



Town of Hilton Head Island  
**Design Review Board Meeting**  
October 12, 2021, at 10:00 a.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Board:** Chair Cathy Foss, Vice Chair John Moleski (joined the meeting at 10:04 a.m.), David McAllister, Annette Lippert, Judd Carstens, Ryan Bassett

**Absent from the Board:** Ben Brown (Excused)

**Present from Town Council:** Tamara Becker, David Ames, Glenn Stanford (joined the meeting at 11:15 a.m.)

**Present from Town Staff:** Chris Darnell, Urban Designer; Nicole Dixon, Development Review Administrator; Chris Yates, Interim Community Development Director; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

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#### 1. Call to Order

Chair Foss called the meeting to order at 10:00 a.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

Chair Foss asked if there were any changes to the agenda. There being none, Mr. McAllister moved to approve. Mr. Carstens seconded. By show of hands, the motion passed 5-0-0.

Mr. Moleski joined the meeting at this time.

#### 5. Approval of Minutes

a. Meeting of September 28, 2021

Chair Foss asked for a motion to approve the minutes of the September 28, 2021, regular meeting. Mr. Carstens moved to approve. Mr. McAllister seconded. By show of hands, the motion passed 6-0-0.

#### 6. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. The comments were provided to the Board for review and made part of the official record. Citizens were provided the option to sign up for public

comment participation during the meeting by phone. There were no requests to participate by phone.

**7. Unfinished Business - None**

**8. New Business**

**a. New Development – Final**

**i. 15 Wimbledon, DRB-002231-2021**

*(Due to a potential conflict of interest, Mr. Bassett recused himself from discussion and voting regarding 15 Wimbledon Court, DRB-002231-2021. The required Potential Conflict of Interest form has been completed and made part of the official record.)*

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

- Revise the lighting plan to be compliant with the LMO requirements and submit for approval by Staff.
- Provide an installation detail or plan for the tree and well lights that will not impact tree roots and submit for approval by Staff.

Chair Foss asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: reduction in size of the fountain; clarification of fountain equipment location; consideration of a pierced brick wall behind grilling area; comments regarding the significant amount of plantings; the addition of horizontal banding; suggestion of an additional live oak for symmetry; clarification of the lighting in the grilling area; consideration for additional pathway lighting on the southwest corner; confirmation of the reductions in height for the entrance canopy; and confirmation the amount of parking meets the LMO standards.

Following discussion, Mr. Carstens moved to approve DRB-002231-2021 with the following conditions:

1. Addition of path lights to sheet L6.2 for the eastern pedestrian access to the site.
2. Addition of a three inch live oak tree at the entry area on sheet L4.1
3. Revision of the trellis detail 3.5 on sheet L3.3 to include the down light wash light and the associated conduit.
4. All of Staff comments.
5. All items are to be submitted for approval by Staff.

**b. New Development – Conceptual**

**i. Crave Station, DRB-002092-2021**

Mr. Darnell presented the application as described in the Board's agenda package and requested that the additional information regarding the bench provided to the Design Review Board in a separate email on October 11, 2021, be accepted for consideration.

Chair Foss asked for a motion to accept the additional information. Mr. McAllister moved to accept the supplemental material into the record. Mr. Bassett seconded. By way of roll call, the motion passed by a vote of 6-0-0.

Mr. Darnell stated Staff recommends approval with the condition that the bench and bench materials be reconsidered and submitted to Staff for review and approval.

Chair Foss asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: consideration of matching bench to park benches; suggestion to utilize color and similar materials used for bench for bike rack; confirmation on location of the bike racks; the need for wheel stops on parking spaces 1-9; confirmation of meeting minimum requirement for drive aisle; the need for the site to be pedestrian friendly; clarification of door color; the need to have the West elevation match the rest of the building; concern over the location of lights on top of the parapet; consideration of planters in the south elevation; the need for a site lighting plan; concern regarding the view of counters through the existing windows; and confirmation of the trim/soffit color.

Following discussion, Mr. McAllister moved to approve DRB-002092-2021 with the following conditions:

1. Upsize the live oaks to four-inch caliper trees.
2. Add wheel stops where the parking abuts the sidewalk.
3. Match the bench spec at Lowcountry Celebration Park.
4. Bike rack color to match the bench.
5. West elevation should match the rest of the building in finish and material.
6. Door should be the same color as the siding.
7. Keep the goose neck lights below the top of the parapet.
8. Any new light fixtures cut sheets should be reviewed and approved by staff.
9. Consider adding planters to the south elevation.
10. Counters behind existing windows of the east elevation to have a finished surface facing the windows.
11. No surface mounted conduit will be on the renovated façade.
12. Soffit material will be hardy panel and trim in the cyberspace color.
13. A lighting plan should be submitted for staff review.

Mr. Carstens seconded. By way of roll call, the motion passed by a vote of 6-0-0.

i. Hudson Commercial Building, DRB-002232-2021

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

Chair Foss asked if the applicant would like to add to Staff's narrative. The applicant presented statements regarding the project and answered questions by the Board. The Board and the applicant discussed the application, and the following concerns and recommendations were made regarding the project: clarification on roof pitch; location of the service yard; the need to color match the existing asphalt shingles; consideration to upsize the live oaks; and a suggestion to swap out the philodendrons in the plantings.

Following discussion, Mr. Carstens moved to approve DRB-002232-2021 with the following conditions:

1. Upsize the six live oaks (four in the parking area and two on the Squire Pope frontage) to four-inch caliper trees.
2. Exchange the split leaf philodendron for another evergreen shrub.
3. Verification of shingle infill match the existing roof shingles in color.

Mr. McAllister seconded. By way of roll call, the motion passed by a vote of 6-0-0.

- 9. Board Business** – Chair Foss reminded all Board members and participants the importance of signing on to the Zoom meeting well in advance of the meeting. She suggested at least 10-15 minutes in advance of the meeting would be of help as there are administrative tasks that need to take place regarding audio, video, and details regarding participation during the meeting. She noted this extra time would ensure starting the meeting on time.

#### **10. Staff Report**

- a. Minor Corridor Report – None

#### **11. Adjournment**

The meeting was adjourned at 11:53 a.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** November 9, 2021