



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

Monday, April 3, 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 March 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 31, 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. Delinquent Tax and Heir's Property

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
March 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

Absent from the Task Force: Shani Green and Joyce Wright

Present from Town Council: Tamara Becker, Alex Brown

Present from Town Staff: Missy Luick, *Assistant Community Development Director*; Taylor Ladd, *Interim Community Planning Manager*; Krishana Perry, *Principal Planner – Historic Neighborhood Preservation*; 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 stated he would like to add a Low Country Gullah Foundation presentation by Luana Graves Sellars to the Agenda and that it would take place after the 2023 Priority Goals discussion. Mr. Henz moved to approve. Mr. Simmons seconded. By a show of hands, the amended 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 February 6, 2023. Mr. Abdul-Malik moved to approve. Mr. Campbell seconded. By a show of hands, the Minutes of February 6, 2023, were approved by a vote of 5-0-0.

6. Appearance by Citizens

No comments were received on the Open Town Hall Portal.

Mr. Campbell spoke about native Gullah cemeteries and expressed concern about their upkeep.

7. Staff Report

a. District Planning Update

Ms. Luick provided an overview of the updates to the historic neighborhoods district. The project has gone to the Planning Commission for the first review and received directions for improvements. The project will be returning to the Planning Commission in April.

Additionally, Ms. Luick provided an update on the progress of the implementation of LMO amendments.

b. Historic Neighborhood Permitting & Design Studio Report

Ms. Perry provided the updates for Design Studio requests. Fifty-five total requests have been made since October 2021. Since the last meeting, four new requests have been made, and two have been completed, and there are 33 active projects.

c. Home Safety and Repair Program Update

Ms. Perry provided the update. Since the last meeting, five new applications have been submitted, and all have been moved to the next step.

Ms. Luick provided additional details about the contracting and coordination for the projects.

d. Sewer Connection Program Update

Ms. Perry provided the update. Since the last meeting, one new request has been made, and it has been moved to the next step.

e. Town Open Positions Update

Ms. Perry provided the list of open positions in the Town. She welcomed any recommendations for qualified applicants.

The Board asked about the status of interviews for the positions. Ms. Luick stated that interview processes are being conducted.

8. Discussion Items

a. 2023 Priority Goals

Ms. Perry provided a short overview of the goals discussed at the February meeting. The Board discussed some items they would like to prioritize and additional information they would like for future presentations, including Public Service District and Deep Well. Additionally, they asked that they receive updates on items as they are completed. During their discussion, the Board expressed that family compounds/subdivisions, LMO

changes, and cultural education program and resource center are some of the priorities they would like to focus on.

b. Low Country Gullah Foundation presentation by Luana Graves

Ms. Graves provided a presentation on a free Will clinic designed to help Gullah communities. She also provided presentation materials and a flier which will be included in the record.

9. Adjournment

The meeting adjourned at 2:23 p.m.

Submitted by: Brian Glover, Administrative Assistant

Approved: [DATE]

DRAFT



TOWN OF HILTON HEAD ISLAND

Historic Neighborhoods Permitting & Design Studio

April 3, 2023 Report



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

Residents Served

Oct 2021-March 2023

- 59 Total Design Studio Service requests (4 new requests)
 - 22 completed cases (2 additional completed)
 - 37 active projects- Design Studio meetings held (of the 4 new requests all 4 are in progress, active)
 - 18 On Hold
 - 15 Waiting on more information from applicant
 - 3 Waiting on Town CIP for program implementation
 - 19 in progress, active, under review, working with applicant

Issues Addressed

Staff assisted residents with a wide range of issues:

- Business license and food truck concept planning
- Mobile home placement
- Drafted concept site designs
- Discussed resolutions to access issues
- Drafted concept site plan
- Discussed application requirements for Family Subdivision, Family Compound Subdivision and Small Residential Plan Review applications
- Discussed density requirements
- Assisted with street name applications.

Collaboration

Providing these services required collaboration with Town staff from several departments, including Development Review & Zoning, Urban Design, Stormwater, Engineering, and Fire Rescue.



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: March 27, 2023
SUBJECT Home Safety and Repair and Sewer Connection Program Updates

Program Updates

As of March 24, 2023:

Home Safety and Repair Program Activity is:

- 105 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
 - 15 applications need additional information and have been notified
 - 7 of these applications are income approved
 - 8 applications did not meet the income qualifications

Sewer Connection Program Activity is:

- 25 applications approved
 - 16 applications have Town letter of approval for connection estimate
 - 14 of these have been completed
 - 2 yet to be completed
 - 9 applications need estimates from PSD
- 3 of the new applications are for 11 Yucca Drive we now have 7 applications for that address and note PSD is not able to get estimates for them until work has been completed.

Since last month's announcement, we have hired three code enforcement officers and our Customer Service Manager. Below are current openings:

Current Openings

As of March 20, 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](#)

[Applications & Permits Manager](#)

[Community Planning Manager](#)

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

[Facilities Beach Technician II – Plumber](#)

[Finance Assistant](#)

[Principal Planner – Architecture & Design](#)

[Principal Planner - DRZ](#)

[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 Partnership with Lowcountry
Gullah Foundation Scope of Services

Historic Gullah Land Preservation Program

The Lowcountry Gullah Foundation will provide the following services to the Town of Hilton Head Island to support the ongoing implementation of the 2019 Gullah Geechee Culture Preservation Project Report to be executed in a multi-year contract beginning in 2023:

1. Tracking and Support for Delinquent Tax and Heir’s Property

- a. Verification of Gullah-owned land on Hilton Head Island
- b. Vetting potential Gullah landowners for financial and or heirs’ assistance
- c. Monthly monitoring of the delinquent tax lists
- d. Provide financial tax assistance to Gullah landowners and guidance
- e. Offer family dispute mediation, when necessary
- f. Distribute informational heirs' property mailers quarterly with the Town of Hilton Head logo
- g. When necessary, referral to the Heritage Library for heirs’ identification

2. Conducting Community Outreach

- a. Utilizing existing email blast with 300+ community contacts
- b. quarterly heirs' property workshops on relevant topics, incorporating information from heir’s property stakeholders:
 - i. Center for Heirs’ Property

- ii. Heritage Library
- iii. Beaufort County Treasurer
- iv. Beaufort County Assessors Offices

3. Direct communication and public education to Gullah churches

- a. Introduce the Historic Gullah Land Preservation Program
- b. Follow-up reminders for the upcoming tax sale
- c. Check tax status/program need in August
- d. Conducting educational workshops

4. Coordinating and Reporting (Gullah Geechee Task Force)

- a. Provide Delinquent Tax Report updates in August, September and October
- b. Establish Town metrics of property ownership gains and loses

Program Material Development Expenses

- Develop heirs' property collateral materials with the Town of Hilton Head logo
 - Brochure(s)
 - Mailers
 - Specific topic flyers (i.e. workshops)
- Creation of informational heirs' property specific collateral materials
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