

**Town of Hilton Head Island
Design Review Board
Minutes of the Tuesday, March 10, 2015
1:15p.m. – Benjamin M. Racusin Council Chambers**

APPROVED

Board Members Present: Chairman Scott Sodemann, Vice Chairman Jake Gartner,
Ron Hoffman, Galen Smith, Dale Strecker, Kyle Theodore and
Brian Witmer

Board Members Absent: None

Town Council Present: None

Town Staff Present: Jennifer Ray, Urban Designer
Teri Lewis, LMO Official
Brian Hulbert, Staff Attorney
Richard Spruce, Floodplain Administrator
Kathleen Carlin, Administrative Assistant

1. Call to Order

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

2. Roll Call

3. Freedom of Information Act Compliance

4. Approval of the Agenda

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

5. Approval of the Minutes

The Board **approved** the minutes of the February 24, 2015 meeting as submitted by general consent.

6. Staff Report

None

7. Board Business

A. Revisions to Rules of Procedure

Ms. Ray presented the staff's recommended revisions to the Rules of Procedure. The recommended changes are minor in nature and bring the document into compliance with the new LMO. The Board reviewed the staff's recommended revisions and agreed with the suggestions. Staff will present the final document to the Board for their review and approval at their next meeting on March 24, 2015.

B. Design Guide section review "Site Design"

Ms. Ray presented the staff's recommended updates to the Design Guide section "Site Design". Due to the number and size of updates to the existing Design Guide the staff is presenting the recommended revisions in individual sections.

Ms. Ray presented an in-depth overhead review of the Design Guide which has four sections: "Site Design", "Architecture", "The Landscape" and "Accessory Construction". Staff recommends that these four sections remain.

The "Site Design" section is the first section of the guide and includes general information – topography, existing vegetation, significant trees, setbacks and buffers, parking and stormwater retention. The staff proposes keeping all of these existing subsections and adding a new subsection on sustainability. Ms. Ray presented the proposed recommendation which is a two-page spread. Each section starts with a full page color photo at the introduction and generally includes three plans or photos in the outside margins. In some cases additional photos are included within the text.

The staff has endeavored to make the updated Design Guide more user friendly and informative to the casual as well as the experienced user with additional photos and plan examples. Almost all of the photos and the plans are new in the updated Design Guide. The staff will continue to bring additional Design Guide sections to the Board for their review and approval. The completed final document will be approved by the Design Review Board and forwarded to Town Council for adoption.

The Board and the staff discussed the current "Site Design" section and the recommended updates including the new sub section on "Sustainability". The Board presented statements in support of the need to preserve understory vegetation as well as canopy tree in buffer areas. The Board also presented statements in support of the "bigger picture" of sustainability including timeless design to avoid the need to redevelop a site. The staff agreed with this recommendation.

8. Old Business

None

9. Unfinished Business

None

10. New Business

None

11. Appearance by Citizens

None

12. Adjournment

The meeting was adjourned at 1:30p.m.

Submitted By:

Approved By:

Approved March 25, 2015

Kathleen Carlin
Administrative Assistant

Scott Sodemann
Chairman