



Town of Hilton Head Island
Design Review Board Meeting

March 14, 2023, at 2:30 p.m.

MEETING MINUTES

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

Absent from the Board: Todd Theodore

Present from Town Council: David Ames, Glenn Stanford

Present from Town Staff: Shea Farrar, Senior Planner; Karen Knox, Senior Administrative Assistant; Brian Glover, Administrative Assistant

1. Call to Order

Chair Foss 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

Chair Foss asked for a motion to approve the Agenda. Mr. Parker moved to approve. Ms. Lippert seconded. By a show of hands, the Motion passed with a vote of 6-0-0.

5. Approval of Minutes

a) Regular Meeting of February 28, 2023

Chair Foss asked for a motion to approve the Minutes of February 28, 2023. Ms. Lippert moved to approve. Mr. Moleski seconded. By a 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. No comments were received on the Open Town Hall Portal. No citizens spoke at the meeting.

7. Unfinished Business

None

8. New Business

a) *Final*

- **DRB 000542-2023 Holiday Inn Express**

The proposed hotel addition/renovation will include a new Porte Cochere entryway and tower infill element.

Ms. Farrar provided the staff's presentation as included in the packet. She gave a brief overview of the changes made to the project since its conceptual review. Following Ms. Farrar's presentation, the Applicant provided an additional presentation.

After the presentation, the Board asked the Applicant many questions about the project. The Board asked about the scale and design of the lighting, the detail for the construction of the structure and lighting connections, the detail for the balconies, the proposed fixture heights, and the wall height at ground level.

Chair Foss asked for a Motion on the Application. Ms. Lippert moved to approve with the following conditions:

- Staff comments 2,3, and 6.
- For staff comment 3, the Bahama shutters should be slid out, shortened, and made steeper.
- The Sight Wall should be version 8B.
- Element 14 is made wider (the wooden wrap of the Porte Cochere columns).
- Details are provided for item 2, which includes return dimensions at the cutout in the tower.
- Details are provided for the modified existing guard rails and the new guard rail.
- Details are provided for the Juliet Balcony front edge, and it is a wrapped bronze finish.
- Elevations of the lights are noted.
- A-101 is made to match the site plan.
- Light fixtures are confirmed to be bronze, and both have a 12-degree beam angle.

Amended to include the following:

- These drawings come back for approval by two Design Review Board Members and Staff.

Mr. Parker seconded the Motion. The Motion carried with a vote of 6-0-0.

9. Board Business

Mr. Moleski discussed the process for incomplete submissions for projects. He asked about the staff's procedure when they find an application is not complete. Additionally, he asked when applicants would be required to resubmit. He also expressed concerns about Applications that do not include an Engineer or Architect in the project.

10. Staff Report

a. Minor Corridor Report

There have not been completed projects since the last meeting.

11. Adjournment

The meeting adjourned at 3:24 p.m.

Submitted By: _____

**Brian Glover
Administrative Assistant**

Date: March 28, 2023