

The Town of Hilton Head Island  
**DESIGN REVIEW BOARD**  
Minutes of the Tuesday, January 11, 2011 Meeting **APPROVED**  
1:15pm – Benjamin M. Racusin Council Chambers

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

Board Members Absent: None

Council Members Present: None

Town Staff Present: Mike Roan, Urban Design Administrator  
Richard Spruce, Plans Review Administrator  
Kathleen Carlin, Administrative Assistant

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**1. CALL TO ORDER**

Chairman Parker called the meeting to order at 1:15pm.

**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 minutes of the December 14, 2010 meeting were **approved** as presented by general consent.

**6. STAFF REPORT**

None

**7. BOARD BUSINESS**

None

**8. UNFINISHED BUSINESS**

**200 Central Avenue** - Alteration/ Addition - DR090013

Mr. Roan presented a brief review of the application. The approvable elements remain the same with regard to colors and materials. The applicant has responded to the Board's concerns with regard to consistency in some aspects (i.e. windows and shutter details) as well as better integrating the addition into the existing 900 square foot building.

Mr. Roan stated that the "Bank as Bookends" approach has been abandoned; the project elements not directly addressed by the *Design Guide* still need to be clarified by the applicant.

Mr. Roan stated that an updated site plan and an updated landscaping plan are still required. Mr. Roan presented an in-depth review of today's drawings, renderings, and elevations. The footprint remains essentially the same. The staff recommended that the application be approved with conditions. Following the staff's presentation, Chairman Parker requested that the applicants make their presentation.

Mr. Jeff Kramer, Architect, and Mr. Ned Gilleland, property owner, presented statements in support of the application. The Board and the applicants reviewed the shutters, elevations, the entry door, walkway, and the roofline. Chairman Parker stated that the front door will probably need to be upgraded. Vice Chairman Theodore presented statements in concern of the exposure left by the removal of trees. This area will need to be well landscaped with good tree coverage. At the completion of the discussion, Chairman Parker requested that a motion be made.

Ms. Welch made a **motion to approve** the 200 Central Avenue application with the following conditions: (1) the applicant shall repeat the double windows on the existing building on the new façade next door; (2) the applicant shall recess the new front door and change it to a single door with side lights as discussed at today's meeting. Mr. Theodore **seconded** the motion and the motion **passed** with a vote of 6-1-0.

## 9. NEW BUSINESS

### **Coastal Timeshare Creations – Beach Market** - Alteration/ Addition - DR100052

Mr. Roan introduced the application and stated its location. The applicant is proposing to formalize a space that is currently used for an information booth and fliers. The colors and the materials will match the existing building. Mr. Roan presented an in-depth review of the project, the site, and the surrounding area.

The staff would like to see how the back of the proposed cabinetry presents itself outwardly to the plaza area. The exposed rafter details could be interpreted as a means of celebrating a unique feature, or conversely, inconsistent with the fascia on the roof of the main building. At the completion of staff's presentation, Chairman Parker requested that the applicant make his presentation.

Mr. Ted Morris, business owner, presented statements in support of the application. The Board and the applicant discussed the rafter tails, the elevations, the cabinetry, paint color and the lighting. At completion of the board's discussion, Chairman Parker requested that a motion be made.

Mr. Behling made a **motion to approve** the Coastal Timeshare Creations application with the condition that any lighting that may be a part of this shall not go beyond the footprint of the structure; and the lighting shall be compatible with other nearby lighting. Mr. Sodemann **seconded** the motion and the motion **passed** with a vote of 7-0-0.

*(Vice Chairman Theodore and Ms. Jennifer Moffett recused themselves from the following review due to a potential conflict of interest. A Conflict of Interest form was signed by each and attached to the record.)*

**Harbour Pointe Entrance**- Alteration/ Addition - DR100053

Mr. Roan introduced the application and stated its location. The applicant is proposing to renovate the existing entrance for Marriott's Harbour Pointe and Sunset Pointe properties. The existing entrance is dated and in need of renovation.

Mr. Roan presented an in-depth review of the application including the landscaping and the lighting. The staff complimented the project and recommended that the application be approved. At the completion of staff's presentation, Chairman Parker requested that the applicant make his presentation.

The applicant, Mr. Trey Griffin, with Wood + Partners, presented statements in support of the application. The Board and the applicant discussed several issues including the lighting. The Board complimented the project and the landscaping. At the completion of the discussion, Chairman Parker requested that a motion be made.

Mr. Smith made a **motion to approve** the Harbour Pointe Entrance application as presented. Mr. Behling **seconded** the motion and the motion **passed** with a vote of 5-0-0.

**Park Plaza - Monkey Business/ Brick Oven Entrance**- Alteration/ Addition - DR100054

Mr. Roan introduced the application and stated its location. The application is for the reconfiguration and installation of a new storefront system to the two old tenant spaces. The materials and the colors will match the existing. Mr. Roan presented an in-depth review of the application including the two elevations under review, the windows, the colors and materials. The staff recommended that the application be approved. Following staff's presentation, Chairman Parker requested that the applicant make his presentation.

Mr. Scott Corkern, Architect, presented statements in support of the application. The Board and the applicant discussed the elevations, the lighting, and the concrete stairs. At completion of the discussion, Chairman Parker requested that a motion be made.

Mr. Behling made a **motion to approve** the application with the condition that the lighting and the fire exit matches the existing lighting and fire exits. Ms. Moffett **seconded** the motion and the motion **passed** with a vote of 7-0-0.

**Advance Auto Parts (Galleria of Shops)** - Alteration/ Addition - DR100055

Mr. Roan introduced the application and stated its location. The applicant is proposing the addition of a landing palette lift and loading doors for proposed deliveries. The existing non-compliant A.D.A. parking spaces will be relocated. The existing non-compliant A.D.A. ramp will be removed, and a new A.D.A. ramp will be built.

Mr. Roan stated that the project proposes to remove one set of windows to install doors for delivery. The materials, colors, and details are to match those existing on the building. Most at grade improvements will be screened from William Hilton Parkway by the existing landscaping.

The staff would like to know how the lift will look when not in use and how or if it would need to be screened from New Orleans Road. Staff recommended that the removable handrails on the lift be stored when not in use. The staff recommended that the application be approved with clarification from the applicant on these issues. Following the staff's presentation, Chairman Parker requested that the applicant make his presentation.

Mr. Val Masano, representative for the property owners, presented statements in support of the application. The Board and the applicant discussed several issues including the existing handicap ramp, handicap parking, colors, and recommended landscaping.

Mr. Roan stated that the applicant will need to work with the Natural Resources Administrator with regard to tree mitigation. At the completion of the discussion, Chairman Parker requested that a motion be made.

Vice Chairman Theodore made a **motion to approve** the Advance Auto Parts application with the following conditions: (1) as drawn with the handicap ramp where it is that a landing zone be established, and a foundation planter area be created between that and the surface wall; (2) the handles should be taken off of the lift when not in use; (3) the rear service doors shall be for loading and unloading only (no garbage, etc., to be stored there); (4) due to the loss of the landscaping from the planters, landscaping is to be added and coordinated with the Town in what they are doing with streetscape improvements. Landscaping is to be supplemented between the parking lot and the side street. Ms. Welch **seconded** the motion and the motion **passed** with a vote of 6-1-0.

## 10. APPEARANCE BY CITIZENS

None

## 11. ADJOURNMENT

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

Submitted By:

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Kathleen Carlin  
Administrative Assistant

Approved By:

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Tom Parker  
Chairman