



Town of Hilton Head Island
Design Review Board Meeting

December 13, 2022, at 2:30 p.m.

MEETING MINUTES

Present from the Board: Cathy Foss, Chair; Judd Carstens, Vice-Chair; Annette Lippert; Todd Theodore; Ryan Bassett; Tom Parker

Absent from the Board: John Moleski

Present from Town Staff: Nicole Dixon, Development Review Program Manager; Chris Darnell, Urban Designer; Karen Knox, Senior Administrative Assistant; Brian Glover, Administrative Assistant

Present from Town Council: Alan Perry, Tamara Becker

1. Call to Order

Chair Foss called the meeting to order at 2:30 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 –

As Noted Above.

4. Approval of Agenda

Chair Foss asked for a motion to approve the agenda. Ms. Lippert moved to approve. Vice Chair Carstens seconded. By show of hands, the agenda was approved by a vote of 6-0-0.

5. Approval of Minutes

a) Regular Meeting of November 8, 2022

Chair Foss asked for a Motion to approve the minutes of the November 8, 2022, Regular Meeting. Mr. Parker moved to approve. Ms. Lippert seconded. By a show of hands, the motion passed with a vote of 4-0-2. Vice-Chair Carstens and Mr. Bassett were not present at the November 8, 2022, meeting.

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 submitted.

7. Unfinished Business - None

8. New Business

a) Conceptual:

- DRB 002893-2022 Beach House – Proposed renovations to the Tiki Hut and pool with addition of a pavilion.

Mr. Darnell provided a presentation on the project as included in the packet. During the presentation he clarified that the board is considering phase one of the project and phase two images were only included for contextual purposes. Phase two requires a variance and will be submitted to the DRB in the future as an alteration/addition. Staff recommended conceptual approval as submitted.

The applicant provided some additional details on the scope of the project. The applicant answered many questions from the Board. During the discussion the Board asked about dune restoration, section details, material details, landscape details, pathways and access, ADA access, and lighting controls.

Ms. Lippert moved to approve with the following conditions:

1. All of staff recommendations.
2. Dune restoration in front of pool area is studied.
3. North-East corner includes additional planting and canopy trees.
4. All addition details required for final are included.

Mr. Theodore seconded the motion. Motion carried with a vote of 6-0-0.

b) Final:

- DRB 002892-2022 Baileys Point Amenity Center – New community pool and restrooms.

Mr. Darnell provided a presentation as included in the packet. Staff recommended approval with the following conditions:

1. Increase the following plant sizes:
 - a. Magnolias increased to 2” caliper and 10’ height.
 - b. Yaupon Holly increased to 15 gallons.
2. Revise the tree protection detail to include rigid horizontal plank.
3. Specify the color of the bike rack to be bronze.

The applicant stated that they had addressed all the comments from the previous submission and stated that they felt the changes made were good for the project.

The Board moved to discussion. The board discussed the size of the cupulas on the building. The board expressed concerns that the height was competing with the center element. Additionally, the board asked about the color temperature and output of the lighting plan.

Mr. Parker moved to approve with all of staff’s included conditions. Mr. Theodore seconded. Motion carried with a vote of 6-0-0.

9. Board Business

- a) Chair Foss stated that Mr. Parker is listed on the town website as “At Large” and not as “Architect”. She asked if that could be changed.
- b) Mr. Darnell provided a short overview of the new software used by the town for staff reports. He also stated that staff can include additional information on the reports as requested by the Board. Following his presentation, he answered questions from the Board.

10. Staff Report

a. Minor Corridor Report

Mr. Darnell stated that there were 5 reports since the last meeting.

(1) 92 Folly Field – realignment of the parking spaces

(2) 355 William Hilton Parkway – removal of asphalt

(3) 86 Helmsman Way – expansion of the service yard at black marlin

(4) 34 South Forest Beach – repaint using previously approved colors close to the current color scheme.

(5) 10 North Forest Beach – Seacrest added TV antennas

11. Adjournment

The meeting adjourned at 3:46 p.m.

Submitted By: _____

Brian Glover
Administrative Assistant

Date: January 10, 2023