



# TOWN OF PAWLEYS ISLAND

## TOWN COUNCIL MEETING MINUTES

Town Hall – Conference Room | 323 Myrtle Ave | Pawleys Island SC 29585  
1/12/2026 – 5:00 PM

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**PRESENT:** Mayor Brian Henry (Virtual), Mark Hawn (Virtual), Paul Groce, Sarah Zimmerman, and John LaMaster

**STAFF PRESENT:** Daniel Newquist, Corey Higdon, and Chief Fanning

**ADDITIONAL PRESENT:**

**ABSENT:**

**1) CALL TO ORDER / OPENING REMARKS**

- Mayor Henry called the meeting to order at 5:00 PM. Due to Mayor Henry's remote attendance, Paul Groce was asked to preside over roll call voting on all business items on the agenda.

**2) PUBLIC HEARING - Ordinance 25-03: 2026 Town Golf Cart Permit:**

- No public comments were presented.

**3) PUBLIC COMMENTS**

- No public comments were presented.

**4) APPROVAL OF MINUTES - 12-8-2025 & 12-19-2025**

- **Mayor Henry requested a motion to approve or amend the 12-8-2025 Town Council minutes. Mr. LaMaster motioned to approve the minutes. Mr. Groce seconded the motion.** No further discussion. **All voted in favor.**
- **Mayor Henry requested a motion to approve or amend the 12-19-2025 Special Town Council minutes. Mr. LaMaster motioned to approve the minutes. Mr. Groce seconded the motion.** No further discussion. **All voted in favor.**

**5) REPORTS AND UPDATES**

a) Police Report

Chief Fanning explained that December was a slow month for the police department, with no significant incidents to report on other than typical calls. Mr. Hawn thanked Chief Fanning for the year-by-year reports, which have indicated a decline in significant incidents over the past few years.

b) Building Report

Mr. Higdon presented the building report for December, stating that 13 new permits were issued during the month. He explained that the permit volume for the offseason months continues to exceed the volume in the on-season months significantly. Of these 13 new permits, he added that none are too significant of projects, with several elevator additions, electrical service changes, and reroofs approved during the month. Mr. Higdon provided the total volume of permits for 2025, which came to 120 permits issued

in the year. This total is nearly identical to prior years, with 122 issued in 2023 and 121 issued in 2024. Lastly, Mr. Higdon provided an update on an upcoming Architectural Review Board meeting on January 16th, in which two homes (164 Atlantic & 188 Atlantic) had proposed designs for new single-family home builds.

c) Financial Report

Mr. Newquist highlighted that the Town's revenues exceeded the expenditures by \$570,974.13 in 2025. He provided an update on the 2025 audit process, in which Town Staff has begun compiling the required items for the first audit deadline of 2026. Mr. Newquist also provided an update that the Town's bookkeeper, Sandy Jersek, is planning on retiring in 2026. He further explained that Mr. Higdon is willing to take on accounting duties for the Town and become trained in the Sage software, which is used extensively for tracking the Town's finances. Mayor Henry welcomed the idea of Mr. Higdon taking on additional tasks. Lastly, Mayor Henry updated the Council on the \$150,000 payment made in the Prince George settlement, which was processed a few days before the Council meeting.

6) BUSINESS

a) Second Reading- Ordinance 25-03: Town Golf Cart Permit

**Mayor Henry requested a motion to move item 6A to a later point of the business items. Mr. Groce motioned to move item 6A to a later point of the meeting. Mr. LaMaster seconded the motion.** No further discussion. **All voted in favor.**

b) Resolution 26-01- Town of Pawleys Island Flood Mitigation/Drainage Master Plan Adoption

Mayor Henry stated that he is very confident in the report provided by Seamon Whiteside and commended their presentation in the previous Town Council meeting. Mr. Newquist added that the full report and presentation can be found on the Town's website. He also added that the finalized report will be forwarded to the South Carolina Department of Transportation (SCDOT), and many of the recommended improvements will entail close cooperation with the Town and SCDOT. Mayor Henry thanked the Planning Commission and three new Council members for their commitment to the project, as well the South Carolina Rural Infrastructure Authority for the grant which funded the study. Lastly, Mayor Henry updated that he recently spoke with Congressman Russell Fry and is confident that the Town will receive federal funding in the range of \$1.5-2.5 million for flood mitigation improvements.

**Mayor Henry requested a motion to adopt the Flood Mitigation/Drainage Master Plan. Mr. LaMaster motioned to adopt the plan. Mr. Groce seconded the motion.** No further discussion. **All voted in favor.**

c) Resolution 26-02- Historic Preservation Special Committee

Mr. Newquist explained that the Town hosted a Historic Workshop with consultant Phil Thomason. He added that the event was well-attended, and several Town committees were represented by the attendees. Mr. Newquist elaborated that there is a strong desire to form a Historic Preservation Committee.

Mr. Groce further elaborated on the preservation recommendations outlined in the workshop, including creating a local ordinance, creating an ad hoc committee, and becoming a Certified Local Government (CLG). He commended Mr. Newquist for his efforts with this initiative and added that becoming a CLG will help make preserving historic homes on the island much easier. Mayor Henry explained that Mr. Groce will serve as a liaison between the ad hoc preservation committee and Town Council. Mr. Hawn also commended Mr. Newquist, as well as Mr. Groce, John Hildreth, and Jerry Lieberman for their efforts. Specifically, he referenced that Mr. Lieberman inventoried the island to narrow down which houses could be potentially historically designated. Mr. LaMaster questioned how many members can serve on the Historic Preservation Committee, to which Mr. Groce clarified that there is no limit, as the committee would be an advisory ad hoc committee rather than a formal Town Committee.

**Mayor Henry requested a motion to approve the creation of the ad hoc Historic Preservation Committee. Mr. LaMaster motioned to approve the committee. Mr. Groce seconded the motion.** No further discussion. **All voted in favor.**

d) Planning Commission Appointments

Mayor Henry explained that due to the three new incoming Council members all previously serving on the Planning Commission, there are currently three vacant spots on the Planning Commission. He elaborated that the Town and Planning Commission is lucky that three qualified and involved residents stepped up and are willing to fill these vacancies. The three proposed appointments are Chuck Campbell, Bill Sheron, and Bert Mills. Mayor Henry commended all three individually for their willingness to fill these positions and their involvement with the Town. Mr. Newquist also added that Ed Fox is willing to serve another term and will need to be reappointed.

**Mayor Henry requested a motion to reappoint Ed Fox and appoint Chuck Campbell, Bill Sheron, and Bert Mills to the Planning Commission. Mr. Groce motioned to appoint and reappoint each individual. Mr. LaMaster seconded the motion.** No further discussion. **All voted in favor.**

e) Second Reading- Ordinance 25-03: Town Golf Cart Permit

The Council revisited item 6A, which was moved to later in the meeting. Mr. Newquist explained that the first reading of Ordinance 25-03 passed in the previous Council meeting, which proposes to increase the golf cart permit fee from \$25 to \$50. He added that Town Staff is ready to move forward with issuing the 2026 decals regardless of if the ordinance passes or not, with a built-up demand as permits are typically issued at an earlier date. Town Council ultimately decided to not move forward with the increase and rather table the ordinance.

**Mayor Henry requested a motion to table Ordinance 25-03. Mrs. Zimmerman motioned to table the ordinance. Mr. LaMaster seconded the motion. No further discussion. All voted in favor.**

f) Prince George Settlement Agreement Update

Mayor Henry referenced the aforementioned \$150,000 payment made by the Town in the Prince George Settlement Agreement. He further elaborated that the settlement creates a long-term solution to manage the inlet on the south spit of the island. Mayor Henry noted that this agreement officially ends the lawsuit, with no more legal fees and uncertainty for the Town of Pawleys Island. He added that the agreement allows the Town to have access to sand for periodic beach renourishments, which will save the Town money in the long run. Mr. LaMaster thanked the Mayor, Mrs. Zimmerman, and the previous Town Council for their efforts to settle the lawsuit.

7) **COMMENTS BY COUNCIL MEMBERS**

- No further comments were presented.

8) **ADJOURN**

  
APPROVED

  
ATTEST

2/9/26  
DATE

2/9/26  
DATE