

Meeting Minutes of the Design Review Board (DRB)

Tuesday, July 2nd, 2024, at 5:30 PM

Dr. TK Gregg Recreation Center

The Design Review Board (DRB) on Tuesday, July 2nd, 2024, at 5:30pm. The following Board Members were in attendance: **Jean Crowther, Alexander Newman, Lukas Hauser, Tori Wallace Babcock and Lauren Rogers.** 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

Mr. Hauser: Lukas Hauser

Ms. Crowther: Jean Crowther

Ms. Rogers: Lauren Rogers

Ms. Babcock: Tori Wallace Babcock

Ms. Rogers: Welcoming of new board member Jean Crowther to Design Review Board. We are in compliance of Freedom of Information Act, public notification 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'll move to approval of the agenda for this evening.

Approval of Agenda

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

Ms. Babcock: Motion to approve the agenda.

Mr. Newman: Second it.

Ms. Rogers: All in favor say aye?

Attendees: Aye. Any Nays?

Ms. Rogers: For the minutes the approval of the minutes for May 7th, 2024, has everyone had an opportunity to review? Those that attended and approve the minutes for May 7th, 2024, say aye?

Approval of Meeting Minutes for May 7th, 2024

On a motion by Mr. Hauser to approve and seconded by Mr. Newman, the minutes were approved by a vote of 4 to 0.

Mr. Hauser: Motion to approve.

Mr. Newman: Second.

Ms. Rogers: All in favor?

Attendees: Aye.

Ms. Rogers: Any opposed?

Old Business: None.

New Business:

The Design Review Board (DRB) has received a request for Full and Final Approval for the proposed Spartanburg Subaru located in the DT-5 Zoning (Downtown Urban District) at 400 E. Daniel Morgan Ave. (Tax Map Sheet # 7-12-06-061.00). Owner: RP CGR SBG MAZ-SUB LLC / Applicant: Hudson Automotive Group.

GENERAL PROJECT OVERVIEW

The existing Subaru dealership is proposing to increase the existing floor area from 35,269 square feet to ~41,325 square feet, an increase of approximately 17%. The additional space is proposed to infill existing roof overhangs but not otherwise increase impervious space.

AUTHORITY & APPLICABILITY

This project is zoned DT-5 and the proposed project is considered a minor expansion in accordance with Section 2.2. The following elements are required to come into full compliance: Solid Waste Storage Areas; Bicycle Parking; and Signage. Full streetscape and site landscaping and building design elements related only to the building expansion are required for compliance. Formal design review and approval by the Design Review Board is required. A special exception is required in accordance with Section 3.1.3 (Use Table).

DETERMINATION OF COMPLETENESS

- Application is complete

EXCEPTIONS

- No exceptions were requested but there are several deficiencies that will need to be addressed.

CODE REVIEW

Exceptions or deviations required are noted in *blue italics*

- A. Use Standards:** The proposed use (vehicle/heavy equipment rental/sales) requires a Special Exception and is subject to the additional standards in 3.2.11.

3.2.11 VEHICLE SALES

- a. All renovations or substantial modifications to the existing showroom shall not have to meet the maximum setbacks requirements or minimum height restrictions. – *Compliant*

However, all physical lot expansions to any existing Vehicle Sales site shall require all such expansions on the new parcel only to come into full compliance. – *Not applicable*

- b. Areas for vehicle displays shall be limited to the 2nd and 3rd Layers only. Parking areas may not be expanded into any 1st layer zone. – *Not applicable*

B. District Standards:

- **3.3.1 Lot Configuration:** *Not applicable*

- **3.3.2 Primary Building Standards:** Per 3.2.11, Minimum height does not apply – *All other standards are compliant*
- **3.3.4 Building Height:** *Compliant*
- **3.3.5 Permitted Parking Location:** *Existing non-conformity – no expansion requested*
- **3.3.6 Building Frontage:** *Shopfront/Awning – but setback behind a parking lot – legal non-conformity*

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*
- **5.1.3 Pedestrian Entries from Frontage Line:** Buildings must have their principal pedestrian entrances on a frontage line. - *Compliant*
- **5.1.4 Setbacks:** Front and side setbacks must be consistent with surrounding buildings. - *Compliant*
- **5.1.5 Adjacent Lots:** Grading between lots to be sensitively considered. – *Not Applicable*

E. Utilities and Trash Containment:

- **5.2.1 Underground Utilities:** - *Compliant*
- **5.2.2 Solid Waste Storage Areas:** - *Full screening of all solid waste enclosures required*
- **5.2.3 Mechanical and Utility Equipment:** *Compliance to be confirmed with final approval*

F. Building Standards:

- **6.1.1 General Design Principles - Connectivity:** *Compliant*
- **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:** *Existing Non-conformity – The proposed building expands the building towards the street in conformance with this principle.*
- **6.1.5 General Design Principles - Put People First:** *Compliant*
- **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 all D-T5 Mixed-Use and Commercial Buildings**
 - **6.4.1 Roof and Eaves:** *Compliant; Rooftop equipment screening to be confirmed with Final Approval*
 - **6.4.2 Canopies/Awnings:** *Not Applicable*

- **6.4.3 Encroachments:** *Not Applicable*
- **6.4.4 Façade Design:** *Compliant*
- **6.4.5 Materials:** *Exception Required – See Additional Comments*

G. Parking:

- **7.1 Parking Area Access:** *Existing front yard parking is a non-conformity*
- **7.2 Bicycle Parking:** *Compliance Required*

H. Streetscape and Site Landscaping:

- **8.1 Required Streetscape:**
 - D-T5: 12 ft zone with 6 foot planting strip; trees every 50 ft; and a 8 ft sidewalk –*Compliance required*
- **8.2 Parking Area Landscaping:** *Compliance Required*

8.2.1 REQUIRED PLANTINGS

One (1) Shade Tree and eight (8) shrubs per 10 parking spaces. No parking space shall be further than 60 feet from the trunk of a canopy tree.

8.2.2 PARKING AREA SCREENING

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:** *Freestanding Sign is non-compliant. Existing pole sign would need to be modified to not exceed 5 feet in height and 32 square feet in area.*

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Building Materials:** The existing building utilizes a metal paneling system similar to what is proposed for the expansion. While it would be possible to incorporate a different building material as a compatible contrast to the existing building (e.g., brick), the presence of the building back from the street doesn't necessary warrant an investment that provides permanence to its location. The DRB will need to decide if this investment warrants an upgrade of the proposed wall material.
- **Site Landscaping:** With the proposed expansion, the lack of site landscape will need to be brought into compliance. The image below represents the additional trees required for compliance. It does appear that at least 7 parking spaces will need to be converted to planting areas to accommodate canopy trees.
- **Streetscape:** The current sidewalk and tree planting area is substandard with a lack of street trees and a narrow sidewalk. Striping for on-street parking in the outside lane of Daniel Morgan was recently installed and is being utilized. Also, there are overhead utilities which

will preclude the installation of canopy streets in the streetscape but would permit understory trees such as Crepe Myrtles however, there does not appear to be adequate soil area to support their installation without losing a substantial amount of parking across the frontage. As an alternative, we encourage the exploration of curb extensions into the pavement of Daniel Morgan in order to install the trees. (See image below)

RECOMMENDATION

Because this is an expansion of a non-confirming building, there are several items that are required to come into compliance as noted above and we do not recommend the issuance of any exceptions except as follows:

- Exception to Section 6.4.5 to permit the continued use of metal paneling consistent with the rest of the facade.

Applicant:

Steve Prayer, Johnston Step Law Firm
Riyad Brothers, Hudson Automotive Group.
Joe Kondovski, Architect
Rogan Martin, Civil Engineer

Public Comments:

None.

Discussion:

The proposed project is not ready for full and final approval. A landscape/streetscape needs to be submitted for full and final approval.

A motion was made by Ms. Babcock, seconded Mr. Newman for partial approval. An ACM panel variance was approved by a vote of 5-0. Table meeting for landscape/streetscape discussion until the applicant has a response to the comments made by board members by a vote of 5-0.

The Design Review Board (DRB) has received a request for Preliminary Conceptual Approval for the proposed Mile Residence located in the DT-5 Zoning (Downtown Urban District) at 142 Oakland Ave. (Tax Map Sheet # 7-12-11-069.00). Owner: James E. and Kimberly Miles / Applicant: Meghan Teague, Teague Studio.

GENERAL PROJECT OVERVIEW

The proposed 3200 square foot single family is on infill lot along Oakland Avenue approximately 360 feet from Main Street. Oakland Avenue is a transitional residential street with some residential occupancy in addition to commercial occupancy of residential structures and commercial structures. The neighboring structures are traditional residential vernacular and it is across the street from modern commercial structures that are set back from the street with parking across their frontage.

AUTHORITY

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

DETERMINATION OF COMPLETENESS

- Complete

EXCEPTIONS

- 7.1.4.b – Parking Area Access: Parking must be accessed from a rear alley or a secondary frontage unless approved as a Discretionary Review. (D-T5 & D-T6)

CODE REVIEW

Noted deficiencies, exceptions or deviations required are noted in *blue italics*

A. Use Standards: The proposed use (dwelling-single family) is permitted by right.

B. District Standards:

- **3.3.1 Lot Configuration:** *Compliant*
- **3.3.2 Primary Building Standards:** *Non-Compliant but Compliant with Section 5.1.4 that requires that “front and side setback be consistent with those of the surrounding buildings. Buildings on infill lots should generally setback a distance equal to an average of buildings on either side of the proposed development on the same side of the street.”*
- **3.3.4 Building Height:** *Compliant*
- **3.3.5 Permitted Parking Location:** *Compliant*
- **3.3.6 Building Frontage:** *Common Yard – Exception Required*

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*
- **5.1.3 Pedestrian Entries from Frontage Line:** Buildings must have their principal pedestrian entrances on a frontage line. – *Compliant*
- **5.1.4 Setbacks:** Front and side setbacks must be consistent with surrounding buildings. – *Compliant – consistent with surrounding buildings*
- **5.1.5 Adjacent Lots:** Grading between lots to be sensitively considered. – *Not applicable*

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:** *Not applicable*
- **6.1.2 General Design Principles - Housing:** – *Compliant*
- **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. – *Compliant*
- **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 all D-T4 and Residential Structures**
 - **6.3.1 Roof and Eaves:** *Compliant*
 - **6.3.2 Façade Design:** *Compliant*
 - **6.3.3 Building Entrances:** *Compliant*
 - **6.4.4 Garages**
 - **a. Garage Setbacks:** *Compliant*
 - **b. Garage Width:** *Compliant*
 - **6.3.5 Materials:** *Compliant*

G. Parking:

- **Parking Area Access:** *Parking is provided via a front-loaded driveway. An exception is required for access to parking on lots less than 60 feet in width.*

H. Streetscape and Site Landscaping:

- **8.1 Required Streetscape:**
 - D-T5: 12 ft/14 ft without tree wells; 8 ft sidewalk; trees in wells – *The existing sidewalk is substandard and crumbling. Please work with the side to provide a solution that provides a minimum 5 foot wide sidewalk prior to Final Approval.*

I. Signage: Not applicable.

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

None

RECOMMENDATION

We recommend Preliminary approval with the following Exceptions/Changes:

- Exception to utilize a Common Yard frontage consistent with the surrounding buildings.
- Exception to utilize the existing driveway to site access.
- Improvement of the existing sidewalk to a minimum of 5 feet in width.

Applicant:

Meghan Teague, Teague Studio.

Public Comments:

David McCutchen, Engineering Associates.

Discussion:

The proposed project well proposed. Discussion of the site access, the setbacks, and sidewalk.

A motion was made by Ms. Babcock, seconded Mr. Hauser with conditional approval, the site access has to be brought back to 45 feet to be consistent with surrounding buildings, allowing the driveway to site access to Oakland Ave, and improvement of existing sidewalk setback brought to 7 feet with a condition of street trees requirement being in compliance by a vote of 5-0.

The Design Review Board (DRB) has received a request for preliminary Conceptual Approval for the proposed Fidelity Bank located in the DT-5 Zoning (Downtown Urban District) at 305 N. Church St. (Tax Map Sheet # 7-12-06-043.00). Owner: Steve McClure, Fidelity Bank / Applicant: Brian Murdoch, Fidelity Bank.

GENERAL PROJECT OVERVIEW

The proposed 8400 square foot building is located at the corner of East Daniel Morgan Avenue and North Church Street directly across from the Marriott. It is a redevelopment of an existing single-story structure and presently has driveways on both frontages. The proposed use is a bank that includes a drive-thru service.

AUTHORITY & APPLICABILITY

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

DETERMINATION OF COMPLETENESS

- Application is complete

EXCEPTIONS

- 6.4.4.c.2 Ground Level Detailing – Transparency Zone.

CODE REVIEW

Deficiencies noted, or exceptions or deviations required, are noted in *blue italics*

A. Use Standards: The proposed use (bank) is permitted by right in D-T5. The Drive-Thru Service is permitted subject to additional standards in 3.2.2.

3.2.2 DRIVE-THRU RETAIL/RESTAURANT/SERVICE USES

- In the D-T5 or D-T6 district, a restaurant or business with drive-thru service may not be closer than 500 feet from another business with drive-thru service. – *Compliant*
- An application for a business with a drive-thru service must submit a site plan showing, the following, but not limited to: the parking and circulation plan, curb cuts, the location of any audible equipment, landscaping, pole lights, signs and trash enclosures. – *Compliance presumed prior to Final approval*
- Drive-thru service canopies must be pitched at an angle and use materials matching the roof of the primary building. – *Compliant*

- d. Drive-thru facilities should be located at the rear of the primary building, but if that is not feasible, may be located at the side. – *Compliant, technically located in the side yard but recessed. Landscape screening will be required.*
- e. Access to the drive-thru service should be from mid-block or the rear to avoid disrupting pedestrian traffic. If a driveway is necessary it must be no more than 10 feet wide and conform to SCDOT 2008 Access and Roadside Management Standards, or as amended. – *Compliant*
- f. No drive thru window or its associated signage (other than directional) is permitted within the first or second layer (see Table 2d). – *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:** - *Exception required for sideyard parking along Church Street*
- **3.3.6 Building Frontage:** *Unclear – Most likely it is Common Yard – Not 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*
- **5.1.3 Pedestrian Entries from Frontage Line:** Buildings must have their principal pedestrian entrances on a frontage line. - *Compliant*
- **5.1.4 Setbacks:** Front and side setbacks must be consistent with surrounding buildings. - *Compliant*
- **5.1.5 Adjacent Lots:** Grading between lots to be sensitively considered. – *Not Applicable*

E. Utilities and Trash Containment:

- **5.2.1 Underground Utilities:** *Compliant*
- **5.2.2 Solid Waste Storage Areas:** *Compliance to be confirmed with final approval*
- **5.2.3 Mechanical and Utility Equipment:** *Compliance to be confirmed with final approval*

F. Building Standards:

- **6.1.1 General Design Principles - Connectivity:** *Compliant*
- **6.1.2 General Design Principles - Housing:** *Not applicable*
- **6.1.3 General Design Principles – Mixed-Use Infill & Redevelopment:** *Compliant*
- **6.1.1 General Design Principles - Downtown Should be Urban:** *Existing Non-conformity – The proposed building expands the building towards the street in conformance with this principle.*
- **6.1.5 General Design Principles - Put People First:** *Compliant*
- **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 all D-T5 Mixed-Use and Commercial Buildings**
 - **6.4.1 Roof and Eaves:** *Compliant; Rooftop equipment screening to be confirmed with Final Approval*
 - **6.4.2 Canopies/Awnings:** *Not Applicable*
 - **6.4.3 Encroachments:** *Not Applicable*
 - **6.4.4 Ground Level Detailing:** *Non-compliant with 60% transparency along all street sides – exception requested*
 - **6.4.5 Materials:** *Compliant*

G. Parking:

- **7.1 Parking Area Access:** *Compliant*
- **7.2 Bicycle Parking:** *Compliance Required*

H. Streetscape and Site Landscaping:

- **8.1 Required Streetscape:**
 - D-T5: 14 ft zone with 6 foot planting strip; trees every 50 ft; and a 8 ft sidewalk – *Compliance to be confirmed with Final approval*
- **8.2 Parking Area Landscaping:** *Compliance Required*

8.2.1 REQUIRED PLANTINGS

One (1) Shade Tree and eight (8) shrubs per 10 parking spaces. No parking space shall be further than 60 feet from the trunk of a canopy tree. - *Compliance to be confirmed with Final approval*

8.2.2 PARKING AREA SCREENING

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. - *Compliance to be confirmed with Final approval*

I. Signage: *Staff level approval*

ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION

- **Ground Level Transparency:** The applicants have requested an exception to the minimum transparency. No calculations have been provided as to what is in the current proposal so it's difficult to determine what mitigating elements can be provided. The reasons for the exception provided was so that they could keep to the brand but as buildings in the city often have many

lives beyond the initial tenant, and the context of this site being at a prominent entry to the downtown, we do not think that should be an adequate reason to deviate from one of the key design standards that promotes pedestrian activity in the downtown.

At a minimum we would encourage a design adaptation of the one-story secondary element along Daniel Morgan Avenue. As the overall design aesthetic draws from a residential colonial revival vernacular, it would not be uncommon to see this secondary element designed as a sunroom with more extensive windows. As a corner element, it would contribute to the overall porosity of both facades, while also being complimentary to the overall architectural brand of the bank.

RECOMMENDATION

We recommend the Preliminary Approval application with the following exceptions:

- The use of a Common Yard frontage be permitted subject to the inclusion of landscaping around the perimeter of the building; and;
- The minimum ground floor transparency be reduced below the required 60% with a mitigation that considers the design of the one-story corner element as a “sunroom” feature to expand the use of windows along the ground floor or a similar mitigating design element.

Applicant:

Brian Murdoch, Fidelity Bank.

David McCutchen, Engineering Associates.

Public Comments:

None.

Discussion:

It is very much appreciated that a regional branch location in the City of Spartanburg. The proposed project does not meet all requirements. Because it is on a corner site and at a high profile location which makes it more difficult to allowing the exemption of having the drive through where it would not be in compliance with the code is a lot for board members to approve. Having more elements align with the code would help the board make more precise decision.

A motion was made by Ms. Rogers, seconded Ms. Babcock to table the meeting for landscape site plan submittal and possibly have an Architect present for next meeting or set up a private meeting for discussion by a vote of 5-0.

Staff Announcements:

None.

Adjourned meeting at 7:52 P.M.


Lauren Rogers, Vice Chair