

**McClellanville Architectural / Design Review Board Minutes**  
**October 21, 2025 — 7:00 PM**

The McClellanville Architectural Review Board/Design Review Board met on the above noted time and date. The time and date of the meeting was advertised in compliance with state law. Board members present were Betty Hills, Leigh Scott, and Bob Dunn. Absent from the meeting were board members Ruthie Lacey and Chair, Eric Craig. Betty Hills accepted position of Acting Chair in Eric's absence. Present Town Staff members included Jessie Thomas and Eddie Bernard. Members of the public present included Chad and Shea Marcinak.

The meeting was called to order by Betty Hills at 7:00pm.

Betty Hills deferred a vote on the September 16<sup>th</sup> minutes as there was not a quorum present.

Betty Hills made a motion to introduce the application for 137 Liberty Street for the extension of two rooms onto the existing front porch. The property is located within the Residential Historic District. Eddie Bernard reviewed his staff report with the Board noting that the roughly 45'x8' existing full-length porch will be reduced to roughly 21'x8' with a new room on either end. Additionally, Eddie noted that the guidelines state that all new construction should have a front porch. The current configuration of the porch is unquestionably a front porch being completely forward of the heated area of the house however the proposed configuration will be a porch that is inset from the new front façade with the porch front being in the same plane as the front walls of the house. Eddie additionally noted that the guideline has the word 'should' rather than 'shall' which makes it an advisory or recommended condition. Chad Marcinak offered a comparison of the proposed porch to that of the neighbors which would be similar. Betty Hills requested clarification on materials used which Chad confirmed would match current hardieplank. Eddie requested clarification of possible shutters. Shea and Chad Marcinak confirmed they were being considered and understood if shutters are added, they must be operational. Betty Hills made a motion to approve the application, seconded by Bob Dunn. The request was unanimously approved by the Board present.

Betty Hills made a motion to introduce the application for 214 Cassena Street. This application is for preliminary/conceptual plans for the new construction of a single-family residence in the Residential Historic District. Eddie Bernard reviewed his staff report to the Board noting that with this being a preliminary submittal, there are many details concerning materials and sizes not yet being identified and therefore only the massing of the house can be reviewed. Staff will need to see more information prior to any final approvals being given to include: a full site plan showing the septic, drive, well, house and trees with their critical root zones shown dimensions to each property line from the house, impervious surface calculations per element and a cumulative total expressed as a percentage of the lot. Height dimensions will be needed showing ground elevation, finished floor elevation, base flood and design flood lines through the house with a dimension from DFE to roof ridge to determine the height. A plan set showing plan and revision dates graphic scales and north arrows. Zoning approval of the house and site plan are separate and distinct from the ARB's approval and required prior to obtaining a building permit.

Conceptual site plans were reviewed by the board present. Eddie Bernard added that the lot has not yet been cleared and an additional land disturbance application will be required from the applicant. Betty Hills made motion to vote on the preliminary submittal with an additional request that the applicant confirm the HVAC location among all other items noted in Staff Report. Bob Dunn voted to approve and seconded by Leigh Scott. The request was unanimously approved by the Board present.

Betty Hills made a motion to introduce the application of 838 Pinckney Street. The applicant is seeking approval to add a roughly 26' x 33' addition to the left side of the existing house as well as the demolition of an existing wash house on the property. The property is located within the Residential Historic District. Eddie Bernard reviewed his staff report with the Board noting that the addition will expand the front façade of the house by roughly another 80%. The addition will cause the removal of 3 existing windows along the left side of the house, 2 on the lower floor and one on the second story. The guidelines indicate that where replacement windows are necessary, they should match the material and configuration of the original windows. Simulated divided-lite windows and windows constructed of materials such as aluminum and vinyl are not acceptable on contributing buildings. There also appears to be a small structure existing left of the house, an above ground propane tank as well as a generator stand and another building just off the back left corner of the existing building which are not mentioned in the application. Some or all of these are in the way of the addition and it is unknown what is being proposed regarding these items and if any are to be moved, where they are being moved to. None of these elements are shown on the site plans for context. The guidelines indicate that HVAC units, satellite dishes, antenna, etc. must not be visible from the public right of way. These should be placed to the rear of the property and screened appropriately. Revisions addressing the mentioned items, completion of outstanding tree mitigation for elm removal and confirmation from SC DES concerning no additions are needed to the septic system will need to be addressed prior to issuance of the zoning permit. Eddie had previously called Charleston County Building Inspections concerning the addition being below design flood requirements and was informed the addition would need to meet flood zone requirements. However, Ms. Nickerson had spoken with other County staff about the specifics of the project and received a response that the addition could be below flood zone. Eddie also mentioned that the contractor believes the current septic is adequate for an additional bedroom, however if septic ultimately does need to be enlarged, this will need to be provided to the Board as well. A Zoning approval of the addition, site plan and demolition are separate and distinct from the ARB's approval and required prior to obtaining a building permit.

Eddie added that the addition does not exceed the 3500 square foot max.

The Board reviewed the Historic home's current footprint and the visual impact of the proposed addition based on the site plan provided. Leigh Scott and Bob Dunn confirmed their intention to proceed with an approval but also inquired about potential adjustments so that the addition on the left side would not distract from or diminish the historical significance of the front facade of the original structure.

Betty added that this application follows the Architectural Review Board's earlier conceptual plan pre-approval. Betty confirmed the Board would need a definite answer about the flood zone concerns. Eddie Bernard added that he spoke with Shadi Eid with County Building Inspections and was unsure of who Jeri spoke with. Leigh asked if this was a preliminary approval or final and Eddie confirmed final. The Board

chose to postpone the vote until the open issues mentioned in Eddie's staff report were resolved. Betty made official motion to defer a vote from the ARB for the addition until the applicant can confirm the new HVAC location with screen, architectural options along front of addition, clarify missing materials, confirm flood zone requirements and the relocation of the generator and pump house. Motion was seconded by Leigh Scott and unanimously approved by the board present.

Betty made a second motion to approve the demolition request of the wash house to the left of the historic house which was seconded by Bob Dunn and unanimously approved by the board present.

No other items on the agenda.

The next meeting will be held on November 18<sup>th</sup>.

Betty Hills made motion to adjourn meeting at 8:49 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jessica Thomas". The signature is written in a cursive style with a large initial "J".

Jessie Thomas / Secretary