

UPDATE: Scrivener's error,  
incorrect agenda language  
noted for item 11(b).



Town of Hilton Head Island  
**TOWN COUNCIL MEETING**  
Tuesday, October 20, 2020, 4:00 p.m.  
**UPDATED AGENDA**

In accordance the Town of Hilton Head Island Municipal Code § 2-5-15, this meeting is being conducted virtually and can be viewed on the Town's Facebook Page (<http://facebook.com/TownofHiltonHeadIslandSC>), or website (<https://www.hiltonheadislandsc.gov/>), as well as Hargray channels 9 & 113 and Spectrum channel 1304.

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. **Pledge to the Flag**
4. **Invocation – Pastor Kaleb Allen, Christian Renewal Church**
5. **Approval of Agenda**
6. **Approval of Minutes**
  - a. Regular Meeting – October 6, 2020
7. **Report of the Town Manager**
  - a. Hazard Mitigation Plan Annual Progress Report – Shari Mendrick, Floodplain Administrator
  - b. Items of Interest
8. **Reports from Members of Council**
  - a. General Reports from Council
  - b. Report of the Intergovernmental Committee – Bill Harkins
  - c. Report of the Community Services & Public Safety Committee – Marc Grant
  - d. Report of the Public Planning Committee – David Ames
  - e. Report of the Finance & Administrative Committee – Tom Lennox
9. **Proclamations/Commendations – NONE**
10. **Appearance by Citizens**

*Citizens who wish to speak before Town Council concerning matters not already on the agenda, must contact the Town Clerk at 843-341-4701, prior to 12:00 p.m. the day of the meeting. Those who wish to provide comments/feedback on scheduled agenda items may do so by visiting the Open Town Hall portal.*

## 11. Unfinished Business

### a. **Second Reading of Proposed Ordinance 2020-22 – Budget Amendments**

Second Reading of Proposed Ordinance 2020-22 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2021; to provide for the budgeted appropriations of prior year budget roll-forwards and certain other appropriations and commitments, and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and provide for severability and an effective date.

### b. **Second Reading of Proposed Ordinance 2020-24 – Our Plan 2020-2040 Comprehensive Plan**

Second Reading of Proposed Ordinance 2020-24 to provide for the adoption of Our Plan, the Town of Hilton Head Island 2020-2040 Comprehensive Plan; and to provide for severability and an effective date.

## 12. New Business

### a. **Consideration of a Resolution – Dissolving the Our Plan Development Team**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, to dissolve the Our Plan Development Team.

### b. **Consideration of a Resolution – Community Development Block Grant Entitlement Program Five Year Consolidated Plan Substantial Amendment**

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 (2020-2024) substantial amendment.

### c. **Consideration of a Recommendation – Revised Standard POA/PUD Drainage Agreement**

Consideration of a Recommendation approving the revised Standard Maintenance Drainage Agreement for Property Owners Associations (POA) and Planned Unit Developments (PUD).

### d. **Discussion of the On-Street Parking on Burkes Beach Road**

## 13. Executive Session

- a. **Land Acquisition:** Discussion of negotiations incident related to the proposed sale, lease, or purchase of property in the Palmetto Bay Road area.

## 14. Possible Actions by Town Council Concerning Matters Discussed in Executive Session

## 15. Adjournment

Public comments concerning agenda items can be submitted electronically via the Town's Virtual Town Hall portal (<https://hiltonheadislandsc.gov/opentownhall/>). The portal will close **2 hours prior to the start of the scheduled meeting**. All comments submitted to the portal will be provided to Town Council for review and made part of the official record.



Town of Hilton Head Island  
**TOWN COUNCIL**  
Tuesday, October 6, 2020 at 4:00 p.m.  
**MEETING MINUTES**

**Present from Town Council:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Tom Lennox, Glenn Stanford, *Council Members*

**Absent from Town Council:** Marc Grant, *Council Member*

**Present from Town Staff:** Steve Riley, *Town Manager*; Josh Gruber, *Assist. Town Manager*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Shawn Colin, *Director of Community Development*; Taylor Ladd, *Senior Planner*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

---

**1. Call to Order**

Mayor McCann called the meeting to order at 4:00 p.m. By way of roll call, the attendance of Town Council was confirmed. Mr. Grant was absent from the meeting.

**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. Pledge to the Flag**

**4. Invocation – Reverend Dr. Mary W. Anderson, Christ Lutheran Church**

Reverend Dr. Mary W. Anderson delivered the invocation.

**5. Approval of Agenda**

Mr. Harkins moved to approve the agenda. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 6-0.

**6. Approval of Minutes**

- a. Special Meeting, September 14, 2020
- b. Regular Meeting, September 15, 2020
- c. Special Meeting, September 21, 2020
- d. Special Meeting, September 23, 2020

Mr. Harkins moved to approve the minutes noted on the agenda. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 6-0.

**7. Report of the Town Manager**

- a. Planning Commission Update – Peter Kristian, Chairman

Mr. Kristian made a brief presentation to the members of Council, updating them on the recent activities of the Planning Commission. Mr. Kristian made note of the Our Plan being reviewed and discussed later in the meeting.

## **9. Report of the Town Manager (cont.)**

### **b. U.S. 278 Aesthetics and Landscaping**

Steven Weitzman, President/CEO of CDR showed a video and discussed different and potential options available for the aesthetics and landscaping of the 278 corridor.

### **c. Items of Interest**

Mr. Riley reviewed a number of items of interest, including information concerning flood mitigation assistance grants and a proposed covered overlook at Islanders Beach. Mr. Riley also reviewed and reported on a number of virtual meetings taking place in the coming weeks.

## **8. 5:00 P.M. - Public Hearing: Our Plan 2020-2040 Comprehensive Plan**

At 5:00 p.m. Mayor McCann called the public hearing to discuss Our Plan 2020-2040 Comprehensive Plan. Mr. Riley noted that prior to the meeting, one email had been received and would be appended to the minutes for the record. Mayor McCann called on Taylor Ladd to give an overview of the materials provided in preparation of the meeting. Ms. Ladd reviewed the materials and answered questions posed. Each member of Council stated their gratitude for the work that had been put into the preparation of the plan. Mr. Ames and Mrs. Becker both indicated that they would contact Ms. Ladd with any additional questions they may have. With no further discussion, the public hearing was closed at 5:16 p.m.

## **9. Reports from Members of Council**

### **a. General Reports from Council**

Mayor McCann reported that he was assigning the discussion and consideration of the covered overlook project to the Community Services and Public Safety Committee. Mayor McCann also recognized Pat Wirth for her recent retirement as President/CEO of the Hilton Head Regional Habitat for Humanity. Lastly, Mayor McCann reported that this year's Annual Workshop was being postponed until the end of January. He noted that information regarding the dates would be sent out to Council via email.

Mrs. Becker reported that there was a lot of public interest concerning the transfer station permit that ArborNature applied for. She stated that she was concerned for the environmental concerns related to the same and asked if there was an update on behalf of the Town. Mr. Gruber stated that an internal memo was prepared and sent out the week prior to Council outlining the Town's responsibilities with regards to this matter. He further stated that the South Carolina Department of Health and Environmental Control is responsible for issuing such permits. Mrs. Becker stated that she was concerned about who has oversight for monitoring what is taking place at this location. She also stated that she was concerned with what the training and standards are for the staff operating such a site.

Mr. Stanford gave a report and update from the recent Southern Lowcountry Regional Board meeting he attended.

Mr. Lennox gave an update and report from the recent Lowcountry Area Traffic Study meeting he attended.

### **b. Report of the Intergovernmental Committee – Bill Harkins**

Mr. Harkins stated that he did not have a report.

### **c. Report of the Community Services & Public Safety Committee – Marc Grant**

Mr. Grant was not in attendance, no report was given.



## **9. Reports from Members of Council (cont.)**

### **d. Report of the Public Planning Committee – David Ames**

Mr. Ames stated that he did not have a report.

### **e. Report of the Finance & Administrative Committee – Tom Lennox**

Mr. Lennox reported that the Committee met earlier in the day where they discussed several items. The items discussed included an update on the Town's finances, Fiscal Year 2020 merit based salary adjustments, a presentation from the County concerning Impact Fees, discussion of the revised standard POA/PUD drainage agreement, and discussed the Designated Marketing Organization services contract in Executive Session. Mr. Lennox reported that the Committee approved moving forward with the recommendation concerning merit based raises and the drainage agreement. Both matters coming before Council at a future meeting.

## **10. Proclamations/Commendations – NONE**

## **11. Appearance by Citizens**

Iris Shedlock, Cherry Norris, Marty Baumgartner, Lisa Laking, Jeff Laking, and Paul Glick all addressed the members of Town Council on their concerns with extending the requirement for wearing a face covering in public establishments on the Island.

Frank Babel addressed Council on the Parks and Recreation Master Plan.

Kenneth Carozzi addressed the members of Town Council on the proposed project for a covered overlook at Islanders Beach, and how such an overlook would be most beneficial to his spouse.

Alex Brown addressed Council about the Our Plan 2020-2040 Comprehensive Plan. He stated that he was in favor of the plan.

Kim Likins addressed the members of Town Council with her concerns of the proposed budget amendments as they related to private organizations receiving grant funding from the Town's general fund.

## **12. New Business**

### **a. Consideration of Proposed Emergency Ordinance 2020-30 - Face Covering Requirement**

Consideration of Proposed Emergency Ordinance 2020-30 requiring individuals to wear face coverings in certain circumstances and locations in the Municipal limits of the Town of Hilton Head Island, South Carolina, and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. As a whole, the members of Council felt that it was still necessary to follow the guidance from the CDC and SC DHEC concerning face coverings. With no further discussion, by way of roll call, the motion was approved by a vote of 6-0.

## 12. New Business (cont.)

### b. First Reading of Proposed Ordinance 2020-22 - Budget Adjustments

First Reading of Proposed Ordinance 2020-22 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2021; to provide for the budgeted appropriations of prior year budget roll-forwards and certain other appropriations and commitments, and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and provide for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. Some members of Council stated that they felt the budget adjustments had been properly vetted through the Finance and Administrative Committee prior to the first reading. Others wondered if it was appropriate for grants to private organizations to be coming out of the Town's general fund. Mr. Ames stated that he is not certain that the general public understands the rationale for this type of decision. Mrs. Becker asked if it would be possible to take a look at the budget in 30 days and consider funds for other organizations. With no further discussion, by way of roll call, the motion was approved by a vote of 5-1, Mr. Ames opposing.

### c. Consideration of a Resolution – Parks & Recreation Master Plan Part 1

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina adopting the Parks and Recreation Master Plan Part 1

Mr. Harkins moved to approve. Mr. Stanford seconded. With little discussion, by way of roll call, the motion was approved by a vote of 6-0.

### d. First Reading of Proposed Ordinance 2020-24 - Our Plan 2020-2040 Comprehensive Plan

First Reading of Proposed Ordinance 2020-24 to provide for the adoption of Our Plan, the Town of Hilton Head Island 2020-2040 Comprehensive Plan; and to provide for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. With no additional discussion, by way of roll call, the motion was approved by a vote of 6-0.

### e. First Reading of Proposed Ordinance 2020-25 - Workforce Housing Zoning Amendments

First Reading of Proposed Ordinance 2020-25 to amend Title 16 of the Municipal Code of the Town of Hilton Head Island, South Carolina, the Land Management Ordinance (LMO), Chapters 2, 3, 4, 5, and 10. These amendments, commonly referred to as *Workforce Housing LMO Amendments* as noticed in the Island Packet on *July 19, 2020*, including changes that add Workforce Housing as permitted by condition use in certain Zoning Districts and creates a Workforce Housing Program as described in Exhibit "B" to this ordinance, and providing for severability and an effective date.

Mr. Ames moved for Town Council to adopt the workforce housing LMO amendments related to the commercial conversion, further recommending that Town Council not adopt the amendments related to bonus density and incentives at this time. Mr. Stanford seconded the motion. With very little discussion, by way of roll call, the motion was approved by a vote of 6-0.

### **13. Executive Session**

Mr. Riley stated that an Executive Session was needed for the following items; (i) land utilization, discussion of negotiation incidents related to the proposed sale, lease, or purchase of property; (ii) legal matters, receipt of legal advice related to potential settlement agreement with Charter Communications, LLC; and (iii) legal advice related to potential or threatened litigation.

At 5:58 p.m., Mr. Harkins moved to go into Executive Session for the reasons described by Mr. Riley. Mr. Stanford seconded. The motion was approved by a vote of 6-0.

### **14. Possible Actions by Town Council Concerning Matters Discussed in Executive Session**

### **15. Adjournment**

By unanimous vote, the meeting adjourned at 7:08 p.m.

**Approved: October 20, 2020**

---

Krista M. Wiedmeyer, Town Clerk

---

John J. McCann, Mayor



# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, *Director of Community Development*  
**VIA:** Chris Yates, *Building Official*  
**FROM:** Shari Mendrick, *Floodplain Administrator*  
**CC:** Teri Lewis, *Deputy Director of Community Development*  
**DATE:** September 25, 2020  
**SUBJECT:** Hazard Mitigation Plan Annual Progress Report

---

### **SUMMARY**

No formal action from Town Council is required for this progress report. However an annual report evaluating progress towards implementing the Hazard Mitigation Plan objectives and goals must be prepared by participating communities to maintain credit in the floodplain management planning section of National Flood Insurance Program Community Rating System (CRS). The CRS program does require this progress report be submitted to the Town Council, released to the media and made available to the public.

### **BACKGROUND**

The attached report is an annual evaluation on progress toward implementing the objectives of the Hazard Mitigation Plan which was adopted by Town Council in September 2016 as an appendix to the current Town of Hilton Head Island Comprehensive Plan. The Town of Hilton Head Island was a partner with Beaufort County in developing the Beaufort County Hazard Mitigation Plan 2015 Update which contains ten (10) County-wide goals. Of these goals, five (5) goals pertain to The Town of Hilton Head Island and are listed in the attached annual report, by goal number.

The annual progress report is prepared by Town staff to ensure there is a continuing and responsive planning process. The report is presented to Town Council prior to recertification of the Town's CRS status. The report is available to the public for review via the Town's website, or by contacting Town staff in the Community Development Department for copies.

**2020 Hazard Mitigation Plan Progress Report**

This is the annual progress report of the Beaufort County Hazard Mitigation Plan, which was adopted on September 20, 2016. The report is prepared by Town of Hilton Head Island Community Development Department staff to ensure there is a continuing and responsive planning process. This report is presented to Town Council on October 20, 2020 and is available to the public for review via the Town’s website, or by contacting Town staff in the Community Development Department for copies.

<b>Goal 1: Ensure the Protection of All Critical Facilities</b>		
<b><i>Objectives</i></b>	<b><i>Mitigation Actions</i></b>	<b><i>Status Report</i></b>
Protect facilities from natural hazard threats.	Study of vulnerable bridges to determine which ones should be hardened and conduct maintenance of these bridges and Hilton Head Island causeways.	<p>This mitigation action was carried over from the previous hazard mitigation plan and completed as a partnership with Beaufort County in 2012.</p> <p>The causeway leading from the mainland to the Mackay Creek bridge was hardened (rip rap) after Mathew (2017) by the SCDOT.</p>
	Evaluate need to harden critical facilities (Town Hall, Fire Rescue Headquarters & other critical facilities listed in Hazard Mitigation Plan) to reduce vulnerability to hazards.	<p>In 2019 Town staff submitted a Hazard Mitigation Grant Program grant application to SC-EMD/FEMA for a generator to be located at the soon to be constructed Fire Station 2 in Sea Pines.</p> <p>In March 2020 Town staff was notified the Hazard Mitigation Grant Program (HMGP) application for the generator at Fire Station 2 in Sea Pines was not selected by SC-EMD/FEMA for funding. The next HMGP funding cycle closes on November 30, 2020 and the Fire Station 2 generator application will be re-submitted to SC-EMD/FEMA for consideration.</p> <p>In January 2020 Town staff submitted a Pre-Disaster Mitigation (PDM) grant application to SC-EMD/FEMA for a generator to be located at the Town’s 911 Tower.</p>
Identify & schedule repairs & other improvements needed in order to ensure buildings are in adequate conditions & with adequate equipment to function in the event of a disaster.	Continue to conduct engineering inspections of fire stations as necessary to determine mitigation retrofitting measures necessary.	Inspections have been completed. Shutters able to withstand a Category 5 hurricane and fire sprinklers have been installed at fire station facilities, Fire Rescue Headquarters & Facilities Management buildings.

**Goal 2: Increase Public Education & Awareness of Natural Hazards<sup>1</sup>**

<b><i>Objectives</i></b>	<b><i>Mitigation Actions</i></b>	<b><i>Status Report</i></b>
<p>Develop an ongoing public communications &amp; education program including a web site, pamphlets, informational packets, &amp; articles in the local media.</p>	<p>Work with regional media to promote public awareness of disaster preparedness.</p>	<p>Ongoing. The Program for Public Information (PPI) was established in 2015 to better inform the public about flood risks, flood hazard preparedness, reduction of future damage and the benefits of flood insurance coverage. The PPI meets annually to monitor implementation of outreach projects and reassesses flood insurance coverage. Emergency Management staff continues to engage the public through multiple presentations throughout the year. Local media contacts are maintained by legal department staff and Fire Rescue staff maintains contact and relationships with local media. The Town’s Emergency Manager appears twice each year on the local cable station WHHI news program and the show “843” to promote public awareness of disaster preparedness.</p>
	<p>Distribute "Be Prepared! A Guide to Flood Hazards and How to Stay Safe" postcard regularly.</p>	<p>The "Be Prepared! A Guide to Flood Hazards and How to Stay Safe" is mailed to each household within Town limits on an annual basis. Also, the postcard is distributed at flood hazard public presentations throughout the year. Approximately 1800 were distributed at presentations in 2019.</p>
	<p>Support ongoing efforts to educate the public on the threat of Sea Level Rise and associated hazards, exploring best practices for adaptation to this threat.</p>	<p>Ongoing. The Town website lists resources which help educate the public about sea level rise and associated coastal hazards. The resources include: 1) A link to “Low Impact Development in Coastal South Carolina: A Planning and Design Guide” which discusses the need for LID in light of climate change and its environmental risks; 2) Coastal Erosion Hazards page found on the Public Safety/Flood Awareness drop-down menu; and 3) Hurricane Storm Surge Area Maps found in the publications/maps drop-down menu. 4) A Subscription Service to the Emergency Alert Service under Public Safety; 5) a section posted every Hurricane Season titled “Are you prepared for Hurricane Season?” that provides links to the Town’s Emergency Preparedness</p>

<sup>1</sup> Listed as Goal #3 in the Beaufort County Hazard Mitigation Plan 2015 Update.

		Guide, the SC Hurricane Guide and the National Hurricane Center, along with dropdowns to other information on storm updates, evacuation, disaster recovery, etc.
Incorporate the use of social media, including Facebook™ and Twitter™ to ensure that as many segments of the population as possible are reached.	Continue to develop the use of social media/smart phone technology to inform citizen of hazard threats.	Ongoing. Staff continues to use social media to educate and provide citizens with disaster related information. Staff currently uses Facebook, Twitter, Flickr, E-subscription and YouTube to disseminate information to the public. During events, the Emergency Operation Center updates are recorded and posted on social media and YouTube. The Town has established a Virtual Operations Support Team. The team consist of Town staff that evacuate together and support public information through a searching social media and other media sources to help the PIO develop content for social media and press releases.

**Goal 3: Enhancement & Adoption of New Policies & Projects to Mitigate Natural Hazards<sup>2</sup>**

<b><i>Objectives</i></b>	<b><i>Mitigation Actions</i></b>	<b><i>Status Report</i></b>
Plans, codes, zoning, & other mechanisms should address natural hazard mitigation, & expand on present policies to further protect the counties and incorporated municipalities (floodplains, repetitive loss areas, etc.). All jurisdictions should adopt the state building code.	Continue to train building officials on most up to date code requirements for hazard resistant construction	Ongoing. The Town of Hilton Head Island Building Official attended the 2020 South Carolina Association of Hazard Mitigation Annual Conference and received a total of 12 hours of continuing education since 2019.
	Append the Beaufort County Hazard Mitigation Plan 2015 to Town of Hilton Head Island Comprehensive Plan as updated, or at earliest date available.	Beaufort County Hazard Mitigation Plan 2015 adopted as appendix to Town of Hilton Head Island Comprehensive Plan on September 20, 2016.

<sup>2</sup> Listed as Goal #4 in the Beaufort County Hazard Mitigation Plan 2015 Update.



**Goal 4: Emergency Response<sup>3</sup>**

<b><i>Objectives</i></b>	<b><i>Mitigation Actions</i></b>	<b><i>Status Report</i></b>
If necessary, seek funding for new communications and power equipment and employee training.	Conduct periodic surveys of equipment used by emergency personnel & write appropriations into budget.	<p>Ongoing. The Emergency Manager annually reviews and checks equipment assigned to emergency management, which includes the EOC equipment and base camp deployment package. Air conditioning and other upgrades were added to Western Shelter to provide sleeping or work space for staff if a facility is not available.</p> <p>The Town executed a contract to upgrade the EOC to replace carpeting, painting, and adding additional work space to allow for more personnel to effectively operate.</p>

**Goal 5: Reduce the Impact of Floods on Homes & Buildings<sup>4</sup>**

<b><i>Objectives</i></b>	<b><i>Mitigation Actions</i></b>	<b><i>Status Report</i></b>
Zoning enforcement, floodplains and Building code revisions.	Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations & any other pertinent ordinances.	<p>Ongoing. Town staff revised and Town Council adopted the Flood Damage Controls Ordinance on February 19, 2019. The Town is currently under a Flood Insurance Rate Map Revision by FEMA, for which, we anticipate adopting higher regulatory standards to accommodate significant decreases to the effective base flood elevations.</p> <p>The 2018 International Building Code and International Residential Code with State Modifications were adopted and went into effect January 1, 2020.</p>
Grants for preventative measures, to include elevation & property acquisition.	Assist private home & business owners to obtain funding for retrofitting hazard prone buildings.	Ongoing as funding opportunities become available. In 2017 staff assisted two private home owners with SC-DNR/FEMA Flood Mitigation Program grant applications. Both applications were selected for funding in September 2018. One home owner declined the grant award. The second home owner accepted the award and the project was successfully completed in February 2020 and the residential structure was lifted to meet the base flood elevation requirement.

<sup>3</sup> Listed as Goal #5 in the Beaufort County Hazard Mitigation Plan 2015 Update.

<sup>4</sup> Listed as Goal #7 in the Beaufort County Hazard Mitigation Plan 2015 Update.

	Educate staff & public on hazard mitigation grant programs & funding opportunities.	Ongoing. Staff continues to advise Hilton Head Island residents on the SC-DNR/FEMA Flood Mitigation Program grant application process when available.
Stormwater management.	Continue to implement structural drainage projects.	<p>Ongoing. The following projects are completed or underway:</p> <ul style="list-style-type: none"> <li>• Jarvis Creek Pump Station – Major rehabilitation project has been completed - including electrical system upgrades, monitoring system upgrades, rehabbing the emergency generator, and elevating the emergency cutoff switches above flood stage.</li> <li>• Main Street Weir - Major overhaul including both operational and safety improvements; completed in 2019</li> <li>• Wexford Channel Levee at Long Cove – 300 linear feet of levee raised and reinforced just upstream of the Wexford Pump Station to protect facility from extreme storm surge breach and re-circulation of flow; completed in June, 2019</li> <li>• Ashmore Channel Mathews Drive Outfall - Replaced the failed neoprene tide valves with stainless steel flap gates; completed in July 2018</li> <li>• Lawton Creek Pump Station – undergoing major electrical and monitoring system upgrades, new emergency generator system, new pump building, elevating electrical controls, refurbishing pumps – to be completed by June 2021</li> <li>• Various location: Storm Pipes lined, replaced, upsized at numerous locations; July 2019-June 2020</li> </ul>
	Continue to develop watershed master plans to identify and mitigate flood hazards.	<p>Ongoing. Beaufort County completed a county-wide Storm Water Master Plan 2018, but with only limited, macro-scale analysis on Hilton Head Island systems.</p> <p>The Town continues to develop watershed master plans through detailed inventory and modeling projects to identify and mitigate flood hazards. Island-wide inventory and modeling program is currently 30% complete; at current funding level, programmed for completion in 2026. As each watershed is modelled,</p>

		mitigation projects are identified, evaluated, budgeted and programmed for implementation as CIP projects. Mitchelville/Palmetto Hall Watershed Study was completed in July 2019. Lower Jarvis Creek, Gum Tree and Jonesville Watershed studies are in process, to be completed by the end of 2020.
	Continue to maintain open space related to stormwater management.	Ongoing. Through the Town's land acquisition program property is purchased to preserve land and prevent further development and consequently downstream storm water impacts. This helps to maintain water quality and prevent degradation or pollution from development. The Town maintains natural waterways on these Town lands to ensure adequate conveyance.
	Continue to perform periodic nourishment of Hilton Head Island beaches.	Ongoing. The 2016 beach renourishment project was completed in December 2016. This project placed approximately 2.0 million cubic yards of sand along the Atlantic Ocean-front and Port Royal Sound-front shorelines. Monitoring and preliminary design/permitting work for the next project is ongoing.
Work toward the lowering of CRS rating.	Continue to work with SC-DNR to update maps based on newer/more accurate topography data.	Ongoing. Beaufort County is currently under a map revision by FEMA. Preliminary draft maps were released in June 2017. According to FEMA's proposed schedule, the new Digital Flood Insurance Rate Maps (DFIRMs) are expected to become effective for flood insurance rating and building permit purposes in Spring – Summer 2021.
	Scan & store elevation certificates for convenience & ease of access on Town of Hilton Head Island website (written documents will continue to be maintained).	Ongoing. Finished construction elevation certificates for all new construction, substantial improvements, residential renovations, accessory structures, etc. are received daily. These are reviewed, signed and scanned into the appropriate building permit in the Energov system.
	Maintain or improve the Town's CRS rating.	Ongoing. The Town received the latest recertification in November 2017. The Town remained a Class 5 in the CRS program, although there are enough program points to become a Class 4 there is not the required prerequisites to become a Class 4 or lower community. The next recertification is scheduled for October 2020.



# Items of Interest

October 20, 2020

## Town News

- ◆ To celebrate Fire Prevention Month, while continuing to keep our community safe during the COVID-19 pandemic, Fire Rescue in partnership with Goosechase, developed the “Fire Rescue Island Safety Quest.” Using the Goosechase App., participants complete 30 fire and life safety missions, along with some “just-for-fun” missions. Some missions are in the home, some are in the neighborhood, and some are out in the community. The scavenger hunt is free and open to all through October 30<sup>th</sup>.
- ◆ In July, the Town announced our designation as a #HurricaneStrong community. Since that initial announcement, we have learned that Hilton Head Island is the first municipality in South Carolina to earn this designation. The Federal Alliance for Safe Homes, aka FLASH, the national organization behind this designation. Communities are selected for this achievement based on their hurricane preparedness, disaster resilience and other factors.

## Town Meetings

- ◆ Planning Commission – Wednesday, October 21, 2020, 2:00 p.m.
- ◆ Accommodations Tax Advisory Committee – Thursday, October 22, 2020, 9:00 a.m.
- ◆ Public Planning Committee – Friday, October 23, 2020, 3:00 p.m.
- ◆ Community Services & Public Safety Committee – Monday, October 26, 2020, 9:00 a.m.
- ◆ Board of Zoning Appeals – Monday, October 26, 2020, 1:30 p.m.
- ◆ Town Council Workshop (Parking Study Presentation) – Tuesday, October 27, 2020, 9:00 a.m.
- ◆ Design Review Board – Tuesday, October 27, 2020, 1:15 p.m.
- ◆ Board of Zoning Appeals – Thursday, October 29, 2020, 1:00 p.m.
- ◆ Town Council – Wednesday, November 4, 2020, 4:00 p.m.

Currently all public meetings are being conducted virtually. The dates and times listed above are subject to change. For a complete list of meetings please visit the Town’s website ([www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)).



## **MEMORANDUM**

**TO:** Town Council

**FROM:** John Troyer, CPA, Director of Finance

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

**DATE:** October 7, 2020

**RE:** **Second Reading of Proposed Ordinance No. 2020-22**

---

**Recommendation:**

Staff recommends Town Council approve the second reading of Proposed Ordinance No. 2020-22 which amends fiscal year 2021 budgets for the General, Capital Project and Stormwater Funds.

**There have been no changes since the First Reading on October 6, 2020.**

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

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2020-22**

**AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2021; TO PROVIDE FOR THE BUDGETED APPROPRIATIONS OF PRIOR YEAR BUDGET ROLL-FORWARDS AND CERTAIN OTHER APPROPRIATIONS AND COMMITMENTS AND THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Section 5-7-260 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 16, 2020, 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 budgeted appropriations of prior year budget roll-forwards and certain other appropriations and commitments from the Fund Balance and other revenue sources.

**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 2021 fiscal year budget is amended to make the following changes as additions to the funds from prior years and to the projected revenue and expenditure accounts as detailed in Attachment A.

Section 2. Town Council expands the language of the \$12 million Beach Preservation Fee to be \$12 million in Beach Preservation Fees or Electric Franchise Fees to total \$12 million. The purpose of this Section is to continue to preserve the \$12 million for emergencies, but to allow Electric Franchise Fees to be a part of the total (as available) in order to minimize debt required for the next Beach Renourishment project.

Section 3 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 4 Effective Date. This Ordinance shall be effective upon its enactment by the Town Council of the Town of Hilton Head Island.

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2020-22**

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF  
HILTON HEAD ISLAND ON THIS \_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
John McCann, Mayor

ATTEST:

\_\_\_\_\_  
Krista Wiedmeyer  
Town Clerk

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis Coltrane, Town Attorney

Introduced by Council Member:

\_\_\_\_\_



ATTACHMENT A

Budget Roll Forwards: General Fund

<u>Account Description</u>	<u>Amount</u>
<b>General Fund Revenues:</b>	
Electric Franchise Fees	350,000
Funds from Prior Years	481,328
<b>Total General Fund Revenue Budget Roll Forward</b>	<b><u>831,328</u></b>
<b>General Fund Expenditures:</b>	
<b>Town Council</b>	
Town Council Initiatives - Our Plan - carry forward	49,566
<b>Community Development</b>	
Comprehensive Planning - carry forward	43,565
Development, Review and Zoning - carry forward	91,038
CD Services - carry forward	6,432
Inspection / Compliance - carry forward	14,227
	<u>155,262</u>
<b>Public Projects and Facilities</b>	
Facilities Management - carry forward for work delayed due to COVID-19	150,000
<b>Fire Rescue</b>	
Administration - carry forward	110,000
Operations - carry forward	16,500
	<u>126,500</u>
<b>Public Safety</b>	
Beaufort County - transfer from Public Safety to Parks and Recreation	(1,387,960)
<b>Parks and Recreation</b>	
Island Recreation Association - offset cut in County Funding	140,000
Port Royal Site - park clean up and restoration of open space	350,000
Lowcountry Celebration Park - implementation of new park maintenance contracts	175,000
Park Maintenance - new parks responsibilities taken over from County	722,960
	<u>1,387,960</u>
<b>Townwide Grants</b>	
Concours d' Elegance -- grant	150,000
Arts Center of Coastal Carolina -- grant	200,000
	<u>350,000</u>
<b>Total General Fund Expenditure Budget Roll Forward</b>	<b><u>831,328</u></b>

ATTACHMENT A, CONTINUED

Budget Roll Forwards: Capital Project Fund

<u>Account Description</u>	<u>Amount</u>
<b>Capital Project Fund Revenues:</b>	
Real Estate Transfer Fees from Prior Years for land purchase	2,325,000
Electric Franchise Fees from Prior Years	500,000
<b>Total Capital Project Fund Revenue Budget Roll Forward</b>	<b><u><u>2,825,000</u></u></b>
<b>Capital Project Fund Expenditures:</b>	
<u>Funded by Real Estate Transfer Fees:</u>	
Land Purchase - Two Parcels on William Hilton Parkway - Stoney Area	1,450,000
Land Purchase - Shelter Cove Marina Parcel	875,000
	<u>2,325,000</u>
<u>Funded by Electric Franchise Fees:</u>	
Parks and Recreation planning initiative	500,000
<b>Total Capital Project Fund Expenditure Budget Roll Forward</b>	<b><u><u>2,825,000</u></u></b>

**Capital Project Fund Balance Note:**

Electric Franchise Fees Fund Balance:

Electric Franchise Fee Fund Balance will be reserved to supplement the \$12,000,000 Beach emergency reserves. This is being done to 1.) preserve reserves, and 2.) plan for the next beach renourishment project. The reserve will still total \$12 million.

Budget Roll Forwards: Stormwater Fund

<u>Account Description</u>	<u>Amount</u>
<b>Stormwater Fund Revenues:</b>	
Stormwater Utility Fees from Prior Years	1,338,331
<b>Total Stormwater Fund Revenue Budget Roll Forward</b>	<b><u><u>1,338,331</u></u></b>
<b>Stormwater Fund Expenditures:</b>	
Planned Unit Development Projects	905,645
Non-Planned Unit Development Projects	432,686
<b>Total Stormwater Fund Expenditure Budget Roll Forward</b>	<b><u><u>1,338,331</u></u></b>

**Stormwater Fund Note:**

This budget amendment is to carry forward unspent Stormwater appropriations to enable projects to be funded in the new year.

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2020-22**

**ATTACHMENT A, CONTINUED**

The effects of this budget amendment for fiscal year 2021 are presented below.

	General Fund		Cap Proj Fund		Debt Service	Total Governmental Funds		
	Expenditures	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources
Original Balance	\$ 42,558,448	\$(42,895,082)	\$ 6,471,000	\$ (6,471,000)	\$ 21,500,000	\$(21,500,000)	\$ 70,529,448	\$ (70,866,082)
TC Initiative Roll	50,000	(50,000)	-	-	-	-	50,000	(50,000)
Revised Balance	\$ 42,608,448	\$(42,945,082)	\$ 6,471,000	\$ (6,471,000)	\$ 21,500,000	\$(21,500,000)	\$ 70,579,448	\$ (70,916,082)
Amendment	831,328	(831,328)	2,825,000	(2,825,000)	-	-	3,656,328	(3,656,328)
Current Balance	\$ 43,439,776	\$(43,776,410)	\$ 9,296,000	\$ (9,296,000)	\$ 21,500,000	\$(21,500,000)	\$ 74,235,776	\$ (74,572,410)

Enterprise Fund  
Stormwater Fund

	Expenditures & Transfers Out	Revenues & Transfers In
Original Balance	\$ 5,450,000	\$(5,450,000)
Amendment	1,338,331	(1,338,331)
Current Balance	\$ 6,788,331	\$(6,788,331)

## Madhere Erica

---

**From:** Wilson Eileen  
**Sent:** Tuesday, July 14, 2020 2:09 PM  
**To:** Madhere Erica; Troyer John; Boring Heidi  
**Subject:** roll over requests from Community Development Department

Good afternoon,

### Comprehensive Planning:

Please roll forward the **travel** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for in FY2021.

**Consulting** - The consulting we will use toward the mailings, signage, etc for both **Workforce Housing** and **the Historic Neighborhood Overlay**.

I will also need +/- \$50k out of the **Our Plan remainder**. The \$150,000.00 that was moved is sitting in the visioning budget. Account #10510820-55300-11103.

JR

## FY2020

### Comprehensive Planning Balances

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
11585520-53010	Travel	9,300	3,243	6,057
11585520-53020	Mtgs/Confs.			
11585520-53065	Training			
11585520-54010	Books/Subs/Dues			
11585520-53410	Printing & Publish.			
11585520-53350	Consulting	52,208	14,700	37,508

Total \$43,565

### Development Review & Zoning:

Please roll forward the **travel** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for in FY2021.

**Consulting** - The Consulting we will use toward projects postponed. Plus approx.. \$12,000 will go to CIP project for surveying and for wetland delineation on Marshland property.

**Printing & Publishing** – for LMO Supplements for amendments approved by Town Council.

**FY2020**

**Development Review & Zoning Balances**

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
11585020-53010	Travel	10,350	4,080	6,270
11585020-53020	Mtgs/Confs.			
11585020-53065	Training			
11585020-54010	Books/Subs/Dues			
11585020-53410	Printing & Publish	39,588	4,145	35,443
11585020-53350	Consulting	49,829	505	49,325
11585020-54100	<b>Tools &amp; Equip</b>			

Total \$91,038

**CD Services**

Please roll forward the **travel** and **training** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for in FY2021

**FY2020**

**CD SERVICES**

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
11585120-53010	Travel	4,340	1,032	3,308
11585120-53020	Mtgs/Confs.			
11585120-53065	Training	4,550	1,426	3,124
11585120-54010	Books/Subs/Dues			
11585120-53410	Printing & Publish.			

Total \$6,432

**Inspections**

Please roll forward the **travel** and **training** - due to COVID-19 earlier this year, many conferences and training were cancelled and will need to be made up for this year.

**Printing & Publishing** – for mandatory printing of the floodplain brochures.

**FY2020**

**INSPECTION/COMPLIANCE**

Account #	Account	Approved Balance	\$ Spent to Date	Current Balance
-----------	---------	------------------	------------------	-----------------

11582420-53010	Travel	12,545	3,900	8,645
11582420-53020	Mtgs/Confs.			
11582420-53065	Training	7,862	4,906	2,956
11582420-54010	Books/Subs/Dues			
11582420-53410	Printing & Pub	6,210	3,584	2,626
11582420-54230	Uniforms			
11582420-54770	Unsafe Mitigation			

Total \$14,227

Thank you and if you need anything else from our department, please let me know!

**Eileen Wilson**

Senior Administrative Assistant

Town of Hilton Head Island

1 Town Center Court

Hilton Head Island, SC 29928

843-341-4691

[eileenw@hiltonheadislandsc.gov](mailto:eileenw@hiltonheadislandsc.gov)

[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)



## Madhere Erica

---

**From:** Troyer John  
**Sent:** Monday, July 13, 2020 11:07 AM  
**To:** Madhere Erica  
**Subject:** FW: FY 21 Budget Carry Forward

Erica – please see below. This is to update our list.

Thanks,

John

**From:** Tadlock Brad  
**Sent:** Monday, July 13, 2020 11:06 AM  
**To:** Troyer John <johntr@hiltonheadislandsc.gov>  
**Cc:** Fister Joheida <JoheidaF@hiltonheadislandsc.gov>; Nold Laura <lauran@hiltonheadislandsc.gov>; Blankenship Chris <ChrisB@hiltonheadislandsc.gov>; Tadlock Brad <BradT@hiltonheadislandsc.gov>  
**Subject:** FY 21 Budget Carry Forward

John,

This email documents our discussion on July 10<sup>th</sup> related to the carryover funding from the FY20 budget needed in the FY 21 budget.

The following funding is requested to be carried forward to support project work / initiatives that could not be accomplished in FY20 due to the commitment of Fire Rescue's personnel in the planning and response to the COVID-19 pandemic, which is still on-going.

- \$30,000 – This funding is a reimbursement amount for the failed Tyler Technology staffing module. The funding was held for Fire Rescue to support the purchase of a staffing management program that can be migrated to MUNIS for payroll purposes.
- \$41,500 – Funding in the amount of \$16,500 for Learning Management System (LMS) from Account 12021020-54010-12012 and \$25,000 For Records Management Systems from Account 12029520-53700-12023.

The additional funds above those two amounts are needed to ensure the project can be completed and to pay for the first year maintenance fees which are typically included in the agreements when purchasing this type program.

- \$55,000 – Funding for on-going operating expenses for the Public Safety Systems Infrastructure Account (12029520 53418 12023).
- \$15,000 – This is the remaining funds in EM Capital budget for Fire Rescue. Request they be rolled forward to support potential purchases should the restrictions on spending be lifted by the Town Manager.

Please let us know if you have any questions.



Thank You,

Brad Tadlock  
Fire Chief  
Hilton Head Island Fire Rescue  
40 Summit Drive  
Hilton Head Island, SC 29926  
O: (843) 682-5153  
M: (843) 247-3743  
[bradt@hiltonheadislandsc.gov](mailto:bradt@hiltonheadislandsc.gov)  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)





# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, AICP, *Director of Community Development*  
**VIA:** Jennifer Ray, ASLA, *Deputy Director of Community Development*  
**FROM:** Taylor Ladd, *Senior Planner*  
**CC:** Teri Lewis, AICP, *Deputy Director of Community Development*  
**DATE:** October 7, 2020  
**SUBJECT:** *Our Plan*, Town of Hilton Head Island 2020-2040 Comprehensive Plan

---

Town Council reviewed the draft and proposed revisions of *Our Plan* at their meeting on October 6, 2020. At that meeting, Town Council made no changes to Proposed Ordinance 2020-24.

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

**ORDINANCE NO. 2020-**

**PROPOSED ORDINANCE NO. 2020-24**

**AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF OUR PLAN, THE TOWN OF HILTON HEAD ISLAND 2020-2040 COMPREHENSIVE PLAN; AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, In May of 2010, Town Council adopted the Town of Hilton Head Island Comprehensive Plan and subsequently in 2012 and 2017 updated the Plan; and

**WHEREAS**, the Town of Hilton Head Island Comprehensive Plan is required to be updated in accordance with Sections 6-29-520 and 6-29-530 of the Code of Laws of South Carolina; and

**WHEREAS**, Our Plan is the proposed Town of Hilton Head Island 2020 to 2040 Comprehensive Plan; and

**WHEREAS**, Town staff, the Our Plan Development Team, and the Planning Commission were asked to rewrite the Comprehensive Plan for the Town of Hilton Head Island; and

**WHEREAS**, Our Plan meets the requirements of The Comprehensive Planning Enabling Act of 1994 and its updates; and

**WHEREAS**, Our Plan includes the following core values: Relentless Pursuit of Excellence, Redefining Environmental Sustainability, Revitalizing and Modernizing the Economy, Fostering an Inclusive Multi-dimensional Community, Building a Connected and Collaborative Community Fabric, Expanding to Embrace an Integrated Regional Focus, and Innovative Approach to Create ‘Right-sized’ Infrastructure; and

**WHEREAS**, Our Plan includes the following elements: Cultural Resources, Natural Resources, Population, Housing, Community Facilities, Economic Development, Land Use, Transportation, Recreation, and Priority Investment and adopted appendices; and

**WHEREAS**, on August 12, 2020, the Our Plan Development Team voted to recommend that Our Plan be forwarded to the Comprehensive Plan Committee of the Planning Commission for review; and

**WHEREAS**, on August 25, 2020, the Comprehensive Plan Committee of the Planning Commission voted to recommend that Our Plan be forwarded to the full Planning Commission for review; and

**WHEREAS**, on September 16, 2020, the Planning Commission reviewed Our Plan, conducted a public hearing, and voted and approved a Resolution recommending adoption by Town Council with staff’s recommended revisions and additions; and

**WHEREAS**, on October 6, 2020, Town Council conducted a public hearing to receive input and comments on Our Plan; and

WHEREAS, Town Council now desires to adopt Our Plan as the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan;

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

**Section 1. Adoption:** Our Plan, the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan, attached hereto as Exhibit A is hereby adopted pursuant to Article 2 of Chapter 1 of Title 16 (adopted July 21, 1998) of the Municipal Code of the Town of Hilton Head Island, South Carolina and Sections 6-29-510, 6-29-520, and 6-29-530 of the Code of Laws of South Carolina.

**Section 2. Severability:** If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 3. Effective Date:** This Ordinance shall be effective upon adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

Passed, approved, and adopted, by the Town Council of the Town of Hilton Head Island this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
**John J. McCann, Mayor**

ATTEST:

\_\_\_\_\_  
**Krista Wiedmeyer, Town Clerk**

**Public Hearing:**      October 6, 2020  
**First Reading:**     October 6, 2020  
**Second Reading:**   October 20, 2020

Approved as to form:

\_\_\_\_\_  
**Curtis Coltrane, Town Attorney**

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

## Exhibit A

### Development Team Comments

The following items were discussed by the Development Team at their meeting on August 12, 2020. In this exhibit, staff has provided a response and proposed Our Plan revisions per the Development Team comments for the Comprehensive Plan Committee's consideration.

#### 1. Housing

1.1. **Comment:** Clarify what is meant by "vacancy" in terms of its meaning and use in Section 2.0, Housing Element.

1.1.1. Add definition and description for "vacancy" on page 62 and in Section 6.1, Definitions: In the context of housing demographic data and for municipal statistical analysis purposes, vacancy means a housing unit that is not occupied full time. Vacant housing units are either occupied part time as a second home or short term rental unit.

1.2. **Comment:** Suggest addition of a graphic about the 4% and 6% tax designations for properties on the Island that can be used as a baseline for the community.

1.2.1. Add to Section 2.0, Housing Element, information about the property tax designations with a graphic or map depicting how it is distributed on the Island.

#### 2. Healthcare

2.1. **Comment:** Data from Table 2.7 on page 71 suggest healthcare is one of the top 5 employment industry sectors on the Island. Healthcare should be better represented in Our Plan.

*Where Healthcare is addressed in Our Plan:*

- a. Section 2.0, Community Facilities and Economic Development Elements
  - b. Section 3.0, Chapter 1, Excellence: Key Ideas Shaping Excellence
  - c. Section 3.0, Chapter 2, Economy: Overview, Strategy 5.3 (healthy aging), Strategy 5.4
  - d. Section 3.0, Chapter 4, Inclusive: Key Ideas Shaping Our Inclusive Community, Opportunities for our Inclusive community, Goal 7 Keyword is Healthcare
  - e. Section 3.0, Chapter 5, Connected: Strategy 4.2 (aging in place)
  - f. Section 3.0, Chapter 6, Regional: Key Ideas Shaping Our Regional Focus
  - g. Definition for Housing, page 184.
- 2.1.1. Add a definition for healthcare as a reference in Section 3.0, Chapter 4, Inclusive, and in Section 6.1, Definitions: Healthcare for Our Plan encompasses the land use, economic development, and community facility components of the healthcare industry for the Island and region. While the Town's jurisdictional duties do not fall within the realm of healthcare, actions can be taken by the Town to bolster future development through Land Use

regulations and economic development engagement to promote private sector investment.

- 2.1.2. Add Excellence Strategy 2.12: Recognize the importance of the private healthcare sector to the Island's economy and quality of life through continued consideration for ways to bolster advancements and private investment.
- 2.1.3. Add Economy Strategy 6.5: Continue to advance opportunities where possible for the Town to have a role in the workforce development and private sector investment in the healthcare industry.
- 2.1.4. Revise Inclusive Strategy 7.3: Foster an environment that will promote innovation and private sector investment in the local healthcare industry that can facilitate advancements such as telemedicine. to attract a qualified and talented work force and provide opportunities for expanding the industry through land use regulations.
- 2.1.5. Revise Regional Strategy 1.4: Develop programs and policies to encourage the private sector to become involved in addressing issues such as housing, climate change, environmental protection, ~~and~~ education, and healthcare across the region.
- 2.1.6. Cross reference Excellence 2.12, Economy 5.4, Economy 6.5, Inclusive Goal 7, and Regional 1.4.

### 3. Workforce Development

- 3.1. **Comment:** There is a lot of discussion about workforce housing, but Our Plan does not appear to address workforce development.

*Where Workforce Development is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Economy: Goal 6 Keyword is Workforce.
- 3.1.1. Revise Regional Goal 2 Keyword: Workforce ~~Housing~~
- 3.1.2. Revise Regional Goal 2: To ~~increase supply of workforce housing~~ improve and expand opportunities for workforce development and housing on Hilton Head Island and in the region.
- 3.1.3. Revise Regional Strategy 2.1: Pursue regional cooperation of public, private, and nonprofit agencies in meeting area housing and workforce needs.
- 3.1.4. Add Regional Strategy 2.5: Look for ways to coordinate with regional and local economic development partners to strengthen avenues for workforce development on the Island.
- 3.1.5. Cross reference Economy Goal 6 and Regional Goal 2.

#### 4. Transportation

- 4.1. **Comment:** Transportation element is missing from Excellence, which should encompass all the elements. For example, our multi-use pathway network is exceptional and unique and it should be acknowledged through Transportation in Excellence.
- 4.1.1. Cross reference Excellence Strategy 1.6 to Infrastructure Goal 1.
- 4.1.2. Cross reference Excellence Tactic 1.6.1 to Infrastructure Strategy 1.3.

#### 5. Technology

- 5.1. **Comment:** Does Our Plan address or provide direction for the increased reliance on remote services for Town operations, or for continuing to pursue online municipal services?

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 1, Excellence: Strategy 3.5 and Tactic 3.5.3
  - b. Section 3.0, Chapter 5, Connected: Strategy 1.1
  - c. Section 3.0, Chapter 7, Infrastructure Goal 7
  - d. Section 5.6, Priority Investment Strategy 5.1
- 5.2. **Comment:** Is there a plan for developing Island-wide internet infrastructure?
- a. The Town works with public and private service providers when necessary and feasible in the development of internet access and cellular infrastructure for the Island.

#### 6. Education

- 6.1. **Comment:** Things that make real communities include having a good education and recreation system and good healthcare.
- a. **Staff Comment:** The discussion about education should be expanded in concert with additional information being added about healthcare.
- 6.1.1. Add a definition for education as a reference in Section 3.0, Chapter 4, Inclusive, and in Section 6.1, Definitions: Education for Our Plan encompasses the land use, economic development, and community facility components of the education sector for the Island and region. While the Town's jurisdictional duties do not fall within the realm of education, actions can be taken by the Town to bolster future development through Land Use regulations and economic development engagement to promote private sector investment and to partner with the Beaufort County School District, USCB, and other private education facilities and programs.



6.1.2. Add Excellence Strategy 2.13: Recognize the importance of the public and private education sector to the Island's economy and quality of life through continued consideration for ways to bolster education opportunities, partnerships, and private investment.

6.1.3. Cross reference Excellence Strategy 2.13 and Inclusive Goal 1.

## 7. Disaster Mitigation (Resilience)

7.1. **Comment:** Disaster mitigation needs to be a part of the futuristic thinking as far as the plan is concerned.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Goal 6
- b. Section 3.0, Chapter 7, Infrastructure: Goal 3
- c. Section 5.6, Priority Investment Goal 3

## 8. Marketing/ Branding

8.1. **Comment:** Is there potential for Town investment in advertising to attract more residential homebuyers?

*How the Town's scope on this topic is addressed in Our Plan:*

- a. Section 3.0, Chapter 1, Excellence: Opportunities for Excellence, Our Ideals of Excellence, Strategies 1.1, 1.3, 2.10
- b. Section 3.0, Chapter 3, Economy: Goal 3, Strategies 3.2, 4.1, 4.2, 4.3 and Tactic 4.1.1

## 9. Our Plan Language

9.1. **Comment:** Suggest the use of more proactive or stronger language in the goals, strategies, and tactics to propel the Town or community to do more and take action. This will cause the Town to take a leadership role and ensure we get things done. The use of "encourage" does not seem to be strong enough.

- a. **Staff Comment:** As Our Plan progresses through the adoption process, Planning Commission and Town Council can address if they concur, align with, or want to change language and wording in the plan.

## Exhibit B

### Our Plan Workshop Comments

The following items were discussed by the Planning Commission and Town Council at a workshop held on August 26, 2020. In this exhibit, staff has provided a response and proposed Our Plan revisions per the Planning Commission, Town Council, and public comments for the Planning Commission's consideration.

The numbered sections below carry over from Exhibit A, Development Team Comments, for continuity.

#### 10. Gullah Community

- 10.1. **Comment:** It would be good to see an area in the plan that speaks specifically to Gullah Geechee issues. The Gullah community should be featured more in the plan.

*Where the Gullah Community is addressed in Our Plan:*

- a. Section 2.2, Our History Timeline
- b. Section 2.3, Cultural Resources Element, pages 27-31, 37
- c. Section 3.0, Chapter 1, Excellence: Strategy 2.2
- d. Section 3.0, Chapter 2, Environment: Overview discussion
- e. Section 3.0, Chapter 3, Economy: Goal 4 about Tourism
- f. Section 3.0, Chapter 4, Inclusive: Multiple discussions in chapter, Goal 2, Goal 3, Goal 4, Goal 5, Goal 6, Goal 8
- g. Section 3.0, Chapter 5, Connected: Tactic 4.1.2
- h. Section 3.0, Chapter 7, Infrastructure: Overview discussion

10.1.1. The Gullah Geechee Culture Preservation Report Executive Summary with recommendations will be included in the Our Plan appendix for reference.

10.1.2. A discussion about Our Island's Gullah Community will be added to the Culture Resources element in Section 2.3 after page 27. See Exhibit C for the proposed content.

- 10.2. **Comment:** What is the Goodwill Church listed in the Timeline on page 23 in the 1865 information? Where did this come from?

10.2.1. Further research on this topic shows at some point in time the historic First African Baptist Church assumed the name Goodwill Baptist Church before reverting back to its original name. Goodwill Church was not formed out of the First African Baptist Church.

Revise the first paragraph under 1865 on page 23: Several historic African American churches formed out of this church, including St. James, Goodwill, Central Oak Grove, and Mt. Calvary.

## 11. Parks + Recreation

11.1. **Comment:** The map of Town parks on page 218 is labelled incorrectly.

11.1.1. The map will be corrected and updated.

11.2. **Comment:** Many private pathways on the Island within gated communities are part of roadways and not actual separated paths.

11.2.1. Add a note to the pathways maps on pages 86 and 227: In some locations on the Island, private pathways are marked sections of roadway where pathway users share the road with motorized vehicles.

11.3. **Comment:** The Park Maintenance discussion on page 223 is inaccurate.

11.3.1. Proposed revision: **Park Maintenance.** Maintenance of parks and recreational facilities is done by both the Town and County through shared informal agreements. The Island Recreation Association also shares in some of the responsibility. The County maintains the active recreation facilities, such as ballfields and multi-purpose fields. The Town's Facilities Management Division maintains the passive parks and beach parks located on Town properties. Table 4.3 lists the current maintenance responsibilities of each entity at specific Island parks. The Town also contracts with Shore Beach Services under a beach patrol franchise agreement to assist with patrolling and servicing the 13 miles of beach. According to the assessment for park maintenance in the Master Plan, the current level of maintenance is inconsistent. There is a high level of expectation by residents and visitors for the Island to have highly maintained parks and recreational facilities. Having a distribution of maintenance across multiple agencies is a major cause for the discrepancies in the delivery of this service. Some parks have a high level of maintenance, and others fall short of public expectations. It is recommended for maintenance responsibilities to be consolidated under one agency. If the opportunity to do this is not possible, the Town will need to investigate creative solutions to ensure park maintenance continues to meet the needs and expectations of the community. Maintaining the expected level of service could impact the fiscal resources of the Town, which also has to be taken into consideration when looking to the Town's Facilities Management Division to assume more responsibility for the parks. As mentioned, the Town should also continue to pursue ownership for all parks on the Island.

11.3.2. Add to the inset about Master Plan Recommendations:

- The Town of Hilton Head Island should take over maintenance of all the parks on the Island with financial assistance from the County. This would require the Town Manager to negotiate an agreement with the County to

take over maintenance of the County park properties located on the Island.

11.3.3. Revise Table 4.3 to reflect current conditions.

11.4. **Comment:** More clarity is needed to identify how Recommendations and Actions Items link to the Parks and Recreation Goals and to each other.

11.4.1. Key the Parks and Recreation Goals and Strategies to the Recommendations and Action Items in Section 4.7. See Exhibit D for the Section 4.7 proposed revision.

11.4.2. Add the following to the end of the second paragraph on page 255: All recommendations and action items are keyed with related Parks + Recreation Goals and Strategies.

11.4.3. Revise the first two sentences in the first paragraph on page 263: Town staff has reviewed the Master Plan, received community input, and developed action items for Town officials to consider in addition to the final recommendations. These action items with the final recommendations officially convey the findings ~~and final recommendations~~ in from the Master Plan that will best serve the interests of the Town for current and future park planning.

11.5. **Comment:** The pathways goals on page 226 does not include “safety.”

11.5.1. Revise:

- to guide the development and maintenance of a multi-use pathway transportation system that provides safe access and mobility throughout the Town
- to educate people about pedestrian and bicyclist transportation and safety
- to reduce traffic volumes by encouraging pathway use
- to provide opportunities for safe recreation and enjoyment for residents and visitors

11.6. **Comment:** Why include future parks on the parks map, page 218.

**Staff Comment:** The projected near future parks for the Island are included on the parks map to account for their inclusion in the “Gap Analysis” discussed on pages 233-235. Future parks proposed for development in the near future (next five years) are included in this analysis to demonstrate the improved level of service their inclusion in the parks system will provide for the Island community.

- 11.7. **Comment:** Why is Lowcountry Celebration Park classified as a “Regional Park?” Do we need a “Regional Park?”

*Where this is addressed in Our Plan:*

- a. Section 4.3, Our Parks: Discussion about Park Classifications
- b. Section 4.3, Our Parks: Defined on Table 4.1, NRPA Park Classifications
- c. Section 4.3, Existing Parks: Green text box to the lower right on page 219 discusses classification of Lowcountry Celebration Park as a “Regional Park.”
- d. Section 4.4, Gap Analysis: Page 233, last paragraph, third sentence

**Staff Comment:** Having regional parks is part of a holistic parks and recreation system for the Island. The Island is a destination for visitors from our neighboring municipalities, communities, and counties. There are many parks and open spaces on the Island serving a regional service area. Given the amenities and draw expected for Lowcountry Celebration Park as a place for recreation and as a venue, its location in a popular visitor area on the Island, and the desire to present a well-rounded parks system, staff does not recommend re-classifying Lowcountry Celebration Park to a “community park.” Its cross-over function as a community park for the Island is noted in the text in the last paragraph on page 233. The park is also included in the gap analysis as a functional “community park.”

- 11.8. **Comment:** Why is pickleball not on the NRPA park metrics Table 4.5, page 231?

**Staff Comment:** According to the NRPA, pickleball and golf are not included in the standard analysis method used for park facilities. Instead, the Town has relied on community engagement input to capture well-rounded public preferences.

- 11.9. **Comment:** There does not seem to be any mention of “greenways” in the “Pathways” goal for Parks + Recreation.

*Where Greenways are addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Tactic 4.2.1
- b. Section 3.0, Chapter 7, Infrastructure: Tactic 1.9.2
- c. Section 4.3, Our Parks: Discussion about Park Classifications
- d. Section 4.4, Multi-use Pathway Network: Discussion about the Town’s pathway network
- e. Section 4.7, Final Recommendations: 1.15, 1.15.1, 1.16, 1.16.2, 1.17, 1.17.1, 2.3, 2.3.1
- f. Section 4.7, Action Items: 1.4

- 11.10. **Public Comment:** There is no pedestrian advocacy. It is an area of opportunity and attention to this by the Town deserves a mention.

*Where pedestrians are addressed in Our Plan:*

- a. Section 3.0, Chapter 5, Connected: Strategy 2.1
- b. Section 3.0, Chapter 7, Infrastructure: Key Ideas Shaping Our Infrastructure, definition for “Multi-Use Pathway Network.”
- c. Section 3.0, Chapter 7, Infrastructure: Goal 1, Definition for Transportation Network
- d. Section 3.0, Chapter 7, Infrastructure: Strategy 1.3, tactics 1.9.7, 1.10.2
- e. Section 4.4, Multi-Use Pathway Network, page 226: Town primary goals for the pathway network
- f. Section 4.5, Bicycle Advisory Committee, page 242
- g. Section 4.6, Parks + Recreation Goals and Strategies: Strategy 5.2, Tactic 5.2.1
- h. Section 4.7, Action Items: Items 2.3.3, 2.3.4

## 12. Best-in-Class

- 12.1. **Comment:** We need to define what “Class” we are in.

*Where Best-in-Class is addressed in Our Plan:*

- i. Section 6.1, Definitions: Best-in-Class is defined as “a description for the aspirational vision of the Island as state-of-the-art, and having high achievement and recognition, world-class environments, and embodying the three tenets of sustainability.”
- j. Section 6.2, Index: the term has 18 mentions in the Our Plan text
- k. Section 4.6, Parks + Recreation Goal 2 keyword

- 12.1.1. Add the definition in the margin on page 97 at first mention in the text, and on page 251 where is it a keyword in Parks + Recreation.

## 13. Our Plan: Goals, Strategies, and Tactics

- 13.1. **Comment:** We need a way to break down the goals, strategies, and tactics. The number of these in document seems voluminous. Is there a way to condense this down to a smaller size?

- a. **Staff Comment:** According to staff analysis of the goals, strategies, and tactics in Our Plan, there are several strategies and tactics resulting from current projects, initiatives, or Town operations. Many of these have to be maintained in the Town’s Comprehensive Plan in order to ensure foundational support for continuity of operations and existing initiatives and projects. Not all strategies and tactics are brand new ideas or suggestions.
  - About 53% of the 243 strategies are current projects, initiatives, or operations the Town is already conducting.

- About 43% of the 215 tactics are current projects, initiatives, or operations the Town is already conducting.
  - The 2010-2030 Comprehensive Plan for the Town had 153 goals. Our Plan presents a third of this number with 51 total goals.
- b. **Staff Comment:** Staff is preparing an Our Plan Guidebook. The document will present condensed information about Our Plan and act as a quick reference guide for staff, elected and appointed officials, and the community. Staff is looking into producing an online version of Our Plan to allow real-time tracking for the plan and interactive search features.

## 14. The Elements

- 14.1. **Comment:** Is there a way to show how the nine elements are integrated? We need a chart to make it clear.

*Where this is addressed in Our Plan:*

- a. Each Chapter includes a matrix drawing comparisons between the Core Value goals and strategies with the elements.
  - b. Sections 4.6 and 5.6 include a matrix comparing the Parks + Recreation and Priority Investment goals and strategies with the Cover Values, respectively.
  - c. All comparison tables are included in Appendix 7.2.B.
- 14.1.1. Diagrams organizing comparisons for the Core Value goals and strategies by element will be included in the introduction to Section 3.0 as a new Section 3.2, and in the Appendix as a new Section 7.2.C. See Exhibit E for a sample of the proposed Section 3.2, The Elements and Core Values.

## 15. Recycling

- 15.1. **Comment:** We need to be sure Our Plan addresses recycling.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Goal 1, Strategies 1.2, 1.3, 1.4
- b. Section 3.0, Chapter 6, Regional: Strategy 4.4

## 16. Potable Water

- 16.1. **Comment:** There is no reference in the plan to our potable water source and capacity. It would be good to have this data.

- 16.1.1. Add to page 70, Water and Wastewater, information requested from HHPD about the Island's potable water source and capacity.

## 17. The Bridge/ U.S. 278 Corridor

- 17.1. **Comment:** The Infrastructure chapter should have more to support the future reconstruction of the U.S. 278 bridge.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 7, Infrastructure: Page 183, Key Ideas Shaping Infrastructure for Land Transportation
- b. Section 3.0, Chapter 7, Infrastructure: Page 186, Opportunities for Our Infrastructure
- c. Section 3.0, Chapter 7, Infrastructure: Goal 1 (Transportation), Tactic 1.1.2
- d. Section 5.2, Collaboration: Discussion about regional collaboration for CIP projects

## 18. Our Plan Vision

- 18.1. **Public Comment:** During the August 19 meeting of the Planning Commission, Chairman Kristian asked where the vision statement could be found in the 370-draft. It would be good to include it on the cover, in the name of the plan, i.e., "Our Plan: Reinventing Sustainability ... Again!"

*Where the Vision is addressed in Our Plan:*

- a. Executive Summary
- b. Section 1.2, Our Vision
- c. Section 1.3, Our Comprehensive Plan
- d. Section 3.0, Our Core Values
- e. Section 3.2, Chapter 2, Environment: Overview
- f. Section 3.2, Chapter 4, Inclusive: Overview
- g. Section 3.2, Chapter 5, Connected: Overview
- h. Section 5.6, Priority Investment Goals and Strategies

**Staff Comment:** Staff does not recommend at this time making alterations to the title and cover for Our Plan. The Vision for Our Plan is addressed in the plan in numerous locations. The name "Our Plan" is a functional descriptor of the Vision as described on page 9 with the Our Future + Comprehensive Plan diagram.

## 19. Our Future Vision and Strategic Action Plan

- 19.1. **Public Comment:** Under Environment, on page 115, in section 2.1, add "2.1.4 Develop a unique environmental ecosystem research laboratory to research environmental challenges as a barrier island and to address challenges of climate change." This strategic action is included on p. 37 of "Our Future Vision and Strategic Action Plan" and is missing from the current draft of Our Plan.



Under Regional, on page 175, in section 4.2, add "4.2.2 Develop a unique environmental ecosystem research laboratory to research environmental challenges as a barrier island and to address challenges of climate change." This strategic action is included on p. 37 of "Our Future Vision and Strategic Action Plan" and is missing from the current draft of Our Plan.

*Where this is addressed in Our Plan:*

- a. Section 3.0, Chapter 2, Environment: Goal 1, Strategy 1.4; Goal 2, Strategies 2.1, 2.4; Goal 3, Strategy 3.3; Goal 4, Strategies 4.2, 4.6; Goal 5, Strategies 5.2, 5.3, 5.4; Goal 6, Strategies 6.5, 6.6; Goal 7, Strategy 7.5
- b. Section 3.0, Chapter 6, Regional: Goal 4, Strategy 4.2

**Staff Comment:** There are many great ideas and strategies discussed in the Our Future Plan for the Island community; however, not all these ideas, such as creating a research laboratory, fall within the scope or purview of the Town's operations. The Environment and Regional Work Groups chose to address this facet of the Our Future Plan through various strategies about partnerships and educational opportunities in the Environment and Regional chapters. Staff does not recommend the addition of new strategies as proposed by public comment. This is addressed in Our Plan in a way that falls within the Town's scope of work for the community.

## 20. Transportation

- 20.1. **Public Comment:** The following phrase from the current [2010-2030] Comprehensive Plan of the Town should be retained and included: "Investigate all possible alternatives to widening William Hilton Parkway before committing to such a project." The phrase is found on page 141 of the current plan. It should be included under Transportation in addition to the current language in 1.1.3 or instead of that language.

*How this is addressed in Our Plan:*

- a. Section 3.0, Chapter 7, Infrastructure, page 182-138: Implications for Land Transportation Goal
- b. Section 3.0, Chapter 7, Infrastructure, page 186: Opportunities for Our Infrastructure
- c. Section 3.0, Chapter 7, Infrastructure: Tactics 1.1.2, 1.1.3, 1.1.4

**Staff Comment:** Staff does not recommend the change to Tactic 1.1.3 as proposed by public comment as a discussion about widening William Hilton Parkway is too specific for a Comprehensive Plan. Other tactics and discussion in the Infrastructure chapter cover this statement in a more general manner and provide a foundation for the specific needs that may arise to address changes to William Hilton Parkway's infrastructure.

## 21. Section 5.0, CIP and Priority Investment

- 21.1. **Public Comment:** Did the public and did the Planning Commission's CIP Committee provide input in this section?

*Where this is addressed in Our Plan:*

- a. Section 5.1, Overview, page 269, third paragraph: Priority Investment is inclusive of all the Core Values, and Parks and Recreation, so there was no work group or specific community group organized to address it during the Our Plan process. Each group did identify opportunities for priority investment through the course of developing their chapters.

**Staff Comment:** The purpose of this section is to tie the capital improvements needs identified in Our Plan and adopted Town plans to forecasted revenues for the current and upcoming fiscal years. It presents a framework for achieving capital infrastructure described in Our Plan. To that end, the section is a synthesis of prior comprehensive plan development efforts and the Town's CIP budget, which are both public processes. The CIP Committee did not review this section since it is the role of the Comprehensive Plan Committee to conduct a review of the plan. The members of any Planning Commission sub-committee have the opportunity to make sub-committee specific comments in their capacity as Planning Commissioners during the adoption process.

## Exhibit C

### Our Island's Gullah Community Supplement for Section 2.0, Cultural Resources *(Reference Exhibit B Item 10.1.2)*

#### Our Island's Gullah Community

Today, the Island is home to a small, resident Native Islander Gullah population. Their contribution to the character and culture of the Island is very important to the community fabric, economy, and unique appeal of the Island. Over time, however, the Gullah culture has been in steady decline. This has been the result of family land (heirs' property) lost to incompatible development policy, tax sales, or acquisition as the Island has changed since the 1950s. The percentage of the Island's African American population, comprising the Gullah community, has been in steady decline or some time according to population data, *Figure 2.21*.

In response to concerns over this loss of the culture and population, the Town established the Gullah Geechee Land and Cultural Task Force (Gullah Task Force) in 2017. Their mission is, *"to identify and assist in the preservation of the Gullah Geechee culture for the purpose of detecting and resolving issues specific to its community, including, without limitation, heirs' property, taxes and land use, economic and sustainability issues for an improved quality of life, and through on-going education programs, workshops and seminars."*

Since 2017, the Gullah Task Force has worked steadily with staff to see the addition of a Historic Neighborhoods Preservation Administrator on Town staff, and the adoption of the **Gullah Geechee Culture Preservation Project Report** (Report). The three main purposes of this project were to: 1) Create a broad strategy for Gullah Geechee cultural preservation, 2) Identify potential revisions to the Land Management Ordinance (LMO) and other land use and development related policies, and 3) Identify tools for addressing the heirs' property issues. According to the Report it is,

*"... important to understand the strong relationship between the topics of cultural preservation, public policies, and heirs' property. The ultimate goal of cultural preservation is to preserve the very existence of the Gullah people as residents of Hilton Head Island. The best way to achieve that goal is to provide them with economic sustainability. To gain economic*

September 4, 2020

Page 2

sustainability, current challenges related to public policies and heirs' property must be overcome (Report, 2)."

The three major issues identified include cultural preservation, public policies, and heirs' property. The Report's Executive Summary, including recommendations, is included in Our Plan *Appendix 7.2.D*. The Report discusses in more detail each of the issues affecting the Gullah community.

The Town continues to work with the Gullah Task Force to prioritize the recommendations outlined in the Report and seek ways to implement them in a sustainable manner to continue to build trust with the Gullah community and further their preservation. Some ways to learn more about the history and culture of the Island's Gullah community include The Gullah Museum of Hilton Head Island; the Heritage Library; events at Historic Mitchelville Freedom Park; Gullah Heritage Trail Tours; or programs and classes at the Coastal Discovery Museum.

## 4.7 Recommendations & Action Items

Throughout the Master Plan process, recommendations have been presented to assist the Town with making decisions for the future parks and recreation system, projects, and operations. The Master Plan's function as a needs assessment presents clear indicators for areas where the Town excels, and where it has challenges. The Town will use these professional recommendations to make informed decisions for the future of the Island community's investment in parks and recreation.

This section presents the initial and final rounds of professional recommendations provided in the Master Plan, as well as proposed Town action items. All recommendations and action items are keyed with relevant Parks + Recreation goals and strategies.

### Initial Recommendations

In support of the Master Plan, and in response to Town Council's request for input on potential big projects for the near future to consider during their 2019 retreat, Lose Design formulated the following initial capital improvement recommendations. These recommendations are based on the analysis of the Town's parks and recreation needs and preferences gathered early in the process. They were intended to provide a broad stroke draft to be improved as the master plan process is completed. At the time of the initial recommendation development, a majority of the community engagement and analysis portions of the process had been completed, so these recommendations were well informed. Note these are not all shovel-ready types of capital projects, and do not include recommendations pertaining to maintenance and operations.

As a step in the process towards the final recommendations, they are included here for reference. The Task Group and Parks and Recreation Commission both reviewed this information. The Commission further made a recommendation for Town Council to consider what was presented in the initial review.

### Final Recommendations

The final version of the Master Plan presents the following list of final recommendations in the Executive Summary. This list, compiled by the consultant, is based on a comprehensive review of the Town's parks and recreation system through the Master Plan's inventory, analysis, and public engagement processes. The final recommendations are inclusive of capital projects, as well as operations, funding, and maintenance.

## Initial Recommendations

### Goal 1 ●.....1. PARKS, EXISTING & PROPOSED

Goal 2 ●

#### Strategy 1.4 ● 1.1 Crossings Park

Strategy 2.2 ●.....1.1.1 Consolidate baseball and softball facilities to Crossings Park.

Strategy 2.3 ● 1.1.2 Retain the three baseball fields at this location.

Strategy 1.1 ●.....1.1.3 Build 2-3 additional baseball/ softball fields at Crossings Park to address identified inventory deficit.

1.1.4 Add parking to support this expansion.

Strategy 2.1 ●.....1.1.5 Add a significant playground amenity to add community park recreation features to this property.

#### 1.2 Chaplin Park

1.2.1 Develop a new master plan for Chaplin Park for a more efficient and user-friendly design.

Strategy 1.1 ●.....1.2.2 Build three multi-sport fields for soccer, football and lacrosse:

a. Build two multi-sport synthetic rectangular fields

b. Built one natural surface multi-sport field

Strategy 2.1 ●.....1.2.3 Replace support buildings (concessions, bathroom buildings and shelters).

Strategy 1.3 ●.....1.3 Mid Island Park (*proposed future park*)

Strategy 1.4 ●

Strategy 2.2 ● 1.3.1 New community park on the north end of the island to include:

Strategy 5.1 ●.....a. Bike trails (away from roads)

b. Disc golf

c. Adventure play area

### Goal 2 ●.....2. RECREATION FACILITIES

Strategy 1.4 ●.....2.1 Pickleball Complex

Goal 6 ●

Strategy 2.2 ●.....2.1.1 Develop a significant pickleball complex to include:

Strategy 6.1 ● a. Lighted courts based on recommendations from Sports Facility Advisory

b. Support facilities such as restrooms and concessions

Strategy 1.4 ●.....2.1.2 This facility could be located at an existing, reconfigured park or a future park.

#### Goal 8 ●.....2.2 Additional Playgrounds

Strategy 1.4 ●.....2.2.1 Add new or update existing playgrounds at sports parks and special use parks to broaden the targeted users of these properties and help to serve the few underserved portions of Hilton Head Island.

Strategy 2.1 ●

#### Goal 6 ●.....2.3 Sand Volleyball Complex

Strategy 2.2 ●.....2.3.1 Develop six to eight competition level sand volleyball courts to support the growing high school and collegiate sport.

Strategy 1.4 ●.....2.3.2 This facility could be located at an existing, reconfigured park or a future park.

# Final Recommendations

- 1. PARKS, EXISTING & PROPOSED** ..... ● Goal 1  
 ● Goal 2  
 ● Strategy 1.4
- 1.1 Barker Field** ..... ● Goal 6
- 1.1.1** Barker Field should be redeveloped as a neighborhood park to include the following:
  - a.** Build three to four practice fields (football, soccer, etc.)
  - b.** Add a new playground with poured-in-place surface ..... ● Strategy 2.1
  - c.** Add a 1/2-mile walking path ..... ● Strategy 5.1      ● Strategy 2.3
  - d.** Include 120 parking spaces
  - e.** Include a new bathroom building in the area of the existing baseball/softball fields
- 1.1.2** Work with partner agency to improve level of maintenance or consider ..... ● Strategy 1.2  
 taking over maintenance responsibilities from PALS.      ● Strategy 2.3
- 1.2 Bristol Sports Arena** ..... ● Goal 5
- 1.2.1** Bristol Sports Arena may benefit by being incorporated into the larger Crossings Park with connections made by pathways that allow the existing improvements to stay in place.
- 1.3 Chaplin Community Park** ..... ● Goal 5  
 ..... ● Goal 6
- Chaplin Community Park provides a wide variety of recreation opportunities for residents and visitors to the Town of Hilton Head Island. The recommendations for Chaplin Community Park were included in the initial recommendations provided by Lose Design in November of 2019. The planning team is recommending a Concept Plan be developed for the park with the following considerations:
  - 1.3.1** Resolve the conflict between debris management services and multipurpose athletic fields.
  - 1.3.2** Build two bathroom buildings; concessions; pathways ..... ● Strategy 2.1
  - 1.3.3** Add a natural turf multi-sport rectangular field to be used for casual ..... ● Strategy 1.3  
 activities in addition to organized athletics.
  - 1.3.4** Rebuild the tennis and add a pickleball complex (12 replacement tennis ..... ● Strategy 6.1  
 courts; 24 pickleball courts, clubhouse, pro shop and support amenities, parking and plaza with restroom buildings).
  - 1.3.5** Build a new large ADA accessible playground structure ..... ● Strategy 2.1
  - 1.3.6** Consider overall park redevelopment (parking; lighting; trails) ..... ● Strategy 1.4  
 ..... ● Strategy 2.2      ● Goal 8
- 1.4 Cordillo Tennis Courts**
- 1.4.1** Park signage should be added to the Cordillo Parkway entrance to identify the park as open to the public.
- 1.4.2** Play should be monitored to determine if other improvements are needed.
- 1.4.3** Consider court lighting.
- 1.4.4** Consider additional parking.
- 1.4.5** Consider adding a bathroom building.

## Final Recommendations

### Goal 6 ●.....1.5 Crossings Park

Strategy 2.2 ●.....1.5.1 Consolidate all Island baseball/softball fields at Crossings Park.

Strategy 2.3 ● 1.5.2 Redevelop existing baseball fields.

1.5.3 Replace existing concessions and plaza.

Strategy 1.1 ●.....1.5.4 Add two 300' baseball fields.

1.5.5 Add additional parking.

Strategy 1.4 ●.....1.5.6 Develop new park amenities (a dog park; splash pad and/or playground; pathways).

Strategy 2.1 ●

Strategy 2.2 ● 1.5.7 Add irrigation.

### 1.6 Hilton Head Park (Old Schoolhouse Park)

1.6.1 Add signage to identify the park property.

Goal 8 ●.....1.6.2 Add ADA accessible pathways connecting the parking area to park amenities.

Strategy 1.4 ●.....1.6.3 Consider adding a small playground feature and picnic pavilion to diversify the park's offerings and attract more visitors.

Goal 4 ●.....1.6.4 Evaluate possibilities for a non-motorized boat launch or pier. If conditions do not support this improvement, add an observation deck to provide opportunities for birding and marsh views.

### Goal 2 ●.....1.7 Island Recreation Center

Goal 3 ● 1.7.1 While the planning team does not foresee additional improvements within the next 10 years, the Town should work with staff of the Island Recreation Center to identify new programmatic and facility needs for the center.

### Goal 3 ●.....1.8 Betsy Jukofsky Xeriscape Garden

1.8.1 Identify garden as a public park.

Strategy 3.2 ●.....1.8.2 Interpretive signage for plantings.

1.8.3 Re-imagined/updated plantings.

Strategy 1.2 ●.....1.8.4 Improved maintenance.

Strategy 2.3 ●

### 1.9 Compass Rose Park

1.9.1 Address reconditioning of park elements.

### 1.10 Greens Shell Park

Strategy 2.1 ●.....1.10.1 Replace the playground equipment and add a poured-in-place surface to reduce maintenance requirements of the current mulch.

Strategy 2.3 ●

Goal 3 ●.....1.10.2 Make a stronger connection to the adjacent cemetery and archaeological site with the addition of historic interpretive panels or public art.

Strategy 3.2 ●



## Final Recommendations

- 1.11** Historic Mitchelville Freedom Park ..... ● Goal 3
  - 1.11.1** This park should be celebrated for its cultural significance and natural beauty. Efforts to continue and expand the story of the families who founded Mitchelville should be supported by the Town through interpretive programs, tours, and special events.
  - 1.11.2** Physical improvements are currently being considered in a master planning effort being undertaken for the park by the Historic Mitchelville Freedom Park organization. Any changes to the site should take this planning effort into consideration.
- 1.12** Honey Horn ..... ● Goal 3
  - 1.12.1** Any additions or changes to the site should follow the recommendations outlined in the Coastal Discovery Museum Strategic Plan 2016-2022 or updated versions.
- 1.13** Jarvis Creek Park
  - 1.13.1** Consider a poured-in-place surface for the playground to reduce ..... ● Strategy 2.1  
necessary maintenance of the sand fall surface. ● Strategy 2.3
- 1.14** Rowing and Sailing Center at Squire Pope Community Park ..... ● Goal 3  
● Strategy 4.2
  - 1.14.1** A playground is currently planned for the park using Community Development Block Grant (CDBG) funds. Additionally, there is room for future expansion of the park. If interest in rowing increases, the Town may want to consider a facility with classrooms to use for rowing and kayak instruction, safety training, or related outdoor education activities.
- 1.15** Shelter Cove Community Park and Veterans Memorial ..... ● Strategy 1.3  
● Goal 5
  - 1.15.1** Shelter Cove is one terminus of the 2012 conceptual plan for Chaplin Linear Park and is one of the few parks that are not directly connected by public pathway to the larger pathway system. Today, bicyclists must navigate the Shelter Cove Town Centre parking areas to reach the pathway system. This is inappropriate for a destination park like Shelter Cove and should be addressed through construction of the Chaplin Linear Park.
- 1.16** Beach Parks ..... ● Goal 4
  - Beach parks include Alder Lane Beach Access, Burkes Beach, Coligny Beach Park, Driessen Beach Park, Fish Haul Beach Park, Folly Field Beach Park, and Islanders Beach Park.
  - 1.16.1** Add beach mats to Burkes Beach. .... ● Goal 8
  - 1.16.2** Create a low impact “beach path” for bicyclists linking Burkes Beach and ..... ● Goal 5  
Islanders Beach Park.
  - 1.16.3** Include discreet beach path signage identifying Burkes Beach, Driessen Beach Park, Folly Field Beach Park, and Islanders Beach Park accesses.
  - 1.16.4** Create a beach park at Burkes Beach per the Chaplin Linear Park plans to anchor its terminus at the beach.

## Final Recommendations

### Goal 5 ● ..... 1.17 Mid Island Tract

- 1.17.1 A new community park on the Mid Island Tract is recommended based on size, location, and pathway connectivity. This property could be the location for additional bicycle paths that carry riders away from vehicular traffic. This location could also easily provide for disc golf or footgolf courses.
- 1.17.2 Consideration of multi-use sports fields is recommended for this property. Sports fields in this location would help to improve the Town's resiliency during natural disasters.

### 1.18 Park Classifications

- 1.18.1 Adding community park features like the recommended dog park, splash pad/playground and trails to Crossings Park would expand that property's purpose and serve a wider variety of park user.
- 1.18.2 The addition of Lowcountry Celebration Park, which is currently under construction, and the proposed park on the Mid Island Tract property would vastly increase the areas of Hilton Head Island that are within two miles of a community park.

### Goal 2 ● ..... 2. RECREATION FACILITIES

#### Strategy 1.4 ● ..... 2.1 Pickleball Complex

Goal 6 ●

Chaplin Community Park would be a good location for a pickleball complex. The HHI Pickleball Club has developed a conceptual plan for a pickleball facility within Chaplin Community Park. The planning team reviewed this concept and recommends additional features that will allow the facility to better serve the recreation and social aspects of this popular sport. The facility should:

- 2.1.1 Provide a clubhouse/pro shop that will allow for socializing between games.
- 2.1.2 Provide adequate parking (150 spaces) in addition to the 24 courts and shelter proposed by the Pickleball Club's concept.

#### Strategy 1.4 ● ..... 2.2 Pump Track Facility

Strategy 2.2 ●

- 2.2.1 A pump track facility is recommended in the park at the Mid Island Tract or within an existing park such as Crossings Park or Chaplin Community Park.

### Goal 5 ● ..... 2.3 Pathways

- 2.3.1 When considering new path routes, look for opportunities to carry users away from vehicular traffic.
- 2.3.2 Consider strategic widening of pathways in popular sections to accommodate user groups and amount of use.
- 2.3.3 Look for locations to extend pathways to make connections from residential areas and vacation areas to major destinations, where feasible.

## Final Recommendations

**2.3.4** Consider developing trailheads to support the network. Two potential locations include the northwest corner of Squire Pope and U.S. 278, and near Shelter Cove Community Park to support the Chaplin Linear Park.

**2.3.5** Consider delineating a beach biking route between Burkes Beach and Islander’s Beach Park.

### 2.4 Water Access ..... ● Goal 4

**2.4.1** Look to expand or improve, where possible, existing locations providing public water access if it is not feasible to add new locations.

### 2.5 Beach Access

**2.5.1** Ensure there is emergency access through private developments to the beach where needed or feasible, specifically along the 4.5 mile stretch between Coligny Beach Park and Singleton Beach.

### 2.6 General

**2.6.1** Develop a facility use agreement and review the current facility rental agreements.

**2.6.2** Expand and make improvements to existing facilities to provide improved programming opportunities as outlined in the facility evaluation section of the Master Plan.

## 3. PROGRAMMING ..... ● Goal 3

### 3.1 Sports Tourism ..... ● Goal 6

**3.1.1** Sports Facilities Advisory (SFA) does not recommend including plans for a new multipurpose sports venue.

**3.1.2** SFA recommends utilizing current and future facilities/locations that are primarily intended for local recreation as venues for occasional sports tourism tournaments and events.

**3.1.3** SFA recommends developing a plan to attract, host, and retain events that will utilize the outdoor pickleball complex (particularly when new courts are added) and/or beach-based events including sand volleyball and beach soccer.

**3.1.4** Pursue sailing, kayaking, and paddleboard races and events.

**3.1.5** Pursue hosting triathlons or similar outdoor race-based events.

### 3.2 General ..... ● Goal 1

**3.2.1** All programs should be evaluated on an annual basis.

**3.2.2** Create a guide or policy to be followed when adding or deleting programs.

**3.2.3** Conduct short surveys with participants at the completion of each activity/program to ensure the programs are staying relevant and meeting the needs of the participants.

**3.2.4** Expand alternate non-sports programming for youth and adults.

## Final Recommendations

**3.2.5** Develop a broader offering of adult programs for both young and older adult age groups.

Goal 3 ● ..... **3.2.6** Study the Three Pillars of NRPA, especially the Conservation area, and look for ways to expand nature-based programs and introductory classes for water-based activities.

**3.2.7** Track participation numbers and analyze three years of data when conducting program evaluations.

**3.2.8** Explore development of senior sports leagues and other senior programming opportunities.

Goal 8 ● ..... **3.2.9** Identify leaders within minority groups and work with these leaders to understand barriers to participation that may exist and then work to overcome those barriers.

Goal 8 ● ..... **3.2.10** Financial assistance programs should be promoted to ensure equal access and transparency.

Goal 7 ● ..... **4. FUNDING**

Strategy 2.3 ● ..... **4.1** Increase funding from the Town of Hilton Head Island general fund budget to allow for improved maintenance of existing park facilities.

**4.2** Continue to look at alternative methods of increasing self-generated revenues to expand programming and special event opportunities.

**4.3** Develop a tiered revenue policy to guide fees for programs and events.

Goal 2 ● ..... **4.4** Increase per capita spending so the recreation facilities and programs on Hilton Head Island better reflect the best-in-class image of the island.

**4.5** Provide additional funding for Island Rec staff as new park facilities are added to the system.

**4.6** Consider other funding alternatives such as naming rights and beverage rights agreements to increase overall per capita funding.

## Action Items

Town staff has reviewed the Master Plan, received community input, and developed action items for Town officials to consider in addition to the final recommendations. These action items with the final recommendations officially convey the findings from the Master Plan that will best serve the interests of the Town for current and future park planning. The Master Plan is one piece of the planning puzzle needed for a successful park system. It plays an important role to inform park planners about gaps in service within the park system, and community interests and needs. This information will be used to assist the Town in making informed decisions about improving the park system where needed, and where to build from its successes.

Inclusion of projects and proposals in this list does not constitute their approval or guarantee to be implemented. Each recommendation will be subject to review for feasibility within the Town’s planning, budgeting, and capital improvement program processes. In some cases, the action items may fall within the scope of work of the Island Recreation Association.

Based on the findings of the **Parks and Recreation Master Plan Part 1**, and in addition to its final recommendations, the Town will also consider the following Action Items.

### 1. PARKS, EXISTING & PROPOSED .....● Goal 2

#### 1.1 Cordillo Tennis Courts

- 1.1.1 Continue permitting and planning efforts currently in place for the construction of the bathroom building.

#### 1.2 Taylor Tract

- 1.2.1 Consider development of this Town-owned parcel as a mini park

#### 1.3 Patterson Tract .....● Goal 4

- 1.3.1 Continue plans to develop this Town-owned parcel as a mini park

#### 1.4 Chaplin Linear Park .....● Goal 5

- 1.4.1 Continue planning and implement the Chaplin Linear Park.

#### 1.5 Park Classifications

Reclassify the following parks:

- 1.5.1 Barker Field & Extension, Neighborhood Park to Sports Park
- 1.5.2 Honey Horn, Community Park to Special-Use Park
- 1.5.3 Lowcountry Celebration Park, Community Park to Regional Park
- 1.5.4 All boat landings and docks, Regional Parks to Special-Use Parks

## Action Items

**1.5.5** Rowing and Sailing Center at Squire Pope Community Park, Regional Park to Community Park

**1.5.6** Consider the addition of a cultural and historic park classification.

### 1.6 General

Strategy 1.4 ● ..... **1.6.1** Consider and prioritize the Master Plan's Existing Park Recommendations for implementation through the Town's CIP processes.

- a. Continue to incorporate community engagement and public input during this process.
- b. Consider starting with Crossings Park, Chaplin Park, and Mid Island Park recommendations specifically per the Initial Recommendations.

**1.6.2** Plan park development concurrently where feasible in accordance with the CIP Principles to maximize planning and implementation resources.

## Goal 2 ● ..... **2. RECREATIONAL FACILITIES**

### 2.1 Additional Playgrounds and Splash Pads

Strategy 1.4 ● ..... **2.1.1** Add new splash pads and new or updated playgrounds at parks identified through the Master Plan assessment that are in need of broadening the targeted users and that will help to serve the few underserved portions of Hilton Head Island.

Strategy 2.2 ●

### 2.2 Aquatics Facility

Strategy 1.4 ● ..... **2.2.1** Continue to consider the feasibility for the addition of an aquatics facility at Chaplin Community Park indicated by prior planning efforts.

## Goal 5 ● ..... **2.3 Pathways**

**2.3.1** Work with volunteer and community groups, such as the Bicycle Advisory Committee, to identify locations for strategic widening of existing pathway sections.

**2.3.2** Assess Town-owned park and future parks land for potential development of off-road single-track bike trails.

**2.3.3** Increase complementary consideration of pathway and bike-ped infrastructure with roadway projects and funding.

**2.3.4** Continue to participate in County efforts and identify ways to integrate recommendations into the Town's bike-ped related planning efforts based on the Master Plan and County-wide **Bicycle and Pedestrian Plan**.

## Goal 8 ● ..... **2.4 Beach Access**

**2.4.1** Consider the addition of a handicap accessible covered overlook at Islander's Beach Park to accommodate disabled residents and visitors, and their caretakers.

## Goal 6 ● ..... **2.5 Synthetic Turf Fields**

Strategy 1.4 ● ..... **2.5.1** Evaluate the best location to add two synthetic turf fields as recommended by the Master Plan so there is no interference with debris management sites.

Strategy 2.1 ●

Strategy 2.2 ●

## Action Items

### 2.6 General

- 2.6.1 Establish a facility use agreement and review current facility rental agreements in order to formalize existing relationships.
- 2.6.2 Expand and make improvements to existing facilities to provide improved programming opportunities as outlined in **Our Plan** and the Master Plan. ● Goal 3
- 2.6.3 Evaluate ways to implement accessibility standards above and beyond minimal requirements for park development, events, and facility improvements. ● Goal 8

## 3. PROGRAMMING ● Goal 3

### 3.1 Schools

- 3.1.1 Consider shared use programming with the County School District for their facilities that are on the Island.
- 3.1.2 Work with USCB on potential partnerships to expand recreation offerings on the Island for students, residents, and visitors.

### 3.2 Level of Service ● Goal 1

- 3.2.1 Continue to engage the community in a regular and on-going assessment of needs and level of service that engages user groups, reflects Island user patterns, and focuses on individual facilities.
- 3.2.2 Evaluate opportunities for additional parks and recreation offerings on a case by case basis to supplement the parks and recreation system where there are identified gaps or needs. ● Strategy 1.4

### 3.3 General ● Goal 1

- 3.3.1 Evaluate programs on an annual basis through the Island Rec and Town platforms.
- 3.3.2 Ensure adequate and accurate translations in Spanish are available for recreation program and education materials, and park signage. ● Goal 8
- 3.3.3 Continue to seek ways to expand nature-based and passive recreation offerings and opportunities in the Town's existing and future planned parks to ensure there is diversity of amenities for Island residents and visitors. ● Goal 3 ● Strategy 3.1

## 4. FUNDING ● Goal 7

### 4.1 General

- 4.1.1 Continue to explore new opportunities for funding sources to support park development, redevelopment, and maintenance.



## Action Items

Goal 1 ● ..... **5. MAINTENANCE & OPERATIONS**

Strategy 1.2 ●

Goal 2 ●

Strategy 2.3 ●

### 5.1 Staffing

**5.1.1** Consider staffing modifications to mitigate identified gaps in delivery of parks and recreation services, including to:

1. Serve as a liaison for the Town parks and recreation system to the Island Recreation Association, PALS, Beaufort County, and other agencies or organizations involved with parks and recreation on the Island.
2. Work with the Town's Facilities Management Division to identify needs for maintenance at Island parks.
3. Evaluate for capital improvement public input or observations regarding the parks system needs.
4. Monitor parks and recreation trends for applicability to the Town.
5. Work with the community, Island Rec, and Town staff to evaluate parks on a regular basis to identify areas for improvement in park facilities, recreation offerings, or programming.

Strategy 2.2 ● .....

Goal 3 ● .....

Strategy 3.1 ●

**5.1.2** Consider addition of a nature program staff person at Island Rec to better address environmental education programs for Island residents and visitors.

### 5.2 General

Strategy 1.2 ● .....

Strategy 2.3 ●

Goal 1 ● .....

**5.2.1** Establish park maintenance standards and maintenance schedules.

**5.2.2** Establish a marketing and communications program with the Island Rec and the Town's communications platforms to promote the Island parks and recreation system for residents and visitors.

**5.2.3** Ensure the organizational structure defines each participating agency's roles.

**5.2.4** Evaluate the locations of the existing Debris Management Sites (DMS) to ensure the Town is maximizing its planned response to address goals and strategies related to resiliency as outlined in **Our Plan**.



### 3.2 The Elements and Core Values

The following pages present a listing of all the Core Value goals and strategies organized by Element. The intent of this section is to provide a quick reference to how the Core Values address the Elements and to ensure the goals and strategies of **Our Plan** are searchable by Element.

There is a page for each Element with a version of the wheel shown below, where the Core Value goals contributing to the specified Element are rendered in color. This presents a visual representation of the extent to which the Core Values are distributed for each Element. The goals contributing to each Element are then listed by goal number and keyword, with their corresponding related strategies.

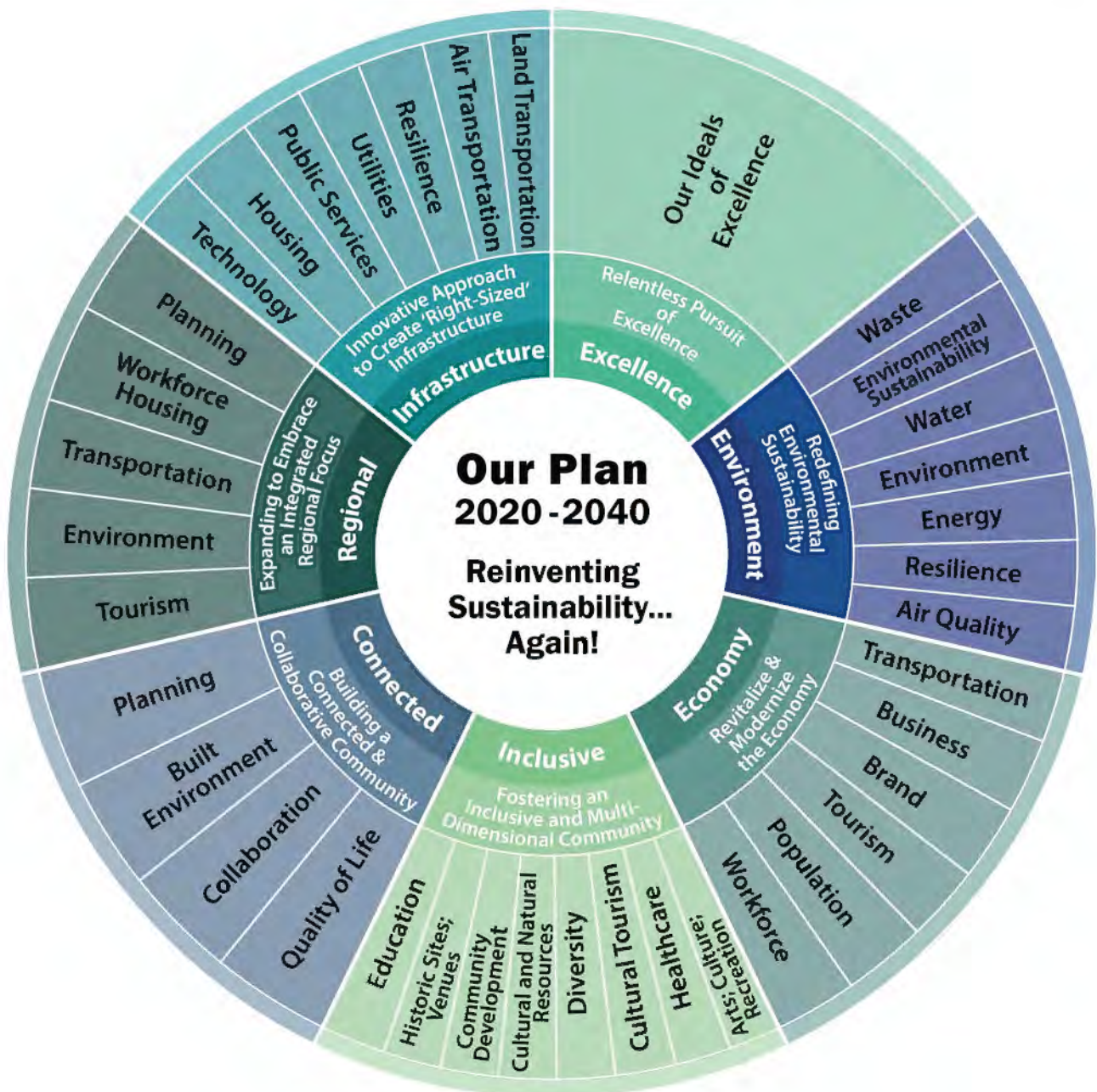


Figure 3.1, Our Plan 2020-2040 Core Values, and Goals

# Cultural Resources

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.5, 1.6  
Strategies for Our People: 2.2, 2.8

## Environment

- 2. Environmental Sustainability: 2.4

## Economy

- 4. Tourism: 4.1, 4.5, 4.6

## Inclusive

- 1. Education: 1.3
- 2. Historic Sites; Venues: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
- 3. Community Development: 3.1, 3.2, 3.8
- 4. Cultural Resources; Natural Resources: 4.1, 4.2
- 5. Diversity: 5.3
- 6. Cultural Tourism: 6.1, 6.2
- 8. Arts; Culture; Recreation: 8.1, 8.2, 8.3, 8.4

## Connected

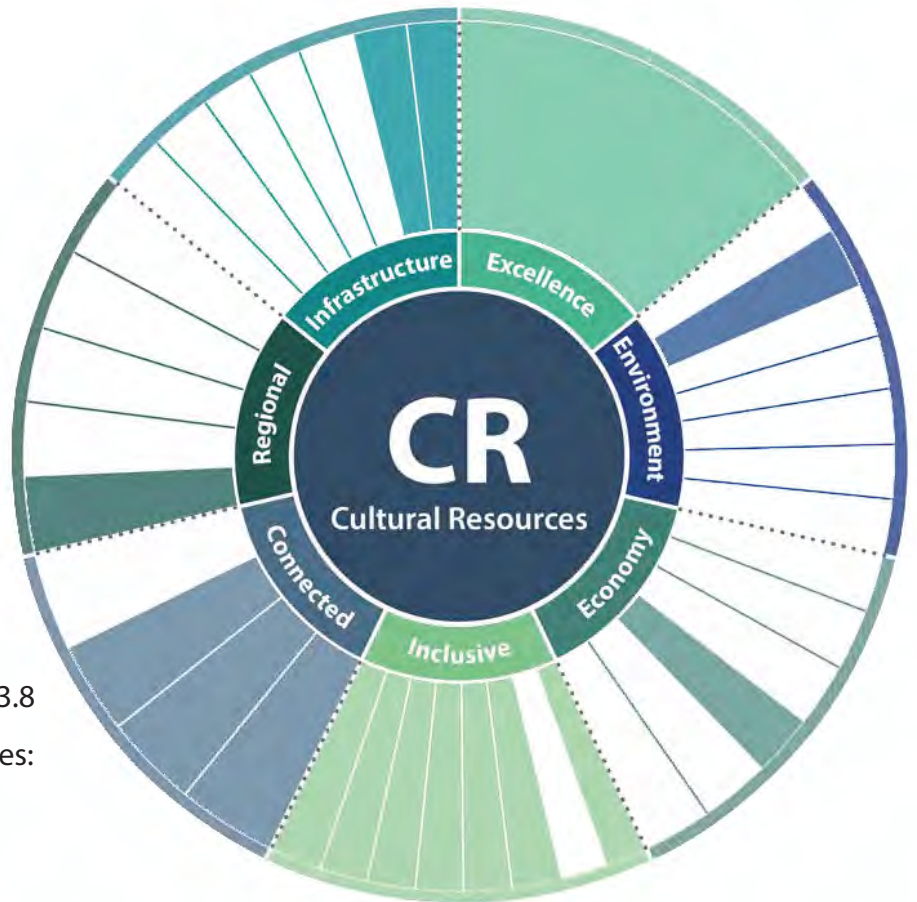
- 2. Built Environment: 2.1
- 3. Collaboration: 3.1, 3.5
- 4. Quality of Life: 4.1, 4.5

## Regional

- 5. Tourism: 5.1

## Infrastructure

- 1. Transportation (Land): 1.1
- 2. Transportation (Air): 2.2



# Natural Resources

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.6

## Environment

- 1. Waste: 1.4
- 2. Environmental Sustainability: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6
- 3. Water: 3.1, 3.2, 3.3, 3.4
- 4. Environment: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6
- 5. Energy: 5.1, 5.2, 5.3, 5.4
- 6. Resilience: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6
- 7. Air Quality: 7.3, 7.5

## Economy

- 3. Brand: 3.1
- 4. Tourism: 4.1, 4.5, 4.6

## Inclusive

- 4. Cultural Resources; Natural Resources: 4.1, 4.2

## Connected

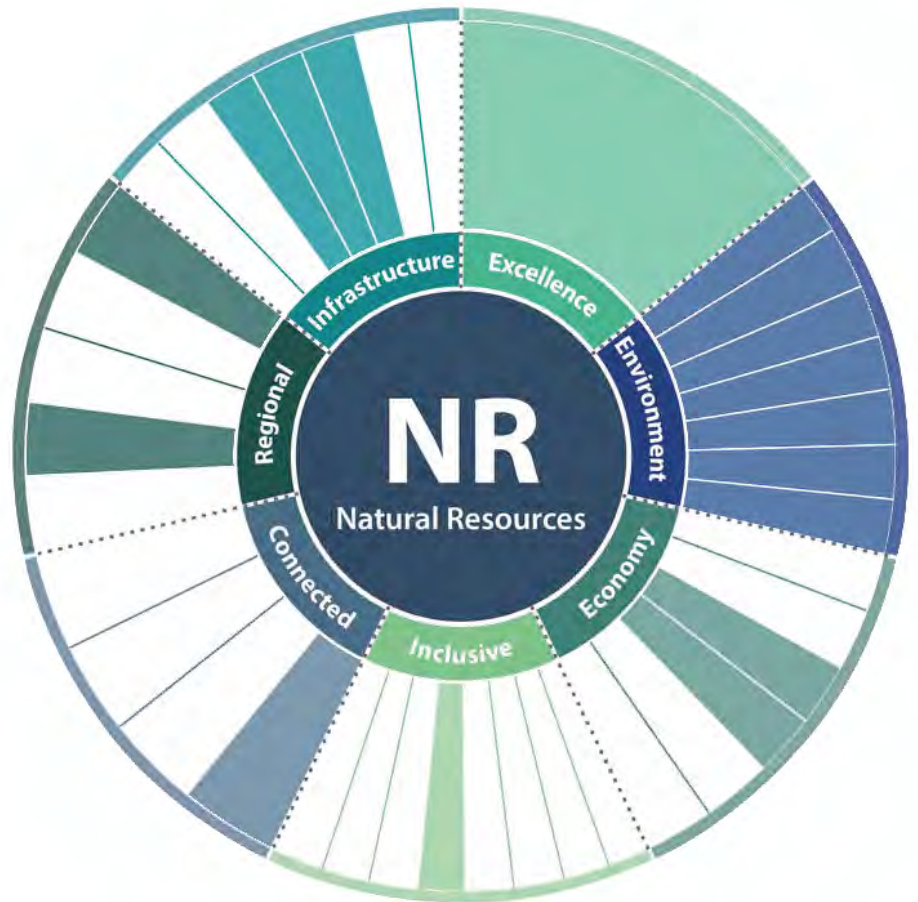
- 4. Quality of Life: 4.4, 4.5

## Regional

- 1. Planning: 1.4
- 4. Environment: 4.1, 4.2, 4.4, 4.5
- 5. Tourism: 5.1

## Infrastructure

- 3. Resilience: 3.1, 3.2
- 4. Utilities: 4.1, 4.2, 4.3
- 5. Public Services: 5.6





# Population

## Excellence

- 1. Ideals of Excellence  
Strategies for Our People: 2.4, 2.5, 2.10,2.11

## Environment

- 2. Environmental Sustainability: 2.4

## Economy

- 3. Brand: 3.2
- 5. Population: 5.1, 5.3, 5.5
- 6. Workforce: 6.1

## Inclusive

- 1. Education: 1.4
- 3. Community Development: 3.1, 3.2
- 4. Cultural Resources; Natural Resources: 4.1, 4.2
- 5. Diversity: 5.1, 5.2, 5.3, 5.4
- 6. Cultural Tourism: 6.1, 6.2

## Connected

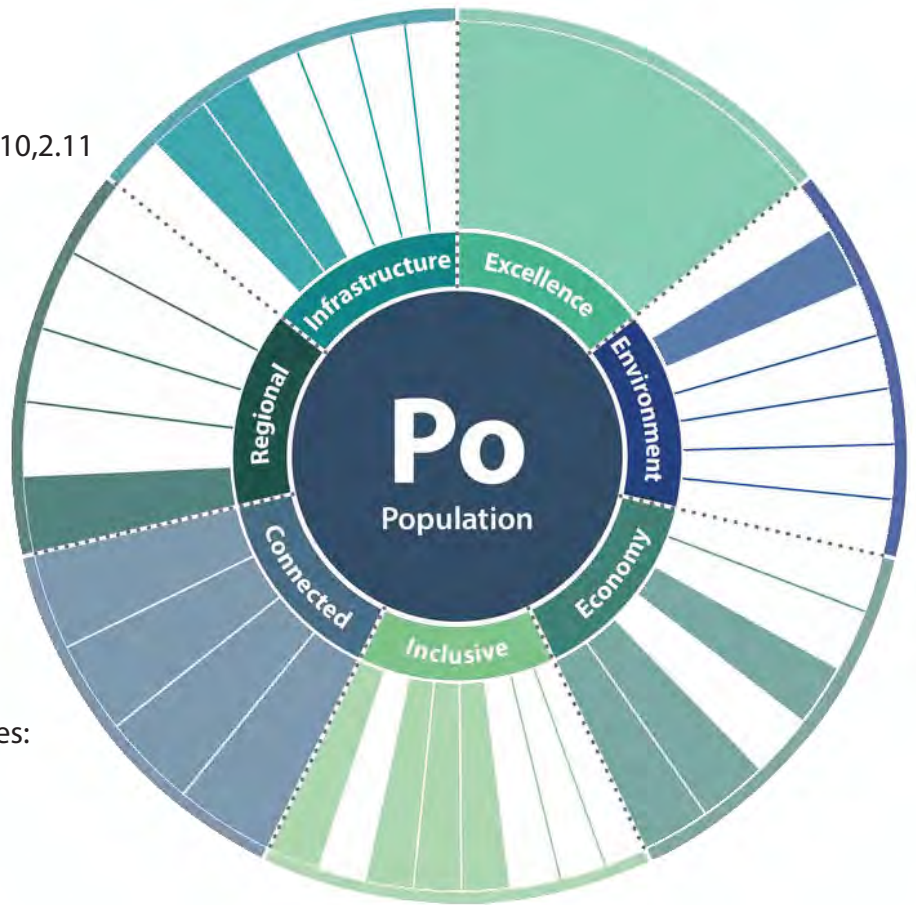
- 1. Planning: 1.2, 1.3
- 2. Built Environment: 2.2, 2.3
- 3. Collaboration: 3.1, 3.2, 3.3, 3.7
- 4. Quality of Life: 4.1

## Regional

- 5. Tourism: 5.3

## Infrastructure

- 5. Public Services: 5.1
- 6. Housing: 6.4



# Housing

## Excellence

- 1. Ideals of Excellence  
Strategies for Our People: 2.10

## Environment

- 2. Environmental Sustainability: 2.2

## Economy

- 3. Brand: 3.2, 3.3, 3.5
- 5. Population: 5.3
- 6. Workforce: 6.1

## Inclusive

- 3. Community Development: 3.3, 3.4, 3.5, 3.7

## Connected

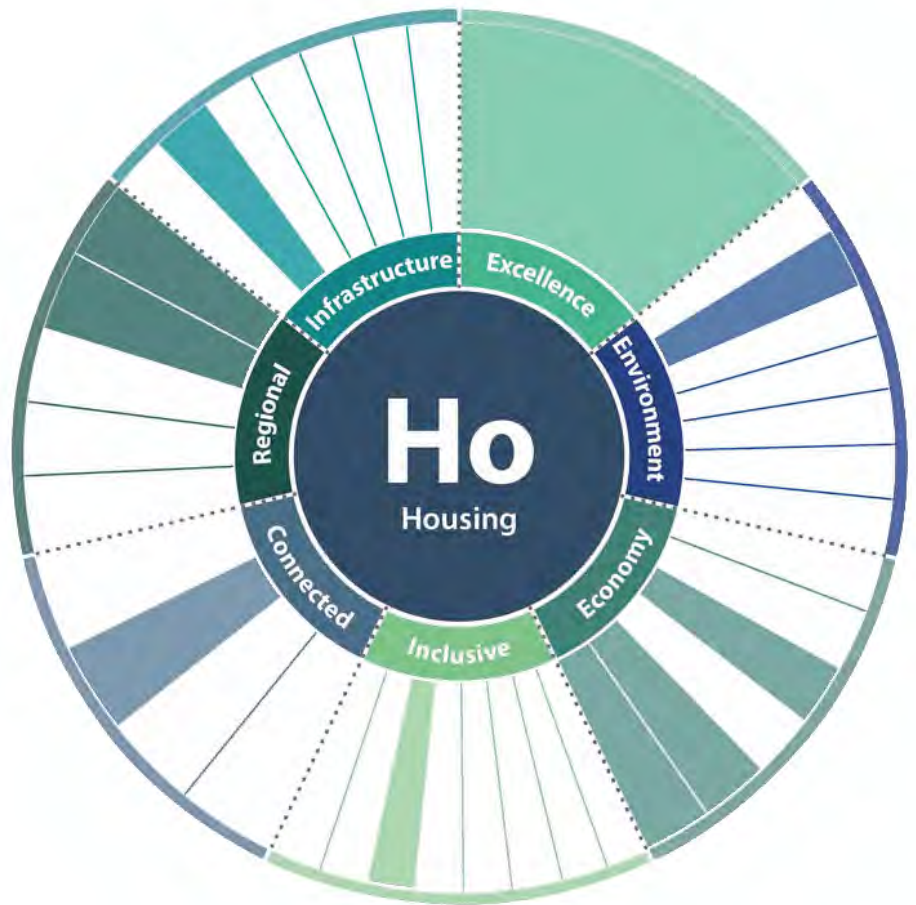
- 2. Built Environment: 2.4

## Regional

- 1. Planning: 1.4
- 2. Workforce: 2.1, 2.2, 2.3, 2.4

## Infrastructure

- 6. Housing: 6.1, 6.2, 6.3, 6.4



# Community Facilities

## Excellence

- 1. Ideals of Excellence
  - Strategies for Our Place: 1.1, 1.2, 1.4
  - Strategies for Our People: 2.1, 2.3, 2.4, 2.6, 2.7, 2.9, 2.12, 2.13
  - Strategies for Our Planning & Process: 3.1, 3.2, 3.4, 3.5, 3.6, 3.8

## Environment

- 1. Waste: 1.1, 1.2, 1.3, 1.4
- 2. Environmental Sustainability: 2.1, 2.3, 2.4
- 4. Environment: 4.1, 4.2, 4.3, 4.4, 4.5
- 5. Energy: 5.2, 5.4
- 6. Resilience: 6.3, 6.6
- 7. Air Quality: 7.3, 7.5

## Economy

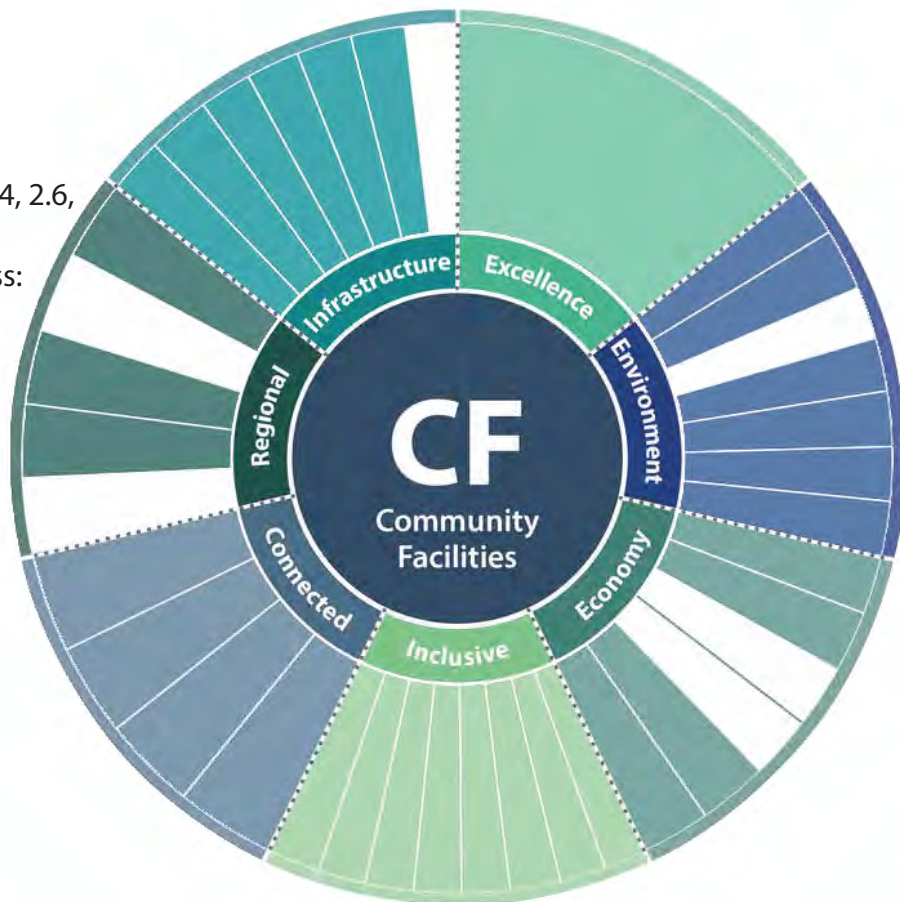
- 1. Transportation: 1.1
- 2. Business: 2.1
- 5. Population: 5.2, 5.4
- 6. Workforce: 6.2, 6.3, 6.4, 6.5

## Inclusive

- 1. Education: 1.1, 1.2, 1.3, 1.4
- 2. Historic Sites; Venues: 2.6
- 3. Community Development: 3.8
- 4. Cultural Resources; Natural Resources: 4.2
- 5. Diversity: 5.3
- 6. Cultural Tourism: 6.1
- 7. Healthcare: 7.1, 7.2, 7.3
- 8. Arts; Culture; Recreation: 8.1, 8.2, 8.4, 8.5

## Connected

- 1. Planning: 1.1, 1.2, 1.3, 1.4
- 2. Built Environment: 2.1
- 3. Collaboration: 3.2, 3.3, 3.4, 3.5, 3.6, 3.7
- 4. Quality of Life: 4.2, 4.3



## Regional

- 1. Planning: 1.1, 1.2, 1.4
- 3. Transportation: 3.1
- 4. Environment: 4.2, 4.3, 4.4

## Infrastructure

- 2. Transportation (Air): 2.4
- 3. Resilience: 3.1, 3.2
- 4. Utilities: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6
- 5. Public Services: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11
- 6. Housing: 6.2
- 7. Technology: 7.1, 7.2

# Economic Development

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.3, 1.5  
Strategies for Our People: 2.10, 2.11, 2.12, 2.13

## Environment

- 2. Environmental Sustainability: 2.1

## Economy

- 1. Transportation: 1.1
- 2. Business: 2.1, 2.2, 2.3, 2.4, 2.5
- 3. Brand: 3.2
- 4. Tourism: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6
- 5. Population: 5.1, 5.2, 5.3, 5.5
- 6. Workforce: 6.5

## Inclusive

- 3. Community Development: 3.5, 3.7
- 6. Cultural Tourism: 6.2
- 7. Healthcare: 7.3

## Connected

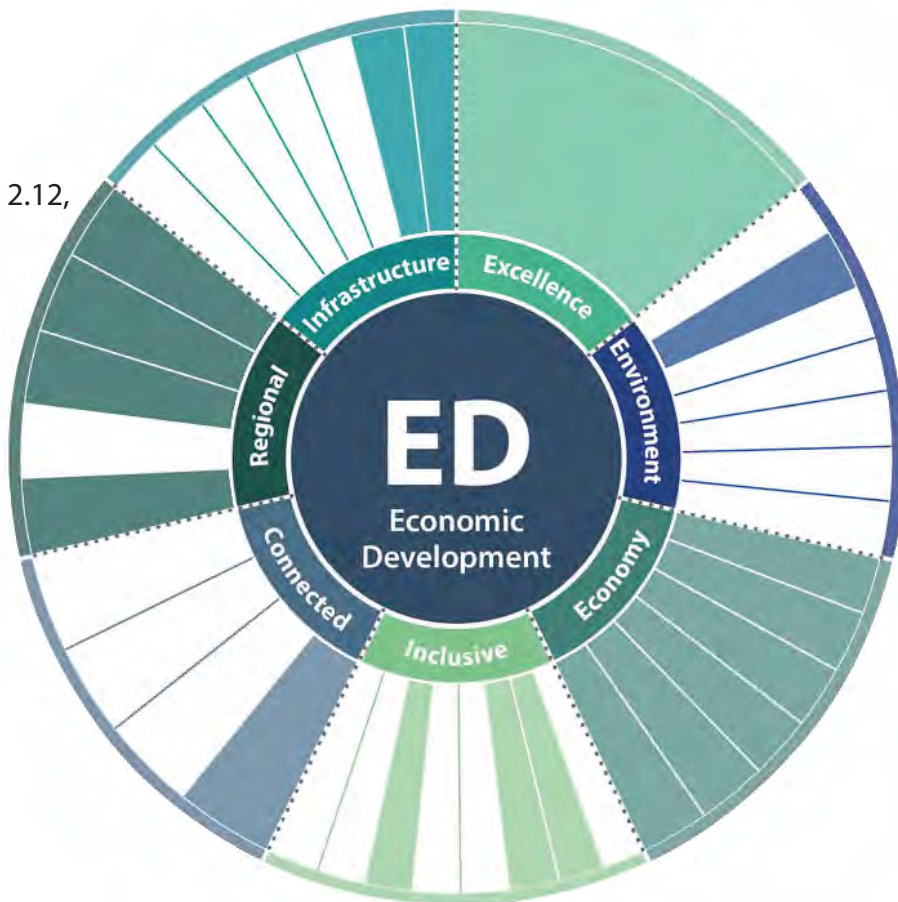
- 4. Quality of Life: 4.1

## Regional

- 1. Planning: 1.3
- 2. Workforce: 2.1
- 3. Transportation: 3.1
- 5. Tourism: 5.1, 5.2, 5.3

## Infrastructure

- 1. Transportation (Land): 1.8
- 2. Transportation (Air): 2.1, 2.3





# Land Use

## Excellence

- 1. Ideals of Excellence  
Strategies for Our People: 2.12  
Strategies for Our Planning & Process: 3.3, 3.4

## Environment

- 2. Environmental Sustainability: 2.5
- 3. Water: 3.1
- 4. Environment: 4.2, 4.4
- 6. Resilience: 6.2, 6.4
- 7. Air Quality: 7.4

## Economy

- 2. Business: 2.3
- 3. Brand: 3.1, 3.3, 3.4, 3.6
- 6. Workforce: 6.1, 6.5

## Inclusive

- 2. Historic Sites; Venues: 2.1, 2.2, 2.6, 2.7
- 3. Community Development: 3.3., 3.4, 3.6, 3.7, 3.8
- 7. Healthcare: 7.3

## Connected

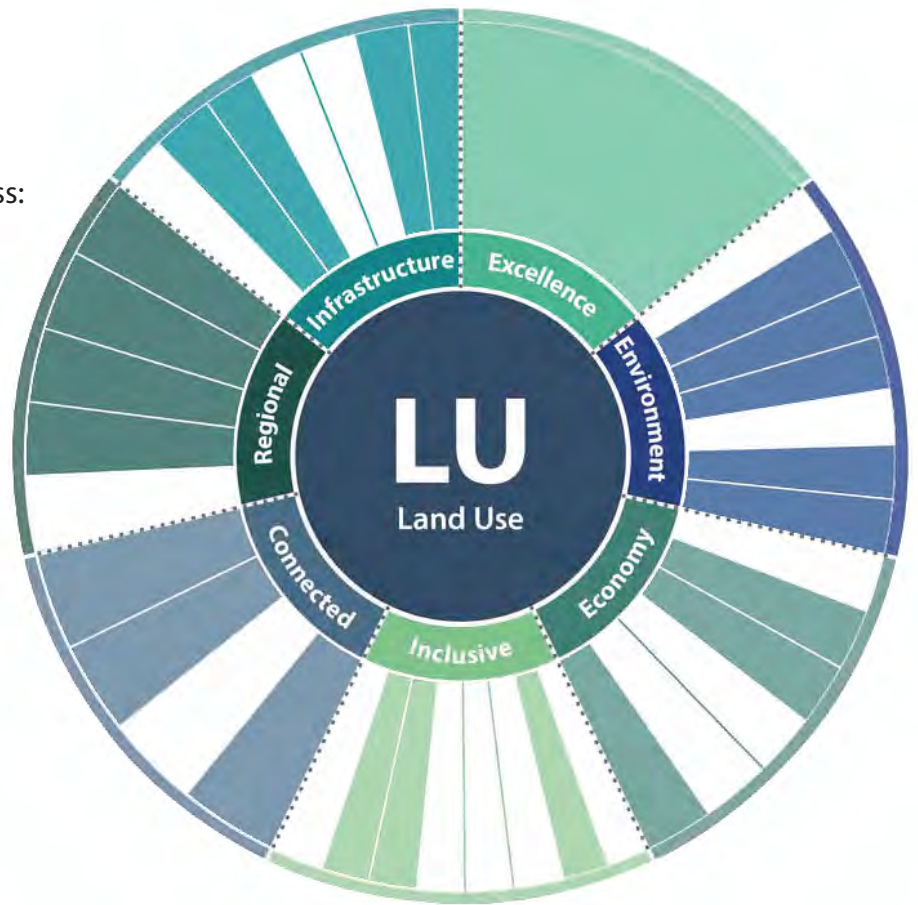
- 1. Planning: 1.4, 1.5
- 2. Built Environment: 2.2, 2.3, 2.4
- 4. Quality of Life: 4.2

## Regional

- 1. Planning: 1.2
- 2. Workforce: 2.1, 2.2, 2.3, 2.4
- 3. Transportation: 3.1
- 4. Environment: 4.3, 4.5

## Infrastructure

- 1. Transportation (Land): 1.6
- 2. Transportation (Air): 2.2
- 3. Public Services: 5.4
- 4. Housing: 6.1, 6.2, 6.3, 6.4





# Transportation

## Excellence

- 1. Ideals of Excellence  
Strategies for Our Place: 1.3

## Environment

- 7. Air Quality: 7.1, 7.2

## Economy

- 1. Transportation: 1.2
- 6. Workforce: 6.4

## Inclusive

- 3. Community Development: 3.4, 3.7

## Connected

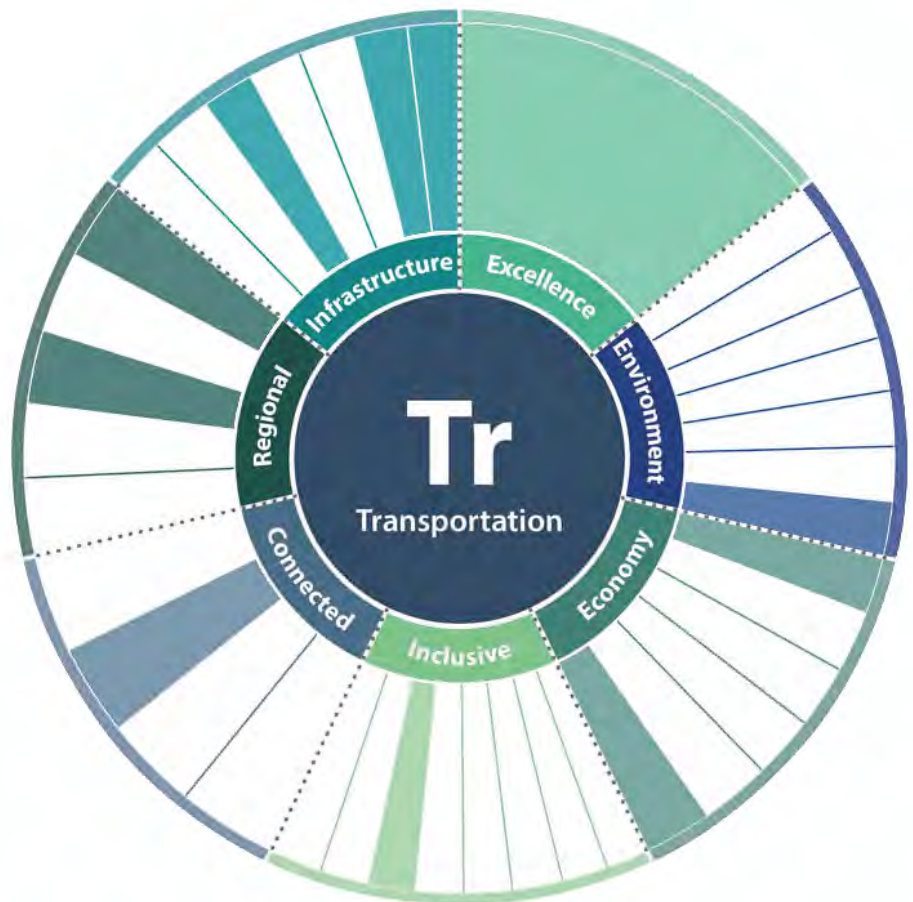
- 2. Built Environment: 2.2, 2.4

## Regional

- 1. Planning: 1.2
- 3. Transportation: 3.1

## Infrastructure

- 1. Transportation (Land): 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10
- 2. Transportation (Air): 2.1, 2.2, 2.3, 2.4
- 5. Public Services: 5.11



# Parks + Recreation

## Excellence

- 1. Ideals of Excellence
  - Strategies for Our People: 2.9
  - Strategies for Our Planning & Process: 3.7

## Environment

- 2. Environmental Sustainability: 2.4

## Economy

- 4. Tourism: 4.6

## Inclusive

- 2. Historic Sites; Venues: 2.8
- 3. Community Development: 3.1
- 4. Natural Resources; Cultural Resources: 4.1, 4.2
- 5. Diversity: 5.2
- 8. Arts; Culture; Recreation: 8.5

## Connected

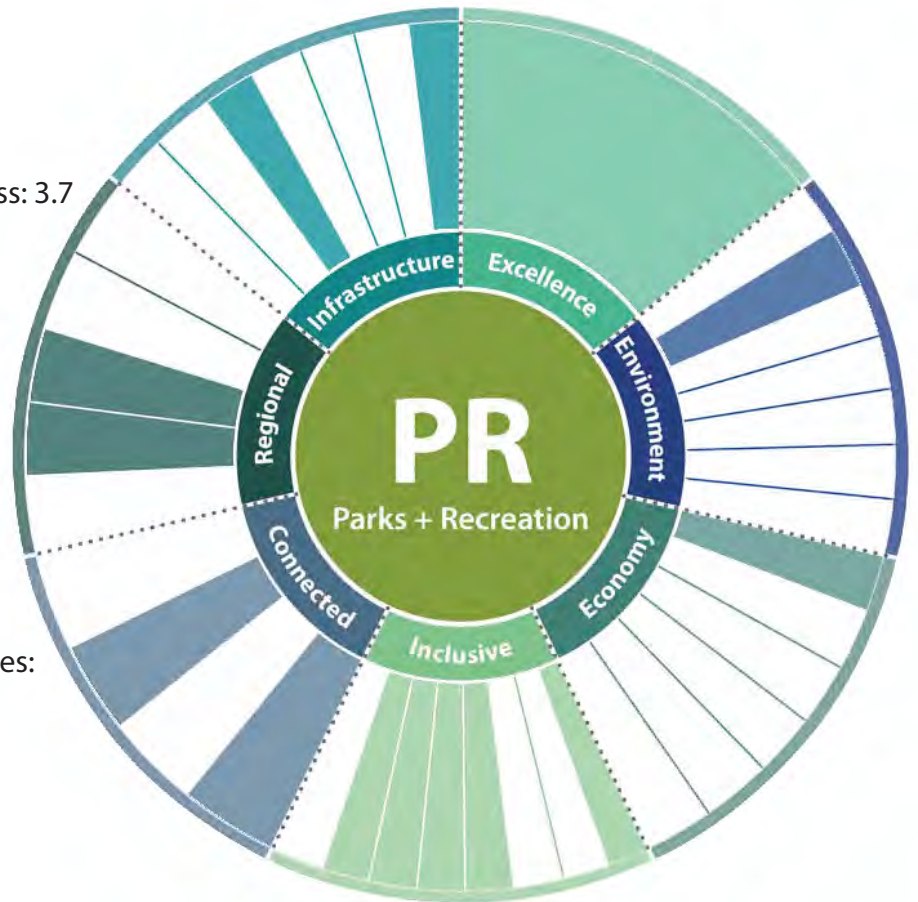
- 2. Built Environment: 2.1
- 4. Quality of Life: 4.5

## Regional

- 3. Transportation: 3.1
- 4. Environment: 4.3, 4.5

## Infrastructure

- 1. Transportation (Land): 1.3, 1.9, 1.10
- 5. Public Services: 5.2, 5.4



# Priority Investment

## Excellence

- 1. Ideals of Excellence
  - Strategies for Our Place: 1.6
  - Strategies for Our People: 2.6, 2.7
  - Strategies for Our Planning & Process: 3.1, 3.5, 3.6, 3.7, 3.8

## Environment

- 2. Environmental Sustainability: 2.3
- 6. Resilience: 6.3, 6.4, 6.6

## Economy

- 1. Transportation: 1.1, 1.2
- 3. Brand: 3.1, 3.3
- 5. Population: 5.1
- 6. Workforce: 6.1, 6.4

## Inclusive

- 2. Historic Sites; Venues: 2.1
- 3. Community Development: 3.7

## Connected

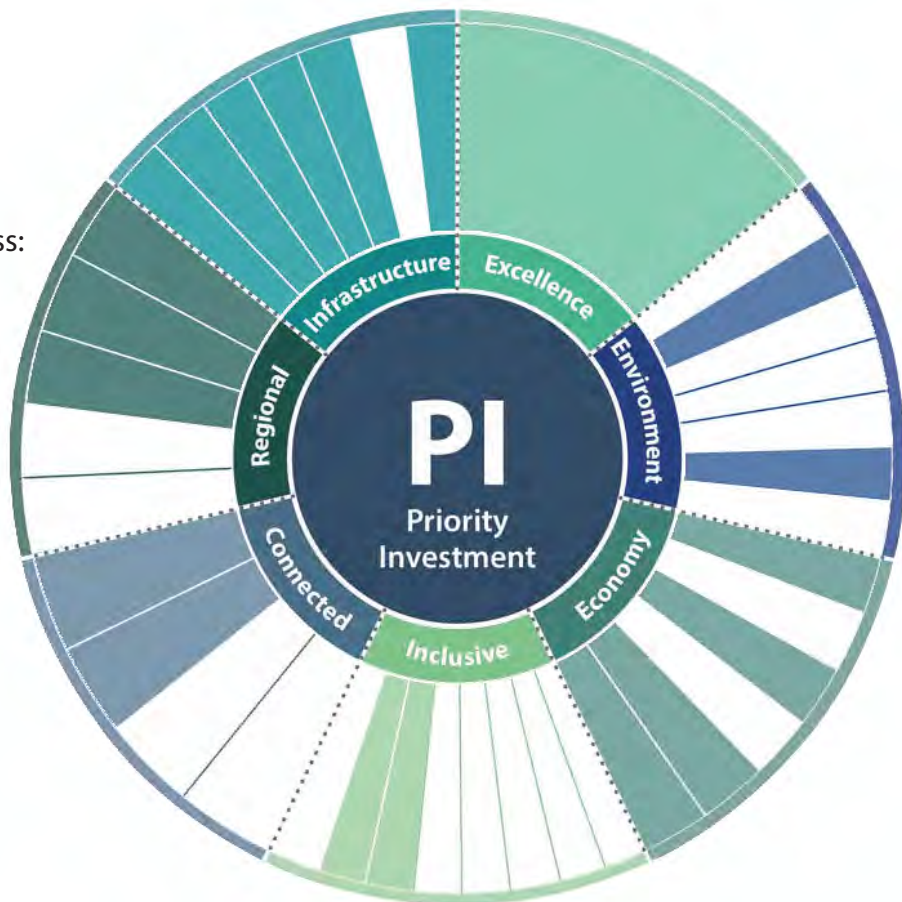
- 1. Planning: 1.4
- 2. Built Environment: 2.1

## Regional

- 1. Planning: 1.1, 1.2
- 2. Workforce: 2.3
- 3. Transportation: 3.1

## Infrastructure

- 1. Transportation (Land): 1.1, 1.4, 1.5
- 3. Resilience: 3.2
- 4. Utilities: 4.6
- 5. Public Services: 5.10, 5.11
- 6. Housing: 6.2
- 7. Technology: 7.2



updated: 09/23/2020

Section	Sub-Section, Sub-Header	Page	Correction
Front Cover	Inside Cover- Info Page		Add new Town Mission: <u>The Town of Hilton Head Island's mission is to promote the health and vitality of the community we serve through ethical and inclusive programs, policies and actions.</u>
Executive Summary	Our Future and Our Plan	xiv	Last sentence: ..., and <u>its</u> purpose...
	The Elements and Core Values	xvi	Last sentence: <u>addressed</u>
	Priority Investment	xvii	Last sentence: correct "propriety" to say <u>priority</u>
	Goals, Strategies, and Tactics	xvii	9. View the region as a partner, <u>not</u> a competitor.
Section 1.0	Introduction	3	Figure 1.1: Adjust leading for legend text
		4	Figure 1.2: Adjust leading for legend text
	1.3, Organization of Our Plan	10	Section 2.0... Within this section, the information and data <u>is</u> structured...
			Section 3.0 ... as well as a matrix relating the goals and strategies to their respective elements. <u>The Key Ideas and Opportunities bulleted in each chapter demonstrate the genesis of the goals, strategies, and tactics.</u>
	1.4, Our Process	15	Add correct adoption meeting dates to Table 1.1.
		16	Add correct adoption meeting dates to Figure 1.9.
Section 2.0	2.3, Cultural Resources	27	Gullah Culture & Heritage: Remove second to last paragraph for use in the new "Our Island's Gullah Community" section.
Section 3.0	All Chapter Matrix Tables		Update to reflect additions based on new cross-references.
	3.1, Overview	93	Second paragraph, add before the last sentence: <u>The Key Ideas and Opportunities bulleted in each chapter demonstrate the genesis of the goals, strategies, and tactics.</u>
		94	Figure 1.3: Remove comma from figure title after Core Values.
3.2, Chapter 2, Goals & Strategies	120	Tactic 6.6.2: correct spelling for <u>implement</u>	
	3.2, Chapter 3, Key Ideas	128-129	Move second paragaph under heading to top of page 129. Shift third paragraph under the Opportunities text box.

updated: 09/23/2020

Section 3.0	3.2, Chapter 4, Key ideas	143	Last sentence remove colon and add a period.
	3.2, Chapter 6, Key Ideas	168-169	Move widow sentence at top of page 169 to bottom of page 168. Fix the cross-reference graphic for Figures 2.44 and 2.45.
		170	Align bullets in Opportunities text box.
Section 4.0	4.1, Parks and Rec Master Plan & Our Plan	208	First paragraph, second sentence: ... has resulted in Goals, Strategies, and Tactics, <u>and a Parks + Recreation Vision</u> for the Town, as well as...
	4.5, Our Recreation and Programs	238	Section header title: Change the "and" to an ampersand "&"
	4.6, Parks and Rec & Our Plan	253	Table 4.9: Align the "Inc" box on the 3. Programming line.
	4.7, Recommendations & Action Items	266	Revise Action Item 5.1.1: Consider <u>staffing modifications to mitigate identified gaps in delivery of parks and recreation services, including to:</u>
Section 5.0	5.2, The CIP and Adopted Plans	271	First paragraph, last sentence: ... staff works closely with the CIP Committee for the Planning Commission to <u>prioritize projects and</u> develop the program.
Section 6.0	6.1, Definitions		Add definition for "Natural disaster," <u>Any naturally occurring event that causes extensive damage or complete loss of property, the built environment, or natural resources, or causes loss of life.</u>
	6.2, Index	313	Correct Index listing for: Gullah Geechee <u>Culture</u> Preservation Report.
		317	For Resilience listing: Bold page numbers 188, 193

## Exhibit G

### Our Plan Planning Commission Comments

The following items were discussed by the Planning Commission at a public hearing held on September 16, 2020. In this exhibit, staff has provided a response and proposed Our Plan revisions per the Planning Commission comments for Town Council's consideration.

The numbered sections below carry over from Exhibit B, Our Plan Workshop Comments, for continuity.

#### 22. Gullah Community

- 22.1. **Comment:** At the workshop we discussed the "Goodwill Baptist Church" described in the Historic Timeline on page 23. Can we add a description about the history of the First African Baptist Church to better understand where "Goodwill Baptist Church" came from?

- 22.1.1. Staff will highlight a note in the margin next to this timeline entry to expand on the genesis and history of the First African Baptist Church:

The church congregation moved to the Chaplin area briefly under the name "Goodwill Baptist Church" before moving to its present location in 1889 under the name "Crossroads Baptist Church." Eventually, the congregation adopted the name First African Baptist Church (Heritage).

- 22.1.2. Add [www.heritagelib.org/first-african-baptist-church](http://www.heritagelib.org/first-african-baptist-church) reference to page 88 in the "References and Works Cited" section.

- 22.1.3. Add reference for the First African Baptist Church on page 90 in the "For More Information" section.

- 22.2. **Comment:** In the public arts section, can we include something about Michael Smalls and basket making?

- 22.2.1. The public arts section focuses on discussion about the Town's public art installations, such as sculptures, and performance venues, so this is not the best location to add this information. Upon closer investigation for where to include this information, staff will highlight it in the information margin on the new page being added about the Island's Gullah Community:

The Gullah Geechee culture is full of tradition in language, art, food, song, and dance. Numerous festivals are held yearly on the Island that celebrate this vibrant culture. The Coastal Discovery Museum also hosts Gullah tradition classes and programs, such as basket making with Michael Smalls and Dino Badger and the history of indigo.



## 23. Our Plan Structure

- 23.1. **Comment:** In light of the extensive detail in the Parks and Recreation and Priority Investment sections versus the generalities in the other sections, is there someplace an explanation about why there is this variation?

**Staff Comment:** Upon closer investigation of this topic in the *Our Plan* text, staff was unable to find where it has been specifically addressed. It is only loosely implied. To clarify this facet of the plan, staff proposes the following:

- 23.1.1. On page xvi at the end of the third paragraph in the Executive Summary, “The Elements and Core Values” sub-section: The only elements Our Plan specifically addresses are *Recreation* and *Priority Investment*. These two elements are specifically addressed with larger sections in Our Plan because they represent significant interest areas and investments falling within the Town’s jurisdiction and direct scope of work for the Island community.
- 23.1.2. On page 10 at the end of the second paragraph in Section 1.3, “How Our Plan is Organized” sub-section. Where applicable, and in compliance with state requirements, the elements are keyed and indexed as they relate to the goals and strategies presented throughout the document. The *Recreation* and *Priority Investment* elements are specifically addressed with stand-alone sections in **Our Plan** because they represent significant interest areas and investments falling within the Town’s jurisdiction and direct scope of work for the Island community.
- 23.1.3. On page 210 in the second paragraph for “The Recreation Element” sub-section: For **Our Plan**, the *Recreation* Element is replaced by this section, devoted to parks and recreation, supported and informed by the Town’s 2020 **Parks + Recreation Master Plan, Part 1**. Because this section houses one of the Comprehensive Plan elements, synthesizes findings from the Master Plan with the recommendations and actions items, and due to the considerable investment and involvement for the Town represented by parks and recreation, this section is more detailed and lengthy than others.
- 23.1.4. On page 268 at beginning of the fourth paragraph for Section 5.1: *Priority Investment* is specifically addressed as a stand-alone section in **Our Plan** because it represents significant areas of interest for the Town in terms of the budget and investments falling within the Town’s jurisdiction. It is also specifically defined by State legislation. This section will present an overview of the Town’s CIP...

## **Exhibit H**

### **A RESOLUTION BY THE PLANNING COMMISSION OF THE TOWN OF HILTON HEAD ISLAND RECOMMENDING OUR PLAN BE FORWARDED TO TOWN COUNCIL FOR ADOPTION.**

**WHEREAS**, the Town of Hilton Head Island has established a reputation as a well-planned community; and

**WHEREAS**, Our Plan is the proposed Town of Hilton Head Island 2020 to 2040 Comprehensive Plan; and

**WHEREAS**, Town staff, the Development Team, and the Planning Commission were asked to rewrite the Comprehensive Plan for the Town of Hilton Head Island; and

**WHEREAS**, Our Plan meets the requirements of The Comprehensive Planning Enabling Act of 1994 and its updates; and

**WHEREAS**, Our Plan includes the following core values: Relentless Pursuit of Excellence, Redefining Environmental Sustainability, Revitalizing and Modernizing the Economy, Fostering an Inclusive Multi-dimensional Community, Building a Connected and Collaborative Community Fabric, Expanding to Embrace an Integrated Regional Focus, and Innovative Approach to Create 'Right-sized' Infrastructure; and

**WHEREAS**, Our Plan includes the following elements: Cultural Resources, Natural Resources, Population, Housing, Community Facilities, Economic Development, Land Use, Transportation, Recreation, and Priority Investment and adopted appendices; and

**WHEREAS**, on August 12, 2020, the Our Plan Development Team voted to recommend that Our Plan be forwarded to the Comprehensive Plan Committee of the Planning Commission for review; and

**WHEREAS**, on August 25, 2020, the Comprehensive Plan Committee of the Planning Commission voted to recommend that Our Plan be forwarded to the full Planning Commission for review; and

**WHEREAS**, Our Plan has been made available for public review; and

**WHEREAS**, Our Plan is required to be adopted in accordance with Section 6-29-510, 6-29-520, and 6-29-530 of the Code of Laws of South Carolina.



**NOW, THEREFORE BE IT, AND IT HEREBY RESOLVED BY THE PLANNING COMMISSION FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT the Planning Commission hereby recommends that Town Council adopt Our Plan, the Town of Hilton Head Island 2020 to 2040 Comprehensive Plan, with recommended additions and revisions.**

Moved, approved, and adopted on this 16<sup>th</sup> day of September 2020.



---

**Peter Kristian, Chairman**



---

**Krista Wiedmeyer, Town Clerk**

View and/or download the

**Draft**

**Hilton Head Island  
Our Plan  
2020-2040**

in pdf format at

<https://hiltonheadislandsc.gov/projects/CompPlanUpdate/documents/OurPlan2020-2040-Draft.pdf>



# **TOWN OF HILTON HEAD ISLAND**

---

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, AICP, *Director of Community Development*  
**VIA:** Jennifer Ray, ASLA, *Deputy Director of Community Development*  
**FROM:** Taylor Ladd, *Senior Planner*  
**CC:** Teri Lewis, AICP, *Deputy Director of Community Development*  
**DATE:** October 7, 2020  
**SUBJECT:** Our Plan Development Team Dissolution

---

**Recommendation:** Staff recommends that Town Council adopt a resolution to dissolve the Our Plan Development Team.

**Summary:** The adoption of a resolution to dissolve the Our Plan Development Team will officially conclude the work effort assigned to that group by Town Council.

**Background:** On September 27, 2018, the Public Planning Committee adopted the Principles and Process to guide development of *Our Plan*.

On April 2, 2019, Town Council approved a Resolution creating the Development Team as an ad hoc committee of the Planning Commission to support the development of *Our Plan*.

The Development Team, which began meeting in May of 2019, met eleven times over the course of the Our Plan initiative, and ensured that the adopted Principles and Process were followed, and that there was meaningful coordination between the Our Plan Work Groups.

Staff coordinated the Development Team, Work Groups, and Park and Recreation Task Group with comprehensive community engagement activities, and delivered the draft for *Our Plan*.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SC TO DISSOLVE THE OUR PLAN DEVELOPMENT TEAM.**

**WHEREAS**, the Our Plan Development Team was established on August 2, 2019, as an ad hoc committee of the Planning Commission to support the development of Our Plan to ensure that the adopted Our Plan Principles and Process were followed, and that there was meaningful coordination between the Our Plan Work Groups; and

**WHEREAS**, the Our Plan Development Team has completed their task by issuing their recommendations; and

**WHEREAS**, Town Council was presented Our Plan and Our Plan Development Team recommendations on October 6, 2020.

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

SECTION 1: THAT THE TOWN EXTENDS ITS THANKS TO THE MEMBERS OF THE OUR PLAN DEVELOPMENT TEAM FOR THEIR EFFORTS IN COMPLETING THEIR TASK AND DOES HEREBY PUBLICLY COMMEND THEM FOR THEIR EFFORTS.

SECTION 2: THE OUR PLAN DEVELOPMENT TEAM IS TO BE DISSOLVED ON OCTOBER 20, 2020.

**MOVED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
**John J. McCann, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Krista M. Wiedmeyer, Town Clerk**

**Approved as to form:** \_\_\_\_\_  
**Curtis Coltrane, Town Attorney**

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



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**TO:** Stephen G. Riley, ICMA-CM, *Town Manager*  
**VIA:** Shawn Colin, *Director of Community Development*  
**VIA:** Jennifer Ray, *Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**DATE:** October 7, 2020  
**SUBJECT:** HUD/CDBG Entitlement Program Consolidated Plan Amendment

---

### **Recommendation:**

Staff requests approval by resolution of the attached Five Year Consolidated Plan (2020 – 2024) substantial amendment as required by the U.S. Department of Housing and Urban Development (HUD) for participation in the Community Development Block Grant (CDBG) Entitlement Program.

### **Summary:**

The 2020 – 2024 Five Year Consolidated Plan is being amended to add the third round of CDBG-CV funds in the amount of \$391,875 for program year 2020. This amendment brings the cumulative amount for all CDBG-CV funding rounds for the Town to \$532,088. In accordance with the Fiscal Year 2020 CDBG and first round CDBG-CV funds, the third round of CDBG-CV funds will be allocated to public services activities, as outlined in the amended plan. This action is considered a substantial amendment to the Five Year Consolidated Plan.

### **Background:**

In July 2020 HUD accepted the Town's 2020 – 2024 Five Year Consolidated Plan which included the Fiscal Year 2020 CDBG funds and the first round CDBG-CV funds. On September 11, 2020 HUD issued a notification to the Town of a third round allocation of CDBG-CV funds authorized under the CARES Act in the amount of \$391,875. This third round allocation is in addition to the first round allocation announced in April 2020. This brings the cumulative amount for all CDBG-CV funding rounds to \$532,088. The Fiscal Year 2020 CDBG allocation remains at \$238,349. In accordance with the uses previously designated in the original 2020 – 2024 Five Year Consolidated Plan for the Fiscal Year 2020 CDBG and first round CDBG-CV funds, the third round CDBG-CV funds will be allocated to public services activities in the Town. These public services activities are intended to address the prevention, preparation, and recovery efforts related to COVID-19, as outlined in the strategic plan and expected resources sections of the amended 2020 – 2024 plan. These funds will be administered through an amended memorandum of understanding between the Town and the Community Foundation of the Lowcountry. The total amount of Fiscal Year 2020 CDBG funds and CDBG-CV funds is \$770,437.

As of October 5, 2020 the Community Foundation of the Lowcountry has reviewed and selected nine (9) grant applications from local non-profit organizations requesting CDBG funding to address the

prevention, preparation, and recovery efforts related to COVID-19 for a total of \$188,000. Two (2) non-profit applicant organizations are pending additional review.

The Town's Citizen Participation Plan, which guides the development of or changes to the Consolidated Plan, defines a substantial amendment as when activities are to be added, deleted, or substantially changed in terms of purpose, scope, location or beneficiaries. This substantial amendment proposes to add \$391,875 in CDBG-CV funding for addressing the prevention, preparation and recovery efforts related to COVID-19 which will substantially increase the amount of funding available for public services activities originally stated in the 2020 – 2024 Five Year Consolidated Plan.

The draft 2020 – 2024 Five Year Consolidated Plan substantial amendment was released to the public on September 28, 2020 for a five (5) day public comment period. No public comments were received. A summary reflecting these results is included as an attachment to the Consolidated Plan substantial amendment.

Upon submission of the 2020 – 2024 Five Year Consolidated Plan substantial amendment HUD will review the plan and if satisfactory an acceptance notice and grant agreement will be issued.

**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 (2020-2024) SUBSTANTIAL AMENDMENT**

**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 of low-and-moderate income residents within the Town's jurisdiction; and

**WHEREAS**, HUD accepted the Town's Five Year Consolidated Plan (2020 – 2024) in July 2020; and

**WHEREAS**, the Town's Citizen Participation Plan defines a substantial amendment to the Consolidated Plan as when activities are to be added, deleted, or substantially changed in terms of purpose, scope, location or beneficiaries; and

**WHEREAS**, in September 2020 HUD issued notice of a third round allocation of CDBG-CV funding for program year 2020 as authorized by the CARES Act; and

**WHEREAS**, the third round CDBG-CV allocation amount of \$391,875 increased the cumulative CDBG-CV available funding to \$532,088 coupled with the unchanged Fiscal Year 2020 CDBG funds of \$238,349 brings the total program year 2020 funds available to \$770,437; and

**WHEREAS**, making this change to the Five Year Consolidated Plan (2020 – 2024) created the need for a substantial amendment; and

**WHEREAS**, the substantial amendment is compatible with the original HUD accepted Five Year Consolidated Plan (2020 – 2024); and

**WHEREAS**, the Town has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the Five Year Consolidated Plan (2020 – 2024) substantial amendment; and

**WHEREAS**, a five (5) day public comment period for the Five Year Consolidated Plan (2020 – 2024) substantial amendment was conducted for citizen input and review; and

**WHEREAS**, the Town Manager is authorized to submit the Five Year Consolidated Plan (2020 – 2024) substantial amendment 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 (2020-2024) substantial amendment, 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 \_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
John J. McCann, Mayor

ATTEST:

\_\_\_\_\_  
Krista Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis Coltrane, Town Attorney

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



# Town of Hilton Head Island

2020 – 2024

## Consolidated Plan

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



~DRAFT~

## Contents

Executive Summary.....	5
ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b) .....	5
The Process .....	10
PR-05 Lead & Responsible Agencies 24 CFR 91.200(b).....	10
PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l).....	11
PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c) .....	19
Needs Assessment .....	33
NA-05 Overview .....	33
NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c) .....	34
NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2) .....	41
NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2) .....	45
NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2) .....	48
NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2) .....	50
NA-35 Public Housing – 91.205(b) .....	53
NA-40 Homeless Needs Assessment – 91.205(c).....	58
NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d).....	61
NA-50 Non-Housing Community Development Needs – 91.215 (f) .....	63
Housing Market Analysis.....	65
MA-05 Overview .....	65
MA-10 Number of Housing Units – 91.210(a)&(b)(2).....	67
MA-15 Housing Market Analysis: Cost of Housing - 91.210(a) .....	70
MA-20 Housing Market Analysis: Condition of Housing – 91.210(a).....	73
MA-25 Public and Assisted Housing – 91.210(b) .....	76

MA-30 Homeless Facilities and Services – 91.210(c) ..... 78

MA-35 Special Needs Facilities and Services – 91.210(d)..... 80

MA-40 Barriers to Affordable Housing – 91.210(e) ..... 81

MA-45 Non-Housing Community Development Assets – 91.215 (f) ..... 82

MA-50 Needs and Market Analysis Discussion ..... 87

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households -  
91.210(a)(4), 91.310(a)(2)..... 89

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3) ..... 90

Strategic Plan ..... 91

    SP-05 Overview ..... 91

    SP-10 Geographic Priorities – 91.215 (a)(1)..... 94

    SP-25 Priority Needs - 91.215(a)(2)..... 99

    SP-30 Influence of Market Conditions – 91.215 (b)..... 102

    SP-35 Anticipated Resources - 91.215 (a)(4), 91.220 (c)(1,2)..... 103

    SP-40 Institutional Delivery Structure - 91.215(k)..... 107

    SP-45 Goals Summary - 91.215 (a)(4)..... 110

    SP-50 Public Housing Accessibility and Involvement – 91.215(c) ..... 115

    SP-55 Barriers to affordable housing – 91.215(h)..... 117

    SP-60 Homelessness Strategy – 91.215(d)..... 119

    SP-65 Lead based paint Hazards – 91.215(i) ..... 121

    SP-70 Anti-Poverty Strategy – 91.215(j) ..... 122

    SP-80 Monitoring – 91.230 ..... 123

Expected Resources ..... 125

    AP-15 Expected Resources – 91.220(c)(1,2) ..... 125

Annual Goals and Objectives ..... 130

    Projects ..... 131

AP-35 Projects – 91.220(d) .....	131
AP-38 Project Summary .....	133
AP-50 Geographic Distribution – 91.220(f).....	135
Affordable Housing .....	136
AP-55 Affordable Housing – 91.220(g) .....	136
AP-60 Public Housing – 91.220(h).....	137
AP-65 Homeless and Other Special Needs Activities – 91.220(i).....	138
AP-75 Barriers to affordable housing – 91.220(j) .....	140
AP-85 Other Actions – 91.220(k) .....	142
Program Specific Requirements.....	145
Appendix – Alternate/Local Data Sources.....	146
Attachments.....	148

The Town of Hilton Head Island 2020 – 2024 Five Year Consolidated Plan is being amended to add the third round of CDBG-CV funds in the amount of \$391,875 for program year 2020. This amendment brings the cumulative amount for all CDBG-CV funding rounds for the Town of Hilton Head Island to \$532,088. In accordance with the Fiscal Year 2020 CDBG and first round of CDBG-CV funds, the third round of CDBG-CV funds will be allocated to public services activities in the community to address the prevention, preparation and recovery efforts related to COVID-19, as outlined in the strategic plan and expected resources sections of this amended plan.

## 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 2020 – 2024 Consolidated Plan is to preserve and revitalize primarily low and moderate income (LMI) neighborhoods, support LMI activities which enhance quality of life for Hilton Head Island residents, and address priority community public services, community development, redevelopment needs and prevent, or prepare for, or respond to COVID-19 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.

On April 2, 2020 the Town of Hilton Head Island received notification from HUD of a special allocation of CDBG-CV funds to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed on March 27, 2020 to respond to the growing effect of this historic public health crisis. In addition to the CDBG-CV funding allocation, HUD authorized the use of Fiscal Year 2020 CDBG funds to prevent, prepare for and respond to COVID-19. On September 11, 2020 the Town of Hilton Head Island received notification from HUD of a third round allocation of CDBG-CV funds, in the amount of \$391,875, which is in addition to the first round allocation in April. This brings the cumulative amount for all CDBG-CV funding rounds to \$532,088. The Fiscal Year 2020 CDBG funds allocation remains at \$238,349. In accordance with the uses previously designated in the original 2020 – 2024 Five Year Consolidated Plan for the Fiscal Year 2020 CDBG and first round of CDBG-CV funds, the third round of CDBG-CV funds will be allocated to public services activities in the community. These public services activities are intended to address the prevention, preparation and recovery efforts related to COVID-19, as outlined in the strategic plan and expected resources sections of this amended plan. The total amount of Fiscal Year 2020 CDBG funds and CDBG-CV funds is \$770,437.

Town of Hilton Head Island activities funded by the CDBG program are designed to benefit LMI persons. Activities may qualify for CDBG assistance if the activity meets the LMI housing national objective, will benefit all the residents of a LMI residential area, will benefit LMI clientele, or prevent, or prepare for, or respond to COVID-19.

According CDBG program guidelines, an activity using the LMI area benefit must meet the minimum threshold of 51% LMI qualified residents. However, the Town of Hilton Head Island has been designated an exception grantee, which resulted in a LMI area percentage of 49.56%, this percentage is applied to Census tracts and blocks to determine activity eligibility on an area basis. An activity using the LMI clientele benefit must serve a clientele which is 51% or more LMI.

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

The Plan provides a guide for the Town of Hilton Head Island’s allocation of CDBG Program funding for the 2020 – 2024 planning period. The goals focus on priority needs and targets available resources designed to meet those needs. The needs include public improvements and facilities, housing activities, economic development, and public services for LMI persons. The primary emphasis of the goals is the continuance of maintaining and improving the quality of life of LMI residents. Projects selected for CDBG funding in this five year period will be managed efficiently and in compliance with program requirements.

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

The Town of Hilton Head Island has participated in the HUD CDBG Entitlement Program since 2015. During the first five years of program participation, the Town met required program deadlines. Notifications of acceptable levels of program accomplishment were received from the HUD Columbia, SC field office during the first five years of program participation. A “No Findings or Concerns” report was issued by the Regional Environmental Officer during a 2019 onsite Environmental Review Procedures monitoring visit. The Town intends to continue to 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 conducted Needs Assessment public meetings on March 2, 2020 and March 5, 2020 to solicit input from the community. A public notice was published in the local newspaper, The Island Packet, seven days prior to the public meetings. In addition to the published notice, public meeting notices were posted at the Town of Hilton Head

Island Town Hall, on the Town website, and sent to Town of Hilton Head Island E-Subscription Service subscribers. Letters of invitation to the Needs Assessment public meetings were mailed to 38 community leaders and organizations which assist LMI clientele seven days prior to the meeting. This meeting is summarized in the Citizen Participation section of this plan.

After receiving notification of the supplemental CDBG-CV funds Town staff consulted with the Community Foundation of the Lowcountry, a local 501(c)(3) nonprofit organization, which began serving the Hilton Head Island community in 1994, and participated in both Needs Assessment public meetings in March 2020. During these Needs Assessment meetings and a subsequent consultation meeting Town staff determined the Community Foundation of the Lowcountry had the capacity and capability to administer public services grants funded with Fiscal Year 2020 CDBG and CDBG-CV funds on behalf of the Town.

The purpose of the Community Foundation of the Lowcountry is to build and strengthen the community by working closely with local donors to address critical issues facing the community. The Community Foundation of the Lowcountry is currently listed in the Federal Registry, and was recognized by HUD in 2017 with the HUD Secretary's Award for Public- Philanthropic Partnerships for their successful work on Project Safe (Sewer Access For Everyone) program.

The methodology used to designate the Community Foundation of the Lowcountry as a subrecipient to administer public services grants funded with Fiscal Year 2020 CDBG and CDBG-CV funds on behalf of the Town is based on the organization's commitment to the Hilton Head Island community, experience in administering similar types of funds, capacity and capability to complete work in a timely manner, and maintain detailed program records. Through separate donor sources the Community Foundation of the Lowcountry established a COVID-19 fund early in the pandemic and has been issuing grants during this time.

## **5. Summary of public comments**

During the March 2, 2020 and March 5, 2020 Needs Assessment public meetings the following community needs were identified and ranked in order of community importance:

1. Simple, decent and affordable housing (7 votes)
2. Drainage improvements (6 votes)
3. Facility improvements for non-profit organizations serving LMI clientele. (4 votes)
4. Access to health care (3 votes)

5. Education for high-risk children (3 votes)
6. Small business development center/program (3 votes)
7. Facility expansions to increase programs for non-profit groups (2 votes)
8. Sailing & Rowing Center at Squire Pope Community Park shade cover on pier (2 votes)
9. Shelter of homeless (2 votes)

The following needs identified at the two March 2020 Needs Assessment public meetings all received one vote:

- Public transportation for residents
- Child care that is affordable and high quality
- Academic intervention programs
- Homeless services/hygiene facility
- Assistance connecting to water and sewer
- Job training
- Lighting on bike paths in Baygall and Squire Pope areas

Other needs identified at the two March 2020 Needs Assessment public meetings that did not receive any votes included:

- Academic intervention support facility
- Free tax preparation
- Community Center
- Road repairs
- Public Safety

Needs identified via email or letter in place of attending the Needs Assessment public meeting included:

- Sidewalks and lighting on Southwood Park Drive

The required 5 day public comment period began on April 27, 2020 and closed on May 1, 2020. There were a total of two (2) comments received in support of the 2020 -2024 Five Year Consolidated Plan and no comments in opposition. A summary of public comments received during the 5 day public comment period and Town of Hilton Head Island staff responses is included as an attachment to this Consolidated Plan.

In September 2020 a revision to the 2020 – 2024 Five Year Consolidated Plan required a substantial amendment. The substantial amendment was in response to additional CDBG-CV funds allocated during the third round of CDBG-CV funding authorized under



the CARES Act for response to the growing effects of the COVID-19 historic public health crisis. In accordance with the Town of Hilton Head Island Citizen Participation Plan, a revised 2020 -2024 Five Year Consolidated Plan reflecting the updated funding allocation of CDBG-CV funds was released to the public on September 28, 2020 for a five (5) day public comment period. There were no comments received during the public comment period and a summary reflecting these results is included as an attachment to this amended Consolidated Plan.

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

All comments were taken into consideration in preparing the Consolidated Plan. The Town will review all comments for common and recurring themes to help establish priorities and goals.

#### **7. Summary**

The Town of Hilton Head Island Five Year 2020 – 2024 Consolidated Plan identifies needs for a suitable living environment for primarily LMI 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	HILTON HEAD ISLAND	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 CDBG Program, reviewing materials, regulations and documentation on the Consolidated Plan process. The Town Manager, Town Director of Community Development, Town Director of Public Projects and Facilities, and Town Deputy Director of Community Development will oversee the preparation and administration of the Consolidated Plan.

#### Consolidated Plan Public Contact Information

Town of Hilton Head Island Community Development Department  
 Marcy Benson, Senior Grants Administrator  
 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, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(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 Continuum of Care 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 195 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 and 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 Continuum of Care, 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 specific to 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 CDBG 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**

1	<b>Agency/Group/Organization</b>	BEAUFORT HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Beaufort Housing Authority was consulted on housing needs via telephone and email correspondence.
2	<b>Agency/Group/Organization</b>	LOWCOUNTRY CONTINUUM OF CARE
	<b>Agency/Group/Organization Type</b>	Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lowcountry Continuum of Care was consulted on homeless needs via website research and email correspondence.

3	<b>Agency/Group/Organization</b>	BEAUFORT COUNTY HUMAN SERVICES ALLIANCE
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Other government - County Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Beaufort County Human Services Alliance was consulted on homeless needs through interaction during Lowcountry Affordable Housing Coalition meetings.
4	<b>Agency/Group/Organization</b>	LOWCOUNTRY COUNCIL OF GOVERNMENTS
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Economic Development Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lowcountry Council of Governments was consulted on housing, homeless and non-housing community development needs via online data gathering.
5	<b>Agency/Group/Organization</b>	HILTON HEAD HABITAT FOR HUMANITY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Hilton Head Regional Habitat for Humanity was consulted on housing, homeless and non-housing community development during the 2020 Needs Assessment public meeting.

6	<b>Agency/Group/Organization</b>	DEEP WELL
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services - Victims Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Deep Well was consulted on housing, homeless and non-housing community development during the 2020 Needs Assessment public meeting.
7	<b>Agency/Group/Organization</b>	VOLUNTEERS IN MEDICINE (VIM)
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Volunteers In Medicine was consulted on housing, health services and non-housing community development during the 2020 Needs Assessment public meeting.
8	<b>Agency/Group/Organization</b>	THE COMMUNITY FOUNDATION OF THE LOWCOUNTRY
	<b>Agency/Group/Organization Type</b>	Business Leaders Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Community Foundation of the Lowcountry was consulted on housing, homeless and non-housing community development during the 2020 Needs Assessment public meeting and subsequently on capabilities for prevention, preparation, and response to COVID-19.
9	<b>Agency/Group/Organization</b>	BOYS & GIRLS CLUB OF HILTON HEAD ISLAND
	<b>Agency/Group/Organization Type</b>	Services – Children Services – Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Housing Community Development

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Boys & Girls Club of Hilton Head Island was consulted on housing, child care, education and non-housing community development during the 2020 Needs Assessment public meeting.
10	<b>Agency/Group/Organization</b>	THE CHILDRENS CENTER
	<b>Agency/Group/Organization Type</b>	Services – Children Services - Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Children’s Center was consulted on housing, child care, education and non-housing community development during the 2020 Needs Assessment public meeting.
11	<b>Agency/Group/Organization</b>	NATIVE ISLAND BUSINESS AND COMMUNITY AFFAIRS ASSOCIATION
	<b>Agency/Group/Organization Type</b>	Housing Civic Leaders Property Owners Association
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Native Island Business and Community Affairs Association (NIBCAA) was consulted on housing and non-housing community development during the 2020 Needs Assessment public meeting.
12	<b>Agency/Group/Organization</b>	NEIGHBORHOOD OUTREACH CONNECTION
	<b>Agency/Group/Organization Type</b>	Services – Children Services - Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Neighborhood Outreach Connection (NOC) was consulted on housing and non-housing community development during the 2020 Needs Assessment public meeting.
13	<b>Agency/Group/Organization</b>	GULLAH MUSEUM
	<b>Agency/Group/Organization Type</b>	Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment Non-Housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Gullah Museum was consulted on housing and non-housing community development during the 2020 Needs Assessment public meeting.
14	<b>Agency/Group/Organization</b>	HOPEFUL HORIZONS

	<b>Agency/Group/Organization Type</b>	Services – Children Services – Victims of Domestic Violence Services - Education Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment Non-housing Community Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Hopeful Horizons was consulted on housing and non-housing community development during the 2020 Needs Assessment public meeting.
15	<b>Agency/Group/Organization</b>	BEAUFORT COUNTY SCHOOL DISTRICT
	<b>Agency/Group/Organization Type</b>	Services – Children Services – Homeless Services - Education
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs – Families with children Homeless Needs – Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Beaufort County School District was consulted on homeless children and youth during a Lowcountry Affordable Housing Coalition meeting presentation.

**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**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Lowcountry Continuum of Care	The Lowcountry Continuum of Care, 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 specific to the Town of Hilton Head Island.
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))**

The Town of Hilton Head Island coordinates with public entities and other bodies of government to develop the Consolidated Plan. Town of Hilton Head Island Community Development department staff work closely with the Town’s Public Projects and Facilities department to collaborate on improvement projects. These efforts include but are not limited to plans for infrastructure and other improvements in the community through CDBG funded activities.

Town of Hilton Head Island Community Development department staff work closely with the Community Foundation of the Lowcountry, a local 501(c)(3) nonprofit organization, which began serving the Hilton Head Island community in 1994, and participated in Town of Hilton Head Island Needs Assessment public meetings in March 2020. During these Needs Assessment meetings and a subsequent consultation meeting Town staff determined the Community Foundation of the Lowcountry had the capacity and capability to administer public services grants with Fiscal Year 2020 CDBG and CDBG-CV funds on behalf of the Town.

The purpose of the Community Foundation of the Lowcountry is to build and strengthen the community by working closely with local donors to address critical issues facing the community. The Community Foundation of the Lowcountry is currently listed in the Federal Registry, and was recognized by HUD in 2017 with the HUD Secretary's Award for Public- Philanthropic Partnerships for their successful work on Project Safe (Sewer Access For Everyone) program.

The methodology used to designate the Community Foundation of the Lowcountry as a subrecipient to administer public services grants funded with Fiscal Year 2020 CDBG and CDBG-CV funds on behalf of the Town is based on the organization's commitment to the Hilton Head Island community, experience in administering similar types of funds, capacity and capability to complete work in a timely manner, and maintain detailed program records. Through separate donor sources the Community Foundation of the Lowcountry established a COVID-19 fund early in the pandemic and has been issuing grants during this time.

These cooperation and coordination efforts include but are not limited to plans for public services activities in the community funded with Fiscal Year 2020 CDBG and CDBG-CV funds to address the prevention, preparation and recovery efforts related to COVID-19. These activities include, but are not limited to food supplies, food delivery supplies, hygiene supplies, personal protective equipment, medical supplies, housing related expenses, utility assistance, mortgage or rental assistance to organizations assisting LMI clientele in response to COVID-19. Any nonprofit organization performing an activity using Town of Hilton Head Island 2020 CDBG funds or CDBG- CV funds must serve a clientele which is 51% or more LMI.

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 – 91.105, 91.115, 91.200(c) and 91.300(c)**

### **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 two Needs Assessment public meetings on March 2, 2020 and March 5, 2020 to solicit input from the community on housing, homeless and community development needs. A public notice was published in the local newspaper, The Island Packet, seven days prior to the public meetings. In addition to the published notice, public meeting notices were posted at the Town of Hilton Head Island Town Hall, on the Town website, and sent to Town of Hilton Head Island E-Subscription Service subscribers. Letters of invitation to the Needs Assessment public meetings were mailed to 38 community leaders and organizations which assist LMI clientele seven days prior to the meeting. Documentation of public notices is included as an attachment to this plan.

After receiving notification of the supplemental CDBG-CV funds Town staff consulted with the Community Foundation of the Lowcountry, a local 501(c)(3) nonprofit organization, which began serving the Hilton Head Island community in 1994, and participated in both Needs Assessment public meetings in March 2020. During these Needs Assessment meetings and a subsequent consultation meeting Town staff determined the Community Foundation of the Lowcountry had the capacity and capability to administer public services grants funded with Fiscal Year 2020 CDBG and CDBG-CV funds on behalf of the Town.

At each needs assessment public meeting a presentation was given including the purpose of the community Needs Assessment and the Community Development Block Grant program was explained. Public comments were taken and attendees were asked to list community needs. Meeting attendees selected the needs identified by the group which they believe most important to the community. A summary of needs identified and meeting minutes are included as an attachment to this Consolidated Plan.

During the March 2, 2020 and March 5, 2020 Needs Assessment public meetings the following community needs were identified and ranked in order of community importance:

1. Simple, decent and affordable housing (7 votes)
2. Drainage improvements (6 votes)
3. Facility improvements for non-profit organizations serving LMI clientele (4 votes)
4. Access to health care (3 votes)
5. Education for high-risk children (3 votes)
6. Small business development center/program (3 votes)
7. Facility expansions to increase programs for non-profit groups (2 votes)

8. Sailing & Rowing Center at Squire Pope Community Park shade cover on pier (2 votes)
9. Shelter of homeless (2 votes)

The following needs identified at the two March 2020 Needs Assessment public meetings all received one vote:

- Public transportation for residents
- Child care that is affordable and high quality
- Academic intervention programs
- Homeless services/hygiene facility
- Assistance connecting to water and sewer
- Job training
- Lighting on bike paths in Baygall and Squire Pope areas

Other needs identified at the two March 2020 Needs Assessment public meetings but did not receive any votes included:

- Academic intervention support facility
- Free tax preparation
- Community Center
- Road repairs
- Public Safety

Needs identified via email or letter in place of attending the Needs Assessment public meeting included:

- Sidewalks and lighting on Southwood Park Drive

A draft consolidated plan was released to the public on April 27, 2020 for the required 5 day public comment period, per the CARES Act flexibilities for CDBG funds used to support Coronavirus response and the Town of Hilton Head Island Citizen Participation Plan. The public comment period was open until May 1, 2020. On May 4, 2020 a summary of comments received and responses was posted on the Town of Hilton Head Island website for public access. There was a total of two (2) comments received in support of the 2020 – 2024 Five Year Consolidated Plan and no comments in opposition. A summary of public comments received during the 5 day public comment period and Town of Hilton Head Island staff responses is included as an attachment to this Consolidated Plan.

In September 2020 a revision to the 2020 – 2024 Five Year Consolidated Plan required a substantial amendment. The substantial amendment was in response to additional

CDBG-CV funds allocated during the third round of CDBG-CV funding authorized under the CARES Act for response to the growing effects of the COVID-19 historic public health crisis. In accordance with the Town of Hilton Head Island Citizen Participation Plan, a revised 2020 -2024 Five Year Consolidated Plan reflecting the updated funding allocation of CDBG-CV funds was released to the public on September 28, 2020 for a five (5) day public comment period. There were no comments received during the public comment period and a summary reflecting these results is included as an attachment to this amended Consolidated Plan.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
------------	------------------	--------------------	---------------------------------	------------------------------	--	---------------------

1	Public Meeting	Non-targeted/broad community	At the March 2, 2020 Needs Assessment public meeting there were seven attendees.	<p>Community needs identified and ranked in order of community importance:</p> <ul style="list-style-type: none"> <li>• Simple, decent and affordable place to live (7 votes)</li> <li>• Facility improvements for LMI clients of non-profit groups (4 votes)</li> <li>• Access to health care (3 votes)</li> <li>• Facility expansions to increase programs for non-profit groups (2 votes)</li> </ul> <p>The following needs identified all received one vote:</p> <ul style="list-style-type: none"> <li>• Public transportation for residents</li> <li>• Child care that is affordable and high quality</li> <li>• Academic intervention programs</li> </ul>	All comments were accepted.	
---	----------------	------------------------------	--	--	-----------------------------	--



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
				<ul style="list-style-type: none"> <li>• Homeless services/hygiene facility</li>   <li>• Assistance connecting to water and sewer</li>   <li>Other needs identified but did not receive any votes included:               <ul style="list-style-type: none"> <li>• Academic intervention support facility</li>   <li>• Free tax preparation</li> </ul> </li> </ul>		

2	Public Meeting	Non-targeted/broad community	At the March 5, 2020 Needs Assessment public meeting there were eight attendees.	<p>Community needs identified and ranked in order of community importance:</p> <ul style="list-style-type: none"> <li>• Draining improvements island wide, specifically Gum Tree Road, Chaplin area, and Eagin Court (6 votes)</li> <li>• Affordable housing (5 votes)</li> <li>• Education for high-risk children (3 votes)</li> <li>• Small business development center/program (3 votes)</li> <li>• Sailing &amp; Rowing Center at Squire Pope Community Park shade cover on pier (2 votes)</li> <li>• Shelter of homeless (2 votes)</li> </ul> <p>The following needs identified all received one vote:</p> <ul style="list-style-type: none"> <li>• Job training</li> <li>• Transportation</li> </ul>	All comments were accepted.	
---	----------------	------------------------------	--	--	-----------------------------	--

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
				<ul style="list-style-type: none"> <li>• Lighting on bike paths (in Baygall and Squire Pope areas)</li>   <li>Other needs identified but did not receive any votes included:               <ul style="list-style-type: none"> <li>• Community center</li>   <li>• Road repairs</li>   <li>• Public safety</li> </ul> </li>   <li>Needs identified via email or letter in place of attending public meeting included:               <ul style="list-style-type: none"> <li>• Sidewalks and lighting on Southwood Park Drive</li> </ul> </li> </ul>		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	<p>The draft Consolidated Plan was posted on the Town of Hilton Head Island website from April 1, 2020 through April 20, 2020. A dedicated public comment link was posted on the front page of the website where the public could directly submit comments. A notification of the Consolidated Plan 30 day public comment period was sent via email blast to all email addresses listed on the Town's E-Subscription Service list. No comments were received in this format.</p>	<p>As of April 20, 2020 no comments were received. The comment period closed due to the need for a revision to the Consolidated Plan related to CDBG-CV funding.</p>	<p>No comments received.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Internet Outreach	Non-targeted/broad community	The revised draft Consolidated Plan was posted on the Town of Hilton Head Island website from April 27, 2020 through May 1, 2020. A dedicated public comment link was posted on the front page of the website where the public could directly submit comments. A notification of the Consolidated Plan 5 day public comment period was sent via email blast to all email addresses listed on the Town's E-Subscription Service list. Two (2) comments were received.	A total of two (2) comments were received in support of the 2020 – 2024 Five Year Consolidated Plan and no comments in opposition.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Non-targeted/broad community	The draft Consolidated Plan and Resolution to approve plan and authorize submittal to the U.S. Department of Housing and Urban Development appeared on the agenda of the special Town of Hilton Head Island Town Council meeting on May 12, 2020. Due to COVID-19, this was a virtual meeting following social distancing guidelines. Members of the public were directed to submit comments on this agenda item up to 2 hours before the start of the meeting.	No comments were submitted at this meeting.	No comments were submitted at this meeting.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Internet Outreach	Non-targeted/ broad community	Draft amended Five Year Consolidated Plan posted on Town of Hilton Head Island website from September 28, 2020 through October 2, 2020. A dedicated public comment link was posted with the plan on the Town website where the public could directly submit comments. Notification of 5 day public comment period was sent via email blast to all email addresses listed on the Town's general notification list.	No comments were submitted during the public comment period.	No comments were submitted during the public comment period.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Public Meeting	Non-targeted/ broad community	Draft amended Five Year Consolidated Plan substantial amendment and resolution to approve and authorize submittal to HUD appeared on the agenda of the regular Town of Hilton Head Island Town Council meeting on Oct. 20, 2020	Pending close of Town Council meeting	Pending close of Town Council meeting.	

**Table 4 – Citizen Participation Outreach**



# Needs Assessment

## NA-05 Overview

### Needs Assessment Overview

The Town of Hilton Head Island used the U.S. Census Bureau 2011 – 2015 CHAS (Comprehensive Housing Affordability Strategy) default needs assessment data in developing this consolidated plan. This data encompasses customized tabulations HUD receives from the U.S. Census Bureau based on American Community Survey (ACS) data. In addition to the CHAS data, comments received during the needs assessment public meetings and the consultation process were used to determine the priority needs for the 2020 – 2024 consolidated plan. The assessment utilized HUD’s eCon Planning Suite within the Integrated Disbursement and Information System (IDIS). The eCon Planning Suite pre-populated the most current housing and economic development 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 2011 – 2015 American Community Survey the Town of Hilton Head Island included 39,070 residents and 17,055 households. The data reflects increases in population of 5% and households of 14% and a 2% decrease in median income.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	37,099	39,070	5%
Households	14,970	17,005	14%
Median Income	\$68,337.00	\$66,646.00	-2%

**Table 5 - Housing Needs Assessment Demographics**

**Data Source:** 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,580	1,630	2,525	1,525	9,745
Small Family Households	320	340	610	400	2,930
Large Family Households	75	115	150	85	250
Household contains at least one person 62-74 years of age	415	320	735	365	4,115
Household contains at least one person age 75 or older	325	505	595	370	1,925
Households with one or more children 6 years old or younger	165	219	255	195	650

**Table 6 - Total Households Table**

**Data Source:** 2011-2015 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	60	50	95	225	15	15	0	0	30
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	15	0	65	0	80	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	50	30	75	90	245	20	10	4	0	34
Housing cost burden greater than 50% of income (and none of the above problems)	370	275	95	4	744	590	430	660	140	1,820

	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
Housing cost burden greater than 30% of income (and none of the above problems)	85	255	380	130	850	50	190	395	270	905
Zero/negative Income (and none of the above problems)	60	0	0	0	60	235	0	0	0	235

**Table 7 – Housing Problems Table**

Data 2011-2015 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	455	360	280	190	1,285	620	460	665	140	1,885
Having none of four housing problems	145	330	550	480	1,505	60	475	1,025	720	2,280
Household has negative income, but none of the other housing problems	60	0	0	0	60	235	0	0	0	235

**Table 8 – Housing Problems 2**

Data 2011-2015 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
NUMBER OF HOUSEHOLDS								
Small Related	235	150	175	560	30	65	260	355
Large Related	50	70	30	150	4	0	19	23
Elderly	130	150	120	400	489	495	655	1,639
Other	120	225	235	580	125	70	120	315
Total need by income	535	595	560	1,690	648	630	1,054	2,332

**Table 9 – Cost Burden > 30%**

Data 2011-2015 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
NUMBER OF HOUSEHOLDS								
Small Related	190	25	30	245	30	65	160	255
Large Related	50	0	0	50	4	0	15	19
Elderly	105	150	20	275	455	300	420	1,175
Other	85	160	45	290	95	70	65	230
Total need by income	430	335	95	860	584	435	660	1,679

**Table 10 – Cost Burden > 50%**

Data 2011-2015 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	65	25	120	90	300	20	10	0	0	30

	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
Multiple, unrelated family households	0	4	20	0	24	0	0	4	0	4
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	65	29	140	90	324	20	10	4	0	34

Table 11 – Crowding Information – 1/2

Data 2011-2015 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 2011 – 2015 American Community Survey data for Hilton Head Island indicates there are a total of 5,889 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 82.7% are indicated as householder living alone and 44.2 % are 65 years and over. A source of data estimating the need for assistance from single person 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 – 2015 American Community Survey data for Hilton Head Island there is an estimated 4,481 persons having disabled status, this figure represents 11.5% 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. The data set for greater than 30% cost burden indicates the highest number of renter occupants (595) earning between 30% and 50% of the area median income have a cost burden greater than 30% of their income. The same data set indicates the highest number of owner occupants (1,054) earning between 50% and 80% of the area median income have a cost burden greater than 30% of their income.

The data set for greater than 50% cost burden indicates the highest number of renter occupants (430) earning between zero and 30% of the area median income have a cost burden greater than 50% of their income. The same data set indicates the highest number of owner occupants (660) earning between 50% and 80% of the area median income have a cost burden greater than 50% of their income.

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

According to the 2011 – 2015 Comprehensive Housing Affordability Strategy (CHAS) data, the owner occupant households in the 50% to 80% area median income range are likely to have the greatest cost 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 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 Continuum of Care, the regional continuum of care servicing the Town. There is a non-

profit organization, Family Promise of Beaufort, 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 needs 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**

The characteristic linked with instability and 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 2011 – 2015 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 2011 – 2015 American Community Survey data, showing 4.3% of rental housing payments are less than \$500 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 as 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 2011 – 2015 American Community Survey the total population of the Town of Hilton Head Island is 39,070. The population composition is as follows: 32,732 persons (83.8%) are White, 3,037 persons (7.8%) are Black/African American, 48 persons (0.1%) are American Indian and Alaska Native, 409 persons (1%) are Asian, 2,381 persons (6.1%) are Some Other Race and 464 persons (1.2%) are Two or More Races. The total Hispanic population of the Town of Hilton Head Island is comprised of 5,467 persons, which is 14% of the total Town population. It should be noted in the American Community Survey 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/African American and their ethnicity Hispanic.

### 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	1,220	70	295
White	735	35	170
Black / African American	225	30	100
Asian	0	0	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	245	0	20

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

Data Source: 2011-2015 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**

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	1,270	360	0
White	930	210	0
Black / African American	80	75	0
Asian	65	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	190	50	0

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

Data 2011-2015 CHAS  
Source:

\*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**

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	1,725	800	0
White	1,340	590	0
Black / African American	210	79	0
Asian	30	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	145	130	0

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

Data 2011-2015 CHAS  
Source:

\*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	730	795	0
White	620	635	0
Black / African American	20	25	0
Asian	0	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	90	105	0

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

Data 2011-2015 CHAS  
Source:

\*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, Black/African American and Hispanic populations had percentages greater than 10% of the income level as a whole.

The housing assessment determined the housing problems for the 80% -100% of area median income category for White populations was the highest at 85% and for Hispanic populations was 12%. The 50% - 80% of area median income category for White populations was 78% and for Black/African American populations was 12%. The 30% - 50% of area median income category for White populations was 73% and for Hispanic populations was 15%. The 0% - 30% of area median income category for White populations was 60%, for Hispanic populations was 20% and for Black/African American populations was 18%.

Further review of the assessment figures indicate the 80% - 100% of area median income category had the smallest number of households with one or more of the four housing problems while the 50% - 80% of area median income category had the largest number of households. It is important to note the 0% - 30% of area median income

category was the only data set that included three populations (White, Black/African American and Hispanic) with percentages greater than 10% of the income level as a whole.

## 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 “disproportionately greater number of severe housing problems” is defined as 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 2011 – 2015 American Community Survey the total population of the Town of Hilton Head Island is 39,070. The population composition is as follows: 32,732 persons (83.8%) are White, 3,037 persons (7.8%) are Black/African American, 48 persons (0.1%) are American Indian and Alaska Native, 409 persons (1%) are Asian, 2,381 persons (6.1%) are Some Other Race and 464 persons (1.2%) are Two or More Races. The total Hispanic population of the Town of Hilton Head Island is comprised of 5,467 persons, which is 14% of the total Town population. It should be noted in the American Community Survey 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/African American and their ethnicity Hispanic.

Severe housing problems indicate 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	1,075	205	295
White	710	60	170
Black / African American	155	110	100
Asian	0	0	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	205	40	20

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

Data 2011-2015 CHAS  
Source:

\*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	820	805	0
White	670	470	0
Black / African American	70	80	0
Asian	0	100	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	74	160	0

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

Data 2011-2015 CHAS  
Source:

\*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	945	1,575	0
White	760	1,175	0
Black / African American	105	190	0
Asian	10	20	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	80	195	0

**Table 19 – Severe Housing Problems 50 - 80% AMI**

Data 2011-2015 CHAS  
Source:

\*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	330	1,200	0
White	235	1,020	0
Black / African American	10	35	0
Asian	0	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	84	115	0

**Table 20 – Severe Housing Problems 80 - 100% AMI**

Data 2011-2015 CHAS  
Source:

\*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

The housing assessment determined the severe housing problems for the 30% -50% of area median income category for White populations was the highest at 82%, for all income level categories. There were no other population groups that met the 10% threshold in that income category.

The 0% - 30% of area median income category for White populations was 66%, for Hispanic populations was 19% and for Black/African American populations was 14%. The 50% - 80% of area median income category for White populations was 80% and for Black/African American populations was 11%. The 80% - 100% of area median income category for White populations was 71% and for Hispanic populations was 25%.

Further review of the assessment figures indicate the 80% - 100% of area median income category had the smallest number of households with one or more of the four severe housing problems while the 0% - 30% of area median income category had the largest number of households. It is important to note the 0% - 30% of area median income category was the only data set that included three populations (White, Black/African American and Hispanic) with percentages greater than 10% of the income level as a whole.

## 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 “disproportionately greater number of housing cost burdens” is defined as 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 2011 – 2015 American Community Survey the total population of the Town of Hilton Head Island is 39,070. The population composition is as follows: 32,732 persons (83.8%) are White, 3,037 persons (7.8%) are Black/African American, 48 persons (0.1%) are American Indian and Alaska Native, 409 persons (1%) are Asian, 2,381 persons (6.1%) are Some Other Race and 464 persons (1.2%) are Two or More Races. The total Hispanic population of the Town of Hilton Head Island is comprised of 5,467 persons, which is 14% of the total Town population. It should be noted in the American Community Survey 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/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	10,295	3,325	3,090	295
White	8,960	2,700	2,565	170
Black / African American	505	275	265	100
Asian	120	90	0	0
American Indian, Alaska Native	4	0	10	0
Pacific Islander	0	0	0	0
Hispanic	685	250	245	20

**Table 21 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2011-2015 CHAS



**Discussion:**

Based on figures from the 2011 – 2015 American Community Survey, the Town of Hilton Head Island has a total of 17,005 households; overall 37.5% 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 2011 – 2015 CHAS data 19.5% of households are paying between 30% and 50% of their income on housing costs and 18% 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.

**Housing Problems:** The disparate impact analysis for housing problems determined White, Black/African American and Hispanic populations had percentages greater than 10% of the income level as a whole.

The housing assessment determined the housing problems for the 80% -100% of area median income category for White populations was the highest at 85% and for Hispanic populations was 12%. The 50% - 80% of area median income category for White populations was 78% and for Black/African American populations was 12%. The 30% - 50% of area median income category for White populations was 73% and for Hispanic populations was 15%. The 0% - 30% of area median income category for White populations was 60%, for Hispanic populations was 20% and for Black/African American populations was 18%.

Further review of the assessment figures indicate the 80% - 100% of area median income category had the smallest number of households with one or more of the four housing problems while the 50% - 80% of area median income category had the largest number of households. It is important to note the 0% - 30% of area median income category was the only data set that included three populations (White, Black/African American and Hispanic) with percentages greater than 10% of the income level as a whole.

**Severe Housing Problems:** The housing assessment determined the severe housing problems for the 30% -50% of area median income category for White populations was the highest at 82%, for all income level categories. There were no other population groups that met the 10% threshold in that income category.

The 80% - 100% of area median income category for White populations was 71% and for Hispanic populations was 25%. The 50% - 80% of area median income category for White populations was 80% and for Black/African American populations was 11%. The 0% - 30% of area median income category for White populations was 66%, for Hispanic populations was 19% and for Black/African American populations was 14%.

Further review of the assessment figures indicate the 80% - 100% of area median income category had the smallest number of households with one or more of the four severe housing problems while the 0% - 30% of area median income category had the largest number of households. It is important to note the 0% - 30% of area median income category was the only data set that included three populations (White, Black/African American and Hispanic) with percentages greater than 10% of the income level as a whole.

Housing Cost Burdens: Based on figures from the 2011 – 2015 American Community Survey, the Town of Hilton Head Island has a total of 17,005 households; overall 37.5% 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 2011 – 2015 CHAS data 19.5% of households are paying between 30% and 50% of their income on housing costs and 18% of households are paying more than 50% of their income on housing costs.

**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, LMI areas were identified by Census tracts and blocks comprised of a minimum of 49.56% of LMI households. According to Census data, there are ten Census blocks within five Census tracts in the Town Hilton Head Island with LMI percentages above 49.56%. The below table outlines these statistics:

Census Tract	Census Block Group	Low Mod Percentage
105	1	54.33%
105	2	49.79%
108	1	63.64%
108	2	75.58%
110	1	68.57%
110	2	85.86%
110	4	52.70%
110	5	88.46%

111	4	49.56%
113	1	56.00%
<b>Town of Hilton Head LMI Threshold: 49.56%</b>		

Two of the three Census tracts (105 and 108) of minority concentration have populations of racial or ethnic groups at least 10% greater than the Town as a whole.

- Census Tract 110 has one racial group greater than 10% of the Town as a whole and one ethnic group that is three percent greater than the Town as a whole.
- Census Tracts 111 and 113 have a minority concentration less than 10% of the Town as a whole.
- The highest concentration and number of Hispanic households and Black or African American households is in Census Tract 108.

## NA-35 Public Housing – 91.205(b)

### Introduction

#### 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	79	10	0	7	1	0	2

Table 22 - Public Housing by Program Type

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Alternate Data Source: Hilton Head Public Housing Data

#### 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	17,137	14,892	0	15,000	0	0	
Average length of stay	0	0	4	4	0	4	0	0	
Average Household size	0	0	2	2	0	2	0	0	
# Homeless at admission	0	0	0	2	0	1	1	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	22	4	0	4	0	0
# of Disabled Families	0	0	11	6	0	6	0	0
# of Families requesting accessibility features	0	0	3	0	0	0	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	2	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Alternate Data Source: Hilton Head Public Housing Data

### Race of Residents

Program Type									
Race	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	23	7	0	4	1	0	2
Black/African American	0	0	54	3	0	3	0	0	0
Asian	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 *
American Indian/Alaska Native	0	0	1	1	0	1	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Other	0	0	1	0	0	0	0	0	0
<b>*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition</b>									

**Table 24 – Race of Public Housing Residents by Program Type**

Data Source: Hilton Head Public Housing Data

### 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	2	1	0	1	0	0	0
Not Hispanic	0	0	77	6	0	0	1	0	2
<b>*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition</b>									

**Table 25 – Ethnicity of Public Housing Residents by Program Type**

Data Source: Hilton Head Public Housing Data

**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 2,514 residents in Beaufort County, South Carolina and there are 293 public housing units 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, however at the time this plan was developed there is one unit out of service, bringing the units in use to 79.

The Beaufort Housing Authority public housing waiting list is open and monitored by bedroom size. Currently there are 482 families on the public housing waiting list. The one bedroom category is currently the longest waiting list with an average waiting period of two years and 10 months.

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 ten 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.

For the first time since 2017 the Beaufort Housing Authority Section 8 waiting list was opened for one week in January 2020. At that time 1101 applications were received from people within all of Beaufort County. The Beaufort Housing Authority is currently not accepting new Section 8 applications.

The Beaufort Housing Authority has implemented a new Veterans Affairs Supportive Housing (VASH) program. This program combines the Housing Choice Voucher Program (Section 8) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). This program allows the Beaufort Housing Authority to assist low income housing challenged Veterans without placing them on a waiting list. Once a week a representative from the VA works from the housing authority office to house the Veteran as soon as possible.

The Beaufort Housing Authority provides resident councils at every public housing development they operate. There is also a Resident Advisory Board that is comprised of resident leaders from each development and Housing Choice Voucher (Section 8) representatives. The 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 Continuum of Care, based in Charleston, South Carolina, is the continuum of care working to address the needs of homeless in a seven county region of the South Carolina lowcountry. Annual point in time counts are conducted in the Beaufort County area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

The most current point in time count data available is from the January 23, 2019 count. The number of homeless counted in Beaufort County was 28 persons. Of the 28 persons interviewed in January 2019, there were 16 living unsheltered and 12 living in shelters. Of the total 28 persons, five were veterans and seven were chronically homeless. It is important to note, since the Town of Hilton Head Island does not have any homeless shelters the figures reflected in the point in time count data pertain to homeless persons counted in Beaufort County, South Carolina, and are not specific to the Town of Hilton Head Island.

Results of the 2018 point in time count indicated 45 persons experiencing homelessness interviewed in Beaufort County. The 2019 point in time count results showed a decrease of 17 persons, for a total of 28 persons experiencing homelessness in Beaufort County. Although state-wide point in time count data shows an increase in number of persons counted in 2019 compared to 2018 the reverse was indicated for Beaufort County. The lower count number for Beaufort County may be due to the area of the Lowcountry Continuum of Care being geographically smaller than the other three South Carolina continuums of care that participate in the annual point in time count process.

### **No Data Available**

The Lowcountry Continuum of Care, 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. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in 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 Continuum of Care, 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. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
White	0	0
Black/African American	0	0
Asian	0	0
American Indian/Alaska Native	0	0
Pacific Islander	0	0
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
Hispanic	0	0
Not Hispanic	0	0

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

The Lowcountry Continuum of Care, 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. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

#### **Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

The Lowcountry Continuum of Care, 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. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

#### **Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

The Lowcountry Continuum of Care, 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. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

## **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 the 2011 – 2015 American Community Survey estimates the Town of Hilton Head Island elderly population, 65 years of age or more is 12,856 which is 33% of the total population. According to the 2011 – 2015 American Community Survey estimates 12% of the total population are individuals with any disability and 23% of the population 65 years and over are individuals with any disability. Data indicates 55% of the elderly population is housed in owner-occupied housing units and 20% of the elderly population is housed in renter-occupied units. Housing estimates show 57% 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 2011-2015 American Community Survey data for economic characteristics 17% of the total population of the Town of Hilton Head Island has no health insurance coverage and 10% 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 650 retired volunteer physicians, nurses, dentists, chiropractors, social workers, interpreters, and lay persons. On average the staff at the clinic services approximately 27,000 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 2018 SC-DHEC HIV/AIDS Data Surveillance Report from January 1 through December 31, 2018 there were fewer than four new cases of HIV/AIDS diagnosed in Beaufort County. That same report states through December 31, 2018 there are 156 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, community, or education facilities, public facilities improvements, housing activities, and economic development initiatives. Community Development Block Grant funds may be used for such facilities when they are located in LMI areas of eligible populations, provide benefits to a LMI clientele, or qualify as an activity under the LMI housing national objective.

### **How were these needs determined?**

Public facility needs were prioritized based on input obtained through two Needs Assessment public meetings conducted on March 2, 2020 and March 5, 2020 by the Town of Hilton Head Island. A public notice was published in the local newspaper, The Island Packet, seven days prior to the public meetings. In addition to the published notice, public meeting notices were posted at the Town of Hilton Head Island Town Hall, on the Town website, and sent to Town of Hilton Head Island E-Subscription Service subscribers. Letters of invitation to the Needs Assessment public meetings were mailed to 38 community leaders and organizations which assist LMI clientele seven days prior to the meeting.

### **Describe the jurisdiction’s need for Public Improvements:**

Public improvement needs in the Town of Hilton Head Island include but are not limited to street improvements which may include sidewalks or pathways; curbs; gutters; signage; tree plantings; lighting, and landscaping; paving dirt roads; drainage improvements; sanitary sewer installations or improvements; community center; and expansion of education and/or recreation facilities. CDBG funds may be used for such improvements when they are located in LMI areas of eligible populations, provide benefits to a LMI clientele, or qualify as an activity under the LMI housing national objective.

### **How were these needs determined?**

Public improvement needs were determined through comments received during the Needs Assessment public meetings conducted on March 2, 2020 and March 5, 2020 by the Town of Hilton Head Island.

### **Describe the jurisdiction's need for Public Services:**

Public services needs in the Town of Hilton Head Island include but are not limited to access to health care, affordable childcare, academic intervention programs, free tax preparation, education for high-risk children, job training and public safety. In addition, public services needs related to the prevention, or preparation for, or response to COVID-19 include but are not limited to grants which allow for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery activities due to COVID-19. These items include, but are not limited to food supplies, food delivery supplies, hygiene supplies, personal protective equipment, medical supplies, housing related expenses, utility assistance, mortgage or rental assistance to organizations assisting LMI clientele in response to COVID-19. Any nonprofit organization performing an activity using Town of Hilton Head Island 2020 CDBG funds or CDBG- CV funds must serve a clientele which is 51% or more LMI.

### **How were these needs determined?**

Public services needs were discussed and comments received at the Needs Assessment public meetings conducted on March 2, 2020 and March 5, 2020 by the Town of Hilton Head Island. Needs were prioritized based on participant input at the Needs Assessment public meetings. Subsequent to the CARES Act authorization, discussions were held with the Community Foundation of the Lowcountry a local 501(c)(3) nonprofit organization, which began serving the Hilton Head Island community in 1994, and participated in both Needs Assessment public meetings in March 2020. During these Needs Assessment meetings and a subsequent consultation meeting Town staff determined the Community Foundation of the Lowcountry had the capacity and capability to administer public services grants funded with Fiscal Year 2020 CDBG and CDBG-CV funds on behalf of the Town. Needs related to COVID-19 were identified based on collaboration with the Community Foundation of the Lowcountry and public input gathered through emergency Town Council meetings and allowed uses according to HUD guidance.



# 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 from being 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, LMI 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 2011 – 2015 American Community Survey, of the 17,005 occupied housing units in the Town of Hilton Head Island 73.5% are owner occupied and the other 26.5% 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 since 1990. The number of mobile homes more than doubled between 1990 and 2010, increasing from 419 to 974, however this structure type decreased between 2010 and 2015 by 116 units. 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 2010 the gap continued, however it narrowed to 2,693 fewer multi-family units than single family units and in 2015 the gap increased to 3,041 fewer multi-family units than single family units. Overall this indicates a declining trend in the development of multi-family units on the Island.

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. Based on 2007 data gathered by Town staff, there were 3,537 interval occupancy units within the Town of

Hilton Head Island. It is important to note, during the building permit process interval occupancy developments are categorized as multi-family structures.

	1990	2000	2010*	2015**	% Change 1990 - 2000	% Change 2000 - 2010	% Change 2010 - 2015
Single Family	10,775	14,157	17,432	18,218	31%	23%	4.5%
Multi-Family	10,174	9,651	14,739	15,177	-5%	53%	3%
Mobile Homes	419	806	974	858	92%	21%	-12%
TOTAL	21,368	24,614	33,145	33,819	15%	35%	2%

Source: U.S. Census Bureau – 1990 & 2000 Census;

\* 2008 – 2010 American Community Survey Estimates:

\*\* 2011 – 2015 American Community Survey Estimates

## 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 2011 – 2015 American Community Survey data the Town of Hilton Head Island housing stock is comprised of 33,833 units, of which 15,555 or 46% are one unit detached structures, 17,407 or 51.4% are located in multi-unit structures and 868 units or 2.5% are categorized as mobile home, boat, RV, van, etc. The majority of residential multi-units, 6863 or 20.3% 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	15,555	46%
1-unit, attached structure	2,295	7%
2-4 units	2,740	8%
5-19 units	5,510	16%
20 or more units	6,865	20%
Mobile Home, boat, RV, van, etc	868	3%
<i>Total</i>	<i>33,833</i>	<i>100%</i>

**Table 26 – Residential Properties by Unit Number**

Data Source: 2011-2015 ACS

### Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	20	0%	55	1%
1 bedroom	295	2%	905	20%
2 bedrooms	2,660	21%	2,095	47%
3 or more bedrooms	9,525	76%	1,450	32%
<i>Total</i>	<i>12,500</i>	<i>99%</i>	<i>4,505</i>	<i>100%</i>

**Table 27 – Unit Size by Tenure**

Data Source: 2011-2015 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 2,514 residents in Beaufort County, South Carolina and there are 293 public housing 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, however at the time this plan was developed there is one unit out of service, bringing the units in use to 79.

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 ten 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 46.7% 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 2011 – 2015 American Community Survey, five year estimates indicate 46.7% 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 2011 – 2015 CHAS provided by HUD’s eCon software program, American Community Survey data, Census data and the HUD Fiscal Year 2016 Fair Market Rent Summary, 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: 2009	Most Recent Year: 2015	% Change
Median Home Value	510,700	434,900	(15%)
Median Contract Rent	956	899	(6%)

Table 28 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	473	10.5%
\$500-999	2,350	52.2%
\$1,000-1,499	940	20.9%
\$1,500-1,999	410	9.1%
\$2,000 or more	335	7.4%
<i>Total</i>	<i>4,508</i>	<i>100.1%</i>

Table 29 - Rent Paid

Data Source: 2011-2015 ACS

### Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	225	No Data
50% HAMFI	885	434
80% HAMFI	3,010	1,004
100% HAMFI	No Data	1,649
<i>Total</i>	<i>4,120</i>	<i>3,087</i>

Table 30 – Housing Affordability

Data Source: 2011-2015 CHAS

## Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	\$781	\$820	\$949	\$1,245	\$1,657
High HOME Rent	\$781	\$820	\$949	\$1,162	\$1,278
Low HOME Rent	\$611	\$655	\$786	\$907	\$1,012

**Table 31 – Monthly Rent**

Data Source: HUD FMR and HOME Rents

## Is there sufficient housing for households at all income levels?

According to the 2011-2015 American Community Survey, of the 17,005 occupied housing units in the Town of Hilton Head Island 73.5% are owner occupied and 26.5% are occupied by renters. The same data set indicates there are 16,822 vacant housing units of which the homeowner vacancy rate is 3.6% and the rental vacancy rate is 27.37%. The median home value is \$434,900 and the median rent is \$1,066.

While data indicates a sufficient number of vacant units, the types and function of housing units in the Town of Hilton Head Island is important to understand. There are various forms of housing units within the Town, including detached single family homes, 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.

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. Based on 2007 data gathered by Town staff, there were 3,537 interval occupancy units within the Town of Hilton Head Island. It is important to note, during the building permit process interval occupancy developments are categorized as multi-family structures.

According to the 2011-2015 American Community Survey data, the Town of Hilton Head Island housing stock is comprised of 33,833 units, of which 15,555 or 46% are one unit detached structures, 2,295 or 6.8% are one unit attached structures, 15,115 or 44.6% are located in multi-unit structures and 868 units or 2.5% are categorized as mobile home, boat, RV, van, etc. It should be noted there are 6,865 housing units in multi-unit structures with 20 or more units; this is likely due to the significant number of interval occupancy units located within the Town of Hilton Head Island. Based on this information, households in the market for moderate to high priced rental units 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.

**How is affordability of housing likely to change considering changes to home values and/or rents?**

Based on comparison data from the real estate website RealtyTrac, there are 67 properties in foreclosure stages, 683 homes listed for sale, and 1,112 homes recently sold as of February 2020. According to available data in January 2020, the number of properties receiving a foreclosure filing in the Town of Hilton Head Island was 44% lower than in December 2019 and 55% lower than the same time period in 2019. Home sales for December 2019 had no increase or decrease compared with the previous month and no increase or decrease compared with one year ago. According to the real estate website Zillow, in January 2020, the median price of a non-distressed home was \$372,000. Based on this information it is anticipated affordability will remain at the currently level.

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

As illustrated above in the Monthly Rent Table, the HOME and Fair Market rents for efficiency, and one-bedroom, units in the Town of Hilton Head Island are less than the median contract rent of \$899 listed in the 2011 – 2015 CHAS and greater than the median rent for units with two or more bedrooms. This appears to indicate more affordable housing may be needed for two or more bedroom units.



## 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 36% of owner-occupied units and 45% 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	4,470	36%	2,035	45%
With two selected Conditions	15	0%	295	7%
With three selected Conditions	15	0%	4	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	8,005	64%	2,170	48%
<i>Total</i>	<i>12,505</i>	<i>100%</i>	<i>4,504</i>	<i>100%</i>

**Table 32 - Condition of Units**

Data Source: 2011-2015 ACS

### Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	2,760	22%	525	12%
1980-1999	7,165	57%	2,735	61%
1950-1979	2,525	20%	1,165	26%
Before 1950	49	0%	85	2%
<i>Total</i>	<i>12,499</i>	<i>99%</i>	<i>4,510</i>	<i>101%</i>

**Table 33 – Year Unit Built**

Data Source: 2011-2015 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	2,574	21%	1,250	28%
Housing Units build before 1980 with children present	1,300	10%	680	15%

**Table 34 – Risk of Lead-Based Paint**

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

**Vacant Units**

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units			
Abandoned Vacant Units			
REO Properties			
Abandoned REO Properties			

**Table 35 - Vacant Units**

**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 3,824 units were built before 1980, as housing ages maintenance costs rise, which can present a significant cost for LMI households. This poses a threat to LMI 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 2,574 (21%) owner-occupied housing units and 1,250 (28%) of renter-occupied households built before 1980. There are 1,300 owner-occupied households with children present and 680 renter-occupied households with children present built before 1980. These households may be at 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, however at the time this plan was developed there is one unit out of service, bringing the units in use to 79.

### 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			79	10		7	1	0	2
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 36 – Total Number of Units by Program Type

Data Source: Hilton Head Public Housing Data

### Describe the supply of public housing developments:

### 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 approximately 2,514 residents in Beaufort County, South Carolina and there are 293 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, however at the time this plan was developed there is

one unit out of service, bringing the units in use to 79.

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 ten 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.

**Public Housing Condition**

<b>Public Housing Development</b>	<b>Average Inspection Score</b>
Beaufort Housing Authority	77

**Table 37 - Public Housing Condition**

**Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

**Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:**

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

The Lowcountry Continuum of Care, 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. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

The most current point in time count data available is from the January 23, 2019 count. The number of homeless counted in Beaufort County was 28 persons. Of the 28 persons interviewed in January 2019, there were 16 living unsheltered and 12 living in shelters. Of the total 28 persons, five were veterans and seven were chronically homeless. It is important to note, since the Town of Hilton Head Island does not have any homeless shelters the figures reflected in the point in time count data pertain to homeless persons counted in Beaufort County, South Carolina, and are not specific to 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**

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

**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)**

**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))**



## **MA-40 Barriers to Affordable Housing – 91.210(e)**

### **Negative Effects of Public Policies on Affordable Housing and Residential Investment**

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 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 in addition to 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.

## 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 2011 – 2015 American Community Survey data, the unemployment rate was 5.12%, however in the 2014 - 2018 American Community Survey data, the unemployment rate in the Town of Hilton Head Island decreased to 5.0%, which is below the national average of 5.9%.

### Economic Development Market Analysis

#### 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	34	40	0	0	0
Arts, Entertainment, Accommodations	3,889	7,218	28	32	4
Construction	598	872	4	4	-1
Education and Health Care Services	1,785	3,050	13	14	0
Finance, Insurance, and Real Estate	1,151	1,923	8	9	0
Information	140	222	1	1	0
Manufacturing	332	308	2	1	-1
Other Services	644	1,042	5	5	0
Professional, Scientific, Management Services	1,120	1,815	8	8	0
Public Administration	0	0	0	0	0
Retail Trade	2,030	2,906	15	13	-2
Transportation and Warehousing	268	166	2	1	-1
Wholesale Trade	337	255	2	1	-1
Total	12,328	19,817	--	--	--

**Table 39 - Business Activity**

Data: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)  
 Source:

**Labor Force**

Total Population in the Civilian Labor Force	18,220
Civilian Employed Population 16 years and over	17,290
Unemployment Rate	5.12
Unemployment Rate for Ages 16-24	11.23
Unemployment Rate for Ages 25-65	3.85

**Table 40 - Labor Force**

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	4,425
Farming, fisheries and forestry occupations	685
Service	1,715
Sales and office	4,260
Construction, extraction, maintenance and repair	1,805
Production, transportation and material moving	535

**Table 41 – Occupations by Sector**

Data Source: 2011-2015 ACS

**Travel Time**

Travel Time	Number	Percentage
< 30 Minutes	12,605	83%
30-59 Minutes	1,980	13%
60 or More Minutes	540	4%
<i>Total</i>	<i>15,125</i>	<i>100%</i>

**Table 42 - Travel Time**

Data Source: 2011-2015 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	1,295	130	230

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	2,750	285	1,025
Some college or Associate's degree	3,630	145	1,060
Bachelor's degree or higher	5,820	150	1,845

**Table 43 - Educational Attainment by Employment Status**

Data Source: 2011-2015 ACS

**Educational Attainment by Age**

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	40	220	190	330	215
9th to 12th grade, no diploma	250	300	215	395	315
High school graduate, GED, or alternative	515	940	965	2,160	1,755
Some college, no degree	615	500	710	2,045	2,415
Associate's degree	35	175	310	1,110	615
Bachelor's degree	215	1,085	905	3,495	4,020
Graduate or professional degree	0	255	340	1,720	3,525

**Table 44 - Educational Attainment by Age**

Data Source: 2011-2015 ACS

**Educational Attainment – Median Earnings in the Past 12 Months**

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	20,642
High school graduate (includes equivalency)	21,616
Some college or Associate's degree	31,667
Bachelor's degree	40,242
Graduate or professional degree	50,625

**Table 45 – Median Earnings in the Past 12 Months**

Data Source: 2011-2015 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 28% 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 13% of the labor force.

**Describe the workforce and infrastructure needs of the business community:**

The Town of Hilton Head Island’s workforce continues 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.**

The Town of Hilton Head Island strives to foster continued economic development. This can be accomplished by efficient management and leveraging resources. In 2019 the Town engaged a consultant to create a workforce housing strategic plan. The plan indicated a lack of workforce housing within the Town is an impediment to recruiting and retaining both private and public sector employees. The plan outlined strategies the Town may wish to integrate into future goals and policies. Town staff continues to work with Town Council on addressing workforce housing strategies to support workforce development.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

Thirty-two 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 48% 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.**

**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.**

## 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 the highest percent of households with one of the four severe housing problems at 35% compared with the other two LMI Census tracts. The severe housing problem category includes 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, LMI areas were identified by Census tracts and blocks comprised of a minimum of 49.56% of LMI households. According to Census data, there are ten Census blocks within five Census tracts in the Town Hilton Head Island with LMI percentages above 49.56%. The below table outlines these statistics:

Census Tract	Census Block Group	Low Mod Percentage
105	1	54.33%
105	2	49.79%
108	1	63.64%
108	2	75.58%
110	1	68.57%
110	2	85.86%
110	4	52.70%
110	5	88.46%
111	4	49.56%
113	1	56.00%
<b>Town of Hilton Head LMI Threshold: 49.56%</b>		

Two of the three Census tracts (105 and 108) of minority concentration have populations of racial or ethnic groups at least 10% greater than the Town as a whole. Census Tract 110 has one racial group greater than 10% of the Town as a whole and one ethnic group that is three percent greater than the Town as a whole. Census Tracts 111 and 113 have a minority concentration less than 10% of the Town as a whole. The

highest concentration and number of Hispanic households and Black or African American households is in Census Tract 108.

**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, 110 and 113 have a variety of Town of Hilton Head Island-owned parks, public and private recreation and education 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 includes but is not limited to street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads, drainage improvements, sanitary sewer installations or improvements, community center, and expansion of education and/or recreation facilities.



## **MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)**

**Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.**

In 2014 the Town of Hilton Head participated in the Connected Community Engagement Program with Connect South Carolina, which resulted in the Hilton Head Island Technology Action Plan. In an analysis of connected assessment, the Town achieved a score of 114 points out of 120 for overall broadband and technology readiness. In this 2014 plan, it noted the Town's overall broadband availability is generally consistent with the state average of 98.06%.

The plan's assessment criteria indicated 100% of households have access to broadband speeds of 3 megabits of data per second (Mbps) or greater and 97% of households have access to broadband speeds of 50 Mbps. The plan also indicated 100% of households have access to more than one broadband provide and 100% of residents have access to mobile broadband service. A total of seven broadband providers were identified within the Town, which are: Hargray Communications, Spectrum Cable, AT&T, Cricket Communications, Inc., Sprint, T-Mobile and Verizon Wireless.

According to Hargray Communications there are approximately 5,000 to 7,000 homes and businesses within the Town of Hilton Head Island connected to broadband via fiber service. There is no cost to connect a home of business to the fiber network, and therefore no connection discount program for LMI neighborhoods.

**Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.**

According to the 2014 Hilton Head Island Technology Action Plan, there are seven broadband internet providers available to residents of the Town of Hilton Head Island. Statistics listed on the Broadband and Now website indicate approximately 92% of Hilton Head Island residents are serviced by multiple wired service providers. This level of competition allows Town of Hilton Head Island residents to select broadband internet service that best aligns with their needs.

## **MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)**

### **Describe the jurisdiction’s increased natural hazard risks associated with climate change.**

The Town of Hilton Head Island is a participating jurisdiction in the Beaufort County, South Carolina Multi-jurisdictional Hazard Mitigation Plan 2015 Update, which was approved by the U.S. Department of Homeland Security – FEMA in September 2016. The Beaufort County Multi-jurisdictional Hazard Mitigation Plan identifies sea level rise as a contributing factor to the County’s future vulnerability to storms, flooding, erosion, and saltwater intrusion. The plan recommends the County and participating jurisdictions plan for impacts of climate change and sea level rise in future land planning, site review, and location of infrastructure and public facilities.

### **Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.**

The Beaufort County Multi-jurisdictional Hazard Mitigation Plan 2015 Update states “According to SCEMD, Beaufort County has a wide range of social vulnerability, with most tracts exhibiting moderate levels”. Considering the unique characteristic of the entire jurisdiction of the Town of Hilton Head Island being a barrier island off the coast of South Carolina, flood-prone areas are not limited to the LMI Census tracts, but appear to be widespread throughout the Town. The vulnerability analysis concluded flooding and flood damages pose the greatest risk to all households on Hilton Head Island, not solely LMI Census tracts.

# 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 CDBG Program funding for the 2020 – 2024 planning period. The goals focus on priority needs and target available resources designed to meet those needs. The needs include public improvements and facilities, public services, housing activities, economic development and activities to prevent, or prepare for, or respond to COVID-19 for LMI persons. The primary emphasis of the goals is the continuance of maintaining and improving the quality of life of LMI residents. Projects selected for CDBG funding in this five year period will be managed efficiently and in compliance with program requirements.

#	Program Year	Project Name	Project Description	Estimated Amount	Annual Goals Supported	Target Area	Priority Need Addressed	Goal Outcome Indicator
1	2020	COVID-19 Response and Recovery	Provide grant funding for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery due to COVID-19.	\$770,437	COVID-19 Response & Recovery	Town-Wide	Non- Housing Community Development – Public Services; and Administration & Planning	Public service activities other than low/moderate-income housing benefit
2	2021	Facilities, Housing, Public Services, Economic Development Year 2	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,349	Facilities, Housing, Public Services, Economic Development Year 2	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit
3	2022	Facilities, Housing, Public Services, Economic Development Year 3	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,349	Facilities, Housing, Public Services, Economic Development Year 3	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit

4	2023	Facilities, Housing, Public Services, Economic Development Year 4	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,349	Facilities, Housing, Public Services, Economic Development Year 4	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit
5	2024	Facilities, Housing, Public Services, Economic Development Year 5	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,349	Facilities, Housing, Public Services, Economic Development Year 5	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit

Five Year Project Table

## SP-10 Geographic Priorities – 91.215 (a)(1)

### Geographic Area

1	<b>Area Name:</b>	Census Tract 105
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Other
	<b>Other Revital Description:</b>	Public Improvement, or Housing Activity, or Economic Development, or Public Services
	<b>Identify the neighborhood boundaries for this target area.</b>	Squire Pope Gum Tree Area
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	Based on LMI percentage
	<b>Identify the needs in this target area.</b>	Facilities, Housing, Public Services, Economic Development
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
2	<b>Area Name:</b>	Census Tract 108
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Other
	<b>Other Revital Description:</b>	Public Improvement, or Housing Activity, or Economic Development, or Public Services
	<b>Identify the neighborhood boundaries for this target area.</b>	Baygall Mitchelville Area
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	Based on LMI percentage
	<b>Identify the needs in this target area.</b>	Facilities, Housing, Public Services, Economic Development
	<b>What are the opportunities for improvement in this target area?</b>	

	<b>Are there barriers to improvement in this target area?</b>	
<b>3</b>	<b>Area Name:</b>	Census Tract 110
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Other
	<b>Other Revital Description:</b>	Public Improvement, or Housing Activity, or Economic Development, or Public Services
	<b>Identify the neighborhood boundaries for this target area.</b>	Chaplin Marshland Area
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	Based on LMI percentage
	<b>Identify the needs in this target area.</b>	Facilities, Housing, Public Services, Economic Development
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
<b>4</b>	<b>Area Name:</b>	Census Tract 111
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Other
	<b>Other Revital Description:</b>	Public Improvement, or Housing Activity, or Economic Development, or Public Services
	<b>Identify the neighborhood boundaries for this target area.</b>	Mid-Island Area
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	Based on LMI percentage
	<b>Identify the needs in this target area.</b>	Facilities, Housing, Public Services, Economic Development
<b>What are the opportunities for improvement in this target area?</b>		

	<b>Are there barriers to improvement in this target area?</b>	
5	<b>Area Name:</b>	Census Tract 113
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Other
	<b>Other Revital Description:</b>	Public Improvement, or Housing Activity, or Economic Development, or Public Services
	<b>Identify the neighborhood boundaries for this target area.</b>	Cordillo Area
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	Based on LMI percentage
	<b>Identify the needs in this target area.</b>	Facilities, Housing, Public Services, Economic Development
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
6	<b>Area Name:</b>	Town-Wide
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Other
	<b>Other Revital Description:</b>	Administrative and Planning, or Public Improvement, or Housing Activity, or Economic Development, or Public Services
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	



Are there barriers to improvement in this target area?	
--	--

Table 46 - Geographic Priority Areas

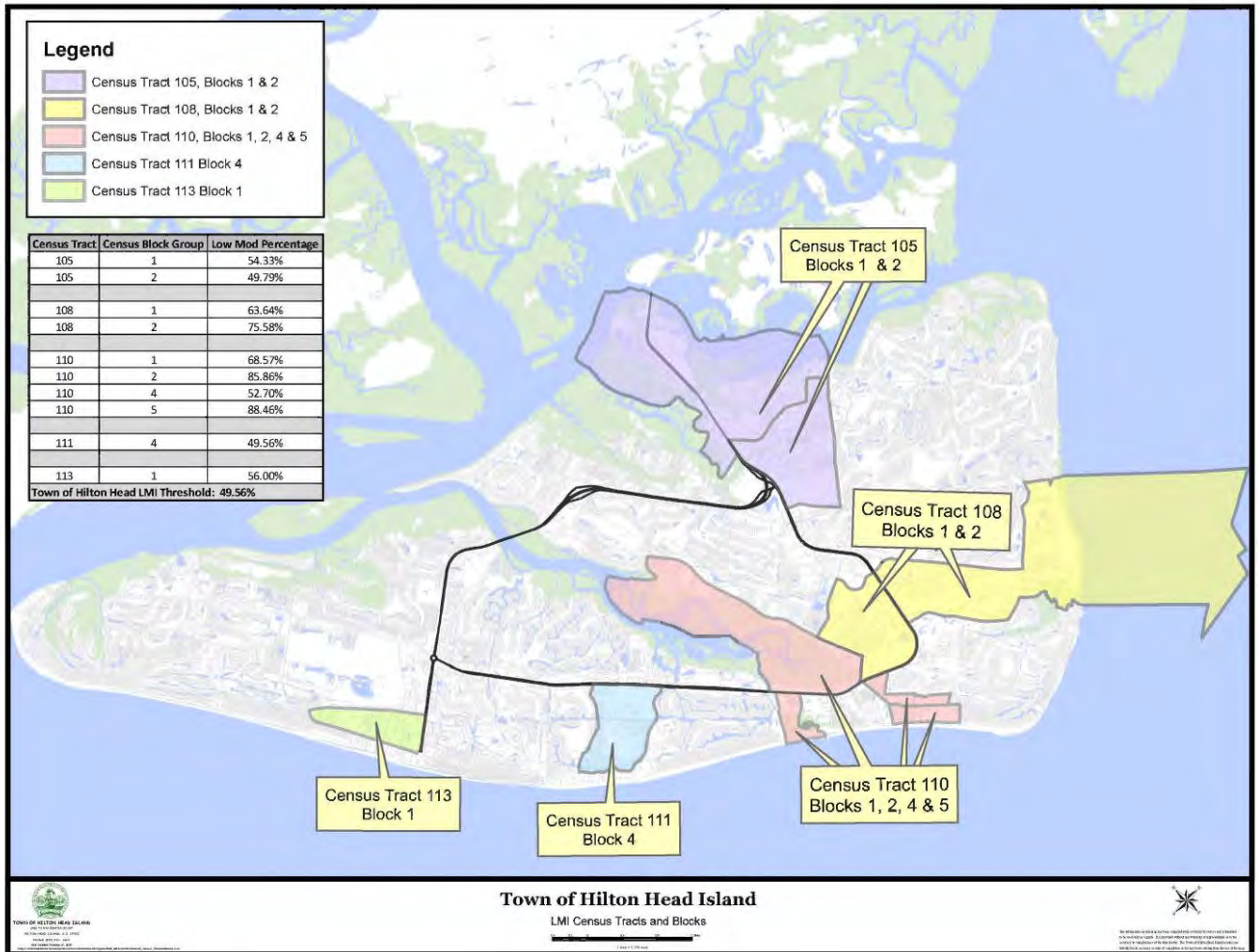
**General Allocation Priorities**

Town of Hilton Head Island activities funded by the CDBG program are designed to benefit LMI persons. Activities qualify for CDBG assistance when the activity meets one of the two national objectives listed below:

1. Benefit to LMI persons national objective which will benefit all the residents of a LMI residential area, or will benefit a LMI clientele, or prevent, or prepare for, or respond to the COVID-19; or
2. Meet a need having a particular urgency (referred to as urgent need) national objective

According CDBG program guidelines, an activity using the LMI area benefit must meet the minimum threshold of 51% LMI residents. However, the Town of Hilton Head Island has been designated an exception grantee, which resulted in a LMI area percentage of 49.56%. This percentage is applied to Census tracts and blocks to determine activity eligibility on an area basis. An activity using the LMI clientele benefit must serve a clientele which is 51% or more LMI.

CDBG funds will be used to address the needs of LMI areas, or organizations which provide services to LMI persons or families which comprise 51% or more of their clientele or for activities which meet the LMI housing national objective. The LMI areas are determined using Census Tracts which have a LMI population of at least 49.56%. CDBG funds will be targeted for use on projects located in Census Tracts 105, 108, 110, 111 and 113 within the Town of Hilton Head Island as illustrated in the attached map. Organizations providing services to LMI persons will provide documentation to Town staff verifying 51% or more of their clientele meet LMI requirements as stipulated by HUD.



Town of Hilton Head Island LMI Census Tract Map

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

1	<b>Priority Need Name</b>	Public Facilities & Improvements
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Non-housing Community Development Large Families Families with Children
	<b>Geographic Areas Affected</b>	Census Tract 105 Census Tract 108 Census Tract 110 Census Tract 111 Census Tract 113
	<b>Associated Goals</b>	Public Facilities & Improvements
	<b>Description</b>	Provide funding for public facilities & improvements in LMI neighborhoods.
	<b>Basis for Relative Priority</b>	Needs Assessment Public Meeting attendee comments.
	2	<b>Priority Need Name</b>
<b>Priority Level</b>		High
<b>Population</b>		Extremely Low Low Moderate Non-housing Community Development Large Families Families with Children
<b>Geographic Areas Affected</b>		Town-wide
<b>Associated Goals</b>		Public Services
<b>Description</b>		Provide funding for public services to LMI persons.
<b>Basis for Relative Priority</b>		Needs Assessment Public Meeting attendee comments, and consultation with the Community Foundation of the Lowcountry regarding COVID-19 prevention, preparation, and response.
3		<b>Priority Need Name</b>
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate
	<b>Geographic Areas Affected</b>	Town-wide

	<b>Associated Goals</b>	Housing Activity
	<b>Description</b>	Provide funding for housing activities to LMI persons.
	<b>Basis for Relative Priority</b>	Needs Assessment Public Meeting attendee comments.
4	<b>Priority Need Name</b>	Economic Development
	<b>Priority Level</b>	High
	<b>Population</b>	Non-housing Community Development
	<b>Geographic Areas Affected</b>	Town-wide
	<b>Associated Goals</b>	Economic Development
	<b>Description</b>	Provide funding for economic development initiatives to LMI persons.
	<b>Basis for Relative Priority</b>	Needs Assessment Public Meeting attendee comments.
5	<b>Priority Need Name</b>	Administrative and Planning
	<b>Priority Level</b>	High
	<b>Population</b>	Non-housing Community Development
	<b>Geographic Areas Affected</b>	Town-Wide
	<b>Associated Goals</b>	Administration and Planning
	<b>Description</b>	Provide overall administration for the CDBG program to include development of the Consolidated Plan, annual reports, and administration of public services funding.
	<b>Basis for Relative Priority</b>	Town of Hilton Head Island staff input.

Table 47 – Priority Needs Summary

### Narrative (Optional)

Priority needs were identified through the Needs Assessment public meetings held on March 2, 2020 and March 5, 2020. Fifteen citizens attended the meetings and gave comments related to community needs. Public improvement needs in the Town of Hilton Head Island include but are not limited to street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, paving dirt roads, drainage improvements, sanitary sewer installations or improvements, community center, and expansion of education and/or recreation facilities. Community Development Block Grant funds may be used for such improvements when done in LMI areas of eligible populations, or when benefits are provided to a LMI clientele, or qualify as an activity under the LMI housing national objective.

Housing activity needs in the Town of Hilton Head Island may include but are not limited

to affordable housing initiatives encompassing owner occupied housing rehabilitation activities which meet the LMI housing national objective.

Public services needs in the Town of Hilton Head Island include but are not limited to access to health care, affordable childcare, academic intervention programs, free tax preparation, education for high-risk children, job training and public safety. In addition, public services needs related to the prevention of, or preparation for, or response to COVID-19 include but are not limited to grants which allow for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery activities due to COVID-19. Community Development Block Grant funds may be used for such services when benefits are provided to a LMI clientele meeting the 51% or greater minimum threshold.

## 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 2020 – 2024 period covered by this Consolidated Plan.

### **Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public-Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$238,349	0	0	\$238,349	\$953,396	The expected amount available in year one total is the HUD provided 2020 allocation amount of \$238,349. The expected amount available for remainder of Con Plan is the HUD provided 2020 annual allocation amount of \$238, 349 multiplied by 4 which equals \$953,396. This figure is the expected amount available for the remaining 2-4 years of the Consolidated Plan.



Other CDBG-CV	Public-Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services Other: Prevention, Preparation & Response to COVID-19	\$532,088	0	0	\$532,088	0	This represents Community Development Block Grant funding allocated via the 2020 CARES Act due to COVID-19. This total includes funding for round 1 and round 3 CDBG-CV allocations.
---------------	----------------	--	-----------	---	---	-----------	---	--

**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 may be used in combination with these funds to complete projects or services listed 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 owns property and/or facilities located within LMI Census Tracts throughout the jurisdiction. Based on community needs identified in this 2020 – 2024 Five Year Consolidated Plan, and in future annual action plans that will be associated with this Consolidated Plan, the Town of Hilton Head Island may use

publically owned land or property to address needs identified through the community needs assessment process.

## 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	Non-homeless special needs Public facilities	Jurisdiction
Community Foundation of the Lowcountry	Non-profit	Non-homeless special needs Public Services	Jurisdiction

Table 50 - Institutional Delivery Structure

### Assess of Strengths and Gaps in the Institutional Delivery System

The Town of Hilton Head Island has participated in the HUD CDBG Entitlement Program since 2015. During the first five years of program participation, the Town met required program deadlines. Notifications of acceptable levels of program accomplishment were received from the HUD Columbia, SC field office during the first five years of program participation. A “No Findings or Concerns” report was issued by the Regional Environmental Officer during a 2019 onsite Environmental Review Procedures monitoring visit. The Town intends to continue to 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.

The Town of Hilton Head Island executed a memorandum of understanding which created a partnership with the Community Foundation of the Lowcountry to receive and distribute both CDBG-CV funds and Fiscal Year 2020 CDBG funds to organizations serving residents of the Town of Hilton Head Island as part of the COVID-19 response and recovery.

The Community Foundation of the Lowcountry is a local 501(c)(3) nonprofit organization which began serving the Hilton Head Island community in 1994. The organization’s purpose is to build and strengthen the community by working closely with local donors to address critical issues facing the community. The Community Foundation of the Lowcountry is currently listed in the Federal Registry, and was recognized by HUD in 2017 with the HUD Secretary’s Award for Public- Philanthropic Partnerships for their successful work on Project Safe (Sewer Access For Everyone) program.

**Availability of services targeted to homeless persons and persons with HIV and mainstream services**

<b>Homelessness Prevention Services</b>	<b>Available in the Community</b>	<b>Targeted to Homeless</b>	<b>Targeted to People with HIV</b>
<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			
<b>Supportive Services</b>			
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		
<b>Other</b>			
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 Continuum of Care, 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**

## 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	COVID-19 Response and Recovery	2020	2021	Non-Housing Community Development	Town-Wide	Public Services; Administration & Planning	CDBG: \$238,349 CDBG-CV: \$532,088	Public Service Activities other than Low/Moderate Income Housing Benefit: 37,099
2	Facilities, Housing, Public Svcs, Econ Dev. Yr. 2	2021	2022	Non-Housing Community Development or Affordable Housing	Town-wide, Census Tracts 105, 108, 110, 111, or 113	Public Facilities & Improvements, or Housing Activity, or Economic Development, or Public Services, or Administration & Planning	CDBG: \$238,349	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 13,692
3	Facilities, Housing, Public Svcs, Econ Dev. Yr. 3	2022	2023	Non-Housing Community Development or Affordable Housing	Town-wide, Census Tracts 105, 108, 110,111, or 113	Public Facilities & Improvements, or Housing Activity, or Economic Development or Public Services, or Administration & Planning	CDBG: \$238,349	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 13,692
4	Facilities, Housing, Public Svcs, Econ Dev. Yr. 4	2023	2024	Non-Housing Community Development or Affordable Housing	Town-wide, Census Tracts 105, 108, 110, 111, or 113	Public Facilities & Improvements, or Housing Activity, or Economic Development or Public Services, or Administration & Planning	CDBG: \$238,349	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 13,692



5	Facilities, Housing, Public Svcs., Econ Dev. Yr.5	2024	2025	Non-Housing Community Development or Affordable Housing	Town-wide, Census Tracts 105, 108, 110, 111, or 113	Public Facilities & Improvements, or Housing Activity, or Economic Development or Public Services, or Administration & Planning	CDBG: \$238,349	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 13,692
---	---	------	------	---	---	---	-----------------	---

**Table 52 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	COVID-19 Response and Recovery
	<b>Goal Description</b>	Provide grant funding for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery due to COVID-19.
2	<b>Goal Name</b>	Facilities, Housing, Public Svcs., Econ Dev. Yr. 2
	<b>Goal Description</b>	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.
3	<b>Goal Name</b>	Facilities, Housing, Public Svcs., Econ Dev. Yr. 3
	<b>Goal Description</b>	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.
4	<b>Goal Name</b>	Facilities, Housing, Public Svcs., Econ Dev. Yr. 4
	<b>Goal Description</b>	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.
5	<b>Goal Name</b>	Facilities, Housing, Public Svcs., Econ Dev. Yr. 5
	<b>Goal Description</b>	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.

**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 facilities and improvements in census tracts with 49.56% or higher LMI households, or at facilities providing services to LMI persons or families which comprise 51% or more of their clientele, or housing activities that meet the LMI

housing national objective, 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 2,514 residents in Beaufort County, South Carolina and there are 293 public housing units 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, however at the time this plan was developed there is one unit out of service, bringing the units in use to 79.

The Beaufort Housing Authority public housing waiting list is open and monitored by bedroom size. Currently there are 482 families on the public housing waiting list. The one bedroom category is currently the longest waiting list with an average waiting period of two years and 10 months.

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 ten 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.

For the first time since 2017 the Beaufort Housing Authority Section 8 waiting list was opened for one week in January 2020. At that time 1101 applications were received from people within all of Beaufort County. The Beaufort Housing Authority is currently not accepting new Section 8 applications.

The Beaufort Housing Authority has implemented a new Veterans Affairs Supportive Housing (VASH) program. This program combines the Housing Choice Voucher Program (Section 8) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). This program allows the Beaufort Housing Authority to assist low income housing challenged Veterans without placing them on a waiting list. Once a week a representative from the VA works from the housing authority office to house the Veteran as soon as possible.

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 provides resident councils at every public housing development they operate. There is also a Resident Advisory Board that is comprised of resident leaders from each development and Housing Choice Voucher (Section 8) representatives. The 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?**

No

### **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**

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 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 in addition to 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.

### **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. In 2017 the Town Council Public Planning Committee began studying various aspects of affordable housing on Hilton Head Island. During 2017 the committee met with local developers, business owners, employers, and service organizations for discussions on providing affordable housing to the local workforce. In 2018 strategies were developed to further address fostering affordable housing within the Town of Hilton Head Island. In 2019 the Town’s housing consultant presented a

workforce housing strategic plan. Town staff prepared an approach to implement the recommendations included in the strategic plan and the Town Council Public Planning Committee made a recommendation to Town Council to adopt the strategic plan. In 2020 the Town Council Public Planning Committee and Town staff have been working to develop amendments to the Town of Hilton Head Island Land Management Ordinance which will provide a framework for affordable workforce housing initiatives.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Lowcountry Continuum of Care, based in Charleston, South Carolina, is the continuum of care working to address the needs of homeless in a seven county region of the South Carolina lowcountry. Annual point in time counts are conducted in the Beaufort County area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

The most current point in time count data available is from the January 23, 2019 count. The number of homeless counted in Beaufort County was 28 persons. Of the 28 persons interviewed in January 2019, there were 16 living unsheltered and 12 living in shelters. Of the total 28 persons, five were veterans and seven were chronically homeless. It is important to note, since the Town of Hilton Head Island does not have any homeless shelters the figures reflected in the point in time count data pertain to homeless persons counted in Beaufort County, South Carolina, and are not specific to the Town of Hilton Head Island.

Results of the 2018 point in time count indicated 45 persons experiencing homelessness interviewed in Beaufort County. The 2019 point in time count results showed a decrease of 17 persons, for a total of 28 persons experiencing homelessness in Beaufort County. Although state-wide point in time count data shows an increase in number of persons counted in 2019 compared to 2018 the reverse was indicated for Beaufort County. The lower count number for Beaufort County may be due to the area of the Lowcountry Continuum of Care being geographically smaller than the other three South Carolina continuums of care that participate in the annual point in time count process.

### **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 Continuum of Care, the regional continuum of care servicing the Town. There is a non-profit organization, Family Promise of Beaufort, 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**

Specific 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. According to 2011 – 2015 American Community Survey and 2011-2015 CHAS data 3,824 housing units in the Town of Hilton Head Island were built prior to 1980. HUD regulations regarding lead-based paint apply to all federally assisted housing and the Town of Hilton Head Island will comply when necessary with federal requirements for lead-based paint testing and abatement in projects financed with HUD-CDBG funds.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

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 2,574 owner-occupied households and 1,250 renter-occupied households in the Town of Hilton Head Island built before 1980. There are 1300 owner-occupied households with children present and 680 renter-occupied households with children present built before 1980. These households may be at risk of lead hazard problems.

### **How are the actions listed above integrated into housing policies and procedures?**

The Town of Hilton Head Island will call for full compliance and enforcement of federal lead-based paint regulations on Town projects financed with HUD-CDBG funds. Contractors, subrecipients, and other partners will be advised of lead-based paint regulations and Town of Hilton Head Island staff will work to ensure full compliance is attained on projects financed with HUD-CDBG funds.

## **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 its 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 monitoring all CDBG funded activities to ensure compliance with program regulations. Each program and/or project funded with CDBG monies is reviewed to ensure it meets national CDBG objectives and complies with CDBG eligibility. Each CDBG funded activity shall enter into a contractual obligation with the Town to ensure contracted services and scope of work activities are carried out as agreed-to, and to ensure compliance with federal regulations.

The Town of Hilton Head Island utilizes a number of methods for project implementation, including but not limited to contracting with non-profit organizations for program services. The Town implements and monitors its own projects such as infrastructure or public facilities improvements. Each project is analyzed for eligibility, performance, community impact and measurable outcomes benefiting the Town of Hilton Head Island.

The Town of Hilton Head Island monitoring of subrecipients is an ongoing annual process with continuous communication and evaluation. The process includes telephone and written communication, analysis of reports, and when necessary in-person or virtual meetings no less than once per program year. Objectives of program monitoring include management systems and overall capacity of subrecipient to implement an effective program, verification of subrecipient compliance with federal regulations and the elimination of inefficient, ineffective and/or improper use of federal funds.

The following criteria is followed when conducting subrecipient monitoring:

- \* Notification letter and explanation of purpose of monitoring via in-person or virtual meeting
- \* Review materials providing detailed information, program/project descriptions, and status
- \* Review pertinent subrecipient files, including but not limited to applications, agreements, reports, payment requests, and copies of audits
- \* Interview members of subrecipient staff to discuss performance via in-person or virtual meeting
- \* Visit project sites, if applicable
- \* Conduct close-out meeting in-person or virtually to present preliminary conclusions

The focus of program monitoring will be on key indicators such as completion of project designs or plans and specification, contracts and obligations of funds and expenditure of funds. Where activities have experienced delays, assessment of the reason for the delay will be made, the

extent to which the reasons for the delay are beyond the control of the subrecipient or the extent to which the original schedule was unrealistic, if the cause is unique to the program/project, and what corrective action, if any the subrecipient is undertaking.

Accurate records of any monitoring site visit, or desk review, which may include but not be limited to a monitoring checklist, or summary report will be kept on file with the Town of Hilton Head Island.

## Expected Resources

### AP-15 Expected Resources – 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 2020 – 2024 period covered by this Consolidated Plan.

## Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public - Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$238,349	0	0	\$238,349	\$953,396	The expected amount available in year one total is the HUD provided 2020 allocation amount of \$238,349. The expected amount available for remainder of Con Plan is the HUD provided 2020 annual allocation amount of \$238, 349 multiplied by 4 which equals \$953,396. This figure is the expected amount available for the remaining 2-4 years of the Consolidated Plan.

CDBG-CV	Public - Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services Other: Prevention, Preparation & Response to COVID-19	\$140,213	0	0	\$532,088	0	This represents Community Development Block Grant funding allocated via the 2020 CARES Act due to COVID-19. This total includes funding for round 1 and round 3 CDBG-CV allocations.
---------	------------------	--	-----------	---	---	-----------	---	--

**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**

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 may be used in combination with these funds to complete projects or services listed 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 owns property and/or facilities located within LMI Census Tracts throughout the jurisdiction. Based on community needs identified in this 2020 – 2024 Five Year Consolidated Plan, and in future annual action plans that will be associated with this Consolidated Plan, the Town of Hilton Head Island may use publically owned land or property to address needs identified through the community



needs assessment process.

# 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	COVID-19 Response and Recovery	2020	2021	Non-Housing Community Development	Town-wide	Public Services; Administration & Planning	CDBG: \$238,349 CDBG-CV: \$532,088	Public Service Activities other than Low/Moderate Income Housing Benefit: 37,099

Table 54 – Goals Summary

### Goal Descriptions

<b>1</b>	<b>Goal Name</b>	COVID-19 Response and Recovery
	<b>Goal Description</b>	Provide grant funding for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery due to COVID-19.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

Town of Hilton Head Island activities funded by the 2020 CDBG program are designed to benefit LMI persons. Activities qualify for CDBG assistance when the activity meets one of the two national objectives listed below:

1. Benefit to LMI persons national objective which will benefit residents of a LMI residential area, or will benefit a LMI clientele, or prevent, or prepare for, or respond to the COVID-19; or
2. Meet a need having a particular urgency (referred to as urgent need) national objective

#### Projects

#	Project Name
1	COVID-19 Response and Recovery
2	Program Administration

Table 55 – Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The primary objective of CDBG and CDBG-CV funds received by the Town of Hilton Head Island is to preserve and revitalize primarily LMI neighborhoods, support LMI activities which enhance quality of life for Hilton Head Island residents, address priority community public services, community development, redevelopment needs, and prevent, or prepare for, or respond to COVID-19 within applicable local, state, and federal statutes and regulations.

For fiscal year 2020, all CDBG funds and CDBG-CV funds were allocated for public services related to COVID-19. These funds will provide grants via the Community Foundation of the Lowcountry for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery activities due to COVID-19. These items include, but are not limited to food supplies, food delivery supplies, hygiene supplies, personal protective equipment, medical supplies, housing related expenses, utility assistance, mortgage or rental assistance to nonprofit organizations assisting LMI clientele in response to COVID-19. Any nonprofit organization performing an activity using Town of Hilton Head Island 2020 CDBG funds or CDBG-CV funds must serve a clientele which is 51% or more LMI.

The CDBG public services grant application in-take period or periods will be announced via the Community Foundation of the Lowcountry website and shared via the Town of

Hilton Head Island media release, e-Blast, and social media outlets. Eligible applicants must be a 501(c)(3) nonprofit organization providing services to a LMI clientele of 51% or greater within the Town of Hilton Head jurisdiction; and present an immediate need in support of providing equipment, or supplies, or materials, as referenced above, necessary to carry-out response and recovery activities due to COVID-19. Eligible organizations will be required to complete an application form to include a project budget, provide an annual organization budget, current financial statement, most recent audit or attestation statement, and most recent IRS Form 990.

The Community Foundation of the Lowcountry Advisory Committee appointed by the Community Foundation of the Lowcountry Board of Directors will review grant applications and make funding recommendations regarding distribution of funds. The selection criteria for applicant organizations include but is not limited to:

- Tax-exempt status under IRS code section 501(c)(3);
- Serves a LMI clientele of 51% or greater within the Town of Hilton Head Island;
- The project/program does not support religious or political activity or award an individual, or funds a pre-existing staff position, or fundraising campaign;
- A representative from the applicant organization has attended a grants information session and reviewed project/program with Community Foundation of the Lowcountry staff;
- Community impact of project/program;
- Organizational capacity of the applicant;
- Project sustainability

The per grant award amount will not exceed \$75,000, unless specific program funding request level requires a second review. Upon completion of the selection process the Community Foundation of the Lowcountry will provide the Town of Hilton Head Island a list of selected applications for review and approval before the disbursement of funds is authorized.

## AP-38 Project Summary

### Project Summary Information

<b>1</b>	<b>Project Name</b>	COVID-19 Response and Recovery
	<b>Target Area</b>	Town-Wide
	<b>Goals Supported</b>	COVID-19 Response and Recovery
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$221,349 Other – CDBG-CV: \$505,484
	<b>Description</b>	Provide grant funding for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery due to COVID-19. These items include, but are not limited to food supplies, food delivery supplies, hygiene supplies, personal protective equipment, medical supplies, housing related expenses, utility assistance, mortgage, or rental assistance.
	<b>Target Date</b>	June 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated the this activity will benefit public services for the entire population of the Town of Hilton Head Island, including low and moderate income persons.
	<b>Location Description</b>	The activity will benefit public services for the entire Town of Hilton Head Island.
	<b>Planned Activities</b>	Fund public services related to COVID-19 through grants administered via the Community Foundation of the Lowcountry for the purchase of equipment, supplies, or materials necessary to carry-out response and recovery activities due to COVID-19. These items include, but are not limited to food supplies, food delivery supplies, hygiene supplies, personal protective equipment, medical supplies, housing related expenses, utility assistance, mortgage or rental assistance.
<b>2</b>	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	Town-Wide
	<b>Goals Supported</b>	COVID-19 Response and Recovery
	<b>Needs Addressed</b>	Public Services Administrative and Planning
	<b>Funding</b>	CDBG: \$17,000 Other – CDBG-CV: \$26,604
	<b>Description</b>	Town of Hilton Head Island staff drafting five year (2020-2024) consolidated plan and program administration costs for COVID-19 response and recovery activities.
	<b>Target Date</b>	June 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated the this activity will benefit public services for the entire population of the Town of Hilton Head Island, including low and moderate income person.

	<b>Location Description</b>	The activity will benefit public services for the entire Town of Hilton Head Island.
	<b>Planned Activities</b>	Town of Hilton Head Island staff drafting five year (2020-2024) consolidated plan and program administration costs for COVID-19 response and recovery activities.

## 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

Fiscal Year 2020 CDBG and CDBG-CV funds will be used to address the needs of organizations which provide public services to LMI persons or families which comprise 51% or more of their clientele. Fiscal Year 2020 CDBG and CDBG-CV funds will be targeted for public services throughout the entire Town of Hilton Head Island. Organizations providing services to LMI persons will provide documentation to Town staff verifying 51% or more of their clientele meet LMI requirements as stipulated by HUD.

### Geographic Distribution

Target Area	Percentage of Funds
Census Tract 105	0
Census Tract 108	0
Census Tract 110	0
Census Tract 111	0
Census Tract 113	0
Town-Wide	100

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 LMI persons in response to COVID-19. All Fiscal Year 2020 CDBG and CDBG-CV funds will be used for public services throughout the entire Town of Hilton Head Island, and not in one specific area.

## 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 ten 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	10
Special-Needs	0
Total	10

**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	10
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	10

**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. The Beaufort Housing Authority is the agency providing public housing to approximately 2,514 residents in Beaufort County, South Carolina and there are 293 public housing units 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, however at the time this plan was developed there is one unit out of service, bringing the units in use to 79.

#### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The Beaufort Housing Authority provides resident councils at every public housing development they operate. There is also a Resident Advisory Board that is comprised of resident leaders from each development and Housing Choice Voucher (Section 8) representatives. The 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 Continuum of Care, based in Charleston, South Carolina, is the continuum of care working to address the needs of homeless in a seven county region of the South Carolina lowcountry. Annual point in time counts are conducted in the Beaufort County area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

### **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**

The most current point in time count data available is from the January 23, 2019 count. The number of homeless counted in Beaufort County was 28 persons. Of the 28 persons interviewed in January 2019, there were 16 living unsheltered and 12 living in shelters. Of the total 28 persons, five were veterans and seven were chronically homeless. It is important to note, since the Town of Hilton Head Island does not have any homeless shelters the figures reflected in the point in time count data pertain to homeless persons counted in Beaufort County, South Carolina, and are not specific to the Town of Hilton Head Island.

Results of the 2018 point in time count indicated 45 persons experiencing homelessness interviewed in Beaufort County. The 2019 point in time count results showed a decrease of 17 persons, for a total of 28 persons experiencing homelessness in Beaufort County. Although state-wide point in time count data shows an increase in number of persons counted in 2019 compared to 2018 the reverse was indicated for Beaufort County. The lower count number for Beaufort County may be due to the area of the Lowcountry Continuum of Care being geographically smaller than the other three South Carolina continuums of care that participate in the annual point in time count process.

#### **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 Continuum of Care, the regional continuum of care servicing the Town. There is a non-profit organization, Family Promise of Beaufort, 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, 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-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 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 in addition to 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. In 2017 the Town Council Public Planning Committee began studying various aspects of affordable housing on Hilton Head Island. During 2017 the committee met with local developers, business owners, employers, and service organizations for discussions on providing affordable housing to the local workforce. In

2018 strategies were developed to further address fostering affordable housing within the Town of Hilton Head Island. In 2019 the Town’s housing consultant presented a workforce housing strategic plan. Town staff prepared an approach to implement the recommendations included in the strategic plan and the Town Council Public Planning Committee made a recommendation to Town Council to adopt the strategic plan.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The Town of Hilton Head Island anticipates taking the following actions throughout the 2020 -2024 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 2020 – 2021, the Town of Hilton Head Island will determine where underserved populations are located through analysis Census data and community input. 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 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. In 2017 the Town Council Public Planning Committee began studying various aspects of affordable housing on Hilton Head Island. During 2017 the committee met with local developers, business owners, employers, and service organizations for discussions on providing affordable housing to the local workforce. In 2018 strategies were developed to further address fostering affordable housing within the Town of Hilton Head Island. In 2019 the Town’s housing consultant presented a workforce housing strategic plan. Town staff prepared an approach to implement the recommendations included in the strategic plan and the Town Council Public Planning Committee made a recommendation to Town Council to adopt the strategic plan. In 2020 the Town Council Public Planning Committee and Town staff have been working to develop amendments to the Town of Hilton Head Island Land Management Ordinance

which will provide a framework for affordable workforce housing initiatives.

### **Actions planned to reduce lead-based paint hazards**

Specific 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 action 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**

The Town of Hilton Head Island has participated in the HUD CDBG Entitlement Program since 2015. During the first five years of program participation, the Town met required program deadlines. Notifications of acceptable levels of program accomplishment were received from the HUD Columbia, SC field office during the first five years of program participation. A “No Findings or Concerns” report was issued by the Regional Environmental Officer during a 2019 onsite Environmental Review Procedures monitoring visit. The Town intends to continue to 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 to ensure complete implementation of the 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. 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.



## Program Specific Requirements

### 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
Total Program Income	

#### Other CDBG Requirements

1. The amount of urgent need activities	0
---	---

## Appendix - Alternate/Local Data Sources

<b>1</b>	<b>Data Source Name</b> Hilton Head Public Housing Data
	<b>List the name of the organization or individual who originated the data set.</b> Town of Hilton Head Island
	<b>Provide a brief summary of the data set.</b> The Beaufort Housing Authority services all of Beaufort County, South Carolina including the Town of Hilton Head Island. Because default figures represented all of Beaufort County after consultation with the Beaufort Housing Authority executive director, the tables in section NA-35 Public Housing were revised to reflect figures representing only the Town of Hilton Head Island.
	<b>What was the purpose for developing this data set?</b> The Beaufort Housing Authority services all of Beaufort County, South Carolina including the Town of Hilton Head Island. Because default figures represented all of Beaufort County after consultation with the Beaufort Housing Authority executive director, the tables in section NA-35 Public Housing were revised to reflect figures representing only the Town of Hilton Head Island.
	<b>How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?</b> The figures in attached tables reflect figures only pertaining to the Town of Hilton Head Island and not all of Beaufort County.
	<b>What time period (provide the year, and optionally month, or month and day) is covered by this data set?</b> The figures provided in the attached tables are from 2020.
	<b>What is the status of the data set (complete, in progress, or planned)?</b> The data set is complete
	<b>2</b>
<b>Data Source Name</b> HUD FMR and HOME Rents	
<b>List the name of the organization or individual who originated the data set.</b> U.S. Department of Housing and Urban Development	
<b>Provide a brief summary of the data set.</b> HUD Fair Market Rents and HOME Rents data.	
<b>What was the purpose for developing this data set?</b> Illustration of monthly fair market rental costs.	

<p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b></p> <p>April, 2016</p>
<p><b>Briefly describe the methodology for the data collection.</b></p> <p>HUD calculation released for the 2016 HOME program.</p>
<p><b>Describe the total population from which the sample was taken.</b></p> <p>Beaufort, County, South Carolina.</p>
<p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>Calculation provided by HUD based on population of Beaufort, County, South Carolina.</p>

# Attachments

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
NOTICE OF PUBLIC MEETING  
- COMMUNITY NEEDS ASSESSMENT-**

Notice is hereby given that on **Monday, March 2, 2020 and Thursday, March 5, 2020 at 6:00 p.m.**, at the Hilton Head PSD Community Room, at 21 Oak Park Drive, Hilton Head Island, SC, the Town of Hilton Head Island will hold public meetings to solicit public input on community needs and priorities related to the Community Development Block Grant (CDBG) program as required by the U.S. Department of Housing and Urban Development (HUD). As required by HUD, the Town of Hilton Head Island is in the development stages of a five-year Consolidated Plan for the period of 2020-2024. The Plan outlines goals and priorities the Town of Hilton Head Island will follow over the next five years for the use of CDBG funds. This process includes a Housing and Community Development Needs Assessment. At these public meetings 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 meetings 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 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 meetings 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 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, 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 address, phone number or email address listed in the above paragraph.

# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, S.C. 29928

(843) 341-4600 Fax (843) 842-7728

www.hiltonheadislandsc.gov

John J. McCann  
Mayor

February 21, 2020

William D. Harkins  
Mayor ProTem

«Title» «FirstName» «LastName»«JobTitle»

«Company»

«Address1»

«Address2»

«City», «State» «PostalCode»

\_\_\_\_\_  
Council Members

David Ames  
Tamara Becker  
Marc A. Grant  
Thomas W. Lennox  
Glenn Stanford

Re: Notice of CDBG Program Community Needs Assessment Public Meeting  
Hilton Head PSD Community Room - 21 Oak Park Drive, Hilton Head Island, SC  
**Monday, March 2, 2020 – 6:00pm and Thursday, March 5, 2020 – 6pm**

\_\_\_\_\_  
Stephen G. Riley  
Town Manager

Dear «Title» «LastName»:

I am writing to notify you the Town of Hilton Head Island will be conducting the above referenced public meetings to gather community input. Your insight and suggestions would be of considerable value to the Town of Hilton Head Island in developing its five-year Consolidated Plan for the period of 2020 – 2024. This Plan is a requirement for participation in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program.

The meetings will be held on **Monday, March 2, 2020 at 6:00 p.m. and Thursday, March 5, 2020 at 6:00pm** at the Hilton Head PSD Community Room, at 21 Oak Park Drive, Hilton Head Island, SC. These meetings are to solicit public input on community needs and priorities related to the CDBG program. Input gathered at these meetings will be used to develop the housing and community needs assessment component of the Consolidated Plan. During the meeting information will be provided on the types of activities that might be undertaken to meet identified needs, and the estimated amount of CDBG funds available to be used for activities that will benefit persons of low and moderate income. A 30 day public comment period and another public meeting prior to the Consolidated Plan submittal deadline will be held to review the Plan and solicit public comments.

I hope you, and any of your friends or colleagues, will be able to attend. You and your organization's assistance and input would be greatly appreciated. If you have any further questions please feel free to call me at 341-4689 or by e-mail at [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov). I appreciate your time and attention.

Sincerely,

Marcy Benson  
Senior Grants Administrator

cc: Jennifer Ray, Deputy Community Development Director

## Benson Marcy

---

**From:** Phillips Rene  
**Sent:** Sunday, February 23, 2020 8:51 PM  
**To:** Benson Marcy  
**Subject:** FW: Courtesy Copy: Town of Hilton Head Island Legal Notices Update

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Town of Hilton Head Island <updates@secure.hiltonheadislandsc.gov>  
**Date:** 2/23/20 8:00 AM (GMT-05:00)  
**To:** Phillips Rene <renep@hiltonheadislandsc.gov>, Spinella Kelly <kellys@hiltonheadislandsc.gov>, Grant Carolyn <carolyng@hiltonheadislandsc.gov>  
**Subject:** Courtesy Copy: Town of Hilton Head Island Legal Notices Update

**This is a courtesy copy of an email bulletin sent by Rene Phillips.**

**This bulletin was sent to the following groups of people:**

Subscribers of Legal Notices (2575 recipients)

---





## **Community Development Block Grant Program (CDBG) Notice of Public Meeting - Community Needs Assessment**

Notice is hereby given that on Monday, March 2, 2020 and Thursday, March 5, 2020 at 6:00 p.m., at the Hilton Head PSD Community Room, at 21 Oak Park Drive, Hilton Head Island, SC, the Town of Hilton Head Island will hold public meetings to solicit public input on community needs and priorities related to the Community Development Block Grant (CDBG) program as required by the U.S. Department of Housing and Urban Development (HUD). As required by HUD, the Town of Hilton Head Island is in the development stages of a five-year Consolidated Plan for the period of 2020-2024. The Plan outlines goals and priorities the Town of Hilton Head Island will follow over the next five years for the use of CDBG funds. This process includes a Housing and Community Development Needs Assessment. At these public meetings 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 meetings 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 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 meetings 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 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, 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 address, phone number or email address listed in the above paragraph.

**View the public notice in its entirety at**

<https://hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=1574>



[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

STAY CONNECTED:



 SHARE

Questions for the Town of Hilton Head Island? [Contact Us](#)

SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

**Town of Hilton Head Island Website - Main Page**  
**February 23, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**Needs Assessment Public Meeting Notice**

The screenshot shows the official website of the Town of Hilton Head Island. At the top, there is a navigation bar with links for 'Government', 'Online Services', 'Departments', 'Our Island', 'Public Safety', and 'Publications'. A search bar is located on the right side of the header. The main content area is divided into several sections:

- How Do I...:** A list of common user actions such as 'Apply for...', 'Cancel...', 'Find...', 'Obtain...', 'Pay...', 'Permits...', 'Register...', 'Renew...', 'Report...', 'Schedule...', 'Subscribe to...', 'Submit a...', and 'View...'.
- Major Initiatives:** Lists key projects including 'Referendum: Community Investing in Community', 'US 278 Gateway Corridor Improvements', 'Hilton Head Island- Our Plan', and 'Workforce Housing Project'.
- E-Subscription Service:** A form for users to sign up for alerts and updates, with fields for 'Subscription Type' (Email) and 'Email Address'.
- Hot Topics:** Features a video player for 'Hilton Head Island Beach Parks' and a news item titled '2020-2021 Beach Parking Passes on Sale'.
- News and Media Releases:** Contains several recent news items, including 'Referendum: Community Investing in Community', 'US 278 Gateway Corridor Improvements', and 'New Fire Station Building to be Constructed in Sea Pines'.
- Recent Publications:** Lists recent articles and reports, such as 'Reinvesting in Ourselves: Our Focus for 2020 and Beyond'.
- Upcoming Meetings:** A list of scheduled public meetings, including 'Pre-Application Meeting 2/24/2020 at 10:30 AM'.

At the bottom of the page, there are logos for 'Audubon International', 'TREE CITY USA', and 'CONSERVED'. A footer contains a detailed navigation menu and contact information for the Town of Hilton Head Island.

**Town of Hilton Head Island Website  
February 23, 2020  
2020 – 2024 CDBG Consolidated Plan  
Needs Assessment Public Meeting Notice Page**



The screenshot shows the Town of Hilton Head Island website. At the top, there is a navigation bar with links for "Employment Opportunities", "Topic Index", and "Contact Us". Below this is a search bar and a "Subscription Service" button. The main navigation menu includes "Government", "Online Services", "Departments", "Our Island", "Public Safety", and "Publications". The central content area is titled "Public Notice" and features a "Print" icon. The notice is for a "Community Development Block Grant Program (CDBG) Notice of Public Meeting - Community Needs Assessment". It specifies a release date of February 21, 2020, and contact information for Marcy Benson, Senior Grants Administrator, at 843-341-4689. The notice text describes public meetings on March 2 and March 5, 2020, at 6:00 p.m., at the Hilton Head PSD Community Room. It also mentions the availability of the Citizen Participation Plan for review at the Town Center Court. A disclaimer at the bottom states that the Town does not discriminate on the basis of age, color, religion, sex, national origin, familial status, or disability.

**Town of Hilton Head Island**  
America's Favorite Island - It's Great Place to Live. It's Great Place to Visit.

Employment Opportunities Topic Index Contact Us

Subscription Service Search [hiltonheadislandsc.gov](http://hiltonheadislandsc.gov)

Government Online Services Departments Our Island Public Safety Publications

**Public Notice** Print

**Community Development Block Grant Program (CDBG) Notice of Public Meeting - Community Needs Assessment**

**Release Date:** February 21, 2020

**Contact Information:**  
Marcy Benson , Senior Grants Administrator, 843-341-4689

Notice is hereby given that on **Monday, March 2, 2020 and Thursday, March 5, 2020 at 6:00 p.m.**, at the Hilton Head PSD Community Room, at 21 Oak Park Drive, Hilton Head Island, SC, the Town of Hilton Head Island will hold public meetings to solicit public input on community needs and priorities related to the Community Development Block Grant (CDBG) program as required by the U.S. Department of Housing and Urban Development (HUD). As required by HUD, the Town of Hilton Head Island is in the development stages of a five-year Consolidated Plan for the period of 2020-2024. The Plan outlines goals and priorities the Town of Hilton Head Island will follow over the next five years for the use of CDBG funds. This process includes a Housing and Community Development Needs Assessment. At these public meetings 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 meetings 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 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 meetings 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 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, 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 address, phone number or email address listed in the above paragraph.



## Afghan deal will be hard for US to assess

BY LOLITA C. BALDOR  
Associated Press

### WASHINGTON

Hopes for ending America's longest war hinge on maintaining a weeklong fragile truce in Afghanistan that U.S. officials and experts agree will be difficult to assess and fraught with pitfalls.

What if one militant with a suicide vest kills dozens in a Kabul market? Or, if a U.S. airstrike targeting Islamic State insurgents takes out Taliban members instead, does that destroy the deal?

The agreement, which took effect Friday, calls for an end to attacks around the country, including roadside bombings, suicide attacks and rocket strikes between the Taliban, Afghan and U.S. forces.

But in a country that has been wracked by violence for more than 18 years, determining if the agreement has been violated will be a tough task. And there are a number of other groups and elements in the country that would love to see the deal fall through.

"The reason this is a challenge is this is a very decentralized insurgency," said Seth Jones, a senior adviser at the Center for Strategic and International Studies and an Afghanistan expert. "There are going to be a lot of opportunities for any militia commander, element of the Taliban, the Haqqani network, and other local forces who don't want to see a deal, to conduct violence."

The Haqqani network is an insurgent group linked to the Taliban.

According to one de-

fense official, any attack will be reviewed on a "case-by-case" basis. And much will depend on how well U.S. military and intelligence officials in Afghanistan can quickly determine two things: Who was responsible for the attack, and can any of the blame be traced back to the Taliban, particularly the group's leaders who have been participating in the negotiations.

The Taliban issued a statement late Friday saying their military council has instructed commanders and governors to stop all attacks against foreign and Afghan forces. The council has a web of commanders and shadow governors across the country.

U.S. officials have made it clear that "spoilers" — such as militants associated with the Taliban who are not in favor of the peace talks — could launch an attack in a deliberate attempt to prevent them from happening.

Jones said the U.S. military has tried to get a good layout of where all the insurgent groups are operating so it will be able to determine where any attack comes from and who likely was responsible. And U.S. military officials said they were prepared and ready to make quick assessments.

If successfully implemented, the weeklong "reduction in violence" agreement, which began at midnight Friday local time, will be followed by the signing of a peace accord on Feb. 29. That accord would finally wrap up the 18-year war and begin to fulfill one of President Donald Trump's main campaign promises: to bring U.S. troops in

Afghanistan home.

The U.S. will continue to have surveillance aircraft and other assets overhead to monitor events and help to determine who is responsible for any attack.

One senior U.S. official also said that the U.S., Afghans and Taliban will have a channel through which they will be able to discuss any issues that arise.

Another U.S. official said that communications between the groups will allow the Taliban, for example, to quickly deny involvement with an attack. But in all cases, officials said the U.S. military — led by Gen. Scott Miller in Afghanistan — will be responsible for investigating incidents and figuring out who is at fault.

The officials all spoke on condition of anonymity to discuss details of the private negotiations.

Once Miller reaches a conclusion, officials said it will be up to the White House and State Department to make a final determination about whether an attack constitutes a violation of the truce and if it is enough to affect the peace deal.

The Pentagon has made it clear that U.S. troops may continue to conduct operations against Islamic State and al-Qaida militants as needed. But officials also noted that all sides want the peace agreement to be successful, so they will try to avoid anything that might scuttle it.

The Pentagon has said for months that it is poised to reduce the number of U.S. troops in Afghanistan from the current number of more than 12,000 to 8,600. That reduction is likely to be triggered once the peace agreement is finalized, but officials said Friday it could take several months for any troop cuts to begin.

### COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) NOTICE OF PUBLIC MEETING - COMMUNITY NEEDS ASSESSMENT -

Notice is hereby given that on Monday, March 2, 2020 and Thursday, March 5, 2020 at 6:00 p.m., at the Hilton Head PSD Community Room, at 21 Oak Park Drive, Hilton Head Island, SC, the Town of Hilton Head Island will hold public meetings to solicit public input on community needs and priorities related to the Community Development Block Grant (CDBG) program as required by the U.S. Department of Housing and Urban Development (HUD). As required by HUD, the Town of Hilton Head Island is in the development stages of a five-year Consolidated Plan for the period of 2020-2024. The Plan outlines goals and priorities the Town of Hilton Head Island will follow over the next five years for the use of CDBG funds. This process includes a Housing and Community Development Needs Assessment. At these public meetings 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 meetings 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 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 meetings 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 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, 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 address, phone number or email address listed in the above paragraph.

# The Last Original Stars

*Temptations, Coasters, Drifters, Motown Salute*

'50s & '60s  
Rock & Roll Hall Of Fame  
Celebration

Back in  
Hilton Head  
by Popular  
Demand!

Saturday, February 29, 2020  
Two Showtimes!

3:00 PM Matinee & 7:00 PM Evening show

SEAHAWK CULTURAL CENTER

70 WILBORN RD, HILTON HEAD ISLAND, SOUTH CAROLINA 29926

BUY YOUR TICKETS TODAY ONLINE OR BY PHONE

[www.SunEvents.com](http://www.SunEvents.com) • 863-494-9362

SUN EVENTS.COM



Additional fees may apply. All sales final.  
Call for special needs seating or group rates.



**COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM (CDBG)  
NOTICE OF PUBLIC MEETING  
- COMMUNITY NEEDS ASSESSMENT -**

Notice is hereby given that on Monday, March 2, 2020 and Thursday, March 5, 2020 at 6:00 p.m., at the Hilton Head PSD Community Room, at 21 Oak Park Drive, Hilton Head Island, SC, the Town of Hilton Head Island will hold public meetings to solicit public input on community needs and priorities related to the Community Development Block Grant (CDBG) program as required by the U.S. Department of Housing and Urban Development (HUD). As required by HUD, the Town of Hilton Head Island is in the development stages of a five-year Consolidated Plan for the period of 2020-2024. The Plan outlines goals and priorities the Town of Hilton Head Island will follow over the next five years for the use of CDBG funds. This process includes a Housing and Community Development Needs Assessment. At these public meetings 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 meetings 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 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 meetings 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 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, 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 address, phone number or email address listed in the above paragraph.



**TOWN OF HILTON HEAD ISLAND**

**COMMUNITY NEEDS ASSESSMENT PUBLIC MEETING**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**ENTITLEMENT PROGRAM**

**March 2, 2020 6:00PM**

**AGENDA**

- Welcome and Sign-in
- Overview of CDBG Entitlement Program
- Description and Purpose of Five Year Consolidated Plan
- Purpose of Community Needs Assessment
- Examples of Community Needs
- Discussion of Most Important Community Needs
- Next Steps in CDBG Five Year Consolidated Plan Process

# PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS
Fret Wirth	[REDACTED]	[REDACTED]
Vody L. Levitt		
[REDACTED]		
CHRIS REEFER		

# PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS	
Sandy Gillis / Deep Well Project	[REDACTED]	[REDACTED]	
Tress Whiteford			
Kim Likins			



**Public Meeting Minutes**  
**Public Meeting to Seek Input for the Community Needs Assessment for the Community  
Development Block Grant (CDBG) Entitlement Program**

**Monday, March 2, 2020 6:00pm**  
**Hilton Head Public Service District Community Room**  
**21 Oak Park Drive, Hilton Head Island**

**Present:** Marcy Benson, Senior Grants Administrator;  
Jennifer Ray, Deputy Director of Community Development  
**Public Attendees:** See attached sign-in sheet

Marcy Benson, Senior Town Grants Administrator began the public meeting at 6:00pm. A power point presentation was given describing the purpose of the development of the Town of Hilton Head Island Five Year Consolidated Plan and Citizen Participation 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 meeting. The following needs were identified and ranked in order of community importance:

- Simple, decent and affordable place to live (7 votes)
- Facility improvements for LMI clients of non-profit groups (4 votes)
- Access to health care (3 votes)
- Facility expansions to increase programs for non-profit groups (2 votes)

The following needs identified all received one vote:

- Public transportation for residents
- Child care that is affordable and high quality
- Academic intervention programs
- Homeless services/hygiene facility
- Assistance connecting to water and sewer

Other needs identified but did not receive any votes included:

- Academic intervention support facility
- Free tax preparation

Attendees were thanked for their participation and the public meeting adjourned at 6:50pm.

**TOWN OF HILTON HEAD ISLAND**

**COMMUNITY NEEDS ASSESSMENT PUBLIC MEETING**

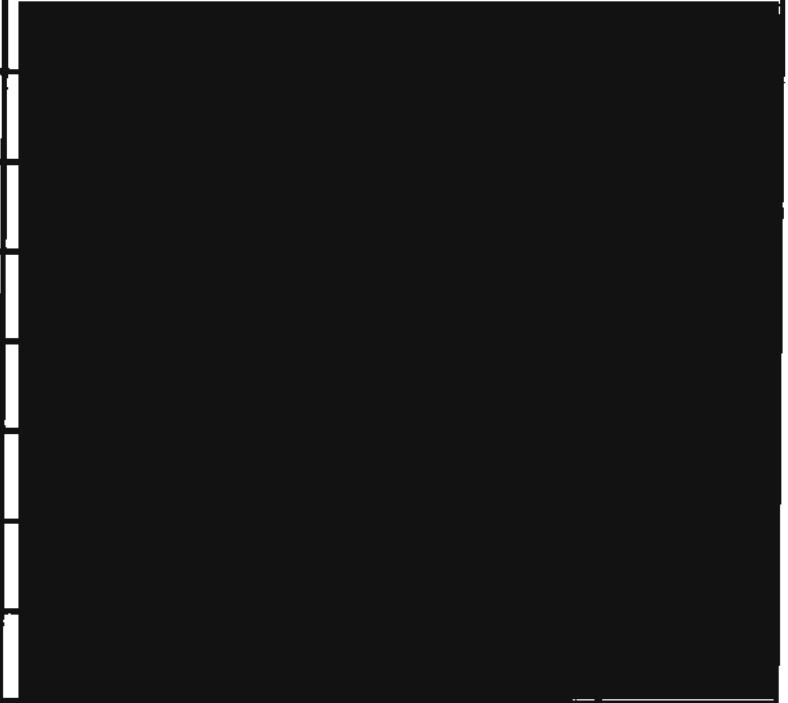
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**ENTITLEMENT PROGRAM**

**March 5, 2020 6:00PM**

**AGENDA**

- Welcome and Sign-in
- Overview of CDBG Entitlement Program
- Description and Purpose of Five Year Consolidated Plan
- Purpose of Community Needs Assessment
- Examples of Community Needs
- Discussion of Most Important Community Needs
- Next Steps in CDBG Five Year Consolidated Plan Process

# PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS
Nancy Sulek		
Eric C Turpin		
Natashia Aiken		
Narendra Sharma		
Dubbie C. Hoon		
Louise M. Cohen		
Kurtin Dvorski		
T. Curtis Barnwell		

**Public Meeting Minutes**  
**Public Meeting to Seek Input for the Community Needs Assessment for the Community Development Block Grant (CDBG) Entitlement Program**

**Thursday, March 5, 2020 6:00pm**  
**Hilton Head Public Service District Community Room**  
**21 Oak Park Drive, Hilton Head Island**

**Present:** Marcy Benson, Senior Grants Administrator;  
Jennifer Ray, Deputy Director of Community Development  
**Public Attendees:** See attached sign-in sheet

Marcy Benson, Senior Town Grants Administrator began the public meeting at 6:00pm. A power point presentation was given describing the purpose of the development of the Town of Hilton Head Island Five Year Consolidated Plan and Citizen Participation 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 meeting. The following needs were identified and ranked in order of community importance:

- Draining improvements island wide, specifically Gum Tree Road, Chaplin area, and Eagin Court (6 votes)
- Affordable housing (5 votes)
- Education for high-risk children (3 votes)
- Small business development center/program (3 votes)
- Sailing & Rowing Center at Squire Pope Community Park shade cover on pier (2 votes)
- Shelter of homeless (2 votes)

The following needs identified all received one vote:

- Job training
- Transportation
- Lighting on bike paths (in Baygall area)

Other needs identified but did not receive any votes included:

- Community center
- Road repairs
- Public safety

Needs identified via email or letter in place of attending public meeting included:

- Sidewalks and lighting on Southwood Park Drive

Attendees were thanked for their participation and the public meeting adjourned at 7:00pm.



# Town of Hilton Head Island

## Community Development Block Grant (CDBG)

### 2020–2024 Consolidated Plan

*Needs Assessment Public Meetings*

*March 2, 2020*

*March 5, 2020*

Marcy Benson  
Senior Grants Administrator

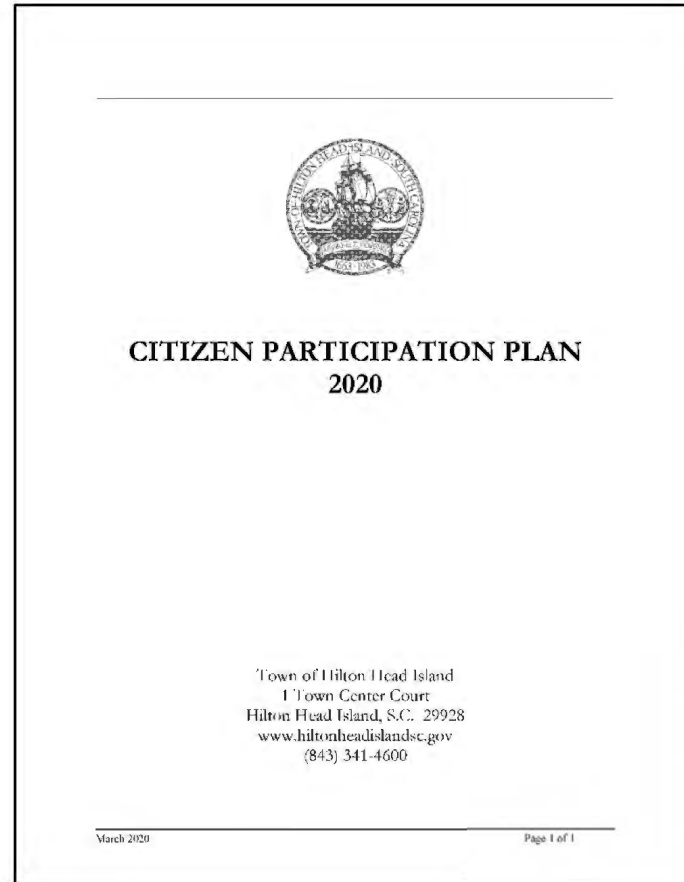
# Community Development Block Grant Entitlement Program (CDBG)

- Federal grant program administered by HUD
- Provides annual grants on a formula basis
- Program Year 2020 allocation is **\$238,349**
- Annual amount fluctuates each year
- Benefit low-and-moderate income persons
- Next Five Year Consolidated Plan is due in May
- Annual Action Plans submitted to HUD



# The Citizen Participation Plan 2020

- Details the Town's efforts to involve the community in making important decisions concerning the needs of the community



# Elements of the Citizen Participation Plan

- Public Meetings
- Public Notice
- Technical Assistance
- Minimizing Displacement
- Performance Reports
- Plan and Program Access





# Low and Moderate Income (LMI) Definitions

- Low and moderate income households = less than 80% of the area median income
- Low Income = equal to or less than 50% of the area median income
- Moderate Income = equal to or less than 80% of area median income



# LMI Example

## FY2019 Income Limit Summary

FY 2019 Income Limit Area	Median Family Income	Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Beaufort County, SC HUD Metro FMR Area	\$83,000	50% Income Limit	\$27,800	\$31,800	\$35,750	<b>\$39,700</b>	\$42,900	\$46,100	\$49,250	\$52,450
		80% Income Limit	\$44,450	\$50,800	\$57,150	<b>\$63,500</b>	\$68,600	\$73,700	\$78,750	\$83,850

Source: HUD User Website, Office of Policy Development and Research (PD&R)  
[https://www.huduser.gov/portal/datasets/il.html#2019\\_data](https://www.huduser.gov/portal/datasets/il.html#2019_data)



### Legend

- Census Tract 105
- Census Tract 108
- Census Tract 110

Census Tract	Census Block Group	Low Mod Percentage
105	1	54.33%
105	2	49.79%
108	1	63.64%
108	2	75.58%
110	1	68.57%
110	2	85.86%
110	4	52.70%
110	5	88.46%
<b>Town of Hilton Head LMI Threshold: 49.56%</b>		



# Needs Assessment Purpose

- Process to identify community needs
- Identify and prioritize
- Identify activities & strategies

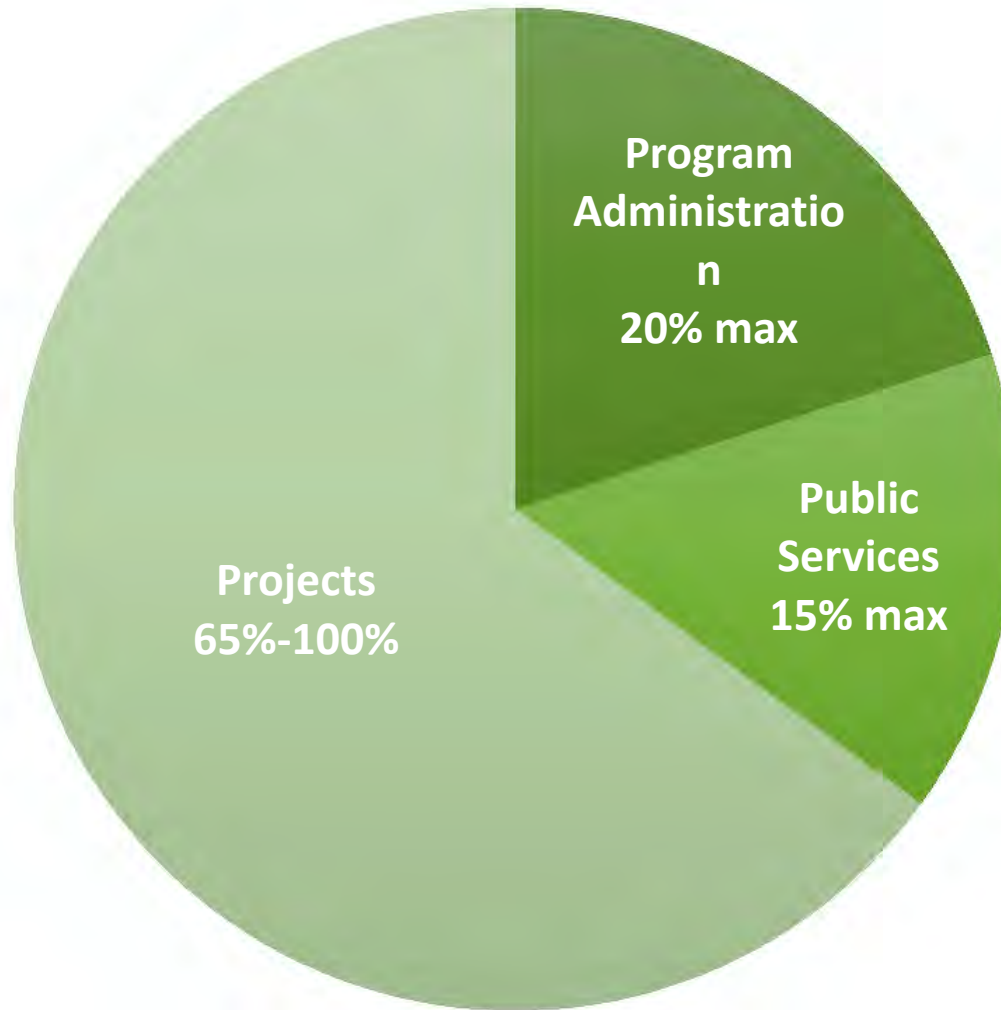


# Examples of Community Needs

- Public Improvements
- Public Facilities
- Housing Activities
- Other Real Property Improvements
- Public Services



# 2020 Allocation \$238,349





# What's Your Opinion?

- Most important need in the community?
- Next two most important needs?
- How can the needs be addressed?



# Inventory of Needs

- List of needs
- 3 votes per person
- Prioritize/rank needs





# What Will Be Done Next?

- Consolidated Plan will be drafted
- 30 day public comment period
- Public meeting during comment period
- Town Council approval to submit Plan
- Submittal to HUD





Thank you!

Marcy Benson  
Senior Grants Administrator  
*Marcyb@hiltonheadislandsc.gov*

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
2020 – 2024 CONSOLIDATED PLAN  
NOTICE OF 30 DAY PUBLIC COMMENT PERIOD**

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2020 -2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. The Plan will be available for review and comment for 30 days from Wednesday, April 1, 2020 through Friday, May 1, 2020. Copies of the Plan will be available for review Monday – Friday 8:00am – 4:30pm by appointment at the Town of Hilton Head Island Town Hall, and may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning April 1, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020.

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.





DREW MARTIN dmartin@islandpacket.com

## A FLASH OF COLOR

Bikers and beachgoers stop to take pictures of floral arrangements wrapped around a live oak on Friday at Coligny Beach Park on Hilton Head Island just minutes before Hilton Head Mayor John McCann closed the beach and the park's facilities due to the COVID-19 virus. The arrangements, designed by Jardiniere Events Extraordinaire, were donated by brides who canceled their weddings because of the coronavirus. The event planner called it a "flower flash."

### COMMENTARY

## Infectious diseases expert, native: Give Hilton Head 15 days



BY DAVID LAUDERDALE  
dlauderdale@islandpacket.com

They say it can't be done. But why not close Hilton Head Island to visitors for two weeks to meet the

president's coronavirus guidelines for America, "15 Days to Close the Spread"?

One of President Donald Trump's guidelines is to "avoid discretionary travel."

That would presumably include a vacation trip.

Dr. Jerri Barden Perkins of Sea Pines thinks a 15-day break would be a reasonable way to protect a community with limited medical resources, but plenty of the elderly.

"Are we more concerned about our financial interests in the next 15 days than our own people," she asked in an interview on Wednesday. "For the next 15 days, our priority ought to be our health."

"Our finances will come back, but the sooner we get our health under control and the coronavirus under control, the sooner we will get our finances under control."

Perkins speaks as a

physician trained in infectious diseases at the National Institutes of Health. She also was involved in the AIDS crisis while a medical officer at the Food and Drug Administration in the anti-infective drugs division.

She was among the early researchers on AIDS, and recommended the first AIDS-related therapy for FDA approval.

Her late husband, Dr. John Calvin "Cal" Perkins, also was an infectious disease specialist.

And so it was that Perkins, who stays busy with medical-based Iyengar yoga classes, set out to write a letter earlier this week to her family.

SEE QUARANTINE, 5A

## Hilton Head hotels differ on coronavirus precautions taken

BY KATHERINE KOKAL  
kkokal@islandpacket.com

Some hotels and resorts on Hilton Head Island are stepping up cleaning and disinfection in response to the coronavirus pandemic. Others have paused room service or reduced the frequency of room cleaning. At least one resort has closed altogether.

The varying responses show how unprecedented an event like coronavirus is on an island that's accustomed to huge influxes of tourists, hurricane threats and mandatory evacuations.

Beaufort County has a handful of cases of coronavirus, and although schools and dine-in restaurants are closed on Hilton Head Island, town officials have stopped short of telling tourists not to visit.

Tourism, one of the top two economic drivers in Beaufort County (along with the military), brings an estimated \$1.48 billion to the local economy each year.

Here's how several major resorts on the island are responding to coronavirus:

### CLOSED: DISNEY'S HILTON HEAD ISLAND RESORT

Only one major resort on Hilton Head Island has announced it will close during the coronavirus spread. The Disney Resort is one of dozens of Disney properties and theme parks nationwide that closed Friday and will remain closed for the rest



DREW MARTIN dmartin@islandpacket.com

A vehicle leaves the Hilton Head Island Disney Vacation Club on Wednesday, the day of S.C. Gov. Henry McMaster's closure of bars and restaurants to help stop the spread of COVID-19 virus.

of the month.

The staff of the hotel will continue to be paid during the shutdown, according to a news release from Disney. The release offered no details about how its employees would be compensated.

Notably, the resort closed for several days in September 2018 and September 2017 while the island felt the effects of Hurricane Florence and Tropical Storm Irma, respectively.

### OPEN: MARRIOTT HILTON HEAD RESORT AND SPA

At the Marriott Hilton Head Resort and Spa in Palmetto Dunes, a letter delivered to all guests informed them the hotel suspended room service and limited room cleaning to every other day.

A statewide ban on

SEE PRECAUTIONS, 4A

### COMMUNITY DEVELOPMENT BLOCK

### GRANT PROGRAM (CDBG)

### 2020 - 2024 CONSOLIDATED PLAN

### NOTICE OF 30 DAY PUBLIC COMMENT PERIOD

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2020-2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. The Plan will be available for review and comment for 30 days from Wednesday, April 1, 2020 through Friday, May 1, 2020. Copies of the Plan will be available for review Monday - Friday 8:00am - 4:30pm by appointment at the Town of Hilton Head Island Town Hall, and may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning April 1, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or 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. Comments will be accepted until May 1, 2020.

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.

GROW WITH THE  
**Best Bank**  
in the South!  
Money

1.76%<sup>APY\*</sup>  
9 Month CD or IRA CD Special

OR

1.50%<sup>APY\*</sup>  
24 Month CD or IRA CD Special

 **Bank OZK**

Bluffton • 3 Clark Summit Dr., #100 • 843-706-7700  
Hilton Head • 1036 William Hilton Pkwy. • 843-681-8840

\*Annual Percentage Yield (APY) effective as of the publication date. \$1,000 minimum deposit to open and is required to earn stated APY. Penalty for early withdrawal. IRA CD is subject to eligibility requirements. Offer not available to brokers, dealers and other financial institutions. Offer good in Bluffton and Hilton Head, SC only. Fees could reduce earnings. Offer subject to change without notice.  
Money® selected Bank OZK the Best Bank in the South, 2019-2020.

MEMBER FDIC



# **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

**2020 – 2024 CONSOLIDATED PLAN**

## **NOTICE OF 30 DAY PUBLIC COMMENT PERIOD**

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2020-2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. The Plan will be available for review and comment for 30 days from Wednesday, April 1, 2020 through Friday, May 1, 2020. Copies of the Plan will be available for review Monday – Friday 8:00am – 4:30pm by appointment at the Town of Hilton Head Island Town Hall, and may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning April 1, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020.

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.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
2020 – 2024 CONSOLIDATED PLAN  
NOTICE OF 30 DAY PUBLIC COMMENT PERIOD**

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2020 -2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. The Plan will be available for review and comment for 30 days from Wednesday, April 1, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning April 1, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020.

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.



**Town of Hilton Head Island Website - Main Page**  
**March 23, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**30 Day Public Comment Period Notice**

The screenshot shows the Town of Hilton Head Island website. At the top, the logo reads "Town of Hilton Head Island" with the tagline "A Great Place to Live, A Great Place to Visit". Navigation links include "Government", "Online Services", "Departments", "Our Island", "Public Safety", and "Publications". A search bar is located in the top right corner.

The main content area is dominated by a "Coronavirus" banner. Below it, a section titled "Coronavirus Disease (COVID-19) Updates" contains a "Statement Concerning the Hilton Head Island Beaches from Stephen Riley, Town Manager - 3/21/2020". The statement reads: "The Town of Hilton Head Island is sending a strong message across the country that as other communities close their beaches, the parties and bad behavior are not welcome here. This is about a desire for responsible behavior, respect for your fellow citizens, and the importance of social distancing. If you abide by these guidelines you should be fine."

Other news items include "Hilton Head Island Important Facts - 3/21/2020 at 9am" and "Fire Chief Brad Tadlock gives an update on Fire Rescue Operations - 3/21/2020". A video player shows "UPDATE FROM FIRE CHIEF BRAD TADLOCK 3/21/2020". Below this, a video titled "Your Questions Answered by Town Manager Steve Riley - 3/20/2020" is displayed.

On the left sidebar, there is a "How Do I..." menu with options like "Apply for...", "Contact...", "Find...", "Obtain...", "Pay...", "Request...", "Register...", "Report...", "Schedule...", "Subscribe to...", and "View...". Below this is the "Major Initiatives" section, listing "Referendum: Community Investing in Community", "US 27B Gateway Corridor Improvements", and "Hilton Head Island - Our Plan Workforce Housing Project".

The bottom left sidebar features an "E-Subscription Service" form with a "Submit" button and a "Seasonal Safety Tips" warning icon. The bottom right sidebar includes the "Office of Cultural Affairs" and "Sustainability on Hilton Head Island".

At the bottom of the page, a section titled "The following measures are in place to protect the community and help slow the spread of the coronavirus until further notice." lists:

- All of the Town's public beaching parking areas, to include restrooms and other public facilities, be closed effective Saturday, March 21st. This condition will remain in effect for a period of 60 days or unless rescinded sooner based upon appropriate conditions. [Learn more...](#)
- Effective Monday, March 23, Town Hall will be closed to the public until further notice. Town staff will be available to respond to public requests by phone or email. The public is also encourage to access some services online through the Town's website. [Learn more...](#)

- All organized recreational activities and activities for which special event permits have been acquired from the Town for use on Town properties are canceled. This cancellation applies to any special event permits that was moved for events set to take place between now and March 31, 2020. [Learn more...](#)
- Fire Rescue has postponed all CPR/AED & First aid courses. In addition, the public use of use of Fire Stations and Fire Rescue Headquarters for non-emergency purposes is postponed effective immediately.
- Organizers of events that are not managed or supported by the Town will make their own determination on whether to proceed or cancel. Please contact those organizations for event updates.

#### News and Media Releases

- Community Development Block Grant Program (CDBG) 2020 - 2024 Consolidated Plan Notice of 30 Day Public Comment Period - 3/23/2020
- Hilton Head Island Town HD Closes to Public; Town Staff Available to Assist Citizens - 3/25/2020
- Hilton Head Island Mayor John McCann Announces Hilton Head Island Beaches Closed - 3/23/2020
- Town of Hilton Head Island to Waive Penalties and Late Fees for Business License Renewals - 3/18/2020
- Temporary Lane Closures Set For 5th/6th Ave Area MARCH 18-20 - 3/16/2020
- Hilton Head Island Mayor John McCann Issues Emergency Declaration in Support of Measures to Prevent the Coronavirus - 3/16/2020
- Town of Hilton Head Island COVID-19 Update - 3/15/2020
- Important Notice re Community Events During COVID-19 From Hilton Head Island Town Manager Steve Riley - 3/11/2020

#### Announcements

PGA Tour Statement Regarding Additional Tournament Cancellations

#### Hot Topics



**US 278 Gateway Corridor Improvements**  
The SC Department of Transportation (SDOT) is proposing to make improvements to the US 278 corridor between Beaufort and Hilton Head Island. [More information on the 278 Corridor.](#)

Referendum: Community Investing in Community

#### Recent Publications

- Islander Turns Passion Into Support for Parkinson's Disease - March 2020 (Mayor McCann's Article as seen in Celebrate Hilton Head Magazine)
- You Count: Participate in the 2020 Census - March 2020 (Mayor McCann's Article as seen in the Hilton Head Sun)
- Fall 2019 Edition of "Our Town" Newsletter





**Town of Hilton Head Island Website**  
**March 23, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**30 Day Public Comment Period Notice Page**



## Benson Marcy

---

**From:** Spinella Kelly  
**Sent:** Monday, March 23, 2020 10:39 AM  
**To:** Benson Marcy  
**Subject:** FW: Courtesy Copy: Town of Hilton Head Island Legal Notices Update

---

**From:** Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]  
**Sent:** Monday, March 23, 2020 10:34 AM  
**To:** Spinella Kelly <kellys@hiltonheadislandsc.gov>; Grant Carolyn <carolyng@hiltonheadislandsc.gov>; Phillips Rene <renep@hiltonheadislandsc.gov>  
**Subject:** Courtesy Copy: Town of Hilton Head Island Legal Notices Update

**This is a courtesy copy of an email bulletin sent by Kelly Spinella.**

**This bulletin was sent to the following groups of people:**

Subscribers of Legal Notices (2618 recipients)



### **Community Development Block Grant Program (CDBG) 2020 – 2024 Consolidated Plan Notice of 30 Day Public Comment Period**

---

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2020 -2024 Consolidated Plan required by HUD to receive CDBG Entitlement

Program funding. The Plan will be available for review and comment for 30 days from Wednesday, April 1, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at: <https://www.hiltonheadislandsc.gov/> beginning April 1, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020.

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.

Please visit the link below to view the notice.

<https://www.hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=1586>



[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

STAY CONNECTED:



 SHARE

Questions for the Town of Hilton Head Island? [Contact Us](#)

SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

## **Benson Marcy**

---

**From:** Spinella Kelly  
**Sent:** Wednesday, April 01, 2020 9:11 AM  
**To:** Benson Marcy  
**Subject:** FW: [EXTERNAL] Courtesy Copy: Town of Hilton Head Island Legal Notices Update

---

**From:** Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]  
**Sent:** Wednesday, April 01, 2020 9:00 AM  
**To:** Grant Carolyn <carolyng@hiltonheadislandsc.gov>; Spinella Kelly <kellys@hiltonheadislandsc.gov>; Phillips Rene <renep@hiltonheadislandsc.gov>  
**Subject:** [EXTERNAL] Courtesy Copy: Town of Hilton Head Island Legal Notices Update

**This Message originated outside your organization.**

---

**This is a courtesy copy of an email bulletin sent by Kelly Spinella.**

**This bulletin was sent to the following groups of people:**

Subscribers of Legal Notices (2667 recipients)

---



## **Community Development Block Grant Program (CDBG) 2020 – 2024 Consolidated Plan Notice of 30 Day Public Comment Period**

---

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2020 -2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. The Plan will be available for review and comment for 30 days from Wednesday, April 1, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at: <https://www.hiltonheadislandsc.gov/> beginning April 1, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020.

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.

[Submit a Comment Online...](#)

Please visit the link below to view the notice.

<https://www.hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=1586>



[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

STAY CONNECTED:



 SHARE

Questions for the Town of Hilton Head Island? [Contact Us](#)

SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
2020 – 2024 CONSOLIDATED PLAN  
NOTICE OF FIVE (5) DAY PUBLIC COMMENT PERIOD**

Notice is hereby given that the Town of Hilton Head Island has prepared a revised draft of its 2020 -2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. Due to changes connected to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and COVID-19, the original draft 2020 -2024 Consolidated Plan was adjusted to include COVID-19 response and recovery. The revised Consolidated Plan will be available for review and comment for five (5) days from Monday, April 27, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning April 27, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, May 4, 2020.

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.

## Benson Marcy

---

**From:** Phillips Rene  
**Sent:** Friday, April 24, 2020 8:31 AM  
**To:** Benson Marcy  
**Subject:** FW: [EXTERNAL] Courtesy Copy: CDBG 2020-2024 Consolidated Plan Notice of Five (5) Day Public Comment Period

---

**From:** Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]  
**Sent:** Friday, April 24, 2020 8:21 AM  
**To:** Phillips Rene <renep@hiltonheadislandsc.gov>; Grant Carolyn <carolyng@hiltonheadislandsc.gov>; Spinella Kelly <kellys@hiltonheadislandsc.gov>  
**Subject:** [EXTERNAL] Courtesy Copy: CDBG 2020-2024 Consolidated Plan Notice of Five (5) Day Public Comment Period

**This Message originated outside your organization.**

---

**This is a courtesy copy of an email bulletin sent by Rene Phillips.**

**This bulletin was sent to the following groups of people:**

Subscribers of General Announcements or Legal Notices (6358 recipients)

---





## **Community Development Block Grant Program (CDBG) 2020 - 2024 Consolidated Plan Notice of Five (5) Day Public Comment Period**

---

Notice is hereby given that the Town of Hilton Head Island has prepared a revised draft of its 2020-2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. Due to changes connected to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and COVID-19, the original draft 2020-2024 Consolidated Plan was adjusted to include COVID-19 response and recovery. The revised Consolidated Plan will be available for review and comment for five (5) days from Monday, April 27, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at <https://hiltonheadislandsc.gov> beginning April 27, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, May 4, 2020.

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.

---

View this notice in its entirety at  
<https://hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=1599>



[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

STAY CONNECTED:



Questions for the Town of Hilton Head Island? [Contact Us](#)

SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

**Town of Hilton Head Island Website - Main Page**  
**April 24, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**5 Day Public Comment Period Notice**

The screenshot shows the Town of Hilton Head Island website's main page. At the top, there is a navigation bar with links for 'Government', 'Online Services', 'Departments', 'Our Island', 'Public Safety', and 'Publications'. A search bar is located on the right side of the header. Below the navigation bar, a red banner prominently displays 'Hilton Head Island COVID-19 Hub'. The page is organized into several key sections:

- How Do I...?**: A vertical list of services including 'Apply for...', 'Contact...', 'Find...', 'Obtain...', 'Buy...', 'Participate...', 'Register...', 'Renew...', 'Report...', 'Schedule...', 'Subscribe to...', and 'Submit a...'. Each item has a small icon and a right-pointing arrow.
- Major Initiatives**: A section listing 'Referendum: Community Investing in Community', 'US 278 Gateway Corridor Improvements', and 'Hilton Head Island- Our Plan Workforce Housing Project'.
- E-Subscription Service**: A section for signing up for alerts and updates, featuring a form with a 'Subscription Type' dropdown (set to 'Email'), an 'Email Address' input field, and a 'Submit' button.
- Seasonal Safety Tips**: A small section with a yellow warning triangle icon.
- Coronavirus Disease (COVID-19) Updates & Info**: The central focus, featuring a large video player for 'AN UPDATE FROM TOWN MANAGER STEVE RILEY' dated 4/22/2020. Below it is a smaller video for 'AN UPDATE FROM OUR MAYOR JOHN MCCANN' dated 4/21/2020. Text between the videos mentions a 'Town Council April 26, 2020, 2 pm Special Meeting' and a 'public comment period'.
- Right Sidebar**: A vertical column of utility links with icons, including 'Coronavirus Updates, Info & Resources', 'COVID-19 Cases on Hilton Head Island', 'Meeting Broadcasting & Video Archive', 'Open Town Hall HH I', 'CIP Dashboard', 'Building & Development', 'Office of Cultural Affairs', 'Meeting Calendar', 'Upcoming Meetings', 'Boards, Committees, Commissions', 'Financial Dashboard', and 'Sustainability on Hilton Head Island'.



The following measures are in place to protect the community and help slow the spread of the coronavirus until further notice.

- The Town's public beaches and parks are closed until further notice.
- Town Hall, Fire Rescue Headquarters and Fire Stations will be closed to the public until further notice. Town staff will be available to respond to public requests by phone or email. The public is also encouraged to access some services online through the Town's website. [Learn more...](#)
- All Burning will be prohibited on Hilton Head Island until further notice. [View Additional Announcements and Reminders...](#)
- [View our Frequently Asked Questions Page for more information...](#)

### News and Media Releases

[Community Development Block Grant Program \(CDBG\) 2020 - 2024 Consolidated Plan Notice of Five \(5\) Day Public Comment Period - 4/24/2020](#)

[Town of Hilton Head Island Installs its First HAWK Signal to Improve Pedestrian Safety - 4/17/2020](#)

[Hilton Head Island Town Council Adopts Governor's Order Impacting Short-Term Rentals - 4/10/2020](#)

[Determining Non-Essential Businesses Under Executive Order 2020-17 - 4/2/2020](#)

[View More News and Media Releases](#)

### Recent Publications

[COVID-19: What You Can Do - April 2020 \(Mayor McCann's Article as seen in Celebrate Hilton Head Magazine\)](#)

[Collective sacrifice necessary for safety - April 2020 \(Mayor McCann's Article as seen in the Hilton Head Sun\)](#)



**Audubon International**





**Town of Hilton Head Island Website**  
**April 24, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**5 Day Public Comment Period Notice Page**

The screenshot shows the Town of Hilton Head Island website. At the top, there is a navigation bar with links for Employment Opportunities, Topic Index, and Contact Us. Below this is a search bar and a subscription service button. The main navigation menu includes Government, Online Services, Departments, Our Island, Public Safety, and Publications. A prominent red banner reads "Hilton Head Island COVID-19 Hub".

The main content area features a "Public Notice" section. The notice title is "Community Development Block Grant Program (CDBG) 2020 - 2024 Consolidated Plan Notice of Five (5) Day Public Comment Period". The release date is April 24, 2020. Contact information for Marcy Benson, Senior Grants Administrator, is provided with the phone number 843-341-4689.

The notice text states: "Notice is hereby given that the Town of Hilton Head Island has prepared a revised draft of its 2020-2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. Due to changes connected to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and COVID-19, the original draft 2020-2024 Consolidated Plan was adjusted to include COVID-19 response and recovery. The revised Consolidated Plan will be available for review and comment for five (5) days from Monday, April 27, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at <https://hiltonheadislandsc.gov> beginning April 27, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, May 4, 2020.

The notice also includes a non-discrimination statement: "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."

At the bottom of the page, there is a footer with a detailed navigation menu and contact information: "Government ~ Online Services ~ Departments ~ Our Island ~ Public Safety ~ Publications ~ Contact Us ~ Home", "Town of Hilton Head Island ~ One Town Center Court, Hilton Head Island, South Carolina 29928 ~ (843) 341-4690", "Employee Portal ~ Website Policies ~ Social Media Public Use Policy ~ Contact Webmaster...".

The screenshot also shows a Windows taskbar at the bottom with the system clock displaying 9:08 AM on 04/24/2020.

**Town of Hilton Head Island Website**  
**April 27, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**5 Day Public Comment Period Notice Page**

The screenshot shows the Town of Hilton Head Island website. At the top, there is a navigation bar with links for "Employment Opportunities", "Topic Index", and "Contact Us". The main header features the town's logo and a search bar. Below the header is a secondary navigation bar with links for "Government", "Online Services", "Departments", "Our Island", "Public Safety", and "Publications".

The main content area is titled "Hilton Head Island COVID-19 Hub" and contains a "Public Notice" section. The notice is titled "Community Development Block Grant Program (CDBG) 2020 - 2024 Consolidated Plan Notice of Five (5) Day Public Comment Period". It includes the following information:

- Release Date:** April 24, 2020
- Contact Information:** Marcy Benson, Senior Grants Administrator, 843-341-4689

The notice text states: "Notice is hereby given that the Town of Hilton Head Island has prepared a revised draft of its 2020-2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. Due to changes connected to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and COVID-19, the original draft 2020-2024 Consolidated Plan was adjusted to include COVID-19 response and recovery. The revised Consolidated Plan will be available for review and comment for five (5) days from Monday, April 27, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at <https://hiltonheadislandsc.gov> beginning April 27, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, May 4, 2020.

The notice also includes a non-discrimination statement: "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."

At the bottom of the notice, there is a link: "View the Draft Plan and Submit a Comment Online".

The footer of the website contains a breadcrumb trail: "Government > Online Services > Departments > Our Island > Public Safety > Publications > Contact Us > Home". It also includes the town's address: "Town of Hilton Head Island - One Town Center Court, Hilton Head Island, South Carolina 29928 - (843) 341-4689" and links for "Employee Portal", "Website Policies", "Social Media Public Use Policy", and "Contact Webmaster".

**Town of Hilton Head Island Website**  
**April 27, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**5 Day Public Comment Period Notice Page**

The screenshot shows the Town of Hilton Head Island website. At the top, there is a navigation bar with links for Home, Employment Opportunities, Topic Index, and Contact Us. Below this is a search bar and a subscription service link. The main content area features a 'Public Comment' section with a 'Submit Comment Online' button. The notice text is as follows:

**Public Comment**

The following topics are currently open for public comment. To submit a comment online, please select the button below and then select your topic and complete the provided comment form.

**Community Development Block Grant Program (CDBG) 2020 - 2024 Consolidated Plan Notice of Five (5) Day Public Comment Period**

Notice is hereby given that the Town of Hilton Head Island has prepared a revised draft of its 2020-2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. Due to changes connected to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and COVID-19, the original draft 2020-2024 Consolidated Plan was adjusted to include COVID-19 response and recovery. The revised Consolidated Plan will be available for review and comment for five (5) days from Monday, April 27, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at <https://hiltonheadislandsc.gov> beginning April 27, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcy@hiltonheadislandsc.gov](mailto:marcy@hiltonheadislandsc.gov) or 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. **Comments will be accepted until May 1, 2020.** Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, May 4, 2020.

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.

DRAFT Town of Hilton Head Island 2020 - 2024 Consolidated Plan for the U.S. Department of Housing and Urban Development Community Development Block Grant Program

[Submit Comment Online](#)

At the bottom of the page, there is a footer with navigation links and contact information: Government, Online Services, Departments, Our Island, Public Safety, Publications, and a 'Submit Comment Online' button. The footer also includes the address: One Town Center Court, Hilton Head Island, South Carolina 29928, phone number (843) 341-4600, and copyright information for 2020.

**Town of Hilton Head Island Website**  
**May 4, 2020**  
**2020 – 2024 CDBG Consolidated Plan**  
**5 Day Public Comment Period Notice Page**  
**Comment Summary and Responses**

The screenshot shows the Town of Hilton Head Island website. At the top, there is a navigation bar with links for "Government", "Online Services", "Departments", "Our Island", "Public Safety", and "Publications". A red banner below the navigation bar reads "Hilton Head Island COVID-19 Hub". The main content area features a "Public Notice" section with the following text:

**Public Notice**

**Community Development Block Grant Program (CDBG) 2020 - 2024 Consolidated Plan Notice of Five (5) Day Public Comment Period**

**Release Date:** April 24, 2020

**Contact Information:**  
Marcy Benson, Senior Grants Administrator, 843-341-4689

Notice is hereby given that the Town of Hilton Head Island has prepared a revised draft of its 2020-2024 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. Due to changes connected to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and COVID-19, the original draft 2020-2024 Consolidated Plan was adjusted to include COVID-19 response and recovery. The revised Consolidated Plan will be available for review and comment for five (5) days from Monday, April 27, 2020 through Friday, May 1, 2020. A copy of the Plan will be available for review via the Town of Hilton Head Island website at <https://hiltonheadislandsc.gov> beginning April 27, 2020. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until May 1, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, May 4, 2020.

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.

[View the Draft Plan](#)  
[View the CDBG Consolidated Plan Comment and Response Summary](#)

At the bottom of the page, there is a footer with navigation links: "Government - Online Services - Departments - Our Island - Public Safety - Publications - Contact Us - Home", "Town of Hilton Head Island - One Town Center Court, Hilton Head Island, South Carolina 29928 - (843) 341-4600", "Employee Portal - Website Policies - Social Media Public Use Policy - Contact Webmaster". The browser's address bar shows "https://hiltonheadislandsc.gov/" and the system tray at the bottom indicates the time is 2:09 PM on 05/04/2020.



Public Comment Summary  
For the Town of Hilton Head Island  
Community Development Block Grant (CDBG)  
Entitlement Program 2020- 2024 Consolidated Plan

---

Public Comments Received During 5 Day Comment Period (April 27, 2020 – May 1, 2020):

Comment #1: CDBG 2020-2024 Consolidated Draft Plan

Thank you so much for taking into consideration the input provided at the Community Development Block Grant public meetings in the development of the 5-year consolidated plan. Those of us who represent nonprofits serving low- and moderate-income clientele are encouraged by this criteria being added to the plan. We also applaud the town for taking our recommendation to partner with the Community Foundation of the Lowcountry as a granting resource. We all routinely work with CFL and believe they have a solid understanding of the needs of our clientele. I am also pleased to see the 2020 grant being used for COVID-19. All of us will need to purchase equipment and supplies to carry out response and recovery to COVID-19 which is beyond what our normal budgets cover. These funds will go a long way in helping us close this gap. We appreciate the town staff's hard work on this plan.

Kim Likins

Response #1: Your support of the 2020 – 2024 Consolidated Plan is noted and will be included with the Plan submittal to the U.S. Department of Housing and Urban Development.

Comment #2: CDBG 2020 – 2024 Consolidated Plan

Good Morning. First, thank you sincerely for all the effort that has gone into the drafting of this plan. The Children's Center is pleased that town council and staff have opened the door to previous input and this draft has the opportunity for partnership with organizations that serve the populations targeted by the Community Block grant funds. Secondly, I am thrilled to see the partnership with the Community Foundation of the Lowcountry. There is not a better organization to serve as a nonbiased option for potential collaborator grants. We at The Children's Center look forward to being a partner in any way we can to support our town and our community.

Thank you,  
Jody L Levitt

Response #2: Your support of 2020 – 2024 Consolidated Plan is noted and will be included with the Plan submittal to the U.S. Department of Housing and Urban Development.

**NOTICE OF FIVE (5) DAY PUBLIC COMMENT PERIOD  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
SUBSTANTIAL AMENDMENT TO 2020 – 2024 FIVE YEAR  
CONSOLIDATED PLAN**

Notice is hereby given the Town of Hilton Head Island proposes to amend its Community Development Block Grant 2020 -2024 Five Year Consolidated Plan. This substantial amendment proposes to add the third round of CDBG-CV funding allocation to program year 2020. The amended Consolidated Plan will be available for review and comment for five (5) days from Monday, September 28, 2020 through Friday, October 2, 2020. A copy of the amended Plan will be available for review via the Town of Hilton Head Island website at: <https://www.hiltonheadislandsc.gov/> beginning September 28, 2020. Written comments on the amended Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until October 2, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, October 5, 2020.

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.

Posted: September 25, 2020

## Benson Marcy

---

**From:** Phillips Rene  
**Sent:** Friday, September 25, 2020 1:45 PM  
**To:** Benson Marcy  
**Subject:** FW: Courtesy Copy: Notice of 5 Day Public Comment Period - CDBG Substantial Amendment to 2020 - 2024 Five Year Consolidated Plan

René Phillips, CGDSP, CIW  
Website Administrator  
Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928  
843-341-4792  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

---

**From:** Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]  
**Sent:** Friday, September 25, 2020 1:43 PM  
**To:** Spinella Kelly <kellys@hiltonheadislandsc.gov>; Phillips Rene <renep@hiltonheadislandsc.gov>; Grant Carolyn <carolyng@hiltonheadislandsc.gov>  
**Subject:** Courtesy Copy: Notice of 5 Day Public Comment Period - CDBG Substantial Amendment to 2020 - 2024 Five Year Consolidated Plan

**THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION**

---

**This is a courtesy copy of an email bulletin sent by Rene Phillips.**

**This bulletin was sent to the following groups of people:**

Subscribers of Legal Notices (2885 recipients)

---



**Notice of Five (5) Day Public Comment Period  
Community Development Block Grant Program (CDBG)  
Substantial Amendment to 2020 - 2024 Five Year  
Consolidated Plan**

---

Notice is hereby given the Town of Hilton Head Island proposes to amend its Community Development Block Grant 2020 -2024 Five Year Consolidated Plan. This substantial amendment proposes to add the third round of CDBG-CV funding allocation to program year 2020. The amended Consolidated Plan will be available for review and comment for five (5) days from Monday, September 28, 2020 through Friday, October 2, 2020. A copy of the amended Plan will be available for review via the Town of Hilton Head Island website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) beginning September 28, 2020. Written comments on the amended Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until October 2, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, October 5, 2020.

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.





[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

STAY CONNECTED:



Questions for the Town of Hilton Head Island? [Contact Us](#)

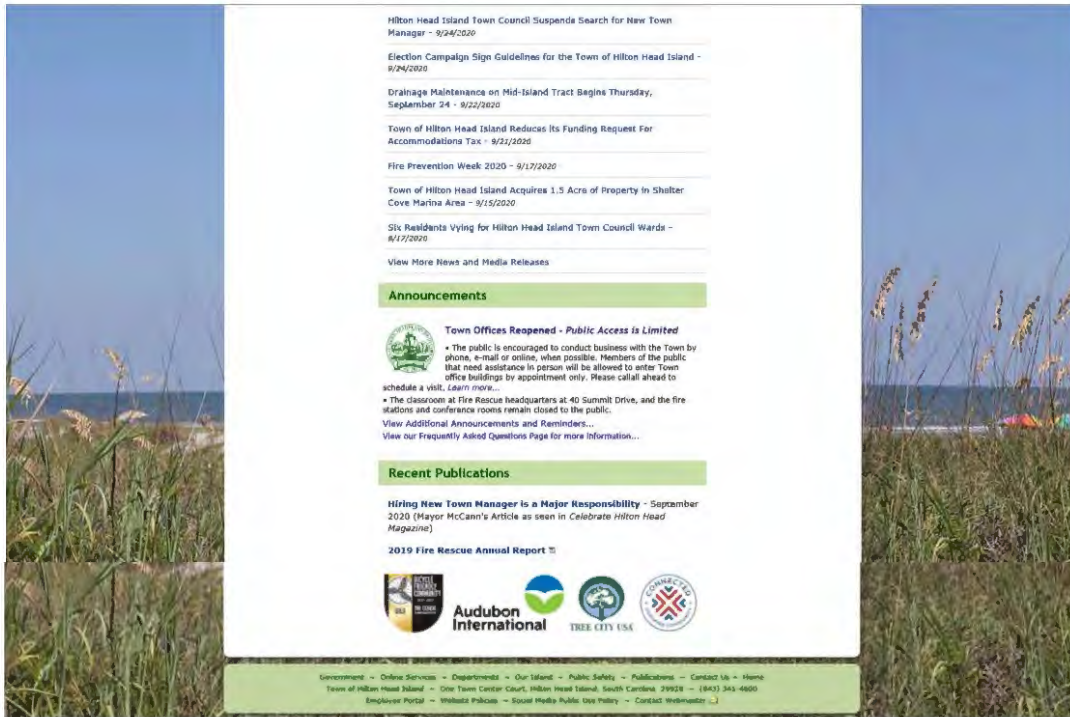
SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

**Town of Hilton Head Island Website - Main Page**  
**September 25, 2020**  
**2020 – 2024 CDBG Consolidated Plan Substantial Amendment**  
**5 Day Public Comment Period Notice**

The screenshot displays the Town of Hilton Head Island's website main page. At the top, there is a navigation menu with links for Government, Online Services, Departments, Our Island, Public Safety, and Publications. A search bar is located in the upper right corner. A prominent red banner across the top of the main content area reads "Hilton Head Island COVID-19 Hub" and "Individuals Required to Wear Face Coverings in Commercial Business Establishments". Below this banner, the page is organized into several columns and sections:

- Left Column:**
  - How Do I...:** A list of services including Apply for..., Contact..., Find..., Obtain..., Pay..., Participate..., Register..., Renew..., Report..., Schedule..., Subscribe to..., Submit a..., and View...
  - Major Initiatives:** Links to Town Manager Search, Census 2020, Hilton Head Island- Our Plan, Referendum: Community Investing in Community, US 278 Gateway Corridor Improvements, and Workforce Housing Project.
  - E-Subscription Service:** A section for signing up for alerts and updates, including a form for Subscription Type (Email), Email Address, and a Submit button.
  - Seasonal Safety Tips:** A warning icon and a link to safety tips.
- Center Column:**
  - Coronavirus Disease (COVID-19) Updates & Info:** A section featuring a video update from Deputy Town Manager Josh Gruber dated 9/24/2020, with a thumbnail showing him speaking.
  - Mask Up! It's the Law on Hilton Head Island:** A notice about an emergency ordinance requiring face coverings in commercial establishments.
  - Hot Topics:**
    - WE ALREADY PAY!** A notice about a law enforcement charge and uniform use fee.
    - Are You Prepared for Hurricane Season?** A notice about the start of the hurricane season.
    - 2020 Municipal Elections:** A notice about ward representation on the town council.
    - Lights Out for Sea Turtles:** A notice about sea turtle nesting season and the importance of turning off lights.
    - The 2020 Census: Shape Your Future:** A notice about the importance of responding to the 2020 census.
  - News Releases and Notices:** A notice regarding a five-day public comment period for a CDBG Substantial Amendment.
- Right Column:**
  - Social Media:** Links to Facebook, Twitter, YouTube, and LinkedIn.
  - Open Town Hall (H2):** A link to join the discussion.
  - View Public Meetings Live via Facebook:** A link to watch live meetings.
  - Meeting Broadcasting & Video Archive:** A link to access meeting recordings.
  - CIP Dashboard:** A link to the Capital Improvement Plan dashboard.
  - Building & Development:** A link to building and development services.
  - Office of Cultural Affairs:** A link to the cultural affairs office.
  - Meeting Calendar:** A link to the meeting calendar.
  - Upcoming Meetings:** A list of upcoming meetings, including the Board of Zoning Appeals, Community Services & Public Safety Committee, and Accommodations Tax Advisory Committee.
  - Boards, Committees, Commissions:** A link to information about town boards and committees.
  - Sustainability on Hilton Head Island:** A link to sustainability initiatives.



**Town of Hilton Head Island Website  
 September 25, 2020  
 2020 – 2024 CDBG Consolidated Plan Substantial Amendment  
 5 Day Public Comment Period Notice Page**





**Town of Hilton Head Island Website**  
**September 28, 2020**  
**2020 – 2024 CDBG Consolidated Plan Substantial Amendment**  
**5 Day Public Comment Period Notice Page**





## Benson Marcy

---

**From:** Phillips Rene  
**Sent:** Monday, September 28, 2020 8:08 AM  
**To:** Benson Marcy  
**Subject:** FW: Courtesy Copy: Five Day Public Comment Period - CDBG Substantial Amendment to 2020 - 2024 Five Year Consolidated Plan

René Phillips, CGDSP, CIW  
Website Administrator  
Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928  
843-341-4792  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

---

**From:** Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]  
**Sent:** Monday, September 28, 2020 8:07 AM  
**To:** Spinella Kelly <kellys@hiltonheadislandsc.gov>; Phillips Rene <renep@hiltonheadislandsc.gov>; Grant Carolyn <carolyng@hiltonheadislandsc.gov>  
**Subject:** Courtesy Copy: Five Day Public Comment Period - CDBG Substantial Amendment to 2020 - 2024 Five Year Consolidated Plan

**THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION**

---

**This is a courtesy copy of an email bulletin sent by Rene Phillips.**

**This bulletin was sent to the following groups of people:**

Subscribers of Legal Notices (2884 recipients)

---



**Notice of Five (5) Day Public Comment Period  
Community Development Block Grant Program (CDBG)  
Substantial Amendment to 2020 - 2024 Five Year  
Consolidated Plan**

Notice is hereby given the Town of Hilton Head Island proposes to amend its Community Development Block Grant 2020 -2024 Five Year Consolidated Plan. This substantial amendment proposes to add the third round of CDBG-CV funding allocation to program year 2020. The amended Consolidated Plan will be available for review and comment for five (5) days from Monday, September 28, 2020 through Friday, October 2, 2020. A copy of the amended Plan will be available for review via the Town of Hilton Head Island website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) beginning September 28, 2020. Written comments on the amended Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto:marcyb@hiltonheadislandsc.gov) or 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. Comments will be accepted until October 2, 2020. Comments received and responses will be posted on the Town of Hilton Head Island website on Monday, October 5, 2020.

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.

[View the Draft 2020-2024 Consolidated Plan for the CDBG Program](#)

[Submit a Comment online](#)



[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

STAY CONNECTED:



 SHARE

Questions for the Town of Hilton Head Island? [Contact Us](#)

SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

Public Comment Summary  
For the Town of Hilton Head Island  
Community Development Block Grant (CDBG)  
Substantial Amendment 2020- 2024 Consolidated Plan

---

Public Comments Received During 5 Day Comment Period (Sept. 28, 2020 – Oct. 2, 2020):

No comments received.





# TOWN OF HILTON HEAD ISLAND

*Public Projects and Facilities Management Department*

**TO:** Stephen G. Riley, ICMA-CM, Town Manager  
**VIA:** Josh Gruber, Assistant Town Manager  
Scott Liggett, PE, Director of PP&F/Chief Engineer  
Jeff Buckalew, PE, Town Engineer  
Curtis Coltrane, Town Attorney  
**FROM:** Jeff Netzinger, PE, Storm Water Manager  
**DATE:** October 6, 2020  
**SUBJECT:** Updated Standard POA/PUD Drainage Agreement

## **Recommendation**

Staff recommends the Town Council approve the following items related to drainage maintenance agreements with Property Owners Associations (POA) and Planned Unit Developments (PUD):

1. Adoption of a revised standard maintenance agreement for POAs and PUDs (attached as Exhibit 1);
2. Offering the revised standard agreement to those POAs requesting service.
3. Provide the requisite notice and then terminate any existing agreements whereby an existing agreement partner does not wish to accept the non-negotiable terms of the revised standard agreement as an amendment to supersede their existing agreement.

## **Summary**

On October 6, the Finance and Administrative Committee unanimously approved a motion to bring forth and recommend Town Council approve the revised agreement, pending that staff and the Town Attorney consideration of the suggestions by Bill Harkins (correcting the identified typing error, adding the specified definitions, and creating a sense of “reasonable discretion”). The revised standard agreement includes clarifying language defining qualifying and non-qualifying system deficiencies, specific stipulation of responsibilities of both the Town and the POA, and refinement of terms and process requirements for agreement partners to receive reimbursement for maintenance work not undertaken by the Town. A table summarizing the revisions is attached as Exhibit 2.

## **Background**

Some of the existing agreements included minor negotiated items by the grantors and their attorneys and over a long period of time and use, staff has identified areas where the agreement could be more clear and informative. Staff has worked with the Town Attorney and PUD managers for approximately two years in updating the agreement. Staff has also received requests from the following POAs seeking public maintenance and repair service of their private storm drainage systems: Spanish Wells, Yacht Cove, Wells East, Bermuda Pointe, Jarvis Creek Club and Seagrass Landing.

STATE OF SOUTH CAROLINA     )  
  )  
COUNTY OF BEAUFORT            )                   **DRAINAGE SYSTEM**  
  )                   **MAINTENANCE AGREEMENT**

This Drainage System Maintenance Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between **[insert association name here]**, a South Carolina nonprofit organization having an address of **[insert association address here]**, and the Town of Hilton Head Island, South Carolina, a body politic, having an address of One Town Center Court, Hilton Head Island, South Carolina, 29928.

WITNESSETH

WHEREAS, **[insert name of development]** is a subdivision of land lying and being within the Town of Hilton Head Island, Beaufort County, South Carolina (hereinafter the "Development"); and,

WHEREAS, **[insert name of association]**, is the owner of improved and unimproved real property and easements within **[insert name of development]**; and,

WHEREAS, Beaufort County, South Carolina, has adopted Ordinance 99-101, *et seq.*, as amended, creating a Storm Water Utility with the power to impose Storm Water Utility Service Fees on all residents of Beaufort County, South Carolina, and which also provides that Storm Water Utility Service Fees collected from property owners within the Town of Hilton Head Island, South Carolina, are returned to it, less administrative fees, to be used for the purposes set forth in Ordinance 99-101, *et seq.*, as amended; and,

WHEREAS, the imposition and collection of Storm Water Utility Service Fees results in a fund available for the construction and maintenance of existing and planned infrastructure for the collection and conveyance of storm water runoff within the Town of Hilton Head Island, South Carolina, and,

WHEREAS, **[insert association name here]**, desires for the Town of Hilton Head Island, South Carolina, to utilize Storm Water Utility Service Fees to undertake maintenance and improvement of the storm water drainage system in **[insert name of development]**, to facilitate the conveyance of storm water runoff within and through the Development; and,

WHEREAS, the **[insert association name here]**, has agreed to grant access, drainage and maintenance easements to the Town, in order to facilitate the maintenance and improvement of the qualifying storm water drainage system in **[insert name of development]**.

Now, therefore, know all men by these presents, that **[insert association name here]**, and the Town of Head Island, South Carolina, for and in consideration of the sum of One and no/100 (\$1.00) Dollar, each paid to the other at and before the execution and delivery of this Agreement, the receipt and sufficiency whereof is acknowledged, agree as follows:

1. **Defined Terms:** As used in this Agreement, the following terms as related to this agreement shall mean:
  - a. *Agreement:* This “Drainage System Maintenance Agreement”.
  - b. *Association:* **[insert association name here]**, a South Carolina not-for-profit corporation with the full authority under the Covenants to enter into this Agreement and to complete all of the Association’s obligations under it, and the execute and deliver the Access, Drainage and Maintenance Easement Agreement attached hereto as Exhibit “C.”

- c. *Casualty*: The destruction of all or any part of the Drainage System through a natural disaster.
- d. *Covenants*: Any one or more of Covenants, Conditions, and Restrictions for **[insert association name here]** recorded in the Office of the Register of Deeds for Beaufort County, South Carolina.
- e. *Drainage System*: The existing system of lagoons, ditches, canals, pipes, culverts, catch basins, drains, manholes, junction boxes, weirs, valves, gates, pumps, structures, related equipment and related infrastructure, in the Development lying within the Easement Areas shown on the map attached hereto as Exhibit "A," which facilitates the collection, storage and conveyance of storm and surface water runoff for public benefit through, within, and from the Development. For purposes of this Agreement, the Drainage System shall not include any bridges, docks, retaining walls, road or pathway asphalt, road or building gutters, underdrains, sub-drains, structural bulkheads, beaches, tidal banks, estuaries, or salt marshes, or driveway pipes, unless the Town, in its sole discretion deems any particular driveway pipe as critical to the function of the Drainage System.
- f. *Emergency*: A blockage, structural or mechanical failure, collapse or other sudden catastrophic event affecting any part of the Drainage System which prevents or substantially inhibits the flow of storm and



surface water through all or any part of the Drainage System, or which otherwise results in an imminent peril to life or property.

- g. *Permanent Structure*: Any immovable structure, including, but not limited to, buildings, sheds, pavilions, walls, masonry structures, tennis courts, and swimming pools, including swimming pool decks.
- h. *Pollutant*: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; petroleum hydrocarbons; automotive fluids; cooking grease; detergents (biodegradable or otherwise); degreasers; cleaning chemicals; non-hazardous liquid and solid wastes and yard wastes; sediment; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; liquid and solid wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; concrete and cement; and noxious or offensive matter of any kind.
- i. *Post-construction Structural Best Management Practice Facility*: A Post-construction Structural Best Management Practice Facility (BMPF) is a facility designed and built to provide treatment of storm water either through storage, filtration or infiltration (i.e. detention basins, retention basins, rain gardens, bioretention cells, sand filters, vegetated filter strips, water quality swales and infiltration trenches)

as set forth in the latest editions of the Beaufort County Manual for Storm Water Best Management and Design Practices, the South Carolina DHEC Storm Water Management BMP Handbook, and the Georgia Coastal Stormwater Supplement, which include descriptions standards, and design guidelines for these facilities.

- j. *Project:* Work, including repairs and improvements performed or approved by the Town to correct a specific Qualifying Storm Drainage System Deficiency.
- k. *Qualifying Drainage System Deficiency:* Anything that, in the determination of the Town, prevents, impairs or impedes the adequate conveyance or drainage of storm water runoff through the Drainage System or the structural failure of a Drainage System component. Qualifying Drainage System Deficiencies include, but are not limited to, the following:
  - i. Lagoon bank erosion that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threatens the integrity of adjacent Drainage System infrastructure or Permanent Structures;
  - ii. Presence of sediment and debris located in ditches, pipes, inlets, manholes, junction boxes and control structures that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or the functioning of the Drainage System;

- iii. Structural deficiencies associated with pipes and culverts, including, but not limited to, joint failures, deterioration, root intrusion, or collapse that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threatens the integrity of adjacent Drainage System infrastructure or Permanent Structures;
- iv. Structural deficiencies associated with inlets, manholes, junction boxes, control structures and headwalls including, but not limited to, connection failure, deterioration, mechanical failure, or collapse that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System, or that threatens the integrity of adjacent infrastructure or Permanent Structures. Examples of typical deficiencies include damaged grates, grout failures at pipe connections, deterioration or failure of flap gates and sluice gates, or failure of structure walls;
- v. Sinkholes caused by Drainage System pipe or Drainage System structure Deficiencies, but not those caused by the actions of any third party, including utility providers;
- vi. Drainage System conveyance or performance deficiencies due to inadequate design capacity. Examples of typical conveyance or performance deficiencies include undersized pipes and insufficient weir capacities.

Qualifying Drainage System Deficiencies do not include the following:

- i. The aesthetic appearance or appeal of any part of the Drainage System, including but not limited to lagoons, banks of lagoons, channel banks, landscaping, drains, catch basins, canals, structures, bridges, bulkheads, pipes, culverts, valves gates, debris that does not have an appreciable adverse impact on the conveyance of storm and surface water through the Drainage System, or other visible components of the Drainage System;
- ii. The introduction of pollution or pollutants into the Drainage System from any source;
- iii. Lagoon bank erosion that does not have an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threaten the integrity of adjacent Drainage System infrastructure or Permanent Structures;
- iv. Tidal erosion or tidal flooding that does not have an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threaten the integrity of Drainage System infrastructure;
- v. Establishment of access to the Drainage System by the Association, including, but not limited to, grading, clearing

- of vegetation, removal of trees, or removal of other obstructions or Permanent Structures in order to provide physical access to the Drainage System;
- vi. Drainage System damage or deficiencies caused by the actions of others, including utilities and property owners (including, but not limited to, bores or cuts into pipes or structures);
  - vii. Minor or nuisance flooding that does not adversely affect transportation infrastructure, Permanent Structures, hardscape amenities, or conveyance of storm water runoff through the Drainage System, including golf course flooding, isolated lawn and yard ponding, or standing water in roadway shoulders and unimproved lots or land;
  - viii. Drainage System Deficiencies determined by the Town to be caused or exacerbated by intentional acts causing tidal backflow and saltwater intrusion into the Drainage System through failure to operate control structures per the design intent or the failure by the Association to monitor and maintain proper functioning of backflow prevention devices including flaps, gates, sluice gates, check valves, or similar devices;
  - ix. Damage to, or failure of, Drainage System components situated underneath or within five (5) feet of any Permanent Structure that is not a part of the Drainage System, where

the Town determines that difficult access and/or liabilities exist, or within the zone of influence for the foundation of a Permanent Structure;

- x. The construction of a new drainage system or an addition to an existing Drainage System, or the modification of an existing Drainage System to accommodate drainage requirements for new development within the Development.
- xi. Drainage System deficiencies determined by the Town to be caused by or originating from unauthorized or non-permitted modifications to the Drainage System by any party other than the Town.

l. *Development:* **insert development name here** A planned unit development or subdivision lying and being on Hilton Head Island, Beaufort County, South Carolina, which is shown and described on the map attached as Exhibit “B” hereto.

m. *Storm Water Utility Service Fees:* The fees collected by Beaufort County, South Carolina, under the authority of Beaufort County Ordinance 99-101, *et seq.*, as amended, and which are remitted by Beaufort County, South Carolina, to the Town; or any similar fee, however denominated, imposed and collected by any subsequent or successor Storm Water Utility operated by The Town, under the authority of Town Ordinance Number 2002-43.

n. *Storm Water Utility Project Prioritization and Annual Budget*

*Process:* The annual process by which the Town of Hilton Head Island, South Carolina, shall establish and maintain a prioritized list of all known Qualifying Drainage System Deficiencies within the Town limits determined to be eligible for service using Storm Water Utility Service Fees. Prior to the beginning of each fiscal year, the Town shall establish an annual Storm Water Utility budget which defines all revenues and expenditures associated with the Storm Water Utility Service Fees. This budget shall include those known Projects to correct Qualifying Drainage System Deficiencies intended to be completed within that fiscal year.

o. *Town:* The Town of Hilton Head Island, South Carolina.

2. **Grant of Easements:** Contemporaneously with the execution and delivery of this Agreement, the Association and the Town have entered into an “Access, Drainage and Maintenance Easement Agreement” which grants the Town rights to access, operate, utilize, maintain, and improve the Drainage System within the Development, with said easement being in the form attached hereto as Exhibit “C”.
3. **Maintenance, Inspection and Operation of Drainage System:** Upon the execution and delivery of this Agreement and the Access, Drainage and Maintenance Easement Agreement:
  - (a) the Town shall be responsible for the maintenance, repairs and improvements necessary to correct any Qualifying Drainage System Deficiency under the terms and conditions of this Agreement. This

Agreement does not preclude the Association from repairing, maintaining, or improving any component of its Drainage System at its expense.

**(b)** The Association shall be responsible for the following within the Development:

- (i) Normal and emergency operation of Drainage System control structures, including gates, weirs and pumps, and for lowering water levels in compliance with pre-storm preparation protocols established by the Town.
- (ii) Maintenance and replacement of weir boards, maintenance of control structure access ways, decking and railings, and maintaining control structure accessibility for inspection and operation by controlling and/or removing vegetation as necessary.
- (iii) Performing maintenance of work shelves along ditches and canals to provide reasonable and adequate access for inspection, maintenance and repair.
- (iv) Monitoring the condition of flap gates, sluice gates, check valves, and similar devices intended to prevent the intrusion of tidal backflow and brackish water into the Drainage System to ensure that they are in proper working order and functioning as intended.
- (v) Making repairs to roadway pavement, pathway pavement, curb and gutter and related ancillary infrastructure or property damage attributed to a past or existing Qualifying Drainage System Deficiency if the deficiency has been corrected by the Town via



trenchless technology methods (i.e. pipe lining). This does not obligate the Association to repair or replace such infrastructure if the repair is made using open cut excavations where removal of surface infrastructure is necessary to complete the repair, in which case, the repair of the ancillary infrastructure shall be considered to be a part of the Town's work to correct the deficiency.

- (vi) Performing annual inspections of Post-construction Structural Best Management Practice Facilities in order to comply with Stormwater Management Plan obligations, including submittal of inspection documentation to the Town in accordance with § 16-5-109 (H)(2), *Municipal Code to the Town of Hilton Head Island* (1983).
- (vii) Regulating the actions of utility providers and property owners, or their assigns, to prevent and mitigate any damage they may cause to the Drainage System.

**4. Procedure for Town's Maintenance of Drainage System:** The Parties acknowledge that the Town intends to provide for the maintenance and improvement of the Drainage System and the repair of identified Qualifying Drainage System Deficiencies, other than those caused by an Emergency or Casualty, through the development of its Storm Water Utility Project Prioritization and Annual Budget Process. Other than in the case of an Emergency or Casualty, as described in Articles 7, 8 and 10 below, or work completed directly by the Association under Article 9, the Parties agree:

- a. *Identifying Qualifying Drainage System Deficiencies:* The Association shall be responsible for identifying any Qualifying Drainage System Deficiencies.
- b. *Schedule for Submission:* The Association shall submit a written description of each known Qualifying Drainage System Deficiency to the Town using the service request form provided by the Town, describing the nature, location and cause (if known) of each Qualifying Drainage System Deficiency. The Association may identify a potential solution is for the deficiency. In such case, the Association shall include a description of the solution and a preliminary estimate of anticipated costs for the proposed solution. Qualifying Drainage System Deficiencies that are reported to the Town, or which are discovered by the Town, by the end of any calendar year will be considered in the development of the Storm Water Utility Project Prioritization and Annual Budget Process for the following fiscal year.
- c. *Completion of Maintenance:* The Town shall annually develop a Storm Water Utility Project Prioritization and an Annual Budget that will address identified Qualifying Drainage System Deficiencies as follows:
  - i. The Town shall determine the scope and extent of the maintenance, repair or improvement that is necessary to correct any Qualifying Drainage System Deficiencies, and the

means, methods and materials needed to accomplish the same.

- ii. The Town shall determine the priority and number of the Projects and schedule the Projects to correct to correct the Qualifying Drainage System Deficiencies for each fiscal year. The determination of the scheduling and funding for the correction of the Qualifying Drainage System Deficiencies shall be made by the Town, taking into account the following:
  1. The availability and amount of the Storm Water Utility Service Fees fund balance, revenue from bonds paid by Storm Water Utility Service Fees, and Storm Water Utility Service Fees in any given fiscal year;
  2. Prioritization of all other Projects, or qualifying requested improvements, repair and maintenance that are to be funded with Storm Water Utility Service Fees; and
  3. The annual cost required to operate the Storm Water Utility, its programs and initiatives, and debt service.
- iii. The Town will complete the Projects as determined by the Town as a part of the Storm Water Utility Project Prioritization and Annual Budget Process, unless

Emergencies or Casualties occur that alter the prioritization and funding such that funds are insufficient to correct all Qualifying Drainage System Deficiencies as intended within the same fiscal year.

- d. *Scheduling of Projects*: Other than in the case of an Emergency or Casualty, the Town and the Association shall mutually agree in writing as to the scheduling of any Project to be performed under this Agreement in the Development in advance of the commencement of the Project.
- e. *Resident Notification*: The Association shall be solely responsible for the notification of its owners and guests that may be affected by any Project, or by work to address any Emergency or Casualty.
- f. *Legal Access to Private Property*: The Association shall be responsible for obtaining all access rights, including access rights over and across property in the Development that is not owned by the Association, as may be deemed necessary by the Town to complete any Project.
- g. *Access Needed to Complete Project*: The Association shall be responsible for providing clear and adequate physical access to each Project site at no cost to the Town. If clear, adequate physical access to the Project site cannot be provided sufficient to complete the Project without the likelihood of damage to property, assets and amenities by contractors and equipment, the repair and replacement

of any property, assets and amenities damaged as a result of the Project shall be the responsibility of the Association, at no additional cost to the Town. Such property, assets and amenities shall include, but are not limited to, landscaping, flowerbeds, ornamental shrubs and trees, lawns, irrigation systems, boardwalks, cart paths, driveways, and sidewalks. The determination of whether the access is clear and adequate, and whether there is a likelihood of damage shall be made in the sole discretion of the Town, prior to the commencement of the Project. The Association has the right to withdraw the service request if the magnitude of potential damage is not acceptable to the Association. If the service request is withdrawn, completing the Project shall be the responsibility of the Association.

- h. *No Guarantees Regarding Schedule:* The Town cannot guarantee that the amount of available Storm Water Utility Service Fees, the number of Projects to be funded with Storm Water Utility Service Fees in any given fiscal year, and whether Emergencies and Casualties and weather related general emergencies will not cause delays in the correction of Qualifying Drainage System Deficiencies within the Development and elsewhere. The parties acknowledge that the Town's determinations with respect to the priority, funding and timing of any Project shall be made at the Town's discretion and shall be final.

5. **Further Obligations of the Association:** The Association agrees that during the term, or any renewal term, of this Agreement, it shall take no action which damages the Drainage System, allows damage to the Drainage System, or creates a Drainage System Deficiency, including, but not limited to allowing salt water intrusion or pollutants to enter the Drainage System and allowing utility providers, property owners, or their assigns to impair the function of the Drainage System. To the extent the Association has a continuing obligation under the Covenants to repair and maintain various improvements located within the Development including lagoons and lagoon banks, ditch maintenance shelves, roads, pathways, utilities, this Agreement is not intended to in any way restrict or limit the Association's completion of its obligations.
6. **Payments as Current Expense of Town:** Any payments to be made by the Town hereunder shall be made from Storm Water Utility Service Fees as budgeted for by the Town in any given fiscal year. The Town and the Association intend that the payment obligations of the Town shall constitute a current expense of the Town and shall not in any way be construed to be a debt of the Town in contravention of any applicable constitutional or statutory limitations concerning indebtedness of the Town, nor shall anything contained herein constitute a pledge of general tax revenues, funds, money or credit of the Town.
7. **Emergency:** The Parties agree that in the event of an Emergency, the following procedure shall apply:
  - a. *Agreement Not Terminated:* This Agreement shall remain in full force and effect.

- b. *Responsibilities of the Association:* The Association shall take such steps as may be reasonably necessary to secure any area affected by the Emergency. The Association shall notify the Town as soon as is practical after discovery of the Emergency. The Association may complete any repairs to the Drainage System needed to address the Emergency, as provided for in Article 10, below.
  - c. *Responsibilities of the Town:* Upon receipt of notification of an Emergency from the Association, the Town shall determine the scope and extent of the work that is necessary to repair or correct the damage caused by the Emergency, and the means, methods and materials needed to accomplish the same. The Town shall correct or repair the damage caused by the Emergency as soon as practical, taking into account the threat presented by the Emergency, the existence of any other Emergency or Casualty, the cause of the Emergency and/or the existence of any general emergency affecting the Town and availability of funding. The Town may seek reimbursement from third parties for any costs incurred by the Town as a result of any Emergency found to have been caused by the negligence of said third parties.
8. **Casualty:** The Parties agree that in the event of a Casualty, the following procedure shall apply:
- a. *Agreement Not Terminated:* This Agreement shall remain in full force and effect.

- b. *Design of Drainage System:* The Town shall produce engineering and design plans at its expense for the reconstruction of all or any part of the Drainage System affected by the Casualty.
- c. *Approval of Plans:* The engineering and design plans must be approved by the Association prior to any reconstruction of the Drainage System. If the Association does not approve the engineering and design plans prepared by the Town, the Association may reconstruct the Drainage System at its own expense and shall not seek reimbursement for the cost thereof from the Town.
- d. *Right of Entry and Access:* If the engineering and design plans approved by the Association require work outside of easement limits described in the Access, Drainage and Maintenance Easement Agreement, the Association shall provide temporary easements for access and construction over any property it owns or controls, and shall deliver a valid temporary construction easement for access and construction from the owners of property that the Association does not own.
- e. *Amendment of Access, Drainage and Maintenance Easement Agreement:* In the event that the engineering and design plans approved by the Association include permanent improvements or create access or other needs that are in areas not included in the Access, Drainage and Maintenance Easement Agreement, the Association agrees that it will execute and deliver an amendment to



the Access, Drainage and Maintenance Easement Agreement to subject any such areas in the Access, Drainage and Maintenance Easement Agreement.

- f. *Reconstruction of Drainage System:* Following the approval of the engineering and design plans and specifications by the Association, the Association's delivery of any needed temporary easements for access and construction, the Town shall complete the reconstruction of the Drainage System, or any part of it, as soon as is practical, taking into account the threat presented by the cause of the Casualty, the existence of any general emergency affecting the Town, the existence of other Emergencies and Casualties and availability of funding. Other than the expenses identified in subsection (b) of this Article 8, the Town may seek reimbursement for any costs incurred by the Town as a result of any Casualty from Storm Water Utility Service Fees, bond, any government aid and assistance programs, or the Association, if the Association is responsible for all or any part of the Casualty.
9. **Maintenance of Drainage System by the Association:** Nothing herein shall prohibit the Association from performing any Project in advance of the time that any such Project is scheduled as a part of the Town's Storm Water Utility Project Prioritization and Annual Budget Process, if the Association determines that it is in its interest to do so. Other than in the case of an Emergency (addressed in Article 10, below), or a Casualty (addressed in Article 8, above), the Association shall be

entitled to reimbursement, in an amount up to the amount budgeted by the Town for the Project but not exceeding the actual cost to the Association, from Storm Water Utility Service Fees, in the fiscal year that such Project is scheduled to be done as a part of Town's Storm Water Utility Project Prioritization and Annual Budget Process, as follows;

- a. The Association shall submit its plans, quantities, and specifications for any Project to the Town.
- b. The Town shall grant its written approval to the Association to complete the Project unless it determines that:
  - i. The plan and work proposed by the Association will not correct the existing Qualifying Drainage System Deficiency; or,
  - ii. The scope of the proposed work exceeds what is necessary to correct the existing Qualifying Drainage System Deficiency,
- c. Upon receipt of the Town's written approval, the Association shall bid the work in accordance with the Town's Procurement Code, § 11-1-111, *Municipal Code of The Town of Hilton Head Island, South Carolina* (1983), as the same may be amended from time to time.
- d. Any changes in the approved scope of work for the Project resulting in additional work or cost to the Town must be approved in writing by the Town prior to commencement of any additional work.

- e. The Association shall notify the Town at least seventy-two (72) hours prior to the commencement of work on the Project and at any key junctures of the work where the Town may need to inspect the work.
- f. Upon completion of the Project, the Town shall inspect the Project and provide the Association written approval or rejection of the Project.
- g. If the Project is approved by the Town, the Association shall submit to the Town its request for reimbursement, which shall include full documentation of the bid and procurement of the work to complete the Project, the contract for the work to complete the Project, the construction plans, details and as-built surveys or drawings, measurements, dated inspection reports, photographs of the work in progress, documentation of the payments made by the Association, any required test reports and the Association's written certification that the Project was completed in accordance with the approved plans and specifications.
- h. The Town shall thereafter budget funds for reimbursement to the Association from Storm Water Utility Service Fees in the fiscal year that the Project would have otherwise been scheduled in the Town's Storm Water Utility Project Prioritization and Annual Budget Process. The schedule for reimbursement shall depend upon the Project ranking when compared to all other Projects as determined in the Town's Storm Water Utility Project Prioritization and Annual

Budget Process and may be moved forward into a future budget year as a result. The Association acknowledges that the Town has no obligation to reimburse the Association for any Project in the fiscal year following the Association's completion of the Project, or in any other particular fiscal year.

10. **Emergency Work by the Association:** If for any reason, the Town is unable to repair or correct the damage caused by an Emergency in a time frame that is acceptable to the Association, the following shall apply:

- a. The Association shall consult with the Town to determine a cost-efficient scope and extent of work necessary to repair or correct the damage caused by the Emergency, and the means, methods and materials needed to accomplish the same. The TOWN must approve in writing, the scope and plans for the work and procurement of construction services, prior to the commencement of work. The Association is not required to bid the work but if the Association chooses to bid the work, the Association shall bid the work in accordance with the Town's Procurement Code, § 11-1-111, *Municipal Code of The Town of Hilton Head Island, South Carolina (1983)*, as the same may be amended from time to time.
- b. The Association shall complete the work that is necessary to repair or correct the damage caused by the Emergency.
- c. The Association shall, whenever possible, notify the Town at least seventy-two (72) hours prior to the commencement of work and at

any key junctures of the work whereas the Town may need to inspect the work.

- d. Upon completion of the work that has been authorized and approved by the Town, the Association shall submit to the Town a request for reimbursement, which shall include full documentation of the bid and procurement documents for the work, the contract for the work, construction plans, details and as-built surveys or drawings, measurements, dated inspection reports, photographs of the work done and documentation of the payments made, any required test reports and the Association's written certification that the work was completed in accordance with the approved plans and specifications and state the date the work was completed.
- e. The Town shall approve the Association's request for reimbursement unless it determines that :
  - i. The requested reimbursement includes work other than the work authorized and approved by the Town.
- f. Within three (3) fiscal years following the Town's approval of the Association's request for reimbursement, the Town shall reimburse the Association in the amount approved.
- g. Requests for reimbursement by the Association be submitted to the Town within three years following the completion of the work by the Association. The failure to submit the request for reimbursement to

the Town within three years following completion of the Work shall bar any reimbursement for the work.

11. **No Guarantees Regarding Flooding:** The Association acknowledges that the Town's performance of its obligations under this Agreement does not guarantee or insure that property within the Development will be free of events of flooding or erosion, and that the Town does not represent or warrant to the Association that the performance of the Town's obligations under this Agreement will operate to prevent events of flooding or erosion within the Development.
12. **Waiver of Storm Water Service Fee Credit:** Upon the execution and delivery of this Agreement, and for and during the term or any extensions hereof, the Association acknowledges it shall not be entitled to receive and hereby waives any Storm Water Service Fee Credit from Beaufort County or the Town with respect to any real property located within the limits of the Development, for and during the term of this Agreement or any renewal of this Agreement.
13. **Term:** This Agreement shall remain in place for ten years from the date of execution and shall renew automatically for successive two (2) year terms beginning July 1 each year thereafter, unless either Party notifies the other, in writing, of its intention to terminate this Agreement. Any such notice shall be delivered not less than two hundred and seventy (270) days prior to the end of the Town fiscal year (June 30) at the end of the then-current term in which such Party wishes to terminate the Agreement. Upon delivery of such notice, this Agreement shall terminate at midnight on June 30<sup>th</sup> of the fiscal year in which the notice is delivered (for example, if notice is given February 1, 2020, the Agreement would

terminate on June 30, 2021). The parties shall thereafter execute and deliver such documents as may be necessary to cancel the Access, Drainage and Maintenance Easement delivered pursuant to this Agreement.

(a) **Superceding Legislation:** In the event that the South Carolina General Assembly enacts legislation prohibiting the ability of local governments to impose and collect Storm Water Service Fees then.

14. **Representation and Warranties of the Association:**

The Association represents and warrants:

- a. That any and all necessary approvals and/or resolutions have been obtained, that it has the full authority to execute, deliver and perform this Agreement and to execute and deliver the Access, Drainage and Maintenance Easement to be delivered pursuant to this Agreement, and that the individual(s) executing such documents have full power and authority to bind the Association to the same.
- b. That it is not now a party to any litigation affecting the property burdened by the easements herein which could impair the obligations of the Association under this Agreement or the Access, Drainage and Maintenance Easement, and the Association knows of no litigation or threatened litigation affecting their ability to grant said easements.
- c. That as to any pipes or other portions of the Drainage System as shown on Exhibit "A" hereto which are located in whole or in part on private residential lots, the Association has full authority under the

Covenants to convey or assign to the Town the rights contemplated in this Agreement and the Access, Drainage and Maintenance Easement Agreement.

15. **Town Representation and Warranties:**

The Town represents and warrants to the Association:

- a. As is shown by the Resolution of the TOWN that is attached hereto as Exhibit "D", the Town represents that it has the power and authority to enter into this Agreement and complete its obligations hereunder; and,
  - b. That it is not now a party to any litigation which could impair the obligations of the Town under this Agreement, and the Town knows of no litigation or threatened litigation affecting its ability to perform hereunder.
16. **Taxes:** The Association shall ensure payment, prior to delinquency, all taxes on Association properties within the Development burdened by the easements granted under this Agreement.
17. **Default:** The Town and the Association agree that in the event of a default or breach of any provision or term of this Agreement, the non-defaulting party or parties shall give written notice to the defaulting party or parties of the default or breach. In the event that the defaulting party or parties fail to cure the default or breach within thirty (30) days of the date of the written notice specifying the default or breach, unless a non-monetary default or breach cannot reasonably be cured within said thirty (30) day time period, then said period shall be reasonably



extended, up to one hundred and twenty (120) days, then the non-defaulting party or parties shall be entitled to pursue any remedy at law or in equity against the defaulting party or parties, including but not limited to an action for damages, injunction or specific performance of this Agreement.

18. **Attorney's Fees:** If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default or misrepresentation in connection with any of the provisions or terms of this Agreement, the prevailing party or parties shall be entitled to seek recovery of its or their reasonable attorney's fees and any costs incurred as a result of any such action or proceeding, whether incurred before the commencement of suit or after the commencement of suit, and including appellate proceedings, in addition to any other relief to which the prevailing party or parties is or are entitled.

19. **General Provisions:**

- a. *Binding Effect:* This Agreement shall inure to the benefit of and be binding upon the Association and the Town, and their respective successors and assigns.
- b. *Amendment, Changes and Modifications:* Except as is otherwise provided herein, this Agreement may not be modified, amended, changed or altered without the written consent of the TOWN and the Association.
- c. *Severability:* In the event that any term or provision of this Agreement shall be held to be invalid or unenforceable by any court

of competent jurisdiction, such holding shall not invalidate or render unenforceable any other term or provision hereof.

- d. *Execution in Counterparts:* This Agreement may be simultaneously executed in several counterparts, each of which shall be an original, and all of which shall constitute one and the same instrument.
- e. *Applicable Law:* This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina.
- f. *Captions:* The captions or headings used herein are for convenience only and in no way define, limit, expand or describe the scope or intent of any term or provision of this Agreement.
- g. *Plural/Singular:* Where appropriate, the use of the singular herein shall be deemed to include the plural, and the use of the plural herein shall be deemed to include the use of the singular.
- h. *No Third Party Beneficiaries:* The Town and the Association affirmatively represent that this Agreement is made solely for the benefit of the Parties hereto and their respective successors and assigns and not for the benefit of any third party who is not a signature party hereto. It is the express intent of the Town and the Association that no other party shall have any enforceable rights hereunder, or any right to the enforcement hereof, or to any claim for damages as a result of any alleged breach hereof.
- i. *Notices:* All notices, applications, requests, certificates or other communications required hereunder shall be sufficiently given and

shall be deemed given on the date when such is delivered in person, or deposited in the United States Mail, by regular first class mail, postage prepaid, at the following addresses, or at such other address as may be designated, in writing, by the Parties:

To the Town:           The Town of Hilton Head Island, SC  
                              Attn: Stephen G. Riley, Town Manager  
                              One Town Center Court  
                              Hilton Head Island, SC 29928

To the Association: **[insert association name here]**  
                              Attn: **[insert association POC here]**  
                              **[insert association address here]**  
                              Hilton Head Island, SC 29928

- j. *No Waiver*: No failure of any Party hereto to exercise any power or right given to such Party hereunder, or to insist on strict compliance by any other Party of its obligations hereunder, and no custom or practice of the Parties at variance with the terms and provisions hereof shall constitute a waiver of any Party's right to thereafter demand strict compliance with the terms of this Agreement.
- k. *Further Assurances and Corrective Documents*: The TOWN and the Association agree to do, execute, acknowledge, deliver or cause to be done all such further acts as may be reasonably determined to be necessary to carry out this Agreement and give effect to the terms and provisions hereof. The Town and the Association agree that each shall, upon request, execute and deliver such other or further or corrective documents as may be reasonably determined to be

necessary to carry out this Agreement and each of the terms and provisions hereof.

In Witness Whereof, The Town of Hilton Head Island, South Carolina; and **insert association name here**, by and through their duly authorized officers, have executed and delivered this Agreement as of this \_\_\_\_ day of \_\_\_\_\_, 2020.

**SIGNATURES BEGIN ON NEXT PAGE**

WITNESSES:

**[insert association name here]**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_

Its: \_\_\_\_\_

THE TOWN OF HILTON HEAD ISLAND,  
SOUTH CAROLINA

\_\_\_\_\_

By: \_\_\_\_\_

John McCann, Mayor

\_\_\_\_\_

Attest: \_\_\_\_\_

Stephen G. Riley, Manager

## **List of Exhibits**

- Exhibit A Map depicting the limits of the Access, Drainage and Maintenance Easement areas and Drainage Systems covered by this Agreement
- Exhibit B Map depicting the Development covered by this Agreement
- Exhibit C Access, Drainage and Maintenance Easement Agreement
- Exhibit D Town Resolution authorizing this Agreement

**EXHIBIT B**  
**2020 Update to the Standard Drainage Agreement**  
**Summary of Significant Revisions**

**1. Definition: Drainage System**

<b>Reference Location:</b> Section 1 / Item e (Page 3)		<b>REVISION</b>
<b>Explanation:</b> Expanded definition of " <u>does include</u> " components, and Added more specific language identifying " <u>shall not include</u> " components to improve clarity including each of the following for purposes of this Agreement:		
<ul style="list-style-type: none"> <li>• Driveway pipes are excluded unless they are a component of a larger, connected drainage system</li> <li>• Estuaries, marshes, tidal banks and beaches are excluded</li> <li>• Underdrains are excluded (ground water is not stormwater)</li> </ul>		
<b>New Language:</b> The existing system of lagoons, ditches, canals, pipes, culverts, catch basins, drains, manholes, junction boxes, weirs, valves, gates, pumps, structures, related equipment and related infrastructure, in the Development lying within the Easement Areas shown on the map attached hereto as Exhibit "A," which facilitates the collection, storage and conveyance of storm and surface water runoff for public benefit through, within, and from the Development. For purposes of this Agreement, the Drainage System shall not include any bridges, docks, retaining walls, road or pathway asphalt, road or building gutters, underdrains, sub-drains, structural bulkheads, beaches, tidal banks, estuaries, or salt marshes, or driveway pipes, unless the Town, in its sole discretion deems any particular driveway pipe as critical to the function of the Drainage System.	<b>Old Language:</b> The existing system of ditches, drains, lagoons, pipes, culverts, structures, facilities and any related storm water improvements, lying within the limits of the easement areas as depicted on the map attached hereto as Exhibit "A" which facilitate the collection, storage and conveyance of storm and surface water runoff through and from within <i>the Development</i> . For purposes of this Agreement, the Drainage System shall not include any bridges, docks, retaining walls, road or pathway asphalt, or structural bulkheads.	

**2. Definition: Permanent Structures**

<b>Reference Location:</b> Section 1 / Item g (Page 4)		<b>ADDITION</b>
<b>Explanation:</b> Added to support stipulations for certain non-qualifying deficiencies		
<b>New Language:</b> Any immovable structure, including, but not limited to, buildings, sheds, pavilions, walls, masonry structures, tennis courts, and swimming pools, including swimming pool decks.	<b>Old Language:</b>  n/a	

**3. Definition: Pollutant**

<b>Reference Location:</b> Section 1 / Item h (Page 4)		<b>ADDITION</b>
<b>Explanation:</b> Added to support stipulations for certain non-qualifying deficiencies		
<b>New Language:</b> Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; petroleum hydrocarbons; automotive fluids; cooking grease; detergents (biodegradable or otherwise); degreasers; cleaning chemicals; non-hazardous liquid and solid wastes and yard wastes; sediment; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; liquid and solid wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; concrete and cement; and noxious or offensive matter of any kind.	<b>Old Language:</b>  n/a	

**4. Definition Post-construction Structural Best Management Practice Facility**

<b>Reference Location:</b> Section 1 / Item i (Page 4)		<b>ADDITION</b>
<b>Explanation:</b> Added to support stipulations for certain non-qualifying deficiencies		
<b>New Language:</b> A Post-construction Structural Best Management Practice Facility (BMPF) is a facility designed and built to provide treatment of storm water either through storage, filtration or infiltration (i.e. detention basins, retention basins, rain gardens, bioretention cells, sand filters, vegetated filter strips, water quality swales and infiltration trenches) as set forth in the latest editions of the Beaufort County Manual for Storm Water Best Management and Design Practices, the South Carolina DHEC Storm Water Management BMP Handbook, and the Georgia Coastal Stormwater Supplement, which include descriptions standards, and design guidelines for these facilities.	<b>Old Language:</b>  n/a	



**5. Definition: Qualifying Drainage System Deficiency**

<p><b>Reference Location:</b> Section 1 / Item k (Page 5)</p>	<p><b>REVISION</b></p>
<p><b>Explanation:</b> Added "Qualifying" designation to more succinctly identify deficiencies that can be addressed and corrected by the Town under this Agreement.</p> <p>Significant expansion of this definition now includes a list of examples of deficiencies that would typically qualify for service and an extensive, specific and more comprehensive list of non-qualifying deficiencies.</p> <p>The intent is to provide clear and concise language defining deficiencies that will qualify for Town service under this agreement.</p>	
<p><b>New Language:</b></p> <p>Anything that, in the determination of the Town, prevents, impairs or impedes the adequate conveyance or drainage of storm water runoff through the Drainage System or the structural failure of a Drainage System component.</p> <p>Qualifying Drainage System Deficiencies <b>include</b>, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>i. Lagoon bank erosion that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threatens the integrity of adjacent Drainage System infrastructure or Permanent Structures;</li> <li>ii. Presence of sediment and debris located in ditches, pipes, inlets, manholes, junction boxes and control structures that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or the functioning of the Drainage System;</li> <li>iii. Structural deficiencies associated with pipes and culverts, including, but not limited to, joint failures, deterioration, root intrusion, or collapse that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threatens the integrity of adjacent Drainage System infrastructure or Permanent Structures;</li> <li>iv. Structural deficiencies associated with inlets, manholes, junction boxes, control structures and headwalls including, but not limited to, connection failure, deterioration, mechanical failure, or collapse that has an appreciable adverse impact on conveyance of storm water runoff through the Drainage System, or that</li> </ul>	<p><b>Old Language:</b></p> <p>A Drainage System Deficiency is anything which prevents, impairs or impedes the adequate flow or drainage of storm and surface water through the Drainage System, areas needing improvements to facilitate the adequate flow of storm and surface water through the Drainage System, soil erosion, or any structural inadequacies.</p>

<p>threatens the integrity of adjacent infrastructure or Permanent Structures. Examples of typical deficiencies include damaged grates, grout failures at pipe connections, deterioration or failure of flap gates and sluice gates, or failure of structure walls;</p> <p>v. Sinkholes caused by Drainage System pipe or Drainage System structure Deficiencies, but not those caused by the actions of any third party, including utility providers;</p> <p>vi. Drainage System conveyance or performance deficiencies due to inadequate design capacity. Examples of typical conveyance or performance deficiencies include undersized pipes and insufficient weir capacities.</p> <p>Qualifying Drainage System Deficiencies <b><u>do not include</u></b> the following:</p> <p>i. The aesthetic appearance or appeal of any part of the Drainage System, including but not limited to lagoons, banks of lagoons, channel banks, landscaping, drains, catch basins, canals, structures, bridges, bulkheads, pipes, culverts, valves gates, debris that does not have an appreciable adverse impact on the conveyance of storm and surface water through the Drainage System, or other visible components of the Drainage System;</p> <p>ii. The introduction of pollution or pollutants into the Drainage System from any source;</p> <p>iii. Lagoon bank erosion that does not have an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threaten the integrity of adjacent Drainage System infrastructure or Permanent Structures;</p> <p>iv. Tidal erosion or tidal flooding that does not have an appreciable adverse impact on conveyance of storm water runoff through the Drainage System or threaten the integrity of Drainage System infrastructure;</p> <p>v. Establishment of access to the Drainage System by the Association, including, but not limited to, grading, clearing of vegetation, removal of trees, or removal of other obstructions or Permanent Structures in order to provide physical access to the Drainage System;</p>	<p>Drainage System Deficiencies <b><u>do not include</u></b> the appearance or appeal of the lagoons, banks of lagoons, landscaping, drains, canals, or other visible components of the Drainage System, including, but not limited to, structures, bridges, bulkheads, pipes, culverts, valves and gates. Drainage System Deficiencies do not include the introduction of pollution or pollutants into the Drainage System from any source.</p>
---	--

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>vi. Drainage System damage or deficiencies caused by the actions of others, including utilities and property owners (including, but not limited to, bores or cuts into pipes or structures);</li> <li>vii. Minor or nuisance flooding that does not adversely affect transportation infrastructure, Permanent Structures, hardscape amenities, or conveyance of storm water runoff through the Drainage System, including golf course flooding, isolated lawn and yard ponding, or standing water in roadway shoulders and unimproved lots or land;</li> <li>iii. Drainage System Deficiencies determined by the Town to be caused or exacerbated by intentional acts causing tidal backflow and saltwater intrusion into the Drainage System through failure to operate control structures per the design intent or the failure by the Association to monitor and maintain proper functioning of backflow prevention devices including flaps, gates, sluice gates, check valves, or similar devices;</li> <li>ix. Damage to, or failure of, Drainage System components situated underneath or within five (5) feet of any Permanent Structure that is not a part of the Drainage System, where the Town determines that difficult access and/or liabilities exist, or within the zone of influence for the foundation of a Permanent Structure;</li> <li>x. The construction of a new drainage system or an addition to an existing Drainage System, or the modification of an existing Drainage System to accommodate drainage requirements for new development within the Development.</li> <li>xi. Drainage System deficiencies determined by the Town to be caused by or originating from unauthorized or non-permitted modifications to the Drainage System by any party other than the Town.</li> </ul> |  |
|---|--|

**6. Maintenance, Inspection and Operation of Drainage System**

<p><b>Reference Location:</b> Section 3 (Page 10) <span style="float: right;"><b>REVISION</b></span></p>	
<p><b>Explanation:</b> Adding a specific list of Association responsibilities related to maintenance, operations, inspection, monitoring and providing access to drainage system infrastructure, including:</p> <ul style="list-style-type: none"> <li>• Normal operation of gates, weirs and pumps</li> <li>• Maintenance of weir boards, and accessways (including decking and railings)</li> <li>• Maintaining access to control structures and ditches (keeping workshelves clear and free from obstructions)</li> <li>• Monitoring the condition of drainage system control devices including weir gates, sluice gates, check valves, and flapgates</li> <li>• Making repairs to pavement and other improvements on the ground if a pipe is replaced via trenchless technology (i.e. pipe lining)</li> <li>• Performing annual inspection of post-construction structural BMPs</li> </ul>	
<p><b>New Language:</b>  <b>Maintenance, Inspection and Operation of Drainage System:</b>                  Upon the execution and delivery of this Agreement and the Access, Drainage and Maintenance Easement Agreement:</p> <p style="padding-left: 40px;">(a) The Town shall be responsible for the maintenance, repairs and improvements necessary to correct any Qualifying Drainage System Deficiency under the terms and conditions of this Agreement. This Agreement does not preclude the Association from repairing, maintaining, or improving any component of its Drainage System at its expense.</p> <p style="padding-left: 40px;">(b) The Association shall be responsible for the following within the Development:</p> <p style="padding-left: 80px;">(i) Normal and emergency operation of Drainage System control structures, including gates, weirs and pumps, and for lowering water levels in compliance with pre-storm preparation protocols established by the Town.</p> <p style="padding-left: 80px;">(ii) Maintenance and replacement of weir boards, maintenance of control structure access ways, decking and railings, and maintaining control structure accessibility for inspection and</p>	<p><b>Old Language:</b>  <b>Upkeep and Maintenance of Drainage System:</b>                  Upon the execution and delivery of this Agreement and the Access, Drainage and Maintenance Easement, the Town shall be responsible for any improvement, repair or maintenance necessary to correct any Drainage System Deficiency under the terms and conditions of this Agreement</p>

<p>operation by controlling and/or removing vegetation as necessary.</p> <ul style="list-style-type: none"><li>(iii) Performing maintenance of work shelves along ditches and canals to provide reasonable and adequate access for inspection, maintenance and repair.</li><li>(iv) Monitoring the condition of flap gates, sluice gates, check valves, and similar devices intended to prevent the intrusion of tidal backflow and brackish water into the Drainage System to ensure that they are in proper working order and functioning as intended.</li><li>(v) Making repairs to roadway pavement, pathway pavement, curb and gutter and related ancillary infrastructure or property damage attributed to a past or existing Qualifying Drainage System Deficiency if the deficiency has been corrected by the Town via trenchless technology methods (i.e. pipe lining). This does not obligate the Association to repair or replace such infrastructure if the repair is made using open cut excavations where removal of surface infrastructure is necessary to complete the repair, in which case, the repair of the ancillary infrastructure shall be considered to be a part of the Town's work to correct the deficiency.</li><li>(vi) Performing annual inspections of Post-construction Structural Best Management Practice Facilities in order to comply with Stormwater Management Plan obligations, including submittal of inspection documentation to the Town in accordance with § 16-5-109 (H)(2), Municipal Code to the Town of Hilton Head Island (1983).</li><li>(vii) Regulating the actions of utility providers and property owners, or their assigns, to prevent and mitigate any damage they may cause to the Drainage System.</li></ul>	
--	--

## 7. Legal Access to Private Property

<b>Reference Location:</b> Section 4 / Item f (Page 15)		<b>ADDITION</b>
<b>Explanation:</b> Private property ROE to be obtained by the Association on behalf of the Town and its contractors		
<b>New Language:</b> The Association shall be responsible for obtaining all access rights, including access rights over and across property in the Development that is not owned by the Association, as may be deemed necessary by the Town to complete any Project.	<b>Old Language:</b>  n/a	

## 8. Access Needed to Complete Project

<b>Reference Location:</b> Section 4 / Item g (Page 15)		<b>ADDITION</b>
<b>Explanation:</b> <ul style="list-style-type: none"> <li>• The Association is responsible for providing and/or creating adequate and reasonable access and for repairing unavoidable damage to adjacent amenities if said damage is determined to be unavoidable, including making repairs to cart paths, replacing sod, restoring shrubbery, etc.</li> <li>• The Association has the right to withdraw a service request if the magnitude of potential damage is unacceptable to the Association.</li> </ul>		
<b>New Language:</b> The Association shall be responsible for providing clear and adequate physical access to each Project site at no cost to the Town. If clear, adequate physical access to the Project site cannot be provided sufficient to complete the Project without the likelihood of damage to property, assets and amenities by contractors and equipment, the repair and replacement of any property, assets and amenities damaged as a result of the Project shall be the responsibility of the Association, at no additional cost to the Town. Such property, assets and amenities shall include, but are not limited to, landscaping, flowerbeds, ornamental shrubs and trees, lawns, irrigation systems, boardwalks, cart paths, driveways, and sidewalks. The determination of whether the access is clear and adequate, and whether there is a likelihood of damage shall be made in the sole discretion of the Town, prior to the commencement of the Project.	<b>Old Language:</b>  n/a	

<p>The Association has the right to withdraw the service request if the magnitude of potential damage is not acceptable to the Association. If the service request is withdrawn, completing the Project shall be the responsibility of the Association.</p>	
---	--

## 9. Emergency - Responsibilities of the Town

<p><b>Reference Location:</b> Section 7 / Item c (Page 18) <span style="float: right;"><b>REVISION</b></span></p>	
<p><b>Explanation:</b> Added clause related to negligence of third parties</p>	
<p><b>New Language:</b>  Upon receipt of notification of an Emergency from the Association, the Town shall determine the scope and extent of the work that is necessary to repair or correct the damage caused by the Emergency, and the means, methods and materials needed to accomplish the same. The Town shall correct or repair the damage caused by the Emergency as soon as practical, taking into account the threat presented by the Emergency, the existence of any other Emergency or Casualty, the cause of the Emergency and/or the existence of any general emergency affecting the Town and availability of funding. The Town may seek reimbursement <u>from third parties</u> for any costs incurred by the Town as a result of any Emergency <u>found to have been caused by the negligence of said third parties.</u></p>	<p><b>Old Language:</b>  Upon receipt of such notification from the Association, the Town shall determine the scope and extent of the work that is necessary to repair or correct the damage caused by the Emergency, and the means, methods and materials needed to accomplish the same. The Town shall correct or repair the damage caused by the Emergency as soon as is practical, taking into account the threat presented by the Emergency, the cause of the Emergency or the existence of any general emergency affecting the Town and availability of funding. The Town may seek reimbursement for any costs incurred by the Town as a result of any Emergency from Storm Water Service Fees.</p>

**10. Casualty – Approval of Plans / Right of Entry and Access**

<p><b>Reference Location:</b> Section 8/ Items c &amp; d (Page 19)</p>	<p><b>REVISION (SPLIT)</b></p>
<p><b>Explanation:</b> Split item c in old agreement language into two items</p> <ul style="list-style-type: none"> <li>• Approval of plans now includes language stipulating that the Association is responsible for addressing deficiencies at its own expense if the Association does not approve engineering plans prepared by the Town</li> <li>• Obtaining Right-of Entry and providing temporary easements for access to construct a project is the responsibility of the Association If access required to construct per the approved plans requires access outside the limits of the current Easement agreement.</li> </ul>	
<p><b>New Language:</b></p> <p>c. <i>Approval of Plans:</i> The engineering and design plans must be approved by the Association prior to any reconstruction of the Drainage System. <u>If the Association does not approve the engineering and design plans prepared by the Town, the Association may reconstruct the Drainage System at its own expense and shall not seek reimbursement for the cost thereof from the Town.</u></p> <p>d. <i>Right of Entry and Access:</i> If the engineering and design plans approved by the Association require work outside of easement limits described in the Access, Drainage and Maintenance Easement Agreement, the Association shall provide temporary easements for access and construction over any property it owns or controls, and shall deliver a valid temporary construction easement for access and construction from the owners of property that the Association does not own.</p>	<p><b>Old Language:</b></p> <p>c. <i>Approval of Plans:</i> The engineering and design plans must be approved by the Association, prior to any reconstruction of the Drainage System. In the event such reconstruction requires work outside of the Easement limits as depicted in Exhibit “A,” the parties agree to modify the Access, Drainage and Maintenance Easement by a written agreement to be recorded in the Office of Register of Deeds for Beaufort County, South Carolina increasing the Easement areas as reasonably necessary to accommodate such reconstruction and the Association agrees to grant any temporary license allowing the Town temporary access to those Common Areas of the Development reasonably necessary to accommodate such reconstruction.</p>



### 11. Maintenance of Drainage System by the Association – Town Notification

<b>Reference Location:</b> Section 9/ Item e (Page 22)		<b>REVISION</b>
<b>Explanation:</b> Increased minimum notification time for Town opportunity to inspect work at key junctures from 48 to 72 hours.		
<b>New Language:</b> e. The Association shall notify the Town at least seventy-two (72) hours prior to the commencement of work on the Project and at any key junctures of the work where the Town may need to inspect the work.	<b>Old Language:</b> e. The Association shall notify the Town at least forty-eight (48) hours prior to the commencement of work on the Project and at any key junctures of the work where the Town may need to inspect the work.	

### 12. Maintenance of Drainage System by the Association – Town Inspection

<b>Reference Location:</b> Section 9/ Item f (Page 22)		<b>ADDITION</b>
<b>Explanation:</b> Added requirement for Town inspection and approval at project completion.		
<b>New Language:</b> Upon completion of the Project, the Town shall inspect the Project and provide the Association written approval or rejection of the Project.	<b>Old Language:</b>  n/a	

### 13. Maintenance of Drainage System by the Association – Reimbursement Documentation

<b>Reference Location:</b> Section 9/ Item g (Page 22)		<b>REVISION</b>
<b>Explanation:</b> Reimbursement documentation requirements now include more specific details.		
<b>New Language:</b> g. If the Project is approved by the Town, the Association shall submit to the Town its request for reimbursement, which shall include full documentation of the bid and procurement of the work to complete the Project, the contract for the work to complete the Project, the construction plans, details and as-built surveys or drawings, measurements, dated inspection reports, photographs of the work in progress, documentation of the payments made by the Association, any required test reports and the Association’s written certification that the Project was completed in accordance with the approved plans and specifications.	<b>Old Language:</b> f. Upon completion of the work as approved by the Town, The Association shall submit its request for payment to the Town, which shall detail the work done and the payments made, and be accompanied by any required test reports, construction data / measurements or as-built surveys, and its written certification that the work was completed in accordance with the approved plans and specifications.	

#### 14. Emergency Work by the Association – Town Inspection

<b>Reference Location:</b> Section 10/ Item a (Page 23)		<b>REVISION</b>
<b>Explanation:</b> Added requirement for Town approval in writing and requirement for Association to comply with Town procurement code if the Association intends to bid the work and request reimbursement.		
<b>New Language:</b> The Association shall consult with the Town to determine a cost-efficient scope and extent of work necessary to repair or correct the damage caused by the Emergency, and the means, methods and materials needed to accomplish the same. The TOWN must approve in writing, the scope and plans for the work and procurement of construction services, prior to the commencement of work. The Association is not required to bid the work but if the Association chooses to bid the work, the Association shall bid the work in accordance with the Town’s Procurement Code, § 11-1-111, <i>Municipal Code of The Town of Hilton Head Island, South Carolina</i> (1983), as the same may be amended from time to time.	<b>Old Language:</b> The Association shall consult with the Town to determine a cost efficient scope and extent of the work that is necessary to repair or correct the damage caused by the Emergency, and the means, methods and materials needed to accomplish the same.	

#### 15. Emergency Work by the Association – Town Notification

<b>Reference Location:</b> Section 10/ Item c (Page 23)		<b>ADDITION</b>
<b>Explanation:</b> Added Town advance notification requirement to allow the Town the opportunity to inspect work at key junctures.		
<b>New Language:</b> The Association shall, whenever possible, notify the Town at least seventy-two (72) hours prior to the commencement of work on the Project and at any key junctures of the work where the Town may need to inspect the work.	<b>Old Language:</b>  n/a	

**16. Emergency Work by the Association – Reimbursement Documentation**

<b>Reference Location:</b> Section 10/ Item d (Page 24) <span style="float: right;"><b>REVISION</b></span>	
<b>Explanation:</b> Reimbursement documentation requirements now include more specific details.	
<b>New Language:</b> d. Upon completion of the work that has been authorized and approved by the Town, the Association shall submit to the Town a request for reimbursement, which shall include full documentation of the bid and procurement documents for the work, the contract for the work, construction plans, details and as-built surveys or drawings, measurements, dated inspection reports, photographs of the work done and documentation of the payments made, any required test reports and the Association’s written certification that the work was completed in accordance with the approved plans and specifications and state the date the work was completed.	<b>Old Language:</b> c. Upon completion of the work, The Association shall submit its or their request for payment to the Town, which shall detail the work performed and the cost for the same, and be accompanied by any required test reports, construction data / measurements or as-built surveys, with a written certification that the work was necessary to repair or correct the damage caused by an Emergency.

**17. Term**

<b>Reference Location:</b> Section 13 (Page 25)		<b>REVISION</b>
<b>Explanation:</b> Notification to terminate increased from 120 to 270 days; auto-renewal term increased from 1 year to 2 years.		
<b>New Language:</b> <p>This Agreement shall remain in place for ten years from the date of execution and shall renew automatically for successive two (2) year terms beginning July 1 each year thereafter, unless either Party notifies the other, in writing, of its intention to terminate this Agreement. Any such notice shall be delivered not less than two hundred and seventy (270) days prior to the end of the Town fiscal year (June 30) at the end of the then-current term in which such Party wishes to terminate the Agreement. Upon delivery of such notice, this Agreement shall terminate at midnight on June 30<sup>th</sup> of the fiscal year in which the notice is delivered (for example, if notice is given February 1, 2020, the Agreement would terminate on June 30, 2021). The parties shall thereafter execute and deliver such documents as may be necessary to cancel the Access, Drainage and Maintenance Easement delivered pursuant to this Agreement.</p>	<b>Old Language:</b> <p>This Agreement shall remain in place for a period of Five (5) year(s), and shall renew automatically for successive one (1) year terms thereafter, unless either Party notifies the other, in writing, of its intention to terminate this Agreement. Any such notice shall be delivered more than one hundred and twenty (120) days prior to the end of the Town fiscal year (June 30) at the end of the then-current term in which such Party wishes to terminate. Upon delivery of such notice, this Agreement shall terminate on July 1 of the calendar year in which the notice is delivered. The parties shall thereafter execute and deliver such documents as may be necessary to cancel the Access, Drainage and Maintenance and Construction Easements delivered pursuant to this Agreement.</p>	

## 18. Default

<b>Reference Location:</b> Section 17 (Page 27)	<b>REVISION</b>
<b>Explanation:</b> Added clause related to inability to reasonably cure, extending time from 30 to 120 days.	
<b>New Language:</b> The Town and the Association agree that in the event of a default or breach of any provision or term of this Agreement, the non-defaulting party or parties shall give written notice to the defaulting party or parties of the default or breach. In the event that the defaulting party or parties fail to cure the default or breach within thirty (30) days of the date of the written notice specifying the default or breach, <u>unless a non-monetary default or breach cannot reasonably be cured within said thirty (30) day time period, then said period shall be reasonably extended, up to one hundred and twenty (120) days</u> , then the non-defaulting party or parties shall be entitled to pursue any remedy at law or in equity against the defaulting party or parties, including but not limited to an action for damages, injunction or specific performance of this Agreement.	<b>Old Language:</b> The Town and the Association agree that in the event of a default or breach of any provision or term of this Agreement, the non-defaulting party or parties shall give written notice to the defaulting party or parties of the default or breach. In the event that the defaulting party or parties fail to cure the default or breach within thirty (30) days of the date of the written notice specifying the default or breach, then the non-defaulting party or parties shall be entitled to pursue any remedy at law or in equity against the defaulting party or parties, including but not limited to an action for damages, injunction or specific performance of this Agreement.



# TOWN OF HILTON HEAD ISLAND

*Public Projects and Facilities Management Department*

---

**TO:** Stephen G. Riley, ICMA-CM, Town Manager  
**FROM:** Scott Liggett, PE, Dir. of Public Projects & Facilities / Chief Engineer  
**DATE:** October 9, 2020  
**SUBJECT:** Burkes Beach Road Parking

---

## **Recommendation:**

The Community Services and Public Safety Committee recommends that the Burkes Beach Road on-street and metered beach parking prohibition remain in place.

## **Summary:**

The parking prohibition was established in May 2020 by the Town Manager based on the authority contained with the Resolution adopted by Town Council declaring a State of Emergency on the Island. The action was in response to heavy summer season demand and field observations and the behavior that was seen from individuals utilizing these facilities and was thought necessary to ensure protection of life, property, and continuity of services. The Committee remains concerned about user behavior and safety despite the passage of summer and heavy beach use. The State of Emergency remains in effect.

## **Background:**

Burkes Beach Road is owned by Beaufort County. The on-street parking was established more than fifteen years ago, to address requests from participants of youth sports activities to provide parking which was closer to field activities (youth soccer). In general, the organized soccer program occurs principally in the spring and fall, outside the window of beach season. But over time, the on street parking has become popular for beach goers during the summer.