



Town of Hilton Head Island  
**Design Review Board Meeting**  
March 8, 2022, at 1:15 p.m. Virtual Meeting  
**MEETING MINUTES**

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

**Absent from the Board:** None

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

**Present from Town Staff:** Chris Yates, Building Official; Teri Lewis, Customer Service Manager; Chris Darnell, Urban Designer; 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. There being none, Ms. Lippert moved to approve. Mr. Brown seconded. By show of hands, the motion passed with a vote of 6-0-0.

**5. Approval of Minutes**

a. Regular Meeting of February 22, 2022

Chair Foss asked for a motion to approve the minutes of the February 22, 2022, regular meeting. Mr. Brown moved to approve. Mr. Bassett seconded. By show of hands, the motion passed with a vote of 6-0-0.

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. Those comments were provided to the Board for review and made part of the official record. In addition, citizens were provided the option to sign up for public comment participation during the meeting by phone. There were no requests.

**7. Old Business**

a. *Alteration/Addition*

i. Spinnaker Building, DRB-000384-2022 (Staff Report)

Chris Darnell explained that on all Design Review Board (DRB) applications, there is an item where the applicant must check if there are reported private covenants and/or restrictions that are contrary or conflict with or prohibit the proposed request. Mr. Darnell stated that after legal review of the Master Deed, the applicant did not have a standing to make the request and as a result there is nothing for the DRB to review.

## **8. New Business**

### **a. New Development – Final**

#### **i. Spanish Wells Office Warehouse, DRB-000497-2022**

*(Due to a potential conflict of interest, Ms. Lippert recused herself from discussion and voting regarding Spanish Wells Office Warehouse, DRB-000497-2022. 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.

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 the purpose of the location of the HVAC units; the need for additional plant material in the back; the alignment of the lighting fixtures; suggestion of a bump-out on the east elevation; suggestions of replacing the vent in the gable area with a window; inquiry into the parking and if it is adequate; and a suggestion to relocate the HVAC units.

Following discussion, Chair Foss moved to approve DRB-000497-2022 with the following conditions:

1. Move the HVAC units that are on the ground at the west elevation to the rear elevation raised to match the one that is at that location.
2. Bring the east elevation to human scale and submit for staff approval.
3. Install vigorous plantings around the dumpster and submit for staff approval.
4. Consider raising the middle portion of the roof and submit for staff approval.
5. Address the landscape comments regarding the understory trees in the rear of the building.
6. Specify a spacing of the Spartina in the stormwater detention basins and submit for staff approval.

Mr. Brown seconded. By way of roll call, the motion was approved by a vote of 5-0-0.

### **b. Alteration/Addition**

#### **i. Northridge Plaza Walkway Canopy, DRB-000485-2022**

*(Due to a potential conflict of interest, Mr. Carstens recused himself from discussion and voting regarding Northridge Plaza Walkway Canopy, DRB-000485-2022. The required Potential Conflict of Interest form has been completed and made part of the official record.)*

*(Due to a potential conflict of interest, Ms. Lippert recused herself from discussion and voting regarding Northridge Plaza Walkway Canopy, DRB-000485-2022. 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 is motivated to see Northridge renovations proceed but they must comply with the Design Guide. He noted slate is not a material that has been typically used on Hilton Head Island and for that reason Staff recommends denial.

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 at length, and the following concerns and recommendations were made regarding the project: the difficulty in maintaining cedar shake shingles; the concern for durability of cedar shake shingles; clarification of the scope of the submittal; clarification it would be roof replacement and repairs of existing elements; recommendation of synthetic shake shingles or a metal standing seam roof; the concern of the weight of a slate roof.

Following discussion, Chair Foss moved to approve DRB-000485-2022 with the following conditions:

1. The applicant brings back a different roof system that is either a metal standing seam roof, keeping with the exact colors, or a cedar shake roof for staff approval with at least two Design Review Board members included in the review.

Mr. Bassett seconded. By way of roll call, the motion passed by a vote of 4-0-0.

ii. Lucky Beach Bar + Kitchen, DRB-000498-2022

*(Due to a potential conflict of interest, Mr. Carstens recused himself from discussion and voting regarding Lucky Beach Bar + Kitchen, DRB-000498-2022. 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 approval with the following conditions:

- Provide a bike rack specification.
- Specify the color of the rope in the railing.

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: notation that on the east elevation there is a lack of ornamentation or lighting; clarification of the medium bronze color on the storefront; clarification of the finish for the rail frame; clarification that the four trees to be removed are palms; the need for specs for the bike rack; clarification the rope will be natural material; and clarification the ceiling fans will be bronze.

Following discussion, Ms. Lippert moved to approve DRB-000498-2022 with the following conditions:

1. All of Staff comments.
2. Note that all storefront is medium bronze.
3. The roped fence elevation to be bronze with natural rope.
4. The fan to be revised to a bronze.

Mr. Brown seconded. By way of roll call, the motion passed by a vote of 5-0-0.

**9. Board Business - None**

**10. Staff Report**

**a. Minor Corridor Report**

Mr. Darnell reported the following approvals:

- 7 Target Road – perimeter fence for Palmetto Bay Lodges
- 5 Dunmore Court – building repaint
- 2 Genesta Street – equipment platform addition to building

**11. Adjournment**

The meeting adjourned at 3:04 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** March 22, 2022