



Town of Hilton Head Island  
**Design Review Board Meeting**  
Tuesday, February 22, 2022 – 1:15 p.m.  
**AGENDA**

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This meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#). A Facebook account is not required to access the meeting livestream.

**1. Call to Order**

**2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Roll Call**

**4. Approval of Agenda**

**5. Approval of Minutes**

a. Meeting of February 8, 2022

**6. Appearance by Citizens**

Citizens who wish to address the Board concerning items on the agenda may do so by contacting the Board Secretary at 843-341-4691 no later than 12:15 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 12:15 p.m. the day of the meeting. Comments submitted through the portal will be provided to the Board and made part of the official record.

**7. Unfinished Business** – None

**8. New Business**

a. *Alteration/Addition*

i. Spinnaker Building, DRB-000384-2022

**9. Board Business**

**10. Staff Report**

a. Minor Corridor Report

**11. Adjournment**

**Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.**



Town of Hilton Head Island  
**Design Review Board Meeting**  
February 8, 2022, at 1:15 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Board:** Vice Chairman John Moleski, Annette Lippert, Judd Carstens, Ryan Bassett, Ben Brown

**Absent from the Board:** Chair Cathy Foss

**Present from Town Council:** Tamara Becker, David Ames

**Present from Town Staff:** Chris Yates, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Chris Darnell, Urban Designer; Nicole Dixon, Development Review Administrator; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

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**1. Call to Order**

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

**2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Roll Call** – See as noted above.

**4. Approval of Agenda**

Chairman Moleski asked if there were any changes to the agenda. There being none, Ms. Lippert moved to approve. Mr. Carstens seconded. By show of hands, the motion passed 5-0-0.

**5. Approval of Minutes**

**a. Special Meeting of January 12, 2022**

Chairman Moleski asked for a motion to approve the minutes of the January 12, 2022, special meeting. Mr. Brown moved to approve. Mr. Carstens seconded. By show of hands, the motion passed 5-0-0.

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. There were no comments of record. Citizens were provided the option to sign up for public comment participation during the meeting by phone. There were no requests to participate by phone.

**7. Unfinished Business** - None

**8. New Business**

**a. Alteration/Addition**

**i. Mullen & Wylie Repaint, DRB-000202-2022**

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends approval as submitted.

Chairman Moleski asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: clarification of where the trim color would be located on the building; the need to include the body color on the downspouts; and the recommendation that going forward photos or diagrams need to be labeled with color choice and designation of areas where they are to be applied.

Following discussion, Ms. Lippert moved to approve DRB-000202-2022 with the following condition:

1. Colors are approved and the chimney cap, window headers, stair riser and stringers are to be alabaster.
2. The thin horizontal bands to go to the body color.
3. Downspouts are to go to the body color.
4. The white powder-coated railing is to remain as is.

Mr. Carstens seconded. By way of roll call, the motion was approved by a vote of 5-0-0.

**ii. The Sands Reroof, DRB-000203-2022**

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends approval.

Chairman Moleski asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: confirmation that the detailing in the transitioning of the roof from a roof pitch to vertical and the trim is consistent; and confirmation that coping and the standing seam will be the same color.

Following discussion, Ms. Lippert moved to approve DRB-000203-2022 as submitted. Mr. Brown seconded. By way of roll call, the motion was approved by a vote of 5-0-0.

**9. Board Business**

Mr. Carstens expressed appreciation to Mr. David McAllister for his contribution to the Design Review Board noting he will be missed. All Board members concurred. Mr. Darnell stated there would be a Crystal Award presented to Mr. McAllister for his service at a future date.

**10. Staff Report**

**a. Minor Corridor Report**

Mr. Darnell reported the following approvals:

- 616 William Hilton Parkway – telecommunications generator addition
- 130 Mathews Drive – gas tank and enclosure

- 171 North Forest Beach – addition of service window
- 1018 William Hilton Parkway – repaint
- 282 Spanish Wells Road – co-location of a telecommunication antenna
- 10 Riding Trail – upgrade of a telecommunication antenna
- 91 Lighthouse – addition of a generator to the telecommunication yard
- 105 Wildhorse Road - upgrade of a telecommunication antenna
- 86 Helmsman Way – outdoor bar
- 91 North Sea Pines Drive – upgrade of a telecommunication antenna

## **11. Adjournment**

The meeting adjourned at 1:47 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** [DATE]

DRAFT



Approved by Village West Owners Association on January 6, 2022

**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

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: CAROLYN NEBBIA Company: VILLAGE WEST ASSOCIATION  
 Mailing Address: 10 GOVERNORS HARBOUR City: HILTON HEAD State: SC Zip: 29926  
 Telephone: 570 620 6843 Fax: \_\_\_\_\_ E-mail: ~~TCGRCEE8~~ TCGRCEE8@AOL.COM  
 Project Name: SPINNAKER BUILDING Project Address: 6 VILLAGE NORTH DRIVE  
 Parcel Number [PIN]: R 510 003 000 0642 0000  
 Zoning District: RUD Overlay District(s): COD

**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.

Additional Submittal Requirements:

**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.
- N/A Final site development plan meeting the requirements of Appendix D: D-6.F.
- N/A Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- N/A 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.
- N/A 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**

- All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- N/A 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.

Additional Submittal Requirements:

**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.

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.

*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.

Carolyn Nebbia  
SIGNATURE

2/10/22  
DATE

## VILLAGE WEST ASSOCIATION

August 31, 2021

Town of Hilton Head Community Development Dept.

On Monday, August 30<sup>th</sup>, 2021, I met with Chris Darnell, PLA at the Spinnaker building. I have attached a Minor Corridor Application, along with pictures of our Spinnaker building before and after the railings were removed, for your consideration.

The Village West Board of Directors unanimously voted to remove the 18” railings along the ledge of the three 2<sup>nd</sup> floor unit porches since they are all enclosed with glass windows and screens. The enclosed pictures shows the living room windows at the same height. (3 two bedroom units in the middle and 3 three bedroom units on the end of the building.)

Reason For Removal: The railings were an “eyesore”, esthetically, since they were not the same size as the railings on the 3<sup>rd</sup> floor, and did not conform. The view from inside the porch was also an “eyesore”. The 3<sup>rd</sup> floor porches are a different design, open from the base of the floor. The board was not aware that we needed permission from the Town of Hilton Head for their removal.

We truly apologize for not contacting the Town and filling out the required form, we ask for your kind consideration and approval for the removal.

Sincerely,

Carolyn Nebbia,  
President, Village West Association



# Hilton Head Plantation Property Owners' Association, Inc.

PO Box 21940, 7 Surrey Lane  
Hilton Head Island, SC 29925-1940

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February 10, 2022

Village West Association  
Carolyn Nebbia, President  
Hilton Head Plantation, Hilton Head Island

Dear Ms. Nebbia:

On February 10, 2022, the Hilton Head Plantation Architectural Review Board performed an onsite visit and reviewed the proposal showing the removal of the railings of the second floor units in the Spinnaker Building in the Villages of Skull Creek. The ARB Board agrees that removing the railings does not change the overall aesthetic look of the rear. However, the Board states that you must submit your plans to the Town to review code requirements for railings.

Please be advised that you must submit any additional changes to the Architectural Review Board.

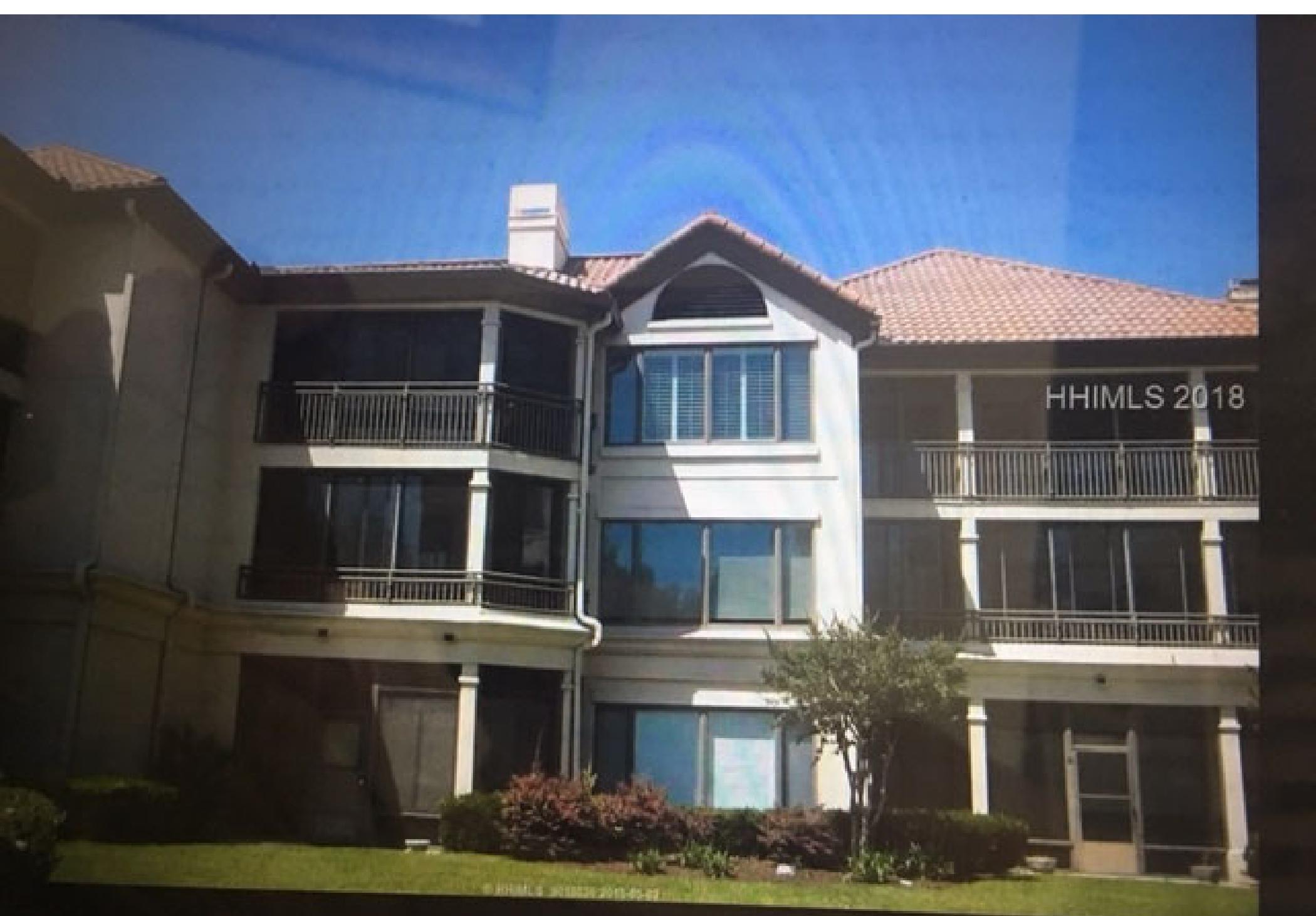
Sincerely,

A handwritten signature in blue ink that reads "Michele Chisolm".

Michele Chisolm  
Administrator, ARB and Covenants  
Email: [mchisolm@hhppoa.org](mailto:mchisolm@hhppoa.org)  
Phone: 843-681-8800 ext. 231







HHIMLS 2018

Sold: \$360,000 (2 beds, 2 baths, 1,183 Square Feet)







## 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: Spinnaker Building Railing Removal

DRB#: DRB-000384-2022

DATE: 02/09/2022

RECOMMENDATION: Approval  Approval with Conditions  Denial   
RECOMMENDED CONDITIONS:

### **MISC COMMENTS/QUESTIONS**
