



Design Review Board

Meeting Minutes – January 9, 2020

1 CALL TO ORDER

A regular meeting of the Design Review Board was held at the City Hall Planning Conference Room on Thursday, January 9, 2020 at 2:00 pm.

2 ATTENDEES

Attendees included all Board members- Bob Albright, Rett Bullard, Witt Cox, Kimberly McFann, and Benjie Morillo, and staff members Joan Furlong and Julie Bachety.

3 ELECTION OF OFFICERS

A motion was made to nominate Rett Bullard as Chairman and was seconded. The motion passed unanimously. Mr. Bullard made a motion to nominate Benjie Morillo as Vice-Chairman and was seconded by Ms. McFann. The motion passed unanimously.

4 APPROVAL OF MINUTES

Mr. Morillo made a motion to approve the minutes of October 10, 2019 as submitted. The motion was seconded by Mr. Albright and passed unanimously.

Mr. Cox made a motion to approve the meeting minutes of December 12, 2019 as submitted. The motion was seconded by Mr. Albright and passed unanimously.

5 OLD BUSINESS

None.

6 NEW BUSINESS

1. Refuel - Beaufort, 6 Parris Island Gateway (PIN R120 026 000 0160 0000) - Construction of a gas station, convenience store, and car wash.

Joan Furlong presented the staff report. The Applicant, architect Sean Carlin of The Middleton Group presented the project.

Discussion included suggestions for minor revisions to the picnic area due to proximity to the Spanish Moss Trail, questions about signage and approval of colors. The project has not yet

been submitted to SC DOT.

Mr. Bullard made a motion, seconded by Ms. McFann, to grant preliminary approval to the project. The motion passed unanimously.

7 DISCUSSION

Board Rules and Procedures - The current Board Rules are dated 2014 and need to be reviewed and revised if necessary. One revision was suggested by the Chairman: that the timeline for special meetings be "5 days". Staff agreed to make the change and distribute the updated Board Rules at the next meeting for Board Approval.

Updated Board books were presented to all Board members. Any pending text amendments will be provided at subsequent Board meetings.

Mr. Albright announced his resignation from the Board. Staff will advise the Director of the Community and Economic Development Dept. and City Council and requested that he submit his resignation in writing.

Board Training was discussed. For new Board members six (6) hours are required, then three (3) hours annually. Online training is an available option for members who are unavailable during business hours.

Procedures for recusal were discussed with respect to financial conflicts of interest.

8 ADJOURNMENT

Mr. Bullard made a motion to adjourn that was seconded by Benji Morillo. The motion passed unanimously.

The meeting ended at 3:00 p.m.

Chair

Date of approval