



The Town of Hilton Head Island  
**Community Services and  
Public Safety Committee**  
Special Meeting  
Monday, August 12, 2019, 9:00am  
Benjamin M. Racusin Council Chambers  
**AGENDA**

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*As a courtesy to others, please silence all mobile devices during the meeting.*

1. **Call to Order**
2. **FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Approval of Minutes**
  - a. June 24, 2019
  - b. July 22, 2019
4. **Unfinished Business**
  - a. Main Street Private Rights of Way Dedication
5. **New Business**
  - a. Potential Cost Sharing Project Related to a Potential Third Lane on a Portion of William Hilton Parkway
  - b. Recommendation for Community Development Block Grant (CDBG) 2015-2019 Five Year Consolidated Plan Funding Program
6. **Executive Session**
  - a. Review Talent Bank applications for vacancy on the Parks & Recreation Commission.
  - b. Discuss interview schedule.
7. **Adjournment**

**Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.**



Town of Hilton Head Island  
**Community Services & Public Safety Committee**

Monday, June 24, 2019 at 9:00 am  
Benjamin M. Racusin Council Chambers

## **MEETING MINUTES**

**Present From the Committee:** Marc Grant; Tamara Becker

**Present from Town Council:** David Ames

**Present from Town Staff:** Scott Liggett, Charles Cousins, John Troyer, Jeff Buckalew, Jeff Netzinger, Darrin Shoemaker, Jennifer Ray, James Cook, Anne Cyran

**Present from Media:** Katherine Kokal, *The Island Packet*

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### **1. Call to Order**

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

**3. Approval of Minutes** – March 25, 2019 – Council Member Becker moved to approve. Chairman Grant seconded. The Minutes of March 25, 2019 were unanimously approved. June 3, 2019 - Council Member Becker moved to approve. Chairman Grant seconded. The Minutes of June 3, 2019 were unanimously approved.

### **4. Unfinished Business**

**a. Town Council Request for Traffic Signal Analysis at Long Cove Club Drive and US 278 (Business)**

Scott Liggett, Director of Public Projects & Facilities advised that staff recommends no further Town involvement in the pursuit of a traffic signal at the intersection of Long Cove Club Drive and William Hilton Parkway (US 278 Business.)

At the direction of Town Council, the Town funded traffic counts and provided supporting data to the South Carolina Department of Transportation (SCDOT), and requested a signal warrants analysis be performed at this intersection. SCDOT conducted this analysis and determined that a traffic signal is not recommended at this location.

### **5. New Business**

**a. 1<sup>st</sup> Quarter Crime Statistics – BCSO**

Captain Angela Viens from the Beaufort County Sheriff's Department gave a presentation on the 1<sup>st</sup> Quarter Uniform Crime Report. Captain Viens reported the Sheriff's Department reported they just added a dog to our canine troop. Canine Reg is an explosive detection and human remains detection dog. We used him at the St. Patrick's Day Parade and he will be used at any festivals that are drawing large crowds. He also assists with a Hazmat Team in the low country when called upon.

We had one murder during the 1<sup>st</sup> Quarter that was actually a murder that happened on Point Comfort Road. It eventually turned out to be a murder/suicide the same day with the suicide occurring in Jasper County.

We have seen a dramatic increase in the robberies during the 1<sup>st</sup> Quarter and those can be attributed to three different things: we had an ATM robbery at Shelter Cove that has been cleared by arrest of a group of individuals out of Beaufort. The Parkers Gas Station at the corner of Spanish Well and Old Wild Horse was robbed and cleared by arrest with a group from the Hilton Head Gardens area. We had a blitz of robberies that were occurring around the Marshland Road and Mathews Drive area. Those have been attributed to an internet dating or prostitution website called Skip the Games. We had four reported – unfortunately some of our victims are not cooperative for obvious reasons. Some were falsely reported as robberies that occurred somewhere else with different circumstances. Without cooperating victims in those cases we are having to work alternatively and find other methods through computer crimes violations because it is an internet based service.

There was a slight increase in our larcenies – in auto theft and burglaries we saw a spike and I think that if you remember we had a cluster of events that happened at the Avalon right outside the Indigo Run gate. We had several burglaries that night with at least three cars stolen. Those folks have been incarcerated – juveniles that came to our area from Jasper County.

We have seen a drastic decrease in traffic accidents in this quarter. We had one fatality which happened in Sea Pines – a cyclist was struck by a dump truck. Both our traffic citations and our traffic warnings have increased a little bit – about 10%.

Chairman Grant thanked Captain Viens for her report.

**b. Main Street Private Rights of Way Dedication**

Scott Liggett said he had some introductory remarks before he invites staff up for their presentation. As a refresher for the Committee and frankly for those who may be here in the audience as well, we have been discussing the public dedication of Main Street for some time, although it literally has been years since it appeared on an agenda here of Committee here or with Town Council.

In an attempt to try and reset the discussion, recognize the change in elected leadership here at the Town, recognize the change in road ownership of Main Street itself, we have got this listed here as an item of New Business going forward. That is mostly the motivation for its placement here on the Agenda. Again, from staff perspective, we do not necessarily see this as an action item for you today. In fact, I would recommend the contrary. I would invite you to hear what staff has to report back to Committee here today. I know there are stakeholder interests along Main Street in attendance as well. They may have some remarks to share as well as representative of the road owner. We have provided or will provide to all of Council the technical assessment that was completed which is really where we last left things with Council. Staff had previously completed the review of the technical merits of this dedication as well as the subjective criteria which is what the policy speaks to. As a bit of a refresher for you and those in the audience, no changes to that assessment from the staff perspective in that we have a road on its technical merit that may fall slightly short of the requires. A couple of areas in particular 1) insufficient right of way width. A couple of these roads that we can call out if necessary as well as an uncertain construction history. We are unable given the age of this road to confirm exactly what standards were employed back when this road was constructed, but we believe in the early 80's.

Regardless, I think the road in most folk's eyes has reached the end of its intended design life. That is one of the concerns that we need to call to Council's attention in particular. When we did last revisit this with Committee, staff was tasked with trying to quantify the costs of this acceptance. We had subjective criteria that we think are overwhelming or significant enough that would cause us to recommend acceptance. We haven't yet figured out how best to deal with the cost that would necessarily come. What staff believes is we have about \$500,000 worth of immediate improvements that the day after the Town were to take this road over should Council direct us to do that, we should be prepared to embark to correct. From a longer term perspective, there is the specter that this road may have to be rebuilt to a large degree in its entirety. We have for a long time identified this road as a candidate for construction of a pathway and we have also raised concerns about the potential suitability long term for storm water. The net, net for all of this financially is we would have about \$500,000 immediate investment in the road that we would have to make and a near term investment of somewhere between \$2,000,000 - \$5,000,000 over the next 3-5 years. We would need time to try and put all of that in place and deliver to Council a budget that you may be inclined to approve. Know that is the chess game that we are playing. Staff support says as is contained in the recommendation that we accept this road. From our sensibility I think we should endeavor to seek half of the costs of the immediate repairs – so roughly \$250,000 of the approximate \$500,000 immediate investment. That may or may not match with the sensibilities of Council and may or may not match with the sensibilities of the current road owners and the other stakeholder groups.

That is the introduction and I am happy to answer any questions. If not, let me invite Jeff Buckalew up and he can talk you through the assessments that have been done and the technical merits, the subjective criteria and then the hard field work that has been done.

Jeff Buckalew, Town Engineer said it is Staff's recommendation the Town accept the dedication of the following private road rights of way for perpetual ownership and maintenance with the conditions that the road owner repair the existing deficiencies to the satisfaction of the Town, or provide compensation totaling 50% of the actual cost of immediate repairs (assessments and estimates available upon request), currently estimated at not to exceed \$238,319.00, that the road owner assign to the Town currently possessed easement rights 10' wide adjacent to all rights of way for construction and maintenance of future pedestrian infrastructure, and that the rights of way not be accepted before July 1, 2020 to afford time for necessary budget and legal provisions. The private road rights of way to be dedicated are: Main Street, from Whopping Crane Way to Wilborn Road, Central Avenue, Museum Street and Merchant Street.

The owners of these private roads have offered to dedicate the rights of way to the Town. These roads and this offer do not meet all the requirements of the Town's policy for acceptance of private roads. Notable deficiencies relate to insufficient right of way width and the lack of certification that the road was constructed and surfaced in accordance with SCDOT standards. However, Town Council may wish to consider the benefits to the traveling public at large in accepting these rights of way, rather than simply relieving the road owner of their liabilities and maintenance responsibilities, and shifting the burden to the Town.

Staff has made both a technical review of the application as well as a subjective review of the application to determine if the criteria has been met and provide insights to support the recommendation to accept the roads. While certain policy criteria are clearly not met, the overall conclusion of Staff in the assessment of this application is that there would be net

benefit to the traveling public in the government ownership and maintenance of these roads if the costs of necessary and immediate repairs are shared.

Chairman Grant asked about business license fees and what businesses in that area payed the town. Do you have that number now? That might be something to look at – how much do they pay annually. Scott Liggett said they definitely would need time to extract that information – how much of it we can make publicly available I don't know as there are some sensitivities to that information. I think I understand the intent of the question. Let us respond with what we understand.

Council Member Becker said she will have a lot of questions, but most of them I will get to you during this week so I do not stumble all over them today.

Chairman Grant said he has children going to the public schools and he uses it as a short cut all the time for the simple fact that 278 is always backed up. I do recognize that there are students after school that cut through that area. I believe that because it is a commercial area that it has the opportunity for possible new development, new opportunities to increase revenue for the Town and for the community at large.

Chairman Grant opened up the discussion to the public. Ed Hughes, an Attorney here on Hilton Head Island stated he has been a tenant on Main Street for approximately 25 years. We certainly appreciate the Town making this consideration. I met with Mr. Liggett earlier and we understand the request for the \$238,000. The only challenge I see in that is this is a Property Owners Association. The road was developed back in the mid to late 80's and most of these properties have changed hands several times since then. The Main Street Property Owners Association does not have \$238,000. They would have to go through a process of a special assessment that would require approving a special assessment. If there is a flexibility of a period of time in which that could be paid that might be helpful. Asking for \$238,000 by July 1, 2020 might be difficult. If it is something the Association can do over a period of time it might be something that would be easier for the property owners to accept. I am here today to speak for the property owners and we thank you for your consideration. This is something in my mind and most owners' minds is something that needed to be done a long time ago.

Chairman Grant asked in terms of the Town are there any legal options we can look at in terms of how we would access this with partial payments or long term payments? Mr. Liggett said the short answer is yes if Council from their perspective would be interested in us embarking by which to encumber and assess properties directly as opposed to expecting the commercial entities to assess themselves and then remit payment. I am happy to work with our Finance Department and the Town Manager's office to present as part of the discussion what options we may be able to avail ourselves of as well as the expectation for success. There is a corollary that I would draw back to the early 90's just as an example. We had done a very similar if not identical thing in the public dedication of New Orleans Road. It was previously privately owned. The Town took it over at the time as I understand it the Municipal Improvement District Legislation was a little different then than has become and the District was created that allowed the Town to assess the commercial entities. As I understand those laws now, individuals can opt out which creates the circumstance that it would not appear to be too reliable. Let us work and we will get you those options for our continuing discussions.

Chairman Grant said if in the beginning everyone agreed and once they agreed and we started doing the development or improving the road they could opt out or what if a business

closes? Mr. Liggett stated the assessment would run with the property as I understand it, but that does not necessarily change the fact that a current owner may object to the payment just like a new owner might object to the payment. We would just have to assess for Council how reliable it would be if you want to go the route of assessment in some form or fashion. That would be to generate the \$238,000 if that is the direction that Council would like to go. Mr. Liggett said from our perspective we would prefer to not be the fee collector. It would be the Staff's perspective, particularly if there is some ability to allow payment through time as assessed by the commercial association. I think that would be preferable to Town staff than expecting us to keep up with those assessments.

Chairman Grant asked Mr. Liggett if they needed a Motion on this item. Mr. Liggett said what he would suggest is Staff would be prepared to come back at your meeting in July with the expectation that you would be in a position to take action and develop a recommendation for Council at that meeting. Once you see the assessment and you think about what makes most sense to you individually, I would invite you to let me know if that is a problem.

**c. Update on Cordillo Tennis Courts Renovation Project**

Anne Cyran, Senior Planner indicated that staff recommends the Community Services & Public Safety Committee recommend that Town Council support the design, permitting and construction of Phase 2 of the Cordillo Tennis Courts renovation project as described below:

Phase 1 of the Cordillo Tennis Courts renovation project, which consists of removing and replacing the tennis courts, is under construction. It is scheduled to be complete by mid-July.

Phase 2 would consist of a building to include restrooms and an equipment storage space and improving existing site features. Staff received a quote to design and permit Phase 2 in May. Staff anticipates construction will begin this fall, but this may change if previously planned storm water infrastructure improvements are added to the construction contract.

After a brief discussion, Council Member Becker moved to approve. Chairman Grant seconded. The motion was unanimously approved.

**6. Adjournment**

Council Member Becker moved to adjourn. Chairman Grant seconded. The Meeting was adjourned at 9:50 a.m.

**Submitted by:**

**Karen D. Knox**



Town of Hilton Head Island  
**Community Services & Public Safety Committee**

Monday, July 22, 2019 at 9:00 am  
Benjamin M. Racusin Council Chambers

## **MEETING MINUTES**

**Present From the Committee:** Marc Grant; Tamara Becker

**Present from Town Council:**

**Present from Town Staff:** Scott Liggett

**Present from Media:**

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Chairman Grant advised that this Meeting was being cancelled due to lack of quorum and also because on one item he would need to recuse himself due to a conflict of interest. We will have a Special Meeting on Monday, August 12, 2019 at 9:00 a.m. and the items on this Agenda will be carried over to the August 12<sup>th</sup> meeting.

1. **Call to Order**
2. **FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Approval of Minutes – June 24, 2019**
4. **Unfinished Business**
  - a. Main Street Rights of Way Dedication
5. **New Business**
  - a. Potential Cost Sharing Project Related to a Potential Third Lane on a Portion of William Hilton Parkway.
6. **Adjournment**

**Submitted by:**

**Karen D. Knox**



# TOWN OF HILTON HEAD ISLAND

## *Public Projects and Facilities Management Department*

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**TO:** Stephen G. Riley, ICMA-CM, Town Manager  
**FROM:** Scott Liggett, PE, Dir. of Public Projects & Facilities / Chief Engineer  
**COPY:** John Troyer, Finance Director  
James Cook, Engineering Project Manager  
Jeff Netzinger, Storm Water Manager/Asst. Town Engineer  
**DATE:** July 11, 2019  
**SUBJECT:** Public Dedication of Private Roads – Main Street, from Whooping Crane Way to Wilborn Road, Central Avenue, Museum Street, Merchant Street and a portion of Meeting Street

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In response to the questions posed by Committee at the June 24, 2019 meeting, staff provides the following:

Q: What are the business license revenues remitted to the Town by the businesses that comprise the Commercial Association?

A: The most recent year business license revenue total is \$131,080. Including HTAX, local ATAX and Beach Preservation Fees, the total is \$472,466 for the most recent year. This is without property taxes.

Q: What are the legal options the Town could consider in the assessment/collection of a share of the road rehabilitation costs from the Commercial Owners' Association?

A: State Code and the Municipal Improvement Act of 1999 provides a means by which an "Improvement District" could be created and property owners within such district could be assessed by the Town via annual tax bills. Additionally, Beaufort County is enabled to create a Special Purpose Tax District, though such a district may only be created upon petition by the impacted property owners. Lastly, as a condition of the agreement for the transfer of the rights of way, the Town could include a requirement that the association assess, collect and remit to the Town, the private share of the cost of improvements.

Staff continues to recommend the Town accept the dedication of the subject road rights of way for perpetual ownership and maintenance with the conditions that the road owner repairs the existing deficiencies to the satisfaction of the Town, or provide compensation totaling 50% of the actual cost of immediate repairs (assessments and estimates available upon request), currently estimated at not to exceed \$238,319.00, that the road owner assign to the Town currently possessed easement rights 10' wide adjacent to all rights of way for construction and maintenance of future pedestrian infrastructure, and that the rights of way not be accepted before July 1, 2020 to afford time for necessary budget and legal provisions. The private road rights of way to be dedicated are: Main Street, from Whooping Crane Way to Wilborn Road, Central Avenue, Museum Street and Merchant Street.





# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Community Services & Public Safety Committee  
**VIA:** Shawn Colin, *AICP, Director of Community Development*  
**FROM:** Teri B. Lewis, *AICP, Deputy Director of Community Development*  
**CC:** Nicole Dixon, Development Review Administrator  
**DATE:** July 16, 2019  
**SUBJECT:** Potential cost sharing project related to a potential third lane on a portion of William Hilton Parkway

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### **Recommendation**

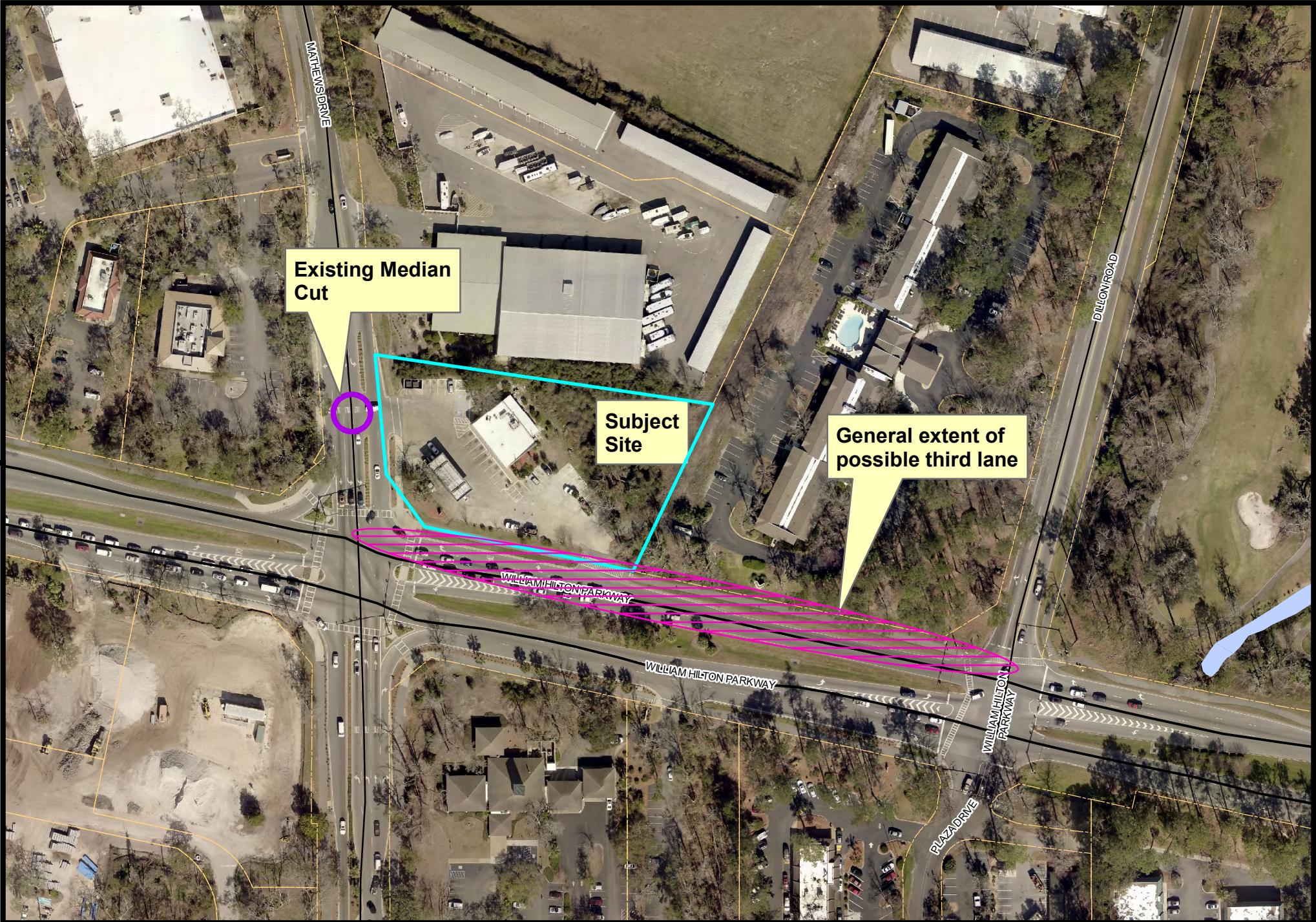
Staff recommends the Community Services & Public Safety Committee forward to Town Council a recommendation related to this request.

### **Summary**

The Circle K owners have been working with Town staff to develop a path forward that allows them to redevelop their site to better serve their clientele while still keeping the median cut on Mathews Drive open. They are interested in partnering with the Town in a cost sharing project that would result in the addition of a third lane on William Hilton Parkway between Dillon Road and Mathews Drive.

### **Background**

The Circle K convenience store and gas station development submitted a plan in 2018 to redevelop the site. The applicant was required to submit a Traffic Impact Analysis Plan (TIAP) as a result of the additional trips projected to be generated due to the scope of the proposed redevelopment. One of the recommendations of the TIAP stated that a right turn lane should be added to serve the site's right-in/right-out access on to William Hilton Parkway. The applicant was amendable to providing this turn lane; however, they were required to obtain an encroachment permit from SCDOT for this improvement. SCDOT conditioned their approval on the closure of the median cut on Mathews Drive in front of the Circle K site. The applicant, due to the significance of this median cut to their business, does not wish to close it. The Town has considered the addition of a third lane between Dillon Road and Mathews Drive for future CIP consideration to facilitate traffic circulation improvements in this area. SCDOT has indicated if the Town were to pursue such a CIP project then the median cut on Mathews Drive would not be required to be closed.



**Existing Median Cut**

**Subject Site**

**General extent of possible third lane**

**Town of Hilton Head Island**  
Possible Third Lane on William Hilton Parkway



This information may have been compiled from a variety of sources and is intended to be used only as a guide. It is provided without warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for the accuracy or completeness of the data shown, which may be subject to change without notice.



# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Community Services & Public Safety Committee  
**VIA:** Shawn Colin, *AICP, Director of Community Development*  
**VIA:** Jennifer Ray, *ASLA, Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**DATE:** August 5, 2019  
**SUBJECT:** Recommendation for Community Development Block Grant (CDBG)  
2015 – 2019 Five Year Consolidated Plan funding program

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**Recommendation:** Staff recommends the Community Services & Public Safety Committee forward a recommendation to Town Council to approve projects listed in Attachment A to complete the 2015 – 2019 Five Year Consolidated Plan funding program.

### **Summary:**

Approval of the remaining projects found in Attachment A would allow for the timely implementation and expenditure of U.S. Department of Housing and Urban Development (HUD) CDBG funding to cover projects identified by the community within qualified areas during the needs assessment public meeting. More specifically approval would allow the following:

- 2017 program year funds of \$86,465 would roll forward to the 2018 program year.
- 2018 program year would replace the Murray Avenue dirt road paving project with a new park on the Town owned Patterson property located along Marshland Road. The 2018 Annual Action Plan would be amended and funding allocated to this park project.
- 2019 program year would remain the same, allocating funds to the Rowing and Sailing Center at Squire Pope Community Park playground and parking upgrades project.

### **Background:**

In February 2019 HUD accepted the Town's amended Five Year Consolidated Plan. The amended Five Year Consolidated Plan lists broad project activity categories encompassing projects that could include public facilities and improvements, housing activities and other real property improvements for the remaining years of the plan. Staff developed a project list for the remaining years (2017, 2018 and 2019) of the Five Year Consolidated Plan based on the 2018 needs assessment public meeting, Engineering staff, senior staff and additional citizen input. Specific projects identified during these meetings included the Patterson property park and a playground and parking expansion at the Rowing and Sailing Center at Squire Pope Community Park.

When the Five Year Plan was amended to remove the specific dirt road paving projects the 2017 and 2018 Annual Action Plans required amendments to replace the Cobia Court and Murray

**Subject: Recommendation for Community Development Block Grant (CDBG) 2015 – 2019 Five Year Consolidated Plan funding program**

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Avenue dirt road paving projects. The 2017 Annual Action Plan was amended and identified the Island Recreation Center playground replacement project to receive a portion of the 2017 CDBG funds. This amended plan was accepted by HUD and the project was started in April 2019. Based on the list of projects in Attachment A, staff is recommending a new park on the Town owned Patterson property along Marshland Road to be the project identified for the 2018 Annual Action Plan amendment.

In April 2019 during the public input process for the 2019 CDBG Annual Action Plan there was a significant number of public comments received regarding the playground and parking expansion project at the Rowing and Sailing Center at Squire Pope Community Park. The public comments received for the 2019 CDBG Annual Action Plan included a request to use 2019 CDBG funds for a shade structure at the Hilton Head Island Boys and Girls Club located at 151 Gum Tree Road. Prior to the public comments received in conjunction with the 2019 Annual Action Plan and at the June 4, 2019 Town Council meeting, a shade structure at the Hilton Head Island Boys and Girls Club was not mentioned as a community need.

Attached to this memo is a list of the projects included in the current Five Year Consolidated Plan and a history of the CDBG process for reference.

Attachment A

Projects in 2015 – 2019 Consolidated Plan

<b>Program Year</b>	<b>Project Name (Status)</b>	<b>Project Description</b>	<b>Estimated Design &amp; Construction Costs</b>	<b>Administration Costs</b>	<b>Amount of Allocation</b>	<b>Balance of Allocation</b>	<b>Target Area</b>
2015	Blazing Star Lane Paving <i>(Completed)</i>	Paving Dirt Road	\$179,937.19	\$22,409.81	\$202,347	\$0.00	Census Tract 105
2016	Rhiner Drive Paving <i>(Completed)</i>	Paving Dirt Road	\$194,510.16	\$1,612.84	\$196,123	\$0.00	Census Tract 105
<b>2017</b>	<b>Island Recreation Center Playground Upgrade <i>(Under Construction)</i></b>	<b>Recreational Facilities Improvement/ Playground Replacement</b>	<b>\$111,000</b>	<b>\$3,315.89</b>	<b>\$200,781</b>	<b>\$86,465</b>	<b>Census Tract 105</b>
<b>2018</b>	<b>Patterson Property Park <i>(Tentative - Pending Annual Action Plan Amendment)</i></b>	<b>Recreational Facilities Improvement/New Park</b>	<b>\$229,127</b>	<b>\$5,000</b>	<b>\$234,127</b>	<b>\$0.00 <i>(estimated)</i></b>	<b>Census Tract 110</b>
<b>2019</b>	<b>Rowing &amp; Sailing Center Playground &amp; Parking <i>(Approved)</i></b>	<b>Recreational Facilities Improvement/New Playground &amp; Parking</b>	<b>\$231,013</b>	<b>\$5,000</b>	<b>\$236,013</b>	<b>\$0.00 <i>(estimated)</i></b>	<b>Census Tract 105</b>



## **CDBG Process & Timeline**

### **2013**

- Notification from U.S. Department of Housing and Urban Development (HUD) the Town Of Hilton Head Island (Town) was eligible to participate in the Community Development Block Grant (CDBG) Entitlement Program. The Town declined option to participate in 2013.

### **2014**

- Notification from HUD the Town was eligible to participate in the CDBG Entitlement Program. The Town accepted option to participate, in order to gain +/- \$200,000 per year in dedicated CDBG funds. The mandatory Five Year Consolidated Plan due by May 2015.
- Direction from Town Council was to make the dirt road paving program a priority.
- Recommendations from HUD and other entitlement communities was to keep the local program and projects simple, and focus on projects Town can control.
- November: Needs Assessment public meeting was held. Dirt road paving was put forth by the public as a priority, although it did not receive the most public votes.
- Staff recommendation based on the Needs Assessment public meeting was to pursue dirt road paving with CDBG funds. The justification for this recommendation was based on the Needs Assessment, desire of community, Town Council priority, and the ability to complete the dirt road paving projects.

### **2015**

- Staff developed 2015-2019 Five Year Consolidated Plan. The Plan went through a review process with the Planning Commission, the Town Council Public Facilities subcommittee and Town Council. This process included the HUD required public meetings and 30-day public comment period.
- Community Development staff worked with Engineering to identify paving projects for next 5 years located in eligible census tracts.
- Blazing Start Lane was identified as the 2015 CDBG dirt road paving project and it was completed on-time.

### **2016**

- Rhiner Drive was identified as the 2016 CDBG dirt road paving project. This project took longer due to the bid process having to be conducted twice in order to obtain the required number of qualified bids per HUD requirements.

### **2017**

- Cobia Court was identified as the 2017 CDBG dirt road paving project. This project was not able to be completed due to difficulty in the acquisition process.
- Town Council authorized creation of Road Usage Fee to be used 50% for dirt road paving, which created an alternate funding source, although there are continued difficulties with the dirt road acquisition process.
- The inability to complete the Cobia Court dirt road paving project created the need for a Substantial Amendment to the Five Year Consolidated Plan.

## 2018

- December: Needs Assessment public meeting is conducted for the Five Year Consolidated Plan Substantial Amendment. The goal of this substantial amendment was to add more flexibility for other types of projects that could be funded with CDBG dollar. During the 2018 Needs Assessment public meeting specific projects were identified by the public, and staff placed the specific projects into broad HUD categories in the amended Five Year Consolidated Plan.

## 2019

- January: The amended Five Year Consolidated Plan was drafted with more general/broad goals & activities to allow the Town to execute projects other than dirt road paving. This process included the HUD required 30 day public comment & public meeting.
- February: Town Council approved submittal of the Five Year Consolidated Plan Substantial Amendment and HUD accepted the amended Plan.
- February: Staff developed a project list for the remaining years (2017, 2018, & 2019) of the Five Year Consolidated Plan based on the 2018 Needs Assessment public meeting input and the need to identify 2017-2019 projects.
- Community Development staff met with Engineering staff, Senior staff and a small group of citizens from CDBG eligible census tracts to review projects identified during the 2018 Needs Assessment public meeting. Specific projects identified during these meetings included the Taylor Family property park and the Patterson property park, and playground and parking expansion at the Rowing and Sailing Center at Squire Pope Community Park.
- February: The process for the Substantial Amendment to the 2017 Annual Action Plan, to replace the Cobia Court dirt road paving project began. Staff identified the 2017 replacement project as Island Rec Center Playground. Justification for this replacement project was based on the recently completed Island Rec Center renovation, lack of funding for a playground, the project could be quickly executed to meet HUD timeliness requirements and not jeopardize current or future funding allocations.
- February: Staff completed the amended 2017 Annual Action Plan, and one written comment was received (regarding road maintenance). A Public meeting was held during which meeting attendees questioned use of funds for programming.
- March: Town Council approved submittal of the 2017 Annual Action Plan Substantial Amendment and HUD accepted the amended 2017 Annual Action Plan.
- The Island Rec Center Playground replacement project is currently under construction with CDBG funds from the 2017 program year.
- April: Received notification of 2019 CDBG allocation amount on April 15, 2019. Per HUD statutory requirements the Annual Action plan is due 45 days before the start of program year or if the Federal appropriations process is delayed the plan must be submitted no later than 60 days after the date the allocations are announced, or until August 16, 2019 (whichever comes first). Staff recommended Rowing & Sailing Center at Squire Pope Community Park playground and parking expansion based on the Needs Assessment public meeting held in December 2018 and the Parks and Recreation Commission CIP list. The 2019 Annual Action Plan process included a public meeting (with approximately 16 attendees) and a 30-day comment period.
- During the 2019 Annual Action Plan public meeting a significant number of meeting attendees questioned the recommendation from staff for a playground and parking expansion project at



the Rowing and Sailing Center at Squire Pope Community Park and instead recommended shade structure at Boys & Girls Club.

- Attendees were informed input would be provided to Town Council with the 2017 Annual Action Plan staff drafted.
- During the 30 day public comment period for the 2019 Annual Action Plan 21 comments were received which were overwhelmingly in support of the Hilton Head Island Boys and Girls Club suggested shade structure project. These comments were included in the Plan. Prior to this public meeting and comment period there was no mention of facility at the Hilton Head Island Boys and Girls Club. This project was not listed in the Five Year Consolidated Plan, not expressed during the 2018 Needs Assessment public meeting, or as a staff recommendation.
- June: Town Council approved submittal of the 2019 Annual Action Plan.
- Town Council asked if consideration was given to change the project from Rowing & Sailing Center at Squire Pope Community Park to the Hilton Head Island Boys and Girls Club project. The answer was no, because the Hilton Head Island Boys and Girls Club project was not part of Needs Assessment or previous comments.
- In order to meet the HUD statutory deadline of June 10<sup>th</sup> for the 2019 Annual Action Plan submittal, approval by Town Council at the June 4<sup>th</sup> meeting was necessary. When the 2019 Annual Action Plan has been submitted and accepted by HUD, amendments can be made to the Plan in the future.