

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

I. Call to Order

II. Approval of Minutes Regular meeting held on February 8, 2023

III. Public Hearing and Matter in Position for Action

DRB-2023-03 Request for a Certificate of Appropriateness for construction of an accessory building to be located on West Cheves Street and specifically identified by Florence County Tax Map Number 90087-01-016 in the D-2 Downtown Overlay District.

IV. Adjournment Next meeting is scheduled for April 12, 2023.

CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
FEBRUARY 8, 2023 MINUTES

MEMBERS PRESENT: Brice Elvington, John Keith, Mike Padgett, Ranny Starnes, and David Tedder

MEMBERS ABSENT: Jamie Carsten, Scott Collins, and Joey McMillan

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

CALL TO ORDER: In the absence of Chairman Carsten and Co-Chairman Collins, Mr. Tedder called the February 8, 2023 meeting to order at 2:03 p.m.

APPROVAL OF MINUTES: Acting Chairman Tedder introduced the December 14, 2022 minutes (there being no meeting on January 11, 2023) and asked if there were any corrections or comments. There being none, he called for a motion to approve the minutes as submitted. Mr. Padgett moved that they be approved; Dr. Keith seconded the motion, and it passed unanimously (5-0).

PUBLIC HEARINGS AND MATTERS 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.

Acting Chairman Tedder read the introduction to DRB-2023-01 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, and they issued the ROA on January 9, 2023.

There being no questions for staff, Acting Chairman Tedder opened the public hearing. There being no one to speak, Acting Chairman Tedder closed the public hearing and called for discussion or a motion. Mr. Padgett commented that from the pictures, it looked like the house was too damaged to make repairs economically feasible. He moved to approve the demolition; Dr. Keith seconded, and the motion to approve the demolition passed unanimously (5-0).

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.

Acting Chairman Tedder read the introduction to DRB-2023-02 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board.

There being no questions for staff, Acting Chairman Tedder opened the public hearing. There being no one to speak either for or against the request, Acting Chairman Tedder closed the public hearing and called for discussion and a motion.

Mr. Padgett moved to approve the request as submitted. Ms. Starnes seconded, and the motion to approve the request for solar panels passed unanimously (5-0).

OTHER BUSINESS: Mrs. Zlotnicki passed out a draft pamphlet addressing Design Guidelines standards for residents in the Timrod Park Overlay District for the Board members' input.

ADJOURNMENT: Acting Chairman Tedder adjourned the meeting at 2:12 p.m. The next meeting is scheduled for March 8, 2023 at 2:00 p.m.

Respectfully submitted by
Alane Zlotnicki, AICP
Senior Planner

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

DATE: March 8, 2023

CASE NUMBER: DRB 2023-03

LOCATION: 270 West Cheves Street

TAX MAP NUMBER: 90087-01-016

OWNER OF RECORD: Central United Methodist Church Florence, SC Trustees

APPLICANT: Ken Dowling, GBD Construction

PROJECT DESCRIPTION: Request to Construct Accessory Storage Building

OVERLAY DISTRICT: (D-2) Downtown Central & (D-1) Redevelopment
Overlay Districts

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to construct an 80' by 30' brick storage building for Central United Methodist Church on a lot across the street from the church, Tax Map Number 90087-01-016. Central United Methodist Church is located at 167 South Irby Street and would like to construct the storage building within the existing parking lot to store material for their B.E.D.S (Better Education Demands Sleep) Ministry. The B.E.D.S Ministry invites volunteers once per year to build beds for children who might otherwise go without. The proposed storage building would be used to store bed constructing materials such as lumber, fasteners, tools, and mattresses.

The red brick storage building will have two, white 18' wide and 8' tall garage doors interior to the parking lot facing west with a white personnel door in between. The façade will be constructed of brick veneer to match the Central United Methodist Church at 167 South Irby Street, with a black architectural shingle roof, white garage door, white personnel door, and white soffit trim. The footprint of the building will eliminate the 10 easternmost parking spaces from the lot. Uses located within the Central Business District are not required to have a minimum number of off-street parking spaces.

Background Information

Construction was completed on the church at its current location in 1914 although the church itself has been in Florence since 1870. The original wooden church was built at the northeast corner of Dargan and Cheves Street in 1871. Central United Methodist Church celebrated its sesquicentennial anniversary in 2020. Central United Methodist Church has grown from a membership of 85 to over 2,000 offering in-person and online worship services.

Staff Analysis

The *Unified Development Ordinance* speaks to Non-Residential Accessory Structures:

Sec. 3-8.2.5 Accessory Buildings and Structures

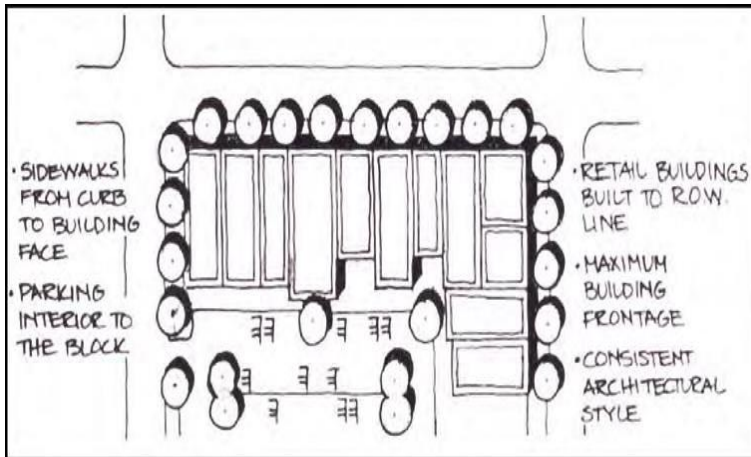
Storage Buildings. Storage buildings are permitted as accessory structures on nonresidential sites if the Director finds that:

1. The cumulative floor area of storage and utility buildings does not exceed 25 percent of the gross floor area of the principal building.
2. They are located behind the principal building(s) and at least 150 feet from street rights-of-way.
3. They are completely screened from view from adjacent properties and public rights of way by buildings, fences, walls, or hedges.
4. They will not include converted semi-trailers, manufactured homes, modular shipping containers, dumpsters, or similar structures or equipment used for storage. These are permitted in the IH district subject to all regulations of this Section.
5. If they are larger than 200 square feet, they are located within the building envelope.
6. If they are 200 square feet or less, they are situated behind the principal building and set back at least 10 feet from all side and rear property lines.

The accessory storage building as proposed will not meet the requirements of items 2 or 3 above. The proposed building will be approximately 100' from West Cheves Street and no screening has been planned at this time. The proposed building will be 2400 square feet subjecting it to the standards of item #5 above. The build-to-line for principal buildings is 0.5' with the side and rear setbacks subject to Chapter 4 of the Design Guidelines:

Downtown Central District (DCD) Site Design Guidelines

1. Placement of Structures



This sketch shows the desired arrangements of buildings in a traditional downtown area. Buildings built to the right of way, parking on the interior of the blocks, and a continuous street “wall” of retail storefronts combined with an attractive streetscape makes the area inviting for pedestrians.

In most cases, buildings should meet the property line at the back of the sidewalk and should meet the structures on either side to form a street “wall”. The only exceptions to this would be for mid-block pedestrian connections between parking and the street, and for the creation of spaces that enhance the public environment, such as entry plazas, pocket parks and outdoor dining areas. Such exceptions should be reviewed and approved by the reviewing agency. If a building or allied group of buildings of significant size is proposed in this area, entry plazas, landscaped setbacks or building setbacks above the first two stories

may be appropriate and should be reviewed on a case-by-case basis. Review should be based on a goal of avoiding wide suburban-style setbacks and creating interest at the street level to enliven the pedestrian environment.

D. Other Detached Accessory Buildings or Structures.

- a. *Footprint.* In the CR (Commercial Re-Use), CG (General Commercial), CBD (Central Business District), AC (Activity Center), and DS (Destination / Select Use) districts, no detached accessory building or buildings shall cover an area that is larger than 25 percent of the gross floor area of the principal building.
- b. *Exemption for Certain Districts.* In the CA, IL, IH, and AR districts, accessory buildings are not subject to a specific maximum footprint. However:
 - i. If they are larger than 200 square feet, they shall be located within the building envelope; or
 - ii. If they are 200 square feet or less, they shall be situated behind the principal building and set back at least 10 feet from all side and rear property lines.
- c. *Location and Setbacks:* No detached accessory building shall be located in a required front yard.
- d. *Easements.* Accessory structures shall not be located in an easement unless express written permission has been granted by all easement grantees. A copy of such written permission shall be submitted to the City prior to the issuance of permits for such structures.
- e. *Building Separation.* No detached accessory building or structure shall be located closer than six feet to any other building.
- f. *Height.* No detached accessory building shall be more than one story nor exceed 17 feet in height, unless located within the building envelope and permitted as an accessory to business or manufacturing uses.

This section gives details for accessory buildings not included in previous sections, but it provides guidance for specifics in dealing with accessory structures on easements, a building separation minimum, and a height restriction not discussed in other applicable sections of the *Unified Development Ordinance*. The proposed building will be 22' in height, exceeding the maximum height limitation of 17'.

From the South Carolina Local Government Comprehensive Planning Enabling Act of 1994:

Division 6-20.2 Bodies Established and Authorized by the Code of Ordinances

Sec. 6-20.2.4 Design Review Board (DRB)

Powers and Duties. In accordance with the prescribed procedures and guidelines, the Board shall have the power to approve, approve with modifications, or deny approval for such applications for all construction within historic districts and construction or demolition pertaining to or affecting duly designated historic properties. Furthermore, they shall have the following powers and duties...

The Planning Enabling Act gives the Design Review Board the power to approve any and all details about an application to construct on a property within an overlay district.

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 (D-1) Design Guidelines and Requirements, the following general guidelines shall apply:

1. The historic and significant character of the property should be retained and preserved: ***Not applicable to this project.***
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved: ***The proposed storage building will utilize a brick façade to match the brick of Central United Methodist Church at 167 South Irby Street.***
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: ***The proposed storage building could easily be removed in the future to return the original property to its essential form and integrity.***
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 Unified Development Ordinance caps the height of accessory buildings at 17' in height. The proposed storage building will be approximately 22' in height. Some buildings within the Downtown Central Overlay District will exceed the proposed height. The Design Review Board is empowered to approve construction projects in overlay districts.***
7. The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings: ***The proposed accessory storage building will have two metal garage doors 18' 8" in width and approximately 8' in height and a regular metal entrance door oriented to the west, interior to the existing parking lot.***
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures: ***The location of the structure will be at the Southeastern corner of the property directly adjacent to an existing brick building at 262 West Cheves Street and an existing accessory carport within the same parking lot. The building at 262 West Cheves Street meets the 0.5' build to line, but the placement of the proposed storage building will be more in keeping with the placement of traditional accessory buildings and of the existing church carport closer to the rear property line.***
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures: ***The applicant has provided an elevation of the proposed building with a typical A-frame roof with black architectural shingles.***

10. Landscaping should be added that enhances the property and provides for green space and appropriate buffering between land uses and/or property boundaries: *At this time, no additional landscaping has been proposed.*
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: *The proposed brick facade will be of similar material and color as the church sanctuary at the corner of South Irby & West Cheves Street; however, the roof will be black architectural shingle, more residential in nature and unique to adjacent buildings.*
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 brick facade will be of similar material and color as the church sanctuary. The roof will consist of black architectural shingles, the doors and soffit trim will be white.*

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 a COA:

Options for Board Action Based on Findings of Fact

a. **Deferral**

I move to defer Case Number _____ [or items _____ of Case Number _____], to the _____ meeting of the Design Review Board, with the specific finding that additional information is required from the applicant in order to determine whether the action requested is consistent with the relevant Design Guidelines and is in compliance with the relevant sections of the *Unified Development Ordinance* as referenced in the Staff Report.

b. **Approval**

I move to approve Case Number _____ [or items _____ of 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.

c. **Approval with Conditions**

I move to approve Case Number _____ [or items _____ of Case Number _____] with the specific finding that the proposed work as submitted, with the agreed-upon conditions, will not have an adverse effect on the historic character of the district or property, and the items comply with the relevant Design Guidelines and sections of the *Unified Development Ordinance* as referenced in the Staff Report. [list conditions in a numbered format]

d. **Approval with Unique Circumstances**

I move to approve Case Number _____ [or items _____ of 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; that the following unique circumstances exist; that the items do not strictly comply with the relevant Design Guidelines or are not addressed by them, but are nonetheless

consistent with the spirit and intent of the Guidelines and the *Unified Development Ordinance* as referenced in the Staff Report. [list unique circumstances in a numbered format]

e. **Approval with Conditions and Unique Circumstances**

I move to approve Case Number _____ [or items _____ of Case Number _____] with the specific finding that the proposed work as submitted, with the agreed-upon conditions, will not have an adverse effect on the historic character of the district or property; that the following unique circumstances exist; that the items do not strictly comply with the relevant Design Guidelines or are not addressed by them, but are nonetheless consistent with the spirit and intent of the Guidelines and the *Unified Development Ordinance* as referenced in the Staff Report. [list conditions and circumstances in a numbered format]

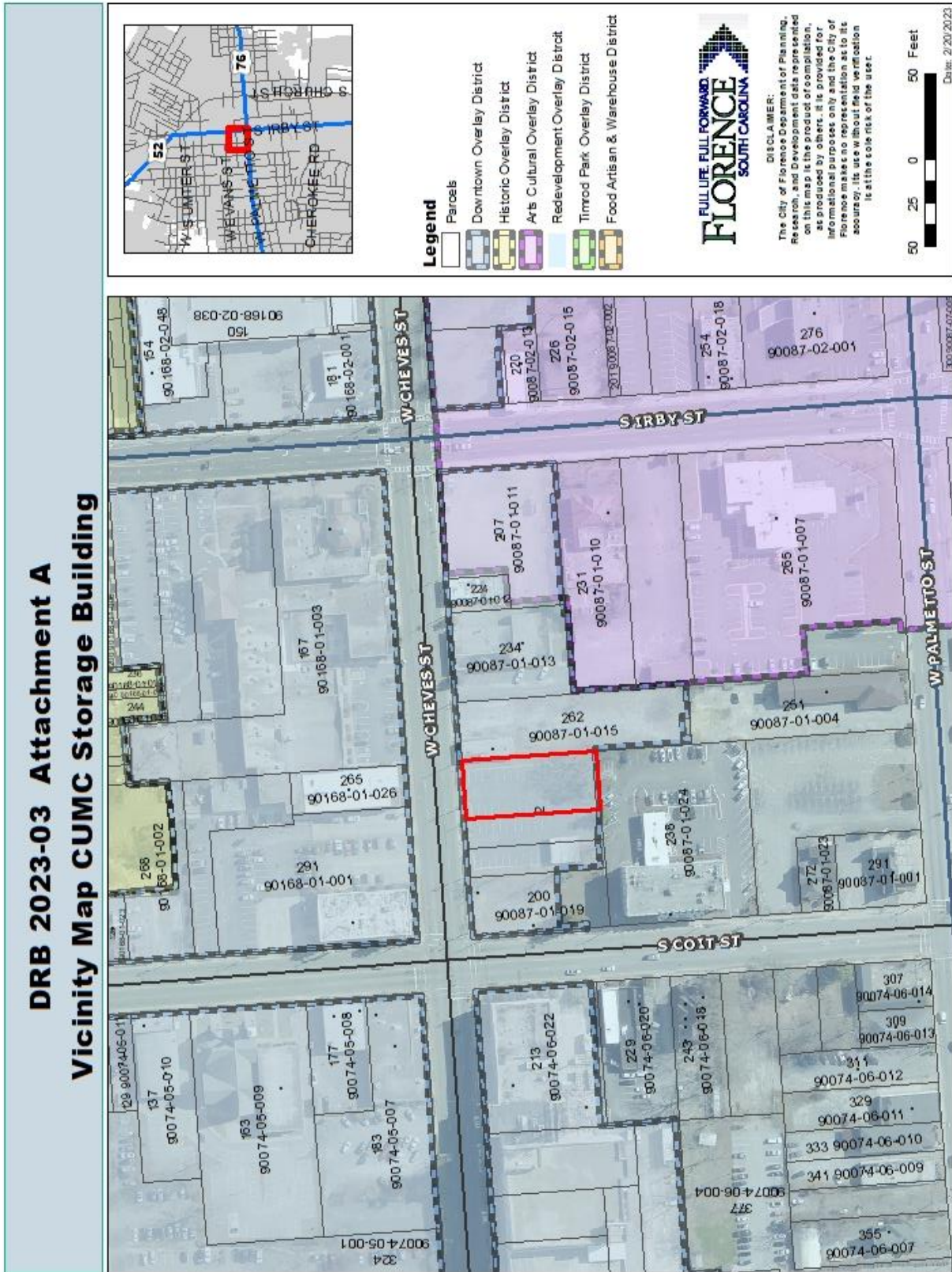
f. **Denial**

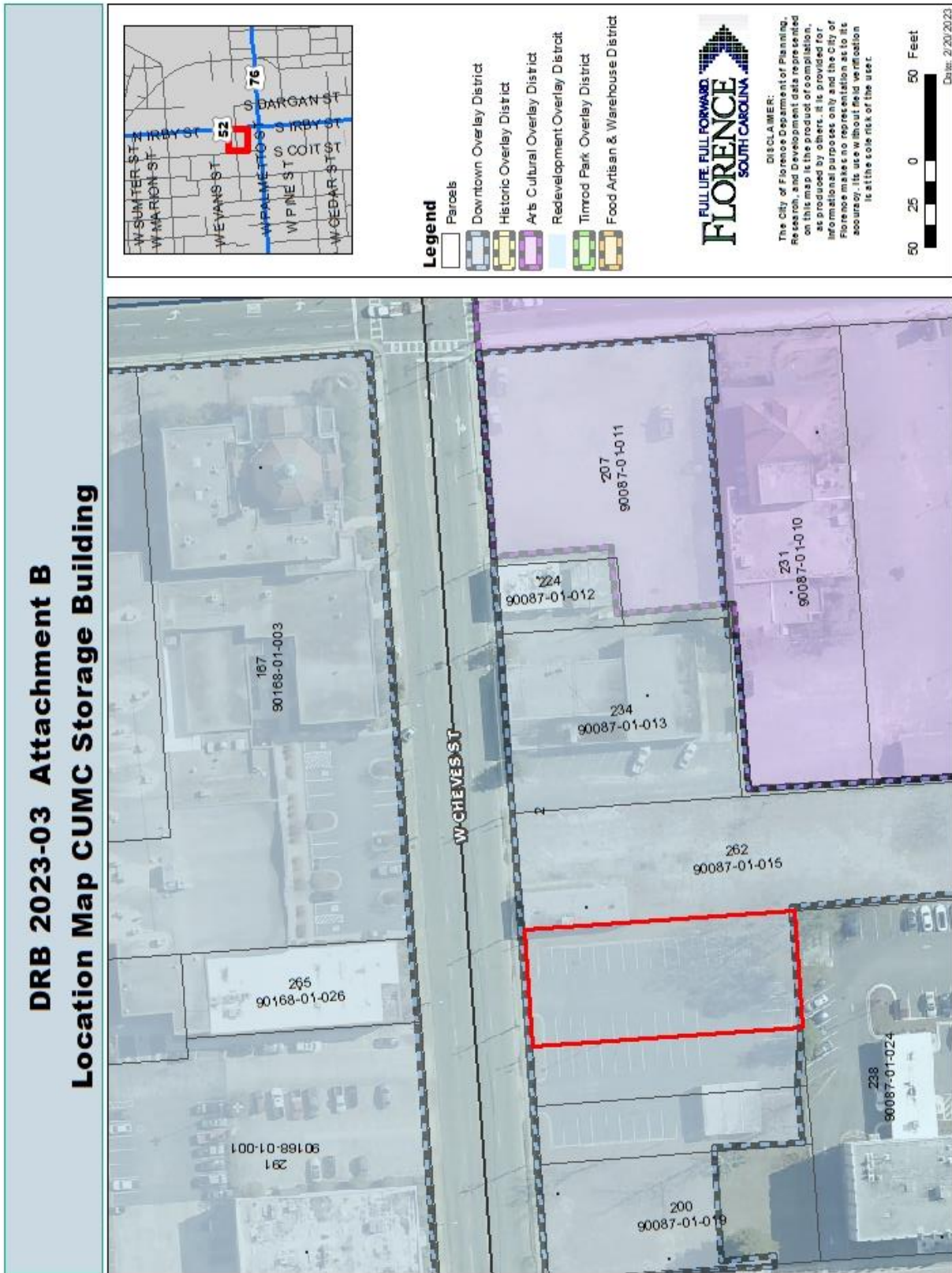
I move to deny Case Number _____ [or items _____ of Case Number _____] with the specific finding that the proposed work as submitted will have an adverse effect on the historic character of the district or property; it is not consistent with the provisions of the Design Guidelines, and it is not in compliance 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]

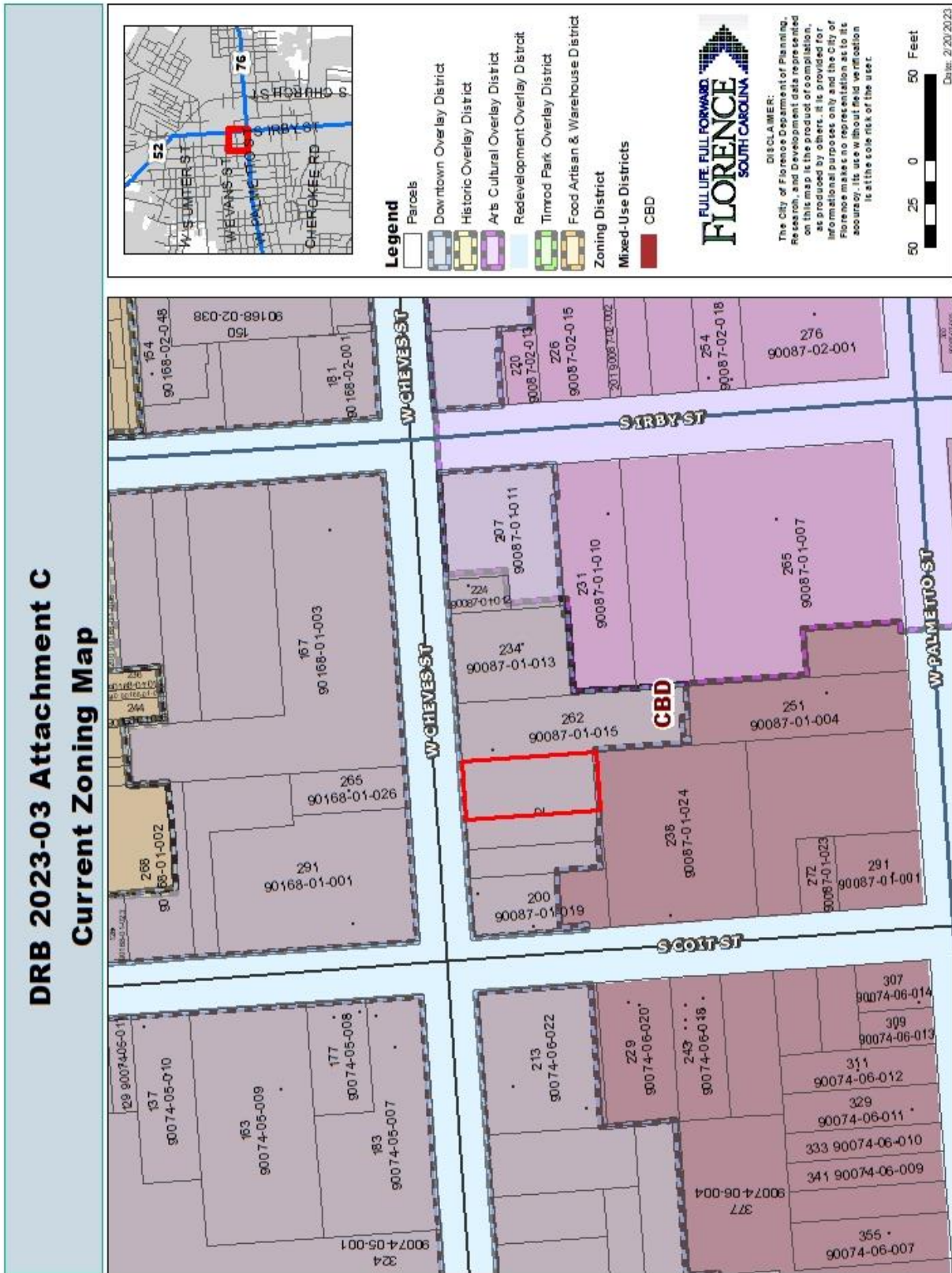
Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Site Photos
- E. Plot Plans
- F. Elevations

Attachment A: Vicinity Map







Attachment D: Site Photos



Site of Proposed Storage Building – 270 West Cheves Street



Site of Proposed Storage Building looking Southwest



Site of Proposed Storage Building looking West



CUMC Admin Building looking North



Central United Methodist Church in Background (East)



Western Entrance to Parking Lot – Existing Carport (South)



Site of Proposed Storage Building looking Southeast



Site of Proposed Storage Building looking Southeast



Existing Carport for CUMC

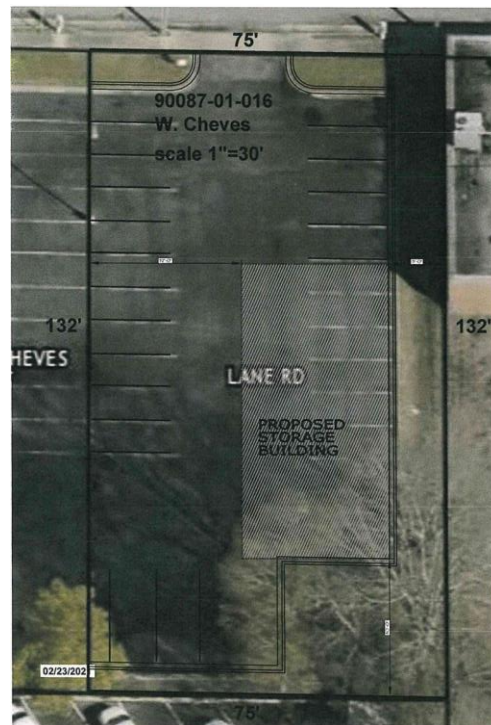
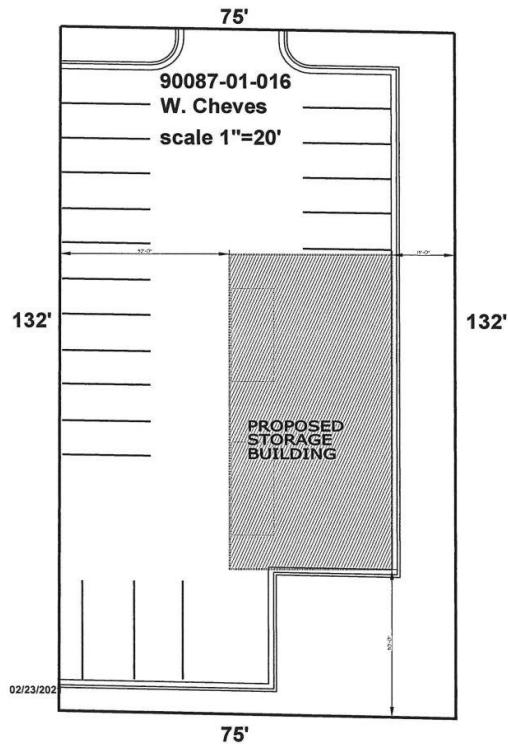


Existing Carport for CUMC



Site of Proposed Storage Building looking Northeast

Attachment E: Plot Plans



Attachment F: Elevations

