



Town of Hilton Head Island
Design Review Board Meeting

March 28, 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, Tom Parker

Absent from the Commission: Todd Theodore

Present from Town Staff: Shea Farrar, *Senior Planner*; Karen Knox, *Senior Administrative Assistant*; Brian Glover, *Administrative Assistant*

1. Call to Order

Chair Foss called the meeting to order at 2:35 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 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 6-0-0.

5. Approval of Minutes

a) Regular Meeting of March 14, 2023

Chair Foss asked for a Motion to approve the Minutes of March 14, 2023. Mr. Bassett moved to approve. Mr. Moleski seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

6. Appearance by Citizens

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

7. Unfinished Business

- a. **DRB 000039-2023 Dunes House** – This Application proposes to replace an existing awning, add a new section of awning, and modify an approved material on the building.

Ms. Farrar provided the staff's presentation as included in the packet. Staff recommended approval with the following conditions:

1. Add a note to the plans for the contractor to wrap the two new columns to match the materials, color, and dimensions of the existing columns.
2. Replace the awning on the front of the building to match.

The Applicant provided additional details and answered questions from the Board. The Board asked many questions about the project, including questions about the fire rescue inspection, tile colors, exhaust systems/vents, column details, and the front awning. The Board also expressed concerns about the tile wall/replacement done on the site as a replacement and repair. Additionally, the Board stated they did not have a clear enough picture of the whole project.

The Board recommended that the applicant withdraw. The applicant withdrew their application.

8. New Business - None

9. Board Business - None

10. Staff Report

a) **Minor Corridor Report**

Ms. Farrar provided the Minor Corridor Report to the Board.

11. Adjournment

The meeting was adjourned at 3:30 p.m.

Submitted By: _____

**Brian Glover
Administrative Assistant**

Date: April 25, 2023