



Town of Hilton Head Island
Design Review Board Meeting

October 11, 2022, at 2:30 p.m.

Benjamin M. Racusin Council Chambers

MEETING MINUTES

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

Present from Town Staff: Nicole Dixon, Development Review Program Manager; Chris Darnell, Urban Designer; Yasmin Winston Black, Community Development Coordinator; Karen Knox, Senior Administrative Assistant; Brian Glover, Administrative Assistant

1. Call to Order

Chair Foss 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 –

As Noted Above.

4. Approval of Agenda

Chair Foss asked for a motion to approve the agenda. Ms. Lippert moved to approve. Vice-Chair Carstens seconded. By show of hands, the agenda was approved by a vote of 7-0-0.

5. Approval of Minutes

a. Regular Meeting of September 27, 2022

Chair Foss asked for a Motion to approve the minutes of the September 27, 2022, Regular Meeting. Mr. Parker moved to approve. Vice-Chair Carstens seconded. By a show of hands, the motion passed with a vote of 7-0-0.

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 submitted.

7. Unfinished Business

None

8. New Business

a. *Conceptual*

- a. Kinnaird Warehouse, DRB 001874-2022 – Proposed construction of a second warehouse building at 85 Arrow Road to the left of the existing structure.

Mr. Darnell provided staff's presentation as included in the packet. He stated staff worked closely with the applicant on the project and made many changes. Staff recommends Conceptual Approval with the following conditions and that Staff Comments be attached to the Notice of Action.

- Add architectural detail to the "Back Elevation" on drawing 2/A3.1.
- Increase the overhang of the gable roof.
- Specify the material and finished on an elevation.
- Provide a site plan that shows:
 - HVAC units (not allowed in setbacks),
 - How the existing vehicular gate functions,
 - Perimeter fence around back yard (existing and proposed),
 - d. Dumpster location and screening.
- Provide a landscape plan that includes any required buffer plantings, tree mitigation and replacement of dead trees from earlier DPR approved plan.

The Applicant provided additional details on the project. The Applicant answered many questions from the Board about the building details, landscaping, building plans, lighting fixtures, and surveys provided.

Ms. Lippert moved to approve with conditions included below:

- Add architectural detail to the "Back Elevation" on drawing 2/A3.1.
- Increase the overhang of the gable roof.
- Specify the material and finished on an elevation.
- Provide a site plan that shows:
 - HVAC units (not allowed in setbacks),
 - How the existing vehicular gate functions,
 - Perimeter fence around back yard (existing and proposed),
 - Dumpster location and screening.
- Provide a landscape plan that includes any required buffer plantings, tree mitigation and replacement of dead trees from earlier DPR approved plan.
- Provide a survey.
- Provide a tree removal plan.
- Provide manufacturer cut sheets for: light fixtures, windows, and siding.

- Provide a services yard screen detail.
- Add architectural details discussed: roof overhang, scuppers, downspouts, and material notes.
- Study the window proportions.

Mr. Parker seconded. Motion passed with a vote of 7-0-0

Mr. Darnell provided additional details about the LMO buffer requirements for the project.

9. Board Business

The Board returned to board business after the staff report

The Board discussed the process for reviewing projects which do not have an Applicant present.

10. Staff Report

- a. Development Review Process Improvement – Nicole Dixon

Nicole Dixon provided a report on the progress of improvements added and the proposed changes up for review.

- b. Minor Corridor Report – Chris Darnell

No report

11. Adjournment

The meeting adjourned at 3:43 p.m.

Submitted by: Brian Glover

Administrative Assistant

Approved: October 26, 2022