



Town of Hilton Head Island DESIGN REVIEW BOARD MEETING Tuesday, August 12, 2025, 2:30 PM Minutes

1. Call to Order

This meeting was called to order at 2:30pm.

In attendance: Megan Fitzpatrick, Todd Theodore, Judd Carstens, Tom Parker, Patricia Pastor, Cathy Foss

2. Adoption of the Agenda

Mr. Parker made a motion to adopt the agenda. Ms. Pastor seconded, which passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of July 22, 2025

Mr. Parker made a motion to approve the meeting minutes of July 22nd. Ms. Fitzpatrick seconded, which passed unanimously. Ms. Foss and Mr. Theodore abstained from the vote.

4. Unfinished Business

a. DRB-000757-2025 - 10 Northpoint Circle - Northpoint Hilton Head Island - Final

Melissa Paul-Leto, Principal Planner, briefly introduced the project. The applicant, David Williams, presented the changes made to the project, and answered numerous questions from the Board.

After the discussion, Mr. Parker made a motion to approve with the following conditions: adopt all staff comments; doors on the pool house to be changed from white to the siding color or the dark trim color; the solar-powered bollard lighting that is at the dog park will be changed to 3000k from the 4000k specified; the final pool profile outlining detailing and decking to be submitted to staff for approval; provide a review of all black elements in the projects (lighting, fencing, handrails, etc.) and study what is available in dark bronze, and select a palette of color that more closely resembles dark bronze if available; on elements that are only available in black, these will be considered as black accents and will be acceptable; confirm the foundation planting around the first floor behind the compressors and all the way around the project is an evergreen planting material and not a seasonal; on final submission, the tree ordinance will be complied to as required by the town. Mr. Theodore seconded. The motion passed unanimously.

b. DRB-000747-2025 - 150 William Hilton Parkway - Old Schoolhouse Restroom - Final

Ms. Paul-Leto introduced the Old Schoolhouse Restroom for final review. The applicant presented the changes made to the project, and answered numerous questions from the Board.

Ms. Pastor made a motion to approve with the following conditions: adhere to staff comments; make the sidewalk path not so angular; change the roof color to something conducive to the color palette, and not a shiny silver. Ms. Foss seconded the motion, which passed unanimously.

c. DRB-000756-2025 - 70 Wilborn Road - Hilton Head Island High School - Phase 2 - Final

Ms. Paul-Leto introduced the High School Phase 2 application for final review. The applicant presented the changes made to the project, and answered numerous questions from the Board.

Ms. Pastor made a motion to approve with the following conditions: adhere to staff comments; staff review of the color selection of peripheral items (benches, bike racks, trash receptacles, etc); cut back on the number of palms in the front, allowing the logo to be visible; fence and area lighting to be dark bronze; include plantings versus just grass. Mr. Parker seconded. The motion passed unanimously.

5. New Business

a. DRB-000637-2025 - 20 Ceasar Place - Conceptual

Ms. Paul-Leto introduced 20 Ceasar Place for conceptual review. The applicant answered numerous questions from the Board. The Board believed the project could use a lot of design input taken from the design guide, especially due to the small lot size and limited options for the building and parking lot.

After discussion, Ms. Foss made a motion to approve with conditions: adhere to staff comments; heavy study of the parking area, pavers, and concrete sidewalk; a study of the siding effects; you might not be able to stagger the buildings, but try to do that with texture and accents; use evergreen planting instead of red maples; and consistency between fences. Mr. Parker seconded, and the motion passed 4-2.

6. Public Comment - Non Agenda Items

7. Board Business

8. Staff Reports

9. Adjournment

This meeting adjourned at 4:44 pm.