

Meeting Minutes of the Design Review Board (DRB)
Tuesday, March 5th, 2024, at 6:00 PM
County Council Chambers

The Design Review Board (DRB) on Tuesday, March 5th, 2024, at 6:00pm. The following Board Members were in attendance: **Lucy Lynch, Alexander Newman, Tori Wallace Babcock and Lukas Hauser**. Representing the City of Spartanburg's Planning Department was **Martin Livingston, Community Development Director; Oksana Holbrooks, Administrative Assistant and Nan Zhou, Planner II**.

Roll Call:

Mr. Newman: Alexander Newman

Ms. Lynch: Lucy Lynch

Mr. Hauser: Lukas Hauser

Ms. Babcock: Tori Wallace Babcock

Ms. Lynch: Per the Freedom of Information Act, public notice of this 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. We will now approve tonight's agenda unless there are any changes.

Approval of Agenda

On a motion by Mr. Hauser and second by Mr. Newman, the agenda was approved by a vote of 4 to 0.

Mr. Hauser: Motion to approve.

Mr. Newman: Second

Ms. Lynch: All in favor say aye?

Attendees: Aye.

Ms. Lynch: Okay tonight's agenda is approved. Has everyone had a chance to review the meeting minutes from the last meeting February 6th, 2024?

Approval of Meeting Minutes for February 6th, 2024

On a motion by Mr. Hauser to approved minutes as amended and second by Mr. Newman, the minutes was approved by a vote of 4 to 0.

Mr. Hauser: Motion to approve

Mr. Newman: Second.

Ms. Lynch: All in favor of approving the minutes from February 6th?

Attendees: Aye.

Old Business: None.

New Business:

The Design Review Board (DRB) has received a request for Preliminary conceptual approval of the buildings form, massing, and placement on the site for the Arcadia Press Arts, LLC Development located at 251 E. Main Street (Tax Map Sheet: 7-12-19-003.00) in the DT-5 (Downtown Code) zoning district. Owner: Michele Cook / Applicant/Agent: Meghan Teague, AIA; Teague Studios

GENERAL PROJECT OVERVIEW

The applicant is seeking to renovate an existing one-story commercial building as an artist studio along Main Street between Broad Street and Dean Street.

AUTHORITY

This project is zoned DT-5. Formal design review and approval by the Design Review Board is required due to the substantial renovation of the front façade.

DETERMINATION OF COMPLETENESS

- Application is complete

EXCEPTIONS REQUIRED FOR APPROVAL

- 3.3.6 Building Frontage and 6.1.5.A – An awning or canopy is required across the frontage of the façade to provide pedestrian comfort

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 rear entry.

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 – awning or canopy required (see Additional Comment Below)*
 - Not applicable

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:** *Not applicable*
- **5.2.3 Mechanical and Utility Equipment:** *Located in rear yard*

G. Building Standards:

- **6.1.2 General Design Principles - Housing:** Not applicable
- **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:** *Need a canopy to provide pedestrian comfort*
- **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 (option b)**
 - **6.4.1 Roof and Eaves:** *Compliant*
 - **6.4.2 Canopies/Awnings:** *Compliant but see also additional comments*
 - **6.4.3 Encroachments:** *Compliant*
 - **6.4.4 Ground Level Detailing:** *Compliant*
 - **6.4.5 Materials:** *Compliant*

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). – *Not applicable*

J. Signage: Not applicable.

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Provision of Canopy or Awning:** Along Main Street, the canopies and awnings of buildings provide shelter from sun and rain to pedestrians walking by. It appears that no canopies or awnings have been provided in the renovation of the facades of the neighboring buildings, however, that should not be the precedent. Because this application requires Board approval, we typically recommend the installation of some type of a canopy or awning that is consistent with the other commercial storefronts along Main Street and with the code requirements. In this case, the client has requested an exception to our standards based on the following request:

- *There is a desire to maximize the natural light into the building along the frontage and the placement of a canopy or awning across the full frontage would be challenging for this building as it is north facing, short in height and relatively narrow. We believe that the entrance canopy is of sufficient width to ensure pedestrian comfort while providing relief from the elements for both building tenants and passersby.*

RECOMMENDATION

We recommend final approval of the application including the granting of an exception to minimize the required canopy to span only the entry.

Applicant:

Meghan Teague, AIA; Teague Studios.

Public Comments:

None.

Discussion:

The well proposed project matches the surrounding businesses and buildings. The new walkway the applicant is not responsible for, since there is access in front.

A motion was made by Ms. Babcock, seconded Mr. Newman for full & final approval with the modifications requested by a vote of 4-0.

GENERAL PROJECT OVERVIEW

The proposed 10-unit townhome project sits on 0.52 acres across two lots at the corner of Oakland Avenue and East Saint John Street. The southern parcel along East Saint John is an existing parking lot and is nearly completely impervious. There is a 20" water oak tree on the 218 Oakland Avenue parcel located in the front setback area. The proposed units are intended to be for-sale, necessitating a subdivision plat (presumably as a condominium project) prior to final approval. The project received preliminary approval at the January 2, 2024 meeting.

AUTHORITY

This project is split zoned with the northern parcel (218 Oakland) zoned D-T4 and the parcel along East Saint John Street (214 Oakland) zoned D-T5. Without a rezoning to consolidate the zoning across the entire site, each parcel will have to express compliance individually. Formal design review and approval by the Design Review Board is required.

DETERMINATION OF COMPLETENESS

- Application complete however the following required supplemental information
 - Buildings elevations do not show elevation details
 - Landscape plan lacks information on the side and back of Units 3-6

EXCEPTIONS

- 6.4.4 Garage Access: Units 3-6 have front loaded garages that are not recessed and exceed 50% of the façade
 - *Applicants have provided a decorative garage door with a dark bronze color to minimize its visual impact as an alternative to this requirement.*

CODE REVIEW

Exceptions or deviations required are noted in *blue italics*

A. Use Standards: The proposed use (dwelling-multi-family) is permitted by right in both districts.

B. District Standards:

- **3.3.1 Lot Configuration:** *Not applicable*
- **3.3.2 Primary Building Standards:** Lots 1 & 2 are subject to D-T4 standards and the remaining are subject to D-T5. – *Exception Approved 1/2/2024*
- **3.3.4 Building Height:** *Compliant*
- **3.3.5 Permitted Parking Location:** *Compliant for Lots 1-2 and 7-10*
- **3.3.6 Building Frontage:** *Stoop - permitted*

C. General Standards:

- Not applicable

D. Lot/Site Standards:

- **5.1.1 Lot Frontage:** All lots must front on a street, square, or common open space. - *Lots 3-6 front the interior court/alley - Exception Approved 1/2/2024*
- **5.1.3 Pedestrian Entries from Frontage Line:** Buildings must have their principal pedestrian entrances on a frontage line. *Non-compliant for Lots 3-6 - Exception Approved 1/2/2024*
- **5.1.4 Setbacks:** Front and side setbacks must be consistent with surrounding buildings. *Non-compliant for Lots 1-2 - Exception Approved 1/2/2024*
- **5.1.5 Adjacent Lots:** Grading between lots to be sensitively considered. *Non-compliant for Lots 3-6*

E. Utilities and Trash Containment:

- **5.2.1 Underground Utilities:** *Compliance presumed*
- **5.2.2 Solid Waste Storage Areas:** *Sutera location shown on plan - compliant*
- **5.2.3 Mechanical and Utility Equipment:** *Compliance to be confirmed with final approval*

F. Building Standards:

- **6.1.1 General Design Principles - Connectivity:** *Not applicable*
- **6.1.2 General Design Principles - Housing:** *Not applicable*
- **6.1.3 General Design Principles – Mixed-Use Infill & Redevelopment:** *Not applicable*
- **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 Approved 1/2/2024– note that the current drawings do not show the correct streetscape improvements along both street frontages in the building*

elevation and model drawings. The landscape plan shall be the prevailing document.

- **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 – See Additional Comments*
 - **6.2.5 Façade Treatment:** *Compliant*
 - **6.2.6 Building Entrances:** *Non-compliant for Lots 3-6 - Exception Approved 1/2/2024*
- **6.4 Specific Building Design Standards for all D-T4 and Residential Structures**
 - **6.3.1 Roof and Eaves:** *Flat roofs in D-T4 - Exception Approved 1/2/2024*
 - **6.3.2 Façade Design:** *Compliance presumed but needs to be confirmed with measurements*
 - **6.3.3 Building Entrances:** *Model depicts intended compliance.*
 - **6.4.4 Garages**
 - **a. Garage Setbacks:** *Garages on Lots 3-6 are not recessed a minimum of 5 ft – Exception Required*
 - **b. Garage Width:** *Garages on Lots 3-6 may not exceed 50% of the façade width – Exception Required*
 - **6.3.5 Materials:** *Compliant*

G. Parking:

- **Parking Area Access:** *Parking is provided via a rear court/alley*

H. Streetscape and Site Landscaping:

- **8.1 Required Streetscape:**
 - D-T4: 11 ft zone with 6 foot planting strip; trees every 50 ft; and a 5 ft sidewalk – *The landscape plan (this is the prevailing document) shows compliance with the following changes – replace the two Redbuds along Oakland with Nuttall Oaks*
 - D-T5: 12 ft/14 ft without tree wells; 8 ft sidewalk; trees in wells – *The landscape plan (this is the prevailing document) show compliance with the following changes – replace the Nuttall Oak along East Saint John with a Redbud (may be in sight distance triangle either way – please confirm)*

I. Signage: Not applicable.

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Elevation Details:** The submitted elevation drawings lack some of the usual detail required for final approval. We recommend approval subject to inclusion of the following notes on the plan:
 - *All changes in materials shall terminate at inside corners.*
 - *Windows shall be inset from the exterior wall material and shall have a sill.*
 - *All casing shall be a minimum of 3 ½ inches in width.*
- **Landscape Plan:** Please provide landscape plan detail for the side and rear of Units 3-6 (e.g., vegetation, ground cover, fences, retaining walls)

- **Façade Materials:** There seems to be an unnecessary variety of façade treatments and we would recommend some simplification. Specifically, we strongly urge consistent spacing for all board and batten elements with battens spaced 10-12” apart. Traditionally horizontal lap siding, when used, is the predominant façade material with b&b utilized for bays, gable ends, and other notable façade elements. On your façade, we recommend the use of b&b on the upper story and lap siding for the rest of the building. This provides a balanced “verticals over horizontals” which tends to be more visually pleasing. Alternatively, if you wish to keep the current arrangement, we recommend a standard batten width of 10-12”. There is a practical element to this recommend, in addition to the design aesthetic. It’s been our observation that maintaining a smooth finish paint across a large uninterrupted area is difficult. These areas tend to show wear much quicker because they don’t have the shadow lines of battens to conceal the wear.

RECOMMENDATION

We recommend final approval conditioned on the modifications noted above.

Applicant:

Zedekiah Heydenburg; Site Design Inc.

Public Comments:

Michael Hammond, 230 Oakland Ave, Spartanburg, SC 29302.

Discussion:

The applicant needs to re-evaluate the materials used for the appearance of the townhomes to better blend and be harmonious to the surrounding neighbors.

Two motion(s) was made by Ms. Babcock seconded by Mr. Newman for exception of the façade variance for the garage doors being more the 50% on the units that are not on the public street by a vote of 4-0.

No motion was made, but a recommendation for continuance to next month’s meeting until ready to present by a vote of 4-0.

The Design Review Board (DRB) has received a request for Full and Final Approval for the Spartanburg Ballpark Development located at 300 W. Henry Street (Tax Map Sheet: 7-12-14-005.00, 7-12-14-036.00, 7-12-14-037.00) in the DT-5 (Downtown Code) zoning district. Owner/Applicant: Chris Story; City of Spartanburg / Agent: Eric Miller; Johnson Development.

GENERAL PROJECT OVERVIEW

The proposed 3500+ seat, Single-A baseball stadium is located on approximately 14.5 acres at the intersection of West Henry Street and South Daniel Morgan Avenue. This project received preliminary approval on 11/7/2024.

AUTHORITY

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

DETERMINATION OF COMPLETENESS

- Application is complete

EXCEPTIONS

- 3.3.2.a Front Building Setback – Maximum setback of 6 ft
 - *Approval for setbacks granted at 11/7/2024 meeting*
- 6.4.4.a Minimize Blank Walls – Expanses of blank walls may not exceed 20 feet in length – *Proposed blank wall along Henry Street is 273 feet*
 - *Approval granted at 11/7/2024 meeting subject to final review*
- 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)*
 - *Approval granted at 11/7/2024 meeting subject to final review*
- 8.1 Streetscape – Minimum 16 ft zone with trees in wells
 - *Now reflected in plans along Henry – Daniel Morgan Avenue will require improvement as well*

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:** *Additional setback approved at 11/7/24 meeting*
- **3.3.4 Building Height:** *Compliant*
- **3.3.5 Permitted Parking Location:** *Not applicable*
- **3.3.6 Building Frontage:** *Shopfront - permitted*

C. General Standards:

Not applicable

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. *The primary corner is at West Henry and Daniel Morgan. It is presumed that the corner entry at the access road and West Henry is a function of the ballpark orientation.*
- **5.1.3 Pedestrian Entries from Frontage Line:** Buildings must have their principal pedestrian entrances on a frontage line. *Compliant – primary entry is at the corner of West Henry and the Access Road*

E. Utilities and Trash Containment:

- **5.2.1 Underground Utilities:** *Compliant*
- **5.2.2 Solid Waste Storage Areas:** *Compliant*

- **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. *Exception approved at 11/7/24 meeting*
- **6.1.1 General Design Principles - Downtown Should be Urban:** Compliant
- **6.1.5 General Design Principles - Put People First: (B)** Ground floor activity is critical to pedestrian comfort and activity. Long expanses of inactivity are strongly discouraged. *Exception approved at 11/7/24 meeting*
- **6.2 Required Building Design Standards:**
 - **6.2.1 Architectural Style:** *Not applicable*
 - **6.2.2 Compatibility:** *Not applicable*
 - **6.2.3 Proportions:** *Compliant*
 - **6.2.4 Wall Materials:** *Non-compliant: Exception approved at 11/7/24 meeting*
 - **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.) – *The proposed blank wall along Henry Street is 273 ft - Exception approved at 11/7/24 meeting*
 - **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 approved at 11/7/24 meeting*
 - **6.4.5 Materials:** *The proposed metal siding is not a permitted material and requires a Discretionary Review. Exception approved at 11/7/24 meeting*

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). *Compliant*

I. Signage: Not applicable.

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Substandard Streetscape along Daniel Morgan Avenue Street:** The current plans do not show an upgraded streetscape along Danial Morgan Avenue. Given the expectation of

heavy foot traffic from the ballpark to Morgan Square, this street should be upgraded at the same time. The streetscape should be consistent with the streetscape plan for the renovated Morgan Square.

- **Future Development Along Daniel Morgan:** As noted in the plans, the area in between the ballpark is slated for future development. It is presumed that this future development will be placed between the stadium and Daniel Morgan Avenue, effectively screening that side of the stadium. The DRB may want to consider an interim measure such as supplemental landscaping along that frontage in case those buildings are not delivered in the near term – next five years.
- **Brick Detail on Upper Story:** The inlaid brick pattern on the three panels noted below seems to conflict with the sign. We recommend eliminating the detail for these three sections for a clean sign panel. Additionally, we recommend converting the current square in each remaining panel to two vertical rectangles that more closely mimic the window patterns at the main entry from Henry Street.

RECOMMENDATION

We recommend final approval of this approval subject to the following conditions:

- The improvement of the streetscape along Daniel Morgan Avenue (this needs to be shown on the final plans and may be noted as “by the city” if approved by the City Manager
- The consideration of supplemental landscape as a temporary screening element on the Daniel Morgan Avenue frontage.
- The adjustment of the brick details on the upper story to more closely mimic the window patterns near the main entrance.

Applicant:

Eric Miller, Johnson Development.

Jessica Greer, Johnson Development.

Public Comments: None.

Discussion:

The side walk on S. Daniel Morgan Avenue needs to meet the requirements of the code from the Ballpark to the AC Hotel. The sidewalk is under the purview of City of Spartanburg.

A motion was made by Mr. Hauser, seconded by Ms. Babcock for full & final approval with a request that the streetscape on S. Daniel Morgan Avenue be addressed as part of the development up to the AC hotel and the final brick detail to be submitted to staff for review and approval by a vote of 4-0.

Staff Announcements: The next meeting will be held at Dr. TK Gregg Community Center.

Adjourn meeting at 8:30 PM


Lucy Lynch, Chairperson