



Town of Hilton Head Island  
**Gullah Geechee Land & Cultural  
Preservation Task Force Meeting**  
Monday, June 5, 2023, 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's YouTube Channel](#), 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 May 1, 2023

**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, June 2, 2023. Comments submitted through the portal will be provided to the Task Force and made part of the official record.

**7. Staff Report**

- a. Home Safety and Repair Program Update
- b. Sewer Connection Program Update
- c. Historic Neighborhood Permitting & Design Studio Report
- d. Town Open Positions Update
- e. General Staff Updates

**8. Discussion Items**

- a. District Planning Update
- b. LMO Phase 4 – Family Subdivision and Family Compound

**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**  
**May 1, 2023, 1:00 p.m.**

**Present from the Task Force:** Chairman Lavon Stevens; Vice Chairman Palmer E. Simmons; Tom Henz; Joyce Wright

**Absent from the Task Force:** Ibrahim Abdul-Malik; John Campbell; Shani Green

**Present from Town Staff:** Angie Stone, *Assistant Town Manager*; Missy Luick, *Assistant Community Development Director*; Krishana Perry, *Principal Planner – Historic Neighborhood Preservation*; Nicté Barrientos, *Assistant Planner – Economic Development*; 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. Henz moved to approve. Ms. Wright seconded. By a show of hands, the Agenda was approved by a vote of 4-0-0.

**5. Approval of Minutes**

Chairman Stevens asked for a Motion to approve the Minutes of April 3, 2023. Mr. Henz amended the minutes to make a correction to Luana Graves Sellers' name and title. Mr. Simmons moved to approve. Ms. Wright seconded. By a show of hands, the Minutes of April 3, 2023, were approved by a vote of 4-0-0.

**6. Appearance by Citizens**

No comments were received on the Open Town Hall Portal. No citizens spoke at the meeting.

## **7. Staff Report**

### **a. District Planning Update**

Ms. Luick stated there was no update for the District Plan this month. There will be an update included in the next meeting.

### **b. Historic Neighborhood Permitting & Design Studio Report**

Ms. Perry provided the report as included in the packet. There were no new requests, and five ongoing projects have been completed.

Mr. Simmons asked about an applicant who has not received the completed staff plans. Ms. Perry stated that the applicant could contact her for information and assistance.

### **c. Home Safety and Repair Program Update**

Ms. Barrientos provided the update as included in the packet. There was one new application, and there were seventy-six applications approved in total. Contractors have been approved and are acquiring permits.

### **d. Sewer Connection Program Update**

Ms. Barrientos provided the update as included in the packet. There have been no new applications since the last meeting. There have been twenty-five applications in total.

### **e. General Staff Updates**

Ms. Perry provided details about the Gullah Sustainability Conference, the Gullah History Education Program, and the Free Wills Clinic. The Task Force asked several questions and provided support for the programs. The Task Force encouraged working closely with local communities to maximize success.

## **8. Discussion Items**

### **a. Deep Well – Project SAFE**

Sandy Gillis, Deep Well Executive Director, and Pete Nardi, General Manager of Hilton Head PSD, provided the presentation. They provided details on PSD performance, systems offered, marketing information, Town funding, and financial support.

Additionally, they provided examples of the application process and differences between the Town funded program and the Deep Well program. Following the presentation, they answered several questions from the Task Force.

### **b. Public Service District – Water Connections Update**

Pete Nardi provided an update on the progress of the water connections. He stated that they are making improvements to streamline the application process. He stated the water connections on the island are above the national average. However, they are still pushing for one hundred percent connectivity.

### **c. Gullah Geechee Work Plan Quarterly Update – Draft Report**

Ms. Perry provided the draft presentation on the Gullah Work Plan quarterly update to be presented at the May 16<sup>th</sup> Town Council meeting. The Task Force agreed with the approach. Ms. Wright asked about the education program for town employees. She suggested that the Town look to extend the program to the community.

**9. Adjournment**

The meeting adjourned at 2:17 p.m.

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

**Approved:** [DATE]

DRAFT



# TOWN OF HILTON HEAD ISLAND

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

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**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Krishana Perry, Principal Planner – Historic Neighborhood Preservation  
**VIA** Missy Luick, Assistant Community Development Director  
**VIA** Shawn Colin, Assistant Town Manager – Community Development  
**DATE:** June 5, 2023  
**SUBJECT:** Home Safety and Repair Program and Sewer Connection Program Update

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### **SUMMARY**

#### Home Safety and Repair

As of May 26, 2023, contractors (F.H. Paschen and Cohen Construction) have applied for permits to begin home repairs. Before permits can be issued, we need three more affidavit forms signed by the homeowners and two elevation certificates for two of the homes. We have received two new applications since April 14, 2023.

#### ***Program Activity***

- 108 total applications received.
  - 76 approved applications.
    - 18 site visits completed, Right of Entry signed, awaiting contractor bidding.
    - 45 site visits scheduled or to be scheduled.
    - 13 under contract at a value of \$188,625.
  - 5 applications are under income verification review.
  - 18 applications need additional information and have been notified.
    - 7 of these applications are income approved.
  - 8 applications did not meet the income qualifications.

#### Sewer Connection

There have been no new applications since March 23, 2023.

#### ***Program Activity***

- 25 total applications approved.
  - 18 applications have a Town letter of approval for connection estimate.
    - 14 of these have been completed at a value of \$76,715.
    - 4 yet to be completed.



# TOWN OF HILTON HEAD ISLAND

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

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**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Krishana Perry, Principal Planner – Historic Neighborhood Preservation  
**VIA:** Missy Luick, Assistant Community Development Director  
**VIA:** Shawn Colin, Assistant Town Manager – Community Development  
**DATE:** June 5, 2023  
**SUBJECT:** Historic Neighborhood Permitting & Design Studio Report

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### **SUMMARY**

Residents Served, October 2021-May 22, 2023

- 60 Total Design Studio Service requests (1 new request)
  - 28 completed cases (1 additional completed (guidance prior to submitting a minor subdivision application)
  - 32 active projects- Design Studio meetings held (1 new request which was completed immediately, several still in progress)
    - 18 On Hold
      - 15 Waiting on more information from applicant
      - 3 Waiting on Town CIP for program implementation
    - 14 in progress, active, 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.

**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

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## Gullah Geechee Land & Cultural Preservation Task Force

**TO:** Gullah Geechee Land and Cultural Preservation Task Force  
**FROM:** Krishana Perry, Principal Planner – Historic Neighborhood Preservation  
**VIA** Missy Luick, Assistant Community Development Director  
**VIA** Shawn Colin, Assistant Town Manager – Community Development  
**DATE:** June 5, 2023  
**SUBJECT:** Town Open Positions Update

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### **SUMMARY**

Please see below a list of current open positions with the Town. Please visit our website for full job descriptions and details. [Current Job Openings \(recruitingsite.com\)](http://recruitingsite.com)

<b><u>JOB TITLE</u></b>	<b><u>DEPARTMENT</u></b>
<b><u>Cultural Affairs Intern</u></b> NEW	Culture & Arts
<b><u>Beach Ambassador (Seasonal)</u></b> NEW	Facilities Management
<b><u>Beach Facilities Technician (Seasonal)</u></b> NEW	Facilities Management
<b><u>Temporary Beach Facilities Technician</u></b> NEW	Facilities Management
<b><u>Town Architect</u></b> NEW	Community Development
<b><u>2023 Summer Internship Program</u></b> NEW	Administrative Support
<b><u>Administrative Assistant</u></b>	Administrative Support
<b><u>911 Public Safety Telecommunicator Trainee</u></b>	Fire & EMS
<b><u>Workforce Housing Program Manager</u></b>	Community Development
<b><u>Community Development Coordinator</u></b>	Administration



# TOWN OF HILTON HEAD ISLAND

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

**TO:** Gullah Geechee Land & Cultural Preservation Task Force  
**FROM:** Ashley Goodrich, Principal Planner  
**VIA:** Krishana Jackson Perry, Principal Planner – Historic Neighborhood Preservation  
**VIA:** Missy Luick, Assistant Community Development Director  
**VIA:** Shawn Colin, Assistant Town Manager – Community Development  
**DATE:** June 5, 2023  
**SUBJECT:** District Planning and Land Management Ordinance (LMO) Updates

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### **BACKGROUND**

The Town of Hilton Head Island has committed to implementing its Strategic Action Plan of which a Land Management Ordinance (LMO) amendments project has been identified as a priority project. The Town conducted a critical review of the LMO and plans to amend the LMO to incorporate policy changes to address administrative processes, residential and commercial development, design standards, natural resource regulations, and to bring the LMO into alignment with the comprehensive plan, *Our Plan*, while incorporating the future District Planning recommendations.

The Conservation & Growth Framework and District Planning initiative is a priority strategic action item of Town Council. The result will be a growth management strategy to include district plans and an Island-wide master plan. More specifically, this includes supplementing the land use element of *Our Plan*, the Town of Hilton Head Island Comprehensive Plan, and adoption of an Island-wide master plan that includes creation of district plans focusing on conservation and growth, calibration of a future land use map, and major text amendments to the Town's Land Management Ordinance.

This will establish a clear vision for future investment on the Island as a pattern framework for conservation and growth.

Town staff will introduce the district maps in the District Planning initiative as well as the timeline for the multi-phased LMO text amendment project. The final LMO amendment phase will build on the proceeding community engagement activities from the District Planning initiative. The final amendment set will incorporate a comprehensive overview of all chapters within the LMO.

Similar to the Mid-Island District Plan, additional districts will be created to guide land uses, intensities, and public and private investment to achieve the desired patterns identified within the district plans.

## **SUMMARY**

A working draft introduction of the district planning maps were presented to the Public Planning Committee for review on April 10, 2023. These are a series of maps identifying eight proposed districts. Based on correlation with the future Conservation & Growth Framework Map they are identified as districts where we will:

- **Conserve** and protect neighborhoods, environmentally sensitive areas, and the cultural legacy of the Island. Areas identified as “Conserve Districts” such as, the Jonesville area, will be prioritized.
- **Consider** the future of commercial, civic, and institutional areas as they adapt to new market forces and evolve to meet the future needs of residents, business owners, and visitors.

Next steps will be to refine the district boundaries and begin to develop a plan for each district that reflects its underlying conditions and addresses identified challenges with a definition for conservation or considerate growth.

## **LMO Amendments Plan**

The LMO Amendments Plan is comprised of five phases. Attachment 1 provides a detailed review of what will be included in each phase. On March 9, 2023, Public Planning Committee reviewed the proposed LMO Assessment and Amendments Timeline as presented with staff’s research. The amendment content presented in the first four phases correlates directly with input received from the Island community and neighborhoods. Phase 4 LMO Amendment set is currently in staff review.

At the first reading of the Phase 3 Amendment set at the April 18, 2023 Town Council meeting, there was a request by a council member to include family subdivision and family compound as a priority to the Phase 4 amendment set.

LMO Amendments Ordinance 2021-15 was approved by Town Council on July 20, 2021, to establish family compounds and family subdivisions as recommended by the Gullah Geechee Land and Cultural Preservation Task Force.

A **Family Compound** is a single parcel of land that allows multiple homes to be built with reduced buffers, setbacks, and access widths. Access to the property and infrastructure, such as water and sewer, can be installed at the time of development.

A **Family Subdivision** allows lots to be subdivided with reduced buffers, setbacks, and access widths. Access to the property and infrastructure can be installed at the time of development.

To qualify for a family compound or a family subdivision, applicants must meet the following criteria:

1. Property must be in the same family, which is defined as spouse, parent(s), biologically or legally adopted child(ren), group of persons related by blood, and descended from a common ancestor (as in extended family).
2. Property must be located in a historic neighborhood.
3. Property must be owned by the same family since 1956 or sold to a family who has owned property on Hilton Head Island since 1956 or earlier.

It is expected that the addition of Family Compound and Family Subdivision to the Phase 4 LMO Amendment set will require additional time for staff and consultant research prior to public hearing at Planning Commission. We anticipate the legal ad for Phase 4 to be published after internal legal review. The Planning Commission public hearing must be at least 30 days after the legal ad is published. A revised summary of the critical path is below:

- Phase 1 and 2 – November 2022 – March 2023 (Complete)
- Phase 3 – March 2023 – May 2023 (Complete)
- Phase 4a – July 2023 – October 2023
- Phase 4 – August 2023 – November 2023
- Phase 5 – December 2023 – June 2024

There will be a presentation of this information at the meeting.

**ATTACHMENTS:**

1. LMO Amendment Plan Details by Phase

# LMO Amendment Plan: Details by Phase

Phase	Details
1	<p>PHASE 1</p> <ul style="list-style-type: none"> <li>• Remove staff granted waivers and amend some standards.</li> <li>• Allow variances from all sections of the LMO other than use, density or height.</li> <li>• Allow outdoor screened bike storage in the Light Commercial and Community Commercial zoning districts and provide more specificity related to screening.</li> <li>• Provide clarification in the Manufacturing use classification as it relates to the size of a brewery.</li> <li>• Replace using June traffic counts with July traffic counts for Traffic Impact Analysis Plan Standards.</li> <li>• Change when/how plantings are required on single family lots in buffers as part of a subdivision Certificate of Compliance.</li> <li>• Amend the definition of changeable copy to allow signs to be changed electronically with limitations on frequency and timing.</li> <li>• Amend the measurement for height calculation.</li> <li>• Add that owners' consent is required for minor subdivisions as it is currently listed as being exempt.</li> <li>• Require a public hearing for subdivision amendments.</li> </ul>
2	<p>PHASE 2</p> <ul style="list-style-type: none"> <li>• Section 16-2-103.F: Provide standards for deviations from previously platted subdivisions.</li> </ul>
3	<p>PHASE 3</p> <ul style="list-style-type: none"> <li>• Definition for single-family.</li> <li>• Definition for multifamily.</li> <li>• Eliminate divisible dwelling units.</li> </ul>
4	<p>PHASE 4</p> <ul style="list-style-type: none"> <li>• Administrative application and procedural changes.</li> <li>• Family Compound/Subdivision</li> <li>• Updated residential site design standards including:             <ul style="list-style-type: none"> <li>o Pedestrian connectivity.</li> <li>o Floor area ratio.</li> <li>o Parking.</li> <li>o Open Space.</li> <li>o Setback angles.</li> </ul> </li> <li>• Modified traffic impact analysis methodology.</li> <li>• Signage standard updates.</li> <li>• Best-in-class stormwater requirements.</li> <li>• Construction management plan requirements.</li> <li>• Strengthening of Tree Regulation, Tree Preservation, and Tree Mitigation lists.</li> </ul>
5	<p>PHASE 5</p> <ul style="list-style-type: none"> <li>• Comprehensive review of all LMO chapters.</li> <li>• Review of overall organization.</li> <li>• Review of user-friendliness of the code.</li> <li>• Application Process evaluation and Applications Manual.</li> <li>• Sustainable Development incentives.</li> <li>• Addition of design guidance graphics.</li> <li>• Alignment with Our Plan.</li> <li>• Integration of outcomes from Growth Framework and District Plan initiative.</li> </ul>