



**PAWLEYS ISLAND ARCHITECTURAL REVIEW BOARD
MEETING MINUTES
JULY 1, 2021**

MEMBERS PRESENT: Ken Leach, John Felton, Frank Robinson, Green Deschamps, and John LaMaster.

MEMBERS ABSENT: Linda Keller

GUESTS: Mayor Brian Henry, David Graham

ITEMS REQUESTING TOWN COUNCIL REVIEW AND/OR ACTION

1. Appoint David Graham as the Town Architect for one year, commencing July 1, 2021 at a rate of \$500 per application, which would be paid from the application fee.
2. ARB recommends a change to PAGE 4 the Design Guidelines that would change the phrasing of “requiring” to “recommending” a SC architect prepare design and construction documents.

INTRODUCTIONS:

Mr. Leach asked for the ARB members and guests to introduce themselves.

OPENING REMARKS:

Mayor Henry gave some opening remarks and thanked everyone who was involved in the formation of the ARB. He thanked David Graham (Architect), Planning Commission, and Ryan Fabbri on all their hard work on creating the ARB. He discussed how Pawleys Island has never seen an ARB before and he understands that not everyone agrees with the ARB, but the goal of the ARB is to be flexible.

AGENDA REVIEW:

Mr. Leach asked for any comments or suggested changes to the agenda – none offered.

MINUTES:

Mr. Leach noted that since this the first ARB meeting, there are no minutes to approve. He noted that all discussions are “on the record”, and that Preston Janco will transcribe the recorded discussion for minutes in the future. He also noted that since there may be extended intervals between meeting if there are no active applications, minutes will be emailed to ARB members following the meeting, with a request for review and approval.

Mr. Leach also asked for the ARB members to review the contact sheet included with their packet to confirm their contact information is correct.

OLD BUSINESS:

Mr. Leach stated that there is no old business to discuss.

NEW BUSINESS:

- **APPOINTMENTS**

Mr. Leach asked for a motion to appoint himself to serve as the Chair and John Felton to serve as Vice Chair of the ARB. Green Deshamps moved to approve, seconded by Frank Robinson. Motion passed unanimously.

- **ARB ORDINANCE**

John LaMaster provided an history/overview behind the ARB ordinance, noted discussions regarding the ordinance predated his time on the Planning Commission, and discussed how the Town Attorney has looked at every aspect of the ordinance to be sure it met legal parameters. The ordinance provides that the board would be comprised of five members. The appointed Architect will serve as a non-voting consultant to the ARB and would be precluded from participating in any review of designs their own architectural designs. John also noted that in accordance with SC law, the appeal process for any decisions by the ARB would be through the Circuit Court, who would judge the validity of the appeal solely based on whether or not that decision was legal.

Any future change in the design guidelines would need to be recommended by the ARB, approved by the Planning Commission, and further approved by Town Council.

- **DESIGN GUIDELINES**

David Graham discussed the development of the Design Guidelines and how he recognizes that they are meant to be flexible and not to dictate extremes. David stated that he sees the end goal as the Town Architect and Owner's Architect/Builder working together peacefully to come up with a great house design.

- **APPROVAL PROCESS**

Ryan Fabbri described the current approval process and noted that the Design Guidelines as they are written right now only apply to new construction, and not to alterations or additions. Mayor Henry noted that this was something that might be considered for revision in the future. It was also agreed there was a need to develop a list defining exactly what was required to be included in an Applicant's submission, including what level of completion of design.

Ryan stated that the application fee is \$800 and noted that if the ARB does not respond within 30 days the plans will deemed approved. **Post Meeting Correction: The time for ARB response is 45 days, not 30 days as discussed.**

- **APPOINTMENT OF THE TOWN ARCHITECT**

Mr. Leach asked for a motion to request Town Council appoint David Graham as the Town Architect for one year commencing July 1, 2021, at a rate of \$500 per application, which would be paid from the application fee. Motion made by John Felton – seconded by Green Deshamps.

OTHER ITEMS:

- Board Member Training – Mr. Leach reminded the Board members their authority and responsibility on the ARB does not extend outside of a formal meeting of the Board. This and other "boardsmanship" training are included in a 6-hour program required by SC for members of public boards, which since Covid-19 is being

performed online. Each new board member has exactly one year to complete their training. Ryan Fabbri will have the link forwarded to all members.

~~Although time for public comment was not included in the agenda, the ARB entertained a discussion with a~~
potential homeowner (and their builder) who is considering purchasing some property and employing a design/build project delivery method. Before he moved any further with the purchase of the property, he requested clarification from the ARB regarding the requirement on page 4 of the Design Guidelines that required "an Architect, licensed in South Carolina, design and prepare construction...". He also noted that Georgetown County allows for an "Architect or Engineer" to prepare documents, and SC allows for a homeowner to prepare their own design. Discussion followed among ARB members that the intent of the Guidelines was to achieve "the Pawleys Island look", and not necessarily control who did the actual design as long as the final design was in conformance.

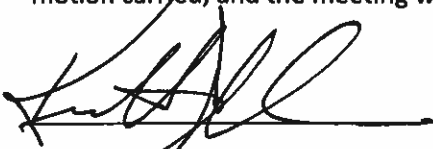
Mr. Leach asked for a motion to recommend a change to PAGE 4 the Design Guidelines that would change the phrasing of "requiring" to "recommending" a SC architect. John Felton made the motion, and Green Deschamps seconded the motion. The motion was approved unanimously. John Felton and Green Deschamps both discussed that the purpose of the guidelines is not to push unnecessary hurdles and put people in a time crunch.

NEXT ARB MEETING:


Mr. Leach discussed when or if regularly scheduled ARB meetings should be held. It was agreed regular ARB meetings would be scheduled monthly on the first Monday of each month, one week prior to the regularly scheduled Town Council meetings. If there are no active applications to review, or other items requiring discussions, the meeting will be cancelled.

ADJOURN

Mr. Leach called for a motion to adjourn the meeting. John Felton motioned and Green Deschamps seconded - the motion carried, and the meeting was adjourned at 5:25PM.


APPROVED

8/2/2021
DATE


ATTEST

8/2/2021
DATE

