



Town of Hilton Head Island DESIGN REVIEW BOARD MEETING Wednesday, January 28, 2026, 2:30 PM Minutes

1. Call to Order

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

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

2. Adoption of the Agenda

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

3. Approval of the Minutes

a. Regular Meeting Minutes of January 14, 2026

Ms. Pastor made a motion to approve the minutes of January 14, 2026. Ms. Foss seconded. The motion passed unanimously.

4. Unfinished Business

a. DRB-000045-2026 - Shelter Cove Expansion Phase 2 - Final

Chair Carstens recused himself and Principal Planner, Melissa Paul-Leto, presented the Shelter Cove Park Expansion for final review. The applicant answered questions from the board. Mr. Parker made a motion to approve with the following conditions: study the playground Ballard lighting and explore Ballard alternatives that provide a louver or open lens if possible. The motion passed unanimously.

5. New Business

a. DRB-001208-2025 - 840 William Hilton Parkway - The Atrium Building - Conceptual

Chair Carstens and Mr. Tom Parker both recused themselves. Melissa Paul-Leto presented the Atrium Building for conceptual review. The applicant answered questions from the board. Mr. Theodore made a motion to approve with the following conditions: study the score line, incorporate more island character, study the columns, provide more landscaping, lighting, outdoor, and overall detail, provide adequate and compatible parking, and provide a roof plan. Ms. Pastor seconded the motion. The motion passed unanimously.

6. Public Comment - Non Agenda Items

7. Board Business

Chair Carstens and Mr. Tom Parker returned to the dais. Principle Planner Melissa Paul-Leto compiled the board's revisions to the Design Guide and these updates will be reviewed at the February 11, 2026 meeting.

8. Staff Reports

9. Adjournment

The meeting was adjourned at 4:06 p.m.