I. Call to Order

II. Approval of Minutes   
   Regular meeting held on December 11, 2019.

III. Public Hearing and Matter in Position for Action

   DRB-2020-01   Request for a Certificate of Appropriateness to remove trees from the parcel located at 501 South Irby Street, Tax Map Number 90088-06-007; D-3 Arts & Culture Overlay District.

IV. Public Hearing and Matter in Position for Action

   DRB-2020-02   Request for a Certificate of Appropriateness to allow interior lit wall signs to be installed on the building located at 319 South Irby Street, Tax Map Number 90087-08-005; D-3 Arts and Cultural Overlay District.

V. Adjournment   
   Next meeting is scheduled for February 12, 2020.
MEMBERS PRESENT: Cary Andrews, Julia Buyck, Scott Collins, Jamie Carsten, Jay Ham, Tom Kolias, Nathaniel Mitchell, David Tedder, and Antwan Wells

MEMBERS ABSENT: Pierce Campbell

STAFF PRESENT: Jerry Dudley, Derek Johnston, and Alane Zlotnicki

CALL TO ORDER: Co-Chairman Buyck called the December 11, 2019 regular meeting to order at 2:00 p.m.

APPROVAL OF MINUTES: Co-Chairman Buyck introduced the minutes from the November 13, 2019 regular meeting and asked if there were any corrections. There were none. Mr. Collins moved to approve the minutes; Mr. Mitchell seconded. The vote to approve the minutes was unanimous (7-0).

*Antwan Wells arrived*

PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:

DRB-2019-35 Request for a Certificate of Appropriateness to construct an apartment building on the 700 block of South Irby Street, Tax Map Number 90089-01-004; D-1 Redevelopment Overlay District.

Co-Chairman Buyck read the introduction of DRB 2019-35 and asked staff for their report. Ms. Zlotnicki gave the staff report as submitted to the Design Review Board.

Mr. Kolias asked staff what overlay district the property is located in, Mr. Dudley explained it is in the D-1 Redevelopment Overlay District, and in the Irby Street Corridor Overlay District. Mr. Kolias also asked staff whether the proposed site plan included fencing to which Mr. Dudley responded he is unsure.

There being no further questions of staff, Co-Chairman Buyck opened the public hearing.
Mr. Dewey Powers, owner of 713 South Irby Street, expressed his concerns about the proximity of the main driveway to the apartments to his own parking area for his insurance company immediately north of this parcel. He also expressed concerns over the potential increase in storm water due to the new construction.

Mr. Dudley stated the entrance is 15-20 feet from Mr. Powers’ property, and that DOT is ultimately responsible for the approval and placement of the entrance.

Mr. Drew Schaumber, the applicant, came forward to explain the request. Mr. Schaumber said that the distance from the centerline of his entrance and the entrance to Mr. Powers’ entrance is within DOT’s required distance, but that he is willing to adjust the location of the driveway with DOT’s approval to provide more distance between the two parcels. He also mentioned the reduction of the proposed two buildings to one has mitigated some of the increase in storm water. Mr. Schaumber also stated privacy fencing would most likely be placed along the border with neighboring parcels.

Mr. Mitchell asked if the entrance to the previously approved proposal was located solely on Brogdon St. to which Mr. Schaumber answered the original plan had entrances along both Brogdon and Irby Streets.

Mr. Ham asked staff what the process of the City of Florence review is. Mr. Dudley mentioned the Engineering Department would still need to approve the full zoning review.

Co-Chairman Buyck asked Mr. Dudley if DOT would be involved in the review process; Mr. Dudley stated they would be involved.

Mr. Schaumber responded to Mr. Powers’ concerns stating the entrance could be moved a further 15-20 feet without the need to redraw the site plan.

There being no further public commenters, Co-Chairman Buyck closed the public hearing and called for a motion to issue a Certificate of Appropriateness. Mr. Tedder moved to approve the request as submitted, Mr. Collins seconded. The vote to issue the certificate was unanimous (8-0).

*Cary Andrews arrived.*

**DRB-2019-36 Request for a Certificate of Appropriateness to allow an interior lit wall sign to be located at 288 South Dargan Street, Tax Map Number 90087-03-001; D-3 Arts and Cultural Overlay District.**

Co-Chairman Buyck read the introduction of DRB 2019-36 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board, explaining that this is for the Edward Jones office and that the only reason it requires DRB review is because it’s an interior lit sign.
There being no questions of staff, Co-Chairman Buyck opened the public hearing. There being no one to speak for or against the request, Co-Chairman Buyck closed the public hearing and asked for discussion by the board.

There being no questions, Co-Chairman Buyck called for a motion to accept the motion as submitted. Mr. Andrews moved to approve the request as submitted. Mr. Mitchell seconded the motion, which passed unanimously (9-0).

**DRB-2019-37 Request for a Certificate of Appropriateness for exterior renovations and signage for 166 West Evans Street, Tax Map Number 90168-02-022; H-1 Historic Overlay District.**

Co-Chairman Buyck read the introduction of DRB 2019-37 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board.

There being no questions of staff, Co-Chairman Buyck opened the public hearing.

Ms. Katrina Woods, applicant, came forward to answer the Board’s questions.

Mr. Collins asked Ms. Woods if she would leave the ivy on the sidewall, Ms. Woods stated it would remain. Mr. Collins also expressed concerns with not having a rendering of the breezeway sign. Mr. Johnston stated the exact dimensions and characteristics of said sign.

There being no other comments, Co-Chairman Buyck closed the public hearing.

There being no other questions, Co-Chairman Buyck called for a motion to issue a Certificate of Appropriateness for the signs and painting of the front facade. Mr. Mitchell moved to issue the Certificate and Mr. Carsten seconded the motion. The motion passed unanimously (9-0).

**DRB-2019-38 Request for a Certificate of Appropriateness for the demolition of the house located at 703 South Dargan Street, Tax Map Number 90089-02-029; D-1 Redevelopment Overlay District.**

Co-Chairman Buyck read the introduction of DRB 2019-38 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Design Review Board.

Mr. Kolias asked if the Board would need to stipulate that the Certificate of Appropriateness include sodding the empty lot. Mr. Johnston and Mr. Dudley stated it is not necessary to include the stipulation.

There being no further questions of staff, Co-Chairman Buyck opened the public hearing. There being no one to speak for or against the request, Co-Chairman Buyck closed the public hearing.
There being no other questions, Co-Chairman Buyck called for a motion to issue a Certificate of Appropriateness for the demolition. Mr. Andrews moved to issue the Certificate and Mr. Carsten seconded the motion. The motion passed unanimously (9-0).

**OTHER BUSINESS:**

Co-Chairman Buyck introduced the 2020 meeting calendar and called for a vote to approve it. Mr. Carsten moved to accept the 2020 calendar with the stipulation that staff would move the scheduled November 11, 2020 (Veterans Day) meeting to November 18, 2019. Mr. Tedder seconded. The motion passed unanimously (9-0).

**ADJOURNMENT:**

As there was no further business, Co-Chairman Buyck adjourned the meeting at 2:51 p.m. The next meeting is scheduled for January 8, 2020.

Respectfully Submitted,

_Austin Cherry_

_Office Assistant III_
CASE NO: DRB 2020-01
LOCATION: 501 South Irby Street
TAX MAP NUMBER: 90088-06-006 and 90088-06-007
OWNER OF RECORD: Health Facilities FCU
APPLICANT: Robert Harris
PROJECT DESCRIPTION: Tree Removal
OVERLAY DISTRICT: D-3, Arts & Cultural Overlay District and ISCOD, Irby Street Corridor Overlay District

Project Description
The applicant is seeking a Certificate of Appropriateness (COA) for the removal of 6 trees located at 501 South Irby Street. The trees the applicant is seeking to remove are 2 willow oak trees which are located in the parking lot on Tax Map Parcel 90088-06-006 and 4 holly trees along West Elm Street on Tax Map Parcel 90088-06-007 as illustrated in Attachment D. According to the applicant, the 2 willow oak trees in the parking lot block adequate security lighting during the evening hours, and the four holly trees along West Elm Street are overgrown and growing up against the building (see Attachment H). The applicant is willing to replant the trees with lower growing shrubbery which will not block the existing parking lot lighting.

Background Information
The building was constructed in 1968 and has a total area of 5,431 square feet. The property is located in the Activity Center zoning district within the D-3, Arts and Cultural Overlay District. The Design Guidelines state that the intent of the Arts and Cultural District is to “strengthen the arts, cultural, and civic uses in this district so that this area will become the civic heart of the community and an architectural expression of its aspirations and community pride.”

Staff Analysis
Upon inspection, no immediate hazards or significant decline in tree health were observed. The two willow oaks had grown to a height which does block the existing parking lot lights, and the four holly shrubs had overgrown their original space. The applicant has proposed no alternate lighting plan or specific replanting plan.

In general, the Unified Development Ordinance states that the downtown overlay districts require a Certificate of Appropriateness (COA) in the event of “Landscape changes which include either the removal of any tree four (4) inches in caliper, or greater, or the removal of any hedge or shrub group that is at least thirty (30) inches in height.”

Specifically, the Arts and Cultural Overlay District provide guidelines for off-street parking within the district as follows:
Off-Street Parking

Parking should be located to the sides and rear of buildings. For large buildings, a single bay of parking and drop-off area may be permitted by exception and with adequate landscaping and screening. Access to parking may be from the front, side streets, or from the rear (see below for information on driveways). If practical, parking should be shared. Parking for small properties should be screened from public streets and sidewalks on all sides with a 30-36" hedge or masonry wall with approved landscaping, or a combination of the two. Larger properties can use the 30-36" wall or hedge, a taller fence of masonry and metal pickets, or a combination of walls and landscaping. In no cases should parking be screened from the street with solid materials taller than 36" (except deciduous trees) because of the need for security and surveillance. Existing parking in front of buildings should be removed if possible. If this is not possible, a hedge or wall as defined above should be installed.

Existing parking to the side of buildings should be appropriately screened and landscaped. If two properties share parking, there is no need for setbacks at the adjoining property lines. Parking areas must be well lighted for nighttime pedestrian and vehicular security. Parking should be set back a minimum of 5’ from all property lines, and 10’ if the property abuts a residential area.

Current zoning ordinance requirements

The Unified Development Ordinance requires the following for any new or redeveloped parking lots and building landscapes:

- One canopy tree or two understory trees per landscape island (within parking area);
- Minimum three feet wide and three feet high shrub buffer to screen parking lot from adjacent street and/or land uses;
- Front and street side building landscaping shall include one understory tree and 10 shrubs per 50 linear feet.

Board Action

1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, make a decision regarding the application.

Attachments

A. Vicinity Map
B. Location Map
C. Zoning Map
D. Location Map of the proposed tree removal locations
E. Tax File Card
F. Site Photos (Health Facilities Federal Credit Union/Willow Oak trees)
G. Site Photos (Willow Oak trees close up)
H. Site Photos (Holly trees)
I. Site Photo (Holly tree)
J. Letter from the applicant requesting the removal of the trees
Attachment A: Vicinity Map
Attachment C: Zoning Map
Attachment D: Location Map of the proposed tree removal locations

- Proposed Tree removal location along West Elm Street circle in yellow.
- Proposed Tree removal location circle in blue.
- Potential tree replanting location
### Attachment E: Tax File Card

|-------------------------------------------|----------------|-----------------|-------------|

**PROPERTY LOCATION ADDRESS**

- **Number:** 000000
- **Suffix:**
- **Street Name:** 00000000
- **Street Suffix:**
- **City:**
- **State:** Zip: 00000 0000
- **District:** 110
- **Land Class:** CL COMMERCIAL IMPROVED
- **Legal Desc:** S IRBY ST

**Land Characteristic Selections**

- 01 Topography: 1 Level
- 01 Surface: 1 Pavement
- 02 Street: 5 Curb & Gutter
- 02 Street: 6 Sidewalk
- 03 Utilities: 1 All Public Utilities
- 02 Utilities: 7 Storm Sewer
- 04 Fronting Traffic: 5 Heavy
- 05 Ownership: 1 Private

**L A W D**

- Lots: Eff Frontage: 75 Eff Depth: 175
- L A N D Square Feet: Primary Site 15,125

**C O M M E R C I A L**

- **MFP:** 90066-04-007
- **BUILDING ID:** 001
- **SUFFIX:** 000

**Category:** CL BANKS — CENTRAL OFFICES

- **Yr.Built:** 1983
- **Area Sq.Ft.:** 9,431
- **Improvement Cost with Additions:** 597,902.82
- **Yard/Other Bldg Value:** 92,648.00
- **Total Buildings Value:** 690,545.82

--- Totals for MFP ---

- **Total Buildings:** 1
- **Building Value:** 690,545.82
- **Land Market Value:** 95,431.00

**Market Acres:**

- .00
- .00
- .00

**Bld/Land Use Total:**

- 690,545.82
- 95,431.00
- 786,965

**Rent:**

- 0
- 0
- 0
Attachment F: Site Photos (Health Facilities Federal Credit Union/Willow Oak trees)

Health Facilities Federal Credit Union (front view) 501 South Irby Street

Willow Oak tree in the parking lot

Willow Oak tree that the applicant wants to remove.

Willow Oak tree that the applicant wants to remove.

Willow Oak tree in the parking lot
Attachment G: Site Photos (Willow Oak trees close up)

Security lighting location.

Willow Oak tree

Security lighting location.

Willow Oak tree
Attachment H: Site Photos (Holly trees)

Holly trees close up view

Holly trees along West Elm Street the applicant wants to remove.

Holly trees located along West Elm Street
Attachment I: Site Photo (Holly trees)
December 2, 2019

City of Florence, South Carolina
Design Review Board
324 W. Evans St
Florence, SC 29501

RE: Request to cut down a total of 6 trees

We would like permission to cut down a total of 6 trees on our property.

Two trees in our parking lot have caused a security problem for our members and employees particularly in the fall and winter months. These trees totally block our security lighting and prevents us from providing a lighted area for the safety of our employees and members.

The other 4 trees, I feel, do not add to the street scape of Elm St. All are growing up against our building.

We are willing to plant adequate replacement greenery at the suggestion of the City to improve the appearance of our lot.

Within our parking lot we have additional greenery that will stay. We have some additional trees in the lot that will remain. At the front of our building we have some low-lying plants that continue along Elm St. After we cut those trees, we plan to add and upgrade the plants we have along that side.

To replace the larger trees in our parking lot, we would propose to use shrubbery and keep it trimmed to prevent the need to cut down additional trees in the future.

In our mind, the most important part of this request are the two larger trees in the parking lot.

We thank you for your consideration of this request and look forward to any discussions.

Sincerely,

Robert D. Harris
CEO
Health Facilities FCU
P: 843.432.2110
C: 843.206.2765
rharris@hffcu.com
CASE NO: DRB 2020-02
LOCATION: 319 S. Irby Street
TAX MAP NUMBER: 90087-08-005
OWNER OF RECORD: Florence School District One
APPLICANT: Tyson Signs
PROJECT DESCRIPTION: Installation of Signage on FSD1 Building
OVERLAY DISTRICT: D-3 Arts & Cultural Overlay District and ISCOD Irby Street Corridor Overlay District

Project Description
The applicant is seeking a Certificate of Appropriateness (COA) to install signs (Attachment D) to the building located on Tax Map Parcel 90087-08-005 at the address of 319 S. Irby Street to include (1) monument sign (Attachment E), (2) wall signs (Attachment F), (3) identification wall signs (Attachment G), and (2) directional signs (Attachment H). The building is the future site of a Florence School District One Administrative Office.

Background Information
The building is 18,908 square feet and was constructed in 1925. In 1977-1978 the library built a large one-story expansion which included extensive renovations to the original 1925 building, and the building was again redeveloped in 2010 to accommodate an office/professional use. The former Florence Public Library was added to the National Register of Historical Places in 2006 for its Neo-Classical Revival Architecture and educational significance to the City. Most recently, it housed the offices of Turner, Padget, Graham, and Laney Law Firm. The parcel is located in the City’s Central Business District (CBD). It is the future home of an administrative building for Florence School District One. The CBD Zoning District is intended for development, redevelopment, and reuse of residential, commercial, and mixed-use buildings in Downtown Florence.

Staff Analysis
The following section from the Design Guidelines addresses signage in the Arts & Cultural Overlay District.

From Chapter 4 of the Design Guidelines for Downtown Florence, SC:

Business signage
Signs are an important part of the identity of any business. Modern technology has extended the range of possible materials and treatments available to business owners.

The following materials are recommended:

- Wood (carved, sandblasted, etched, and properly sealed, primed, and painted or stained)
• Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to protect against corrosion)
• High density pre-formed foam or similar material. New materials may be appropriate if properly designed in a manner consistent with these guidelines and painted or otherwise finished to complement the architecture
• Custom neon tubing, in the form of graphics or lettering, may be incorporated into several of the above permitted sign types.
• Sign material should be compatible with the design of the face of the façade where it is to be placed.

The overall signage site plan is shown in Attachment D with Attachments E and F detailing the proposed signage.

The existing brick monument will receive a new sign face of painted Komatex Florence School District One Logo and Lettering. The monument sign meets the Ordinance standards of a maximum of 80 square feet, 0 foot setback, and maximum 24 feet high (Attachment E).

The (2) wall signs are both approximately 44 square feet which is well below the 25% of wall area maximum set in the Unified Development Ordinance for wall signs in the CBD. The wall signs are constructed of ¼ inch thick aluminum cut-out letters painted white with logos consisting of digitally printed vinyl graphics. Wall signs will be mounted flush against the brick walls of the building (Attachment F).

The identification signs will be displayed at the entrances to the building. The F1 logo wall signs will be made of 1 inch thick Komatex outline with painted backer to give dimensionality. The letters of the F1 logo wall sign will be 1 foot thick aluminum letters painted gray. The aluminum identification wall sign will be a ¼ inch thick flat aluminum panel with vinyl copy mounted flush to the brick wall (Attachment G).

The (2) directional signs for denoting entry and exit sign faces are both 1 foot high, 2 feet wide and stand 3 feet in height total. The signs are flat aluminum with applied opaque and reflective vinyl copy. They will be installed in the same location as the previous directional signs (Attachment H).

**Board Action**
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, decide regarding the request on the application.

**Attachments**
A. Vicinity Map
B. Location Map
C. Zoning Map
D. Signage Site Plan
E. Monument Sign
F. Wall Signs 1 & 2
G. Identification Wall Signs (Logo 1, 2, and Aluminum)
H. Directional Signs
Attachment D: Signage Site Plan
Attachment H: Directional Signs

Qty. (2) D/F Non-Illuminated Directional Signs

NOTES

FABRICATED DIRECTIONAL SIGNS
- Sign faces construction self-adhesive, bonded to the aluminum frame
- Surface-apply opaque and reflective vinyl cut to size

INSTALLATION
- Remove existing sign and install new in same location as indicated
- Direct vendor to match existing sign (2020)

COLORS
- White (230)
- Silkscreen meds (ink to match)
- Gold/Travertine of 22K (point towards)
- Cool gray / 7 point on match - 90% white 10% black

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