



South Carolina Planning Education Advisory Committee (SCPEAC)

February 5, 2025

NOTICE OF DECISION

Title of Program: Final Complete Charleston County HPC Annual Meeting Presentation (3-19-25)

Organization: Charleston County Planning

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

APPLICATION RECEIVED	Date: <u>February 5, 2025</u>
APPLICATION REVIEWED	Date: <u>February 5, 2025</u>
ACCEPTED WITHOUT OBJECTION	Date: N/A

- a) ACCREDITED for: 60 minutes (1 hour) CE credit hours: 1.0
- b) DENIED ACCREDITATION
- c) RETURNED for more information

If accredited:

- a) Authorized Course No.: 2025-01
- b) Date of accreditation: February 5, 2025

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

Certification Signature, SCPEAC Representative: *Stephanie Monroe Tilson*

**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

Monica
First

Eustace
Last

Municipality/County/Organization

Charleston County Zoning and Planning

Position

Planner II

Phone

(843) 202-7207

Email

meustace@charlestoncounty.org

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

Applicant Resume/Vita
eustace resume 2025.pdf

Information About Organization Providing the Training

Organization Name

Organization Address

Address Line 1

Address Line 2

North Charleston	South Carolina	29405
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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

Length of Training Session (i.e. 60 minutes, 90 minutes, 3-hours, etc.)

Training Location

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

Training includes information on board members' continuing education training, ethics, rules and procedures, officers' duties, and attendance requirements. Also discussed is the historic preservation ordinance overview, decision-making authority, important definitions, commission considerations, and distinctions of different types of Certificates of Historic Appropriateness. We wrap up with a review of the 2024 Historic Preservation Commission year and an update to applications seen by the commission.

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

In-person

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

At the time of the program

Description of materials to be distributed:

Copies of the Annual Meeting Presentation

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

Meeting advertised in the Post and Courier, agenda posted on the county website, and commission members emailed.

Additional Comments

Required Attachments

Brochure, if available:

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

M Eustace E Pigott resumebrief.pdf

Copies of all handouts and course materials (combine into one .pdf document). If the course materials is a video/webinar recording include an informational sheet with video summary, links to the host site of the video, etc.:

Final Complete Charleston County HPC Annual Meeting Presentation (3-19-25).pptx

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

Evaluation Form 2025.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.

Monica L. Eustace, AICP
Brief Resume

Monica L. Eustace is a Planner II for the Charleston County Zoning and Planning Department. Ms. Eustace has been in the planning field since 2005 and a professional planner since 2024. She is a member of the American Institute of Certified Planners, the American Planning Association, and the South Carolina Chapter of the American Planning Association.

She holds a Bachelor of Science degree in Design (Architecture) from Clemson University and a Master of Fine Arts degree in Historic Preservation from Savannah College of Art and Design. She is a graduate of the Charleston County Frontline Leaders Program.

She has staffed Boards of Zoning Appeals, Planning Commissions, and Historic Preservation Commissions and worked with various municipal governments in the preparation and administration of comprehensive plans and zoning and land development regulations throughout South Carolina.

EMILY J. PIGOTT

21 Father Grants Court, Charleston, SC 29403

pigottej@gmail.com

215-595-6969

PERSONAL AND PROFESSIONAL INTERESTS

- Civic pride and community engagement
- Sustainability and resilience
- Urban and rural community planning, placemaking, and historic preservation

RELEVANT SKILLS

- Enthusiasm and work ethic- I am described by my peers and supervisors as an incredibly passionate worker that goes above and beyond expectations.
- Writing- I tutored writing for four years as an undergraduate student.
- Grants- I have worked on several federally funded grant projects.
- Connections- I have fostered relationships across the region throughout my six years working for the County.

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
- 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

2024 VOLUNTEER EXPERIENCE

- Charleston Parks Conservancy- Pollinator Caretaker at Medway Community Garden- 36 hours
 - Maintain the garden, including weeding, watering, planting, and pruning.
- Charleston Parks Conservancy- Watering in the Parks, Wragg Square- 48 hours
 - Responsible for watering Wragg Square every Sunday, April through September.
- City of Charleston City-wide Cleanup Day- 2 hours
 - Mobilized my neighbors to partake in a litter sweep of our neighborhood.
- Monrovia Cemetery Cleanup- 3 hours
 - Cleared twenty bags of lawn debris.

EDUCATION

TRIDENT TECHNICAL COLLEGE- currently enrolled

Cumulative GPA: 4.0

- Associate degree in Horticultural Technology

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

Monica Leigh Eustace, AICP

208 Stratford Drive • Summerville • SC • 29485 • (843)817-5619 • Monicalei@aol.com

EDUCATION

Master of Fine Arts, Historic Preservation, Savannah College of Art and Design, Savannah, GA, May 1999.
Thesis: Rewriting the Design Guidelines for Savannah's Victorian District.

Bachelor of Science, Design (Architecture), Clemson University, Clemson, SC, August 1996. Concentration in Historic Preservation.

Senior Project: Establishing Old Calhoun as a Historic District.

Skills: Proficient in AutoCAD v12 – v2004, Blue Prince/Blue Report, eTrakIt, Microsoft Suite (including Word, Excel, PowerPoint, and Access), ArcGIS, Adobe Illustrator, Adobe Acrobat, Lotus v4, XTree Gold (XTG). Ten years of art/design study.

PROFESSIONAL SUMMARY

Experienced Development Planner with a demonstrated history of working in the government administration industry. Strong operations professional skilled in Land Development, Urban Planning, Site Planning, Zoning, and Mixed-Use Development.

PROFESSIONAL EXPERIENCE

July 2022 to Present. **Charleston County Planning Department, North Charleston, SC.** Planner II.

- Oversees and manages the Charleston County Comprehensive Plan Five-Year Review, including implementation of the vision, goals, and recommendations; works on coordinating document updates, outreach, and public meetings.
- Collaborates with staff in various departments, professionals, and government agencies to facilitate, expedite, and enhance the site plan and subdivision review process; confers with and advises engineers, developers, architects, surveyors, property owners and citizens in the coordination of planning and zoning issues and in the interpretation and enforcement of County ordinances.
- Advises and assists County municipalities with in-house projects and independent research including Comprehensive Plan updates, Design Review Board staffing, and Urban Growth Boundary research.
- Attends meetings with staff members, permit applicants, and professionals to review and make proposals regarding past, current, and future projects and land use.
- Prepares and distributes staff reports with appropriate factual findings, justification, and recommendations for issuance of Certificates of Historic Appropriateness to be presented to the Historic Preservation Commission; meets with, advises, and coordinates process with HPC applicants and representatives; performs professional planning work in the interpretation and enforcement of the County's historic preservation ordinance; conducts site evaluations for proposed land usage; provides preservation advice in conformance with the Secretary of the Interior's Standards.
- Aids co-workers with projects and assignments as necessary; provides training, leadership, and direct supervision of lower-level staff as assigned.
- Participates in department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs and to receive public input; assists in conducting public meetings.
- Staff liaison work to assigned boards and commissions, including making presentations; attends neighborhood and community meetings as Planning Department representative.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, maintaining databases, preparing spreadsheets, answering the telephone, etc.
- Attends training, conferences, seminars, meetings, etc., to enhance job knowledge and skills.
- Participates in long-range planning projects as assigned.
- Researches, gathers, interprets, and prepares data for planning and zoning studies, reports, and suggestions; prepares a variety of studies, briefs and reports for decision-making and presentation purposes.

June 2015 to July 2022. **Richland County Planning Department, Columbia, SC.** Land Development Planner II.

- Reviewed commercial / civil site and landscape plans for compliance with all applicable and current land use

regulations.

- Collaborated with staff in various departments, professionals, and government agencies to facilitate, expedite, and enhance the site plan and subdivision review process; conferred with and advised engineers, developers, architects, surveyors, property owners and citizens in the coordination of planning and zoning issues and in the interpretation and enforcement of County ordinances.
- Ensured proper documentation and project management for all site plan subdivision and rezoning submittals, inquiries, or discrepancies.
- Conducted site inspections to ensure proper execution of approved plans and to resolve any issues that arise during or after the review process.
- Attended meetings with staff members, permit applicants, and professionals to review and make proposals regarding past, current, and future projects and land use.
- Required an in-depth knowledge of area regulations and programs.
- Staff liaison work to assigned boards and commissions, including making presentations; attended neighborhood and community meetings as Planning Department representative.
- Received and responded to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- Conducted technical research and analysis, evaluates findings, identified significant issues, determined options, and deployed staff recommendations on difficult and complex residential and non-residential projects.
- Researched, gathered, interpreted, and prepared data for planning and zoning studies and reports; prepared a variety of studies, briefs and reports for decision-making and presentation purposes.

February 2007 to April 2014. **Dorchester County Planning Department, Summerville, SC.** Senior Planner.

- Advised the Deputy Administrator, Planning Commission, Zoning Board of Appeals, County Council, County officials and other entities on planning and development issues and projects; prepares and presents project information and staff recommendations to such groups as required.
- Participated in long-range planning projects as assigned.
- Conferred with and advised engineers, developers, architects, surveyors, property owners and citizens in the coordination of planning and zoning issues and in the interpretation and enforcement of County ordinances.
- Researched, gathered, interpreted and prepared data for planning and zoning studies, reports and suggestions; prepared a variety of studies, briefs, and reports for decision-making and presentation purposes.
- Generated, updated, and edited County maps using ArcGIS software.
- Attended neighborhood and community meetings as Planning Department representative.
- Reviewed all new commercial and multi-family development coming into the County.
- Reviewed all new residential subdivision development coming into the County.
- Worked on County Comprehensive Plan Update.
- Worked on Transportation Impact Fee for County, writing Capital Improvements Plan section.
- Assessed and recommended all items going before the Board of Zoning Appeals.
- Worked on rezoning AC areas of County to new zoning districts.
- Attended neighborhood and community meetings as Planning Department representative.

March 2006 to February 2007. **City of North Charleston, North Charleston, SC.** City Planner, General Development.

- Generated, updated, and edited City maps using ArcGIS software.
- Researched, gathers, interprets, and prepares data for planning and zoning studies, reports, and suggestions.
- Attended neighborhood meetings as Planning Department representative.
- Worked with local neighborhood groups to establish historic districts and overlay districts.
- Compiled list of City properties that would be eligible for historic marker.
- Worked with State Ports Authority, Army Corps of Engineers, State Department of Transportation, local community leaders, and other City officials on development of mitigation plan and streetscapes for new SPA terminal and access road.
- Developed various scenarios of parking layouts for possible property acquisition to expand parking supply of East Montague area.
- Profiled demographic and land use characteristics for selected neighborhoods using ArcMap software combined with Census data.
- Worked on project to re-establish Four Poles Park as neighborhood park.
- Researched historic neighborhoods, properties, and structures within City limits.
- Attended neighborhood and community meetings as Planning Department representative.

COMMUNITY PROJECTS

September 1998. **Old Jewish Cemetery.** Savannah College of Art and Design, Savannah, GA.

- Participated in writing specifications for monument cleaning and conducted on-site cleaning applications.

April 1998. **Lissner House Project.** Brunswick, GA. Savannah College of Art and Design, Savannah, GA.

- Part of paint examination team for historic Lissner House.
- Provided Brunswick Historical Society with historic paint analysis reports.

April 1998. **Midtown Neighborhood Community Center Design Charette.** Savannah College of Art and Design, Savannah, GA.

- Participated in a design charette for a community center.

March 1998. **Victorian District Planning Project.** Savannah College of Art and Design, Savannah, GA.

- Worked on committee to provide preservation plan for Victorian District and to help establish guidelines for Victorian District Association.

February 1998. **Pulaski House Building Survey.** Savannah College of Art and Design, Savannah, GA.

- Provided Parts I and II of Historic American Building Survey (HABS) for SCAD's Pulaski House.

September to November 1997. **National Historic Landmark District Survey.** Savannah College of Art and Design, Savannah, GA.

- Worked on intensive building by building survey of historic resources within National Historic Landmark District of Savannah, GA.
- Recorded data on Georgia State Site Survey Forms; supervised by National Park Service's National Register Programs Division in Atlanta, GA.

ACTIVITIES AND HONORS

- American Institute of Certified Planners (AICP), 2024-Present, Member.
- South Carolina Chapter of the American Planning Association (SCAPA), 2006-Present, Member.
- American Planning Association, 2006-Present, Member.
- National Trust for Historic Preservation, 1996-Present, Member.



Joel Evans, AICP, PLA
Zoning & Planning Director

843.202.7200
1.800.524.7832
Fax: 843.202.7218
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive, Suite A103
North Charleston, SC 29405-7464

Evaluation Form

1. Was the length of the Program sufficient? Yes No

2. Were the materials presented helpful? Yes No
If not, explain:

3. Did you feel the information was presented in a clear manner? Yes No
If not, explain:

4. Were you exposed to new ideas and concerns? Yes No

5. What topic(s) would you be interested in for future programs?

Use this space to make additional comments:

Thank you for your comments –

Annual Business
Meeting

March 19, 2025

Historic
Preservation
Commission

Workshop & Meeting Agendas

- Workshop:
 - Lunch and Recognition of Outgoing Members
 - Review of HPC Rules and Procedures
 - Overview of the Historic Preservation Ordinance
 - 2024 Year in Review
 - Planetizen Continuing Education
- Regular Meeting:
 - Recognition of Outgoing Commissioners
 - Approval of Previous Meeting Minutes
 - Presentation of Certificate of Historic Appropriateness applications

Call to Order & Introductions

Melanie Millar, Chair

Amy Garrard

Anna Johnson

Brent Halversen

Dawna Gardner

Michael German

Patricia Jones

W. Michael Walsh

Call to Order & Introductions

- Joel Evans, PLA, AICP, Director
- Andrea Melocik, AICP, Deputy Director
- Emily Pigott, AICP, Planner II
- Monica Eustace, AICP, Planner II
- Stephanie Ondo

Attorney for the Historic Preservation Commission

- Marc Belle

Continuing Education Training

EDUCATIONAL REQUIREMENTS ARE MANDATORY BY STATE LAW

- Amended in 2003 to require mandatory orientation and continuing education training for Commission members & employees
- A minimum of 6 hours of orientation training
- A minimum of 3 hours of annual training after the first year of service or employment
 - exempt if AICP, masters/doctorate degree in planning from an accredited college/university, licensed to practice law in SC

Freedom of Information Act "FOIA"

- Planning Process covered by S.C. Freedom of Information Act
- Comply with notice requirements
 - Including Workshops, Subcommittees
 - Give adequate meeting notice to public
- Limited availability of executive sessions – receipt of legal advice
- Must make a timely response to requests for information
- Post agendas

Ethics

- Commission and Board members are covered as “public officials” under the provisions of the 1991 Ethics Act (S.C. Code Title 8, Chapter 13)
- The State Ethics Commission investigates and prosecutes claims of Act violations

Rules and Procedures

-Membership-

- The Historic Preservation Commission shall consist of nine members appointed by the County Council.
- The members shall serve until their successors are appointed and qualified.
- The members, both laymen and professional, shall have a demonstrated interest, competence, or knowledge in historic preservation.
- The members shall serve without compensation from the County.
- Any vacancy which may occur on the Commission shall be filled by County Council appointing a successor to serve out the unexpired term of the vacancy.
- No member may hold an elected public office in Charleston County.

Rules and Procedures

- Officers -

- Chairperson – Elected each March, one year term, may be re-elected, is a voting member of the HPC
- Vice-Chairperson – Elected each March, one year term, may be re-elected, is a voting member of the HPC
- In the event that neither the current Chair nor Vice Chair are reappointed (newly appointed members being seated in their stead), the Zoning & Planning Director shall open the first meeting of the new Commission and call for nominations, first for Chair, then for Vice Chair.
- Members will select by majority vote of the membership one of its members as Chair and then one of its members as Vice Chair for the new year.
- Terms for the new officeholders will begin immediately thereafter.

Rules and Procedures

- Officers' Duties -

- Chair
 - To preside at all meetings of the HPC
 - To set the agenda for all meetings of the HPC
 - To call special and emergency meetings of the HPC
 - To sign documents of the HPC when authorized
 - To see that all actions of the HPC are properly implemented and effected
 - To announce the results of any votes of the HPC
 - To provide an annual, written report of attendance of Commission members at meetings of the Commission. A copy of this report shall be provided to each Commission member and to County Council.
- Vice-Chair
 - During the absence, disability or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Rules and Procedures

-Commission Member Attendance-

- When a member is not able to attend a meeting of the Commission, said member should notify the Commission's Administrative Officer in advance, who will inform the Chair of the anticipated absence.
- Commission members shall be allowed **three (3) excused absences during a term-year (March 1 through February 28)**. Excused absences shall be allowed only after a written request is submitted to the Chair for the meeting for which the member is requesting the absence.
- If a member of the Commission should fail to be present and **have over two (2) unexcused absences of regularly scheduled meetings of the Commission during a term-year (March 1 through February 28), it shall be construed as Resignation by Absence**, and the Chair, for the purpose of appointing a replacement member, will give immediate notice to the Council member who appointed the Commission member or the Clerk of County Council if the appointing Council seat is vacant.
- If a member of the Commission should leave during a meeting, such actions shall count as an unexcused absence with the following exceptions: an unforeseen family emergency, an unforeseen health issue, or if the member recuses themselves from a case.

ANY QUESTIONS?

What's up Next Today?

- Historic Preservation Ordinance Overview
- HPC Year in Review (2024)
- Upcoming Tour of Historic Districts
- Continuing Education Training-Planetizen

HISTORIC
PRESERVATION
ORDINANCE OVERVIEW

Historic Preservation Commission (HPC) Review Authority

- Designations of Historic Properties and Districts (recommendation to County Council).
- First review and evaluation of proposed nominations for the NRHP.
- The HPC is also empowered to evaluate proposed preliminary and minor subdivision applications for properties in/on historic districts/properties and within 300 feet of them and provide a report on the consistency of the applications with the Cultural Resources Element of the Charleston County Comprehensive Plan (Planning Commission makes the final determination).

Subdivision Plat Application Reports

- Preliminary and minor subdivision plat applications on/within 300ft of Historic Properties/Districts, except the following:
 1. Subdivision Plats submitted for sole purpose of creating an easement(s), delineating OCRM Critical Line Areas, and/or delineating the location(s) of freshwater wetlands;
 2. The combination or recombination of portions of previously platted Lots where the total number of Lots is not increased;
 3. Boundary plats;
 4. Property line adjustments where no new Lots are created; and
 5. Subdivision Plats that are the result of a court order.
- The HPC will evaluate the subdivision plat application for compliance with the Cultural Resources Element of the Comprehensive Plan.
- The HPC's report shall be made in an advisory capacity, and has no binding effect on the Planning Commission.

HPC Decision-Making Authority

- Certificates of Historic Appropriateness (CHAs) must be obtained prior to the issuance of any zoning permits or approvals (with exceptions as noted below):
 - Site Plan Review (SPR) and Limited SPR approvals for Historic Districts and Properties (exception: short-term rentals);
 - SPR approvals for properties within 300' of Historic Districts and Properties (exception: CHAs are not required for Limited SPR applications and short-term rentals for properties within 300' of a Historic Property or District);
 - Issuance of zoning permits on a Historic Property or Property within a Historic District with exceptions (exceptions listed on the next slide);
 - Demolition of Contributing Resources; and
 - Clearing and Grubbing.

CHA Exemptions

- 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;
- Historic markers/signs;
- Existing Communications Towers where no changes to the lease area or equipment area are proposed;
- Face changes for existing, legally permitted Signs;
- Home Occupations;
- Permits for Tree Removal that meet the requirements of the Charleston County Zoning and Land Development Regulations Ordinance;
- Use changes that do not require Site Plan Review approval;
- Sweetgrass basket stands;
- Short-term rentals;
- Power Poles where no Alteration, modification, addition to, new construction, Rehabilitation, relocation, or Restoration is proposed;
- Temporary Special Events;
- Temporary uses and structures; and
- 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.

Demolition CHA 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

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 CHAs

Certificates of Historic Appropriateness are 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.

CHA Approval Criteria

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

The proposed site improvements are compatible with the historic, cultural, and/or 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.

For Historic Districts designated without Contributing Resources, Area Character Appraisals, or other similar documentation, the Commission shall evaluate Certificates of Historic Appropriateness based on Sec. 21-5.H.3, *Commission Considerations*.

Important Definitions

CHA Approval Criteria

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.

Commission Considerations

The Commission shall consider, among other things:

- The general design;
- The character and appropriateness of design;
- The height, scale and mass of the structure; and
- The arrangement, texture, materials, and color of the structure in question, and the relation of such aspects, features and elements to similar aspects, features, and elements of structures in its historic Setting.

The Commission may require the use of architectural techniques such as building façade and mass modulations or adjustments to the footprint of a structure on a site to achieve appropriate form and proportion of a structure in relation to its Setting, so long as such techniques do not unreasonably restrict the use of a site in light of its current zoning.

Commission Considerations (cont'd)

- For Properties and Districts listed on the NRHP, the Commission shall consider the areas of significance and Contributing Resources outlined in the NRHP nomination listing.
- For Properties and Districts on the Charleston County list of Historic Properties and Historic Districts, the Commission shall consider the criteria under which the County Council approved the designation application and identified Contributing Resources.

Staff Review of CHA Applications

- The following CHA application types are reviewed at the staff level (staff makes the final determination):
 - Replacement of existing manufactured housing units where there are no expansions of the building footprint;
 - Any exterior repairs that do not involve changing the appearance of the structure; and
 - 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.

Process Notes

- Applications requiring approval from both the Board of Zoning Appeals (BZA) and the HPC require BZA approval prior to HPC approval.
- Applicants have the opportunity to present their projects to the HPC for informal feedback prior to complete application submittal.

HPC
YEAR IN REVIEW
2024

11

MEETINGS HELD

19

**APPLICATIONS
REVIEWED**

APPLICATIONS REVIEWED BY THE HPC

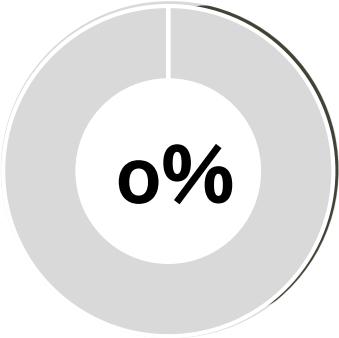
DESIGNATION APPLICATIONS

1

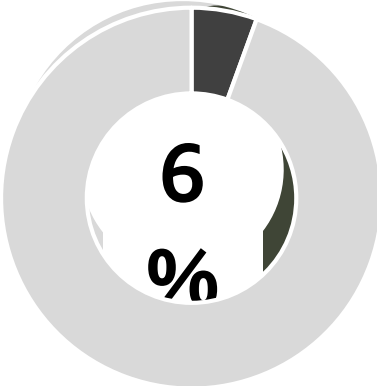
CERTIFICATES OF HISTORIC APPROPRIATENESS

18

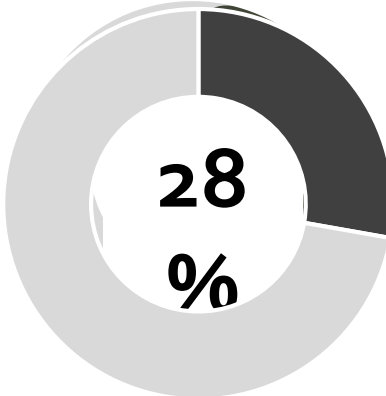
CERTIFICATES OF HISTORIC APPROPRIATENESS



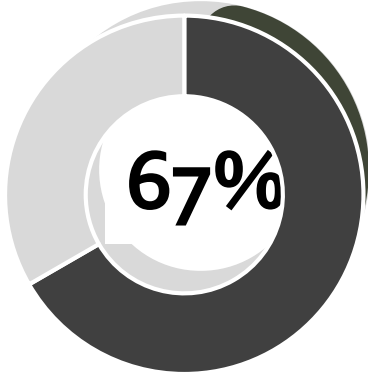
Applications in the Phillips Community Historic District



Applications in the Beefield Community Historic District

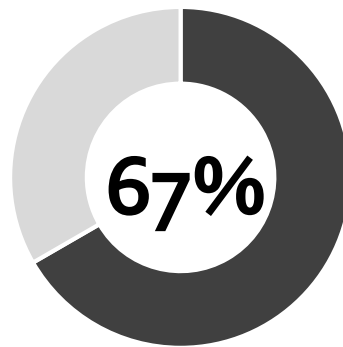


Applications on National Register Properties

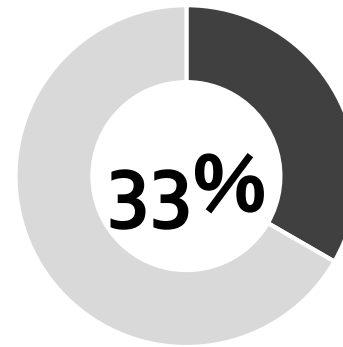


Applications in the Ten Mile Community Historic District

CERTIFICATES OF HISTORIC APPROPRIATENESS



Approved Applications



Denied Applications

DENIED APPLICATIONS

HIST-12-23-00103	HIST-12-23-00105	HIST-05-24-00110	HIST-10-24-00119	HIST-10-24-00120	HIST-10-24-00121
<p>Request for a single-family dwelling unit at TMS 614-00-00-250, 3858 Abe White Road, within the Ten Mile Community Historic District</p> <p>County Council settled appeal from applicant</p>	<p>Request for a single-family dwelling unit at TMS 614-00-00-768, 3864 Abe White Road, within the Ten Mile Community Historic District</p> <p>County Council settled appeal from applicant</p>	<p>Request for a single-family dwelling unit at TMS 614-00-00-767, 3862 Abe White Road, within the Ten Mile Community Historic District</p>	<p>Request for a single-family dwelling unit and detached garage at TMS 614-00-00-107, 1062 Theodore Road, , within the Ten Mile Community Historic District</p> <p>Appeal from applicant still pending</p>	<p>Request for a single-family dwelling unit and detached garage at TMS 614-00-00-770, 1058 Theodore Road, within the Ten Mile Community Historic District</p> <p>Appeal from applicant still pending</p>	<p>Request for a single-family dwelling unit and detached garage at TMS 614-00-00-771, 1054 Theodore Road, within the Ten Mile Community Historic District</p> <p>Appeal from applicant still pending</p>

**THANK YOU ALL FOR YOUR HARD
WORK IN 2024, AND WE ARE
LOOKING FORWARD TO A GREAT
2025!**

UPCOMING TOUR OF HISTORIC DISTRICTS

Tour of East Cooper Historic Districts

- **Purpose:** View the historic resources in each community to help inform Commission determinations on CHA applications.
- **Dates:** Last week in March (we will have three days to offer- small groups to avoid a quorum).
- **Communities:** Hamlin Beach; Phillips; and Ten Mile.
- Submitting for approval for continuing education credits.

CONTINUING EDUCATION TRAINING

Planetizen Training Session