



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

June 14, 2022, at 1:15 p.m.

**MEETING MINUTES**

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

**Absent from the Board:** None

**Present from Town Council:** None

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

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**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. Mr. Darnell stated he would like to add two items under Staff Report regarding Continuing Education and Motions. He also stated Bailey's Point was incorrectly submitted as the name of the project on the application. The approved name is Bailey's Cove. Staff requests to revise the agenda to reflect the correct name of the application and add the two staff reports.

Mr. Bassett moved to approve the agenda as amended. Ms. Lippert seconded. By show of hands, the motion passed with a vote of 6-0-0.

**5. Approval of Minutes**

**a. Regular Meeting of April 26, 2022**

Chair Foss asked for a motion to approve the minutes of the April 26, 2022, regular meeting. Mr. Theodore moved to approve. Mr. Carstens seconded. By show of hands, the motion passed with a vote of 6-0-0.

**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. New Business**

**a. New Development – Conceptual**

**i. Bailey's Cove Amenity Center, DRB-001485-2022**

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

Chair Foss 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: the Board preferred the alternate site plan to lessen noise to adjacent neighbors; concerns for the number of trees against the road and within the setback area marked to be removed; the alternate scheme shows trees to be removed based on the initial scheme – applicant will update the plan for final; review pool regulations for fence height, depths on decks, etc.; study the slope of the main gable roof to benefit the side elevation and proportion the double hung window; study flipping the floor plan of the side of the building that has two doors facing the road; study the door types to be a two panel; show any other fixed equipment in the final submittal; mechanical equipment is under consideration by the property owner; options for mechanical equipment were discussed; consideration for flood proofing the mechanical equipment and the building; clarification of the location of the storage component and bathrooms within the building; restrictions on disturbing the marsh area; suggestion to break up the pavement area and soften the building with foundation plantings; suggestion to add evergreen shrubs between the parking and the adjacent residential neighbors; add windows to the two blank walls on the rear elevation, similar to the front elevation; on the land side of the buffer and fence there is an opportunity to continue the muhly grass or similar on the pool edge transition; consider using some of the parking spaces for golf carts; consideration of inclusion of bike racks; an electric charging station is not required; anything seaward of the buffer line should not be removed; there is not a parking requirement because the amenity center is accessory to the residential development; make the rear elevation match the front side better; consider louvered doors; consider integrating the pool signage into the façade to add more character; and the utility door color should match the body of the building to better blend.

Following discussion, Mr. Carstens moved to approve DRB-001485-2022 with the following conditions:

1. Selection of the Alternate Site Plan as provided.
2. All of Staff's comments.
3. The rear elevation to include the additional shutter treatment for the two blank walls.
4. Provide a full landscape plan with buffering and treatment along the marsh edge.
5. Any additional pool, equipment fence, or HVAC screening will need to be detailed.
6. Any additional fixed site furnishings such as bike racks will need to be provided.
7. Add foundation plantings for the building especially the parking lot side.
8. Include golf cart parking and bike racks.
9. Provide consistency on the rear elevation for the door treatments, color and finish, preferably the darker color to match the shutters.
10. Consider flipping the floor plan.
11. Study the main gable slope, preferably a 6 and 12 pitch.

Ms. Lippert seconded. By way of roll call, the motion passed by a vote of 6-0-0.

## **8. Board Business**

Chair Foss recently discovered the boardwalk installed at Shelter Cove Veteran's Memorial Park and noted it is beautiful. She asked why it did not come to the Board for review. Mr. Darnell expressed that generally pathways and art do not fall under the Board's purview. However, pedestrian bridges fall under the Public Project Review for the Planning Commission. The Board asked that they be kept informed on projects like this going forward.

## **9. Staff Report**

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

Mr. Darnell reported on the minor corridor approvals since the last meeting.

### **b. Continuing Education**

Mr. Darnell reminded the Board to complete their continuing education requirements by the deadline.

### **c. Motions**

Mr. Darnell reviewed the types of decisions the LMO permits the Board to make on the applications that come before them. For conceptual applications, the options are approval or approval with conditions. For final, the options are approval, approval with conditions, or denial. Mr. Darnell also briefly reviewed that a motion to table moves the Board's decision to the next meeting unless otherwise specified by the Board. The expectation is to delay the decision to allow the applicant time to provide additional information. Mr. Darnell noted that a motion dies when it does not receive a second. He also noted an applicant can withdraw their application at any point prior to the Board's vote.

## **10. Adjournment**

The meeting adjourned at 2:09 p.m.

**Submitted by:** Teresa Haley, Secretary

**Approved:** June 28, 2022