



Town of Hilton Head Island  
**Construction Board of Adjustments &  
Appeals Meeting**  
October 30, 2023, at 4:00 pm  
**MEETING MINUTES**

**Present from the Committee:** Neil Gordon, Vice-Chair, Marc Ellis, Will Okey, Douglas Pine, Jay Owen, Robert Zinn, Frank Guidobono, Randy May

**Absent from the Committee:** Liing Graves, Michael Lynes, Joe Nix (Chairman)

**Present from Town Staff:** Chris Yates, Shari Mendrick, Karen Knox, Lynn Buchman

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**1. Call to Order**

Vice-Chair Gordon called the meeting to order at 4:00 p.m.

**2. FOIA 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.

**3. Swearing in Ceremony of Reappointed Board Members**

Chris Yates swore in and reappointed Board Member, Jay Owen.

**4. Roll Call -** See as noted above.

**5. Approval of Agenda**

Vice-Chair Gordon asked for a Motion to approve the Agenda. Mr. Okey moved to approve. Mr. Pine seconded. The Agenda was unanimously approved.

**6. Approval of Minutes – Meeting of August 22, 2023**

Vice-Chair Gordon asked for a Motion to approve the Minutes of August 22, 2023. Mr. Okey moved to approve. Mr. Pine seconded. The Minutes of August 22, 2023 were unanimously approved.

**7. Appearance by Citizens on Items Unrelated to Today's Agenda**

No citizens spoke at the Meeting.

**8. Unfinished Business**

None

**9. New Business**

**a. Lawton Stables Variance**

Shari Mendrick presented the Application as described in the Staff Report for the Lawton Stables Petting Zoo. She explained that Sea Pines Resort is requesting a variance from Municipal Code Section 15-9-312(b), Specific Standards for Nonresidential Construction to redevelop the Lawton Stables Petting Zoo with the lowest floor elevation below the regulatory elevation. Ms. Mendrick presented a Summary of the Facts for Criteria 1

indicating good and sufficient cause exists for the granting of the variance (Municipal Code Section 15-9-412(a); for Criteria 2 indicating failure to grant the variance would result in exceptional hardship to the applicant (Municipal Code Section 15-9-412(b); for Criteria 3 indicating the issuance of the variance would not result in increased flood heights, additional threats to public safety or extraordinary public expense (Municipal Code Section 15-9-412(c); and Criteria 4 indicating the variance would not have the effect of nullifying the intent and purpose of the chapter (Municipal Code Section 15-9-412(d). Ms. Mendrick concluded that Staff recommends the Construction Board of Adjustments Appeals approve the application for variance from Municipal Code Section 15-9-312(b) based on the Summary of Facts and Conclusions of Law contained in the staff report.

After comments and questions from the Board, Mr. Okey moved to approve the request for Variance. Mr. Pine seconded. By way of Roll Call, the Motion passed with a vote of 6-0.

**10. Staff Report**

None

**11. Adjournment**

The meeting was adjourned at 4:15 p.m.

**Submitted by:** Karen D. Knox  
Board Secretary

**Approved:** [DATE]