

CITY OF FLORENCE DESIGN REVIEW BOARD

CITY CENTER – COUNCIL CHAMBERS

324 WEST EVANS STREET, FLORENCE, SC

WEDNESDAY, JULY 12, 2023 – 2:00 P.M.

MEETING AGENDA

I. Call to Order

II. Approval of Minutes Regular meeting held on June 14, 2023

III. Public Hearing and Matter in Position for Action – deferred from May 10, 2023

DRB-2023-04 Request for a Certificate of Appropriateness for operation of a flea market to be located at 711 South Irby Street, specifically identified as Florence County Tax Map Number 90089-01-006 in the D-1 Redevelopment Overlay District and ISCOD Irby Street Corridor Overlay District.

IV. Public Hearing and Matter in Position for Action – deferred from June 14, 2023

DRB-2023-11 Request for a Certificate of Appropriateness for renovations to be made to the building located at 127 West Evans Street, specifically identified as Florence County Tax Map Number 90167-02-008 in the H-1 Historic Overlay District.

V. Adjournment Next meeting is scheduled for August 9, 2023.

CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
JUNE 14, 2023 MINUTES

MEMBERS PRESENT: Jamie Carsten, Scott Collins, Kyle Gunter, Joey McMillan, Mike Padgett, and David Tedder

MEMBERS ABSENT: Brice Elvington, John Keith, David Lowe, and Ranny Starnes

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

CALL TO ORDER: Chairman Carsten called the June 14, 2023 meeting to order at 2:02 p.m.

APPROVAL OF MINUTES: Chairman Carsten introduced the May 10 minutes 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; Mr. McMillan seconded the motion, and it passed unanimously (6-0).

PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:

DRB-2023-10 Request for a Certificate of Appropriateness for the demolition of six buildings on the lots located at 121 and 122 East Cedar Street, specifically identified as Florence County Tax Map Numbers 90088-04-008 and 90088-09-007 in the D-3 Arts and Cultural Overlay District and D-1 Redevelopment Overlay District.

Chairman Carsten read the introduction to DRB-2023-10 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board.

Mr. Collins asked if there would be any buildings left after these were removed. Mr. Patrick Welsh, the project manager for Stantec, representing the applicant, clarified that an additional building at 122 East Cedar Street has been added to the list for a total of seven commercial buildings to be demolished. He said 5, 6, and 7 are optional depending on their total budget. Mr. Collins asked if they were of equal era and significance; Mr. Welsh said they were even less so. Mr. Collins asked staff if the seventh building could be added to the request as an amendment; Mrs. Zlotnicki said it could.

There being no questions for staff, Chairman Carsten closed the public hearing and called for discussion or a motion. Mr. McMillan moved that the request be approved once confirmation from the Historical Commission was received, and with the modification of adding the seventh building. Mr. Padgett seconded, and the motion passed unanimously (6-0).

DRB-2023-11 Request for a Certificate of Appropriateness for renovations to be made to the building located at 127 West Evans Street, specifically identified as Florence County Tax Map Number 90167-02-008 in the H-1 Historic Overlay District.

Mr. Johnston explained that the applicant has asked to defer this request to the July 11, 2023 Design Review Board meeting. Chairman Carsten accepted the deferral and moved on to the next item on the agenda.

DRB-2023-12 Request for a Certificate of Appropriateness for the removal of two trees from the parcel located at 702 South Coit Street, specifically identified as Florence County Tax Map Number 90089-01-010 in the D-1 Redevelopment Overlay District.

Chairman Carsten read the introduction to DRB-2023-12 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. Michael Hesbach spoke as the applicant. He said they will repave that lot once they remove the trees and repave the two driveways. They also want to close off the Brogden side driveway to deter traffic to the Belmont apartments.

There being no one else to speak, Chairman Carsten closed the public hearing and called for discussion or a motion. Mr. Gunter moved to approve the request as submitted; Mr. Tedder seconded, and the motion to issue the COA passed unanimously (6-0).

ADJOURNMENT: Chairman Carsten adjourned the meeting at 2:13 p.m. The next meeting is scheduled for July 12, 2023 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
JULY 12, 2023**

CASE NUMBER: DRB 2023-04

LOCATION: 711 South Irby Street

TAX MAP NUMBER: 90089-01-006

OWNER OF RECORD: Imad Chafic Tayara

APPLICANT: Reverend Leo Woodberry,
New Alpha Community Development Corporation

PROJECT DESCRIPTION: Open Air Market/Flea Market

OVERLAY DISTRICT: (ISCOD) Irby Street Corridor Overlay District and (D-1)
Redevelopment Overlay with underlying zoning of AC

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to operate Imani Market, an open air produce market on the property located at 711 South Irby Street in the Irby Street Corridor and Redevelopment Overlay Districts. The proposed site has existing asphalt parking lots, a grassed area, and a bare dirt section remaining from the demolition of Orangeland Seafood Restaurant (Attachment E).

The applicant is proposing to redevelop the parcel as shown in Attachment F to accommodate multiple vendors, food trucks, and parking for the public for the sale of goods described in Attachment D for a duration of up to 3 days weekly and a frequency of 26 times per year.

Background Information

The original Orangeland Seafood Restaurant was damaged by a fire on October 6, 2020. It was demolished in January, 2021. The owners initially planned to rebuild the restaurant on the same lot and received permission from the Design Review Board on February 10, 2021. The owner decided not to rebuild, but moved into an existing building, formerly Angelo’s Seafood, at 1243 West Lucas Street.

Staff Analysis

Section 1-2.9.1B of the *Unified Development Ordinance* defines Temporary Special Events as, “...cultural, religious, entertainment, or charitable events, but also include temporary sales events that have a short duration, such as farmers' markets, outdoor bazaars, and comparable events, which may be hosted by noncommercial entities. Temporary special events may be located on property with another principal use or on vacant property. This Section further defines the proposed “Temporary Special Event as:

1. **Class “A” Temporary Special Events** are events with an expected peak daily attendance of up to 1,500 people, which may include, but are not limited to:
 - a. Farmers' market;
 - b. Outdoor bazaar / auction / flea market;

- c. Craft fair or art fair;
- d. Outdoor cultural festival or religious assembly;
- e. Outdoor theater festival;
- f. Renaissance fair;
- g. Staging and parking areas on private property for events within the public right-of-way, such as parades, bicycle races, and charity walks or runs.
- h. Temporary special events that involve:
 - 1. Motorized amusement rides;
 - 2. Inflatables that are 16 feet or more in height;
 - 3. Outdoor music, speeches, or performances with amplification that will produce more than 50 db (Decibels) of noise level at the property line; or
 - 4. More than five livestock animals.

Sec. 1-2.9.2 Temporary Special Events

A. **Standards.** Temporary special events shall meet the applicable standards in **Table 1-2.9.2, Standards for Temporary Special Events**. Approval of such uses may be subject to conditions as set out in Subsection B., below.

Table 1-2.9.2 Standards for Temporary Special Events		
Performance Standard	Class of Temporary Special Event Use	
	Class B	Class A
Location and General Site Requirements		
Locations where event is allowed	Sites with nonresidential principal uses	Sites with nonresidential or mixed-use principal uses
General site requirements	As approved with the temporary use permit.	
Frequency and Duration of Event		
Frequency and duration of event	No more than four times per year. Duration shall not be longer than 10 days.	No more than 26 times per year. Duration shall not be longer than 3 days.
Buildings and Structures		
Temporary buildings and structures	Building heights shall not exceed the standards of the underlying zoning district; however, taller structures are permitted, provided that they are set back from all property lines a distance of two feet for every additional foot in height.	The same as the height limitations of the underlying zoning district
Spacing and setbacks	The greater of: 20 feet or the width of required buffers from all property lines; or 30 feet from the back of the curb (or, if no curb is present, the edge of pavement).	
Access, Circulation, and Parking		
Required access	Sight distance pursuant to Division 4-11.3 , Sight Clearance is required.	
Traffic control	The street from which access is taken must have capacity to serve the event.	
Circulation	Safe on-site vehicular and pedestrian circulation shall be provided, including: (1) minimizing vehicular-pedestrian conflicts; (2) providing appropriate directional signage; (3) ensuring efficient access by emergency vehicles; and (4) maintaining full access to permanent uses on-site if they are operating during the temporary event, or emergency access to permanent uses on site if they are not operating during the temporary event.	

Motor vehicle parking spaces	The number of parking spaces available for the temporary use shall be sufficient to meet the peak demands of the use, based on 2.25 persons per vehicle. If a permanent use of the property will be in operation during the time that the temporary use is present, then parking for the permanent use shall be provided in compliance with Article 9, Parking and Loading, unless the Director of Public Works finds a reduction is justified based on different hours of peak use, or based on likely shared use (i.e., a parking space taken up by a person who visits both the temporary event and the permanent use).	
Motor vehicle parking design and location	On-site or within 300 feet of the boundaries of the site, except that parking is not allowed in or within 100 feet of an existing single-family or multiplex residential use. Generally, parking shall be in striped, hard-surfaced spaces, either in a parking lot or on-street. However, parking in grass / unpaved parking areas is permitted only if: (1) The applicant has a legal right to use the land proposed for the parking area; (2) The surface is reasonably level and compact; (3) The parking area is located at least 100 feet from abutting residential property lines and 20 feet from public rights-of-way; (4) The area is used for not more than two weeks per year, and not more than four consecutive days at a time; and (5) The applicant provides a guarantee that the parking area will be restored to its pre-event condition after the event.	
Bicycle parking spaces	Optional: One bicycle parking space should be provided on-site for each 10 vehicular parking spaces that are required for the event.	
Signage	Signage shall comply with the requirements of Part 5, Signs.	
Operations		
Noise controls	Noise shall be controlled so that: (1) The noise level at the nearest residential property line does not exceed 50 db after 10:00 PM; (2) The noise level at the property line of the temporary use does not exceed 75 db for more than two hours per day; and (3) The noise level at the property line of the temporary use does not exceed 85 db at any time. Generators, if used, shall be secured and set back at least 50 feet from all property lines.	Noise shall be controlled so that: (1) The noise level at the nearest residential property line does not exceed 50 db after 10:00 PM; and (2) The noise level at the property line of the temporary use does not exceed 65 db at any time. Generators, if used, shall be secured and set back at least 50 feet from all property lines.
Sanitation	Restrooms shall be provided at a rate of one toilet and one urinal per 50 expected attendees (including event staff); trash containers and recycling bins shall be placed in convenient areas including principal places of assembly, near food and beverage vendors, near restrooms, and at entry and exit points. A recycling bin shall be placed next to each trash container. All litter generated by the event shall be removed at no expense to the City. Litter cleanup shall extend into adjoining public rights-of-way and occur not more than one day after the last day of the event. The City may require the installation of a grease trap to prevent disposal into the sanitary sewer system. All waste oil and grease shall be collected in an appropriate, sealed container and stored only on an impervious surface. The waste oil and grease shall be removed from the site by an authorized hauler. The City may enter the premises at any time to inspect for compliance.	
Security	The applicant shall demonstrate that adequate security is provided for the proposed temporary use.	
Insurance / Site Restoration		
Insurance	A Certificate of Insurance shall be provided to the City demonstrating that the applicant has a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence and with a \$2,000,000 aggregate. The event producer must list the City of Florence as an additional insured. Additional endorsements may be required for events with amusement rides or alcoholic beverages.	A Certificate of Insurance shall be provided to the City demonstrating that the applicant has a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence and with a \$2,000,000 aggregate. Additional endorsements may be required for events with alcoholic beverages.

The proposed use is permitted in the Activity Center (AC) Zoning District if the above conditions are satisfied. The applicant anticipates no more than 45 attendees at any one time. The parking required would be 20 spaces, which can be achieved based on their “Proposed Site Plan” (Attachment F). Concerns were raised during the Public Hearing portion of the May DRB Meeting about parking demands being exceeded leading to overflow onto adjacent parcels and having a negative effect on surrounding properties.

The applicant has provided signed parking agreements with Kingdom Living Temple at 631 South Irby Street permitting Imani Market to use 34 parking spaces during market hours, and Gold Valley Pawn at 625 South Irby Street to use 20 parking spaces during market hours.

The use is not prohibited in the ISCOD or the Redevelopment Overlay District per the Design Guidelines for Downtown Florence, South Carolina:

Irby Street Corridor Overlay District - Land Uses

The district shall allow all uses permitted in the underlying zoning district with the exception of heavy automobile repair, outdoor vehicular or building supply display areas, and self-storage/moving vehicle rental. Land use decisions shall take into account functionally similar per Section 1-2.7.8 of the *City of Florence Unified Development Ordinance*.

Specifics regarding materials, landscaping, fencing and screening, signage, etc. can be found in Chapter 8 of the Design Guidelines for Downtown Florence, South Carolina. The applicant is proposing an open-air market with produce, arts & crafts, and space for food truck vendors as detailed in Attachments D, F, G, H, & I.

Irby Street Corridor Overlay District – Materials

a. The following materials are to be used on the exterior of the building:

- Brick
- Stone
- Stucco
- Glass
- Cementitious siding
- Split shakes (as a complementary feature)
- Board and Batten wood (exterior)
- Architectural Block
- Combination of these materials

Exterior building materials shall not include the following:

- Rough sawn wood
- Heavily textured stucco
- Field painted or pre-finished corrugated metal siding
- “Mirrored” or opaque glass
- Standard single or double tee concrete system
- Exposed unfinished cinder block or similar materials
- Vinyl, as an accent material, may be approved by the Design Review Board

b. Awnings: Awnings are an excellent way to introduce color and texture into the commercial street/building environment. Within this district, only fabric awnings are recommended. Awning colors should be compatible with the proposed color scheme of the project and complement the intent of the district. Backlit or plastic awnings are not permitted.

c. Color: The color of buildings in the Irby Street Corridor Overlay District should complement the colors of adjacent buildings. Buildings should use primarily earth tones, with light and bright colors used only as minor accents.

The applicant is proposing a 2,000 sf open air pavilion as the centerpiece of the Imani Market proposal shown in Attachments F & G with construction materials described in Attachment H. The City is gathering information on specific colors at this time.

Irby Street Corridor Overlay District – Landscape

Landscape requirements will help define commercial spaces and soften the visual impact of site improvements. These requirements shall comply with the underlying zoning district per the city’s *Unified*

Development Ordinance, the purpose of which is to reduce visibility of paved areas from the public right-of-way and adjacent properties as well as enhance public safety by creating a division between pedestrian and vehicular traffic.

It is recommended that additional landscaping be provided along and against all buildings. The site should incorporate canopy trees that coordinate with the placement of signage and storefront windows. At the time of development or redevelopment a landscape plan is required for all projects. Landscape areas may include trees, shrubs, flowering perennials, ornamental tall grass, vegetative groundcovers, fountains, water features, decorative stonework, planters, sculpture, and decorative paving.

The applicant is proposing landscaping as shown on Attachment F including Trident Maples (deciduous, understory trees) & Mojo Pittosporum (small, evergreen shrubs).

Signage is shown, but no details have been provided.

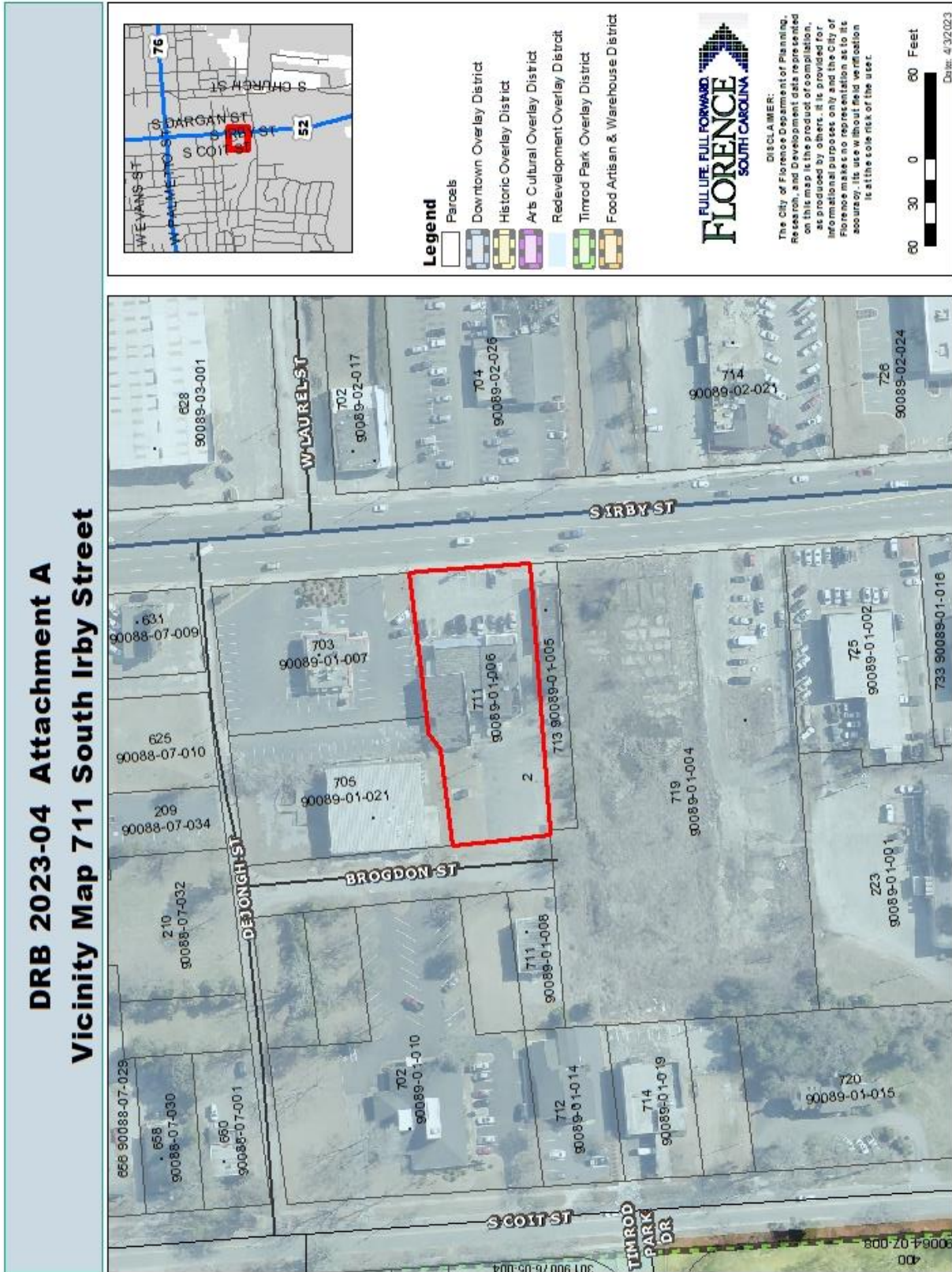
Board Action

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 Imani Market.

Attachments

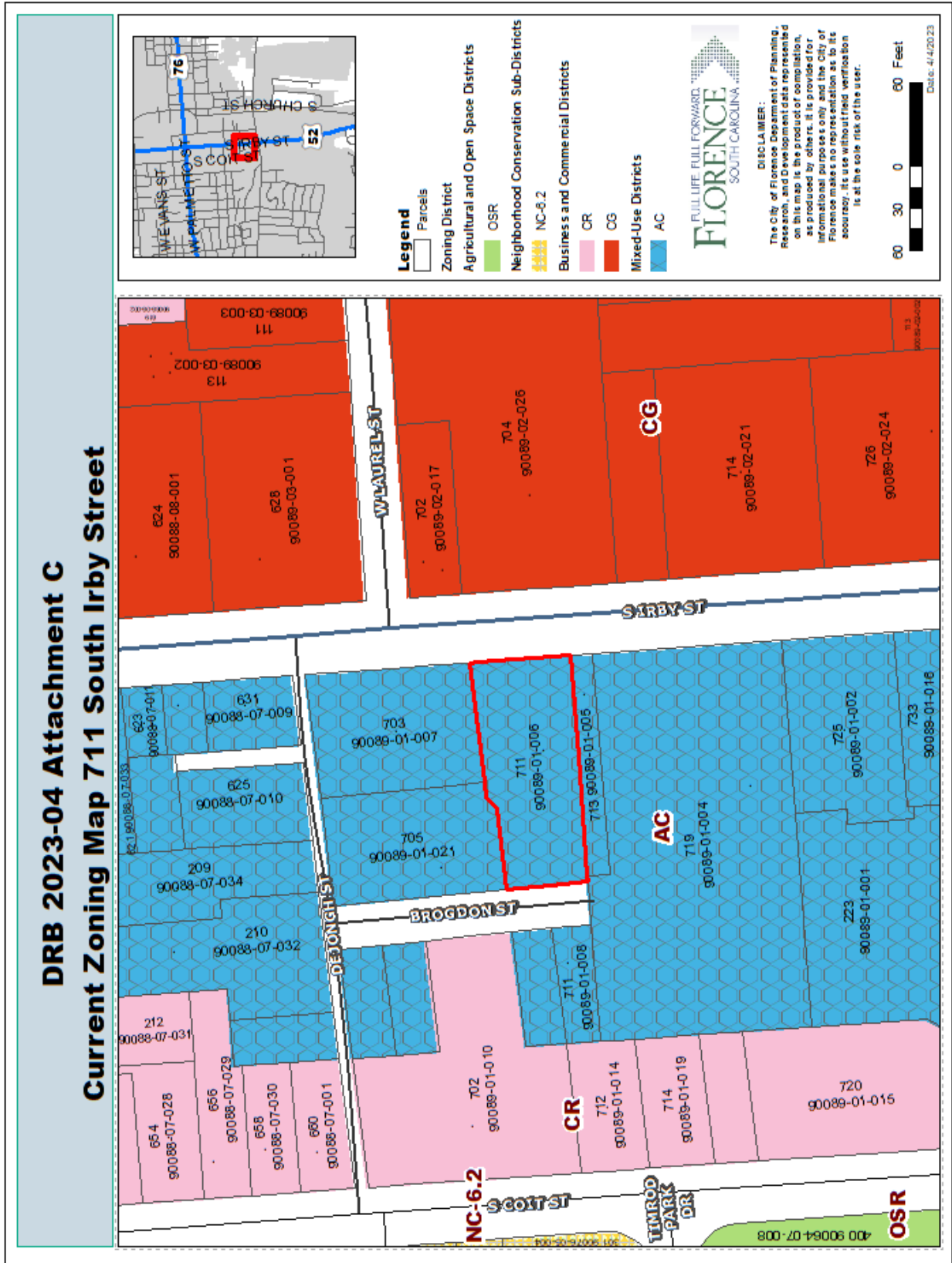
- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Imani Market Proposal
- E. Current Site Plan
- F. Proposed Site Plan
- G. Elevations
- H. Materials List
- I. Roof Details
- J. Site Photos
- K. Options for Board Action Based on Findings of Fac

Attachment A: Vicinity Map



Attachment B: Location Map





Attachment D: Imani Market Proposal

Department of Planning, Research & Development
Staff Report to The City of
Florence Design Review Board.

Date: 5/25/2023
Location: 711 South Irby Street
Tax Map No.: 450038010
Owner of Record: _____
Applicant: New Alpha CDC (Leo Woodberry)
Project Description: Redevelopment Overlay District

Project Description: The applicant is seeking a Certificate of Appropriateness (COA) to construct a produce market (Imani Market) on Tax Map Parcel 45008-010 on the west side of the 700 block of South Irby Street.

Background New Alpha CDC intends to establish an outdoor market (Imani Market) @ 711 South Irby St. Florence, SC; former site of Orange Land Seafood Restaurant. The outdoor market will be open 26 weeks out of the year on Fridays, Saturdays and Sundays. During daylight time the market will be open from 8 am to 6 pm and during daylight saving time the hours will be from 8 am to 7 pm.

The structure (Imani Market) is approximately 2,000 sq. ft. and approximately 14'- 6" in height and will setback 10 feet from the front lot (existing) to allow for green space to provide a pleasing street scope. The roof will be "A" framed covered with shingles (or if approved metal sheeting) in compatibility to ABC Store located at 631 S. Irby St.

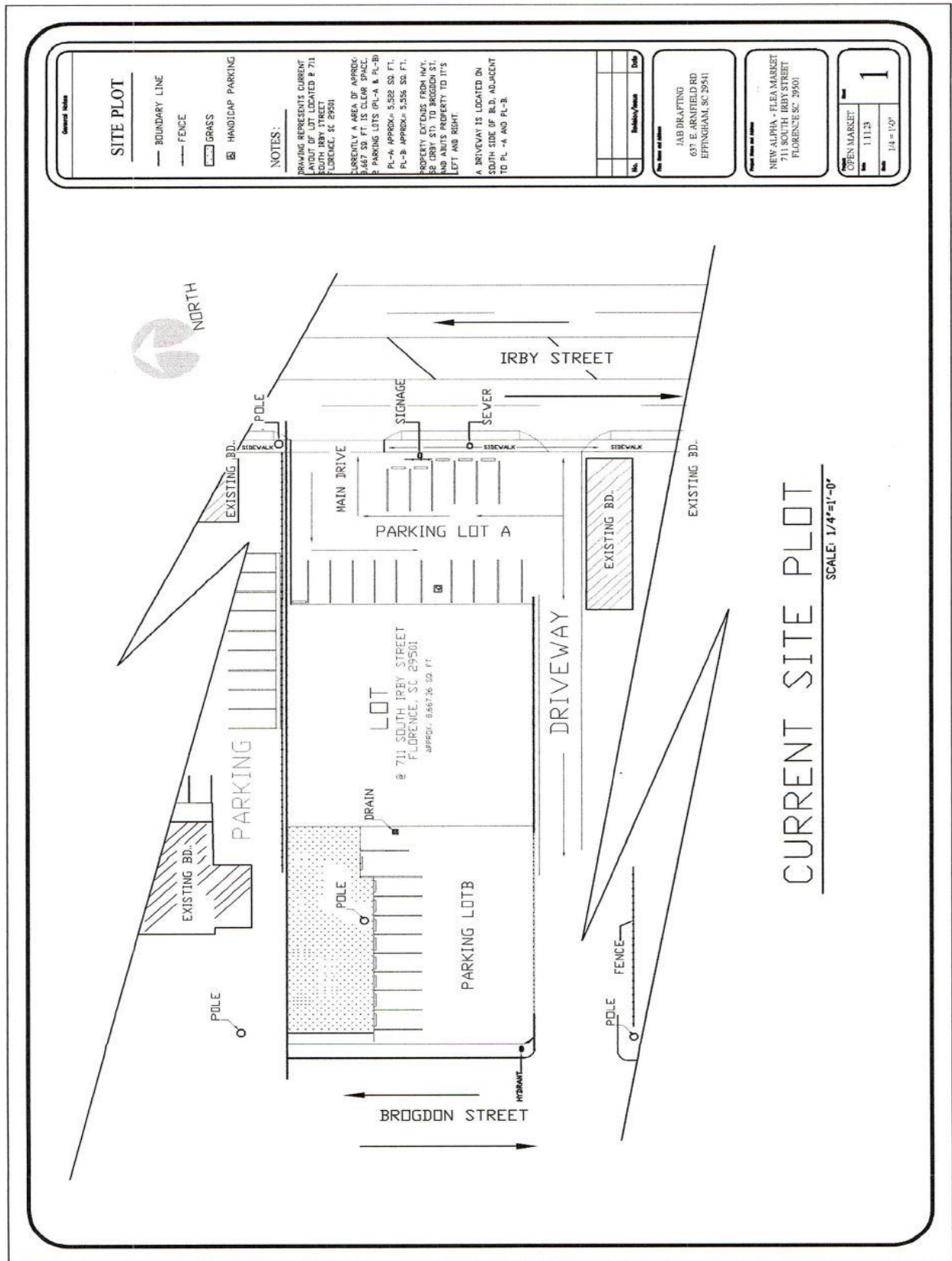
The structure is being constructed from siding, brick veneer, shingles, (or metal sheeting) wooden truss, 6x6 wooden post and brackets, fasteners, 2x4, 2x6, concrete, sonic tubing and a gravel floor, and is approximately 14 ft 6 inches in height which compares with some buildings in the area.

Booth areas under the structure and table booths outside the structure will be available for produce and varies arts and craft vendors. In addition, food trucks are to be provided. All vendors will be approved by the South Carolina Department of Health and Environmental Control.

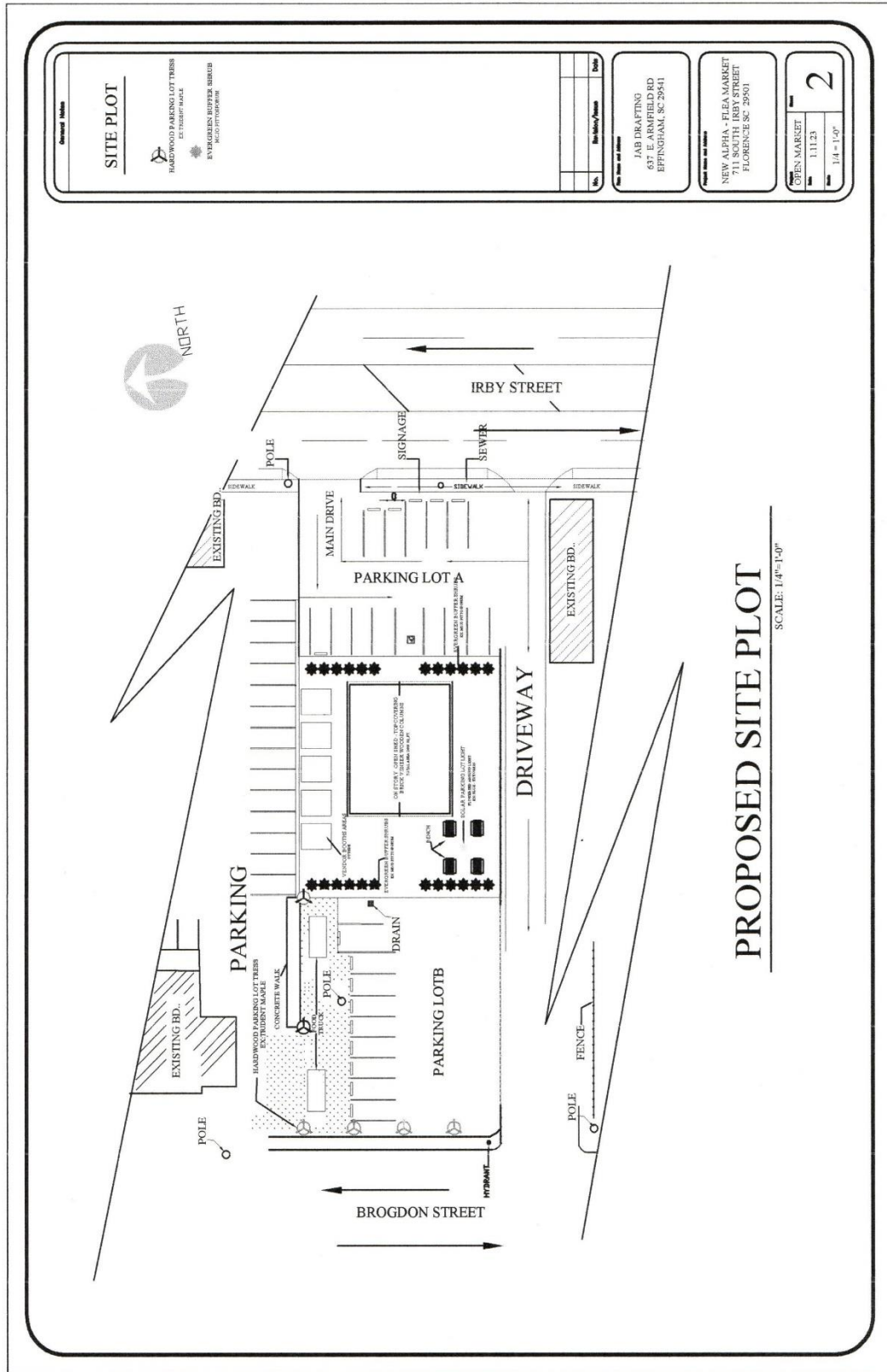
Surface parking is located in front and rear of lot; additional parking (if required) will be provided by Kingdom Living Temple and Gold Valley Pawn Shop. Parking Lot evergreen buffering shrubs will be placed in green space between lots and structure. Buffering trees (existing) surrounds lot on west side parallel to Kingdom Living Temple and runs parallel to Brogdon Street at lot "B" also. A sitting area will be constructed at the rear (south-east side) of lot in green space between shrub line and structure. Proposed wall sign shall be placed on center of exterior wall above entryways. Lights will be solar back filled light.

Board Action: Consider only the evidence presented before the board during the public hearing. Make finding of fact to apply the guidelines to the application presently before the board and based on finding of fact make a decision regarding the request on the application.

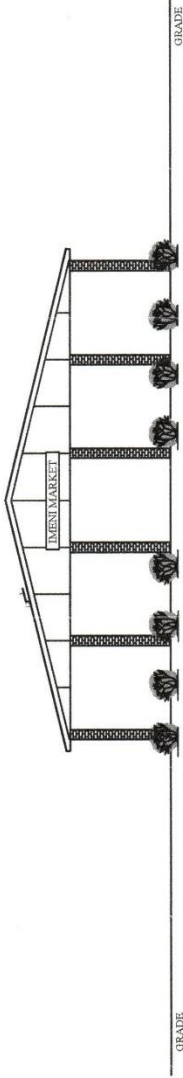
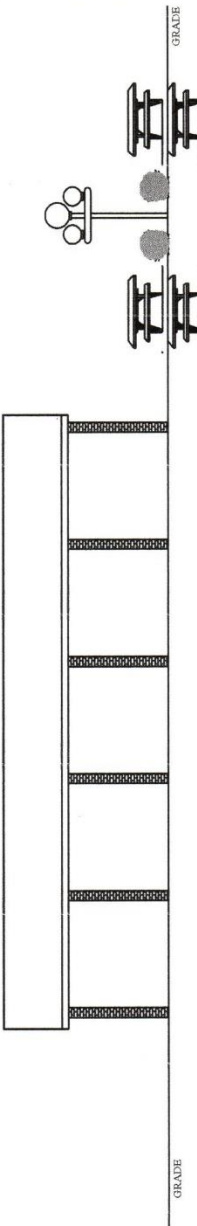
Attachment E: Current Site Plan



Attachment F: Proposed Site Plan



Attachment G: Elevations

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No.	Revision	Date							
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p style="margin-top: 10px;"><u>FRONT VIEW</u></p> </div> <div style="text-align: center;">  <p style="margin-top: 10px;"><u>LEFT SIDE VIEW</u></p> </div> </div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">PROJECT NUMBER</td> <td style="text-align: center; font-size: 16px;">2</td> </tr> </table>		PROJECT NUMBER	2				
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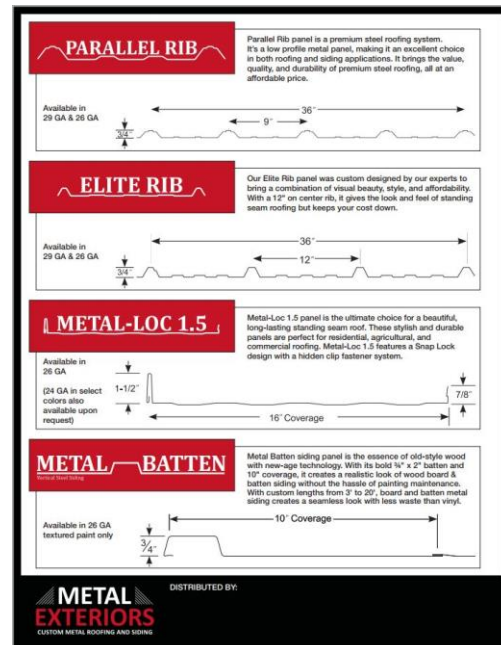
Attachment H: Materials List

The Imani Market will be an open-air market allowing vendors to display and sell goods such as produce, and handmade products. The markets peak height is approximately 14'- 6" in height and is made of the following materials:

Starting from the foundation:

Sonic Tubing
 Concrete and # 4 rebar
 Brackets & Bolts - post connection - w /washers
 Compressed Gravel (Floor)
 6"x 6" Post (w/ column caps)
 LVL's – 2"x 12"
 Brackets & Bolts w /washers - post connection to top of beam (LVL)
 Thin Brick Veneer
 Veneer Mortar
 Wooden Truss
 Metal Siding or Shingles
 J – Channels
 F – Channels
 Starter Strips
 2" x 4"
 2" x 6"
 Siding
 Trim
 Solar lights / Signs
 Bench for sitting (outside)
 Shrubs, flowers & Trees

Attachment I: Roof Details



Attachment J: Site Photos



View from Brogdon Street towards South Irby Street



View from Brogdon Street towards South Irby Street (Belmont Apartments to the South)



View North down South Irby Street



View Northwest towards Kingdom Living Temple



View West towards Brodgon Street

Attachment K: 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]

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE DESIGN REVIEW BOARD
JULY 12, 2023**

CASE NUMBER: DRB-2023-11

LOCATION: 127 West Evans Street

TAX MAP NUMBER: 90167-02-008

OWNER OF RECORD: The City of Florence

APPLICANT: Dewey Ervin, Dewey Ervin Architecture

PROJECT DESCRIPTION: Exterior Renovations

OVERLAY DISTRICT: Historic Overlay District with underlying zoning of Central Business District

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to update the exterior of the 3 story building located at 127 West Evans Street. The intent is to renovate the building to accommodate both commercial and residential spaces spread over the three stories. Interior renovations do not require DRB approval; this request is for changes to be made to the exterior of the existing building.

The Scope of Work includes opening up windows and doors on the west side of the building that were previously enclosed. New windows and doors will match those of the upper floors. Windows on the second floor will be adapted to match those of the third floor. A stair tower from the first to the second floor will be added within the first floor inside the existing footprint. A door on the third floor in the rear will be replaced with a window to match the other one.

The front façade of the building, facing south onto West Evans Street, proposes the most changes. The front door will be moved from the right of the building to the center, but the shop windows will remain the same; the upper floor windows will all be made into 2 over 2, and the middle window on the second floor will be replaced with a door that opens onto a small balcony over the front door on the first floor. That balcony seeks to restore what was there originally.

Background Information

The three story commercial structure was built in the 1890s and has an area of 3,650 square feet. It was historically used for commercial space.

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*:

1. The historic and significant character of the property should be retained and preserved: ***The overall character of the architecture will not change.***
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved: ***The existing brick and stucco walls will be cleaned and repointed as needed.***

Depending on condition, the coping at the top of the parapet walls may need to be addressed, but this will have minimal visual impact from the street.

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 applicant's plans restore doors and windows that have been enclosed on the west side of the building. The south façade will be changed the most, with the door moved from the right side to the center of the building, and a small balcony built above it.***
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 new balcony could be removed in the future if necessary. It will consist of dark colored steel to replicate the original as seen in old photographs (Attachment F).***
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 height of the building will not be affected by the renovations.***
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 existing windows and doors will not be moved. Windows and a door that have been bricked over on the first floor will be reopened and constructed to match the rest of the building.***
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 style will not be changed.***
10. Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses: ***No landscaping is planned at this time.***
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 overall scale of the building will not be affected.***
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures: ***The colors and materials will not be changed. New windows and doors will match the existing.***

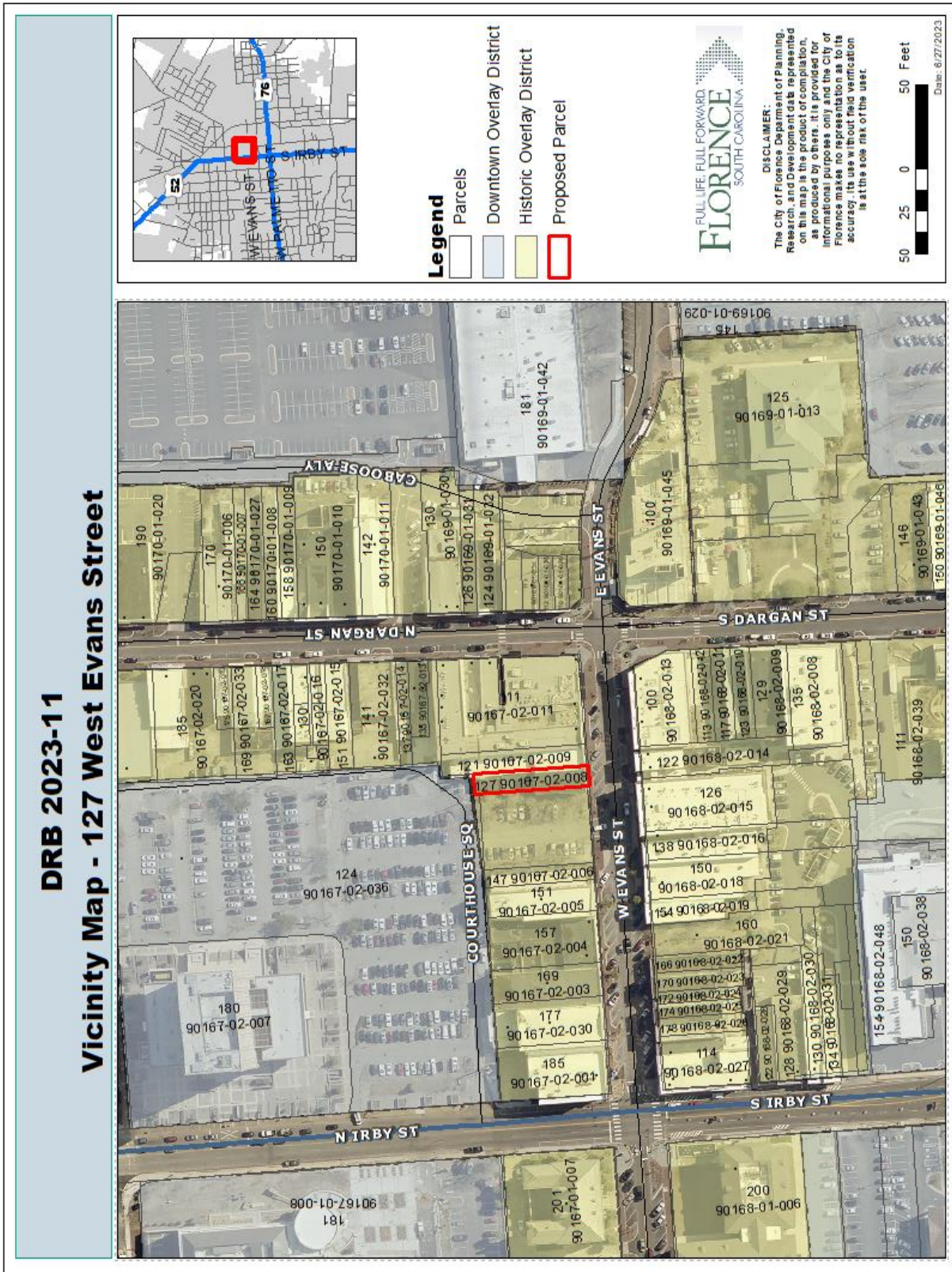
Board Action

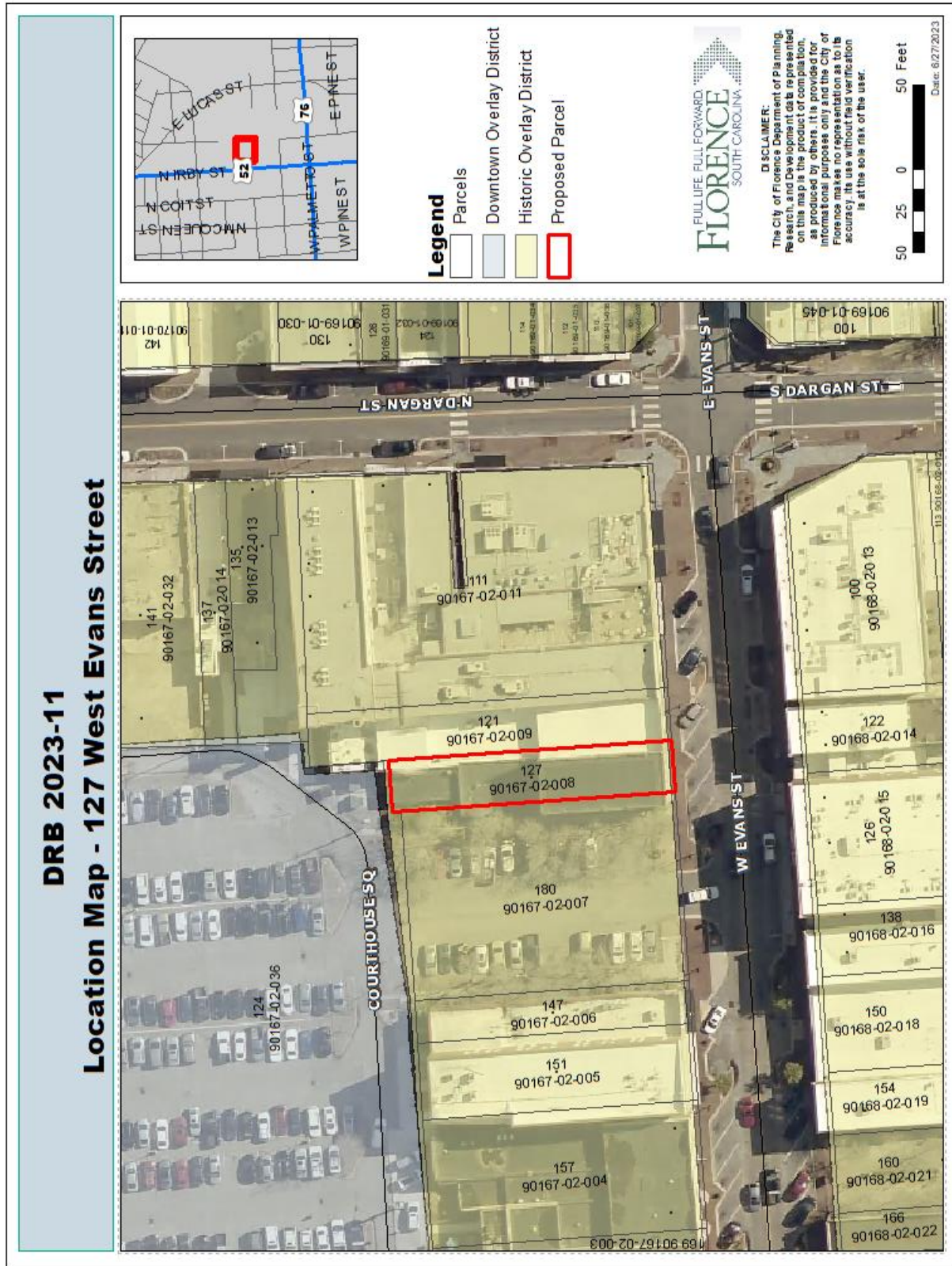
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request for renovation.

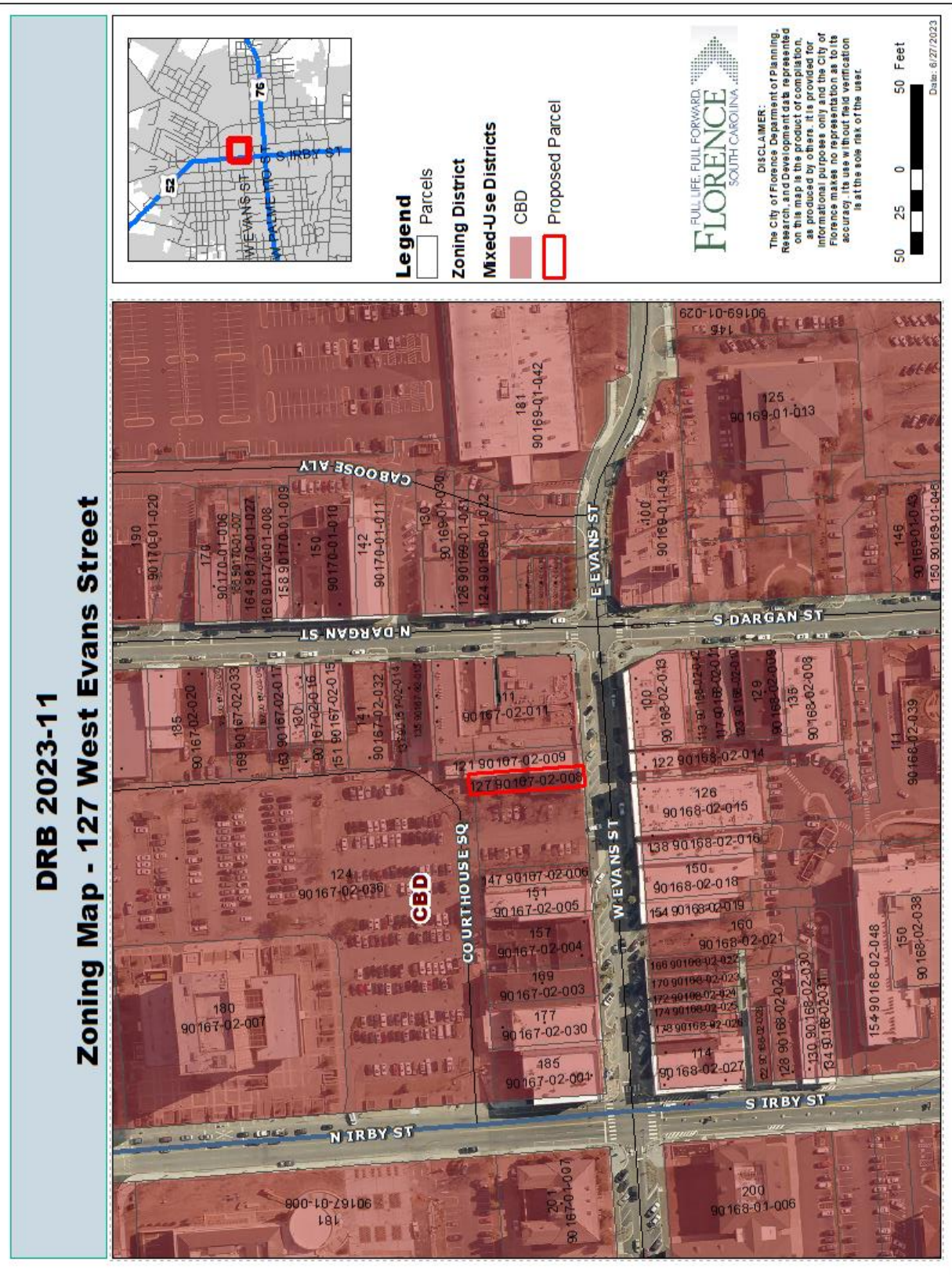
Attachments

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

Attachment A: Vicinity Map







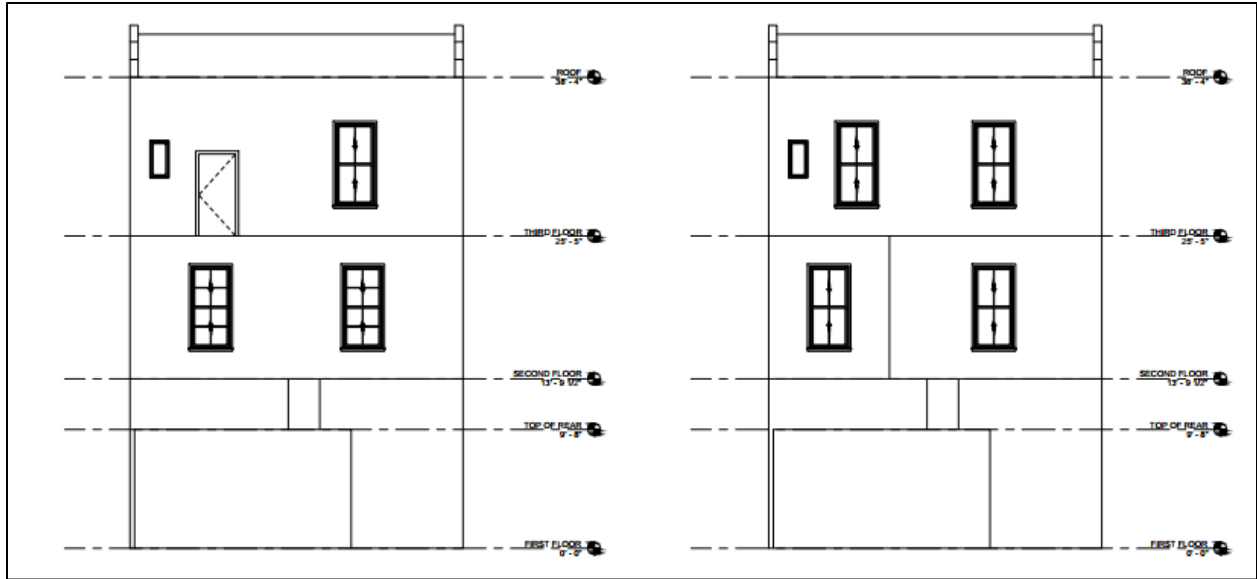
Attachment D: Existing and Proposed Elevations



West elevation (parking lot side): existing on top; proposed on the bottom.



South elevation (front of building): existing on the left; proposed on the right.



North elevation (rear of building): existing on the left; proposed on the right.

Attachment E: Site Photos



Current south side of building.



Current west side of building.

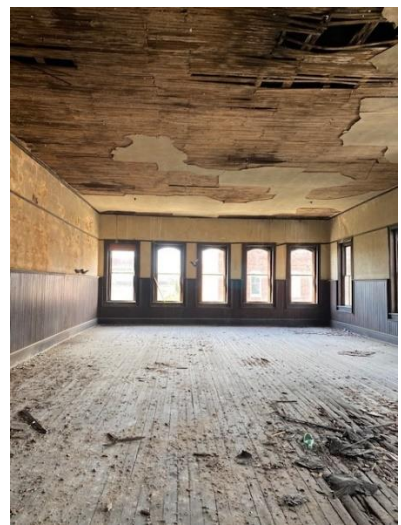
Some interior photos:



First floor looking south.

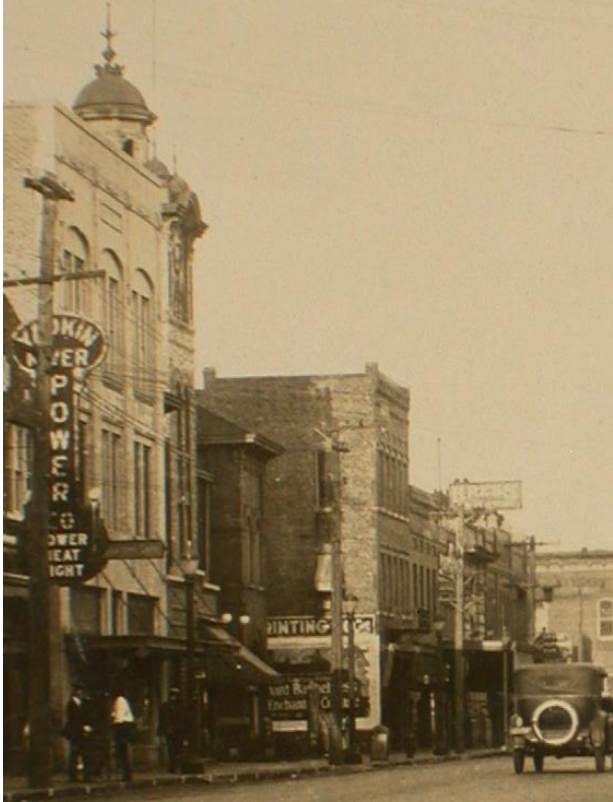


Stairway to the third floor.



Third floor looking south.

Attachment F: Historic Photos



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]