TOWN OF PAWLEYS ISLAND
PAWLEYS ISLAND PLANNING COMMISSION MINUTES

Town Hall – Conference Room | 323 Myrtle Ave | Pawleys Island SC 29585
8-31-2026 @ 10:00 AM

PRESENT: Bill Sheron (presiding chair due to the chairman joining virtually), Bert Mills, Fran Green, John Hildreth (Virtual), Chuck Campbell (virtual), Buddy Keller (Virtual)

ABSENT: Ed Fox

STAFF PRESENT: Daniel Newquist (Town Administrator), Corey Higdon (Town Clerk)

1. **CALL TO ORDER**
   a) Mr. Sheron called the meeting to order at 10:00 AM.
2. **PUBLIC COMMENTS**
   - No public comments were made.
3. **APPROVAL OF MINUTES.**
   a) 6-4-2026 Regular Meeting

   Mr. Sheron requested a motion to approve or amend the 6-4-2026 Planning Commission Meeting Minutes. Mr. Mills made a motion to approve the minutes. Mr. Hildreth seconded the motion. No further discussion. **All voted in favor.**

4. **Historic Preservation Program Update**

   Mr. Newquist noted that the historic preservation program has progressed steadily since the December 2025 preservation workshop. He updated that Town Council approved the first reading of the Historic Preservation Ordinance, with the second reading and adoption expected at the September 21st Town Council meeting. Mr. Newquist added that the inception of the Historic Preservation Board (HPB) is expected about a month after the ordinance's adoption. The HPB will aim to begin accepting historic nominations before the end of the calendar year. He updated that the Pawleys Island Civic Association funded the new National Historic District signs on Myrtle Avenue, which were installed last week. Mr. Newquist explained that the Town received a grant from the State Historic Preservation Office to fund a consultant focused on consolidating Architectural Review Board (ARB) and historic preservation design guidelines into one document, plus training for new board members. He stated that the Certified Local Government (CLG) status process is expected to take about 6 months once the HPB is seated. Lastly, he noted that the Historic Preservation Special Committee will dissolve once the HPB is seated. He clarified that current committee members cannot serve on the HPB on top of their respective committee/board.

5. **FEMA CRS Program Discussion**

   Mr. Newquist provided context on the Town's involvement in the FEMA CRS program. He explained that the Town holds a Class 5 CRS rating, which provides a 25% flood insurance discount. This status was achieved at FEMA's last site visit/evaluation in

2021, with the next site visit being delayed from 2026 into 2027 due to the government shutdown and layoffs. Mr. Newquist noted that the Town currently holds 2,597 points in the program, a 97-point cushion above the 2,500-point Class 5 threshold. The committee discussed possible changes to the Town's regulations and their impact on the CRS rating. Mr. Mills suggested shortening the cumulative substantial improvement look-back period from 5 years to 1 year, which would cost the Town about 40 CRS points. He added that this would make it easier for owners of older homes to renovate without needing to elevate their home. This is comparable to policy changes adopted by Florida municipalities after Hurricane Ian. Mr. Newquist explained that the adoption of the Town's Drainage Master Plan provides possible additional CRS points. Mr. Newquist clarified that no formal vote is needed today, but he does seek Planning Commission consensus on possible changes before next year's FEMA site visit.

6. **Draft Architectural Review Board Project Checklist**

   Mr. Newquist updated that a draft ARB project checklist has been developed with ARB chair Milt Childress and architect consultant Michael Walker. The intent of the checklist is to formally track new construction projects from preliminary design through inspection. Mr. Newquist explained that the checklist covers site plans, zoning, elevation, and required vs. encouraged ARB design elements. The checklist can help flag mid-construction changes that may require owners to return to ARB or the Zoning Board of Appeals. The committee suggested possible changes to the guidelines, such as Mr. Hildreth proposing that upper porches must be smaller than lower porches, which is only a recommended feature in the current guidelines. Mr. Newquist suggested implementing a percentage-based limit, similar to the second-floor rule. Mr. Newquist also clarified that the current max building height is 35 feet above design flood elevation, but no formal ordinance language exists yet on first-floor height as discussed in previous meetings. Mr. Newquist requested that the board review the checklist and guidelines and send feedback.

7. **Sign Inventory Discussion**

   Mr. Newquist highlighted that the Town's summer intern from Coastal Carolina University, Anna DiMatteo, completed a town-wide sign inventory, including signs on streets, beach access, and the beach itself. He noted that she tallied roughly 900 signs, including 256 realty signs. Mr. Sheron questioned if this includes private beach house name signs, to which Mr. Newquist clarified that it does not. Mr. Newquist explained that a goal of the inventory is to identify signage that can be removed due to damage, obsolescence, or redundancy. He added that the Town could potentially standardize realty signage to give the signage on the island a more uniform look. Mr. Newquist recommended that the commission review the inventory and propose suggestions for signage regulations to Town Council early next year.

8. **Comments from Planning Commission Members**

   Mr. Newquist updated that the Town now has a point of contact with the Environmental Protection Agency (EPA) for the federal funding granted to the Town for Bird's Nest Flood Mitigation projects. He explained that town staff is determining the process for procuring an engineer for design work before funds are released. The project will address drainage infrastructure gaps near the Hazard/Pritchard area.

9. **NEXT MEETING: October 29 @ 4:00 pm**

ADJOURNMENT

Mr. Sheron requested a motion to adjourn the meeting. Mr. Mills moved to adjourn; Mr. Campbell seconded the motion. All voted in favor.

APPROVED — **DATE** 10/29/26

ATTEST — **DATE** 10-29-2026