



Town of Hilton Head Island  
**Design Review Board Meeting**  
August 24, 2021 at 1:15 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Board:** Chair Cathy Foss, Vice Chair John Moleski, David McAllister, Annette Lippert, Judd Carstens, Ryan Bassett, Ben Brown

**Absent from the Board:** None

**Present from Town Council:** Bill Harkins, David Ames, Glenn Stanford

**Present from Town Staff:** Chris Darnell, Urban Designer; Chris Yates, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Nicole Dixon, Development Review Administrator; Shea Farrar, Landscape/Urban Design Associate; Rene Phillips, Web Developer; Krista Wiedmeyer, Town Clerk; 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 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**

Chair Foss asked if there were any changes to the agenda. Mr. Darnell explained that due to a scrivener's error the DRB number for Central Plaza was incorrectly listed as DRB 001802-2021 and the correct number is DRB 001820-2021. Mr. Brown moved to approve the agenda with the correction. Mr. Carstens seconded. By show of hands, the motion passed 6-0-1. (Mr. Moleski abstained due to technical difficulties.)

**5. Approval of Minutes**

**a. Meeting of August 10, 2021**

Chair Foss asked for a motion to approve the minutes of the August 10, 2021 regular meeting. Mr. Brown moved to approve. Mr. McAllister seconded. By show of hands, the motion passed 6-0-1. (Mr. Moleski abstained due to technical difficulties.)

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. There were no comments of record for this meeting. 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

### a. *Alteration/Addition*

#### i. Wei Food Hall, DRB-001598-2021

Chair Foss noted the applicant submitted additional information after the posting of the agenda package. The Board unanimously accepted the additional documents into review.

Mr. Darnell presented the application as described in the Board's agenda package with the additional documents and recommended 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: confirmation regarding the metal panel; discussion regarding the gap between the buildings and the size of the gap; clarification of paint colors; the lack of a sample of the awning system screen; the lack of a physical sample of the wood grain aluminum panels; and the need to define and provide a sample of the caulking between the panels.

Following discussion, Chair Foss moved to table DRB-001598-2021. Ms. Lippert seconded. By way of roll call, the motion passed by a vote of 7-0-0.

## 8. New Business

### a. *New Development – Final*

#### i. Airport Terminal Renovation, DRB-001860-2021

Chair Foss noted the applicant submitted additional information after the posting of the agenda package. The Board unanimously accepted the additional documents into review.

Mr. Darnell presented the application as described in the Board's agenda package with the additional document and recommended approval with the following conditions:

- Provide color of the integrally pigmented concrete in the crosswalks for Staff review and approval.
- Provide cut sheets for the proposed site furniture (benches, bike racks, etc.) for Staff review and approval.
- Add tabby finish to the columns for review and approval by one DRB member.
- Provide a lighting (photometric) plan for Staff 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 a covered walkway; review of the planting plan; consideration of the use of tabby for the columns; the need for a lowcountry vernacular; concern that the color choice on P-4 has too much pink; the need for the finish color for the light fixtures; consideration of true board and batten on the front and west façades; clarification of the color of gutters and downspouts; concern of the location and number of downspouts; the need for an architectural drawing of the building height reduction; and details regarding the vertical siding panels.

Following discussion, Ms. Lippert moved to table DRB-001860-2021 with the following conditions:

1. Details on the vertical siding panels reveals need to have a minimum 3/4-inch depth, otherwise an applied batten board.
2. Include large-scale tabby planters at the entry.
3. Revision to the pitch of the hip roof to meet the building height restrictions.
4. Reduce the number of downspouts at the round columns and revising them to round and bronze downspouts.
5. Review of the bracket for E-25 and a confirmation that the Hex A is a bronze fixture.

Mr. McAllister seconded. By way of roll call, the motion passed by a vote of 7-0-0.

**b. Alteration/Addition**

**i. Central Plaza Renovation, DRB-001820-2021**

Mr. Darnell presented the application as described in the Board's agenda package. He recommended the project be approved 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: a suggestion that the HVAC units be hidden; clarification of the downspout color; and clarification of dimensions regarding Bahama shutters.

Following discussion, Mr. Brown moved to approve DRB-001820-2021 as submitted. Mr. Bassett seconded. By way of roll call, the motion passed by a vote of 7-0-0.

**ii. PSD#1 Water Tank, DRB-001868-2021**

*(Due to a potential conflict of interest, Mr. McAllister recused himself from discussion and voting regarding PSD#1 Water Tank, DRB-001868-2021. 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. He recommended the project be approved 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: inquiry as to whether the auxiliary building was included; suggestion that the walls of the tank be lighter than the top; and the need for plantings.

Following discussion, Chair Foss moved to approve DRB-001868-2021 with the following condition:

1. The ceiling of the tank is to be painted Jadite and the walls Agate Green.

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

**c. Signs**

**i. Circle Center Signs, DRB-001774-2021**

*(Due to a potential conflict of interest, Mr. Carstens recused himself from discussion and voting regarding Circle Center Signs, DRB-001774-2021. The required Potential Conflict of Interest form has been completed and made part of the official record.)*

Ms. Farrar presented the application as described in the Board's agenda package. She recommended the project be approved with the following condition:

- Stamped engineered plans and landscape plans are to be submitted with the sign permit.

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: request for an explanation of halo lighting; clarification of the type of brick to be used; and assurance the lighting is 3000K or below.

Following discussion, Mr. McAllister moved to approve DRB-001774-2021 with the following condition:

1. Stamped engineered plans and landscape plans are to be submitted with the sign permit.

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

ii. Parker's Signage, DRB-001870-2021

*(Due to a potential conflict of interest, Mr. Carstens recused himself from discussion and voting regarding Parkers Signage, DRB-001870-2021. The required Potential Conflict of Interest form has been completed and made part of the official record.)*

Ms. Farrar presented the application as described in the Board's agenda package. She recommended the project be approved with the following conditions:

Parker's Monument A:

- Keep address copy.
- Reduce changeable copy to 8" and show dimensions.
- Changeable copy and gas descriptions to match address color black.
- Acrylic letters for gas descriptions to be 1" thick stud mounted to match existing.

Mathews Monument B:

- Per approved sign system, tenant panels are 1.5" HDU.
- Background color for changeable copy to remain monument color.
- Acrylic letters for gas descriptions to be 1" thick stud mounted to match existing.
- Changeable copy also in black.

William Hilton Pkwy. Common Monument C:

- Per approved sign system, tenant panels are 1.5" HDU.

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 to not italicize the

prices; discussion regarding the font; consideration of eliminating the blue band at the bottom; and location of the prices.

Following discussion, Ms. Lippert moved to approve DRB-001870-2021 with the following conditions:

1. All of Staff Comments.
2. No italicized text on the club regular and club.
3. Bringing in the price signs to justify with the Parkers sign.

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

**iii. Marriott Sunset/Harbour Point, DRB-001875-2021**

*(Due to a potential conflict of interest, Ms. Lippert recused herself from discussion and voting regarding Marriott Sunset/Harbour Point, DRB-001875-2021. The required Potential Conflict of Interest form has been completed and made part of the official record.)*

Ms. Farrar presented the application as described in the Board's agenda package. She recommended the project be approved with the following conditions:

- Address moved to top and suggest adding road name for balance.

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: the thickness of the letters and the necessity of the full address as opposed to the street number.

Following discussion, Mr. Brown moved to approve DRB-001875-2021 as submitted. Chair Foss seconded. By way of roll call, the motion was approved by a vote of 6-0-0.

**9. Board Business - None**

**10. Staff Report**

- a. Minor Corridor Report - Mr. Darnell reported the following minor DRB approvals since the last meeting of the Board: the addition of a fence at 85 Arrow Road; cellular equipment replacement at 616 William Hilton Parkway and 200 Marshland Road.

**11. Adjournment**

The meeting adjourned at 4:32 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** September 14, 2021