



Town of Hilton Head Island  
**Design Review Board Meeting**  
April 25, 2023, at 2:30 p.m.  
**MEETING MINUTES**

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

**Absent from the Commission:** Todd Theodore

**Present from Town Council:** David Ames; Tamara Becker; Glenn Stanford

**Present from Town Staff:** Brian Eber, *Development Services Manager*; Shea Farrar, *Senior Planner*; Karen Knox, *Senior Administrative Assistant*

---

**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. Vice-Chair Carstens moved to approve. Ms. Lippert seconded. By a show of hands, the Motion passed with a vote of 6-0.

**5. Approval of Minutes**

a) Regular Meeting of March 28, 2023

Chair Foss asked for a Motion to approve the Minutes of March 28, 2023. Ms. Lippert moved to approve. Mr. Bassett seconded. By a show of hands, the Motion passed with a vote of 6-0.

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall HHI portal. No comments were received on the Open Town Hall Portal. No citizens spoke at the meeting.

## 7. Unfinished Business

None

## 8. New Business

- a) **Alteration/Addition – DRB-0000822-2023 - Captain Woody's** -This Application proposes bar area and an awning addition to the rear of the building.

Ms. Farrar provided staff's presentation as included in the packet and stated that in order to facilitate a customer friendly permitting process given the time constraints that this Applicant had, staff worked with the Applicant to break the application into two parts. We approved the bar only area. We gave approval for the use of the materials that are on the inside of their design. Ms. Farrar advised Staff recommended approval with the following conditions:

1. Lighting is to be 3500K, or less.
2. Provide a planting bed along the outside of the proposed stucco wall that is a minimum of five feet in width. Submit a planting plan for staff review and approval.
3. Canvas to wrap edges to cover the sides of the awning.

Following Ms. Farrar's presentation, the Applicant provided an additional presentation. After the presentation, the Board asked the Applicant questions about the project. The Board felt that the Application is missing the actual exterior elevations, the connection to how the canopy attaches to the building, concern that the canopy is borderline becoming a dominant feature on the building. Concern about the stucco and not having an elevation showing what it would look like, concern that there are no plantings on the outside of the patio, opening up the wall with the TV's.

Chair Foss asked if there is a Motion to approve the Application. Seeing none, Chair Foss requested the Applicant to table their Application to a later date and advised the Applicant he would need to pick a date. The Applicant chose to come back to the Committee at their next meeting on May 9, 2023. The Board unanimously voted to table the Application to the May 9, 2023 meeting.

- b) **Alteration/Addition – DRB-0000860-2023 – 1036 William Hilton Parkway (Ozark Bank)** – This Application proposes converting the existing Ozark Bank building into a seven-unit residential building storage for the site, and 600 sq/ ft. of office space.

Vice-Chair Carstens and Mr. Parker recused themselves and left the dais.

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

1. Dumpster enclosure color to match building.
2. Cement bollards to be painted a color that matches the building with white reflective tape applied.

The Applicant provided additional details and answered questions from the Board. The Board mentioned if something could be done with the two blank walls in the front, that would be great. The Board questioned what the mechanical system approach is as far as roof top units. The Board also wanted the data lines on the wall section get updated to show the 13 feet. The Board also mentioned a need for workforce housing is being filled with this project and that we are getting a vacant building occupied.

Chair Foss asked if there was a motion to approve the Application. Mr. Bassett moved to approve with staff's comments and the additional comment regarding the data lines being updated. Ms. Lippert seconded. The Motion carried with a vote of 6-0.

## **9. Board Business**

Mr. Moleski mentioned he was driving over the Cross Island where the toll booths used to be, and he was blinded by a roof by Black Marlin that used to be terracotta tiles and now appeared to be metal. Mr. Moleski wanted to know if that project came before the Design Review Board to review it. Mr. Moleski also pointed out a potential safety hazard at the Vandermeer Tennis Center where they have the covered structure.

## **10. Staff Report**

### **a) Minor Corridor Report**

Ms. Farrar provided the Minor Corridor Report to the Board.

## **11. Adjournment**

The meeting adjourned at 3:38 p.m.

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

**Karen Knox  
Senior Administrative Assistant**

**Date: May 10, 2023**