



Town of Hilton Head Island

Design Review Board Meeting

Wednesday, May 13, 2026, 2:30 PM

**1 Town Center Court, Hilton Head Island, SC
Conference Room Four**

The Design Review Board meeting will be held in person at Town Hall in Conference Room Four

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of April 22, 2026
- 4. Unfinished Business**
 - a. DRB-000930-2025 - 30 Arrow Road - Crossing Park - Conceptual
- 5. New Business**
- 6. Public Comment - Non Agenda Items**
- 7. Board Business**
- 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 Wednesday, April 22, 2026, 2:30 PM Minutes

1. Call to Order

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

2. Adoption of the Agenda

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

3. Approval of the Minutes

a. Regular Meeting Minutes of April 7, 2026

Ms. Foss made a motion to approve the April 7, 2026 meeting minutes. Ms. Fitzpatrick seconded. The motion passed unanimously.

4. Unfinished Business

a. DRB-000353-2026 - 1 North Forest Beach Drive - Alteration

Principle Planner Melissa Paul-Leto presented 1 North Forest Beach Drive to the board for alterations. The applicant answered questions from the board. Ms. Pastor made a motion to approve with the following conditions: study the trellis as it relates to parking. Ms. Foss seconded. The motion passed unanimously.

5. New Business

6. Public Comment - Non Agenda Items

7. Board Business

8. Staff Reports

9. Adjournment

The meeting adjourned at 2:53 p.m.

**30 Arrow Road
Crossings Park
Conceptual
May 13, 2026
DRB-000930-2025**



Town of Hilton Head Island
 Community Development Department
 1 Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-341-2087
hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received: _____	
Accepted by: _____	
App. #: DRB: _____	

APPLICATION PACKET FOR MINOR CORRIDOR REVIEW

Applicant		Property Owner	
Name:	John T. Hughes AIA	Name:	Neal Eike
Phone:	912-298-2112	Phone:	843-384-4711
Mailing Address:	321 West Congress St. Ste 301 Savannah, GA 31401	Mailing Address:	4 Office Way Hilton Head Island, SC 29928
Email:	JohnHughes@LS3P.com	Email:	neale@hiltonheadislandsc.gov
Town Business License # (if applicable):			
Project Information			
Parcel Number (PIN) R <u>5</u> <u>5</u> <u>0</u> <u>0</u> <u>1</u> <u>4</u> <u>0</u> <u>0</u> <u>0</u> <u>0</u> <u>7</u> <u>6</u> <u>3</u> <u>0</u> <u>0</u> <u>0</u> <u>0</u>			
Project Name:	Crossings Park Phase I - Pickleball Athletic complex		
Project Address:	30 Arrow Road, Hilton Head Island, SC 29926		
Zoning District	PR	Overlay District(s):	COR
Project Description:	Design of an new pickleball athletic complex within the Crossings Park Development. Project consists of a clubhouse, shading canopies, a maintenance shed, new pickleball courts and associated parking.		
Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application			
<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO			
Disclaimer: The Town of Hilton Head Island assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:			Date: <u>4/27/2026</u>
Applicant Signature:			Date: <u>04/27/2026</u>



Town of Hilton Head Island MINOR CORRIDOR REVIEW APPLICATION Process Narrative

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Land Management Ordinance (LMO) requirements for obtaining application approval in the Town of Hilton Head Island. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Hilton Head Island's Land Management Ordinance. The Town of Hilton Head Island's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Hilton Head Island and the current Strategic Plan to guide their review. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1: Application Submittal	Applicant
An application for Minor Corridor Review may be submitted by the landowner(s) of the land on which development is proposed or a person authorized in writing to submit the application on behalf of the landowner(s).	
Step 2: Staff Review and Action	Staff
On receiving an application, the Official shall review and make a final decision on the application in accordance with Sec. 16-2-102.D. The Official's decision shall be based on the standards in Sec. 16-2-103.I.5, Corridor Review (Minor and Major) Standards, and shall be one of the following: <ul style="list-style-type: none"> • Approve the application; • Approve the application subject to conditions of approval; or • Deny the application. 	
Step 3: Notice of Decision	Staff
The Official shall provide written notice of the final decision on the application within five business days after the final decision. A copy of the decision shall also be made available to the public at Town Hall during normal business hours.	



**Town of Hilton Head Island
MINOR CORRIDOR REVIEW APPLICATION
Minimum Requirements for Submittal**

- An Application Review Fee as determined by the Town of Hilton Head Island Master Fee Schedule. Checks payable to Town of Hilton Head Island.
 - A completed Affidavit of Ownership
 - N/A Private covenant and/or restrictions, if applicable.
 - Photographs and/or drawings of existing development.
 - Site Plan (1"=30' minimum scale) showing location of existing development.
 - Drawings, material samples and/or color samples of proposed changes.
 - Private Architectural Review Board (ARB) Notice of Action (if applicable): When a project is within the jurisdiction of an ARB, the applicant shall submit such ARB's written notice of action per LMO Section 16-2-103.1.4.b.iii.01. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.
- N/A: submittal is for Concept stage only - Prior concept submittal comments are attached

Applicant Signature:

Date:



Town of Hilton Head Island
 Community Development Department
 1 Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-341-2087
hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY
Date Received: _____
Accepted by: _____
Permit #: _____

AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS PERMISSION TO ENTER PROPERTY


The undersigned being duly sworn and upon oath states as follows:

- I am the current owner of the property which is the subject of this application.
- I hereby authorize John Hughes/LS3P to act as my agent for this application only.
- All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
- The application is being submitted with my knowledge and consent.
- Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at 30 Arrow Rd., Hilton Head Island, SC 29926 (address), R 550 014 000 0763 0000 (parcel ID) for the purpose of application review, for the limited time necessary to complete that purpose.
 Description of Work: Design of an new pickleball athletic complex within the Crossings Park Development. Project consists of a clubhouse, shading canopies, a maintenance shed, new pickleball courts and associated parking.
- Owner agrees to hold the Town harmless for any loss or damage to persons or property occurring on the private property during the Town's entry upon the property, unless the loss or damage is the result of the sole negligence of the Town.
- I acknowledge that the Town of Hilton Head Island Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with the following provisions that:
 - any enclosed area below the base flood elevation will be used solely for parking of vehicles, limited storage or access to the building. This space will never be used for human habitation without first becoming fully compliant with the Town's Flood Damage Controls Ordinance in effect at the time of conversion.
 - all interior walls, ceilings and floors below the base flood elevation will be constructed of flood resistant materials.
 - all mechanical, electrical and plumbing devices will be installed above base flood elevation.
 - walls of the enclosed area below base flood elevation will be equipped with at least two openings which allow automatic entry and exit of flood water. Openings will be on two different walls with at least one square inch of free area for every square foot of enclosed space and have the bottom of openings no more than a foot above grade.
 - the structure may be subject to increased premium rates for flood insurance from the National Flood Insurance Program.
- I understand that failure to abide by Town permits, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

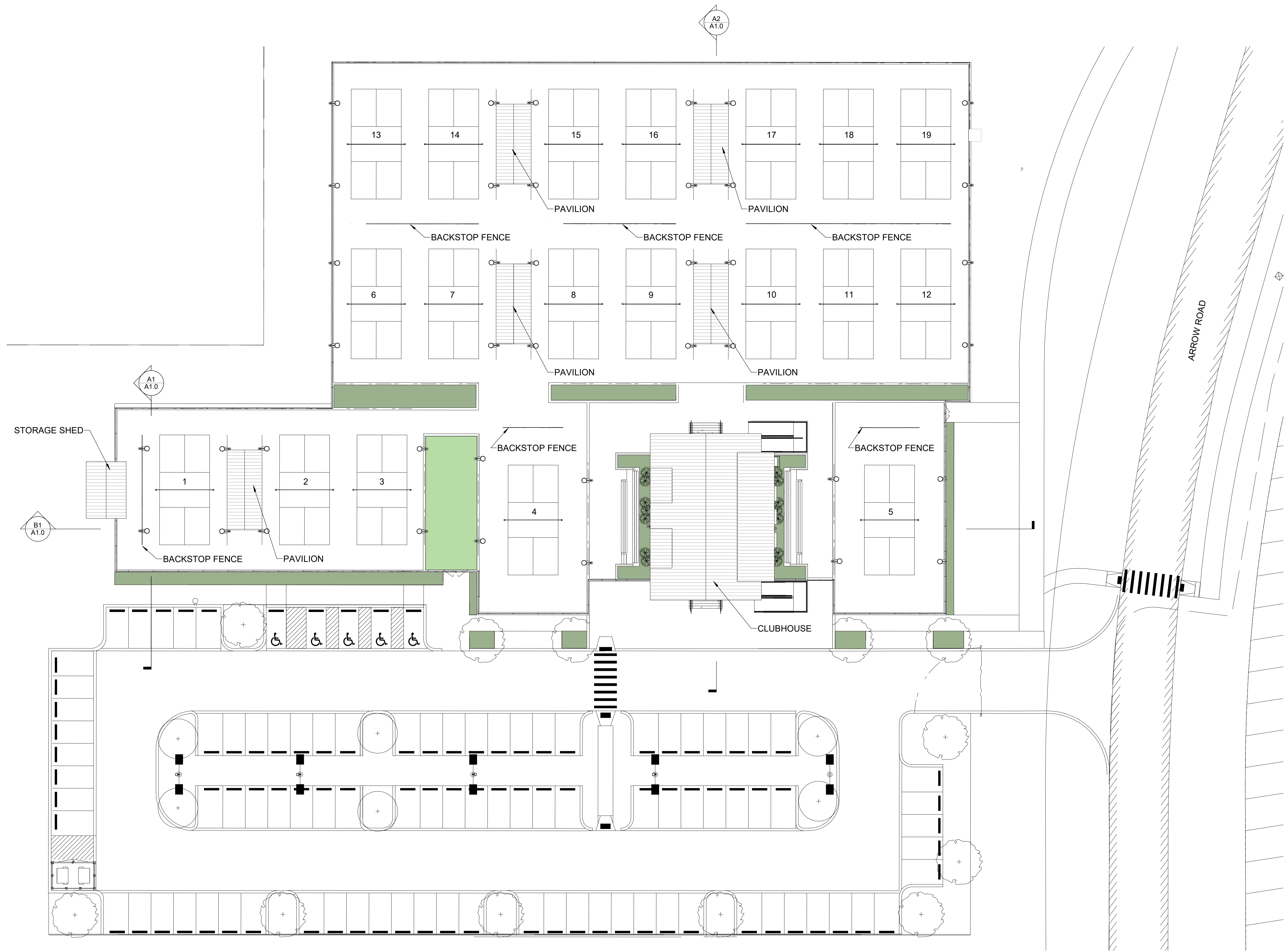
Print Name: Neal Eike Owner Signature:  Date: 4/27/2026
 Phone No.: 843-384-4711 Email: neale@hiltonheadislandsc.gov

The foregoing instrument was acknowledged before me by Neal Eike, who is personally known to me or has produced known as identification and who did not take an oath.

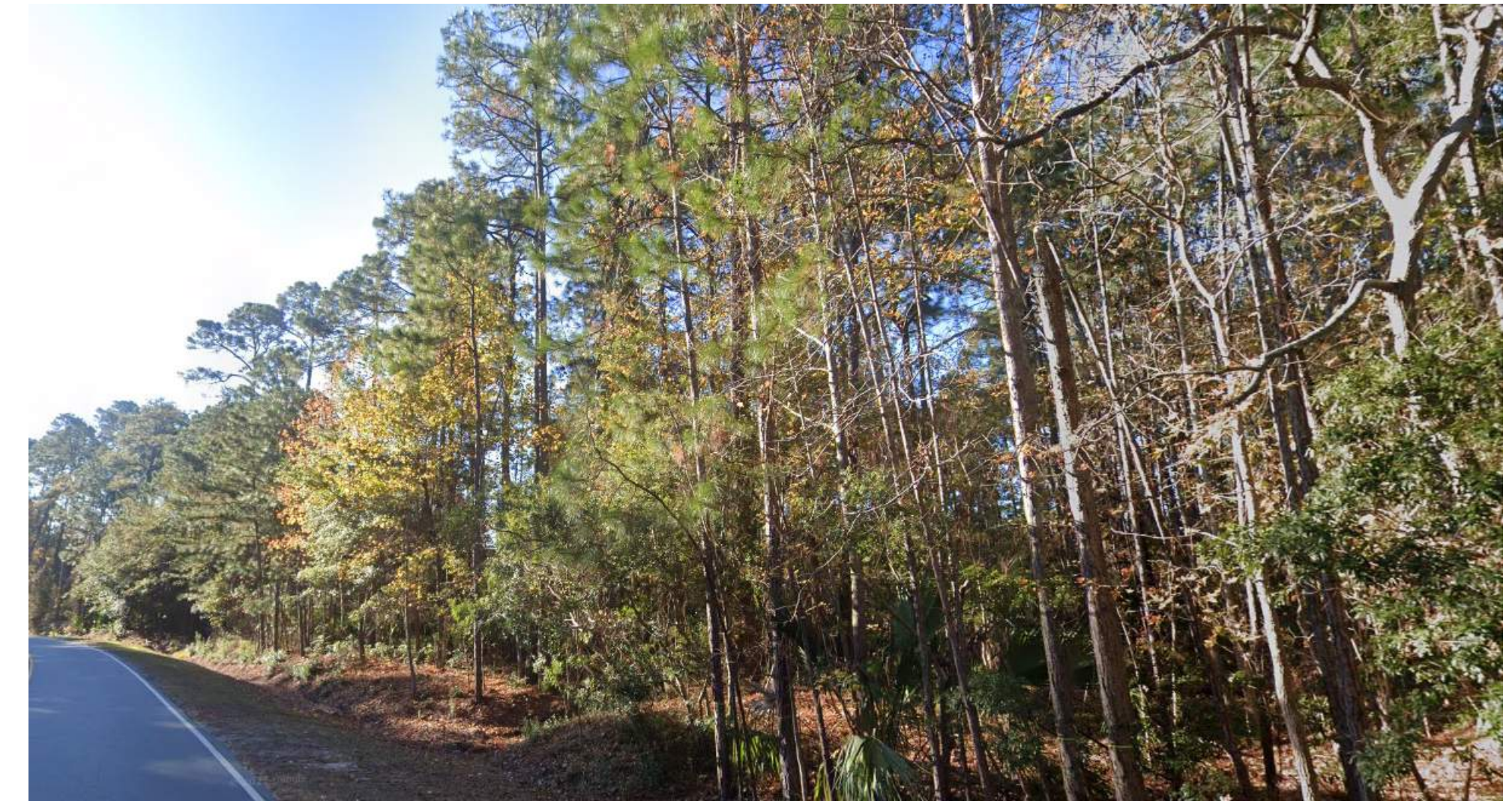
WITNESS my hand and official seal this 27 day of April, A.D., 2026.

 My Commission expires: 1/30/34
 Notary Public Signature Please affix seal or stamp

**30 Arrow Road
Crossings Park
Conceptual
Plan Set
May 13,2026
DRB-000930-2025**

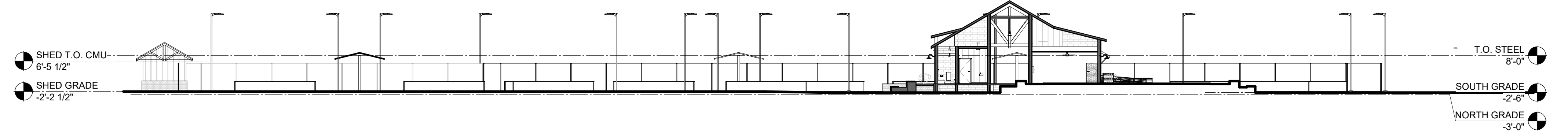
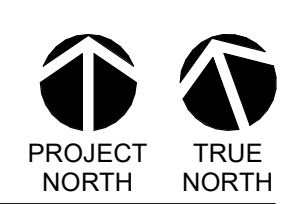


EXISTING SITE IMAGES



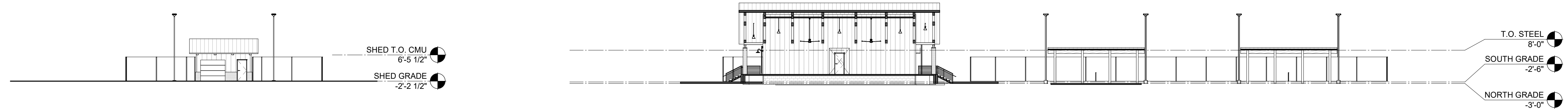
ARCHITECTURAL SITE PLAN - SCHEMATIC

1" = 20' - 0"



B1 ARCHITECTURAL SITE SECTION A - SCHEMATIC

1" = 20'-0"



A1 ARCHITECTURAL SITE SECTION B - SCHEMATIC

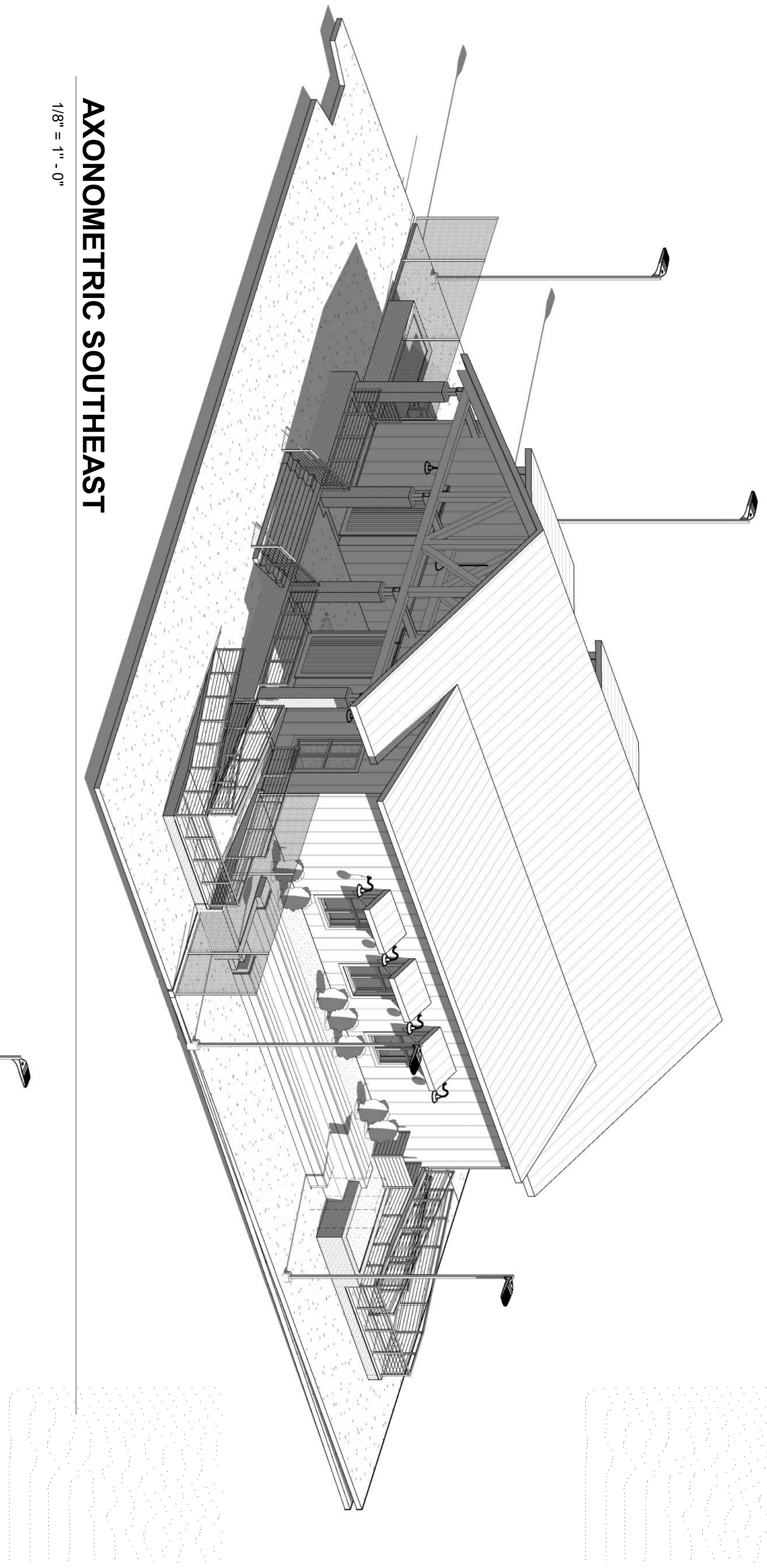
1" = 20'-0"

A2 ARCHITECTURAL SITE SECTION C - SCHEMATIC

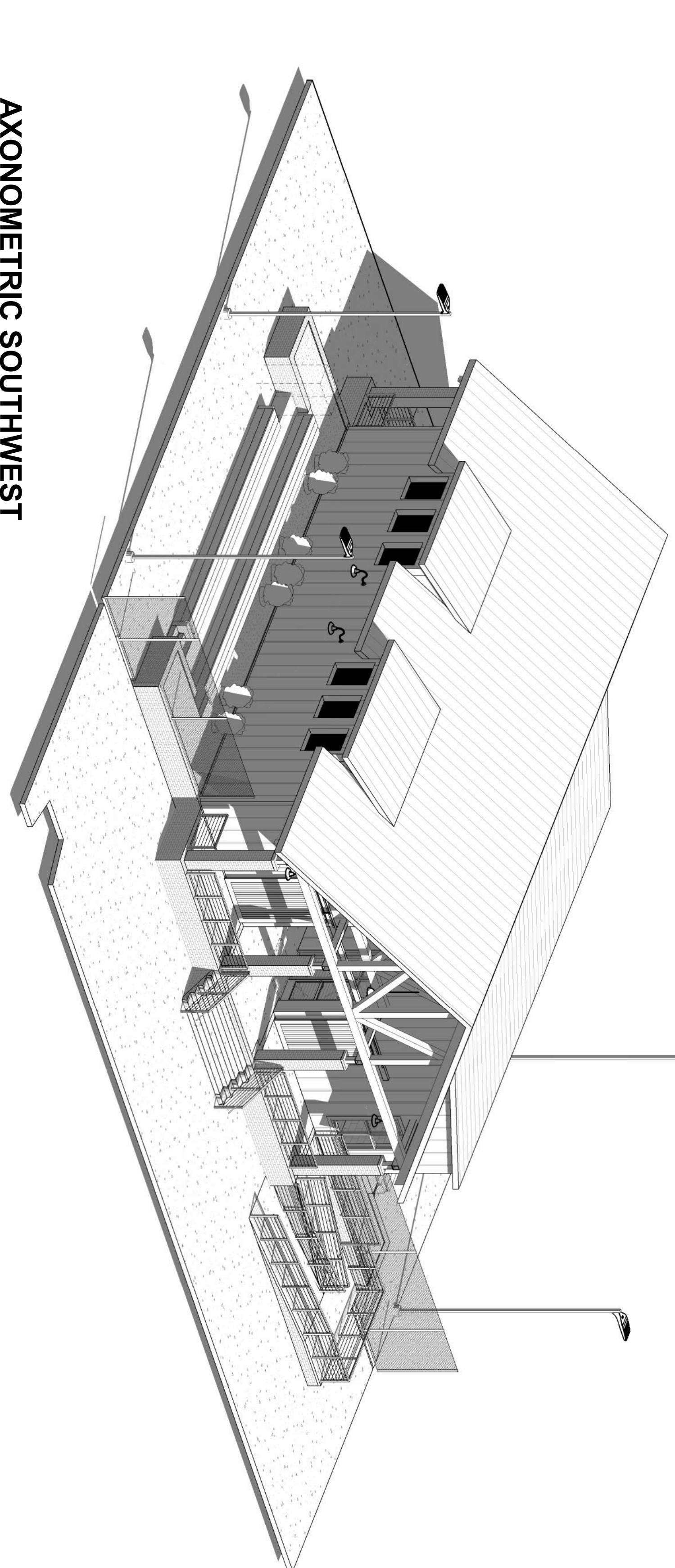
1" = 20'-0"

A1.0 SITE PLAN / SITE SECTIONS

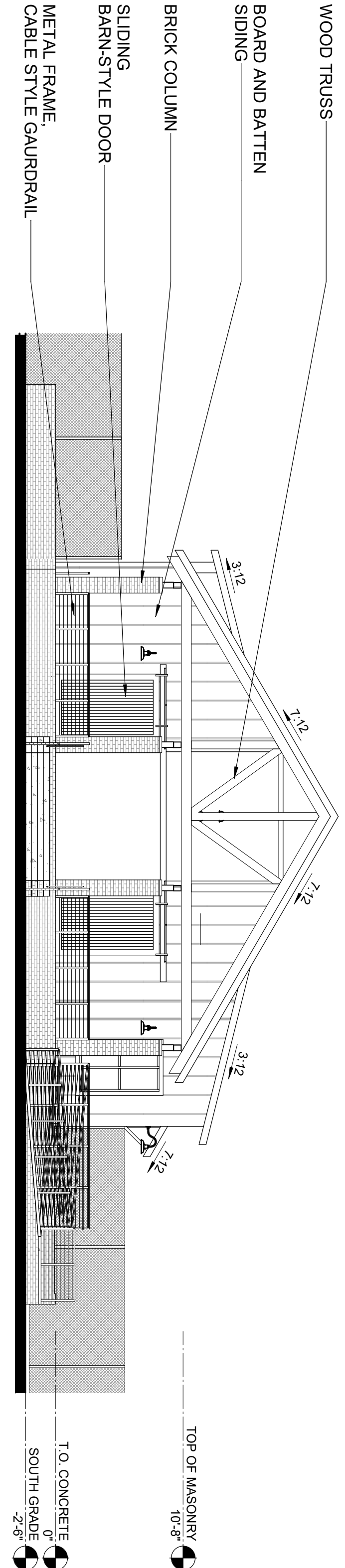




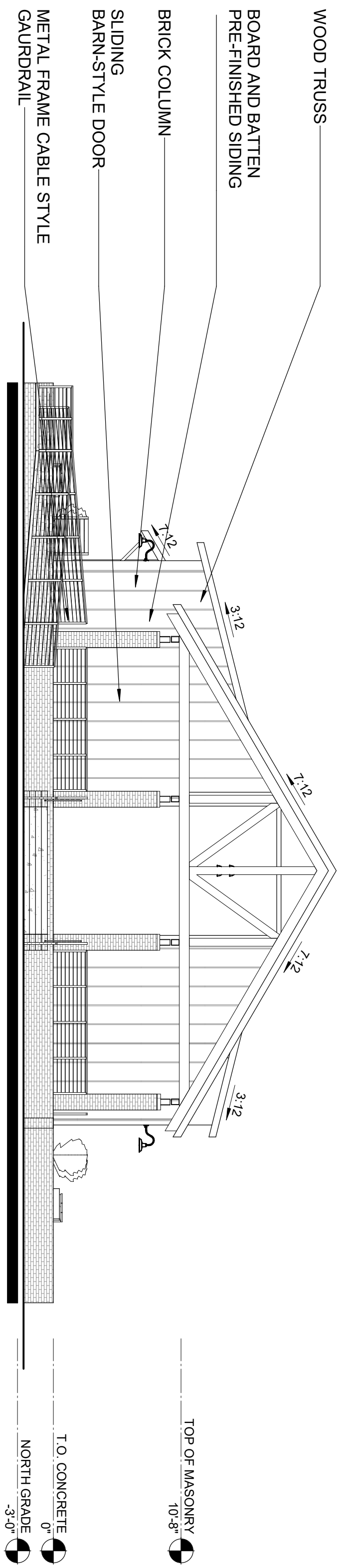
AXONOMETRIC SOUTHEAST
1/8" = 1'-0"



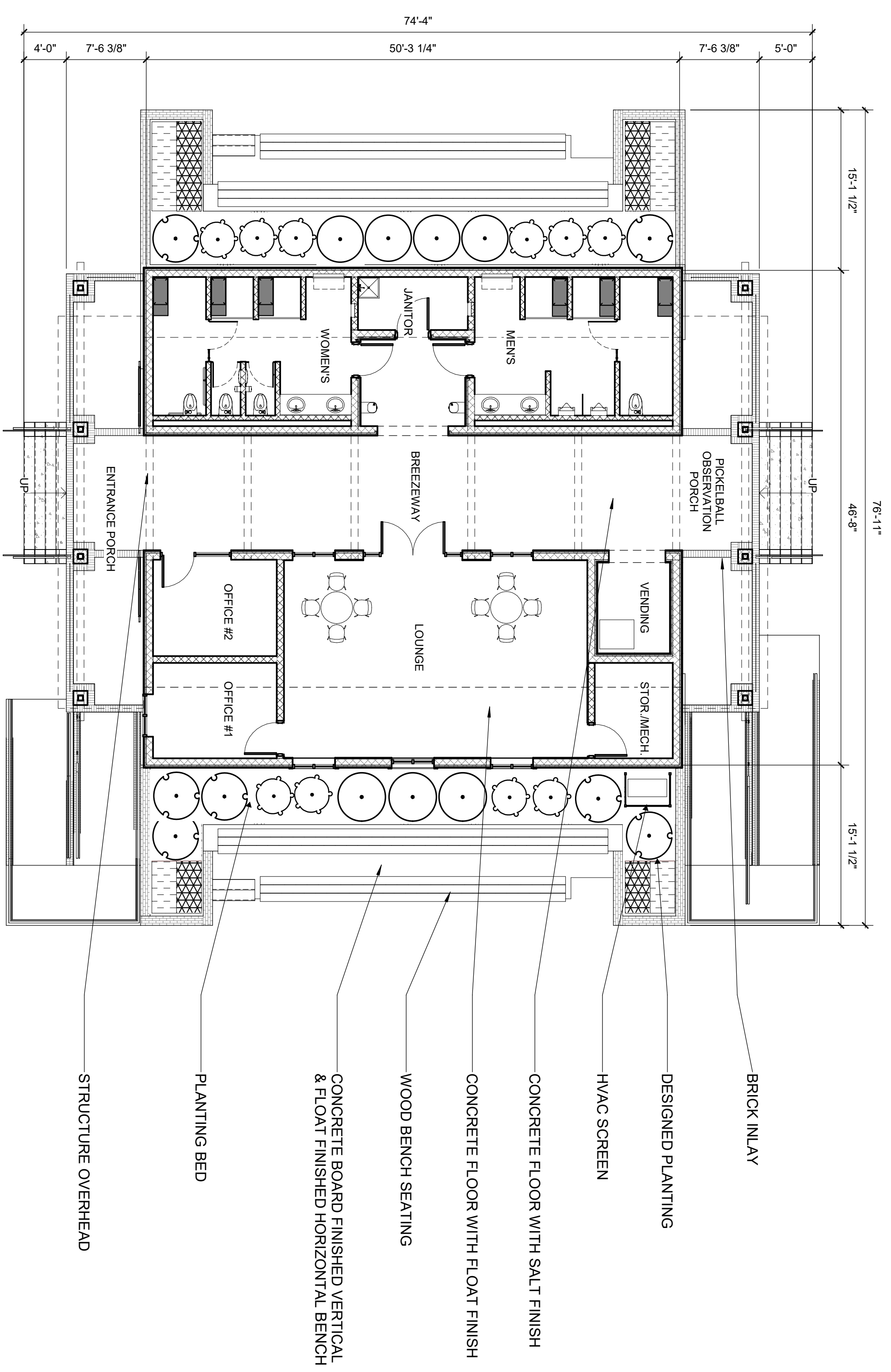
AXONOMETRIC SOUTHWEST
1/8" = 1'-0"



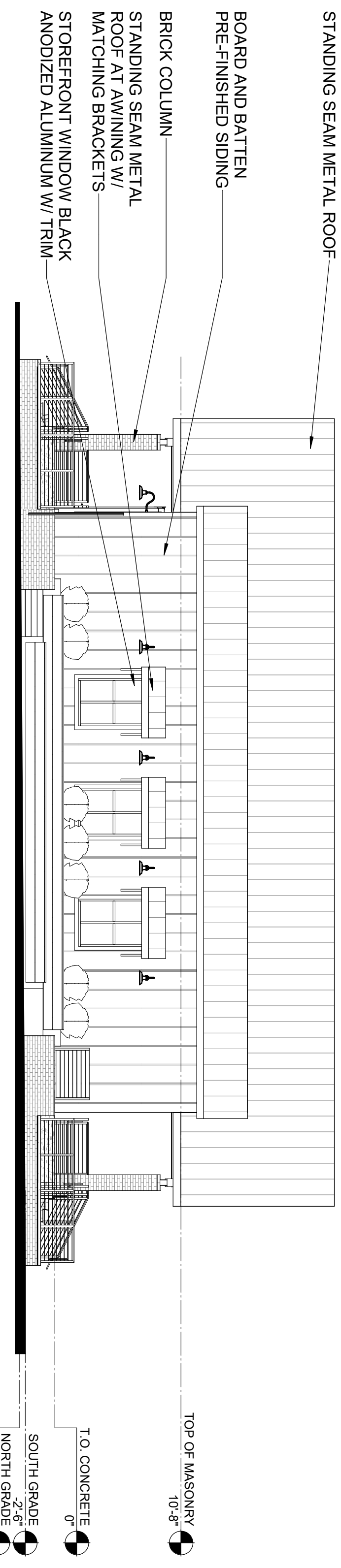
ELEVATION - EXTERIOR - SOUTH
1/8" = 1'-0"



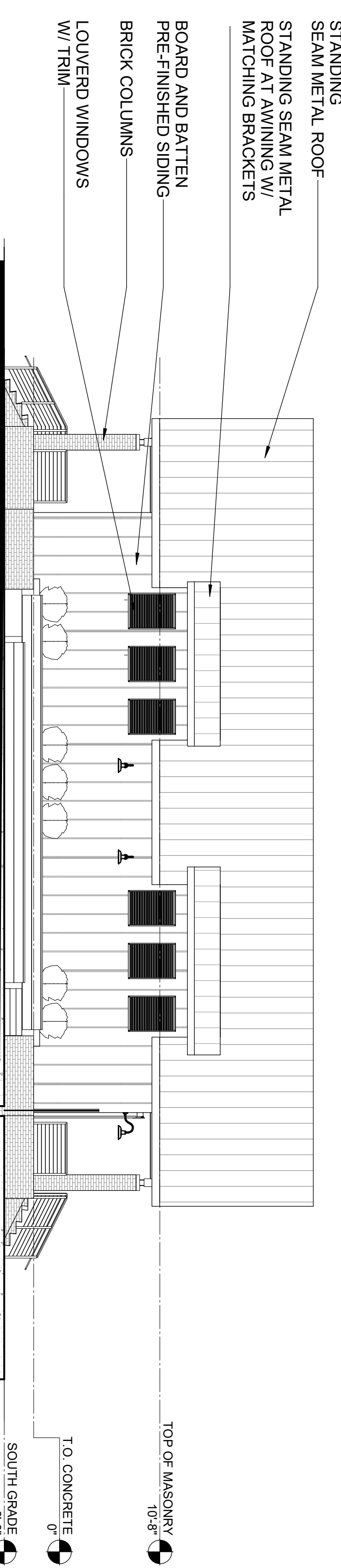
ELEVATION - EXTERIOR - NORTH
1/8" = 1'-0"



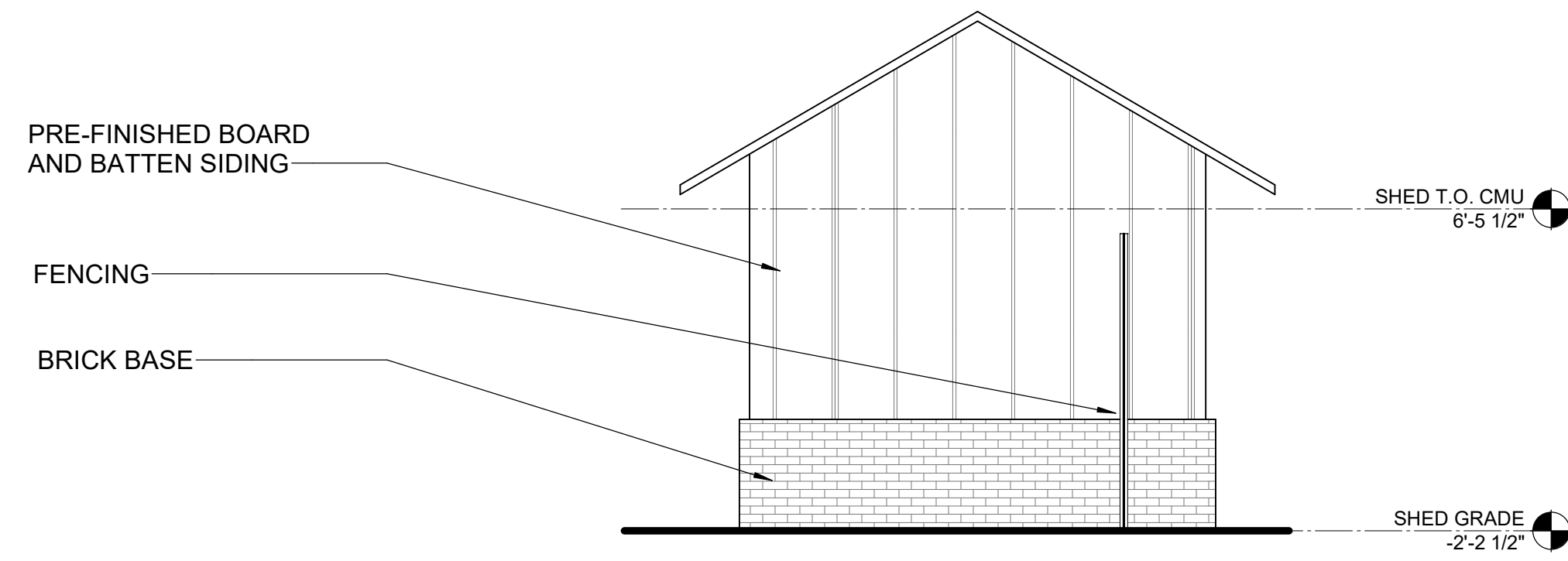
FLOOR PLAN - ARB
1/8" = 1'-0"



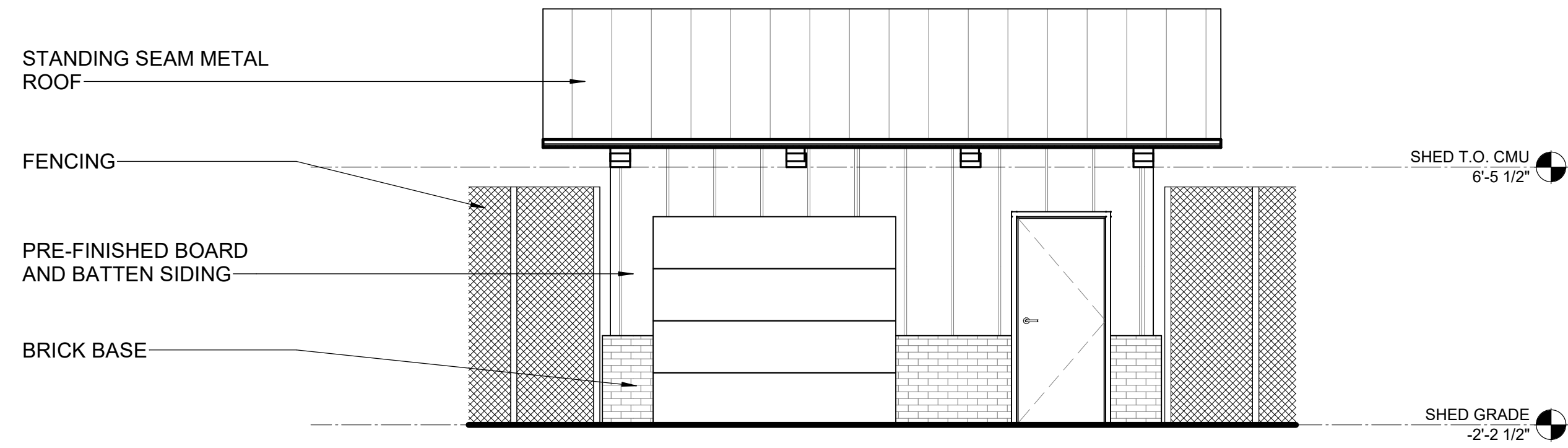
ELEVATION - EXTERIOR - EAST
1/8" = 1'-0"



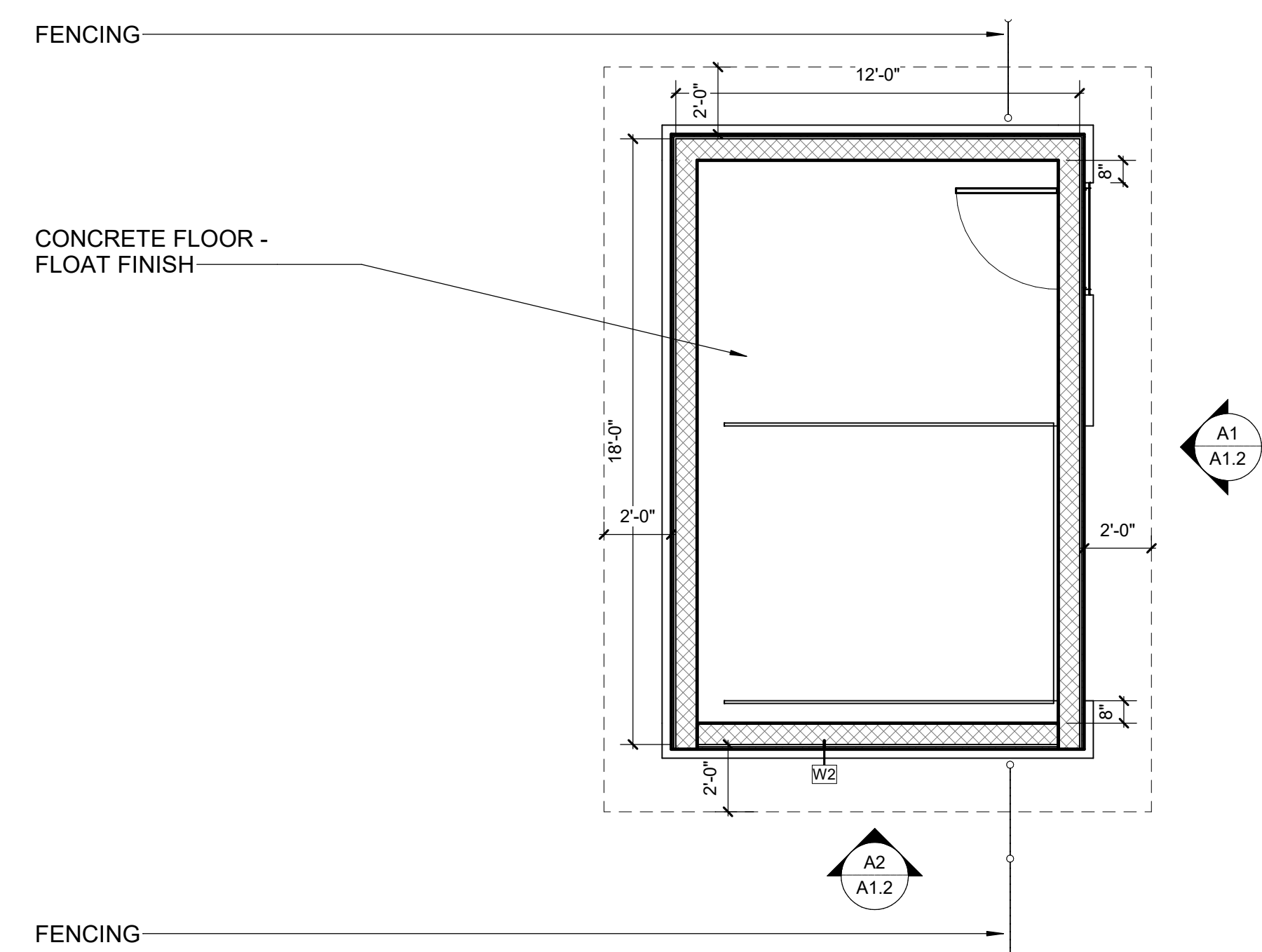
ELEVATION - EXTERIOR - WEST
1/8" = 1'-0"



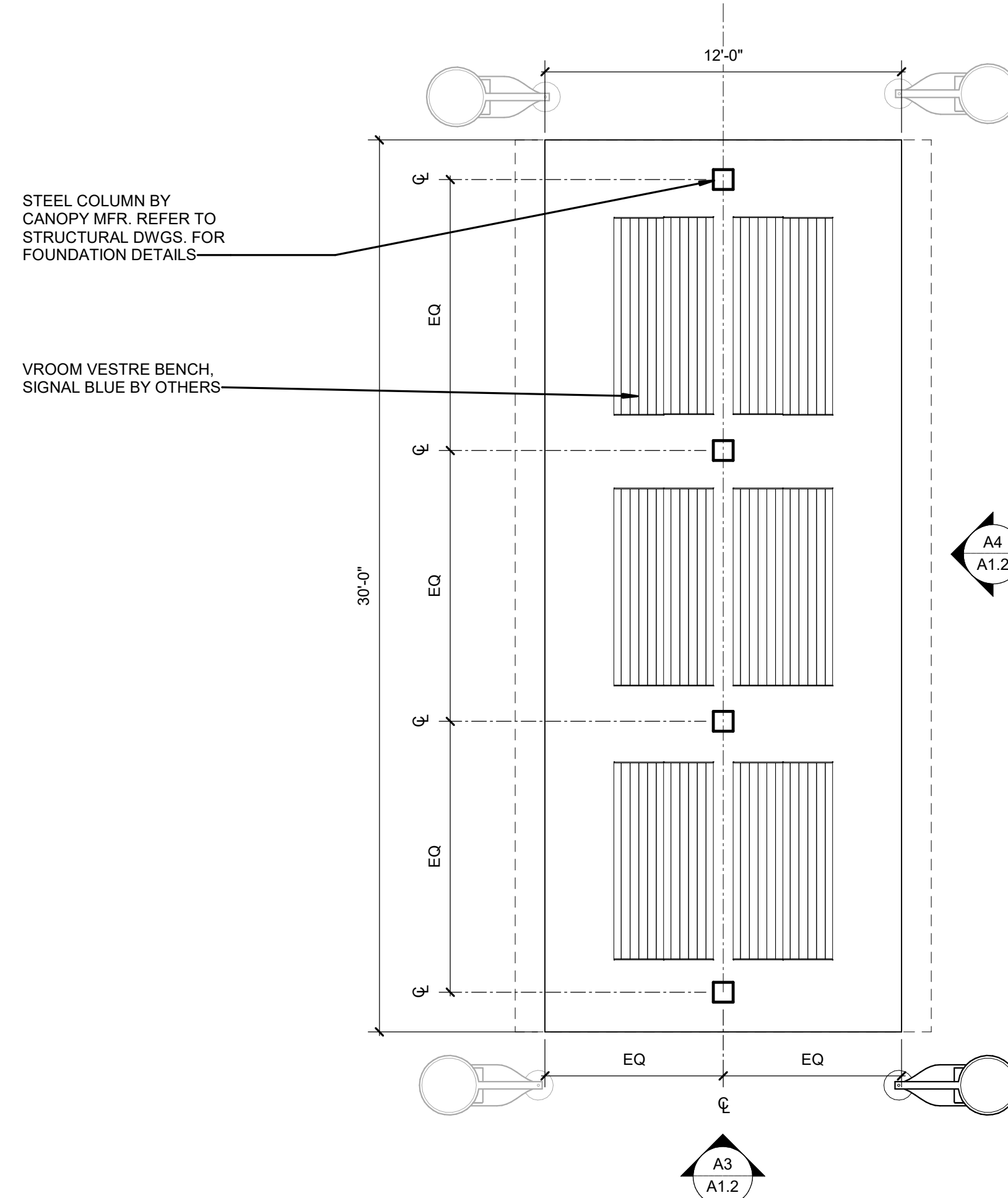
A2 STORAGE SHED SIDE ELEVATION - SCHEMATIC
1/4" = 1'-0"



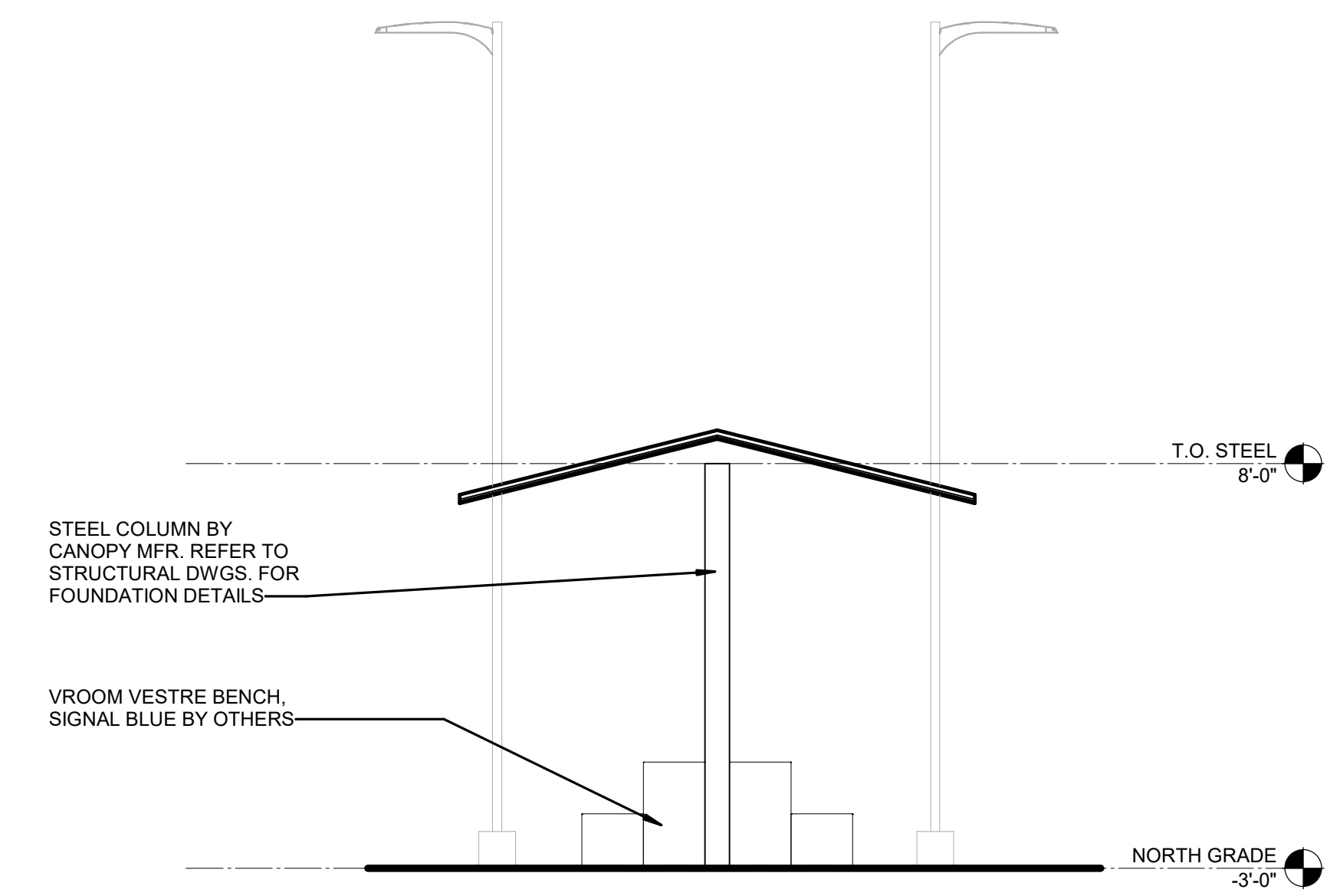
A1 STORAGE SHED FRONT ELEVATION - SCHEMATIC
1/4" = 1'-0"



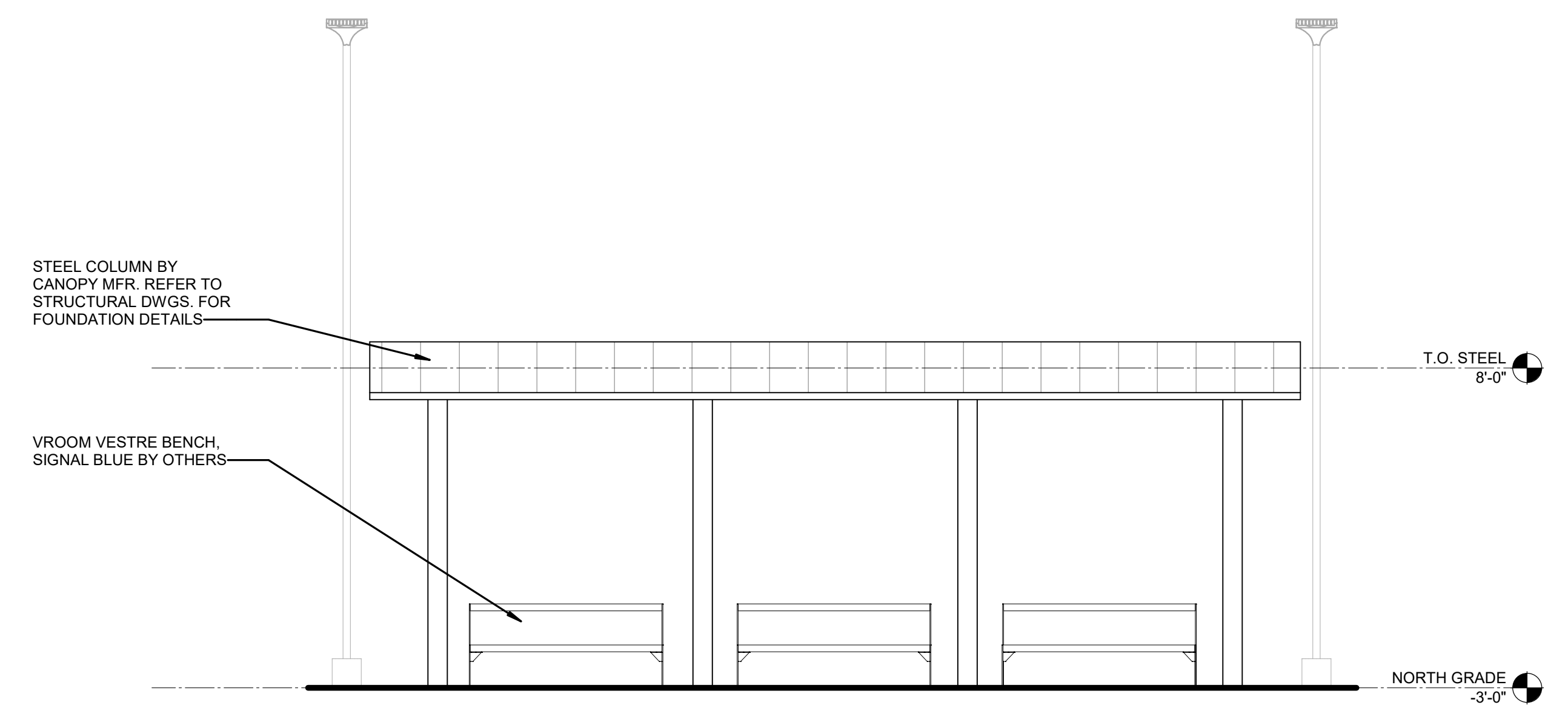
STORAGE SHED PLAN - SCHEMATIC
1/4" = 1'-0"



PAVILION - PLAN
1/4" = 1'-0"



A3 PAVILION - FRONT ELEVATION
1/4" = 1'-0"



A4 PAVILION - SIDE ELEVATION
1/4" = 1'-0"

VISIONING IMAGERY



PAC-CLAD - STANDING SEAM METAL ROOF, SNAP-CLAD, 24 GAUGE STEEL, 12", SMOOTH PANEL, CLASSIC BRONZE



MED. WOOD FINISH TRUSS W/ BRONZE PAINT MATCHED TRUSS BRACKETS



PANELED BARN-STYLE DOOR W/ BRONZE HARDWARE & CONTRASTING DARK GREY FINISH

HARDIE PANEL & HARDIE TRIM BATTEN - COBBLESTONE

HARDIE TRIM - AT WINDOWS ARTIC WHITE



STONE COLUMN CAPS

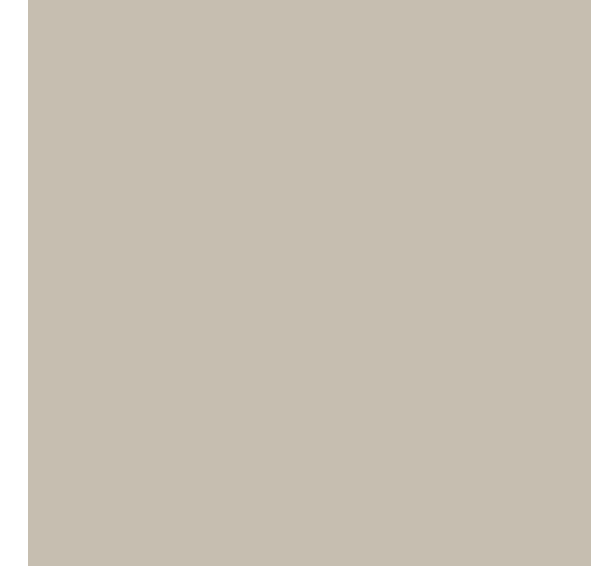


OLD CAROLINA BRICK CO. - SAVANNAH GREY SPEC-MIX, LIGHT BUFF MORTAR

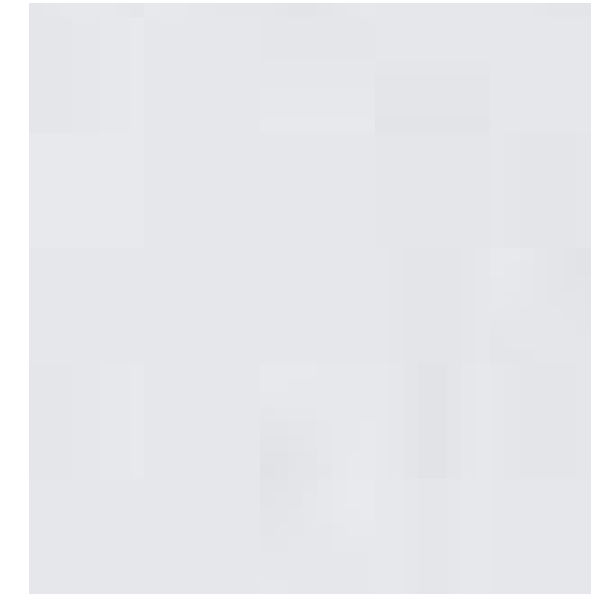
MATERIAL COLORS AND FINISHES



PAC-CLAD STANDING SEAM METAL ROOF, CLASSIC BRONZE



JAMES HARDIE - TRIM BATTEN, & PANEL SMOOTH, COBBLE STONE (STATEMENT COLLECTION)



JAMES HARDIE - TRIM, SMOOTH, ARTIC WHITE (STATEMENT COLLECTION)



MED. WOOD TRUSS, BENCH SEATS



SALT FINISH CONCRETE FLOORING

ARCHITECTURAL LIGHTING

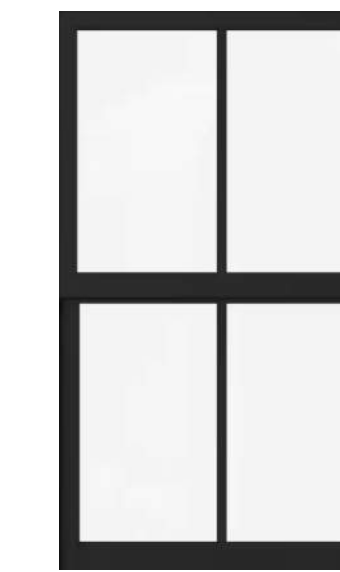


BLACK FARMHOUSE PENDANT LIGHT



CLASSIC GOOSENECK WALL MOUNT LIGHT

STOREFRONTS & WINDOW OPENINGS



BLACK ANODIZED STOREFRONT WINDOWS & MATCHING STOREFRONT DOORS



BLACK ANODIZED LOUVERS



VIVA RAILINGS - CIRCA CABLE RAIL

**30 Arrow Road
Crossings Park
Conceptual
Staff Comments
May 13,2026
DRB-000930-2025**

DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)
and do NOT constitute DRB approval or denial.*

PROJECT NAME: Crossings Park – 30 Arrow Road

DRB-000930-2025

DATE: 05/13/2026

CATEGORY: Conceptual

RECOMMENDATION: Approval Approval with Conditions Denial

APPLICATION MATERIAL

DRB REQUIREMENTS	Complies Yes	No	Not Applicable	Comments or Conditions
Demolition Plan if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Existing Conditions match As-Built	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dimensioned Details and of Sections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please provide Sections and Details.
Detail Illustrating Connection to Existing Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
New Building Details Match Existing Building Details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

ARCHITECTURAL DESIGN

DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Structure is designed to be appropriate to the neighborhood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotes pedestrian scale and circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design is unobtrusive and set into the natural environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking is directly exposed along the corridor. Provide a landscape Plan.
Utilizes natural materials and colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Avoids distinctive vernacular styles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design is appropriate for its use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All facades shall have equal design characteristics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Avoids monotonous planes or unrelieved repetition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a strong roof form with enough variety to provide visual interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhangs are sufficient for the façade height.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forms and details are sufficient to reduce the mass of the structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human scale is achieved by the use of proper proportions and architectural elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilizes a variety of materials, textures and colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incorporates wood or wood simulating materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows are in proportion to the facade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Details are clean, simple and appropriate while avoiding excessive ornamentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide Details and Sections.
Utilities and equipment are concealed from view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decorative lighting is limited and low wattage and adds to the visual character	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sport lighting- Provide height, make sure the intensity of the light is under 3000k, and provide a Photometric Plan.
Accessory elements are designed to coordinate with the primary structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LANDSCAPE DESIGN				
DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Treats the Landscape as a major element of the project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide a Landscape Plan and Planting Plan.
Provides Landscaping of a scope and size that is in proportion to the scale of the development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landscape is designed so that it may be maintained in its natural shape and size	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preserves a variety of existing native trees and shrubs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides for a harmonious setting for the site's structures, parking areas or other construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing trees and new trees provides street buffers, mitigation for parking lots, and an architectural complement that visually mitigates between parking lots and building(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide an existing planting plan with proposed planting plan.
Shrubs are selected to complement the natural setting, provide visual interest and screen less-desirable elements of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A variety of species is selected for texture and color	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides overall order and continuity of the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a Landscape and Planting Plan.

Landscape plan				
Native plants or plants that have historically been prevalent on the Island are utilized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A variety of sizes is selected to create a “layered” appearance for visual interest and a sense of depth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The location of existing mature trees is taken into account in placement of shrubs so as not to damage tree roots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provide an existing planting plan with proposed planting plan.
Proper spacing and location for plants to reach their mature size and natural shape while avoiding excessive or unnatural pruning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed groundcovers are evergreen species with low maintenance needs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Large, grassed lawn areas encompassing a major portion of the site are avoided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The adjacent development is taken into account in determining the most appropriate buffer so as not to depart too dramatically from the neighborhood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ornamentals and Annuals are limited to entrances and other focal points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

NATURAL RESOURCE PROTECTION

DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
An effort has been made to preserve existing trees and under story plants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide an existing planting plan with proposed planting plan.
Supplemental and replacement trees meet LMO requirements for size, species and number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetlands if present are avoided and the required buffers are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sand dunes if present are not disturbed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

COMMENTS & CONDITIONS

Staff recommend approval of the Conceptual submittal for 30 Arrow Road for Crossings Park, with the following conditions:

1. Please provide Sections and Details.
2. Provide an existing Planting Plan and a proposed Planting Plan.
3. Provide a Landscape Plan.
4. Revise sport lighting cut sheet to comply with height and intensity.
5. Provide a Photometric Plan.
6. Any additional information as required by the Board.