



Town of Hilton Head Island DESIGN REVIEW BOARD MEETING Wednesday, March 11, 2026, 2:30 PM Minutes

1. Call to Order

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

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

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 February 25, 2026

Ms. Fitzpatrick made a motion to approve the minutes of February 25, 2026. Mr. Theodore seconded. The motion passed unanimously.

4. Unfinished Business

a. DRB-000212-2026 - 840 William Hilton Parkway - The Atrium Building - Final

Chair Carstens and Mr. Tom Parker both recused themselves. Principle Planner Melissa Paul-Leto presented The Atrium Building for final review. The applicant answered questions from the board. Ms. Fitzpatrick made a motion to approve with the following conditions: outdoor areas associated with the upper level spaces, such as the balcony, shall not be utilized for commercial recreation purposes. The applicant will need to provide a building section illustrating the relevant upper-level outdoor areas and a plan notation clearly identifying these outdoor areas and their intended use for verification. Mr. Theodore seconded. The motion passed unanimously.

5. New Business

a. DRB-000215-2026 - 862 William Hilton Parkway - Alteration

Chair Carstens remained recused and Mr. Tom Parker returned to the Dais. Melissa Paul-Leto presented 862 William Hilton Parkway to the board for alterations. The applicant answered questions from the board. Mr. Parker made a motion to approve with the following conditions: improve integral lights in the lockers to meet guidelines standards once submitted and confirm that the parking count is not affected by taking out three spaces. Ms. Pastor seconded. The motion passed 4:1.

6. Public Comment - Non Agenda Items

Chair Carstens returned to the dais. Martin Lesch made a public comment regarding board ethics.

7. Board Business

- a.** Discussion of proposed updates to the existing Design Guide and direction on advancing the updated Design Guide.

Melissa Paul-Leto presented the Board's remaining comments regarding multiple elements of the Design Guide. Board members discussed their concerns and provided additional clarification and elaboration on their feedback. A draft of the Design Guide will be presented at the March 25, 2026, meeting.

8. Staff Reports

9. Adjournment

The meeting adjourned at 4:36 p.m.