

McClellanville Architectural / Design Review Board

May 19th, 2026 — 7:00 PM

Town Hall

Meeting Minutes

The McClellanville Architectural Review Board/Design Review Board met on the date and time noted above. Notice of the meeting was advertised in compliance with state law. Board members present included Betty Hills, Leigh Scott, Ruthie Lacey, Bob Dunn, and Chairman Eric Craig. Town staff present included Eddie Bernard (Town Planner) and Jessie Thomas (Executive Assistant). Kathryn Basha (Zoning Administrator) joined later in the meeting via Teams. Members of the public in attendance included Palmer McClellan and Josh Shymanski.

Mr. Craig called the meeting to order at 7:00 PM.

The Board reviewed the minutes from the April 21st, 2026 meeting. Leigh Scott made a motion to approve the minutes as written. Bob Dunn seconded the motion and the minutes were unanimously approved by the Board present.

Mr. Craig moved to introduce the application for 845 Pinckney St. This application is for the replacement of windows located on the front and side of the house. The property is zoned Residential and is located within both the Town's and National Register Historic Districts. It is also a contributing structure.

Eddie Bernard reviewed the staff report prepared by Kathryn Basha, Zoning Administrator. The staff report noted that when reviewing proposals for historic buildings, the McClellanville Architectural Review Board is guided by The Secretary of the Interior's Standards for the Treatment of Historic Properties, Guidelines for Rehabilitating and Restoring Historic Buildings. These Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character. Therefore, it is important when a building designated as "contributing" to the character of McClellanville's historic district is rehabilitated, that the Secretary's standards are applied. Specific to a proposal like this current request, the Secretary of the Interior Standards states that: The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The Design Guidelines specify that vinyl windows are not acceptable for contributing buildings. Vinyl-clad replacement windows are acceptable only for noncontributing structures or new construction. Even when original materials are used, the replacement windows should have true divided lights and muntins within the same window framing. Likewise, the size and style of framing should match that of the original windows.

Mr. Craig discussed the importance of preserving the historic integrity of contributing properties and maintaining the historic character of McClellanville. He also reminded the Board that similar applications had been previously approved. The applicant, Palmer McClellan, discussed the need to replace the existing windows, citing energy costs and the deteriorated performance of the current windows. The applicant also referenced several previously approved applications involving contributing properties, which he believed established precedent for approval.

Ms. Scott acknowledged the impact of rising energy costs and commented that vinyl-clad windows have significantly improved in design and style over time.

Ms. Hills inquired about the process of updating the guidelines, noting that they can become outdated and increasingly difficult to apply in light of modern needs and evolving efficiency expectations. She also expressed concern about adhering to the guidelines in a manner that does not negatively impact the historic integrity of the Village. The Board continued to publicly discuss the importance of abiding by the guidelines and the effects of potentially having a home removed from the historic registry.

Mr. Craig made a motion to postpone the vote to allow Board members additional time to research previously approved applications. Ms. Hills seconded the motion, and Mr. Dunn and Ms. Lacey concurred. Ms. Scott voted in opposition. Staff agreed to schedule a special meeting for the reconsideration of the application for 845 Pinckney St.

Mr. Craig moved to introduce the application for 1123 N Pinckney St. This application is for the construction of a well pump house and is located within the Town's Residential Historic District and is a contributing property.

Eddie Bernard reviewed the staff report and noted that several items were missing from the submittal, including, but not limited to, building height, materials, location details, and other descriptive information. The applicant previously indicated he would provide the missing details at the meeting.

The applicant confirmed that he felt he cleared the current 5-foot setback guidelines and discussed the different materials used with the Board.

Mr. Craig raised concerns regarding the use of metal siding and asked if other materials had been considered. The applicant confirmed that the materials were selected based on efficiency and cost-effectiveness for a well pump house.

Ms. Lacey asked the applicant if he was constructing the pump house himself, and he confirmed that he was.

Town Planner, Eddie Bernard, pointed out discrepancies between the submitted drawings and the structure built.

Mr. Craig stated he felt that the siding should be revised to material more compatible with the Town's standards, such as cedar or hardie-plank.

Mr. Craig made a motion to conditionally approve the application as submitted, provided that the applicant submits an acceptable alternative siding material to Staff. Mr. Dunn seconded the motion, and the motion carried unanimously.

Next, Mr. Craig made a motion to go into executive session to receive legal advice regarding a pending legal matter. The motion was seconded by Ms. Scott and passed unanimously.

No action was taken during executive session and the Board returned to public session.

Staff again confirmed that a special meeting would be scheduled to reconsider the application for 845 Pinckney St. in accordance with the guidelines.

Aside from a possible special meeting, the next ARB meeting is scheduled for June 16, 2026, at 7:00 PM at Town Hall.

There being no further business, the meeting was adjourned at 9:10 PM.

Respectfully submitted,

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

Jessica Thomas

Executive Assistant