

**Meeting Minutes of the Design Review Board (DRB)**  
**Tuesday, May 7<sup>th</sup>, 2024, at 5:30 PM**  
**Dr. TK Gregg Recreation Center**

The Design Review Board (DRB) on Tuesday, May 7<sup>th</sup>, 2024, at 5:30pm. The following Board Members were in attendance: **Lucy Lynch, Alexander Newman, Lukas Hauser, Tori Wallace Babcock and Lauren Rogers**. Representing the City of Spartanburg's Planning Department was **Martin Livingston, Community Development Director, Fredalyn Frasier, Planning Director, Oksana Holbrooks, Administrative Assistant and Nan Zhou, Planner II**.

**Roll Call:**

Mr. Newman: Alexander Newman  
Mr. Hauser: Lukas Hauser  
Ms. Lynch: Lucy Lynch  
Ms. Rogers: Lauren Rogers  
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 need to approve tonight's agenda unless there are any changes.

**Approval of Agenda**

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

Mr. Newman: Motion to approve.  
Mr. Hauser: Second  
Ms. Lynch: All in favor say aye?  
Attendees: Aye.

Ms. Lynch: The agenda is approved. And we have minutes from April 2<sup>nd</sup>, 2024, that we also need to approve unless anyone has any concerns with those or would like to approve.

**Approval of Meeting Minutes for April 2<sup>nd</sup>, 2024**

**On a motion by Ms. Rogers to approve and seconded by Mr. Hauser, the minutes were approved by a vote of 5 to 0.**

Ms. Babcock: Motion to approve.  
Mr. Hauser: Second.  
Ms. Lynch: All in favor?  
Attendees: Aye.  
Ms. Lynch: Any opposed? The motion carries from the April 2<sup>nd</sup> meeting minutes are approved.

**Old Business:**

**The Design Review Board (DRB) has received a request for Full and Final Approval 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 Public Library / Applicant: Adam Flynn and Sarah Stevens, McMillan Pazdan Smith.**

## **GENERAL PROJECT OVERVIEW**

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

## **AUTHORITY**

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This project is zoned Civic. 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).

Preliminary Review was issued on August 1, 2023 with the following conditions:

- Resolution of the streetscape along Broad Street
- Presentation of design suggestions to mitigate the blank wall condition along Broad Street

Final Approval was issued on December 5, 2024 with the following condition:

- Presentation of design solution to mitigate the blank wall condition along Broad Street

## **DETERMINATION OF COMPLETENESS**

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- Application complete

## **EXCEPTIONS REQUIRED FOR APPROVAL**

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- 3.3.2.a Front Building Setback – Maximum setback of 6 ft – *Setbacks range from 7 ft 9 in to 35 ft* Approval Granted Previously
- 8.1 Streetscape – Minimum 12 ft zone with trees in wells / preferred 16 ft zone Modification granted on 12/5/23

- 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). – *Conditional Exception Granted*
- 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:** *Exception Conditionally Granted*
  - **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 granted on 12/5/23*
- **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.) - *Compliant*
    - **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 – *Compliant at 64%*
  - **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 provided on 12/5/23*
- I. Signage:** Not applicable.

#### **ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION**

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- **Blank Wall Condition along Broad Street:** The brick wall on Broad Street previously exceeded the maximum width of 20 feet and minimum ground floor transparency of 60%. The proposal resolves these minimum code requirements. We estimate it to be 64% at present – see the measurements below:



While the ground floor minimum requirement is satisfied, the proposed treatment still yields a large undifferentiated, multi-story wall area that is visually dominant. Previously suggested various treatments for consideration included:

- Windows in the stairwell (presumably fire-rated) – an irregular pattern combined with LED backlighting could make for a very interesting public art 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)

## STAFF RECOMMENDATION

The application satisfies the minimum requirements for ground floor treatment (blank wall and transparency). Staff defers to the Board as to whether the resulting wall detail is satisfactory.

### **Applicant:**

Adam Flynn and Sarah Stevens, McMillan Pazdan Smith.

### **Public Comments:**

None.

### **Discussion:**

The proposed project meets all requirements.

**A motion was made by Ms. Babcock, seconded Ms. Rogers for full & final approval by a vote of 5-0.**

**The Design Review Board (DRB) has received a request for Full and Final Approval for the Oakland Avenue Townhomes Development located at 214 and 218 Oakland Avenue (Tax Map Sheet: 7-12-07-118.00 and 7-12-07-117.00) in the DT-5 and DT-4 (Downtown Code) zoning districts. Owner/Applicant: Roy Smalls / Agent: Zedekiah Heydenburg; Site Design Inc.**

## 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, however the ownership type may not be regulated through this process. The project received preliminary approval at the January 2, 2024 meeting. This application requests final approval.

## AUTHORITY

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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

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- o Application is complete

## EXCEPTIONS

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

## CODE REVIEW

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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*
- o **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. *Compliance presumed*

**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 Parking:**

**G. Parking Area Access:**

- *Parking is provided via a rear court/alley*

**I. 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 – *Compliant*
  - D-T5: 12 ft/14 ft without tree wells; 8 ft sidewalk; trees in wells – *Compliant*

G. **Signage:** Not applicable.

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## **ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION**

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- **No additional comments**

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## **RECOMMENDATION**

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Final approval conditioned on the following exception:

Exception to Section 6.4.4 to the maximum width and setback provision with the proposed mitigating design elements.

**Applicant:**

Roy Smalls/Agent: Zedekiah Heydenburg; Site Design Inc.

**Public Comments:**

None.

**Discussion:**

The proposed project has been improvement ad meets all necessary requirement.

**A motion was made by Ms. Rogers, seconded Mr. Newman for full & final approval by a vote of 4-1.**

**New Business:**

**The Design Review Board (DRB) has received a request for Full and Final Approval of the Grain District Parking Garage located at 158 Pollard Street (Tax Map Sheet: 7-12-14-005.00) in the DT-5 (Downtown Code) zoning district. Owner/Applicant: Morgan & Henry JOF ESA II, LLC / Agent: Michael Judice; McMillan Pazdan Smith.**

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## **GENERAL PROJECT OVERVIEW**

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The proposed parking garage and surface parking lot is designed to provide parking for the ballpark and a future office building planned along Main Street.

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## **AUTHORITY**

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

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## **DETERMINATION OF COMPLETENESS**

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- Application is missing the following elements but may be sufficient for Final Review:
  - o Cut sheets or specifications for wall lighting (non-recessed)
  - o Detail for Site Landscaping

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## **EXCEPTIONS**

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- 8.1 Streetscape – Minimum 12 ft zone (preferred 16 ft zone) with trees in wells - **proposal is for a 5 foot sidewalk and a 4.5 ft planting strip**
  - o *DRB approval granted on 4/2/24*

## CODE REVIEW

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**A. Use Standards:** The proposed use is permitted by right. Applicable standards are 3.2.10.b – Parking Structure

- **3.2.10.b.1 Liner Buildings Required:** *Presumed compliant with additional of future office building along Main Street required by development agreement with City*
- **3.2.10.b.2 High-Quality Materials:** *Compliant*
- **3.2.10.b.3 Clear Entries:** *Compliant*
- **3.2.10.b.4 Vents and Utility Openings:** *Compliant*

**B. 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:** *Not applicable*

**C. General Standards:**

- *Not Applicable*

**D. Lot/Site Standards:**

- *Not Applicable*

**E. Utilities and Trash Containment:**

- **5.2.1 Underground Utilities:** *Compliant*
- **5.2.3 Mechanical and Utility Equipment:** *Screening, where required, must meet the code requirement. If the device is not visible from a public right-of-way or park, then it need not be screened.*

**F. Building Standards:**

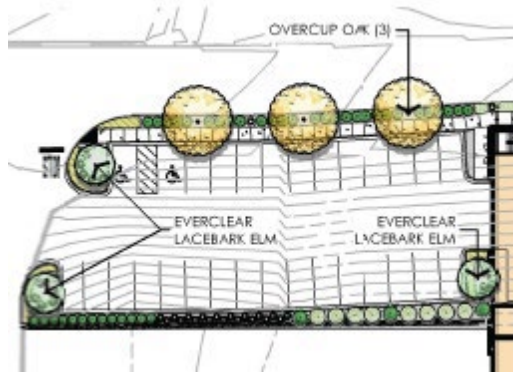
- *Not Applicable*

**G. Parking:**

- **8.2 Parking Area Landscaping (Required Plantings & Parking Area Screening):** *Non-Compliant – See note Below*

**H. Streetscape and Site Landscaping:**

- **8.1 Required Streetscape:** 12 ft streetscape zone (preferred 16 ft zone) with a minimum 8 ft sidewalk and trees planted in wells consistent with downtown standards (40 ft on-center). – *Exception Granted on 4/2/24*
- **8.2 Parking Area Landscaping:** *More detail required to determine compliance. Please provide dimensions to determine compliance with maximum distance from a tree for each parking space. Please provide detail to determine compliance with parking area screening. The conceptual illustration shows landscaping, but no detail is provided.*



*All parking areas visible from the right-of-way should be screened from view. Parking areas in the side yard must have a 3-foot-high screen along the street side located in the side yard only (behind the building line) Shrubs, brick walls (using brick that matches the adjacent building), wrought iron fencing, or any combination thereof may be used. If landscaping is used, the minimum planting area width should not be less than 4 feet.*

**I. Signage:** Not applicable.

#### **ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION**

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- **Street Tree Selection:** The proposed Overcup Oaks in the streetscape in front of the surface parking lot may not be suitable for that narrow a planting strip. Please have the landscape architect confirm that the selected species can be sustained in the space and not unduly heave sidewalks. The provision of a tree pit detail is appropriate.
- **Parking Lot Design:** Because the proposed sidewalk is at the back of the parking space curb, we highly recommend the installation of wheel stops to ensure that no vehicles overhang what is already a substandard sidewalk.

#### **RECOMMENDATION**

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The final application is consistent with the approved preliminary application. We recommend final approval subject to the satisfactory provision of the missing parking area landscaping and building lighting detail to ensure compliance, and the inclusion of wheel stops for the surface spaces adjacent to the sidewalk.

#### **Applicant:**

Michael Judice; McMillan Pazdan Smith.  
Morgan & Henry JOF ESA II, LLC

#### **Public Comments:**

None.

#### **Discussion:**

Overall well proposed project.

**A motion was made by Ms. Rogers, seconded Mr. Newman for full & final conditional approval by a vote of 4-1.**

#### **Staff Announcements:**

Welcoming the new Planning Director, Fredalyn Frasier to the City of Spartanburg.

Adjourn meeting at 7:22 PM

  
Lucy Lynch, Chairperson