

CITY OF FLORENCE DESIGN REVIEW BOARD
CITY CENTER – COUNCIL CHAMBERS
324 WEST EVANS STREET, FLORENCE, SC
WEDNESDAY, OCTOBER 11, 2023 – 2:00 P.M.
MEETING AGENDA

I. Call to Order

II. Approval of Minutes Regular meeting held on September 13, 2023

III. Public Hearing and Matter in Position for Action

DRB-2023-16 Request for a Certificate of Appropriateness for removal of two trees from the lot located at 610 South McQueen Street, specifically identified as Florence County Tax Map Number 90075-10-015 in the D-4 Timrod Park Overlay District.

IV. Public Hearing and Matter in Position for Action

DRB-2023-17 Request for a Certificate of Appropriateness for installation of a privacy fence around the lot located at 407 Spruce Street, specifically identified as Florence County Tax Map Number 90075-09-022 in the D-4 Timrod Park Overlay District.

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

CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
SEPTEMBER 13, 2023 MINUTES

MEMBERS PRESENT: Jamie Carsten, Brice Elvington, Kyle Gunter, David Lowe, Joey McMillan, Ranny Starnes, and David Tedder

MEMBERS ABSENT: Scott Collins, John Keith, and Mike Padgett

STAFF PRESENT: Clint Moore, Derek Johnston, and Alane Zlotnicki

CALL TO ORDER: Chairman Carsten called the September 13, 2023 meeting to order at 2:00 p.m.

APPROVAL OF MINUTES: Chairman Carsten introduced the July 12, 2023 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. Tedder moved that they be approved; Mr. McMillan seconded the motion, and it passed unanimously (7-0).

PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:

DRB-2023-14 Request for a Certificate of Appropriateness for demolition of a house located at 720 Barringer Street, specifically identified as Florence County Tax Map Number 90104-02-006 in the D-1 Redevelopment Overlay District.

Chairman Carsten read the introduction to DRB-2023-14 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 or a motion. Mr. Tedder moved that the request be approved as submitted. Mr. Gunter seconded, and the motion to approve the request passed unanimously (7-0).

DRB-2023-15 Request for a Certificate of Appropriateness for renovations to be made to the house located at 604 Sandra Terrace, specifically identified as Florence County Tax Map Number 90064-07-003 in the D-4 Timrod Park Overlay District.

Chairman Carsten read the introduction to DRB-2023-15 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 or a motion. Ms. Starnes moved to approve the request as submitted; Mr. McMillan seconded, and the motion to issue the COA passed unanimously (7-0).

OLD BUSINESS: A request to amend the Certificate of Appropriateness for DRB-2021-19 regarding renovation of the commercial building at 270 South Coit Street.

The applicant is asking for an amendment to the Certificate of Appropriateness issued in 2021 based on discoveries made during the renovation of a commercial building in the Redevelopment Overlay District. The original white clapboard siding under the brick veneer was found to be in good shape; the COA was adjusted in 2023 to use the original material instead of the existing brick veneer. The applicant now seeks to further amend the COA to replace the originally proposed brick veneer with Hardie shake style planks on the new addition to the front of the building.

There being no need for a public hearing, Chairman Carsten called for discussion and a motion. Mr. Lowe moved that the COA be amended as requested; Mr. Gunter seconded, and the motion to approve the request passed unanimously (7-0).

OTHER BUSINESS:

Mr. Moore announced that a grant has been rewarded to the City by the State Historic Preservation Office to update the Design Guidelines, which were originally written in 2008. Staff will be pulling the Board in throughout that process.

Mr. Elvington asked about notifying the public about the changes to the Guidelines and requirements; Mr. Moore said that there will be opportunities to include the public in the meetings through the rewriting process.

ADJOURNMENT:

There being no other business, Chairman Carsten adjourned the meeting at 2:10 p.m. The next meeting is scheduled for October 11, 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**

DATE: October 11, 2023

CASE NUMBER: DRB-2023-16

LOCATION: 610 South McQueen Street

TAX MAP NUMBER: 90075-10-015

OWNER OF RECORD: 1 Runners Comfortable Living LLC

APPLICANT: Ronald Garguilo

PROJECT DESCRIPTION: Removal of 2 Pecan Trees from Residential Parcel

OVERLAY DISTRICT: D-4, Timrod Park Overlay District

Background Information

The house located at 610 South McQueen Street was constructed in 1940 and is operated as a duplex. The property is located in the Neighborhood Conservation-6.2 (NC-6.2) zoning district within the D-4, Timrod Park Overlay District.

COA Description

The applicant is seeking a Certificate of Appropriateness (COA) for the removal of two pecan trees from the south side property line of the lot as illustrated in Attachment D. According to the applicant, the pecan trees are dropping debris onto his tenants' cars parked on the parking pad in front of the house. He wants to remove these two trees in order to prevent further damage. The owner is willing to plant one or two trees in the yard to mitigate the loss of the pecan trees.

Staff Analysis

The *Design Guidelines* state that the downtown overlay districts require a Certificate of Appropriateness (COA) in the event of "Landscape changes which include either the removal of any tree four (4) inches in caliper, or greater, or the removal of any hedge or shrub group that is at least thirty (30) inches in height." Should the Board approve the removal of the two pecan trees, City staff recommends replacement in-kind with two large deciduous trees. Examples include White Oak, Live Oak, Florida Maple, Dawn Redwood, etc.

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 application.

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 _____ 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]

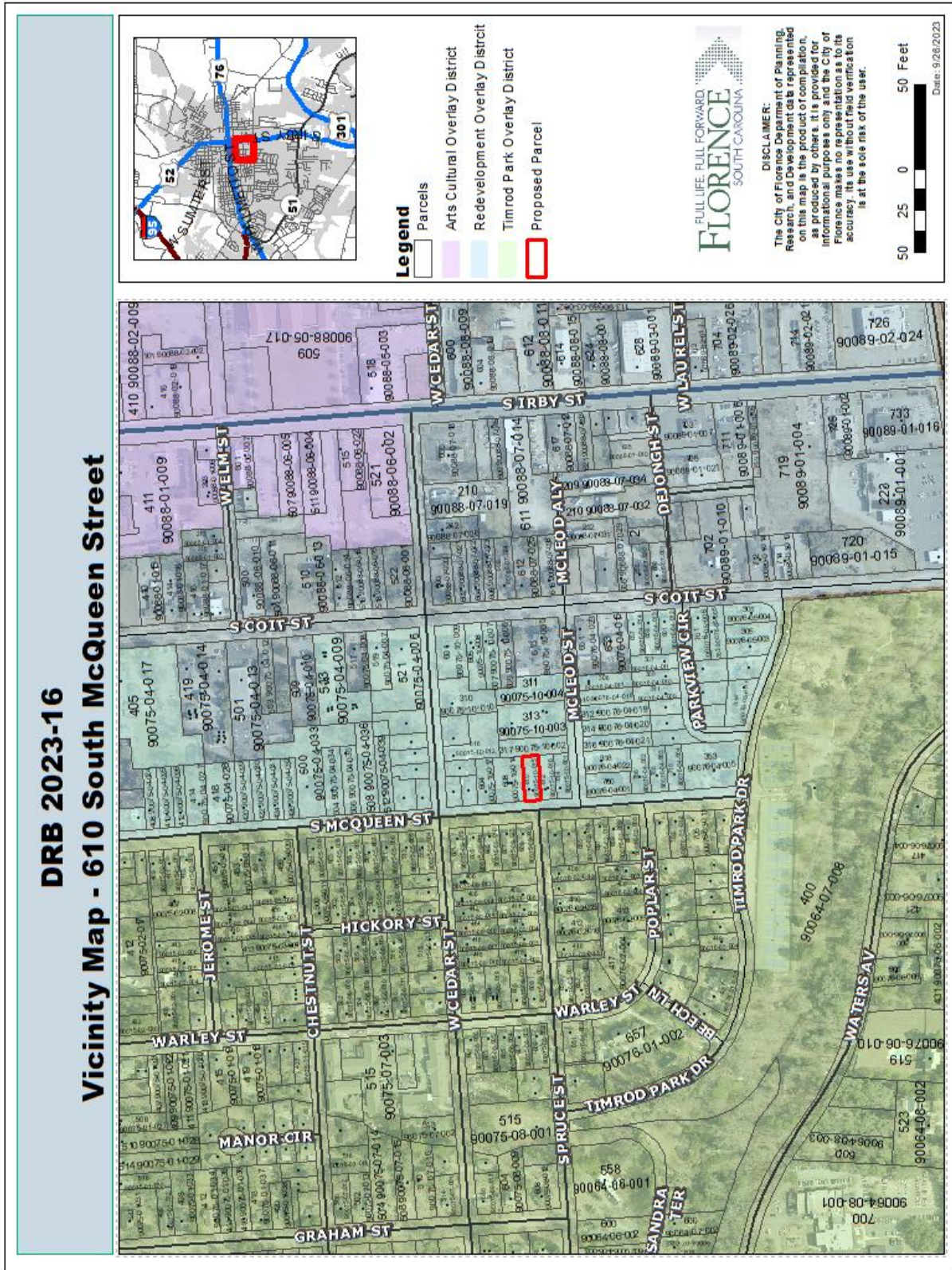
f. **Denial**

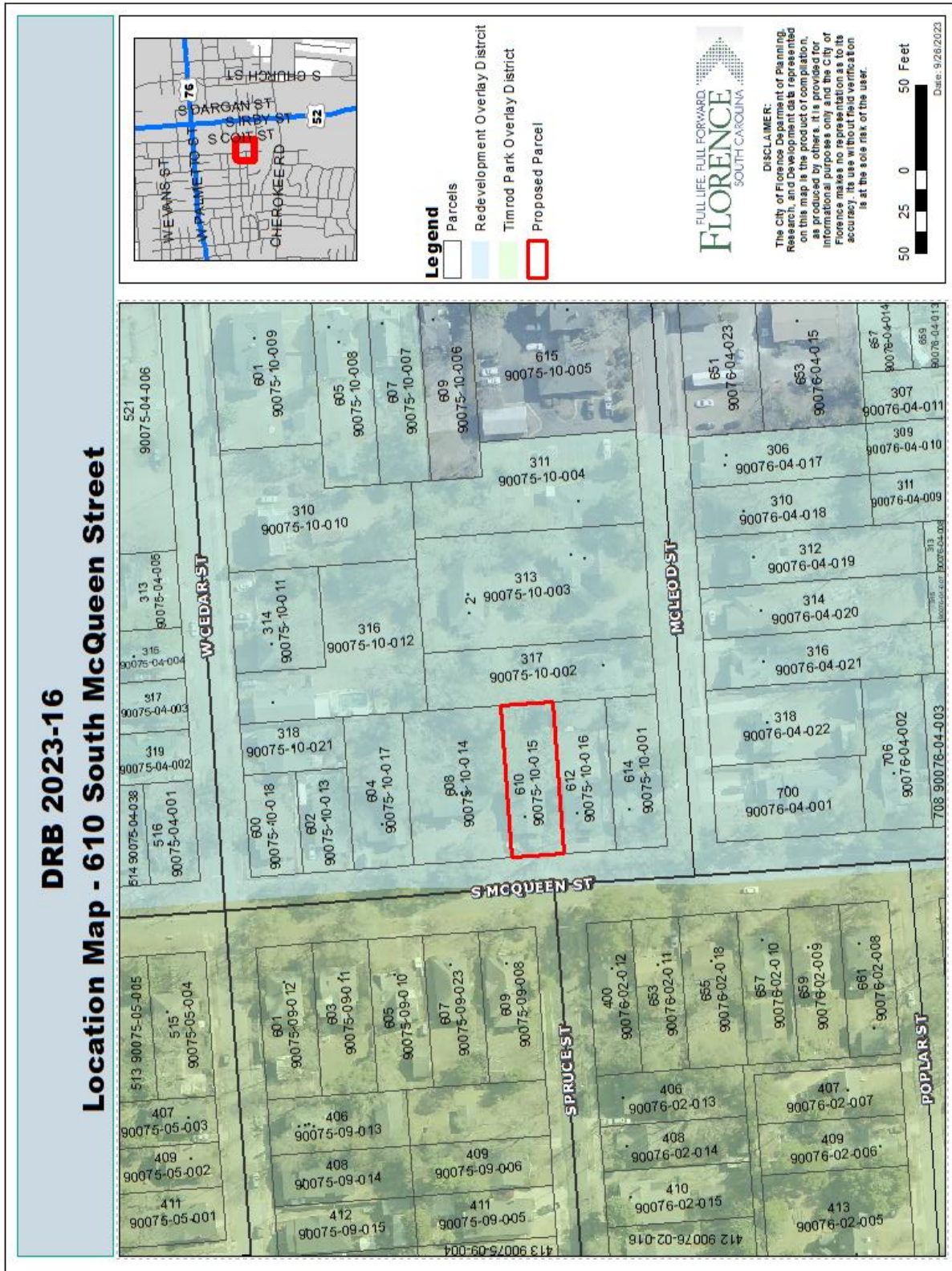
I move to deny Case Number _____ with the specific finding that the proposed work as submitted will have an adverse effect on the historic character of the district or property; it is not consistent with the provisions of the Design Guidelines, and it is not in compliance with the relevant sections of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

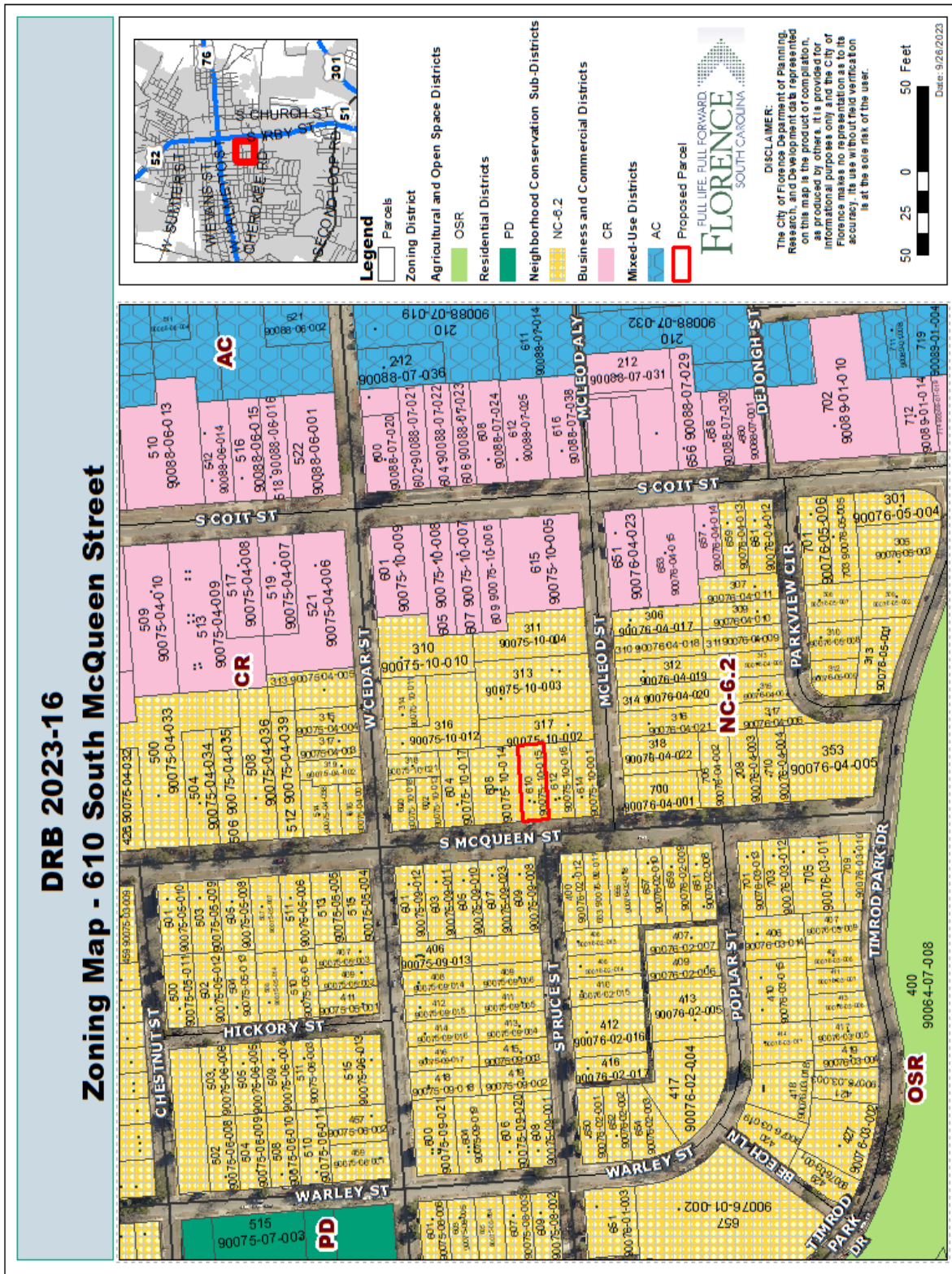
Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Site Plan
- E. Request Letter
- F. Site Photos

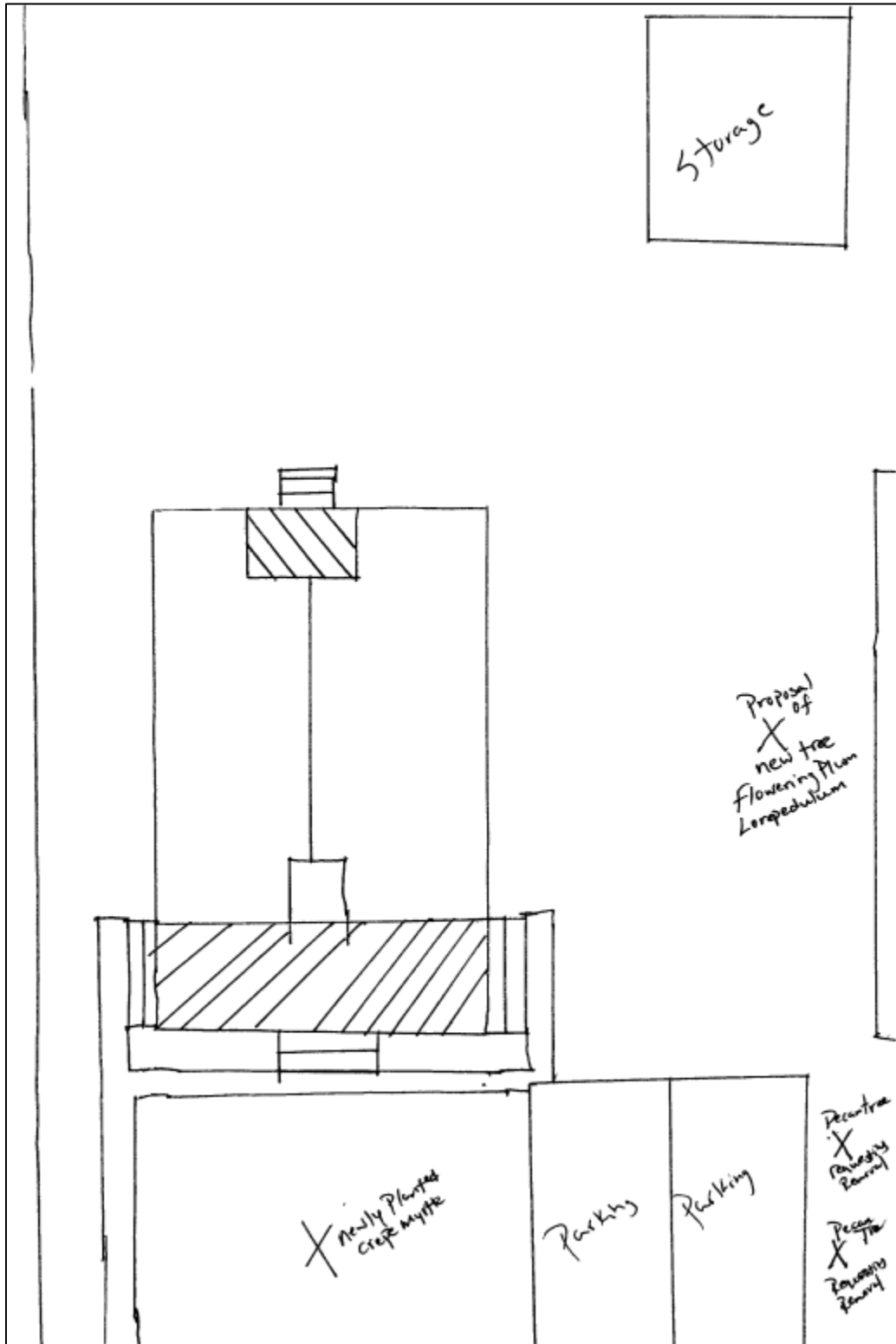
Attachment A: Vicinity Map







Attachment D: Site Plan



REQUEST FOR TREE REMOVAL

Good day to the city of Florence design review board

I'm Ronald Garguilo owner of 1 Runners Comfortable Living LLC

I'm writing to you seeking approval to remove 2 pecan trees that reside on the right hand side of the parking pad located at 610 S. McQueen St

The reason for my request is because of debris that falls from the tree daily onto my tenants vehicles below. Winds and squirrels drop limbs and partially eaten pecan that can put small dents in their vehicles. Leaves and hard to remove sap are also a major concern because recently I've been asked to provide car covers or car cover and ask to park on the front yard to avoid the issue. I have to tell them no.

About 2 years ago I had them severely trimmed because it was very bad and branches were 6 ft from the ground over my driveway. Needless to say after 2 years it's gotten back to levels that require me to show up weekly to clean the driveway.

Approximately 8 months ago I did plant a new Natchez Crepe Myrtle tree to build out curb appeal for the home and for the neighborhood. I would like to and plan to add 1 or 2 more trees to replace the 2 trees I'm requesting permission to remove. I propose planting 1 tree about 30ft north of where these 2 trees stand to give a nicer setting between the 2 properties that will not affect debris falling onto roofs or vehicles below, while helping to keep the front right of the property very clean.

Attachment F: Site Photos



View of the house from the street; trees are on the right next to the driveway.



Looking down the driveway at the trees.



A closeup of the two pecan trees causing problems.

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

DATE: October 11, 2023
CASE NUMBER: DRB-2023-17
LOCATION: 407 Spruce Street
TAX MAP NUMBER: 90075-09-022
OWNER OF RECORD: Kristofoland Varazo
APPLICANT: Kristofoland Varazo
PROJECT DESCRIPTION: Installation of Privacy Fence
OVERLAY DISTRICT: D-4, Timrod Park Overlay District

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) for the retention of a six foot high bamboo fence that was recently affixed to the existing chain link fence around the front yard of the vacant lot located at 407 Spruce Street. He is willing to attach the bamboo fence to the outside of the chain link fence if required.

Background Information

The subject property is a vacant lot located in the Neighborhood Conservation-6.2 (NC-6.2) zoning district within the Timrod Park Overlay District. The applicant purchased the lot because it is adjacent to his property located at 605 South McQueen Street and he is using it as recreational space. There is a storage building towards the rear of the lot.

A preexisting four foot tall chain link fence surrounds the entire vacant parcel. The applicant installed six foot tall bamboo fencing along the front width and extending 45 feet along the sides of the lot facing onto Spruce Street inside the chain link fence (Attachments D and F).

Staff Analysis

Section 3-8.1.2 of the City of Florence *Unified Development Ordinance* states that any fence located in the front yard must be a maximum of four feet tall with 50% transparency (Attachment E).

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

- 1. The historic and significant character of the property should be retained and preserved:** *Although there is no house on the lot, the bamboo fence introduces its own character to the streetscape.*

2. **Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved:** *The general character of the neighborhood is single family early twentieth century homes with an average front yard of 20 feet and open porches.*
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:** *Not applicable to this request.*
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 bamboo fencing can be removed in the future if necessary.*
6. **The height of any alteration or construction should be compatible with the style and character of the proposed or modified structure or building and with the surrounding buildings and structures:** *The bamboo fencing exceeds the allowable height and opacity for front yards and interferes with visibility from neighboring lots. It obstructs the sight triangles for the driveways at 409 and 411 Spruce Street, as well as interfering with visibility in general along the sidewalk.*
7. **The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings:** *Not applicable to this request.*
8. **The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures:** *The height and opacity of the bamboo fence interferes with visibility of the property and from neighboring lots. The introduction of this material disrupts the general open character of the streetscape. It interrupts the street wall by inserting a literal wall at the sidewalk line.*
9. **The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures:** *Not applicable to this request.*
10. **Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses:** *Not applicable to this request.*
11. **The scale of buildings or structures after alteration, construction, or partial demolition should be compatible with the style and character of surrounding buildings and structures:** *The fence does not meet the requirements for height and opacity for a front yard fence.*
12. **When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures:** *The bamboo panels are not compatible with the general character of the neighborhood.*

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 application.

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*.

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*.

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*. [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*. [list unique circumstances in a numbered format]

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

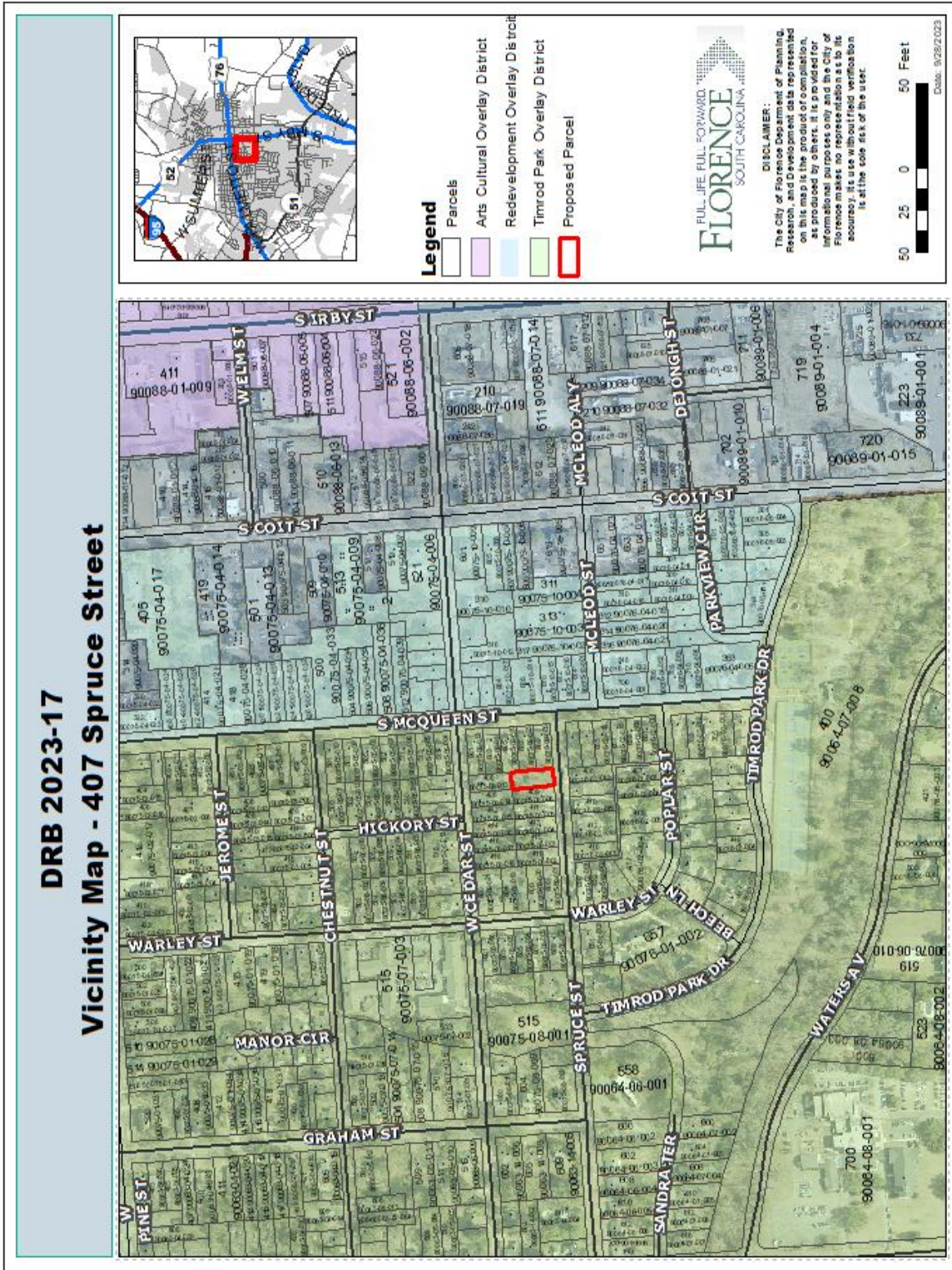
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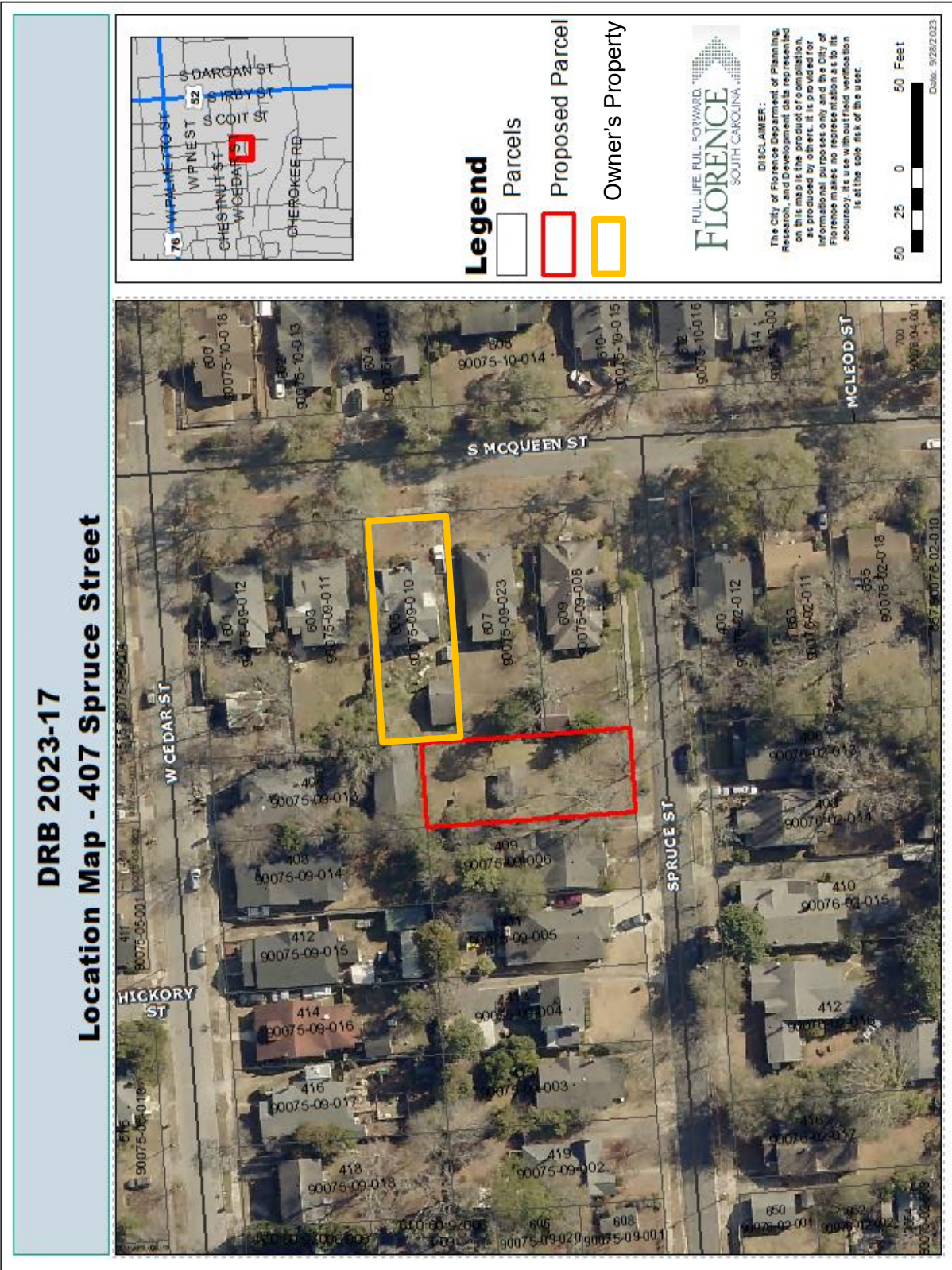
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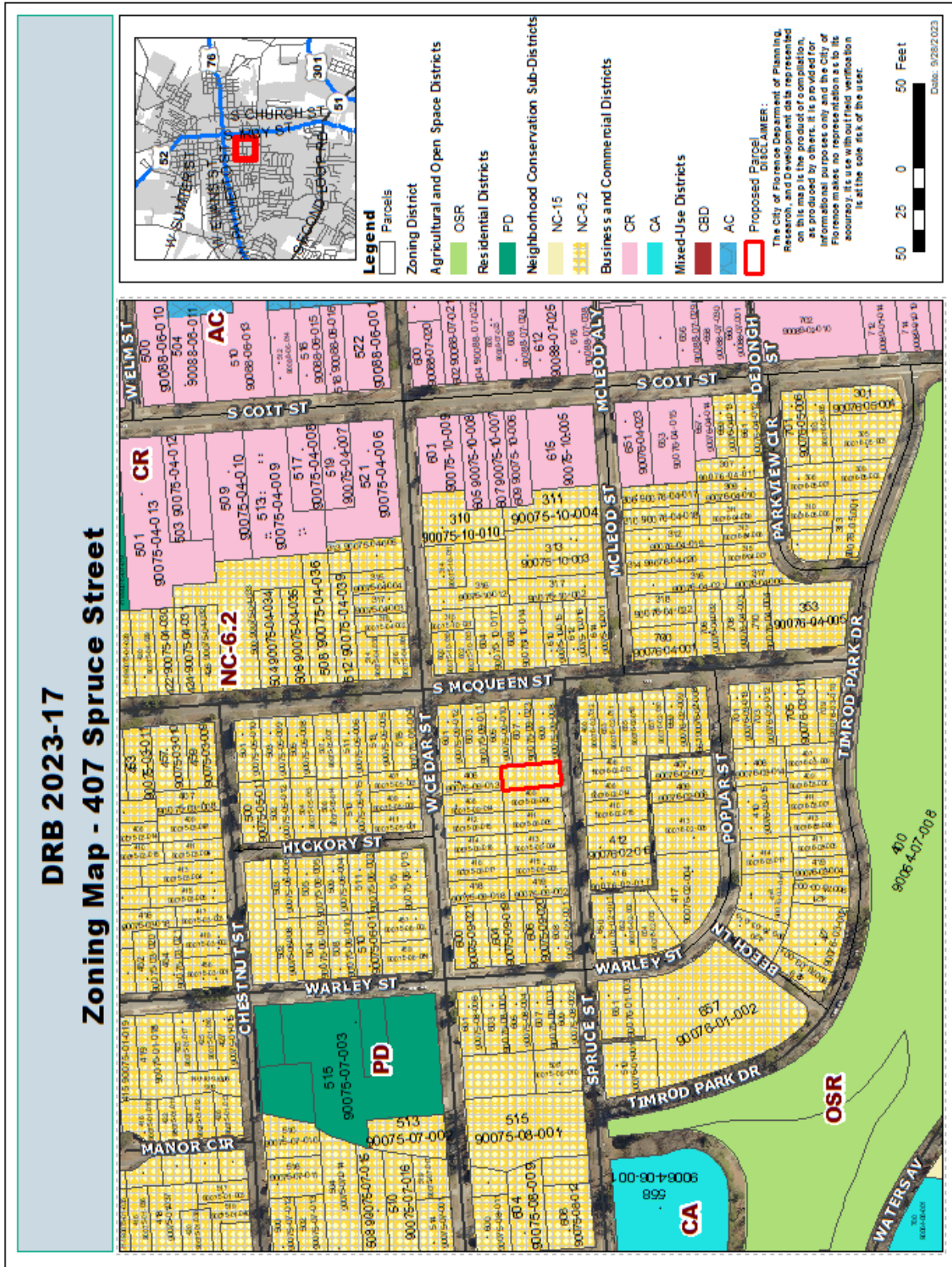
I move to deny Case Number _____ with the specific finding that the proposed work as submitted will have an adverse effect on the historic character of the district or property; it is not consistent with the provisions of the Design Guidelines, and it is not in compliance with the relevant sections of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

Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Aerial of Bamboo Fence Location
- E. UDO Table 3-8.1.2
- F. Site Photos









Attachment E: UDO Table 3-8.1.2

Table 3-8.1.2 Heights and Setbacks for Fences, Walls, and Hedges				
Standard	Front Yard	Side Yard	Street Side Yard	Rear Yard ¹
Maximum Height ³	Up to 4', subject to this Section.	6'	6'	6' ^{1,2}
Minimum Setback	N/A; 0', subject to this Section.	0'	0', but at least 1' from sidewalk and/or 5' from street	0' ¹
Transparency	50%	0%	50%	0%

TABLE NOTES:

¹ A lower fence height, increased setback, or minimum transparency may be required to assure safe alley passage.

² Fences or walls in rear yards abutting CG, CBD, AC, DS, IL, or IH districts may be a maximum of 8' in height

³ Fences or walls in excess of maximum allowed height shall require a variance from the Board of Zoning Appeals.

Attachment F: Site Photos



View from Spruce Street.



View from Spruce Street.



View from front of 409 Spruce Street.

Looking into the lot; the view of the fence along both sides of the parcel.

