



Town of Hilton Head Island DESIGN REVIEW BOARD MEETING Tuesday, September 30, 2025, 1:30 PM Minutes

1. Call to Order

Chair Carstens called the meeting to order at 1:33pm.

2. Adoption of the Agenda

Mr. Parker made a motion to approve the agenda. Vice Chair Lippert seconded, which passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of September 9, 2025

Ms. Foss made a motion to approve the meeting minutes of September 9, 2025. Ms. Fitzpatrick seconded the motion. Chair Carstens abstained from the vote. The motion passed unanimously.

4. Unfinished Business

a. DRB-000931-2025 - Crevo Tanglewood - 2 Tanglewood Drive - Final

Chair Carstens passed the gavel to Mr. Parker, recused himself, and left the dias. Vice Chair Lippert recused herself and left the dias. Melissa Paul-Leto, Principal Planner, introduced the project for final review. The applicants answered questions from the Board.

Mr. Theodore made a motion to approve with the following conditions:

1. The sconces, ceiling fans, and handrails should match colors.
2. Have an arborist look at the two pines on the property to determine if they should be saved.

Ms. Fitzpatrick seconded the motion, which passed unanimously.

b. DRB-000936-2025 - Taylor Family Park - 252 Wild Horse Road - Final

Vice Chair Lippert returned to the dias, and Mr. Parker passed her the gavel. Chair Carstens recused himself and continued to be away from the dias. Ms. Paul-Leto introduced the Taylor Family Park for final review. The applicants answered questions from the Board. The Board gave glowing reviews of the changes made since the conceptual review, including the attention to detail and overall concept of the park.

Ms. Pastor made a motion to approve with the following conditions:

1. Ensure the conduit is hidden.
2. Evaluate the roof runoff.
3. The light fixtures and fan need to be changed to dark bronze.

Mr. Parker seconded, which passed unanimously.

5. New Business

a. DRB-000291-2025 - St. James Baptist Church - Conceptual

Chair Carstens returned to the dias, and Vice Chair Lippert passed him the gavel. Mr. Parker recused himself and left the dias. Ms. Paul-Leto presented the St. James Baptist Church for conceptual review. The applicants answered questions from the Board.

After discussion, Vice Chair Lippert made a motion to approve with the following conditions:

1. Study shutter color.
2. Show the canopy of the existing trees.
3. Review understory tree coverage, especially the ginkos.
4. Study bathroom shutter detailing and color.
5. Show the hood screen on the roof plan.
6. Show gutters/downspouts on the roof plan and elevations.
7. Consider uplighting of the mature oaks on the site.
8. Provide a full lighting plan to include the parking lot and the building with all the photometrics.

Ms. Foss seconded, which passed unanimously.

b. DRB-000930-2025 - Town of Hilton Head Island Crossings Park Phase 1 - 30 Arrow Road - Conceptual

Mr. Parker returned to the dias. Mr. Theodore recused himself and left the dias. Ms. Paul-Leto introduced the Crossing Park pickleball court, Phase 1, for conceptual review. The applicant answered numerous questions from the Board.

After discussion, Vice Chair Lippert made a motion to approve with the following conditions:

1. Provide detailing on the 8-foot fence.
2. Provide composite elevations and show pavilions and minor structures.
3. Show cut sheet of bollards and two-tier seating.
4. Screening of the split system.

5. Clarify turf locations.
6. Study the colors of the pickleball courts, understanding that they have to be contrasting.
7. Details of the shed and dumpster enclosure.
8. Provide details on internal fences.
9. Study all the rooflines.
10. Study the massing and material selections: datum lines, cap details, bracket details, trim elements, barn doors.
11. Clarify the height of the minor pavilions.
12. Make sure all elevations are shown and detailed.
13. All remaining elements and cut sheets are included in the final; light fixtures, bike racks, etc.
14. Details on the siding: board & batten and include color — noting that white is too reflective.

Ms. Fitzpatrick seconded, which passed unanimously.

6. Public Comment - Non Agenda Items

7. Board Business

Ms. Foss brought up concerns and questions for staff, requesting that the Design Guide rewrite include restaurant furniture, and that the Town should enforce previously approved projects to ensure design compliance.

8. Staff Reports

9. Adjournment

This meeting adjourned at 4:22 p.m.