



# Town of Hilton Head Island Regular Design Review Board Meeting

August 14, 2018

1:15 p.m. – Benjamin M. Racusin Council Chambers

## AGENDA

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*As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.*

1. **Call to Order**
2. **Roll Call**
3. **Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
4. **Approval of Agenda**
5. **Approval of Minutes** – Meeting of July 24, 2018
6. **New Business**
  - A. *Alteration / Addition*
    - Village House, DRB-001820-2018
7. **Appearance by Citizens**
8. **Board Business**
  - A. Review of draft revision to the DRB Rules of Procedure regarding Board attendance
9. **Staff Report**
  - A. Current Open Air Sales Requirements update by Teri Lewis
  - B. Minor Corridor Approvals
10. **Adjournment**

*Please note that a quorum of Town Council may result if four or more Town Council members attend this meeting.*

***Town of Hilton Head Island***  
***Minutes of the Design Review Board Meeting***  
**July 24, 2018 at 1:15 p.m.**  
**Benjamin M. Racusin Council Chambers**

**Board Members Present:** Chairman Dale Strecker, Vice Chairman Michael Gentemann, Cathy Foss, Debbie Remke, Ron Hoffman, Kyle Theodore

**Board Members Excused:** Brian Witmer

**Town Council Present:** Kim Likins

**Town Staff Present:** Chris Darnell, Urban Designer; Teresa Haley, Senior Administrative Assistant

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**1. Call to Order**

Chairman Strecker called to order the regular meeting of the Design Review Board at 1:17 p.m.

**2. Roll Call – See as noted above.**

**3. Freedom of Information Act Compliance**

The Town has met all Freedom of Information Act requirements for this meeting.

**4. Swearing in Ceremony for Debbie Remke and Michael Gentemann**

Kim Likins, Mayor Pro Tempore, performed the swearing in ceremony for reappointed Board members Debbie Remke and Michael Gentemann.

**5. Approval of the Agenda**

The Board approved the agenda by general consent.

**6. Approval of Minutes – July 10, 2018**

The Board approved the minutes of the July 10, 2018 meeting by general consent.

**7. Board Business**

Chairman Strecker presented statements and concerns regarding meeting attendance and the related Rules of Procedure. Chairman Strecker asked that when a member is unable to attend a meeting, the member provide notice to the Board Secretary no later than Noon the day prior or earlier when possible. Chairman Strecker suggested the Board consider modifying the applicable Rules of Procedure to address this. Chairman Strecker requested Staff send the Rules of Procedure to the Board for review and consideration at a future meeting.

**8. New Business**

*A. Alteration/Addition*

- Jamaica Joes, DRB-001651-2018

Mr. Darnell introduced the project and described its location. Mr. Darnell presented an in depth narrative of the project as provided in the Board's packet. Staff recommends approval with the following conditions:

1. Replace the proposed black on the hog board and columns with a darker version of the building color and submit for approval by staff.
2. Shift the Sabal palm to the pool end of the cooler and add a Sabal palm to the back right corner of the addition to screen the cooler from swimmers.
3. Increase the width of the planting area to 6' and anchor timber curb stops to protect the planting.

Chairman Strecker asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions presented by the Board.

Chairman Strecker requested comments from the Board. The Board generally agreed with Staff's recommendations. The Board discussed and made inquiries regarding: screening the propane tanks on site; applying hog pen fencing versus a solid wall; considerations and concerns to use shake shingles to match the existing building; using two different shingles with the intent to match the height of each horizontal board to align with the existing; the foundation for the walk-in cooler will be designed appropriately and fall within the confines of the cooler; the stairs will remain; the railing will be replaced; the access panel will be replaced to blend in with the vertical element; consideration for adding more visual texture to the horizontal boards and keeping in step with the Design Guide; there needs to be a two inch clearance between all walls and the cooler; the applicant indicated the cooler comes in galvanized and the idea is to paint the sides of the cooler and the hog pen fencing black in color to allow the structure to recede; the Board preferred a dark gray or weathered gray to replace the black color in order to be more in keeping with the Design Guide; the shadow play created by the two inch spacing between the horizontal boards will provide additional visual texture; leaving the existing Sabal palm to provide screening for the Sea Cloisters side; widening the planting area to six feet; and adding vertical plantings to provide additional screening.

The Board complimented the applicant for their efforts to break up the vertical mass and blend in this addition with the existing building.

Ms. Theodore made a motion to approve DRB-001651-2018 with the following conditions:

1. The black color as applied to the hog pen fence shall be replaced with a weathered gray or gray color.
2. The Sabal palms shall be shifted and added as described by Staff, and approved by Staff.
3. The planting bed shall be increased to six feet and the curb stops shall be anchored for protection.
4. A medium to large size Evergreen shrub shall be added to the plant bed for screening purposes and approved by Staff.
5. The propane tanks shall be screened and the detailing of the screen shall be approved by Staff.
6. The quantity of the Sabal palms shall be three.

Ms. Remke seconded. The motion passed with a vote of 6-0-0.

**9. Appearance by Citizens – None**

**10. Staff Report**

A. Mullet's

Mr. Darnell reported the existing bar at Mullet's has been approved as a temporary structure and permitted under open air sales in the LMO. Open air sales includes food trucks. This is a gray area in the LMO currently. The Town plans to bring forward revisions to that LMO section to better address open air sales. The Board raised concerns about this being considered "temporary". Mr. Darnell noted the bar has to come down in October 2018. Mr. Darnell indicated Teri Lewis, LMO Official, will come to a future DRB meeting to explain open air sales and address their questions. The Board asked Staff to follow up on their concerns regarding signage and green lattice on and near the Mullet's site.

B. Green Thumb

Mr. Darnell indicated previously the Green Thumb's construction trailer was to be removed by the end of June. However, that deadline was for the Building Department to inspect the trailer. The trailer is permitted as a temporary structure through the completion of the Green Thumb's current building permit. Once the Certificate of Occupancy is issued, the temporary permit for the trailer expires and it must be removed. Staff anticipates this to occur sometime in December 2018.

C. Minor Corridor Approvals

Mr. Darnell reported on the Minor Corridor approvals since the last Board meeting.

The Board made inquiries regarding any long term maintenance policy in connection with DRB landscaping requirements. Mr. Darnell indicated there is no maintenance ordinance or requirements on Hilton Head. For new developments, if trees are not alive in two years, the Town can require replacements for those trees. Staff will look into if that requirement extends to the shrub layer and report back.

**11. Adjournment** – The meeting was adjourned at 2:13 p.m.

Submitted by: Teresa Haley, Secretary

Approved:

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Dale Strecker, Chairman



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](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: LAURA BISCHOFBERGER Company: J. BANKS DESIGN GROUP  
 Mailing Address: 35 MAIN STREET City: HILTON HEAD State: SC Zip: 29926  
 Telephone: (843)681.5122 Fax: — E-mail: laura.bischofberger@jbanksdesign.com  
 Project Name: VILLAGE HOUSE Project Address: 3 WIMBLEDON COURT HHI, SC  
 Parcel Number [PIN]: R210 009 000 699 E 0000  
 Zoning District: PD-1 Overlay District(s): COR

**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**

N/A 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.

N/A 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.

N/A 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.
- TBD 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.
- N/A 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**

N/A Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.

For freestanding signs:

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

For wall signs:

- N/A Photograph or drawing of the building depicting the proposed location of the sign.
- N/A 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.

L. Bischofberger  
SIGNATURE

7/27/18  
DATE

# *Village House*

HORIZONTAL PROPERTY REGIME

July 27, 2018

J. Banks Design  
35 Main Street  
Hilton Head Island, SC 29926

RE: Village House Exterior Selections

Dear J. Banks Design,

This letter is meant to serve a documentation that the Village House Board of Directors has reviewed and approved all exterior selections, materials and renderings of the renovation of the exterior of the building.

Please feel free to contact me if you need any further information.

Sincerely,

*Patricia A. Miller*

Patricia A. Miller  
Community Association Manager

## VILLAGE HOUSE – NARRATIVE

Village House is currently looking to renovate their property by updating the exterior of their existing building.

The goal of this renovation is to refresh the current appearance and bring the building up to date. Village

House has selected J. Banks Design Group to design and coordinate the exterior finish selections. J. Banks

has proposed painting the exterior of the building, updating the existing columns of the entry, extending the

covered entry and installing a new metal roof on the updated porte-cochere. All of these proposed items

will enhance the appearance of Village House as well as Wimbledon Court.



VILLAGE HOUSE – SITE PICTURES



ABOVE AND BELOW: VILLAGE HOUSE STREET VIEW



BACK OF  
VILLAGE HOUSE



VILLAGE HOUSE – ADJACENT PROPERTIES



OCEAN PALMS



THE LYONS



DEVONSHIRE



ROYAL DUNES RESORT

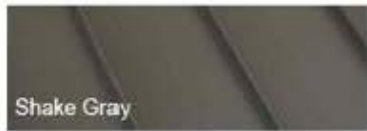
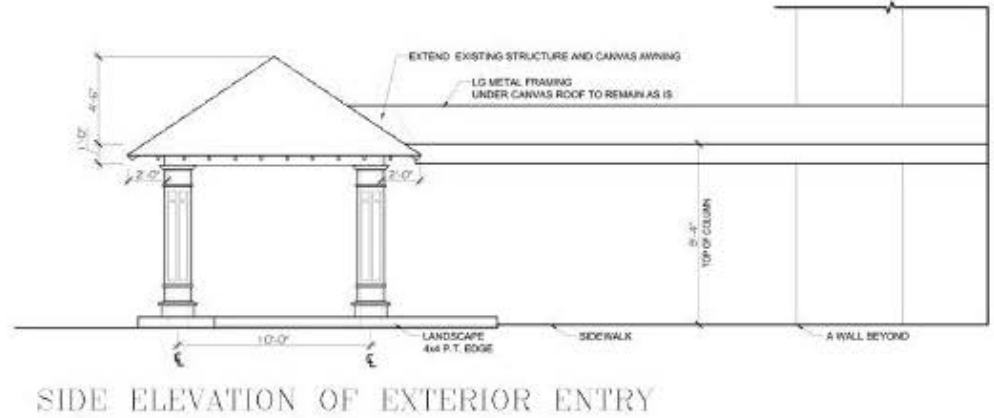


DEVONSHIRE

# VILLAGE HOUSE – PROPOSED RENDERING



BEFORE



Shake Gray

SHAKE GRAY METAL ROOF



BENJAMIN MOORE CHINA WHITE



AFTER

JB

## 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: Village House

DRB#: DRB-1820-2018

DATE: 08/02/2018

RECOMMENDATION: Approval  Approval with Conditions  Denial

RECOMMENDED CONDITIONS:

1. "China White" is too white. Select a different color for the main part of the building.
2. Tie the new entrance to the existing building by using the same color on the new columns and trim or other areas on the existing building.

### ***MISC COMMENTS/QUESTIONS***

1. "China White" is too white for the building. Consider a lighter grey or off-white.
2. A lighter accent or trim color can be used on the new columns but other area or trim on the building should be identify where that same color is used to tie the new entry to the existing building.

**Article III**  
**Board Organization and Duties**

**Section 1. Membership.**

1. **Number and Qualifications.** The Board shall consist of seven members appointed by the Town Council. To the extent practicable, the appointed members shall include at least one attorney and at least two but not more than three design professionals (such as a registered architect, a landscape architect or a graphic artist). None of the members shall hold an elected public office or position with the Town of Hilton Head Island or Beaufort County, South Carolina, and no former Board member shall be appointed to the Board without having been absent from the Board for a period of at least one year.
2. **Length of Terms.** Members of the Board shall be appointed annually for three-year terms effective each July 1, with all such terms ending on June 30 of the applicable year, unless a member is appointed to fill a vacancy. Vacancies shall be filled by the Town Council by appointments for the balance of any unexpired terms.
3. **Term Limits.** No member may serve more than two successive terms, except at the pleasure of the Town Council when the Council believes that such continuation of service is in the best interest of the Community and is for a specific purpose. Service to fill an unexpired term of less than one and one-half years shall not constitute a term of service for the purpose of these term limits.
4. **Attendance/Absences.** Board members are expected to attend all Board meetings. Each member of the board who has prior knowledge that they will not be able to attend a scheduled Regular Meeting of the board shall notify the Secretary no later than ~~4:30 P.M.~~ **noon** the business day before the meeting. In the case of an emergency, a member shall give the earliest possible notification. The Secretary or Staff shall notify the Chairperson in the event that the projected absence(s) will produce a lack of a quorum.
5. **Removal.** Three (3) unexcused absences at Regular or Special Meetings of the Board during one calendar year shall be cause for recommendation by the Chairperson to the Town Council to reconsider the appointment of that member. Attendance records shall be reviewed annually by the Chairperson.