



POLICY STATEMENT ON APPLICATIONS TO BE PROCESSED BY STAFF

CITY OF CHARLESTON DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
2 George Street, Third Floor Charleston, South Carolina 29401 843-724-3765 www.charleston-sc.gov/bar

By motion of the Board of Architectural Review – Large (BAR-L) on January 10, 2024, and of the Board of Architectural Review – Small (BAR-S) on January 11, 2024, authority previously granted to Preservation Staff to process applications was amended for the following within the historic districts:

1. Repairs and/or In-kind Replacements: Staff may process applications for any exterior repairs and/or painting that do not involve changing the appearance of the structure.
2. Signage: Staff may process applications for signage, using City Zoning Ordinances and the standards adopted by the Board, except for signs and/or murals painted on the building.
3. Painting: Staff may process applications for color changes. A test patch may be required at staff's discretion. Painting of previously-unpainted masonry requires Board review.
4. Awnings: Staff may process applications for a new awning or any change to an existing awning.*
5. Storm Windows: Staff may process applications for storm windows using the policy adopted by the Board.*
6. Mechanical Units: Staff may process applications for location of service meters and HVAC and any necessary screening.*
7. Landscape and Hardscape Elements: Staff may process applications for walks, paving, lighting, benches, permanent planters, screening of garbage cans, pools, trellises, arbors, gazebos, walls, and fences.*
8. Rear Additions: Staff may process applications for the construction of rear additions that are minimally visible (as determined by staff) from the public rights-of-way.*
9. Accessory Buildings: Staff may process applications for the construction of minor accessory buildings that are minimally visible from the public rights-of-way.*
10. Demolitions: Staff may process applications of garages, utility buildings, and additions or annexes that are of no historic or architectural value, and are considered non-contributing in their context.*
11. Minor Alterations: Staff may process applications for minor alterations to existing structures and to BAR approvals (of new construction and alterations) that, per Staff's discretion, do not fall within this aforementioned policy statement and do not cause a downgrade to the design, significance, material palette, or character-defining features of a structure.
 - a) Alteration of Existing Structure: Staff may review proposed minor alterations that are minimal in scale in relation to the overall building, minimally visible, and not in close proximity to the public right-of-way. Staff shall consider the impacted element's historical and material significance and the impact on the building's overall design and façade.
 - b) Alteration to BAR Approval: Staff may review proposed alterations requested due to supply chain issues and changes to material availability. Staff shall consider the original intent of the approved design, element, material, or color, in relation to the intent of the proposed alteration. Staff shall account for any related Board discussion or imposed condition during the original approval process. If perceived as a downgrade, the proposed alteration shall be reviewed by the Board.
 - c) Material Upgrade: Staff may review material changes that are not in-kind when the material is an upgrade over the existing material, the alteration does not impact historic building fabric, and the alteration is not out of character for the structure's design or architectural language.

*ALL APPLICATIONS FOR ALTERATIONS TO CATEGORY 1 & 2 STRUCTURES ARE TO BE CONSIDERED BY THE BOARD OF ARCHITECTURAL REVIEW AND ARE NOT INCLUDED IN THE ABOVE LIST EXCEPT FOR NUMBERS 1,2 AND 3.

STAFF MAY REFER ANY APPLICATION TO THE BOARD. APPLICANTS MAY APPEAL ANY STAFF DECISION TO THE BOARD.