I. CALL TO ORDER

II. APPROVAL OF JUNE 24, 2015 MINUTES

III. CERTIFICATES OF APPROPRIATENESS

A. Boyd & Linda Gainey: The applicants are proposing to add an addition to their home at 1201 Main Street that replaces a previously existing storage building. The proposed storage addition will be connected to their home through a proposed porch addition. The property is zoned Professional (P) and is located within the Main Street HDRD (TMS #123-14-09-005 / PIN: 33812040021).

B. First United Pentecostal Church: The applicant (Ryan Harvey) proposes to install a handicap ramp at First United Pentecostal Church, located at 906 Main Street. The applicant also proposes to remove existing landscaping in order to install the ramp. The brick that will be used in completing the handicap ramp will match the brick that is on the church and the additional hand railing that will be used will also match the existing hand railing that is currently on the church steps. The property is zoned Professional (P) and is located within the Main Street HDRD (TMS #123-14-18-004 / PIN: 33813010031).

C. Waccamaw Shrine Club: The applicant (A1 Signs & Graphics) proposes to install an HDU sandblasted sign to replace the existing red aluminum sign at the Waccamaw Shrine Club, located at 10 Elm Street. The property is zoned WRD1 (Waccamaw River District 1 and is within the Waccamaw Riverfront HDRD (TMS #137-00-02-001 / PIN: 36701040008).

IV. BOARD INPUT

V. STAFF INPUT

VI. ADJOURN
CITY OF COWNAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, JUNE 24, 2015
COUNCIL CHAMBERS – 4:00 P.M.

Present: Brenda Ivester, Danny Clonts, Paul Doyle, Jason Pippin, George Ulrich, Heather Whitley, Anne Bullock
Absent: N/A
Staff: Jessica Hucks, Zoning Officer; Adam Emrick, Planning Director; Barbara Tessier, Secretary
Others: Elaine Sivret

I. CALL TO ORDER

Chairman Ulrich called the meeting to order at 4:00 p.m.

II. APPROVAL OF MINUTES

Pippin made a motion, seconded by Clonts, to approve the June 10, 2015 minutes as written. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

A. Mason Jar Deli & Market – A1 Signs and Graphics, applicant, is requesting to install two sandblasted wall signs, window and door signage, and a sandblasted hanging bracket sign for the property located at 1129A Third Avenue. (TMS# 137-06-19-001 / PIN 36804020053)

Elaine Sivret from A1 Signs and Graphics was present.

Hucks said the applicant was requesting two wall signs. She said this was permitted because they building was on a corner lot. Hucks said the wall signs met the size requirements. She said they were also requesting a logo window decal for the Third Avenue entrance door and for one window panel on the Elm Street side. The door signage on the Elm Street side was requested for to display the shop hours of operation. This signage also met size requirements.
Hucks said they were also requesting four window decals, one each on each of the glass window panels on the front façade located at the bottom of the window panels.

Hucks said the wall signs lettering and logo would be Conway green with a white background. The decals on the bottom of the front façade window panels would be the Conway green background with white lettering.

Hucks said staff recommended approving the requests provided the hanging bracket sign be considered secondary in nature to the primary signs.

Clonts asked if the awning would remain red. Sivret said there had been no mention of the awning color changing.

Doyle said if the board approved the hanging bracket sign it would be setting a precedence. Sivret said the owner did not think the hanging bracket sign was critical. She said the bracket was already on the building.

Whitely said she did not care for the signs. Ivester said they board could not discriminate against taste, but felt the hanging bracket sign should not be permitted.

Pippin made a motion, seconded by Doyle, to approve the wall, window, and door signage as presented, but to deny the hanging bracket signage. The vote in favor was unanimous. The motion carried.

B. Solicitor Intervention Office – Ben Griffith of Spann Roofing requests approval of the reroofing, removal of terracotta coping, installation of treated wood blocking to the top of the parapet wall, new sheet metal coping caps, and new white gutter, downspouts and eave strips to the building located at 114 Laurel Street. (TMS# 137-06-22-001 / PIN 36701010002)

Hucks said this agenda item had been before the Board on May 13, 2015 and had been tabled until an alternative way of reroofing the building could be found that would permit the retention of the terracotta coping on the building.

Paul Doyle, a member of the Board, recused himself and acted as the presenter for this agenda item.

Doyle said they had found a way to reroof the building, retain the terracotta caps and obtain the waterproof guarantee. He said they would take off the existing terracotta caps, install the new roofing material, install a metal coping, and cover the metal coping with the original terracotta caps. Doyle said the metal edge of the coping would show beneath the terracotta caps.
by about \( \frac{1}{2} \)\". However, he said with the height of the building, it should not be visible.

Doyle said they would take terracotta caps from the rear of the building and reinstall it on the Laurel Street side where there is no terracotta capping at the present time. Doyle said the side of the building facing Second Avenue did not have the terracotta caps and there still would be none in this location.

Doyle said Spann Roofing had found a mason who had worked with terracotta caps early in his career, and he would help with the installation.

Staff said they were not opposed to this solution to the roofing issue.

Pippin made a motion, seconded by Clonts, to approve the reroofing as presented by Doyle. The vote in favor was unanimous. The motion carried.

Once the voting had taken place, Doyle resumed his seat on the board.

IV. CONCEPTUAL REVIEW

Emrick told the Board he had been approached by the owner of Waccamaw River Rentals about putting a building to be used as a store that would rent kayaks and other equipment. They wanted to be able drag it on and off the property located next to the Cypress Inn. Emrick said it would have to be a stationary structure. He said it would need sanitary facilities.

Bullock asked if it would be similar in color and materials to the surrounding buildings. Doyle said he thought it would have to relate to the inn. Emrick asked if the Board would approve it to be natural or similar to the inn. Whitley thought in that area, the unfinished or natural look would not fit in.

Clonts asked if there would have to be landscaping. Emrick said there would be landscaping.

Ulrich asked if it would have two fronts like the Cypress Inn had.

Emrick was asked about parking. He said there was some parking with the parcel.

Pippin said he thought they should see where the structure was going to be placed on the property.

Bullock asked how large the structure would be. Emrick was not sure.
V. BOARD INPUT

Staff was asked if the city was responsible for trees in the right-of-way and if the city would trim them or did it have to come before the Tree Board. Emrick said the city could trim trees without coming to the Tree Board.

Staff was asked about the Oak trees that were cut down behind Palmetto Chevrolet and whether or not they had permission to do so. Emrick said he would check.

Pippin asked about the red sign at the Shrine Club. Emrick said it was never permitted. He said he had made it clear to Jerry Johnson that he had to come to the CAB for approval and that he would have to pull a permit.

VI. STAFF INPUT

There was none.

VII. ADJOURN

There being no further business to come before the Board, the meeting adjourned at 4:35 p.m.

Approved and signed this __________ day of July, 2015.

George Ulrich, Chairman
ISSUE:

Boyd & Linda Gainey: On June 10th, the applicants submitted a building permit application for an addition to their home located at 1201 Main Street to replace a previously existing storage building. They would like to erect a new storage building in the same location as the one that previously existed and will be connected by a porch addition, as presented on the applicants site plan (TMS #123-14-09-005 / PIN: 33812040021).

ZONING DISTRICTS:

Professional (P), Main Street Corridor HDRD

SCOPE OF WORK:

The applicants are proposing to build an addition to their home that replaces a storage building that once existed on the property. Unlike the storage building, however, the proposed addition will be attached to the home and will also match the exterior façade of the home, giving the home and lot a more unified appearance. The proposed storage and porch addition is approximately 630 square feet. The storage addition is separated by a porch area that will not be enclosed and will be used for outdoor enjoyment and grilling. The porch area will also have a brick, outdoor fireplace that measures 1.5’ x 5’ totaling 7.5 sq. ft.

The lot is located in the Professional (P) zoning district. This intent of this district is to accommodate office, institutional, and residential uses in areas whose character is neither exclusively business nor residential in nature. This district is intended to establish areas that provide professional services to the public, which do not materially detract from nearby residential areas. More specifically this district should serve as a transitional zone between more intensive commercial areas and residential areas. This district is not intended for businesses that engage in retail sales.

Per Section 4.2 (A), single-family detached dwellings are a permissible use in the Professional (P) zoning district. As such, accessory structures or additions would also be permitted, in accordance with the setbacks listed in Table 6.2 of Section 6.3 – Non-residential Design Standards, of the Unified Development Ordinance (UDO).

Per the applicant’s site plan submission, the proposed addition will be 10’ from the rear property line, 9.14’ from the right side property line, and 36.10’ from the corner front yard property line (12th Ave side). While accessory structures are permitted to be 5’ from property lines and the principle structure, the new proposed structure will be connected to the principle structure and not detached like the previously existing storage building. Therefore, the new addition is subject to the standard setbacks for the district. If the board chooses to grant the applicant’s request, a variance from the rear yard and right side yard setback requirements are needed to accommodate the proposed additions.

APPLICABLE ORDINANCE AND GUIDELINES

City of Conway Unified Development Ordinance (UDO):

- Section 6.3 – Non-Residential Design Standards
  - Table 6.2: Non-Residential Zoning Districts: Dimensional Requirements for the Professional (P) Zoning District:
    - Front yard setback requirement, minimum: 20’
    - Corner front yard setback requirement, minimum: 20’ (in place of left side setback, 12th Ave side)
Left side setback requirement (standard): 10’
Rear yard setback requirement: 15’

- Section 6.3.2 Professional (P):
  C. Architectural Design Standards:
  - Depending on the location of the proposed development, the Planning Director or CAB will insure compliance with the architectural design standards that are identified in Section 6.3.1.

“Historic Design Review Districts: Community Appearance Guidelines”:
- 8.9. New Residential Additions:
  - Views from the public right-of-way:
    8.8.1 – if small roof rooms, decks, cupolas, skylights, mechanical screening, or egress structures are added to residential structures, ensure they are not readily visible from public streets, prominent pedestrian viewpoints, or scenic vistas. The CAB may require illustrations showing the additions as they would be seen from other vantage points and will suggest the appropriate scale of additions to roofs.
  - Home Additions in Context:
    8.8.2 – if additional square footage is necessary, designing the new addition to the rear of the structure is preferred to adding another story if space is available to the rear of the building. This will not interfere with the original form of the home as seen from the public right-of-way.
    8.8.3 – Inset new walls from the corner and lower roofs when framing additions from the sides of the home, allowing the original form of the historic structure to be “read.”
    8.8.4 – use of new construction material is permitted and welcome. Offset board or brick pattern slightly. Being able to differentiate the new from old is important.
    8.8.5 – Ensure that the characteristics of additions continue those of the original architecture (massing, height, rhythm of openings, and general type of materials), with the goal of complimenting the existing building style as well as the existing homes in the adjacent neighborhood area.

---

**STAFF RECOMMENDATION:**

Staff recommends a thorough review by the CAB and consideration of the applicant’s request.
### City of Conway
#### Community Appearance Board
APPLICATION / CERTIFICATE OF APPROPRIATENESS

**Property Address:** 1201 Main St.  
**TMS#:** 123-14-09-005  
**Meeting Date:** 7.8.15

<table>
<thead>
<tr>
<th>Review Request:</th>
<th>Project Type:</th>
<th>HDRD: Main St.</th>
<th>Meeting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Conceptual</td>
<td>□ Alterations / Additions</td>
<td>□ Miscellaneous (Fencing, roofs, etc)</td>
<td></td>
</tr>
<tr>
<td>✔ Preliminary</td>
<td>□ New Construction</td>
<td>□ Demolition / Moving of Structure</td>
<td></td>
</tr>
<tr>
<td>□ Final</td>
<td>□ Signs</td>
<td>□ Repairs / Repainting with no Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Landscape</td>
<td>□ Appeal the Decision of Planning Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Color Change</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Property Owner:** Boyd & Linda Gainey  
**Daytime phone:** 488-8206

**Applicant:** Boyd & Linda Gainey  
**Daytime phone:**

**Applicant's mailing address:** 1201 Main St.  
**Applicant's e-mail address:** bug1hg@hotmail.com

**City:** Conway  
**State:** SC  
**Zip Code:**

**Value of Project (As noted on Building Permit):** $ 

**In your own words, describe what you are requesting:**
proposing to replace a building that was connected to home on property. New structure will match facade of home. Using same building materials as used on home. Re-existing Structure was 10-ft from the rear property line. Asking to put new Structure in the same approximate location as pre-existing structure.

**Submittal Requirements: (See attached CAB Requirements)**  
***Digital copies of all supporting materials must be submitted along with two hard copies:***

- □ Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;
- □ Plans for existing signage and proposed new signage;
- □ Color samples of paint, brick, shingles, siding;
- □ Topographic surveys;
- □ Tree surveys;
- □ Lighting plans;
- □ Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)

- □ Zoning approval obtained and/or initial TRC review completed
- □ Completed CAB application
- □ Two (2) copies of all relevant information (As deemed necessary by CAB and/or Planning Director)
- □ Site plans illustrating of existing structures and proposed new structures and/or additions
- □ Landscape plans illustrating the location of existing landscaping and proposed new landscaping:

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten(10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 P.M. in City Hall, 229 Main Street. I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project’s being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.

**Applicant's signature:** Boyd W. Gainey Jr.  
**date:** 6.25.15

**Print name legibly:** Boyd W. Gainey Jr.

**PIN:** 338-12-04-0021
# Building Department Permit Application

City of Conway Building Department  
206 Laurel Street, 29526  
Conway, South Carolina  
Phone: (843) 488-9888  
Fax: (843) 488-9890  
www.cityofconway.com

<table>
<thead>
<tr>
<th>Address of Work Site:</th>
<th>1201 MAIN ST</th>
<th>TMS#: 123-14-09-005</th>
<th>Zoning: P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner of Property:</td>
<td>Boyd &amp; Linda Gainey</td>
<td>Mailing Address: 1201 MAIN ST. Conway, SC</td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>843-488-0038</td>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>Contractor:</td>
<td>Sold</td>
<td>Mailing Address: Above</td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>Above</td>
<td>Fax#:</td>
<td></td>
</tr>
<tr>
<td>City Business License #:</td>
<td></td>
<td>State License #:</td>
<td></td>
</tr>
<tr>
<td>Architect/Designer:</td>
<td></td>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td></td>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Engineer:</td>
<td>Wall Engineers &amp; Design</td>
<td>Mailing Address: 314 - B LAUREL ST</td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>843-488-4180</td>
<td>Fax#:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:amber@walling.com">amber@walling.com</a></td>
<td>Email:</td>
<td><a href="mailto:boyd.gainey@conwayinh.com">boyd.gainey@conwayinh.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Work:</th>
<th>New □</th>
<th>Addition □</th>
<th>Alteration □</th>
<th>Repair □</th>
<th>Move □</th>
<th>Remove □</th>
<th>Other □</th>
<th>Commercial □</th>
<th>Residential □</th>
<th>Other □</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Replacing building on existing footprint</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Explain Work Specifically:
Replacing out building on existing footprint by torch

### Signature of Contractor or Authorized Agent

Boyd W. Gainey Jr.

### Signature of Owner (if Builder)


<table>
<thead>
<tr>
<th>Approvals</th>
<th>Building</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Electrical Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan Review Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Sprinklers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount Due</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Type of Const. | Occupancy Group | Total Sq. Ft | # Stories | # Dwelling Unit | # Bedrooms | # Bathrooms | Elec. Amp | HVAC | Fire Sprinklers | # of Seats |
|------------------|-----------------|-------------|----------|----------------|-----------|-------------|-----------|------|----------------|------------|

### Date Issued: 

### Issued By: 

### Permit #: Permit Amt $ 

### Is RESIDENCE 50 years or older? 

A print out, available from the Horry County Assessor's Office, is required as proof age.

### VALUATION OF WORK: $ 22,000 

Value on Building Permits will be calculated by Building Department. Separate permits may be required. Subcontractor information must be provided.

### NOTE: ALL SEWER & WATER FEES MUST BE PAID PRIOR TO THE ISSUANCE OF PERMITS ON NEW CONSTRUCTION.
We are replacing our building on existing footprint and connecting to house by a porch. We purchased the property in 1978 and have made major improvements and additions over the years.
ISSUE:

First United Pentecostal Church: The applicant, Ryan Harvey, would like to install a handicap ramp at First United Pentecostal Church, located at 906 Main St. The applicant will need to remove the landscaping that is currently in place to accommodate the ramp. The brick and railing will match what is currently used on the porch of the church (TMS #123-14-18-004 / PIN: 33813010030).

ZONING DISTRICTS:

Professional (P), Main Street Corridor HDRD

SCOPE OF WORK:

The applicant is requesting to install a handicap ramp to service the church members of First United Pentecostal Church. Per the applicant’s submittal:

- The ramp proposes to be approx. 3.5’ wide x 23.5’ long (82.25 sq. ft., approx.)
- The slope of the ramp 1' V x 12' H (ADA requirement).
- The ramp surface will be a broomed concrete.
- The façade (brick) will match the existing façade on the church.
- The handrail will match existing handrails on church.

A rendering of the proposed handicap ramp is included with the applicant’s submission.

The lot is located in the Professional (P) zoning district. This intent of this district is to accommodate office, institutional, and residential uses in areas whose character is neither exclusively business nor residential in nature. This district is intended to establish areas that provide professional services to the public, which do not materially detract from nearby residential areas. More specifically this district should serve as a transitional zone between more intensive commercial areas and residential areas. This district is not intended for businesses that engage in retail sales.

APPLICABLE ORDINANCE AND GUIDELINES

City of Conway Unified Development Ordinance (UDO):

- Section 5.1.22 Religious Institutions:
  - “Religious institutions less than three acres of contiguous land shall be permitted as a conditional use in the following zoning districts: RA, RR, R-1, R-2, R-3, R-4, P, NC, HC, CBD, IN, and FA,” subject to conditions.
    - Architectural Design Standards
      1. Religious institutions located within the HDRDs shall be reviewed and approved by the Community Appearance Board (CAB) and shall meet the “Historic Design Review Districts: Community Appearance Guidelines.”

“Historic Design Review Districts: Community Appearance Guidelines”:

- 8.6. Residential Yards:
  - Fences, Steps, Retaining Walls and ADA Ramps
  8.6.14 – If and ADA Ramp must be constructed to access a home (in this case, a church), make every effort to do so at side or rear. Do not remove or alter any historic built-in features of, or anchor ramp into, the structure unless construction is totally
reversible to the original architecture. Construct the ramp to be as freestanding as possible, using compatible materials of the home.

**STAFF RECOMMENDATION:**

Staff recommends approval of the applicant’s request, as submitted, with the following conditions:

- The applicant must obtain a building permit.
- The handicap ramp must comply with ADA regulations.