



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

1. Call to Order

Chair Carstens called the meeting to order at 2:33 pm.

In attendance: Chairman Judd Carstens, Megan Fitzpatrick, Todd Theodore, Cathy Foss. Vice Chair Annette Lippert, Patty Pastor and Tom Parker (recused) were excused.

2. Adoption of the Agenda

Mr. Theodore made a motion to adopt the agenda. Ms. Fitzpatrick seconded. The motion passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of October 28, 2025

Ms. Foss made a motion to approve the meeting minutes of October 28, 2025. Mr. Theodore seconded. The motion passed unanimously.

4. Unfinished Business

a. DRB-001075-2025 - Sandalwood Food Pantry - 8 August Lane - Final

Melissa Paul-Leto presented the Sandalwood Food Pantry for final review. The applicant answered questions from the Board. Ms. Fitzpatrick motioned to approve with the following conditions: include exterior lighting cut sheet; add gravel to connect pathway; ensure gates and hardware on barn doors will be dark bronze. Ms. Foss seconded. The motion passed unanimously.

5. New Business

6. Public Comment - Non Agenda Items

7. Board Business

The Board called for confirmation at the earliest opportunity that the next meeting will be held on the 25th. A follow-up discussion on signage and window pane color for One Hot Mama's was requested.

8. Staff Reports

9. Adjournment

The meeting adjourned at 2:50pm.

