

SOUTHERN BEAUFORT COUNTY
CORRIDOR REVIEW BOARD MINUTES
February 10, 2010, Hilton Head Library

Members Present:

Laura Barrett
Jake Lee
Jim Tiller
Ed Pinckney
Joe Hall

Members Absent: Martha Crapse

Staff Present: Judy Nash Timmer, Development Review Planner
Linda Maietta, Planning Assistant

I. **Call to Order:** The meeting was called to order at approximately 4:00 p.m. by Mr. Jim Tiller, Acting Chairman.

II. **General Public Comment:** There were no public comments.

III. **Review of Minutes:** The Board reviewed the January 20, 2010, meeting minutes. **Motion:** Mr. Jake Lee made a motion, and Mr. Hall seconded the motion, **to accept the January 20, 2010, minutes as written.** The motion **was carried unanimously** (FOR: Barrett, Hall, Lee, Pinckney, Tiller).

IV. **Old Business:** There was no old business to discuss.

V. **New Business:** There was no new business to discuss.

VI: **Other Business:**

A. Ordinance Review and Meeting Motion Protocol: Chairman Jim Tiller stated that we are here to talk about some of the issues the Board members brought up in the last meeting and the meeting prior regarding the ordinance and how we go about conducting our business here at the Corridor Review Board. Some of the issues involve the conceptual approvals. Chairman Tiller stated the reason the Board wanted to talk about this was to find out whether or not there is an approach or way in which we should go about conducting a Corridor Review Board meeting. Chairman Tiller opened the floor for discussion.

Mr. Ed Pinckney asked if somebody could tell the Board what kind of authority the Board has to change the rules. Ms. Judy Timmer stated the Board has the authority to change the rules. To do so, the Board would need to review existing rules and recommend changes. The Northern Corridor Review Board would also need to agree to the changes. Ms. Timmer directed the Board to the hand-outs provided, specifically Article II, Section 7, Decisions. Ms. Timmer read "All decisions should be by vote by all members present. A tie vote shall constitute a denial recommendation. All recommendations shall be accompanied by a written summary of the action." In an effort to follow the ordinance, it was

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recommended to Ms. Timmer several months ago, that the Board begin to make motions on conceptual submittals. Up until that point, the Board did not make motions. Because the Rules of Procedure states "by vote," the staff felt that the Board needed to do so. Someone could challenge that there wasn't a vote on something that had to be done.

This opened a discussion, with all Board members participating, on what the differences are between a conceptual submittal vs. a preliminary submittal and what type of action the Board needed to take on each submittal. To summarize, the Board agreed to a three-step process:

Step 1: Conceptual (four architectural elevations and a site plan; does not need to be hard-line drawings). This would be an optional step in the review process; one that would require no vote by the Board (comments only). Conceptual would primarily be an architectural review of the project. This conceptual step would be strongly recommended but not required. Feedback would be provided to the applicant by Staff.

Step 2: Preliminary (four architectural elevations, site plan, preliminary grading plan, preliminary landscape plan; hard-line drawings). Not optional. Feedback would be provided by the Board via a checklist, with comments. The Board would review and vote on action. If denied, applicant will need to submit for preliminary again.

Step 3: Final (four architectural elevations, site plan, grading plan, landscape plan; hard-line drawings). Not optional. Feedback would be provided by the Board, via a checklist, with comments. The Board would review and vote on action.

Ms. Timmer agreed to draft a single sheet checklist, detailing the steps noted above. She will share it with the Board members, via email, prior to the next meeting. In addition, Ms. Timmer will also look at when the Corridor Review Board meetings are scheduled and when submittal dates are to see if any changes can be made to speed up the review process.

In addition, the Board suggested that plans be submitted electronically, in PDF format. Ms. Timmer could forward the plans via email and the Board members could print off their own 11x17 copies. Ms. Timmer would only need to bring two or three large drawings to the meeting for the Board members to share, if needed. This requirement could be incorporated into the checklist.

Mr. Ed Pinckney also suggested putting together a pictorial package showing low country architecture styles and details that would be acceptable and styles that are not. Ms. Timmer stated she has started something like this. It's a design

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guideline, using Hilton Head's to use as a model. We would need to include a disclaimer that says we are not looking for copycat architecture; we're looking for you to incorporate low country elements into your own building. Mr. Gary Kubic, County Administrator, also mentioned having a type of CRB certification. This would be a type of on-line training that would include examples of acceptable and good low country style architecture for different size projects, opacity of buffers, etc. Applicants would then have to sign off/certify that they have completed this course and present it to the Board. The Board felt this would be harder than it sounds.

B. Buffer Opacity. Ms. Timmer asked Board members to take a Look at the Carolina First Bank buffer trimming and provide her with their comments by Friday, 2/12/10.

C. Although not on the agenda, Ms. Timmer did mention that there is an opening on the Board for a general citizen position. No applications have been submitted. If any of the Boards members know anyone that might be interested, have them call Ms. Timmer.

Motion: Mr. Joe Hall made a motion, and Mr. Pinckney seconded the motion, to adjourn the meeting. Meeting was adjourned at approximately 5:00 p.m.

NEXT MEETING: Wednesday, February 24, 2010
4:00 p.m., Hilton Head Library