

**Architectural Review Board  
HHP POA ARB Board Room  
Meeting Minutes  
May 23, 2024**

**Board Present:** Bob Zinn; acting Chairperson; Dale Strecker; Architect, Brad Hix; Landscape Architect, JT Landreth, James Slavetskaskas, Pat Smith, Jack Toti

**Absent with notice:** Jordan Berliner

**Staff Present:** Michele Chisolm

**Call to Order:** 8:00 AM

**Minutes:** James Slavetskaskas motioned to approve the ARB meeting minutes for April 25, 2024, meeting. Brad Hix seconded the motion. April 25, 2024, Meeting Minutes were unanimously approved.

**Meeting Adjourned:** Bob Zinn motioned to adjourn the May 23, 2024, meeting. Dale Strecker seconded the motion. The May 23, 2024, meeting was adjourned at 10:00 am.

1. Lot 105 Sawtooth Court #16 Case: 6414  
Morgan  
Appealing the Board's decision to deny proposal to bump out the right side of home to extend the bathroom and add a balcony on the second floor. The appeal was denied.

Comments from the Board:

- The Board asked Mr. Morgan to consider other options and designs that would make the balcony aesthetically pleasing.

2. Lot 66 Bent Tree Road #25 Case: 8903  
Shipleigh/Greiss

Preliminary Review: Submitted plans for new construction of a single family home. The preliminary plans submitted were approved. The next phase is to present final drawings for a final approval; however, the Board has documented the following issues shown on the preliminary drawings:

Comments from the Board:

- The Board recommends adding a man door from the garage to access the service yard.
- The service yard location, and details must be shown on the site plan, elevation plans, floor plan and electrical plan. Keep in mind the service yard must be large enough to accommodate 2 large trash containers and one large HVAC unit or two smaller units. The service yard can extend beyond the building setback line, but it must be closer than 12' to the side property line.
- The side elevations need more fenestration. The attic vent needs to be larger.
- The size and style of the windows needs to be consistent.

The final plans must be full working drawings with a site plan (1/8-inch scale), tree and topo survey, elevation drawings of all four (4) sides, culvert inert elevations, finish floor elevations, spot grade elevations, adjacent property elevations, roof plan, drainage plan, window schedules, structure details, cross section details, wall section details, electrical plans, exterior colors, and materials (color board), a landscaping plan and all that applies.

3. Lot 4 Angel Wing Drive #15 Case: 8904  
Varracchi

Concept Review: Submitted concept plans for new construction of a single family home. The Owner is requesting corner variances for the garage 5'4" and 2'8" and the bump out on the side of the house 5'6" and 3'11". The **Concept Plans** submitted for review and variance requests for the garage" and the bump out on the side of the house has been approved.

The Board encourages you to move forward with preliminary or final plans for review.

- The Board encourages you to move forward with preliminary or final review. The final plans must be full working drawings, most of which were shown in the preliminary. Final review includes a copy of the stamped survey showing building setback lines, site plan (1/8-inch scale), tree and topo survey, elevation drawings of all four (4) sides, culvert inert elevations, finish floor elevations, spot grade elevations, adjacent property elevations, roof plan, drainage plan, window schedules, structure details, cross section details, wall section details, electrical plans, exterior colors, and materials (color board) landscaping plan and all that applies.

4. Lot 48 Bayley Point Lane #27 Case: 8905  
Dellinger

Concept Review: Submitted concept drawings for new construction of a single family home. The **Concept Plans** submitted for review have been approved.

The Board encourages you to move forward with preliminary or final plans for review.

- The Board encourages you to move forward with preliminary or final review. The final plans must be full working drawings, most of which were shown in the preliminary. Final review includes a copy of the stamped survey showing building setback lines, site plan (1/8-inch scale), tree and topo survey, elevation drawings of all four (4) sides, culvert inert elevations, finish floor elevations, spot grade elevations, adjacent property elevations, roof plan, drainage plan, window schedules, structure details, cross section details, wall section details, electrical plans, exterior colors, and materials (color board) landscaping plan and all that applies.

5. Lot 42 Chickadee Road #6 Case: 5024  
Swanson

Concept review: Submitted plans to request a 11'9 1/2 " front variance and 3'11 1/2 " side variance to add a two car garage addition. The variance has been denied.

Comments from the Board:

- The variance request to add a two garage is excessive.
- The Board encourages you to consider other options that would not require a large variance.

6. Lot 34 Myrtle Bank Road #22 Case: 6497  
Evans

Final Review: Re-submitted plans to add a guest suite in the front of the home next to the existing garage and service yard. The plans submitted were granted Final Approval.

Comments from the Board:

- The landscape plan needs some revisions. Refer to the notes provided in the email.
- The door is blocked by columns. Consider replacing the two columns in the center with one column.

Update: The Town of Hilton Head Island requested a meeting with the ARB and General Manager to discuss our overall Master Plan and Density protocols.

7. Lot 43 Foxbriar #20 Case: 5515  
 Muldoon  
 Final Review: Submitted final drawings to go vertical for additions over existing structures and skylight and other exterior modifications as shown on the concept plan has been approved. Vertical structures include a screen porch over an existing deck in the rear 3"6" over the setback line, move service yard from front to West side of the home, add a 2<sup>nd</sup> floor to the existing garage 5'2" over the existing setback line, bedroom porch in the rear, and a new front porch with railings design. The variances to build over existing structures were approved in the April review meeting. The revised plans you submitted requesting variances to build vertical for additions over existing structures and skylight and other exterior modifications as shown on the plan have been granted Final Approval. The garage door material is denied.
- Comments from the Board:
- Our guidelines reflect that of visibility in aesthetics. You should not be able to see directly into the garage when closed. The glass must be frosted, or we recommend that you consider other options, such as a garage door with windows.
8. Lot 72 Rusty Rail Lane #3 Case: 7935  
 Zidek  
 Final Review: Submitted plans to add a swimming pool in the rear. Owner requesting a 5' variance into the 10' swimming pool setback requirement. The Owner also a letter of file from the golf course superintendent stating that he has no objections to the pool deck location. The Owner has been granted permission to landscape out to golf course property by golf course superintendent. The plans submitted were granted Final Approval.
- Comments from the Board:
- The exposed propane tank next to the service yard must be enclosed according to ARB Guidelines.
  - You have the option of extending the existing service yard to accommodate the new pool equipment, trash containers, and existing propane tank.
9. Lot 234 Cypress Marsh Drive #48 Case: 6770  
 Corcoran  
 Final Review: Submitted plans to add artificial turf in the rear behind the swimming pool. The plans submitted were granted Administrative Approval.
- Comments from the Board:
- A cross section drawing that provides details on how the turf will be drawn must be provided to ARB Staff and One Board Member.
- Update: A cross section was provided to ARB.
10. Lot 70 High Bluff Road #122 Case: 7196  
 Kristoff  
 Concept Review: Submitted a concept drawing to add a screen porch with a flat roof. The proposed screened porch backs up to open space. The Architect has provided a write up to explain why the roof is designed to be flat. The plans submitted were denied.
- Comments from the Board:
- Flat roofs are generally not allowed because of aesthetics, drainage problems, debris collection, and maintenance. Flats roofs may be acceptable if they are a minor element that blends into the overall design and drainage.
  - The Board encourages the Owner to resubmit another design that meets ARB requirements.

## Administrative Approvals:

11. Lot 72 Bear Island Road #7	driveway	Case: 6378
12. Lot 70 High Bluff Road #122	windows/Door	Case: 7196
13. Lot 61 High Bluff Road #79	Windows	Case: 5109
14. Lot 45 Pineland Road #8	driveway repair	Case: 7604
15. Lot 233 Flying King Court #12	landscape	Case: Model
16. Lot 233 Sweetwater Lane #13	driveway	Case: 7857
17. Lot 125 Annabella Lane #7	Minor driveway repair	Case: 8033
18. Lot 96 Deerfield Road #27	driveway section	Case: 5253
19. Lot 107 Sawtooth Court #19	chimney removal	Case: 6739
20. Lot 104 Hickory Forest Drive #60	driveway repair	Case: 6854
21. Lot 82 Seabrook Drive #299	all windows/doors	Case: 7663
22. Lot 46 Fox Cen Court #9	4 front windows	Case: 5353
23. Lot 133 Deerfield Road #13	rear deck	Case: 6726
24. Lot 35 Old Fort Drive #49	landscape	Case: 8277
25. Lot 75 Deerfield Road #61	window boxes	Case: 5602
26. Lot 343 Isabella Court #1	patio walkway	Case: 7436
27. Lot 73 Barksdale Court #12	driveway	Case: 6512

**Fees:**

May Review Fees:	\$ 3,100
May Administrative Fees:	\$ 1,450
Total Fees:	\$ 4,550
Y.T.D Fees:	\$ 27,110
May Tree Mitigation Fees:	\$ 1,222
Y.T.D. Fees	\$ 3,937
May Fines:	\$ 250
Y.T.D. Fines:	\$ 1450

The next scheduled ARB Meeting is Thursday June 27, 2024.