



**CITY OF FLORENCE DESIGN REVIEW BOARD  
CITY CENTER – COUNCIL CHAMBERS  
324 WEST EVANS STREET, FLORENCE, SC  
WEDNESDAY, JANUARY 8, 2025 – 2:00 P.M.  
REGULAR MEETING AGENDA**

- I. Call to Order**
- II. Approval of Minutes** Regular meeting held on December 11, 2024
- III. Public Hearing and Matter in Position for Action**  
DRB-2025-01 Adoption of updated City of Florence *Downtown Design Standards*.
- IV. Adjournment** Next meeting is scheduled for February 12, 2025.

**CITY OF FLORENCE, SOUTH CAROLINA**  
**DESIGN REVIEW BOARD**  
**DECEMBER 11, 2024 MINUTES**

**MEMBERS PRESENT:** Jamie Carsten, Kyle Gunter, David Lowe, Joey McMillan, Mike Padgett, Ranny Starnes, and David Tedder

**MEMBERS ABSENT:** Scott Collins, Brice Elvington, and Dr. John Keith

**STAFF PRESENT:** Jerry Dudley, Derek Johnston, and Alane Zlotnicki

**CALL TO ORDER:** Chairman Carsten called the December 11, 2024 meeting to order at 2:00 p.m.

**APPROVAL OF MINUTES:** Chairman Carsten introduced the November 13, 2024 minutes and asked if there were any corrections or comments. There being none, he moved to approve the minutes as submitted; Mr. Tedder seconded the motion, and it passed unanimously (6-0).

**APPROVAL OF 2025 MEETING CALENDAR:** Chairman Carsten introduced the 2025 meeting calendar and asked if there were any concerns. There being none, he called for a motion to approve the calendar as presented. Mr. Padgett moved to accept the meeting dates for 2025; Mr. Tedder seconded the motion, and it passed unanimously (6-0).

**PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:**

**DRB-2024-24 Request for a Certificate of Appropriateness to approve The Vue on Barringer townhouses, identified as Florence County Tax Map Number 90103-01-005, in the D-1 Redevelopment Overlay District.**

Chairman Carsten read the introduction to DRB-2024-24 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board.

It was asked if the patios were shared; she said each unit would have its own, but there will be a common outdoor area onsite at the intersection of South Church and East Pine Streets side. It was asked if there would be enough parking for guests; she said that each unit has parking space for two cars as required, and there are a couple of extra spots provided on the ends of the buildings for guests. There is no on-street parking immediately adjacent to the lot.

There being no other questions for staff, Chairman Carsten opened the public hearing. There being no one to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion and a motion.

There was some discussion about the modern style of the architecture, but Mr. Padgett said he didn't think it was too out of character for the neighborhood. Mr. Tedder asked about landscaping; Mrs. Zlotnicki said they would be submitting a landscaping plan in keeping with the UDO requirements as part of site plan review.

There being no other comments or questions, Mr. McMillan moved that the request be approved as submitted. Mr. Gunter seconded, and the motion passed unanimously (6-0).

\*David Lowe arrived\*

**DRB-2024-25 Request for a Certificate of Appropriateness to approve the multifamily development to be located at 151 East Pine Street, identified as Florence County Tax Map Number 90087-05-002, in the D-3 Arts & Culture Overlay District.**

Chairman Carsten read the introduction to DRB-2024-25 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Design Review Board.

There being no questions for staff, Chairman Carsten opened the public hearing. Mr. Jesse Wiles, the owner and applicant, explained about the development being phase 2 of their project. Its purpose is to give some balance to phase 1 and then phases 3 and 4 are planned for further west along East Pine street.

Mrs. Zlotnicki explained that because these are on a single lot and will be rentals, they are not considered single family attached housing and qualify as multi-family housing, which is permitted in the CBD.

There being no one else to speak regarding the request, Chairman Carsten closed the public hearing and called for discussion and a motion. Mr. Padgett moved that the request be approved as submitted. Ms. Starnes seconded, and the motion passed unanimously (7-0).

**DRAFT DESIGN GUIDELINES PRESENTATION:** Ms. Lorna Allen with Bolton and Menk presented the draft version of the updated Design Standards to the Board. She explained that it was presented to the Steering Committee on December 4, and it will be presented at a public workshop this evening, December 11. Mr. Dudley told the Board that it was considered an amendment to the zoning code so it would be brought to the DRB for approval, to the Planning Commission next, and then to City Council.

**ADJOURNMENT:** There being no other business, Chairman Carsten adjourned the meeting at 2:35 p.m. The next meeting is scheduled for January 8, 2025 at 2:00 p.m.

Respectfully submitted by  
Alane Zlotnicki, AICP  
Senior Planner

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**  
**STAFF REPORT TO THE**  
**CITY OF FLORENCE DESIGN REVIEW BOARD**  
**JANUARY 8, 2025**

**CASE NUMBER:** DRB-2025-01

**PROJECT DESCRIPTION:** Adoption of Updated Design Guidelines/Standards

**Background Information**

The *Design Guidelines for Downtown Florence, South Carolina* were prepared for the Florence Downtown Development Corporation and adopted in March 2005. They were last amended in 2022. In 2024, the City was awarded a federal historic preservation grant through the South Carolina Department of Archives and History to update and rewrite the *Design Guidelines*. The firm of Bolton and Menk was hired to produce these updated design standards and guidelines for the seven overlay districts.

**Purpose and Goal of Updated Standards**

The *Design Standards* provide a framework within which builders, developers, property owners, business owners, City staff, and the Design Review Board can ensure that the regional and local character that distinguish the historic areas of Florence is preserved, that materials are appropriate for their use on historic structures, and that new development is not an artificial recreation of a prior time or place. In addition, the Standards expand upon and clarify the design intent of previously approved plans to ensure that new development and rehabilitation of existing structures will create a new, dynamic, harmonious, and unique downtown of which all citizens can be proud.

Unlike the previous *Design Guidelines*, the updated *Downtown Design Standards* address modern materials and technologies, expand upon and clarify the approval process, provide updated historic standards, and include more image-based content. Educating property owners and the general public on the economic as well as cultural value of historic preservation and character are also key objectives of the new Standards. The updated Standards provide a practical resource for current and prospective property owners in the downtown districts, as well as clear guidance for Board members and City staff.

**Adoption Process**

The new *Design Standards* are technically an amendment to the *Unified Development Ordinance*. The process for their adoption starts with a recommendation to approve and accept the Standards by the Design Review Board. The Planning Commission considers the Board's recommendation and makes their own motion to accept the Standards as an official amendment to the Ordinance. Their recommendation then goes to City Council for final approval and adoption.