

Fort Mill Planning Department



Historic Preservation Grant Progress Report

1st Quarter 2016
(Jan. 1, 2016 to Mar. 31, 2016)

January 2016

January 4, 2016

- Planning Director Cronin sent an email at 2:40 PM to Allison Platt (Allison Platt & Associates), Alan Higgins (Cultural Resource Analysts Inc.), Lissa Felzer (Felzer Consulting Inc.), Evelyn Slone (Hill Studio), Rick Meyer (John Milner Associates), Lindsey Allen (Johnson, Mirmiran & Thompson), Kyle Campbell (Preservation South), Keyes Williamson (The Jaeger Company), Phil Thomason (Thomason & Associates) and Donald Yelverton (Yelverton Architects) notifying each firm that the town had completed its review and ranking of proposals, and has entered into contractual negotiations with the highest ranking firm (Winter & Co).

January 11, 2016

- By a vote of 6-0, Fort Mill Town Council voted to award a professional services contract to Winter & Co. for development of Historic District Design Guidelines for the Town of Fort Mill.

January 15, 2016

- The professional services contract with Winter & Co. was signed by Town Manager Pieper.
- Planning Director Cronin forwarded a signed copy of the contract to Betsy Shears of Winter & Co. by email at 5:05 PM. Planning Director Cronin requested that Winter & Co. sign and return a copy of the contract via email, as well as a copy of the company's W-9 form.
- Planning Director Cronin received an email from Betsy Shears of Winter & Co. at 6:53 PM containing the executed copy of the professional services contract, as well as the company's W-9 form.
- **The professional services contract between the Town of Fort Mill and Winter & Co. was executed on January 15, 2016.**

- An article published in the *Fort Mill Times* referenced the Town Council's awarding of a professional services contract to Winter & Co. for the Historic District Design Guidelines project.

January 19, 2016

- Planning Director Cronin forwarded a copy of the executed contract between the Town of Fort Mill and Winter & Co. to Brad Sauls at SCDAH via email at 3:24 PM.

January 25, 2016

- Planning Director Cronin forwarded a copy of the executed contract and scope of services to members of the town's Historic Review Board via email at 9:33 AM. Planning Director Cronin noted that the project would have a formal kickoff in February 2016.
- Planning Director Cronin submitted a purchase order requisition to Town Manager Pieper for review and approval. (*Purchase order requisition number 621 – Winter & Co. – \$49,990.00*)

January 26, 2016

- The purchase order was approved by Town Manager Pieper and submitted to Accounting Specialist Fuller for processing. (*Purchase order number 328 – Winter & Co. – \$49,990.00*)

January 27, 2016

- Planning Director Cronin and Assistant Planner Pettit participated in a conference call with Noré Winter, Julie Husband and Harry Brennan of Winter & Co. to discuss the project scope, timeline and key milestones.
- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 6:09 PM with an updated project schedule, based on the discussion from the conference call earlier in the day.

February 2016

February 9, 2016

- Planning Director Cronin provided a project update to the Historic Review Board during the Board's regular meeting on February 9, 2016.

February 15, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 3:54 PM confirming Winter & Co.'s site visit on Mon. March 8th and Tues. March 9th. Winter & Co. will

also meet with the town's Historic Review Board during their regularly scheduled meeting on Tues. March 8th at 4:30 PM.

February 22, 2016

- Planning Director Cronin and Assistant Planner Pettit participated in a virtual meeting with Julie Husband of Winter & Co. The purpose of the meeting was to test the videoconferencing system, and to discuss the details of Winter & Co.'s site visit on March 7th and 8th.

February 29, 2016

- Planning Director Cronin sent an email to Julie Husband of Winter & Co at 3:06 PM to confirm the details of the site visit on March 7th and 8th.
 - Mon. March 7th
 - Historic District Tour – 9:00 AM to 10:30 AM
 - Stakeholder Meeting #1 – 3:30 PM to 5:00 PM
 - Tues. March 8th
 - Stakeholder Meeting #2 – 11:00 AM to 12:30 PM
 - Historic Review Board Meeting: 4:30 PM

March 2016

March 1, 2016

- Planning Director Cronin and Assistant Planner Pettit hand delivered invitations to the upcoming stakeholder meetings to business owners and building owners within the town's Historic Preservation District. Invitations were also mailed to homeowners within the Historic District.

March 3, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 10:52 AM containing the draft handouts for the upcoming stakeholder meetings on March 7th and 8th.

March 7, 2016

- Planning Director Cronin provided a walking tour of the Historic Preservation District for Julie Husband of Winter & Co. The walking tour began at approximately 9:00 AM and concluded at approximately 10:50 AM. Planning Director Cronin pointed out a number of recent renovation and rehabilitation projects, as well as potential projects. Ms. Husband took a number of photographs of historic buildings for inclusion in the Historic District Design Guidelines.

- The Town of Fort Mill, along with Winter & Co., hosted a stakeholder meeting for residents, business owners, property owners and other interested parties. The meeting took place at the Spratt Building (215 Main Street) from 3:30 PM to 5:00 PM. Participants received an overview of the project scope, and were presented with an opportunity to provide input on the project. A total of 27 individuals participated in the stakeholder meeting, including the following:

<i>Name</i>	<i>Affiliation</i>	<i>Name</i>	<i>Affiliation</i>
Chris Wolfe	FM Planning Commission	Tyler Propst	Resident
Wink Rea	FM Economic Council	Karen Phifer Hyatt	Resident
Joseph McCain	Founders FCU	Scott Couchenour	Prop Owner / BOZA
Bart Nicholson	The Gym on Main	Shannon Ford	First Baptist Church
Bayles Mack	Attorney / Prop Owner	Brown Simpson	Town of Fort Mill
Jacob Saylor	Unity Presbyterian	Kim Lovsin	Nationwide
Lisa Banish	Lisa B's	Shaw Kuester	Kuester CRE
Paul Whitsett	Olive's	Louis Roman	Citizens for Hist Pres.
Debbie Whitsett	Olive's	Tracy Roman	Citizens for Hist. Pres
Chris Mannix	Kuester CRE	Wayne Hunter	Town of Fort Mill
Lynn Blackwell	Main & Gray	Joe Cronin	Town of Fort Mill
Leanne Morse	FM History Museum	Chris Pettit	Town of Fort Mill
Ann Evans	FM History Museum	Julie Husband	Winter & Co.
Candace Windell	Clebourne House		

March 8, 2016

- The Town of Fort Mill, along with Winter & Co., hosted a second stakeholder meeting for residents, business owners, property owners and other interested parties. The meeting took place at the Spratt Building (215 Main Street) from 11:00 AM to 12:30 PM. Participants received an overview of the project scope, and were presented with an opportunity to provide input on the project. A total of 27 individuals participated in the stakeholder meeting, including the following:

<i>Name</i>	<i>Affiliation</i>	<i>Name</i>	<i>Affiliation</i>
Randall Hanauer	R. Hanauer	Jim Thomas	FM BOZA
Jayna Hanauer	R. Hanauer	Jim Britton	Cumming Const.
Don Duncan	Halcyon Hills Photography	Phil Lewis	St. Johns UMC
Rick Damann	FM History Museum	Hugh Allison	Resident
Mike Cookman	FM History Museum	Lisa McCarley	FM Town Council
Bill Reigel	Resident	Joe Cronin	Town of Fort Mill
Larry Huntley	FM Town Council	Julie Husband	Winter & Co.
Rebecca Campbell	FM BOZA		

- During the Historic Review Board's monthly meeting on March 8th (4:30 PM) Julie Husband and Noré Winter (participating via videoconference) of Winter & Co. provided a presentation on

what design guidelines are, how they will benefit to the town, how they are to be used, and how the consultant will work towards creating the finished product. The consultants provided a question and answer session with board members, and discussed next steps for the project. A first draft is expected to be completed during the month of April 2016.

March 24, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 12:22 PM containing recommended language for inclusion in the town's Unified Development Ordinance (UDO). The town is currently in the process of updating and consolidating all zoning, land use and development regulations into a new UDO. This language will be included

March 30, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 5:14 PM containing a summary of the stakeholder meetings held on March 7th and 8th. ***COPY ATTACHED***

Project Update

Winter & Company, the consultant firm that is drafting the design guidelines for the city conducted work sessions with the community and the Historic Review Board March 7th and 8th. They introduced the design guidelines project and facilitated discussion regarding historic preservation in the community. These sessions provided the community an opportunity to identify key features found in the district, issues facing the district and preservation goals for the district. The following is a brief summary of the comments collected at these sessions.

Goals & Issues

- Expand the Historic District to include both sides of the street along primary vehicular routes. Including these areas would enhance the historic context of the district, by providing design guidelines for compatible new infill.
- Expand the Historic District to include the mill buildings.
- Address the design of decks, outbuildings and secondary structures to ensure compatibility with the historic context.
- Consider the use of substitute materials as replacement materials for those areas of buildings that are damaged beyond repair.
- Coordinate city departments' review of design projects.
- Provide appropriate examples of rehabilitation projects from Fort Mills as well as other communities.
- Preserve the entire Downtown.
- Maintain Victorian styles.
- Apply design guidelines consistently.
- Design guidelines need to encourage not discourage preservation.
- Allow staff to review certain types of improvement projects (for example, window replacement, paint, etc.) to expedite the review process.
- Require building maintenance.

- Enhance the quality and character of downtown

Key Features of the Downtown District

- Character of Architecture
- Confederate Park anchors downtown on one end

Issues identified outside of the design guidelines scope of services

- Additional parking is needed Downtown
- Parking garage

March 31, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 4:53 PM containing a draft outline for the Historic District Design Guidelines. Staff was asked to review the draft outline and return comments to Julie Husband regarding any possible revisions. ***COPY ATTACHED***