

**BEAUFORT-PORT ROYAL  
METROPOLITAN PLANNING COMMISSION**

**AGENDA**

1911 Boundary Street, Beaufort, SC 29902

Phone: 843-525-7011 ~ Fax: 843-986-5606

**Monday, April 21, 2014 5:30 P.M.**

**City Hall Council Chambers, 1911 Boundary Street, Beaufort, SC**

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

The commission may alter the order of items on the agenda to address those of most interest to the public in attendance first. Also, in an effort to ensure that all interested persons are given the opportunity to speak on every case, a two (2) minute time limit on public comment will be in effect. Individuals wishing to speak during the hearing will be asked to sign up in advance, and will be recognized by the Chairman during the public comment section of the hearing.

**I. Call to Order:**

**II. Pledge of Allegiance:**

**III. Review Commission Meeting Minutes:**

**A. Minutes of the March 17, 2014 Meeting.**

**IV. Review of Projects for the Town of Port Royal:**

**A. No projects.**

**V. Review of Projects for the City of Beaufort:**

**A. City of Beaufort – UDO Amendment. Revising Section 3.21.B, "Historic District Designation, Designation Process," and Section 2.7.F, "Historic District Review Board; Powers and Duties," to implement the Special Assessment for Rehabilitation of Historic Properties.**

**VI. Review of Projects for the County of Beaufort:**

**A. No projects.**

**VII. Adjournment**

**Note: If you have special needs due to a physical challenge, please call Julie Bachety at (843) 525-7011 for additional information.**

City of Beaufort Department of Planning and Development Services

MEMORANDUM

**TO:** Beaufort--Port Royal Metropolitan Planning Commission  
**FROM:** Libby Anderson, Planning Director  
**DATE:** April 15, 2014  
**SUBJECT:** UDO Amendment to Implement Special Assessment for Rehabilitation of Historic Structures

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City Council has adopted an ordinance on first reading which would apply a special tax assessment to historic structures which have completed a substantial rehabilitation according to preservation guidelines. The ordinance would “freeze” the tax assessment at the pre-rehabilitation value for a period of 10 years. The ordinance would apply to all structures in the Historic District which are over 50 years old; structures located outside the Historic District and listed on the National Register of Historic Places; and structures listed on the “1997 Beaufort County Above Ground Historic Sites Survey,” which have been designated as “historic” according to Section 3.21 of the Unified Development Ordinance (UDO).

Section 3.21 of the UDO (attached), sets out the standards and process for designating a structure, site, or a district as historic. The last time the provisions of this section were used was to designate Battery Saxton as a historic site. In reviewing the process for designating a structure or site as historic (paragraph B of Section 3.21), staff discovered a discrepancy in the wording. Paragraph B currently reads that the process proceeds if it were a rezoning. This is different from the wording of this section in the previous zoning ordinance (see attachment). Staff believes the original wording is more accurate. Staff is proposing to revise paragraph B as shown, with ~~strikeout text~~ indicating wording to be deleted, and **highlighted text** indicated wording to be added.

**A. Designation Process**

Based upon the criteria set forth in this section, the Board shall review such proposed designations and then it shall make a subsequent recommendation regarding the designation to the City Council for final ~~action on a rezoning in accordance with the procedure in Section 3.14~~ **approval.**

Renovations approved for the special assessment must be approved by the Historic District Review Board (HRB). Staff feels it is appropriate to revise Section 2.7.F of the UDO, “Historic

District Review Board; Powers and Duties” (attached), to give the HRB the explicit authority to approve renovations to structures outside the Historic District. Staff is proposing to revise paragraph 1 of Section 2.7.F to read as follows:

**B. Powers and Duties**

- 1. It shall be the function of the Historic District Review Board to pass upon the appropriateness of altering, constructing or demolishing any building or structure within the Beaufort Historic District and for approving alternations to structures listed on the “1997 Beaufort County Above Ground Historic Sites Survey,” which have applied for a Special Property Tax Assessment for Rehabilitated Historic Properties.**

Please contact me with any questions.

Thank you.

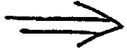
attachments

### 3.21 Historic District Designation

#### A. Standards for Local Designation

1. A structure, group of structures, site or district may be designated for the purpose of historic preservation if it demonstrates at least one of the following:
  - a. **Historic, Cultural Importance**
    - (1) Has significant character, interest, or value as part of the development, or heritage of the community;
    - (2) Is the site of an historic event with a significant effect upon society; or
    - (3) Exemplifies the cultural, political, economic, social or historic heritage of the community.
  - b. **Architectural or Engineering Importance**
    - (1) Portrays the environment in an era of history characterized by a distinctive architectural style;
    - (2) Embodies those distinguishing characteristics of an architectural type or engineering specimen;
    - (3) Is the work of a designer whose individual work has significantly influenced the development of Beaufort; or
    - (4) Contains elements of design, detail, materials, or craftsmanship which represent significant innovation.
  - c. **Geographical Importance**
    - (1) By being part of or related to a square, park or other distinctive area, should be developed or preserved according to a plan based on an historic, cultural or architectural motif; or
    - (2) Owing to its unique location or singular physical characteristic, represents an established and familiar feature of the neighborhood, community or City.
  - d. **Archeological Importance**
    - (1) Has yielded or may be likely to yield information important in pre-history or history.
2. An area may be designated as a Beaufort Conservation Neighborhood where it meets one or more of the above criteria and where the following two additional criteria are met:
  - a. There are a sizable number of properties in the subject area which are not considered to contribute to the architectural or historical significance of the area; and
  - b. The cultural values or financial resources of a significant number of property owners in the subject area as reasonably considered by Beaufort City Council are such that the flexible standards of the Beaufort Conservation Neighborhood are appropriate.
3. Individual structures, sites, and properties located within a Beaufort Conservation Neighborhood may be designated as notable properties to be

subject to Beaufort Historic District standards, guidelines and procedures rather than Beaufort Conservation Neighborhood standards, guidelines and procedures at such time as standards, guidelines, and procedures may be established for the Beaufort Conservation Neighborhood which are different from those in effect for the remainder of the historic district. Beaufort City Council may designate structures, sites, and properties as notable properties where it reasonably determines that those structures, sites, or properties embody a particularly high degree of significance in accordance with the criteria listed in this section.



**B. Designation Process**

Based upon the criteria set forth in this section, the Board shall review such proposed designations and then it shall make a subsequent recommendation regarding the designation to the City Council for final action on a rezoning in accordance with the procedure in Section 3.14.

# Old Zoning Ordinance

§ 5-6174

PLANNING AND DEVELOPMENT

§ 5-6176

direct frontage on Boundary Street, Carteret Street, Charles Street, or Bladen Street.

- b. Hotel, provided it is located in the core commercial district.
  - c. Inn, provided it is has direct frontage on Carteret Street, Charles Street, or Bladen Street.
  - d. Off-street commercial parking or garage, provided it is located in the core commercial district or has direct frontage on Boundary Street.
- (3) In cases where there is a conflict between the provisions of this section and section 5-6210, "Boundary Street Corridor design standards," the provisions of section 5-6210 shall apply.

(Ord. No. O-12-01, § 1, 3-13-01)

## Sec. 5-6175. Development standards.

The dimensional standards that are allowed in the underlying zoning district shall be allowed in the historic district with the following exceptions:

- (1) The maximum building size of new non-residential structures shall be five thousand (5,000) square feet, not including any porches. This restriction shall not apply to structures located in the core commercial district.
  - (2) In cases where there is a conflict between the provisions of this section and section 5-6210, "Boundary Street Corridor design standards," the provisions of section 5-6210 shall apply.
- (Ord. No. O-12-01, § 2, 3-13-01)

## Sec. 5-6176. Standards for local designation of districts and properties of historic significance.

(a) A structure, group of structures, site or district may be designated for the purpose of historic preservation if it (they):

### *Historic, Cultural Importance*

- (1) Has significant character, interest, or value as part of the development, heritage; or

- (2) Is the site of an historic event with a significant effect upon society; or
- (3) Exemplifies the cultural, political, economic, social or historic heritage of the community; or

### *Architectural, Engineering Importance*

- (4) Portrays the environment in an era of history characterized by a distinctive architectural style; or
- (5) Embodies those distinguishing characteristics of an architectural type or engineering specimen; or
- (6) Is the work of a designer whose individual work has significantly influenced the development of Beaufort; or
- (7) Contains elements of design, detail, materials, or craftsmanship which represent significant innovation; or

### *Geographical Importance*

- (8) By being part of or related to a square, park or other distinctive area, should be developed or preserved according to a plan based on an historic, cultural or architectural motif; or
- (9) Owing to its unique location or singular physical characteristic, represents an established and familiar feature of the neighborhood, community or city; or

### *Archeological Importance*

- (10) Has yielded or may be likely to yield information important in pre-history or history.

(b) An area (or areas) may be designated as a Beaufort Conservation Neighborhood where it (they) meets one (1) or more of the above criteria and where the following two (2) additional criteria:

- (1) There are a sizable number of properties in the subject area which are not considered to contribute to the architectural or historical significance of the area; and

- (2) The cultural values or financial resources of a significant number of property owners in the subject area as reasonably considered by Beaufort City Council are such that the flexible standards of the Beaufort Conservation Neighborhood are appropriate.

(c) Individual structures, sites, and properties located within the Beaufort Conservation Neighborhood may be designated as notable properties to be subject to Beaufort Historic District standards, guidelines, and procedures rather than BCN standards, guidelines, and procedures at such time as standards, guidelines, and procedures may be established for the BCN which are different from those in effect for the remainder of the historic district. Beaufort City Council may designate structures, sites, and properties as notable properties where it reasonably determines that those structures, sites, or properties embody a particularly high degree of significance in accordance with the criteria listed in section 5-6174. (Ord. No. O-6-93, 1-26-93; Ord. No. O-08-95, 5-9-95; Ord. No. O-29-95, 12-12-95; O-12-01, 3-13-01)

**Sec. 5-6177. Designation process.**

Based upon the criteria set forth in section 5-6174, the board shall review such proposed designations and then it shall make a subsequent recommendation regarding the designation to the city council for final action. (Ord. No. O-6-93, 1-26-93; Ord. No. O-08-95, 5-9-95; Ord. No. O-29-95, 12-12-95; O-12-01, 3-13-01)

**Sec. 5-6178. Special definitions.**

For the purposes of this article:

*Exterior architectural appearance* shall include architectural character, general composition and general arrangement of the exterior of the structure, including the kind, color and texture of the building material and type and character of all windows, doors, light fixtures, signs and appurtenant elements, visible from the street or public thoroughfare.

*Notable properties* shall include those individual structures, sites, and properties located within the BCN deemed to embody a particularly high

degree of significance which are subject to Beaufort Historic District standards, guidelines, and procedures rather than BCN standards, guidelines, and procedures.

*Structure* shall include walls, fences, signs, (including stationery portable signs), outdoor vending machines including newspaper racks, light fixtures, steps, or appurtenant elements thereof.

Structures may not encroach into the sidewalk or right-of-way without the approval of the city manager.

(Ord. No. O-6-93, 1-26-93; Ord. No. O-22-94, 10-25-94; Ord. No. O-08-95, 5-9-95; Ord. No. O-29-95, 12-12-95; O-12-01, 3-13-01; Ord. No. O-34-01, § 2, 8-14-01)

**Sec. 5-6179. General requirements.**

(a) No structure within the historic district may be erected, demolished or removed, in whole or in part, nor may the exterior architectural character of such structure be altered until after an application for a certificate of appropriateness has been submitted to the board and approved by it.

A certificate of appropriateness shall be required for permanent window signs displaying business name, proprietor, or logo and for all window neon signs or neon displays. A certificate of appropriateness shall not be required for temporary signs (e.g. going out of business signs), standard auxiliary signs (e.g. "open," "welcome," hours of operation, credit card decal signs), and components of portable signs which change regularly (e.g. menu boards on easels). The nonchangeable components of portable signs, however, shall be subject to review.

(b) No structure which was built prior to 1900 and is within the limits of the city, but outside the historic district, may be demolished or removed in whole or in part, nor may the exterior architectural character of any such structure be changed until after an application for a permit to the board and either approved by it or the period of postponement in the case of application for partial or total demolition hereinafter provided for in section 5-6188(4) has expired.

**E. Officers, Meetings, Quorum**

**1. Officers**

The Board shall elect a Chairperson and Vice-Chairperson from its voting members, who shall serve for one year and may be reelected to an additional one year term. The Board shall also appoint a secretary who may be an employee of the City. The maximum terms of office for each officer shall be two consecutive years.

**2. Meetings**

Meetings of the Historic District Review Board shall be held at the call of the Chairperson and at such other times as the Board may determine. All meetings shall be open to the public.

**3. Quorum**

At least three of the members of the Historic District Review Board must be present to constitute a quorum.

**4. Notice of Meetings**

Reasonable notice of the time, place and agendas of the meetings shall be given to the public. The news media shall be contacted in accordance with state law.

**5. Rules of Proceeding**

- a. The Historic District Review Board shall adopt and adhere to rules of procedure for the conduct of business.
- b. An abstention from voting shall be considered a vote to deny the motion.

**6. Minutes**

The Historic District Review Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating that fact.

 **F. Powers and Duties**

1. It shall be the function of the Historic District Review Board to pass upon the appropriateness of altering, constructing or demolishing any building or structure within the Beaufort Historic District in accordance with Section 3.20, Certificate of Appropriateness, except for those applications where that authority has been delegated to the Administrator.
2. In exercising the authority granted the Historic District Review Board under this article, the Board may call upon the advice of any professionals it deems appropriate and any costs incurred for such consultation may be paid for with funds approved for such use by the City Council.
3. The Historic District Review Board shall maintain an inventory of historic properties within the City of Beaufort and make such information available to the public.
4. The Historic District Review Board shall have the opportunity to comment on National Register nominations proposed for any building within its jurisdiction at its discretion.

**City of Beaufort Department of Planning and Development Services**

**M E M O R A N D U M**

**TO: Beaufort–Port Royal Metropolitan Planning Commission**  
**FROM: Libby Anderson, City of Beaufort Planning Director 525-7012**  
**DATE: April 15, 2014**  
**SUBJECT: Status Report on City Council Actions**

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**Annexation and Rezoning of Three Lots on Greenlawn Drive.** Second reading of the annexation and rezoning ordinances was held at the March 25 City Council meeting.

**Rezoning Two Lots in the Marina Parking Lot.** The public hearing was held at the April 8 City Council.

**Rezoning Two Lots in the 1000 Block of Bay Street and Two Lots in the 300 Block of Charles Street.** Second reading of the rezoning ordinance was held at the March 25 City Council meeting.

Please contact me with any questions on this information.

Thank you.