



Town of Hilton Head Island
Design Review Board Meeting
October 10, 2023, at 2:30 p.m.
MEETING MINUTES

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

Present from Town Staff: Brian Eber, *Development Services Manager*; Shea Farrar, *Principal Planner*; Katie Kabala, *Customer Service Manager*; Karen Knox, *Board Secretary*; Jessica McFiggins, *Community Development Coordinator*

1. Call to Order

Chair Foss called the meeting to order at 2:30 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

Chair Foss asked if staff had any changes to the Agenda. Seeing no changes, Chair Foss asked for a Motion to approve the Agenda. Mr. Parker moved to approve. Ms. Lippert seconded. By a show of hands, the Motion passed with a vote of 7-0.

5. Approval of Minutes

a. September 26, 2023

Ms. Lippert moved to approve. Mr. Bassett seconded. The Minutes of September 26, 2023, were approved by a vote of 5-0. Mr. Moleski and Mr. Theodore were not present at the meeting.

b. October 4, 2023

Mr. Bassett moved to approve. Ms. Lippert seconded. The Minutes of October 4, 2023 were approved by a vote of 5-0. Mr. Parker and Vice-Chair Carstens were not present at the 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 and no one spoke at the meeting.

7. Unfinished Business

a. Final Review – DRB-001706-2023 – 1014 WHP – Serg Brewery and Car Storage

Vice-Chair Carstens and Mr. Parker recused themselves due to a conflict and left the dais.

Mr. Eber provided staff's presentation as included in the packet and advised that staff recommends approval with the following conditions – that this project will require both a Building Permit and DPR Approval before moving forward.

The Applicant gave a brief presentation and answered questions from the Board.

After discussion, Chair Foss asked for a Motion. Mr. Theodore moved to approve. Mr. Moleski seconded. Ms. Lippert moved to amend the Motion to approve with the following conditions: 1) need a Building Permit and DPR Review, 2) verification of the thickness of the aggregate stone underneath the synthetic turf around the specimen trees and 3) permission from Santee Cooper regarding the landscape. Mr. Theodore seconded. By a show of hands, the Amended Motion was approved with a vote of 5-0.

b. Alteration/Addition – DRB-001593-2023– 10 Executive Park – Aura Hotel

Mr. Eber provided staff's presentation as included in the packet and advised that staff recommends approval with the following conditions: 1) needs Building Permit, DPR Approval and 2) that the Applicant add a Call Out on site plans S.3 to include proposed connection to the Town Pathway, 3) and proposed easement that will require Town Council approval, 4) include specification sheet for the bike rack prior to final approval.

The Applicant attended the DRB Meeting on September 12, 2023. The Applicant tabled presentation to October 10 to update the following based on DRB review: a) Details of proposed connection needs to be better understood, b) Clarification needs to be provided for the extension of the exterior stairwells, c) Small hip roofs need to be redesigned, d) Consideration for increasing the size of ligustrum plantings, e) Color board to be provided with a less dark color for the roof and a less white color for the building to promote a more cohesive color palette and f) Details for the pathway to the existing Town pathway needed to be reviewed.

The Applicant gave a presentation and advised that they have addressed every issue that came up at the September 12, 2023 meeting. The Applicant then answered questions from the Board.

After discussion, Chair Foss asked for a Motion. Vice-Chair Carstens moved to approve with the following conditions: 1) demonstrating the gutters and downspout locations and colors 2) the atrium lighting plan fixtures to adhere to cut off fixtures, 3) specifying the parking lot paving and any particular barriers that will be required, 4) refinement of the canopy color, 5) confirmation when it comes to the slab and the sidewalk condition and how that transition will be made to the existing parking lot, 6) the inclusion of sheet S.5 and the buffer planting plans, 7) the install size of plant materials as part of your plant schedule, 8) a refinement of the parking lot planting plan in regard to the omission of the Muhly Grass and the substitution of a shade tolerant ground cover, 9) exterior components of the AC Units will match the stucco color, 10) include exterior building lighting as a plan with cut sheets, 11) bike path connection as a condition of staff review and appropriate landscape treatment, 12) all staff comments. Ms. Lippert seconded. By a show of hands, the Motion was approved with a vote of 7-0.

8. New Business

a. Alteration/Addition – DRB-001828-2023 – 430 William Hilton Parkway – Home Sense

Mr. Eber provided staff's presentation as included in the packet and advised that staff recommends approval conceptually with the following conditions: 1) Needs Building Permit and Minor DPR and 2) Need to update P-1 and P-2 on the color scheme board.

The Applicant gave a presentation and answered questions from the Board.

After discussion, Chair Foss asked for a Motion. Mr. Parker moved to approve with the following conditions: 1) the proposed entry element needs to be restructured or preferably retained so as to keep with the Island character required by the Town's Design Review guide, 2) all four elevations will be shown, 3) confirmation of existing materials is required, but the oyster shell stucco is not to be painted, 4) the mill finish storefront needs to be dark bronze to match the rest of the plaza, 5) the new colors need to be presented on the actual material with the correct texture for each, 6) the signage, while not part of the review is noted as halo lighting but must be back lit. 7) More detail needs to be provided on the truck dock enclosure. 8) exterior lighting is to match existing lighting on-site. Mr. Basset seconded. By a show of hands, the Motion was approved with a vote of 7-0.

9. Board Business

None

10. Staff Report

Brian Eber provided the Minor Corridor Report to the Board.

11. Adjournment

The meeting adjourned at 4:20 p.m.

Submitted By: _____

**Karen Knox
Board Secretary**

October 24, 2023