

**Architectural Review Board
Meeting Minutes
August 26, 2021**

Board Present: Bob Manne, Acting Chairman, Carlton Dallas, Brad Hix, Don Schnackel, James Slavetskas, Dale Strecker, Jack Toti, Bob Zinn.

Absent with notice: Jordan Berliner, Chairman

Staff Present: Michele Chisolm; Peter Kristian

Call to Order: 8:00 AM

Minutes: Bob Zinn motioned to approve the ARB meeting minutes for July 22, 2021. Carlton Dallas seconded the motion. The July Meeting Minutes were unanimously approved as amended.

Meeting Adjourned: Bob Zinn motioned to adjourn the ARB Meeting on August 26, 2021. Carlton Dallas seconded the motion. The August ARB Meeting was adjourned at 10:10am.

Update: Waterway Gardens Townhomes

The Town approved the plans. The applicant must sign the notice of action and take the required steps to complete the requirements needed to receive the Town Permit.

Submissions:

1. Dolphin Head Renovation Project Case: N/A
 Hilton Head Plantation Property Owners' Association
 Preliminary Review of Plans: Submitted preliminary plans for renovation construction of the Dolphin Head Recreation area. The preliminary plans submitted were approved. A preliminary approval letter was forward to the POA Activities Director and Designer.

2. Parcel 83 Fort Mitchell Case: N/A
 Heritage Foundation
 Final Review: Submitted plans to install a new parking area for Fort Mitchell visitors. The plans submitted were not approved.

Comments from the Board:

- Verify the design meets LMO guidelines for parking lot designs.
- Delete at least two parking spaces.
- Make the center of the parking lot a median with trees/plant material.
- Place the two handicap spaces at the end and corner of the new walkway.
- The walkway should extend along with the length of the parking lot.

Update:

On August 30, 2021, a revised plan was submitted to the Board via email with the requested changes. The Board approved the plan via email consensus. A final approval letter was forwarded to the Owner and Builder.

Comments from the Board:

- Two (2) parking spaces were removed and reduced the overall width by 18'.
- The 5' walkway was extended to the end of the parking lot.
- Two (2) live oaks were added at each end of the parking lot.
- Two (2) existing trees were incorporated in the island.
- A \$2,500 landscape allowance (excluding the 2 live oaks) was included.
- The tree island for the existing trees was widened to at least 12' to meet the requirements of the Town's LMO.

3. Lot 35 Arrow Wood Road #17 Case: 8825
 Fink
 Final Review: Submitted plans for new construction of a single-family home. The plans submitted were granted a final approval. The color selections were approved. The landscape plan was denied. A final approval letter was forwarded to the Owner and Builder.
- Comments from the Board:
- The roof plan on the rear elevation needs to be re-evaluated.
 - The landscape plan needs revision.
4. Lot 13 Dolphin Head Drive #63 Case: 8884
 Village Park Homes
 Final Review: Submitted plans for new construction of a single-family home. The plans submitted were granted a final approval. The color selections were approved. The landscape plan was denied.
- Comments from the Board:
- Meet with ARB Staff to discuss the tree removal and stake out.
 - The Board objected to the removal of trees that are not affected by the construction of the home and requested that the owner revisit the issue. The trees in question have been circled in red on the tree and topography plan. The trees marked for removal are not consistent on the site plan and drainage plan in areas not affected by drainage.
 - Keep in mind that any trees that are marked for removal and are not in the scope of the new construction require mitigation. ARB Guidelines state that, if a specimen tree or if many trees must be removed for construction footprint, mitigation may be required subject to ARB approval.
 - A new landscape plan is required. Trees may be required to replace trees removed for the construction. A copy of the Tree Mitigation Policy is available at the POA.
5. Lot 172 Marsh Owl #4 Case: 8883
 Madore
 Concept Review: Re-submitted conceptual plans for new construction, requesting an 8 sq. ft. variance for a fireplace in the rear. The variance was approved. A final approval letter was forwarded to the Owner and Designer.
- Comments from the Board:
- The left variance was approved with 68 sq. ft on July 22, 2021. The ARB is documenting that you have reduced that square footage to 54 sq. ft. with approval from the Board.
6. Lot Bear Island Road #16 Case: 8395
 Fields
 Preliminary Review: Submitted preliminary plans to enclose existing covered porch off the kitchen, enclose existing covered porch off the master bedroom, add new bedroom & bath in the existing attic on left side of the second floor. Add new bedroom & bath in the existing attic on the right side of the second floor. Reconfigure interior stair and add an elevator. The preliminary plans submitted were approved.
- Comments of the Board:
- The Board encourages the Owner to move forward and submit plans for final review.
7. Lot 10 Sam's Point Lane #8 Case: 7990
 Golab
 Final Review: Re-submitted plans requesting a 12' variance to install a pool on an existing deck in the rear. The plans submitted were denied.
- Comments from the Board:
- Variance was too excessive.

8. Lot 154 Whispering Pines Court #9 Case: 8326
Frazier
Concept Review: Submitted concept plans requesting a 2' variance to install a swimming pool in the rear. The concept plans and the requested variance were approved.

9. Lot 162 Honey Locust Circle #44 Case: 8801
Finn
Concept Review: Submitted plans to request a 6' variance to stay 2' in the 8' viewing side setback to install a pool in the rear. The plans submitted were approved with requirements.

Comments from the Board:

- The spa must be 18" or less in height.
- The pool must not extend past the neighbor's privacy wall/patio wall.
- Additional landscape material may be required with or without the removal of the pine tree near the privacy wall. The plant material must not grow more than 4' in maturity.

10. Lot 8 Oyster Shell Lane #30 Case: 8158
Okarma
Concept Review: Submitted plans requesting a 10' variance to add a shed to the 20' side setback of the residence for pool equipment. The plans submitted were denied.

Comments from the Board:

- The variance request was too excessive.
- Sheds are not permitted. See ARB Guidelines 4.18 Freestanding Structures, and the Land Use Restrictive Covenants, Article III, Section 3. Temporary Structures.
- Design a structure that is connected to the existing home and meets ARB Guidelines.
- Consider extending the existing service yard for the pool equipment.

11. Lot 66 Purple Martin Lane #2 Case: 6674
Stilwell
Final Review: Submitted plans to add a pool in the side rear of the home. The pool location was approved in June's ARB Meeting. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner and Contractor.

Comments from the Board:

- Add more decking around the sides for better access.

12. Lot 296 Twisted Oak Court #1 Case: 6321
Eodice
Concept Review: Submitted conceptual plans to add a cut through driveway. A new landscape plan will be submitted upon approval of the project. The plans submitted were denied.

Comments from the Board:

- There was concern that a second driveway coming off Headlands Drive was dangerous.
- The Owner should consider widening the turnaround of the existing driveway and or extend the parking pad.

13. Lot 53 Deerfield Road #70 Case: 6197
Quat
Final Review: Submitted plans to add a cut through driveway with culvert. No trees to be removed. The plans submitted were denied.

Comments from the Board:

- Modify a portion of the existing driveway. The submitted plan was not aesthetically pleasing.

14. Lot 154 Dolphin Head Drive #51 Case: 7951
Sages
Final Review: Submitted a new landscape plan for approved driveway modification and add a pool barrier with living plant material in the rear. The plans submitted were granted a Final Approval.

Comments from the Board:

- Add plant material behind the rear of the pool barrier.

Sign-off: Lot 15 Angel Wing Drive #8. Sign off on full size drainage plan that was approved in July 22, 2021 ARB Meeting.

Administrative:

15. Lot 11 Angel Wing Drive #1	Driveway	Case: 5287
16. Lot 10 High Bluff Road #84	Patio	Case: 8863
17. Lot 15 Dunlin Place #8	Windows	Case: 7384
18. Lot 85 Sweetbay Lane #2	Wood rot	Case: 5299
19. Lot 30 Edgewood Drive #24	Window	Case: 7069
20. Lot 102 Oyster Bateau Ct. #3	Garage Door	Case: 8558
21. Lot 30 Arrow Wood Road #27	Service Yard	Case: 6642
22. Lot 151 Persimmon Place #13	Driveway	Case: 8001
23. Lot 18 Country Club Court #11	Driveway	Case: 7525
24. 314 Headlands Drive #107	Driveway/Patio	Case: 5531
25. Lot 306 Sentry Oak Lane #5	Replace wood	Case: 8111
26. Lot 10 Oyster Shell Lane #26	Window	Case: 5942
27. Lot 8 Hermit Crab Ct. #1	Skylight	Case: 8086
28. Lot 1 Seabrook Drive #54	Walkway/Patio	Case: 8086
29. Lot 113 Sawtooth Court #7	Windows	Case: 7587
30. Lot 32 Pineland Road #29	Driveway	Case: 5134
31. Lot 107 Oyster Bay Place #4	Patio	Case: 6732

August Fees

Review Fees:	\$ 3,800
Administrative Fees:	\$ 750
Total Monthly Review Fees:	\$ 4,550
Y.T.D.	\$ 96,475

Monthly Tree Mitigation Fees:	\$ 765
Y.T.D.	\$ 12,320

Monthly Fines Collected:	\$ 500
Fines Y.T.D.	\$ 1,200

The next scheduled ARB Meeting will be September 23, 2021.