Town of Hilton Head Island
DESIGN REVIEW BOARD MEETING
Tuesday, July 22, 2025, 2:30 PM
Minutes

1. Call to Order

This meeting was called to order at 2:32 pm.
In attendance: Judd Carstens, Annette Lippert, Tom Parker, Megan Fitzpatrick, Patricia Paster (virtual).

2. Adoption of the Agenda

Ms. Fitzpatrick made a motion to amend the agenda to move Board Business after Approval of the Minutes. Mr. Parker seconded. The motion passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of July 8, 2025

Mr. Parker made a motion to approve the meeting minutes of July 8. Vice Chair Lippert seconded, which passed unanimously.

4. Board Business

a. Nominations and Election of Officers

Vice Chair Lippert nominated Chair Carstens to serve as Chair for the 2025–2026 term. Mr. Parker seconded. Chair Carstens accepted the nomination. The motion passed unanimously.

Ms. Fitzpatrick nominated Vice Chair Lippert to serve as Vice Chair for the 2025–2026 term. Chair Carstens seconded. Vice Chair Lippert accepted the nomination. The motion passed unanimously.

b. Appointment of the Board Secretary

Vice Char Lippert made a motion to approve Brandy Scholl to be the Board Secretary. Mr. Parker seconded. The motion passed unanimously.

5. Unfinished Business

a. DRB-000580-2025 - 93 Matthews Drive - Food Lion - Conceptual

Vice Chair Lippert recused herself and left the dias. Melissa Paul-Leto, Principal Planner, introduced the Food Lion for conceptual review. The Board had numerous concerns and questions for the applicant.

Mr. Parker made a motion to approve with conditions: adopt staff comments; continue the pilaster detailing to the inside corner of the visible wall from 278; the lighting plan on the final will be submitted with photometrics of any new lighting; the bracket detailing on the center gable of the entry element - the eave will be extended, and some bracket detailing will be introduced that is appropriate to the overall design to add island character per the design guide; the screen wall will be raised to 8 feet along the truck side; the sabal palms will be reintroduced into the planters; the two high spandrel glass windows will be added to the right side to mirror the left side; the stone wainscoting will be substituted with a contrasting brick color to be approved at final; in the planting plan please include the screening of the dumpster enclosure. Ms. Fitzpatrick seconded. The motion passed unanimously.

b. DRB-000481-2025 - 70 Pope Avenue - Conceptual

Vice Chair Lippert returned to the dias. Ms. Paul-Leto introduced the 70 Pope Avenue for conceptual review. The Board had numerous concerns and questions for the applicant.

Vice Chair Lippert made a motion to approve with conditions: staff comments to be followed; clarification that light selections have a maximum light temperature of 35k; the soffit downlights be a true-recessed fixture; that the skinny columns in front of the grocery be revised and consistent with the rest of the plaza; study adding brackets to the grocery element; study of scale of the bracket that will directly result in a study of the roof overhang, potentially getting larger; a review of the concrete bases at the brick columns at the grocer to see if those can be eliminated; a more consistent approach with the two brick colors; verification that the renderings and the drawings are coordinated at final; while signage is not a part of this review, please check the square footage of the signage so that the drawings represent that accurately; on the planting plan, the trees at the end of the island be up-sized since they are being used for mitigation purposes; at the small island planter at the front be revised to have vertical plants, such as palmettos; more details be provided on the patio details plan; at final, clarify the detail at the front of each unit at the shed roof. Ms. Fitzpatrick seconded. The motion passed unanimously.

6. New Business

7. Public Comment - Non Agenda Items

8. Staff Reports

9. Adjournment

This meeting adjourned at 4:20 pm.