

CITY OF FLORENCE DESIGN REVIEW BOARD

CITY CENTER – COUNCIL CHAMBERS

324 WEST EVANS STREET, FLORENCE, SC

WEDNESDAY, DECEMBER 13, 2023 – 2:00 P.M.

MEETING AGENDA

I. Call to Order

II. Approval of Minutes Regular meeting held on November 8, 2023

III. Approval of 2024 Meeting Calendar

IV. Public Hearing and Matter in Position for Action

DRB-2023-21 Request for a Certificate of Appropriateness for renovations to be made to the building located at 400 West Cheves Street, specifically identified as Florence County Tax Map Number 90074-07-001 in the D-2 Downtown Overlay District.

V. Public Hearing and Matter in Position for Action

DRB-2023-22 Request for a Certificate of Appropriateness for demolition of the building located at 410 West Cheves Street, specifically identified as Florence County Tax Map Number 90074-07-001 in the D-1 Redevelopment Overlay District.

VI. Public Hearing and Matter in Position for Action

DRB-2023-23 Request for a Certificate of Appropriateness for changes to be made to the landscaping of the property located at 310 South Dargan Street, specifically identified as Florence County Tax Map Number 90087-06-015 in the D-3 Arts and Cultural Overlay District.

VII. Public Hearing and Matter in Position for Action

*** deferred to January, 2024 meeting***

DRB-2023-24 Request for a Certificate of Appropriateness for changes to be made to the previously approved building to be located at 175 North Dargan Street, specifically identified as Florence County Tax Map Number 90167-02-019 in the H-1 Historic Overlay District.

VIII. Public Hearing and Matter in Position for Action

DRB-2023-25 Request for a Certificate of Appropriateness for wall signage on the building located at 182 West Evans Street, specifically identified as Florence County Tax Map Number 90168-02-027 in the H-1 Historic Overlay District.

IX. Adjournment Next meeting is scheduled for January 10, 2024.

CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
NOVEMBER 8, 2023 MINUTES

a recording of this meeting is unavailable; these minutes are based on notes taken during the meeting

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

MEMBERS ABSENT: Jamie Carsten, Kyle Gunter, and David Lowe

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

CALL TO ORDER: In the absence of Chairman Carsten, Co-Chairman Collins called the November 8, 2023 meeting to order at 2:01 p.m.

APPROVAL OF MINUTES: Chairman Collins introduced the October 11, 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. Padgett 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-2023-18 Request for a Certificate of Appropriateness for renovations to be made to the outdoor spaces of the building located at 360 North Irby Street, specifically identified as Florence County Tax Map Number 90085-10-003 in the D-2 Downtown Overlay District.

Chairman Collins read the introduction to DRB-2023-18 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board. He outlined the plans of HopeHealth Medical Center for the outdoor space they are designing for their location on North Irby Street.

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

There was discussion regarding security of the space since HopeHealth wanted to encourage the public to use it. The Board members discussed the possibility that the park could be considered only open during daylight hours.

Chairman Collins called for a motion. Mr. McMillan moved that the request be approved as submitted by the applicant. Dr. Keith seconded, and the motion passed unanimously (7-0).

DRB-2023-19 Request for a Certificate of Appropriateness for an accessory building and renovations to a commercial building located at 657 South Coit Street, specifically

identified as Florence County Tax Map Number 90076-04-014 in the D-4 Timrod Park Overlay District.

Chairman Collins read the introduction to DRB-2023-19 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 Collins opened the public hearing. Dr. Dahlia Graham, the applicant, spoke on behalf of her request.

There being no one else to speak regarding the request, Chairman Collins closed the public hearing and called for discussion or a motion.

There was discussion regarding whether the installation of the wheelchair ramp would take up necessary parking spaces; it was decided that the applicant should provide written permission from the neighbor, Mr. Ashley Drayton, that she could use his parking spaces and drive on his lot to access the rear of her parcel as part of the conditions of her approval.

Mr. Elvington said that he knows the applicant, so he recused himself from voting.

Dr. Keith moved to approve the requests as submitted with the parking worked out with staff; Mr. Tedder seconded, and the motion to issue the COA passed unanimously (6-0) with Mr. Elvington recused.

ADJOURNMENT:

There being no other business, Chairman Collins adjourned the meeting at 2:35 p.m. The next meeting is scheduled for December 13, 2023 at 2:00 p.m.

Respectfully submitted by
Alane Zlotnicki, AICP
Senior Planner

**CITY OF FLORENCE, SOUTH CAROLINA
DESIGN REVIEW BOARD
2024 MEETING SCHEDULE**

2024 Design Review Board Meeting Schedule – second Wednesdays

| | | | |
|-------------|----------|--------------|-------------|
| January 10 | April 10 | July 10 | October 9 |
| February 14 | May 8 | August 14 | November 13 |
| March 13 | June 12 | September 11 | December 11 |

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

DATE: December 13, 2023

CASE NUMBERS: DRB-2023-21 (Renovation of 400 W. Cheves St.)
DRB-2023-22 (Demolition of 410 W. Cheves St.)

LOCATION: 400 and 410 West Cheves Street

TAX MAP NUMBER: 90074-07-001

OWNER OF RECORD: Bebe Finklea

APPLICANT: Gilbert Construction Co. Ltd.

PROJECT DESCRIPTION: Renovation of Building; Demolition of Building

OVERLAY DISTRICTS: D-1 Redevelopment and D-2 Downtown Overlay Districts

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to modify two attached buildings located on one parcel. He is proposing to renovate the brick building at 400 West Cheves Street and remove the stucco building at 410 West Cheves Street. The renovations include replacement of the front windows, repair to damaged trim, installation of a new roof, and interior changes to build out the space for offices. The removal of 410 West Cheves Street will enable additional parking to be developed onsite. The Scope of Work is shown on Attachment F.

Background Information

The conjoined commercial buildings were built in 1947 and consist of about 1325 square feet for 400 West Cheves Street and 1285 square feet for 410 West Cheves Street. They were used for a variety of commercial purposes in the past, with the most recent in 2016, but they have been vacant since then and have fallen into disrepair.

Staff Analysis

The Florence Historical Commission will review the demolition application at their monthly meeting on Monday, December 11, 2023 to determine if there is any historic significance to the building. Their determination will be shared with the Board.

In considering the issue of appropriateness of the renovation, the Design Review Board and the Downtown Planning Coordinator shall use the *Design Guidelines for Downtown Florence, South Carolina* prepared by Allison Platt & Associates and Hunter Interests Inc., as adopted by Florence City Council. For the request involving the demolition, the considerations listed below are not applicable. They do apply when considering the renovations proposed to the remaining building.

1. Every reasonable effort should be made to preserve and enhance the historically significant elements of a building. ***The basic form of the building will be preserved. The windows will be replaced in their***

original locations. One door on the South McQueen Street side will be removed. The awnings will be removed and not replaced.

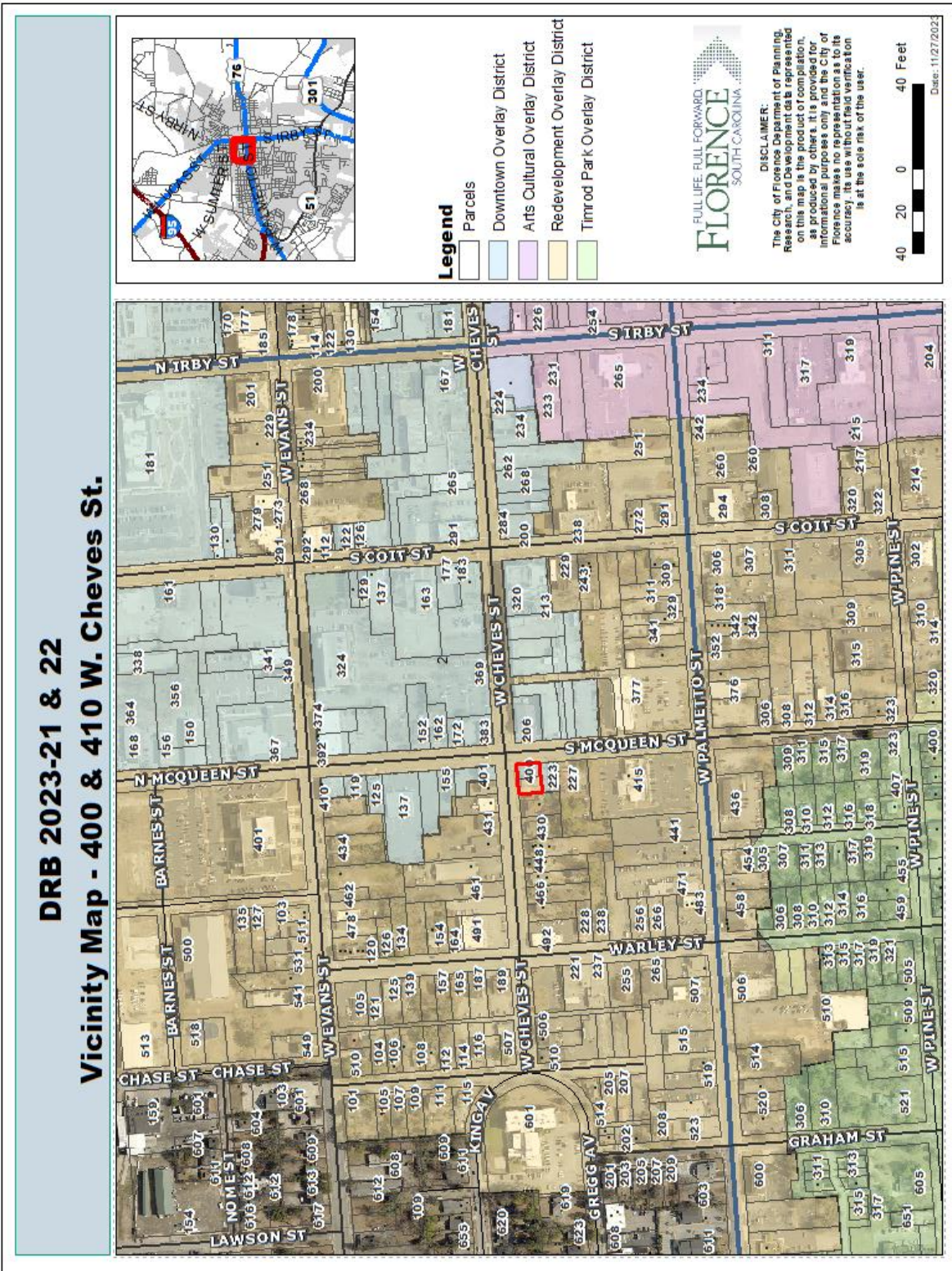
2. Architectural restoration, rather than renovation, is a preferred option when feasible. *The trim will be repaired and replaced as appropriate and painted white. The brick will be repainted the same color that it is now in order to give cohesiveness to the entire building including the newly exposed wall to the west.*
3. Qualities critical to overall design should be studied and retained when possible. *The windows are either missing or damaged beyond repair. The replacement windows will mimic the original windows on the side of the building. The windows proposed for the front will be different from the original, but appropriate to the building (see Attachment G).*
4. Before replacing historic elements of a building, preservation and consolidation should be considered. *The windows are not in a condition to be preserved or reused. The existing style will be repeated for the side windows; the new front façade windows will have aluminum storefront dividers. The roof will be replaced with the same style and color.*
5. All additions and renovations to existing structures should complement the original or historic elements in terms of material, size, shape, and color. *The brick siding will be restored and the windows and doors, with the exception of one door on the east side, will be in the same locations and of the same sizes as the originals.*
6. New construction should be appropriate to the period and style of character of the district as a whole. *No new construction is proposed; this is simply a renovation of the existing structure. The newly exposed west wall will be clad in brick painted to match the remainder of the building.*
7. To avoid deterioration and possible loss, all elements, especially the historically significant elements, should be carefully maintained. Repairs should match in terms of materials, size, shape, and color. *The replacement windows and doors are appropriate to the era and style of the building.*
8. Façade details such as cornice ornaments should not be covered to avoid the need for maintenance painting or refinishing. *Not applicable to this project.*

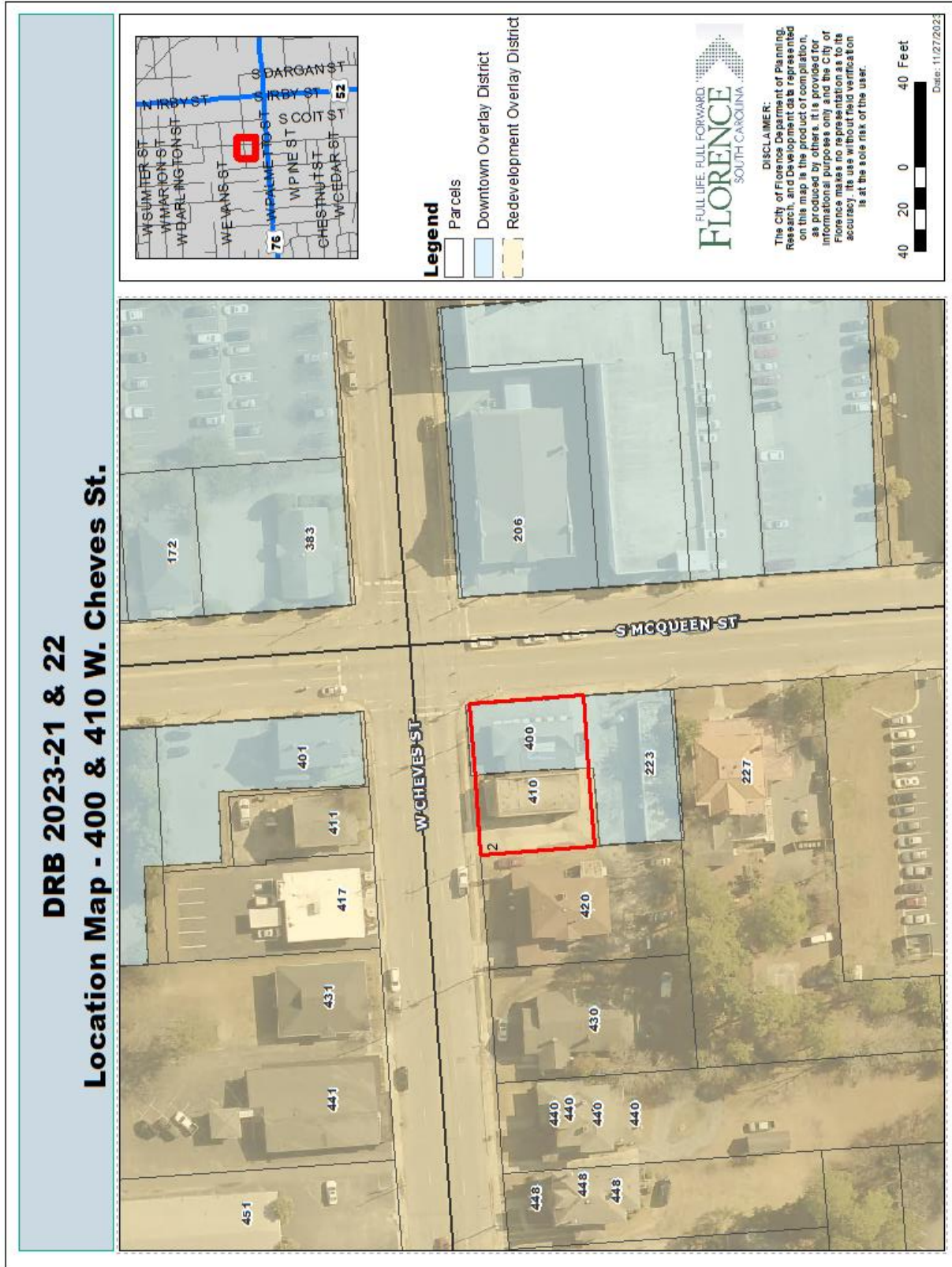
Board Action

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

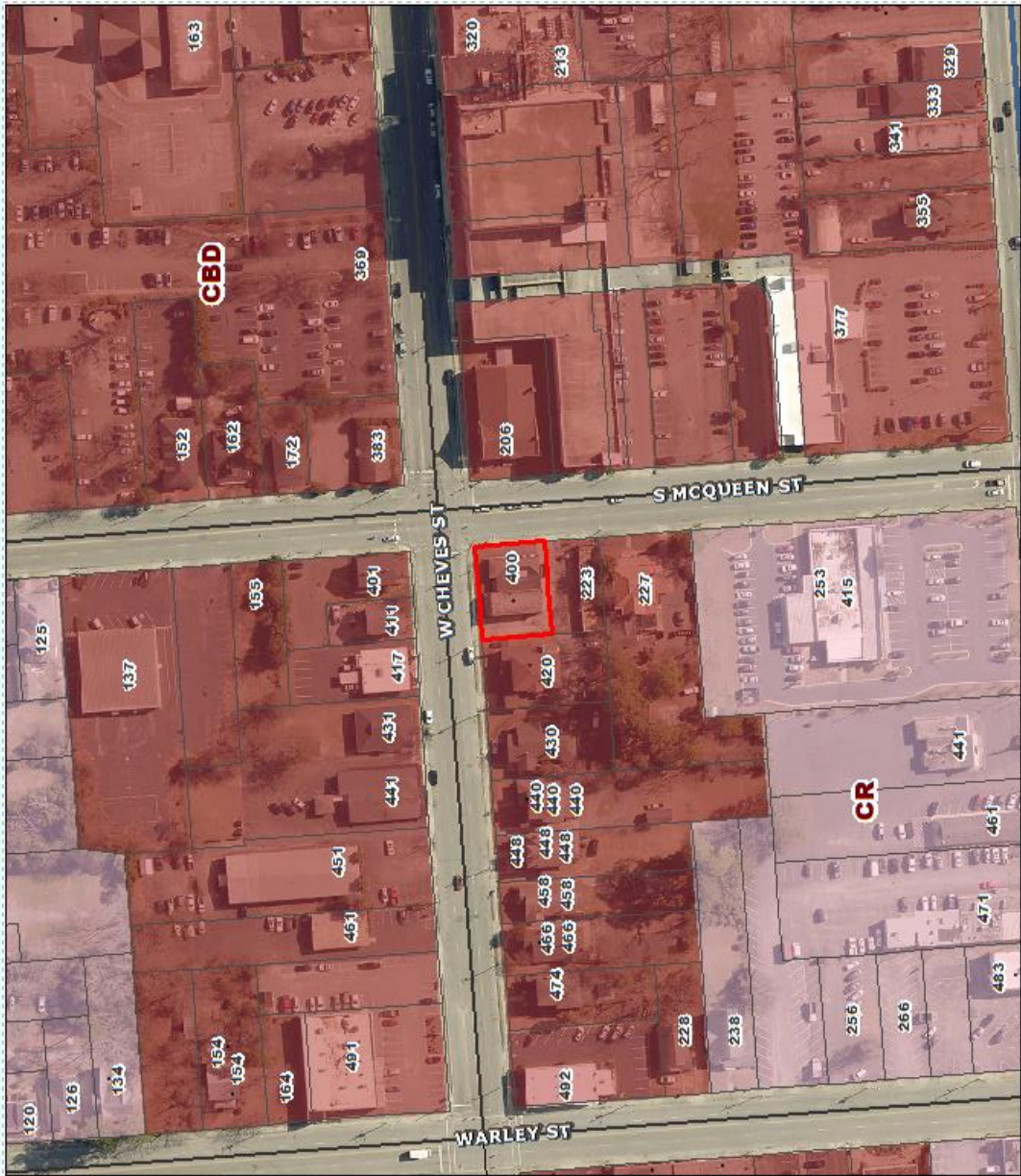
Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Property Tax File Card
- E. Site Plan: Before and After
- F. Scope of Work
- G. Renovation Elevations
- H. Site Photos: Before and Current
- I. Options for Board Action Based on Findings of Fact





**DRB 2023-21 & 22
Zoning Map - 400 & 410 W. Cheves St.**



- Legend**
- Parcels
 - Zoning District
 - Business and Commercial Districts
 - CR
 - Mixed-Use Districts
 - CBD



DISCLAIMER:
The City of Florence Department of Planning, Research, and Development data represented on this map is the product of compilation, as produced by others. It is provided for informational purposes only and the City of Florence makes no representation as to its accuracy. Its use without field verification is at the sole risk of the user.



Date: 11/27/2023

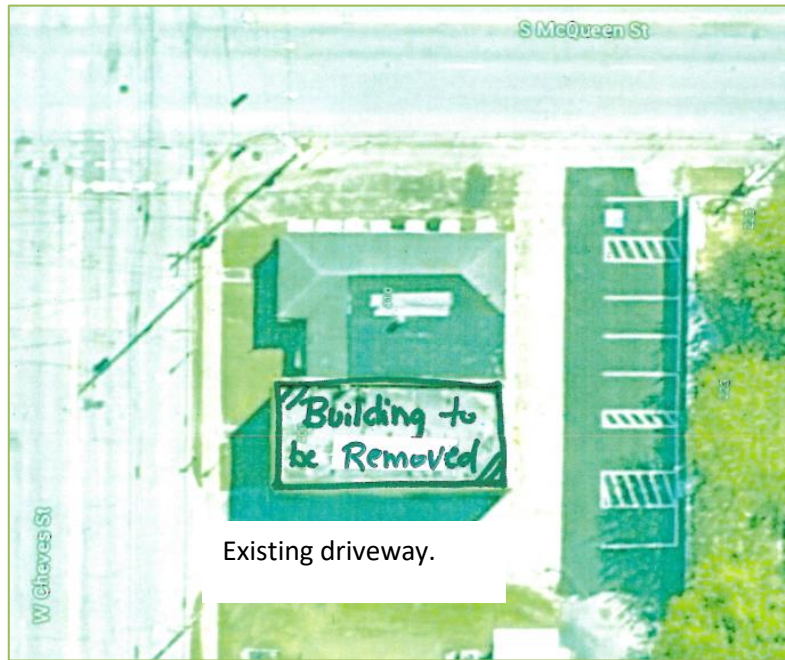
Attachment D: Property Tax File Card

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FLORENCE COUNTY TAX ASSESSOR
Property Card Record for MBP: 90074-07-001 TAX YEAR: 2023 9/16/23 8:31:34 PAGE: 70552
----- PROPERTY LOCATION Address -----== PROPERTY BILLING NAME/ADDRESS ==
Number: 00000 Suffix:
Street Name: 00000000T Street Suffix:
City: State: Zip: 00000 0000 PO BOX 5501
District: 110 Land Class: CI COMMERCIAL IMPROVED FLORENCE SC29501
Legal Desc: CHEVES & MCQUEEN TRS1&2
Land Characteristic Selections
01 Topography 1 Level
02 Street 1 Paved
02 Street 5 Curb & Gutter
02 Street 6 Sidewalk
03 Utilities 1 All Public Utilities
04 Fronting Traffic 5 Heavy
05 Ownership 1 Private
L A N D Lots: Eff Frontage: 50 Eff Depth: 85
L A N D Square Feet: Primary Site 7,500
L A N D Square Feet: 3,205
-----
C O M M E R C I A L MBP: 90074-07-001 BUILDING ID#: 001 SUFFIX#: 000
Category: 312 DISCOUNT STORES Yr.Built: 1947 Area Sq.Ft: 1,325
Improvement Cost with Additions: 9,484.35 Yard/Other Bldg Values: 2,084.94 Total Buildings Value: 2,869.29
-----
C O M M E R C I A L MBP: 90074-07-001 BUILDING ID#: 002 SUFFIX#: 000
Category: 312 DISCOUNT STORES Yr.Built: 1947 Area Sq.Ft: 1,285
Improvement Cost with Additions: 8,357.95 Yard/Other Bldg Values: 869.31 Total Buildings Value: 2,277.26
-----
--- Totals for MBP ---
# Buildings: 2 Building Value: 5,146.55 Land Market Value: 50,173.75
Market Acres: .00 Use Acres: .00 Land Use Value: .00
Bld/Land Use Total: 5,146.55 Bld/Land Mar.Total: 55,320.30 6% Bld Value: 5,146 # of 6% Blds: 2
Rental Acres: 0 Rental Acres Value: 0 Ren.Acres-Mar: 0 Ren.Acres Value-Mar: 0
Transfer Date: 10/20 DEED Book: 0881 Page: 1262 Sales Price: 7,000
Transfer Date: 10/20 DEED Book: 0881 Page: 1257 Sales Price: 35,000

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Attachment E: Site Plan: Before and After

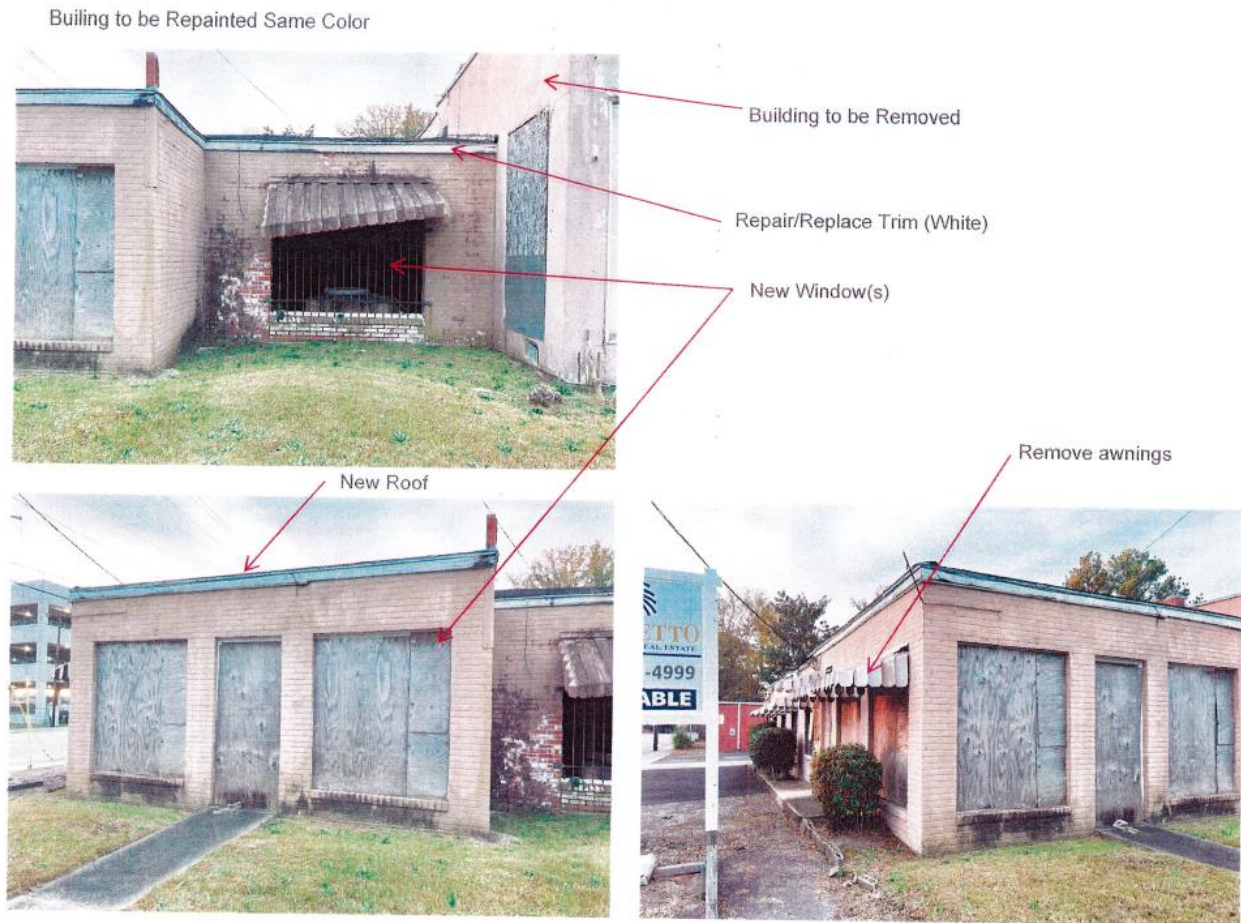


Original:

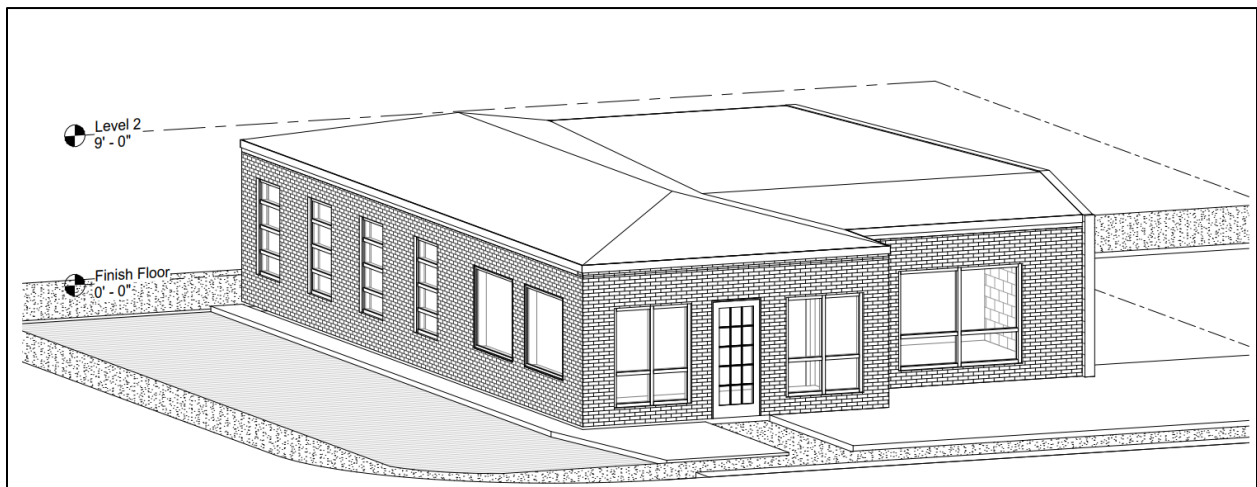


Proposed Site Plan:

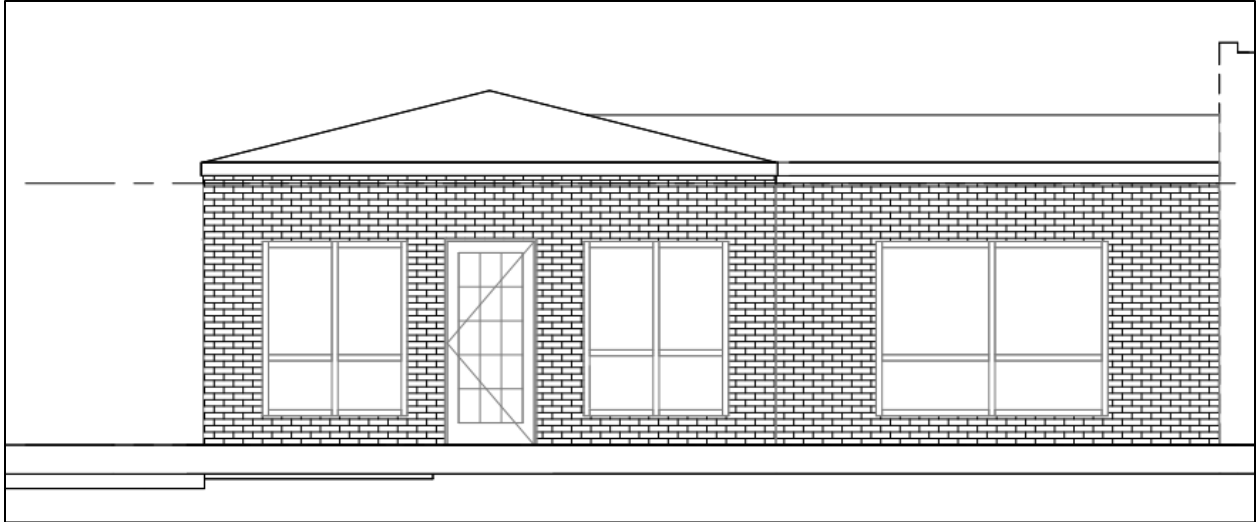
Attachment F: Scope of Work



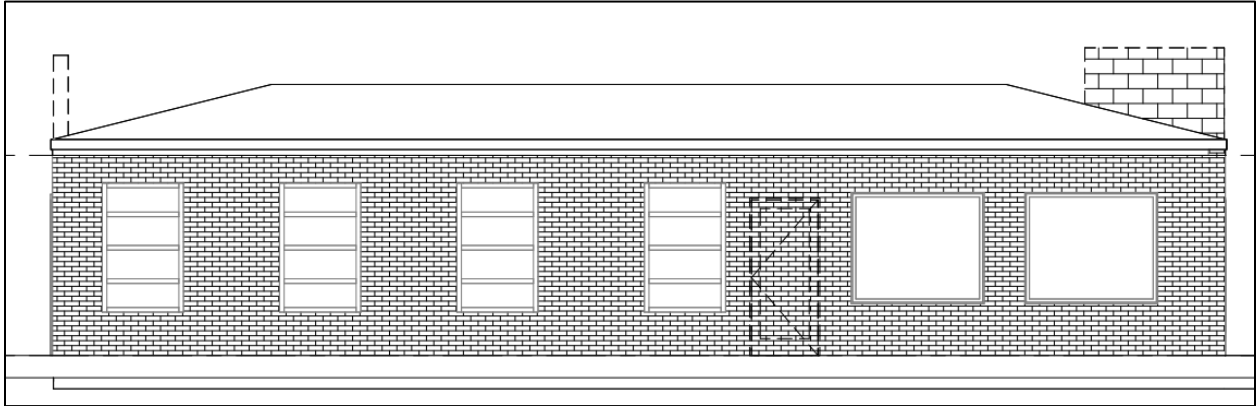
Attachment G: Renovation Elevations



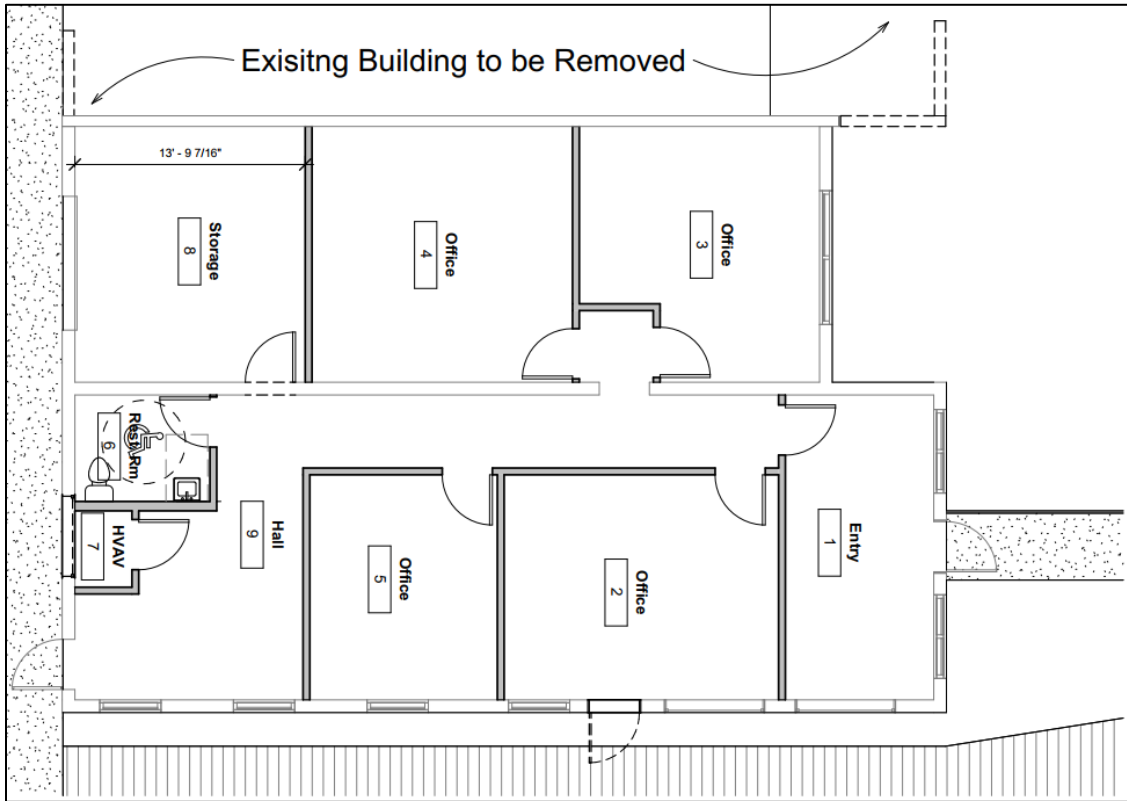
View of 400 West Cheves Street from the middle of the intersection of West Cheves Street and South McQueen Street looking southwest. The roof style is unaltered.



View from West Cheves Street looking at the front of the building. The windows and doors are in the same locations, but the window style is modified from the originals. It includes aluminum storefront window divisions. The roof style is unaltered.



View from South McQueen Street looking at the side of the building. The windows are to be replaced with the same styles and sizes, but the side door will be removed.



Floor plan of building. Front of building is on West Cheves Street.

Attachment H: Site Photos: Before and Current



West Cheves Street side from August 2012. These three windows are missing altogether from the building currently. They are to be replaced with traditional storefront windows with a grid pattern of two large over two small windows.



South McQueen Street side from April 2017. The four windows to the left of the door have four horizontal sections while the two larger windows to the right are picture windows. The proposed replacement windows have the same patterns.

Current photos of the building to be renovated (400 W. Cheves St.):



Front facing West Cheves Street. The windows and door are all missing.



Side facing South McQueen Street. The two picture windows are missing.



Rear of building. The brick portion will be renovated; the stucco portion on the left is to be demolished.

Building to be removed (410 W. Cheves St.):



Front facing West Cheves Street.



Side of building to be removed.

Attachment I: 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]

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

DATE: December 13, 2023

CASE NUMBER: DRB-2023-23

LOCATION: 310 South Dargan Street

TAX MAP NUMBER: 90087-06-015

OWNER OF RECORD: Asset Holdings Trust LLC

APPLICANT: Barron Ervin/Ervin Engineering

PROJECT DESCRIPTION: Removal of Landscaping from Commercial Parcel

OVERLAY DISTRICT: D-3, Arts and Culture Overlay District

Background Information

The former office of the Florence Morning News is located at 310 South Dargan Street. The 24,770 square foot building was constructed in 1995. The property is zoned Central Business District within the D-3, Arts and Culture Overlay District.

COA Description

The applicant is seeking a Certificate of Appropriateness (COA) for the removal of 18 trees from the parcel and around the building as illustrated below and in Attachment D.

1. 15" Oak
2. 15" Oak
3. 12" Oak
4. 15" Oak
5. 15" Maple
6. 15" Maple
7. 15" Bradford Pear
8. 10" Ligustrum
9. 10" Ligustrum
10. 7" Dogwood
11. 10" Ligustrum
12. 10" Ligustrum
13. 10" Maple
14. 12" Crape Myrtle
15. 12" Crape Myrtle
16. 7" Maple
17. 3" Crape Myrtle
18. 7" Maple
19. 10" Crape Myrtle to be moved



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.”

The City of Florence *Unified Development Ordinance* requires street trees and parking lot landscaping as well as foundation plantings for new development. Some, but not all, of the trees proposed for removal are damaged or diseased. No replacement trees have been proposed by the applicant to mitigate the removal of the mature trees.

Per Section 4-10.2.1 C. Building Landscaping, nonresidential buildings in the Central Business District are required to have a minimum three feet wide planting area around the front of the building, to contain one understory tree and ten shrubs per fifty linear feet. The building is 155 feet wide, so 3 understory trees and 30 shrubs are required along the front of the building. The remaining parking lot landscaping meets the requirements.

The proposed street tree removal will require additional review by the Parks Commission. If necessary, City staff will present the removal of the trees to the Commission at their next regularly scheduled meeting in January.

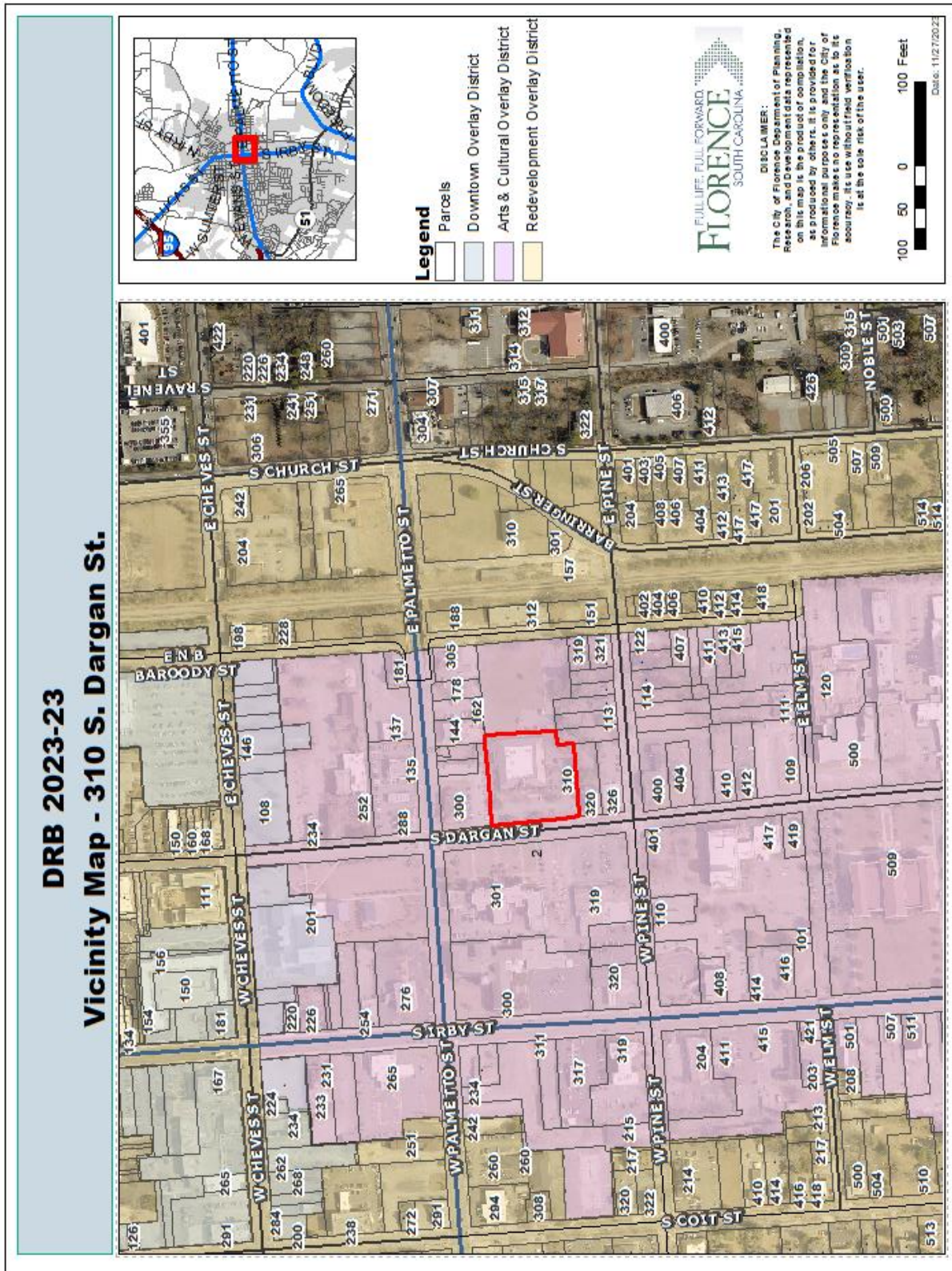
Board Action

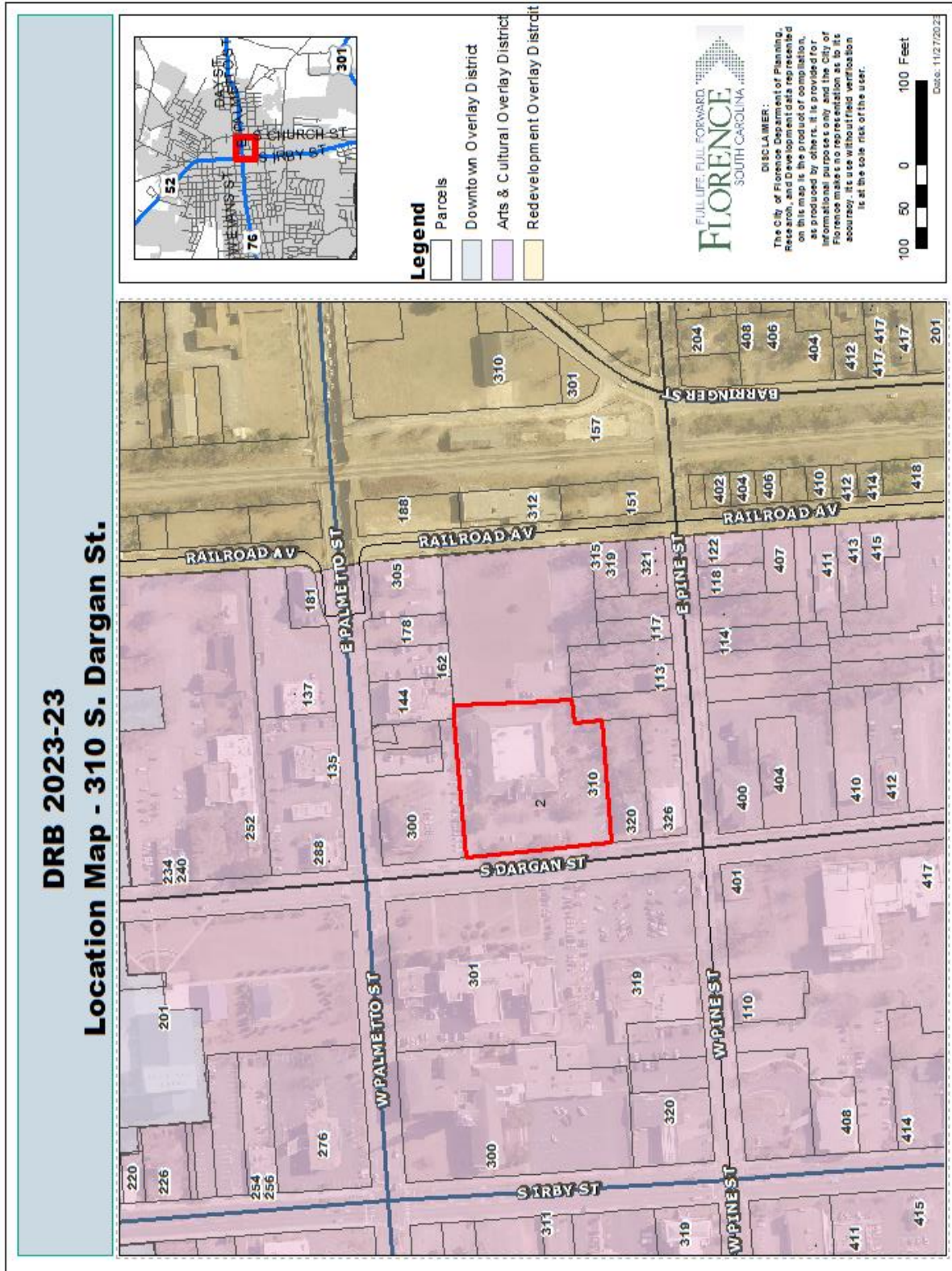
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the application.

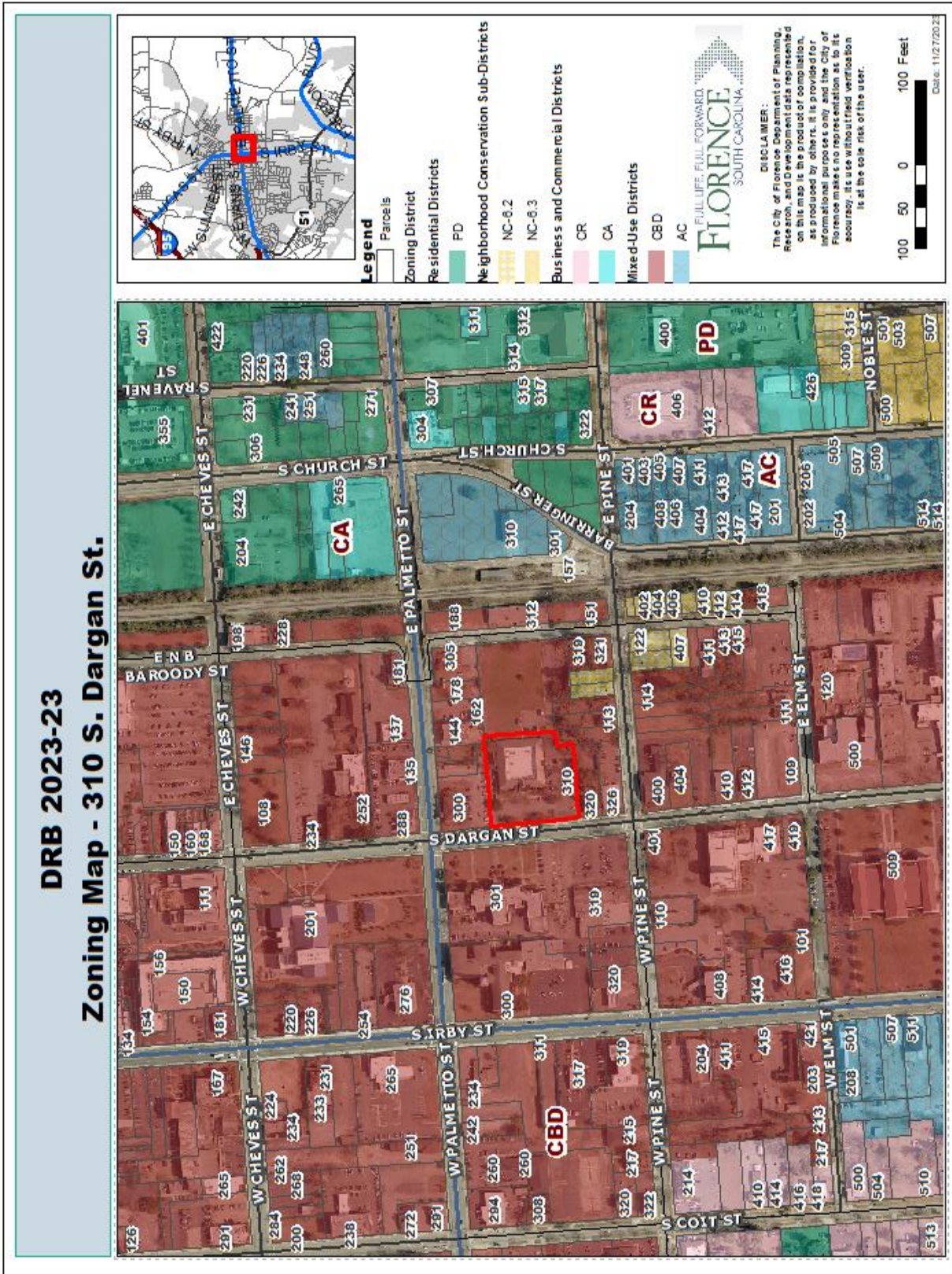
Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Tree Removal Plan
- E. Details
- F. Options for Board Action Based on Findings of Fact

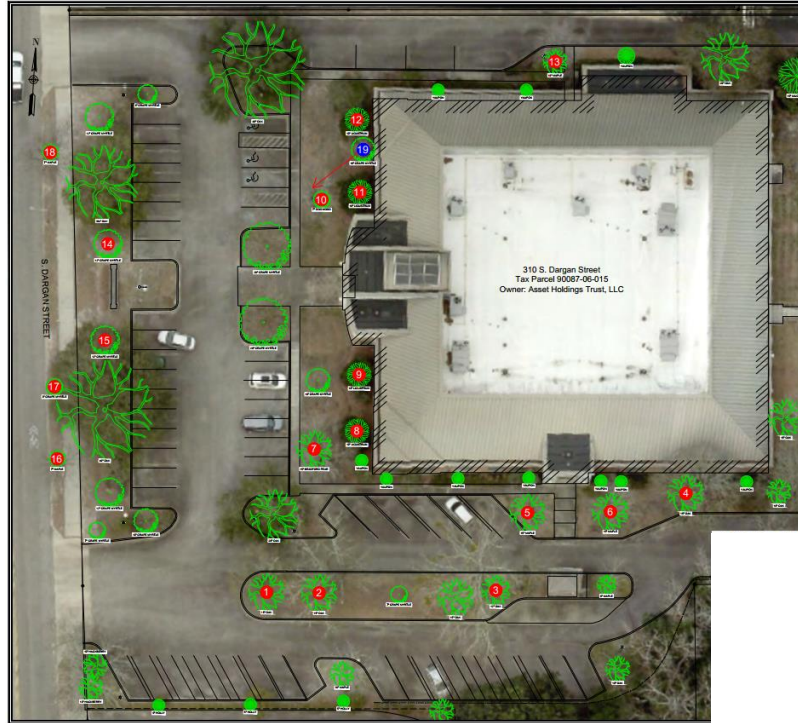
Attachment A: Vicinity Map







Attachment D: Tree Removal Plan



Attachment E: Details (numbers in red correspond to Tree Removal Plan)

SIDE RIGHT Island with Guard Shack #1, 2, 3
Remove all but one oak.
Leave the one good oak that is second from the guard shack.

SIDE RIGHT

Remove all small foundation holly.
Remove 3 red maples
Remove Water oak
PRUNE Oak on back corner
LEAVE Weeping Yaupon Hollys

#4, 5, 6



Front Building Facade
Right, when facing Building

#7, 8, 9

Take out bradford pear
Take out ligustrum up near building
LEAVE crepe myrtle



Front Building Facade
LEFT when facing Building

#10, 11, 12

Remove ligustrum
Remove dogwood
MOVE Crepe toward sidewalk to match other side



SIDE LEFT

Remove all foundation holly plants
Remove weak red maple near side entry
Prune Oaks

#13



Front Parking Planting

Remove Crepe Myrtle in front of sign
Prune up lower limbs on corner oak

#14, 15



Front Bed Between Sidewalk and Street.

Remove All Trees

#16, 17, 18



Attachment F: 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]

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

DATE: December 13, 2023
CASE NUMBER: DRB-2023-25
LOCATION: 182 West Evans Street
TAX MAP NUMBER: 90168-02-027
OWNER OF RECORD: Donald Blakely
APPLICANT: Gloria Anderson
PROJECT DESCRIPTION: Commercial Wall Sign
OVERLAY DISTRICT: H-1 Historic Overlay District
ZONING DISTRICT: Central Business District

Project Description

The applicant is seeking a Certificate of Appropriateness (COA) to approve the installation of wall signage to the front of the commercial building located at 182 West Evans Street, Tax Map Parcel 90168-02-027. The proposal is a 3' by 5' internally illuminated sign with a flat plastic face. It is 7" in depth, made of aluminum with no raised lettering.

Background Information

The building was constructed in 1920 and has a total of 5,792 square feet. The applicant is relocating Trendy Twist Boutique to this downtown space from her location on South Cashua Drive and wishes to reuse the wall sign from her original storefront. Previously the boutique Mi Ladies 182 was located in this space.

Staff Analysis

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

Business signage

The following materials are recommended:

- Wood (carved, sandblasted, etched, and properly sealed, primed, and painted or stained)
- Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to protect against corrosion)
- High density pre-formed foam or similar material. New materials may be appropriate if properly designed in a manner consistent with these guidelines and painted or otherwise

finished to complement the architecture

- Custom neon tubing, in the form of graphics or lettering, may be incorporated into several of the above permitted sign types.
- Sign material should be compatible with the design of the face of the façade where it is to be placed.

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

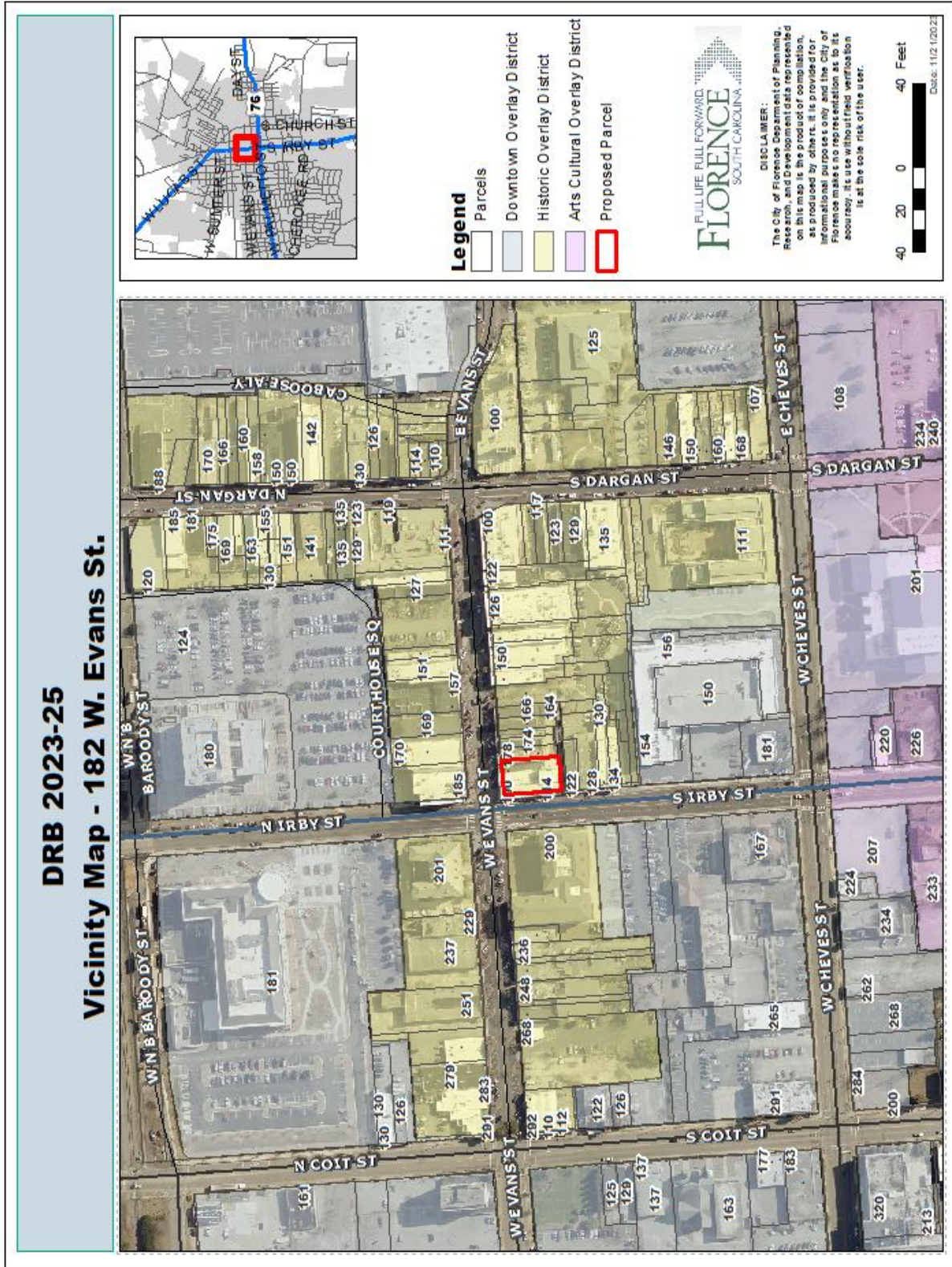
The proposal includes one internally lit wall sign which is to be mounted to the wall over the door to replace the Mi Ladies 182 wall sign. The sign has an area of 15 square feet and consists of a flat plastic face in a 7" deep aluminum frame.

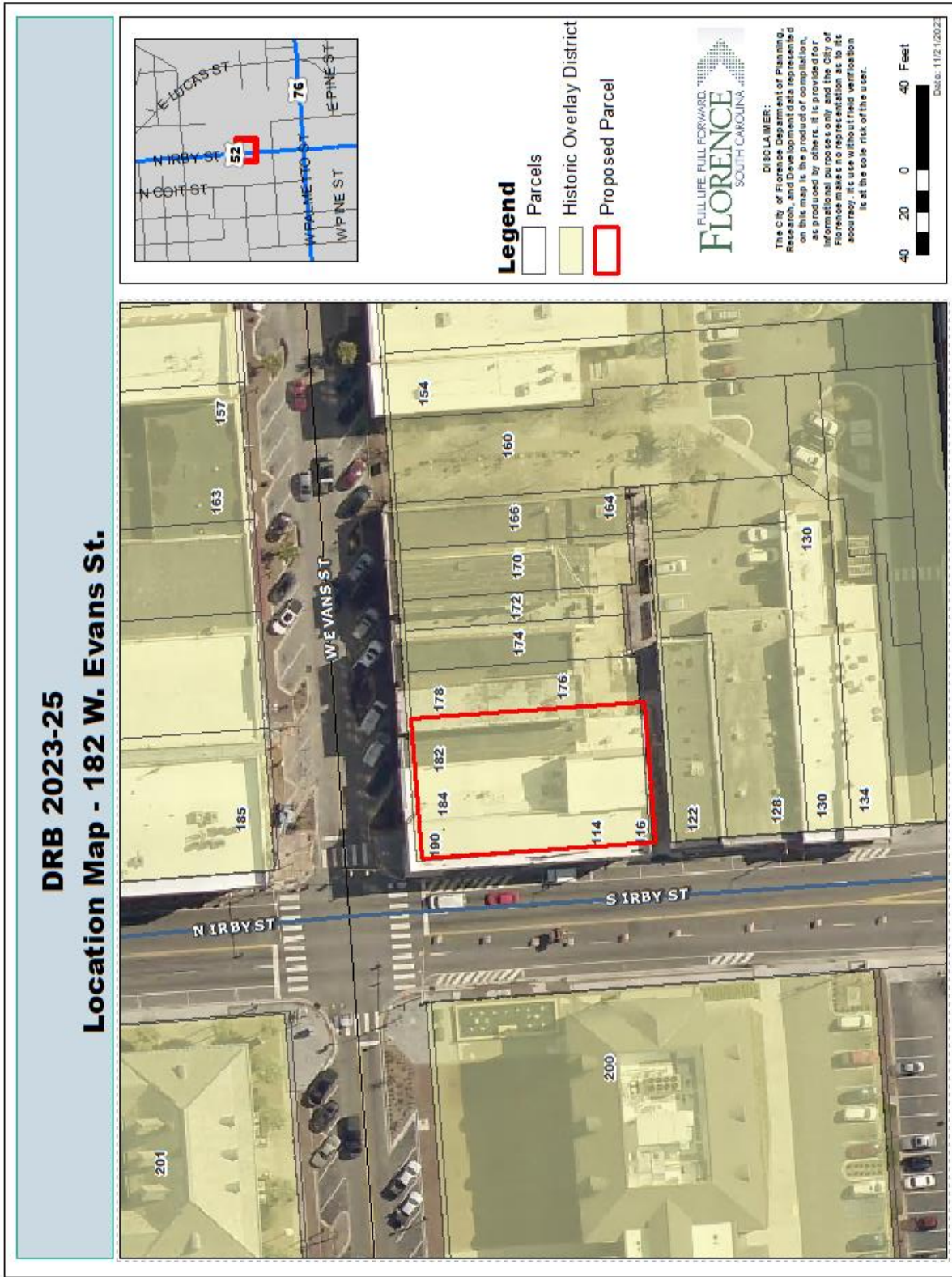
Board Action

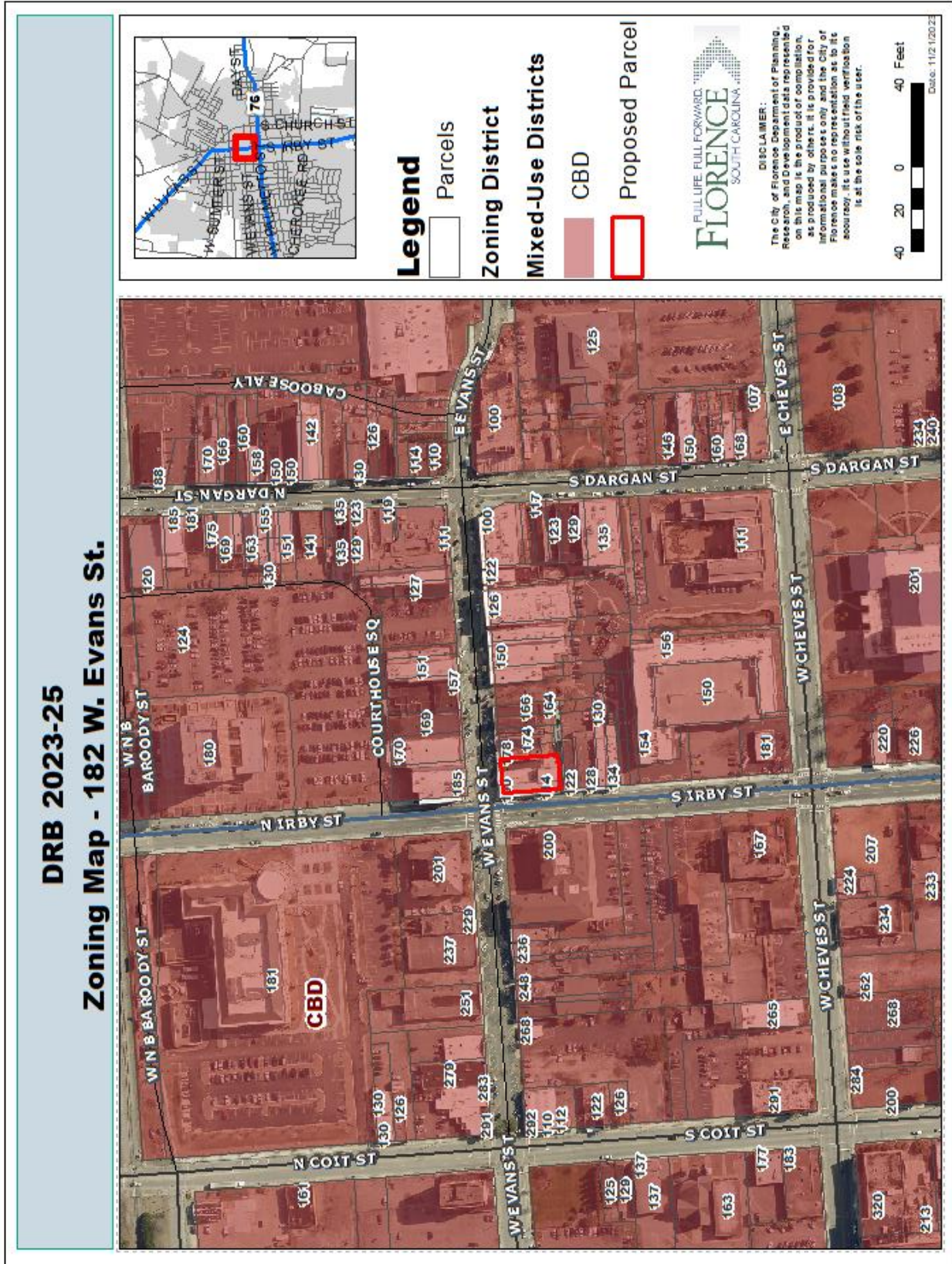
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2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the request on the application.

Attachments

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. New Location Site Photo
- E. Proposed Signage in its Current Site
- F. Options for Board Action Based on Findings of Fact







Attachment D: New Location Site Photo



Attachment E: Proposed Signage in its Current Site



Attachment F: 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]