



Town of Hilton Head Island
**Gullah Geechee Land & Cultural
Preservation Task Force Meeting**
Monday, November 6, 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 September 11, 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, November 3, 2023. Comments submitted through the portal will be provided to the Task Force and made part of the official record.
- 7. Staff Report**
 - a. General Staff Updates
 - b. Historic Neighborhood Permitting & Design Studio Report
 - c. Home Safety and Repair Program Update
 - d. Sewer Connection Program Update
- 8. Discussion Items**
 - a. Proposed 2024 Meeting Calendar Discussion
 - b. Family Compound/ Family Subdivision Process Discussion
 - c. Land Preservation Update
 - d. COIN Project
- 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
September 11, 2023, 1:00 p.m.**

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

Present from Town Council: Alex Brown; Patsy Brison

Absent from the Task Force: Joyce Wright; Shani Green

Present from Town Staff: Richard Edwards, *Community Planning Manager*; Nicté Barrientos; Planner-Economic Development; Karen Knox, *Senior 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

Before calling the roll, Chairman Stevens asked for a moment of silence in memory of September 11, 2001.

4. Approval of Agenda

Chairman Stevens asked for a Motion to approve the Agenda. Mr. Abdul-Malik moved to approve. Mr. Henz seconded. By a show of hands, the Agenda was approved by a vote of 4-0.

5. Approval of Minutes

Chairman Stevens asked for a Motion to approve the Minutes of August 7, 2023. Mr. Henz moved to approve. Mr. Simmons seconded. By a show of hands, the Minutes of August 7, 2023, was approved by a vote of 4-0.

6. Appearance by Citizens

No comments were received on the Open Town Hall Portal.

7. Staff Report

a. General Staff Updates

i. Work Plan Update

Richard Edwards advised the Committee that Krishana Perry has left the Town and thanked her for her service. Mr. Edwards mentioned that Nichte Barrientos and himself will be working closely with the Board and that Alexis Cook and Trey Lowe will be helping with our Design Studios.

Mr. Edwards stated staff is working together with the Communications Department to transition the filming of the Cultural Education Program over to them.

ii. District Planning and LMO Updates

District Planning

Mr. Edwards mentioned staff is currently working on the Marshes with our Consultants to get postcards to go out via mail for public comment. The card will have a code or address on it so people can go onto the website and fill out an online survey.

Staff will be presenting an update on Bridge to Beach to the Public Planning Committee Meeting on September 14, 2023.

This month, staff will begin looking at Forest Beach and Skull Creek Districts. Skull Creek has quite a few historic neighborhoods so staff will be reaching out to you and citizens for input.

LMO

Staff decided to readvertise Phase V which is the full Code Rewrite. We are redrafting the RFQ now. We are not anticipating even selecting a Consultant until the end of the year on Phase V.

Phase 4A which is the FAR and Parking – this got pushed back to Public Planning and will be on the Agenda for September 14, 2023. Staff is doing further analysis on the request to examine any unintended consequences, including more research on exactly what these regulations will do to Historic Neighborhoods.

Phase 4 is currently in legal review and staff is anticipating this Phase going to the Planning Commission in November 2023.

After his presentation, Mr. Edwards answered questions on both District Planning and LMO Updates from the Committee.

b. Historic Neighborhood Permitting & Design Studio Report

Mr. Edwards stated we only received one new request this month and it was preservation of an Heirs property. Ms. Luana Graves Sellars mentioned that she was part of that meeting, and she has taken over the responsibility in working with that family.

c. Home Safety and Repair Program Update

Mr. Edwards stated we currently have 24 projects under Contract – 10 new projects being prepared to be sent out for bid and nine tree removal projects that are underway or completed.

d. Sewer Connection Program Update

Mr. Edwards stated we have 20 applications that have received a Town letter of approval. Work has not been scheduled yet on two projects. 18 projects are underway, four of them have been completed. This month we received one new application.

8. Discussion Items

a. Land Preservation Update

Luana Graves Sellars started out by mentioning that the Tax Sale is coming up and as of July, 49 properties on the Island still had not paid their taxes. We are monitoring the list on a weekly basis to make sure that everyone is taken care of. There have been some properties on the Island that have asked for assistance.

Ms. Sellars gave the Task Force a presentation on the Land Preservation numbers and advised that from the R-UDAT Study Count in 1995 of 3,500 acres overall to the first land recount in 2017 shows a decrease of 736.63 acres. Current neighborhood estimate of 2,763.37 to today's count 958.55 shows a decrease of 1,804.82 acres. Ms. Sellars reviewed neighborhood by neighborhood, including Baygall, Big Hill, Big Stoney Chaplin, Gardner, Grassland, Jarvis, Jonesville, Little Stoney, Marshland, Mitchelville, Old House Creek, Spanish Wells and Squire Pope.

Ms. Sellars also advised the Task Force that on October 7, 2023 there will be an Untangling Heirs' Property Workshop at the Penn Center.

After Ms. Sellars' presentation she answered questions from the Task Force.

b. Hilton Head High School Renovation Design Team

Mr. Don Boss, Architect of Little thanked the Task Force for the opportunity to show images for the redesign of Hilton Head Island High School and mentioned their team has been deeply inspired by the natural beauty and cultural heritage of Hilton Head Island, as well as the rich Gullah culture that has shaped this remarkable region.

Our plan is to incorporate elements that pay tribute to Hilton Head Island's breathtaking landscapes and the vibrant Gullah traditions. We believe this approach will not only create a unique and captivating environment but also foster a sense of connection to the Island's rich history.

Mr. Boss and his Team asked the Task Force to contact them with any ideas or suggestions they have for the renovation.

9. Adjournment

The meeting adjourned at 1:56 p.m.

Submitted by: Karen Knox
Senior Administrative Assistant

Approved: [DATE]

DRAFT



TOWN OF HILTON HEAD ISLAND

Gullah Geechee Land & Cultural Preservation Task Force

TO: Gullah Geechee Land and Cultural Preservation Task Force
FROM: Alexis Cook, Principal Planner
VIA: Missy Luick, Director of Planning
VIA: Shawn Colin, Assistant Town Manager – Community Development
DATE: November 6, 2023
SUBJECT: Historic Neighborhood Permitting & Design Studio Report

SUMMARY

Residents Served, October 2021-October 2023

- 66 Total Design Studio requests (2 new requests)
 - 33 completed cases thus far
 - 2 new cases in progress included in this month's report
 - Marshland Property Behind Beautiful Island Square
 - Jonesville Property
 - 33 active projects
 - 19 On Hold
 - 16 Waiting on more information from applicant
 - 4 Waiting on Town CIP for program implementation
 - 14 in progress, active, under review, working with applicant

Issues Addressed

Staff have 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.

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

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

Case studies discussion will include a report on family compound and family subdivision applications:



TOWN OF HILTON HEAD ISLAND

Gullah Geechee Land & Cultural Preservation Task Force

TO: Gullah Geechee Land and Cultural Preservation Task Force
FROM: Chris Yates, Building Official
VIA Missy Luick, Assistant Community Development Director
CC: Shawn Colin, Assistant Town Manager – Community Development
DATE: November 6, 2023
SUBJECT: Home Safety and Repair Program and Sewer Connection Program Update

SUMMARY

As of October 27, 2023, the Home Safety and Repair Program Activity is:

- 118 applications received.
 - 90 completed applications received.
 - 48 site visits to be scheduled.
 - 32 home safety and repair projects are pending final contractor quotes, contracts or are under contract for a total estimated value of \$525,713.83.
 - 19 active building permits.
 - 13 new home repair projects are pending contractor quotes.
 - 7 permitted jobs have been completed.
 - 3 applications are for tree work only and are pending, under contract, or permitted. 6 applications include tree removal and home repair. All have contracts are under way or completed for an estimated total value of \$36,260.
 - 1 tree removal applications are under contract and permitted. Contractor to schedule a start date.
 - 1 is waiting for a contract.
 - 2 are waiting on a contractor quotes.
 - 5 tree removal contracts, work has been completed.
 - 2 applications are currently under income verification review.
 - 15 applications need additional information, and we are working with the owners to obtain.
 - 3 applications were withdrawn.
 - 8 applications did not meet the income qualifications.
 - We received 2 new application this week.
 - FH Paschen is currently working on and/or scheduled work start dates on 5 permitted jobs.
 - We have received and returned 2 phone calls this week regarding construction schedules and general questions.

As for the Sewer Connection Program Activity there have been:

- 36 applications received.
 - 10 applications are under review and pending.

- 25 applications have a Town letter of approval for connection.
 - 6 of these the work has not been scheduled yet.
 - 19 of these the work has been completed, invoiced, and paid leaving a balance of \$113,466.64.
 - The estimated balance for all current work orders once they have been completed and invoiced is \$29,076.64.
- 1 application has been withdrawn.
- We received 3 new applications this week.



TOWN OF HILTON HEAD ISLAND

Gullah Geechee Task Force Committee

TO: Gullah Geechee Task Force Committee
FROM: Nichte Barrientos, Planner- Economic Development
VIA: Missy Luick, Director of Planning
VIA: Shawn Colin, Assistant Town Manager- Community Development
DATE: November 6, 2023
SUBJECT: Proposed 2024 Meeting Calendar Discussion

BACKGROUND:

The attached information represents an overview of a possible meeting schedule for the Gullah Geechee Task Force Committee for the 2024 calendar year.

SUMMARY:

As we continue our efforts to achieve the goals set by the Gullah Geechee Task Force Committee, it is imperative that we establish a clear and consistent schedule for our meetings. Staff recommends the following:

Proposed Meeting Schedule:

2024 calendar year regular meetings are proposed to be held on the first Monday of each month:

- January 8, 2024 1:00 p.m.
- February 5, 2024 1:00 p.m.
- March 4, 2024 1:00 p.m.
- April 1, 2024 1:00 p.m.
- May 6, 2024 1:00 p.m.
- June 3, 2024 1:00 p.m.
- July 1, 2024 CANCELLED
- August 5, 2024 1:00 p.m.
- September 9, 2024 1:00 p.m.
- October 14, 2024 1:00 p.m.
- November 4, 2024 1:00 p.m.
- December 2, 2024 1:00 p.m.

ATTACHMENTS:

1. 2024 GGTF Draft Meeting Dates



The Town of Hilton Head Island
**Gullah Geechee Land & Cultural Preservation
Task Force
2024 Meeting Schedule**

Meetings are generally held in Benjamin M. Racusin Council Chambers at 1:00 p.m. on the **first** Monday of each month, subject to change with notice.

PUBLIC MEETING DATES	MEETING TIMES
January 8, 2024*	1:00 p.m.
February 5, 2024	1:00 p.m.
March 4, 2024	1:00 p.m.
April 1, 2024	1:00 p.m.
May 6, 2024	1:00 p.m.
June 3, 2024	1:00 p.m.
July 1, 2024 CANCELLED	
August 5, 2024	1:00 p.m.
September 9, 2024**	1:00 p.m.
October 14, 2024***	1:00 p.m.
November 4, 2024	1:00 p.m.
December 2, 2024	1:00 p.m.

Notes: *The January meeting has been moved to Monday, January 08 because Town Hall will be closed the first Monday in January in observance of New Year's Day.

**The September meeting has been moved to Monday, September 9 because Town Hall will be closed the first Monday in September in observance of Labor Day.

***The October meeting has been moved to Monday, October 14 because the Beaufort County Tax Sale is the first Monday in October.