



Town of Hilton Head Island  
**Design Review Board Meeting**  
June 13, 2023, at 2:30 p.m.  
**MEETING MINUTES**

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

**Absent from the Commission:** Judd Carstens

**Present from Town Council:** David Ames

**Present from Town Staff:** Brian Eber, *Development Services Manager*; Alexis Cook, *Principal Planner*; Shea Farrar, *Senior Planner*; Michael Connolly, *Senior Planner*; Karen Knox, *Board Secretary*; Brian Glover, *Administrative Assistant*

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**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 the staff had any changes to the agenda. Ms. Lippert moved to approve the Agenda. Mr. Parker seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

**5. Approval of Minutes**

a) Regular Meeting of May 10, 2023

Chair Foss asked for a Motion to approve the Minutes of May 10, 2023. Mr. Theodore 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. No comments were received on the Open Town Hall Portal. No citizens spoke at the meeting.

## 7. Unfinished 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 applicant provided an additional presentation. The board asked several questions about the colors, their specific numbers, the flex-based color, the foam core material, and the requirements to conform to sign size regulations, and addressing requirements.

The Board had a short discussion about the project.

Ms. Lippert moved to approve with the following conditions:

- Background color to be the medium grey.
- Existing sign background to be light grey.
- The off-white for the lettering.
- The darker yellow for the spark.
- The material of the signage should be matching an HDU.
- Plans to include a landscaping plan.
- Permitting will determine if an address needs to be added to the monument sign.

Mr. Parker seconded the motion. The motion was carried with a vote of 6-0.

### 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 applicant provided an additional presentation. The board asked several questions, including questions about the new doorway, the colors matching the sign color, and the existing shingles.

Ms. Lippert moved to approve with the following conditions:

- Everything that is listed as Walmart blue will be revised to P135E medium grey.
- Yellow spark will be the darker yellow.
- The lettering will be off-white.
- PMS colors will be provided for all colors.

Mr. Parker seconded the motion. The motion carried with a vote of 6-0.

## 8. New Business

None

## 9. Board Business

The Board discussed two signs and if the signs followed the design guidelines.

The board held a discussion on the use of awnings, their definition in the LMO and design guidelines, and possible changes in the future.

## **10. Staff Report**

### **a) Minor Corridor Report**

## **11. Adjournment**

The meeting adjourned at 3:40 p.m.

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

**Brian Glover  
Administrative Assistant**

**Date: August 22, 2023**