MEETING AGENDA

I. Call to Order

II. Invocation & Pledge of Allegiance

III. Minutes
   A. Approval of Minutes from April 22, 2020 meeting

IV. Public Input

V. Old Business
   A. BAR By-Laws
   B. Special Tax Assessment, 701 Laurel Street, Conway

VI. New Business, Public Hearing, Horry County Historical Register Nominations
   1. Mt. Pisgah Church Cemetery, PIN# 276-13-03-0003
   2. Pine Island Community Cemetery, PIN# 418-10-01-0011
   3. Averett & Harriet Floyd Strickland Burial Site, PIN# 159-00-00-0021
   4. Calvary Freewill Baptist Church, PIN# 142-11-01-0006
   5. Cane Branch AME Church, PIN# 378-01-04-0002
   6. Folly Cemetery, PIN# 441-00-00-0007

VII. Board Discussion
   Memorandum of Understanding

VIII. Announcements
   A. Next Meeting – August 18, 2020 at 2:30 PM

IX. Adjourn
In accordance with the SCFOIA, notices of the public meeting were sent to the press (and other interested persons and organizations requesting notification) providing the agenda, date, time, and place of the meeting.

I. **Call to Order** – Chairman, Jamie Thompkins called the meeting to order at approximately 2:30 PM. There was a quorum present.

II. **Invocation** – Jamie Thompkins delivered the Invocation and led the Pledge of Allegiance.

III. **Approval of Minutes** – Chairman Thompkins asked the Board to review the minutes from the February 18, 2020 meeting. Mr. Gerry Wallace made a motion to approve the February 18, 2020 minutes. Vice Chairman Wink Prince seconded the motion, and the vote to approve carried unanimously with David Stoudemire abstaining. Brenda Long was not present to vote on the minutes from February.

IV. **Public Input** – There was none.

V. **New Business**

Chairman Jamie Thompkins requested a change to the agenda and had Senior Planner Lou Conklin present the following order for the agenda.

1 Special Tax Assessment, Darden Jewelers, 807 N. Kings Hwy., Myrtle Beach
2 Special Tax Assessment, Edward’s 5¢- 10¢-$1.00 Store, 819 N. Kings Hwy., Myrtle Beach
3 Special Tax Assessment, Holiday Shores Motel, (Tawana Motel), 7501 N. Ocean Blvd. Myrtle Beach
4 Amendments to Zoning Ordinance, Articles XVII, V, and VII
5 BAR By- Laws
A. **Special Tax Assessment, Darden Jewelers, 807 N. Kings Hwy., Myrtle Beach** – Mrs. Conklin verified that Robert Lewis and Jane Campbell (agents for all the Special Tax Assessment cases on the agenda) were on the phone and then preceded to give an overview of the first project. She reviewed the rehabilitation work to be completed on the building. She also explained that a building, not owned or associated with this project, which shared a wall with the Darden building was removed leaving the north side of the Darden building exposed.

Concerns from the Board included the length of the awning over the new door and the door swing, the new windows, safety due to the placement of the new doors and windows, the cracked tile flooring, the carpeting, and the design of the new façade for the building that was removed.

Mr. Robert Lewis and Ms. Jane Campbell addressed questions and concerns. Mr. Lewis explained that the City of Myrtle Beach removed the building on the north side of the Darden building for access to Nance Plaza and that the renovations to Darden building did not include the design of the front façade on the City’s property. Mr. Lewis also explained the State Historic Preservation Office (SHPO) and the National Park Service (NPS) had agreed the placement and design of the door and windows along the north side of the Darden building were acceptable.

Mrs. Conklin explained each Special Tax Assessment would need two separate votes. The first to declare the properties historic and the second vote to decide if the project would qualify for Preliminary Certification. Mr. Wink Prince made a motion to deem the Darden Jewelers building located at 807 North Kings Hwy in Myrtle Beach as historic, and David Stoudemire seconded the motion. The motion carried unanimously.

After further discussion, Mr. Strydesky made a motion to grant preliminary certification to accept the plan with two stipulations; they come back with a plan for the awning and the sign. Mr. Carter seconded the motion. The motion to grant preliminary certification carried unanimously.

B. **Special Tax Assessment, Edward’s 5¢-10¢-$1.00 Store, 819 N. Kings Hwy., Myrtle Beach** - Mrs. Conklin gave an overview of the project and presented the background. She reviewed the rehabilitation work to be completed on this building.

Ms. Long made a motion to declare the Edward’s 5¢-10¢-$1.00 Store located at 819 North Kings Hwy in Myrtle Beach as historic, and Mr. Dusenbury seconded the motion. Gerry Wallace was not connected to the meeting and did not vote. The motion to deem the building historic carried unanimously by the rest of the members.

Mr. Lewis gave an overview and explained the exterior would not change much. The lower level will house a brewery company/restaurant, and the upper level will be small studio apartments. Mr. Lewis explained the National Park Service had made an adjustment to recess the front of the building to match what was historically accurate. He stated the rear windows had bars that are a fire hazard and will have to be removed, and that signage will be reviewed at a later date.
Comments from the BAR were in regards to the back door, the bars on the windows, the location of the electrical room, the wiring to the building and the south side of the structure that was exposed by the removal of the building next to it.

Mr. Prince made a motion to grant preliminary certification with the exception to come back with plans for the rear door, the signage, and canopies for the south side of the building. Mr. Dusenbury seconded, and the motion carried unanimously.

C. **Special Tax Assessment, Holiday Shores Motel, (Tawana Motel), 7501 N. Ocean Blvd. Myrtle Beach** – Chairman Thompkins asked for legal clarification of the regulation since the demolition phase had already begun. Mrs. Conklin read Section 19-7-2A and 4C. Attorney David Jordan stated a motion was not needed to accept Mr. Lewis’s explanation of why work started before preliminary certification.

A motion was made by Sam Dusenbury to designate the Holiday Shores, (Tawana Motel) 7501 N. Ocean Blvd., as historic. Brenda Long seconded the motion, and the motion passed unanimously.

Mrs. Conklin gave an overview of the project and presented the background. She reviewed the rehabilitation work to be completed on this building.

Comments from the Board included not painting the faux stone, remodeling of the bathrooms, the pool, brick flooring in the lobby, outside railings, the color of the paneling on the rails, outside doors and cantilever roof, the rear stairwell with the brick screen wall, and the gazebo.

A motion was made by Gerry Wallace to grant Preliminary Certification to the Holiday Shores (Tawana Motel) as applied for, with the exception of not painting the faux stone. The motion was seconded by Bill Strydesky. The motion was approved by everyone except Brenda Long who had left the meeting.

D. **Historic Marker Program** – Mrs. Conklin gave a brief overview on the SHPO marker program and the Horry County Historical Society new marker program. A brief discussion was held, and Bill Strydesky made a motion to use SHPO and the Horry County Historical Society marker programs and decide on an individual basis which program to use. The final sign text must be agreed upon by the Board prior to the ordering of any signs. The motion was seconded by Sam Dusenbury. The motion passed with a 5/1 vote with Wink Prince, Bill Strydesky, Joel Carter, Sam Dusenbury, and Gerry Wallace voting for, and David Stoudenmire voting against. Susan Platt and Jamie Thompkins did not vote.

E. **Amendments to Zoning Ordinance, Article XVII** – Mrs. Conklin gave a brief overview, and a motion was made by Joel Carter to the recommend the adoption of the updates to Article XVII of the Zoning Ordinance including the minor changes to 1708 and 1709 presented today. David Stoudenmire seconded the motion and the motion passed unanimously to approve the changes to Article XVII.
F. Amendment to Zoning Ordinance Articles V and VII – Mrs. Conklin gave an overview explaining that the only change within the two ordinances was the name Board of Architectural Review and Historic Preservation to the Historic Preservation Commission. David Stoudenmire made a motion to approve the ordinances for the name change. Wink Prince seconded the motion, and the motion passed unanimously.

G. BAR By-Laws – Mrs. Conklin asked that the By-Laws be deferred to the next meeting in order for the Board to be able to review them. A motion to defer was made by Bill Strydesky. Joel Carter seconded the motion and the vote was as follows, The motion passed with Wink Prince, Bill Strydesky, Joel Carter, Sam Dusenbury, David Stoudenmire, Gerry Wallace, Susan Platt voting for, Jamie Thompkins – did not vote.

VI. Board Discussion

A. Special Tax Assessment, 701 Laurel Street, Conway- Jamie Thompkins gave a report from the visit to 701 Laurel Street by Gerry Wallace and Jamie Thompkins. The BAR asked that a letter be composed to explain changes that are needed prior to final certification of this tax assessment case. The changes were; the script house numbers needed to be removed, the detail surrounding the front gable window, and the door surrounds on both the front porch and the front balcony needed to be returned to the original paint color, and the front door needed the paint removed and the door returned to the original wood finish.

VII. Announcements

A. Winners for the 2020 High School Video Contest are as follows;
   1. Kingston Presbyterian Church Graveyard – 1st
   2. Grand Strand Airport Documentary – 2nd
   3. The History of Pine Whispers – 3rd

B. Legacy Business Recognition program has been put on hold due to Covid 19.

C. Awards Ceremony in May has been cancelled due to Covid 19.

VIII. Adjourn – Mr. Wink Prince made a motion to adjourn, and it was seconded by Mr. Gerry Wallace. The motion carried unanimously. The meeting was adjourned at 6:57 PM.
Board of Architectural Review and Historic Preservation
Decision Memorandum
Horry County, South Carolina

Date: June 16, 2020
From: Planning and Zoning
Division: Infrastructure and Regulation
Prepared By: Lou Conklin, Senior Planner
Cleared By: Leigh Kane, Principal Planner
Regarding: Board of Architectural Review and Historic Preservation By-Laws

ISSUE:
Should the Board of Architectural Review and Historic Preservation consider adoption of the update to the By-Laws?

PROPOSED ACTION:
Vote on the proposed updates to the By-Laws.

RECOMMENDATION
Planning Staff recommends approval of the update to the By-Laws.

BACKGROUND:
The Board has voted to change the name of the Board of Architectural Review and Historic Preservation to the Historic Preservation Commission. This required the By-Laws to reflect the new name. With this name change, the By Laws have also been updated.

ANALYSIS:
The By-Laws have been updated with the proposed name change to the Board and to reflect Horry County Code of Ordinances, Chapter 2- Administration, Article VI - Boards, Commissions, Committees and Agency. After review and recommendations by the BAR, County Council will need to approve the changes.
HORRY COUNTY BOARD OF ARCHITECTURAL REVIEW
AND HISTORIC PRESERVATION COMMISSION

BY-LAWS

ADOPTED THIS ____ DAY OF __________, 20___, BY THE HORRY COUNTY BOARD OF
ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION COMMISSION.

ARTICLE I.

NAME

The name of this county agency is the Horry County Board of Architectural Review and
Historic Preservation Commission.

ARTICLE II.

ORDINANCE AND STATUS OF HORRY COUNTY
BOARD OF ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION COMMISSION

The Horry County Board of Architectural Review and Historic Preservation Commission (HPC) (BAR) is an agency of Horry County Government as established by County Ordinance titled Board of Architectural Review and Historic Preservation Commission Ordinance No. 04-04 and adopted April 6th, 2004, and revised on DATE. The County Ordinance and any amendments thereto shall be the Constitution or the Chartering document of the Horry County Board of Architectural Review and Historic Preservation Commission and shall take precedence over the Board’s Commission’s By-Laws in the event there is any question or problem of interpretation.

The Horry County Board of Architectural Review and Historic Preservation Commission is responsible for accepting and administering on behalf of the County, full or partial interest in real property, including easements, that the County may have or accept as a gift or otherwise.

ARTICLE III.

PURPOSE

The purpose of the Horry County Board of Architectural Review and Historic Preservation Commission shall be to:

Provide a mechanism to identify, protect, and preserve the distinctive historical and architectural characteristics of Horry County, which represent the County’s cultural, social, economic, political, and architectural history;

Foster civic pride in the beauty and accomplishments of the past as represented in Horry County’s historic places;
Conserve, and improve the value of property designated as historic structures or properties or within designated historic districts;

Foster and encourage preservation, restoration, rehabilitation of structures, areas, neighborhoods, and help to prevent blight; and,

Encourage new developments reflecting and compatible with the historic character of the County.

ARTICLE IV.
GOAL

To declare a matter of public policy that the protection, enhancement, perpetuation, and use of improvements of special character or special historical interest or value is a public necessity and is required in the interest of the health, prosperity, safety and welfare of the people. To preserve significant buildings, land areas, or districts having important historical, architectural, archaeological, or cultural interest and values that reflect the heritage of the County where unprecedented growth in population, economic functions, and land-use activities in the County have increasingly threatened to uproot or destroy these values, and once uprooted or destroyed, their distinctiveness is forever gone.

ARTICLE V.
DUTIES AND AUTHORITY

The duties and authority of the Horry County Board of Architectural Review and Historic Preservation Commission shall be those in the Ordinance and any amendments thereto.

ARTICLE VI.
MEMBERSHIP OF THE BOARD COMMISSION AND TERMS OF MEMBERSHIP

The Board of Architectural Review and Historic Preservation Commission shall consist of not more than ten (10) members. Members shall be appointed by the Chairman of Horry County Council, upon advice and consent of Horry County Council.

At least five (5) members shall have demonstrated interest, competence, or knowledge in historic preservation. Five members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archeology, or related disciplines (to include but not limited to such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, engineering, or real estate) to the extent that such professionals are available in Horry County. The other members
shall be appointed from one or more of the following categories: lawyer, developer, construction contractor, or property owner.

Members shall be appointed to serve staggered four-year terms. The first members appointed shall be appointed for a term of two, three or four years. All terms shall commence July 1st and end June 30th of the appropriate year. Members shall serve until their successors are elected and qualify. Vacancies occurring otherwise than through the expiration of a term, shall be filled for the unexpired term by the Chairman of Horry County Council. Vacancies shall be filled for unexpired terms due to membership resignation or in the event a member moves from Horry County. All vacancies shall be filled within sixty (60) days, where possible. In the event that a vacancy is not filled within sixty (60) days, that member shall serve until a new member is appointed. Newly appointed members shall be installed at the first regular meeting after their appointment.

Any member shall be removed from membership after a public meeting for repeatedly failing to attend properly called meetings without just cause, generally after failure to attend three (3) consecutive meetings. A member shall also be removed from membership after a public meeting for malfeasance or misconduct in office. Any member of the commission may be recommended for removal for cause by a vote of two-thirds (2/3) majority of the commission. Written notice of the recommendation shall be given to the county administrator within five (5) days of the meeting in which the recommendation is officially made. Removal will be by a majority vote of the county council after written notice to the member concerned. A written statement of the reasons for such removal shall be provided.

Members are expected to attend meetings. An attendance roster, including the names of members who attended and who did not attend, shall be included in the minutes of each meeting. Absence by any member from three (3) consecutive meetings without a valid reason, such as illness or pressing personal commitments, shall be considered a voluntary resignation by the member. In the event that three consecutive meetings are missed for any reason, valid or not, a letter shall be sent from the Chairperson of the Board Commission to the non-attending member to inquire their intention of continued service to the Board Commission. The non-attending member shall respond to this letter in writing with their intentions or shall be considered to have voluntarily withdrawn from service to the Board Commission.

All members must report to the Secretary Staff Liaison if they anticipate that they will be unable to attend a duly called meeting so that the Secretary Staff Liaison can determine whether a quorum will be present for the meeting.

The Secretary shall notify the County Administrator of any resignations due to absence from meetings and other resignations and vacancies caused by death, disability, transfer or residence outside of the county or other causes, within thirty (30) days of the effective date thereof.
ARTICLE VII.
OFFICERS

At the first meeting subsequent to July 1st of each year, the offices of Chairman and Vice-Chairman shall be elected from the BAR HPC voting membership and shall serve one-year terms or until their successors are elected. The BAR HPC may elect a Secretary or appoint a Secretary who may be a County official or employee of the County to keep accurate records or the proceedings of the BAR’s HPC meetings. The Secretary, if not a BAR HPC member, shall not be a voting member of the BAR HPC.

ARTICLE VIII.
DUTIES OF OFFICERS

The duties of the officers shall be those usually related to the positions, as outlined by the parliamentary authority adopted by these By-Laws, with the following conditions:

Chairman – Shall give leadership to the Board Commission, act as a liaison between the Board Commission and County Council, preside over all meetings and represent the Board Commission when the Board Commission is not in session, and shall be responsible, per the Ordinance and amendments thereto, to the Horry County Council for the conduct and management of the Board of Architectural Review and Historic Preservation Commission. The Chairman shall serve as Ex-Officio on all committees.

Vice-Chairman – Shall perform the duties of the Chairman in his/her absence.

Secretary – Shall ensure that accurate records of each meeting are kept and that all correspondence directed by the BAR HPC is accomplished, keep accurate files required by the BAR HPC, and be responsible for the bi-monthly financial report which will list the disbursements made in behalf of the BAR HPC.

ARTICLE IX:
CONFLICT OF INTEREST

No member shall take any action with regard to a matter before the BAR HPC which action would be in violation of state laws and regulations concerning ethics and government accountability. A member who is faced with a conflict of interest under state law shall prepare a written statement describing the matter and the nature of the potential conflict of interest and shall furnish a copy of that statement to the chairman. The chairman shall then cause the statement to be printed in the minutes of the meeting and require that the member be excused from any votes, deliberations, and other actions on the matter.
ARTICLE X:
COMMITTEES

The Executive Committee shall consist of the officers of the BAR HPC. The Committee may appoint any committee(s), sub-committee(s) and/or advisory committees as stipulated in the Ordinance and any amendments thereto.

ARTICLE XI:
MEETINGS

The regular meeting date of the Board Commission shall be the third Tuesday of each calendar month.

Special meetings may be called by any two (2) members of the Board Commission after not less than three (3) days notice to each member. The place of the meeting shall be determined by the Chairman.

All meetings shall be held in a place accessible and open to the general public. Meetings and actions of the Board Commission shall be governed by the requirements of the South Carolina Freedom of Information Act.

All meetings shall be advertised with notice posted on the bulletin board in the County Council office at least twenty-four (24) hours prior to the scheduled meeting.

All meetings at which public hearings are to be conducted must be advertised at least once in a newspaper of general circulation in Horry County fifteen (15) days prior to the date scheduled for the public hearing in addition to normal meeting notices.

ARTICLE XII:
RULES OF ORDER

The Rules contained in the most current edition of “Robert’s Rules of Order” shall govern the Board Commission in all cases to which they are applicable and in which they do not conflict with the provision of these By-Laws, the Ordinance and any of its amendments or with county, state, or national law.

The Board Commission is the final authority on interpretation of parliamentary authority by majority vote of the required quorum.
ARTICLE XIII.
QUORUM

A simple majority of all members of the Board of Architectural Review and Historic Preservation shall constitute a meeting quorum.

All meetings must have a majority fifty (50) percent plus one (1) of the membership present to conduct business.

ARTICLE XIV.
MINUTES

Minutes and other official records of all meetings and actions shall be kept. Copies of approved minutes and other official records of all meetings, duly signed by the appropriate officer, shall be forwarded to the County Administrator within thirty (30) days after each meeting.

A record of the vote of each member on all business and recommendations shall be recorded as part of the minutes of each meeting. The chairman shall vote on each issue brought before the Commission.

ARTICLE XV.
FINANCES

Budget requests shall be submitted according to the schedule and format of the annual Horry County budget manual. Budget requests shall be accompanied by a line-item justification, a statement of goals and objectives for the use of the county funds, and any other information required by the County Administrator and County Council. Approval must be obtained before making line item revisions in, or reprogramming funds from, previously approved budget requests as provided in the current budget.

For expenditures of County funds not under the County’s financial management system, an audit report and management letter if provided by the external auditor shall be submitted to the County Administrator by September 30th of each year for the last previous fiscal year in which County funds were obtained.

Purchasing policies of Horry County, at minimum, will be followed for all bidding and other procurements.
ARTICLE XVI.
ANNUAL REPORT

In January of each year, an annual report of activities along with recommendations for improvements or changes desired shall be prepared and submitted to the Horry County Council, the Horry County Planning Commission, and the County Administrator.

The Commission shall present to the County Council in January of each year an annual report of activities along with recommendations for improvements or changes desired.

ARTICLE XVII.
MEMBERS AND PERSONNEL SUBJECT TO STATE STATUTES AND COUNTY ORDINANCES

Members and staff shall be subject to and governed by the statutes of the State of South Carolina, the ordinances of Horry County, and all rules and regulations promulgated pursuant thereto, relating to County departments, agencies, boards and commissions and members, employees or personnel thereof. These entities are responsible to the County Administrator for compliance with general administrative requirements.

ARTICLE XIX.
AMENDMENTS

No amendment may be made relative to the substance of the Ordinance creating the Horry County Board of Architectural Review and Historic Preservation Committee Commission. Suggested amendments or changes to the By-Laws shall be presented to the Chairman in writing who shall then submit it, in writing, to the Board Commission members in the notice of the Meeting at which the vote is to be taken. Amendments to and/or changes of the By-Laws shall require a two-thirds vote of the voting members.
Board of Architectural Review and Historic Preservation
Decision Memorandum
Horry County, South Carolina

Date: June 16, 2020
From: Planning and Zoning
Division: Infrastructure and Regulation
Prepared By: Lou Conklin, Senior Planner
Cleared By: Leigh Kane, Principal Planner
Regarding: Special Tax Assessment for Rehabilitated Property, PIN # 367-01-01-0023

ISSUE:

Should the Board of Architectural Review and Historic Preservation consider approving the corrections to the Special Tax Assessment for 701 Laurel Street, Conway?

PROPOSED ACTION:

Vote on the proposed corrections to the Special Tax Assessment for 701 Laurel Street, Conway.

RECOMMENDATION

Planning Staff recommends approval.

BACKGROUND:

Preliminary Certification was given on April 18, 2017 for the J. W. Holliday Jr. house located at 701 Laurel Street. An extension was granted until April 18, 2022, after receipts for expenditures were submitted. A site visit was conducted on February 28, 2020 by Jamie Thompkins and Gerry Wallace and their report presented to the BAR at the April 22, 2020 meeting. Staff was instructed to compose a letter to Ms. Lukowski, the owner of the property at 701 Laurel St., to explain items that did not follow the United States Secretary of the Interior’s Standards for Treatment of Historic Properties.

ANALYSIS:

Issues identified by the Board at the April 22, 2020 meeting were;

1. The door surround on both the front porch and front balcony had been painted with a color different than the historical color.
2. The original wood finish on the front door had been painted.
3. The detail surrounding the front gable window had been painted with a color different than the historical color.
4. The script house numbers needed be removed, as script lettering is not consistent with the historical restoration time period.
In accordance with these standards, the Board is asking for the following changes be made to these features prior to your application for final certification.

1. The door surround on both the front porch and front balcony be returned to the original color to match the original house color.
2. The front door that was painted be returned to the original wood finish.
3. The detail surrounding the front gable window be returned to the original color to match the original house color.
4. The script house numbers be removed, as script lettering is not consistent with the historical restoration time period.
June 17, 2020

Jessica Lukowski
701 Laurel Street
Conway, SC 29526

Dear Ms. Lukowski:

This letter is in regards to the preliminary special tax assessment that was granted on 4/18/2017 and extended on 2/24/2020 for 701 Laurel Street in Conway. On March 13, 2020, Jamie Thompkins and Gerry Wallace of the Horry County Board of Architectural Review and Historic Preservation conducted a site visit of the property with your contractor, Brantley Green, in an effort to begin evaluating the renovations for consistency with the United States Secretary of the Interior’s Standards for Treatment of Historic Properties. Mr. Thompkins and Mr. Wallace discussed their findings at the Board’s April 22nd meeting. At that meeting, the Board requested that staff inform you of renovations that have been made that are inconsistent with the Secretary of the Interior’s Standards, which may render your property ineligible for final certification unless corrections are made to rectify the inconsistencies with the property’s historic character.

According to the Secretary of the Interior’s Standards, changing the color of the entrance, porch features, and windows is not recommended unless the work can be substantiated by historical documentation. Supportive documentation can be found under entrances and porches on page 190 and windows on page 187 of the Interior’s Standards for Renovations.

In accordance with these standards, the Board is asking for the following changes be made to these features prior to your application for final certification.

5. The door surround on both the front porch and front balcony be returned to the original color to match the original house color.
6. The front door that was painted be returned to the original wood finish.
7. The detail surrounding the front gable window be returned to the original color to match the original house color.
8. The script house numbers be removed, as script lettering is not consistent with the historical restoration time period.

The Board wanted to inform you of these necessary changes prior to your application for final certification. While these changes may not be entirely inclusive, the intent of the Board is to ensure a smoother approval process at the end of your renovations.
Please do not hesitate to reach out to me with questions that you may have. You may also direct your questions to the Board of Architectural Review and Historic Preservation at any of their future meetings. We are happy to provide assistance.

Sincerely,

Lou Conklin
Senior Planner
Horry County, Planning and Zoning
1301 Second Avenue
Conway, SC 29526
(843) 915-7892

Enclosure (s)

Cc: Brantley Green
Board of Architectural Review Decision Memorandum
Horry County, South Carolina

Date: June 16, 2020
From: Planning and Zoning
Division: Infrastructure and Regulation
Prepared By: Lou Conklin, Senior Planner
Cleared By: Leigh Kane, Principal Planner
Regarding: Horry County Historic Property Register

ISSUE:

Should the following properties be added to the Horry County Historic Property Register?

1. Mt. Pisgah Church Cemetery, PIN# 27613030003
2. Pine Island Community Cemetery, PIN# 41810010011
3. Averett & Harriet Floyd Strickland Burial Site, PIN# 15900000021
4. Calvary Freewill Baptist Church, PIN# 14211010006
5. Cane Branch AME Church, PIN# 37801040002
6. Folly Cemetery, PIN# 44100000007

PROPOSED ACTION:

Vote to approve/disapprove each site separately.

RECOMMENDATION:

Review the six properties based upon the Secretary of the Interior Standards for designation as historic. Then consider adding to the Horry County Historic Property Register.

BACKGROUND:

Horry County has recognized the need to preserve the County’s local heritage as an irreplaceable asset through the creation of a list of designated individual properties, sites and landmarks, known as the Horry County Historic Property Register.

Horry County has established the prerequisites for a property to be added to the Register, those being, the Property:

a. Has significant inherent character, interest, history, or value as part of the community or heritage of the community, state or nation; or
b. Is the site of an event significant in history; or
c. Is associated with a person or persons who contributed significantly to the culture and development of the community, state or nation; or
d. Exemplifies the cultural, political, economic, social, ethnic or historic heritage of the community, state or nation; or
e. Individually, or as a collection of resources, embodies distinguishing characteristics of a type, style, period or specimen in architecture or engineering; or

f. Is the work of a designer whose work has influenced significantly the development of the community, state or nation; or

h. Is part of or related to a square or other distinctive element of community planning; or

i. Represents an established and familiar visual feature of the neighborhood or community; or

j. Has yielded, or may be likely to yield, information important in pre-history or history.

The Horry County Board of Architectural Review and Historic Preservation (BAR) has been charged with the responsibility of identifying and recommending to County Council the addition of properties meeting the above standards to the Horry County Historic Property Register.

Each of the proposed sites should be a minimum of fifty (50) years old in addition to meeting other standards.

**ANALYSIS:**
Letters were mailed to property owners regarding the addition of their properties to the Historical Property Register and advertised in the newspaper to meet noticing requirements. See the following individual sheets for cemetery inventories and property information.
Mt. Pisgah Baptist Church Cemetery
Mt. Pisgah Cemetery Road
PIN# 27613030003

80 Graves
Oldest Known Grave – October 4, 1964 – Willie Hickman, Sr.

Notes of Interest - There are 2 WWII, 1 Korean War, 3 Vietnam War and 5 other Veterans buried here
Pine Island Community Cemetery
Ronald McNair Blvd. near Piling Rd.
PIN# 41810010011

731 Graves
Oldest Known Grave – 1936 – Flowren D. Williams

Notes of Interest - There are 1 WWI, 18 WWII, 3 Korean War, 6 Vietnam War, 1 Persian Gulf, and 5 other Veterans buried here
Averett & Harriet Floyd Strickland Burial Site
6967 Highway 917
PIN# 15900000021

6 Graves
Oldest Known Grave – May 10, 1896 – A. P. Strickland

Notes of Interest - There is 1 Civil War Veteran buried here.
“In January of 1938, the building began to go up with the help of a few friends in the community. In February 1938, the first Sunday of the month, we held our first service.”
Cane Branch AME Church
Calvary Church Road, PIN# 37801040002

The deed for the church property was recorded May 4th 1838
Folly Cemetery PIN# 44100000007

17 Graves
Oldest Known Grave – 1915 – Eliza Hurl Mishoe
Dear Ms. Conklin,

Thank you for taking the time to speak with me this morning about Folly Cemetery. As we discussed, I am one of the owners of the tract of land on which the cemetery is located and I still live here in Horry County as does my sister-in-law, who lives on the tract in question.

Also as we discussed, at this time, we do not agree to have that property included in any recommendation to County Council that it be listed on the Horry County Register of Historic Places. It is my understanding that this email will suffice to keep the property off the agenda for Tuesday’s public hearing and thus off the list forwarded to County Council. If I have misunderstood any of the above, kindly let me know so that I can appear at the meeting on Tuesday, June 16, 2020 at 2:30.

Finally, it is my understanding that you will email me any correspondence, notices, etc. sent out on this matter as well as continuing to mail them to JR Square, LLC.

Thank you again for your help and consideration in this matter and I look forward to working with you as we progress through this process.

With kind regards, I am

Carolyn R. Hills
Sent from my iPad

****

All e-mail correspondence to and from this address may be subject to public disclosure under the South Carolina Freedom of Information Act (FOIA). This correspondence is intended exclusively for the individual or entity to which it is addressed and may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure.
ISSUE:

What is the status of the Memorandum of Understanding for the Special Tax Assessment?

CONCLUSION:

Discuss the Memorandum of Understanding for the Special Tax Assessment.

BACKGROUND:

The Special Tax Assessment process is initiated when an applicant fills out the current Special Tax Assessment application form. The current application is four pages, including instructions and requires supporting materials. This form has been in use since 2013 without an update. The State Historic Preservation Office (SHPO) and the National Parks Service (NPS) have tax assessment applications which require a substantial amount of information be provided.

ANALYSIS:

The BAR has found that the current application process does not adequately describe the renovations on projects and has requested a Memorandum of Understanding be drafted to ensure applicants were fully aware of the procedures and restrictions for a special tax assessment. In addition, staff has currently revised the application to align with the special tax assessment ordinance, and for consistency with information requested by SHPO and NPS with their tax assessment applications. The following additional forms have been created to ensure consistency in information required by all applicants; Memorandum of Understanding, Guidelines for Preliminary Certification, Check List, Designation of an Agent, Amendment Application, Extension Application, and Final Certification Application.

The applications do not alter the local regulations. The special tax assessment ordinance will be updated to reflect the name change of the Board. The applications will not become effective until such a time that the name change has been approved by County Council and the application forms reviewed by the County Attorney.
APPLICATION
for Preliminary Certification for Horry County
Rehabilitated Historic Property Special Tax Assessment

For Office Use Only
PIN # ____________________ Submittal Date __________
Case # ____________________ Meeting Date __________

### Property Information

<table>
<thead>
<tr>
<th>Name of Historic Property:</th>
<th>Construction Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How was construction date determined?
________________________________________________________________

<table>
<thead>
<tr>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

City: ____________________ South Carolina, Zip Code: ____________________

Fair Market Value: ____________________ (Attach Documentation)

How did you determine the fair market value of the building?
☐ Property appraisal completed by a real estate appraiser licensed by the State of South Carolina; OR
☐ Sale price as delineated in a bona fide contract within six (6) months of the time of this submittal; OR
☐ Most recent appraised value published by the Horry County Tax Assessor

### Applicant Information

<table>
<thead>
<tr>
<th>Name of Property Owner(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State:</th>
<th>Zip Code:</th>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Project Contact: ____________________ Contact Daytime Phone Number: ____________________

Contact email: ____________________

### Historic Designation

<table>
<thead>
<tr>
<th>Eligibility Requirements (Attach Documentation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Listed on the National Register of Historic Places individually or as a contributing property in a district</td>
</tr>
<tr>
<td>☐ Listed on the Horry County Historic Property Register</td>
</tr>
<tr>
<td>☐ Determined eligible for the National Register by SC Department of Archives and History</td>
</tr>
<tr>
<td>☐ Not historically designated</td>
</tr>
</tbody>
</table>

### Property Owner(s) Signature

By signing this form, I (we) attest that the information provided herein is true and complete to the best of my knowledge and there are no covenants or deed restrictions in place that would prohibit the work applied for in this request. Further, I (we) understand that falsification of factual representations in this application is subject to civil and criminal penalties as provided in 12-54-43 and 12-54-44 of the SC Code of Laws, 1976. Original signatures are required.

I hereby certify that I (we) am the owner(s) of the property, that I (we) have fully read the application and accompanying guidelines and understand further, that if my application is not complete, (including supporting materials) it may not be accepted or considered for review.

<table>
<thead>
<tr>
<th>PRINT</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINT</th>
<th>SIGNATURE</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

PRINT CORPORATION/PARTNERSHIP NAME (If LLC or Corporation please provide authorization to sign)

<table>
<thead>
<tr>
<th>BY - PRINT NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

029 Preliminary Application Sheet 1
**Property Description**

Please check or complete the following for each of the major components of your building.

<table>
<thead>
<tr>
<th>Number of Stories</th>
<th>Exterior Doors</th>
<th>Exterior Walls</th>
<th>Roof Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1</td>
<td>□ Wood six-panel</td>
<td>□ Brick</td>
<td>□ Gable</td>
</tr>
<tr>
<td>□ 1 1/2</td>
<td>□ Wood #_____ of panels</td>
<td>□ Stone</td>
<td>□ Hipped</td>
</tr>
<tr>
<td>□ 2</td>
<td>□ Horizontal panels</td>
<td>□ Stucco</td>
<td>□ Flat</td>
</tr>
<tr>
<td>□ 2 1/2</td>
<td>□ Wood panels w/ glass</td>
<td>□ Wood siding</td>
<td>□ Gambrel</td>
</tr>
<tr>
<td>□ Other</td>
<td>□ French doors</td>
<td>□ Wood shingle</td>
<td>□ Mansard</td>
</tr>
<tr>
<td></td>
<td>□ Other ______________________</td>
<td>□ Other siding</td>
<td>□ Other</td>
</tr>
<tr>
<td></td>
<td>Type __________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Other ______________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chimneys</th>
<th>Interior Doors</th>
<th>Interior Walls</th>
<th>Roof Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of ________</td>
<td>□ Wood six-panel</td>
<td>□ Wood (flushboard)</td>
<td>□ Wood shingle</td>
</tr>
<tr>
<td>□ Brick</td>
<td>□ Wood #_____ of panels</td>
<td>□ Wood (beaded board)</td>
<td>□ Slate</td>
</tr>
<tr>
<td>□ Stuccoed brick</td>
<td>□ Horizontal panels</td>
<td>□ Plaster</td>
<td>□ Clay tile</td>
</tr>
<tr>
<td>□ Stone</td>
<td>□ Wood panels w/ glass</td>
<td>□ Drywall</td>
<td>□ Metal shingle</td>
</tr>
<tr>
<td>□ Brick &amp; stone</td>
<td>□ French doors</td>
<td>□ Other</td>
<td>□ Standing seam metal</td>
</tr>
<tr>
<td>□ Other</td>
<td>□ Other ______________________</td>
<td>□ Wainscot</td>
<td>□ V-crimp metal</td>
</tr>
<tr>
<td></td>
<td>Type ______________________</td>
<td>□ Type</td>
<td>□ Corrugated metal</td>
</tr>
<tr>
<td></td>
<td>□ Other ______________________</td>
<td></td>
<td>□ Asphalt shingles</td>
</tr>
<tr>
<td></td>
<td>□ Other ______________________</td>
<td>□ Wainscot</td>
<td>□ Asbestos shingles</td>
</tr>
<tr>
<td></td>
<td>□ Other ______________________</td>
<td></td>
<td>□ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Windows</th>
<th>Foundation</th>
<th>Interior Ceilings</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1/1 paned sash</td>
<td>□ Brick pier</td>
<td>□ Wood</td>
</tr>
<tr>
<td>□ 2/2 paned sash</td>
<td>□ Brick pier-infilled</td>
<td>□ Wood (beaded board)</td>
</tr>
<tr>
<td>□ 6/6 paned sash</td>
<td>□ Brick wall</td>
<td>□ Plaster</td>
</tr>
<tr>
<td>□ 9/9 paned sash</td>
<td>□ Stone</td>
<td>□ Drywall</td>
</tr>
<tr>
<td>□ 3/1 paned sash</td>
<td>□ Cement Block</td>
<td>□ Other</td>
</tr>
<tr>
<td>□ 6/1 paned sash</td>
<td>□ Stucco</td>
<td></td>
</tr>
<tr>
<td>□ Queen Anne</td>
<td>□ Other</td>
<td></td>
</tr>
<tr>
<td>□ Casements</td>
<td>□ Replacement</td>
<td></td>
</tr>
<tr>
<td>□ Other</td>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>□ Replacement</td>
<td>Type</td>
<td></td>
</tr>
</tbody>
</table>

**Describe any other significant architectural or structural features.** (Attach additional sheets if necessary)

---

**Historic Overview**

Provide a brief overview of the historical significance of the building. Include dates and descriptions of major alterations, including if the building has been moved and where it was moved from. (Attach additional sheets if necessary)
**Description of Rehabilitation**

Provide a check for EACH CATEGORY in the following list. Check “YES” if it is included in your project, check “NO” if you will not be doing any work in that category. While all work must be reported, not all work may not be eligible for the tax credit.

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th><strong>Description of Work</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Roof</strong> - roofing, flashing, roof deck, roof structure, dormers, vents, chimneys</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Exterior Walls</strong> - repairing brick or stone masonry, repointing mortar joints, patching stucco, repairing, patching or replacing historic wood or metal features, painting</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Windows and Doors</strong> - repairing existing windows, new sash where missing or too deteriorated to repair, hood molds, sills, shutters, exterior door and window frames, exterior doors, sidelights, transoms</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Porches</strong> - roof, flashing, deck, structure, columns, posts, railings, flooring, floor structure, foundation</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Foundations</strong> - repairing brick or stone masonry, repointing mortar joints, patching stucco</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Exterior Restoration</strong> - removal of later features, new work duplicating missing historic features</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Repair and Stabilization of Historic Structural Systems</strong> - structural repair and stabilization of all historic structural elements</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Restoration of Historic Plaster</strong> - repair of historic plaster, new plaster where it was a documented historic finish, use of wood or metal lath, documented decorative or flat plaster finish</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Energy Efficiency Measures</strong> - insulation, interior or exterior storm windows, storm doors, weather stripping</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Repairs or Rehabilitation of Heating, Air-conditioning, or Ventilating Systems</strong> - repairs to existing or installation of new HVAC systems, installing flue liners in historic chimneys</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Repairs or Rehabilitation of Electrical or Plumbing Systems (exclusive of new electrical appliances and electrical or plumbing fixtures)</strong> - repair to existing or installation of new electrical service from the point of supply by the utility to the outlets or junction boxes for fixtures, repairs to existing or installation of new plumbing systems from the supply at the water meter (or at the supply side of the pump for a well) to the fixtures and on the sanitary sewer system from the fixture to the sewer or septic (excluding the tank and drainfield), repairs to existing historic electrical and plumbing features.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th><strong>Architectural and Engineering Fees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Changes in the Kitchen</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Changes in the Bathroom(s) Number of bathrooms ________</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Changes in the Other Rooms (List)________________________________________________________________________________</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Interior Painting, Wall-paper, other Decorative Finishes</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Removal of Alteration of Significant Historic Features</strong> - Check all that apply:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Crown Molding</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Picture Rail</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Beaded Board</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Chair Rail</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Wainscot</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Baseboard</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Wood Floor</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Tile Floor</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Stairs</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Door Trim</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Window Trim</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Historic Hardware</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Other ________</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Historic Hardware</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Other ________</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Other ________</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th><strong>An Addition to the Existing Building (unless necessary to make the building fully useable)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>New Building on the Site</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Work on Historic Outbuildings</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Work on Non-historic Buildings</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Site Work - grading, concrete</strong> (will not contribute for 25% if site work is for new construction)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Landscaping - plantings</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Fences and Other Non-planting Landscape Features</strong> - Describe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th><strong>Other</strong></th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Other</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Other</strong></td>
</tr>
</tbody>
</table>

* Expenses DO NOT contribute to the 25% minimum necessary for the tax assessment

(Preliminary Application Sheet 3)
Property Address

Provide a detailed description of the proposed rehabilitation work. You must include a description of work for EACH category that you checked “YES” to on Page 3, under Description of Rehabilitation. Include photograph and/or drawing numbers. **Attach Additional A & B Sheets As Necessary** (If you have filled out a S2, Number 6 - Detailed Description of Rehabilitation for SHPO, or a Part 2, Number 5 of the Historic Preservation Certification Application for the National Park Service, you may use either of these applications in lieu of sheets A & B. However, you must indicate on these applications what work counts towards the 25% expenditure minimum)

**Complete blocks below**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Approximate Date of Feature</th>
<th>Photo Numbers</th>
<th>Drawing Numbers</th>
<th>Work is part of the 25% minimum</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Describe existing feature and its condition

Describe work and impact to feature

<table>
<thead>
<tr>
<th>Feature</th>
<th>Approximate Date of Feature</th>
<th>Photo Numbers</th>
<th>Drawing Numbers</th>
<th>Work is part of the 25% minimum</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Describe existing feature and its condition

Describe work and impact to feature

<table>
<thead>
<tr>
<th>Feature</th>
<th>Approximate Date of Feature</th>
<th>Photo Numbers</th>
<th>Drawing Numbers</th>
<th>Work is part of the 25% minimum</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Describe existing feature and its condition

Describe work and impact to feature

<table>
<thead>
<tr>
<th>Feature</th>
<th>Approximate Date of Feature</th>
<th>Photo Numbers</th>
<th>Drawing Numbers</th>
<th>Work is part of the 25% minimum</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Describe existing feature and its condition

Describe work and impact to feature
Provide a detailed description of the proposed rehabilitation work. You must include a description of work for EACH category that you checked “YES” to on Page 3, under Description of Rehabilitation. Include photograph and/or drawing numbers (*Attach Additional A & B Sheets As Necessary*).

## Complete blocks below

<table>
<thead>
<tr>
<th>Feature</th>
<th>Approximate Date of Feature</th>
<th>Photo Numbers</th>
<th>Drawing Numbers</th>
<th>Work is part of the 25% minimum</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Describe existing feature and its condition

Describe work and impact to feature

---

Feature | Approximate Date of Feature | Photo Numbers | Drawing Numbers | Work is part of the 25% minimum | Yes | No |
|---------|-----------------------------|---------------|----------------|--------------------------------|-----|----|

Describe existing feature and its condition

Describe work and impact to feature
**Note:** This sheet must be completed and turned in with the application for Preliminary Certification. If this sheet is missing the application will be considered incomplete.

**APPLICANT MUST READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS:**

1. I understand that my project will receive preliminary certification from the Board of Architectural Review and Historic Preservation (BAR) based on my submittal and once the minutes from the meeting this Special Tax Assessment was discussed at, have been approved. If I choose to start work prior to the receipt of the preliminary certification, I do so at my own risk and understand this may disqualify the project from eligibility for the tax assessment.

2. I understand that ANY significant changes or additions to the building(s)/site(s) after receiving preliminary certification, during the construction phase, or after final certification (during the fifteen (15) year tax freeze period) which were not part of the original submission will need review and approval by either County staff and/or the BAR. Failure to receive approval may disqualify the project from eligibility for the tax assessment.

3. I understand that County staff and/or BAR members will need to review the project regularly with the agent or owner meeting them on-site.

4. I understand that the 25% of fair market value of the building, minimum expenditures for rehabilitation, must be incurred within two (2) years of the date on the preliminary certification from the BAR. If the work is completed within the two years, the project will be eligible for final certification and an application will need to be filed for final certification.

5. I understand that if the project is not completed within two (2) years of receiving preliminary certification, but the minimum expenditures for rehabilitation have occurred, that I may apply for an extension to County staff within sixty (60) days of meeting the two (2) year time limit. Failure to apply for an extension, including project receipts, may disqualify my project from receiving the tax assessment.

6. I understand with a successful extension the property continues to receive the special assessment until the project is completed, but not for more than five (5) years from the date of preliminary certification.

7. I understand that the fee of two hundred fifty (250) dollars is due with the application for final certification and that final certification will not be awarded without payment of this fee and approval by the BAR.

8. I understand this property shall not be eligible for the Special Tax Assessment for Rehabilitated Properties without final certification.

<table>
<thead>
<tr>
<th>Property Owner(s) Signature(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Name</strong></td>
</tr>
<tr>
<td><strong>Printed Name</strong></td>
</tr>
</tbody>
</table>

**For Office Use Only**

<table>
<thead>
<tr>
<th>Case #</th>
<th>Submittal Date</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>034</td>
<td></td>
</tr>
</tbody>
</table>
Meeting date is dependent on completeness and level of detail provided with application. If more information or revisions are needed, the meeting date could be deferred until a later date. In addition, a workshop and/or walk through may be scheduled prior to the formal meeting to discuss the application.

### Submittal Deadlines and Meeting Dates

<table>
<thead>
<tr>
<th>SUBMITTAL DEADLINE</th>
<th>BAR MEETING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECEMBER 10, 2019</td>
<td>JANUARY 21, 2020</td>
</tr>
<tr>
<td>JANUARY 7, 2020</td>
<td>FEBRUARY 18, 2020</td>
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<tr>
<td>FEBRUARY 14, 2020</td>
<td>MARCH 17, 2020</td>
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<td>MARCH 10, 2020</td>
<td>APRIL 21, 2020</td>
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<td>MAY 5, 2020</td>
<td>JUNE 16, 2020</td>
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<td>JULY 7, 2020</td>
<td>AUGUST 18, 2020</td>
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<tr>
<td>AUGUST 4, 2020</td>
<td>SEPTEMBER 15, 2020</td>
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<tr>
<td>SEPTEMBER 8, 2020</td>
<td>OCTOBER 20, 2020</td>
</tr>
<tr>
<td>OCTOBER 6, 2020</td>
<td>NOVEMBER 17, 2020</td>
</tr>
<tr>
<td>DECEMBER 8, 2020</td>
<td>JANUARY 19, 2021</td>
</tr>
</tbody>
</table>

### Flow Chart

**Special Tax Assessment Application Submittal**

→ **Staff Review of Application, Site Visit and/or Workshop Meeting Thirty Working Days**

→ **Staff Review Completed**

→ **Board of Architectural Review and Historic Preservation Meeting**

→ **If revisions/more information is required**

→ **Staff Re-review of Application, Site Visit and/or Workshop Meeting Thirty Working Days**

→ **Preliminary Certification Denied**

→ **Preliminary Certification Issued**
### GUIDELINES

to Certification of Horry County Rehabilitated Historic Property Special Tax Assessment

<table>
<thead>
<tr>
<th>Procedure for Applying</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Requirements:</strong></td>
</tr>
<tr>
<td>All applications must be complete and include all required support materials listed within to be considered for review. A check list is required as part of the preliminary certification submittal. All materials should be in an 8 ½”x11” format in addition to any large scale format needed for detail. Incomplete applications WILL NOT be reviewed by the Board of Architectural Review and Historic Preservation (BAR) or put on the Agenda for that month.</td>
</tr>
</tbody>
</table>

| **Application Deadline:** |
| Applications are to be submitted to Horry County Planning Department a minimum of thirty (30) working days prior to the regularly scheduled meeting of the BAR to be considered on the next month’s Agenda. |

| **Application Presentation:** |
| The owner or an authorized agent for the applicant shall be present at the meeting to support the application. If neither is in attendance to answer questions which may arise, the application may be deferred or denied. |

| **Required Submittal:** |
| Applicants are required to submit eleven (11) copies of the signed application and all required material to be reviewed. These copies MUST be in the Planning and Zoning office two (2) weeks prior to the scheduled meeting. |

| **Fee Requirements:** |
| There is a fee of $250.00 required for final certification for each application. No fee is due at the time of Preliminary Certification. However, Final Certification will not be granted until said fee has been paid. |

| **Signing Party:** |
| Horry County requires that the owner of record MUST sign the application form and complete and sign the memorandum of understanding. In the event the property owner designates an agent to appear before the Board, a letter of agency MUST be supplied with the application. |

| **Starting Work:** |
| Preliminary certification is required prior to the commencement of any work, including demolition. Any work commencing on a property before receiving preliminary certification is conducted at the risk of the property owner and may disqualify the project from eligibility. |

| **Design Guidelines** |
| The BAR uses the Secretary of the Interior’s Standards and any approved Local Design Guidelines to make all informed decisions. These standards are detailed in Article XVII, Section 1710 of the Horry County Zoning Ordinance. |
Time Limits

Upon successful Preliminary Certification, the property will be assessed for two (2) years on the fair market value of the property at the time the Preliminary Certification was made. If the project is not complete after two (2) years, but the minimum expenditures for rehabilitation have been incurred, the property continues to receive the tax assessment until the project is completed, but not for more than five (5) years. Applicant MUST apply for the extension within two (2) months of the two (2) year expiration date by filing the Extension Application with documentation of having spent the required 25% within the two year time period. Failure to do so may disqualify the project from eligibility.

Important Notes

Minimum Expenditures for Rehabilitation:
The actual costs of rehabilitation must exceed twenty-five percent (25%) of the fair market value of the building within a two (2) year period from the date of the preliminary certification. Additional expenditures will not qualify a project for additional extensions.

Modifications or Amendments:
Once Preliminary Certification is granted to an application, changes must be approved by the BAR. An Amendment Application will need to be filed. Unapproved changes are conducted at the risk of the property owner and may disqualify the project from eligibility.

Final Certification:
Upon completion of the project, the project must receive Final Certification in order to be eligible for the Special Tax Assessment. The BAR will inspect completed projects to determine if the work is consistent with the approval granted by the BAR pursuant to the Secretary of the Interior’s Standards for Rehabilitation and the Application. If the completed project does not comply with all requirements, Final Certification will not be granted and any monies not collected by the County due to the Special Tax Assessment must be returned to the County. The fee of $250 is due at the time of Final Certification. Final Certification will not be granted until said fee is paid.

Effective Dates:
If an application for preliminary certification is filed by May 1 or is approved by August 1, the special assessment is effective for that year. Otherwise, it is effective beginning with the following year. In no instance may the Special Tax Assessment be applied retroactively.

Forms

The following forms are used for the Special Property Tax Assessment. A successful tax assessment will require more than one submittal with the forms below. At a minimum, a preliminary certification application, a memorandum of understanding, a check list, and a final certification will need to be submitted.

Horry County Guidelines - Contains information pertaining to the Special Tax Assessment process.
Preiminary Certification Application - is signed by the owner and used to apply for a Special Tax Assessment
Check List - submitted with the preliminary certification application
Memorandum of Understanding - must be filled out by the owner and is submitted with the preliminary certification application
Letter of Agency - submitted with a preliminary certification application when a property owner is designating an agent to act on their behalf in regards to the special tax assessment application
Amendment Application - used to add additional work that was not on the original preliminary certification application or to add changes that are needed after preliminary certification has been granted and work has started
Extension Application - used to add up to three (3) additional years to finish a project after the initial two year period has lapsed
Final Certification - used to receive final approval and be awarded the tax benefits
Certificate of Appropriateness - (for commercial properties only) If a sign is not permitted with the Special Tax Assessment, a certificate of appropriateness will be needed prior to sign placement
**CHECKLIST**

for Preliminary Certification of Horry County Rehabilitated Historic Property Special Tax Assessment

All materials should be to a scale large enough to clearly represent existing and proposed changes

### Application Check List

- Application pages 1 through 6 (Includes Memorandum of Understanding)
- Number of additional pages for Historic Overview
- Number of additional pages for Other significant architectural or structural features
- Number of Detailed Summary of Rehabilitation Work (Sheet A)
- Number of Detailed Summary of Rehabilitation Work (Sheet B)
- Number of SHPO S2, Number 6, Detailed Description of Proposed Work
- Number of National Park Service (NPS) Part 2, Number 5, Detailed Description of Rehabilitation Preservation Work

### Required Support Materials - Each item in this category is required.

- Certification of Fair Market Building Value (Check the appropriate box below)
  - Certified by Real Estate Appraiser
  - Sales price as delineated in a bona fide contract of sale within six (6) months of application
  - Most recent assessed value from Horry County Tax Assessor
- Photographs in color, no more than two (2) per 8.5” x 11” sheet. A minimum of one (1) photograph keyed to each block on Work Sheets A & B, or SHPO/NPS detailed description sheets. However, to fully explain the rehabilitation work more than one (1) photo may be required per block. (Photos should clearly show not only the areas to be rehabilitated, but also overall views of the building and adjacent sites)
- A site plan showing the location of each picture keyed to the plan
- Location map showing where building is located
- Layout delineating public spaces from private spaces (commercial properties only)

### Additional Supporting Materials

Check ONLY the boxes for which you are submitting materials, as some materials may not be applicable to this submission. Additional information may be requested prior to a decision being rendered by the Board.

- Letter of Agency
- Historic photographs (copies)
- Architectural elevations (all sides)
- Architectural floor plans
- Site plan (building, out buildings, fencing, paving, landscape features)
- Landscape plan (including saved and proposed vegetation)
- Inventory of existing tree locations, species, size, and proposal for any tree removal
- Samples of proposed finishes
- Drawing and/or sample of street address, including the location on the building, size of lettering, and font style.
- Signage (Check appropriate boxes below)
  - Architectural elevations for signs located on the building
  - Site plan for signs that are free standing
  - Scaled drawing elevation and details of sign, including information on material and color
  (If signage is not known at this time, an additional application for a Certificate of Appropriateness will be needed prior to sign placement.)
- SHPO and/or NPS Decision
- Municipal Application and/or Decision
- Other
DESIGNATION OF AN AGENT
for Preliminary Certification of Horry County
Rehabilitated Historic Property Special Tax Assessment

For Office Use Only

PIN #____________________           Case #___________________

Address of Historic Property: ______________________________________________________________
_______________________________________________________________________________________

The owner or an authorized agent for the applicant shall be present at the public meeting to support the application. If neither is in attendance to answer questions which may arise, the application may be deferred or denied.

Signature Block - Owners

I hereby certify that I am the owner(s) of the property.

<table>
<thead>
<tr>
<th>PRINT</th>
<th>SIGNATURE</th>
<th>DATE</th>
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<tbody>
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</table>

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<tr>
<th>PRINT</th>
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<th>DATE</th>
</tr>
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<tbody>
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</tbody>
</table>

PRINT CORPORATION/PARTNERSHIP NAME  (If LLC or Corporation please provide authorization to sign)

<table>
<thead>
<tr>
<th>PRINT</th>
<th>SIGNATURE</th>
<th>DATE</th>
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<tbody>
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</tbody>
</table>

BY - PRINT NAME (of Authorized Representative)  SIGNATURE  DATE

Designation of Agent

I hereby certify that I appoint the person listed below as agent to act on my behalf for the purpose of a Special Property Tax Assessment, as he/she shall deem necessary and proper.

<table>
<thead>
<tr>
<th>PRINT AGENT’S NAME</th>
<th>AGENT’S DAYTIME PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

SIGNATURE OF AGENT  DATE

SIGNATURE OF OWNER  DATE

PRINT WITNESS NAME  SIGNATURE OF WITNESS  DATE
Use this form to propose changes to project work.

<table>
<thead>
<tr>
<th>Property Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address</td>
</tr>
<tr>
<td>Case Number</td>
</tr>
<tr>
<td>Owner(s)</td>
</tr>
<tr>
<td>Owners Address</td>
</tr>
<tr>
<td>Project Contact:</td>
</tr>
<tr>
<td>Contact email:</td>
</tr>
</tbody>
</table>

Describe Changes to the Project Work

Attach additional sheet if necessary.

Submittal Information

Amendment Forms are to be submitted to Horry County Planning Department. Determination will be made at the time of submittal if case is to be heard by the HPC Special Tax Assessment Committee. The HPC Special Tax Assessment Committee will make a determination if the HPC is not able to hear the case within thirty (30) days and work cannot continue on the project. The HPC Special Tax Assessment Committee will meet within three (3) weeks of the submittal.
EXTENSION APPLICATION

to Preliminary Certification of Horry County Rehabilitated Historic Property Special Tax Assessment

Must be filed within sixty (60) days of meeting the two (2) year time limit from the date of receiving Preliminary Certification. Failure to do so may disqualify the project from eligibility.

All expenses MUST have occurred within a two year period from the date on the Preliminary Certification to be included towards the 25% minimum necessary for the tax assessment.

This form is for an extension only: Final Certification is required prior to receiving a tax assessment.

**Property Information**

Property Address ______________________________________ City____________________________

Case Number (located on the Preliminary Certification at the top of the page)_____________________________

Owner(s)

Owner(s) Address ______________________________________ City________________________ State_______

Project Contact:________________________________ Contact Daytime Phone Number:___________________

Contact email:_________________________________________________________________________________

**Rehabilitation Expense List**

PLEASE PRINT IN INK OR TYPE THE INFORMATION THAT YOU PROVIDE.

You may be asked to submit receipts for the allowable expenses as described on the preliminary certification application. Rehabilitation expenses do not include the cost of acquiring or marketing the property, the value of the owner’s personal labor, the cost of personal property, or other items shown as non-contributing on page 3 of the preliminary certification application.

1. Preservation and rehabilitation work done to the exterior of a historic structure

   Roof_______________________________  $________________________
   Exterior Walls_______________________________  $________________________
   Windows & Doors_______________________________  $________________________
   Porches_______________________________  $________________________
   Foundations_______________________________  $________________________
   Restoration of documented historical architectural features_______________________________  $________________________

   **Total Section 1 $________________________**

2. Repair and stabilization of historic structural systems

   Structural repair and stabilization of all historic structural elements exclusive of interior finishes

   **Section 2 $________________________**

3. Restoration of historic plaster

   Work done on historic plaster, including repair of historic plaster where it was a documented historic finish, use of wood or metal lath, documented decorative or flat plaster features

   **Section 3 $________________________**

4. Energy efficiency measures

   Insulation, interior or exterior storm windows, storm doors, weather stripping

   **Section 4 $________________________**

5. Repairs or rehabilitation of heating, air-conditioning, or ventilation systems

   Repairs to existing or installation of new HVAC systems, flue-liners in historic chimneys

   **Section 5 $________________________**

   **Total page 1 $________________________**
Rehabilitation Expense List continued

Please print in ink or type the information that you provide.
You may be asked to submit receipts for the allowable expenses as described on the preliminary certification application.

Total from page 1 $ ____________

6. Repairs or rehabilitation of electrical or plumbing systems, exclusive of new electrical appliances and electrical or plumbing fixtures
   Section 6 $ ____________

7. Architectural and Engineering fees, exclusive of fees attributable to new construction beyond the volume of the existing building
   Section 7 $ ____________

8. Additional eligible items (explain)

   Total Section 8 $ ____________
   Total Expenditures $ ____________

Property Owner(s) Signature
I hereby attest that the information provided is, to the best of my knowledge, correct, and that in my opinion the work is consistent with information described in the Preliminary Certification Application. I also attest that I own the property described on this form. I understand that falsification of factual representation in this application is subject to civil and criminal penalties as provided in 12-54-43 and 12-54-44 of the SC Code of Laws, 1976. An original signature is required.

Print Name (or LLC or Corporation) ___________________________ Signature ___________________________ Date ____________

Print Name (or LLC or Corporation) ___________________________ Signature ___________________________ Date ____________

Department Use Only

☐ The expenses, as described on this extension form, have been approved by Staff and/or the Board of Architectural Review and Historic Preservation and this property will continue to receive the special tax assessment until the project is completed, but not for more than five (5) years from the date of the Preliminary Certification.

☐ The expenses, as described on this extension form, have been denied and this property is no longer eligible to receive the special tax assessment. The attached sheet(s) describes the specific problems.

_________________________________________             ________________________________________
Chairman, Board of Architectural Review & Historic Preservation Attest: Staff Liaison

Number of attached sheets _________

042 Extension Sheet 2
**APPLICATION**

for Final Certification of Horry County
Rehabilitated Historic Property Special Tax Assessment

Application must be complete and include all required support materials and $250 fee to be considered for review.

All expenses MUST have occurred within a two year period from the date on the Preliminary Certification to be included towards the 25% minimum necessary for the tax assessment.

### Property Information

<table>
<thead>
<tr>
<th>Property Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Number (located on the Preliminary Certification at the top of the page)</td>
<td></td>
</tr>
<tr>
<td>Owner(s)</td>
<td></td>
</tr>
<tr>
<td>Owners Address</td>
<td>City</td>
</tr>
<tr>
<td>Project Contact:</td>
<td>Contact Daytime Phone Number:</td>
</tr>
<tr>
<td>Contact email:</td>
<td></td>
</tr>
</tbody>
</table>

STOP - If you received an extension, you do not need to fill out the Rehabilitation Expense List. Qualifying expenses have been met with the extension review. Go to Photographs Section.

### Rehabilitation Expense List

**PLEASE PRINT IN INK OR TYPE THE INFORMATION THAT YOU PROVIDE.**

You may be asked to submit receipts for the allowable expenses as described on the preliminary certification application. Rehabilitation expenses do not include the cost of acquiring or marketing the property, the value of the owner’s personal labor, the cost of personal property, or other items shown as non-contributing on page 3 of the preliminary certification application.

1. Preservation and rehabilitation work done to the exterior of a historic structure
   - Roof $__________
   - Exterior Walls $__________
   - Windows & Doors $__________
   - Porches $__________
   - Foundations $__________
   - Restoration of documented historical architectural features $__________
   **Total Section 1 $__________**

2. Repair and stabilization of historic structural systems
   - Structural repair and stabilization of all historic structural elements exclusive of interior finishes **Section 2 $__________**

3. Restoration of historic plaster
   - Work done on historic plaster, including repair of historic plaster where it was a documented historic finish, use of wood or metal lath, documented decorative or flat plaster features **Section 3 $__________**

4. Energy efficiency measures
   - Insulation, interior or exterior storm windows, storm doors, weather stripping **Section 4 $__________**

5. Repairs or rehabilitation of heating, air-conditioning, or ventilation systems
   - Repairs to existing or installation of new HVAC systems, flue-liners in historic chimneys **Section 5 $__________**

**Total page 1 $__________**

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The Horry County
Board of Architectural Review

Committed to Excellence
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Section</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Repairs or rehabilitation of electrical or plumbing systems, exclusive of new electrical appliances and electrical or plumbing fixtures</td>
<td>Section 6</td>
<td>$ __________</td>
</tr>
<tr>
<td>7</td>
<td>Architectural and Engineering fees except fees attributable to new construction beyond the volume of the existing building</td>
<td>Section 7</td>
<td>$ __________</td>
</tr>
<tr>
<td>8</td>
<td>Additional expenses used to meet the 25% expenditures</td>
<td>Section 8</td>
<td>$ __________</td>
</tr>
<tr>
<td>9</td>
<td>Additional eligible items (explain)</td>
<td>Section 9</td>
<td>$ __________</td>
</tr>
</tbody>
</table>

Total from page 1 $ __________

Total Section 9 $ __________

Total Expenditures $ __________

**Photographs**

Submit photographs of the completed work; both exterior and interior views. Photographs should be in color, no more than two (2) per 8.5” x 11” sheet. A minimum of one (1) for each block on the Detailed Summary of Rehabilitation Work Sheets A and/or B or SHPO/NPS detailed description sheets. However, to fully encompass rehabilitation work, more than one (1) photo may be required per block. (Photos should clearly show not only the areas that were rehabilitated, but also overall views of the building. Views of adjacent sites not required with the final submittal.) Contact Planning and Zoning at 843-915-5340 if a copy of A, B, SHPO or NPS sheets are needed.

**Property Owner(s) Signature**

I hereby apply for Final Certification of rehabilitation work I hereby attest that the information provided is, to the best of my knowledge, correct, and that in my opinion the work is consistent with information described in the Preliminary Certification Application and any Amendments and meets the Secretary of the Interior’s Standards for Rehabilitation. I also attest that I own the property described on this form. I understand that falsification of factual representation in this application is subject to civil and criminal penalties as provided in 12-54-43 and 12-54-44 of the SC Code of Laws, 1976. An original signature is required.

Print Name (or LLC or Corporation)  Signature  Date
Print Name (or LLC or Corporation)  Signature  Date