



Town of Hilton Head Island
**Gullah Geechee Land & Cultural
Preservation Task Force Meeting**
Monday, March 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 of Hilton Head Island'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 February 6, 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, March 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. District Planning Update

b. Historic Neighborhood Permitting & Design Studio Report

c. Home Safety and Repair Program Update

d. Sewer Connection Program Update

e. Town Open Positions Update

8. Discussion Items

a. 2023 Priority Goals

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
February 6, 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; Shani Green; Joyce Wright

Present from Town Council: Alex Brown

Present from Town Staff: Missy Luick, *Assistant Community Development Director*; Carolyn Grant, *Communications Director*; Natalie Harvey, *Director of Cultural Affairs*; Taylor Ladd, *Project Manager*; Krishana Perry, *Principal Planner – Historic Neighborhood Preservation*; Ashley Goodrich, *Principal Planner*; Kevin Tylus, *Public Space Programming & Events Manager*; April Akins, *Revenue Services Manager*; 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. Ms. Wright seconded. By a show of hands, the agenda was approved by a vote of 7-0-0.

5. Approval of Minutes

Chairman Stevens asked for a motion to approve the Minutes of November 7, 2022. Mr. Henz moved to approve. Mr. Campbell seconded. By a show of hands, the Minutes of November 7, 2022, was approved by a vote of 7-0-0.

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. Introduction of New Staff Member, Krishana Perry, Principal Planner – Historic Neighborhood Preservation

Krishana Perry spoke about herself and her career before coming to the Town. The Board stated they were excited to work with her and thanked her for joining the Town.

- b. Business License Meeting Update

April Akins met with Chairman Stevens, Mr. Abdul-Malik, and Ms. Wright on December 5th about the requirements for Business Licenses and Special Events. Ms. Akins provided an update about what was discussed at the meeting as well as the goals for the project. Following her presentation, she answered questions from the Board about the progress of implementation, requirements for different events, and exceptions for business licenses. The item was then opened to public comment.

Taiwan Scott asked for clarification on the differences between open-air market sales and special events.

There was an additional round of discussion by the Board discussing enforcement and education.

- c. Special Events

Kevin Tylus introduced himself as the new Public Space Programming and Events Manager. He will be working with many of the Special Event requests located on Town property.

- d. District Planning Update

Missy Luick gave a short presentation on the progress of District Planning. She stated that this will remain as a standing agenda item and a regular update will be supplied at each meeting.

- e. 2023 Task Force Goals

Missy Luick provided a presentation of the goals for the Gullah Geechee Task Force in 2023. Following her presentation, she asked for questions and suggestions from the Board.

The Board asked about the dirt road paving program, Design Studio support, and resource centers available. The Board also stressed the importance of utilizing all forms of media for education about the available resources.

Following all discussion items, Chairman Stevens asked for Natalie Harvey to introduce herself. She is the new Director of Cultural Affairs and will be working with the Board in the future.

8. Staff Report

a. Delinquent Tax List Update

Missy Luick introduced Luana Graves Sellars, Founder of the Lowcountry Gullah Foundation. She provided a short overview of her foundation and its goals to assist people with properties on the delinquent tax list. She stated that there was only 1 property that went to the tax sale, and with the assistance of the Foundation, it was recovered by the original owner.

b. Historic Neighborhood Design Studio Report

Missy Luick provided a presentation as included in the packet.

c. Town Open Positions Update

A list of all open positions was emailed to the Board members. All open positions can be found on the Town's website.

d. Home Safety and Repair Program Update

100 applications have been received, 73 have been approved, and 10 sites have been visited.

e. Sewer Connection Program Update

14 applications have been received, 13 have been completed, and 1 is receiving bids.

9. Adjournment

The meeting adjourned at 2:45 p.m.

Submitted by: Brian Glover, Administrative Assistant

Approved: [DATE]



TOWN OF HILTON HEAD ISLAND

Historic Neighborhoods Permitting & Design Studio

March 6, 2023 Report



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

Residents Served

Oct 2021-February 2023

- 55 Total Design Studio Service requests
 - 20 completed cases
 - 2 withdrawn
 - 33 Active projects- Design Studio meetings held
 - 18 On Hold
 - 15 Waiting on more information from applicant
 - 3 Waiting on Town CIP for program implementation
 - 15 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, 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 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: February 27, 2023
SUBJECT Home Safety and Repair and Sewer Connection Program Updates

Program Updates:

Current reporting period is program inception to date, which is July 2022 – February 2023

As of February 24, 2023, the Home Safety and Repair Program Activity is:

- 103 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
 - 4 applications are under income verification reviewed
 - 15 applications need additional information and have been notified
 - 7 of these applications are income approved
 - 8 applications did not meet the income qualifications

As for the Sewer Connection Program Activity there have been:

- 14 applications received
 - 14 applications have Town letter of approval for connection estimate

Current Openings

As of February 17, 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](#)

[Community Development Services Coordinator](#)

[Community Planning Manager](#)

[Customer Service Manager](#)

[Development Services Manager](#)

[Executive Director – Gullah Geechee Historic Neighborhoods Community](#)

[Development Corporation](#)

[Fire Inspector](#)

[Mechanic](#)

[Transportation Engineer](#)

[Town Council Clerk](#)

[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

Staff Report Memo

TO: Gullah Geechee Land and Cultural Preservation Task Force
FROM: Krishana 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: March 1, 2023
SUBJECT: Discussion Topics Related to the 2023 Priorities

BACKGROUND:

At their February 6, 2023 meeting, the Task Force reviewed priorities for 2023 presented by staff.

SUMMARY:

In preparation of work tasks related to implementing the recommendations of the 2019 Gullah Geechee Culture Preservation Project Report, staff would like to discuss two of the 2023 Priorities with the Task Force in more detail for direction and insight:

- Cultural Education Program
- Resource Center

ATTACHMENTS:

- A. Gullah Geechee Task Force 2023 Priorities

Gullah Geechee Task Force 2023 Priorities

1. Public Policies Goals

- a. Historic Overlay District— This effort will be addressed through Town district planning efforts and will be a priority for 2023

2. Cultural Preservation Priority Goals

- a. Implement Gullah History and Cultural Education Program-- The curriculum was approved in late 2022. For 2023, staff will implement this recommendation through coordinating with the Office of Cultural Affairs and other cultural resources already in existence on the island to create and rollout the program.
- b. Establish a resource center – To implement a number of the cultural preservation recommendations, establishing both an online and physical presence resource center would make information about Town programs and resources, and community cultural resources more accessible and prominent for Native islanders and visitors.

3. Continued efforts and refinement of implemented recommendations:

- a. Historic Neighborhood Permitting & Design Studios
- b. Family Subdivision and Family Compound
- c. Heir's property support for property owners and regional coordination
- d. Delinquent Tax Support