



TOWN OF PAWLEYS ISLAND

ARCHITECTURAL REVIEW BOARD MINUTES

Town Hall – Conference Room | 323 Myrtle Ave | Pawleys Island SC 29585

11/6/2023 – 10:00 AM

PRESENT: Chairman Ken Leach, Green Deschamps, John Felton (Virtual), Linda Keller (Virtual), John LaMaster (Planning Commission Liaison) (Virtual)

ABSENT: Frank Robinson

STAFF PRESENT: Daniel Newquist (Town Administrator), Daniel O’Hara (Town Clerk), David Graham (ARB Architect Advisor), Mike Walker (ARB Architect Advisor for 302 Atlantic Ave)

ADDITIONAL PRESENT: Mark Hawn (Resident of 118 Atlantic Ave), Dan Stacy (Attorney for 118 Atlantic Ave), Mike Walker (Architect for 118 Atlantic Ave), Ezra Oyer (Resident of 103 Atlantic Ave), Heather Kakert (Architect for 302 Atlantic Ave)

1. CALL TO ORDER/ OPENING REMARKS

- a. Chairman Leach called the meeting to order at 10:01 AM

2. AGENDA REVIEW

- a. **No adjustments were made.**

3. APPROVAL OF MINUTES

- a. 9-5-2023 ARB Meeting Minutes
 - i. **Ken Leach asked for a motion to approve the minutes. Green Deschamps motioned for approval. John Felton seconded the motion. No further discussion. All voted in favor.**

4. OLD BUSINESS

a. Discussion on Potential Revisions to Design Guidelines

- i. Mr. Newquist suggested that perhaps the review process window be extended. Currently applications are accepted within 15 days before the meeting date. He noted that it can be a tight window to schedule a conference with design professionals to review the projects. He stated that perhaps a 3-week, or 30-day window be a more reasonable timeframe. Mr. Graham asked the architects present what their thoughts on the proposed change are. Mr. Walker shared that it seemed like a long timeline that could be harder to explain to a client. Mrs. Kakert agreed with Mr. Walker’s comments. Mr. Newquist mentioned that there had not been any issues regarding it, but some months are busier than others. Chairman Leach questioned whether it would require Town Council approval to change the timeline requirements. Mr. Lamaster stated that he would review this but believes the board could amend the guidelines, not the ordinance. **No action was taken.**

5. NEW BUSINESS

a. New Home Application – 118 B Atlantic Ave

- i. Chairman Leach reviewed the concerns raised by the board at the previous meeting regarding the new home proposal for 118 B Atlantic Ave. Mr. Newquist said that he reviewed the Town’s ordinance and determined that their proposal was acceptable according to the unified development code with the sideyard

setback variance granted by the ZBA. He emphasized they should be considered two separate structures, and both meet all of the other zoning requirements. **See the memo attached.**

- ii. Mr. Walker noted that no aspects of the design have changed since it was previously reviewed.
- iii. Mr. Graham questioned whether section 2-15 (**See memo attached**) addresses unenclosed connections rather than enclosed connections. Mr. Newquist stated that since the ordinance does not explicitly mention whether it refers to enclosed or unenclosed spaces, it is up for interpretation.
- iv. Mr. Deschamps commented that there should be some landscaping to hide the connector but besides that, he would be content with the project. Mr. Hawn added that there was a plan to help make the connection blend in and avoid issues with neighbors. Mr. Felton shared that he originally opposed the project but after a clarification and the fact that neighbors support the project, he is in favor of it. Mr. Felton added that he would like to see some landscaping on the lot similar to what was suggested. **Chairman Leach asked for a motion to approve the project as submitted. John Felton motioned to approve. Green Deschamps seconded the motion. No further discussion. All voted in favor. None opposed, and Linda Keller was absent from the vote.**

b. New Home Application – 302 Atlantic Ave

- i. Ms. Kakert presented the proposed new home located at 302 Atlantic Ave. She mentioned that there were some recommended changes to the windows in the home to make them larger.
- ii. **Mr. Graham recused himself from the discussion.** Mr. Walker noted that this home would be relatively tucked away from the beach. There was a suggestion to make some changes regarding the design of the gables on the shed dormers to be dropped, window adjustments, and the columns more aligned.
- iii. Mr. Newquist advised the board that some trees would be subject to tree ordinance protection. He also requested that the OCRM line be added to the survey. Chairman Leach asked whether the tree survey was included in the required documents to submit. He added that it should also include a tree mitigation plan if applicable. Mr. Newquist shared that it would be relatively easy to make these changes and include them moving forward.
- iv. **Chairman Leach requested a motion for approval. John Felton motioned to approve. Green Deschamps seconded the motion. All voted in favor. None opposed.**

6. OTHER ITEMS

- a. Chairman Leach recognized that Mr. Graham has retired from his professional practice as an architect. Mr. Graham shared that he is still available to continue to serve on the board. He added that the board should consider the review of home addition projects. Mr. Newquist stated that it may be a good idea to review what addition projects have occurred recently. Chairman Leach noted that they should be additions that have materially changed the footprint of the house.

7. NEXT ARB MEETING – December 4, 2023

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

2/16/2024
DATE


ATTEST

2/16/2024
DATE

