



Town of Hilton Head Island  
**Gullah Geechee Land & Cultural  
Preservation Task Force Meeting**  
Monday, February 6, 2023, 1:00 p.m.

## **AGENDA**

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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 of Hilton Head Island Public Meetings Facebook Page](#) 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 November 7, 2022

**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, February 3, 2023. Comments submitted through the portal will be provided to the Task Force and made part of the official record.

**7. Discussion Items**

- a. Introduction of New Staff Member, Krishana Perry, Principal Planner – Historic Neighborhood Preservation
- b. Business License Meeting Update
- c. Special Events
- d. District Planning Update
- e. 2023 Task Force Goals

**8. Staff Report**

a. Delinquent Tax List Update

- b. Historic Neighborhood Design Studio Report
- c. Town Open Positions Update
- d. Home Safety and Repair Program Update
- e. Sewer Connection Program Update

**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**

**November 7, 2022, 1:00 p.m.**

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

**Present from Town Council:** Alex Brown

**Present from Town Staff:** Angie Stone, *Assistant Town Manager*; Missy Luick, *Community Planning Manager*; Carolyn Grant, *Communications Director*; Shea Farrar, *Senior Planner*; April Akins, *Revenue Services Manager*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

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**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. Abdul-Malik moved to approve. Ms. Wright seconded. By a show of hands, the Agenda was approved by a vote of 6-0-1. Ms. Green was not present for the vote.

**5. Approval of Minutes**

Chairman Stevens asked for a Motion to approve the Minutes of October 10, 2022. Mr. Abdul-Malik moved to approve. Mr. Campbell seconded. By a show of hands, the Minutes of October 10, 2022, were approved by a vote of 6-0-1. Ms. Green was not present for the vote.

**6. Appearance by Citizens**

No comments were received to the Open Town Hall Portal and no citizens spoke at the meeting.

## **7. Discussion Items**

### **a. Critical Path Review – Continued**

Ms. Luick informed the Committee that there were no changes to the critical path review included in the last meeting. Since there were no changes, the Committee moved to the next agenda item.

### **b. Overall Gullah Geechee Culture Preservation Project Report Purpose Statement Review**

Ms. Luick provided an overview of the purpose statement as included in the packet.

The Committee thanked Ms. Luick for her presentation and discussed the importance of the Project Report. Ms. Luick answered several questions from the Committee. The Committee discussed the needs of the Gullah Geechee culture as well as the support that the Committee could provide the people. The Committee focused on education, development, heirs' property, and timelines for changes and implementation.

### **c. Update on Historic Districts Overlay District**

Ms. Luick provided a presentation comparing the goals of the Historic Districts Overlay District to the Mid-Island District. The Town is moving away from overlay districts and the goals of the historic district are covered by base zoning changes in the Mid-Island District. There are 5 historic neighborhoods included within the Mid-Island District.

Following her presentation Ms. Luick answered questions from the Committee. The Committee discussed the topic at length and expressed concerns about the long timeline for implementation and its inclusion of only a few historic neighborhoods. Ms. Luick stated that the process timeline for other historic neighborhoods would be much shorter as the Mid-Island District would serve as a template.

The item was opened to public comment. Mr. Campbell expressed support for the Mid-Island District. He emphasized flexibility in the plan to meet diverse needs among the community.

### **d. Pop-up Shops**

April Akins provided a presentation on special events criteria, business license requirements, tax requirements, and educational resources available. She covered a wide variety of examples for event types and requirements. Following her presentation, Ms. Akins answered questions from the Committee.

Following discussion, Chairman Stevens asked for someone from the Committee to work with Ms. Akins to provide further information to the community. Mr. Abdul-Malik and Ms. Wright volunteered to work with Ms. Akins moving forward.

## **e. Proposed 2023 Meeting Schedule**

After discussion, Mr. Abdul-Malik moved to approve. Mr. Simmons seconded. The 2023 Meeting Schedule was approved as presented by a vote of 7-0-0.

## **8. Staff Report**

### **a. Delinquent Tax List Update**

Ms. Luick stated there were two properties sold last month and are on the redemption period for one year and a day.

### **b. Historic Neighborhood Design Studio Report**

Ms. Luick stated there have been 44 requests and there are 24 projects active and 18 completed.

### **c. Town Open Positions Update**

Ms. Luick provided a list of all open positions.

### **d. Home Safety and Repair Program Update**

Ms. Luick stated that the Town is looking for additional contractors for the program. Currently there are 87 applications, 70 have been approved, 12 under review and 5 were not approved.

### **e. Sewer Connection Program Update**

Ms. Luick stated there are 9 applications and 9 have been approved.

## **9. Adjournment**

The meeting adjourned at 2:56 p.m.

**Submitted by:** Brian Glover, Administrative Assistant

**Approved:** [DATE]



# TOWN OF HILTON HEAD ISLAND

## Historic Neighborhoods Permitting & Design Studio

### January 27, 2023 Report



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

#### **Residents Served**

Oct 2021-January 2023

- 51 Total Design Studio Service requests
  - 19 completed cases
  - 2 withdrawn
  - 30 Active projects- Design Studio meetings held
    - 17 On Hold
      - 14 Waiting on more information from applicant
      - 3 Waiting on Town CIP for program implementation
    - 13 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.
- Reviewed and assisted with dirt road paving requests.

#### **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 collaborated with outside agencies and nonprofits, including Palmetto Electric, Hilton Head Public Service District, and Deep Well.

# Town of Hilton Head Island

## Current Openings

As of January 25, 2023

Click on the link below for the complete job description and details for each position. Interested candidates should apply through the [Town's website](#) by clicking on the Apply Today! button. All positions will remain open until filled unless otherwise specified.

[911 Public Safety Telecommunicator Trainee](#)  
[Beach Operations Manager](#)  
[Community Code Enforcement Officer \(2\)](#)  
[Community Development Services Coordinator](#)  
[Community Planning Manager](#)  
[Customer Service Manager](#)  
[Development Services Manager](#)  
[Mechanic](#)  
[Revenue Services Specialist](#)  
[Transportation Engineer](#)  
[Workforce Housing Program Manager](#)

Click on the link for additional information about [benefits](#) and [careers](#) at the Town.

If you would like to receive email notification when positions are posted, please sign up [here](#)!



# TOWN OF HILTON HEAD ISLAND

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## *Staff Report Memo*

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Missy Luick, *Community Planning Manager*  
**VIA:** Shawn Colin, AICP, *Assistant Town Manager – Community Development*  
**DATE:** January 25, 2023  
**SUBJECT:** Home Safety and Repair and Sewer Connection Program Updates

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### **Program Updates:**

As of January 20, 2023, the Home Safety and Repair Program Activity is:

- 98 applications received
  - 71 approved applications
    - 31 site visits completed, Right of Entry signed, awaiting contractor bidding.
    - 40 site visits scheduled or to be scheduled.
  - 4 applications are under income verification review.
  - 16 applications need additional information and have been notified.
    - 5 of these applications are income approved.
  - 7 applications did not meet the income qualifications.

As for the Sewer Connection Program Activity there have been:

- 13 applications received.
- 13 applications have Town letter of approval for connection estimate.