



## Town of Hilton Head Island

### Gullah Geechee Historic Neighborhoods Community Development Corporation Meeting

Thursday, February 19, 2026, 6:00 PM  
1 Town Center Court, Hilton Head Island, SC  
Benjamin M. Racusin Council Chambers

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The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
  - a. Regular Meeting Minutes of November 19, 2025
- 4. Presentations**
  - a. Report of the Executive Director
- 5. Unfinished Business**
  - a. Review and Discussion Regarding the Renaming of the Rowing & Sailing Center at Squire Pope Community Park - Thomas Boxley, Executive Director for the Gullah Geechee Historic Neighborhoods Community Development Corporation
  - b. Review and Discussion of the Community Organizations Active in Disasters (COAD) Proposal - Thomas Boxley, Executive Director for the Gullah Geechee Historic Neighborhoods Community Development Corporation
- 6. New Business**
  - a. Review and Discussion Regarding the Land Management Ordinance Focus Group Recommendations — Thomas Boxley, Executive Director for the Gullah Geechee Historic Neighborhood Community Development Corporation
- 7. Public Comment - Non Agenda Items**
- 8. Executive Session**

- a. Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussion for the Proposed Sale or Purchase of Property [Pursuant to South Carolina Freedom of Information Act Section 30-4-70 (a)(2)] related to:

- 1. Stoney Area

**9. Action from Executive Session**

**10. Adjournment**

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.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:

"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."



Town of Hilton Head Island  
GULLAH GEECHEE HISTORIC  
NEIGHBORHOODS COMMUNITY  
DEVELOPMENT CORPORATION MEETING  
Wednesday, November 19, 2025, 10:00 AM  
Minutes

Call to Order

Chair Johnson called the meeting to order at 10:00 a.m.

Adoption of the Agenda

**Mr. Perry made a motion to adopt. Mr. Brown seconded. Motion carried 7-0.**

Approval of the Minutes

Regular Meeting Minutes of September 17, 2025

**Mr. Brown made a motion to approve. Mr. Perry seconded. Motion carried 7-0.**

Presentations

Report of the Executive Director

Mr. Boxley provided the Gullah Geechee Historic Neighborhoods Community Development Corporation Board of Directors with a comprehensive update on the activities and initiatives the CDC has been engaged in since the last meeting. Mr. Boxley provided the Board with an update on CDC activities since the last meeting, including COAD, the Land Management Ordinance Focus Group, the Stoney Corridor/Highway 278 efforts, Experience Gullah, and the Money Talks Financial Education Series. He noted continued discussions on COAD and the CDC's potential leadership role, recent progress on the LMO Focus Group and the appointment of the new 21-member LMO Task Force, and ongoing engagement with Highway 278 property owners. He reported that Experience Gullah successfully launched on October 2 and is now entering Phase II, and that the Money Talks series has covered business law and non-traditional lending, with a session on Town procurement scheduled for November 18. He concluded by announcing that the CDC Christmas Party will be held on December 12, 2025.

Board members held discussion and made comments regarding the attendance at the money talks financial series; and positive thoughts that the LMO focus group would assist the Town in having forward thinking to see any potential conflicts as unintended consequences have happened previously.

## Unfinished Business

### 2024-19 Wayfinding Solution Development Update - Thomas Boxley, Executive Director for the Gullah Geechee Historic Neighborhoods Community Development Corporation

Mr. Boxley provided the board with an update on the expansion of the wayfinding application. As part of the ongoing maintenance of the site, we anticipate regular hosting fees to support the continued operation of the application, website, and Gullah TV, which will feature evolving content and updates. In order to support costs Mr. Boxley shared that he has identified a revenue stream to include marketing and advertising outreach to Native Island Gullah Geechee owned businesses, Island owned businesses (Non-Gullah Geechee) and Non Islander owned businesses. There was also mention of site impressions thus far and interactions over the last month.

Board members held discussions and made comments regarding the proposed advertising fee structure and potential length of contracts; a request not to have the website cluttered with ads to sustain income; and allow the application to grow but not to stretch Staff too far.

## New Business

### Review and Discussion Regarding the Renaming of the Rowing & Sailing Center at Squire Pope Community Park - Thomas Boxley, Executive Director for the Gullah Geechee Historic Neighborhoods Community Development Corporation

Mr. Boxley discussed with the board that As part of our ongoing mission to honor and preserve the history of the Gullah Geechee culture and community of Hilton Head Island, the CDC is proposing a name change that more accurately reflects the historical significance of this site. In recognition of the previous ownership, utilization, and historic context of this location, Mr. Boxley is proposing that the current name — Rowing and Sailing Center at Squire Pope Community Park — be changed to Hilton Head Island Fishing Cooperative Park. Historical references to the Hilton Head Island Fishing Cooperative date back to 1966, seventeen years prior to the Town's incorporation, highlighting the organization's instrumental role in advancing business and advocacy for Gullah fishermen and producers.

Board members held discussions and made positive comments regarding the proposed name change; questions of any other names that were thought of; comments of what those that are familiar of the area have called it; and a request for Mr. Boxley to engage with those family members that were involved in the Fishing Cooperative be contacted for their input and guidance.

Chair Johnson asked for public comment.

**Heather Rath** addressed the board with her compliments of this being a long awaited change and provided them with context of how the original name of the park came about.

**Sharon Sherman** addressed the board with her compliments for the name being changed for those in the community that it serves.

Review and Discussion of the Community Organizations Active in Disasters (COAD) Proposal - Thomas Boxley, Executive Director for the Gullah Geechee Historic Neighborhoods Community Development Corporation

Mr. Dunn provided the Board with a presentation of the Community Organizations Active in Disasters (COAD) proposal. He gave background of work that has been done and the plan going forward for the program.

Board members held discussions and made comments regarding a request for Mr. Boxley to look into possible grant opportunities and partnering with local vendors; discussion of the current evacuation plan for 278 during hurricane season; clarification of the types of disasters that this plan would aid with; and questions regarding who would respond and how that process would be activated.

Consideration of 2026 Meeting Schedule - Thomas Boxley, Executive Director for the Gullah Geechee Historic Neighborhoods Community Development Corporation

**Ms. Peterson made a motion to approve the 2026 Gullah Geechee Historic Neighborhoods Community Development Corporation meeting dates with the exclusion of the April meeting date. Mr. Perry seconded. Motion carried 7-0.**

**Public Comment - Non Agenda Items**

Chair Johnson asked for public comment. There was no public comment at this time.

Executive Session

**At 11:15 am, Mr. Brown made a motion to go into executive session. Ms. Peterson seconded. Motion carried 7-0.**

Discussion of Appointment to Boards, Commissions, and Committees [Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 (a)(1)] related to:

Gullah Geechee Historic Neighborhood Community Development Corporation

Discussion of Negotiations Incident to Proposed Contractual Arrangements and Discussion for the Proposed Sale or Purchase of Property [Pursuant to South Carolina Freedom of Information Act Section 30-4-70 (a)(2)] related to:

Stoney Area

Action from Executive Session

**At 11:46 am, Ms. Peterson made a motion to end executive session and return to the**

**regular meeting. Mr. Brown seconded. Motion carried 7-0.**

Chair Johnson asked if there was any action to be taken as a result of Executive Session.

Discussion of Appointment to Boards, Commissions, and Committees related to the Gullah Geechee Historic Neighborhood Community Development Corporation

**Ms. Peterson made a motion to Approve the appointment of Dave Byrd, Town of Hilton Head Island, Finance Director, as a non-voting board member to the Gullah Geechee Historic Neighborhoods Community Development Corporation who shall serve without term limits. Mr. Brown seconded. Motion carried 7-0.**

Adjournment

**At 11:47 am, Mr. Perry made a motion to adjourn. Ms. Peterson seconded. Motion carried 7-0.**

**The full recording and a transcript of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)**



## **TOWN OF HILTON HEAD ISLAND**

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### *Gullah Geechee Historic Neighborhoods Community Development Corporation*

**TO:** Gullah Geechee Historic Neighborhoods Community Development Corporation  
**FROM:** Thomas Boxley, Executive Director  
**CC:** Marc Orlando, ICMA-CM, Town Manager  
**DATE:** February 19, 2026  
**SUBJECT:** Report of the Executive Director

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#### **BACKGROUND:**

This report provides a monthly update on the activities in which the Gullah Geechee Historic Neighborhoods Community Development Corporation (CDC) staff has been engaged since the November meeting. Highlights include:

- **Community Organization Active in Disaster (COAD):** As discussed at the November meeting, the COAD continues to meet regularly, currently on a monthly basis. The Board has been provided draft operational guidelines that are being developed in coordination with legal counsel. The purpose of today's agenda item is to review these guidelines as the Board considers whether the CDC should serve as the lead coordinating organization and fiscal agent for the COAD.
- **Land Management Ordinance (LMO) Focus Group:** The LMO Focus Group was formed to develop recommendations related to updates to the Land Management Ordinance that may affect historic neighborhoods. The focus group will meet this evening. On December 9, Town Council finalized the composition of the LMO Task Force, which includes three members of Town Council and is chaired by a Council member, with the Town Manager and Assistant Town Manager serving in an ex officio capacity. The Task Force is expected to begin its work in January 2026. The CDC anticipates convening the next Focus Group meeting in February and continues to hold monthly meetings. The purpose of this group is to provide input on aspects of the LMO that impact historic neighborhoods and to offer feedback and recommendations to improve outcomes for Historic Neighborhoods through the code.
- **Stoney Corridor / Highway 278 Update:** On November 17, the CDC convened a meeting with property owners in the Highway 278 corridor, the MKSK consulting team, and Assistant Town Manager Shawn Leininger. The purpose of the meeting

was to provide an update on the proposed corridor master plan and gather feedback from property owners. Approximately 25 participants attended, both in person and virtually, representing Gullah Geechee community property owners. A follow-up meeting with community stakeholders will be scheduled in the coming weeks to provide an additional project update.

- **Money Talks Financial Education Series:** The November session of the Money Talks Financial Education Series focused on Procurement: Doing Business with the Town of Hilton Head Island and was held on Tuesday, November 18. Planning is currently underway for the 2026 series.
- **Community of Practice Quarterly Meeting:** The CDC participated in the Community of Practice Quarterly Meeting on Friday, December 5, 2025, in Charleston. The meeting was hosted by the Clemson Design Center and brought together planning and community development professionals from across South Carolina to collaborate on supporting culturally significant communities. The guest presenter was Djuanna Brockington, Executive Director of the Gullah Geechee Heritage Corridor. Discussion topics included best practices for mitigating development impacts on Gullah Geechee communities and strategies for highlighting and preserving Gullah culture throughout the region. The CDC will host the next meeting of this group on Hilton Head Island.
- **CDC Christmas Party:** The CDC hosted its annual Christmas Party on Friday, December 12, 2025, with approximately 50 people in attendance.
- **Heritage Classic Foundation Partnership –** We The CDC has successfully partnered with the Heritage Classic Foundation in connection with the RBC Heritage Golf Tournament. The CDC is participating in both the *Birdies for Charity* and *Champions Fore Charity* programs.
  - **Birdies for Charity Program:** Donors may pledge an amount for every birdie made during the tournament or make a flat donation (minimum donation is \$25). The CDC will receive 100% of the donation plus an additional 20% match from the Foundation.
  - **Champions Fore Charity:** This program operates from January 1 through December 1. The Foundation will provide a 20% match on donations up to \$10,000. Donors may contribute by visiting [www.heritageclassicfoundation.com](http://www.heritageclassicfoundation.com) and selecting “Get Involved.”

**RECOMMENDATION:**

No action necessary.



## **TOWN OF HILTON HEAD ISLAND**

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### *Gullah Geechee Historic Neighborhoods Community Development Corporation*

**TO:** Gullah Geechee Historic Neighborhoods Community Development Corporation  
**FROM:** Thomas Boxley, Executive Director  
**CC:** Marc Orlando, ICMA-CM, Town Manager  
**DATE:** February 19, 2026  
**SUBJECT:** Review and Discussion Regarding the Renaming of the Rowing & Sailing Center at Squire Pope Community Park

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#### **BACKGROUND:**

As part of our ongoing mission to honor and preserve the history of the Gullah Geechee culture and community of Hilton Head Island, we are proposing a name change that more accurately reflects the history of this site. Action from our November meeting included vetting the proposed name with descendants of the founders of the Fishing Co-op.

In honor of the previous ownership, utilization and historic context of this site, we are proposing that the current name of this site, the Rowing and Sailing Center at Squire Pope Community Park, be changed to the Hilton Head Island Fishing Cooperative Park. The history of this site includes its ownership by a group of Native Island, Gullah Geechee community. There are references to the Cooperative and their instrumental role in business and advocacy for Gullah fishermen and producers that date back to 1966: seventeen years prior to Hilton Head Island's incorporation as a municipality. This represents an opportunity to continue to grow and support the relationship between the Town of Hilton Head Island and the Gullah Geechee community of Hilton Head Island.

As requested at our November meeting, we have convened conversations with descendants of the founders of the Hilton Head Island Fishing Co-op. We have received overwhelming support on the name change to Hilton Head Island Fishing Co-op, with an abbreviated name of Fishing Co-op Park, from representatives of the families of the founding members. We have spoken with representatives from five of the 15 families that were identified.

#### **RECOMMENDATION:**

This item is for discussion, consideration and vote. Staff recommends approval of the proposed name change. This formal motion and vote would then move to the full Town Council for further consideration.



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## **TOWN OF HILTON HEAD ISLAND**

### *Gullah Geechee Historic Neighborhoods Community Development Corporation*

**TO:** Gullah Geechee Historic Neighborhoods Community Development Corporation  
**FROM:** Thomas Boxley, Executive Director  
**CC:** Marc Orlando, ICMA-CM, Town Manager  
**DATE:** February 19, 2026  
**SUBJECT:** Review & Discussion of the Community Organizations Active in Disasters (COAD) Proposal

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#### **BACKGROUND:**

As part of its mission to support the Gullah Geechee culture and the historic neighborhoods of Hilton Head Island, the Gullah Geechee Historic Neighborhoods Community Development Corporation (CDC) has actively participated in emergency operations planning and community support efforts. There is an opportunity to strengthen this role through the establishment of a Community Organizations Active in Disasters (COAD).

A COAD is a community-based network designed to coordinate organizations and resources in response to emergency and disaster-related needs. The proposed COAD would focus on addressing immediate and short-term needs arising from disaster events, including named storms as well as other emergency situations that impact residents but may not reach formal storm designation.

Attached for the Board's review and discussion are the proposed Operational Guidelines and By-Laws for the COAD. These documents have been reviewed by legal counsel.

#### **RECOMMENDATION:**

This item is for review, discussion and vote. Staff recommends approval of this item. Next steps include continued coordination with the Town's Emergency Operations Command and other partner organizations, and monthly planning for potential future threats.

#### **ATTACHMENTS:**

1. Operational Guidelines for Event-Related Responses
2. Community Organizations Active in Disasters (COAD) By-Laws

# COMMUNITY ORGANIZATIONS ACTIVE IN DISASTER

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*Operational Guidelines for Event Response*



## BACKGROUND

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Hilton Head Island is vulnerable to a variety of hazards that could potentially threaten the Town of Hilton Head Island’s residents, businesses, and environment. The Coordination Centers provide a central location and structure for the Community Organizations Active in Disaster (**COAD**) to coordinate resources, information, and operations during Events in coordination with the Town of Hilton Head Island (“**Town**”).

The COAD, in collaboration with the Town’s Emergency Management Division (“**Town EMD**”), establishes the framework to ensure that the Town will be prepared to respond and recover from all types of hazards caused by an Event. The COAD will determine the needs of the Town and report the findings to the Town Manager. The COAD outlines the general roles and responsibilities of Members when preparing for, responding to, and recovering from an Event.

## COAD MISSION

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To prepare for, respond to, recover from, and mitigate against damage caused by natural disasters that would adversely impact the residents and visitors of the Town.

## DEFINITIONS

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For purposes of this Operational Guidelines (“**Guidelines**”) when the below terms are used then said terms shall be defined as follows:

**COAD Leaders** shall mean the Incident Commander, Member and Event Chief and Resource Management Chief.

**Coordination Centers** shall mean a centrally located building and/or structure to be used by the COAD during or after an Event to coordinate resources, information and operations.

**Event(s)** shall mean any natural weather occurrence threatening or causing disaster or any other unforeseeable occurrence affecting communities in the Town which will likely have a negative impact on the Town, citizens and visitors.

**Emergency Management (“Town EMD”)** shall mean the Town of Hilton Head Island’s Emergency Management Division that works closely with public and private sector partners to ensure appropriate coordination during an emergency or disaster.

**Emergency Manager** shall mean the Town of Hilton Head Island’s Emergency Manager.

**Member(s)** shall mean any volunteer or community needs group which have completed the application process and is responsible for all individual persons assisting in providing certain services as described and approved in the application process that are under their control.

**Town** shall mean the Town of Hilton Head Island.

## PURPOSE

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The purpose of the COAD is to accomplish the following:

1. Provide a management structure to obtain resources from higher levels of government during and after an Event.
2. Provide coordination centers for volunteer programs during and after Events to effectively provide aid to the communities in need.
3. Minimize damage to property and the environment resulting from Events.
4. Outline volunteer emergency management training and requirements, as described herein.
5. Ensure that all Members and Command Centers are aware of their roles and responsibilities in mitigating against, preparing for, responding to, and recovering from all types of Events.

## SCOPE OF SERVICES

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These Guidelines encompass the following:

1. Establish operational concepts under which departments and the COAD will operate in response to Events.
2. Establishes the framework for resource management and obtaining assistance from Beaufort County, state, non-governmental, private organizations and the federal government.
3. Establishes fundamental emergency policies, program strategies, and assumptions.
4. Defines an inter-agency coordination mechanism to facilitate delivery of immediate assistance, direction, and control of response and recovery resources.
5. Addresses the various types of emergencies likely to occur, from minor to major or catastrophic.
6. Identifies actions that the Town response and recovery organizations will take, in coordination with county, state, and federal counterparts.
7. Does *not* describe the Town's first responder Emergency Management procedures.

## COAD STAFFING AND MEMBERS

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COAD shall maintain the sufficient staff to provide the services provided for in these Guidelines. The positions described in this section are included in order to establish points of contact but shall not be perceived as being a complete list of staff, employees, or volunteers.

*Incident Commander ("IC")* has the overall leadership for the COAD, responsible for the overall response to an Event, and communicates with Town EMD to understand needs in the community. The IC ensures that the COAD Leaders and Command Centers are activated and leads the team in the establishment of operational objectives and priorities and daily briefing. The IC may also assist with any other responsibilities or actions needed in response to an Event.

*Member and Event Chief* regularly communicates among the various Members to ensure cooperation and communication with the IC and is the main Point-of-Contact for Members. Compiles information and data to help manage the Coordination Center(s) and relief efforts. This may include managing check-in of volunteer groups, tracking people's hours or other important clerical information and administrative support as needed.

*Resource Management Chief* provides support resources essential for volunteer and functional field operations. Responsible for securing, tracking, staging, and mobilization of supplies and other essentials to support the Event and volunteers.

*Finance Director* responsible for tracking and reporting receipt of monetary donation funds and all other financial expenditures, if applicable.

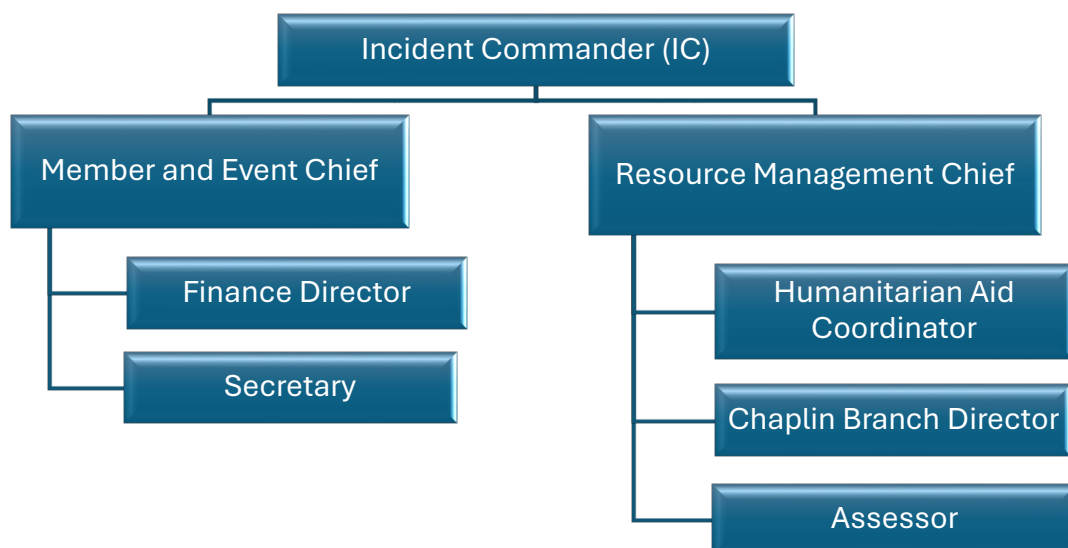
*Secretary* responsible for attending all meetings. Also responsible for maintaining a shared incident log and developing a daily Situation Report.

*Humanitarian Aid Coordinator* oversees all aspects of food, clothing, emergency shelter coordination, daily living support, connecting to local resources, receipt of non-monetary donations operations in support of the Command Centers and relief efforts.

*Chaplin Branch Director* ensures emotional and spiritual care is available to survivors and volunteers.

*Assessor* has the responsibility to conduct physical assessments of needs to clarify resources required and any safety concerns in cooperation with the Town EMD and other Town departments.

### COAD Staffing Flowchart



## **Staff and Member Training**

- Annual mandatory orientation for all Members.
- Participation of Members in the community Event exercises.
- Regular testing of communications and resource request systems.

## **EVENT RESPONSE**

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**Phases of Event Response.** Depending on the phase, COAD will provide support as follows:

*Phase 1 (“ERP 1”): Mitigation and Preparedness*

Actions taken to eliminate or reduce the probability of impacts from an Event and actions taken to proactively develop and update emergency plans and procedures

*Phase 2 (“ERP 2”): Response*

Actions taken to address the immediate and short-term response to an Event; efforts to minimize suffering and property damage; aid restoration of essential government services

*Phase 3 (“ERP 3”): Recovery*

Final phase which involves all short-term and long-term recovery efforts

**COAD Staffing by Level of Activation.** Depending on Event, the IC shall assess the appropriate staffing necessary to properly respond to an Event. The IC shall determine the appropriate staff to activate as follows:

*Level 1 (“SLA 1”): Precautionary Discussions – Prior to Event and any imminent threat*

Typically coincides with ERP 1; no formal staffing. IC to communicate and interface directly with Emergency Manager and other applicable parties.

*Level 2 (“SLA 2”): Preparation Staffing – Imminent threat determined; daily communication*

Typically coincides with ERP 2; IC to coordinate with Emergency Manager to determine the severity and complexity of the Event. The IC may assign duties to COAD staff as necessary and may involve and initiate response coordination with Members.

*Level 3 (“SLA 3”): Response staffing – After Event*

Typically coincides with ERP 3; IC to coordinate with Emergency Manager and all other entities to provide response to Event. Depending on the severity and complexity of the Event, on-site feeding may require coordination with the Humanitarian Aid Coordinator, Chaplin Branch Director, and Finance Director. The IC may assign duties to additional COAD staff and request assistance from Members as necessary.

Upon SLA 2 and SLA 3, there is required communication with Town EMD and depending on circumstances, law enforcement and partner organizations.

## **Operational Procedures**

*Level 1 Procedures (“OPL 1”).* The procedures for OPL 1 coincide with ERP 1 whereby COAD is taking actions to prepare and take proactive steps to respond to the Event.

## Awareness:

- IC assesses communicated needs, including any safety concerns
- IC will create a report of any major issues that are likely to occur

## Prioritization:

- The IC will facilitate discussions with the Town and COAD Leaders to prepare an initial plan of action if required. Members may also be contacted if their support is likely going to be required.

## Information Management:

- The IC will share updates and the initial plan of action with the Town, COAD Leaders and Members as applicable.

## Pre-Activation:

- IC to conduct a pre-activation call with the COAD Leaders and Town EMD to inform them of the call to allow participation if desired.
- COAD Leaders to identify and contact (if necessary) the Coordination Center to be utilized; this may be more than one location.

*Level 2 Procedures (“OPL 2”).* The procedures for OPL 2 coincide with ERP 2 whereby COAD is actively responding to the Event.

## Awareness:

- IC and Resource Manager and Member Coordinator contacted for activation and meet at the assigned Coordination Center.
- Assessment of Event is conducted, including any safety concerns.
- Collect situational reports (SitReps) from member agencies and government partners.
- Maintain a shared incident log, the Secretary should be responsible for this task.
- Develop and distribute a daily Situation Report as shown in Exhibit --. This is the shared responsibility of the Secretary, who will develop the report, and the IC, who will approve and distribute said report.

## Resource Coordination:

- The IC will contact COAD Leaders with details of Event and activation, inclusive of site arrangements and needs.
- Resource Management Chief will establish a common process for resource requests and will match unmet needs with available resources (e.g., food, shelter, supplies, volunteers).
- Members will coordinate with donation and volunteer management centers.

## Prioritization:

- The IC will facilitate discussions among Town EMD, COAD Leaders and Members on priorities in responding to the needs in the community.
- The IC will confer with Town EMD when other agency coordination is needed (e.g., power, fire, water, medical).
- Estimation of number of days required to respond to all reported needs in the community.



#### Information Management:

- COAD will maintain a central contact directory.
- The Secretary will share updates through web-based platforms if available.
- The IC will ensure that information is accessible to all participating agencies and Members.
- The Assessor will conduct daily tracking of completed work, safety issues, needs, challenges, and uncompleted work.

#### Public Messaging:

- The IC, along with the help of the Secretary, will coordinate consistent messaging across nonprofit partners, and coordinate with Town EMD.
- The COAD will support the Town's Joint Information Center (JIC) if activated.

#### Level 3 Procedures ("OPL 3")

##### Demobilization:

- Final coordination call/meeting
- COAD will be asked to submit thoughts and concerns to the Secretary who will then compile an after-action report and improvement plan with the assistance of the IC.
- Archive all documentation from COAD Leaders, activity at Coordination Center(s) and from Members.

**Coordination Centers.** The Coordination Centers may be activated in multiple ways or locations as determined necessary to respond to an Event. The Coordination Centers shall be activated as follows:

1. *Virtually:* Meetings conducted virtually or over the phone. Level 1 incidents are normally activated via this process. All levels may be activated virtually, but more severe levels may transfer to a physical location.
2. *Government Facilities.* COAD will work with the Town Administration to determine if any government owned facilities are available and accessible during an Event to function as the primary Coordination Center.
3. *Primary; Hilton Head Presbyterian.* Located at 233 William Hilton Parkway, Hilton Head Island, SC 29926. Levels 2 and 3 may start virtually to communicate activation and then transfer to this location.
4. *Supporting; St. Andrew By The Sea.* Located at 20 Pope Ave, Hilton Head Island, SC 29928. Levels 2 and 3 may start virtually to communicate activation and then transfer to this location. This location will be a supporting Coordination Center and will only be opened if deemed necessary.
5. *Supporting; First Baptist Church Hilton Head.* Located at 100 S Forest Beach Rd., Hilton Head Island, SC 29928, Levels 2 and 3 may start virtually to communicate activation and then transfer to this location. This location will be a supporting Coordination Center and will only be opened if deemed necessary.

**Meetings and Briefings.** COAD will be readily available at all times for communication with Town EMD and Members. The meetings and briefings established below are to establish the required meetings, but the COAD Leaders shall hold meetings as necessary and as frequently as deemed appropriate.

- *Disaster Pre-Event call* if possible; at least 48 hours in advance of the Event.
- *Initial Coordination Call* within 2 hours of activation of the Coordination Center.
- *COAD Assessment Briefing and Activation.* The COAD Leaders and Members meet at the Coordination Center to discuss and review initial site reviews for safety, needs, and setup of the COAD site for activation.
- *Initial Deployment Planning* following a review of safety concerns, needs, and deployment strategy the COAD Leaders, Assessor and other appropriate individuals as determined by the IC shall meet to discuss deployment of Members prior to communication with Members regarding deployment of resources and response to Event are initiated.
- *Daily Briefings* with all COAD Leaders to be conducted for the purpose of reviewing progress on safety concerns, needs, challenges, time required for remaining work and priorities.
- *Post-Event Meeting* with all COAD Leaders and Members to confirm accurate data and assess the response coordination to the Event.



# Hilton Head Island Community Organizations Active in Disasters By-Laws

## I. **Name and Jurisdiction**

The name of the organization is the *Hilton Head Island Community Organizations Active in Disasters* (HHI COAD).

## II. **Mission / Purpose**

1. Mission - Recognizing the island's unique challenges—including hurricane threats, evacuations, reliance on bridges and causeways, and the importance of protecting residents—the HHI COAD aligns community organizations, faith-based groups, businesses, and government agencies to strengthen disaster preparedness, response, and recovery.
2. Purpose - The HHI COAD coordinates effective and efficient service delivery to residents of Hilton Head Island—particularly residents in communities outside of Planned Unit Developments—who are impacted by disasters, while minimizing duplication of effort.
3. The organization fulfills its mission through the four phases of disaster management:
  - a. Preparedness – building community readiness through training, outreach, and planning
  - b. Response – coordinating resources and communication during disaster events.
  - c. Recovery – supporting short and long-term recovery for residents
  - d. Mitigation – promoting strategies that reduce risk and safeguard people, property, the environment, and the local economy.

## III. **Overview**

1. HHI COAD is a collaborative network, not a direct service provider. Member organizations maintain their own legal identity, authority, and operational control while coordinating with other COAD members.

2. HHI COAD accomplishes its mission and purpose by:
  - a. Cooperation – foster cooperation among members at all levels and all phases of a disaster.
  - b. Coordination – align processes and services among members.
  - c. Communication – exchange and disseminate information among members, the public, and the Town Emergency Management Team.
  - d. Collaboration – partner on projects and response efforts, as deemed feasible to the membership, to maximize community impact.

#### **IV. Membership**

1. Membership Categories
  - a. Organizational Members – Eligible organizations include:
    - Local, state, or federal agencies
    - 501 (c)(3) nonprofit organizations
    - Faith-based organizations
    - Businesses with an ongoing service presence on Hilton Head Island
  - b. Individual Members – Individuals residing on Hilton Head Island who have an interest in disaster preparedness and response but are not representing an organization.
2. Conditions of Membership
 

Members must:

  - a. Agree with the Mission and Purpose of HHI COAD
  - b. Meet eligibility criteria
  - c. Designate a representative to attend meetings
3. Application
 

Applications are submitted to the Membership Committee. The Committee reviews eligibility and presents applications to the COAD for approval by the Organizational Members.
4. Responsibilities
 

Members agree to:

  - a. Send a knowledgeable representative to meetings
  - b. Participate in coordination and information sharing
  - c. Provide resources for disaster response when feasible
5. Termination
 

Membership may be terminated:

  - a. Voluntarily by written notice to the COAD Chair

- b. For cause by a majority vote of the Organizational Members following written notice and an opportunity to respond

**V. Meetings**

1. HHI COAD shall meet at least six times per year.
2. Meeting shall follow Robert's Rules of Order
3. Adequate notice will be given to all members.
4. Emergency meetings may be called by the Chair or majority of the Executive Committee
5. A quorum shall consist of a majority of Organizational Members.

**VI. Governance and Officers**

Officers are elected by Organizational Members for two-year terms.

Officers include:

1. Chair
2. Vice Chair
3. Standing Committee Chairs
4. Town of Hilton Head Island Emergency Manager
5. Fiduciary representative (not one of the above)

**VII. Standing Committees**

1. Membership Committee
2. Outreach Committee
3. Additional Committees as established by COAD

**VIII. Voting**

Only Organizational Members may vote on governance, fiscal, and policy matters.

1. Each Organizational Member has one vote
2. No proxy voting is permitted
3. Decisions pass by simple majority of Organizational Members present.
4. Votes are recorded in meeting minutes
5. If an individual represents multiple organizations, they shall only cast one vote.

**IX. Fiscal Agent**

HHI COAD shall designate a Fiscal Agent by majority vote of the Organizational Members. The Fiscal Agent will be designated as the Community Foundation of the Lowcountry.

The Fiscal Agent Shall:

1. Receive and manage all COAD funds to support emergency needs
2. Maintain financial records
3. Provide quarterly financial reports to HHI COAD

**X. Amendments**

These Bylaws may be amended by a majority vote of the Organizational Members, provided written notice is given at least 30 days in advance.



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## TOWN OF HILTON HEAD ISLAND

### *Gullah Geechee Historic Neighborhoods Community Development Corporation*

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**TO:** Gullah Geechee Historic Neighborhoods Community Development Corporation  
**FROM:** Thomas Boxley, Executive Director  
**CC:** Marc Orlando, ICMA-CM, Town Manager  
**DATE:** February 19, 2026  
**SUBJECT:** Review and Discussion Regarding the Land Management Ordinance Focus Group Recommendations

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#### **BACKGROUND:**

To ensure that we have incorporated input from a broad sector of the Gullah community, the CDC has convened meetings of a focus group. The group is addressing key areas of the land management ordinance. Based on our conversations to date, I submit the following recommendations for discussion, consideration and adoption:

- Ensure that developers are held liable for mitigating stormwater impacts and disruptions in all downstream directions of a proposed development (North, South, East and West). Deeper offsite analysis will be required to address potential impacts prior to issuance of building permits to ensure mitigation requirements are clearly defined
- Allow cottage style home development that incorporates a smaller footprint home for construction cost effectiveness
- Keep the provisions allowed in the current LMO related to Gross Floor Area/acre that can be dedicated to home-based businesses (residential/commercial provision).
- Remove feet from the code regarding height and referencing stories instead as a replacement for height standards.
- Stronger, more consistent infrastructure requirements (such as mandatory stormwater review) across all development types. Currently minor subdivisions do not require a high-level stormwater review. Multiple minor developments in one

area ultimately create drainage issues resembling the stormwater issues that would result from a major subdivision.

- Mandatory sewer connection for all new development.
- Reintroduce meaningful incentives that encourage workforce housing within mixed-use and residential districts, ensuring long-term affordability and local economic participation.
- Norm density at a minimum of 6 Dwelling Units/acre. This would seem to be an equitable compromise if sliding scale density is written out of the code.
- Mitchelville density and development components should be extended to parcels across the road so that there is uniformity in the code versus a “piece meal” strategy.

**RECOMMENDATION:**

This item is for discussion, consideration, and action. If approved, the recommendation will be forwarded to the LMO Task Force for consideration of incorporation into the rewrite of the LMO and to Town Council for final consideration and action.