



**TOWN OF FORT MILL  
HISTORIC REVIEW BOARD MEETING**

**June 10, 2014**  
**The Spratt Building – 215 Main Street**  
**4:30 PM**

**AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

1. HRB Meeting: May 23, 2014 *[Pages 2-4]*

**NEW BUSINESS**

1. Request for Certificate of Appropriateness *[Pages 5-13]*

Applicant Name: Robert Hess  
Owner Name: Process Properties LLC  
Property Address: 100 Main Street  
Purpose: Construction of 620 Sq. Ft. Addition (Conference Room)  
Zoning: LC with Historic Overlay

2. Request for Certificate of Appropriateness *[Pages 14-18]*

Applicant Name: Ed Currie / Pucker Butt Pepper Co.  
Owner Name: Bob Hill  
Property Address: 235 Main Street  
Purpose: Change color and signage on front façade  
Zoning: LC with Historic Overlay

**ITEMS FOR INFORMATION / DISCUSSION**

1. Discussion of Rehabilitation Guidelines for 119 Banks Street (Mack-Belk House)

**ADJOURN**

**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



T O W N O F F O R T M I L L

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

NO. \_\_\_\_\_  
(supplied by secretary)

DATE April 24, 2014

Property Information

Location: Certified house no. 100 Street MAIN

Located between cross streets of MAIN STREET

and ACADEMY STREET

Applicant/Owner Information

Applicant name ROBERT HESS Telephone 704-516-4828

Mailing address 1153 HAMMOND DR. MATTHEWS, NC 28104

Owner name (if different) CHIP SMITH Telephone \_\_\_\_\_

Mailing address \_\_\_\_\_

Other Project Contacts

Author of drawing ROBERT HESS Telephone 704-516-4828

Contractor, if known \_\_\_\_\_ Telephone \_\_\_\_\_

COMMISSION STAFF CHECKLIST (to be checked by commission secretary to verify completeness of application)

- |   |  |
|---|--|
| <input type="checkbox"/> Application, adequately filled out | <input type="checkbox"/> Site plan                     |
| <input type="checkbox"/> Photos of existing, overall views  | <input type="checkbox"/> Bldg. elevations, floor plans |
| <input type="checkbox"/> Detail photos                      | <input type="checkbox"/> Manufacturer's literature     |
| <input type="checkbox"/> Streetscape photos                 | <input type="checkbox"/> Paint chips or other samples  |
| <input type="checkbox"/> commission secretary's initials    |  |

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS - Page 2

WORK SUMMARY Please check areas of proposed work and explain below as needed.

	<u>Type of work proposed</u> (check all that apply)	<u>Detailed on drawings</u> (check as appropriate)	<u>Explained below</u> (check as appropriate)
DEMOLITION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
REHABILITATION OF EXISTING BUILDINGS			
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gutters/downspouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chimney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors/entrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cornice/frieze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ornamentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awning/canopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storefront	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color/painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONS TO BUILDINGS			
Room addition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porch or deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greenhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dormer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skylight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chimney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW STRUCTURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE WORK

Fence or wall	_____	_____	_____
Site lighting	_____	_____	_____
Street furniture	_____	_____	_____
Special features	_____	_____	_____
Parking	_____	_____	_____
Walks, patios	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	_____	_____	_____
(explain below)	_____	_____	_____
GRAPHICS/SIGNAGE	_____	_____	_____
MAINTENANCE	_____	_____	_____
(Explain below)	_____	_____	_____
EMERGENCY REPAIR	_____	_____	_____
(Explain below)	_____	_____	_____

EXPLAIN PROPOSED WORK: (attach continuation sheets as needed)

PROJECT CONSISTS OF AN APPROX. 620 SQ. FT. ADDITION TO  
THE EXISTING STRUCTURE CURRENTLY HOUSING THE  
EW PROCESS OFFICES. FINISHES ARE TO MATCH THE  
EXTERIOR BRICK & TRIM TO THE EXTENT POSSIBLE.

PLANS, ELEVATIONS & PHOTOS ATTACHED.

Robert L. New  
 Signature of Applicant

4-24-2014  
 Date

Applicant: Have you consulted the commission's guidelines for your project?

yes  no







SEAL

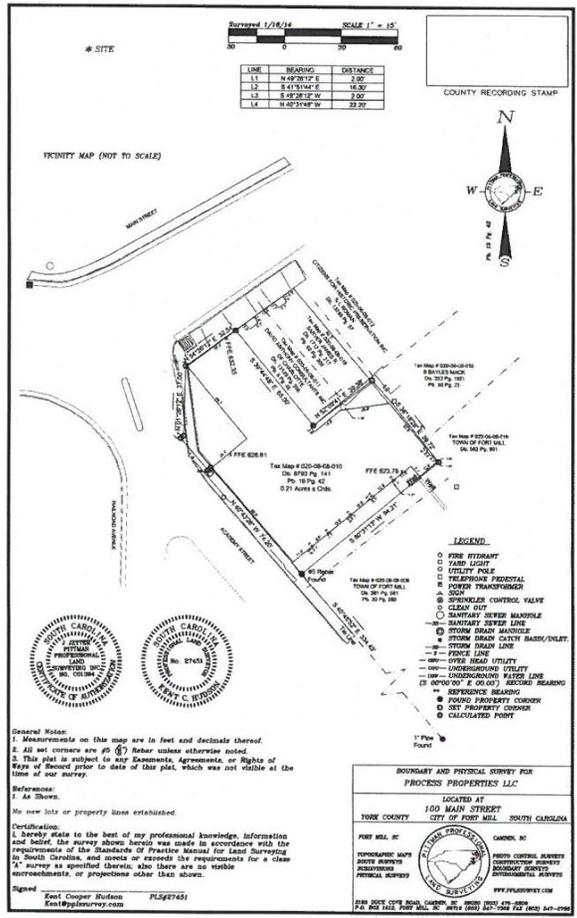
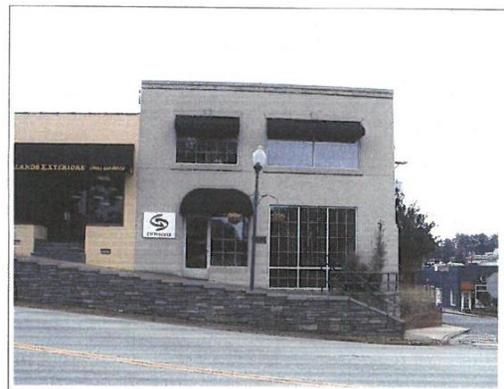
REVISIONS:
DESIGN 04/22/2014

CONFERENCE ROOM ADDITION  
for  
EW PROCESS  
100 MAIN STREET  
FORT MILL, S.C. 29715

ROBERT C. HESS, ARCHITECT  
7153 HAMMOND DRIVE  
MAYHEW, N.C. 28752  
(704) 516-4828

EW PROCESS 3 - CONFERENCE ROOM ADDITION  
for MAIN OFFICES  
100 MAIN STREET  
FORT MILL, S.C. 29715  
PROPOSED EW PROCESS 3 - EXISTING SITE PLAN & PHOTOS

P-1 PROPOSED  
SHT. 1 OF 3



SEAL

REVISIONS:

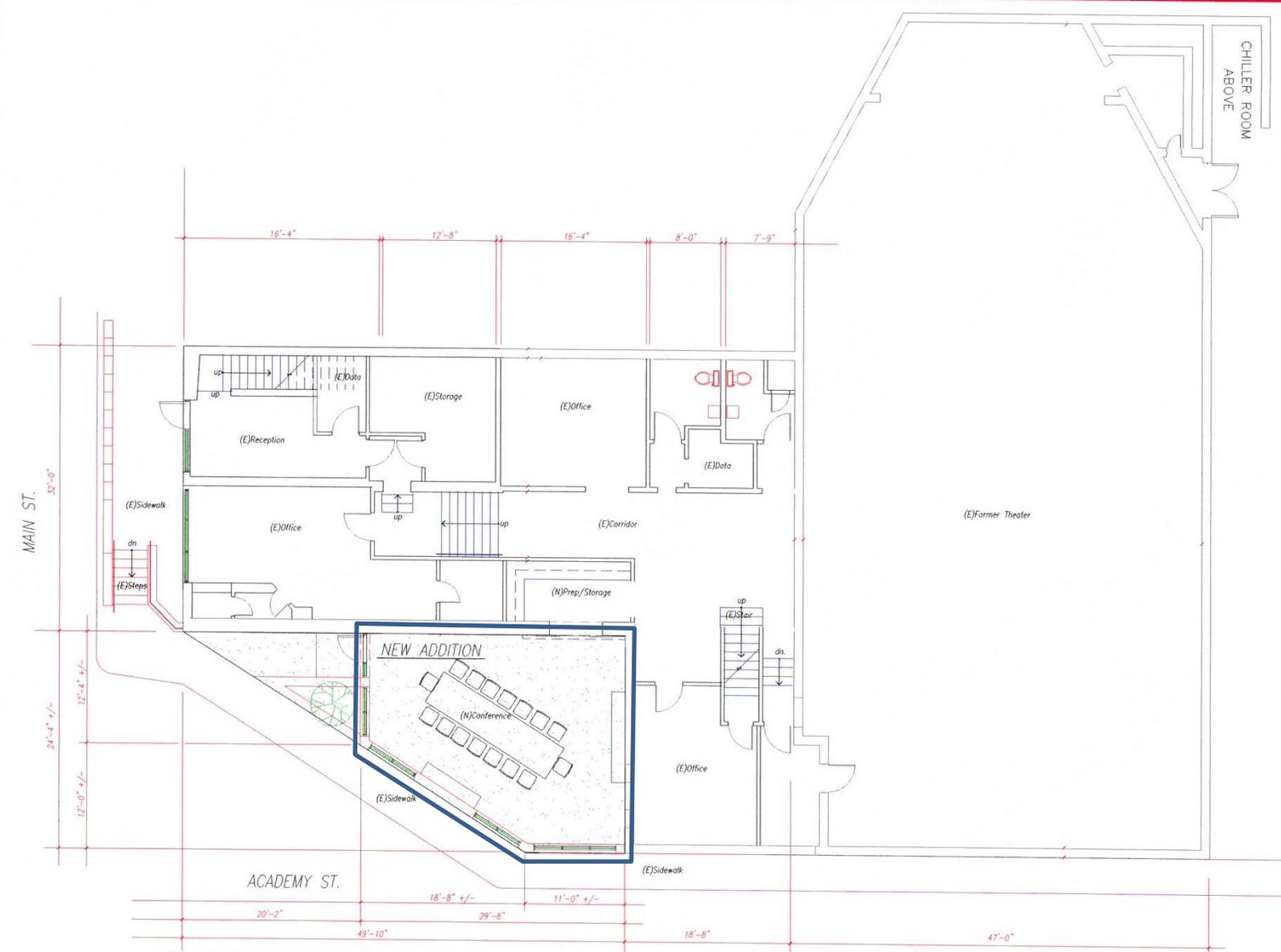
DESIGN	04/22/14

ROBERT G. HESS, ARCHITECT  
 400 SARDIS GROVE LANE  
 MATTHEWS, N.C. 28105  
 (704) 516-4828

EW PROCESS 3 - CONFERENCE ROOM ADDITION  
 for MAIN OFFICES  
 PORT MILL, S.C. 29715

PROPOSED PLAN

P-2 PROPOSED  
 SH. 2 OF 3



**EW PROCESS-CONFERENCE ROOM ADDITION**

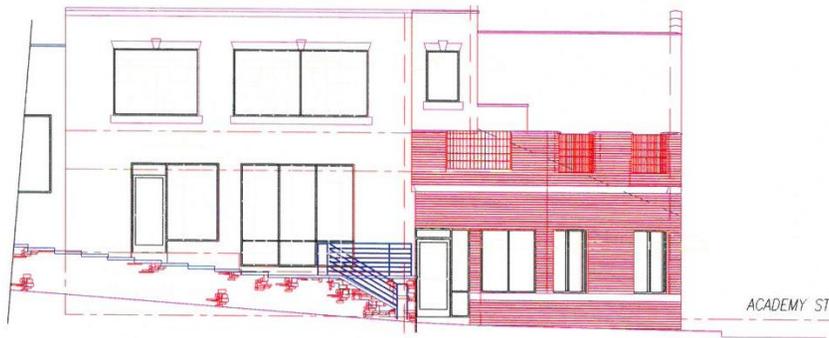
100 Main Street  
 Fort Mill, S.C.



SEAL

REVISIONS:

DESIGN 04/22/14

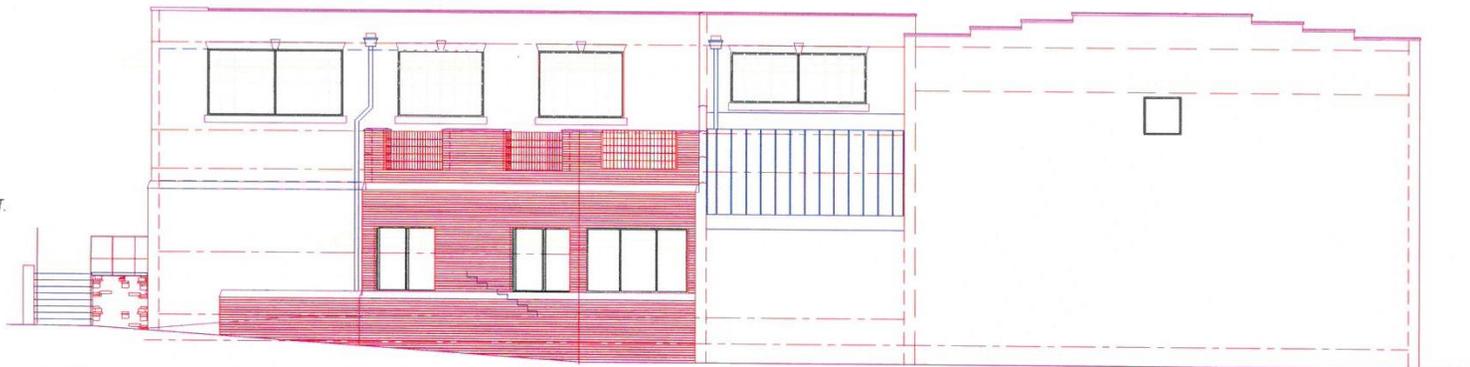


EW PROCESS-FRONT ELEVATION ALONG MAIN STREET  
SHOWING CONFERENCE ROOM ADDITION

1/4" = 1'-0"  
 0 1 2  
 6 3

ROBERT G. HESS, ARCHITECT  
 1153 HAMMOND DRIVE  
 MATTHEWS, N.C. 28104  
 (704) 516-4828

MAIN ST.



EW PROCESS-SIDE ELEVATION ALONG ACADEMY STREET  
SHOWING CONFERENCE ROOM ADDITION

1/4" = 1'-0"  
 0 1 2  
 6 3

EW PROCESS 3 - CONFERENCE ROOM ADDITION  
 for MAIN OFFICES  
 100 MAIN STREET  
 FORT MILL, S.C. 29715  
 PROPOSED ELEVATIONS

P-3 PROPOSED  
 SH. 3 OF 3



T O W N O F F O R T M I L L

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

NO. \_\_\_\_\_  
(supplied by secretary)

DATE June 6, 2014

Property Information

Location: Certified house no. 237 Street MAIN STREET

Located between cross streets of TOM HALL STREET

and & HWY 160

Applicant/Owner Information

Applicant name ED CURRIE Telephone 803.802.9593

Mailing address 235 MAIN STREET

Owner name (if different) BOB HILL (or MIKE) Telephone 803.417.5888

Mailing address \_\_\_\_\_

Other Project Contacts

Author of drawing SHELLY WOODWARD Telephone 803.207.4029

Contractor, if known \_\_\_\_\_ Telephone \_\_\_\_\_

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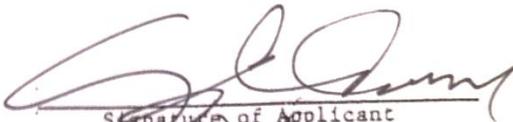
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DEMOLITION	_____	_____	_____
REHABILITATION OF EXISTING BUILDINGS			
Foundations	_____	_____	_____
Masonry	_____	_____	_____
Siding	PAINT RED	✓	✓
Roof	_____	_____	_____
Gutters/downspouts	_____	_____	_____
Chimney	_____	_____	_____
Doors/entrances	_____	_____	_____
Windows	_____	_____	_____
Porch	_____	_____	_____
Cornice/frieze	_____	_____	_____
Ornamentation	_____	_____	_____
Awning/canopy	_____	_____	_____
Storefront	_____	_____	_____
Color/painting	_____	_____	_____
Other	_____	_____	_____
(explain below)			
ADDITIONS TO BUILDINGS			
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Garage	_____	_____	_____
Porch or deck	_____	_____	_____
Greenhouse	_____	_____	_____
Dormer	_____	_____	_____
Skylight	_____	_____	_____
Chimney	_____	_____	_____
Other	_____	_____	_____
(explain below)			
NEW STRUCTURE	_____	_____	_____

SITE WORK

Fence or wall	_____	_____	_____
Site lighting	_____	_____	_____
Street furniture	_____	_____	_____
Special features	_____	_____	_____
Parking	_____	_____	_____
Walks, patios	_____	_____	_____
Other (explain below)	_____	_____	_____
GRAPHICS/SIGNAGE	REMOVE 'GUNS' ADD PBPC	✓	✓
MAINTENANCE (Explain below)	_____	_____	_____
EMERGENCY REPAIR (Explain below)	_____	_____	_____

EXPLAIN PROPOSED WORK: (attach continuation sheets as needed)

PAINT EXTERIOR RED TO MATCH OUR STORE @ 235 MAIN.  
 REMOVE 'GUNS' SIGN. REMOVE GUN MFR. STICKERS FROM  
 GLASS.  
 PAINT DOOR BLACK TO MATCH.  
 INSTALL ~~WALL~~ GRAPHICS/SIGNAGE  
 INSTALL "ROOF APRON" GRAPHICS/SIGNAGE  
~~GRAPHICS/SIGNAGE~~

  
 Signature of Applicant

JUNE 6 2014  
 Date

Applicant: Have you consulted the commission's guidelines for your project?  
 yes     no





**114 Main Street**

**Request:** Repaint storefront from White to Red  
Repaint door from Red to Black  
Remove “Guns” sign and install PBPC Roof Apron  
Install PBPC logo sign on storefront