



Town of Hilton Head Island
Design Review Board Meeting
August 22, 2023, at 2:30 p.m.
MEETING MINUTES

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

Absent from the Commission: Cathy Foss, Chair

Present from Town Council: Glenn Stanford; Tamara Becker

Present from Town Staff: Brian Eber, *Development Services Manager*; Alexis Cook, *Principal Planner*; Karen Knox, *Board Secretary*

1. Call to Order

Vice Chair Carstens 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

Vice Chair Carstens asked if staff had any changes to the Agenda. Ms. Cook replied no. Vice Chair Carstens asked for a Motion to approve the Agenda. Ms. Lippert moved to approve. Mr. Parker seconded. By a show of hands, the Motion passed with a vote of 6-0.

5. Approval of Minutes

a) Regular Meeting of June 13, 2023

b) Regular Meeting of August 8, 2023

Vice Chair Carstens asked for a Motion to approve the Minutes of June 13, 2023 and August 8, 2023. Mr. Theodore moved to approve. Ms. Lippert seconded. By a show of hands, the Minutes of June 13, 2023 and August 8, 2023 were unanimously approved.

6. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. Several comments were received on the Open Town Hall Portal. Copies of the comments were sent to the Committee and will be made part of the official record. No citizens spoke at the meeting.

7. Unfinished Business - None

8. New Business

a) Sign – DRB-001566-2023 – New Entrance Sign at 15 Wimbledon

Mr. Basset recused himself from the dais due to a Conflict of Interest.

Ms. Cook provided staff's presentation as included in the packet and advised that staff recommends approval with the following condition. The only condition would be the conditions that existed from the final approval in 2021, none of which related to the entrance sign. The Applicant provided an additional presentation. The Board asked several questions of the Applicant, majority of the questions were centered around the material of the back panel, and how the brackets will attach the panel to the proposed trellis. A question was asked for clarification between the sign and the community title on the fountain. Staff clarified that the entrance sign is being reviewed separately to ask the Board to vote on the sign separately from the remainder of the submittal. This separate vote is to allow the sign to proceed to the sign permitting process. After clarification, other Board members continued to ask a few questions regarding the sign. Vice Chair Carstens requested a reduction in the column size, and to consider the location of the fencing columns to be offset slightly from the entrance driveway. There was some discussion regarding the sign location and the offset from the road. The applicant commented that the sign is where the SCDOT required the sign to be. Lastly, the applicant clarified the nature of the planting plan around the sign.

Vice Chair Carstens asked for a Motion to approve. Mr. Parker moved to approve with the comment that the columns be reduced in dimension in the neighborhood of 2'8". Ms. Lippert asked Mr. Parker to amend his Motion to state that if an address is needed, they come back for staff review. Mr. Parker amended his Motion to include if an address is needed, they come back for staff review. Ms. Lippert seconded. The Motion passed by a vote of 5-0.

b) Alteration/Addition – DRB-001566-2023 – New Fountain Structure and Internal Sign at 15 Wimbledon.

Mr. Bassett recused himself from the dais due to a Conflict of Interest.

Ms. Cook provided staff's presentation as included in the packet and advised staff recommends approval with conditions concerning a live oak and lighting changes. The Applicant provided an additional presentation. The Board asked several questions of the Applicant, majority of the questions were centered around the size of the splash pad area, the redundancy of the name Maidencane

within the fountain and on the entrance sign. There was an overall theme from the comments to suggest a better buffer around the splash pad, to reduce the sign of the size and aesthetic of the splash pad, as well as the inclusion in another submittal of the landscape plan and the lighting plan that shows the changes from the original plan.

After discussion with the Applicant, it was decided to table this submittal to the September 12, 2023 meeting. Vice Chair Carstens asked for a Motion to table the item to the September 12, 2023 meeting. Mr. Parker seconded. The Motion passed with a vote of 5-0.

c) New Development – Final – DRB-001563-2023 – Final for both Phase 1 and Phase 2 at 1 South Forest Beach.

Ms. Cook provided staff's presentation as included in the packet and advised to approve with conditions. The Applicant provided an additional presentation to expand on the responses to the Boards comments from the previous meeting.

The Board provided comments regarding the M1 lighting as part of the plan. It was suggested by the Board that Staff review the light and determine whether it meets the lighting requirements of the design guide. There was also a comment by a Board member to be aware of no exposed conduit and to note in the plans that all conduit must be concealed during construction to meet our design guidelines. Overall, the Board had consensus and approval of the submitted materials and the updated drawing details. A suggestion from the Board was to possibly install some understory plantings on the northeast side of the pavilion. The Applicant's Owners Rep mentioned that the plantings were there in a previous plan and were removed to meet emergency access requirements to the beach.

After discussion, Vice Chairman Carstens asked for a Motion. Ms. Lippert moved to approve with the following conditions: all of staff's comments, in addition to that staff review whether the M1 DMX fixture on the stage structure meets lighting guidelines and that the detail four (Trellis Detail) on A-3.35 be updated to have a tabby stucco base and limestone cap and that if possible some low story planting be added to the northeast corner outside of the new Pavillion. Mr. Bassett seconded. The Motion passed with a vote of 6-0.

9. Board Business

a. Election of Officers for Term July 1, 2023 – June 30, 2024

Vice Chair Carstens asked if anyone would like to make a Motion to nominate a Board Member to serve as Chairman for the new term. Ms. Lippert moved to nominate Cathy Foss as Chairman. Mr. Bassett seconded. The Motion passed with a vote of 6-0.

Vice Chair Carstens asked if anyone would like to make a Motion to nominate a Board Member to serve as Vice Chairman for the new term. Ms. Lippert moved to nominate

Judd Carstens as Vice Chair. Mr. Theodore seconded. The Motion passed with a vote of 6-0.

10. Staff Report

a) **Minor Corridor Report**

Alexis Cook provided the Minor Corridor Report to the Board.

11. Adjournment

The meeting adjourned at 4:14 p.m.

Submitted By: _____

**Karen Knox
Board Secretary**

Date: September 12, 2023