



Town of Hilton Head Island  
**Design Review Board Meeting**  
July 26, 2022, at 1:15 p.m.  
Benjamin M. Racusin Council Chambers  
**MEETING MINUTES**

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

**Present from Town Council:** William Harkins; Glenn Stanford; Tamara Becker

**Present from Town Staff:** Chris Darnell, Urban Designer; Nicole Dixon, Development Review Program Manager; Teresa Haley, Community Development Coordinator; Karen Knox, Senior Administrative Assistant

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**1. Call to Order**

Chair Foss called the meeting to order at 1:29 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. Swearing in Ceremony for Reappointed Board Member John Moleski** – Krista Wiedmeyer, Town Clerk swore in Mr. Moleski and thanked him for his continued service.

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

**5. Approval of Agenda**

Mr. Darnell advised that the Applicant for DRB 001836-2022 Chaplin Townhomes has withdrawn from the Agenda. Staff requests the Agenda be revised accordingly. Chair Foss asked for a motion to approve the Agenda as amended. Ms. Lippert moved to approve. Mr. Moleski seconded. By show of hands, the motion passed with a vote of 6-0-0.

**6. Approval of Minutes**

**a. Regular Meeting of June 28, 2022**

Chair Foss asked for a motion to approve the Minutes of the June 28, 2022, regular meeting. Mr. Carstens moved to approve. Mr. Theodore seconded. By show of hands, the motion passed with a vote of 6-0-0.

**7. 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.

**8. New Business**

**a. Alteration/Addition**

- i. Lowes Foods, DRB-001835-2022 – Renovations to the exterior of the old Sam’s Club building and parking lot.

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

1. Provide a specification for the traffic calming pedestrian crossing.
2. Add a canopy over the door on the north elevation.
3. Remove the flower boxes from the cart corral.
4. Add any non LMO compliant parking spaces to adjacent landscape island.
5. Provide a landscape plan that includes a planting schedule. Add large trees to frame the entrance.

Chair Foss asked if the Applicant would like to add to Staff’s narrative. The applicant stated they were here last month and got a lot of good input from both staff and the Board. We enhanced and incorporated all of changes requested and noted that the concept plan and the input from staff on the trees will be incorporated and an actual landscape plan will be created by a licensed architect with all the appropriate details, plant materials and planting schedules.

After a lengthy discussion with the Board, the Applicant withdrew his Application from DRB review. The Board had the following suggestions:

1. Coordinate the parking lot lighting plan with the landscape plan.
2. Providing additional landscape islands and a landscape plan will be key to improving the aesthetics.
3. Wrap architectural detail around the side of the building facing William Hilton Parkway. This is also a possible location for another façade sign.
4. Carefully consider the layout and detail of the pedestrian crossing in front of the entrance for safety and aesthetics.
5. Provide any fixture cutsheets (i.e., lights) for the building.
6. Provide mirrored ceiling plan for the pick-up canopy.
7. Provide more relief in the new entrance facades. It appears the additions are limited to one plane.

The Chair expressed the Board’s enthusiasm for the project and thanked the Applicant for their willingness to work with the Board and acknowledged the difficulties of renovations to an existing building and site.

## **9. Board Business**

- a. Election of Officers for July 1, 2022 – June 30, 2023 Term.

Chair Foss asked for a motion to nominate a board member to serve as Chairperson for the new term. Ms. Lippert moved to nominate Cathy Foss as Chair. Mr. Carstens seconded. By show of hands, the motion passed with a vote of 4-0-1.

Chair Foss asked for a motion to nominate a board member to serve as Vice Chairperson for the new term. Ms. Lippert moved to nominate Judd Carstens as Vice Chairman. Mr. Moleski seconded. By show of hands, the motion passed with a vote of 4-0-1.

Chair Foss moved to nominate Karen Knox as Secretary for the new term. Ms. Lippert seconded. By show of hands, the motion passed with a vote of 5-0-0.

Chair Foss took a moment to thank Teresa Haley for her kindness and professionalism and everything she has done for the Board.

Chair Foss asked if there was any other Board Business. Ms. Lippert proposed looking at shifting the start time of our Tuesday meetings to 2:30 p.m. Chris Darnell stated per the Rules of Procedure, it states that the meeting starts at 1:15 p.m. The process to change this is going to be to vote to change the Rules of Procedure and then you can change the meeting time. We will need to consider whether Council Chambers is scheduled out and we will have to make sure there are not any conflicts with the time. If you decide you want to proceed, staff will have to prep changes to the Rules and bring them back to the Board for approval and your vote. Discussion was had and it was determined that Chris Darnell would investigate it and come back to the Board with more information.

## **10. Staff Report**

### **a. Minor Corridor Report**

Mr. Darnell reported the following approvals:

34 Palmetto Bay Road – fence addition at Smokehouse

267 William Hilton Parkway – car wash – re-paint building

## **11. Adjournment**

The meeting adjourned at 3:29 p.m.

**Submitted by:** Karen Knox, Secretary

**Approved: August 9, 2022**