



# Historic District Review Board Meeting Minutes – April 12, 2023

## CALL TO ORDER

00:00:56

A meeting of the Historic District Review Board was held in-person on Wednesday, April 12, 2023.

## ATTENDEES

Members in attendance: Jeremiah Smith (Chairman), Mike Sutton (Vice-Chair), Michelle Prentice, Rita Wilson, and Maxine Lutz.

Staff in attendance: Curt Freese (Community and Economic Development Director), Jeremy Tate and Maria Short (Meadors Architecture)

## REVIEW OF MINUTES

00:02:40

**Motion (0:02:47):** Mr. Sutton made a motion to approve [March 8] minutes; seconded by Ms. Prentice. The motion passed unanimously (5-0).

*All Historic District Review Board Meeting minutes are recorded and can be found on the City's website at <http://www.cityofbeaufort.org/AgendaCenter>. Audio recordings are available upon request by contacting the City Clerk, Traci Guldner at 843-525-7024 or by email at [tqundler@cityofbeaufort.org](mailto:tqundler@cityofbeaufort.org).*

## APPLICATIONS

- A. **807 Craven Street, PIN R120 004 000 0808 0000**, Alterations  
Applicant: Donjuan Roofing, LLC (23-12 HRB.1)

00:03:00

The applicant is requesting final approval for alterations to a single-family residence.

**Motion 1 (0:14:50):** Mr. Sutton made a motion to support this applicant's request to change the roof with staff's comments noted with the exception of [providing] more proof on the failure of the roof; seconded by Ms. Prentice. Motion passed unanimously (5-0).

- B. **507 West Street, PIN R120 004 000 0713 0000**, Fence  
Applicant: Jeannie Creech Avent, Owner (23-20 HRB.1)

00:15:20

The applicant is requesting conceptual approval for alterations to a single-family residence.

The applicant was not present at the meeting.

**Motion 1 (0:16:00):** Mr. Sutton made a motion to amend the agenda and move this item to the end of the agenda; seconded by Mr. Smith. Motion passed unanimously (5-0).

Mr. Smith recused himself from the board, Mr. Sutton acts as chairman.

- C. **1106 Craven Street, PIN R120 004 000 845A 0000**, New Construction  
Applicant: Ashley Randolph, Allison Ramsey Architects (23-24 HRB.1)

**00:16:20**

The applicant is requesting conceptual approval for construction of a new duplex.

**Motion 1 (1:16:12):** Ms. Lutz made a motion to deny a conceptual approval of this project based on [the Board's] opinion that it's too big; seconded by Ms. Prentice. Motion passed unanimously (4-0).

Mr. Smith rejoined the Board as Chairman.

- D. **301 Carteret Street, PIN R120 004 000 0887 0000**, Addition  
Applicant: Rob Montgomery, Montgomery Architecture & Planning, Inc. (23-05 HRB.3)

**01:17:00**

The applicant is requesting conceptual approval for the addition of a new structure at the City Loft.

**Motion 1 (1:53:50):** Ms. Lutz made a motion to give conceptual approval to this project with the applicant taking into consideration the various comments [the Board] made; seconded by Ms. Prentice. Motion passed unanimously (5-0).

- B. **507 West Street (Tabled from earlier)**, Fence

The applicant was not present, and the application was not heard at this meeting.

## **DISCUSSION**

**01:54:55**

The Board and Curt Freese discussed the upcoming code change work session on Tuesday, April 18<sup>th</sup> from 5-7 pm and invited the Board to attend. Curt also discussed the new incoming planner, as well as allowing staff to handle applications like painting and fence projects, with the option of elevating them to the Board if necessary.

Motion (2:01:15): Mr. Sutton made a motion to allow staff to regulate paint and fences at staff level; seconded by Ms. Prentice. Motion passed unanimously (5-0).

## **ADJOURNMENT**

**02:01:48**

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Mr. Smith adjourned the meeting at 4:01 pm.