



The Town of Hilton Head Island
**Community Services and
Public Safety Committee**
Regular Meeting
Monday, January 27, 2020, 9:00 a.m.
Benjamin M. Racusin Council Chambers

AGENDA

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

1. **Call to Order**
2. **FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Approval of Minutes**
 - a. December 23, 2019
4. **Unfinished Business**
5. **New Business**
 - a. Palmetto Headlands Commercial POA – Public Dedication of Street Lights on County-owned Hunter and Cardinal Roads.
 - b. CDBG 5-year Consolidated Plan
6. **Adjournment**

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



Town of Hilton Head Island
Community Services & Public Safety Committee

Monday, December 23, 2019 at 8:30 am

Benjamin M. Racusin Council Chambers

MEETING MINUTES

Present From the Committee: Marc Grant, Tom Lennox

Present from Town Council:

Present from Town Staff: Scott Liggett, Josh Gruber, Julian Walls, Shea Farrar

Present from Media:

1. Call to Order

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

3. Approval of Minutes – November 25, 2019 – Councilman Lennox moved to approve. Chairman Grant seconded. The November 25, 2019 Minutes were unanimously approved.

4. Unfinished Business

5. New Business

a. Chamber Leadership Class Project – Sunscreen Dispensers on Town Property Proposal

Michelle Elliott, Hilton Head Island/Bluffton Chamber of Commerce Leadership Class of 2020 stated they are proposing a new project called The Sunshine Stand. We are proposing to install ten stands within seven different parks and recreation locations throughout the Island. We would install the stands, provide the sun screen and the batteries for those stands and then turn those over to the Town of Hilton Head Island in May of 2020 to begin to take over. This is an all-natural, mineral based product. Our product concept would be to provide a sign that talks about sunscreen and the damages of skin cancer as well as provide sponsor information on the stand and the actual signage.

The locations that we have proposed are three on the north end, Hilton Head Sailing & Rowing Center, Barker Field Park, Jarvis Creek Park. Mid-Island we have Shelter Cove Community Park, Chaplin Community Park and then on the South End we have Crossings Park and Bristol Sports Arena. Our idea is to start fundraising once the Town approves our project. Our fundraising would include the sunscreen product, the batteries and then any funds that we raise above our goal to turn that over to the Town of Hilton Head to begin managing the dispensers in 2020.

Chairman Grant asked if the Town is liable if citizens start complaining and get cancer. If that is the case, how do we protect ourselves from that? Josh Gruber, Assistant Town

Manger stated that he is a member of the Chamber's 2020 Leadership Class so this is a project that I have been working on outside of the Town. In terms of from a liability standpoint, you would have to be able to draw a direct nexus that there was some kind of link between the cancer and a one particular incident where you may have receive sunscreen and it did not perform well. Because this is a commercially available product, it meets all of the FDA regulations and anything else that is necessary in order to be sold commercially. We are providing it to a public that will hopefully be able to use it at times when they forgot to bring it themselves. I do not believe it rises to any direct nexus liability type situations.

Councilman Lennox asked what their fundraising goal was. Ms. Elliott said their fundraising goal is \$25,000+/-.

Councilman Lennox moved that the Community Services and Public Safety Committee recommend the proposal of the Chamber Leadership Class of 2020 to Town Council for approval. Chairman Grant seconded. The motion unanimously passed.

6. Adjournment

Councilman Lennox moved to adjourn. Chairman Grant seconded. The Meeting was adjourned at 8:37 a.m.

Submitted by:

Karen D. Knox

Approved:



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
COPY: Jeff Buckalew, PE, Town Engineer
DATE: January 22, 2020
SUBJECT: Palmetto Headlands Commercial POA – public dedication of streets lights on County-owned Hunter and Cardinal Roads

Recommendation:

Staff recommends that the Town decline the public dedication of the above referenced streetlights. It is recommended that the Commercial Owners' Association approach Beaufort County, as the owner of the road rights of way within which the streetlights are located, with this request.

Summary:

The Commercial Owners' Association currently maintains 18 street lights within the Beaufort County owned road rights of way. These street lights were installed in 2000 by the Association via service agreement with Palmetto Electric. The monthly expense appears to be approximately \$350.00. It is my understanding that the Association is exploring options to disband and as a result is seeking to transfer current financial obligations. Alternatively, they may seek to discontinue or terminate such obligations.

Background:

The Palmetto Headlands Commercial Subdivision was established well more than 30 years ago as a private commercial area near Mathews Drive and Beach City Road. Over time, and in order to improve public service delivery and efficiency, the internal roads of the subdivision were dedicated to Beaufort County and the easements encumbering the drainage-ways were dedicated to the Town.

December 17, 2019

To: Town of Hilton Head Island

From: Headlands Commercial Owners Association

Palmetto Headlands Park

RE: Commercial Lights on Cardinal and Hunter Road

As president and representative of the Board of Directors for the Palmetto Headlands Owners Association we respectfully request that Town of Hilton Head Island take over the lights on Cardinal and Hunter Road. The lights were installed in 2000 on the road easements for security reasons at the association's expense.

Now that the traffic is very heavy due to going through the park as a short cut to Beach City Road, and the association having no responsibility for the roads we request the town to take on this responsibility.

We have met our obligations to Palmetto Electric Coop., and can discontinue the lights at any time.

Respectfully, Sandra Reed for the Board

A handwritten signature in cursive script that reads "Sandra Reed". The signature is written in black ink and is positioned below the typed name.



PALMETTO
ELECTRIC COOPERATIVE INC.
Your Touchstone Energy® Partner

Account No	Account Name	Service Address	Telephone	Pwr Cost Factor	Rate	Bill Date		
59228002	HEADLANDS COMMERCIAL OWNERS	PALMETTO HEADLAND PARK	(843) 842-4138	0.000000	Commercial Lighting	Nov. 7, 2019		
Service From	To	Meter No	Srv Days	Previous Mtr Rdg	Present Mtr Rdg	KWH Used	Mult	Charges
10/09/19	11/07/19		29					Previous Balance 351.72 Payment Received - Oct. 19, 2019 -351.72 15 SALEM 150 HPS1U 19'LAMWD 289.35 2 STANDARD 100 HPS1U 30'WD HH GFATHER 19.88 1 STANDARD 100EQ LED1U 30'WD HH GFATHER 9.91 State Tax 19.72 Local Tax 3.29 Franchise Fee Paid to the Town of Hilton Head 9.57 Total Electric Charges 351.72
Total Charges Due								\$351.72

This bill amount is payable in full on or before the due date or draft date.

Due Date: Nov. 22, 2019



of Giving Back to our Community
 A special thanks—to you, our members—for helping make our community a better place to live.
 For more information visit palmetto.coop

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT

SC09400F

485

PALMETTO ELECTRIC COOPERATIVE INC
 4063 GRAYS HWY
 RIDGELAND SC 29936-4360
 Temp-Return Service Requested



Account Number	59228002
Billing Due Date	Nov. 22, 2019
Total Amount Due	\$351.72

*****AUTO**5-DIGIT 29901



HEADLANDS COMMERCIAL OWNERS
 ATLANTIC STATES MANAGEMENT
 PO BOX 5
 HILTON HEAD ISLAND SC 29938-0005


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PALMETTO ELECTRIC COOPERATIVE INC
 PO BOX 530812
 ATLANTA GA 30353-0812



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3458020	69458010
3457044	69457001
3450078	69450018
3450077	69450032
3450076	69458022
3450075	69450074
3450036	69450020
3450015	69450046
3442008	69442061

OL Location ↓	Service Address ↑↓	Pole Number ↑↓
69458048		69458022
69458047		69450031
69458046 		69458024
69458045		69458015
69458044		69458013
69458043		69458029
69458042		69457014
69458036		69458024
69458035		69458013
69458020		69458010



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Community Services and Public Safety Committee
VIA: Shawn Colin, *AICP, Director of Community Development*
FROM: Jennifer Ray, *ASLA, Deputy Director of Community Development*
CC: Marcy Benson, Senior Grants Administrator
DATE: January 22, 2020
SUBJECT: CDBG 5-year Consolidated Plan

Recommendation: Staff recommends the Community Services and Public Safety Committee forward a recommendation for approval to Town Council directing staff to focus on one category of activity, “public facilities and improvements”, and limit projects to Town-owned property or property where the Town can acquire necessary easements, in the preparation of the 2020-2024 CDBG 5-year Consolidated Plan.

Summary: By approving a narrow list of program activities, “public facilities and improvements”, and a narrow area, limited to Town-owned property or property where the Town can acquire necessary easements, staff will be able to more efficiently and effectively manage the CDBG Entitlement Program. During the previous 5-year period, average funding was +/- \$200,000 per year, which requires a focused strategy. Limiting the potential activities and the location will provide that focus while still allowing meaningful improvements in low-and-moderate income (LMI) areas of the island.

Background: As a CDBG Entitlement Community, the Town is required to submit to HUD a five year Consolidated Plan which details goals and objectives to be implemented to address community needs in LMI areas. Projects eligible for CDBG funding include but are not limited to: acquisition; public facilities & improvements; and public services. The Town completed paving of two dirt roads, Blazing Star and Rhiner Drive, as well as installation of a playground at the Island Recreation Center under the 2015-2019 Consolidated Plan. Additional projects underway but not yet complete as part of the 2015-2019 Consolidated Plan are improvements to the Rowing and Sailing Center at Squire Pope Community Park and an open-air pavilion at the Boys and Girls Club of Hilton Head Island.

When the Town was designated a CDBG Entitlement Community in FY2015, HUD recommended pursuing simple projects on Town-owned property in appropriate LMI areas. Entitlement communities around South Carolina with similar levels of HUD funding take the same approach – to focus on public improvements projects on Town/City-owned property. Broad categories of activities including public facilities and improvements, housing activities, and other real property improvements were included in previous amendments to the plan based on public input. As the plan years progressed, a shift was requested to consider projects in partnership with or for other organizations. Pursuing projects that are not Town-owned projects causes a challenge in meeting HUD’s strict timelines for review, approval, and construction as well as increasing the complexity and cost of management of the project. A focus on a narrow list of program activities and a narrow area will allow for maximum impact of limited funding, keeping administrative costs low.