

**Architectural Review Board
Meeting Minutes
February 27, 2020**

Board Present: Jordan Berliner; Chairman, Dale Strecker, Brad Hix, Bob Manne, Don Schnackel, Bob Zinn, James Slavetskas, Jim Nasuti, John Heatherman

Absent with notice: N/A

Staff Present: Michele Chisolm, Williette Lee

Call to Order: 8:00 am

Minutes: Bob Zinn motioned to approve the ARB meeting minutes for January 23, 2020. Bob Manne seconded the motion. The January Meeting Minutes were unanimously approved as amended.

Appeals:

1. **Lot 151 Wild Laurel Lane #20** **Case: 6511**
Tapp
 The Property Owner appealed the Board's decision to deny the installation of 39 residential solar panels. The Property Owner presented additional information not presented in January's submission.

Update: The Board is carefully reviewing the additional information presented by the Owner before making a final decision.

Submissions:

2. **Lots 8-12 Waterway Garden Town Homes** **Case: 8839**
Smith
Final Review: Resubmitted plans for New Construction. The project was approved in June 2019, but the Owner never applied for a Town Permit. The resubmitted plans were granted a Final Approval. A final approval letter was forwarded to the Owner.
3. **Lot 23 Seabrook Landing Drive #38** **Case: 8855**
Madhere
Final Review: Submitted plans for New Construction. The plans submitted were granted an Administrative Approval. The Landscape plan was approved.

Comments from the Board:

- The Lot is heavily wooded making it difficult to inspect the trees. The Owner can only remove the trees that are in the scope of the construction. The trees circled in red must be re-inspected by the ARB to determine if it meets the criteria for removal.
- Structural plans are required.
- Details of the service yard are required.
- The location of the meter and electrical panel is required.
- The height of the home measured from the lowest point of the finished grade at the foundation perimeter to the top of the highest roof peak or ridge must be identified.
- Silt fences, culvert and fill, and road shoulder protection must be in place prior to construction.

Update: The Owner provided a copy of the structural plans, details of the service yard, the location of the meter and electrical panel, and the height measurement of the home on the elevation plan. A final approval letter was issued to the owner. Bob Zinn approved the stake-out inspection. A clearing permit was issued.

4. Lot 26 China Cockle Lane #18 **Case: 8856**
Pankow

Final Review: Submitted plans for final review of new construction. The plans submitted were denied.

Comments from the Board:

- Details are required on the elevation plans.
- Details are required on the pool and pool barrier plans.
- Too many trees that are not in the scope of the construction are marked to be removed. If the trees are compromised in some way please have a licensed tree arborist provide a letter identifying the location, size, type, and condition of each the tree. The ARB Inspector will conduct a follow up inspection to verify the condition of the tree(s). If the trees do not meet the criteria for removal it must be mitigated. Also attached is a copy of the Tree Mitigation Policy.
- The service yard must be shown on the floor plan.

Update: The Owners, Landscape Architect, and a representation from the building contractor met with Bob Zinn and Michele Chisolm in the ARB Board Room. Bob Zinn discussed the missing details and inconsistencies in the plan. Bob Zinn also discovered a mistake in a revision the Owner made with the designer. The Owners stated that they would make the corrections and submit the revised plans for the March ARB Meeting.

5. Lot 34 Herring Gull Lane #23 **Case: 8862**
Mosher

Preliminary Review: Submitted preliminary plans for New Construction. The plans submitted were granted Preliminary Approval. The Board encourages the Owner to submit plans for the next phase.

6. Lot 17 China Cockle Way #21 **Case: 5098**
Worthing

Preliminary Review: Submitted preliminary plans for a covered screen porch and pool addition. The plans submitted were granted Preliminary Approval. The Board encourages the Owner to submit plans for the next phase.

7. Lot 66 High Bluff Road #114 **Case: 8083**
Westbrook

Final Review: Submitted plans for a screen porch addition over an existing pad. The plans submitted were granted a Final Approval. A final approval Letter was forwarded to the Owner and Contractor.

Comments from the Board:

- The Board requested details on the column.

8. Lot 62 Bent Tree Lane #33 **Case: 5396**
Dalton

Final Review: Submitted plans for a screen porch addition requesting a 5ft variance. The plans submitted with the 5ft. variance were granted a Final Approval. A final approval letter was forwarded to the Owner and Contractor.

**9. Lot 384-Winged Arrow Court #3
Zorch**

Case: 8034

Final Review: Submitted plans for a pool addition with a pool barrier. The plans submitted were denied. The Board encourages the owner to resubmit plans with the required information.

Comments from the Board:

- The pool backwash needs to be shown.
- The location of the pool equipment needs to be shown with a service yard or enclosure.
- Pool and deck dimensions are required.
- Elevation of the pool deck and finish floor elevation of the house is required.
- Structural sections through pool and deck indicating depths and materials are required.
- Describe the disposal of the excavated earth.
- Pool barrier shall totally enclose the perimeter of the pool.

**10. Lot 41 Chickadee Road #8
Ferrieter**

Case: 5326

Final Review: Submitted plans to enclose the center of the rear patio over existing slab with a metal roof. The plans submitted were granted an Administrative Approval.

Comments from the Board:

- The roof pitch is too flat. The roof pitch must be at least 3:12 with 8' clear to the bottom of the fascia.
- Provide a sample color of the roof.

A final approval letter will be issued if the owner submits a new plan showing the required roof pitch and provide a sample of the color of the roof.

**11. Lot 180 Hickory Forest Drive #67
Kyle**

Case: 7083

Final Review: Submitted plans for a screen porch enclosure under an existing roof and concrete pad. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the owner and designer.

Update: The Owner provided a copy of the Town Permit to the ARB and all compliance fees were paid.

**12. Lot 116 Sawtooth Court #1
Prange**

Case: 7911

Final Review: Submitted plans to re-do the driveway and walkway with concrete and pavers and add additional landscaping to lawn. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner. A HHP Permit was issued to the Owner.

**13. Skull Creek Marina
Safe Harbor**

Final Review: Submitted a plan for a new commercial sign.

Comments from the Board:

- Safe Harbor must consider the future sign of a second business recently sold. The two signs must match in size and shape.

Administrative:

1. Lot 56 Bayley Point Lane #7	driveway, walkway, pool	Case: 6070
2. Lot 104 Bowline Bay Court #9	patio deck, stairs	Case: 7275
3. Lot 76 Edgewood Drive#44	paver driveway	Case: 6357
4. Lot 24 China Cockle Lane #22	walkway, bench	Case: 5736
5. Lot 57 Sweetbay Lane #14	walkway, patio	Case: 5464
6. Lot 251 Wild Azalea Lane #25	garage door	Case: 6070
7. Lot 138 Persimmon Place #26	repair patio	Case: 7326
8. Lot 5 Field Sparrow Road #36	wood rot repairs	Case: 6761
9. Lot 83 Seabrook Landing Dr. #4	color change	Case: 8846

February Fees:

Review Fees:	\$ 6,350
Administrative Fees:	\$ 700
Total Fees:	\$ 7,050
Y.T.D.	\$14,750

Tree Mitigation Fees:	\$ 1,762
Y.T.D.	\$ 3,397

Fines Issued:	\$ 100
Fines Collected:	\$ 100
Fines Y.T.D.	\$ 100

The next scheduled ARB Meeting will be March 26, 2020.