



# Town of Hilton Head Island Regular Design Review Board Meeting

Tuesday, January 8, 2013

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

## AGENDA - REVISED

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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 December 11, 2012
6. **Staff Report**
7. **Board Business**
8. **Unfinished Business**
  - A. Alterations & Addition
    - 1) DR 120032 – The Westin
9. **New Business**
  - A. New Development
    - 1) DR 120035 – Palmetto Dunes New Gatehouse CONCEPTUAL  
*This item has been withdrawn at the applicant's request.*
10. **Appearance by Citizens**
11. **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  
Minutes of the Tuesday, December 11, 2012  
1:15p.m – Benjamin M. Racusin Council Chambers**

**DRAFT**

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

Board Members Absent: None

Council Members Present: None

Town Staff Present: Jennifer Ray, Urban Designer; Teri Lewis, LMO Official  
Heather Colin, Development Review Administrator  
Shawn Colin, Manager, Comprehensive Planning  
Kathleen Carlin, Secretary

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**1. Call to Order**

Chairman Scott Sodemann called the meeting to order at 1:15 p.m.

**2. Roll Call**

**3. Freedom of Information Act Compliance**

**4. Approval of the Agenda**

The Board **approved** the agenda as presented by general consent.

**5. Approval of the Minutes**

The Board **approved** the minutes of the November 27, 2012 meeting as presented by general consent.

**6. Staff Report**

Ms. Ray reminded the Board that training on the Town's Development Review Process will be provided by the staff following today's meeting. The staff is also scheduled to provide training on the topic of Ethics following the regular 3:00p.m Planning Commission meeting on December 19, 2012. The next DRB meeting is scheduled to be held on Tuesday, January 8, 2013.

**7. Board Business**

None

## 8. Unfinished Business

*Mr. Todd Theodore and Mr. Jake Gartner recused themselves from review of the Sonesta Resort application due to a professional conflict of interest. A Conflict of Interest Form was completed and signed by Mr. Theodore and Mr. Gartner and attached to the record.*

### A) Sonesta Resort Alteration & Addition DR120031

Ms. Ray stated that this application was first reviewed by the Board on November 13, 2012. The Board approved the application with the condition that the proposed use of stone on the fireplace be replaced with a more suitable material based on the Design Guide.

Ms. Ray presented a brief history of the application as well as an in-depth overhead review of today's submission. The applicant has submitted a revised elevation showing smooth fine sand stucco finish with half-inch stucco reveals. The proposed color for the fireplace is Quiver Tan, a darker bronze accent color that will compliment the approved building color (Rice Grain) and the approved color of the handrail (Enduring Bronze). Ms. Ray stated that the colors are compatible with one another and are consistent with the Design Guide. Staff recommended that the application be approved as submitted. Following staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Trey Griffin, Landscape Architect with Wood + Partners, presented statements in support of the application. Mr. Griffin and the Board briefly discussed the materials and colors. The Board complimented the quality of the project and agreed with staff's recommendation that the application be approved. Following final comments by the Board, Chairman Sodemann requested that a motion be made.

Mr. Parker made a **motion to approve** the Sonesta Resort application DR120031 as presented by the staff. Vice Chairman Welch **seconded** the motion and the motion **passed** with a vote of 5-0-0.

### B) The Westin Alteration & Addition DR120032

Ms. Ray stated that this application was first reviewed by the Board on November 13, 2012. The Board approved the application with conditions. Ms. Ray presented a brief history of the application as well as an in-depth overhead review of today's submission. Originally the applicant intended to expand the area of pavers at the entrance to match the existing pavers at the entrance and Porte Cochere. The applicant has now decided to install new pavers at both the entrance and the Porte Cochere, as well as the fountain area.

The Westin proposes to remove the existing mortared brick pavers and existing concrete header curb at the entrance and replace them with a field of Whitacre-Greer 6x9 pavers (mix of color 53 & 54) in a herringbone pattern with a border of Whitacre-Greer 6x9 pavers (color 44) in a soldier pattern with an 18" concrete header curb at each end.

The applicant also proposes to remove the existing mortared brick pavers and existing concrete header curb/dividers at the Porte Cochere and replace them with a field of Whitacre-Greer 2.5x9" pavers (mix of color 44, 53, & 54) in a herringbone pattern with an outside border of granite cobbles (3-row, grey) and no dividers. Ms. Ray distributed samples of the materials and colors for the Board's review.

Staff recommended that the application be approved as submitted with a couple of exceptions. The introduction of the granite cobble should be replaced with the rock-salt concrete curb to continue to tie in with the proposed concrete steps leading up to the fountain area. A divider should be used to break up the large expanse of pavers around the Porte Cochere. The staff's other concern is that there will be too wide of a variety of paver sizes and styles. One size and one style

of paver for all three areas, specifically the entrance and the Porte Cochere, may be a better option. At the completion of staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Rick Sotiropoulos, CLP, with Ocean Woods Landscaping, presented statements in support of the application. The applicant and the Board discussed the style and color of the existing pavers, the proposed new paver, and the existing concrete header curb/dividers. The Board and the applicant also discussed the granite cobbles.

Mr. Parker stated that the entrance pavers and the drop-off pavers should match each other in size, color and pattern. Mr. Parker also recommended that the concrete steps at the fountain be replaced with granite steps to match the granite cobbles.

Vice Chairman Welch agreed with the Mr. Parker's recommendations. Mr. Theodore stated that the proposed pattern may be a bit busy; however, it is an improvement over the existing conditions. Mr. Theodore stated that the pedestrian crosswalk area at the entrance may need to be designated for additional safety. Chairman Sodemann and the applicant discussed the pavers, especially the contrast in colors. Following final discussion by the Board, Chairman Sodemann requested that a motion be made.

Mr. Theodore made a **motion to approve** The Westin application DR120031 as submitted with the following conditions:

1. Paving at the entrance is to be reconsidered to allow for the pedestrian crossing;
2. The entrance pavers and the drop-off pavers are to match each other in size, color and pattern;
3. The concrete steps at the fountain are to be replaced with granite steps to match the granite cobbles.

Mr. Parker **seconded** the motion and the motion **passed** with a vote of 7-0-0.

## 9. **New Business**

*Mr. Todd Theodore recused himself from review of the Palmetto Hall sign application due to a professional conflict of interest. A Conflict of Interest Form was completed and signed by Mr. Theodore and attached to the record.*

### **Palmetto Hall Highway 278 Sign** DR120034

Ms. Ray introduced the application and stated its location at the north east corner of William Hilton Parkway and Beach City Road. Ms. Ray presented an in-depth overhead review of the application. The Palmetto Hall Property Owners Association (POA) is proposing the construction of a free-standing community identification/directional sign on Town owned property.

Palmetto Hall has worked with the Town and the Hilton Head Island Land Trust on sign development and acquisition of a perpetual, non-exclusive easement for the installation and maintenance of the sign. The sign is intended to match the character of the community's existing main entrance sign. The sign is proposed to be constructed of two sign panels approximately 11'-6" x 5'-11" (including graphics) and oriented in a "V" configuration.

The three brick columns (the brick color and type will match the existing Palmetto Hall signage) will support the two sign panels. Sign panel construction will consist of sandblasted western red cedar with graphics to match the existing. Sign lighting is proposed to illuminate both sign panels. Lighting is bronze in color and will be shielded.

Proposed landscaping around the base of the sign includes juniper, cord grass, dwarf inkberry

shrubs and yaupon holly. The staff recommended that the application be approved as submitted. Following staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Trey Griffin, Landscape Architect with Wood + Partners, presented statements in support of the application. The Board discussed the location of the sign and stated some concern with approving an off-premises sign. Ms. Ray stated that the Land Management Ordinance (LMO) does allow Planned Unit Developments (PUDs) to have off-premises directional signage. The Board and the applicant discussed details of the sign, landscaping details, and maintenance. Mr. Alex Sineath, with Designeath, presented additional comments regarding the proposed sign. At completion of the Board's discussion, Chairman Sodemann requested that a motion be made.

Mr. Gartner made a **motion** to **approve** the Palmetto Hall sign application DR120034 with the condition that the dwarf inkberries are sized to provide full coverage of the area below the sign panels at the time of installation. Mr. Parker **seconded** the **motion** and the motion **passed** with a vote of 5-1-0.

**10. Appearance by Citizens**

None

**11. Adjournment**

The meeting was adjourned at 2:30p.m.

Submitted By:

Approved By:

\_\_\_\_\_  
Kathleen Carlin  
Secretary

\_\_\_\_\_  
Scott Sodemann  
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: Rick Sotiropoulos Company: Ocean Woods Landscaping  
 Mailing Address: 67 Ocean Woods Lane City: HHI State: SC Zip: 29928  
 Telephone: 843-683-5445 Fax: 682-4012 E-mail: r.sotiropoulos@oceanwoods.com  
 Project Name: Wetland Project Address: 2 Colak Lane  
 Parcel Number [PIN]: R510 009 0892 0000  
 Zoning District: PD-1 Overlay District(s): SOA or OCA

### 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

LIGHT FIXTURES

- 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

12.26.12  
\_\_\_\_\_  
DATE



# OCEAN WOODS LANDSCAPING

67 Union Cemetery Road

Hilton Head Island, SC 29926

**THE WESTIN**  
HILTON HEAD ISLAND

## **DRB SUBMITTAL 12-26-12**

This submittal for the above referenced project #DR1200312 is for an alternate site lighting fixture as required from the DRB in the November 13, 2012 NOA item #3. This submission is for the Site Lighting Fixture only. At present the owners have decided to remove the "Floating Gazebo" from this scope of work and remaining items #1 and 2 will be submitted for staff review and approval.

The site lighting fixture locations will remain as submitted and upon DRB approval photo-metrics will be submitted for XDPR approval. Please see attached Sheet L-4 for locations. Also attached is the cut sheet for our selection. This fixture is to be a 22 Watt LED fixture in Architectural Bronze with hanging flower baskets that will be rotated seasonally to have fresh foliage throughout the year.

### **Attachments:**

Site Light Cut Sheet

Sheet L-4 and L-5 Site Lighting as proposed in the original 11-13-12 submission to include new fixture NOA from the 11-13-12 submittal



**TOWN OF HILTON HEAD ISLAND  
DESIGN REVIEW BOARD – NOTICE OF ACTION**

**PROJECT:** Westin Resort

**PROJECT #:** DR1200312

**LOCATED AT:** 2 Grasslawn Avenue

**CATEGORY:** Alteration/Addition

**ACTION DATE:** November 13, 2012

**NOTICE DATE:** November 14, 2012

**OWNER:**  
SCG HH Property, LLC  
2850 E. Skyline Drive, Suite # 200  
Tucson, Arizona 85718

**APPLICANT:**  
Mr. Rick Sotiropoulos, CLP  
Ocean Woods Landscaping  
67 Union Cemetery Road  
Hilton Head Island, SC 29926

**AGENT:**  
Same

**ON THE ABOVE MEETING DATE YOUR APPLICATION RECEIVED THE FOLLOWING ACTION:**

- APPROVED FOR REVIEW AS SUBMITTED  
 APPROVED WITH SPECIFIC CONDITIONS LISTED BELOW  
 WAIVED REVIEW  
 WITHDRAWN AT THE APPLICANTS REQUEST  
 DISAPPROVED FOR THE REASONS LISTED BELOW

1. The fence along the entrance drive should be a darker color (can be staff approved).
2. The dolphin fountain cap should be thicker; 3" preferred (can be staff approved).
3. The light pole should be more simple and less Victorian in style (must return to DRB).
4. The gazebo should be less ornate and more in character with the previously approved alterations to existing architecture (must return to DRB).

**PURSUANT TO LMO 16.3.116, THIS APPROVAL WILL EXPIRE TWO YEARS FROM THE DATE OF THIS NOTICE UNLESS A COMPLETED DEVELOPMENT PLAN REVIEW APPLICATION (SEE LMO 16.3.303) IS SUBMITTED OR, WHERE DEVELOPMENT PLAN REVIEW IS NOT REQUIRED, THE APPROVED ACTIVITY IS COMPLETED. YOU HAVE THE RIGHT TO APPEAL THIS DECISION TO CIRCUIT COURT IN ACCORDANCE WITH LMO 16.2.407.**

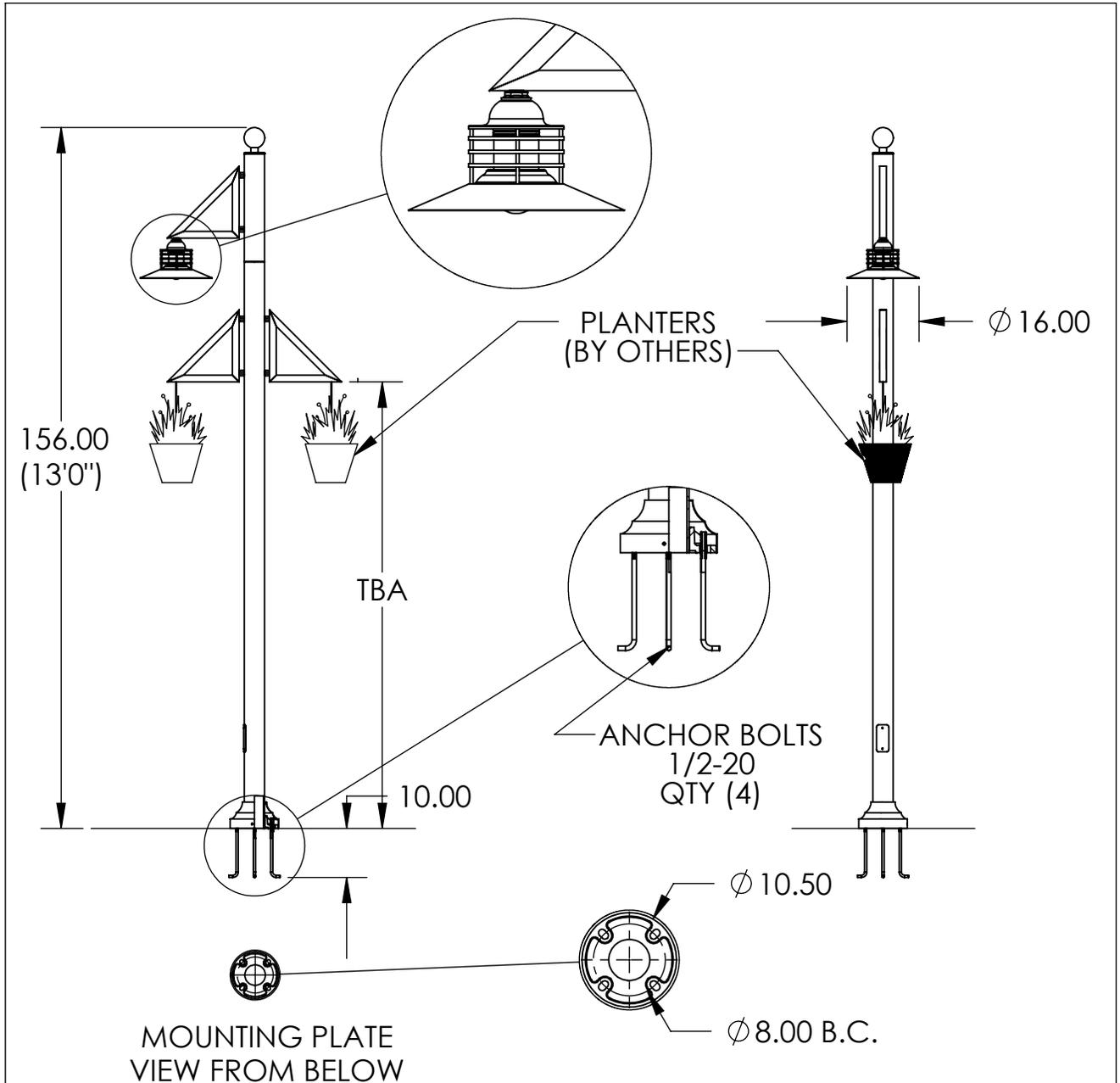
**NOTICE: APPROVAL BY THE DESIGN REVIEW BOARD MAY NOT CONSTITUTE AUTHORITY TO PROCEED. PLEASE CONTACT THE PLANNING DEPARTMENT AT 341-4681 TO FIND OUT IF OTHER APPROVALS OR PERMITS ARE REQUIRED FROM THE PLANNING, INSPECTIONS OR ENGINEERING DIVISIONS.**

BY: Julie B. Day, URBAN DESIGNER

**TMS LIGHTING - LUMINAIRE APPROVAL DRAWING**  
 PN: MD27316  
 TYPE: REV: 1

**APPROVED BY:**

**DATE:**



FINAL FIXTURE DESIGN MAY NOT BE EXACTLY AS SHOWN

FIXTURE WEIGHT TBA

ALL DIMENSIONS ARE APPROXIMATE

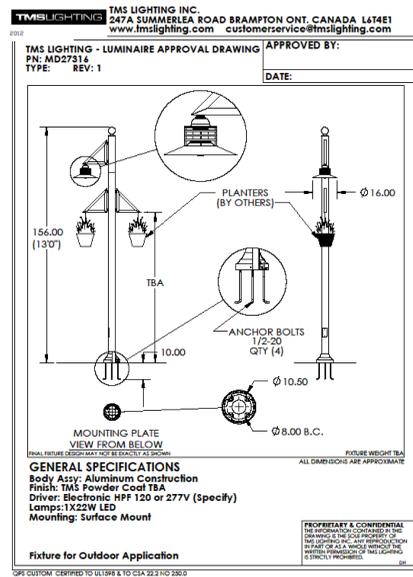
**GENERAL SPECIFICATIONS**

**Body Assy: Aluminum Construction**  
**Finish: TMS Powder Coat TBA**  
**Driver: Electronic HPF 120 or 277V (Specify)**  
**Lamps: 1X22W LED**  
**Mounting: Surface Mount**

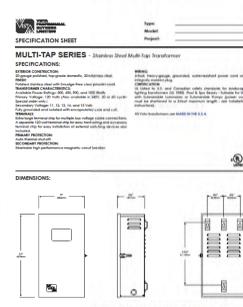
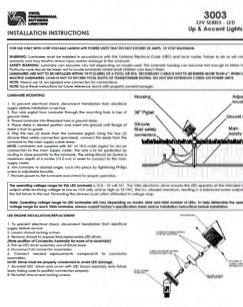
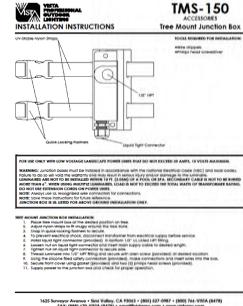
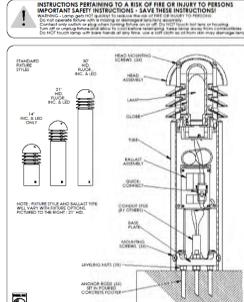
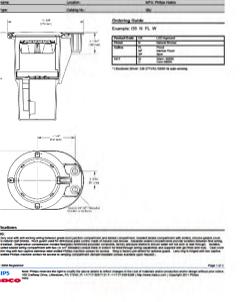
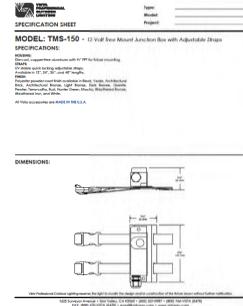
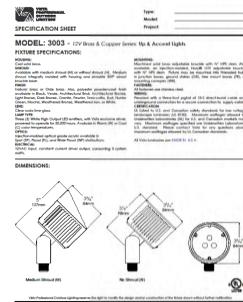
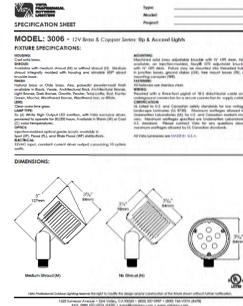
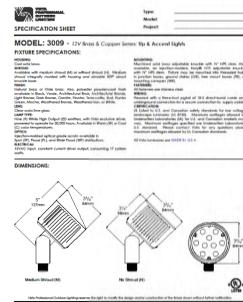
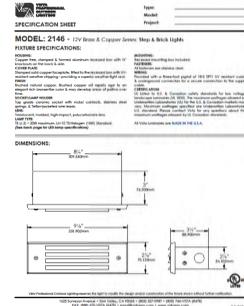
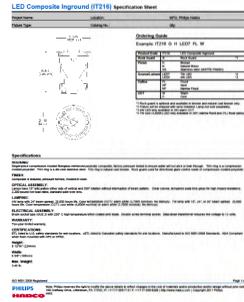
**Fixture for Outdoor Application**

**PROPRIETARY & CONFIDENTIAL**  
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF TMS LIGHTING INC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF TMS LIGHTING IS STRICTLY PROHIBITED.

DH



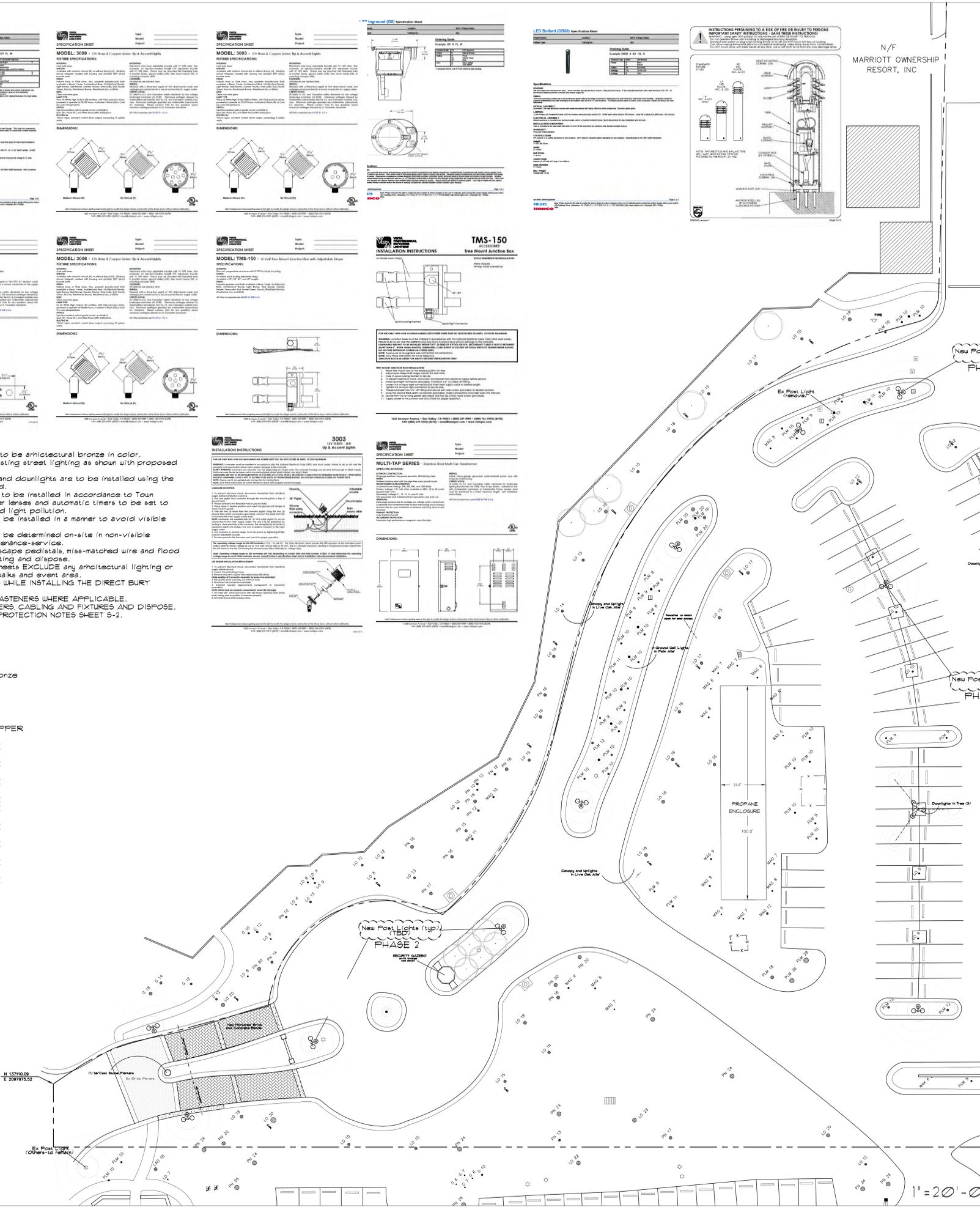
PHASE 2-Site Lighting Fixture



- SITE LIGHTING NOTES**
- All site lighting installed to be architectural bronze in color.
  - Remove and Replace existing street lighting as shown with proposed new fixtures.
  - All tree mounted accent and downlights are to be installed using the strapping tree mount method.
  - All landscape lighting is to be installed in accordance to Town Codes using LED and Amber lenses and automatic timers to be set to avoid any Turtle Nesting and light pollution.
  - All landscape lighting to be installed in a manner to avoid visible source detection.
  - Transformer locations will be determined on-site in non-visible locations and ease of maintenance-service.
  - Remove all existing landscape pedestals, mismatched wire and flood fixtures and landscape lighting and dispose.
  - Lighting work on these sheets EXCLUDE any architectural lighting or lighting currently on boardwalks and event area.
  - AVOID ALL TREE ROOTS WHILE INSTALLING THE DIRECT BURY CABLE.
  - USE STAINLESS STEEL FASTENERS WHERE APPLICABLE.
  - REMOVE ALL 1/2 FASTENERS, CABLING AND FIXTURES AND DISPOSE.
  - SEE ADDITIONAL TREE PROTECTION NOTES SHEET S-2.

**SITE LIGHTING SCHEDULE**

QTY	DESC	LOCATION	MANF	MODEL*	VOLTAGE	WATT	BULB	FC(range)	COLOR
21	STREET POST LIGHTS	ENTRY ROAD	TMS	MD-21816	277-120	22	LED WW		Arch Bronze
ARRIVAL COURT									
2	FLAG POLE LIGHTS	FRONT FLAGPOLES	HADCO	IT-216-G-H-LED	120	7.0	LED NFL	N/A	N/A
3	STEPLIGHTS	FRONT FOUNTAIN	VISTA	SL-2146-C5N	12	4.0	LED WW	0.9/4.1	NAT COPPER
25	FRONT ACCENT LIGHTS	LIVE OAK ALLE'	VISTA	GR-3006-B5N-M	12	8.4	LED WW FL	2.9/11.6	BRONZE
20	TREE MOUNT CANOPY	LIVE OAK ALLE'	VISTA	TR-3009-B5N-M	12	17.1	LED WW UF	0.9/3.7	BRONZE
9	TREE MOUNT DOWN	PARKING LOT	VISTA	TR-3003-B5N-M	12	4.5	LED WW UF	0.3/1.2	BRONZE
16	GROUND WELL LIGHTS	MEDIAN PALMS	VISTA	GW-2170-C5N	12	5.0	LED WW FL	0.3/1.2	BRONZE
9	GROUND WELL LIGHTS	FRONT FOUNTAIN	VISTA	GW-2170-C5N	12	5.0	LED WW FL	2.9/11.6	BRONZE
50	BOLLARDS	REAR COURTYARDS	HADCO	DB-30-H-A0-12L-E	120	12.5	LED WW	0.15/1.35	BRONZE
20	FRONT ACCENT LIGHTS	LIVE OAK ALLE'	VISTA	GR-3006-B5N-M	12	8.4	LED WW FL	2.9/11.6	BRONZE
10	TREE MOUNT CANOPY	LIVE OAK ALLE'	VISTA	TR-3009-B5N-M	12	17.1	LED WW UF	0.9/3.7	BRONZE
40	GROUND WELL LIGHTS	MEDIAN PALMS	VISTA	GW-2170-C5N	12	5.0	LED WW FL	0.3/1.2	BRONZE



**OCEAN WOODS LANDSCAPING**  
67 Union Cemetery Road Hilton Head Island, South Carolina 29928  
ph 843.682.4000 fx 843.682.4012 www.oceanwoods.com

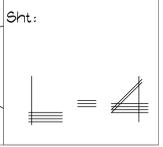
**PLANET Certified**  
CONSERVATION TECHNOLOGIES

EXPERIENCE EXCELLENCE INTEGRITY

**SITE LIGHTING PLAN**

Landscape improvements for:  
**THE WESTIN**  
2 Grasslawn Avenue  
Hilton Head Island, South Carolina 29928

By: R. Sotiropoulos  
Scale: 1/2"=20'-0"  
Date: 9/17/12  
Revs: 1/16/12  
Revs: 12-21-12





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**OCEAN WOODS LANDSCAPING**  
67 Union Cemetery Road Hilton Head Island, South Carolina 29928  
ph 843.682.4000 fx 843.682.4012 www.oceanwoods.com



EXPERIENCE EXCELLENCE INTEGRITY

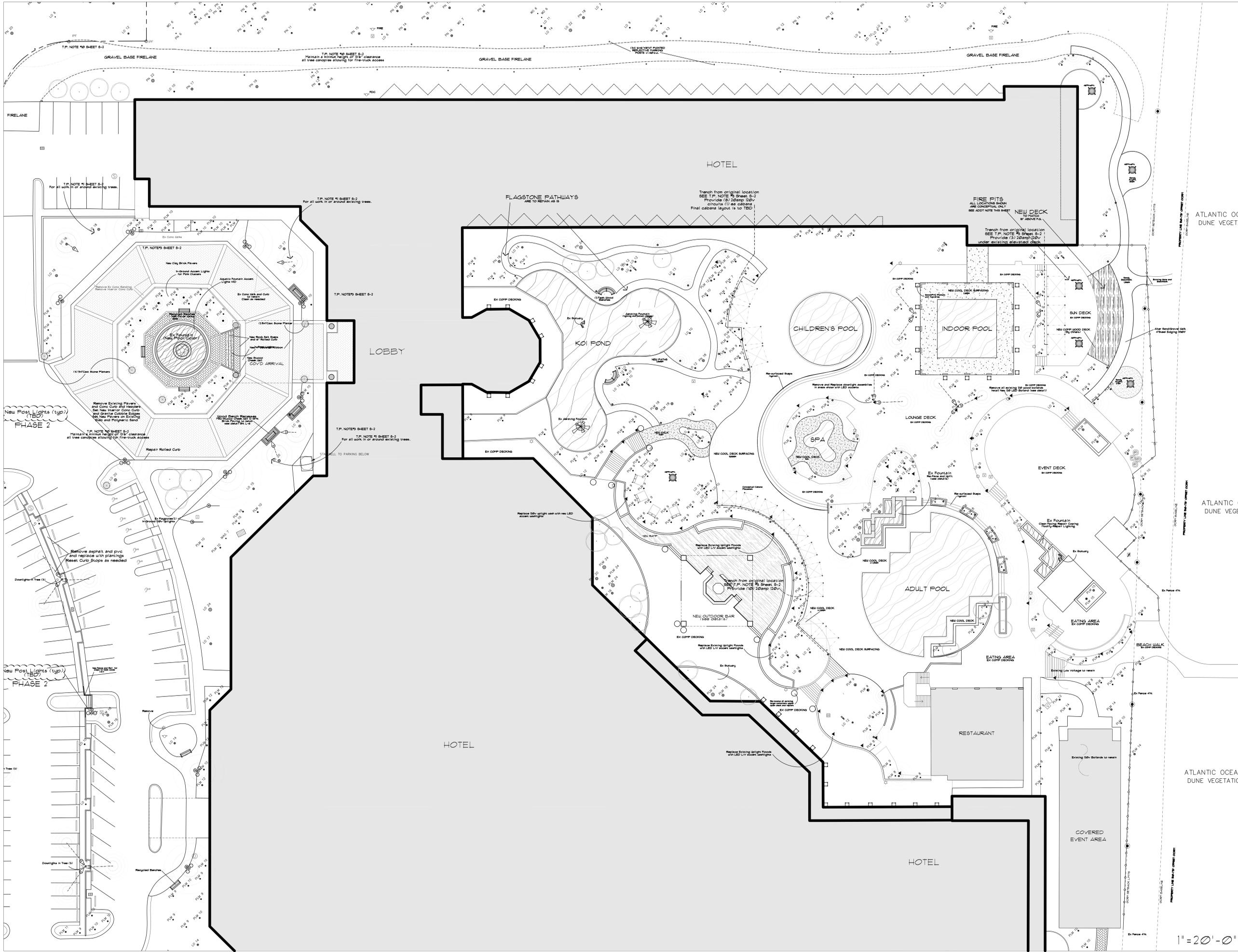
**SITE LIGHTING PLAN**

Landscape improvements for:  
**THE WESTIN**  
2 Grasslawn Avenue  
Hilton Head Island, South Carolina 29928

By: R. Sotiropoulos  
Scale: 1/4" = 20'-0"  
Date: 5/17/12  
Revs: 1/16/12  
Revs: 12-21-12

Sht:

1" = 20'-0"



ATLANTIC OCEAN DUNE VEGETATION

ATLANTIC OCEAN DUNE VEGETATION

ATLANTIC OCEAN DUNE VEGETATION

## 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: The Westin – ALTERATION & ADDITION

DRB#: DR 120032

DATE: January 8, 2013

RECOMMENDATION:    Approval     Approval with Conditions     Denial

The Westin proposes to replace existing site lighting fixtures with an architectural bronze fixture with hanging flower baskets. The previously submitted floating gazebo has been removed from the project.

Staff recommends approval of this application as submitted.