



Town of Hilton Head Island  
**Design Review Board Meeting**  
September 27, 2022, at 1:15 p.m.  
Benjamin M. Racusin Council Chambers  
**MEETING MINUTES**

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

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

**Present from Town Staff:** Chris Darnell, Urban Designer; Krista Wiedmeyer, Town Clerk, Karen Knox, Senior Administrative Assistant; Brian Glover, 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. Swearing in Ceremony for New Board Member** – Tom Parker

Krista Wiedmeyer, Town Clerk swore in Mr. Parker and thanked him for his service to the Town.

**4. Roll Call** – As Noted Above.

**5. Approval of Agenda**

Chair Foss asked for a motion to approve the Agenda. Chris Darnel advised staff would like to move Item 11 a. Development Review Process Improvement to the next meeting. Ms. Lippert moved to approve. Mr. Moleski seconded. By a show of hands, the motion passed with a vote of 7-0-0.

**6. Approval of Minutes**

a. Regular Meeting of September 27, 2022

Chair Foss asked for a Motion to approve the Minutes of the September 27, 2022, Regular Meeting. Mr. Theodore moved to approve. Mr. Carstens seconded. By a show of hands, the motion passed with a vote of 7-0-0.

**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. Unfinished Business**

a. Alteration/Addition

- a. Billy Wood Appliance, DRB 002326-2022 – Proposed changes to the building façade, color, and landscape.

Mr. Darnell provided staff's presentation on the project. The project proposes the following changes:

- Remove the existing front entry and replace it with a new front entry façade
- Addition of a second brick entry feature to the right side of the building
- Addition of a multi-level trellis structure
- Minor parking lot update

Staff recommends approval with the following conditions:

- Specify on the drawings the proposed color and specify that the entire building will be painted
- Specify on the drawings the proposed color of the service yard fence
- Provide manufacture cut sheets for the proposed light and building fixtures
- Revise the landscape plan to add more shrubs to screen the service yard fence
- Provide a plan specifying tree protection for the tree at the corner of the building

Following staff's presentation, the board went to discussion and asked several questions about the project. The Board provided some comments and questions about the proposed fixtures, service yard screening, and landscaping. The Board noted that there is a proposed stained wood in that is not included in the color sheet.

Following the discussion, the chair asked for a motion. Ms. Lippert moved to approve with the following conditions:

- All staff conditions
- The black windows, canopies, and light fixtures are changed to a dark or oil rubbed bronze
- A sample of the stained wood is provided to staff
- Landscaping between the building and the parking lot is a more established plant type
- In the planters, the planting medium is just below the cap and an irrigation system is incorporated

Vice-Chair Carstens seconded the motion. Motion passed with a vote of 7-0-0.

## 9. New Business

### a. *Alteration/Addition*

- a. *Disney Resort Building 28, DRB 002287-2022* – Proposed addition of an elevator shaft and elevated walk to improve accessibility go guest rooms.

Mr. Darnell provided staff's presentation as included in the packet. Staff recommends approval as submitted.

Matt Whitis and Michael St. John presented on behalf of Disney's Hilton Head Island. They stated the building contains all bedroom types available at the resort, including types that do not have elevator access elsewhere on the property. They stated that the goal of the project is to match the style and color building as closely as possible. Before moving to discussion, they answered several questions from the Board about the location and lighting. They stated that the changes to paved areas were to cargo parking and no bike parking was being removed.

The Board moved to discussion. The Board expressed concerns about the walkway creating a strong horizontal datum and suggested the walkway follow the building. The applicant stated that the walkway not following along the building causes it to have less impact on the foundation and moves the foot traffic further from residents' rooms. The Board also noted that the supporting posts appear very large and suggested adding additional detail to the base of those elements. Additionally, the Board suggested that the eastern roof overhang be increased to match the existing roof. The Board also made several comments on landscaping choices.

The Chair asked for a motion on the application. Mr. Parker moved to approve with the following conditions:

- The roof overhang be extended to match the existing overhang
- Appropriately scaled base detail is to the supporting posts
- Mitigation for the oak tree
- Muhlly grass precautions for sunlight/shade

Mr. Theodore seconded. The motion passed with a vote of 7-0-0.

*b. Broad Creek Marina Housing, DRB 002326-2022 – Proposed addition of multi-family housing for workers to the existing commercial development.*

The Chair announced that Mrs. Lippert and Mr. Theodore will be recusing themselves from this item.

Mr. Darnell provided staff's presentation as included in the packet. Staff recommends denial.

The applicant added further details about the project and its goals. The applicant answered questions from the Board about the housing units and their visibility from the zipline. The Board continued to discussion.

The Board stated that this project will fall under the design guidelines for Hilton Head so it will not have much leeway to vary from the design guide. For the project to comply with the design guide, changes need to be made to the proposed housing units. The Board noted that the housing could still be manufactured so long as it meets the guidelines. Additionally, the Board made comments about the access to the units and landscape separation between them. The Board stated that Sea Pines had a very successful workforce housing project and suggested that the applicant look to that project for inspiration.

The applicant withdrew their application.

- c. *Nunzio's*, DRB 002303-2022 – Proposed addition of a roof over the existing dock.

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

- Provide a detail of the proposed roof connection to the existing structure
- Double the amount of Cherry Laurel along the foundation and specify a minimum 5-foot height at planting
- Replace any dead trees required in the parkway buffer from the 2018 DPR planting plan
- Provide a fertilization and mycor treatment for the oak in the deck.

The applicant was not present. Mr. Darnell answered questions from the Board based on what was submitted.

The Board asked about the material of the skylight and expressed concerns about its longevity. The Board expressed concerns about the roof collecting debris from the tree and preventing water from reaching the tree. The Board stated that Cherry Laurels produce a lot of debris and expressed concerns about the location of the trees. The Board voiced several concerns about the framing of the structure, the bracket location and connection, and material used. Last, the Board stated that structure is very busy and suggested simplifying some of the angles of the structure.

The Chair asked for a motion on the application. Mr. Theodore moved to take no action at this time. Mr. Moleski seconded the motion. Motion passed with a vote of 7-0-0.

## **10. Board Business**

- a. Proposed Amendments to Rules of Procedure - presented by Chris Darnell

Mr. Darnell stated the changes to the Rules of Procedure would change the meeting time from 1:15 p.m. to 2:30 p.m. and advised the Board they received a packet a week in advance that had all the changes on it. Ms. Lippert moved to approve the amendment to the Rules of Procedure. Mr. Carstens seconded. By a show of hands, the motion passed by a vote of 6-1-0. Mr. Moleski was opposed.

- b. Proposed Revised 2022 Meeting Schedule

Mr. Darnell stated now that the regular meeting time has been changed, to bring the balance of this year's calendar into compliance, we need to change the schedule that was approved last year to indicate the new time for the meetings remaining in 2022. Ms. Lippert moved to approve the revised meeting schedule for the remainder of 2022. Mr. Carstens seconded. By a show of hands, the motion passed by a vote of 7-0-0.

- c. Review and Adoption of 2023 Meeting Schedule

Mr. Darnell stated the proposed 2023 Meeting Schedule is ready for board review. Ms. Lippert moved to approve the proposed 2023 Meeting Schedule. Mr. Carstens seconded. By a show of hands, the motion passed by a vote of 7-0-0.

## 11. Staff Report

- a. Development Review Process Improvement – moved to next meeting.
- b. Minor Corridor Report – Chris Darnell – There was no report.

Mr. Darnell reported on the following approvals:

50 Palmetto Bay Road – relocation of a shed that was behind a screen.

59 Pope Avenue – landscaping and minor building changes.

1 Coligny Circle – addition of a roof to an existing service yard

1 Woodward Avenue – renovations to the building exterior and site. It was approved as a minor as it is behind the Baptist Church on South Forest Beach. It is the Methodist Church and is completely invisible.

## 12. Adjournment

The meeting adjourned at 3:00 p.m.

Submitted by: Brian Glover

Administrative Assistant

**Approved:** October 11, 2022