

## Planning & Development

The Department of Planning & Development includes the Planning & Engineering and Building Inspection Divisions. Information on specific parcels of land, zoning requirements, and maps are available for review in the Planning office. The Planning and Development Department assumes the following duties and responsibilities:

### Planning & Engineering Division

- Administers and enforces the Town Zoning Code and Land Development Regulations
- Subdivision & development requirements
- Boards & Commissions
- Annexation
- Rezoning
- Commercial design guidelines
- Tree protection
- Sign permits
- GIS & mapping
- Comprehensive Plan
- Geocaching

### Building Inspection Division

- Construction plan approval
- Construction permits & Certificates of Occupancy
- ADA compliance
- Building codes
- Flood zone guidelines
- Street lighting
- Construction Board of Adjustments

## Staff

**Christiane Farrell, Director**  
**Lee Cave, Deputy Director & Building Official**

### Planning & Engineering Division

Kent Prause	Division Chief & Zoning Administrator
Chris Luly	Planner
Chris Hoover	Land Codes Inspector
Danny Newman	Draft Technician
Eddie Bernard	Senior Planner
Jane Yager-Baumrind	Receptionist
Kevin Mitchell	Town Engineer
Lynnette Lynes	Executive Office Manager
Michael Robertson	Principal Planner
Michele Canon	Senior Planner
Ryan Auton	Zoning Specialist
Shaina Salomon	Staff Engineer
Susan Bettelli	Senior Planner
Theresa Horan	Receptionist
vacant	Principal Planner

### Building Inspection Division

Bill Jennings	Division Chief
Allen Phelps	Plan Review Coordinator
Betsey Mitchell	Office Manager
Christina Springston	Plan Review Coordinator
Darren Weathers	Plans Examiner
Daniel Green	Plans Examiner/ Building Inspector
Jeff Ball	Comm. Plans Examiner
Joe Juan	Plans Examiner/ Building Inspector
Mike Taulbee	Chief Building Inspector
Rob Rogerson	Floodplain Manager/ ADA Coordinator
Susan Ebbert	Permit Clerk
Susan Sain	Permit Clerk

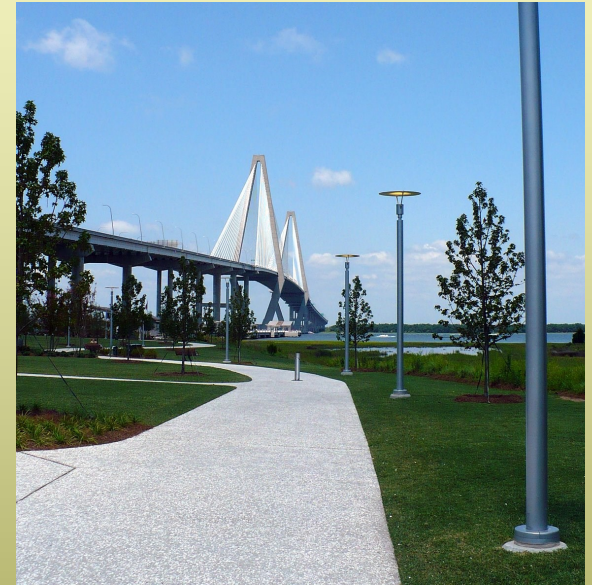
### Building Inspectors:

Joe Malek, John Wood,  
Mark Sargeant, Maurice Mazyck



Town of Mount Pleasant  
Department of Planning & Development

## Guide to the Department of Planning & Development



Welcome to the Department of Planning and Development. This guide is intended to provide a brief overview of the services we provide. For additional information or to contact us, choose from one of the following options:

Planning & Engineering  
Phone: 843-884-1229  
[planning@tompsc.com](mailto:planning@tompsc.com)

Building Inspection  
Phone: 843-884-5184  
[planning@tompsc.com](mailto:planning@tompsc.com)

Come visit us at our temporary offices at  
1355 Sweetgrass Basket Parkway.  
Monday - Friday, 8:00 am to 4:30 pm  
[www.tompsc.com](http://www.tompsc.com)



## Boards & Commissions

The Department of Planning & Development provides the staff liaison to a variety of Boards and Commissions. Board and Commission members are appointed by and serve at the pleasure of Town Council. Visit the Town's website to learn about the members, meetings, and responsibilities for each of these entities.

- Board of Zoning Appeals
- Commercial Design Review Board
- Construction Board of Adjustments
- Historical Commission
- Old Village Historic District Commission
- Planning Commission



## Annexation

Any property owner interested in annexation can contact us for information on the benefits of annexing into the Town. We can explain the various methods of annexation and guide you through the process. Our helpful online annexation calculator provides a comparison of estimated property taxes for incorporated and unincorporated properties.



## Rezoning

Planning & Engineering Division staff can provide information on the Comprehensive Plan Future Land Use designation for a property, as well as zoning options and permitted uses. The rezoning process takes approximately three months.



## Commercial Approval Process

In order to maintain the unique sense of place found in Mount Pleasant, all new commercial construction, remodeling, and alteration activity must be approved through the Commercial Design Review Process. The Design Review Process establishes a systematic and uniform review procedure for proposed construction based on established design review guidelines.

Upon approval through the Design Review Process, plans can be submitted for permitting. Permit plans are reviewed by many entities including, but not limited to, the Building Inspection Division, Planning & Engineering Division, Fire Department, and Mount Pleasant Waterworks. A Commercial Projects Coordinator assists developers and contractors through the commercial approval and permitting process.



## Special Projects

The Planning Department has been involved in a variety of special projects throughout the town, including development of a Bicycle & Pedestrian Master Plan; enhancement of the Pickett Bridge

Recreation Area; construction of the 4th Street Dock in Remley's Point; development of Shem Creek Park; construction of nature trails at Patriots Point, Kearns Park, and Hamlin Park; development and maintenance of several geocaches. For information on any of these projects, please contact us.



## Town GIS and Mapping

The Planning & Engineering Division maintains GIS maps of the Town which are available on the website. Available parcel information includes land use, zoning and flood zone information. Links in the GIS allow you to access the Zoning Code to determine permitted uses or setbacks. For information about parcel ownership or tax data please visit Charleston County online: [www.charlestoncounty.org](http://www.charlestoncounty.org)

Select maps may be viewed or printed from our website including Future Land Use and zoning. Custom maps are available for a fee.



## Building Code

The Town of Mount Pleasant follows the requirements of the 2015 International Building Code with SC Amendments. For a complete listing of all the codes, please visit the International Code Council online library.



## Flood Compliance

The Inspection Division's Floodplain Manager ensures compliance with the Town's Flood Damage Prevention ordinance and provides information about flood zone requirements. Contact the Inspection Division for a flood zone determination or for information about flood requirements.

For a variety of planning-related information, please visit our online Document Library at <http://www.tompsc.com/index.aspx?nid=388>

Most applications may be submitted online. Check out our Applications & Forms page: <http://www.tompsc.com/index.aspx?ID=157>