

Fort Mill Planning Department



Historic Preservation Grant Progress Report

2nd Quarter 2016
(Apr. 1, 2016 to Jun. 30, 2016)

April 2016

April 4, 2016

- Assistant Planner Pettit sent an email at 5:18 PM to Julie Husband of Winter & Co. regarding the draft outline submitted on March 31st. Staff was in concurrence with the draft outline, and requested that vertical additions, service enclosures, as well fencing/railing/decking requirements in outdoor amenity and landscaped areas, be included in the outline. An updated copy of the Historic Preservation Overlay District from the new UDO was also provided to the consultant.
- Planning Director Cronin and Assistant Planner Pettit received an email from Julie Husband of Winter & Co. at 5:31 PM confirming that vertical additions, service enclosures, as well fencing/railing/decking requirements in outdoor amenity and landscaped areas, will be included in the draft guidelines.

April 15, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 3:15 PM stating that the consultant is currently working on the first draft (80% draft) of the design guidelines, with delivery anticipated by the end of the week.

April 21, 2016

- Planning Director Cronin sent an email to Julie Husband of Winter & Co. at 2:47 PM. An updated version of the "Historic Preservation Overlay District" section from the draft UDO was included as an attachment to the email.

April 25, 2016

- Planning Director Cronin received an email from Christopher Ball of Winter & Co. at 12:22 PM. The email included a link to download a PDF version of the draft Historic District Design Guidelines document (80% draft) from Dropbox. The document was downloaded and shared with members of town staff.

April 26, 2016

- Planning Director Cronin forwarded a copy of the draft Historic District Design Guidelines to Brad Sauls via email at 11:57 AM. SCDAH was asked to review and provide comments on the draft document.

April 28, 2016

- Planning Director Cronin received an email from Julie Wilner of Winter & Co. at 12:13 AM, containing Invoice #24230. The invoice covered all work completed from project start through April 23, 2016, including: review of existing policy, kick off and orientation meetings with staff and the Historic Review Board, stakeholder group meetings, and preparation of the first draft of the design guidelines document (80% draft). The total amount of the invoice was \$20,177.56.
- Planning Director Cronin submitted the invoice to the Finance Department for processing and payment.

May 2016

May 4, 2016

- Assistant Planner Pettit sent a copy of the draft Historic District Design Guidelines document to members of the Historic Review Board at 4:14 PM. Members were asked to review the draft document in advance of their upcoming meeting on May 10, 2016.

May 5, 2016

- The Finance Department mailed a check to Winter & Co. in the amount of \$20,177.56 for services billed in Invoice #24230.

May 10, 2016

- Assistant Planner Pettit presented the first draft of the design guidelines document to the Historic Review Board during the board's regularly scheduled meeting at 4:30 PM on Tuesday, May 10, 2016. Below is an excerpt from the meeting minutes:

Assistant Planner Pettit discussed the first draft of the Historic District Design Guidelines as prepared by Winter and Company, asking members of the board for any discussion of comments on the draft. Ms. White applauded the use of graphics and pictures as it made the draft approachable. Mr. Radovanovic noted the length of the draft seems

unapproachable at first, but the way the draft is laid out provides clear guidance for an applicant as to what sections apply and what sections do not, which assists in making the document usable/friendly. Ms. Blair made the point that a lot of the pictures were not from Fort Mill and requested that the pictures be annotated as far as where they are taken from. Chairman Roman made the comment that the draft meets the expectations he had for what to expect, noting that if the guidelines were followed, then applicants should not have a problem getting projects approved. Mr. Pettit noted that over time, as staff becomes more comfortable and knowledgeable with the guidelines, there should be no problem guiding applicants toward projects that shouldn't have a problem getting approved.

Chairman Roman asked the board to continue to read and review the draft and to provide any further comments to staff.

May 19, 2016

- Planning Director Cronin received an email from Brad Sauls of SCDAH at 4:26 PM. Mr. Sauls stated that he had completed review of the draft document, and that everything looked good overall. He requested that the following language be included in the document, as required by the National Parks Service for all grant-supported publications.

“The activity that is the subject of this publication has been financed in part with Federal funds from the National Park Service (NPS), U.S. Department of the Interior, and administered by the South Carolina Department of Archives and History (SCDAH). However, the contents and opinions do not necessarily reflect the views or policies of NPS or SCDAH.”

“This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U. S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington DC 20240.”

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 5:03 PM, confirming that the language recommended by Brad Sauls would be incorporated into the final document. She also requested that town staff and the consultant coordinate on a date for the public presentation on the draft document.

June 2016

June 17, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 12:22 PM, requesting any additions or amendments to the draft design guidelines document. She also requested a conference call to discuss a date for the public presentation of the draft, project schedule, and any additional edits which may be required.

June 21, 2016

- Planning Director Cronin sent an email to Julie Husband of Winter & Co. at 9:28 AM. This email contained a summary of comments/edits to the draft design guidelines document which were recommended by town staff and the Historic Review Board. An updated version of the “Historic Preservation Overlay District” and “Historic Review Board” sections from the draft UDO, which were endorsed by the Fort Mill Planning Commission on June 6th, was included as an attachment. Planning Director Cronin also requested a conference call for later in the week to discuss next steps and an updated project schedule.

HRB Comments:

- General Comment: Annotate all pictures, provide locations, details/notes, etc.

Staff Comments:

- Page i: Change all references to the board to “Fort Mill Historic Review Board”
- Page i: Change Chris’s last name spelling to “Pettit” and title to “Assistant Planner”
- Page 4: We are currently working on our UDO, which would take the place of our current zoning ordinance. We can assume the wording to go with the UDO for now. This can easily be changed should the UDO not be adopted.
- Page 4: For now, change “Code of Ordinance” to “Unified Development Ordinance” as they are codified separately.
- Page 4: In the first paragraph, change “City” of Fort Mill to “Town” of Fort Mill.
- Page 4: “Section 7.3” should be changed to “Article VII – Section 7.3” and Section 11 needs to be changed to “Article ** - Sections **” as they have not been properly assigned as of yet in the UDO
- Page 4: Change “City Council” to “Town Council” and change “Building Inspection Department” to “Building and Codes Department”
- Page 6: A Certificate of Appropriateness is required for properties in the HPOD, properties designated as a local historical landmark by town council, as well as properties which have been accepted to the National Register of Historic Places.

- Page 6: Definition of should – change “Community Planning and Economic Development” staff to “Planning” staff, assuming that we even want to have town staff provide discretion in matters of review
 - Page 9: The image should be marked with the letter “E” and an arrow pointing to it
 - Page 12: Under step 1, it notes “survey information available in the planning department”, I would strike “available in the planning department” as we aren’t typically the keepers of survey information.
 - Page 23: The graphic notes location A-D in the darker grey headers, but does not include Location E. What is location E? Not sure how it differs from Location D.
 - Page 37: The box with “For More Information” is missing links. The first paragraph has “at ____ and” and “at _____ provide”
 - Page 42: We note a lot of articles and preservation briefs online, for example “Saving Windows, Saving Money” at www.preservationnation.org. Is it possible to include these in an appendix as opposed to a link to an online article?
 - Page 50: There are some extra lines coming through the graphic, see under Lintel, Transom Windows. Not sure if those are meant to be there.
 - Page 77: Third sentences “It them” needs fixing.
 - Page 78: Check for consistency of use between “Fort Mill HPOD” and “Fort Mill Historic District”. Are those intended to mean the same thing, or is “historic district” intended to only mean the National Register district? Both terms are utilized frequently in the text, so I was just wondering if they were interchangeable or different.
 - Page 111: 6.5 “Locate an dining” – I think “an” can be taken out.
 - Page 121: Definition of Certificate of Appropriateness – change city staff to “town staff”
 - Page 123: Perhaps should define HPOD, if someone jumps in the middle of the document as sees HPOD, they may go directly to the definitions to see what it means.
 - Page 123: If “historic district” and “HPOD” are intended to be used differently, they should both be defined.
- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 10:57 AM, confirming receipt of the town’s comments/edits, and suggesting Friday afternoon (June 24th) for a conference call.

June 24, 2016

- Planning Director Cronin and Assistant Planner Pettit participated in a conference call with Julie Husband of Winter & Co. The purpose of this conference call was to review the town's comments/edits, and to discuss an updated project timeline. With the project moving into the final review and adoption phase, staff and the consultant agreed to the following timeline:
 - **July 12, 2016 (6:30 PM): Historic Review Board Meeting**
 - Public presentation of draft Historic District Design Guidelines
 - Public input, comments and Q&A
 - HRB discussion of draft Historic District Design Guidelines
 - **August 9, 2016 (4:30 PM): Historic Review Board Meeting**
 - Presentation of final draft Historic District Design Guidelines
 - HRB endorsement of final draft Historic District Design Guidelines
 - **September 12, 2016 (7:00 PM): Town Council Meeting**
 - First reading and public hearing of an ordinance adopting Historic District Design Guidelines
 - **September 13, 2016 (4:30 PM): Historic Review Board Meeting**
 - Historic Preservation Training Session
 - **September 26, 2016 (7:00 AM): Town Council Meeting**
 - Second reading of an ordinance adopting Historic District Design Guidelines