



# Town of Hilton Head Island Regular Design Review Board Meeting

Tuesday, March 10, 2015

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 February 24, 2015
6. **Staff Report**
7. **Board Business**
  - A. Revisions to Rules of Procedure
  - B. Design Guide section review “Site Design”
8. **Old Business**
9. **Unfinished Business**
10. **New Business**
11. **Appearance by Citizens**
12. **Adjournment**

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

**Town of Hilton Head Island**  
**Design Review Board**  
**Minutes of the Tuesday, February 24, 2015 Meeting**  
**1:15p.m. – Benjamin M. Racusin Council Chambers**

**DRAFT**

Board Members Present: Chairman Scott Sodemann, Vice Chairman Jake Gartner,  
Galen Smith, Dale Strecker and Kyle Theodore

Board Members Absent: Ron Hoffman and Brian Witmer

Town Council Present: None

Town Staff Present: Jennifer Ray, Urban Designer  
Richard Spruce, Floodplain Administrator  
Jill Foster, Deputy Director of Community Development  
Kathleen Carlin, Administrative Assistant

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**1. Call to Order**

Chairman Sodemann called the meeting to order at 1:15p.m.

**2. Roll Call**

**3. Freedom of Information Act Compliance**

**4. Approval of the Agenda**

The Board **approved** the agenda as submitted by general consent.

**5. Approval of the Minutes**

The Board **approved** the minutes of the February 10, 2015 meeting as submitted by general consent.

**6. Staff Report**

Ms. Ray stated that the staff will provide Board training during the regular Planning Commission meetings on Wednesday, March 4<sup>th</sup> at 9:00a.m and again on Wednesday, March 18<sup>th</sup> at 3:00p.m. Attendance at the training sessions will qualify for one credit hour each toward state mandated training requirements.

**7. Board Business**

None

**8. Old Business**

None

**9. Unfinished Business**

None

*(Ms. Theodore recused herself from the following application, DRB-000144-2015, due to a professional conflict of interest. A Conflict of Interest Form was completed and signed by Ms. Theodore and attached to the record.)*

## **10. New Business**

### **A. New Development – Final**

#### **1. Adventure Inn – DRB-000144-2015**

Ms. Ray introduced the application and stated its location, 41 S. Forest Beach Drive. The applicant proposes to redevelop the old Adventure Inn site for use as a new resort facility. Ms. Ray presented an in-depth overhead review of the application.

This project received Conceptual approval from the Board in December 2014 with the following conditions: (1) consider using large scale plant material to balance the scale and the mass of the building; (2) consider shifting the east wing of Phase 2 building toward the ocean or otherwise increasing the vegetative buffer between the building and the parking. Remaining conditions were related to the color palette. Ms. Ray provided the applicant's response to the Board's conditions.

The proposed buildings consist of two six-level residential structures over screened parking connected to the on-site amenities and landscaping by colonnades, trellises, and walkways overlooking the central courtyard focusing on the preserved specimen oak trees.

In addition to the residential buildings is an administration building that is approximately 5,000 sq. ft., a maintenance building that is on the parcel across South Forest Beach Drive, and two other buildings; a 3,000 sq. ft. pool bar and grill as well as restroom buildings. The buildings are configured on the site to preserve the central green space and amenity area featuring the large existing oak trees and other trees in the center of the site. The applicant has also preserved the featured trees along South Forest Beach and provided additional landscape islands in front of the structures facing South Forest Beach Drive to enhance the arrival experience.

The plan shows a minimum of 184 parking spaces including 25 replacement spaces for the Carolina Building along with 70 bicycle parking spaces. The parking is split between the parcel across the street, along South Forest Beach, under the building in ground level parking.

There is a wide variety of site materials. The vehicular paver is a brick paver in both permeable and standard. There is also oyster shell concrete banding. The majority of the main walks throughout the site are the oyster shell concrete. They are also using some specialty paving in a decorative boardwalk style paver. The color concrete for the pool at Ocean Dunes has a rock salt finish in Mesa Beige. The lounge pool and the feature pool both use the same pool deck paving and banding as well as an 18" wide pool coping. Ms. Ray reviewed a sample of the tiles that will be used for all three of the pools. Ms. Ray also reviewed the pool amenities, pool equipment, bike rack, charcoal grill, and the aluminum bollard in a bronze finish. The majority of the finishes are bronze or stainless steel.

Ms. Ray reviewed details related to the brick planters, brick seat walls and brick entry columns, as well as stucco retaining walls, small stucco columns, and a louvered screen fence using a brick base with a wood screen at the restroom buildings. A brick knee wall with pool fence surrounds the lounge pool. The feature pool is surrounded by a 4' tall brick pool fence without a brick base. At the lounge pool there is a trellis that features a brick column very similar to the entry columns with a wood trellis. The same trellis detail is picked up on a swing trellis. Near the ocean is the zone plan as well as the boardwalk all of these include Ipe rail, post and decking.

The applicant has provided a landscape plan based on the Board's previous comments. The landscape material is of a larger size than typically seen – 15-gallon and 30-gallon plant material as foundation plants with lots of layers to provide a mature appearance at the time of installation rather than growing in. The materials are native or typically used on the island as well as resort style plant material strategically placed in the site.

Some of the large oaks along South Forest Beach as well as the ones in the central courtyard are heavily under planted. The staff recommends pulling back slightly on some of the material under the canopy of some of those large oak trees. The applicant has provided landscape plans for both Phase I and Phase II of the project.

The lighting plan utilizes several types of fixtures including both parking area standards and pedestrian standards along the main walk and transitioning to lower bollard or accent lighting as you get near the lounge pool out into the feature pool area. On the cut sheets some of the light fixtures are called out as black and some are bronze or natural. The staff recommends consistency in the finish.

Ms. Ray reviewed the entry column with a lantern style fixture. In the parking lot the applicant is using a 20-ft. pole with the fixture and then the same style fixture on a smaller pole in the pedestrian area and a similar fixture in the bollard style lighting. All of the lighting is turtle friendly as you approach the beach; however, much of the lighting is LED, which is not currently compliant with the LMO. The applicant is working on a solution for the lighting to meet the requirements of the LMO and still be turtle friendly. The Board is reviewing the character and the location of lighting today.

Relative to the buildings there are two six-story residential structures being constructed in phases for a total of 125 two-bedroom units. The pool building plan shows the kitchen area that is enclosed with the bar and the fireplace surrounded by a nanawall folding glass system. The restroom building is a pass-through style building with men's and women's and pool chemical storage being accommodated within the same building to help minimize the number of structures on site. The maintenance building is on the parcel on the other side of South Forest Beach and includes a trash compacter adjacent to it.

The accessory building elevations include the pool building with board and batten siding, and a brick chimney, as well as lots of details including gable louvers, shutters, and heavy timber wood trusses. The restroom building steps down in scale and utilizes the same forms and materials. The maintenance building also picks up on that same form. The side with more detail is the side that faces South Forest Beach Road. The other side is more

flat or plain and is the side that the trash compactor is adjacent to and is buffered from the neighbors with heavy landscaping. There is also a small pavilion out by the ocean that uses the same materials.

Ms. Ray reviewed some of the more unique features of the building elevations including a custom aluminum wind sculpture, an architectural landscape wall, an aluminum screen wall that includes vertical stainless steel cable system members, and a custom aluminum grill with the brick base that ties into the site features.

Ms. Ray presented details regarding the lantern pendant which ties in with the lanterns at the entry columns. Ms. Ray reviewed the two phases on the color elevations. Phase I includes the administration building, one of the residential buildings and the pool building.

The pavilion is also known as the pool bar and grill. The same colors and detailing are used on all of the buildings just in a different way to help break up the mass of the buildings.

Ms. Ray reviewed the color board that was submitted at the Conceptual review. The Board stated at that time that the white may be too white, the colors may be too cool, and there may not be enough contrast. The applicant has since toned down the base color for all of the buildings and now there is more depth and contrast. Ms. Ray presented hard samples of the color for the Board's review.

The Forest Beach Owners Association ARB has reviewed and approved the plans. The staff recommends approval with the following conditions: (1) the site lighting be reviewed to ensure a consistent finish; (2) the building lighting locations be clarified if anything is exterior; and (3) the landscaping under the large oak trees be pulled back slightly. Following the staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Trey Griffin, Wood + Partners, and Mr. Mark Timbers, architect, presented statements in support of the application. The applicant agreed to pull back the plantings located under the large oak trees. The applicant stated that all of the light fixtures are bronze or natural in color.

The Board discussed the application. The Board stated that they like the modifications to the colors. The more natural tones will blend in much better with the natural environment. The Board stated that they like the simplification to the roof forms, the bike racks, and the way the maintenance building now blends in with the rest of the structures. The Board stated that they are a little concerned with the width of the louvers because they look a little out of proportion with the building. The Board and the applicant briefly discussed the wind sculpture.

The Board presented some concerns related to the neighbors of Ocean Dunes due to their view of the above ground pool equipment enclosure which is not very appealing. The Board also discussed the sidewalk from Ocean Dunes to the beach access (the two parallel walkways are located within 10-ft. of each other.) The applicant stated that they intend to keep the walkways separated by a landscaped buffer.

The Board stated some concern with the location of the pool (the one closest to the site – right next to Ocean Dunes Villas). The pool and the restrooms could be located closer to the green space so as not to affect the quality of life of the neighbors.

The Board discussed the east side of the Phase 1 building and presented comments in concern of the long expanse of roof. The roof line needs some breaking up due to its proximity to the Carolina Building.

The Board stated that they appreciate the large plant material but additional planting is would be nice between the parking and the building. The Board stated that they like the hardscape. The Board stated that they also like the entry columns and the Accessory Building and the Administration Building. Following the Board's discussion, Chairman Sodemann requested public comments and the following were received:

- (1) Mr. George Dorr, President of the Hilton Head Beach Villas HOA, presented comments in concern of the height restrictions, strand requirements, and set back requirements. Chairman Sodemann stated that the Design Review Board focuses on aesthetics and recommended that Mr. Dorr contact the staff for this information.

Following final comments by the Board on this application, Chairman Sodemann requested that a motion be made.

Vice Chairman Gartner made a **motion** to **approve** application DRB-000144-2015 with the following conditions: (1) an alternative to LED lighting is to be reviewed and approved by staff for compliance with the LMO. Mr. Smith **seconded** the motion and the motion **passed** with a vote of 3-1-0.

*(Ms. Theodore recused herself from the following application, DRB-000290-2015, due to a professional conflict of interest. A Conflict of Interest Form was completed and signed by Ms. Theodore and attached to the record.)*

## **B. New Development – Conceptual**

### **1. The Bayshore on Hilton Head Island – DRB-000290-2015**

Ms. Ray introduced the application and stated its location, 421 Squire Pope Road. Ms. Ray presented an in-depth overhead review of the application including an aerial view of the property, photos showing existing conditions, and examples of neighboring architectural styles. There are two parcels – one is located on Skull Creek and the other parcel is located on the other side of Squire Pope Road where the existing parking is located.

The applicant proposes to construct a senior housing facility on the site currently known as Salty Fare. The site analysis reflects the approximately 4-1/2 acre primary site with three main zones. Closest to the road is the existing parking that includes minimal vegetation and is the best potential for parking with access to the site. The middle of the plan shows the existing architectural elements with no overstory trees and the best potential redevelopment area. As you approach the water there is open space and high shade adjacent to Skull Creek.

The site plan was driven from the site analysis and shows the building located within that zone of current architectural elements and placed well back from Squire Pope Road.

To minimize the impact of the road, one center access drive has been provided. This tree line drive is focused on the building's primary access that leads to the covered entry port cochere and features a ceremonial hardscape feature with a terminus at the entry drive that creates a pedestrian scale focal point in front of the building entry and anchors the small motor court.

108 on-site parking spaces are provided and are located on either side of the drive from Squire Pope Road and hidden through a series of low garden walls, landscaping and street trees. Additional overflow and employee parking is located on the six-acre site on the other side of Squire Pope Road.

The "U" shape building configuration opens to the primary water views and to minimize the impact to the residential neighbors on the north, the service drive, kitchen, dining, and club functions are located on the south side which is the same side as the adjacent boat house, while the quieter residential type functions are placed on the north side of the property.

The site features include a range of exterior amenities for the residents and include walled courtyards, a pool, shade trellis feature, garden fountains, seating terraces, access to Skull Creek through the existing dock. A fire pit and a swing trellis provide views to the Creek and a multi-use lawn provides a sunny event and gathering space.

The site amenities will be landscaped to enhance the different characteristics of each area and will include a tree lined landscaped entry drive, garden wall elements, garden style pool area and lush plantings as well as shade gardens along Skull Creek.

Continuing the theme of complementing the natural setting, the architecture is harmonious with island character and utilizes the principles of good design with the buildings' form, mass, scale, materials, detail and color. The form and mass of the structure modulate from a variety of methods including building steps, offsets, inset and projected balconies.

Trellis pergolas, arched colonnades, varied roof planes, generous and varied roof overhangs, varied massing heights with tower elements and gabled end features all assist in breaking down the form and mass to create visual interest and appeal that is consistent with the island.

The material palette and simple detail provide additional compatible interest and scale. Painted stucco of medium and light texture precast in faux pre-cast trim wood and faux wood fascia, eave extension brackets, railings, door window frames and Bahama shutters, shaped concrete roof tile, and metal standing seam roof at the port cochere. The elements are all nature toned. Ms. Ray distributed actual paint samples to the Board for their review. The neutral paint colors blend in and preserve the island setting.

The building floor plans show all of the different levels (1, 2, 3, 4 and 5.) The entry east elevation is the view from Squire Pope Road. It shows the five-story building including 126 senior housing units and associated interior amenities. The entrance is right on axis

with the entrance road. The service area is located on the left side which is closest to the boat house activities and farther away from the residential property on the right. The north elevation shows the view from the right showing the adjacent residential. The west elevation is the view from Skull Creek and the south is the elevation adjacent to the boat and storage areas. There is less detail in this section but it is not visible.

The floor plan shows some relief in vertical and horizontal; however, the building and the elevation still reads pretty flat and consideration should be given to ways to break up the scale and mass of the building by continuing to work on varying the horizontal and/or vertical plane as well as adding more detail or considering adding more changes in color. Staff recommends approval of the application with that as the condition. Just before the meeting staff received notification from Walter Nester, Esq., the attorney for Bayshore Retirement Partners, LLC. They have identified that there is not an ARB with jurisdiction over the property. Following staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Trey Griffin, Wood + Partners, presented brief comments in support of the application. Mr. Chuck Jones, architect, presented statements regarding the elevations and the balconies. Mr. Jones presented a Power Point presentation showing the renderings of the elevations.

The Board discussed the application and stated that they like the project. The Board stated that they agree with the staff that more consideration should be given to the massing of the building. The Board stated that they like the canopy, the inset balcony above the canopy, and the towers on either side. The Board also likes the colors and the brackets along the roof line. The Board stated concern that the roofline runs a bit. The Board stated concern with the location of the service yard as the front of the building is not a good location.

A couple of Board members stated that the color for the building should be toned down a bit. The property is long overdue for improvement. The Board discussed the Skull Creek side dining areas on the first and upper floors. The window penetrations may make it look repetitive. The Board stated some concern with the need to protect the specimen oak trees and suggested shifting the building back to at least 40-ft. to help preserve the specimen tree.

The Board stated that the front elevation is the strongest elevation. The Board stated that the parapet element may be a little small - more of a hip roof may be helpful. Additional shutter structures over certain windows will help break up the massing of the building. The Board stated that they like the formal entrance; however, trees in this area will be important to soften the appearance. The Board stated that they look forward to seeing the Final submittal. Following the Board's discussion, Chairman Sodemann requested public comments and the following were received:

- (1) Mr. Peter Kristian, General Manager, Hilton Head Plantation Homeowners Association, stated that the use is welcomed by the Hilton Head Plantation Community.

Following final comments by the Board, Chairman Sodemann requested that a motion be made.

Mr. Strecker made a **motion** to **approve** application DRB-000290-2015 with the following conditions: (1) consideration should be given to preserving the 43” and the 26” oak trees at the north east property line by mitigating the location of the building; (2) consideration should be given to breaking up the mass of the building as recommended by the staff; (3) consider colors to help break up the mass of the building; (4) retaining the specimen trees to the extent possible. Vice Chairman Gartner **seconded** the motion and the motion **passed** with a vote of 4-0-0.

*(Please note ~ Ms. Theodore excused herself from the remainder of the meeting at 2:30p.m.)*

2. Golf Academy - DRB-000150-2015

Ms. Ray introduced the application and stated its location, 128 Beach City Road, Lot # 1, Beach City Commercial Center. The applicant proposes to build three buildings including offices for the Junior Players Golf Academy. Ms. Ray presented an in-depth overhead review of the application including several photos of neighboring architectural character. The site is approximately 1.18 acres. It is flat with an elevation of 17’ and no specimen trees. It is currently undeveloped with a lot of pine trees and no wetlands.

The site plan shows the primary access from Beach City Road with secondary access from Finch Street. In order to meet LMO requirements for curb cut separation from the center line of Finch Street to the entrance on Beach City Road, an “S” curve was added on entrance to parking lot. The geometry and the length of the curb appear to be a little bit constricted and staff recommends that before the final submittal, the applicant coordinate with the Town’s Engineering Department, including the Traffic Engineer, to confirm those radiuses to make sure that it meets all of the Town’s requirements. The plan includes three buildings – 128 is the office for the Junior Players Golf Academy; 126 is the Fitness Center and 124 is leased office space for a total of 11, 000 sq. ft. and associated parking.

The original intent of the site plan was to include some outdoor space associated with the Academy office. The buildings were located, pushed up closer to Beach City Road with a primary access from Beach City. That portion of the project has gone away leaving the space and staff recommends that the site plan be adjusted to provide better pedestrian access and parking closer to the building. While all sides should have equal detail, the front does not necessarily have to be at the front of Beach City Road. There is opportunity now to provide some additional parking and have a more direct access rather than a majority of the parking away from the front door of the office building.

All structures are proposed to be slab on grade, wood frame buildings with hardi-plank siding. Roofing is asphalt shingle or standing seam metal roof. Staff recommends that the metal roof be used instead of the shingle roof, but a nice architectural shingle could be viable as well.

The Academy office building will be visible on all four sides and all four elevations have a very similar design and character that meets the intent of the Design Guide. Additional detailing should be considered on the back half of the building because it will be viewed from both the parking lot and the access from Finch Street.

Two elevations were provided for the Fitness Building and they show a similar character and detailing as the Academy Building. The majority of the view from Beach City Road elevation will be blocked by the adjacent office building and so there is not a lot of detail. However, especially from Finch Street, the site plan directs you straight on access to this building so some additional detailing should be provided there as well. As the office building progresses, the same character and material should be carried through to that office as well. The staff recommends approval of the Conceptual submittal with the following conditions: (1) that the site plan be studied as it moves forward to provide better pedestrian flow; (2) that the “S” curve at the entrance drive be worked out; and (3) that additional detailing be considered for the back half of the Academy Building and the Fitness Building. Following the staff’s presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Dale Johnson, Architect, presented comments in support of the application. Mr. Johnson corrected an error on his drawing regarding the clerestory on Building 128. The Board discussed the application and confirmed that today’s review is for the first two buildings only. The Board stated that the buildings have island character; subdued and low key. The Board stated they would like the clerestory on the office building be adjusted scale wise to match the Fitness Building.

The Board stated that they agree with the staff’s recommendation regarding the Fitness Building. The Board stated that they like the exposed rafter tails and shadow lines. The Board stated concern with the need to save as many trees along Beach City Road as possible. The Board stated that they agreed with the staff’s concern with navigation of the sharp “S” turn. The Board also stated some concern with the long blank facade

The Board stated that fake window with shutters on it would be okay. Likes exposed rafter detail a lot. Windows office type windows are pretty good size. The Board recommended that the elevations be made a little more interesting with banding; even vertical banding helps break up mass.

The Fitness Building lacks an overhang on the left side. The Board recommended that the building be shifted a bit to have some additional overhang. The sharp “S” curve is going to be tricky to maneuver and should be smoothed out as much as possible. The Board agreed with the staff’s recommendation regarding the roof – a standing seam metal roof would add additional character versus a shingle roof. Following final comments by the Board, Chairman Sodemann requested that a motion be made:

Vice Chairman Gartner made a **motion to approve** DRB-000150-2015 with the following conditions: (1) some attention and diligence should be paid to the engineering for the drive coming off of Beach City Road; (2) the site plan is examined in order to shift the Fitness Building to get uniform soffit overhang; (3) consideration be given to adding

some applied moldings and possibly some water table banding on the Academy Building to give it a little more detail; (4) the clerestory windows on the Academy Building should be more in scale to the Fitness Building. Mr. Strecker **seconded** the motion and the motion **passed** with a vote of 4-0-0.

### C. Alteration/Addition

#### 1. Sea Turtle Marketplace (SteinMart) - DRB-000302-2015

Ms. Ray introduced the application and stated its location, 430 William Hilton Parkway. The applicant proposes to redevelop the shopping center per the Conceptual plans approved by the DRB in December 2014. Ms. Ray presented an in-depth overhead review of the application including photos showing the existing conditions at SteinMart. The enlarged elevation was included in the Conceptual submittal that was approved in December.

The Board's conditions from the Conceptual approval were with regard to (1) landscaping in the Hwy. 278 buffer; (2) the repetitive nature of the rooflines including the junior anchor; and (3) dumpster screening. A material elevation was also submitted at the Conceptual review and include a rich palette of colors and materials consistent with the Design Guide.

Ms. Ray reviewed the elevation of the area under review today. The plan shows the minor changes including the addition of the tower feature in the corner, a new covered walkway along the front of the building, and a new main entry feature. The front elevation reflects that corner tower feature which has been lowered slightly from the previous submittal as well as a new entry feature that has been raised to help break up the overall roofline that the Board reviewed and commented on previously.

The details include a standing seam metal roof, louvers, brackets, tabby stucco and sand finish stucco, Bermuda shutters, and painted steel trellis. The right elevation shows the main entry feature, covered walkway, new stucco veneer on the side of the building, and the existing stairs are getting new siding to match the siding being added to the front of the building.

The rear elevation is staying similar to existing. It is currently CMU block wall that will receive new paint so that the colors are consistent with the rest of the building. The left side is partially covered by what will be an adjoining tenant building. The tower feature highlights the variety of materials including metal, stucco, tabby, lap siding, and concrete plus the variety of details that were already mentioned including layers of trim, louvers and brackets. The main entry feature also includes a 6 and 12 pitch and similar materials and detail and introduces another lap siding with a 7" exposure versus 4".

The covered walkway sections include stucco veneer columns with a brick base. Ms. Ray reviewed the shutter detail. Ms. Ray passed around the color board for the Board's review. The colors and the materials are all in keeping with the Design Guide. Stucco trim colors, bronze metal roofing, and custom bronze for the shutters complement the brick base.

Ms. Ray reviewed the lighting fixtures at the building entry and at the covered walkway. Additional information is needed regarding how much light will be provided as well as the finish of the lights. The sign light and the logo light will be approved as part of the sign application. Ms. Ray reviewed an example of the applicant's standard brand building sign. The staff will review the sign application for compliance with the LMO. Façade signs cannot be larger than 10% of the façade of the tenant space or 40 sq. ft. (whichever is larger.) The sign shown on the elevations is approximately 72 sq. ft. and will need to be reduced. The staff stated that today's submittal is very well organized and easy to follow with a color board that has a lot of depth and detail. The staff recommends approval of the application as submitted.

Mr. James Atkins, Court Atkins Architects, presented statements in support of the application. The Board discussed the application and complimented the improvements to the shopping center. The Board presented comments regarding the colors. The "Moonlight" and "Overcast" colors look very close to white and perhaps should be toned down. The Board discussed the tower's faux louver element and stated that a real louver would be preferred over the faux. The Board discussed the bracket and stated that additional detail is needed. The applicant confirmed that the display windows will be removed at the request of SteinMart. The Board suggested that the shutters be made a little taller. The size of the steel brackets in the canopy should be made more bulky. The Board stated that this element can be approved by the staff. Following final comments by the Board, Chairman Sodemann requested that a motion be made.

Mr. Strecker **made** a motion to **approve** DRB-000302-2015 with the following conditions: (1) consideration should be given to darkening the "Moonlight" and "Overcast" colors; (2) the shutter proportion should be made taller especially at the sides of the building; (3) the faux stucco louver at the tower should be changed to a real louver and provided to the staff for review and approval; (4) the bracket detail should be made bulkier and be provided to staff for review and approval. Mr. Smith **seconded** the motion and the motion **passed** with a vote of 4-0-0.

## 2. Fidelity Building – DRB-000311-2015

Ms. Ray introduced the application and stated its location, 807 William Hilton Parkway. The existing Fidelity Building is in Plantation Center. Ms. Ray presented an in-depth overhead review of the application. The applicant proposes to expand the existing building at the side entry by providing an elevator and sprinkler room for access and use of the second floor. Photos show the existing conditions. The site plan shows the addition of the sprinkler riser room and new elevator in the front right corner and a new egress stair on the back of the building.

The landscape plan uses existing palms and loriope at the side entrance and adds commonly used landscape material to supplement what is existing. The architectural site plan shows a different footprint including a new sidewalk to access the sprinkler room. The landscape plan needs to be adjusted to match the site plan and forwarded to the staff for approval.

The front elevation shows the elevator with a design that coordinates with the existing building massing and vernacular. The addition blends in with the existing in terms of color, textures, and materials. The egress stair plan shows the proposed stairs which are in the same position as the existing set of stairs. The stairs are in the same color and material and just widen to meet code.

The elevations indicate the line between the existing and new construction and reflects the use of a pre-finished metal cap, shingles, stucco frame, and new stucco score marks. The left side elevation continues the score and framed stucco with a light fixture that matches existing. This project came before the Board in October 2013. Comments from the Board at that time included adding landscaping which the applicant has done as well as adding architectural quality beyond the stucco rectangle that was shown the first time. The staff recommends that this project be approved as submitted. Following the staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Dan Ogden, architect, presented statements in support of the application. The Board discussed the application and agreed with staff's recommendation that the application be approved. The Board stated that the applicant may want to consider slightly darker stucco for the front elevation for added contrast. Following final comments by the Board, Chairman Sodemann requested that a motion be made.

Mr. Smith made a **motion** to **approve** DRB-000-311-2015 as submitted. Vice Chairman Gartner **seconded** the motion and the motion **passed** with a vote of 4-0-0.

**11. Appearance by Citizens**

None

**12. Adjournment**

The meeting was adjourned at 3:40p.m.

Submitted By:

Approved By:

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Kathleen Carlin  
Administrative Assistant

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Scott Sodemann  
Chairman



# **TOWN OF HILTON HEAD ISLAND**

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*Community Development Department*

**TO:** Design Review Board  
**FROM:** Jennifer B. Ray, ASLA, *Urban Designer*  
**DATE:** March 3, 2015  
**SUBJECT:** Revisions to Rules of Procedure

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The re-write of the Land Management Ordinance was adopted by Town Council on October 7, 2014 which affected code references within the DRB's Rules of Procedure. Additionally there were minor revisions based on actual DRB practices and changes in titles and Department names. These changes are located on pages 1, 2, 3, 4, 6, 7, 9, and 11 and are attached for your review and discussion at the March 10, 2015 meeting.

The final version of the Rules of Procedure, incorporating the changes listed above, will be adopted at the March 24, 2015 meeting.

*Design Review Board*  
*Rules of Procedure*  
*Town of Hilton Head Island*

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**Article I**  
**Purpose and Function**

The Design Review Board is established as a board of architectural and landscape design review for projects in the Corridor Overlay District and for signs throughout the community. Its main responsibilities include the review of development within the Corridor Overlay District, the review of applications for sign permits; and the review of the Design Guide or documents relating to aesthetics. In carrying out its duties, the Design Review Board must work within the legal framework and requirements of the law while exercising elemental fairness and open mindedness.

**Article II**  
**Rules of Procedure**

**Section 1. Rules of Procedure.**

These *Rules of Procedure* are adopted by the Board pursuant to SC Code 6-29-870 and ~~Chapter 2 Article IV~~ Appendix A-4 of the LMO. The *Rules of Procedure* can be suspended by majority vote of the Board to meet particular circumstances. If there is a situation where the *Rules of Procedure* are not specific concerning an issue, then the most recent edition of *Robert's Rules of Order* shall govern the conduct of meetings on the issue not covered.

**Section 2. Amendments.**

1. Written notification of proposed amendments to these rules must be given or mailed to each member at least one (1) calendar week before the meeting at which a vote on the proposal(s) is intended. The notice shall include: (1) the proposed amendment(s); (2) reason(s) for the proposal(s); and (3) the date of the meeting for the intended vote.
2. Adoption of proposed amendments shall require the favorable vote of the majority of the members serving at the time of the vote.
3. The effective date of adopted amendments shall be the next regularly scheduled meeting following adoption.

**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. 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 ~~board~~ Chairperson.

**Section 2. Election of Officers.**

The officers of the Board shall be a Chairperson and a Vice-Chairperson for one-year terms beginning on the first meeting in ~~August~~ July. They are elected annually by the Board members no later than at the ~~last~~ first meeting in ~~June~~ July. Neither of these two positions shall be filled by a member who has not served at least 1 year on the Board. Nominations for the Chairperson and Vice-Chairperson shall be made from the floor at the meeting with a roll call election to follow.

A majority vote is normally required to elect to office. If no one in an election receives a majority vote, the vote must be repeated until one of them does get a majority. Votes can be taken by ballot or show of hands if there is more than one candidate.

**A. Chairperson.** The term shall be for one year. At the end of each year, the Chairperson may be re-elected subject to his/her appointment term. The Chairperson shall be a voting member, and shall have the following duties:

1. In consultation with the Staff Board Coordinator, create agendas for all meetings;
2. Preside at all meetings of the Board;
3. Act as spokesperson for the Board;
4. Sign documents for the Board;
5. Designate a Board member or personally act as liaison with other governmental agencies and Town boards;
6. Assign or delegate tasks to other Board members as may be necessary to perform the Board's functions;
7. If approved by Town Council, make appointments to committees of the Board and be an ex-officio member of all committees with a voice in discussions, but with no authority to vote on questions before committees unless specified;
8. Transmit reports and recommendations to Town Council;
9. Work with the Staff Board Coordinator to ensure all business is conducted in accordance with procedures;
10. Cancel a scheduled board meeting if there are no agenda items; and
11. Perform other duties approved by the Board.

**B. Vice-Chairperson.** A Vice-Chairperson shall be elected by the Board from among the members in the same manner and for the same term as the Chairperson. The Vice-Chairperson shall serve as Acting Chairperson in the absence of the Chairperson, and, at such time, the Vice-Chairperson shall have the same powers and duties as the Chairperson. The Vice-Chairperson shall succeed the Chairperson, if the office is vacated before the term has expired, to serve the remainder of the unexpired term of the Chairperson. A new Vice-Chairperson shall be elected at the next regular meeting of the Board.

### **Section 3. Secretary.**

With the advice and consent of the ~~Planning Director~~ Director of Community Development, the Chairperson annually shall appoint or reappoint a member of the Town's ~~Planning~~ Community Development Department staff as Secretary of the Board. The Secretary will not be eligible to vote or to otherwise deliberate in the proceedings of the Board. The Secretary shall:

1. Publish and post notices of all meetings of the Board;

2. Assist the Staff Board Coordinator in preparation of meeting agendas;
3. Distribute the agenda, prior minutes and other relevant materials to each Board member in advance of each meeting;
4. Record the proceedings of meetings on audio tape and prepare written minutes of meetings for approval by the Board at its next regular meeting, recording in the written minutes the attendance of members at each meeting;
5. Maintain the Board's notices, correspondence, reports and forms as public records for a period of time consistent with the records retention schedule of the Town of Hilton Head Island; and,
6. Assist in the preparation and forwarding of all reports and recommendations of the Board.

#### **Section 4. Staff Board Coordinator.**

The ~~Planning Director~~ Director of Community Development shall appoint a member of Staff to assist the Chairperson and the Secretary in Board coordination, including discussing agenda items and any other item that needs attention for the efficient running of the meetings.

#### **Section 5. Duties of the Design Review Board.**

The LMO and the Code of South Carolina set forth the duties of the Board and those mandated items that fall under their review, along with their review process. Also mandated by the Code of South Carolina are a 6 hour Orientation Program and a 3 hour/year Continuing Education Program.

### **Article IV** **Meetings and Quorum**

#### **Section 1. Regular and Special Meetings.**

1. **Meeting Schedule.** An annual schedule of regular meetings and work sessions of the Board shall be adopted, published and posted at the Town Government Center in late Fall of each year for the next calendar year. Meetings shall be held at the time and place stated in notices and shall be open to the public.
2. **Regular Meetings.** Regular Meetings of the Board shall be held at least monthly if there is no business pending. The Board shall meet on the second and fourth Tuesday of each month at 1:15p.m.
3. **Special Meetings.** Special meetings of the Board may be called at any time by the Chairperson. At least twenty-four (24) hours notice of the time and place of special meetings shall be given by the Secretary to each member.
4. **Cancellation of Meetings.** Whenever there is no business for the Board the Secretary

will dispense with a regular meeting by giving notice to all members not less than seventy-two (72) hours prior to the time set for the meeting.

## **Section 2. Quorum.**

A quorum shall consist of four (4) members of the board for regular business. The Secretary will notify the Chairperson in the event projected absences will result in the lack of a quorum. If a quorum for each agenda item for which action is being taken is established, then a member leaves, the quorum is no longer present. Transaction of substantive business on agenda items for which there is not a quorum shall not continue and the remaining items should be postponed to the next meeting.

## **Section 3. Conflict of Interest.**

The question of disqualification shall be decided by the Board member affected, who shall announce the reason for disqualification, give it to the Chairperson in writing, and have it placed in the minutes of the meeting. Any Board member so disqualified shall leave the dais while the disqualifying matter is being considered and refrain from deliberating or voting on the question.

At a minimum, South Carolina law regarding conflicts of interest [S. C. Code Ann. § 8-13-10, *et seq.*, (Supp. 1994)] shall control board members' actions. In addition, any member of the board who believes that he or she has or may have a conflict of interest of any nature on any matter before the board shall, prior to the case at the Regular or Special Meeting at which such matter may be heard or considered by the board:

1. Prepare a written Potential Conflict of Interest Form describing the matter requiring action or decisions and the nature of his/her potential conflict of interest with respect to the action or decision;
2. File the Potential Conflict of Interest Form with the Secretary; and,
3. Provide a copy of the Potential Conflict of Interest Form to the Chairperson.

Upon receipt of a Potential Conflict of Interest Form from any member of the board, as required in section II (J)(A), *supra.*, the Chairperson shall cause the Potential Conflict of Interest form to be recorded in the minutes and shall require that the member filing such Potential Conflict of Interest Form be excused from any votes, deliberations, and any other actions on the matter on which the potential conflict of interest or conflict of interest exists.

## **Article V** **Meeting Administration**

### **Section 1. Media Notices.**

The Secretary shall give the notice required by statute or ordinance for all meetings of the Board to include ~~Chapter 3~~ Section 16-2-103.I of the LMO. All Board meetings shall be open to the public and all requirements of the South Carolina Freedom of Information Act [S. C. Code Ann. § 30-4-10, *et seq.* (Supp. 1994)] shall be complied with in the conduct of meetings.

## **Section 2. Agenda.**

A written agenda shall be furnished by the Secretary to each member of the Board and media. An agenda may be changed at the related meeting by a majority vote of the members present. Generally, the agenda should contain:

1. Call to Order;
2. Roll Call;
3. Freedom of Information Act Compliance;
4. ~~Use of Cellular Telephone Prohibited;~~
5. Approval of Agenda;
6. Approval of Minutes of Previous Meeting
7. Staff Report;
8. Board Business;
9. Unfinished Business;
10. New Business;
11. Appearance by Citizens;
12. Adjournment.

## **Section 3. Minutes.**

**A. Meetings.** Minutes of meetings are governed by the Code of South Carolina (30-4-70 through 30-4-90). Minutes of each Board meeting shall be recorded by the Secretary and approved at the next available meeting after their preparation. Final approved Minutes shall be available on microfilm for previous years, and may be posted on the Town's Web site for public information.

### **B. Minimum Contents of Minutes.**

1. Kind of meeting (regular or special).
2. Name of the organization.
3. Date and place of the meeting.
4. Presence of the Chairperson and secretary or the names of substitutes.
5. Presence of a quorum.
6. Names of all members reporting.
7. Names of all those elected or appointed.
8. Time the meeting was called to order.
9. Whether the minutes of the previous meeting were approved or corrected.

10. All adopted and defeated motions. (Withdrawn motions need not be recorded.)
11. Name of the maker of the motion.
12. Record the vote of each member upon each question, or, if absent or failing to vote, indicating that fact.
13. The adjournment and the time of adjournment.
14. Attached reports.
- ~~15.~~

**C. Lack of Quorum.** If there is lack of a quorum of the Board, minutes may be recorded but shall include a statement in the header of each page indicating that a quorum was not present and the minutes are not official. Such minutes shall not be approved by the Board at a later meeting

**D. Motions.** Motions must be recorded verbatim.

## **Article VI**

### **Meeting Organization**

#### **Section 1. Regular and Special Meetings.**

Generally, the below sequence shall be followed:

1. The Chairperson introduces the agenda item by reading its description on the agenda;
2. Staff presentation (maximum 20 minutes) of the application or other item including an analysis and recommendations to the Board, if so requested. During the presentation by Staff, members of the Board may ask such questions as they deem appropriate. At the discretion of the Chairperson, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Board.
3. If present, the Applicant, his attorney, or agent (maximum 20 minutes) may make remarks, demonstrating compliance with all required architectural standards and guidelines, minimum visual buffers, or other applicable regulations as per Sections ~~16-4-503~~ 16-3-106.F.3 and ~~16-4-504~~ 16-3-106.F.4 of the Land Management Ordinance. During the presentation by the Applicant, members of the Board may ask such questions as they deem appropriate. At the discretion of the Chairperson, the Applicant's time may be extended if the Applicant is unable to complete the presentation due to questioning from the Board.
4. Following the presentation, the Board may ask such additional questions of the Applicant or Staff as the members deem appropriate.
5. Comments from the public on the agenda item including why the Board should approve, modify, or disapprove an application. At the Chairman's discretion, speakers could be

limited to speaking only once for 3 minutes on each agenda topic.

6. Motion and discussion by the Board;
7. Clarification from Staff, if necessary; and
8. Vote on Motion by the Board.

## **Section 2. Recess.**

A recess shall be declared as deemed appropriate by the Chairperson or by majority vote of the members present at the meeting. No discussion of the agenda item shall be conducted by Board members during the recess.

## **Section 3. Executive Session.**

If a member determines after reviewing the applicable cases that they would benefit from the advice of legal counsel in Executive Session they shall contact the Chairperson or his designee. The Chairperson will determine if an Executive Session is warranted. If the Chairperson decides that the membership would benefit from an Executive Session, they will inform the Board's secretary of the request. The Chairperson's decision can be overridden by a majority vote of the Board taken at a regular or special meeting of the Board.

Executive Session is a meeting at which the proceedings are secret. A member can be punished under disciplinary procedure if he violates the secrecy of an executive session. Non-members permitted to be present in Executive Session are honor-bound not to divulge anything that occurred or was discussed in Executive Session.

Permitted reasons for Executive Session are:

1. Personnel reasons
2. Contracts
3. Legal advice relating to pending, threatened or potential claim
4. Discussion regarding development of security personnel
5. Investigative proceedings regarding allegations of criminal misconduct
6. Economic development (specific criteria in FOIA)

Entering and Adjourning an Executive Session:

1. A motion to close the current meeting and go into executive session is made and passed by a majority vote;
2. Chairperson must announce the specific purpose of the executive session;
3. No formal action may be taken in executive session except to:
  - a. Adjourn
  - b. Return to public session

The Board can request attendance by non-members as they deem appropriate.

**Section 4. Communication with Outside Parties.**

1. Once a decision has been rendered by the Board it is then considered final. There should be no further discussions between Board members and staff, applicants and their attorneys on the matter. All further communications should be handled through the Town Attorney.
2. Communication with non-members on behalf of the Board to convey the official position of the Board will be at the discretion of the Chairperson or by an affirmative vote of the majority of the Board members.
3. The Chairperson or his designee will communicate positions or opinions of the Board.

**Section 5. Communication among Board Members.**

All communication regarding agenda items is to be conducted during the scheduled meeting and not prior to the meeting or during recesses. If Board members need to meet in the field to resolve an application, they shall follow all FOIA regulations regarding a quorum, public notices, minutes and communication with each other.

**Section 6. Requests of Staff**

Any requests of Staff from the Board, other than questions regarding pending applications, shall be communicated to the Chairperson or his designee. The Chairperson will then decide if the request should be forwarded to the Secretary. If the Chairperson denies the request of a Board member, the members may ask that the request be placed on the Board's agenda for discussion. If the item is voted onto the agenda, and if the majority of the members deem the request of staff appropriate, it will become an official request of the Board.

**Section 7. Preliminary Comments.**

Persons seeking informal preliminary comments from the Board shall submit their request in writing to the Administrator not less than ten business days before a Board meeting to secure a place on the agenda.

**Article VII**  
**Conducting the Meeting**

The Chairperson:

1. Is responsible for maintaining order.
2. Should begin the meeting promptly at the scheduled hour if a quorum is present.
3. Should have a well prepared agenda and abide by it.
4. Be familiar with the procedural rules of the bylaws.
5. Keeps the Board working together by explaining procedure clearly and communicating the next business in order.
6. Allow Board members to speak at their will on the agenda item. At the Chairman's discretion, he may "assign" the floor by recognizing those members who wish to speak by calling them by name. No other member may interrupt or call out remarks without being out of order. Private discussion between members while another has the floor is out of order and disruptive members should be reminded of this rule.
7. Should impartially call on members wishing to speak. He should give members on both sides of an issue an opportunity to speak.
8. Should remain calm and objective, keeping the meeting moving.
9. At the Chairman's discretion, he may restate the motion before taking a vote if he believes the motion is unclear. If a motion is confusing, it is the Chairperson's duty to clarify it – rephrasing it or putting a long motion in writing. (Complex motions may be brought to the meeting pre-written.) The motion is said to be pending once it has been stated by the Chairperson. It must be disposed of in some manner before other business can be considered.
10. If a motion fails to get a second, the Chairperson states, "Since there is no second, the motion is not before this meeting."
11. Opens debate by saying "Is there any discussion?" The Chairperson *must* open all debatable questions to debate.
12. Recognizes members who wish to speak by stating their names.
13. Puts the question to vote. The vote is taken in the following way:
  - a. The Chairperson restates the motion – keeping the members clear about the purpose of the vote.
  - b. Request Polling of the members for vote.
14. Announces the result of the vote by interpreting the action taken.
15. Should not allow irrelevant discussion. Restate the question and, if necessary directly request the member to "confine his remarks to the pending question."
16. Should use the gavel sparingly, tapping it once to open and close the meeting.
17. Can assist a member in making a motion, or make a motion himself if no motion is being made.
18. Meeting adjourned without motion – "If there is no further business and there is no

objection, the meeting will be adjourned. There being no objection, the meeting is adjourned.”

**Article VIII**  
**Board Actions**

**Section 1. Motions.**

The attached charts on Motions give the various types of motions that can be done by a Board member.

**Section 2. Voting.**

1. A Board member must be present at the beginning of each case to discuss and vote on the case.
2. All members of the Board shall be voting members, and shall be entitled to vote on any issue before the Board unless disqualified by law.
3. A simple majority of a quorum shall be required to conduct all other Board business.

**For the Design Review Board**  
**Town of Hilton Head Island, South Carolina**

Date of Approval:

By: \_\_\_\_\_  
~~Steve Clark~~ Scott Sodemann, Its Chairperson

## Attachment for Reference

### TYPES OF MOTIONS

<b>Main Motions</b>	<b>A main motion is defined as a proposal that certain action is taken or an opinion be expressed by the group.</b> The words to use are: "I Move."
<b>Secondary Motions</b>	<b>A secondary motion is one which can be made <i>while</i> the main motion is on the floor and <i>before</i> it has been decided.</b> Secondary motions are divided into three classes which relate to their use in parliamentary procedure. Those classes are: <ul style="list-style-type: none"> <li>○ Subsidiary motions</li> <li>○ Privileged motions</li> <li>○ Incidental motions</li> </ul>
<b>Subsidiary Motions</b>	<b>Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a committee, delay it, etc.</b> They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. <i>Subsidiary motions are the class of motions most frequently used in meetings.</i> These motions have rank (order of precedence of motions) among themselves. A motion of higher rank can be made while a motion of lower rank is on the floor. The lower rank motion "yields" to the higher rank motion. (Motion to postpone has higher rank than the motion to commit and takes precedence. If motion to postpone is adopted, the main motion and the motion to commit are postponed until the next meeting.)
<b>Privileged Motions</b>	<b>Privileged motions are motions of an emergency nature,</b> such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that may be pending.
<b>Incidental Motions</b>	<b>Incidental motions are procedural.</b> They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced, they must be decided before business can resume.
<b>Amending Motion</b>	General consent can be used with amendments to motions if the Chairperson feels the group will accept the amendment. "If there is no objection, the motion is so amended." <i>Restate the motion.</i>
<b>Motions Commit</b>	Have precedence over the motion to amend. <b>More than one motion can be on the floor but only one question.</b> All pending motions must relate to the main motion on the floor. No new business may be introduced.
<b>Point of Order</b>	Motion used if a board member feels the Chairperson's failing to operate within the rules.

### Restorative Motions or Motions that Bring Back a Question

<b>Restorative Motion</b>	<b>Allows a group to change its mind.</b> <ul style="list-style-type: none"> <li>○ They are a separate category because of their contradiction to the parliamentary rule that once a question has been decided it cannot be brought up again at the same meeting.</li> <li>○ Within limits, members have the right to rethink a situation if they feel their decision has been made too quickly or without enough information.</li> <li>○ The two most commonly used restorative motions are: <i>Rescind</i> and <i>Reconsider</i>.</li> </ul>
<b>Rescind</b>	<b>Rescind is the motion to use to quash or nullify a previously adopted motion.</b> It may strike out an entire motion, resolution, bylaw, etc.

	<ul style="list-style-type: none"> <li>○ Rescind is <i>not in order</i> when any action has already been taken as a result of the vote, such as any kind of contract when the other party has been notified.</li> <li>○ It must be seconded.</li> <li>○ It requires a <i>two-thirds</i> vote unless <i>notice has been given</i> at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a <i>majority</i> vote.</li> </ul>
<b>Reconsider</b>	<p><b>Reconsider is the motion which allows a group to reconsider the vote on a motion.</b> It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.</p> <ul style="list-style-type: none"> <li>○ Reconsider has special rules to prevent its abuse by a disgruntled minority, since it allows a question already decided to be brought up again.</li> <li>○ Rules limit who can make the motion. <b>It can only be made by someone who voted on the prevailing (winning) side.</b></li> <li>○ <b>It has a time limit. It must be made on the same day that the vote to be reconsidered was taken.</b></li> <li>○ It requires a second.</li> <li>○ It may be debated and it opens up the motion to which it is applied to debate.</li> <li>○ It requires only a majority vote.</li> <li>○ It may be made and seconded while other business is pending because of its time limit. However, it is not debated and voted on until the business on the floor is completed.</li> <li>○ All action that might come out of the original motion is stopped at the time that reconsider is made and seconded. This is the main value of the motion, and it should be made as quickly as the situation calling for it is recognized.</li> </ul>
<b>Amend a Motion</b>	<b>Change the wording to make it clearer, more complete, or more acceptable before the motion is voted upon.</b> The amendment must be germane to the motion on the floor to be in order. Adoption of the amendment does not adopt the motion. If the group votes “no” on the amendment, the motion is on the floor in its original wording.
<b>Amend an Amendment</b>	First amendment is called the primary and the amendment to the amendment is the secondary amendment. Only two amendments may be pending at any time. First vote on the amendment to the amendment (secondary), then vote on the original amendment (primary), then vote on the main motion. Amendments require a majority vote.
<b>Friendly Amendments</b>	Change in wording to enhance the original motion – can be changed by general consent.
<b>Hostile Amendments</b>	Gives a different meaning to a motion and may defeat the intent of the main motion.
<b>To Commit or Refer a Motion</b>	Sends the question to a small group (committee) to be studied and put into proper form for the group to consider. Motion includes specific directions as to where the question ought to go (what committee). Motion can be applied to any main motion with any amendments that may be pending. It must be seconded, it can be debated, and requires a majority vote.
<b>Postpone</b>	<b>Delays action on a question until later in the same meeting or until the next meeting.</b> <i>A motion cannot be postponed further than the next regular meeting.</i> Can be applied to all main motions, it must be seconded, it can be debated, it can be amended (as to time of the postponement), it requires a majority vote. Motion is called up automatically when the time to which it was postponed arrives (place under Unfinished Business on agenda of next meeting).
<b>Limit Debate</b>	<b>Motion to exercise special control over debate</b> – reducing the number and length of speeches allowed. Used with any motion, must be seconded, is not debatable, can be amended (but only as to the length of speeches or when the vote will be taken), requires 2/3 vote, vote must be taken by show of hands or a rising vote in a large group. (Need a timekeeper and timer if speeches have a time limit.)

<b>Previous Question</b>	<b>The motion used to cut off debate and to bring the group to an immediate vote on the pending motion. (Call the question for an immediate vote).</b> Previous question can be ruled out of order if the motion is debatable and has not received debate. Motion requires 2/3 vote (by show of hands or standing vote). Not debatable.
<b>Postpone Indefinitely</b>	Lowest-ranked subsidiary motion is used to kill a main motion. It avoids a direct vote on the question on the floor. Shouldn't be used.
<b>Lay on the Table</b>	Highest-ranked subsidiary motion. Cannot be amended or debated. It is out of order when used to "kill or avoid dealing with a measure". <b>Was designed as a courtesy motion to allow a group to set aside a question for something more important, such as arrival of a speaker.</b>
<b>Withdraw a Motion</b>	<b>Permission to withdraw a motion allows a member who realizes he has made a hasty or ill-advised motion to withdraw it with the consent of the group.</b> This device saves time in disposing of the motion. The presiding officer usually handles the request by use of general consent.
<b>Dilatory Tactics</b>	A dilatory tactic is the misuse of parliamentary procedure to deliberately delay or prevent action in a meeting. It is the duty of the presiding officer to prevent a dissident minority from misusing legitimate forms of motions to obstruct business. Such motions should be ruled out of order or those members engaged in such game playing should not be recognized.

### TYPES OF VOTES

<b>Majority Vote</b>	<ul style="list-style-type: none"> <li>• <b>More than half of the votes cast.</b></li> <li>• The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision.</li> </ul>
<b>Silence is Consent</b>	Those members who do not vote, agree to go along with the decision of the majority by their silence.
<b>Two-thirds Vote</b>	<b>A two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.</b> A two-thirds vote has at least twice as many votes on the winning side as on the losing side. A show of hands should be taken for <i>all</i> motions requiring a <i>two-thirds vote</i> . If a motion requires a two-thirds vote, the Chairperson should inform the group of that.
<b>General Consent</b>	<b>Is an informal agreement of the group, the method in which action is taken without a formal vote or on occasion without a motion.</b> The Chairperson initiates the procedure to expedite business. Usually done to approve and correct the minutes. <ul style="list-style-type: none"> <li>• The presiding officer always pauses after asking if there is any objection. If there is <i>any</i> objection, the matter is put to a vote in the usual way.</li> <li>• A member may object because he feels it is important to have a formal vote and dispel any suspicion of railroading.</li> </ul>
<b>Tie Vote</b>	Is a <i>lost</i> vote because a majority was not obtained. The <i>Chairperson is not compelled to break a tie</i> . While the Chairperson has a right to vote as a member, it is recommended he not vote unless the vote is by ballot. He may also vote in cases where the vote would change the result. The Chairperson should appear impartial.



# SITE DESIGN

A critical first step in achieving Island Character is a complete analysis of the existing site conditions. This information will be the basis for determining how to design a project so that the result will complement, not detract from, its surroundings.

**“Build your house so that you may still look upon all that charmed you and lose nothing of what you saw before the house was built, but see more.”**

**-Frank Lloyd Wright**

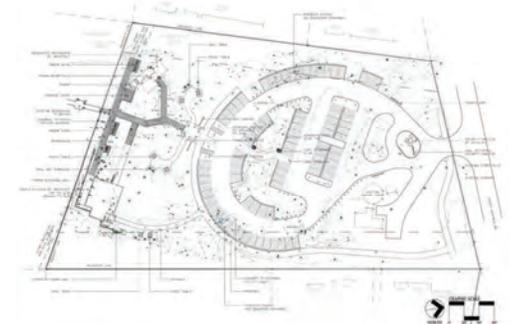
For a project to achieve Island Character a site analysis must be used to identify features and constraints to be considered in order to **lose nothing but see more**. At a minimum a site analysis must identify significant topography, existing vegetation and specimen trees, setbacks and buffers, access points, orientation, view opportunities, wetlands, and any other site features that may influence design.

Once identified these items shall form the basis for the site design. Collectively they will determine the optimum orientation and location of structures as well as the location of parking, stormwater retention areas and other elements to be placed on the site.

A good site design cannot ignore the findings of the site analysis simply to satisfy the requirements of the development. This fact is the basis for achieving Island Character.



SITE ANALYSIS



CONCEPT PLAN



FINAL PRODUCT



## TOPOGRAPHY

While the island generally has little variation in topography it is important to identify the existing conditions in terms of drainage and flood elevation requirements. In consideration of the latter, alternative methods such as dry flood proofing and terracing should be utilized in lieu of or in conjunction with fill to reduce the impact of elevation changes. Continuity of pedestrian circulation within and between sites should be maintained where appropriate. Where unique topographic variation does exist it should be identified in order to preserve it.



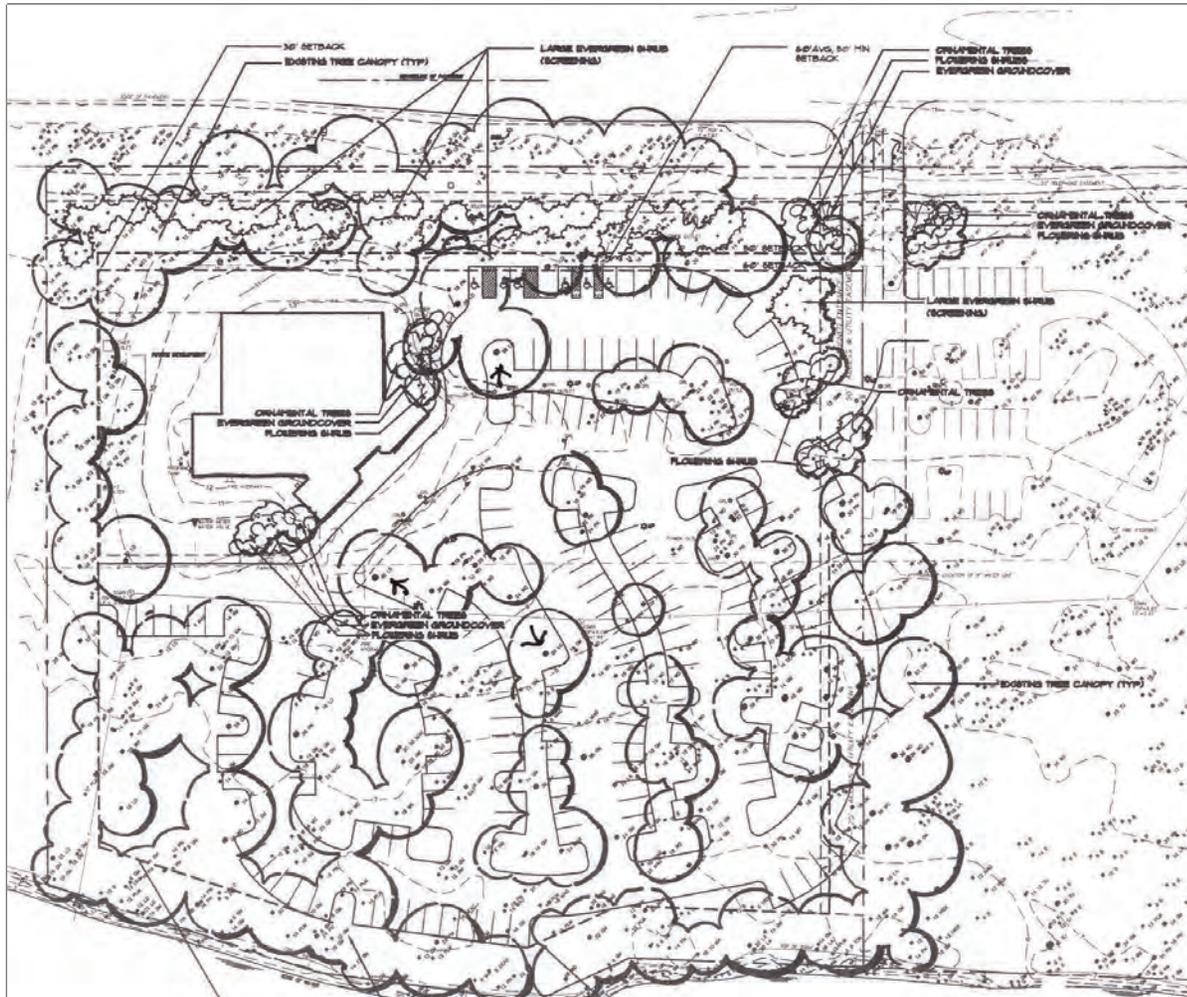
## EXISTING VEGETATION & SIGNIFICANT TREES

Two of the most important site features that need to be identified are existing vegetation and significant trees. These are extremely important elements to be addressed in the placement of structures and other site features as trees and forest areas contribute to the overall quality of life and identity of Hilton Head Island. In some cases the location of the tree canopy or a specimen tree will be the dominant determining factor in the site design as well as the architectural design of the structures. Existing vegetation that can be preserved, especially in buffers, adds significantly to the project's Island Character as well as reduces the cost of new landscaping.



## SETBACKS & BUFFERS

Adjacent use and street setback lines and buffers must be identified as required in LMO Sections 16-5-102 and 16-5-103 respectively in order to establish the extent of site features such as parking spaces and stormwater retention areas. These are not “build to” lines but simply define the area in which structures and other development are allowed and separate development from adjacent streets and adjacent development. Separation serves to ensure protection from street traffic as well as provide adequate air circulation and light between structures. Projects that fill the buildable area with structures and paving will have a difficult time achieving Island Character. See page x for additional information regarding types of buffers.



## PARKING

Parking lot layout requirements are located in LMO Section 16-5-107. Projects which require a large number of parking spaces should break the lot into several smaller areas separated by landscaped open space, other site features, or structures. Where appropriate, large areas with rigid layouts should be avoided and staggered or meandering designs used. This will help save trees, slow down vehicles and create site interest. When parking under buildings, provide adequate architectural and landscape screening to prevent views into the garage.





## SUSTAINABILITY

Sustainability, using a resource so that it is not depleted or permanently damaged, is a major initiative for the Town of Hilton Head Island and a key component of Island Character.

Sustainable practices can be incorporated into overall site design in the protection of existing resources and the siting of structures to make the best use of seasonal shade and solar gain. Building materials can be selected that are efficiently produced or harvested, reduce waste, and are responsibly maintained. Existing plant material should be retained and supplemented with native plants. Gutters, rain barrels, and rain gardens can capture rain water and help break down pollutants. Wildlife should be considered when planting such as using plants that produce berries, seeds, or other wildlife food or provide nesting/resting sites and pruning including planning pruning to avoid bird nesting season.

Additional information regarding sustainability on Hilton Head Island can be found on the Town of Hilton Head Island's website at [www.hiltonheadislandsc.gov/sustainability/home.cfm](http://www.hiltonheadislandsc.gov/sustainability/home.cfm).



