



Town of Hilton Head Island
Design Review Board Meeting
February 22, 2022, at 1:15 p.m. Virtual Meeting
MEETING MINUTES

Present from the Board: Chair Cathy Foss, Annette Lippert, Judd Carstens, Ryan Bassett, Ben Brown

Absent from the Board: Vice Chairman John Moleski (excused)

Present from Town Council: Tamara Becker

Present from Town Staff: Teri Lewis, Deputy Community Development Director; Chris Darnell, Urban Designer; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary 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 – See as noted above.

4. Approval of Agenda

Chair Foss asked if there were any changes to the agenda. There being none, Ms. Lippert moved to approve. Mr. Brown seconded. By show of hands, the motion passed with a vote of 5-0-0.

5. Approval of Minutes

a. Regular Meeting of February 8, 2022

Chair Foss asked for a motion to approve the minutes of the February 8, 2022, regular meeting. Mr. Bassett moved to approve. Mr. Carstens seconded. By show of hands, the motion passed with a vote of 4-0-1. (Chair Foss abstained as she was not present at the subject meeting.)

6. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. Those comments were provided to the Board for review and made part of the official record. In addition, citizens were provided the option to sign up for public comment participation during the meeting by phone. One citizen signed up to speak regarding Item 8.a.i. and will address the Board at that time.

7. Unfinished Business – None

8. New Business

a. Alteration/Addition

i. Spinnaker Building, DRB-000384-2022

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends denial. He noted that if the railings are permitted to remain removed, window stops would have to be installed to prevent the window from opening more than four inches. Mr. Darnell informed the Board of a letter received regarding this matter that details a potential conflict in the Master Deed with the removal of the railing. He stated Staff would like to obtain legal determination and recommended the item be tabled until the next scheduled meeting.

Chair Foss asked for comment from the applicant. Ms. Carolyn Nebbia, President of Village West Association explained the reasoning for the removal. Chair Foss then asked for public comment on the item. Mr. Chet Williams, the author of the letter written on behalf of Mary Ann Griffin, referenced items of concern and objections regarding the removal of the railing.

After comments, Chair Foss moved to table DRB-000384-2022 until the letter received is reviewed by the Town Attorney and a legal determination is made. Ms. Lippert seconded. By way of roll call, the motion was approved by a vote of 5-0-0.

9. Board Business – None

10. Staff Report

a. Minor Corridor Report – None

11. Adjournment

The meeting adjourned at 1:32 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: March 8, 2022