



Town of Hilton Head Island DESIGN REVIEW BOARD MEETING Tuesday, November 25, 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, Vice Chair Lippert, Tom Parker and Cathy Foss.

2. Adoption of the Agenda

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

3. Approval of the Minutes

a. Regular Meeting Minutes of November 12, 2025

Mr. Parker made a motion to table the meeting minutes of November 12, 2025 until the next meeting. Ms. Foss seconded.

4. Unfinished Business

a. DRB-001095-2025 - 70 Beach City Road — First African Baptist Church - Final

Melissa Paul-Leto, Principal Planner, presented the First African Baptist Church for final review. The applicant answered questions from the board. Mr. Parker made a motion to approve with the following conditions: the drawings should be updated to eliminate inconsistency in the detailing of the graphics on the different elevations to include the pilasters matching symmetrically and window trim detail, service yard should provide a detail to confirm its location, the stair and ramp coordination and architecture of the existing building to Civil, the gothic arch should be reconfigured to avoid the roof, a site-built colorboard should be constructed for staff review of all materials including the roof, the coordinated drawings should be submitted for staff review and approval to avoid a return before the Board, the cut sheet steeple that was submitted is approved and will be on the coordinated set of drawings reflecting no cross, the elevations should be vetted and coordinated into one consistent set for staff to review. Ms. Foss seconded. The vote passed unanimously.

5. New Business

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

Melissa Paul-Leto presented Chase Bank for alterations. The applicant answered questions from the Board. The application was withdrawn to address comments from the

Board and offer an opportunity to provide a fuller set in order to make a more informed motion on the item.

6. Public Comment - Non Agenda Items

7. Board Business

Ms. Paul-Leto will notify the Board of proposed changes to the rules of procedure in advance of the next meeting and provide photos to be approved for submission into the design guide.

8. Staff Reports

9. Adjournment

The meeting was adjourned at 3:36 p.m.