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CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL WORKSESSION AGENDA
June 20, 2023
STATEMENT OF MEDIA NOTIFICATION

"In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, all local media was duly notified of the time, date, place and agenda of this meeting."

WORKSESSION - City Hall, Planning Conference Room, 1st Floor - 5:00 PM

Please note, this meeting will be broadcasted via zoom and live streamed on Facebook. You can view the meeting at the City's page; City Beaufort SC

I. CALL TO ORDER

A. Stephen D. Murray III, Mayor

II. DISCUSSION ITEMS

A. Development Code Updates - Sections: 9.8.2 - Development Design Review Z(Major),
9.10.2 - Process and Approval, and 10.7.2 Powers and Duties

III. ADJOURN



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 6/14/2023
FROM: Curt Freese, Community and Economic Development Director
AGENDA ITEM TITLE: Development Code Updates - Sections: 9.8.2 - Development Design Review Z(Major), 9.10.2 - Process and Approval, and 10.7.2 Powers and Duties
MEETING DATE: 6/20/2023
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

This is the third session on Boards and Commissions. This session finalizes the discussion on approvals in the Boundary Street Overlay. It then focuses on the Historic Review Board. The discussion on the HRB is centered on four main areas:

- a. Board Composition
- b. Demolitions/Non contributing structures
- c. New Construction in Historic District Rules
- d. Rules for COA's

PLACED ON AGENDA FOR: Discussion

REMARKS:

Staff has included copies of the code changes proposed in this worksession. All text amendments are in red. The text amendments if approved, will then go to the MPC in July with the amendments discussed over the last few months, and should come back to the Council in August. The next code worksession will focus on Zoning, which is a major topic. The code amendments proposed over the last few years, as well as additional recommendations will be brought forward.

ATTACHMENTS:

Description	Type	Upload Date
Presentation	Backup Material	6/15/2023
redevelopment district code change	Cover Memo	6/14/2023
Changes to Demolitions/Minor Approvals/COAs/New Development	Cover Memo	6/14/2023
Changes to HRB Composition	Cover Memo	6/14/2023



June 20 ,2023

APPROVAL BOARDS/CHAPTER 9-10 DISCUSSION



Boards and Commissions RECAP

April and May:

- ✓ City only PC
- ✓ Disbandment of MPC and DRB
- ✓ Retain Administrative Approval
Redevelopment Overlay
- ✓ Changes to what goes to new
PC for Approval





Redevelopment District (Chapter 9)

BACKGROUND:

- Text Amendment heard by PC Dec 2022
- Would remove Staff approval in said districts
- Proposals ranged from keeping Staff Review, to courtesy review, to holding Public hearings



How Redevelopment Can Have a
Positive Impact on Your Community



Redevelopment District

PROPOSAL, See proposed text amendments in Section 9.8.2 A. 5. b

- Current proposal is to add a public comment period for all projects in Redevelopment District (see red changes Section 9.8.2 A. 5. b.)
- Compromise between time-consuming public approval, and non-transparent Staff level approval.





Redevelopment District

PROPOSAL

- All projects in redevelopment district would have a 15 day public review and comment period for major submittals.
- Staff and Applicant must respond to comments in writing before approval.
- Minor resubmittals exempt.

Recommendation: Approve amendments in Section 9.8.2 A. 5. b



How Redevelopment Can Have a Positive Impact on Your Community



Historic Review Board

Primary Topics For Discussion:

- Board Composition
- Demolitions
- Administrative Approvals
- New Construction in Historic District Rules
- Rules for COA's.



Historic Preservation

First Discussion Item: HRB Board Composition Background



- HBF nominates one member of HRB by Code (see attached Chapter 10.7.3 A).
- City received a letter from Chamber of Commerce that it would like to nominate a member to HRB.



Historic Preservation

First Discussion Item: HRB Board Composition Proposal

- Question on whether HBF should remain the sole external organization with ability to nominate, or whether this designation is value-added when it is restricted to one organization.

Recommendation: remove this section, and HBF nomination See red Chapter 10.7.3 A .





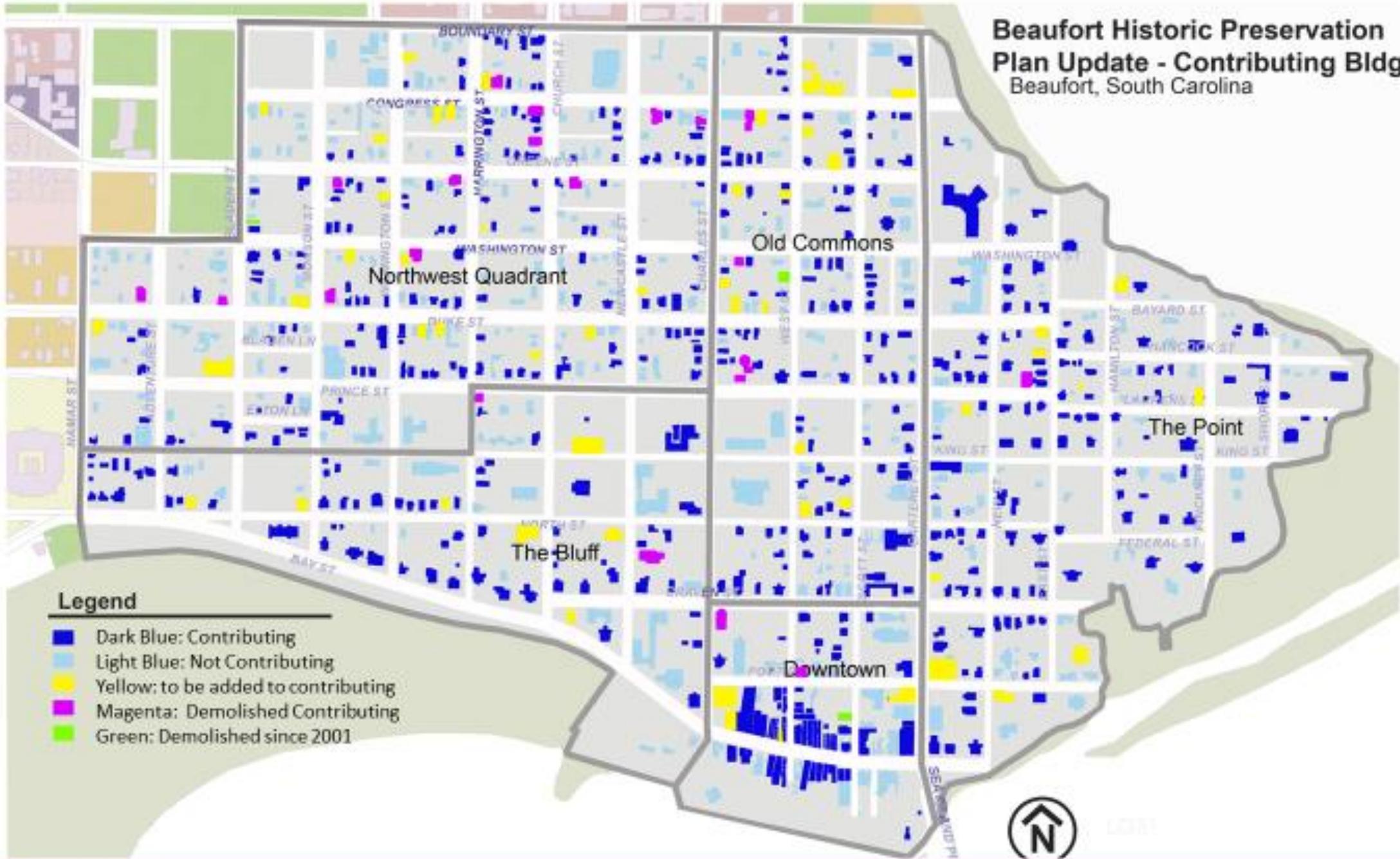
Historic Review Board

Second Discussion Item: Chapter 9 Demolitions and Non-Contributing Structures

Background

- City Staff can approve demolitions without HRB approval for non-contributing structures.
- There are also no specific guidelines on demolitions or time-limits
- Historically significant buildings which are not listed as contributing, have been authorized for demolition without public comment or historic review.

Beaufort Historic Preservation Plan Update - Contributing Bldgs. Beaufort, South Carolina



Legend

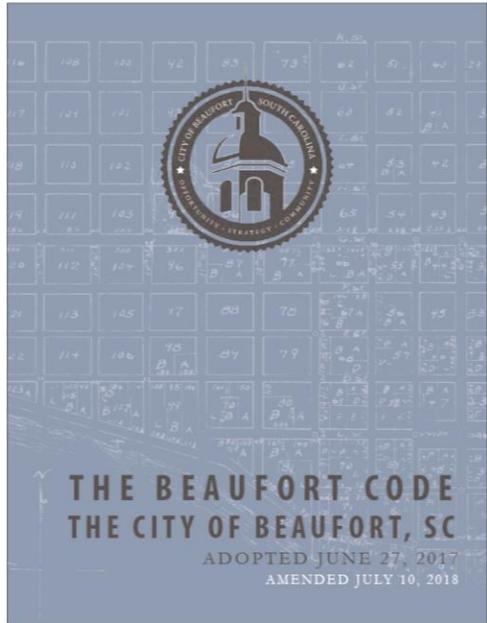
- Dark Blue: Contributing
- Light Blue: Not Contributing
- Yellow: to be added to contributing
- Magenta: Demolished Contributing
- Green: Demolished since 2001



Historic Review Board Demolitions Proposal:

- Remove Staff level demolitions (HRB would approve) 9.10.2 A, 1.
- Set 2-year time limit for demolition approvals 9.10.2 D.4. e.
- Add standards and findings for granting demolition approvals or denials 9.10.2 D.4. taken from Sec. of Interior Standards.

Recommendation: Approve Text
Amendments



Historic Review Board

Third Discussion Item: Administrative Approvals Background:

- ✓ HRB voted to allow staff to review simple changes to fences, window replacement in-kind, and roof replacements in April 2023.
- ✓ Saves applicants a great deal of time.
- ✓ Can still be approved by the HRB if Staff is uncomfortable.

Recommendation: Approve Text Amendment to Section 9.10.2 A. 1. d



Historic Review Board

Fourth Discussion Item: New Development In Historic District

Background:

- HRB must approve all new development within historic District.
- No real guidelines on how this is to be done.
- Some projects are in the process for years.
- Three pronged approval not found in code (Concept, Prelim, Final) being used by HRB



Historic Review Board

New Development in Historic District Proposal

- Create findings for new development based on Beaufort Preservation Manual, See Section 9.10.2 A
- Findings for approval makes for smoother HRB meetings, and also strengthens the legal weight of any decisions should they be appealed.
- Allow Concept to Final one meeting approval by HRB.



Historic Review Board

New Development Proposal Findings

See 9.10.2 A 2 a:

1. The plan is consistent with the adopted plans and policies of the City.
2. The plan complies with all applicable requirements of this Code,
3. The plan complies with all applicable requirements of the Beaufort Preservation Manual, and/or the Northwest Quadrant Design Guidelines.
4. The proposed development utilizes materials in a manner sympathetic to the existing buildings on the surrounding block and consistent with the Historic District, similar in color, size, texture, scale, craftsmanship and function.

Recommendation: Approve proposed changes to 9.10.2 A 2



Historic Review Board

Fifth Discussion Item: COA Background

- Certificates of Appropriateness are approved for minor alterations to contributing structures.
- These require a hearing and approval by HRB.
- Code lacks Secretary of Interior Standards on findings to approve COA's for HRB.



Historic Review Board

Fifth Discussion Item: COA Proposal

- See Section 9.10.2 C adds findings and standards for the HRB to grant an COA.
- Proposal pulled from Sec. of Interior Standards for COA's.

Recommendation: approve Section 9.10.2 C additional standards.

Development Code Update Process

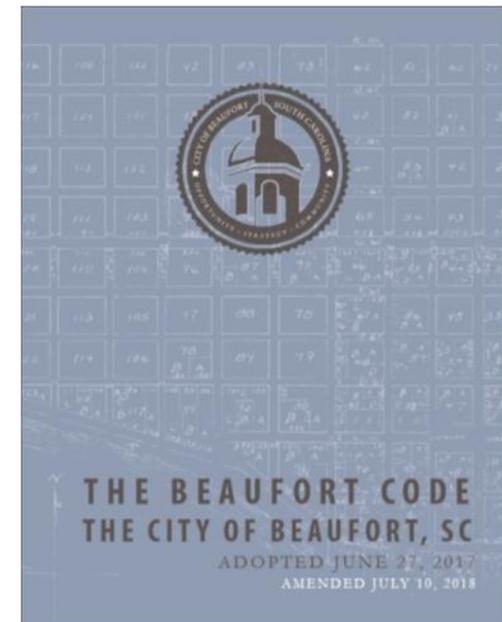


ENVISIONING THE FUTURE

- **July-August: Chapters 3, and 11: Zoning and Uses**

PRESERVING DESIGN

- **September-Oct. Chapters 4,5: Design and Landscaping Requirements, Appendix A**



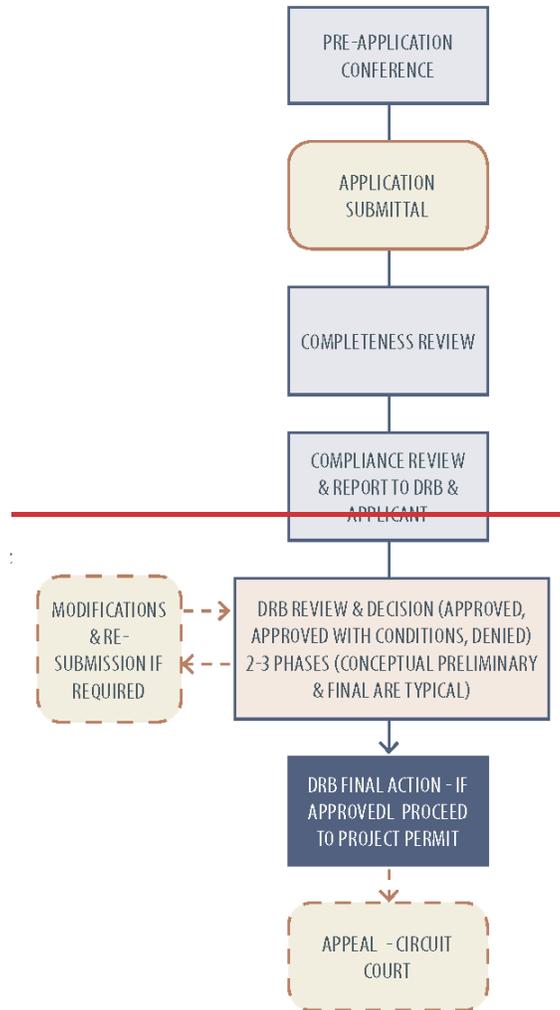
Questions?



9.8.2 DEVELOPMENT DESIGN REVIEW (MAJOR)

A. Applicability:

1. **Civic and Educational Facilities:** Any new development classified as a Civic Facility or Educational Facility (see Sections 3.4.1 A. and 3.4.1 C.).
2. **Vehicle-Related Uses:** Any new development that includes fuel-dispensing facilities, drive-thru facilities, or structured parking.
3. **Nonresidential Development:** Any commercial or multi-family development Projects having more than a 10,000 square foot building footprint, not including porches.
4. **Residential Development:** Single-family attached or multi-family developments containing more than 10 24 units.
5. **Exceptions:**
 - a. Lots in the Beaufort Historic District are not subject to Development Design Review, and shall instead be evaluated by the HRB for compliance with the Historic District Guidelines (see Section 9.10 Certificate of Appropriateness, Minor and Major).
 - b. Projects in Redevelopment District Overlay Districts, are not subject to review by the Design Review Board and shall instead be evaluated by the Administrator (see Section 2.7.3). The Administrator shall post all projects for review in said districts for a 15 day public review and comment period for each major submittal. Minor design/architecture, landscaping and engineering changes shall not constitute a major submittal. A copy of all public comments shall be disseminated to the applicant and Administrator for each public comment period. Both the applicant and Administrator shall respond in writing to all public comments after each major submittal, before the project is issued approval.

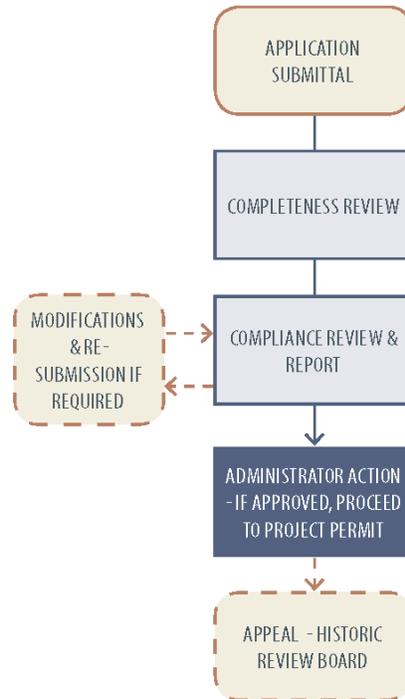


- B. **Process Type:** Discretionary.
- C. **Pre-Application Procedure:** Every applicant for a Major Development Plan is required to meet with the Administrator prior to the submittal of an application. The purpose of this meeting is to provide clarification and assistance in the preparation and submission of plat for approval. It is recommended that the applicant provide a Sketch Plan (Section 9.3.1 B.) to the Administrator prior to or at the pre-application conference. The provision of a sketch plan will allow the Administrator an opportunity to review the proposal before the applicant expends funds on the preparation of a detailed Site Plan.
- D. **Required Application Information:** Site Analysis (Section 9.3.1 A.), Sketch Plan (Section 9.3.1 B.), Site Plan (Section 9.3.1 C.), Construction Documents (Section 9.3.1 D.), As-Built Drawings (Section 9.3.1 E.), Building Elevations for Design Review (Section 9.3.1 G.) —a Traffic Impact Analysis (Section 7.3.3) and/or Archeological Impact Analysis (Section 8.3) may also be necessary as determined by the Administrator.
- E. **Determination of Completeness:** The Administrator shall review the application to ensure that it is complete, prepare a report and recommendation on the application, and schedule the matter for a public review before the Design Review Board.
- F. **Public Notification:** None.

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- G. **Neighborhood Meeting:** Optional.
- H. **Public Meeting:** The ~~Design Review Board-Planning Commission~~ shall hold a public meeting on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard.
- I. **Decisions/Findings of Fact:** Following the public meeting, the ~~Design Review Board-Planning Commission~~ may approve, deny, or approve with conditions the application for a Major Development. No Major Development shall be approved unless the following findings of fact can be made:
1. The plan is consistent with the adopted plans and policies of the City.
 2. The plan complies with all applicable requirements of this Code.
 3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed.
 4. The proposed plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.
 5. The proposed plan conforms to the Building Design Standards in Article 4.
 6. The application will not substantially lessen the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.
- J. **Time Frame for Review:** Major Development Design applications shall be acted upon within 90 days after filing; otherwise, the application shall be deemed approved, and a permit shall be issued. An extension of time may be granted by mutual consent of the ~~Design Review Board-Planning Commission~~ and the applicant. Following approval, or approval with conditions, the applicant shall be directed to prepare detailed Construction Documents (Section 9.3.1 D.) for final approval by the Administrator and the TRC (as necessary).
- K. **Appeals:** Any party aggrieved by the decisions of the ~~Design Review Board-Planning Commission~~ may appeal to the Circuit Court of Beaufort County within 30 days of the decision.
- L. **Permit Validity:** Upon the approval of the Major Development Design application, the applicant shall have 2 years to obtain a Project Permit. Failure to secure a permit for the permitted work within this time shall render the compliance void. Any change to the approved plans that has not been authorized by the Administrator shall invalidate the design approval, and any subsequent building permits.
- M. **Permit Extension:** The Administrator may grant up to 5 one-year extensions of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.

9.10.2 PROCESS AND APPROVAL

- A. **Process Type:** The review process required to approve Certification of Appropriateness is based on the following project types:



1. **Minor:** Administrative review shall apply to applications for Certification of Appropriateness for the following items. The Administrator may submit any applications that are subject to staff approval to the Historic District Review Board (HRB) for approval.
 - a. Changes to a building or property, to include fences, paint color, roof materials, canopies and awnings, site changes, and window replacements on noncontributing structures.
 - b. New construction and building modifications to include construction of non-habitable accessory buildings in the Beaufort Preservation Neighborhood.
 - c. Modifications to non-contributing structures in the [Beaufort Conservation Neighborhood](#).
 - ~~d. Changes to a building or property, limited to include in kind repairs, fences, paint color, roof materials, and window replacements on contributing structures.~~
 - ~~d. Demolitions of non-contributing structures in the BCN.~~
 - ~~e. Demolition or partial demolition of a structure that is listed in the "1997 Beaufort County Historic Sites Survey," or the most recent historic sites survey, and lies outside the Beaufort Historic District.~~
 - ~~e. f. Demolition of noncontributing accessory structures (e.g., sheds, carports, etc.).~~

Such approval shall follow the procedures for Development Design Review-Minor (Section 9.8.1).
2. **Major:** Discretionary review by the HRB shall apply to all other applications for Certificates of Appropriateness.

a. **New Development:** new development within the Beaufort Historic District shall be approved by the Historic Review Board, based on the following findings:

i. The plan is consistent with the adopted plans and policies of the City.

ii. The plan complies with all applicable requirements of this Code,

iii. The plan complies with all applicable requirements of the Beaufort Preservation Manual, and/or the Northwest Quadrant Design Guidelines.

iv. The proposed plan conforms to the character of the neighborhood, considering the location, mass, scale, setback and relation of the development to the street, type and height of the surrounding buildings and structures and the type and extent of landscaping on the site.

v. The proposed development/building utilizes materials in a manner sympathetic to the existing buildings on the surrounding block and consistent with the Historic District, similar in color, size, texture, scale, craftsmanship and function.

b. **Conceptual Approval:** New construction in the Historic District Shall follow the approval guidelines below:

i. Applicant shall submit a site plan depicting new structure in relation to the setbacks, street, and any easements on the site. Site Plan shall include existing streets, alleys, driveways, non-primary structures, and any existing specimen trees.

ii. Applicant shall submit a basic rendering depicting the following requirements: mass, height, siting and orientation on the lot, and form/scale of structure.

iii. Applicant shall submit pictures of any existing structures on block proposed for new development, and proportions of said structures.

c. **Final Approval**

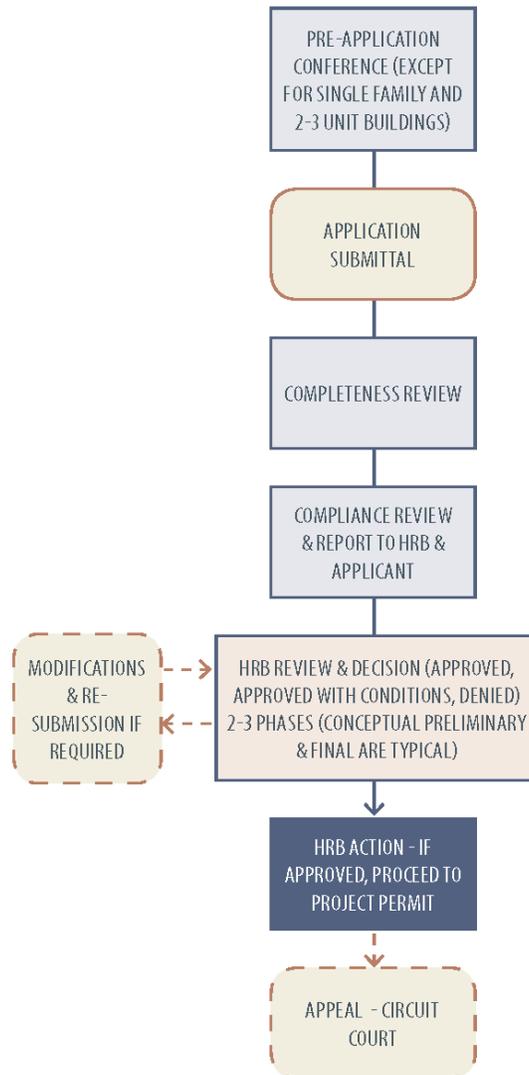
i. Applicant shall verify elevation of the first floor, and floor to floor heights.

ii. Applicant shall provide bays, windows and doors detail.

iii. Applicant shall provide final materials for structure.

iv. Applicant shall provide roof, shutter, porch, paint, and column detail.

v. A project may elect to go from Concept to Final, wherein the submittal would include the requirements of both Concept and Final and be heard at one HRB hearing.



3. **Design Exception:** Design Exceptions shall be used to modify any dimensional standards or design requirements, found in Articles 2 and 4, for development projects that have unique characteristics that justify a deviation from the underlying standards. Such deviations are intended to provide flexibility from the underlying standards to permit compatible development patterns which are indicative of the surrounding area and/or use an innovative approach or technique. The process is intended to provide the minimum relief necessary to create a more innovative and context-sensitive development consistent with the City's adopted plans. This tool is not intended to circumvent the map amendment (rezoning) procedure where that tool would provide a similar modification of standards.
 - a. **Applicability:** The HRB shall have the authority to authorize a variance of up to 35 percent from any numerical standard set forth in Article 2 (Maps and Districts) — except for Section 2.6, Height and Section 2.7.4, Air Installation Compatibility Use Zone (AICUZ) overlay district standards — and Article 4 (Building Design and Infill Standards).
 - b. **Review Criteria:** The HRB may approve an application for a Design Exception where it reasonably determines that there will be no significant negative impact upon residents of

surrounding property, or upon the general public. The board shall consider the following criteria in its review:

- i. **Compatibility:** The proposed exception is appropriate for its location. It is compatible with the character of surrounding properties and the development permitted by the zoning of the surrounding properties, and will not reduce property values of surrounding properties.
- ii. **No Adverse Impact:** The design of the proposed exception minimizes adverse effects including visual impacts of the proposed use on surrounding properties; furthermore, the proposed exception does not create a nuisance for surrounding properties.
- iii. **Consistency with Adopted Plans:** The proposed development is in general conformity with the City's Comprehensive Plan, Civic Master Plan and other plans officially adopted by the City.

B. **Guidance Standards, Maintenance of Consistent Policies:** In order to provide guidance and insight into desirable goals and objectives for the Beaufort Historic District, the documents described in this section are hereby adopted for use by the HRB in the exercise of its authority granted under Section 10.7 of this Code.

1. The "Beaufort Preservation Manual," August 1979, and the "Beaufort Preservation Manual, Supplement," August 1990, shall be utilized by the HRB for review of projects located within the Beaufort Preservation Neighborhood.
2. The "Northwest Quadrant Design Principles," May 1999 shall be utilized by the HRB for the review of projects located within the Beaufort Conservation Neighborhood.
3. The Secretary of Interior's "Standards for Rehabilitation" shall be utilized for review of all projects that modify a contributing structure.
4. The Building Design Standards, in Article 4 of this Code, shall be utilized for review of all new construction.
5. The Historic District Infill Design Guidelines, in Section 4.7 of this Code, shall be utilized for review of all new construction.
6. Any special area policies adopted by the HRB.

C. **Approval of Certificate of Appropriateness:** In reviewing an application, the HRB shall conduct a public meeting and consider, among other things, In order to approve an application for the minor alteration of a Local Historic Landmark, or a Contributing Structure in an approved Historic District, the Committee shall find that the proposal meets the following standards:

- a. A property shall 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.
- b. The historic character of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- c. A 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 elements from other historic properties, shall be discouraged.
- d. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

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- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a 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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
 - g. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used unless otherwise approved by the Town Staff.
 - h. Archaeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be encouraged.
 - i. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportions, and massing to protect the 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.

~~, the historic, architectural and aesthetic features of such structure, the nature and character of the surrounding area, the use of such structure and its importance to the city, the character and appropriateness of design, scale of buildings, arrangement, texture, materials and color of the structure in question, and the relation of such elements to similar features of structures in the immediate surroundings.~~The HRB shall not consider the interior arrangement or interior design unless the interior arrangement or design affect the exterior appearance, nor shall it make requirements except for the purpose of preventing developments that are not in harmony with the prevailing character of the Beaufort Historic District, or that are obviously incongruous with this character.

D. Demolitions:

1. In all applications involving the demolition of a contributing primary structure or contributing accessory structure, provisions shall be made for a public hearing as set forth in Section 9.1.5. Demolition of non-contributing structures ~~are approved by the Administrator~~ shall be approved by the Historic Review Board based on the standards of this Section.
2. In any case involving the demolition or partial demolition of a structure, before granting approval or requiring a postponement, the HRB may call on the Administrator to provide them with a report on the state of repair and structural stability of the structure under consideration.
3. Upon receiving an application for demolition or partial demolition of a structure that is listed in the "1997 Beaufort County Historic Sites Survey" and lies within the limits of the city but outside the Beaufort Historic District, the Administrator, within 30 days of receiving the application, shall either approve it, or find that the preservation and protection of historic places and the public interest will be best served by postponing the demolition for a designated period — this shall not exceed 60 days from the receipt of the application, and notify the applicant of such postponement. The application will be announced to the public in accordance with the notification standards set forth in Section 9.1.3. Within the period of postponement of demolition or alteration of any building, the Administrator shall take steps to ascertain what may be done to preserve the building, including consultation with private civic groups, interested private citizens and other public boards or agencies, including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the

interest of the general welfare of the community and of certain historic and architectural significance.

4. In order to approve an application for the relocation or demolition of a Contributing Structure, in an Historic District, the Historic Review Board must find that:

a. No prudent and feasible alternative exists, or

b. The designated property is deteriorated beyond repair, or

c. The value to the community of the proposed use of the property outweighs the value of retaining the Local Historic Landmark.

d. At the public hearing of an application to relocate or demolish a Local Historic Landmark, or a Contributing Structure in an Historic District the Administrator upon recommendation by the Historic Review Board, may, in the interest of exploring reasonable alternatives, delay issuance of a permit for up to 90 days from the date of the hearing. If, ten days prior to the expiration of the delay period, the Historic Review Board finds that there are still reasonable alternatives to explore, it may recommend a delay for an additional period of up to 90 days.

e. Permit Validity: Upon the approval of a demolition application by the Historic Review Board, the demolition permit shall be effective for two years from the date of the approval. The Historic Review Board may grant up to 5 one-year extensions of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.

f. In approving an application for the demolition of a Contributing Structure in an Historic District the Board may impose the following conditions:

i. Photographic, video, or drawn recordation of the property to be demolished, and/or

ii. Salvage and curation of significant elements, and/or

iii. Other reasonable mitigation measures.

- E. **Denial of Certificate of Appropriateness:** The HRB may refuse any application that, in the opinion of the HRB, does not comply with the standards and guidelines listed in Section 9.10.2 B. and thus would be detrimental to the interests of the city. In case of disapproval, the HRB shall state the reasons therefore in a written statement to the applicant, and may give verbal advice to the applicant and make recommendations in regard to appropriateness of design, arrangement, texture, material, color, etc. of the property involved.

Among other grounds for considering a design inappropriate and requiring disapproval and resubmission are the following defects:

1. Arresting and spectacular effects.
2. Violent contrasts of materials or colors and intense or lurid colors.
3. A multiplicity or incongruity of details resulting in a restless and disturbing appearance.
4. The absence of unity and coherence in composition, that is not in consonance with the dignity and character of the present structure, in the case of repair.
5. Construction of, remodeling, or enlargement of an existing building in a manner not consistent with the prevailing character of the neighborhood.

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- F. **Issuance of Certificate of Appropriateness:** When a Certificate of Appropriateness and Building Permit have been issued, the Administrator shall, from time to time, inspect the alteration or construction approved by such certificate and may report such inspection to the HRB listing all work inspected and reporting any work that is not in accordance with such certificate, or that violates any ordinances of the city.
 - G. **Resubmittal:** After disapproval of an application, the applicant may make modifications to the plans and resubmit. The applicant may not resubmit the same proposal, without modifying it based on HRB comments, for 12 months from the date of the original submission. Reconsideration of an application for demolition that has been denied by the HRB may not be heard until 12 months from the date of the original public hearing, unless a major change has occurred in the property condition that is attributable natural causes.
 - H. **Appeal—Minor:** Appeals of the decisions of the Administrator shall be heard by the HRB. The application for appeal shall be made within 30 days of the decision.
 - I. **Appeal—Major:** Any party aggrieved by the decisions of the HRB may appeal to the circuit court within 30 days of the decision.

10.7.2 POWERS AND DUTIES

- A. **Territorial Jurisdiction:** The HRB shall have jurisdiction throughout the Beaufort Historic District. The HRB shall also have jurisdiction to review the Special Property Tax Assessment for Rehabilitated Historic Properties (a.k.a. Bailey Bill) applications for any structure listed in the Beaufort County Historic Sites Survey - 1997, or most recent historic sites survey, that are located within the city limits, but outside the Historic District.
- B. **Powers and Duties:**
1. It shall be the function of the HRB to review and take action on any Major Certificates of Appropriateness (Section 9.7.1).
 2. It shall be the function of the HRB and for approving alterations to structures listed on the "1997 Beaufort County Above Ground Historic Sites Survey (or most recent historic sites survey) which have applied for the Bailey Bill in accordance with Section 9.10 (Certificate of Appropriateness).
 3. In exercising the authority granted the HRB under this section, the HRB may call upon the advice of any professionals it deems appropriate; any costs incurred for such consultation may be paid for with funds approved for such use by the City Council.
 4. The HRB shall maintain an inventory of historic properties within the City of Beaufort and make such information available to the public. This inventory shall be updated periodically to record structures and buildings that have gained historic or architectural significance, and buildings that no longer contribute to the character of the National Landmark Historic District due to demolition or loss of character.
 5. The HRB shall have the opportunity to comment to the appropriate approving agency on National Register nominations proposed for any building within its jurisdiction at its discretion.
- C. **Staff:** The staff of the City's Community Development Department ~~of Planning and Development Services~~ may shall provide support to the HRB ~~from time to time~~.

10.7.3 MEMBERSHIP, TERMS, AND COMPENSATION

- A. **Number, Composition:** The HRB shall consist of 5 members with an interest, competence, or knowledge in historic preservation. All HRB members shall be residents of the city, own property in the city, or own or operate a business in the city. To the extent that such is available in the community, 2 members shall, be professionals in the disciplines of historic preservation, architecture, landscape architecture, history, architectural history, planning, archeology, or related disciplines. Three of the members shall either live or own property in the Historic District. ~~One of the 5 members [of] the Historic Review Board shall be recommended by the Historic Beaufort Foundation.~~
- B. **Terms, Appointment:** All members shall be appointed by the City Council for terms of 3 years. All terms shall end on June 30 of the applicable year and members must continue to serve until their successors are appointed.
- C. **Term Limits:** No member may serve for more than 2 successive terms, except for extraordinary circumstances where the City Council believes it to be in the best interest of the community to have a particular member continue for a specific period of time. This limitation shall not prevent any person from being appointed to the HRB after an absence of 1 year. Service for a partial term of less than 1½ years shall not constitute a term of service for purposes of this section.
- D. **Vacancies:** Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment.

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- E. **Removal:** The City Council may remove any member of the HRB for cause.
 - F. **Compensation:** Members shall serve without pay. Members may be reimbursed for actual expenses incurred in the performance of their duties from available funds approved in advance by the Administrator.

(Ord. No. O-15-20 , 6-23-2020)