

**Meeting Minutes of the Board of Architectural Design and Historic Review
Thursday, September 11, 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, September 11, 2025, at 5:30 PM with the following members in attendance: **Bill Michels, Sylvelie Franke, Rod McCants, Dave Williams, Julie Gilmore, Kenneth Brown, and Brandon Gaffney** Representing the Planning Department - **Fredalyn Frasier, Planning Director, Nan Zhou, Planner II.**

Roll Call:

Mr. Michels: Bill Michels
Mr. Williams: Dave Williams
Mr. Brown: Kenneth Brown
Mr. Gaffney: Brandon Gaffney
Ms. Gilmore: Julie Gilmore
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. Williams, seconded by Mr. Brown to approve the agenda. The motion was approved with a vote of 7-0.

Approval of Meeting Minutes from August 10, 2025.

A motion was made by Mr. Brown, seconded by Mr. Gaffney to approve the meeting minutes as amended. The motion was approved with a vote of 7-0.

Old Business:

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.

Case Deferred

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.

Project Description and History

The project site is located on an approximately 7,500 square foot lot in the Hampton Heights Historic District on the west side of Hydrick Street near the intersection with West Henry Street. The site is

currently vacant. The applicant proposes to build a 2,617 square foot single-family dwelling unit on the lot.

The proposed residential structure is a one-and-a-half story Craftsman style home measuring 35 feet in width and 63 feet 2 inches in length, with a peak ridge height of 30 feet 8 inches. The house will be constructed on a brick foundation with a crawl space.

A full-width front porch measuring 9 feet in depth will span the entire facade. The porch decking will consist of painted wood deck boards and will be supported by brick foundations with painted wood columns. Wooden porch railings will enclose the porch and extend down the stairs.

The applicant is proposing to clad the house in Hardie Plank lap siding. The two front porch windows will be black wood, one over one double pane windows. The dormer and side windows will be black wood framed six over six double pane windows. The front door is proposed to be a craftsman style mahogany stained wood door. The roof will be comprised of architectural shingles. A split strip driveway is proposed along the side of the home with a concrete parking pad located in the rear yard.

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, 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. Normally, when a new house is proposed in most other areas of the city, only a building permit is required. However, due to the location, the proposed house is subject to Section 6.0, New Construction Guidelines, of the Historic Districts Design Manual.

6.2 Recognizing the Prevailing Character of Existing Development

- *Identify and respect the prevailing character of adjacent historic buildings and surrounding developments.*

The surrounding homes near the proposed development are predominantly bungalows in character.

The

proposed residence incorporates defining features of the Craftsman Bungalow style, including prominent columns and a full-width front porch. The scale and design of the front porch are consistent

with those found on other Craftsman-style homes within the district.

6.2.1 Building Setback and Orientation:

- *The orientation of a new building and its site placement shall appear to be consistent with dominant patterns within the area of influence, if such patterns are apparent.*

The applicant's submission of the site plan indicates that the structure will be located 8 feet from the north side setback and 18 feet 4 inches from the south side setback. The structure will be located 10 feet from the front property line, which appears to be consistent with adjacent properties.

6.2.2 Directional Emphasis:

- *A new building's directional emphasis shall be consistent with dominant patterns of directional emphasis within the area of influence, if such patterns are present.*

The structure will exhibit horizontal directional emphasis and face Hydrick Street, consistent with other structures on the street.

6.2.3 Shape:

- *Roof Pitch: The roof pitch of a new building shall be consistent with those of existing buildings within the area of influence, if dominant patterns are apparent.*

The roof pitch of the proposed house will be 4:12 at the front of the house and transition to 8:12 near the center of the dormer. This roof pitch is consistent with Craftsman Bungalow style homes in the district.

- *Porch Form: The shape and size of a new porch shall be consistent with those of existing historic buildings within the area of influence, if dominant patterns are apparent.*

The front porch extends along the entire length of the home's facade, 33 feet and extends 9 feet out from the home. This porch size is consistent with other Craftsman style front porches in the district. The structure has four brick foundation columns with painted wood columns. This style is consistent with other Craftsman homes in the district.

- *Building Elements: The principal elements and shapes used on the front façade of a new building shall be compatible with those of existing buildings in the area of influence, if dominant patterns are apparent.*

The applicant is proposing a craftsman style home with symmetrical features. The door will be located in the center of the facade flanked by one-over-one double-pane windows on either side. The dormer will be located in the center of the structure with two six over six windows. The north side of the home will have a 3 foot by 14 foot bump-out addition on the first floor. The principal elements and shapes are consistent with adjacent structures and other Craftsman style homes in the historic district.

6.2.4: Massing:

- *The massing of a new building shall be consistent with dominant massing patterns of existing buildings in the area of influence, if such patterns are apparent.*

The proposed structure is a 1.5 story home. The ridge height of the proposed building is 30 feet 8 inches. The design also includes a dormer in the front of the house that will extend from the peak of the roof to the front porch. Adjacent homes on the street range in height from 1 to 2 stories. The scale and form of the structure are appropriate for the surrounding neighborhood.

6.2.5: Proportion:

- *The proportions of a new building shall be consistent with dominant patterns of existing buildings in the area of influence, if such patterns are apparent.*

There is no information in the submission that provides the proportion of the structure in relation to other structures. Based on staff observations at the project site, the proportion of the proposed structure is consistent with the design guidelines.

6.2.6 Rhythm:

- *New construction in a historic area shall respect and not disrupt existing rhythmic patterns in the area of influence, if such patterns are present.*

There is no information in the submission that provides the rhythm of the structure in relation to other structures. Based on staff observations at the project site, the rhythm of the proposed structure is consistent with the design guidelines.

6.2.7 Scale/Height:

- *New construction in historic areas shall be consistent with dominant patterns of scale with the area of influence, if such patterns are present.*

The structure is a 1.5 story home. The structure is 35 feet 10 inches wide, 60 feet 4 inches long, and has a peak ridge height of 30 feet 8 inches. The front porch extends along the entire front facade and will be 9 feet in depth. Adjacent homes on the street range from 1 to 2 stories. The proposed scale and height are consistent with adjacent homes and the design guidelines. The size of the front porch is similar to that of other properties in the surrounding area.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

The character of the surrounding homes can be described as bungalows. Although the housing style is not specifically mentioned in the submission, the features are typical of a Craftsman Bungalow with its prominent front porch and columns. The size and design of the front porch are typical of the surrounding properties. The site plan shows a split strip driveway on the south side of the lot leading to a concrete parking pad in the rear yard. The proposed setback is 10 feet, which is consistent with adjacent structures on Hydrick Street. The zoning ordinance requires 30 feet, and a Board of Zoning Appeals (BZA) approval is required for a reduction of this requirement.

b. The scale of the buildings

The proposed home is 1.5 stories. The structure is 35 feet 10 inches wide, 60 feet 4 inches long, and has a peak ridge height of 30 feet 8 inches. The front porch extends along the entire front facade and will be 9 feet in depth. Adjacent homes on the street range from 1 to 2 stories. The proposed scale and height are consistent with adjacent homes and the design guidelines. The size of the front porch is similar to that of other properties in the surrounding area.

c. The texture and materials

The proposed house will be clad with Hardie Plank lap siding. The material creates the appearance of wood siding, which is consistent with surrounding homes. The visible width of the siding is unclear but should not exceed 5 inches. A sample of the siding should be provided for review by staff.

The front porch is proposed with painted wood columns with brick foundations. The porch decking will be painted wood deck boards. This material is consistent with homes in the historic district. The railing that encloses the porch and extends along the stairs will be wood. This material is consistent with the design guidelines and adjacent homes. The home's foundation will be brick and includes a crawl space. The foundation is consistent with the design guidelines.

The roof will have a 4:12 pitch at the front of the home which transitions to an 8:12 pitch near the center. The roof is proposed to be composed of charcoal architectural shingles. The roof material and design are consistent with the design guidelines.

A craftsman style mahogany-stained door is proposed for the front of the house. This type and style of door is consistent with the historic design guidelines and other doors in the adjacent properties. The proposal shows one over one black wood windows on the porch. The dormer and side windows are six over six black wood windows. All windows are double pane glass. The drawings do not show any trim around the window perimeter. Traditional window trim and sills should be included in the final designs for staff review.

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

The proposed Bungalow is an appropriate design for the site. It will match the prevailing character of the surrounding homes, most of which are some form of Bungalow. The porch is a character defining feature of the Bungalow. There are multiple structures on Hydrick Street with similar styles of front porches. It is not clear how some of the features are consistent with other character defining features in the neighborhood. No examples of existing features in the neighborhood were provided as examples for this submission.

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 homes in the neighborhood, including the front porch, windows, and doors. The siding proposed in the applicant's site plan appears to be consistent with the building materials of surrounding homes. The construction makes use of an otherwise vacant and underutilized lot in the historic district.

Staff Recommendation

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

1. Siding: A sample of the Hardie Plank lap siding shall be provided to the Planning Department for review prior to approval.
2. Window Trim: Revise drawings to show trim around the window perimeter. Traditional window trim and sills should be included.

Applicant:

Chris CEEJ Jefferson, 507 Itaska Ct.

Public Speakers:

None.

Discussion:

The board reviewed the proposed project and emphasized the importance of consistency in design and the need for accurate, detailed architectural drawings that clearly show materials, layout, and the overall intent of the project. Specific comments were made about the front door, window placement, and glazing, as well as the railing design. Donald Love the HARB consultant architect expressed support for the suggestions. The board also reviewed submitted photos and material samples as part of their evaluation.

A motion was made by Mr. Brown, seconded by Mr. Gaffney, to table this for better iterations of documentation and greater detail. The board requested to see full window specifications, porch railing detail, Hardie plank siding, the corner detail where Hardie plank meets each corner of the house, stucco detail, and confirmation that the bedroom windows meet building code requirements. The motion passed by a vote of 7 to 0.

Staff Announcements:

Staff provided updates on cases that have been brought up last month and violations.

The meeting was adjourned at 6:15 PM.

Bill Michels, Chairman

Sylvie Franke Vice Chair
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