

**Architectural Review Board  
Meeting Minutes  
January 23, 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, Peter Kristian

**Call to Order:** 8:00 am

**Minutes:** Bob Zinn motioned to approve the ARB meeting minutes for December 19, 2019. Bob Manne seconded the motion. The December Meeting Minutes were unanimously approved as amended.

**Appeals:**

- 1. Lot 73 Red Bay Court #5** **Case: 6915**  
**Goodrich**  
 The Property Owner appealed the ARB instruction to enclose the third HVAC Unit. The Property Owner requested to be grandfathered. The original site survey approved by the ARB Board shows one service yard with two HVAC Units. A third HVAC Unit was not on the originally approved site plan. The ARB Board denied the request and instructed the Property Owner to enclose the HVAC Unit.

Update: The Owner submitted plans to install an enclosure for the HVAC Unit. A HHP Permit was issued.

- 2. Lot 373 Santa Maria Drive #9** **Case: 6473**  
**Beck**  
 Owner appealing Board decision to deny installment of fireplace. Owner requested a variance to install fireplace (vertical construction) beyond the setback line. The Property Owner provided an updated landscaping plan and details of the fireplace. The Board granted approval of the variance to install the fireplace. The Board requested more details on the materials of the fireplace and granted Final Approval.

Update: The Owner provided paperwork and samples of the materials for the fireplace. A HHP Permit was issued.

**Submissions:**

- 1. Lot 261 Ellenita Drive #44** **Case: 8853**  
**Bristol**  
**Final Review:** Submitted plans for final review of new construction. The plans submitted were granted a Final Approval. The Landscape plan was approved. Final Approval letters were forwarded to the Owner and Contractor.

Update: The stake-out inspection was completed by Bob Zinn, and Michele Chisolm. A clearing only HHP Permit was issued.

**2. Lot 184 Oyster Reef Drive #45  
Wexler**

**Case: 8854**

**Final Review:** Submitted plans for final review of new construction. The plans submitted were granted an Administrative Approval. The Landscape plan was approved with a minor suggestion.

The Board's Comments:

- Silt fences, culvert and fill, and road shoulder protection must be in place prior to construction.
- Provide a site plan that shows the location and elevation of the neighboring homes.
- The service yard fence needs to be at 4" starting height above slab.
- Louvers are recommended for ventilation.
- Consider an alternate plant selection to replace Jack Frost Ligustrum at the foundation in the front. Use evergreen plantings more in keeping with the HHP aesthetic, i.e. not variegated.

Update: The Owner provided the revised plans to include the following: a new site plan showing the location and elevation of the neighboring homes, the service yard with 4" height above slab, a landscape plan that replaced evergreen planting with the Jack Frost Ligustrum. A Final Approval letter was forwarded to the Owner and Contractor.

**3. Lot 23 Seabrook Landing Drive #38  
Madhere**

**Case: 8855**

**Concept Review:** Submitted concept plans for new construction. The concept plans submitted were approved. The Board encourages the Owner to move forward and submit plans for the next phase.

The Board's Comments:

- 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.
- 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 have to be removed for construction footprint, mitigation may be required subject to ARB approval.
- A landscape plan must be submitted showing the trees replaced if you mitigate by replacing trees. A copy of the Tree Mitigation Policy is available at the POA.
- The site plan must include the location of the neighboring properties and elevation.

Update: On February 5, 2020, the Owner and a tree company representative, met with the ARB Tree Inspectors Jim Nasuti and Scott Simmons to investigate the removal of trees not affected by the construction of the home.

**4. Lot 26 China Cockle Lane #18  
Pankow**

**Case: 8856**

**Preliminary Review:** Submitted preliminary plans for new construction. The plans submitted were denied. The plans submitted to the ARB Board did not incorporate most of the information required on a preliminary to tell the owner could proceed to the next submission which would be the Final Review.

The Board's Comments.

- Site plan- the pool and gazebo appears to have been hand drawn into the plan. The design should have been included in the site plan professionally.
- The driveway was also drawn in with no indication of how wide the driveway is. It is not deep enough for turning. An extended pad to back up is needed for turning or a front entry should be considered. The driveway width should be a minimum of 12' and the inside turning radius of 15' minimum for side or rear entry garages.

- 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). 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 is not shown on the floor plan.
- Most of the information on the plan was crossed out.
- Even though the electrical plan is not required in a preliminary, the one provided for this submission did not show the service yard or the meter.

Update: The Owner and Contractor stated that they will make the required revisions and submit plans according to ARB Guidelines. The Contractor will meet with a tree company on site to inspect the trees that are not in the scope of the construction and forward all information to the ARB Inspector.

**5. Lot 15 Dolphin Point Lane #18  
Latorra**

**Case: 8852**

**Final Review:** Submitted plans for final review of new construction. The plans submitted have been granted an Administrative Approval. The Landscape plan was not approved.

The Board's Comments:

- Silt fences, culvert and fill, and road shoulder protection must be in place prior to construction.
- Revise the location of the panel and meter on the electrical plan.
- The patio wall needs to be on the elevation plan.
- There must be a 4" height requirement for ventilation on the service yard.
- The Board recommends foundation louvered or hog pen slat.
- On the roof plan A-5 the Board asked the owner to extend the hip enough to be able to see the metal roofing from the side.

Update: The Owner and Contractor provided revised plans that showed the relocation of the panel and meter on the electrical plan, the patio wall on the elevation plan, extended the hip on the roof plan. The Contractor stated that they are working on the landscape plan. A final approval letter was forwarded to the Owner and Contractor.

**6. Lot 6 Jingle Shell Lane #11  
Coastal Oaks Development**

**Case: 8849**

**Final Review:** Resubmitted plans for final review of new construction to rotate the house and request a 7' variance for the screen porch in the rear. The plans submitted were granted a Final Approval. The Landscape plan was not approved. The Owner must re-submit a new Landscape plan.

**7. Lot 11 Raintree Lane #27  
Monaghan**

**Case: 7619**

**Final Review:** Submitted plans for a garage addition. Roof shingles matching the existing that were replaced in July 2016 were Landmark Pro CertainTeed color Resawn Shake. House Colors are Pittsburg Gray Beige; stucco and pillars are Diamond Mine and the trim is Stonington. The plans submitted were granted a Final Approval. A final approval letter have been forwarded to the Owner and Contractor.

**8. Lot 110 Waterthrush Place #5** **Case: 5311**  
**Riscoe**

**Final Review:** Submitted plans to enclose screen porch and extending out onto existing deck to accommodate a 14 X 21 conditioned finished living space. Roof shingles to match GAF Timberline Heather Blend. House colors; siding: Celery Salt-BM 938; trim: Ocean Beach BM 958. The plans submitted were granted a Final Approval. A final approval letter has been forwarded to the Owner and Contractor.

**9. Lot 358 Pine Sky Court #6** **Case: 8251**  
**Gurganus**

**Final Review:** Submitted plans for an 11'3" variance for a screen porch addition. The addition has been shifted to address the privacy issues of the neighboring property. The plans submitted were granted a Final Approval. A final approval letter was forwarded to the Owner.

**10. Lot 378 Neptune Court #7** **Case: 7638**  
**Epstein**

**Final Review:** Submitted plans for a pool, spa, and deck/patio addition. The plans submitted were granted an Administrative Approval. The Landscape plan was not approved.

The Board's Comments:

- Aesthetically, the pool is too tight or too condensed. The water will end up under the house.
- A variance has been granted to move the pool back towards the ten ft. hold and build a french drain between the house and the pool.
- The pool equipment fence needs to be a stucco fence to match the house.
- The propane tank needs to be enclosed by final inspection.
- The Landscape Plan must be resubmitted.

Update: A new plan was submitted with the pool pushed back 2ft. towards the ten ft. hold, with a french drain between the house and the pool, and details of a stucco fence. A new landscape plan was forwarded to the Landscape Architect. A final approval letter was forwarded.

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

**Concept Review:** Submitted plans for a room addition with 2-2 ½' variance. The plans submitted were denied.

The Board's Comments:

- The Board cannot approve your request for a 2' variance. The plans you provided show a 5'4" variance. You must resubmit plans that show a 2' variance as requested.
- Provide photos of 35 Bent Tree Lane and how it relates to this residence. Show the elevation of the 35 Bent Tree Lane on the site plan.
- The Board suggests a hip or a gable on the new roof.
- The exposed HVAC Unit must be enclosed in a separate enclosure.

The Board encourages the owner to resubmit a concept, preliminary or final review with the requested revisions and all other required details.

Update: Bob Zinn met with the Owners in the ARB Board Room and their residence to explain the submitted plans and why it was denied. The Owner provided photos of 35 Bent Tree Lane and how it relates to 33 Bent Tree Lane.

**12. Lot 14 Dolphin Point Lane #16****Case: 5408****Swatton**

**Final Review:** Submitted plans to change out and redesign windows and doors and add a 2<sup>nd</sup> floor balcony. The plans submitted have been granted an Administrative Approval.

The Board's Comments:

- The detail for the balcony needs to match the existing balcony in height, size and material.
- The rails need to match the existing balcony.

Update: ARB Staff was provided with a copy of a new plan that shows the matching balcony details in height, size and material.

**13. Lot 151 Wild Laurel Lane #20****Case: 6511****Tapp**

**Final Review:** Submitted plans to install 39 residential solar panels. The plans submitted were denied. The solar panels details submitted were not aesthetically appealing.

Update: The Owner requested an appeal with the ARB Board. The appeal date will be the next scheduled ARB Meeting on February 27, 2020 at 8:00am.

**14. Lot 18 Angel Wing Drive#23****Case: 8736****McCormick**

**Final Review:** Resubmitted plans to install and pool and spa barrier with landscaping. The Board did not approve of the curve of the fence. The plans submitted were granted an Administrative Approval providing the Owner approved of the Board's suggestion to make the fence straight.

Update: The owner approved of the Board's suggestion and a HHP Permit was issued. However, during the installation the contractor ran into some issues. Bob Zinn and Michele Chisolm met with the Owner and contractor. The Owner requested to move the pool barrier towards another direction than that of which was approved. The Owner was informed to resubmit a new plan to the Board for approval.

**Administrative Approval:**

15. Lot 133 Annabella Lane #10	Garage Door	Case: 8266
16. Lot 32 Edgewood Drive #28	Front Door	Case: 5943
17. Lot 132 Cougar Run #3	Steps/Stairs	Case: 5899
18. Lot 140 Misty Morning Drive #18	Driveway	Case: 5385
19. Lot 132 Wimbrel Lane #2	Timber Wall	Case: 5848
20. Lot 23 Adventure Galley Lane #18	Windows	Case: 6762
21. Lot 4 Knollwood Drive #2	Driveway	Case: 6807
22. Lot 251 Wild Azalea Lane #25	Garage Door	Case: 6070

**January Fees:**

Review Fees:	<b>\$7,300</b>
Administrative Fees:	<b>\$ 400</b>
Total Fees:	<b>\$7,700</b>
<b>Y.T.D.</b>	<b>\$7,700</b>
Tree Mitigation Fees:	<b>\$1,635</b>
<b>Y.T.D.</b>	<b>\$1,635</b>
Fines Issued:	<b>\$ 0</b>
Fines Collected:	<b>\$ 0</b>
<b>Fines Y.T.D.</b>	<b>\$ 0</b>

The next scheduled ARB Meeting will be February 27, 2020.