CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Meeting: March 7, 2018 [Pages 2–4]

OLD BUSINESS ITEMS

There are no Old Business Items

NEW BUSINESS ITEMS

1. Exterior Modifications: Bay Pointe Villas (Multi-Family) [Pages 5–24]

Request from Ron Welch Contracting LLC, submitted on behalf of the Bay Pointe Villas Council of Co-Owners, to review and approve exterior modifications/renovations to Bay Pointe Villas Buildings A-E, located at 2101-2140 Landfall Way

2. Exterior Modifications: Shelter Cove Villas (Multi-Family) [Pages 25–32]

Request from Ravenel Associates, submitted on behalf of the Shelter Cove Villas Owners Association, to review and approve exterior modifications/renovations to Shelter Cove Villas, located at 1401-1424 Live Oak Park

ITEMS FOR INFORMATION / DISCUSSION

There are no Items for Information / Discussion

ADJOURN
MINUTES

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

Absent: None

Guests: None

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

APPROVAL OF MINUTES

1. **February 15, 2018:** Ms. Leary made a motion to approve the minutes from the February 15, 2018, meeting, as submitted. Mr. Billian seconded the motion. The motion was approved by a vote of 5-0.

OLD BUSINESS ITEMS

There were no Old Business Items.

NEW BUSINESS ITEMS

1. **Exterior Modifications: 1900 Seabrook Island Road (Commercial):** Town Administrator Cronin provided a brief overview of the request, the purpose of which was to review and approve changes to the exterior paint colors for an existing commercial building. The applicant, NV Realty Group, was seeking approval to change the paint color of the existing steps and decking from white to the following color:

   **Charcoal Slate (Benjamin Moore)**
   - Steps & Decking

   Mr. Otstot made a motion to approve the request, as submitted. Ms. Leary seconded the motion. The motion was approved by a vote of 5-0.
2. **Rezoning Request: 2731 Old Oak Walk**: Town Administrator Cronin provided a brief overview of the request, the purpose of which was to review and provide a recommendation on a rezoning request for Charleston County Tax Map Number 147-06-00-072, containing approximately 0.24 +/- acres located at 2731 Old Oak Walk. The applicant, Seabrook Island Property Owners Association (SIPOA), was seeking to rezone the property from the SR Single-Family Residential District to the AGC Agricultural-Conservation District. Town Administrator Cronin stated that the SIPOA had acquired the property for the purpose of setting it aside as open space. He also noted that two other properties on the same street (Block 43, Lots 3 and 9) have been similarly rezoned to AGC.

Mr. Billian made a motion to recommend in favor of approving the rezoning request from SR to AGC. Ms. Leary seconded the motion. The motion was approved by a vote of 5-0.

**ITEMS FOR INFORMATION / DISCUSSION**

1. **Upcoming Charleston County Comprehensive Plan Workshop**: Town Administrator Cronin notified members of the Planning Commission that Charleston County would be hosting a Comprehensive Plan Workshop on Tuesday, March 20th, from 5:30 to 7:00 pm at Johns Island High School (1518 Main Road). The county is currently in the process of completing a 10-year update to its comprehensive plan, and will be hosting a series of public meetings across the county to gather public input. Town Administrator Cronin encouraged members to attend the meeting if their scheduled permitted.

2. **Town of Seabrook Island Comprehensive Plan Update**: Town Administrator Cronin informed members of the Planning Commission that the town’s current comprehensive plan was adopted in July 2009, and that a full 10-year update would need to be completed by 2019. This item had been discussed during Town Council’s recent strategic planning meeting, which was held on February 22nd. At that time, Council indicated their desire for the Planning Commission to prepare a draft document for Council’s review and approval. Town Administrator Cronin stated that the full 10-year update would include a review of all nine elements, including: Population, Land Use, Transportation, Housing, Natural Resources, Cultural Resources, Economic Development, Community Facilities and Priority Investment.

The Planning Commission and staff discussed several items that should be reviewed in the 10-year update, including: utility service and system limitations, economic development, future land use outside the town’s current boundaries, and future annexation strategies.

Town Administrator Cronin stated that he had reached out to the Berkeley Charleston Dorchester Council of Governments (BCDCOG) to discuss their ability to assist the town as project consultant, but thus far had not yet heard back one way or the other. He added that the Planning Commission would take the lead on the comprehensive plan update (working with staff and the consultant), but that the Planning Commission could invite other members to serve in an advisory capacity, including, but not limited to, the SIPOA, Seabrook Island Utility Commission, and a commercial representative.
Chairman Driscoll asked about public outreach strategies for the comprehensive plan update. Town Administrator Cronin stated that these would be further defined in the project scope, but could include strategies such as a community survey and public workshops.

Chairman Driscoll also stated that it was important to make sure that the new comprehensive plan reflected the goals of Town Council. Town Administrator Cronin recommended that a joint “kick off” meeting be held between the Planning Commission and Town Council once the project gets underway. This meeting would allow Planning Commission members and Town Council members to jointly discuss goals and strategies for the plan update. Town Administrator Cronin stated that he would share this recommendation with Town Council.

3. **April Meeting Date**: Town Administrator Cronin stated that he would be out of town on the next regularly scheduled meeting date of April 4th, and asked members if they would be amenable to rescheduling the meeting date to April 11th. There was no objection to moving the meeting date back one week. Therefore, the next regularly scheduled Planning Commission meeting will take place on Wed. April 11th at 2:30 pm.

There being no further business, Mr. Otstot made a motion to adjourn. Chairman Driscoll seconded the motion. The motion to adjourn was approved by a vote of 5-0, and the meeting was adjourned at 3:36 pm.

Minutes Approved:  
Joseph M. Cronin  
Town Administrator
The Planning Commission is asked to review and approve a request from Ron Welch Contracting LLC, submitted on behalf of the Bay Pointe Villas Council of Co-Owners, for exterior modifications and renovations to the following buildings:

- Building A  Units 2101-2108 Landfall Way
- Building B  Units 2109-2116 Landfall Way
- Building C  Units 2117-2124 Landfall Way
- Building D  Units 2125-2132 Landfall Way
- Building E  Units 2133-2140 Landfall Way

The property is currently zoned PDD Multi-Family Residential, and is approved for multi-family residential development. Each unit is individually owned, while the exterior of all buildings, as well as common areas, are owned and maintained by the Bay Pointe Villas Property Owners Association.

The applicant is seeking approval to repaint the existing buildings with the following color scheme:

- Hampshire Gray (HC-101)  Stucco
- Gloucester Sage (HC-100)  Foundation
- Richmond Gray (HC-96)  Trim
- Dragons Breath (1547+25% Black)  Shutters
- Cottage Red (PM-15)  Gable Vents/Louvers
The request also includes the following renovations:

- Areas under the units will be finished with stucco and repainted
- Areas of existing lattice will be replaced with 1” x 6” horizontal boards, including under the stairs, screened porches and HVAC screens
- Railings on the stairs and screened porches will be changed from lattice to 2” x 2” spindles, with post, caps and hand rails
- Existing shutters and faux vents will be replaced with new shutters and vents
- Additional items as listed in the attached Scope of Services

A copy of the renovation plan has been attached. All exterior modifications have been reviewed and approved by the SIPOA Architectural Review Committee, and a letter of approval has also been enclosed.

**Staff Recommendation**

The existing buildings appear to be showing signs of age, and would benefit from a fresh coat of paint and other repairs/enhancements. While staff would be supportive of the proposed color scheme, this request is ultimately at the discretion of the Planning Commission.

Respectfully submitted,

Joseph M. Cronin
Town Administrator/Zoning Administrator
Current Photos of Bay Pointe Villas
Current Photos of Bay Pointe Villas (Continued)
Photos of Nearby Buildings
CONTRACT: BAY POINTE RENOVATION

RON WELCH CONTRACTING, LLC.
1881-A
ANDELL BLUFF BLVD
JOHNS ISLAND, SC 29455
843.847.1903
ronawelch@gmail.com

BAY POINTE COUNCIL OF CO-OWNERS, INC.
C/O
CHASE CRAWFORD, CMCA
RAVENEL ASSOCIATES, INC.
843.377.1695

CLIENT / OWNER: BAY POINTE VILLAS COUNCIL OF CO-OWNERS, INC.
PROJECT ADDRESS: LANDFALL WAY, BAY POINTE, SEABROOK ISLAND, SC 29455

CONTRACT DATE: 02/01/2018

RENOVATION TO BUILDINGS PER PLANS BY CHARLES HUDSON AS FOLLOWS:

1. All stainless steel will be 316 - SALT WATER SAFE
2. Replace all bottom brackets and bolts on 6 x 6 post
3. Replace all fascia boards that are imbedded in stucco & patch hole
4. Replace all stair stringers / treads / risers and bring to code on building D only
5. Replace all mid platform decking
6. Add additional post and concrete base for horizontal lattice at bottom of AC stands
7. Add additional post and concrete base for horizontal around first floor walkways
8. All flashing to be copper
9. Add decking on AC platform per drawing
10. Add a gate for access to electrical panels under AC platforms
11. Replace band boards where AC rafters were removed
12. All pressure treated material will be KDAT except 4 x 4 & 6 x 6
13. Rear porches will be repaired as needed (not included in contract price)
14. 2nd floor carpets to be left as is
15. Add 2 x 2 ledger in lieu of joist hangers
16. 6 x 6 post on front will not be wrapped with 2 x 8 per plan
17. Gables to be left as is
18. All gables will be inspected from interior
19. All buildings to be painted per SIPOA approval
20. All rot & hidden damages will be repaired and billed at cost plus 20%

- CONTRACT AMOUNT:
- THIS CONTRACT DOES NOT INCLUDE ANY HIDDEN DAMAGES RESULTING IN ADDITIONAL REPAIR
- ALL WORK WILL BE COMPLETED IN A WORKMANSHIP LIKE MANOR

PAYMENT SCHEDULE:

- $50,000. DUE WHEN PERMIT HAS BEEN PULLED
- DRAWS ON COMPLETED WORK: EVERY 2 WEEKS
- ALL INVOICES ARE DUE UPON RECEIPT

RESPECTFULLY SUBMITTED,

RON WELCH
02/01/2018
March 16, 2018

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

VIA email: jcronin@townofseabrookisland.org

Re: Bay Pointe Color Standard Revision and Improvement Request #201805100

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 attached Color Standard revision and improvement request for Bay Pointe. An excerpt of the February 20, 2018, ARC Meeting Minutes detailing this approval are below:

“The Bay Pointe Council of Co-Owners have been working with Architect Charles Hudson for an overall renovation of the exterior of the Bay Pointe buildings. A new paint scheme color board was submitted to the ARC. Areas under the units will be finished with stucco and painted. Other areas of existing lattice will be replaced with new 1”X6” horizontal boards, including under the stairs, screen porches and HVAC screens. Railings on the stairs and screen porches will be changed from lattice to 2”X2” spindles with post, caps, and hand rails. Existing shutters and faux vents will be replaced with new shutters and vents.

... moved to approve Remodel Plans for Bay Pointe Villas as presented. The motion was seconded ... and passed unanimously.1

Stucco - Hampshire Gray HC-101
Foundation - Gloucester Sage HC-100
Trim - Richmond Gray HC-96
Shutters - Dragon’s Breath 1547 + 25% black
Gable vents - Cottage Red PM-15

1In 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.”
Please contact me if you need any additional information.

Very truly yours,

Katrina Burrell
CMCA, AMS
Architectural Review Administrator

Enclosures: Original Bay Pointe SIPOA ARC Request form and supporting documentation
02/20/2018 ARC Meeting Minutes
03/16/2018 SIPOA ARC Letter to Bay Pointe of Approval

cc: Bay Pointe Regime (Master File)
March 16, 2018

Bay Pointe Council of Co-Owners, Inc.
c/o Chase Crawford of Ravenel Associates

VIA email: ecrawford@ravenelexassociates.com

Re: Bay Pointe Color Standard Revision and Improvement Request #201805100

Dear Mr. Crawford and Bay Pointe Council:

On February 20, 2018, the Architectural Review Committee (ARC) approved the following motion regarding the requested revision to the Bay Pointe Color Standards and improvements:

"The Bay Pointe Council of Co-Owners have been working with Architect Charles Hudson for an overall renovation of the exterior of the Bay Pointe buildings. A new paint scheme color board was submitted to the ARC. Areas under the units will be finished with stucco and painted. Other areas of existing lattice will be replaced with new 1"X6" horizontal boards, including under the stairs, screen porches and HVAC screens. Railings on the stairs and screen porches will be changed from lattice to 2"X2" spindles with post, caps, and hand rails. Existing shutters and faux vents will be replace with new shutters and vents.

... moved to approve Remodel Plans for Bay Pointe Villas as presented. The motion was seconded ... and passed unanimously."

Stucco - Hampshire Gray HC-101
Foundation - Gloucester Sage HC-100
Trim - Richmond Gray HC-96
Shutters - Dragon’s Breath 1547 + 25% black
Gable vents - Cottage Red PM-15

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.

Please contact me if you need any additional information.

Very truly yours,

Katrina Burrell, CMCA, AMS
Architectural Review Administrator
Request for Exterior Alteration/Improvement Conditional Approval

The following is to be completed and signed by the Property Owner. This form must be accompanied by all information as outlined in the Review Process for Exterior Alterations to Existing Dwellings procedure (see SIPOA Policies and Procedures §III.A).

Construction Location: Application Date: 02/09/2018

Block: Lot: TMS #: __________

Property Address: Landfall Way, Bay Pointe, Seabrook Island, 29455

Property Owner: BayPointe Council of Contractors: Ron Welch Contracting, LLC.

Address: Co-Owners, Inc. c/o Chase Address: 1881-A Andell Bluff Blvd.

Crawford, CMCA Ravenel Assoc., Johns Island, SC 29455

Telephone #: 843-377-1695 Telephone #: 843-847-1903

Email: sharonwelch@gmail.com Email: ronawelch@gmail.com

Proposed Work & Information Required (check all that apply)

Deck (site plan & material information) Recreational Equipment (location & photo)
Demolition (completion timetable) Roofing (brand & color)
Dock Construction (site plan & dock plan) Room Addition (site plan & elevations)
Driveways/Walks (material information) Rot Repair (location & material information)
Handicap Access (site plan & description) Screened Porch (site plan & description)
Landscape/Roofing (site/landscape plan) Siding (type & material, color)
Lighting (locations & cut sheets of fixtures) Swimming Pool (site plan, product, fencing)
Paint (brand name, product #, & color) Tree Trimming/Pruning (describe below)
Patio (site plan & material information) Window Replacement (window details)
Porch Enclosure (window details) Other (describe below)

Description: Includes 5 units: paint, new stairs, lattice, stucco repair.

Stucco - Hampshire Gray HC-101

Foundation - Gloucester Sage HC-100

Trim - Richmond Gray HC-96

Shutters - Dragon’s Breath-1547 + 25% black

Gable vents - Cottage Red PM-15

Estimated Cost of Project: $ 667,000

RECEIVED

FEB 1 2 2018

v.3.2 – January 21, 2016

Page 1 of 2
Request for Exterior Alteration/Improvement Conditional Approval, page 2 of 2:

As the Property Owner of the above referenced Property, I hereby request that the SIPOA Architectural Review Staff review this application and any attached drawings for exterior alteration/improvement.

AUTHORIZATION TO ENTER PROPERTY: I/we hereby authorize ARC members and SIPOA and/or ARC agents and employees to enter upon the Property from time to time during the entire course of the Design Review Process.

DESIGNATION OF AGENT: I/we, the Owner(s) of the above referenced property, designate the following individual(s) to act for me/us during the Architectural Review Committee application and/or construction process.

Agent Name: HUDSON DESIGNS INC
Agent Address: 3690 BONNETT ROAD STC 36
Agent City/State: JOHN'S ISLAND, SC 29455
Agent Telephone#: 843 768-0662 Agent Email: CHUDSON@HDIARCHITECT.COM

Fee Required: $50.00 Fee Submitted: $50.00 cash Date: 02/12/18

Conditions: All work must be completed in accordance with applicable Regime Standards, SIPOA Policies and Procedures, and Town of Seabrook Island and Charleston County Ordinances.

Deposit Required: $ Deposit Paid: $ SS#/EID:

NOTE: Approval by the Architectural Review Committee (ARC) certifies that the plan meets the ARC standards regarding appearance and in no way certifies the quality, strength, accuracy, etc., of the building design. This approval is valid for 6 months from date of ARC approval. Application must be made to the Town & Charleston County for any required permits prior to commencing construction or other activity. Alterations to multi-family dwellings must be approved by the Property Manager prior to requesting ARC approval,
February 12, 2018

SIPOA Architectural Review Committee
1202 Landfall Way
Johns Island, SC 29455

RE: Letter of Intent for Bay Pointe Villas

This letter describes the work that is proposed for Bay Pointe Villas Council of Co-Owners, Inc. c/o Chase Crawford, CMCA Ravenel Associates, Inc., Seabrook Island, SC, 29455. The work will consist of paint, new stair treads, lattice, stucco and trim repairs for all the units.

Should you have any further questions, please contact me at the following number, 843-768-0662.

Sincerely,

Charles L. Hudson, Jr. AIA, NOMA

CLH/Ia
The Planning Commission is asked to review and approve a request from Ravenel Associates, submitted on behalf of the Shelter Cove Villas Owners Association, for exterior modifications and renovations to Shelter Cove Villas, located at 1701-1724 Live Oak Park.

The property is currently zoned PDD Multi-Family Residential, and is approved for multi-family residential development. Each unit is individually owned, while the exterior of all buildings, as well as common areas, are owned and maintained by the Shelter Cove Villas Owners Association.

The applicant is seeking approval to repaint the siding and trim of all buildings, HVAC stands and mailbox stands with the following color scheme:

- Grassland (SW6163) — Siding
- Connected Gray (SW6165) — Foundation
- Aunt Betty’s China (DCR101) — Trim

* The applicant is proposing to use Sherwin Williams Duration paint on all wood finishes, and Sherwin Williams Marine Grade Enamel on metal railings.

The applicant is also requesting approval to increase the height of existing HVAC stands by a total of 14”. As HVAC units at Shelter Cove Villas are raised to comply with Charleston County’s minimum flood elevation requirements, this has resulted in condenser units being visible from adjacent streets and parking areas. The additional 14” in height is intended to better camouflage these units from view. This modification will increase the height only, and will not result in any change to the structural footprint of the existing HVAC stands.
Exterior paint colors were reviewed and approved by the SIPOA Architectural Review Committee on March 20, 2018, and a confirmation letter is currently pending from SIPOA. The ARC has previously reviewed and approved the modifications to the HVAC stands on March 16, 2018.

**Staff Recommendation**

The existing buildings appear to be showing signs of age, and would benefit from a fresh coat of paint and other repairs. While staff would be supportive of the proposed color scheme, this request is ultimately at the discretion of the Planning Commission.

In regards to the HVAC stand modifications, we would note that the existing stands are considered existing non-conforming structures under the town’s Development Standards Ordinance due to their location in front of the principal structures. Most stands also sit within the required 30’ front yard setback from Live Oak Park. §3.30.40 of the DSO states:

> **Nonconforming Structure Modification.** Except as provided in Section 3.30.20, if a nonconforming structure is modified to (a) increase its gross floor area by more than fifty percent (50%) of the existing structure or (b) increase its current appraised value of the existing structure by more than fifty percent (50%) as determined by the Town, the entire structure shall become subject to this ordinance and shall be brought up to the standards and shall comply with the requirements contained therein. Periodic renovations over a five (5)-year period shall not increase the gross floor area or appraised value by more than fifty percent (50%) of the floor area or the appraised value of the structure at the time the renovation was permitted.

In staff’s opinion, the proposed modification to the existing HVAC stands would not increase gross floor area or the appraised value of the existing structure more than the 50% threshold. Therefore, staff recommends in favor of approval.

Respectfully submitted,

Joseph M. Cronin
Town Administrator/Zoning Administrator
Current Photos of Shelter Cove Villas
Shelter Cove Villas (Current HVAC Stands)

Shelter Cove Villas (Proposed HVAC Stand Extension)
Photos of Nearby Multi-Family Buildings
Photos of Nearby Multi-Family Buildings (Continued)
March 20, 2018

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

VIA email: jcronin@townofseabrookisland.org

Re: Shelter Cove Villas HVAC Stand Standard Design Revision Request (approved 11/01/2016)
Shelter Cove Villas HVAC Stand Alterations #201805196 (approved 03/15/2018)
Shelter Cove Villas Color Standard Revision Request #201805196 (approved 03/20/2018)

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 HVAC Stand and Enclosure Standard Design Revision Request on November 1, 2016. This revision was necessitated following the adoption of Charleston County Ordinance #1838 relating to the required height for mechanical units. Upon raising the platforms inside the HVAC stand enclosures so that the mechanical units would be at the height required by this ordinance, the top portion of the units were visible above the top of the stand enclosure. The approved Standard design increased the height of the top portion of the enclosure so that the unit was not visible. On March 15, 2018, Shelter Cove Villas HVAC Stand Alteration Request #201805196 was administratively approved based upon the November 2016 approved standard.

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 Shelter Cove Villas Color Standard Revision Request #201805196 as presented. While the minutes of this meeting have not been drafted and approved, the requested and approved colors are listed below. Additionally, it is the understanding of the ARC, that a color approval request for the front doors will be submitted at a later date.

“Paint exterior siding and trim of all buildings, HVAC stands, and mailbox stands.
Wood: Sherwin Williams Duration
Metal Railings: Sherwin Williams Marine Grade Enamel
Siding: SW6163 Grassland
Foundation: SW6165 Connected Gray
Trim: DCR101 Aunt Betty’s China”

Please contact me if you need any additional information.

Very truly yours,

Katrina Burrell, CMCA, AMS
Architectural Review Administrator

cc: Shelter Cove Regime (Master File)