

**Town of Hilton Head Island**  
**Design Review Board**  
**Minutes of the Tuesday, May 26, 2015 Meeting**  
**1:15p.m. – Benjamin M. Racusin Council Chambers**

**APPROVED**

Board Members Present: Chairman Scott Sodemann, Ron Hoffman,  
Galen Smith, Kyle Theodore and Brian Witmer

Board Members Absent: Vice Chairman Jake Gartner and Dale Strecker

Town Council Present: None

Town Staff Present: Jennifer Ray, Urban Designer  
Richard Spruce, Plans Examiner  
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**

**5. Approval of the Minutes**

The Board **approved** the minutes of the May 12, 2015 meeting as presented by general consent.

**6. Staff Report**

a) Ms. Ray stated that the staff will offer Board training immediately following today's meeting. The staff will also offer Board training immediately following the June 9<sup>th</sup> meeting and the June 23<sup>rd</sup> meeting.

b) Ms. Ray noted that the Board reviewed and approved The Bayshore project on May 12<sup>th</sup>. Following the May 12<sup>th</sup> meeting the staff was approached by a gentleman who stated that, contrary to the comments provided by The Cypress at the May 12<sup>th</sup> meeting, all Hilton Head Plantation residents are not in favor of The Bayshore project. The gentleman provided the staff with a letter and requested that copies of it be provided to the Board today. Ms. Ray distributed copies of the letter to the Board for their information.

**7. Board Business**

**A. Design Guide section review "Accessory Construction"**

Ms. Ray stated that "Accessory Construction" is the final section of the revised Design Guide to be reviewed by the Board. Some parts of this section have been re-ordered and many new photos have been added. Several LMO references have been updated as well. Ms. Ray reviewed the changes to the section on Signs. This section has been expanded from one paragraph to two pages. The Design Review Guide specifies the need for high quality sign materials. High quality durable materials include wood and sign masonry. The design, the colors, and the materials should complement the design of the structure.

Problems can occur when a new sign is placed on an existing building or added to an existing site making the sign appear like an afterthought. The staff has also added more information about Sign Systems. Sign Systems are required for PUDs, commercial developments, office complexes, and shopping centers. Updates to the Design Guide address what it takes to make a good Sign System.

Ms. Ray stated that this same principle applies to landscaping at freestanding signs. The applicant should consider existing landscaping when adding new landscaping so that the finished landscaping plan looks like a unified design.

Ms. Ray stated that lighting was already mentioned relative to signage, but the staff has clarified that reflective backgrounds are not allowed. Reflective lighting or halo lighting may be allowed. Ms. Ray stated that the lighting of a façade sign must have a relationship to the existing building and site lighting.

Ms. Theodore stated that the backside of monument signs should be finished and they should have no exposed components. The staff agreed and will include this comment in the final Design Guide.

Ms. Ray reviewed updated LMO references in the subsection regarding Lighting. The light source must be used for the same use or similar uses on the site. Updates to the Design Guide now address the style and the finish of lights in order to be consistent with what the Board typically asks for when reviewing projects. The style, the finish, and the color of lights should be consistent throughout the site in order to ensure a coordinated system. The staff has also added a section on pre-approved light fixtures. There are six fixtures that have been pre-approved by the Design Review Board in the past; however, there is no record of the pre-approved list in the LMO, the Design Guide, or on the Town's website. The six pre-approved light fixtures have been added to the updated Design Guide.

Ms. Ray stated that the section on awnings remains unchanged. The staff has added a new section on kiosks. Kiosks were not referenced in the original Design Guide; however, there is a lot of interest in adding kiosks on the island. Kiosks are not intended to be a miniature replica of the building; however, they should not be completely foreign to the site either. Cues should be taken from the structures on site including the use of high quality materials with similar details and colors.

Ms. Ray stated that utilities and equipment were already provided in the original section. The staff has provided clarification regarding nature blending colors (brown or green) with landscaping and/or walls or fences for screening. Ms. Ray stated that vending machines may not include internal illumination. This completed the staff's review of the proposed changes to "Accessory Construction". The staff will include any comments received by the Board today. The staff will bring the complete Design Guide back to the DRB on June 9<sup>th</sup> for final review and approval. Following the receipt of any final changes or comments, the DRB will forward the final Design Guide to Town Council recommending that it be adopted. Following the staff's review Chairman Sodemann invited statements from the Board.

The Board presented comments regarding the six pre-approved light fixtures; specifically the shoebox style light fixture. Following this discussion, Chairman Sodemann requested public comments and the following were received:

(1) Mr. Matt Taylor, architect, presented comments regarding the six pre-approved light

fixtures.

Ms. Theodore then presented comments regarding the screening of enclosures (visual walls, fences, and gates). The Board agreed that enclosures should have good air flow but there should be no internal visibility. The staff agreed and will add this comment to the final Design Guide.

**8. Old Business**

None

**9. Unfinished Business**

None

**10. New Business**

A. Alteration/Addition

1. Shelter Cove Towne Centre (Kiosk) – DRB-000945-2015

Ms. Ray introduced the application and stated its location, 38 Shelter Cove Lane. Ms. Ray presented an in-depth overhead review of the application.

The SCTC Development Agreement allows up to ten kiosks with a total square footage not to exceed 1,500 sq. ft. The plans approved by the DRB in February 2013 included eight kiosks and included a condition that the kiosks return to the Board for review and approval.

The applicant proposes a prototype kiosk to be located in two spots between the two Belk entrances and expand the quantity as demand warrants. The kiosk floor plan shows the 10 x 8 structure with a door on one side and counters on three sides. The section shows the kiosk at 10' - 7" high including the metal roof, aluminum metal openings, square vertical battens at 12" on center, and a wood-grain hardi-panel. The colors are in keeping with Shelter Cove Towne Centre and include light gray for the metal roof and metal louvers. The light grey is very similar to Sherwin Williams # 7015, 'Repose Gray'. Sherwin Williams # 673, 'Surf Green', is proposed for the siding and the base, and Sherwin Williams # 6098, 'Pacer White', is proposed for the fascia, trim and door.

The staff recommends painting the Dutch door the same color as the siding so that it reads more as a continuous panel, just like it does on the other three sides. The elevation shows those four sides with similar fold-out louvered awnings. The Dutch door is shown on Elevation # 4.

Just prior to today's meeting, the staff received a rendering that shows the 'Surf Green', the 'Pacer White' trim, and 'Gray' for the awnings and the metal roof.

The Shelter Cove Harbour Company's ARB has reviewed and approved the kiosk plans. The staff recommends approval with the condition that the Dutch door be painted the same color as the wood-grain hardi-panel. The applicant was asked to provide additional information today regarding the metal louver awnings. Following the staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Don Baker, Square Feet Architects, presented statements in support of the project. The Board discussed the purpose of the kiosks as well as the specific locations. Mr. Bill DeTorre presented additional comments regarding the design and the locations of the kiosks. Ms. Roni Albritton also presented comments regarding the intent of the kiosks. Following the applicant's presentation, Chairman Sodemann invited comments from the

Board.

The Board discussed the intent and the design of the kiosks. Chairman Sodemann requested clarification from the applicant with regard to Elevation # 4. The Board stated that the countertop edges should be attractive with no exposed edges. The applicant agreed. Chairman Sodemann then requested public comments on this project and none were received. Following final comments by the Board, Chairman Sodemann requested that a motion be made.

Ms. Theodore made a **motion to approve** application DRB-000945-2015 with the following conditions: (1) the applicant shall move the Dutch door as indicated in the south elevation; (2) the colors shall be as recommended by the staff. Mr. Smith **seconded** the motion and the motion **passed** with a vote of 5-0-0.

2. Hilton Head Ice Cream – DRB-000938-2015

Ms. Ray introduced the application and stated its location, 55 New Orleans Road, Fountain Center, Building A. Ms. Ray presented an in-depth overhead review of the application including a site plan, photos of existing conditions, and an aerial photo of the site. The applicant proposes to remove two parking spaces and build a raised deck for outdoor seating. The site photos show the location of neighboring businesses to the left and the right of Hilton Head Ice Cream (Tara's and HH Prime).

The two parking spaces proposed for removal are not being used at this time. The applicant plans to expand the existing pavers, remove the existing asphalt, and add an ipe deck with a handrail in the same color and similar design as existing. The new handrail is very similar to the existing but has been updated for compliance with Building Codes. There is a 4-ft. wide planting area located between the adjacent parking and the deck with a gardenia hedge serving as the buffer.

The applicant also proposes to add two awnings. Ms. Ray reviewed the design, the color and the location of the awning that is proposed for over the main entrance. It matches the existing awning at Tara's (same style, same scallop and same drop). The other awning will match the awning at HH Prime. Any proposed signage or logos will be reviewed separately under the Sign Permit Application. The Fountain Center Board has reviewed and approved the application. The staff recommends approval as submitted. Following the staff's presentation, Chairman Sodemann requested that the applicant make his presentation.

Mr. Matt Taylor, architect, presented statements in support of the application. Mr. Taylor presented statements regarding the location and condition of a live oak tree on site. The proposed improvements will benefit the root system and health of this tree. The Board complimented the applicant on the proposed improvements to the site. The outdoor dining area will be a nice addition. The Board suggested that a different plant material be considered for screening the raised deck. The applicant stated that black filter cloth will be used under the deck. Following final comments by the Board, Chairman Sodemann requested public comments and none were received. Chairman Sodemann then requested that a motion be made.

Mr. Witmer made a **motion to approve** application DRB-000938-2015 as submitted. Mr. Hoffman **seconded** the motion and the motion **passed** with a vote of 5-0-0.

**11. Appearance by Citizens**

Mr. Matt Taylor, architect, presented general comments regarding the updated Design Guide.

**12. Adjournment**

The meeting was adjourned at 1:55p.m.

Submitted By:

Approved By:

June 9, 2015

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Kathleen Carlin  
Administrative Assistant

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Scott Sodemann  
Chairman