

**TOWN OF SULLIVAN'S ISLAND
DESIGN REVIEW BOARD
REGULAR MEETING MINUTES
Wednesday, May 20, 2026**

A regular meeting of the Town of Sullivan's Island Design Review Board was held at 4:00 p.m. at Town Hall. All requirements of the Freedom of Information Act were verified to have been satisfied. Present were Board members Beverly Bohan, Phil Clarke, Heather Wilson, Sacha Rosen, Tal Askins and Ron Coish.

Town Council Members present: No members of Council were present.

Staff Members present: Charles Drayton, Planning and Zoning Director, Max Wurthmann, Building Official, and Christina Oxford, Building and Planning Department Assistant

Media present: No members of the media were present.

Members of the public:

CALL TO ORDER: Ms. Bohan called the meeting to order at 4:00 p.m. and stated that the press and public were duly notified pursuant to State Law and a quorum of Board Members were present.

- I. **APPROVAL OF THE APRIL 15, 2026 MEETING MINUTES:** Mr. Coish made a motion to approve the April 15, 2026 Design Review Board Meeting Minutes. Mr. Askins seconded this motion. All were in favor. None opposed. Motion passed unanimously.
- II. **PUBLIC COMMENT:** Ms. Wilson stated that at the Roy Williams Memorial Lecture, it was stressed that demolition is the key to preservation. She spoke at the Town Council meeting and Town Council would be open to hearing a recommendation that demolitions be tied to Design Review such that designs need to be approved for homes that are on a historic property, are on a historic street and/or has a design that will need to go before the Board for a relief of size, then the design needs to be approved before the demolition permit is issued. If someone is going to do a compliant review then the Staff would issue the demolition permit after the proposed house plan is approved whether by Staff or the Board. Ms. Wilson requested that the Board go back to the ad hoc committee to write an official letter to Town Council to initiate that ordinance change. The Board expressed support for the ordinance change. Mr. Drayton stated if Town Council supports the ordinance change, then it would go to the Planning Commission to be drafted and could be amended but the creation of the intent would be there. The drafted memo could be on the next agenda for approval.

III. PROCESS FOR DESIGN REVIEW: Ms. Bohan reviewed the meeting process for the Design Review Board which is as follows:

- Statement of matters to be heard (Chair announcement)
- Town staff presentation (5-minute limit)
- Presentation by applicant (10-minute limit)
- Town staff final statement (if needed)
- Board Q & A (may occur at any point during hearing)
- Public comment closed
- Board deliberation and vote

IV. CONSENT AGENDA

2201 Jasper Boulevard (Application): Jayda Rabin, homeowner representative, requests final approval to replace doors and windows on this non-historic, single-family home located in the Community Commercial Overlay District 1, CCOD-1, with no relief requests (PIN# 529-05-00-084).

Mr. Drayton stated this is a window and door replacement request for a residential home located within the CC-1, Community Commercial, Overlay District. The home is not historic and there are no plans to change the lot coverage or to expand the existing residence. This item appears on the agenda because all new construction or any renovation that changes the exterior appearance of a structure in the CCOD-1 must be approved by the DRB. The applicant proposes to replace 12 existing windows and 2 doors with no changes to their fenestration pattern of the building.

Ms. Wilson made a motion for final consent approval for 2201 Jasper Blvd as submitted. Mr. Coish seconded the motion. All were in favor. None opposed. Motion passed unanimously.

IV. COMMERCIAL REVIEWS

2057 Middle Street: Dave Spurgin, of Island House HOA, requests final approval of the CC-District special exception, short-term automobile parking lot design in accordance with §21-143 D. (PIN# 529-09-00-114).

Mr. Drayton stated this is the initial review of a request to expand the accessory use of the parking lot on the property to include paid parking. Currently the parcel contains a 20-unit, condominium complex supported by 29 parking spaces, including 2 ADA accessible spaces, for the residents. The applicant is seeking to convert the 8 spaces that load directly from Middle Street into spaces that are available to the public for paid parking. The applicant

cites continued misuse of the spaces by the public and the lack of need for the spaces by the residents as the primary drivers for this request.

Mr. Drayton continued the BZA will be considering the special exception required to allow the short term auto parking lot land use at its meeting on June 11th; short-term automobile parking is not a by-right land use in the Town's CC, Community Commercial, Zoning District. The BZA will need to approve variances from multiple requirements of Section 21-143 of the ordinance:

- A. Section 21-143 D. (2)(f) – the parking plan is authored by the Island House HOA president, on behalf of the property owners in the HOA and not by a parking professional,
- B. Section 21-143 D. (3)(b) – except for the space in the northwest corner of the lot, all of the parking spaces proposed as paid parking are between 8 ft, 4 in and 8 ft 6 in; the requirement in the ordinance is for parking spaces to be 9 ft wide.
- C. Section 21-143 D. (3)(d) – although the angled parking spaces down the eastern side of the property are requested for the paid parking option today, the applicant has stated that they may want to ultimately convert an additional 6 spaces down that side to the proposed shared-use model. If considered, then the existing driveway aisle that serves these spaces does not meet the criteria, which states the aisle must be 18 feet wide for angled parking; the existing driveway aisle is 11 ft, 10 in wide.
- D. Section 21-143 D. (3)(e) – the ordinance requires that permeable materials be used for both the parking areas and the circulation areas, but the existing asphalt pavement is not a pervious surface.
- E. Section 21-143 D. (3)(f) –if the angled parking were to be added to the consideration, then it would direct exiting paid parking traffic to leave through the residential portion of the property onto l'On Avenue; the ordinance does not allow access to the parking areas to cross the residentially-zoned portions of the lot.
- F. Section 21-143 D. (3)(g) – the existing access driveway is roughly 100 feet wide, covering the entire frontage of the parcel, and the applicant intends to maintain the existing condition, which allows each of the 8 proposed paid parking spaces to be accessed directly from Middle Street. The ordinance only allows an access driveway width of 14 feet. The access to the angled parking along the side of the property is only 11 ft, 10 in wide, so that is a potentially conforming feature.
- G. Section 21-143 D. (3)(h) – the ordinance requires driveways to be sited to minimize interruption of the continuity of the sidewalk; this plan proposes to increase the intensity of the use of the 8 spaces that load directly from Middle Street and access each of the 8 spaces by crossing the sidewalk. It should be noted that vehicles will likely be backing out of these spaces across the sidewalk to enter Middle Street.
- H. Section 21-143 D. (4) – there is no buffer and landscape plan proposed with

this request; the applicant intends to maintain the lot as it is in its current state.

Mr. Drayton stated approval of the parking lot design and landscaping falls under the direction of the DRB. The guidelines for the design of parking lots are found in Section 21-143 D. of the zoning ordinance, with the specific requirements for parking lots on the split zoned lots in the CCOD 2 District in 21-143 D.(3), many of which are discussed above as requiring variances, per the current plan. The landscape and buffering plan requirements are in Section 21-143 D.(4); these requirements state at a minimum:

- 6-8-foot opaque fence abutting the residential district,
- 5-foot wide planted buffers along rights of way,
- Planted buffers require one street tree per thirty linear feet of boundary
- Street trees must be at least eight feet tall and have a minimum 5-foot clear trunk height, and
- Remaining buffer area must be planted shrubs, lawn, ground cover, or other approved materials.

Mr. Drayton continued the applicant is proposing to forego any of these improvements, as the existing conditions and the existing parking lot use are in place already.

Mr. Drayton stated the applicant cites the hardship of maintaining the private use of the parking spaces as the main reason driving the request to open the 8 spaces along Middle Street up for the paid parking use. It seems that most avenues of enforcement have been exhausted, but the applicant does not state that they have tried placing boots on vehicles that illegally park on their property; this may be an option to explore.

Mr. Drayton stated staff supports the applicant's effort to open up additional parking for the public within the commercial district, however, this application does not address the requirements for short-term auto parking on the Island, and as a result of that, proposes a plan which may add unintended danger to all of the users of the commercial district, from pedestrians, to cyclists, and occupants of motor vehicles traversing the district or potentially coming and going from these parking spaces. The Board should consider the applicant's letter with the resident's concerns and the requirements of Z.O. Section 21-143 D when making their decision. Mr. Drayton stated he thinks creating this as a paid parking lot use would be a deterrent to using the spaces for short term parking.

Mr. Spurgin presented the application to the Board.

There was no public comment.

The Board understands the issues with the parking spaces and supports adding discipline to the area. There was a question about the requirements for a parking space and whether the Board can approve the use. Mr. Drayton stated that this Board would not be providing relief, the request is for a contingency and if no relief is granted by the BZA then the contingency granted by this Board would not be an approval, it would be a denial. The

Board thought this should be treated as an existing non-conformity and that it is not in the purview of the DRB. It was suggested that all parking crossing the sidewalk should be eliminated for safety reasons and a sidewalk with plantings and a proper entrance should replace the parking spaces.

Ms Wilson made a motion to support the property going to BZA as a pre-existing non-conformity to hear the variance request without commenting on the design. We are just acknowledging the pre-existing condition and will respect the BZA's decision. Mr. Askins seconded the motion. One was in favor. Five opposed. The motion failed.

The motion was amended to say that the Board supports the applicant going to the BZA with the understanding that they will return to us with the final plan once they have the variance and special exception. Mr. Askins seconded the motion. Three were in favor. Three opposed. The motion failed.

The Board thought they should encourage the proper design which would be the highest safety design. There was a question as to what kind of liability the Town and the applicant would be open to with paid parking. It was expressed that there should be further safety study.

Mr. Rosen made a motion that our Board feels that the legal issues are outside of our purview and we encourage the applicant to go to the BZA first and then we will re-review subject to the ruling of the BZA. There was no second. The motion failed.

Mr. Clarke made a motion of deferral on this item until further direction from the BZA. Mr. Coish seconded the motion. Five approved. One opposed. The application was deferred.

V. HISTORIC DESIGN REVIEWS:

2250 Myrtle Avenue: Carl McCants, of Mc3 Designs, Inc., requests a conceptual approval of the RS-District historic dwelling unit special exception for the renovations of this Traditional Island Resource cottage. The plans include removing non-historic additions from the rear of the structure and reopening the front porch, which has been converted into conditioned living space. There is a request for additional principal building square footage that is associated with the proposed new single-family construction to the rear of the historic cottage (529-06-00-112).

Mr. Drayton stated this historic home is designated as a Traditional Island Resource on the Island; the cottage is known as the Bolick House and was constructed around 1920 according to the Charleston County records, but the 2024 historic survey card (#0810), and the 1987 historic survey card (#064) date the cottage to around 1912.

According to the 1987 historic survey card, the original cottage underwent a major addition renovation around 1955 creating the enclosure of the original front porch, and the expansion of the rear of the house; there is also evidence in that survey card stating a second addition was added to the rear following Hurricane Hugo. The County records state the current square footage of the cottage is 1861 sf, but the applicant's plans state

the footprint of the one-story house is 2363 sf. The applicant's plans suggest that the original historic cottage was 1139 sf, or at least that is the dimension the applicant wishes to return the cottage to.

Mr. Drayton continued the plan proposes to remove the addition materials from the historic cottage to return it to its original form, but there are no details or evidence provided in the application or the plans that confirm the historic cottage's form and size. The applicant also proposes moving the cottage forward of its current location up to the front setback line in order to create space on the lot for a new main dwelling unit and a pool.

Mr. Drayton stated this is the DRB's first review of this project; the applicant is seeking the Board's conceptual approval of renovations to the historic cottage so that the request can move to the BZA for consideration of the special exception. The Board should request the applicant's assessment of the original cottage to confirm it is an accurate depiction of the cottage's evolution, that the materials that would be removed are not representative of the original cottage's form, and that the original cottage meets the requirement of being under 1200 sf, to allow the special exception. Additions under 50 years old are typically non-historic, and additions that have been associated with the property for more than 50 years need to be considered for their historic integrity to the period of significance to the cottage.

Mr. Drayton continued, the applicant needs to provide more details about the proposed cottage selective demolition and restoration so that the Board may understand what components of the original cottage remain with the building today, which historic features of the cottage have been replaced over the years, and what components are nonhistoric because of age or not relating back to the period of significance. The proposed plans include the new house and a new pool on the property. The design of the new home will require relief from the Board for additional principal building square footage. The design and plans for the new house and pool will be considered at a future DRB meeting, once the BZA has approved a special exception for this property.

Mr. Drayton stated staff recommends the Board consider the applicant's presentation regarding the historic and nonhistoric elements of the cottage in order to determine if more research is needed or if conceptual approval for the restoration of the historic cottage is justified and follows both the SIS and SIDRG guidance.

Mr. McCants presented the application to the Board.

No public comment was made.

The Board appreciated the intent to restore the cottage but they wanted more information about the home. The Board requested a site visit to see the cottage. It was expressed that this is an important home because it is on the entry to the Island and is one of the last smaller cottages that is still on that stretch of the historic district and there are massive trees on the property that need to fit with the structure. The Board requested a more accurate depiction of the historic material drawn and enumerated more carefully.

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Ms Wilson made a motion to support the property going to BZA as a pre-existing non-conformity to hear the variance request without commenting on the design. We are just acknowledging the pre-existing condition and will respect the BZA's decision. Mr. Askins seconded the motion. One was in favor. Five opposed. The motion failed.

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Mr. Rosen made a motion that our Board feels that the legal issues are outside of our purview and we encourage the applicant to go to the BZA first and then we will re-review subject to the ruling of the BZA. There was no second. The motion failed.

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As part of the Board's consideration, the Board needs to review and assert that the design will meet the conditions for attached additions:

- (a) No kitchen facilities are allowed, and
- (b) Deed restrictions are placed on the property prohibiting rental as a separate dwelling, and
- (c) Any attached addition with an established connection to the principal building, shall be located under one roof and retain a permanent floor constructed above grade. The length to width ratio of the proposed connection may not exceed a two to one (2:1) dimension ratio, with a minimum width of four (4) feet, a maximum length of twenty (20) feet, and shall be visually and architecturally integrated with the existing principal building; said structures, as conditional uses, **being reviewed and aesthetically approved by the Design Review Board.**

Mr Drayton stated staff's concerns about increased lot elevation have been addressed, and the correct lot elevations are now shown on the site plan. The plans contain all of the material and dimensional details required for approval, but the 3D renderings, and a more thorough streetscape analysis are still needed.

Mr. Drayton continued staff recommends final approval if the Board's streetscape concerns are addressed and the Board finds that the Secretary of the Interior's Standards, the Town of Sullivan's Island Design Review Guidelines, and the Standards for Neighborhood Compatibility are being upheld by the design.

Mr. McCants presented the application to the Board.

No public comment was made.

The Board liked the driveway being moved from the front and flipping the house to get the pool away from the corner. They did not think the plans were ready for final approval because the drawing still shows the garage doors on the front rather than the side. The floor plans and site plans and elevations don't match. The plans need to be fully updated to show what is proposed. There was a request for a better streetscape that includes Station 19 and Central Ave and 3D drawings. There was a concern about a raised house when it isn't required by flood rather than lowering the house and adding a garage like the adjacent properties.

Mr. Clarke made a motion for preliminary approval with comments. Mr. Clarke withdrew the motion

Mr McCants asked if they would grant final approval if the garage doors were moved to the side rather than the front and then Staff could approve the plans. There was a discussion of materials included in the plans.

Mr. Rosen made a motion to defer and request that the applicant return with 3D renderings, streetscape elevations of all 3 streets and updated, corrected plans. Mr. Coish seconded the motion. All were in favor. None opposed. Motion passed unanimously.

1856 P'On Avenue: Carl McCants, of Mc3 Designs, requests preliminary approval for a new home construction following the demolition of the existing non-historic buildings on this property located within the Sullivan's Island Local Historic District, with requests for additional principal building square footage and additional principal building coverage area for the new home (PIN# 529-09-00-006).

Mr. Drayton stated this is the initial review of a request to build a new home on this lot following the demolition of the previously existing, nonconforming homes there. The existing homes are not historic, but the lot where they are located is within the Sullivan's Island Local Historic District, and therefore, the plans are subject to the DRB's review to confirm that the new construction will not harm the historic character of the district. As part of this request, the applicant is seeking modest increases in principal building square footage (249 sf, 5.2%) and principal building coverage area (150 sf, 3.6%); this is a large lot, so it will accommodate a large new home. The plans show an unarticulated wall on the first floor that extends for 40 feet; the ZO allows 38-foot long side facades without articulation, so the applicant will need to request relief for this wall section on his application before final approval; also the Bar Barrel room and the guest suite are proposed as attached additions, so the Board will need to consider the integration of those attached additions to the main dwelling space, and confirm they meet the dimensional requirements for the conditional use: the conditions are:

- (a) No kitchen facilities are allowed, and
- (b) Deed restrictions are placed on the property prohibiting rental as a separate dwelling, and
- (c) Any attached addition with an established connection to the principal building, shall be located under one roof and retain a permanent floor constructed above grade. The length to width ratio of the proposed connection may not exceed a two to one (2:1) dimension ratio, with a minimum width of four (4) feet, a maximum length of twenty (20) feet, and shall be visually and architecturally integrated with the existing principal building; said structures, as conditional uses, **being reviewed and aesthetically approved by the Design Review Board.**

Mr. Drayton stated staff notes the large front porch on the design extends across the entire façade and has circular gazebos on each end, which are a defining characteristic of the Island's vernacular. Staff only has one major concern; the height of the building is proposed at 40 ft, 3.75 in, which is above the 38-foot building height limit, and the proposed height was pulled from proposed finished grade (1 foot above the natural grade), and natural grade is used to determine building height, so the proposed construction would be over 41 feet tall. The applicant has provided a streetscape along l'On Avenue, which illustrates the mass of the house. Staff requests 3D renderings, inclusion of the side façade relief request, updates to the plans for a conforming height of the building, fully dimensioned plans, and a ground floor plan prior to final approval.

Mr. Drayton continued staff recommends preliminary approval should the Board find the proposed design upholds the Secretary of the Interior's Standards, the Town of Sullivan's Island Design Review Guidelines, and the Standards for Neighborhood Compatibility.

Mr. McCants presented the application to the Board.

No public comment was made.

The Board expressed concern about the roof line and the number of different pitches and rooflines. They asked if the design could be simplified. They appreciated the gazebos in the front and the cottage in the center. They like the way l'On Ave and Station 19 were addressed.

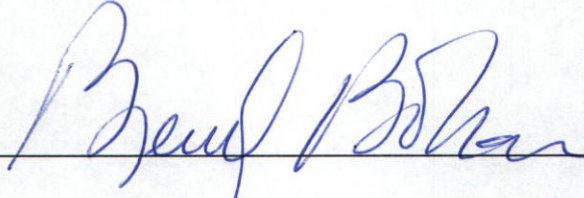
Mrs. Wilson made a motion for preliminary approval with the request that the central larger roof form be studied or explained with 3D. Mr. Askins seconded the motion. All were in favor. None opposed. Motion passed unanimously.

VI. Board Discussion of Correspondence

The Board discussed the importance of requiring a historic analysis on all historic projects and the need to add that as a requirement for the DRB application. Every historic project needs to be under the purview of an outside non-architect independent study person with a report to present to the Board. It would be required of the applicant. There was discussion that there should be a historic preservation person advising the DRB if there was not enough information, a dispute over the facts presented or they could present other facts to the application. The consultant could go to the house for the DRB side and walk with the Board on an as needed basis. The DRB needs to write to council withdrawing the 500 square foot relief. The architects on the Board could write two letters to Town Council, one addressing the need to have approved plans before a demolition permit is issued and a second letter withdrawing the 500 square foot relief. Mr. Drayton stated that without changing the ordinance, the DRB application could be amended to require the historic report for any historic special exceptions where they are asking to remove portions of the building. The Board felt that any historic application should be required to present a historic report. The burden of proof should be on the applicant to demonstrate what the historic fabric of the structure is. Certain historic preservation people have a method and template they use but unless the Board requires a

certain licensure, architects could provide the data that would be convincing enough. It is already in the purview of the Board to base decisions about a house based upon the location, age, its use, specialness and uniqueness to approve or deny the extra 500 square feet but the Board needs to be consistent. In the DRB documents there could be examples of historic reports to show applicants the caliber of the historic report necessary. The Board should grant the 500 square feet if the design meets the standard for neighborhood compatibility in terms of height, scale and mass. The size of builds have changed over the years. There is not as much support from residents opposing the larger builds. The Board needs to pull back more and set the precedent not necessarily allowing the extra square footage every time. There was discussion that a letter to Town Council regarding the additional square footage should not be presented, the decisions for additional square footage can be made by the Board.

VII. ADJOURN: Mr. Coish made a motion to adjourn the meeting at 6:28 p.m. Mr. Askins seconded the motion. All were in favor. None opposed. Motion passed unanimously.



Beverly Bohan, Chair Date