As a courtesy to others please turn off/silence all electronic devices 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 March 12, 2019
6. New Business
   A. Alteration/Addition
      • TJ Maxx, DRB-000628-2019
7. Appearance by Citizens
8. Staff Report
9. Adjournment

Please note that a quorum of Town Council may result if four or more of their members attend this meeting.
Town of Hilton Head Island
Minutes of the Design Review Board Meeting
March 12, 2019 at 1:15 p.m.
Benjamin M. Racusin Council Chambers

Board Members Present: Chairman Dale Strecker, Vice Chairman Michael Gentemann, Cathy Foss, Kyle Theodore

Board Members Absent: Debbie Remke (unexcused), Brian Witmer (excused)

Town Council Present: Glenn Stanford

Town Staff Present: Taylor Ladd, Senior Planner; Chris Darnell, Urban Designer; Teresa Haley, Senior Administrative Assistant

1. Call to Order
   Chairman Strecker called the meeting to order at 1:37 p.m.

2. Roll Call – See as noted above.

3. Freedom of Information Act Compliance
   The Town has met all Freedom of Information Act requirements for this meeting.

4. Approval of the Agenda
   The Board approved the agenda by general consent.

5. Approval of Minutes – Meeting of February 26, 2019
   Chairman Strecker asked for a motion to approve the minutes of the February 26, 2019 regular meeting. Vice Chairman Gentemann moved to approve. Ms. Theodore seconded. The motion passed with a vote of 4-0-0.

6. New Business
   A. Alteration/Addition
      - Sunset Pavilion, DRB-000509-2019

      Mr. Darnell introduced the project and described its location. Mr. Darnell presented an in depth narrative of the project as provided in the Board’s agenda package. Staff recommends approval with the following conditions:

      1. Add 40’ average wetland buffer to the site plan.
      2. Add canopy dripline and height of the lowest branches on the pavilion side to the live oak clusters adjacent to the pavilion.
      3. The roofing material shall be a standing seam metal in a bronze color.
      4. Reduce the pavilion roof overhang on the parking lot side to accommodate planting.
      5. Provide a planting plan to be approved by Staff for the area between the parking lot and the pavilion to screen the parking lot instead of portable planters.
Chairman Strecker asked if the applicant would like to add to Staff’s narrative. The applicant presented statements regarding the project and answered the Board’s questions.

Chairman Strecker asked the Board for comments. The Board discussed the tree survey may be out of date and an updated tree survey may show the cluster of Live Oaks as specimen size. The LMO has specimen tree protection requirements. The proposed roof is within close proximity to the trees and will need to be reduced and/or shifted to not interfere with the cluster of Live Oaks. If the structure is shifted left then a landscape opportunity will be taken away. The proposed decking is of concern as no paving or soil compaction is allowed within 15 feet of a specimen tree trunk and no more than 20 percent of the total area within the dripline of any specimen tree shall be subject to paving or soil compaction.

Some Board members indicated the galvalume roof material as adequate because it will match the existing building. One Board member expressed concern for the galvalume appearing white in color and recommended the bronze color roof in standing seam metal.

The Board complimented the architecture of the structure. The Board emphasized revising the site plan to reduce the size of the structure and the roof overhang.

Some Board members expressed concerns with portable planters and were not in favor of them and preferred a permanent planting bed with irrigation. The Board expressed wanting to see a 5’ buffer between the parking and the building roof.

The Board discussed the light levels and light fixtures will need to be identified and meet the LMO standards. The Board expressed concerns with seating at the backside of the fireplace as items may be placed in that buffer area.

The application was withdrawn at the applicant’s request.

- Slapfish, DRB-000510-2019

Mr. Darnell introduced the project and described its location. Mr. Darnell presented an in depth narrative of the project as provided in the Board’s agenda package. Staff recommends approval with the following conditions:

1. Remove the pavement on the southwest side of the dumpster enclosure to make space for additional planting for review and approval by Staff.
2. Remove the exterior fluorescent light fixtures on the plan.
3. Any hood or roof mechanical elements that are added should be painted to match the roof color.

Chairman Strecker asked if the applicant would like to add to Staff’s narrative. The applicant presented statements regarding the project and answered the Board’s questions.

Chairman Strecker asked the Board for comments. The Board complimented the project. The addition of any roof mechanical elements was discussed. Some board members agreed with Staff that any additional elements should be painted to match the roof color. Some board
members expressed the mechanical equipment should remain the manufacturer stainless steel color. The Board agreed that such mechanical equipment should be located at the back corner of the roof farthest away from William Hilton Parkway and Arrow Road.

The Board discussed the condition of the existing pavement. The grease trap installation will address some of the existing pavement in that area. Some other areas of pavement will be replaced. The Board expressed concern for patchwork style of the pavement. The Board agreed the pavement near the dumpster enclosure should be removed to make space for additional planting. The parking lot will be restriped. The outdoor seating area will be concrete pavers. The deck will be stained. The posts will be silver aluminum powder coated.

The Board discussed the new aggregate sidewalk should be replaced with new sidewalk. The Board discussed replacing the concrete sidewalk on the East side near the building with landscaping. There was discussion on the landscaping between the outside seating area and the parking lot. The Board encouraged the photo carpus be 3 feet as indicated. The Board discussed keeping some of the deciduous plant material for variety and adding some evergreen material.

There was brief discussion on the stucco work. The existing stucco is to remain and replacements will be made as needed. The Board indicated the existing rough texture should match and the façade on all four sides should be repainted to match.

Vice Chairman Gentemann made a motion to approve DRB-000510-2019 with the following conditions:

1. Remove the pavement on the southwest side of the dumpster enclosure to make space for additional planting for review and approval by Staff.
2. Remove the exterior fluorescent light fixtures on the plan, or at a minimum note it on the drawing.
3. Any new roof mechanical equipment shall be either (i) painted to match the roof color or (ii) remain the manufacturer stainless steel color. The location of such equipment shall be at the back corner of the roof farthest away from William Hilton Parkway and Arrow Road.
4. Address the existing areas of the concrete pavement that are damaged.
5. Remove exposed aggregate walk and replace with new walk.
6. Submit paver sample for review and approval by Staff.
7. Replace deciduous material with evergreen material for review and approval by Staff.

Ms. Theodore seconded. The motion passed with a vote of 4-0-0.

7. Appearance by Citizens – None

8. Staff Report
   Mr. Darnell shared an update on the overhead lighting at crosswalks on William Hilton Parkway. Mr. Darnell reported the Minor Corridor approvals since the last Board meeting.

9. Adjournment
   The meeting was adjourned at 2:58 p.m.
Submitted by: Teresa Haley, Secretary

Approved:

__________________________________
Dale Strecker, Chairman
Applicant/Agent Name: Chris Nardone
Mailing Address: 119 Luckie St. NW, Suite 100
Telephone: 404-522-0077
Project Name: Shelter Cove Plaza Exterior Facade Renovation
Parcel Number [PIN]: R5 2 0 0 1 2 0 0 B
Zoning District: Light Commercial

Company: CNNA Architects
City: Atlanta
State: GA
Zip: 30303
E-mail: CNardone@cnna.com

Project Address: 50 Shelter Cove Lane, Hilton Head Island, SC 29928
Overlay District(s):

CORRIDOR REVIEW, MAJOR
DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS

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

Project Category:

- Concept Approval – Proposed Development
- Final Approval – Proposed Development
- Alteration/Addition
- Sign

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 16-2-103.I.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.

- Filing Fee: Concept Approval-Proposed Development $175, Final Approval – Proposed Development $175, Alterations/Additions $100, Signs $25; cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:
Concept Approval – Proposed Development

- A survey (1”=30’ minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, 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.
**Final Approval – Proposed Development**

- A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- Final site development plan meeting the requirements of Appendix D: D-6.F.
- Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- 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.

**Alterations/Additions**

- All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- Photographs of existing structure.

**Signs**

- Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.

For freestanding signs:
- Site plan (1"=30’ minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
- Proposed landscaping plan.

For wall signs:
- Photograph or drawing of the building depicting the proposed location of the sign.
- Location, fixture type, and wattage of any proposed lighting.

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**Note:** All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

*An accurate color rendering of all signs must be provided.*

*For freestanding signs:*
- Site plan (1"=30’ minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
- Proposed landscaping plan.

*For wall signs:*
- Photograph or drawing of the building depicting the proposed location of the sign.
- Location, fixture type, and wattage of any proposed lighting.

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**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.

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**SIGNATURE**

**DATE**

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*Last Revised 01/21/15*
**Description of Project:**

This Application is for The Plaza at Shelter Cove shopping center, and is the renovation of the existing “Post Modern” TJ Maxx entry feature to be more consistent with the recently renovated Whole Foods, bringing natural wood and a lower profile to the center’s 2nd anchor tenant.

The renovation involves the proposed TJ Maxx entry feature and typical retail canopy dormer renovations. The existing TJ Maxx Entry feature is a relic of a previous style of architecture that the owners would like to modernize. The goal is to remove the large gable stucco feature and replace with a more modern, low profile, natural wood entry feature; similar in concept to the Whole Foods Anchor at the project’s north end. The footprint of the existing entry feature vestibule will remain in place, as will the brick piers and brick bulkhead under the storefront (to be replaced). No increase of square footage associated with this renovation.
1. SOUTH ELEVATION @ WHOLE FOODS
2. SOUTH ELEVATION BETWEEN TJ MAXX AND WHOLE FOODS
3. EAST ELEVATION
4. NORTH ELEVATION @ GUINEPFS, TJ MAXX, OUTSIDE OUTDOOR OUTFITTERS
5. NORTH ELEVATION @ WHOLE FOODS
### APPLICATION MATERIAL

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<th>DRB REQUIREMENTS</th>
<th>Complies Yes</th>
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<th>Not Applicable</th>
<th>Comments or Conditions</th>
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<td>Demolition Plan if needed</td>
<td></td>
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<td>Provide plan / elevation of what is being demolished.</td>
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<tr>
<td>Dimensioned Details and of Sections</td>
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### ARCHITECTURAL DESIGN

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<tr>
<td>Minimum roof pitch of 6/12</td>
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### LANDSCAPE DESIGN

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<th>Comments or Conditions</th>
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<tr>
<td>Treats the Landscape as a major element of the project</td>
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<td></td>
<td>Specify the species and size of plants for the new landscape area.</td>
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