Town of Hilton Head Island
DESIGN REVIEW BOARD MEETING
Tuesday, October 28, 2025, 1:30 PM
Minutes

1. Call to Order

Chair Carstens called the meeting to order at 1:30pm.

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

2. Adoption of the Agenda

Melissa Paul-Leto, Principal Planner, proposed changes to the published agenda order. The change moved St. James Baptist Church to the second item in Unfinished Business, and moved Black Marlin Outdoor Bar to the first item in New Business.

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

3. Approval of the Minutes

a. Regular Meeting Minutes of October 14, 2025

Ms. Fitzpatrick made a motion to approve the meeting minutes of October 14, 2025. Mr. Theodore seconded. The motion passed unanimously.

4. Unfinished Business

a. DRB-001013-2025 - Patterson Family Park - Final

Chair Carstens recused himself, passed the gavel to Vice Chair Lippert, and left the dias. Ms. Paul-Leto introduced the Patterson Family Park for Final review. The applicant answered questions from the Board. Mr. Parker motioned to approve with the following conditions: the roof color will change to be non-reflective; all conduit will be hidden to the greatest extent possible. Ms. Pastor seconded. Vice-Chair Lippert denied the motion which passed by a vote of 5 to 1.

b. DRB-001018-2025 - Union Cemetery Road — St. James Baptist Church — Final

Vice Chair Lippert passed the gavel to Chair Carstens who returned to the dias. Mr. Parker recused himself and left the dias. Ms. Paul-Leto presented the St. James Baptist Church for final review. The applicant answered questions from the Board. Vice Chair Lippert motioned to approve under the following conditions: confirmation of the school building as part of the scope and ramp details; drawings of the heights of the various building elements; the can light cut sheet will be submitted; the louver colors will match the building siding; the stained glass will be included in the resubmittal to staff; the brick crossings should not be painted but instead a contrasting brick; the gutters and downspouts will match the roof color. Ms. Pastor seconded. The motion passed unanimously.

5. New Business

a. DRB-001002-2025 - 86 Helmsman Way - Black Marlin Outdoor Bar - Conceptual

Mr. Parker recused himself and remained away from the dias. Ms. Paul-Leto presented the Black Marlin Outdoor Bar for conceptual review. The applicant answered questions from the Board. Vice Chair Lippert motioned to approve under the following conditions: study the roof extent as it relates to the Carolina Crab Company nearby so that those corners do not connect in plan but are more like the right side elevation; clarify how the pavement will be repaired to match existing; provide countertop materials, roof materials, tv's, fans, lights, colors of the garage doors, including the slats on the side; confirm that all the bar equipment is below the countertop height; provide heights for anything within the center portion of the structure like various equipment, heaters, etc. that get mounted. Ms. Foss seconded. The motion passed unanimously.

b. DRB-000964-2025 - 124 Arrow Road - Monument Sign

Mr. Parker returned to the dias while Mr. Theodore recused himself and left. Ms. Paul-Leto presented the Monument Sign for review. The applicant answered questions from the Board. The Board suggested that a hierarchy on the sign would make it look less like a directory, a stucco base should be added, the cap color should not be white, the sign's relative size and location to the building almost make the sign moot and lighting should be considered. Chair Carstens motioned for the applicant to implement input from the Board and resubmit the project to staff and the Chair and Vice Chair for review. Mr. Parker seconded. The motion was approved unanimously.

6. Public Comment - Non Agenda Items

Mr. Theodore returned to the dias. Citizen Taiwan Scott spoke in reference to cultural expression through design colors and asked that the Board consider colors that reflect the Gullah Geechee community in addition to the Town color scheme as we introduce more parks to the area and update the LMO.

7. Board Business

The Board discussed Beach Properties of Hilton Head and requested that staff review what was approved regarding the primer and roof color. An update on construction near Crazy Crab was requested. Staff proposed that 2026 meetings take place on Wednesdays which would require Board approval and an amendment to the Rules of Procedure.

8. Staff Reports

9. Adjournment

The meeting adjourned at 3:38pm.

APPROVED: 11-12-25