



# Historic District Review Board Meeting Minutes – January 14, 2026

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## CALL TO ORDER

**2:12**

A meeting of the Historic District Review Board was held in-person on Wednesday, January 14, 2026 at 2:00 pm.

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## ATTENDEES

Members in attendance: Mike Sutton (Chair), Eric Berman, (Vice-Chair), Kim Petrella, and Rita Wilson.

Members absent: Grady Woods.

Staff in attendance: Curt Freese, Community Development Director, Christopher Klement, Community Development Planner III, Nick Navia, Community Development Planner I, and Meadors Architects.

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## REVIEW OF MINUTES

**2:46**

Ms. Petrella made a motion to approve the November 12, 2025 meeting minutes. Mr. Berman abstained from voting since he was not present at the meeting. Ms. Wilson seconded the motion. The motion passed unanimously.

Mr. Berman noted the following corrections to the December 10, 2025 meeting minutes:

Page 1, under Application (A) delete the word *approval* before the word *final*. Page 1, first paragraph, the second line from the bottom, delete the word *more*. Page 2, first paragraph, last sentence, remove word *to* before the word *grant*. Page 2, near bottom under Board Meeting Schedule for 2026, 2<sup>nd</sup> line, change the wording *according deadline date* to *associated deadline date*.

Ms. Petrella also noted the on the first page of the minutes, it was stated that Ms. Wilson had been late to the December 10, 2025 meeting, but she wasn't.

Mr. Berman made a motion to approve the December 10, 2025 meeting minutes with the noted changes. Ms. Wilson seconded the motion. The motion passed unanimously.

All Historic District Review Board Meeting minutes are recorded and can be found on the City's website at <http://www.cityofbeaufort.org/AgendaCenter>.

**A. 1705 Duke Street, PIN R120 003 000 0788 0000, new construction**

Applicant: Jeremiah Smith, Allison Ramsey Architects

The applicant is requesting final approval for a new 2-story single-family residence with guest house.

Christopher Klement presented his staff report.

Public Comment:

**Lise Sundrla, Historic Beaufort Foundation (HBF) Director**, stated the HBF Preservation Committee is very pleased with the changes especially with the removal of the previously included widow's walk. Ms. Sundrla presented two recommendations regarding the west elevation, one regarding a more symmetrical window placement towards the rear on the west elevation, and the other, regarding the first and second floor plate heights. In case of latter, if applicant and the Board felt the overall height and roof slopes to be too high/steep, the Preservation Committee had recommended in their meeting that the individual plate heights could be lowered to hold the ridgeline and raise the eave so that you could eventually get a lesser roof slope than the current 12/12 pitch.

Public comment closed.

**Motion:** Mr. Berman made a motion to grant final approval as is and to nix staff recommendations #1 and #2 and that recommendations #3-#6 already had been fulfilled. Ms. Petrella seconded the motion. The motion passed unanimously.

**B. 723 Bay Street, PIN R120 004 000 0941 0000, installed exterior air condition without a permit.** Applicant: John Scott Lee, owner

42:27

The applicant is requesting approval for post-installation of HVAC unit(s) on the side of the building.

Curt Freese presented his staff report.

Public Comment:

**Lise Sundrla, Historic Beaufort Foundation (HBF) Director**, stated it would be important for the applicant to hear this discussion. Ms. Sundrla referred to their discussion back in November. The screening is a good idea if it's in a residential neighborhood that maybe an owner has an issue with their neighbor. But this is a very visible location. Ms. Sundrla said the Board needs to look at this issues as if they are seeing it for the first time as a recommendation to you. The Board needs to look at this specifically from the City ordinance and the Preservation Guidelines.

Public comment closed.

**Motion:** Mr. Berman made a motion to approve the application with the condition that it's white as presented. Ms. Wilson seconded the motion. The motion passed with a vote of 3:1 (Ms. Petrella voted no).

## **ELECTION OF HISTORIC TASK FORCE REPRESENTATIVE 1:10:24**

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Mr. Freese stated that on January 27, 2026, City Council will be doing interviews for the thirteen (13) Historic Task Force Representative. There are 13 representatives and the majority are not associated with any particular board or nonprofit. And then there are four to five that are associated with a board or nonprofit. The Task Force will help guide City Council on some changes/improvements to the Historic District. The committee will meet monthly.

Mr. Berman nominated Ms. Wilson. Ms. Petrella seconded the motion. The motion passed unanimously.

## **HDRB TRAINING SESSION DISCUSSION 1:18:32**

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Mr. Freese stated at the December HDRB meeting, staff discussed potential training session times, to include a session on Easements presented by HBF, and a session on new infill development related to mass, size, and scale. This was postponed until today since there were only three HDRB members in attendance at the last meeting. The Board, staff, and Ms. Sundrla agreed to have the training on **Friday, March 6, 2026, from 9 am to noon.**

## **ADJOURNMENT 1:25:52**

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Mr. Berman made a motion to adjourn seconded by Ms. Wilson. The meeting ended at 3:25 pm.