

## Agenda

### Board of Architectural Design and Historic Review

May 14, 2026 at 5:30 PM

Dr. TK Gregg Community Center

650 Howard St. Spartanburg, SC 29303

- I. **Roll Call**
- II. **Freedom of Information Act Compliance** – Public notification of the meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and requirements of the City of Spartanburg Zoning Ordinance.
- III. **Rules and Procedures for Meeting Conduct**
- IV. **Approval of Agenda**
- V. **Disposition of Minutes of January 6, 2026 meeting**
- VI. **Old Business:**
- VII. **New Business:**
  - a. **COA 26-00400009:** Certificate of Appropriateness for Major Works – 296 S Spring Street in the Hampton Heights Historic District. The applicant is seeking approval to install a new 3-foot-tall front yard fence.
  - b. **COA 26-00400009:** Certificate of Appropriateness for Major Works – 506 Hampton Dr in the Hampton Heights Historic District. The applicant is seeking approval to install a handrail on the front porch.
- VIII. **Staff Announcements**
- IX. **Adjournment**

**Meeting Minutes**  
**Board of Architectural Design and Historic Review**  
February 12, 2026 at 5:30 PM  
Dr. TK Gregg Community Center  
650 Howard St. Spartanburg, SC 29303

**Attendance**

Board Members Present

- Bill Michels, Chair
- Brett Avery, Vice Chair
- Rod McCants
- Julie Gilmore
- Dave Williams
- Brandon Gaffney (arrived after roll call)
- Sylvelie Franke

Staff Present

- Fredalyn Frasier, Planning Director
- Dominick Calace, Planner I

Others Present

- Cheri Lindsey, Homeowner – 133 Phifer Drive

**Call to Order**

Chair Michels called the meeting to order at 5:30 PM and conducted roll call. A quorum was established.

The Chair stated that public notice of the meeting had been provided in compliance with the Freedom of Information Act and City of Spartanburg requirements. Meeting procedures were referenced.

**Approval of Agenda**

On a motion by Mr. Williams and seconded by Ms. Franke, the agenda was approved by a vote of 5–0.

**Approval of Meeting Minutes (December 11, 2025)**

On a motion by Mr. Williams and seconded by Ms. Franke, the meeting minutes from December 11, 2025 were approved by a vote of 5–0.

## Planning Department

### Old Business

None.

### New Business

**COA: 26-004-00001:** Certificate of Appropriateness for Major Works — 133 Phifer Drive (TMS# 7-08-16-012.00) in the Beaumont Mills Historic District. The applicant is seeking approval to install new windows and HardiePlank siding. The property is located in the R-6 (General Residential) zoning district. **Owner: Cheri Lindsey / Contractor: Taylor Coastal Construction**

### Staff Presentation

Dominick Calace, Planner I with the City of Spartanburg Planning Department, opened the presentation for the COA case, noting the location of the property within the Beaumont Mills Historic District. Mr. Calace explained that the scope of work included replacing damaged vinyl siding and existing vinyl windows that were installed prior to the establishment of the Historic District and before the property was subject to the Historic Design Guidelines.

Mr. Calace stated that the applicant was proposing to replace the existing vinyl windows on the primary/front-facing elevations with aluminum-clad windows. On the rear/non-primary elevations, the applicant proposed vinyl replacement windows with simulated divided lites to better match the original window pattern and improve upon the existing vinyl windows. The existing window openings, sizes, shapes, and general configurations would remain unchanged.

The proposed siding replacement included HardiePlank siding intended to better reflect the historic character of the structure. Mr. Calace noted that the proposed replacement materials were reviewed for consistency with the Beaumont Mills Historic Design Guidelines and would result in a more historically appropriate appearance than the existing vinyl materials. Staff recommended approval of the COA request.

### Applicant Presentation

Cheri Lindsey, homeowner of 133 Phifer Drive in the Beaumont Mills Historic District, provided additional information regarding the project, including the extent of termite damage to the existing siding and the desire to repair and restore the home with more historically appropriate materials. Ms. Lindsey noted that the home has been owned by her family for generations. Ms. Lindsey stated that the existing window openings would not change in size, shape, or configuration. She explained that she had worked with staff to identify replacement siding and window materials that would improve the condition of the home while restoring a more historically appropriate façade than the vinyl siding and vinyl windows currently in place. Key factors for consideration included:

- The home is a family property undergoing restoration.
- Extensive termite damage required removal and replacement of siding.

## Planning Department

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- The applicant proposed HardiePlank siding to better reflect the historic appearance of the structure.
- Existing vinyl windows on the primary/front-facing elevations were proposed to be replaced with aluminum-clad windows.
- Vinyl replacement windows were proposed on the rear/non-primary elevations, with simulated divided lites to better match the original window pattern.
- Existing window openings, sizes, shapes, and configurations would remain unchanged.

### **Board Discussion\**

Board members discussed the proposed replacement materials and asked for clarification regarding the need to remove the existing siding and the historic materials previously used on the structure.

Discussion included the following:

- The previous historic siding material was identified as asbestos siding, which can no longer be used as a replacement material.
- The proposed HardiePlank siding was discussed as an appropriate replacement material that would better reflect the historic appearance of the home than the existing vinyl siding.
- The Board discussed the proposed window replacement and confirmed that vinyl windows would not be used for replacements on the primary/front-facing elevations.
- The proposed replacement windows on the primary/front-facing elevations were identified as aluminum-clad windows, with the existing window openings, sizes, shapes, and configurations to remain unchanged.
- The Board discussed the proposed vinyl replacement windows on the rear/non-primary elevations, which would include simulated divided lites to better match the original window pattern.
- Board members acknowledged flexibility within the district guidelines and the applicant's coordination with staff to select more historically appropriate replacement materials.

### **Public Comments:**

No members of the public spoke. The public comment period was opened on a motion by Mr. Williams and seconded by Dr. Avery. The public comment period was closed on a motion by Mr. Williams and seconded by Mr. Gaffney. The public comment period was closed unanimously.

### **Board Action**

Following deliberation, the Board determined that the project was appropriate and approval would be granted to the Homeowner to proceed with the COA.

Motion

## Planning Department

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On a motion by Ms. Franke and seconded by Dr. Avery, the HARB granted Approval for the Certificate of Appropriateness Permit #26-00400001 for 133 Phifer Drive in Beaumont Mills Historic District with no exceptions.

The motion passed unanimously (7-0).

### **Staff Announcements**

Staff advised of vacancy in the Senior Administrative Assistant position in the Planning Department with the recent departure of Oksana Holbrooks. The Director updated the Board that the interview process was currently underway and would result in a new hire promptly to fill the position. Once on board, the new Senior Administrative Assistant will begin auditing the files for upcoming ACOG training for the Board Members. Staff member Dominick Calace updated the Board on Code Enforcement inspections for 137 W Hampton happening 2/17/2026 and provided updates on the fire damaged home at 234 S Spring Street and that there attempts to rehab the existing home.

### **Adjournment**

On a motion by Mr. Williams and seconded by Ms. Franke, the meeting was adjourned unanimously.

Meeting adjourned at 5:51 P.M.

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William Michels, Chair

May 7, 2026

**TO:** The Board of Architectural Design and Historic Review

**RE:** Certificate of Appropriateness for Major Works  
**Address:** 296 S Spring St (TMS: 7-12-14-216.01)  
**Historic District:** Hampton Heights Historic District  
**Zoning:** R-8 SFD (Single Family Residential District)  
**Owner/Applicant:** Rachel Lerman

**Request:** The Applicant is seeking approval to install a new 3-foot-tall front yard fence in either wood or wrought iron, based on the board's direction.

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## Project Description and History

The project site is located on an approximately 9,000-square-foot lot in the Hampton Heights Historic District on the west side of South Spring Street. The residential structure was constructed in 1919 and is classified as a contributing structure.

The applicant is seeking approval to install a 3-foot-tall fence along the front property line. The proposed fence is intended to provide additional safety and separation from the street while maintaining visibility of the historic structure from the public right-of-way.

## Analysis

### *Zoning Ordinance and Historic Design Manual Consistency*

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the guidelines is to provide property owners with guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City.

The project is also subject to Section 510 of the City's Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the standards listed in the Ordinance.

Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing a Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation and the five criteria listed in the findings.

## Findings

### **Certificate of Appropriateness, Section 510.6 (C)**

#### ***a. The character and appropriateness of the design***

Section 10.2.4 Enclosures of the Hampton Heights Design Guidelines states, “Fences are discouraged in front yard spaces of the district but are appropriate in rear yard spaces and along side yard boundary lines. Rear yard fences shall be coordinated with existing city codes. Suggested materials for rear yard fencing include vegetation, wood, and chain link. Vines are suggested to “soften” the appearance of chain link fencing. If wood fencing is used, the paint color and design shall be compatible with the architecture of the adjacent residence. Fence heights can range from 4' to 6', depending on the reason for the enclosure.”

- The proposed fence is limited to 3 feet in height and is intended to be either wood or wrought iron, based on the Board’s direction. While front yard fences are discouraged by the Hampton Heights Design Guidelines, there are several existing front yard fences in the surrounding area. Due to the proposed low height and open design, the fence should not significantly obstruct views of the historic home and can be designed to complement the existing structure.

#### ***b. The scale of the buildings***

- The addition of a front yard fence will not affect the scale of the buildings.

#### ***c. The texture and materials***

- The Hampton Heights Design Guidelines reference vegetation, wood, and chain link as suggested materials for rear yard fencing. For a front yard fence in this location, staff finds that wood or wrought iron would be more appropriate than chain link due to the fence’s visibility from the public right-of-way. Either material could be compatible with the historic character of the property, provided the final design is simple, open, and complementary to the existing residence.

#### ***d. The relationship of such elements to similar features of structures in the immediate surroundings –***

- Multiple properties on South Spring Street include front yard fences, including wood and wrought iron materials. Hydrick Street to the west also contains several front yard fences of varying materials, including wood and chain link. Other properties in the neighborhood include low block walls or similar front yard boundary features. The proposed fence would be consistent with similar elements found in the immediate surroundings.

#### ***e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –***

- The proposed fence would be harmonious with the Hampton Heights Historic District due to the presence of similar front yard fences in the surrounding area, its limited height, and the ability to use materials that complement the existing contributing structure.

## Planning Department

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A low, open fence design would provide separation from the street while maintaining the visual relationship between the historic home and the public streetscape.

### Staff Comments

Staff understands the applicant's goal is to create a safer front yard environment for their children due to increased traffic along South Spring Street. Although the Hampton Heights Design Guidelines discourage front yard fences, front yard fencing does exist in multiple areas throughout the neighborhood.

Staff is generally supportive of a low, open fence design in either wood or wrought iron. The proposed 3-foot height should help minimize visual obstruction and preserve views of the contributing structure. Staff recommends that the final fence design remain simple and compatible with the character of the home and surrounding district.

### Staff Recommendation - Approval

Based on the findings above, staff recommends approval of the proposed fence installation.

- Staff supports both wood and wrought iron materials, provided the final design is low, open, and generally consistent with other front yard fences in the surrounding area.

Prepared by:

*Dominick Calace*

Dominick Calace  
Planner I  
City of Spartanburg Planning Department

Reviewed by: *FMF*  
Fredalyn M. Frasier  
Planning Director

Attachments:

Conditions of Approval  
Site Map  
Zoning Map  
Site Photos  
Application and Materials

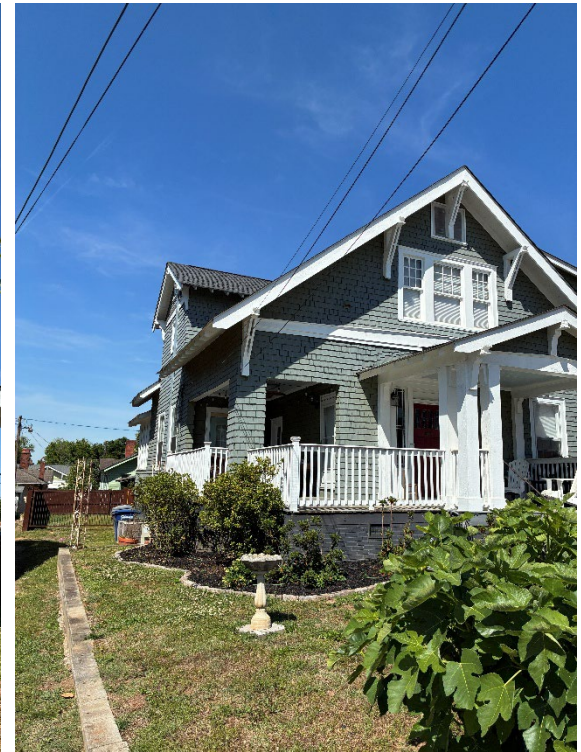
**CONDITIONS OF APPROVAL FOR THE PROJECT ON PROPERTY AT:**

**296 S Spring St (TMS: 7-12-14-216.01) – Hampton Heights Historic District**

**Owner/Applicant: Rachel Lerman**

1. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked.
2. All plans for future construction which are not covered by this review shall be submitted to the City Planning Department for review and approval.
3. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.
4. This permit shall be exercised within **six months of the date of final approval**, or it shall become null and void. Extensions may be granted with the permission of the Board.
5. A building permit shall be obtained from the Building Department prior to commencement of work.
6. The development of the site shall be in substantial accordance with the approved plans submitted and on file in the Spartanburg City Planning Department. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.

**Subject Property – 296 S Spring St**



## Adjacent Properties



## Properties Across the Street



Mailing Address: PO Box 1749 Spartanburg, SC 29304  
Email: [planning@cityofspartanburg.org](mailto:planning@cityofspartanburg.org)

Phone: (864) 596-2068  
Website: [cityofspartanburg.org](http://cityofspartanburg.org)

## Certificate of Appropriateness Application

Fee: \$30 (Minor) or \$150 (Major)

### Property Information

Address of Property: 296 S Spring ST Spartanburg SC 29306  
Street City Zip Code  
 Tax Map #: 7-14-14-216.01 Click [here](#) if you don't know it. Search by name or address.  
 Historic District:  Beaumont Mills  Hampton Heights  
 Property Owner: Rachel Lerman Phone: [REDACTED]  
 Email: [REDACTED]

### Applicant Information

Applicant Role:  Owner  Contractor  Agent  Other: \_\_\_\_\_  
 Applicant: Rachel Lerman Phone: [REDACTED]  
 Email: [REDACTED]  
 Mailing Address: 296 S Spring ST Spartanburg SC 29306  
Street City Zip Code

### Provide a Detailed Description of Proposed Work (attach extra sheets as needed):

We would like to install a front yard fence to keep our small children (1 year old, 3 years old, and one on the way) protected from Spring St which sees a good deal of traffic. Our house does not have a large setback from the main road and young children are unpredictable.  
 We would like to install a 3 ft tall wooden picket fence around the front of our home, similar in height and style to the one seen as 259 Hydrick St within Hampton Heights. Given the low height and open design of the fence, we believe this would maintain the visual continuity of our front yard next to surrounding yards.

### Required Attachments:

- Photographs of project work area (photos must be current, Google images will not suffice)
- Specifications of materials for proposed work

Please note: Applications will not be reviewed without submission of required attachments. Additional information may be requested by staff at the time of review.

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Spartanburg. I understand that such conditions shall apply to the subject property only and are a right and obligation transferable by sale. I hereby authorize the staff of the Planning Department to inspect the premises of the above described property if necessary.

Printed Name and Title: Rachel Lerman, Homeowner  
 Signature: Rachel Lerman Digitally signed by Rachel Lerman Date: 2026.03.17 09:06:53 -04'00' Date: 3/17/2026

<b>Staff Use Only:</b>	
<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
Date:	<u>3/17/2026</u>
Assigned to:	<u>DGC</u>
Permit #:	<u>26-00400009</u>

Please submit all applications to [planning@cityofspartanburg.org](mailto:planning@cityofspartanburg.org)

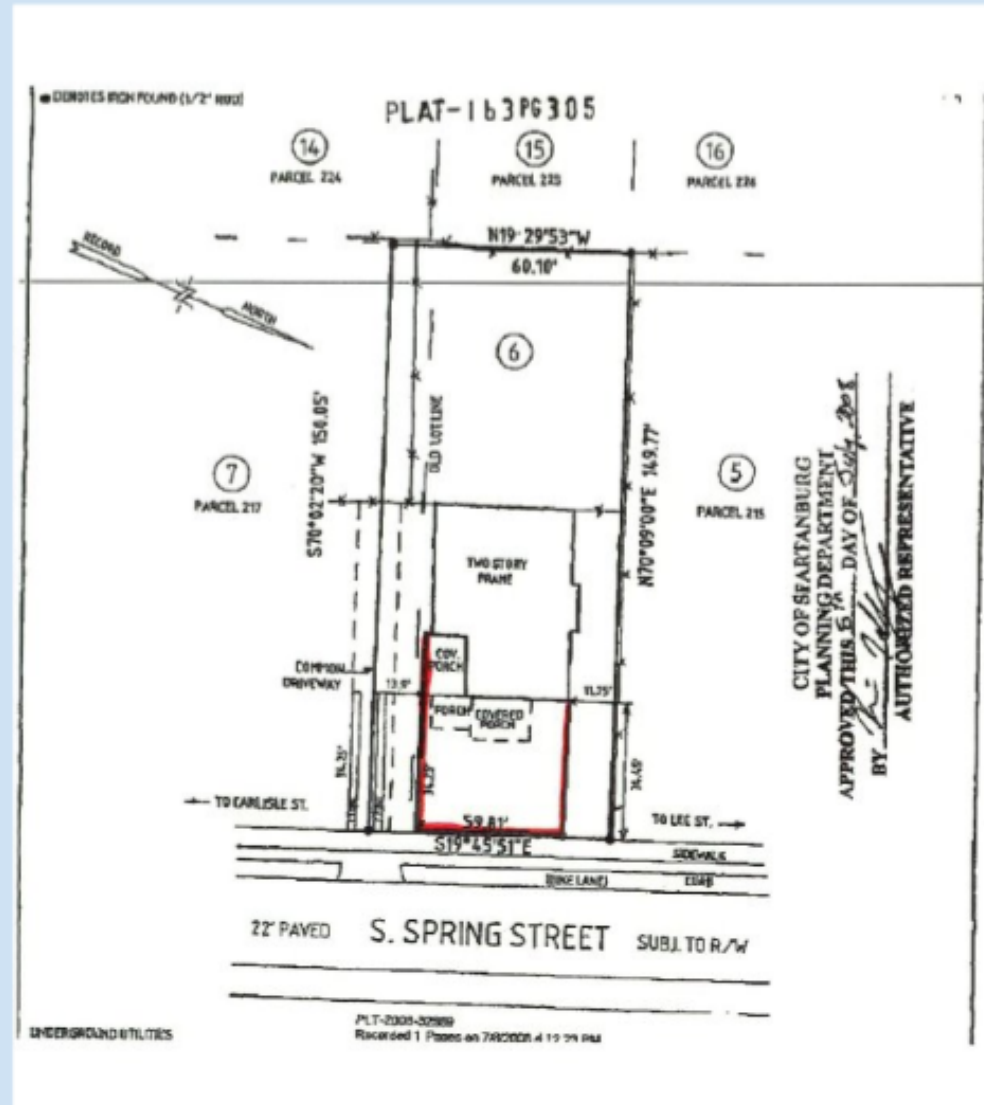
## AI Renderings



- Propose to use wood (painted or unpainted) or iron (which can have an opaque effect)
- Not to exceed 3ft in height to aid the effect of a continuous lawn
- If approved, fence will be erected to HARB's preferences on aesthetics

*\*Driveway on the right hand side of the home would be left un-fenced.*

# Proposed fenced area



May 7, 2026

**TO:** The Board of Architectural Design and Historic Review

**RE:** Certificate of Appropriateness for Major Works  
**Address:** 506 Hampton Dr (TMS: 7-16-02-151.00)  
**Historic District:** Hampton Heights Historic District  
**Zoning:** R-8 SFD (Single Family Residential District)  
**Owner:** Jim & Nancy Kay  
**Contractor:** William Luke Harris

**Request:** The Applicant is seeking approval to install a handrail on the front porch.

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## **Project Description and History**

The project site is located on an approximately 8,000-square-foot lot in the Hampton Heights Historic District on the west side of Hampton Drive. The residential structure was constructed in 1940 and is classified as a contributing structure.

The applicant is seeking approval to install a black metal handrail down the center of the front porch stairs. The handrail is proposed to be constructed of 1-1/2-inch square tubing with 3/4-inch vertical balusters. The handrail will be secured to the wood porch and sidewalk and is intended to provide additional safety for the occupants.

## **Analysis**

### *Zoning Ordinance and Historic Design Manual Consistency*

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the guidelines is to provide property owners with guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City.

The project is also subject to Section 510 of the City's Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the standards listed in the Ordinance.

Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing a Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation and the five criteria listed in the findings.

## Findings

### **Certificate of Appropriateness, Section 510.6 (C)**

#### ***a. The character and appropriateness of the design***

The Hampton Heights Design Guidelines do not specifically address the addition of front porch handrails. In the past, the City has referenced the City of Rock Hill, South Carolina's historic design guidelines for guidance on conditions not directly addressed in the local guidelines. The City of Rock Hill's historic design guidelines state: "The introduction of a new porch railing for a porch that was originally built without a railing is discouraged. If required for safety or access reasons, the railing should be simple in design with square balusters. Decorative wrought iron handrails or rails of other metal materials should not be installed. If handrails are desired, these should be of wood or metal in simple designs with square balusters and should be installed at the porch floor and sidewalks in order to eliminate damage to historic stairs and columns."

- The proposed handrail is being requested due to safety concerns for the existing residents. The design is simple, with square tubing and vertical balusters, and is proposed to be installed at the porch floor and sidewalk. This installation method avoids attachment to the historic stairs or columns and would allow the handrail to be removed in the future with minimal impact to the historic structure.

#### ***b. The scale of the buildings***

- The addition of a handrail will not affect the scale of the buildings.

#### ***c. The texture and materials***

- The applicant has proposed a metal handrail constructed of 1-1/2-inch square tubing with 3/4-inch vertical balusters in a semi-gloss black finish. The proposed handrail is simple in design, as recommended by the Rock Hill historic design guidelines.

#### ***d. The relationship of such elements to similar features of structures in the immediate surroundings –***

- Properties in the immediate surroundings include a mix of homes with and without front porch handrails. Where handrails are present, they are generally simple in design and similar in character to what is being proposed. The proposed handrail would be consistent with similar features found on nearby residential properties.

#### ***e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –***

- The proposed handrail would be harmonious with the Hampton Heights Historic District. The simple design does not detract from the historic architecture of the structure, and the proposed installation method avoids unnecessary alteration to historic porch elements. Nearby homes include similar handrails, whether original to the structure or added for safety and accessibility.

## Planning Department

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### **Staff Comments**

Staff has worked with the applicant to identify a design that addresses the safety needs of the homeowners while remaining compatible with the historic character of the structure. The proposed handrail provides a functional safety improvement while maintaining a simple and minimal appearance.

### **Staff Recommendation - Approval**

Based on the findings above, staff recommends approval of the proposed handrail installation.

Prepared by:

*Dominick Calace*

Dominick Calace

Planner I

City of Spartanburg Planning Department

Reviewed By: *FMF*  
Fredalyn M. Frasier  
Planning Director

Attachments:

Conditions of Approval

Site Map

Zoning Map

Site Photos

Application and Materials

**CONDITIONS OF APPROVAL FOR THE PROJECT ON PROPERTY AT:**

**506 Hampton Dr (TMS: 7-16-02-151.00) – Hampton Heights Historic District**

**Owner: Jim & Nancy Kay**

**Contractor: William Luke Harris**

1. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked.
2. All plans for future construction which are not covered by this review shall be submitted to the City Planning Department for review and approval.
3. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.
4. This permit shall be exercised within **six months of the date of final approval**, or it shall become null and void. Extensions may be granted with the permission of the Board.
5. A building permit shall be obtained from the Building Department prior to commencement of work.
6. The development of the site shall be in substantial accordance with the approved plans submitted and on file in the Spartanburg City Planning Department. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.

**Subject Property – 506 Hampton Dr**



## Adjacent Properties



## Properties Across the Street



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Email: [planning@cityofspartanburg.org](mailto:planning@cityofspartanburg.org)

Phone: (864) 596-2068  
Website: [cityofspartanburg.org](http://cityofspartanburg.org)

## Certificate of Appropriateness Application

Fee: \$30 (Minor) or \$150 (Major)

### Property Information

Address of Property: 506 Hampton Dr. Spartanburg, SC 29306  
Street City Zip Code  
 Tax Map #: 7-16-02-151.00 Click [here](#) if you don't know it. Search by name or address.  
 Historic District:  Beaumont Mills  Hampton Heights  
 Property Owner: Jim & Nancy Kay Phone: [REDACTED]  
 Email: [REDACTED]

### Applicant Information

Applicant Role:  Owner  Contractor  Agent  Other: \_\_\_\_\_  
 Applicant: William Luke Harris Phone: [REDACTED]  
 Email: [REDACTED]  
 Mailing Address: [REDACTED] Street City Zip Code

### Provide a Detailed Description of Proposed Work (attach extra sheets as needed):

Installation of a hand rail, 40 inches high X 8ft long, made out of 1 1/2" square tubing, with a rail on top and a rail 24 inches below top rail, 3/4" square ballasts are installed vertically and parallel with the attachment posts. with a spacing of 11 1/8 inches apart. The railing will be painted semi gloss black. The railing will be centered in the middle of the steps and will be attached to the top decking boards with bracing underneath and attached at the sidewalk using concrete anchors that will be painted black after install. The steps will not be touched leaving them original and unchanged.

### Required Attachments:

- Photographs of project work area (photos must be current, Google images will not suffice)
- Specifications of materials for proposed work

Please note: Applications will not be reviewed without submission of required attachments. Additional information may be requested by staff at the time of review.

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Spartanburg. I understand that such conditions shall apply to the subject property only and are a right and obligation transferable by sale. I hereby authorize the staff of the Planning Department to inspect the premises of the above described property if necessary.

Printed Name and Title: William Luke Harris  
 Signature: [Signature] Date: 4-21-2026

Staff Use Only:	
<input type="checkbox"/> Major	<input type="checkbox"/> Minor
Date:	<u>4/21/2026</u>
Assigned to:	<u>DGC</u>
Permit #:	<u>26-00400011</u>

Please submit all applications to [planning@cityofspartanburg.org](mailto:planning@cityofspartanburg.org)

