

**CITY OF FLORENCE, SOUTH CAROLINA  
DESIGN REVIEW BOARD  
NOVEMBER 10, 2021 AT 2:00 P.M.  
AGENDA**

**I. Call to Order**

**II. Approval of Minutes** Regular meeting held on October 13, 2021.

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

DRB-2021-30 Request for a Certificate of Appropriateness to install signage on the parcel located at 615 South Dargan Street, Tax Map Number 90088-08-003; D-1 Redevelopment Overlay District.

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

DRB-2021-34 Request for a Certificate of Appropriateness to change out windows on the house located at 319 South McQueen Street, Tax Map Number 90074-11-013; D-4 Timrod Park Overlay District.

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

DRB-2021-35 Request for a Certificate of Appropriateness to expand an accessory building located at 516 South Coit Street, Tax Map Number 90088-06-015; D-1 Redevelopment Overlay District.

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

DRB-2021-36 Request for a Certificate of Appropriateness to construct an addition on the building located at 105 Warley Street, Tax Map Number 90074-03-020; D-1 Redevelopment Overlay District.

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

DRB-2021-38 Request for a Certificate of Appropriateness to construct an apartment building on the parcel located at North Coit Street and West NB Baroody Street, Tax Map Number 90073-15-029; D-2 Downtown Overlay District.

**VIII. Matter for Board Consideration**

DRB-2021-39 Request for a Certificate of Appropriateness to construct a parking deck on the parcel located at North McQueen Street and West NB Baroody Street, Tax Map Number 90073-15-033; D-2 Downtown Overlay District.

**IX. Adjournment** Next meeting is scheduled for December 8, 2021.

**THE CITY OF FLORENCE DESIGN REVIEW BOARD**

**OCTOBER 13, 2021 AT 2:00 P.M.**

**MINUTES**

**MEMBERS PRESENT:** Jamie Carsten, Brice Elvington, Jay Ham, Erik Healy, Mike Padgett, Ranny Starnes, and David Tedder

**MEMBERS ABSENT:** Scott Collins, John Keith, and Joey McMillan

**STAFF PRESENT:** Jerry Dudley, Derek Johnston, Alfred Cassidy, and Alane Zlotnicki; Bryan Bynum for IT

**CALL TO ORDER:** Chairman Carsten called the October 13, 2021 regular meeting to order at 2:00 p.m.

**APPROVAL OF MINUTES:** Chairman Carsten introduced the September 8, 2021 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. Ham moved that they be approved; Mr. Tedder seconded the motion, and it passed unanimously (7-0).

**PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:**

**DRB-2021-29      Request for a Certificate of Appropriateness to demolish the commercial buildings located at 221 West Darlington Street, Tax Map Number 90086-01-012; D-2 Downtown Overlay District.**

Chairman Carsten read the introduction of DRB-2021-29 and asked staff for their report. Mr. Cassidy 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 either for or against the request, Chairman Carsten closed the public hearing and called for discussion and then a motion. Mr. Ham moved to approve the request as submitted. Mr. Tedder seconded the motion, and the vote to approve the request passed unanimously (7-0).

**DRB-2021-30      Request for a Certificate of Appropriateness to install signage on the parcel located at 615 South Dargan Street, Tax Map Number 90088-08-003; D-3 Arts & Culture Overlay District.**

Chairman Carsten read the introduction of DRB-2021-30 and asked staff for their report. Mr. Cassidy stated that the applicant has asked to defer this request until next month. Chairman Carsten declared the case deferred and introduced the next request.

**DRB-2021-31      Request for a Certificate of Appropriateness to change out windows and doors for the house located at 407 West Pine Street, Tax Map Number 90074-11-011; D-4 Timrod Park Overlay District.**

Chairman Carsten read the introduction of DRB-2021-31 and asked staff for their report. Mr. Cassidy gave the staff report as submitted to the Design Review Board.

Mr. Ham commented on the window replacement done by the applicant. He mentioned the replacement is stylistically out of character with the rest of the house and is not historically correct. He asked staff for their opinion. Mr. Dudley stated the windows were replaced due to damage and that the Board could request the applicant change the appearance of them.

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

There being no one to speak either for or against the request, Chairman Carsten closed the public hearing and called for discussion and then a motion. Mr. Ham moved to approve the request as submitted but with the condition that the front windows be modified to reflect the traditional six over six grid pattern. Mr. Tedder seconded the motion, and the vote to approve the request passed unanimously (7-0).

**DRB-2021-25 Request for a Certificate of Appropriateness to change out windows and doors for the building located at 257 North Coit Street, Tax Map Number 90073-05-005; D-2 Downtown Overlay District.**

Chairman Carsten read the introduction of DRB-2021-25 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board.

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

There being no one to speak either for or against the request, Chairman Carsten closed the public hearing and called for discussion and then a motion. Mr. Tedder moved to approve the request as submitted but with the condition that staff approve the brick color once proposed by the applicant. Mr. Padgett seconded the motion, and the vote to approve the request passed unanimously (7-0).

**DRB-2021-28 Request for a Certificate of Appropriateness to construct an accessory building on the parcel located at 210 McLeod Alley, Tax Map Number 90088-07-032; D-1 Redevelopment Overlay District.**

Chairman Carsten read the introduction of DRB-2021-28 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board.

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

The contractor rose to speak in favor of the request and mentioned that the existing fence was unfinished, and that the applicant was contemplating removing it.

There being no one to speak either for or against the request, Chairman Carsten closed the public hearing and called for discussion and then a motion. Mr. Ham moved to approve the request as submitted. Mr. Padgett seconded the motion, and the vote to approve the request passed unanimously (7-0).

**DRB-2021-32 Request for a Certificate of Appropriateness to remove three trees from the lot located at 703 Park Avenue, Tax Map Number 90064-04-011; D-4 Timrod Park Overlay District.**

Chairman Carsten read the introduction of DRB-2021-32 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. Clint Moore, the applicant, spoke in favor of the request. He explained that the trees were approaching their life span and were beginning to fail. He wishes to remove them and mitigate their loss with the planting of more trees.

There being no one else to speak either for or against the request, Chairman Carsten closed the public hearing and called for discussion and then a motion. Mr. Healy moved to approve the request as submitted. Mr. Ham seconded the motion, and the vote to approve the request passed unanimously (7-0).

**DRB-2021-33 Request for a Certificate of Appropriateness to install signage on the building located at 237 North Dargan Street, Tax Map Number 90086-03-005; H-1 Historic Overlay District.**

Chairman Carsten read the introduction of DRB-2021-33 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.

Ms. Rhonda Wingate, the applicant, spoke in favor of the request, mentioning she had surveyed downtown signs, specifically the Dispensary, and had selected her sign design as a result.

There being no one else to speak either for or against the request, Chairman Carsten closed the public hearing and called for discussion and then a motion. Mr. Ham moved to approve the request as submitted. Mr. Carsten seconded the motion, and the vote to approve the request passed unanimously (7-0).

**OTHER BUSINESS:**

Mr. Dudley discussed the schedule for adoption of the comprehensive plan, promising to share the draft documents with the Board when they become available later in the fall or early winter. He commented that the downtown master plan is now in the process of being updated by the same consultants doing the City's plan as well.

**ADJOURNMENT:** Chairman Carsten thanked everyone for their participation, and adjourned the meeting at 2:40 p.m. The next meeting is scheduled for November 10, 2021.

Respectfully submitted by

Austin Cherry  
Administrative Assistant III

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

**DATE:** November 10, 2021

**CASE NUMBER:** DRB 2021-30

**LOCATION:** 615 South Dargan Street

**TAX MAP NUMBER:** 90088-08-003

**OWNER OF RECORD:** Draper G. Myers

**APPLICANT:** Reverend Eddie LeSaine

**PROJECT DESCRIPTION:** Monument Sign Installation

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

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to install a monument sign in the front of the property located at 615 South Dargan Street, Tax Map Parcel 90088-08-003. The applicant wishes to install a 4' x 8' double-sided black metal monument sign that will identify the funeral home's location. The monument sign bracket will consist of vinyl lettering. The applicant will enclose the bracket with white bricks that will match the color of the commercial property.

**Background Information**

The 2700 square foot building was constructed in 1920 as a 3-bedroom, 2 bath residence on a 0.82-acre lot. The property is zoned Commercial Reuse within the D-1 Overlay District. The intent of the D-1 Overlay District is to foster the cultural, economic, and general welfare of the public by providing a mechanism for the identification, recognition, conservation, maintenance, protection, and enhancement of existing architecturally valuable structures, properties, and neighborhoods. On September 8, 2021, the Design Review Board approved site, building, and landscape changes for proposed commercial uses.

**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. From Chapter 4 of the *Design Guidelines for downtown Florence, SC*:

Business signage

Signs are an important part of the identity of any business. Modern technology has extended the range of possible materials and treatments available to business owners.

The following materials are recommended:

- Wood (carved, sandblasted, etched, and properly sealed, primed, and painted or stained)

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

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

***The proposed signage rendering is not included in the staff report; however, the proposed rendering will be added in the presentation to the Design Review Board. The applicant did mention what materials would be chosen to create the monument sign.***

***The proposed monument sign will be double faced and will meet the City of Florence Unified Development Ordinance standard for signs in the Commercial Reuse (CR) Zoning District. Freestanding monument signs are limited to 24' in height and must be at least 5' from all property lines. The proposed double-sided monument sign will be 4' x 8'. It is black metal; the graphics will consist of lettering applied directly to the metal block surface. It is not lit, either internally or externally. The monument sign will be enclosed in white brick that will match the property.***

The Design Guidelines state that an applicant in the Redevelopment Overlay District requires a Certificate of Appropriateness (COA) before “The issuance of a permit by the Building Official and/or Zoning Administrator for erection, alteration, improvement, demolition, or moving of structure, building, or signage.”

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. Where specific guidelines are not available the following general guidelines shall apply:

1. The historic and significant character of the property should be retained and preserved; ***The applicant is proposing to add a monument sign that will identify the location of his business.***
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved; ***Not applicable.***
3. For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board; ***Not applicable.***
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.***
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 applicant is proposing to add a monument sign that will identify the funeral home location on South Dargan Street.***

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; ***Not applicable.***
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.***
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures; ***According to the applicant, the monument sign will be located on the front east side of the building. The monument sign will be 5 feet from the property line which complies with the City of Florence Unified Development Ordinance Table 5-17.2.1B Regulation of Signs by Type, Characteristics, and Zoning Districts. The signage renderings will be presented at the Design Review Board meeting.***
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures; ***Not applicable.***
10. Landscaping should be added that enhances the property and provides for greenspace and appropriate buffering between land uses; ***Not applicable.***
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; ***Not applicable.***
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures; ***The proposed monument sign will consist of a 4x8 metal black sign enclosed with white brick. The white brick will match the color of the property.***

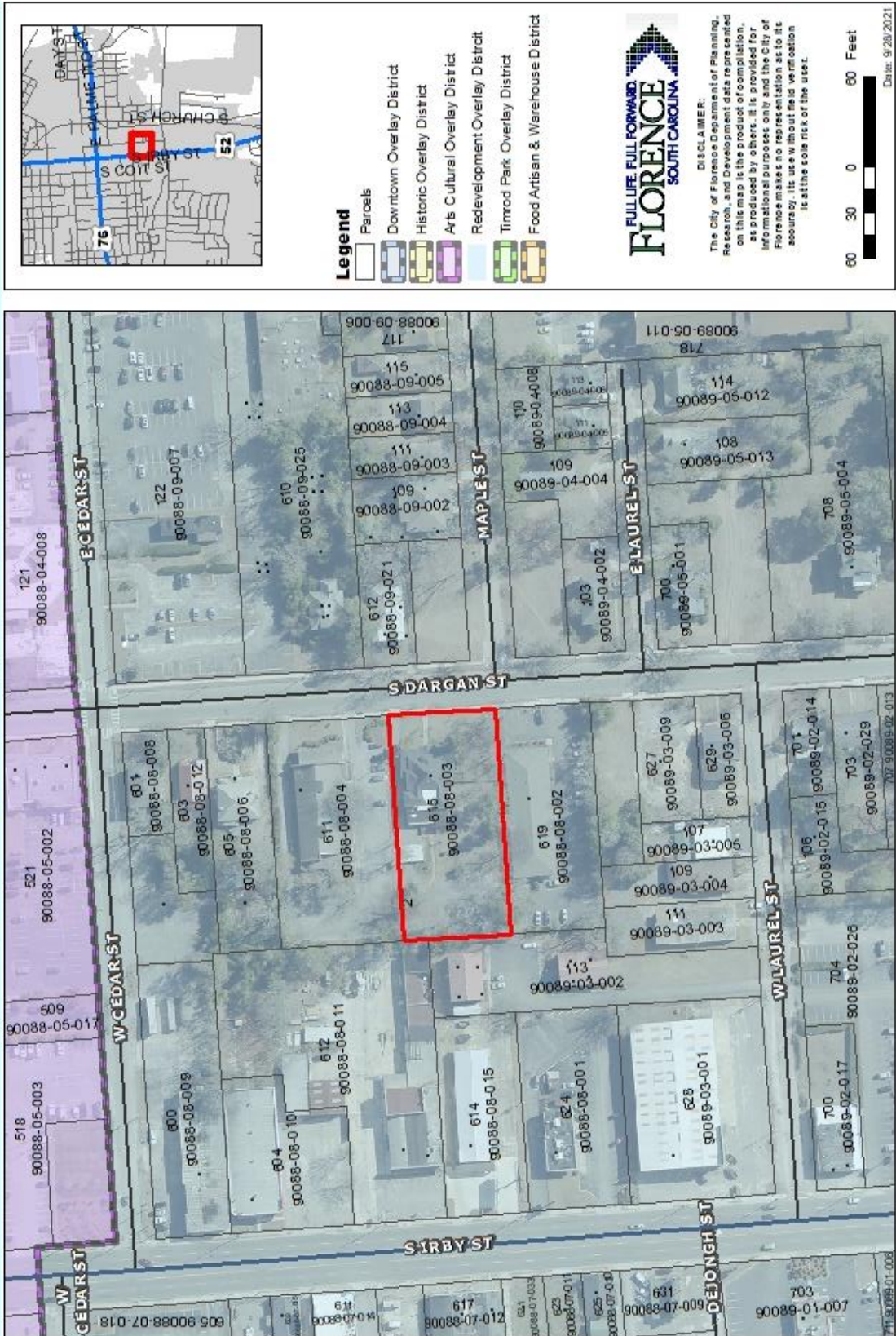
#### **Board Action**

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

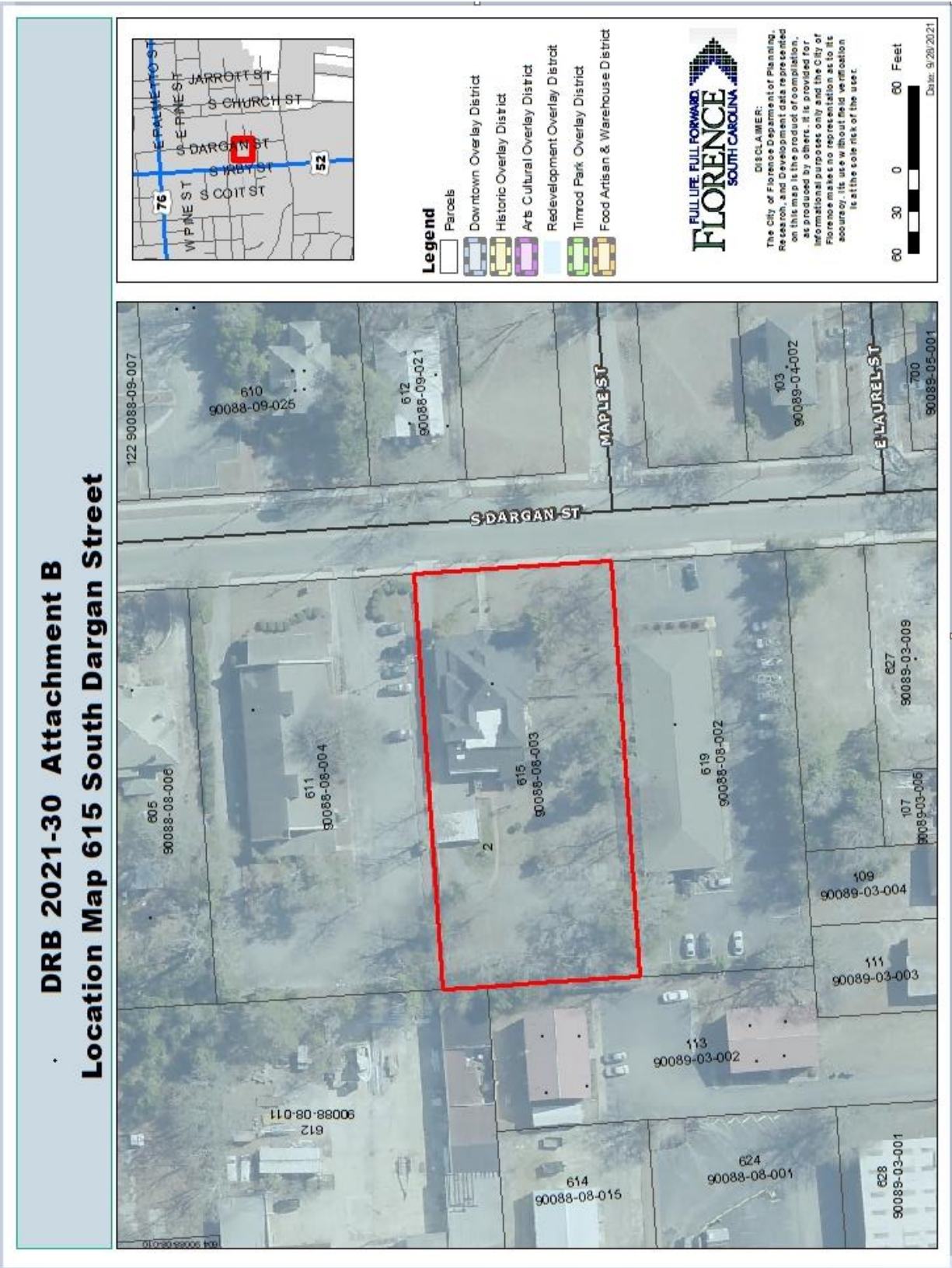
#### **Attachments**

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Picture of the monument sign
- E. Site Photos

**DRB 2021-30 Attachment A**  
**Vicinity Map 615 South Dargan Street**









Attachment D: Picture of the proposed monument sign

Attachment E: Site Photos



Front of Funeral Home – 615 South Dargan Street



East side (Front) of Funeral Home Facing South Dargan Street

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

**DATE:** November 10, 2021

**CASE NUMBER:** DRB 2021-34

**LOCATION:** 319 South McQueen Street

**TAX MAP NUMBER:** 90074-11-013

**OWNER OF RECORD:** Pee Dee Housing Development

**APPLICANT:** Mike Jones

**PROJECT DESCRIPTION:** Windows replacement

**OVERLAY DISTRICT:** D-4 Timrod Park Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to replace windows on the property located on Tax Map Parcel 90074-11-013 at 319 South McQueen Street. The applicant is proposing to replace 19 wooden windows with 19 vinyl windows. After talking to the applicant, he stated that he was unaware that the property was in the Timrod Park Overlay District. Planning staff mentioned to the applicant that any residential exterior modifications to any property in the overlay districts need approval from the Design Review Board. The applicant, Mr. Jones, said that he had replaced 11 wooden windows with 11 vinyl windows. Mr. Jones also stated that several exterior window casings holding up the wooden windows are rotting and decaying (Attachment E). After talking to planning staff, the applicant decided to halt installing the 8 remaining vinyl windows until the Design Review Board reviews the request.

**Background Information**

According to County Property Tax Records, 319 South McQueen Street is a four-bedroom, two-bathroom, 1849 square foot home in the Timrod Park Overlay District (D-4). The intent of the D-4 Timrod Park Overlay District is to foster good residential design and to maintain and build upon the attractive and significant historic architecture that exists throughout the district.

**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. If the goal for Florence's Historic District is to become a National Register Historic District or simply to maintain the historical significance of a building, the following general guidelines should apply:

1. The historic and significant character of the property should be retained and preserved; ***The 11 wooden windows (two moveable sashes with traditional 6 over 6 panes) have been replaced with 11 vinyl windows (two moveable sashes with 6 over 6 panes). Although the materials differ, the appearance of the windows will be similar (6 over 6 sashes).***
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved; ***The applicant has replaced 11 wooden windows (two moveable sashes and a traditional pane) with vinyl windows (two moveable sashes and a traditional pane).***
3. For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board; ***Not applicable to this project.***
4. Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the Design Review Board; ***Not applicable to this project.***
5. New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the original property and its environment would be unimpaired; ***All new additions that the applicant is proposing to the property (vinyl windows) could be replaced at a future date with other style windows.***
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; ***Not applicable to this project.***
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 location of the windows is not changing – the material is changing from wood to vinyl for the windows.***
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures; ***Not applicable to this project.***
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 project.***
10. Landscaping should be added that enhances the property and provides for green space and appropriate buffering between land uses and/or property boundaries; ***Not applicable to this project.***
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; ***Not applicable to this project.***
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures; ***The vinyl***

*window frames (two moveable sashes and a traditional pane) are the same style and will be compatible to the previous and current wooden windows (two moveable sashes and a traditional pane). The architectural materials will remain white.*

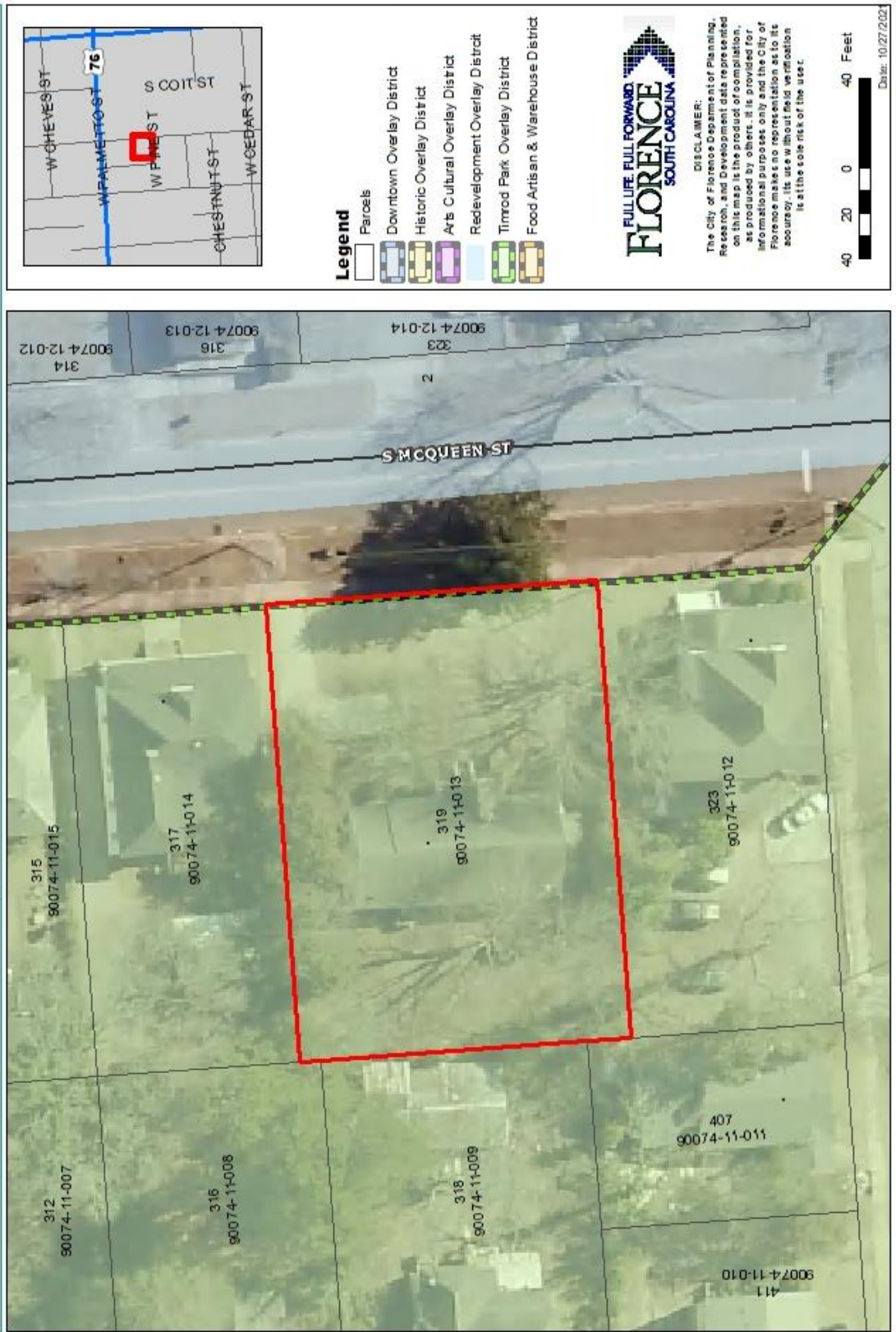
**Board Action**

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

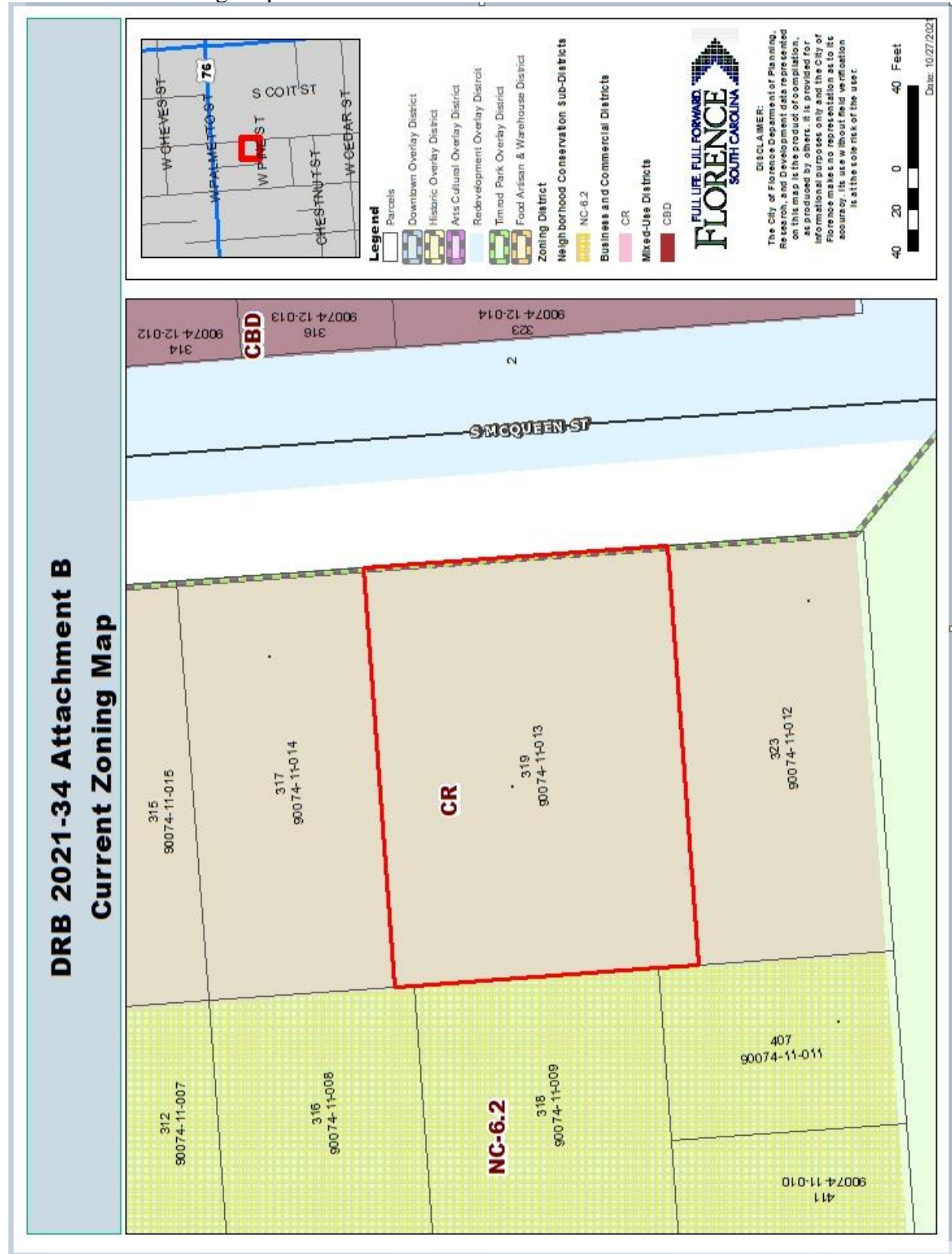
**Attachments**

- A. Location Map
- B. Zoning Map
- C. Property Tax Card
- D. Conversation with the applicant
- E. Site Photos - rotten window casing
- F. Site Photos of the property

**DRB 2021-34 Attachment A**  
**Location Map 319 S. McQueen St.**



Attachment B: Zoning Map





Attachment C: Property Tax Card

Date: Oct 19, 2021	Florence County Taxes Inquiry	Time: 12:25
Map/Block/Parcel 90074 11 013	Property Card File	Year 2017 File
Close This Window		
<pre> FLORENCE COUNTY TAX ASSESSOR Property Card Record for MBP: 90074-11-013  TAX YEAR: 2021    9/16/21  10:13:19    PAGE: 69178 ----- PROPERTY LOCATION Address -----== PROPERTY BILLING NAME/ADDRESS === Number: 00000  Suffix: Street Name: MCQUEEN ST          Street Suffix: City:                            State: 00000 0000          CORP District: 110  Land Class: RI RESIDENTIAL IMPROVED          PO BOX 7121 Legal Desc: MCQUEEN ST          FLORENCE SC          29502 Land Characteristic Selections 01 Topography          1          Level 02 Street              1          Paved 02 Street              6          Sidewalk 03 Utilities           2          Public Water 03 Utilities           3          Public Sewer 03 Utilities           8          Electricity 04 Fronting Traffic    4          Med. 05 Ownership           1          Private L A N D  Lots:          Eff Frontage: 100  Eff Depth: 135 L A N D  Square Feet: Primary Site          13,500 ----- R E S I D E N T I A L  MBP: 90074-11-013  BUILDING ID#: 001  SUFFIX#: 000 Building Use Code:  RESIDENTIAL 2 FAMILY          Age Erected: 1995  Grade: D  Story Height: 15  1 STORY Bedrooms: 04  Full Bath: 2  Half Bath: 0  Fireplaces: Heating &amp; Air Conditioning: 4 HTG &amp; AC Total Living Area: 1,849  Exterior Wall Construction: F STUD FRAME  02 SF-METAL/VINYL SID. Ext.Feat.Code: 11  Description: OFF          Area: 42 Ext.Feat.Code: 11  Description: OFF          Area: 96 OBY Code:          Size: (len,wid,ht)          AREA: 1,800 Improvement Cost with Additions: .00  Yard/Other Bldg Values:          Total Buildings Value: 92,934.2 ----- --- Totals for MBP --- # Buildings: 1  Building Value: 92,934.25  Land Market Value: 33,750.00 Market Acres: .00  Use Acres: .00  Land Use Value: .00 Bld/Land Use Total: 92,934.25  Bld/Land Mar.Total: 126,684.25  6% Bld Value: 0  # of 6% Blds: 0 Rental Acres: 0  Rental Acres Value: 0  Ren.Acres-Mar: 0  Ren.Acres Value-Mar: 0 Transfer Date: 06/95  DEED Book: A442  Page: 1296  Sales Price: 18,000 </pre>		

Attachment D: Conversation with the applicant

Q--Why did the applicant decide to replace the storm windows with vinyl windows?

A--We are replacing the decayed wooden windows with vinyl windows because the new windows are durable to decay, aesthetically sound to the house and secure. Also, they are similar in appearance to the existing windows. In the past, the house has been covered with vinyl siding which matches the windows.

Q--I was wondering, are the storm windows the original windows to the house?

A--The present decayed windows are not original to the house.

Q--Are the vinyl windows the same style as the previous storm windows? If not, can you tell me the style of the vinyl windows and storm windows?

A--The vinyl replacement windows are the same style as the previous windows. They are windows with two moveable sashes and a traditional pane type glass appearance.

Attachment E: Site photos of the rotten window casing



Attachment F: Site Photos of the property (replacement vinyl windows are marked in blue)



Front of the property



Left side of the property



Rear of the property



Right side of the property

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

**DATE:** November 10, 2021

**CASE NUMBER:** DRB 2021-35

**LOCATION:** 516 South Coit Street

**TAX MAP NUMBER:** 90088-06-015

**OWNER OF RECORD:** ABC Crisis Pregnancy Center DBA A Choice 2 M8K

**APPLICANT:** A Choice 2 M8K,  
Theresa Leach – Director

**PROJECT DESCRIPTION:** Addition to Existing Storage Building

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

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to construct a 20’ by 18’ addition to the existing approximately 800 square foot storage building located behind 516 South Coit Street. The applicant will first remove an existing 6’ by 15’ space from the back of the rear building to accommodate the proposed 360 square foot addition resulting in a net square footage gain of 270. The proposed addition will be a carbon copy of the existing building with a brick crawl space, white vinyl siding, and black asphalt shingles. The total square footage of the storage building with the proposed addition would be about 1,000 square feet. The addition to “Emmy Lou’s Boutique” will allow A Choice 2 M8K to house more donations, including clothing, for expectant mothers.

**Background Information**

The front building was constructed in 1930 and has a total approximate area of 2,500 square feet. The rear building is approximately 800 square feet and houses “Emily Lou’s Boutique” which houses clothing from donations for expectant mothers. From A Choice 2 Make’s website: “Established in 2009, the heart’s desire of this non-profit organization is to provide a safe haven for women and men who are experiencing an unplanned pregnancy. A Choice to Make offers non-condemning, non-judgmental counsel by showing God’s love and forgiveness to everyone involved with the pregnancy.” The applicant is requesting approval to construct the proposed 360 square foot addition to the storage building.

**Staff Analysis**

Table 2-6.1.1 from the *Unified Development Ordinance* concerning Non-Residential Building Standards gives details regarding principal building standards in the Commercial Re-Use (CR) Zoning District. The proposed 360 square foot building addition will meet the standards prescribed by Table 2-6.1.1.

Table 2-6.1.1 Nonresidential and Mixed Use Lot and Building Standards							
District / General Use Type	Lot Width 1	Minimum Setback <sup>2</sup>				Minimum Landscape Surface Ratio	Maximum Building Height
		Build-to Line	Front	Side (Min./Total)	Rear		
<b>Commercial Re-Use (CR)</b>							
Retail	50'	25'	N/A	5' / 10'	20'	35%	27'
Office / Service	50'	25'	N/A	5' / 10'	20'	35%	27'
All other uses	50'	25'	N/A	10' / 20'	20'	35%	27'

In considering the issue of appropriateness, the Design Review Board and the Downtown Planning Coordinator shall use the *Design Guidelines for Downtown Florence, South Carolina* prepared by Allison Platt & Associates and Hunter Interests Inc., as adopted by Florence City Council. According to *Chapter 2: Redevelopment Overlay District (D-1) Design Guidelines and Requirements*, the following general guidelines shall apply:

1. The historic and significant character of the property should be retained and preserved; ***Not applicable to this project.***
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved; ***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 proposed new construction will use white vinyl siding consistent with the existing main and storage buildings.***
4. Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the Design Review Board; ***Not applicable to this project.***
5. New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the original property and its environment would be unimpaired; ***The proposed addition could be removed in the future to return the original property to its essential form and integrity.***
6. The height of any alteration or construction should be compatible with the style and character of the proposed or modified structure or building and with the surrounding buildings and structures; ***The Unified Development Ordinance caps the height of principal buildings at 27' in height. The proposed addition to the rear building will be approximately 14' in height. The main building's height is less than 20'.***
7. The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings; ***The proposed addition to "Emily Lou's Boutique" will not include any additional windows or doors.***
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures; ***The location of the addition will be to the back of the rear***

***building approximately 30' from the rear property line. The addition will be a 20' extension of the existing storage building. The addition's height and width will be consistent with the present structure.***

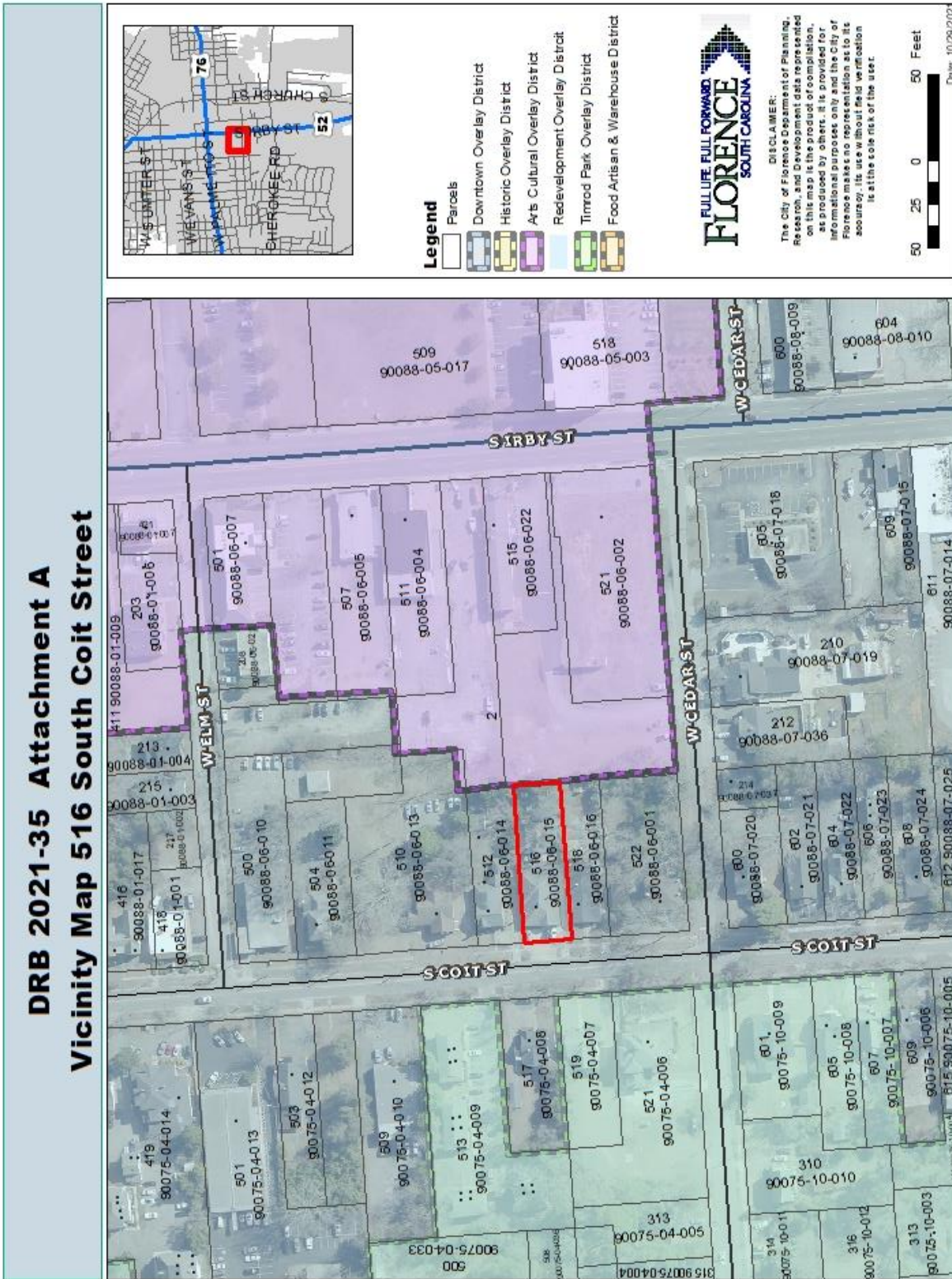
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures; ***The roof of the proposed addition will be consistent with the roof of the existing rear building. The roof of the addition will also be covered with black, asphalt shingles.***
10. Landscaping should be added that enhances the property and provides for green space and appropriate buffering between land uses and/or property boundaries; ***No additional landscaping is being proposed for this project.***
11. The scale of buildings or structures after alteration, construction, or partial demolition should be compatible with the style and character of surrounding buildings and structures; ***The proposed addition will exactly match the existing rear building.***
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures; ***The proposed addition will exactly match the existing rear building.***

#### **Board Action**

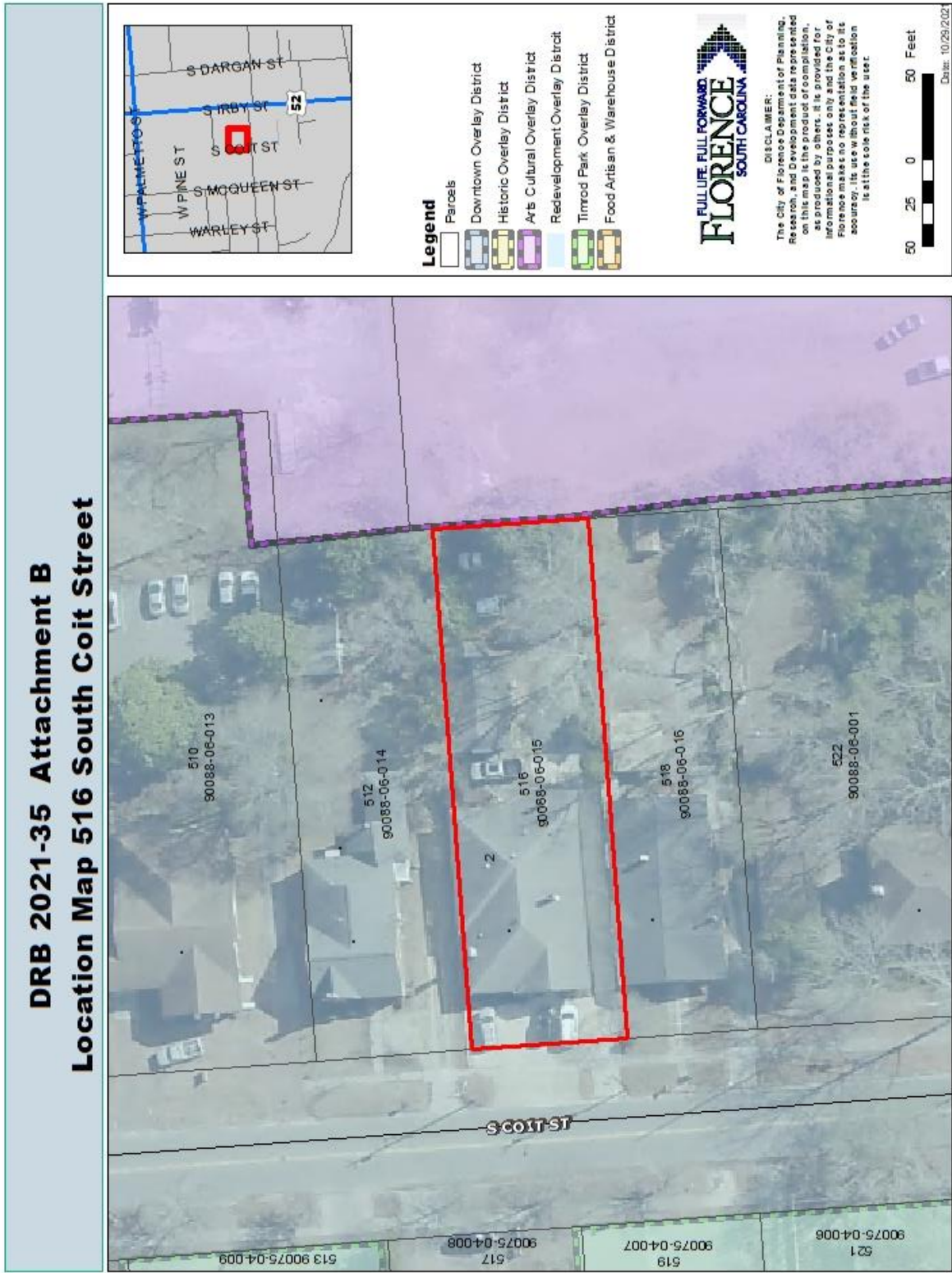
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request on the application.

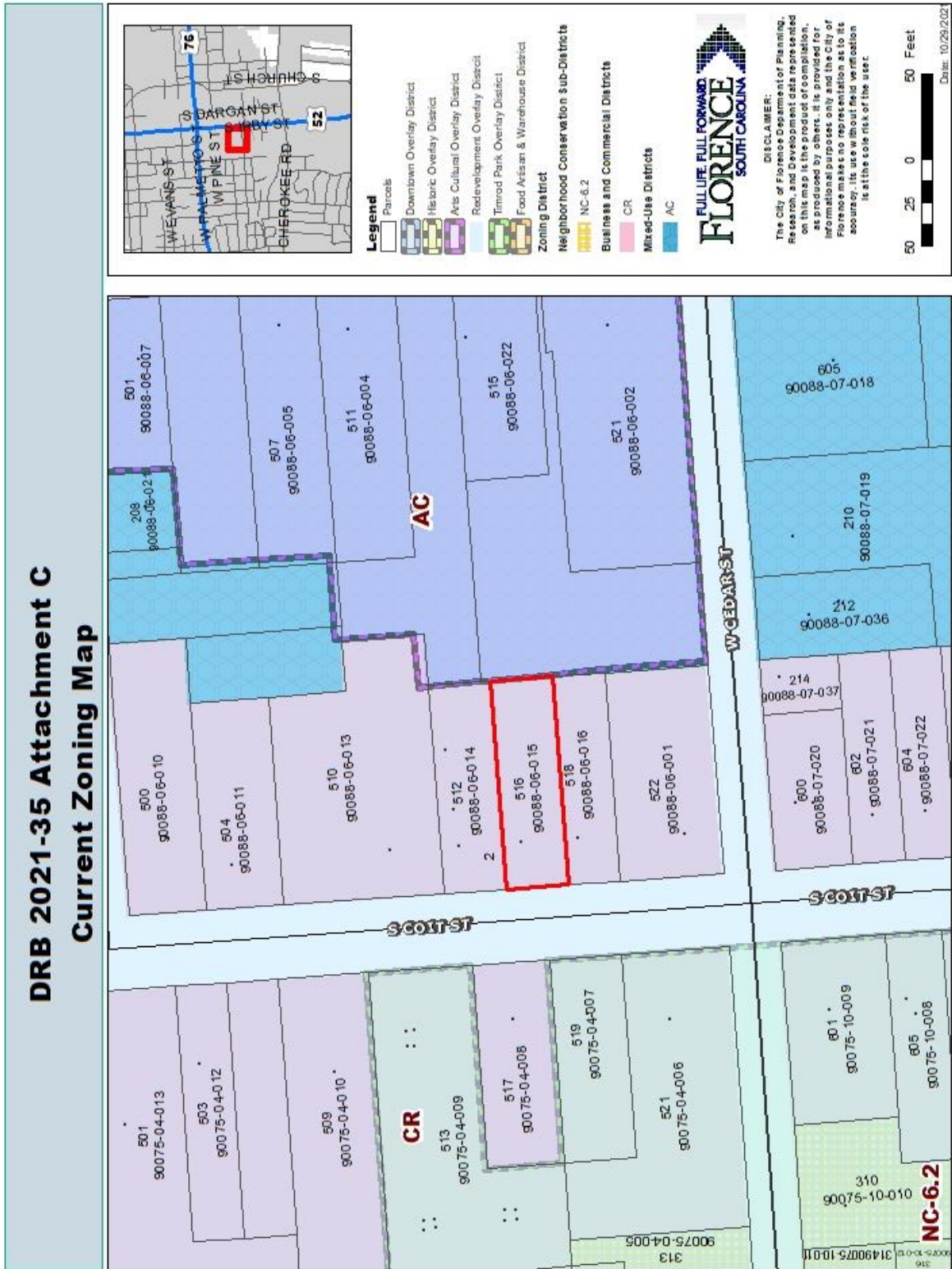
#### **Attachments**

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Proposed Site Plan
- E. Photo of Back of Existing Rear Building
- F. Site Photos











Attachment F: Site Photos



Front of Main Building for "A Choice to Make"



Back of Existing Rear Building



Rear Building (Right); Main Building (Straight) Facing South Coit Street



Breezeway Connecting Main Building & Rear Building



Breezeway Connecting Rear Building for A Choice to Make



“Emily Lou’s Boutique” – Rear Building for A Choice to Make

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

**DATE:** November 10, 2021

**CASE NUMBER:** DRB-2021-36

**LOCATION:** 105 Warley Street

**TAX MAP NUMBER:** 90074-03-020

**OWNER OF RECORD:** Hood Temple

**APPLICANT:** Dr. Marc Heiden, Heiden Dental

**PROJECT DESCRIPTION:** Construction of Addition to Existing Dental Office

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

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to construct a 12' by 33.5' addition to the existing Heiden Dental office located at 105 Warley Street. To accommodate the additional 402 square feet of office space, 2 oak trees will need to be removed from behind the building. The addition will bring the rear setback of the building from the 18.5' existing to 6.5'. The square footage of the existing building is 2,178 square feet and would be approximately 2,590 square feet with the addition creating more workspace for the dental office.

The addition's construction materials will match the existing building. The proposed new construction will have a blue brick façade and blue horizontal lap siding on the gable consistent with the existing building. The roof of the proposed addition will be consistent with the roof of the existing building, covered with black asphalt shingles. The addition will end in a gable matching the gable facing Warley Street.

**Background Information**

Doctor Marc Heiden has over 20 years of dental experience and Heiden Dental offers a variety of services like teeth cleaning, teeth whitening, and veneers. The applicant is requesting approval to construct the proposed 402 square foot addition to allow for additional space for services.

The dental office was constructed in 1994 on this .344-acre parcel. The parcel is adjacent to a 15' alleyway to the west that buffers it from the property at 506 West Evans Street. The alleyway connects West Evans Street to West Cheves Street and runs parallel to Warley Street. At one time, this alleyway was likely used for mail delivery, trash pick-up, and delivery of other goods and services. Currently, the alley provides rear access to some of the properties along Warley Street and Kuker Street.

**Staff Analysis**

Table 2-6.1.1 from the *Unified Development Ordinance* concerning Non-Residential Building Standards gives details regarding principal building standards in the Commercial Re-Use (CR) Zoning District. The proposed 402 square foot addition will not meet the standards prescribed by Table 2-6.1.1. for rear setbacks.

The building's front door faces Warley Street, and is therefore addressed accordingly, making the west side of the parcel the rear of the property, requiring a 20' setback.

Because the property is located on a corner lot, it also contributes visually to West Evans Street, which in this vicinity is characterized by structures in close proximity to the side property line. The applicant is proposing for the addition to be 6.5 feet from the rear property line, which is the visual side setback when viewed from West Evans Street.

Table 2-6.1.1 Nonresidential and Mixed Use Lot and Building Standards							
District / General Use Type	Lot Width 1	Minimum Setback <sup>2</sup>				Minimum Landscape Surface Ratio	Maximum Building Height
		Build-to Line	Front	Side (Min./Total)	Rear		
<b>Commercial Re-Use (CR)</b>							
Retail	50'	25'	N/A	5' / 10'	20'	35%	27'
Office / Service	50'	25'	N/A	5' / 10'	20'	35%	27'
All other uses	50'	25'	N/A	10' / 20'	20'	35%	27'

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

From the *Unified Development Ordinance*:

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

**Sec. 6-20.2.4 Design Review Board (DRB)**

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

In considering the issue of appropriateness, the Design Review Board and the Downtown Planning Coordinator shall use the *Design Guidelines for Downtown Florence, South Carolina* prepared by Allison Platt & Associates and Hunter Interests Inc., as adopted by Florence City Council. According to *Chapter 2: Redevelopment Overlay District (D-1) Design Guidelines and Requirements*, the following general guidelines shall apply:

1. The historic and significant character of the property should be retained and preserved; *Not applicable to this project.*
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved; *The addition's construction materials will match the existing building. The proposed new construction will have a blue brick façade and blue horizontal lap siding on the gable consistent with the existing building. The roof of the proposed addition will be consistent with the roof of the existing building. The roof of the addition will also be covered with black, asphalt shingles. The addition will end in a gable matching the gable facing Warley Street.*

3. For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board; ***The proposed new construction will have a blue brick façade and blue horizontal lap siding on the gable consistent with the existing building.***
4. Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the Design Review Board; ***Not applicable to this project.***
5. New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the original property and its environment would be unimpaired; ***The proposed addition could be removed in the future to return the original property to its essential form and integrity.***
6. The height of any alteration or construction should be compatible with the style and character of the proposed or modified structure or building and with the surrounding buildings and structures; ***The Unified Development Ordinance caps the height of principal buildings at 27' in height. The proposed addition to the building will be the same height as the existing building, less than 27' in height.***
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 applicant has not proposed additional windows or doors for the addition.***
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures; ***The location of the addition will be to the back of the building approximately 6.5' from the rear property line. In this zoning district the rear setback is 20' and the side setback is 5'. However, the Design Review Board has the ability to approve alternative site layout and conditions based upon this criterion. Properties in the vicinity along West Evans Street are overwhelmingly in close proximity to the side property line. Interior lots along Warley Street have structures with compliant rear setbacks. The addition's height and width will be consistent with the present structure.***
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures; ***The roof of the proposed addition will be consistent with the roof of the existing building. The roof of the addition will also be covered with black, asphalt shingles. The addition will end in a gable matching the gable facing Warley Street.***
10. Landscaping should be added that enhances the property and provides for green space and appropriate buffering between land uses and/or property boundaries; ***No additional landscaping is being proposed for this project. Two oak trees will have to be removed to accommodate the construction of the proposed addition.***
11. The scale of buildings or structures after alteration, construction, or partial demolition should be compatible with the style and character of surrounding buildings and structures; ***The proposed addition will exactly match the existing building.***



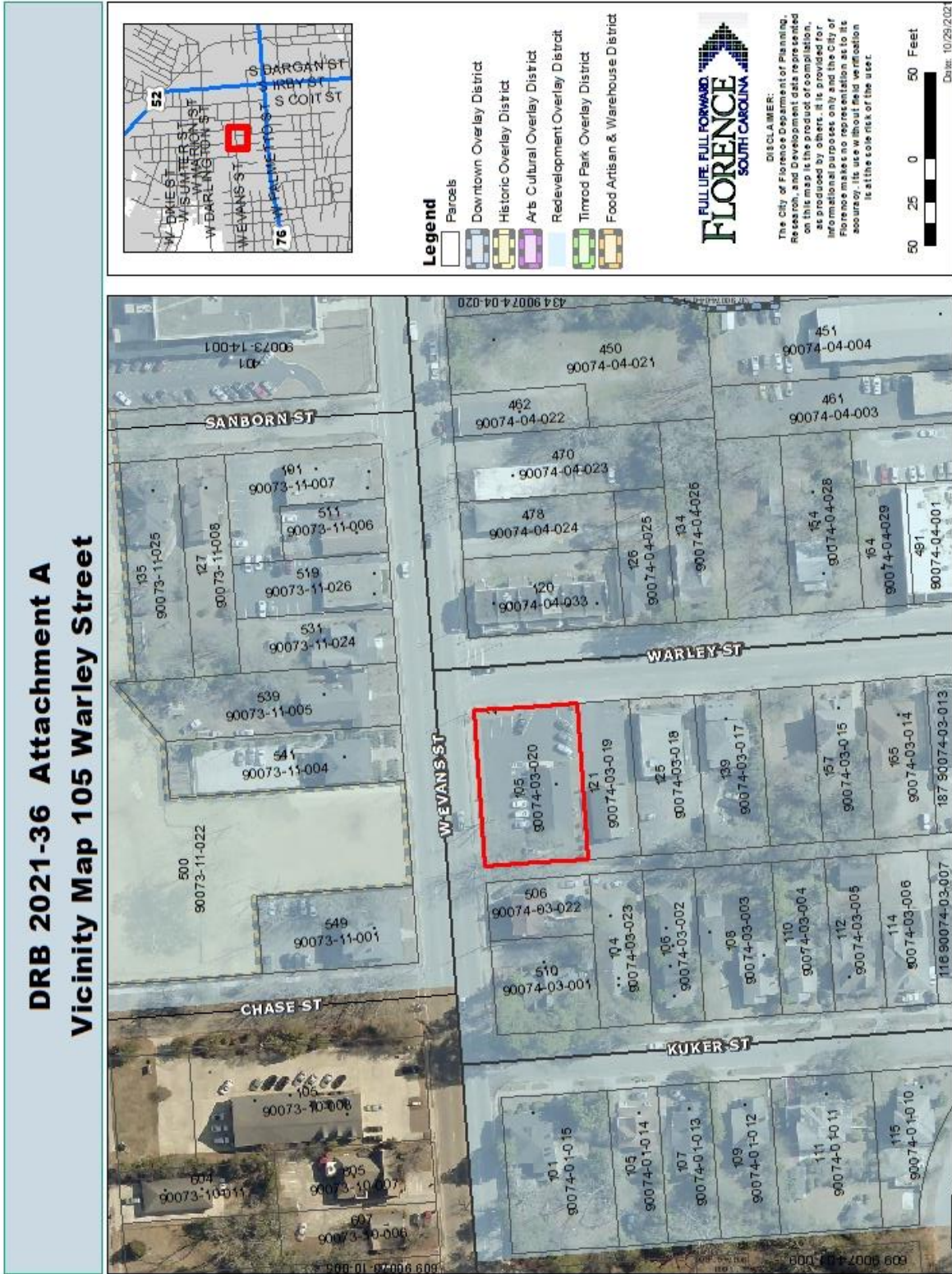
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures; *The proposed addition will exactly match the existing building.*

**Board Action**

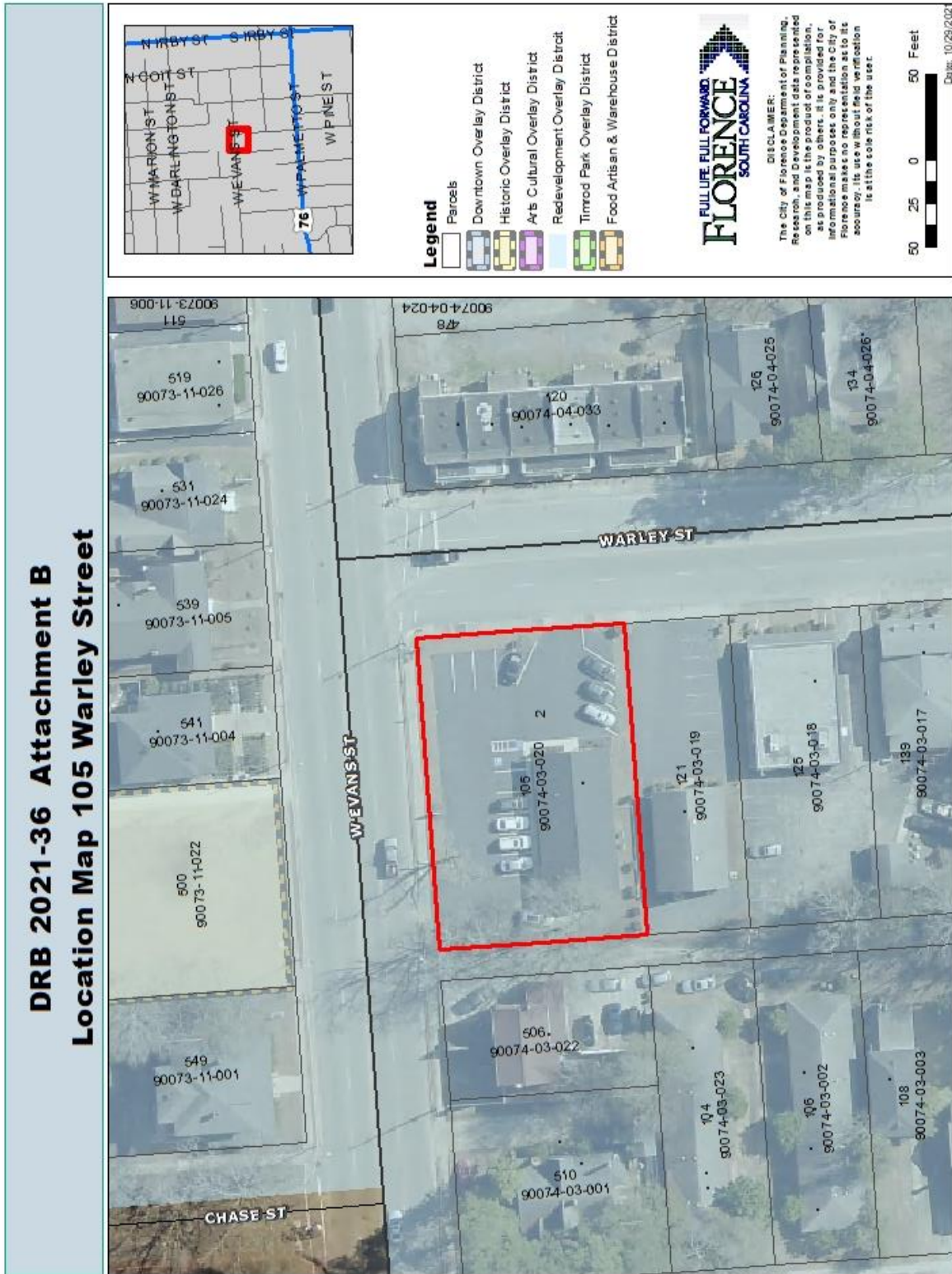
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request on the application.

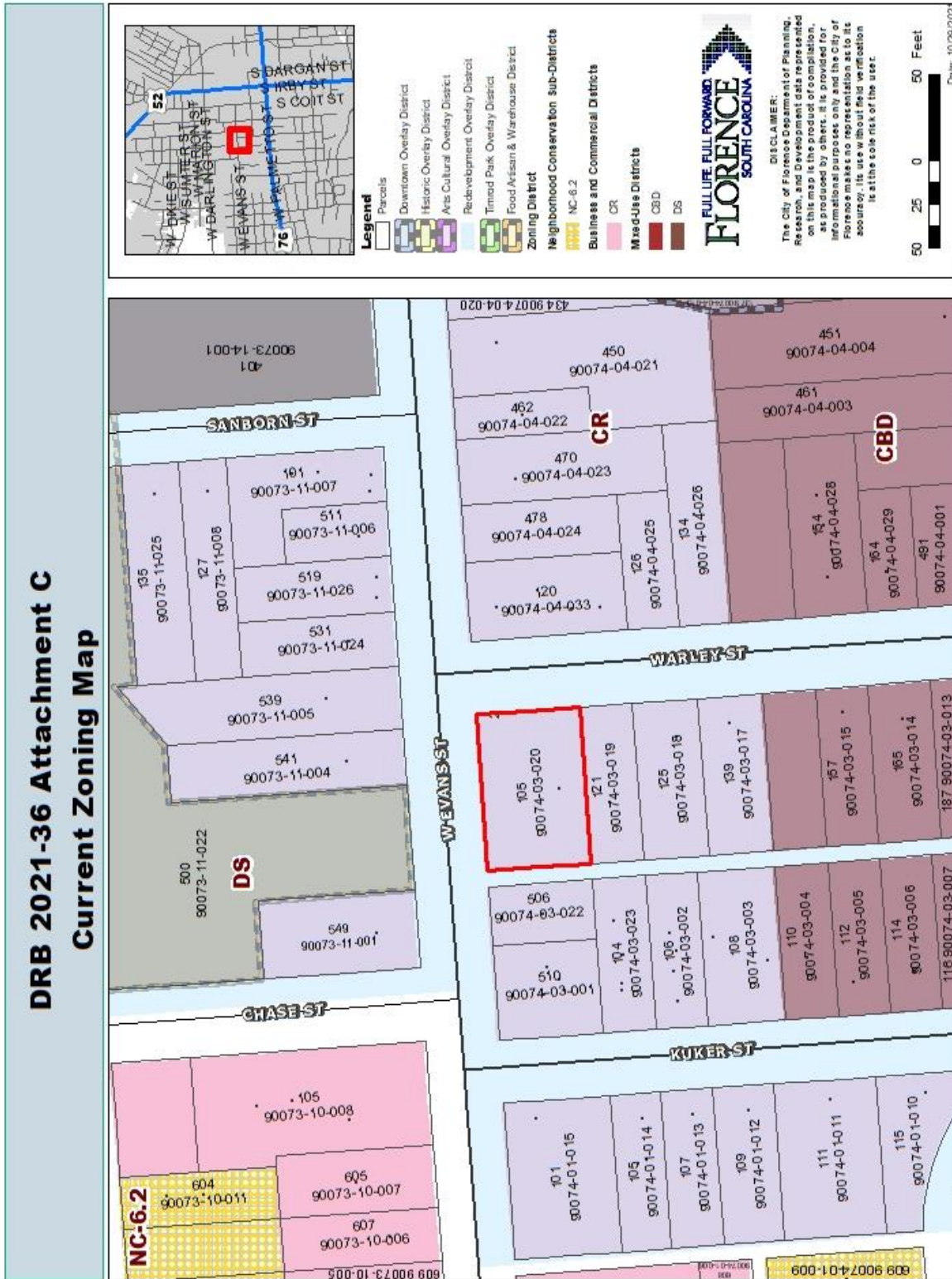
**Attachments**

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Proposed Addition Site Plan
- E. Proposed Addition Aerial
- F. Buildings in Close Proximity with Similar Side Setbacks
- G. Site Photos

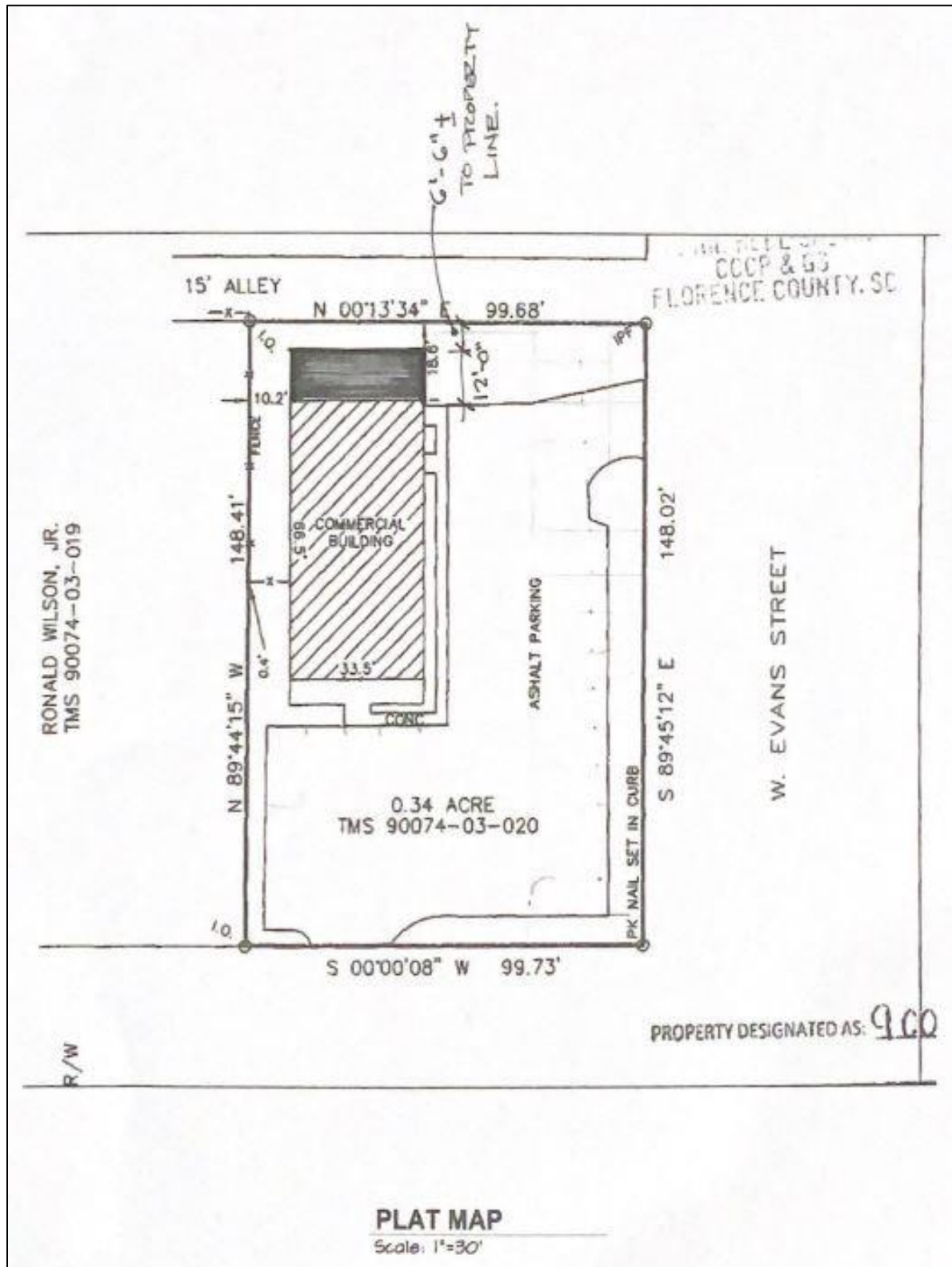


Attachment B: Location Map





Attachment D: Proposed Addition Site Plan



Attachment E: Proposed Addition Aerial



Attachment F: Buildings in Close Proximity with Similar Side Setbacks



Attachment G: Site Photos



Front of Building Facing Warley Street – Heiden Dental



Northside of Building along West Evans Street



Heiden Dental – Facing Warley Street (Parking Lot Entrance)



North side of Existing Building



North side of Building along West Evans Street



Parking Lot Entrance from West Evans Street





Rear of Existing Building & 2 Trees to be Removed



Rear of Existing Building & 2 Trees to be Removed



South side Property Line



South side of Existing Building



West side (Back) of Existing Building & 2 Trees to be Removed



West side (Back) of Existing Building & 2 Trees to be Removed



15' Alleyway Adjacent to 105 Warley Street

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

**DATE:** November 10, 2021

**CASE NUMBER:** DRB 2021-38

**LOCATION:** North Coit Street & West NB Baroody Street

**TAX MAP NUMBER:** 90073-15-029

**OWNER OF RECORD:** Styx Florence Land Development Inc.

**APPLICANT:** Housing Studio PA

**PROJECT DESCRIPTION:** Construction of Apartment Building

**OVERLAY DISTRICT:** D-2 Downtown Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to construct a 130 unit, 5 story apartment building with a club, amenities, and a leasing office onsite as part of the Urban Square development. The larger Urban Square project includes a public parking garage, a hotel, a commercial building, greenspace, and stormwater features.

**Background Information**

The apartment building is to be constructed on the southwest corner of the intersection of North Coit Street and West NB Baroody Street as part of the Urban Square development, which will eventually include a hotel, office space, a parking deck, and townhouses.

**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. These design principles should guide decision making regarding appropriate development:

1. Draw on regional styles of architecture to reinforce a sense of place.
2. Orient the main facades of buildings to the street.
3. Avoid blank facades on the ground level, and especially on the street.
4. Articulate buildings for visual interest.
5. Use high quality building materials to provide a quality image, fire safety, and permanence.
6. Use sites of visual prominence to create architecture that responds to the opportunities presented.
7. Articulate the ground floor of buildings to respond to the pedestrian. Require ground floor architecture in commercial and retail areas to “open” to the street.

In considering the issue of appropriateness for the district, the Design Review Board and the Downtown Planning Coordinator shall use the following criteria:

1. The historic and significant character of the property should be retained and preserved; *Not applicable to this request; this is all new construction. The property is located in the Downtown Overlay District. The vicinity is characterized by a variety of commercial and government buildings. The railroad is across West NB Baroody Street.*
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved; *Not applicable to this request; this is all new construction.*
3. For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board; *Fiber cement board, paneling, and batten, vinyl windows, metal railing, and brick are the main materials used on the outside of the building. Specific colors have not been determined yet, but they will fall under the approved range of colors for the downtown districts.*
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; this is all new construction.*
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 property is currently vacant. This will be a permanent structure along with parking and amenities.*
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 building has five stories and is proposed to be 57 and a half feet high. Such heights are permitted in the Downtown Overlay District with Board approval. According to Section 1-2.8.2 G of the Unified Development Ordinance, multifamily buildings are to have no more than 24 units per floor, but this one is requesting 27 units each on the second through fifth floors, which may be permitted with DRB approval.*
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 doors and windows are symmetrical and orderly, with the windows and doors having divided lights.*
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures; *This building will be pulled up near the street to provide an architecturally pleasing street scape and pedestrian access with the parking to the rear of the parcel. A small plaza is in the front along North Coit Street, and a swimming pool will be provided to the interior of the U-shaped building.*
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures; *The roof is flat with parapets of varying heights to give the roofline visual interest.*

10. Landscaping should be added that enhances the property and provides for green space and appropriate buffering between land uses and/or property boundaries; ***Parking lot buffering and building landscaping will be provided that meets the requirements of the Ordinance. According to Section 1-2.8.2 G of the Unified Development Ordinance, multifamily buildings in the CBD are to provide a courtyard visible from the street or a plaza that is accessible from the sidewalk. There is a plaza area along the sidewalk on the North Coit Street side.***
  
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; ***Most commercial structures in the area are one to two stories in height, but there are taller government buildings in the vicinity. The proposed structure has a great deal of articulation provided through balconies and architectural features as well as a diversity of materials.***
  
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures; ***Most buildings in the area are painted block or brick. This building will be well articulated and constructed of fiber cement board, batten, panels, metal railings, and brick to add interest.***

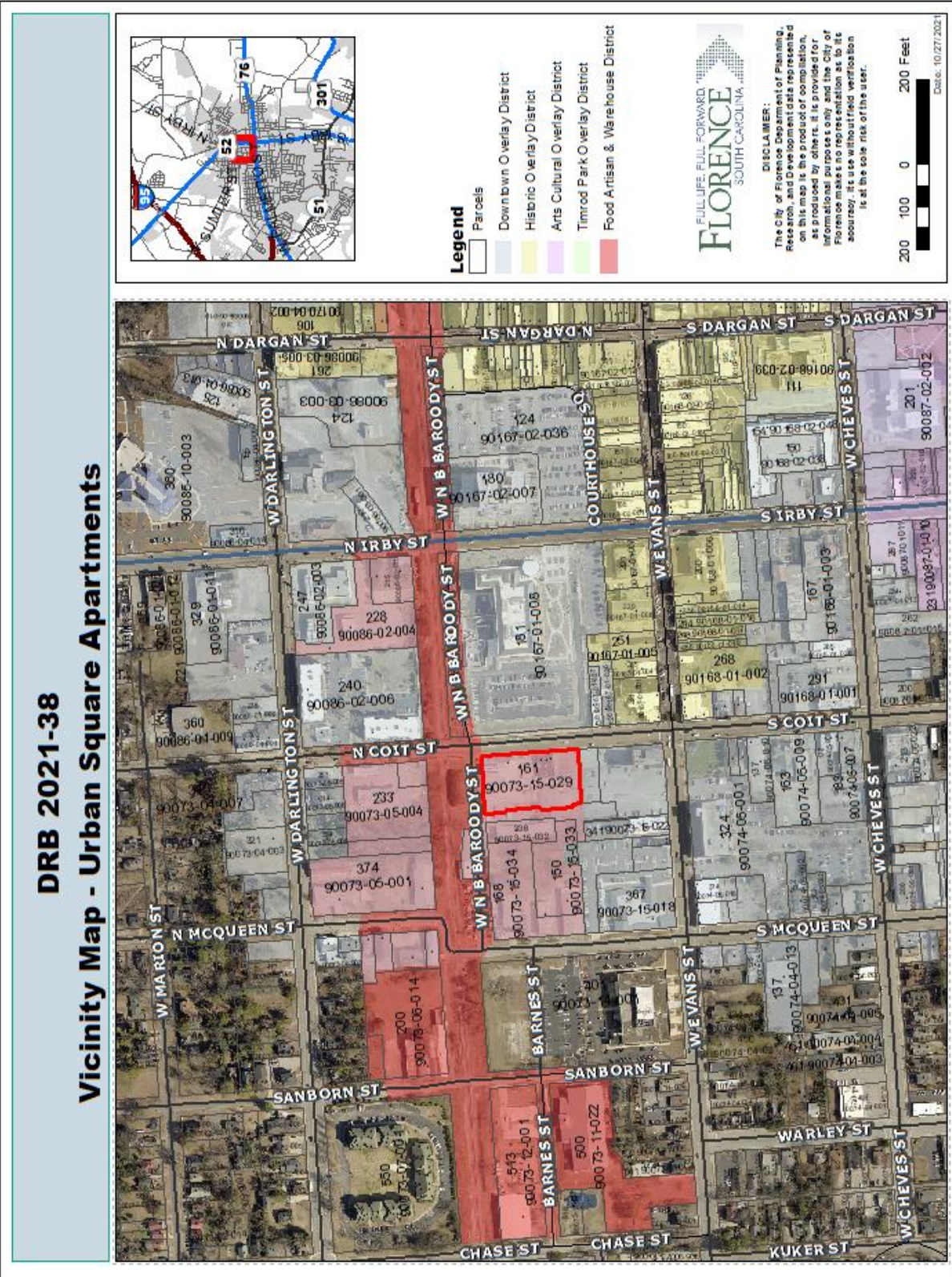
**Board Action**

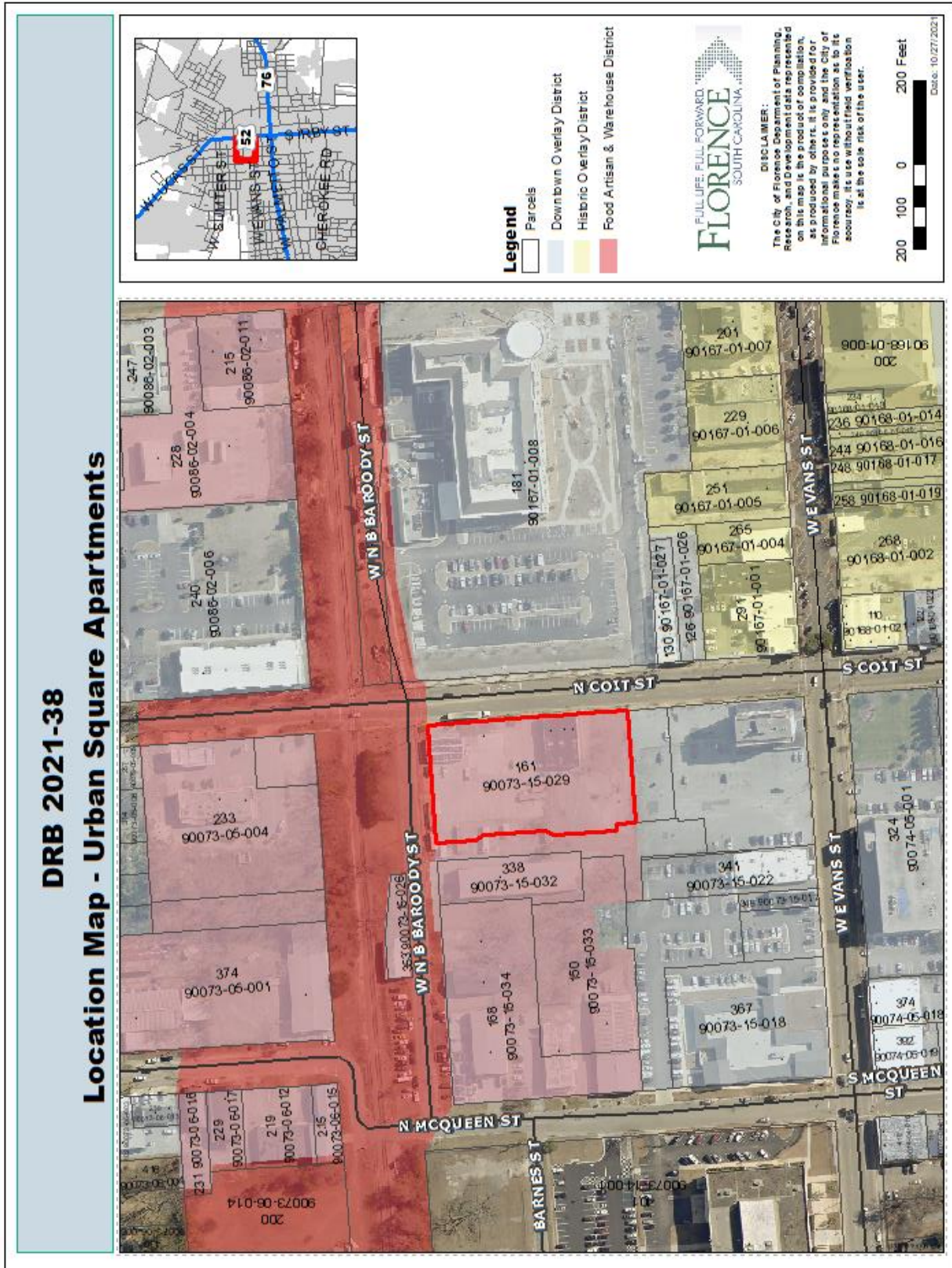
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request on the application.

**Attachments**

- A. Vicinity Map
- B. Location Map
- C. Current Zoning Map
- D. Site Photos
- E. Overall Site Plan
- F. Building Elevations
- G. Apartment Details

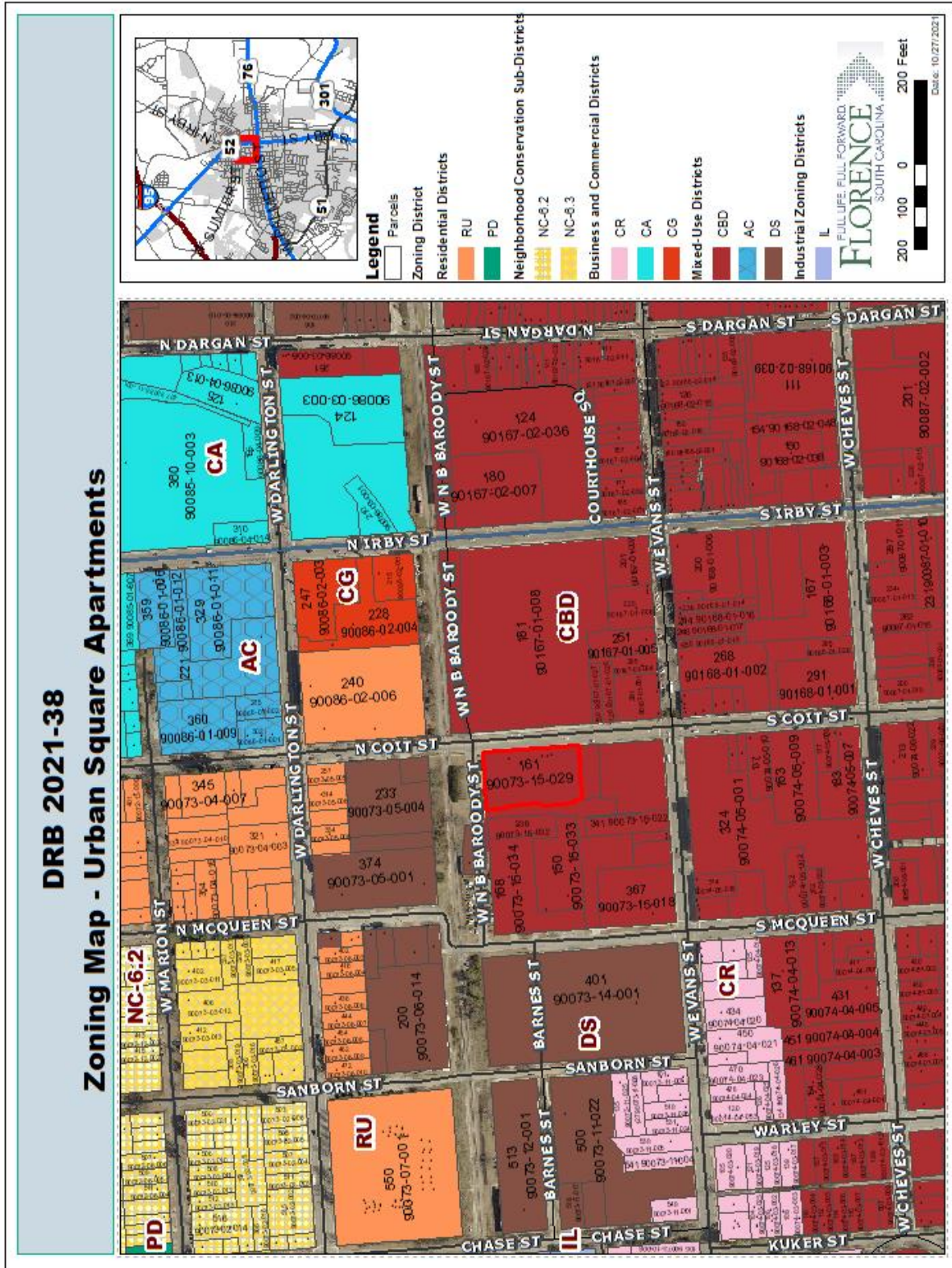
Attachment A: Vicinity Map







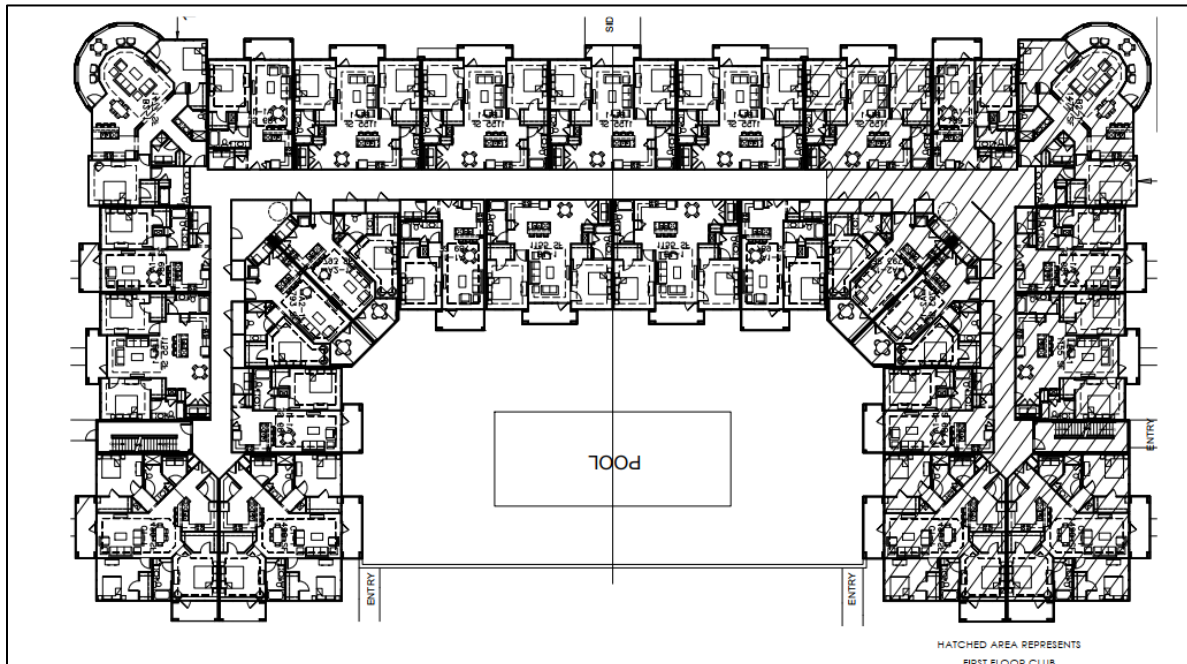
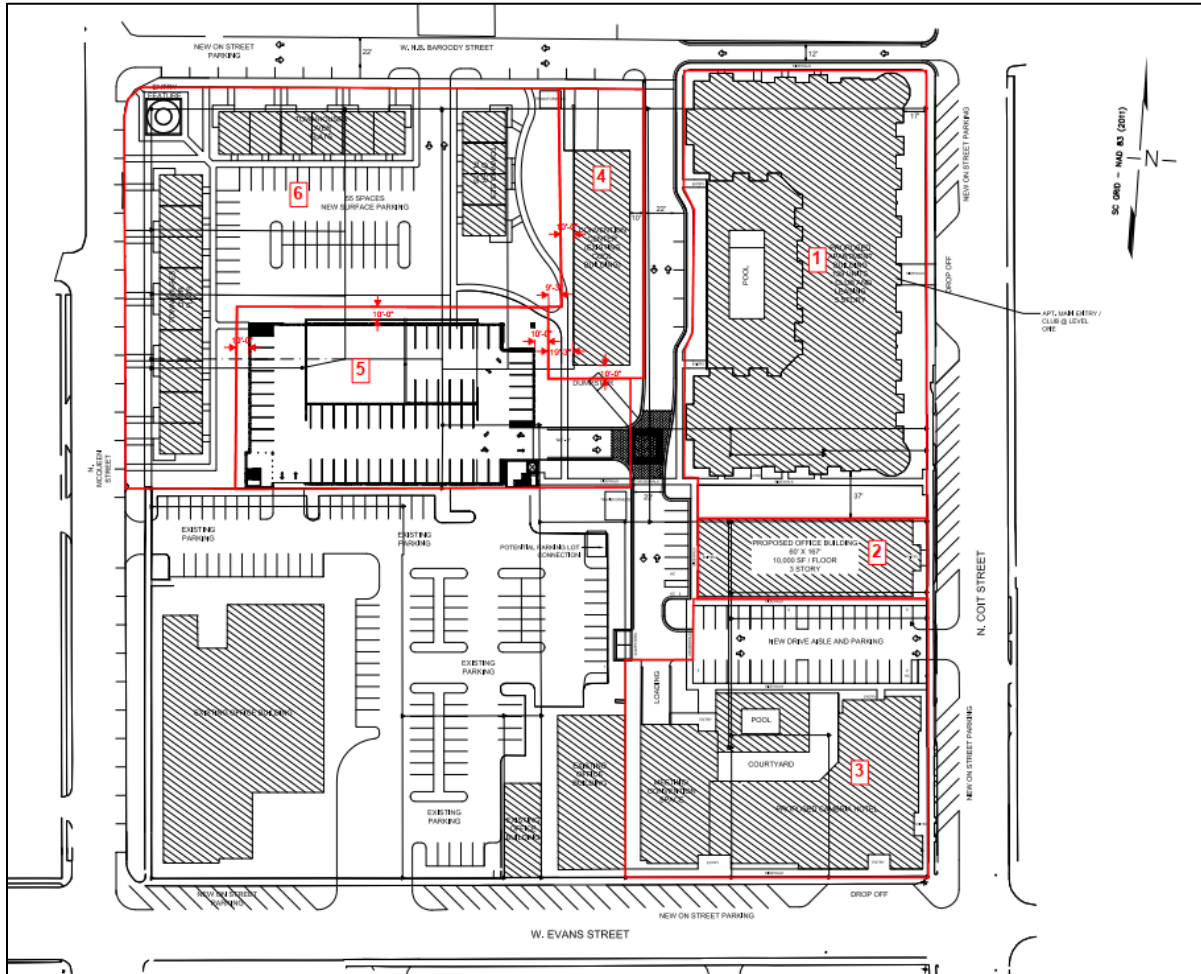
Attachment C: Current Zoning Map



Attachment D: Site Photos

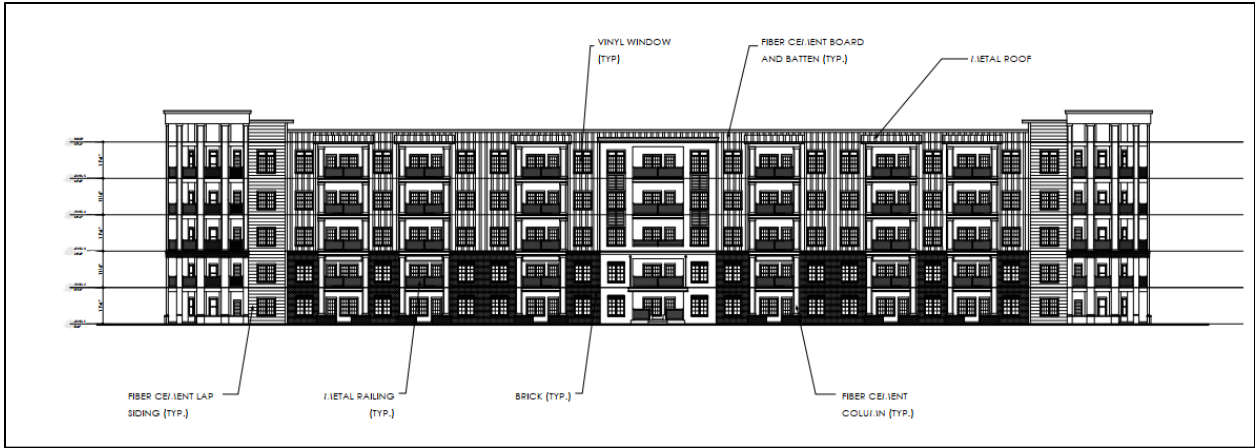


Attachment E: Overall Site Plan

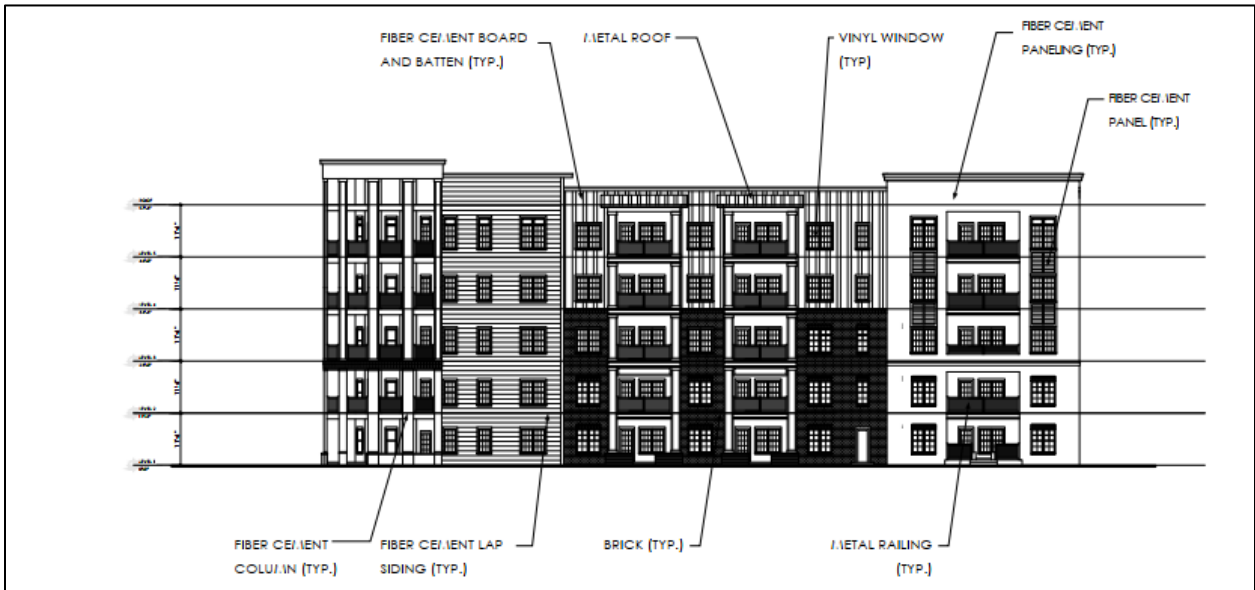


Attachment F: Building Elevations

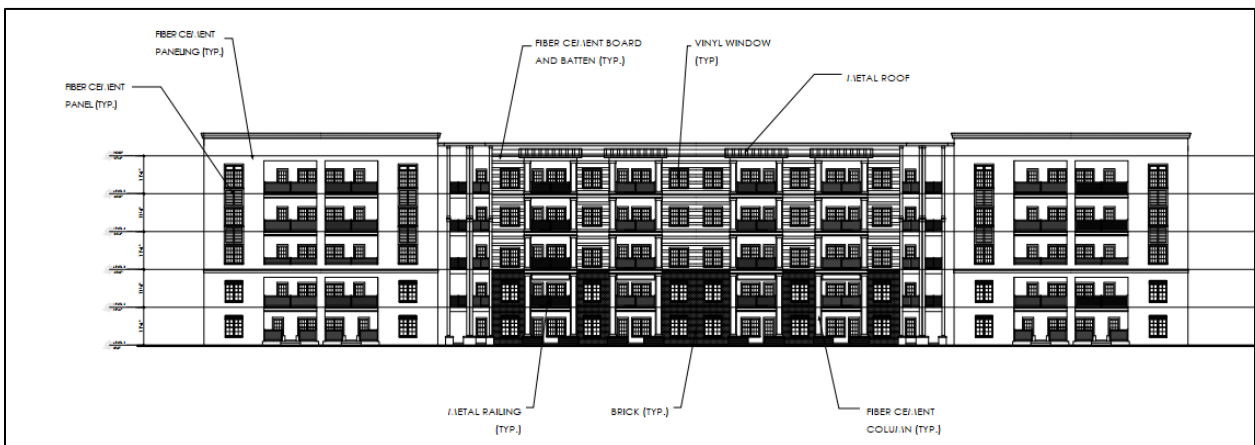




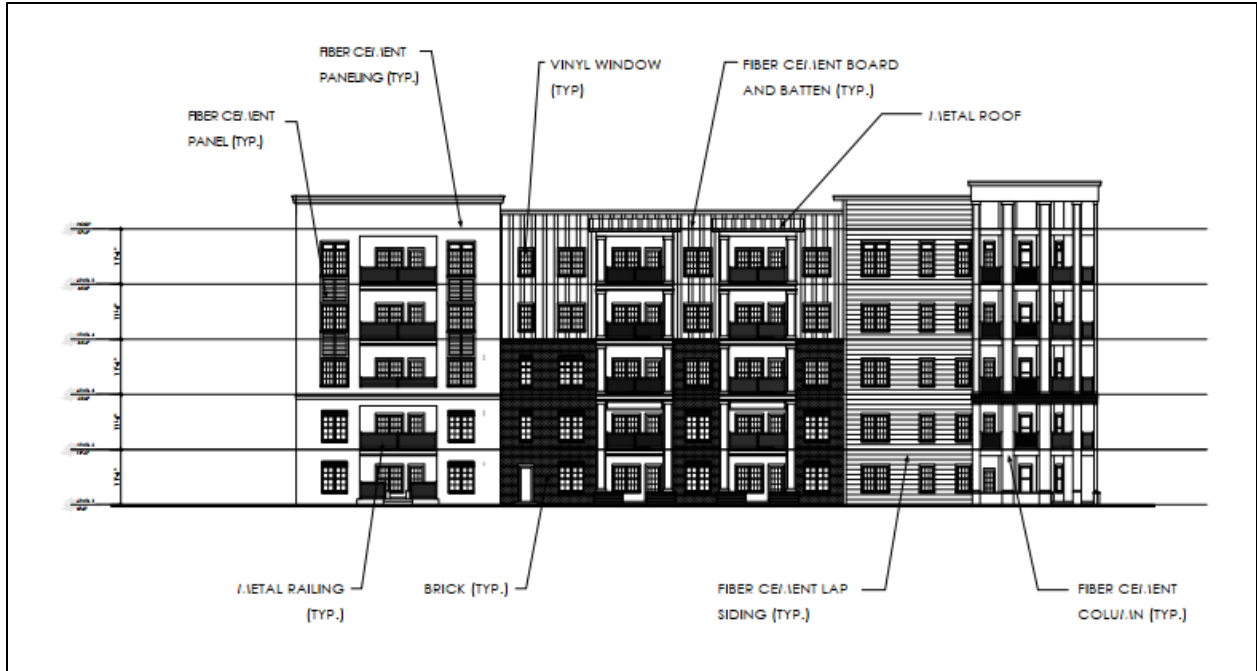
Street (east) elevation.



Side (north) elevation.



Inside (west) elevation.



Side (south) elevation.

Attachment G: Apartment Details

APARTMENT BUILDING TAB											
	UNIT TYPE	AREA PER UNIT	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	TOTAL	TOTAL UNIT AREA	%	
1 BR	A1	789	5	8	8	8	8	37	29,193	30%	44%
	A2	793	2	4	4	4	4	18	14,274	14%	
2 BR	B1	1155	7	9	9	9	9	43	49,665	34%	42%
	B2	1477	1	2	2	2	2	9	13,293	7%	
3 BR	C1	1490	2	4	4	4	4	18	26,820	14%	14%
<b>TOTAL</b>			17	27	27	27	27	125	133,245	100%	100%

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

**DATE:** November 10, 2021

**CASE NUMBER:** DRB-2021-39

**LOCATION:** North McQueen Street

**TAX MAP NUMBER:** 90073-15-033

**OWNER OF RECORD:** City of Florence

**APPLICANT:** City of Florence

**PROJECT DESCRIPTION:** Parking Deck

**OVERLAY DISTRICT:** D-2 Downtown Overlay District

**Project Description**

The scope of work calls for the construction of a five level parking deck with 320 parking spaces as part of the Urban Square development. The parking deck is to be located in the center of the block bordered by North McQueen Street, West NB Baroody Street, North Coit Street, and West Evans Street. It will be accessible from North McQueen Street and West NB Baroody Street to provide parking for the apartment building and other development proposed for the project.

**Background Information**

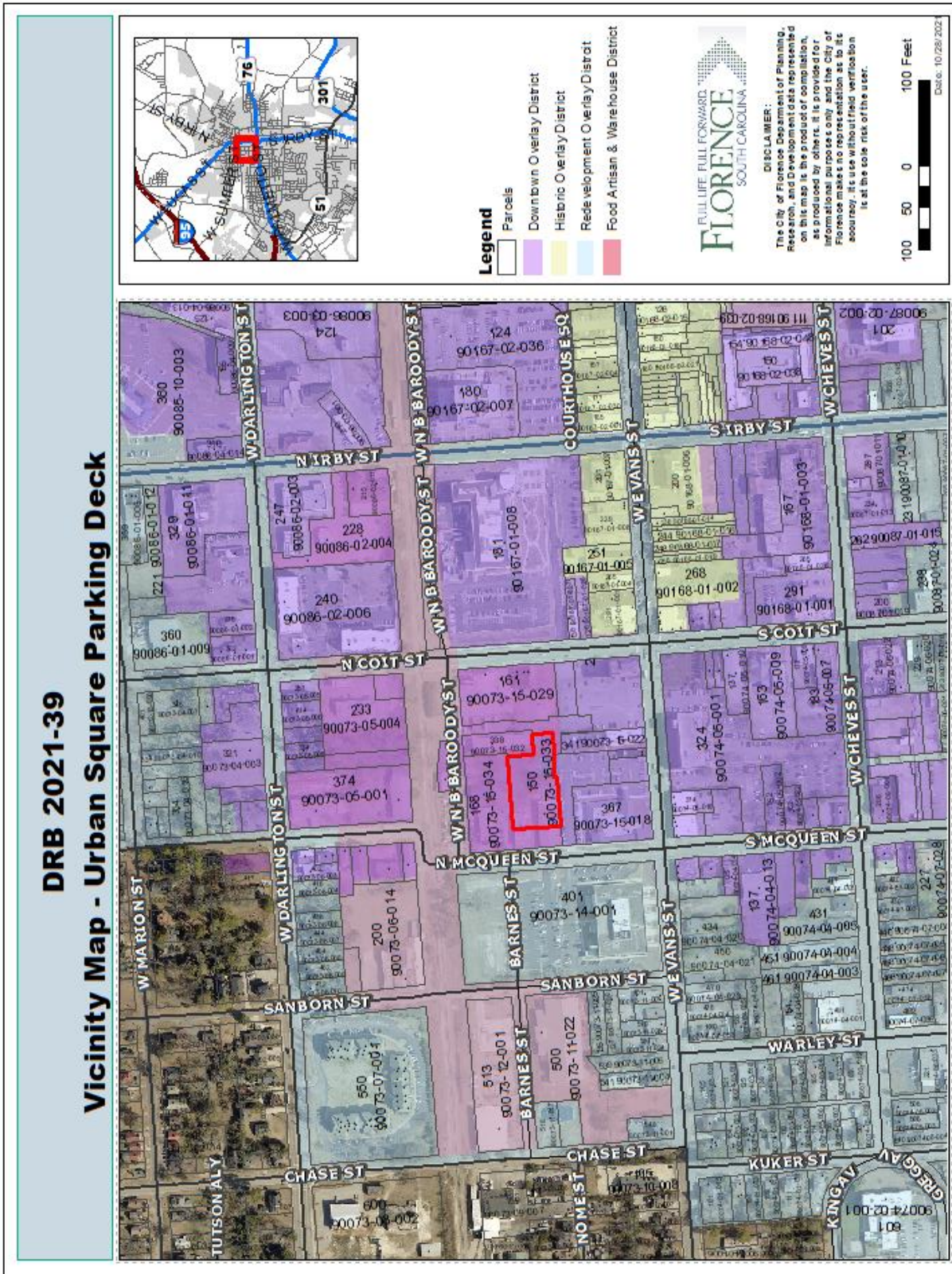
The City of Florence is working with a developer to construct the Urban Square development on this block, consisting of an apartment building on the northeast corner, an office building and hotel on the southeast corner, townhouses on the northwest corner, and this parking deck in the middle to serve all of the proposed uses.

**Staff Analysis**

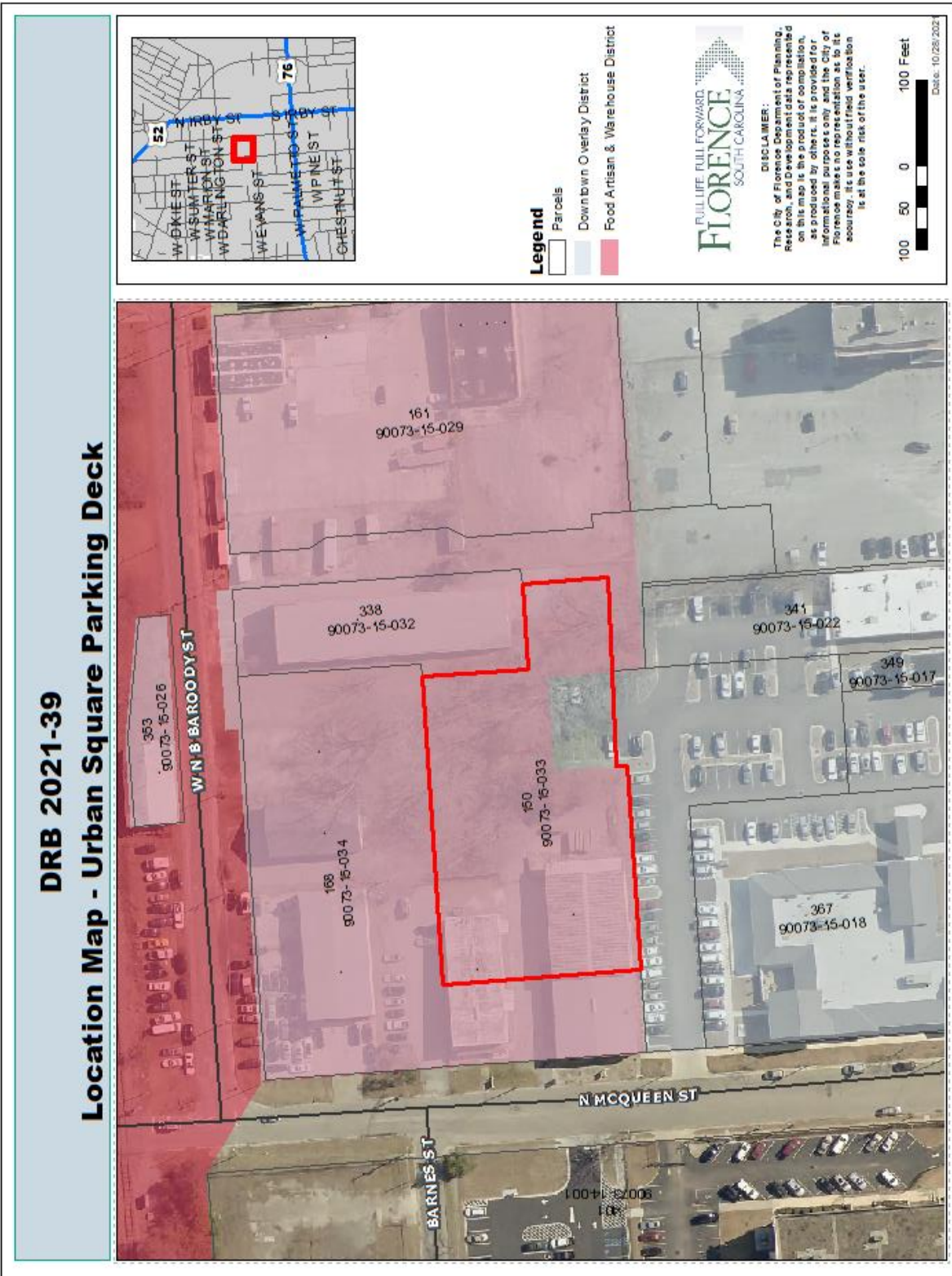
The construction proposed for the Urban Square project is exempt from the requirement to obtain a Certificate of Appropriateness per Section 6-21.4.1 C 1 b of the City of Florence *Unified Development Ordinance*. Specifically, the project qualifies as a “major governmental construction project” with total project costs exceeding \$1,000,000. The Design Review Board is being updated as a courtesy. The proposed scope of work substantially complies with the intent of the *Design Guidelines for Downtown Florence*.

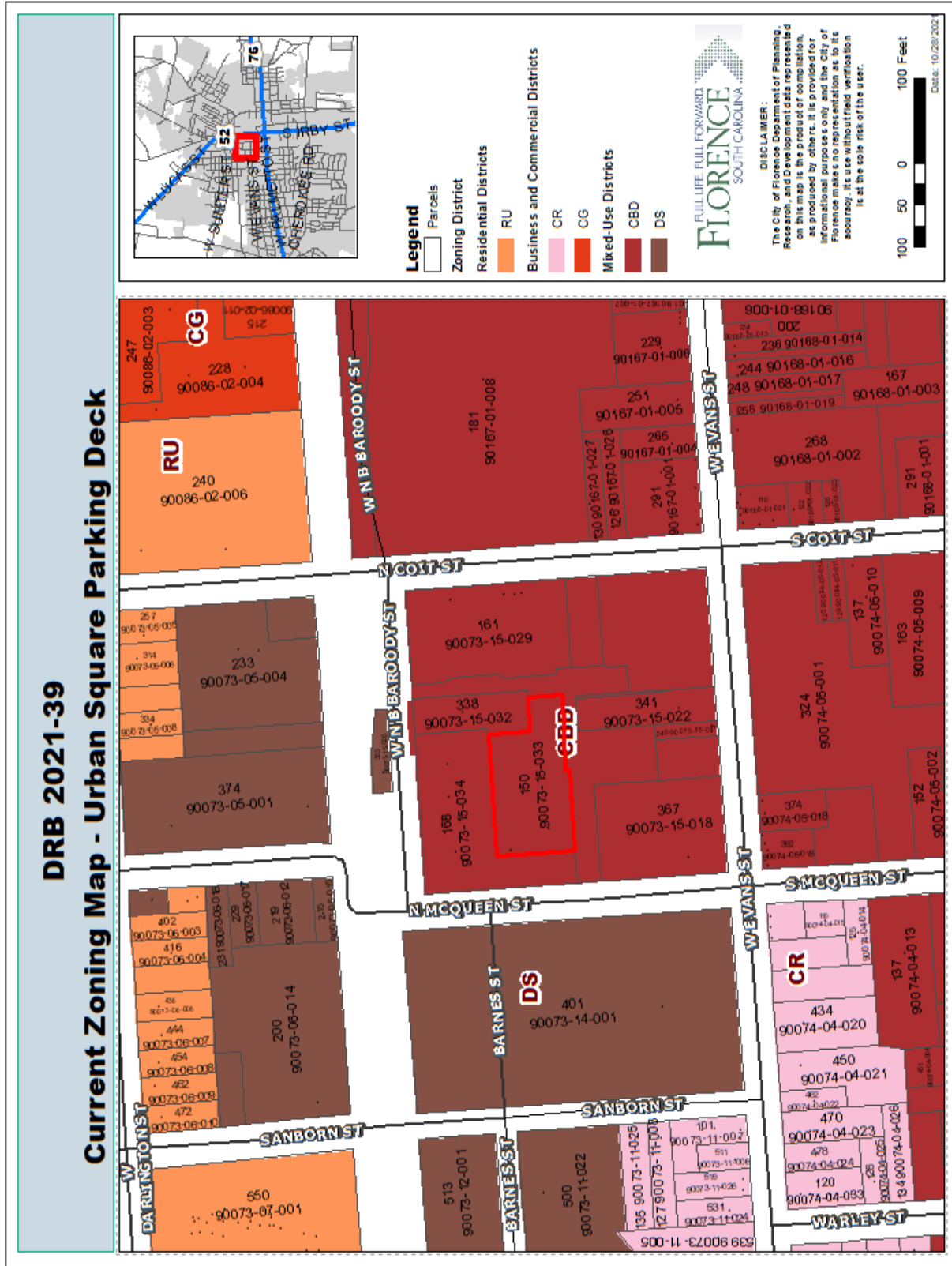
**Attachments**

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Overall Site Plan
- E. Elevations





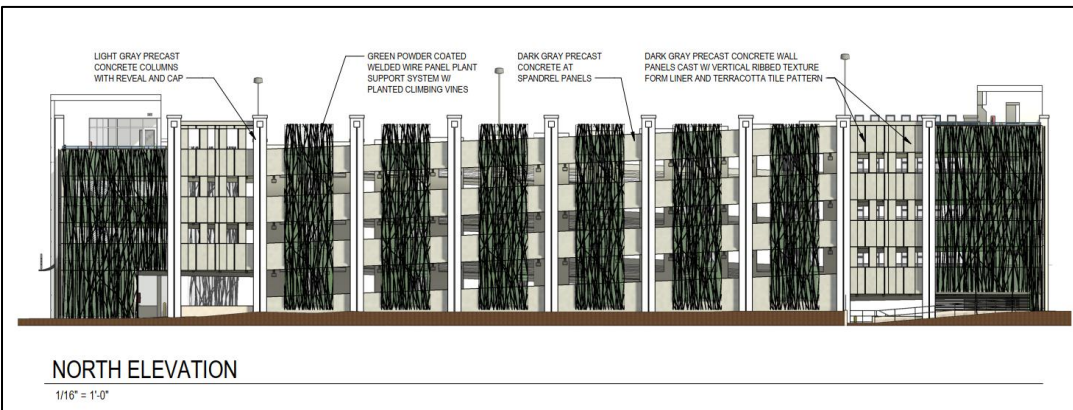
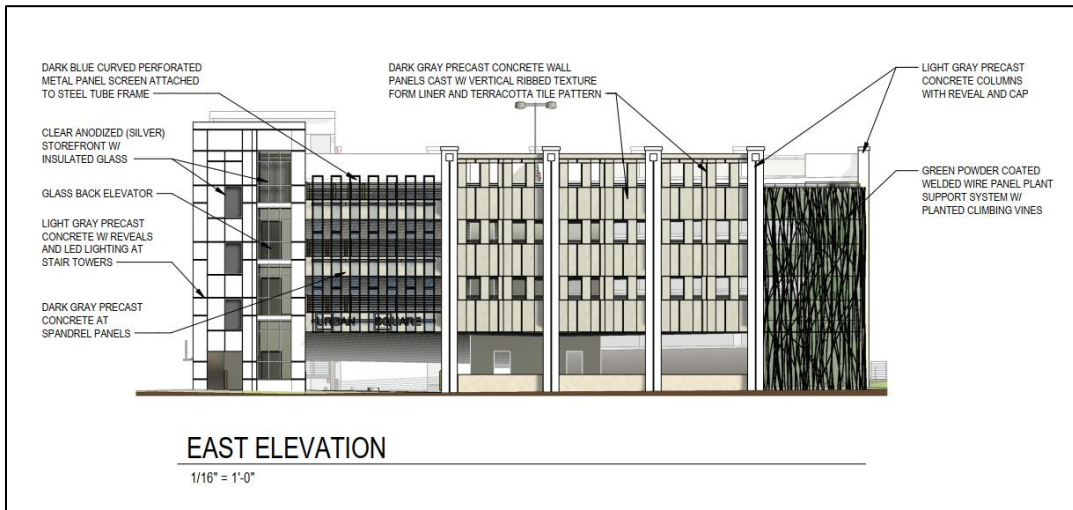
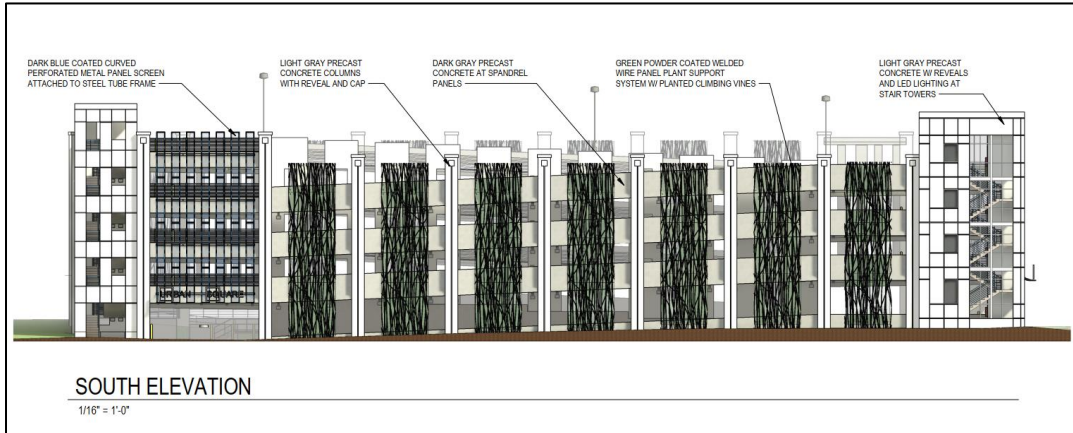


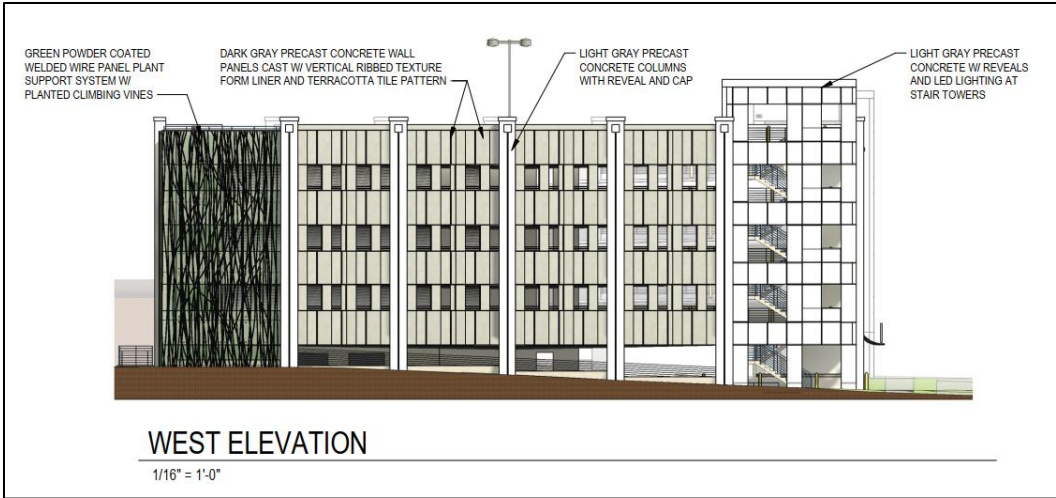


Attachment D: Overall Site Plan



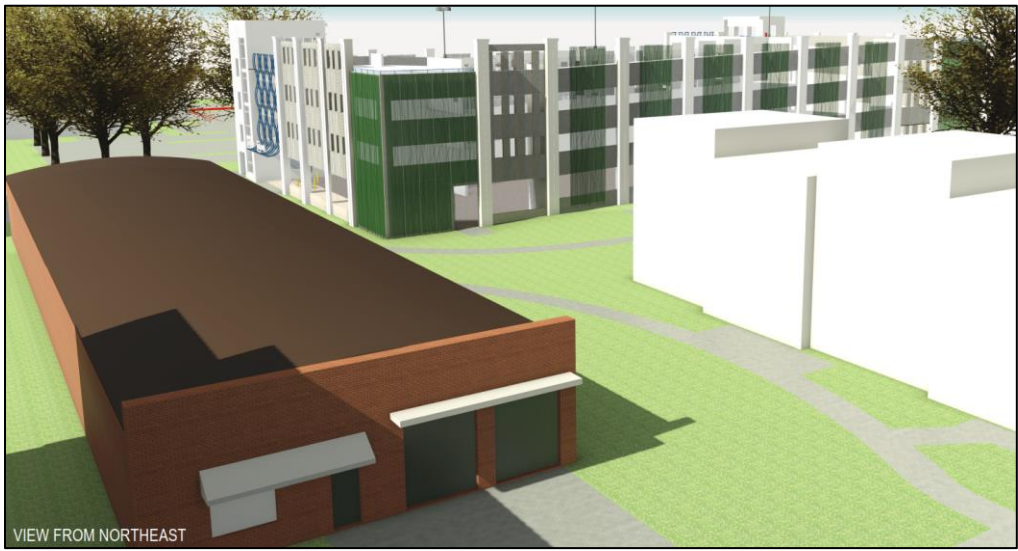
# Attachment E: Elevations







VIEW FROM NORTHWEST



VIEW FROM NORTHEAST