



## **Town of Hilton Head Island**

### **Gullah Geechee Land and Cultural Preservation Task Force Meeting**

**Monday, November 4, 2024, 1:00 PM  
1 Town Center Court, Hilton Head Island, SC  
Benjamin M. Racusin Council Chambers**

---

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 October 14, 2024
- 4. Staff Report**
  - a. General Staff Updates - LMO/Districts - Shea Farrar, Principal Planner
  - b. Historic Neighborhood Permitting & Design Studio Report - Sharonica Gavin, Principal Planner Historic Neighborhoods
  - c. Home Safety and Repair Program Update - Sharonica Gavin, Principal Planner Historic Neighborhoods
  - d. Sewer Connection Program Update - Sharonica Gavin, Principal Planner Historic Neighborhoods
  - e. Gullah History and Cultural Awareness Program - Angie Stone, Assistant Town Manager
  - f. Housing Action Committee Update - Quincy White, Chief Housing Officer
  - g. Town Open Positions Update - Sharonica Gavin, Principal Planner Historic Neighborhoods
- 5. Discussion Items**

## **6. Public Comment - Non Agenda Items**

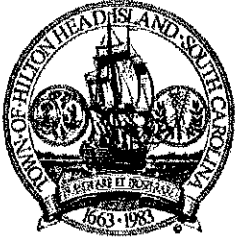
## **7. Adjournment**

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 LAND AND CULTURAL  
PRESERVATION TASK FORCE MEETING  
Monday, October 14, 2024, 1:00 PM  
Minutes**

**1. Call to Order**

Chair Stevens called the meeting to order at 1:00 p.m. Chair Stevens, Mr. Henz, Mr. Cambell and Ms. Wright were in attendance. Mr. Simmons, Ms. Green and Mr. Abdul-Malik were excused.

**2. Adoption of the Agenda**

Mr. Henz moved to approve the Agenda as presented. Ms. Wright seconded. The Agenda was approved unanimously.

**3. Approval of the Minutes**

**a. Regular Meeting Minutes of August 5, 2024**

Mr. Campbell moved to approve the Minutes of August 5, 2024. Ms. Wright seconded. The Minutes of August 5, 2024 were unanimously approved.

**4. Staff Report**

**a. General Staff Updates - LMO/Districts - Shea Farrar, Principal Planner - CP**

In Shea Farrar's absence, Missy Luick, Director of Planning, provided an update on the LMO/Districts Projects. Ms. Luick discussed the remaining seven planning districts, focusing on their respective themes, character, vision, and focus areas. Between November and February of next year, there will be opportunities for public engagement, with dates to be announced, to discuss the vision for these districts.

Ms. Luick also covered the LMO code project, which is divided into two categories: the Priority Amendment set and the Full Code Amendment overhaul. The Priority Amendment includes 12 topic areas: construction management standards, sign regulations, tree protection, common open space, transportation impact analysis, major subdivision and development plan review processes, subdivision regulations, short-term rentals, the North Point public/private partnership zoning, single-family homes, commercial structures, and the adaptive reuse of existing hotels and motels.

A public engagement session on the new LMO Priority Amendments is planned for December of this year. The Planning Commission's public hearing on the Priority Amendments is scheduled for January, with the remaining public review and approval

process expected to take place in February or March. The District Plans are currently being developed this fall and early 2025, with public review and approval set for the end of the second quarter of 2025.

Board members asked questions regarding the information presented by Ms. Luick. She clarified that the presentation containing this information is available on the Town website.

**b. Historic Neighborhood Permitting & Design Studio Report - Nicté Barrientos, Planner Economic Development**

Nicté Barrientos, Planner, Economic Development reported the Historic Neighborhood Permitting and Design Studio has received four new requests. The requests include information regarding heirs property, guidance on density allowances and conceptual site planning. Three of these requests are currently in progress and one has been completed.

**c. Home Safety and Repair Program Update - Nicté Barrientos, Planner Economic Development**

Nicté Barrientos, Planner, Economic Development stated that following our last meeting on August 5, 2024, we received three new Home Safety and Repair Applications.

Additionally, we have completed nine more of the Home Safety and Repair Projects consisting of three tree related jobs and six home repairs. Compared to the previous report on August 5, 2024, there has been a significant 625% increase in the projects under contract, rising from 4 to 29.

**d. Sewer Connection Program Update - Nicté Barrientos, Planner Economic Development**

Nicté Barrientos, Planner Economic Development, reported that since our last update, we have no changes. We still have 45 applications received, with 31 completed projects. In the report for this month, we have included the maps so they have been updated.

**5. Discussion Items**

**a. Land Preservation Update - Luana G. Sellars, Lowcountry Gullah Foundation**

Luana Graves-Sellars, Lowcountry Gullah Foundation reported that Workshop participation has been strong, with over 100 people attending this year's sessions. The free Wills Clinic successfully provided 18 individuals with free Wills. The program achieved a 100% success rate in ensuring that no one from the Hilton Head Island and Bluffton area went to the tax sale this year, maintaining consistent numbers with previous years. Looking ahead, Workshops on Trusts and LLC's are being planned for next year, in addition to the ongoing Wills Clinics. The team plans to visit Gullah Churches on November 17th to inform the Community about available resources and Workshops.

**b. Historic Neighborhood Stormwater Infrastructure - Jeff Netzing, Stormwater Program Manager**

Jeff Netzing, Stormwater Program Manager advised the Task Force that the Stormwater Division operates as an independent fund supported by stormwater fee collected through annual property tax bills. The Division is responsible for enforcing the Clean Water Act of 1972 at the local level. A water quality monitoring program has been active since 1999, and three tide gauges have been installed to monitor tidal changes during storm events.

The division is currently managing 136 open qualifying service requests, with 72 new requests recently received. Service requests have been systematically logged in a database since 2010. The Gumtree Road project is currently in design phase, with nine open service requests along this road. Construction is anticipated to begin by Spring, 2025.

The Division is working to acquire approximately 30 easements to facilitate drainage improvements. Aging infrastructure and limited contractor availability continue to present challenges. Several significant projects are in planning, including the Wexford pump station overhaul, the Gum Tree Road project, and the installation of flat gates on outfall pipes to mitigate tidewater impacts.

## **6. Public Comment - Non Agenda Items**

No comments were received.

## **7. Adjournment**

Chair Stevens adjourned the Meeting at 2:33 p.m.

## **APPROVED:**

The recording of this Meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)



# **TOWN OF HILTON HEAD ISLAND**

## ***Gullah Geechee Land & Cultural Preservation Task Force***

---

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Sharonica Gavin, Principal Planner Historic Neighborhoods  
**VIA:** Missy Luick, Director of Planning  
**VIA:** Shawn Leininger, Assistant Town Manager – Community Development  
**DATE:** November 4, 2024  
**SUBJECT:** Historic Neighborhood Permitting & Design Studio Report

---

### **SUMMARY**

Following our meeting on October 14, 2024, we have received one new request for the Historic Neighborhood Permitting and Design Studio. The request includes guidance on density allowances, and conceptual site planning.

The report below outlines the overall impact of the program to date.

#### **Reporting Term, October 2021- October 2024**

- 91 Total Design Studio requests
  - 67 Completed Cases
  - 16 Active Projects
    - 3 On-hold
    - 13 In-progress, active, under review, working with applicant
  - 8 Withdrawn and or inactive

### **Issues Addressed**

Staff have assisted residents with a wide range of issues:

- Drafted conceptual 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.

### **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 collaborates with outside agencies and nonprofits, including Palmetto Electric, Hilton Head Public Service District, Deep Well, Heritage Library, Habitat for Humanity, and Lowcountry Gullah Foundation.

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



# **TOWN OF HILTON HEAD ISLAND**

---

## *Gullah Geechee Land and Cultural Preservation Task Force*

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Sharonica Gavin, Principal Planner Historic Neighborhoods  
**VIA:** Missy Luick, Director of Planning  
**VIA:** Shawn Leininger, Assistant Town Manager – Community Development  
**DATE:** November 4, 2024  
**SUBJECT:** Home Safety and Repair and Sewer Connection Program Updates

---

### **SUMMARY**

As of our meeting on October 14, 2024, we have received three new Home Safety and Repair applications, including two home safety repair requests and one for tree removal/trimming. In July 2024, the Town relaunched the program with updated internal processes to improve the experience for applicants, contractors, and staff. Since the relaunch, program associates have conducted 56 site visits, completed 17 projects, and currently have 27 projects under contract.

The report below outlines the overall impact of the program to date.

#### **Reporting Term: July 2022 – October 2024**

##### **Home Safety and Repair Program:**

146 Applications received.

- 9 Applications did not meet the income qualifications.
- 4 Applications were withdrawn.
- 21 Applications need additional information.

112 Completed applications received.

- 53 Permitted jobs have been completed for a total of \$735,690.04
  - 9 Tree-pruning or removal - \$27,289.85
  - 44 Home repairs - \$708,400.19
- 27 Permitted jobs, under contract for a total estimated value of \$362,400.00
- 27 Jobs awaiting town visits, bids, or permits

Total funding spent and committed to date - \$1,100,890.04

The balance of funding remaining to execute projects is \$391,584.48

##### **Lateral Sewer Connection Program:**

45 Applications received.

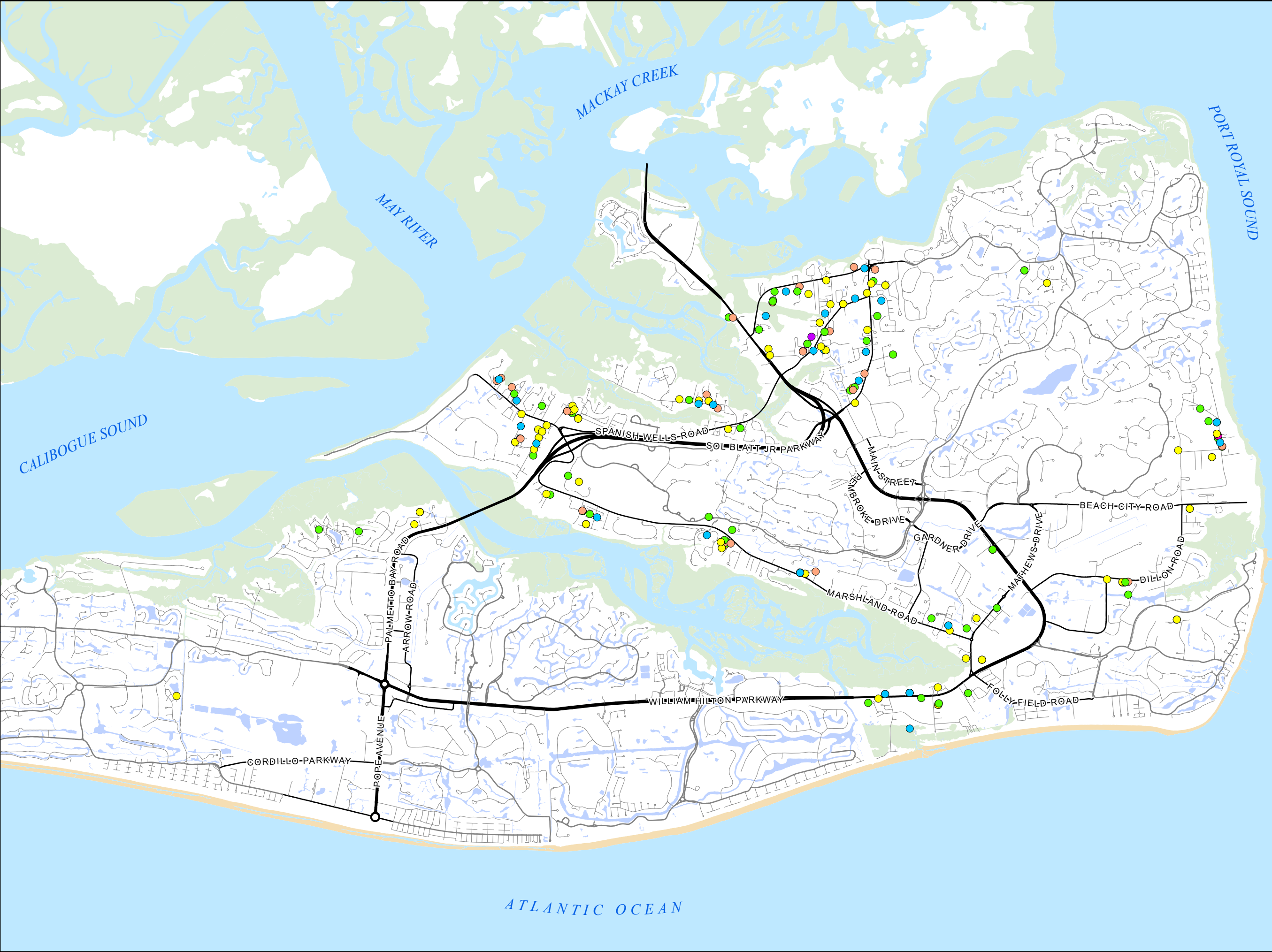
- 31 Jobs have been completed and paid in the total amount of \$324,584.75
- 3 Jobs under contract with estimates totaling \$38,970
- 6 Jobs pending with estimates totaling \$82,490 (awaiting additional program funding)
- 3 Applications were withdrawn.
- 2 Application were not qualified.

Total funding spent and committed to date - \$363,554.75

The balance of funding remaining to execute projects is \$5,862.25

### **ATTACHMENTS**

1. Home Safety and Repair Project Locations
2. Sewer Connect Project Locations



**Home Safety Repair  
Project Locations**

**Legend**

- Home Safety Repair  
Application Status
- Complete- 53
  - Under Contract- 27
  - Approved- 27
  - In Review- 0
  - Additional Info- 18

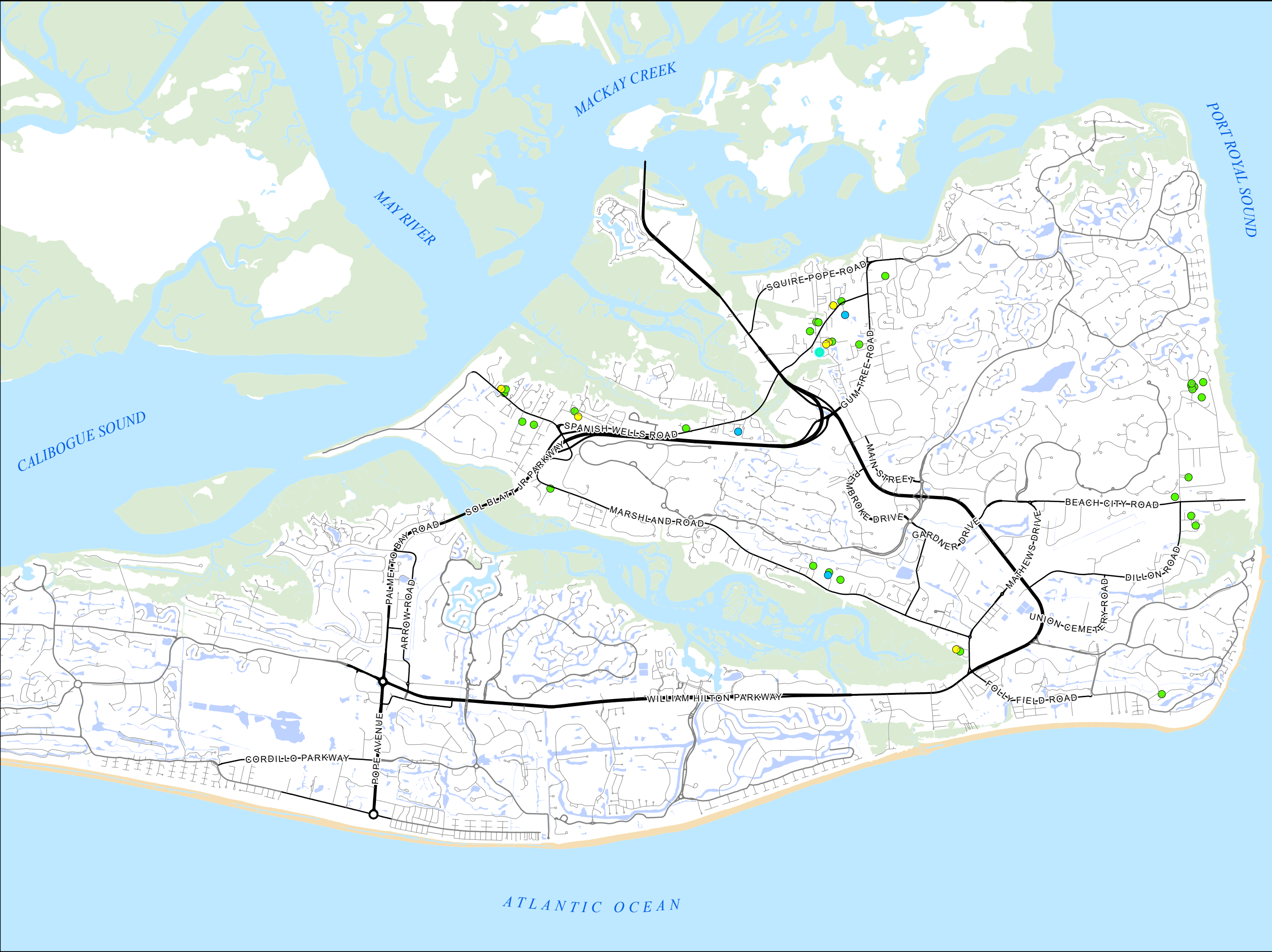
\*Colored markers indicate areas of  
program utilization, signifying multiple  
applicants.

Updated: October 23, 2024



**TOWN OF HILTON HEAD ISLAND**  
ONE TOWN CENTER COURT  
HILTON HEAD ISLAND, S.C. 29928  
PHONE (843) 341- 4600

The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of the map.



**Sewer Connection  
Program  
Project Locations**

**Legend**

- Sewer Connection  
Application Status
- Complete- 31
  - Under Contract- 3
  - Pending- 6

\*Colored markers indicate areas of program utilization, signifying multiple applicants.

Updated: October 23, 2024



**TOWN OF HILTON HEAD ISLAND**  
ONE TOWN CENTER COURT  
HILTON HEAD ISLAND, S.C. 29928  
PHONE (843) 341- 4600

The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of the map.