



Town of Hilton Head Island

Design Review Board Meeting

Wednesday, January 14, 2026, 2:30 PM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

The Design Review Board meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of December 23, 2025.
- 4. Unfinished Business**
- 5. New Business**
- 6. Public Comment - Non Agenda Items**
- 7. Board Business**
 - a. Design Guide Update Discussion
- 8. Staff Reports**
- 9. Adjournment**

FOIA Compliance: Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:
“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town.”



Town of Hilton Head Island DESIGN REVIEW BOARD MEETING Tuesday, December 23, 2025, 2:30 PM Minutes

1. Call to Order

Chair Carstens called the meeting to order at 2:30 p.m.

In attendance: Chair Carstens, Megan Fitzpatrick, Tom Parker, Patricia Pastor, and Cathy Foss.

2. Adoption of the Agenda

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

3. Approval of the Minutes

a. Regular Meeting Minutes of November 25, 2025

Ms. Foss made a motion to approve the meeting minutes of November 25, 2025. Ms. Fitzpatrick seconded. The motion passed unanimously.

b. Regular Meeting Minutes of December 9, 2025

Ms. Foss made a motion to approve the meeting minutes of December 9, 2025. Ms. Pastor seconded. The motion passed unanimously.

4. Unfinished Business

a. DRB-001104-2025 - 2 Lafayette Place — Chase Bank - Alteration

Melissa Paul-Leto, Principal Planner, presented Chase Bank for alterations. The applicant answered questions from the board. Ms. Pastor made a motion to approve with the following conditions: evaluating the white light fixture that is currently shown as a residential light fixture and changing that to a commercial-type fixture, as well as reevaluating the color of the light fixture, provide color chips to staff for all the paint, glass, and door choices, confirm that the gray roofing shingle is Cobblestone Gray, provide an updated landscape plan to address the comments that were made by Chair Carstens which included screening the dumpster, reevaluating the central portion of the island, providing evergreen shrubs around the foundation, not including the Hosta plant, removing the Witch Hazel and considering an oak, which is then to be reviewed by the board. Mr. Parker seconded the motion. The motion passed unanimously.

5. New Business

6. Public Comment - Non Agenda Items

7. Board Business

a. Review and Approval of the Proposed 2026 Meeting Dates

Mr. Parker made a motion to approve the proposed 2026 meeting dates. Ms. Foss seconded. The motion passed unanimously.

8. Staff Reports

Melissa Paul-Leto presented November and December minor corridor reviews to the board.

9. Adjournment

The meeting was adjourned at 3:08 p.m.