



# Town of Hilton Head Island Regular Design Review Board Meeting

Tuesday, July 10, 2012

1:15 p.m. – Benjamin M. Racusin Council Chambers

## AGENDA

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As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

1. **Call to Order**
2. **Roll Call**
3. **Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements
4. **Approval of Agenda**
5. **Approval of Minutes** – Meeting of June 12, 2012
6. **Swearing in Ceremony for Returning Design Review Board Members**  
Mr. Jake Gartner, Mr. Galen Smith and Mr. Scott Sodemann  
*Performed by: Mayor Pro Tem Ken Heitzke*
7. **Staff Report**
8. **Board Business**  
Appointment of Design Review Board Secretary July 1, 2012 – June 30, 2013
9. **Unfinished Business**
10. **New Business**
  - A. Alteration & Addition
    - 1) DR120018 Supervisor's House Renovation & Addition (Coastal Discovery Museum at Honey Horn)
    - 2) DR120019 Coligny Beach Park
11. **Appearance by Citizens**
12. **Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.

**Town of Hilton Head Island**  
**Design Review Board** **DRAFT**  
**Minutes of the Tuesday, June 12, 2012 Meeting**  
**1:15p.m – Benjamin M. Racusin Council Chambers**

Board Members Present: Chairman Todd Theodore, Vice Chairman Scott Sodemann,  
Jake Gartner, Tom Parker and Deborah Welch

Board Members Absent: Galen Smith and Jennifer Moffett, Excused

Council Members Present: None

Town Staff Present: Jennifer Ray, Urban Designer  
Teri Lewis, LMO Official  
Richard Spruce, Plans Review Administrator  
Anne Cyran, Senior Planner  
Kathleen Carlin, Administrative Assistant

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**1. CALL TO ORDER**

Chairman Todd Theodore called the meeting to order at 1:15p.m.

**2. ROLL CALL**

**3. FREEDOM OF INFORMATION ACT COMPLIANCE**

**4. APPROVAL OF THE AGENDA**

The agenda was **approved** as presented by general consent.

**5. APPROVAL OF THE MINUTES**

The Board **approved** the minutes of the March 27, 2012 meeting as **amended** by general consent.  
The Board also **approved** the minutes of the May 22, 2012 meeting as **amended** by general consent.

**6. STAFF REPORT**

None

**7. BOARD BUSINESS**

**Nomination and Election of Officers for July 1, 2012 – June 30, 2013**

Chairman Theodore stated that the Board is scheduled to nominate and elect officers for the new term, July 1, 2012 – June 30, 2013.

Chairman Theodore began by nominating Mr. Scott Sodemann to serve as the new Chairman. Mr. Sodemann accepted the nomination. As there were no additional nominations for the office of Chairman, Chairman Theodore requested that a vote be taken on this nomination. The Board voted unanimously to elect Mr. Scott Sodemann as Chairman for the new term, July 1, 2012 – June 30, 2013.

Chairman Theodore then requested that a nomination be made for the office of Vice Chairman. Mr. Parker nominated Ms. Deborah Welch to serve as the new Vice Chairman. Ms. Welch accepted the nomination. As there were no additional nominations for the office of Vice Chairman, Chairman Theodore requested that a vote be taken on this nomination. The Board voted unanimously to elect Ms. Deborah Welch as Vice Chairman for the new term, July 1, 2012 – June 30, 2013. Chairman Theodore thanked Mr. Sodemann and Ms. Welch on behalf of the board.

## 8. UNFINISHED BUSINESS

None

*Mr. Tom Parker recused himself from review of the following application due to a professional conflict of interest. A Conflict of Interest Form was completed, signed, and attached to the record.*

## 9. NEW BUSINESS

### **Tower Beach Park - Sea Pines** – New Development Conceptual Review – DR120016

Ms. Jennifer Ray introduced the application and stated its location, 99 South Sea Pines Drive. The applicant is proposing to remodel the Tower Beach Park facilities to meet the expectations and needs of the community.

Ms. Ray presented an in-depth review of the Conceptual application. Proposed changes include the addition of a new beach pavilion, the renovation of existing restroom facilities, enhanced pedestrian access, a security station and park entrance, reconfigured parking lot, and improved landscaping. The site fronts on South Sea Pines Drive and is adjacent to residential lots on the East and West.

The new beach pavilion will have a kitchen, covered dining/gathering area, beach lockers, and turtle-friendly lighting. The renovation of existing restroom facilities will include upgraded fixtures and finishes, footwash and shower. Enhanced pedestrian access will include a handicapped accessible new boardwalk system, drop off/pickup shelter, trellis swings with beach views and benches. The reconfigured parking lot will improve vehicular circulation within, as much as possible, the existing parking lot footprint. Additional pervious parking will be provided.

The landscaping plan is designed to preserve/enhance the existing topography and vegetation, and to screen views and activity from the adjacent residences. The landscape plan emphasizes native plant material. The proposed landscape does mitigate parking, which is needed. Staff will require a full landscape plan and schedule for the Final approval.

The applicant will need to specify how they are softening the taller lattice elements of the new structure as well as any landscape around the security station.

The applicant does not specify any colors or materials in the Conceptual application. Color and material specifications will be required for Final approval. Staff believes that the extent of stucco on a beachfront amenity would typically benefit from a tabby finish. The Security Station features an aggressive cantilever. Any potential “top-heaviness” will be eased in the third dimension.

Ms. Ray stated that this application is also under Conceptual review by the Sea Pines ARB (it is being reviewed concurrently to expedite permitting). The Town cannot provide Final approval for this project until it receives the approval from Sea Pines ARB. Staff recommended that the Conceptual application be approved as submitted. Following staff’s presentation, Chairman Theodore requested that the applicants make their presentation.

Applicants Mr. Chris Darnell, with J.K. Tiller Associates, and Mr. Jake Lee, with Lee & Parker Architects, presented statements in support of the application. The applicants reviewed several design details, pervious parking details, and handicap access details. Mr. Darnell stated that the

drive aisles will be impervious asphalt and the parking spaces will be a pervious material. Mr. Lee presented comments regarding the gatehouse and overhang cantilever. Mr. Gartner and Mr. Lee discussed the extent of the gable overhang. Ms. Welch asked if the applicant has considered brackets instead of the cantilever. Mr. Lee responded that they have considered brackets for this location. There will be no night time use of the facility due to its proximity to the residential neighborhood.

The Board and the applicants discussed the pathway connection from the parking lot to the Beach Pavilion, the pervious parking, and the number of bike spaces. The Board complimented the applicants on the quality of the project, and the applicants thanked the Board for their review. Following final comments by the board, Chairman Theodore requested that a motion be made.

Ms. Welch made a **motion to approve** the Conceptual review application for the Sea Pines Tower Beach Park as submitted. Chairman Theodore **seconded** the motion and the motion **passed** with a vote of 4-0-0.

*Chairman Todd Theodore recused himself from review of the following application due to a professional conflict of interest. A Conflict of Interest Form was completed, signed and attached to the record. Vice Chairman Sodemann assumed the role of Chairman for review of this application.*

**Building Innovations Selection Center** – New Development Conceptual Review – DR120017

Ms. Jennifer Ray introduced the application and stated its location, 36 New Orleans Road. The applicant is proposing to build a new selection center on this property.

Ms. Ray presented an in-depth review of the application. The parcel is currently undeveloped and is approximately .455 acre in size. No specimen trees or wetlands are found on the site. In order to receive a Development permit, the Board of Zoning Appeals will need to approve a variance to encroach into the buffers and a shared parking agreement will need to be reached to shift the building into the adjacent use buffer, as dimensioned. Today's Conceptual review is limited to overall design character. Final dimensions will likely be affected by administrative decisions.

The proposed building will serve as a design selections center where homeowners, designers, and builders can visit to see kitchen cabinets, tile, lighting fixtures, plumbing fixtures, and other building materials. The building will be approximately 3,500 square feet (heated). The two-story building will have a second floor roof deck. The proposed structure lies within the buildable footprint of the site as defined by adjacent commercial properties. Access to the site is through a central drive aisle with parking stalls on each side. Access is roughly centered to minimize the influence from adjacent property curb cuts.

Ms. Ray reviewed several site and architectural context photographs and the site analysis. The conceptual site plan shows the proposed building, the parking areas to be constructed of pervious vehicular pavers, and the landscaping plans. The conceptual sketch shows the primary exterior elevations, architectural character of the proposed development, shadow lines and landscaping.

Ms. Ray reviewed the elevations. The staff believes that the left and right elevations might benefit from more of the roof form, at least over the door on the right side. The back of the building faces William Hilton Parkway.

The proposed colors and materials for this project were not included in the Conceptual application. These specifications will be required at the application's Final review. The staff recommends that the Conceptual application be approved as submitted. Following staff's presentation, Vice Chairman Sodemann requested that the applicant make his presentation.

Mr. Trey Griffin, Landscape Architect, with Wood + Partners, and Mr. Rick Clanton, Architect, made the presentation. Mr. Griffin presented statements in support of the landscaping plan. Mr. Clanton presented statements in support of the architectural design including the glass on the front of the building and the wood and trellis elements. They also discussed the upper outdoor area which will be used for the storage of patio displays and outdoor furniture. The applicant presented brief comments regarding their plans for free-standing identification signage on William Hilton Parking and New Orleans Road.

Regarding the elevation facing William Hilton Parkway, Ms. Welch suggested that the applicant continue a few of the elements on the front of the building on around the side. The board also recommended delineation of the rear elevation. The board complimented the applicants on the quality of the project, and the applicants thanked the board for their review. Following final comments by the board, Vice Chairman Sodemann requested that a motion be made.

Mr. Parker made a **motion** to **approve** the Conceptual review application for the Building Innovations Selection Center as submitted. Mr. Parker requested that the comments provided by the board be introduced into the minutes. Mr. Gartner **seconded** the motion and the motion **passed** with a vote of 4-0-0.

**10. APPEARANCE BY CITIZENS**

None

**11. ADJOURNMENT**

The meeting was adjourned at 1:50p.m.

Submitted By:

Approved By:

\_\_\_\_\_  
Kathleen Carlin  
Administrative Assistant

\_\_\_\_\_  
Todd Theodore  
Chairman



Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #: DR	_____
Meeting Date:	_____

Applicant/Agent Name: Barry Taylor, AIA Company: The FWA Group  
 Mailing Address: P.O. Box 5910 City: HHI State: SC Zip: 29938  
 Telephone: 843-785-2199 Fax: 785-6801 E-mail: b.taylor@fwagroup.com  
 Project Name: Supervisor's House Renovation Project Address: 136 Honey Horn Plantation Rd  
 & Addition  
 Parcel Number [PIN]: R 510-007-000-112-0000  
 Zoning District: PR Overlay District(s): Corridor Overlay

**DESIGN REVIEW BOARD (DR) SUBMITTAL REQUIREMENTS**

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

Project Category:

- New Development – Conceptual  Alteration/Addition  
 New Development – Final, indicate Project Number  Minor External Change

Submittal Requirements for *All* projects:

- Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-3-1004. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.
- Filing Fee, New Development \$175, Alterations/Additions \$100, Minor External \$50 cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:

**New Development – Conceptual Approval**

- A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-3-405, and if applicable, location of bordering streets, marshes and beaches.
- A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.
- A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.
- Context photographs of neighboring uses and architectural styles.
- Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.
- Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.

Additional Submittal Requirements:

**New Development – Final Approval**

- \_\_\_\_\_ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-4-503.
- \_\_\_\_\_ Final site development plan meeting the requirements of Sec. 16-3-303.F.
- \_\_\_\_\_ Final site lighting and landscaping plans meeting the requirements of Sec. 16-3-304 and Sec. 16-3-305.
- \_\_\_\_\_ Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- \_\_\_\_\_ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- \_\_\_\_\_ Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

**Alterations/Additions and Minor External Changes**

- A written narrative describing how project conforms to design guidelines of Section 16-4-503.
- Photographs and/or drawings of existing development.
- Drawings of the proposed development – 11"x 17".
- \_\_\_\_\_ Material/color samples of existing and proposed changes - 8 ½"X 14" *Maximum*; Stating manufacturer and material name (to Match Existing)

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Section 16-3-106.

*A representative for each agenda item is strongly encouraged to attend the meeting.*

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO**

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

\_\_\_\_\_  
SIGNATURE 

June 26, 2012  
\_\_\_\_\_  
DATE

**Design Review Board Narrative for  
Supervisor's House Renovation & Addition  
The Coastal Discovery Museum at Honey Horn**  
*(DRB Meeting Date July 10, 2012)*

The FWA Group is assisting The Coastal Discovery Museum in renovations/minor external changes to the existing Supervisor's House at Honey Horn to use as a classroom facility.

The 1890's original section of the house, which remains, has previously been stabilized, raised to above flood plain (+15.2' msl), painted and a new roof has been installed. It has a single hipped roof with a small dormer located over the front entry. Two wing additions to the house had been removed at the time of stabilization. One wing extended south of the original section and the other west. The proposed new addition would extend south in approximately the same location as that which was removed.

The house is located immediately south of the Main Museum House and northeast of the butterfly enclosure.

The footprint of the existing structure will house a classroom space with new construction housing an extension of the classroom and toilets. The toilets will be accessible from a covered deck to accommodate visitors to the museum grounds when the classroom is not in use.

The overall character of the house will remain. Existing double-hung wood framed windows will remain at the original structure and be repaired as required to be weather-tight. New wood windows will be fixed with divided lites at both the toilet area and classroom extension. A new stair will be installed at the original front entrance and at both side openings of the covered deck. The original front entry will serve as an emergency exit from the classroom area. The primary entrance will be at the east side of the covered deck where a handicapped ramp will also be located. All exterior trim, fascia, soffits and siding will remain with areas of rotted or damaged wood to be replaced with that to match existing. Brick piers and cmu foundation will remain and be repaired as required. The brick chimney will also remain and be repaired as required. Trim profiles at the addition will match that of existing elements. Other new elements such as stairs, ramp, newel posts, and balusters will match that at the recently renovated Museum office building located just south east of this structure.

Paved walkways will extend east from the entry stairs and ramp to the main house driveway. An existing walkway on the west side of the building will connect to the deck steps at that side. These walkways will match those already used throughout the grounds.

Existing parking located across the road of the Main House and HC designated parking just south of the Main House will be utilized for this facility. Overflow grassed parking is located just east, across the road from the facility as indicated in the site plan.

All exterior colors will match existing.

Existing landscaping will remain but will be trimmed as necessary away from the structure to prevent damage. One small pecan tree will be removed along with two palms as indicated on the site plan. Any existing grassed areas that have been disturbed will be graded and re-seeded as required to maintain the historic character of the campus. New foundation plantings will be by owner and coordinated with town requirements.

Honey Horn is zoned PR (Parks, Recreation & Public Facilities) and is within the Corridor Overlay District.

Thank you.

**Supervisor's House Renovation & Addition**  
**The Coastal Discovery Museum at Honey Horn**  
July, 2012



East Elevation – Original 1890's main section that has been stabilized and raised.



North Elevation – Facing the Main House.

**Supervisor's House Renovation & Addition**  
**The Coastal Discovery Museum at Honey Horn**

July, 2012

Page 2



West Elevation – Facing the Butterfly Enclosure.



South Elevation – Location of previously demolished 1910-30's kitchen addition and location of new addition.

**Supervisor's House Renovation & Addition**  
**The Coastal Discovery Museum at Honey Horn**

July, 2012

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View towards building addition site with the Butterfly Enclosure barely visible through the trees. Palms to be removed are shown just left of center. The smaller pecan in the center is to be removed.



View from the east side of structure looking north towards the Main House. The Supervisor's House is just visible to the left.

**Supervisor's House Renovation & Addition**  
**The Coastal Discovery Museum at Honey Horn**  
July, 2012  
Page 4



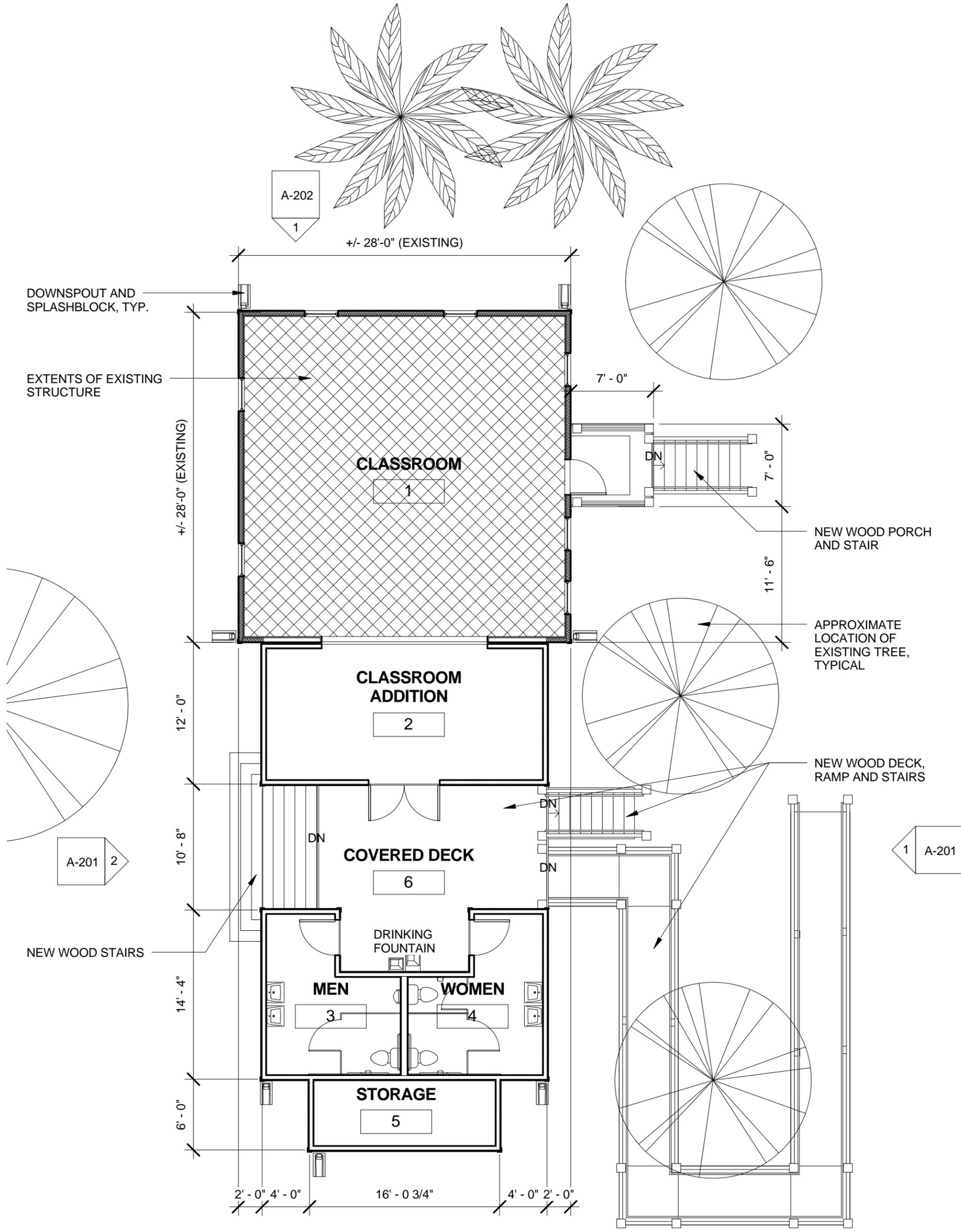
View of Main House entry from parking area.



Handicapped parking stalls south of Main House with the Butterfly Enclosure beyond.



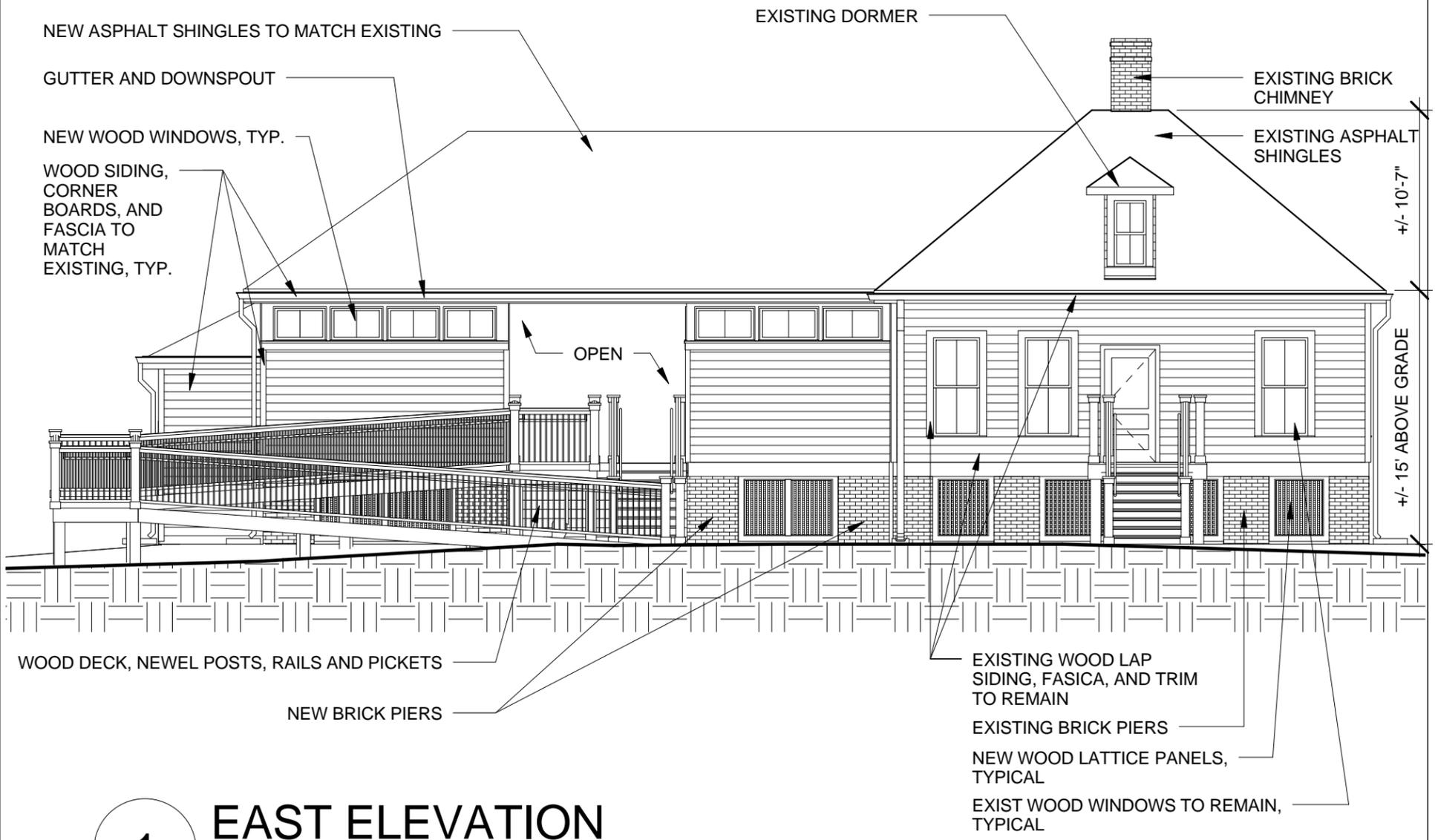




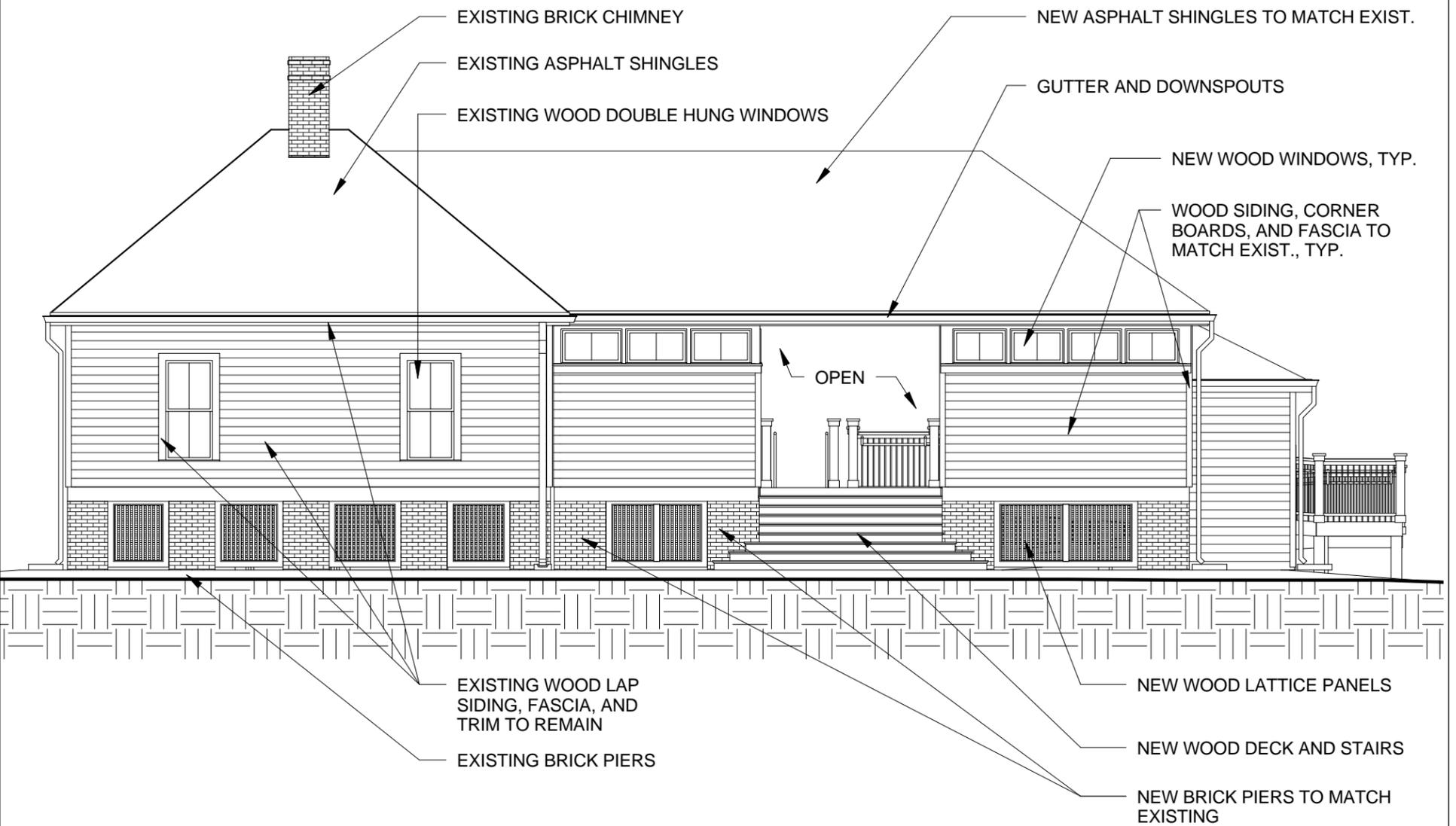
**1** Floor Plan  
1/8" = 1'-0"



PROJECT NAME: <b>SUPERVISOR'S HOUSE RENOVATION &amp; ADDITION COASTAL DISCOVERY MUSEUM AT HONEY HORN</b>			SKETCH NO. <b>A-101</b>
PROJECT ID NO. <b>2395.01</b>	ISSUE NUMBER:	ISSUE DATE: <b>06/25/12</b>	REFERENCED FROM SHEET
DESCRIPTION: <b>FLOOR PLAN</b>			



**1 EAST ELEVATION**  
1/8" = 1'-0"



**2 WEST ELEVATION**  
1/8" = 1'-0"



PROJECT NAME:  
SUPERVISOR'S HOUSE RENOVATION & ADDITION  
COASTAL DISCOVERY MUSEUM AT HONEY HORN

PROJECT ID NO.  
2395.01

ISSUE NUMBER:

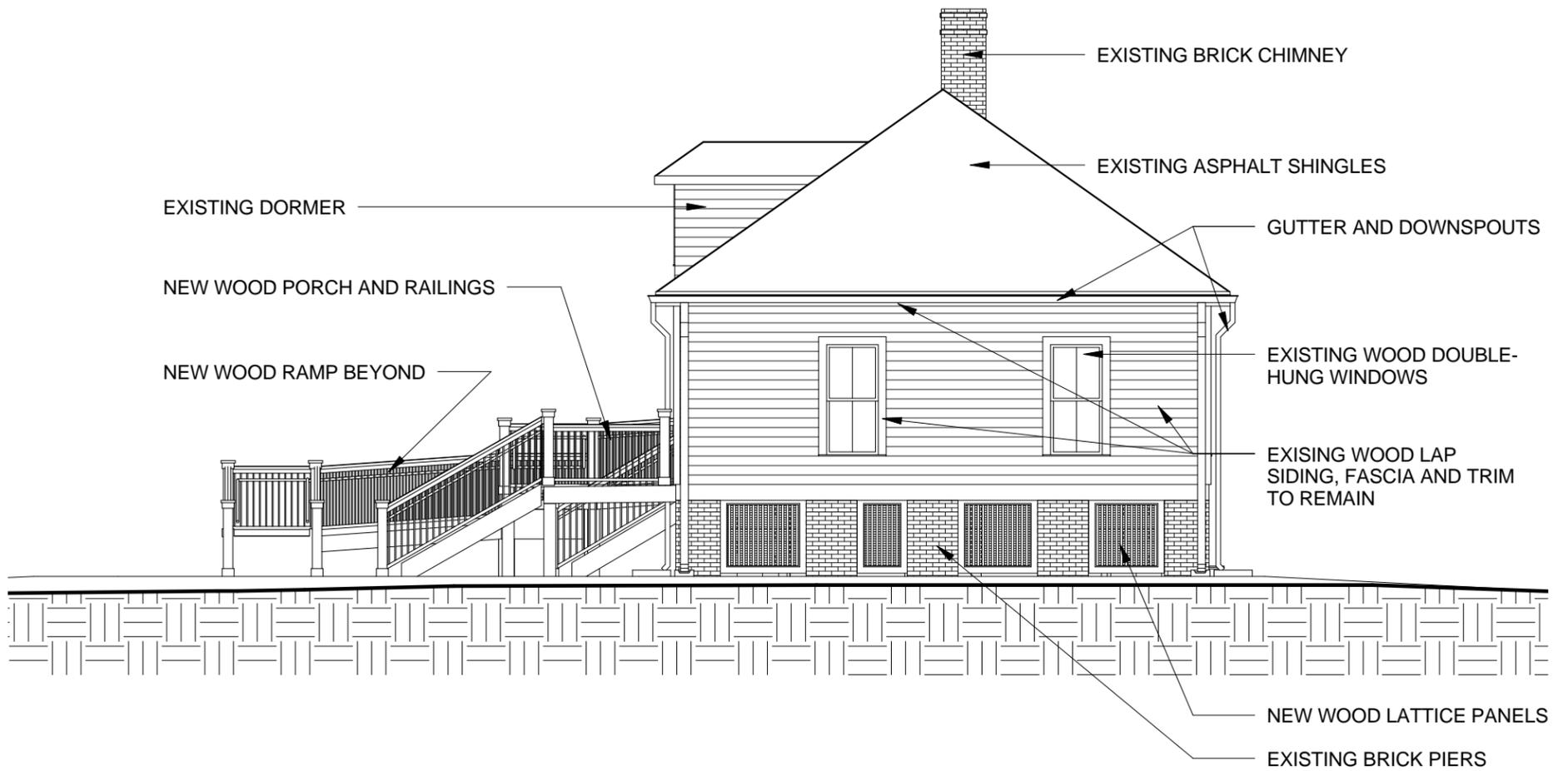
DESCRIPTION:  
EXTERIOR ELEVATIONS

ISSUE DATE:  
06/25/12

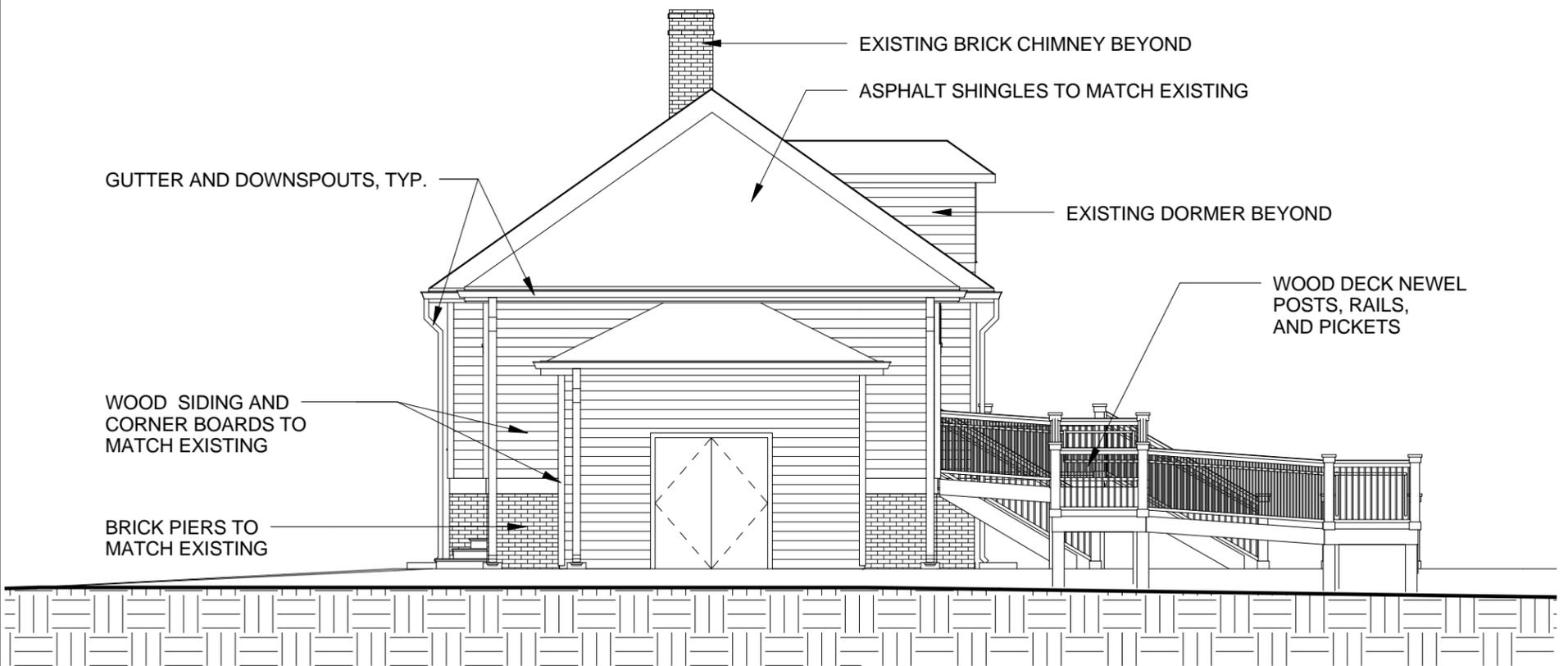
SKETCH NO.  
A-201

REFERENCED FROM SHEET

Approver



**1** NORTH ELEVATION  
1/8" = 1'-0"



**2** SOUTH ELEVATION  
1/8" = 1'-0"



PROJECT NAME:  
SUPERVISOR'S HOUSE RENOVATION & ADDITION  
COASTAL DISCOVERY MUSEUM AT HONEY HORN

PROJECT ID NO.  
2395.01

ISSUE NUMBER:

DESCRIPTION:  
EXTERIOR ELEVATIONS

ISSUE DATE:  
06/25/12

SKETCH NO.  
A-202  
REFERENCED  
FROM SHEET

Approver

## DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)  
and do NOT constitute DRB approval or denial.*

PROJECT NAME: Supervisor's House Renovation & Addition  
(The Coastal Discovery Museum at Honey Horn) – ALTERATION & ADDITION

DRB#: DR120018

DATE: July 10, 2012

RECOMMENDATION:    Approval             Approval with Conditions             Denial

<b><i>ARCHITECTURAL DESIGN</i></b>				
<b>DESIGN GUIDE/LMO CRITERIA</b>	<b>Complies Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Comments or Conditions</b>
Structure is designed to be appropriate to the neighborhood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotes pedestrian scale and circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design is unobtrusive and set into the natural environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilizes natural materials and colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior materials and colors match existing.
Avoids distinctive vernacular styles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Appropriately utilizes style of existing buildings on-site.
Design is appropriate for its use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All facades are have equal design characteristics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Avoids monotonous planes or unrelieved repetition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a strong roof form with enough variety to provide visual interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum roof pitch of 6/12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Roof pitch of addition complements existing roof pitch.
Overhangs are sufficient for the façade height.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overhangs of addition are similar to existing

				overhangs.
Forms an details are sufficient to reduce the mass of the structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human scale is achieved by the use of proper proportions and architectural elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilizes a variety of materials, textures and colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incorporates wood or wood simulating materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows are in proportion to the facade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Details are clean, simple and appropriate while avoiding excessive ornamentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilities and equipment are concealed from view	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Decorative lighting is limited and low wattage and adds to the visual character	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Accessory elements are design to coordinate with the primary structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**LANDSCAPE DESIGN**

<b>DESIGN GUIDE/LMO CRITERIA</b>	<b>Complies Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Comments or Conditions</b>
Treats the Landscape as a major element of the project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No additional landscaping is included in this submittal. Applicant notes limited trimming of existing shrubs, limited tree removal, and additional foundations plantings as necessary. Limited landscaping is in keeping with the facility, generally, and the building, specifically.
Provides Landscaping of a scope and size that is in proportion to the scale of the development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Landscape is designed so that it may be maintained in its natural shape and size	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Preserves a variety of existing native trees and shrubs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides for a harmonious setting for the site's structures, parking areas or other construction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Location of existing trees and new trees provides street buffers, mitigation for parking lots, and an architectural complement that visually mitigates between parking lots and building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Shrubs are selected to complement the natural setting,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

provide visual interest and screen less desirable elements of the project				
A variety of species is selected for texture and color	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Provides overall order and continuity of the Landscape plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Native plants or plants that have historically been prevalent on the Island are utilized	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A variety of sizes is selected to create a "layered" appearance for visual interest and a sense of depth	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The location of existing mature trees is taken into account in placement of shrubs so as not to damage tree roots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Proper spacing and location for plants to reach their mature size and natural shape while avoiding excessive or unnatural pruning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Proposed groundcovers are evergreen species with low maintenance needs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Large grassed lawn areas encompassing a major portion of the site are avoided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing large grassed lawn areas are mostly preserved.
The adjacent development is taken into account in determining the most appropriate buffer so as not to depart too dramatically from the neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ornamentals and Annuals are limited to entrances and other focal points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

***NATURAL RESOURCE PROTECTION***

<b>DESIGN GUIDE/LMO CRITERIA</b>	<b>Complies Yes</b>	<b>No</b>	<b>Not Applicable</b>	<b>Comments or Conditions</b>
An effort has been made to preserve existing trees and under story plants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supplemental and replacement trees meet LMO requirements for size, species and number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Wetlands if present are avoided and the required buffers are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sand dunes if present are not disturbed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

***MISC COMMENTS/QUESTIONS***




Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
 www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #: DR	_____
Meeting Date:	_____

Applicant/Agent Name: DERRICK COXUM Company: Town of Hilton Head  
 Mailing Address: 12A GATEWAY Circle City: Hilton Head State: SC Zip: 29928  
 Telephone: 843-342-4582 Fax: \_\_\_\_\_ E-mail: derrickc@hiltonheadislandsc.gov  
 Project Name: Colony Park Project Address: Pope Ave.  
 Parcel Number [PIN]: R 65301B 000 0003 0000  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

### DESIGN REVIEW BOARD (DR) SUBMITTAL REQUIREMENTS

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

Project Category:

- New Development – Conceptual  
 New Development – Final, indicate Project Number  
 Alteration/Addition  
 Minor External Change

Submittal Requirements for *All* projects:

- Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-3-1004. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.
- Filing Fee, New Development \$175, Alterations/Additions \$100, Minor External \$50 cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:

#### New Development – Conceptual Approval

- A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-3-405, and if applicable, location of bordering streets, marshes and beaches.
- A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.
- A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.
- Context photographs of neighboring uses and architectural styles.
- Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.
- Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.

Additional Submittal Requirements:

**New Development – Final Approval**

- \_\_\_\_\_ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-4-503.
- \_\_\_\_\_ Final site development plan meeting the requirements of Sec. 16-3-303.F.
- \_\_\_\_\_ Final site lighting and landscaping plans meeting the requirements of Sec. 16-3-304 and Sec. 16-3-305.
- \_\_\_\_\_ Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- \_\_\_\_\_ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- \_\_\_\_\_ Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

**Alterations/Additions *and* Minor External Changes**

- A written narrative describing how project conforms to design guidelines of Section 16-4-503.
- Photographs and/or drawings of existing development.
- Drawings of the proposed development – 11"x 17".
- Material/color samples of existing and proposed changes - 8 1/2"X 14" *Maximum*; Stating manufacturer and material name

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Section 16-3-106.

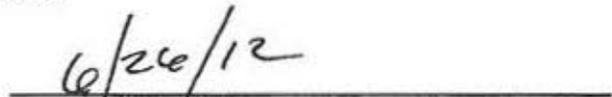
*A representative for each agenda item is strongly encouraged to attend the meeting.*

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application.  YES  NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

  
SIGNATURE

  
DATE

## **COLIGNY BEACH PARK**

### **Project Narrative**

**June 26, 2012**

The Coligny Beach Park, redeveloped in 2009, is a tremendously popular beach destination. Due to the high volume of pedestrian traffic the park receives daily, sand tracked from the beach continues to be a challenge, specifically as it relates to the drainage at beach shower locations. Several steps have been taken to reduce safety concerns including the addition of rubber floor mats. On-going safety concerns have led to the proposed modifications to the shower area.

The existing shower tower will remain as an architectural icon. However, the shower hardware will be removed and a curved bench, matching the detail of the existing curved bench at the foot showers, will be installed under the tower structure. Two beach showers will be installed in the area between two existing changing rooms, directly across from the shower location, allowing water from the showers to drain away from the pedestrian path.

These changes will require the removal of +/- 4 White African Iris as well as two existing Palm trees. Three European fan palms will be planted in the landscape island in front of the tower per the originally approved plans.

# COLIGNY BEACH PARK

Existing Site Photos  
June 26, 2012



View of Existing Beach Showers



View of Existing Changing Rooms



View of Existing Beach Showers – June 26, 2012



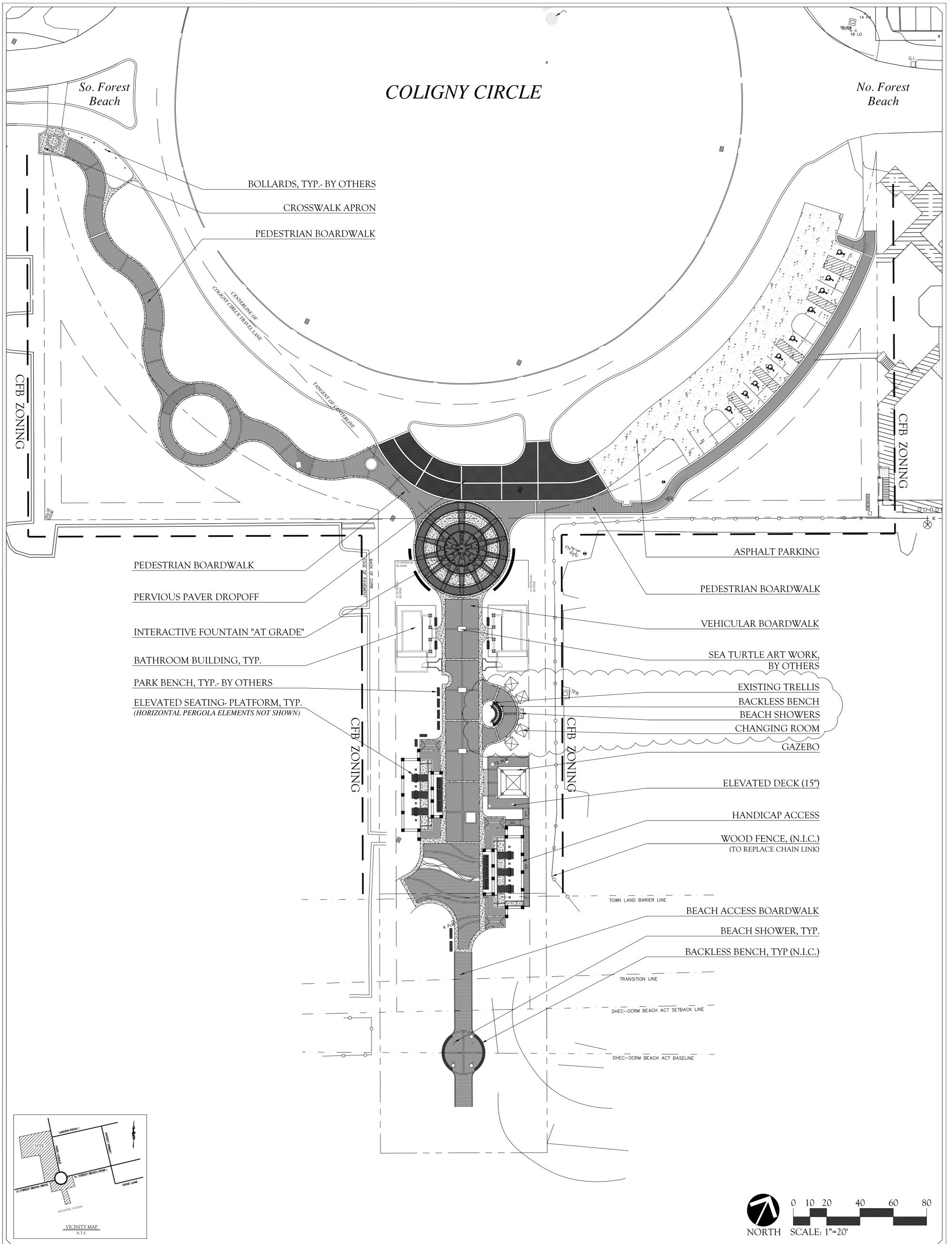
View of Existing Changing Rooms – June 26, 2012



View of Existing Curved Bench – June 26, 2012



View of Existing Curved Bench – June 26, 2012



COLIGNY CIRCLE

So. Forest Beach

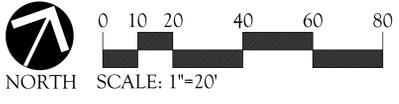
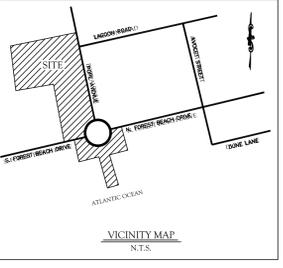
No. Forest Beach

- BOLLARDS, TYP.- BY OTHERS
- CROSSWALK APRON
- PEDESTRIAN BOARDWALK

- PEDESTRIAN BOARDWALK
- PERVIOUS PAVER DROPOFF
- INTERACTIVE FOUNTAIN "AT GRADE"
- BATHROOM BUILDING, TYP.
- PARK BENCH, TYP.- BY OTHERS
- ELEVATED SEATING- PLATFORM, TYP.  
(HORIZONTAL PERGOLA ELEMENTS NOT SHOWN)

- ASPHALT PARKING
- PEDESTRIAN BOARDWALK
- VEHICULAR BOARDWALK
- SEA TURTLE ART WORK, BY OTHERS
- EXISTING TRELLIS
- BACKLESS BENCH
- BEACH SHOWERS
- CHANGING ROOM
- GAZEBO

- ELEVATED DECK (15")
- HANDICAP ACCESS
- WOOD FENCE, (N.I.C.)  
(TO REPLACE CHAIN LINK)
- BEACH ACCESS BOARDWALK
- BEACH SHOWER, TYP.
- BACKLESS BENCH, TYP (N.I.C.)



SITE PLAN  
FOR  
COLIGNY BEACH PARK  
RENOVATION

DESIGNED BY: MR.  
CHECKED BY: TOHH  
DRAWN BY: MR.  
DATE: 02/05/09  
SCALE: 1"=20'  
PROJECT NO. CBRP

NOTES:  
PARCELS R551.018.000  
0003.0000. R552.018.000  
0244

REVISIONS  
06/2012  
RELOCATE BEACH  
SHOWER & ADD BENCH



TOWN OF HILTON HEAD ISLAND  
Community Development Department  
One Town Center Court  
Hilton Head Island, South Carolina  
PH (843) 341-4600 / FAX (843) 842-8587



## DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)  
and do NOT constitute DRB approval or denial.*

PROJECT NAME: Coligny Beach Park – ALTERATION & ADDITION

DRB#: DR120019

DATE: July 10, 2012

RECOMMENDATION:    Approval     Approval with Conditions     Denial

Due to on-going safety concerns, mitigation of drainage issues is proposed through the addition of a curved backless bench (to match existing bench detail) and relocation of beach showers to other side of path. Staff recommends approval of the project as submitted.