

TOWN OF HILTON HEAD ISLAND
Planning Commission Meeting
Wednesday, March 18, 2015 **APPROVED**
3:00p.m. – Benjamin M. Racusin Council Chambers

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Jim Gant, Judd Carstens, Lavon Stevens, Barry Taylor and Todd Theodore

Commissioners Absent: Bryan Hughes and Caroline McVitty

Town Council Present: Tom Lennox

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator
Marcy Benson, Senior Grants Administrator
Shawn Colin, Deputy Director of Community Development
Darrin Shoemaker, Traffic and Transportation Engineer
Scott Liggett, Director of Public Projects & Facilities/Chief Engineer
Teri Lewis, LMO Official
Charles Cousins, Director of Community Development
Brian Hulbert, Staff Attorney
Jill Foster, Deputy Director of Community Development
Kathleen Carlin, Secretary

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **Roll Call**
4. **Freedom of Information Act Compliance**
Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and Town of Hilton Head Island requirements.
5. **Swearing in Ceremony for new Planning Commissioner – Mr. Lavon Stevens**
Brian Hulbert, Esq., performed the swearing in ceremony for new Planning Commissioner, Mr. Lavon Stevens. The Planning Commission welcomed Mr. Stevens and thanked him for his service.
6. **Approval of Agenda**
The Planning Commission **approved** the agenda as submitted by general consent.
7. **Approval of Minutes**
Vice Chairman Kristian made a **motion** to **approve** the March 4, 2015 meeting minutes as submitted. Commissioner Carstens **seconded** the motion and the motion **passed** with a vote of 6-0-0.

8. Appearance by Citizens on Items Unrelated to Today's Agenda

None

9. Unfinished Business

None

10. New Business

a) Request for recommendation to Town Council for approval of the Hilton Head Island Consolidated Plan for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program.

The five year plan serves as the submission document for federal funds under the CDBG program, includes strategies to carry out the Town's CDBG program, and lists projects to be performed with CDBG funds. Chairman Brown introduced the business item and requested that the staff make their presentation.

Ms. Marcy Benson made the presentation on behalf of staff. The staff requested a Planning Commission recommendation to Town Council for approval by resolution of the Consolidated Plan for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program.

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

Projects eligible for CDBG funding include but are not limited to: acquisition; public facilities & improvements; clearance & remediation; and public services. The projects do not have to go through a competitive selection process but they must be listed in the program-required five year consolidated plan. Eligible projects must be located in areas with a minimum 51% of households meeting the LMI requirements established by HUD. Census data is used to determine whether there is a sufficiently large percentage of LMI households in an activity area.

To meet minimum HUD requirements the consolidated plan should address community resources and include a housing market analysis, a housing needs assessment, a homeless needs assessment, housing activities, non-housing community development activities, goals & objectives, a citizen participation plan and an annual action plan, which must list the projects intended to be constructed with CDBG funds. Requirements for development of the consolidated plan include:

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

To meet these requirements the Town held a needs assessment public hearing on November 13, 2014, results of which included many potential eligible activities. The draft plan was completed using the required format in the HUD developed eCon Planning Suite software program, with a recommendation to focus on dirt road paving projects. The 30 day public comment period began February 16, 2015 and comments will be accepted through March 18, 2015.

At the end of the public comment period staff will review comments received for common and recurring themes and address comments in the final draft of the consolidated plan. Additional review of the consolidated plan is anticipated at upcoming Public Facilities Committee and Town Council meetings to move the plan forward to meet the May 15, 2015 HUD submittal deadline.

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

Ms. Benson presented an in-depth overhead review of the 2015-2019 Consolidated Plan for the Community Development Block Grant Program. Ms. Benson discussed the purpose of the Town's Five Year Consolidated Plan and summarized the objectives and outcomes identified in the Plan Needs Assessment Overview. The Town's goals for the 2015-2019 period will focus on several issues including neighborhood revitalization efforts, sewers, and providing upgrades to existing unpaved roads.

The Planning Commission discussed the goals of the Community Development Block Grant (CDBG) Entitlement Program including the issues of sewer and road improvements. Mr. Shawn Colin presented statements regarding the Town's goal of paving dirt roads particularly as related to the expansion of sewer service.

Chairman Brown presented statements regarding the Town's duty to recognize the homeless population that may be on the island. Chairman Brown also presented comments regarding the cost and acquisition of heirs' property. The Planning Commission and the staff also discussed HUD requirements and the funding of projects. Ms. Benson presented statements regarding the Needs Assessment Program. Mr. Charles Cousins presented statements regarding the cost and acquisition of heirs' property. At the completion of the staff's presentation, Chairman Brown requested public comments on this business item and none were received. Following final comments by the Planning Commission, Chairman Brown requested that a motion be made.

Commissioner Gant made a **motion** to forward the Community Development Block Grant (CDBG) Entitlement Program to Town Council with a recommendation of **approval**. The Planning Commission encourages the execution team to work with the

PSD on the coordination of sewers, where possible. Commissioner Taylor **seconded** the motion and the motion **passed** with a vote of 7-0-0.

b) Annual Traffic Report

Chairman Brown introduced the business item and requested that staff make their presentation.

Mr. Darrin Shoemaker presented an in-depth overhead review of the 2014 Traffic Monitoring and Evaluation Report on behalf of staff. The staff recommends that the Planning Commission review and consider the Annual Report, provide comments, and formally endorse the report. The staff will incorporate any comments provided by the Planning Commission and will forward the final report on to Town Council.

The Annual Report and recommendations are prepared and submitted to the Planning Commission in accordance with the requirements outlined in Section 16-2-103.J.10 of the Town's Land Management Ordinance (LMO).

Section 16-2-103.J.10 of the LMO provides that this report will be prepared and submitted annually by the LMO Official to the Planning Commission for their review, consideration, and discussion at a public meeting. This report is based on traffic counts that are collected annually by the Engineering Division each June on a typical weekday intended to approximate the 45th highest traffic volume day of the calendar year for subsequent design purposes.

The traffic counts collected annually and summarized herein are also employed by the Town to serve as the official background data set for traffic impact analysis plan studies submitted to the Town in accordance with Section 16-2-103.J of the LMO as well as other traffic studies conducted to address specific needs. The traffic impact analysis plan submission requirements outlined in the LMO and the submission of this annual report are intended to ensure that the Town's roadway network operates within the goals established in the LMO.

This report examines both morning and afternoon weekday peak hour demand at signalized intersections within the Town in accordance with the definition of "peak hour" offered in Section 16-10-105 of the LMO. The LMO requires that this report be based on data collected on a typical June weekday in order to avoid identifying deficiencies based on atypically high traffic volume days such as major summer holiday weekends or events such as the RBC Heritage presented by Boeing Golf Tournament or the Concours D'Elegance automobile show. The Town traditionally hires a traffic counting consultant to collect the data during the first and/or second full weeks of June. Counts are only conducted on Tuesdays, Wednesdays, or Thursdays to ensure that the requirement that the counts are conducted on a typical weekday.

All of the morning and afternoon peak hour turning movement count data summarized in Appendix A contained in the staff's report was counted on either Tuesday, June 3rd, Wednesday, June 4th, or Thursday June 5th, and represents an average of 24-hour counts tallied on each of these three days; therefore, the turning movement counts summarized in the report were all conducted on a single date while the 24-hour counts tallied on each of these three days.

The Town's Engineering Division monitored traffic conditions on these dates to ensure that the data collected accurately reflected the typical June weekday conditions required by the LMO that were not unduly influenced by factors such as adverse weather, vehicle collisions or road construction.

As required by the LMO, this report includes historical data for the 24-hour counts that enable the reader to draw conclusions based on five-year volume trends in addition to the spot morning and afternoon peak hour data collected each June. All of the traffic counts collected in June 2014 were judged by staff to be consistent with expectations based on previous counts and none of the collected data was found to be aberrant or unsuitable for analysis purposes.

The operational goals for all signalized intersections as outlined in Section 16-5-106.C of the LMO are based on the volume-to-capacity ratio and the average total delay experienced by motorists based on operating conditions during the weekday morning and the afternoon peak traffic volume hour. The volume to capacity ratio is essentially a percentage of the intersection's capacity to discharge traffic that is being demanded by motorized and non-motorized traffic. Mr. Shoemaker also discussed pedestrian and bicyclist traffic counts. Following staff's presentation, the Planning Commission discussed several items including signalized intersections and traffic concerns at the Jenkins intersection.

Vice Chairman Kristian presented statements regarding the need for repairs to be made to Main Street. Main Street is not owned or maintained by the Town. Mr. Scott Liggett stated that the Town has received a request for public dedication of Main Street from the Main Street Realty Association. Chairman Brown presented comments regarding the pedestrian counts contained in the staff's traffic report. The Planning Commission and Mr. Shoemaker also presented comments regarding the deficiencies at the intersection at Squire Pope Road. Following this discussion, Chairman Brown requested public comments on this item and the following were received: (1) Ms. Jocelyn Steiger presented comments in support of including Saturday traffic counts on and off the island. Following final comments by the staff and the Planning Commission, Chairman Brown requested that a motion be made.

Vice Chairman Kristian made a **motion** that the Planning Commission forward the 2014 Traffic Monitoring and Evaluation Report to Town Council with a recommendation of **approval** with the notations made by the Town's Traffic Engineer. Commissioner Gant **seconded** the motion and the motion **passed** with a vote of 7-0-0.

11. Commission Business

None

12. Chairman's Report

None

13. Committee Reports

Commissioner Carstens stated that the Comprehensive Plan Committee met earlier today and they anticipate meeting again on Wednesday, April 22nd at 1:30p.m.

14. Staff Reports

Mr. Shawn Colin presented a brief update on the status of the Port Royal ZMAs. Chester C. Williams, Esq., agent for the applicant, presented comments regarding the Traffic Impact Study.

15. Adjournment

The meeting was adjourned at 5:00p.m.

Submitted By:

Approved By:

April 22, 2015

Kathleen Carlin
Secretary

Alex Brown
Chairman