



Town of Mount Pleasant
Old Village Historic District
Resident Guide



This document was compiled by staff to help residents and professionals navigate the process of reviewing for a Certificate of Appropriateness.

It is by no means the exclusive document that should be used when submitting to the Town. Please contact Town Staff to ensure the information within this document is current.

Always consult the Town Ordinances and Guidelines and ensure that the most up to date information is being used prior to alterations within the District.

Town Old Village Historic District Website:

<http://www.tompsc.com/164/Old-Village-Historic-District-Commission>

Town of Mount Pleasant Planning Department

Eric Pohlman, CNU-A

Phone: (843)884-1229

E-mail: epohlman@tompsc.com

Town of Mount Pleasant Building Inspection Department

Joe Juan

Phone: (843)884-5184

E-mail: jjuan@tompsc.com

Links to other resources:

[Town Ordinances for Old Village Historic District](#)

[Old Village Historic District Guidelines](#)

[Secretary of the Interior's Standards for the treatment of historic properties.](#)



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Quick Facts

Historic is any building, structure or site that has been designated by the Commission, and approved by Town Council, as a contributing property within the historic district. Typically this is any structure that was constructed prior to January 1, 1936. Any and all alterations proposed for a Historic structure or site must be reviewed by the Old Village Historic District Commission.

Non-Historic is any building, site or structure that does not contribute to the historic character of the district and was built after 1935. Most alterations to a Non-Historic structure or site must still go to the Commission for review. There is a list of staff level alterations that can be done as part of the Guidelines. Demolition must still be reviewed by the Commission, just because a structure is Non-Historic does not immediately qualify it for removal.

The Guidelines referenced are adopted by the Commission and can be amended. Always ensure the Guidelines being used are the most current. The Guidelines document can be found on the Town's website for the Old Village Historic District Commission or you can request a copy from Staff.

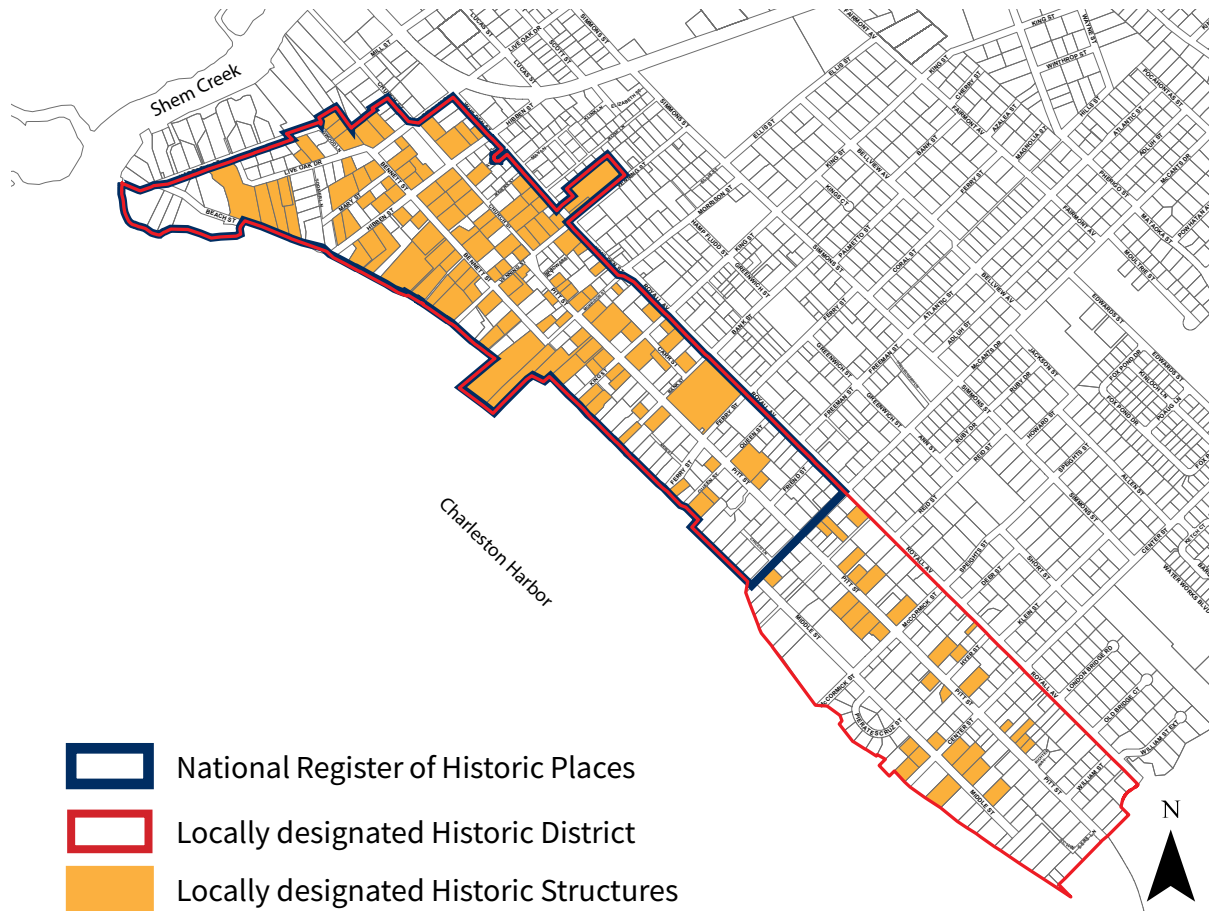
Old Village specific ordinances, along with other development requirements, can be found on the American Legal website and accessed through the Town of Mount Pleasant website.

No permits are to be issued without a Certificate of Appropriateness. A Certificate of Appropriateness is not a Building Permit and all permits must be applied for and received prior to construction. Should a permit be issued without a Certificate Of Appropriateness, it is considered void until the structures has been granted a Certificate of Appropriateness.

A Certificate of Appropriateness is vested for a period of two years, however an extension may be requested as long as it meets the requirements within Town Ordinance § 156.049.

All Commission meetings are open to the public and are typically held on the second Monday of every month. The meetings are subject to change, please reference the meeting schedule. Keep up to date with the Town and the District by going to the Town's website and signing up for Notify Me. Notify Me will generate an email when important information has been made available for meetings, such as the monthly agenda for the Old Village Historic District Commission.

Old Village Historic District Designations



Historic and Non-Historic Structures

Buildings within the district are designated as either Historic or Non-Historic. While it is beneficial to preserve and protect both Historic and Non-Historic buildings, Historic structure alterations are subject to stricter guidelines when requesting a Certificate of Appropriateness. In addition to the above image the Town Planning Department maintains a list of all designated Historic properties. Be sure to inquire with Staff in regards to the status of the property.

Demolition of Structures

Requests for demolition of Historic structures and Non-Historic structures must be reviewed by the Commission prior to any work being done.

The Commission can also refer a building for Demolition by Neglect should the structure prove to have a detrimental effect upon the character of the Historic District as a whole or the life and character of the property itself.

Regulated activities

The Commission must review any exterior alteration to a Historic structure within the District. The majority of alterations to Non-Historic structures are also reviewed by the Commission however, there are certain items that can be reviewed at Staff Level. For Non-Historic structures there is also a list of items that does not require COA. The complete list for these are within the guidelines. The homeowner or project manager should always request an updated copy of the Guidelines prior to any construction on a property to ensure that the proper process is followed for approvals.

Other regulated activities include, but are not limited to, installation of parking pads on the street; the installation of pools, driveways, and other site work, installation of sheds or gazebos; and the installation of any retaining walls, fences, or other freestanding wall structures.

Ordinances and Guidelines

The Town of Mount Pleasant has created the Old Village Overlay District, as well as other Ordinances that pertain directly to development and construction within the Old Village. The Overlay District Ordinance is found in 156.313 and the Ordinance granting authority to the Commission, procedures for meetings and historic selection, and demolition of structures can be found in Sections 156.430 to 156.433.

Section 156.432(G) grants the Commission the authority to adopt and amend their Guidelines. This is a document that is available to the public but not contained within the Zoning Code of Ordinances itself. Always ensure that the Guidelines being used for a project are the latest document. The Guidelines document can be found on the Town's website or a copy can be requested from Staff.

Enforcement of Ordinances and Guidelines

Any construction or demolition that is done without Certificate of Appropriateness is in violation of §156.433(A)1 which states that a Certificate of Appropriateness is needed prior to partial or total demolition or demolition by neglect, exterior alteration or addition or new construction within the district. A Certificate of Appropriateness is also required for the moving of any building into, out of, or within the district.

Certificate of Appropriateness Application Procedures

Pre-Application Staff Meeting

This is a *required* meeting prior to the submittal for any Review by the Commission. The meeting should be at least one week prior to submittal for any alterations that may be necessary. During the Pre-Application staff meeting, the Applicant must identify the type of project, the history of the project, and provide any documentation that could be relevant to the discussion. The Applicant should also present any available concept drawings, construction plans, or other documents required by the check-list. Any clarification of the processes should also be inquired about at this time. Staff will recommend the submittal path for the project.

Old Village Historic District Commission Meeting

Generally, meetings are held on the second Monday of every month. At the meetings Applicants for both Preliminary and Final requests will describe their project to the Commission and how they are meeting the guidelines. The Commission will review the submitted documents and ask questions of the Applicant. These are public meetings and all stakeholders are welcome to come and voice their comments in regards to the projects or the District in general. All Minor Work approvals are also read out to the Commission at these meetings. The dates of the meetings are subject to change on occasion.

Preliminary Comment Review

The Preliminary Comment Review is optional for all projects. It is strongly suggested for certain large scale or complex projects that the Applicant submit for Preliminary comment. It is a non-binding review by the Commission where major elements of the project should be evaluated. The documents submitted should demonstrate the intent and scope of the project. The Commission will provide feedback for the project regarding any items that should be addressed prior to a submittal for Final Approval.

Final Review

The Final Review is the review which, if approved, provides the Certificate of Appropriateness. The Final Review requires a high level of detail than the Preliminary review. The plans should be detailed out and provide information regarding the height of all structures, the exact location of all items on the plans, details regarding the materiality and connections of all exterior structures, and all other items on the check-list. The outcomes of the final review will either be approval, denial, or deferral.

Certificate of Appropriateness

A Certificate of Appropriateness (COA) is required prior to partial or total demolition; any exterior alteration or addition; any new construction within the district. Once a COA has been issued any permits required for the project may be submitted. If anything is altered within the project after the COA has been issued the Applicant must request a new review by the Commission.

Minor Work Review

The Minor Work Review is conducted by Town staff. A list is maintained within the Guidelines for what is considered Minor Work. An application consisting *entirely* of minor work may be reviewed and approved by Staff; while they may not review incomplete applications. Minor work may only be submitted for structures that are not considered historic, any alterations outside of the allowed Minor Work list must be reviewed by the Commission.

A Certificate of Appropriateness does not constitute a building permit. All permits must be applied for and granted prior to construction.

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