

**MINUTES
TOWN OF FORT MILL
HISTORIC REVIEW BOARD MEETING
March 27, 2014
112 Confederate Street
4:00 PM**

Present: Acting Chair Chip Heemsoth, Carolyn Blair, Melissa White, Dan Dodd, Louis Roman, Planning Director Joe Cronin

Absent: None

Guests: None

Acting Chairman Heemsoth called the meeting to order at 4:02 pm.

Scott Couchenour was introduced by Planning Director Cronin as the newest member of the Historic Review Board. Mr. Couchenour introduced himself to the Board. Acting Chairman Heemsoth welcomed Mr. Couchenour to the Board.

ELECTION OF CHAIR & VICE-CHAIR FOR 2014

Planning Director Cronin stated that since the reorganization of the HRB has been completed, the board needs to select a permanent Chair and Vice-Chair for the remainder of 2014. Acting Chairman Heemsoth asked if there were any nominations.

Acting Chairman Heemsoth passed the gavel and nominated Ms. Blair for Chair. Ms. White seconded the motion.

Mr. Dodd nominated Mr. Roman for Chair. Mr. Heemsoth seconded the motion.

Ms. Blair stated that she would like withdraw her name from consideration for Chair.

Acting Chairman Heemsoth asked if there were any other nominations. Hearing none, the motion to elect Mr. Roman as Chair was put for a vote. The vote in favor was adopted unanimously, and Mr. Roman assumed the duties of Chair.

Chairman Roman asked for nominations for the position of Vice-Chair.

Ms. Blair nominated Mr. Heemsoth for Vice-Chair. Mr. Couchenour seconded the motion.

Chairman Roman asked if there were any other nominations. Hearing none, the motion to elect Mr. Heemsoth as Vice-Chair was put for a vote. The vote in favor was adopted unanimously.

SELECTION OF STANDING MEETING DATE & TIME

Planning Director Cronin stated that as part of the reorganization process, each board must have a standing meeting date and time. Currently, the HRB is the only one of the major boards that meets on an as-needed basis. A discussion took place.

Mr. Heemsoth made a motion to set the standing meeting date for 4:30 PM on the second Tuesday of each month. Mr. Couchenour seconded the motion. There being no further discussion, Chairman Roman called for a vote. The motion was approved by a vote of 6-0.

APPROVAL OF MINUTES

Mr. Heemsoth made a motion to approve the minutes from the March 27, 2014, meeting as presented, with a second by Ms. Blair. The minutes were approved by a vote of 6-0.

NEW BUSINESS

1. **Request for Certificate of Appropriateness: 114 Main Street:** Planning Director Cronin provided a brief overview of the request, the purpose of which was to install an iron hand rail along the left side of the front steps at 114 Main Street (John Lovsin Agency, Nationwide Insurance). The board determined that the proposed hand rail was consistent with an existing railing located on the steps at the bottom of Main Street. Ms. Blair made a motion to approve the request for a Certificate of Appropriateness, with a second by Mr. Heemsoth. Mr. Dodd offered an amendment that the railing should not extend past the front façade of the building, and should not obstruct the sidewalk along Main Street. Mr. Blair and Mr. Heemsoth accepted Mr. Dodd's amendment to the original motion. There being no further discussion, Chairman Roman Called for a vote. The amended motion was approved by a vote of 6-0.

ITEMS FOR INFORMATION / DISCUSSION

1. **Discussion of Rehabilitation Guidelines for 119 Banks Street (Mack-Belk House):** Planning Director Cronin stated that there were several prospective buyers interested in purchasing the Mack-Belk House, many of whom had questions regarding rehabilitation and preservation requirements for the property. Several interested buyers were invited to the meeting to discuss the property with the board; however, the property went under contract with another buyer the previous week and the interested parties were not in attendance. Planning Director Cronin stated that if he was contacted by the purchaser, he would offer him or her the same opportunity to discuss the property with the board at a future meeting.
2. **Discussion of Development of a Historic Preservation Manual:** Chairman Roman stated his opinion that the town needs to develop a Historic Preservation Manual, and provided board members with a copy of a similar manual used in the city of Beaufort, SC. This manual would provide consistent, objective criteria for property owners, developers and businesses seeking to undertake development and rehabilitation projects within the town's

historic overlay district. A discussion took place. Board members were asked to review similar manuals from other cities inside and outside of SC. Preferred samples may be sent to Planning Director Cronin, who will send copies by email to other members of the board for review. Chairman Roman also asked board members to consider whether the board should recommend adjusting the boundaries of the historic district. This item will be discussed in greater detail at a later meeting.

There being no further business, the meeting was adjourned at 5:15 pm.

Respectfully submitted,

Joe Cronin
Planning Director