TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
ADMINISTRATION COMMITTEE OF COUNCIL
Wednesday, September 9, 2026

Committee met at 9:15 a.m., Wednesday, September 9, 2026 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:
Committee members: Laura Schroeder (Chair), Jody Latham, and Justin Novak
Staff: Charles Drayton, Jason Blanton, Rebecca Fanning, Town Administrator Joe Henderson, Pam Otto, and Max Wurthmann.

A. **Call to Order**

B. Chair Schroeder called the meeting to order at 9:19 a.m., stating the press and public were duly notified pursuant to state law, and all Committee members were present.

Media: None present
Public: Three (3) present

C. **New Business (Discussion and action items)**

1. Minutes - Approval of August 12, 2026 Administration Committee meeting minutes

Motion was made by Jody Latham, seconded by Laura Schroeder, to approve the August 12, 2026 Administration Committee meeting minutes, passed 2-0, with Justin Novak abstaining.

2. Review of ordinance changes

No updates – pending feedback from attorney

3. Review of Building, Planning, and Resilience Department

Building Official and Flood Plain Manager Max Wurthmann reviewed his professional background, current certifications and licenses, and official duties. He stated he works with other department members to review around fifty permits monthly and does around thirty-five inspections monthly. He also stated the Town received a CRS Class 5 rating from the FEMA

Community Rating System (CRS) program, which means all residents get a 25% reduction on their flood insurance premiums off the top. This puts the Town in the top 10% for flood ratings in the country, as there are multiple requirements in the grading criteria that have to be met and maintained in order to receive it. He then took questions from the Committee. Town Administrator Joe Henderson noted Mr. Wurthmann is the first certified building official that the Town has ever had.

Charles Drayton, Director of Planning and Zoning, presented similar information, providing his professional background, certifications, licenses, and duties. His primary roles include zoning inspections, plan reviews, disaster assessments, and staff support for the Board of Zoning Appeals, Design Review Board, Planning Commission, and Tree Commission. He also appears in Court when needed. He provided some information about which ordinances each board or commission deals with. He also does a lot of the mapping for the Town, the historic preservation overlay district, manages the maritime forest and marsh front preservation, and applies for grants. For ordinance changes, he navigates the change through it's due process and manages the short-term rental license. Ms. Latham thanked him for succeeding at the difficult job of often having to tell people "no" when it comes to their building projects, but it was also noted he often tries to find a way to help people find a "yes." He then took questions from the Committee.

Next was Rebecca Fanning, Director of Natural Resource and Resilience Management, who also provided her professional background, certifications, licenses, and duties. She also provides many training courses to other professionals in her field. Ms. Fanning handles many of the administrative duties for the department, as well as inspections, reviews, disaster management, pre-condition assessments for disasters, data management, and support for the Tree Commission, Board of Zoning Appeals, and Planning Commission. She is also a Town mapper, especially pertaining to environmental planning, writes and applies for grants, leading boardwalk repair and replacement projects, maritime forest monitoring, community outreach, shepherding ordinance changes, and providing staff support and reports at multiple Town meetings. She took questions from the Committee. Having conversations with residents about landscaping and potentially incorporating native plants into the plans is something she particularly enjoys. There was also discussion about the recent landscaping done for the completed stormwater projects.

Mr. Henderson provided a brief overview of the disaster/emergency plan for the Town and staff and Council's role in it. Mr. Novak noted the importance of the pre-damage assessments done by staff, that often saves the Town money during disaster recovery. Mr. Henderson stated the plans have been modernized over the past few years and most of the Town's business can be conducted offsite. Mr. Novak also stated Fire Chief Anthony Stith has secured the option of having an ambulance on the Island during an emergency. Mr. Henderson said Police Chief Glenn Meadows has partnered with Safe Industries to procure needed supplies and equipment after a disaster, if necessary.

Public Comment:

- Karen Byko, resident – expressed appreciation for everyone in the department, especially the pre-damage assessment and disaster planning.
- Cheryl Clark, resident – asked about protocol for ice and helicopter air lift policies.

Mr. Drayton highlighted the work of two other department members, Code Enforcement Officer Nehemiah Clarke and Planning Assistant and Permit Technician Christina Oxford. Mr. Clark has a fluctuating schedule and keeps an eye on all construction projects to ensure compliance with code. He also works with the Police Department as the first contact for animal control and recently became certified to work with wildlife rescuers in the event of an oil spill. He also keeps staff updated on Town construction projects. Ms. Oxford works full-time in the office assisting residents and their agents that are applying for building permits. She also provides administration work for Boards and Commissions, processes all business licenses, and assists with general customer service at the front counter. They both report directly to Mr. Wurthmann.

4. Continue to review the structure for the Listening Sessions

Mr. Henderson reviewed the idea behind a listening session, that would potentially happen before the Town Council Workshop. Chair Schroeder stated she has gotten positive feedback from residents and will work with Joe on a presentation at the October Workshop for Council to ask questions and decide whether or not to move forward. She also got input from the rest of the Committee and clarified the difference between these proposed listening sessions and "town-halls" that were previously discussed.

- Cheryl Clark, resident – would like the listening sessions to be like Coffee with Council

D. Old Business (Staff update available)
E. Pending Items (Discussion / Action not required)

The next Administration Committee meeting will be on Wednesday, October 21, 2026 and the November meeting is canceled until further notice.

F. Public Comment
G. Adjourn

Motion was made by Justin Novak seconded by Jody Latham, to adjourn the meeting at 10:28 a.m., passed unanimously.

Respectfully Submitted,

Pamela A. Otto

Pamela Otto

Approved at the October 21, 2026 Administration Committee meeting