



Town of Hilton Head Island

Design Review Board Meeting

Tuesday, May 13, 2025, 2:30 PM

**1 Town Center Court, Hilton Head Island, SC
Conference Room Four**

The Design Review Board meeting will be held in person at Town Hall in Conference Room Four

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of April 8, 2025
- 4. Unfinished Business**
- 5. New Business**
 - a. DRB-000348-2025 - 862 William Hilton Parkway - Beach Properties - Sign System
- 6. Public Comment - Non Agenda Items**
- 7. Staff Reports**
- 8. Adjournment**

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.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:

“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town.”



Town of Hilton Head Island DESIGN REVIEW BOARD MEETING Tuesday, April 8, 2025, 2:30 PM Minutes

1. Call to Order

This meeting was called to order at 2:30 p.m.

2. Adoption of the Agenda

Vice Chair Lippert made a motion to switch the order of the Unfinished Business agenda items, so that the item DRB-000292-2025 Coligny Pocket Park would be the first to be reviewed. Ms. Fitzpatrick seconded. The motion passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of March 25, 2025

Mr. Parker made a motion to approve the meeting minutes of March 25th. Ms. Pastor seconded. The motion passed unanimously, with Mr. Theodore's abstention.

4. Unfinished Business

a. DRB-000295-2025 - 1016 William Hilton Parkway - Beaufort Memorial Hospital - Final

Chair Carstens passed the gavel to Vice Chair Lippert and left the dias. Mr. Theodore returned to the dias. Melissa Paul-Leto, Principal Planner, presented the revisions to the application for final review. The applicants answered questions from the Board.

After review, Mr. Parker made a motion to approve the project with the following conditions: color selections for several items will be indicated and resubmitted to Staff, with two board members designated to review the following specific elements: sconces at the entry; frames currently specified as clear anodized, which need to be changed; downspouts; metal doors; metal columns at the rear; the metal canopy over the man door on the side; and the reflective ceiling plan, which must be cleaned up to include the location of down (can) lights under the canopies as well as the trim colors of those lights. The dumpster enclosure gate color must also be indicated. The applicant must re-examine the inlet and grading on the civil plan to minimize the impact of grading around existing trees. All staff comments must be addressed. It is also noted that none of the signage shown was reviewed or approved as part of this motion. Mr. Theodore seconded the motion, which passed unanimously.

b. DRB-000292-2025 - 109 Pope Avenue - Coligny Pocket Park - Final

Mr. Theodore recused himself and left the dias. Ms. Paul-Leto presented the final review

of the Coligny Pocket Park. The applicant answered questions by the Board. Ms. Pastor made a motion to approve. Vice-Chair Lippert seconded, and the motion passed unanimously.

5. New Business

6. Public Comment - Non Agenda Items

7. Staff Reports

8. Board Business

9. Adjournment

The meeting was adjourned at 3:56 p.m.

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov

**Beach Properties
862 William Hilton Parkway
Sign System
May 13, 2025
DRB-000348-2025**



Town of Hilton Head Island
Community Development Department
One Town Center Court
Hilton Head Island, SC 29928
Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY

Date Received: _____
Accepted by: _____
DRB #: _____
Meeting Date: _____

Applicant/Agent Name: JAMES MILLER Company: SIGN MEDIA INC
Mailing Address: 2109 MINGEE DR City: HAMPTON State: VA Zip: 23661
Telephone: 757-826-7128 Fax: _____ E-mail: jmillersignmediainc.com
Project Name: BEACH PROPERTIES Project Address: 862 WILLIAM HILTON PKWY
Parcel Number [PIN]: R _____
Zoning District: _____ Overlay District(s): _____

**CORRIDOR REVIEW, MAJOR
DESIGN REVIEW BOARD (DRB) SUBMITTAL REQUIREMENTS**

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

Project Category:

_____ Concept Approval – Proposed Development
_____ Final Approval – Proposed Development

_____ Alteration/Addition
☒ Sign

Submittal Requirements for *All* projects:

_____ Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-2-103.I.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.

_____ Filing Fee: Concept Approval-Proposed Development \$175, Final Approval – Proposed Development \$175, Alterations/Additions \$100, Signs \$25; cash or check made payable to the Town of Hilton Head Island.

Additional Submittal Requirements:

Concept Approval – Proposed Development

- _____ A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- _____ A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.
- _____ A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.
- _____ Context photographs of neighboring uses and architectural styles.
- _____ Conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.
- _____ Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.

Additional Submittal Requirements:

Final Approval – Proposed Development

- _____ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-3-106.F.3.
- _____ Final site development plan meeting the requirements of Appendix D: D-6.F.
- _____ Final site lighting and landscaping plans meeting the requirements of Appendix D: D-6.H and D-6.I.
- _____ Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- _____ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- _____ Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Additional Submittal Requirements:

Alterations/Additions

- _____ All of the materials required for final approval of proposed development as listed above, plus the following additional materials.
- _____ A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 16-6-104.C.2, and if applicable, location of bordering streets, marshes and beaches.
- _____ Photographs of existing structure.

Additional Submittal Requirements:

Signs

- _____ Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples.

For freestanding signs:

- _____ Site plan (1"=30' minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
- _____ Proposed landscaping plan.

For wall signs:

- _____ Photograph or drawing of the building depicting the proposed location of the sign.
- _____ Location, fixture type, and wattage of any proposed lighting.

Note: All application items must be received by the deadline date in order to be reviewed by the DRB per LMO Appendix D: D-23.

A representative for each agenda item is strongly encouraged to attend the meeting.

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. ☐ YES ☒ NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.


SIGNATURE

4/10/25
DATE



Town of Hilton Head Island
Community Development Department
One Town Center Court
Hilton Head Island, SC 29928
Phone: 843-341-4757 Fax: 843-341-2087
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY

Date Received: _____
App. #: _____
Form revised 10-2012

**AFFIDAVIT OF OWNERSHIP AND
HOLD HARMLESS PERMISSION TO ENTER PROPERTY**

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. I hereby authorize James Miller with Sign Media to act as my agent for this application only.
3. All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
4. The application is being submitted with my knowledge and consent.
5. Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at 862 William Hilton Parkway Hilton Head Island, SC 29928 (address),
R R550 011 000 0153 0000 (parcel ID) for the purpose of application review, for the limited time necessary to complete that purpose.
Description of Work: Monument Signage Design and Install
6. Owner agrees to hold the Town harmless for any loss or damage to persons or property occurring on the private property during the Town's entry upon the property, unless the loss or damage is the result of the sole negligence of the Town.
7. I acknowledge that the Town of Hilton Head Island Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with the following provisions that:
 - a. any enclosed area below the base flood elevation will be used solely for parking of vehicles, limited storage or access to the building. This space will never be used for human habitation without first becoming fully compliant with the Town's Flood Damage Controls Ordinance in effect at the time of conversion.
 - b. all interior walls, ceilings and floors below the base flood elevation will be constructed of flood resistant materials.
 - c. all mechanical, electrical and plumbing devices will be installed above base flood elevation.
 - d. walls of the enclosed area below base flood elevation will be equipped with at least two openings which allow automatic entry and exit of flood water. Openings will be on two different walls with at least one square inch of free area for every square foot of enclosed space and have the bottom of openings no more than a foot above grade.
 - e. the structure may be subject to increased premium rates for flood insurance from the National Flood Insurance Program.
8. I understand that failure to abide by Town permits, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

Print Name: Nicholas Heller

Owner Signature: *Nicholas Heller*

Phone No.: 757-333-2497

Email: nicholas.heller@townebank.net

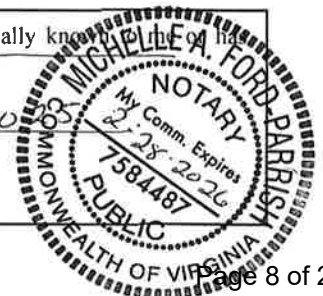
Date: April 9th 2025

The foregoing instrument was acknowledged before me by Nicholas Heller, who is personally known to me, as identification and who did not take an oath.

WITNESS my hand and official seal this 9th day of April, A.D., 2025

Michelle A. Ford Parish
Notary Public Signature

My Commission expires: 7584487
Please affix seal or stamp.





TOWNEBANK

HILTON HEAD, SC

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) NEW SET OF FLUSH MOUNTED, INTERNALLY ILLUMINATED, CHANNEL LETTERS AS SHOWN

MATERIAL DETAILS:

A	FACE:	ACRYLIC
B	GRAPHICS:	VINYL
C	TRIM CAP:	MYLAR
D	RETURNS:	ALUMINUM
E	ILLUMINATION:	LEDs
F	MOUNTING:	FLUSH
G	N/A	N/A

COLOR SPECIFICATIONS:

1	VINYL:	AVERY TWILIGHT BLUE
2	TRIM:	PMS 534 BLUE
3	RETURNS:	MATCH VINYL COLOR
4	N/A	N/A
5	N/A	N/A

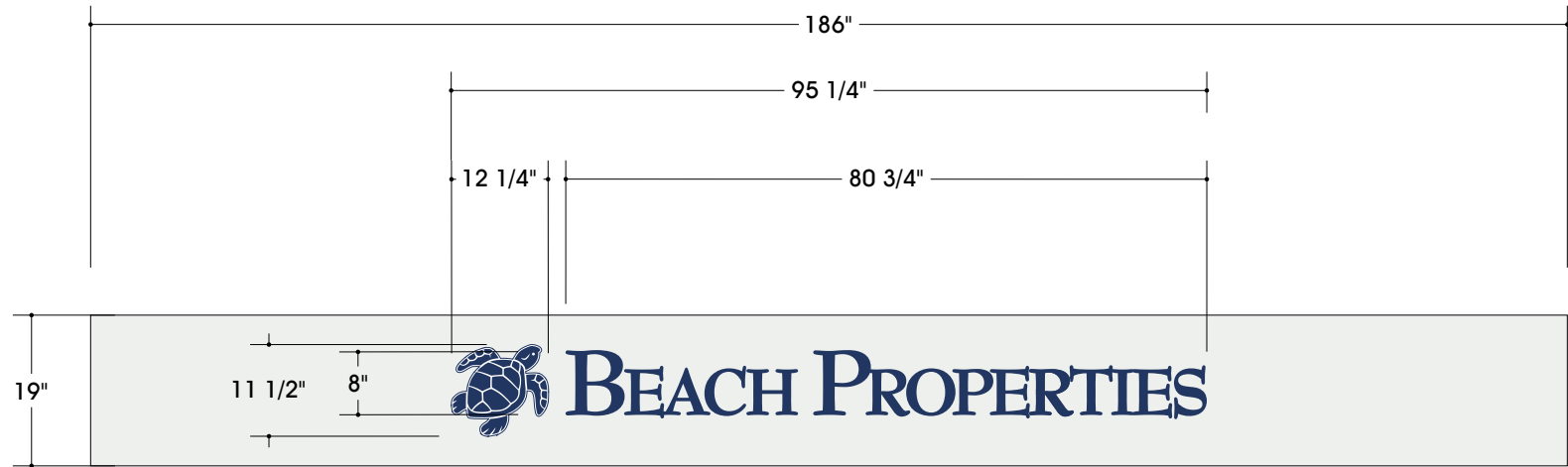
SIGNMEDIA INFO:

SALESMA N: JAMES	DRAWN BY: SC	DATE: 08 JULY 24
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FILE PATH: D_DRAWINGS>TOWNEBANK>HILTON HEAD
FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24

SIGNMEDIA
INCORPORATED

LIT CHANNEL LETTER OPTION

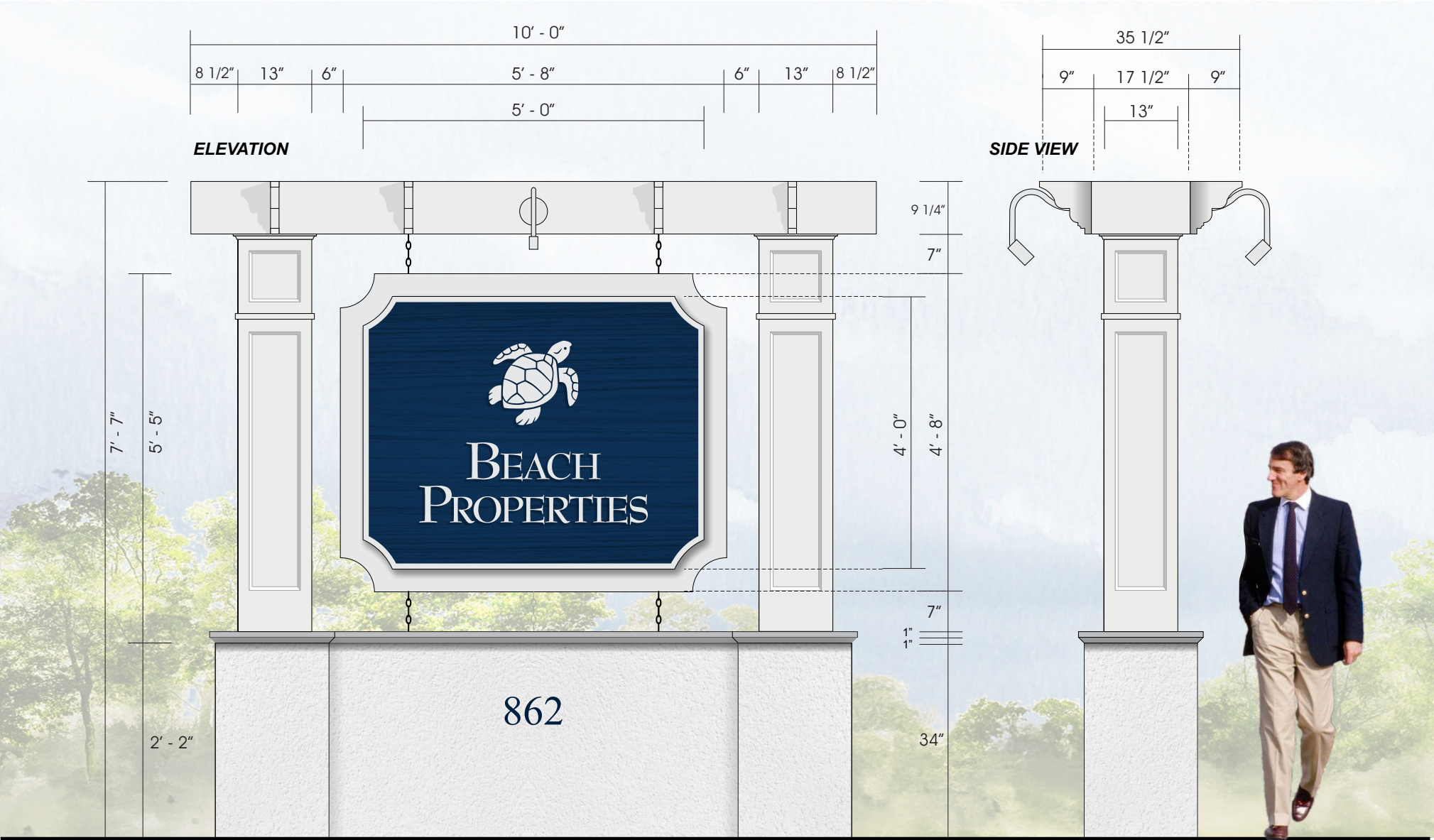


SCALE: 1/4" = 1' - 0"

LETTERS ARE 42% OF AREA HEIGHT



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DOUBLE-SIDED CUSTOM FABRICATED MONUMENT SIGN WITH SANDBLASTED WOOD PANELS

SIGNMEDIA
INCORPORATED

2109 Mingee Drive - Hampton, VA 23661

EMAIL jgreen@signmediainc.com

PHONE 757.826.7128

CELL 757.816.6442

FAX 757.826.7409

TOLL FREE 800.244.5423

WEBSITE www.signmediainc.com



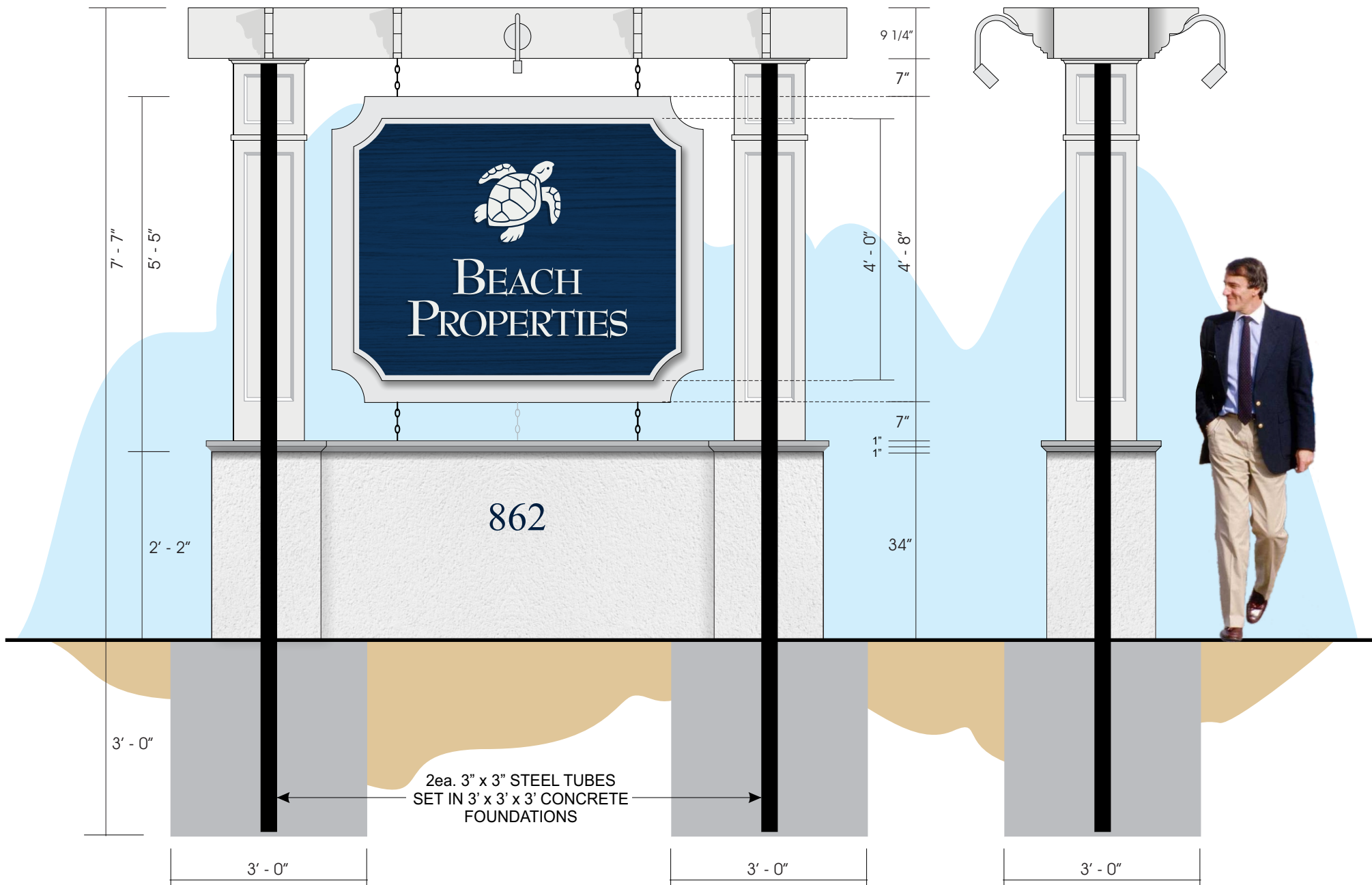
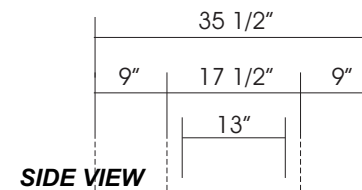
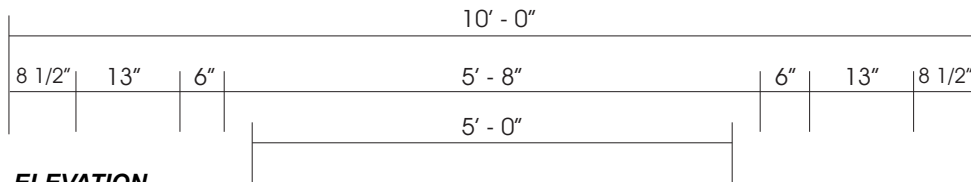
CLIENT		PAGE NUMBER	SIGN TYPE
BEACH PROPERTIES		1 OF 1	A-100
LOCATION		REVISION	
HILTON HEAD, SC		NO.	DATE DESCRIPTION
SALESMAN: JAMES MILLER		1	12/12 Description
DRAWN BY: G		2	
SCALE: 1/2" = 1' - 0"		3	
DATE: 27 FEB '25		4	
FILENAME: HILTON HEAD BEACH PROPERTIES 2_5_2025_2		5	
STORAGE: TOWNIEBANK FOLDER		6	

CLIENT APPROVAL	
Signature	Date

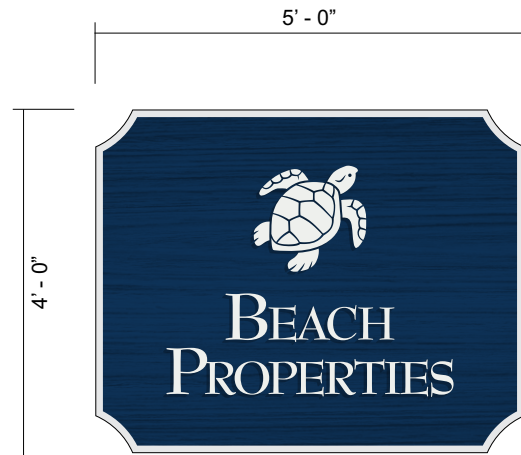
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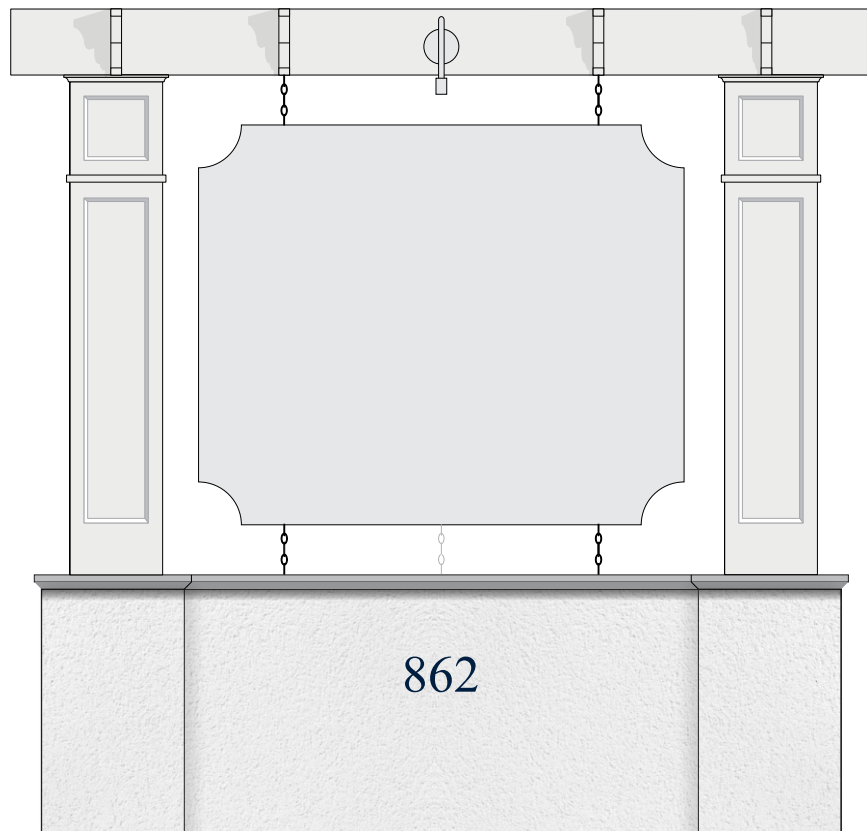
GET NOTICED



SIGN FACE - 20sq.ft.



SIGN STRUCTURE



SIGN FACE ON SIGN STRUCTURE



TOWNEBANK

HILTON HEAD, SC

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) NEW STD TB MONUMENT SIGN AS SHOWN.

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	COLUMNS:	WOOD
C	BASE:	ALUM. W/ TEXTURED PAINT
D	N/A	N/A
E	N/A	N/A
F	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	PMS 534
2	PAINT:	
3	PAINT:	PMS WARM GRAY 2C
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

SALESMAN:	DRAWN BY:	DATE:
JAMES MILLER	SC	08 JULY 24

FILE PATH: D_DRAWINGS>TOWNEBANK>HILTON HEAD
FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24



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HILTON HEAD, SC

JOB DESCRIPTION:

FABRICATE AND INSTALL (2) NEW DIRECTIONAL SIGNS AS SHOWN

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	POST:	4" x 4" WOOD
C	BACKER:	3/4" SINTRA
D	N/A	N/A
E	N/A	N/A
F	N/A	N/A
G	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	PMS 534
2	PAINT:	PMS 7509
3	PAINT:	WHITE
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

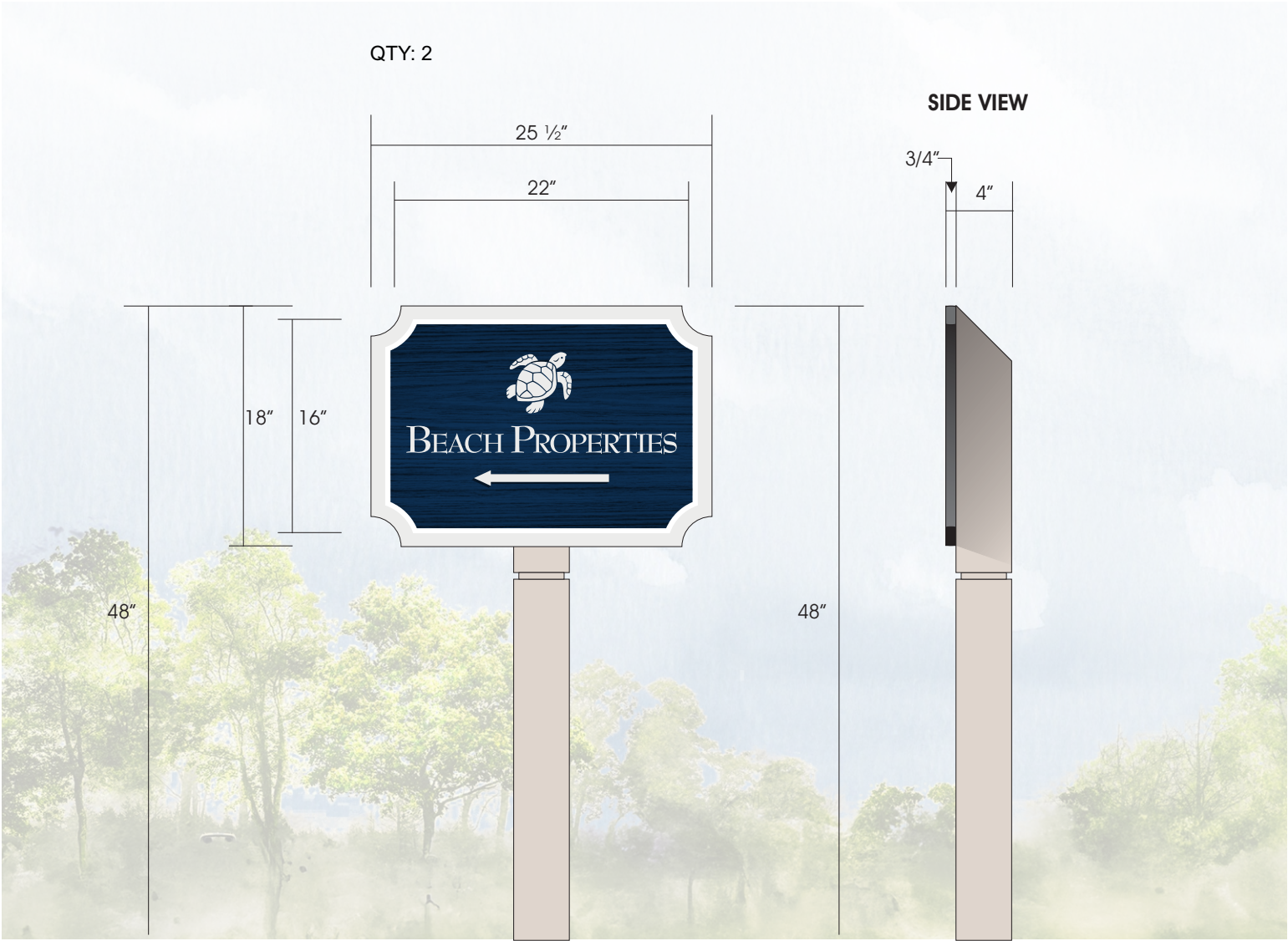
SALESMAN:	DRAWN BY:	DATE:
JAMES MILLER	SC	08 JULY 24

FILE PATH: D:_DRAWINGS>TOWNEBANK>HILTON HEAD

FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24



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TOWNEBANK

HILTON HEAD, SC

JOB DESCRIPTION:

FABRICATE AND INSTALL (3) NEW DIRECTIONAL SIGNS AS SHOWN

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	POST:	4" x 4" WOOD
C	BACKER:	3/4" SINTRA
D	N/A	N/A
E	N/A	N/A
F	N/A	N/A
G	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	PMS 534
2	PAINT:	PMS 7509
3	PAINT:	WHITE
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

SALESMAN: JAMES MILLER
DRAWN BY: SC
DATE: 08 JULY 24

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FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24

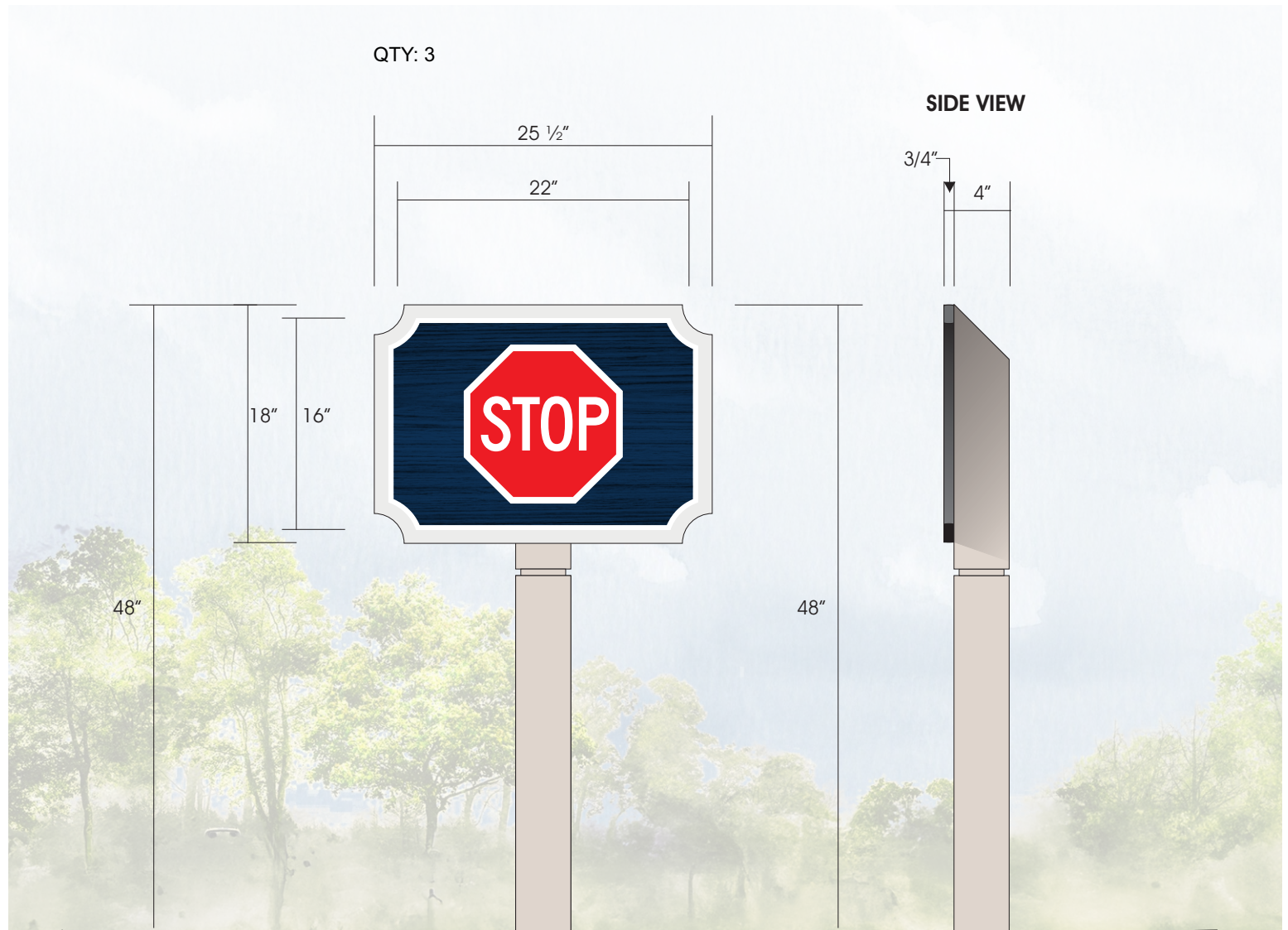
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QTY: 3

SIDE VIEW



HILTON HEAD, SC

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) NEW DIRECTIONAL SIGNS AS SHOWN

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	POST:	4" x 4" WOOD
C	BACKER:	3/4" SINTRA
D	N/A	N/A
E	N/A	N/A
F	N/A	N/A
G	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	PMS 534
2	PAINT:	PMS 7509
3	PAINT:	WHITE
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

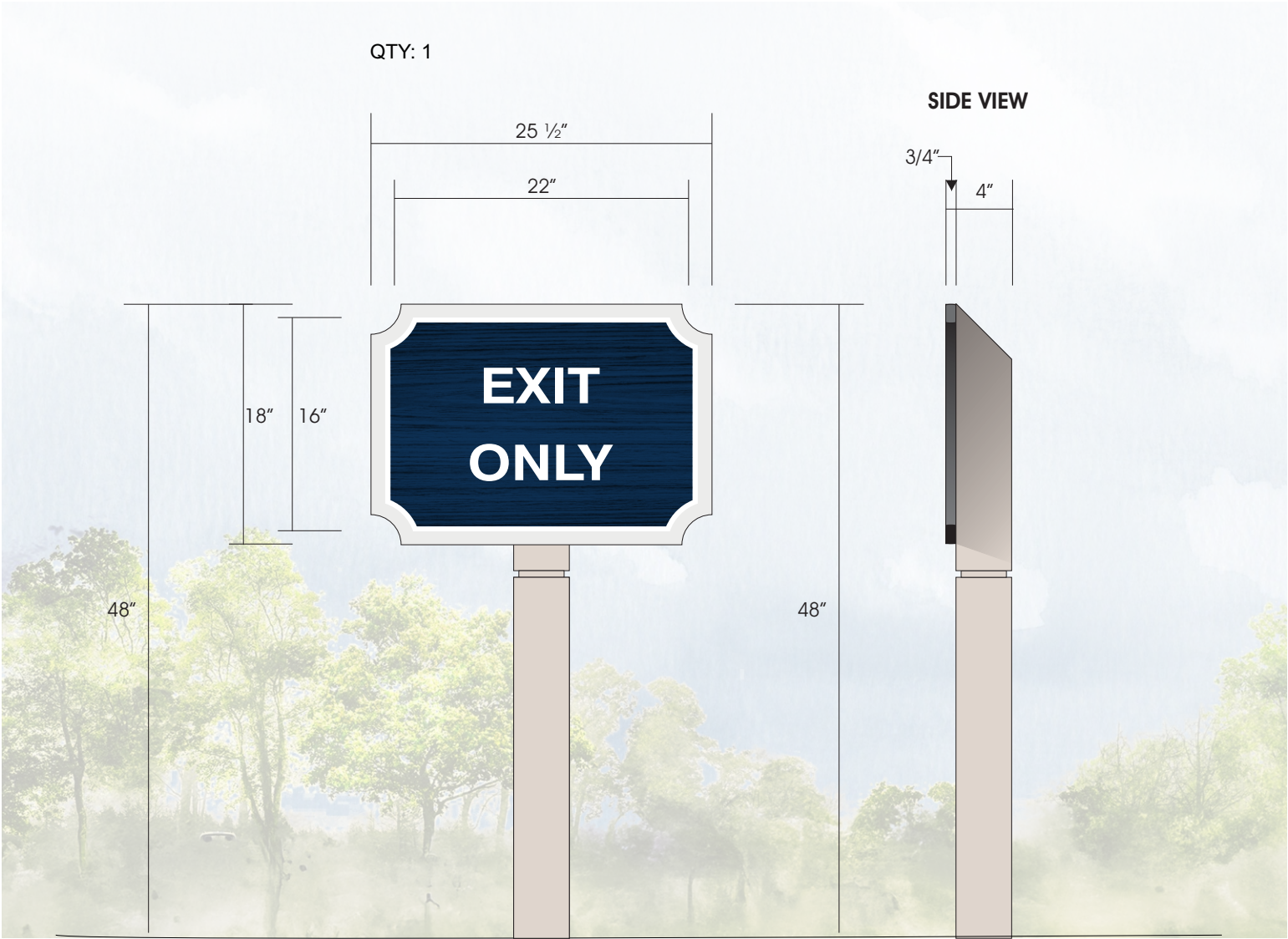
SALESMAN:	DRAWN BY:	DATE:
JAMES MILLER	SC	08 JULY 24

FILE PATH: D:_DRAWINGS>TOWNEBANK>HILTON HEAD

FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24



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TOWNEBANK

HILTON HEAD, SC

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) NEW DIRECTIONAL SIGNS AS SHOWN

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	POST:	4" x 4" WOOD
C	BACKER:	3/4" SINTRA
D	N/A	N/A
E	N/A	N/A
F	N/A	N/A
G	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	PMS 534
2	PAINT:	PMS 7509
3	PAINT:	WHITE
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

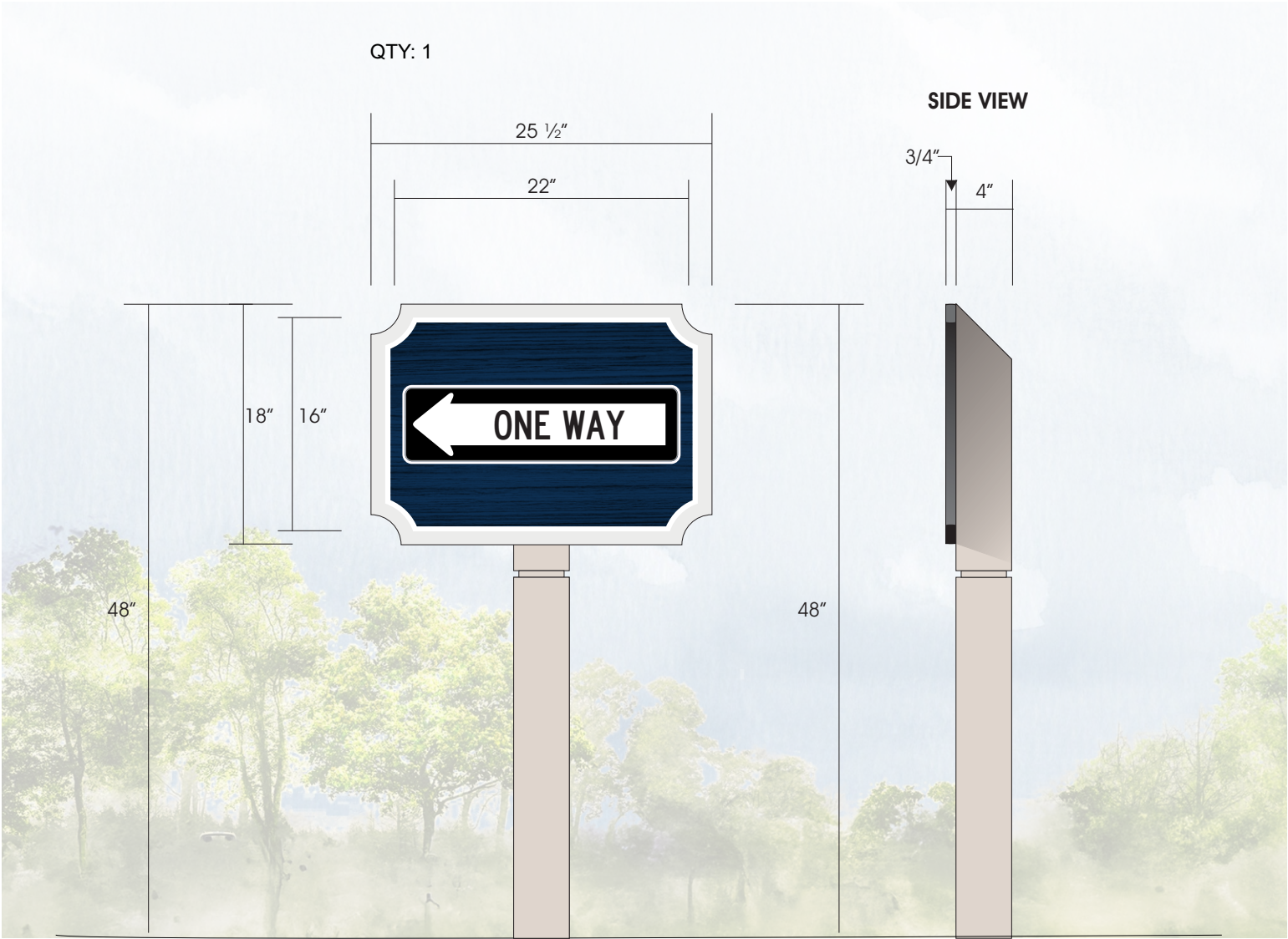
SALESMAN:	DRAWN BY:	DATE:
JAMES MILLER	SC	08 JULY 24

FILE PATH: D:_DRAWINGS>TOWNEBANK>HILTON HEAD

FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24



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TOWNEBANK

HILTON HEAD, SC

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) NEW DIRECTIONAL SIGNS AS SHOWN

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	POST:	4" x 4" WOOD
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D	N/A	N/A
E	N/A	N/A
F	N/A	N/A
G	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	PMS 534
2	PAINT:	PMS 7509
3	PAINT:	WHITE
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

SALESMAN: JAMES MILLER
DRAWN BY: SC
DATE: 08 JULY 24

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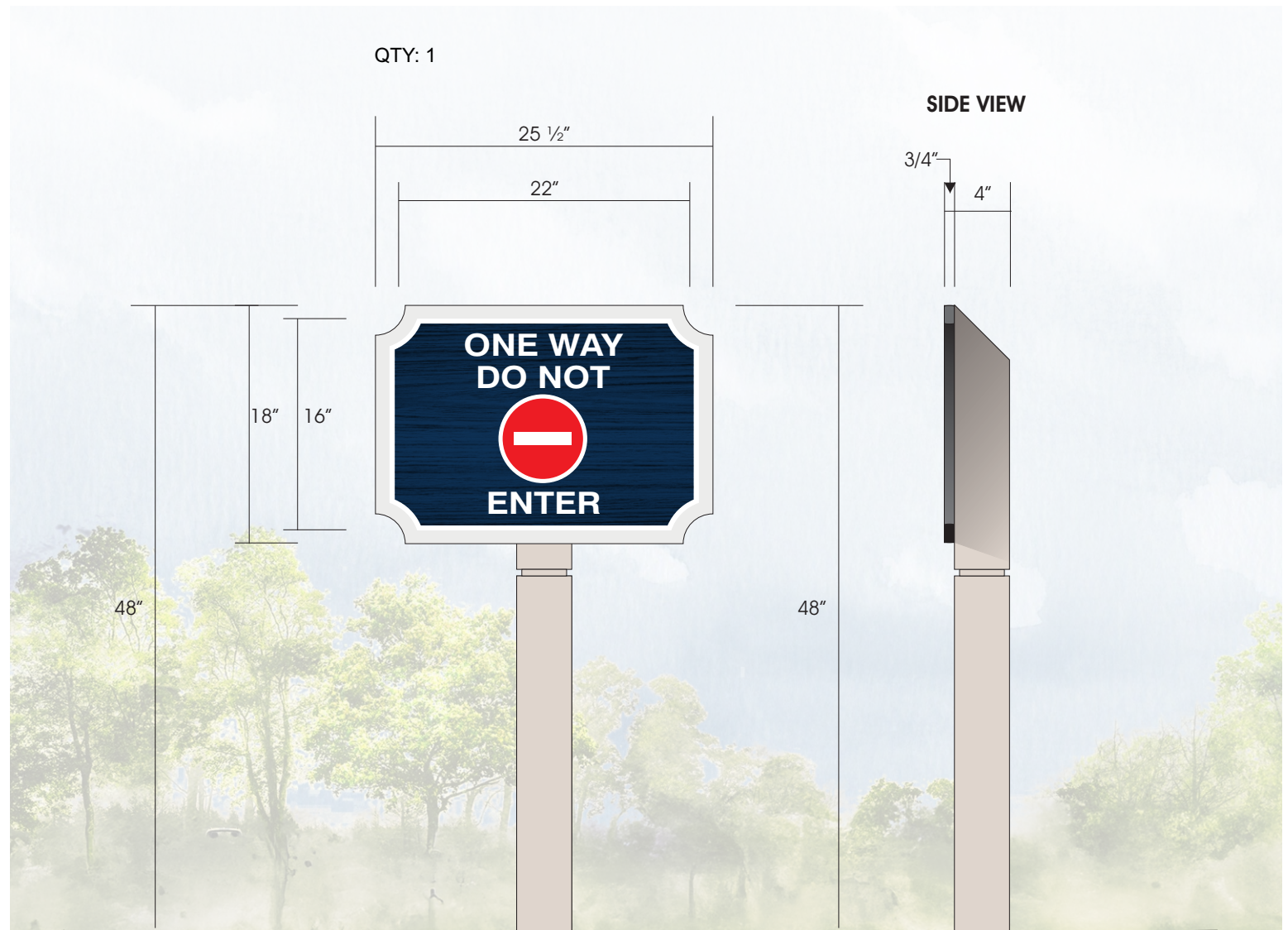
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QTY: 1



JOB DESCRIPTION:

FABRICATE AND INSTALL (1) NEW DIRECTIONAL SIGNS AS SHOWN

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	POST:	4" x 4" WOOD
C	BACKER:	3/4" SINTRA
D	N/A	N/A
E	N/A	N/A
F	N/A	N/A
G	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	PMS 534
2	PAINT:	PMS 7509
3	PAINT:	WHITE
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

SALESMAN:	DRAWN BY:	DATE:
JAMES MILLER	SC	08 JULY 24

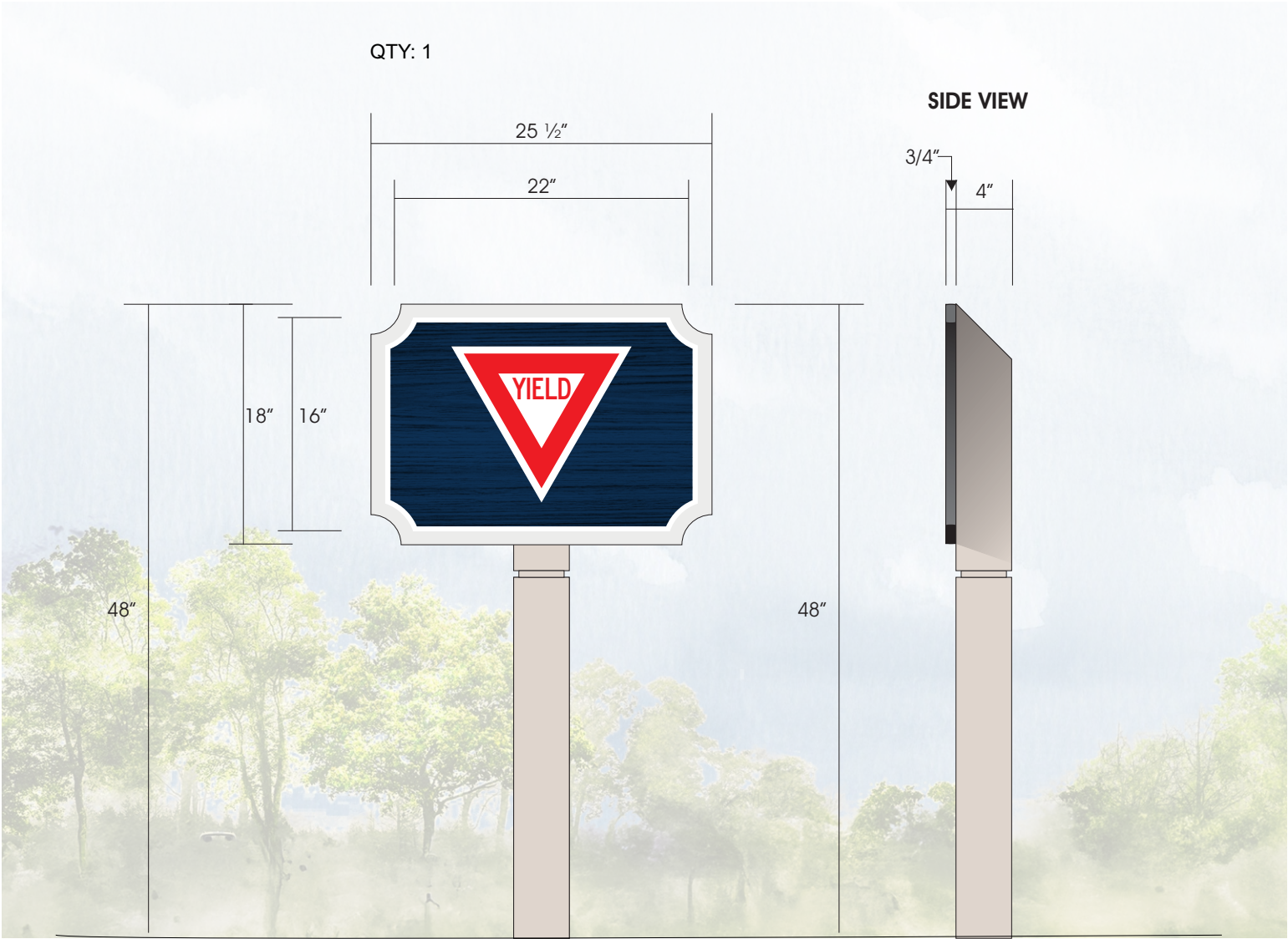
FILE PATH: D:_DRAWINGS>TOWNEBANK>HILTON HEAD

FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24



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QTY: 1



TOWNEBANK

HILTON HEAD, SC

JOB DESCRIPTION:

CUT, PREP AND LAY NEW VINYL AS SHOWN

MATERIAL DETAILS:

A	FACE:	SANDBLASTED
B	POST:	4" x 4" WOOD
C	BACKER:	3/4" SINTRA
D	N/A	N/A
E	N/A	N/A
F	N/A	N/A
G	N/A	N/A

COLOR SPECIFICATIONS:

1	PAINT:	BLUE
2	PAINT:	PMS WARM GRAY 2C
3	N/A	N/A
4	N/A	N/A
5	N/A	N/A

SIGNMEDIA INFO:

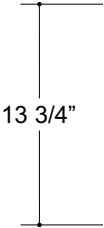
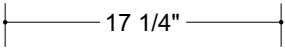
SALESMAN: JAMES MILLER	DRAWN BY: SC	DATE: 08 JULY 24
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FILE PATH: D_DRAWINGS>TOWNEBANK>HILTON HEAD
FILE NAME: TB HILTON HEAD BEACH PROPERTIES BUILDING SIGNAGE 24



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QTY: 2



**Beach Properties
862 William Hilton Parkway
Sign System
Staff Comments
May 13, 2025
DRB-000348-2025**

DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)
and do NOT constitute DRB approval or denial.*

PROJECT NAME: 862 William Hilton Parkway – Beach Properties Signs

DRB-000036-2025

DATE: 5/13/2025

CATEGORY: Sign System

RECOMMENDATION: Approval ☐

Approval with Conditions ☒

Denial ☐

APPLICATION MATERIAL

DRB REQUIREMENTS	Complies Yes	No	Not Applicable	Comments or Conditions
Demolition Plan if needed	☐	☐	☒	
Existing Conditions match As-Built	☐	☐	☒	
Dimensioned Details and of Sections	☒	☐	☐	
Detail Illustrating Connection to Existing Structure	☐	☐	☒	
New Building Details Match Existing Building Details	☐	☐	☒	

ARCHITECTURAL DESIGN

DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Structure is designed to be appropriate to the neighborhood	☒	☐	☐	
Promotes pedestrian scale and circulation	☒	☐	☐	
Design is unobtrusive and set into the natural environment	☒	☐	☐	
Utilizes natural materials and colors	☒	☐	☐	
Avoids distinctive vernacular styles	☒	☐	☐	
Design is appropriate for its use	☒	☐	☐	
All facades shall have equal design characteristics	☒	☐	☐	

Avoids monotonous planes or unrelieved repetition	☒	☐	☐	
Has a strong roof form with enough variety to provide visual interest	☐	☐	☒	
Overhangs are sufficient for the façade height.	☐	☐	☒	
Forms and details are sufficient to reduce the mass of the structure	☒	☐	☐	
Human scale is achieved by the use of proper proportions and architectural elements	☒	☐	☐	
Utilizes a variety of materials, textures and colors	☒	☐	☐	
Incorporates wood or wood simulating materials	☐	☒	☐	
Windows are in proportion to the facade	☐	☐	☒	
Details are clean, simple and appropriate while avoiding excessive ornamentation	☒	☐	☐	
Utilities and equipment are concealed from view	☐	☐	☒	
Decorative lighting is limited and low wattage and adds to the visual character	☒	☐	☐	
Accessory elements are designed to coordinate with the primary structure	☒	☐	☐	

LANDSCAPE DESIGN				
DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Treats the Landscape as a major element of the project	☒	☐	☐	
Provides Landscaping of a scope and size that is in proportion to the scale of the development	☒	☐	☐	
Landscape is designed so that it may be maintained in its natural shape and size	☒	☐	☐	
Preserves a variety of existing native trees and shrubs	☒	☐	☐	
Provides for a harmonious setting for the site's structures, parking areas or other construction	☒	☐	☐	
Location of existing trees and new trees provides street buffers, mitigation for parking lots, and an architectural complement that visually mitigates between parking lots and building(s)	☒	☐	☐	
Shrubs are selected to complement the natural setting, provide visual interest and screen less-desirable elements of the project	☒	☐	☐	
A variety of species is selected for texture and color	☒	☐	☐	
Provides overall order and continuity of the Landscape plan	☒	☐	☐	

Native plants or plants that have historically been prevalent on the Island are utilized	☒	☐	☐	
A variety of sizes is selected to create a “layered” appearance for visual interest and a sense of depth	☒	☐	☐	
The location of existing mature trees is taken into account in placement of shrubs so as not to damage tree roots	☒	☐	☐	
Proper spacing and location for plants to reach their mature size and natural shape while avoiding excessive or unnatural pruning	☒	☐	☐	
Proposed groundcovers are evergreen species with low maintenance needs	☒	☐	☐	
Large, grassed lawn areas encompassing a major portion of the site are avoided	☒	☐	☐	
The adjacent development is taken into account in determining the most appropriate buffer so as not to depart too dramatically from the neighborhood	☐	☐	☒	
Ornamentals and Annuals are limited to entrances and other focal points	☒	☐	☐	

NATURAL RESOURCE PROTECTION

DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
An effort has been made to preserve existing trees and under story plants	☒	☐	☐	
Supplemental and replacement trees meet LMO requirements for size, species and number	☒	☐	☐	
Wetlands if present are avoided and the required buffers are maintained	☐	☐	☒	
Sand dunes if present are not disturbed	☐	☐	☒	

COMMENTS & CONDITIONS

Staff recommend approval of the Sign System for the Beach Properties submittal with the following conditions:

1. Provide description of how the sign face will be installed on the sign structure.
2. Signs shall not have light-reflecting backgrounds but may use light-reflecting lettering or halo lighting.
3. All exterior lighting shall be no more than 3500k lumens. Indicate this on your plans.
4. A sign permit will be required after DRB approval.
5. Any additional information as required by the Board.