

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

**Date of Meeting:** Tuesday, July 24, 2018

**Members Present:** Robert Tanner, Randy May, Jay Owen, Frank Guidobono, Michael Lynes, Doug Pine

**Members Absent:** Marc Ellis, Neil Gordon, Ling Graves, Joe Nix, Robert Zinn

**Town Staff Present:** Chris Yates, *Building Official*;

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1. **Call to Order**  
Chairman Owen called the meeting to order at 5:35 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. **Wireless Telephone Usage** Please turn off all wireless devices so as not to interrupt the meeting.
4. **Approval of Agenda.** The agenda was approved by general consent.
5. **Swearing in of New and Reappointed Members.**  
Mr. Chris Yates, Building Official, performed the swearing in ceremony of new member Douglas Pine, Jr. and reappointed member Randy May.
6. **Election of Officers.**  
Mr. Lynes made a motion to nominate Mr. Owens to serve as Chairman. Mr. Guidobono seconded the motion. Mr. Owens accepted. The motion passed unanimously. Mr. Tanner made a motion to nominate Mr. Gordon to serve as Vice Chairman. Mr. Guidobono seconded the motion. The motion passed unanimously.
7. **Approval of Minutes.** The minutes of February 27, 2018 were approved as presented.
8. **Appearance by Citizens on Items Unrelated to Today's Agenda.** None
9. **Unfinished Business**  
Mr. Tanner inquired on the status of 7 Sam Frazier Retreat. Mr. Yates replied Town staff continues to work with Mr. Ramos to ensure that project continues to meet code requirements. Mr. Ramos is receiving support from the Home Builders Association.
10. **New Business.**
  - a. **Proposed Meeting Schedule for 2019**  
Mr. Lynes made a motion to approve the proposed Construction Board of Adjustment & Appeals meeting schedule for 2019. Mr. Tanner seconded the motion. The motion passed unanimously.
11. **Adjournment.**  
There being no further business, the meeting adjourned at 5:50 p.m.

Submitted by Eileen Wilson, Senior Administrative Assistant

Approved by: June 25, 2019  
Jay Owen, Chairman