

# **Tanner Hall ARB**

## **Guidelines of Procedure**

### **Article 1. Organization and Creation**

1. Pursuant to Article 7 of the Tanner Hall Declaration of Covenants and Restrictions, there is hereby created an Architectural Review Board, to be composed of a minimum of three members and a maximum of five members appointed by the Tanner Hall POA Board. The ARB shall not consist of an even number of members.
2. Only residents of the Tanner Hall community may serve on the Architectural Review Board.
3. Any vacancy in membership shall be filled by the Tanner Hall POA Board.
4. Nothing herein shall be construed to give or grant to the Architectural Review Board the power or authority to alter or change the Tanner Hall Declaration of Covenants and Restrictions, which authority is reserved to the Tanner Hall POA through a community vote.
5. A file of materials and decisions relating to each case shall be kept by the Secretary as part of the records of the Architectural Review Board.
6. The Architectural Review Board shall keep minutes of its proceedings and record the vote on all actions taken. All minutes and records shall be filed in the Office of the Board, and are public record.
7. The Architectural Review Board may not have jurisdiction over routine maintenance or repair that returns property to its original condition.

### **Article 2. Officers**

1. The officers shall be a Chairperson, Vice-Chairperson, and Secretary.
2. The Chairperson, Vice Chairperson and Secretary shall be elected at the first regular meeting of the year. The Vice-Chairperson shall have authority to act as Chairperson during the absence or disability of the Chairperson. A temporary Chairperson shall be elected by the members in attendance at any meeting in case both the Chairperson and Vice Chairperson are absent.
3. The Chairperson shall supervise the affairs of the Architectural Review Board. The Chairperson shall preside over all hearings and all persons shall abide by the orders and directions of the Chairperson. The Chairperson shall determine all matters concerning the procedure of each petition, and admissibility of evidence.
4. The Vice-Chairperson, in the absence or disability of the Chairperson, shall perform all duties and exercise all the powers of the Chairperson.
5. The Secretary shall record and maintain permanent minutes of the Architectural Review Board's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indication of that fact; keep records of its examinations and other official actions; summarize accurately the testimony of those appearing before the

Architectural Review Board or keep a transcript of all hearings; record the names and addresses of all persons appearing before the Architectural Review Board; file said minutes and records in the Office of the Architectural Review Board. Minutes and records shall be a public record. The Secretary shall be the custodian of the files of the Architectural Board and keep all records.

### **Article 3. Duties and Powers**

It shall be the duty and power of The Architectural Review Board to:

1. Protect and promote the appearance, character, and the economic value of the Tanner Hall subdivision.
2. Review, and approve or deny any applications for proposed new structures, alterations and/or additions
3. Review, and approve or deny any applications for proposed improvements to a property.
4. Review, and approve or deny any applications for proposed changes to the external design or appearance of a structure.
5. Review, and approve or deny any applications for proposed changes to topography, tree removal, landscaping, grading.
6. Review, and approve or deny any applications for proposed improvements to landscaping for any property.
7. Review, and approve or deny any applications for proposed fences for any property.
8. Review, and approve or deny any applications for proposed accessory structures.
9. Review, and approve or deny any applications for proposed foliage/vegetation removal along or on lagoons or marsh.
10. Review, and approve or deny any applications for proposed docks, piers, seawalls or wharfs.
11. Review, and approve or deny any applications for proposed bridges or walkways around lagoons or on common property.
12. Review, and approve or deny any applications for proposed change in minimum square footage building requirement for any property.
13. Review, and approve or deny any applications for proposed personal or community use of any lake, pond or lagoon to include any dock or structure.
14. Review, and approve or deny any applications for proposed mail box standards.
15. The Architectural Review Board may not have jurisdiction over routine maintenance or repair that returns property to its original condition.

### **Article 4. Design Standards and Review Criteria**

The Tanner Hall ARB shall review plans, drawings, sketches and other documents required to ensure compliance with the following standards. These standards are intended to provide a frame of reference for the applicant in the preparation of site and building plans as well as a method for review for the ARB. These standards shall neither be regarded as inflexible nor intended to discourage creativity, invention, or innovation.

1. Preservation of landscape. The landscape shall be preserved in its natural state, in so far as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping within the general appearance of neighboring properties.
2. Relation of proposed buildings to environment. Proposed structures shall be related harmlessly to the terrain and to existing structures in the vicinity that have a visible relationship with the proposed structures.
3. Utilities. All electric, telephone, and other utility lines shall be located underground.

#### **Article 5. Conceptual Design Review.**

A conceptual design review shall be strongly encouraged to discuss conceptual drawings prior to preparing hard-line drawings. The purpose of this review will be to acquaint the property owner with standards and appropriateness of design applicable to the proposed development.

- 1) Consultation with ARB
  - a) The ARB shall seek to work with prospective applicants to ensure a productive and informative process toward the accomplishment of mutual goals.
- 2) Submission of documents. Six copies of documentation, preferably 8½ inches by 14 inches in size, shall be submitted.
  - a) Schematic site plan illustrating:
    - Proposed footprint(s) of structures
    - Property boundaries
    - Proposed access
    - Approximate basic dimensions
- 3) Basic, sketch elevation(s) of proposed structure(s).
- 4) Conceptual drawings will normally be reviewed at the next scheduled meeting after submission to the ARB provided that submission occurs at least ten (10) working days prior to the scheduled meeting date.
- 5) Action by ARB. The ARB shall review the conceptual design for achievement of general design guidelines for the community of Tanner Hall per the Tanner Hall Covenants. The ARB may approve, disapprove, or conditionally approve the conceptual design. The ARB may request additional information, in which case, the ARB may defer conceptual design discussion until its next meeting.
- 6) Once a design has been denied by the Architectural Review Board, it shall not be placed back on the agenda for a period of one year except upon the motion of a member and adopted by a unanimous vote of all members present at a regular or special meeting.

## **Article 6. Structural/Site Plan Design Review**

Property owners seeking a permit for a project subject to design review shall apply for design review and approval from the Tanner Hall ARB.

- 1) Review by the ARB. The property owner shall apply to the ARB for design review in writing at least twenty (20) days prior to the date of the next scheduled ARB meeting. Incomplete applications shall not be scheduled for review.
- 2) Application requirements. The applicant shall submit a completed application for design review, together with the fee set by the Tanner Hall HOA, and required documentation to the Tanner Hall ARB. Submitted materials shall reflect design development of any conceptual plans approved by the ARB. Documentation requirements are as follows.
- 3) Submission of documents. Two (2) copies of all documentation shall be submitted to the ARB meeting the following requirements.
  - a) A site plan drawn at a minimum scale of 1 inch = 10 feet shall show the existing and proposed structure(s) on the lot with dimensions relative to the property line; existing neighboring structure(s) adjacent to the property line; tree survey, depicting all protected trees on site, indicated for protection or removal; graded and landscaped areas, including structural elements integral to engineering or designing, such as walls or gates; grading and drainage plans; location, size and type of accessory structures.
  - b) Floor plans drawn at a minimum scale of 1/8 inch = 1 foot depicting the arrangement of the interior spaces of the first floor plan shall show the relationship between the first or ground floor with the site as well as the location of windows, doors, mechanical equipment, electrical meter location, and electrical service access.
  - c) Building elevations shall be drawn at a minimum of 1/8 inch = 1 foot; showing the following vertical dimensions: (a) existing grade, (b) proposed grade, (c) finish floor elevations, and (d) building height; and roof slopes; mechanical vents and equipment, outdoor lighting fixtures, entrances, and other voids in the building envelope; proposed material selections and textures, indicated by hatching where appropriate; and exterior protrusions and spaces, including but not limited to, stoops, stairs, cupolas, gutters, downspouts, awnings, porches, balconies, railings and chimneys.
  - d) A landscape plan drawn to a minimum scale of 1 inch = 10 feet shall show the location of existing trees to be retained or removed on the site; the locations, varieties, and sizes of trees and plant materials (graphically indicated) to be planted on the site; and other pertinent landscape requirements per the Tanner Hall Covenants; and indication of the type of irrigation system to be installed where applicable.

- e) Typical construction details and typical wall section shall be provided.
- f) Materials specification outline with samples, brochures, and/or photographs of all exterior materials, colors, finishes, and fixtures shall be provided.
- 4) The ARB may require documentation supplementary to or at a larger scale than that required, or in the event of an unusually large site, may approve documentation at a smaller scale, provided areas of importance are illustrated at the scale specified in this section.
- 5) Action by ARB. The ARB shall review the design for achievement of general design guidelines for the community of Tanner Hall according to the Tanner Hall Covenants. The ARB may approve, disapprove, or conditionally approve the design. In the event the ARB fails to approve or disapprove any written request within thirty (30) days after complete written plans and specifications have been submitted to and received by it, the same shall be deemed approved, and this article shall be deemed to have been fully complied with; provided however, that no such failure to act shall be deemed an approval of any matters specifically prohibited by any other provisions of the Tanner Hall Declaration of Covenants and Restrictions.
- 6) The ARB shall submit to the property owner a written report of the ARB's decision, with any attached conditions of approval or reasons for disapproval, within ten (10) working days of the decision.
- 7) Once a design has been denied by the Architectural Review Board, it shall not be placed back on the agenda for a period of one year except upon the motion of a member and adopted by a unanimous vote of all members present at a regular or special meeting.

#### **Article 7. Accelerated Design Review.**

In the case of very minor projects involving alterations resulting from maintenance, repair, or updating of existing property to meet current building codes, the ARB may grant both preliminary and final approval at the same review session if the drawings and other data submitted for preliminary review are sufficiently clear and explicit.

- 1) The property owner shall indicate to the ARB that he/she seeks accelerated review upon application for preliminary design review.
  - a) The property owner shall submit illustrative documentation of proposed alterations necessary to convey essential information. The ARB will be allowed to adjust required design documentation according to the scope of the proposed project.
- 2) Action by ARB. The ARB shall review the design for achievement of general design guidelines for the community of Tanner Hall according to the Tanner Hall Covenants. The ARB shall determine if the proposed design is eligible for accelerated review.
  - a) If the ARB finds the project is not eligible for accelerated review, it shall approve, disapprove, or conditionally approve the design proposal as preliminary. The

ARB may request additional information, in which case, the ARB may table the design review and continue discussion at its next meeting.

- b) If the ARB finds the project is eligible for accelerated review, the ARB may approve, disapprove, or conditionally approve the design as final and issue a Certificate of Appropriateness.
- 3) The ARB shall submit to the property owner a written report of the ARB's decision, with any attached conditions of approval or reasons for disapproval, within ten (10) working days of the decision.
- 4) Once a design has been denied by the Architectural Review Board, it shall not be placed back on the agenda for a period of one year except upon the motion of a member and adopted by a unanimous vote of all members present at a regular or special meeting.

#### **Article 8. Certificate of Appropriateness.**

- 1) A Certificate of Appropriateness shall indicate that the property owner's design for a proposed project meets the design guidelines for the community of Tanner Hall. The Certificate shall be required for receipt of a permit from the City of Hanahan.
- 2) In the event of conditions for approval, the property owner shall submit documents revised to reflect the required conditions to the ARB. The ARB shall have fifteen (15) working days from receipt of revised documents to submit to the property owner a Certificate of Appropriateness, provided the revised documents adequately illustrate compliance with the conditions for approval.
- 3) The property owner may apply for a permit with the City of Hanahan only after they have received final approval and the Certificate of Appropriateness.
- 4) The ARB will transmit to the City of Hanahan Building Official a copy of the Certificate of Appropriateness.

#### **Article 9. Appeals**

- 1) The Tanner Hall POA Board shall hear and determine all Appeals from and review the following:
  - a) Any property owner aggrieved by the decision of the ARB regarding the application of design standards in Tanner Hall may appeal the decision to the Tanner Hall POA Board.
- 2) Appeals shall be filed with the Tanner Hall POA Board within thirty (30) days after the decision of the Architectural Review Board has been presented to the applicant with written reasons for the denial.
- 3) Appeals shall be prepared in letter format and shall specify the grounds of the Appeal in such a manner that the Tanner Hall POA Board may be fully informed of all facts and

elements involved, and a clear statement of the reasons the applicant deems to justify the Appeal.

- 4) Copies of documents, elevation plans, and papers constituting the Appeal shall also be filed at the same time of the filing of the written correspondence. Appeals will be heard at the next scheduled POA Board meeting given the appeal is filed within ten (10) days of the next scheduled meeting so long as the appeal application is complete.
- 5) Upon Appeal, action by the Tanner Hall POA Board may approve, approve subject to conditions or deny an applicant's request.
- 6) The POA Board shall submit to the property owner a written report of the POA Board's decision, with any attached conditions of approval or reasons for disapproval, within ten (10) working days of the decision.

### **Article 10. Meetings**

1. Regular meetings of the Architectural Review Board shall be held pursuant to the schedule approved by the members of the Architectural Review Board. Such schedule and meeting locations shall be properly posted and shall be of public record.
2. Regular meetings may be canceled by the Chairperson when there are no cases pending. Notification must be given to members not less than twenty-four (24) hours prior to the time set for such meetings.
3. Special meetings of the Architectural Review Board shall be held at the call of the Chairperson, written request of two members, or as may be determined at a regular meeting.
4. Regular meetings of the ARB shall be open to the public. The ARB is required to have at least one (1) regular meeting per year.
5. A majority of the total membership of the Architectural Review Board shall constitute a quorum. The total membership of the Board is a minimum of three (3) members and a maximum of five (5) members but membership shall be an even number. No action shall be binding unless approved by a majority of the Architectural Review Board at a regular or duly called special meeting.
6. A quorum consisting of a minimum of three members of the Architectural Board shall be present for the transaction of any business.

### **Article 11. Order of Business**

All meetings of the Architectural Review Board shall proceed as follows:

1. Roll call and declaration of quorum.
2. Approval of minutes of previous meeting(s).
3. Reports of members.
4. Call of requests for continuances.
  - a. Old Business
  - b. New Business
5. Miscellaneous

6. Adjournment

**Article 12. Amendment of Rules**


1. These Rules may be amended by an affirmative majority vote of all members of the Architectural Review Board.
2. The proposed amendment(s) must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

These rules are signed by on 25 April 2016:

  
Jennifer Bellinger

  
Griff Burk

  
Steven Dyson

  
Lynn Florie

  
Tim Poor