



TOWN OF PAWLEYS ISLAND

ARCHITECTURAL REVIEW BOARD MINUTES

Town Hall – Conference Room | 323 Myrtle Ave | Pawleys Island SC 29585
7/10/2023 – 10:00 AM

PRESENT: Chairman Ken Leach, Green Deschamps, John Felton, Frank Robinson (Virtual), Linda Keller (Virtual)

ABSENT: None

STAFF PRESENT: Daniel Newquist (Town Administrator), Daniel O’Hara (Town Clerk), and David Graham (ARB Architect).

ADDITIONAL PRESENT:

1. CALL TO ORDER/ OPENING REMARKS

- a. Ken Leach called the meeting to order at 10:00 AM

2. AGENDA REVIEW

3. APPROVAL OF MINUTES

- a. 12-5-2022 ARB Meeting Minutes
 - i. **Ken Leach asked for a motion to approve the minutes. John Felton motioned for approval. Green Deschamps seconded the motion. All voted in favor.** No further discussion. **All**

4. OLD BUSINESS

a. Discussion on Potential Revisions to Design Guidelines

- i. Ken Leach referred to a discussion that was brought up at the January meeting regarding the distinction between the main roof pitch and the majority roof pitch. Chairman Leach continued to explain that there was a previous project that the majority of the roof was at a lesser pitch. David Graham added that a lot of the old homes across the Island have a similar shed dormer. He noted that the shed dormer allows for more second floor space.

5. NEW BUSINESS

a. Tree and Landscaping Ordinance

- i. Daniel Newquist shared that the Planning Commission and Town Council had worked to create and adopt a tree and landscaping ordinance. As part of that, there were some modifications to administrative responsibilities. Daniel Newquist stated that he wanted to review the ordinance with the ARB and get feedback from the board. Mr. Newquist reviewed the ordinance and provided information on when to apply it, and the implications of the rules. David Graham asked whether the ARB will have any involvement if any existing homeowner wants to remove a tree. Mr. Newquist provided that there are remedies that allow staff to approve or deny a tree removal application without approval from the ARB. But if the homeowner wishes to appeal a decision it would go to the ARB. He continued to share two recent cases that required administrative involvement. Green Deschamps asked how the staff was making residents aware of the new ordinance. Mr. Newquist noted that he always suggests to property owners and contractors they should contact Town Hall before conducting any

work. He also shared that staff has developed a contractor contact list since starting its building department and has utilized the list for similar announcements. Following the discussion, Chairman Leach proposed an amendment to the design guidelines to require a topographic map and tree survey as mentioned in the ordinance. He continued to note some changes that may need to be addressed in the future highlighting the minimum requirement for a tree survey is 5" DBH while the smallest protected tree has a 4" DBH. Chairman Leach asked how staff would handle the enforcement of penalties. Daniel Newquist shared that there are fines and penalties associated with violations. He added that he sees it as a program trying to educate property owners and contractors. Chairman Leach asked if the Town plans to contract a Town Arborist similar to David Graham. Mr. Newquist shared that this is something that he was working on and would have an update at the next meeting. Chairman Leach added that it could be a good idea to set requirements on stump grinding sharing that it could be a potential hazard.

b. 2-Year ARB Review

- i. Daniel Newquist reviewed the 10 projects that the board had reviewed in the past two years. The ARB was overall pleased with their work so far. There was limited discussion during the presentation. No major comments or concerns were given about what had been approved. Daniel Newquist shared that there are potentially 5 to 8 new projects over the next 18 months. Green Deschamps shared that you can start to see a "look" on the island. Chairman Leach noted that it is consistent and does not look like a tract development. He continued to note that having meetings with the contractor and owner has been extremely beneficial for the process. Mr. Newquist added that since the building department has been brought into the Town that it allowed staff to be more connected with the building activities across the Island.

6. OTHER ITEMS

David Graham added that he would like to see the ARB add to its scope by reviewing remodels and additions. He added that there is no current review process for this through the ARB. Chairman Leach added that currently, some could significantly remodel a home that would not prompt an ARB review.

7. NEXT ARB MEETING – August 7, 2023

Chairman Leach shared that Mayor Henry asked the ARB to do an update at the next Town Council meeting for a 2-year review.

8. ADJOURN

Ken Leach asked for a motion to adjourn the meeting. John Felton started the motion to adjourn the meeting. Green Deschamps seconded the motion. All voted in favor, and none opposed.

APPROVED

DATE

ATTEST

DATE