0.00	700.00	700.00
41600 · Other	0.00	750.00	750.00
41700 · Funding from Capital Campaign	45,762.50	0.00	45,762.50
41000 · Donations - Other	0.00	200.00	200.00
<b>Total 41000 · Donations</b>	<b>45,762.50</b>	<b>6,487.00</b>	<b>52,249.50</b>
42000 · Special Events			
42100 · Champions for Charity	0.00	90,550.00	90,550.00
42300 · Jim Ferguson Memorial	0.00	38,624.00	38,624.00
<b>Total 42000 · Special Events</b>	<b>0.00</b>	<b>129,174.00</b>	<b>129,174.00</b>
44000 · Grants			
44100 · TFT National	0.00	4,450.00	4,450.00
<b>Total 44000 · Grants</b>	<b>0.00</b>	<b>4,450.00</b>	<b>4,450.00</b>
45000 · Programs			
45100 · Program Fees	0.00	1,390.00	1,390.00
45300 · Program Product Sales	0.00	110.00	110.00
45400 · Training Fee	0.00	1,500.00	1,500.00
<b>Total 45000 · Programs</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
49000 · Miscellaneous Income			
49300 · Interest Income	0.00	4.62	4.62
<b>Total 49000 · Miscellaneous Income</b>	<b>0.00</b>	<b>4.62</b>	<b>4.62</b>
500000 · Capital Campaign Funding			
51000 · Donations	0.00	288,029.32	288,029.32
54000 · Other	0.00	26.54	26.54
55000 · Heritage Matching Program	0.00	25,375.00	25,375.00
<b>Total 500000 · Capital Campaign Funding</b>	<b>0.00</b>	<b>313,430.86</b>	<b>313,430.86</b>
<b>Total Income</b>	<b>45,762.50</b>	<b>456,546.48</b>	<b>502,308.98</b>
<b>Expense</b>			
60000 · Business Operating Expenses			
61000 · Payroll Expenses			
61100 · Executive Director	14,584.65	0.00	14,584.65
<b>Total 61000 · Payroll Expenses</b>	<b>14,584.65</b>	<b>0.00</b>	<b>14,584.65</b>
62000 · Marketing			
62100 · Advertising / Promotion	255.09	0.00	255.09
62200 · Website	1,438.97	0.00	1,438.97
62300 · Social Media	375.00	0.00	375.00
62400 · Materials	2,378.44	0.00	2,378.44
<b>Total 62000 · Marketing</b>	<b>4,447.50</b>	<b>0.00</b>	<b>4,447.50</b>
63000 · Professional Services			
63100 · Administrative	1,375.00	0.00	1,375.00
63200 · Database Management	611.13	0.00	611.13
63500 · Legal Services	3,882.59	0.00	3,882.59
63600 · Accounting Services	250.00	0.00	250.00
63700 · Coach Training	1,623.65	0.00	1,623.65
63800 · Other Training	1,285.64	0.00	1,285.64
63900 · Background Checks	58.52	0.00	58.52
<b>Total 63000 · Professional Services</b>	<b>9,086.53</b>	<b>0.00</b>	<b>9,086.53</b>

2:39 PM  
 04/08/15  
 Accrual Basis

The First Tee of the Lowcountry  
**Profit & Loss by Class**  
 January through December 2014

	1 - Operations	2 - Capital Campaign	TOTAL
<b>65000 · Administration</b>			
65200 · Travel			
65210 · Mileage Reimbursement	192.32	0.00	192.32
65200 · Travel - Other	211.51	0.00	211.51
<b>Total 65200 · Travel</b>	<b>403.83</b>	<b>0.00</b>	<b>403.83</b>
65300 · Utilities			
65310 · Telephone	262.42	0.00	262.42
<b>Total 65300 · Utilities</b>	<b>262.42</b>	<b>0.00</b>	<b>262.42</b>
65500 · Other Administrative Expenses			
65515 · Office Supplies	1,225.76	0.00	1,225.76
65520 · Postage	276.44	0.00	276.44
65530 · Meals/Entertainment	605.09	0.00	605.09
65540 · Awards	27.88	0.00	27.88
65550 · Program Supplies	6,815.92	0.00	6,815.92
65555 · Storage Rental	300.00	0.00	300.00
65560 · Miscellaneous	282.68	0.00	282.68
<b>Total 65500 · Other Administrative Expenses</b>	<b>9,533.77</b>	<b>0.00</b>	<b>9,533.77</b>
<b>Total 65000 · Administration</b>	<b>10,200.02</b>	<b>0.00</b>	<b>10,200.02</b>
<b>66000 · New Equipment</b>			
66100 · Administrative	1,256.34	0.00	1,256.34
<b>Total 66000 · New Equipment</b>	<b>1,256.34</b>	<b>0.00</b>	<b>1,256.34</b>
<b>67000 · Events</b>			
67100 · Champions for Charity	0.00	36,327.02	36,327.02
67300 · Sea Pines - Heritage	4,909.20	0.00	4,909.20
67400 · Long Cove	1,278.26	0.00	1,278.26
67500 · Jim Ferguson Memorial	0.00	17,413.96	17,413.96
<b>Total 67000 · Events</b>	<b>6,187.46</b>	<b>53,740.98</b>	<b>59,928.44</b>
<b>Total 60000 · Business Operating Expenses</b>	<b>45,762.50</b>	<b>53,740.98</b>	<b>99,503.48</b>
<b>70000 · Capital Campaign Expenses</b>			
71000 · Surveys			
71100 · Land Surveys	0.00	12,950.00	12,950.00
71200 · Wetland Delineation	0.00	1,425.00	1,425.00
71600 · Other Permitting	0.00	1,605.00	1,605.00
<b>Total 71000 · Surveys</b>	<b>0.00</b>	<b>15,980.00</b>	<b>15,980.00</b>
72000 · Consultants			
72100 · Landscape Architect	0.00	3,550.25	3,550.25
72200 · Engineering Services	0.00	4,462.50	4,462.50
72300 · Architect Design	0.00	4,021.20	4,021.20
72500 · Project Management	0.00	3,094.75	3,094.75
<b>Total 72000 · Consultants</b>	<b>0.00</b>	<b>15,128.70</b>	<b>15,128.70</b>
73000 · Contribution to Operations	0.00	45,762.50	45,762.50
<b>Total 70000 · Capital Campaign Expenses</b>	<b>0.00</b>	<b>76,871.20</b>	<b>76,871.20</b>
<b>Total Expense</b>	<b>45,762.50</b>	<b>130,612.18</b>	<b>176,374.68</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>325,934.30</b>	<b>325,934.30</b>
<b>Net Income</b>	<b>0.00</b>	<b>325,934.30</b>	<b>325,934.30</b>

**The First Tee  
Capital Campaign**

	A	B	C	D	E	F	G	H	I
1	Donor	Donation	Received	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2	<b>Individuals/Foundations</b>								
3	Individual	\$500	\$500	\$500					
4	Individual	\$100	\$0	\$0	\$100				
5	Individual	\$1,000	\$1,000	\$1,000					
6	Individual	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000			
7	Individual	\$2,500	\$2,500	\$2,500					
8	Individual	\$10,000	\$10,000	\$10,000					
9	Individual	\$100	\$100	\$100					
10	Individual	\$10,000	\$10,000	\$10,000					
11	Individual	\$1,000	\$1,000	\$1,000					
12	Individual	\$1,000	\$1,000	\$1,000					
13	Individual	\$1,000	\$1,000	\$1,000					
14	Individual	\$1,000	\$1,000	\$1,000					
15	Individual	\$500	\$500	\$500					
16	Individual	\$500	\$0	\$0	\$500				
17	Individual	\$370	\$370	\$370					
18	Individual	\$50,000	\$20,000	\$20,000	\$15,000	\$15,000			
19	Individual	\$1,000	\$1,000	\$1,000					
20	Individual	\$50,000	\$25,000	\$25,000	25000				
21	Individual	\$6,000	\$6,000	\$6,000					
22	Individual	\$500	\$500	\$500					
23	Individual	\$100	\$100	\$100					
24	Individual	\$1,000	\$0	\$0	\$1,000				
25	Individual	\$500	\$0	\$0	\$500				
26	Individual	\$500	\$0	\$0	\$500				
27	Individual	\$100	\$0	\$0	\$100				
28	Individual	\$1,000	\$1,000	\$1,000					
29	Individual	\$700	\$200	\$200	\$500				
30	Individual	\$250	\$250	\$250					
31	Individual	\$20,000	\$5,000	\$5,000	\$7,500	\$7,500			
32	Individual	\$5,000	\$5,000	\$5,000					
33	Individual	\$250	\$250	\$250					
34	Individual	\$100	\$0	\$0	\$100				

**The First Tee  
Capital Campaign**

	A	B	C	D	E	F	G	H	I
1	Donor	Donation	Received	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
35	Individual	\$500	\$500	\$500					
36	Individual	\$200	\$200	\$200					
37	Individual	\$25,000	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000		
38	Individual	\$250	\$0	\$0	\$250				
39	Individual	\$100	\$100	\$100					
40	Individual	\$500	\$500	\$500					
41	Individual	\$1,000	\$0	\$333	\$333	\$334			
42	Individual	\$1,000	\$1,000	\$1,000					
43	Individual	\$200	\$200	\$200					
44	Individual	\$300	\$0	\$0	\$300				
45	Individual	\$1,000	\$1,000	\$1,000					
46	Individual	\$1,000	\$1,000	\$1,000					
47	Individual	\$10,000	\$5,000	\$5,000	\$2,500	\$2,500			
48	Individual	\$1,000	\$1,000	\$1,000					
49	Individual	\$1,000	\$1,000	\$1,000					
50	Individual	\$1,000	\$0	\$0	\$1,000				
51	Individual	\$5,000	\$1,700	\$1,700	\$1,650	\$1,650			
52	Individual	\$5,000	\$5,000	\$5,000					
53	Individual	\$100	\$100	\$100					
54	Individual	\$200	\$200	\$200					
55	Individual	\$500	\$500	\$500					
56	Individual	\$1,000	\$0	\$0	\$1,000				
57	Individual	\$500	\$500	\$500					
58	Individual	\$150	\$150	\$150					
59	Individual	\$150	\$0	\$0	\$150				
60	Individual	\$100	\$0	\$0	\$100				
61	Individual	\$500	\$500	\$500					
62	Individual	\$25,000	\$10,000	\$10,000	\$10,000	\$5,000			
63	Individual	\$100	\$100	\$100					
64	Individual	\$250	\$250	\$250					
65	Individual	\$10,000	\$10,000	\$10,000					
66	Individual	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000			
67	Individual	\$150	\$150	\$150					
68	Individual	\$5,000	\$5,000	\$5,000					

**The First Tee  
Capital Campaign**

	A	B	C	D	E	F	G	H	I
1	Donor	Donation	Received	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
69	Individual	\$6,000	\$2,000	\$2,000	\$2,000	\$2,000			
70	Individual	\$750	\$750	\$750					
71	Individual	\$1,000	\$500	\$500	\$500				
72	Individual	\$50	\$50	\$50					
73	Individual	\$250	\$250	\$250					
74	Individual	\$500	\$0	\$0	\$500				
75	Individual	\$250	\$250	\$250					
76	Individual	\$75	\$75	\$75					
77	Individual	\$250	\$250	\$250					
78	Individual	\$100	\$100	\$100					
79	Individual	\$500	\$500	\$500					
80	Individual	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000			
81	Individual	\$500	\$0	\$0	\$500				
82	Individual	\$1,000	\$1,000	\$1,000					
83	Individual	\$10,000	\$3,500	\$3,500	\$3,500	\$3,000			
84	Individual	\$100	\$0	\$0	\$100				
85	Individual	\$1,000	\$333	\$333	\$333	\$334			
86	Individual	\$1,000	\$1,000	\$1,000					
87	Individual	\$500	\$500	\$500					
88	Individual	\$200	\$200	\$200					
89	Individual	\$250	\$0	\$0	\$250				
90	Individual	\$1,000	\$1,000	\$1,000					
91	Individual	\$5,000	\$5,000	\$5,000					
92	Individual	\$1,000	\$0	\$0	\$1,000				
93	Individual	\$5,000	\$5,000	\$5,000					
94	Individual	\$250	\$0	\$0	\$250				
95	Individual	\$5,000	\$0	\$0	\$2,000	\$1,000	\$1,000	\$1,000	
96	Individual	\$5,000	\$5,000	\$5,000					
97	Individual	\$500	\$500	\$500					
98	Individual	\$300	\$300	\$300					
99	Individual	\$500	\$500	\$500					
100	Individual	\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	5,000	
101	Individual	\$1,000	\$1,000	\$1,000					
102	Individual	\$100	\$100	\$100					

**The First Tee  
Capital Campaign**

	A	B	C	D	E	F	G	H	I
1	Donor	Donation	Received	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
103	Individual	\$1,000	\$1,000	\$1,000					
104	Individual	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000			
105	Individual	\$200	\$0	\$0	\$200				
106	Individual	\$5,000	\$0	\$5,000					
107	Individual	\$100	\$0	\$0	\$100				
108	Individual	\$1,000	\$1,000	\$1,000					
109	Individual	\$100	\$100	\$100					
110	Individual	\$100	\$100	\$100					
111	Individual	\$5,000	\$0	\$0	\$5,000				
112	Individual	\$1,000	\$1,000	\$1,000					
113	Individual	\$500	\$500	\$500					
114	Individual	\$1,000	\$1,000	\$1,000					
115	Individual	\$200	\$200	\$200					
116	Individual	\$5,000	\$5,000	\$5,000					
117	Individual	\$6,000	\$2,000	\$2,000	\$2,000	\$2,000			
118	Individual	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000			
119	Individual	\$300	\$300	\$300					
120	Individual	\$1,000	\$1,000	\$1,000					
121	Individual	\$1,000	\$1,000	\$1,000					
122	Individual	\$25,000	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000		
123	Individual	\$200	\$0	\$0	\$200				
124	Individual	\$20,000	\$10,000	\$10,000	\$5,000	\$5,000			
125	Individual	\$10,000	\$3,333	\$3,333	\$3,333	\$3,334			
126	Individual	\$200	\$200	\$200					
127	Individual	\$10,000	\$3,400	\$3,400	\$3,400	\$3,200			
128	Individual	\$6,000	\$5,000	\$5,000	\$1,000				
129	Individual	\$100	\$100	\$100					
130	Individual	\$1,000	\$500	\$500	\$500				
131	Els for Autism Foundation	\$2,500	\$2,500	\$2,500					
132	Heritage Foundation	\$27,117	\$25,317	\$25,317	\$1,800				
133	Self Family Foundation	\$5,000	\$5,000	\$5,000					
134	Wadsworth Foundation	\$150,000	\$0	0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
135	<b>Totals</b>	<b>\$662,862</b>	<b>\$276,128</b>	<b>\$281,461</b>	<b>\$159,549</b>	<b>\$109,852</b>	<b>\$46,000</b>	<b>\$36,000</b>	<b>\$30,000</b>

**The First Tee  
Capital Campaign**

	A	B	C	D	E	F	G	H	I
1	Donor	Donation	Received	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
136	<b>Businesses</b>								
137	Blanchard & Calhoun	\$10,000	\$10,000	\$10,000					
138	Charter One Team	\$5,000	\$5,000	\$5,000					
139	Evergreen Pet Lodge	\$300	\$300	\$300					
140	Ferguson Realty	\$100,000	\$21,000	\$21,000	\$20,000	\$20,000	\$20,000	\$19,000	
141	Palmetto Electric	\$70,000	\$0	\$0	\$70,000				
142	Reed Team	\$5,000	\$5,000	\$5,000					
143	Rollers Wine & Spirits	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000			
144	Sea Pines Resort	\$1,300	\$1,300	\$1,300					
145	Weichart Realty	\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
146	Wells Fargo Advisors	\$1,500	\$500	\$500	\$1,000				
147	<b>Totals</b>	<b>\$221,100</b>	<b>\$49,100</b>	<b>\$49,100</b>	<b>\$97,000</b>	<b>\$26,000</b>	<b>\$25,000</b>	<b>\$24,000</b>	<b>\$0</b>
148									
149	<b>Organizations</b>								
150	Athletic Club of the LC	\$300	\$300	\$300					
151	Dolphin Head	\$9,195	\$2,595	\$2,595	\$6,600				
152	Hampton Hall	\$250	\$250	\$250					
153	Lowcountry Team Players	\$800	\$800	\$800					
154	The First Tee National	\$22,500	\$0	\$0	\$22,500				
155	PGA Tour	\$10,000	\$10,000	\$10,000					
156	Sunset Rotary	\$2,500	\$2,500	\$2,500					
157	Town of HHI	\$150,000	\$0	\$0	\$150,000				
158	<b>Totals</b>	<b>\$195,545</b>	<b>\$16,445</b>	<b>\$16,445</b>	<b>\$179,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
159									
160	<b>Memorials</b>								
161	Ferguson - Memorial	\$3,950	\$3,950	\$3,950	\$0				
162	Fraser - Memorial	\$9,300	\$9,300	\$9,300	\$0				
163	<b>Totals</b>	<b>\$13,250</b>	<b>\$13,250</b>	<b>\$13,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
164									
165									
166									

**The First Tee  
Capital Campaign**

	A	B	C	D	E	F	G	H	I
1	Donor	Donation	Received	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
167	<b>Events</b>								
168	FTL Champ Tour. 2014	53,000	53,000	53,000	\$0				
169	FTL Leadership Event - 2015	30,000	\$0	\$0	30,000				
170	FTL Champ Tour. 2015	60,000	\$0	\$0	60,000				
171	Colleton River	\$15,000	\$0	\$0	\$15,000				
172	<b>Totals</b>	<b>\$158,000</b>	<b>\$53,000</b>	<b>\$53,000</b>	<b>\$105,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
173									
174	<b>In-Kind</b>								
175	Coastal Survey	\$10,000	\$10,000	\$10,000	\$0				
176	Johnston	\$50,000	\$50,000	\$50,000	\$0				
177	Nimmer Turf	\$32,000	\$0	\$0	\$32,000				
178	Palmetto Electric	\$5,000	\$0	\$0	\$5,000				
179	Ward Edwards	\$4,000	\$4,000	\$4,000	\$0				
180	<b>Totals</b>	<b>\$101,000</b>	<b>\$64,000</b>	<b>\$64,000</b>	<b>\$37,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
181									
182	<b>Cash Total</b>	<b>\$1,250,757</b>	<b>\$407,923</b>	<b>\$413,256</b>	<b>\$540,649</b>	<b>\$135,852</b>	<b>\$71,000</b>	<b>\$60,000</b>	<b>\$30,000</b>
183									
184	<b>CC Grand Total</b>	<b>\$1,351,757</b>	<b>\$471,923</b>	<b>\$477,256</b>	<b>\$577,649</b>	<b>\$135,852</b>	<b>\$71,000</b>	<b>\$60,000</b>	<b>\$30,000</b>

HONESTY • INTEGRITY • SPORTSMANSHIP • RESPECT • CONFIDENCE



RESPONSIBILITY • PERSEVERANCE • COURTESY • JUDGMENT



The  
First Tee  
OF THE LOWCOUNTRY



**THE FIRST TEE MISSION**  
 To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.



**“With both our residential and resort economies so closely tied to the golf industry, this program and its efforts to bring golf to a new generation and to a more diverse audience is critical to our Island’s future.”**

—DREW LAUGHLIN  
 Hilton Head Island Mayor

A pro-shop approximately 1,200 sq ft will be part of the facility providing space for administrative activities. It will include restrooms, a check in area and rooms for equipment storage.



## Introducing The First Tee of The Lowcountry

The First Tee is an international non-profit organization that emphasizes character-building, self-esteem, leadership skills and positive life choices through participation in the game of golf. The First Tee research proven programs help youth develop habits that have life-long impacts by reinforcing values like integrity, honesty and perseverance through the game of golf. Supported by its founding partners including, the Ladies Professional Golf Association, the PGA of America, the PGA Tour, the Masters Tournament and the USGA, The First Tee has impacted the lives of over 9 million youth since its inception in 1997.

The Boys & Girls Club of Hilton Head Island has worked with The First Tee to launch The First Tee of the Lowcountry—designed to serve the youth of our community from ages 7 – 18. The First Tee programs will be offered at a training facility to be built adjacent to the Boys & Girls Club of Hilton Head Island and at golf course partner facilities located throughout Hilton Head and Bluffton. The training facility will also be available to residents and visitors

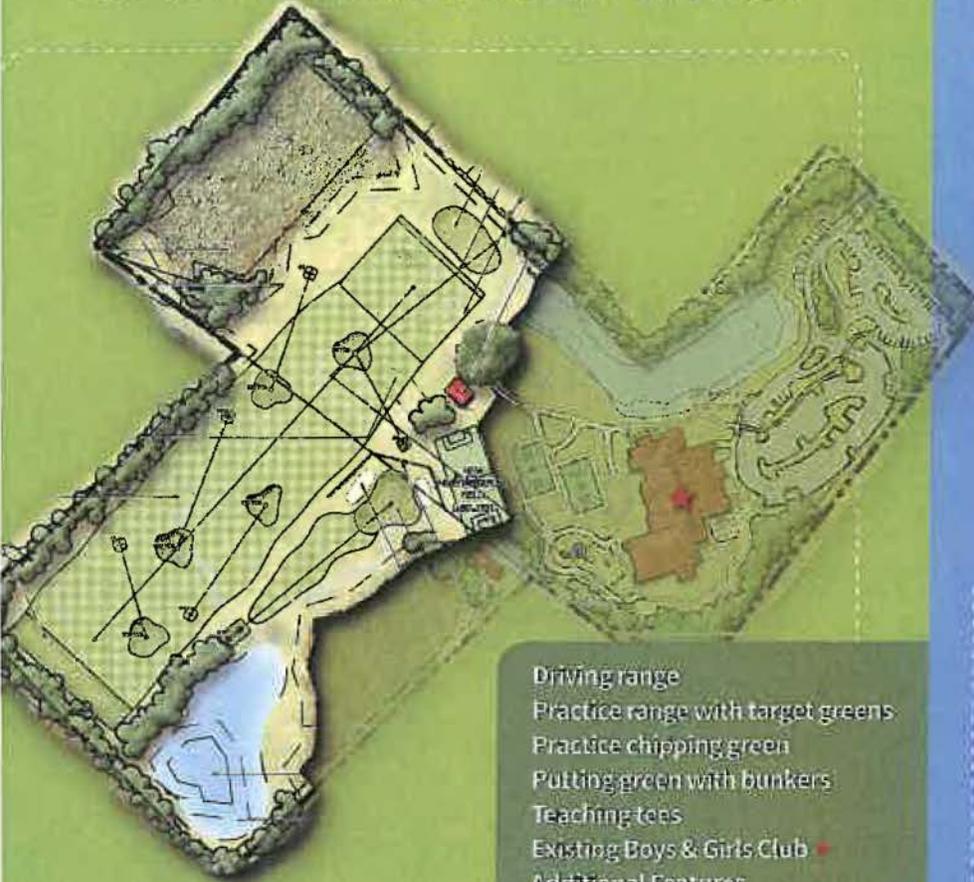
for use during hours when The First Tee programming is not being conducted. It will provide a wonderful gathering place where youth and adults can come together to sharpen their skills and enjoy the game of golf.

The supporters listed below are part of The First Tee of the Lowcountry launch team dedicated to supporting the efforts to bring this valuable resource to the youth of our community.

**Chairpersons & SC Golf Hall of Famers**

- Jim and Karen Ferree*
- Town of Hilton Head Island*
- Town of Bluffton*
- Boys & Girls Club of the Lowcountry*
- Heritage Classic Foundation*
- Lowcountry Golf Course Owners Association*
- Hilton Head Island / Bluffton Chamber of Commerce*

*We hope that you will join us as an investment partner in this critical effort to develop tomorrow’s leaders.*



- Driving range
- Practice range with target greens
- Practice chipping green
- Putting green with bunkers
- Teaching tees
- Existing Boys & Girls Club
- Additional Features
- Crossbar
- All weather water
- Pro Shop

## The Training Facility

It is the goal of The First Tee of The Lowcountry to provide a training facility, equipment, instructors, and an economically accessible program for the young people of our communities. The overall program includes a permanent practice facility where participants will receive instruction from qualified golf teachers. The First Tee participants will also have accessibility to local golf courses provided by The First Tee partnerships. This will enable them the opportunity to experience the enjoyment of playing a complete game of golf.

The training facility is to be located adjacent and contiguous to the current Boys & Girls Club of Hilton Head location. The site is approximately 13 acres of land that will be developed into a training facility to include a full size driving range with 20 tee boxes as well as teaching tees. There will also be putting greens and a short game area for pitching, chipping, and sand practice. When the driving range is not in use, the space is designed to provide a "short course" for players providing 4-5 tee boxes with target greens.

“Through this facility, The First Tee of the Lowcountry will be uniquely positioned to provide programs that will help kids develop the skills and values to make positive choices in their lives and be more successful in school, home and their neighborhood.”

—AL ARRIGONI

The First Tee Southeast Region Director

## The Need

### PHASE I

Site Data Acquisition, Design & Permitting	\$103,000
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### PHASE II

Facility Construction & Grow In	\$777,000
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Pro Shop & Maintenance Building Construction	\$170,000
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### PHASE III

Equipment & Supplies	\$100,000
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### PHASE IV

Building Contingency Fund	\$100,000
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Administrative (2014)	\$50,000
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### PHASE V

First Year Operating Funds & Reserves	\$200,000
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<b>TOTAL</b>	<b>\$1,500,000</b>
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## How to get 'In the Zone'

**FANS** Be part of the team by sharing the impactful message of

The First Tee mission and how it will enrich the lives of our community youth.

**VOLUNTEERS** Join one of our many committees working to make the vision of The First Tee a reality.

**INVESTORS** Make a financial gift to support the facility development or The First Tee programs.

**“This program will be an asset to our community. It will join the other 200 chapters and 700 golf locations across the country to continue to shape the lives of young people from all walks of life by teaching them values like integrity, respect, and perseverance through the game of golf.”**

**STEVE WILMOT**

CEO Heritage Classic Foundation / Tournament Director – RBC Heritage Presented by Boeing

## Funding Opportunities

### Leadership

\$250,000

### Core Values

\$100,000

### Life Skills

\$50,000

### Ace

\$25,000

### Double Eagle

\$10,000

### Eagle

\$5,000

### Birdie

\$1,000

### Par

\$500

### Supporter

\$100

FOR MORE INFORMATION PLEASE CONTACT

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**803.816.1038**

firstteeofthelowcountry@gmail.com

**The First Tee of the Lowcountry**

PO Box 22267 | Hilton Head Island, SC 29925





**What is The First Tee of The Lowcountry and why do we need it in our community?**

### **Mission Statement**

**To promote a positive impact on the lives of young people in the Lowcountry, by providing teaching facilities, educational programs, and role modeling that promotes character development, instills life-enhancing values and promotes healthy lifestyles through the game of golf. Additionally, The First Tee of the Lowcountry will provide affordable and accessible golf facilities, to many who have not previously had exposure to the game of golf and it's positive values.**

The First Tee is a national organization that has been in existence since 1997. Since that time it has introduced golf to more than 9 million participants. The mission of The First Tee is : “To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf”. It’s research proven programs are having a positive impact on participants, their families and their communities. The First Tee teaches Nine Healthy Habits:

**Physical Health**, the result of regular physical activity, (Play)  
Proper Diet and Nutrition (Energy) and incorporating  
Proper Safe Practices (Safety)

**Emotional Health**- is a state of emotional, psychological well-being in which an individual uses cognitive and emotional capabilities (Mind) to contribute to a healthy home (Family) and meet the demands of everyday life while preparing for the future (Vision).

**Social Health**- the process of creating and maintaining healthy relationships (Friend) through choices made, obtaining knowledge (School) and participating in extended social opportunities (Community) that contribute to good health conditions, longevity, productivity and a positive attitude.

In addition The First Tee Teaches Nine Core Values as the center of it’s program. Those core values are taught through example, through classroom lessons and through the game of golf. The Core Values are Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy and Good Judgement.

Have you ever interacted with a young person who seemed irresponsible, was not a team player, was disrespectful, used poor judgment, or suffered from low self-esteem? Chances are that you have. This is the reason we NEED for The First Tee Program in our community. If any of our participants improves their golf game by keeping their drive in the fairway or masters the skill of sinking a 10-foot putt – that’s a bonus. The real motivation behind offering The First Tee program is teaching kids how to transfer the values they learn from the golf course to everyday life. Our trained coaches use a variety of golf-related exercises to teach fundamental life skill concepts – such as interpersonal communications, goal setting, and the importance of respect, rules, and etiquette.

The Search Institute, through extensive research and surveys of over 2.2 million young people over the past several decades, has identified building blocks of healthy development known as Developmental Assets®. They are 40 common sense, positive experiences and qualities that help influence choices young people make. Search Institute is a leading global innovator in discovering what children and adolescents need to become caring, healthy, and responsible adults. Through its findings, it brings hopeful solutions to pressing challenges in the lives of young people and their communities. The list includes External Assets, such as family support, neighborhood boundaries, and religious community. Internal Assets consist more of caring, honesty, restraint, planning and decision making, self-esteem, and cultural competence. Over 22 of these 40 Developmental Assets® can be directly tied to a specific lesson plan in The First Tee Program.

Despite being a world-class golf destination, Hilton Head Island does not offer city or county golf courses, therefore, all youth in the area must have families who can afford membership to private golf courses or pay significant fees to play on public courses. The First Tee of Hilton Head Island program will not only serve low income children through the Boys & Girls Clubs of the Lowcountry, but also youth from families throughout the community who have no other access to the game of golf. In 1990, recognizing the need to provide youth with a fun, safe and constructive environment, the Boys & Girls Club of the Lowcountry, together with the US Housing and Urban Development’s Human Services Department, received a grant to establish the Boys & Girls Club of Hilton Head Island. After significant growth, a capital campaign was initiated to secure the funds necessary to construct, equip and endow a 29,000-square-foot facility on 11 acres of land to serve the area children. The building opened in 1999 and continues to serve over 500 children annually providing extensive programming in education, character building, recreation, wellness, and arts enrichment. The Boys & Girls Club of Bluffton also are



disparities among populations which impact serves an annual population of over 600 youth. Both the Boys & Girls Club and The First Tee recognize that there opportunities and achievement. The First Tee helps to close this gap and expands our potential reach and impact to kids served.

With an estimated target population of about 14,000 in the greater Hilton Head Island/Bluffton area, we believe that The First Tee program has the potential to significantly impact a large number of our community youth. In addition, our island is host to more than 2.3 million visitors annually, many of whom are families with young children. The First Tee summer camps will offer programming that will also be attractive to many of our visiting youth.

# The First Tee of the Lowcountry Operations

## **Facility**

The First Tee of the Lowcountry plans to build a golf practice facility on 16 acres of city owned property adjacent to The Boys and Girls Club of Hilton Head. This facility will include:

- \*A full sized 320 yard driving range with sufficient space for 24 players and hitting areas on both ends (grass and mats)
- \*Areas for chipping and bunker practice
- \*Two practice greens for putting and chipping
- \*A “short course” of six par three holes, is incorporated within the driving range. The course is designed so that it will be used for playing a par three course with artificial greens when range is not in use.
- \*A 1,500 sq. ft. Pro Shop
- \*A 300 sq. ft. Maintenance Building

## **Operations and Schedule**

Construction is anticipated to start in early spring 2015 with a projected completion date and grand opening in the fall of 2015

The facility, which will be named after Hilton Head Island community leader Joseph B. Fraser, will be solely for the use of First Tee participants during scheduled sessions after school, on weekends, and throughout the summer.

The facility will be open to the public, both local residents and visitors to our Island, for a fee when not in use by The First Tee of the Lowcountry.

Prior to completion of the facility, The First Tee of the Lowcountry plans to begin pilot classes in the fall of 2014. The classes will take place at two satellite locations in Bluffton (Eagles Point Golf Club) and on Hilton Head Island (Spanish Wells Golf Club). Both facilities have signed contracts with The First Tee of the Lowcountry.

It is anticipated that additional satellite locations will be added in the future.

Start: 12/17/2013  
Finish: 10/3/2015

**First Tee Training Facility**  
**Outline Gantt View: Express Table**

	Activity Name	Duration	Start	1Q14			2Q14			3Q14			4Q14			1Q15			2Q15			3Q15			4Q15			1C			
				D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J		
1	<b>First Tee Training Facility</b>	<b>469</b>	<b>12/17/2013</b>																												
2	Project Start	1	12/17/2013																												
3	Site Surveying	65	12/18/2013																												
4	Golf Design Documents	38	2/28/2014																												
5	Environmental Assessment	77	12/18/2013																												
6	Erosion Control Plans	30	4/14/2014																												
7	Permitting	210	5/26/2014																												
8	Bid Phase	35	5/26/2014																												
9	Construction Phase	89	3/16/2015																												
10	Grass Grow-In by Owner	71	6/26/2015																												



Activity Subproject  Resource Names & %Alloc  Event  Start

Cum. Original Profile  Cum. Act.+Rem. Profile  Cum. Remaining Profile  Non-Cum. Original Profile  Non-Cum. Actual Profile

Filtered by <All Objects> and Sorted by <None>



## **Class Schedules for the Fall of 2014 include:**

\*A nine week session in both Hilton Head and Bluffton

\*Two 90 minute classes per week at each location

\*Each class will have coordinated lesson plans and indoor classroom instruction as well as golf skill development on the course.

\*A Core Value is taught each of the nine weeks

\*Class sizes are anticipated to be 20-25 students

Testing will be performed at the end of each session. Students will need to pass certain requirements to receive a promotion to the next level.

There are 5 player levels: PLAYer, Par, Birdie, Eagle, and Ace.

Head Coaches must attend a First Tee National Seminar and complete online training. Assistant Coaches must complete online First Tee training.

## **Board of Trustees for The First Tee of the Lowcountry**

The First Tee of the Lowcountry is currently in the formation stages. We have applied for 501 (c) 3 status. At this time there is not a seated Board of Directors. However there is a group of dedicated organizers spearheading this endeavor. Those individuals currently under consideration for Board appointments are:

- Gerrold Walker - Member of the Boys & Girls Club Board of Trustees
- Mike Briggs - Attorney and Member of the Boys & Girls Club Board of Trustees
- Ken Campbell - Developer of Community Golf Course, Former Board Member of The First Tee of Greater Cincinnati & Northern Kentucky
- Clyde Johnston - Golf Course Architect, Site Plan Construction
- Abby Petkov - Member of the Boys & Girls Club Board of Trustees
- Kim Likins - Unit Director of the Boys & Girls Club of Hilton Head

## **Staffing**

The First Tee of the Lowcountry currently has two staff members:

Executive Director- Mike Davis

Responsibilities- Board development, fundraising, management and administration of the chapter

Program Director- Paul Caruso (volunteer)

Responsibilities- Program schedules, building partnerships with youth services agencies, coach recruitment and training, parent orientation, and transportation

Head Coach/Director of Golf (Anticipated position)

Responsibilities- Golf facility management, golf equipment and teaching supplies, lesson plans, and program delivery

## **Volunteers**

The First Tee of the Lowcountry could not achieve its mission without the help of volunteers. Our community is known for its willingness to help others and its passion for golf. The First Tee program will provide opportunities for volunteers to positively impact the lives of our youth and grow the game we love.

Volunteer opportunities will include: Assistant coaching, clerical, building maintenance, landscaping, pro shop attendants, fundraising, logistics coordinator, greeter, and equipment manager.

Volunteers will be asked to complete an application to identify skills and interest and conduct a screening process and background check.

**The First Tee of the Lowcountry is very fortunate to have business partners both locally and on the national level.**

**National partners include:**

- \*Ladies Professional Golf Association
- \*PGA Tour
- \*PGA of America
- \*United States Golf Association
- \*Masters Tournament
- \*Corporate Founding Partner- Shell Oil Company
- \*Legacy Partner- Johnson and Johnson

**Local partners include:**

- \*The Heritage Foundation
- \*The Boys and Girls Club of the Lowcountry
- \*The Town of Bluffton
- \*The Town of Hilton Head
- \*Wood and Partners Inc.
- \*Ward Edwards & Associates
- \*Brown Golf
- \*Cleland Construction
- \*Spanish Wells Golf Club
- \*Eagles Point Golf Club
- \*Clyde Johnston Designs, Inc.

## The First Tee National School Program

Launched in 2004, The First Tee National School Program is designed to establish a lifelong interest in golf by engaging young people in a structured golf curriculum that promotes personal character development within a physical education setting.

Introduced to more than 6,000 elementary schools, The First Tee plans to expand NSP to more than 10,000 schools by 2017. The program trains physical educators how to introduce students to the game of golf, along with The First Tee Nine Core Values and The First Tee Nine Healthy Habits.

In 2006, NSP was introduced to the Beaufort County elementary school system through a grant from the PGA. Our research indicates that due to personnel turnover, the curriculum is no longer being taught on a consistent basis.

The First Tee of the Lowcountry is in the process of re-instituting this educational program through the following steps:

- Through this relationship, conduct a comprehensive survey to determine the level of NSP training for current teachers, the status of NSP instruction in the current curriculum, and the inventory of NSP equipment (durable, plastic developmentally-appropriate clubs and balls that are safe for indoor and outdoor use).
- Provide assistance to the County elementary schools in an effort to reach our goal of adding NSP activities to the curriculum of all schools by the end of 2015 school year.
- Establish a review system that will provide feedback on program success, update instructor training, and insure program continuity.
- Following this project, The First Tee of the Lowcountry will expand our efforts by introducing the NSP curriculum to private elementary schools in Beaufort County.
- Encourage students who are part of the National School Program curriculum to continue their social development and improve their skill level in golf by participating in The First Tee of the Lowcountry instructional programs.

## **Evaluation and Review of Success**

We will judge our success by using programs developed by The First Tee of America. The First Tee program requires that coaches undergo a formalized training which is put on by The First Tee of America. The First Tee of America lock steps the graduation of the children from one level to the next. Each child must complete all of the requirement for each of the five (5) levels. Based on these research proven steps a study found The First Tee Life Skills Experience was able to impart core values to those who participated in the program. After participating in The First Tee for three years, 73% reported higher confidence in their academic ability and 82% felt confident in their social abilities with peers. The Longitudinal Effect of The First Tee Life Skills Education Program on Positive Youth Development was led by researchers from The University of Minnesota. ( a full summary report can be provided if requested)

## First Tee of the Lowcountry Funding Needs

### Capital Needs

Phase I Topo, survey, design, and permitting	\$103,000
Phase II Site development and grow-in	\$777,000
Phase III Building permitting and construction	
Administration, restrooms, pro shop (1,500 sq. ft.)	\$150,000
Maintenance (300 sq. ft.)	\$20,000
Phase IV Administration and Maintenance Equipment and Supplies	\$100,000
Contingency	\$100,000
<b>Total Capital Needs</b>	<b>\$1,250,000</b>
First Year Operating Funds	\$200,000
2014 Administration and Expenses	\$50,000
<b>Total Funding Needs</b>	<b>\$1,500,000</b>

## The First Tee of the Lowcountry Capital Campaign

Funding Needs	\$1,500,000
Source of Funds (Pledged to date)	
Individuals	\$349,000
In-Kind	\$125,000
Business and Groups	\$145,000
PGA Tour	\$10,000
National Foundation	\$150,000
Heritage Foundation Match	\$21,000
Total (Pledged to date)	\$800,000
Anticipated Support	
Individuals	\$350,000
In-Kind	\$75,000
Business and Groups	\$125,000
Town of Hilton Head	\$150,000
Total (Anticipated)	\$700,000

### Notes:

- \*The entire \$1,500,000 must be committed prior to the start of construction.
- \*Construction must start at year end 2014 to open facility in the fall of 2015.
- \*Some pledges are over a three year period. The National Foundation pledge is over a five year period.



# wadsworth GOLF CHARITIES FOUNDATION

13941 S. Van Dyke Road • Plainfield, Illinois 60544 • 815/436-8400 • Fax 815/436-8404

## BOARD OF DIRECTORS

Brent Wadsworth  
*Chairman*

Leon McNair  
*President*

Richard Slagle  
*Executive Director*

Leslie Wadsworth  
*Secretary/Treasurer*

John Cotter  
*Director*

## ADVISORY BOARD

Paul Eldredge  
*Retired Past President of Wadsworth Golf Construction Company*

Ron Guenther  
*Retired Director of Athletics, University of Illinois*

Arthur Hills  
*Hills & Forrest Golf Course Architects*

Ron Lehman  
*Past Chairman of the National Recreation & Park Assoc. Board of Trustees*

Jane Mackenzie  
*Past President of the Fairway Foundation*

Joe O'Brien  
*Senior Director of Outcome & Education, The National First Tee*

Fred Palmer  
*Vice President National Accounts, Club Car*

James Sutherland  
*Retired Past Executive Director of the Cantigny Foundation*

Sharon Stredde  
*President & CEO, Community Foundation of the Fox River Valley*

Roger Warren  
*President, Kiawah Island Resort  
Past President of the PGA of America*

March 10, 2014

Mr. John Test  
Boys & Girls Club on Hilton Head Island  
151 Gumtree Road  
Hilton Head, SC 29926

Dear John,

The Wadsworth Golf Charities Foundation is excited to hear your short course project, with Clyde Johnston as your architect, is nearing completion of the fundraising stage and is on schedule to begin construction by late spring. As I recently mentioned, the Wadsworth Foundation will commit \$150,000 (paid over five years) to your six-hole "feeder short course" project.

As a reminder, in conjunction with the Wadsworth Foundation's contribution, we would like to request the following two items:

- Annually -- round reports would be provided on 6/1, 9/1 and 12/1.
- There will be signage at the site, that would display the Wadsworth Foundation & Links Across America (LAA) logos. In addition, any of the LAA Partners involved in the project, like Clyde Johnston will be recognized.

John, you and Kim have done a fantastic job of bringing together everyone to create this beneficial short course facility. It will be a place where individuals of all ages can learn to play the game and **especially youth**, can learn through golf -- the values by which we are to live life.

All the best,



Leon

## First Tee of the Lowcountry Operating Expenses

Operating Salary and Wages	\$134,000
Rent/Office Space/Golf Course	\$1,500
Driving Range/Practice Area	\$2,500
Golf Shop/Clubhouse	\$1,000
Utilities	\$1,800
Clubhouse/Pro Shop Maintenance	\$2,000
Golf Course Maintenance	\$50,000
<b>Total Operating Expense</b>	<b>\$192,800</b>
<b>Education Expense</b>	
Camps/Clinics/Life Skills Education	\$3,000
Teaching Aids and Supplies	\$3,500
Communications and Marketing	\$4,000
Technology	\$4,500
Education Travel and Entertainment	\$2,500
<b>Fundraising Expense</b>	
Fundraising Expense and Contracts	\$10,000
Golf Outings and Events	\$2,500
Non-Golf Events	\$5,000
<b>Total Fundraising Expense</b>	<b>\$17,500</b>
<b>Management Expense</b>	
Administrative Expense and Contracts	\$1,000
Supplies	\$3,000
Management Travel and Entertainment	\$2,000
Dues and Subscriptions	\$1,000
Investment Fees and Interest	\$1,200
Insurance	\$3,500
<b>Total Management Expense</b>	<b>\$11,700</b>
<b>Total Expense</b>	<b>\$239,500</b>

## First Tee of the Lowcountry Projected Income (First Full Year)

Income Source	
Fees (600 @ \$35)	\$21,000
Public Range	\$10,000
Partner Use (Senior Centers and Special Needs)	-0-
Ferguson Golf Tournament	\$25,000
Weichert Golf Tournament	\$5,000
First Tee of the Lowcountry Golf Tournament	\$60,000
First Tee of the Lowcountry Honoree Event	\$40,000
PGA Tour Players Prize Fund	\$10,000
Private Club Men's Association (15 @ \$2,000)	\$30,000
Private Club Ladies Association (14 @ \$500)	\$7,000
Public Course (10 golf leagues @ \$1,000)	\$10,000
Grants	
Community (2 @ \$5,000)	\$10,000
Heritage Classic Foundation (20% match)	\$20,000
Student Fundraisers (400 @\$25)	\$10,000
Individual Donations (200 @ \$100)	\$20,000
Misc. Events (10 @ \$1,000)	\$10,000
<b>Total Projected Income for First Full year</b>	<b>\$288,000</b>
Note: Excess operating income will used to build an operating reserve	

# MEMORANDUM

**TO:** Town Council

**FROM:** Brad Tadlock, Fire Chief

**Via:** Brian E. Hulbert, Staff Attorney  
Gregory D. DeLoach, Esquire, Assistant Town Manager  
Stephen G. Riley, ICMA-CM, Town Manager

**RE:** Proposed Ordinance Number 2015-06, updating the enabling ordinance for Fire Rescue

**DATE:** April 21, 2015

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## **Recommendation:**

Adopt proposed ordinance 2015-06 which would amend Chapter 11 of Title 2, Section 2-11-50, for the purpose of clarifying the name and responsibilities of the Town's fire and emergency service. The Public Safety Committee of Town Council supported the recommendation at the April 6, 2015 Public Safety Committee Meeting.

## **Summary:**

The 2013 Fire Rescue Strategic Plan includes two (2) recommendations which would necessitate amending the enabling ordinance of Fire Rescue. These recommendations include:

- ADM-01 *It is recommended that a revision, by Town Council ordinance, of Chapter 11, Title 2 of the Municipal Code of the Town of Hilton Head Island occur to formally establish the name of Fire Rescue as Hilton Head Island Fire Rescue.*
- ADM-03 *It is recommended that Fire Rescue seek a revision, by Town Council ordinance, of Chapter 11, Title 2 of the Municipal code of the Town of Hilton Head Island which will cause the enabling legislation governing Fire Rescue to more accurately reflect the current structure, responsibilities, and operational procedures of the organization.*

This ordinance amendment will not result in any increased responsibilities for Fire Rescue nor will it increase expenses or staffing. This amendment will address the following:

- The mission and assigned responsibilities of the Town's fire service has evolved since July 1993. This amendment provides the Town Manager the authority to assign responsibilities as appropriate and without the need to amend the Town code.
- Fire Rescue's accrediting agency, the Commission on Fire Accreditation International, has requested that all missions of the Town's Fire Services be more fully documented in

order to avoid challenges resulting from the fulfillment of those services. This amendment will allow the Town Manager to properly identify those responsibilities (Draft Attached).

- Fire Rescue currently has some legal responsibility to provide fire & EMS services in the marine environment within the Town of Hilton Head Island's corporate boundaries. In some circumstances Fire Rescue is unable to respond to the actual emergency location and as a result, may be unable to perform EMS patient care or firefighting activities. This amendment will allow the Town Manager to determine what operations within the marine environment are outside the scope of operations and set specific parameters on the level of services to be provided by Fire Rescue.
- Existing Town Code, Title 2, Chapter 11, Section 2-11-50, no longer accurately identifies the public safety division. This amendment will allow the Town Manager to clarify the organizational structure of these functions.
- The current legally established name of the organization is The Town of Hilton Head Island Fire and Rescue Division. The length of the name provides complications for licensure (DHEC, DEA, Medicare, etc.) and other legal instruments requiring Fire Rescue to operate with exceptions granted by outside agencies. Shortening the name to Hilton Head Island Fire Rescue (Fire Rescue) will make licensing and permitting easier.

**Background:**

The formation of Fire Rescue was authorized by Town Council in Ordinance 92-18 on May 18<sup>th</sup>, 1993. It became effective on July 1<sup>st</sup>, 1993 when the two existing fire departments merged and came under the control of the Town. The ordinance has not be updated since adoption. In addition, NFPA 1201, *Standard for Providing Fire and Emergency Services to the Public*, 2015 Edition establishes in section 4.1.1 that *the entity responsible for the establishment and operation of the FESO shall adopt a formal statement of purpose that includes the general types of services to be provided, the area to be served, and the delegation of authority.*

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

ORDINANCE NO. \_\_\_\_\_

**PROPOSED ORDINANCE NO. 2015 - 06**

**AN ORDINANCE TO AMEND TITLE 2 (GENERAL GOVERNMENT AND ADMINISTRATION) OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA BY AMENDING SECTION 2-11-50.**

**WHEREAS**, the Town Council of the Town of Hilton Head Island, South Carolina previously adopted Ordinance 92-16, Chapter 11 of Title 2 Section 2-11-50 (hereinafter "ordinance") entitled "Establishment" on May 18, 1992; and

**WHEREAS**, the mission and assigned responsibilities of the Town's fire and emergency service has evolved beyond those which existed at the time the ordinance was adopted; and

**WHEREAS**, the current ordinance does not accurately reflect the organizational structure of the Town's fire and emergency service, the current personnel, or the assigned functions; and

**WHEREAS**, the Commission on Fire Accreditation International has requested the clarification of the Town's fire service enabling ordinance; and

**WHEREAS**, the Town Council now desires to amend Chapter 11 of Title 2 for the purpose of updating and clarifying the name and responsibilities for the Town's fire service.

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

**NOTE: Underlined and bold-face typed portions indicate additions to the Municipal Code. ~~Stricken~~ portions indicate deletions to the Municipal Code.**

**Section 1. Amendment.** That Chapter 11 of Title 2 (General Government and Administration) of the Municipal Code of the Town of Hilton Head Island, South Carolina, is hereby amended as follows:

Chapter 11 OFFICES AND DEPARTMENTS

Sec. 2-11-50. Establishment **Fire and Emergency Services**

There is hereby established a **department known as Hilton Head Island Fire Rescue.** ~~division to be known as the public safety division of the town.~~ **Hilton Head Island Fire Rescue shall be responsible for Fire and Emergency Services.** ~~Such division shall be divided into four (4) departments, namely: police department and Fire department. emergency medical services department, and dispatch center department.~~ **It shall be the responsibility of the Town Manager to designate the name, mission, and functions of**

**Hilton Head Island Fire Rescue and to update the name, mission, and functions when appropriate.**

~~A. Although the framework for the police department services is hereby established, the town does not intend to staff and operate it at this time, but reserves the right to activate its services at a future date after appropriate study and a public hearing.~~

**Section 2. Severability.** If any section, phrase, sentence or portion of this Ordinance is for any reason held to be 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 become effective on \_\_\_\_\_.

**PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
**David Bennett, Mayor**

**ATTEST:**

By: \_\_\_\_\_  
**Victoria L. Pfannenschmidt, Town Clerk**

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

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Gregory M. Alford, Town Attorney**

**Introduced by Council Member:** \_\_\_\_\_



# TOWN OF HILTON HEAD ISLAND

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**TO:** Brad Tadlock, Fire Chief  
**FROM:** Stephen G, Riley, Town Manager  
**DATE:** TBD  
**RE:** Fire and Emergency Services Statement of Purpose

---

## Town of Hilton Head Island

### *Fire and Emergency Services Statement of Purpose*

In accordance with section 4.1.1 of NFPA 1201, *Standard for Providing Fire and Emergency Services to the Public*, 2015 Edition; the following Statement of Purpose is adopted:

The Town's fire and emergency services shall be known as Hilton Head Island Fire Rescue (Fire Rescue) and shall use this specified name in all correspondence, licensure, permitting, policies and procedures, etc.

The Fire Chief shall be responsible for the overall management and leadership of the Fire Rescue functions and reports directly to the Town Manager.

The organizational structure and staffing of Fire Rescue shall be as recommended by the Fire Chief and as approved by the Town Manager.

The mission and services to be provided, as directed by the Town Manager, shall include the following:

- Fire Rescue shall provide fire services to the town to include structural firefighting, wildland firefighting, motor vehicle fires, and all other fires typically assigned to a fire department including the training of its staff to perform these duties.
- Fire Rescue shall provide fire prevention services to the Town to include public education, prevention, code enforcement, and fire origin cause and determination.
- Fire Rescue shall provide advanced life support (ALS) emergency medical services (EMS) to include public education, early detection, response, treatment, patient care and necessary transport including the training of its staff to perform these duties.

- Fire Rescue shall provide other specialty emergency response services to include hazardous materials response, technical rescue services, vehicle and machinery extrication services, confined space, and other services as approved including the training of its staff to perform these duties.
- Fire Rescue shall be a responsible for Emergency Management and shall develop plans town-wide for the preparedness, response, and recovery from man-made and natural disasters to include but not limited to evacuations, hurricane and tropical storms, earthquakes, floods, tornadoes, fire, hazardous materials, etc. and to coordinate all such plans with local, county, state, and federal authorities.
- Fire Rescue shall operate a Primary Public Safety Answering Point to receive and process 911 calls from the public to include notification of the proper authorities and the dispatching of fire, EMS, and other emergency services as appropriate.
- Fire Rescue shall conduct fleet maintenance procedures on all Town vehicles to include preventative maintenance and repairs and shall assist in all Fire Rescue activities as required.
- Fire Rescue shall conduct research and planning activities as necessary to properly perform its assigned mission.
- Fire Rescue may provide emergency assets and/or personnel outside of the Town limits when requested by other local, state, or federal agencies and in accordance with mutual aid agreements, memorandum of understandings, or by approval of the Town Manager.

The mission, services, and functions outlined in this *Statement of Purpose* shall be performed within the Town's corporate boundaries above the high water mark. Fire Rescue will respond to the extent possible and within its capabilities when an emergency exists between the high water and low water mark. However, the primary mission of Fire Rescue will be to serve as a coordinating agency with other local, county, state, and federal agencies as appropriate to assist those agencies with emergency services for events between the high water mark and the low water mark.

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Stephen G. Riley, ICMA-CM, Town Manager

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Date



## **MEMORANDUM**

**TO:** Town Council

**FROM:** Susan M. Simmons, CPA, Director of Finance

**VIA:** Stephen G. Riley, ICMA-CM, Town Manager

**DATE:** April 9, 2015

**RE:** **First Reading of Proposed Ordinance No. 2015-10**

---

### **Recommendation:**

Staff recommends Town Council approve the first reading of Proposed Ordinance No. 2015-10 to amend the Capital Projects Fund budget for the fiscal year ending June 30, 2015.

### **Summary:**

In conjunction with the development of the new year's budget, staff recommends a midyear budget amendment to realign the original budgeted plans with expected actual results. For fiscal year 2015, staff is recommending amendments only for the Capital Projects Fund.

### **Background**

Every project in the Capital Projects and Stormwater Funds is assessed and amended when appropriate. Finance staff reviews the Debt Service and Capital Projects Fund to ensure that all bond issue and debt service transactions have been properly reflected; staff also reviews the General Fund for any anticipated budget amendments.

In the Capital Projects Fund, staff assessed what they expect the status of projects to be at fiscal year-end and requested budget amendments when appropriate. The requests are summarized into the following categories below and on the attached summary.

- A. These projects are at or near completion and the project balances are being closed with increases or decreases as appropriate.
- B. These are new projects or planned projects which have been expedited in this fiscal year. They have already been brought to Council for recommendation with the budget amendment to follow with this ordinance.
- C. Funding source change – to more properly reflect availability of funds.
- D. Minor change between 2 or more projects – to properly reflect actual costs.
- E. If a project will not be started and funds not encumbered at fiscal year-end, staff requests to reduce the fiscal year 2015 budget and re-budget in fiscal year 2016 unless Council directs otherwise. All projects in the fiscal year 2015 midyear budget amendment are

related to the Tax Increment Financing Extension, for which plans are still being developed. Significant re-budgeted projects will be:

- Chaplin Linear Park
- Office Park/USCB
- Heritage Plaza Road Extension
- Costs of Issuance (for bonds for which issue will occur when cash is needed)

- F. Projects previously completed and closed; unanticipated costs have arisen and will require additional budget.
- G. Projects which are in progress but need additional budget. The project in this category for this year – Private (Dirt) Road Acquisition will also need Council direction for a new funding source. The budget increase requested covers estimated costs to complete work to date, but not completion of the project.

**Capital Projects Fund**

<u>Account Description</u>	<u>Source of Funds</u>	<u>Amount</u>	
<b>Revenues:</b>			
2014A GO Bond		\$ 504,511	
Hospitality Bond		(316,690)	
Hospitality Taxes		(764,744)	
Lease		20,000	
Other Revenue		200,000	
Property Taxes		30,000	
TIF Bond 2015		(3,075,000)	
TIF Property Taxes		(4,594,527)	
Traffic Impact Fees		(140,445)	
<b>Total Revenues</b>		<b><u>\$ (8,136,895)</u></b>	
<b>Expenditures:</b>			
<b>Existing Facilities/Infrastructure</b>			
Fire Station 6 Replacement	Hospitality Bond	\$ (8,531)	A
Coligny Parking Lot Enhancement	TIF Property Taxes	150,000	B
		<b><u>141,469</u></b>	
<b>Park Development</b>			
Chaplin Linear Park	TIF Property Taxes	(2,500,460)	E
Recreation Center Expansion	Hospitality Taxes	(765,877)	C
"	2014A GO Bond	504,511	C
Shelter Cove Parking Lot	Other Revenue	200,000	C
		<b><u>(2,561,826)</u></b>	
<b>New Facilities/Infrastructure</b>			
BCSO-58 Shelter Cove Ln	Hospitality Bond	(20,000)	C
"	Lease	20,000	C
Office Park / USCB	TIF Bond 2015	(2,600,000)	E
NW Quadrant-Coligny	TIF Property Taxes	250,000	B
		<b><u>(2,350,000)</u></b>	
<b>Pathways</b>			
US 278 (Fresh Market Shoppes to Shelter Cove)	Hospitality Bond	(281,353)	A
"	Traffic Impact Fees	(58,322)	A
Mathews Dr/Marshland South	TIF Property Taxes	60,000	F
Pope Ave (Off Road)	TIF Property Taxes	100,000	F
		<b><u>(179,675)</u></b>	
<b>Road Improvements</b>			
Marshland Rd Roundabout	TIF Property Taxes	(156,834)	A
Leamington/Fresh Market/278	Hospitality Taxes	1,133	A
Traffic Signal Pre-emption	Hospitality Bond	(6,806)	A
Lemoyne Ave Reconstruction/Extension	Traffic Impact Fees	(82,123)	A
Heritage Plaza Road Extension	TIF Property Taxes	(2,497,233)	E
"	TIF Bond 2015	(350,000)	E
Private (Dirt) Road Acquisition	Property Taxes	30,000	G
		<b><u>(3,061,863)</u></b>	
<b>Other Financing Sources (Uses)</b>			
Cost of Issuance	TIF Bond 2015	(125,000)	E
		<b><u>(125,000)</u></b>	
<b>Total Expenditures</b>		<b><u>\$ (8,136,895)</u></b>	

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

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2015-10**

**AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2015; TO PROVIDE FOR THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal 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 17, 2014, and

**WHEREAS**, pursuant to the budget amendment policy as stated in the Town’s annual budget document, the Town Council is desirous of amending the budget so as to provide for the expenditures and certain other commitments from the Fund Balance and other revenue sources, as well as to correct budget appropriations for certain projects in the Capital Projects Fund.

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

Section 1 Amendment. The adopted 2015 fiscal year budget is amended to make the following changes as increases and decreases to the funds from prior years and to the projected revenue and expenditure accounts as follows:

**Capital Projects Fund**

<u>Account Description</u>	<u>Source of Funds</u>	<u>Amount</u>
<b>Revenues:</b>		
2014A GO Bond		\$ 504,511
Hospitality Bond		(316,690)
Hospitality Taxes		(764,744)
Lease		20,000
Other Revenue		200,000
Property Taxes		30,000
TIF Bond 2015		(3,075,000)
TIF Property Taxes		(4,594,527)
Traffic Impact Fees		(140,445)
<b>Total Revenues</b>		<b><u>\$ (8,136,895)</u></b>

**ORDINANCE NO.****PROPOSED ORDINANCE NO. 2015-10****Expenditures:****Existing Facilities/Infrastructure**

Fire Station 6 Replacement	Hospitality Bond	\$ (8,531)
Coligny Parking Lot Enhancement	TIF Property Taxes	150,000
		<u>141,469</u>

**Park Development**

Chaplin Linear Park	TIF Property Taxes	(2,500,460)
Recreation Center Expansion	Hospitality Taxes	(765,877)
"	2014A GO Bond	504,511
Shelter Cove Parking Lot	Other Revenue	200,000
		<u>(2,561,826)</u>

**New Facilities/Infrastructure**

BCSO-58 Shelter Cove Ln	Hospitality Bond	(20,000)
"	Lease	20,000
Office Park / USCB	TIF Bond 2015	(2,600,000)
NW Quadrant-Coligny	TIF Property Taxes	250,000
		<u>(2,350,000)</u>

**Pathways**

US 278 (Fresh Market Shoppes to Shelter Cove)	Hospitality Bond	(281,353)
"	Traffic Impact Fees	(58,322)
Mathews Dr/Marshland South	TIF Property Taxes	60,000
Pope Ave (Off Road)	TIF Property Taxes	100,000
		<u>(179,675)</u>

**Road Improvements**

Marshland Rd Roundabout	TIF Property Taxes	(156,834)
Leamington/Fresh Market/278	Hospitality Taxes	1,133
Traffic Signal Pre-emption	Hospitality Bond	(6,806)
Lemoyne Ave Reconstruction/Extension	Traffic Impact Fees	(82,123)
Heritage Plaza Road Extension	TIF Property Taxes	(2,497,233)
"	TIF Bond 2015	(350,000)
Private (Dirt) Road Acquisition	Property Taxes	30,000
		<u>(3,061,863)</u>

**Other Financing Sources (Uses)**

Cost of Issuance	TIF Bond 2015	(125,000)
		<u>(125,000)</u>

**Total Expenditures** \$ (8,136,895)

The effect of this amendment will be to decrease the Capital Projects Fund to \$16,826,766.

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2015-10**

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 of the Town of Hilton Head Island on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS \_\_\_DAY OF\_\_\_\_\_, 2015.**

\_\_\_\_\_  
David Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Victoria L. Pfannenschmidt  
Town Clerk

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Gregory M. Alford, Town Attorney

Introduced by Council Member:\_\_\_\_\_



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

<b>TO:</b>	Town Council
<b>VIA:</b>	Steve Riley, <i>ICMA-CM, Town Manager</i>
<b>VIA:</b>	Charles Cousins, <i>Community Development Director</i>
<b>FROM:</b>	Shea Farrar, <i>Senior Planner</i>
<b>DATE</b>	April 9, 2015
<b>SUBJECT:</b>	Gumtree Sewer Project Easement Request

### **Recommendation:**

Town Council approve first reading of an Ordinance authorizing the conveyance of permanent easement rights to Hilton Head Island Public Service District (HHPSD) for linear easements across Town property associated with the Gumtree Sewer Project as shown on Attachment "A".

On March 23, 2015, the Public Facilities Committee voted unanimously to recommend approval to Town Council for this request.

### **Summary:**

The Gumtree Sewer Project will expand the availability of sewer service in the unserved area along Gumtree Road. The new sewer line will be located in the road right-of-way where possible, but there is the need to cross the frontage of Town owned properties along Gumtree Road. HHPSD has requested that the Town grant the conveyance of these permanent easement rights for access to the properties for the installation and maintenance of sewer infrastructure.

### **Background:**

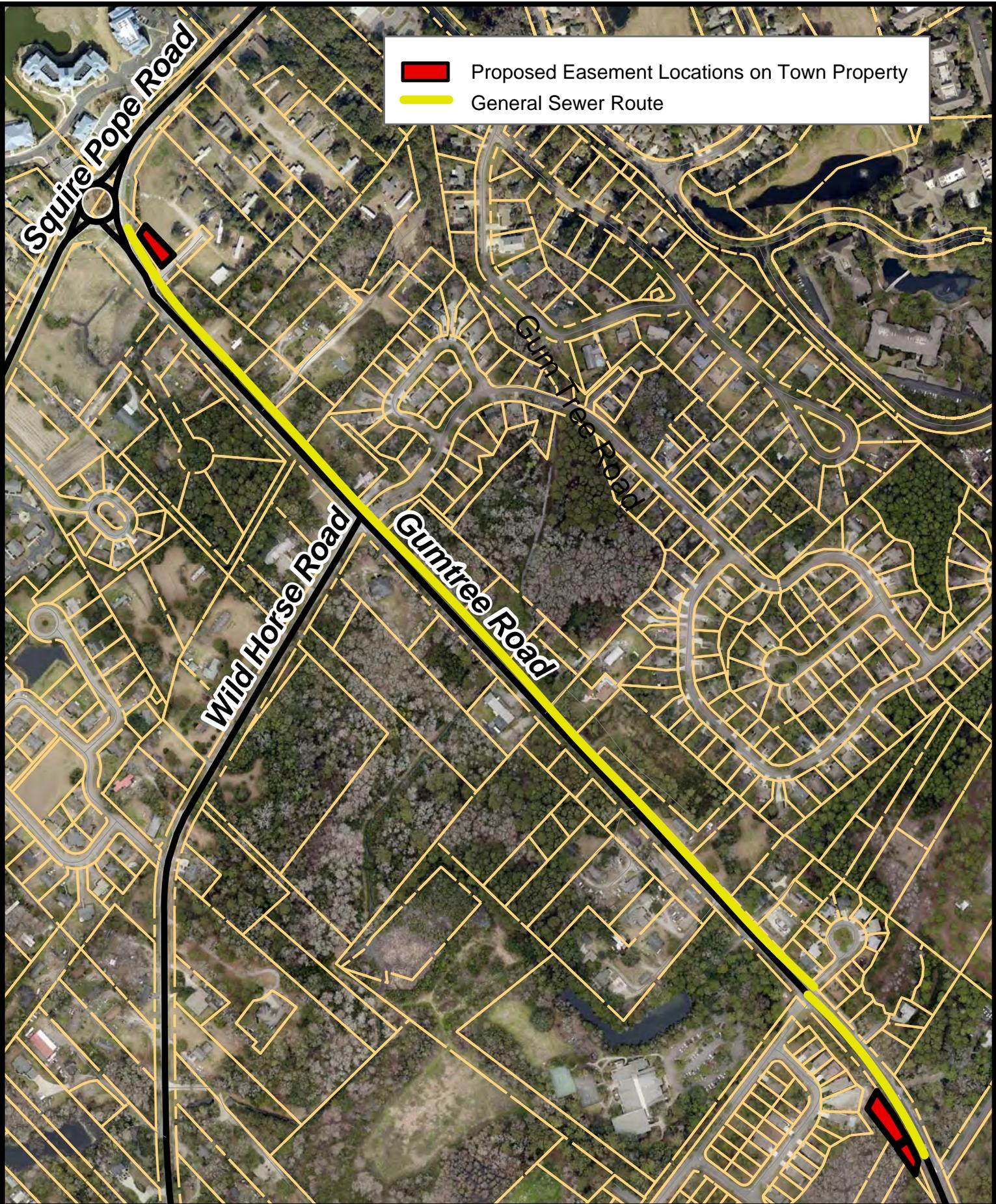
Over the years, the Town has worked with the public service districts to help improve the availability of sewer service on the Island. In 2005, Town Council adopted nine sewer policies for this purpose. Sewer Policy 2 states that the Town would work with HHPSD to locate sewer lift stations and other appropriate infrastructure on Town property when feasible.

Attachment "A" depicts the Town-owned properties and the proposed easement areas. The proposed easements would allow HHPSD to install and maintain sewer infrastructure within the easement area, as well as access each property. In order to give special consideration to the existing landscaped buffer along Gumtree Road at the roundabout with Squire Pope Road, HHPSD has agreed to include the following provisions in the easement:

- Any landscaping, trees and/or shrubbery removed from this area during construction shall be restored to the Town's satisfaction.
- All other landscaping will be maintained in its pre-existing state for the duration of the project.

Attachments include:

- A- Gumtree Sewer Project Easements on Town Property Location Map
- B- Proposed Ordinance 2015-11
- C- Proposed Easement
- D- Sewer Easement Plat
- E- Sewer Easement Plat



Proposed Easement Locations on Town Property  
 General Sewer Route

Squire Pope Road

Wild Horse Road

Gumtree Road

Gumtree Road



The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of the map.

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE GRANTING OF AN EASEMENT ENCUMBERING REAL PROPERTY OWNED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ALONG GUMTREE ROAD, PURSUANT TO THE AUTHORITY OF S. C. CODE ANN. § 5-7-40 (SUPP. 2010), AND § 2-7-20, CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, (1983, As Amended); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**LEGISLATIVE FINDINGS**

WHEREAS, The Town of Hilton Head Island, South Carolina owns real property along Gumtree Road located on Hilton Head Island, South Carolina, which is more particularly known and described as Beaufort County TMS# R510-003-000-016A-0000 and R510-007-000-150A-0000; and

WHEREAS, the Hilton Head #1 Public Service District has requested certain easements over, across and through portions of the above described Town-owned property to construct and maintain sewer systems and/or sewer infrastructure, along with the access to and from such property, in accordance with the Utility Easement Agreement attached hereto as Exhibit "A"; and,

WHEREAS, The Town Council of the Town of Hilton Head Island, South Carolina has determined that it is in the best interests of the Town of Hilton Head Island, South Carolina, to authorize the execution and delivery of the requested easement(s); and,

WHEREAS, under the authority of S.C. Code Ann. § 5-7-40 (Supp. 2012), and § 2-7-20, *Code of the Town of Hilton Head Island , South Carolina*, (1983, As Amended), the granting of an interest in real property owned by the Town of Hilton Head Island,

South Carolina, must be authorized by the adoption of an ordinance by the Town Council for the Town of Hilton Head Island, South Carolina.

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

**Section 1. Execution, Delivery and Performance of an Easement encumbering Town Owned Property:**

- (a) The Mayor and/or Town Manager are hereby authorized to execute and deliver the Utility Easement Agreement in a form substantially similar to that which is attached hereto as Exhibit "A"; and,
- (b) The Mayor and/or Town Manager is hereby authorized to take all other and further actions as may be necessary to complete the Town's obligations under the Utility Easement Agreement.

**Section 2. Severability:**

If any section, phrase, sentence or portion of this Ordinance is, for any reason, held or deemed to be invalid or unconstitutional by any court of competent jurisdiction, then such section, phrase, sentence or portion shall be deemed a separate, distinct and independent provision and shall not affect the remaining portion thereof.

**Section 3. Effective Date:**

This Ordinance shall become effective upon its adoption by the Town Council for the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED AND ADOPTED BY THE TOWN COUNCIL FOR  
THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2015.**

THE TOWN OF HILTON HEAD ISLAND,  
SOUTH CAROLINA

By: \_\_\_\_\_  
David Bennett, Mayor

ATTEST: \_\_\_\_\_  
Victoria L. Pfannenschmidt, Town Clerk

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

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

Approved as to form: \_\_\_\_\_  
Gregory M. Alford, Town Attorney

Introduced by Council Member: \_\_\_\_\_

---

**STATE OF SOUTH CAROLINA**            )  
  )  
**COUNTY OF BEAUFORT**                )   **UTILITY EASEMENT AGREEMENT**

This Easement Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between **The Town of Hilton Head Island, South Carolina** (hereinafter referred to as the “Town”), having an address of 1 Town Center Court, Hilton Head Island, South Carolina, and **Hilton Head No. 1 Public Service District**, having an address of P.O. Box 21264, Hilton Head Island, South Carolina 29925, (hereinafter referred to as the “HHPSD”).

**WITNESSETH**

WHEREAS, HHPSD has planned and desires to undertake the Gumtree Road Sewer Project (the “Project”) which involves the installation, upgrade and maintenance of sewer and/or water lines located in the vicinity of Gumtree Road, which Project is for the benefit and use of the general public; and,

WHEREAS, The Project will be located and/or traverse on, across and through a portion of property of the Grantor, as described below; and,

WHEREAS, the Town has agreed to convey to HHPSD a permanent easement for the construction, maintenance and use of the below described Improvements, subject to the terms and conditions set forth herein;

NOW, THEREFORE, know all men by these presents, the Town, for and in consideration of the sum of Ten and No/100 (\$10.00) Dollars and no other consideration, the receipt and sufficiency

whereof is acknowledged, has bargained, granted, and sold and by these presents does hereby bargain, grant, and sell to HHPSD, its successors and assigns, a perpetual, non-exclusive easement on, under, over and across that portion of the Town's property, which is described as follows:

ALL that certain piece, parcel or tract of land situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, shown and described as "Utility Easement 0.01 AC. 616 S.F." on a Plat entitled "Utility Easement Over: Tax Parcels R510 003 000 016A 0000, AND R510 003 000 016B 0000, Gumtree Road, Hilton Head Island, Beaufort County South Carolina" dated January 5, 2015, prepared by Mark R. Renew, Sea Island Land Survey, S.C.P.L.S. #25437, which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book \_\_\_\_\_ at Page \_\_\_\_\_.

AND ALSO:

ALL those certain pieces, parcels or tracts of land situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, shown and described as "Utility Easement 0.02 AC. 827 S.F." and "Utility Easement 0.01 AC. 464 SF." on a Plat entitled "Utility Easement Over: Tax Parcel R510 007 000 150A 0000, Gumtree Road, Hilton Head Island, Beaufort County South Carolina" dated January 5, 2015, prepared by Mark R. Renew, Sea Island Land Survey, S.C.P.L.S. #25437, which is recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book \_\_\_\_\_ at Page \_\_\_\_\_.

(hereinafter, collectively the "Easement Property.")

The easement granted herein is for the right, privilege and authority, from time to time, to enter upon, construct, extend, inspect, operate, replace, relocate, repair, and perpetually maintain upon, over, along, across, through, and under any and all of said Easement Property now existing or hereinafter laid out, various service lines, manholes, hydrants, valves, meters, and other usual fixtures and appurtenances as may from time to time be or become convenient or necessary for the provision of water and sewer services (the "Improvements"), together with the right of ingress, egress and access to and from such Easement Property across and upon lands of the Town as may be

necessary or convenient for the purposes connected therewith.

The easement is granted and accepted subject to the following terms:

1. This easement is conveyed subject to all other easements, licenses, and conveyances of record and is subject to the rights herein reserved by the Town, its successors and assigns, to utilize the Town's properties at any time, in any manner, and for any purpose, provided, however, that such use by the Town shall not be inconsistent with nor prevent the full utilization by HHPSD, of the rights and privileges granted herein. HHPSD agrees that the use of and access to the Improvements will be under the exclusive control of HHPSD and that they will at all times comply with all applicable laws, rules, codes and regulations.

2. HHPSD agrees to cause all work contemplated hereunder to be performed in a workmanlike fashion with minimal interference to the Town, its successors, assigns, invitees, guests, licensees, and agents. HHPSD further agrees to cause the work contemplated hereunder to be completed in an expeditious and timely fashion, that the Improvements shall at all times be maintained in a safe condition, and that all debris and construction materials relating to work undertaken by HHPSD pursuant to the rights granted hereunder shall be promptly removed. The Town acknowledges that certain landscaping, trees and shrubbery located within the Easement Property will be removed, and the HHPSD agrees to replace the same upon completion of the construction. HHPSD agrees to maintain all other landscaping within the Easement Property in its pre-existing state for the duration of the construction hereunder. All landscaping, shrubbery or tree replacement or restoration hereunder shall be undertaken to the Town's satisfaction. HHPSD shall restore any other part of the Town's property which may be damaged as a result of HHPSD's exercise of the rights granted hereunder to its pre-existing state.

3. The Town represents and warrants to HHPSD that the Town is the lawful owner in fee simple of the Easement Property and that all requisite approval and authority has been obtained for the Town to grant the easement rights specified herein.

To have and to hold, all and singular, the rights, privileges, and easements aforesaid unto the HHPSD, its successors and assigns, forever.

In Witness whereof, the parties hereto have caused the within Easement Agreement to be executed by their duly authorized officers on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

*SIGNATURES ON FOLLOWING PAGES*



WITNESSES

HILTON HEAD NO. 1  
PUBLIC SERVICE DISTRICT

\_\_\_\_\_  
(Signature of Witness #1)

By: \_\_\_\_\_  
Pete Nardi, General Manager

\_\_\_\_\_  
(Signature of Notary Public)

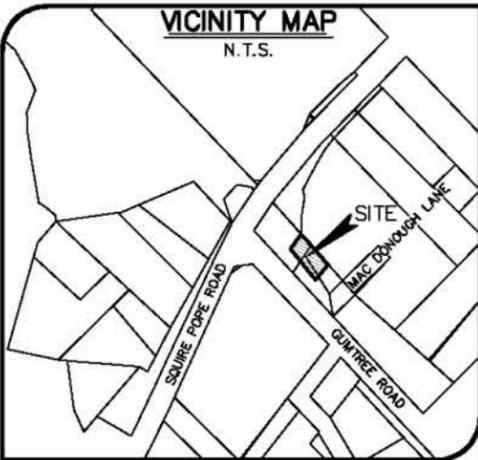
**STATE OF SOUTH CAROLINA** )  
 )  
**COUNTY OF BEAUFORT** )

**UNIFORM ACKNOWLEDGMENT**  
**S. C. CODE ANN. § 30-5-30 (SUPP. 2011)**

I, the undersigned Notary Public do hereby certify that Pete Nardi personally appeared before me on this day and duly acknowledged the execution of the foregoing instrument on behalf of Hilton Head No. 1 Public Service District.

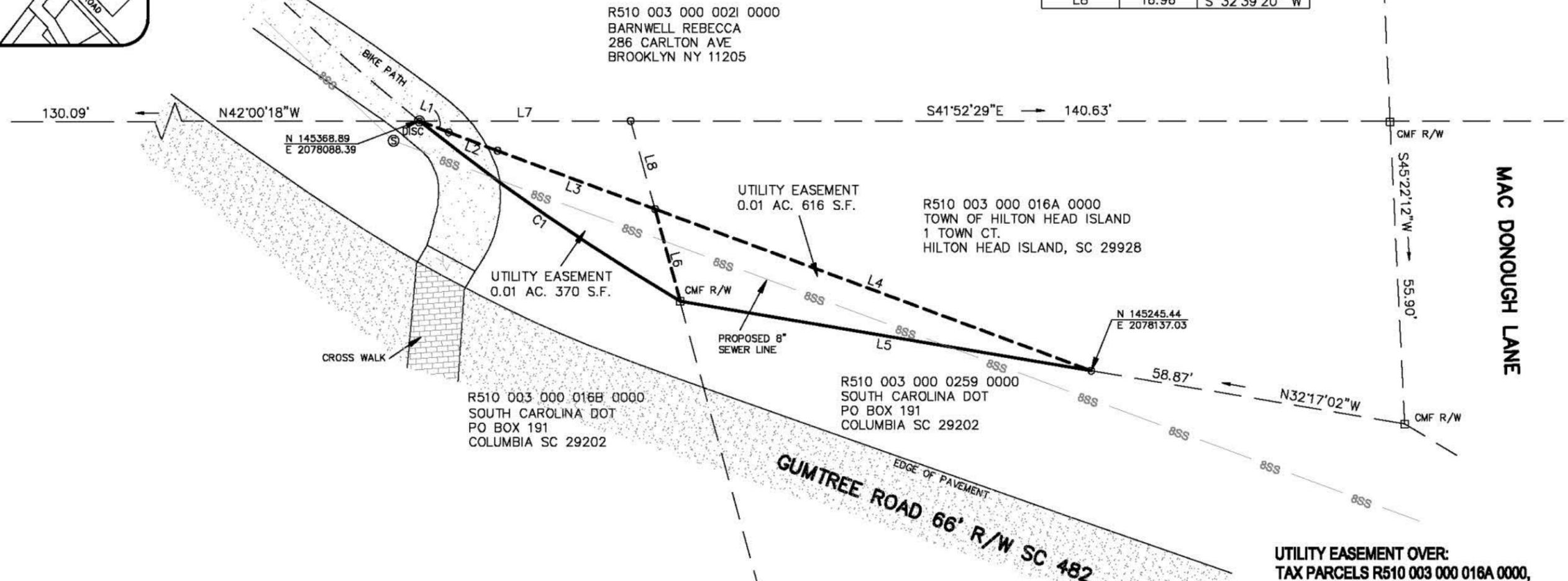
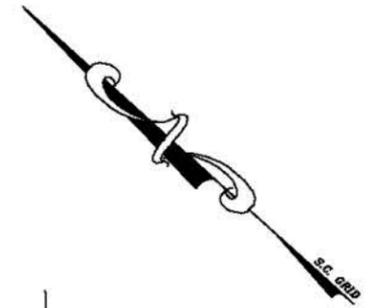
Sworn to and Subscribed before me  
on this \_\_\_\_ Day of \_\_\_\_\_, 2015.

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



CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C1	58.77	407.97	58.72	S07°16'42"E	8°15'14"

LINE TABLE		
LINE	LENGTH	BEARING
L1	5.85	N 20°17'27" W
L2	9.62	N 21°09'09" W
L3	31.13	N 21°35'30" W
L4	86.10	S 21°35'30" E
L5	77.13	N 32°17'02" W
L6	17.63	N 32°39'20" E
L7	39.11	N 41°52'29" W
L8	16.96	S 32°39'20" W



R510 003 000 0021 0000  
BARNWELL REBECCA  
286 CARLTON AVE  
BROOKLYN NY 11205

R510 003 000 016A 0000  
TOWN OF HILTON HEAD ISLAND  
1 TOWN CT.  
HILTON HEAD ISLAND, SC 29928

R510 003 000 016B 0000  
SOUTH CAROLINA DOT  
PO BOX 191  
COLUMBIA SC 29202

R510 003 000 0259 0000  
SOUTH CAROLINA DOT  
PO BOX 191  
COLUMBIA SC 29202

**SYMBOLS**

- CMF R/W □ - 6" CONCRETE R/W MONUMENT FOUND
- DISC ⊙ - BRASS R/W DISC
- ⊕ - PROPOSED SEWER MANHOLE

SOME OR ALL AREAS ON THIS PLAT ARE FLOOD HAZARD AREAS AND HAVE BEEN IDENTIFIED AS HAVING AT LEAST A ONE PERCENT CHANCE OF BEING FLOODED IN ANY GIVEN YEAR BY RISING TIDAL WATERS ASSOCIATED WITH POSSIBLE HURRICANES. LOCAL REGULATIONS REQUIRE THAT CERTAIN FLOOD HAZARD PROTECTIVE MEASURES BE INCORPORATED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS. REFERENCE SHALL BE MADE TO THE DEVELOPMENT COVENANTS AND RESTRICTIONS OF THIS DEVELOPMENT AND REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW REQUIRES MANDATORY PURCHASE OF FLOOD INSURANCE AS A PREREQUISITE TO FEDERALLY INSURED MORTGAGE FINANCING IN THESE DESIGNATED FLOOD HAZARD AREAS.

**NOTES:**

- 1). THIS PLAT HAS BEEN PREPARED WITHOUT BENEFIT OF A COMPLETE TITLE SEARCH BY SEA ISLAND LAND SURVEY, LLC.
- 2). THIS PROPERTY MAY BE SUBJECT TO EASEMENTS OF RECORD AND COVENANT RESTRICTIONS AS RECORDED IN THE OFFICE OF THE ROD FOR BEAUFORT COUNTY.
- 3). SUBJECT PROPERTY DOES NOT APPEAR TO BE AFFECTED BY THE BEACHFRONT SETBACK REQUIREMENTS OF THE S.C. BEACH PROTECTION ACT OF JULY 1, 1988.

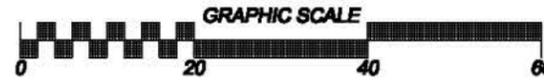
I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.



**UTILITY EASEMENT OVER:**  
TAX PARCELS R510 003 000 016A 0000,  
AND R510 003 000 016B 0000,  
GUMTREE ROAD, HILTON HEAD ISLAND,  
BEAUFORT COUNTY, SOUTH CAROLINA

PREPARED FOR:  
HILTON HEAD PUBLIC SERVICE DISTRICT

DATE: 1/05/15 SCALE: 1" = 20'



**SIS** Sea Island Land Survey, LLC.  
4D Mathews Court,  
Hilton Head Island,  
SC 29928  
Tel (843) 681-3248  
Fax (843) 689-3871  
E-mail: sis@sprynet.com  
FILE No: 14224 DWG No.: 7-1291

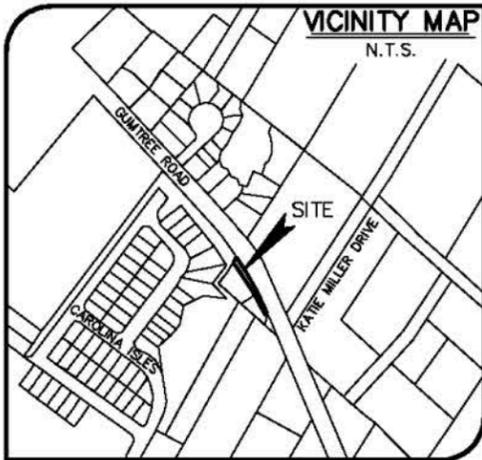
**REFERENCE PLAT**

- 1) A TREE AND TOPOGRAPHIC SURVEY OF PARCELS 14, 141, 16, 16A, 16B & 58, COTTON HOPE PLANTATION, HILTON HEAD ISLAND, BEAUFORT COUNTY, S.C.  
DRAWN: 12/17/02, LAST REVISED: 06/25/04  
RECORDED IN BOOK 116, PAGE 74, DATED 9/26/06  
ROD. BEAUFORT COUNTY, SC  
BY: MACK W THOMAS III S.C.R.L.S. # 14531

PROPERTY AREA = 0.02 AC. 986 S.F.  
ADDRESS: GUMTREE ROAD  
DISTRICT: 510 , MAP: 3, PARCEL: 16A & 16B  
THIS PROPERTY LIES IN F.E.M.A. ZONE A7 - 14.0'  
COMMUNITY NO. 450250, PANEL: 0002D, DATED: 9/29/86

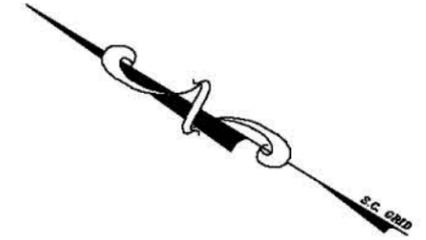
NOT VALID UNLESS EMBOSSED.

COPYRIGHT © BY SEA ISLAND LAND SURVEY, LLC. CAD: BA

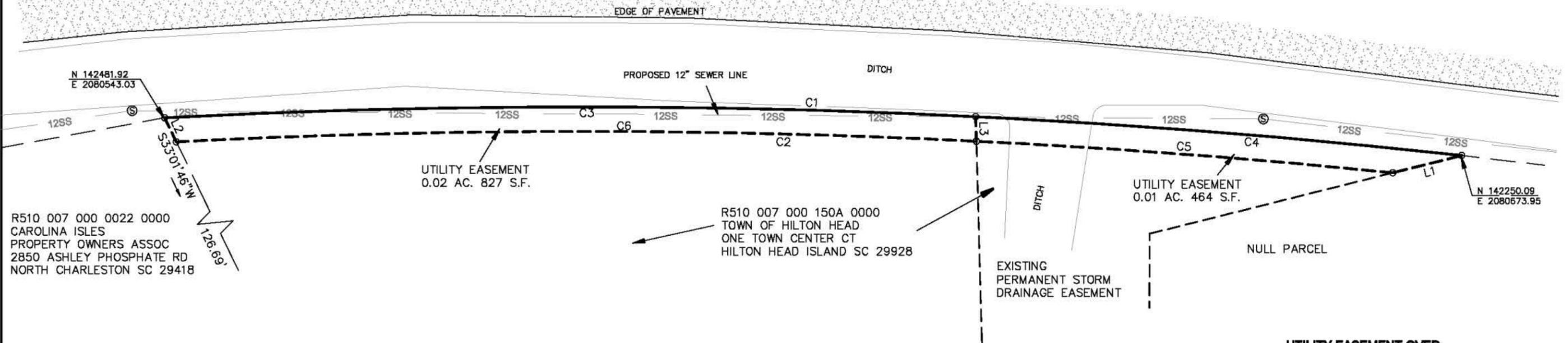


CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C1	266.53	1644.13	266.24	N29°27'23"W	9°17'17"
C2	249.95	1639.13	249.70	N29°39'30"W	8°44'13"
C3	166.49	1644.13	166.42	N31°11'58"W	5°48'07"
C4	100.04	1644.13	100.03	N26°33'05"W	3°28'09"
C5	85.69	1639.13	85.68	N26°47'15"W	2°59'43"
C6	164.25	1639.13	164.19	N31°09'21"W	5°44'29"

LINE TABLE		
LINE	LENGTH	BEARING
L1	14.57	S 45°07'26" E
L2	5.43	N 33°01'37" E
L3	5.01	S 57°18'28" W



**GUMTREE ROAD 66' R/W SC 482**



R510 007 000 0022 0000  
CAROLINA ISLES  
PROPERTY OWNERS ASSOC  
2850 ASHLEY PHOSPHATE RD  
NORTH CHARLESTON SC 29418

R510 007 000 150A 0000  
TOWN OF HILTON HEAD  
ONE TOWN CENTER CT  
HILTON HEAD ISLAND SC 29928

UTILITY EASEMENT OVER:  
TAX PARCEL R510 007 000 150A 0000,  
GUM TREE ROAD, HILTON HEAD ISLAND,  
BEAUFORT COUNTY, SOUTH CAROLINA

PREPARED FOR:  
HILTON HEAD PUBLIC SERVICE DISTRICT

DATE: 1/05/15 SCALE: 1" = 20'



**SIS** Sea Island Land Survey, LLC.  
4D Mathews Court,  
Hilton Head Island,  
SC 29928  
Tel (843) 681-3248  
Fax (843) 689-3871  
E-mail: sils@sprynet.com  
FILE No: 14225  
DWG No.: 7-1282

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION,  
AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE  
WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE  
PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR  
EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN;  
ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER  
THAN SHOWN.



NOT VALID UNLESS EMBOSSED.

**REFERENCE PLAT**

- 1) A PERMANENT STORM DRAINAGE EASEMENT OVER A PORTION OF R510 007 000 150A 0000, HILTON HEAD ISLAND, BEAUFORT COUNTY, S.C. DRAWN: 12/12/11 RECORDED IN BOOK 134, PAGE 27, DATED 3/15/12 ROD. BEAUFORT COUNTY, SC BY: WILLIAM H. GRAY S.C.R.L.S. # 22744

SOME OR ALL AREAS ON THIS PLAT ARE FLOOD HAZARD AREAS AND HAVE BEEN IDENTIFIED AS HAVING AT LEAST A ONE PERCENT CHANCE OF BEING FLOODED IN ANY GIVEN YEAR BY RISING TIDAL WATERS ASSOCIATED WITH POSSIBLE HURRICANES. LOCAL REGULATIONS REQUIRE THAT CERTAIN FLOOD HAZARD PROTECTIVE MEASURES BE INCORPORATED IN THE DESIGN AND CONSTRUCTION OF STRUCTURES IN THESE DESIGNATED AREAS. REFERENCE SHALL BE MADE TO THE DEVELOPMENT COVENANTS AND RESTRICTIONS OF THIS DEVELOPMENT AND REQUIREMENTS OF THE TOWN BUILDING OFFICIAL. IN ADDITION, FEDERAL LAW REQUIRES MANDATORY PURCHASE OF FLOOD INSURANCE AS A PREREQUISITE TO FEDERALLY INSURED MORTGAGE FINANCING IN THESE DESIGNATED FLOOD HAZARD AREAS.

**NOTES:**

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- 3). SUBJECT PROPERTY DOES NOT APPEAR TO BE AFFECTED BY THE BEACHFRONT SETBACK REQUIREMENTS OF THE S.C. BEACH PROTECTION ACT OF JULY 1, 1988.
- 4). BOUNDARY FOR PARCEL 150A NOT SHOWN IN FULL.

PROPERTY AREA = 0.03 AC. 1,291 S.F. TOTAL

ADDRESS: GUMTREE ROAD

DISTRICT: 510, MAP: 7, PARCEL: 150A

THIS PROPERTY LIES IN F.E.M.A. ZONE C - N/A

COMMUNITY NO. 450250, PANEL: 0008D, DATED: 9/29/86



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

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**TO:** Stephen G. Riley, ICMA – CM, Town Manager

**FROM:** Charles F. Cousins, AICP, Community Development Director

**DATE:** April 13, 2015

**SUBJECT:** Lease within Carolina Office Park Property

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**Recommendation:** Staff recommends Town Council grant authority to the Town Manager to extend leases for current tenants within the Carolina Office Park.

**Summary:** In October 2014 the Town acquired a 5.1 acre tract of land occupied by two office buildings; the Carolina and the Sapelo buildings. Prior to that acquisition, the Town acquired the Kiawah Building which is the remaining building within Carolina Office Park. These buildings had numerous tenants with month to month leases. The intent of this land purchase was to demolish the buildings to make room for a new University of South Carolina at Beaufort hospitality facility. One of the tenants, the Drydock Restaurant requested that they be allowed to remain in their site through September 2015. In January of this year the Town Council agreed to this request from the Drydock. We have now received a similar request from other tenants in this building. Rather than getting Town Council authorization to extend these leases on an individual basis, the attached ordinance would authorize the Town Manager to extend leases for any tenant within the Town's Carolina Office Park property if they desire. Any proposed new lease would carry forward the major parameters of their existing lease but give them some assurance they can stay in place through September of 2015. Additionally, the leases would limit the Town's exposure should major repairs to the buildings become necessary and contain sanctions and penalties that provide assurances they will vacate their space in a timely manner.

**Background:** The Town has been discussing for quite a while the possibility of locating facilities associated with the University of South Carolina at Beaufort's hospitality program within the Town. In December 2013 the Town identified several parcels of land on Office Park Road to serve as the site for this facility. Since that time the Town has either acquired or has under contract all the parcels necessary for this project. All of these newly acquired parcels have buildings on them that will have to be demolished to create the USCB facility. The Kiawah, Carolina and Sapelo buildings located on these parcels have numerous tenants that have month to month leases. These buildings have a lot of age on them which results in ongoing maintenance issues. To minimize the Town's maintenance costs, demolition of these buildings needs to occur as soon as possible while still giving tenants time to relocate. Therefore, the tenants were informed that they would

have to vacate their units by April 2015. This would allow the Town sufficient time to deal with any tenants that fail to meet this deadline and to begin the initial steps for demolition in late 2015.

One of the tenants in the Sapelo building is the Drydock Restaurant. They approached the Town about the possibility of remaining in their unit through the 2015 tourist season. In asking for a lease through September 2015, they agreed to sanctions and penalties that provide assurances they will vacate their space in a timely manner. Town Council agreed to this lease extension earlier this year. We are now getting similar requests from other tenants in this development. Granting the Town Manager the authority to extend these other leases, if requested by a tenant, would alleviate the need for the Town Council to consider each of these request on an individual basis.

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE TOWN MANAGER OF THE TOWN OF HILTON HEAD ISLAND TO NEGOTIATE AND EXECUTE, ON BEHALF OF THE TOWN, LEASE MODIFICATIONS AND/OR LEASE EXTENSIONS WITH EXISTING TENANTS IN PROPERTY LOCATED AT 21 OFFICE PARK ROAD, HILTON HEAD ISLAND, SOUTH CAROLINA, MORE SPECIFICALLY KNOWN AS THE KIAWAH, CAROLINA AND SAPELO BUILDINGS, PURSUANT TO THE AUTHORITY OF S.C. CODE ANN. § 5-7-40 (SUPP. 2011), AND § 2-7-20, *CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA*, (1983); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**LEGISLATIVE FINDINGS**

WHEREAS, on July 3, 2014, the Town of Hilton Head Island, South Carolina (the “Town”) became owner of certain real property generally known as the Kiawah Building, located on Hilton Head Island, South Carolina and consisting of Beaufort County Tax Map # R552-015-000-0406-0001; and

WHEREAS, on October 27, 2014, the Town became owner of certain real property generally known as the Carolina Building and Sapelo Building, located on Hilton Head Island, South Carolina and located within/upon property known as Beaufort County Tax Map # R552-015-000-0154-0000; and

WHEREAS, the Kiawah Building, Carolina Building, and Sapelo Building are hereinafter collectively referred to as the “Property”; and

WHEREAS, several tenants remain within the Property by virtue of leases which were entered into both before and after the Town’s acquisition of the Property, and many of these tenants have requested modifications or extensions to their leases; and

WHEREAS, under the provisions of S.C. Code Ann. § 5-7-40 (SUPP. 2011) and § 2-7-20, *Code of the Town of Hilton Head Island , South Carolina*, (1983), the conveyance or granting

of an interest in real property owned by the Town of Hilton Head Island must be authorized by Ordinance; and

WHEREAS, the Town Council desires to authorize the Town Manager of the Town to negotiate and execute, on behalf of the Town, lease modifications and/or lease extensions with existing tenants in the Property, so long as any lease modifications or lease extensions contain language (1) limiting the Town's financial obligations (i.e. "capping" the Town's financial obligations) for maintenance and repair of the leased premises as defined in the lease, (2) setting an expiration date of the lease no later than September 30, 2015, and (3) providing for liquidated damages in the event of any tenant holding over beyond the expiration date as defined in the lease; and

WHEREAS, the Town Council for the Town has determined that the authorization as detailed hereinabove is in the best interests of the Town.

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

***Section 1.*** Authority Granted to Town Manager.

- (a) The Town Manager is hereby authorized to negotiate and execute, on behalf of the Town, lease modifications and/or lease extensions with existing tenants in the Property, so long as any lease modifications or lease extensions contain language (1) limiting the Town's financial obligations (i.e. "capping" the Town's financial obligations) for maintenance and repair of the leased premises, (2) setting an expiration date of the lease no later than September 30, 2015, and (3) providing for

liquidated damages in the event of any tenant holding over beyond the expiration date as defined in the lease; and

- (b) The Town Manager is hereby authorized to take such other and further actions as may be necessary to complete the transactions contemplated and as authorized hereby.

***Section 2.*** Severability.

If any section, phrase, sentence or portion of this Ordinance is, for any reason, held or deemed to be invalid or unconstitutional by any court of competent jurisdiction, then such section, phrase, sentence or portion shall be deemed a separate, distinct and independent provision and shall not affect the remaining portion thereof.

***Section 3.*** Effective Date.

This Ordinance shall become effective upon adoption thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

(SIGNATURE PAGE FOLLOWS)

**PASSED, APPROVED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS \_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
David Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Victoria L. Pfannenschmidt, Town Clerk

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

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

Approved as to form: \_\_\_\_\_  
Gregory M. Alford, Town Attorney

Introduced by Council Member: \_\_\_\_\_



# **TOWN OF HILTON HEAD ISLAND**

*Community Development Department*

**TO:** Stephen G. Riley, ICMA-CM, *Town Manager*  
**VIA:** Charles Cousins, *Director of Community Development*  
**VIA:** Shawn Colin, *Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**DATE:** March 30, 2015  
**SUBJECT:** Fair Housing Resolution

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**Recommendation:**

Staff requests Town Council approval of the attached Fair Housing Resolution. The Community Services Committee recommended approval of the Fair Housing Resolution at their March 23, 2015 meeting.

**Summary:**

In order for the Town to participate in the United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program it is necessary to certify it will undertake an action to affirmatively further fair housing. By approving and advertising this resolution the Town will meet this program component. The attached resolution is modeled on a recommended format provided by the Lowcountry Council of Governments, which has been used previously by the Town.

**Background:**

April is recognized as National Fair Housing Month. In order to participate in the HUD CDBG Entitlement Program it is necessary for the Town to certify it supports the rights of all individuals, regardless of race, color, religion, sex, national origin, disability or familial status to fair housing opportunities. This resolution is one of the actions that will satisfy this program component. The attached resolution is consistent with resolutions adopted by Town Council in previous years for this effort.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO PROCLAIM APRIL 2015 AS FAIR HOUSING MONTH**

**WHEREAS**, the Town of Hilton Head Island desires that all its citizens be afforded the opportunity to attain a decent, safe and sound living environment; and

**WHEREAS**, the Town of Hilton Head Island rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and / or familial status in the sale, rental or provision of other housing services; and

**WHEREAS**, the State of South Carolina enacted the South Carolina Fair Housing Law in 1989; and

**WHEREAS**, April is recognized nationally as Fair Housing Month;

**NOW THEREFORE, BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA DOES HEREBY DESIGNATE APRIL 2015 AS FAIR HOUSING MONTH.**

**MOVED, APPROVED AND ADOPTED THIS 21<sup>st</sup> DAY OF April, 2015.**

\_\_\_\_\_  
David Bennett, Mayor

\_\_\_\_\_  
Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gregory M. Alford, Town Attorney

Introduced by Council Member: \_\_\_\_\_



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA-CM, *Town Manager*  
**VIA:** Charles Cousins, *Director of Community Development*  
**VIA:** Shawn Colin, *Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator* and Sally Krebs, *Sustainable Practices Coordinator*  
**DATE:** April 7, 2015  
**SUBJECT:** Audubon International Sustainable Communities Program – Hilton Head Island Green Blueprint Resolution

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### **Recommendation:**

Staff requests approval by resolution of the attached “Hilton Head Island Green Blueprint”. On March 4, 2015 the Planning Commission recommended approval of the attached “Hilton Head Island Green Blueprint” by resolution. On April 2, 2015 the Public Planning Committee recommended approval of the attached “Hilton Head Island Green Blueprint” by resolution. Comments received at the Public Planning Committee meeting resulted in a slight modification in Category 1: Transportation, of the “Hilton Head Island Green Blueprint”. The modification better reflects the intent of reducing the percentage of vehicle trips rather than reducing the number of vehicle trips on island roadways.

### **Summary:**

The final step “Stage 2: Planning” in Audubon International’s Sustainable Communities Program (hereafter referred to as the Program) is to create a long-term sustainability plan. The attached plan, titled the “Hilton Head Island Green Blueprint”, meets this requirement. Audubon International states that the sustainability plan created during the Stage 2: Planning process should be considered as a guiding document for Town of Hilton Head Island sustainability efforts. When the “Hilton Head Island Green Blueprint” receives approval by resolution from Town Council, Audubon International will present the Program Planning Award and the Town will be eligible to move to the Program’s Stage 3: Implementation.

### **Background:**

In 2010 Town Council requested staff to pursue the Audubon International Sustainable Communities Program certification in order to support and enhance a leadership position related to on-going and future sustainability efforts. In September 2011 the Town of Hilton Head Island was one of five communities nationwide to receive the Audubon International Green Community designation. This designation indicates successful completion of all steps in the Program Stage 1: Assessment. After receiving the Green Community designation Town Council requested Town staff to move forward with Stage 2 of the Program. Currently there are four communities nationwide, including the Town of Hilton Head Island, working towards completion of Stage 2

of the Program. This stage was a multi-year planning process comprised of four action steps, which included (1) creating a policy statement; (2) completing a sustainability portfolio table; (3) conducting community meetings; and (4) creating a long-term sustainability plan. Completion of Stage 2 of the Program built upon the base established by obtaining the Green Community designation.

The Town's Green Community Steering Committee began work on Stage 2: Planning in August 2012. This committee is comprised of members representing the Beaufort County School District, The Hilton Head Island Chamber of Commerce, Hilton Head Hospital, Palmetto Electric Cooperative, Hilton Head Public Service District (PSD), Island Recreation Association, and PUD General Managers. The steering committee developed a sustainable community policy which was adopted by Town Council in October 2012. Following adoption of the policy statement the sustainability portfolio table was completed and community meetings were held in January and February 2013. Development of the "Hilton Head Island Green Blueprint" began in the fall of 2013.

Community Development Department staff in collaboration with the steering committee, Audubon International staff and Town staff in various departments drafted the "Hilton Head Island Green Blueprint" which addresses the fifteen focus areas specified in the Program's long-term sustainability plan requirement. Each focus area of the "Hilton Head Island Green Blueprint" includes actions with identified purposes, measurable indicators, status updates and lead and partner designations which are unique to Hilton Head Island. The actions were developed with the aim to move the Town towards greater sustainability and future improvements.

If continuation with Stage 3: Implementation of the Program commences, data gathering, and progress reports pertaining to the actions listed in the "Hilton Head Island Green Blueprint" will be submitted to Audubon International for review and follow-up. The information compiled will be used to develop case studies which would be available to other communities participating in the Program. Continued use of the Audubon International logo and the use of educational and outreach materials provided by Audubon International are other components of participation in Stage 3: Implementation of the Program.

In addition to the Sustainable Communities Program, Audubon International administers the Cooperative Sanctuary Program for Golf Courses, which helps golf courses protect the environment and preserve the natural heritage of the game of golf; and the Green Lodgings Program, which provides assurances that audited lodging facilities meet environmental best practice standards. Within the Town of Hilton Head Island there are four (4) Audubon International certified cooperative sanctuary golf courses; Harbour Town Golf Links, Heron Point Golf Course at Sea Pines Resort, Ocean Course at Sea Pines Resort, and Robert Trent Jones Course at Palmetto Dunes. The Arthur Hills Course in Palmetto Dunes and golf courses in Palmetto Hall are currently participating in the certification process. There are eight (8) Marriott properties located in the Town of Hilton Head Island with the Audubon International certified green lodging designation.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD  
ISLAND, SOUTH CAROLINA TO APPROVE THE TOWN OF HILTON HEAD  
ISLAND GREEN BLUEPRINT**

**WHEREAS**, early development of Hilton Head Island was done using sustainable philosophies of many early developers such as Charles Fraser prior to Town incorporation; and

**WHEREAS**, originally in 1985 and most recently in 2010, the Town Council of the Town of Hilton Head Island did adopt the Comprehensive Plan, and, in 1987 and most recently in 2014, did adopt the Land Management Ordinance, which have goals, strategies, and practices that promote sustainability; and

**WHEREAS**, in 2012 the Town Council of the Town of Hilton Head Island has adopted the International Codes Congress Building Codes which contain many sustainable building practices and requirements including the International Energy Efficiency Code; and

**WHEREAS**, the Town Council of the Town of Hilton Head Island has adopted 2030 Guiding Principles, which include:

1. Living in harmony with nature, protecting the natural beauty, and creating a unique sense of place;
2. Sustaining community prosperity through a diversified, strong local economy based upon a resort, retirement, and non-hospitality businesses;
3. Providing meaningful experiences that cherish our history, the arts, cultural diversity, and enrich the lives of our residents and guests; and
4. Providing a serene, safe, and healthy living environment for residents, guests and visitors; and

**WHEREAS**, in 2010 The Town of Hilton Head Island began participating in the Audubon International Sustainable Communities Program which assists communities in assessing natural resources and environmental concerns, and identifies steps which can be taken to move closer to community sustainability; and in 2011, was the first community in the State of South Carolina to be awarded the Green Community designation; and

**WHEREAS**, the Town of Hilton Head Island has written the *Hilton Head Island Green Blueprint* which details the sustainable focus areas specified in the Audubon International Sustainable Communities Program that include actions with identified purposes, measurable indicators, status updates and lead and partner designations which are unique to Hilton Head Island; and

**WHEREAS**, the action items listed in the *Hilton Head Island Green Blueprint* were developed with the aim to move the Town towards greater sustainability and future improvements; and

**WHEREAS**, the *Hilton Head Island Green Blueprint* serves as the final step in the Audubon International Sustainable Communities Program Stage 2: Planning requirement to create a long-term sustainability plan; and

**WHEREAS**, upon approval of the *Hilton Head Island Green Blueprint* the Town would become eligible to move into the Audubon International Sustainable Communities Program Stage 3: Implementation;

**NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** the *Hilton Head Island Green Blueprint* has been approved in order to complete Stage 2: Planning of the Audubon International Sustainable Communities Program.

**MOVED, APPROVED, AND ADOPTED ON THIS 21<sup>ST</sup> DAY OF APRIL, 2015.**

\_\_\_\_\_  
David Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gregory M. Alford, Town Attorney

Introduced by Council Member: \_\_\_\_\_

## Category 1: Transportation

### **Action 1      Reduce the percentage of vehicular trips on roadways within the Town by 2030.**

Purpose: Reducing the percentage of vehicle trips on Island roads reaps major benefits, including less greenhouse gas emissions for better air quality, less formation of ground-level ozone and other health-damaging air pollutants and less stress for drivers. One of the ways to reduce the percentage of vehicle trips is to continue to promote walkable developments and building and interconnecting multi-use pathways that allow bicyclists and pedestrians to access all parts of the Island. Using these pathways also promotes a healthier population.

Measurable Indicators: Annual traffic counts and bicycle counts, other annual non-vehicular counts, total number of miles of pathway connections

Status: As of 2013, the Town has built 60 miles of pathways and greatly increased connectivity between pathway segments. Some of Town Council's goals are to provide a bike path on both sides of US 278, provide pathways on all secondary roads and provide pathways on all new Town road projects. The Town has received recognition as a Bicycle Friendly Community at the Silver Level from the League of American Bicyclists.

The Town will continue to buy high-density properties, using the Real Estate Transfer fee and other resources, to decrease the number of peak hour trips on our roads.

Lead and Partners: Grants Administrator, Bicycle Advisory Committee

**Action 2 Prepare a Public Transportation Plan by 2020.**

Purpose: Although the Town supports a permanent population of about 40,000 and visitors that number around 2.5 million per year, there is currently no consolidated public transportation system. Having an efficient public transport system could greatly reduce Island traffic and yield human health and environmental benefits mentioned in Action 1.

Measurable Indicators: Number of public transit vehicles entering/exiting the Island per month, frequency of trips of public transit per week, and ridership numbers

Status: This action is a recommendation of the 2010 Comprehensive Plan.

Lead and Partners: Town Traffic and Transportation Engineer, Palmetto Breeze, MPO, LCOG

**Action 3 Make non-automobile transit more convenient for users.**

Purpose: In order to encourage residents and visitors to ride bicycles and walk more often, non-automobile activities should be made as convenient as possible.

Measurable Indicators: Number and availability of bicycle parking spaces, number of hotels offering bike rentals for guests, number of pathway connectors to parks and businesses, number of bicycle spaces at Town facilities

Status: Encouraging an increase in the number of bicycle parking spaces and pathway connectors to businesses are both recommendations of the 2010 Comprehensive Plan. As a Town practice funds are budgeted annually for replacement and installation of new bicycle racks at Town parks. Interconnections between discrete pathway sections are currently planned or being constructed, with the goal being to have non-motorized access to all areas of the Island. The Town has also installed 30 information kiosks along 62 miles of multi-use pathways to assist users in wayfinding. The Town Urban Designer assists with Town pathway and other Town amenities designs; Chaplin Linear Park, which will connect Shelter Cove Community Park with Chaplin Park, is currently being designed. Town maintains

all Town facilities once construction is completed; examples are mulching of nature trails annually, trimming vegetation along pathways as needed, mowing of park turf grass weekly.

Lead and Partners: Grants Administrator, Facilities Manager, Town Urban Designer, Island businesses

## Category 2: Education

### **Action 1      Raise awareness of sustainable practices in the community by 2019.**

Purpose: Showing residents and visitors what steps are being taken by members of the community to lead greener lives encourages the spread of these practices (“lead by example”).

Measurable Indicators: Number of people served by education efforts per year, numbers and types of programs offered, number of hits on the Town website sustainability page, number of published articles on sustainability written by Town staff

Status: The Town has incorporated interpretive signs into green infrastructure projects, such as Jarvis Creek Park and Fish Haul Creek Park, to educate the public on the social, economic and environmental benefits of using green infrastructure. Interpretive signs incorporating technology that illustrate the importance of Broad Creek and how to keep the creek clean and healthy have been recommended along Chaplin Linear Park, which is currently being designed. Town staff plans to work with the Chamber of Commerce to highlight green businesses on the Chamber’s website, and to gauge the interest of the Chamber in an awards program to recognize local green businesses.

Lead and Partners: Sustainable Practices Coordinator, Town Urban Designer, Storm Water Manager, Chamber of Commerce

### **Action 2      Work with local schools to incorporate material on sustainability into their lesson plans by 2019.**

Purpose: Teaching school-age children about the benefits of leading greener lives helps them to start these habits at an earlier age and follow them throughout their lives. Children also often help educate their family and peers.

Measurable Indicators: Number of schools, classes and students served, number and types of programs produced for schools

Status: Staff has contacted two local schools with proposed lesson plans for different age groups.

Lead and Partners: Sustainable Practices Coordinator, area schools

**Action 3      Increase use of multiple platforms to reach all audiences with educational information on sustainability by 2019.**

Purpose: In order to educate all segments of the resident and visitor population, education must be tailored for each audience and presented via media that they use.

Measurable Indicators: Number and types of educational platforms used and number of people served

Status: The Town has produced a Sustainability web page on its website that educates on topics such as how to live greener lives, the importance of green living, how to recycle on Hilton Head Island and the natural history of some of our native species. This web page is intended to be a “living document” with frequent updates.

In cooperation with municipal, county and non-profit partners, the Town has produced a touch screen kiosk that educates about the importance of our watersheds, the environmental, social and economic problems of storm water generation and pollution, and steps that citizens can take to help solve these problems. This kiosk will be circulated through the Property Owner Association offices on the Island in order to reach the maximum number of residents.

The Town continues to present sustainability-themed presentations to both internal (staff) and external (general public, special interest groups, businesses, and visitors) customers. Water utilities have info on websites to educate and encourage their customers to conserve water. Palmetto Electric also educates their customers on energy saving

measures via their website. The RBC Heritage of Golf Tournament presented by Boeing is partially powered by green energy supplied by Palmetto Electric.

Lead and Partners: Sustainable Practices Coordinator, POAs, Utility Providers

## Category 3: Agriculture

### **Action 1 Encourage the growth of community gardens on the Island.**

Purpose: Encouraging community gardens and traditional home gardening on Hilton Head Island would encourage residents to eat healthier, fresher foods and to be more active, both of which would have positive effects on health. Community gardens usually raise enough produce to donate some to charitable organizations on the Island for distribution to in-need sectors of the population. It may also be an opportunity for Island restaurants to purchase locally grown vegetables, which would save fossil fuels used in shipping those foods.

Measurable Indicators: Number of community gardens, pounds of food donated to charity, number of acres used for agriculture

Status: There are currently three community gardens in gated communities on the Island.

Lead and Partners: Sustainable Practices Coordinator, Island Garden Clubs, Master Gardeners, Clemson Extension Cooperative

### **Action 2 Encourage the use of local foods on the Island.**

Purpose: Eating local foods contributes to the good health of our visitors and residents, grows the local economy and saves on the environmental cost of shipping foods long distances.

Measurable Indicators: Attendance at Island Farmers' Markets, Annual Community Oyster Roast and other local food venues

Status: In the coming year, Town staff will be working with the organizers of the Annual Community Oyster Roast to incorporate sustainable food topics into this established festival that celebrates our local oysters.

Lead and Partners: Sustainable Practices Coordinator, Grants Administrator, Island Recreation Association

## Category 4: Economic Development and Tourism

### **Action 1 Provide information on sustainable economies to the Economic Development Corporation.**

Purpose: Develop a more diverse, resilient and sustainable Island economy.

Measurable Indicators: Track diversity of businesses on the Island, track number of green businesses

Status: The Hilton Head Island Economic Development Corporation formed in 2013 and is currently developing its strategic goals

Lead and Partners: Deputy Director of Community Development, Sustainable Practices Coordinator

### **Action 2 Assist Island visitors to reduce their Island carbon footprint by producing and distributing a Green Visitors' Guide.**

Purpose: Tourists visit Hilton Head Island from all over the United States and the world; Hilton Head Island receives approximately 2.5 million visitors a year and has a permanent population of 37,099. Providing green guidance to them for their visit will help reduce the overall carbon footprint of the island.

Measurable Indicators: Number of visits to the webpage after the guide has been posted.

Status: No Green Visitors' Guide currently exists for Hilton Head Island therefore no visits to that webpage have been recorded.

Lead and Partners: Sustainable Practices Coordinator

## Category 5: Environmental Issues

### Subcategory 5.1: Water Quality

#### **Action 1 Organize and analyze water quality monitoring data.**

Purpose: One of Town Council's highest priorities is to maintain and improve water quality. Analyzing monitoring data will allow for determination of impairments to Island water bodies, and show where long-term problems exist to target corrective strategies.

Measurable Indicators: Water parameters such as dissolved oxygen, fecal coliform counts, ammonia, pH, salinity, total Kjeldahl nitrogen, total nitrogen, total phosphorus, turbidity, total suspended solids, water temperature, nitrates

Status: Water quality monitoring is ongoing and data is being organized and analyzed. The goal is to produce an annual water quality report.

Lead and Partners: Storm Water Data and Compliance Administrator, Sustainable Practices Coordinator

#### **Action 2 Evaluate water pollution prevention methods used by Town.**

Purpose: Several storm water treatment methods have been in place for decades but have never been formally analyzed. Doing this analysis will enable the Town to improve its efforts.

Measurable Indicators: Storm water monitoring data parameters such as dissolved oxygen, bacteria counts, phosphate and nitrate levels

Status: Analysis of the storm water green infrastructure at Jarvis Creek Park is currently underway.

Lead and Partners: Storm Water Manager, Sustainable Practices Coordinator

## Subcategory 5.2: Air Quality

### **Action 1      Estimate the percent shading of impervious surfaces on the Island.**

Purpose: Impervious surfaces such as dark-colored roofs and asphalt absorb heat during the day and release it slowly at night. This leads to the urban “heat island” effect, making it more likely that ground-level ozone will form. This chemical is damaging to all organisms, and is especially harmful to lung tissue. Shading these impervious surfaces by planting or retaining existing trees will reduce the urban heat island effect, making it less likely that ground-level ozone will form. This action will allow the Town to address areas of the Island where tree cover provides inadequate shading.

Measurable Indicators: Track the size of the urban forest canopy as compared to the acreage of impervious surfaces; compare traffic counts to tree cover

Status: A comprehensive tree ordinance in place since 1986 provides a robust urban forest that helps improve air quality by shading the built environment, cooling air temperature, and absorbing and breaking down air pollutants. Due to this ordinance, tree canopy on the island is greater than other communities in this area. Staff has produced an impervious surfaces map for the Island which will help to measure the percentage of shading on built surfaces. Report results of urban forest canopy studies to Town Council on a periodic basis.

Lead and Partners: Sustainable Practices Coordinator, GIS staff

**Action 2      Perform an urban forest canopy analysis.**

Purpose: The size and health of the urban forest directly relates to air quality. Trees and other plants can clean the air by absorbing air pollutants and prevent the formation of ground-level ozone by cooling the built environment. These are natural services that trees provide free of charge. There is a significant economic benefit to these services, as well as human health and environmental benefits. The American Lung Association states that there is no safe level of ground-level ozone for humans to breathe.

Measurable Indicators: Characterization of ground cover via analysis of random points on aerial photography of the Island

Status: This analysis recommended in the 2010 Comprehensive Plan will begin in 2014. Report results of urban forest canopy studies to Town Council on a periodic basis.

Lead and Partners: Sustainable Practices Coordinator, GIS staff

### Subcategory 5.3: Biodiversity Conservation

**Action 1      Monitor habitat types on the Island using aerial photography and GIS and correlate with the number of vertebrate species present.**

Purpose: Biodiversity contributes critical natural services to humans and our environment, such as storm water filtration, pest control, environmental sanitation and economic and social benefits.

Measurable Indicators: Track the number of vertebrate species on the Island, track acres and types of habitat available

Status: The Hilton Head Island Audubon Christmas bird count has been ongoing on the Island since the 1970s, as has regular aerial photography. Island beach profiles are also monitored on a continuing basis. Habitat monitoring will be used to educate the public on biodiversity issues and will be reported to Town Council on an as needed basis.

Lead and Partners: Sustainable Practices Coordinator, GIS Staff, HHI Audubon Society, beach renourishment consultant

**Action 2      Monitor the number of rare/threatened/endangered species on the Island and document efforts to preserve them.**

Purpose: The biodiversity on Hilton Head Island is a critical part of the local economy and quality of life.

Measurable Indicators: Number of nesting loggerheads per year, nesting success, number of hatchlings produced; number of wintering piping plovers

Status: The Town has been a partner of the Sea Turtle Protection Project since 1995. Data collected by this project is used to produce a map showing the density of nesting turtles along the oceanfront, which plays a part in permitting beach renourishment and other projects. The Town also partners with Federal and State Agencies in the stranding networks for sea turtles and marine mammals and also monitors the endangered piping plover, which winters on Hilton Head Island. Data from these projects help the Town protect these species and aid the State and Federal Governments with their recovery plans. The results of these monitoring efforts will be used to educate the public and enlist their assistance in efforts at protection and recovery efforts.

Lead and Partners: Sustainable Practices Coordinator, GIS Staff, HHI Audubon Society, US Fish and Wildlife Service, South Carolina Department of Natural Resources, NOAA

## Category 6: Population

### **Action 1      Compile Census data showing age groups/ethnicity/gender/income statistics for each 10 year Census.**

Purpose: Analyzing Census data will allow the Town to determine if services provided are adequate for the Island's population. It also provides an opportunity to determine if additional services for under-served portions of the population, such as the elderly or disabled, are needed.

Measurable Indicators: Monitor the 3-5 year American Community Survey data for unforeseen or unanticipated population or demographic changes; identify levels of service based upon population; monitor monthly visitor statistics provided to the Town by the Hilton Head Island-Bluffton Chamber of Commerce

Status: The Town participates in the U.S. Census Bureau Decennial Census. The last Census was administered in 2010.

Lead and Partners: Grants Administrator, U.S. Census Bureau

## Category 7: Housing

### **Action 1      Identify methods to support construction of new moderate income housing by 2024.**

Purpose: The majority of people that work on Hilton Head Island live off-Island and must commute daily. Availability of moderate income housing on the Island would alleviate traffic on roads and reduce carbon emissions.

Measurable Indicators: Number of acres used for moderate income housing, number of moderate income units on the Island

Status: The 2010 Comprehensive Plan encourages residential developers to construct moderate-income housing options. Town Council approves the annual fair housing resolution proclaiming April Fair Housing Month in the Town.

Lead and Partners: Grants Administrator, Town LMO Official, local developers

## Category 8: Volunteerism and Civic Engagement

### **Action 1 Encourage the tourism industry on the Island to offer visitors a chance to mitigate their travel carbon footprint.**

Purpose: Offering visitors a chance to mitigate their travel carbon footprint advances the sustainability goals of the Town and many accommodations businesses, as well as attracting a group of visitors that otherwise might not visit the Island. It also allows for the accomplishment of many projects (such as beach plantings, sand fencing, marsh clean ups, etc.) that benefit residents, visitors and the environment that might otherwise go undone. It fosters a sense of ownership in visitors that will keep them returning as good stewards of the Island.

Measurable Indicators: Number of businesses offering carbon mitigation, number of visitors participating, number of hours donated, number and types of projects accomplished

Status: Staff has worked with several businesses on the Island, one of which now coordinates a twice a year cleanup of Broad Creek, using visitor and resident volunteers.

Lead and Partners: Various visitor-based businesses, Sustainable Practices Coordinator

### **Action 2 Work with various groups to encourage volunteerism and foster a greater sense of community.**

Purpose: Resident groups that volunteer get to know their neighbors and share ownership of the community. Volunteer groups become good stewards whose efforts benefit everyone in the community.

Measurable Indicators: Counts of number and type of selected volunteer groups and number of individual volunteers, number of hours donated, number and types of projects accomplished.

Status: Hilton Head Island is home to numerous volunteer organizations which dedicate many hours to community services, such as Volunteers in Medicine, Deep Well and Hilton Head Humane Association. For example the Town currently works with the Hilton Head Island Council of Garden Clubs and the Master Gardeners group to maintain and improve the Town's Xeriscape Garden, which is open to the public and encourages the use of native plants and the grouping of like-demand plants for water conservation. These groups have also installed name plates for the plants in the garden, so that visitors can become familiar with native plants.

Lead and Partners: Volunteer groups, Sustainable Practices Coordinator

**Action 3      Make official Town Proclamation for Earth Day.**

Purpose: To create greater local awareness of sustainable activities/initiatives conducted by the Town and encourage residents and visitors to live greener lives.

Measurable Indicators: Number of Earth Day events offered on the Island, number of people attending these events

Status: This Proclamation does not yet exist.

Lead and Partners: Sustainable Practices Coordinator, Grants Administrator

## Category 9: Recreation

**Action 1      Promote outdoor recreational activities which contribute to healthy lifestyle habits of good nutrition, good physical health and good mental health.**

Purpose: Creating outdoor activity venues and encouraging use leads to better overall quality of life for residents, which in turn reduces medical care costs.

Measurable Indicators: Number of active parks, number of activities available at all parks, usage of active fields (baseball and soccer fields, tennis courts), number of miles of pathways Status: The Town owns approximately 1,300 acres of land, and has built numerous active and passive parks with facilities such as playgrounds, multi-use pathways, baseball diamonds, soccer fields, tennis courts and beach parks. A rowing and sailing center is scheduled for construction in 2014. In addition to Town owned and maintained recreational facilities, there are 21 golf courses and numerous tennis courts, and beach and water access points as well as water-oriented recreational activities that are privately owned. Town staff will continue to collaborate with the Island Recreation Association to communicate recreational opportunities to residents and visitors via the Town and Island Recreation Center websites.

Lead and Partners: Grants Administrator, Island Recreation Association, Facilities Division

## **Action 2 Provide walkable access to Parks and Beaches.**

Purpose: The option of being able to walk to parks and beaches increases healthy lifestyle habits and decreases automobile trips. On average a walkable distance can be defined as a quarter mile walked within ten minutes.

Measurable Indicators: Number of walkable beach access points and parks, average distance from nearest residences

Status: The Town currently has eight public beach access points, many of which serve adjacent neighborhoods. The majority of Town parks can be reached by walking from nearby residences or by using existing pathways. Chaplin Linear Park, which will connect Shelter Cove Community Park with Chaplin Park, is currently under design. The Town also has neighborhood beach access points (107) and private beach access points (59) as defined by the Beach Management Plan.

Lead and Partners: Urban Designer

## Category 10: Governance

### **Action 1      Increase energy efficiency in all Town buildings by 10% by 2019.**

Purpose: In order for the Town to continue to improve its efforts to conserve resources and save funds, opportunities should be identified to make improvements in operations. The Town should also advertise successes in these endeavors in order to “lead by example”.

Measurable Indicators: Track water, electricity and alternate energy use at Town Hall and other Town buildings

Status: Palmetto Electric did an energy audit of Town Hall in 2013 and offered useful suggestions on improving energy conservation. In the recent Town Hall conference room renovations, energy efficient ballast/lighting was used and installation of motion sensor lighting in two Town Hall departments and at several Town fire stations was completed. Fire Station 6 is scheduled to have a solar panel installed to assist with heating water supplies and installation of a dual gas/electric HVAC system will improve efforts to conserve resources and save funds. Town Hall has been insulated with spray foam and is scheduled for HVAC duct sweeping in the fiscal year 2015 Town Hall remodel capital improvement project. If approved in the fiscal year 2015 budget, installation of an HVAC thermostat lock-out system at Town Hall will begin.

Lead and Partners: Sustainable Practices Coordinator, Facilities Manager

### **Action 2      Improve indoor air quality in all Town buildings by 2019.**

Purpose: As a species, humans are spending more and more time indoors, creating exposure to chemicals used in paint, carpets, upholstery and cleaning products for longer periods of time, which may result in adverse health effects. Reducing chemicals used in Town offices will result in a healthier environment for Town employees and visitors.

Measurable Indicators: Track efforts to buy greener cleaning products, furniture, carpets, vehicles, etc.; develop recommendation(s) for procurement process to purchase greener products

Status: The Town's Facilities Department has made strides in using greener cleaning materials, low VOC paints and carpet adhesives and less pesticides.

Lead and Partners: Facilities Manager, Director of Administrative Services, Sustainable Practices Coordinator

## Category 11: Open Space and Land Use

### **Action 1      Perform annual land use map update.**

Purpose: The Town's Land Use Map shows how land use changes over time. Monitoring these changes help to determine if any proposed uses are incompatible with natural features such as tidal creeks.

Measurable Indicators: Change in acreage of open space, change in percent vacant land

Status: This update is performed annually in mid-January.

Lead and Partners: Grants Administrator, GIS staff

## Category 12: Planning, Zoning, Building and Development

### **Action 1      Work sustainable initiatives into new ordinances by 2019.**

Purpose: The Town has long been known for its environmental stewardship; the next step in the Town's evolution is to maintain and enhance this stewardship from social, economic and environmental perspectives.

Measurable Indicators: Number of new or amended Ordinances that contain sustainable goals

Status: The current Comprehensive Plan includes information on why sustainability is important and recommendations on changes to Town Ordinances to become more sustainable. The Land Management Ordinance, which carries out the recommendations of the Comprehensive Plan, is currently being rewritten.

Lead and Partners: LMO Official, Sustainable Practices Coordinator, Planning staff, Building Codes, Stormwater Division

## Category 13: Public Safety and Emergency Management

### **Action 1 Provide the highest level of Fire and Rescue and Emergency Management services to Island residents and visitors.**

Purpose: Hilton Head Island is a top destination for visitors. Because of this, during peak season, Island population swells to many times its off-season size. The Town's fire and rescue and emergency management departments must be prepared to handle this increase, and do it in a manner that satisfies residents and keeps visitors interested in returning to visit or live.

Measurable Indicators: Number of emergency calls, number of certifications held by Fire and Rescue and Emergency Management staff, average response time

Status: Call records and department data are maintained by the Fire & Rescue division.

Lead and Partners: Deputy Fire Chief, Battalion Chief of Planning

## Category 14: Resource Use/Conservation

### **Action 1      Reduce the Town's environmental impact by using sustainable design, construction, operation and maintenance of Town facilities and assets.**

Purpose: The Town should serve in a leadership role to set an example for businesses and residents in these areas as a method of education and leadership.

Measurable Indicators: Number of reams of copy paper used by Town Departments, number of tons of recycled electronics and household hazardous waste collected, number of Christmas trees recycled

Status: In the last three years, the Town has begun accepting electronic submissions for permit applications, which has greatly reduced the amount of paper generated and used. All plan documents, as well as Ordinances, are now available electronically and are no longer sent out in hard copy except under special circumstances. This has decreased use of paper for copying and printing. The Town provides receptacles for recycling along the 12 miles of beach and at all Town owned parks and Town Hall. When the full life-cycle of toilets and hand dryers at Town owned buildings have reached their maximum level, they are replaced with energy efficient models. When appropriate during building and/or rehabilitation projects, old construction materials are recycled. The current construction of Fire Station 6 will result in the building being LEED compliant at the silver level. An energy audit of Town Hall by Palmetto Electric offered additional suggestions, several of which had already been done, as mentioned above. As a matter of practice Town staff intends to examine a future purchasing policy to further encourage use of green products, including recycled and/or reusable items.

Lead and Partners: Facilities Manager, various businesses, Sustainable Practices Coordinator



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA-CM, *Town Manager*  
**VIA:** Charles Cousins, *Director of Community Development*  
**VIA:** Shawn Colin, *Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**DATE:** April 1, 2015  
**SUBJECT:** HUD/CDBG Entitlement Program Consolidated Plan

---

### **Recommendation:**

Staff requests approval by resolution of the attached Consolidated Plan for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program. On March 18, 2015 the Planning Commission recommended approval by resolution of the attached consolidated plan. On March 23, 2015 the Public Facilities Committee recommended approval of the attached consolidated plan by resolution for submittal to HUD and that Town Council consider future projects or programs eligible for funding through the CDBG Entitlement Program which may coincide with Town Council priorities.

### **Summary:**

In June 2014 Town staff was notified by the South Carolina office of HUD of the Town's eligibility status to participate in the CDBG Entitlement Program for federal fiscal year 2015. Eligibility in the program is a result of an increase in Town population based on Census data. The Town will receive \$202,347 for federal fiscal year 2015 directly from HUD to benefit low-to-moderate income (LMI) households. There is no local match requirement and the annual allocation can fluctuate each year depending on HUD calculations. A full five-year consolidated plan and one-year action plan must be submitted by May 15, 2015 and accepted by HUD prior to execution of a CDBG Entitlement Program grant agreement. If approved, program funds would be available effective as early as July 1, 2015.

### **Background:**

Projects eligible for CDBG funding include but are not limited to: acquisition; public facilities & improvements; clearance & remediation; and public services. The projects do not have to go through a competitive selection process but they must be listed in the program-required five year consolidated plan. To meet minimum HUD requirements the consolidated plan should address community resources and include a housing market analysis, a housing needs assessment, a homeless needs assessment, housing activities, non-housing community development activities, goals & objectives, a citizen participation plan and an annual action plan, which must list the projects intended to be constructed with CDBG funds. Requirements for development of the consolidated plan include:

- Conduct a needs assessment public hearing.
- Draft a five year consolidated plan identifying HUD eligible projects in LMI areas.
- Conduct a 30 day public comment period for the draft consolidated plan.

To meet these requirements the Town held a needs assessment public hearing on November 13, 2014, results of which included many potential eligible activities. The draft plan was completed using the required format in the HUD developed eCon Planning Suite software program, with a recommendation to focus on dirt road paving projects. The 30 day public comment period began February 16, 2015 and comments were accepted through March 18, 2015. All public comments received were in support of the consolidated plan and have been reviewed for common and recurring themes. Public comments received during the comment period and a summary of the comments have been placed in the appendix section of the draft of the consolidated plan.

The consolidated plan was presented at the March 18<sup>th</sup> Planning Commission meeting. The Commission recommended approval by resolution of the attached consolidated plan. The Planning Commission also requested the execution team to work with the Public Service District on the coordination of sewers, where possible. An additional Planning Commission comment was to recommend coordinating any other utility construction projects with dirt road paving projects listed in the plan in order to maximize construction efforts within project areas.

The Consolidated Plan was presented at the March 23<sup>rd</sup> Public Facilities Committee meeting. The Committee recommended approval of the attached consolidated plan by resolution for submittal to HUD and that Town Council consider future projects or programs eligible for funding through the CDBG Entitlement Program which may coincide with Town Council priorities. Approval of the consolidated plan at the April 21<sup>st</sup> Town Council meeting will allow the plan to be submitted by the May 15, 2015 HUD deadline.

Upon submission of the consolidated plan, HUD has 45 days to review the plan. HUD may accept or recommend revisions to the plan. When the plan is ultimately accepted, a grant agreement between HUD and the Town will be executed and funds would be available effective as early as July 1, 2015.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO APPROVE THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM FIVE-YEAR CONSOLIDATED PLAN (2015-2019) AND THE ANNUAL ACTION PLAN FOR PROGRAM YEAR 2015**

**WHEREAS**, in June 2014 the Town of Hilton Head Island became eligible to participate in the Community Development Block Grant (CDBG) Entitlement Community Program based on 2010 US Census data and accepted CDBG Entitlement status under the terms of the United States Department of Housing and Urban Development (HUD); and

**WHEREAS**, as an entitlement community, the Town must prepare and submit a Five-Year Consolidated Plan which details goals and objectives to be implemented to address community needs in low-and-moderate income areas within the Town's jurisdiction; and

**WHEREAS**, as an element of the Consolidated Plan, the Town must prepare and submit an Annual Action Plan detailing activities to be undertaken during the first program year to address goals and objectives outlined in the Consolidated Plan; and

**WHEREAS**, for Federal Fiscal Year 2015 the Town anticipates receiving a CDBG award totaling \$202,347 to carry out activities that meet one of three National Objectives, as described by HUD; and

**WHEREAS**, the Consolidated Plan is compatible with the adopted Town of Hilton Head Island Comprehensive Plan; and

**WHEREAS**, the Town has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the 2015-2019 Consolidated Plan and the 2015 Annual Action Plan; and

**WHEREAS**, a needs assessment public hearing and 30 day public comment period for the Consolidated Plan were conducted for citizen input and review; and

**WHEREAS**, the Town Manager is authorized to submit these plans to the United States Department of Housing and Urban Development for their review and acceptance;

**NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** The Community Development Block Grant Entitlement Program Five-Year Consolidated Plan (2015-2019) and the 2015 Annual Action Plan, as submitted in the attachment to this resolution be approved and submitted to the United States Department of Housing and Urban Development.

**MOVED, APPROVED, AND ADOPTED ON THIS 21<sup>ST</sup> DAY OF APRIL, 2015.**

\_\_\_\_\_  
David Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gregory M. Alford, Town Attorney

Introduced by Council Member: \_\_\_\_\_

# Town of Hilton Head Island

2015 – 2019

## Consolidated Plan

For the  
U.S. Department of Housing and Urban Development  
Community Development Block Grant Program



~DRAFT~

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## **Executive Summary**

### **ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The purpose of the Town of Hilton Head Island's Five Year 2015 – 2019 Consolidated Plan is to preserve and revitalize primarily low and moderate income neighborhoods to enhance quality of life for Hilton Head Island residents and address priority community public services, community development, economic development, and redevelopment needs within applicable local, state, and federal statutes and regulations. The plan outlines the priorities by which the Town of Hilton Head Island's Community Development Block Grant (CDBG) program funds will be invested over the next five years to achieve specific U.S. Department of Housing and Urban Development (HUD) objectives.

## **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

The Town's goals for the 2015-2019 period will focus on neighborhood revitalization efforts, providing upgrades to existing unpaved roads.

## **3. Evaluation of past performance**

Fiscal year 2015 is the first year the Town of Hilton Head Island will participate in the HUD CDBG Entitlement Program, therefore no past experience is available for evaluation. However, the Town of Hilton Head Island received and administered two South Carolina Department of Commerce CDBG program grants in 2000 and 2006, respectively. These grants were closed-out in accordance with all program requirements. It is intended each year the Town of Hilton Head Island will report its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER will be submitted in compliance with program deadlines.

## **4. Summary of citizen participation process and consultation process**

The Town of Hilton Head Island conducted a needs assessment public hearing on November 13, 2014 to solicit input from the community. Four public notices were published in the local newspaper, The Island Packet, during the two weeks preceding the public hearing. In addition to the published notices public hearing notices were posted at Hilton Head Island Town Hall and on the Town of Hilton Head website. Personal letters of invitation to the needs assessment public hearing were mailed to 24 community leaders and organizations which assist low and moderate income clientele two weeks prior to the hearing. This meeting is summarized in the Citizen Participation Section of this plan.

A draft Consolidated Plan is scheduled to be released to the public on February 16, 2015 for a 30 day public comment period. During this public comment period the Town of Hilton Head Island anticipates scheduling a minimum of one public hearing where comments on the draft

Consolidated Plan will be accepted. A final public hearing is anticipated to be scheduled at the April 21, 2015 Town Council meeting.

**5. Summary of public comments**

During the November 13, 2014 Needs Assessment Public meeting the following Community needs were identified & ranked in order of community importance:

1. Affordable Housing
2. Ward 1 Water & Sewer connection loan program
3. Facility for legal assistance with heirs property
4. Water infrastructure
5. Paving local neighborhood roads
6. Sewer infrastructure and connections
7. Coordination with Project SAFE for water & sewer connections
8. Housing rehabilitation
9. Drainage improvements
10. Chaplin community center

**6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments are taken into consideration in preparing the Consolidated Plan. The Town of Hilton Head Island reviews all comments for common and recurring themes to help establish priorities and goals.

**7. Summary**

The Town of Hilton Head Island Five-Year Consolidated Plan identifies needs for a suitable living environment for primarily low and moderate income persons and outlines a comprehensive and coordinated strategy for implementation of programs. The Town will use CDBG program funds to leverage other public investment to address the Town's priority goals.

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

**1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Town of Hilton Head Island, SC	Community Development Department

**Table 1 – Responsible Agencies**

#### Narrative

The Town of Hilton Head Island incorporated as a municipality in 1983 and has a Council-Manager form of government. The Town of Hilton Head Island is comprised of an administrative/legal division, administrative services, community development, executive, finance, fire & rescue, human resources, municipal court, and public projects & facilities departments.

The Town of Hilton Head Island community development department will be the lead department for the preparation, submission, and administration of this Consolidated Plan. Town staff has been an integral part of development of the Consolidated Plan by assessing the Community Development Block Grant Program, reviewing materials, regulations and documentation on the Consolidated Plan process. The Town Manager, Town Director of Community Development and Town Director of Public Projects and Facilities will oversee the preparation and administration of the Consolidated Plan.

#### Consolidated Plan Public Contact Information

Town of Hilton Head Island Community Development Department  
1 Town Center Court  
Hilton Head Island, SC 29928  
Telephone: (843) 341-4689  
FAX: (843) 842-8908  
Email: marcyb@hiltonheadislandsc.gov

## **PR-10 Consultation - 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The Town of Hilton Head Island conducted consultation with citizens, non-profit agencies, the Beaufort public housing agency, governmental agencies and the Lowcountry Homeless Coalition which serves as the area Continuum of Care.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The Beaufort Housing Authority services all of Beaufort County, South Carolina, including the Town of Hilton Head Island. Within the jurisdiction of the Town of Hilton Head Island the Beaufort Housing Authority operates one public housing apartment facility containing 80 units which provide housing to 190 family members.

The Town of Hilton Head Island participates in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town. The next point-in-time count is scheduled for late January 2015 and attempts will be made to gather homeless data for the Town of Hilton Head Island.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

The Town of Hilton Head Island Consolidated Plan intends to use U.S. Department of Housing and Urban Development (HUD) resources to fund only Community Development Block Grant program projects and will not fund Emergency Solutions Grants (ESG) program projects; therefore no consultation related to the allocation of ESG funds was conducted.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

<b>Agency/Group/Organization Name</b>	<b>Agency/Group/Organization Type</b>	<b>Consolidated Plan Section Consulted</b>	<b>How Consulted?</b>
Pete Nardi	Hilton Head Public Service District	All	Needs Assessment Public Hearing
John Geisler	Hilton Head Public Service District	All	Needs Assessment Public Hearing
Dorothy Law	Chaplin, Marshland, Gardner Property Owners Association	All	Needs Assessment Public Hearing
Thomas C. Barnwell, Jr.	Citizen	All	Needs Assessment Public Hearing
James Fisher	Citizen	All	Needs Assessment Public Hearing
Ronald Stewart	Citizen	All	Needs Assessment Public Hearing
Pat Wirth	Hilton Head Regional Habitat for Humanity	All	Needs Assessment Public Hearing
Geralyn Keating	Hilton Head Regional Habitat for Humanity	All	Needs Assessment Public Hearing
Herbert Fort	Citizen	All	Needs Assessment Public Hearing
Betsy Doughtie	Deep Well Project	All	Needs Assessment Public Hearing
Jessie Ramirez	Citizen	All	Needs Assessment Public Hearing
Allyn Schneider	Citizen	All	Needs Assessment Public Hearing
George Paletta	Citizen	All	Needs Assessment Public Hearing
Larry M. Sanders	Hilton Head Regional Habitat for Humanity	All	Needs Assessment Public Hearing
C. Grant Cully	Citizen	All	Needs Assessment Public Hearing
Francine Baer	Citizen	All	Needs Assessment Public Hearing
Susan Murphy	Citizen	All	Needs Assessment Public Hearing
Don Kirkman	Town of Hilton Head Island Economic Development Corp.	All	Needs Assessment Public Hearing
Lynn Nordenbeg	Citizen	All	Needs Assessment Public Hearing
Ruby Machi	Citizen	All	Needs Assessment Public Hearing
Veronica Miller	Stoney, Squire Pope Property Owners Association	All	Needs Assessment Public Hearing

Louis Rivers	Baygall Property Owners Association	All	Needs Assessment Public Hearing
Lester Dotson	Citizen	All	Needs Assessment Public Hearing
Chester Williams	Citizen	All	Needs Assessment Public Hearing
Anthony Haro	LowCountry Homeless Coalition	Homeless Needs	Telephone and Email Correspondence
Fred Leyda	Beaufort County Human Services Alliance	Housing Needs	Telephone and Email Correspondence
Angela Childers	Beaufort Housing Authority	Housing Needs	Telephone and Email Correspondence
Ginnie Kozak	Lowcountry Council of Governments	All	Telephone and Email Correspondence
Judy Hinman	Family Promise of Beaufort County	Homeless Needs	Telephone and Email Correspondence

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

Efforts were made to consult as broadly as possible with community stakeholders. No particular agency types were excluded from participation. Those that did not participate did so of their own volition.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Town of Hilton Head Island Comprehensive Plan	Town of Hilton Head Island	Developed Consolidated Plan goals in conjunction with elements of the Town of Hilton Head Island Comprehensive Plan

**Table 3 – Other local / regional / federal planning efforts**

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))**

**Narrative (optional):**

When necessary the Town of Hilton Head Island will establish collaborative efforts and partnerships with state and local government entities such as Beaufort County, the Lowcountry Council of Governments and various State of South Carolina offices to ensure complete implementation of the Consolidated Plan.

## **PR-15 Citizen Participation**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The Town of Hilton Head Island conducted a needs assessment public hearing on November 13, 2014 to solicit input from the community on housing, homeless and community development needs. Four public notices were published in the local newspaper, The Island Packet, during the two weeks preceding the public hearing. In addition to the published notices public hearing notices were posted at Hilton Head Island Town Hall and on the Town of Hilton Head website. Personal letters of invitation to the needs assessment public hearing were mailed to 24 community leaders and organizations which assist low and moderate income clientele two weeks prior to the hearing. A presentation was given including the purpose of the community needs assessment and a description of the Community Development Block Grant program was explained. Public comments were taken and attendees were asked to list community needs. Each meeting attendee selected the needs identified by the group which they believe most important to the community.

A draft Consolidated Plan was released to the public on February 16, 2015 for a 30 day public comment period. During this public comment period the Town of Hilton Head Island held a public hearing on February 16, 2015 to accept public comments on the draft Consolidated Plan. A final public hearing is scheduled to be held at the April 21, 2015 Town Council meeting.

<b>Citizen Participation Outreach</b>						
<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (If applicable)</b>
1	Public Meeting	Non-targeted	24 Meeting Attendees	Community needs identified & ranked in order of community importance: 1. Affordable Housing 2. Ward 1 Water & Sewer connection loan program 3. Facility for legal assistance with heirs property 4. Water infrastructure 5. Paving local neighborhood roads 6. Sewer infrastructure and connections 7. Coordination with Project SAFE for water & sewer connections 8. Housing rehabilitation 9. Drainage improvements 10. Chaplin community center	All Comments Accepted	

**Table 4 – Citizen Participation Outreach**

## **Needs Assessment**

### **NA-05 Overview**

#### **Needs Assessment Overview**

The Town of Hilton Head Island used the 2010 Census, the American Community default needs assessment data, comments received during the public hearings and the consultation process to determine the priority needs for the 2015-2019 Consolidated Plan. The assessment utilized HUD's eCon Planning Suite within the Integrated Disbursement and Information System (IDIS). The eCon Planning Suite pre-populates the most current housing and economic data available to assist jurisdictions in identifying funding priorities in the Consolidated Plan and Annual Action Plan.

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

The population estimates in the following table reflect the population, households, and median income for the residents of the Town of Hilton Head Island. According to the 2010 Census the Town of Hilton Head Island included 37,099 residents and 16,535 households. The data reflects an increase in population, households and median income.

Demographics	Base Year: 2000	Most Recent Year: 2010	% Change
Population	33,863	37,099	9.5%
Households	14,408	16,535	14.8%
Median Income	\$60,438	\$69,772	15.4%

**Table 5 - Housing Needs Assessment Demographics**

Data Source: 2000 Census (Base Year), 2010 Census, and 2009-2013 American Community Survey

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	1,070	1,335	2,355	1,120	11,225
Small Family Households *	230	330	515	210	3,725
Large Family Households *	50	110	140	60	425
Household contains at least one person 62-74 years of age	280	260	560	305	3,725
Household contains at least one person age 75 or older	185	280	580	285	2,205
Households with one or more children 6 years old or younger *	95	75	280	75	670
* the highest income category for these family types is >80% HAMFI					

**Table 6 - Total Households Table**

Data Source: 2007-2011 CHAS

## Housing Needs Summary Tables

### 1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	20	30	80	45	175	0	0	0	15	15
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	55	0	55	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	0	35	25	20	80	0	4	15	20	39
Housing cost burden greater than 50% of income (and none of the above problems)	250	210	145	65	670	485	450	510	145	1,590
Housing cost burden greater than 30% of income (and none of the above problems)	25	225	360	75	685	75	170	290	205	740

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	80	0	0	0	80	95	0	0	0	95

**Table 7 – Housing Problems Table**

Data 2007-2011 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	270	275	310	130	985	485	460	525	175	1,645
Having none of four housing problems	65	255	575	255	1,150	75	345	945	560	1,925
Household has negative income, but none of the other housing problems	80	0	0	0	80	95	0	0	0	95

**Table 8 – Housing Problems 2**

Data 2007-2011 CHAS  
Source:

### 3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	105	135	185	425	95	165	145	405
Large Related	40	45	0	85	10	70	39	119
Elderly	49	145	164	358	365	245	565	1,175
Other	100	180	265	545	90	155	55	300
Total need by income	294	505	614	1,413	560	635	804	1,999

**Table 9 – Cost Burden > 30%**

Data 2007-2011 CHAS  
Source:

### 4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	85	65	50	200	50	135	105	290
Large Related	40	15	0	55	10	50	4	64
Elderly	45	130	85	260	335	165	350	850
Other	100	50	45	195	90	115	55	260
Total need by income	270	260	180	710	485	465	514	1,464

**Table 10 – Cost Burden > 50%**

Data 2007-2011 CHAS  
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	20	35	25	20	100	0	4	15	10	29
Multiple, unrelated family households	0	0	15	0	15	0	0	0	10	10
Other, non-family households	0	0	40	0	40	0	0	0	0	0
Total need by income	20	35	80	20	155	0	4	15	20	39

Table 11 – Crowding Information – 1/2

Data 2007-2011 CHAS  
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present								

Table 12 – Crowding Information – 2/2

**Describe the number and type of single person households in need of housing assistance.**

The 2010 Census data for Hilton Head Island indicates there are a total of 5,835 non-family households. Non-family households are defined as households consisting of people living alone and households which do not have any members related to the householder. Of the total number of non-family households 1,724 are listed with a male householder living alone and 2,957 are listed with a female householder living alone. A source of data estimating the need for assistance from single-family households is not available for the Town of Hilton Head Island.

**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

According to the 2011-2013 American Community Survey there is an estimated 1,816 persons having disabled status, this figure represents 8.9% of the total population. The Town of Hilton Head Island does not have data available to estimate the number of persons or households of

victims of domestic violence, dating violence, sexual assault and stalking who may need housing assistance.

### **What are the most common housing problems?**

The most common housing problem in the Town of Hilton Head Island is cost burden. Data indicates the highest number of renter and owner households earning between 50% and 80% of the area median income pay more than 30% of their incomes in housing costs. According to 2007 – 2011 CHAS data 614 renter households and 804 owner households in the 50% to 80% area median income range pay more than 30% of their income in housing costs. The same data reflects 270 renter households in the zero to 30% area median income range pay more than 50% of their incomes in housing costs and 514 owner households in the 50% to 80% area median income range pay more than 50% of their incomes in housing costs.

### **Are any populations/household types more affected than others by these problems?**

According to 2007 – 2011 CHAS data the owner households in the 50% to 80% area median income range are likely to have the greatest cost of burden housing problem.

### **Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

Persons with the imminent risk of residing in shelters or becoming unsheltered characteristically have a combination of financial factors which create the risk, such as lack of a living wage job, rent in excess of 30% of their income, and high child care, medical or transportation costs. Coupled with these factors additional issues may include family conflicts, domestic violence, doubled-up living arrangements with family members, recent crisis, housing with code or safety violations, family members with disabilities, criminal histories, history of mental health or chemical dependency, difficulty navigating access to public benefits or community based services and prior experience with homelessness.

There are no homeless shelters located within the jurisdiction of the Town of Hilton Head Island and no homeless population count data available from the Lowcountry Homeless Coalition, the regional Continuum of Care servicing the Town. There is the non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, which is a coalition of Beaufort County churches assisting homeless families through a 60-90 day program. The program provides evening accommodations for program participants at host churches and daytime transportation to school for children and educational programs for parents.

The Town of Hilton Head Island does not participate in rapid re-housing assistance programs and consequently data pertaining to this need is not available.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

The Town of Hilton Head Island does not have a methodology to create estimates of at-risk populations.

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

A characteristic linked with instability and increased risk of homelessness is a lack of affordable housing for lower income households. The typical measure of housing affordability is if households are paying more than 30% of their gross income on rent. According to the 2009 – 2013 American Community Survey data, 50% of renters paid more than 30% of their income on housing. The affordable housing matter is also illustrated with the 2009 – 2013 American Community Survey data showing 12% of rental housing payments are less than \$750 per month.

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

A disproportionately greater number of housing problems is defined when a member of a racial or ethnic group at a given income level experiences housing problems at a rate greater than 10% of the income level as a whole. The data summarizes each minority group experiencing any of four housing problems which include lacking complete kitchen facilities, lacking complete plumbing facilities, more than one person per room, and cost burden greater than 30%.

According to the 2010 U.S. Census the total population of the Town of Hilton Head Island is 37,099. The population composition is as follows: 30,751 persons (82.9%) are White, 2,766 persons (7.5%) are Black or African American, 57 persons (0.2%) are American Indian and Alaska Native, 339 persons (0.9%) are Asian, 22 persons (0.1%) are Native Hawaiian and Other Pacific Islander, 2,713 persons (7.3%) are Some Other Race and 451 persons (1.2%) are Two or More Races.

### 0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	985	30	145
White	715	15	75
Black / African American	170	15	70
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	100	0	0

**Table 13 - Disproportionally Greater Need 0 - 30% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**30%-50% of Area Median Income**

<b>Housing Problems</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	1,080	300	0
White	660	180	0
Black / African American	200	85	0
Asian	25	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	170	35	0

**Table 14 - Disproportionally Greater Need 30 - 50% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**50%-80% of Area Median Income**

<b>Housing Problems</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	1,350	890	0
White	1,075	580	0
Black / African American	125	180	0
Asian	10	10	0
American Indian, Alaska Native	0	10	0
Pacific Islander	0	0	0
Hispanic	120	105	0

**Table 15 - Disproportionally Greater Need 50 - 80% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**80%-100% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	625	460	0
White	505	280	0
Black / African American	35	30	0
Asian	0	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	85	120	0

**Table 16 - Disproportionally Greater Need 80 - 100% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**Discussion:**

The disparate impact analysis for housing problems determined White and Black/African American populations had percentages at least equal to or greater than 10% higher than the jurisdiction as a whole. Low income households had the highest frequency of housing problems across all racial groups.

The housing assessment determined the cost burdens at 30% and 50% of housing costs were the overwhelming problem among the four housing problems. At the 50% to 80% area median income range cost burden greater than 30% and cost burden greater than 50% were the most significant problem among household owners. At the 50% to 80% area median income range the cost burden greater than 30% was most significant for household renters.

## NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205

### (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

#### Introduction

A disproportionate greater number of severe housing problems is defined when a member of a racial or ethnic group at an income level experiences housing problems at a rate greater than 10% of the income level as a whole. According to the 2010 U.S. Census the total population of the Town of Hilton Head Island is 37,099. The population composition is as follows: 30,751 persons (82.9%) are White, 2,766 persons (7.5%) are Black or African American, 57 persons (0.2%) are American Indian and Alaska Native, 339 persons (0.9%) are Asian, 22 persons (0.1%) are Native Hawaiian and Other Pacific Islander, 2,713 persons (7.3%) are Some Other Race and 451 persons (1.2%) are Two or More Races. The total Hispanic population of the Town of Hilton Head Island is comprised of 5,861 persons, which is 15.8% of the total Town population. It should be noted in Census data Hispanic is considered an ethnicity and not a race, for example, the race of a person may be White and their ethnicity Hispanic, or their race may be Black or African American and their ethnicity Hispanic.

Severe housing problems indicate the physical condition or lack of necessary living standards per household. The Comprehensive Housing Affordability Strategy (CHAS) data summarizes each minority group experiencing any of four severe housing problems which include lacking complete kitchen facilities, lacking complete plumbing facilities, more than one person per room, and cost burden greater than 50%.

#### 0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	890	130	145
White	685	45	75
Black / African American	105	75	70
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	100	0	0

**Table 17 – Severe Housing Problems 0 - 30% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	605	770	0
White	450	390	0
Black / African American	25	260	0
Asian	25	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	110	100	0

**Table 18 – Severe Housing Problems 30 - 50% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	805	1,435	0
White	650	1,005	0
Black / African American	65	245	0
Asian	10	10	0
American Indian, Alaska Native	0	10	0
Pacific Islander	0	0	0
Hispanic	65	165	0

**Table 19 – Severe Housing Problems 50 - 80% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

### 80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	245	840	0
White	160	620	0
Black / African American	0	65	0
Asian	0	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	85	120	0

**Table 20 – Severe Housing Problems 80 - 100% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

### Discussion:

Although severe housing problems were less prevalent than non-severe housing problems, the distribution of problems correlated with income levels. Extremely low-income households had the highest frequency of severe housing problems across all racial groups.

## NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction:

A disproportionate greater number of housing cost burdens is defined when a member of a racial or ethnic group at an income level experiences housing problems at a rate greater than 10% of the income level as a whole. According to the 2010 U.S. Census the total population of the Town of Hilton Head Island is 37,099. The population composition is as follows: 30,751 persons (82.9%) are White, 2,766 persons (7.5%) are Black or African American, 57 persons (0.2%) are American Indian and Alaska Native, 339 persons (0.9%) are Asian, 22 persons (0.1%) are Native Hawaiian and Other Pacific Islander, 2,713 persons (7.3%) are Some Other Race and 451 persons (1.2%) are Two or More Races. The total Hispanic population of the Town of Hilton Head Island is comprised of 5,861 persons, which is 15.8% of the total Town population. It should be noted in Census data Hispanic is considered an ethnicity and not a race, for example, the race of a person may be White and their ethnicity Hispanic, or their race may be Black or African American and their ethnicity Hispanic.

The disproportionately greater need of racial or ethnic groups is based on the level of cost burden defined as monthly housing costs exceeding 30% of monthly income. The data below is separated into groups paying under 30% of income for housing, between 30% and 50%, and over 50%. The column labeled “no/negative income” represents households with no income or negative due to self-employment, dividends, and net income rental, these households cannot have an actual cost burden, but may need housing assistance and therefore are counted separately.

### Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	9,025	3,235	2,565	145
White	7,640	2,675	2,165	75
Black / African American	525	375	180	70
Asian	95	0	35	0
American Indian, Alaska Native	10	0	0	0
Pacific Islander	0	0	0	0
Hispanic	700	165	185	0

**Table 21 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2007-2011 CHAS

**Discussion:**

The Town of Hilton Head Island has a total of 16,535 households; overall 35.9% of these households experience a housing cost burden, where 30% or more of their income is spent on housing costs. Based on analysis of the 2007 – 2011 CHAS data 19.4% of households are paying between 30% to 50% of their income on housing costs and 15.5% of households are paying more than 50% of their income on housing costs.

## **NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

**Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

The disproportionately greater need analysis does not necessarily reflect the number of households in need. The analysis does indicate whether a specific racial or ethnic group has a need which is disproportionately greater than all the households in that particular income group. A disproportionately greater need exists when the percentage of households in a category of need who are members of a particular racial or ethnic group is 10% higher than the percentage of households in the category as a whole.

Based on data analysis there is not a disproportionate greater need for any racial or ethnic group in any income level.

**If they have needs not identified above, what are those needs?**

Households experiencing disproportionately greater need may be faced with other needs such as safe affordable rentals located in areas which provide opportunity for employment and access to support services such as transportation, medical care, recreation and child care.

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

To determine the location of minority groups, low and moderate-income areas were identified by Census tracts comprised of a minimum of 51% of low and moderate-income households. According to 2010 Census data, there are three Census tracts in the Town Hilton Head Island with low and moderate-income percentages above 51%. Those Census tracts are: Census tract 105 with a low and moderate-income status of 54.04%; Census tract 108 with a low and moderate-income status of 71.81%; and Census tract 110 with a low and moderate-income status of 59.50%.

Areas of minority concentration have populations of racial or ethnic groups at least 10% greater than the Town as a whole. The highest concentration and number of Hispanic households is in Census tract 108 and the highest concentration and number of Black or African American households is in Census tract 105.

## NA-35 Public Housing – 91.205(b)

### Introduction

The Beaufort Housing Authority services all of Beaufort County, South Carolina, including the Town of Hilton Head Island. Within the jurisdiction of the Town of Hilton Head Island the Beaufort Housing Authority operates one public housing apartment facility containing 80 units which provide housing to 190 family members.

### Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	80	16	0	11	0	0	5

Table 22 - Public Housing by Program Type

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: Beaufort Housing Authority

### Characteristics of Residents

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	0	14,116	13,620	0	13,908	0	0	
Average length of stay	0	0	3.7	5	0	3.8	0	0	
Average Household size	0	0	2.39	2	0	3.1	0	0	
# Homeless at admission	0	0	0	0	0	0	0	0	

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program
# of Elderly Program Participants (>62)	0	0	16	5	0	3	0	0
# of Disabled Families	0	0	20	7	0	2	0	0
# of Families requesting accessibility features	0	0	52	8	0	3	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

**Table 23 – Characteristics of Public Housing Residents by Program Type**

Data Source: Beaufort Housing Authority

### Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	27	1	0	1	0	0	3
Black/African American	0	0	53	15	0	10	0	0	8
Asian	0	0	0	0	0	0	0	0	0
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 24 – Race of Public Housing Residents by Program Type**

Data Source: Beaufort Housing Authority

### Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	10	0	0	0	0	0	0
Not Hispanic	0	0	70	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 25 – Ethnicity of Public Housing Residents by Program Type**

Data Source: Beaufort Housing Authority

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the agency providing public housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units within the Town of Hilton Head Island participating in the voucher program which are scattered throughout the Town. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

The Beaufort Housing Authority has over 900 families in all of Beaufort County on the Public Housing and Section 8 waiting lists and is currently not accepting Section 8 applications. The waiting lists are moving documents and the numbers change on a daily basis. The waiting lists include over 2,105 family members with 1,069 of those being children. The average age of these children is eight. Of the families on the waiting list, 55% are working, 22% are elderly and 9% are disabled. Twenty percent of the families on the waiting list have a disabled family member and 28% of the families have an elderly family member who is not the head of household. Many of the families assisted by the Beaufort Housing Authority care for a disabled family member so that person does not have to be institutionalized. More than 58% of families assisted by the Beaufort Housing Authority request accessibility features.

The Beaufort Housing Authority works with resident services at each of the public housing developments and through this collaboration promote programs and activities for residents. Some of the programs offered include: the Family Self-Sufficiency Program which is a five year homeownership education program, Sandalwood Terrace Resident Council, free budgeting classes, and community garden clubs.

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

The ability to provide a suitable living environment to residents is linked to the ability to provide access to essential services. According to in-house discussion at the Beaufort Housing Authority, the most immediate needs of public housing and Section 8 residents is access to community services, in particular services for the elderly and disabled, including supportive

services for caregivers of disabled individuals. The services are available within the community; however access to these services is not readily available for low-income residents. Obstacles to access of these services include a lack of public transportation and a lack of knowledge of services available to residents.

Affordability is also a need for housing choice voucher residents. In some cases, particularly for very-low and extremely low-income, elderly and disabled persons, even housing assistance may not be sufficient. Elderly residents may be on fixed incomes and some disabled residents may be unable to work or receive minimal income. Housing and utility costs often require substantial deposits fees. Receiving assistance through public housing or the housing choice voucher programs make the cost of living more affordable, yet many families continue to struggle to make ends meet.

### **How do these needs compare to the housing needs of the population at large**

Connecting residents of subsidized housing with supportive services is a challenge for public housing authorities throughout the nation. Many housing authorities or housing agencies struggle to deliver or provide access to services and face the challenge of limited funding to provide services for residents.

## NA-40 Homeless Needs Assessment – 91.205(c)

### Introduction:

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless in the Town of Hilton Head Island. The next point-in-time count is scheduled for late January 2015. According to the Lowcountry Homeless Coalition attempts will be made to gather homeless data for the Town of Hilton Head Island.

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

### Nature and Extent of Homelessness: (Optional)

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South

Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)**

### **Introduction:**

This section will discuss the characteristics and needs of persons in various subpopulations who are not homeless but may require supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with HIV/AIDS and their families, persons with alcohol or drug addiction, victims of domestic violence, and persons with a criminal record and their families.

### **Describe the characteristics of special needs populations in your community:**

Based on American Community Survey 2009-2013 estimates the Town of Hilton Head Island elderly population, 65 years of age or more is 11,988 which is 31.5% of the total population. According to the American Community Survey 2009-2013 estimates 10.8% of the total population are individuals with any disability and 22.3% of the population 65 years and over are individuals with any disability. Data indicates 89.7% of the elderly population is housed in owner-occupied housing units and 10.3% of the elderly population is housed in renter-occupied units. Housing estimates show 57.1% of elderly renters pay 30% or more of their monthly income on housing related expenses, an amount which exceeds HUD's cost burden threshold. Of elderly homeowners, 39% pay more than 30% of their monthly income on housing related expenses.

According to the 2009-2013 American Community Survey data for economic characteristics 17.4% of the total population of the Town of Hilton Head Island has no health insurance coverage and 8.5% of the total population had incomes in the past 12 months below the poverty level. To help address this issue the Volunteers in Medicine organization was established in 1993 to understand and serve the health and wellness needs of the most medically underserved populations and their households living and working in the Town of Hilton Head Island. The Volunteers in Medicine Clinic is staffed with approximately 600 retired volunteer physicians, nurses, dentists, chiropractors, social workers, interpreters, and lay persons. On average the staff at the clinic services approximately 30,000 patients per year. This clinic is the only free medical clinic also offering dental and mental healthcare in southern Beaufort County.

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

The housing and supportive service needs of these populations may include lack of affordable housing and lack of earning a living wage. Some elderly populations may have disability issues and fixed incomes which contributed to the inability to maintain homes which in turn creates

depreciating home values and property decline. Considering these situations these populations may have difficulty meeting additional basic needs such as food, clothing, child care, and transportation and health care costs

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

According to 2013 SC-DHEC HIV/AIDS Data Surveillance Report from January 1 through December 31, 2013 there were 11 new cases of HIV/AIDS diagnosed in Beaufort County. That same report states through December 31, 2013 there are 195 persons living with HIV/AIDS in Beaufort County.

The Access Network was founded in 1987 in response to the growing HIV/AIDS epidemic to serve Beaufort, Colleton, Hampton, and Jasper counties. In the mid1990's the focus of the client services changed from addressing end of life issues to helping those affected by HIV/AIDS live with the disease. The Access Network offers assistance with long term medical care, free confidential HIV testing and counseling, group and individual support programs, education and prevention, and nutrition programs.

## **NA-50 Non-Housing Community Development Needs – 91.215 (f)**

### **Describe the jurisdiction's need for Public Facilities:**

Public facility needs in the Town of Hilton Head Island include but are not limited to parks and recreational facilities, neighborhood or community facilities, and facilities for persons with special needs. Community Development Block Grant funds may be used for such facilities when they are located in areas of eligible populations.

### **How were these needs determined?**

Public facility needs were prioritized based on input obtained through a needs assessment hearing conducted November 13, 2014 by the Town of Hilton Head Island. Four public notices were published in the local newspaper, The Island Packet, during the two weeks preceding the public hearing. In addition to the published notices public hearing notices were posted at Hilton Head Island Town Hall and on the Town of Hilton Head website. Personal letters of invitation to the needs assessment public hearing were mailed to 24 community leaders and organizations which assist low and moderate income clientele two weeks prior to the hearing.

### **Describe the jurisdiction's need for Public Improvements:**

Public improvement needs in the Town of Hilton Head Island include but are not limited to water and sewer installations or improvements, housing rehabilitation, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads. Community Development Block Grant funds may be used for such improvements when done in areas of eligible populations.

### **How were these needs determined?**

Public improvement needs were determined through comments received during the needs assessment hearing conducted November 13, 2014 by the Town of Hilton Head Island. In addition to public comments received a staff review of the Capital Improvement Program was conducted in association with the prioritized needs determined at the needs assessment hearing.

### **Describe the jurisdiction's need for Public Services:**

Public service needs in the Town of Hilton Head Island include but are not limited to water and sewer connection loan program, coordination with Project SAFE for water and sewer connections, and legal services pertaining to heirs property.

**How were these needs determined?**

Public service needs were discussed and comments received at the needs assessment hearing conducted November 13, 2014 by the Town of Hilton Head Island. Needs were prioritized based on participant input at the needs assessment hearing.

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:

While housing opportunities can be limited by household income and purchasing power, the lack of affordable housing options may result in a significant hardship for low-income households, preventing other basic needs to be met. Low-income residents often have fewer financial resources available to them for making monthly rent or mortgage payments. Low-income residents who do purchase homes must keep a significant amount of funds available for taxes, insurance, property owners association fees, and home maintenance and repairs. Since home ownership requires substantial investment for many residents, low and moderate-income households tend to rent homes as opposed to purchasing one. Most residential property leases call for less responsibility and less investment from the home occupant than if they were to purchase a home. According to the 2009 – 2013 American Community Survey of the 16,781 occupied housing units in the Town of Hilton Head Island 74.1% are owner occupied and the other 25.9% of housing units are occupied by renters.

The types and function of housing units in the Town of Hilton Head Island is important to understand the unique nature of housing development in the Town. There are various forms or types of housing units on the Island, including detached single family homes and attached duplexes, multi-family structures and mobile homes. There are also various types of housing in terms of function, including traditional apartment complexes, condominiums, both long and short term home rentals, seasonal homes and timeshares also known as interval occupancy units.

The data shown in the table below, Housing Unit by Structure Type, refers to housing units as defined by the U.S. Census Bureau. This table shows the number of housing units by structure type in each category has increased since 1990; the number of mobile homes has more than doubled between 1990 and 2010, increasing from 419 to 974. The information shown in this table also indicates in 1990 there were 601 fewer multi-family units than there were single family units. This trend continues as the gap increases in 2000, with 4,506 fewer multi-family units than single family units. In 2007 the gap narrowed to 3,660 fewer multi-family units than single family units. In 2010, the gap continued to narrow to only 2,693 fewer multi-family units than single family units. Overall this indicates a declining trend in the development of multi-family units on the Island.

### Housing Units by Structure Type

	1990	2000	2007*	2010**	% Change 1990 - 2000	% Change 2000 - 2010
Single Family	10,775	14,157	15,627	17,432	24%	19%
Multi-Family	10,174	9,651	11,967	14,739	-%5	35%
Mobile Homes	419	806	963	974	48%	17%
TOTAL	21,368	24,614	28,557	33,145	13%	26%

Source: U.S. Census Bureau – 1990 & 2000 Census; \*2005-2007 American Community Survey Estimates; \*\* 2008-2010 American Community Survey Estimates

Due to the unique character of Hilton Head Island as a resort destination there are a significant number of housing units used on a seasonal basis. The U.S. Census Bureau defines seasonal use as housing units used or intended for use only in certain seasons, for weekends, or other occasional use throughout the year. Hilton Head Island is a destination for visitors and second home owners. Figures from the 2010 U.S. Census indicate there were 9,767 seasonal housing units located on the Island. An inventory of interval occupancy developments was prepared for the 2010 Town of Hilton Head Island Comprehensive Plan and shows in 2007 there were 3,537 interval occupancy units, it is important to note during the building permit process interval occupancy developments are categorized as multi-family structures.

## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

The following section describes the number, type, tenure and size of housing in the Town of Hilton Head Island.

According to 2007 – 2011 American Community Survey data the Town of Hilton Head Island housing stock is comprised of 33,353 units, of which 15,835 or 47% are one unit detached structures, 16,443 or 49% are located in multi-unit structures and 1,075 units or 3% are categorized as mobile home, boat, RV, van, etc. The majority of residential units, 7,050 or 21% are in the 20 unit or more category. This is likely due to the significant number of interval occupancy units located within the Town of Hilton Head Island.

### All residential properties by number of units

Property Type	Number	%
1-unit detached structure	15,835	47%
1-unit, attached structure	1,762	5%
2-4 units	2,963	9%
5-19 units	4,668	14%
20 or more units	7,050	21%
Mobile Home, boat, RV, van, etc	1,075	3%
<b>Total</b>	<b>33,353</b>	<b>100%</b>

**Table 26 – Residential Properties by Unit Number**

Data Source: 2007-2011 ACS

### Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	24		214	5%
1 bedroom	255	2%	847	21%
2 bedrooms	2,515	19%	1,479	37%
3 or more bedrooms	10,274	79%	1,498	37%
<b>Total</b>	<b>13,068</b>	<b>100%</b>	<b>4,038</b>	<b>100%</b>

**Table 27 – Unit Size by Tenure**

Data Source: 2007-2011 ACS

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the public agency providing affordable housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units participating in the voucher program which are scattered throughout the Town of Hilton Head Island. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

The Town of Hilton Head Island and the Beaufort Housing Authority do not expect to lose any affordable housing units from the inventory during this Consolidated Plan period.

**Does the availability of housing units meet the needs of the population?**

Assessing existing and future housing demand can be difficult. Demand can include the unmet demand of the existing population, the changing needs of the existing population and the needs of future residents. Census data was used to assess the ability of current housing stock to meet the needs of the population. The assessment indicates the existing housing stock does not fully meet the needs of the existing population showing 53.2% of renters expending more than 30% of monthly income on housing costs. HUD considers a housing unit affordable if the occupant expends no more than 30% of its income on housing costs. If the household spends more than 30% of its income on housing costs, the household is considered cost-burdened. Cost-burdened households have less financial resources to meet other basic needs such as food, clothing, transportation, medical costs, child care costs and fewer resources to properly maintain a housing structure and are at greater risk for foreclosure or eviction.

**Describe the need for specific types of housing:**

Anecdotal evidence indicates households in the market for moderate-to high-priced rentals, or owner-occupied homes have a variety of housing options. Renters who may be disabled,

elderly with fixed incomes or those earning low-incomes are likely to find more limited housing options. According to the 2010 – 2013 American Community Survey three year estimates indicate 53.2% of renters expend more than 30% of monthly income on housing costs.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

Based on data from 2007 – 2011 CHAS provided by HUD’s eCon software program, American Community Survey data and Census data the following tables reflect the cost of owner and renter-occupied housing in the Town of Hilton Head Island. There may have been significant changes in housing prices in recent years which may not be fully captured in this data.

### Cost of Housing

	Base Year: 2000	Most Recent Year: 2013	% Change
<b>Median Home Value</b>	319,800	421,000	31.6%
<b>Median Contract Rent</b>	750	914	21.8%

**Table 28 – Cost of Housing**

Data Source: 2000 Census (Base Year), 2009-2013 American Community Survey (Most Recent Year)

Rent Paid	Number	%
Less than \$500	314	7.8%
\$500-999	2,007	49.7%
\$1,000-1,499	903	22.4%
\$1,500-1,999	503	12.5%
\$2,000 or more	311	7.7%
<b>Total</b>	<b>4,038</b>	<b>100.0%</b>

**Table 29 - Rent Paid**

Data Source: 2007-2011 ACS

### Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	125	No Data
50% HAMFI	450	320
80% HAMFI	2,280	904
100% HAMFI	No Data	1,114
<b>Total</b>	<b>2,855</b>	<b>2,338</b>

**Table 30 – Housing Affordability**

Data Source: 2007-2011 CHAS

**Monthly Rent**

<b>Monthly Rent (\$)</b>	<b>Efficiency (no bedroom)</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>
Fair Market Rent	653	793	940	1,192	1,440
High HOME Rent	638	773	883	1,120	1,259
Low HOME Rent	611	655	786	907	1,012

**Table 31 – Monthly Rent – For Beaufort County**

**Data Source:** HUD FMR and HOME Rents

**Is there sufficient housing for households at all income levels?**

**(Optional)**

**How is affordability of housing likely to change considering changes to home values and/or rents?**

**(Optional)**

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

**(Optional)**

## MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

### Introduction

The majority of housing units in the Town of Hilton Head Island were built between 1980 and 1999 and as the units age they become more likely to need repairs. Conditions of units may be associated with lack of complete kitchen or plumbing facilities, more than one person per room, or having a cost burden greater than 30% of the household income. According to the Condition of Units chart below 37% of owner-occupied units and 48% of renter-occupied units have at least one of the selected conditions.

### Definitions

Standard condition may be defined as housing which meets all local building, fire, health and safety codes and HUD’s minimum Housing Quality Standards. Substandard condition may be defined as housing that does not meet local building, fire, health and safety codes or HUD’s minimum Housing Quality Standards.

### Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	4,870	37%	1,951	48%
With two selected Conditions	38	0%	264	7%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	21	0%
No selected Conditions	8,160	62%	1,802	45%
<b>Total</b>	<b>13,068</b>	<b>99%</b>	<b>4,038</b>	<b>100%</b>

Table 32 - Condition of Units

Data Source: 2007-2011 ACS

### Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	2,260	17%	471	12%
1980-1999	8,483	65%	2,222	55%
1950-1979	2,235	17%	1,255	31%
Before 1950	90	1%	90	2%
<b>Total</b>	<b>13,068</b>	<b>100%</b>	<b>4,038</b>	<b>100%</b>

Table 33 – Year Unit Built

Data Source: 2007-2011 CHAS

### Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	2,325	18%	1,345	33%
Housing Units build before 1980 with children present	585	4%	450	11%

**Table 34 – Risk of Lead-Based Paint**

Data Source: 2007-2011 ACS (Total Units) 2007-2011 CHAS (Units with Children present)

### Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	16,552	0	16,552
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	00	0	0

**Table 35 - Vacant Units**

Data Source: 2009 -2013 American Community Survey

### Need for Owner and Rental Rehabilitation

The age of housing stock in the Town of Hilton Head Island will continue to have a significant impact on general housing conditions. While only 3,670 (21.45%) of units were built before 1980, as housing ages maintenance costs rise, which can present a significant cost for low and moderate-income households. This poses a threat to low and moderate-income tenants who may not be able to maintain close communication with landlords or property managers when repairs are needed.

### Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Exposure to lead-based paint represents a substantial environmental threat and housing conditions may significantly affect public health. HUD regulations regarding lead-based paint apply to all federally assisted housing. The main source of lead exposure comes from lead-contaminated dust found in deteriorating buildings. Many residential properties built before 1978 contain lead-based paint. Unfortunately, measuring the exact number of housing units with lead-based paint hazards is difficult. Lead is a highly toxic metal which may cause a range of health problems for adults and especially with children.

Low-income households earning 0-50% of Median Family Income are usually the least able to afford well maintained housing and therefore, are often at greater risk of lead poisoning.

According to American Community Survey data there are 2,325 (18%) owner-occupied households and 1,345 (33%) of renter-occupied households built before 1980. There are 585 owner-occupied households with children present and 450 renter-occupied households with children present built before 1980. These households may be risk of lead hazard problems.

## MA-25 Public and Assisted Housing – 91.210(b)

### Introduction

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the public agency providing affordable housing to residents in all of Beaufort County, South Carolina, including the Town of Hilton Head Island. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

### Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
				Veterans Affairs Supportive Housing	Family Unification Program	Disabled *			
# of units vouchers available			80	16		11	0	0	5
# of accessible units									
<b>*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition</b>									

**Table 36 – Total Number of Units by Program Type**

Data Source: Beaufort Housing Authority

### Describe the supply of public housing developments:

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the public agency providing affordable housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units participating in the voucher program which are scattered throughout the Town of Hilton Head Island. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

**Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:**

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the public agency providing affordable housing to residents in all of Beaufort County, South Carolina, including the Town of Hilton Head Island. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

**Public Housing Condition**

<b>Public Housing Development</b>	<b>Average Inspection Score</b>
Beaufort Housing Authority	80

**Table 37 - Public Housing Condition**

**Describe the restoration and revitalization needs of public housing units in the jurisdiction: (Optional)**

**Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing: (Optional)**

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless in the Town of Hilton Head Island. The next point-in-time count is scheduled for late January 2015. According to the Lowcountry Homeless Coalition attempts will be made to gather homeless data for the Town of Hilton Head Island.

### Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	0	0	0	0	0
Households with Only Adults	0	0	0	0	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 38 - Facilities and Housing Targeted to Homeless Households

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

Mainstream services are handled through organizations which provide services to those experiencing homelessness. The Beaufort County Human Services Alliance collaborates with area agencies to promote and sustain activities which improve the quality of life for all Beaufort County residents. Various agency resources are pooled together to address community needs in the areas of economy, education, poverty, health and the environment.

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

There are no homeless shelters located within the Town of Hilton Head Island. Family Promise of Beaufort County is a non-profit organization located in Bluffton, South Carolina, adjacent to the Town of Hilton Head Island, which provides assistance to homeless families. During one program cycle four families go through the 60-90 day program. Family Promise partners with host churches throughout Beaufort County, where families sleep for a one week period then move to the next host church. Support churches provide food to the families. Churches provide overnight chaperons. Children attend school during the day and the parent attends educational classes at the Family Promise Center located in Bluffton. The education component of the program consists of a variety of classes, some which include resume writing and budgeting. Upon program completion participants must have a place to live, a job and transportation. The case workers at Family Promise follow-up with program graduates for 12-18 months after completing the program.

## **MA-35 Special Needs Facilities and Services – 91.210(d)**

### **Introduction**

The Town of Hilton Head Island does not own or operate any special needs facilities. As a member of the Beaufort County Human Services Alliance, the Town encourages collaboration with area agencies to promote and sustain activities which improve the quality of life for Beaufort County residents, including in the Town of Hilton Head Island.

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs  
(Optional)**

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing  
(Optional)**

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)  
(Optional)**

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

Not Applicable

## **MA-40 Barriers to Affordable Housing – 91.210(e)**

### **Negative Effects of Public Policies on Affordable Housing and Residential Investment**

The following items relate to barriers to affordable housing; however, many other circumstances may exist which prevent the market from providing affordable housing. This list should not be considered exhaustive, but it does provide an outline for some potential barriers to affordable housing in the Town of Hilton Head Island.

- Land costs are a limiting factor in the construction of affordable housing units. The increasing cost of land is related to the high demand for water-front property and convenient access to the beach which is provided by other properties within the Town. As available land decreases, costs for land increases often creating larger scale developments that have potential to deliver higher profits to offset the cost of land, ultimately decreasing the affordability of housing units.
- Land supply is a finite resource as the Town approaches build-out. There is less land available for housing and the land available is very expensive. Remaining vacant land in the Town of Hilton Head Island is not only limited but often challenged with costs associated with providing utilities and access.
- Construction costs which continue to increase are a factor in the development of affordable housing. Building codes, flood plain requirements, and costs associated with building in an area susceptible to hurricanes can significantly impact the affordability of housing. Fees required by government agencies also increase the cost of affordable housing, such as impact fees, building permit fees, licensing fees, utility service fees and other outside agency approvals.
- Much of the housing located in the Town of Hilton Head Island and land available for housing is subject to floodplain insurance requirements as well as other insurance requirements, such as wind and hail. Many residential developments operate under organized home owners associations, which also require payment of fees to cover costs associated with common open space, amenities and infrastructure.
- Marketability and potential profit is a factor for developers because of the challenges faced with construction in a coastal area. Developers often strive for the “highest and best use”, which typically results in housing units that cannot meet HUD’s definition of affordable.
- The “NIMBY” syndrome, “Not in My Backyard”, is a common sentiment toward affordable housing within the Town of Hilton Head Island. This is a typical response to affordable housing in some communities. Many make assumptions affordable housing increases crime and are aesthetically displeasing homes and buildings. This is not

necessarily true; however, turning around the NIMBY syndrome is a challenge developers of affordable housing face in this community.

- Developers strive for the highest profit margin, which may be determined by various factors. The cost of developing housing in the Town of Hilton Head Island is high. The lack of development incentives, such as increased density, decreased parking, or increased height standards, which would allow developers to build more than otherwise allowed by Town regulations and requirements do not exist in current codes and may, when coupled with other barriers become another barrier to the construction or availability of affordable housing.

## **MA-45 Non-Housing Community Development Assets – 91.215 (f)**

### **Introduction**

This section identifies economic sectors in the Town of Hilton Head Island where job opportunities exist and identifies employment sector positions. According to the 2007 – 2011 American Community Survey data the unemployment rate was 6.49%, however in the 2011 - 2013 American Community Survey data the unemployment rate in the Town of Hilton Head Island decreased to 4.5%, which is below the national average of 5.6%.

### **Economic Development Market Analysis**

In 2013 the Hilton Head Island Economic Development Corporation (EDC) was formed to encourage, develop and enhance local economic development and redevelopment needed to sustain the quality of life in the Town of Hilton Head Island over the long term. The mission of the EDC is to create a climate to attract and retain business investment potential and broaden and deepen the economy by coordinating economic regeneration under a singularly focused business entity which operates independently of the Town of Hilton Head Island government.

The goals and expectations of the EDC include but are not limited to, providing short and long-term strategic business plan development concepts, developing performance measures of economic success, maintaining current working knowledge of various properties for development or redevelopment and developing concepts for the Town Council of the Town of Hilton Head Island. The EDC serves as the primary contact for economic and business development and links economic resources to opportunities for business growth, attraction or investment. The EDC handles coordination of activities with other economic development partners for recruitment retention and regeneration and developing programs or actions which support retention and growth of businesses located in the Town of Hilton Head Island. The EDC identifies potential targeted businesses for the Town of Hilton Head Island which is consistent with the Island's image, brand and culture, and provides advice to the Town Council of the Town of Hilton Head Island and staff in possible actions to create a positive environment for business investment while attracting businesses or in supporting growth of existing businesses.

## Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	45	48	0	0	0
Arts, Entertainment, Accommodations	3,222	6,325	27	29	2
Construction	518	947	4	4	0
Education and Health Care Services	1,351	2,597	11	12	1
Finance, Insurance, and Real Estate	1,125	2,009	10	9	0
Information	265	588	2	3	0
Manufacturing	230	236	2	1	-1
Other Services	579	951	5	4	-1
Professional, Scientific, Management Services	928	1,613	8	8	0
Public Administration	0	0	0	0	0
Retail Trade	1,765	3,259	15	15	0
Transportation and Warehousing	199	207	2	1	-1
Wholesale Trade	248	353	2	2	0
Total	10,475	19,133	--	--	--

**Table 39 - Business Activity**

**Data** 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

**Source:**

## Labor Force

Total Population in the Civilian Labor Force	17,901
Civilian Employed Population 16 years and over	16,740
Unemployment Rate	6.49
Unemployment Rate for Ages 16-24	26.40
Unemployment Rate for Ages 25-65	4.18

**Table 40 - Labor Force**

Data Source: 2007-2011 ACS

Occupations by Sector	Number of People
Management, business and financial	4,479
Farming, fisheries and forestry occupations	383
Service	1,523
Sales and office	4,554
Construction, extraction, maintenance and repair	1,591
Production, transportation and material moving	516

**Table 41 – Occupations by Sector**

Data Source: 2007-2011 ACS

## Travel Time

Travel Time	Number	Percentage
< 30 Minutes	13,111	86%
30-59 Minutes	1,658	11%
60 or More Minutes	499	3%
<b>Total</b>	<b>15,268</b>	<b>100%</b>

**Table 42 - Travel Time**

Data Source: 2007-2011 ACS

## Education:

### Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,257	134	406
High school graduate (includes equivalency)	2,677	151	700
Some college or Associate's degree	3,129	269	1,056

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Bachelor's degree or higher	6,350	205	1,785

**Table 43 - Educational Attainment by Employment Status**

Data Source: 2007-2011 ACS

### Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	207	147	275	264	289
9th to 12th grade, no diploma	463	462	342	307	343
High school graduate, GED, or alternative	867	803	895	1,840	1,649
Some college, no degree	446	565	561	1,927	2,168
Associate's degree	57	126	283	1,004	298
Bachelor's degree	225	916	1,405	3,567	3,786
Graduate or professional degree	0	269	443	1,740	2,674

**Table 44 - Educational Attainment by Age**

Data Source: 2007-2011 ACS

### Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	18,172
High school graduate (includes equivalency)	20,356
Some college or Associate's degree	30,664
Bachelor's degree	42,874
Graduate or professional degree	57,382

**Table 45 – Median Earnings in the Past 12 Months**

Data Source: 2007-2011 ACS

### Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest percentage of the Town of Hilton Head Island’s labor force is employed in the Arts, Entertainment, Accommodations sector which consists of 27% of the labor force. The next largest percentage of the labor force is employed in the Retail Trade sector, which consists of 15% followed by the Education and Health Care Services sector consisting of 11% of the labor force.

**Describe the workforce and infrastructure needs of the business community:**

The Town of Hilton Head Island’s workforce may continue to depend on a large pool of residents possessing higher levels of education. Over 50% of the labor force holds positions in management, business, financial, service, sales and office sectors which may necessitate some secondary education. Workforce needs encompassing each sector may include but are not limited to well educated, motivated, healthy, and skilled employees. Infrastructure needs may include but are not limited to access to a reliable transportation system including streets, and pathways, access to water and sewer services, recreational facilities and internet services.

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

In 2013 the Hilton Head Island Economic Development Corporation (EDC) was formed to encourage, develop and enhance local economic development and redevelopment needed to sustain the quality of life in the Town of Hilton Head Island over the long term. The mission of the EDC is to create a climate to attract and retain business investment potential and broaden and deepen the economy by coordinating economic regeneration under a singularly focused business entity which operates independently of the Town of Hilton Head Island government. During this Consolidated Plan period (2015 – 2019) the EDC will foster economic development and redevelopment projects and business growth opportunities

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

Forty-five percent of the civilian labor force in the Town of Hilton Head Island possesses a bachelor’s degree or higher level of educational attainment. This corresponds with the Occupation by Sector table indicating the Management, business and financial sector and Sales and Office sector reflecting the highest number of employees, comprising 50% of the labor force. It can be presumed these two sectors have a higher percentage of employees with secondary educations.

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

**(Optional)**

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

No

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

Not Applicable

## **MA-50 Needs and Market Analysis Discussion**

### **Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

After analysis of data in the HUD Office of Community Planning and Development (CPD) maps software program it was established Census Tract 108 contains a significant percentage of housing units with any of the four severe housing problems, which include housing cost burden greater than 30%, housing cost burden greater than 50%, overcrowding or substandard housing.

### **Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

To determine the location of minority groups low and moderate-income areas were identified by Census tracts comprised of a minimum of 51% of low and moderate-income households. According to 2010 Census data, there are three Census tracts in the Town Hilton Head Island with low and moderate-income percentages above 51%. Those Census tracts are: Census tract 105 with a low and moderate-income status of 54.04%; Census tract 108 with a low and moderate-income status of 71.81%; and Census tract 110 with a low and moderate-income status of 59.50%.

Areas of minority concentration have populations of racial or ethnic groups at least 10% greater than the Town as a whole. The highest concentration and number of Hispanic households is in Census tract 108 and the highest concentration and number of Black or African American households is in Census tract 105.

### **What are the characteristics of the market in these areas/neighborhoods?**

Areas with concentrations of housing problems and low-income populations may be referred to as distressed areas or neighborhoods. Distressed neighborhoods typically have older housing stock, higher rates of vacancy, and lower quality of life in addition to segments of minorities and low-income households. Property values may tend to be lower in these areas than the surrounding areas.

### **Are there any community assets in these areas/neighborhoods?**

Census Tracts 105, 108 and 110 have a variety of Town of Hilton Head Island-owned parks, public and private recreation facilities and religious institutions available to residents of the Town of Hilton Head Island. Census Tract 105 contains the Hilton Head Island public school campus including elementary, middle and high schools, which are accessible to children residing in the Town of Hilton Head Island.

**Are there other strategic opportunities in any of these areas?**

The Town of Hilton Head Island has identified areas with the highest concentration of low-income households for CDBG funding. Anticipated use of CDBG funds include but are not limited to water and sewer installations or improvements, housing rehabilitation, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads.

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

The Strategic Plan outlined in the following section provides a guide for the Town of Hilton Head Island's allocation of Community Development Block Grant (CDBG) Program funding for the 2015 – 2019 planning period. The goals focus on priority needs and targets available resources designed to meet those needs. The needs include public improvements and facilities for low and moderate-income persons. The primary emphasis of the goals is the continuance of maintaining and improving the quality of life of low and moderate-income residents. Projects selected for CDBG funding in this five year period will be managed efficiently and in compliance with program requirements.

## SP-10 Geographic Priorities – 91.215 (a)(1)

### Geographic Area

Community Development Block Grant funds will be used to address the needs of low and moderate-income areas. The areas are determined using Census Tracts which have a low and moderate-income population of at least 51%.

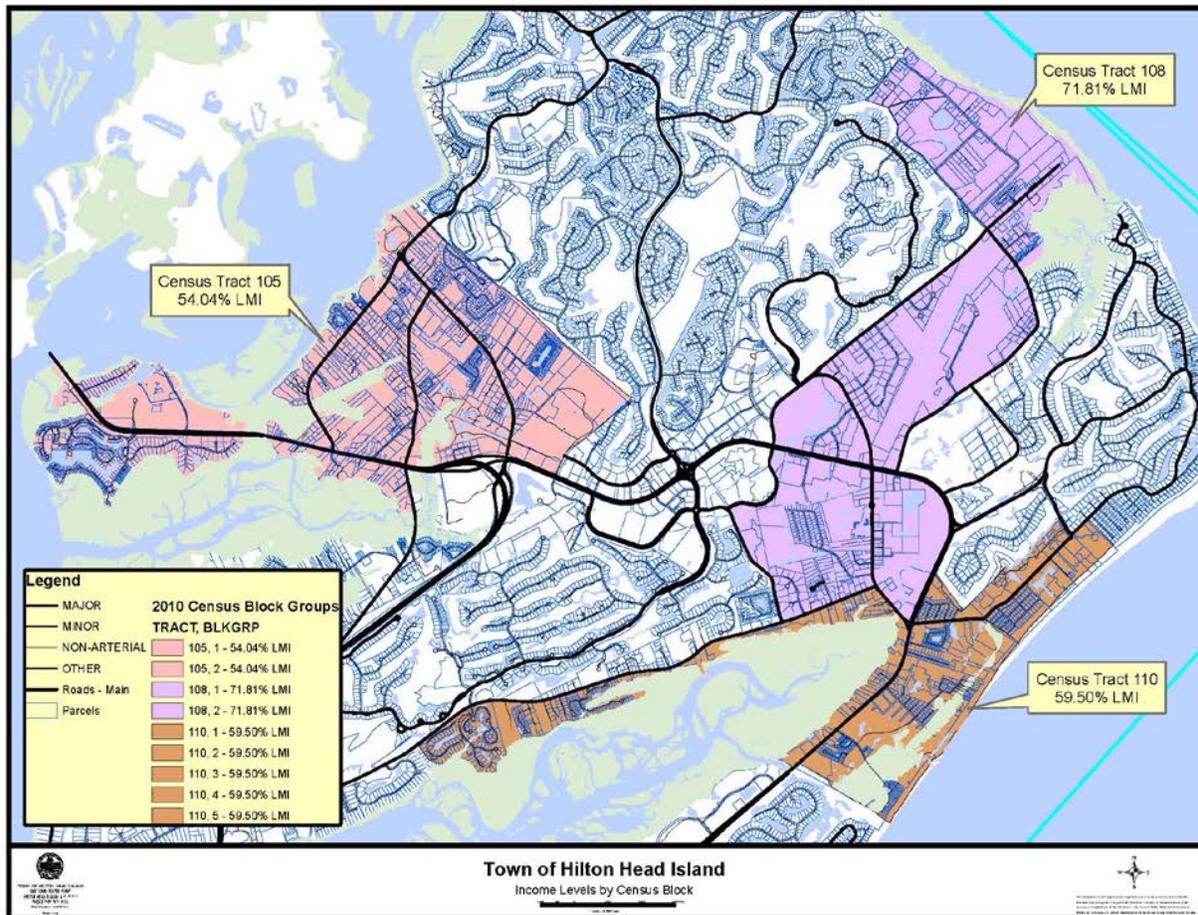


Table 46 - Geographic Priority Areas

### General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Community Development Block Grant funds will be designated for use on projects located in the low and moderate-income Census Tracts 105, 108 and 110 within the Town of Hilton Head Island, illustrated in the above map.

**SP-25 Priority Needs - 91.215(a)(2)**

**Priority Needs**

1	Priority Need Name	Non- Housing Community Development – Public Improvements
	Priority Need Level	High
	Population	Low and Moderate-Income
	Geographic Area Affected	Census Tract 105, 108 and 110
	Associated Goals	Create suitable living environment through Public Improvements
	Description	Water and sewer installations or improvements, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads
	Basis for Relative Priority	Needs Assessment Public Hearing attendee comments
2	Priority Need Name	Non-Housing Community Development – Public Facilities
	Priority Need Level	Low
	Population	Low and Moderate-Income
	Geographic Area Affected	Census Tract 105, 108 and 110
	Associated Goals	Create suitable living environment through Public Facilities
	Description	Parks and recreational facilities, neighborhood or community facilities, and facilities for persons with special needs
	Basis for Relative Priority	Needs Assessment Public Hearing attendee comments

3	Priority Need Name	Non-Housing Community Development – Public Services
	Priority Need Level	Low
	Population	Low and Moderate-Income
	Geographic Area Affected	Census Tract 105, 108 and 110
	Associated Goals	Create suitable living environment through Public Services
	Description	Water and sewer connection loan program, coordination with Project SAFE for water and sewer connections, and legal services pertaining to heirs property
	Basis for Relative Priority	Needs Assessment Public Hearing attendee comments

**Table 47 – Priority Needs Summary**

**Narrative (Optional)**

Priority needs were identified through the Needs Assessment Public Hearing held on November 13, 2014. Twenty-four citizens attended the hearing and gave comments related to community needs.

Public improvement needs in the Town of Hilton Head Island include but are not limited to water and sewer installations or improvements, housing rehabilitation, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads. Community Development Block Grant funds may be used for such improvements when done in areas of eligible populations.

Public facility needs in the Town of Hilton Head Island include but are not limited to parks and recreational facilities, neighborhood or community facilities, and facilities for persons with special needs. Community Development Block Grant funds may be used for such facilities when they are located in areas of eligible populations.

Public service needs in the Town of Hilton Head Island include but are not limited to water and sewer connection loan program, coordination with Project SAFE for water and sewer connections, and legal services pertaining to heirs property.

**SP-30 Influence of Market Conditions – 91.215 (b)**

**Influence of Market Conditions**

<b>Affordable Housing Type</b>	<b>Market Characteristics that will influence the use of funds available for housing type</b>
Tenant Based Rental Assistance (TBRA)	High levels of cost burden among many low-income households; waiting lists at existing public housing
TBRA for Non-Homeless Special Needs	High levels of cost burden among many low-income households including non-homeless special needs populations; waiting lists at existing public housing
New Unit Production	Costs of land, infrastructure and development impact fees; the age of existing housing stock
Rehabilitation	Age of housing stock
Acquisition, including preservation	Age of structures, costs of land and infrastructure improvements

**Table 48 – Influence of Market Conditions**

## **SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)**

### **Introduction**

The following table outlines the anticipated resources from the HUD Community Development Block Grant(CDBG) program the Town of Hilton Head Island anticipates having available during the 2015 – 2019 period covered by this Consolidated Plan.

Anticipated Resources								
Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public – Federal	- Acquisition - Administrative and Planning - Public Improvements	\$202,347	\$0.00	\$0.00	\$202,347	\$809,388	2015 is the first year of program participation therefore; no historic data is available to assist with projecting the amount of CDBG funds expected for the 2015-2019 Consolidated Plan period. The HUD provided 2015 estimated allocation amount was multiplied by 4 to derive the expected amount available for the remaining 2-4 years of the Consolidated Plan.

Table 49 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

It is anticipated the federal funding listed above will be received annually to support activities outlined in the Consolidated Plan. While the Community Development Block Grant program does not require leveraging, other Town of Hilton Head Island resources will be used in combination with these funds to complete projects listed in this Consolidated Plan.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The Town of Hilton Head Island owns several dirt roads located in census tracts designated as low and-moderate income. These roads may be selected for paving projects which will enhance the quality of life for citizens residing in these areas.

## SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Town of Hilton Head Island	Government Agency	Community Development	Jurisdiction

Table 50 - Institutional Delivery Structure

### Assess of Strengths and Gaps in the Institutional Delivery System

Fiscal year 2015 is the first year the Town of Hilton Head Island will participate in the HUD Community Development Block Grant program, therefore no past experience is available for assessment. However, the Town of Hilton Head Island received and administered two South Carolina Department of Commerce CDBG program grants in 2000 and 2006, respectively. These grants were closed-out in accordance with all program requirements. It is intended each year the Town of Hilton Head Island will report its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER will be submitted in compliance with program deadlines.

### Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X		
Legal Assistance	X		
Mortgage Assistance			
Rental Assistance			
Utilities Assistance	X		
<b>Street Outreach Services</b>			
Law Enforcement			
Mobile Clinics			
Other Street Outreach Services			

Supportive Services			
Alcohol & Drug Abuse	X		
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X		
HIV/AIDS			
Life Skills			
Mental Health Counseling	X		
Transportation	X		
Other			
Other			

Table 51 - Homeless Prevention Services Summary

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

There are no homeless shelters located within the Town of Hilton Head Island. Family Promise of Beaufort County is a non-profit organization located in Bluffton, South Carolina, adjacent to the Town of Hilton Head Island, which provides assistance to homeless families. During one program cycle four families go through the 60-90 day program. Family Promise partners with host churches throughout Beaufort County, where families sleep for a one week period then move to the next host church. Support churches provide food to the families. Churches provide overnight chaperones. Children attend school during the day and the parent attends educational classes at the Family Promise Center located in Bluffton. The education component of the program consists of a variety of classes, some which include resume writing and budgeting. Upon program completion participants must have a place to live, a job and transportation. The case workers at Family Promise follow-up with program graduates for 12-18 months after completing the program.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

Strategies for overcoming gaps and capacity issues in the service delivery system may require more findings or changes in public policy. The Town of Hilton Head Island will continue to coordinate efforts and partnerships with state and local government entities such as Beaufort County, the Lowcountry Council of Governments and various State of South Carolina offices when necessary to carry out the priority needs listed in this Consolidated Plan.

## SP-45 Goals Summary – 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Improvements & Facilities	2015	2019	Non-housing Community Development	Census Tracts 105,108, 110	Community Development – Public Improvements & Facilities	CDBG- \$161,878	Public facility or infrastructure activities other than low/moderate-income housing benefit
2	Administrative & Planning	2015	2019	Administrative & Planning	Town-wide	Administrative & Planning	CDBG - \$40,469	Other

**Table 52 – Goals Summary**

### Goal Descriptions

1	Goal Name	Public Improvements & Facilities
	Goal Description	Provide funding for improvements to low and moderate-income neighborhoods
2	Goal Name	Administrative & Planning
	Goal Description	Provide overall administration for the CDBG program and development of the Consolidated Plan and annual reports.

### **Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

At this time the Town of Hilton Head Island does not have the capacity to provide affordable housing units, to extremely low-income, low-income and moderate-income households. However, public improvements in census tracts with 51% or higher low to moderate-income household may be accomplished with Community Development Block Grant funds.

## **SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the agency providing public housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units within the Town of Hilton Head Island participating in the voucher program which are scattered throughout the Town. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

The Beaufort Housing Authority has over 900 families in all of Beaufort County on the Public Housing and Section 8 waiting lists and is currently not accepting Section 8 applications. The waiting lists are moving documents and the numbers change on a daily basis. The waiting lists include over 2,105 family members with 1,069 of those being children. The average age of these children is eight. Of the families on the waiting list, 55% are working, 22% are elderly and 9% are disabled. Twenty percent of the families on the waiting list have a disabled family member and 28% of the families have an elderly family member who is not the head of household. Many of the families assisted by the Beaufort Housing Authority care for a disabled family member so that person does not have to be institutionalized. More than 58% of families assisted by the Beaufort Housing Authority request accessibility features.

The Town of Hilton Head Island is not required to increase the number of accessible units through a Section 504 Voluntary Compliance Agreement.

### **Activities to Increase Resident Involvements**

The Beaufort Housing Authority works with resident services at each of the public housing developments and through this collaboration promote programs and activities for residents. Some of the programs offered include: the Family Self-Sufficiency Program which is a five year homeownership education program, Sandalwood Terrace Resident Council, free budgeting classes, and community garden clubs.

**Is the public housing agency designated as troubled under 24 CFR part 902?**

The Beaufort Housing Authority is not designated as troubled.

**Plan to remove the 'troubled' designation**

The Beaufort Housing Authority is not designated as troubled.

## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

The following items relate to barriers to affordable housing; however, many other circumstances may exist which prevent the market from providing affordable housing. This list should not be considered exhaustive, but it does provide an outline for some potential barriers to affordable housing in the Town of Hilton Head Island.

- Land costs are a limiting factor in the construction of affordable housing units. The increasing cost of land is related to the high demand for water-front property and convenient access to the beach which is provided by other properties within the Town. As available land decreases, costs for land increases often creating larger scale developments that have potential to deliver higher profits to offset the cost of land, ultimately decreasing the affordability of housing units.
- Land supply is a finite resource as the Town approaches build-out. There is less land available for housing and the land available is very expensive. Remaining vacant land in the Town of Hilton Head Island is not only limited but often challenged with costs associated with providing utilities and access.
- Construction costs which continue to increase are a factor in the development of affordable housing. Building codes, flood plain requirements, and costs associated with building in an area susceptible to hurricanes can significantly impact the affordability of housing. Fees required by government agencies also increase the cost of affordable housing, such as impact fees, building permit fees, licensing fees, utility service fees and other outside agency approvals.
- Much of the housing located in the Town of Hilton Head Island and land available for housing is subject to floodplain insurance requirements as well as other insurance requirements, such as wind and hail. Many residential developments operate under organized home owners associations, which also require payment of fees to cover costs associated with common open space, amenities and infrastructure.
- Marketability and potential profit is a factor for developers because of the challenges faced with construction in a coastal area. Developers often strive for the “highest and best use”, which typically results in housing units that cannot meet HUD’s definition of affordable.
- The “NIMBY” syndrome, “Not in My Backyard”, is a common sentiment toward affordable housing within the Town of Hilton Head Island. This is a typical response to affordable housing in some communities. Many make assumptions affordable housing increases crime and are aesthetically displeasing homes and buildings. This is not

necessarily true; however, turning around the NIMBY syndrome is a challenge developers of affordable housing face in this community.

- Developers strive for the highest profit margin, which may be determined by various factors. The cost of developing housing in the Town of Hilton Head Island is high. The lack of development incentives, such as increased density, decreased parking, or increased height standards, which would allow developers to build more than otherwise allowed by Town regulations and requirements do not exist in current codes and may, when coupled with other barriers become another barrier to the construction or availability of affordable housing.

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

In addition to participation in the Lowcountry Affordable Housing Coalition, monitoring relevant public policies for changes which may constitute barriers to affordable housing may be conducted.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless specifically in the Town of Hilton Head Island. The next point-in-time count is scheduled for late January 2015. According to the Lowcountry Homeless Coalition attempts will be made to gather homeless data for the Town of Hilton Head Island.

### **Addressing the emergency and transitional housing needs of homeless persons**

Currently there are no emergency and transitional housing shelters operating in the Town of Hilton Head Island.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

There are no homeless shelters located within the jurisdiction of the Town of Hilton Head Island and no homeless population count data available from the Lowcountry Homeless Coalition, the regional Continuum of Care servicing the Town. There is the non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, which is a coalition of Beaufort County churches assisting homeless families through a 60-90 day program. The program provides evening accommodations for program participants at host churches and daytime transportation to school for children and educational programs for parents.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving**

**assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

## **SP-65 Lead based paint Hazards – 91.215(i)**

Actions to address LBP hazards and increase access to housing without LBP hazards

Data for lead-based paint hazards in the Town of Hilton Head Island is unavailable. The number of units built before 1980 may be used to represent a baseline for the number of units which may pose a lead-based paint threat. At this time actions to address lead-based paint hazards have not been identified.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

Currently actions to address lead-based paint hazards have not been identified.

### **How are the actions listed above integrated into housing policies and procedures?**

Currently actions to address lead-based paint hazards have not been identified.

## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

The Beaufort Housing Authority operates a Family Self Sufficiency Program which promotes independence for it's residents. Participants in the program work toward setting and obtaining future life and career goals by accomplishing activities and objectives.

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

### **SP-80 Monitoring – 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The Town of Hilton Head Island Community Development Department staff is responsible for ensuring Community Development Block Grant funds are managed and allocated in compliance with federal regulations and guidelines. Town of Hilton Head Island staff will use various administrative mechanisms, which may include but are not limited to desk reviews and on-site monitoring, to track and oversee progress of CDBG funded projects and ensure projects are completed in a timely manner.

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The following table outlines the anticipated resources for the Community Development Block Grant Program the Town of Hilton Head Island anticipates during the 2015 Action Plan year.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public - Federal	- Acquisition - Administrative and Planning - Public Improvements	\$202,347	\$0	\$0	\$202,347	\$809,388	2015 is the first year of program participation therefore; no historic data is available to assist with projecting the amount of CDBG funds expected for the 2015-2019 Consolidated Plan period. The HUD provided 2015 estimated allocation amount was multiplied by 4 to derive the expected amount available for the remaining 2-4 years of the Consolidated Plan.

**Table 53 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.**

Federal funding listed above is expected to be received annually to support activities outlined in this Consolidated Plan. Leveraging is a way to increase project efficiencies which often come with combining sources of funding. Funds may be considered leveraged if financial commitments to the cost of a project from a source other than Community Development Block Grant funds are documented. Town staff may identify and explore additional leveraging opportunities such as other federal, state and local resources.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.**

The Town of Hilton Head Island currently owns nine dirt roads located in Census Tracts 105, 108 and 110. Each of these census tracts has a low and moderate-income household percentage above 51%. One of the community needs identified at the November 13, 2014 Public Needs Assessment Hearing was paving of dirt roads. In an effort to meet this community need, Town-owned dirt roads may be paved in these areas.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Improvements & Facilities	2015	2016	Non-Housing Community Development	Census Tracts 105, 108, 110	Community Development – Public Improvements & Facilities	CDBG - \$161,878	Public facility or infrastructure activities other than low/moderate-income housing benefit
2	Administrative & Planning	2015	2016	Administrative & Planning	Town-wide	Administrative & Planning	\$40,469	Other

**Table 54 – Goals Summary**

#### Goal Descriptions

1	Goal Name	Public Improvements & Facilities
	Goal Description	Provide funding for improvements to low and moderate-income neighborhoods
2	Goal Name	Administrative & Planning
	Goal Description	Provide overall administration for the CDBG program and development of the Consolidated Plan and annual reports.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

#### Projects

#	Program Year	Project Name	Project Description	Estimated Amount	Annual Goals Supported	Target Area	Priority Need Addressed	Goal Outcome Indicator
1	2015	Blazing Star Lane Paving	Paving Dirt Road	\$71,250	Public Improvements & Facilities	Census Tract 105	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
2	2015	Development of Five Year Consolidated Plan (2015 – 2019)	Drafting Five Year Consolidated Plan	\$36,240	Administrative & Planning	Town-wide	Other	Other
3	2016	Rhiner Drive Paving	Paving Dirt Road	\$94,406	Public Improvements & Facilities	Census Tract 105	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
4	2017	Wiley Road Paving	Paving Dirt Road	\$77,188	Public Improvements & Facilities	Census Tract 108	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
5	2018	Murray Avenue Paving	Paving Dirt Road	\$120,769	Public Improvements & Facilities	Census Tract 105	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
6	2019	Cobia Court	Paving Dirt Road	\$120,769	Public Improvements & Facilities	Census Tract 105	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit

**Table 55 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The primary objective of Community Development Block Grant funds received by the Town of Hilton Head Island is to preserve and revitalize neighborhoods, enhance quality of life for residents and address priority community public services, community development, economic development, and redevelopment needs within applicable local, state and federal statutes and regulations. For fiscal year 2015, CDBG funds were allocated based on project readiness in census tracts with low and moderate-income household comprising 51% or more of the population.

## AP-38 Project Summary

### Project Summary Information

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
Development of Five Year Consolidated Plan (2015 – 2019)	Town-wide	Administrative & Planning	Other	CDBG - \$40,469
Blazing Star Lane Paving	Census Tract 105	Public Improvements & Facilities	Community Development – Public Improvements & Facilities	CDBG - \$161,878

**AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The geographic areas within the Town of Hilton Head Island where assistance will be directed are Census Tracts 105, 108, and 110. Community development activities may include infrastructure improvements, new or improved public facilities, economic development or enhanced public services.

**Geographic Distribution (Table is optional)**

Target Area	Percentage of Funds

Table 56 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

Community Development Block Grant funds will be used to address the needs of low and moderate-income areas. These areas are determined using Census Tracts which have a low and moderate-income population of at least 51%. CDBG funds will be designated for use on projects located in the low and moderate-income Census Tracts 105, 108 and 110 within the Town of Hilton Head Island.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units within the Town of Hilton Head Island participating in the voucher program which are scattered throughout the Town. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	11
Special-Needs	0
Total	11

**Table 57 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	11
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	11

**Table 58 - One Year Goals for Affordable Housing by Support Type**

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

#### **Actions planned during the next year to address the needs to public housing**

The Town of Hilton Head Island does not own or operate any public housing developments or units and there is no future plan to own or operate public housing units. The Beaufort Housing Authority is the agency providing public housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

#### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The Beaufort Housing Authority works with resident services at each of the public housing developments and through this collaboration promote programs and activities for residents. Some of the programs offered include: the Family Self-Sufficiency Program which is a five year homeownership education program, Sandalwood Terrace Resident Council, free budgeting classes, and community garden clubs.

#### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not Applicable

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless specifically in the Town of Hilton Head Island. The next point-in-time count is scheduled for late January 2015. According to the Lowcountry Homeless Coalition attempts will be made to gather homeless data for the Town of Hilton Head Island.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Currently there are no emergency and transitional housing shelters operating in the Town of Hilton Head Island. At this time there is no future plan to own or operate emergency shelters or transitional housing in the Town of Hilton Head Island.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

There are no homeless shelters located within the jurisdiction of the Town of Hilton Head Island and no homeless population count data available from the Lowcountry Homeless Coalition, the regional Continuum of Care servicing the Town. There is the non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, which is a coalition of Beaufort County churches assisting homeless families through a 60-90 day program. The program provides evening accommodations for program participants at host churches and daytime transportation to school for children and educational programs for parents.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

A variety of barriers exist which make increasing affordable housing stock in the Town of Hilton Head Island difficult. The following list highlights some affordable housing issues, however, this list should not be considered exhaustive. Many other circumstances may occur which prevent the market from providing affordable housing.

- Land costs are a limiting factor in the construction of affordable housing units.
- Land supply is a finite resource as the Town approaches build-out.
- Construction costs which continue to increase are a factor in the development of affordable housing.
- Much of the housing located in the Town of Hilton Head Island and land available for housing is subject to floodplain insurance requirements as well as other insurance requirements, such as wind and hail.
- Marketability and potential profit is a factor for developers because of the challenges faced with construction in a coastal area.
- The “NIMBY” syndrome, “Not in My Backyard”, is a common sentiment toward affordable housing within the Town of Hilton Head Island.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.**

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

In addition to participation in the Lowcountry Affordable Housing Coalition, monitoring relevant public policies for changes which may constitute barriers to affordable housing may be conducted.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The Town of Hilton Head Island anticipates taking the following actions throughout the 2015 – 2019 consolidated planning cycle to address the challenges listed below.

### **Actions planned to address obstacles to meeting underserved needs**

As part of the consolidated planning cycle for 2015 – 2019, the Town of Hilton Head Island will determine where underserved populations are located through results from the Analysis of Impediments to Fair Housing. To reduce the number of obstacles in meeting the needs of the underserved populations Town staff may assist with facilitating collaborations with area service organizations which spearhead community-wide solutions to local needs.

### **Actions planned to foster and maintain affordable housing**

The Town of Hilton Head Island will continue to participate in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

### **Actions planned to reduce lead-based paint hazards**

Data for lead-based paint hazards in the Town of Hilton Head Island is unavailable. The number of units built before 1980 may be used to represent a baseline for the number of units which may pose a lead-based paint threat. At this time actions to address lead-based paint hazards have not been identified.

### **Actions planned to reduce the number of poverty-level families**

The Beaufort Housing Authority operates a Family Self Sufficiency Program which promotes independence for its residents. Participants in the program work toward setting and obtaining future life and career goals by accomplishing activities and objectives.

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area.

The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

#### **Actions planned to develop institutional structure**

Fiscal year 2015 is the first year the Town of Hilton Head Island will participate in the HUD Community Development Block Grant program, therefore no past experience is available for assessment. It is intended each year the Town of Hilton Head Island will report its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER will be submitted in compliance with program deadlines.

Strategies for overcoming gaps and capacity issues in the service delivery system may require more findings or changes in public policy. The Town of Hilton Head Island will continue to coordinate efforts and partnerships with state and local government entities such as Beaufort County, the Lowcountry Council of Governments and various State of South Carolina offices when necessary to carry out the priority needs listed in this Consolidated Plan.

#### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

**AP-90 Program Specific Requirements – 91.220(I)(1,2,4)**

**Introduction:**

**Community Development Block Grant Program (CDBG)  
Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities	\$0
<b>Total Program Income</b>	<b>\$0</b>

**Other CDBG Requirements**

1. The amount of urgent need activities	\$0
2. Estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate-income	80%

## **Appendix - Alternate/Local Data Sources**

### Attachments:

5 Year Dirt Road Paving Project Location Map

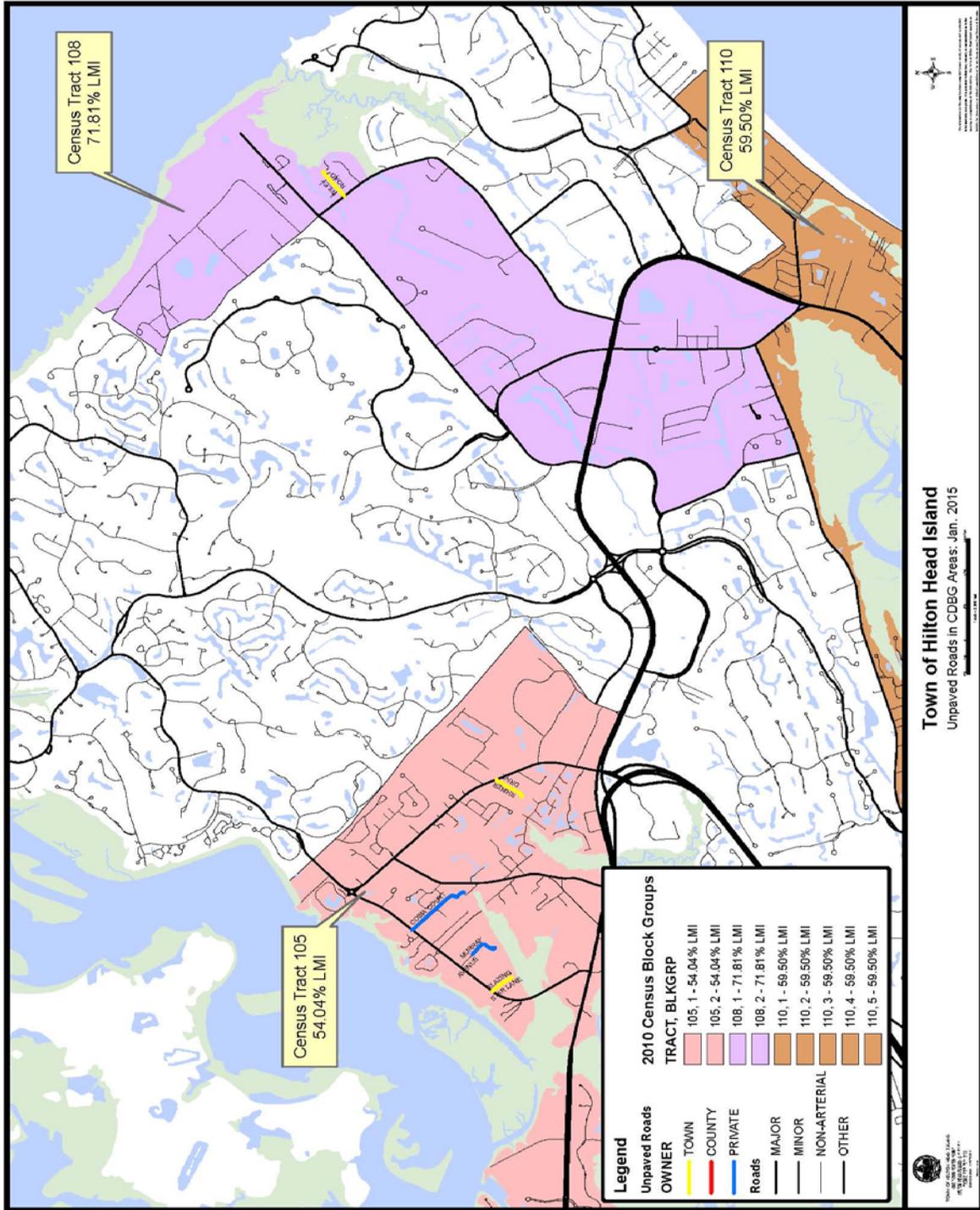
Needs Assessment Public Hearing Notice

Needs Assessment Public Hearing Attendance Sheet

Needs Assessment Public Hearing Minutes

30 Day Comment Period Public Hearing Notice

Citizen Participation Plan



**NOTICE OF PUBLIC HEARING  
- COMMUNITY NEEDS ASSESSMENT-**

Notice is hereby given that on **Thursday, November 13, 2014 at 6:00 p.m.**, at the Benjamin M. Racusin Council Chambers of the Town Hall, at 1 Town Center Court, the Town of Hilton Head Island will hold a public hearing to solicit public input on community needs and priorities for housing, public facilities and economic development. As required by the U.S. Department of Housing and Urban Development (HUD), the Town of Hilton Head Island is in the development stages of a five-year Consolidated Plan for the period of 2015-2019. The Consolidated Plan outlines goals and priorities the Town of Hilton Head Island will follow over the next five years for the use of Community Development Block Grant (CDBG) funds. This process includes a Housing and Community Development Needs Assessment. At this public hearing the Town of Hilton Head Island will provide the activities that might be undertaken to meet identified needs, including the estimated amounts proposed to be used for activities that will benefit persons of low and moderate income.

The public hearing and the matters to be discussed are subject to the provisions of the Town of Hilton Head Island's Citizen Participation Plan, developed in anticipation of participation in the HUD CDBG Program, providing for the participation of the citizens of the town in the planning and implementation of community and economic development projects involving CDBG funds. The Citizen Participation Plan is available for review at Hilton Head Island Town Hall, 1 Town Center Court, Hilton Head Island, SC 29928, 8:00am – 4:30pm, Monday – Friday. Persons with questions or comments concerning the public hearing or Citizen Participation Plan may contact Marcy Benson, Senior Grants Administrator at 1 Town Center Court, Hilton Head Island, SC 29928. Or by phone at (843) 341-4689 or at TDD phone number (843) 341-4720 or by e-mail at [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov)

The Town of Hilton Head Island does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Marcy Benson, Senior Grants Administrator, 1 Town Center Court, Hilton Head Island, S.C. 29928 has been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations. She may be reached by phone at (843) 341-4689 or at TDD phone number (843) 341-4720 or by e-mail at [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov)

PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS
John Geister	10 Sherman Place HHI SC 29928	
Dot Law	9 Bradley Beach Rd HHI SC 29928	
Thomas C. Bannwell Jr	P.O. Box 21057 Hilton Head SC 29925	
James Fisher	4 Shadewood Ct HHI 29926	
Ronald Stewart Sr.	14 Bligen Ln. Hilton Head 29926	
Prt Wirtzi	6 Nut Hatch Rd, HHI 29926	
HERBERT FORB	19 MARSHLAND Rd HHI, S.C. 29926	
Patsy Doughtie	47 Stonew Creek, HHI SC 29928	
Jessie Ramirez	11 Southwood Park #79 HHI SC 29926	
ALYN SCHNEIDER	74 PENINSULA DRIVE HHI 29926-1119	
George Paletta	110 Club Course DR. HHI 29928	
LARRY M. SANDERS	15 Indigo Plantation Rd Okatie 29909	

COMMUNITY NEEDS ASSESSMENT PUBLIC HEARING 2014

Thursday, November 13, 2014

PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS
C. Grant Cully	8 Gracefield Rd. HHI, SC 29928	
Analyn Keating	45 Queens Folly Rd. #787 29928	
Lancine Boer	2 Low Water 29928	
Lusan Murphy	1 Low Water 29928	
Pete Nardi	P.O. Box 21264, HHI, SC 29925	
Don Kirkman	One Town Center Court, HHI SC 29928	
Lynne Wardenberg	43 Forest Drive HHI SC 29928	
Ruby Machi	145 Club Course Dr. HHI SC 29928	
Veronica Muller	P.O. Box 21864 HHI SC 29925	
Tomz River	P.O. Box 23941 HHI S.C. 29925	
LESTER DOTSON	16 MANATEE WAY	
Chester Williams	PO Box 6028 29938	

COMMUNITY NEEDS ASSESSMENT PUBLIC HEARING 2014

Thursday, November 13, 2014

**Public Hearing Minutes**  
**Public Hearing to Discuss the Citizen Participation Plan and Seek Input for the**  
**Community Needs Assessment for the Community Development Block Grant (CDBG)**  
**Entitlement Program**

**Thursday, November 13, 2014 6:00pm, Town Council Chambers, Town of Hilton Head  
Island**

**Present: See attached sign-in sheet.**

Marcy Benson, Senior Town Grants Administrator began the public hearing at 6:05pm. A power point presentation was given describing the Citizen Participation Plan and the elements that are included in the plan. The purpose of the Community Needs Assessment and a description of the CDBG Entitlement Program were explained. The amount of CDBG funding available from HUD and types of eligible projects were discussed.

Public comments were taken and attendees were asked to list community needs. Each attendee was allotted three votes (via dot stickers) to select the needs identified which they believe most important in the community. Voting instructions noted attendees could use all three votes for one need if they believed that to be of the greatest importance to the community, or they could distribute their votes among three different needs identified during the hearing. The following needs were identified and ranked in order of community importance:

- Affordable housing (and infrastructure)
- Ward 1 water and sewer connection loan program
- Facility for legal assistance with heirs property
- Water infrastructure and connections
- Paving of local neighborhood roads
- Sewer infrastructure and connections
- Coordination with Project SAFE for water and sewer connections
- Housing rehabilitation
- Draining improvements
- Chaplin community center

Attendees were thanked for their participation and the public hearing adjourned at 7:07pm.

## NOTICE OF PUBLIC HEARING -CONSOLIDATED PLAN 30 DAY PUBLIC COMMENT PERIOD-

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2015 - 2019 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. The Plan will be available for review and comment for 30 days beginning Monday, February 16, 2015. A public hearing to obtain input on the 2015-2019 Consolidated Plan will be held on **February 16, 2015 at 6:00pm** at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the Plan will be available for review at the hearing and Monday – Friday 8:00am – 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning February 16, 2015. Written comments on the Plan are encouraged and may be submitted by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928 or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) . Comments will be accepted until March 18, 2015.

The public hearing and the matters to be discussed are subject to the provisions of the Town of Hilton Head Island's Citizen Participation Plan, developed in anticipation of participation in the HUD CDBG Program, providing for the participation of the citizens of the Town in the planning and implementation of community and economic development projects involving CDBG funds. The Citizen Participation Plan is available for review at Hilton Head Island Town Hall, at the times and address listed above.

The Town of Hilton Head Island does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Marcy Benson, Senior Grants Administrator has been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations. She may be reached at the email address listed above or by phone at (843) 341-4689.



# CITIZEN PARTICIPATION PLAN

## 2014

Town of Hilton Head Island  
1 Town Center Court  
Hilton Head Island, S.C. 29928  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)  
(843) 341-4600

## **STATEMENT OF PURPOSE:**

Pursuant to Section 91.105 (Citizen participation plan; local governments) of Title 24 of the Housing and Community Development Act of 1974, a jurisdiction participating in the Community Development Block Grant (CDBG) Entitlement Program is required to adopt a citizen participation plan that sets forth policies and procedures for citizen contribution in the development of any consolidated plan, subsequent amendment to the consolidated plan, and the performance report.

The CDBG Entitlement Program is a federally funded program provided by the U.S. Department of Housing and Urban Development (HUD) to the Town of Hilton Head Island to primarily benefit low-and-moderate income (LMI) citizens within the Town. The citizen participation plan must encourage participation by LMI residents particularly those living in slum and blighted areas, persons with disabilities, non-English speaking persons, and advocates for senior, disabled, illiterate, homeless and other low-income populations in areas where CDBG funds are proposed to be used. This participation is used in the Town's development of its five year Consolidated Plan and Annual Action Plan for use of CDBG funds.

The CDBG program provides funding to carry out a wide-range of eligible community development activities directed toward housing, economic development, and the provision of community facilities and improvements. All grant-funded activities must meet one of three broad National Objectives:

- 1) Benefit low-and-moderate income persons;
- 2) Aid in the prevention or elimination of slums or blight; or
- 3) Meet a need having a particular urgency.

Since it is the primary intent of this program to benefit persons of low-and-moderate income this plan has been designed to encourage and promote community involvement, particularly by persons of low-and-moderate income. The following provisions shall be adopted and implemented to encourage citizen participation.

## **ELEMENTS OF PLAN**

The Citizen Participation Plan (CP) shall be a written document developed by the Town of Hilton Head Island to promote and encourage citizen input in the CDBG Entitlement Program. The CP shall be reviewed annually in conjunction with the community's need assessment hearing which is an annual requirement for CDBG Entitlement Program eligibility. The review shall be conducted during a public hearing, held in accordance with the public hearing provisions of this plan and CDBG Entitlement Program requirements. The CP shall be available at the Town of Hilton Head Island Town Hall during normal business hours and written comments will be given consideration at the time of the annual CP review. Additionally, public testimony and comment shall be accepted during the public hearing.

### ***Public Hearings***

At least two public hearings will be held during the CDBG Entitlement Program Consolidated Plan and Annual Action Plan development period and annually after that. One hearing will be held to identify the Town's community development and housing needs. During one or both public hearings the range of eligible project types funded through the CDBG Entitlement Program and the amount of funding available will be addressed. A public hearing for review and comment on the

final draft of the CDBG Entitlement Program Consolidated and Annual Action Plans will be held with a minimum thirty day public comment period. The Town shall consider all comments received and attach a comment summary to the final draft of the CDBG Entitlement Program Consolidated and Annual Action Plans.

In the case of substantial amendments to the Consolidated or Annual Action Plans, where activities are to be added, deleted, or substantially changed in terms of purpose, scope, location or beneficiaries, the Town will provide citizens with an opportunity for comment on such changes through a public hearing. A minimum of thirty days will be made available to receive public comments regarding any substantial amendments to the Plans, and a comment summary will be included with amended Plans.

All public meetings or hearings concerning the Town's CDBG Entitlement Program shall be held at times and locations convenient to the Town's citizens, particularly those who are potential or actual beneficiaries. No public hearing shall be held before 6:00 p.m. on weekdays or 2 p.m. on Sundays, or be scheduled to begin after 8:30 p.m. The only exception to these time constraints shall be for regularly scheduled Town Council meetings. These meetings are generally held on the first and third Tuesday of every month; starting at 4:00 p.m. The location of public meetings shall be held in handicap accessible locations or assistance shall be provided to accommodate the special needs of the handicapped. In the event a public meeting will be held in a non-handicapped accessible location, special assistance shall be provided and notice of the availability of assistance shall be included in the public notice.

Where an estimated 10% or more of public hearing participants are expected to be non-English speaking residents, the Town will take reasonable measures to accommodate their needs. Official U.S. Census Bureau data for the proposed project area and for the Town as a whole will be analyzed to determine if this provision applies in a particular instance. In the event that such a determination is made, provisions shall be made to translate public documents and comments at all relevant public hearings into the native language of the majority of non-English speaking residents affected. Appropriate action will also be taken to accommodate the needs of persons with mobility, visual, or hearing impairments who wish to participate in the public comment process.

Consultations with non-profit organizations, public agencies, and other community organizations serving intended CDBG Entitlement Program beneficiaries shall be conducted during development of the Consolidated and Annual Action Plans. One or more meetings shall be conducted with such organizations to determine housing and community development needs, gaps in service, missing services, or services provided by organizations where Town participation will benefit low-and-moderate income citizens.

### ***Public Notice***

The Town of Hilton Head Island shall notify its citizens of public meetings or hearings with regard to the CDBG Entitlement Program through a minimum of two of the following methods:

1. Publishing notice in the Island Packet, a general circulation newspaper, at least seven days prior to all CDBG Entitlement Program public hearings or meetings. Such notices may be prominently advertised in an appropriate, non-legal or non-classified, section of the newspaper.

2. Public notices identical in content may be posted at Town Hall, in several conspicuous locations open to the public.
3. Public notices identical in content may be posted on the Town of Hilton Head Island website.
4. Notice of any public hearings or meetings may also be mailed to local community leaders and organizations, such as churches, and Property Owner's Associations.

The Town will maintain documentation of how public notices have been published and distributed.

### ***Technical Assistance***

The Town of Hilton Head Island shall provide technical assistance to individuals or groups representative of low-and-moderate income persons interested in submitting written proposals for consideration during the annual project review cycle. Assistance shall be provided in the form of education of groups or individuals as to the CDBG Entitlement Program, eligibility guidelines, and the range of activities that may be undertaken with such funds particularly in relation to identified community needs. The Town of Hilton Head Island will consider for funding any proposals developed by representatives of low-and-moderate income persons who follow all of the requirements for public participation. It shall be the sole prerogative of the Mayor and Town Council to determine which, if any, CDBG Entitlement Program proposals are funded.

### **Minimizing Displacement**

In the expenditure of CDBG Entitlement Program funds, the Town of Hilton Head Island shall take measures to minimize displacement of low-and-moderate income families that may result from its activities. When this is unavoidable on a temporary or permanent basis, federal law (the “Uniform Act”) shall be followed. This may include payments to the displaced families to assist with relocation expenses.

### **Performance Reports**

The Town is required to submit to HUD an annual performance report within ninety days of the completion of a program year. The Consolidated Annual Performance and Evaluation Report (CAPER) is due annually on September 30<sup>th</sup>. A minimum comment period of fifteen days will be provided to citizens prior to submission of the annual CAPER. The Town shall consider all comments received and attach a comment summary to the CAPER submittal.

### ***Plan and Program Access***

The citizens of the Town of Hilton Head Island shall be afforded reasonable access to this Citizen’s Participation Plan and records that concern projects undertaken with CDBG Entitlement Program funds. Appointments to review these documents may be set up through the Town Manager’s Office during normal working hours, Monday – Friday from 8:00am through 4:30pm. Every effort shall be

made to conveniently accommodate all citizens' requests for public information; however, the Town reserves the right to schedule appointments based upon workload of the Town Manager and his staff.

Complaints or grievances concerning the Citizen Participation Plan, the CDBG Entitlement Program Consolidated Plan or the CDBG Annual Action Plan shall be submitted to the Town Manager at the following address:

Town of Hilton Head Island  
Office of the Town Manager  
1 Town Center Court  
Hilton Head Island, SC 29928

The Town shall prepare a written answer to all written complaints or grievances within 15 days where practical.

# Public Comments Received During 30 Day Consolidated Plan Public Comment Period

## Comment Summary

The four comments received were in support of the Consolidated Plan. Comments included:

1. Support for road improvements and the need to make drainage improvements and sewer service available.
2. Support for revitalization efforts surrounding planned unit developments, and low income housing construction to replace ageing homes.
3. Support for the Consolidated Plan, with a concern for the Union Cemetery Road area not included as a CDBG area.
4. Support for prioritizing paving dirt roads, and suggesting roads be prioritized based on potential to create additional investment, tax base and economic development for the Town.

Mater 2/16/2015

**Town of Hilton Head Island 2015 – 2019 Consolidated Plan**

**Public Comment Form**

<https://services.hiltonheadislandsc.gov/publiccomment/>



Thanks to the staff, for the work, in putting the application together. The roads desperately need the improvements, for human safety for life. The roads is part of the need the drainage is also a much needed component for each of the community that will be getting road improvement over the next several years. Sewer service must also be made available to all these areas. There must be a comprehensive service effort to the deprived sections of Hilton Head Island, SC.

**Optional:**

Name:

Thomas C Barnwell Jr

Address:

P.O. Box 21057 Hilton Head Island, SC 29925

Phone:

Email:

Return to:

Marcy Benson, Senior Grants Administrator  
Town of Hilton Head Island – Community Development Department  
1 Town Center Court  
Hilton Head Island, SC 29928  
[Marcyb@hiltonheadislandsc.gov](mailto:Marcyb@hiltonheadislandsc.gov)

## Public Comments Submitted Online for

### HUD/CDBG Consolidated Plan

Total Comments: 3    Support: 3    Oppose: 0

#### *Support:*

I support the revitalization of areas surrounding plantations. The island will benefit so much from this project. As a visitor, you can only see residences off of 278, or within your rental/hotel property. Even though the island has lots to offer in regard to recreation, I believe the surrounding areas need to be aesthetically appealing. Low income housing should be built to replace old dilapidated bungalows and mobile homes. We vacationed for 15 years, and never realized how beautiful the plantations were. One day we decided to "house hunt". Only then, from driving through plantations with a realtor, did we realize how beautiful the island was. We ended up buying a home on HHP.

Lorraine Chillemi

Submitted: 2/18/2015

*Support*

It is noted that the Union Cemetery Road area was not included in the affected CDBG area. Was this a misprint?

Submitted: 2/23/2015

*Support*

Because of the limited funds available under the CDBG program and the LMI restrictions, I support the Town's strategy of prioritizing the paving of dirt roads in underserved areas of the Town. My only suggestion is that the roads be prioritized based on their potential to create additional investment, tax base and economic development in the Town, if possible. For example, prioritizing roads that may access larger tracts that could be used for affordable housing development or roads that may improve access to parcels that may be zoned (or could be rezoned) for non-residential uses that could support job creation and other investment.

Don Kirkman, Executive Director, Hilton Head Island Economic Development Corporation  
4 Northridge Drive, Suite C

Submitted: 3/11/2015

*Support*

#### *Oppose:*

# TOWN OF HILTON HEAD ISLAND

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## *Community Development Department*

<b>TO:</b>	Stephen G. Riley, ICMA-CM, Town Manager
<b>FROM:</b>	Jill Foster, Deputy Director
<b>CC:</b>	Charles Cousins, Director
<b>CC:</b>	
<b>DATE</b>	April 13, 2015
<b>SUBJECT:</b>	Resolution to Adopt an Arts and Culture Mission Statement, Goal and Objectives

**Recommendation:** That Town Council adopt the attached Resolution defining a Mission Statement, Goal and Objectives to initiate discussions on the Town's 2015 Target for Action: "Arts and Culture Collaborative Strategy."

### **Summary:**

In order to determine how to resolve Town government involvement in the Arts and Culture of the Island, a Mission Statement, a Goal (or end product), and four specific Objectives should be examined and discussed by the Community Services Committee within the next year. These revolve around the economic impact, collaborative effort, financial obligation, and the future of the arts and cultural organizations in our community.

### **Background:**

The Community Services Committee of the Town Council has been assigned the adopted Town Council Target for Action: "Arts and Culture Collaborative Strategy." During recent Committee meeting discussions, a Mission Statement, a Goal, and four Objectives were developed. These Objectives will be discussed in future Community Services Committee meetings.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO ADOPT A MISSION STATEMENT, GOAL, AND SPECIFIC OBJECTIVES ON THE ARTS AND CULTURE OF THE ISLAND.**

**WHEREAS,** Town Council has as one of its 2015 Top Priority Targets for Action: “Arts and Culture Collaborative Strategy;” and

**WHEREAS,** Town Council wishes to support a mission that includes the advancement of Hilton Head Island as a rich and diverse arts and cultural destination that enriches the lives of our residents and guests; and

**WHEREAS,** Town Council recognizes the importance of arts and cultural events and opportunities to our Island; and

**WHEREAS,** Town Council believes that enhanced arts and cultural opportunities will help diversify our economy and draw newcomers to our region; and

**WHEREAS,** Town Council wishes to identify what role the Town Government should have regarding the arts and culture of Hilton Head Island.

**NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** the following shall be adopted:

**Town of Hilton Head Island Arts and Culture Mission Statement:**

*To support the advancement of Hilton Head Island as a rich and diverse arts and cultural destination that enriches the lives of our residents and guests.*

**Goal:**

Determine the role of Town government and other entities in supporting the Arts and Cultural organizations.

**Specific Objectives:**

- 1) Economic Impact Objective: Determine whether the economic impact of the Arts and Cultural organizations is large enough for the Town or other entities to increase support through various methods.
- 2) Collaborative Objective: Determine if the Town or other entities should play a role in furthering the collaborative efforts of the Arts and Cultural organizations.

- 3) Future Arts Community Objective: Determine what the Arts and Cultural community would look like in the future (2030) to be as self-sustaining as possible.
- 4) Financial Objective: Determine if the Town or other entities should financially support the Arts and Cultural initiative and in what areas (facilities, programming or collaboration); and if so, how (method, distribution, amount, etc.)

**MOVED, APPROVED, AND ADOPTED THIS \_\_\_\_\_ DAY OF APRIL, 2015.**

\_\_\_\_\_  
**David Bennett, Mayor**

**ATTEST:**

By: \_\_\_\_\_  
**Victoria L. Pfannenschmidt, Town Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Gregory M. Alford, Town Attorney**

**Introduced by Council Member: \_\_\_\_\_**

**TOWN OF HILTON HEAD ISLAND**  
*Community Development Department*

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<b>TO:</b>	Stephen G. Riley, ICMA-CM, Town Manager
<b>FROM:</b>	Jill Foster, Deputy Director
<b>CC:</b>	Charles Cousins, Director
<b>DATE</b>	April 13, 2015
<b>SUBJECT:</b>	Resolution creating the Arts and Culture Strategic Planning Committee

**Recommendation:** That Town Council adopt the attached Resolution to create the Arts and Culture Strategic Planning Committee as a sub-committee of the Community Services Committee, and to define their objectives.

**Summary:** The sub-committee is proposed to consist of 7-9 members of the public, inclusive of one representative from each of the following three organizations: Arts Center of Coastal Carolina, the Art League of Hilton Head Island, and the Hilton Head Island Symphony Orchestra. Other sub-committee members should represent a broad diversity of the community including those with background in arts and arts-related businesses, and members who are familiar with the future wave of arts and culture as desired by the younger generations.

**Mission:** To assist Town Council in supporting the advancement of Hilton Head Island as a rich and diverse arts and cultural destination that enriches the lives of our residents and guests.

**Goal for the Sub-Committee:** To assist Town Council in defining the role of Town government and other entities in supporting Arts and Cultural organizations.

**Specific Objectives for the Sub-Committee:**

- 1) Economic Impact Objective: Recommend whether the economic impact of Arts and Cultural organizations is large enough for the Town or other entities to increase support through various methods.
- 2) Collaborative Objective: Recommend if the Town or other entities should play a role in furthering the collaborative efforts of Arts and Cultural organizations.
- 3) Future Arts Community Objective: Recommend what the Arts and Cultural community would look like in the future (2030) to be as self-sustaining as possible.

- 4) Financial Objective: Recommend if the Town or other entities should financially support the Arts and Cultural initiative and in what areas (facilities, programming or collaboration); and if so, how (method, distribution, amount, etc.)
- 5) Reports: Monthly committee updates are to be provided to the Community Services Committee, and a Final Report is to be delivered within 6 months from the time the Arts & Culture Strategic Planning Committee is appointed.

**Background:**

The Community Services Committee of the Town Council is discussing the adopted 2015 Town Council Target for Action: "Arts and Culture Collaborative Strategy." During Committee discussions, they realized a need for assistance from Arts and Cultural organizations and the public to resolve several questions pertaining to their defined Objectives. Creation of a sub-committee with knowledgeable citizens would enhance their ability to resolve major questions pertaining to this Target for Action.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, CREATING THE ARTS AND CULTURE STRATEGIC PLANNING COMMITTEE AS A SUB-COMMITTEE OF THE COMMUNITY SERVICES COMMITTEE; AND PROVIDING A GOAL AND OBJECTIVES FOR THE COMMITTEE.**

**WHEREAS**, Town Council has adopted “Arts and Culture Collaborative Strategy” as one of its 2015 Top Priority Targets for Action; and

**WHEREAS**, Hilton Head Island enjoys a variety of arts and cultural opportunities including, but not limited to, the Arts Center of Coastal Carolina, the Choral Society, the Art League of Hilton Head Island, the Coastal Discovery Museum, the Hilton Head Island Symphony Orchestra, and more; and

**WHEREAS**, Town Council recognizes the importance of arts and cultural events and opportunities to our Island; and

**WHEREAS**, Town Council believes that enhanced arts and cultural opportunities will help diversify our economy and draw additional patrons to our region; and

**WHEREAS**, Town Council wishes to support the mission to advance Hilton Head Island as a rich and diverse arts and cultural destination that enriches the lives of our residents and guests; and

**WHEREAS**, Town Council desires to create a sub-committee composed of members with diverse arts and cultural experience and background to recommend the role of Town Government and other entities in supporting the arts and cultural organizations.

**NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** there shall be created the Arts and Culture Strategic Planning Committee, which will be a sub-committee of the Community Services Committee.

Membership: Seven to nine members of the public, inclusive of one representative from each of the following three organizations: Arts Center of Coastal Carolina, the Art League of Hilton Head Island, and the Hilton Head Island Symphony Orchestra. Other committee members should represent a broad diversity of the community including those with background in arts and arts-related businesses, and members who are familiar with the future wave of arts and culture as desired by the younger generations.

Goal: Recommend the role of Town Government and other entities in supporting Arts and Cultural Organizations.

Objectives:

- 1) Economic Impact Objective: Recommend whether the economic impact of Arts and Cultural organizations is large enough for the Town or other entities to increase support through various methods.
- 2) Collaborative Objective: Recommend if the Town or other entities should play a role in furthering the collaborative efforts of Arts and Cultural organizations.
- 3) Future Arts Community Objective: Recommend what the Arts and Cultural community would look like in the future (2030) to be as self-sustaining as possible.
- 4) Financial Objective: Recommend if the Town or other entities should financially support the Arts and Cultural initiative and in what areas (facilities, programming or collaboration); and if so, how (method, distribution, amount, etc).
- 5) Reports: Monthly committee updates are to be provided to the Community Services Committee, and a Final Report is to be delivered within 6 months from the time the Arts & Culture Strategic Planning Committee is appointed.

**MOVED, APPROVED, AND ADOPTED THIS \_\_\_\_\_ DAY OF APRIL, 2015.**

\_\_\_\_\_  
**David Bennett, Mayor**

**ATTEST:**

**By:** \_\_\_\_\_  
**Victoria L. Pfannenschmidt, Town Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Gregory M. Alford, Town Attorney**

**Introduced by Council Member:** \_\_\_\_\_  
**Kim Likins**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND,  
SOUTH CAROLINA, ANNOUNCING THE PUBLIC ENDORSEMENT AND  
COMMITMENT TO COOPERATE WITH HARGRAY COMMUNICATIONS TO BRING  
THE LOWCOUNTRY BROADBAND PLAN POWERED BY HARGRAY TO THE TOWN OF  
HILTON HEAD ISLAND.**

**WHEREAS**, the Town Council of the Town of Hilton Head Island, South Carolina recognizes the importance to our community of investments that facilitate best-in-class broadband services, including the importance of those investments to encourage economic growth and to solidify our community's reputation as a location with advanced technological infrastructure for businesses, residents, and visitors; and

**WHEREAS**, the Town of Hilton Head Island desires to encourage such broadband investments to enhance the technological capabilities of businesses, residents, and visitors in its community; and

**WHEREAS**, Hargray Communications (Hargray) has been a contributing and committed member of the Lowcountry, with over 65 years of experience and a vast and growing fiber network that can be leveraged to provide advanced broadband services to the Town of Hilton Head Island; and

**WHEREAS**, Hargray has indicated a willingness to initiate investments to enable Gigabit Internet services to residential, commercial, and common areas through a Lowcountry Broadband Plan.

**WHEREAS**, the Town Council of the Town of Hilton Head Island desires to publicly support such investment, to cooperate so as to expedite and facilitate such investment, and to encourage residents and businesses of the community to take advantage of the benefits of such advanced broadband services.

**NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** the Council supports and endorses the Lowcountry Broadband Plan, commits to cooperate, to the extent within its control and authority, to expedite and facilitate the investments contemplated by the Lowcountry Broadband Plan, and to encourage residents and businesses to take advantage of the technological advancements enabled by the Lowcountry Broadband Plan.

**MOVED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, OF  
APRIL 2015.**

\_\_\_\_\_  
**David Bennett, Mayor**

**ATTEST:**

**By:** \_\_\_\_\_  
**Victoria L. Pfannenschmidt, Town Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Gregory M. Alford, Town Attorney**

**Introduced by Council Member:** \_\_\_\_\_