

CITY OF FLORENCE DESIGN REVIEW BOARD
CITY CENTER – COUNCIL CHAMBERS
324 WEST EVANS STREET, FLORENCE, SC
WEDNESDAY, MAY 8, 2024 – 2:00 P.M.
MEETING AGENDA

I. Call to Order

II. Approval of Minutes Regular meeting held on April 10, 2024

III. Matter in Position for Action

DRB-2024-04 Request for a Certificate of Appropriateness for a metal building to be located at 615 South Dargan Street, specifically identified as Florence County Tax Map Number 90088-08-003 in the D-1 Redevelopment Overlay District.

IV. Public Hearing and Matter in Position for Action

DRB-2024-08 Request for a Certificate of Appropriateness for exterior changes and signage to be located at 204 West Pine Street, specifically identified as Florence County Tax Map Number 90088-01-010 in the D-3 Arts and Culture Overlay District.

V. Public Hearing and Matter in Position for Action

DRB-2024-09 Request for a Certificate of Appropriateness for exterior changes and a wall sign to be located at 184 West Evans Street, specifically identified as Florence County Tax Map Number 90168-02-027 in the H-1 Historic Overlay District.

VI. Adjournment Next meeting is scheduled for June 12, 2024.

CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
APRIL 10, 2024 MINUTES

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

MEMBERS ABSENT: Kyle Gunter, John Keith, and David Lowe

STAFF PRESENT: Jerry Dudley, Derek Johnston, and Alane Zlotnicki

CALL TO ORDER: Chairman Carsten called the April 10, 2024 meeting to order at 2:00 p.m.

APPROVAL OF MINUTES: Chairman Carsten introduced the March 13, 2024 minutes and asked if there were any corrections or comments. There being none, he called for a motion to approve the minutes as submitted. Chairman Carsten moved that they be approved; Mr. Tedder seconded the motion, and it passed unanimously (7-0).

PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:

DRB-2024-02 Request for a Certificate of Appropriateness for changes to be made to the previously approved building to be located at 175 North Dargan Street, specifically identified as Florence County Tax Map Number 90167-02-019 in the H-1 Historic Overlay District.

Chairman Carsten read the introductions to DRB-2024-02 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board.

Mr. Collins said the picture elevation was distorted and it was difficult to picture the final building. He asked the floor to floor height of the first floor; Mr. Padgett said it is 16 feet. Mr. Collins said he was trying to picture the height differences between the proposed building and those next to it.

There being no other questions for staff, Chairman Carsten opened the public hearing. Mr. Padgett said he was there to answer any questions from the Board. Mr. Collins asked why the first floor windows didn't line up with the second and third floor windows. Mr. Padgett said there was a riser room at the front of the building, which is only 22 feet wide. He said the owner wants to minimize the glass on the first floor since it's a jewelry store. Mr. Collins said he'd prefer even the appearance of a window to even things out on the first floor façade.

There being no one else to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion or a motion. Mr. Padgett recused himself as the engineer for the project. Mr. McMillan moved that the application be approved as submitted. Mr. Elvington seconded, and the motion passed unanimously (6-0).

DRB-2024-04 Request for a Certificate of Appropriateness for a metal building to be located at 615 South Dargan Street, specifically identified as Florence County Tax Map Number 90088-08-003 in the D-1 Redevelopment Overlay District.

Chairman Carsten read the introductions to DRB-2024-04 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board.

Mr. McMillan asked when the Board would not approve a building like that because they did approve one for Mercy Medicine on South Coit Street. Mrs. Zlotnicki said that they did require extra landscaping around that one, which was smaller than this one.

Mr. Collins asked how many accessory structures someone could have; Mrs. Zlotnicki said that it's typically two, but the combined areas have to be under 25% of the principal building.

Mr. Elvington said he didn't see an issue with the location of this particular building, but he was concerned about setting a precedent going forward. Mr. Padgett said it looked like they were losing parking spaces; Mrs. Zlotnicki said that they do have parking spaces across the street for funeral attendees, and the new building would accommodate a few of the cars currently parking in the back lot.

Mr. Collins pointed out that the building was only 21 by 30 feet, and that it would be a struggle to park more than one vehicle inside, especially a hearse. He also asked about the proposed color of the building since the funeral home is gray. He asked for an assurance that it would match the main building.

Mr. McMillan asked if they could require landscaping; Mrs. Zlotnicki said they could.

There being no one to speak regarding the request, Chairman Carsten opened and closed the public hearing and called for discussion. Mr. Tedder said he wasn't comfortable voting without the applicant and asked Mr. Dudley if they could defer the request without the applicant being present; he said usually the applicant had to request the deferral, but staff felt that he would prefer a deferral to a denial.

Chairman Carsten called for a motion. Mr. Tedder moved to defer the request to enable the applicant to provide more details to staff. Mr. McMillan seconded, and the motion to defer passed unanimously (7-0). Chairman Carsten asked staff to have the applicant present next time to discuss vegetation and the color.

DRB-2024-05 Request for a Certificate of Appropriateness for wall signage to be located at 183 B and C South Coit Street, specifically identified as Florence County Tax Map Number 90074-05-007 in the D-2 Downtown Overlay District.

Chairman Carsten read the introductions to DRB-2024-05 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board, clarifying that it's actually units A and B.

There being no questions for staff, Chairman Carsten opened the public hearing.

Ms. Michelle Manning spoke on behalf of the applicant; she said they were willing to do whatever they needed to get the signs approved.

There being no one else to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion and a motion. Mr. Collins moved that the application be approved as submitted. Mr. Tedder seconded, and the motion passed unanimously (7-0).

DRB-2024-06 Request for a Certificate of Appropriateness for exterior changes to be made to the building located at 505 North Coit Street, specifically identified as Florence County Tax Map Number 90072-14-031 in the D-1 Redevelopment Overlay District.

Chairman Carsten read the introductions to DRB-2024-06 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board.

There being no questions for staff, Chairman Carsten opened the public hearing.

Mr. Ron Brown, the contractor explained that the façade may change from Hardie plank to wood siding.

There being no one else to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion or a motion. Mr. McMillan moved that the application be approved as submitted. Mr. Collins clarified that any changes must be approved by staff and then seconded the motion. Mr. Brown asked if they'd need to come back to the Board if they made minor changes, but Mr. Dudley said they would not as long as staff looked at it and determined that the changes lined up with the Design Guidelines. With that caveat, the motion passed unanimously (7-0).

DRB-2024-07 Request for a Certificate of Appropriateness for a monument sign to be located at 320 West Cheves Street, specifically identified as Florence County Tax Map Number 90074-06-022 in the D-2 Downtown Overlay District.

Chairman Carsten read the introductions to DRB-2024-07 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board.

There being no questions for staff, Chairman Carsten opened the public hearing. There being no one to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion and a motion. Mr. Padgett moved that the application be approved as submitted. Ms. Starnes seconded the motion, which passed unanimously (7-0).

OTHER BUSINESS: Mr. Dudley introduced Patricia Carver as an addition to the planning department.

ADJOURNMENT: There being no other business, Chairman Carsten adjourned the meeting at 2:35 p.m. The next meeting is scheduled for May 8, 2024 at 2:00 p.m.

Respectfully submitted by
Alane Zlotnicki, AICP
Senior Planner

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

DATE: May 8, 2024
CASE NUMBER: DRB-2024-04
LOCATION: 615 South Dargan Street
TAX MAP NUMBER: 90088-08-003
OWNER OF RECORD: Draper Myers
APPLICANT: Wesley Swinton
PROJECT DESCRIPTION: Construction of Accessory Building
OVERLAY DISTRICTS: D-1 Redevelopment Overlay Districts

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to construct a storage building at 615 South Dargan Street. The purpose of the building is to store the hearse and cars for the Draper Myers Funeral Home. The proposed building is 30 feet deep and 21 feet wide (630 square feet), and 18 feet high at the roof peak. The applicants want to locate it in the southwest corner of the lot where it backs up to apartments that are zoned Commercial General.

The applicant is proposing a metal building with the garage door and a pedestrian door on the end (Attachment E). The four sides are blue to match the principal building, which consists of wood siding. The metal roof is gray to match the color of the shingle roof on the funeral home. The metal rollup commercial garage door will be painted white, as will the metal pedestrian door.

In the Commercial Reuse (CR) zoning district, accessory structures must be 10 feet from the side property lines and 20 feet from the rear property line. The building pad is already in place, 9 feet from the rear property line and 9.5 feet from the side property line. The structure will be visible from South Dargan Street, located about 245 feet from the public right of way behind a brick fence with about 50% transparency and an opening in the center (Attachment D).

The Design Review Board considered the request at its meeting on April 10, but the applicant was unable to attend. The Board deferred the request in order to obtain more information from the applicant.

Staff Analysis

In considering the issue of appropriateness of the renovation, 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.

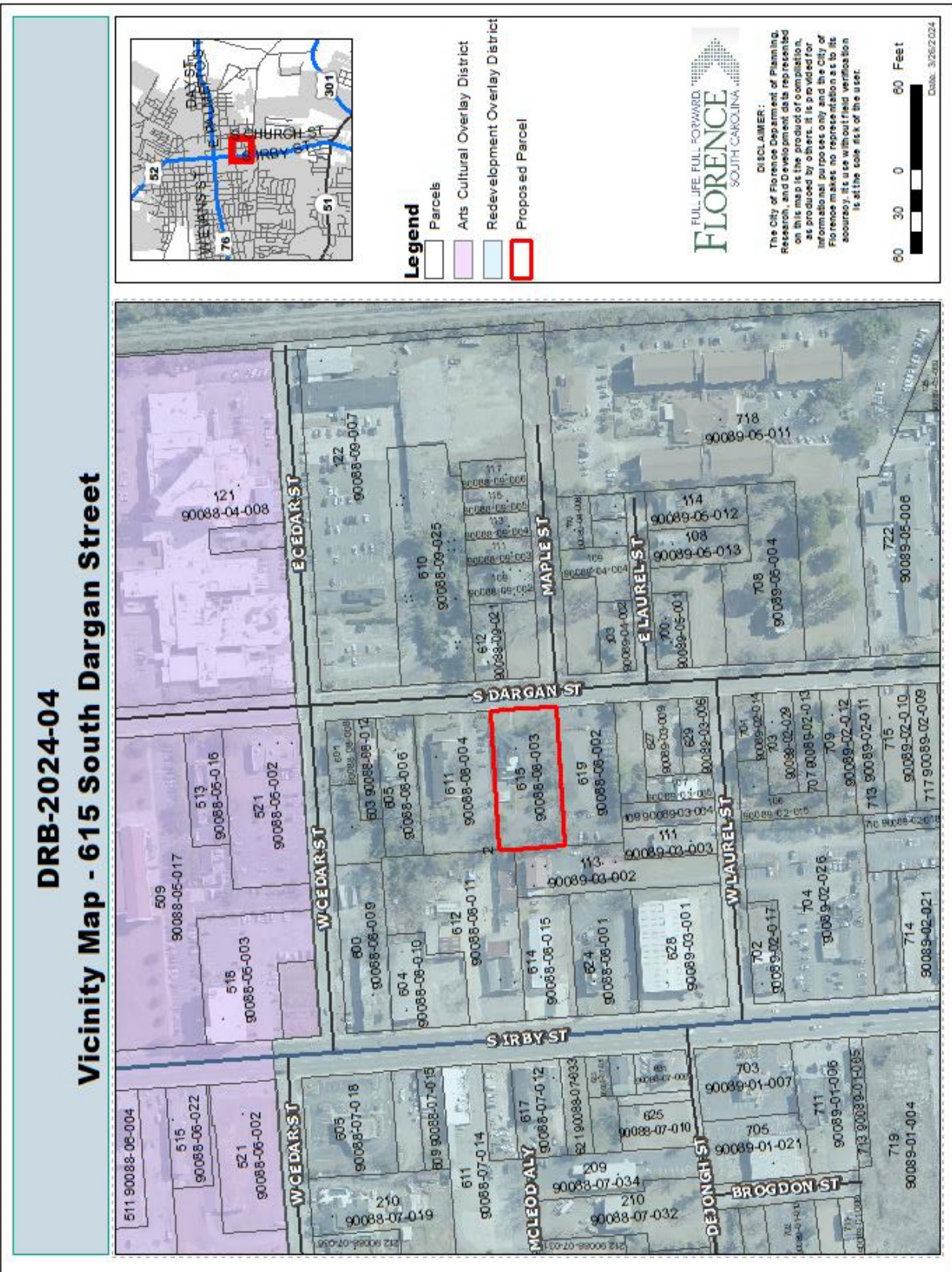
1. Every reasonable effort should be made to preserve and enhance the historically significant elements of a building. *Not applicable to this project.*
2. Architectural restoration, rather than renovation, is a preferred option when feasible. *Not applicable to this project.*
3. Qualities critical to overall design should be studied and retained when possible. *Not applicable to this project.*
4. Before replacing historic elements of a building, preservation and consolidation should be considered. *Not applicable to this project.*
5. All additions and renovations to existing structures should complement the original or historic elements in terms of material, size, shape, and color. *Not applicable to this project.*
6. New construction should be appropriate to the period and style of character of the district as a whole. *The materials used on the commercial metal storage building do not match those of the existing principal structure. The applicant is attempting to use similar colors.*
7. To avoid deterioration and possible loss, all elements, especially the historically significant elements, should be carefully maintained. Repairs should match in terms of materials, size, shape, and color. *Not applicable to this project.*
8. Façade details such as cornice ornaments should not be covered to avoid the need for maintenance painting or refinishing. *Not applicable to this project.*

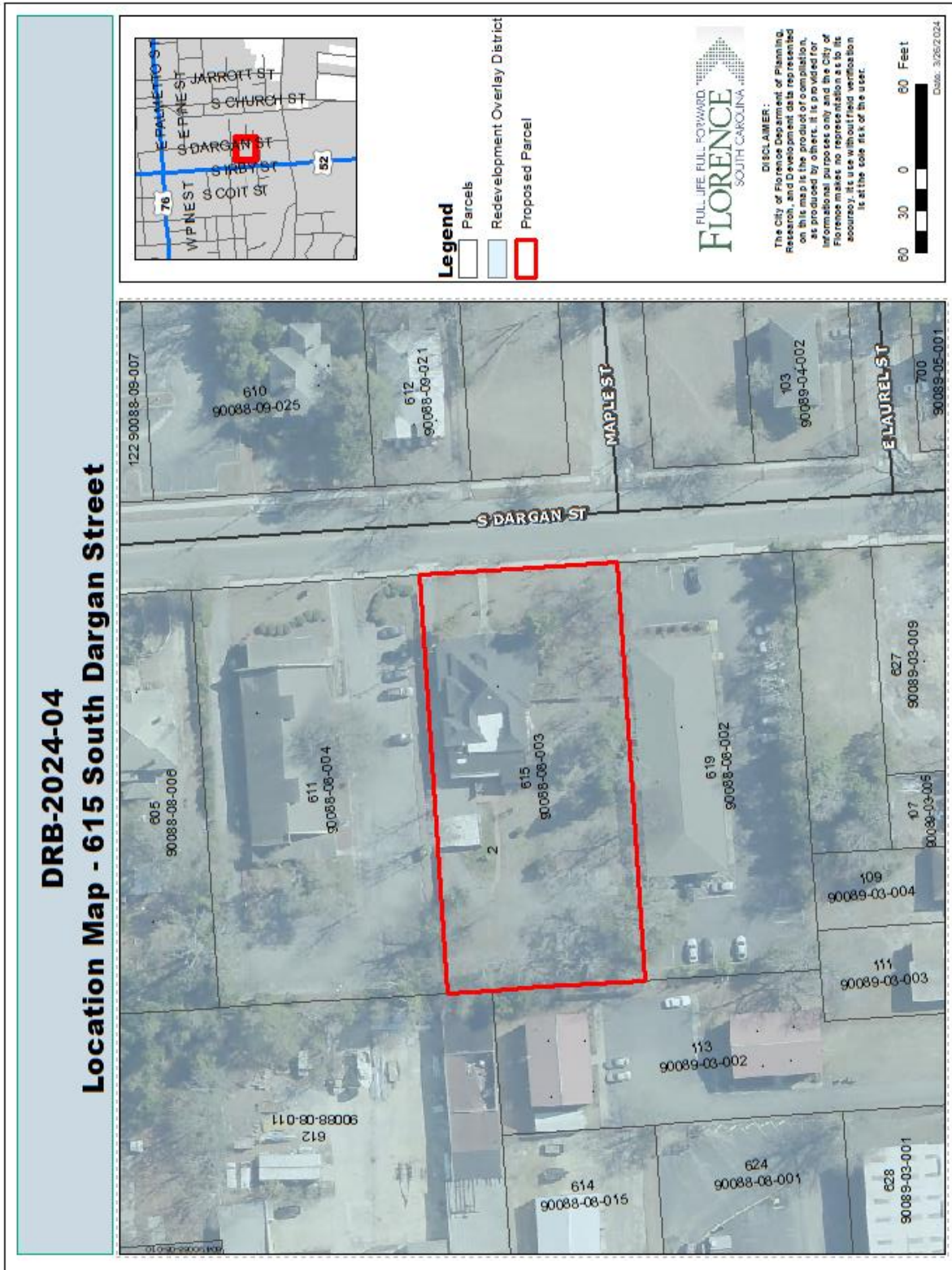
Board Action

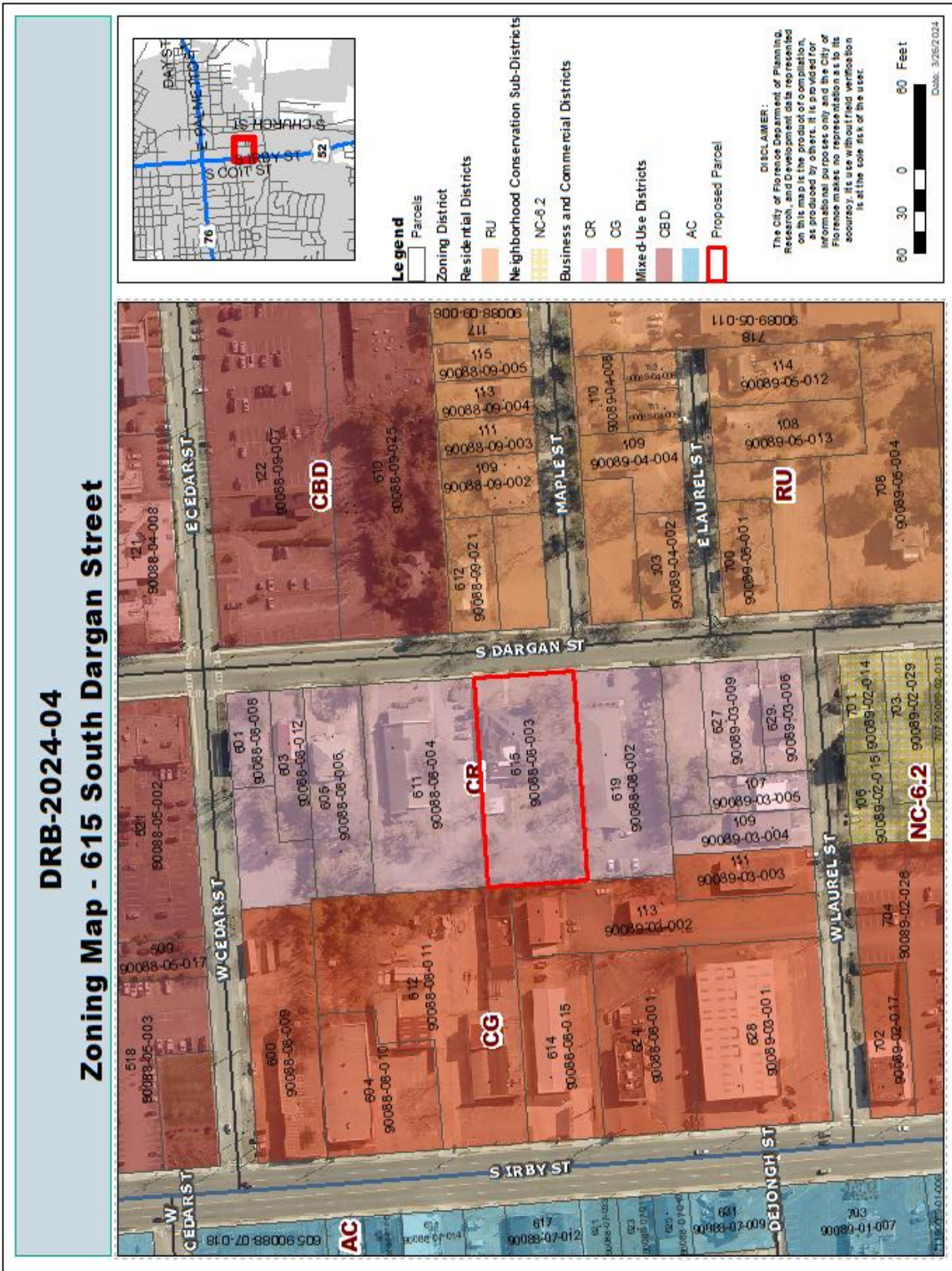
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request on the application.

Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Site Plan
- E. General Building Elevations
- F. Site Photos
- G. Options for Board Action Based on Findings of Fact





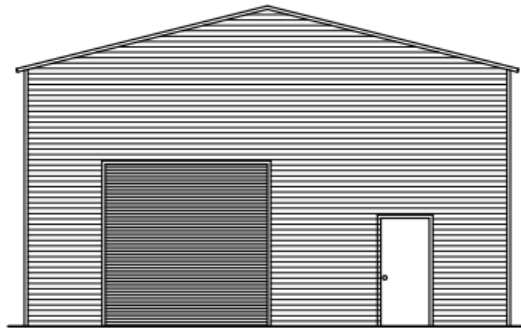


Attachment D: Site Plan



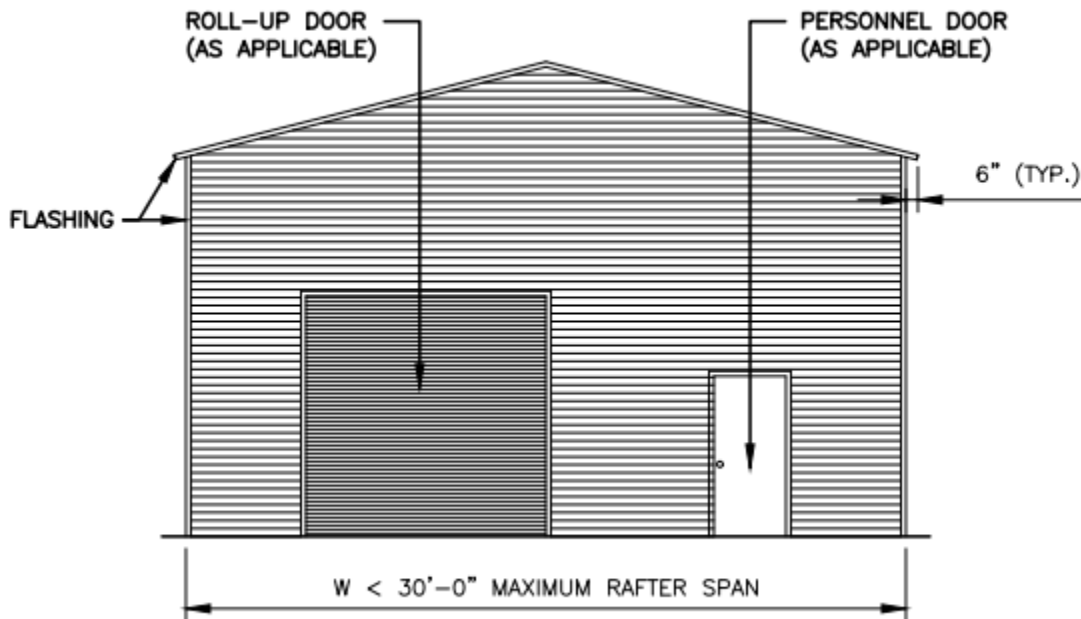
The foundation is circled in red; the fence is circled in green. South Dargan Street is on the right. The property line is slightly off.

Attachment E: General Building Elevations

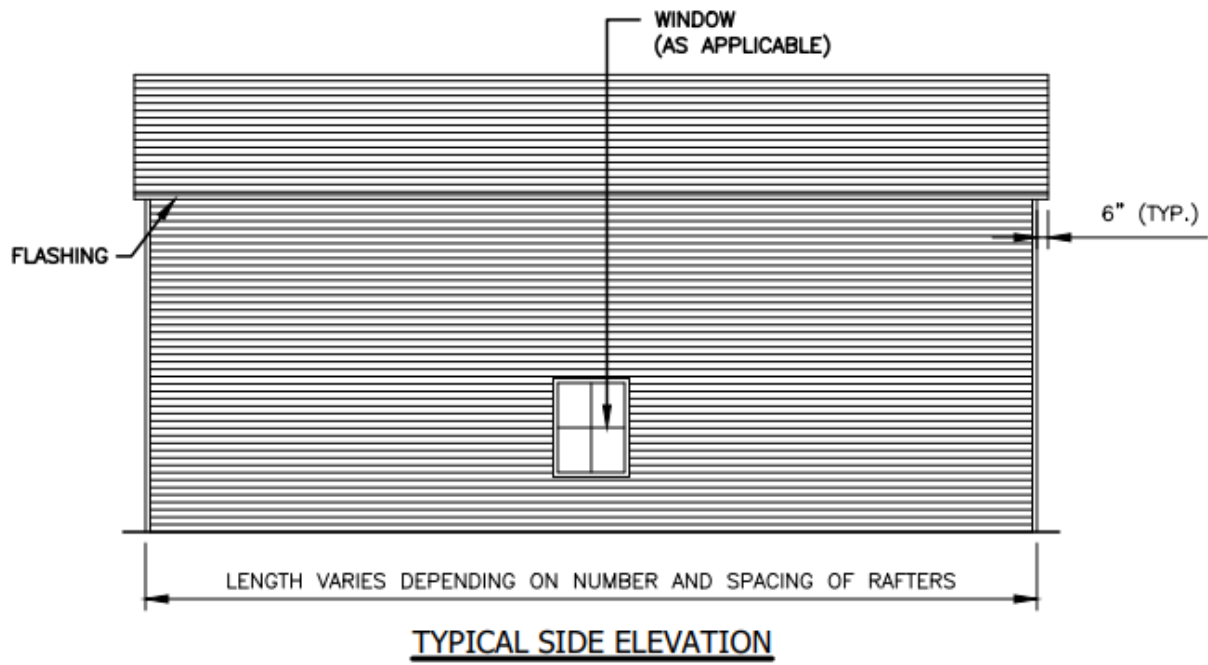


ENCLOSED GABLE END BUILDING

MAXIMUM 30'-0" WIDE X 16'-0" EAVE HEIGHT WITH BOX FRAME / (UP TO) 145 M.P.H. WIND ZONE - 35 P.S.F. SNOW LOAD



TYPICAL END ELEVATION



Attachment F: Site Photos



View from South Dargan Street.



View of brick fence from South Dargan Street.



Building pad in the back corner of the parcel. Apartment buildings behind this lot are visible on the other side of the concrete block wall.



Current car storage conditions.

Attachment G: Options for Board Action Based on Findings of Fact

a. Deferral

I move to defer Case Number _____ [or items _____ of Case Number _____], to the next 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 _____ 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 _____ 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 _____ 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 _____ 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 _____ 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]

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

DATE: May 8, 2024

CASE NUMBER: DRB-2024-08

LOCATION: 204 West Pine Street

TAX MAP NUMBER: 90088-01-010

OWNER OF RECORD: Alex Thomas

APPLICANT: Dollar Tree/RRMM Architects

PROJECT DESCRIPTION: Renovation of Commercial Building and Signage

OVERLAY DISTRICTS: D-3 Arts & Culture Overlay Districts

Background Information

The one story building was constructed as a Rite Aid drugstore in 1994 and consists of 9,042 square feet. It has been vacant for a number of years. The Dollar Tree company buys and renovates vacant Rite Aid stores.

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to modify the building located at 204 West Pine Street, which was most recently a Rite-Aid drugstore, into a Dollar Tree retail store. They propose to paint the characteristic green stripes on the sides of the building and to install wall signage and a monument sign (Attachments D and E).

The two wall signs consist of individual channel letters with internally illuminated LED lights, 7 feet tall by 18 ½ feet wide, for a total of 129.5 square feet. These signs are proposed for the east and north elevations of the building. The monument sign uses the existing 5 feet tall by 9 feet wide brick base with a 6 feet wide by 2 ½ feet high (14.34 SF) panel on either side. The sign panels consist of ½” routed PVC letters (Attachment E).

Staff Analysis

In considering the issue of appropriateness of the renovation, 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.

Because this is not an historic building, the usual criteria listed below do not apply.

1. Every reasonable effort should be made to preserve and enhance the historically significant elements of a building.

2. Architectural restoration, rather than renovation, is a preferred option when feasible.
3. Qualities critical to overall design should be studied and retained when possible.
4. Before replacing historic elements of a building, preservation and consolidation should be considered.
5. All additions and renovations to existing structures should complement the original or historic elements in terms of material, size, shape, and color.
6. New construction should be appropriate to the period and style of character of the district as a whole.
7. To avoid deterioration and possible loss, all elements, especially the historically significant elements, should be carefully maintained. Repairs should match in terms of materials, size, shape, and color.
8. Façade details such as cornice ornaments should not be covered to avoid the need for maintenance painting or refinishing.

In Chapter 4 of the *Design Guidelines for Downtown Florence, South Carolina*, the following general guidance for signage is given. Monument signs are recommended in the Arts & Culture Overlay District.

Business signage

The following materials are recommended:

- Wood (carved, sandblasted, etched, and properly sealed, primed, and painted or stained)
- Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to protect against corrosion)
- High density pre-formed foam or similar material. New materials may be appropriate if properly designed in a manner consistent with these guidelines and painted or otherwise finished to complement the architecture
- Custom neon tubing, in the form of graphics or lettering, may be incorporated into several of the above permitted sign types.
- Sign material should be compatible with the design of the face of the façade where it is to be placed.

Flashing signs are not permitted. Back-lit and internally lit signs may be used if approved by the Design Review Board and will be allowed only when they complement the existing façade and surrounding structures and are consistent with the objectives of the Design Guidelines.

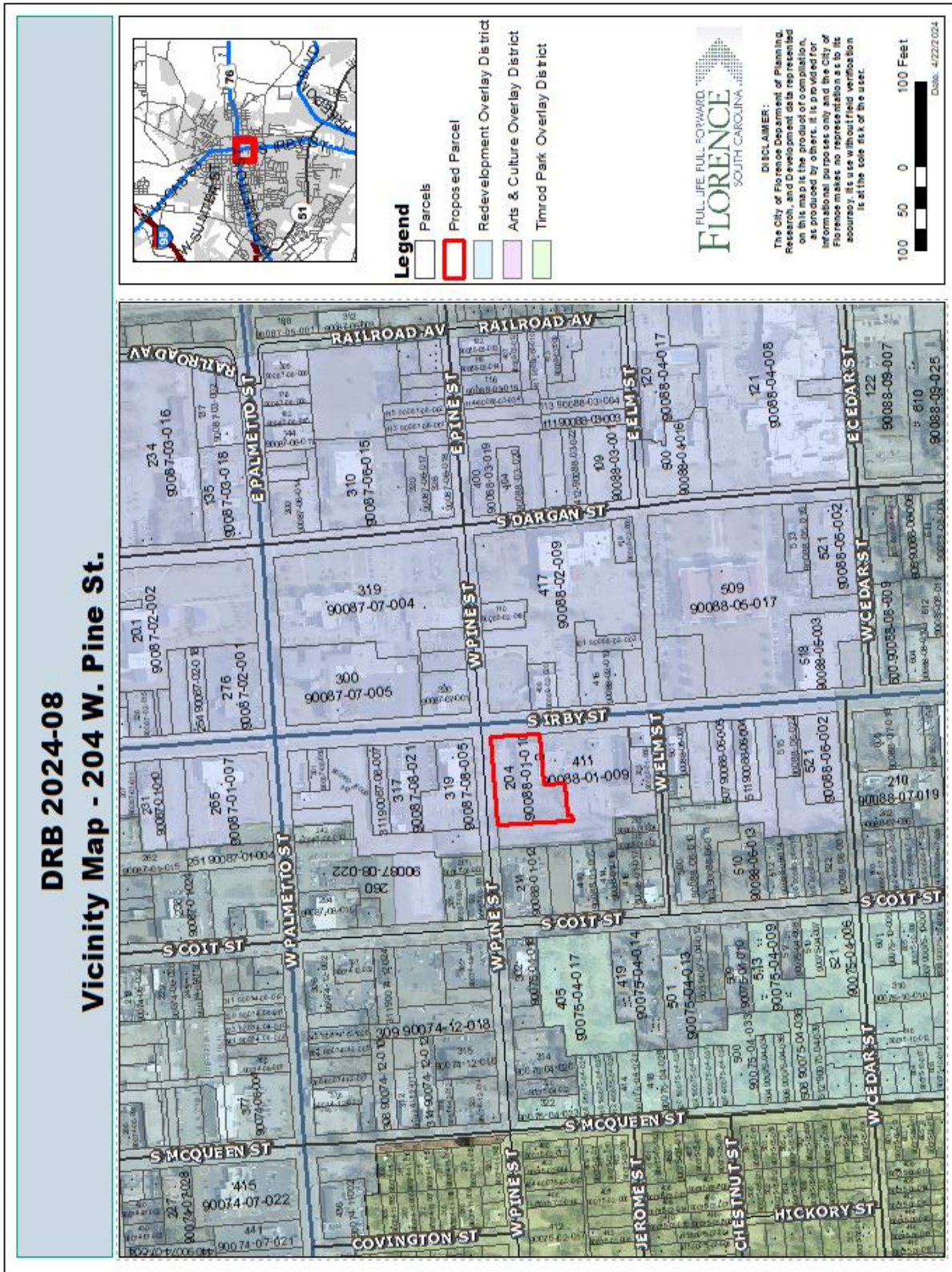
Board Action

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 on the application.

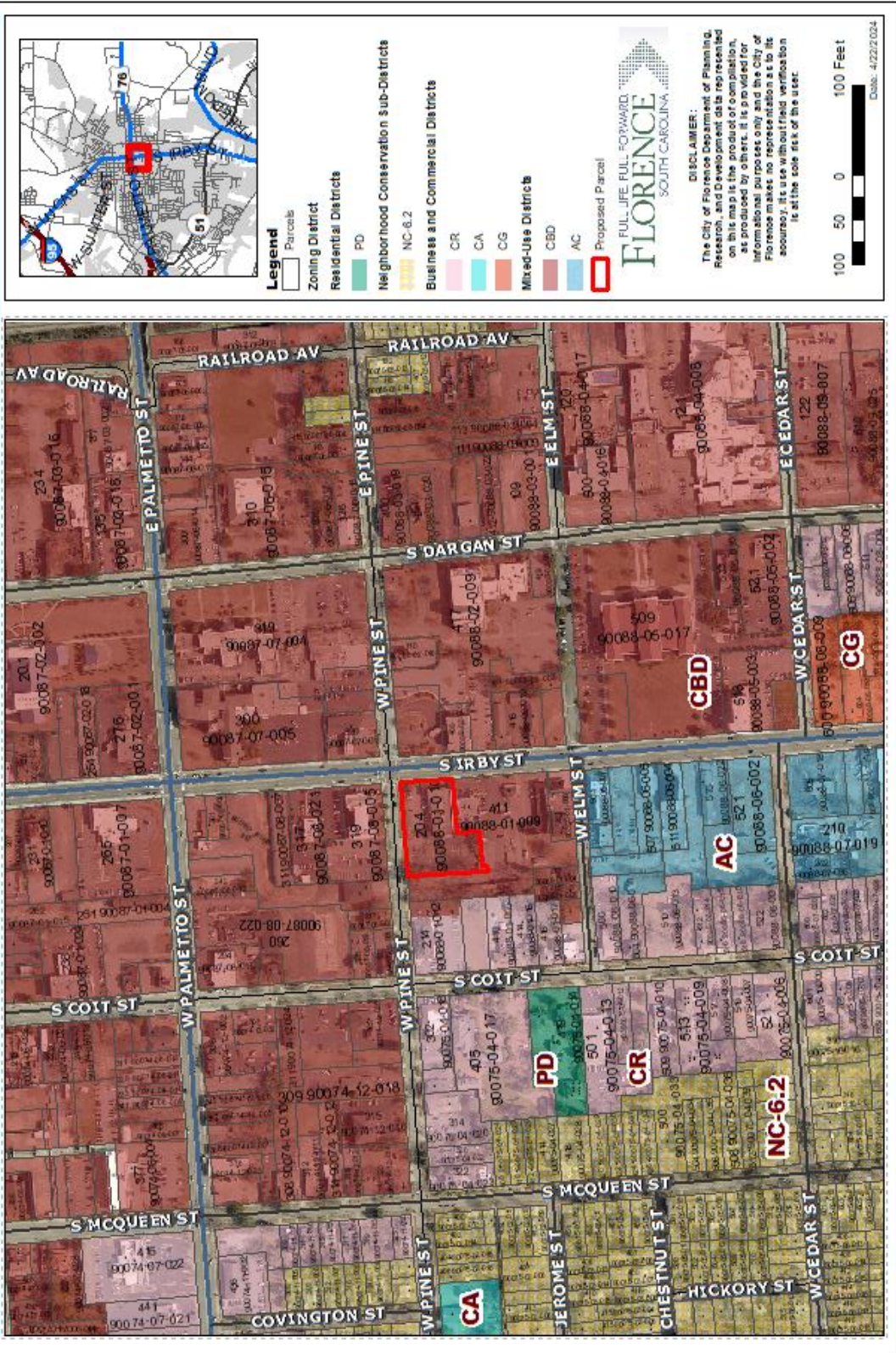
Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Building Elevations
- E. Proposed Sign Renderings
- F. Site Photos
- G. Options for Board Action Based on Findings of Fact

Attachment A: Vicinity Map



DRB 2024-08
Zoning Map - 204 W. Pine St.



Attachment D: Building Elevations

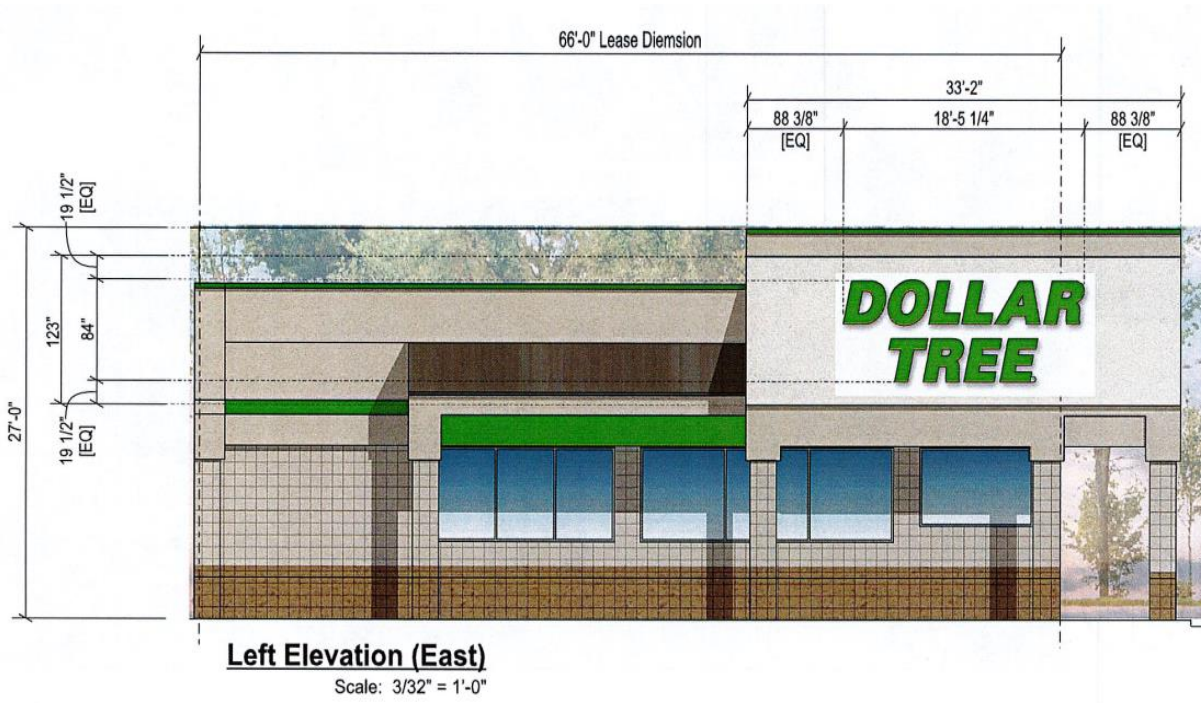


FLORENCE, SC

Dollar Tree - 204 W Pine Street

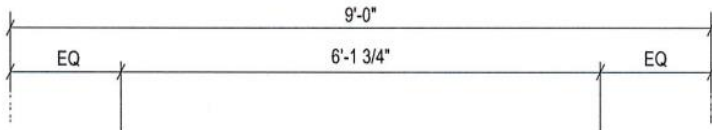


Attachment E: Proposed Sign Renderings





Front Elevation (North)
Scale: 1/16" = 1'-0"



Proposed D/F Monument
Scale: 1/2" = 1'-0"

Attachment F: Site Photos



Attachment G: Options for Board Action Based on Findings of Fact

g. Deferral

I move to defer Case Number _____ [or items _____ of Case Number _____], to the next 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.

h. 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.

i. Approval with Conditions

I move to approve 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]

j. Approval with Unique Circumstances

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; 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]

k. Approval with Conditions and Unique Circumstances

I move to approve 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]

l. 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]

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

DATE: May 8, 2024

CASE NUMBER: DRB-2024-09

LOCATION: 184 West Evans Street

TAX MAP NUMBER: 90168-02-027

OWNER OF RECORD: Andrew Blakeley

APPLICANT: Stoney Duprey

PROJECT DESCRIPTION: Commercial Wall Sign

OVERLAY DISTRICT: H-1 Historic Overlay District

ZONING DISTRICT: Central Business District

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to approve the installation of wall signage to the front of the commercial building located at 184 West Evans Street, Tax Map Parcel 90168-02-027. The proposal is for a 4 feet tall by 8 feet wide aluminum panel with the store logo. This panel will replace the existing “Consider the Lilies” sign. Additionally, the applicant will also have a sign to replace the lower one which will list “Ice Cream, Candy, and More” instead of the existing “Florist, Gifts, Antiques”. The sign will not be illuminated, and it will not have any dimensionality. The graphics will simply be vinyl on the aluminum background.

The applicant is also proposing to paint the stucco on the front of the building Stormcloud by Sherwin Williams, HGSW 6249 (Attachment E). It is currently a greenish gray color.

Background Information

The building was constructed in 1920 and has a total of 5,792 square feet. The applicant is a new tenant who will operate an ice cream shop in the space. He has requested a wall sign consisting of vinyl graphics on a flat aluminum backer board rather than a dimensional one which would meet the signage requirements in the historic district.

Staff Analysis

In Chapter 4 of the *Design Guidelines for Downtown Florence, South Carolina*, the following general guidance for signage is given:

Business signage

The following materials are recommended:

- Wood (carved, sandblasted, etched, and properly sealed, primed, and painted or stained)
- Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to protect against corrosion)
- High density pre-formed foam or similar material. New materials may be appropriate if properly designed in a manner consistent with these guidelines and painted or otherwise finished to complement the architecture
- Custom neon tubing, in the form of graphics or lettering, may be incorporated into several of the above permitted sign types.
- Sign material should be compatible with the design of the face of the façade where it is to be placed.

Flashing signs are not permitted. Back-lit and internally lit signs may be used if approved by the Design Review Board and will be allowed only when they complement the existing façade and surrounding structures, and are consistent with the objectives of the Design Guidelines.

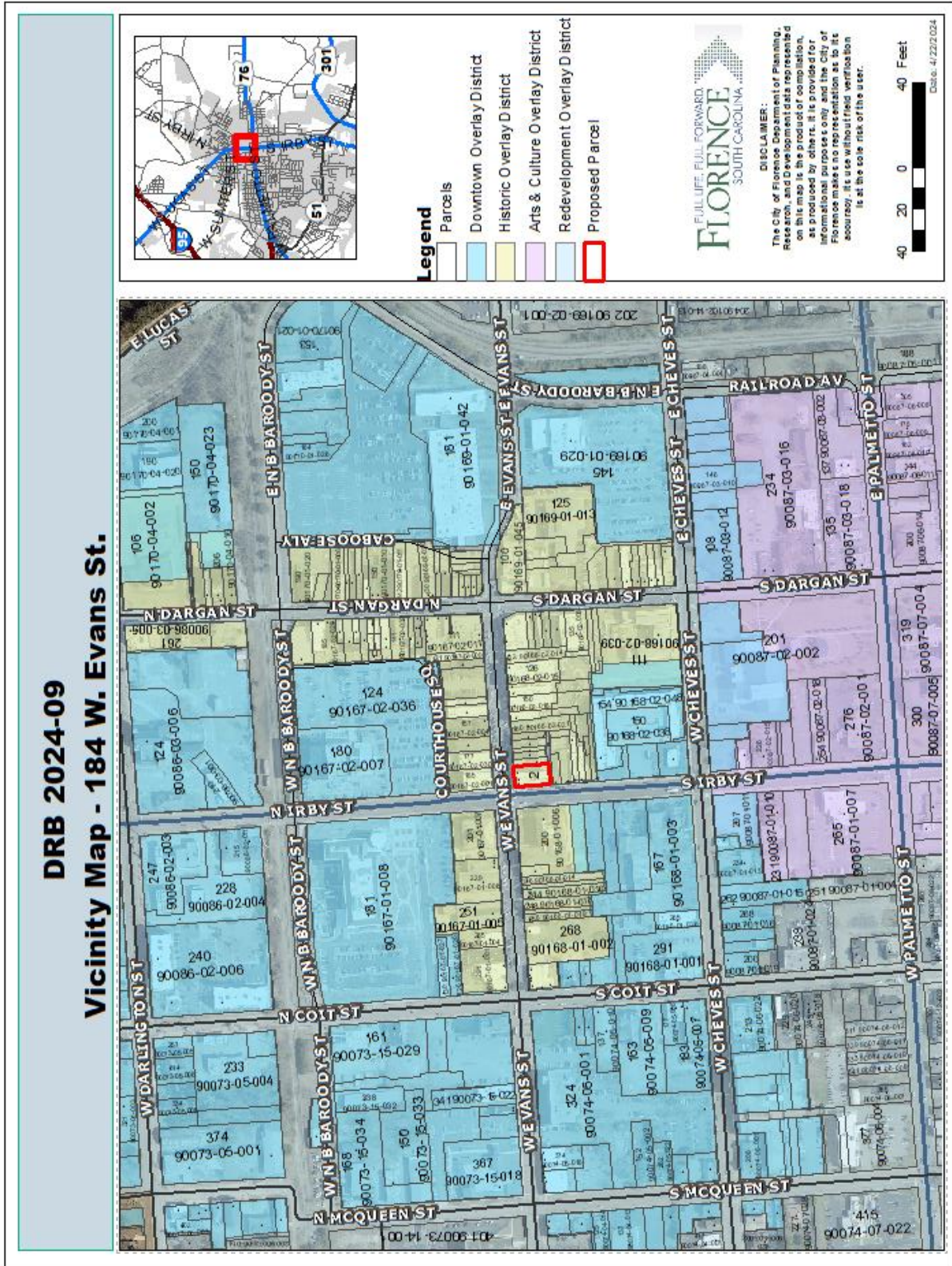
The proposed signage is non-dimensional and does not appear to meet the intent of the Design Guidelines. The proposed color choice, “Stormcloud” gray, is consistent with color pallets in the downtown; however, a more vibrant choice may be more consistent with an ice cream shop.

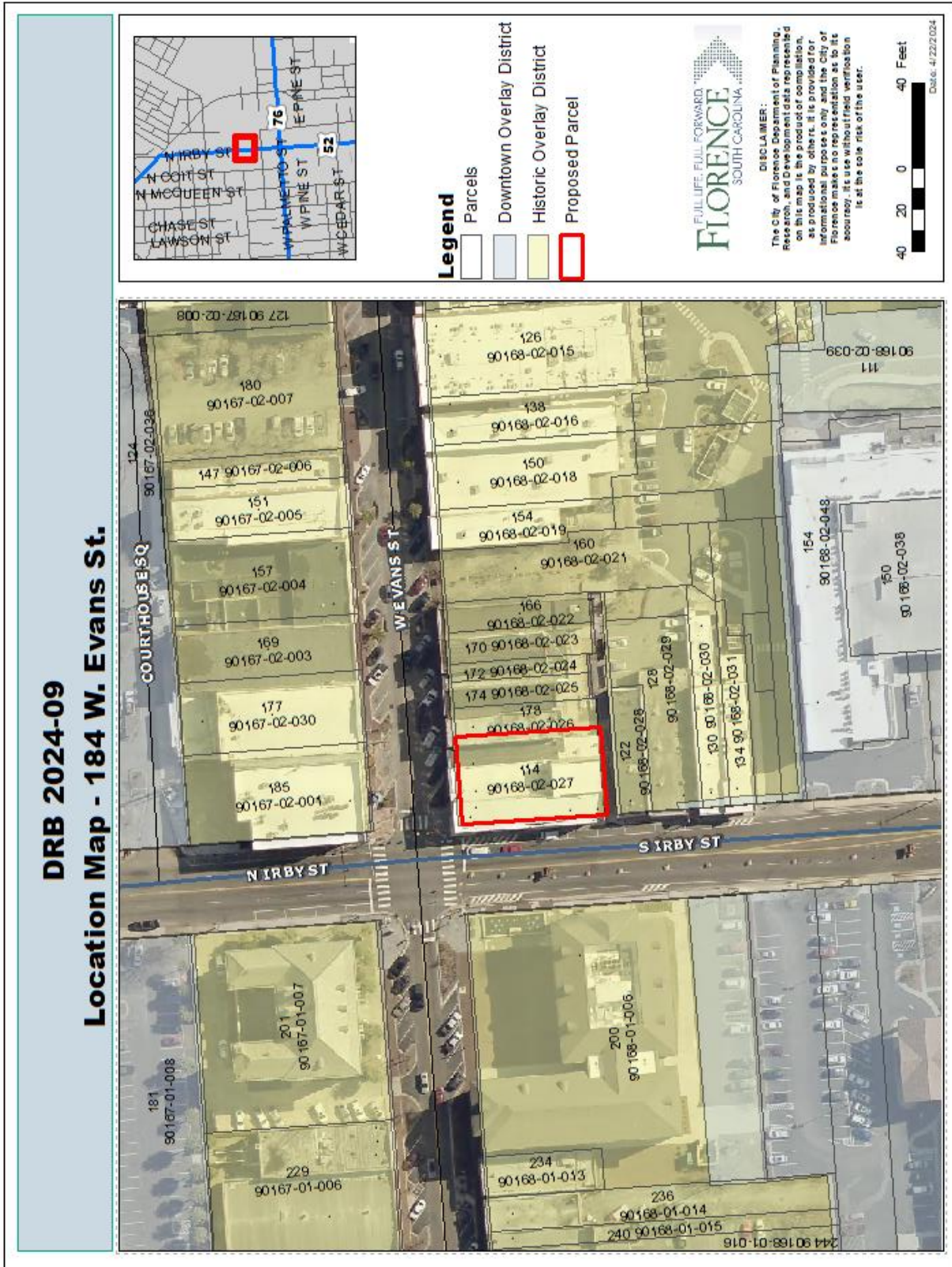
Board Action

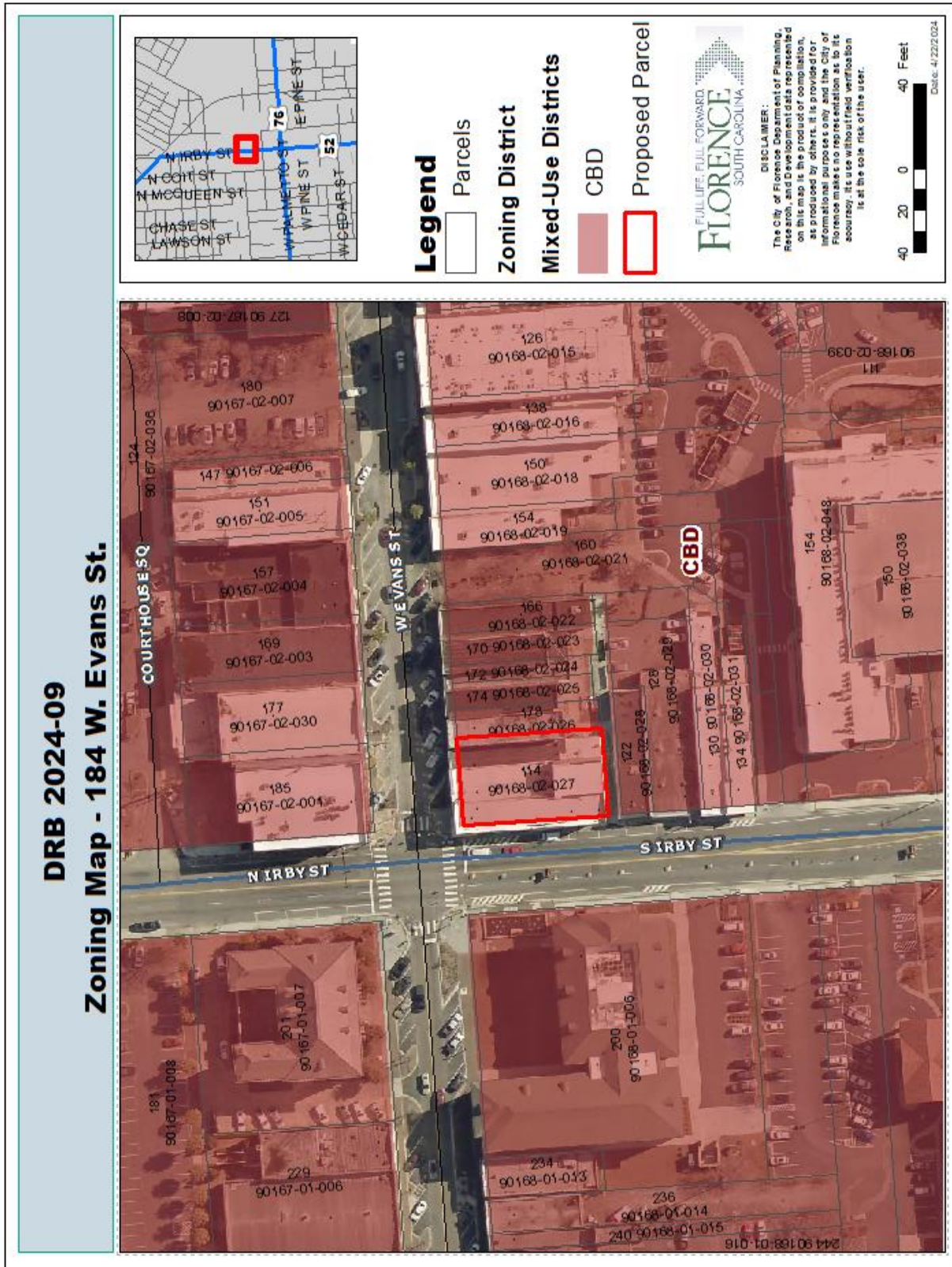
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request on the application.

Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Proposed Signage Rendering
- E. Paint Color Sample
- F. Site Photo showing existing Signage
- G. Options for Board Action Based on Findings of Fact







Attachment D: Proposed Signage Rendering



Sample rendering.

Attachment E: Paint Color Sample – HGSW 6249 – “Stormcloud”



Attachment F: Site Photo showing existing Signage



Attachment G: 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]