

**TOWN OF EDISTO BEACH
CONSTRUCTION BOARD OF
ADJUSTMENTS AND APPEALS**

Wednesday, January 14, 2026
5:00 P.M.
Regular Meeting

Members attending: Ken Huggins, Jerry Raines, John Drolet, Byron Briese, and Stan Hergott

Members absent: None

Staff attending: Tammy Lake, Morgan Viars, and Patrick Brown

With a quorum present, Ken Huggins called the meeting to order. Ken took a moment to welcome Jerry Raines to the board and re-welcomed Byron Briese as he stepped down from the board for a year with a recent re-appointment by Town Council.

Review of Minutes:

June 19, 2024

A review of the minutes submitted from June 19, 2024, was held. Chair Ken Huggins opened the floor for any discussion or comments, no members chose to partake. Chair Huggins made a motion to accept the minutes Member John Drolet seconded the motion. A vote was held which passed **unanimously**.

Unfinished Business:

None

New Business:

Election of Officers

Chair Huggins reviewed the current officers. Member Drolet made a motion to keep all officers the same:

- Chairperson Ken Huggins,
- Vice Chairperson Byron Briese,

Member Raines seconded the motion. A vote was held which passed **unanimously**.

Chair Huggins made a motion to nominate Morgan as secretary with Member Byron Briese seconding the motion. A vote was held which passed **unanimously**.

Review Rules of Procedure previously adopted

An updated rules of procedure was presented to the Board for review and possible acceptance. Chair Huggins made a motion to change the election of officers to be held at the regularly scheduled January meeting of each calendar year, Member Briese seconded the motion. Discussion was held on the remaining recommended updates:

- Use the latest edition of Robert's Rules of Order
- Added that members announcing disqualification must be in writing and placed in the minutes
- Updated annual schedule of meetings as adopted by Town Council, unless a shorter time is prescribed by technical code, with an allowance for cancellation of regular meetings
- Added a reasonable timeframe for filing appeals from an administrative decision
- Added a reasonable timeframe for appeal withdrawals
- Added a reasonable timeframe for reopening of appeals

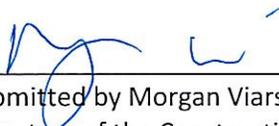
Rules of procedure will be presented to the Town attorney for review. Chair Huggins made a motion to accept the rules of procedure as presented with Member Briese seconding. A vote was held which passed **unanimously**.

Adjournment:

There being no further business to discuss, Chair Huggins made a motion to adjourn with a second given by Member Raines. A vote was held which passed **unanimously**.

Freedom of Information Act, § 30-4-80(3) was complied with.

APPROVED BY THE CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS



Submitted by Morgan Viars
Secretary of the Construction Board of Adjustments and Appeals
Town of Edisto Beach

A digital recording of this meeting is on file at Town Hall