

**Architectural Review Board
HHP POA ARB Board Room
Meeting Minutes
September 26, 2024**

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

Absent with notice: N/A

Staff Present: Michele Chisolm

Call to Order: 8:00 AM

Minutes: Bob Zinn motioned to approve the ARB meeting minutes for August 29, 2024, meeting. Dale Strecker seconded the motion. The August 29, 2024, Meeting Minutes were unanimously approved.

Meeting Adjourned: Bob Zinn motioned to adjourn the September 26, 2024, meeting. James Slavetkas seconded the motion. September 26, 2024, the meeting was adjourned at 09:30 am.

1. Lot 88 Windy Cove Court Case: 8906
Greene
Final Review: Submitted plans for new construction of a single family home. The architectural drawings were approved. The Landscape plan was not approved.

Comments from the Board:
 - Revisit the landscape plan and re-submit.
 - Submit a drainage plan for review.
 - Submit an exterior color board and materials information for review.

2. Lot 273 Headlands Drive #89 Case: 8727
Bratton
Final Review: Submitted plans requesting a 6' variance into the 10' swimming pool setback to add a swimming pool in the side rear. The rear backs up to POA Open Space and then a lagoon. The variance request and plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner and Contractor.

3. Lot 33 Sparrow Hawk Road #1 Case: 5240
Van Engelen
Final Review: Submitted plans to add a one car garage and 2nd floor addition. The plans submitted were granted Final Approval. A final approval letter was forwarded to Owner and Contractor.

4. Safe Harbor Skull Creek Marina Case: N/A
Safe Harbor
Concept Review: Submitted plans to replace exterior siding, modify exterior stairs and add covered entry enhancements, and solar panels on roof. The concept plan was approved.

Comments from the Board:
 - Solar panels are not permitted in the front.
 - Provide electrical details, wall sections, cross sections.
 - If you choose to install a metal roof provide a sample of the metal roof with the proposed color.

5. Lot 43 Foxbriar Lane #20 Case: 5515
Muldoon
Final Approval: Re-submitted plans to replace the bedroom porch, add a screen porch to the existing rear deck, and a second floor to the existing garage with a 4'7" variance. The request for a variance and the plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner, Architect and Contractor.

6. Lot 3 Golden Hind Drive #5 Case: 7158
Rivlin
Concept Review: Submitted concept plans requesting a 10' variance to add an enclosed porch addition. The rear of the home backs up to POA Open Space. The 10' variance was approved. The approval of the structure is contingent upon the plans submitted for review. See comments below from the Board.

Comments from the Board:

- You must provide detailed drawings that meet ARB requirements to review for final approval.
- Section 4.25.7 of the ARB Guidelines states: Manufactured Enclosures Definition: Manufactured Enclosures are structures which are primarily composed of prefabricated, prefinished or pre-painted, metal or plastic components such as structural members, wall or roof panels, doors, windows, glass, or screening and which are assembled on site.
- Section 4.25.7.1 of the ARB Guidelines states Compliance Requirements. All such structures must aesthetically match and appear as an integral part of the house in regard to massing, proportions, roof lines, details, colors and finishes.
- 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.

7. Lot 103 Hickory Forest Drive #58 Case: 5668
Thibodeau
Preliminary Review: Submitted final drawings for a detached carriage style two-car garage addition with bonus room and elevator.

Comments from the Board:

- The Board has tabled their decision on the carriage house due to the Town's LMO requirements regarding single family and multi-family. They request that you meet with the Town first to verify if you are complying with their LMO, and then resubmit to the ARB with a letter from the Town of Hilton Head.

8. Lot 70 High Bluff Road #122 Case: 7196
Kristoff
Final Review: Submitted plans to add artificial turf in the rear. The plans submitted were granted Final Approval.

Comments from the Board:

David Mills, POA Maintenance Director, takes no exception to the turf extending onto POA Property. However, if they have to access that area due to an emergency, the POA will not be responsible for any damage done to the turf while accessing POA Property.

9. Lot 39 Rusty Rail Lane #2 Case: 5948
Rychener
Concept Review: Submitted concept drawings to request an 8'2" variance to add a screen porch enclosure to the rear of the property. The variance request and concept drawings submitted were approved. The rear backs up to POA Open Space.

Comments from the Board:

- The approval of the enclosure is contingent upon the plans submitted for review. You must provide detailed drawings that meet ARB requirements to review for final approval.
- 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.

10. Lot 49 Hickory Forest Drive #27 Case: 7855
Ward

Final Review: Resubmitted plans requesting a variance to install a fireplace and pergola in the rear. After reviewing the plans submitted for a variance to install a pergola and fireplace in the rear via email after the August review meeting, and at the September ARB review meeting, the variance request is still denied. The Board did approve the swimming pool and countertops in the August review meeting.

Comments from the Board:

- The previous request for a pergola shown to be 10' in height and the fireplace is 9' in height, both structures will be higher than the eave of the roof in the rear. At the Board's request you considered scaling down the height of the structures and providing a rear elevation plan with height details to show what it would look like in height and mass.
- The Board reviewed the Plat of the open space between the property. In the upper left corner is Lot 49 (27 Hickory Forest), Lot 48 (25 Hickory Forest), and Lot 47 (Sea Robin Court). The open space at the entrance on Sea Robin Court is 71.22' wide but quickly reduces down to only 25' wide between the homes.
- The Board considered lowering the heights of the pergola to 9'-0", and even 8.0' and fireplace to 7'-6". Half (50%) of the pergola and all (100%) of the fireplace would require a variance considering overall height and massing. Variances are site specific, and in this case the distances between the properties are only 25' of open space in between.
- After careful consideration the Board denied the 10' variance request to add a fireplace and pergola. The massing of the structures creates a dominate presence even with additional plant material of a mature size. In this case any such vertical construction cannot encroach into the building setback area.

Update: The Owners are appealing the Board's decision to deny the variance.

Administrative Approvals:

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|-------------------------------------|---------------------|------------|
| 11. Lot 71 Big Woods Drive #43 | S/Y replace extend | Case: 5911 |
| 12. Lot 129 Honey Locust Circle #71 | add screen to porch | Case: 5802 |
| 13. Lot 35 Myrtle Bank Road #22 | concrete patio/walk | Case: 7456 |
| 14. Lot 22 Field Sparrow Road #6 | paver patio | Case: 5113 |
| 15. Lot 31 Brown Thrasher Road #34 | deck | Case: 5107 |
| 16. Lot 31 Pineland Road #31 | replace all windows | Case: 5306 |
| 17. Lot 8 Hermit Crab Court #1 | sidewalk | Case: 8711 |
| 18. Lot 175 Winding Trail Lane #4 | deck | Case: 7831 |
| 19. Lot 3 Golden Hind Drive #5 | deck | Case: 7158 |

Fees:

September Review Fees:	\$ 3,150
September Administrative Fees:	\$ 625
Total Fees:	\$ 3,775
Y.T.D Fees:	\$ 45,485
September Tree Mitigation Fees:	\$ 262
Y.T.D. Fees	\$ 4,957
September Fines:	\$ 0
Y.T.D. Fines:	\$ 1,450

The next scheduled ARB Meeting is Thursday October 24, 2024.