

Fort Mill Planning Department



Historic Preservation Grant Progress Report

3rd Quarter 2016
(Jul. 1, 2016 to Sep. 30, 2016)

July 2016

July 1, 2016

- Assistant Planner Pettit sent an email at 4:40 PM to members of the Historic Review Board and all individuals who participated in the stakeholder meetings on March 7th & 8th. Recipients were invited to participate in a public input meeting on Tuesday, July 12th at 6:00 pm, in Council Chambers at Fort Mill Town Hall (112 Confederate Street). Recipients were also provided with a draft copy of the Historic District Design Guidelines to review in advance of the meeting.

July 12, 2016

- Julie Husband and Noré Winter of Winter & Co. presented the first draft of the design guidelines manual to members of the Historic Review Board during the board's regularly scheduled meeting at 6:00 PM on Tuesday, July 12, 2016. Below is an excerpt from the meeting minutes:

Presentation of Draft Town of Fort Mill Historic District Design Guidelines

Chairman Roman introduced Julie Husband and Noré Winter with Winter and Co., the consultants for the town's Historic District Design Guidelines project. Mr. Winter, via a GoToMeeting presentation, provided an overview of the purpose of the project and historic preservation in general, the highlights of the first draft of the design guidelines for Fort Mill, and a discussion of the next steps in moving forward with the project. Chairman Roman thanked Mr. Winter for his presentation and opened the floor for public comment and questions regarding the draft as presented, additionally noting that the town would be taking comments until July 26th to incorporate into the next draft.

Public Comment: Historic District Design Guidelines

Scott Couchenour, a property owner downtown, questioned how the parking lot adjacent to Hardees and The Greens would be treated with the historic district, with Mr. Cronin

noting that those projects are not within the town's historic district. Ms. Husband (Winter & Co.) led a discussion about how the guidelines would bring buildings up to the street and create a pedestrian realm, additionally noting how the underlying zoning would affect the development of the properties. Planning Director Cronin additionally discussed how The Greens, although outside the historic district, was designed through the Planning Commission's appearance review process with respect to its proximity and visibility to the historic district, and that the parking lot adjacent to Hardees would not have been allowed as a principal use on a lot as it currently is today under the town's proposed Unified Development Ordinance (UDO).

Scott Couchenour questioned enlarging the footprint of the town's historic district, to which Mr. Winter (Winter & Co.) discussed the general guidelines involved in evaluating whether properties should be brought into a historic district. Chairman Roman noted that if the town embraces the guidelines, voluntary participation in the historic district may occur. Further discussions occurred regarding other communities and how historic district expansion occurs.

Jim Thomas, resident of Springs Street and Chairman of the town's Board of Zoning Appeals, noted that page 32 of the draft contradicts allowable materials as noted in the town's proposed UDO. Mr. Cronin further discussed what the UDO states. Mr. Winter noted that they would take a look at the draft and make sure the two documents are in sync with each other.

Bayles Mack, a property owner downtown, noted that the district as going forward needs to be uniform geographically to create a true district that creates/adds value to the town.

Wink Rea, a member of FMEC, questioned whether there would be anything in the design guidelines that would require full compliance to be achieved if certain percentages of the property values of a building were to be spent on repairs or renovations, to which Ms. Husband noted that there was nothing in the guidelines addressing that. Mr. Winter noted that the guidelines typically address anything that is proposed to be worked on, but generally allow the existing portions of buildings to otherwise remain as is.

Mr. Couchenour questioned if procedurally coming to the Historic Review Board with a multitude of options would be beneficial, to which Mr. Winter noted that in certain circumstances there are a variety of options that are appropriate in moving forward.

Chairman Roman thanked the guests for coming to the meeting and providing assistance in creating the design guidelines for the town.

July 26, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 12:33 PM. Ms. Husband inquired as to whether town staff had received any additional comments or proposed amendments from members of the Historic Review Board following the board's last meeting on July 12th.

- Planning Director Cronin sent an email to Julie Husband of Winter & Co. at 1:11 PM notifying her that the Historic Review Board would be holding a special called meeting at 4:30 PM on July 26th. If any additional comments are received, staff will forward those to Winter & Co. (*Note: The special called meeting on July 26th was subsequently cancelled due to lack of a quorum.*)

August 2016

August 5, 2016

- Planning Director Cronin received an email from Julie Wilner of Winter & Co. at 3:00 PM, containing Invoice #22464. The invoice covered all work completed between April 24, 2016, and August 1, 2016, including delivery of 95% draft of the Historic District Design Guidelines Manual, preparation for public meetings, community workshop, focus/stakeholder group meeting, and development of the final draft. The total amount of the invoice was \$22,000.00.
- Planning Director Cronin submitted the invoice to the Finance Department for processing and payment.

August 11, 2016

- The Finance Department mailed a check to Winter & Co. in the amount of \$22,000.00 for services billed in Invoice #22464.

August 8, 2016

- Planning Director Cronin sent an email to Julie Husband and Christopher Ball of Winter & Co. at 9:14 AM requesting that the following revisions be incorporated into the final draft of the Historic District Design Guidelines Manual:
 - **Page ii (Table of Contents)**

Chapter 7: ~~Appendix~~ [Appendices](#)
[Appendix A: Glossary of Terms...](#) [Page #'s]
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 - **Page iii (Acknowledgements)**

~~This project was funded in part by the South Carolina Department of Archives and History.~~

[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.](#)

- **Page 123 (Appendices)**

~~Appendix~~ [Appendices](#)

[In this Chapter:](#)

[Appendix A: Glossary of Terms...](#) [Page #'s]

[Appendix B: Town of Fort Mill Historic ~~District~~ Properties...](#) [Page #'s]

- [Appendix A: Glossary of Terms](#)

- **Pages 130-154 (Town of Fort Mill Historic Properties)**

Replace existing version with Appendix B (Attached to Email)

August 9, 2016

- Noré Winter of Winter & Co. presented the final draft of the Historic District Design Guidelines Manual to the Historic Review Board during the board's regularly scheduled meeting at 4:30 PM on Tuesday, August 9, 2016. Below is an excerpt from the meeting minutes:

Request for Formal Endorsement of Final Draft Town of Fort Mill Historic District Design Guidelines

Assistant Planner Pettit introduced Noré Winter with Winter and Co., the consultants for the town's Historic District Design Guidelines project. Mr. Winter, via a GoToMeeting presentation, provided an overview of the changes made from the first draft of the design guidelines that were incorporated into the final draft, which primarily were housekeeping type items for cleaning up the draft. Assistant Planner Pettit and Planning Director Cronin went over a few additional changes that staff would request be incorporated into the final draft, including adding language regarding the grant funding of the project and providing revisions to the document's appendices. There being no further discussion, Acting-Chairman Heemsoth called for a motion. Ms. Blair made a motion to formally endorse the final draft of the Historic District Design Guidelines with changes as requested by staff. Mr. Radovanovic seconded the motion. The motion passed by a vote of 5-0.

August 10, 2016

- Planning Director Cronin sent an email to Christopher Ball of Winter & Co. at 9:41 AM with an updated version of Appendix B: Town of Fort Mill Historic Properties. This version included a correction to the boundaries of the Town's Historic Preservation Overlay District Map.

August 11, 2016

- Planning Director Cronin received an email from Christopher Ball of Winter & Co. at 1:16 PM containing a link to download the final (updated) version of the Historic District Design Guidelines Manual on Dropbox.
- Planning Director Cronin forwarded a copy of the final draft version of the Historic District Design Guidelines Manual to Brad Sauls of SCDHAH via email at 5:40 PM. Mr. Sauls was informed that the Historic Review Board endorsed the final draft on August 9, 2016. Town Council is scheduled to consider first reading of an ordinance adopting the manual on September 12, 2016, with final reading scheduled for September 26, 2016. SCDHAH was asked to provide any comments or revisions prior to first reading.

August 19, 2016

- A public hearing notice for "An ordinance adopting a Historic District Design Guidelines Manual for new construction, rehabilitation, and modifications to existing buildings within the Town of Fort Mill Historic Preservation Overlay District" was advertised on the town's website on August 19, 2016, at 8:15 AM.
- The following project update was posted under the "Special Projects" page on the town's website:
 - Fort Mill Town Council will hold a public hearing on the draft Historic District Design Guidelines Manual on Monday, September 12, 2016. The public hearing will take place at 7:00 PM in Council Chambers, 112 Confederate Street, in Fort Mill. Anyone wishing to speak must sign in with the Town Clerk prior to the public hearing.

To view a copy of the draft Design Guidelines Manual, please [click here](#).

August 23, 2016

- Planning Director Cronin received an email from Brad Sauls of SCDHAH at 4:22 PM confirming that he had received a copy of the final draft Historic District Design Guidelines Manual. Mr. Sauls added that if he had any questions or comments on the draft, he would forward those to the town by the end of the month.

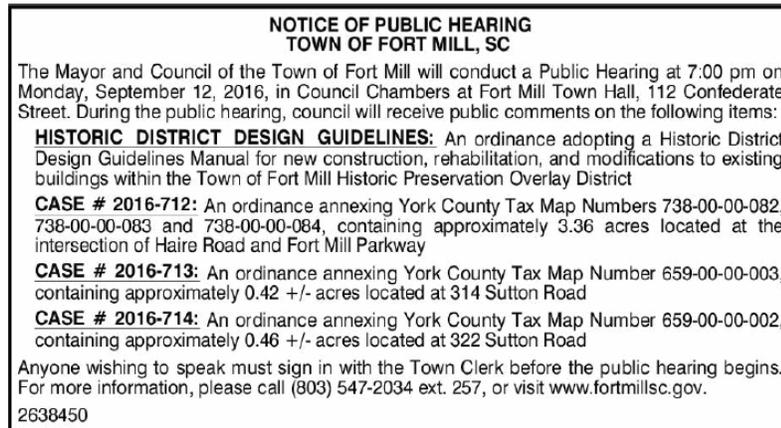
August 24, 2016

- Planning Director Cronin sent an email to Sierra Jackson of the Rock Hill Herald at 9:05 AM requesting that the following public hearing be advertised in the August 28, 2016, edition of the Rock Hill Herald:

- **HISTORIC DISTRICT DESIGN GUIDELINES:** An ordinance adopting a Historic District Design Guidelines Manual for new construction, rehabilitation, and modifications to existing buildings within the Town of Fort Mill Historic Preservation Overlay District
- Planning Director Cronin received an email from Sierra Jackson of the Rock Hill Herald at 2:15 PM confirming that the public hearing notice would be advertised in the Rock Hill Herald on August 28, 2016.

August 28, 2016

- A legal ad announcing the public hearing date was advertised in the August 28, 2016, edition of the Rock Hill Herald. Consistent with town policy, the legal ad was published 15 days in advance of the public hearing date, which was scheduled for 7:00 PM on Monday, September 12, 2016, in Council Chambers, 112 Confederate Street. Below is a copy of the public hearing notice:



August 30, 2016

- Planning Director Cronin received an email from Julie Husband of Winter & Co. at 5:06 PM to confirm the scheduled date and time for first reading and public hearing of the ordinance adopting the Historic District Design Guidelines Manual. Ms. Husband also requested a summary of what information the town would like to cover during the Historic Review Board's training session, which was scheduled for Mon. September 13th, 2016, at 4:30 PM.

August 31, 2016

- Planning Director Cronin sent an email to Julie Husband of Winter & Co. at 11:07 AM to confirm that first reading and the public hearing were scheduled for Mon. September 12, 2016, at 7:00 PM. Due to the length of the agenda, staff requested that the presentation be limited to no more than 10 minutes. Planning Director Cronin added that it would be beneficial to review sample projects with the Historic Review Board to illustrate how the guidelines should be used, as well as what types of questions the Board should be asking when reviewing requests for Certificates of Appropriateness.

September 12, 2016

- Fort Mill Town Council conducted a public hearing on the ordinance adopting a Historic District Design Guidelines Manual for the Town of Fort Mill. No one spoke in favor or against the ordinance.
- Noré Winter of Winter & Co. presented members of Fort Mill Town Council and the public with an overview of the Design Guidelines Manual.
- Fort Mill Town Council gave first reading approval (6-0) to the following ordinance:
 - An ordinance adopting a Historic District Design Guidelines Manual for new construction, rehabilitation, and modifications to existing buildings within the Town of Fort Mill Historic Preservation Overlay District

September 13, 2016

- Planning Director Cronin provided an hour-long driving and partial walking tour of the Historic Preservation District for Noré Winter of Winter & Co. Planning Director Cronin pointed out a number of recent renovation and rehabilitation projects, as well as potential projects, within the town's Historic Preservation Overlay District.
- The Historic Review Board conducted a special training workshop during its regularly scheduled meeting on Tuesday, September 13, 2016. During the workshop, Noré Winter of Winter & Co. informed board members on the proper way to apply the new Historic District Design Guidelines. Mr. Winter outlined the multi-step approach to reviewing and evaluating applications based on the draft manual:
 - Introduction: Determine which chapters of the manual apply to the request (Track)
 - Step 1: Determine the architectural style and historic significance of the building
 - Step 2: Determine the building's integrity and key architectural features
 - Step 3: Determine the building's program requirements (including use)
 - Step 4: Review and evaluate the proposed treatment strategy
 - Step 4A: Determine the location of the proposed treatments
 - Step 4B: Determine the style of the proposed treatments

Mr. Winter also reviewed several examples of where the guidelines have been successfully applied, and walked members of the board through multiple hypothetical situations.

- Planning Director Cronin received an email from Julie Wilner of Winter & Co. at 7:51 PM, containing Invoice #22473. The invoice covered all work completed between August 2, 2016, and September 13, 2016, including delivery of the final Historic District Design Guidelines Manual, and attendance at the town council and Historic Review Board meetings. The total amount of the invoice was \$7,812.44. *(Note: This was the final invoice related to this project.)*

September 14, 2016

- Planning Director Cronin submitted the invoice to the Finance Department for processing and payment.

September 22, 2016

- The Finance Department mailed a check to Winter & Co. in the amount of \$7,812.44 for services billed in Invoice #22473. *(Note: This was the final payment related to this project.)*

September 26, 2016

- Fort Mill Town Council gave second and final reading approval (6-0) to the following ordinance:
 - An ordinance adopting a Historic District Design Guidelines Manual for new construction, rehabilitation, and modifications to existing buildings within the Town of Fort Mill Historic Preservation Overlay District [**Ordinance No. 2016-27**]
- Planning Director Cronin sent an email to Brad Sauls of SCDAH at 4:15 PM notifying Mr. Sauls that town council had adopted the Historic District Design Guidelines Manual, and requesting a reimbursement for one-half of the total project expenditures, pursuant to the FY 2015 Federal Historic Preservation Grant Award. ($\$49,990.00 \div 2 = \$24,995.00$)

[END OF PROJECT]