



Town of Hilton Head Island  
**Design Review Board Meeting**  
July 27, 2021 at 1:15 p.m.  
Benjamin M. Racusin Council Chambers  
**MEETING MINUTES**

**Present from the Board:** Chair Cathy Foss, Vice Chair John Moleski, David McAllister, Annette Lippert, Judd Carstens, Ryan Bassett

**Absent from the Board:** Ben Brown (Excused)

**Present from Town Council:** David Ames, Tamara Becker

**Present from Town Staff:** Josh Gruber, Deputy Town Manager; Chris Darnell, Urban Designer; Tyler Newman, Senior Planner; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

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**1. Call to Order**

Chair Foss called the meeting to order at 1:18 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. McAllister moved to approve. Ms. Lippert seconded. By show of hands, the motion passed 5-0-0. (Mr. Moleski was not yet at the meeting.)

**5. Approval of Minutes**

a. Meeting of July 13, 2021

Chair Foss asked for a motion to approve the minutes of the July 13, 2021 regular meeting. Mr. Bassett moved to approve. Mr. McAllister seconded. By show of hands the motion passed 4-0-1. (Mr. Moleski was not yet at the meeting and Mr. Carstens abstained as he was not present at the subject meeting.)

**6. Appearance by Citizens**

Chair Foss asked if there were any requests for appearance by citizens regarding items not on the current agenda. There were none. She noted the requests received regarding 15 Wimbledon Court will take place when the item is addressed.

**7. New Business**

a. *New Development – Final*

i. The Charles, DRB-001668-2021

Mr. Darnell presented the application as described in the Board's agenda package. He recommended the project be approved with the following conditions for Staff review and approval:

1. Given the 20" and 26" Live Oak location adjacent to the proposed building, provide a canopy study and relocation of the storm outfall.
2. Relocate the outfall into the lagoon to avoid the three pines north of the parking lot.
3. Revise the landscape plan to match the scope of the building.

Mr. Moleski took a seat at the dais at 1:23 p.m. after the project had started.

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: notice of the addition of tabby stucco; clarification of location of stairs at the back elevation; location of planters and piers in conjunction with the steps; removal of windows from the front façade; inconsistency in drawings; lack of dimensions; the need for lighting cut sheets; definition of ceiling materials; the roof plan continues to show a parapet; color for the guardrail; clarification of height of building; discrepancy in bracket scale; concern for ADA compliance; the need for additional ground cover; suggestions to carry bracket around the corner; garage steps on right have no relationship in the site plan; suggestion of a landing at the bottom of steps; suggestion of live oaks in the medians; suggestion of transition in planting on Skull Creek side; the need for landscape lighting; and concern for the many discrepancies in the drawings and elevations.

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

**b. Alteration/Addition**

- i. St. Andrew By-The-Sea United Methodist Church Pope Avenue Entry, DRB-001654-2021

Mr. Darnell presented the application as described in the Board's agenda package. He recommended the project be approved with the following conditions for Staff review and approval:

1. Specify the color and or finish of:
  - a. New stucco to match existing stucco,
  - b. Metal bracket to coordinate with the color palette of the existing building.
  - c. Elevator door to coordinate with the color palette of the existing building.
  - d. Exposed wood to coordinate with the color palette of the existing building.
2. Provide cut sheets for all light fixtures.
3. Provide a landscape plans of a scope and size that is in proportion to the scale of the alteration / addition.
4. Specify the lay down area on the plans for construction material and activity.

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: clarification of the disposition of the two bollard lights at the side of the stairs; suggestion of podocarpus plantings in the landscaping for seasonal colors; clarification of how lighting would be mounted; the dimension of the pier in the architectural drawing; extension of the existing wall; suggestion that elevator door be painted the same color as the exterior; and the need for alignment of the stucco trim with the beam.

Following the discussion, Ms. Lippert moved to approve DRB-001654-2021 with the following conditions:

1. All of Staff recommended conditions.
2. A note that the existing bollards are being removed.
3. The guardrail wall be extended in a manner that the post remains free standing.
4. Confirmation that all of the structural wood elements are to be stained to match existing.
5. The stucco trim on the elevator tower to match the depth of the glulam beam.
6. The elevator door to be stucco color.
7. A specification of standard podocarpus (7 gallon) in line with the existing wall with the opportunity for seasonal color as existing in front.

Mr. Carstens seconded. By show of hands, the motion passed by a vote of 6-0-0.

**c. New Development – Conceptual**

**i. 15 Wimbledon Court, DRB-001665-2021**

*(Due to a potential conflict of interest, Mr. Bassett recused himself from discussion and voting regarding 15 Wimbledon Court, DRB-001665-2021 and left the dais. 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.

Chair Foss asked if there were any requests for appearance by citizens regarding 15 Wimbledon Court, DRB-001665-2021.

Five Hilton Head Island residents and the Island Club Manager addressed the Board in opposition to the project stating safety concerns and increased traffic flow. A local attorney addressed the board providing a brief history of the project.

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: clarification of the phasing plan; massing of buildings; definition of proportions; consistency in gables; sizes of guardrails; variety in massing and rooflines; clarification of building four front elevations; mass of the maintenance building roof; scale and proportions of Bahama shutters; angles on cross guardrail; discussion of the gable eyebrow and proportions of such; the need to ground the windows in the side elevations; the need for evergreen shrubs between the drive aisle and sidewalk; suggestion for use of evergreen material in the buffer; consideration of a wood screen fence on the property line; designation of parking areas and the need for adequate parking; consideration of relocation of the three story buildings to the Folly Field

Road side and the four story buildings to the Wimbledon Court side; clarification of tree removal; clarification of the circulation pattern at drop-off; the need for the garage floor plan; consideration of relocation of the bike racks; suggestion of an additional layer of landscaping directly across from Island Club; consideration of upsizing plantings up against Wimbledon Court; concern expressed regarding too many differences in design; consideration of moving access to the path to the beach to the left; and suggestion of a fence with pierced bricks on the Folly Field side.

Following the discussion, Mr. McAllister moved to approve DRB-001665-2021 with the following conditions:

1. Restudy the LMO to determine any significant trees on site.
2. Restudy location of the bike racks moving them closer to the elevator.
3. Upsize the foundations plants along Wimbledon Court and the rear foundation plants.
4. Add another layer of plantings in the buffer across from the Island Club.
5. Provide a sidewalk connection to the bike path near the curb cut at the clubhouse.
6. All understory trees should be evergreen.
7. Provide planting specification for the vines that are a part of the parking garage.
8. A study of a greater rigor about where which guardrail type is located.
9. Maintain consistent angles of the cross of the guardrails.
10. A study of scale at the gabled roofs.
11. Specifically, less roof on the maintenance building.
12. A study of the porte cochere drop off volume.
13. The need for detailing for final.
14. Study a fence installment along Folly Field Road with a suggestion of pierced brick.

Mr. Carstens seconded. By show of hands, the motion passed by a vote of 5-0-0.

## **8. Board Business - None**

## **9. Staff Report**

- a. Minor Corridor Report – None

## **10. Adjournment**

The meeting adjourned at 3:48 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** August 10, 2021