

**MINUTES**  
**TOWN OF FORT MILL**  
**HISTORIC REVIEW BOARD MEETING**  
**August 12, 2014**  
**Town Hall, 112 Confederate Street**  
**4:30 PM**

Present: Chairman Louis Roman, Chip Heemsoth, Carolyn Blair, Melissa White, Dan Dodd, Atalie Zimmerman, Scott Couchenour, Planning Director Joe Cronin, Chris Pettit

Absent: None

Guests: None

Chairman Roman called the meeting to order at 4:33 pm.

**APPROVAL OF MINUTES**

Mr. Couchenour made a motion to approve the minutes from the June 10, 2014, meeting as presented, with a second by Ms. Blair. The minutes were approved by a vote of 7-0.

**NEW BUSINESS**

1. **Request for Certificate of Appropriateness: 219 & 221 Main Street:** Chairman Roman provided a brief overview of the request, the purpose of which was to install a projecting sign along the Main Street frontage and install a wall mounted sign at the rear entrance of the building. The Board noted that the request was similar to previous approvals and discussed their hope to see the paper covering the windows taken down with the potential of new business activity. Mr. Couchenour asked about the location of the sign at the rear entrance. Mr. Pettit stated the location was to be above the back dock door. Chairman Roman asked about the colors of the signs. Ms. White stated the colors as shown were black, white, and gold. Ms. Zimmerman asked about specific timelines for construction after a Board approval. Mr. Cronin noted that the timelines are tied to the approval of a zoning/sign permit. The Board discussed the possibility of including their own timelines in moving forward with new guidelines. Ms. Blair made a motion to approve the request as presented in the application. Mr. Heemsoth seconded the motion. There being no further discussion, Chairman Roman Called for a vote. The motion was approved by a vote of 7-0.
  
2. **Request for Certificate of Appropriateness: 123 N. White Street:** Chairman Roman provided a brief overview of the request, the purpose of which was to install a monument sign at the intersection of N. White Street & McCammon Street for UC Synergetic. Ms. White asked for clarification as to where the sign would be located. The Board discussed the proposed location, which is approximately where the previous tenant's sign (Springs Global Close Development Center) was located. Mr. Couchenour asked about the signs

proximity to the fire hydrant on the corner. Mr. Pettit noted that the request would not hinder the use of the hydrant in any way. Ms. Zimmerman asked if the sign met the setback requirements. Mr. Pettit noted that the sign was in conformance with all zoning requirements including setbacks. Ms. Blair questioned the sign's illumination, specifically the lighting of the channel lettering as opposed to a more traditional ground lighting. The concern was in regard to setting a precedent that wasn't acceptable in all locations. The Board noted that requests were taken on a case by case basis and that any one request may not be acceptable at all locations within the Historic District. Mr. Dodd noted that the sign is surrounded by several mature trees and that care should be taken to not harm them. Mr. Dodd made a motion to approve the request for the monument sign, contingent upon care being taken to minimize the damage to the root zone of the trees, the sign's brick matching as closely as possible to the brick of the existing principal building, and the sign's cap being the color white to match the principal building's trim. Ms. Blair seconded the motion. There being no further discussion, Chairman Roman Called for a vote. The motion was approved by a vote of 7-0.

- 3. Request for Certificate of Appropriateness: 312 N. White Street:** Chairman Roman provided a brief overview of the request, the purpose of which was to replace the existing black membrane roof with a new white roofing material. Mr. Heemsoth asked if the request was similar to previous requests last year, to which the Board noted that it was. The Board discussed the visibility of the new white membrane from the street, to which it was noted that the membrane should not be visible and that several main street buildings have similar white membranes. Mr. Heemsoth made a motion to approve the request to replace the existing roof with a new white roofing material. Mr. Couchenour seconded the motion. There being no further discussion, Chairman Roman Called for a vote. The motion was approved by a vote of 7-0.

## **ITEMS FOR INFORMATION / DISCUSSION**

- 1. Discussion of Historic District Design Guidelines:** Chairman Roman provided a brief description of the Certified Local Government Program in South Carolina. The Town of Fort Mill, as a Certified Local Government, is required to create a set of design guidelines for the Historic District. In addition, Chairman Roman discussed the need to look at the Historic District's boundaries, potential for expansion, inventory of existing historic properties, and the ways in which the Board can encourage other properties to go onto the National Register of Historic Places. The Board discussed the pros and cons of several example guideline documents supplied by Mr. Cronin. Chairman Roman suggested that the Board visit with a neighboring locality to discuss the benefits of such a document and make a formal request for funding to the Town Council. Mr. Cronin mentioned the timely nature of a budget request as Town Council was scheduled to discuss the budget at a retreat on August 16, 2014. Ms. Blair made a motion to formally request that Town Council set aside money in the upcoming budget for the creation of a design guideline document for the Town's Historic District. Mr. Couchenour seconded the motion. There being no further discussion, Chairman Roman Called for a vote. The motion was approved by a vote of 7-0.

There being no further business, the meeting was adjourned at 5:26 pm.

Respectfully submitted,

Chris Pettit  
Planning Department