



**CITY OF FLORENCE DESIGN REVIEW BOARD  
CITY CENTER – COUNCIL CHAMBERS  
324 WEST EVANS STREET, FLORENCE, SC  
WEDNESDAY, APRIL 9, 2025 – 2:00 P.M.  
REGULAR MEETING AGENDA**

**I. Call to Order**

**II. Approval of Minutes** Regular meeting held on March 12, 2025

**III. Public Hearing and Matter in Position for Action**

DRB-2025-03 Request for a Certificate of Appropriateness to construct a storage building behind the Florence Little Theater located at 417 South Dargan Street, identified as Florence County Tax Map Number 90088-02-009, in the D-3 Arts & Culture Overlay District.

**IV. Adjournment** Next meeting is scheduled for May 14, 2025.

**CITY OF FLORENCE, SOUTH CAROLINA**  
**DESIGN REVIEW BOARD**  
**MARCH 12, 2025 MINUTES**

**MEMBERS PRESENT:** Jamie Carsten, Scott Collins, Brice Elvington, Dr. John Keith, Mike Padgett, Ranny Starnes, and David Tedder

**MEMBERS ABSENT:** Kyle Gunter, David Lowe, and Joey McMillan

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

**CALL TO ORDER:** Chairman Carsten called the March 12, 2025 meeting to order at 2:00 p.m.

**APPROVAL OF MINUTES:** Chairman Carsten introduced the January 8, 2025 minutes and asked if there were any corrections or comments. There being none, he asked for a motion. Mr. Padgett moved to approve the minutes as submitted; Ms. Starnes seconded the motion, and it passed unanimously (6-0).

**PUBLIC HEARING AND MATTER IN POSITION FOR ACTION:**

**DRB-2025-02 Request for a Certificate of Appropriateness to add an LED panel to the existing monument sign located at 181 West Cheves Street, identified as Florence County Tax Map Number 90168-02-001, in the D-2 Downtown Central Business Overlay District.**

Chairman Carsten read the introduction to DRB-2025-02 and asked staff for their report. Mrs. Zlotnicki presented the staff report as submitted.

Mr. Collins asked how many signs they could have; Mrs. Zlotnicki said that they could have two since they are on a corner, and they do have two freestanding signs.

Mr. Padgett asked if there were other LED signs like this in the same district. Mrs. Zlotnicki explained that there are several in the D-1 Redevelopment district, which is less restrictive. There aren't others in the D-2.

Mr. Collins asked about the changeable copy; she said it has to meet the state code for the allowable time to change. Mr. Dudley said it was a programmable sign and has to be static for a certain number of seconds and then change within a given amount of time; it can't scroll or ribbon through. Mr. Collins asked if this counted as a third sign; she said it was just an amendment to one of the existing signs. He asked if the applicant planned to keep the second sign.

\*John Keith arrived\*

There being no questions for staff, Chairman Carsten opened the public hearing.

Mr. Collins asked the applicant, Mr. Lee Harrington, if he planned to keep the second sign. He said that it does need improvements, and he plans to improve the appearance of the entire corner, and they want to modify the existing sign to display things.

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

Mr. Elvington said that making it digital will modernize the corner. Mr. Collins said that it's not clear when you move between districts downtown, and he doesn't feel that this is that different from the one they approved for Circle Park or the Jimmy John's sign. He would like to see a compromise and either do away with the second sign or fix it up.

Mr. Elvington asked Mr. Harrington if the second sign served any purpose. He said their plan is to fix it up, and they're not sure if it's on the corner lot or on the lot next door.

Mrs. Starnes said she was concerned about setting a precedence for other businesses in the historic district.

Mrs. Zlotnicki pointed out that the new Design Standards, which received first reading from City Council, will prohibit lit signs in all of the districts.

Mr. Elvington said he doesn't think this sign will be a burden to drivers or residents, and he doesn't think permitting it would necessarily set a precedence. Mr. Padgett clarified that once the new standards are approved in the next month or so, it wouldn't be allowed at all, and this request is being ushered in at the last minute.

Chairman Carsten commented that it is on the edge of the district. Mrs. Zlotnicki discussed the regulations that the UDO has for lit signs in a residential district. Dr. Keith asked if there was a time limit that the sign could be dimmed. Mr. Dudley said that many schools and churches have changeable signs with timers and can be dimmed at night when they are embedded in neighborhoods.

Mr. Elvington said he felt that if there's any compromise to be made, it should be on the second sign. Mr. Harrington said that they are busy opening up another office, but he does plan to fix it up in the future. He doesn't want to take it down, though.

Mr. Tedder said that he does agree that the panel will improve the sign, even though in a month it will be prohibited.

Mr. Harrington said they've been downtown for 55 years, and he only wants to improve downtown and the property itself.

There being no other comments or questions, Mr. Elvington moved that the request for the LED panel be approved with two stipulations: the sign is to comply with the regulations of the UDO regarding lit signs in residential areas; and he is to replace the second old freestanding sign within 12 months. Mr. Tedder seconded, and the motion to approve the conditional COA passed unanimously (7-0).

**ADJOURNMENT:** There being no other business, Chairman Carsten adjourned the meeting at 2:30 p.m. The next meeting is scheduled for April 9, 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**

**DATE:** April 9, 2025  
**CASE NUMBER:** DRB-2025-03  
**LOCATION:** 417 South Dargan Street  
**TAX MAP NUMBER:** 90088-02-009  
**OWNER OF RECORD:** Florence Little Theatre Guild  
**APPLICANT:** Jessica Coleman Larrimore  
**PROJECT DESCRIPTION:** Construction of a Metal Storage Building  
**OVERLAY DISTRICT:** Downtown Arts & Cultural District (D-3)

**Project Description**

The applicant is seeking a Certificate of Appropriateness (COA) to construct a 24’x 26’x 9’ metal storage building on the back of the property at the Florence Little Theater. The 624 square foot structure will have 2 garage doors and 1 walk in door. The proposed location is next to the bulk container on site.

**Background Information**

The Florence Little Theater is located at 417 South Dargan Street and consists of a 32,000 square foot building constructed in 2013 on a 4.8-acre parcel that encompasses the majority of the block bordered by West Pine Street, South Dargan Street, West Elm Street, and South Irby Street. And its mission is “to provide theatrical entertainment and education for all ages, while encouraging community involvement”. The property is zoned Central Business District (CBD), which is a commercial and mixed-use district within the D-3 Downtown Arts & Culture Overlay District. The D-3 District includes both sides of South Dargan Street and South Irby Street and the west side of Railroad Street from West Cheves Street south to Cedar Street, and all the east-west streets that connect them, including West Pine, Chestnut, and West Palmetto Streets.

**Staff Analysis**

The *Unified Development Ordinance* speaks to Non-Residential Accessory Structures:

**Sec. 3-8.2.5 Accessory Buildings and Structures**

Storage Buildings. Storage buildings are permitted as accessory structures on nonresidential sites if the Director finds that:

1. The cumulative floor area of storage and utility buildings does not exceed 25 percent of the gross floor area of the principal building.
2. They are located behind the principal building(s) and at least 150 feet from street rights-of-way.
3. They are completely screened from view from adjacent properties and public rights of way by buildings, fences, walls, or hedges.
4. They will not include converted semi-trailers, manufactured homes, modular shipping containers, dumpsters, or similar structures or equipment used for storage. These are permitted in the IH district subject to all regulations of this Section.
5. If they are larger than 200 square feet, they are located within the building envelope.
6. If they are 200 square feet or less, they are situated behind the principal building and set back at least 10 feet from all side and rear property lines.

***In the Central Business District, the building envelope can encompass the entire parcel; therefore, the setback requirement for accessory structures does not apply. The storage building is to be placed in the center of the block, between 200 and 300 feet from the bordering streets, but nearly on the rear property line of a vacant parcel that fronts on West Elm Street. It will be visible from several streets as well as from adjacent businesses.***

In considering the issue of appropriateness, the Design Review Board and the Downtown Planning Coordinator shall use the *Design Guidelines for Downtown Florence, South Carolina* prepared by Allison Platt & Associates and Hunter Interests Inc., as adopted by Florence City Council. According to *Chapter 2: Redevelopment Overlay District (D-1) Design Guidelines and Requirements*, the following general guidelines shall apply:

1. The historic and significant character of the property should be retained and preserved: ***Not applicable to this project.***
2. Distinctive features, finishes, and construction techniques or examples that characterize a property should be preserved: ***Not applicable to this project.***
3. For all buildings, aluminum or vinyl siding may not be used unless approved by the Design Review Board: ***The new construction will be a steel building with a beige exterior to match the main building.***
4. Chemical or physical treatments that cause damage to or cover the original materials may not be used unless approved by the Design Review Board: ***Not applicable to this project.***
5. New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the original property and its environment would be unimpaired: ***The proposed storage building could easily be removed in the future to return the original property to its essential form and integrity.***
6. The height of any alteration or construction should be compatible with the style and character of the proposed or modified structure or building and with the surrounding buildings and structures: ***The Unified Development Ordinance caps the height of accessory buildings at 17'. The proposed storage building will be approximately 9' in height.***

7. The proportions and relationship between doors and windows should be compatible with the architectural style and character of the building and surrounding buildings: ***The proposed accessory storage building will have two garage doors and a regular metal entrance door facing the main building's back entrance.***
8. The visual relationship of open space between buildings or structures should be compatible with adjacent buildings or structures: ***The location of the structure will be at the rear of the property directly next to a bulk container already on site. The structure will be visible from two of the neighboring buildings' parking lots but will be screened from other vantage points by existing buildings, trees, and distance.***
9. The design of the roof should be compatible with the architectural style and character of existing buildings and surrounding structures: ***The applicant has provided an elevation of the proposed building from Top of the Line Buildings (Attachment D). The roof would be a typical storage building metal roof.***
10. Landscaping should be added that enhances the property and provides for green space and appropriate buffering between land uses and/or property boundaries: ***Placement of the storage building appears to require the removal of one tree. The building will be visible from the right of way and adjacent properties and is therefore required to be screened from public view using landscaping, fences, or walls. No screening plan has been submitted.***
11. The scale of buildings or structures after alteration, construction, or partial demolition should be compatible with the style and character of surrounding buildings and structures: ***The proposed building will be beige colored steel (sandstone); materials of permanent structures on the lots include masonry, stucco, wood, and vinyl.***
12. When appropriate, the architectural details (colors, materials, and textures) should be compatible with the style and character of surrounding buildings and structures: ***The steel building will be beige (sandstone) to match the main building. An elevation for the proposed accessory storage building is attached.***

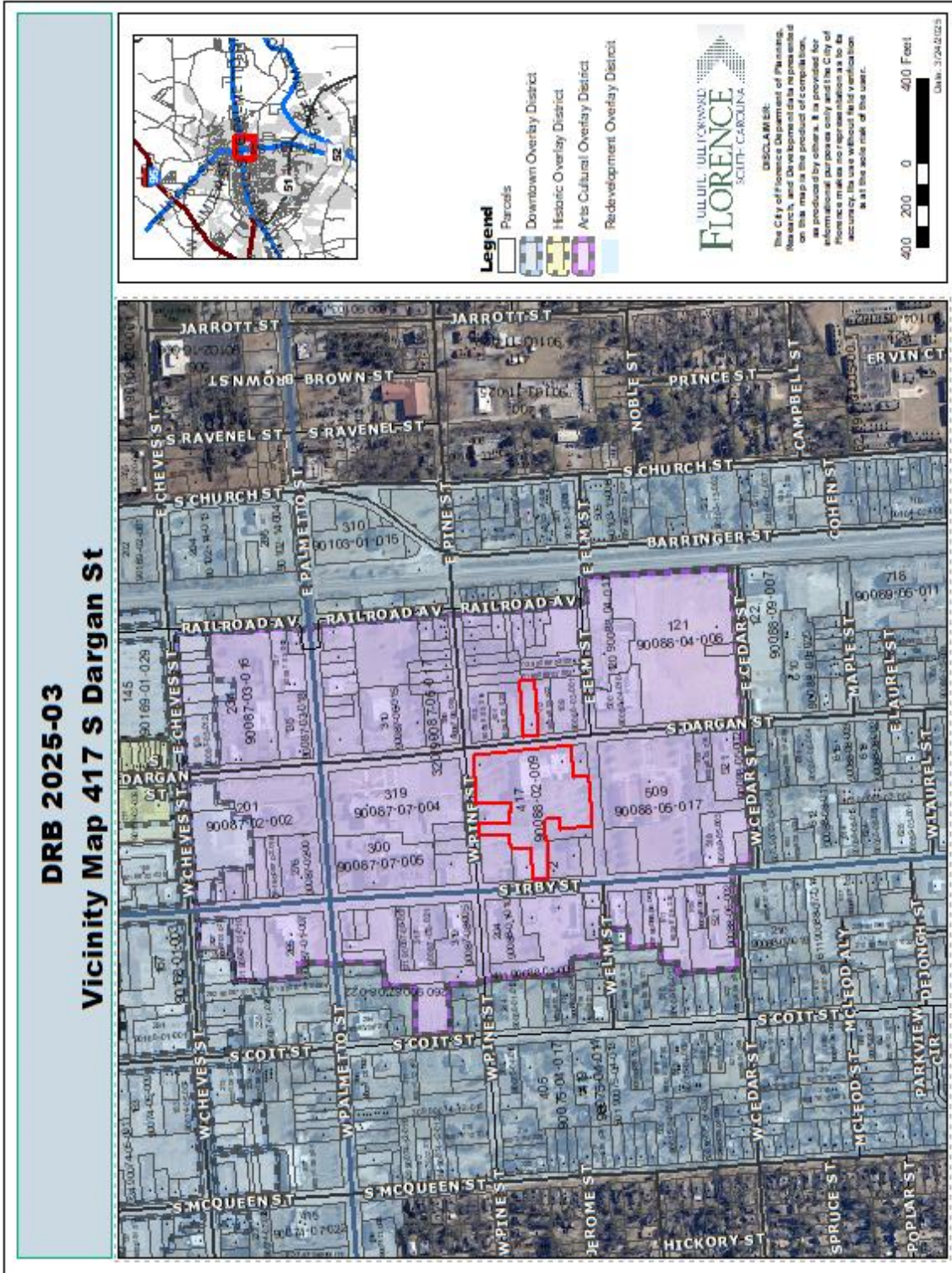
### **Board Action**

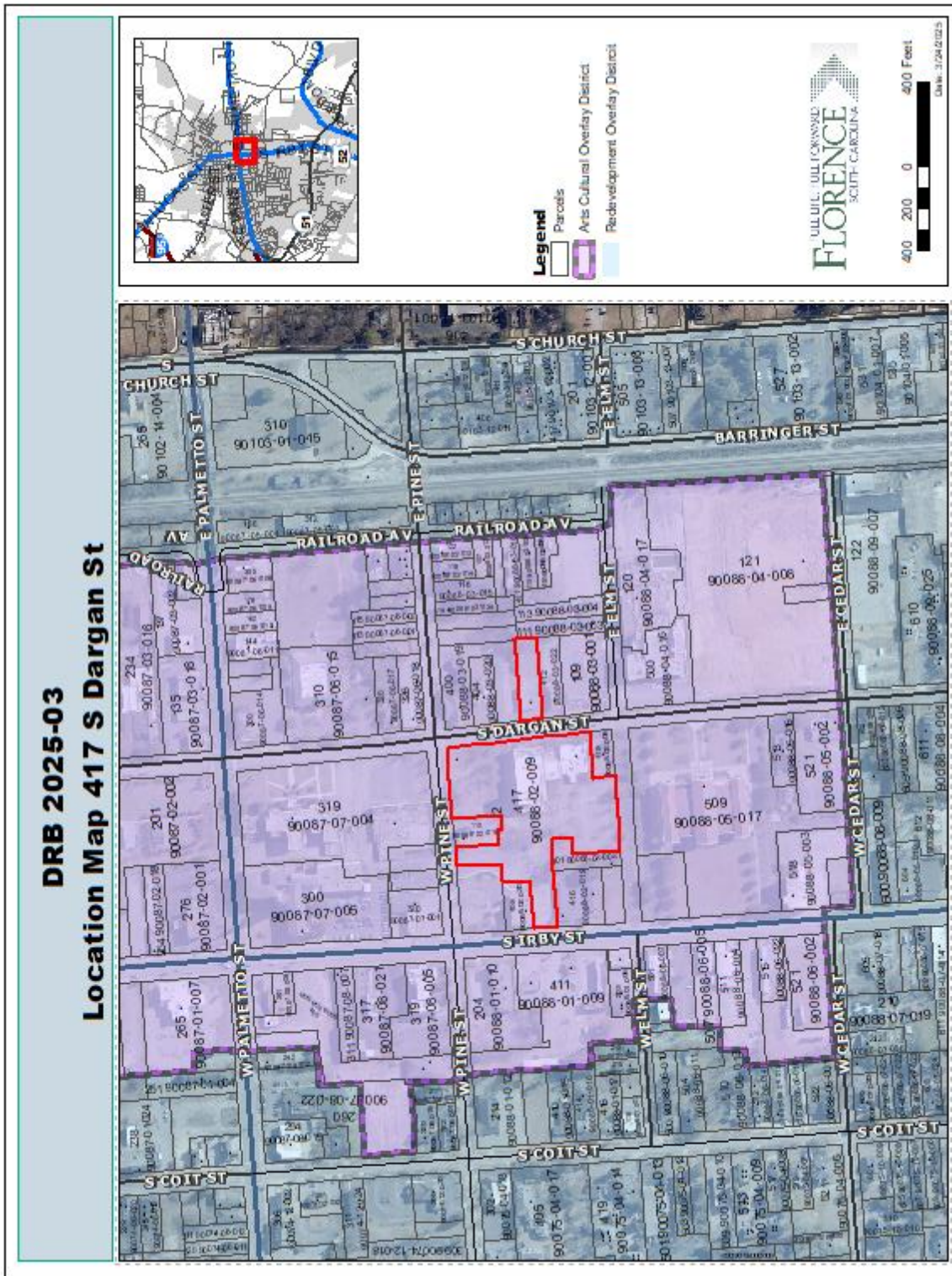
1. Consider only the evidence presented before the board during the public hearing.
2. Make findings of fact to apply the guidelines to the application presently before the board.
3. Based on the findings of fact, decide regarding the request on the application.

### **Attachments**

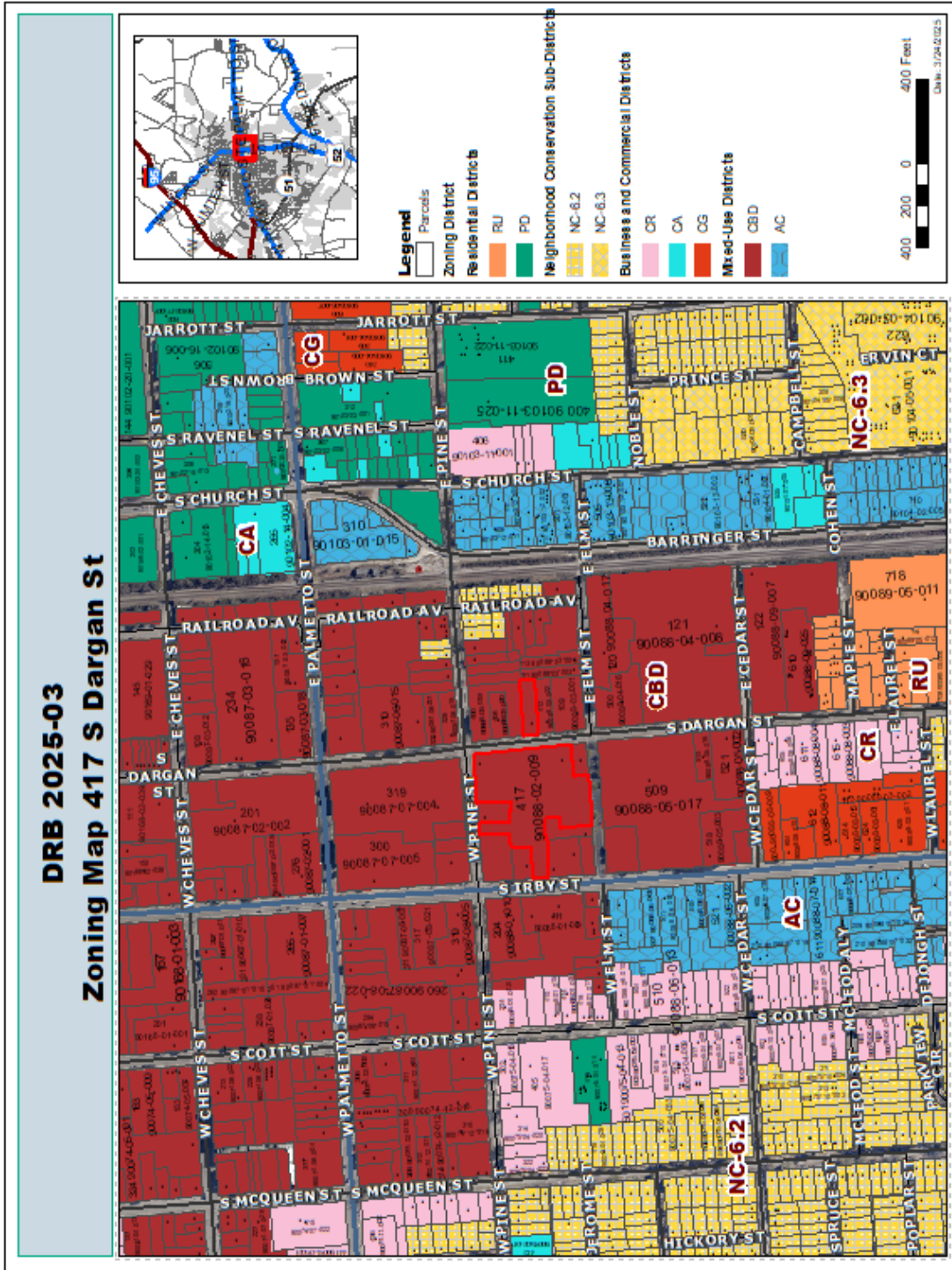
- A. Vicinity Map
- B. Location Map
- C. Zoning Map
- D. Building Rendering
- E. Site Plan
- F. Site photos

Attachment A: Vicinity Map









Attachment D: Building Renderings

Thank you for your interest in designing your building! Our goal is to exceed your expectations of our service and product. If you have immediate questions or concerns, please contact your local sales representative.

Our frame work is constructed with galvanized steel metal

Choosing a different color to Garage doors will extend your installation time for your structure.



**Top of The Line Buildings**  
 P.O. Box 5  
 Toast, NC 27081  
 833-TOLC/833-8652  
 SALES@TOLBUILDINGS.COM

Customer Order - Mar 14, 2025

Ship To		Order # 1741978177236771-1
Name Jessica Larrimore		
Install Address 417 South Dargan Street		
City Florence	State SC	Zip Code 29506
Email jessica.coleman@florencelittletheatre.org	Phone # 8436623731	Mobile #

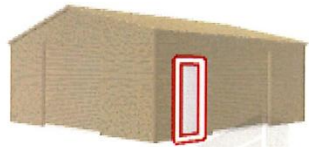
Building Info	Size	Color	Anchoring & Site Preparation
Type: Garage	$\frac{24'}{\text{Width}} \times \frac{26'}{\text{Length}} \times \frac{9'}{\text{Leg Height}}$	Roof Sandstone <input type="checkbox"/>	Installation Surface: Concrete
Roof Overhang: 6"		Trim: Sandstone <input type="checkbox"/>	Engineer Certified: 140mph/35psf
Roof Style: Platinum Style		Gable End Wall Sandstone <input type="checkbox"/>	
Roof Gauge: 14ga - 140mpg/35psf		Side Wall Sandstone <input type="checkbox"/>	
Roof Style: Standard			
Roof Access: Standard Brace			

Design Link & Notes

Design Link: <https://d1r6t1svryd1cn.cloudfront.net/?lng=en-US#7bb71ee1613b8ee1e8997655db2d3eff>

Contact me if I'm simply exploring building options right now.

Building Images



Perspective View



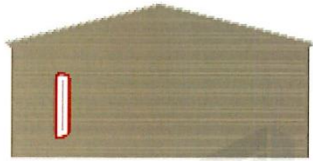
Front



Left Side

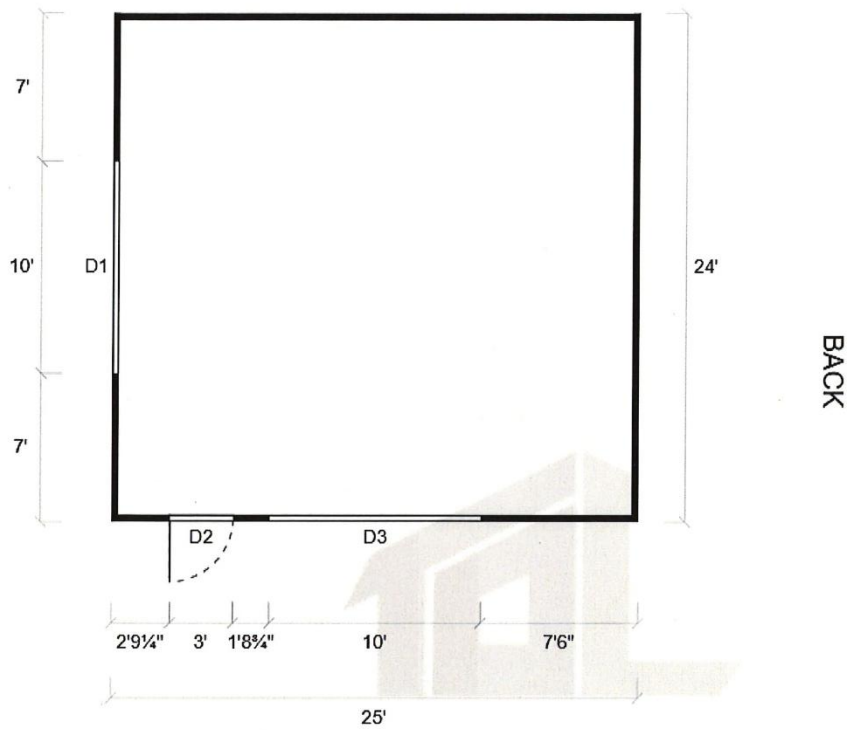


Right Side



Back

LEFT SIDE

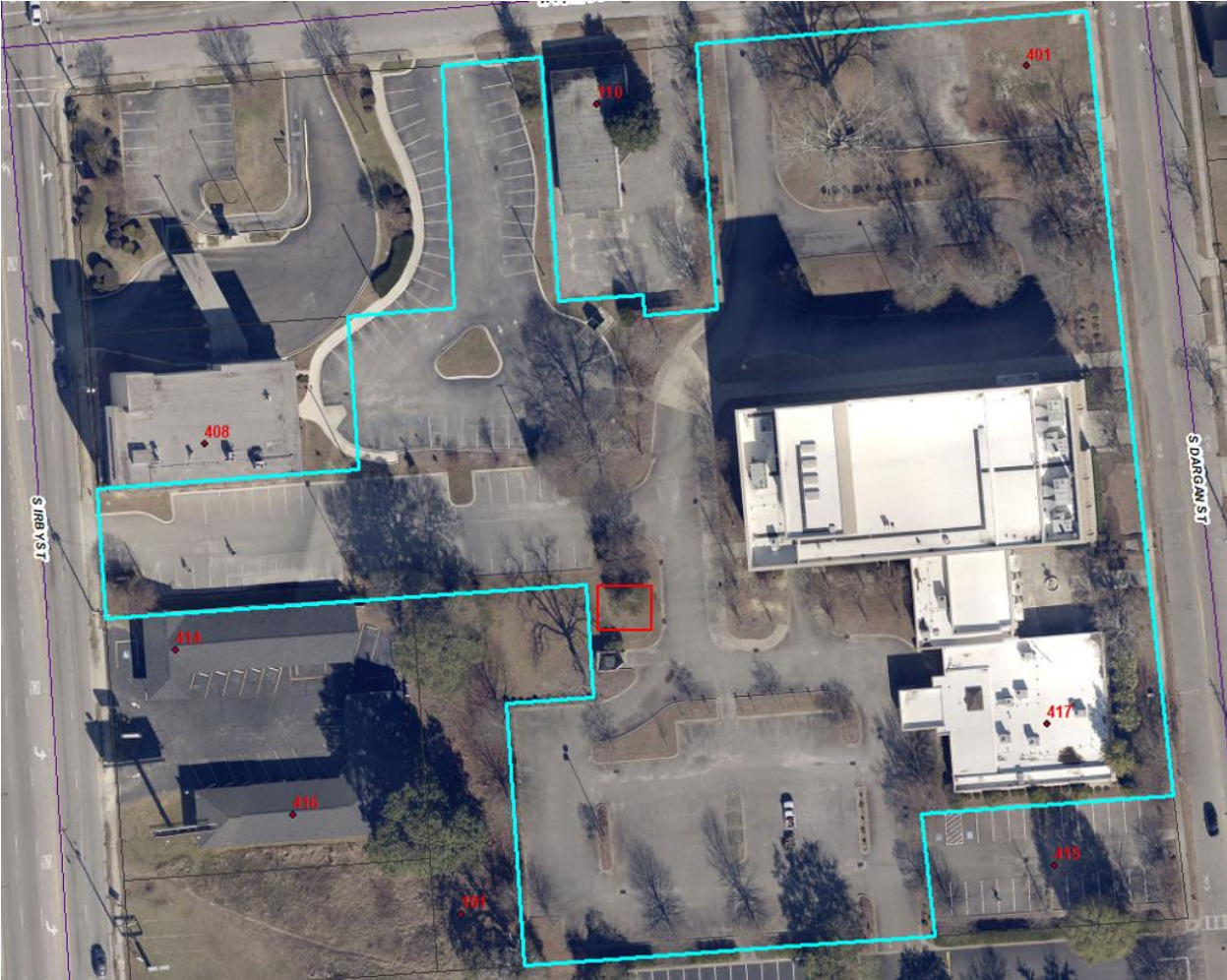


RIGHT SIDE

SYMBOL LEGEND					
	D1	10'x9' Garage Door		D2	Walk-In Door (36x80)
	D3	10'x8' Garage Door			Closed Wall

Information below is an estimate only. Final pricing - including pricing adjustments, discounts, delivery, and taxes - will be provided with final quote prior to purchase.

Attachment E: Site Plan with storage building loaction (red square).



Attachment F: Site Photos



Proposed Location (to the right of existing bulk container)



East view facing the storage building.



South view facing the storage building



North view facing storage building



West view facing storage building



View of the fence between the back of Liberty Inn and proposed site