

Town of Hilton Head Island  
**THE DESIGN REVIEW BOARD**  
Minutes of the Tuesday, March 9, 2010 Meeting      **APPROVED**  
1:15pm – Benjamin M. Racusin Council Chambers

Board Members Present:      Chairman Marvin Caretsky, Vice Chairman Tom Parker,  
Ted Behling, Jennifer Moffett, Galen Smith, Scott Sodemann  
and Todd Theodore

Board Members Absent:      None

Council Members Present:      Bill Harkins

Town Staff Present:      Mike Roan, Urban Design Administrator  
Jayme Lopko, Senior Planner  
Richard Spruce, Plans Review Administrator  
Kathleen Carlin, Administrative Assistant

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**I      CALL TO ORDER**

Chairman Caretsky called the meeting to order at 1:15pm.

**II      ROLL CALL**

**III      FREEDOM OF INFORMATION ACT COMPLIANCE**

**IV      APPROVAL OF THE AGENDA**

The agenda was **approved** as presented by general consent.

**V      APPROVAL OF THE MINUTES**

The minutes of the February 23, 2010 meeting were **approved** as presented by a vote of 5-0-2.  
Mr. Behling and Ms. Moffett abstained from the vote due to their absence from the meeting.

**VI      STAFF REPORT**

None

**VII      BOARD BUSINESS**

None

**VIII UNFINISHED BUSINESS**

None

**IX      NEW BUSINESS**

**Holy Family Church - Renovations** – Addition/Alterations

Mr. Roan introduced the project and stated its location. The applicant is proposing to make several improvements to the church's existing Meeting Hall (Seitz Hall) and to the Administration Offices. The main church sanctuary; a one-story building housing the rectory, Seitz Hall, the Administration

Offices; a one-story classroom, and Schiller Hall are all currently located on this site. The main church sanctuary, the rectory, administration offices, and Seitz Hall are connected by enclosed spaces. Phase I of the two-phase project includes interior renovations and a redesigned roof at the main entry of Seitz Hall.

The applicant would like to replace the main entry shed roof with a gabled roof. The new gabled roof will alleviate poor roof drainage which has contributed to a long standing water intrusion problem. At the back of Seitz Hall the existing roof will be extended in one location to provide weather protection to a relocated exterior kitchen door. The entire roof area of Seitz Hall will be replaced with new asphalt shingles. The project ties the administration area and the rectory into the sanctuary. Proposed colors and materials will match the existing.

The applicant did not submit a landscape plan with this application; however, the applicant's narrative indicates that four hollies (4" – 8") are scheduled to be removed. These trees should be mitigated. The staff would also like to inspect Phase II upon completion to verify that the new structure is properly softened. At the completion of the staff's presentation and discussion by the Board, Chairman Caretsky requested that the applicant make their presentation.

Mrs. Mary Jo Riley, with FWA Group Architects, presented statements in support of the application. The Board and the applicant discussed the existing structure, the proposed project, the timeline for its completion, and the landscaping. At the completion of the discussion, Chairman Caretsky requested that a motion be made:

Mr. Theodore made a **motion to approve** the Holy Family Church Renovations application with the following conditions: (1) the air conditioning equipment shall be screened with approved fencing; (2) the mitigation plans for removal of the four hollies shall be approved by staff. Vice Chairman Parker **seconded** the motion and the motion **passed** with a vote of 7-0-0.

### **Holy Family Church - Columbarium** – Additions/Alterations

Mr. Roan introduced the project and stated its location. The applicant is proposing a new columbarium to be located within the existing church property. The proposed location is on a wooded area at the southern corner of the site. The project is proposed to be made up of vertical brick and stucco niche walls. The niche covers will be granite. The colors and materials will match the existing. Other site elements include brick paved areas, wrought iron edging, benches, commemorative sculpture, and a space for a fountain/statuary. The applicant will provide new landscaping.

Mr. Roan stated that the materials and site plan seem appropriate for the site. The staff would like to see a cut sheet on the proposed railings (the iron edging may be considered overly ornamental per the Town's *Design Guide*.) Also, given the level of quality and detail of construction, a teak bench (or equivalent) might be more successful than recycled plastic. Granite is generally approved in limited accent applications such as this one.

A full landscape plan will be required prior to the issuance of a building permit. The Natural Resources Division will need to approve the landscape plan prior to the start of work. At the completion of the staff's presentation and discussion by the Board, Chairman Caretsky requested that the applicant make their presentation.

Mrs. Mary Jo Riley, with FWA Group Architects, presented brief statements in support of the application. At the completion of the applicant's presentation and discussion by the Board, Chairman Caretsky requested that a motion be made.

Vice Chairman Parker made a **motion** to **approve** the Holy Family Church - Columbarium application with the condition that the landscape plan detailing all of the plant material shall be approved by staff. Mr. Theodore **seconded** the motion and the motion **passed** with a vote of 7-0-0.

### **Old Oyster Factory** – Additions/Alterations

Mr. Roan introduced the project and stated its location. The applicant's original plans were to have a deck that wrapped the entire west side of the building. At the time of construction, the decks were paired back for economic reasons with only the one deck off the bar seating area being constructed.

The owners would like to construct two decks that would be over disturbed areas and not have a roof covering. The first deck will connect the entry deck to the existing bar serving deck. There is an existing handicapped lift that would remain with the deck starting adjacent to the lift and attaching to the building. The deck is designed to allow a greater area for outside waiting and will allow a more fluid flow of patrons leaving the bar area.

The second deck will be located on the opposite side of the raised bar allowing patrons in the lower dining area to have an outside gathering area. This deck will have a stair to the existing boardwalk that goes to the eastern side lower level entertainment deck. The proposed colors and materials will match the existing. Mr. Roan described several photographs of the site. The staff requested clarification from the applicant regarding the applicant's plans for the new door.

A landscape plan was not submitted with today's application; however, little if any landscaping will be disturbed. The applicant is required to obtain approval for an Expedited Development Plan Review from the staff. At the completion of the staff's presentation and discussion by the Board, Chairman Caretsky requested that the applicant make their presentation.

Mr. Paul Miller, Architect, presented statements in support of the application. The applicant and the Board discussed the existing structure and the proposed project. Mr. Miller presented details regarding the new door. The applicant also presented comments regarding an addition to the new deck (these details were not included in today's submission). At the completion of the discussion, Chairman Caretsky requested that a motion be made.

Mr. Behling made a **motion** to **approve** the Old Oyster Factory application with the following condition: the applicant's plan shall include the triangular deck area as indicated in the applicant's photo mockup. Mr. Smith **seconded** the motion and the motion **passed** with a vote of 7-0-0.

*(Mr. Theodore recused himself from review of the following application due to a professional conflict in interest. A Conflict of Interest form was completed and signed for the record.)*

**Bluewater Resort Deck** – Minor External Change

Mr. Roan introduced the application and stated its location. This application is for a deck and shade structure to be located adjacent to a future pool. The applicant has indicated that this is a ‘temporary’ facility that will be removed when the pool is constructed. While the shade structure lacks any significant detailing, it is an exact match of the existing facility on the pier head.

The staff believes that the project may benefit from some elements that tie the post details into the main building or painting the wood elements to match the main building trim. This would honor both the pier head and the buildings while replicating neither. The deck is on-grade in an existing grassed area.

The applicant’s landscape plan might benefit from the placement of some native grasses in the area. Plants located in the buffer from the creek should be native and salt tolerant (the plant material shown on the applicant’s landscape plan does not meet these criteria).

The staff and the Board discussed the issue of a ‘temporary’ structure. Detailing of the project was also discussed. The Board stated that the project should have an overhang that matches the pier head. The Board stated that additional information is needed regarding the timeline for replacement of the ‘temporary’ structure.

In conclusion, the Board stated that they have several questions regarding a number of issues: (1) a fish cleaning station (including tables and running water) to be built near the future pool; and (2) how temporary is the proposed ‘temporary’ structure; (3) the Board also requested additional information regarding the landscape plan.

Based on these issues, Chairman Caretsky recommended that the Board not take action on today’s application. The remaining Board members agreed to **table** the Bluewater Resort Deck application until these issues can be addressed by the applicant.

**X APPEARANCE BY CITIZENS**

None

**XI ADJOURNMENT**

The meeting was adjourned at 2:15pm.

Submitted By:

Approved By:

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Kathleen Carlin  
Administrative Assistant

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Marvin Caretsky  
Chairman