



PENDLETON

S O U T H C A R O L I N A

History, Hospitality & Happenings!

Town of Pendleton
Design Review Board
Regular Meeting
April 02, 2026
Pendleton Town Hall, 6 pm

AGENDA:

1. **Election of Officers for 2026**
2. **Call to Order:**
3. **Approval of prior meeting minutes:** From the meeting of October 02, 2025
4. **Public Comments.**
5. **Public Hearings:**
 - a. Hold a Public Hearing on the Request to Approve Window Alterations at 124 Exchange Street, Located Inside the Town Square Overlay.
 - b. Hold a Public Hearing on the Request to Approve the New Sign for the AnMed Health located at 1005 Meehan Way, Located in the South Mechanic Corridor Overlay.
 - c. Hold a Public Hearing on the Request to Approve the Design of the Accessory Building for the Pendleton Branch Library Located at 650 South Mechanic Street, in the South Mechanic Street Corridor Overlay.
 - d. Hold a Public Hearing on the Request to Approve a Building Addition for a Home at 842 Greenville Street, Located in the Greenville Street Corridor Overlay
6. **Reports:**
7. **New Business / Discussion Item:**
 - a. The consideration of the Request to Approve Window Alterations at 124 Exchange Street. Located Inside the Town Square Overlay.
 - b. The consideration of the Request to Approve the New Sign for the AnMed Health located at 1005 Meehan Way. Located in the South Mechanic Corridor Overlay.

- c. The consideration of the Request to Approve the Design of the Accessory Building and Lockers for the Pendleton Branch Library, located at 650 South Mechanic Street, in the South Mechanic Street Corridor Overlay.
- d. The consideration of the Request to Approve a Building Addition for a Home at 842 Greenville Street. Located in the Greenville Street Corridor Overlay

8. Updates:

9. Adjournment:



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Town of Pendleton
Design Review Board
Regular Meeting, October 02, 2025
Pendleton Town Hall, 6 pm

MINUTES:

1. Call to Order

Chairwoman Dr. Stokowski called the meeting to order at 6:00 pm.

2. Approval of prior meeting minutes: From the meeting of July 17, 2025

With no further discussion, Ms. Mahan made a motion to accept the minutes from the July 17 meeting as submitted. Ms. Kipling seconded the motion, with all members voting in favor at 6:00 pm.

3. Public Hearing: Hold a Public Hearing on an application seeking approval to install a multi-colored Awning at 102 & 104 Exchange Street inside the Town Square Overlay District.

Chairwoman Dr. Stokowski opened the public hearing portion of the meeting at 6:01 pm. With no public in attendance, no comments were made.

4. Public Comments:

No comments were made.

5. Action Item:

- a. The consideration of an application seeking approval to install a multi-colored Awning at 102 & 104 Exchange Street inside the Town Square Overlay District.

Chairwoman Dr. Stokowski opened the action item at 6:03 pm and asked staff to read their report. Assistant Town Planner Owen Rines read his report and informed the Board that the applicants were present and wished to present to the Board.

Ms. Mahan asked Mr. Rines when the ordinance regulating this was put in place. Staff explained that the Town Square Overlay District was established in 2010.

Ms. Murray asked if staff had received other requests in the past for multi-colored awnings on the square. Staff explained that we received one last year from a business that was denied by town staff.

Ms. Gilstrap stated that she noted in the report from the Historic Tax Credit representative that having the original colored awning would help their application, but would not hinder it if not approved. Staff stated that the applicant would be the best one to ask that question to.

Ms. Karen Lyerly spoke and thanked the Board for its consideration, and explained what they were asking for in their request. She explained that they felt their multi-colored design met our standards for the historic rehabilitation of this building.

Ms. Susan Jezek spoke and showed a slideshow (see attached) of what the design looked like and why they felt this was the original color of the awnings on the building from the 1940s. She also asked the Board to approve the awning colors.

Chairwoman Dr. Stokoski asked the Board if they had any questions or discussions.

Ms. Kipling stated that she understood why the applicant was requesting this variance, but explained that she felt the ordinance was clear on this matter and that we had previously denied a similar request from another business on the square. She felt that granting them a variance could set a precedent.

Mr. Lyerly asked the Board if the business that was previously denied wanted a striped awning, which was an original feature of the building.

Ms. Murray stated that she felt the ordinance was put into place to protect the town's history, rather than for business branding.

Ms. Gilstrap said that she appreciated how the applicant was trying to conserve history with their design and that our ordinance should reflect the efforts of business owners to preserve history or culture.

With no further questions or discussions from the Board, Chairwoman Dr. Stokowski asked for any motions.

Ms. Murray made a motion to approve the application as submitted, which was seconded by Ms. Gilstrap. All members voted in favor of at 6:34 pm.

6. Adjournment:

With no further Business, Ms. Gilstrap made a motion to adjourn. Ms. Mahan seconded the motion, and all members voted in favor of at 6:35 pm.

Chairwoman: _____ Date: _____

Attachment: C



Existing Awning Underside. Prior to Removal 2025

102 & 104 Exchange Street

Historic Awning Design Study
DRB Request prepared by Mann Exchange, LLC
October 2, 2025



Our Story

Main Exchange, LLC is a partnership of eight like-minded, values-driven, community-oriented friends who are personally investing in Pendleton with passion and pride. Our vision is to repurpose these two iconic buildings into community assets for trade and hospitality, while honoring their historic past. We strive to intentionally restore the 102 and 104 Exchange Street buildings to their authentic historic glory...and to contribute a lasting centerpiece on the Town Square for generations to enjoy.



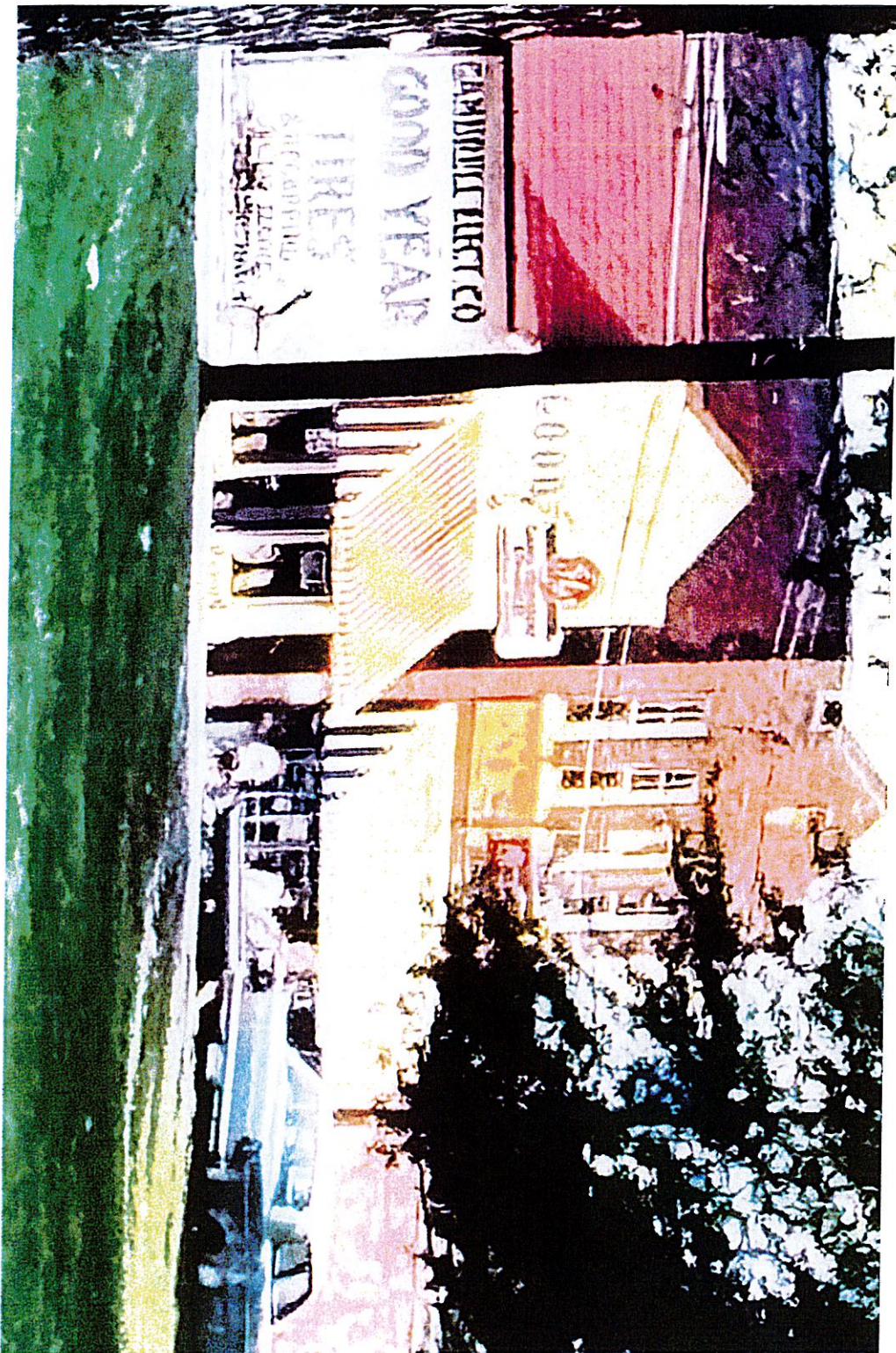
MAIN EXCHANGE
PENDLETON, SOUTH CAROLINA

Our Rationale

- Based in historic research and feedback from the historic tax credit application process, our desire is to restore the original striped awnings to both buildings in hunter green and white canvases. (Fabric swatch available.)
- This design element not only elevates the brand of the Town Square by bringing a “Traditional Southern Elegance” look to its cornerstone property, it also keeps us in compliance with the SHPO and National Park Service criteria for historic tax credits.



MAIN EXCHANGE
PENDLETON, SOUTH CAROLINA



Circa 1950's

Front View of building:



Project: Southerland Construction Inc
102 Exchange St, Pendleton – Awning Renderings

Last Updated: @/ @/ @

Prepared by: enviroAwning
PO Box 583, Greer SC 29652
Phone: 864-233-1585

Job: 5367
Drawing: Main1



Artist Rendering



Real World Inspiration



850 Morrison Drive, Suite 675
Charleston, South Carolina 29403
Main 843.323.4230
Fax 843.323.4240
www.ryan.com

May 1, 2025

Town of Pendleton
310 Greenville Street
Pendleton, SC 29670

Dear Town of Pendleton Staff and Design Review Committee Members:

Ryan, Inc., a national leader in historic tax credit consultation, has been retained by Main Exchange, LLC to submit applications for state and federal historic tax credits for 102 and 104 Exchange Street, located in Pendleton Square.

To secure these credits, the proposed rehabilitation of 102 and 104 Exchange Street must strictly adhere to the Secretary of Interior's Standards for Historic Rehabilitation. Architectural plans and a narrative description of the rehabilitation must be submitted for review and approval by both the State Historic Preservation Office (SHPO) and the National Park Service (NPS). If these agencies do not approve the work, then the rehabilitation cannot receive historic tax credits.

We have worked to identify historic characteristics of 102 and 104 Exchange. These efforts were aided by early photographs of the buildings, submitted by Mr. John Evans, the previous owner. In these photos, each building has a green and white horizontally striped awning over the front entrance. Current plans call for the restoration of the green and white striped awnings at 102 and 104 Exchange. We respectfully request the Town of Pendleton's formal approval of the plan as both the SHPO and the NPS have made it explicitly clear that the rehabilitation must reflect the historic character of these buildings. Failure to comply with this requirement could result in denial of the historic tax credits. We believe the addition of these awnings will restore the unique historic character of 102 and 104 Exchange. Your support is essential for the project owners to obtain state and federal historic tax credits.

Thank you for your consideration and commitment to preserving Pendleton's architectural heritage.

Sincerely,

Caroline D. Wilson
Manager, Historic Tax Credits
Ryan, LLC

Endorsement Letter from Historic Tax Credit Representative

Our Request

- The partners of Main Exchange, LLC respectfully request approval to replace the existing awnings with authentically historic green and white striped canvas awnings. This request meets the requirements of Zoning Ordinance Article 6, Section 6.
- The stripes are a minor exception to the Town Square Overlay preference for solid color awnings (Section B3). They are also the authentic choice for the historic renovation of these iconic buildings, compatible with the color scheme of the buildings, and will complement the existing awnings on the Square.



MAIN EXCHANGE
PENDLETON, SOUTH CAROLINA

Thank You For Your Support & Consideration



Partners: Huddins, Giards, Lyerlys, and Jezeks





Attachment: A
PENDLETON
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Design Review Application

(Please read directions on back of form)

Date of submittal: 9-25-25

TMS #: 410 - 002 - 039 - 000 Zoning Classification: PDMU

Property Location (911 address): 1005 Meehan Way

Name of property owner: Marsha Perrotte

Phone Number: ([redacted]) Email: [redacted]

Signature of property owner: [redacted]

Name of applicant (if other than owner): Tamara Whaley

Address: [redacted]

Phone Number: [redacted] Email: [redacted]

Signature of applicant: [redacted]

Name of Overlay District: South Mechanic Street corridor overlay district

Permit Requested (circle one): Residential **Commercial** Industrial Institutional

Materials to be Included With Application:

Incomplete applications will not be placed on the Design Review Board Agenda for appeal. Please check all supplemental items that have been included with this application:

- Completed Building Permit Request Form
- 604.1(a) Sketch plans for new construction, additions, relocated structures into the overlay district, and new parking areas
- 604.1(b) Architectural sketches (renderings/elevations)
- 604.1(c) Photographs
- 604.1(d) Sign Permit Application Form required for all new signage
- 604.1(e) Variance Application Form is required for all variance requests
- Design Review Application Fee (amount specified on "Town of Pendleton Fee Schedule")

OFFICE USE ONLY

Date of Completed Application: 9-25-25

Date of Review: April 2nd, 2026 Hearing Required: Yes No

Decision by Design Review Board: _____

Approval Signature: _____ Date: _____



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Applicant Instructions:

1. **Submit completed Building Permit Request Form** and all supplemental materials to the request form – owner or applicant **MUST** sign it.
2. **Complete a Design Review application form** - owner and applicant **MUST** sign it.
3. Submit all materials on paper sized 8½" x 11" up to 11" x 17". Materials printed in larger sizes will require additional copies (approximately ten (10) copies of all materials)
4. **Submit two (2) copies of the sketch plan** for new construction, building additions, structure relocation, or new pavement/parking. This will be required instead of the scale plan for the Building Permit Request Form. Please use the checklist provided on Page 3 and 4 as a reference for items required on the sketch plan.
5. **Submit two (2) copies of Architectural sketches (renderings/elevations)** for all new construction and building additions. Please use the checklist provided on Page 5 as a reference for items requiring architectural sketches.
6. **Submit two (2) copies of photographs** for all development on a site within the overlay district boundaries also including building relocation and demolition. Photographs shall also be provided in digital format on CD, DVD, or other form mutually agreed by the Town. Please use the checklist on Page 5 as a reference for views required in photographs.
7. **Submit completed Sign Permit Application** for all new or changed signage – owner or applicant **MUST** sign the application form.
8. **Submit completed Variance Request Form** for each item requiring a variance from the design guidelines of the respective overlay district – owner or applicant **MUST** sign the request form.
9. **Submit fee** for Design Review as specified on the "Town of Pendleton Fee Schedule." Please make sure to submit all other applicable fees (Sign Permit, Variance Request) to avoid any unnecessary stops in processing of the Design Review Application.



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Sketch/Scale Plan Checklist

For All Uses

General Information (List):

- _____ Scale based on engineer's scale
- _____ North arrow
- _____ Plan date
- _____ Owner name and address
- _____ Site address (with lot number, if applicable)
- _____ Acreage or square footage of parcel
- _____ TMS number
- _____ Zoning classification of property
- _____ Existing use (Example: "Existing Use = Town House")
- _____ Proposed changes to or uses on property (Example: "Proposed Changes = Addition")
- _____ Height and stories of structure
- _____ Footprint area for all structures on the lot (including all accessory buildings)
- _____ Parking calculations (Amount of spaces existing, proposed, total spaces and spaces required)
- _____ Vehicle Use Area (VUA), including all driving/parking surfaces
- _____ Landscape Area (at least 10% of VUA)
- _____ Legend (if symbols are used on sketch/scale plan)
- _____ Any additional information required per overlay district guidelines

For residential construction:

- _____ Number of dwelling units per structure
- _____ Number of total dwelling units
- _____ Density of development (units per acre, not including right-of-way area)
- _____ Number of bedrooms and bathrooms per unit (if addition, list OLD (NEW) numbers)

For commercial construction:

- _____ Gross floor area of all structures, listed as "existing" and "new"

See next page for Sketch/scale drawing and labeling requirements
For All Uses



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Sketch/Scale Plan Checklist (continued) For All Uses

Sketch/Scale Plan (Draw and Label ALL Items and Label *Existing* or *Proposed* where applicable):

- Property lines with dimensions
- Setback lines
- All structures (main and accessory structures) and uses
- Zoning classification of adjacent properties
- Landscape buffer areas, screens, and all other landscaping
- Trees, tree masses, shrubs
- Fences and walls with heights and materials
- Streets with names
- Right-of-ways
- Parking layout, with dimensions of:
 - Drive aisles
 - Parking spaces
 - Planting islands
 - Pedestrian paths
 - ADA parking space locations
- Vision clearance triangles at intersections (25' clearance as in Section 901.3)
- Distance from curb cuts (driveways) to road intersection (20' minimum)
- Points of ingress/egress, or driveways (minimum 9', maximum 20')
- Parking areas and surface materials (pavement, grass, etc.)
- Off-street loading (if applicable)
- Sidewalks (5' minimum width)
- 100 year flood plain
- Sewer & water lines labeled with diameters
- All easements
- Freestanding signs
- Mechanical equipment, service areas, and screens
- Any additional information required per overlay district guidelines



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Architectural sketches (renderings/elevations)

A sketch of the exterior of new construction or additions from all sides of the structure shall include the items below as verified with Town Planning Staff.

- _____ 1) Architectural features
- _____ 2) Proposed materials
- _____ 3) Proposed color samples
- _____ 4) Walls
- _____ 5) Terraces
- _____ 6) Plantings
- _____ 7) Window and door details
- _____ 8) Ornamental light poles, and light coverings attached to structures
- _____ 9) Attached signage
- _____ 10) Any additional information required per overlay district guidelines

Photographs

Photos shall include, but not be limited to:

- _____ 1) All existing structures on the lot from all four sides of the property (if structures exist)
- _____ 2) Structures proposed for demolition (if any)
- _____ 3) Area of structure proposed for repairs, alterations, and additions (if any)
- _____ 4) Perspective view of lot frontage
- _____ 5) Adjoining and adjacent properties
- _____ 6) Any additional photos required per overlay district guidelines

Attachment: A



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Sign permit application

TBP

Date of Submittal: 9-8-25 Request Number (to be filled by staff) _____

Sign Information

Business/Event Name: Anmed

Location of Proposed Sign(s) (911 address): 1005 Meehan Way

TMS #: _____ Zone Classification: PDMU Overlay District: SM

Type of Sign Proposed: Monument

Size of sign (in feet): 6'-11" wide x 13'-2" tall = 80.65 area (sq.ft.) Height (from ground): 13'-2" high

Type of Sign Proposed: Monument

Size of sign (in feet): 7'-3" wide x 6'-10" tall = 44.53 area (sq.ft.) Height (from ground): 6'-10" high

For Permanent Signs, anticipated completion of installation date: _____

For Temporary Signs, Start date: _____ End date: _____

Contact Information

Applicant Name: Tamara Whaley Phone number: _____

Title or Connection to Business/Event: Permit Tech for Palmetto State Sign Installation

Address: _____

Property Owner Name: Marsha Perrotte Phone number: _____

Address: _____

	Business Name	Mailing Address (Street, City, State, Zip)	Contact Person (Last, First, MI)	Phone (xxx)xxx-xxxx	Cost of Job
Sign Contractor	Palmetto State Sign Installation	_____	Tamara Whaley	_____	15,650.00

if more than one subcontractor, please complete and submit the "Business License Subcontractor List"

Applicant/Owner Signature(s)

Applicant Signature: _____ Date: 9/8/2025

Property Owner Signature: _____ Date: _____

Town Approval and Inspection Signatures

Approval Signature: _____ Date: _____

Inspection Signature: _____ Date: _____



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Application Instructions

1. **Complete the application form.** Include the applicant's and property owner's signature(s)*.
 - * The owner's and/or applicant's signature on this form shall also confirm that the tract or parcel of land for which the permit is being applied is not restricted by any recorded covenant or restriction that is contrary to, conflicts with, or prohibits the activity applied for on this form.
2. **Sign Information.** All applicable items under the "Sign Information" section should be completed. Wording or terminology used in this application should be consistent with that used in "Section 902: Sign Ordinance" of the Town of Pendleton Zoning Ordinance. If more than two signs are to be permitted in this application, attach the appropriate sign information as requested in this application for each additional sign.
 - All sign dimensions are based measurements from the outer-most points/edges of the sign.
 - Height is measured from the ground level at the centerline of the roadway (on which the sign is fronting).
 - The anticipated date for completion of the installation of all Permanent Signs should be included.
 - Start and end dates for display of temporary signs should be entered where applicable. Temporary signs may not be permitted for longer than a thirty (30) day period over the course of three (3) months.
3. **Supplemental Pictures, Plans, and Sketches*.** Supplemental materials shall be submitted as necessary to clearly communicate the type, size, and placement of signage on a property or building. These materials may include the following items (all plans and sketches should be drawn to scale):

For *All Signs*:

 - (1) *Photograph(s) or Sketch(es).* These pictures should include the dimensions of the proposed signage (height, width, and square footage) and the wording to be contained on the sign, along with any emblems, insignias, and other adornments.
 - (2) *Building Permit.* If the sign will be lighted or requires concrete footings, a **Building Permit** must be obtained through Anderson County Building Codes Department after approval of this Sign Permit Application.

For *Free-Standing Signs*:

 - (3) *Site Plan.* The site plan should show the specific location of all existing and/or proposed free-standing sign(s) on the site, with the following items drawn and/or labeled:
 - existing or proposed sign
 - distances from the sign(s) to the adjacent property lines and rights-of-way
 - applicable setbacks for the signs

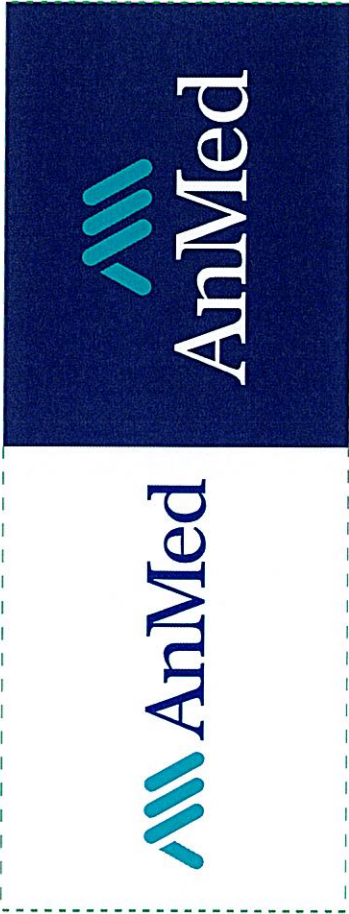
For *Wall Signs or Signs attached to a structure*:

 - (4) *Photograph(s) or Sketch(es).* A current photograph or rendering of the face of the building/structure to which the sign is to be attached with the following items drawn and/or labeled:
 - outline of where the sign will be located on the face of the building/structure
 - dimensions of the face of that building/structure

* Submitted materials should include at least one copy between 8½" x 11" and 11" x 17" in size or a digital copy in PDF format of larger materials.
4. **Application Fee.** A Sign Permit Application Fee of \$30.00 must be paid prior to permit approval.
5. **Inspections.** All work done as permitted by this form and subsequent building permits issued by Anderson County is subject to inspection by Anderson County and the Town of Pendleton to ensure conformance with relevant standards and regulations. Work completed that is not consistent with submitted materials is subject to penalties by the Town of Pendleton and/or Anderson County as applicable.
6. **Permit Expiration.** Any sign permit approval shall become invalid unless the work authorized by it has commenced within six (6) months or completed within one (1) year of the approval date of the permit.

Attachment: B

CLIENT LOGO



COLORS

	Pantone 281c		Pantone 326c		SC-901 White		Pantone Cool Grey 7c		Pantone 200c
	Pantone 267c		Pantone 165c		SC-905 Black		Pantone Cool Grey 1c		Pantone 293c
	Pantone 279c		Pantone 116c						

LETTERSTYLE

AXIFORMA BOOK

ABCDEFHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 1234567890!@#\$\$%&?

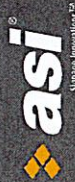
AXIFORMA THIN ITALIC

ABCDEFHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 1234567890!@#\$\$%&?

AXIFORMA BOLD

ABCDEFHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 1234567890!@#\$\$%&?

<input checked="" type="checkbox"/>	Customer Approved	Signature	<i>David Bishop</i>
<input type="checkbox"/>	Approved as Noted	Print Name	David Bishop
<input type="checkbox"/>	Revise & Resubmit	Date	August 15, 2025



asi North Carolina
 600 Milling Parkway, Holly Springs, NC 27540
 ph: 919.822.9669



Project Name Site 040
 Project Address 1005 Meehan Way
 Pendleton, SC 29670

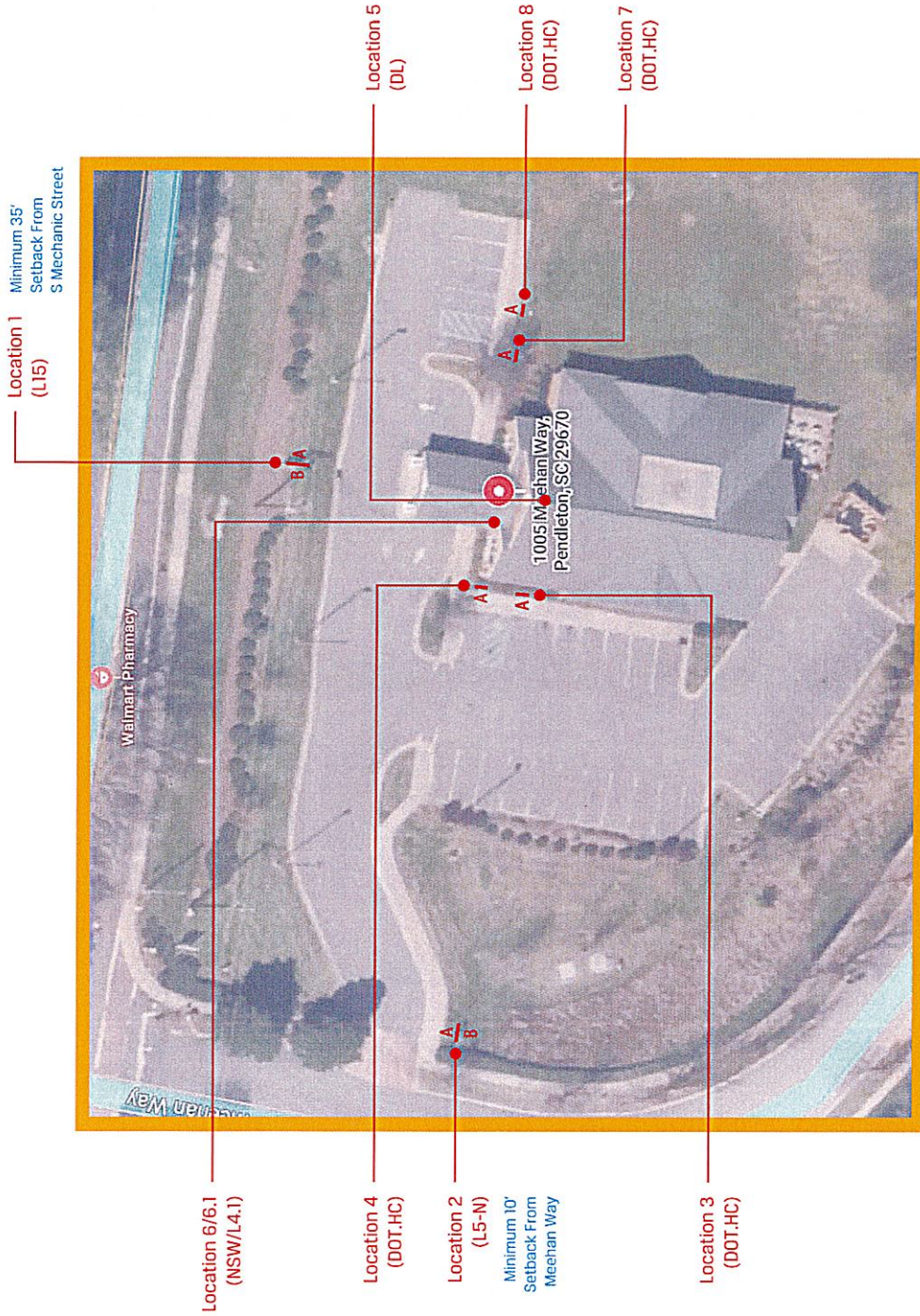
Date 6.18.25
 Revision # Original
 Account Executive JS
 Designer CD
 Order Number 27797

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Page 1 of 1
 Scale 1" = 1"

Location Plan

Site 040



ASI North Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.362.9669



Project Name Site 040

Project Address 1005 Meehan Way
Pendleton, SC 29670

Date 6.18.25
Revision # Original
Account Executive JS
Designer CD
Order Number 27797

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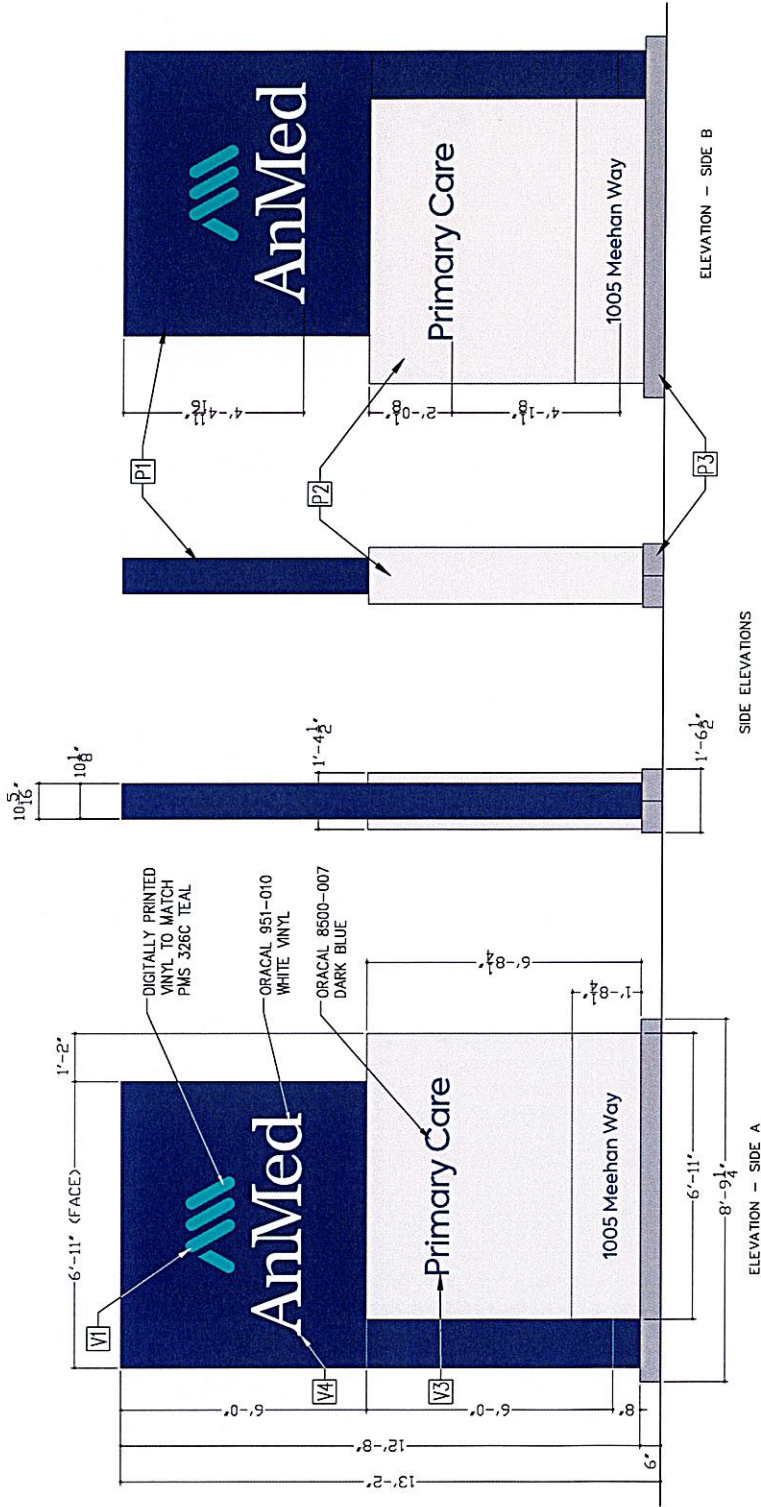
Page 1 of 1
Scale NTS

SITE 040
 N/1 IDENTIFICATION—TALL w/ ADDRESS
 SIGN: L15


Location: 1




PLAN VIEW



PAINT & VINYL SPECIFICATIONS	
P1	PAINT TO MATCH PMS 281C, SATIN FINISH
P2	PAINT TO MATCH PMS COOL GREY 1C, SATIN FINISH
P3	PAINT TO MATCH PMS COOL GREY 7C, SATIN FINISH
P4	PAINT TO MATCH PMS 326C, SATIN FINISH
P5	PAINT TO MATCH MATTHEWS SATIN WHITE
V1	DIGITALLY PRINTED TO MATCH PMS 326C
V2	ORACAL 8500-16 "CRIMSON"
V3	ORACAL 8500-007 "DARK BLUE"
V4	ORACAL 951-010 "WHITE"



asi
Signage Innovation™



AnMed

ASI North Carolina
 600 Irving Parkway, Holly Springs, NC 27540
 ph: 919.302.9669

Project Name **Site 040**
 L15_Non-Illum. ID_Tall w/ Address

Date **8.6.2025**
 Revision # **Original**
 Account Executive
 Designer
 Quote Number

Project Address **1005 Meehan Way**
 Pendleton, SC 29670

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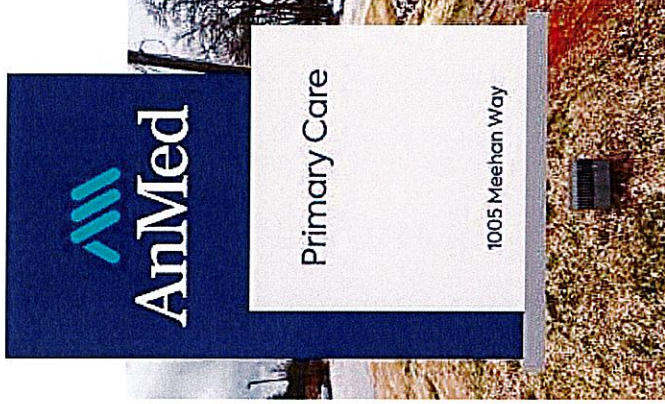
A6800
 Page 1 of 5

Rendering - L15

Site 040



EXISTING



PROPOSED



ASI North Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.362.6669

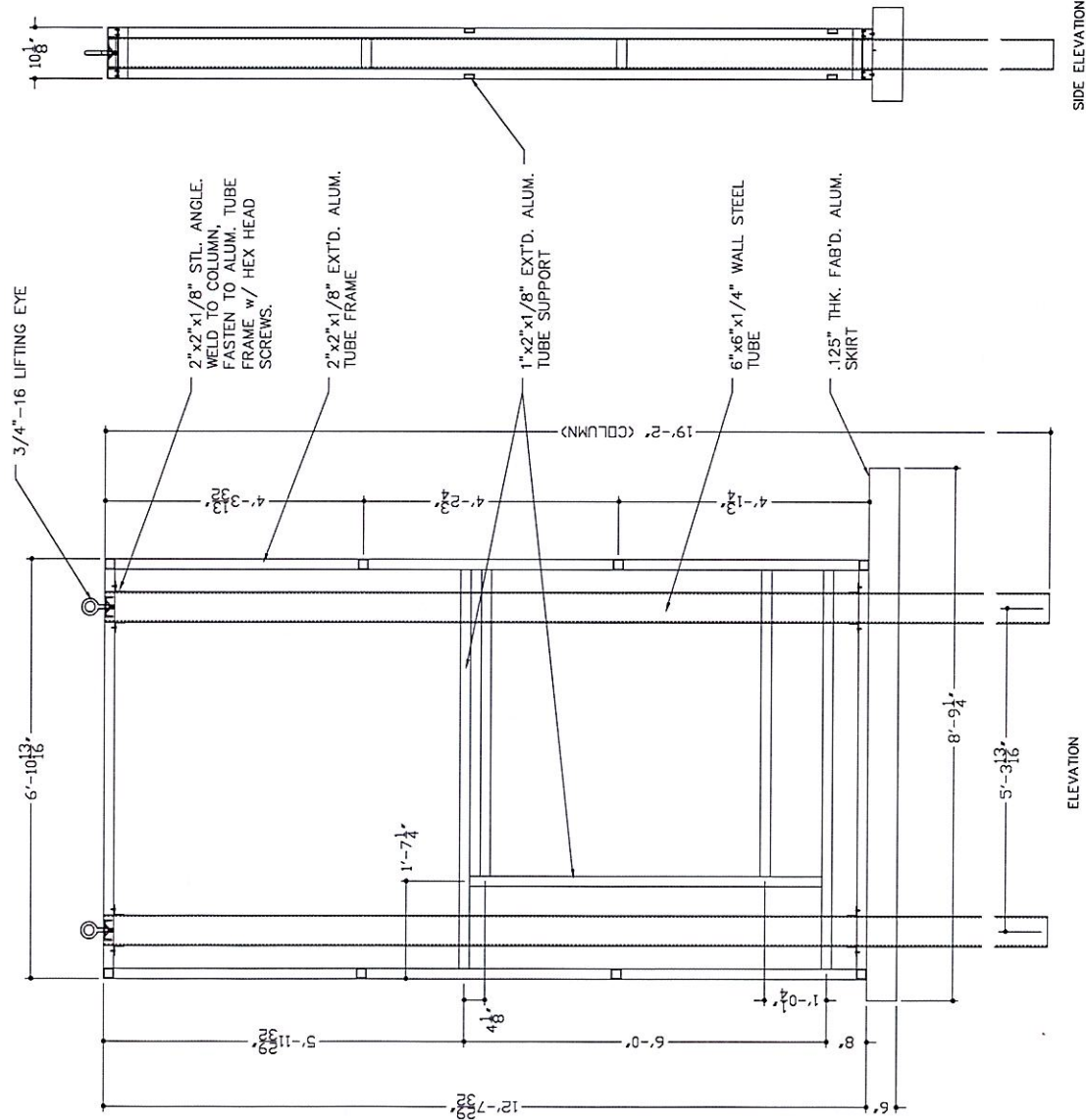
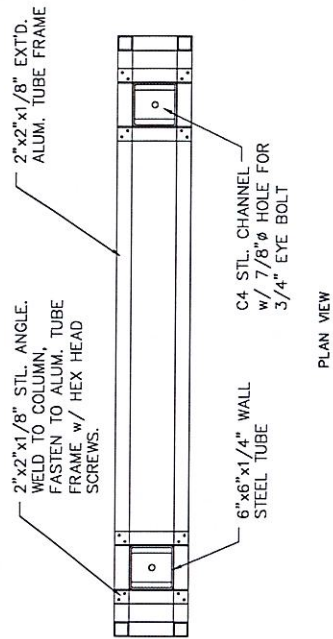


Project Name Site 040

Project Address 1005 Meehan Way
Pendleton, SC 29670

Date 6.18.25
Revision # Original
Account Executive JS
Designer CD
Order Number 27797

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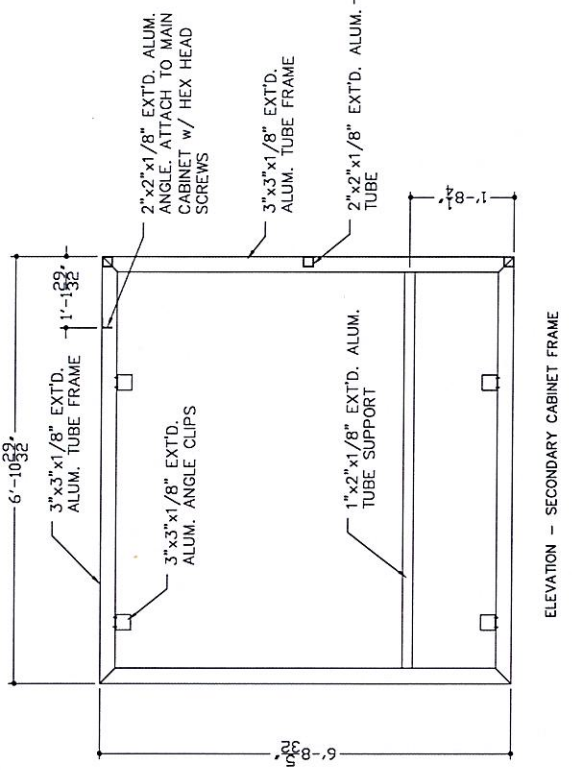
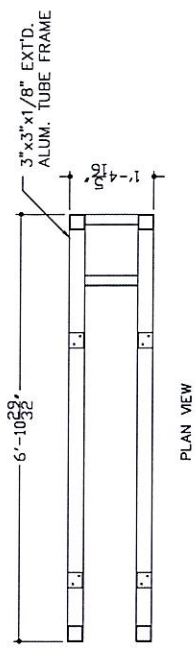
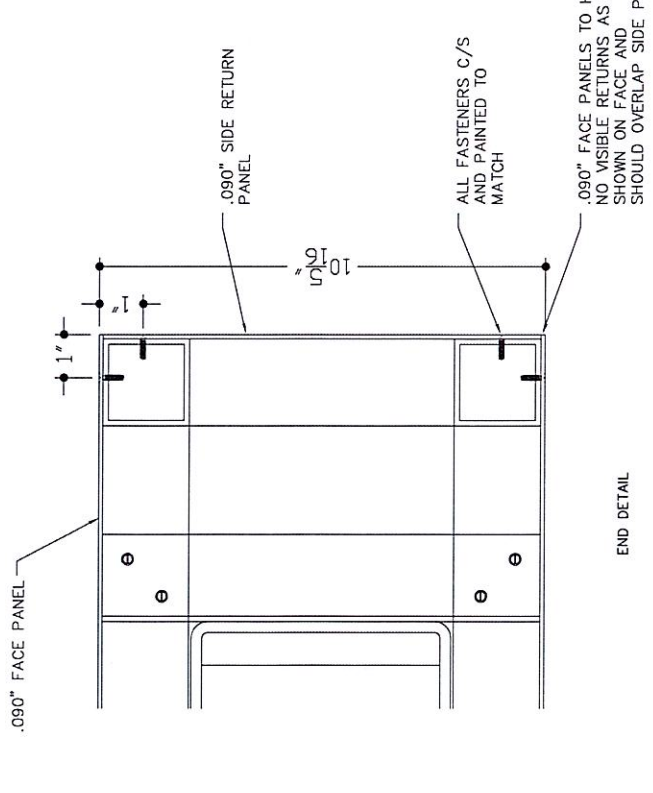
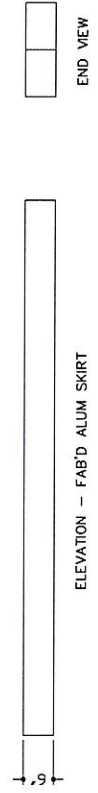
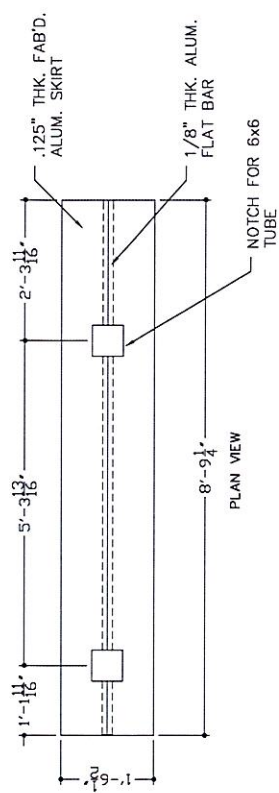


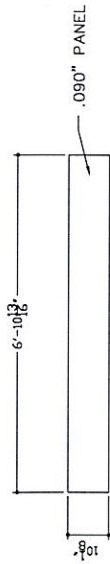
ASI North Carolina
600 Firing Parkway, Holly Springs, NC 27540
Ph: 919.302.9659



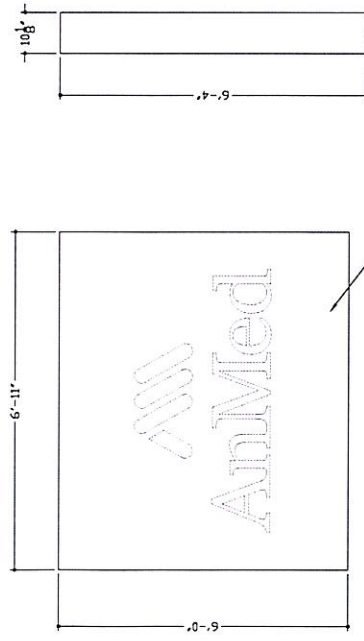
Project Name **Site 040**
L15 Non-Illum. ID, Tall w/ Address
Project Address 1005 Mechan Way
Pendleton, SC 29670

Date **8.6.2025**
Revision # **Original**
Account Executive **Designer**
Quote Number

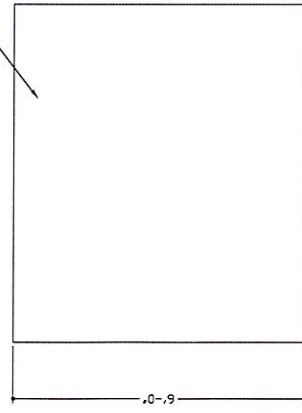




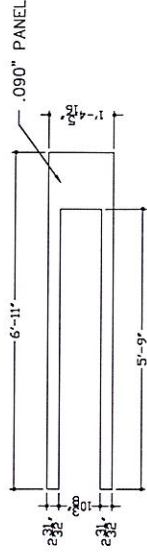
MAIN CABINET TOP FILLER PANEL - (1) REQ'D.



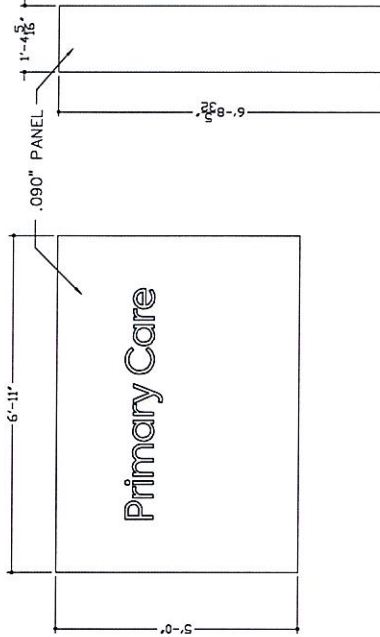
.090" PANEL
MAIN CABINET SIDE FILLER PANELS
(4) REQUIRED



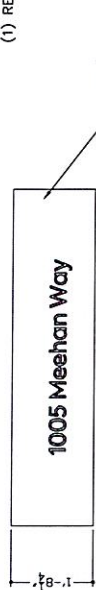
MAIN CABINET FACE PANELS (2) REQ'D. EA.



SECONDARY CABINET TOP FILLER PANEL - (1) REQ'D.

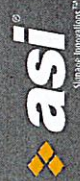


SECONDARY CABINET SIDE FILLER PANEL
(1) REQUIRED



SECONDARY CABINET FACE PANELS (2) REQ'D. EA.

NOTE: ALL PANELS TO BE FASTENED TO FRAME w/ COUNTERSUNK SCREWS, HEADS PAINTED TO MATCH.



asi North Carolina
600 Irving Parkway, Holly Springs, NC 27540
Ph: 919.302.9669



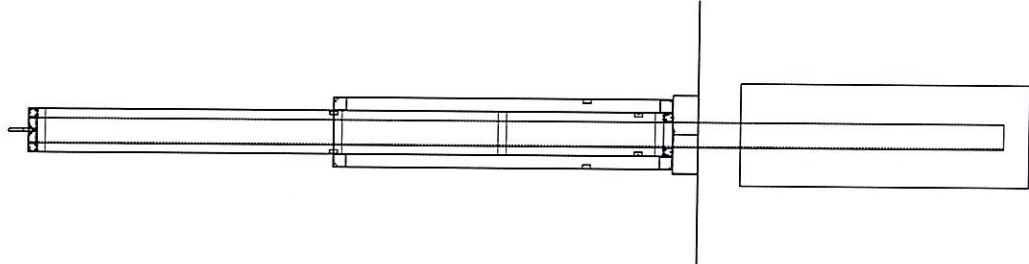
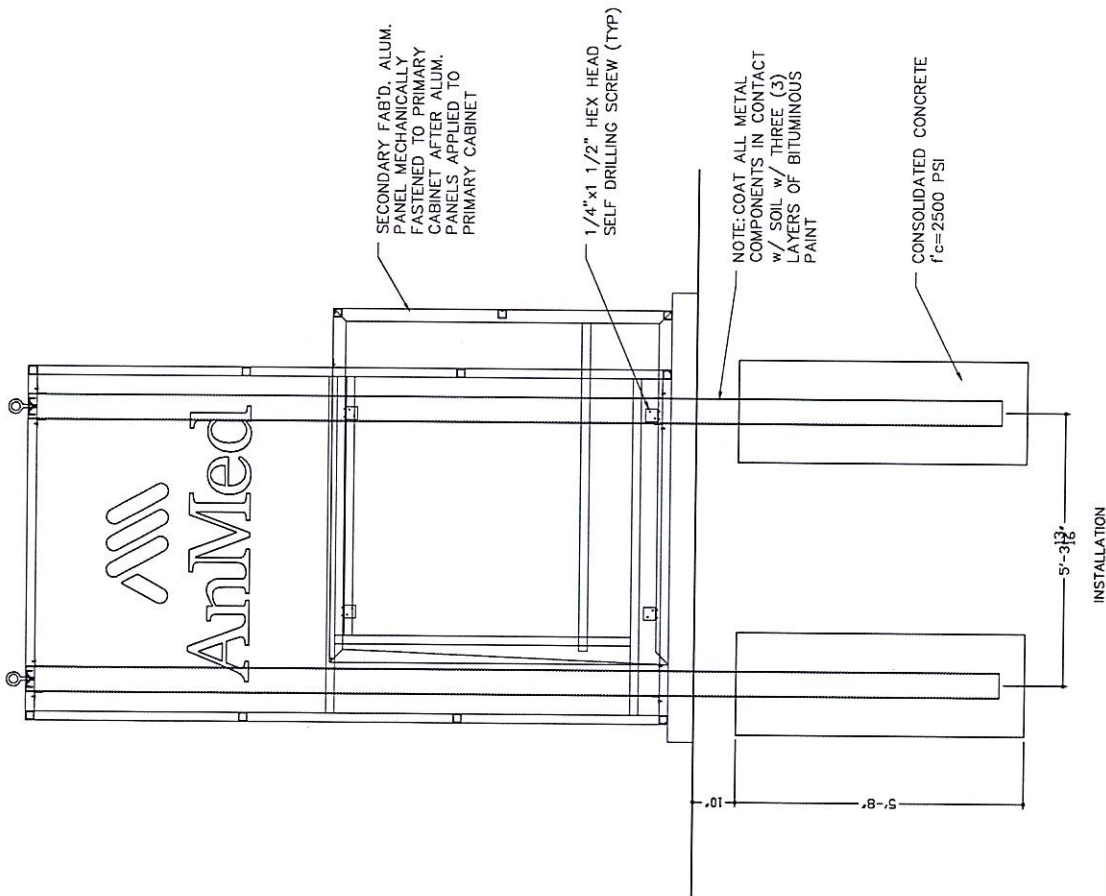
Project Name Site 040
L15, Non-Illum. ID, Tall w/ Address
Project Address 1005 Meehan Way
Pendleton, SC 29670

Date 8.6.2025
Revision # Original
Account Executive Designer
Quote Number

A6800

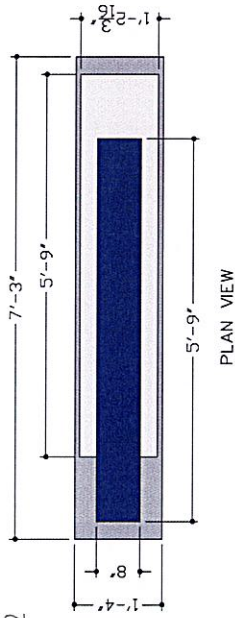
Page 4 of 5

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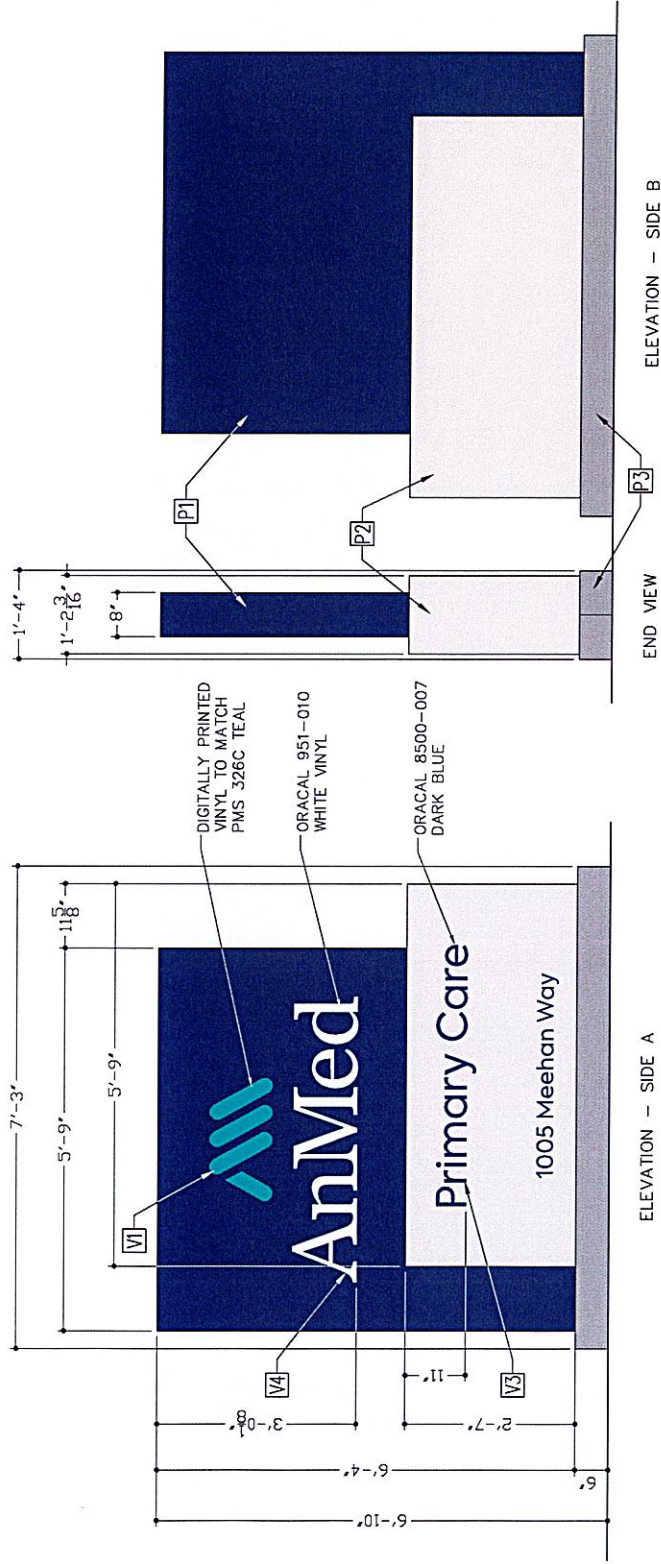
SITE No. 040
 N/1 IDENTIFICATION—SM w/ ADDRESS
 SIGN: L5-N

Location: 2



PLAN VIEW

PAINT & VINYL SPECIFICATIONS	
P1	PAINT TO MATCH PMS 281C, SATIN FINISH
P2	PAINT TO MATCH PMS COOL GREY 1C, SATIN FINISH
P3	PAINT TO MATCH PMS COOL GREY 7C, SATIN FINISH
P4	PAINT TO MATCH PMS 326C, SATIN FINISH
P5	PAINT TO MATCH MATTHEWS SATIN WHITE
V1	DIGITALLY PRINTED TO MATCH PMS 326C
V2	ORACAL 8500-16 "CRIMSON"
V3	ORACAL 8500-007 "DARK BLUE"
V4	ORACAL 951-010 "WHITE"



ELEVATION - SIDE A

ELEVATION - SIDE B



ASI North Carolina
 600 Irving Parkway, Holly Springs, NC 27840
 ph: 919.362.9669



Project Name Site 040
 L5-N, Non-Illum. ID_Sm w/ Address
 Project Address 1005 Meehan Way
 Pendleton, SC 29670

Date 8.6.2025
 Revision # Original
 Account Executive
 Designer
 Quote Number

Rendering - L5-N

Site 040



EXISTING



PROPOSED



ASI North Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.302.9669



Project Name Site 040

Project Address 1005 Meehan Way
Pendleton, SC 29670

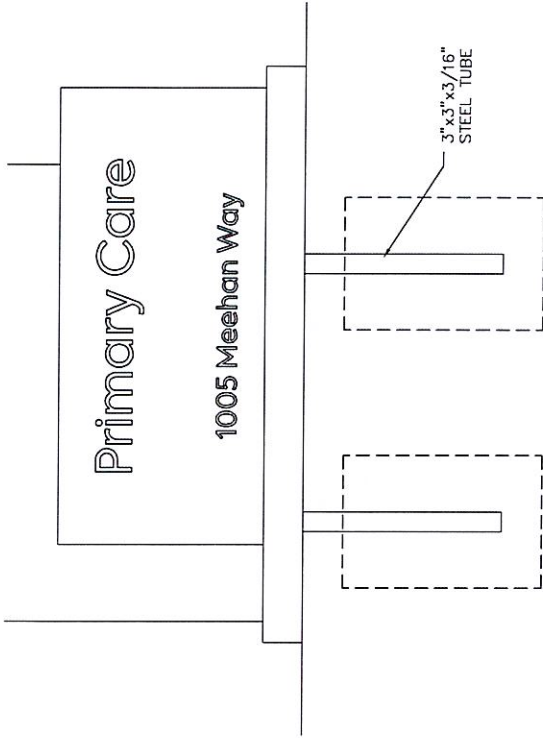
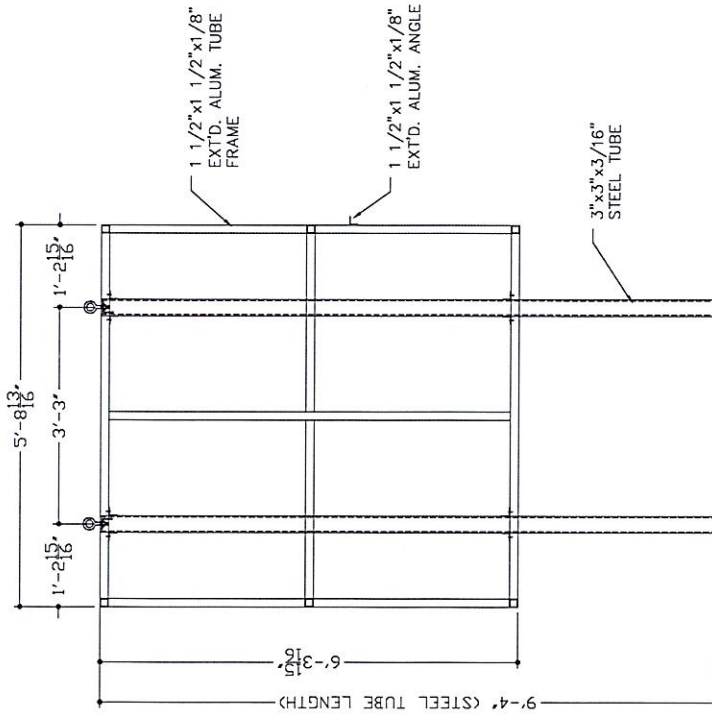
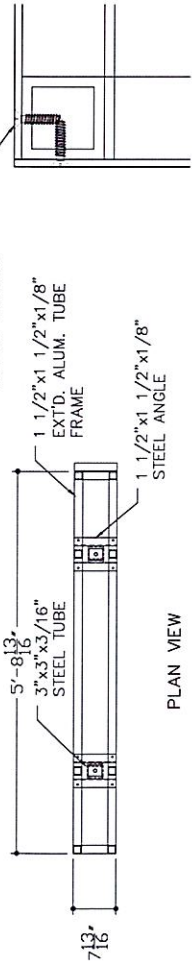
Date 6.18.25
Revision # Original
Account Executive JS
Designer CD
Order Number 27797

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Page 1 of 1

Scale NTS

PANELS ATTACH TO
FRAME w/ C/SUNK SELF
TAPPING SCREWS

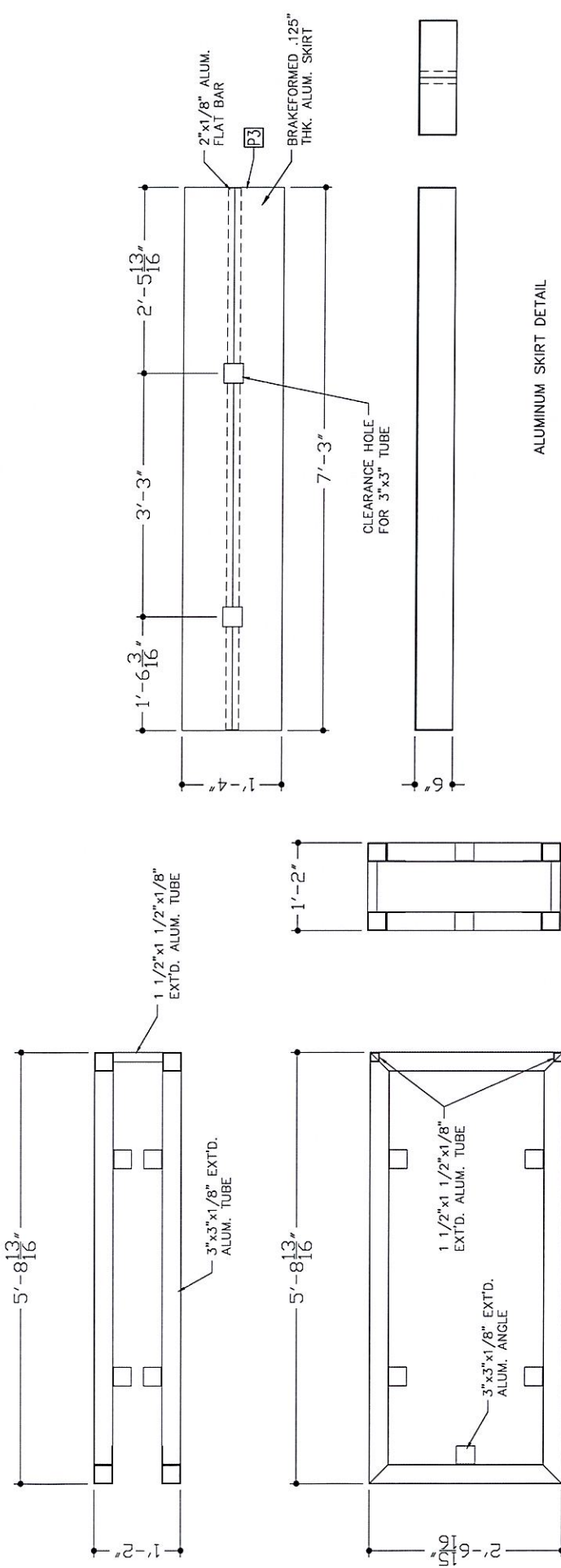


ASI North Carolina
600 Icing Parkway, Holly Springs, NC 27540
Ph: 919.302.5669



Project Name Site 040
L5-N, Non-Illum. ID_Sm w/ Address
Project Address 1005 Meehan Way
Pendleton, SC 29670

Date 8.6.2025
Revision # Original
Account Executive
Designer
Quote Number



FRAME DETAIL - SECONDARY CABINET

ALUMINIUM SKIRT DETAIL

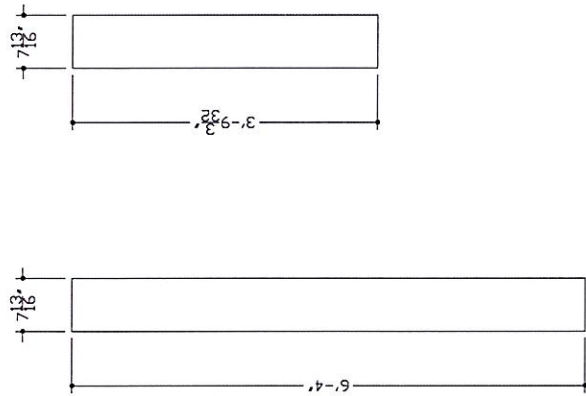


ASINorth Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.352.9669

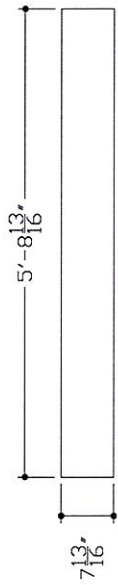


Project Name Site 040
L5-N Non-Illum. ID_Sm w/ Address
Project Address 1005 Meehan Way
Pendleton, SC 29670

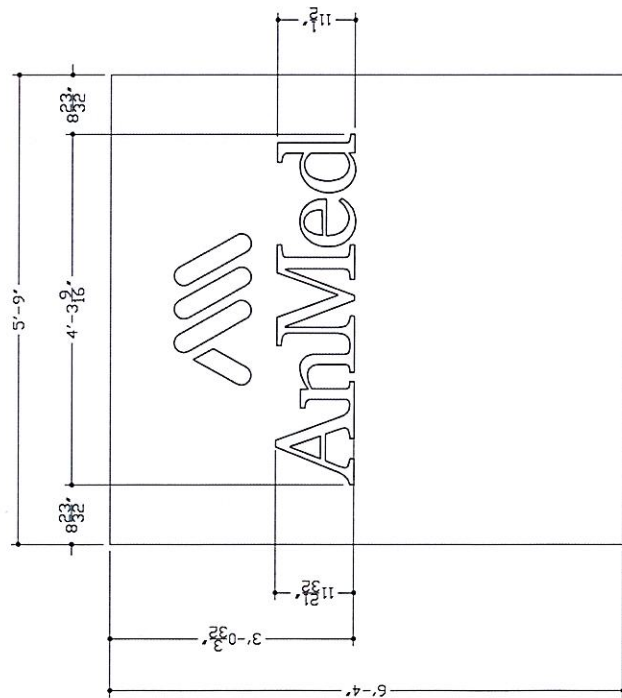
Date 8.6.2025
Revision # Original
Account Executive
Designer
Quote Number



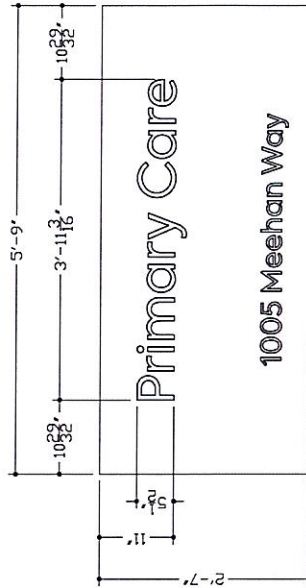
.090" THICK MAIN CABINET SIDE PANELS - (1) REQUIRED EACH



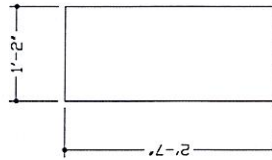
.090" THICK TOP PANEL (1) REQUIRED



.090" THICK MAIN CABINET FACE (2) REQUIRED - GRAPHICS ON (1) PANEL ONLY



.090" THICK LOWER CABINET FACE (2) REQUIRED - GRAPHICS ON (1) PANEL ONLY



.090" THICK LOWER CABINET SIDE PANEL - (1) REQUIRED



ASI North Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.302.1669



Project Name Site 040
L5-NJ Non-Illum. ID_Sm w/ Address
Project Address 1005 Meehan Way
Pendleton, SC 29670

Date 8.6.2025
Revision # Original
Account Executive Designer
Quote Number

Sign Type DOT.HC

DOT Parking Sign (Accessible) - Qty: 4

A ASHPNL-ALU-125-SPX-SGX-1PO-SF

Material: Aluminum Panel

Depth: 1/8"

Graphics Method: Surface Printed on Reflective Vinyl

Letter Style: Highway Gothic Wide, Symbol Provided

Letter Color: Reflective White, PMS 293c (Background)

Back of Panel: Painted PMS Cool Gray 7c

Post: 120" Overall, Painted PMS Cool Gray 7c

Mounting: Direct Burial in Softscape with Concrete,

Face Angle Mounted To Post

REMOVAL SCOPE

ASI to remove existing sign

Locations: 3, 4, 7 & 8

COLORS



Elevation, Complete Unit (1/16" = 1')

Detail: Panel Graphics



ASI North Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.382.9669



Project Name Site 040

Project Address 1005 Meehan Way
Pendleton, SC 29670

Date 6.18.25
Revision # Original
Account Executive JS
Designer CD
Order Number 27797

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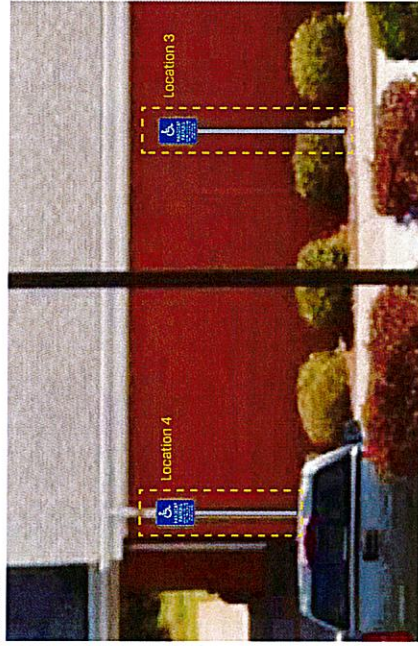
Page 1 of 1
Scale 1/8" = 1"

Sign Type **DOT.HC**
 DOT Parking Sign (Accessible) - Qty: 4

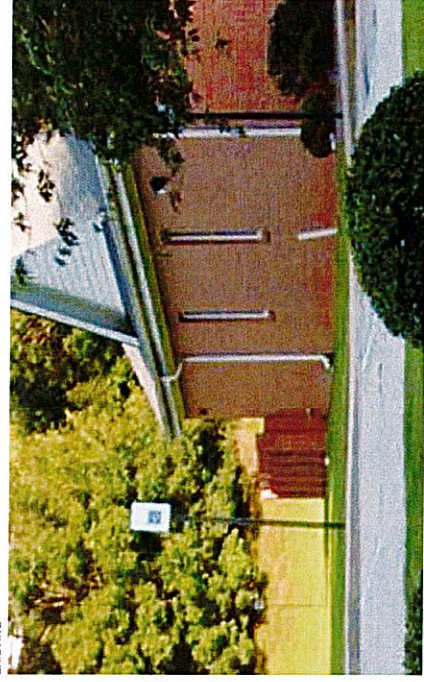
EXISTING



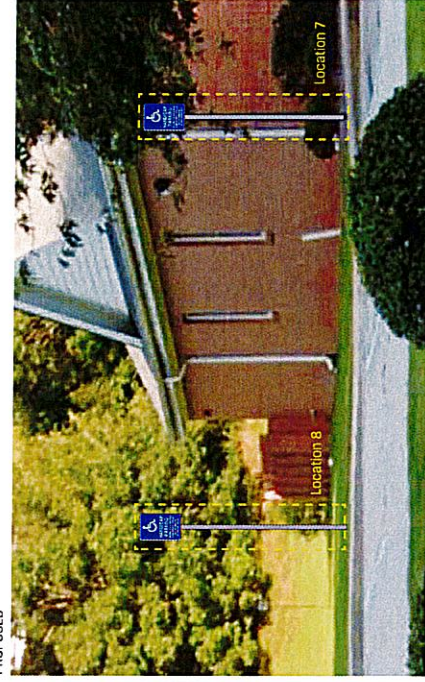
PROPOSED



EXISTING



PROPOSED



ASI North Carolina
 600 Irving Park Way, Holly Springs, NC 27540
 PH: 919.382.9669



Project Name Site 040
 Project Address 1005 Meelhan Way
 Pendleton, SC 29670

Date 6.18.25
 Revision # Original
 Account Executive JS
 Designer CD
 Order Number 27797

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Page 1 of 1
 Scale 1/8" = 1"

Sign Type **DL**
Dimensional Letters - Qty: 1

A ASHLP-250-SPX
Material: Acrylic Lettering
Depth: 1/4"
Graphics Method: Surface Printed (Front & Edges)
Letter Style: Axiforma Book
Letter Color: PMS 281c & PMS 326c
Mounting: Studs & Silicone Adhesive

REMOVAL SCOPE
ASI to remove existing sign

Location: 5



EXISTING



PROPOSED



COLORS



ASINorth Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.342.8669



Project Name Site 040

Project Address 1005 Meehan Way
Pendleton, SC 29670

Date 6.18.25
Revision # Original
Account Executive JS
Designer CD
Order Number 27797

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Page 1 of 1
Scale 1/4" = 1"

Sign Type **NSW**

No Smoking/Weapons Wall Sign - Qty 1

A ASI-PNS-1.5-SPX-SGX-MEC

Material: Fabricated Pan

Depth: 1-1/2" + .090" Aluminum Face

Graphics Method: Surface Printed

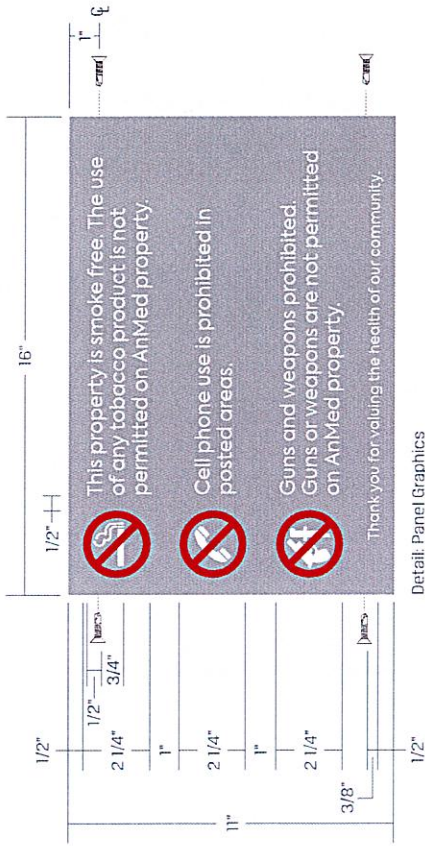
Letter Style: Axiforma Book, Symbols Provided

Letter Color: SC-901 White & PMS 200c (Symbols)

Background Method: Surface Painted (Front & Returns)

Background Color: PMS Cool Grey 7c

Mounting: Angle Mounting Bracket To Wall



Detail: Panel Graphics

REMOVAL SCOPE

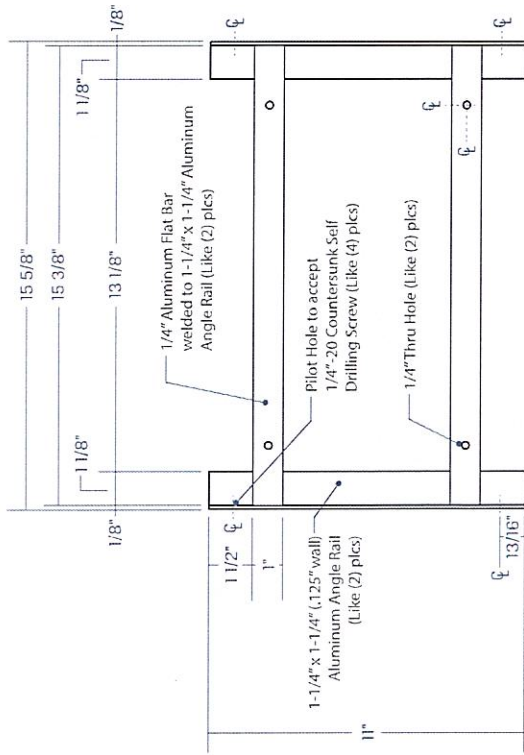
ASI to remove existing sign

Location: 6.1

EXISTING

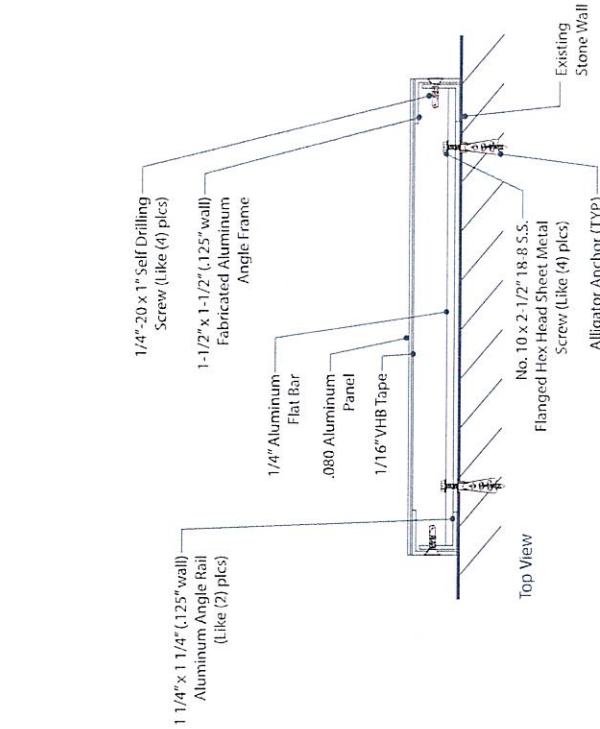


PROPOSED



Detail: Aluminum Mounting Bracket

COLORS



Top View



ASI North Carolina
600 Irving Parkway, Holly Springs, NC 27540
ph: 919.382.9669



Project Name Site 040
Project Address 1005 Meehan Way
Penetration, SC 29670

Date 6.18.25
Revision # Original
Account Executive JS
Designer CD
Order Number 27197

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Page 1 of 1
Scale 1/4" = 1"



LETTER OF AUTHORIZATION

To whom it may concern:

I, Marsha K. Perrotte, landlord/owner of the property located at
1005 Meehan Way Pendelton SC 29670


do hereby authorize ASI Signage and/or its agents to permit, erect and or replace sign(s) at the above location. I authorize the said contractor (or authorized agent) to sign and to notarize permit applications as owner/agent to secure the necessary permits.

By: 
(Property Owner/Landlord Signature)

Print: Marsha K. Perrotte

Date: 9/5/2025

Owner/Landlord Address: AnMed Health
 800 N. Fant Street
 Anderson SC 29621

Contact Phone Number: 

Attachment: C



410501000

41050100

410501

41050177

41000209

1005 MEEHAN WAY, Pendleton, SC, 29670

S MEEHAN WAY

S MECHANIC ST

28

PARCEL HOOK

Pendleton, SC, 29670

Attachment: D

PUBLIC NOTICE

The Town of Pendleton Design Review Board will hold a Public Hearing in the Council Chambers of Town Hall on Thursday, April 02, 2026, at 6:00 pm to receive public comments on the following requests: A building addition/deck for a residential home located 842 Greenville Street, a new sign for the AnMed located at 1005 Meehan Way, installation of mirror tinted windows at 124 Exchange Street, and the overall design for the accessory structure at the Pendleton Library located at 650 South Mechanic Street.

Please run this ad on Wednesday, 03/18/26

Bill ad to:

Ms. Amyee Crawford
Town of Pendleton
310 Greenville Street
Pendleton, S.C 29670

Attachment :D



Attachment: A



PENDLETON

SOUTH CAROLINA
History, Hospitality & Happenings!

Design Review Application

(Please read directions on back of form)

Date of submittal: _____

TMS #: 40-12-01-007 _____ Zoning Classification: Area-wide Business

Property Location (911 address): 650 South Mechanic Street, Pendleton, SC 29670

Name of property owner: Anderson County - Annie Sutton, Director, Anderson County Library System

Phone Number: (_____) _____

Signature of property owner: _____

Name of applicant (if other than owner): Daniel Bonsall, Pendleton Library Branch Manager

Address: 650 South Mechanic Street, Pendleton, SC 29670

Phone Number: (_____) _____

Signature of applicant: _____

Name of Overlay District: Corridor Overlay District

Permit Requested (circle one): **Residential** **Commercial** **Industrial** **Institutional**

Materials to be Included With Application:

Incomplete applications will not be placed on the Design Review Board Agenda for appeal. Please check all supplemental items that have been included with this application:

- _____ Completed Building Permit Request Form
- _____ 604.1(a) Sketch plans for new construction, additions, relocated structures into the overlay district, and new parking areas
- _____ 604.1(b) Architectural sketches (renderings/elevations)
- _____ 604.1(c) Photographs
- _____ 604.1(d) Sign Permit Application Form required for all new signage
- _____ 604.1(e) Variance Application Form is required for all variance requests
- _____ Design Review Application Fee (amount specified on "Town of Pendleton Fee Schedule")

*****OFFICE USE ONLY*****

Date of Completed Application: _____

Date of Review: _____ Hearing Required: **Yes** **No**

Decision by Design Review Board: _____

Approval Signature: _____ Date: _____

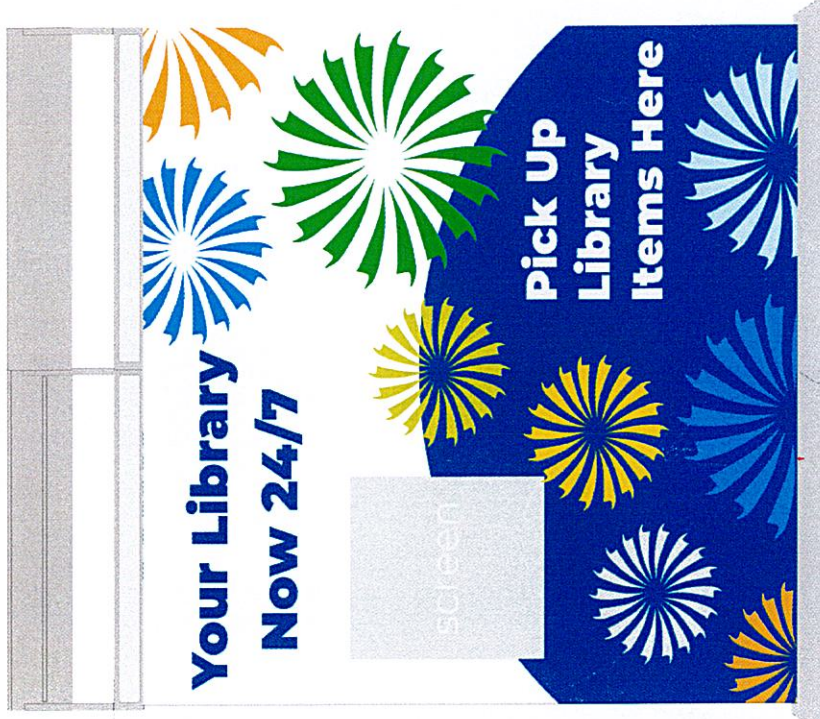
Adtchmofz

Locker Wrap, Concept.



*Not final artwork. Placement subject to change.

Front



Side 1



This 24/7 Locker is brought to you by

PARTNER LOGOS HERE



Side 2



Pendleton Library Pickup Lockers Cover

20' x 8' concrete pad

4 3" x 3" poles

Roof slightly angled – higher on the door side – to allow for rain runoff

All components heavy duty aluminum

Structure color: bronze - matching the existing door and window trim

Mounting for lights underneath



Proposed Site and Structure

Mobile Library Locker System

Commercial aluminum construction.

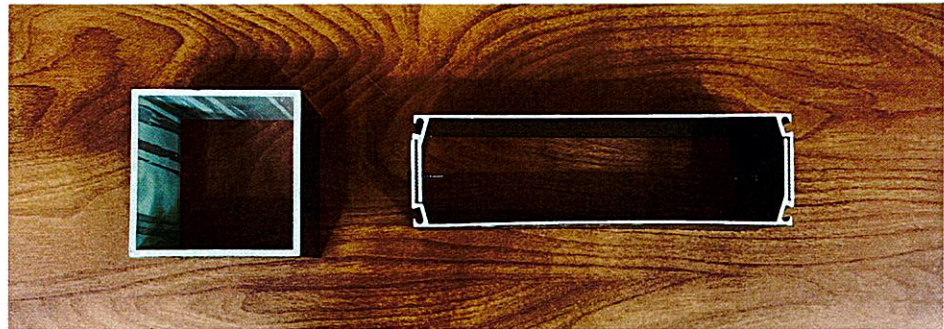
Sidewalk to be widened to accommodate the addition of locker system

Sample image of structure materials and similar commercial application.



Pendleton Library

Accessory Structure Building Material Samples

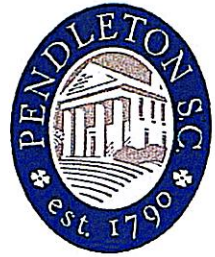


Attachment: B



Town of Pendleton
History, Hospitality, Happenings...HOME

Attachment: C



Sarah Stokowski
Mayor

Steven Miller
Administrator

Amber Barnes
Asst. Administrator

December 16, 2025

Pendleton Branch Library
650 South Mechanic Street
Pendleton, SC 29670

Mr. Daniel Bonsall,

On December 9, 2025, the Pendleton Board of Zoning Appeals reviewed your request for a variance to permit the construction of an accessory structure in the front yard of the Pendleton Branch Library.

The Board of Zoning Appeals approved your request to build the accessory structure as presented, with no additional conditions.

As the property is located within the South Mechanic Street Corridor Overlay, your next step is to submit an application for the design of the structure to the Design Review Board (DRB). Please submit your design application to Town Staff, and a hearing with the DRB will be scheduled at the earliest available time.

If you have any questions or need further clarification, please contact staff at (864) 646-9409.

COUNCIL

Lyn Merchant
Ward 1

Barbara Hamberg
Ward 2

Nancy von Meyer
Ward 3

Jeffrey Van Drie
Ward 4

Respectfully

Owen Rines
Assistant Town Planner & Code Enforcement Officer

Municipal Complex
310 Greenville Street
Pendleton, SC 29670

Phone: 864-646-9409

Fax: 864-646-5425

info@townofpendleton.org
www.townofpendleton.org

Attachment: D

PUBLIC NOTICE

The Town of Pendleton Design Review Board will hold a Public Hearing in the Council Chambers of Town Hall on Thursday, April 02, 2026, at 6:00 pm to receive public comments on the following requests: A building addition/deck for a residential home located 842 Greenville Street, a new sign for the AnMed located at 1005 Meehan Way, installation of mirror tinted windows at 124 Exchange Street, and the overall design for the accessory structure at the Pendleton Library located at 650 South Mechanic Street.

Please run this ad on Wednesday, 03/18/26

Bill ad to:

Ms. Amyee Crawford
Town of Pendleton
310 Greenville Street
Pendleton, S.C 29670

Attachment: D





PENDLETON

SOUTH CAROLINA
History, Hospitality & Happenings!

Design Review Application

(Please read directions on back of form)

Date of submittal: 9/16/2025

TMS #: 40 - 10 - 11 - 019 Zoning Classification: CB

Property Location (911 address): 124 EXCHANGE ST

Name of property owner: _____

Phone Number: (____) _____ -- _____ Email: _____

Signature of property owner: _____

Name of applicant (if other than owner): ROBERT OPPENHEIM

Address: US SENATE SERGEANT AT ARMS

Phone Number: (____) _____ Email: _____

Signature of applicant: _____

Name of Overlay District: TOWN SQUARE OVERLAY

Permit Requested (circle one): Residential Commercial Industrial Institutional

Materials to be Included With Application:
Incomplete applications will not be placed on the Design Review Board Agenda for appeal. Please check all supplemental items that have been included with this application:

- _____ Completed Building Permit Request Form
- _____ 604.1(a) Sketch plans for new construction, additions, relocated structures into the overlay district, and new parking areas
- _____ 604.1(b) Architectural sketches (renderings/elevations)
- 604.1(c) Photographs
- _____ 604.1(d) Sign Permit Application Form required for all new signage
- 604.1(e) Variance Application Form is required for all variance requests
- _____ Design Review Application Fee (amount specified on "Town of Pendleton Fee Schedule")

OFFICE USE ONLY

Date of Completed Application: _____

Date of Review: 12/18/2025

Hearing Required: Yes No

Decision by Design Review Board: _____

Approval Signature: _____ Date: _____

PUBLIC NOTICE

The Town of Pendleton Design Review Board will hold a Public Hearing in the Council Chambers of Town Hall on Thursday, April 02, 2026, at 6:00 pm to receive public comments on the following requests: A building addition/deck for a residential home located 842 Greenville Street, a new sign for the AnMed located at 1005 Meehan Way, installation of mirror tinted windows at 124 Exchange Street, and the overall design for the accessory structure at the Pendleton Library located at 650 South Mechanic Street.

Please run this ad on Wednesday, 03/18/26

Bill ad to:

Ms. Amyee Crawford
Town of Pendleton
310 Greenville Street
Pendleton, S.C 29670



PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

VARIANCE APPLICATION

(For Variances from the Zoning Ordinance)

SUBMITTAL

For Variance applications, applicant must submit:

- 1) A completed application form with the owner's signature.
- 2) A drawing (site plan/plot plan/plat) to scale must be submitted showing the property boundaries and dimensions, north arrow, scale, property address, owner's name, all structure's footprints, distance of each structure (STRUCTURE INCLUDES SIGNS) to the nearest property line, label each structure "existing" or "proposed," show all vehicle use areas, parking spaces, and buffer areas (if required), with the variance area highlighted.
- 3) A written narrative describing and supporting the variance request with information per Section 502.2 of the Zoning Ordinance. See attached supplemental information sheet for details.
- 4) Application Fee: Residential \$100.00, Commercial \$200.00
- 5) Deadline is 30 days prior to next meeting for adequate time to advertise request.

Variance Request from Zoning Ordinance Section(s): Overlay District Maintenance & Protection Standards, Section B. Front Facades, Subsection 6. Display Windows

Briefly describe variance request (attach description if necessary): See Attached

Property Address: 124 Exchange St, Pendleton

Subdivision Name (if applicable): _____

Zoning District: [REDACTED] Tax Map Number: 040-10-11-019

Applicant(s) Name (if other than owner): Robert Oppermann

Address: US Senate Sergeant at Arms

Phone number: [REDACTED] Email: [REDACTED]

Applicant(s) Signature: _____

Owner(s) Name: Jerome M. and Kathy A Rhodes

Address: [REDACTED]

Phone number: [REDACTED] Email: [REDACTED]

Owner(s) Signature: [REDACTED]

*****OFFICE USE ONLY*****

Date received: 9/16 Fee Paid: 50.00 Receipt number: _____

Date Advertised: 11/26 Hearing Date: 12/18/2025 Date Sign Posted: 10/9/2025

TOWN STAFF RECOMMENDATION: APPROVED: _____ DENIED: _____

BOARD OF ZONING APPEALS DECISION: APPROVED: _____ DENIED: _____

Comments: _____

Attachment ; A



PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

SUPPLEMENTAL INFORMATION SHEET FOR VARIANCES

(Per Section 502 of the Zoning Ordinance)

To authorize upon appeal in specific cases a variance from the terms of the Ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done. Such variance may be granted in such individual case of unnecessary hardship only upon finding by the Zoning Board of Adjustment that all of the following factors exist. This is a provision of Act 407 of 1967 South Carolina Code of Laws.

In order to justify approval of any variance, the Board considers four criteria. Please answer all of the following four items. (Use additional sheets, if needed.) **All questions must be answered.**

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography. DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

See Attached

2. The application of the Ordinance on this particular piece of property would create an unnecessary hardship. DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

See Attached

3. Such conditions are peculiar to the piece of property involved. DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

See Attached

4. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance or the Land Use Plan, provided, however, that no variance may be granted for a use of land or building or structure that is prohibited in a given district by this Ordinance. **Economic Hardship shall not be deemed the sole basis for relief.** DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

See Attached

Designation of Agent [complete only if owner is not applicant]:

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application:

Date: 9-9-25 Owner Signature: Jerome Rhodes
 Date: 9-9-25 Owner Signature: Thathy Rhodes

Briefly describe the variance request:

The variance request seeks approval for the mirror tint on the storefront, which is a critical element of our ballistic protection system. This system aims to safeguard Senate employees and their constituents from firearms, particularly given the rising incidents of political violence and threats directed at the legislative branches.

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography. DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

The property is situated at street level with both walk-up and drive-by access, leaving its occupants exposed to public view and potential threats. This level of accessibility raises serious security concerns, particularly considering the unprecedented rise in violent actions targeting government offices, staff, and their constituents.

2. The application of the ordinance on this particular piece of property would create an unnecessary hardship. DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

The property's street-level visibility and exposure—featuring large storefront windows—particularly in the absence of mirrored window film—significantly compromise both the safety and confidentiality of the personnel and operations within. This office is tasked with assisting congressional constituents on a daily basis, often handling sensitive or private matters. The lack of visual shielding not only increases vulnerability to potential threats but also undermines the secure and discreet environment necessary for effective public service.

3. Such conditions are peculiar to the piece of property involved. DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

The conditions affecting this property are peculiar due to its unique combination of location, design, and physical features. Positioned at street level with expansive storefront windows and direct walk-up and drive-by access, the property lacks natural barriers or setbacks that would typically provide a degree of separation and security. This design leaves the interior highly

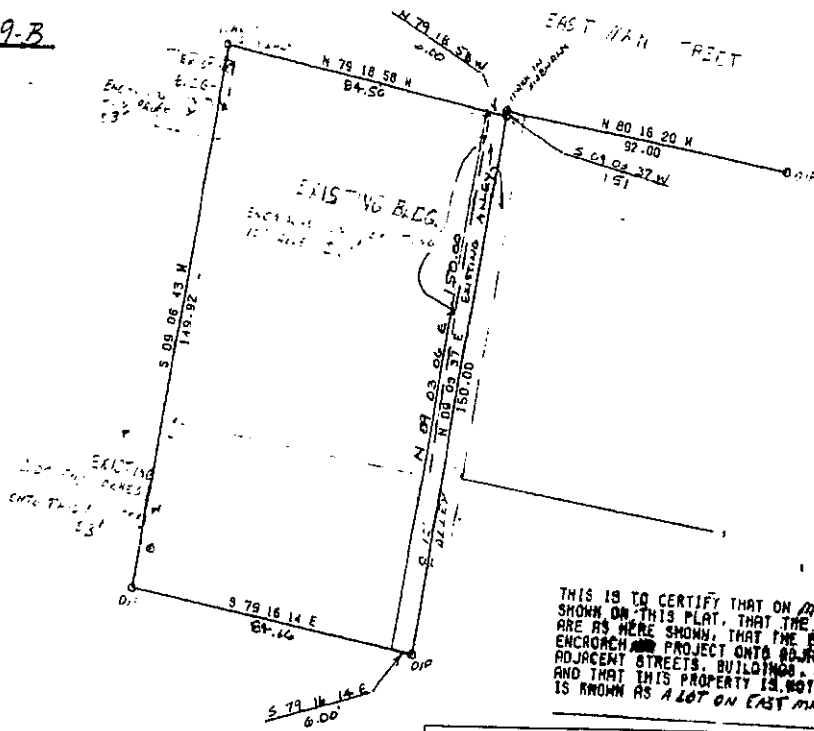
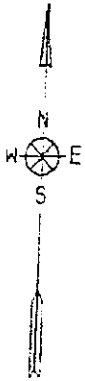
exposed to public view, creating privacy, safety, and operational challenges that are not commonly present in similar properties. These factors are specific to this occupant's use and are not shared by surrounding occupants, making the conditions both exceptional and site-specific.

4. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance or the Land Use Plan, provided, however, that no variance may be granted for a use of land or building or structure that is prohibited in a given district by this Ordinance. Economic hardship shall not be deemed the sole basis for relief. DESCRIBE HOW THIS APPLIES TO YOUR PROPERTY:

Granting relief in this case would not result in substantial detriment to the public good, nor would it compromise the intent or purpose of the Ordinance or the Land Use Plan. The requested variance does not propose a prohibited use but instead addresses unique site conditions—specifically, street-level exposure, absence of setbacks, and extensive storefront glazing—that present significant security and privacy concerns tied to the property's federally affiliated function. The relief sought is narrowly focused on enhancing life safety and operational integrity, without altering the character of the surrounding neighborhood or negatively impacting adjacent properties. This request is based solely on site-specific physical challenges and not on economic hardship, and it aligns with the overarching goals of responsible land use, public safety, and accessible constituent service.

1157.3

SLIDE 79 PAGE 9-B



JUN 20 4 01 PM '89

RECORDED THIS 20 DAY
 OF June A.D. 1989
 SHEET 79 PAGE 9-B
 4:01 P.M.
 Shelby D. Quattlebaum, C.C.C.P.
 ANDERSON COUNTY, S.C.

THIS IS TO CERTIFY THAT ON May 18, 1989 I SURVEYED THE PROPERTY SHOWN ON THIS PLAT, THAT THE PROPERTY LINES, BUILDINGS, AND WELLS ARE AS HERE SHOWN, THAT THE BUILDINGS LOCATED ON THE LOT ENCRACH PROJECT ONTO ADJACENT STREETS OR PROPERTY, THAT ADJACENT STREETS, BUILDINGS, OR WELLS ENCRACH ONTO THIS PROPERTY, AND THAT THIS PROPERTY IS NOT IN A FLOOD PRONE AREA. THIS PROPERTY IS KNOWN AS A LOT ON EAST MAIN ST.

CLEMSON ENGINEERING SERVICES

ACREAGE - 0.29 (DMD)
 PLAT OF UNBALANCED TRAVERSE
 PRECISION OF FIELD SURVEY - 1:10000
 SCALE 1 IN. = 30 FT.

30 0 30

DATE: MAY 18, 1989 Revised 6-5-89
 STATE OF SOUTH CAROLINA
 COUNTY OF ANDERSON
 TOWNSHIP OF PENOLETON
 ON EAST MAIN ST.

PLAT PREPARED FOR
 RICHARD S. QUATTLEBAUM
 SHELBY S. QUATTLEBAUM

I CERTIFY THE FIELD SURVEY PRECISION WAS NOTED AND THAT THE AREA WAS CALCULATED BY THE DMD METHOD

R. Jay Cooper
 R. JAY COOPER P.E. & L.S. #4882
 PHONE 803-654-2573

NOTE: ALL CORNERS MARKED BY IRON PINS UNLESS OTHERWISE INDICATED
 REF. PLAT BY SHIM 3-5-79 FIELD WORK BY CARTER-COOPER

ATTACHMENT: B





Attachment: B



124 EXCHANGE ST, Pendleton, SC, 29670

401011005

401011004

401011019

401011003 600

401011002

401011003

401011021

EXCHANGE ST

Attachment: C

Attachment: 0



PUBLIC NOTICE

The Town of Pendleton Design Review Board will hold a Public Hearing in the Council Chambers of Town Hall on Thursday, December 18, 2025, at 6:00 pm to receive public comments on window alterations to 124 Exchange Street inside the Town Square Overlay District. This meeting is open to the public.

Please run this ad on Wednesday, November 26, 2025

Bill ad to:

Ms. Amyee Crawford
Town of Pendleton
310 Greenville Street
Pendleton, S.C 29670



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440-07-01-010 Attachment: A

Design Review Application

(Please read directions on back of form)

Date of submittal: 12-1-25

TMS #: 0040-0701-0100-0000 Zoning Classification: R2

Property Location (911 address): 842 GREENVILLE ST PENDLETON SC 29670

Name of property owner: LLOYD PAUL GANSS

Phone Number: [REDACTED]

Signature of property owner: Lloyd Paul Ganss

Name of applicant (if other than owner): _____

Address: _____

Phone Number: (_____) _____ -- _____ Email: _____

Signature of applicant: _____

Name of Overlay District: Greenville Street Corridor Overlay

Permit Requested (circle one): Residential Commercial Industrial Institutional

Materials to be Included With Application:

Incomplete applications will not be placed on the Design Review Board Agenda for appeal. Please check all supplemental items that have been included with this application:

- Completed Building Permit Request Form
- 604.1(a) Sketch plans for new construction, additions, relocated structures into the overlay district, and new parking areas
- 604.1(b) Architectural sketches (renderings/elevations)
- 604.1(c) Photographs
- 604.1(d) Sign Permit Application Form required for all new signage
- 604.1(e) Variance Application Form is required for all variance requests
- Design Review Application Fee (amount specified on "Town of Pendleton Fee Schedule")

OFFICE USE ONLY

Date of Completed Application: 12-1-25

Date of Review: _____

Hearing Required: Yes No

Decision by Design Review Board: _____

Approval Signature: _____ Date: _____



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Applicant Instructions:

1. **Submit completed Building Permit Request Form** and all supplemental materials to the request form – owner or applicant **MUST** sign it.
2. **Complete a Design Review application form** - owner and applicant **MUST** sign it.
3. Submit all materials on paper sized 8½" x 11" up to 11" x 17". Materials printed in larger sizes will require additional copies (approximately ten (10) copies of all materials)
4. **Submit two (2) copies of the sketch plan** for new construction, building additions, structure relocation, or new pavement/parking. This will be required instead of the scale plan for the Building Permit Request Form. Please use the checklist provided on Page 3 and 4 as a reference for items required on the sketch plan.
5. **Submit two (2) copies of Architectural sketches (renderings/elevations)** for all new construction and building additions. Please use the checklist provided on Page 5 as a reference for items requiring architectural sketches.
6. **Submit two (2) copies of photographs** for all development on a site within the overlay district boundaries also including building relocation and demolition. Photographs shall also be provided in digital format on CD, DVD, or other form mutually agreed by the Town. Please use the checklist on Page 5 as a reference for views required in photographs.
7. **Submit completed Sign Permit Application** for all new or changed signage – owner or applicant **MUST** sign the application form.
8. **Submit completed Variance Request Form** for each item requiring a variance from the design guidelines of the respective overlay district – owner or applicant **MUST** sign the request form.
9. **Submit fee** for Design Review as specified on the "Town of Pendleton Fee Schedule." Please make sure to submit all other applicable fees (Sign Permit, Variance Request) to avoid any unnecessary stops in processing of the Design Review Application.



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Sketch/Scale Plan Checklist

For All Uses

General Information (*List*):

- _____ Scale based on engineer's scale
- _____ North arrow
- _____ Plan date
- _____ Owner name and address
- _____ Site address (with lot number, if applicable)
- _____ Acreage or square footage of parcel
- _____ TMS number
- _____ Zoning classification of property
- _____ Existing use (Example: "Existing Use = Town House")
- _____ Proposed changes to or uses on property (Example: "Proposed Changes = Addition")
- _____ Height and stories of structure
- _____ Footprint area for all structures on the lot (including all accessory buildings)
- _____ Parking calculations (Amount of spaces existing, proposed, total spaces and spaces required)
- _____ Vehicle Use Area (VUA), including all driving/parking surfaces
- _____ Landscape Area (at least 10% of VUA)
- _____ Legend (if symbols are used on sketch/scale plan)
- _____ Any additional information required per overlay district guidelines

For residential construction:

- _____ Number of dwelling units per structure
- _____ Number of total dwelling units
- _____ Density of development (units per acre, not including right-of-way area)
- _____ Number of bedrooms and bathrooms per unit (if addition, list OLD (NEW) numbers)

For commercial construction:

- _____ Gross floor area of all structures, listed as "existing" and "new"

See next page for Sketch/scale drawing and labeling requirements
For All Uses



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Sketch/Scale Plan Checklist (continued) For All Uses

Sketch/Scale Plan (Draw and Label ALL Items and Label *Existing* or *Proposed* where applicable):

- Property lines with dimensions
- Setback lines
- All structures (main and accessory structures) and uses
- Zoning classification of adjacent properties
- Landscape buffer areas, screens, and all other landscaping
- Trees, tree masses, shrubs
- Fences and walls with heights and materials
- Streets with names
- Right-of-ways
- Parking layout, with dimensions of:
 - Drive aisles
 - Parking spaces
 - Planting islands
 - Pedestrian paths
 - ADA parking space locations
- Vision clearance triangles at intersections (25' clearance as in Section 901.3)
- Distance from curb cuts (driveways) to road intersection (20' minimum)
- Points of ingress/egress, or driveways (minimum 9', maximum 20')
- Parking areas and surface materials (pavement, grass, etc.)
- Off-street loading (if applicable)
- Sidewalks (5' minimum width)
- 100 year flood plain
- Sewer & water lines labeled with diameters
- All easements
- Freestanding signs
- Mechanical equipment, service areas, and screens
- Any additional information required per overlay district guidelines



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Architectural sketches (renderings/elevations)

A sketch of the exterior of new construction or additions from all sides of the structure shall include the items below as verified with Town Planning Staff.

- _____ 1) Architectural features
- _____ 2) Proposed materials
- _____ 3) Proposed color samples
- _____ 4) Walls
- _____ 5) Terraces
- _____ 6) Plantings
- _____ 7) Window and door details
- _____ 8) Ornamental light poles, and light coverings attached to structures
- _____ 9) Attached signage
- _____ 10) Any additional information required per overlay district guidelines

Photographs

Photos shall include, but not be limited to:

- _____ 1) All existing structures on the lot from all four sides of the property (if structures exist)
- _____ 2) Structures proposed for demolition (if any)
- _____ 3) Area of structure proposed for repairs, alterations, and additions (if any)
- _____ 4) Perspective view of lot frontage
- _____ 5) Adjoining and adjacent properties
- _____ 6) Any additional photos required per overlay district guidelines



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Attachment: A

Building Permit Request Form

(Please read instructions on back of form)

Date of submittal: 12-1-25 Request Number (to be filled by Staff): _____ - _____

Property and Contact Information

TMS #: 044 - 07 - 01 - 010 Zoning Classification: R2

Property Location (911 address): 842 GREENVILLE ST PENDLETON SC 29670

Name of property owner: LOYD PAUL GANSS Phone: _____

Name of applicant (if other than owner): _____

Contact Person Name: _____ Phone: _____

Contact Person Address: _____

Setbacks: Front 30' Side 8' Opposite Side 8' Rear 15'

Permit Requested (circle one): Residential Commercial Industrial Institutional Agricultural

Use Classification (single-family, church, restaurant, retail, etc.): Description

Type of Permit (check all needed):

Category 1 (additional forms or materials required – see instructions):

- New Construction
- Building Addition/Deck
- Accessory Structure
- Structure Relocation
- Manufactured Home
- Change of Use
- Grading/Excavation
- Tree Felling/Clearing
- New Pavement/Parking

Category 2 (no additional forms required):

- Interior Renovation
- Exterior Renovation
- Roof
- Plumbing
- Electrical/Mechanical
- Demolition

**“Building Permit Request” holder is responsible to contact Pendleton Public works for all utility disconnects _____

Description of	Business Name	Mailing Address	Contact Person	Phone	Cost of Job
General Contractor					
Subcontractor					

If more than one subcontractor, please complete and submit the “Business License Subcontractor List” on page 3.

Approval Signatures

Signature of property owner or applicant:  Date: _____

Approved for issuance by Town Official: _____ Date: _____



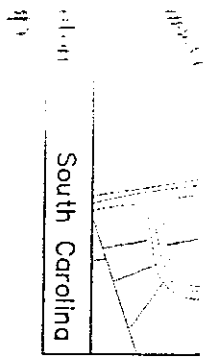
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Application Instructions:

1. **Complete the application form** with owner or applicant signature*.
 - * The owner's or applicant's signature on this form shall also verify that the tract or parcel of land for which the permit is being applied is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity applied for on this form.
2. **Submit two (2) copies of the site plan** for any "Type of Permit" listed under Category 1. Please use the appropriate "Site Plan Checklist" for these applications. In addition to the site plan, applications for new construction, additions, or change of use should also include 2 copies of floor plans. Site plans must include an approval signature by the Public Utilities Department prior to being submitted with this form.
3. Property located on Mechanic Street, Queen Street, or Greenville Street may be subject to Design Corridor Guidelines and Review – an application with required supplemental materials must be reviewed by the Design Review Board before a permit can be issued (*Please see staff for district boundaries and listings of required supplemental materials*).
4. There are no fees for Building Permit Request reviews (fees may apply for Building Permit reviews and inspections with Anderson County).
5. For **new construction** or **change of use**, sewer and water letters are required from the Public Utilities Director. Sewer and water capacity fees must be paid prior to approval of the Building Permit Request Form.
6. For **any construction** (new construction, additions, or adding any impermeable surfaces) or **land disturbing activity** (clearing, grading, and excavating) as described by the South Carolina Department of Health and Environmental Control, the applicant must submit a Grading Permit including records of all necessary SCDHEC approvals and notifications. Please see the Town of Pendleton Grading Permit and the SCDHEC website (www.scdhec.gov/environment/water/swater/) for more information.
7. For **mobile/manufactured homes**, verification that taxes were paid for the unit must be presented.
8. The Town will verify that any contractor or subcontractor has a Town of Pendleton business license.
9. The Zoning Administrator or designee must sign for approval of the building permit request. Any requests establishing non-conformities must first be approved during a public session of the Board of Zoning Appeals.
10. **Upon completion and approval**, this form must be taken to Anderson County Building Codes Department (401 E River Street, Anderson SC 29624 [Phone 864.260.4158]) to acquire a Building Permit.
11. Any building permit shall become invalid unless the work authorized by it has been commenced within six (6) months of the date of issue of the permit, or if the work authorized by it is suspended or abandoned for a period of one (1) year or more, per Zoning Ordinance.
12. All work done as permitted by this form and subsequent building permits issued by Anderson County is subject to inspection by Anderson County and the Town of Pendleton to ensure conformance with relevant standards and regulations. Work completed that is not consistent with submitted materials is subject to penalties by the Town of Pendleton and/or Anderson County as applicable.
13. Submitted materials should include at least one copy between 8½" x 11" and 11" x 17" in size or a digital copy in PDF format of larger materials.



Attachment: B

#9117

wherein, information, ... Manual for the Practice ...

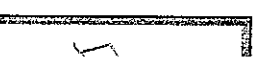


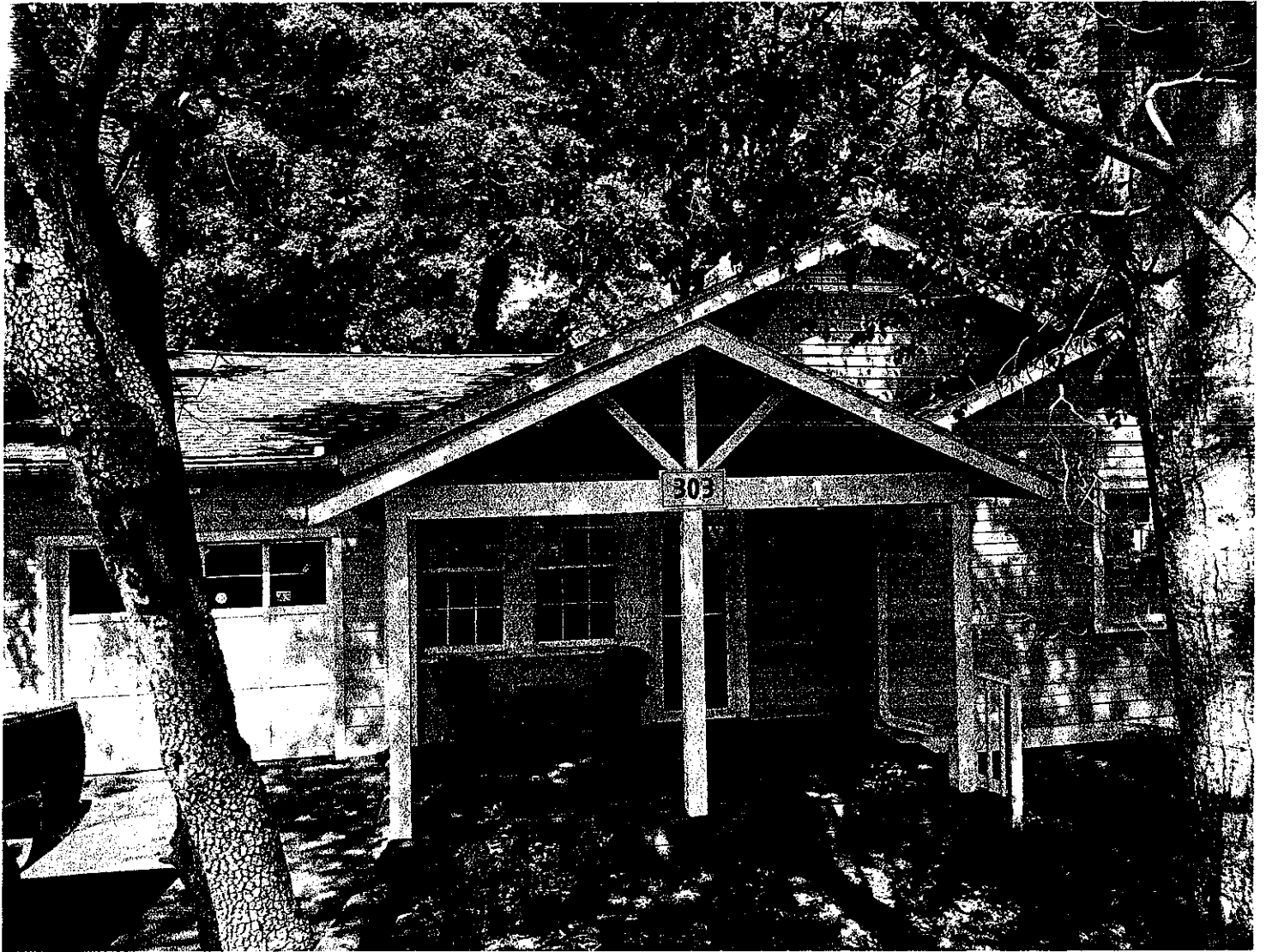
Lot 42, Block B - Warley Woods - TMS# 040-07-01-009 James B. Pruitt Deed 9398 pg. 106 Plat 53 pg. 221

Lot 40, Block B - Warley Woods - TMS# 040-07-01-011 Kevin R. & Denise J. Dull Deed 14027 pg. 106 Plat 62 pg. 55

Lot 41 Block B

- NOTES: TMS# 040-07-01-010 Reference Deed: 13748 pg. 91 Reference Plat: 56 pg. 118 Physical Address: 842 Greenville Street North Reference: Reference Plat Except as specifically stated or shown on this plat, this survey does not purport to reflect any of the following which may be applicable to the subject property: easements, other than possible easements that were visible at the





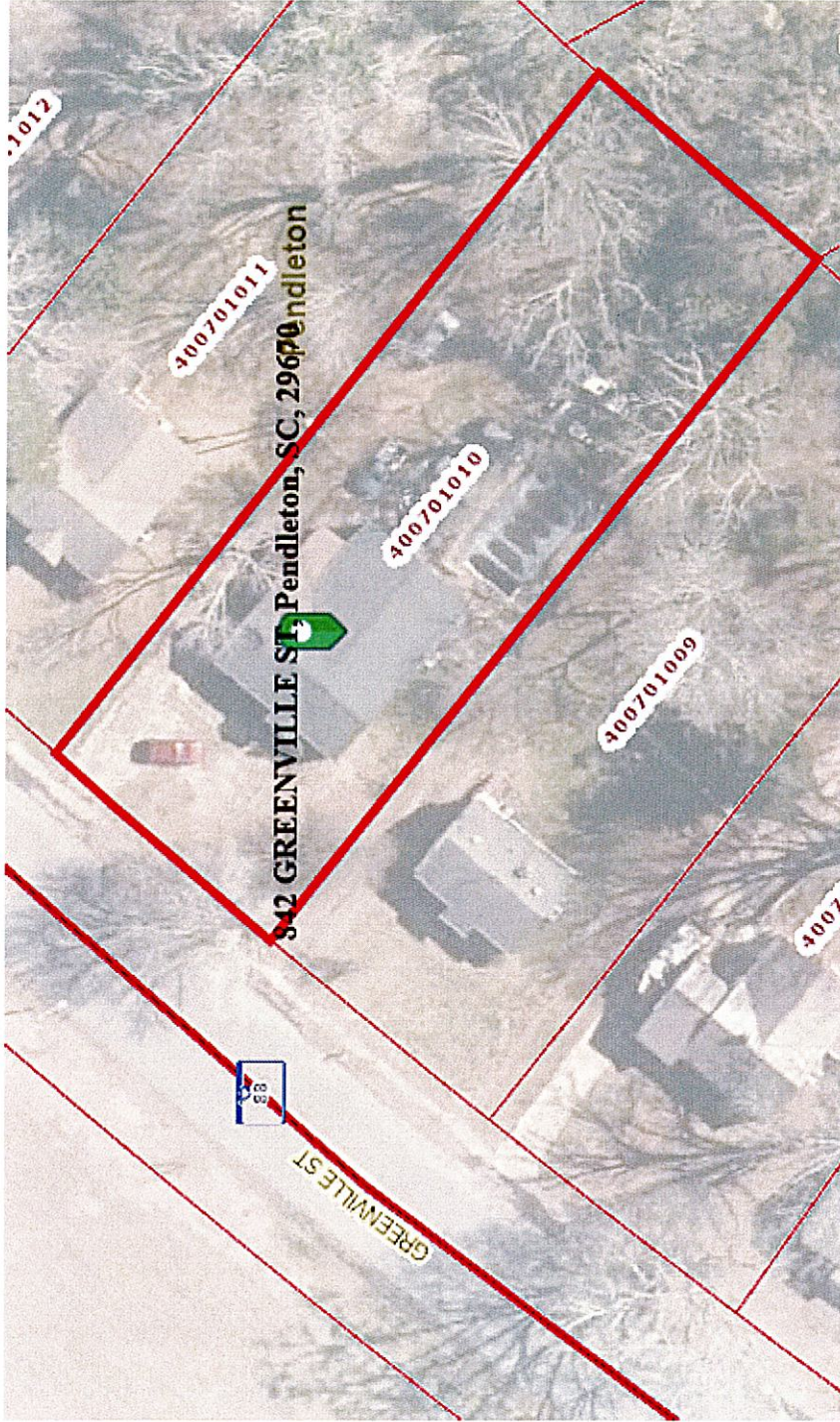
Attachment: C



Attachment: C



Attachment : C



Attachment: 0

Attachment: F

PUBLIC NOTICE

The Town of Pendleton Design Review Board will hold a Public Hearing in the Council Chambers of Town Hall on Thursday, April 02, 2026, at 6:00 pm to receive public comments on the following requests: A building addition/deck for a residential home located 842 Greenville Street, a new sign for the AnMed located at 1005 Meehan Way, installation of mirror tinted windows at 124 Exchange Street, and the overall design for the accessory structure at the Pendleton Library located at 650 South Mechanic Street.

Please run this ad on Wednesday, 03/18/26

Bill ad to:

Ms. Amyee Crawford
Town of Pendleton
310 Greenville Street
Pendleton, S.C 29670

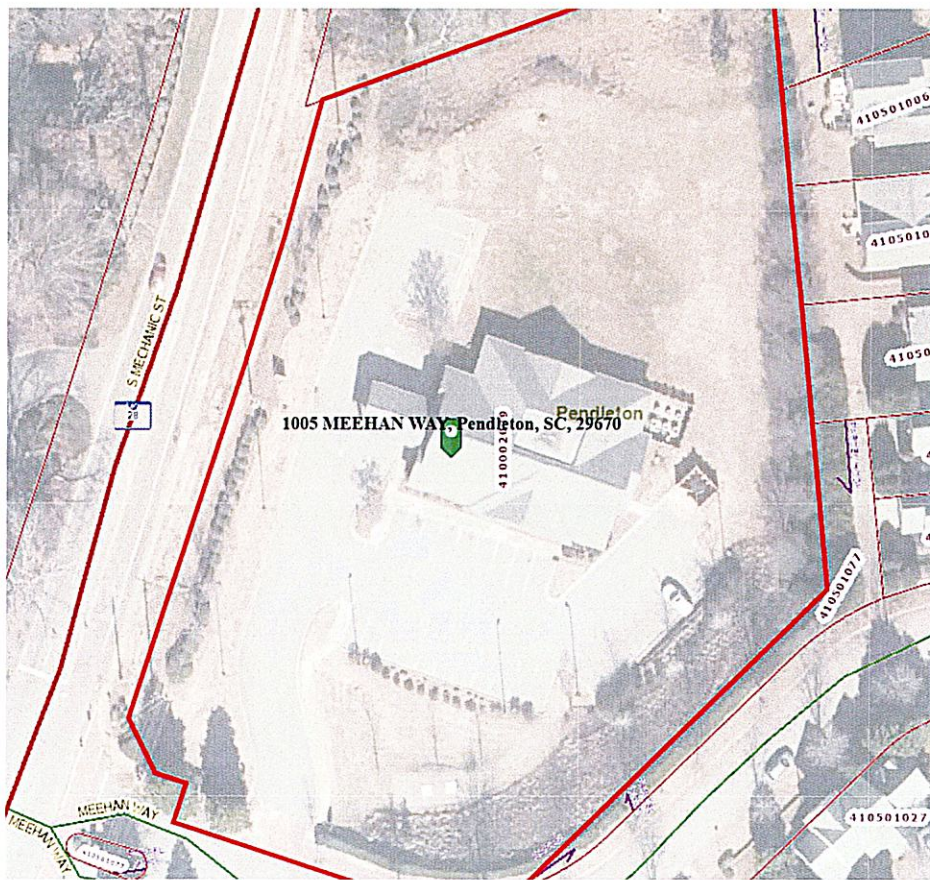


Attachment: £



Staff Report to the Town of Pendleton Design Review Board for a Request to Approve a New Sign for the AnMed Health Located 1005 Meehan Way

- Date of Report:** March 26, 2026
- Report By:** Owen Rines, Assistant Town Planner & Code Enforcement
- Applicant:** Tamara Whaley, Palmetto State Sign
- Request:** The applicant requests approval from the Design Review Board of a new sign for the AnMed Health, Pendleton Family Medicine, located in the South Mechanic Street Corridor overlay.
- Property Location:** 1005 Meehan Way, TMS# 41-00-02-039



1005, Meehan Way

Existing Zoning: Planned Development Mixed-Use (PDMU)



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Purpose of Request: AnMed has submitted a request for a new sign that differs in size and has a slightly different color palette from the existing signage. Because the proposed design does not appear consistent with the building's façade and is not an exact replacement of the current sign, the application requires review by the Design Review Board.

Future Land Use Map: Civic/Institutional

Existing Conditions: The property is currently utilized as a pediatric family medicine office for AnMed Health.



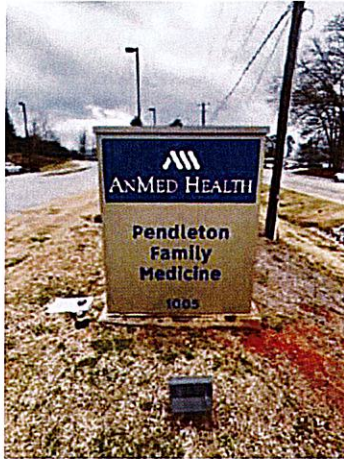
124 Exchange Street. Image sent to Staff on 12/12/2025 showing the installed reflective tinted mirrors.



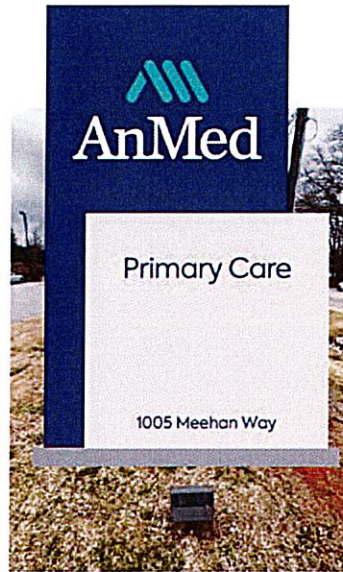
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EXISTING



PROPOSED

Existing and new proposed sign for 1005 Meehan Way.

Reason for Request: AnMed Health is requesting approval for a new sign to improve visibility of the pediatric family medicine office and to update the existing signage. The proposed sign will enhance patient and visitor identification while improving overall wayfinding on the property.



SECTION 10-3 DUTIES AND POWERS

A. Exterior Alteration of Structures and Sites. All exterior alterations to structures and sites that the Zoning Administrator or designee finds not to be in clear compliance with overlay district regulations may be reviewed by the Design Review Board. Full façade renovations shall be reviewed by the Design Review Board.

B. Demolition and Relocation of Structures. Structures proposed to be moved from, or demolished within, an overlay district shall be reviewed by the Design Review Board. Alternatives to demolition or relocation shall be provided and discussed by the Design Review Board if the structure is considered to be of historic or cultural distinction. Criteria to support demolition or relocation of a structure from the overlay district shall include the following:

1. The structure cannot be economically rehabilitated on the site to provide a reasonable income or residential environment compared to other structures in the general area.
2. There is a demonstrated public need for the new use on that specific site, which outweighs any public benefit which might be gained by preserving the subject building on the site.
3. The proposed development, if any, is compatible with the surrounding area, considering such factors as location, bulk, landscaping, and exterior design.

C. New Construction, Building Additions, and New Parking Areas. All new construction, building additions, and new parking areas shall be reviewed by the Design Review Board for compliance with the overlay district guidelines.

D. Interior Renovations. All interior renovations shall be exempt from review by the Design Review Board, although building permits may be required for such work.

E. Variance Requests. All requests for variances from the overlay district guidelines shall be reviewed by the Design Review Board based upon the specific criteria listed in **Section 10-5, Variances and Appeals**. Variances from any other section of the Zoning Ordinance shall be reviewed by the Board of Zoning Appeals.



SECTION 10-4 PROCEDURES

1. Hearings. The Design Review Board shall have a public hearing anytime a variance from the overlay district guidelines is requested. The hearing shall allow the applicant or representative of the applicant, along with any persons in support or opposition of the variance, to be heard in a significant manner.

Notice of Hearings. Notice of hearings shall be given by paid advertisement one time in a newspaper of local distribution, stating the time and place of such public meeting, which time shall not be earlier than thirty (30) days from the date of the meeting, and not later than fifteen (15) days from the date of meeting, stating the time and place of such public meeting. Notice of hearings shall also be given via a sign announcing the public hearing, which shall be placed on the street frontage of the lot on which the modifications are proposed. More than one (1) sign may be required due to the size of the site.

C. Procedure for Decisions:

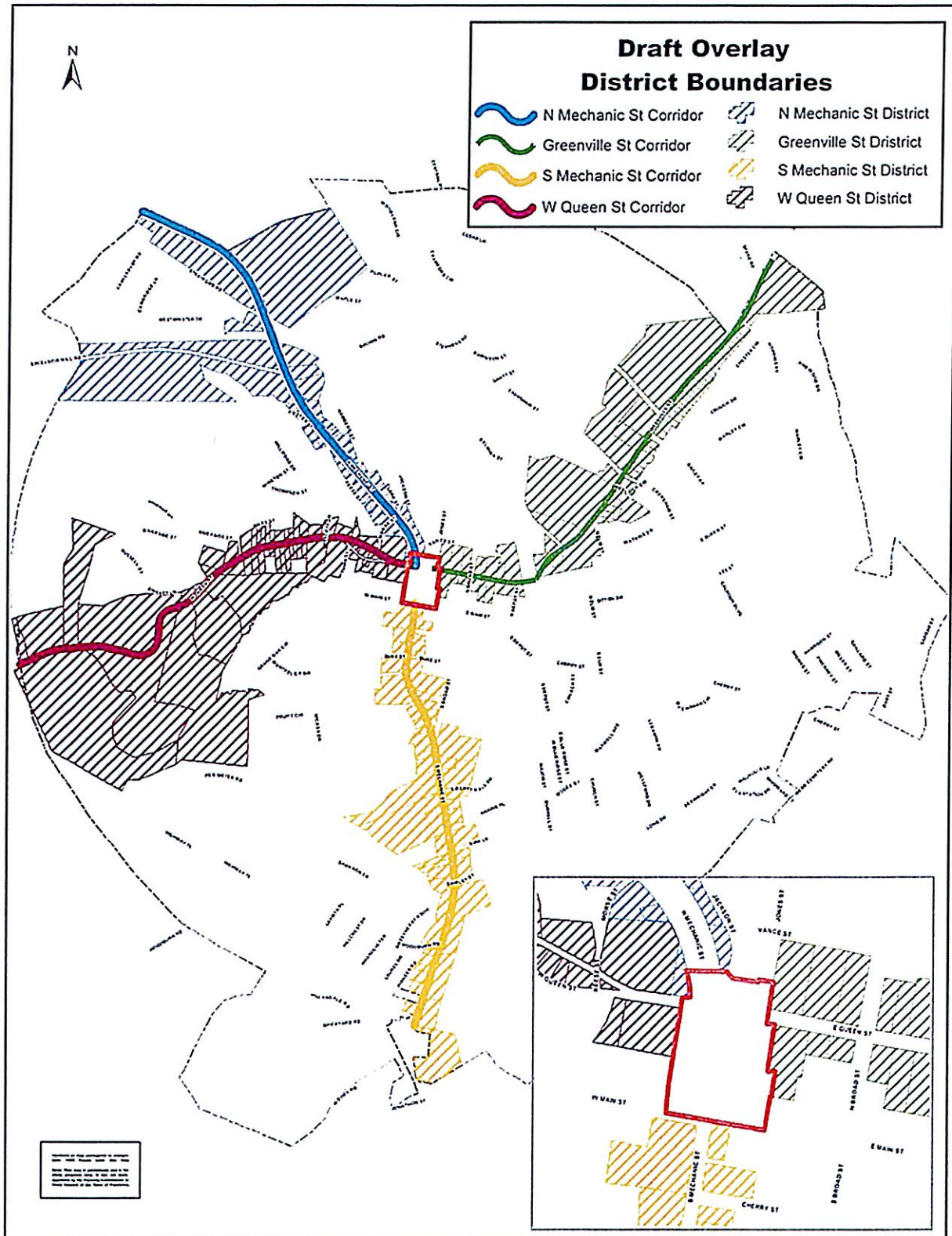
1. The Design Review Board shall decide to approve the request, deny the request, or table the request no more than forty-five (45) days after receiving all required application materials. Conditions of approval may be attached to any approval.
2. If the case is approved, a Certificate of Appropriateness shall be issued to the applicant by the Zoning Administrator or designee.
3. If a case is denied, the Design Review Board shall state the reasons in the minutes and in a letter to the applicant. The letter may include advice and illustrative drawings in regard to appropriateness of design, arrangement, texture, material, color, and the like, of the property involved. An applicant may re-apply for approval at any time; there is no waiting period following denial by the Board.
4. The Design Review Board may table a request only if there is insufficient data (data not presented that is in excess of the required materials listed in **Section 10-4(A)**) to make an appropriate decision. The Board must state specifically what data is needed and shall approve or deny the development request at the next schedule meeting after the additional materials are submitted.



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Staff Recommendation:

Staff recommends that the proposed AnMed Health sign be considered. The request involves changes in size and color palette that differ from the existing signage, and the Design Review Board is the appropriate body to evaluate the proposal for compatibility with the building façade and surrounding context.

ATTACHMENTS:

Attachment A: Application for the Sign and Design Review Board

Attachment B: Photos and site plan of the proposed sign

Attachment C: Map of the property

Attachment D: Legal Ad and posting



Staff Report to the Town of Pendleton Design Review Board for a Request to Approve a Building Addition for a home at 842 Greenville Street, Located Inside the Greenville Street Corridor Overlay.

Date of Report: March 26, 2026

Report By: Owen Rines, Assistant Town Planner & Code Enforcement

Applicant: Mr. Llyod Paul Ganss

Request: The applicant requests approval from the Design Review Board to construct a building addition at his home located at 842 Greenville Street.

Property Location: 842 Greenville Street. TMS #40-07-01-010





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Existing Zoning: Low-Density Residential District(R2)

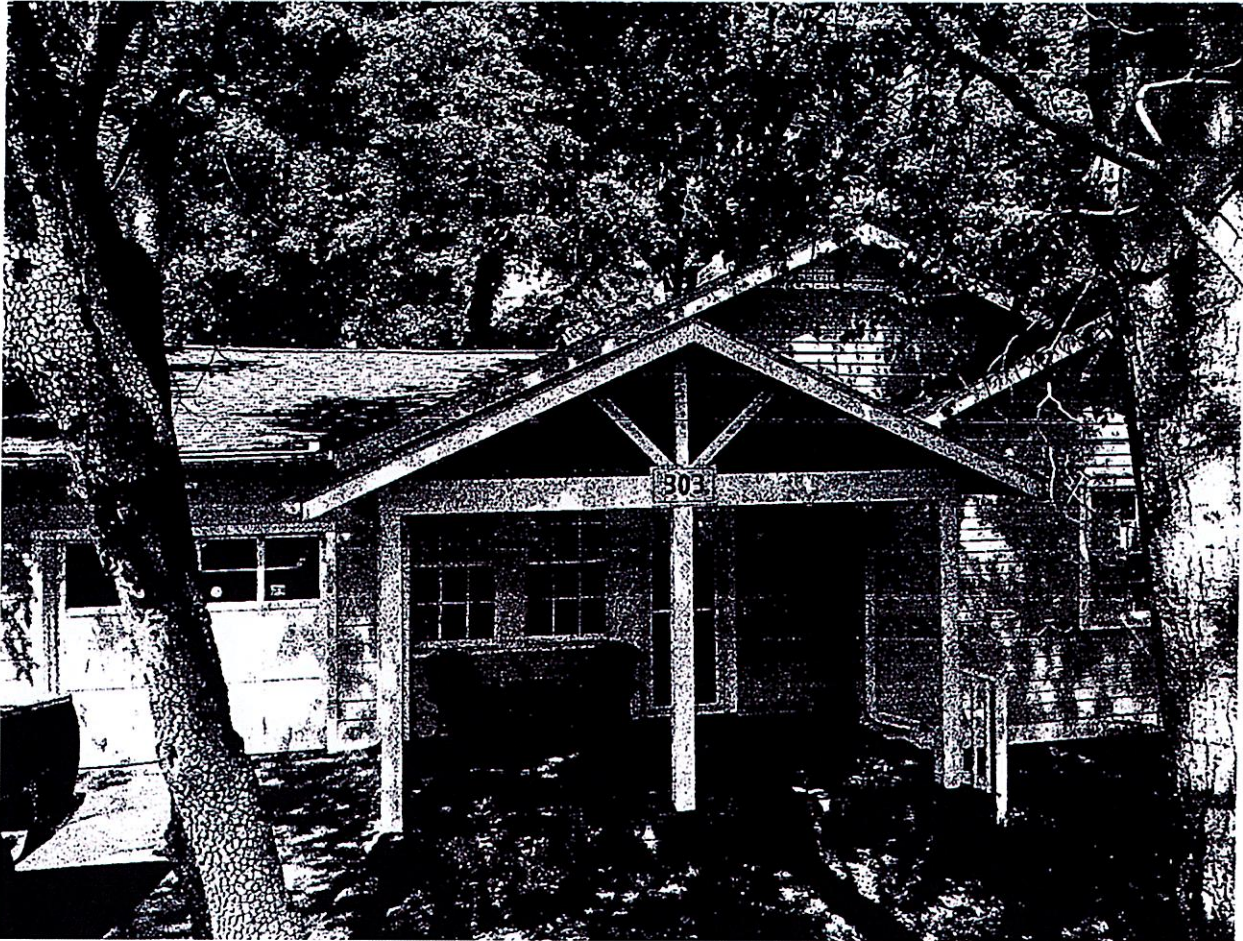
Purpose of Request: The Design Review Board is required to review all new building additions for properties inside the Corridor Overlays and Town Square.

Future Land Use Map: Residential

Existing Conditions: The property is currently being used as a single-family residence. The applicant currently resides at this property.



842 Greenville Street, Image Taken From Google Dated December, 2025



Rendering of Proposed Porch Addition. Image Included in Attachments

Reason for Request: The applicant has stated that the current porch's size and roof create a space they and their family cannot fully enjoy, especially during the summer months. The submitted building permit application for the addition complies with the setback requirements for properties located in the R2 Low-Density zoning district. The colors ad will match the existing building. To begin construction of the addition the applicant will need to receive approval from the Design Review Board.



SECTION 10-3 DUTIES AND POWERS

A. Exterior Alteration of Structures and Sites. All exterior alterations to structures and sites that the Zoning Administrator or designee finds not to be in clear compliance with overlay district regulations may be reviewed by the Design Review Board. Full façade renovations shall be reviewed by the Design Review Board.

B. Demolition and Relocation of Structures. Structures proposed to be moved from, or demolished within, an overlay district shall be reviewed by the Design Review Board. Alternatives to demolition or relocation shall be provided and discussed by the Design Review Board if the structure is considered to be of historic or cultural distinction. Criteria to support demolition or relocation of a structure from the overlay district shall include the following:

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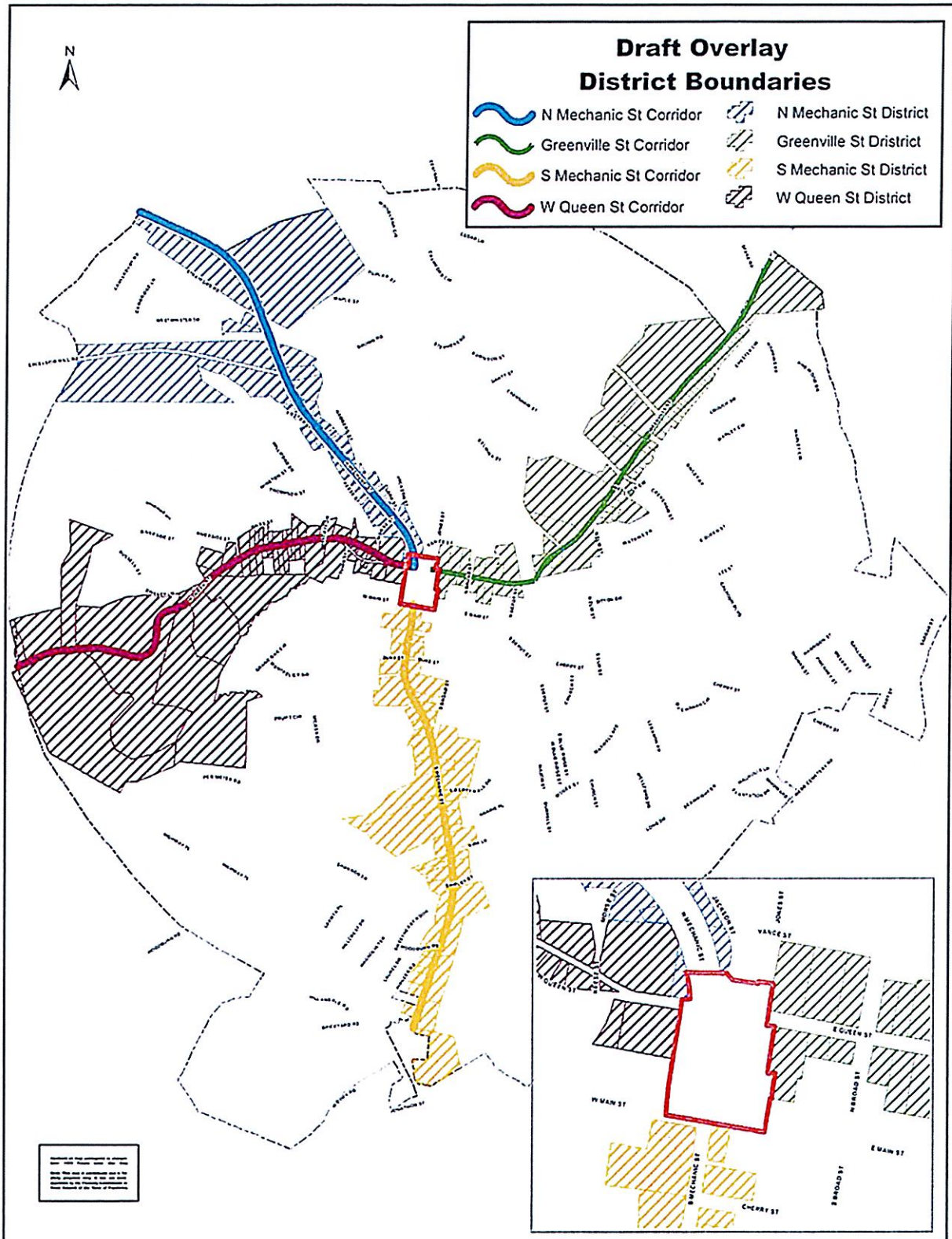
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Staff Recommendation:

Staff recommends approving the applicant's request. The porch addition complies with all other requirements of the Town of Pendleton's Zoning Ordinance, as submitted.

ATTACHMENTS:

- Attachment A: Building Permit Request Form and Application
- Attachment B: Site plan of the proposed porch
- Attachment C: Photos of existing home and similar porch build
- Attachment D: Map of the area
- Attachment E: Legal ad and Posting



Staff Report to the Town of Pendleton Design Review Board for a Request to Approve the Design of the Accessory Building and Lockers for the Pendleton Branch Library Located at 650 South Mechanic Street

Date of Report: March 25, 2026

Report By: Owen Rines, Assistant Town Planner & Code Enforcement

Applicant: Dnaiel Bonsall, Pendleton Library Branch Manager

Request: The applicant requests approval from the Design Review Board for the design of a free-standing awning and kiosk-style locker system in the front yard of the property at the Pendleton Branch Library and inside the South Mechanic Street Corridor Overlay.

Property Location: 650 South Mechanic Street, TMS# 40-12-01-007





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Existing Zoning: Area-Wide Business-(AB)

Purpose of Request: On December 9, 2025, the library received a variance from the Board of Zoning Appeals permitting the construction of an accessory building within the front yard of 650 South Mechanic Street. Following approval of the variance, the library is now requesting design approval for the proposed structure, including the arcade and the integrated kiosk locker system.

The arcade and kiosk locker system is intended to expand the library's capacity to provide secure, contactless, and after-hours access to materials. This system extends library services beyond normal operating hours.

Future Land Use Map: Civic/Institutional

Existing Conditions: The subject property is currently used as the Pendleton Branch Library, a public facility that offers a range of services to the community, including book lending, educational programs, internet access, and public meeting space. The property is zoned Area-Wide Business (AB) and is developed with a primary library building, associated parking, and landscaped areas. The site serves as a resource for residents of Pendleton and the surrounding area.



650 South Mechanic Street, Pendleton Branch Library.



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Accessory structure approved by BOZA on December 9, 2025. Locker design included in staff report attachments.

Reason for Request: The applicant is requesting approval from the Design Review Board for the proposed design of the arcade structure that will be located in the library's front yard. This request includes a review of the aesthetic compatibility of the structure with the existing library building and the surrounding site. The applicant seeks confirmation that the design meets all applicable standards, guidelines, and community expectations before proceeding with the remaining construction phases.



SECTION 10-3 DUTIES AND POWERS

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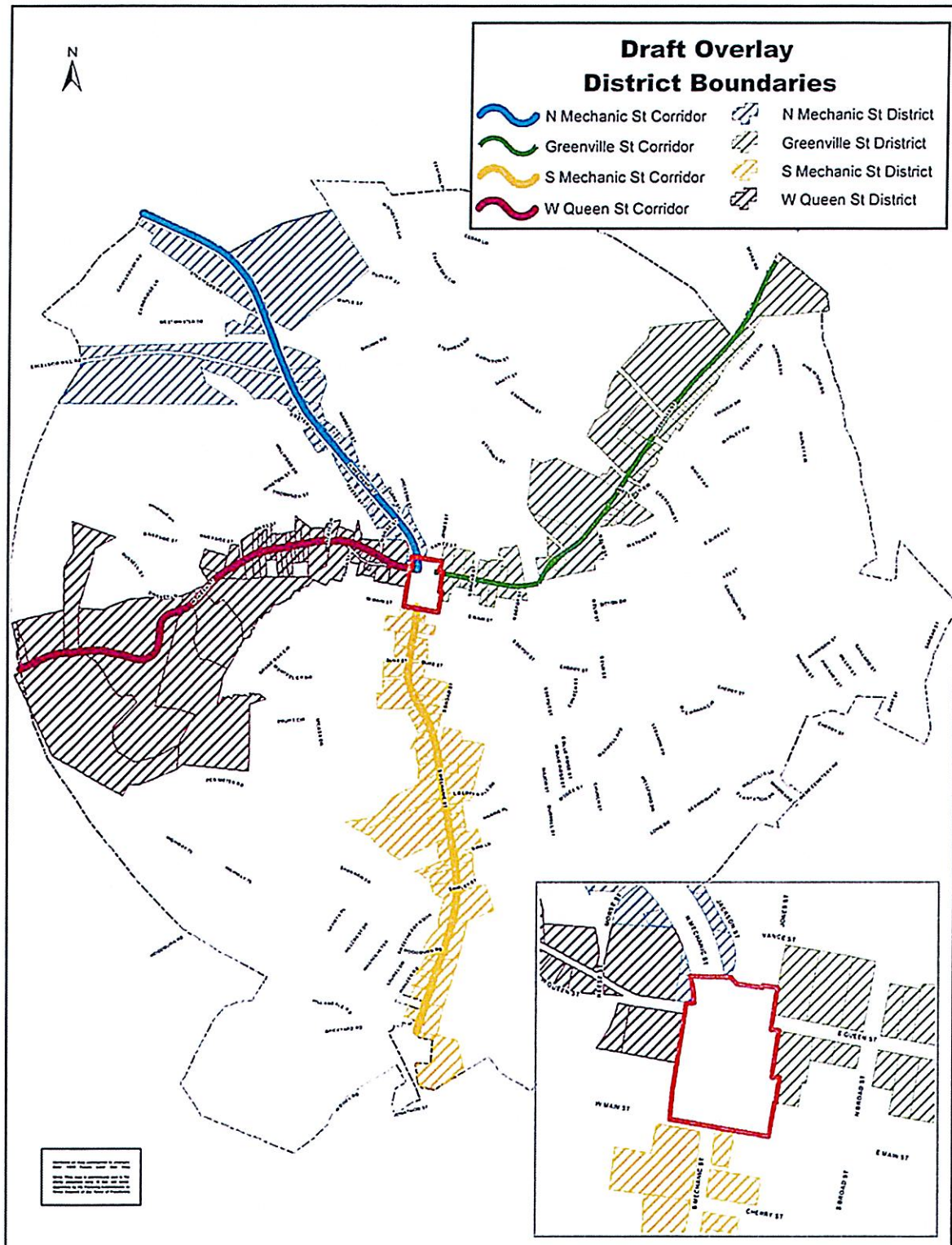
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Staff Recommendation:

Staff recommends approval of the proposed accessory structure and associated kiosk locker system as submitted. The applicant has received the necessary variance from the Board of Zoning Appeals (December 9, 2025) to permit the placement of an accessory building within the front yard at 650 South Mechanic Street. The current request is limited to the architectural design, materials, and functional components of the arcade structure and integrated kiosk system.

ATTACHMENTS:

- Attachment A: Design Review Board Application
- Attachment B: Map of the property
- Attachment C: Board of Zoning Appeals approval notice
- Attachment D: Legal Ad and posting
- Attachment E: Materials and design



Staff Report to the Town of Pendleton Design Review Board for a Request to Approve Window Alterations at 124 Exchange Street Inside the Town Square Overlay Corridor.

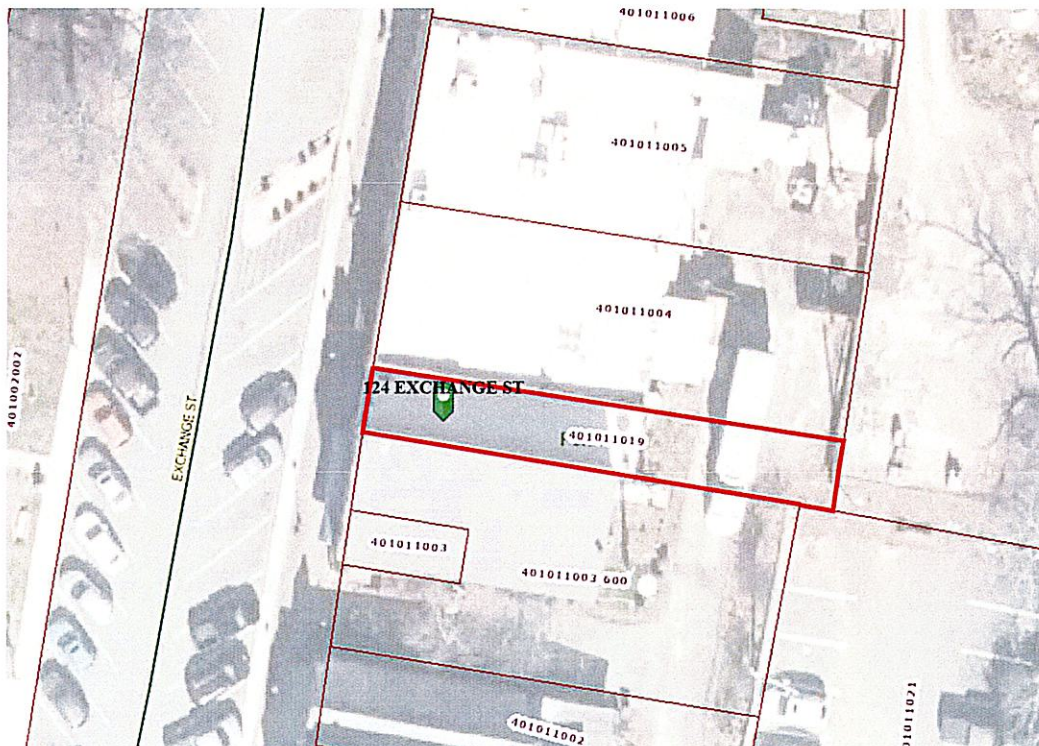
Date of Report: March 26, 2026, 2025

Report By: Owen Rines, Assistant Town Planner & Code Enforcement

Applicant: Mr. Robert Oppermann

Request: The applicant requests approval from the Design Review Board to retain the recently installed mirror-tinted windows at the office located at 124 Exchange Street. This property is situated in the Town Square Overlay Corridor.

Property Location: 124 Exchange Street. TMS #40-10-11-019



Existing Zoning: Central Business-(CB)



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Purpose of Request: According to the Pendleton Town Square Overlay District Maintenance & Protection Standards, Section B6-Display Windows, any new windows must match those they are replacing. Additionally, this section states that reflective tint is prohibited. The Design Review Board is required to review variance requests from the current regulations in the corridor overlays, including the Town Square.

Future Land Use Map: Central Business-(CB)

Existing Conditions: The property is currently leased for office space. It is located between the Pendleton Masonic Lodge and Swamp Fox Distilling.



124 Exchange Street. Image sent to Staff on 12/12/2025 showing the installed reflective tinted mirrors.



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124 Exchange Street in August of 2023. Image taken from Google.

Reason for Request: The applicant has cited concerns over rising political tensions nationwide as the primary reason for installing mirror-tinted windows. They expressed concerns about safety due to the street-level location of their office and the vulnerability posed by the easy access to the office front by pedestrians and vehicles driving down the main street. The applicant believes the mirrored tint would enhance privacy and operational security, helping to mitigate these concerns.



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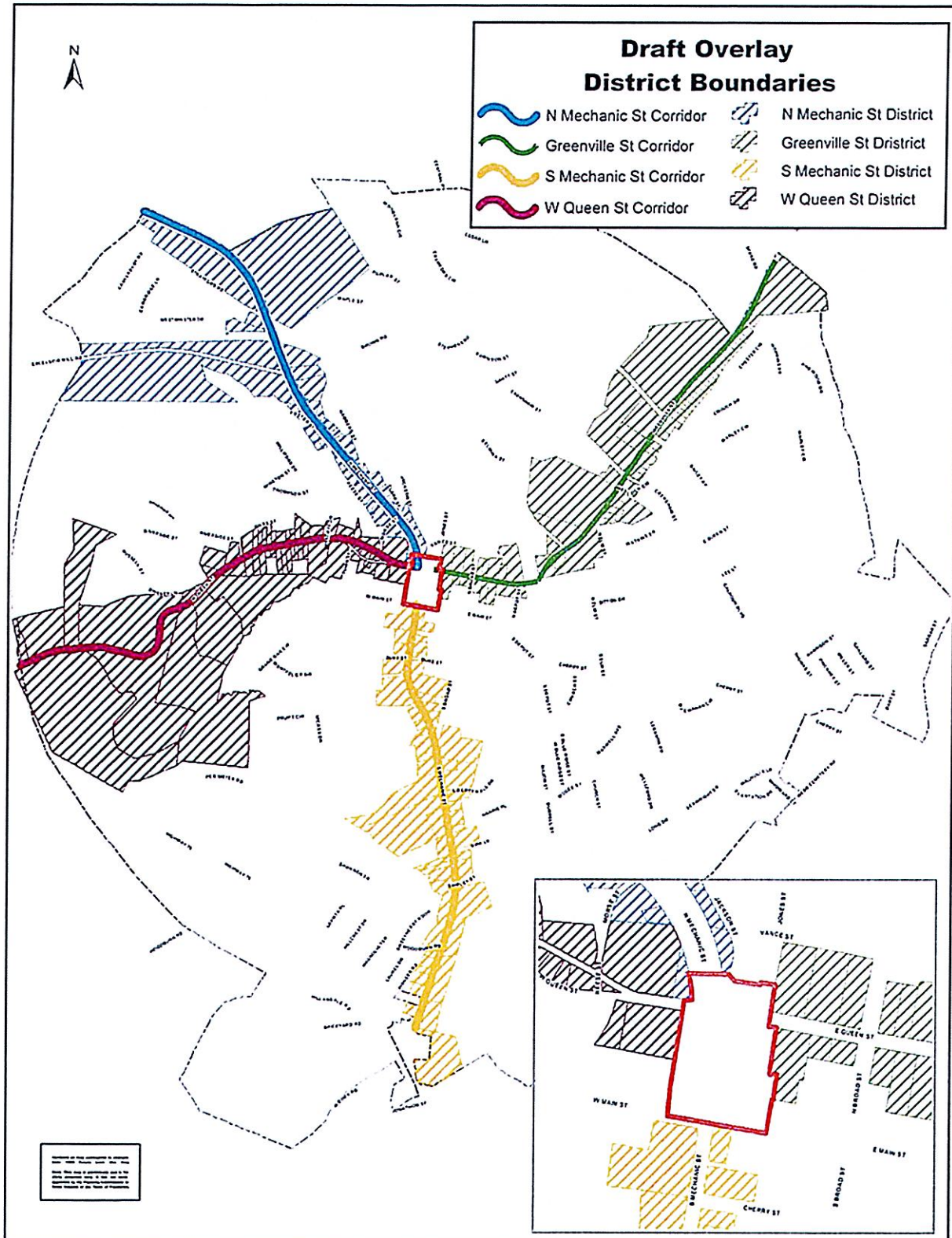
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Staff Recommendation:

Given the applicant's stated concerns and the current political climate, staff recommends that the Board give thoughtful consideration to this request, balancing the intent of the overlay district guidelines with the evolving state of affairs and the applicant's desires for safety and privacy.

ATTACHMENTS:

Attachment A: Application for a Variance From Section B Front Facades, Subsection 6 Display Windows

Attachment B: Photos of the currently installed mirrored windows and previous windows

Attachment C: Map of the property

Attachment D: Legal Ad and posting