



Town of Hilton Head Island
Design Review Board Meeting
September 12, 2023, at 2:30 p.m.
MEETING MINUTES

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

Absent from the Board: Todd Theodore

Present from Town Council: Mayor Alan Perry; David Ames

Present from Town Staff: Brian Eber, *Development Services Manager*; Alexis Cook, *Principal Planner*; Karen Knox, *Board Secretary*

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. Ms. Cook replied DRB-0001654-2024 Sea Turtle Marketplace Building F Addition is being removed from the Agenda. Chair Foss asked for a Motion to approve the Agenda as amended. Mr. Parker moved to approve. Mr. Moleski seconded. By a show of hands, the Motion passed with a vote of 6-0.

5. Approval of Minutes

a) Regular Meeting of August 22, 2023

Chair Foss asked for a Motion to approve the Minutes of August 22, 2023. Ms. Lippert moved to approve. Mr. Moleski seconded. By a show of hands, the Minutes of August 22, 2023 were unanimously approved with a vote of 5-0. Chair Foss did not attend the meeting of August 22, 2023.

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. Two emails were received and copies were sent to the Committee and will be made part of the official record.

7. Unfinished Business

a) Alteration/Addition – DRB-001566-2023 – New Fountain Structure, Splash Pad, Pool Lighting and Miscellaneous Landscaping at 15 Wimbledon.

Mr. Bassett recused himself and left the dais.

Ms. Cook provided staff's presentation as included in the packet and advised that the Applicant is back to address comments that we asked for at the last meeting. Staff recommends approval as submitted.

The Applicant provided an additional presentation and stated they have addressed the comments from the Board from the last meeting. The Board asked several questions, including whether the nighttime lighting meets with our sea turtle requirements for the beach after 10:00 p.m.

Chair Foss asked if there was a motion to approve the Application. Ms. Lippert moved to approve with the following conditions: 1) landscaping is part of Phase 1 2) Water Odyssey drawings have to be updated and resubmitted for staff approval 3) layout of said splash pad is per L 6.1 4) verification by staff whether the pool lighting meets all the turtle light requirements 5) need to see the overall picture exactly as it will be laid out, 6) the orientation of the play structure needs to be represented, 7) when you come back with the appropriate plans you verify that the lighting will not be overcast any place past 10:00 p.m. Mr. Parker seconded. The motion passed with a vote of 5-0.

8. New Business

a) Final Review – DRB-001649-2023 – New Overlook at Driessen Park

Ms. Cook provided staff's presentation as included in the packet and advised that staff recommends approval as submitted.

The Applicant provided an additional presentation. There were no comments from the Board.

Chair Foss asked if there was a motion to approve the Application. Mr. Carstens moved to approve. Mr. Moleski seconded. The motion passed with a vote of 6-0.

b) Final Review – DRB-001797-2023 – Chaplin Townhomes

Mr. Carstens and Mr. Parker recused themselves and left the dais.

Ms. Cook provided staff's presentation as included in the packet and advised that staff recommends approval as submitted as the Final submittal for Chaplin Townhomes.

The Applicant provided an additional presentation. There was one comment regarding a porch ceiling light fixture which was black. Black and White are not approved colors. That will need to be revised.

Chair Foss asked if there was a motion to approve the Application. Ms. Lippert moved to approve with the following conditions. 1) this approval is only for the three townhouse buildings, 2) the black porch fixture shall be revised to match the finish of the other fixtures. Mr. Moleski seconded. The motion passed with a vote of 4-0

c) Alteration/Addition – DRB-001593-2023 – 10 Executive Park Boutique Hotel

Ms. Cook provided staff's presentation as included in the packet and mentioned that there are some existing non-conformities.

The Applicant provided an additional presentation and advised the Board this is a repurposing of an obsolete commercial building which is almost 40 years old.

The Board recommended upsizing the Crepe Myrtle and Ligustrum, questioned what the colors of the railing and retractable awning will be, where the HVAC units for the common area will be, a pathway between the bike path and the building would be a positive addition to the requested landscape easement to Council, and to resubmit the application with further details, exhibits that include the color and material palette, and better details on connections and any changes to the building layout and stairwell design.

After discussion and based on the large scope and change in principal use, it was decided to table this Application to October 10, 2023 to allow for a Final Review, altering this review to a conceptual review instead of a alteration/addition.

d) Alteration/Addition – DRB-001634-2023 – Dunes House Awning

Ms. Cook provided staff's presentation as included in the packet and advised staff recommends approval with conditions. This Application was first presented in January, 2023, brought before the Board in February, 2023 with multiple conditions, including the wrapping of the columns, detail for the connections between the awning and the existing columns, have not received the Engineered stamped plans, but did make it for the February, 2023 packet. Comment for fans and lighting to match existing, replace the existing awning on the ocean side to match with the new awning which at the February meeting led to a tabling to March. At the March meeting, the comment of wrapping the columns, replacing the awning again to match the front of the building. Due to the application previously being withdrawn, the applicant returned as an alteration/addition, requesting the new awning be submitted as approved with a Cobalt Blue color.

The Applicant provided an additional presentation. After an additional presentation, the Board recommended that the architect submit a complete package at a subsequent meeting. The package that was submitted only included a profile view of the building and was missing critical connection details. It was also recommended by the Board to determine whether to scale back on the mass of the awning and keep the color, or to change the color to be more subdued based on the massing of the structure.

After discussion, it was decided to table this Application to October 24, 2023 to allow the applicant to coordinate with the architect to present an entire package on the awning.

9. Board Business

Chair Foss asked Staff if they could begin to get the packet material for review earlier in the week prior to the meeting as the Board would have more time for review.

Chair Foss thanked the Board for their hard work when she was not present at the August 22, 2023 meeting and advised the Board that they had not voted to appoint Karen Knox as the Board Secretary. Chair Foss moved to nominate Karen Knox as the Board Secretary. Mr. Moleski seconded. The motion passed with a vote of 6-0.

10. Staff Report

a) Minor Corridor Report

Alexis Cook provided the Minor Corridor Report to the Board.

11. Adjournment

The meeting adjourned at 4:46 p.m.

Submitted By: _____

**Karen Knox
Board Secretary**

Date: September 26, 2023