Town of Hilton Head Island
DESIGN REVIEW BOARD MEETING
Tuesday, August 26, 2025, 2:30 PM
Minutes

1. Call to Order

This meeting was called to order at 2:31 p.m.

In attendance: Judd Carstens, Annette Lippert, Tom Parker, Patricia Pastor, Megan Fitzpatrick, Cathy Foss

2. Adoption of the Agenda

Mr. Parker made a motion to adopt the agenda. Vice Chair Lippert seconded. The motion passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of August 12, 2025

Ms. Foss made a motion to approve the meeting minutes of August 12th. Ms. Pastor seconded. Vice Chair Lippert abstained from the vote. The motion passed unanimously.

4. Unfinished Business

a. DRB-000818-2025 - 70 Pope Avenue - Final

Note: On the originally posted agenda, the item number associated with this application was listed incorrectly. The correct item number for the 70 Pope Avenue final is **DRB-000818-2025**.

Melissa Paul-Leto, Principal Planner, presented the application and the changes for final review. The applicant answered numerous questions from the board.

After the discussion, Mr. Parker made a motion with conditions: a freeze element be added to the large gable entry to the grocery store; paver(s) be specified; the handrail at the patio be dark bronze or match the park fence color; the trellis will have additional details submitted, specifically columns added to create a better rhythm; what kind of fixtures will be mounted to that and where the conduit will be in the trellis area; the coping color to match the bronze metal specified; on the landscaping plan, on the small island that was modified to remove one of the oak trees, use a palm tree instead of the proposed holly; that the elevation change between the sidewalk and the patio be stabilized, or if a retaining wall is necessary that it be submitted to staff for review; the televisions not be visible from Pope Avenue; the aluminum louvers at the tower will be dark bronze; the shutters will be dark bronze; the parking lot lighting will be dark bronze; additional wall section for the rafter tails for the grocer; provide the stainless steel bollard cut sheet; adhere to all staff comments; this will be reviewed by staff and two board members. Ms. Foss seconded. The motion passed unanimously.

b. DRB-000854-2025 - 95 Mathews Drive - Food Lion - Final

Vice Chair Lippert recused herself and left the dias. Ms. Paul-Leto introduced the Food Lion for final review. The applicant answered questions from the board.

After the discussion, Ms. Pastor made a motion to approve with the following conditions: to adhere to all staff comments; the soffit material color be a creamy white instead of white; the sign boards that were added below the light fixtures on the front of the building be removed; the landscape area near the dumpster fencing be protected during construction; adhere to the detail provided by Chair Carstens regarding the plantings in the loading dock area (the sabal palmettos be spec'd at 10' clear trunk height, plant typical Podocarpus macrophyllus, and 15 gallon plants 36-42" height at install); change out the currently noted blue canopy to a bronze canopy. Mr. Parker seconded. The motion passed 4-1.

5. New Business

a. DRB-000815-2025 - 2 Tanglewood Drive - Conceptual

Chair Carstens passed the gavel to Mr. Parker, recused himself, and left the dias. Vice Chair Lippert also recused herself from this item and remained away from the dias. Ms. Paul-Leto introduced the application for conceptual review. The applicant answered questions from the board.

After further discussion, Ms. Pastor made a motion to approve with conditions: adhere to all staff comments; evaluate the architecture as noted by Mr. Parker to break up the lines; add character with louvers, shutters, rafters, etc.; provide a materials board and color selections; provide a lighting plan with lumen, colors, and fixtures that will be attached to the building or in the parking lot. Mr. Parker seconded. The motion passed unanimously.

b. DRB-000809-2025 - 70 Beach City Road - First African Baptist Church Sanctuary - Conceptual

Chair Carstens and Vice Chair Lippert returned to the dias. Mr. Parker passed the gavel to Chair Carstens. Ms. Paul-Leto introduced the project for conceptual review and the applicant answered questions from the board.

Mr. Parker made a motion to approve with conditions: adhere to all staff comments; study the proportion of the windows at the entry to the left and right of the door; study the style of the windows in comparison with the shutters; show the downspouts; study the addition of corner pilasters to be similar to the pilaster of the existing church; show the existing church in elevation for comparison, with the correct floor elevations on both; the awning over the side entry door seems too large, so please take a look at that; show the entry door detail (head, jamb, sill); include foundation planting in the front and around the building, along with palm trees added to the entry; provide the spec on new steeple; indicate the proper grading on the complete elevations; provide the specs for the new steeple; indicate if the steeple is being kept on the existing structure; and study the amount of outriggers in the front. Vice Chair Lippert seconded the motion which passed unanimously.

c. DRB-000810-2025 - 38 Hammock Breeze Way - Alteration / Addition

Ms. Paul-Leto introduced the project alterations/additions for review, and the applicant answered questions from the board.

Vice Chair Lippert made a motion to approve with the following conditions: the posts at the gate be above the top edge of the gate so that it can be properly anchored; verify that the slope does not exceed a slope surface drop. Mr. Parker seconded, and the motion passed unanimously.

d. DRB-000816-2025 - 252 Wild Horse Road - Taylor Family Park - Conceptual

Chair Carstens passed the gavel to Vice Chair Lippert, recused himself, and left the dias. Ms. Paul-Leto presented the Taylor Family Park for conceptual review. The applicant answered questions by the board.

After the discussion, Ms. Fitzpatrick made a motion to approve with the following conditions: add a trash can at the secondary grill area; provide details and a cut sheet of the drinking fountain; study the monotone aspect of the pavilion, specifically with the boat detail; review the gate color, which is currently black. Ms. Pastor seconded, which passed unanimously.

6. Public Comment - Non Agenda Items

Chair Carstens returned to the dias. Vice Chair Lippert passed the gavel back to Chair Carstens. There were no public comments.

7. Board Business

8. Staff Reports

9. Adjournment

The meeting adjourned at 6:01 p.m.

APPROVED: September 9, 2025