



Town of Hilton Head Island
Design Review Board Meeting
Tuesday, February 8, 2022 – 1:15 p.m.
AGENDA

This meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#). A Facebook account is not required to access the meeting livestream.

1. Call to Order

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

4. Approval of Agenda

5. Approval of Minutes

a. Special Meeting of January 12, 2022

6. Appearance by Citizens

Citizens who wish to address the Board concerning items on the agenda may do so by contacting the Board Secretary at 843-341-4691 no later than 12:15 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 12:15 p.m. the day of the meeting. Comments submitted through the portal will be provided to the Board and made part of the official record.

7. Unfinished Business – None

8. New Business

a. *Alteration/Addition*

i. Mullen & Wylie Repaint, DRB-000202-2022

ii. The Sands Reroof, DRB-000203-2022

9. Board Business

10. Staff Report

a. Minor Corridor Report

11. Adjournment

Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
Design Review Board Special Meeting
January 12, 2022, at 1:30 p.m. Virtual Meeting
MEETING MINUTES

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

Absent from the Board: None

Present from Town Council: Tamara Becker, David Ames

Present from Town Staff: Chris Yates, Interim Community Development Director; 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 1:30 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 – See as noted above.

4. Approval of Agenda

Chair Foss asked if there were any changes to the agenda. There being none, Mr. Brown moved to approve. Mr. Carstens seconded. By show of hands, the motion passed 6-0-0.

5. Approval of Minutes

a. Meeting of December 14, 2021

Chair Foss asked for a motion to approve the minutes of the December 14, 2021, regular meeting. Mr. Bassett moved to approve. Mr. Carstens seconded. By show of hands, the motion passed 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 of record. Citizens were provided the option to sign up for public comment participation during the meeting by phone. There were no requests to participate by phone.

7. Unfinished Business – None

8. New Business

a. Alteration/Addition

i. Lucky Beach Bar + Kitchen, DRB-002869-2021

(Due to a potential conflict of interest, Mr. Carstens recused himself from discussion and voting regarding Heritage Academy Pavilion, DRB-002869-2021. The required Potential Conflict of Interest form has been completed and made part of the official record.)

Mr. Darnell presented the application as described in the Board's agenda package and stated Staff recommends denial and noted the need for the applicant to submit the following items:

1. Provide a color board.
2. Provide construction details of the knee wall and railing.
3. Provide a landscape plan.
4. Revise the site plan to show:
 - a. Tree protection
 - b. Street buffer
 - c. Outdoor eating area ground surface.

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: confirmation the submission was incomplete; the connectivity to the pathway; the need for bike parking; the need to better understand the setbacks; confirmation that outdoor dining is not permitted in the buffer and the buffer line needs to be included in the plans; concern regarding the large blank wall facing William Hilton Parkway; discussion regarding the choice of vertical placement as opposed to horizontal placement of the wall treatment; the need for patio elevation to be defined; the need for dimensions for wall sections and details; the need for location of downspouts; the need to define ceiling materials, fans, awning brackets and lighting; how the knee wall will be tied into the building or other fence detail; and confirmation of adequate parking.

Following discussion, the application was withdrawn at the applicant's request. No action was taken by the Board on the application.

9. Board Business

None.

10. Staff Report

a. Minor Corridor Report

None.

11. Adjournment

The meeting adjourned at 2:03 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]



Town of Hilton Head Island
 Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-842-8908
 www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: Linnea Russell Company: Highsmith Construction, Inc.
 Mailing Address: 4 Executive Park Road City: Hilton Head State: SC Zip: 29926
 Telephone: 843-788-2743 Fax: 843-785-2575 E-mail: linnea@highsmithconstructioninc.com
 Project Name: Mullen & Wylie LLC Project Address: 200 Merchant Street
 Parcel Number [PIN]: R 510 007 00B 003 0000
 Zoning District: _____ Overlay District(s): _____

**CORRIDOR REVIEW, MAJOR
 DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

Project Category:
 _____ Concept Approval – Proposed Development Alteration/Addition
 _____ Final Approval – Proposed Development _____ Sign

Submittal Requirements for *All* projects:

_____ Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB’s written notice of action per LMO Section 16-2-103.I.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.

Filing Fee: Concept Approval-Proposed Development \$175, Final Approval – Proposed Development \$175, Alterations/Additions \$100, Signs \$25; cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:
Concept Approval – Proposed Development
 _____ A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
 _____ A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.
 _____ A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.
 _____ Context photographs of neighboring uses and architectural styles.
 _____ Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.
 _____ Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.

Additional Submittal Requirements:

Final Approval – Proposed Development

- A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- Final site development plan meeting the requirements of Appendix D: D-6.F.
- Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

Alterations/Additions

- All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- Photographs of existing structure.

Additional Submittal Requirements:

Signs

- Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.

For freestanding signs:

- Site plan (1"=30' minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
- Proposed landscaping plan.

For wall signs:

- Photograph or drawing of the building depicting the proposed location of the sign.
- Location, fixture type, and wattage of any proposed lighting.

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

A representative for each agenda item is strongly encouraged to attend the meeting.

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

Linnea Russell

SIGNATURE

1/25/2022

DATE

Project Narrative for 200 Merchant Street

We propose an exterior repaint of the Mullen & Wylie LLC office building, also known as the Melrose Building, located at 200 Merchant Street. The proposed color for the stucco body is Sherwin Williams Grassland. The proposed color for the shutter and exterior doors is Sherwin Williams Greenblack, and the color for the exterior trim is Sherwin Williams Alabaster.

Current building photos:







MELROSE

Proposed Colors:

Body Color – SW6163 Grassland



Trim Color – SW7008 Alabaster



Shutters and Exterior Doors – SW6994 Greenblack



DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)
and do NOT constitute DRB approval or denial.*

PROJECT NAME: Mullen & Wylie Repaint

DRB#: DRB-000202-2022

DATE: 01/27/2022

RECOMMENDATION: Approval Approval with Conditions Denial
RECOMMENDED CONDITIONS:

MISC COMMENTS/QUESTIONS



Town of Hilton Head Island
Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: Gene Wilhoit Company: JWS Construction LLC
 Mailing Address: P.O. Box 6773 City: H.I.I. State: SC Zip: 29938
 Telephone: 843 341 2643 Fax: _____ E-mail: GWILHOIT@TAMSON.COM
 Project Name: The Sands Project Address: 21 Lagoon Rd
 Parcel Number [PIN]: R552 015 000 0009 0000
 Zoning District: RD Overlay District(s): 000

**CORRIDOR REVIEW, MAJOR
 DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

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Additional Submittal Requirements:

Concept Approval – Proposed Development

A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.

A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.

A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.

Context photographs of neighboring uses and architectural styles.

Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.

Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.

Additional Submittal Requirements:

Final Approval – Proposed Development

- _____ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- N/A Final site development plan meeting the requirements of Appendix D: D-6.F.
- N/A Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- N/A Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- _____ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
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- _____ Location, fixture type, and wattage of any proposed lighting.

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A representative for each agenda item is strongly encouraged to attend the meeting.

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.



SIGNATURE

1/25/2022

DATE

Subject: (none)

Date: Wednesday, January 5, 2022 at 10:32:01 AM Eastern Standard Time

From: RoofTech Construction

To: RoofTech Construction

Application for re-roofing mansard roofs at "the Sands" building "A" and "B" at (21 lagoon rd. HHi, sc 29928) represented by Atlantic states management, INC

We will replace existing composite fiber cement shakes on mansard roofs of buildings "A" and "B" with a new Standing Seam metal system.

specifications:

-Substrate: 24Ga 17" panels.

-color: Sierra Tan

-Installs with concealed clips and fasteners 16" o.c two screws per clips

-snap locking system.

-150mph

-Two printed photos provided of two sides of one building, being asymmetrical, these two photos represent the four sides of each building "A" and "B" and highlighted the areas with existing composite fiber cement shakes to be replaced.

-two printed pictures of locking, fastening mechanism and style of new metal system to be installed.

Get [Outlook for iOS](#)



Jacqueline Wilhoit <interiorjw@gmail.com>

Fw: Forest Beach ARB Approval - The Sands - 21 Lagoon RD - New Roof - Permit 2021-122301

Gene Wilhoit <gwilhoit@msn.com>
To: Jacqueline Wilhoit <interiorjw@gmail.com>

Mon, Jan 24, 2022 at 10:42 PM

From: Forest Beach Association <fbassn@gmail.com>
Sent: Tuesday, January 4, 2022 6:15 PM
To: kvandenberg@atlanticstatesmanagement.com <kvandenberg@atlanticstatesmanagement.com>
Cc: cdic@hiltonheadislandsc.gov <cdic@hiltonheadislandsc.gov>; Gene Wilhoit <gwilhoit@msn.com>
Subject: Forest Beach ARB Approval - The Sands - 21 Lagoon RD - New Roof - Permit 2021-122301

Mr. Vandenberg - This email contains your Forest Beach ARB approval for the new roof system to be located at the address listed above. Approval is subject to approval by the Town of Hilton Head Island and as stipulated in the approval letter and ARB Permit attached.

Any changes to the submitted and approved plans must be re-submitted to the Association for review and approval prior to implementation in the project.

We must receive written notification upon completion so that we can make a final inspection and close our files on this project.

A copy of this approval has been provided to the Town for their records. A copy has been emailed to your contractor for their files.

If you have any questions or concerns, please do not hesitate to contact me.

John Snodgrass

John Snodgrass

Executive Director,
Forest Beach Owners Association, Inc.

2 attachments

 **The Sands - Approval LTR - New Roof.doc**
32K

 **The Sands Permit 2021-122301.doc**
26K

We must be notified, in writing, upon completion of the project. Assuming no discrepancies between the approved work and the inspected, finished project, we will conduct a final inspection and close our files on this project.

We have emailed a copy of your approval to the Town for their records as well as enclosing your ARB Building Permit. We request that the permit be posted at the site during construction alongside the Town of Hilton Head Island Building Permit.

Thank you for your submission, and, please do not hesitate contact us with any questions.

Sincerely,

John D. Snodgrass

John D. Snodgrass,
Executive Director

JDS:me

Encl.

Cc: Town of Hilton Head Island, PIC – Email
JAS Construction Co. – Email

F100D500

FOREST BEACH OWNERS' ASSOCIATION, INC.

P O Box 6442

Hilton Head Island, SC 29938-6442

(843)785-5565 FAX (843) 342-3801

Email: FBAssn@gmail.com

January 4, 2022

Mr. Kyle Vandenberg
Atlantic States Management
1536 Fording Island RD #201
Bluffton, SC 29910

By Email

Re: 21 Lagoon Road - New Roof
(Lot XXX – CFB)
Permit 2021-122301

Dear: Mr. Vandenberg:

Thank you for your submission for architectural review for a planned new roof system at the above location. We have reviewed your request for construction at the above location. This review and approval is based upon the following:

- 1) Our review is based upon the documents, photographs, color samples and drawings submitted to us with the application dated December 23, 2021.
- 2) Change to standing metal seam roof system is approved, subject to any required approvals by the Town of Hilton Head Island,
- 3) Color is approved as submitted.
- 4) No construction, vertical, subterranean or otherwise, may be placed within any building setback or buffer. This includes, but is not limited to, the following: Service yards, HVAC equipment, pools, spas, hot tubs, pool equipment and decking, above ground LPG storage tanks, storage yards, refuse receptacles, satellite dish/antenna, vehicle parking, decking or patios, hardscape materials or material of a non-pervious nature (e.g. cement walkway or driveway).
- 5) No exterior lighting, other than that shown on the submitted plans, is approved. Exterior floodlights, if any, are to be on motion sensors.

Any changes/additions/modifications to the submitted and approved plans will be required to be submitted to the FBOA ARB for review and approval before construction of the change/addition/modification is begun. Failure to do so may result in a covenant violation. Items not shown on the submitted plans are not reviewed or approved and must be submitted with the final plans to be reviewed for approval.

Please make a note of any additional items that we require above. Failure to submit the requested documents for review prior to the start of construction may result in a covenant violation.

Forest Beach Owners' Association, Inc.

Architectural Review Board

Building Permit

Property Owner: The Sands / Atlantic States
Mgt.

Contractor: JSA Construction Co.

Lot/Sub. No.: XXX / CFB

Street Address: 21 Lagoon RD

Permit Number: 2021-122301

Job Description: Commercial New Roof

Approved By: John D. Snodgrass Date: 1/4/22

**POST WHERE VISIBLE FROM
STREET**

**FOREST BEACH OWNERS' ASSOCIATION, INC.
P O BOX 6442
HILTON HEAD ISLAND, SC 29938-6442
(843) 785-5565**

21 Lagoon RD

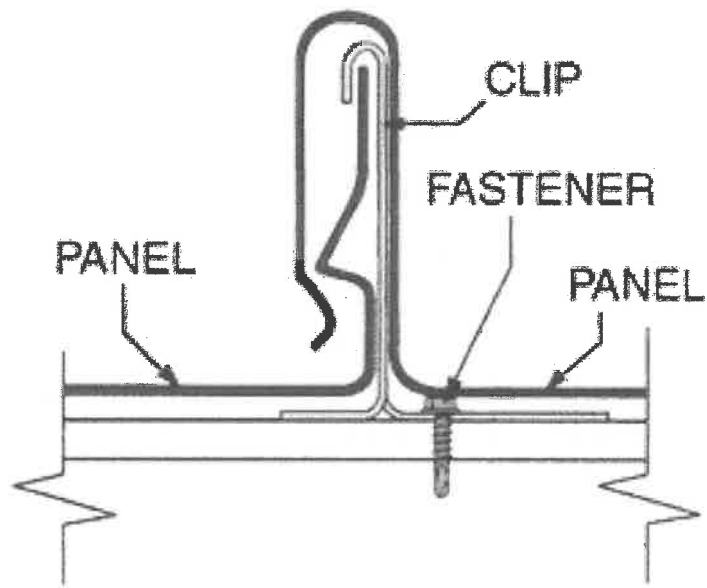
Approval Conditions

Permit 2021-122301

- 1) Our review is based upon the documents, photographs, color samples and drawings submitted to us with the application dated December 23, 2021.
- 2) Change to standing metal seam roof system is approved, subject to any required approvals by the Town of Hilton Head Island,
- 3) Color is approved as submitted.
- 4) No construction, vertical, subterranean or otherwise, may be placed within any building setback or buffer. This includes, but is not limited to, the following: Service yards, HVAC equipment, pools, spas, hot tubs, pool equipment and decking, above ground LPG storage tanks, storage yards, refuse receptacles, satellite dish/antenna, vehicle parking, decking or patios, hardscape materials or material of a non-pervious nature (e.g. cement walkway or driveway).
- 5) No exterior lighting, other than that shown on the submitted plans, is approved. Exterior floodlights, if any, are to be on motion sensors.







LAP DETAIL



DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)
and do NOT constitute DRB approval or denial.*

PROJECT NAME: The Sands Reroof

DRB#: DRB-000203-2022

DATE: 01/27/2022

RECOMMENDATION: Approval Approval with Conditions Denial
RECOMMENDED CONDITIONS:

MISC COMMENTS/QUESTIONS