

Agenda

Board of Architectural Design and Historic Review

August 13, 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 July 9, 2026 meeting**
- VI. **Old Business:** None
- VII. **New Business:**
 - a. **COA-26-00400026:** The Board of Architectural Design and Historic Review has received a request for a Certificate of Appropriateness for the replacement of windows at 396 Kingston St (TMS: 7-12-03-104.00) in the Beaumont Mills Historic District. Owner/Applicant: Evodia Benitez
 - b. **COA-26-00400025:** The Board of Architectural Design and Historic Review has received a request for a Certificate of Appropriateness for a front yard fence at 310 S Spring St (TMS: 7-12-14-218.00) in the Hampton Heights Historic District. Owner/Applicant: Bryon & Melissa Holland
- VIII. **Staff Announcements**
- IX. **Adjournment**

Meeting Minutes
Board of Architectural Design and Historic Review
July 9, 2026 at 5:30 PM
Dr. TK Gregg Community Center
650 Howard St. Spartanburg, SC 29303

Attendance

Board Members Present

- Bill Michels, Chair
- Julie Gilmore
- Dave Williams
- Adib Kapasi
- Sam Mitchell

Staff Present

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

Others Present

- Michael Henthorn, Henthorn Architecture
- Members of the Public

Call to Order

Chair Michels called the meeting to order at 5:33 PM and conducted roll call. A quorum was established.

Before roll call, Chair Michels welcomed Sam Mitchell as a new Board member. Ms. Mitchell briefly described her connection to Hampton Heights, her support for historic preservation, and her professional background in art education.

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. Kapasi and seconded by Mr. Williams, the agenda was approved by a vote of 5-0.

Approval of Meeting Minutes (May 14, 2026)

On a motion by Mr. Williams and seconded by Mr. Kapasi, the meeting minutes from May 14, 2026 were approved by a vote of 5-0.

Old Business

None.

New Business

Certificate of Appropriateness for Major Works - 648 South Irwin Avenue - New Single-Family Residence

The Board considered a request to construct a new single-family residence on a vacant lot in the Hampton Heights Historic District.

Staff Presentation

- Staff described the project site as an approximately 25,000-square-foot, heavily wooded lot on the west side of South Irwin Avenue. The R-8 single-family property is one of the southernmost lots in the local Hampton Heights Historic District, and the applicant proposed a new residence of approximately 2,800 square feet.
- Staff reviewed the required findings related to character and design, building scale, materials, relationship to surrounding properties, and harmony with the historic district. Staff found that the proposal satisfied the applicable review criteria.
- The proposed Craftsman-style design was found to be compatible with homes in the district. Staff determined that the height, setback, orientation, and scale were consistent with Section 6.2 of the design guidelines and with nearby residences.
- Staff worked with the applicant and architect to refine the design and materials. Staff found that the project would appropriately develop a vacant and underutilized lot without negatively affecting the surrounding historic district and recommended approval.

Applicant Presentation

- Architect Michael Henthorn described the vacant lot as triangular, wooded, and gradually sloping toward the railroad easement. The house was positioned near the established street frontage and toward one side of the lot to address the site's shape and topography while preserving as many mature trees as practical.
- The proposed one-and-one-half-story residence was designed in a traditional Craftsman style with a primary gable, shed dormers, deep front and side porches, tapered columns, exposed rafter tails, broad eaves, lap siding, and cedar-shingle accents. The principal living areas would be on the first floor, with additional bedrooms upstairs.
- A future detached garage designed to accommodate a possible accessory dwelling unit and a future pool were shown for site-planning purposes but were not included in the

request before the Board. Any garage or accessory dwelling unit requiring review would return to the Board separately.

- The architect identified smooth LP siding, wood cedar shingles, and Marvin aluminum-clad wood windows among the proposed materials. He also stated that the home would use foam insulation and high-efficiency, professionally designed mechanical systems, although it would not pursue formal green-building certification.

Board Discussion

- Board members expressed general support for the siting, scale, Craftsman design, and overall compatibility of the residence with the surrounding neighborhood.
- Discussion focused primarily on the proposed aluminum-clad wood windows. Chair Michels and several members stated a preference for wood exterior windows and emphasized the Board's responsibility to maintain the district's material standards and avoid gradually weakening its historic character.
- The architect explained that the proposed Marvin windows would provide a traditional appearance with greater durability and lower maintenance than exposed wood. He agreed to examine other available options but stated that changing the window system would ultimately require direction from the owners and would need to be consistent throughout the house.
- Staff noted that applications are reviewed case by case and that preservation guidance is increasingly considering modern materials when they accurately replicate historic appearance and profiles. The Board reviewed the proposed 7/8-inch muntin profile and simulated divided-light configuration and discussed how the windows would appear from the street.
- Members also clarified that the property is within the local Hampton Heights Historic District but outside the National Register district. After reviewing the window profile and staff's comments, the Board found the project acceptable as presented.

Public Comments

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

Board Action

Following deliberation, the Board determined that the proposed residence was appropriate and that the applicant could proceed with the Certificate of Appropriateness as presented.

Motion

On a motion by Chair Michels and seconded by Ms. Gilmore, the Board approved the Certificate of Appropriateness for the new single-family residence as presented.

The motion passed unanimously (5-0).

Staff Announcements

- Staff reminded members of annual continuing-education requirements and the orientation requirements for new members. The Appalachian Council of Governments was considering virtual orientation options, and staff was also working to arrange local training so members would not need to travel.
- Staff presented updated meeting notification materials, including mailed postcards and new color-coded property signs. The signs include QR codes directing residents to the City's website, project maps, agendas, and Board packets.
- Summonses had been issued for roof openings at 161 South Hampton Drive and 137 West Hampton Avenue. The owners had appeared in court and were working with insurance providers, Code Enforcement, and the Building Department. Staff will continue monitoring both properties.
- At 234 South Spring Street, the owner received approval for limited exploratory demolition of fire-damaged elements so the structure could be made safe for architectural and structural evaluation and possible rehabilitation.
- The unapproved front-yard fence at 710 Maywood Street was removed, and the related rear-yard fence permit was withdrawn. No new fence was expected at the property.
- At 201 Carlisle Street, the owner planned to replace the visible vinyl windows on the side elevation with original wood windows currently located at the rear of the house. Staff expected the work to occur within the following weeks.
- The removed gable window at 231 Carlisle Street was returned to the property owner. The owner was expected to bring a broader renovation proposal to the Board in the future.
- A violation and stop-work order were issued at 396 Kingston Street after vinyl windows were installed throughout the property without approval. The owner was given a follow-up period, and staff anticipated that the matter could return to the Board.

Adjournment

On a motion and second from the Board, the meeting was adjourned unanimously.

Meeting adjourned at approximately 6:11 P.M.

William Michels, Chair

August 6, 2026

TO: The Board of Architectural Design and Historic Review

RE: Certificate of Appropriateness for Major Works

Address: 396 Kingston St (TMS: 7-12-03-104.00)

Historic District: Beaumont Mills Historic District

Zoning: R-6 (General Residential District)

Owner/Applicant: Evodia Benitez

Request: The Applicant is seeking approval to replace the previously installed vinyl windows on the front and north side elevations with either aluminum-clad wood or wood windows in a six-over-six configuration.

Project Description and History

The project site is located on an approximately 7,000-square-foot lot in the Beaumont Mills Historic District on the south side of Kingston Street. The residential structure was constructed in 1920 and is classified as a contributing structure. The Beaumont Mills Design Guidelines classify this structure as House Type 3 – Pyramidal Cottage.

The Planning Department was notified of exterior renovation work at the property on July 6, 2026. Upon inspection, staff found that the original wood six-over-six windows had been removed and replaced with vinyl six-over-six windows without a Certificate of Appropriateness. A stop-work order was issued by the Building Inspections Department, and a zoning violation was issued by Code Enforcement on July 9, 2026. The applicant visited the Planning Department on July 10, 2026, to apply for a Certificate of Appropriateness and has since worked with staff to identify replacement windows that meet the applicable Historic District requirements.

The applicant is requesting approval of either of two replacement window options for the front and north side elevations. The first option is a Sun Windows Clad Architectural Double-Hung simulated divided lite window in a six-over-six configuration. The second option is a VictorBilt Double-Hung SSB wood window with single-pane glass in a six-over-six configuration.

The proposed replacement is limited to the windows on the front and north side elevations, which are visible from the public right-of-way. The vinyl windows on the south side elevation facing the railroad and on the rear elevation are proposed to remain.

Analysis

Zoning Ordinance Requirements

Section 510.6(C) of the City of Spartanburg Zoning Ordinance states that, in reviewing applications for Certificates of Appropriateness, the Board shall base its decisions upon the standards of the Ordinance and shall make no requirements other than for the purpose of preventing construction or alterations that are not in harmony with the prevailing character of the Historic District or historic site.

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 following criteria:

- a. The character and appropriateness of the design;
- b. The scale of the buildings;
- c. The texture and materials;
- d. The relationship of such elements to similar features of structures in the immediate surroundings; and
- e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District.

Beaumont Mills Design Guidelines

Section 3.7.2, Windows, of the Beaumont Mills Design Guidelines identifies windows as significant character-defining features and encourages the repair of original wood windows where feasible. When replacement is necessary, the Guidelines recommend that the size of the window, shape and size of the sash, windowpane configuration, muntin and mullion profiles, and location of the meeting rail be compatible with the historic windows. Wood and aluminum-clad wood are identified as the most appropriate replacement window materials.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Finding: Meets Standard

- Both proposed window options are double-hung windows with a six-over-six pane configuration. This is consistent with the historic window configuration previously found on the structure. The proportions, pane configuration, and overall appearance of either option would be compatible with the historic guidelines.

b. The scale of the buildings

Finding: Meets Standard

- The replacement of windows will not affect the scale of the building.

c. The texture and materials

Finding: Meets Standard

- The Beaumont Mills Design Guidelines identify wood and aluminum-clad wood as the most appropriate materials for replacement windows. Both proposed options use materials that are compatible with the historic guidelines.

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

Finding: Meets Standard

- Properties in the immediate surroundings of the project site appear to have vinyl one-over-one windows. The proposed wood or aluminum-clad wood windows would provide a compatible and historically appropriate treatment for the contributing structure within the Beaumont Mills Historic District.

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

Finding: Meets Standard

- The proposed windows would restore the traditional appearance of the contributing structure and would not detract from the overall character of the Beaumont Mills Historic District.

Staff Comments

Staff has worked with the applicant to identify appropriate replacements for the original wood windows. Both proposed options retain the historic six-over-six configuration and use materials identified by the Beaumont Mills Design Guidelines as appropriate for replacement windows. The vinyl windows on the south and rear elevations will remain, as these elevations are not visible from the public right-of-way. Staff supports approval of either option, with the final selection left to the applicant.

Staff Recommendation - Approval

Based on the findings above, staff recommends approval of the proposed window replacement on the front and north side elevations. The vinyl windows on the south and rear elevations may remain as proposed. The applicant may select either the Sun Windows aluminum-clad wood window or the VictorBilt wood window described in the application materials.

Prepared by:

Dominick Calace

Dominick Calace

Planner I

City of Spartanburg Planning Department

Reviewed by:

FMF

Fredalyn M. Frasier

Planning Director

Planning Department

Attachments:

Conditions of Approval

Site Map

Site Photos

Application and Materials

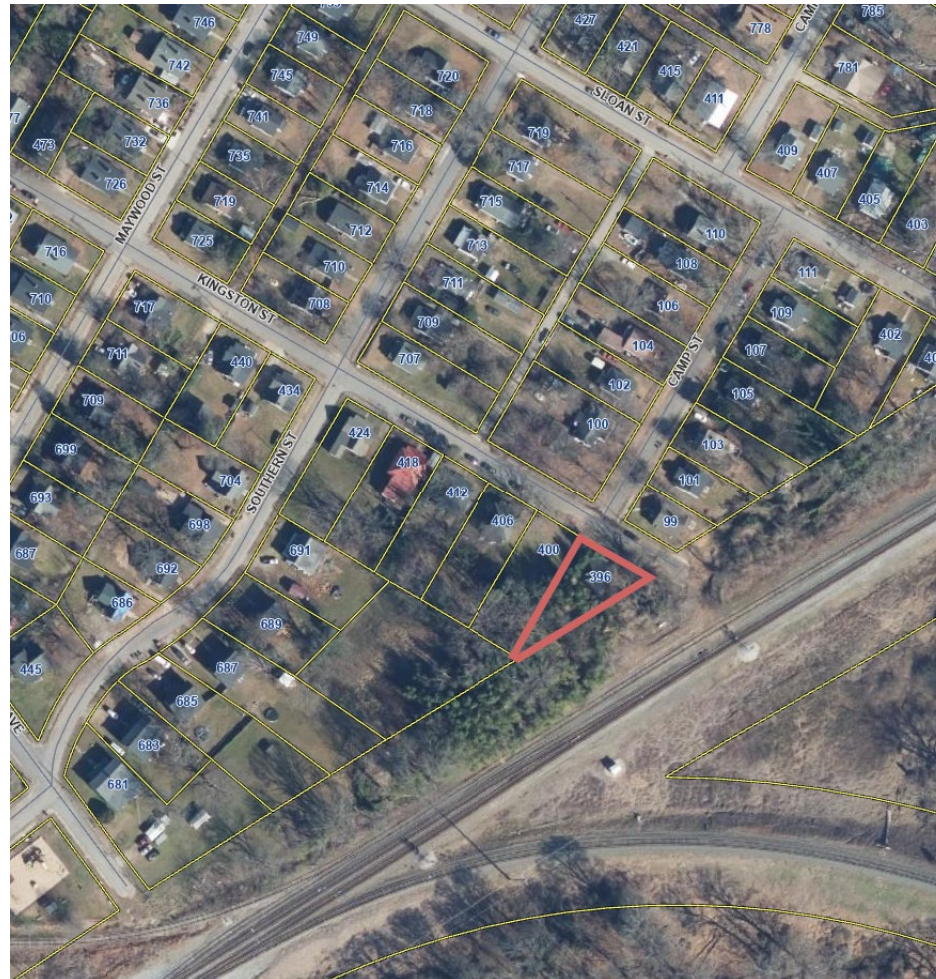
CONDITIONS OF APPROVAL FOR THE PROJECT ON PROPERTY AT:

396 Kingston St (TMS: 7-12-03-104.00) – Beaumont Mills Historic District

Owner/Applicant: Evodia Benitez

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.

Site Map



Subject Property – 396 Kingston St (July 2026)



**South Side Elevation
(Facing Railroad)**



Front Elevation



**North Side Elevation
(Facing Vacant Lot)**

Subject Property – 396 Kingston St (November 2025)



Adjacent Property



406 Kingston St

Properties Across the Street



99 Camp St



100 Camp St



Planning Department

Mailing Address: PO Box 1749 Spartanburg, SC 29304
Email: planning@cityofspartanburg.org

Phone: (864) 596-2068
Website: cityofspartanburg.org

Certificate of Appropriateness Application

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

Property Information

Address of Property: 396 Kingston St Spartanburg-SC 29303
Street City Zip Code

Tax Map #: _____ Click [here](#) if you don't know it. Search by name or address.

Historic District: ☒ Beaumont Mills ☐ Hampton Heights

Property Owner: Evodia Benitez Phone: _____

Email: _____

Applicant Information

Applicant Role: ☒ Owner ☐ Contractor ☐ Agent ☐ Other: _____

Applicant: Evodia Benitez Phone: _____

Email: _____

Mailing Address: 396 Kingston St Spartanburg 29306
Street City Zip Code

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

replacing windows

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: Evodia Benitez

Signature: Evodia Benitez Date: 7/10/26

Staff Use Only:

☒ Major ☐ Minor

Date: 7/10/2026

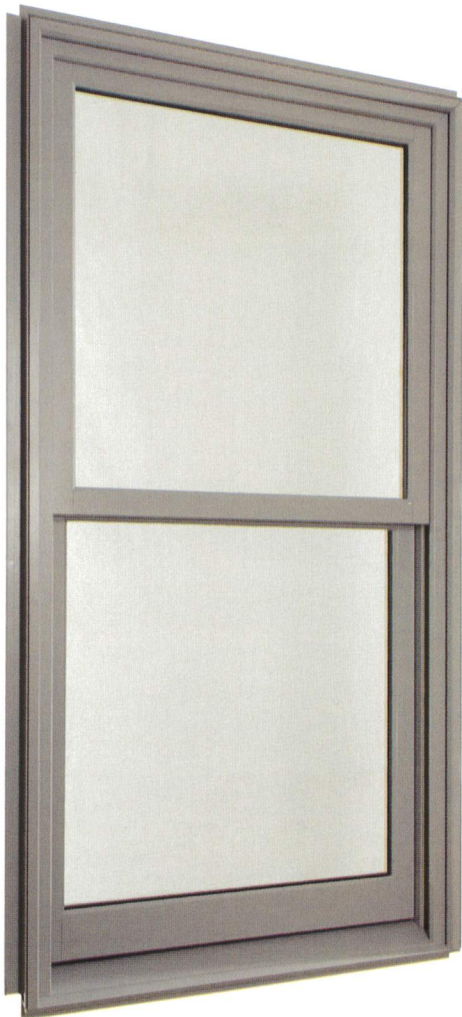
Assigned to: DeCalce

Permit #: 26-00400026

Please submit all applications to planning@cityofspartanburg.org

Double Hung

CADH - Clad Architectural Double Hung



Product Highlights

- Extruded Aluminum Exterior
- Integral Nail Fin
- Water Management System
- Powder Coat Exterior Finish
- Low-E Insulated Glass with Argon
- Duralite™ Glass Spacer System
- Ponderosa Pine Interior
- Complete Weather Seal Protection

Features

- Vertical Raise and Lower Sash Operation
- Tilt-In Sashes
- Sashes Tilt Inward by Finger Release Latches
- Traditional Block and Tackle Balances
- Hybrid Balance System on oversized units
- Concealed Jamb System
- Vinyl Fixed Jamb Tracks
- Locking-When-Tilted Balance Shoes
- Historically Correct Sash Profiles
- Standard Jamb Depth = 4-9/16"

Hardware

- Sash Lock and Keeper
- Tilt Latches & Covers
- Block and Tackle Balance System

Optional Hardware

- Window Opening Control Device (WOCD)
Safety hardware, limits sash opening



Hardware Finishes

- Standard Finishes:
White, Tan, Brown, Dark Bronze, Black
- Upgrade Finishes:
Brushed Chrome, Brushed Nickel, Antique Brass, Polished Brass
Upgrade finishes available at additional cost.

Configuration Options

As viewed from exterior

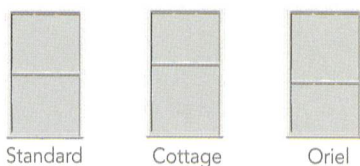
- Sash Split - Standard (50/50), Cottage (40/60), Oriel (60/40)
- Can be mulled with other units

Sizes

- Widths: 20", 24", 28", 32", 36", 40", 44", 48"
- Heights: 35-1/2", 39-1/2", 47-1/2", 51-1/2", 55-1/2", 61-1/2", 63-1/2", 71-1/2", 75-1/2", 77-1/2"

Other Options

- Exterior Colorsp49
- Clad Exterior Trimp47
- Low Emissivity Glassp52
- Grille Types & Patterns.....p50
- Interior Wood Finishes.....p55
- Jamb Depth & Options.....p54
- Screens.....p56



Standard

Cottage

Oriel



White

Tan

Brown

Dark Bronze

Black



Brushed Chrome

Brushed Nickel

Antique Brass

Polished Brass

Grille Systems

Simulated Divided Lite, Interior Wood Grilles, Grilles Between the Glass



SDL (Simulated Divided Lite) - Raised Profile

Exterior: raised profile, aluminum grille bar, permanently applied

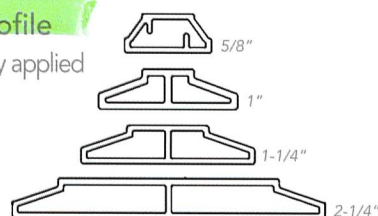
Interior: wood grille, permanently applied

Between: black shadow bar sealed between glass

Bar Profile widths: 5/8", 1", 1-1/4", 2-1/4"

Exterior Bar Colors: any Sun Exterior Color

Interior Wood Grille finish: matches interior wood finish choice



SDL (Simulated Divided Lite) - Low Profile

Exterior: low profile, aluminum grille bar, permanently applied

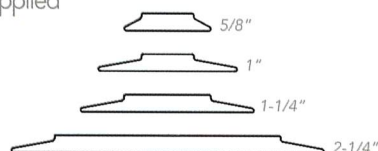
Interior: wood grille, permanently applied

Between: black shadow bar sealed between glass

Bar Profile widths: 5/8", 1", 1-1/4", 2-1/4"

Exterior Bar Colors: any Sun Exterior Color

Interior Wood Grille finish: matches interior wood finish choice



WSG (Wood Surround Grille)

Exterior: not applicable

Interior: wood grille with wood surround frame, removable

Between: not applicable

Bar Profile widths: 5/8", 1", 1-1/4"

Exterior Bar Colors: not applicable

Interior Wood Grille finish: matches interior wood finish choice

GBG (Grilles Between Glass)

Exterior: not applicable

Interior: not applicable

Between: contoured aluminum grille

Bar Profile widths: 3/4"

Bar Colors: white, vanilla, beige, sand, bronze, black, green

Optional: Two color combinations* = sand/white, bronze/white, black/white

*exterior/interior facing, reverse facing also available

SCR (Simulated Check Rail)

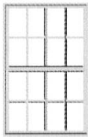
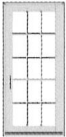
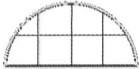
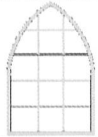
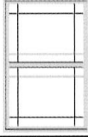
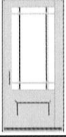
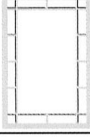
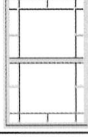
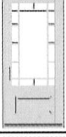
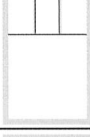
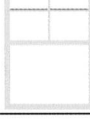
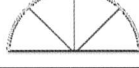
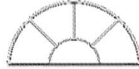
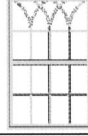
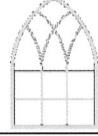
This is a variation of our SDL using a 2-1/4" profile bar horizontally across a Casement or Sash Set Fixed Lite window to simulate the look of a double hung window check rail. It can be used by itself or combined with our 5/8", 1" or 1-1/4" SDLs.

SM (Simulated Mull)

Variation of our SDL using a 2-1/4" profile bar vertically on a Casement or Sash Set Fixed Lite window to simulate the look of a vertical mull. Can be a single or double bar depending on the look that is desired. Can be combined with our 5/8", 1" or 1-1/4" SDLs.

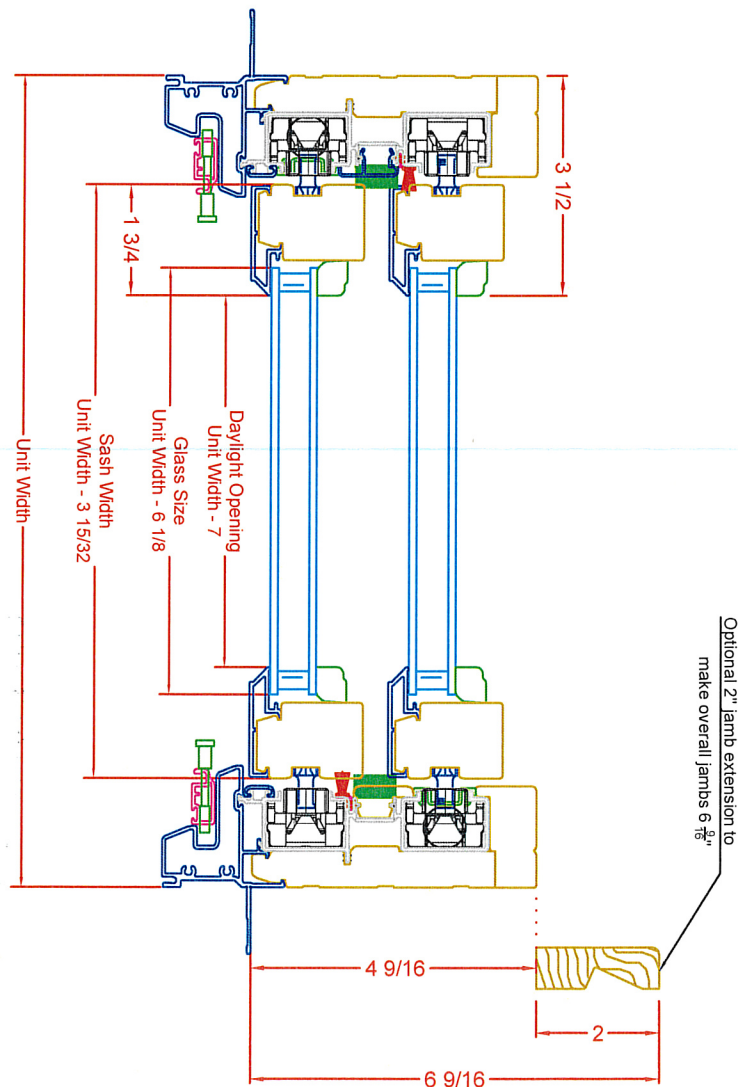
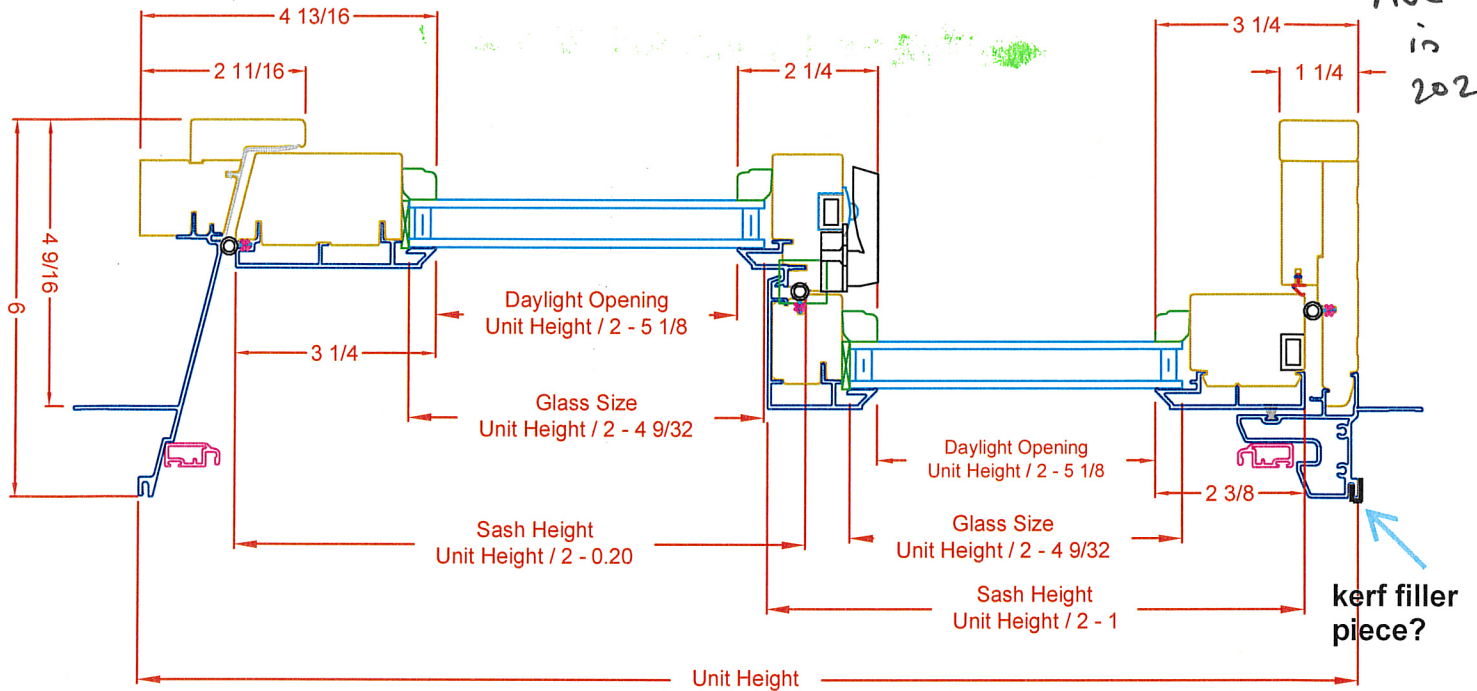
Grille Patterns

Available in Standard and Custom Configurations

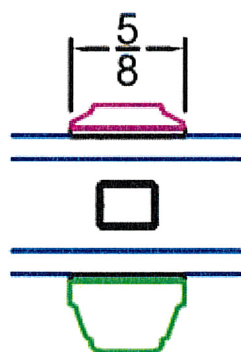
	Casement	Double Hung	Door	Round Top	Arch Top	Gothic
Colonial						
Prairie						
Prairie Ladder						
Craftsman						
Diamond Lattice						
Simulated Mull 1						
Simulated Mull 2						
Simulated Check Rail						
Spoke						
Sunburst						
Renaissance						
Gothic						

Sun Aluminum Clad DH Windows

Neely's used these windows for replacement at 527 Beaumont Ave
in 2024.



$\frac{5}{8}$ " SDL



Dealers Supply & Lumber Company, Inc.

Wood single pane windows



HISTORIC SERIES

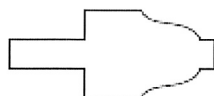
VictorBilt Double Hung SSB Putty Glazed Sash

True to the style of the traditional single glazed wood windows, Dealers Supply & Lumber Company, Inc. produces the VictorBilt Historic Series, a double hung putty glazed sash. Built as a check rail, non-tilt window, the sash parts and exterior window frame parts are treated with an exclusive wood preservative, WOODLIFE 111. This process allows the sash to meet the standards for the Hallmark program of the WDMA.

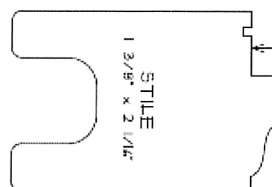
In addition, the sash can be primed before glazing to provide additional protection, while the exterior frame parts already primed.

Muntin bars can be either the 3/16" style or the 7/16" style and follow the same treatment process.

Please see attached drawings of the sash parts.

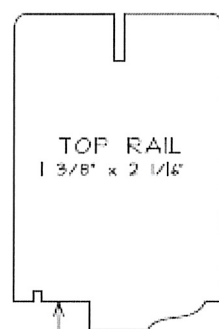


BAR



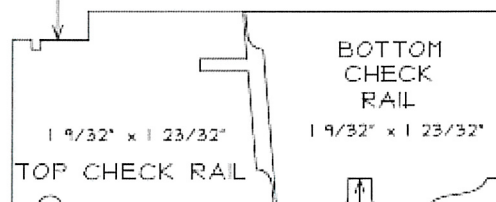
STILE
1 3/8" x 2 1/16"

GLASS PLUS 1/16"



TOP RAIL
1 3/8" x 2 1/16"

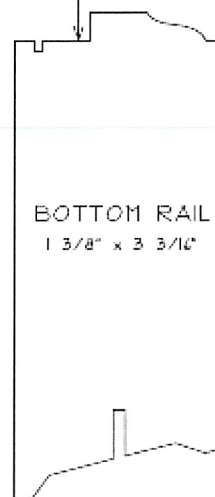
GLASS PLUS 1/16"



TOP CHECK RAIL
1 9/32" x 1 23/32"

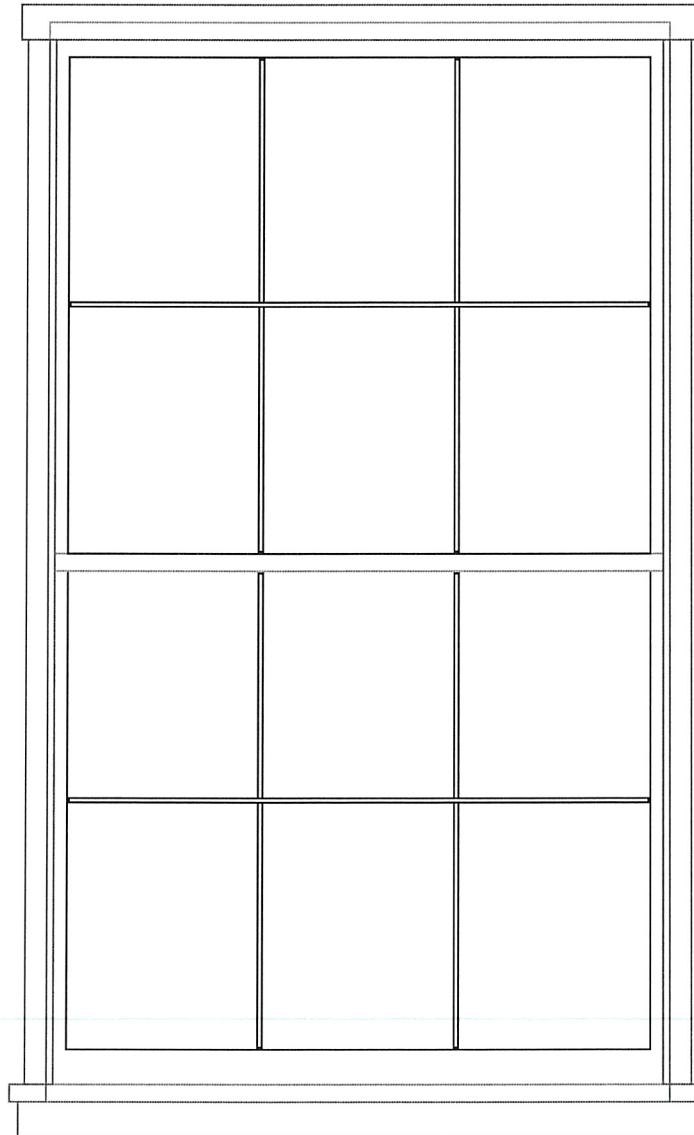
BOTTOM CHECK RAIL
1 9/32" x 1 23/32"

GLASS PLUS 1/16"



BOTTOM RAIL
1 3/8" x 3 3/16"

2/8 x 4/6 6x6 SSB



August 6, 2026

TO: The Board of Architectural Design and Historic Review

RE: Certificate of Appropriateness for Major Works

Address: 310 S Spring St (TMS: 7-12-14-218.00)

Historic District: Hampton Heights Historic District

Zoning: R-8 SFD (Single Family Residential District)

Owner/Applicant: Bryon & Melissa Holland

Request: The Applicant is seeking approval to install a new 3-foot-tall wood front yard fence.

Project Description and History

The project site is located on an approximately 8,500-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 wood picket fence along the front property line.

Analysis

Zoning Ordinance Requirements

Section 510.6(C) of the City of Spartanburg Zoning Ordinance states that, in reviewing applications for Certificates of Appropriateness, the Board shall base its decisions upon the standards of the Ordinance and shall make no requirements other than for the purpose of preventing construction or alterations that are not in harmony with the prevailing character of the Historic District or historic site.

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 following criteria:

- a. The character and appropriateness of the design;
- b. The scale of the buildings;
- c. The texture and materials;
- d. The relationship of such elements to similar features of structures in the immediate surroundings; and
- e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District.

Hampton Heights Design Guidelines

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.”

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Finding: Acceptable with Respect to the Standard

- The proposed fence is limited to 3 feet in height and is intended to be of wood material. 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

Finding: Meets Standard

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

c. The texture and materials

Finding: Meets Standard

- 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 would be more appropriate than chain link due to the fence’s visibility from the public right-of-way. 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 –

Finding: Meets Standard

- 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 –

Finding: Generally Consistent with the Standard

- The proposed fence would be generally consistent with the character of the Hampton Heights Historic District due to the presence of similar front-yard fences in the surrounding area, its limited height, and the use of wood, a material compatible with the

existing contributing structure. The low, open design would provide separation from the street while maintaining the visual relationship between the historic home and the public streetscape.

Staff Comments

Staff understand that increased vehicular traffic along South Spring Street has resulted in homeowners wanting to provide increased separation between their front door and the 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. The proposed maximum height of 3 feet should minimize visual obstruction and preserve views of the contributing structure from the public right-of-way. Staff recommend that the final fence design remain simple in form and compatible with the architectural character of the home and the Hampton Heights Historic District, including the use of appropriate materials and detailing.

Staff Recommendation - Approval

Based on the findings above, staff recommend approval of the proposed fence installation, with final review by Planning staff to ensure the fence design remains compatible with the character of the contributing structure and the Hampton Heights Historic District.

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:

310 S Spring St (TMS: 7-12-14-218.00) – Hampton Heights Historic District

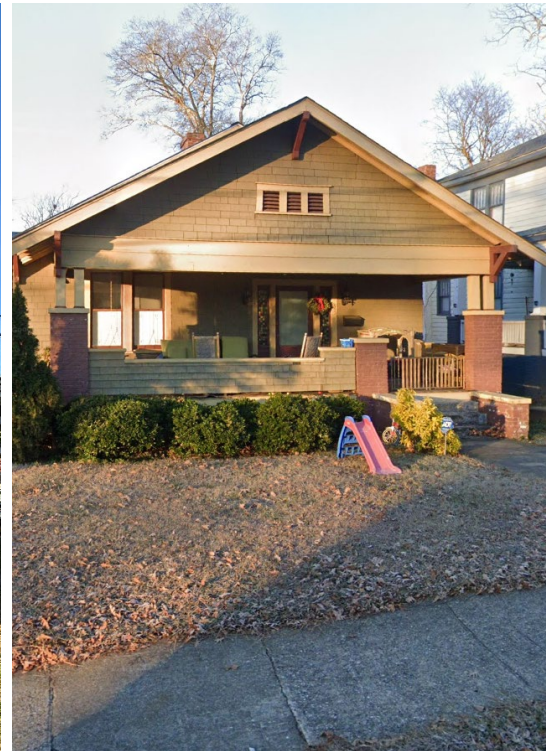
Owner/Applicant: Bryon & Melissa Holland

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 – 310 S Spring St



Adjacent Properties



Properties Across the Street



Mailing Address: PO Box 1749 Spartanburg, SC 29304
Email: planning@cityofspartanburg.org

Phone: (864) 596-2068
Website: cityofspartanburg.org

Certificate of Appropriateness Application

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

Property Information

Address of Property: 310 S. Spring St. Spartanburg SC 29305
Street City Zip Code

Tax Map #: 7-12-14-218.00 Click [here](#) if you don't know it. Search by name or address.

Historic District: ☐ Beaumont Mills ☒ Hampton Heights

Property Owner: Bryon + Melissa Holland Phone: [REDACTED]

Email: [REDACTED]

Applicant Information

Applicant Role: ☒ Owner ☐ Contractor ☐ Agent ☐ Other: _____

Applicant: Bryon + Melissa Holland Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: 310 S. Spring St. Spartanburg SC 29305
Street City Zip Code

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

3FT wooden Picket Fence (Frontyard)

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: Bryon Holland / owner

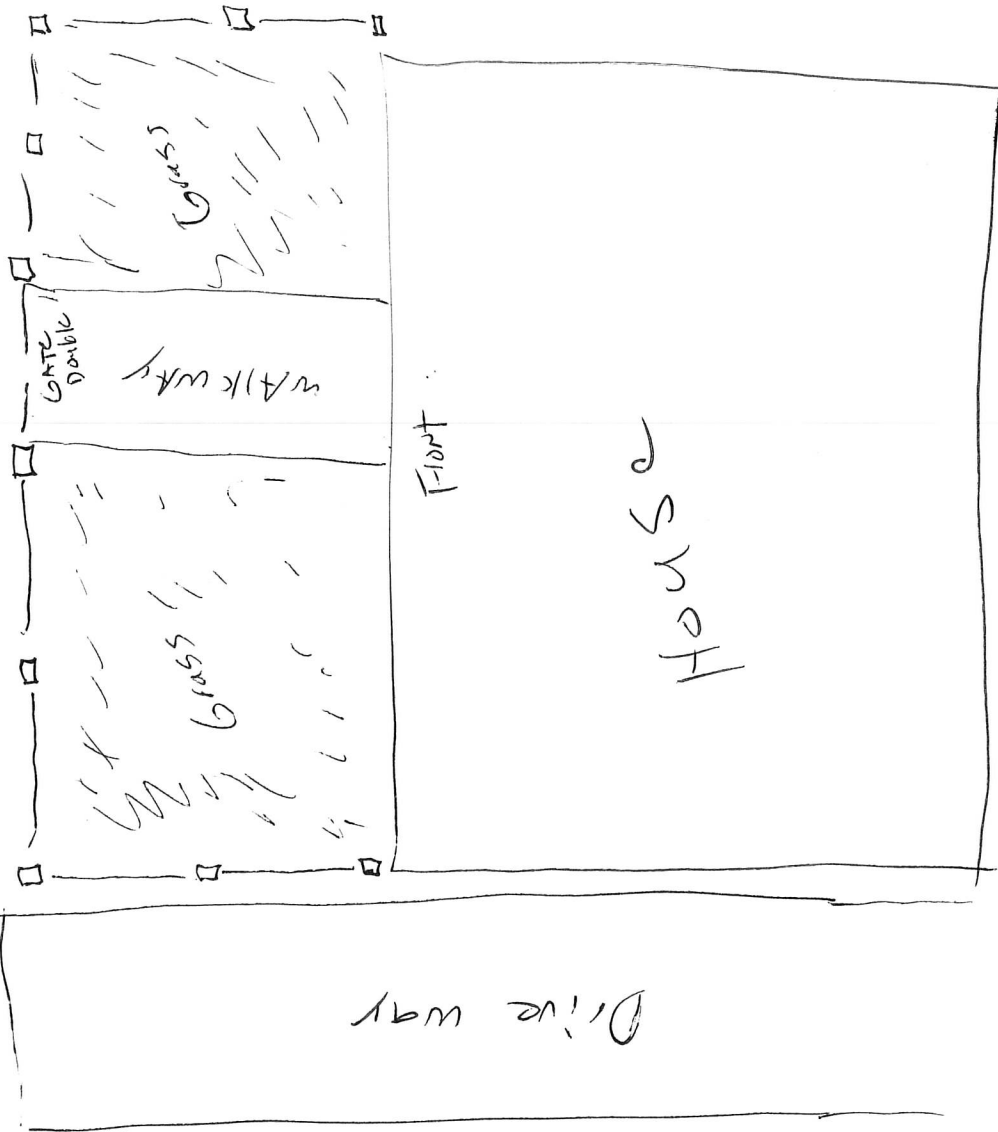
Signature: [Signature] Date: 6/27/26

Staff Use Only:

☒ Major ☐ Minor
Date: 6/24/2026
Assigned to: DCalace
Permit #: 26-00400025

Please submit all applications to planning@cityofspartanburg.org

Public side walk



10:15



East Spartanburg



Images (6) Videos (1)



STEPS TO BUILD A FENCE

1 DO YOUR HOMEWORK

- Check local ordinances
- Contact utility companies
- Communicate with neighbors



2 BUY MATERIALS

- Fence components and fasteners
- Cement and gravel
- Tools



3 LAY OUT YOUR FENCE

- Mark hole locations



4 DIG POST HOLES

- 2 ft. or deeper depending on post



Home



Shop



Me



Store Mode



Cart

99+

10:15



East Spartanburg



Images (6) Videos (1)

7 ATTACH PICKETS TO BACKER RAILS

- Use 8d to 10d nails or 1-1/2" to 1-3/4" screws



8 FINISH THE FENCE

- Apply protective finish



This is designed to be a project overview. Refer to the fence manufacturer's instructions for complete installation details. 25191



Home



Shop



Me



Store Mode



Cart

CITY OF SPARTANBURG
PLANNING DEPARTMENT
APPROVED THIS 21st DAY OF January, 2025
BY: *[Signature]*
AUTHORIZED REPRESENTATIVE

-COLE-
LAND SURVEYING, LLC

N/F: NEIBERT DEANA R
NEIBERT LEE E
TM# 7-12-14-217.00
D.B. 101-H @ PG 561
P.B. 150 @ PG 646

N/F: TANNER KELVIN K &
HOLLAND BRYON (CS)
TM# 7-12-14-218.00
D.B. 59-D @ PG 265
P.B. 6 @ PG 129

N/F: BURNETT JILL Y
TM# 7-12-14-223.00
D.B. 134-P @ PG 194
P.B. 6 @ PG 129

N/F: GOSSETT VERA D
TM# 7-12-14-222.00
D.B. 61-N @ PG 367
P.B. 6 @ PG 129
P.B. 125 @ PG 761

N/F: VAVA'S SHOPPING CENTER LLC
TM# 7-12-14-219.00
D.B. 130-D @ PG 454
P.B. 73 @ PG 288

AREA:
8,521.66 SQ.FT.
0.20 ACRES

2 STORY
SIDED

PORCH

SHED

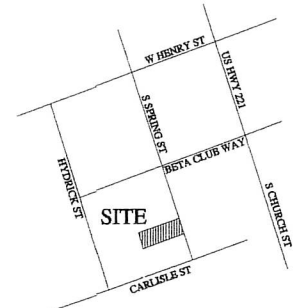
BLOCK WALL

BLOCK WALL

SIDEWALK

S SPRING ST

VICINITY MAP



SURVEYOR'S NOTES

- 1.) THE PROFESSIONAL SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENT OF RECORD, ENCUMBRANCES RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
- 2.) SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT SURVEYED OR EXAMINED OR CONSIDERED AS PART OF THIS SURVEY. NO EVIDENCE OR STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONDITIONS, CONTAINERS OR FACILITIES THAT MAY AFFECT THE USE OR DEVELOPMENT OF THIS PROPERTY.
- 3.) EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS PLAT, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT REAL ESTATE RIGHTS-OF-WAY, EASEMENTS, OTHER THAN POSSIBLE EASEMENTS THAT WERE VISIBLE AT THE TIME OF MAKING THIS SURVEY, BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND USE REGULATIONS AND ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH, FLOOD STUDY, WETLAND DELINEATION OR ENVIRONMENTAL INSPECTION BY THE SURVEYOR. THE PROFESSIONAL SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT TITLE SEARCH FOR EASEMENT OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY AND OR RESTRICTIONS, OF RECORD OR NOT OF RECORD.
- 4.) UTILITIES ARE SHOWN AS THEY WERE MARKED IN THE FIELD AND OR FROM REFERENCE MAPS FROM THE APPROPRIATE AGENCIES AND ARE APPROXIMATE LOCATIONS ONLY. UTILITIES SHOWN ARE OBVIOUS AND APPARENT ONLY BEFORE DIGGING CONTACT A UTILITY LOCATING SERVICE COLE LAND SURVEYING, LLC. TAKES NO RESPONSIBILITY FOR THE EXISTENCE OR LOCATION OF UNDERGROUND UTILITIES.
- 5.) REFERENCE: DEED BOOK 59-D @ PAGE 265 & PLAT BOOK 6 @ PAGE 129
- 6.) THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS-OF-WAY AND/OR RESTRICTIONS OF RECORD OR NOT OF RECORD.
- 7.) ALL PROPERTY CORNERS ARE 1/2" REBARS UNLESS OTHERWISE NOTED.

-COLE-
LAND SURVEYING, LLC

858 POTTER ROAD
GAFFNEY, SC 29341
(864) 809 - 4483

EMAIL: jacolesurveying@gmail.com

Field By:

G WALL

Drawing By:

EDWIN MEJIA

Aprvd By:

JEFF COLE, PLS

AREA:

0.20 ACRES

Field Date:

12-22-2022

Sheet:

1 of 1

BOUNDARY SURVEY AT THE REQUEST OF:

BRYON HOLLAND
& KELVIN TANNER

Project Address:

310 S SPRING ST., SPARTANBURG, SC

Project Location:

SPARTANBURG COUNTY, SC

TMS #:

7-12-14-218.00

Job Number:

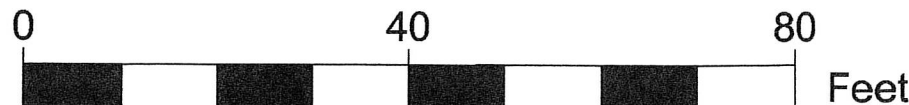
02809

LINE TYPE KEY

— R/W — DENOTES RIGHT-OF-WAY LINE
— GAS — DENOTES GAS LINE
— WL — DENOTES WATER LINE
— OHP — DENOTES OVERHEAD POWER LINE
— UGP — DENOTES UNDERGROUND POWER
— UGC — DENOTES BURIED CABLE
— FOC — DENOTES BURIED FIBER OPTIC CABLE
— TEL — DENOTES BURIED TELEPHONE CABLE
— SS — DENOTES SANITARY SEWER LINE
— — DENOTES GUARD RAIL

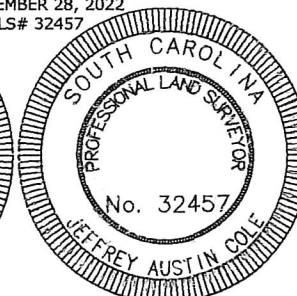
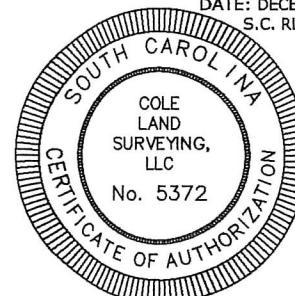
SURVEY IS VALID ONLY IF PRINT HAS ORIGINAL SEAL AND SIGNATURE OF SURVEYOR.
EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS PLAT, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT REAL ESTATE: EASEMENTS, OTHER THAN POSSIBLE EASEMENTS THAT WERE VISIBLE AT THE TIME OF MAKING THIS SURVEY; BUILDING SETBACK LINES; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; ZONING OR OTHER LAND-USE REGULATIONS; AND ANY OTHER FACT THAT AN ACCURATE AND CORRECT TITLE SEARCH MAY DISCLOSE.
THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY SURVEYOR.

SCALE 1" = 20'



"I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MEDIUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA AND MEETS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN. ALSO THERE ARE NO VISIBLE ENCUMBRANCES, PROJECTIONS, OR SETBACKS OTHER THAN SHOWN."

JEFFREY AUSTIN COLE
DATE: DECEMBER 28, 2022
S.C. RLS# 32457



LEGEND KEY

- — DENOTES IPF 1/2" REBAR
- — DENOTES IPS 1/2" REBAR
- △ — DENOTES MAG. NAIL
- DENOTES POINT ON BOUNDARY
- ⊠ — DENOTES R/W MONUMENT
- DENOTES FIRE HYDRANT
- DENOTES WATER METER
- DENOTES IRRIGATION CONTROL VALVE
- DENOTES WELL
- DENOTES POWER POLE
- DENOTES GUY POLE
- DENOTES LAMP POST
- DENOTES ELEC. TRANSFORMER
- DENOTES AIR CONDITIONER UNIT
- DENOTES ELEC. POWER PANEL
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM DRAINAGE MANHOLE
- DENOTES STORM DRAINAGE CATCH BASIN
- DENOTES HANDICAP RAMP
- DENOTES MAIL BOX