



Town of Hilton Head Island

Design Review Board Meeting

Wednesday, July 8, 2026, 2:30 PM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

The Design Review Board meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of June 24, 2026
- 4. Unfinished Business**
- 5. New Business**
 - a. DRB-00612-2026 - 435 William Hilton Parkway - Alteration/Addition
 - b. DRB-000609-2026 - 1038 William Hilton Parkway- Alteration/Addition
- 6. Public Comment - Non Agenda Items**
- 7. Board Business**
 - a. Nomination and Election of Officers
- 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, June 24, 2026, 2:30 PM Minutes

1. Call to Order

The meeting was called to order at 2:30 p.m. In attendance were: Mr. Carstens, Ms. Lippert, Ms. Pastor, Ms. Foss and Ms. Fitzpatrick. Excused were Mr. Theodore and Mr. Parker.

2. Adoption of the Agenda

Ms. Lippert moved to approve the agenda as presented. Ms. Pastor seconded. The motion was approved unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of May 13, 2026

Ms. Foss moved to approve the minutes of May 13, 2026 as presented. Ms. Fitzpatrick seconded. The minutes of May 13, 2026 was approved unanimously.

4. Unfinished Business

5. New Business

a. DRB-000568-2026 - 10 Verbena Lane - Conceptual

Shea Farrar, Principal Planner, presented 10 Verbena Lane for conceptual review. The applicant answered questions from the Board. Ms. Lippert made a motion to approve with the following conditions: provide good evergreen plantings, pedestrian connections to the bike path on Marshland to be studied, scale at the corner of the end particularly at buildings 1, 3, 2 where they meet the buffer to be studied, increasing the buffer requirements beyond the required at the edges of the marsh and Cross Island, providing all lighting cut sheets including foot candles, increasing the widths of the main footpaths, a general study of the entire amenity complex specifically including detailing of the rooftop terrace including any lighting including low level downlighting, the television and details around the buildings for stronger island character, detailing of the trash enclosure, additional review time of the packet for final design review, adding potential brick and silt plat at the top of the siding and leaning on the garage siding for the building 4, softening the lagoon edge and adding strongly defined entries on buildings 1, 2, and 3, and to provide a roof plan with overhangs and HVAC placement, a color board with all materials, studying the detail of the restroom building and addressing staff comments. Ms. Foss seconded the motion which passed unanimously.

b. DRB-000579-2026 - 70 Wilborn Road - Sign

Kendal Wagner, Planning Intern, presented the application for the monument sign permit for Hilton Head High School at 70 Wilborn Road. The Board asked the applicant several questions. Ms. Pastor made a motion to approve the application with the following conditions: staff comments be included, update the plans to not reflect the upright, provide details on material and color of the communication box background be gray and clarify the location of the sign in relation to the landscape plan and ensure that the tree be of sufficient size to work with the size of the sign. Ms. Fitzpatrick seconded the motion, which passed unanimously.

6. Public Comment - Non Agenda Items

There were no public comments.

7. Board Business

Chair Carstens advised the Board that the LMO Task Force had concluded its initial phase. The Town Manager stated that all comments and discussions received had to go back to the Consultant and Town Staff.

Ms. Pastor asked for an update on the Design Review Guide. Ms. Farrar advised she would have an update at the next Board Meeting.

8. Staff Reports

There were no staff reports.

9. Adjournment

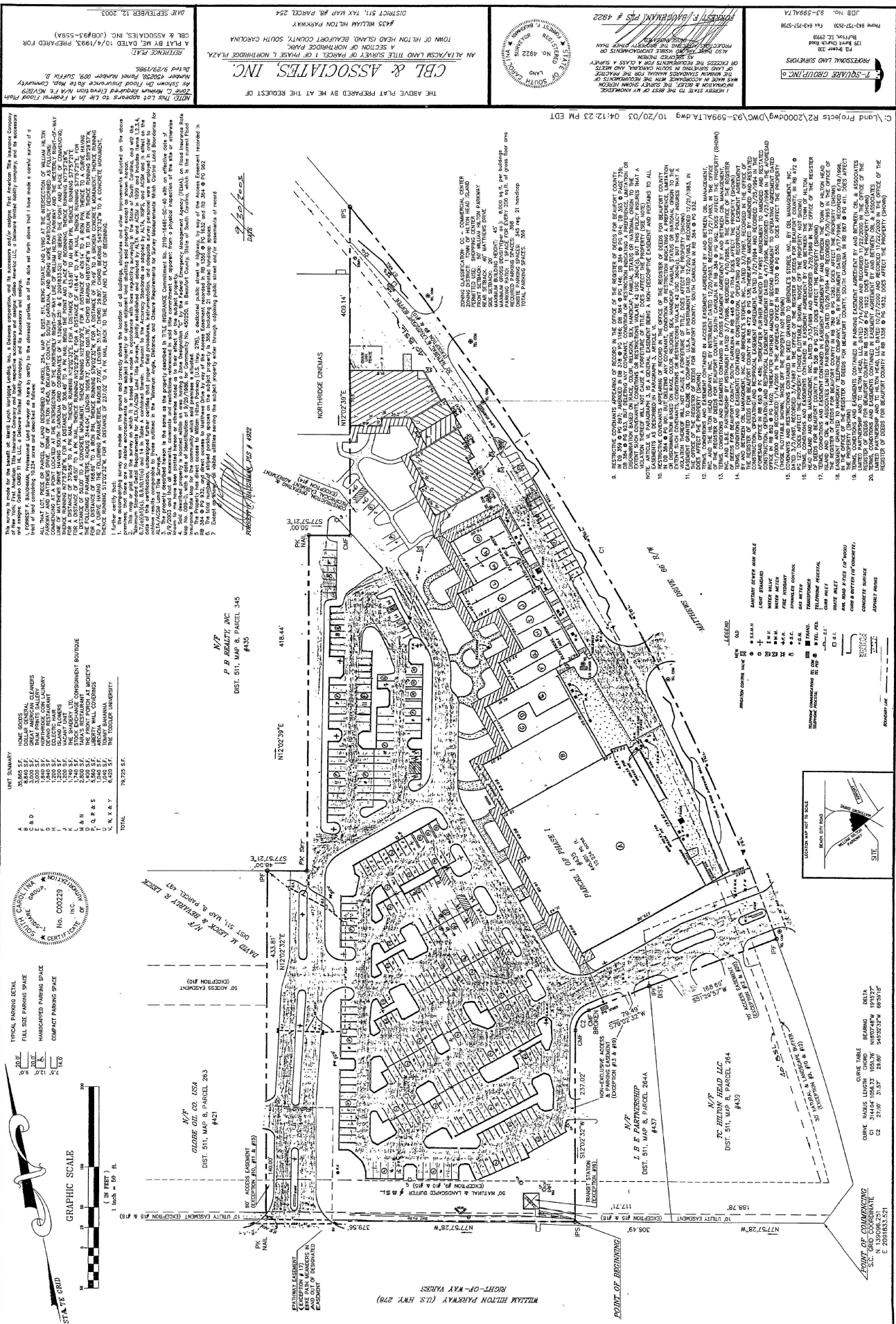
The meeting was adjourned at 4:26 pm.

DRB-612-2026

435 William Hilton Parkway

Alteration/Addition

This application is for repainting Northridge Plaza.
This will not include the theater- end buildings as those
are a separate parcel. The subject portion is identified on
the survey.













EXTERIOR PAINT COLOR SPECIFICATION

Sherwin-Williams • 843 Smoke & Vape • Proposed Color Scheme

DRB-000612-2026



SW 7042

Shoji White

#E2D9C9 LRV 63

Columns • Wood Trim • Block Wall

SW 9112

Song Thrush

#AF987F LRV 33

Sign Band

SW 7048

Urbane Bronze

#71675B LRV 14

Doors

Colors shown are as close to actual paint colors as current printing processes allow. Please refer to Sherwin-Williams color chips for the most accurate representation.

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: 435 William Hilton Parkway

DRB#: DRB-000612-2026

DATE: 06/29/2026

CATEGORY: Alteration/Addition

RECOMMENDATION: Approval ☒

Approval with Conditions ☐

Denial ☐

RECOMMENDED CONDITIONS:

APPLICATION MATERIAL				
DRB REQUIREMENTS	Complies Yes	No	Not Applicable	Comments or Conditions
Demolition Plan if needed	☐	☐	☒	
Existing Conditions match As-Built	☐	☐	☒	
Dimensioned Details and of Sections	☐	☐	☒	
Detail Illustrating Connection to Existing Structure	☐	☐	☒	
New Building Details Match Existing Building Details	☐	☐	☒	
ARCHITECTURAL DESIGN				
DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Structure is designed to be appropriate to the neighborhood	☐	☐	☒	
Promotes pedestrian scale and circulation	☐	☐	☒	
Design is unobtrusive and set into the natural environment	☐	☐	☒	
Utilizes natural materials and colors	☒	☐	☐	
Avoids distinctive vernacular styles	☐	☐	☒	

Design is appropriate for its use	☐	☐	☒	
All facades shall have equal design characteristics	☐	☐	☒	
Avoids monotonous planes or unrelieved repetition	☐	☐	☒	
Has a strong roof form with enough variety to provide visual interest	☐	☐	☒	
Minimum roof pitch of 6/12	☐	☐	☒	
Overhangs are sufficient for the façade height.	☐	☐	☒	
Forms and details are sufficient to reduce the mass of the structure	☐	☐	☒	
Human scale is achieved by the use of proper proportions and architectural elements	☐	☐	☒	
Utilizes a variety of materials, textures, and colors	☐	☐	☒	
Incorporates wood or wood simulating materials	☐	☐	☒	
Windows are in proportion to the façade	☐	☐	☒	
Details are clean, simple, and appropriate while avoiding excessive ornamentation	☐	☐	☒	
Utilities and equipment are concealed from view	☐	☐	☒	
Decorative lighting is limited and low wattage and adds to the visual character	☐	☐	☒	
Accessory elements are designed to coordinate with the primary structure	☒	☐	☐	

LANDSCAPE DESIGN				
DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Treats the Landscape as a major element of the project	☐	☐	☒	
Provides Landscaping of a scope and size that is in proportion to the scale of the development	☐	☐	☒	
Landscape is designed so that it may be maintained in its natural shape and size	☐	☐	☒	
Preserves a variety of existing native trees and shrubs	☐	☐	☒	
Provides for a harmonious setting for the site's structures, parking areas or other construction	☐	☐	☒	
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)	☐	☐	☒	

Shrubs are selected to complement the natural setting, provide visual interest and screen less desirable elements of the project	☐	☐	☒	
A variety of species is selected for texture and color	☐	☐	☒	
Provides overall order and continuity of the Landscape plan	☐	☐	☒	
Native plants or plants that have historically been prevalent on the Island are utilized	☐	☐	☒	
A variety of sizes is selected to create a “layered” appearance for visual interest and a sense of depth	☐	☐	☒	
The location of existing mature trees is taken into account in placement of shrubs so as not to damage tree roots	☐	☐	☒	
Proper spacing and location for plants to reach their mature size and natural shape while avoiding excessive or unnatural pruning	☐	☐	☒	
Proposed groundcovers are evergreen species with low maintenance needs	☐	☐	☒	
Large grassed lawn areas encompassing a major portion of the site are avoided	☐	☐	☒	
The adjacent development is taken into account in determining the most appropriate buffer so as not to depart too dramatically from the neighborhood	☐	☐	☒	
Ornamentals and Annuals are limited to entrances and other focal points	☐	☐	☒	

<i>NATURAL RESOURCE PROTECTION</i>				
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	☐	☐	☒	
Supplemental and replacement trees meet LMO requirements for size, species and number	☐	☐	☒	
Wetlands if present are avoided and the required buffers are maintained	☐	☐	☒	
Sand dunes if present are not disturbed	☐	☐	☒	

<i>MISC COMMENTS/CONDITIONS</i>
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DRB-609-2026

1038 William Hilton Parkway

Alteration/Addition

1038 William Hilton Parkway - Building Alterations

Please see the attached photos of the two buildings, A & C located at 1038 William Hilton Parkway.

Our plan is to remove the current siding that is vertically installed and to install composite hardy plank-like product that is horizontally installed. The building color will match the Howard Hanna Allen Tate Building across the parking lot.

We also are going to take the two smaller awning roofs in the front of each building and install a decorative metal roof that is the exact match to the Howard Hanna Allen Tate building next-door.

Additionally, we want to take the lattice off the bottom of the buildings and install 3 inch horizontal boards with a 1 inch gap between them to cover the bottom of the buildings instead of the lattice.

We believe all of this will be a big improvement and is very needed as there is a great deal of wood rot all around these buildings.

Subject Site Photos





Adjacent Properties





Proposed Colors to match adjacent building.



DESIGN TEAM/DRB COMMENT SHEET

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PROJECT NAME: 1038 William Hilton
Parkway

DRB#: DRB-000609-2026

DATE: 06/29/2026

CATEGORY: Alteration/Addition

RECOMMENDATION: Approval ☒

Approval with Conditions ☐

Denial ☐

RECOMMENDED CONDITIONS:

APPLICATION MATERIAL				
DRB REQUIREMENTS	Complies Yes	No	Not Applicable	Comments or Conditions
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