



Town of Hilton Head Island  
**Design Review Board Meeting**  
Tuesday, October 27, 2020 – 1:15 p.m.  
**AGENDA**

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In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being conducted virtually and can be viewed live on the Town's Public Meeting Facebook Page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://www.hiltonheadislandsc.gov/>.

**1. Call to Order**

**2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Roll Call**

**4. Approval of Agenda**

**5. Approval of Minutes**

a. Meeting of October 13, 2020

**6. Citizen Comments**

Public comments concerning agenda items can be submitted electronically via the Open Town Hall HHI portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close 2 hours before the meeting. All comments submitted through the portal will be provided to the Board for review and made part of the official record. Citizens who wish to address the Board during the meeting by phone must contact the Board Secretary at 843-341-4684 no later than 2 hours before the meeting.

**7. Unfinished Business**

a. *Alteration/Addition*

i. T. Dalton Clothing, DRB-000452-2020

**8. New Business**

a. *Alteration/Addition*

i. 18 Lighthouse Lane, DRB-001948-2020

ii. Shelter Cove Railings Replacement, DRB-001966-2020

iii. 28 Shelter Cove Lane, DRB-002098-2020

b. *Sign*

- i. Circle K Signs Mathews Drive, DRB-002006-2020

**9. Board Business**

- a. Discussion of Building Height Limits and Setback Standards

**10. Staff Report**

- a. Minor Corridor Report

**11. Adjournment**

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



Town of Hilton Head Island  
**Design Review Board Meeting**  
October 13, 2020 at 1:15 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Board:** Chairman Michael Gentemann, Vice Chair Cathy Foss, David McAllister, Debbie Remke, Annette Lippert, Judd Carstens

**Absent from the Board:** John Moleski (excused)

**Present from Town Staff:** Chris Darnell, Urban Designer; Nicole Dixon, Development Review Administrator; Teresa Haley, Senior Administrative Assistant

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**1. Call to Order**

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

**2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Roll Call** – See as noted above.

**4. Approval of Agenda**

Chairman Gentemann asked for a motion to approve the agenda. Mr. Carstens moved to approve. Vice Chair Foss seconded. By way of roll call, the motion passed with a vote of 6-0-0.

**5. Approval of Minutes**

**a. Meeting of September 22, 2020**

Chairman Gentemann asked for a motion to approve the minutes of the September 22, 2020 meeting. Vice Chair Foss moved to approve. Ms. Remke seconded. By way of roll call, the motion passed with a vote of 6-0-0.

**6. Citizen Comments**

Public comments concerning agenda items were to be submitted electronically via the Town's Open Town Hall portal. The portal closed 2 hours before the meeting and there were no comments of record. Citizens were provided the option to sign up for public comment participation during the meeting by phone. There were no requests from citizens to participate by phone.

**7. Unfinished Business**

**a. Alteration/Addition**

**i. 709 Schooner Court, DRB-001793-2020**

Mr. Darnell presented the application as described in the Board's agenda package. Staff recommends approval as submitted.

Chairman Gentemann asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions from the Board. The Board

complimented the applicant for addressing their previous comments and briefly discussed the application. Following the discussion, Chairman Gentemann asked for a motion.

Vice Chair Foss made a motion approve DRB-001793-2020 as submitted. Mr. McAllister seconded. By way of roll call, the motion passed with a vote of 6-0-0.

## **8. New Business**

### **a. Alteration/Addition**

#### **i. Nunzio Patio Roof, DRB-001947-2020**

Mr. Darnell presented the application as described in the Board's agenda package. Staff recommends approval as submitted.

Chairman Gentemann asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions from the Board. The Board thanked the applicant for addressing their previous comments and discussed the application with the applicant. Following the discussion, Chairman Gentemann asked for a motion.

Ms. Lippert made a motion to approve DRB-001947-2020 with the following conditions:

1. Confirm that the fan lights and the recessed light have the same color temperature.
2. Confirm the length of the fan rods.
3. Submit updated A2.0 for the record with the existing elevation shown.
4. Shorten the clerestory above the double doors on A3.0 to allow the approved structure to bypass.
5. Confirm no conduit shall be exposed.
6. All conditions of approval shall be reviewed and approved by Town Staff.

Vice Chair Foss seconded. By way of roll call, the motion passed with a vote of 6-0-0.

#### **ii. Port Royal Plaza Renovations, DRB-001961-2020**

Mr. Darnell presented the application as described in the Board's agenda package. Staff recommends approval with the following conditions:

1. Provide Site Plan for review by Staff that address the following:
  - a. Dimensions of the proposed changes to the drive aisle and landscape area addition.
  - b. Reconsideration of the pedestrian access through the new landscape area.
  - c. Specify / label the curb or other protection of the landscape area on the plans.
2. Revision of the Planting Plan for review by Staff that address the following:
  - a. Replace the existing pears with canopy trees (not palms).
  - b. Add additional (palms, hollies, etc.) to the landscape area between the building and the drive aisle.
  - c. Planting appears thin between the building and the drive aisle.
  - d. Add taller plants along wall behind existing gazebo to break up the expanse of the wall.

Chairman Gentemann asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions from the Board. The Board and the applicant discussed the application at length. Following the discussion, Chairman Gentemann asked for a motion.

Mr. Carstens made a motion to approve DRB-001961-2020 with the following conditions:



1. Provide Site Plan for review by Staff that address the following:
  - a. Dimensions of the proposed changes to the drive aisle and landscape area addition.
  - b. Reconsideration of the pedestrian access through the new landscape area.
  - c. Specify / label the curb or other protection of the landscape area on the plans.
2. Revision of the Planting Plan for review by Staff that address the following:
  - a. Add additional (palms, hollies, etc.) to the landscape area between the building and the drive aisle.
  - b. Planting appears thin between the building and the drive aisle.
  - c. Add taller plants along wall behind existing gazebo to break up the expanse of the wall.
3. Provide an updated site plan for review and approval by Town Staff and one DRB landscape architect
4. Within the beds at the front of the planet fitness building, the muhly grass and loropetalum shall be substituted with low evergreen shrubs.
5. The plantings along the eastern side of the building include a 4" caliper live oak on the corner
6. The two live oaks on the eastern side within the parking lot islands be increased to 4" caliper
7. Remove the Bradford pears and replace with sabal palmettos to match those that are being installed at the front of the building. The spacing and location of those shall be reviewed and approved by Town Staff and one DRB landscape architect.
8. The new plantings within the planting aisles shall maintain a 3' clear area around the parking spaces.
9. Provide plant sizes in the planting schedule.
10. Replace jack frost Ligustrum with another more adaptive evergreen shrub.
11. Replace the wax myrtles in the parking lot with a dwarf variety shrub.
12. Provide site and architectural plans of what the eastern side will look like with and without a tenant.
13. The double windows at AutoZone shall be triple windows.
14. Restudy the two single windows at AutoZone.
15. All downspout locations shall be shown.
16. Add note on plans that there are no lighting or fixture changes.
17. Add note on plans that there are no changes to the existing gazebo.

Vice Chair Foss seconded. By way of roll call, the motion passed with a vote of 6-0-0.

## 9. Board Business

*At 3:30 p.m., Ms. Remke left the meeting and a quorum of the Board remained in effect.*

### a. Discussion of Building Height Limits and Setback Standards

Mr. Darnell and the Board discussed the difference between a setback and a buffer; by-right development standards; zoning districts; development and design standards; setback standards; and how all of the above-mentioned relate to the Design Guide. Following the discussion, Chairman Gentemann requested this item be added to the next meeting agenda for further discussion.

### b. Review and Adoption of 2021 Meeting Schedule

Mr. McAllister moved to approve the 2021 Meeting Schedule as submitted. Vice Chair Foss seconded. By way of roll call, the motion passed with a vote of 5-0-0.

## 10. Staff Report

- a. Minor Corridor Report – Mr. Darnell reported the Minor Corridor approvals since the last meeting.

**11. Adjournment**

The meeting was adjourned at 3:48 p.m.

**Submitted by:** Teresa Haley, Secretary

**Approved:** [DATE]

DRAFT



Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: T. THOMAS E. DALTON Company: T. DALTON  
 Mailing Address: 2472 MAIN ST City: LAKE POND State: VA Zip: 12906  
 Telephone: 578-837-5102 Fax: NONE E-mail: tdaltonclothing@gmail.com  
 Project Name: SHEPHERD COVE TOWNE CENTER Project Address: RETAIL SPACE SHEPHERD COVE  
 Parcel Number [PIN]: R52001200B0026000 TOWNE CENTER  
 Zoning District: SHEPHERD COVE TOWN CENTER Overlay District(s): \_\_\_\_\_

**CORRIDOR REVIEW, MAJOR  
 DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

Project Category:  
 Concept Approval – Proposed Development  Alteration/Addition  
 Final Approval – Proposed Development  Sign

Submittal Requirements for *All* projects:  
 Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-2-103.I.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.  
 Filing Fee: Concept Approval-Proposed Development \$175, Final Approval – Proposed Development \$175, Alterations/Additions \$100, Signs \$25; cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:  
**Concept Approval – Proposed Development**  
 NO THESE A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.  
 NONE A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.  
 SEE ATTACH A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.  
 Context photographs of neighboring uses and architectural styles.  
 NO NEW STRUCTURE Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.  
 Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.



Additional Submittal Requirements:

**Final Approval – Proposed Development**

- A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- Final site development plan meeting the requirements of Appendix D: D-6.F.
- Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

**Alterations/Additions**

- yes*  All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- no*  A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- yes*  Photographs of existing structure.

Additional Submittal Requirements:

**Signs**

- Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.
- For freestanding signs:
- Site plan (1"=30' minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
  - Proposed landscaping plan.
- For wall signs:
- Photograph or drawing of the building depicting the proposed location of the sign.
  - Location, fixture type, and wattage of any proposed lighting.

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

*A representative for each agenda item is strongly encouraged to attend the meeting.*

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application.  YES  NO**

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

*Thomas Dutton*

SIGNATURE

*2/23/20*

DATE



October 13, 2020

Town of Hilton Head Island  
Community Development Department  
One Town Center Court  
Hilton Head Island SC 29928

re: **T. Dalton Clothier**  
**Unit #112A Town Center @ Shelter Cove**

### Project Narrative

It is our pleasure to re-submit for the boards consideration minor exterior changes to the storefront of unit 112A @ shelter cove center.

We are proposing to implement the following which reflects the branding & style of the new store:

1. Paint the columns, fascia and beams of the entry portico Sherwin Williams SW6195 Rock Garden green. This is the same as the dark green used on the Jewelry and coastal stores. The Ceiling panels will remain the lighter green color.
2. Add mahogany stained Bahama shutters over all the doors and windows. The shutters will align w/ the corresponding doors & widows below in an authentic way.
3. Replace the lights with solid brass (bronze finish) bulkhead lights as manufactured by Shiplights Inc. They will have an e26 base 900 lumen (75 watt equivalent) 2700K LED.

This project has received Shelter Cove Center approval. The signage will be submitted under separate cover.

Thank you for your time and consideration,

*W. Thomas Parker Jr.*

W. Thomas Parker Jr. AIA LEED pa  
PDG|Architects




Fri 10/16/2020 10:10 AM

 Sarah Davis <sarah.davis@southeastern.company>

RE: revised T. Dalton submittal

To Tom Parker

Cc Tommy Saul

 You replied to this message on 10/16/2020 10:26 AM.

[Bing Maps](#)

+ Get more apps

Tom – I spoke with ownership today and we are ok to approve the following:

1. Painting the Columns, fascia and beams of the entry portico SW6195.
2. Add mahogany stained shutters over the doors and windows

We are ok with the light fixture proposed but it needs to be in a bronze color, not brass. Please resubmit a bronze photo of this fixture. We cannot approve painting of the storefront doors or storefront windows. These need to be left as they are an consistent with the center. Painting a metal just provides for a long term maintenance issue as well.

Please let me know if you have any further questions.

Thanks,

*Sarah*

Sarah Davis, CCIM, MBA  
Senior Vice President  
Southeastern  
2743 Perimeter Parkway  
Building 100, Suite 370  
Augusta, GA 30909  
Office Line: 706-722-5565  
Direct Line: 706-854-6724



# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, S.C. 29928

(843) 341-4600 Fax (843) 842-7728

[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

John J. McCann  
Mayor

William D. Harkins  
Mayor ProTem

\_\_\_\_\_  
Council Members

David Ames  
Tamara Becker  
Marc A. Grant  
Thomas W. Lennox  
Glenn Stanford

\_\_\_\_\_  
Stephen G. Riley  
Town Manager

March 12, 2020

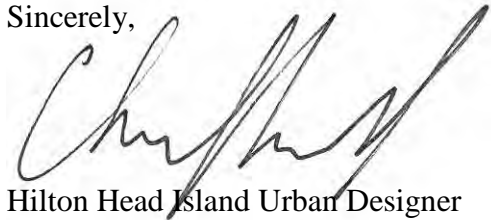
Thomas E. Dalton  
T. Dalton  
2472 Main Street  
Lake Placid, NY 12946

Re: DRB 000452-2020 T Dalton Shelter Cove Towne Center

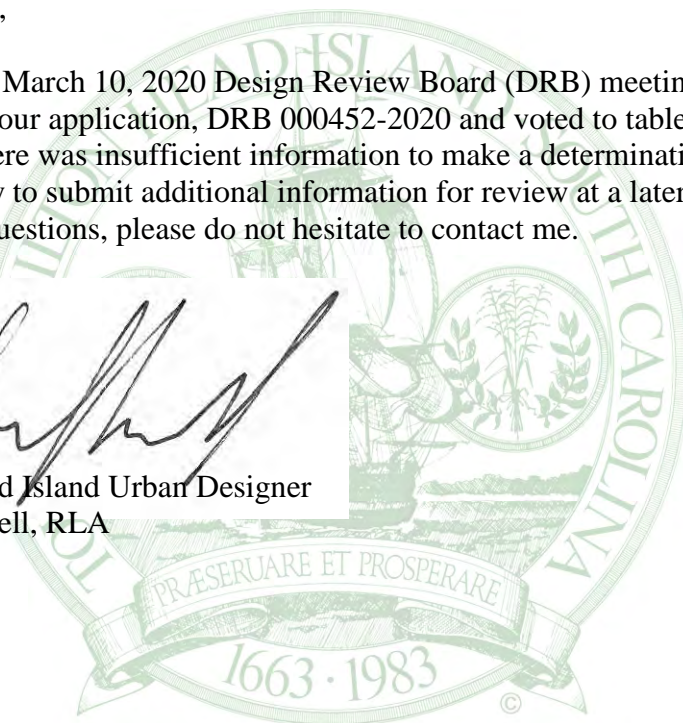
Mr. Dalton,

During the March 10, 2020 Design Review Board (DRB) meeting, the DRB reviewed your application, DRB 000452-2020 and voted to table the application because there was insufficient information to make a determination. This preserved your ability to submit additional information for review at a later meeting. If you have any questions, please do not hesitate to contact me.

Sincerely,



Hilton Head Island Urban Designer  
Chris Darnell, RLA





SKU: B-1

Categories: Exterior, Interior, Light Fixtures, Nautical, Semi-Flush, Traditional, Wall

Tag: AD Show 1



## Bulkhead Light w/ Cage

**\$315.00 – \$485.00**

Our iconic nautical scone pays homage to the original passage-way lights used for centuries aboard vessels traveling the world.



Interior / Exterior  
Residential & Commercial Use

Wattage: 100w LED; 75w Incandescent

Finishes: Standard: Unlacquered Brass (\$315), Custom Finishes: \$435 (additional details below)

Spec Sheet: [B-1: BULKHEAD LIGHT w/ CAGE](#)

CLEAR

Finishes

Oil Rubbed Bronze



Placement

Exterior Fixture (Wet Location)



Glass

Frosted \$25



**\$460.00**

Attaching to Standard US Junction Box

Yes (+\$35.00)



SW 6195  
Rock Garden













Miss Flanagan  
GIFTS & BOUTIQUE





# HERITAGE

FINE JEWELRY

28  
STE 114

CLOSED

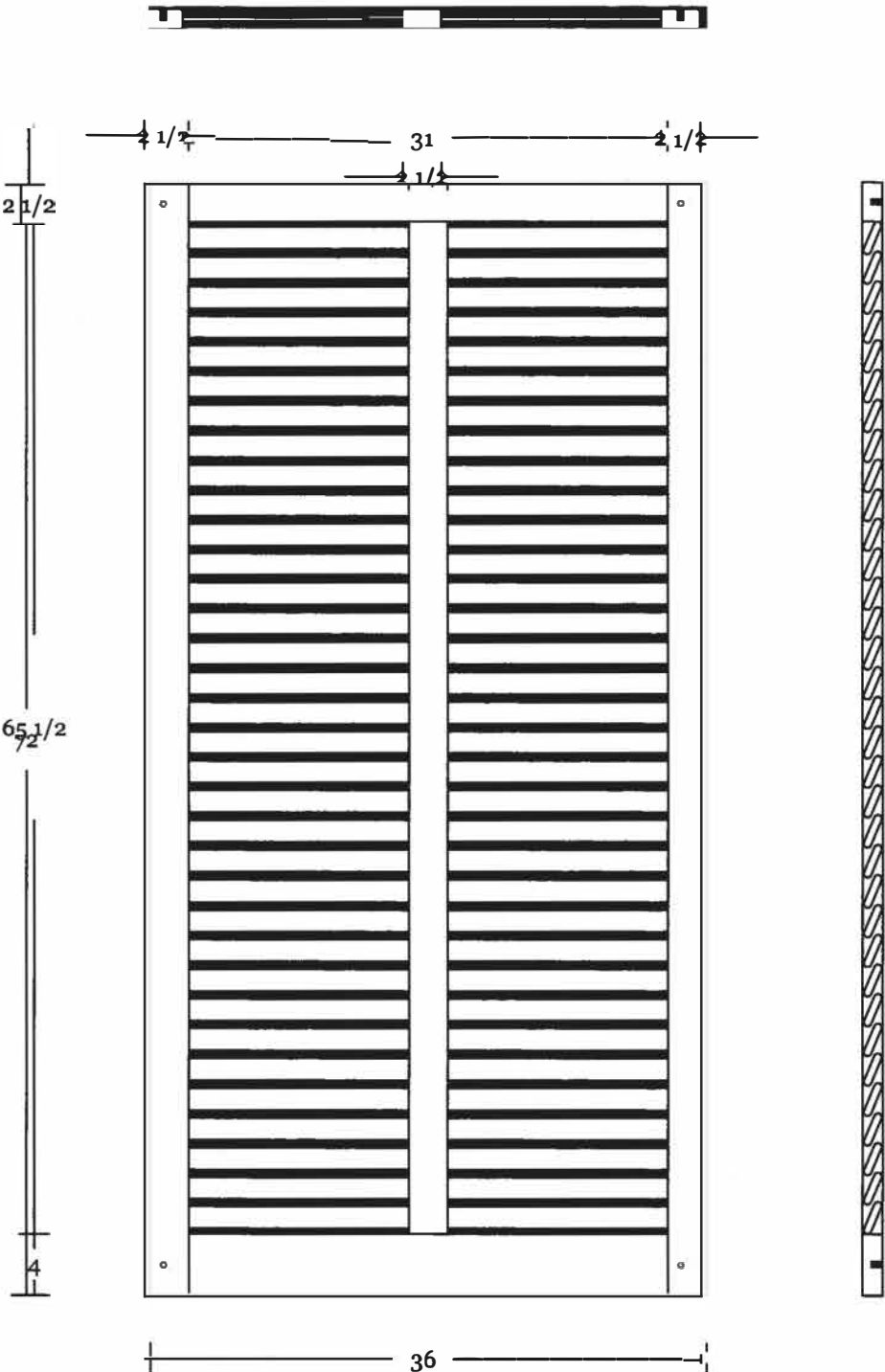
HERITAGE  
FINE JEWELRY











## DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB) and do NOT constitute DRB approval or denial.*

PROJECT NAME: T Dalton Clothing @ Shelter Cove Towne Center

DRB#: DRB-000452-2020

DATE: 02/27/20 03/03/20 10/14/20 10/16/20

RECOMMENDATION: Approval  Approval with Conditions  Denial

RECOMMENDED CONDITIONS:

Staff recommends approval pending ARB approval.

<b>ARCHITECTURAL DESIGN</b>				
DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Utilizes natural materials and colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a color board with physical samples of the proposed paint colors and wood finishes. <del>A color board will need to be provided with actual samples of the paint color and stain (not photos or printouts) for review by the DRB.</del> Staff recommends SW 6195 Rock Garden based on the Shelter Cove color board to match the existing dark green trim at Shelter Cove. Please provide color and stain samples.
Incorporates wood or wood simulating materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a detail or manufacturer's cut sheet for the functional shutters that includes finish. <del>Please provide detail of how the shutters are constructed, dimensions and attached to the building.</del> Staff is concerned that the installed Bermuda shutter width will be adequate for the windows. consider adding a note to the illustrations indicating the installed edge of the shutter in relation to the store front.
Decorative lighting is limited and low wattage and adds to the visual character	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<del>1. Provide a manufacturer's cut sheet for the proposed wall sconces that includes: fixture</del>



				<p><del>finish, light source foot candles and kelvin temperature.</del></p> <p><del>2.—The narrative mentions sign lighting but no information or location is indicated for new fixtures. Please specify location of the fixture and provide a manufacturer’s cut sheet that includes finish, light source foot candles and kelvin temperature.</del></p>
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<b>MISC COMMENTS/QUESTIONS</b>	
1.	Provide approval from the local ARB. <del>ARB approval must be submitted prior to the DRB meeting to maintain place on the Agenda. Please provide arb approval.</del>
2.	<del>Per the Design Guide page 16, “Consideration must be given to the compatibility of colors with those existing in the vicinity. The proposed Navy 19-3953 TCX is not compatible with the adjacent tower element or the shopping center as a whole. The proposed “bone” color is unclear from the revised application. It is unclear which color you are proposing (Mayonnaise or White Blush or Capri Coast or Indian White) and exactly where it would go and most importantly where it would end. Previous DRB approval of a color on one building (Talbot’s) does not set a precedent and or guarantee approval of the color on another building.</del>
3.	<del>Signs are approved under a separate permit. Please note the gold lettering and navy background do not appear to meet the Shelter Cove Towne Center sign system.</del>
4.	<del>How will the store front window and doors be finished? The plans appear to indicate they will be painted, if so the application should specify the color. Please provide manufacturer cut sheets of the storefront doors and windows with the “mahogany wood finish”. Staff is concerned how this storefront will relate to the surrounding storefronts. Storefront doors and windows should match the other storefronts in Shelter Cove. Staff recommends not painting them the proposed dark green.</del>
5.	<del>Tenants have in the past been allowed to depart from the selected light fixtures specified in the development plans. The polished brass finish of the light fixtures is contrary to what is preferred by the Design Guide and what exist in Shelter Cove Town Center. Staff suggest a less reflective finish and addition of a note to the illustration that any damage to the stucco under the existing fixture is repaired to match.</del>
6.	<del>Staff is concerned that the bench, in front of the storefront, has been stained and now does not match the rest of the benches in Shelter Cove. Benches represent a key element of the Shelter Cove Town Center streetscape that was carefully planned. Benches throughout the development should be maintained together. This becomes more important for the overall cohesive feel of the development as tenants are allowed to depart from the planned light fixtures.</del>



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 Community Development Department  
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<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: Jesus Peralta Company: J. P. Contracting  
 Mailing Address: PO BOX 825 City: Hardeeville State: SC Zip: 29927  
 Telephone: 912-657-9219 Fax: \_\_\_\_\_ E-mail: jperaltaroofting15@gmail.com  
 Project Name: Barbara Hale Project Address: 18 Lighthouse Lane unit 101  
 Parcel Number [PIN]: R \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

**CORRIDOR REVIEW, MAJOR  
 DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

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Project Category:  
 Concept Approval – Proposed Development  
 Final Approval – Proposed Development  
 Alteration/Addition  
 Sign

Submittal Requirements for *All* projects:

Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-2-103.I.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.

Filing Fee: Concept Approval-Proposed Development \$175, Final Approval – Proposed Development \$175, Alterations/Additions \$100, Signs \$25; cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:  
**Concept Approval – Proposed Development**

- A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.
- A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.
- Context photographs of neighboring uses and architectural styles.
- Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.
- Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.



Additional Submittal Requirements:

**Final Approval – Proposed Development**

- \_\_\_\_\_ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- \_\_\_\_\_ Final site development plan meeting the requirements of Appendix D: D-6.F.
- \_\_\_\_\_ Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- \_\_\_\_\_ Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- \_\_\_\_\_ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- \_\_\_\_\_ Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

**Alterations/Additions**

- \_\_\_\_\_ All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- \_\_\_\_\_ A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- \_\_\_\_\_ Photographs of existing structure.

Additional Submittal Requirements:

**Signs**

- \_\_\_\_\_ Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.

For freestanding signs:

- \_\_\_\_\_ Site plan (1"=30' minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
- \_\_\_\_\_ Proposed landscaping plan.

For wall signs:

- \_\_\_\_\_ Photograph or drawing of the building depicting the proposed location of the sign.
- \_\_\_\_\_ Location, fixture type, and wattage of any proposed lighting.

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

*A representative for each agenda item is strongly encouraged to attend the meeting.*

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application.**  YES  NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

John P. Smith  
SIGNATURE

9/28/20  
DATE

DRB 001948-202 Narrative

The applicant is requesting approval of the proposed replacement of the asphalt shingles on the pitched roof portion (Unit 101) of 18 Lighthouse Lane with a "Medium Bronze" metal roof. Sample of roof color has been submitted for review.

**Date:** October 5, 2020  
**Legal Address:** 1017/1018 CARAVEL COURT  
**Owner:** HALE/SUTTLE

**Gregory A. Wynn  
GW Services, Inc.  
P. O. Box 6476  
Hilton Head Island, SC 29938**

Re: 1017 & 1018 CARAVEL COURT

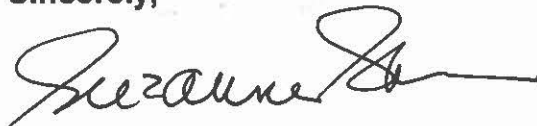
**The Sea Pines Architectural Review Board has approved your request to re-roof the residence at the legal address above.**

**The Board has approved the following roof material that must meet the Town of Hilton Head requirement:**

**ROOF MATERIAL - MENTAL - "MEDIUM BRONZE"**

**Thank you for your cooperation.**

**Sincerely,**



**Suzanne Sherman  
Assistant Administrator**





1017





1018

Harbourview Townhouse





1017



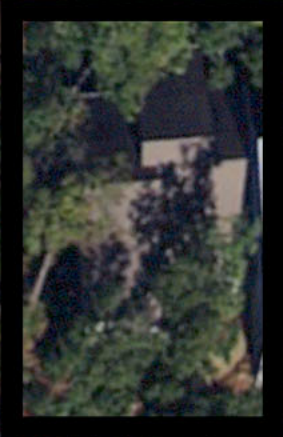


1017

1017



3D



Caravel Ct



79°

AQI 29

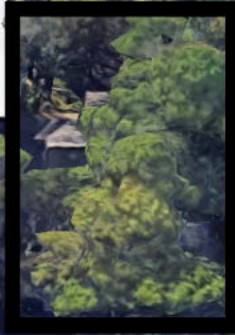


2:16 ↖

📶 LTE 🔋



18 Lighthouse Ln



18 Lighthouse Ln  
Building



2:18 ↖

📶 LTE 🔋



Harbour Town  
Lighthouse  
Soaring history  
museum by the water

Liberty Oak

18 Lighthouse Ln



✕ 18 Lighthouse Ln Building

## DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)  
and do NOT constitute DRB approval or denial.*

PROJECT NAME: 18 Lighthouse Lane

DRB#: DRB-001948-2020

DATE: 10/15/20

RECOMMENDATION: Approval  Approval with Conditions  Denial   
RECOMMENDED CONDITIONS:





Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: Daniel Anderson Company: Barrier Island Marine Contractors  
 Mailing Address: 22 Row Circle Suite B City: Hilton Head State: SC Zip: 29928  
 Telephone: 843-384-8638 Fax: \_\_\_\_\_ E-mail: dad@bimarinecontractors.com  
 Project Name: Shelter Cove Rail Project Address: \_\_\_\_\_  
 Parcel Number [PIN]: R \_\_\_\_\_  
 Zoning District: Shelter Cove Overlay District(s): \_\_\_\_\_

**CORRIDOR REVIEW, MAJOR  
 DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

Project Category:  
 Concept Approval – Proposed Development  Alteration/Addition  
 Final Approval – Proposed Development  Sign

Submittal Requirements for *All* projects:

Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-2-103.I.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.

Filing Fee: Concept Approval-Proposed Development \$175, Final Approval – Proposed Development \$175, Alterations/Additions \$100, Signs \$25; cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:

**Concept Approval – Proposed Development**

A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.

A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.

A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.

Context photographs of neighboring uses and architectural styles.

Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.

Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.

Additional Submittal Requirements:

**Final Approval – Proposed Development**

- \_\_\_\_\_ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- \_\_\_\_\_ Final site development plan meeting the requirements of Appendix D: D-6.F.
- \_\_\_\_\_ Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- \_\_\_\_\_ Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- \_\_\_\_\_ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- \_\_\_\_\_ Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

**Alterations/Additions**

- \_\_\_\_\_ All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- \_\_\_\_\_ A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- \_\_\_\_\_ Photographs of existing structure.

Additional Submittal Requirements:

**Signs**

- \_\_\_\_\_ Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.
- For freestanding signs:
- \_\_\_\_\_ Site plan (1"=30' minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
  - \_\_\_\_\_ Proposed landscaping plan.
- For wall signs:
- \_\_\_\_\_ Photograph or drawing of the building depicting the proposed location of the sign.
  - \_\_\_\_\_ Location, fixture type, and wattage of any proposed lighting.

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

*A representative for each agenda item is strongly encouraged to attend the meeting.*

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO**

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.



SIGNATURE

9/29/2020  
DATE

**Barrier Island Marine Contractors LLC**  
**22 Box Circle Suite B**  
**Hilton Head Island, SC 29928**  
**843-384-8638**  
**GL#120701**

Town of Hilton Head  
Community Development Depart  
One Town Center Court  
Hilton Head Island, SC 29928

October 8, 2020

To whom it may concern,

Please see attached application for review to change out all railing located at Shelter Cove Harbor adjacent to marina. The rail provides safety between common walkway around marina owned by Shelter Cove Company and the water edge. The existing rail is 30 plus years old that has been maintained to standard but needs to be replaced to code. The original plan was to replace as designed but with new code and design rail is inadequate and matching existing is cost prohibited. At this-time we request rail design to be changed to all IPE wood with cable rail per drawings. This is phase one of two phases due to budget and time allocated.

Thanks

Daniel Anderson





# SHELTER COVE

September 2, 2020

Mr. Dan Anderson  
Barrier Island Marine Contractors LLC  
148 Beach City Rd.  
Hilton Head Island, SC 29926

RE: Shelter Cove Company Rail Replacement

Dear Dan,

The Shelter Cove Company's ARB is in receipt of your proposal package for rail replacement dated August 31, 2020.

The ARB has reviewed and approved the package as submitted.

Please notify the SCC office at (843) 310-0431 or by email at [ddominquez@sheltercovehc.org](mailto:ddominquez@sheltercovehc.org) should you have any further questions or concerns.

With Kindest Regards,

*Denise Dominguez*

Denise Dominguez  
Manager

Cc: SCCARB Committee













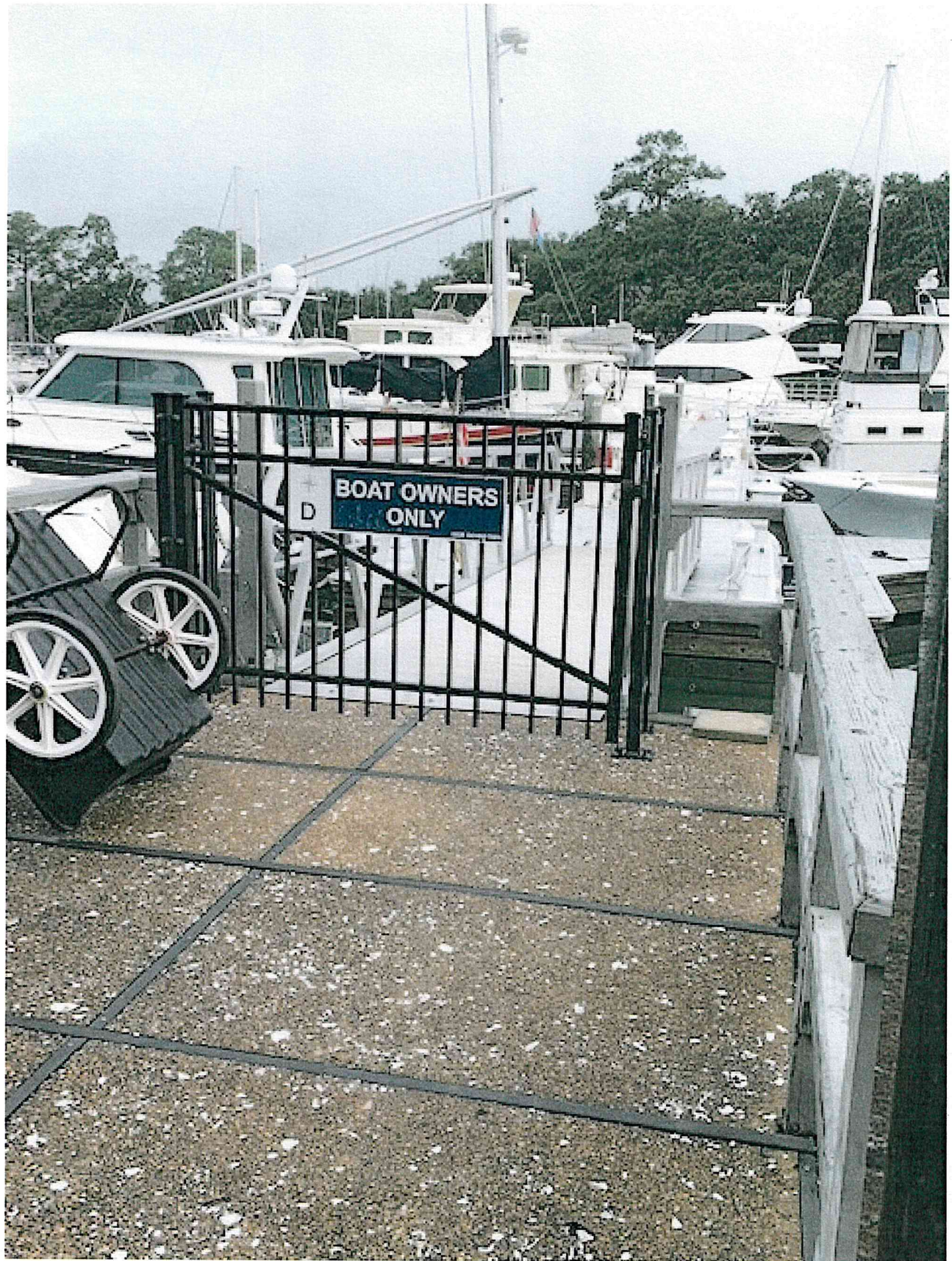
Shelter Cove Park





Shelter Cove Park





Shelter Cove



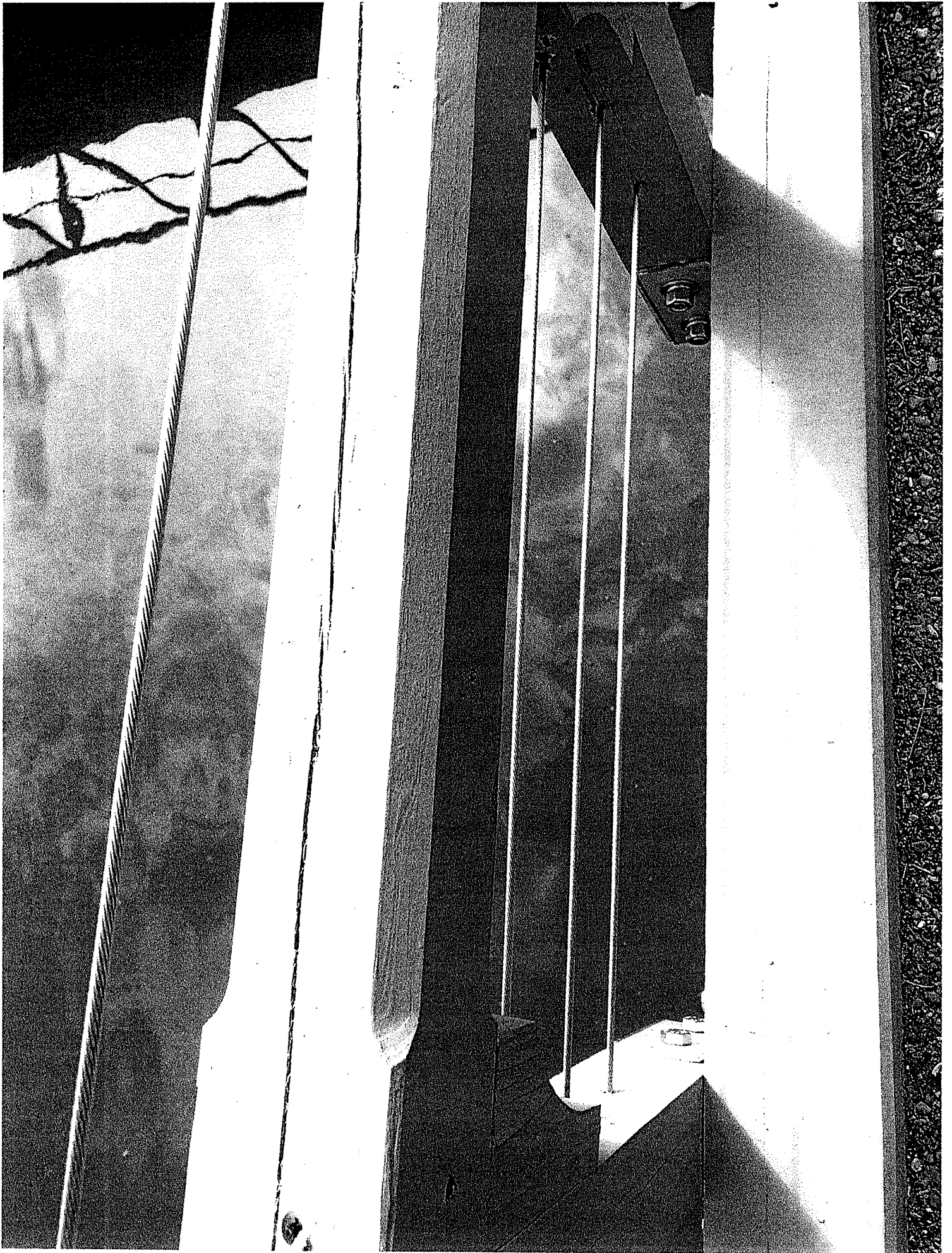


Shelton Cove









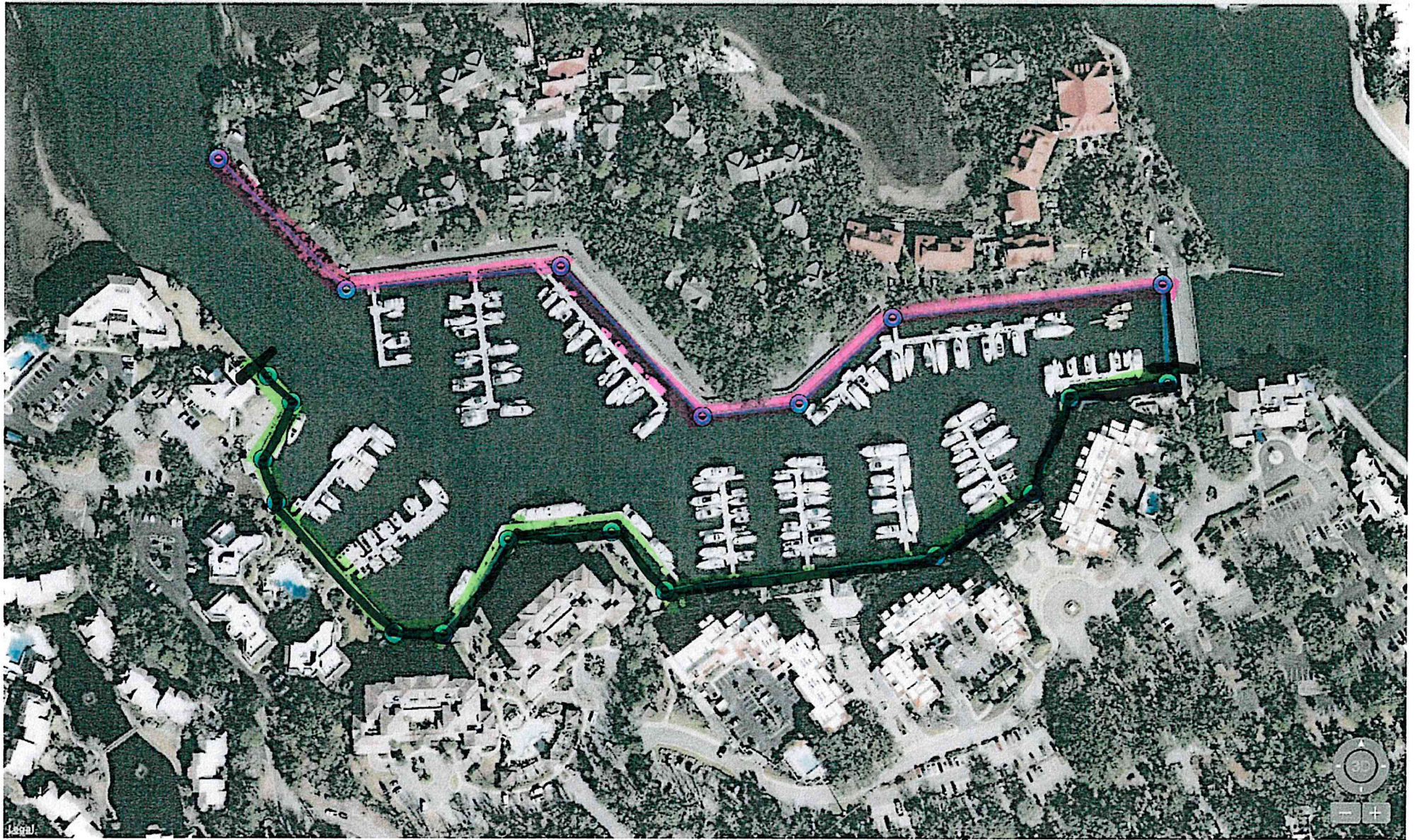






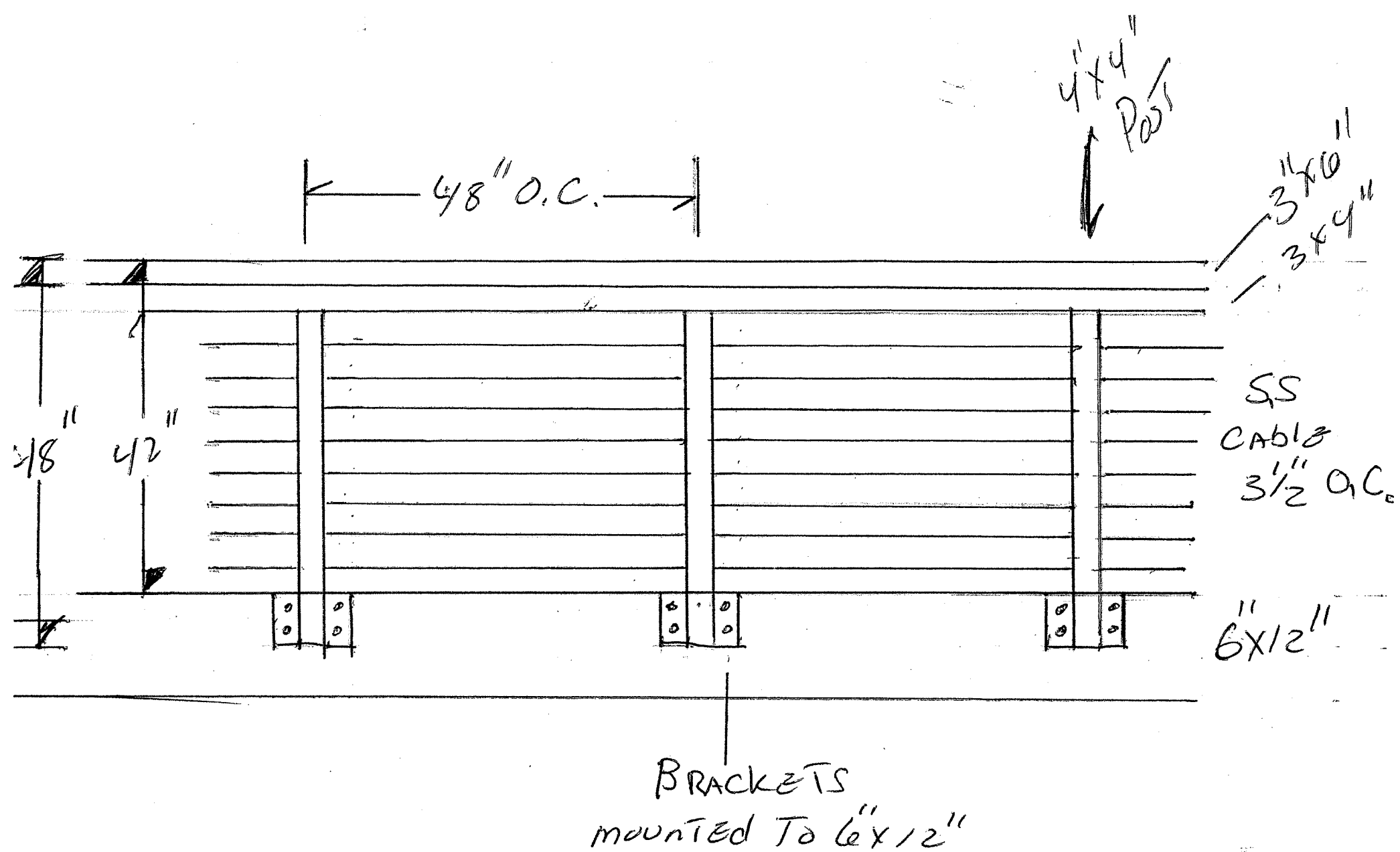






Phase 1 █  
Phase 2 █

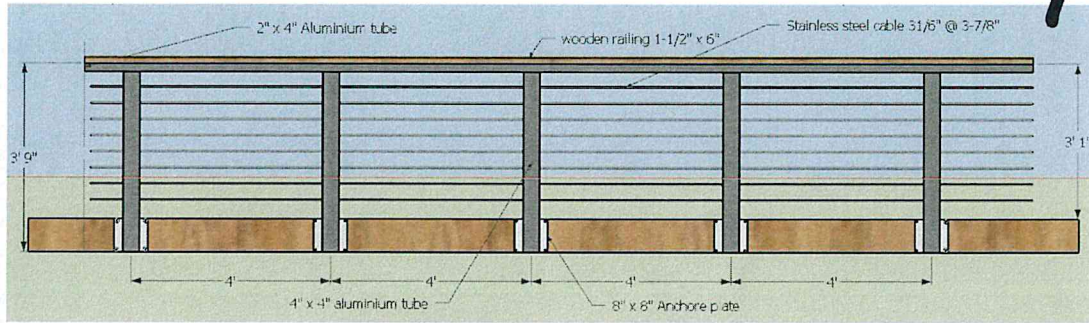




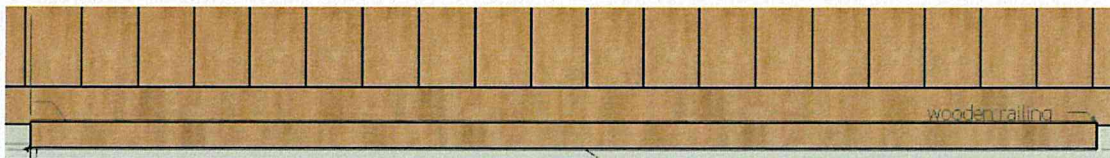
- \* All wood construction will be IPE
- \* All hardware stainless steel



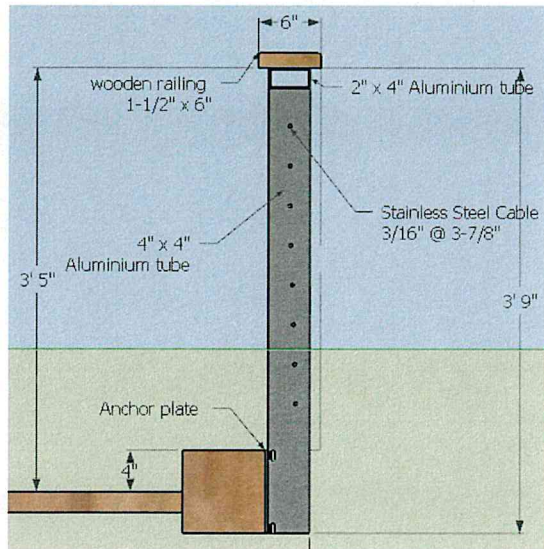
# IPE Only



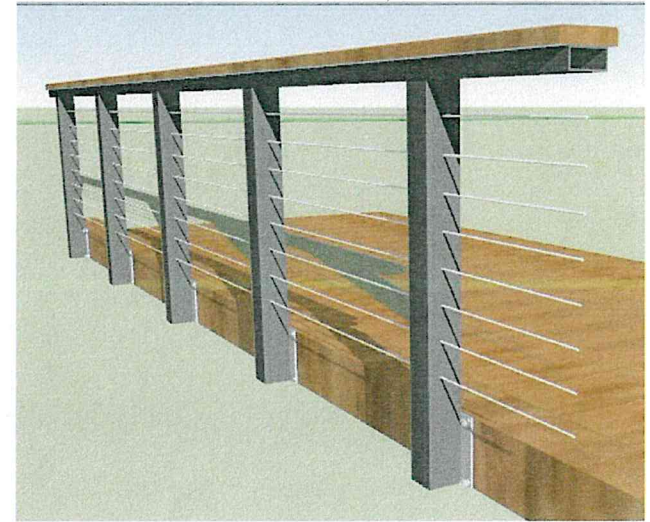
FRONT VIEW



TOP VIEW



SIDE VIEW



3D VIEW

\* Rendering Only / All IPE

TECHNICAL SPECIFICATIONS :

- 1- TENSION POSTS THICKNESS = 3/16"
- 2- LINE POSTS THICKNESS = 1/8"
- 3- PLATES THICKNESS = 1/4"

\* No aluminium

PROJECT NAME : SHELTER COVE MARINA RAILING  
PROJECT OWNER : BARRIER AISLAND MARINE CONTRACTORS  
PROJECT LOCATION : SHELTER COVE LN, HILTON HEAD, SC  
DATE : SEPT 2020  
SCALE: N.1



## DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)  
and do NOT constitute DRB approval or denial.*

PROJECT NAME: Shelter Cove Railing

DRB#: DRB-001966-2020

DATE: 10/15/2020

RECOMMENDATION: Approval  Approval with Conditions  Denial   
RECOMMENDED CONDITIONS:

### ***MISC COMMENTS/QUESTIONS***

Staff recommends approval as submitted.





Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
DRB #:	_____
Meeting Date:	_____

Applicant/Agent Name: Robert Saxton Company: Nycp Shelter, LLC  
 Mailing Address: PO Drawer 11 City: Hilton Head State: SC Zip: 29938  
 Telephone: 843-816-7300 Fax: \_\_\_\_\_ E-mail: robertmsaxton@yahoo.com  
 Project Name: NYCP LLC Project Address: 28 Shelter Cove Lane unit 119  
 Parcel Number [PIN]: R5 20 012 00B 0026 0000 -10316  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

**CORRIDOR REVIEW, MAJOR  
 DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

**Digital Submissions may be accepted via e-mail by calling 843-341-4757.**

Project Category:

<input type="checkbox"/> Concept Approval – Proposed Development	<u>Yes</u> Alteration/Addition
<input type="checkbox"/> Final Approval – Proposed Development	_____ Sign

Submittal Requirements for *All* projects:

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Additional Submittal Requirements:

**Final Approval – Proposed Development**

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- \_\_\_\_\_ Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
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Additional Submittal Requirements:

**Alterations/Additions**

- Yes All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
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- Yes Photographs of existing structure.

Additional Submittal Requirements:

**Signs**

- \_\_\_\_\_ Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.
- For freestanding signs:
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Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

*A representative for each agenda item is strongly encouraged to attend the meeting.*

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO**

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

  
\_\_\_\_\_  
SIGNATURE

09/23/20  
\_\_\_\_\_  
DATE



NY City Pizza/ 28 Shelter Cove, unit 119 HHI S.C.

Hello Chris,

Thank you for your time on this project, we will be tuning NY City Pizza at Shelter Cove into an upscale Steakhouse and would just like to change the color of the exterior building and awnings, there will be no change to the roof. The colors we would like to use are "Universal Khaki/ SW 6150" for the Exterior of the building and "Black" for the Awnings Canvas. All of the colors picked are form the "Shelter Cove Towne Centre" list provided to me by Shea Farrar. If there are any questions or concerns please feel free to reach out to me at any time.

Robert Saxton/ 843-816-7300



NY City Pizza/ 28 Shelter Cove, unit 119 HHI S.C.

Hello Chris, thank you for taking the time to review this project, there are a couple of small changes we would like to make around the bar area and the patio at NYCP in Shelter Cove.

1. With the addition of the exterior paint on the bldg. and the awning change we would like to paint the new louvers at the "Bar" area the same color as the existing columns. This is to help prevent children from coming through and under the columns and hitting their heads on the marble that was previously installed.
2. We would like to put some planter boxes in around the patio area for area separation, cleanliness and safety or we could carry over the louvers from the other side to match. The planter boxes would be painted the same color as the new awnings the dimensions on the planter boxes are 60"W 24"H & 19"Deep we would also be using real plants not artificial. They will not extend into the side walk area.



Staff's Understanding of what the applicant is proposing:

1. Repaint the exterior lap siding SW 6150 Universal Khaki. See color board.
2. Replace the awning fabric with a black fabric. See color board.
3. Approval of the louvered rail around the exterior bar area to be painted to match the columns. See pictures of installed railing.
4. Addition of black planters between the columns of the corner patio. See Cape Cod Planter cut sheet.





# SHELTER COVE

October 7, 2020

Roni Allbritton  
Shelter Cove Towne Centre  
40 Shelter Cove Lane, Box 180  
Hilton Head Island, SC 29928

RE: NYCP Space

Dear Roni,

The Shelter Cove Company's ARB is in receipt of your proposal package for exterior color change to New York City Pizza as submitted on October 5, 2020.

The ARB has reviewed and approved the requested sign package as submitted with the following **exception**.

- NYCP/SCTC meets any TOHHI permits, if required.

Please notify the SCC office at (843) 310-0431 or by email at [ddominguez@sheltercovehc.org](mailto:ddominguez@sheltercovehc.org) should you have any questions.

With Kindest Regards,

*Denise Dominguez*

Denise Dominguez  
Manager

Cc: Jeff Hunt, ARB Committee Chair  
SCCARB Committee



Questions? [1-888-320-0626](tel:1-888-320-0626) or [Contact Us](#)



Innovative

Commercial Solutions

[Home](#) / [Outdoor Planters](#)

Sort By

Position



The Cape Cod Planter Collection is one of our most popular collections, due to its sophisticated yet simple design. Made from Cellular PVC, which is impervious to water and therefore weatherproof, these planters have the look of painted wood, but are far more durable. As outdoor planters, they will withstand even the harshest of winters and the most searing summer heat without chipping, cracking, or splitting. Available in square, rectangular, and tapered designs, there is a Cape Cod planter for every project.

## Customization

There are 36 color options for the Cape Cod Planters, including real aluminum, bronze, steel, copper, and brass. Choose from five finishes, including unpainted and high-gloss. Have a non-standard size in mind? Call us today for custom sizing and other options.



## Features & Benefits

- Withstands freeze/thaw conditions
- Flat, smooth surface and seamless corners
- Reinforced interior for added durability
- Built from industrial-grade materials
- Moisture- and rot-resistant
- Lighter in weight, more durable than stone or concrete
- Contemporary, tapered style

## Options

- Pre-drilled drainage holes
- Coordinating drip trays
- Self-watering reservoirs
- Legs
- Locking casters
- Waterproof and watertight options
- Custom logos and cutouts
- Illumination with LED lights
- Power supply USB ports

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2 Items



Cape Cod Premier Planters

<https://www.plantersunlimited.com/outdoor-planters/cape-cod.html>



Cape Cod Tapered Planters



rting at

Starting at

## Design + Performance

Whether you choose a single decorative accent for your front porch or modular site furnishings for an entire college campus, our Cape Cod planters offer superior staying power. Both in design and in durability, these PVC planters intend to stick around for years to come, making outdoor decorating as easy as possible. The look of the Cape Cod container garden planter can only be defined as timeless. Like the carefully crafted wooden planters and furnishings of days gone by, these handmade flower boxes showcase beautifully molded trim on the rim and base and recessed panels on all four sides. Choose one of our many earthy brown colors in smooth or textured finishes and enjoy resilient plastic planters that look just like real wood. What a lovely way to add classic elegance to a law firm reception space or sophisticated art gallery!

## A Solution for Every Space

Wooden furnishings will never go out of style, both at home and in commercial venues. But once you've experience faux wood PVC planters you'll never go back to that old fashioned material again. We designed these planters to give you the best of both worlds- time-honored design and innovative construction. With the magic of cellular PVC we have the ability to custom craft planters in any shape, size, or color you desire. Along with the dozens of hues available online, we can color match or add additional lettering and logos on request. Fill those empty spaces in your landscape with jumbo sized garden planters for trees and shrubs. Great for adding a touch of green to urban scenery, these large planters are tough enough to hold trees and other vastly rooting plants without warping or cracking. Draw attention to a sidewalk cafe with long rectangular planters filled with colorful annual flowers surrounding your patio.

## Durable & Lightweight

In addition to adaptability, replica wooden planters offer superior longevity compared to wood, stone, or other natural materials. These planters are ideal for outdoor site furnishings since they are resistant to moisture, temperature, and insect damage. No rotting or breaking means that your hotel or resort grounds can show off lush greenery all year round with little planter maintenance. Large square and rectangular Cape Cod planters help create attractive privacy screening around intimate seating areas indoors and out. Our tapered models are perfect for lining pathways and facades in style. Shopping malls, airports, restaurants, and more, the options are endless!



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**NEW YORK CITY PIZZA**  
BAR • RESTAURANT

28

119

119

PLEASE  
ENTER HERE





**NEW YORK CITY PIZZA**  
BAR • RESTAURANT

20  
STE 119





# NEW YORK CITY PIZZA

BAR • RESTAURANT

STE 119

RESERVED  
PARKING

← →









# TALBOTS

NO  
PARKING  
LOADING  
ZONE

FDC  
108

150 KVA  
7.2 KV  
208Y/120



743.06.007





FDC  
100





Aerial



Woody's



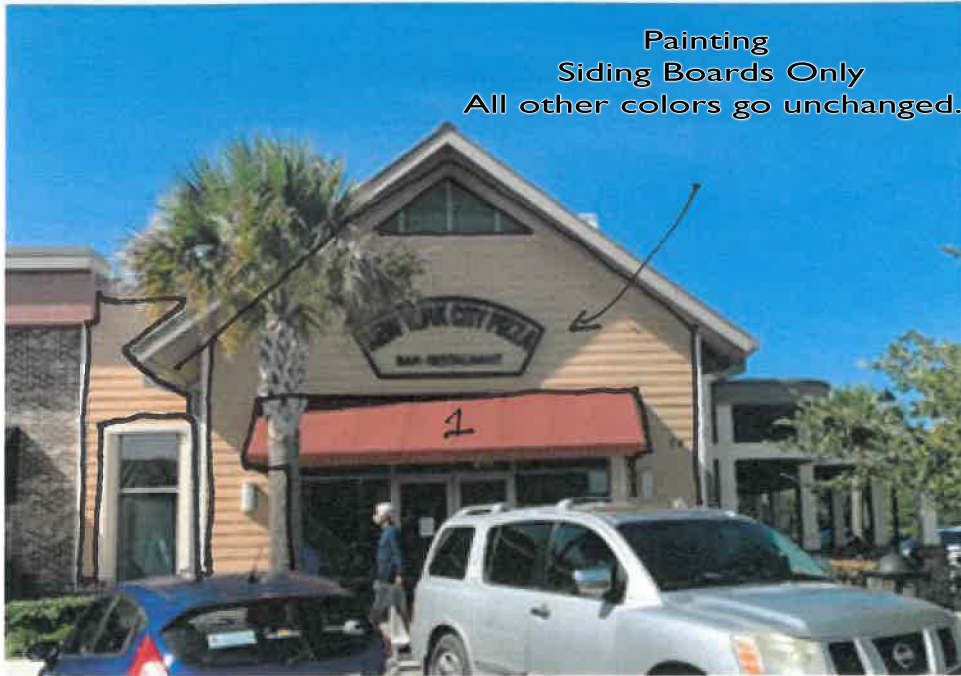
French Bakery



Belk

Aerial and Adjacent Units





Painting  
Siding Boards Only  
All other colors go unchanged.

Left Side Elevation



Painting  
Siding Boards Only  
All other colors go unchanged.

Right Side Elevation



Painting  
Siding Boards Only  
All other colors go unchanged.

Front Entrance



Front Full Elevation

Repainting Siding Boards and Replacing Awnings Only at Existing New York City Pizza  
All Tan Siding to be Universal Khaki  
All Awnings to be Black











## DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)  
and do NOT constitute DRB approval or denial.*

PROJECT NAME: NYCP Shelter Cove

DRB#: DRB-001199-2020

DATE: 10/15/20

RECOMMENDATION: Approval  Approval with Conditions  Denial

RECOMMENDED CONDITIONS:

1. The planting in the planter be submitted for review by Staff.

### **MISC COMMENTS/QUESTIONS**

Staff's Understanding of what the applicant is proposing:

1. Repaint the exterior lap siding SW 6150 Universal Khaki. See color board.
2. Replace the awning fabric with a black fabric. See color board.
3. Approval of the louvered rail around the exterior bar area to be painted to match the columns. See pictures of installed railing.
4. Addition of black planters between the columns of the corner patio. See Cape Cod Planter cut sheet.





**Town of Hilton Head Island**  
**Community Development Department**  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	10/5/10
Accepted by:	iw
DRB #:	2004.20
Meeting Date:	

Applicant/Agent Name: Bobbie Stephens Company: AAA Sign Company  
 Mailing Address: PO Box 211410 City: Augusta State: GA Zip: 30917  
 Telephone: 7068606890 Fax: 7068606894 E-mail: bobbies@aaasignco.com  
 Project Name: Circle K #2720277 Project Address: 71 Matthews Dr.  
 Parcel Number [PIN]: R 511 008 000 191A 0000  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

**CORRIDOR REVIEW, MAJOR  
 DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

Project Category:

- Concept Approval – Proposed Development  
 Final Approval – Proposed Development  
 Alteration/Addition  
 Sign

Submittal Requirements for *All* projects:

- Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-2-103.I.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.  
 Filing Fee: Concept Approval-Proposed Development \$175, Final Approval – Proposed Development \$175, Alterations/Additions \$100, Signs \$25; cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:

**Concept Approval – Proposed Development**

- A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.  
 A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.  
 A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.  
 Context photographs of neighboring uses and architectural styles.  
 Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.  
 Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.



Additional Submittal Requirements:

**Final Approval – Proposed Development**

- \_\_\_\_\_ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- \_\_\_\_\_ Final site development plan meeting the requirements of Appendix D: D-6.F.
- \_\_\_\_\_ Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- \_\_\_\_\_ Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- \_\_\_\_\_ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- \_\_\_\_\_ Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

**Alterations/Additions**

- \_\_\_\_\_ All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- \_\_\_\_\_ A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- \_\_\_\_\_ Photographs of existing structure.

Additional Submittal Requirements:

**Signs**

- Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.

For freestanding signs:

- Site plan (1"=30' minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
- Proposed landscaping plan.

For wall signs:

- Photograph or drawing of the building depicting the proposed location of the sign.
- Location, fixture type, and wattage of any proposed lighting.

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

*A representative for each agenda item is strongly encouraged to attend the meeting.*

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application.**  YES  NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

Bonnie D Stephens  
SIGNATURE

9/24/20  
DATE





**71 Mathews Dr  
Hilton Head Island, SC 29926  
SITE# 2720277**

REVISION: G  
DATE: 10/15/2020



Los Angeles • Knoxville

800-423-4283

[www.SignResource.com](http://www.SignResource.com)



**CODE CHECK REPORT**

SITE INFORMATION	
CUSTOMER NAME:	
SITE LOCATION:	
ZONING:	

CITY/COUNTY INFORMATION	
JURISDICTION:	
CONTACT:	
PHONE:	
EMAIL:	

GAS CANOPY SIGNS	
ALLOWED?	
CANOPY MOUNTED LOGOS REQUIRE PERMITS:	
SIZE RESTRICTIONS:	
DOES BULLNOSE/3D GRAPHIC REQUIRE PERMIT:	
HOW MANY SIDES CAN HAVE SIGNS?	
CAN SIGNS EXTEND BEYOND FASCIA (ABOVE/BELOW)?	
CLEARANCE REQUIRED:	
ILLUMINATION RESTRICTIONS:	
NOTES:	

GAS PUMP SIGNS	
ALLOWED?	
SIZE RESTRICTIONS:	
PUMP DECALS REQUIRE PERMITS:	
NOTES:	

BUILDING SIGNS	
NUMBER ALLOWED:	
SQ. FT. FORMULA:	
SIGN ALLOWED ON EVERY WALL? Or must it be street facing?	
HEIGHT:	
HOW DOES CITY DETERMINE SIGN SQUARE FOOTAGE?	
CAR WASH BUILDING SIGNS	
ILLUMINATION:	
NOTES:	

PYLON/MONUMENT SIGNS	
NUMBER ALLOWED:	
SQ. Ft. FORMULA:	
MAX HEIGHT ALLOWED:	
SET BACK:	
LINE OF SIGHT:	
LED PRICE RESTRICTIONS:	
PERMITS REQUIRED FOR FACE REPLACEMENTS?	

ILLUMINATION:	
NOTES:	

PERMITTING REQUIREMENTS	
DOES REFACING SIGN REQUIRE PERMIT?	
ELECTRICAL PERMIT REQUIRED:	
WHAT SIGNATURES ARE REQUIRED ON APPLICATION?	
NUMBER OF COPIES:	
STAMPED ENGINEER:	
PERMIT TIMING:	
PERMIT FEE BASIS:	
ARE THERE ANY OTHER REVIEW BOARDS/APPROVALS REQUIRED:	
NOTES:	

VARIANCE	
BASIS FOR APPROVAL:	
PROCEDURE:	
PROBABILITY FOR APPROVAL:	
FEE:	
NOTES:	





## SCOPE OF WORK

- A1** 6' OAH x 4' MID
- A2** 8' OAH x 8' MID
- B** 5'x12' BUILDING SIGN
- C** CANOPY (42" LOGO/36" FASCIA)
- D** PUMP FLAGS & VALANCE

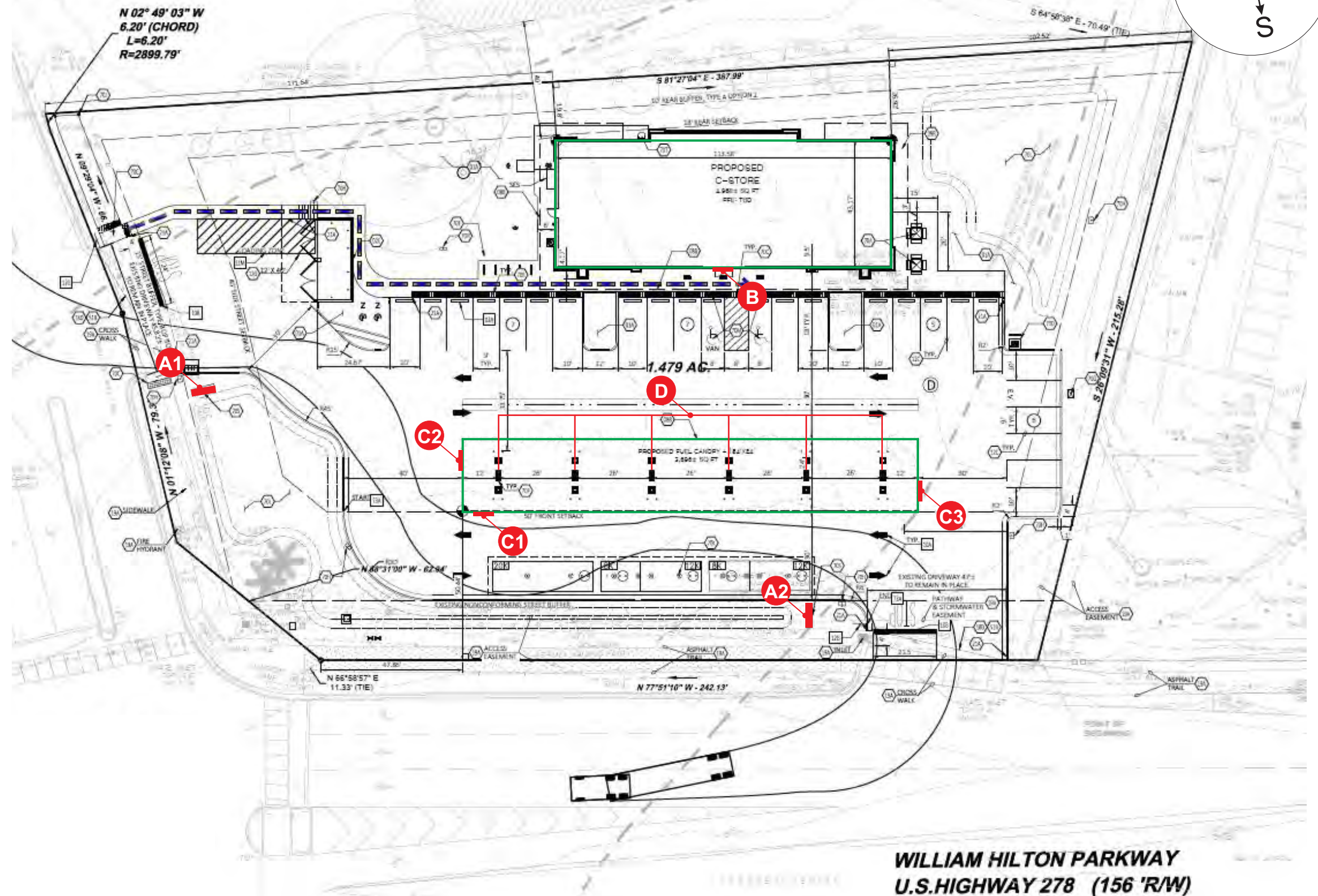
### Color Specifications:

Color Sample	Pantone	Applied to
	Pantone 485	- MID - BUILDING SIGNS - BUILDING FASCIA - CANOPY - DISPENSER
	Pantone 144	- MID - BUILDING SIGNS - BUILDING FASCIA - CANOPY - DISPENSER

### Address:

71 Mathews Dr  
Hilton Head Island, SC 29926

Station ID: CK NTI 2720277



**WILLIAM HILTON PARKWAY**  
**U.S.HIGHWAY 278 (156' R/W)**

## SCOPE OF WORK

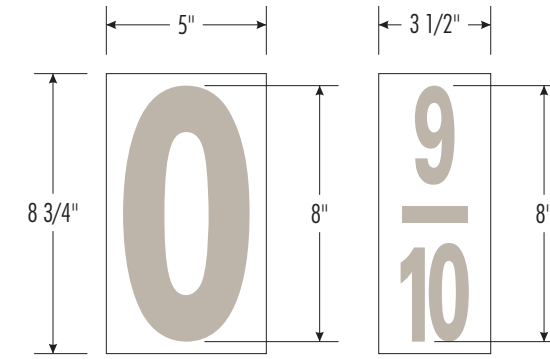


A1

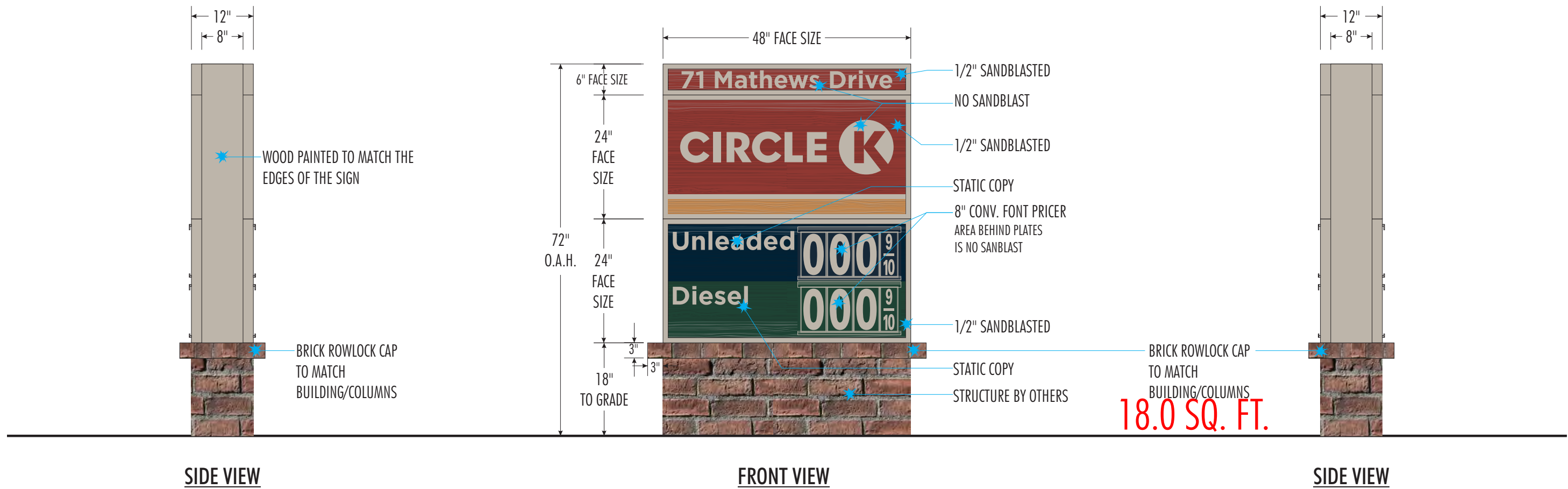
SANDBLASTED WOODEN FACES, NO INTERNAL ILLUMINATION

PRODUCT COPY:  
BEIGE COPY ON OPAQUE BACKGROUND

4" **Unleaded**  
4" **Diesel**  
3 1/2" **71 Mathews Drive**



- GLIDDEN A0273 RED EARTH
- SW 7044 AMAZING GRAY
- SW 6643 YAM
- SW 9178 IN THE NAVY
- SW 7044 AMAZING GRAY
- SW 0041 DARD HUNTER GREEN



DIMENSIONS TO BE VERIFIED PRIOR TO MANUFACTURING

MAIN I.D. SIGN

SCALE = 1:20



# A2

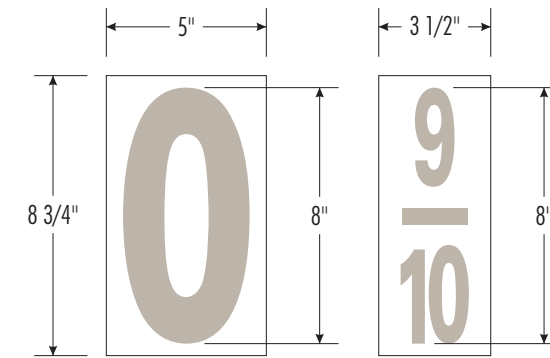
## SANDBLASTED WOODEN FACES, NO INTERNAL ILLUMINATION

PRODUCT COPY:  
BEIGE COPY ON OPAQUE BACKGROUND

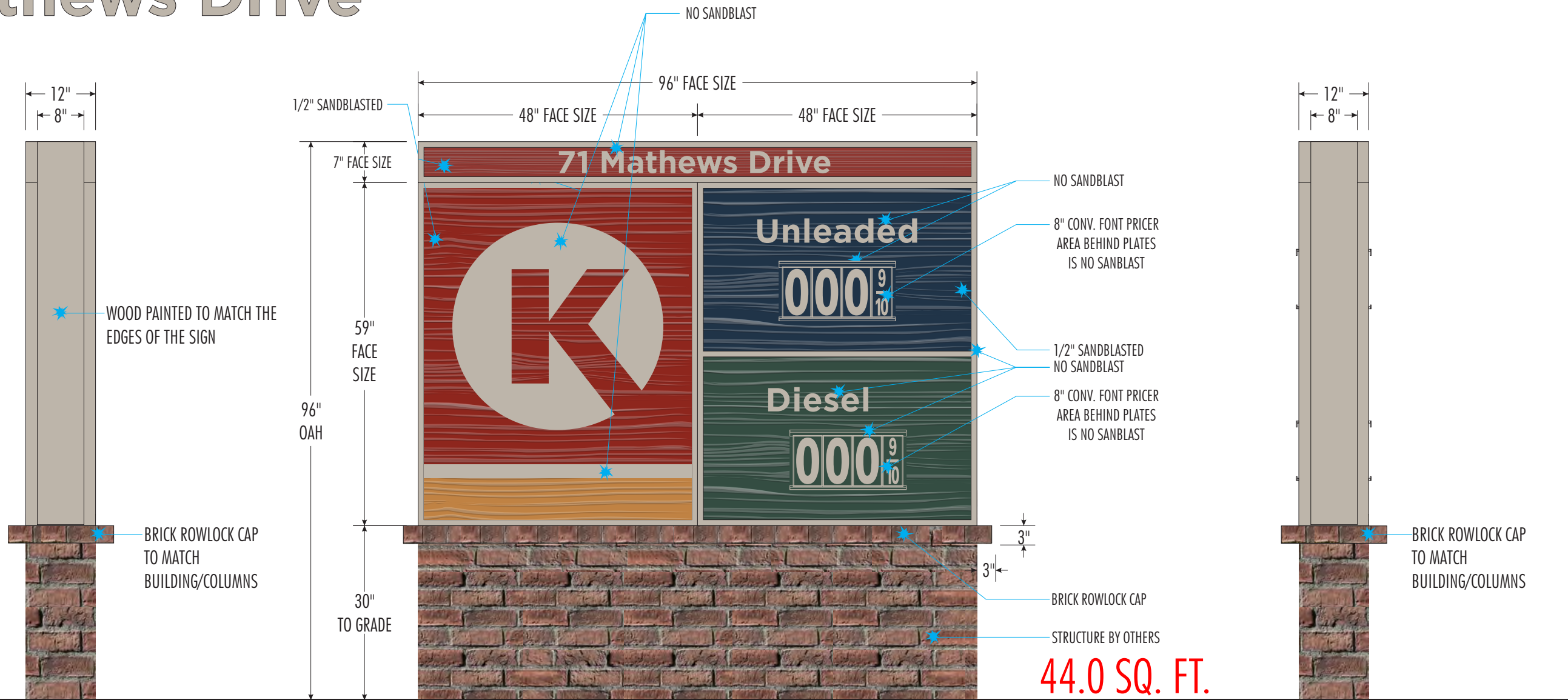
### 4" Unleaded

### 4" Diesel

### 4" 71 Mathews Drive



- GLIDDEN A0273 RED EARTH
- SW 7044 AMAZING GRAY
- SW 6643 YAM
- SW 9178 IN THE NAVY
- SW 7044 AMAZING GRAY
- SW 0041 DARD HUNTER GREEN



SIDE VIEW

FRONT VIEW

SIDE VIEW

DIMENSIONS TO BE VERIFIED PRIOR TO MANUFACTURING

# MAIN I.D. SIGN

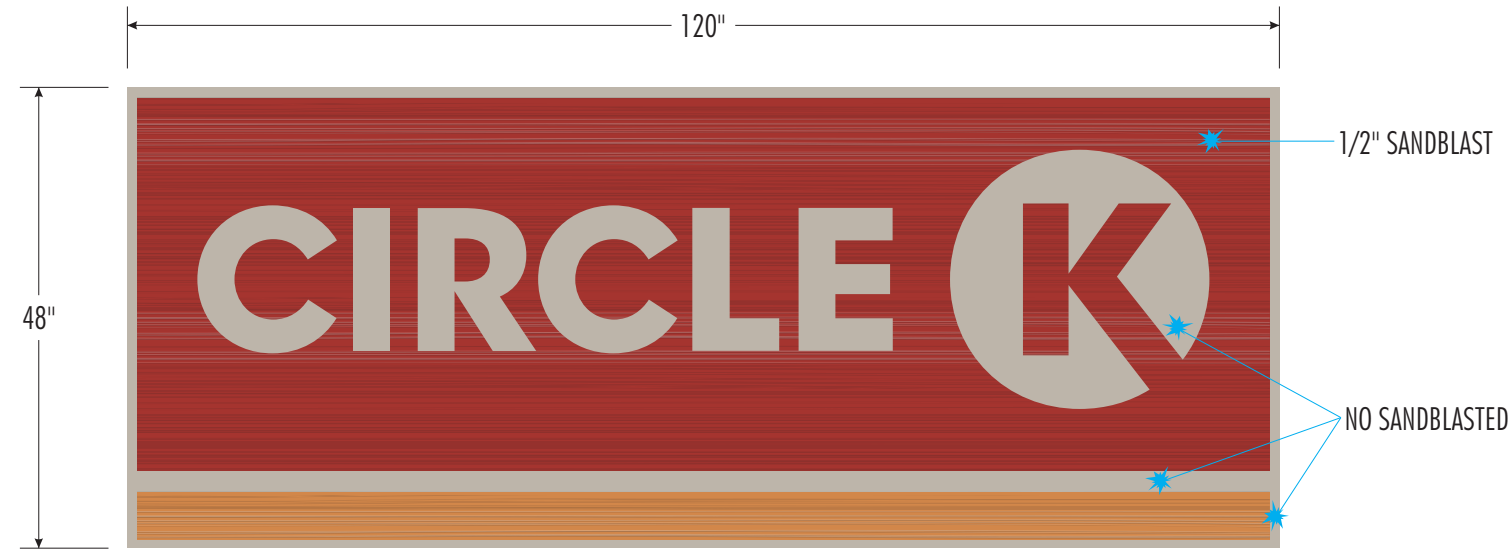
## SCALE = 1:20



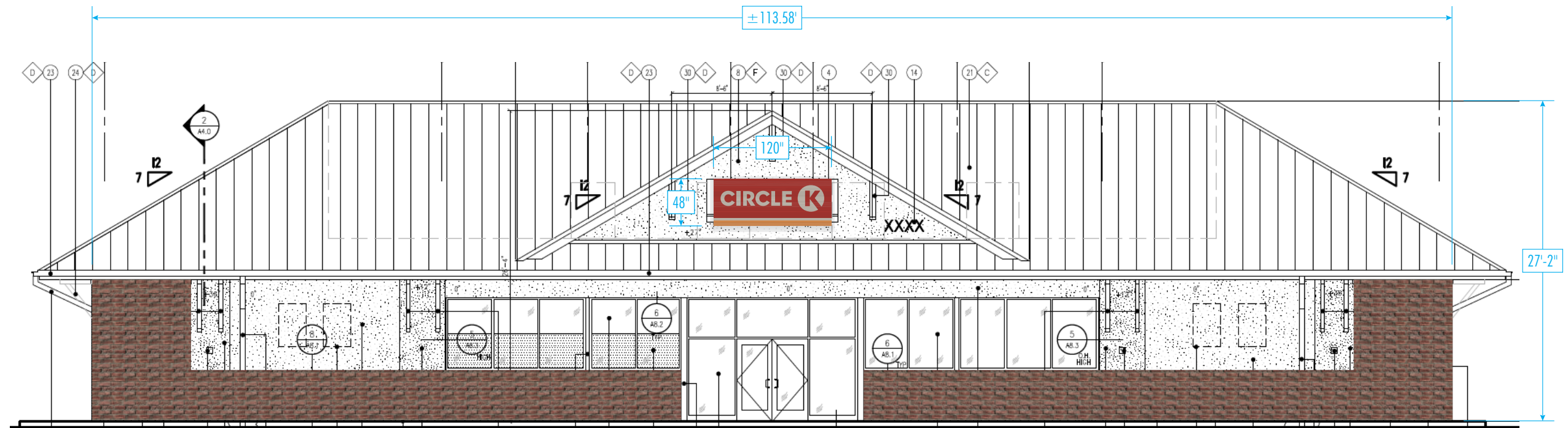
B

SANDBLASTED WOODEN FACES, NO INTERNAL ILLUMINATION

- GLIDDEN A0273 RED EARTH
- SW 7044 AMAZING GRAY
- SW 6643 YAM



**FRONT VIEW**  
 CUSTOM NON-ILLUMINATED SANDBLASTED WOOD SIGN  
**40 SQ. FT.**



**FRONT ELEVATION (SOUTH)**

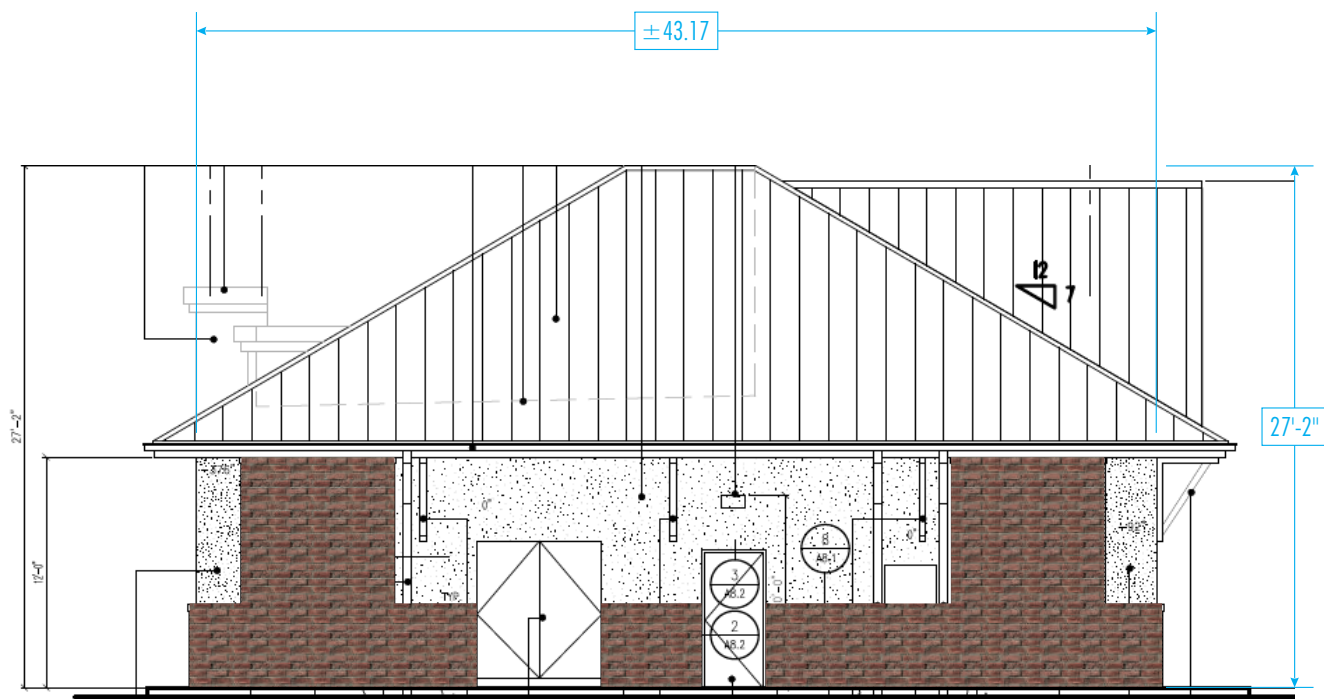
DIMENSIONS TO BE VERIFIED PRIOR TO MANUFACTURING

**BUILDING FRONT ELEVATION**

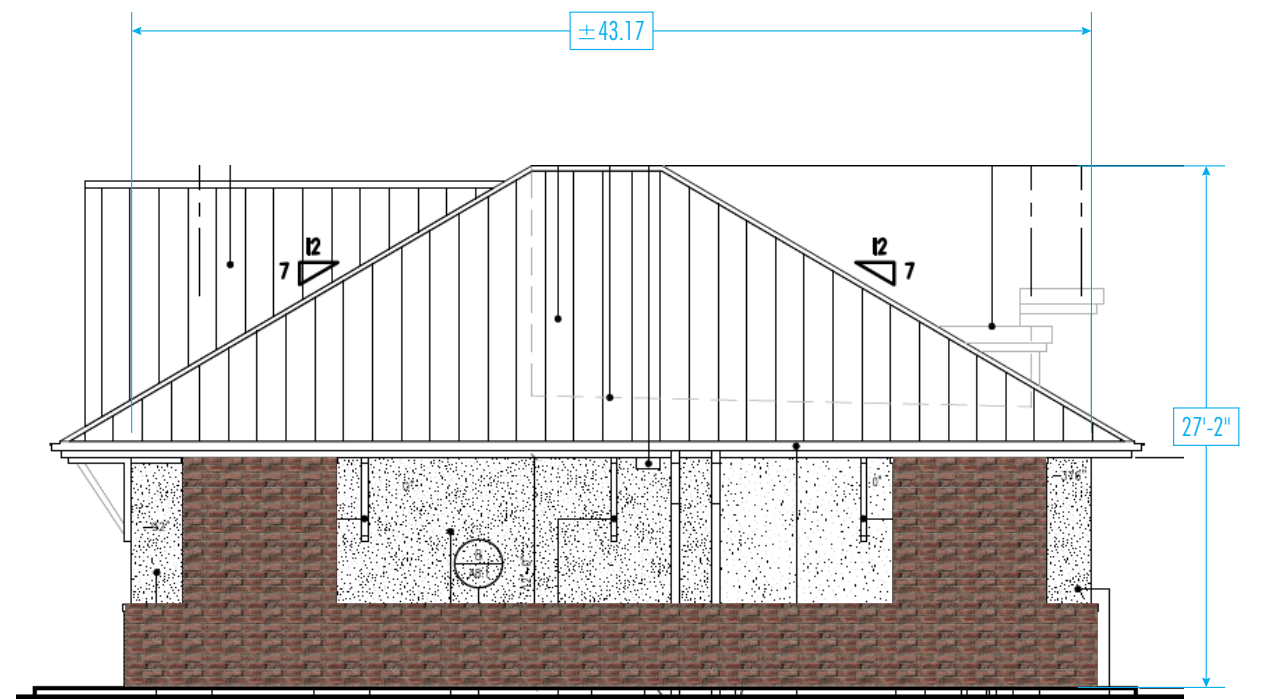
SCALE = 1:120



NO PROPOSED SIGN FOR THIS ELEVATION



**EAST SIDE ELEVATION**



**WEST SIDE ELEVATION**

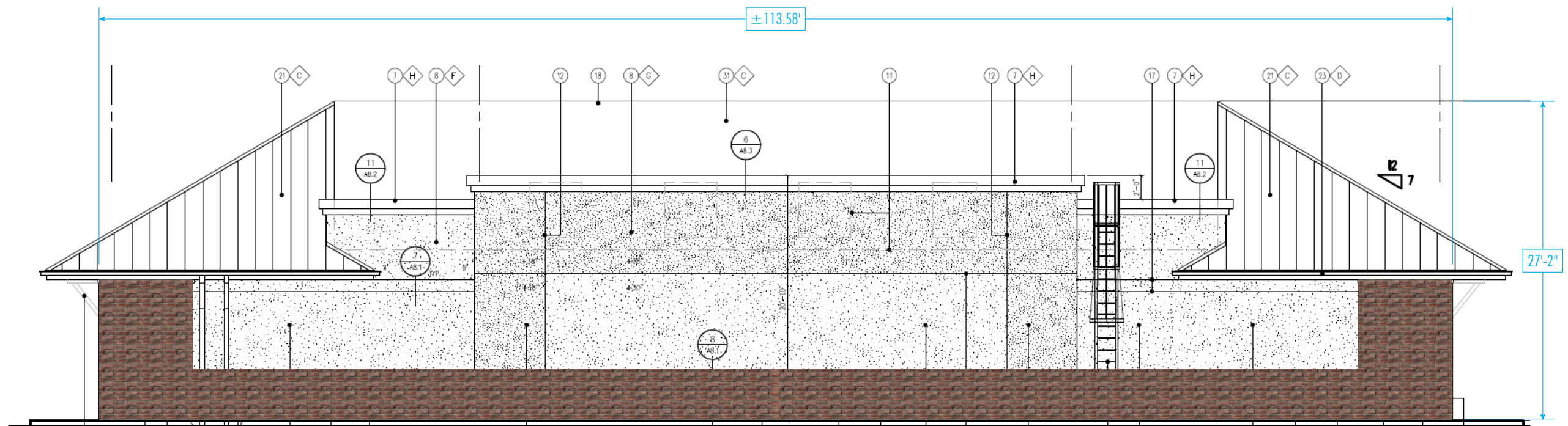
DIMENSIONS TO BE VERIFIED PRIOR TO MANUFACTURING

**BUILDING SIDE ELEVATIONS**

SCALE = 1:120



NO PROPOSED SIGN FOR  
THIS ELEVATION



**REAR ELEVATION (NORTH)**

DIMENSIONS TO BE VERIFIED PRIOR TO MANUFACTURING

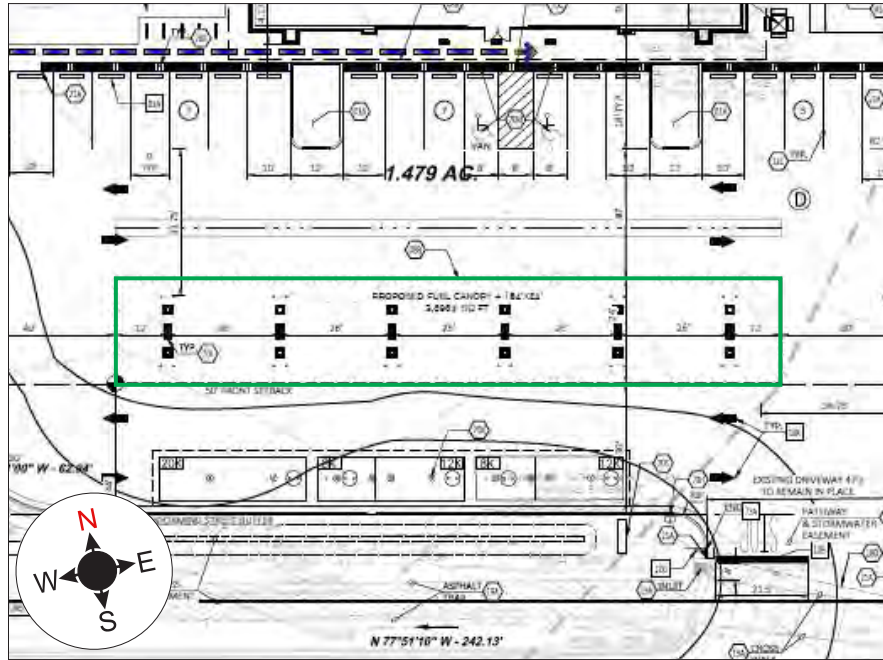
**BUILDING REAR ELEVATION**

SCALE = 1:120

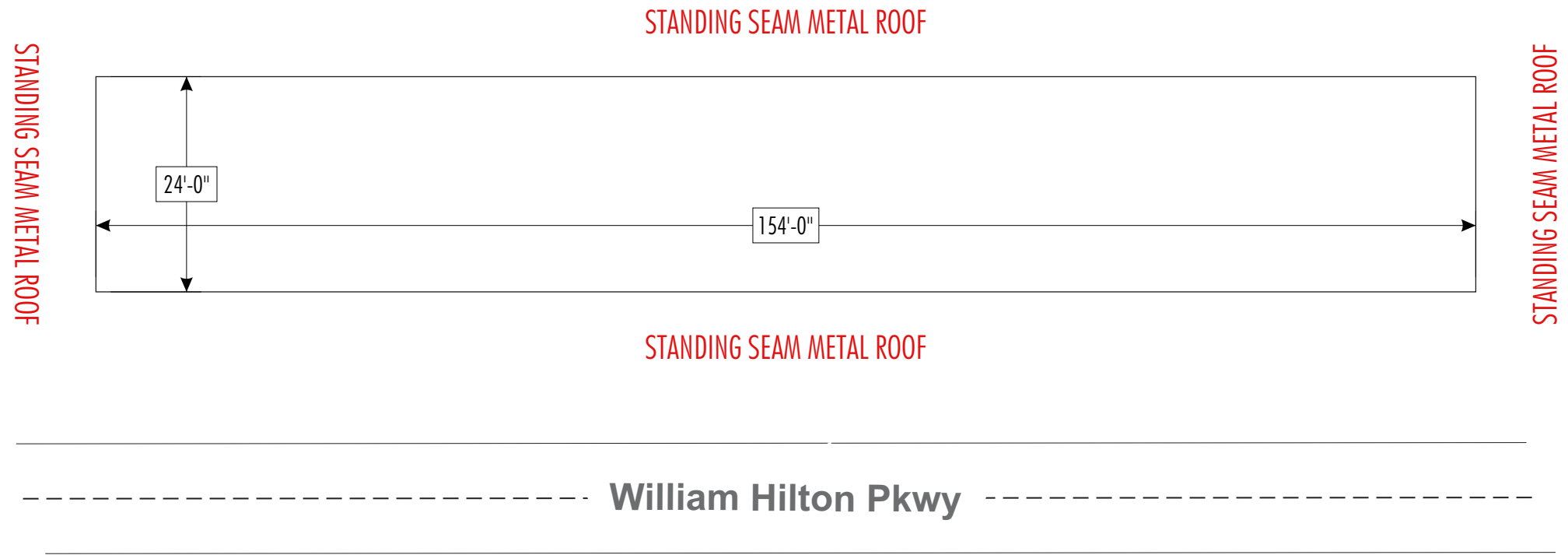


D

# OVERHEAD VIEW



# BUILDING SIDE



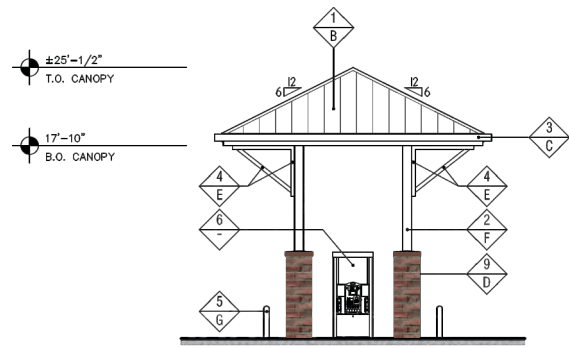
SCALE = 1:200



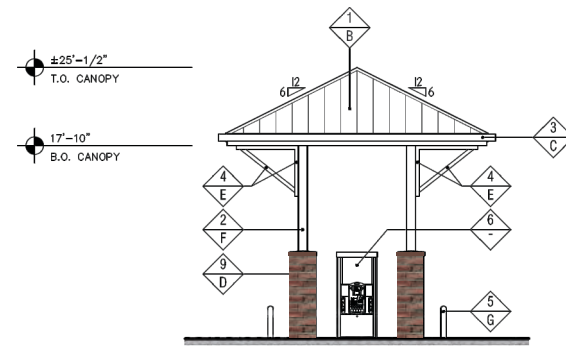
**FINISH SCHEDULE**

FINISH MATERIAL	
1	STANDING SEAM METAL ROOF, FIRESTONE, UNA-CLAD (UC-3)*
2	STEEL COLUMN
3	ALUMINUM GUTTER
4	ALUMINUM TUBE BRACKET
5	6" Ø BOLLARD, 36" HIGH
6	FUEL PUMP
7	NOT USED
8	NOT USED
9	THIN BRICK VENEER, "RUNNING BOND", INSTALL PER MFR. SPECS. INSTALL GROUTED.
FINISH COLOR	
A	NOT USED
B	SLATE GRAY
C	COLOR TO MATCH STANDING SEAM METAL ROOF
D	SICILIAN BRICK, "MARSALA BLEND", CORONADO STONE PRODUCTS
E	SHERWIN WILLIAMS # 7047 - "PORPOISE"
F	SHERWIN WILLIAMS # 7044 - "AMAZING GRAY"
G	PVC BOLLARD SLEEVE "DARK GRAY"

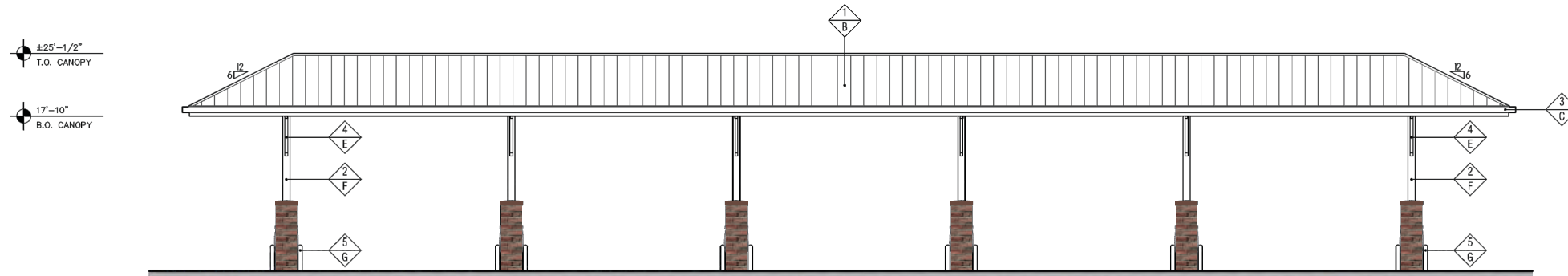
Notes:  
 1. For actual colors, refer to manufacturer's samples.  
 2. Refer to McGee Fuel Canopy Structural Sheets for wind related metal roofing installation requirements.  
 3. Canopy framing and Sheathing are detailed by McGee.  
 \*REFER TO COVER SHEET FOR WIND RELATED METAL ROOFING INSTALLATION REQUIREMENTS. CANOPY FRAMING AND SHEATHING ARE DETAILED BY OTHERS THAN GREENBERG FARROW.



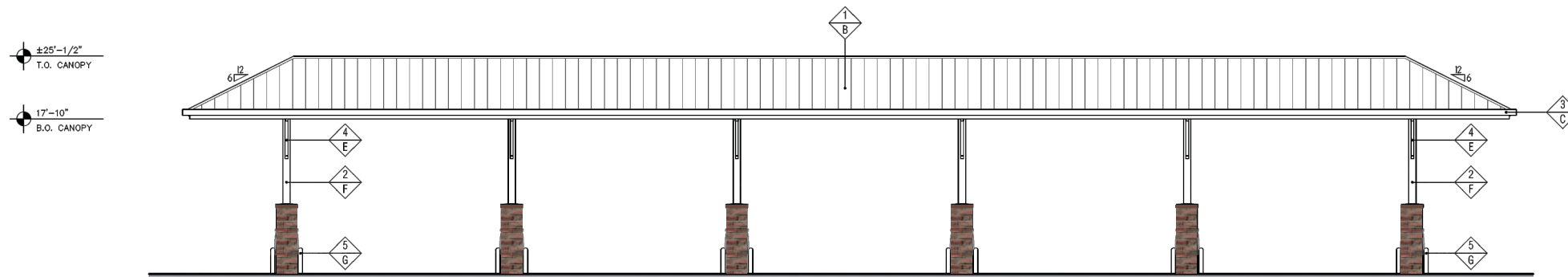
**3 "SIDE" ELEVATION (WEST)**  
 SCALE: 1/8" = 1'-0"



**4 "SIDE" ELEVATION (EAST)**  
 SCALE: 1/8" = 1'-0"



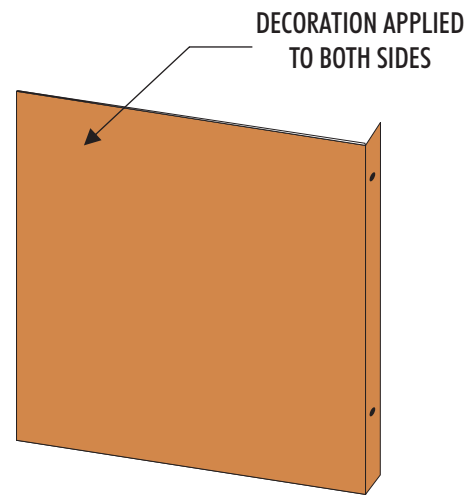
**2 "FRONT" ELEVATION (SOUTH)**  
 SCALE: 1/8" = 1'-0"



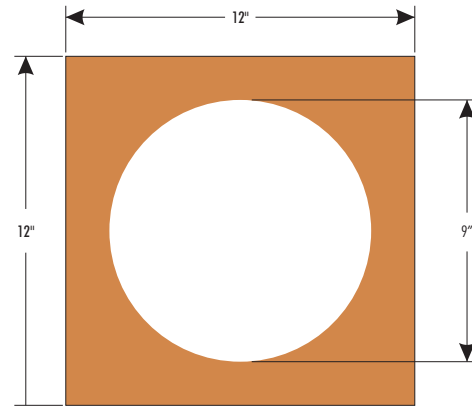
**1 "REAR" ELEVATION (NORTH)**  
 SCALE: 1/8" = 1'-0"



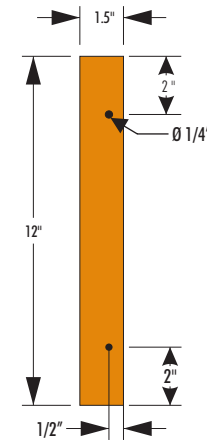
- SW 6643 YAM
- SW 9178 IN THE NAVY
- SW 0041 DARD HUNTER GREEN
- SW 7069 IRON ORE



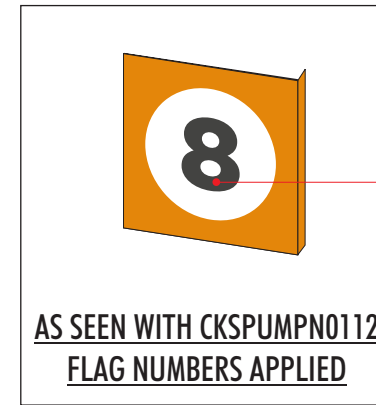
ISOMETRIC VIEW FRONT  
WITH SCREENED DECORATION



FRONT VIEW

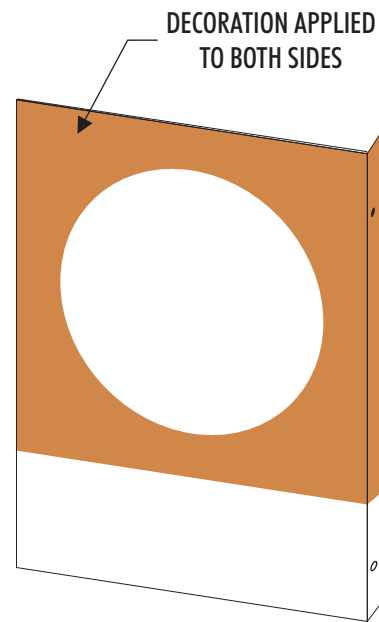


RIGHT VIEW

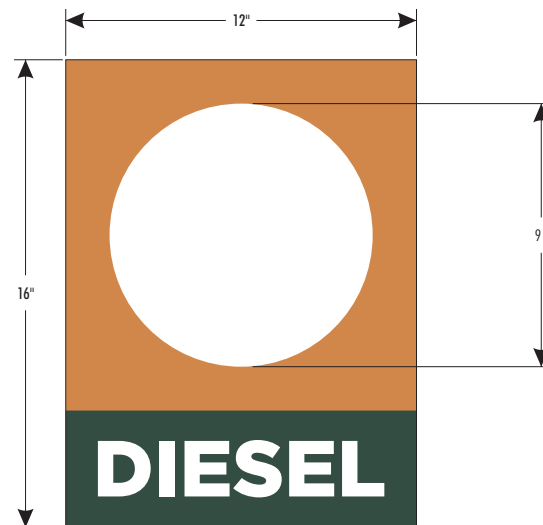


AS SEEN WITH CKSPUMPNO112  
FLAG NUMBERS APPLIED

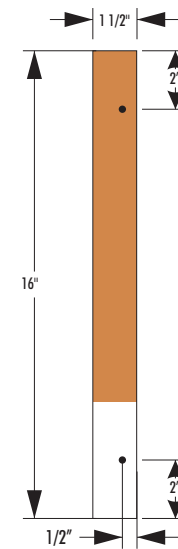
USE SW 7069 IRON ORE  
FOR PUMP NUMBERS



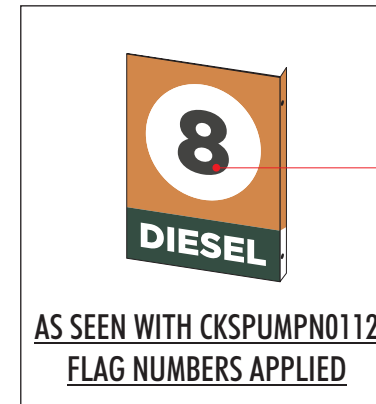
ISOMETRIC VIEW FRONT  
WITH SCREENED DECORATION



FRONT VIEW

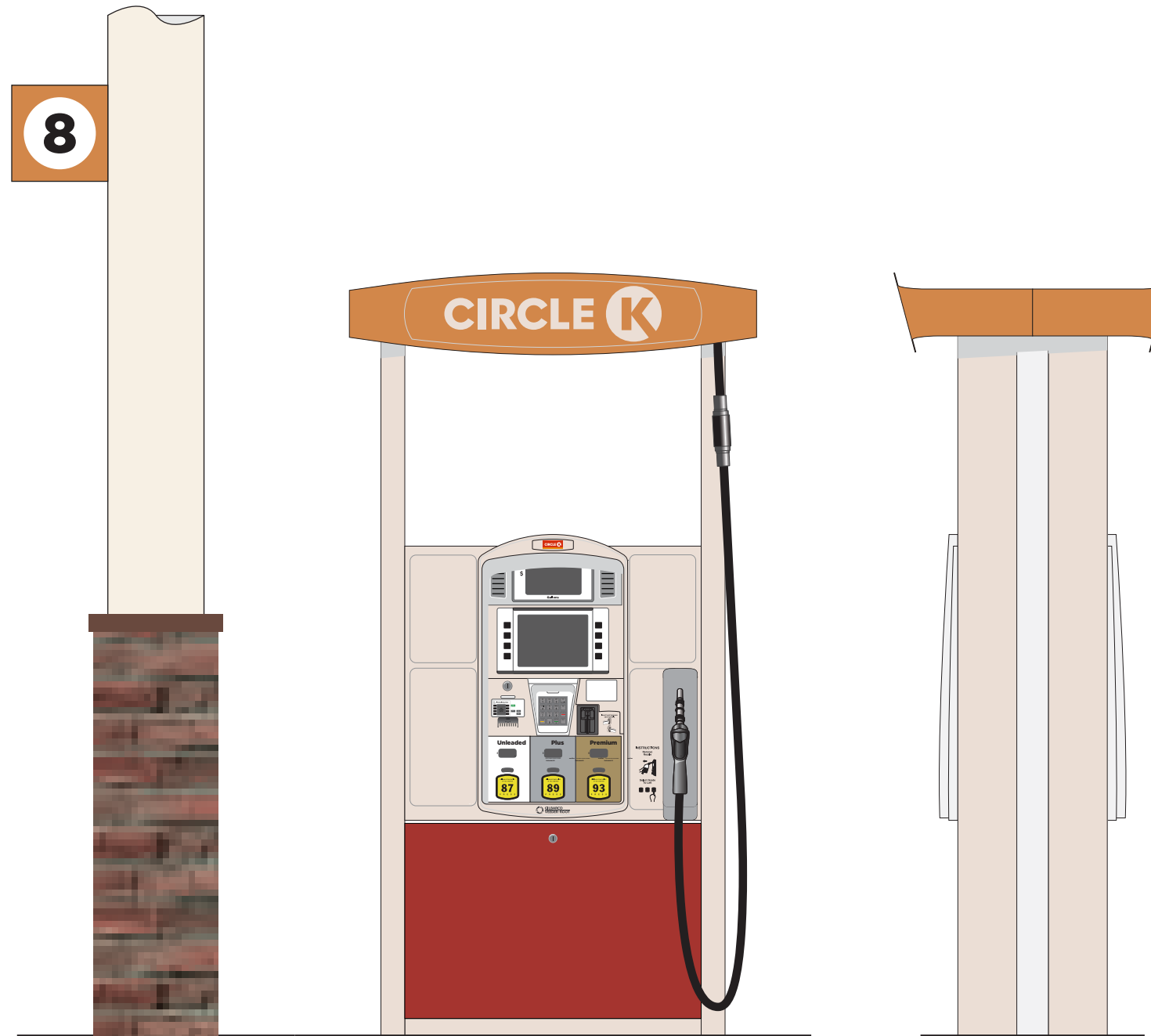


FRONT VIEW



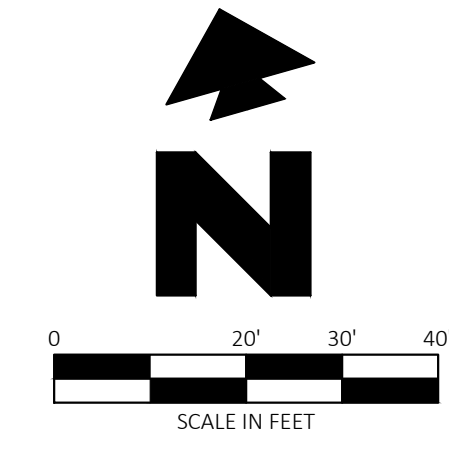
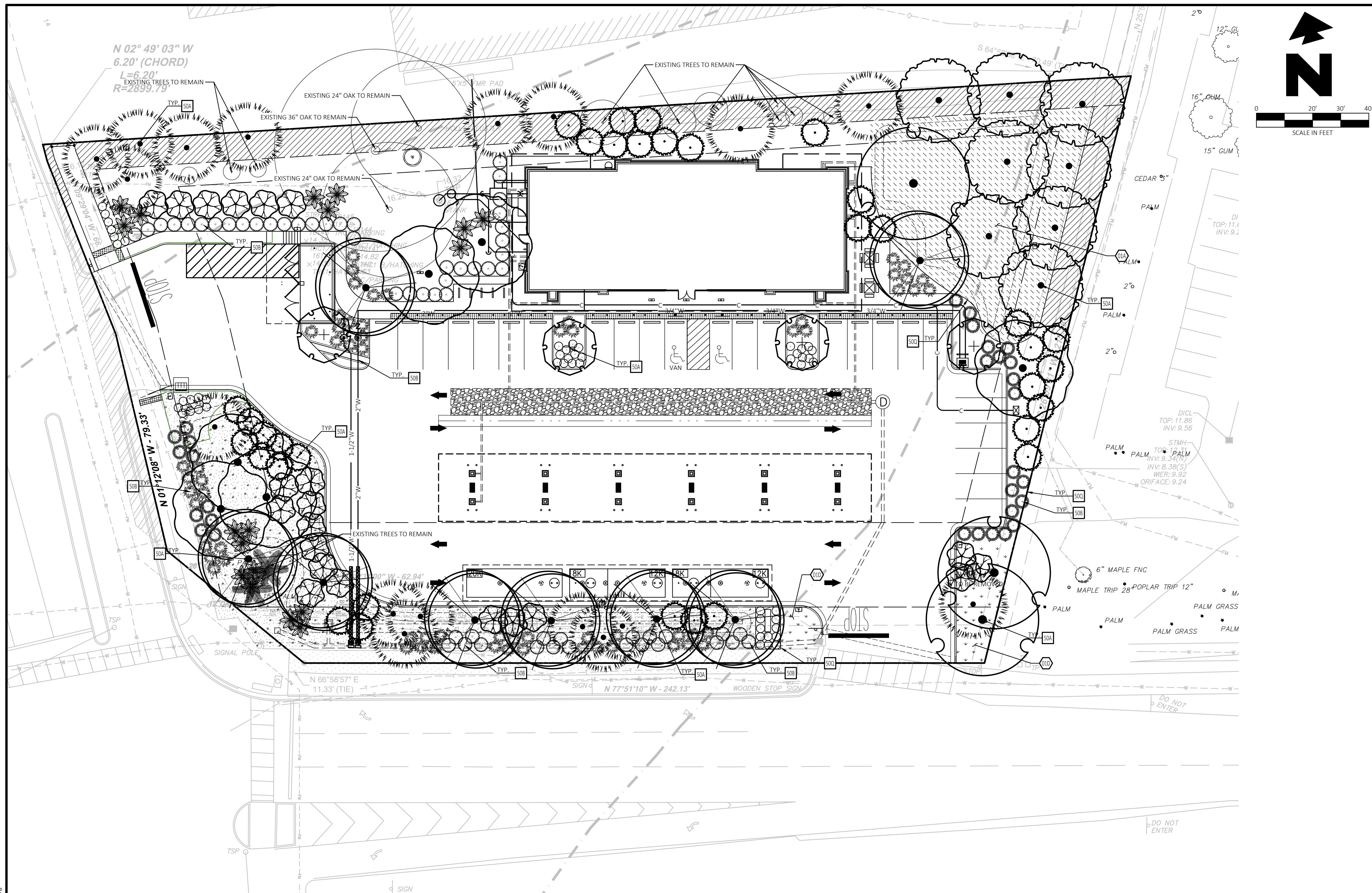
AS SEEN WITH CKSPUMPNO112  
FLAG NUMBERS APPLIED





**DISPENSERS ARE PROVIDED BY THE FUEL VENDOR & SHOULD ARRIVE PRE-IMAGED  
PLEASE LET SIGNRESOURCE KNOW IF ADDITIONAL DECALS ARE NEEDED.**





PROPOSED	
	PROPERTY LINE/RIGHT OF WAY LINE
	TYPICAL PLANTING WITH QUANTITY AND KEY (SEE PLANT LIST)
LANDSCAPE DETAILS	
	SOA TREE PLANTING
	SOB SHRUB PLANTING
	SOH TREE PRESERVATION FENCE
	SOQ STEEL EDGING
LANDSCAPE NOTES	
	O1A SEEDDED GREEN AREA
	O1D SODDED GREEN AREA

PLANT SCHEDULE						
OVERSTORY TREES	QTY	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	DETAIL
	17	ILEX X ATTENUATA 'SAVANNAH' / SAVANNAH HOLLY	B & B	2" CAL	10' HT	77A
	3	LIQUIDAMBAR STYRACIFLUA 'CHEROKEE' / CHEROKEE SWEET GUM	B & B	2" CAL	10' HT	77A
	6	MAGNOLIA GRANDIFLORA 'LITTLE GEM' / DWARF SOUTHERN MAGNOLIA	B & B	2" CAL	10' HT	77A
	8	MAGNOLIA VIRGINIANA / SWEET BAY	B & B	2" CAL	10' HT	77A
	8	QUERCUS VIRGINIANA / SOUTHERN LIVE OAK	B & B	4" CAL	10' HT	77A
	4	QUERCUS VIRGINIANA 'CATHEDRAL' / CATHEDRAL LIVE OAK	B & B	4" CAL	10' HT	77A
UNDERSTORY TREES	QTY	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	DETAIL
	34	ILEX VOMITORIA / YAUPON HOLLY	B & B	2" CAL	6' HEIGHT	77A
	21	LAGERSTROEMIA INDICA 'WHIT III' / PINK VELOUR CRAPE MYRTLE	B & B	1.5" CAL		77A
SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE	DETAIL	MATURE HT	INSTALL HT
	57	ILEX VOMITORIA 'STOKES DWARF' / DWARF YAUPON	3 GAL	77B	36" HT	
	50	LANTANA X 'CHAPEL HILL YELLOW' / CHAPEL HILL YELLOW LANTANA	FLAT	77B	15" O.C.	
	63	MUHLENBERGIA CAPILLARIS / PINK MUHLY	3 GAL	77B		
	18	SERENOA REPENS / SAW PALMETTO	5 GAL	77B	36" HT	
	30	SPARTINA BAKERI / SAND CORD GRASS	3 GAL	77B		
GROUND COVERS	QTY	BOTANICAL / COMMON NAME	TYPE	DETAIL	SPACING	
	6,286 SF	PINE STRAW MULCH				
	8,379 SF	PRESERVATION AREA				
	3,165 SF	ERAGROSTIS CURVULA / WEEPING LOVEGRASS	SEED			
	889 SF	STENOTAPHRUM GLABRUM AMERICANUM / ST. AUGUSTINE GRASS	SOD			

PROJECT INFORMATION	
PROJECT NAME:	CIRCLE K
PROJECT ADDRESS:	71 MATHEWS DRIVE HILTON HEAD, SC 29926
PROJECT DESCRIPTION:	CONSTRUCTION OF A NEW FREE-STANDING CIRCLE K STORE WITH FUEL SALES
SITE INFORMATION	
SUBJECT PROPERTY:	1.479± AC / 64,421± SF
LANDSCAPE AREA (ONSITE & FRONTAGE):	0.59± AC / 25,832± S.F.
REQUIRED LANDSCAPE RATIO:	40% (25,769± S.F.)
PROVIDED LANDSCAPE/PERVIOUS RATIO:	40.1% (25,832± S.F.)
PROVIDED IMPERVIOUS RATIO:	59.9% (38,590± S.F.)

PRESERVED TREES ACI			
CATEGORY	CALIPER	*1	ACI
CATEGORY I (100%)	3"	*1	3
CATEGORY II (75%)	62"	*.75	46.5
CATEGORY III (50%)	40"	*.50	20
TOTAL			70

REMOVED TREES MITIGATION CALCULATIONS				
CATEGORY	CALIPER	/10	REQ'D TREES	PROVIDED TREES TOTAL
CATEGORY I (100%)	54"	/10	6	43
CATEGORY II (75%)	82"	/10	9	30
CATEGORY III (50%)	-	/10	0	0
CATEGORY IV	12"	/10	2	24

LANDSCAPE REQUIREMENTS	
TOTAL SITE ACI	0.59± AC. * 1 AC / 900 = 531 ACI
ACI PRESERVED TREES	70 ACI
SITE ACI REQUIRED	531 - 70 = 461 ACI
SUPPLEMENTAL PLANTING REQ'D	461 * 0.15 = 70" OF TREES TO BE PLANTED TOTAL
PROPOSED TREES	12 OVERSTORY (4" CAL) 48" 34 OVERSTORY (2" CAL) 68" 24 UNDERSTORY (1.5" CAL) 36" 27 UNDERSTORY (EVERGREEN) (2" CAL) 54"
	PROPOSED CALIPER TREES = 206"

ALL EXISTING AND PROPOSED SIDEWALKS, BARRIER FREE RAMPS, ACCESSIBLE PARKING, DRIVEWAY CROSSWALKS, DRIVEWAYS, AND ACCESSIBLE ROUTES SHALL COMPLY WITH A.D.A., AND TOWN OF HILTON HEAD ISLAND REQUIREMENTS. EXISTING INFRASTRUCTURE NOT COMPLYING SHALL BE REMOVED AND REPLACED TO MEET STANDARDS.

BUFFER REQUIREMENTS					
BUFFER	REQUIREMENTS	EXISTING: TO BE PRESERVED	LENGTH	REQUIRED	PROVIDED
MATHEWS DRIVE - TYPE B (15' WIDE)	OVERSTORY TREES: 4 EVERY 100 LINEAR FEET UNDERSTORY TREES: 8 EVERY 100 LINEAR FEET EVERGREEN SHRUBS: 12 EVERY 100 LINEAR FEET	OVERSTORY TREES: 0* UNDERSTORY TREES: 0* EVERGREEN SHRUBS: 0*	1.83 (183 LF OF BUFFER)	OVERSTORY TREES: 7 UNDERSTORY TREES: 15 EVERGREEN SHRUBS: 22	OVERSTORY TREES: 7 UNDERSTORY TREES: 15 EVERGREEN SHRUBS: 22
WILLIAM HILTON PKWY - TYPE E (35' WIDE)	OVERSTORY TREES: 5 EVERY 100 LINEAR FEET UNDERSTORY TREES: 7 EVERY 100 LINEAR FEET EVERGREEN SHRUBS: 25 EVERY 100 LINEAR FEET AND AT LEAST 3 FEET HIGH AT MATURITY AT LEAST 50% OF ALL TREES MUST BE EVERGREEN	OVERSTORY TREES: 0* UNDERSTORY TREES: 2* EVERGREEN SHRUBS: 0*	2.73 (273 LF OF BUFFER)	OVERSTORY TREES: 14 UNDERSTORY TREES: 19 SHRUBS: 68	OVERSTORY TREES: 14 UNDERSTORY TREES: 17 (2 EXISTING) SHRUBS: 68
REAR - TYPE A (10' WIDE)	OVERSTORY TREES: 2 EVERY 100 LINEAR FEET UNDERSTORY TREES: 4 EVERY 100 LINEAR FEET EVERGREEN SHRUBS: 10 EVERY 100 LINEAR FEET	OVERSTORY TREES: 10* UNDERSTORY TREES: 0* EVERGREEN SHRUBS: 0*	3.88 (388 LF OF BUFFER)	OVERSTORY TREES: 8 UNDERSTORY TREES: 16 EVERGREEN SHRUBS: 39	OVERSTORY TREES: 10 (EXISTING) UNDERSTORY TREES: 16 EVERGREEN SHRUBS: 39
TOTAL BUFFER PLANTING REQUIRED	* BASED UPON INFORMATION AVAILABLE WITHIN ON-SITE TREE SURVEY. BUFFER AREAS CONTAIN DENSELY FORESTED SECTIONS THAT COULD NOT BE ACCESSED. EXACT COUNT / SIZE / SPECIES OF TREES WITHIN THESE AREAS IS UNKNOWN.			OVERSTORY TREES: 29 UNDERSTORY TREES: 50 EVERGREEN (3 FT HT) SHRUBS: 129	OVERSTORY TREES: 21 UNDERSTORY TREES: 48 EVERGREEN (3 FT HT) SHRUBS: 129



CLIENT:  
LAND DEVELOPMENT CONSULTANTS, LLC  
11811 N. TATUM BLVD., SUITE 1051  
PHOENIX, AZ, 85028  
PH: 602.850.8101  
FAX: 602.997.9807



30303	2/11/20	RKM	JCH	RKM	JAP
CEI PROJECT NO.	INITIAL DATE	DPOR	PM	DES	DRW
<b>CEI Engineering Associates, Inc.</b>					
ENGINEERS • PLANNERS LANDSCAPE ARCHITECTS • ENVIRONMENTAL SCIENTISTS					
7543 N. Ingram Ave., Suite 107 Fresno, CA 93711					
(559) 447-3119 (559) 447-3129					
<b>CIRCLE K</b>					
71 MATHEWS DRIVE					
HILTON HEAD, SC 29926					
<b>SCHEMATIC LANDSCAPE PLAN</b>					
REV DATE	2/18/20	SHEET NO.			
REV-5		L1			



## DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)  
and do NOT constitute DRB approval or denial.*

PROJECT NAME: Circle K Signs

DRB#: DRB-002006-2020

PROJECT LOCATION: 71 Mathews Drive

DATE: 10/14/2020

RECOMMENDATION: Approval  Approval with Conditions  Denial

RECOMMENDED CONDITIONS:

1. Upsize plantings around signs.

### ***MISC COMMENTS/QUESTIONS***
