

**Town of Yemassee**  
**Zoning Board of Appeals Minutes**  
**July 19, 2023 / 6:30 p.m.**  
**Yemassee Municipal Complex, 101 Town Cir, Yemassee, SC 29945-3363**

Present: Mr. Tyshawn Shaw, Ms. Garey Gibbs, Mr. Robert Jackson, Mr. Stephen Henson

Staff Present: Ms. Caroline Koger

Absent: Ms. Janice Foster

Media Present:

---

**Call to Order:**

The Town of Yemassee Zoning Board of Appeals was called to order at 6:30 p.m. by Chairman Robert Jackson.

**Roll Call:**

All in attendance except Ms. Janice Foster.

**Determination of Quorum:**

Quorum satisfied.

**Adoption of the Agenda:**

Ms. Gibbs made a motion to consent to the Agenda for the Wednesday, July 19, 2023, Zoning Board of Appeals Meeting. Mr. Shaw seconded the motion. All in favor, motion passed.

**Old Business:**

Approval of the July 17, 2023, Zoning Board of Appeals Meeting Minutes. Mr. Jackson asked if there were any corrections or changes to the minutes. Mr. Shaw made the motion to approve the minutes as presented. Second by Mr. Henson. All in favor, motion passed.

**New Business:**

Discussion of Rules of Procedures. Ms. Koger will ask the Town of Hardeeville and the Town of Ridgeland for copies of their Rules of Procedures. Ms. Ashley Kellahan from the Municipal Association of SC sent copies of Rules of Procedures used by James Island. These will be used as a template/guide for developing Rules of Procedures for the Zoning Board of Appeals for the Town of Yemassee. Mr. Henson made a motion to use the next regularly scheduled meeting, August 16, 2023, as a workshop for this. Ms. Gibbs seconded the motion. All in favor, motion passed.

Setting date and time for the next meeting. This was addressed with the discussion of Rules of Procedures.

**Additional Business:**

Letter to Christopher Lyons; Denial of VAR-05-23-1047. Mr. Jackson signed the letter to be sent by Certified Mail.

**Adjournment.** Mr. Henson made the motion to adjourn. Ms. Gibbs seconded the motion. All in favor, motion passed. The meeting adjourned at 7:50 p.m.