



Town of Hilton Head Island  
**Gullah Geechee Land & Cultural  
Preservation Task Force Meeting**  
Monday, November 7, 2022, 1:00 p.m.

## **AGENDA**

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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 of Hilton Head Island Public Meetings Facebook Page](#) 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 October 10, 2022

**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, November 4, 2022. Comments submitted through the portal will be provided to the Task Force and made part of the official record.

**7. Discussion Items**

a. Critical Path Review (Continued)

b. Overall Gullah Geechee Culture Preservation Project Report Purpose Statement Review

c. Update on Historic Districts Overlay

d. Pop-Up Shops

e. Proposed 2023 Meeting Schedule

**8. Staff Report**

a. Delinquent Tax List Update

b. Historic Neighborhood Design Studio Report

- c. Town Open Positions Update
- d. Home Safety and Repair Program Update
- e. Sewer Connection Program Update

**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**

**October 10, 2022, 1:00 p.m.**

**Present from the Task Force:** Chairman Lavon Stevens; John Campbell; Tom Henz; Ibrahim Abdul-Malik; Shani Green

**Absent from the Task Force:** Vice Chair Palmer Simmons (excused)

**Present from Town Council:** Alex Brown; David Ames

**Present from Town Staff:** Shawn Colin, *Assistant Town Manager*; Angie Stone, *Assistant Town Manager*; Missy Luick, *Community Planning Manager*; Carolyn Grant, *Communications Director*; Chris Darnell, *Urban Designer*; Shea Farrar, *Senior Planner*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

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**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 asked for a motion to approve the agenda. Mr. Abdul-Malik moved to approve. Mr. Henz seconded. By a show of hands, the 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 September 12, 2022. Mr. Abdul-Malik moved to approve. Mr. Henz seconded. By a show of hands, the minutes of September 12, 2022, were approved by a vote of 5-0-0.

**6. Appearance by Citizens**

None

**7. Discussion Items**

#### **a. Mid-Island Redevelopment District – Consultant Presentation**

The consultants' provided a brief presentation on the Mid-Island Redevelopment District as included in the packet.

The Board expressed support for the changes to the project included in the update. Additionally, the board expressed several concerns about the project outlined below:

- Mixed use could create conflicts between residential and commercial uses
- Improving and enabling existing neighborhoods should be emphasized
- Price ranges for work force housing should cover all incomes
- Mobile home usage needs additional attention
- Historic Neighborhood home businesses should receive assistance

The topic was opened to public comment:

Thomas Barnwell clarified that the number of units in the Grasslands area was approved by Beaufort Planning Commission not Hilton Head. Additionally, he asked that the changes and benefits be explained in writing to owners/residents in the affected areas.

Andre White commented on flexibility for mobile home, parking when combining commercial and residential, mixed use for churches, buffers, setbacks, and affordable housing benefits for smaller lot sizes.

Tyrone Scott spoke about advertising for mixed use areas.

Dr. Cohen asked for a clarification about single and double wide mobile homes. Shawn Colin stated that double wide mobile homes would count as one, however if it divided into a duplex, it would count as two.

Lee Williams Jones asked about the density for parcels which are less than 3 acres.

Andre White expressed concerns about conditional use permits adding additional hoops to go through.

Tyrone Scott suggested adding a density bonus for small lots if the development is slated for workforce housing.

#### **b. Heirs Property FEMA Disaster Recovery – Meldon Hollis**

Mr. Hollis provided an overview of the changes to FEMA disaster recovery processes. He stated that policy changes have now enabled Heirs Property to qualify for support from FEMA. Additionally, he discussed the changes to the application process and encouraged applicants to continue trying if there are issues with the first application.

#### **c. Update on Historic Districts Overlay District**

Missy Luick stated that there were no additional changes to the historic districts aside from those included in the Mid-Island Redevelopment Project presentation. She provided a summary of the changes which apply to the historic districts.

The Board asked for the Town's position on implementing code changes instead of using an overlay district. Mrs. Luick stated that the town is supportive of implementing code changes.

**d. Gullah Resource Page**

Mrs. Luick spoke about the updates added to the town website to make information more accessible.

The Board asked if zoning maps could be added which include upcoming zoning changes.

**e. Proposed 2023 Meeting Schedule**

Chairman Stevens stated Mr. Abdul-Malik left the meeting early and the board no longer had a quorum. The Proposed 2023 Meeting Schedule will be placed on the November Agenda.

**8. Staff Report**

**a. Delinquent Tax List Update**

Mrs. Luick stated that there are currently 3 properties on the list.

**b. Historic Neighborhood Design Studio Report**

Mrs. Luick stated there have been 44 requests and there are 21 projects active. 14 of which are on hold.

**c. Town Open Positions Update**

Mrs. Luick provided a list of all open positions.

**d. Home Safety and Repair Program Update**

Mrs. Luick stated that the town is looking for additional contractors for the program. Currently there are 80 applications and 63 have been approved.

**e. Sewer Connection Program Update**

Mrs. Luick stated there are 9 applications and 6 have been approved.

**9. Adjournment**

The meeting adjourned at 3:00 p.m.

**Submitted by:** Brian Glover, Administrative Assistant

Approved: [DATE]

DRAFT



## TOWN OF HILTON HEAD ISLAND

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### *Staff Report Memo*

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Missy Luick, *Community Planning Manager*  
**VIA:** Shawn Colin, AICP, *Assistant Town Manager – Community Development*  
**DATE:** November 1, 2022  
**SUBJECT:** Review of Critical Path for All Recommendations

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#### **Recommendation:**

That the Gullah Geechee Land & Cultural Preservation Task Force identify an agreed upon critical path to advance the projects from the Gullah Geechee Culture Preservation Project Report.

#### **Summary:**

Staff would like to continue the discussion on establishing a critical path to advance all projects from the Gullah Geechee Culture Preservation Project Report. At the meeting, staff will share updates on all recommendations and critical path action steps to achieve implementation or advancement of all projects.

#### **Background:**

In 2019, Town Council approved 16 Top Priority Projects from the Gullah Geechee Culture Preservation Project Report that were identified by the Gullah Geechee Land & Cultural Preservation Task Force.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

Color Code:

Priority Recommendations

Remaining Recommendations

# Cultural Preservation

## Research, Education, and Interpretation

**CP-1** Promote the use of the Heritage Library Foundation's resources with the Island's Gullah people to encourage them to research their history and genealogy.

**Critical Path** *Town to promote the Heritage Library's resources and services. Heritage Library and Heritage Library Genealogy Clinic will be included "Gullah Resource Center" information page on the Town website.*

**Progress** The Town's Gullah Geechee Culture and Land Preservation Task Force along with the Heritage Library of Hilton Head Island and the University of South Carolina Beaufort (USCB) launched the Heirs' Property Family Research Project in February of 2022. Operating from USCB's Hilton Head Island campus, the project will help families conduct genealogy research that may assist them in clearing title to heirs' property and obtaining valid land deeds.

**CP-2** Initiate a major fundraising effort to expand cultural programs that teach traditional Gullah ways and support the physical development of key interpretive sites.

**Critical Path** *Office of Cultural Affairs to continue implementation of the Heritage Tourism Strategy.*

**Progress** A Heritage Tourism Strategy was adopted as part of the Office of Cultural Affairs FY22-24 Strategic Plan. It is detailed in Appendix 1 of the plan.

**CP-3** Adapt and expand the interpretive themes from the Gullah Geechee Cultural Heritage Corridor (GGCHC) management plan as a framework for Gullah cultural interpretation on Hilton Head Island, and pursue accurate and consistent storytelling.

**Critical Path** *Office of Cultural Affairs to continue implementation of the Heritage Tourism Strategy.*

**Progress** A Heritage Tourism Strategy was adopted as part of the Office of Cultural Affairs FY22-24 Strategic Plan. It is detailed in Appendix 1 of the plan.

The Office of Cultural Affairs is currently involved with historical panel representation aided by members of the Gullah Museum and the Mitchelville Freedom Park.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

**CP-4** Develop a self-guided tour of the Island's Gullah sites utilizing multiple methods (hard copy maps, site markers, digital technology, etc.) to supplement existing guided tours so that a broader range of interpretive experiences can be available.

**Critical Path** *Office of Cultural Affairs to continue to promote and enhance the Culture HHI Cultural Trail.*

**Progress** The Culture HHI Website hosts the Cultural Trail Map, with hardcopy brochures distributed around the community. Gullah Heritage sites like churches, cemeteries, and other historic sites/structures are included. Implemented augmented reality experiences using QR Codes at Mitchelville and the Gullah Museum.

**CP-5** Develop a graphically consistent wayfinding and wayside exhibit system throughout the Island to highlight sites tied to Gullah history and culture and to better orient visitors.

**Critical Path** *This should be considered in the review of primary island corridors and reflected in the Capital Improvements Program recommendations as appropriate.*

**Progress** The Office of Cultural Affairs has installed signs on the Cultural Trail, created a pamphlet of Gullah Cultural sites, and implemented augmented reality experiences (QR Codes at Mitchelville and the Gullah Museum). Cultural HHI Website outlines a culture trail that includes Gullah sites.

**CP-6** Establish a program for local students to conduct oral history interviews of elderly Gullah citizens to document their way of life in earlier eras before this important information is lost.

**Critical Path** *Coordinate interviews through local education programs and integrate into the school curriculum.*

*It is recommended that the Town's Office of Cultural Affairs initiate this project in partnership with the Gullah Museum. The first option should be to employ the Penn Center model, which would entail no significant costs. Utilizing StoryCorps for training should be the second option. Their training services start at \$7,000, plus expenses.*

**Progress** TBD

**CP-7** Establish a program to educate Town officials, area school teachers, and others on Gullah culture so they can better understand the culture and more effectively interact with the Island's Gullah citizens.

**Critical Path** *Staff will work to authorize and implement the Gullah History and Cultural Education program, including holding an initial orientation training in the third quarter of 2022*



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

*(which will be previewed first by the Gullah Task Force), creating a video of the initial orientation training, and scheduling an ongoing educational opportunity or event in the fourth quarter of 2022.*

*Resources to be included in the Gullah Resource Center.*

**Progress** Staff created a draft Gullah History and Cultural Education program for new hires, newly elected officials, and Board and Commission members. The program consists of an initial orientation training with ongoing educational opportunities and enrichment events. The initial orientation training focuses on the settlement of Gullah people, Gullah culture, the settlement of the 14 Historic Neighborhoods, challenges to Native Island land retention and sustainability, and public policy initiatives for Historic Neighborhoods. Staff proposes to hold the orientation training in person once each quarter, with a video recording of the training available for those who cannot attend in person. Additional educational opportunities and enrichment events will be offered at least once per quarter. Proposed opportunities include exploring the Historic Mitchelville Freedom Park and visiting the Gullah Museum. Resolution authorizing the Cultural Education Program to go to Town Council for consideration on September 20, 2022.

**CP-8** Utilize interactive approaches to interpretation to better engage current and potential new audiences, particularly young people.

**Critical Path** *Publicize availability of existing opportunities on the Office of Cultural Affairs website and Gullah Resource Center.*

*Develop implantation actions for Island Culture Project strategy in Office of Cultural Affairs Strategic Plan FY22 – FY24.*

**Progress** The Office of Cultural Affairs Strategic Plan FY22 – FY24 includes the Island Culture Project strategy for Resource Preservation that aims to research establishing an Island wide, grade level cultural experience for every student on the Island to experience the same cultural field trip for each grade. This includes costs, organizational participation, school hurdles and funding options.

A Return to Nature Gullah Artists Documentary was filmed.

Recording made by Harding Creative of Louise Cohen telling story of Gullah Museum and Ahmad Ward telling the History of Mitchelville. These stories are accessed through QR Codes located at each of these sites, which are part of the Cultural Trail.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

# Cultural Preservation

## Heritage Tourism

**CP-9** Coordinate the promotion of the Island’s Gullah-related attractions with state and regional cultural heritage organizations to attract more visitors to the Island’s Gullah sites.

**Critical Path** *Office of Cultural Affairs to continue implementation of the Heritage Tourism Strategy and Marketing & Communications Plan as part of the Office of Cultural Affairs Strategic Plan FY22 – FY24.*

**Progress** A Heritage Tourism Strategy was adopted as part of the Office of Cultural Affairs FY22-24 Strategic Plan. It is detailed in Appendix 1 of the plan.

**CP-10** Promote the Gullah culture and cultural resources more prominently within the Island’s overall tourism marketing to attract more visitors to the Island and, in particular, to the Island’s Gullah sites.

**Critical Path** *Office of Cultural Affairs to continue implementation of the Heritage Tourism Strategy and Marketing & Communications Plan as part of the Office of Cultural Affairs Strategic Plan FY22 – FY24.*

**Progress** The Gullah Cultural Preservation and Promotion Strategy adopted as part of the Office of Cultural Affairs Strategic Plan FY22 – FY24 strategies for Marketing and Communications.

**CP-11** Provide technical and financial support to businesses whose products and/or services are strongly tied to Gullah culture to increase their odds of sustained success.

**Critical Path** *NIBCAA should spearhead this effort in partnership with the SBA’s SCORE program. They should work with SCORE to develop a “business development toolbox.” There may be additional support roles, such as promoting the program, for the Hilton Head Island – Bluffton Chamber of Commerce and the Beaufort County Black Chamber of Commerce.*

**Progress** NIBCAA Business Mixers  
SCORE Initial Meeting with Staff  
SCORE Roundtable with community members and other organizations  
SCORE Presentation for Gullah Task Force



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

**CP-12** Establish a Gullah authenticity certification program by which businesses with authentic Gullah services and products can utilize an adopted logo that conveys their status as being certified based upon adopted criteria.

**Critical Path** *The first option should be to approach the GGCHCC to see if they could be encouraged to initiate such a program for the entire corridor. If not, NIBCAA should spearhead this effort, including administrating the application and certification process. They should seek technical advice from the GGCHCC in developing the standards. Finally, if the appointment of local volunteers to the review committee proves to be too politically contentious and/or willing volunteers cannot be secured, volunteers from nearby areas, such as St. Helena Island, might be considered. That approach would allow for a more objective “third party” that would help avoid perceptions of biasness in applying the certification standards.*

**Progress** Permission to use Fisherman Logo seen on the neighborhood signs was obtained from NIBCAA.

**CP-13** Utilize information from the recently-drafted Economic and Fiscal Impact Study for Beaufort County and the Arts & Economic Prosperity 5 report to refine strategies to more effectively promote Gullah heritage tourism for Hilton Head Island.

**Critical Path** *The sources of the subject studies are the Beaufort County Heritage Tourism Corporation and Americans for the Arts. However, it will be up to individual businesses and heritage site entities to take the initiative to utilize these studies. In the meantime, organizations such as NIBCAA, the Hilton Head Island – Bluffton Chamber of Commerce, and the Beaufort County Black Chamber of Commerce can promote the studies among their constituents.*

**Progress** TBD

**CP-14** Establish an open-air market as a pilot program to sell food, arts and crafts tied to Gullah culture as an economic development initiative for the Island’s Gullah community.

**Critical Path** *Staff to continue coordination with Honey Horn and their Farmer’s Market for produce sales. Inquire about this market and Bluffton market operations, plans, best practices and will report back to the Task Force.*

*Staff to convene meeting with NIBCAA to develop strategic plan (market feasibility, marketing strategy, timing, etc.) to develop this initiative, execute a communication plan to help NIBCAA promote the market and evaluate the success of the market along with assistance to ensure long-term market viability.*

**Progress** Potential for produce sales at Honey Horn was identified.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

In 2021, staff coordinated with NIBCAA, the Gullah Task Force, and Cultural HHI to consider proposed market sites, draft a business plan, and gather input from local vendors.

In December 2021, the Hilton Head Island Gullah Celebration held a Gullah Market at Lowcountry Celebration Park, which was successful and had a good turnout.

The NIBCAA has identified a market manager who will assume operational responsibilities for the market including scheduling the market with Island Recreation who is responsible for programming the Town's park facilities, recruiting vendors, assisting vendors with securing business licenses, promoting the market, and managing operations on the day of the market.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

# Cultural Preservation

## Preservation Planning

**CP-15** Conduct a comprehensive inventory of cultural resources related to Gullah history and culture on Hilton Head Island to better accommodate future preservation planning for Gullah history and culture.

**Critical Path** *Continue implementation of Office of Cultural Affairs Strategic Plan for Town Approval and SC Arts Commission approval of Cultural District Designation.*

*Continue implementation of the Town of HHI Strategic Plan Landmark Protection Program Phase 1. Town staff will draft a comprehensive list of all historic sites on the Island including their cultural significance, i.e. Revolutionary War, Civil War, Gullah, and identify who owns each site.*

*Phase 2. Town staff will hire or partner with a historical preservation specialist to assist in drafting a comprehensive and detailed cultural preservation plan for the Island, and explore potential partnerships with academic organizations such as SCAD. The plan will segment out a focus on Gullah historical sites and cultural preservation in accordance with recommendation CP-16 of the Gullah Geechee Culture Preservation Project Report.*

**Progress** Office of Cultural Affairs Strategic Plan Inclusive Strategies includes, “HISTORIC SITES AND CULTURALPRESERVATION” – Support historic site preservation initiatives, cultural preservation initiatives, and the organization of cultural districts including but not limited to initiatives within the Gullah community and support for further telling of the Gullah history through mural installation at the Gullah Museum. Refer to Appendix 6 – Town Approval and SC Arts Commission requirements for details.

Landmark Protection Program included in Town’s Strategic Action Plan

Culture HHI Cultural Trail Map has the majority of sites identified.

**CP-16** Prepare a comprehensive and detailed cultural preservation plan for the Island in general, but to include a focus on Gullah historic and cultural preservation, to expand upon the potential preservation benefits of this project.

**Critical Path** *Continue implementation of Office of Cultural Affairs Strategic Plan for Town Approval and SC Arts Commission approval of Cultural District Designation.*

*Continue implementation of the Town of HHI Strategic Plan Landmark Protection Program Phase 1. Town staff will draft a comprehensive list of all historic sites on the Island including their cultural significance; i.e. Revolutionary War, Civil War, Gullah, and identify who owns each site.*

*Phase 2. Town staff will hire or partner with a historical preservation specialist to assist in drafting a comprehensive and detailed cultural preservation plan for the Island, and explore potential partnerships with academic organizations such as SCAD. The plan will*



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

*segment out a focus on Gullah historical sites and cultural preservation in accordance with recommendation CP-16 of the Gullah Geechee Culture Preservation Project Report.*

**Progress** Landmark Protection Program Included in Town’s Strategic Action Plan.

Office of Cultural Affairs Strategic Plan includes “Historic Sites and Cultural Preservation” Inclusive Strategy.

Town Approval and SC Arts Commission approval of Cultural District Designation

## Cultural Preservation

### Other Issues

**CP-17** Recognize the Island’s Gullah-associated churches as an important facet of Gullah culture, particularly regarding leadership and communications, to ensure that they are actively involved in all future Gullah-related initiatives.

**Critical Path** *Include in Standard Operating Procedures for Communications.*

**Progress** Community Development Staff and the Communications Director share news and upcoming events through phone calls, email blasts, the Town’s website and social media sites, the Gullah Geechee newsletter, and community outreach during public events. Community Development Staff and the Communications Director will continue to update churches, community organizations and stakeholders on Gullah-related meetings and initiatives. Staff to ensure that communications and outreach with Gullah Churches is folded into ongoing operations through standard operating procedures.

**CP-18** Identify an entity to match land owners in the historic Gullah neighborhoods with applicable private developers to increase the land owners’ odds of success with selling or developing their property.

**Critical Path** *This strategy should be the responsibility of an entity other than the Town. Potential organizations that might help identify candidate developers might include the South Carolina Real Estate Association (SCREA), the Urban Land Institute (ULI), NAIOP (renamed the Commercial Real Estate Development Association, but has kept its original abbreviations), and the National Association of Home Builders (NAHB).*

**Progress** TBD



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

# Public Policies

## Development Approval Process 1-3

**PP-1** Allow waivers for development application fees and establish a grant program to assist property owners to pay for specific development impact fees for sites within the proposed Historic Gullah Neighborhoods Conservation Overlay District.

**Critical Path** *This strategy can be implemented through amendments to the LMO. Section 16-2-102.C.2 addresses development application fees by reference, while Section 16-5-116 addresses impact fees. The proposed fund should be established and administered by the Town. It is recommended that, at a minimum, residential projects should qualify for grants. Based upon input from stakeholders, the Town should also consider grants for impact fees related to commercial development. In either case, projects would need to meet specific criteria, and applications could be decided by a Town-appointed committee of staff and/or appointed or elected officials. One such criterion might be prioritizing Gullah property owners for this grants program.*

**Progress** Assistance through the American Rescue Fund is being used to assist with sewer connections.

**PP-2** PP-2. “Fast-track” the review process for development applications within the proposed Historic Gullah Neighborhoods Conservation Overlay District to decrease the land owners’ time and costs associated with development.

**Critical Path** *Town staff to continue to prioritize the review of FC/FS applications and related building permits.*

*Integrate into a Standard Operating Procedures for review of permits in the Historic Neighborhoods.*

**Progress** As part of the Design Studio Program, development permits for Family Compound/Family Subdivision Applications are processed more quickly in addition to the assistance of the Design Studio.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

**PP-3** PP-3. Utilize the Town’s newly-created Historic Neighborhoods Preservation Administrator position to work closely with property and business owners in the proposed Historic Gullah Neighborhoods Conservation Overlay District to help them navigate Town regulations related to land use, development, and businesses.

**Critical Path** *Staff will finalize the internal standard operating procedure document for Design Studio and will amend Design Studio brochure.*

*Continue to track barriers and challenges to development for discussion and evaluation during bimonthly Historic Neighborhood Project Team meetings.*

*Staff to communicate to area surveyors to inform of Design Studio program for Historic Neighborhoods.*

**Progress** Design Studio  
Program launched in October 2021.

Program provides personalized guidance and concept planning services for land development.

Program has served over 35 residents to date.

Barriers and challenges to development are being tracked, discussed, and evaluated during bimonthly Historic Neighborhood Project Team meetings.

Through Process Improvement Team discussions, internal process for Design Studio is being streamlined. Change to brochure planned to describe Design Studio as an interactive concept planning process with property owners in Historic Neighborhoods and Town Staff.

It is not a “one-stop shop” for plan approvals, but it does provide concept planning, concept plan review comments, instructions for preparer, and step by step application instructions.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

# Public Policies

## Land Use and Development Standards 4-9

- PP-4** Designate a Historic Gullah Neighborhoods Conservation Overlay District for all delineated historic Gullah neighborhoods that can serve as the vehicle for many of this report’s recommendations.
- A. Allow higher densities for the RM-4 and MF zoning districts in the proposed Historic Gullah Neighborhoods Conservation Overlay District so that land owners can better leverage their potential land value.
  - B. Reduce some setback and buffer requirements within zoning districts applied to the proposed Historic Gullah Neighborhoods Conservation Overlay District so that land owners can maximize their development potential.
  - C. Reduce the LMO’s open space requirements as applied to the proposed Historic Gullah Neighborhoods Conservation Overlay.

**Critical Path** *Additional code modifications will be revisited upon completion of the Island-Wide Conditions and Trends Assessment and the creation of the Growth Framework and Island-Wide Master Plan, which is scheduled to begin in the 4<sup>th</sup> Quarter of 2022.*

*Staff is analyzing if program elements can be accommodated by amending base zoning districts instead of an overlay district.*

*Tracking of Design Studio challenges to be folded in.*

**Progress** The purpose of establishing an overlay district is to preserve the character and integrity of the Historic Neighborhoods.

Beginning in 2020, staff drafted amendments to the Land Management Ordinance (LMO) that would create the HNP-O. The amendments included decreasing setbacks, buffers, and access widths; increasing building heights and impervious surfaces; creating an RM-6 Zoning District to allow six dwelling units per acre (or eight dwelling units per acre for lots at least five acres in size); and creating two new development types – Family Compounds and Family Subdivisions.

Staff revised the amendments based on the Gullah Task Force’s concerns. The revisions included increasing the density in the Marshfront Zoning District from four or six dwelling units per acre (depending on whether a site is located on a major arterial street) to eight dwelling units per acre; rounding up when calculating allowable density; allowing home occupations to occur and be visible outside of a home; allowing 25-foot access easements for both Family Compounds and Family Subdivisions; and removing the five-year hold from selling Family Compounds to non-family members. The Task Force voted to forward the proposed amendments to the LMO Committee.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

The LMO Committee voted to forward the proposed amendments to the Planning Commission for approval with five suggested revisions: change right-of-way widths within a Family Subdivision to 30 feet; add a one-way right-of-way requirement of 24 feet; add a three-year hold instead of a five-year hold before Family Compounds can be sold; eliminate rounding up allowable density; and change the density in the Marshfront Zoning District to from four dwelling units per acre to six dwelling units per acre along major arterial streets.

The Planning Commission held a public hearing and voted to forward the proposed amendments to the Public Planning Committee with one recommended revision: platted and developed major and minor subdivisions should not be able to be redeveloped as Family Subdivisions.

The Public Planning Committee expressed several concerns about the amendments, including reservations about the increased visibility of home occupations; that the proposed overlay district encompassed a large area of the Island; and that the proposed density increase could attract developers, which would accelerate the loss of Gullah-owned land. The Committee requested additional research and revisions to the proposed amendments.

Instead of moving forward with every proposed element in the overlay district, staff forwarded the LMO amendments related to Family Compounds and Family Subdivisions and site design flexibility to Town Council. Town Council approved the amendments in July 2021.

The elements of the overlay district that were not taken forward were increasing density in the Marshfront Zoning District and allowing home occupations to occur and be visible outside of a home.

The current focus is to examine issues that have been identified as challenges to development in the Historic Neighborhoods. Staff identified these challenges while working with property owners through the Historic Neighborhoods Permitting and Design Studio.

- Fire Rescue needs to re-address some residences before additional development can occur on a property.
- Fire Rescue needs to re-address some residences to conform to addressing standards which help emergency personnel find residences quickly.
- Property owners must pay for street sign installation that meets Town standards.
- For the Town to maintain a right-of-way, it must first be dedicated to the Town. Some property owners do not want to dedicate a portion of their property to the Town.
- Established driveways across other properties are not legally recorded as access easements or they are in a different location than the legally recorded access easement.
- Owners of landlocked properties are limited to the width of the access as required by law, but a wider access is required to develop the property to the maximum density allowed by the LMO.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

- Heirs' Property is at risk of being lost in whole or in part when a shareholder sells their share of the property.
- The costs associated with the plan approval process and with installing landscaping required by the LMO can be prohibitive. This is especially concerning for families who want to subdivide their property and pass it on to their heirs without developing it.

Staff reviewed these issues with the Gullah Task Force during their May 2, 2022, meeting and again at the June 6, 2022 meeting. Staff will examine these challenges and forward any possible solutions to Town Council as soon as practicable.

The Mid Island Redevelopment Strategy and Park Master Plan planning process will result in recommendations related to the Historic Neighborhoods within the Mid Island Redevelopment District boundaries.

**PP-5** Add Family Compound provisions to the LMO to be applied to the proposed Historic Gullah Neighborhoods Conservation Overlay District to avoid triggering the full range of LMO requirements and fees for small-scaled family "paper subdivisions."

**Critical Path** *Staff to ensure that FC/FS priority review is folded into ongoing operations through standard operating procedures and ongoing training. Staff will work with Development Review Program Manager and Customer Service Manager and report back.*

*Staff to continuously evaluate effectiveness of programs, will discuss with Task Force, and will establish process improvements as needed.*

*Staff has recommended LMO amendments to Family Compound and Family Subdivision. The task is in Tier 3 of the LMO Amendments schedule.*

**Progress** In July of 2021, the Family Compound/Family Subdivision LMO amendments were adopted by Town Council. The amendments reduce buffer, setback, right-of-way and access easement minimums and only require infrastructure to be installed up to the point of development.

FC/FS applications are reviewed before other applications. Related building permits are reviewed before other applications.

**PP-6** Provide greater flexibility for required road ROWs and drainage easements within the proposed Historic Gullah Neighborhoods Conservation Overlay District to make the development of some properties more viable.

**Critical Path** *Staff to continuously evaluate effectiveness of programs to identify issues or recommendations for modifications to be included in Design Studio Report to Task Force.*

*CIP to manage selected projects through implementation.*



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

**Progress** In November of 2020, Town Council adopted Dirt Road LMO amendments. The amendment allows the creation of rights-of-way without reducing density.

In July of 2021, the Family Compound/Family Subdivision LMO amendments were adopted by Town Council. The amendments reduce buffer, setback, right-of-way and access easement minimums and only require infrastructure to be installed up to the point of development.

Dirt Road paving internal review process streamlined. CIP Division created Dirt Road Paving process flow chart and serves as case manager for paving project ensuring signed petitions and community engagement efforts occur.

**PP-7** Adopt Transfer of Development Rights (TDR) to be applied to the proposed Historic Gullah Neighborhoods Conservation Overlay District to avoid too much development in Gullah neighborhoods, while allowing land owners to benefit financially from their development potential.

**Critical Path** *Evaluate research that has been prepared on TDR's.  
Report back to Task Force for direction.*

**Progress** Research on TDR's was prepared by a Town Intern.

**PP-8** Utilize a program to purchase development rights from willing property owners within the proposed Historic Gullah Neighborhoods Conservation Overlay District to preserve ownership of land in historic Gullah neighborhoods, while allowing land owners to benefit financially from their development potential.

**Critical Path** *Evaluate research that has been prepared on TDR's.  
Report back to Task Force for direction.*

**Progress** Research on TDR's was prepared by a Town Intern.

**PP-9** Amend the Town's Design Guide, as applied to portions of the Corridor Overlay District that are within the proposed Historic Gullah Neighborhoods Conservation Overlay District, to better reflect the design tradition of the Gullah culture.

**Critical Path** *The Town has preliminarily indicated that this is a project that Town staff can perform without the unnecessary expense of consultants. Examples of surviving architecture on Hilton Head Island for design inspiration might include the "Blue House" at the Gullah Museum and the Cherry Hill School, both of which feature clapboard exteriors, front porches, and gable roofs with pitches less than 45 degrees. Vibrant colors are also*



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

*associated with Gullah culture. Fortunately, there are numerous historic photos of Mitchelville and other areas of the island from the 1860s.*

**Progress** Gullah Museum Sign approved with requested colors.

Historic Neighborhood Signs designed to include brighter colors used in the logo.

## Public Policies

### Property Taxes 10-11

**PP-10** Explore the potential to base property values for tax assessment purposes in historic Gullah neighborhoods on the land's current use rather than market value to reduce the tax burden and enhance the ability of owners to retain their property.

**Critical Path** Before initiating an effort to change the way property taxes are assessed on Gullah lands, further evaluation will be necessary. Specifically, what will need to be determined is:

1. The most appropriate strategy for making such a change, and
2. Whether the investment of time and effort can reasonably be expected to be effective.

Generally, the potential approaches evaluated should focus on possible changes to provisions modifying how Gullah lands are assessed by a partial exemption or general State law changes. If after further evaluation one of these strategies looks promising, a meeting of potential stakeholders should be called and a specific strategy developed.

**Progress** TBD

**PP-11** Establish a fund to help property owners avoid losing their property to delinquent tax sales as a way to protect Gullah land ownership on the Hilton Head Island.

**Critical Path** *Town staff to continue to work with Beaufort County to identify properties that are delinquent and at risk of being lost and provide that information to community organizations that support property owners.*

*Town will continue to promote Penn Center's Land Preservation Assistance Program, Pan African Family Empowerment and Land Preservation Network and Lowcountry Gullah as resource agencies and include more details in Gullah Resource Center.*

**Progress** Town coordinated meetings with Community Foundation of the Lowcountry and the Native Island Business and Community Affairs Association (NIBCAA) about establishing a fund. Staff will convene additional meetings to further explore this option.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

## Public Policies

### Other Issues 12-14

**PP-12** PP-12. Establish a program to educate Gullah residents and others on a wide range of public policy issues that impact their lives, including property taxation, land use and development, and heirs' property so they can prosper more socially and financially.

**Critical Path** *Continue to host educational meetings and workshops on issues that impact Gullah residents, such as Heirs' Property, development standards and property taxes.*

**Progress** Neighborhood Preservation Administrator hosted information/assistance sessions in the historic neighborhoods on Heirs' Property, Family Compound/Family Subdivision Amendments and Design Studio.

**PP-13** PP-13. Ensure that local financial institutions are meeting the requirements of the federal Community Reinvestment Act (CRA) to make loans for economically challenged people and properties to provide greater financial opportunities within the proposed Historic Gullah Neighborhoods Conservation Overlay District.

**Critical Path** TBD

**Progress** TBD

**PP-14** Establish a program providing temporary and seasonal signs that are compliant with Town regulations to be used within the proposed Historic Gullah Neighborhoods Conservation Overlay District to expand economic opportunities for Gullah residents and businesses.

**Critical Path** *Determine if the allowable signs under the existing LMO standards can meet the needs of these businesses. Revisit advancement of program.*

**Progress** In 2021, staff proposed to the Public Planning Committee amending the LMO to allow seasonal and temporary signs with a uniform design to be used within the Historic Neighborhoods to advertise homegrown, freshly caught, and handmade items for time periods not to exceed three months within a 12-month period. The Committee had questions regarding the purpose and number of the proposed signs and the zoning districts in which they would be permitted.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

Staff identified ten Gullah business that could potentially benefit from these signs. After researching options to establish a program providing signs to the Native Island Business and Community Affairs Association to manage and distribute to qualifying businesses, staff is determining if the allowable signs under the existing LMO standards can meet the needs of these businesses.

If the LMO does not need to be amended, staff will work with the Native Island Business and Community Affairs Association to implement a communications plan to inform Gullah-owned businesses of how they can purchase and display compliant signs.

If the LMO needs to be amended, staff will recommend amendments that address the businesses' concerns.

## Heirs' Property

### Heirs' Property

**HP-1** Utilize the Heritage Library Foundation as a potential first step for Gullah families toward clearing title to their property to overcome heirs' property issues.

**Critical Path** *Town will continue to promote the Heirs' Property Family Research Project and Heritage Library Genealogy Clinic.*

*Include the project in a Gullah Resource Center on the Town website.*

**Progress** In 2021, the Town of Hilton Head formed a partnership with the Heritage Library and the University of South Carolina – Beaufort's Hilton Head Campus to launch the Heirs' Property Family Research Project through the Heritage Library Genealogy Clinic.

Qualified families are connected to the Heritage Library whose volunteer genealogists work with the families to assemble family trees in a format that can be used by the Center for Heirs' Property Preservation or an attorney to start clearing the title to the property. The Project is located in a dedicated office at the USCB Hilton Head Campus.

**HP-2** Leverage a range of local, state and national organizations involved with addressing heirs' property issues to maximize the Island's potential to address the issue.

**Critical Path** *Town will continue to implement the inform property owners of these services and will and will include the information in the "Gullah Resource Center" information page on the Town website, including can educate and aid in clearing property titles, including Center for Heirs' Property Preservation, Penn Center, Black Family Land Trust, Inc., Heirs' Property Retention Coalition, and South Carolina Legal Services.*

**Progress** Contact information for these organizations currently included on the Town's website.



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

**HP-3** Encourage the Center for Heirs Property Preservation (CHPP) to open a satellite office in Beaufort County to make their resources more readily available to Hilton Head Island's Gullah community.

**Critical Path** *Staff will check in with CHPP to revisit the satellite office viability.*

*Staff will continue to promote CHPP's services and trainings, such as webinars and wills clinics.*

*Staff will also explore opportunities to coordinate larger annual or semi-annual educational events with CHPP and similar organizations.*

**Progress** Town discussed the possibility of establishing a satellite office with the CHPP's Chief of Operations.

CHPP was not interested in establishing a satellite office on Hilton Head Island during the pandemic.

**HP-4** The Gullah Task Force Recommends that the Native Island Business and Community Affairs Association work with the Community Foundation of the Lowcountry to set up a fund to help pay for the cost of clearing title to heirs' property.

**Critical Path** *Establish a fund to help Heirs' Property owners avoid losing their property to delinquent tax sales.*

**Progress** TBD



# Gullah Geechee Culture Preservation Project Report

## Critical Path and Progress Tracking

### **ONGOING - Implementation Categories**

#### **Develop Senior Planner – Cultural and Historic Preservation Standard Operating Procedures**

1. Coordinate the Education Program for Town Officials.
2. Community Outreach: Coordinate Education Events for Gullah Community and Gullah Businesses.
3. Coordinate with Communications Department and Office of Cultural Affairs.
4. Maintain and enhance Gullah Resource Center.
5. Coordinate with organizations offering assistance with heirs' property.

#### **SOP – Office of Arts and Cultural Affairs**

1. Continue implementation of the Heritage Tourism Strategy and Marketing and Communications Plan. (CP-2, CP-3, CP-4, CP-9 and CP-10)
2. Work to develop key interpretive sites. (CP-2)
  - a. Identify and prioritize site and opportunities for partnerships.
  - b. Evaluate funding opportunities. Implement through the CIP program.
3. Continue development of the Culture HHI Cultural Trail Map. (CP-4, CP-5 and Cp-15)
4. Continue implementation of the Office of Cultural Affairs Strategic Plan Inclusive Strategy for Historic Sites and Cultural Preservation. (Cp-15 and CP-16)

#### **SOP – Planning Review of Development Applications in the Historic Neighborhoods**

1. Permits for Historic Neighborhood Properties and Design Studio Team Assignments should be expedited. (PP-2)

#### **SOP – Communications for Historic Neighborhoods**

1. Town Communications Director to coordinate standard communications and outreach efforts with Historic Gullah Churches. (CP-17)

#### **Gullah Resource Center**

1. Promote Heritage Library Family Research Project/Genealogy Clinics (CP-1)
2. Enhance and upgrade Gullah Resource Center (CP-1, CP-7, CP-8, PP-11, HP-1, HP-2)

#### **Gullah History and Culture Education Program**

1. Host educational/assistance workshops on a quarterly basis regarding issues and opportunities for Historic District properties and businesses. (PP-12)

#### **Design Studio**

1. Continue to offer interactive Design Studio assistance for properties within the Historic Neighborhoods. (PP-3, PP-4, PP-5, and PP-6)



## TOWN OF HILTON HEAD ISLAND

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### *Staff Report Memo*

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Missy Luick, *Community Planning Manager*  
**VIA:** Shawn Colin, AICP, *Assistant Town Manager – Community Development*  
**DATE:** November 1, 2022  
**SUBJECT:** Gullah Geechee Culture Preservation Project Report Purpose Statement Review

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#### **Recommendation:**

That the Gullah Geechee Land & Cultural Preservation Task Force review the original purpose for the Gullah Geechee Culture Preservation Project Report (Report).

#### **Summary:**

At the request of Task Force Member Henz, the Task Force will review the purpose of the Report.

#### **Project Purpose** [*excerpt from page i, Executive Summary of the Report*]

A century ago, Hilton Head Island was dominated by the Gullah Geechee people. Because of years of geographic and social isolation, their distinct culture reflects their West African roots in many ways, including language, crafts, foodways, storytelling, traditions, farming, fishing, and relationship to the land. However, following extensive land acquisition by non-Gullah people and the construction of a bridge accessing the island in 1956, a steady trend has occurred that deteriorates the Gullah culture. Because of the alarming decrease in their percentage of population and the corresponding loss of the Gullah Geechee culture, the Town established the Gullah-Geechee Land and Cultural Preservation Task Force in 2017. Their stated mission is to:

*“... identify and assist in the preservation of the Gullah-Geechee culture for the purpose of detecting and resolving issues specific to its community, including, without limitation, heirs’ property, taxes and land use, economic and sustainability issues for an improved quality of life, and through on-going educational programs, workshops and seminars.”*

Accordingly, there are three primary purposes for this project:

- Create a broad strategy for Gullah Geechee cultural preservation, to include resource preservation and enhancement, interpretation, and heritage tourism.
-

- Identify potential revisions to the Land Management Ordinance (LMO) and other land use and development related policies to better accommodate the use and development of Gullah lands.
- Identify tools for addressing the heirs' property issues, which greatly limit what Gullah land owners can do with their land because of a lack of title to their property and related legal hurdles.

**Background:**

In 2019, Town Council approved the Gullah Geechee Preservation Project Report that identified recommendations and implementation strategies for Cultural Preservation, Public Policies and Heirs' Property to help preserve and protect the Island's Gullah Geechee culture and heritage.



# TOWN OF HILTON HEAD ISLAND

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## Staff Report Memo

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Missy Luick, *Community Planning Manager*  
**VIA:** Shawn Colin, AICP, *Assistant Town Manager – Community Development*  
**DATE:** November 2, 2022  
**SUBJECT:** Mid-Island District/Gullah Geechee Report Recommendations Comparison

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### **Recommendation:**

That the Gullah Geechee Land & Cultural Preservation Task Force review the progress on recommendations from the Gullah Geechee Culture Preservation Project Report (Report) that are included in the adopted Mid-Island District Plan (District Plan).

### **Summary:**

The Mid-Island District Plan was adopted by Town Council on November 1, 2022. It includes strategies for the 103-acre Town-owned, Mid-Island Tract off Union Cemetery Road as well as redevelopment strategies to help revitalize commercial and residential areas. The District also encompasses five of Hilton Head Island's historic Gullah Geechee neighborhoods namely, Grassland, Big Hill, Mitchelville, Baygall and Marshland.

The District Plan may become a model for other district area plans that will follow. Future district plans will aim to address the remainder of the Island's Historic Neighborhoods and will include a review of similar recommendations for density, zoning, and development standards.

Specific recommendations are included in the Mid-Island District Plan that address the Historic Neighborhoods. These recommendations are shown in the table that follows alongside the related recommendations from the Report.

As previously discussed with the Task Force, rather than an overlay zoning district, which is specifically recommended as the vehicle for density and design standard changes in the Report, the direction in the District Plan is to modify the base zoning districts to implement a more consistent development pattern and to simplify administration of the associated requirements.

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**TABLE 1 – COMPARISON OF RECOMMENDATIONS**

<p align="center"><b>Gullah Geechee Culture Preservation Project Report</b></p>	<p align="center"><b>Mid-Island District Plan</b></p>
<p><b>PP-4: Designate a Historic Gullah Neighborhoods Conservation Overlay District for all delineated historic Gullah neighborhoods that can serve as the vehicle for many of this report’s recommendations.</b></p> <p><b>A.</b> Allow higher densities for the RM-4 and MF zoning districts in the proposed Historic Gullah Neighborhoods Conservation Overlay District so that landowners can better leverage their potential land value.</p> <p><b>B.</b> Reduce some setback and buffer requirements within zoning districts applied to the proposed Historic Gullah Neighborhoods Conservation Overlay District so that landowners can maximize their development potential.</p> <p><b>C.</b> Reduce the LMO’s open space requirements as applied to the proposed Historic Gullah Neighborhoods Conservation Overlay Zoning District so that landowners can maximize their development potential.</p>	<p><b>Update Zoning Code to allow for Historic Neighborhood density calibration and allowance of neighborhood commercial use.</b></p> <p>Adopt consistent, uniform density standards, development patterns, and neighborhood commercial uses within the Historic Neighborhoods including the following:</p> <ul style="list-style-type: none"> <li>• Adopt consistent, uniform density standards and development patterns.</li> <li>• Allow for consistent densities in the RM-4 districts (6 to 8 DU/AC) regardless of parcel size.</li> <li>• Calibrate setback and buffering (internal) and open space requirements to allow for infill development.</li> <li>• Allow for neighborhood commercial and home business opportunities. - Use mix on a site should be 75% residential and up to 25% neighborhood commercial.</li> </ul>

**Background:**

In 2019, Town Council approved the Gullah Geechee Culture Preservation Project Report containing recommendations for Cultural Preservation, Public Policy and Heirs; Property. Staff has continued to work with the Gullah Geechee Land & Cultural Preservation Task Force on the implementation of the recommendations in the Report.

Beginning in July of 2021, a multi-disciplinary planning team, in close coordination with Staff, began to reimagine the Mid-Island District as a “connected and collaborative community” envisioned in Our Plan 2020-2040 and informed by the Gullah Geechee Culture Preservation Report. During this process the team engaged commercial property owners, Historic Neighborhoods, the airport, and the public at large for their input. This was followed by a series of Town Council Workshops in 2022 that tested ideas, recommendations, and plan concepts that have culminated in this vision for the future of the Mid-Island District (District).

The Mid-Island District Plan (Plan) includes three key focus areas and includes recommendations and strategic direction to consider:

- Mid-Island Tract - A new public park to include park program improvements to restore natural areas and provide needed community and cultural gathering space.
- District Center - Across the parkway from the Mid-Island Tract, the District Center focus area consists of mixed-use redevelopment that reimagines the existing retail shopping centers as dynamic, sustainable, vibrant commercial and residential centers.
- Historic Neighborhoods - To implement the recommendations in the Gullah Geechee Culture Preservation Project Report, the Plan proposes enabling a more consistent development pattern with density proposed at 6-8 dwelling units per acre and neighborhood commercial uses in the historic neighborhoods.

The District Plan outlines six Strategic Actions for implementation. These represent the key steps that the Town should take to implement the vision of the District.

1. Adopt a Future Land Use Map
2. Implement Park Development on the Mid-Island Tract
3. Adopt a Policy Framework
4. Update Zoning Code and Map
5. Leverage planned public investments
6. Establish the organizational and financial tools to guide implementation



# TOWN OF HILTON HEAD ISLAND

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## Staff Report Memo

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** April Akins, *Revenue Services Manager*  
**VIA:** Shawn Colin, AICP, *Assistant Town Manager-Community Development*  
**CC:** Missy Luick, *Community Planning Manager*  
**DATE:** October 20, 2022  
**SUBJECT:** Business License Discussion for Pop-Up Shops

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### **BACKGROUND:**

Missy Luick, Community Planning Manager, invited April Akins, Revenue Services Manager to provide education and information to the Gullah Geechee Land and Cultural Preservation Task Force concerning business license requirements for Pop-Up Shops and similar business activities.

### **SUMMARY:**

Pop-Up Shops should follow the same regulations as other small special events when concerning business license requirements, hospitality tax collection, tent and stage permit requirements, and fire safety codes. The event producer will require a town business license and is responsible for ensuring the event has met all town codes and safety requirements prior to the occurrence of the event. Vendors participating at the event will require a town business license based on the category of the business activity.

The Town's website has a user-friendly tool to assist anyone that would like to plan a special event or Pop-Up Shop. The link to the Special Event Planning Guide: <https://hiltonheadislandsc.gov/specialevents/guide.cfm>.

In addition, the Town's website has a special section "Special Events" <https://hiltonheadislandsc.gov/specialevents/>

### **ATTACHMENTS:**

1. Presentation



# Pop-Up Shops & Other Special Events

Town of Hilton Head Island  
Gullah Geechee Land and Cultural Preservation Task Force  
November 7, 2022

# Special Events

- The Town has a Special Event Ordinance that was adopted to assist our Community in providing and coordinating events for the public by ensuring events are both safe and meet the basic needs of the participants.
- All events, large or small, are considered a special event.

# Types of Special Events

- Festivals
- Parades
- Marches/Protests
- Markets
- Pop-Up Shops
- Weddings
- Outdoor Concerts
- Tournaments
- Sporting Events

# Organizing a Special Event

- The Town's Special Event staff is here to help guide Event Producers through the permitting and regulations that need to be considered when planning a special event on Hilton Head Island.
- The Town's Special Event Coordinator acts as a liaison to the various Town departments involved in making sure all events are held safely and responsibly.
- Town's Special Event Coordinator is Eileen Buckalew  
(843) 341-4639  
EileenB@hiltonheadislandsc.gov

# Event Producers

- Event Producers are defined as someone that promotes or coordinates a special event.
- The Event Producer works with the Town's Special Event Coordinator to ensure the event has met all town requirements and approvals prior to the occurrence of the event.
- The Event Producer is required to obtain a town business license.

# Small Events

**Small events or simple events are defined with the following criteria:**

- The event will have less than 250 participants
  - No building permits are required
  - No alcohol sales
  - No road closures
- 
- Small events do not require a special event permit from the Town but will need to meet other requirements.

# Additional Requirements for Small Events

**If the event meets any of the following criteria, the Event Producer will need to work with the Town's Special Event Coordinator to obtain a permit, license, or approval from one or more Town departments. Additional licensing from state agencies may also apply.**

- Event location and zoning
- Alcohol, beer and/or wine- SC Department of Revenue/Alcohol Beverage Licensing
- Stage or tent
- Music and entertainment
- Open Burn (bonfires, open flame cooking, food warming stations, etc.)
- Vendors- Artists, musicians, sale of food, beverage, or merchandise
- Amusement rides – SC Labor Licensing Regulation
- Bleachers
- Fireworks display
- Permission to use or close roads or lanes- SC Department of Transportation
- Protests and Marches
- Signs or banners
- Weddings on the beach

# Public Safety for Events

**The special event requirements are designed to ensure safe and enjoyable events for participants, spectators, and the community.**

The Event Producer will need to consider the following when planning an event:

- Available restrooms or toilets
- Available trash and recycling receptacles
- Available parking
- Impact of increased traffic
- Crowd control/ Security
- Noise
- After event clean-up

# Vendor Business License Requirements for Small Events

- Any business that has regular business operations will require a town business license.
- Regular business activities are defined as more than two (2) sale periods of more than three (3) days per year.
- If the vendor does not meet regular business activity requirements, the vendor shall secure from the town an annual business license but shall be exempt from the payment of the business license tax.

# Vendors Selling Food and Beverages

- All food trucks and mobile food units will require a town business license, even if they will only participate at one event. Additional operational permits are required from the Town's Fire Department.
- All vendors selling prepared food and beverage is required to collect and remit the Town's hospitality tax.

# Local Industry Business License

**Sec. 10-1-210 of Title 10 allows the town to issue a Local Industry License.**

“Any persons who desire to exclusively engage in business of offering for public sale at designated locations, as determined by the town manager, farm and garden products or flowers grown on the property of such person, or flower arrangements, arts or crafts produced in the home of such person, or seafood caught by such person, shall secure from the town an annual business license, but shall be exempt from the payment of the business license tax.”

# Business License Contact

For business license questions please contact

April Akins

[AprilA@hiltonheadislandsc.gov](mailto:AprilA@hiltonheadislandsc.gov)

(843) 341-4608

# The Town is Here to Help

- The Town's website has a user-friendly tool to assist anyone that would like to plan a special event, large or small. The link to Special Event Planning Guide:  
<https://hiltonheadislandsc.gov/specialevents/guide.cfm>
- Contact the Town's Special Event Coordinator for assistance:  
Eileen Buckalew  
(843) 341-4639  
[EileenB@hiltonheadislandsc.gov](mailto:EileenB@hiltonheadislandsc.gov)
- For more information on special events, visit the Town's Special Event Page:  
<https://hiltonheadislandsc.gov/specialevents/>



# Questions?

Gullah Geechee Land and Cultural Preservation Task Force

November 7, 2022



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

**Proposed 2023 Meeting Schedule**

Meetings are generally held in Benjamin M. Racusin Council Chambers at 1:00 p.m. on the **first** Monday of each month, subject to change with notice.

<b>PUBLIC MEETING DATES</b>	<b>MEETING TIMES</b>
January 9, 2023*	1:00 p.m.
February 6, 2023	1:00 p.m.
March 6, 2023	1:00 p.m.
April 3, 2023	1:00 p.m.
May 1, 2023	1:00 p.m.
June 5, 2023	1:00 p.m.
July 3, 2023	1:00 p.m.
August 7, 2022	1:00 p.m.
September 11, 2023**	1:00 p.m.
October 9, 2023***	1:00 p.m.
November 6, 2023	1:00 p.m.
December 4, 2023	1:00 p.m.

**Notes:** \*The January meeting has been moved to Monday, January 09 because Town Hall will be closed the first Monday in January in observance of New Year's Day.

\*\*The September meeting has been moved to Monday, September 11 because Town Hall will be closed the first Monday in September in observance of Labor Day.

\*\*\*The October meeting has been moved to Monday, October 09 because the Beaufort County Tax Sale is the first Monday in October.



# TOWN OF HILTON HEAD ISLAND

## Historic Neighborhoods Permitting & Design Studio

### November 02, 2022 Report



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

#### **Residents Served**

Oct 2021-Oct 2022- 44 Total Design Studio Service requests  
18 completed cases  
2 withdrawn  
24 Active projects- Design Studio meetings held  
14 On Hold  
11 Waiting on more information from applicant  
3 Waiting on Town CIP for program implementation  
10 Under review, working with applicant

#### **Issues Addressed**

Staff assisted residents with a wide range of issues:

- Drafted concept 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.
- Reviewed and assisted with dirt road paving requests.

#### **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 collaborated with outside agencies and nonprofits, including Palmetto Electric, Hilton Head Public Service District, and Deep Well.

# Town of Hilton Head Island

## Current Openings

As of November 02, 2022

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.

<a href="#">JOB TITLE</a>	<a href="#">DEPARTMENT</a>	<a href="#">CLOSING DATE</a>
<a href="#">Senior Planner - Cultural &amp; Historic Preservation</a> <b>NEW</b>	Community Development	11/30/2022
<a href="#">911 Public Safety Telecommunicator Trainee</a> <b>NEW</b>	Fire & EMS	11/30/2022
<a href="#">Principal Planner</a>	Community Development	11/26/2022
<a href="#">Temporary Admin Asst. (Rev Srvs &amp; Comm Plan)</a>	Administrative Support	11/14/2022
<a href="#">Transportation Engineer</a>	Engineering	11/3/2022

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

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## *Staff Report Memo*

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Missy Luick, *Community Planning Manager*  
**VIA:** Shawn Colin, AICP, *Assistant Town Manager – Community Development*  
**DATE:** November 2, 2022  
**SUBJECT:** Home Safety and Repair and Sewer Connection Program Updates

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### **Program Updates:**

As of November 2, 2022, the program activity is as follows:

Home Safety and Repair Program Activity is:

- 87 applications received
  - 70 approved applications
    - 31 site visits completed, Right of Entry signed, awaiting contractor bidding
    - 39 site visits scheduled or to be scheduled
  - 1 application is under income verification review
  - 11 applications need additional information and have been notified
  - 5 applications not approved- did not meet income qualifications

Sewer Connection Program Activity is:

- 9 applications received
  - 9 applications approved and have received Town letter of approval for connection