



Town of Hilton Head Island
Housing Action Committee
Wednesday, October 4, 2023, 9:00 a.m.
MEETING MINUTES

Present from the Committee: Candace Birkenhauer; Sarah Jones-Anderson; Sandy West; Marc Okner; Jack Alderman; Sandy Gillis

Present from Town Staff: Marc Orlando, *Town Manager*; Shawn Colin, *Assistant Town Manager*; Missy Luick, *Director of Planning*; Nichte Barrientos, *Planner-Economic Development*; Karen Knox, *Senior; Administrative Assistant*

Present from Town Council: Patsy Brison; Alex Brown

Other's Present: Tammie Hoy Hawkins, *Together Consulting*

1. Call to Order

Ms. Luick called the meeting to order at 9:00 a.m.

2. FOIA Compliance

3. Roll Call

As noted above.

4. Approval of Minutes

a. August 22, 2023

Mr. Alderman moved to approve. Ms. Gillis seconded. The Minutes of August 22, 2023 were unanimously approved.

5. Appearance by Citizens

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

6. New Business

a. Mission Statement Discussion

Ms. Luick briefly reviewed the Mission Statement with the Committee and discussed the Northpoint Public Private Partnership with the Committee. Ms. Luick also advised that the Mission Statement will be discussed further at their next meeting in November.

Both Mr. Marc Orlando and Mr. Shawn Colin welcomed the Committee and mentioned that housing is a top priority and that they look forward to working with the Committee.

b. Establish Committee Structure

- i. Agenda Coordination Process – The Committee decided that the Agenda Coordination Process would be a 50/50 collaboration between the Chair and Chief Housing Officer.

The Committee discussed term limits for the Chair and Vice Chair would be two consecutive term limits of three years. Mr. Shawn Colin advised that the Committee Structure, Term Limits, etc. would be set forth in the By-Laws.

- ii. **Public Meeting Rules**

- 1. **FOIA**

- Each meeting will be held in compliance with FOIA requirements.

- 2. **Quorum**

- In order to conduct the Meeting a quorum of five (5) members of the Committee must be present.

- iii. **Communication**

- 1. To and from Staff
 - 2. To Town Council
 - 3. To Community

- Mr. Shawn Colin stated that the Committee should not conduct business outside of the public meeting.

- iv. **Housing Action Committee Expectations of Town Staff**

- It was discussed and decided that staff will prepare the work and should also be a collaboration between the Chair and the future Chief Housing Officer.

- v. **Staff Points of Contact**

- Ms. Luick reviewed with the Committee staff points of contact.

c. Election of Officers (if applicable)

Ms. West nominated Mr. Alderman for the position of Chairman. Ms. Gillis seconded. Mr. Jack Alderman was elected Chairman unanimously.

Mr. Okner nominated Ms. West as Vice Chair. Ms. Jones-Anderson seconded. Ms. West was elected Vice Chair unanimously.

d. Proposed Meeting Dates for Remainder of 2023 and 2024

Ms. Gillis moved to approve the meeting dates for the remainder of 2023. Ms. Birkenhauer seconded. The meeting dates for 2023 were unanimously approved. The proposed meeting dates for 2024 will be reviewed at the next meeting.

i. Workshops

It was discussed that the next meeting will be a Workshop.

e. Components of an Anti-Displacement Strategy and Support Plan

Discussion was had regarding interaction between the Committee and the State Housing Agency. Committee Members will review the asset map and provide input on any missing entities. The Committee discussed at length a possible displacement of 50 affordable housing units on the Island.

f. Draft Town of Hilton Head Housing Toolkit

The Committee discussed the strategies, incentives and tools to support an effective and sustainable Workforce Housing Plan as outlined in the PowerPoint presentation.

7. Adjournment

Ms. West moved to adjourn the meeting. Ms. Anderson-Jones seconded. The meeting was adjourned at 10:58 a.m.

Submitted by: Karen Knox
Senior Administrative Assistant

Approved: November 27, 2023