



## Beaufort County Historic Preservation Review Board Meeting

### Chairman

Natalie Harvey

### Vice Chairman

Katrina Epps

### Board Members

Kathryn Mixon  
Katherine Pringle  
Vacant  
Vacant  
Vacant

### County Administrator

MICHAEL MOORE

### Staff Support

ROBERT MERCHANT  
KRISTEN FORBUS

### Administration Building

Beaufort County Government Robert  
Smalls Complex  
100 Ribaut Road

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# Historic Preservation Review Board Agenda

Tuesday, March 17, 2026 at 1:00 PM

Executive Conference Room, Administration Building  
Robert Smalls Complex, 100 Ribaut Road, Beaufort

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOIA – PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF MINUTES – July 17, 2025
5. CITIZEN COMMENTS (*Comments are limited to 3 minutes.*)

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### ACTION ITEMS

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6. CONSIDERATION OF TEXT AMENDMENTS TO THE COMMUNITY DEVELOPMENT CODE (CDC): DIVISION 5.10 (HISTORIC PRESERVATION), SECTION 7.2.120 (CERTIFICATE OF APPROPRIATENESS), SECTION 7.3.80 (HISTORIC DESIGNATION), SECTION 7.4.50 (PUBLIC HEARING SCHEDULING AND NOTICE), AND SECTION 7.5.40 (HISTORIC PRESERVATION REVIEW BOARD (HPRB))
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7. ADJOURNMENT

**Minutes**  
**Historic Preservation Review Board**  
**July 17, 2025, 1:00 p.m.**  
**Bluffton Library**

***CALL TO ORDER:***

Ms. Harvey, Chairman, called the meeting to order at 1:00 p.m.

***MEMBERS PRESENT:***

Natalie Harvey, Chairman  
Katrina Epps, Vice Chairman  
Kathryn Mixon  
Sally Murphy

***MEMBERS ABSENT:***

Aileen LeBlanc  
Katherine Pringle  
Cheryl Steele

***STAFF PRESENT:***

Kristen Forbus, Beaufort County Planning and Zoning Long Range Planner

***PUBLIC COMMENT (non-agenda items):***

There were no public comments.

***MINUTES:***

The March 2024, January 2025, and April 2025 meeting minutes were approved.

***Discussion of Future Historic Designations***

Miss Forbus presented the current historic structures of Beaufort County. Members went through and compared the list to the updated Above Ground Historic Survey that was completed for South of the Broad and St. Helena Island. Members agreed to not pursue historic designation for archaeological sites at this time.

Ms. Harvey adjourned the meeting at 1:40 PM.

## Division 5.10: - Historic Preservation

### 5.10.10 - Purpose

The preservation and protection of buildings, structures, sites, objects, districts and landscape features of historic, architectural, cultural, archeological, educational and aesthetic merit are critical to the character of the County. The preservation of these historic resources promotes and enhances the County's distinctive architectural and cultural heritage. Preservation also provides educational, cultural, and economic enrichment for the people of the County.

The County's historic buildings and districts are a distinctive aspect of Beaufort County. They serve as visible reminders of the significant historical and cultural heritage of Beaufort County and the State of South Carolina. The protection, perpetuation, and use of historical or significant architectural structures and historic districts within the County are critical to the character of the County and are required in the interest of the prosperity, civic pride, and general welfare of the people.

The purpose of this division is to preserve the local heritage of Beaufort County as an irreplaceable asset through the creation of a list of designated individual properties, sites and landmarks and through the creation of Historic Districts. By establishing this Section, the County seeks to:

- (1) Provide mechanisms that identify, protect, preserve, and enhance the distinctive architectural and cultural heritage;
- (2) Promote the use and conservation of resources such as individual properties, historic districts, significant and scenic areas, and landmarks for the educational enrichment and civic pride of County residents;
- (3) Encourage harmony of style, form, proportion, and material for designated properties and resources within the County;
- (4) Strengthen the local economy and improve property values through preservation, restoration, and rehabilitation.

The board responsible for the preservation of historic resources is the Beaufort County Historic Preservation Review Board (HPRB), see Section 7.5.40 (Historic Preservation Review Board (HPRB)).

#### A. Definitions. The following are definitions applicable to this Division and those referenced.

**Alteration.** A change in the external architectural features of any historic structure; a change in the landscape features of any historic site or place; or work having an adverse effect upon designated archaeological resources.

**Certificate of Appropriateness.** The document issued by the Historic Preservation Review Board, following a prescribed review procedure, certifying that the proposed actions by an applicant are found to be acceptable in terms of design criteria relating to the individual property or the historic district.

**Construction.** The addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.

**Contributing Property.** Any property located within a historic district that is a historically designated property.

**Demolition.** Any act or process that destroys in part or in whole a historic structure or property.

**Historically Designated Property.** A property that has been designated by Beaufort County Council pursuant to Section 7.3.80.

**Historic District.** An area designated by Beaufort County Council, upon the recommendation of the Historic Preservation Review Board pursuant to Section 7.3.80. A District is

considered an area or group of areas, urban or rural, containing two (2) or more resources related by history, architecture, archaeology, engineering or culture. The historic district will not replace the zoning district of record but will coincide with that district.

**Ordinary Maintenance.** Keeping a resource unimpaired through ongoing minor intervention, undertaken from time to time, to its exterior condition. Ordinary maintenance does not change the external appearance of the resources except through the elimination of the usual and expected effects of weathering, specifically, painting as an act of ordinary maintenance. Ordinary maintenance does not constitute work for the purposes of this chapter.

**Preservation.** Preservation means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. 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. New exterior additions are not within the scope of this treatment; however, 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.

**Reconstruction.** The act of depicting, by means of new construction, the form, features, and detailing of a non-surviving historic property for the purpose of replicating its appearance at a specific period of time and in its historic location.

**Rehabilitation.** The act or process of making possible an efficient compatible use for a historic property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

**Repair.** To restore a decayed or damaged resource to good or sound conditions by any process. A repair that changes the external appearance of a resource constitutes work for the purposes of this article.

**Restoration.** The act or process of accurately depicting the form, features, and character of a 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.

#### 5.10.20 - Identification of Historic Resources

The regulations of this Division provide the mechanism to identify resources and provide for their long-term maintenance and preservation in a form that is as close to their historic use and character as is consistent with the economic realities of the neighborhoods and County. This is done by reviewing development plans in a manner that encourages the purposes of this Division.

#### 5.10.30 - Historic Property **Designation and** Inventory

The HPRB **Historic Preservation Review Board (HPRB)(See Section 7.5.40)** shall **make recommendations to County Council in designating historic properties and districts. The HPRB shall** maintain a local inventory of buildings, structures, objects, cemeteries and sites that meet the historic survey eligibility standards of the State Historic Preservation Office (SHPO) guidelines. These records shall be available to the public.

#### 5.10.40 - National Register of Historic Places Nominations

The HPRB may conduct first review and evaluation of all proposed nominations for the National Register of Historic Places for properties that are within its jurisdiction, prior to consideration by the state board of

review. The HPRB may send its recommendations to the state historic preservation office for consideration at the meeting of the state board of review. The HPRB shall not nominate properties directly to the National Register; only the state board of review shall have this final review authority unless expressly authorized by federal statute.

#### 5.10.50 - Certificate of Appropriateness

A Certificate of Appropriateness (see Section 7.2.120) is required before a Building Permit can be issued for the exterior alteration, modification or addition to, or demolition of a designated historic resource or before **any new construction to an individually designated historic property or to a property located in a County historic district is issued a Development Permit.** ~~a Development Permit can be issued for any property on which is located one or more designated historic resources.~~ Any Building Permit not issued in conformity with this Division shall be considered void.

#### 5.10.60 - Maintenance, Repair and Interior Projects

- A. Nothing in this Division shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures designated as historic when that repair does not involve a change in design, material, color, or outer appearance of the structure.
- B. The HPRB shall not consider the interior arrangements or alterations to the interior of a building.
- ~~C. The HPRB may authorize a staff member to approve minor projects involving repairs and ordinary maintenance that do not alter design, materials, color or the outer appearance of a structure or interior projects not subject to other reviews.~~
- C. In the event of an emergency repair, an application to obtain a Certificate of Appropriateness shall be submitted within the next working day as set forth in SC Building Code 105.2.1.**

#### 5.10.70 - Prohibited Acts

No person may excavate, remove, damage, or otherwise alter or deface or attempt to excavate, remove, damage, or otherwise alter or deface any archaeological or historic resource, including any tabby structure or remnant, located in the County unless such activity is pursuant to a permit issued by the Director. Any person violating this Division shall be subject to penalties prescribed in this Division **9.2** and additional penalties prescribed by State laws.

#### 5.10.80 - Adaptive Reuse of Historic Structures

~~For vacant structures listed in the Historic Property Inventory, or eligible to be listed in the Inventory as determined by the HPRB~~ **designated as Historic**, a special use permit to adaptively reuse the property may be approved by the ZBOA; see Section 7.2.130 (Special Use Permit). The permitted use of the structure shall be the same or similar to its historic use, unless the ZBOA determines that another use is compatible with the surrounding community. In addition to a special use permit, any exterior alteration, modification or addition to the structure to adaptively reuse it shall require a Certificate of Appropriateness; see Section 7.2.120 (Certificate of Appropriateness).

#### 5.10.90 - Access to Cemeteries on Private Properties **Private Cemeteries**

##### **A. Access to Cemeteries**

An owner of private property on which a cemetery, burial ground, or grave is located must allow public access to the cemetery, burial ground, or grave in accordance with Sec. 27-43-310 of the South Carolina Code of Laws and Section 6.2.30.C3 of this code.

- B. Cemetery Buffers. Buffers shall be defined in this section as no disturbance of ground or existing vegetation within the defined extent.**

1. For clearly demarcated cemeteries/burial sites with demonstrable headstones that have identifiable organization, cemeteries/burial sites that contain a boundary marker (a defined entrance or wood fencing surrounding its boundaries), or cemeteries/burial sites that have been surveyed to determine the extent of all burial sites utilizing both above ground surveying and Ground Penetrating Radar following the guidelines of the *South Carolina Standard and Guidelines for Archaeological Investigations*, a 25-foot buffer is required.
2. For cemeteries/burial grounds where the true extent is not visible from a pedestrian examination and/or has not been surveyed both above ground and with Ground Penetrating Radar, a 50-foot buffer is required from the nearest visible indication.

#### 5.10.100 - Archaeological and Historic Impact Assessment

##### A. General Requirements.

1. All proposed developments shall be required to have a written statement from the Director indicating whether or not the location of the proposed development contains any archaeological resources identified by the County through existing surveys, historic maps and papers and other information available, the state department of archives and history, and the South Carolina Institute of Archaeology and Anthropology as being listed in or having been determined eligible, or potentially eligible, for listing in the National Register of Historic Places, as well as those areas identified in the document entitled "Cartographic Survey of Historic Sites in Beaufort County, South Carolina," dated June 30, 1992, as having the potential to yield significant archaeological information.
2. If the Director determines that the proposed development contains or is likely to contain archaeological resources, a professional archaeological survey shall be completed by qualified personnel to determine the existence of the resource and to evaluate the significance of the resource. The survey shall then be submitted to the Director for review.
3. If the area of the proposed project has been previously surveyed for archaeological resources and the survey report is available and meets the standards, the applicant will not be required to perform another survey, but merely submit that report to the Director.
4. If the Director determines that the location contains a potential archaeological or historic resource, qualified personnel shall complete and submit to the Director the documentation as outlined in this Division. Identified resources shall be preserved and/or the effects of the proposed project mitigated in accordance with the applicable federal and state laws and guidelines. Further, for any contemplated construction that would significantly affect the setting or vista of any archaeological or historic resource in a manner that would compromise the resource's eligibility to the National Register of Historic Places, the Director may require that the development plans be altered to mitigate or avoid such effects.
5. All requests to the applicant by the Director for surveys, documentation, and mitigation shall include a letter outlining the justification for such requests. A letter of justification from the Director shall also be required when a survey is required by the County and not by the State Department of Archives and History and when no survey is required.

##### B. Intensive Level Archaeological Survey.

1. Under this Division, the Director will officially notify, in writing, the applicant of the need for an intensive archaeological level survey. The survey must meet the criteria set forth by the SHPO's Guidelines and Standards for Archaeological Investigation.
2. The applicant will notify the Director as to who will be authorized to undertake the survey. The survey will be executed by qualified personnel, as required by the SHPO's standards.
3. The findings of the intensive level survey will be submitted to the Director.

4. Upon receipt of the intensive level survey final report and any necessary visual records, the Director will either issue a Permit of Approval for the proposed development project or deny approval of the project until the development plans can be altered to mitigate or avoid any negative impact.

**C. Historic Resource Documentation.**

1. If, at any time either prior to, during the execution of, or after the completion of the intensive level survey required under this Division, historic resources are identified on the property to be developed, the Director will notify the applicant in writing of the need to document the identified historic resources.
2. The documentation will be executed by qualified personnel, as required by the SHPO's Guidelines and Standards for Archaeological Investigation. The applicant will notify the Director as to who will be authorized to complete the documentation.
3. Documentation will be completed for each resource. Documentation required will be one or more of the following:
  - a. A completed statewide survey site form.
  - b. Measured drawings, flat plane photographs (four inches by five inches or eight inches by ten inches) or 35 mm documentation as prescribed by the American Institute of Architects (AIA) in their publication Recording Historic Structures.
4. The completed documentation will be submitted to the Director for review, after which the Director will either issue a Permit of Approval for the proposed development project or deny approval of the project until the development plans can be altered to mitigate or avoid any adverse effect.

**D. Mitigation.**

1. **Determination of adverse effects.** Upon receipt of an intensive level archaeological survey final report, documenting archaeological resources and/or the statewide survey form documenting historic resources pursuant to this Division, the Director will determine whether the proposed project will have an adverse effect on archaeological or historic resources listed in, or eligible for listing in, the National Register of Historic Places. The actions of the Director on the determination are as follow:
  - a. **No adverse effect.** If the Director determines that the project will not have an adverse effect on archaeological or historic resources listed in, or eligible for listing in, the National Register of Historic Places, the Director will issue a permit of approval for the proposed project.
  - b. **Adverse effect.** If the Director determines that the project will have an adverse effect on archaeological or historic resources, listed in, or eligible for listing in, the National Register of Historic Places, the Director will deny a Permit of Approval for the proposed project until the development plans can be altered to mitigate or avoid adverse effects.
2. **Mitigation of Adverse Effects.** The applicant shall detail mitigation measures that will be required prior to the issuance of a permit of approval. The Director shall stress to the applicant that preservation in place of a significant resource is the preferred mitigation method. Mitigation may include the following:
  - a. **Preservation in Place.** Preservation in place of an archaeological or historic resource is the avoidance of the resource which protects it from damage, destruction, vandalism or deterioration and may include such measures as dedicated open space, protective barriers, deed restrictions, preservation covenants and easements, the rehabilitation/maintenance of historic buildings and structures, and others. Preservation in place shall not be used as a mitigation measure on individual single-family lots within a proposed residential subdivision. For new subdivisions, archaeological or historic resources must be preserved within dedicated open space or mitigated using the methods described below.
  - b. **Documentation.** If **it** is determined that an adverse effect to a historic resource cannot be avoided, the resource shall be documented in accordance with the Secretary of the Interior's

Standards for Historical Documentation, the Secretary of the Interior's Standards for Architectural Documentation, and/or Recording Historic Structures by the American Institute of Architects.

- c. **Data Recovery.** Data recovery of an archaeological site shall be conducted if the site cannot be preserved. Provisions for the ownership and preservation of the Beaufort County Development Code excavated artifacts, field notes, records, maps, photographs, and materials shall be detailed in the archaeological data recovery mitigation plan. A final report on the archaeological data recovery shall be produced.
  - d. **Reporting.** All identified archaeological sites shall be reported to the South Carolina Institute of Archaeology and Anthropology, and all historic sites shall be reported to the state historic preservation office for assignment of a site number.
- E. **Open Space.** If the property proposed for development contains any archaeological or historic sites, the Director, may allow for the potentially impacted sites and their appropriate buffers to be counted as part of the required open space for the development, or the open space requirements may be reduced by an amount that would equal the value of the land containing the archaeological or historic sites provided that the property owner agrees to preserve the resource.

#### 7.5.40 - Historic Preservation Review Board (HPRB)

A. **Establishment.** The Historic Preservation Review Board (HPRB) is established in accordance with state law.

B. **Powers and Duties.** The HPRB shall have the following powers and duties under this Code:

##### 1. Review and Decide Applications.

a. The HRPB shall review and decide Certificates of Appropriateness. See Section 7.2.120 (Certificate of Appropriateness) **and**

**b. Review and make recommendations to County Council for designating historic resources and districts. See Section 7.3.80 (Historical Designation).**

##### 2. Other Powers and Duties.

- a. Review and comment on any nominations to add sites or districts to the National Register of Historic Places;
- b. Advise and assist owners of historic sites or structures within historic districts, on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and procedures for listing on the National Register of Historic Places;
- c. Explore funding and grant sources which might be available for the identification, protection, enhancement, perpetuation, and use of historic, architectural, archaeological, and cultural resources, and advise land owners of availability of funds or grants;
- d. Develop design guidelines for alteration, construction, or relocation of individual sites and structures within specific historic districts or for historic properties, where necessary or appropriate;
- e. As needed, update the Beaufort County Above Ground Historic Survey, following South Carolina State Historic Preservation Office guidelines; and
- f. Carry out any other powers and duties delegated to it by the County Council, in accordance with state law.

C. **Appointment and Composition, Terms of Office, Removal, and Vacancy.**

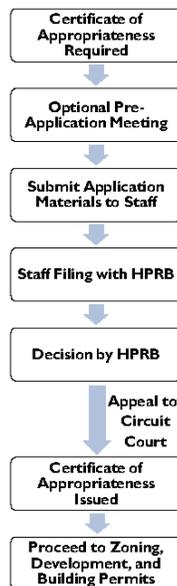
##### 1. Appointment and Composition.

- a. All members of the HPRB shall be appointed by the County Council.
- b. The HPRB shall consist of seven members as follows:
  - (1) One member from northern Beaufort County;
  - (2) One member from southern Beaufort County;
  - (3) One member from Port Royal Island;
  - (4) One member from Lady's Island;
  - (5) One member from St. Helena Island;
  - (6) One member from the Historic Beaufort Foundation; and
  - (7) One member from the **Historic Bluffton Foundation** ~~Bluffton Historic Preservation Organization~~.
- c. Although no specific experience standards are necessary as a prerequisite to appointment, consideration shall be given to applicants who have established professional qualifications in history (with a specific knowledge of local history), architecture, historic preservation, historic architecture (an architect or, if an architect is unavailable, a person who is knowledgeable about building design and construction, with specific experience or training in historic resources), or architectural history.

- d. No member of the HPRB shall hold elective office in Beaufort County.
- 2. **Terms of Office.** Members shall be appointed to four-year terms. The terms shall be staggered so that approximately one or two members have terms expiring each year.
- D. **Quorum and Voting.** Four HPRB members shall constitute a quorum of the HPRB necessary to take action and transact business. The concurring vote of a simple majority of HPRB members present and constituting a quorum is required for all decisions of the HPRB.
- E. **Rules of Procedure.** The HPRB shall adopt rules of procedure governing its procedures and operations. Copies of adopted rules of procedure shall be made available for public inspection in the office of the Director during normal business hours.

## 7.2.120 - Certificate of Appropriateness

- A. **Purpose.** The purpose of this Section is to provide for the review and approval of all alterations, construction, relocations, or demolitions of **an individually designated historic property or to a property located in a historic district**, ~~all National Register listed, or National Register eligible properties or districts, to ensure compliance with the standards of Division 5.10 (Historic Preservation).~~
- B. **Applicability.** All alterations, construction, relocations, or demolitions of **an individually designated historic property or property located in a historic district** ~~all National Register listed, or National Register eligible properties or districts~~ shall receive approval of a Certificate of Appropriateness in accordance with this Section, prior to development, alteration, relocation, or demolition.
- C. **Certificate of Appropriateness Procedure.**
1. **Pre-Application Staff Conference is Optional.** See Section 7.4.20 (Pre-Application Conference).
  2. **Application Submittal and Acceptance.** See Section 7.4.30 (Application Submittal and Acceptance).



3. **Staff Review and Action.** Applicable to a staff report and recommendation by the Director. See Section 7.4.40 (Staff Review and Action). The Director's recommendation shall be based on the standards in Subsection 7.2.120.D.
  4. **Public Hearing Scheduling and Notice.** A public hearing is not applicable; however, the applicant shall post the property two weeks prior to the scheduled Historic Preservation Review Board (HPRB) meeting **in accordance with Subsection 7.4.50.B.4.**
  5. **Decision-Making Body Review and Decision.** Applicable to a decision by the HPRB. See Section 7.4.90 (Decision-Making Body Review and Decision). The HPRB's decision shall be based on the standards in Subsection 7.2.120.D.
  6. **Appeal.** The decision of the HPRB on a Certificate of Appropriateness may be appealed to the Circuit Court.
- D. **Certificate of Appropriateness Review Standards.**

**1. Intent.** It is the intent of these review standards to ensure that properties designated as historic or located within a Historic District shall remain in harmony with the architectural and

historical character of Beaufort County, South Carolina. In granting a Certificate of Appropriateness, the HPRB shall take into account the following:

- a. The architectural and historical significance of the structure,
- b. The exterior form and appearance of any proposed additions or modifications, and
- c. The effect of such change or additions upon other structures in the vicinity.

**2. General Design Review Guidelines.** When considering an application for a Certificate of Appropriateness for new construction, alteration, repair, demolition, or restoration, the HPRB shall use the Secretary of the Interior's Standards for Rehabilitation as guidelines, as set forth in 36 CFR Part 67.5 and 67.7, in making its decisions. These guidelines serve as the minimum basis for determining the approval, approval with modifications, or denial of an application.

**The Secretary's Standards for Rehabilitation are:**

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- c. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- j. New additions and adjacent or related new construction shall 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.

**3. Demolition and Relocation.** In order to preserve the historic integrity of Beaufort County, the following standards apply as a minimum basis for moving and demolishing of designated and contributing buildings:

a. The public necessity of the proposed construction, demolition, or use. Public necessity shall mean a demonstrable condition where preservation of the structure or resource would directly endanger public health or safety;

b. The public purpose or interest in land or buildings to be protected. Public purpose or interest in land shall mean that the proposed action serves a broader community benefit or fulfills an adopted policy objective of Beaufort County, such as environmental protection, public access, affordable housing, cultural interpretation, or infrastructure resilience;

c. The historic or architectural value and significance of a particular structure and its relationship to the historic value of the surrounding area;

d. The age and character of a historic structure, its condition, and its probable life expectancy;

e. The view of the structure or area from a public street or road, present and future; and

f. The present character of the setting of the structure or area and its surroundings.

- E. **Effect of Approval.** Approval of a Certificate of Appropriateness authorizes the submittal of an application for a Zoning Permit and any other development application that may be required before the development authorized by the certificate.
- F. **Expiration.** Approval of a Certificate of Appropriateness shall automatically expire if a Zoning or Development Permit, as appropriate, for the development authorized by the permit is not obtained within one year after the date of approval, unless an extension of this time period is authorized in accordance with Section 7.4.130 (Expiration of Development Approval).
- G. **Amendment.** A Certificate of Appropriateness may be amended only in accordance with the procedures and standards established for its original approval.

## Historical Designation 7.3.80

**A. Purpose.** The purpose of this Section is to provide guidelines for the review and approval of Beaufort County's historic designations of individual properties and districts.

### **B. Historical Designation Procedure.**

- 1. Pre-Application Staff Conference is Required.** See Section 7.4.20 (Pre-Application Conference).
- 2. Application Submittal and Acceptance.** See Section 7.4.30 (Application Submittal and Acceptance). Applications may be initiated by the County Council, the Director, the Historical Preservation Review Board, as well as a person who may submit an application in accordance with Section 7.4.30 (Application Submittal and Acceptance).
- 3. Staff Review and Action.** Applicable to a staff report and recommendation by the Director. See Section 7.4.40 (Staff Review and Action). The Director's recommendation shall be based on the standards in Subsections 7.3.80.C and 7.3.80.D.
- 4. Public Hearing Scheduling and Notice.** See Section [7.4.50](#) (Public Hearing Scheduling and Notice).
- 5. Public Hearing Procedures.** See Section [7.4.70](#) (Public Hearing Procedures).
- 6. Advisory Body Review and Recommendation.** Applicable to a recommendation by the HPRB. See Section 7.4.90 (Decision-Making Body Review and Decision). The HPRB's decision shall be based on the standards in Subsections 7.3.80.C and 7.3.80.D.
- 7. Decision-Making Body Review and Decision.** Applicable to a decision by the County Council following a public hearing. See Section [7.4.90](#) (Decision-Making Body Review and Decision). The County Council's decision shall be based on the standards in Subsections 7.3.80.C, 7.3.80.D, and shall be one of the following:
  - a. Approval of the application as submitted;**
  - b. Approval of the application with an amendment in the area proposed to be designated; or;**
  - c. Denial of the application.**
- 8. Appeal.** The decision of the Beaufort County Council on a Designation Application may be appealed to the Circuit Court.

**C. Criteria for historic designations.** The HPRB shall maintain a local inventory and make recommendations for historic designation(s) to Beaufort County Council based on the following criteria. A property may be designated historic if it:

- 1. Has significant inherent character, interest, history, or value as part of the community or heritage of the community, state or nation; or**
- 2. Is the site of an event significant in history; or**
- 3. Is associated with a person or persons who contributed significantly to the culture and development of the community, state or nation; or**
- 4. Exemplifies the cultural, political, economic, social, ethnic or historic heritage of the community, state or nation; or**
- 5. Individually, or as a collection of resources, embodies distinguishing characteristics of a type, style, period or specimen in architecture or engineering; or**
- 6. Is the work of a designer whose work has influenced significantly the development of the community, state or nation; or**

7. Contains elements of design, detail, materials or craftsmanship which represent a significant innovation; or
8. Is part of or related to a square or other distinctive element of community planning; or
9. Represents an established and familiar visual feature of the neighborhood or community; or
10. Has contained, or is reasonably suspected to contain, intact archaeological or historical materials of scientific or cultural value. Indicators that such materials may be present include but are not limited to:
  - a. A professional assessment by a qualified archaeologist or historian meeting the Secretary of the Interior's Professional Qualification Standards;
  - b. Existing data sources, including prior surveys, state or federal site files, or peer-reviewed studies identifying the area as having high archaeological potential; or
  - c. Physical indicators observed in the field, such as visible site features, soil anomalies, artifact concentrations, or documented historical use patterns verified through mapping or archival research.

**D. Criteria for historical district. A minimum of two (2) designated historic properties must exist in the area to be considered for a historic district before a committee to investigate the merits of a historic district is formed. Before establishing a historic district, the HPRB shall appoint a committee. A member of County Council from the district where the properties are located shall serve the committee. The rest of the committee shall consist of at least two HPRB members. Members shall be appointed by majority vote of HPRB. The Appointment is valid for only the period during which an application is being considered. A member of the HPRB shall serve as chairman of the committee. The committee shall prepare a preliminary report to be presented to the HPRB, which shall include the following:**

1. Determine the boundaries for the proposed historic district in writing and on a map.
2. Create a photographic inventory of resources within the proposed historic district.
3. Conduct research on the proposed historic district and the historic resources located within the boundaries and give an analysis of the historic significance and architectural merit of the buildings or places and the significance of the district as a whole. In evaluating the significance of historic resources, the committee shall be guided by Subsection 7.3.80.C.
4. Create a map indicating the contributing designated historic properties.
5. Make recommendations for the zoning ordinance to regulate the historic district.

**E. Amendment. The amended Zoning Map is subject to further amendment. Any proposed removal of Historic Designation and removal from an established Historic District is subject to map amendment procedures set forth in this section.**

7.4.50 - Public Hearing Scheduling and Notice

A. **Public Hearing Scheduling.**

1. **Application to be Scheduled for Meeting.** When a development application is subject to a public hearing, as identified in Table 7.4.50.A (Required Public Hearings), the Director shall ensure that the public hearing on the application is scheduled for a regularly scheduled meeting or a meeting specially called for that purpose by the advisory or decision-making body reviewing the application.
2. **Timing.** The public hearing(s) on the application shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.
3. **Public Hearing by Review Boards.** A public hearing shall be conducted by the following advisory or decision-making bodies for the following development applications. See Table 7.4.50.A (Required Public Hearings).

> Table 7.4.50.A: Required Public Hearings				
Development Application or Approval	Advisory or Decision-Making Bodies			
	County Council	Planning Commission	Zoning Board of Appeals (ZBOA)	Historic Preservation Review Board (HPRB)
Comprehensive Plan Amendment	X	X		
Text Amendment	X	X		
Zone Map Amendment	X	X		
Special Use Permit			X	
Variance Permit			X	
Street Renaming		X		
Appeal to Planning Commission		X		
Appeal to Zoning Board of Appeals			X	
Development Agreements	X			
<b>Historic Designation of Property and District</b>	<b>X</b>			<b>X</b>

B. **Public Hearing Notification.** All development applications requiring a public hearing shall comply with the S.C. Code of Laws, the provisions listed in Table 7.4.50.B (Public Hearing Notification Timing Requirements), and the other provisions of this Section with regard to public notification. Failure to receive notice in accordance with this Section shall not invalidate the proceedings for which notice was required, nor shall failure to receive notice constitute a basis for legal action against the County.

1. **Notice Timing Requirements.** Public notification of a public hearing on a development application shall be provided in accordance with the timing requirements in Table 7.4.50.B (Public Hearing Notification Timing Requirements), for the type of application and the type of notice. In computing the required time periods, the day the notice is published or postmarked shall not be included, but the day of the hearing shall be included.

Table 7.4.50.B: Public Hearing Notification Timing Requirements			
Development Application or Approval	Notice Required (Calendar Days)		
	Publication	Written	Posted
Comprehensive Plan Amendment <sup>1</sup>	30 days before public hearing		
Text Amendment <sup>1</sup>	between 15 & 30 days before public hearing		
Zone Map Amendment <sup>1,2</sup>	between 15 & 30 days before public hearing	between 15 & 30 days before public hearing	between 15 & 30 days before public hearing
Special Use Permit; Variance Permit; Plat Vacation; or Street Renaming	between 15 & 30 days before public hearing	between 15 & 30 days before public hearing	between 15 & 30 days before public hearing
Appeal to ZBOA or Planning Commission	between 15 & 30 days before public hearing		
Development Agreements	between 15 & 30 days before public hearing	between 15 & 30 days before public hearing	between 15 & 30 days before public hearing
<b>Historic Designation of Property and District</b>	<b>between 15 &amp; 30 days before public hearing</b>	<b>between 15 &amp; 30 days before public hearing<sup>3</sup></b>	<b>between 15 &amp; 30 days before public hearing</b>

<p><sup>1</sup> Public Notification applies to public hearing before both Planning Commission and County Council.</p> <p><sup>2</sup> Staff initiated large-scale amendments to the zoning map are exempt from written and posted notice requirements.</p> <p><sup>3</sup> <b>Written notification to any neighboring property is not required when a property is being subjected to individual historic designation. Notification is only applicable to the designation of a property in a historic district.</b></p>			

**2. Published Notice Requirements.**

- a. When the provisions of this Development Code require that notice be published, the Director or the Clerk to County Council (as appropriate) shall be responsible for preparing the content of the notice and publishing the notice in a newspaper of general circulation in the County.
- b. The Director shall prepare an affidavit certifying that published notice has occurred in compliance with the standards of this Subsection. The affidavit shall be conclusive that notice has been given in compliance with the terms of this Subsection.
- c. The affidavit shall be included in the support materials on the application.

**3. Written Notice Requirements.**

- a. When the provisions of this Development Code require that written notice be provided, the Director shall be responsible for preparing and mailing the written notice. Notice shall be mailed to:
  - (1) All owners of the land subject to the application; and
  - (2) All owners of land within 500 feet of the property lines of land subject to the application whose address is known by reference to the latest ad valorem tax records.
  - (3) In regard to individual Historic Property designation, notification to any owners of land, with the exception of the property subject to designation, are not required to be notified. In regard to the designation of Historic Districts, all owners of land within a Historic District, including any owner of the land subject to designation, are required to be notified.**
- b. Notice shall be deemed mailed by its deposit in the United States mail, properly addressed, postage paid.
- c. A copy of the mailed notice shall be maintained in the office of the Director for public inspection during normal business hours.

**4. Posted Notice Requirements.**

- a. When the provisions of this Development Code require that notice be posted on the land subject to the application, notice shall comply with the following standards:
  - (1) One sign, provided by the Director, shall be placed on each public thoroughfare that the land subject to the application abuts. The Director may require additional signs to be placed on the parcel to carry out this Development Code's intent.
  - (2) The sign shall be set back no more than five feet from the street right-of-way.
  - (3) All signs shall be placed in a conspicuous location so as to be clearly visible to the traveled portion of the respective street. Where the land does not have frontage on a

public street, an additional sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

- (4) The sign shall be removed after the close of the public hearing on the application.
  - b. The applicant shall sign and provide to the Director an affidavit stating that posted notice has been provided in accordance with the standards of this Subsection. The affidavit shall be accompanied by a photograph showing the posted notice on the land subject to the application. The affidavit and photograph shall be conclusive that notice has been given in accordance with the terms of this Subsection. The affidavit shall be submitted to the Director prior to the public hearing to which the notice pertains.
  - c. The applicant shall ensure that the posted notice is maintained on the land subject to the application until the completion of the public hearing to which the notice pertains. Failure of any such posted notice to remain in place after the notice has been posted shall not be deemed a failure to comply with the requirements of this Development Code or be grounds to challenge the validity of any decision made on the application. However, it shall be a violation of this Development Code for any person to remove, mar, scratch, obliterate, or in any manner deface, hide from view, or tamper with such signs.
  - d. The sign(s) shall be removed by the applicant within five days after the public hearing to which the notice pertains.
5. **Notice Content.** All notices for public hearings, unless expressly noted otherwise, whether done by mail (written notice), publication (publishing in a newspaper of general circulation in the County), or posting shall:
- a. Identify the application or application number and the name of the applicant or the applicant's agent;
  - b. Indicate the type of development application submitted;
  - c. Indicate the date, time, and place of the public hearing;
  - d. Describe the land involved by street address or legal description, general area of the county, and property size (except posted notice);
  - e. Identify the current zone designation of the land subject to the application;
  - f. Describe the nature, scope, and purpose of the application or proposal;
  - g. Include a statement describing where interested members of the public may submit written comments or evidence prior to the public hearing;
  - h. Include a statement that interested members of the public and adjoining landowners may appear at the public hearing, be heard, and submit evidence and written comments with respect to the application; and
  - i. State the application, and all relevant information about the application may be obtained at the Community Development Department during normal business hours, and provide the Community Development Department street address and a contact phone number.