

Agenda

Board of Architectural Design and Historic Review

September 10, 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 August 13, 2026 meeting**
- VI. Old Business:** None
- VII. New Business:**
 - a. Review of HARB By-Laws and proposed updates
 - b. Historic preservation guidelines updates and inventory of historic properties
 - c. Historic preservation grant opportunities
- VIII. Staff Announcements**
- IX. Adjournment**

Meeting Minutes 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

Attendance

Board Members Present

- Sylvelie Franke, Acting Chair
- Brandon Gaffney
- Sam Mitchell
- Julie Gilmore
- Dave Williams

Staff Present

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

Others Present

- Jessica Carlton – 396 Kingston St
- Evodia Benitez – 396 Kingston St
- Bryon Holland – 310 S Spring St
- Members of the Public

Call to Order

Acting Chair Franke called the regular meeting of the Board of Architectural Design and Historic Review to order at approximately 5:30 PM and conducted roll call. A quorum was established.

The Acting Chair stated that public notice of the meeting had been published, posted, and mailed in compliance with the Freedom of Information Act and City of Spartanburg requirements. Meeting procedures were reviewed.

Approval of Agenda

On a motion by Mr. Williams and seconded by Mr. Gaffney, the agenda was approved unanimously.

Approval of Meeting Minutes (July 9, 2026)

On a motion by Ms. Gilmore and seconded by Ms. Mitchell, the meeting minutes from July 9, 2026 were approved unanimously.

Old Business

None.

New Business

Certificate of Appropriateness for Major Works - COA-26-004-00026 - 396 Kingston Street - Window Replacement

The Board considered a request concerning replacement windows at a contributing residence in the Beaumont Mills Historic District. Original wood windows had previously been removed and replaced with vinyl without approval; the applicant requested approval to replace the visible vinyl windows with historically compatible windows.

Staff Presentation

- Staff described the project site as an approximately 7,000-square-foot lot on the south side of Kingston Street in the Beaumont Mills Historic District. The residence was constructed in 1920, is a contributing structure, and is zoned I-1 while remaining within the local historic district.
- Planning staff became aware in July 2026 that exterior renovations were underway without the required approvals. An inspection found that the original six-over-six wood windows had been removed and replaced with vinyl windows.
- The applicant proposed replacing the vinyl windows on the front and north-side elevations with either aluminum-clad wood or wood windows in a six-over-six configuration. Staff noted that these elevations are visible from the public right-of-way; the south elevation facing the railroad and the rear elevation are not visible from the public right-of-way and were not part of the Board's review.
- Staff reviewed the required findings for character and appropriateness of design, scale, texture and materials, relationship to surrounding historic features, and harmony with the historic district.
- Staff found that the proposed replacement windows use materials identified as appropriate by the design guidelines and satisfy the applicable Certificate of Appropriateness criteria. Staff recommended approval, with the final choice between aluminum-clad wood and wood windows left to the applicant following pricing and manufacturer discussions.

Applicant Presentation

- Jessica Carlton presented with Evodia Benitez and confirmed that the request was to replace the previously installed vinyl windows on the front and north-side elevations with either aluminum-clad wood or wood windows.
- The applicant indicated that the supporting information had been provided in the board packet. Board members had no questions for the applicant.

Public Comments

No members of the public spoke in support of or in opposition to the request. On a motion by Mr. Gaffney and seconded by Ms. Gilmore, the public comment period was closed unanimously.

Board Discussion

- Board members characterized the request as straightforward and noted that the applicant had provided the information necessary for review.
- Ms. Gilmore commented that the applicant had taken the appropriate steps to correct the window issue. Mr. Gaffney stated that he saw no issue with the proposal and supported approval as presented.

Board Action

Following deliberation, the Board determined that the proposed replacement windows were appropriate and consistent with the historic district requirements.

Motion

On a motion by Mr. Gaffney and seconded by Mr. Williams, the Board approved the Certificate of Appropriateness as presented. The motion passed unanimously.

Staff advised the applicant to coordinate the final window selection with the Planning Department before proceeding to the Building Department.

Certificate of Appropriateness for Major Works - COA-26-004-00025 - 296 South Spring Street - Front-Yard Picket Fence

The Board considered a request to install a three-foot-tall wooden picket fence along the front property line of a contributing residence in the Hampton Heights Historic District.

Staff Presentation

- Staff described the project site as an approximately 8,500-square-foot lot on the west side of South Spring Street in the Hampton Heights Historic District. The residence was constructed in 1919, is a contributing structure, and is zoned R-8 SFD.
- Staff reviewed nearby properties and noted that several front-yard fences are already present along South Spring Street, Hydrick Street, and elsewhere within the historic district.
- Staff reviewed the required Certificate of Appropriateness findings and concluded that the proposed three-foot height would remain low and visually open, would not obstruct views of the historic residence, and would be compatible with the character and scale of the home and surrounding district.
- Staff recommended approval, finding that the proposed wooden picket fence satisfied the applicable review criteria and would be harmonious with the Hampton Heights Historic District.

Applicant Presentation

- Bryon Holland explained that the household has seven grandchildren, up to approximately 11 years old, who frequently use the front yard and porch area. He expressed concern about their safety because of traffic speeds and school-related traffic on South Spring Street.
- Mr. Holland stated that the backyard is secured by a lockable gate associated with the pool, but the front yard remains open to the street. The proposed fence is intended to provide a safer boundary while allowing continued use of the front yard.
- The applicant clarified that the fence would not cross or gate the driveway. It would extend along the front-yard area and return toward the porch, leaving the driveway open for vehicle access to the rear.

Public Comments

No members of the public spoke in support of or in opposition to the request. On a motion by Mr. Gaffney and seconded by Ms. Gilmore, the public comment period was closed unanimously.

Board Discussion

- Ms. Gilmore noted that the Board had considered a similar front-yard fence request recently and found the circumstances comparable.
- Mr. Williams stated that, although the Board generally prefers an open streetscape, existing fences in the area and the safety concerns involving small children supported approval in this case.
- Acting Chair Franke noted that South Spring Street experiences significant traffic and stated that the proposed three-foot height would preserve visibility of the historic residence while addressing the applicant's safety concern.
- Ms. Mitchell asked whether the picket style was appropriate to the architecture of the house. After confirming that the fence would use the simple picket design shown in the application, Board members indicated that the proposed style was appropriate.

Board Action

The Board found that the low, open picket fence was compatible with the historic residence and surrounding streetscape and that the safety concerns presented by the applicant supported the request.

Motion

On a motion by Mr. Williams and seconded by Mr. Gaffney, the Board approved the Certificate of Appropriateness for the three-foot wooden picket fence as presented. The motion passed unanimously.

Staff Announcements

- Staff reported no major changes at 161 South Hampton Drive, 137 West Hampton Avenue, or 234 South Spring Street. The property owners continued working through insurance and repair requirements, and staff anticipated that permits could be pulled soon at 161 South Hampton Drive to address the roof opening.
- At 201 Carlisle Street, the window violation had been corrected. Original wood windows from the rear of the house were relocated to the visible side elevation, and the vinyl windows were no longer visible from the public right-of-way.
- At 232 West Hampton Avenue, which sustained significant storm damage, a summons had been issued because of the condition of the tarp. Following a court appearance, the owner was given 30 days to remove or replace the tarp while continuing to work with the insurance company on full repairs.
- At 607 South Irwin Avenue, staff provided an update on the mediated garage matter. The mediation required siding the garage to match the house and planting trees to screen it. Because the prior application expired and the mediation timeframe was not met, the owner was directed to demonstrate progress toward remedying the situation within 30 days. Staff expected an updated application.
- Staff reminded members of the upcoming ACOG continuing-education webinar, “Appeals and Denials: The Ins and Outs of Evidentiary Hearings.” The local session was scheduled for September 24 from 4:00 to 6:00 PM at the fire department facility on Wofford Street. Members were encouraged to register promptly. Staff noted that the training would address documentation, findings, motions, and creation of an adequate record.

Adjournment

On a motion by Mr. McCants and seconded by Mr. Williams, the meeting was adjourned unanimously at approximately 5:54 PM.

Sylvelie Franke, Acting Chair

September 3, 2026

To: The Board of Architectural Design and Historic Review

Re: September Meeting – HARB Policy & Priorities Discussion

With no Certificate of Appropriateness cases scheduled for the September meeting, the Board will have an opportunity to step back from application-specific reviews and focus on several broader policy and programmatic topics related to Spartanburg's historic preservation efforts.

Staff have outlined several broader topics for discussion, including proposed updates to the HARB Bylaws and membership structure, future updates to the City's historic district design guidelines and property inventories, and potential grant opportunities to support preservation initiatives.

Review of HARB Bylaws and Proposed Updates

The current HARB Bylaws were adopted in November 2008. Section 1 of the Bylaws addresses the composition and membership requirements of the Board and corresponds with Section 510.3 of the City's zoning regulations.

Under the current regulations, HARB consists of nine members. At least four members must be knowledgeable in one or more of the following disciplines: archaeology, architecture, landscape architecture, American history, urban planning, engineering, environmental science, law, banking, or real estate. The regulations also require that a historian and a professional architect serve on the Board at all times.

Planning staff would like to discuss updates to the Board's membership structure and qualifications. Staff proposes reducing the HARB from nine members to seven, bringing its size more in line with several other City boards and commissions.

Recommended seven-member structure:

- One representative from Hampton Heights
- One representative from Beaumont Mill Village
- One historic preservation professional or architect
- One historian or individual with demonstrated expertise in local or architectural history
- One at-large community representative
- Two additional members with relevant professional experience, which could include:
 - o Urban planning or urban design
 - o Architecture or landscape architecture
 - o Historic preservation
 - o Real estate
 - o Construction or development
 - o Engineering
 - o Art or other related design disciplines

Historic Design Guidelines and Inventory Updates

The City maintains separate historic design guidelines for its two locally designated historic districts. The Hampton Heights Design Guidelines were adopted in 1999, and the Beaumont Mill Village Design Guidelines were adopted in 2008.

Both documents have now been in use for a significant period of time and would benefit from a comprehensive update. The existing documents were created many years ago, and the available copies contain outdated or unclear photographs, illustrations, and diagrams. Additionally, building materials, construction methods, replacement products, energy-efficiency considerations, and preservation practices have evolved since the guidelines were adopted.

As the City begins its broader zoning code rewrite, staff believe this is an appropriate time to begin discussing a future update to both historic district design guidelines.

An updated set of guidelines could:

- Provide clearer photographs, graphics, and illustrations;
- Address modern and alternative building materials and identify circumstances where they may or may not be appropriate;
- Provide clearer guidance for new construction and additions within historic districts;
- Better distinguish routine maintenance, minor alterations, and major work;
- Provide additional guidance for property owners before they begin a project; and
- Create more consistent criteria for staff and HARB when reviewing Certificates of Appropriateness.

Staff would also like to pursue updates to the City's historic property inventories. The most recent photographic survey of Hampton Heights dates to 2011, while the most recent survey of Beaumont Mill Village dates to 2008. Updating these inventories would provide a more current record of the districts and help inform ongoing preservation efforts.

Updated inventories could provide a current record of each property within the districts, including:

- Current photographs;
- Address and property identification information;
- Approximate construction date;
- Architectural style or building form;
- Contributing or noncontributing status, where applicable;
- Visible exterior materials;
- Character-defining architectural features;
- Significant alterations or additions; and
- Other information useful for future preservation planning and design review.

An updated inventory would provide staff and HARB with a much stronger baseline when reviewing future projects and would create a permanent record of how the districts have changed since the previous surveys.

Grant Opportunities

The South Carolina Department of Archives and History (SCDAH), through the State Historic Preservation Office (SHPO), administers several grant programs that could support future historic preservation initiatives. Staff would like to hear the Board's feedback on these potential funding opportunities, including which activities or initiatives the Board believes should be prioritized for future grant applications.

Of particular interest to the City is the Federal Historic Preservation Fund Grant Program. Eligible projects can include activities directly related to several of the initiatives discussed above, including:

- Historic resource surveys and updated property inventories;
- National Register nominations;
- Historic preservation planning;
- Development or revision of local historic design guidelines;
- Updates to historic preservation ordinances;
- Educational materials for property owners;
- Technical assistance programs;
- Conditions assessments; and
- Plans and specifications for historic properties.

These grants generally require a 50/50 match, with awards ranging from approximately \$5,000 to \$35,000. Staff believes this program could potentially assist with the proposed historic district inventory and/or design guideline updates.

SCDAH also administers the Historic Preservation State Grant Fund, which provides larger planning and stabilization grants primarily for work involving eligible historic buildings.

The program currently includes two grant categories:

- Planning Grants – Reimbursable grants of up to \$50,000 for conditions assessments and/or bid-ready plans and specifications that meet the Secretary of the Interior's Standards for Rehabilitation. No cash match is currently required.
- Stabilization Grants – Reimbursable grants generally ranging from \$40,000 to \$200,000 for eligible stabilization and weatherization projects. These grants currently require a minimum 20 percent cash match and a protective covenant with SCDAH.

Staff will continue to monitor upcoming grant cycles and evaluate opportunities that could support the City's historic preservation priorities.

If you have any questions prior to the meeting, please don't hesitate to contact me at (864) 591-4383 or via email at dcalace@cityofspartanburg.org.

Sincerely,

Dominick Calace

Dominick Calace

Planner I | City of Spartanburg

cc: Fredalyn M. Frasier, Planning Director