



Town of Hilton Head Island  
**Design Review Board Meeting**  
May 10, 2023, at 9:00 a.m.  
**MEETING MINUTES**

**Present from the Board:** Cathy Foss, Chair; Judd Carstens, Vice-Chair; Annette Lippert; Todd Theodore; Tom Parker

**Absent from the Commission:** Ryan Bassett and John Moleski

**Present from Town Staff:** Brian Eber, *Development Services Manager*; Shea Farrar, *Senior Planner*; Krishana Perry, *Principal Planner - Historic Neighborhood Preservation*; Karen Knox, *Board Secretary*; Brian Glover, *Administrative Assistant*

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**1. Call to Order**

Chair Foss called the meeting to order at 9:00 a.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**

Chair Foss asked if the staff had any changes to the agenda. Ms. Farrar said yes – Board Business was erroneously left off the agenda, and it needs to be added back in for a discussion on awnings by Ms. Lippert. Chair Foss asked for a Motion to approve the Amended Agenda. Vice-Chair Carstens moved to approve. Mr. Theodore seconded. By a show of hands, the Motion passed with a vote of 5-0.

**5. Approval of Minutes**

a) Regular Meeting of April 25, 2023

Chair Foss asked for a Motion to approve the Minutes of April 25, 2023. Ms. Lippert moved to approve. Vice Chair Carstens seconded. By a show of hands, the Motion passed with a vote of 4-0. Mr. Theodore was not present at the April 25, 2023, meeting.

## 6. Appearance by Citizens

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

## 7. Unfinished Business

### a) Alteration/Addition – DRB-000822-2023 – Awning addition to Captain Woody’s at 14B Executive Park Road

Ms. Farrar provided the staff’s presentation as included in the packet. The staff recommended approval with the condition that the applicant provides updated plans for staff review and approval with the following:

1. Conduit for electrical lines painted to match the awning truss system.
2. Change Ligustrum to a native species to be reviewed by staff.

Following the staff’s presentation, the applicant provided additional details to the Board. The board asked about several topics, including:

- Plantings/Planting beds
- Wheel stops
- New and existing lighting
- Differences between the architectural and shop drawings
- Column details

Chair Foss asked for a motion on the application. Mr. Parker moved to approve with the following conditions:

1. All staff comments.
2. The Awning is the color previously discussed.
3. Wheel Stops are added to the project.
4. The Architect’s roof plan is used.
5. A licensed arborist is used for any trimming.

Mr. Theodore seconded the Motion. The Motion carried with a vote of 5-0-0.

## 8. New Business

### a) Sign – DRB-000917-2023 – Modifications to an existing Walmart sign

Ms. Farrar provided the staff’s presentation as included in the packet. The staff recommended approval with the condition that the applicant provides updated plans for staff review and approval with the following:

1. Alternative color to the proposed blue identified and approved by two members of the DRB. Refer to Design Guide, page 27, which states: “Bright colors and reflective surfaces should be avoided or very limited in size and used as accents rather than predominant design elements.”
2. Landscape plan to be submitted with the sign permit.

Following the staff's presentation, the applicant provided additional details and answered questions from the board. The Board asked about several topics, including:

- The existing and new colors
- The sign's size.
- The sign's lighting.
- The sign's materials and samples.

After the discussion, Chair Foss moved to table the item to the June 13<sup>th</sup>, 2023, meeting. Ms. Lippert seconded the motion.

**b) Alteration/Addition – DRB-000920-2023 – External color changes to Walmart Building**

Ms. Farrar provided the staff's presentation as included in the packet. The staff recommended approval with the condition that the applicant provides updated plans for staff review and approval with the following:

1. Alternative color to proposed blue identified and approved by two members of the DRB. Refer to Design Guide, page 16, which states: "CONTEXT The overall exterior color scheme must be selected to be harmonious with the neighborhood and blend with the natural surroundings of the site. Earth tones must be chosen as the predominant colors. Colors shall not be used to cause the structure to stand out from others or its background. Consideration must be given to the compatibility of colors with those existing in the vicinity. The size of the structure and the amount of shading it will receive are also factors in the selection of colors. Colors that may be approved on sites with good tree coverage providing adequate shading may not be approved on a site with inadequate shading."

Following the staff's presentation, the applicant provided an additional presentation and answered questions from the board. The Board asked about the project's scope, the garden area entrance, the shade of blue, and the door replacement.

After the discussion, Chair Foss moved to table the item to the June 13<sup>th</sup>, 2023, meeting. Mr. Parker seconded the motion.

**c) Alteration/Addition – DRB-000860-2023 – 1036 William Hilton Parkway (Ozark Bank) –**

Ms. Farrar provided the staff's presentation as included in the packet. The staff recommended approval.

Following the staff's presentation, the applicant provided additional details and answered questions from the Board. The Board asked about the color approval from Shelter Cove and if existing doors would be repainted.

Ms. Lippert moved to approve with the following conditions:

1. The door frames are the stucco color
2. The underside of the metal pans is sealskin

3. The flooring is the beige color

Ms. Lippert amended the motion to include that the painting of the exterior includes the site walls.

Mr. Theodore seconded the motion. The motion was carried with a vote of 5-0.

**d) Sign - DRB-001052-2023 - Sign for The Bank at 59 Pope Avenue**

Mr. Carstens recused himself from this agenda item.

Ms. Farrar provided the staff's presentation as included in the packet. The staff recommended approval.

Following the staff presentation, the applicant provided an additional presentation and answered questions from the Board.

The Board expressed concerns outlined below:

- The sign may open the door for other sign applications, which include the usage of the company logo as a sign.
- High contrast in the color scheme.

The Board suggested that the applicant consider using other color combinations, such as Charleston Green for the lettering and the building color for the background.

Chair Foss moved to table the item to the May 23<sup>rd</sup>, 2023, meeting. Ms. Lippert seconded the motion.

**9. Board Business**

The Board discussed the use of awnings, which has recently become more popular. The Board expressed concerns about using large awnings to obtain more usable table space. The Board stated that they would like staff to investigate adding more clarifications about awning usage in the design guidelines.

**10. Staff Report**

a) **Minor Corridor Report**

No Report

**11. Adjournment**

The meeting adjourned at 10:45 a.m.

**Submitted By:** \_\_\_\_\_

**Brian Glover  
Administrative Assistant**

**Date: June 13, 2023**