



Town of Hilton Head Island  
**Design Review Board Meeting**

October 25, 2022, at 2:30 p.m.

Conference Room Three

**MEETING MINUTES**

**Present from the Board:** Cathy Foss, Chair; 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 2:30 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. Mr. Parker seconded. By show of hands, the agenda was approved by a vote of 7-0-0.

**5. Approval of Minutes**

a. Regular Meeting of October 11, 2022

Chair Foss asked for a Motion to approve the minutes of the October 11, 2022, Regular Meeting. Mr. Theodore moved to approve. Mr. Moleski 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. *Alteration/Addition*

#### a. Drift Away, DRB 002527-2022 – Multi-family Renovation

Mr. Darnell provided staff's presentation as included in the packet. Staff recommended approval with the following conditions:

- Provide an electrical conduit installation detail that protects tree roots for the tree uprights.
- Remove All encroachments and improvements from the setbacks and buffers.
- Limit new impervious coverage within the dripline of the specimen trees to 20% of the dripline.
- Provide pre and post construction fertilization and mycor treatment for all specimen trees on the site.

The applicant provided additional information and answered a few questions from the Board.

The Board moved to discussion. The Board was supportive of the project but did raise a few concerns. The Board spoke at length about the different fences, the high color contrast, and building aesthetics. The discussion included:

- Disagreement among DRB members over the number of bracket and fence types
- Request to specify the fence color
- Comments that the proposed colors were too high contrast, i.e., light color was too light and dark was too dark
- Comment that it is unclear how the front fence and the cabana interact
- Front fence should be studied, may be too tall
- Both sheds (existing and proposed) should be treated similarly
- Light fixture cut sheets should be provided
- Irrigation plan or note to protect tree roots should be provided
- Pavement details should be provided
- Driveway footprint cannot expand in the buffer
- Color variations within the same color family between buildings should be considered
- Construction notes, details and or specifications on drawings should be provided
- A bike rack detail should be provided
- A fire pit detail should be provided

- Add planting to the street buffer
- Increase the tree sizes (specifically: red bud and magnolia)

Following the Board discussion, the applicant withdrew their application.

## **9. Board Business**

None

## **10. Staff Report**

### a. Minor Corridor Report – Chris Darnell

Mr. Darnell provided an overview for 4 minor corridor reports:

- 21 S. Forest Beach
- 811 William Hilton Parkway
- 251S. Sea Pines Drive
- 162 S. Shore Drive

## **Adjournment**

The meeting adjourned at 3:37 p.m.

Submitted by: Brian Glover  
Administrative Assistant

**Approved:** November 8, 2022