

**CITY OF FLORENCE DESIGN REVIEW BOARD  
CITY CENTER – COUNCIL CHAMBERS  
324 WEST EVANS STREET, FLORENCE, SC  
WEDNESDAY, JUNE 12, 2024 – 2:00 P.M.  
MEETING AGENDA**

**I. Call to Order**

**II. Approval of Minutes** Regular meeting held on May 8, 2024

**III. Matter of Information**

DRB-2024-10 Presentation of the Poynor School renovation, located at 301 South Dargan Street, specifically identified as Florence County Tax Map Number 90087-07-004, in the D-3 Arts and Culture Overlay District.

**IV. Public Hearing and Matter in Position for Action**

DRB-2024-11 Request for a Certificate of Appropriateness to demolish the house located at 613 South Church Street, identified as Florence County Tax Map Number 90104-02-022, in the D-1 Redevelopment Overlay District.

**V. Public Hearing and Matter in Position for Action**

DRB-2024-12 Request for a Certificate of Appropriateness to demolish the building located at 189 Warley Street, identified as Florence County Tax Map Number 90074-03-012, in the D-1 Redevelopment Overlay District.

**VI. Public Hearing and Matter in Position for Action**

DRB-2024-13 Request for a Certificate of Appropriateness to construct five townhomes at 189 Warley Street, identified as Florence County Tax Map Number 90074-03-012, in the D-1 Redevelopment Overlay District.

**VII. Adjournment** Next meeting is scheduled for July 10, 2024.

**CITY OF FLORENCE, SOUTH CAROLINA  
DESIGN REVIEW BOARD  
MAY 8, 2024 MINUTES**

**MEMBERS PRESENT:** Jamie Carsten, Brice Elvington, Kyle Gunter, John Keith, Joey McMillan, Mike Padgett, Ranny Starnes, and David Tedder

**MEMBERS ABSENT:** Scott Collins and David Lowe

**STAFF PRESENT:** Jerry Dudley, Patty Falcone, Derek Johnston, and Alane Zlotnicki

**CALL TO ORDER:** Chairman Carsten called the May 8, 2024 meeting to order at 2:00 p.m.

**APPROVAL OF MINUTES:** Chairman Carsten introduced the April 10, 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. Padgett seconded the motion, and it passed unanimously (8-0).

**PUBLIC HEARINGS AND MATTERS 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.**

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.

There being no questions for staff, Chairman Carsten opened the public hearing. Reverend Eddie Lesesne spoke to answer questions. Mr. McMillan asked if they intended to include landscaping. Reverend Lesesne said that yes, they will put in the landscaping that staff recommends.

There being no one else to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion or a motion. Mr. Tedder moved that the application be approved as submitted with the stipulation that landscaping be added around the building and the paint color must match the main building. Mr. McMillan seconded, and the motion passed unanimously (8-0).

**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.**

Chairman Carsten read the introductions to DRB-2024-08 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board. Mr. Gunter asked if the changes fit within the Guidelines. Mrs. Zlotnicki said that the colors were okay, but the main issue was that the signs were

interior lit. The parcel is also in the Irby Street Corridor Overlay District which has a number of interior lit signs. Mr. Elvington asked if the Rite-Aid signs were lit internally; Mrs. Zlotnicki said she thought the wall signs were but not the monument sign.

There being no one to speak regarding the request, Chairman Carsten opened and closed the public hearing and called for discussion.

Mr. McMillan asked if the Board could require the signs not be interior illuminated. Ms. Starnes pointed out that this is one of the more run-down areas of the entrance to downtown, and if we're trying to implement changes for the benefit at some point, we need to start somewhere. There was discussion about what was around this location. Mrs. Zlotnicki said that she's looked at their other renovations around the country, and they've dialed back the intensity on this one.

Mr. Tedder asked if staff had a recommendation. Mrs. Zlotnicki said they will include landscaping, which will also improve the site. Mr. Dudley added that staff always encourages companies to uplight their signs in the area, even administratively approving them where possible. He thinks they can require it. The Rite-Aid monument sign appears to have been uplit.

Mr. Elvington said that there was concern over vandalism to foot lights in this neighborhood.

Dr. Keith said that uplighting would definitely look better; no one is going to miss the Dollar Tree, and it would set a good precedent for future development in that corridor. There was discussion about requiring uplighting on all the signs. That isn't unusual in other towns. Also have them tone down the stripe on the building.

Mr. Gunter asked if there was any new development with new internally lit signs, or if they were all pre-existing. Mrs. Zlotnicki said the Exxon and Wells-Fargo had both been there for a while. Mr. Tedder said that they've been trying to get away from interior lit signs for the past six years.

Chairman Carsten closed the public hearing and called for discussion and a motion. Mr. McMillan moved to approve the request with the stipulation that the signs could not be interior lit, and the green stripes would be removed from the building. Mr. Gunter seconded, and the motion passed unanimously (8-0).

**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.**

Chairman Carsten read the introductions to DRB-2024-09 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board.

Mr. McMillan asked if the last sign for Consider the Lilies met the Design Guidelines; Mrs. Zlotnicki said it did not. He asked what would make the proposal compliant; she said that staff would like to see the letters on pins to make them dimensional and the backer board removed. Mr. Dudley added that it would be appropriate as a sandblasted or neon sign, but that gets more costly.

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

Mr. Stoney Duprey spoke on behalf of the request. He said he did have a budget to add neon to the sign, and he did want to light it up using exterior lighting.

Dr. Keith asked for clarification on the use of neon. Mr. Dudley said that sandblasting would add dimensionality. He said making the red trim or sunglasses out of neon tubing would really make it pop.

Mr. Dudley said something like that could be approved administratively. He said they could use a temporary banner if they wanted to open before the sign was ready.

There being no one else to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion and a motion. Mr. Padgett moved that the amended application be approved administratively as appropriate. Mr. Tedder seconded, and the motion passed unanimously (8-0).

**ADJOURNMENT:** There being no other business, Chairman Carsten adjourned the meeting at 2:24 p.m. The next meeting is scheduled for June 12, 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  
JUNE 12, 2024**

**CASE NUMBER:** DRB-2024-11

**LOCATION:** 613 South Church Street

**TAX MAP NUMBER:** 90104-02-022

**OWNER OF RECORD:** Richardean Gibson

**APPLICANT:** City of Florence

**PROJECT DESCRIPTION:** Demolition of House

**OVERLAY DISTRICT:** D-1 Redevelopment Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to demolish a single family house located at 613 South Church Street, Tax Map Parcel 90104-02-022, in the City’s Redevelopment Overlay District.

**Background Information**

According to the Florence County Property Card File, the 690 square foot house was built in 1940. The property is zoned Activity Center. The 7,160 square feet lot is located across from the Mt. Zion AME Apartments.

The Florence City-County Historical Commission reviewed this request on April 30, 2024 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, none of them apply.

1. The historic and significant character of the property should be retained and preserved.
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved.

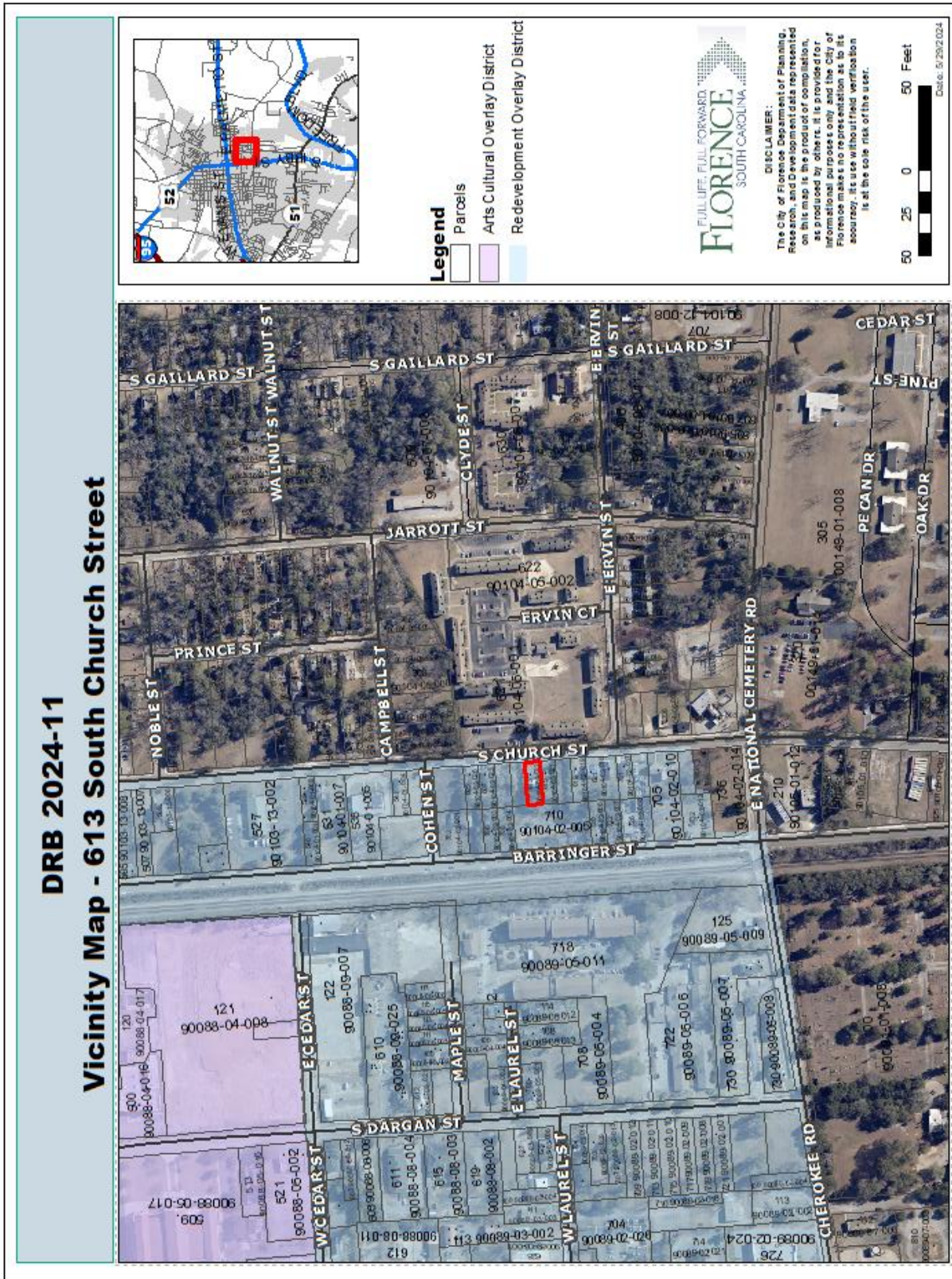
3. For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board.
4. Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the Design Review Board.
5. New additions and adjacent or related new construction 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.
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.
7. The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings.
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures.
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures.
10. Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses.
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.
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures.

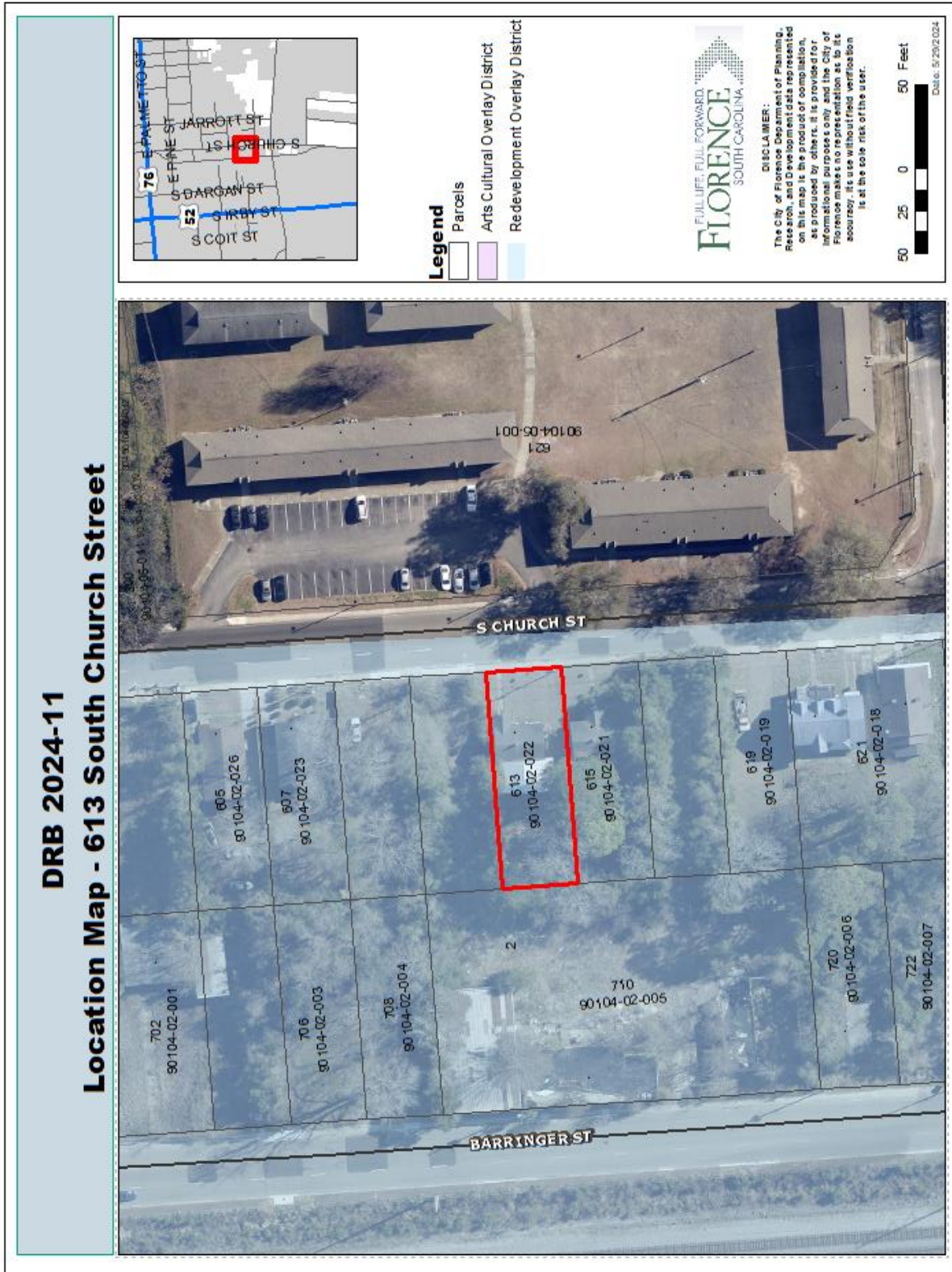
### **Board Action**

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-202313 with the specific finding that the structures proposed for demolition have no historical significance as determined by the Florence City/County Historical Commission, and their 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-2023-13 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]

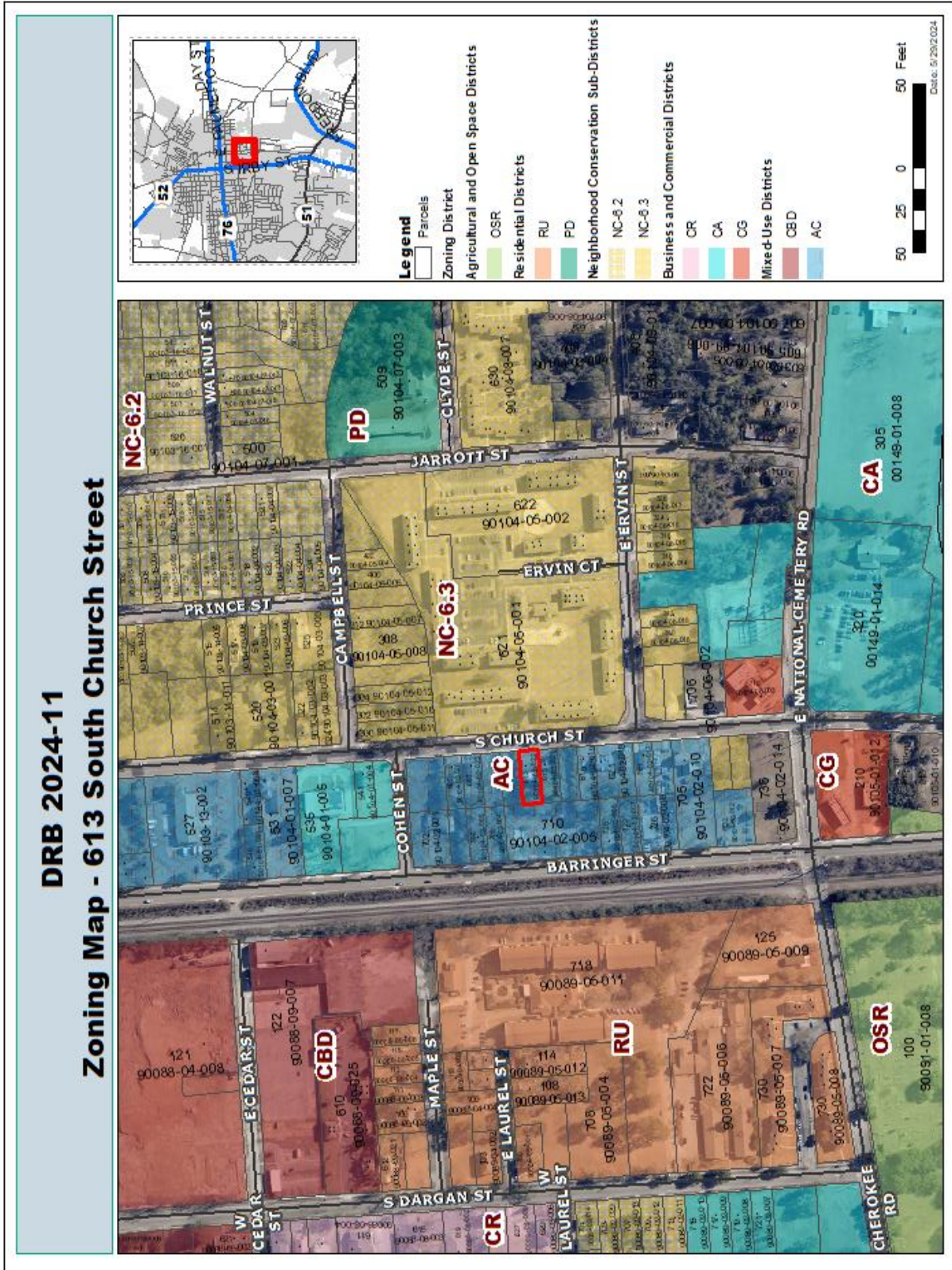
### **Attachments**

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









Date: Apr 30, 2024

## Florence County Taxes Inquiry

Time: 13:53

Map/Block/Parcel 90104 02 022

Property Card File

Year 2017 File

Close This Window

FLORENCE COUNTY TAX ASSESSOR		TAX YEAR: 2023		9/16/23	8:31:34	PAGE: 74030
Property Card Record for MBP: 90104-02-022						
PROPERTY LOCATION Address				PROPERTY BILLING NAME/ADDRESS ===		
Number: 00613	Suffix:	Street Suffix: ST		DURRANCE JERELO P/U/C		
Street Name: CHURCH		City: FLORENCE		GIBSON RICARDEAN		
		State: SC		605 S DARGAN ST		
		Zip: 00000 0000		FLORENCE SC29506		
District: 110	Land Class: RI	RESIDENTIAL IMPROVED				
Legal Desc: CHURCH LT 117						
Land Characteristic Selections						
01 Topography	1	Level				
02 Street	1	Paved				
03 Utilities	1	All Public Utilities				
03 Utilities	2	Public Water				
03 Utilities	3	Public Sewer				
04 Fronting Traffic	4	Med.				
05 Ownership	1	Private				
L A N D Lots: Regular Lot		Eff Frontage: 50	Eff Depth: 150			
-----						
R E S I D E N T I A L MBP: 90104-02-022 BUILDING ID#: 001 SUFFIX#: 000						
Building Use Code: RESIDENTIAL 1 FAMILY		Age Erected: 1940		Grade: D	Story Height: 15	1 STORY
Bedrooms: 02	Full Bath: 1	Half Bath: 0	Fireplaces:	Heating & Air Conditioning: 1 NONE		
Total Living Area: 690 Exterior Wall Construction: F STUD FRAME 02 SF-METAL/VINYL SID.						
Ext.Feat.Code: 11	Description: OFP	Area: 30				
Ext.Feat.Code: 11	Description: OFP	Area: 70				
OBV Code:	Size: (len,wid,ht)	AREA: 600				
OBV Code:	Size: (len,wid,ht)	AREA: 600				
OBV Code:	Size: (len,wid,ht)	AREA: 600				
Improvement Cost with Additions: .00		Yard/Other Bldg Values:	+NH%: 3}	Total Buildings Value: 12,624.8		
-----						
--- Totals for MBP ---						
# Buildings: 1	Building Value: 12,624.86	Land Market Value: 5,000.00				
Market Acres: .00	Use Acres: .00	Land Use Value: .00				
Bld/Land Use Total: 12,624.86	Bld/Land Mar.Total: 17,624.86	6% Bld Value: 0	# of 6% Blds: 0			
Rental Acres: 0	Rental Acres Value: 0	Ren.Acres-Mar: 0	Ren.Acres Value-Mar: 0			

**Florence City / County Historical Commission**

**RECORD of OFFICIAL ACTION**

On 4/30/24 \_\_\_\_\_  
(month / day) (year)

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

613 S. Church 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 BUYCK III

Florence City/County Historical Commission Chairperson or Designee  
Signature Mark Buyck III

Attachment F: Site Photo



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE DESIGN REVIEW BOARD  
JUNE 12, 2024**

**CASE NUMBER:** DRB-2024-12

**LOCATION:** 189 Warley Street

**TAX MAP NUMBER:** 90074-03-012

**OWNER OF RECORD:** Dockside Investments LLC

**APPLICANT:** Chris Cawthon

**PROJECT DESCRIPTION:** Demolition of House

**OVERLAY DISTRICT:** D-1 Redevelopment Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to demolish a single family house located at 189 Warley Street, Tax Map Parcel 90074-03-012, in the City’s Redevelopment Overlay District. He also wishes to remove a small tree from the front corner of the lot to accommodate the proposed new development (Attachment F).

**Background Information**

According to the Florence County Property Card File, the 3,080 square foot house was built in 1930. The property is zoned Central Business District. The lot has an area of 11,250 square feet. The house was most recently used for medical office space but has fallen into disrepair. The new owner plans to demolish the house and replace it with five townhouse units (Case DRB-2024-13).

The Florence City-County Historical Commission reviewed this request on May 29, 2024 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, none of them apply.

1. The historic and significant character of the property should be retained and preserved.

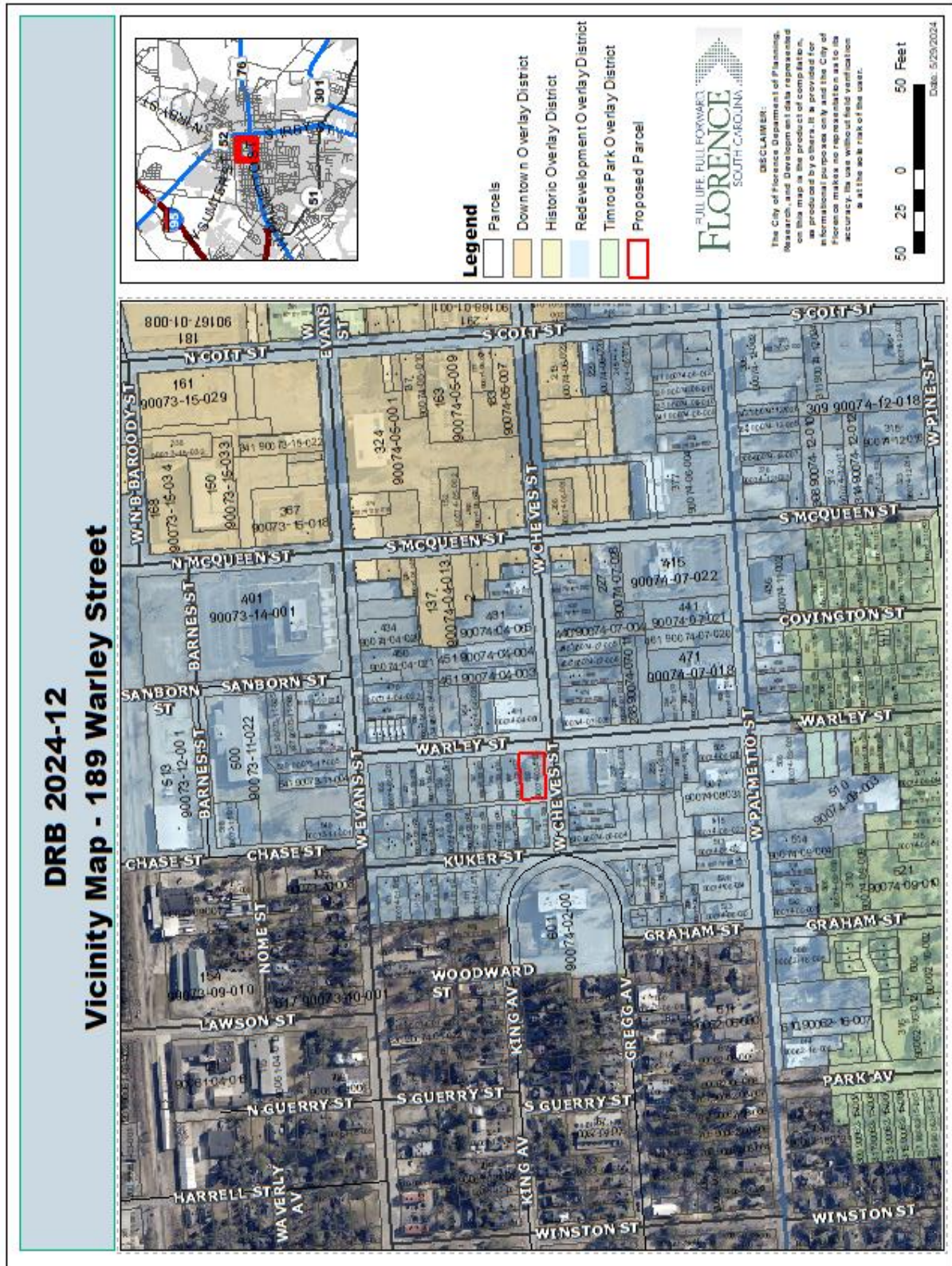
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved.
3. For all buildings, aluminum or vinyl siding may not be used unless approved by the DRB.
4. Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the DRB.
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.
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.
7. The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings.
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures.
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures.
10. Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses.
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.
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures.

### **Board Action**

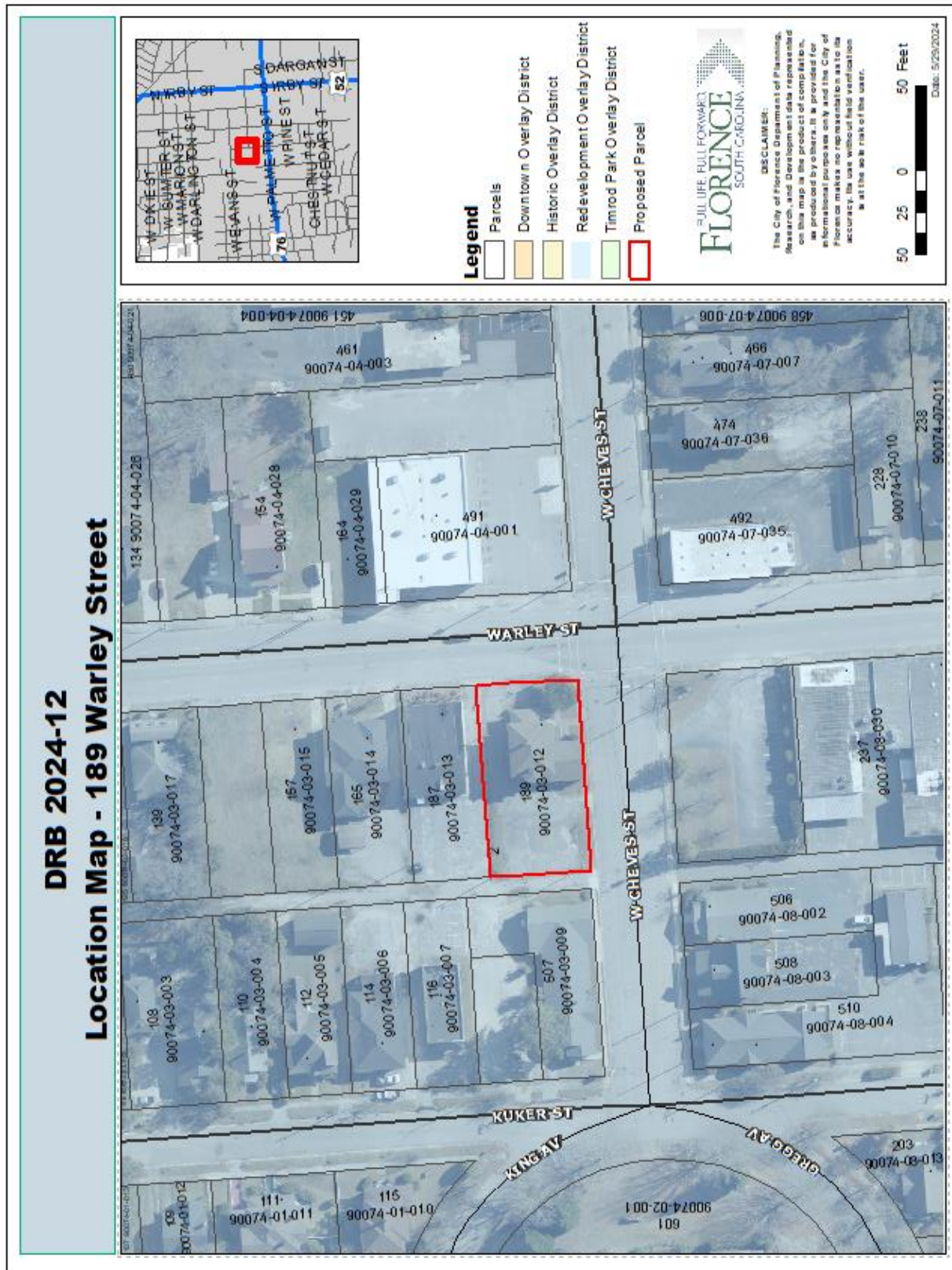
1. Consider only the evidence presented before the Board during the public hearing.
2. Make findings of fact to apply the Design Guidelines to the application.
3. Based on the findings of fact, make a motion regarding the request for demolition:
  - a. **Approval:** I move to approve with the specific finding that the structures proposed for demolition have no historical significance as determined by the Florence City/County Historical Commission, and their 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 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.

### **Attachments**

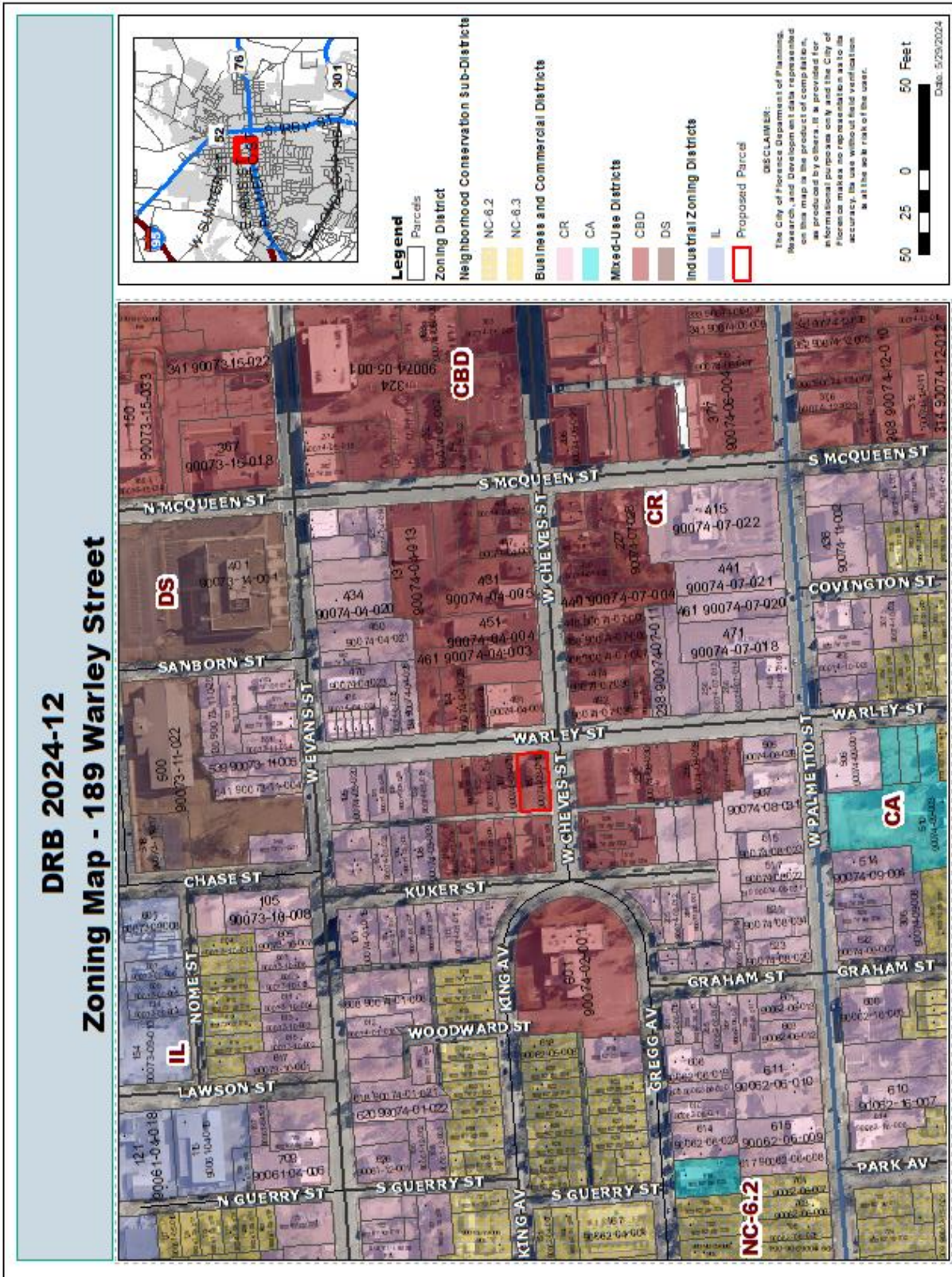
- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Property Card
- E. Signed ROA
- F. Site Photos



Attachment B: Location Map







Date: May 17, 2024

## Florence County Taxes Inquiry

Time: 09:55

Map/Block/Parcel 90074 03 012

Property Card File

Year 2017 File

Close This Window

FLORENCE COUNTY TAX ASSESSOR			
Property Card Record for MBP: 90074-03-012		TAX YEAR: 2023	9/16/23 8:31:34
PROPERTY LOCATION Address		PROPERTY BILLING NAME/ADDRESS	
Number: 00189	Suffix:	HEIDEN LAWRENCE	
Street Name: WARLEY	Street Suffix: ST	187 WARLEY ST	
City: FLORENCE	State: SC	Zip: 29501 0000	FLORENCE SC29501
District: 110	Land Class: CI COMMERCIAL IMPROVED		
Legal Desc: CHEVES & WARLEY STS			
Land Characteristic Selections			
01 Topography	1	Level	
02 Street	1	Paved	
02 Street	5	Curb & Gutter	
02 Street	6	Sidewalk	
03 Utilities	1	All Public Utilities	
03 Utilities	7	Storm Sewer	
04 Fronting Traffic	4	Med.	
05 Ownership	1	Private	
L A N D Lots:	Eff Frontage: 75	Eff Depth: 150	
L A N D Square Feet: Primary Site	11,250		
-----			
C O M M E R C I A L MBP: 90074-03-012 BUILDING ID#: 001 SUFFIX#: 000			
Category: 503 OFFICE BUILDINGS	Yr.Built: 1930	Area Sq.Ft: 3,080	
Improvement Cost with Additions: 34,686.04	Yard/Other Bldg Values: 6,397.56	Total Buildings Value: 41,083.60	
-----			
--- Totals for MBP ---			
# Buildings: 1	Building Value: 41,083.60	Land Market Value: 45,000.00	
Market Acres: .00	Use Acres: .00	Land Use Value: .00	
Bld/Land Use Total: 41,083.60	Bld/Land Mar.Total: 86,083.60	6% Bld Value: 41,083	# of 6% Blds: 1
Rental Acres: 0	Rental Acres Value: 0	Ren.Acres-Mar: 0	Ren.Acres Value-Mar: 0
Transfer Date: 12/01	DEED Book: A660	Page: 2089	Sales Price: 87,500
Transfer Date: 03/01	DEED Book: A625	Page: 1030	Sales Price: 87,500

**Florence City / County Historical Commission**

**RECORD of OFFICIAL ACTION**

On 5/29 2024  
(month / day) (year)

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

189 Warley Street, 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 BUUCK, III

Florence City/County Historical Commission Chairperson or Designee

Signature 

Attachment F: Site Photos



The applicant needs to remove this tree as part of the request.



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE DESIGN REVIEW BOARD  
JUNE 12, 2024**

**CASE NUMBER:** DRB-2024-13

**LOCATION:** 189 Warley Street

**TAX MAP NUMBER:** 90074-03-012

**OWNER OF RECORD:** Dockside Investments LLC

**APPLICANT:** Dowling Homes LLC

**PROJECT DESCRIPTION:** Construction of Townhomes

**OVERLAY DISTRICT:** D-1 Redevelopment Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to construct five townhouse units to be located on the parcel that is currently 189 Warley Street, Tax Map Parcel 90074-03-012, in the City's Redevelopment Overlay District. They are being designed and constructed by Dowling Homes LLC and will be identical in style, materials, and color to those being built off of Celebration Boulevard (Attachments E and F).

The Certificate of Appropriateness needs to address three items:

1. Table 2-4.1.3 of the *Unified Development Ordinance* establishes lot and building standards by housing type for new construction. All five lots meet the minimum lot width requirement of 16 feet. The proposed building meets the minimum side setbacks of 6 feet. The building also meets the 10 foot front setback. The applicant is requesting a 2 foot variance (10%) from the rear setback in order to place the building 18 rather than 20 feet from the new rear property line, which will be the former interior side property line (see Attachment D).
2. The Ordinance's minimum lot area requirement is 2,400 square feet per unit. The parcel's total area is 11,250 square feet, for an average of 2,250 square feet per lot inclusive of the individual unit lots and common areas, requiring a variance of 150 square feet per lot, or 6%.

3. A privacy fence is proposed along the rear property line of the units, which will face West Cheves Street, as well as around the storage areas for rollcars. The final fence style will be presented at the meeting, but it needs to be included in the COA.

### **Background Information**

The property is zoned Central Business District. Townhomes are a permitted use in this urban district. The applicant is also requesting demolition of the existing house (case DRB-2024-12).

### **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 apply.

1. The historic and significant character of the property should be retained and preserved. ***Not applicable to this project; this is all new construction.***
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved. ***Not applicable to this project.***
3. For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board. ***The townhouses are clad in brick and Hardie board siding.***
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. ***The new townhouses will be 32 feet tall at the highest point of the roof.***
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 building is characterized by distinctive articulation of the windows and doors.***
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures. ***The Central Business District has an urban character with small yards and setbacks. This structure is proposing an 18 foot back yard and 10 foot front yard. Commercial buildings in the CBD can have 0 foot side and rear setbacks. Townhouses typically have***

*a 20 foot rear setback, but the applicant is requesting an 18 foot rear setback with a privacy fence along 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 roofline of the proposed building has distinct articulation between the units.***
10. Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses. ***Landscaping will be provided around the new parking lot and around the building as required by the Unified Development Ordinance.***
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. ***There is a six unit, two story townhouse development one block away on the opposite side of the street at 102 Warley Street. Other buildings in the vicinity consist of a mixture of single story commercial and residential structures and two story residential and mixed use 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 Design Guidelines do not provide architectural guidelines for the D-1 Redevelopment Overlay District, but the D-2 Downtown Overlay District states that “new construction should be traditional in character while reflecting the time period of its creation”.***

#### **Board Action**

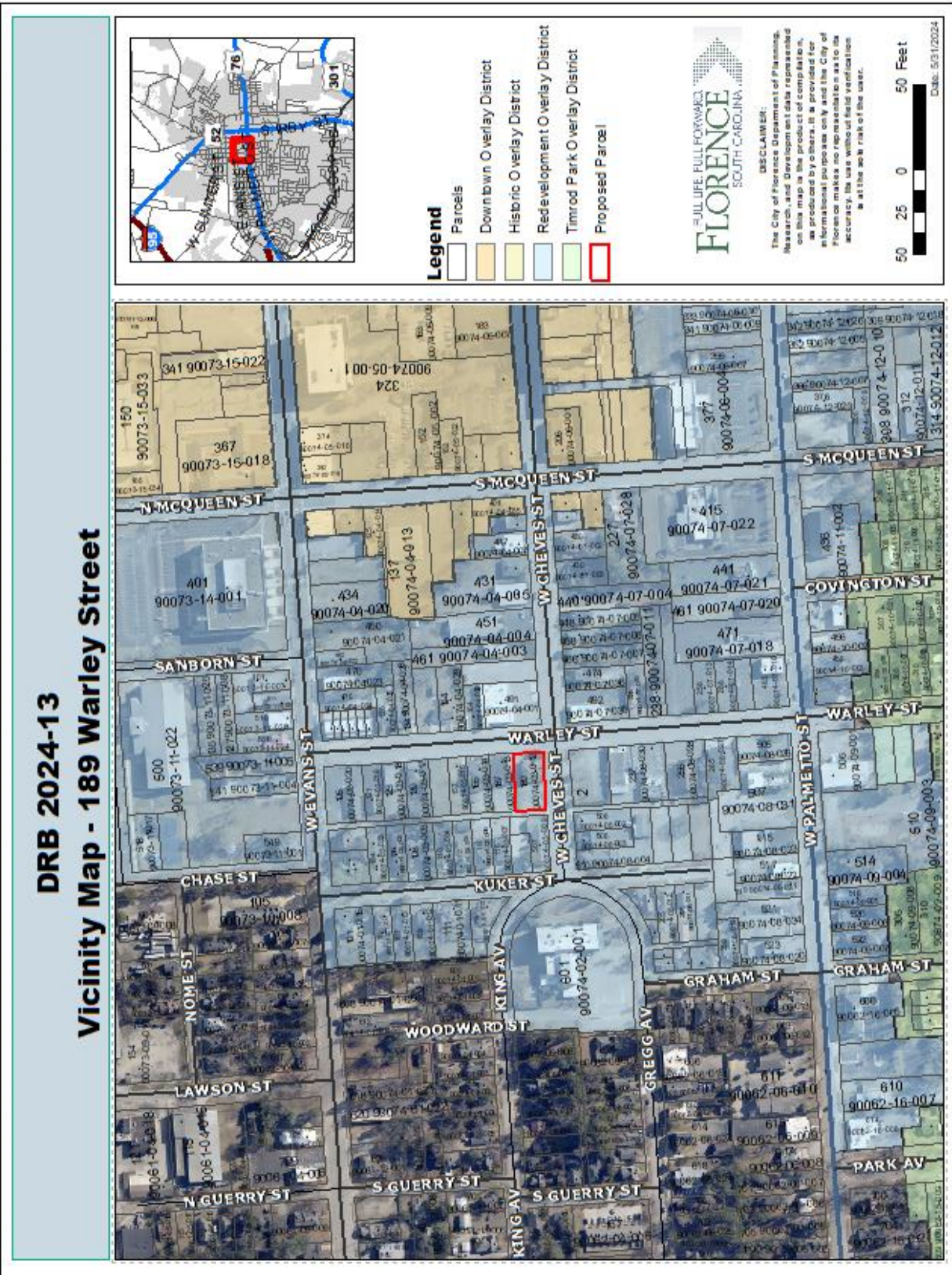
1. Consider only the evidence presented before the Board during the public hearing.
2. Make findings of fact to apply the Design Guidelines to the application.
3. Based on the findings of fact, make a motion regarding the request for a COA.

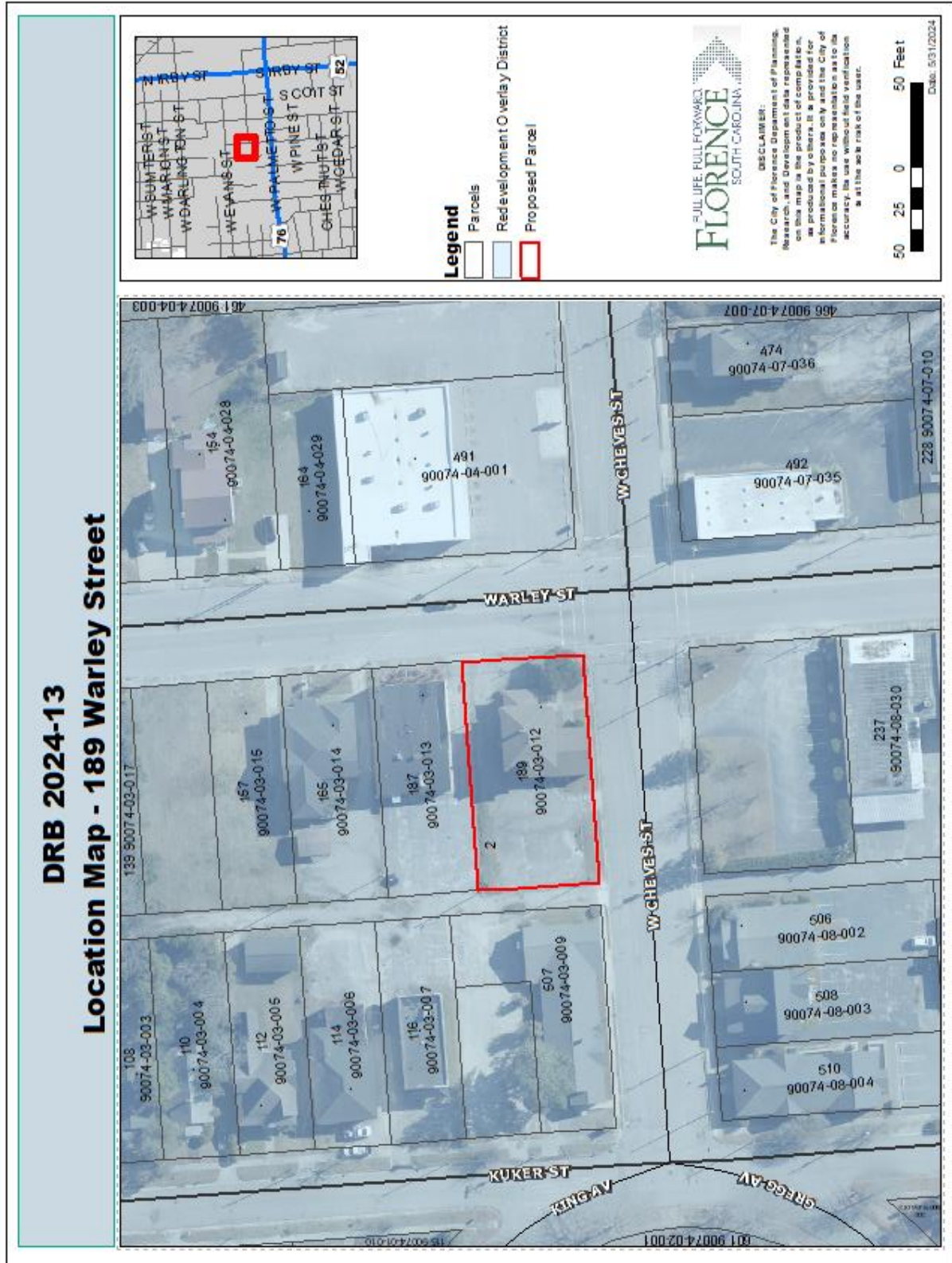
#### **Attachments**

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Site Plan
- E. Twelve Oaks Townhomes Photo
- F. Building Elevations

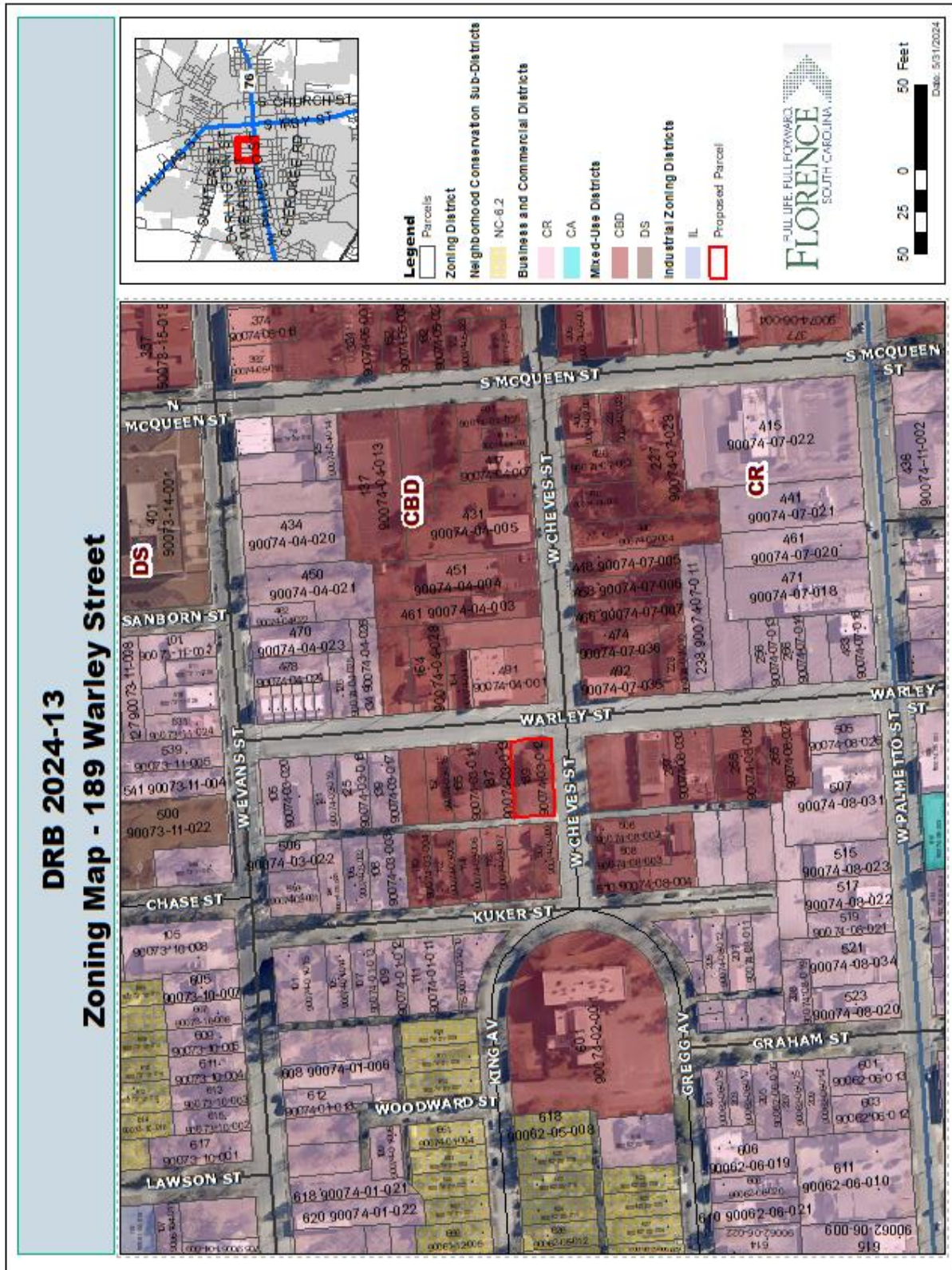


Attachment A: Vicinity Map

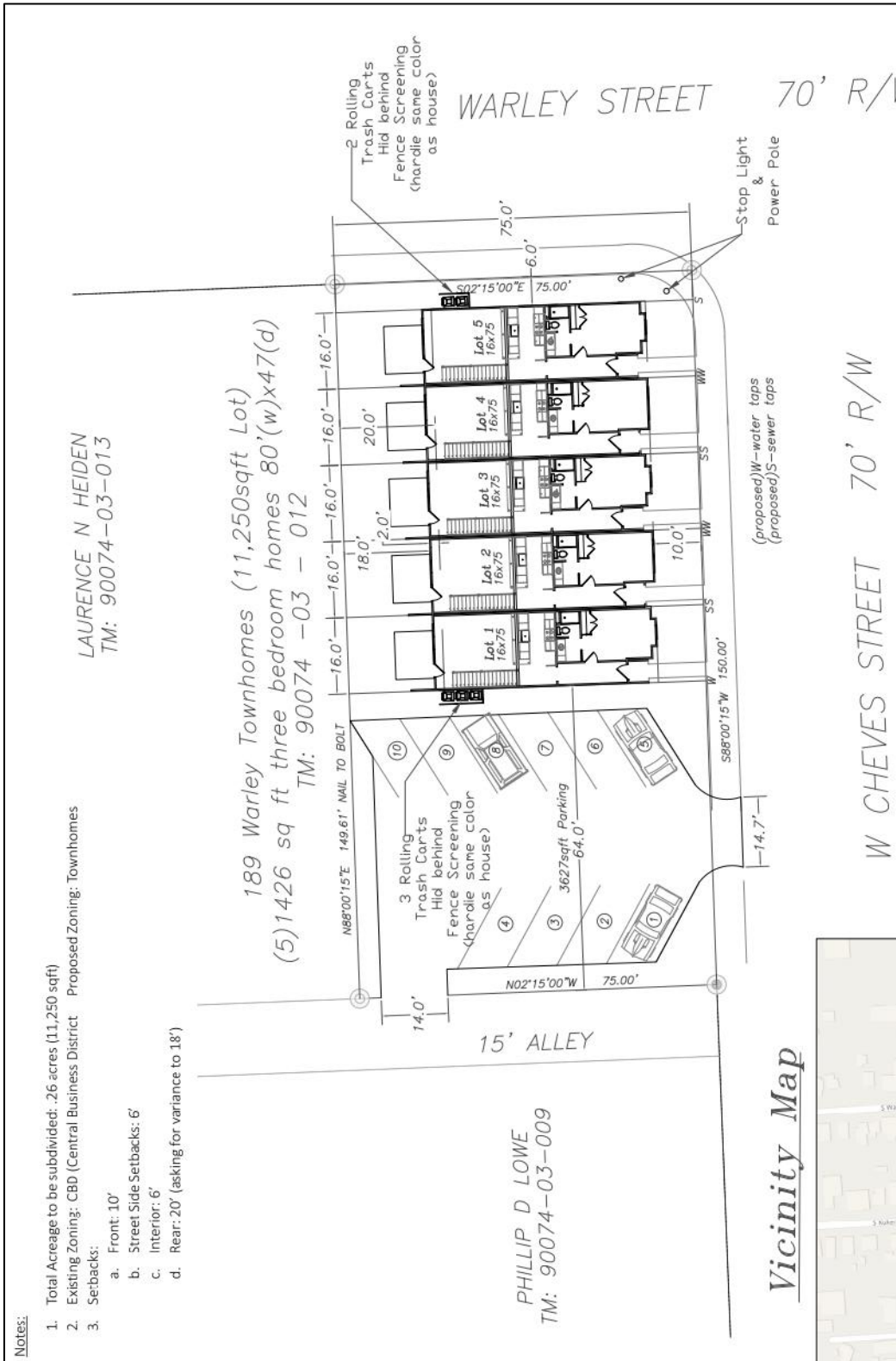




Attachment C: Zoning Map



Attachment D: Site Plan



Notes:

1. Total Acreage to be subdivided: .26 acres (11,250 sqft)
2. Existing Zoning: CBD (Central Business District) Proposed Zoning: Townhomes
3. Setbacks:
  - a. Front: 10'
  - b. Street Side Setbacks: 6'
  - c. Interior: 6'
  - d. Rear: 20' (asking for variance to 18')

Attachment E: Twelve Oaks Townhomes



Attachment F: Elevations

