



The City of Spartanburg Design Review Board

AGENDA

October 3, 2023, at 5:30 P.M.

City Hall Council Chambers

145 W. Broad Street – Spartanburg, SC 29306

(Please Note: Items as they appear on the Docket may or may not be considered in the order as they are presented. The Chairman will announce any changes after the roll call).

- I. Call to Order.**
- II. Roll Call.**
- III. Freedom of Information Act Compliance –** Public notification of the Design Review Board meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the requirements of the City of Spartanburg Zoning Ordinance
- IV. Approval of Agenda.**
- V. Disposition of the Minutes of August 1, 2023, meeting.**
- VI. Old Business: None.**
- VII. New Business:**
 - 1. DRB-23-020-00004 – The Design Review Board (DRB) has received a request for Final Approval on the site for the proposed installation of a monument sign located in the DT-5 Zone (Downtown Urban District) at 544 N. Church Street (Tax Map Sheet: 7-12-01-177.00), from Owner: Bishop of Charleston / Applicant: Wofford Newman Center / Agent: Fast Signs.
 - 2. DRB-23-020-00005 – The Design Review Board (DRB) has received a request for Final Approval on the site for the proposed renovation and conversion to residential of property located in the DT-5 Zone (Downtown Urban District) at 249 E. Main Street (Tax Map Sheet: 7-12-19-002.00), from Owner/Applicant: Brandon McKillop, McKillop Business Group LLC.
- VIII. Staff Announcements:**
- IX. Adjournment.**

For more information, please call Martin L. Livingston, Jr., AICP, CPM, Community Development Director at (864) 580-5323 or by email at mlivingston@cityofspartanburg.org.

Meeting Minutes of the Design Review Board (DRB)
Tuesday, August 1st, 2023 at 5:30 PM
City Council Chambers

The Design Review Board (DRB) on Tuesday, August 1st, 2023 at 5:30pm. The following Board Members were in attendance: **Lauren Rogers, Tori Wallace-Babcock, Lucy Lynch, Alexander Newman and Lukas Hauser.** Representing the City of Spartanburg's Planning Department was **Martin Livingston, Community Development Director; Nan Zhou, Planner II, Tia Keitt, Planner II and Oksana Holbrooks, Administrative Assistant.** Also attending was **Craig Lewis, the City's Design Consultant.**

Roll Call:

Ms. Rogers: Lauren Rogers
Ms. Babcock: Tori Wallace Babcock
Mr. Newman: Alexander Newman
Ms. Lynch: Lucy Lynch
Mr. Hauser: Lukas Hauser

Ms. Lynch: Per the Freedom of Information Act, public notice of the Design Review Board meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the requirements of the City of Spartanburg Zoning Ordinance. And so, now we need to approve tonight's agenda. If anyone has any questions or would like to make a motion to approve tonight's agenda.

Approval of Agenda

On a motion by Ms. Rogers and second by Ms. Babcock, the agenda was approved by a vote of 5 to 0

Ms. Rogers: A motion to approve
Ms. Babcock: Second
Ms. Lynch: All in favor?
Attendees: Aye.

Ms. Lynch: We also have two sets of minutes from November 1st, we could do November 1st, and the only people that were present Lukas and myself, so do you want to motion to approve those minutes or?

Approval of Meeting Minutes for November 1st, 2022

On a motion by Mr. Hauser and second by Ms. Lynch, the agenda was approved by a vote of 5 to 0.

Mr. Hauser: Kevin was here as well, but that's alright, I looked them over other than some small dictation typos from the software the general adjust of it looks accurate and I motion to approve those.

Ms. Lynch: Okay and I'll second that. And so those are approved.

Ms. Lynch: As November 22nd minutes Tori, Lauren do you?

Approval of Meeting Minutes for November 22nd , 2022

On a motion by Ms. Babcock and second by Ms. Rogers, the agenda was approved by a vote of 5 to 0.

Ms. Rogers: I'll make a motion to approve.

Ms. Babcock: I'll second.

Ms. Lynch: All in favor say aye?

Attendees: Aye

Old Business: None.

New Business:

The Design Review Board (DRB) has received a request for Preliminary conceptual approval of a buildings form, massing and placement on the site for the proposed Spartanburg County Public Library – Headquarters Expansion and Planetarium located in the DT Zone (Civic District) at 151 S. Church Street (Tax Map Sheet: 7-12-21-074.00). Owner: Spartanburg County Library / Applicant: Adam Flynn and Sarah Stevens, McMillan Pazdan Smith.

GENERAL PROJECT OVERVIEW

The proposed civic building expansion project is on a 4.99 acre parcel at the corner of Broad Street and South Church Street.

AUTHORITY

This project is zoned DT-6. Formal design review and approval by the Design Review Board is required.

Because of the unique characteristics of the Civic/Landmark Building, it shall be subject to Design Review in accordance with Section 2.4. As part of this review process, the applicant may request modifications from the applicable district standards. However, all such modifications shall otherwise conform to the general principles for Civic/Landmark buildings below:

- If indicated on the Downtown Master Plan, they must comply with the recommendations therein.
- They should be sited to terminate a street vista whenever possible and must incorporate appropriate prominent features, designs, and entrances to celebrate a visual termination.
- They should incorporate detailing and materials that are authentic to the intended style.
- A pedestrian plaza, courtyard, or similar landscaped area may be substituted for a required building frontage and minimum setback line.
- Building entrances for civic buildings may be raised above the street elevation and accessed via a monumental stair.
- They should respect the character of the fronting streets through the provision of a pedestrian-friendly orientation including clear entrances from the street and permeable street walls with adequate windows (no blank walls).

DETERMINATION OF COMPLETENESS

- Application complete

EXCEPTIONS

- 3.3.2.a Front Building Setback – Maximum setback of 6 ft – *Setbacks range from 7 ft 9 in to 35 ft*
 - *Approval Recommended: The proposed pedestrian plaza is consistent with Civic/Landmark building principles*
- 6.4.4.a Minimize Blank Walls – Expanses of blank walls may not exceed 20 feet in length – *Proposed blank wall along Broad Street is 28 ft*
 - *Conditional Approval Recommended: See our notes in the Additional Comments section*
- 6.4.4.c Transparency Zone – Glazing (transparent windows or doors) must extend at least 60% of the total façade width – *Proposed glazing along Broad Street is less than 60% (primarily due to the 28 ft blank wall)*
 - *Conditional Approval Recommended: See our notes in the Additional Comments section*
- 8.1 Streetscape – Minimum 16 ft zone with trees in wells – *Some existing sidewalk zones that would remain substandard along both Broad and Church*
 - *Modification Requested: See our notes in the Additional Comments section*

CODE REVIEW

A. Use Standards: The proposed use is permitted by right.

B. District Standards:

- **3.3.1 Lot Configuration:** *Compliant*
- **3.3.2 Primary Building Standards:** *Maximum setback of 6 ft is proposed to be exceeded*
- **3.3.4 Building Height:** *Compliant*
- **3.3.5 Permitted Parking Location:** *Not applicable*
- **3.3.6 Building Frontage:** *Shopfront - permitted*

C. General Standards:

- **4.1 Civic/Landmark Buildings:**
 - If indicated on the Downtown Master Plan, they must comply with the recommendations therein. – ***Compliant***
 - They should be sited to terminate a street vista whenever possible and must incorporate appropriate prominent features, designs, and entrances to celebrate a visual termination. – ***Compliant***
 - They should incorporate detailing and materials that are authentic to the intended style. – ***Compliant***

- A pedestrian plaza, courtyard, or similar landscaped area may be substituted for a required building frontage and minimum setback line. – ***Compliant***
- Building entrances for civic buildings may be raised above the street elevation and accessed via a monumental stair. – ***Compliant***
- They should respect the character of the fronting streets through the provision of a pedestrian-friendly orientation including clear entrances from the street and permeable street walls with adequate windows (no blank walls). – ***Not Compliant on Broad Street frontage***

D. Lot/Site Standards:

- **5.1.1 Lot Frontage:** All lots must front on a street, square, or common open space. ***Compliant***
- **5.1.2 Corner Lots:** Buildings located at street intersections must place the main building, or part of the building, at the corner. ***Compliant***
- **5.1.3 Pedestrian Entries from Frontage Line:** Buildings must have their principal pedestrian entrances on a frontage line. ***Compliant***

E. Utilities and Trash Containment:

- **5.2.1 Underground Utilities:** Compliance presumed
- **5.2.2 Solid Waste Storage Areas:** Compliance presumed
- **5.2.3 Mechanical and Utility Equipment:** Compliant

F. Building Standards:

- **6.1.1 General Design Principles - Connectivity:** Compliant with the exception of the blank wall that creates a visual gap along the street frontage.
- **6.1.1 General Design Principles - Downtown Should be Urban:** Compliant
- **6.1.5 General Design Principles - Put People First:** Streetscapes should be composed of wide sidewalks for walking, seating, public art, and landscaping. ***Exception required - see additional comments***
- **6.2 Required Building Design Standards:**
 - **6.2.1 Architectural Style:** *Compliant*
 - **6.2.2 Compatibility:** *Compliant*
 - **6.2.3 Proportions:** *Compliant*
 - **6.2.4 Wall Materials:** *Compliant*
 - **6.2.5 Façade Treatment:** *Compliant*
 - **6.2.6 Building Entrances:** *Compliant*
- **6.4 Specific Building Design Standards for Mixed-Use and Commercial Buildings in D-T5**
 - **6.4.1 Roof and Eaves:** *Compliant*
 - **6.4.2 Canopies/Awnings:** *Compliant*

- **6.4.3 Encroachments:** *Compliant*
- **6.4.4 Ground Level Detailing**
 - **a. Minimize Blank Walls:** Expanses of blank walls may not exceed 20 feet in length. (A “blank wall” is a facade that does not contain transparent windows or doors.) - *Exception required - see additional comments*
 - **c. Transparency Zone:** Glazing must extend from the corner of the front facade for a depth equal to 60% of the length of the building *Exception required - see additional comments*
- **6.4.5 Materials:** *Compliant*

G. Parking:

- **Not Applicable**

H. Streetscape and Site Landscaping:

- **8.1 Required Streetscape:** 16 ft streetscape zone with a minimum 16 ft sidewalk and trees planted in wells consistent with downtown standards (40 ft on-center). *Exception required - see additional comments*

I. Signage: Not applicable.

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Blank Wall Condition along Broad Street:** The proposed 28-foot-wide blank wall along Broad Street contains a stairwell for emergency egress. In addition, this element is the closest point of the building to the public sidewalk. As a result, it presents a less than desirable frontage for pedestrian activity. We strongly recommend consideration of one or more of the following techniques to break up the dullness of the overall wall.
 - Windows in the stairwell (presumably fire-rated) – an irregular pattern combined with LED backlighting could make for a very interesting public art element
 - Brick recess element
 - Signage structure on which banners advertising library or community events can be hung
 - A vegetative element such as a green screen (vines trained to grow up the wall) or some foundation plantings
 - A public art component (e.g., applied sculpture, lighting, mural, video wall)
- **Substandard Streetscape along Broad Street and Church Street:** The code calls for a 16-foot-wide streetscape zone in the DT-6 zone to support a comfortable, pedestrian-first experience in the downtown. The current streetscape along many street frontages was based on existing right-of-way which has left some substandard conditions. To rectify this and continue to upgrade the downtown for the future, we have required all applicants who are doing major expansions or new construction to upgrade their frontage as well.

For this application, there are two locations where the proposed improvements should be modified to better accommodate the preferred end state.

- The existing sidewalk along Broad Street is substandard and is really a bare minimum passageway (4 foot clear). At a minimum we recommend that the proposed retaining wall be pulled back by four feet to permit a 12-foot minimum streetscape section along Broad Street. The balance of the sidewalk zone could be along the building edge.
- There is a small pinch point to the north of the bus turnout where the sidewalk narrows to 5'2". We recommend pulling back the retaining wall slightly to maintain a consistent 6 ft clear sidewalk.

RECOMMENDATION

We recommend preliminary approval conditioned on the modifications noted above.

Applicant:

Todd Stephens; Director of Spartanburg County Public Library aka County Librarian
Sarah Stevens; Project Manager

Public Comments:

Stant Asheminic, 155 E Broad St, Spartanburg, SC 29306.
McKay Moore, 268 Holly Dr, Spartanburg, SC 29301.
Stephen Skyes, 205 Woodgrove Trace, Spartanburg, SC 29301.

Discussion:

The elevation of the property, the design, the color of brick, the windows, outside/ inside layout and landscape of the property. The sidewalks and streetscape, parking spaces and architectural design, scope of the project and subject property size of the Planetarium Expansion and Learning Center project. Blank wall should be addressed in the design. Features that may be used for staircases appear odd in the front of the design facing S. Church Street.

A motion was made by Ms. Rogers, seconded Ms. Babcock the Preliminary conceptual approval of the buildings form, massing with sidewalks wall setback, streetscape dimensions was approved with a vote of 5-0.

Adjourn meeting at 6:31 PM

Lucy Lynch, Chairperson

Planning Department

PO Box 1749 • Spartanburg, SC 29304 • phone: (864) 596-2068 • email: planning@cityofspartanburg.org
website: www.cityofspartanburg.org

Design Review Board Application

Pre-Application Meeting highly recommended.

Name of Development: Wofford Catholic Newman Center

Street Address: 544 N Church Street

Zoning District: 7-12-01-177.00 Overlay: _____ Tax Map Number: _____

Owner: Bishop of Charleston Phone: 8436970133

Address: 544 N Church Street Email: mscheske@charlestdiocese.org

City: Spartanburg State: South Carolina Zip: 29303

Applicant: Wofford Newman Center Phone: 8436970133

Address: 544 N Church Street Email: mscheske@charlestdiocese.org

City: Spartanburg State: South Carolina Zip: 29303

Agent: Fast Signs Phone: 864-585-7777

Address: 220 E. Henry Street Email: Pete.brushaber@fastsigns.com

City: Spartanburg State: South Carolina Zip: 29306

Action Requested:

- ☒ Preliminary conceptual approval of the building's form, massing, and placement on the site (see attached submittal checklist).
- ☒ Full and Final Approval (see attached submittal checklist).

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Spartanburg. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I hereby authorize the staff of the Planning Department to inspect the premises of the above-described property.

Applicant / Owner Signature: _____

Date: 8/22/2023

Staff Use Only / Received by: Olusana / Planning

Date Received: 8/22/23

Time: _____

Permit Number: DRB 23-0200004

PRELIMINARY REVIEW - REQUIRED DOCUMENTS		☒
Completed Design Review Board (DRB) Application Form		
Packaged PDF Documents (All documents to be submitted as a packaged PDF in 11X17 or 18X24 formats with consistent page sizes and scaled drawings with common increments)		
1. Existing Conditions Analysis		
a. Context Plan/Map (Identifying Site Context and Zoning District of Proposed Site)		
b. Aerial Image of Site/Context (Google Earth, ArcGIS or similar)		
c. Comprehensive Site Photos (showing adjacent buildings and area context)		
2. Site Plan (Schematic Level)		
a. Layout of all structures (showing north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled)		
b. Footprints of adjacent structures (if applicable)		
c. Site elements (including sidewalks, paths, and landscape areas)		
d. Parking and loading areas		
e. Conceptual site grading (indicating any expected retaining walls and stormwater management/site drainage features)		
f. Site Sections (as appropriate, to illustrate unique grade configurations)		
3. Elevations and Floor Plans for all buildings (Schematic Level)		
a. Proposed Finished Floor Elevation(s)		
b. Building Elevations (in color, with proposed material call-outs)		
c. Floor Plans		
d. Roof Plan		
e. Expected locations of mechanical equipment (ground and roof mounted)		
f. Material Selections and Colors (image and manufacturer product name/number)		
4. Perspective Illustrations (Minimum of 2)		
a. Proposed view on project side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk abutting the property)		
b. Proposed view on opposite side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk across the street from the property)		
c. A bird's eye view of the block bounded by the surrounding streets (as applicable)		
d. Additional renderings/views (recommended)		
5. Modification of Standards and/or Special Exceptions (if necessary)		
a. Description of Requested Modifications/Special Exceptions including a statement of the unique design considerations that contribute to this request and the proposed design solutions		
b. Additional drawings that depict the applicant's proposed design, configuration, or material modifications		

PRELIMINARY REVIEW SCHEDULE:

- Initial Package Submitted to City – 3 weeks prior to DRB meeting
- Review by Design Manager – 2 weeks prior to DRB Meeting
- Final Submission of Preliminary Design Package – 1 week prior to DRB Meeting
- Note: An additional meeting may be necessary for the DRB to consider any requested Modification of Standards or Special Exceptions.

FULL and FINAL REVIEW - REQUIRED DOCUMENTS		☒
Completed Design Review Board (DRB) Application Form		
Packaged PDF Documents (All documents to be submitted as a packaged PDF in 11X17 or 18X24 formats with consistent page sizes and scaled drawings with common increments)		
1. Existing Conditions Analysis		
a. Context Plan/Map (Identifying Site Context and Zoning District of Proposed Site)		
b. Aerial Image of Site/Context (Google Earth, ArcGIS or similar)		
c. Comprehensive Site Photos (showing adjacent buildings and area context)		
2. Site Plan (Construction Drawing Level)		
a. Layout of all structures (showing north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled)		
b. Footprints of adjacent structures (if applicable)		
c. Hardscape elements (including sidewalks, paths, and other paved surfaces)		
d. Landscape Plan (showing all required tree preservation, tree planting, screening, and foundation plantings)		
e. Site Lighting Plan (with locations and type of all proposed fixtures)		
f. Parking and Loading Areas		
g. Site Grading (indicating any retaining walls and stormwater management/site drainage features)		
h. Site Utilities and Solid Waste Management Plan		
i. Preliminary Plat (as appropriate)		
3. Elevations and Floor Plans for all buildings (Design Development or Construction Drawing Level)		
a. Building Elevations (in color, with proposed material call-outs)		
b. Floor Plans		
c. Roof Plan		
d. Locations of mechanical equipment (ground and roof mounted)		
e. Material selections (image and manufacturer product name/number)		
f. Building Lighting Plan (with locations and type of all proposed fixtures)		
g. Location of Signage		
h. Existing Grade and Proposed Grade (with finished floor elevations and building height, measured from the highest curb elevation adjacent to the site)		
i. Wall Sections that depict the various construction systems and materials specific to the proposed area of the building (i.e., not simply a "typical" wall section)		
j. Material Selections and Colors (image and manufacturer product name/number AND material sample/color board) for all exterior materials, finishes, windows, awnings/canopies, and fixtures		
4. Perspective Illustrations (Minimum of 2)		
a. Proposed view on project side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk abutting the property)		
b. Proposed view on opposite side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk across the street from the property)		
c. A bird's eye view of the block bounded by the surrounding streets (as applicable)		
d. Additional renderings/views (recommended)		

FINAL REVIEW SCHEDULE:

- Initial Package Submitted to City – 3 weeks prior to DRB meeting
- Review by Design Manager – 1 week

Spartanburg County, SC

Summary

Parcel ID 7-12-01-177.00
Account # 143463
MillageGroup 940Z - 7SSZ - SPARTANBURG SANITARY SEWER DISTRICT
Land Size 0.48 AC
Utilities ,ALL PUBLIC
Fire District
Site Conditions PAVED
Location Address 544 N CHURCH ST
 SPARTANBURG 29303
Legal Description W SIDE N CHURCH ST N OF NESBITT ST PB 95-208 PB 127-529 PB 171-789
 (Note: Not to be used on legal documents)
Neighborhood 0000
Property Usage Non-Qualified Regular Commercial Improved (6RGC)



Owners

THE BISHOP OF CHARLESTON
 901 ORANGE GROVE RD
 CHARLESTON SC 29407

[DIOCESE OF CHARLESTON C/O](#)
 901 ORANGE GROVE RD
 CHARLESTON SC 29407

Exemptions

Exemption	Year	GrantYear	Amount
Church property which extends beyond premises	2016	2016	\$0.00
Church property which extends beyond premises	2017	2016	\$0.00

Valuations

	2022	2021	2020	2019
Market Land Value	\$67,700	\$67,700	\$67,700	\$67,700
+ Market Improvement Value	\$229,300	\$229,300	\$229,300	\$229,300
+ Market Misc Value	\$0	\$0	\$0	\$0
= Total Market Value	\$297,000	\$297,000	\$297,000	\$297,000
Taxable Land Value	\$67,700	\$67,700	\$67,700	\$67,700
+ Taxable Improvement Value	\$229,300	\$229,300	\$229,300	\$229,300
+ Taxable Misc Value	\$0	\$0	\$0	\$0
- Ag Credit Value	\$0	\$0	\$0	\$0
= Total Taxable Value	\$297,000	\$297,000	\$297,000	\$297,000
Assessed Land Value	\$4,062	\$4,062	\$4,062	\$4,062
+ Assessed Improvement Value	\$7,428	\$7,428	\$7,428	\$7,428
+ Assessed Misc Value	\$0	\$0	\$0	\$0
= Total Assessed Value	\$11,490	\$11,490	\$11,490	\$11,490

Fees

Assessment	Units	Amount
Land Fill Yes	3	\$222.00
City of Spartanburg Total Fees	1	\$300.00

Land

Land Use	Number of Units	Unit Type	Land Type	Frontage	Depth
0 EX IMP (EXE)	9,618.00	Square Foot	SQ FT	0	0
6% COMM IMPV (6RGC)	11,291.00	Square Foot	SQ FT	0	0

Commercial Buildings

Style Retail / 75
Gross Sq Ft 8,104
Finished Sq Ft 8,060
Perimeter 778
Stories 1
Interior Walls DRYWALL
Exterior Walls BRICK
Quality C (C)
Roof Type FLAT

PO Box 1749 • Spartanburg, SC 29304 • phone: (864) 596-2068 • email: planning@cityofspartanburg.org
website: www.cityofspartanburg.org

Prior to the installation of a Sign in the City of Spartanburg, a sign permit must be obtained. To ensure that the proposed sign size and installation comply with the City's sign regulations as outlined in the Spartanburg Zoning Ordinance Section 503, the following information must be submitted with your application:

- ☐ **Elevation drawings, pictures, and sign renderings with measurements for proposed signage(s)** showing the height, type, location of the sign with the property dimensions, material of the sign, and any utility of other easements present on the property.

Planning Permit Number: _____ Building Permit Number: _____ Permit Fee: _____

Name of Business or Establishment that sign will Identify Wofford College Catholic Newman Center

Address of Business: Street: 544 N Church Street City: Spartanburg State: SC Zip: 29303

Phone: 8436970133 Business Owner: Bishop of Charleston

Tax Map #: 7-12-01-177.00 (Need Help? Visit this [website](#) and search by name or location address.)

Zoning District: _____ (Looking for the Zoning? Visit this [website](#) for more information.)

Sign Contractor Name: FastSigns Total Contract Price: \$ 2200.28

Address / Street: 220 East Henry Street City: Spartanburg State: SC Zip: 29306

City Business License of Current Year #: _____

Phone: 864-585-7777 Fax: 864-585-7770 Email: fastsigns.246@fastsigns.com

For signs located at City zoning districts: (B-1, B-3, B-4, LOD, GID, LC, I-1, I-2)

Linear feet of street frontage where business is located (facing the road) 4.58 FT

Linear feet of the front building wall where individual business is located _____ FT

Types of the signage(s) Wall ☐ Pole ☒ Monument ☐ Directional Sign ☐ Menu Board ☐ Window/Door ☐

***Please Note:** A ground-based freestanding business sign shall be no greater than twenty (20) feet in height; &

Any freestanding signs shall be located no less than 10 feet from the street right-of-way and the front property line(s)

For signs located at Downtown Urban Districts: (DT-4, DT-5, & DT-6)

Wall dimension (Primary Frontage) – Front Facades: _____ FT (length) _____ FT (height)

Wall dimension (Secondary walls) – All other facades: _____ FT (length) _____ FT (height)

Types of signage(s): Wall ☐ Theater Marquee ☐ Window/Door ☐ Tenant Identification ☐ First Floor Projecting ☐

Awning ☐ Monument ☐ Post & Arm ☐ Sandwich Board ☐

Checklist Before Submission:

- ☐ Completed Sign Permit Application
- ☐ Contractor Information (including the City Business License Number and Contract Price)
- ☐ Elevation Drawing/Proposed Signage (s) Drawing with Dimensions
- ☐ *For New Freestanding Signage, 10 ft Setback Requirement is Showing on the Drawing

☒ I certify to the best of my knowledge that all information provided is true and correct and all work performed under this permit shall conform to all plans and specifications herewith submitted and shall conform to the City Zoning and Building codes and all the laws and ordinances pertaining thereto. I understand the City of Spartanburg accepts no responsibility for signs that do not conform to covenants or guidelines set by associations. I attest that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested. If any information is false or misleading, the permit may be considered void and revoked.

Applicant Printed Name and Title: Michael Scheske

Applicant Signature: Michael Scheske Date: 7/26/2023

For Official Use Only: Date Filed: _____ Action: ☐ Approved ☐ Denied By _____
Comments: _____

Wall Signs

☐ New Sign

☐ Existing Sign (Sign Body / Frame is on the building)

Note: If the sign is existing, please provide photos of the existing signage and current location

1. Overall Dimension:

Length: _____ FT Height: _____ FT

Actual Weight: _____

****Please note:** The Building Department reserves the right to request engineered drawings from a licensed S.C. structural engineer.

2. Type of wall structure sign will be attached to:

☐ Studs ☐ Masonry ☐ Steel ☐ Concrete ☐ Others

Please Provide a detailed description of method of attachment to the wall:

3. Type of lighting use in/on the sign:

☐ Fluorescent ☐ Neon ☐ Halogen ☐ L.E.D ☐ Incandescent ☐ Other ☐ None

Electrical Service for sign is:

☐ Existing Electrical Inspector will verify, in field, proper terminations and wire gauges.

☐ New Install Provide a detailed diagram of electrical circuit – Electrical Inspector will verify in the field.

☐ None Provided

Electrical Load Information:

Lamps: _____

Ballast: _____

Voltage: _____

Total Conn. Load: _____

Circuit Required: _____

This device is U. L. listed and certified: ☐ YES ☐ NO

Free Standing Signs

☒

New Sign

☐

Existing Sign (The structure of a pole or monument sign is on the site)

Note: If the sign is existing, please provide photos of the existing signage and current location

1. Overall Dimension:

Width: 4.58 FT

Thickness: _____ FT

Height from the ground to the top of the sign: ☒ Less than 10' ☐ Greater than 10'

The actual height of the sign 3.5 FT

****Please Note:** Signs over 10' in height require structural engineered drawings complying with Chapter 16 of the 2021 IBC. Applicant must submit **two (2) copies** of structural drawings with this form that will be forwarded to the Building Department for plan review. Submitted drawings must include stamp and signature of a licensed S.C. structural engineer.

2. Type of lighting use in/on the sign:

☐

Fluorescent

☐

Neon

☐

Halogen

☐

L.E.D

☐

Incandescent

☐

Other

☒

None

Electrical Service for sign is:

☐

Existing

Electrical Inspector will verify, in field, proper terminations and wire gauges.

☐

New Install

Provide a detailed diagram of electrical circuit – Electrical Inspector will verify in the field.

☐

None Provided

Electrical Load Information:

Lamps: _____

Ballast: _____

Voltage: _____

Total Conn. Load: _____

Circuit Required: _____

This device is U. L. listed and certified: ☐ YES ☐ NO

Awnings/Canopies

☐ New Sign

☐ Existing Sign (Sign Body/Frame is on the building)

Note: If the sign is existing, please provide photos of the existing signage and current location

1. Overall Dimension:

Length: _____ FT

Height: _____ FT

Projection: _____ FT

****Please Note:** All awnings and canopies **require structural engineered drawings** complying with Chapter 16 of the 2021 IBC. Applicant must submit **two (2) copies** of structural drawings with this form that will be forwarded to the Building Department for plan review. Submitted **drawings must include stamp and signature of a licensed S.C. structural engineer.**

2. Type of wall structure sign will be attached to:

☐ Studs ☐ Masonry ☐ Steel ☐ Concrete ☐ Others

Please Provide a detailed description of the method of attachment to the wall:

3. Type of lighting use in/on the sign:

☐ Fluorescent ☐ Neon ☐ Halogen ☐ L.E.D ☐ Incandescent ☐ Other ☐ None

Electrical Service for sign is:

☐ Existing Electrical Inspector will verify, in field, proper terminations and wire gauges.

☐ New Install Provide a detailed diagram of electrical circuit – Electrical Inspector will verify in the field.

☐ None Provided

Electrical Load Information:

Lamps: _____

Ballast: _____

Voltage: _____

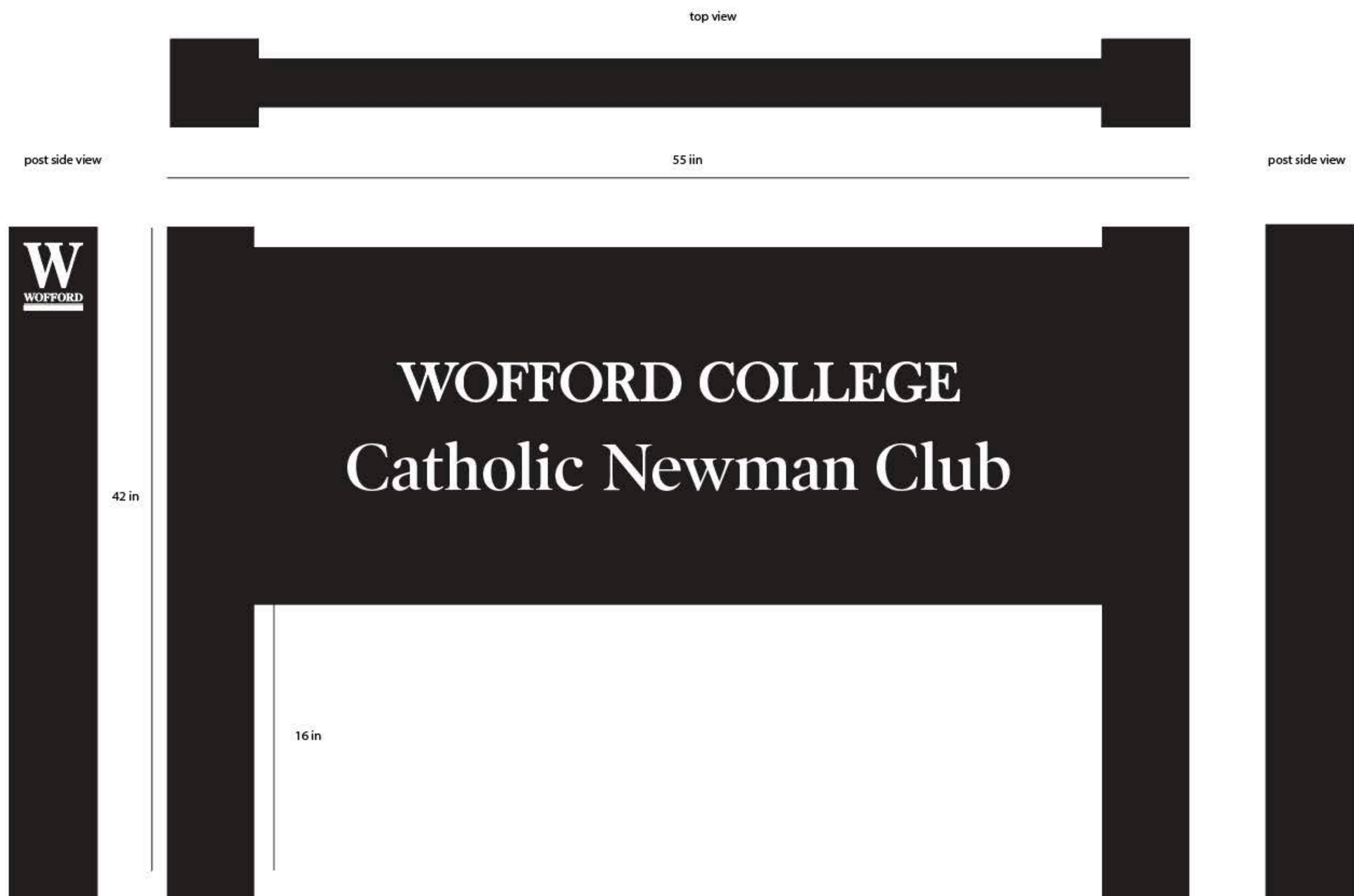
Total Conn. Load: _____

Circuit Required: _____

This device is U. L. listed and certified: ☐ YES ☐ NO



WOFFORD COLLEGE
Catholic Newman Center



SUBJECT
DRB-544 N Church Street - Sign

DATE
9/27/2023

DEPARTMENT
Community Development

COPIES TO
City Staff

TO
Members of the Spartanburg Design Review Board

TAX ID #
7-12-01-177.00

PROJECT NUMBER
10-210098.00

NAME
Craig Lewis, Urban Design Consultant
craig.lewis@arcadis.com

GENERAL PROJECT OVERVIEW

The applicant is seeking an exception to provide a monument sign at this location within the setback and non-compliant with the required foundation elements/landscaping.

AUTHORITY

This project is zoned DT-5. Formal design review and approval by the Design Review Board is required to permit the exception.

DETERMINATION OF COMPLETENESS

- Application is generally complete for Final Review, however a site plan would help to illustrate the specific location in the front yard.

EXCEPTIONS REQUIRED FOR APPROVAL

- 9.5.2.A: All Monument/Post & Arm signs shall be located a minimum of 10 feet behind the street right-of-way
- 9.5.2.B: Monument signs shall include a base (min. 1 foot in height) constructed of rock, brick, or other masonry material or permanent landscaping.

CODE REVIEW

A. Signs:

9.5.2 General Standards

A. All Monument/Post & Arm signs shall be located a minimum of 10 feet behind the street right-of-way. – *Not compliant*

B. No Monument/Post & Arm sign shall be located in any required buffer yard or within 10 feet of a side property line or within any required sight triangle. – *Unable to determine compliance with sideyard setback*

C. Monument signs shall include a base (min. 1 foot in height) constructed of rock, brick, or other masonry material or permanent landscaping. – *Not compliant*

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Non-compliant signage:** The proposed sign is too large to be classified as a post and arm sign and does not meet the existing setbacks and landscape standards. There does not appear to be anything unique about their parcel or lot configuration that would justify this exception. While the sign itself is relatively small, we do not see any reason to vary the rules that apply to everyone.

RECOMMENDATION

We do not recommend approval because we do not believe that there is a unique circumstance that justifies deviation from the rules. A wall, window, or canopy sign would provide the same level of visibility and is permitted by right. If the board believe that a setback exception is permissible, then recommend that the sign comply with the foundation/landscaping requirements of the code.

Craig Lewis, FAICP, LEED AP, CNU-A
Phone: 704-609-9841
craig.lewis@arcadis.com

Design Review Board Application

Pre-Application Meeting highly recommended.

Name of Development: n/a

Street Address: 249 E. Main St. Spartanburg SC 29302

Zoning District: DT-5 Overlay: _____ Tax Map Number: 7-12-19-002.00

Owner: Brandon McKillop Phone: 864-590-4921
Address: 958 Nantahala Dr. Email: brandon.mckillop@gmail.com
City: Chesnee State: SC Zip: 29323

Applicant: same as owner Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Agent: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Action Requested:

- ☐ Preliminary conceptual approval of the building's form, massing, and placement on the site (see attached submittal checklist).
☒ Full and Final Approval (see attached submittal checklist).

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Spartanburg. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I hereby authorize the staff of the Planning Department to inspect the premises of the above-described property.

Applicant / Owner Signature: [Signature] Date: 9/7/23

Staff Use Only / Received by: Ducanai Nan
Date Received: 9/7/23 Time: _____ Permit Number: DRB 23-0200005

FULL and FINAL REVIEW - REQUIRED DOCUMENTS		☒
Completed Design Review Board (DRB) Application Form		
Packaged PDF Documents (All documents to be submitted as a packaged PDF in 11X17 or 18X24 formats with consistent page sizes and scaled drawings with common increments)		
1. Existing Conditions Analysis		
a. Context Plan/Map (Identifying Site Context and Zoning District of Proposed Site)		
b. Aerial Image of Site/Context (Google Earth, ArcGIS or similar)		
c. Comprehensive Site Photos (showing adjacent buildings and area context)		
2. Site Plan (Construction Drawing Level)		
a. Layout of all structures (showing north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled)		
b. Footprints of adjacent structures (if applicable)		
c. Hardscape elements (including sidewalks, paths, and other paved surfaces)		
d. Landscape Plan (showing all required tree preservation, tree planting, screening, and foundation plantings)		
e. Site Lighting Plan (with locations and type of all proposed fixtures)		
f. Parking and Loading Areas		
g. Site Grading (indicating any retaining walls and stormwater management/site drainage features)		
h. Site Utilities and Solid Waste Management Plan		
i. Preliminary Plat (as appropriate)		
3. Elevations and Floor Plans for all buildings (Design Development or Construction Drawing Level)		
a. Building Elevations (in color, with proposed material call-outs)		
b. Floor Plans		
c. Roof Plan		
d. Locations of mechanical equipment (ground and roof mounted)		
e. Material selections (image and manufacturer product name/number)		
f. Building Lighting Plan (with locations and type of all proposed fixtures)		
g. Location of Signage		
h. Existing Grade and Proposed Grade (with finished floor elevations and building height, measured from the highest curb elevation adjacent to the site)		
i. Wall Sections that depict the various construction systems and materials specific to the proposed area of the building (i.e., not simply a "typical" wall section)		
j. Material Selections and Colors (image and manufacturer product name/number AND material sample/color board) for all exterior materials, finishes, windows, awnings/canopies, and fixtures		
4. Perspective Illustrations (Minimum of 2)		
a. Proposed view on project side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk abutting the property)		
b. Proposed view on opposite side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk across the street from the property)		
c. A bird's eye view of the block bounded by the surrounding streets (as applicable)		
d. Additional renderings/views (recommended)		

FINAL REVIEW SCHEDULE:

- Initial Package Submitted to City – 3 weeks prior to DRB meeting
- Review by Design Manager – 1 week

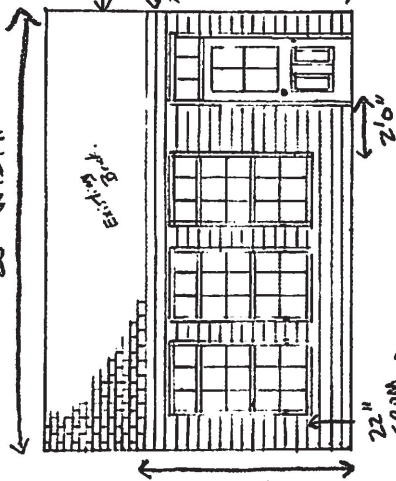
PRELIMINARY REVIEW - REQUIRED DOCUMENTS		☒
Completed Design Review Board (DRB) Application Form		
Packaged PDF Documents (All documents to be submitted as a packaged PDF in 11X17 or 18X24 formats with consistent page sizes and scaled drawings with common increments)		
1. Existing Conditions Analysis		
a. Context Plan/Map (Identifying Site Context and Zoning District of Proposed Site)		
b. Aerial Image of Site/Context (Google Earth, ArcGIS or similar)		
c. Comprehensive Site Photos (showing adjacent buildings and area context)		
2. Site Plan (Schematic Level)		
a. Layout of all structures (showing north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled)		
b. Footprints of adjacent structures (if applicable)		
c. Site elements (including sidewalks, paths, and landscape areas)		
d. Parking and loading areas		
e. Conceptual site grading (indicating any expected retaining walls and stormwater management/site drainage features)		
f. Site Sections (as appropriate, to illustrate unique grade configurations)		
3. Elevations and Floor Plans for all buildings (Schematic Level)		
a. Proposed Finished Floor Elevation(s)		
b. Building Elevations (in color, with proposed material call-outs)		
c. Floor Plans		
d. Roof Plan		
e. Expected locations of mechanical equipment (ground and roof mounted)		
f. Material Selections and Colors (image and manufacturer product name/number)		
4. Perspective Illustrations (Minimum of 2)		
a. Proposed view on project side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk abutting the property)		
b. Proposed view on opposite side of street (including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk across the street from the property)		
c. A bird's eye view of the block bounded by the surrounding streets (as applicable)		
d. Additional renderings/views (recommended)		
5. Modification of Standards and/or Special Exceptions (if necessary)		
a. Description of Requested Modifications/Special Exceptions including a statement of the unique design considerations that contribute to this request and the proposed design solutions		
b. Additional drawings that depict the applicant's proposed design, configuration, or material modifications		

PRELIMINARY REVIEW SCHEDULE:

- Initial Package Submitted to City – 3 weeks prior to DRB meeting
- Review by Design Manager – 2 weeks prior to DRB Meeting
- Final Submission of Preliminary Design Package – 1 week prior to DRB Meeting
- Note: An additional meeting may be necessary for the DRB to consider any requested Modification of Standards or Special Exceptions.

FRONT FACADE WILL NOT BE ANGLED AS IT CURRENTLY IS. IT WILL BE STRAIGHT SET IN APPROX 6" FROM EXISTING BRICK.

20' WIDTH



EXISTING BRICK STAYS SAME COLOR HARDY PLANK - BLACK

8'0" TO TOP OF DOOR'S WINDOWS

22" FROM GROUND TO BOTTOM OF WINDOW

Backset Closets 8' Ceiling

Front open to Ceiling Trans

Back Ceiling height 9'6" - 10'

① 3'0" x 5'2" with 12" Transom - BLACK

② 3'0" x 6'8" with 12" Transom - BLACK

③ 3'0" x 6'8"

④ 2'6" x 6'8"

3 WINDOWS IN FRONT

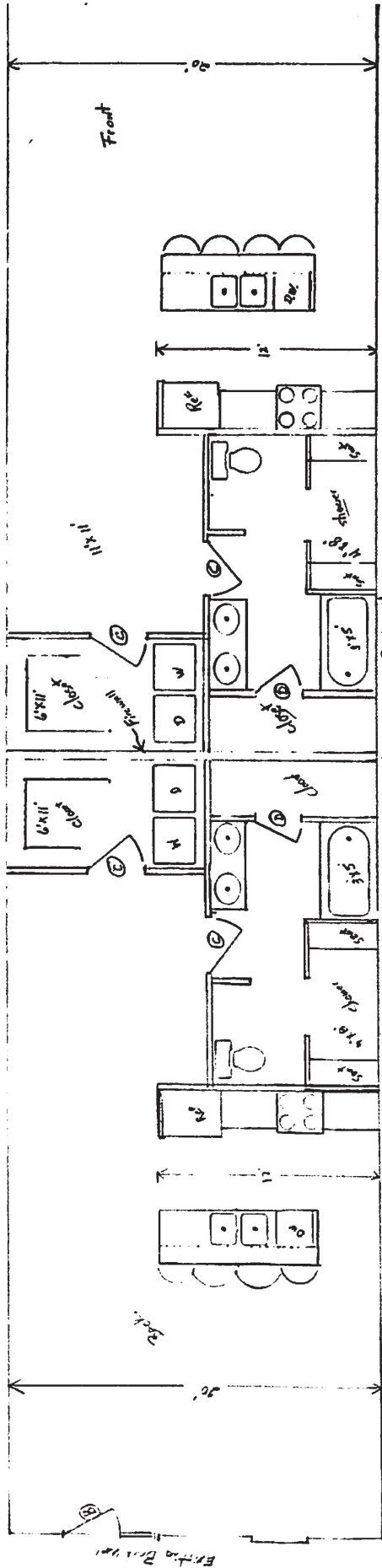
FRONT DOOR

85'

Existing Back wall

43'6" ±

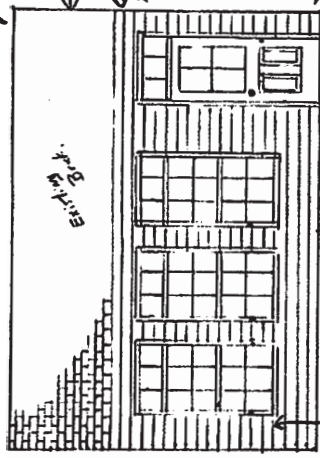
92'6" ±



DATE	APPROVED BY
DATE	DATE
DATE	DATE

FRONT FACADE WILL NOT BE ANGLED AS IT CURRENTLY IS. IT WILL BE STRAIGHT SET IN APPROX 6" FROM EXISTING BRICK.

20' WIDTH



11'8" FROM TO EXISTING BRICK

22" FROM GROUND TO BOTTOM OF WINDOW

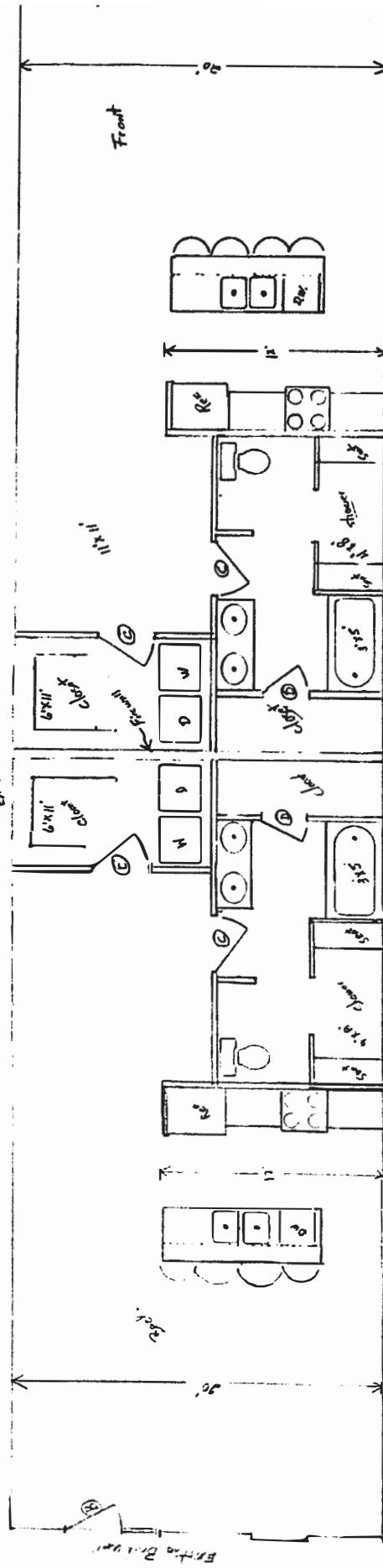
3 WINDOWS IN FRONT

FRONT DOOR

- Back Closets 8' Ceiling
- Front open to Ceiling Truss
- Back Ceiling height 9'6" - 10'
- ① 5'0" x 5'2" with 12" Trussom - BLACK
- ② 3'0" x 6'8" with 12" Trussom - BLACK
- ③ 2'0" x 6'8"
- ④ 2'2" x 6'8"

92'6" ±

95'



SCALE 1/8" = 1'-0"		APPROVED BY:	
DATE		DATE	

September 13, 2023

To Whom It May Concern:

My name is Brandon McKillop. I am the owner of 249 E Main St in the city of Spartanburg. This building is an existing structure and was formerly McMahan Shoes for many years.

In September of 2021, I had the opportunity to purchase the building and did so without knowing exactly what I wanted to do with the space. Fortunately, McMahan shoes stayed in business and rented from me for about a year. During this time, I had conversations with the business owner at McMahan and other businesses nearby to discuss the pros and cons of leasing commercially. Unfortunately, this building is challenged with no dedicated parking making a commercial lease next to impossible. On the other hand, downtown living is booming and we thought we could create a wonderful living space located in close proximity to all that the city has to offer.

After many conversations with various people in and around Spartanburg about this space, it recently became known to us that according to 6.1.2, housing is not permitted on the ground floor of Main Street buildings and an exception would need to be granted. During our research, we found some very nice residential spaces located on the ground floor such as 158 W Main St and 160 E Main St.

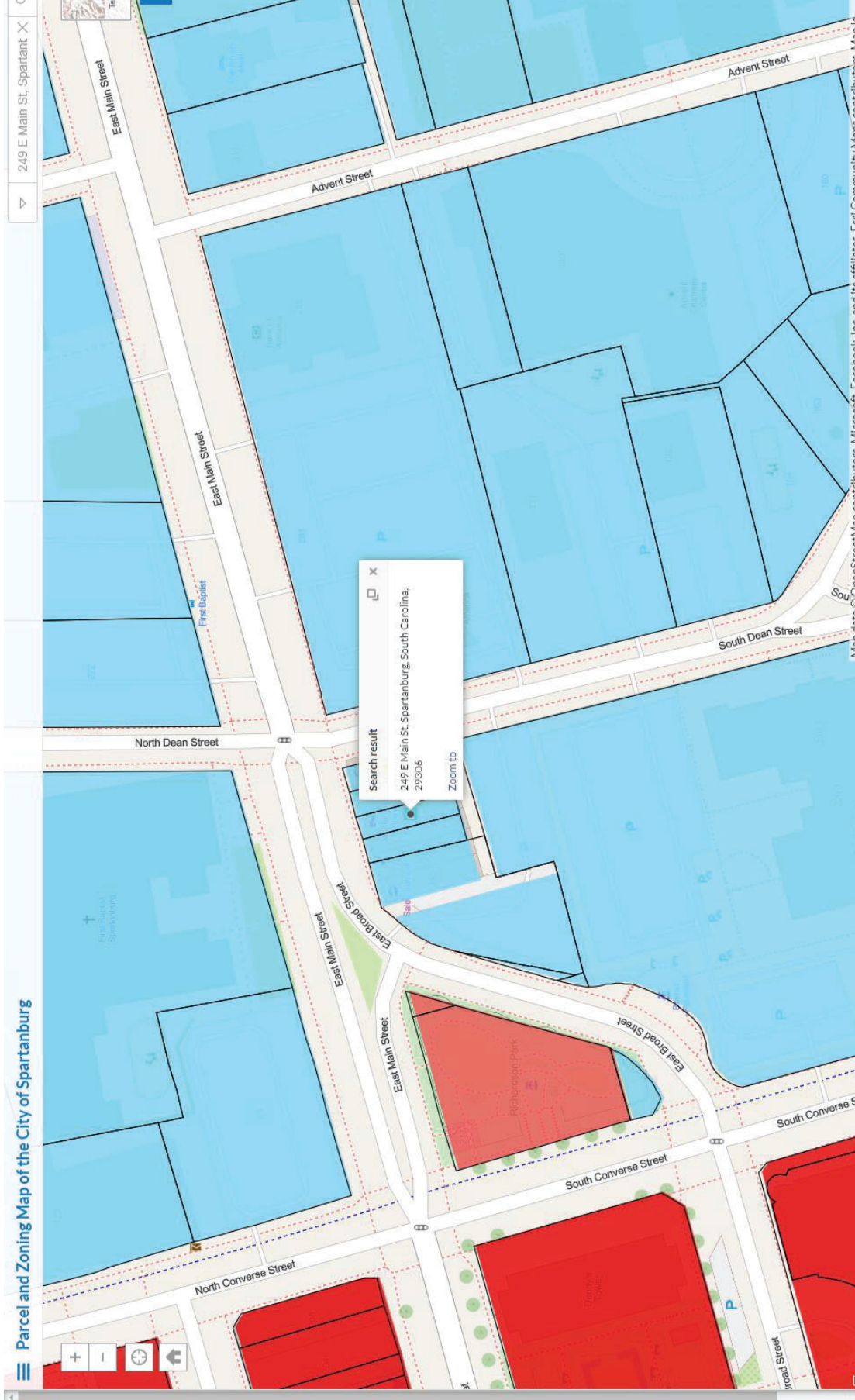
I want to transform 249 E Main St into a beautiful residential space that everyone can be proud of for years to come and I appreciate you considering our exception request. Please reach out if I can answer questions or help in any way.

Sincerely,



Brandon McKillop
864-590-4921
brandon.mckillop@gmail.com





249 E Main St, Spartanburg

249 E Main St, Spartanburg

Parcel and Zoning Map of the City of Spartanburg

Parcel and Zoning Map of the City of Spartanburg

Legend

Municipal Boundaries

Parcel and CAMA Feb 1 2021

Zoning and Parcel Data

February 1 2021 -

zoverlays212021

PDD

HD

PDW

SFD

R-6

LOD

R-8

B-1

B-3

DT-5

I-1

DT-4

DT-3

DT-6

R-15

GID

Civic

LC

...

Page 28 of 42

Zoning - February 1, 2021

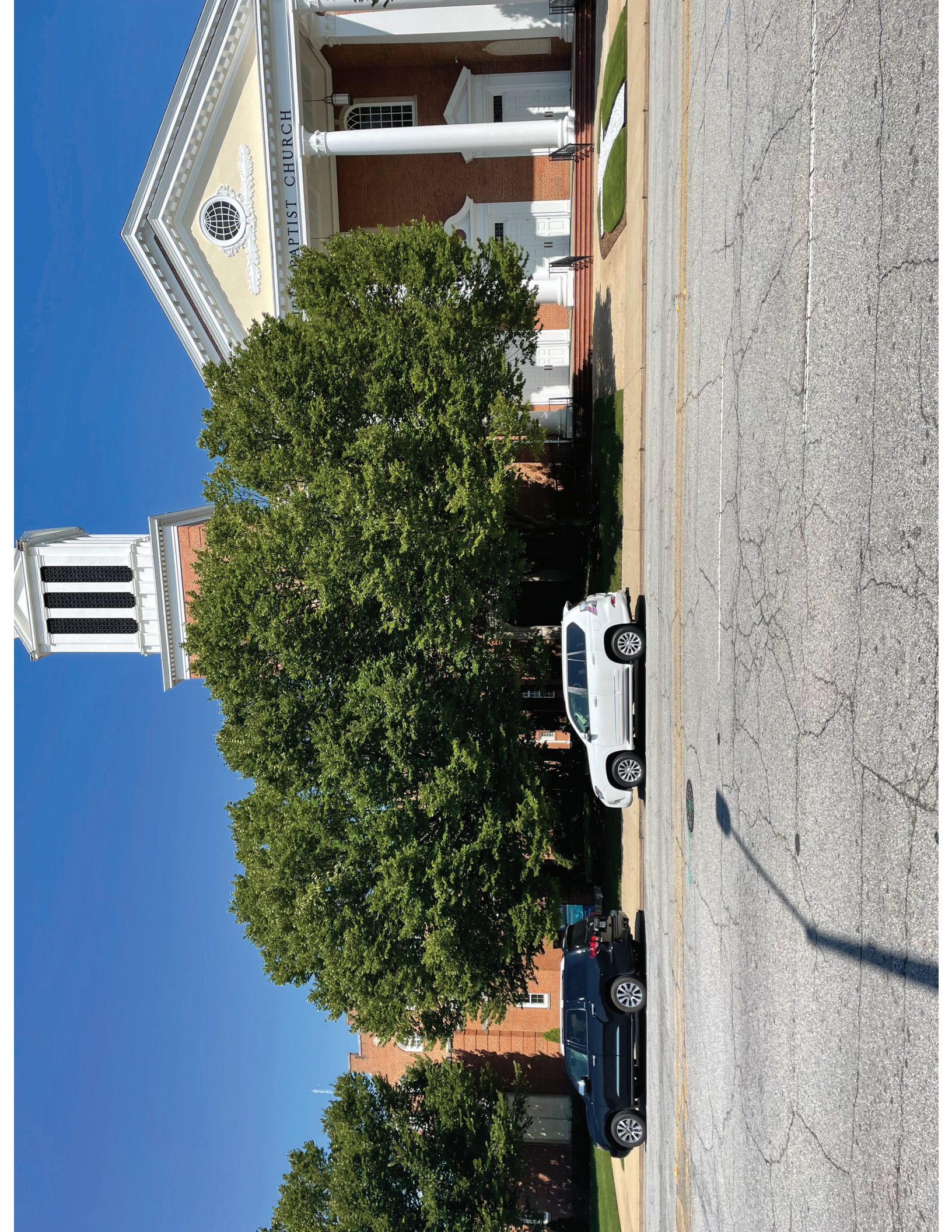






















SUBJECT
DRB-249 E. Main Street

DATE
9/27/2023

DEPARTMENT
Community Development

COPIES TO
City Staff

TO
Members of the Spartanburg Design Review Board

TAX ID #
7-12-19-002.00

PROJECT NUMBER
10-210098.00

NAME
Craig Lewis, Urban Design Consultant
craig.lewis@arcadis.com

GENERAL PROJECT OVERVIEW

The applicant is seeking to convert an existing one-story commercial building into a two-unit dwelling along Main Street between Broad Street and Dean Street.

AUTHORITY

This project is zoned DT-56. Formal design review and approval by the Design Review Board is required because of the requested change in use on the ground floor along Main Street from commercial to housing.

DETERMINATION OF COMPLETENESS

- Application is complete for Preliminary Review only. Final review requires submission of Schematic level elevations and plans.

EXCEPTIONS REQUIRED FOR APPROVAL

- 6.1.2.B Key Principle: Housing – Housing should not be placed on the ground floor frontage in D-T6 and along Main Street.

CODE REVIEW

- A. Applicability Matrix:** This is presumed to be a substantial modification where the improvements are greater than 50% of appraised value or a minor modification. Compliance is required of the expanded building area only (filling in of the front façade) and the landscaping requirements to the extent practical.
- B. Use Standards:** The proposed use is permitted by right.
- C. District Standards:**
 - **3.3.1 Lot Configuration:** *Compliant*
 - **3.3.2 Primary Building Standards:** *Compliant*
 - **3.3.4 Building Height:** *Compliant*
 - **3.3.5 Permitted Parking Location:** *Not applicable*
 - **3.3.6 Building Frontage:** *Shopfront - permitted*
- D. General Standards:**
 - Not applicable
- E. Lot/Site Standards:**

- **5.1.1 Lot Frontage:** All lots must front on a street, square, or common open space. *Compliant*

F. Utilities and Trash Containment:

- **5.2.1 Underground Utilities:** *Compliant*
- **5.2.2 Solid Waste Storage Areas:** *No information provided*
- **5.2.3 Mechanical and Utility Equipment:** *No information provided*

G. Building Standards:

- **6.1.2 General Design Principles - Housing:** Housing should not be placed on the ground floor frontage in D-T6 and along Main Street. – *Not compliant – Exception Required*
- **6.1.3 General Design Principles – Mixed-Use Infill and Redevelopment:** *Compliant*
- **6.1.4 General Design Principles – Downtown Should be Urban:** *Compliant*
- **6.1.5 General Design Principles - Put People First:** Ground floor activity is critical to pedestrian comfort and activity. Long expanses of inactivity are strongly discouraged. – *Subject to design review.*
- **6.2 Required Building Design Standards:**
 - **6.2.1 Architectural Style:** *Compliant*
 - **6.2.2 Compatibility:** *Compliant*
 - **6.2.3 Proportions:** *Compliant*
 - **6.2.4 Wall Materials:** *Compliant*
 - **6.2.5 Façade Treatment:** *Compliant*
 - **6.2.6 Building Entrances:** *Compliant*
- **6.3 Specific Building Design Standards for Residential Structures/Frontages in D-T5 (option a)**
 - **6.3.1 Roof and Eaves:** *Compliant*
 - **6.3.2 Façade Design:** *Presumed Compliant – Calculation not provided*
 - **6.3.3 Building Entrances: Raised Entries** *Not Compliant – Exception Required*
 - **6.3.5 Materials:** *Compliant*
- **6.4 Specific Building Design Standards for Mixed-use and Commercial Buildings in D-T5 (option b)**
 - **6.4.1 Roof and Eaves:** *Compliant*
 - **6.4.2 Canopies/Awnings:** *Information not provided*
 - **6.4.3 Encroachments:** *Information not provided*
 - **6.4.4 Ground Level Detailing:** *Compliant*
 - **6.4.5 Materials:** *Compliant – but inconsistent with the building style and context*

H. Parking:

- **Not Applicable**

I. Streetscape and Site Landscaping:

- **8.1 Required Streetscape:** 12 ft streetscape zone with a minimum 8 ft sidewalk and trees planted in wells consistent with downtown standards (40 ft on-center). - *One tree is required if there are no conflicts with underground utilities*

J. Signage: Not applicable.

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Conversion of commercial space to housing on the ground level along Main Street:** The proposed conversion of the commercial space in mid-block to a ground-floor residential until while not unprecedented is rare in downtown Spartanburg. The building is clearly designed as a commercial structure and sits between two other commercial buildings – one of which has been recently upgraded. In general, we are very supportive of housing in the downtown, however housing along this frontage and in this location must be sensitively considered. Ideally, housing along Main Street should be vertically

separated from the sidewalk to differentiate it from the commercial spaces and to provide privacy to its residents.

Without this vertical separation, the front rooms will have the blinds shut almost permanently. Given that the only source of light for the front unit are the sidewalk-facing windows we are very concerned about the quality of space provided to the unit with so little natural light afforded to the unit. This same issue could exist for the rear unit given how few openings exist at present. No additional documentation was provided regarding the alteration of this rear façade. High quality housing does not need to be expensive, but it does need to provide basic amenities such as natural interior light.

Additionally, we do not think that infilling the front façade with a siding product is consistent with the style of the building or the context of the block. Because of these outstanding design issues, we do not recommend approval.

RECOMMENDATION

We do not recommend preliminary approval nor do we recommend approval of a conversion of this space to residential. While we believe that ground floor residential can be acceptable in this context, the proposed design and building constraints do not appear to deliver a vibrant street.

Craig Lewis, FAICP, LEED AP, CNU-A
Phone: 704-609-9841
craig.lewis@arcadis.com