

**ARCHITECTURAL REVIEW BOARD**  
**DECEMBER 18, 2025 2:30 PM**  
**MEETING MINUTES**

**MEMBERS PRESENT:** Georgene Brazer, Carrol Ann Coleman & Jennifer Sheahan, Jack Giddens

**STAFF PRESENT:** P & Z Director Brian Crooks, Asst. Director Amanda Styer, Lyndsey Goodman

**GUESTS PRESENT:** Coby Royal

1. **CALL TO ORDER-** Jack Giddens called the meeting to order at 2:30 P.M.
2. **APPROVAL OF THE DECEMBER 18, 2025 AGENDA** – Carrol Ann Coleman made a motion to approve the 12.18.25 agenda, which was seconded by Georgene Brazer and carried by all.
3. **APPROVAL OF THE NOVEMBER 20, 2025 MEETING MINUTES** – Jennifer Sheahan made a motion to approve the 11.20.25 meeting minutes, which was seconded by Georgene Brazer and carried by all.
4. **SIGNAGE:**
  - a) Approval/disapproval of the freestanding sign for Southern Shores Family Care, to be located at 2658 Hwy 17.

The board members examined the tabby sample provided by the applicant; all were in agreement that it was a great improvement over the initial submittal. Carrol Ann Coleman made a motion to approve the sign base material as submitted, which was seconded by Jennifer Sheahan and carried by all.

5. **BUILDING ELEVATIONS:**
  - a) Approval/disapproval of the exterior changes and addition for Royal ACE Hardware, located at 2415 Highway 17.

The board members reviewed renderings and had a brief discussion of the metal columns on the side addition. ARB would like them to be white or black as is customary in the overlay. Coby Royal stated that they intend on updating signage for the building in the next year or so and will refresh the roof paint as needed after this work is done if they find that it looks like it needs to be done, understanding that they will have to come back to ARB for color approval. They want to see how the existing roof paint looks after they whitewash the red brick. Jennifer Sheahan made a motion to approve the exterior changes and addition for Royal ACE Hardware with the recommendation that the metal columns be painted white or black, which was seconded by Carrol Ann Coleman and carried by all.

6. **OTHER ITEMS FOR DISCUSSION** – None
7. **ADJOURNMENT** – Jennifer Sheahan made a motion to adjourn, which was seconded by Georgene Brazer and carried by all. Meeting Adjourned at 2:55 P.M