

**CITY OF FLORENCE DESIGN REVIEW BOARD
WEDNESDAY, FEBRUARY 8, 2023 – 2:00 P.M.
CITY CENTER – COUNCIL CHAMBERS
324 WEST EVANS STREET, FLORENCE, SC
MEETING AGENDA**

I. Call to Order

II. Approval of Minutes Regular meeting held on December 14, 2022
(No meeting was held on January 11, 2023)

III. Public Hearing and Matter in Position for Action

DRB-2023-01 Request for a Certificate of Appropriateness for complete demolition of the house located at 612 South Dargan Street, Tax Map Number 90088-09-021 in the D-1 Redevelopment Overlay District.

IV. Public Hearing and Matter in Position for Action

DRB-2023-02 Request for a Certificate of Appropriateness for rooftop solar panels on the house located at 411 Manor Circle, Tax Map Number 90075-01-008 in the D-4 Timrod Park Overlay District.

V. Adjournment Next meeting is scheduled for March 8, 2023.

CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
DECEMBER 14, 2022 MINUTES

MEMBERS PRESENT: Jamie Carsten, Scott Collins, Brice Elvington, John Keith, Joey McMillan, Mike Padgett, Ranny Starnes, and David Tedder

MEMBERS ABSENT: Jay Ham, Erik Healy

STAFF PRESENT: Clint Moore, Derek Johnston, Alane Zlotnicki, Bryan Bynum for IT

CALL TO ORDER: Chairman Carsten called the December 14, 2022 meeting to order at 2:01 p.m.

APPROVAL OF MINUTES: Chairman Carsten introduced the October 12, 2022 minutes (there being no meeting on November 9, 2022) and asked if there were any corrections or comments. There being none, he called for a motion to approve the minutes as submitted. Mr. Collins moved that they be approved; Mr. McMillan seconded the motion, and it passed unanimously (7-0).

APPROVAL OF 2023 MEETING DATES: Chairman Carsten introduced the proposed meeting dates for 2023 and asked if there were any comments. There being none, he called for a motion to approve the dates as submitted. Mr. McMillan moved that they be approved; Mr. Tedder seconded the motion, and it passed unanimously (7-0).

****Dr. John Keith arrived****

PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:

DRB-2022-38 Request for a Certificate of Appropriateness for complete demolition of the house located at 472 West Darlington Street, Tax Map Number 90073-06-010 in the D-1 Redevelopment Overlay District.

Chairman Carsten read the introduction to DRB-2022-38 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board. She said that she sent the demolition request to the Historical Commission prior to their meetings in both November and December but has yet to get a response from the chairman.

There being no questions for staff, Chairman Carsten opened the public hearing. Neighbors Thumbelina Brown and Janice Spann asked what the City's plans were for the lot once the house is removed. Mr. Moore explained that it would be kept as green space for the time being. There being no one else to speak, Chairman Carsten closed the public hearing and called for a motion.

Mr. Tedder moved to approve the demolition once the Historical Commission approved; Mr. McMillan seconded the motion, and the vote to approve the demolition passed unanimously (8-0). Mr. Collins pointed out that the Historical Commission shouldn't be able to hold up projects by being unresponsive. Mr. Moore clarified that they have 60 days from being sent a case to respond to it, and the most they could delay a demolition permit was 90 days.

Mr. Elvington asked if there were any incentives available to City residents in residential districts. Mr. Moore said no, that the City has to recoup its investments and it does that through taxes, business license fees, and such, therefore the central business district gets all the incentive funding rather than private homeowners.

DRB-2022-39 Request for a Certificate of Appropriateness for a wall sign on the business located at 160 South Dargan Street, Tax Map Number 90169-01-021 in the H-1 Historic Overlay District.

Chairman Carsten read the introduction to DRB-2022-39 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board. The request is to approve the flat metal wall sign for the Lula's coffee shop.

There being no other questions for staff, Chairman Carsten opened the public hearing. There being no one to speak either for or against the request, Chairman Carsten closed the public hearing and called for discussion and then a motion. Dr. John Keith recused himself since he owns the building.

Mr. Padgett moved to approve the request as submitted. Ms. Starnes seconded the motion, and the vote to approve the request passed unanimously (7-0 with Dr. Keith recused).

OTHER BUSINESS: Mrs. Zlotnicki passed out a worksheet with options for motions that the Board members can use when making their motions in the future. Due to the changes in the Design Guidelines being considered currently before City Council, staff wanted to help members word their motions in an appropriate manner. The worksheets will be included in staff reports in the new year.

ADJOURNMENT: Chairman Carsten adjourned the meeting at 2:25 p.m. The next meeting is scheduled for January 11, 2023 at 2:00 p.m.

Submitted by

Alane Zlotnicki, AICP
Senior Planner

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE DESIGN REVIEW BOARD**

DATE: February 8, 2023
CASE NUMBER: DRB-2023-01
LOCATION: 612 South Dargan Street
TAX MAP NUMBER: 90088-09-021
OWNERS OF RECORD: Kenneth Swaringer and Draper Myers, Sr.
APPLICANT: Kenneth Swaringer and Draper Myers, Sr.
PROJECT DESCRIPTION: Demolition of Multi-unit House
OVERLAY DISTRICT: D-1 Redevelopment Overlay District

Project Description

The applicants are seeking a Certificate of Appropriateness (COA) to demolish a burned-out house located at 612 South Dargan Street, Tax Map Parcel 90088-09-021 in the City’s Redevelopment Overlay District.

Background Information

According to the Florence County Property Card File, the four-unit house was built in 1910 and has an area of 4,448 square feet. The property is zoned Urban Residential (RU), which is intended for a variety of residential housing types with an urban character. The parcel area is 9,600 square feet with a lot width of 66 feet and a lot depth of 150 feet.

The building was damaged by fire in April 2022. The Florence City-County Historical Commission reviewed this request on January 9, 2023 and determined that the property has no historical significance. The Record of Official Action was signed and released at that time (Attachment E).

Staff Analysis

In considering the issue of appropriateness, the Design Review Board and the Downtown Planning Coordinator shall use the *Design Guidelines for Downtown Florence, South Carolina prepared by Allison Platt & Associates and Hunter Interests Inc.*, as adopted by Florence City Council. According to “Chapter 2: Redevelopment Overlay District Design Guidelines and Requirements”, the following general guidelines shall be followed, but for this particular request of a complete demolition, they do not apply.

1. **The historic and significant character of the property should be retained and preserved:** *The request is for a complete demolition of the existing home.*

2. **Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved:** *The request is for a complete demolition of the existing house.*
3. **For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board:** *Not applicable to this project.*
4. **Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the Design Review Board:** *Not applicable to this project.*
5. **New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the original property and its environment would be unimpaired:** *Not applicable to this project.*
6. **The height of any alteration or construction should be compatible with the style and character of the proposed or modified structure or building and with the surrounding buildings and structures:** *Not applicable to this project.*
7. **The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings:** *Not applicable to this project.*
8. **The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures:** *Not applicable to this project.*
9. **The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures:** *Not applicable to this project.*
10. **Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses:** *The applicant will be required to stabilize the parcel to meet stormwater runoff requirements.*
11. **The scale of buildings or structures after alteration, construction, or partial demolition should be compatible with the style and character of surrounding buildings and structures:** *Not applicable to this project.*
12. **When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures:** *Not applicable to this project.*

Board Action

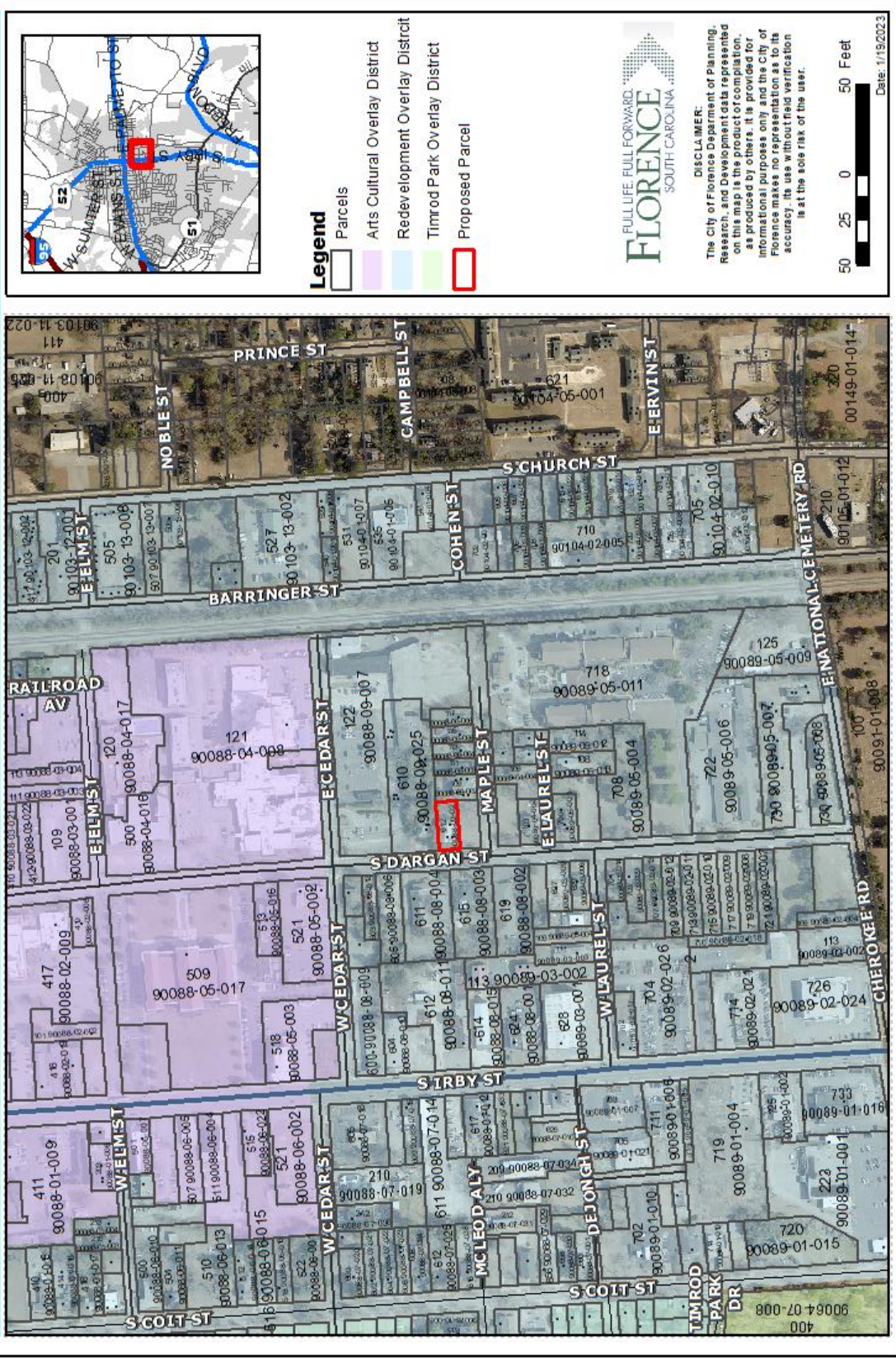
1. Consider only the evidence presented before the Board during the public hearing.
2. Make findings of fact to apply the Design Guidelines to the application.
3. Based on the findings of fact, make a motion regarding the request for demolition:
 - a. **Approval:** I move to approve Case Number DRB-2023-01 with the specific finding that the structure proposed for demolition has no historical significance as determined by the Florence City/County Historical Commission, and its removal will not have an adverse effect on the historic character of the district or property as referenced in the Staff Report.

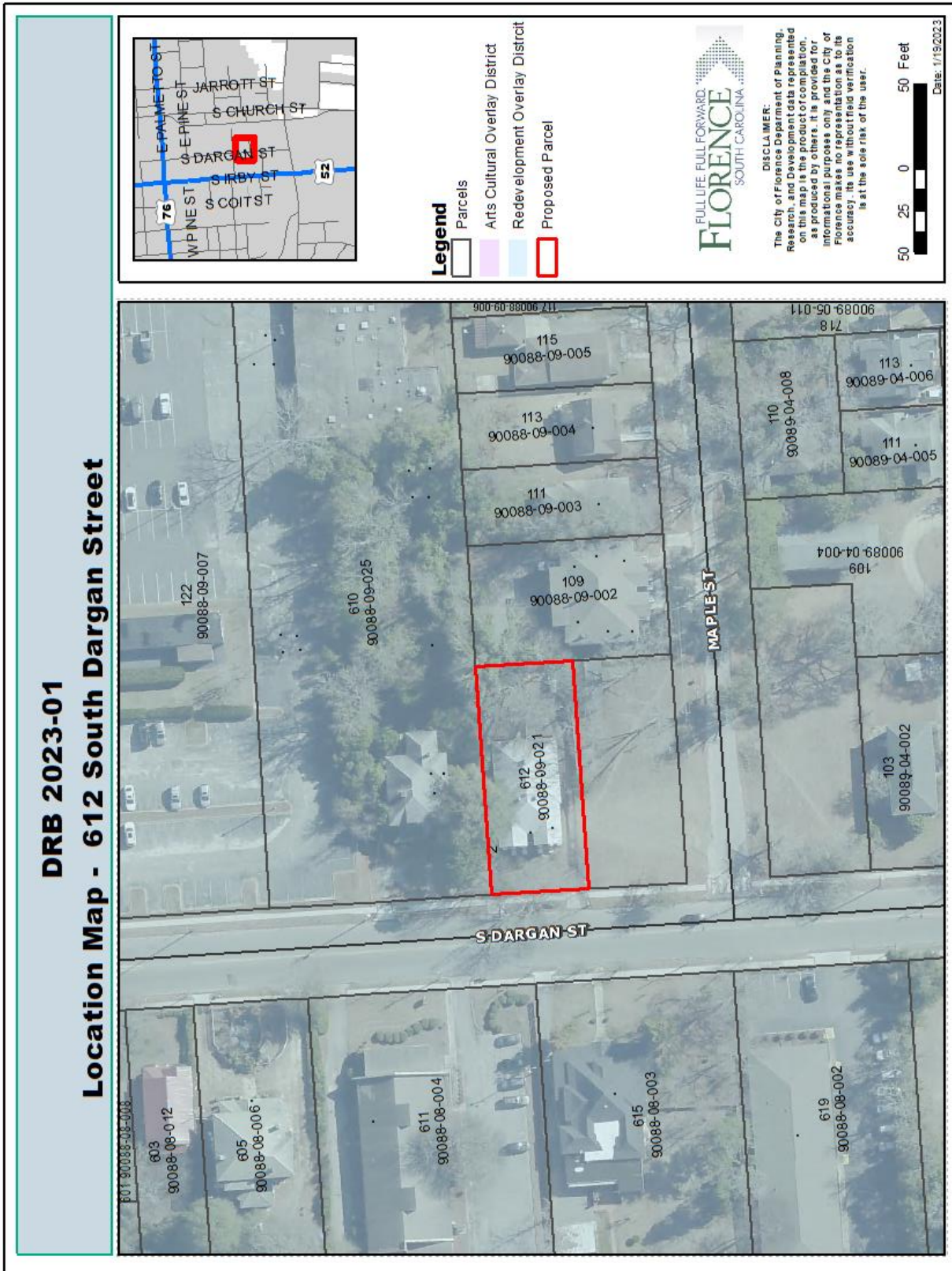
- b. **Denial:** I move to deny Case Number DRB-2023-01 with the specific finding that the proposed work as submitted will have an adverse effect on the historic character of the district or property; it is not consistent with the provisions of the Design Guidelines, and it is not in compliance with the relevant sections of the City of Florence *Unified Development Ordinance* as referenced in the Staff Report. [list the reasons in a numbered format]

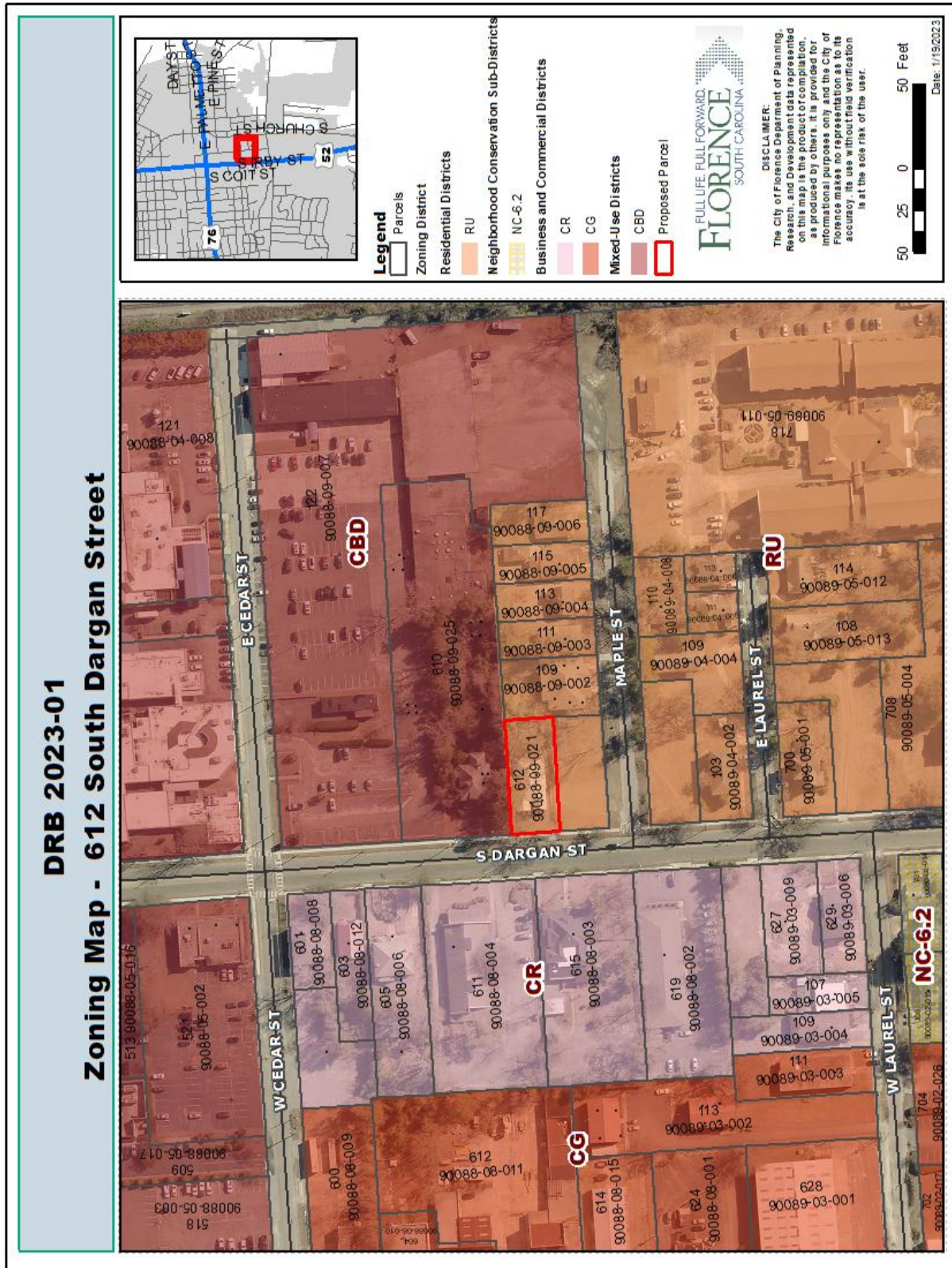
Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Property Card
- E. Signed ROA
- F. Site Photos

DRB 2023-01
Vicinity Map - 612 South Dargan Street







Attachment D: Property Card

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FLORENCE COUNTY TAX ASSESSOR
Property Card Record for MBP: 90088-09-021 TAX YEAR: 2021 9/16/21 10:13:19 PAGE: 70868
----- PROPERTY LOCATION Address ----- PROPERTY BILLING NAME/ADDRESS ===
Number: 00612 Suffix:
Street Name: DARGAN ST Street Suffix:
City: State: Zip: 00000 0000 HUANG CHUN HSIUNG
District: 110 Land Class: RI RESIDENTIAL IMPROVED 345 S BARRINGTON DR
Legal Desc: S DARGAN ST FLORENCE SC29501
Land Characteristic Selections
01 Topography 1 Level
02 Street 1 Paved
03 Utilities 1 All Public Utilities
04 Fronting Traffic 4 Med.
05 Ownership 1 Private
L A N D Square Feet: 0
L A N D Gross Acres: Site Value .00
-----
R E S I D E N T I A L MBP: 90088-09-021 BUILDING ID#: 001 SUFFIX#: 000
Building Use Code: RESIDENTIAL 4 FAMILY Age Erected: 1910 Grade: D Story Height: 25 2 STORY
Bedrooms: 08 Full Bath: 4 Half Bath: 0 Fireplaces: Heating & Air Conditioning: 4 HTG & AC
Total Living Area: 4,448 Exterior Wall Construction: F STUD FRAME 02 SF-METAL/VINYL SID.
Ext.Feat.Code: 11 Description: OFF Area: 240
Ext.Feat.Code: 11 Description: OFF Area: 240
Improvement Cost with Additions: 11,227.28 Yard/Other Bldg Values: Total Buildings Value: 101,045.6
Improvement Cost with Additions: .00 Yard/Other Bldg Values: Total Buildings Value:
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--- Totals for MBP ---
# Buildings: 1 Building Value: 101,045.61 Land Market Value: 11,000.00
Market Acres: .00 Use Acres: .00 Land Use Value: .00
Bld/Land Use Total: 101,045.61 Bld/Land Mar.Total: 112,045.61 6% Bld Value: 0 # of 6% Blds: 0
Rental Acres: 0 Rental Acres Value: 0 Ren.Acres-Mar: 0 Ren.Acres Value-Mar: 0
Transfer Date: 12/02 DEED Book: A712 Page: 1471 Sales Price: 114,000

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Florence City / County Historical Commission

RECORD of OFFICIAL ACTION

On 1/9/23 _____
(month / day) (year)

The Florence City / County Historical Commission chairperson or an appointed designee reviewed the historical significance of

612 S. Dargan St. _____, Florence, South Carolina
(address)

The following action was taken:

- No Action / No Historical Significance
- Additional time is needed to evaluate, because the structure(s) has general value to the community and could be preserved and rehabilitated. Therefore, the Historical Commission has decided to delay the issuance of the permit for up to thirty (30) days in order to properly survey and document the structure(s) and to arrange with the owner for the purchase, rehabilitation, renovation or relocation of the structure(s).
- Additional time is needed to evaluate, because the structure(s) has historical significance. Therefore, the Historical Commission has decided to delay the issuance of the permit for up to sixty (60) days in order to properly survey and document the structure(s) and to arrange with the owner for the purchase, rehabilitation, renovation or relocation of the structure(s).
- Other (Please describe in detail) _____

Name MARK BUCK III

Florence City/County Historical Commission Chairperson or Designee

Signature [Handwritten Signature]

Attachment F: Site Photos



**CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
STAFF REPORT**

DATE: February 8, 2023

CASE NUMBER: DRB-2023-02

LOCATION: 411 Manor Circle

TAX MAP NUMBER: 90075-01-008

OWNER OF RECORD: Sabrina Rivera

APPLICANT: Shannon Driggers with Orka EV

PROJECT DESCRIPTION: Installation of 18 Roof Mounted Solar Panels

OVERLAY DISTRICT: D-4 Timrod Park Overlay District

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to install 18 roof top solar panels on the house located at 411 Manor Circle, in the Timrod Park Overlay District. 9 solar panels will be placed on the front and 9 will be placed on the back of the gable roof, with the front of the roof being visible from Manor Circle. Attachment E shows the proposed layout and solar system details.

The total roof area covered will be 859 square feet (41%). The solar panels themselves are composed of 3.2 mm black tempered glass with an anodized aluminum alloy frame. The solar panels will be mounted on rails that are then attached to the home's roof.

Background Information

The single-family home was constructed in 1952. The owner wishes to install 18 solar panels on the roof to help with energy costs and supply. Associated equipment required to connect the solar system to the home's main service panel will be located on the northeast side of the home, practically invisible from Manor Circle.

Staff Analysis

The City of Florence *Unified Development Ordinance* allows roof mounted photovoltaic arrays in all zoning districts of the City and is regulated as follows:

Sec. 3-8.1.6 Renewable Energy Systems

- A. Generally. Renewable energy systems include photovoltaic arrays (solar electric panels), solar water heaters, and geothermal heating and cooling systems. They do not include the manufacture of renewable combustible fuels (*e.g.*, ethanol or biodiesel).
- B. Interconnect Agreements Required. If a photovoltaic array is to be interconnected to the electric utility grid, proof of an executed interconnect agreement shall be provided before the system is interconnected. Systems approved pursuant to this Section shall not generate power as a commercial enterprise.
- C. Photovoltaic Arrays. The following standards apply to photovoltaic arrays:

1. *Roof-Mounts.* Photovoltaic arrays may be roof-mounted on principal and accessory buildings in all districts. Systems that are designed to be incorporated into the roof, such as solar shingles, are permitted anywhere on the building.
2. *Ground-Mounts.* Ground or structure-mounted photovoltaic arrays (not mounted on buildings) shall be setback as if they were detached accessory buildings if the highest point on the panels is more than six feet above grade. (*see Section 3-8.1.9, Accessory Buildings and Structures*)
3. *Carports and Covered Walkways.* Carports and walkways in multifamily developments may be covered with photovoltaic arrays, provided that:
 - a. There is not less than eight feet of clearance under the carport or covered walkway; and
 - b. In residential zoning districts, PV panels that cover carports and covered walkways are set back from the front property line as required for principal buildings. Additional setbacks may be required in other areas in order to comply with building setback requirements or accessory structure requirements for the underlying structures.

In considering the issue of appropriateness, the Design Review Board and the Downtown Planning Coordinator shall use the *Design Guidelines for Downtown Florence, South Carolina* prepared by Allison Platt & Associates and Hunter Interests Inc., as adopted by Florence City Council. According to *Chapter 6: Timrod Park Residential District (D-4) Design Guidelines*, the following general guidelines shall apply:

1. **The historic and significant character of the property should be retained and preserved:** *The addition of the solar system will have minimal effect on the aesthetics of the home.*
2. **Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved:** *Not applicable to this request.*
3. **For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board:** *Not applicable to this request.*
4. **Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the Design Review Board:** *The solar panels will be attached to the existing roof structure.*
5. **New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the original property and its environment would be unimpaired:** *The solar panels can be removed in the future if necessary.*
6. **The height of any alteration or construction should be compatible with the style and character of the proposed or modified structure or building and with the surrounding buildings and structures:** *The solar panels do not add significant height to the roof. The panels will be installed on racks 4 inches above the front and rear roof minimizing their profile.*
7. **The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings:** *Not applicable to this request.*
8. **The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures:** *Not applicable to this request.*
9. **The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures:** *The roof design will not change; the solar panels will be*

installed directly on top of the existing roof. The mounting racks and solar panels will be black in color to complement the existing color of the architectural shingle roof.

10. **Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses:** *Not applicable to this request.*
11. **The scale of buildings or structures after alteration, construction, or partial demolition should be compatible with the style and character of surrounding buildings and structures:** *Not applicable to this request.*
12. **When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures:** *The proposed solar panels and mounting racks are black to complement the color of the home's roof. Only 9 of the 18 solar panels will be visible from Manor Circle. All other associated solar system equipment will be installed on the northeast side of the home.*

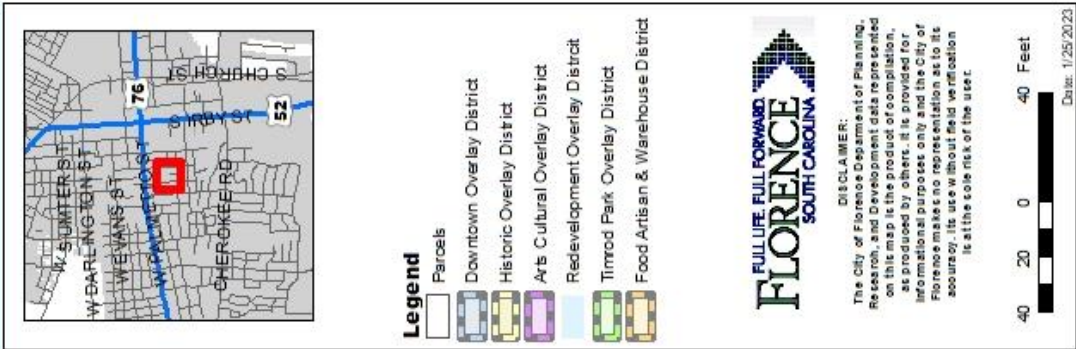
Board Action

1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request for solar panels:
 - a. **Approval:** I move to approve Case Number _____ with the specific finding that the proposed work as submitted will not have an adverse effect on the historic character of the district or property, and it complies with the relevant Design Guidelines and sections of the *Unified Development Ordinance* as referenced in the Staff Report.
 - b. **Denial:** I move to deny Case Number _____ with the specific finding that the proposed work as submitted will have an adverse effect on the historic character of the district or property; it is not consistent with the provisions of the Design Guidelines, and it is not in compliance with the relevant sections of the City of Florence *Unified Development Ordinance* as referenced in the Staff Report. [list the reasons in a numbered format]

Attachments

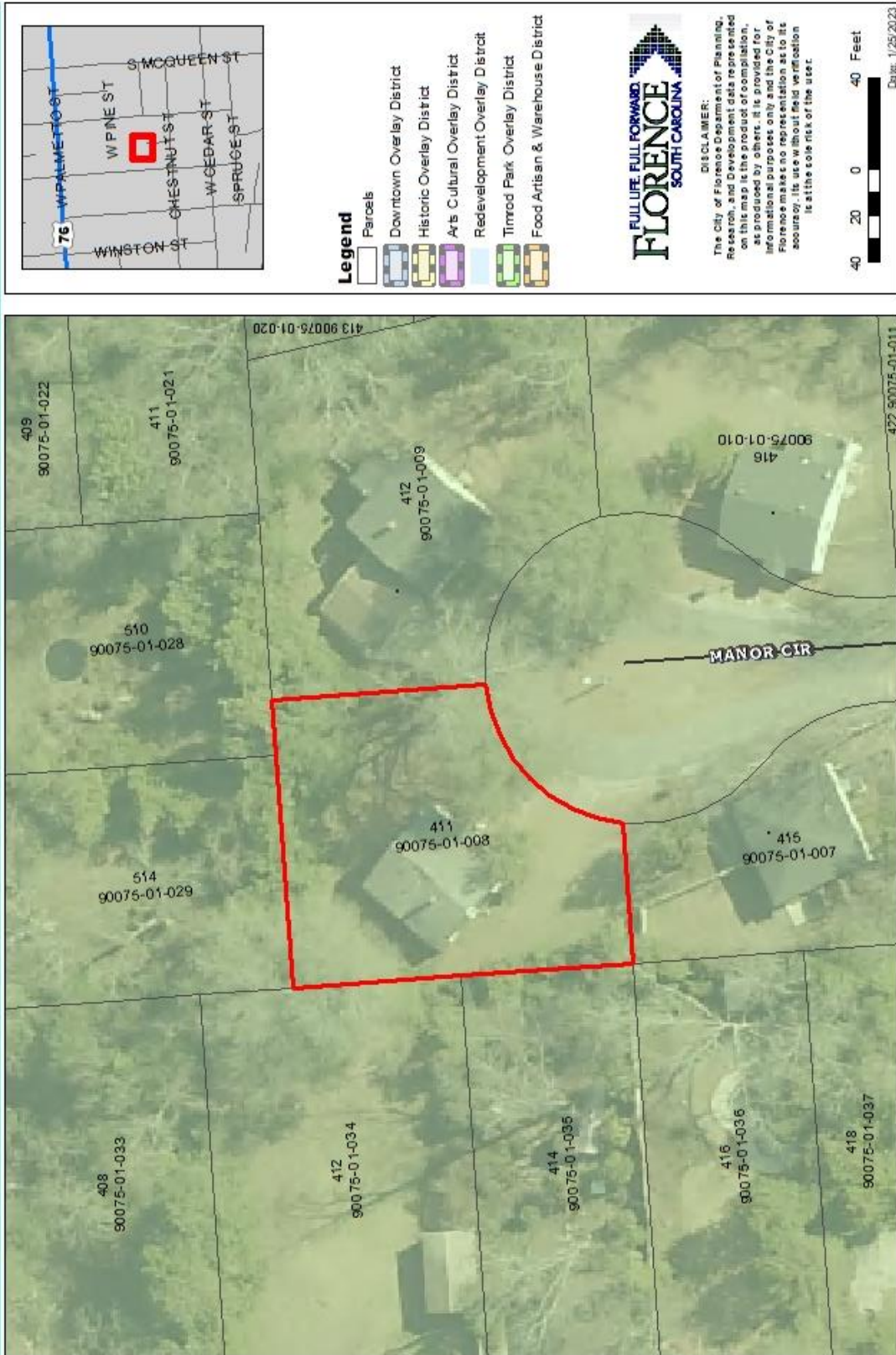
- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Site Photo
- E. Solar System Details

DRB 2023-02 Attachment A
Vicinity Map 411 Manor Circle

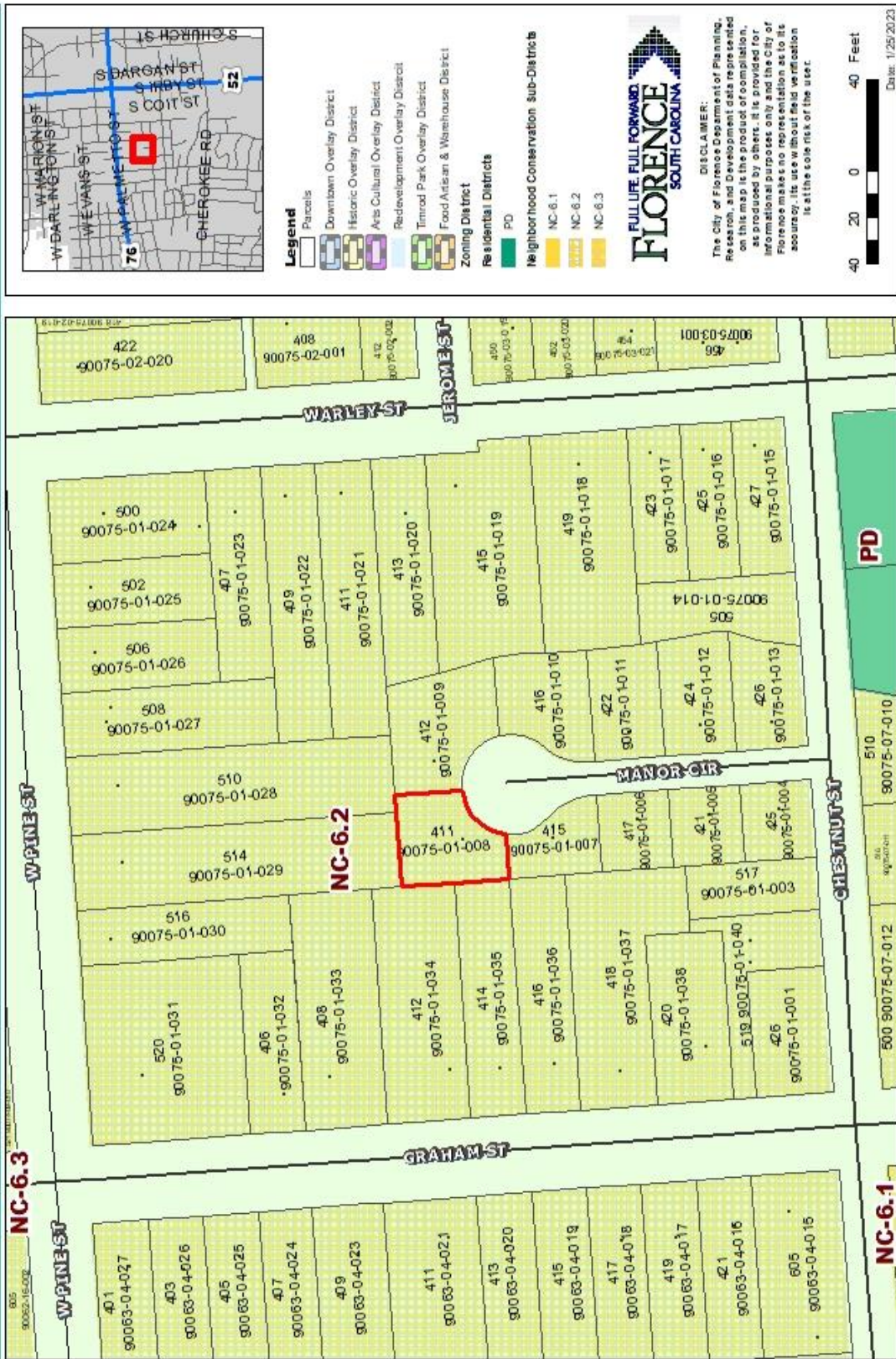


Attachment B: Location Map

DRB 2023-02 Attachment B
Location Map 411 Manor Circle



**DRB 2023-02 Attachment C
Current Zoning Map**

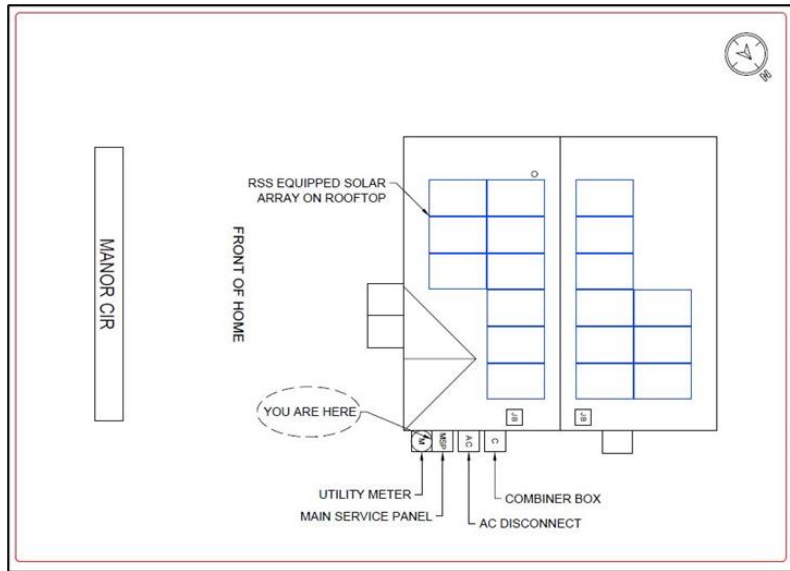


Attachment D: Site Photo



411 Manor Circle

Attachment E: Solar System Details



Aerial view of flat roof.

LR4-60HPB
345~370M

Hi-MO 4m (Black)
NEW

High Efficiency
Low LID Mono PERC with
Half-cut Technology

SOLARMOUNT **UNIRAC**

SOLARMOUNT is the professionals' choice for residential PV mounting applications. Every aspect of the system is designed for an easier, faster installation experience. SOLARMOUNT is a complete solution with revolutionary universal clamps, FLASHKIT PRO, full system UL 2703 certification and 25-year warranty. Not only is SOLARMOUNT easy to install, but best-in-class aesthetics make it the most attractive on any block!

CONCEALED UNIVERSAL CLAMPS

OPTIONAL FRONT TRIM

UNIRAC 25 YEAR FULL SYSTEM WARRANTY

Now & Improved: THE PROFESSIONALS' CHOICE
With Superior Aesthetics

NOW FEATURING FLASHKIT PRO
The Complete Roof Attachment Solution
Features: **SHED & SEAL** technology

NOW WITH UNIVERSAL MIDCLAMPS
Accommodates 30mm-50mm module frames
One tool, one-person installs are here!

REVOLUTIONARY NEW ENDCLAMPS
Concealed design and included End Caps