



The Town of Hilton Head Island
**Gullah Geechee Land & Cultural
Preservation Task Force Meeting**
Monday, March 7, 2022, 1:00 p.m.

AGENDA

This meeting is being conducted virtually and can be viewed via the [Town of Hilton Head Island Public Meetings Facebook Page](#). A Facebook account is not required to access the meeting livestream.

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 January 3, 2022

b. Regular Meeting of February 7, 2022

6. Citizen Comments

Citizens who wish to address the Task Force concerning items on the agenda may do so by contacting the Task Force Secretary at 843-341-4691 no later than 12:00 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 12:00 p.m. the day of the meeting. Comments submitted through the portal will be provided to the Task Force and made part of the official record.

7. Discussion Items

a. Historic Stoney Neighborhood Economic Development Corporation

8. Staff 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**
January 3, 2022, 1:00 p.m.

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

Absent from the Task Force: Shani Green

Present from Town Council: Tamara Becker, Alex Brown, David Ames

Present from Town Staff: Chris Yates, Interim Community Development Director; Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Anne Cyran, Interim Comprehensive Planning Manager; Brad Tadlock, Fire Chief; Joheida Fister, Deputy Fire Chief – Administration/Fire Marshal; Becky Neugent, E911 Communications Manager; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary 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 – See as noted above.

4. Approval of Agenda

Chairman Stevens asked for a motion to approve the agenda as presented. Mr. Abdul-Malik moved to approve. Mr. Campbell seconded. By way of roll call, the motion passed by a vote of 5-0-0.

5. Approval of Minutes

a. Meeting of December 6, 2021

Chairman Stevens asked for a motion to approve the minutes of the December 6, 2021, regular meeting. Mr. Abdul-Malik moved to approve with additions. He requested that his inquiry and Staff response regarding the overlay district during the Staff Report be added to the minutes. Mr. Abdul-Malik also requested that going forward a monthly update regarding the Historic Overlay District be provided to the Task Force. Vice Chairman Simmons seconded. By way of roll call, the motion passed by a vote of 4-0-1. (Mr. Henz abstained as he was not present at the subject meeting.)

6. Citizen Comments

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. There were no comments of record. Citizens were provided

the option to sign up for public comment participation during the meeting by phone. There were no requests to participate by phone.

7. Discussion Items

a. Historic Neighborhoods Permitting and Design Studio

Dr. DuBose stated the Design Studio launched in October of 2021, to implement Project PP-3 from the Gullah Geechee Preservation Project Report and assist property owners with Town regulations. She noted it is a one-step resource for property owners in Historic Neighborhoods who need assistance with development permits, family compounds and family subdivisions, conceptual site designs, addressing, property access, along with assistance in acquiring business licenses. Dr. DuBose explained the Design Studio also assists the public with other resources such as information on heirs' property and taxes. She emphasized that it is more than just providing an application for the owners' needs. She stated that through scheduled meetings with staff and the several departments involved, projects can be completed in a more efficient manner.

Dr. DuBose explained the Design Studio formalized the process to access all needed resources to complete a project. She stated at this time 20 property owners are being assisted. Dr. DuBose clarified that time frames vary for the projects dependent on needs and staff is readily available to assist with the challenges presented.

Dr. DuBose referenced the pamphlets that have been shared via hard copy throughout the community explaining the process and the assistance that can be provided. She asked the Task Force members to further share the information. Dr. DuBose described the project as exciting and stated staff is eager to be helpful to the community.

Members of the Task Force and Dr. DuBose discussed the project at length and the following items were discussed: importance of informing the public through the pamphlet distribution throughout the community, the Town website, and collaboration with churches and organizations; the need for a central focal point; the addition of outside resources being linked to assist; the need for data in the way of charts to track progress and needs; the challenge of LMO compliance; confirmation that the Design Studio assists businesses as well as private property owners; and the need for the Task Force to have full and complete understanding as to what the Design Studio is so they can assist in educating the public.

b. Fire in the Streets Community Initiative

Deputy Chief Fister conducted a presentation regarding Fire in the Streets, a program Fire Rescue put into place in 2015. She explained Fire Rescue reviewed areas where fires were occurring, and they targeted those areas for home visits and fire safety information distribution. She added that they also assist in inspecting, replacing, and installing fire alarms. She said since 2015, they have visited over 500 homes. Deputy Chief Fister stated Fire Rescue has also assisted in posting addresses on homes for better visibility during an emergency. She noted with the new addressing that took place on Chisholm Place, they have assisted in posting them. Deputy Chief Fister explained the focus has been in the Historic Neighborhoods and there is a tracking element in place. She added that the goal is to reach all neighborhoods outside the planned unit developments.

Members of the Task Force and Deputy Chief Fister discussed the initiative and the following items were discussed: the benefit of the program to the community; suggestion

of including CPR training and confirmation that CPR training is implemented and open to the public monthly; suggestion to add the Fire in the Streets information to the Design Studio information; clarification of how locations are determined; plans that the initiative takes place four times a year; a request for an update on fire hydrant placement in the area; the need for volunteers to partner with Fire Rescue and assist with paperwork; the need for notice in advance of arrival in the neighborhood; and the need for training on how to interact with the residents.

Deputy Chief Fister stated it is very rewarding to have this type of interaction in the community and invited all Task Force members to assist with the coordination of efforts. Members of the Task Force were very receptive to the invitation.

c. 2022 Meeting Schedule

Mr. Henz moved to approve as presented. Mr. Abdul-Malik seconded. By way of roll call, the motion passed by a vote of 5-0-0.

8. Staff Report

Dr. DuBose noted that as requested, the Historic Overlay District update will be part of the Staff Report at future Task Force meetings.

Dr. DuBose reported that Jenn McEwen, Director of Cultural Affairs has developed a self-guided Gullah Tour pamphlet with photographs and descriptions of various sites and will send it out this week to members of the Task Force. She requested comments and suggestions from Task Force members regarding the pamphlet by end of week, January 7.

Dr. Dubose reviewed upcoming events planned throughout the community:

Fire in the Streets – TBD - scheduled for the beginning of February on Chisholm Place

Mid-Island Tract Redevelopment Plan Consultant Presentation and Public Input – January 11, 2022, from 5pm-8pm at Hilton Head Public Service District Community Room.

Heirs' Property Workshops – February 15, 2022, from 5pm-7pm at Queen Chapel A.M.E. Church and on February 19, 2022, 10:00am-12noon at Coastal Discovery Museum.

Dr. DuBose requested that Task Force members assist in sharing the information regarding presentation and the workshops.

Adjournment

The meeting adjourned at 2:09 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]



The Town of Hilton Head Island
**Gullah Geechee Land & Cultural
Preservation Task Force
Meeting Minutes
February 7, 2022, 1:00 p.m.**

Present from the Task Force: Chairman Lavon Stevens, Vice Chairman Palmer E. Simmons, Ibrahim Abdul-Malik (joined at 1:07 p.m.), Tom Henz (joined at 1:20 p.m.)

Absent from the Task Force: John Campbell, Shani Green

Present from Town Council: Alex Brown, David Ames

Present from Town Staff: Chris Yates, Interim Community Development Director; Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Anne Cyran, Interim Comprehensive Planning Manager; Jeff Netzing, Stormwater Manager; Teri Lewis, Deputy Community Development Director; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary 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 – See as noted above.

4. Approval of Agenda

Due to a lack of quorum, Chairman Stevens tabled the approval of the agenda.

5. Approval of Minutes

a. Meeting of January 3, 2022

Due to a lack of quorum, Chairman Stevens tabled the approval of the January 3, 2022, minutes until the next meeting of the Task Force.

6. Citizen Comments

Public comments concerning agenda items were submitted electronically via the Open Town Hall HHI portal. The comments were provided to the Task Force for review and made part of the official record. Citizens were provided the option to sign up for public comment participation during the meeting by phone. There were no requests to participate during the meeting by phone.

7. Discussion Items

a. Update of the Gullah Geechee Cultural Preservation Report Top 16 Priority Projects

Dr. Dubose stated a presentation regarding the update was given at the January 18, 2022, Town Council Meeting. She referenced the report was included in the Task Force meeting packet as well as posted on the Town's website for public viewing. She reported that establishing Family Compound/Family Subdivision amendments, fast-tracking completed applications, and promoting the Heritage Library, and establishing the Historic Neighborhoods Permitting and Design Studio have reached completion since the update in October of 2021, which makes 9 out of 16 priorities complete. She said the additional research required for the proposed Historic Neighborhoods Preservation Overlay District will be conducted in coordination with the Island Capacity Study. She introduced Anne Cyran to elaborate on the Island Capacity Study.

Ms. Cyran referenced PP-4 of the report stating the Public Planning Committee requested additional research and revisions to the draft ordinance related to the proposed density increase, proposed land uses, and home occupations. She explained that when staff considered the plan for the research and bringing it back to the Public Planning Committee for review, it made sense to incorporate it into the Island Capacity Baseline Assessment. Ms. Cyran added that it is part of the Strategic Plan and staff is at the beginning phase of that initiative at this time. She said the information gathered in the assessment will guide staff in recommendations for the overlay district. Ms. Cyran reviewed the timeline for the initiative. She stated the path moving forward will dovetail with the existing work program and will be able to provide more details and specific dates when the initiative is underway. She noted additional information will be gathered as part of the capacity assessment on all factors of development on the Island and infrastructure. Ms. Cyran stated some of the information that will be gathered can make decisions outside of the overlay district but can also guide future decisions about investment in the Historic Neighborhoods regarding all sorts of infrastructure improvements, including stormwater.

Dr. Dubose thanked Ms. Cyran for her update. She noted that in reference to CP-14 the air market will be underway when NIBCAA hires the community liaison to run the market. She stated when that occurs staff will present the market plan and proposed location of the market to the Community Services and Public Safety Committee. She reported that in reference to CP-7, when staff receives direction as to when to proceed, employee orientation will be scheduled. Dr. DuBose informed the Task Force that in reference to HP-14, staff is investigating options regarding the establishment of a fund for clearing property titles. She added that new amendments need drafted for PP-14, to make sure the Temporary and Seasonal Signs program is in compliance with the sign ordinance and when completed staff will work with NIBCAA regarding distribution of the signs. Dr. DuBose stated staff will continue to investigate the possibility of opening a Center for Heirs' Property and Preservation on the Island and work on establishing alternatives for satellites for clearing property titles. She added that staff will also explore the possibilities and opportunities for creating the fund for delinquent taxes and making the public aware of the resources currently in place.

Members of the Task Force and Dr. DuBose discussed the project at length and the following items were discussed: inquiry as to the timeline for the overlay district; confirmation the estimated timeline for will be Fall or Winter of 2022; confirmation that stakeholders will be included in the gathering of information for the overlay district; encouragement for communication regarding restricted development; suggestion that PP-6 needs adjusted; the need for site design flexibility outside of Family Compounds/Family Subdivisions; inquiry into the number of residents utilizing the Permitting and Site Design Studio; discussion regarding outreach into the community and building relationships; confirmation resources are listed on the Town website; suggestion of holding a conference to bring parties together to share information and gain insight into creating a source of funding for delinquent taxes; discussion regarding the location of the open air market and the involvement of NIBCAA in hiring someone to run the market; and staff clarification that the creation of family compounds and family subdivisions do not clear heirs properties.

b. Stormwater Management

Jeff Netzinger gave a detailed presentation regarding stormwater management. He described what the stormwater utility is. Mr. Netzinger explained it was formed in collaboration with communities within Beaufort County and a stormwater utility fee was created for a revenue source to address issues regarding drainage. He said it was formed in 2001 with Beaufort County administering the fund. He added that funds collected are reimbursed to the entities that participate. He reviewed the fee structure and how it is determined. At the conclusion of his presentation, he asked for questions.

Members of the Task Force and Dr. DuBose discussed the project at length and the following items were discussed: clarification that the fee is included in the County tax bill but is not a tax; review of the fee structure; confirmation the majority of fees come from commercial properties; how the level of priority is determined; reiteration that people need to report when there are problems so staff can assess; explanation of the notification process; review of the areas that do not qualify for services; confirmation that private communities maintain their systems and the Town does corrective maintenance when needed; the impact of new development on the drainage systems; the need for consideration of drainage issues when developing the historic overlay district; the need to get more comprehensive and complete knowledge of easement acquired and needed for access to repair; and confirmation that when road improvements are done drainage is also addressed.

Mr. Netzinger closed with emphasizing that staff needs to be contacted when problems arise regarding drainage. Chairman Stevens thanked Mr. Netzinger for his presentation.

8. Staff Report

Dr. Dubose reviewed upcoming events planned throughout the community:

Heritage Library in collaboration with the Town is to give two Heirs' Property Workshops on February 15, 2022, from 5-7 at Queen Chapel AME Church and on February 19, 2022, from 10-12 at the Coastal Discovery Museum.

A drive-through wills clinic, sponsor by the Links, Inc. will be given on March 12, 2022, at Queen Chapel AME Church. You must call and schedule an appointment prior to the event.

All throughout the month of February there are Gullah Celebration events. A list of those events in on the Gullah Celebration and NIBCAA websites.

Dr. DuBose also reported that a Fire in the Streets event was held on February 12, 2022, on Chisholm Place and in the areas on and near Jessica Drive. She stated that Fire Rescue was able to update smoke alarms in most of the homes and for those that were not home an information package was left on their door. She stated reflective address number were place for all the homes on the street. She added that on Jessica drive smoke alarms were updated in a few homes and information packets were left on the remainder of homes with contact information in case they want their alarms updated at a later date.

Dr. DuBose informed the Task Force that as a result of the 2020 Census, State legislature and Congressional district lines need to be redrawn. She referenced information sent to the Task regarding the redistricting meetings and encouraged them to share the information with the community.

9. Adjournment

The meeting adjourned at 3:27 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]