



Town of Hilton Head Island
Design Review Board Meeting
November 9, 2021, at 1:15 p.m. Virtual Meeting
MEETING MINUTES

Present from the Board: Chair Cathy Foss, Vice Chair John Moleski, David McAllister, Annette Lippert, Judd Carstens, Ryan Bassett, Ben Brown

Absent from the Board: None

Present from Town Council: Glenn Stanford, Tamara Becker

Present from Town Staff: Chris Darnell, Urban Designer; Nicole Dixon, Development Review Administrator; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Chair Foss called the meeting to order at 1:15 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 – See as noted above.

4. Approval of Agenda

Chair Foss asked if there were any changes to the agenda. There being none, Mr. McAllister moved to approve. Ms. Lippert seconded. By show of hands, the motion passed 7-0-0.

5. Approval of Minutes

a. Meeting of October 12, 2021

Chair Foss asked for a motion to approve the minutes of the October 12, 2021, regular meeting. Mr. Carstens moved to approve. Mr. McAllister seconded. By show of hands, the motion passed 6-0-1. (Mr. Brown abstained as he was not present at the subject meeting.)

6. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. There were no comments of record. Citizens were provided the option to sign up for public comment participation during the meeting by phone. There were no requests to participate by phone.

7. Unfinished Business - None

8. New Business

a. New Development – Final

i. Dolphin Head Recreation Area, DRB-002414-2021

(Due to a potential conflict of interest, Mr. McAllister recused himself from discussion and voting regarding Dolphin Head Recreation Area, DRB-002414-2021. The required Potential Conflict of Interest form has been completed and made part of the official record.)

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends final approval with the following conditions:

- Revise the tree protection plan to specify substantial specimen and significant tree protection fence such as cyclone or wooden fencing.

Chair Foss asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: preference of bronze finish for the site elements (water fountains, foot washes, bike racks, etc.) as opposed to chrome; concern over the size of the dormers; suggestion of including an additional window on either side of the dormers; discussion regarding the incomplete corner on the roofline; the size of the service yard and reason for such; vehicle access needs; concern the service area will be used for storage; concern of location for overflow parking; and discussion of the detail in the roof dormer.

Following discussion, Mr. Brown moved to approve DRB-002414-2021 with the following condition:

The drinking fountain hose bib, vehicular bollard, bike rack and foot-wash receive like treatment such as dark bronze or similar, to be reviewed by staff. Chair Foss seconded. By way of roll call, the motion passed by a vote of 6-0-0.

b. Alteration/Addition

i. Harley Davidson Retail Store, DRB-002394-2021

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends final approval with the following condition:

- Add bollards to protect the existing Live Oak near Palmetto Bay Road.

Chair Foss asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: clarification regarding types of lighting selections and locations of such; discussion regarding the gable on A.7; concern for impact on plantings during construction and the need for replacement if so; clarification of the downspout color selection; the need to update the plantings; confirmation of the location of two needed parking spaces; concern for connectivity of the sidewalk to the path; the need for a bollard around the specimen tree; and clarification of the color boards submitted and actual selections.

Following discussion, Mr. McAllister moved to approve DRB-002394-2021 with the following conditions:

1. For point of clarification, the light fixture above the sign is to be Type C.
2. Remove the step from the front gable.
3. The gutters and downspouts are to match the roof color.
4. Provide a landscape plan for review and approval by Staff.
5. Storefront windows are to be black anodized.

Mr. Brown seconded. By way of roll call, the motion passed 7-0-0.

ii. Subway Canopy, DRB-002465-2021

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends denial.

Chair Foss asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: the need for the canopy color to match the back of the kiosk; discussion regarding the existing and proposed vegetation; confirmation that the color request for reconsideration is not supported by the Hilton Head Island Design Guide.

Following discussion, Mr. Brown moved to deny DRB-002465-2021. Vice Chairman Moleski seconded. By way of roll call, the motion passed by a vote of 7-0-0.

c. *New Development – Conceptual*

i. Heritage Academy Pavilion, DRB-002396-2021

(Due to a potential conflict of interest, Mr. Carstens recused himself from discussion and voting regarding Heritage Academy Pavilion, DRB-002396-2021. The required Potential Conflict of Interest form has been completed and made part of the official record.)

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends final approval with the following condition:

- Revise the site plan to better function for pedestrians and with the existing building.
- Revise the storm drains to better preserve existing vegetation.

Chair Foss asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: an explanation regarding the difficulty in placing a pedestrian pathway between the buildings; recommendation of relocation of storm line outside of the buffer; suggestion of trying to preserve more trees within the adjacent street, as well as the adjacent use buffers; suggestion of finding a better plan for connectivity; consideration of retaining the magnolia trees earmarked to be removed; suggestion to study the circulation between the buildings and improve; review of the layout of the basketball court and pavilion; confirmation of a lagoon located at the back of the property; and the need to make sure there is no visible conduit on the structure.

Following discussion, Mr. McAllister moved to approve DRB-002396-2021 with the following conditions:

1. All of Staff comments.
2. The applicant is to conceal conduits in the pavilion.
3. Revised the landscape plan to pull the sod out of the buffer.
4. Make an effort to preserve the magnolias in the street buffer.

Ms. Lippert seconded. By way of roll call, the motion passed by a vote of 6-0-0.

9. Board Business

Chair Foss reminded the Board members the need to present a positive and good front to the audience.

10. Staff Report

a. Minor Corridor Report

Mr. Darnell reported the following approvals:

- 13 Bow Circle – dumpster enclosure
- 2 Shelter Cove Lane at Captains Quarters – awning
- 90 Honey Horn Drive (Costal Discovery Museum) – drop-off awning

Chair Foss reminded the Board there would be no meeting held the week of Thanksgiving and the next scheduled meeting is December 14, 2021.

11. Adjournment

The meeting adjourned at 2:53 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: December 14, 2021