



South Carolina Planning Education Advisory Committee (SCPEAC)

May 1, 2024

NOTICE OF DECISION

Title of Program: Historic Preservation Ordinance Training May 2024

Organization: Charleston County Zoning & Planning

The following action has been taken by the SCPEAC on this application:

APPLICATION RECEIVED Date: April 24, 2024
APPLICATION REVIEWED Date: May 1, 2024
ACCEPTED WITHOUT OBJECTION Date:

- a) X ACCREDITED for: 60 min. CE credits: 1.0
- b) _____ DENIED ACCREDITATION
- c) _____ RETURNED for more information

If accredited:

- a) Authorized Course No.: 2024-02
- b) Date of accreditation: May 1, 2024

Certification Signature, MASC Administrative Representative: *L.P. Floyd*

Certification Signature, SCPEAC Representative: *Stephanie Monroe Tilerson*

**For further information, contact Urica Floyd at 803-354-4754
or the committee at SCPEAC@masc.sc.**



Application for Accreditation of a Continuing Education Program or as a Sponsor Organization

NOTE: This certification form, together with the required information referenced therein, shall be submitted to the South Carolina Planning Education Advisory Committee. Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. Once submitted, if no objections are raised by a member of the SCPEAC within 10 business days of receipt, the program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled with appropriate public notice, as soon as reasonably possible, to review the application. The Committee will consider extenuating circumstances where the 30-day deadline cannot be met.

Reason for Application

Choose one:

Request as a Local Official for Continuing Education Program Approval Request as an Organization for Accreditation of a Continuing Education Training Request as an Organization to be an Approved Sponsor of Continuing Education Programs

Applicant Information

Applicants must meet the educational requirements of at least an undergrad degree, plus 5 years experience in the planning field.

Name

Ms.	Emily	Pigott	
Title	First	Last	Suffix

Municipality/County/Organization

Charleston County Zoning & Planning

Position

Planner II

Phone

(843) 202-7225

Email

epigott@charlestoncounty.org

If you are a COG Director, indicate which jurisdiction the certification is being requested for:

Applicant Resume/Vita
Resume 2022.pdf

Information About Organization Providing the Training

Organization Name

Organization Address

Address Line 1

Address Line 2

City

State

Zip Code

Organization Phone

Organization Website

Name of Training Contact

Title of Training Contact

Training Contact's Phone

Training Contact's Email

Training Program Information

Title of Planned Training or Program

Date of Training

Training Location

Brief description of the Training or Program and its relevant content:

Method of presentation (in-person; virtual; or other):

When will materials be distributed (before or at the time of the program):

Description of materials to be distributed:

None

Method of Advertisement (Describe how you plan to notify local officials of the program):

email, mail, and ad in local paper

Required Attachments

Brochure, if available:

Course Presenter(s) and credentials (include brief resumes and qualifications, combine into one .pdf document):

Resume 2022.pdf

Copies of all handouts and course materials (combine into one .pdf document):

HP-O Amendments 2024 Commissioner Training.pdf

Evaluation Form and method of evaluation (each program must be evaluated, combine into one .pdf document):

Training Eval Form.pdf

Certification. By submitting this application, the applicant agrees to:

1. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel, or lodging costs will be the responsibility of the Committee member.
2. The applicant acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.

EMILY J. PIGOTT

epigott@charlestoncounty.org

WORK EXPERIENCE

PLANNER II WITH THE CHARLESTON COUNTY ZONING AND PLANNING DEPARTMENT

- Consult with citizens about their community's needs and determine what services the County can provide for support
- Present staff reports to the Planning Commission, Historic Preservation Commission, and County Council for rezonings, including Planned Development applications; text amendments to the Comprehensive Plan and Zoning and Land Development Regulations (ZLDR); Certificates of Historic Appropriateness; and designations of historic properties/districts
- Manage the online ZLDR as the system administrator
- Collaborate with other jurisdictions to identify, address, and support community needs
- Research, draft, and present amendments to the ZLDR including, but not limited to, those to support resilience and affordable housing, as well as community preservation

PLANNER I WITH THE CHARLESTON COUNTY ZONING AND PLANNING DEPARTMENT

- Consulted with citizens about their development goals and determine the best rezoning options to achieve said goals
- Managed the extensive ZLDR overhaul project
- Designed and drafted presentations for use at Planning Commission, Historic Preservation Commission, and County Council
- Directed the conversation during pre-application meetings to allow for an open and productive dialogue regarding County processes and the desires of the citizens
- Collaborated with coworkers to provide analysis of the Comprehensive Plan and ZLDR
- Presented staff reports to the Historic Preservation Commission
- Conducted extensive research into zoning, permit, and plat history to assist citizens and coworkers
- Provided support in all ways possible to the members of my team and department, while meeting deadlines through strict organization and prioritization of tasks

PLANNING TECHNICIAN I WITH THE CHARLESTON COUNTY ZONING AND PLANNING DEPARTMENT

- Coordinated with citizens, many other Charleston County Departments, and local municipalities to assign street addresses and street names, as well as the placement of street signs
- Provided technical assistance for the Gresham Meggett Oral History Project, funded by a National Park Service Civil Rights Grant
- Processed and researched annexation ordinances, as needed
- Provided staff assistance with various Charleston County commissions and committees including: Planning Commission, Historic Preservation Commission, and the Resilience Element Committee
- Assumed partial responsibility of four other positions in the department during periods of staff turnover, including Administrative Assistant, Planning Technician, and Planner I positions

LEGAL/ADMINISTRATIVE ASSISTANT AT BUIST, BYARS & TAYLOR, LLC

- Prepared all new files for the attorneys and paralegals, including ordering title searches and drafting documents, such as deeds and memorandum of trusts, for recording at the County Register of Deeds office
- Acted as the face of the office, providing excellent customer service both over the phone and in person
- Developed and documented my own training manual, as one had never existed for the position

EDUCATION

COLLEGE OF CHARLESTON HONORS COLLEGE

Cumulative GPA: 3.468

- Bachelor of Arts in Historic Preservation and Community Planning
- Bachelor of Arts in Art History
- Bachelor of Science in Economics



*Historic
Preservation
Ordinance Training
May 2024*



County Council Action

County Council approved amendments to the
Historic Preservation Ordinance on May 7, 2024



*Designations of
Historic Properties
and Historic Districts*



New Application Requirements

A list of the Contributing Resources of the Historic Property or Historic District that add to its significance and that the applicant desires to preserve, including but not limited to, specific Historic Buildings, structures, sites, objects, and/or properties. The location of each Contributing Resource and a description of why each is being included as a Contributing Resource must be submitted.



New Decision Procedures

When making decisions on designation applications, the Commission shall cite how each approval criterion has or has not been met.

When recommending approval of designation applications, the Commission shall:

1. List the Contributing Resources that add to its significance; and
2. May identify any other documentation that supports the designation

Important Definition

Contributing Resource

A building, object, site, or structure in a Historic District or on a Historic Property that contribute to the District or Property's historical significance through location, design, Setting, materials, workmanship, and association.

Phillips Community

Examples of Contributing Resources





Amendments to Designated Historic Properties or Districts

A new application type now allows for applicants to amend their Historic Property or Historic District designation in the following ways:

1. Identify Contributing Resources;
2. Submit additional supporting documentation, such as Area Character Appraisals; and
3. Add property(ies) to existing designations.

Important Term

Area Character Appraisal

“ACAs broaden the view of preservation from specific buildings to the rich fabric of the surrounding community. They describe context, or the elements that comprise and characterize a place: scale, mass, and rhythm of structures, as well as streetscape and landscape elements. They are not a road map for how a place should look, but rather a reflection of what exists and a guide for continuing established development patterns.”

Source: City of Charleston’s Preservation Plan

“Area Character Appraisals may include:

1. Clearly written and mapped boundaries
2. Contextual statement of the history and importance of the area(s) relative to Charleston’s development, including its historical and/or architectural significance, if any
3. List of property types in the area(s), with outstanding examples of each type graphically represented and predominant types noted
4. Illustrated discussion of character-defining elements, including descriptions and illustrations of characteristic streetscape and landscape elements (i.e. building setback and height, streetscape and architectural rhythm, and architectural components)
5. Assessment of the overall integrity and general condition of repair in the area(s)
6. Discussion of potential threats to the integrity and/or character of the area
7. Description of the urban design of the area(s), including height, scale, mass, and density (both current and historic)
8. Note of relevant area or neighborhood plans and district zoning
9. Recommendation as to which areas (if any) should be designated as conservation districts
10. List of potential local landmarks or properties possibly eligible for the National Register (not including additional historic research)
11. Maps of the area(s), including focal points and landmarks and important or defining viewsheds
12. Bibliography and sources for further information, including past surveys”



Contributing Resource

Approval Criteria

All of the following must be met:

1. The resource is located within a Designated Historic District or on a Designated Historic Property;
2. The resource contributes to the historic associations, historic architectural qualities, or archaeological values for which the Designated Historic Property or Historic District is significant; and
3. The resource retains enough of its historic physical features to convey its significance as part of the Designated Historic Property or Historic District.



Supporting Documentation Approval Criteria

All of the following must be met:

1. The documentation refers to the Historic Property or Historic District;
2. The documentation contributes to the reason/significance of the designation; and
3. The documentation was verified by an appropriate third-party professional, as determined by the Historic Preservation Officer.

Additional Property Approval Criteria

One or more of the following must be met:


1. Has significant inherent character, interest, history, or value as part of the rural county or heritage of the county, state or nation;
2. Is of an event significant in history;
3. Is associated with a person or persons who contributed significantly to the culture and development of the county, state or nation;
4. Exemplifies the cultural, political, economic, social, ethnic, or historic heritage of the county, state, or nation;
5. Individually or collectively embodies distinguishing characteristics of a type, style, or period in architecture or engineering;
6. Is the work of a designer whose work has significantly influenced the development of the county, state, or nation;
7. Contains elements of design, detail, materials, or craftsmanship which represent a significant innovation;
8. Is part of or related to a square or other distinctive element of community planning;
9. Represents an established and familiar visual feature of the neighborhood or community;
10. Has yielded, or may be likely to yield, information important in pre-history or history (potential Archaeological Site);
or
11. Is deemed eligible for or already listed on the NRHP.



*Certificates of Historic
Appropriateness*

Required before...

1. Issuance of most Zoning Permits
2. Site Plan Review approval for Historic properties/districts and properties within 300 feet of historic properties/districts (Short-Term Rental applications exempt)
3. Limited Site Plan Review approval for Historic properties/districts (Short-Term Rental applications exempt)
4. Demolition of Contributing Resources
5. Clearing and Grubbing



*Exemptions to
Certificate of Historic
Appropriateness
Requirements*

1. The proposed work is part of a project undertaken by Charleston County Public Works and the subject property(ies) do not contain identified Contributing Resources;
2. Historic markers/signs;
3. Existing Communications Towers where no changes to the lease area or equipment area are proposed;
4. Face changes for existing, legally permitted Signs;
5. Home Occupations;
6. Permits for Tree Removal that meet the requirements of the Charleston County Zoning and Land Development Regulations Ordinance;
7. Use changes that do not require Site Plan Review approval;
8. Sweetgrass basket stands;
9. Short-term rentals;
10. Power Poles where no Alteration, modification, addition to, new construction, Rehabilitation, relocation, or Restoration is proposed;
11. Temporary Special Events;
12. Temporary uses and structures; and
13. Proposed work that does not include changes to the architecture, site layout, or building size/configuration and that is not located on a property containing a Contributing Resource as determined by the Historic Preservation Officer.



New Decision Procedures

When making decisions on Certificates of Historic Appropriateness, the Commission shall cite how each of the specific Approval Criteria have or have not been met.



Staff Review Certificates of Historic Appropriateness

The following application types are now eligible for CHA review and approval at the staff level:

1. Replacement of existing manufactured housing units where there are no expansions of the building footprint;
2. Any exterior repairs that do not involve changing the appearance of the structure; and
3. Utilities and mechanical units, including, but not limited to, applications for location of radio and television receiving antennas or dishes; supply boxes; service meters; and HVAC equipment, along with any necessary screening.

Certificate Of Historic

Appropriateness Approval Criteria

The proposed site improvements are compatible with the historic, cultural, and architectural character of the applicable Historic Property or Historic District based on the NRHP listing or designation by the County Council

The proposed site improvements do not decrease the Historic Integrity of properties containing identified Contributing Resources

Any negative impacts to the applicable Historic Property or Historic District have been minimized and mitigated.

Important Definitions

Historic Integrity

The ability of a property to convey its historical associations or attributes including location, design, Setting, materials, workmanship, feeling, and association.

Negative Impact

Adversely changing the quality of the historical, architectural, or cultural significance of a resource, or the characteristics that qualify the resource as historically important.

Demolition Considerations

1. Whether the historic structure is of such architectural or historic significance that demolition would be contrary to the purpose of this Ordinance;
2. Whether a structure within a Historic District contributes to the distinctive historic character of the district and the probable visual impact of its removal;
3. The extent to which the structure is of such unusual or uncommon design,
4. texture, or materials that it could not be reproduced or be reproduced only with great difficulty and/or expense;
5. Consideration shall be given to economic hardship or to deprivation of reasonable use of the property;
6. Whether or not the demolition is necessary to facilitate a defined public purpose;
7. Whether the request is a result of Demolition by Neglect; and
8. The structural soundness and integrity of the structure and the feasibility for its restoration or rehabilitation so as to allow for its reasonable use.

Important Definitions

Demolition

To raze or destroy, whether entirely or in significant part, a Historic Building, Structure, Site, or Object. Demolition includes the removal of a Building, Structure, or object from its site, the removal or destruction of the Façade or surface, or the Alteration to such an extent that Repair is not feasible or is so costly so as to be prohibitive, rendering the property unfit for use

Demolition by Neglect

The willful neglect of the maintenance or repair of a building or structure that does not result from the property owner's financial inability to maintain or repair the property and may necessitate the Demolition of the property.

Clearing and Grubbing

Certificates of Historic Appropriateness will now be required for clearing and grubbing requests that meet the following thresholds:

1. Clearing and grubbing of one acre or more on Historic Properties or in Historic Districts; or
2. For clearing and grubbing on Historic Property(ies) or on property(ies) located in a Historic District when there is a Contributing Resource on the subject property or an adjacent property.

Additionally, the clearing and grubbing application must illustrate the proposed development for which the clearing and grubbing is requested. A Certificate of Historic Appropriateness is not required for clearing and grubbing applications associated with an approved development plan or violation.

Board of Zoning Appeals

Applications requiring approval from both the Board of Zoning Appeals (BZA) and the HPC will now require BZA approval prior to HPC approval.

Conceptual Plan Workshops

Applicants will now be able to present their projects to the HPC for informal feedback prior to complete application submittal.



*Addressing Heirs
Property*



Ownership Signatures

Property owner signatures will no longer be required for designations of Historic Property applications; Certificate of Historic Appropriateness applications; and requests to postpone applications.



*Secretary of the
Interior's Standards
for the Treatment of
Historic Properties*

Preservation



The Drawing Room - photo by Tony Sweet

The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property or Historic District. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment.

Preservation

A property will be used as it was historically or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or Alteration of features, spaces and spatial relationships that characterize a property will be avoided.

Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Preservation

Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.

The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires Repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation



The process of returning a building or buildings to a state of utility, through Repair or Alteration, which makes possible an efficient contemporary use while preserving those portions and features of the building(s) that are significant to its historic, architectural and cultural values.

Rehabilitation

A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

The historic character of a property will be retained and preserved. The removal of distinctive materials or Alteration of features, spaces and spatial relationships that characterize a property will be avoided.

. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Rehabilitation

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

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. Replacement of missing features will be substantiated by documentary and physical evidence.

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation

New additions, exterior Alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the Historic Property and its environment would be unimpaired.

Restoration



The act or process of accurately depicting the form, features, and character of a designated property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the Restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a Restoration period.

Restoration

A property will be used as it was historically or be given a new use that interprets the property and its Restoration period.

Materials and features from the Restoration period will be retained and preserved. The removal of materials or Alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.

Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the Restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their Alteration or removal.

Restoration

Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the Restoration period will be preserved.

Deteriorated features from the Restoration period 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.

Replacement of missing features from the Restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Restoration

Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Designs that were never executed historically will not be constructed.

Reconstruction



The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving Historic Site, Historic Landscape, Historic Building, Historic Structure, or Historic Object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Reconstruction

Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.

Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.

Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving Historic Property in materials, design, color, and texture.

Reconstruction

A reconstruction will be clearly identified as a contemporary re-creation.

Designs that were never executed historically will not be constructed.

Amended Definitions

Certificate of Historic Appropriateness

The document issued by the Commission or Historic Preservation Officer, as applicable, certifying that proposed actions are found to be acceptable pursuant to the requirements of this Ordinance.

Historic District

A geographically definable area, urban or rural, which contains sites, buildings, structures, objects, or works of art united historically or aesthetically by plan or physical development; demonstrates cultural cohesiveness; or a combination thereof as designated pursuant to this Ordinance.

New Definitions

Several definitions were added:

- 1. Alteration**
- 2. Contributing Resource**
- 3. Demolition**
- 4. Demolition by Neglect**
- 5. Historic Integrity**
- 6. Negative Impact**
- 7. Preservation**
- 8. Reconstruction**
- 9. Setting**

New Definitions

Alteration

Any construction or change of the exterior of a Historic Building, Object, Site, or Structure that requires a Zoning Permit. This shall not include Ordinary Maintenance.

Setting

The surrounding environment of a resource, including other structures, site features, landscaping and streets, which contributes to the aesthetic quality of the historic resource.



*Any
Questions?*



TRAINING EVALUATION FORM

Charleston County Planning and Zoning Continuing Education (1 CE) Training

Presenters: Emily Pigott, AICP

Date: 4/24/2024

Facilitator: Emily Pigott, AICP

Evaluation Items

Ratings

(For ratings of 1-3, please comment below how we can improve)

	Very Poor	Poor	Fair	Good	Very Good
1. The value/relevance of this session.	1	2	3	4	5
2. Quality of instructional materials and handouts.	1	2	3	4	5
3. Use of time.	1	2	3	4	5
4. Quality of participation and discussion.	1	2	3	4	5
5. Quality of presenters.	1	2	3	4	5
6. Quality of the overall session.	1	2	3	4	5

7. What did you find **MOST valuable** in this session?

8. What did you find the **LEAST valuable** in this session?

9. Other comments (including suggestions of topics for future training sessions):

Name (optional): _____