



**CITY OF FLORENCE DESIGN REVIEW BOARD  
CITY CENTER – COUNCIL CHAMBERS  
324 WEST EVANS STREET, FLORENCE, SC  
WEDNESDAY, AUGUST 13, 2025 – 2:00 P.M.**

**I. Call to Order**

**II. Approval of Minutes** Regular meeting held on July 9, 2025

**III. Public Hearing and Matter in Position for Action**

DRB-2025-08 Request for a Certificate of Appropriateness to demolish the house located at 315 Covington Street, identified as Florence County Tax Map Number 90074-10-018, in the D-4 Timrod Park Overlay District.

**IV. Public Hearing and Matter in Position for Action**

DRB-2025-09 Request for a Certificate of Appropriateness to demolish the commercial building located at 262 West Cheves Street, identified as Florence County Tax Map Number 90087-01-015, in the D-2 Downtown Overlay District.

**V. Public Hearing and Matter in Position for Action**

DRB-2025-10 Request for a Certificate of Appropriateness to install a serving window into the commercial building for Cru Wine & Tap located at 122 West Evans Street, identified as Florence County Tax Map Number 90168-02-014, in the H-1 Historic Overlay District.

**VI. Public Hearing and Matter in Position for Action**

DRB-2025-11 Request for a Certificate of Appropriateness to renovate the commercial building and upgrade the parking lot of First Citizens Bank located at 276 South Irby Street, identified as Florence County Tax Map Number 90087-02-001, in the D-3 Arts & Culture Overlay District.

**VII. Adjournment** Next meeting is scheduled for September 10, 2025.

**CITY OF FLORENCE, SOUTH CAROLINA**  
**DESIGN REVIEW BOARD**  
**JULY 9, 2025 MINUTES**

**MEMBERS PRESENT:** Jamie Carsten, Scott Collins, Brice Elvington, Dr. John Keith, Mike Padgett, and David Tedder

**MEMBERS ABSENT:** Kyle Gunter, Joey McMillan, David Lowe, and Ranny Starnes

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

**CALL TO ORDER:** Chairman Carsten called the July 9, 2025 meeting to order at 2:04 p.m.

**APPROVAL OF MINUTES:** Chairman Carsten introduced the June 18, 2025 minutes and asked if there were any corrections or comments. There being none, he asked for a motion. Mr. Collins moved to approve the minutes as submitted; Mr. Padgett seconded the motion, and it passed unanimously (6-0).

**PUBLIC HEARING AND MATTER IN POSITION FOR ACTION:**

**DRB-2025-07 Request for a Certificate of Appropriateness to install windows in the building at 218 North Dargan Street, identified as Florence County Tax Map Number 90170-04-015, in the H-1 Historic Overlay District.**

Chairman Carsten read the introduction to DRB-2025-07 and asked staff for their report. Mrs. Zlotnicki presented the staff report as submitted. She stated that the city recommended that the wall be sealed instead of repainted due to the presence of an easement next to the mural.

Mr. Padgett asked why the city didn't want the wall painted. Mr. Dudley explained the city's easement on the wall and the concerns over the mural being damaged in any way. He said that it looks like this was once an interior wall that is not holding up well. He said the mural was painted onto panels that were then adhered to the brick rather than painted directly on it.

Mr. Elvington asked if painting the wall white wouldn't help the mural to be more visible.

Dr. Keith asked if there was a separate layer of bricks in the rear of the building. Mr. Dudley said it was an old interior wall, but it may have been an addition to the wall. Dr. Keith suggested replacing the bricks and painting the whole thing.

Mr. Padgett said that paint protects much better than sealer does.

Mr. Collins said that if that was indeed an interior wall at one time, the bricks were not intended to hold up to the elements as well, and they'll need to be well prepared before painting. Mr. Dudley said that the brick under the mural was plastered first to level it out. Mr. Collins said that the wall needs to be repaired first.

Mr. Padgett said he had no problem with the windows. Dr. Keith pointed out that the brick needs to be repaired before installing them to make them work correctly. Mr. Padgett said the Building Department should oversee the technical details of repairing and painting the wall.

There being no other questions for staff, Chairman Carsten opened the public hearing. There being no one to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion and a motion.

There being no other comments or questions, Mr. Padgett moved that the request to install new windows be approved as submitted with the caveat that the owner is to repair the brick wall appropriately with Building Department approval, and that it is to be painted rather than sealed. The white paint is approved. Mr. Tedder seconded the motion and the conditions, and the motion passed unanimously (6-0).

**ADJOURNMENT:** Mrs. Zlotnicki announced that she would have copies of the new Design Standards available for Board members at the next meeting. There being no other business, Chairman Carsten adjourned the meeting at 2:17 p.m. The next meeting is scheduled for August 13, 2025 at 2:00 p.m.

Respectfully submitted by

Alane Zlotnicki, AICP  
Senior Planner

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**  
**STAFF REPORT TO THE**  
**CITY OF FLORENCE DESIGN REVIEW BOARD**  
**AUGUST 13, 2025**

**CASE NUMBER:** DRB-2025-08

**LOCATION:** 315 Covington Street

**TAX MAP NUMBER:** 90074-10-018

**OWNER OF RECORD:** KGita Real Estate LLC

**APPLICANT:** City of Florence

**PROJECT DESCRIPTION:** Demolition of Single Family House

**OVERLAY DISTRICT:** D-4 Timrod Park Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to demolish a single family house located at 315 Covington Street in the City’s Timrod Park Historic Overlay District on behalf of the property owner. The demolition is being pursued by the City of Florence’s Community Services department as part of its efforts to remove dilapidated buildings to rejuvenate neighborhoods.

**Background Information**

According to the Florence County Property Card File, the 1,754 square foot house was built in 1930. The property is zoned NC-6.2, which is a single family designation. The lot is 7,217 square feet in area.

The Florence City-County Historical Commission reviewed this request on July 14, 2025 and determined that the property has no historical significance. The Record of Official Action was signed and released at that time (Attachment E).

**Staff Analysis**

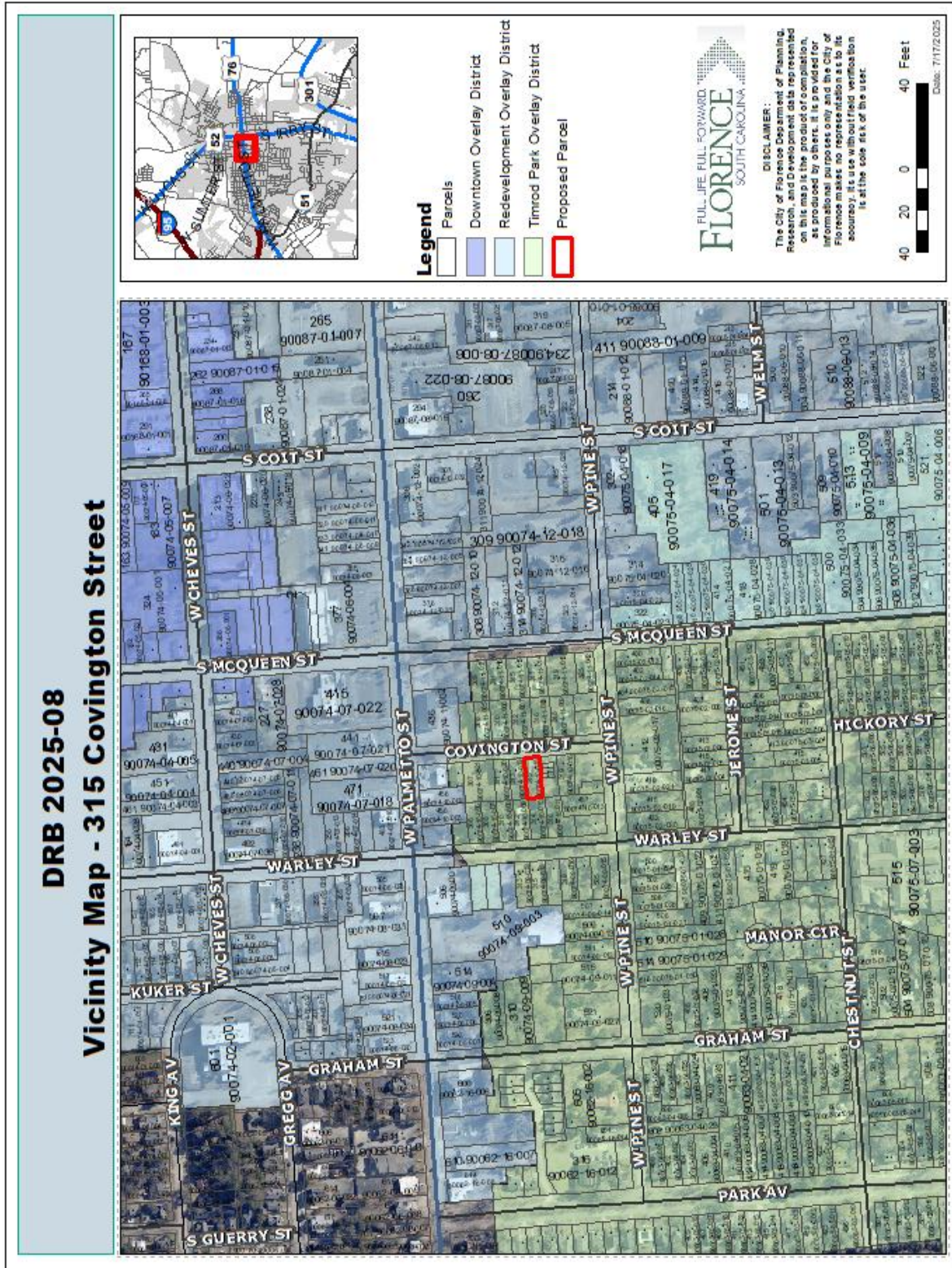
Section 6-20.3.3 of the *Unified Development Ordinance* states that the Downtown Planning Coordinator shall “ensure that all applications for new construction, renovation, rehabilitation, and demolition shall require a Certificate of Appropriateness if the property involved is located within the overlay districts”. This house is in a deteriorated condition and the owner has problems with squatters damaging it further.

**Board Action**

1. Consider only the evidence presented before the Board during the public hearing.
2. Apply the intent of the Design Standards to the application, considering the character of the applicable zoning and overlay districts.
3. Based on the determination of appropriateness, make a motion regarding the request.

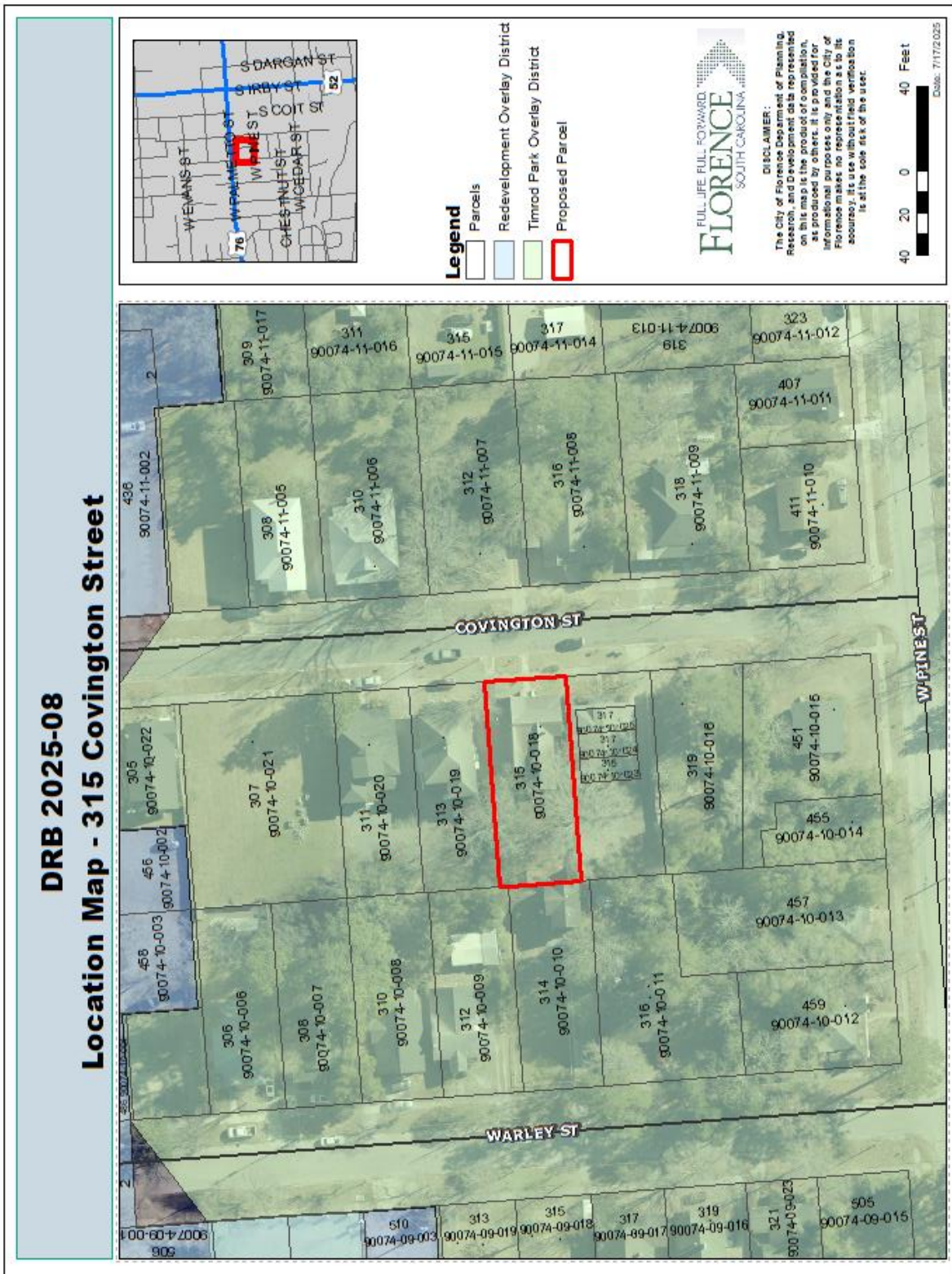
**Attachments**

- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Property Card
- E. Signed ROA
- F. Site Photo

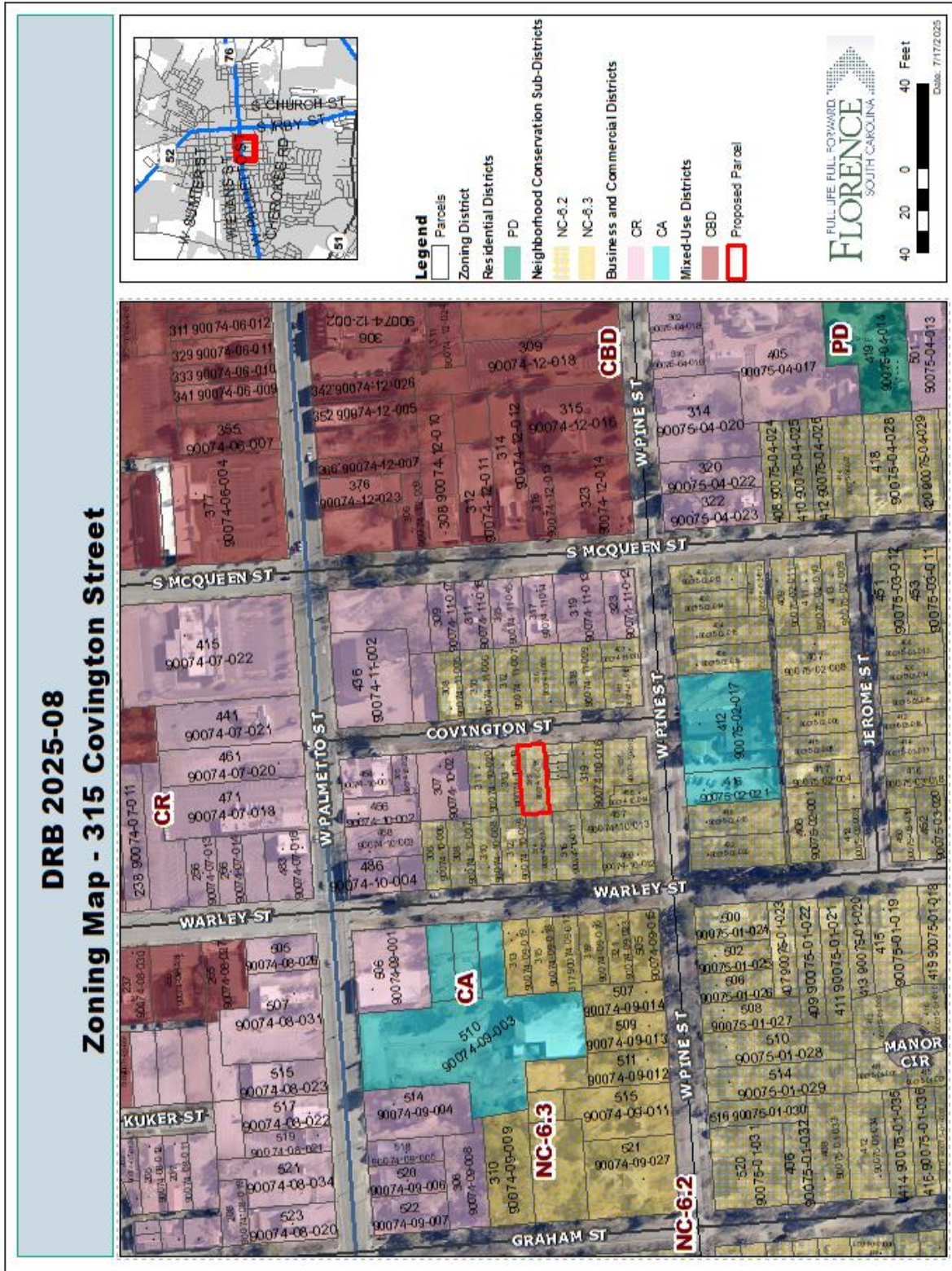




Attachment B: Location Map









Date: Jun 17, 2025

## Florence County Taxes Inquiry

Time: 09:38

Map/Block/Parcel 90074 10 018

Property Card File

Year 2017 File

Close This Window

FLORENCE COUNTY TAX ASSESSOR  
 Property Card Record for MBP: 90074-10-018 TAX YEAR: 2023 9/16/23 8:31:34 PAGE: 70662  
 ----- PROPERTY LOCATION Address ----- PROPERTY BILLING NAME/ADDRESS ----  
 Number: 00315 Suffix: City: FLORENCE State: SC Zip: 29501 0000 7111 DELLWOOD DR  
 Street Name: COVINGTON Street Suffix: ST TAMPALA FL33619  
 District: 110 Land Class: RI RESIDENTIAL IMPROVED  
 Legal Desc: COVINGTON ST  
 Land Characteristic Selections  
 01 Topography 1 Level  
 02 Street 1 Paved  
 03 Utilities 2 Public Water  
 03 Utilities 3 Public Sewer  
 03 Utilities 7 Storm Sewer  
 03 Utilities 8 Electricity  
 04 Fronting Traffic 3 Light  
 05 Ownership 1 Private  
 L A N D Lots: Eff Frontage: 54 Eff Depth: 135  
 L A N D Gross Acres: Site Value .00  
 -----  
 R E S I D E N T I A L MBP: 90074-10-018 BUILDING ID#: 001 SUFFIX#: 000  
 Building Use Code: RESIDENTIAL 1 FAMILY Age Erected: 1930 Grade: D Story Height: 15 1 STORY  
 Bedrooms: 03 Full Bath: 1 Half Bath: 1 Fireplaces: Heating & Air Conditioning: 1 NONE  
 Total Living Area: 1,754 Exterior Wall Construction: F STUD FRAME 02 SF-METAL/VINYL SID.  
 Ext.Feat.Code: 11 Description: OFP Area: 184  
 OBY Code: 4 SHED Size: (len,wid,ht) 10 32 AREA: 320  
 Improvement Cost with Additions: .00 Yard/Other Bldg Values: Total Buildings Value: 29,154.9  
 -----  
 --- Totals for MBP ---  
 # Buildings: 2 Building Value: 29,154.97 Land Market Value: 10,000.00  
 Market Acres: .00 Use Acres: .00 Land Use Value: .00  
 Bld/Land Use Total: 29,154.97 Bld/Land Mar.Total: 39,154.97 6% Bld Value: 0 # of 6% Blds: 0  
 Rental Acres: 0 Rental Acres Value: 0 Ren.Acres-Mar: 0 Ren.Acres Value-Mar: 0

**Florence City / County Historical Commission**

**RECORD of OFFICIAL ACTION**

On 7/14, 2025  
(month / day) (year)

The Florence City / County Historical Commission chairperson or an appointed designee  
reviewed the historical significance of

315 Covington St., Florence, South Carolina  
(address)

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The following action was taken:

- ☒ No Action / No Historical Significance
- ☐ Additional time is needed to evaluate, because the structure(s) has general value to the community and could be preserved and rehabilitated. Therefore, the Historical Commission has decided to delay the issuance of the permit for up to thirty (30) days in order to properly survey and document the structure(s) and to arrange with the owner for the purchase, rehabilitation, renovation or relocation of the structure(s).
- ☐ Additional time is needed to evaluate, because the structure(s) has historical significance. Therefore, the Historical Commission has decided to delay the issuance of the permit for up to sixty (60) days in order to properly survey and document the structure(s) and to arrange with the owner for the purchase, rehabilitation, renovation or relocation of the structure(s).
- ☐ Other (Please describe in detail) \_\_\_\_\_

Name

MARK BUUCK, III

Florence City/County Historical Commission Chairperson or Designee

Signature





Attachment F: Site Photos





**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**  
**STAFF REPORT TO THE**  
**CITY OF FLORENCE DESIGN REVIEW BOARD**  
**AUGUST 13, 2025**

**CASE NUMBER:** DRB-2025-09

**LOCATION:** 262 West Cheves Street

**TAX MAP NUMBER:** 90087-01-015

**OWNER OF RECORD:** Florence Renaissance Company

**APPLICANT:** Chris Cawthon

**PROJECT DESCRIPTION:** Demolition of Commercial Building

**OVERLAY DISTRICT:** D-2 Downtown Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to demolish a commercial building located at 262 West Cheves Street in the City’s Downtown Overlay District. The demolition is being pursued in order to prepare the lot for future development. The building was also damaged by fire on July 21, 2025.

**Background Information**

According to the Florence County Property Card File, the 1,460 square foot office building was built in 1955. The property is zoned Central Business District, which is a mixed use commercial designation. The deep, narrow lot is 22,065 square feet in area.

The Florence City-County Historical Commission reviewed this request on July 14, 2025 and determined that the property has no historical significance. The Record of Official Action was signed and released at that time (Attachment E).

**Staff Analysis**

Section 6-20.3.3 of the *Unified Development Ordinance* states that the Downtown Planning Coordinator shall “ensure that all applications for new construction, renovation, rehabilitation, and demolition shall require a Certificate of Appropriateness if the property involved is located within the overlay districts”. This building is in a deteriorated condition and the owner intends to replace it with new construction.

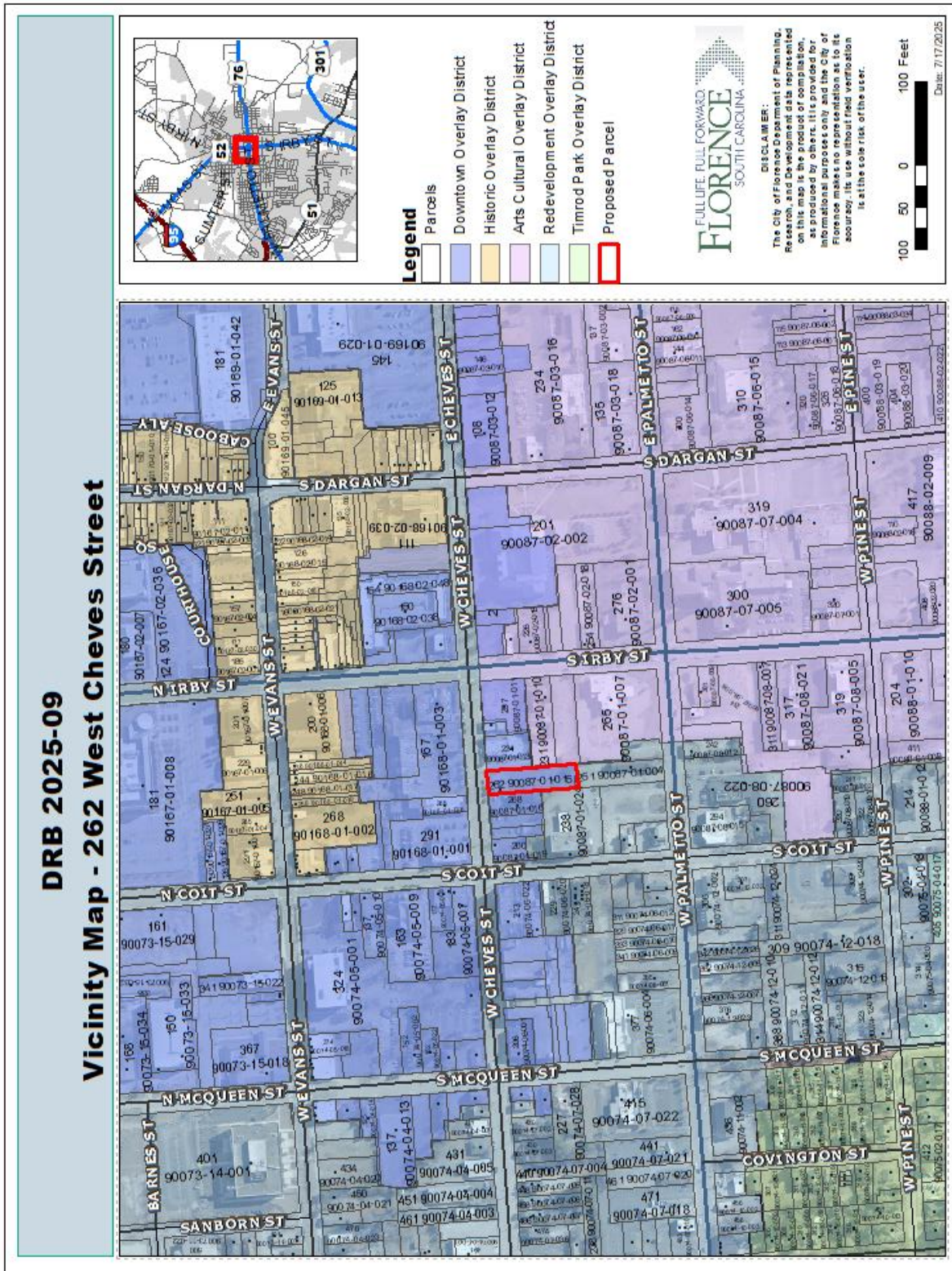
**Board Action**

1. Consider only the evidence presented before the Board during the public hearing.
2. Apply the intent of the Design Standards to the application, considering the character of the applicable zoning and overlay districts.
3. Based on the determination of appropriateness, make a motion regarding the request.

**Attachments**

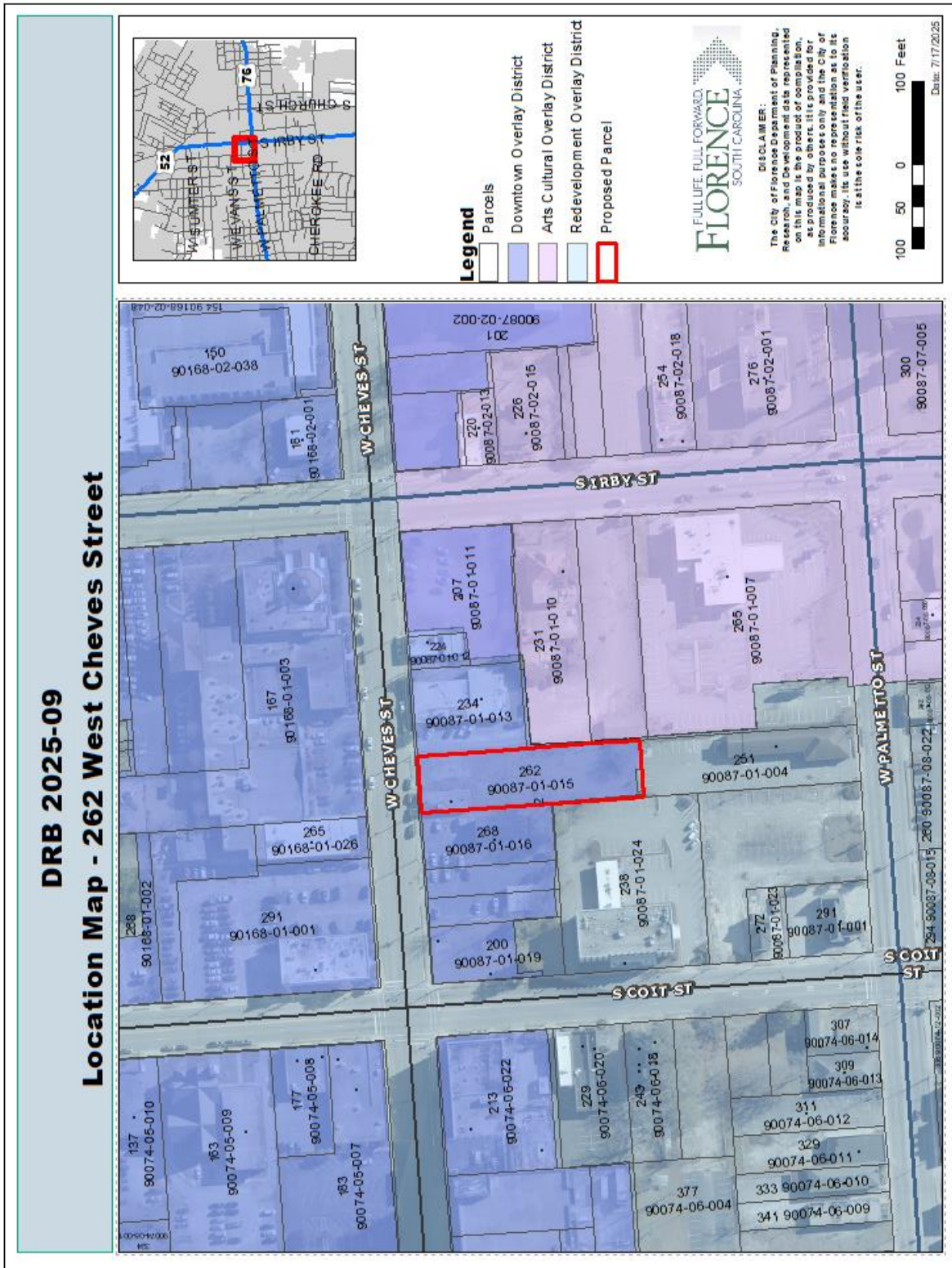
- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Property Card
- E. Signed ROA
- F. Site Photos

Attachment A: Vicinity Map

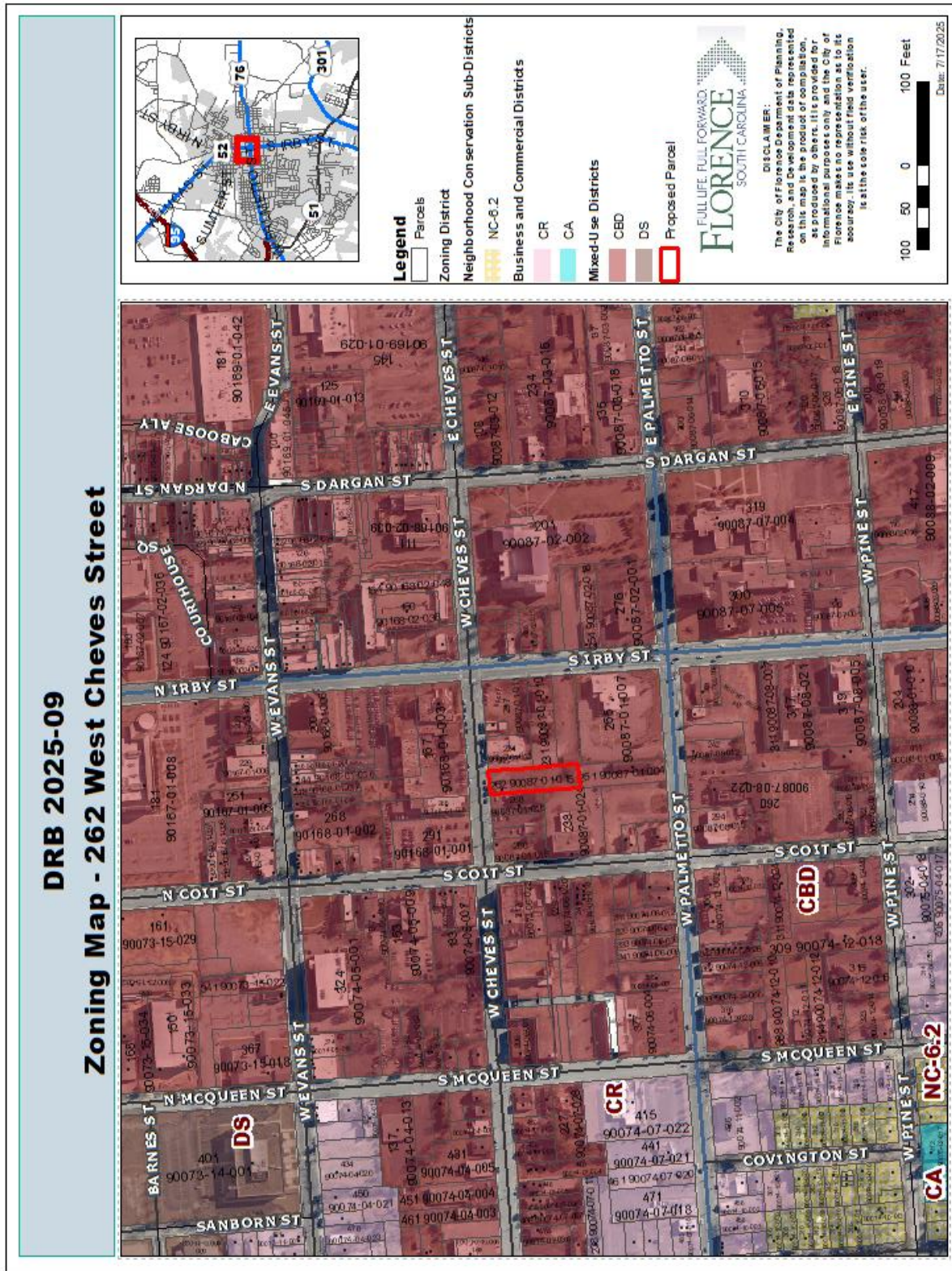




Attachment B: Location Map







Date: Jul 11, 2025

## Florence County Taxes Inquiry

Time: 14:21

Map/Block/Parcel 90087 01 015

Property Card File

Year 2017 File

Close This Window

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FLORENCE COUNTY TAX ASSESSOR
Property Card Record for MBP: 90087-01-015 TAX YEAR: 2023 9/16/23 8:31:34 PAGE: 72094
----- PROPERTY LOCATION Address ----- PROPERTY BILLING NAME/ADDRESS ----
Number: 00262 Suffix: PALMETTO INDUSTRIAL DEV LLC
Street Name: CHEVES Street Suffix: ST
City: FLORENCE State: SC Zip: 29501 0000 611 W PALMETTO ST STE B
District: 110 Land Class: CI COMMERCIAL IMPROVED FLORENCE SC29501
Legal Desc: W CHEVES ST
Land Characteristic Selections
01 Topography 1 Level
02 Street 1 Paved
03 Utilities 1 All Public Utilities
04 Fronting Traffic 5 Heavy
05 Ownership 1 Private
L A N D Lots: Eff Frontage: 75 Eff Depth: 303
L A N D Square Feet: Primary Site 22,762
-----
C O M M E R C I A L MBP: 90087-01-015 BUILDING ID#: 001 SUFFIX#: 000
Category: 508 DENTAL CLINICS Yr.Built: 1955 Area Sq.Ft: 1,460
Improvement Cost with Additions: 47,366.49 Yard/Other Bldg Values: 12,548.25 Total Buildings Value: 59,914.74
-----
--- Totals for MBP ---
# Buildings: 1 Building Value: 59,914.74 Land Market Value: 68,286.00
Market Acres: .00 Use Acres: .00 Land Use Value: .00
Bld/Land Use Total: 59,914.74 Bld/Land Mar.Total: 128,200.74 6% Bld Value: 59,914 # of 6% Blds: 1
Rental Acres: 0 Rental Acres Value: 0 Ren.Acres-Mar: 0 Ren.Acres Value-Mar: 0
Transfer Date: 06/13 DEED Book: B472 Page: 0672 Sales Price: 130,000

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**Florence City / County Historical Commission**

**RECORD of OFFICIAL ACTION**

On 7/14 2025  
(month / day) (year)

The Florence City / County Historical Commission chairperson or an appointed designee  
reviewed the historical significance of

262 W. Chaves St. Florence, South Carolina  
(address)

The following action was taken:



No Action / No Historical Significance

- ☐ Additional time is needed to evaluate, because the structure(s) has general value to the community and could be preserved and rehabilitated. Therefore, the Historical Commission has decided to delay the issuance of the permit for up to thirty (30) days in order to properly survey and document the structure(s) and to arrange with the owner for the purchase, rehabilitation, renovation or relocation of the structure(s).
- ☐ Additional time is needed to evaluate, because the structure(s) has historical significance. Therefore, the Historical Commission has decided to delay the issuance of the permit for up to sixty (60) days in order to properly survey and document the structure(s) and to arrange with the owner for the purchase, rehabilitation, renovation or relocation of the structure(s).
- ☐ Other (Please describe in detail) \_\_\_\_\_

Name

MARK BUYER

Florence City/County Historical Commission Chairperson or Designee

Signature

[Handwritten Signature]

Attachment F: Site Photos









**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**  
**STAFF REPORT TO THE**  
**CITY OF FLORENCE DESIGN REVIEW BOARD**  
**AUGUST 13, 2025**

|                             |   |
|-----------------------------|---|
| <b>CASE NUMBER:</b>         | DRB-2025-10   |
| <b>LOCATION:</b>            | 122 West Evans Street                                 |
| <b>TAX MAP NUMBER:</b>      | 90168-02-014  |
| <b>OWNER OF RECORD:</b>     | Downtown Hospitality LLC                              |
| <b>APPLICANT:</b>           | Carolina Construction, Inc.                           |
| <b>PROJECT DESCRIPTION:</b> | Installation of Serving Window on Commercial Building |
| <b>OVERLAY DISTRICT:</b>    | H-1 Historic Overlay District                         |

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to make alterations to the façade of Cru Wine & Tap, the restaurant located at 122 West Evans Street. The plan calls for a push out window to be installed on the left side of the front of the building facade, replacing the existing picture window (Attachment D). A wooden ledge will be installed to allow access from the interior bar as well as to provide an eating area. The wall below the push out window will become a solid surface consistent in texture and color to the current building. The remainder of the front wall and the doors will remain the same.

**Background Information**

According to the Florence County Property Card File, the 1,440 square foot building was built in 1900. The property is zoned Central Business District, which is a mixed use commercial designation. The deep, narrow lot is 7,805 square feet in area. This space is being used for Cru Wine & Tap restaurant.

**Staff Analysis**

Figure 2.3 of the *City of Florence Downtown Design Standards* states that new construction to principal buildings constitutes a major project requiring review and approval by the Design Review Board. Because the front façade is to be significantly changed, DRB review is required to obtain the Certificate of Appropriateness. “Building Design: Non-Residential Development – Windows” states that “The proportions and relationship between doors and windows should align with the architectural style and character of the building.”

The intent is to provide outdoor seating that is accessible from the inside bar, which is being reconfigured to access the serving window. It will seat about 3 to 4 people total.

In 2017, a COA was issued for 166 South Dargan Street to permit a similar serving window and ledge at the Birds Nest restaurant (see Attachment E).

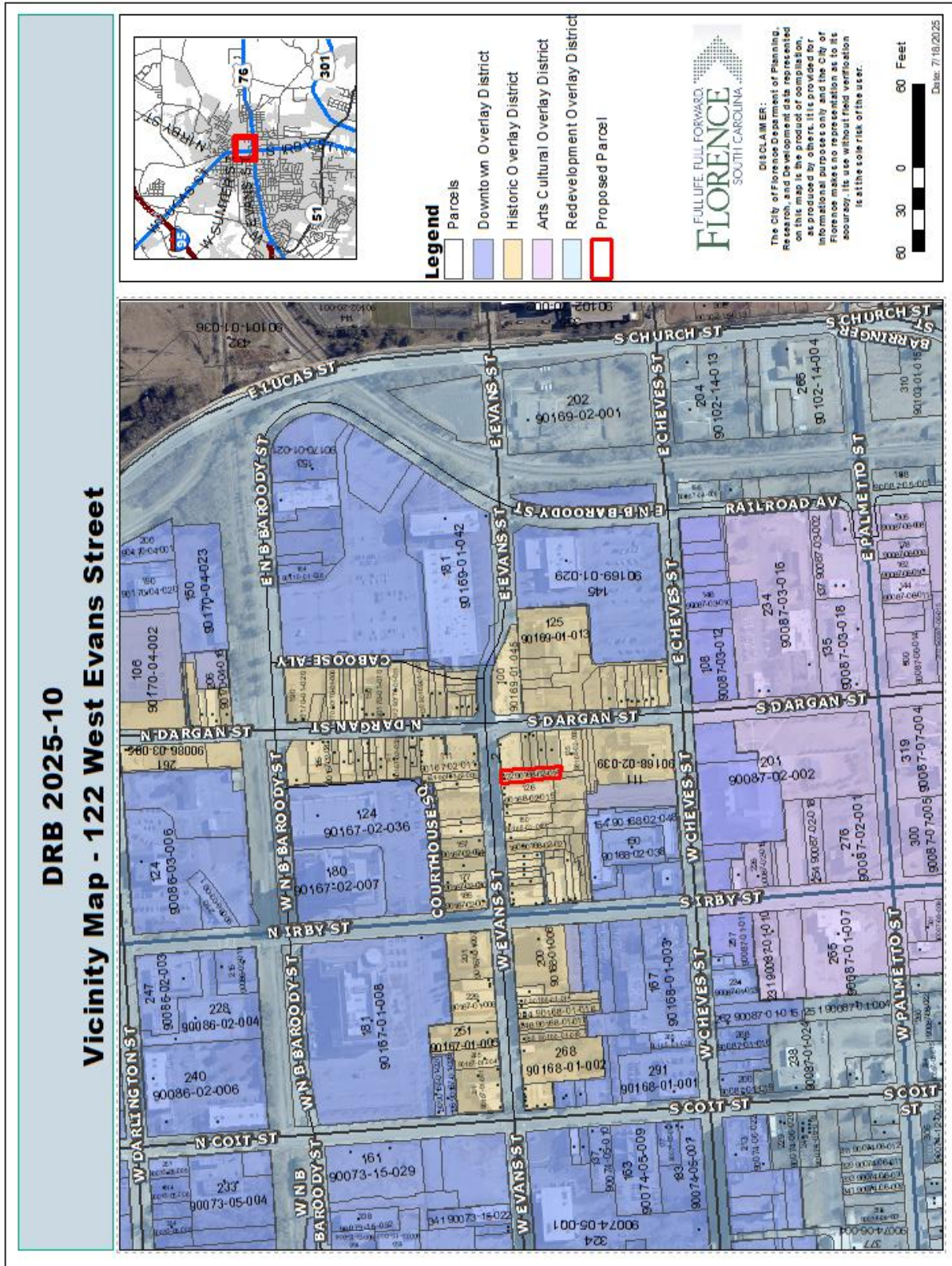
**Board Action**

1. Consider only the evidence presented before the Board during the public hearing.
2. Apply the intent of the Design Standards to the application, considering the character of the applicable zoning and overlay districts.
3. Based on the determination of appropriateness, make a motion regarding the request.

**Attachments**

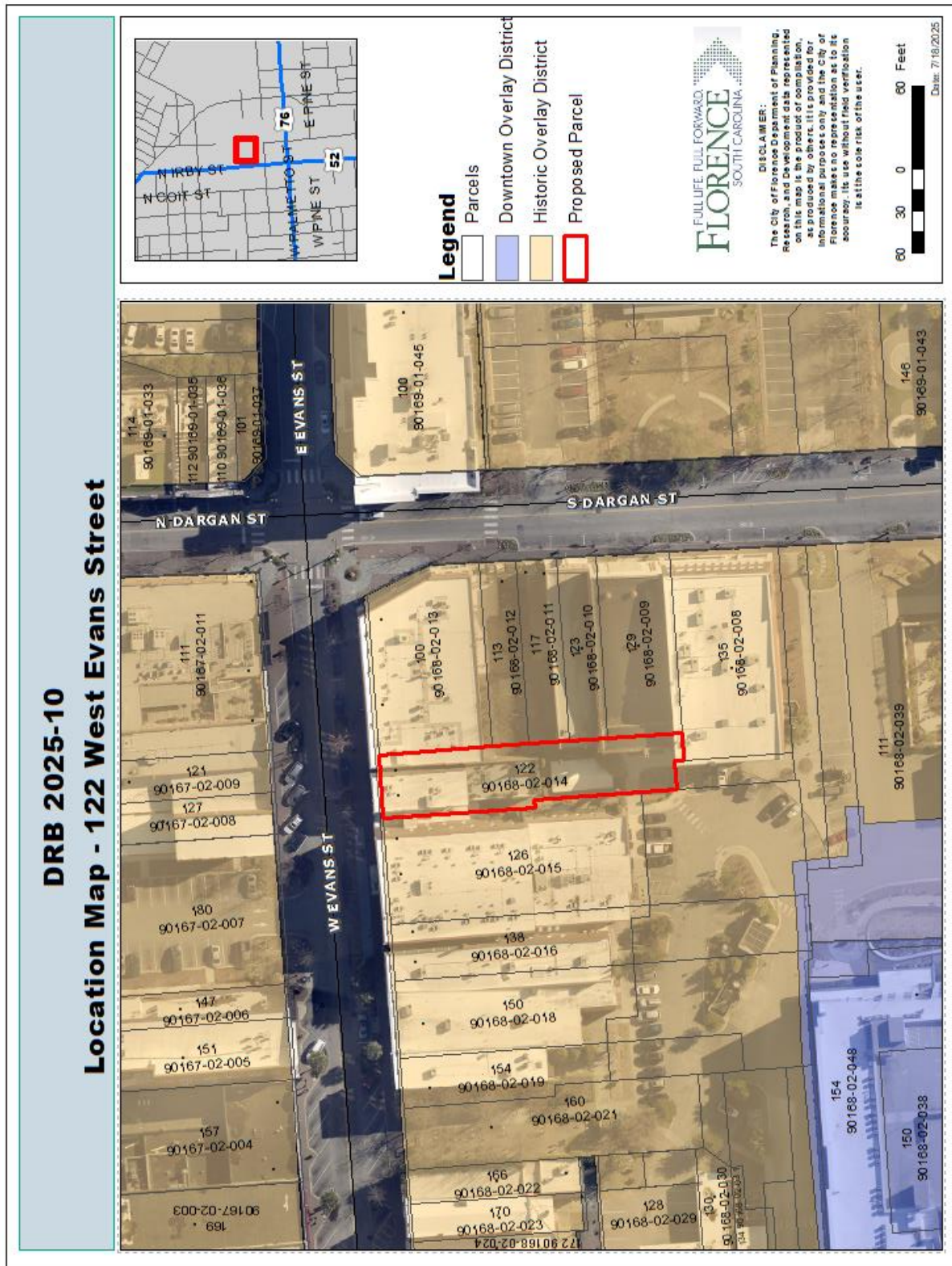
- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Proposal Renderings
- E. 166 South Dargan Street Window

Attachment A: Vicinity Map

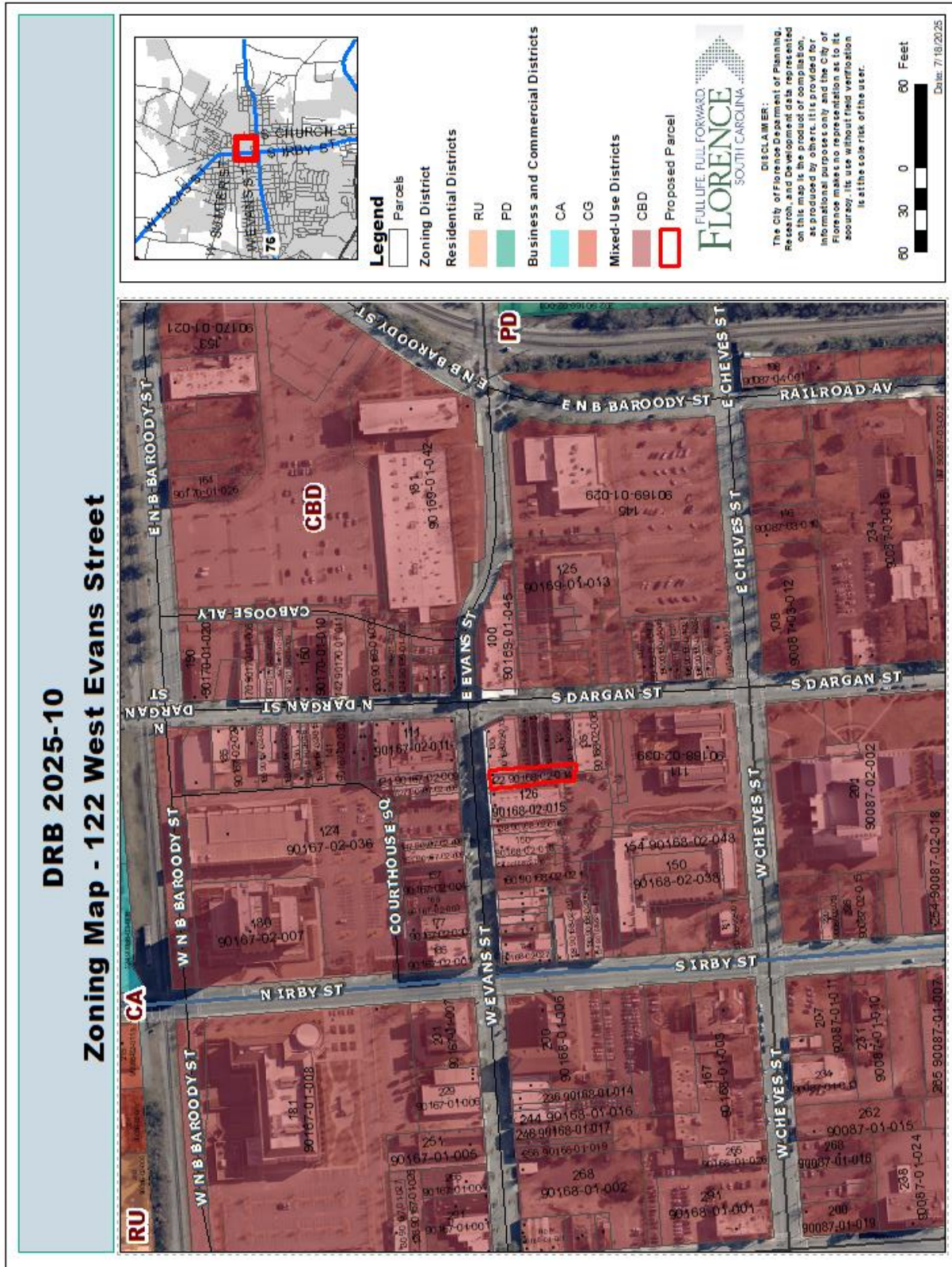




Attachment B: Location Map





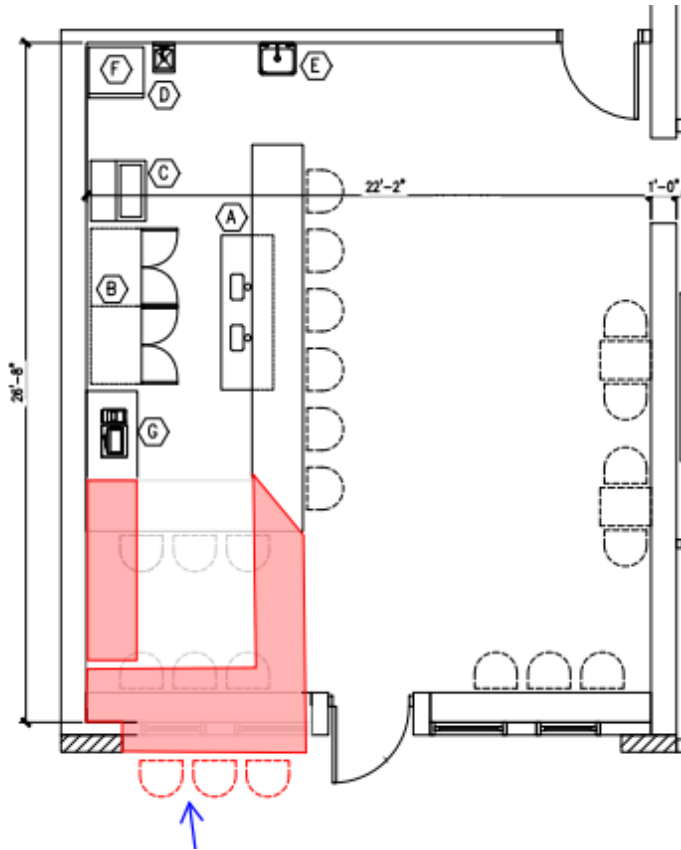




Attachment D: Proposal Renderings







Example Window



Proposed reconfiguration of inside bar and serving window to be similar to Example Window. Serving surface would also be similar, seating 3-4 people.

#### Attachment E: 166 South Dargan Street Window



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**  
**STAFF REPORT TO THE**  
**CITY OF FLORENCE DESIGN REVIEW BOARD**  
**AUGUST 13, 2025**

**CASE NUMBER:** DRB-2025-11

**LOCATION:** 276 South Irby Street

**TAX MAP NUMBER:** 90087-02-001

**OWNER OF RECORD:** First Citizens Bank & Trust

**APPLICANT:** Denver Construction Company

**PROJECT DESCRIPTION:** Site and Building Improvements for First Citizens Bank

**OVERLAY DISTRICT:** D-3 Arts & Culture Overlay District

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to make site and building improvements to the First Citizens Bank located at 276 South Irby Street. The scope of work includes painting the building, installing new exterior lighting, drive-through and parking lot reconfiguration, and new landscaping.

**Background Information**

According to the Florence County Property Card File, the 8,170 square foot building was built around 1982. The property is zoned Central Business District, which is a mixed use commercial designation. The lot is 1.17 acres in area.

**Staff Analysis**

Because of the scope of work to the entire site as well as the building, DRB review is recommended to obtain the Certificate of Appropriateness. The work to be done includes:

1. Remove and mill existing pavement.
2. Restripe parking and drive through areas. The parking lot is being reconfigured slightly to facilitate more efficient traffic flow.
3. Replace and supplement landscaping. Additional landscaping is replacing hardscape with foundation plantings and one parking lot island/bed.
4. Repaint building the same colors.
5. Replace and add lighting fixtures.

**Board Action**

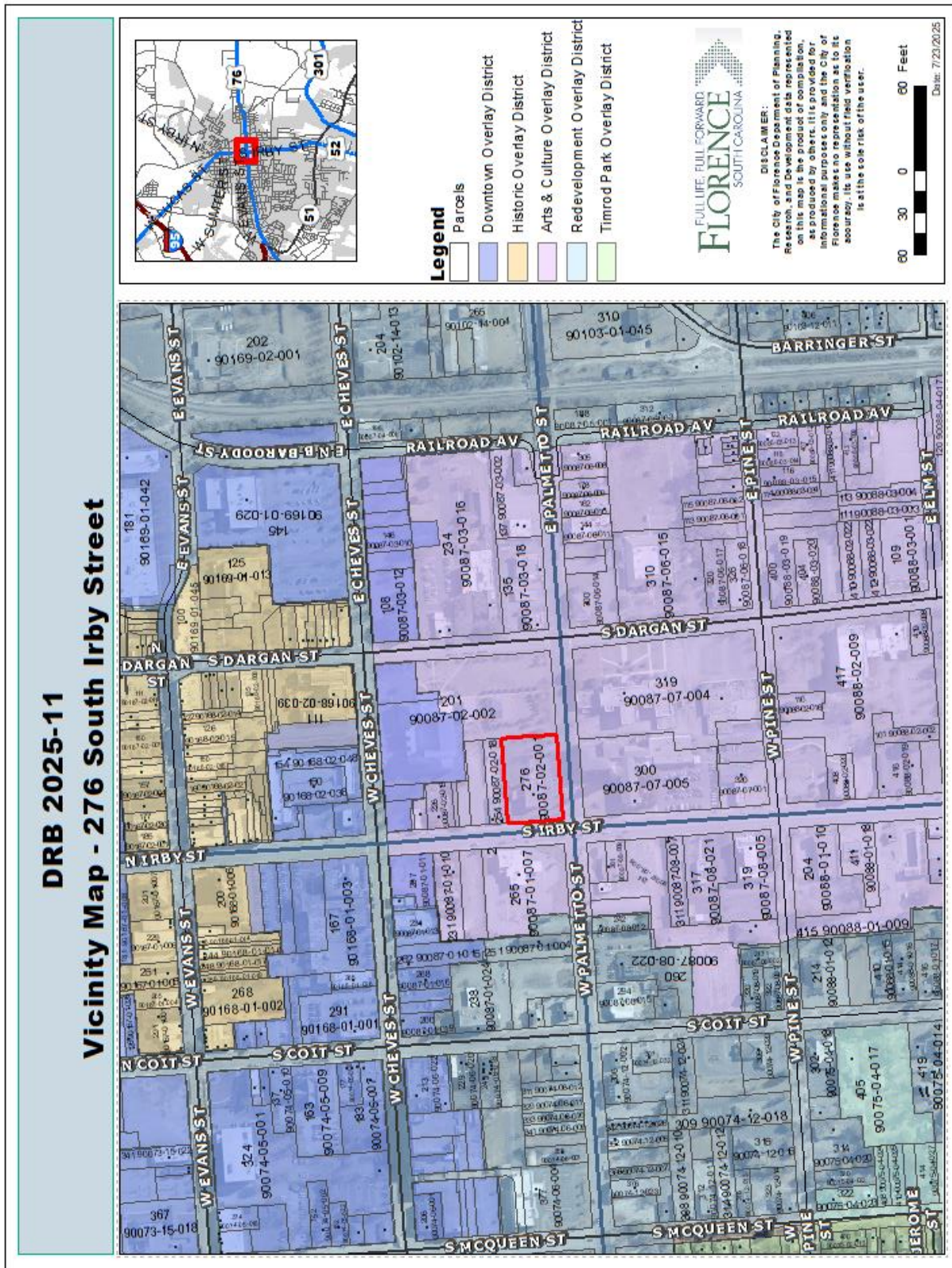
1. Consider only the evidence presented before the Board during the public hearing.
2. Apply the intent of the Design Standards to the application, considering the character of the applicable zoning and overlay districts.
3. Based on the determination of appropriateness, make a motion regarding the request.

**Attachments**

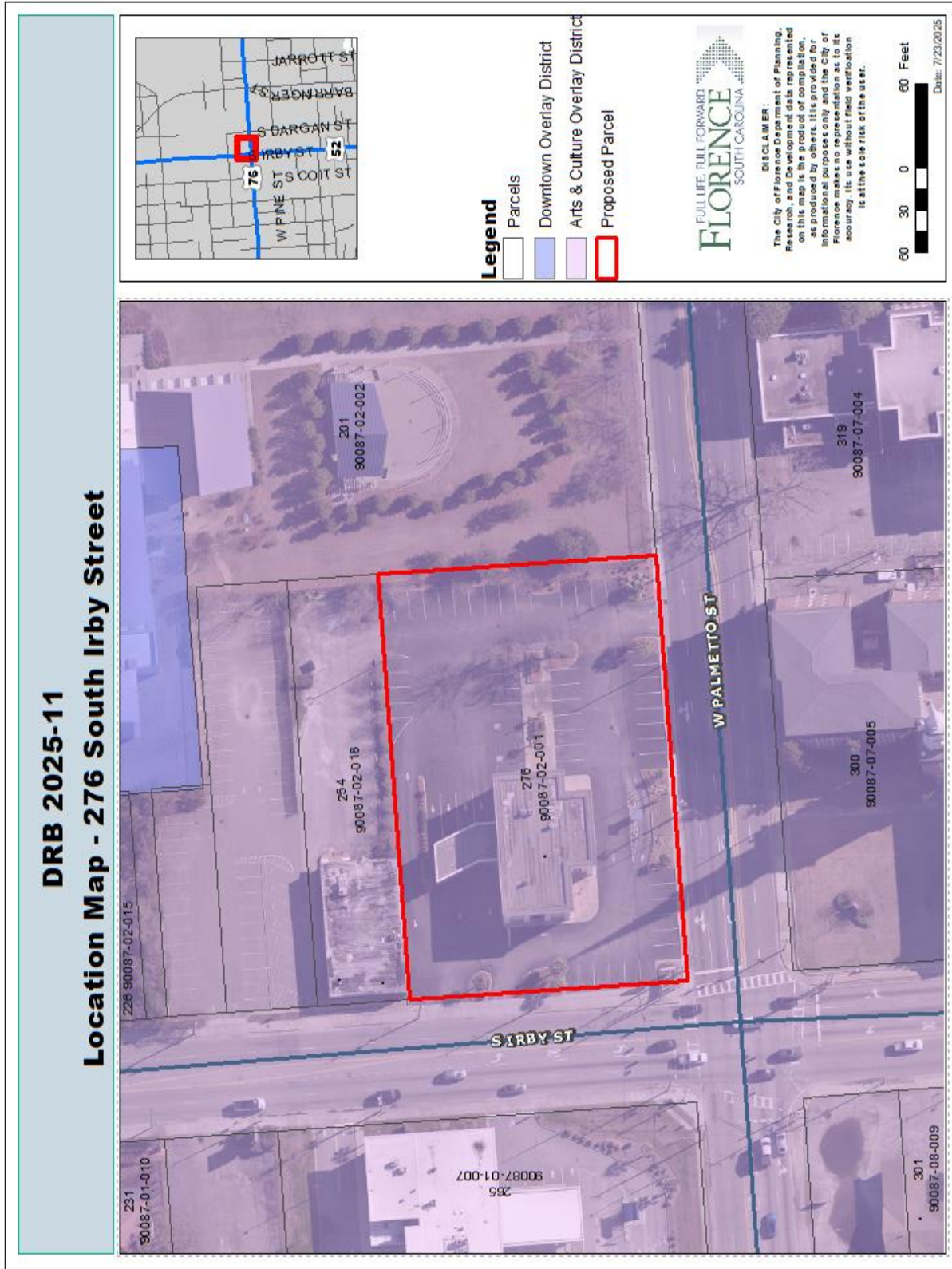
- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Overall Site Plan
- E. Landscaping Plan
- F. Exterior Light Design
- G. Current Site Photo

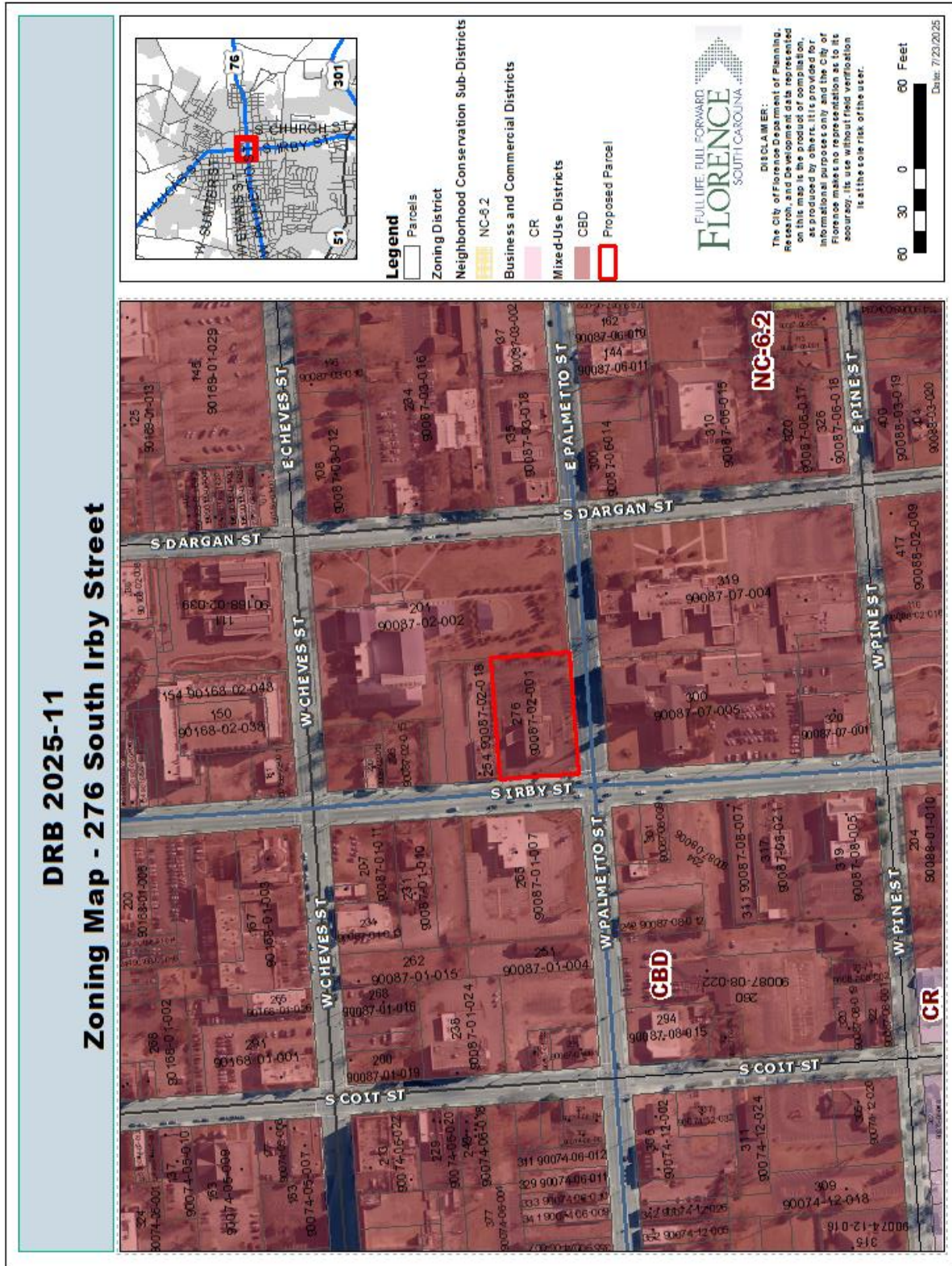


Attachment A: Vicinity Map



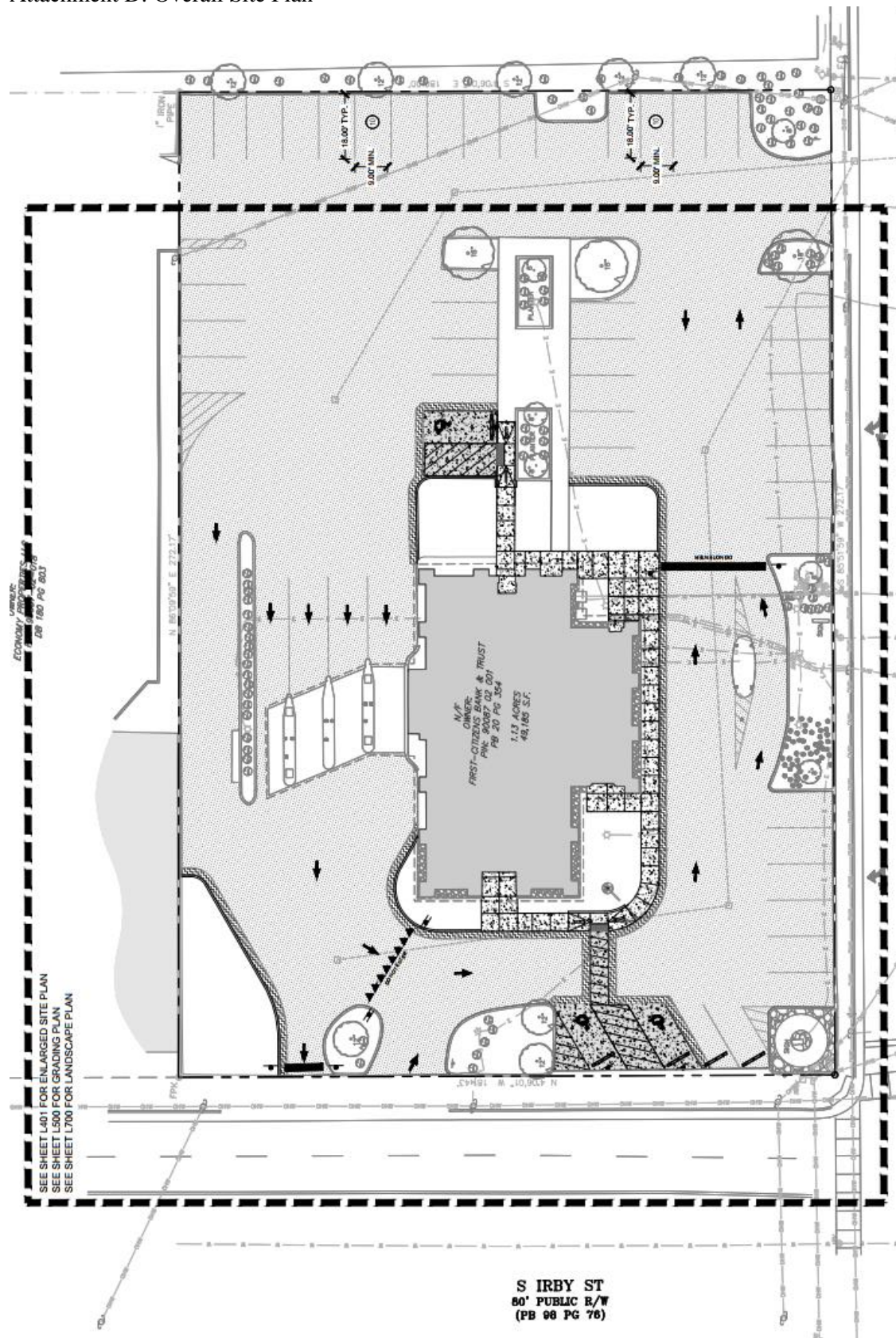






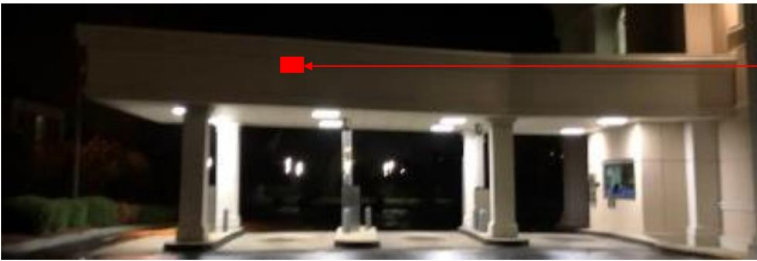


Attachment D: Overall Site Plan





## Attachment F: Exterior Light Design



ADD "2" FIXTURES, MOUNT AS SHOWN  
NV-W-T4-32-7-40K-UNV-WM-WHT

ADD "1" FIXTURE, MOUNT AS SHOWN  
NV-2-T4-80-7-40K-UNV-WM-WHT



ADD "2" FIXTURES, MOUNT AS SHOWN  
NV-2-T4-80-7-40K-UNV-WM-WHT



## NV-W

HIGH PERFORMANCE FULL CUT OFF WALL PACK



## NV-2

AREA LIGHTING



Attachment G: Current Site Photos









