

Meeting Minutes of the Board of Architectural Design and Historic Review

Thursday, August 14, 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, August 14, 2025, at 5:30 PM with the following members in attendance: **Bill Michels, Sylvelie Franke, Dave Williams, Julie Gilmore, Adib Kapasi, Dr. Brett Avery, Kenneth Brown, and Brandon Gaffney** Representing the Planning Department - **Fredalyn Frasier, Planning Director, Oksana Holbrooks, Sr. Administrative Assistant, Nan Zhou, Planner II, Dominick Calace, Planner I, and Ben Jones, Sr Planner.**

Roll Call:

Mr. Michels: Bill Michels

Mr. Williams: Dave Williams

Mr. Brown: Kenneth Brown

Mr. Kapasi: Adib Kapasi

Mr. Gaffney: Brandon Gaffney

Ms. Gilmore: Julie Gilmore

Dr. Avery: Brett Avery

Ms. Franke: Sylvelie Franke

Mr. Michels: Freedom of Information Act Compliance – Public notification of the City of Spartanburg Board of Architectural Design and Historic Review (HARB) 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. Gaffney to approve the agenda. The motion was approved with a vote of 8-0.

Approval of Meeting Minutes from April 10, 2025.

A motion was made by Mr. Brown, seconded by Mr. Williams to approve the meeting minutes as amended. The motion was approved with a vote of 8-0.

Old Business: None.

New Business:

COA: 25-004-00023: Certificate of Appropriateness for Major Works – 232 Hydrick St. (TMS # 7-12-14-166.00) in the Hampton Heights Historic District. The applicant is seeking approval to construct a new single-family dwelling unit. The property is located in the R-8 SFD Single-Family Zoning District. Owner: City of Spartanburg / Applicant: Oak and Ave Property Group / Contractor: James White Enterprises.

Case Deferred.

COA: 25-004-00049: Certificate of Appropriateness for Major Works – 511 S Irwin Avenue (TMS # 7-16-02-134.00) in the Hampton Heights. The applicant is seeking approval for a detached garage, and window replacement. The property is located in the R-8 (General Residential) zoning district. Owner: Sarah Brodie | Contractor: Will Hammond.

Project Description and History

The project site is located on an approximately 20,000 square foot lot in the Hampton Heights Historic District on the east side of S Irwin Ave and north of S Hampton Dr. The residential structure was constructed in 1940. It is a one-story home with mid-century minimal traditional architecture. The proposed structure is a one-car garage with a loft. The garage is 24 feet long, 16 feet wide, and has a peak ridge height of 18 feet 7 inches. The garage door that faces the street is proposed as a carriage-style door. The siding is proposed as shingle siding that will match the house. The roof is proposed as metal/tin roofing.

The applicant is seeking approval to replace two original windows that are located in the gable ends of the house and are not visible from the public way. The applicant states that the windows have deteriorating frames and sashes that are beyond repair. The windows will be replaced with like-for-like six over six single pane all wood windows. Exterior casings will remain. Photos of both the interior and exterior of the windows are included as well as the specifications for the proposed windows are included in the application.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

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

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

The project site has a zoning designation of R-8 SFD, Single Family District. Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing a Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation and the five criteria listed in the findings.

Hampton Heights Design Guidelines

Findings - Windows

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Section 8.1.4 Windows of the Hampton Heights design guidelines states, "...Windows are very important in creating rhythm on a house and also play a role in the directional emphasis and scale of building. Existing windows, including window sash, glass, lintels, sills, frames, molding, shutter, and all hardware shall be retained and repaired through routine maintenance whenever possible. When deteriorated elements must be replaced, new materials shall be compatible with original materials in terms of material, design, and hardware. If it is necessary to replace an entire window, the replacement shall be sized to the original opening and shall duplicate all proportions and configurations of the original window.

The residences of Hampton Heights display a variety of window types and materials. Sash, casement, pivot, and decorative fixed windows are all found in the district. Wood sashes are most typical, but metal, as in the case of casement, is also present. Single, grouped, tripartite, and even banded are all

arrangements found in the district. The glazing patterns, materials, and arrangements of windows play a key role in defining the styles of Hampton Heights architecture and contribute to the overall appearance of the district.”

- The proposed replacement windows are wood single pane six over six windows. This is a like-for-like replacement that will match the existing windows.

b. The scale of the buildings

- Replacing windows will not affect the scale of the building.

c. The texture and materials

- The proposed windows are like-for-like wood single pane six over six windows. The texture and materials are consistent with the design guidelines.

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

- The properties in the immediate surroundings appear to have wood windows. As these windows are a like-for-like replacement, they will be consistent with features of surrounding historic homes.

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

- Replacing the two side-facing attic windows with like-for-like wood single pane six-over-six windows would be historically appropriate and harmonious with the historic district.

Findings - Garage

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Section 10.2.6 Accessory Buildings of the Hampton Heights Design Guidelines states, “...A number of historic garages and garage apartments remain intact in the Hampton Heights neighborhood. These accessory buildings are generally located to the rear of the main house and are important site elements of the overall historic property. They often reflect the architectural style and character of the main house in their materials and design. Many of these accessory buildings have been lost over the years. Guideline: New accessory buildings, such as garages or storage houses, shall be located in rear yard spaces and visually buffered from adjacent property owners and the public right-of-way. Accessory buildings that complement and/or duplicate the architecture of the adjacent residence do not require the same amount of buffering but may remain more visible within the local district.”

- The proposed structure is located to the rear of the main house. The siding will match the material of the main house. It is proposed as painted shingle siding. The architectural style of the exterior features is not compatible with the house. Specifically, the coverings over the garage doors and side doors resemble the arts & crafts style, but the house is from a later period (minimal traditional style). It is recommended that the applicant removes the coverings over the garage door and side door or replaces them with awnings that are more appropriate for the period style of the primary structure. The proposed structure is partially buffered from view by the primary structure as well as the landscaping along the property line. With the changes based on staff recommendations, the character and appropriateness of the design will be consistent with the historic district.

b. The scale of the buildings

- The proposed garage will be 24 feet long, 16 feet wide, and has a peak ridge height of 18 foot 7 inches. The structure also includes a coverage porch facing the yard that extends 6 feet over the

side door. The height of the porch is 8 feet. The roof pitch is 11:12, which matches the primary structure. The scale of the garage is consistent with other garages in the historic district.

c. The texture and materials

- The proposed garage will use painted shingle siding that matches the existing house. Staff recommends providing a sample of the siding for staff review. The roof is proposed as a metal/tin roof. This roof does not match the architectural shingles of the existing home. Staff recommends changing the roof material to architectural shingles that match the primary home. Carriage style garage doors are proposed to face the street. There is one window facing the street over the garage door. This is proposed as a double hung four over four window. Renderings of the proposed garage are included in the application. With the changes based on staff recommendations, the texture and materials will be consistent with the historic district.

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

- The proposed garage design is consistent with similar garages in the surrounding area. The siding material is consistent with the primary structure. Homes in the surrounding areas have garages with similar features to the proposal.

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 structure will be similar to other accessory structures in the neighborhood. With minor changes based on the staff recommendations, the garage's features will duplicate the architectural style of the primary structure. The overall features are harmonious with the historic district, and much of the proposed garage is also buffered by the primary structure and adjacent landscaping.

Staff Recommendation

Staff recommends approval of the proposed windows. The windows will be replaced with like-for-like wood single-pane windows. This aligns with the goal of the design guidelines to preserve the character of the historic residential buildings. Staff has also taken into account that the windows are not visible from the public right of way.

Staff recommends approval of the proposed garage contingent upon incorporation of the following revisions to ensure consistency with the Hampton Heights Design Guidelines.

Recommendation: Approval with Conditions

1. Applicant to provide samples/submittals of the siding, windows, garage door, and roof materials for staff review
2. Applicant to revise plans to incorporate architectural shingles instead of the proposed metal/tin roof.
3. Applicant to revise coverings over garage door and side door to align with minimal traditional architecture style of primary structure.

Zoning Conditions:

Area above garage is not to be used as a dwelling unit or office for a home occupation.

Applicant:

Sarah Brodie, 511 S Irwin Ave, Owner.

Public Speakers:

None.

Discussion:

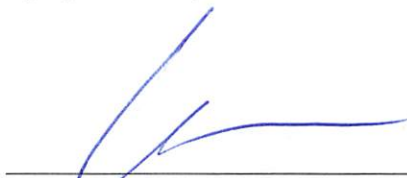
The board appreciated the charm of the proposed project but was not comfortable moving forward without more detailed information. They felt the current submission lacked sufficient architectural drawings and documentation. While photos were included, the board agreed they were not enough to support the request. They suggested the contractor provide more detailed plans and felt the item raised too many concerns to approve at this stage. Although some options for approval were reviewed, the board decided it was more appropriate to table the item until better documentation is submitted.

A motion was made by Mr. Brown, seconded by Mr. Gaffney, to table the garage until drawings are submitted that comply with construction guidelines, and to approve the windows as presented before the board. The motion passed with a vote of 8–0.

Staff Announcements: Continued education training is ongoing. The board welcomed new staff and board members to HARB. Staff provided mediation feedback regarding the property located at 607 S. Irwin Avenue.

Board elections will not be conducted today. A roster will be prepared and presented at the next meeting as a heads-up.

The meeting was adjourned at 6:16 PM.



Bill Michels, Chairman