

THE TOWN OF HILTON HEAD ISLAND  
**CONSTRUCTION BOARD OF ADJUSTMENTS & APPEALS**  
**Regular Meeting**

Jay R. Owen, Chairman  
Neil Gordon, Vice Chairman  
Robert Tanner  
Joe Nix  
Michael Lynes



Frank Guidobono  
Gary M. Schmidt  
Ling Graves  
Robert Zinn  
Marc Ellis  
Randy May

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**AGENDA**  
**Tuesday, September 27, 2016**  
**at 5:30pm in**  
**Benjamin M. Racusin Council Chambers**

- 1. Call to Order**
- 2. 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.
- 3. Wireless Telephone Usage**  
Please turn off all wireless devices so as not to interrupt the meeting.
- 4. Swearing in of new member Marc Ellis**
- 5. Election of Officers**
- 6. Approval of Agenda**
- 7. Approval of Minutes**  
Approval of the CBAA minutes of November 24, 2015
- 8. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 9. Unfinished Business**
- 10. New Business**  
Approval of Proposed 2017 Meeting Schedule
- 11. Adjournment**

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

**THE TOWN OF HILTON HEAD ISLAND  
CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS MINUTES**

**Date of Meeting:** Tuesday, November 24, 2015

**Members Present:** Frank Guidobono, Michael Lynes, Joe Nix, Jay Owen, Robert Tanner

**Members Absent:** Neil Gordon, Ling Graves, Randy May, Gary Schmidt, Robert Zinn

**Town Staff Present:** Bob Klein, *Building Official*

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**I. Call to Order**

Chairman Owen called the meeting to order at 5:30 p.m.

**II. 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.

**III. Wireless Telephone Usage** Please turn off all wireless devices so as not to interrupt the meeting.

**IV. Approval of Agenda.** Mr. Nix made a motion to approve the agenda. Mr. Guidobono seconded the motion. The motion passed unanimously.

**V. Approval of Minutes.** The minutes of August 25, 2015 were approved as presented.

**VI. Appearance by Citizens on Items Unrelated to Today's Agenda.** None

**VII. Unfinished Business.** None

**VIII. New Business.**

- **Proposed 2016 Construction Board of Adjustment & Appeals meeting schedule.** Mr. Tanner made a motion to approve the proposed 2016 meeting schedule with the request to change the December 27, 2016 meeting to December 20, 2016. Mr. Lynes seconded the motion. The motion passed unanimously. Town staff will check for conference room availability and send out a revised 2016 Construction Board of Adjustment & Appeals meeting schedule.

**IX. Adjournment.**

There being no further business, the meeting adjourned at 5:40 p.m.

Submitted by Eileen Wilson, Senior Administrative Assistant

Approved by: \_\_\_\_\_  
Jay Owen, Chairman

# CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

## PROPOSED 2017 SCHEDULE

	Meeting Date	Application Deadline
January	24	10
February	28	14
March	28	14
April	25	11
May	23	9
June	27	13
July	25	11
August	22	8
September	26	12
October	24	10
November	28	14
December	19*	5*

*\*Please note the meeting in December has been moved up one week due to Christmas.*

All meetings to be held on the 4<sup>th</sup> Tuesday at **5:30 pm** in Council Chambers  
unless otherwise noted