



The Town of Hilton Head Island  
**Construction Board of Adjustments & Appeals**  
Tuesday, November 26, 2019 at 5:30 p.m.  
Benjamin M. Racusin Council Chambers

## **AGENDA**

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*As a courtesy to others please turn off / silence ALL mobile devices during the meeting. Thank You.*

1. **Call to Order**
2. **FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Swearing in Ceremony for New and Reappointed Commissioners** – Performed by Chris Yates
4. **Election of Chairman and Vice Chairman**
5. **Approval of Minutes** – meeting of June 25, 2019
6. **Appearance by Citizens on Items Unrelated to Today's Agenda**
7. **Unfinished Business**
8. **New Business**
  - Proposed 2020 CBAA Meeting Schedule
9. **Adjournment**

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



Town of Hilton Head Island  
**Construction Board of Adjustments & Appeals**

Tuesday, June 25, 2019 at 5:30 pm  
Benjamin M. Racusin Council Chambers

## **MEETING MINUTES**

**Present from the Committee:** Marc Ellis, Neil Gordon, Frank Guidobono, Randy May, Joe Nix, Jay Owen, Bob Zinn

**Present from Town Staff:** Josh Gruber, Chris Yates, Teri Lewis, Shari Mendrick

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### **1. Call to Order**

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

Chairman Owen asked for a motion to amend the agenda. Mr. Zinn made a motion to amend the agenda to move the second New Business item: Unsafe Structure 160 William Hilton Parkway to be the first item under New Business. Mr. Nix seconded the motion. The motion passed unanimously.

### **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. Approval of Minutes – Meeting of July 24, 2018**

The minutes from July 24, 2018 were approved as presented.

### **4. Appearance by Citizens on Items Unrelated to Today's Agenda - None**

### **5. Unfinished Business - None**

### **6. New Business**

#### **Show Cause: Unsafe Structures 160 William Hilton Parkway**

Mr. Chris Yates, Building Official presented background information and documents and photos supporting the many times the owner has been contacted about the unsafe structures. In summary, the integrity of the building has been compromised and poses a danger to life and safety of the general public.

1. Structure(s) is unsecured from entry at multiple locations.
2. The roof has collapsed in multiple areas and the structure is unstable.
3. Trash and construction debris in and around the structure.
4. Interior is exposed to the elements and further degradation.
5. Inadequate maintenance, dilapidation, obsolescence, and a fire hazard.

Town staff recommends that the Construction Board of Adjustments and Appeals (CBAA) concur with the Building Official's determination that the structures known as 160 William Hilton Parkway, Hilton Head Island, SC are unsafe and that the structures be demolished or otherwise made safe.

Ms. Mina G. Bhakta, Owner, stated that she needs 30 days to secure the down payment for the cost of demolition and another 60 days for the contractor to complete the demolition.

Mr. Yates responded the Town has no problem with the foundation remaining and requests the Board consider allowing Ms. Bhakta the 30 days to secure the down payment for the cost of demolition and the demolition then be completed in 60 days.

Mr. Zinn made a motion to allow Ms. Bhakta, Owner of the Unsafe Structures at 160 William Hilton Parkway the 30 days to obtain the down payment needed for demolition and to have structures demolished within two months for a total of 90 days. Mr. Gordon seconded the motion. The motion passed unanimously.

**Show Cause: Unsafe Structure 148 William Hilton Parkway**

Mr. Chris Yates, Building Official presented the background including pictures starting in June 2017 up to June 2019. The last Official Notice of Unsafe Structure was sent in February 2019 stating the Owners are required to commence either alterations, repairs, improvements, demolition or removal of the structure within 60 days of the date of this Official Notice.

Mr. Yates stated considerable progress has been made in the clean-up of trash and debris removal at this site however the structure is still unsafe.

Town staff recommends that the Construction Board of Adjustments and Appeals (CBAA) concur with the Building Official's determination that the structure known as 148 William Hilton Parkway, Hilton Head Island, SC is unsafe and that the structure be demolished or otherwise made safe.

Mr. Morris Campbell, co-owner stated this is a very old property built in 1950's as part of the school campus store. This location has seen a big change in the traffic pattern to include a median that has eliminated left turns into our property. Mr. Frazier and I are asking to maintain a portion of the building and would like to try to salvage the two occupied spaces. We are very concerned about doing a complete demolition because it would then become useless to us due to the requirements for setbacks and buffers.

Mr. Daniel Frazier, co-owner stated over the past ten years access to our property has become an issue. There is a historical background to this property that is very important to us. We understand the safety issues involved and Mr. Yates has been very helpful. There are two tenant places, a woman's boutique and the other was occupied by a relative with a fruit/vegetable stand but has since moved to another location up the road.

The owners proposed taking down part of wall structure and maintain the structure still being used.

Mr. Yates stated substantial repair work would need to take place and the unoccupied part of the structure come down.

The owners stated finances are a challenge; possibly six months to get the site up and going and maybe 90 days to demolish the unsafe structure down to the foundation.

Mr. Yates requested a written proposal be submitted stating keep the two occupied spaces and provide a timeline and scope of work for the repairs to the two spaces.

Mr. Zinn made a motion for the Owners of 148 William Hilton Parkway to complete the demolition of the structure in 90 days and provide Mr. Yates with a written proposal with the timeframe and detailing the scope of work to complete repairs to the two tenant spaces. Mr. Nix seconded the motion. The motion passed unanimously.

**7. Adjournment**

There being no further business, the meeting adjourned at 6:30 p.m.

**Submitted by:** Eileen Wilson

**Approved:**

DRAFT

# CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

## *Proposed 2020 SCHEDULE*

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

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