



Town of Hilton Head Island  
**Design Review Board Meeting**

January 10, 2023, at 2:30 p.m.

## **MEETING MINUTES**

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

**Absent from the Board:** None

**Present from Town Council:** Glenn Stanford

**Present from Town Staff:** Chris Darnell, Urban Designer; 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 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. Mr. Carstens moved to approve. Ms. Lippert seconded. By a show of hands, the motion passed with a vote of 7-0-0.

### **5. Approval of Minutes**

#### a) Regular Meeting of December 13, 2022

Chair Foss asked for a motion to approve the Minutes of the December 13, 2022, Regular Meeting. Mr. Theodore moved to approve. Mr. Bassett seconded. By a show of hands, the motion passed with a vote of 7-0-0.

### **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**

#### a. Alteration/Addition

- **DRB 002527-2022 Drift Away** – Building and site renovation of existing multifamily development at 25 Lagoon Road.

Mr. Darnell provided staff's presentation as included in the packet. Staff recommended approval as submitted. The applicant provided an additional presentation. The applicant stated that changes suggested by the board at the last meeting had been incorporated, and they provided details on how those changes were implemented. Following the applicant's presentation, the board moved to discussion.

There was a thorough discussion about the height of the fence and its proximity to the buffer. Inside the buffer, a 4 ft fence is allowed within the LMO. The fence is located just outside the buffer and is 5ft (Lowered from 6ft in the first submittal.) The board had partial support for the fence, as shown, and for lowering the fence to 4ft.

The board also discussed the reflective color chosen for the roof, the color chosen for the walls, and the adjustable lights included in the packet. After discussion, the Chair asked for a motion.

Mr. Parker moved to approve with the following conditions:

- The bike rack shall be re-specified in a bronze or dark grey / light grey not black.
- The landscape up-lights to be specified in a fixed lumen package to be approved by staff at low lumen level.
- The metal roofing shall be re-specified to a light or dark gray that is less reflective.

Mr. Theodore seconded the motion. The motion carried with a vote of 6-1-0. Ms. Lippert voted against the motion.

## 8. New Business

### a) Alteration/Addition

- **DRB 003037-2022 Dunes House** – Exterior material and color changes to the existing structure at 14 Dunes House Lane.

Mr. Theodore recused himself and left the dais.

Mr. Darnell provided staff's presentation as included in the packet. In addition, the applicant added further details about the project.

The item was opened to public comment. Nancy Wilkens spoke about several things related to the project. First, she thanked the staff for the color changes. She stated that the surrounding area is sand colors and muted browns. The current colors are within the rules, but they may still receive complaints. She noted that the project was filed without including the restrictive covenant that it falls under. Additionally, she expressed concerns about ongoing work, including awnings, water meters, doors, insulation, siding, and latticework.

Staff stated that work was stopped until the applicant filed for the proper permits. The applicant has obtained a permit for interior work. Staff reminded the board and the public that any ruling granted at this meeting would only be for items included in the presentation. Staff also stated that the Palmetto Dunes ARB does not have jurisdiction over the project. Thus, it only falls under the Design Review Board.

The board moved to discussion. First, the board asked about the awning replacement being done. The board noted that the awning replacement is not included in the application, and it will require approval from the board and will need to be specified that it will not be white or black. Additionally, the board asked about the siding. The board stated that the applicant needs to include more clarification on the siding that will be used on the project.

The board stated that they would like the following to be included by the applicant:

- Drawings that would indicate the siding to be used on all sides of the project.
- Clarification on both awnings to be replaced in the project.
- Other improvements intended to be included in the future, such as the exterior ceiling.
- Drawings of the new screening added to the project.

The Chair motioned to table the project until the next meeting. The motion carried with a vote of 6-0-1. Mr. Theodore was recused.

## 9. Board Business

- a) Seat Designations – Mr. Darnell explained why Mr. Parker was listed online as “at-large” rather than “architect.” The seat he occupies is an at-large seat. Although he is also an architect, that is not his seat designation.
- b) Administrative - The Chair stated that there would be additional research ahead of the presentations to identify potential issues in the future. If any problems are noted, they should only be reported to the Chair, Vice Chair, and staff. The board cannot discuss the topic before the meeting.

## 10. Staff Report

### a. Minor Corridor Report

- 23 Ocean Lane -The Omni is changing the wooden railings to metal. They will match the detailing in the new railings to the existing railings.
- 113 Arrow Road – the cell tower is being rebuilt. Mr. Darnell noted that the new tower would be built before the old one came down, but the old tower would be removed. He also advised that new locations for cell towers are to be approved by the board, and co-locations such as this can be done at a staff level.

## 11. Adjournment

The meeting adjourned at 3:36 p.m.

**Submitted By:** \_\_\_\_\_

**Brian Glover**  
**Administrative Assistant**

**Date: January 24, 2023**