

**TOWN OF SULLIVAN’S ISLAND
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES
Wednesday, January 17, 2024**

A regular meeting of the Town of Sullivan’s Island Design Review Board was held at 4:00 p.m. at Town Hall. All requirements of the Freedom of Information Act were verified to have been satisfied. Present were Board members Beverly Bohan, Bunky Wichmann, Heather Wilson, Phil Clarke, and Ron Coish.

Town Council Members present: No members of Council were present.

Staff Members present: Charles Drayton, Planning and Zoning Director, Max Wurthmann, Building Official, and Jessi Gress, Business Licensing and Building Permit Technician.

Media present: No members of the media were present.

Members of the public: No members of the public were present.

CALL TO ORDER: Ms. Bohan called the meeting to order at 4:00 p.m. and stated that the press and public were duly notified pursuant to State Law and a quorum of Board Members were present.

- I. **APPROVAL OF THE DECEMBER 20, 2023 MINUTES:** Mr. Wichmann made a motion to approve the December 20, 2023 Design Review Board Meeting Minutes. Mr. Coish seconded this motion. All were in favor. None opposed. Motion passed unanimously.
- II. **PUBLIC COMMENT:** No public comment was made.
- III. **PROCESS FOR DESIGN REVIEW:** Ms. Bohan reviewed the meeting process for the Design Review Board which is as follows:
 - Statement of matters to be heard (Chair announcement)
 - Town staff presentation (5-minute limit)
 - Presentation by applicant (10-minute limit)
 - Town staff final statement (if needed)
 - Board Q & A (may occur at any point during hearing)
 - Public comment closed
 - Board deliberation and vote

IV. HISTORIC DESIGN REVIEWS:

1501 Middle Street: Brooke Gerbacht, of Herlong Architects, requested preliminary approval to renovate this Traditional Island Resource home and construct a two-story addition with requests for historic exemptions to increase the principal building square footage, coverage area, and impervious coverage area, along with requests to reduce the additional front yard setback, the side setback, the second story side façade setback, and the accessory structure setback and requests to further increase principal building coverage area (523-08-00-018).

Mr. Drayton stated that this is the DRB's second review of this project; the Board gave a conceptual review to the project in November 2023. The Board's review included several suggestions to applicant to help achieve an approvable project:

- Provide additional evidence regarding the non-historic addition to be removed – the applicant hired Christina Butler, a historic preservationist, who provided a report substantiating the non-historic nature of the addition.
- Justify reducing the depth of the historic front porch – the applicant is no longer seeking to change the dimensions of the front porch.
- Provide a streetscape to express neighborhood compatibility – a streetscape is still needed.
- Pull the addition back from the plane of the historic cottage – the addition has been setback from the façade of the cottage.
- Make the hyphen and addition along the Middle Street frontage one story – the applicant has reduced the addition along Middle St to one story and has softened the appearance of the addition to confer the island vernacular with a front porch in front of the one-story addition.
- Reduce the proposed massing of the addition – in addition to bringing the addition down to one story along Middle Street, the request for principal building square footage relief has been reduced from 513 sf to 174 sf.
- The Board also had concerns about the unconditioned game room space – the game room as an unconditioned, enclosable space has been eliminated.
- The Board requested that the applicant engage an arborist to discuss the treatment of the trees that would be affected by the addition – Town staff met with the applicant and a tree expert on-site last week to discuss the plans and how to best address the trees; a preservation plan, a Tree Commission meeting, and care for the maintenance of trees are being planned and will be present before any permit would be issued.

Mr. Drayton stated that the applicant has greatly reduced the overall relief requests from the initial submittal. The historic exemption requests for relief have been reduced: the square footage request went from 50% to 17% (513 sf to 174 sf), principal building coverage area reduced from 50% to 48% (513 sf to 499 sf), and impervious coverage request from 15% to 7% (286 sf to 121 sf). The side yard setback request remains for the full 25%, but the applicant is no longer seeking a reduction from the front yard setback requirements. The second story

side facade setback request was reduced from 100% to 48.75%, and the applicant included a new request for accessory structure setback relief to accommodate the garage along the rear of the property.

Mr. Drayton stated that staff recommended that the Board grant preliminary approval to the addition plans given the applicant's adherence to the Board's direction if the Board finds the addition conforms with the Standards for Neighborhood Compatibility and the Secretary of the Interior Standards for Historic Properties.

Ms. Gerbacht submitted two letters of public comment and a letter from a certified arborist to the Board regarding this application (Exhibits 1, 2 and 3).

Ms. Gerbacht presented her application to the Board.

No public comment was made.

Ms. Wilson suggested simplifying the front porch into one gable form and possibly connecting the rear porch to one side or the other of the structure.

Mr. Clarke suggested that the applicant possibly make the addition 1 and a half stories instead of two or maybe reduce the wall heights from 9 feet to 6 feet to bring down the structure. He felt that the addition still seems a little too big.

Ms. Wilson suggested that the applicant reduce the closest section of the addition to the historic house to one story which would probably address the height issue in relation to the historic structure.

Ms. Wilson made a motion to grant preliminary approval provided that the applicant considers the comments made by the Board. Mr. Clark seconded this motion. All were in favor. None opposed. Motion passed unanimously.

V. NON-HISTORIC DESIGN REVIEWS:

1659 Atlantic Avenue: Jim Henshaw, of Herlong Architects, requested a conceptual review of a new set of plans to construct a new home on this vacant lot, with requests for additional principal building square footage and side setback relief (PIN# 523-12-00-008).

Mr. Drayton stated that this is a conceptual review of plans for the redevelopment of a vacant property at the corner of Atlantic Avenue and Station 17; the property is adjacent to the Station 17 Beach Access path. Plans for a new home on this property were approved by the DRB in May of 2022, but the owner at the time did not move forward with those plans, and the house has been sold to new owners who wish to create a different design concept than was previously approved. The new plan adheres to the previously set build-to-line and proposes a slightly reduced square footage for the home than was previously approved. There are only 2

relief requests associated with this review: additional principal building square footage and side setback relief, both were granted for the previous design. The design includes articulations, second story setbacks, and porches along the sides to break up the massing and meet the standards of the ordinance. There is a detached garage proposed along the Atlantic Avenue side of the property and an in-ground pool proposed along the Atlantic Ocean side of the property; these are conforming due to the regulation in Section 21-30 B. (1) that excludes oceanfront lots from the orientation provisions.

Mr. Drayton stated that staff recommended preliminary approval provided the Standards for Neighborhood Compatibility are justified by referencing the applicant's narrative responses in Part 3 of the application form.

Mr. Henshaw submitted revised plans to the Board (Exhibit 4).

Mr Henshaw presented her application to the Board.

No public comment was made.

Mr. Wichmann asked what the need for the additional square foot relief is for and informed the applicant that the Board gets complaints from the community regarding approval of additional square feet. Mr. Wichmann suggested reducing the overall massing of the structure.

Ms. Wilson asked for a streetscape comparison in relation to the neighboring properties and suggested reducing the overall square footage. Ms. Wilson also suggested that the applicant come back with plans that show the accessory structure on the plan set for comparison as well.

Mr. Clarke agreed with his Board members and also suggested lowering the walls from 9 feet to 6 feet to address the height of the structure.

Mr. Coish made a motion to grant preliminary approval for the application presented. Motion failed.

Ms. Wilson made a motion to grant preliminary approval for the application presented provided that the applicant shows neighborhood compatibility, massing reduction and overall square footage. Mr. Wichmann seconded this motion. All were in favor. None opposed. Motion passed unanimously.

Mr. Clark recused himself regarding the application for 3209 Marshall Boulevard (Exhibit 4).

3209 Marshall Boulevard: Kevan Hoertdoefer, of Kevan Hoertdoefer Architects, requests final approval for demolition of the existing home and construction of a new home, with requests for side setback and second story side façade setback relief, as well as additional principal

Exhibit 2

Sullivan Island Town Hall
2056 Middle St
Sullivan's Island, SC 29482
843.883.3198

01/17/2024

Attention: Historic ARB Board,

We are in total support of the renovation and design of 1501 Middle St. We feel it will make a beautiful addition to our island.

Thank you,

A handwritten signature in black ink that reads "Tim Ansell". The signature is written in a cursive style with a large, sweeping "T" and "A".

1601 MIDDLE ST

Sullivan Island Town Hall
2056 Middle St
Sullivan's Island, SC 29482
843.883.3198

01/17/2024

Attention: Historic ARB Board,

We are in total support of the renovation and design of 1501 Middle St. We feel it will make a beautiful addition to our island.

Thank you,

Nafunya O'Donnell

1423 MIDDLE ST



**BARTLETT
TREE EXPERTS**

SCIENTIFIC TREE CARE SINCE 1907

Exhibit 3

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Charleston Tree Company
900 Ashley Ave
Charleston, SC 29403
Attention: Carter Helms

January 15, 2024

TREE PRESERVATION REPORT: For 1501 Middle st Sullivans Island, SC

LOCATION: 1501 Middle St Sullivans Island infill development project.

ARBORIST: Todd Nedorostek, ISA Certified Arborist #MA-0764AT, ISA Tree Risk Assessment Qualified

Statement of review:

Following a site review to include review of site plan, and survey indicating site elevations and tree locations to develop a plan to reduced impacts through construction to preserve tree population on the site to ensure all recommendations below are followed and managed throughout the development process.

FINDINGS & RECOMMENDATIONS:

LIMIT OF DISTURBANCE & SEDIMENT CONTROL

The limit of disturbance (LOD) is to be staked out prior to beginning any work. **Actual on-site marking by arborist is to govern placement of tree protection fence & sediment control devices along the limit of disturbance.** A fence must be installed before any excavation or other construction has commenced, if required installed after the performance of root investigation and pruning. Sediment control fence must be placed on the construction side of the LOD / tree preservation fence consisting of stable constructed fencing.

Successful tree preservation will require an on-going commitment to care for trees both during and after construction. Communication between builder, property owner and arborist are critical for the long-term survival of this tree. A pre-construction meeting is encouraged with the Owner, Builder, and Contracting Arborist to ensure that everyone understands the critical nature of following the tree preservation guidelines.

The following sequence gives the order in which to proceed with your project to insure the best possible tree survival:



BARTLETT TREE EXPERTS

SCIENTIFIC TREE CARE SINCE 1907

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ORDER OF TREE PRESERVATION/CONSTRUCTION

- 1) Pre-construction meeting with Owner, Builder, and Contracting Arborist to identify and mark areas of disturbance.
- 2) Perform tree pruning and/or removal as recommended in the preservation plan.
- 3) Treat critical root zone area with fertilizer, Bio-Char soil conditioner and mulch with wood chips as specified within the LOD area.
- 4) Install Tree Preservation Fence and proper signage along the LOD.
- 5) Once construction begins, creating a schedule for site inspections periodically through the construction process to ensure preservation systems are in place.
- 6) Upon completion of construction, treat the tree with Bio-Char & fertilizer and transition to a long term aftercare program.
- 7) Perform root investigation and or root pruning to prepare the tree for soil disturbance within the root system.

SPECIFIC RECOMMENDATIONS

ROOT PRUNING/INVESTIGATION – Live Oak 47” dbh rear right yard area listed in the Summary and site plan, located within impact areas will be determined if root investigation is required and based on site investigation, perform root pruning to allow for planned construction. Root investigation performed with air spade.

TREE PRUNING & CABLE INSTALLATION – Live Oak 47” rear right yard area listed in the Summary should be pruned to reduce risk of branch failure and provide clearance for construction access. Risk reduction pruning will include the removal of dead or damaged branches 2” diameter and larger.

TREE REMOVAL RECOMMENDATIONS – Trees listed in the summary are based on the determined amount of root loss within the critical root zone area based on plans for the site. Based on placement of all site requirements and the amount of critical root loss of tree(s) there will be recommendations to remove. To include the risk level of the tree and the future placement of structures increasing people activity in turn changing the risk level, if people activity increases, then the result is increased risk, based on the risk criteria developed by ISA a tree(s) will be recommended for removal based its new risk level resulting from the development of the site.



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WOOD CHIP MULCH - To be applied over the primary root zone areas not impacted by the planned construction development of the Live Oak 47" dbh rear right yard area as listed in the Summary. Mulching will conserve water, maintain lower soil temperatures, and encourage growth of non-woody roots essential for continued tree vigor.

Wood chips may be either composted or fresh. Apply six (6) - eight (8) inches deep from the trunk out to twenty (20) feet from the trunk, or to the tree protection fence border. After spreading chips, broadcast granular fertilizer 15-0-15.

Bio-CHAR AND FERTILIZATION (Bc-F) – Live Oak 47" dbh rear right listed in the Summary, which may lose roots from excavation, compaction and/or grade changes will need help to recover from the loss. Treat this tree as follows:

- Prior to start of construction – Bio-char & fertilizer. As stated,
- Post Construction – Bio-Char & fertilizer and root invigoration.

Live Oak 47" dbh rear right Roots with Fortiphite @ four (4) ounces per 100 gallons water. Fertilizer to be Bartlett Boost coastal 29-0-8-1Mg-1.5M mixed at 20 pounds per 100 gallons water. Application rate to be 40-50 gallons per 1,000 square feet of treatment area. Post construction treatment area to extend from the trunk to radius of 20' in all directions or the furthest extent of branch spread which ever is greater.

Treatments to be applied by liquid soil injection at 200 psi, three (3) feet on center, four (4) - six (6) inches deep over the entire treatment area.

TREE PRESERVATION FENCE – Installed along LOD in those areas where super-silt fence is not utilized. The tree preservation fence is not to be crossed or damaged. If damage to the fence occurs, it must be repaired immediately. No activity or equipment and supply storage will be allowed in the preservation areas.

Install tree protection fence as per LOD stake out, with modification to increase the size of the protected area as directed by Arborist if needed. Fence to be of a stable construction supported by 6' long tee-posts at 10' o.c. maximum spacing. The top of fence to be marked with bright flagging or white PVC pipe across top. The fence must be posted with Forest Retention/Tree Preservation Area signage, placed on the construction side of fence at about 10' on center so to be visible from all areas by all people who visit or work at the site. To be communicated tree preservation area is not to be crossed or entered.



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TREE WELL RECOMMENDATIONS (if required by site limitations) – In the areas where soil grade changes are required by code to be raised greater than the existing soil level a tree well is required to be install if said tree has been identified to be within the tree preservation plan. For trees impacted by required soil elevations which fall outside the tree preservation plan or not required to be preserved will be recommended to be removed. The following tree species are susceptible to decline with long term risk if left in areas where grade changes are made or are in the construction zones and should be removed to reduce future risk to property. Tree wells should be installed as far out to the drip line of the tree as the site development allows for.

SUMMARY OF RECOMMENDATIONS FOR IDENTIFIED TREES FOR PRESERVATION

Key:

DBH = Diameter in inches **TPF** = Tree Protection Fence **TR** = Tree Removal
RRP = Risk reduction pruning **CP** = Clearance pruning **BCF** = Biochar & fertilization
TGR = Tree Growth Regulator **RAM** = Root aeration mat **FP/RR** = Fortiphite/Root Rot treatment
BT = Borer treatment **RP** = Root prune/Investigation **CB** = Cable

Tree # & Species	DBH	TP F	R P	RR P	C P	C B	BC F	Mulc h	T R	RA M	FP/ RR	B T	Commen ts
Live Oak	47"	X	X	X	X		X	X			X		

ADDITIONAL CONSIDERATIONS

MONITORING –

The Arborist must check site conditions at scheduled intervals during construction to make sure; tree preservation is being carried out, damage to trees has not occurred and soil moisture levels

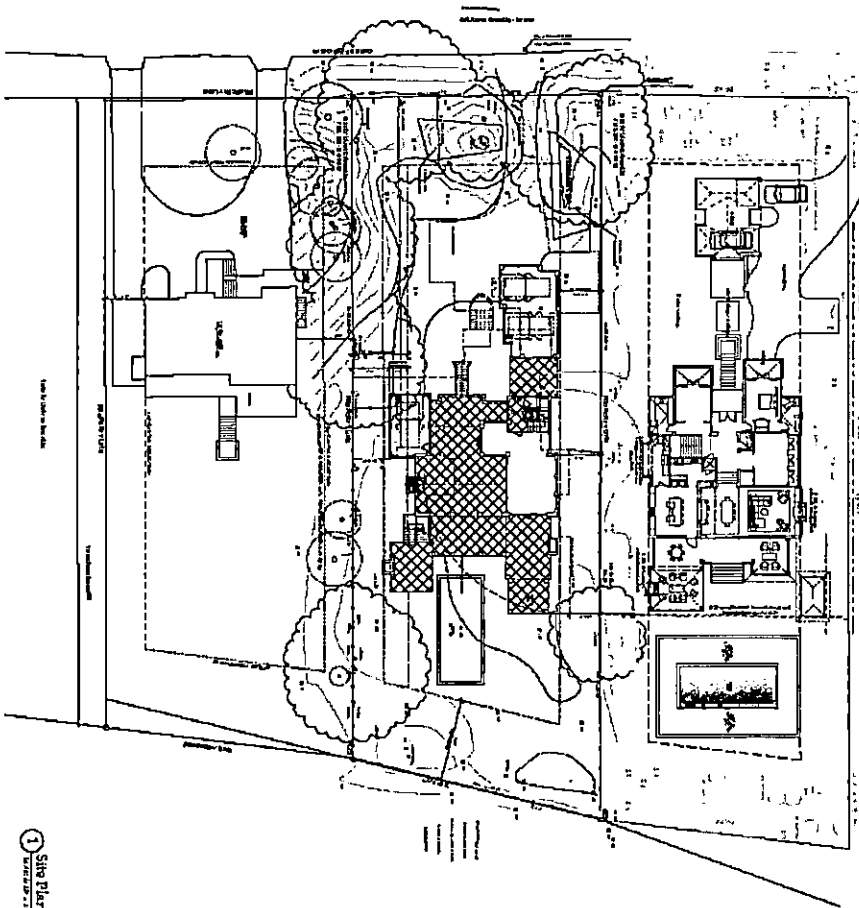


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are adequate. It is recommended that the owner have arborist follow-up with twice-annual inspections for three years after construction is complete, once each year thereafter.

LONG TERM SURVIVAL AND SAFETY –

The full implementation of these specifications will give your trees the best possible chance of survival. However, these treatments will not guarantee the tree will not die, fall over, or split during a storm. Recommendations are based upon readily observable conditions and the construction plans made available to us. Practical technology does not exist to provide a comprehensive analysis of root, trunk and limb conditions. Even the strongest trees when exposed to great forces or slow decay will fail.

The tree population identified for preservation are species that in my experience have the best chance of continuing healthy growth after construction is completed. All trees present a certain amount of risk. We seek to minimize risk by removing those trees that have obvious defects and targets, but every tree has the potential of causing personal injury and/or property damage. It is up to the property owner to decide how much risk tolerance they have. The burden falls upon the property owner to carry forth the care of the tree population well beyond the completion of construction.



① Site Plan
 1/2" = 1'-0"
 1/8" = 1'-0"

No.	Revised For	Date
1	Initial Plan	
2		
3		
4		
5		
6		
7		
8		
9		
10		

The Morrison RESIDENCE
 1000 SAJONG AVE. • SUITE 200A D.C.





RECUSAL STATEMENT

Member Name: Phil Clarke

Meeting Date: January 17, 2024

Agenda Item: 3 Section: F Number: 2

Topic: _____

The Ethics Act, SC Code §8-13-700, provides that no public official may knowingly use his office to obtain an economic interest for himself a family member of his immediate family, an individual with whom he is associated, or a business with which he is associated. No public official may make, participate in making, or influence a governmental decision in which he or any such person or business has an economic interest. Failure to recuse oneself from an issue in which there is or may be conflict of interest is the sole responsibility of the council member (1991 Op. Atty. Gen. No. 91-37.) A written statement describing the matter requiring action and the nature of the potential conflict of interest is required.

Justification to Recuse:

Professionally employed by or under contract with principal

Owns or has vested interest in principal or property

Other: _____

Member Signature

Date

Signature of Official

Date

TOWN OF SULLIVAN'S ISLAND
Design Review Board Meeting
January 17, 2024, 4:00 p.m.
PUBLIC INPUT SIGN UP SHEET

****PLEASE SIGN THIS FORM IF YOU WOULD LIKE
TO SPEAK ON A SPECIFIC AGENDA ITEM****

NAME	AGENDA ITEM
PAT Marr	3209 Marshall
JIM HENSHAW	1659 Atlantic