



Town of Hilton Head Island HOUSING ACTION COMMITTEE MEETING Wednesday, December 13, 2023, 9:00 AM Minutes

1. Call to Order

Chair Alderman called the meeting to order at 9:00 AM. Members present were: Jack Alderman, Chair; Sandy West, Vice-Chair; Sarah Jones-Anderson; Ayaks Catellanos; Luana M. Graves Sellars; and Sandy Gillis. Present virtually was Marc Okner.

2. Adoption of Agenda

There were no changes to the agenda as presented.

3. Approval of the Minutes

a. Regular Meeting Minutes of November 27, 2023

There being no changes to the minutes as presented, a motion was made by West to approve the minutes of the November 27, 2023 meeting. A second was made by Sellars, and the motion was passed unanimously.

4. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. No comments were received. No one spoke at the meeting.

5. Unfinished Business

Chair Alderman reminded the Committee of the scope and mission of the Committee, and that everything being done is merely steps along the way to reach the final victory when people start moving into homes. Chair Alderman thanked and commended Staff for their helpful efforts and the quick turn-around since the last meeting, noting that Staff Memos for each item is very helpful.

a. Workforce Housing Program progress updates/Year In Review

Chair Alderman introduced and welcomed Quincy White, the new Chief Housing Officer, starting January 2, 2024. White made a virtual appearance and gave the Committee his brief background, and expressed excitement at being part of the team.

Missy Luick, Director of Planning, presented the One-Year Update organized by the 4 core pillars that showcases the amount of workforce housing work program completed since the adoption of the Workforce Housing Framework. She thanked the Committee for stepping up and assisting with the workforce housing program efforts. She noted that staff made presentations on the Town's Workforce Housing Program at the statewide level and that the Town is already being seen as a leader across the State with our workforce housing work. She noted the Town is also a partner in the Lowcountry Affordable Housing

Partners group led by the Community Foundation, which is a regional collaborative group involved in workforce housing.

Nicte Barrientos, Planner - Economic Development, and Tammie Hoy Hawkins, Town Housing Consultant, reported on their virtual attendance at the National Housing Conference on affordable housing solutions. They outlined the various sessions attended, and each offered to send their notes to the Committee Members for review. It was noted that the Georgia Housing Conference will be held in March of 2024 in Savannah, Georgia, that Members may want to attend.

Luick reported that the City of Tallahassee, Florida, had won the State Housing Award, and an evaluation of their workforce housing has been made with evaluation and recommendations of how their housing work could be applied to the Town's workforce housing programming, especially the Housing Tool Kit.

Following further discussion, a Motion to receive the Progress Report and recommend that the Report be submitted to Town Council was made by Sellars and seconded by West. The motion was passed by a unanimous vote.

b. Consideration of Housing Impact Analysis Recommendation

Luick presented a draft of the Town of Hilton Head Island Housing Impact Analysis (HIA) and reviewed with the Committee the background of the HIA required by Act 57, the steps necessary for the Town to complete, and asked the Committee to recommend to Town Council that the HIA be advanced as an amendment to the Town's Comprehensive Plan Housing Element. She reported that work is underway to prepare the legal ad required for 30 day public notice, with public hearing being in January, followed by review by the Public Planning Committee, and then sent to Town Council for two readings. With no deviation from this schedule, this would receive second reading in late March before the Town Council.

A motion to recommend to Town Council that the Housing Impact Analysis be advanced as an amendment to the Town's Comprehensive Plan Housing Element was made by Gillis and seconded by West. The motion was passed by a unanimous vote.

c. Consideration of Adoption of Rules of Procedure and Possible Adoption

Luick presented a draft Housing Action Committee Rules of Procedure for review and evaluation by the Committee. All members indicated they had reviewed the Rules of Procedure and had no comments. A motion to adopt the Housing Action Committee Rules of Procedure was made by Gillis and seconded by Jones-Anderson. The motion was passed by a unanimous vote.

d. Evaluation of Committee Representation and Possible Recommendation

Chair Alderman reported that 9 slots have been filled of the 11 allowed for this Committee

by Resolution. He expressed a desire to fill the remaining 2 slots, and requested applications for these slots be submitted through the Town website for review and approval by Town Council. Since the addition of these 2 slots must be approved by Town Council, a motion was made by Gillis, and seconded by West that the Committee recommend to Town Council that 2 additional members be added to the Housing Action Committee with specific skill sets in legal and financial backgrounds, complementing the existing members' skill sets. The motion was unanimously carried.

e. Discussion of Work Areas and Assignments

The preliminary draft of the Working Area Chart and suggested assignments contained in the agenda packet was briefly discussed, and connections within the business community and non-profits were suggested to be added to the communications category rather than creating a separate area.

f. Consideration of Adoption of 2024 Meeting Calendar

The proposed meeting dates for 2024 was reviewed as appears in the agenda packet. A motion was made by Sellars and seconded by West that the proposed meeting schedule for 2024 be approved. The motion was passed by unanimous vote. A clarification was made of how roll call was taken by the Board Secretary.

6. New Business

a. Discussion of Multi-Year Workforce Housing Action Plan

Hawkins reviewed the Multi-Year Housing Action Plan as summarized in the accompanying memo and as included in the agenda packet.

Luick and Hawkins reviewed in detail the Community Pillar, Planning Pillar, Management Pillar, and Revenue Pillar, including strategies, action items, implementation steps, investment needed, partners either needed or required, and timeline for each Pillar.

Input from the Committee included surveys from employers and agencies, as well as citizens, be added to the Community Pillar. Chair Alderman suggested each member spend time reviewing the Plan in detail to determine recommendations, modifications and additions needed, with those then e-mailed to him and Luick before the first week of January. He indicated it would be helpful to assemble an organizational chart of how all housing reports and guiding documents are working together, with a continuum of recommendations and actions that come from each, and he offered to begin assembling this chart based on how these all fit together.

b. Discussion of Anti-Displacement and Support Plan

Luick reviewed the Memo included in the agenda packet which summarizes and outlines action steps necessary for the development of the Town's Anti-Displacement and Support

Plan, with the next critical step being a community meeting with partners identified in the asset map list. Chair Alderman suggested the asset list be reviewed as a task assigned to specific board members. The role of the Chief Housing Officer and staff team working in conjunction with the Committee was discussed. Sellars suggested that Residential Empowerment, Second Helpings, and Lowcountry Community Foundation be added to the asset list. A possible second meeting of a faith-based leadership coalition group was suggested and West and Sellars were asked to investigate what groups might exist.

7. Adjournment

A motion to adjourn was made by Sellars and seconded by West. The motion was passed unanimously, and the meeting was declared adjourned at 10:43 AM.

Submitted by: Lynn Buchman

Approved: January 17, 2024

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov