

ARCHITECTURAL REVIEW BOARD

MEETING HELD MAY 4, 2026

MEMBERS PRESENT: Mr. Kevin Jayroe, Ms. Debra Smalls, Mr. David Rice, Mr. Neil Lareau, Mr. Dwayne Vernon, and Ms. Ede Graves

MEMBERS ABSENT: Ms. Lynn Robb

OTHERS PRESENT: Mrs. Brittany Powell & Mrs. Jennifer Boyer

- I. **Call to Order** “Notice of this meeting has been made in accordance with the South Carolina Code of Laws as Amended.”
- II. **Approval of Minutes for April 6, 2026, and April 13, 2026:**
 - A) **Mr. Neil Lareau made a motion to approve the minutes for April 6, 2026. Ms. Debra Smalls seconded the motion; the motion carried unanimously by roll call vote.**
 - B) **Mr. David Rice made a motion to approve the minutes for April 13, 2026. Mr. Dwayne Vernon seconded the motion; the motion carried unanimously by roll call vote.**
- III. **Public Input for Non-Agenda Items:** None
- IV. **Old Business:** None
- V. **New Business:**
 - A) **ARB-2026-0009 - Request: Fence. Request to establish a new gate between the building and existing fence, installing new brick pavers from the sidewalk to the gate for a commercial property located at 106 Broad St. (TMS#: 05-0029-042-00-00), within the Core Commercial (CC) Zoning District and the Historic Buildings (HB) District.**

Mrs. Jennifer Boyer presented the application to the Board. Owner and Applicant is **CC Ferrer LLC**. **Mrs. Ana Ferrer** was present to explain the project and answer any questions the Board had. The Board reviewed the request for approval to install a new brick masonry gate located between the existing building and fence line along the sidewalk within the Core Commercial District. Board members discussed the proposed location and materials and found the

request to be compatible with the surrounding historic character and existing site conditions. No public input for this application.

Mr. David Rice made a motion to approve the application as submitted citing the following guidelines: 2014.101, 2014.102, 803.1, 803.2, and 803.3. Ms. Ede Graves seconded the motion; the motion carried unanimously.

- B) ARB-2026-0010 - Request: Repair, Addition. Request to replace metal roof with shingles and replace sliding door on screened porch with a single door for a residential property located at 334 Orange St. (TMS#: 05-0027-230-00-00), within the High Density Residential (R4) Zoning District and the Historic Buildings (HB) District.**

Mrs. Jennifer Boyer presented the application to the Board. The owner is **Ms. Maudest Atkinson Rhue-Scott**. **Mr. Michael Janokowski** presented it on behalf of the owner. The Board reviewed a request for roof replacement, door replacement, and siding repairs at the property located at 334 Orange Street. Discussion centered primarily on the proposed replacement door material and the requirements of Section 2011.402, Paragraph 5 of the Unified Development Ordinance, which states that replacement doors should match doors of similar age and architectural style within the district. Board members discussed whether a fiberglass door would be appropriate for the structure and surrounding neighborhood context. Members noted that while the proposed fiberglass door contained a compatible grid pattern, the use of wood would better satisfy the intent of the ordinance and maintain consistency with historic architectural standards in the district. Additional discussion occurred regarding the roof material and siding repairs. The applicant proposed architectural asphalt shingles in a charcoal color for the roof replacement. Board members also emphasized that any repaired or patched siding should match the existing German-style wood siding in material and appearance. No public input for this application.

Mr. Dwayne Vernon made a motion to approve the application with the following conditions: The roof replacement shall utilize architectural asphalt shingles in a charcoal color. The replacement door shall be constructed of wood and shall match the grid pattern of the previously proposed fiberglass door. Any siding repairs or patches shall match the existing German-style wood siding. The following guidelines were cited as part of the motion:

2011, 2011.1, 2011.4, 2011.11. Ms. Debra Smalls seconded the motion; the motion carried unanimously.

- C) ARB-2026-0011 - Request: Alteration/Fence. Request to construct a first-floor addition of ~547 sq ft, enclosing existing exterior stairs, sunroof and exposed porch along the right side and back corner of the home incorporating a new fireplace and inclusion of polycarbonate sheeting to pergola/rooftop. All new windows are to be solid wood, double-hung, true divided light, and impact-resistant windows. Roofing material is proposed to be shingles, with new roofing to be of like kind and quality to existing. Siding and foundation of addition will match existing in size, scale, and materials. The first proposed fence is to run the length of the left side of the property and is to be constructed of aluminum, 48" in height and ~150 ft in length. The second proposed fence is to be located on the right side of the structure, constructed of 8" x 8" lumber posts, and 1 1/4" x 6" treated lumber panels; the existing chain link fence is to be removed. The proposed main/driveway gate is to be supported by brick masonry columns and constructed of treated materials. Lanterns will be mounted to the face of the columns proposed for the driveway gate. The front and back doors are proposed to be replaced with solid wood doors and glass storm doors. The rear entry door is proposed to be replaced with solid wood, true divided light, impact resistant glass-paneled door. All modifications requested are for a residential property located at 816 Prince St. (TMS#: 05-0027-279-00-00), within the High Density Residential (R4) Zoning District and the Historic Buildings (HB) District.

Mrs. Jennifer Boyer presented the application to the Board. Owner is Mr. Leldon McClary Elmer, et al. Mr. John Marshall Williams presented it on behalf of the owners. The Board reviewed a request for approval of a first-floor addition totaling approximately 527 square feet. The addition included enclosure of existing exterior stairs, a sunroom, and a porch area. During presentation of the application, clarification was provided regarding the proposed roof material. The original application referenced shingles; however, the applicant confirmed the intent was to install a standing seam metal roof to match the existing residence. Board members discussed the scope of the addition and its compatibility with the existing structure. Discussion also addressed the existing pergola located on the property and the proposal to install polycarbonate sheeting to provide weather protection over the area.

The pergola was described as approximately twelve (12) to fourteen (14) feet deep and approximately twenty-four (24) feet wide. Board members acknowledged that the pergola was not original to the historic structure and had been installed by a previous owner. Board Members characterized the polycarbonate sheeting as a relatively minor and potentially temporary addition intended to improve usability during inclement weather conditions. Additional discussion occurred regarding a fence previously installed on the property without prior ARB approval. **Mr. John Marshall Williams** explained that the fence had been installed by the manufacturer before the property owners were aware that ARB approval was required. **Mr. John Marshall Williams** indicated that a letter from the manufacturer confirming the circumstances surrounding the installation was available for submission into the record. Board members also confirmed that the front doors of the residence would remain unchanged as part of the project. No public input for this application.

Mr. Dwayne Vernon made a motion to approve the application with the standing seam metal roof matching the existing roof material. The following guidelines were cited: 2010, 2011.1, 2011.5, 2011.7, 2011.10, 2011.11, 2011.13, 2012, 2012.2, 2013.1. Ms. Ede Graves seconded the motion. The motion carried unanimously.

- D) ARB-2026-0012 - Request: New Construction. Request to establish a new prefabricated accessory structure for a residential property located at 419 Queen St. (TMS#: 05-0027-152-00-00), within the High Density Residential (R4) Zoning District and the Historic Buildings (HB) District.**

Mrs. Jennifer Boyer presented the application to the Board. Owner is **Mr. Vincent D. Marshel**. **Mr. Michael Sargent**, tenant, presented on behalf of the owner. The Board reviewed a request for approval to install an eight-foot by twelve-foot (8' x 12') prefabricated storage shed. The proposed structure included LP SmartPanel siding and a pitched gable roof design rather than a gambrel-style roof. During discussion, the applicant confirmed that the structure would be permanently anchored to the ground in compliance with Guideline 2012.3 of the Unified Development Ordinance. Board members discussed the roof configuration and exterior materials and found the design

to be compatible with the surrounding residential context. No public input for this application.

Ms. Ede Graves made a motion to approve as submitted citing: 2012.3, 2012.301, 2012.302. Mr. David Rice seconded the motion. The motion carried unanimously.

- E) **ARB-2026-0014 - Request: New Construction.** Request to establish a new accessory structure for a residential property located at 513 Prince St. (TMS#: 05-0030-214-00-00), within the High Density Residential (R4) Zoning District and the Historic Buildings (HB) District.

Mrs. Jennifer Boyer presented the application to the board. Owners are **Patricia Diane Stewart and Sam Clyde Harrelson, Jr.** The Board reviewed a request for approval to construct a twelve-foot by sixteen-foot (12' x 16') storage building with an attached ten-foot (10') carport. The proposed structure included HardiePlank siding, a Dutch hip roof with dormer, 6-over-6 aluminum-clad windows, and architectural shingles designed to match the existing residence. Board members discussed the architectural details and compatibility of the accessory structure with the primary residence and surrounding neighborhood. During discussion, **Mr. Kevin Jayroe** commented that the project represented an excellent example of compatible new construction and replication of historic architectural elements. **Mr. Kevin Jayroe** suggested that photographs of the completed structure should be considered for inclusion in the ARB design guidelines book due to the quality of the design and its consistency with the architectural character of the main residence. No public input for this application.

Ms. Ede Graves made a motion to approve the application as submitted citing 2012.3 and 2012.302. Ms. Debra Smalls seconded the motion; the motion carried unanimously.

- VI. **Board Discussion:** The Board discussed ongoing concerns regarding overlapping jurisdiction between the ARB and commercial overlay districts. Members referenced prior workshop discussions and recommendations suggesting that ARB jurisdiction be expanded to include Church Street while simultaneously eliminating the dual-board review process currently affecting certain properties

within overlapping districts. Board members also discussed continuing education requirements. Staff reminded members that three (3) continuing education credits are required annually. Staff further clarified that the six-part Municipal Association of South Carolina (MASC) foundational training course is only required one time for newly appointed members and does not need to be repeated annually.

VII. Motion to authorize Chairman and Staff to type handwritten changes on the Orders of the Board:

The Board considered a proposed procedural change to improve efficiency in the preparation and execution of Board orders and Certificates of Appropriateness. Under the revised process, Board members will sign designated signature pages during the meeting while staff completed the written details by hand. The documents will subsequently be typed, and the signed signature pages will be attached to the finalized versions. This change eliminates the need for electronic signature platforms such as Docusign and is intended to streamline processing time. Staff clarified that Board orders serve the same functional purpose as Certificates of Appropriateness but are specifically required in the event of judicial review, as courts require Board orders for legal proceedings.

Mr. Kevin Jayroe made a motion to authorize the Chairman and staff to make handwritten entries on Board orders at the time of approval. Ms. Ede Graves seconded the motion. The motion carried unanimously by roll call vote.

VIII. Adjournment: with there being no further business to discuss, the meeting was adjourned.

Submitted By:

Brittany Powell

Board Secretary