

The Town of Hilton Head Island  
Design Review Board  
Minutes of the Tuesday, August 23, 2011 Meeting  
1:15pm – Benjamin M. Racusin Council Chambers

**APPROVED**

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

Board Members Absent: None

Council Members Present: Bill Ferguson

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

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**1. CALL TO ORDER**

Chairman Todd Theodore 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 July 26<sup>th</sup> meeting minutes and the August 9<sup>th</sup> meeting minutes were both **approved** as presented by general consent.

**6. STAFF REPORT**

None

**7. BOARD BUSINESS**

None

**8. UNFINISHED BUSINESS**

None

**9. NEW BUSINESS**

**Bank of America Walk Up ATM** (Shelter Cove Plaza) - Alteration/ Addition DR110030

Mr. Roan introduced the application and stated its location, 32 Shelter Cove Lane, Shelter Cove Plaza. Bank of America, in cooperation with the owner of the Shelter Cove retail center, is proposing to add a free standing, walk-up style ATM Kiosk. The ATM will be placed within an existing parking island with minor reconfiguration of a few adjacent parking spaces. The kiosk will

not disturb existing trees, and displaced groundcover and shrubs will be replaced. Additional landscaping will be added as required. The proposed color of the stucco walls is earth tone. The proposed roof is a brushed metal canopy. A lighted sign in 'Bank of America's signature red wraps the kiosk and simple down lighting is recessed in the canopy overhang. Two light poles of a bronze color (to match the existing center's light poles) are proposed to be added on either side of the kiosk for secure night-time light levels.

Mr. Roan presented an in-depth overhead review of the application. The staff recommended that the color of the stucco match that of the adjacent shopping center. A color for the bollards was not proposed; however, the staff recommended that they remain bronze, as rendered. The staff further recommended that the roof canopy have a bronze finish rather than the brushed metal. The additional light posts will need to meet the Town's lighting ordinance. If the additional light posts are approved, the posts should match that of the adjacent fixture. The 'Bank of America' shade of red is normally considered too vivid. Perhaps a deeper shade of red would be more appropriate. Use of the red in the logo is limited and generally acceptable.

A landscape plan was not included in the application. A palette consisting of Parsons Juniper and Indian Hawthorne in equal quantities as those being removed would be acceptable. The exact layout can be approved at the permitting level. The applicant for this project was not available at the meeting for comments or questions from the Board.

The Board discussed the application with the staff. The Board reviewed the cut sheets and discussed the lighting details and the post details. The Board stated that all light sources should be the same source (or complementary source). The Board agreed that the canopy should have a bronze finish instead of a brushed metal finish. The Board stated that the neon red color should be toned down somewhat. Following final comments, Chairman Theodore requested that a motion be made.

Mr. Sodemann made a **motion** to **approve** the Bank of America Walk-Up ATM application as presented by the staff with the following conditions included: (1) the stucco walls shall be painted to match the adjacent buildings; (2) the bollards and the metal roof shall be a bronze color; (3) the red background on the 'Bank of America' sign and the ATM machine itself shall be toned down somewhat; (4) the landscaping shall be replaced as described in the DRB comment sheet; (5) the lighting source shall match the existing light sources. The staff shall approve the lighting condition. Mr. Parker **seconded** the motion and the motion **passed** with a vote of 6-0-0.

### **Circle K Redevelopment\_(WHP) - New Development- Conceptual DR110032**

Mr. Roan introduced the application and stated its location, 825 William Hilton Parkway. Circle K Stores, Inc. owns and operates this gas station and convenience store. The property was initially developed as a convenience store in 1977 with basic remodeling, repaving and a gas service canopy added in 2001. The site is cramped, difficult to get out of, and in great need of improvement in both vehicular circulation and parking.

The applicant is proposing to purchase and demolish the adjacent carwash site and expand their operations onto the site. The proposed renovations include the removal of the existing carwash, reconfiguring the paving to accommodate the service station program, decreasing the impervious area by 1,459 square feet, increasing the open space by 11%, adding a second fueling canopy with four fueling stations (to match the size and architectural style of the existing canopy), and improving vehicular circulation for their customers and service trucks.

Mr. Roan presented an in-depth overhead review of the application. One component for the Rezoning is a "Conceptual Landscape-Buffer Review", which is an element of the Conceptual

review. Mr. Roan discussed the proposed removal of several significant trees at the street-front area, including two large pine trees, and a 28” live oak tree. In establishing and reinforcing the buffer for this new project, some additional trees, of the same nature as the over-story trees proposed in the vicinity of William Hilton Parkway, might be appropriate. Any additional understory planting at the rear where the removal of pavement is proposed would be a better alternative to mulch, where feasible. It would also be beneficial to know what the pervious parking material might be. Mr. Roan stated that a full plant schedule will be needed for review and Final approval. This completed the staff’s presentation.

Mr. Roan stated, for the record, that the Circle K Redevelopment - New Development Conceptual submission is a model application. Mr. Roan complimented the quality of the submission. Following these comments, Chairman Theodore requested that the applicant(s) make their presentation to the Board.

Mr. Truitt Rabun, Land Planner, and Mr. Josh Liebermann, business owner, presented statements in support of the application. The Board and the applicants discussed the circulation of the area, the number of curb cuts, and the proposed removal of trees. The Board and the applicant discussed the type of pervious parking material. The Board recommended that a Plantation Mix be used for the pervious parking. The Board complimented the intent of the project; the proposed improvements, particularly in traffic circulation. The improvements are a win-win for everyone. The Board stated some concern with the removal of the 28” live oak tree. Following final comments, Chairman Theodore requested that a motion be made.

Mr. Parker made a **motion to approve** the Circle K Redevelopment **Conceptual** application as submitted with the staff’s comments and the following conditions included: (1) the pervious material shall be a Plantation Mix as discussed; (2) the overstory trees shall be studied and presented at the Final application. Ms. Welch **seconded** the motion and the motion **passed** with a vote of 5-0-0.

### **The Lodge** – Entry Improvement - Minor-External Change DR110033

Mr. Roan introduced the application and stated its location on Greenwood Drive, inside the Courtyard at Reilley’s Plaza. The applicant would like to install a retractable overhead door system to bring more natural daylight into the front dining room and to make the business more accessible to the central Courtyard area.

Mr. Roan presented an in-depth review of the application including the existing site features. The building is metal building on all four sides. The overhead door system is proposed to be stained to match the adjacent wood siding. The applicant would like to keep the sign rock in place as well as the stacked stone. Mr. Roan stated that the stacked stone is unapproved.

While the idea of a retractable door for this building is a good one, the staff recommended that the materials be consolidated somewhat because there appears to be too much going at this time. A more blended appearance would be recommended. Following the staff’s presentation, Chairman Theodore requested that the applicant make his presentation.

Applicant, Mr. Don Baker, Square Feet Island Architects, presented statements in support of the application. The Board and the applicant discussed the application. The Board agreed with the staff that the concept of the retractable door system is a good one; however, more consideration needs to be given to the aesthetics. The Board agreed with the idea of a more simplified color scheme and a more blended appearance. This is a good opportunity for the applicant to improve the façade and entry area and to pull it together in a more cohesive and creative way.

At the completion of the discussion, the applicant thanked the Board for their recommendations. The applicant chose to **withdraw** the application for needed design revisions. The applicant will resubmit the application at a later date.

**Beach City Road Roundabout – DR110034**

Mr. Roan stated that transportation projects do not generally appear before the DRB. However, this project is a bit unique, and the staff would like to receive the Board’s thoughts.

The Town recently finished the new pathway at Mathews Drive, North; and inclusive to that project is a round-a-bout at the intersection of Beach City Road and Mathews Drive. Landscaping for this project is currently underway. The landscaping meets the character, quantities, and standards of the landscaping already in place on the South side of Mathews Drive.

The Beach City Road and Mathews Drive round-a-bout is located in the County-owned right of way. The project manager (and Town Engineer) spoke to Mr. Roan recently with regard to the placement of an architectural element in the middle of the round-a-bout. The County is generally more receptive to allowing this in the right-of-way.

Rather than the addition of a 2-foot retaining wall in the middle of the round-a-bout, the staff thought that this would be a good opportunity to design a suitable entrance ‘gateway statement’ from the Hilton Head Airport.

Mr. Roan presented an overhead review of the round-a-bout including the locations of Mathews Drive and Beach City Road. The staff wanted to honor something that is already working (Sea Pines Circle), in designing the architectural element. Mr. Roan described the proposed elevations which are different broken up by columns, the highest being a three-foot high wall along the front which will ultimately become the signage element (Hilton Head Island), stepping down to two-feet between the columns, and then ultimately stepping down to one-foot, with 18” wing walls. The materials are Old Carolina Brick, Savannah grey finish, with standard 29” pyramid 9-piece brick cap. The brick veneer is on all walls except for the front where there will be an oyster shell stucco finish which will be the backing for the signage. The County Department of Transportation (DOT) has approved the project. The Board and the staff discussed the landscaping plan. A total of 55 trees will be installed around the area. The proposed project was well received by the Board.

**10. ADJOURNMENT**

The meeting was adjourned at 2:15pm.

Submitted By:

Approved By:

September 13, 2011

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Kathleen Carlin  
Administrative Assistant

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Todd Theodore  
Chairman