

Meeting Minutes of the Board of Architectural Design and Historic Review
Thursday, November 13, 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, December 11, 2025, at 5:30 PM with the following members in attendance: **Sylvelie Franke, Brett Avery, Brandon Gaffney, Adib Kapasi, Julie Gilmore, Kenneth Brown, and Bill Michels.** Representing the Planning Department - **Fredalyn Frasier, Planning Director, Dominick Calace, Planner I.**

Roll Call:

Mr. Michels: Bill Michels
Ms. Gilmore: Julie Gilmore
Mr. Brown: Kenneth Brown
Mr. Kapasi: Adib Kapasi
Mr. Gaffney: Brandon Gaffney
Ms. Franke: Sylvelie Franke
Dr Avery: Brett Avery

Ms. Franke: 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. Gaffney, seconded by Mr. Brown to approve the agenda. The motion was approved with a vote of 6-0.

Approval of Meeting Minutes from November 13, 2025.

A motion was made by Mr. Kapasi, seconded by Mr. Brown to approve the meeting minutes as amended. The motion was approved with a vote of 6-0.

Old Business:

COA: 25-004-00023: Certificate of Appropriateness for Major Works – 232 Hydrick Street (TMS # 7-12-14-166.00) in the Hampton Heights. The applicant is seeking approval for new construction. The property is located in the R-8 (General Residential) zoning district. Owner: City of Spartanburg | Applicant: James White Enterprises, LLC.

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 stucco 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 tongue and groove 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 windows will be black wood, six over six single hung windows with simulated divided lites. 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.

Previous Board Action

This application was presented to the Board of Architectural Design and Historic Review on September 11th, 2025. The Board voted to defer action, requesting additional information regarding the siding corner detail, stucco specifications, window specifications, railing specifications, and a revised second-floor plan showing windows in the bedroom areas.

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 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 six-over-six wood framed simulated divided lite windows on either side. The dormer will be located in the center of the structure with two windows of the same style. 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.

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 applicant has also provided a siding corner detail confirming that the corners will be finished with trim pieces rather than mitered siding, consistent with historic construction methods.

The front porch is proposed with painted wood columns with brick foundations. The porch decking will be painted wood tongue and groove 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. Detailed railing construction drawings were submitted to verify compliance with the design guidelines. This material is consistent with the design guidelines and adjacent homes. The home's foundation will be stucco with a crawl space. The finish will consist of a ½ inch lime-based gray stucco parge coat over waterproofed CMU. This treatment is consistent with the design guidelines and visually compatible with historic foundations.

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 single-hung six-over-six black wood windows with simulated divided lites. All windows are double pane glass. The drawings have been updated to show a 6-

inch cedar wood finish around the windows. The window style and trim are consistent with the historic design guidelines.

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. The applicant has provided clarification on all items requested at the September 11th, 2025 meeting, and the home is consistent with the Historic Design Guidelines for new construction.

Applicant:

Christopher Ceej Jefferson.

Public Speakers: None.

Discussion:

The board recommended that the applicant revise the proposed windows from six-over-six to six-over-one for better alignment with historic character. The applicant also expressed interest in transitioning the foundation to brick. The board advised that any HardiePlank siding used should have a smooth, non-wood texture finish, and the exposure should not exceed five inches.

A motion was made by Dr. Avery, seconded by Mr. Brown, to approve as presented with minor changes as stated above by a vote of 7 to 0.

Staff Announcements:

Staff announced the continuation of ACOG continuing education. All board meetings for 2026 will be held at the Dr. T.K. Gregg Community Center, located at 650 Howard Street.

Housing Updates:

An update was provided for 310 Spring Street, where tracks were previously installed. The property was given six months to come into compliance. A site visit confirmed the work remains incomplete, as of both April and the current date. Code Enforcement has followed up, and proceedings are underway to bring the property into compliance. An update is expected by mid-December.

Officer Elections:

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Officer Elections:

- A motion was made by Mr. Brown, seconded by Ms. Frankie, to reappoint Bill Michels as Chair. The motion passed with a vote of 7–0.
- A motion was made by Dr. Avery to nominate himself as Vice Chair, seconded by Mr. Michels. The motion also passed with a vote of 7–0.

New Business:

None.

The meeting was adjourned at 6:04 PM.



Bill Michels, Chairman