



**TOWN OF FORT MILL
HISTORIC REVIEW BOARD MEETING
November 11, 2014
112 Confederate Street
4:30 PM**

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

- 1. HRB Meeting: August 12, 2014 *[Pages 3-5]*

NEW BUSINESS

- 1. Request for Certificate of Appropriateness *[Pages 6-11]*

Applicant Name: Unity Presbyterian Church
Owner Name: Unity Presbyterian Church
Property Address: 301 Tom Hall Street
Purpose: Request to approve the demolition of the Manse located on the Unity campus.
Zoning: HC / Tom Hall Corridor Overlay

- 2. Request for Certificate of Appropriateness *[Pages 12-16]*

Applicant Name: Kimberly Starnes
Owner Name: Town of Fort Mill / Leroy Springs & Company, Inc.
Property Address: 345 North White Street
Purpose: Request to approve a freestanding Little Free Library structure within Walter Elisha Park.
Zoning: GI / Historic Overlay

- 3. Request for Certificate of Appropriateness *[Pages 17-30]*

Applicant Name: Katie Henson
Owner Name: GDK Partners, LLC

Property Address: 124 Main Street
Purpose: Request to approve an exterior renovation of 124 Main Street.
Zoning: LC / Historic Overlay

ITEMS FOR INFORMATION / DISCUSSION

1. Update Regarding the Historic Review Board's FY 2014-15 Budget Request for the Development of Historic Preservation Guidelines

ADJOURN

**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



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 10-29-14

Property Information

Location: Certified house no. 301 street Tom Hall Street

Located between cross streets of Tom Hall

and Unity

Applicant/Owner Information

Applicant name Unity Presbyterian Church Telephone 803-547-5543

Mailing address 303 Tom Hall St. Fort Mill SC 29715

Owner name (if different) _____ Telephone _____

Mailing address _____

Other Project Contacts

Author of drawing _____ Telephone _____

Contractor, if known Chris Wolfe Telephone (c) 980-322-7260

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 type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input 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	_____	_____	_____
Other	_____	_____	_____
(explain below)			
GRAPHICS/SIGNAGE	_____	_____	_____
MAINTENANCE	_____	_____	_____
(Explain below)			
EMERGENCY REPAIR	_____	_____	_____
(Explain below)			

EXPLAIN PROPOSED WORK: (attach continuation sheets as needed)

see attached document and photos
for additional details.
Please contact Chris Wolfe cwolfe@bizjournals.com
980-322-9260 or Pam Bright 803-547-5543
if you need additional information.


 Signature of Applicant

10-29-14
 Date

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

yes no

m

Demolition of 301 Tom Hall Street (part of Unity Presbyterian Church campus).

The building to be demolished is the old minister's house, known as the Manse in the Presbyterian Church. I don't have exact records but would estimate the house was built in the 1960's and does not have any historic or architectural significance to the campus.

A home inspection was performed on the structure and all major systems have significant issues, and will cost more to repair than is worth. The church plans are to demolish and remove the building, grade and plant grass for now. There is no immediate plans to build another structure, but could foresee a new building in that general area in the next 5~10 years. We are hoping to complete this project before the Christmas season.

This is church property and the budget is limited to complete this project. Any assistance or guidance provided by the Town of Fort Mill or Historic Review Board will be appreciated.

A picture of the building to be removed is attached.

Chris Wolfe
Unity Presbyterian Church member







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 11-3-14

Property Information

Location: Certified house no. _____ Street N. White Street
Located between cross streets of Ardrey St.
and N. White St.

Applicant/Owner Information

Applicant name Kimberly Starnes Telephone 803-547-2116
Mailing address PO Box 159, Fort Mill, SC 29716
Owner name (if different) Town of Fort Mill Telephone _____
Mailing address _____

Other Project Contacts

Author of drawing K. Starnes Telephone 803-547-2116
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	_____	_____	_____
REHABILITATION OF EXISTING BUILDINGS			
Foundations	_____	_____	_____
Masonry	_____	_____	_____
Siding	_____	_____	_____
Roof	_____	_____	_____
Gutters/downspouts	_____	_____	_____
Chimney	_____	_____	_____
Doors/entrances	_____	_____	_____
Windows	_____	_____	_____
Porch	_____	_____	_____
Cornice/frieze	_____	_____	_____
Ornamentation	_____	_____	_____
Awning/canopy	_____	_____	_____
Storefront	_____	_____	_____
Color/painting	_____	_____	_____
Other	_____	_____	_____
(explain below)			
ADDITIONS TO BUILDINGS			
Room addition	_____	_____	_____
Garage	_____	_____	_____
Porch or deck	_____	_____	_____
Greenhouse	_____	_____	_____
Dormer	_____	_____	_____
Skylight	_____	_____	_____
Chimney	_____	_____	_____
Other	_____	_____	_____
(explain below)			
NEW STRUCTURE	_____✓	_____✓	_____✓

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS, Page 3

SITE WORK

Fence or wall	_____	_____	_____
Site lighting	_____	_____	_____
Street furniture	_____	_____	_____
Special features	_____	_____	_____
Parking	_____	_____	_____
Walks, patios	_____	_____	_____
Other	_____	_____	_____
(explain below)			

GRAPHICS/SIGNAGE

MAINTENANCE

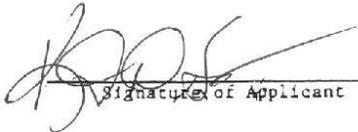
(Explain below)

EMERGENCY REPAIR

(Explain below)

EXPLAIN PROPOSED WORK: (attach continuation sheets as needed)

Place little Free Library in Walter Elisha Park. The
library will be painted white & red w/ strawberries
on the sides. The library is a take-a-book, leave-
a-book program.



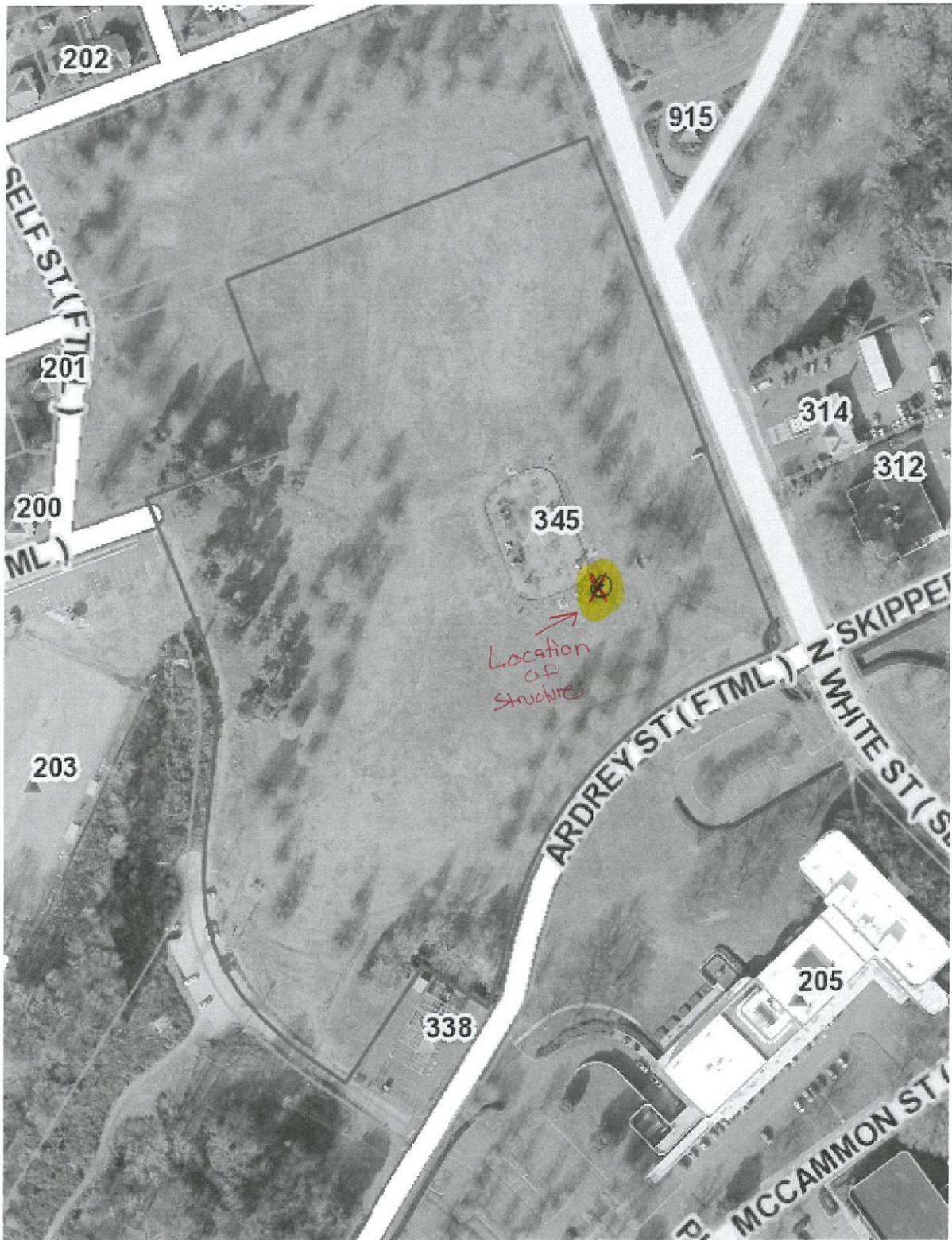
Signature of Applicant

11/5/2014

Date

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

yes no







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 November 4, 2014

Property Information

Location: Certified house no. 124 Street Main Street
Located between cross streets of Main Street
and Confederate Street

Applicant/Owner Information

Applicant name Katie Henson Telephone 803.371.2553
Mailing address 126 Spring Branch Road
Owner name (if different) GDK Partners, LLC Telephone 803.371.2088
Mailing address 126 Spring Branch Road

Other Project Contacts

Author of drawing Lynn Blackwell Telephone 803.802.4663
Contractor, if known _____ Telephone _____

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

- | | |
|---|--|
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| <input type="checkbox"/> Photos of existing, overall views | <input type="checkbox"/> Bldg. elevations, floor plans |
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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS - Page 2

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

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DEMOLITION	<input checked="" type="checkbox"/>	_____	_____
REHABILITATION OF EXISTING BUILDINGS			
Foundations	_____	_____	_____
Masonry	<input checked="" type="checkbox"/>	_____	_____
Siding	_____	_____	_____
Roof	<input checked="" type="checkbox"/>	_____	_____
Gutters/downspouts	_____	_____	_____
Chimney	_____	_____	_____
Doors/entrances	<input checked="" type="checkbox"/>	_____	_____
Windows	<input checked="" type="checkbox"/>	_____	_____
Porch	_____	_____	_____
Cornice/frieze	_____	_____	_____
Ornamentation	_____	_____	_____
Awning/canopy	<input checked="" type="checkbox"/>	_____	_____
Storefront	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Color/painting	<input checked="" type="checkbox"/>	_____	_____
Other (explain below)	_____	_____	_____
ADDITIONS TO BUILDINGS			
Room addition	_____	_____	_____
Garage	_____	_____	_____
Porch or deck	_____	_____	_____
Greenhouse	_____	_____	_____
Dormer	_____	_____	_____
Skylight	_____	_____	_____
Chimney	_____	_____	_____
Other (explain below)	_____	_____	_____
NEW STRUCTURE	_____	_____	_____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS, Page 3

SITE WORK

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

EXPLAIN PROPOSED WORK: (attach continuation sheets as needed)

Options for handicap access ramp on
Confederate Street side entrance.

Please refer to powerpoint presentation provided
to review work on remaining items.

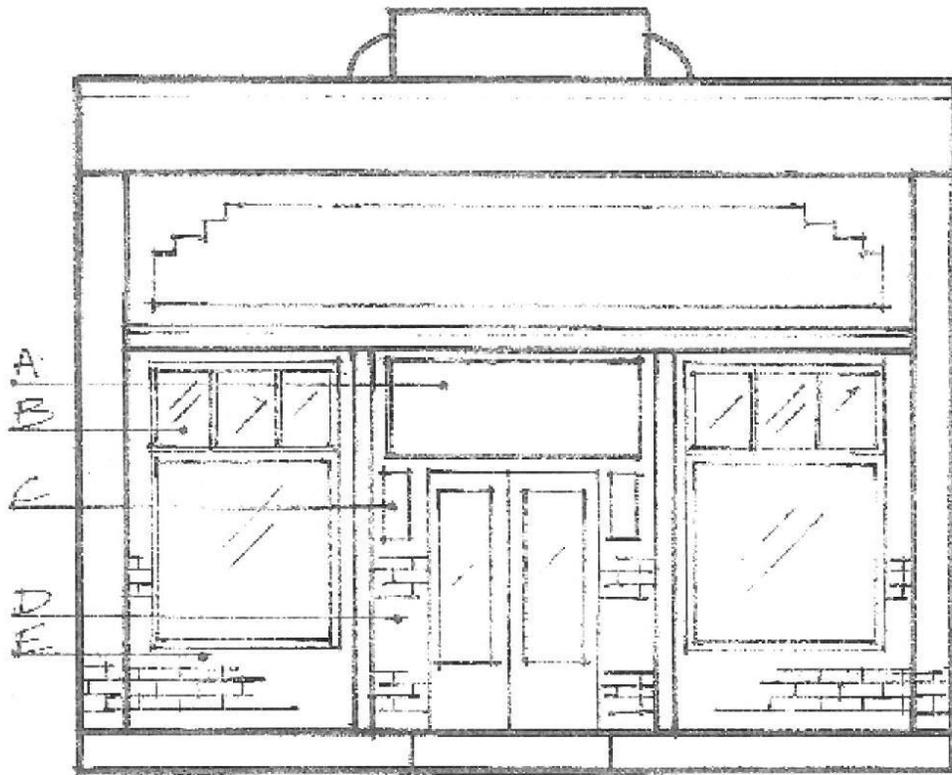
Kate's New
Signature of Applicant

11/4/14
Date

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

yes no

124 Main Street Property Historical Committee Proposal



- A - New awning
- B - Uncover and restore existing transoms
- C - Replace light fixtures
- D - Replace existing vertical plywood panels with brick
- E - Replace existing diagonal plywood panels with brick
- F - Widening side door, off Confederate

*All will go into more detail on following slides



Current awning at 124 Main Street



Examples of awning options

- A - New awning- Will be replaced with a new awning and will be in same location.
- Scalloped edges with awning stripe
 - Continued on following slide



Matching awnings to tie in other entrance



Example of finished transoms

- B - Uncover and restore existing transoms
 - Will replace transom and window glass with insulated glass but keep exact placement.



Current Lighting at 124 Main Street

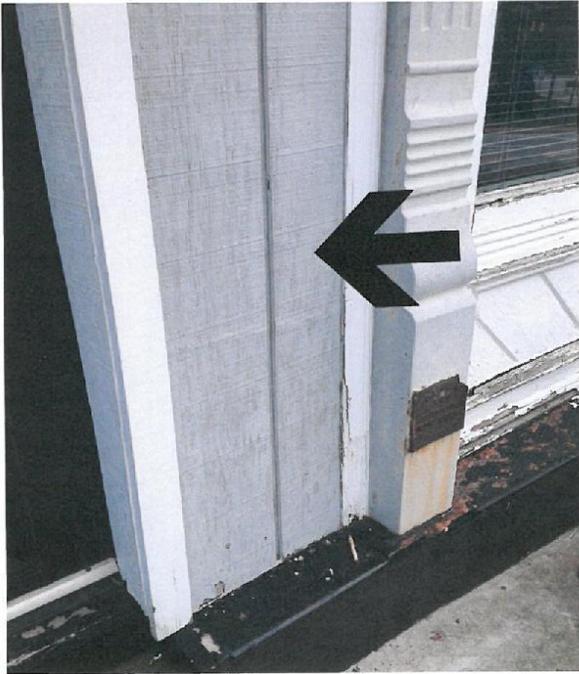


Examples of lighting options

- C - Replace light fixtures in existing location or potentially lower a few inches to not be hidden by the awning.
 - Continued on following slide



Continue the same lighting throughout
all building entrances



124 Main Street exterior



Main & Gray exterior

- D - Replace existing vertical plywood panels with brick



124 Main Street Exterior



Main & Gray Exterior

- E - Replace existing diagonal plywood panels with brick



124 Main Street Exterior
View of side door



124 Main Street Interior
View of side door



Want to mimic the front door
design for side door.

- F – Widening side door, off Confederate
 - Would like to widen door to 3 feet. Follow with current arch design above door.
 - Add a $\frac{3}{4}$ fiberglass door, similar to the current front doors of building.

- Overall want to restore this building to it's historic beauty and bring it back to the original look and feel.
- Feel free to contact Jimmy or Katie Henson by phone or email
 - Jimmy: 803-371-2088
 - Katie: 803-371-2553
 - khenson06@gmail.com