

## **McClellanville Architectural / Design Review Board**

**April 21<sup>st</sup>, 2026 — 7:00 PM**

**Town Hall**

### **Meeting Minutes**

The McClellanville Architectural Review Board/Design Review Board met on the noted date and time above. The date and time of the meeting was advertised in compliance with state law. Board members present included Leigh Scott, Ruthie Lacey, and Bob Dunn. Absent from the meeting was Chair Eric Craig and board member Betty Hills. Town staff present included Eddie Bernard (Town Planner) and Jessie Thomas (Executive Assistant). Members of the public in attendance included Russell Tyler and Richard Billington.

Bob Dunn presided over the meeting as Acting Chair and called the meeting to order at 7:06 PM.

Bob Dunn opened the floor to Eddie Bernard to review the first item on the agenda. Eddie Bernard informed the Board of the Notice of Appeal filed by John Warren Floyd, Trustee of the Declaration of Trust of John Warren Floyd dated February 8, 2012, as amended and restated on October 25, 2016, and Nealie Littlejohn Floyd, Trustee of the Declaration of Trust of Nealie Littlejohn Floyd dated February 8, 2012, Pamela P. Showalter, William J. Showalter, and 6 Dock Church, LLC.

The Board acknowledged receipt of the information and supporting documentation. No further discussion took place on this item.

The Board reviewed the minutes from the March 17<sup>th</sup>, 2026 meeting. Leigh Scott made a motion to approve the minutes as written, and Ruthie Lacey seconded the motion. The minutes were unanimously approved by the Board present.

Bob Dunn moved to introduce the application for the new construction of a single-family residence at 537 Pinckney St. The property is zoned Residential and is within both the Town's and National Register Historic Districts but is not a contributing parcel.

Eddie Bernard reviewed his staff report noting that the windows are listed as solid vinyl with ½" wooden muntins on the windows with a mixture of 6 over 6 and 9 over 9. The guidelines indicate that 'Aluminum or vinyl clad replacement windows are acceptable for noncontributing buildings and new construction and thus the window material should either be clarified as vinyl clad or else an alternate material be used that conforms to the guidelines. The front windows have operable vinyl shutters. The alignment of the two windows on the right side of the front porch door are not centered within the porch columns but the designer indicates these windows had to be shifted for interior purposes. The architectural elevations do not seem to match the elevation certificates as the finished floor appears to be 3'-4' higher than the design flood

elevation of 14' while the elevation certificate shows it being about 9" higher. Whichever may be in error will need to be revised for consistency.

Bob Dunn requested clarification from the applicant regarding the windows being vinyl or vinyl clad. Applicant confirmed vinyl clad.

Bob Dunn requested further clarification regarding the elevation discrepancy noted in the staff report. The Board discussed the elevation details, including the 38-foot maximum height, with the builder, Richard Billington. While it was confirmed that the current plans comply with the maximum height requirement, some questions remained regarding the precise elevation details and how it would impact the streetscape.

Leigh Scott asked for confirmation that the upper windows, specifically the dormers, would be uniform. Richard Billington confirmed that all dormers would be uniform, explaining that the discrepancy was the result of a drafting error.

Bob Dunn emphasized that the roof materials specified in the plans were non-reflective. Richard Billington confirmed that the material would have a dull, non-shiny finish.

Bob Dunn outlined a motion for conditional approval, contingent upon revisions to the plans to correct the dormer detail, update the windows to vinyl-clad, and ensure consistency between the elevations shown on the plans and certificate. Bob Dunn confirmed with Eddie Bernard that these requested revisions would not require an additional ARB meeting.

Ruthie Lacey made a motion for conditional approval as described. The motion was seconded by Leigh Scott and approved unanimously by the members present.

The next ARB meeting is scheduled for May 19, 2026 at 7:00 PM at Town Hall.

There being no further business, the meeting was adjourned at 7:43 PM.

Respectfully submitted,



Jessica Thomas

Executive Assistant