



Town of Hilton Head Island Regular Design Review Board Meeting

Tuesday, March 13, 2012

1:15 p.m. – Benjamin M. Racusin Council Chambers

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. Roll Call**
- 3. Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements
- 4. Approval of Agenda**
- 5. Approval of Minutes – Meeting of February 28, 2012**
- 6. Staff Report**
- 7. Board Business**
- 8. Unfinished Business**
 - A) DR120004- Hilton Head Christian Academy
- 9. New Business**
 - A) DR1200013- Harbourside III
- 10. Appearance by Citizens**
- 11. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.

Town of Hilton Head Island
Design Review Board
Minutes of the Tuesday, February 28, 2012 Meeting **DRAFT**
1:15p.m. – Benjamin M. Racusin Council Chambers

Board Members Present: Chairman Todd Theodore, Vice Chairman Scott Sodemann,
Jake Gartner, Jennifer Moffett, Tom Parker, Galen Smith and
Debra Welch

Board Members Absent: None

Council Members Present: Bill Ferguson

Town Staff Present: Mike Roan, Urban Design Administrator
Richard Spruce, Plans Administrator
Nicole Dixon, Senior Planner
Kathleen Carlin, Administrative Assistant

1. CALL TO ORDER

Chairman Theodore called the meeting to order at 1:15p.m.

2. ROLL CALL

3. FREEDOM OF INFORMATION ACT COMPLIANCE

4. APPROVAL OF THE AGENDA

The agenda was **approved** as presented by general consent.

5. APPROVAL OF THE MINUTES

The minutes of the February 14, 2012 meeting were **approved** as presented by general consent.

6. STAFF REPORT

None

7. BOARD BUSINESS

None

8. UNFINISHED BUSINESS

Hilton Head Christian Academy – Practice Gym - DR120004

Mr. Roan presented a brief history of the application. The Board approved the conceptual application for this project on February 14th with conditions attached. The architectural portion, for the large metal pre-fabricated building, was not approved by the Board based on the need for additional architectural detail.

At the February 14th meeting the Board recommended that the applicant re-study the building's roof pitch, the facades, and the materials. Mr. Roan reported that today's submission is moving closer to

what the Board requested at their previous meeting. The applicant has introduced stucco to two sides of the building; however, staff believes that the stucco should be wrapped around all four sides of the building to be consistent with the Design Guide. The notion of entertaining a building of this size and material composition, lacking good fenestration or roof forms as well, shows a good deal of flexibility by the Board. The same flexibility should be shown by the applicant in making the project more compliant with the Design Guide. A building of this size has permanence and will take some investment; value engineering to this extent will be glaring for some time.

Mr. Roan then reviewed the applicant's landscape plan. The quantities and materials are appropriate; however, all shrubs and larger plant materials along the building should be upsized by one measureable size, be it container or caliper inches. Natural Resources has reviewed and approved the proposed tree removal and mitigation plan. All replacement trees will be field located and approved by Town staff. At the completion of staff's presentation, Chairman Theodore requested that the applicant make his presentation.

Mr. Greg Beste, Architect, presented statements in support of the application. The applicant and the Board discussed today's submission. The Board agreed with staff that the stucco should be wrapped around all four sides of the building. The Board stated that the project is heading in the right direction; however, it remains short of where it needs to be for approval. The Board also recommended that the applicant create a roof fascia overhang. The Board and the applicant reviewed the landscape plan and courtyard area. Following final comments, the applicant chose to **withdraw** today's submission for recommended design improvements. The applicant will resubmit the project on March 13th.

Hilton Head Brewing Company – DR120006

Mr. Roan provided a brief history of the application. This project provides an outdoor bar element to the previously approved expansion. The materials, forms, details and finishes are all consistent with the rest of the design. Mr. Roan reviewed the elevations and the colors and presented several overhead photographs of the site. The staff recommended that the applicant provide some form of finish sample for the concrete bar's stain. All wood stain finishes should match the previously approved finishes. The plywood call-out should be Hardi-board, or equivalent, per the project's last approval. Some form of through section should be submitted to clarify how the new bar back interfaces with all of the electric equipment currently coming through the exterior wall.

Mr. Roan stated that Natural Resources' concerns have already been addressed through the Expedited Development Review Process. Following staff's presentation, Chairman Theodore requested that the applicant make his presentation.

Mr. Don Baker, Architect, presented statements in support of the application. The applicant and the Board reviewed the proposed plans including the walls, the twin rails, the board and battens, the colors, and the glazed concrete bar top. Following final comments, Chairman Theodore requested that a motion be made.

Ms. Welch made a **motion to approve** the Hilton Head Brewing Company application as submitted. Chairman Theodore **seconded** the motion and the motion **passed** with a vote of 7-0-0.

9. NEW BUSINESS

Stacks Pancakes – DR120009

Mr. Roan introduced the application and stated its location. The applicant would like to replace an existing system of faded green awnings with navy blue canvas, in keeping with the restaurant's blue

logo. Existing frames will remain. The deep navy has precedence on the island; and staff recommends approval. The Board reviewed the application with the staff and agreed with the staff's recommendation. Following final comments, Chairman Theodore requested that a motion be made.

Mr. Parker made a **motion** to **approve** the Stacks Pancakes application for awning replacement as submitted. Mr. Gartner **seconded** the motion and the motion **passed** with a vote of 7-0-0.

Paulie's Pizza – DR120010

Mr. Roan introduced the application and stated its location. The project utilizes some of the existing covered outdoor patio as an enclosed space for carry-out pickup and then reclaims the lost space with an expansion of the patio with uncovered seating. The materials, details, and the finishes all match the existing redevelopment effort. The through section would indicate the current column-turned pilaster would have no depth relative to the wall, and maybe the overall integration and geometry of the two existing columns should be addressed. The expansion might be better served, externally speaking, by expanding the existing entry element and refining its existing roof form.

The proposed bump out creates an altogether separate, flat-roofed element and sort of a disconnected expansion of the outdoor seating, rather than two distinct and cohesive elements. This would take the carryout further from the kitchen, but might serve the main elevation better. Staff recommends that the applicant saw-cut the asphalt.

Mr. Roan stated that the project is an approvable expansion; however, staff's comments should be addressed. Natural Resources' concerns have been addressed through the Expedited Development Review Process. The Board discussed the project and agreed with staff's recommendations. The applicant was not present at the meeting for comments or questions from the Board. At completion of the discussion, Chairman Theodore requested that a motion be made.

Mr. Gartner made a **motion** to **approve** the Paulie's Pizza application with the following conditions: (1) the applicant shall extend the trellis over and above the new dining area; (2) the applicant shall saw-cut the asphalt as per the staff's recommendation; and (3) the applicant shall add landscaping as per the staff's recommendation. Mr. Parker **seconded** the motion and the motion **passed** with a vote of 7-0-0.

Alligator Park - DR120011

Mr. Roan introduced the application and stated its location in Shelter Cove Harbour. The applicant is proposing to turn the existing playground into a new passive park to be enjoyed by guests of all ages. Mr. Roan reviewed the paver detail, the bench and aggregate detail, the alligator accent detail, and landscaping plan. Staff recommended that the application be approved as submitted. Following staff's presentation, Chairman Theodore requested that the applicant make his presentation.

Mr. Rick Sotriopoulos, with Ocean Woods Landscaping, presented statements in support of the application. The Board discussed the applicant's plans for the passive park including the landscape plan and the location of the existing mermaid fountain. The Board agreed with the staff's recommendation to approve the application. At completion of final comments, Chairman Theodore requested that a motion be made.

Vice Chairman Sodemann made a **motion** to **approve** the Alligator Park application as submitted. Mr. Smith **seconded** the motion and the motion **passed** with a vote of 7-0-0.

10. APPEARANCE BY CITIZENS

None

11. APPEARANCE BY CITIZENS

None

12. ADJOURNMENT

The meeting was adjourned at 2:20p.m.

Submitted By:

Approved By:

Kathleen Carlin
Administrative Assistant

Todd Theodore
Chairman

DRAFT

DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)
and do NOT constitute DRB approval or denial.*

PROJECT NAME: HH Christian Academy Practice Gym/ Classroom

DRB#: DR120004

DATE: 3-13-2012

RECOMMENDATION: Approval Approval with Conditions Denial

ARCHITECTURAL DESIGN- SEE GENERAL COMMENTNS BELOW

DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Structure is designed to be appropriate to the neighborhood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotes pedestrian scale and circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design is unobtrusive and set into the natural environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilizes natural materials and colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Introducing stucco brings it closer to this criterion. Trellis, entry feature adds some wood elements to the structure
Avoids distinctive vernacular styles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design is appropriate for its use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All facades are have equal design characteristics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	South is still sparsely composed, but fits program of interior
Avoids monotonous planes or unrelieved repetition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last submission implied pilasters were utilized in the stucco elements, where they are now labeled as control joints. Pilasters might add some shadow to the facades
Has a strong roof form with enough variety to provide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overhang now introduced on the 1/12 roof

visual interest				
Minimum roof pitch of 6/12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Overhangs are sufficient for the façade height.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forms and details are sufficient to reduce the mass of the structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human scale is achieved by the use of proper proportions and architectural elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The introduction of the latest elements introduces some human scale
Utilizes a variety of materials, textures and colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incorporates wood or wood simulating materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows are in proportion to the facade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Details are clean, simple and appropriate while avoiding excessive ornamentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilities and equipment are concealed from view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decorative lighting is limited and low wattage and adds to the visual character	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessory elements are design to coordinate with the primary structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LANDSCAPE DESIGN				
DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
Treats the Landscape as a major element of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides Landscaping of a scope and size that is in proportion to the scale of the development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landscape is designed so that it may be maintained in its natural shape and size	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preserves a variety of existing native trees and shrubs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides for a harmonious setting for the site's structures, parking areas or other construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing trees and new trees provides street buffers, mitigation for parking lots, and an architectural complement that visually mitigates between parking lots and building(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shrubs are selected to complement the natural setting, provide visual interest and screen less desirable elements of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A variety of species is selected for texture and color	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides overall order and continuity of the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Landscape plan				
Native plants or plants that have historically been prevalent on the Island are utilized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A variety of sizes is selected to create a "layered" appearance for visual interest and a sense of depth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The location of existing mature trees is taken into account in placement of shrubs so as not to damage tree roots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper spacing and location for plants to reach their mature size and natural shape while avoiding excessive or unnatural pruning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed groundcovers are evergreen species with low maintenance needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large grassed lawn areas encompassing a major portion of the site are avoided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The adjacent development is taken into account in determining the most appropriate buffer so as not to depart too dramatically from the neighborhood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ornamentals and Annuals are limited to entrances and other focal points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NATURAL RESOURCE PROTECTION

Natural Resources has reviewed and approved the proposed tree removal and mitigation plan. All replacement trees will be field located and approved by Town Staff

DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
An effort has been made to preserve existing trees and under story plants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Supplemental and replacement trees meet LMO requirements for size, species and number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetlands if present are avoided and the required buffers are maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sand dunes if present are not disturbed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

MISC COMMENTS/QUESTIONS

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The allowance of the metal building set the precedent for a project that was driven by cost over the quality of the detailing, so in that light the project has moved significantly closer to what the Board was recommending for approval. The trellises seem to exist for their own sake, and are under-proportioned, relative to depth and material dimensions. If the adjacent area were to be later developed into a courtyard, as mentioned, perhaps a useable trellis/ pergola in that area would be a practical first phase, and help reduce the mass of the building

The landscape on the north elevation should correspond to the architectural elements on that side of the building (i.e. the trees will be growing into the trellises upon installation).



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OCEAN WOODS LANDSCAPING
 67 Union Cemetery Road Hilton Head Island, South Carolina 29926
 PH 843.682.4000 FX 843.682.4012 www.oceanwoods.com



EXPERIENCE EXCELLENCE INTEGRITY

A Landscape Plan for:

**Hilton Head Christian Academy
 New Gymnasium and Classroom Building**
 Gardner Drive Hilton Head Island, SC

By: R. Sotiropoulos
 Scale: 1" = 20'-0"
 Date: 1/11/12
 Revs: 2-23-12 per DRB
 Revs: 3-5-12 DRB

Sh:

MULCH NOTE

All planting beds shown are to be mulched to a depth of 3" using Pinestraw Mulch at an approximate area of 5,000sq ft @ 1 bale/40sq ft or approximately 25 bales.

LAWN NOTE

All areas shown as Lawn are to be sodded using Certified Bermudagrass Sod at an approximate area of 12000sq ft. All sodded areas are to be graded to achieve a minimum slope of 1/10" or 1%. Areas shown to be seeded are to be hydroseeded using an establishment mixture of Bermudagrass/Brown-Top Millet and/or Ryegrass as seasonally dependent. Seeding can be modified as field conditions may dictate alternate seed types. Approximate area of seeding is 4500sq ft. Mobile Classroom area shall be restored to a sodded lawn using sod appropriate sod type to be determined based on exposure for proper development this area. An approximate area of sod to be 4-8000sq ft.

IRRIGATION NOTE

Existing irrigation systems are currently in place. A pre-construction alteration of the existing systems is required. A new mainline and control wiring that currently supplies/controls the athletic fields is to be re-run as shown, to allow for operation during construction. Also required will be modification of the Baseball outfield head placement and irrigation to allow for new fencing and outfield limits. The existing controller for the portable irrigation is to be relocated to the existing service yard as shown. All new plant materials and sod shown on this plan are to be irrigated from the existing irrigation well providing 100% coverage. The existing system is to be modified as needed to meet or exceed all current industry standards and all Town codes and requirements. All turf areas are to be conventional sprays or rotor zones and plant materials are to be irrigated using a single 4" pop-up spray zone. The existing field controller is to be relocated to the irrigation well location and upgraded to a new controller that meets current industry standards. Selected controller is to be ready for expansion when and if the athletic field irrigation is modified in the future.

PARCEL A

17.027 Acres
 (INCLUDES 3.330 Ac. WETLANDS &
 DOES NOT INCLUDE 0.04 Ac. LIFT STATION SITE)

PLANT MATERIALS LIST-Planting Schedule

Symbol	Quantity	Common Name	Scientific Name	Planting Size
☼	22	White African Iris	<i>Diets africanus bicolor</i>	3-Gal 18-24x12-18"
☼	3	Loquat	<i>Eriobotrya japonica</i>	30-Gal 8-10x3-4'f
☼	12	Red Leaf Loropetalum	<i>Loropetalum chinense rubra</i>	7-Gal 24-30x18-24"
☼	65	Super Blue Liriope	<i>Liriope muscarii 'Super Blue'</i>	1-Gal 6-8x6-8"
☼	1	Dwarf Podocarpus	<i>Podocarpus macrophyllus 'Fringles Dwarf'</i>	7-Gal 18-24x18-24"
☼	4	Japanese Cleyera	<i>Ternstroemia gymnanthera</i>	7-Gal 30-36x18-24"
☼	1	Sweet viburnum	<i>Viburnum odoratissimum</i>	15-Gal 48-54x24-30"
☼	19	Suspensum Vibernum	<i>Viburnum suspensum</i>	7-Gal 24-30x24-30"

PLANT MATERIALS LIST-Mitigation Trees

Symbol	Quantity	Common Name	Scientific Name	Planting Size
☼	3	Loblolly pine	<i>Pinus taeda</i>	1 1/2"-Cal 10-12x4-5'
☼	3	Sabal Palmetto	<i>Sabal Palmetto</i>	BR 12-16'ht
☼	5	Shumard oak	<i>Quercus shumardii</i>	2"-Cal 10-12x4-5'
☼	3	Southern live oak	<i>Quercus virginiana</i>	2"-Cal 10-12x4-5'

*This mitigation list is to be field located along fire-lane as shown. Placement of these trees are to maximize breaking up of view from adjacent properties. Field adjust to proper tree development and placement considerations for firelane access and existing tree canopy and root structures should be emphasized.
 *Final placement of mitigation trees to be approved by the landscape architect or Town representative.



PREPARED FOR: HILTON HEAD CHRISTIAN ACADEMY

ADDRESS: #55 GARDNER DRIVE
 PORTION OF TAX PARCEL I.D. NO. R510-008-000-098A-0000
 AND A PORTION OF TAX PARCEL I.D. NO. R510-008-000-0098-0000

ASBUILT, BOUNDARY,
 TREE & TOPOGRAPHIC
 SURVEY OF
PARCELS A & B

HILTON HEAD CHRISTIAN ACADEMY
GARDNER DRIVE &
WILLIAM HILTON PARKWAY

A SECTION OF
HONEY HORN PLANTATION &
PARCEL II, INDIGO RUN PLANTATION

HILTON HEAD ISLAND, BEAUFORT COUNTY, SOUTH CAROLINA

1" = 40' DATE: 12/8/2006 JOB NO: S89049Q-5

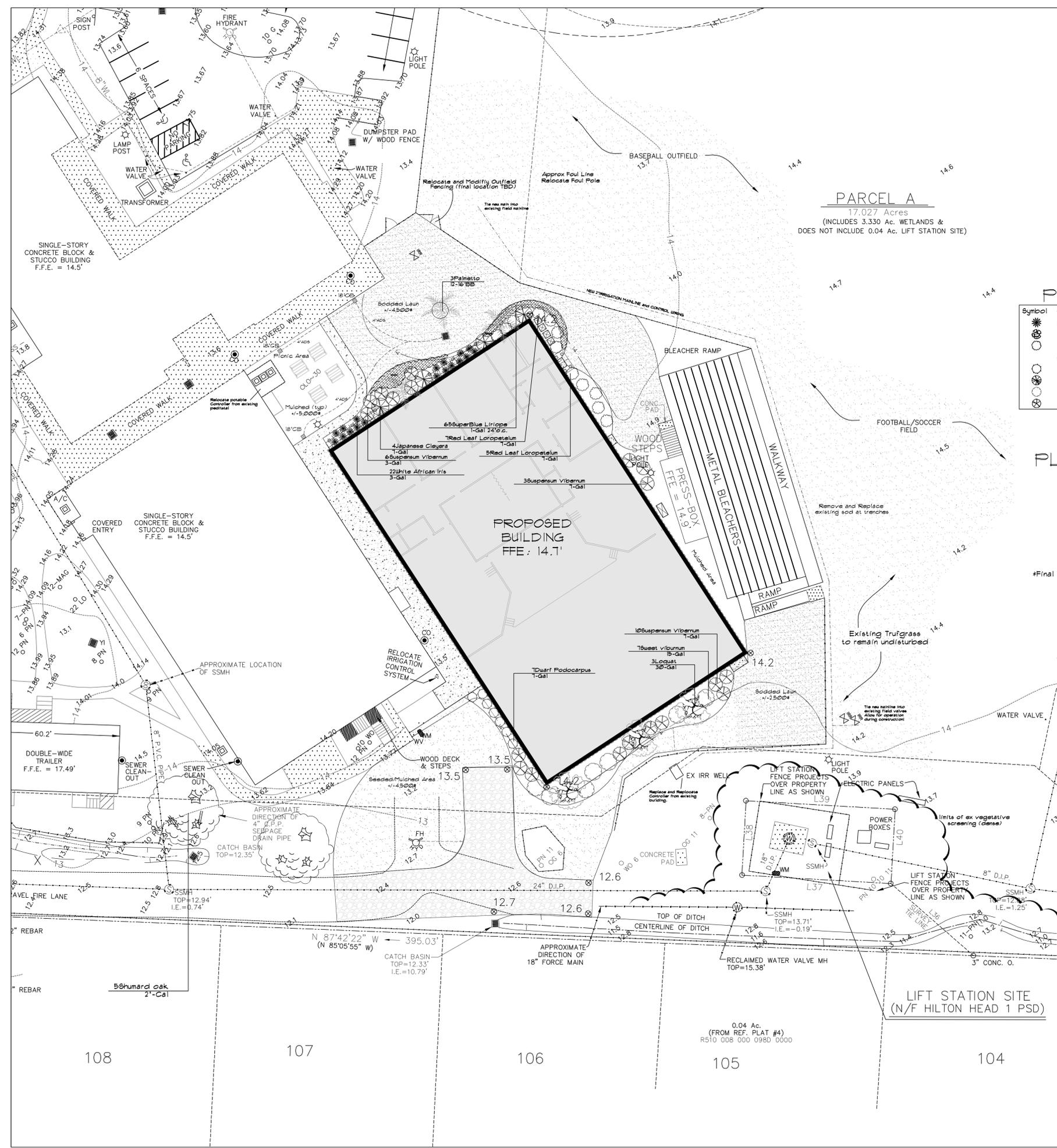
REVISED 03/08/2007: ADDITIONAL TREE AND TOPO INFO ADDED
 REVISED 09/24/2008: UPDATED SURVEY
 REVISED 11/25/2008: ADDITIONAL BOUNDARY, TREE & TOPO OF NEW 0.193 Ac. PARCEL
 REVISED 8/10/2011: UPDATE ASBUILT, TREE & TOPO IN THE BASKETBALL COURT AREA

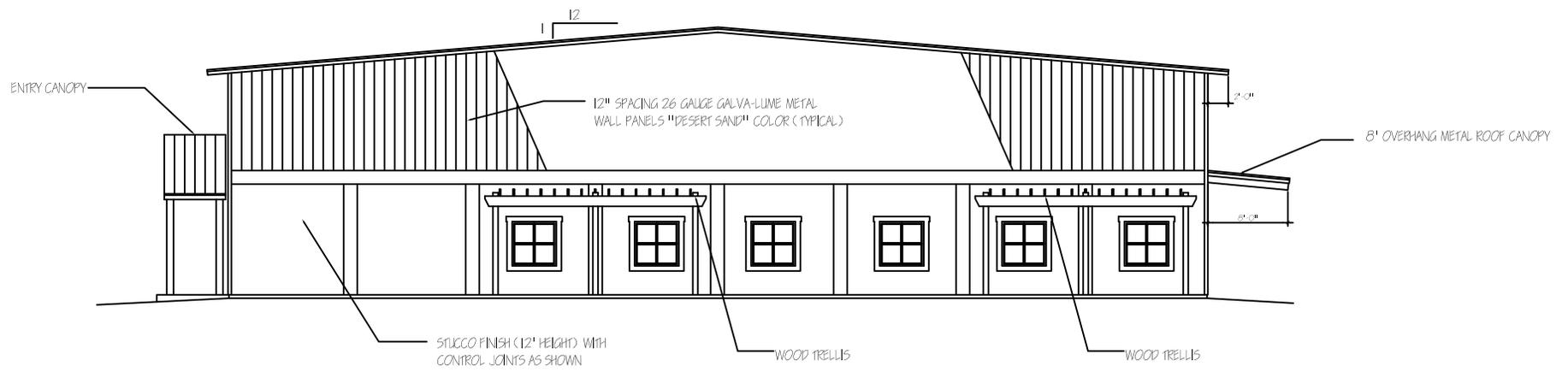


SURVEYING CONSULTANTS

17 Sherington Drive, Suite C, Bluffton, SC 29910
 SC Telephone: (843) 815-3304 FAX: (843) 815-3305
 GA Telephone: (912) 826-2775 FAX: (912) 826-2783

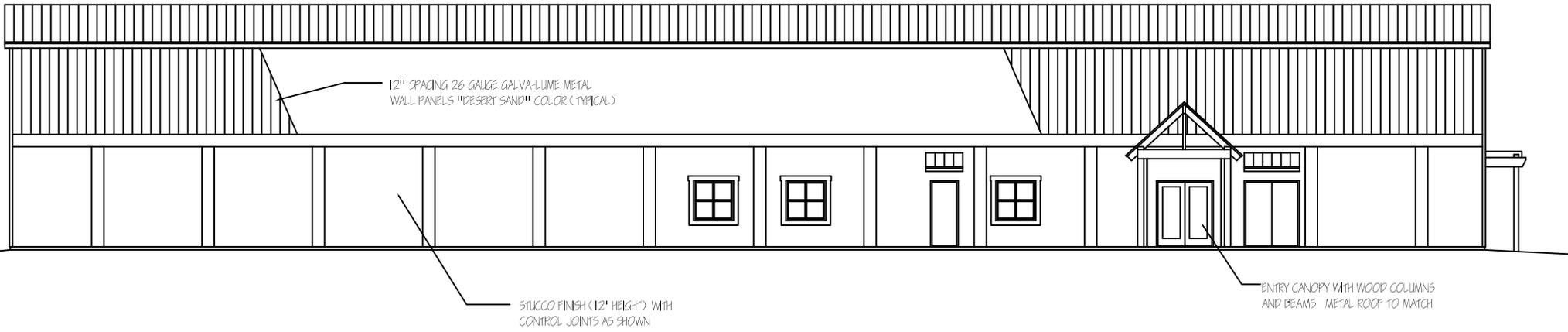
CREW: JK/BS
 CAD: AJ





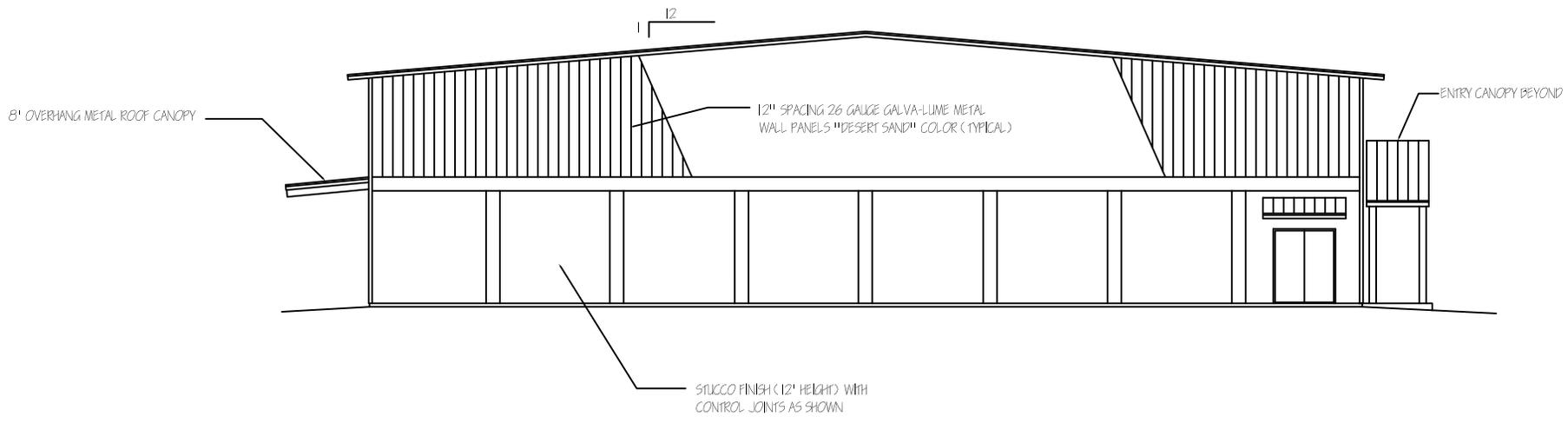
NORTH ELEVATION

SCALE: 1/8" = 1'-0"



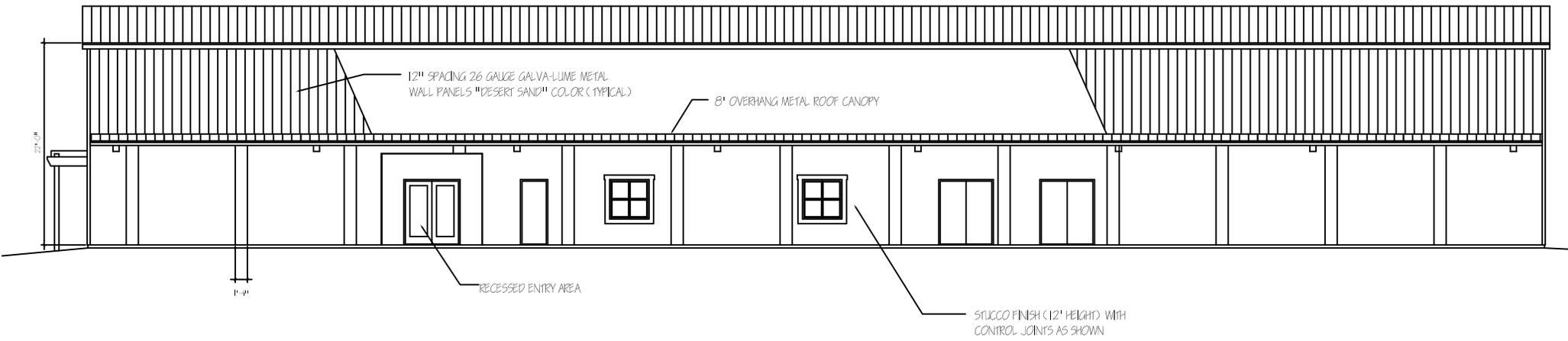
EAST ELEVATION

SCALE: 1/8" = 1'-0"



SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



WEST ELEVATION

SCALE: 1/8" = 1'-0"

DESIGN TEAM/DRB COMMENT SHEET

*The comments below are staff recommendations to the Design Review Board (DRB)
and do NOT constitute DRB approval or denial.*

PROJECT NAME: Harbourside III

DRB#: DR120013

DATE: 3-13-12

RECOMMENDATION: Approval Approval with Conditions Denial

ARCHITECTURAL DESIGN

Project adds a 400 SF office to the front of the existing Harbourside building. Materials, finishes, colors, etc. all match existing. Flat roof form strays from the Design Guide, but given the overall mass of the building and the unusual existing roofline at the first floor level, it helps highlight and identify the registration office, and integrates nicely. A landscape plan will need to be submitted for the area between the office and sidewalk and to repair/replace the remaining landscape, post-construction.

NATURAL RESOURCE PROTECTION

NR Concerns have been addressed through the Expedited Development Review Process

DESIGN GUIDE/LMO CRITERIA	Complies Yes	No	Not Applicable	Comments or Conditions
An effort has been made to preserve existing trees and under story plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supplemental and replacement trees meet LMO requirements for size, species and number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetlands if present are avoided and the required buffers are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sand dunes if present are not disturbed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<i>MISC COMMENTS/QUESTIONS</i>



Town of Hilton Head Island
 Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received:	020013
Accepted by:	
Linked App. #:	3-7-12
Project Mgr:	

APPLICATION PACKET FOR COMMERCIAL BUILDING AND SITE REVIEW PERMIT

<input type="checkbox"/> New Structure(s)	<input type="checkbox"/> Addition	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Multi-Family	<input checked="" type="checkbox"/> Accessory
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Project Name: Harbourside III Project Address: 9 Harbourside Way
 Parcel Number [PIN]: R520 0 12 00B 0008 0000 Project Acreage: _____
 Zoning District: PD-1 Overlay District(s): _____ Flood Zone: A7
 Land Owner Name: Harbourside III Phone #: 800-542-5535
 Address: 9 Harbourside Way Email: HB.3@hargray.com

INSTRUCTIONS FOR COMPLETING APPLICATION:

A Staff Project Manager will be assigned to you to assist in processing this application and to be your only Point of Contact throughout the entire project. This Project Manager will also inform you of any boards that require review of the application, and will assist in determining which of the requirements of this application apply to the project.

This form is organized for different submissions at different times. The following explains which pages should be submitted for different phases of the project:

- Page 1: submitted in the beginning of the project for all general information on the project.
- Page 2: for Design Review Board approval (**Phase 1**), if applicable.
- Pages 3-6: for Site Plan approval (**Phase 2**). Fill out all pages in green.
- Pages 7-?: for Building Plan approval (**Phase 3**). Fill out all pages in blue.
- Pages 8-?: for Final Inspection, Sub Roster and Certificate of Occupancy (**Phase 4**) after the project is completed and all obligations to the Site Plans & Building Plans have been met. Fill out all pages in purple.

Fees:

Please see www.hiltonheadislandsc.gov for all Application fees. The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

This form with its separate sections can be found on the Town's Website at www.hiltonheadislandsc.gov. You may print only those pages necessary for submission.

Digital Submissions are highly encouraged and may be accepted via email (send to cdic@hiltonheadislandsc.gov) or other electronic means.

PHASE 1. DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS

Note: Staff will check which documents are required for submittal.

Standard Required Items:

_____ Private Architectural Review Board (ARB) Notice of Action. Submitting an application to the ARB for their notice of action is the responsibility of the applicant.

For New Development—Conceptual Approval:

_____ If not previously submitted, a survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of the LMO, and if applicable, location of bordering streets, marshes and beaches.

_____ If not previously submitted, a site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.

_____ Context photographs of neighboring uses and architectural styles.

_____ If not previously submitted, conceptual site plan (to scale) showing proposed location of new structures, parking areas and landscaping.

_____ Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines, setback angles and landscaping.

For New Development – Final Approval:

_____ A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-4-503.

_____ Final site development plan meeting the requirements of Sec. 16-3-303.F.

_____ Final landscaping plans meeting the requirements of Sec. 16-3-304.

_____ Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.

_____ A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.

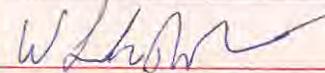
_____ Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

Alterations/Additions and Minor External Changes:

Photographs and/or drawings of existing development.

Drawings of the proposed development – 11"x 17".

_____ Material/color samples of existing and proposed changes - 8 1/2" X 14" *Maximum*; Stating manufacturer and material name

Print Name W. Thomas Parker, III Agent Signature: 

Phone Number 843-785-5171 Email wtparker@hargray.com

Date: 3/2/12

Linked Project Application #: _____ DPR #: _____

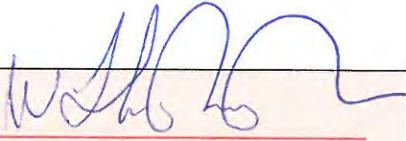
PHASE 2: SITE PLAN REVIEW

Applicant/Agent Name: Tom Parker Company: Lee & Parker, Architects
Mailing Address: PO Box 5010 City: Hilton Head State: SC Zip: 29938
Telephone: 843-785-5171 Fax: 843-785-7471 E-mail: wtparker@hargray.com
Business License # 2562

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO

Application is hereby made to perform work on the site and accompanying features, and I am authorized to submit this application. To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I understand that failure to abide by this approval, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

<u>W. Thomas Parker, III</u> Print Name	Applicant/Agent Signature: 
Email: <u>wtparker@hargray.com</u>	Date: <u>3/2/2012</u>
Phone No.: <u>843-785-5171</u>	



Town of Hilton Head Island
Community Development Department
One Town Center Court
Hilton Head Island, SC 29928
Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY
Date Received: _____
App. #: _____

**AFFIDAVIT OF OWNERSHIP AND
HOLD HARMLESS PERMISSION TO ENTER PROPERTY**

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. I hereby authorize Tom Parker to act as my agent for this application only.
3. All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
4. The application is being submitted with my knowledge and consent.
5. Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at 9 Harbourside Way (address), R 520 012 005 0008 (parcel ID) for the purpose of application review, for the limited time necessary to complete that purpose.
6. Owner agrees to hold the Town harmless for any loss or damage to persons or property occurring on the private property during the Town's entry upon the property, unless the loss or damage is the result of the sole negligence of the Town.
7. Non-responsiveness to a Town Information request for sixty (60) or more days shall be cause to cancel the application(s) without refund of fees.

Print Name: KAREN A. CORA Address: 9310 World Cup Way Port St. Lucie FL 34986

Signature: Karen A. Cora Date: 2/24/12 Phone Number: 772-466-1911

State of South Carolina County of Beaufort
 Sworn and subscribed before me this 24 day of February 2012
 Name of Notary (print) CAROL S. MOY
 Signature of Notary [Signature]
 Commission Expires 3/16/16

tom parker

From: Tim Langletz <Tim@PaLandscapegroup.com>
Sent: Friday, March 02, 2012 2:16 PM
To: tom parker
Subject: FW: Harborside III Office Addition

From: Scott Foster [mailto:bint1031@aol.com]
Sent: Tuesday, February 14, 2012 10:12 AM
To: Tim Langletz
Subject: Harborside III Office Addition

Tim

I have checked with the other members of the ARB and they have agreed to give you the latitude to determine the location of the tree and trust your judgement in assuring a match when repainting the section containing the office addition. With this approval we ask that you keep us informed of your progress and would appreciate notification when the project is completed. If any questions arise please do not hesitate to contact us. We are all interested in moving ahead with improvements in Shelter Cove and appreciate your cooperation.

Thank you,
Scott Foster
ARB Shelter Cove Harbour Company

From: Scott Foster [mailto:bint1031@aol.com]
Sent: Monday, February 13, 2012 10:32 PM
To: bint1031@aol.com
Subject: Harborside 3 Office Addition Approval

Gentlemen

Members of the Shelter Cove Harbour Company ARB inspected the site of the proposed office extension to the Harborside 3 building and reviewed the plans for the project on Monday February 13 at 11 AM. The participants were Scott Foster, Chairman of the SCHC ARB, Charles Davis, President of the SCHC and John Betts, of Greenwood Development and a Director of SCHC. The plans were approved contingent on an acceptable plan for the relocation of a mature palmetto palm and the acceptance of the exterior paint scheme which is to match the present appearance of the structure.

Scott Foster
Chairman, SCHC ARB

APPLICATION NARRATIVE
For
Harbourside III Registration Office
#9 Harbourside Way
Hilton Head Island, South Carolina

Zoning: PD-1

Project Description:

We are adding a registration office to the existing structure.

- We are demolishing the existing bike storage and sloped roof which comprises half of the new addition.
- The new addition office is about 400 sq.ft. between the existing building and 2'-0" from the existing walk.
- The stucco and window finishes will match existing.

Number of Stories: 1

Tree Preservation:

We are relocating the existing palm tree to the side of the new structure.

Project Phasing:

The overall project will be completed in one phase.

Vehicle Access:

The proposed addition will not change any vehicle access.

Underground Utilities:

The renovation will not require additional utilities.

Maintenance Responsibilities:

The owner will be responsible for maintaining the development in accordance with all Town requirements and guidelines.

New Lighting

No new exterior lighting.

LEE &
PARKER

architects

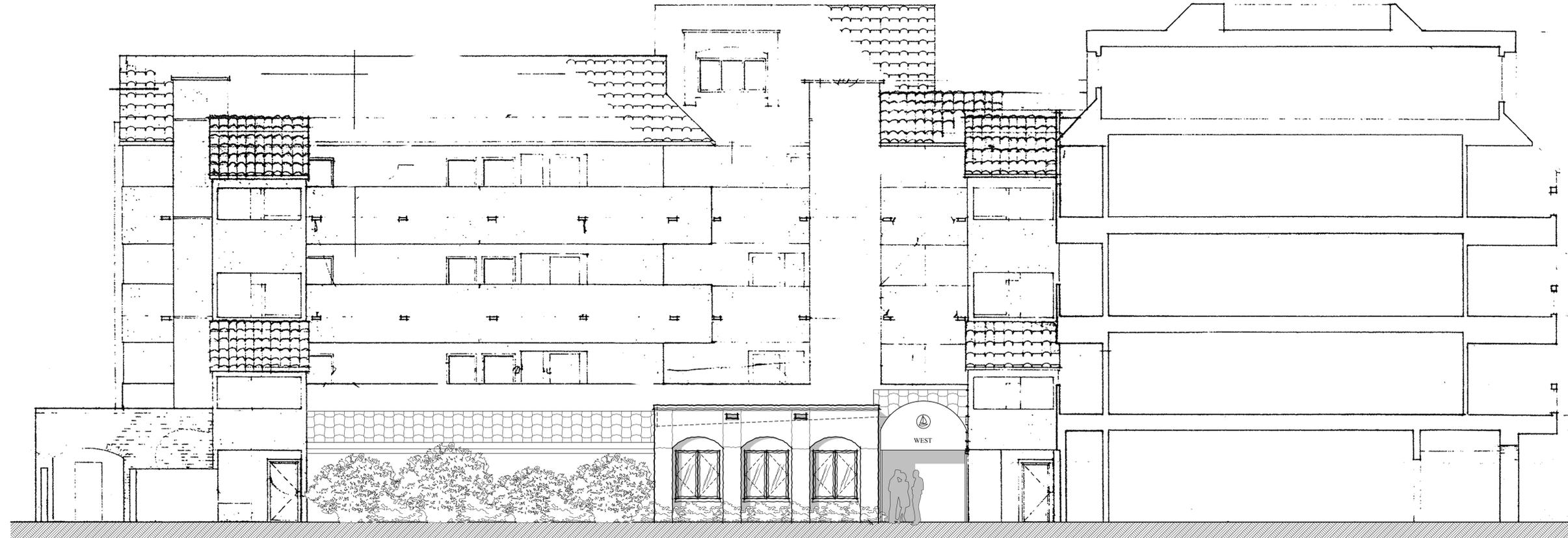


FRONT ELEVATION

A RESTORATION FOR
HARBORSIDE III
9 Harborside Way
Hilton Head Island, S.C.



FRONT/ LEFT ELEVATION



ARTISTIC RENDERING SUBJECT TO CHANGE

HARBOUR SIDE III OFFICE ADDITION

INDEX OF DRAWINGS

ARCHITECTURAL:

- C-0 COVER SHEET
- S-1 SITE PLAN
- A-1 FLOOR PLANS
- A-2 ELEVATIONS
- A-3 BUILDING SECTION & INTERIOR ELEV.
- A-4 WALL SECTIONS & WINDOW DETAILS

STRUCTURAL:

- S-1 STRUCTURAL PLAN AND DETAILS

DESIGN CRITERIA

DESCRIPTION:
(1) STORY OFFICE ADDITION WITH METAL STUD WALL AND CEILINGS, STUCCO WALLS AND TPO ROOFING.

Design Criteria for Code Compliance as of: IBC 2006
Type of Occupancy: BUSINESS
Type of Construction: 2 ~~Protected/Unprotected~~
Sprinkler: YES

ALLOWABLE BUILDING AREAS (Table 503): Gross outside of walls including covered exterior stairs

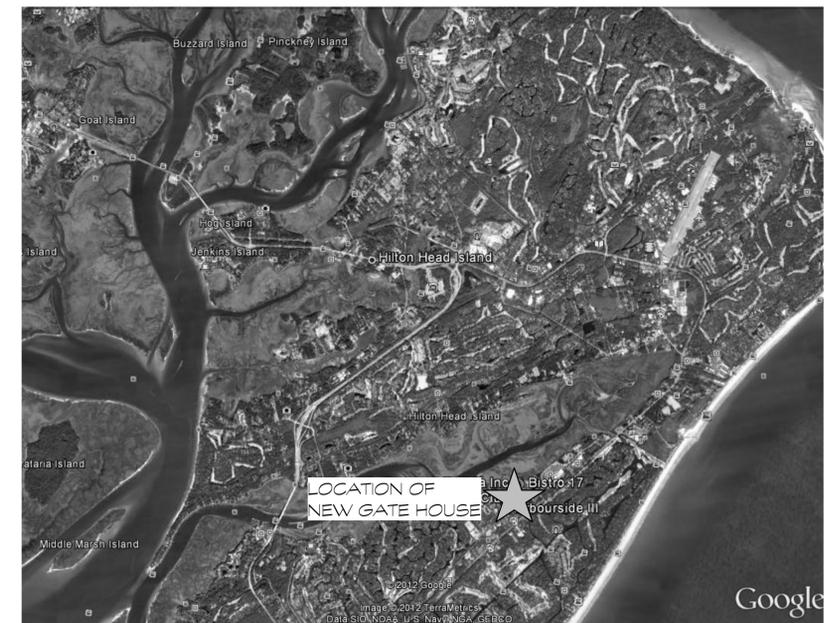
Building Floor Areas	Actual	Allowed
Existing R-2	14265	16,000
No business	415	
Total=	14,680	16,000

Allowable Areas Increase: **NOT NEEDED**
*As per 506.3 **TABLE 503 IS PERMITTED TO BE INCREASED BY AN ADDITIONAL 200% FOR SPRINKLER**

ALLOWABLE HEIGHTS (Table 503):

Building Height Above Grade:	Actual	Allowed
	13.0'	55.0'
Building Height in Stories:	1	4

VICINITY MAP



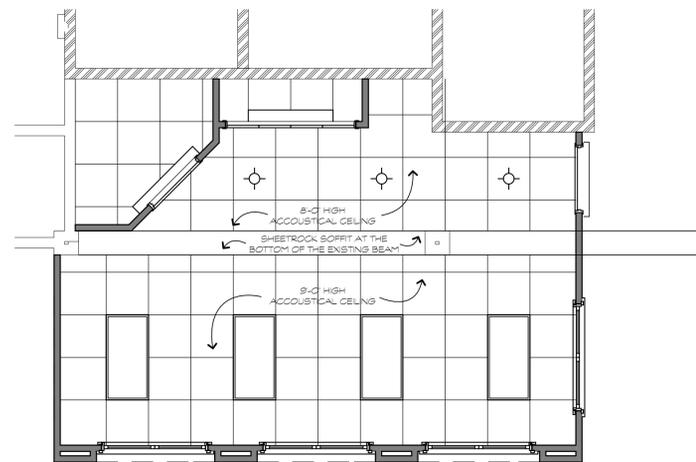
A Office Addition for:
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At Shelter Cove Harbour
16 Shelter Cove Lane
Hilton Head Island, S. C.

REVISIONS	DATE

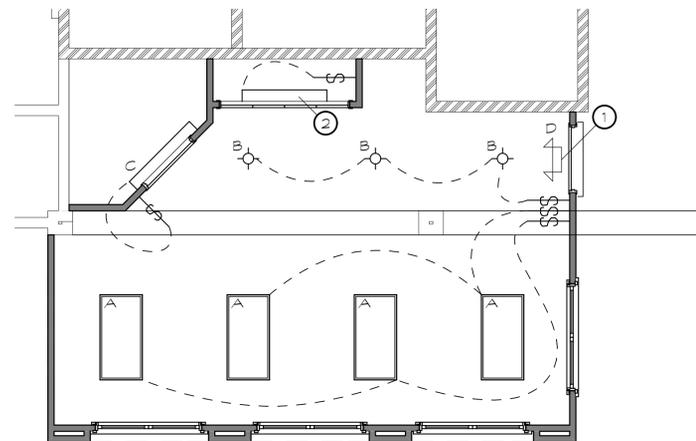
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02/3/12
SCALE
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GENERAL NOTES:

1. VERIFY ALL EXISTING CONDITIONS IN THE FIELD; MINOR ADJUSTMENTS PERMITTED; NOTIFY ARCHITECT AND OWNER IMMEDIATELY, IN WRITING AND BY PHONE OF ANY SIGNNIFICANT DIFFERENCES BETWEEN DRAWINGS AND ACTUAL CONDITIONS BEFORE PRECEDING WITH THE WORK OF BE RESPONSIBLE FOR THE SAME
2. GENERAL CONTRACTORS AND ALL SUBCONTRACTORS SHALL BE RESPONSIBLE FOR VERIFICATION OF EXISTING CONDITIONS PARTICULAR TO EACH TRADE IN WHOLE BY THE GENERAL CONTRACTOR. EACH SUBCONTRACTOR WILL BE HELD RESPONSIBLE TO HAVE VISITED AND EXAMINED PREMISES PRIOR TO SUBMITTAL OF PROPOSAL.
3. BEGINNING OF WORK BY ANY TRADE SHALL CONSTITUTE ACCEPTANCE AND RESPONSIBILITY FOR EXISTING CONDITIONS AND SUBSTRATE AS APPLICABLE UNLESS OTHERWISE INDICATED IN WRITING PRIOR TO COMMENCEMENT OF WORK.
4. ALLOW FOR \$28 SQ YD FOR CARPET MATERIAL AND INSTALLATION.
5. ALLOW FOR \$8 SQ FT FOR TILE MATERIAL AND INSTALLATION
6. FOR ANY STRUCTURAL ITEMS OR UNCOVERED ISSUES NOTIFY ARCHITECT.
7. REPLACE ALL ROTTED MATERIALS THAT ARE UNCOVERED DURING DEMOLITION.
8. ALL WINDOWS TO BE PGT ALUMINUM WINDOWS TO MEET DESIGN PRESSURE RATINGS ON THE ELEVATIONS- PROVIDE IMPACT PANELS. PRICE ALTERNATIVE IMPACT GLASS
9. OWNER WOULD LIKE TO SALVAGED/DEMOLISHED ROOF TILE- PLEASE COORDINATE WITH THEM.



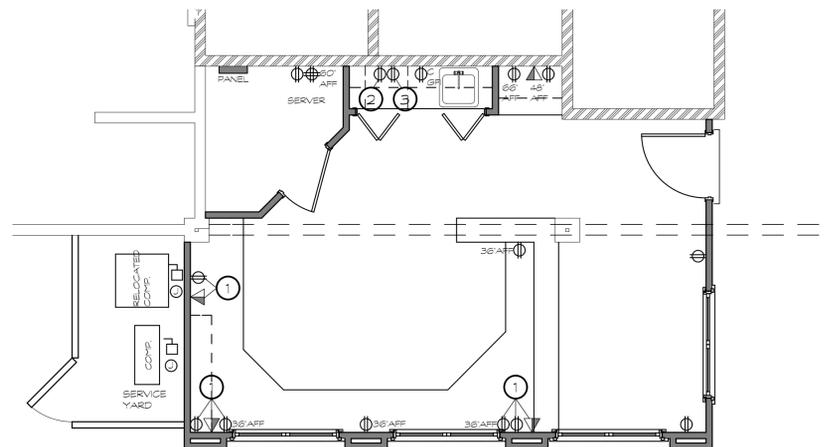
REFLECTED CEILING PLAN 5
SCALE: 1/4"=1'-0" A-1



LIGHTING PLAN NOTES:

1. EMERGENCY LIGHT AND EXIT SIGN.
2. WALL MOUNTED LIGHT AT 7'-4" AFF
3. PRICE ALT. LED LIGHTING

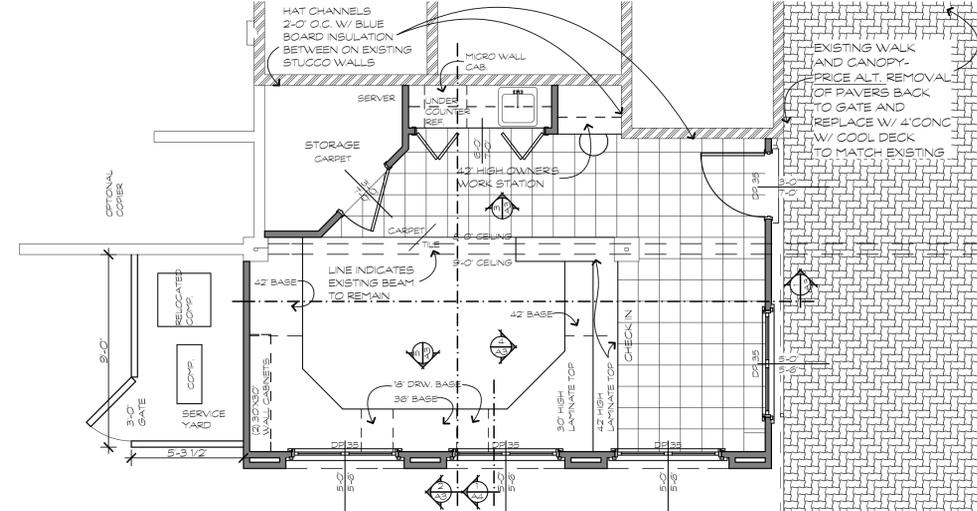
LIGHTING PLAN 6
SCALE: 1/4"=1'-0" A-1



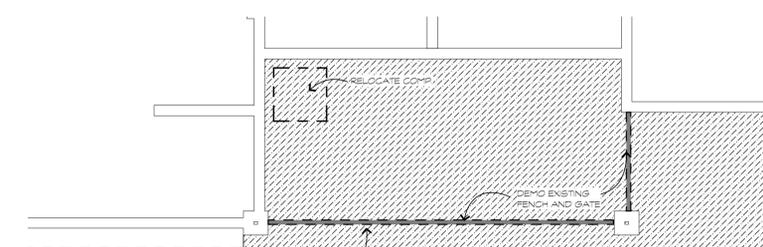
POWER PLAN NOTES:

1. COORDINATE LOCATION WITH OWNER
2. OUTLET FOR MICROWAVE 60" AFF
3. OUTLET FOR UNDERCABINER REF.

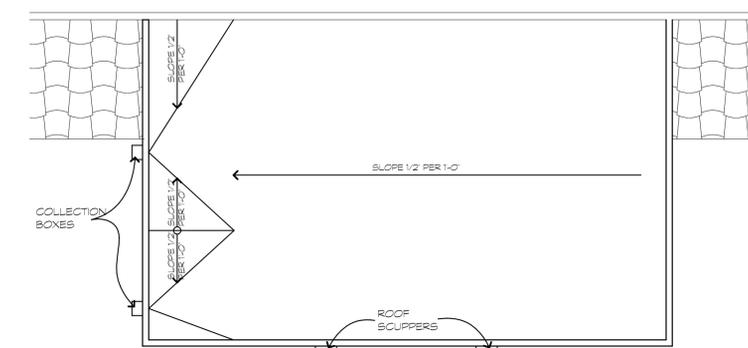
POWER PLAN 7
SCALE: 1/4"=1'-0" A-1



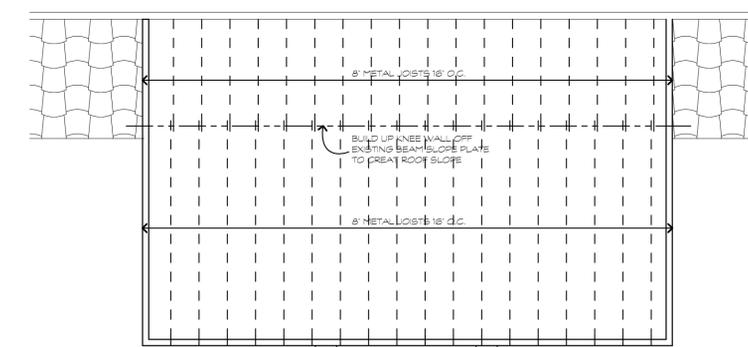
NEW OFFICE PLAN 1
SCALE: 1/4"=1'-0" A-1



DEMO PLAN 2
SCALE: 1/4"=1'-0" A-1



ROOF PLAN 3
SCALE: 1/4"=1'-0" A-1



FRAMING PLAN 4
SCALE: 1/4"=1'-0" A-1

LIGHTING FIXTURE SCHEDULE				
MARK	MANUFACTURER	MODEL	LAMP	REMARKS
A	H.E. WILLIAMS, INC.	50 STATIC 2X4	(2) 4', 32 WATT T8	
B	JUNO	600C-WH	32W TRIPLE CFL	
C	H.E. WILLIAMS, INC.	WMA 5	4', 28 WATT T5	
D	MATCH EXISTING	EMERGENCY LIGHT AND EXIT SIGN		

LEE & PARKER
architects
Post Office Box 5010
Hilton Head Island
South Carolina 29938
843.785.5171



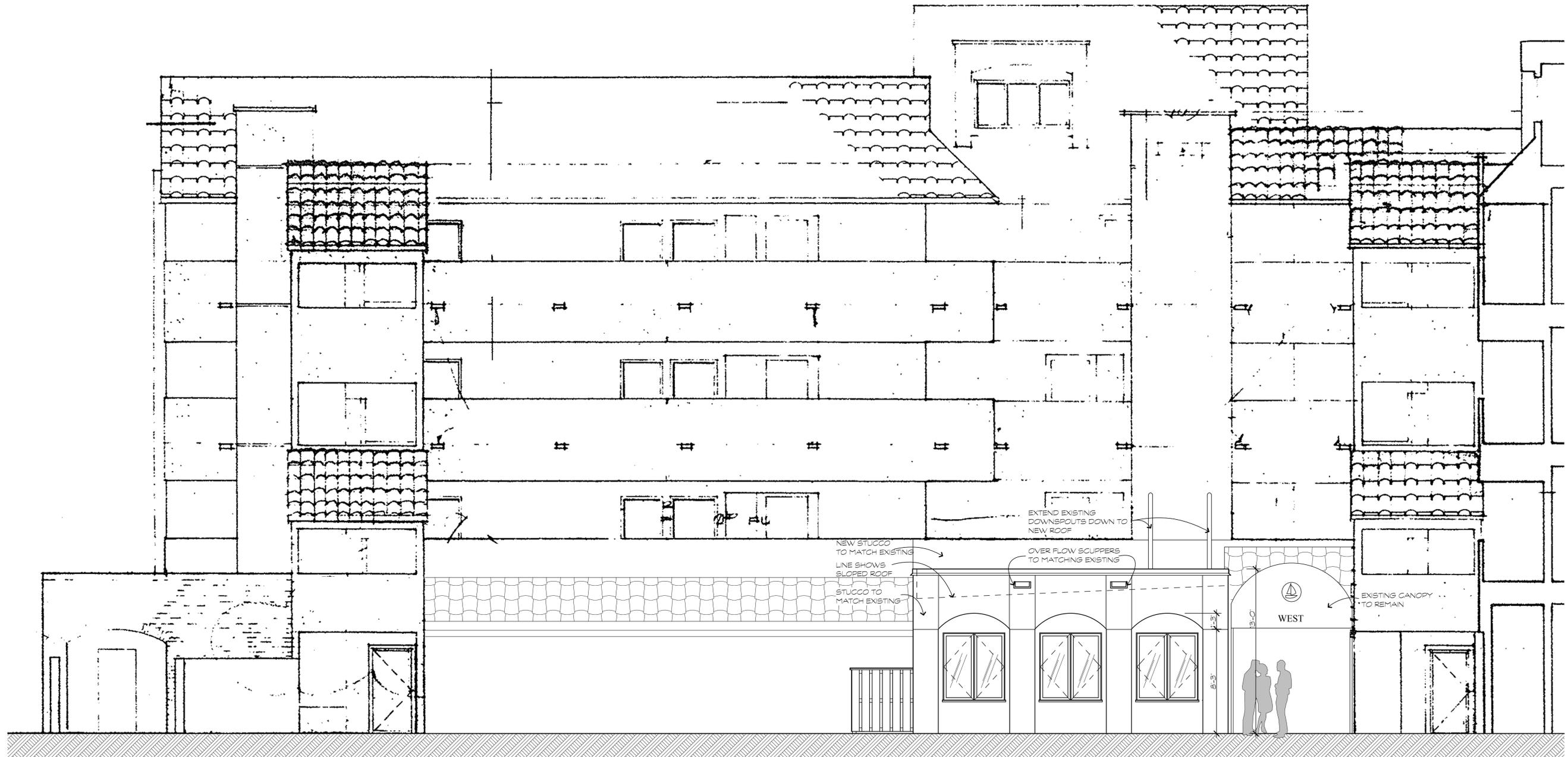
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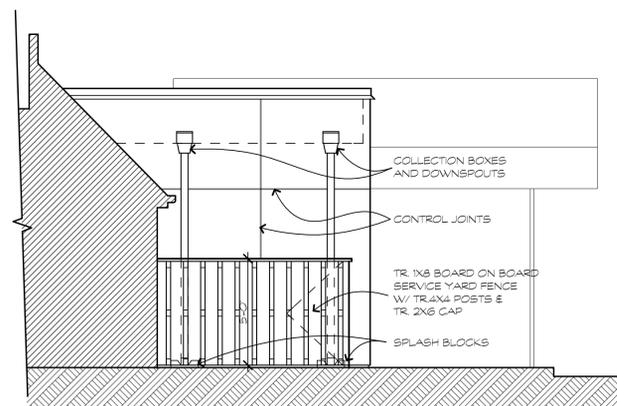
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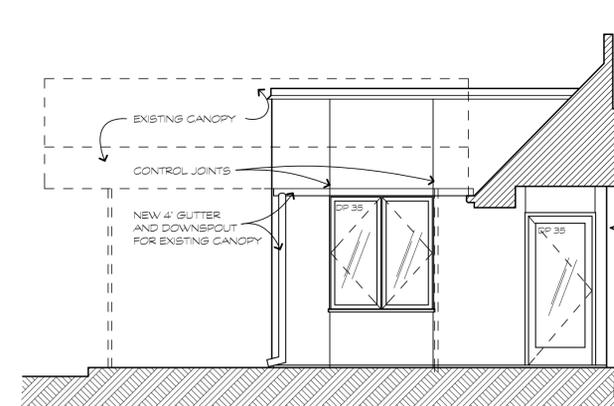
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PARKING LOT ELEVATION 1
SCALE: 1/4"=1'-0" A-2



LEFT SIDE ELEVATION 3
SCALE: 1/4"=1'-0" A-2



RIGHT SIDE ELEVATION 2
SCALE: 1/4"=1'-0" A-2

REVISIONS	DATE

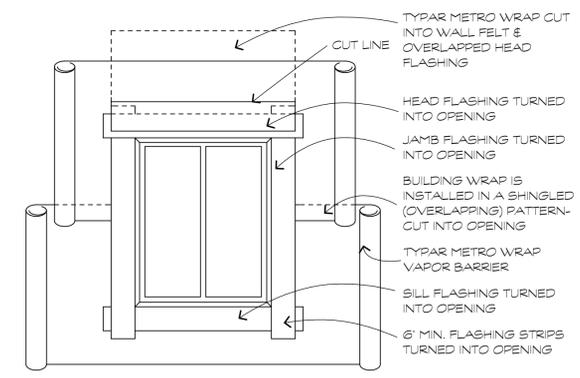
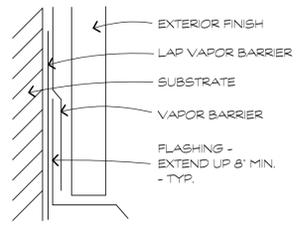
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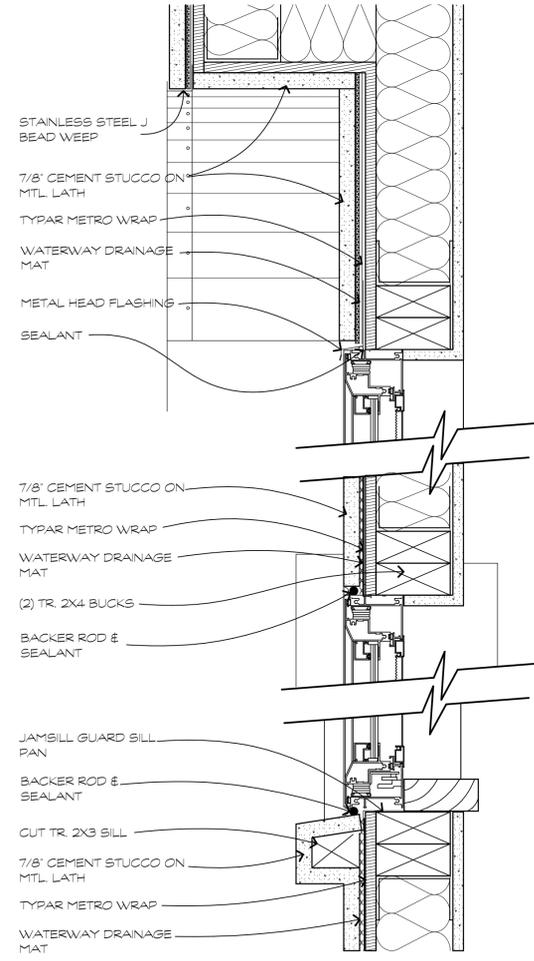
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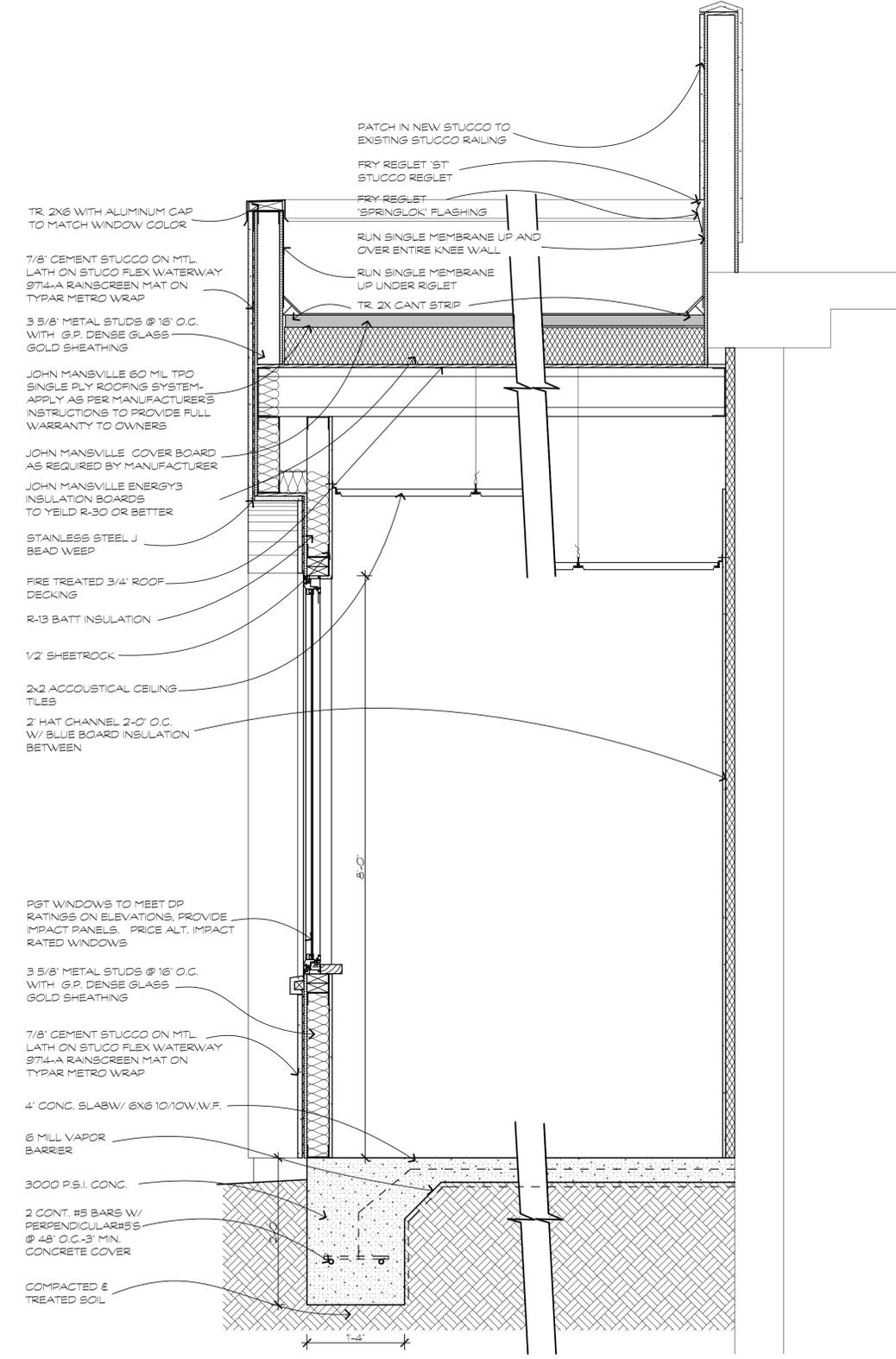
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OF SHEETS



FLASHING DETAIL
SCALE: N.T.S. 2
A-4



TYP. WINDOW DETAIL
SCALE: 3/4\"/>



TYP. WALL SECTION
SCALE: 1/4\"/>