



Town of Hilton Head Island
**Gullah Geechee Land & Cultural
Preservation Task Force Meeting**

Monday, May 1, 2023, 1:00 p.m.

AGENDA

The Gullah Geechee Land & Cultural Preservation Task Force Meeting will be held in person in the Benjamin M. Racusin Council Chambers. The meeting will be broadcast and can be viewed at: [Beaufort County Channel](#), the [Town's YouTube Channel](#), 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. Roll Call

4. Approval of Agenda

5. Approval of Minutes

a. Regular Meeting of April 3, 2023

6. Appearance by Citizens

Citizens may submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. on Friday, April 28, 2023. Comments submitted through the portal will be provided to the Task Force and made part of the official record.

7. Staff Report

a. District Planning Update

b. Historic Neighborhood Permitting & Design Studio Report

c. Home Safety and Repair Program Update

d. Sewer Connection Program Update

e. General Staff Updates

8. Discussion Items

a. Deep Well – Project SAFE

b. Public Service District – Water Connections Update

c. Gullah Geechee Work Plan Quarterly Update — Draft Report

9. Adjournment

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

Please note that a quorum of the Planning Commission may result if five (5) or more of their members attend this meeting.



The Town of Hilton Head Island
**Gullah Geechee Land & Cultural
Preservation Task Force
Meeting Minutes
April 3, 2023, 1:00 p.m.**

Present from the Task Force: Chairman Lavon Stevens; Vice Chairman Palmer E. Simmons; John Campbell; Tom Henz; Ibrahim Abdul-Malik

Absent from the Task Force: Joyce Wright; Shani Green

Present from Town Council: Alex Brown, Tamara Becker

Present from Town Staff: Missy Luick, *Assistant Community Development Director*; Taylor Ladd, *Interim Community Planning Manager*; Krishana Perry, *Principal Planner – Historic Neighborhood Preservation*; Ashley Goodrich, *Principal Planner*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

1. Call to Order

Chairman Stevens called the meeting to order at 1:00 p.m.

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. Roll Call

As noted above.

4. Approval of Agenda

Chairman Stevens asked for a motion to approve the agenda. Mr. Henz moved to approve. Vice Chair Simmons seconded. By a show of hands, the agenda was approved by a vote of 5-0-0.

5. Approval of Minutes

Chairman Stevens asked for a motion to approve the Minutes of March 6, 2023. Mr. Henz moved to approve. Mr. Campbell seconded. By a show of hands, the Minutes of March 6, 2023, was approved by a vote of 5-0-0.

6. Appearance by Citizens

No comments were received on the Open Town Hall Portal. No citizens spoke at the meeting.

7. Staff Report

a. District Planning Update

Ms. Luick stated that the project will be presented to the Public Planning Commission at their next meeting for review. The project update will include draft districts and a draft growth framework map. She will provide a further update during the next meeting.

b. Historic Neighborhood Permitting & Design Studio Report

Ms. Perry provided the report. She provided a brief overview of the process for projects which apply to the design studio. Four new requests have been submitted since the last meeting, two ongoing projects have been completed and a case study will be included in the next meeting. Following her presentation, she answered several questions from the Task Force and the public. The topic was opened to the public.

Andre White asked about the estimated completion time and the level of detail included from the town. He also asked if staff help residents figure out which applications to pursue, which could help inquiries get through the design studio and application processes faster.

Chairman Stevens asked Ms. Luick to provide an update on the LMO changes and their effects on future projects. Ms. Luick provided the updates and answered questions from the Task Force.

c. Home Safety and Repair Program Update

Ms. Barrientos provided the report. One hundred and six have been received, and seventy-six have been approved. Forty-five sites have visits to be scheduled. Fifteen applications need additional information. One new submission has been made since the last meeting. Ms. Barrientos also provided an update on the approved contractors for the program and updates that 10 houses have been assigned to the contractor to begin work and 3 have been provided to another contractor to begin work.

d. Sewer Connection Program Update

Ms. Barrientos provided the report. Twenty-five have been approved. Eighteen have letters of approval. Fourteen of these have been completed. The remaining four are underway.

e. Town Open Positions Update

Ms. Perry gave the report. The list of open positions was provided within the packet. Four of the open positions have been filled since the last meeting. After providing her report, she answered several questions from the Task Force.

8. Discussion Items

a. Delinquent Tax and Heir's Property

Luanna Graves provided an update on the free will clinic on April 15th. All signup slots were filled, and they will schedule a second event in the future. She provided additional details about the process and answered several questions from the Task Force.

9. Adjournment

The meeting adjourned at 2:06 p.m.

Submitted by: Brian Glover, Administrative Assistant

Approved: [DATE]

DRAFT



TOWN OF HILTON HEAD ISLAND

Historic Neighborhoods Permitting & Design Studio

May 1, 2023 Report



Note: To preserve residents' anonymity, details of the services provided are described generally.

As of April 24, 2023

Residents Served

Oct 2021-April 2023

- 59 Total Design Studio Service requests (0 new requests)
 - 27 completed cases (5 additional completed (family subdivision concept plan, family compound for mobile home placement, guidance prior to submitting a minor subdivision application, commercial/residential inquiry before developing land due to access issues and lot size)
 - 32 active projects- Design Studio meetings held (no new requests, several still in progress)
 - 18 On Hold
 - 15 Waiting on more information from applicant
 - 3 Waiting on Town CIP for program implementation
 - 14 in progress, active, under review, working with applicant

Issues Addressed

Staff assisted residents with a wide range of issues:

- Drafted concept site designs.
- Discussed resolutions to access issues, including access relocation.
- Drafted concept site access designs (to create or relocate access easements or rights-of-way)
- Drafted landscape plans meeting LMO requirements.
- Discussed application requirements for Family Subdivision, Family Compound, Subdivision and Small Residential Plan Review applications.
- Discussed density requirements.
- Assisted with street name applications.
- Discussed property line boundary adjustments and the Plat Stamp application process.
- Discussed conversion of Development Plan Review applications to Family Compound applications and conversion of conventional subdivisions to Family Subdivisions.
- Corrected addresses.
- Discussed flood elevation requirements.

Collaboration

Providing these services required collaboration with Town staff from several departments, including Development Review & Zoning, Urban Design, Stormwater, Engineering, Natural Resources, Legal, Building Inspections, Capital Improvement Projects Division, and Fire Rescue.



TOWN OF HILTON HEAD ISLAND

Historic Neighborhoods Permitting & Design Studio

May 1, 2023 Report



Staff also collaborated with outside agencies and nonprofits, including Palmetto Electric, Hilton Head Public Service District, Deep Well, Heritage Library, Habitat for Humanity, and Lowcountry Gullah Foundation.



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Gullah Geechee Land and Cultural Preservation Task Force
FROM: Krishana Jackson Perry, Principal Planner – Historic Neighborhood Preservation
VIA: Taylor Ladd, Interim Community Planning Manager
VIA: Missy Luick, Assistant Community Development Director
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
DATE: May 1, 2023
SUBJECT: Home Safety and Repair and Sewer Connection Program Updates

Program Updates

As of April 24, 2023

Home Safety and Repair Program Activity:

- 106 applications received.
 - 76 approved applications.
 - 21 site visits completed, Right of Entry signed, awaiting contractor bidding.
 - 45 site visits scheduled or to be scheduled.
 - 10 Contractor visit held.
 - 6 applications are under income verification review.
 - 16 applications need additional information and have been notified.
 - 7 of these applications are income approved.
 - 8 applications did not meet the income qualifications.
- We have not received any new applications since March 27, 2023
- Bonds were received from our main general contractor, and they are waiting on a business license number to finish the permit applications. Once we have received/approved the applications and have bonds in place they will be able to start repairs.
 - Bundle of 3 homes each has been sent out to general contractors on our list.
 - We have awarded one bundle of 3 homes to one contractor. Awaiting communication from others.

Sewer Connection Program Activity:

- 25 applications approved
 - 18 applications have Town letter of approval for connection estimate
 - 14 of these have been completed
 - 4 yet to be completed
 - 7 applications need estimates from PSD
- We have not received any new applications since March 23, 2023.



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Gullah Geechee Land and Cultural Preservation Task Force
FROM: Krishana Jackson Perry, Principal Planner – Historic Neighborhood Preservation
VIA: Missy Luick, Assistant Community Development Director
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
DATE: May 1, 2023
SUBJECT: Deep Well and Public Service District Presentation

Summary

The Deep Well Project and the Hilton Head Public Service District will give a presentation regarding water and sewer connection assistance for residents on Hilton Head Island. The following topics will be covered, followed by question and answer:

- Overview of Deep Well and the Project SAFE (Sewer Access for Everyone) sewer connection program, including eligibility, application process and timelines, and application tips.
- Residents served.
- Potential costs associated with water and sewer connection.
- Updates on program progress and impacts on the community.



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Gullah Geechee Land and Cultural Preservation Task Force
FROM: Krishana Jackson Perry, Principal Planner – Historic Neighborhood Preservation
VIA: Missy Luick, Assistant Community Development Director
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
DATE: May 1, 2023
SUBJECT: Draft – Quarterly Update to Town Council Gullah Geechee Culture Preservation Report

The below content is a draft of the quarterly update on the Gullah Geechee Culture Preservation Project Report that Staff plans to present to Town Council at the May 16, 2023, regular meeting. Staff is opening the opportunity for the Gullah Geechee Land and Cultural Preservation Task Force to review this draft report in advance of that meeting to provide suggested revisions and agreement.

BACKGROUND:

In 2019, Town Council accepted the Gullah Geechee Culture Preservation Project Report (Report), which included 35 recommendations, and the Gullah Geechee Land & Cultural Preservation Task Force's (Task Force) two additional recommendations. Also in 2019, Town Council approved 16 Top Priority Projects from the Report that were identified by the Task Force to begin work on immediately.

SUMMARY:

For the first quarter of 2023 focus has been on onboarding the new Historic Neighborhood Preservation Principal Planner to ensure an effective transfer of responsibilities.

Staff and the Task Force established a renewed focus on the remaining 3 of the Top 16 Priority Projects, which includes:

- Gullah History and Cultural Education Program;
- Addressing the Historic Overlay District through the Town's District Planning efforts; and
- Refining the online and physical resource center.

13 of the Top 16 Priority Projects have been implemented through projects, policy, and/or integration into Town operations. Of the completed projects reported, staff will focus on continuously improving processes and service delivery.

Continued implementation of the Report should include increased emphasis on community-driven and collaborative partnership approach that further outlines the critical path, long term outlook with benchmarks, and a vision of what the successful implementation of this report would look like in our community. This will include pursuing a collaborative partnership approach both internally and externally with community partners, to implement the remaining recommendations from the Report. Staff remain committed to facilitating collaboration and agreement with the Task Force regarding the completed and remaining recommendations.

Staff's Priority Next Steps:

- 1) Fully implement the Gullah History and Cultural Education Program to occur in third quarter 2023. Staff has made progress compiling Gullah-owned cultural resources to utilize for course content, drafting the course outline, and coordinating internally with Human Resources and the Office of Cultural Affairs.
- 2) Continue implementation of the full report and secure partnerships across existing community and cultural resources to carry out the full implementation of the report. Examples of action steps will include, but not be limited to:
 - Utilizing the Report recommendations to inform District Planning and LMO amendments. These efforts will be the mechanism through which we implement some of the public policy recommendations. Staff currently gives the Task Force a monthly update on District Planning efforts and progress;
 - Refinement of resource page and Town Hall location for heirs' property organizations and assistance programs;
 - Creation and refinement of standard operating procedures documents to ensure ongoing programs (such as, but not limited to Design Studio, education programs, outreach with Gullah churches, resource center, and temporary sign programming); and
 - Cooperative agreements with partner organizations.

Staff will discuss the critical path action step workplan monthly with the Task Force, and involve community organizations, resources, and partners to collaborate on implementation of specific recommendation projects.