CALL TO ORDER

ELECTION OF CHAIR & VICE-CHAIR FOR 2018

APPOINTMENT OF SECRETARY

APPROVAL OF MINUTES

1. Regular Meeting: December 6, 2017 [Pages 2–8]

OLD BUSINESS ITEMS

1. Revised Lighting Plan: Seabrook Island Racquet Club [Pages 9–16]
   Request from the Seabrook Island Racquet Club to approve an amended lighting plan for the tennis and pickleball courts located at 3772 Seabrook Island Road

NEW BUSINESS ITEMS

1. Text Amendment: Official Zoning Map [Pages 17–20]
   An ordinance amending the Development Standards Ordinance of the Town of Seabrook Island, South Carolina; Article 4.0, Establishment of Zoning Districts and Map; Section 4.10, Official District Map; so as to clarify the effective date of amendments to the Official District Map

ITEMS FOR INFORMATION / DISCUSSION

2. Recombination Plat: 3740 & 3744 Seabrook Island Road [Pages 26–29]

ADJOURN
TOWN OF SEABROOK ISLAND
Planning Commission Meeting
December 6, 2017 – 2:30 PM

Town Hall, Council Chambers
2001 Seabrook Island Road

MINUTES

Present: Robert L. Driscoll (Chair), Lori Leary (Vice-Chair), Cathy Patterson, Wayne Billian, Lynda Whitworth (Secretary), Joe Cronin (Town Administrator)

Absent: Ken Otstot

Guests: Katrina Burrell (SIPOA), Michael Karamus (Architect), John Johannessen (Lone Oak Development), Ron Welch (Bohicket Marina), Sharon Welch (Bohicket Marina)

Chairman Driscoll called the meeting to order at 2:30 pm. Secretary Whitworth confirmed that the requirements of the Freedom of Information Act were fulfilled and the meeting agenda was properly posted.

APPROVAL OF MINUTES

1. November 1, 2017: Ms. Leary made a motion to approve the minutes from the November 1, 2017, meeting, as submitted. Ms. Patterson seconded the motion. The motion was approved by a vote of 4-0.

OLD BUSINESS ITEMS

There were no Old Business Items.

NEW BUSINESS ITEMS

1. Architectural Review: The Village at Seabrook: Ms. Patterson stated that she would be recusing herself from voting on this item due to her role with the Village at Seabrook POA Board. Chairman Driscoll called on architect, Michael Karamus, to provide information regarding the request for architectural review. Mr. Karamus provided a brief overview of the proposed design for a new single-family home elevation within the Village at Seabrook.

Chairman Driscoll inquired as to whether the design had been approved by the Village Board. Mr. Karamus stated that the proposed design had been approved by both the Village at Seabrook POA Board, as well as the Seabrook Island POA’s Architectural Review Committee. Ms. Patterson and Mr. Karamus added that upon approval by the Planning
Commission, the proposed design would become a new approved model ("Model K") for future homes in the Village at Seabrook.

Chairman Driscoll inquired about the status of the Seabrook Island POA approval. Katrina Burrell, Architectural Review Administrator for the Seabrook Island POA, stated that the design had been approved by the full Architectural Review Committee. Chairman Driscoll added that under the town’s ordinance, the town must receive written documentation that the plan has met all applicable requirements of the Seabrook Island POA’s Architectural Review Committee.

Ms. Patterson noted the inclusion of flood louvers on the design, and asked if there had been a change in the code to allow such louvers. Mr. Karamus responded that “smart vents” are now allowed. These would be located on the sides of the house and would be screened by landscaping.

Mr. Billian asked if there had been any changes to the building’s footprint. Mr. Karamus responded that a sunroom had been added.

Chairman Driscoll made a motion to approve the architectural plans for “Model K” in the Village at Seabrook, contingent upon the town administrator verifying that the proper procedure has been followed as required by the town’s ordinance. Mr. Billian seconded the request. The motion was approved by a vote of 3-0, with Ms. Patterson not voting.

2. **Commercial Review: Bohicket Marina (Roof):** Chairman Driscoll called on Mr. Ron Welch of Bohicket Marina to provide information regarding the marina’s request. Mr. Welch stated that the marina was seeking approval to install new metal roofing on three existing structures. Chairman Driscoll asked which color metal was proposed for each building. Mr. Welch responded that the southernmost building would have a blue roof, the building between the dry storage building and the creek would have a red roof, and a green roof would be installed on the dry storage building at the northern end of the property. Chairman Driscoll asked if the marina was the applicant. Mr. Welch responded in the affirmative.

Town Administrator Cronin asked for clarification on the colors being requested. Mr. Welch responded that the three proposed colors were Banner Red, Regal Blue and Classic Green. Mr. Welch added that the metal roofing materials will be manufactured by Sentriclad.

Ms. Patterson made a motion to approve the request, as submitted. Ms. Leary seconded the motion. The motion was approved by a vote of 4-0.

3. **Zoning Map Amendments for 2017:** Chairman Driscoll called on Secretary Whitworth to provide a summary of the amendments to the town’s official zoning map for 2017. Secretary Whitworth reported that there were four rezonings approved by town council in 2017, eight lot line adjustments, two subdivisions, and one recombination plat. A summary
of the zoning map changes was provided to members of the Planning Commission, a copy of which is attached to the minutes as “Exhibit A.”

Mr. Billian asked if the colored arrows on the maps had any significance. Secretary Whitworth responded that they did not, and were included only to indicate the location of specific changes on the map.

Chairman Driscoll stated that all of the changes shown on the summary have already been approved, and the purpose of this update is to make sure they are accurately reflected on the town’s official zoning map.

Chairman Driscoll made a motion to recommend in favor of the amendments to the town’s official zoning map, as reflected in “Exhibit A.” Mr. Billian seconded the motion. The motion was approved by a vote of 4-0.

**ITEMS FOR INFORMATION / DISCUSSION**

1. **Changes to Lighting Plan for the Seabrook Island Club Tennis and Pickleball Courts**: Town Administrator Cronin informed members of the Planning Commission that the Seabrook Island Club had submitted drawings for new lighting poles and fixtures at the tennis and pickleball courts, located at 1701 Long Bend Drive. Upon review, these plans were found to be substantially different from the plans approved by the Planning Commission in May of 2017. Specifically, the number of light fixtures was proposed to increase from 28 to 36; the number of poles was proposed to decrease from 22 to 16; and the lighting heights were proposed to decrease from 26’ at all courts to 22’ at the pickleball courts, and 24’ on the tennis courts. He added that the new drawings also included a full photometric plan. Town Administrator Cronin determined that these were substantial changes, and recommended that the Planning Commission should review and approve the proposed modifications during its January meeting. Chairman Driscoll advised that adequate notice of the proposed changes should be provided to neighboring property owners in advance of the meeting. Ms. Leary added that she would also like to know if any changes were made to the timing for when the lights would be cut off in the evening.

There being no further business, Ms. Leary made a motion to adjourn the meeting. Mr. Billian seconded the motion. The motion was approved by a vote of 4-0 and the meeting was adjourned at 3:20 pm.

Respectfully submitted,

Joe Cronin
Town Administrator
December 21, 2017
EXHIBIT A
Zoning Map Amendments for 2017
2017

Zoning Map Amendments

Rezoning

1. Block 36 Lot 1  2944 Captain Sams Road
   Single Family Residential rezoned to Agricultural Conservation

2. Block 5 Lot 34  2606 Seabrook Island Road
   Single Family Residential rezoned to Agricultural Conservation

3. Block 3 Lot 1  2445 Seabrook Island Road
   Single Family Residential rezoned to Agricultural Conservation

4. Block 41 Lot 9  2718 Old Oak Walk
   Single Family Residential rezoned to Agricultural Conservation

Lot Line Adjustments
Saltmarsh at Seabrook building footprint changing from triplex to duplex
Bldg. C    Eliza Darby
Bldg. H    Turtle Watch
Bldg. I    Turtle Watch
Bldg. J    Sterling Marsh Lane
Bldg. R    Emmaline Lane
Bldg. T    Emmaline Lane
Bldg. U    Emmaline Lane
Bldg. V    Emmaline Lane

5. Block 52 subdivide parcel back to original lot lines to create lots 45 & 46
   Nancy Island Drive

6. Combine Lots 20 and 21 to create Lot 21 Block 11
   2647 Seabrook Island Road

7. Sub-Divide Lot 9 Marsh Oak Lane 204-00-00-070 into 3 Townhome units A, B and C
   Bohicket Marina Village.
The Town of Seabrook Island Planning Commission Members have submitted a request to approve an amended lighting plan for the tennis and pickleball courts located at 3772 Seabrook Island Road. The property is zoned PDD-Parks & Recreation (APR) Subdistrict.

The Planning Commission previously approved a lighting plan for the project in May of 2017. At the time, the approved lighting plan included the following:

- 28 Light Fixtures
- 22 Poles
- 26’ Pole Height at both the Pickleball and Tennis Courts
- Metal Halide Light Fixtures

The revised plan, as proposed, would include the following amendments:

- 36 Light Fixtures (+8 Fixtures)
- 16 Poles (-6 Poles)
- 22’ Pole Height at the Pickleball Courts (-4’) and 24’ at the Tennis Courts (-2’)
- LED Light Fixtures

A copy of the revised lighting plan (including a photometric plan) is attached for review.

Notification of the proposed changes was provided via email on December 13, 2017, to the community managers of surrounding residential properties. The community managers were also notified via email on December 29, 2017, that the Planning Commission would meet on January 10, 2018, rather than the regularly scheduled date of January 3, 2018.

**Staff Recommendation**

Because the lighting levels will be reduced to 0.0 footcandles before reaching neighboring property lines, no light spill is anticipated in surrounding residential areas. Therefore, staff recommends in favor of **APPROVAL** of the revised lighting plan.
Respectfully submitted,

Joseph M. Cronin
Town Administrator
NOTE: The RED LINE illustrates where lighting levels will drop to 0.0 footcandles, per the proposed photometric plan.
TO: Town of Seabrook Island Planning Commission Members  
FROM: Joseph M. Cronin, Town Administrator  
SUBJECT: Text Amendment for the Effective Date of Amendments to the Official Zoning Map  
DATE: January 8, 2018

The Planning Commission is asked to review and provide a recommendation on a proposed text amendment to the Development Standards Ordinance (DSO) for the Town of Seabrook Island. The purpose of this amendment is to clarify the effective date of amendments to the Official District Map.

Section 20.90 of the DSO states that “Any ordinance adopted affecting a change in the text of the Development Standards Ordinance or Official Zoning Map shall become effective the day following the Council meeting at which action has been taken.”

Section 4.10 of the DSO states that the Official District Map “shall be the final authority as to the current zoning status of the land, buildings and other structures in the Town.”

Given the limited number of rezoning requests submitted to, and approved by, the Mayor and Council, the Official District Map is historically updated only one time per year, usually in December or January.

In theory, it can take up to 12 months for an approved rezoning to be reflected on the Official District Map. Because the DSO states that the Official District Map is the “final authority,” this may cause confusion as to the proper zoning classification of rezoned property prior to the publication of an updated Official District Map.

Staff has prepared a draft text amendment to clarify the effective date of approved rezonings. Because rezoning property is a legislative act approved by Town Council, we have recommended no changes to Section 20.90 of the DSO.

The draft text amendment would amend Section 4.10 of the DSO to state that the printed version of the Official District Map, “together with any amendments approved pursuant to Article 20 of this Ordinance but not yet incorporated into the printed version of the map,” shall be the final authority as to the current zoning status of all land within the Town.

A copy of the proposed text amendment is attached for review.
**Staff Recommendation**

Staff recommends in favor of **APPROVAL** of the text amendment to eliminate confusion regarding the effective date of amendments to the town's Official District Map.

Respectfully submitted,

[Signature]

Joseph M. Cronin  
Town Administrator
TOWN OF SEABROOK ISLAND

ORDINANCE NO. 2018-01

ADOPTED __________

AN ORDINANCE AMENDING THE DEVELOPMENT STANDARDS ORDINANCE OF THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA; ARTICLE 4.0, ESTABLISHMENT OF ZONING DISTRICTS AND MAP; SECTION 4.10, OFFICIAL DISTRICT MAP; SO AS TO CLARIFY THE EFFECTIVE DATE OF AMENDMENTS TO THE OFFICIAL DISTRICT MAP

WHEREAS, Section 4.10 of the Development Standards Ordinance states that the Official District Map “shall be the final authority as to the current zoning status of the land, buildings and other structures in the Town”; and

WHEREAS, Section 20.90 of the Development Standards Ordinance states that “Any ordinance adopted affecting a change in the text of the Development Standards Ordinance or Official Zoning Map shall become effective the day following the Council meeting at which action has been taken”; and

WHEREAS, given the limited number of rezoning requests submitted to, and approved by, the Mayor and Council, the Official District Map is historically updated only one time per year; and

WHEREAS, the conflicting language contained in Sections 4.10 and 20.90 may cause confusion as to the proper zoning classification of rezoned property prior to the publication of an updated Official District Map; and

WHEREAS, the Mayor and Council for the Town of Seabrook Island desire to amend the Development Standards Ordinance to clarify the effective date of amendments to the Town’s Official District Map;

NOW, THEREFORE, pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE TOWN OF SEABROOK ISLAND:

SECTION I. Amending Section 4.0 of the Development Standards Ordinance. The Development Standards Ordinance of the Town of Seabrook Island, South Carolina; Article 4.0, Establishment of Zoning Districts and Map; Section 4.10, Official District Map; is hereby amended to read as follows:

Sec. 4.10. - Official District Map.

Zoning districts and their boundaries shall be as shown on the Official District Map. This map shall be located in the Town administrative offices and shall, together with any amendments approved pursuant to Article 20 of this Ordinance but not yet incorporated into the printed version of the map, be the final authority as to the current zoning status of the all land,
buildings and other structures within the Town, which The map shall be signed by the Mayor and the Clerk/Treasurer, and shall show its date of publication, adoption, and which, The map, together with all explanatory matter thereon, and any amendments duly adopted thereto, is hereby adopted by reference and declared to be a part of this Ordinance as if fully set forth herein.

SECTION 2. Severability.

If any section, subsection, paragraph, clause, or provision of this ordinance shall be deemed to be unconstitutional, unenforceable, or otherwise invalid by the final decision of a court of competent jurisdiction, it shall be construed to have been the legislative intent of Town Council to pass said ordinance without such unconstitutional provision, and the validity of all remaining sections, subsections, paragraphs, clauses, or provisions of said ordinance shall not be affected thereby. If said ordinance, or any provision thereof, is held by the final decision of a court of competent jurisdiction to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

SECTION 3. Conflicting Ordinances Repealed.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Effective Date.

This ordinance shall be effective from and after the date of adoption.

SIGNED AND SEALED this _____ day of ___________________, 2018, having been duly adopted by the Town Council for the Town of Seabrook Island on the _____ day of ___________________, 2018.

First Reading:                  TOWN OF SEABROOK ISLAND
Public Hearing:                ____________________________
Second Reading:               ____________________________
Ronald J. Ciancio, Mayor

ATTEST

______________________________
Faye Allbritton, Town Clerk
TO: Katrina Burrell, SIPOA Architectural Review Administrator  
FROM: Joseph M. Cronin, Town Administrator  
SUBJECT: Village at Seabrook Model “K”  
DATE: December 21, 2017

Dear Ms. Burrell:

Thank you for providing the attached letters regarding the ARC’s approval for Model “K” in the Village at Seabrook. Consistent with § 14.20.20.10 of the town’s Development Standards Ordinance, and the motion approved by the Planning Commission on December 6, 2017, the above referenced model is hereby approved for use in the Village at Seabrook.

As you are aware, future use of this model on any individual lot within the Village at Seabrook shall be subject to review and approval by the town’s zoning administrator prior to the issuance of any site-specific building and/or zoning permits.

If you have any questions about the contents of this letter, please feel free to contact me by phone at (843) 768-9121 or by email at jcronin@townofseabrookisland.org.

Respectfully submitted,

Joseph M. Cronin  
Town Administrator
December 13, 2017

Joseph M. Cronin
Town Administrator
Town of Seabrook Island
2001 Seabrook Island Road.
Seabrook Island, SC 29455

VIA email: jcronin@townofseabrookisland.org

Re: The Village at Seabrook – Plan “K”

Dear Mr. Cronin:

Pursuant to the requirements of the Seabrook Island Property Owners Association Policies and Procedures for Residential Development, the Architectural Review Committee (ARC) reviewed and approved the following design plans which were referred to at the 12/06/2017 Town of Seabrook Island Planning Commission Meeting as Plan “K” for the Village at Seabrook:

“The Hibbard Residence” prepared by Michael E. Karamus, Architect
- Site Layout dated 11/06/2017
- Sheets A1.1 – A2.1 dated 11/06/2017
- Sheets A1.2 – A1.4 dated 10/09/2017
- Sheets A2.1 – A2.2 dated 10/09/2017
- Sheet A3.1 dated 10/09/2017
- Sheets E1.1 – E1.2 dated 10/09/2017

Please contact me if you need any additional information.

Very truly yours,

[Signature]
Katrina Burrell, CMCA, AMS
Architectural Review Administrator

cc: 58 10 3048 Seabrook Village Drive (Master File)
The Village Approved Plans (Master File)
December 6, 2017

Mary Beth Hibbard
7231 Indigo Palms Way
Johns Island, SC 29455

VIA email: marybeth@beachwalker.com

Re: Block 58 Lot 10 – 3048 Seabrook Village Drive / # 201701012

Dear Ms. Hibbard:

On November 14, 2017 the Architectural Review Committee (ARC) approved the following motion regarding the Conditional Plans for Block 58 Lot 10:

“Architect Mike Karamus and John Johannessen of Lone Oak Development presented revisions to a new home design for the Village at Seabrook. The proposed design featured a cantilevered structure over the critical root zone of the 24”+ 15” Grand Oak and non-structural column visually finished with a facade to match the rest of the foundation walls. Care is to be taken to assure the post doesn’t interrupt a significantly sized root. This solution will also provide a reasonable setback at the right rear property line.

... moved to approve the Conditional Plans for Block 58 Lot 10 – 3048 Seabrook Village Drive with the following requirements:
1. Show the non-structural column on the Engineering sheets; and
2. Ensure continuous footing is not shown for the left, rear column under the morning room on the Permit Plan submittal.

The motion was seconded ... and passed unanimously.¹

The approved plans (with the changes presented 11/14/2017 and revised per the stipulations above) are:
“The Hibbard Residence” prepared by Michael E. Karamus, Architect
- Site Layout dated 11/06/2017
- Sheets A1.1 – A2.1 dated 11/06/2017
- Sheets A1.2 – A1.4 dated 10/09/2017
- Sheets A2.1 – A2.2 dated 10/09/2017
- Sheet A3.1 dated 10/09/2017
- Sheets E1.1 – E1.2 dated 10/09/2017

and “The Hibbard Residence” prepared by John J. Hiers, Landscape Architect
- Sheet L1.1.2 – dated 10/09/2017
The approved materials/colors per stipulations above are:
Siding: cementitious, SW2844 “Roycroft Gray”
Trim: Pressure treated wood, SW7012 “Creamy”
Roof: Standing Seam Metal, Englert “Medium Bronze”
Foundation Coating: Stucco SW2844 “Roycroft Gray” 250%
Decks/Railings: Garapa and pressure treated wood, SW7012 “Creamy”
Driveway, Walkway: Salt wash concrete
Entry Door: Mahogany, natural

Colors are conditionally approved with the stipulation that final color approval is not granted until a 6’ square sample (with trim colors(s) if applicable) is painted on the house and approved by the ARC.

The approved lighting fixtures are:
Garage and Foundation Level Doors: ELK 47071/2 Forged Jefferson 2 Light 19” Charcoal Wall Sconce
Front and Rear Deck/Stair Post: Hinkley Lighting, Round Eyebrow Deck Sconce 1549BZ Bronze
All other fixtures are recessed. No other exterior house, stair or landscape lighting is approved at this time.

1 In addition to the requirements detailed in this motion, all improvements must also comply with the applicable version of the SIPOA ARC Policies and Procedures. The omission of any stipulation or requirement of the Policies and Procedures is not a waiver of said requirement.”

Additionally:

A. Colors are conditionally approved with the stipulation that final color approval is not granted until a 6’ square sample (with trim colors(s) if applicable) is painted on the house and approved by the ARC;
B. The landscape plan that is approved by the ARC prior to construction is not final until the plantings are reviewed by the ARC on-site. Additional plantings may be required after field evaluation;
C. The ARC must be notified with specific proposed pruning details prior to any pruning/trimming of trees during the site-clearing process and during construction of the house. Additional pruning of any trees, vegetation and natural buffers on the lot is not permitted until after the home is framed. Once the home is framed and/or built, pruning requests may be submitted for review;
D. Tree protection must be installed per the approved plan, prior to plan approval and lot clearing. The tree protection defines the limits of construction activity (per §IV.A.1.c. & IV.A.3.d).

The property owner is responsible for submitting an Exterior Alterations Request form if, at any step of the process, his/her plan deviates in any way from the approved plans. If it is found that deviations have been made for which the ARC has not issued written approval, the property owner shall be subject to the sanctions set forth in ARC Policies & Procedures Appendix B.
Enclosed is a Construction Commitment Form that you and your contractor must complete and sign. Also included is the Project Initiation Checklist. These documents should be returned to the ARC Office with 4 complete sets of the approved plans, a PDF formatted set of house plans, lighting, landscaping and colors, and a $12,000.00 construction deposit ($6,000.00 each from the owner and the contractor). Upon receipt of these items and approval of the onsite tree protection, the plans will be stamped as approved and returned to you. Also enclosed are the ARC Policies & Procedures for Residential Development (via email only) and a copy of ARC Policies & Procedures §IV – “Construction Site Guidelines.”

Per ARC Policies & Procedures, this Conditional Approval is valid for one year from the approval date. A copy of the Building Permit must be delivered to the ARC Office prior to beginning construction. Additionally, all construction must be completed within fifteen months of the date the Building Permit is issued by Charleston County. Documents that must be provided to the ARC office during the construction phase are: an as-built foundation survey, an as-built final survey and a copy of the Certificate of Occupancy.

Please contact me if you need any additional information.

Very truly yours,

Katrina Burrell, CMCA, AMS
Architectural Review Administrator

cc: Michael Karamus via email
Lone Oak Development via email
The Village at Seabrook via email
The Town of Seabrook Island via email
Dear Mr. Bakker:

Please allow this letter to serve as confirmation that the Town of Seabrook Island has approved the recombination plat for the following parcels:

<table>
<thead>
<tr>
<th>Address</th>
<th>Parcel ID</th>
<th>Block</th>
<th>Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>3740 Seabrook Island Road</td>
<td>1471300007</td>
<td>16</td>
<td>7</td>
</tr>
<tr>
<td>3744 Seabrook Island Road</td>
<td>1471300006</td>
<td>16</td>
<td>6</td>
</tr>
</tbody>
</table>

The recombination plat was recorded at the Charleston County Register of Deeds Office on Friday, December 31, 2017, in Plat Book S17, Page 0293.

I have also confirmed with Charleston County that the new address for the recombined parcel will be 3742 Seabrook Island Road. This new address should be reflected in county records within 30 calendar days.

If you have any questions about the contents of this letter, please feel free to contact me by phone at (843) 768-9121 or by email at jcronin@townofseabrookisland.org.

Respectfully submitted,

Joseph M. Cronin  
Town Administrator

CC: Heather Paton, Seabrook Island Property Owners Association  
    Robert Frank, Robert Frank Surveying
December 21, 2017

Anthony Bakker via email: tony.bakker@comcast.net
Clover Springs Farm
5795 Selkirk Plantation Rd.
Wadmalaw Island, SC 29487

Re: Lot combination – Block 16 Lots 6 & 7 (3744 & 3740) Seabrook Island Rd.

Dear Mr. Bakker,

On December 20, 2017 the SIPOA Board of Directors approved the combination of Lots 16/06 and 16/07 (3744 and 3740 Seabrook Island Rd.) per the plat prepared by Robert Frank and Associates dated November 1, 2017 rev. December 13, 2017.

Please forward a full-size survey to the Town of Seabrook Island for approval prior to filing on the Charleston County Land Records. The Town will also review the survey and assign a street number for the property. If you would like to use 3742 Seabrook Island Road, please discuss that with the Town.

Please contact the SIPOA office if you have any questions.

Regards,

Heather Paton, AMS, CMCA, PCAM
Executive Director

cc: Town of Seabrook Island
December 13th, 2017

Seabrook Island Property Owners Association
Board of Directors
1202 Landfall Way
John's Island, SC 29455

RE:   Block 16, Lots 06 and 07
      3740 and 3744 Seabrook Island Road
      Application #201701015

Dear Board of Directors:

This correspondence is to inform the Seabrook Island Property Owners Association (SIPOA) Board of Directors that we have purchased both of the referenced parcels and that is our intention, if approved, to abandon the common property line and combine the two parcels. Attached is the plat prepared by Robert Frank and Associates for your review.

We respectively request that the SIPOA Board of Directors review and approve the attached plat for the abandonment of the common property line. If the Board approves this request we will then present it to the Town of Seabrook for approval. Please note that we anticipate numbering the two combined lots 3742 Seabrook Island Road.

Thank you for your help in this process, we are very excited about the project and anxious to move forward.

Sincerely,

Anthony E. Bakker