Town of Hilton Head Island
DESIGN REVIEW BOARD MEETING
Tuesday, March 26, 2024, 2:30 PM
Minutes

1. Call to Order

Chairman Foss called the meeting to order at 2:30 PM. Present were: Cathy Foss, Chairman; Judd Carstens, Vice-Chairman; Ryan Bassett; Annette Lippert; Tom Parker; and Todd Theodore. Absent was: John Moleski.

2. Adoption of the Agenda

There being no changes to the agenda, Ms. Lippert made a motion to adopt the agenda as presented, and Mr. Parker seconded. The motion was passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of March 12, 2024

There being no changes, a motion to adopt the Minutes of the meeting of March 12, 2024, was made by Mr. Carstens and seconded by Mr. Bassett. The motion was passed unanimously.

4. Appearance by Citizens

Public comments concerning unrelated agenda items were to be submitted electronically via the Open Town Hall Portal. None were received and no one spoke at the meeting.

5. Unfinished Business

None.

6. New Business

a. *DRB-00427-2024* - Sea Turtle Marketplace Building F - Addition

Ms. Lippert and Mr. Theodore recused themselves from the dais.

Alexis Cook, Principal Planner, presented the application for an alteration at Sea Turtle Marketplace, being a 1,000 square foot addition to an existing building. There were no proposed changes to the William Hilton Parkway elevation, and concerns about lighting were addressed by the applicant directly to staff. Staff recommends approval as submitted, making sure that approval is given by Sea Turtle Marketplace, the landlord.

Applicant's architect and landscaper added more details about the project, design, and landscape plans. Questions from the Board members were addressed and comments received. Mr. Bassett made a motion for approval of the addition, with the following condition: that the four new canister lights match the existing lights. Mr. Parker seconded, and the motion was passed by a vote of 4-0.

Ms. Lippert and Mr. Theodore returned to the dais.

b. DRB-000475-2024 - 1014 William Hilton Parkway - Car Barn Alterations to previously approved plan

Mr. Carstens and Mr. Parker recused themselves from the dais.

Ms. Cook presented the application for an amendment change to a plan approved in October of 2023. She pointed out there are no changes to the Parkway elevation, and outlined other changes, as shown on the original elevation included in the application. Staff is recommending approval as submitted.

The applicant's architect reviewed the changes with the Board members, and answered questions and received comments. A motion was made by Ms. Lippert to approve the alteration to the previously approved plan, with the following conditions: that the conduit be concealed. Mr. Theodore seconded the motion, and the motion passed with a vote of 4-0.

Mr. Carstens and Mr. Parker returned to the dais, and Mr. Bassett left the meeting for a previous engagement.

c. DRB-000497-2024 - 148 Beach City Road - Car Barn - Conceptual

Mr. Parker recused himself from the dais.

Ms. Cook presented the application for conceptual review of a car barn next to an existing building at this location. This is a revised project narrative with the applicant returning with comments and concerns from the Board addressed from the original conceptual review. Staff recommends approval as submitted, with the conditions that the applicant meets final submission requirements for the color board and landscaping plan, lighting plan, final floor plans, etc.

The applicant added more details about the revisions made, and questions from the Board members were addressed and recommendations received. A motion was made by Mr. Theodore for approval of the conceptual plan, with Staff's comments, and following conditions: pay close attention to the lighting, providing details of dumpster screening and sidewalk to the front door. Mr. Carstens seconded, and the motion passed with a vote of 4-0.

Mr. Parker returned to the dais.

d. DRB-000511-2024 - 1 South Forest Beach - Alteration to Previously approved plan

Ms. Cook presented the application for an amendment to the previously approved plan identified as 1523-2023, which was reviewed in August of 2023. She confirmed consent by the property owner to the proposed color changes of either Color Choice #1 or 2. Staff is recommending approval of Color Choice #1, but is open to discussion from the Board.

The applicant did not appear, but Ms. Cook noted the request was made due to the previous color choice being currently unavailable. An additional amendment to the plan may be forthcoming for site lighting. Comments were made by Board members, who also questioned whether a more detailed review should be conducted other than color changes. Ms. Cook concurred that additional review by Staff and the Board should be conducted. A motion was made by Mr. Carstens for approval of alteration to the previously approved plan, with the following conditions: that the slate gray option be approved for roof per Staff, that site lighting be approved by Staff, and Staff review the electrical panel and pool doors, and if necessary bring back any elements it feels necessary for Board review. Mr. Parker seconded the motion, and the motion passed by a vote of 5-0.

e. DRB-000510-2024 - 1521 Main Street - Alteration

Chairman Foss noted that Staff had received additional materials after the due date, which were not included in the agenda packet. These included two elevations that help show the project and should be allowed for consideration by the Board. She asked for a vote of the Board to consider these late-submitted materials, and the vote was unanimously to do so.

Ms. Cook presented the application for alteration of the building located at 1521 Main Street, which was originally a beauty salon and is now a proposed merchant shop. Applicant is proposing to add wood shutters to one window and trellis to others. Staff recommends overall some other options on the eastern elevation and some type treatment that balances out the one remaining awning. Staff recommends approval with conditions that they study the eastern elevation further and requested further feedback from the Board.

The architect for applicant appeared and briefly described the alterations made, and answered questions and received comments from the Board members. The applicant also appeared and discussed with the Board members the colors, shutters, trellises and vine selection. After much discussion, Chairman Foss suggested tabling the application, with the applicant to return at a specified date to demonstrate that the suggested changes have been incorporated into the alteration. The applicant agreed to do so.

7. Board Business

Chairman Foss noted she has a video conference this week with the commercial company that owns Circle Center on Pope Avenue before an application is submitted, and she solicited other members to attend. A discussion was held about upcoming meeting conflicts resulting in the April 9 and May 14 meetings being moved to 3:00 PM, and the April 23 meeting requiring cancellation. She also reminded members about the recusal process.

8. Staff Reports

Ms. Cook updated the status of applications as follows: A courtesy review will be needed in late April for Alljoy Donuts; 70 Marshland is putting awnings on hold, with umbrella colors to be submitted for review; 1 South Forest Beach will be submitting changes; and a courtesy question posed by Speedway on 278 to change out place card sign to a digital sign, which may require a consultation with a LMO official, however, the initial reaction from the Board would be negative.

9. Adjournment

The meeting was declared adjourned at 4:08 PM.

Approved: April 9, 2024

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov