



The City of Spartanburg Board of Architectural Design & Historic Review

AGENDA

February 13th, 2025, at 5:30 P.M.

**Spartanburg County Council Chambers
366 N. Church Street – Spartanburg, SC 29303**

(Please Note: Items as they appear on the Docket may or may not be considered in the order as they are presented. The Chairman will announce any changes after the roll call)

- I. Call To Order.**
- II. Roll Call.**
- III.** Freedom of Information Act Compliance – Public notification of the City of Spartanburg’s Board of Architectural Design & Historic Review meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the requirements of the City of Spartanburg’s Zoning Ordinance.
- IV. Rules and Procedures for Meeting Conduct.**
- V. Approval of Agenda.**
- VI. Disposition of Minutes from the January 9th, 2025, Meeting.**
- VII. Old Business: None.**
- VIII. New Business:**
 1. COA: 25-004-00001: Certificate of Appropriateness for Major Works – 202 Brookwood Ter. (TMS # 7-12-14-294.00) in the Hampton Heights Neighborhood Historic District. The applicant is seeking approval to replace the siding and repair the side porch guardrail. The property is located in the R-8 SFD (General Residential – Single-Family) zoning district. **Owner / Contractor: Juan Sharp – Two Sharp Enterprises LLC**
 2. COA: 25-004-00002: Certificate of Appropriateness for Major Works – 200 Brookwood Ter. (TMS # 7-12-14-293.00) in the Hampton Heights Neighborhood Historic District. The applicant is seeking approval to replace the front door, replace/repair the rear porch, repair siding, and install white vinyl siding on two side walls. The property is located in the R-8 SFD (General Residential – Single-Family) zoning district. **Owner: Duchela Investments LLC / Applicant: CEF & CD / Contractor: PI Construction & Roofing LLC**
- IX. Staff Updates:**
- X. Adjournment.**

For more information, please contact the City of Spartanburg Planning Department at planning@cityofspartanburg.org or call (864) 596-2068.

Meeting Minutes of the Board of Architectural Design and Historic Review
Thursday, January 9th, 2025, at 5:30 PM
Spartanburg County Council Chambers

The City of Spartanburg Board of Architectural Design and Historic Review (HARB) met in County Council Chambers on Thursday, January 9th, 2025, at 5:30 PM with the following members in attendance: **Mark Olencki, Bill Michels, Kenneth Brown, Sylvelie Franke, and David Williams** Representing the Planning Department - **Fredalyn Frasier, Planning Director, Nan Zhou, Planner II, and Oksana Holbrooks, Sr Administrative Assistant.**

Roll Call:

Mr. Michels: Bill Michels
Mr. Brown: Kenneth Brown
Ms. Franke: Sylvelie Franke
Mr. Olencki: Mark Olencki
Mr. Williams: David Williams

Mr. Michels: This meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the requirements of the City of Spartanburg Zoning Ordinance.

Approval of Agenda:

A motion was made by Mr. Brown, seconded by Mr. Olencki to approve the agenda. The motion was approved with a vote of 5-0.

Approval of Meeting Minutes from December 12th, 2024.

A motion was made by Mr. Olencki, seconded by Mr. Brown to approve the meeting minutes as amended. The motion was approved with a vote of 5-0.

Old Business: None.

New Business:

Certificate of Appropriateness for Major Works – 396 Gentry St. (TMS # 7-08-16-041.00) in the Beaumont Mill Village Historic District. The applicant is seeking approval to replace the wood front door with a metal door and metal frame. The property is located in the R-6 (General Residential District) zoning district. Owner/Applicant: Ricky & Denise Lynch; General Contractor: West Shore Homes.

Project Description and History

The project site is located on an approximately 11,400 square foot lot in the Beaumont Mill Village Historic District on the south side of Gentry Street. The site currently comprises a one-story single-family residence constructed in 1941. This residential structure is a vinyl-framed bungalow with a brick foundation. The structure has a front porch with interior brick chimney and has a gable roof with composite shingle. The Beaumont Mill Village Historic Design Guidelines list this structure as House Type Fifteen – End Gable with Gable Front Porch.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

The design guidelines are outlined in the Beaumont Village Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the Guidelines is to provide property owners 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.

The project site has a zoning designation of R-6, General Residential District, which allows for single family dwelling units. Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing 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.

Applicant Statement

- The Applicant proposes a metal door to address the issue with door swelling and to potentially save energy.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Design Guidelines for Beaumont Mill Village state that ".....A door is extremely important to the overall character of one's home. Doors should be painted to keep the door looking fresh as well as to protect the materials of the door. Configuration of new door should be avoided. If after looking at the options of replacing or repairing a door, and it's deemed that the door is so deteriorated that it cannot be replaced, then a replacement is in order. The replacement should be in the same configurations, material, size and lite pattern."

- The applicant proposes to replace the existing wood front door with a new metal door and metal frame due to the gap between the door and the existing wood frame, making the door and frame not coming together.
- The Design Guidelines for the Beaumont Mill Village states that ".....if the door is so deteriorated that it could be replaced, then the new replacement door should be in the same configurations, material, size, and lite pattern."

b. The scale of the buildings

- Replacing the door will not impact the scale of the building.

c. The texture and materials

- The current front door is wood. The new proposed door and frame would be metal.

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

- Properties in the immediate surroundings of the project site seem to have wood front door.

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 Design Guidelines for Beaumont Mill Village states that ".....A door is extremely important to the overall character of one's home. Doors should be painted to keep the door looking fresh as well as to protect the materials of the door. Configuration of new door should be avoided. If after looking at

the options of replacing or repairing a door, and it's deemed that the door is so deteriorated that it cannot be replaced, then a replacement is in order. The replacement should be in the same configurations, material, size and lite pattern."

- Replacement of the wood front door with a metal door would not be harmonious with the Beaumont Mill Historic District.
- Based on the Design Guidelines for the Beaumont Mill Village, the new replacement door should be in the same configurations, material, size, and lite pattern.

Applicant:

Ricky & Denise Lynch, Owner.

Public Speakers:

John Moore, 317 Gentry St.

Discussion:

Over the past 80 years, it has been acknowledged that the frame has been replaced previously, and the door has undergone alterations that are not fully understood. After careful consideration, the board concluded that the best solution is to replace the existing 6-panel wood door and its frame with a new 6-panel wood door and frame. This decision aligns with historic guidelines, which emphasize the necessity of replacing components like for like.

A motion was made by Mr. Brown, seconded Ms. Franke to deny the metal frame door and frame, and can accept replacement with 6 panel wood door with new wood frame by a vote of 5-0.

Staff Announcements: None.

The meeting was adjourned at 6:02 PM.

Bill Michels, Chairman

February 13, 2025

TO: Board of Architectural Design and Historic Review

RE: Certificate of Appropriateness for Major Works

Address: 202 Brookwood Ter. (TMS: 7-12-14-294.00)

Historic District: Hampton Heights Historic District

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

Owner: Juan Sharp

Request- The applicant is seeking approval to replace the existing siding with vinyl siding, and to repair porch guardrail.

Project Description and History

The project site is located on an approximately 6,850 square foot lot in the Hampton Heights Historic District on the north side of Brookwood Terrace. The site includes one single-family one-story residential bungalow with a brick foundation constructed in 1940. The structure has a porch on the right side of the house and has a gable roof with composite shingle.

A Stop Work Order was issued by Building Official of City of Spartanburg in January when it was observed that the aluminum siding was being removed and replaced with vinyl siding and that repairs to the side porch guardrail were made without a Certificate of Appropriateness and a building permit. The owner was notified to apply for a Certificate of Appropriateness.

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 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.

The project site has a zoning designation of R-8 SFD, General Residential – Single Family District, which allows for single family dwelling unit. Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing 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.

Applicant Statement

The Applicant proposes replacing the aluminum siding with new vinyl siding and repairing the side porch guardrails.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Design Guidelines for Hampton Heights state that “..... The dominant exterior materials used in a neighborhood or historic district contribute to the visual relationships among buildings. Retain original wood siding and repair rather than replace damaged material whenever possible. When replacement is necessary, replace only deteriorated materials and match the original material in size, shape, texture, and material. Paint removal and repainting shall be done using appropriate techniques that do not damage the historic material. The application of artificial or nonhistorical exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is strongly discouraged. These materials are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials.”

“.....Architectural details shall be maintained and treated with sensitivity. The removal of such details or application of details inappropriate to the period or style of a house is strongly discouraged. Repair rather than replace damaged elements whenever possible. Historic details that have been lost or are beyond repair may be replaced with new materials, provided that their earlier presence can be substantiated by historical evidence and that the new materials match the original in composition, design, color, and texture.”

- The applicant proposes to remove the existing aluminum siding and replace it with vinyl siding. Repair/replace side porch siding using wood matches the original in texture and composition. However, the guardrail being installed on the house does not match the architectural detailed design of the historical guardrail.
- The Design Guidelines for the Hampton Heights states that “..... original wood siding should be retained and repair rather than replacement. When replacement is necessary, replace only deteriorated materials and match the original material in size, shape, texture, and material. Vinyl siding and aluminum siding is strongly discouraged,” and that “application of architectural details inappropriately to the period or style of a house is strongly discouraged. The new replacement should match the original in composition, design, color and texture, and that their earlier presence can be substantiated by historical evidence.”

b. The scale of the buildings

- Replacing siding and guardrail will not impact the scale of the building.

c. The texture and materials

- Currently, the existing siding is aluminum with wood siding underneath. The new proposed siding is vinyl; The new guardrail is wood.

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

- Properties in the immediate surroundings of the project site have a combination of vinyl siding and wood siding.

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 Design Guidelines Hampton Heights states that “.....The dominant exterior materials used in a neighborhood or historic district contribute to the visual relationships among buildings. Retain original wood siding and repair rather than replace damaged material whenever possible. When replacement is necessary, replace only deteriorated materials and match the original material in size, shape, texture, and material. Paint removal and repainting shall be done using appropriate techniques that do not damage the historic material.

The application of artificial or nonhistorical exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is strongly discouraged. These materials are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials.”

“.....Architectural details shall be maintained and treated with sensitivity. The removal of such details or application of details inappropriate to the period or style of a house is strongly discouraged. Repair rather than replace damaged elements whenever possible. Historic details that have been lost or are beyond repair may be replaced with new materials, provided that their earlier presence can be substantiated by historical evidence and that the new materials match the original in composition, design, color, and texture”

- Replacement of the siding with vinyl siding would not be harmonious with the Hampton Heights Historic District. Replacement of the guardrail with wood is appropriate, however, the architectural detailed design should match the historic guardrail.
- Based on the Design Guidelines for Hampton Heights, the new replacement siding should match the original material in size, shape, texture, and material. The application of artificial or nonhistorical exterior siding materials such as vinyl siding and aluminum siding are strongly discouraged. Historic details that have been lost or are beyond repair may be replaced with new materials, provided that their earlier presence can be substantiated by historical evidence and that the new materials match the original in composition, design, color, and texture.

Submitted by:

Nan Zhou

Nan Zhou, AICP
City Planner II
Planning Department

Attachments:

Conditions of Approval
Application and Materials
Site Photos

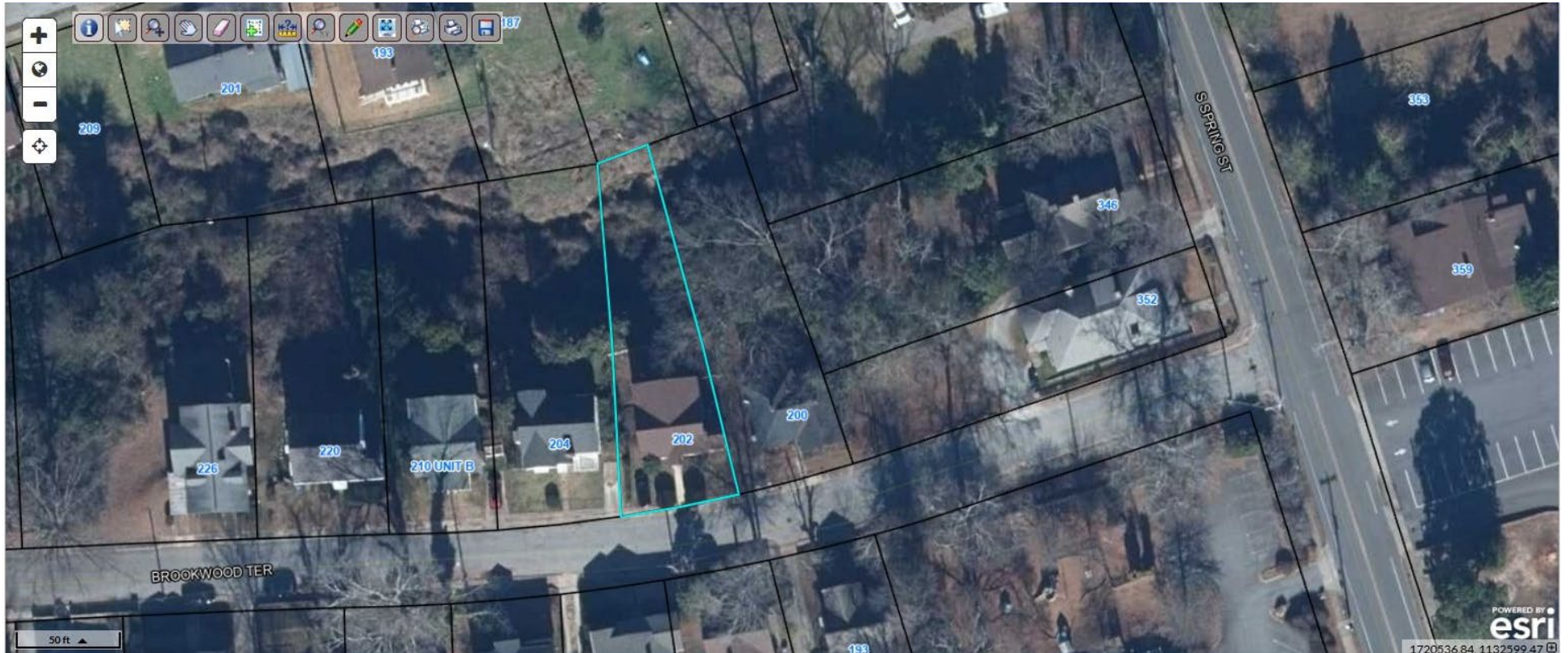
CONDITIONS OF APPROVAL FOR THE PROJECT ON PROPERTY AT:

202 Brookwood Ter. (TMS:7-12-14-294,00) – Hampton Heights Historic District

Owner: Juan Sharp

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 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. project.

SITE MAP – 202 Brookwood Ter.



ZONING MAP – 202 Brookwood Ter.

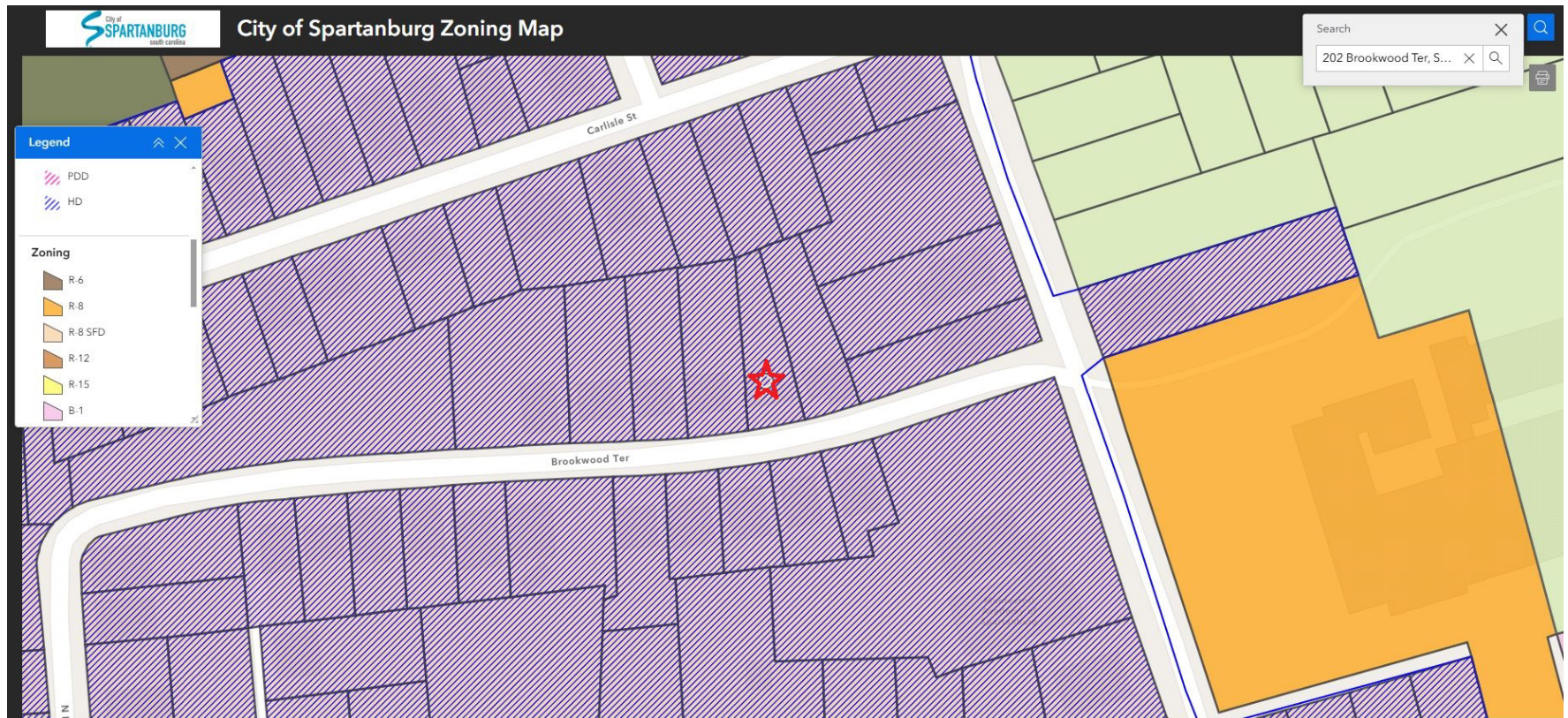


Photo – Front, Left and Right Side of the Project Site



Property to the Left and Right of the Project Site



Properties in the Vicinity



Street View



February 13, 2025

TO: The Board of Architectural Design and Historic Review

RE: Certificate of Appropriateness for Major Works

Address: 200 Brookwood Ter. (TMS: 7-12-14-293.00)

Historic District: Hampton Heights Historic District

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

Owner: Duchela Investments LLC

Request- The applicant is seeking approval to repair the siding using siding from the back of the house and install vinyl siding on two side walls, replace the back porch and replace the front door with metal door.

Project Description and History

The project site is located on an approximately 8,348 square foot lot in the Hampton Heights Historic District on the north side of Brookwood Terrace. The site currently comprises one single-family residence constructed in 1942. The residential structure is a one-story wood framed bungalow with a brick foundation and has a back porch and a gable roof with composite shingle.

The Building Department issued a Stop Work Order in January 2025 when it was observed wood siding was removed and replaced with vinyl siding on two sides of the house and back porch was replaced/repared without a Certificate of Appropriateness and a building permit. The owner/general contractor was notified to apply for a Certificate of Appropriateness.

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 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.

The project site has a zoning designation of R-8 SFD, General Residential – Single Family District, which allows for single family dwelling unit. Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing 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.

Applicant Statement

- The Applicant proposes to repair siding using the wood siding from the back and install new vinyl siding on two sides walls, replace the back porch, and replace the front door with a metal door.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Design Guidelines for Hampton Heights state that “..... The dominant exterior materials used in a neighborhood or historic district contribute to the visual relationships among buildings. Retain original wood siding and repair rather than replace damaged material whenever possible. When replacement is necessary, replace only deteriorated materials and match the original material in size, shape, texture, and material. Paint removal and repainting shall be done using appropriate techniques that do not damage the historic material. The application of artificial or nonhistorical exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is strongly discouraged. These materials are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials.”

“.....Retain original porches and steps, repair of porches shall not result in the removal of original materials (such as balusters, columns, handrails, brackets, and roof detailing), unless seriously deteriorated. If replacement materials must be introduced, the new shall match the old in design, color, texture, and where possible, materials. Replacement of missing features shall be substantiated, if possible, by documentary and physical evidence.

“..... Retain original doors unless deteriorated beyond repair. Screen and storm doors shall not detract from the character of the house and shall be designed to be compatible with original doors. In the case of a replacement for a deteriorated door, the new door shall be similar to the original in design and materials. Original door openings shall not be infilled on facades visible from the public right-of-way.”

- The applicant proposes to repair the siding using the wood siding from the back and install new vinyl siding on two side walls. Replace back porch using wood, and replace the front door with metal door.
 - The Design Guidelines for the Hampton Heights states that “..... original wood siding should be retained and repair rather than replacement. When replacement is necessary, replace only deteriorated materials and match the original material in size, shape, texture, and material.
 - Vinyl siding and aluminum siding is strongly discouraged,” and that “.....original porches should be retained, and repair of porches shall not result in the removal of original materials. If replacement materials must be introduced, the new material shall match the old in design, color, texture, and materials”, and that “.....the original doors should be retained unless it is deteriorated beyond repair. In case of a replacement for a deteriorated door, the new door shall be similar to the original in design and materials.”

b. The scale of the buildings

- Replacing / repairing siding, replace/replace rear deck, and replace the front door will not impact the scale of the building.

c. The texture and materials

- Currently, the existing siding is wood, the newly proposed siding on two side walls is vinyl.
- Replacement/repair of the rear deck will be wood.
- Replacement of the front door will be metal.

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

- Properties in the immediate surroundings of the project site appear to have a combination of vinyl siding and wood siding on them.

- Some properties in the immediate surroundings of the project site have an open porch in the front or side of the house made of wood or brick.
- Properties in the immediate surroundings of the project site appear all have wood front door.

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 Design Guidelines Hampton Heights states that “.....The dominant exterior materials used in a neighborhood or historic district contribute to the visual relationships among buildings. Retain original wood siding and repair rather than replace damaged material whenever possible. When replacement is necessary, replace only deteriorated materials and match the original material in size, shape, texture, and material. Paint removal and repainting shall be done using appropriate techniques that do not damage the historic material. The application of artificial or nonhistorical exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is strongly discouraged. These materials are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials.”

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“..... Retain original doors unless deteriorated beyond repair. Screen and storm doors shall not detract from the character of the house and shall be designed to be compatible with original doors. In the case of a replacement for a deteriorated door, the new door shall be similar to the original in design and materials. Original door openings shall not be infilled on facades visible from the public right-of-way.”

- Repair of the siding using wood siding from the back wherever needed would be harmonious with the Hampton Heights Historic District.
- Installation of white vinyl siding on the two sides walls would not be harmonious with the Hampton Heights Historic District.
- Replacement of the rear deck using wood would be harmonious with the Historic District.
- Replacement of the front door with a metal front door would not be harmonious with the Hampton Heights Historic District.
- Based on the Design Guidelines for Hampton Heights, the replacement siding should match the original material in size, shape, texture, and material. The application of artificial or nonhistorical exterior siding materials such as vinyl siding and aluminum siding are strongly discouraged. Original doors should be retained unless deteriorated beyond repair. The new replacement door should be similar to the original in design and materials.

Submitted by:

Nan Zhou

Nan Zhou, AICP
City Planner II - Planning Department

Attachments:
Conditions of Approval
Application and Materials
Site Photos

CONDITIONS OF APPROVAL FOR THE PROJECT ON PROPERTY AT:

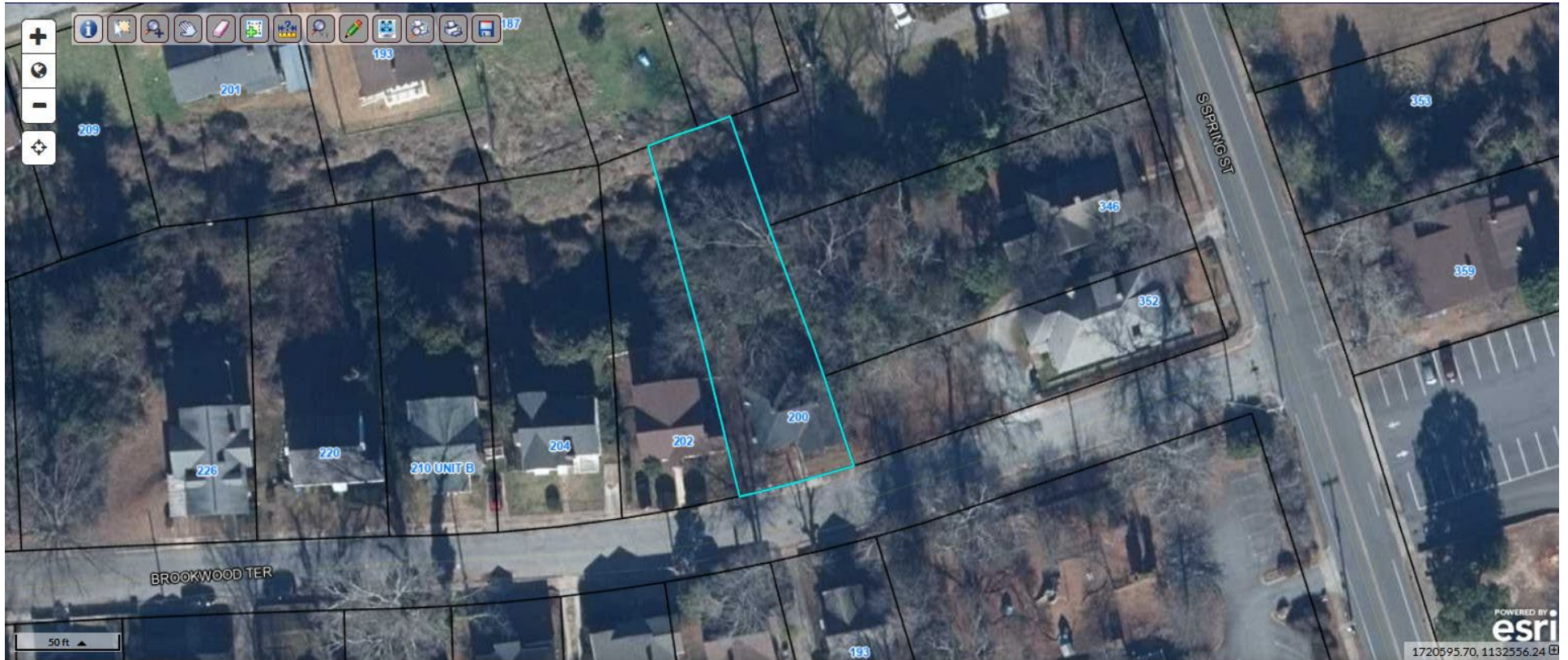
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Owner: Duchela Investments LLC

Contractor: PI Construction & Roofing LLC

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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 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. project.

SITE MAP – 200 Brookwood Ter.



ZONING MAP – 200 Brookwood Ter.

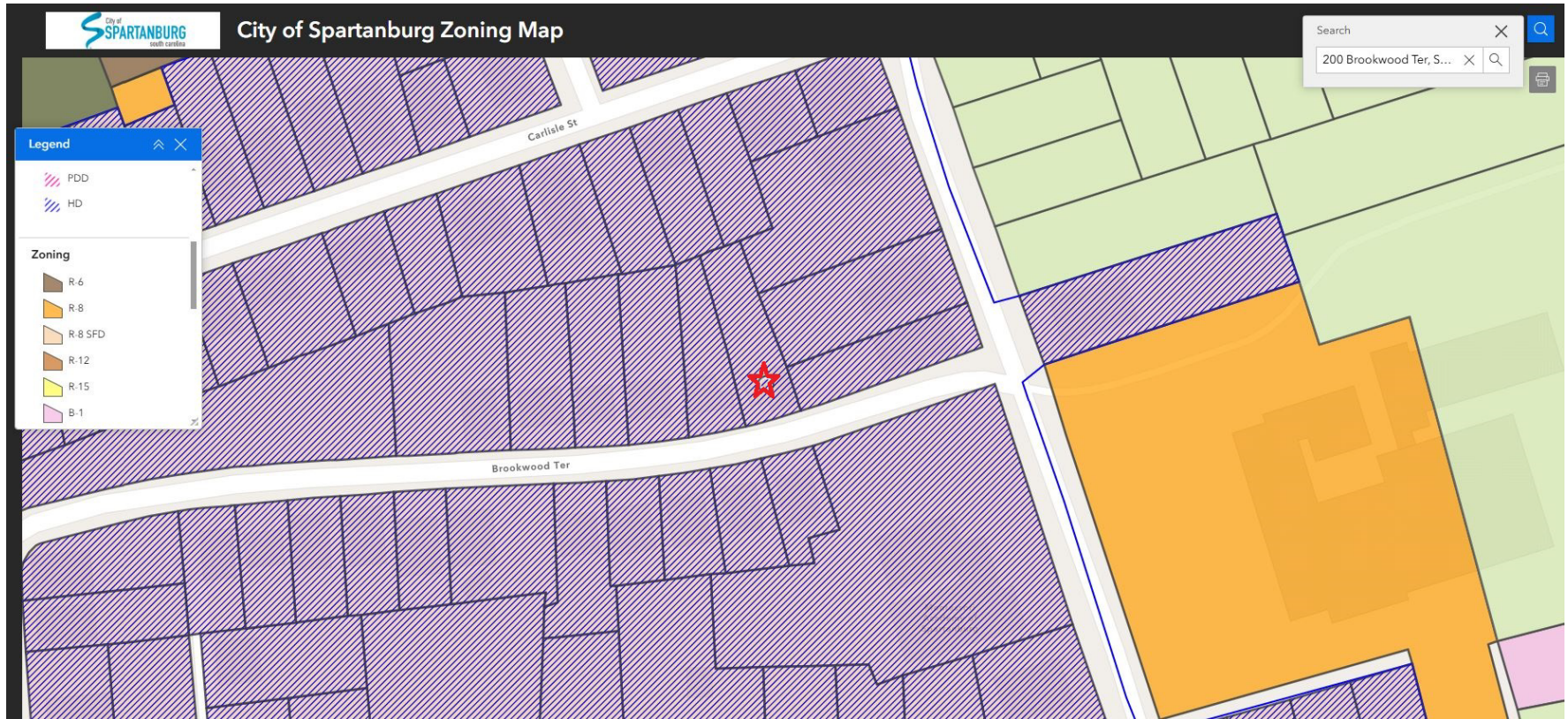


Photo – Front, Left and Right Side of the Project Site



Property to the Left and Right of the Project Site



Properties in the Vicinity



Street View

