



Town of Hilton Head Island  
**Design Review Board Meeting**  
**Tuesday, August 9, 2022 – 1:15 p.m.**  
**AGENDA**

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The Design Review Board meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers.

**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 July 26, 2022

**6. Appearance by Citizens**

Citizens may submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. on Monday, August 8, 2022. Comments submitted through the portal will be provided to the Design Review Board and made part of the official record.

**7. New Business**

a. *Alteration/Addition*

- i. Schooner Court Addition, DRB-001918-2022 – Requested addition of a third story to one of the units.
- ii. Sheriff's Office Reroof, DRB-001946-2022 – Requested change to the color of the asphalt shingles.

**8. Board Business**

**9. Staff Report**

a. Minor Corridor Report

**10. 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**

July 26, 2022, at 1:15 p.m.

Benjamin M. Racusin Council Chambers

## **MEETING MINUTES**

**Present from the Board:** Chair Cathy Foss; Vice Chairman John Moleski, Annette Lippert, Judd Carstens, Ryan Bassett, Todd Theodore

**Present from Town Council:** William Harkins; Glenn Stanford; Tamara Becker

**Present from Town Staff:** Chris Darnell, Urban Designer; Nicole Dixon, Development Review Program Manager; Teresa Haley, Community Development Coordinator; Karen Knox, Senior Administrative Assistant

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### **1. Call to Order**

Chair Foss called the meeting to order at 1:29 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. Swearing in Ceremony for Reappointed Board Member John Moleski** – Krista Wiedmeyer, Town Clerk swore in Mr. Moleski and thanked him for his continued service.

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

### **5. Approval of Agenda**

Mr. Darnell advised that the Applicant for DRB 001836-2022 Chaplin Townhomes has withdrawn from the Agenda. Staff requests the Agenda be revised accordingly. Chair Foss asked for a motion to approve the Agenda as amended. Ms. Lippert moved to approve. Mr. Moleski seconded. By show of hands, the motion passed with a vote of 6-0-0.

### **6. Approval of Minutes**

**a. Regular Meeting of June 28, 2022**

Chair Foss asked for a motion to approve the Minutes of the June 28, 2022, regular meeting. Mr. Carstens moved to approve. Mr. Theodore seconded. By show of hands, the motion passed with a vote of 6-0-0.

### **7. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. There were no comments submitted.

### **8. New Business**

**a. Alteration/Addition**

- i. Lowes Foods, DRB-001835-2022 – Renovations to the exterior of the old Sam's Club building and parking lot.

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

1. Provide a specification for the traffic calming pedestrian crossing.
2. Add a canopy over the door on the north elevation.
3. Remove the flower boxes from the cart corral.
4. Add any non LMO compliant parking spaces to adjacent landscape island.
5. Provide a landscape plan that includes a planting schedule. Add large trees to frame the entrance.

Chair Foss asked if the Applicant would like to add to Staff's narrative. The applicant stated they were here last month and got a lot of good input from both staff and the Board. We enhanced and incorporated all of changes requested and noted that the concept plan and the input from staff on the trees will be incorporated and an actual landscape plan will be created by a licensed architect with all the appropriate details, plant materials and planting schedules.

After a lengthy discussion with the Board, the Applicant withdrew his Application from DRB review. The Board had the following suggestions:

1. Coordinate the parking lot lighting plan with the landscape plan.
2. Providing additional landscape islands and a landscape plan will be key to improving the aesthetics.
3. Wrap architectural detail around the side of the building facing William Hilton Parkway. This is also a possible location for another façade sign.
4. Carefully consider the layout and detail of the pedestrian crossing in front of the entrance for safety and aesthetics.
5. Provide any fixture cutsheets (i.e., lights) for the building.
6. Provide mirrored ceiling plan for the pick-up canopy.
7. Provide more relief in the new entrance facades. It appears the additions are limited to one plane.

The Chair expressed the Board's enthusiasm for the project and thanked the Applicant for their willingness to work with the Board and acknowledged the difficulties of renovations to an existing building and site.

## **9. Board Business**

- a. Election of Officers for July 1, 2022 – June 30, 2023 Term.

Chair Foss asked for a motion to nominate a board member to serve as Chairperson for the new term. Ms. Lippert moved to nominate Cathy Foss as Chair. Mr. Carstens seconded. By show of hands, the motion passed with a vote of 4-0-1.

Chair Foss asked for a motion to nominate a board member to serve as Vice Chairperson for the new term. Ms. Lippert moved to nominate Judd Carstens as Vice Chairman. Mr. Moleski seconded. By show of hands, the motion passed with a vote of 4-0-1.

Chair Foss moved to nominate Karen Knox as Secretary for the new term. Ms. Lippert seconded. By show of hands, the motion passed with a vote of 5-0-0.

Chair Foss took a moment to thank Teresa Haley for her kindness and professionalism and everything she has done for the Board.

Chair Foss asked if there was any other Board Business. Ms. Lippert proposed looking at shifting the start time of our Tuesday meetings to 2:30 p.m. Chris Darnell stated per the Rules of Procedure, it states that the meeting starts at 1:15 p.m. The process to change this is going to be to vote to change the Rules of Procedure and then you can change the meeting time. We will need to consider whether Council Chambers is scheduled out and we will have to make sure there are not any conflicts with the time. If you decide you want to proceed, staff will have to prep changes to the Rules and bring them back to the Board for approval and your vote. Discussion was had and it was determined that Chris Darnell would investigate it and come back to the Board with more information.

## **10. Staff Report**

### **a. Minor Corridor Report**

Mr. Darnell reported the following approvals:

34 Palmetto Bay Road – fence addition at Smokehouse

267 William Hilton Parkway – car wash – re-paint building

## **11. Adjournment**

The meeting adjourned at 3:29 p.m.

**Submitted by:** Karen Knox, Secretary

**Approved:** [DATE]



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](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: Steven G. Stowers, AIA Company: Architecture 101  
 Mailing Address: 23A Market, Suite 1 City: Beaufort State: SC Zip: 29906  
 Telephone: 843.790.4101 Fax: N/A E-mail: Steve@A101.Design  
 Project Name: 718 Schooner Court - Additional Story Project Address: 709 Schooner Court, Sea Pines, HHI  
 Parcel Number [PIN]: R\_R550\_017\_000\_0670\_0000  
 Zoning District: PD-1 (Sea Pines) Overlay District(s): Sea Pines / Oceanfront

**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  Alteration/Addition  
 Final Approval – Proposed Development  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.
- \_\_\_\_\_ 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.

Additional Submittal Requirements:

**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.

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.



SIGNATURE

07/26/2022

DATE

July 26, 2022

Town of Hilton Head Island  
Community Development Department  
One Town Center Court  
Hilton Head Island, SC 29928



**Project: 718 Schooner Court, Hilton Head Island, South Carolina**

Please accept this design information for proposed third floor addition to the existing two story townhouse at 718 Schooner Court.

## PROJECT DESCRIPTION

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This project will add a third floor to the existing two-story townhouse at 718 Schooner Court in Harbour Town. Several other units within the Schooner Court development have successfully added a third story to their existing townhouses and this renovation follows their example. The architecture is designed to match and blend in with the adjacent community buildings. The materials and windows will match the existing systems in type, size, style, and color. The stucco will be painted to match the new regime color scheme.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Steven G. Stowers". The signature is fluid and cursive, with the first and last names being more prominent.

Steven G. Stowers, AIA, LEED AP

Approved:  
Serial Number:  
Legal address:  
Mailing Address:

JUN 29, 2022  
718SC  
718 SCHOONER COURT  
146 LIGHTHOUSE RD #718

Vivienne Anderson  
508 White Tail Terrace  
Waxhaw, NC 28173

The Sea Pines Architectural Review Board has this date approved your application for construction at the above referenced legal address including any variances shown on the plans.

In order for your builder to obtain the Sea Pines Building Permit for this project; you (the owner) and the selected builder must sign the enclosed documents -- in two locations each(pages 7 & 10). Then, you or your builder must deliver these signed documents along with a check for the required escrow deposit(s) to our office. The owner and the builder must sign the permit agreement before the permit may be issued. Please make your check payable to "Sea Pines ARC"

The Board's approval is valid for six (6) months only. IF YOU FAIL TO OBTAIN THE BUILDING PERMIT WITHIN SIX MONTHS OF THIS LETTER, THE BOARD'S APPROVAL WILL AUTOMATICALLY LAPSE. If you desire to proceed with the construction, you will need to start the application and approval procedure all over, and pay new application fees.

We, therefore, urge you to give this matter your earliest possible attention.

Sincerely,



Ken Rabon  
Administrator

Enclosure





717  
DOHERTY

718  
ANDERSON



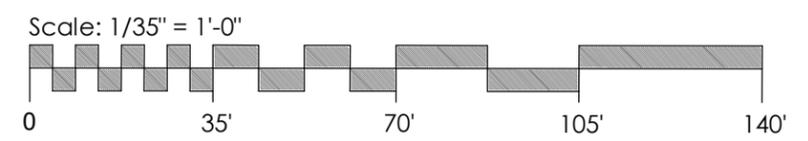
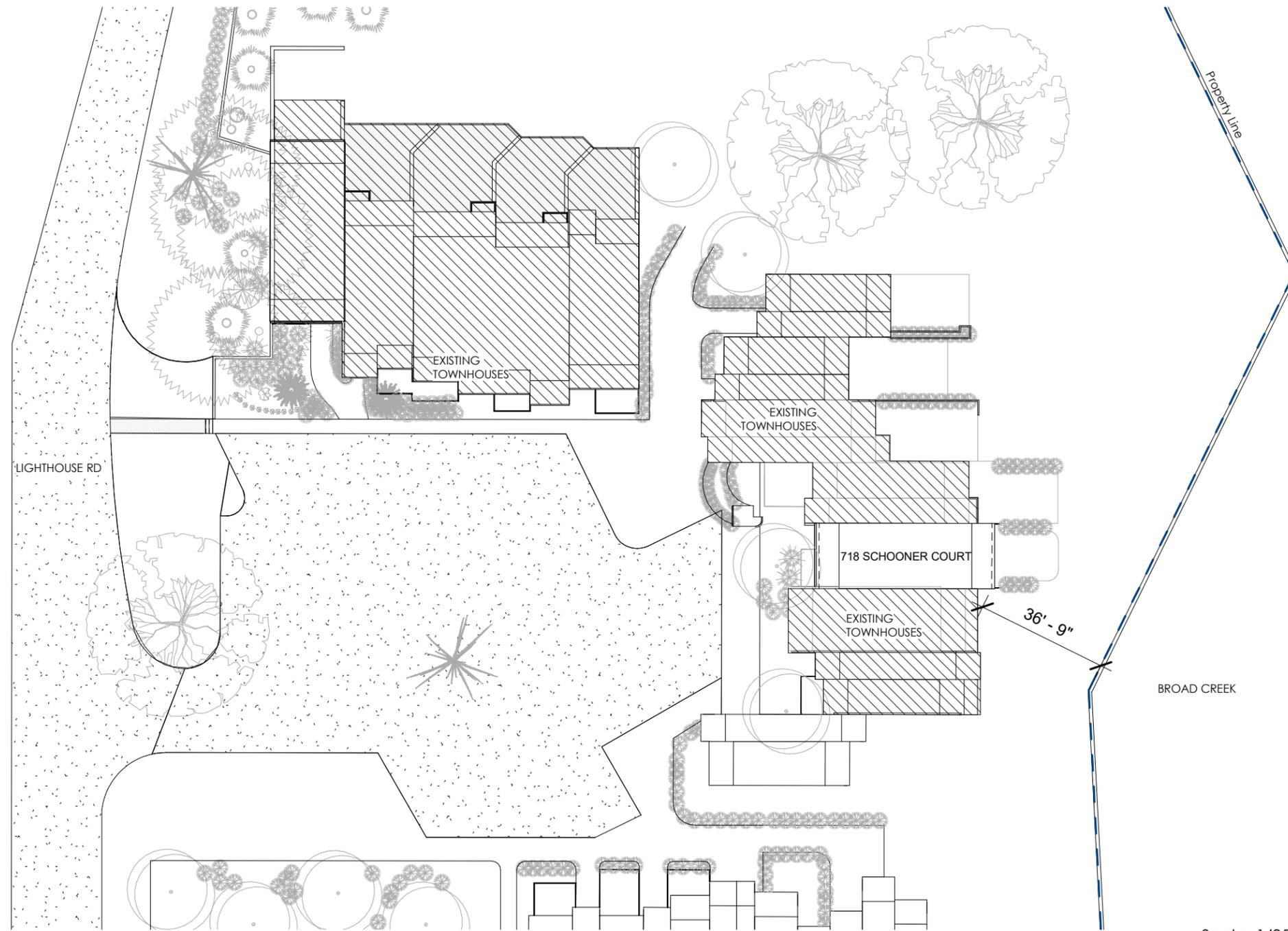


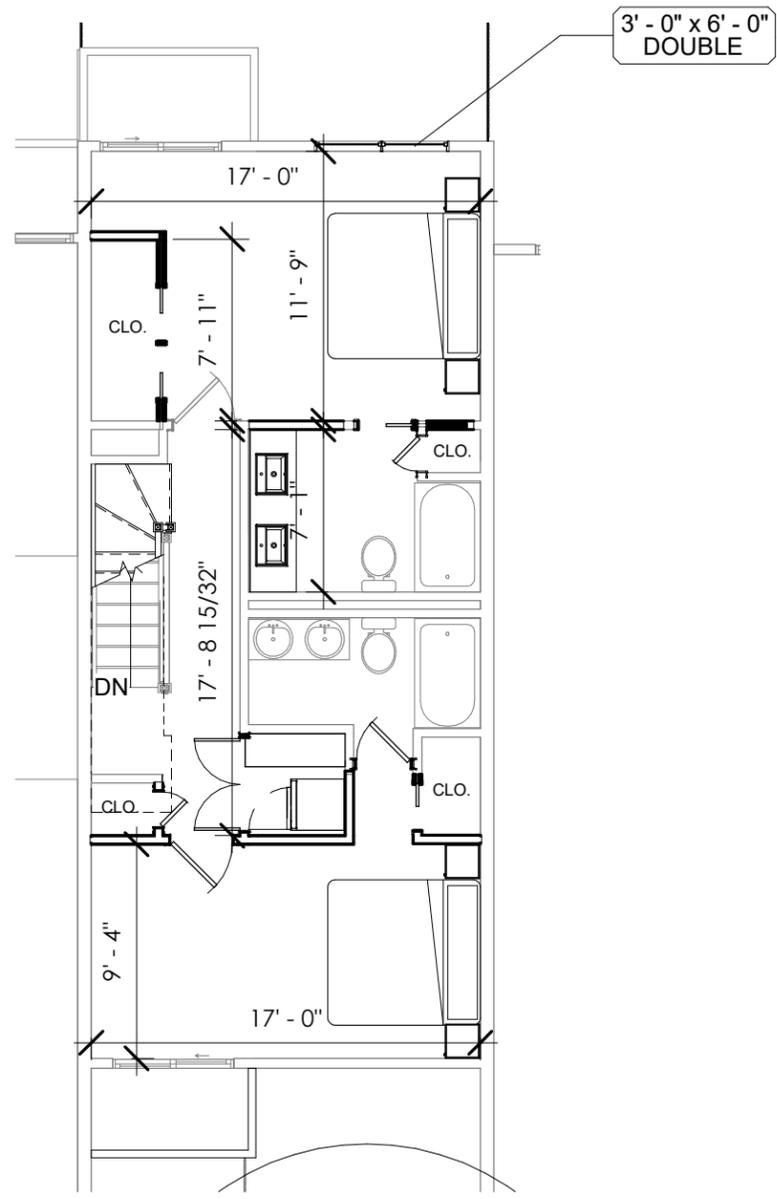




**PROPOSED ADDITION**

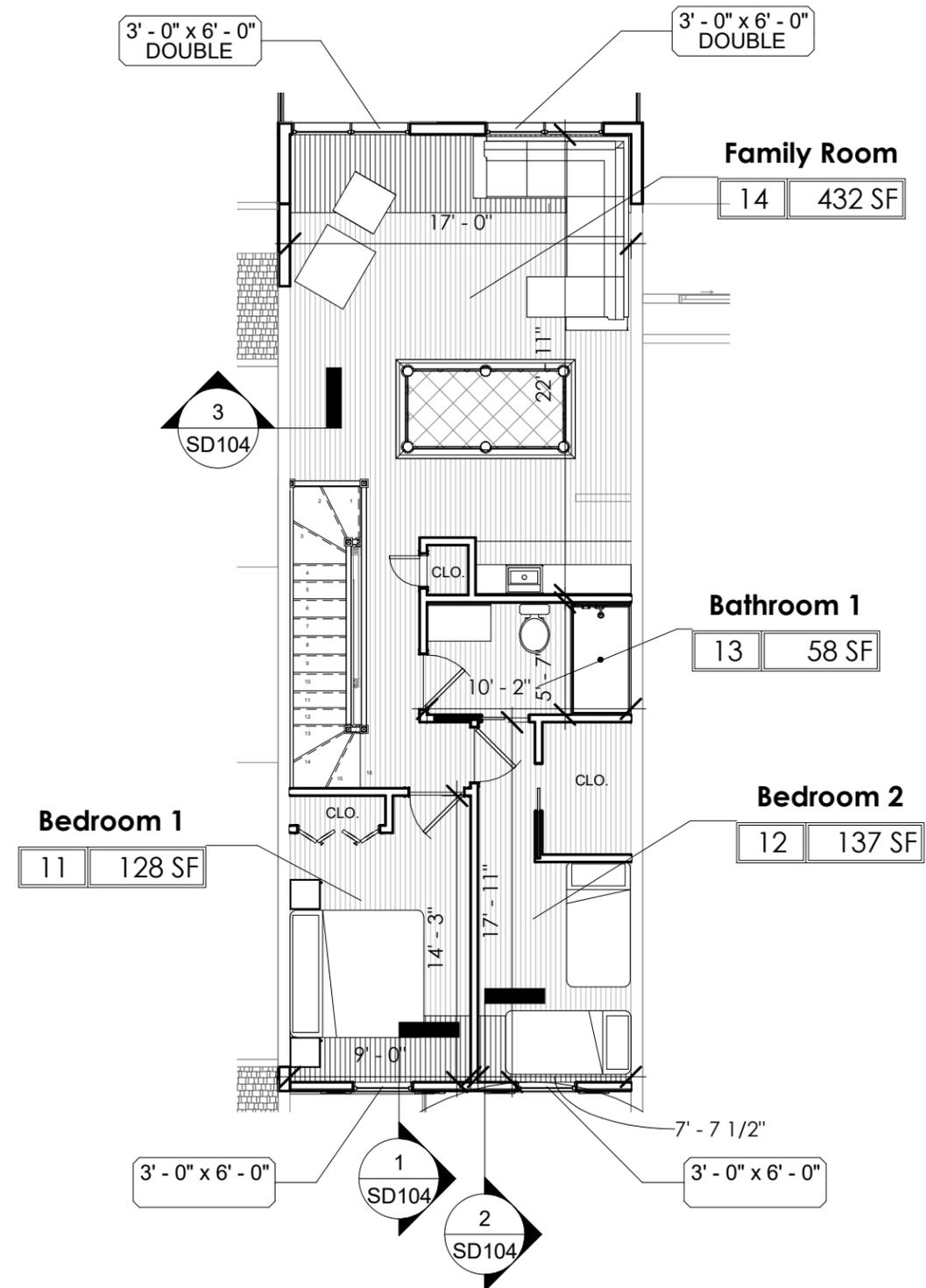
**718 SCHOONER COURT - 3RD STORY ADDITION**





1 Second Floor  
 1/8" = 1'-0"

Third Floor Addition - 818.59 sft



1 Third Floor - FF  
1/8" = 1'-0"



### PROPOSED THIRD FLOOR PLAN

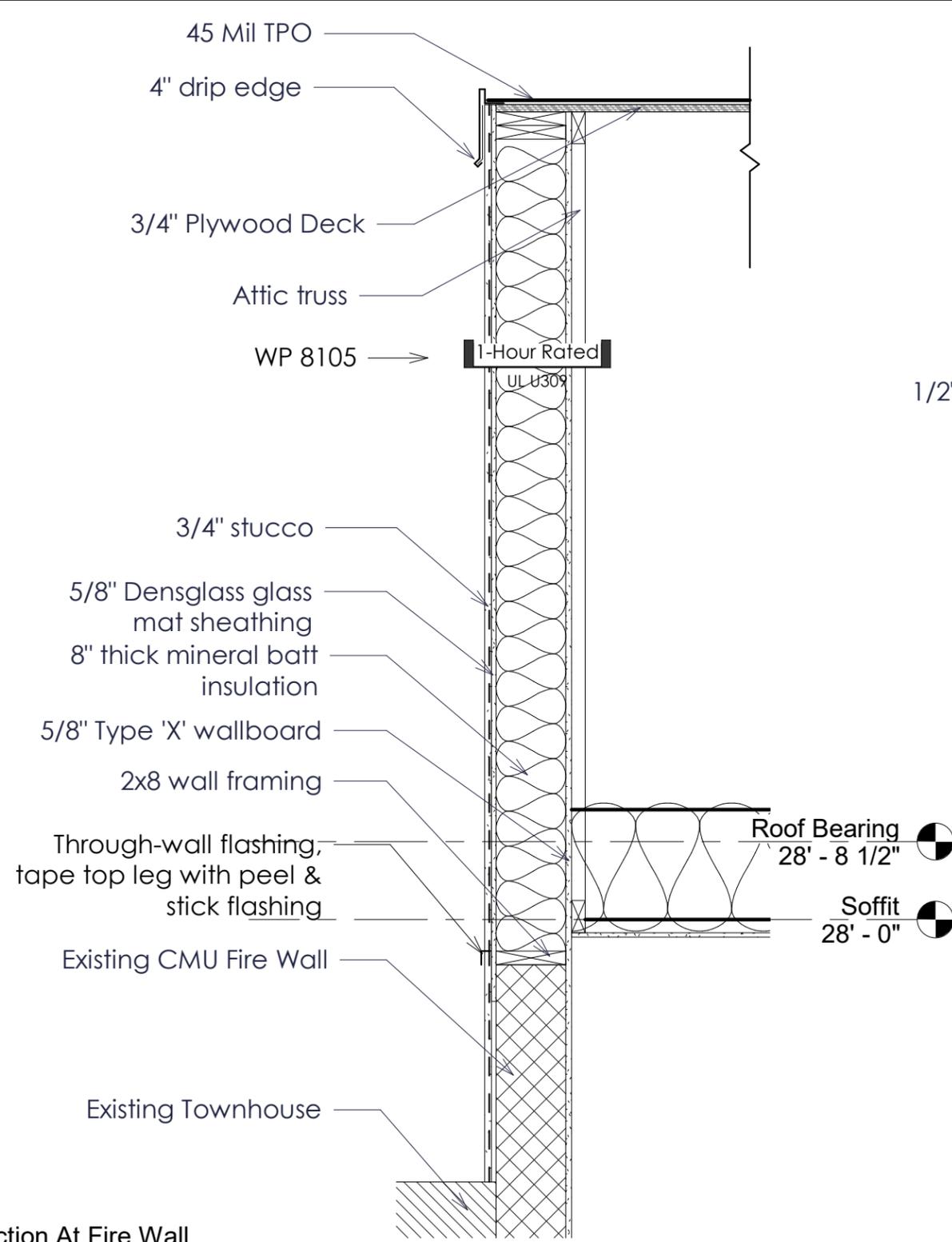
# 718 SCHOONER COURT - 3RD STORY ADDITION

2022.06

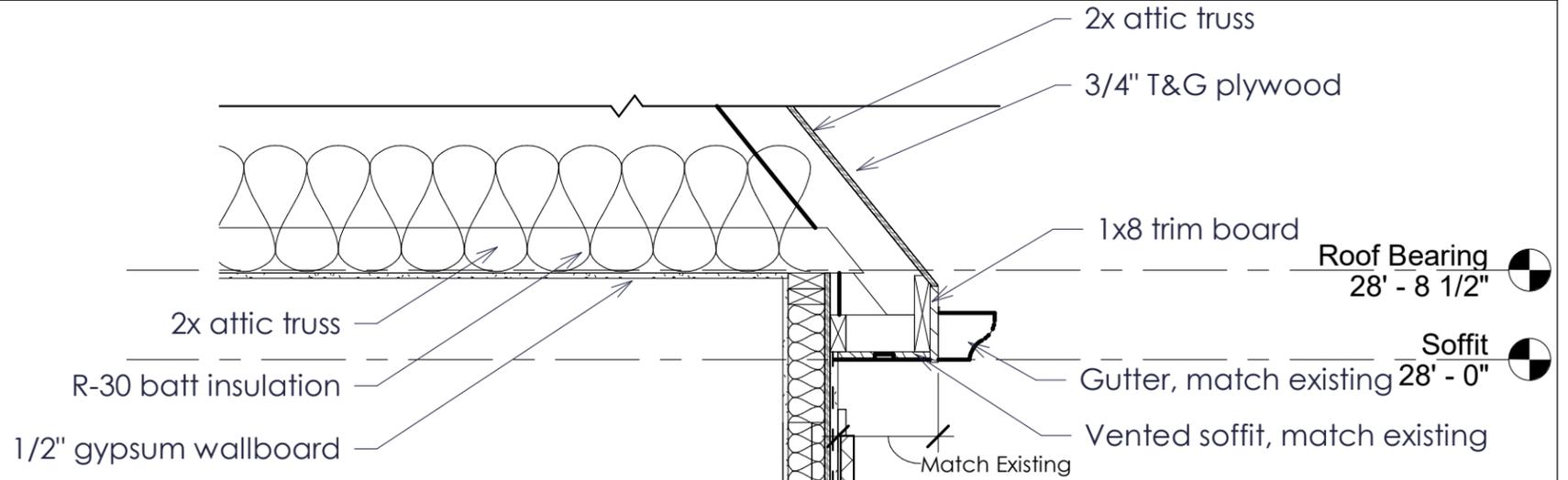
07/26/2022

**SD103**

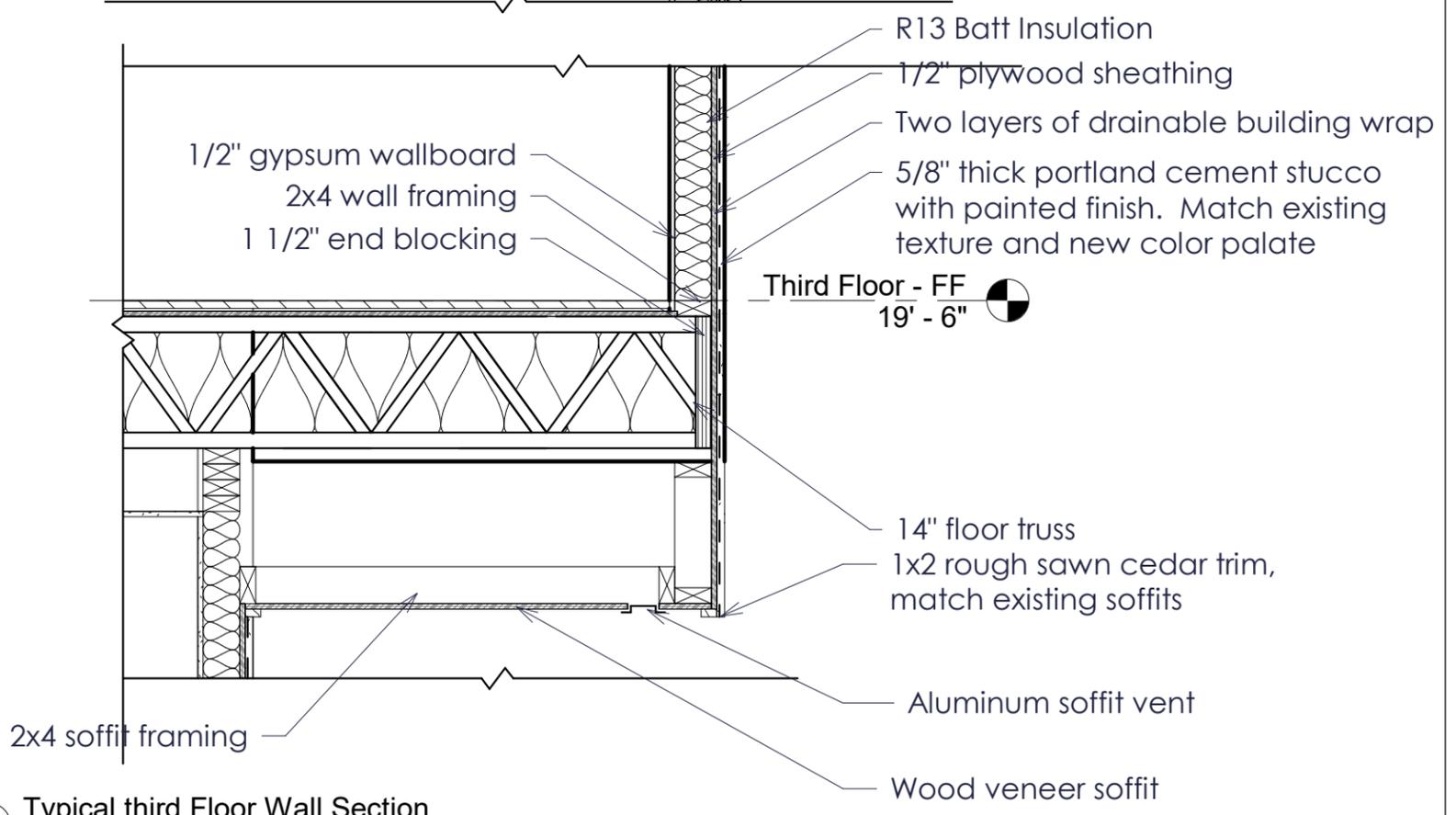
7/26/2022 4:56:52 PM



3 Section At Fire Wall  
3/4" = 1'-0"

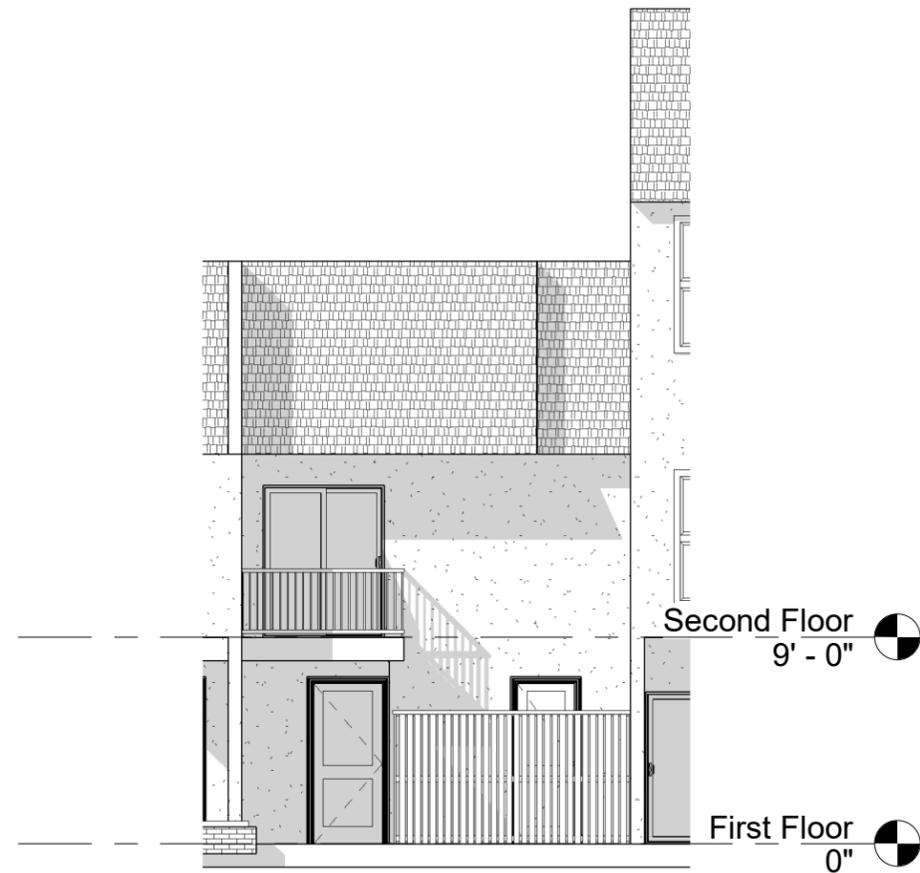


1 Typical third Floor Wall Section  
3/4" = 1'-0"

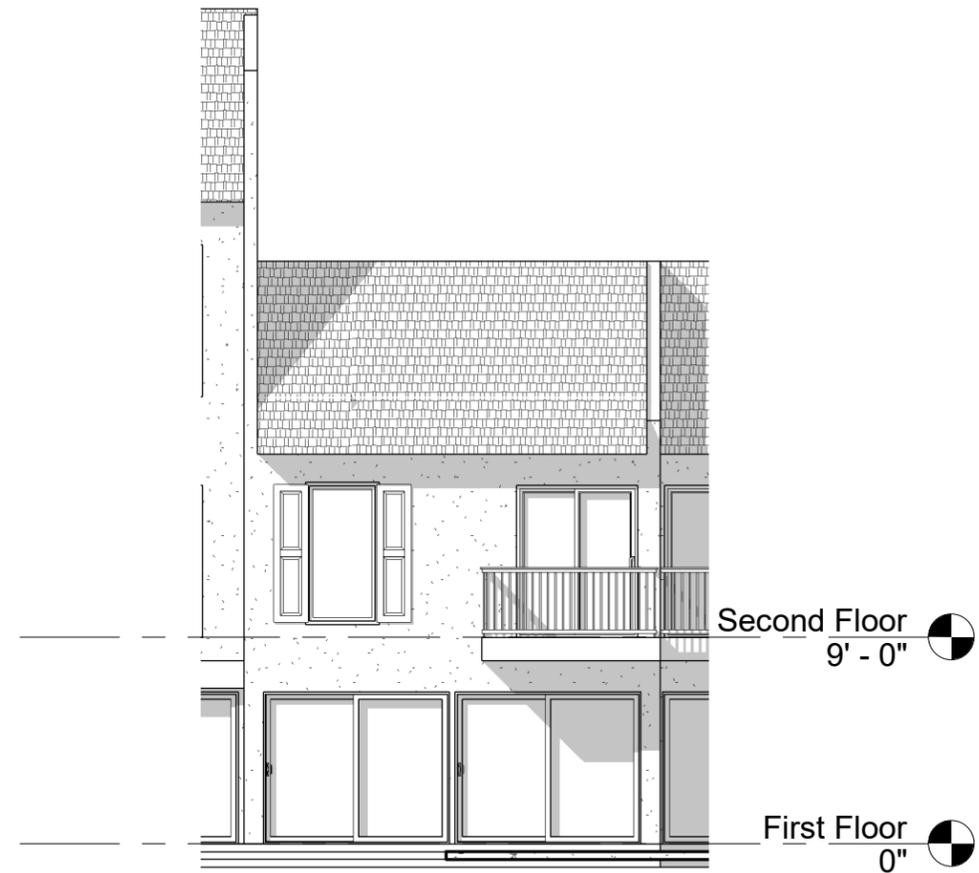


**PROPOSED SECTIONS**

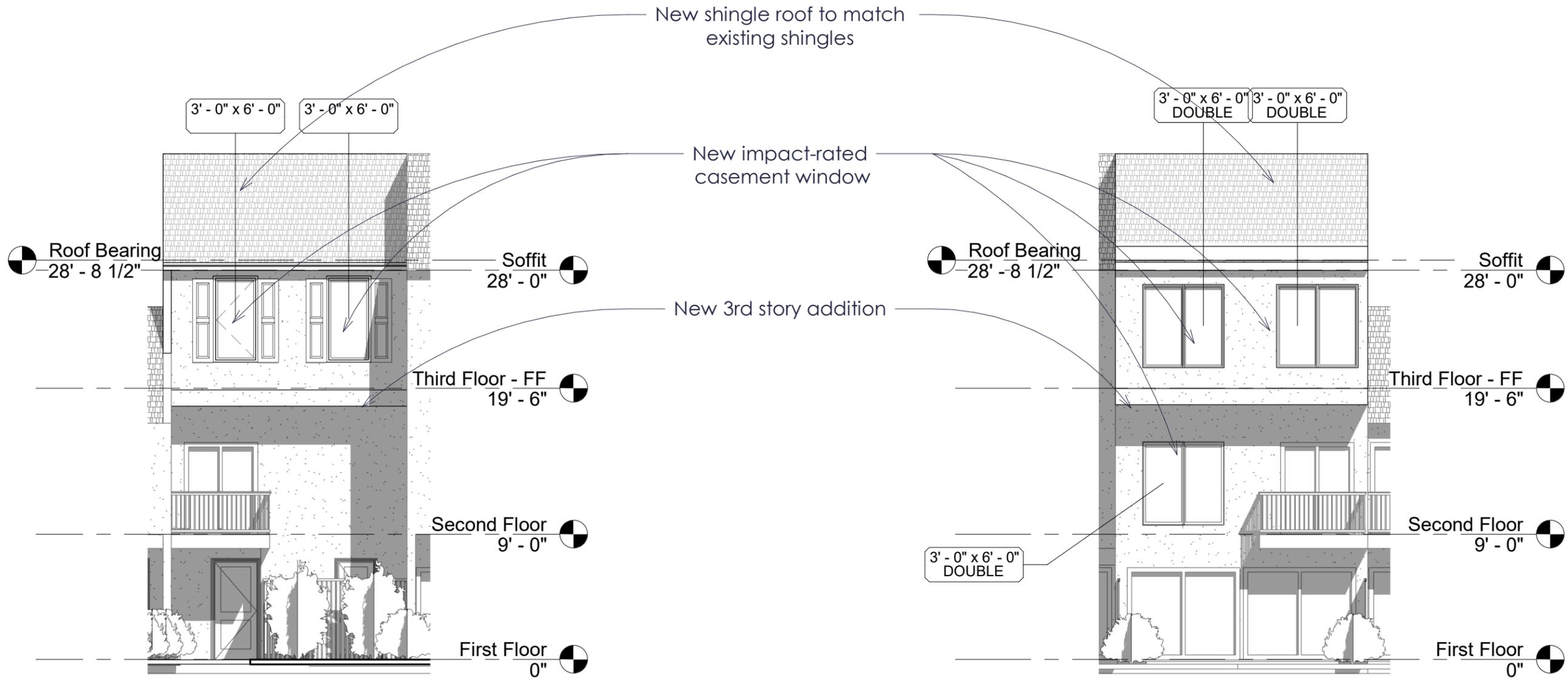
**718 SCHOONER COURT - 3RD STORY ADDITION**



① Front Elevation - Existing  
1/8" = 1'-0"



② Rear Elevation - Existing  
1/8" = 1'-0"



① Front Elevation - Proposed  
1/8" = 1'-0"

② Rear Elevation - Proposed  
1/8" = 1'-0"

**PROPOSED ELEVATIONS**

**718 SCHOONER COURT - 3RD STORY ADDITION**



**FRONT VIEW - FROM PARKING**

**718 SCHOONER COURT - 3RD STORY ADDITION**



**FRONT VIEW - FROM ADJACENT SIDEWALK**

**718 SCHOONER COURT - 3RD STORY ADDITION**



**REAR ELEVATION - WEST**

**718 SCHOONER COURT - 3RD STORY ADDITION**



## 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: Schooner Court Addition

DRB#: DRB-001918-2022

DATE: 07/27/2022

RECOMMENDATION: Approval  Approval with Conditions  Denial   
RECOMMENDED CONDITIONS:

### ***MISC COMMENTS/QUESTIONS***

1. This project requires a Building Permit. Please contact Toney Pierce at [tonyp@hiltonheadislandsc.gov](mailto:tonyp@hiltonheadislandsc.gov) or at 843-341-4675 with any questions about this permit.



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](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: Chris Darnell Company: Town Of Hilton Head Island  
 Mailing Address: One Town Center Court City: HHI State: SC Zip: 29928  
 Telephone: 341-4676 Fax: \_\_\_\_\_ E-mail: chrisda@hiltonheadislandsc.gov  
 Project Name: Sheriff's Office Reroof Project Address: 71 Shelter Cove Lane  
 Parcel Number [PIN]: R\_520.012.00C.0005.0000 \_\_\_\_\_  
 Zoning District: LC Overlay District(s): COD

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

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 Final Approval – Proposed Development  Sign

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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.

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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:

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*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.

  
\_\_\_\_\_  
SIGNATURE

07/26/2022  
\_\_\_\_\_  
DATE

DRB 001946-2022

Sherriff's Office Reroof

Narrative

The applicant is requesting approval to replace the existing shingles with IKO Cambridge Weatherwood shingles.



Heatherwood



Weatherwood



Driftwood



Earlhone Cedar



Riviera Red



Forest Green





## 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: Sheriff's Office Reroof

DRB#: DRB-001946-2022

DATE: 08/01/2022

RECOMMENDATION: Approval  Approval with Conditions  Denial   
RECOMMENDED CONDITIONS:

### ***MISC COMMENTS/QUESTIONS***

1. This project requires a Building Permit. Please contact Toney Pierce at [tonyp@hiltonheadislandsc.gov](mailto:tonyp@hiltonheadislandsc.gov) or at 843-341-4675 with any questions about this permit.