

**Architectural Review Board
Meeting Minutes
January 28, 2020**

Board Present: Jordan Berliner, Chairman; Bob Manne, Jim Nasuti, Don Schnackel, James Slavetskias, Dale Strecker, Bob Zinn,

Absent with notice: Brad Hix

Staff Present: Michele Chisolm

Call to Order: 8:00 AM

Minutes: Bob Zinn motioned to approve the ARB meeting minutes for December 17, 2020. Bob Manne seconded the motion. The December Meeting Minutes were unanimously approved as amended.

Meeting Adjourned: 9.50am

Submissions:

1. Lot 317 Oyster Rake Lane #5 Case: 8870
Middleton
Final Review: Submitted plans for new construction of a single-family home. The plans submitted were granted a Final Approval. The Landscape plan is under review.

Comments from the Board:

- Provide a copy of the structural plans submitted to the Town Of Hilton Head to the ARB Staff.
- 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 write 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). Another option is a scheduled meeting with ARB Staff on the job site. If the trees do not meet the criteria for removal it must be mitigated.
- Revisit the driveway on the floor plan, site plan and the drainage plan for inconsistencies.

Update: The Builder and Owner met with the ARB Inspector at Lot 317 to evaluate the trees. The trees were not properly marked, so the Owner and Contractor will contact ARB to set up another appointment on a later date.

2. Lot 2 China Cockle Lane #3 Case: 8871
Coastal Oaks Development
Final Review: Submitted plans for new construction of a single-family home. 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 recommends that the Owner revisit the driveway width and parking pad size. The landscape plan must be submitted prior to the completion of construction to the ARB Staff.

Update: The stake-out was approved. The Contractor was issued a clearing permit to remove the marked trees. Two additional trees were granted approval for removal. One tree was dead and the other was in the scope of the driveway area.

3. Lot 9 High Bluff Road #86 Case: 8872
 Village Park Homes
 Final Review: Submitted plans for new construction of a single-family home. The plans submitted were granted a Final Approval. The landscape plan must be submitted prior to the completion of the construction to the ARB Staff.

Comments from the Board:

- The required drainage statement in the ARB Guidelines must be included on the drainage plan.
- A driveway culvert is required.

Update: The stake out inspection was approved. Village Park Homes was issued a clearing permit to remove the trees only. ARB Staff was provided with a copy of a new drainage plan with the required drainage statement in the ARB Guidelines. A final approval letter was issued to the Owner and Builder.

4. Lot 47 Bayley Point Lane #29 Case: 8868
 Chinick
 Final Review: Submitted plans for new construction of a single-family home. The plans submitted were administratively approved.

Comments from the Board:

- The entry door is a problem. The Board suggest a stoop entry. The Board recommends that the Owner resubmit a plan. The Board may offer a variance with a front stoop entrance if the Owner submits an approvable plan.
- Electrical plans are needed
- Architectural wall sections are needed.

Update: The Owner and Architect provided revised drawings for a stoop entrance with an approvable 5' variance. The electrical plans and architectural wall sections plans were provided to ARB Staff.

5. Lot 16 Dunlin Place #6 Case: 8869
 Village Park Homes
 Final Review: Resubmitted plans for new construction of a single-family home. The plans submitted were granted an Administrative Approval.

Comments from the Board:

- The Board request that the Owner revisit the nook and master bedroom design. Take the roof edge up to the peak and shift the first floor window over.
- The required drainage statement in the ARB Guidelines must be included on the drainage plan.

Update: The stake out inspection was approved. Village Park Homes was issued a clearing permit to remove the trees only. ARB Staff was provided with a copy of a new drainage plan with the required drainage statement in the ARB Guidelines. The plans were granted a Final Approval. A final approval letter was issued to the Owner and Builder.

6. Lot 19 Seabrook Landing Drive #41 Case: 8829
 Dixon
 Final Review: Resubmitted plans for new construction of single-single family home. Changes made to original plan. The plans submitted were granted a Final Approval. The landscape plan is under review.

Comments from the Board:

- Provide a copy of the structural plans submitted to the Town of Hilton Head to the ARB Staff.

Update: The Owner provided a copy of the structural plans to ARB Staff. The Owner was issued a final approval letter.

7. Lot 29 Turtle Dove Lane #9 Case: 6440
Peck

Final Review: Submitted plans to add a garage and master bedroom addition. A 5'2" variance was approved on October 22, 2020. The plans submitted were granted a Final Approval.

Comments from the Board:

- Provide a copy of the structural plans submitted to the Town of Hilton Head to the ARB Staff.

8. Lot 144 Cottonwood Lane #13 Case: 6584
Laux

Final Review: Submitted plans to build a screen porch enclosure on existing deck, remove the roof, soffit, fascia, door, and railing, and add new fixed windows, metal roof and new window scene. The 8' variance was approved on October 22, 2020. The plans submitted were granted an Administrative Approval.

Comments from the Board:

- The 2:12 roof pitch on the great room must be changed to a deck and railing. A roof pitch must be 4:12. Any roof pitch less than 3:12 must be standing seam metal. Roof pitch under 3:12 is consider a flat roof and therefore not permitted.

Update: A copy of the revised plans showing a deck and railing was provided to ARB Staff. The plans were granted a Final Approval. A final approval letter was forwarded to the Owner and Builder.

9. Lot 81 Lenora Drive #15 Case: 6527
Carter

Final Review: Submitted plans to build a garage addition and rear screen porch and trellis. A 7'4" variance was approved for the screen porch addition on October 22, 2020. The plans submitted were granted Administrative Approval.

Comments from the Board:

- Provide a copy of the structural plans submitted to the Town of Hilton Head to the ARB Staff.
- Electrical plans are needed.

10. Lot 47 Yellow Rail Lane #2 Case: 7261
Drueth

Final Review: Submitted plans to build a 22' x 12' solarium & concrete patio 21' x 17'8" manufactured enclosure. The plans submitted were granted a Final Approval.

11. Lot 222 Cypress Marsh Drive #7 Case: 6372
Kress

Final Review: Submitted plans to build a screen porch addition (manufactured) enclosure in the rear. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner.

12. Lot 166 Sea Otter #8 Case: 6092
Bamberg

Final Review: Submitted plans to build a garage and master bathroom addition. The plans submitted were granted a Final Approval.

Comments from the Board:

- Provide a copy of the structural plans submitted to the Town of Hilton Head to the ARB Staff.
- Revisit the garage door design. There appears to be a mistake with the height of the garage and the siding material.

13. Lot 23 Myrtle Warbler Lane #20 Case: 7445
 Cotter
 Final Review: Submitted plans to build a bonus room above garage. The plans submitted were granted an Administrative Approval.
- Comments from the Board:
- The garage ridge cannot exceed the height of the main roof line.
 - Provide a copy of the structural plans submitted to the Town of Hilton Head to the ARB Staff.
14. Lot 68 High Bush Drive #4 Case: 5498
 Crawford
 Final Review: Resubmitted plans for a single car garage. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner.
15. Lot 65 Skull Creek Marina Case: N/A
 Safe Harbour
 Final Review: Resubmitted plans to install an above ground fuel tank dispenser. The plans submitted were granted a Final Approval. The dark brown slatted fence color was approved. A final approval letter was forwarded to Skull Creek Marina Manager.
- Comments from the Board:
- The Board requests the chain link fence to be painted brown.
16. Lot 250 Wild Azalea Lane #23 Case: 7622
 Meyers
 Final Review: Resubmitted plans to install 20 solar panels on roof. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner and Contractor.
17. Lot 165 Honey Locust Circle#50 Case: 8091
 Contel
 Concept Review: Submitted plans requesting a 9' variance to build a screen enclosure in the rear. The concept plans submitted were approved. A concept approval letter was forwarded to the Owner.
18. Lot 8 Field Sparrow Road #30 Case: 7151
 Archer
 Concept Review: Submitted concept plans requesting a 10' variance for a screen porch enclosure in the rear. The concept plans submitted were approved. A concept approval letter was forwarded to the Owner.
19. Lot 21 Raintree Lane #8 Case: 5537
 Frey
 Final Review: Submitted pool plans to install a swimming pool in the rear. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner and Contractor.
20. Lot 26 Seabrook Landing Drive #22 Case: 8870
 Costello
 Final Review: Submitted pool plans to install a swimming pool in the rear. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner.
21. Lot 154 Dolphin Head Drive #51 Case: 7951
 Sages
 Final Review: Submitted plans to install a swimming pool in the rear. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner.

22. Lot 6 Jingle Shell Lane #11 Case: 8849
 Reviere
 Final Review: Submitted plans to install a swimming pool in the front side rear of new construction. This lot is located on a Shell Street in a corner lot. Revised landscape plan to follow. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner.
23. Lot 20 Pineland Road #52 Case: 5150
 Aurelio
 Final Review: Submitted plans to install a swimming pool addition with pool barrier in the rear.
 Option one: Request ½'-1' variance for pool barrier. Option 2: Request 1'-2' variance for pool and pool barrier. The Owner was granted a 2' variance and the plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner and Contractor.
24. Lot 126 Annabella Lane #9 Case: 8851
 Hall/Shanahan
 Final Review: Submitted plans to install a swimming pool addition in the rear. The plans submitted were not approved.
- Comments from the Board:
- Details of the water feature is needed.
 - Backwash information is required
 - The service yard details, and existing information does not match the photos provided.
25. Lot 72/73 Bear Creek Drive #67 Case: 5556
 Webster
 Final Review: Resubmitted plans for a swimming pool installation. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner.

Update: A copy of the Town Permit was provided to ARB Staff. The contractor and Owner submitted the compliance fees and was issued a HHP Permit.

Administrative:

26. Lot 3 Angel Wing Drive #17	Windows	Case: 6477
27. Lot 19 Jingle Shell Lane #14	Windows	Case: 5397
28. Lot 36 Field Sparrow Road #35	Skylights	Case: 8346
29. Lot 51 Wild Laurel Lane #50	Hot Tub	Case: 6511
30. Lot 313 Christo Drive #7	Driveway	Case: 8775
31. Lot 209 Water Orchid Court #4	Patio	Case: 6418
32. Lot 10 Country Club Court #20	Patio/Walkway	Case: 7708
33. Lot 47 Old Fort Drive #64	Garage Door	Case: 7167
34. Lot 230 Wild Holly Court #2	Hardscape	Case: 7350
35. Lot 39 Eagle Claw Drive #6	Driveway/Deck	Case: 5678
36. Lot 16 King Rail Lane #29	Deck	Case: 5820
37. Lot 26 China Cockle Lane #18	Driveway	Case: 8856
38. Lot 77 Big Woods Drive #57	Driveway	Case: 5457
39. Lot 34 Herring Gull Lane # 23	Spa	Case: 8862
40. Lot 12 Sam's Point Lane #12	Elevator	Case: 7711
41. Lot 124 Cottonwood Lane #40	Garage door	Case: 7741
42. Lot 76 Pelican Watch Court #8	Driveway pavers	Case: 6140
43. Lot 1 Golden Hind Drive #1	Landscape	Case: 7052
44. Lot 40 Old Fort Drive #59	Enclosure	Case: 7643
45. Lot 197 Winding Trail Lane #5	Wood rot	Case: 6052
46. Lot 98 Edgewood Drive #3	Windows	Case: 6518
47. Lot 386 Anna Court #4	Landscape/Driveway	Case: 6968

January Fees

Review Fees:	\$ 13,375
Administrative Fees:	\$ 1,375
Total Monthly Review Fees:	\$ 14,750
Y.T.D.	\$ 14,750

Monthly Tree Mitigation Fees:	\$ 1,297
Y.T.D.	\$ 1,297

Monthly Fines Collected:	\$ 150
Fines Y.T.D.	\$ 150

The next scheduled ARB Meeting will be February 25 , 2021.