

## **Meeting Minutes of the Design Review Board (DRB)**

**Tuesday, November 5<sup>th</sup>, 2024, at 5:30 PM**

**Dr. TK Gregg Recreation Center**

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

### **Roll Call:**

Mr. Newman: Alexander Newman

Ms. Crowther: Jean Crowther

Mr. Hauser: Lukas Hauser

Ms. Babcock: Tori Wallace Babcock

Ms. Babcock: With the Freedom of Information Act Compliance, 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 begin with the approval of the agenda, we have a quorum, has everyone had an opportunity to review meeting minutes from last month.

### **Approval of Agenda**

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

Mr. Newman: Motion to approve.

Mr. Hauser: Second.

Ms. Babcock: All those in favor say aye?

Attendees: Aye. Those opposed?

### **Approval of Meeting Minutes for August 6<sup>th</sup>, 2024**

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

Mr. Newman: Motion to approve.

Mr. Hauser: Second.

Ms. Babcock: All in favor?

Attendees: Aye.

Ms. Babcock: Those that are opposed?

### **Old Business: None.**

### **New Business:**

**DRB-24-020-00011 – The Design Review Board (DRB) has received a request for Preliminary Conceptual Approval for the proposed Fidelity Bank located in the DT-5 Zone (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

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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

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This project is zoned D-T5 and is a full site redevelopment. Formal design review and approval by the Design Review Board is required.

## DETERMINATION OF COMPLETENESS

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- Application is complete

## EXCEPTIONS

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- 3.2.2 Drive Thru Spacing
- 6.4.4.c.2 Ground Level Detailing – Transparency Zone.

## CODE REVIEW

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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. – *Non Compliant when measured from building edge to building edge.*
- 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*
- 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.*
- 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*
- 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**

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- **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.

**Excessive Curb Radii for Daniel Morgan Driveway:** The proposed driveway onto Daniel Morgan is proposed as a right-in/right-out with a splitter island to enforce that maneuver. The radii are excessive and designed for high-speed access – far greater than a typical driveway. The right-in radius is only appropriate for high-speed roadways with high traffic volume. This is not the case for Daniel Morgan. These radii make it a conflict for pedestrians trying to cross the driveway apron. A “porkchop” would be much less impeding for a pedestrian while still

enforcing the “no left turns out” maneuver that the presumably required by SCDOT. We recommend a redesign of this driveway prior to Final Approval.

**Drive Thru Spacing:** The proposed building and lot are less than 500 feet from the closest drive-thru. Section 3.2.2.a requires a minimum spacing, though it doesn’t mention whether this is from drive-thru to drive-thru or from lot to lot. Regardless, because this area is at the edge of the most walkable part downtown and is across from the porte cochere of the Marriott, a type of drive-thru, an exception would be appropriate. The integrity of Church Street as a pedestrian route is maintained with the drive-thru taking primary access to the rear of the building. The site utilizing the existing driveways along both Church Street and Daniel Morgan Avenue which will further lessen the impact on either corridor.

## **RECOMMENDATION**

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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.
- The redesign of the driveway onto Daniel Morgan Avenue as a pedestrian-friendly crossing through reduction the overall radii and reduction of the splitter island.
- An exception granted by the DRB, permitting a second drive-thru facility less than 500 feet from an existing one, only subject to the change in the driveway configuration on Daniel Morgan Avenue.

### **Applicant:**

Brian Murdoch, Fidelity Bank  
David McCutchen, Engineering Associates.

### **Public Comments:**

None.

### **Discussion:**

The proposed project preliminary approval stage. The final detail leveling is in a better shape. The form of DT5 orients the site by buildings for people and majority of it is used for car parking drafting. There is not a way around that for this particular building. All other concerns have been addressed.

**A motion was made by Ms. Babcock, seconded Mr. Newman to approve the Preliminary Conceptual submittal per staff recommendations as detailed in August 6<sup>th</sup> agenda package by a vote of 4-0.**

**The Design Review Board (DRB) has received a received a request for Full and Final Approval for the proposed Clayton Construction Company Office located in the DT-5 Zone (Downtown Urban District) at 316 W Main St. (Tax Map Sheet: 7-12-13-104.00). Owner: Harry Clayton / Applicant: MPS, Sarah Hammond and Andrew McCall.**

## **GENERAL PROJECT OVERVIEW**

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The applicant is seeking to renovate an existing one-story commercial building as an office.

## AUTHORITY & APPLICABILITY

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This project is zoned DT-5. Formal design review and approval by the Design Review Board is required due to the visibility of the rooftop deck access expansion from the right-of-way.

## DETERMINATION OF COMPLETENESS

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- Application is complete

## FINDINGS - EXCEPTIONS

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1. **6.4.4.c.2 GROUND LEVEL DETAILING - Transparency Zone:** To permit the lowest level of required glazing to exceed the maximum 4 foot height above the sidewalk.

2. **8.1 REQUIRED STREETSCAPE:** To note require the installation of required street trees due to a lack of area in the sidewalk.

## CODE REVIEW

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**A. Applicability Matrix:** Because this is a minor expansion that is less than 25% of the total floor area, the project is required to comply with the following: Solid waste storage areas; Bicycle parking; Streetscaping; and Signage

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

**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:** *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*

**5.2.2 Solid Waste Storage Areas:**

• *All trash containment devices, including compactors and dumpsters, must be located and designed so as not to be visible from the view of nearby streets and properties. Screening, where required, must meet the requirements of Section 505.63. If the device is not visible from a public right-of-way or park, then it need not be screened.*

Per the plans, solid waste receptacles are proposed to be stored inside the building.

**E. 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:** *Compliant*

**F. 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:** *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 Mixed-use and Commercial Buildings in D-T5 (option b)**
  - **6.4.1 Roof and Eaves:** *Compliant*
  - **6.4.2 Canopies/Awnings:** *Compliant*
  - **6.4.3 Encroachments:** *Compliant*
  - **6.4.4 Ground Level Detailing:** *Exception required. See additional comments.*
  - **6.4.5 Materials:** *Compliant*

**G. Parking: 7.2 Bicycle Parking:**

- *A minimum of 2 bicycle parking spaces shall be provided.*  
Applicant to note Bicycle parking on final plans.

**H. 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).*  
*Exception required. See additional comments.*

**I. Signage: Not applicable.**

**ADDITIONAL COMMENTS AND SUGGESTIONS FOR BOARD CONSIDERATION**

**6.4.4.c.2 GROUND LEVEL DETAILING Transparency Zone:**

- *Glazing that is transparent under all lighting conditions must extend from a base of contrasting material (not exceeding four (4) feet in height above the adjacent grade) to at least the height of the door head. However, spandrel or colored glass may be used above the height of the door head. Glazing must extend from the corner of the front facade for a depth equal to...at least sixty (60) percent of the length of building along all street side building facades.*

The lowest portion of the existing window adjacent to the corner exceeds the maximum 4 foot height but represents an existing condition. Because they are expanding the window height, an exception is required to exceed the maximum sill height of 4 feet.

**8.1 REQUIRED STREETSCAPE:**

- *All Streets must be planted with trees of species matching the planting on the public frontage as established by the City. Where no frontage detail has been established the following minimum elements shall apply. The City Engineer may grant a reduction in these dimensions subject to the overall context of the block (e.g., lack of opportunity for wider sidewalk on adjacent parcels).*

The current sidewalk is substandard as it lacks a street tree but there is adequate space to plant one that would be outside of a site distance triangle. An exception is required but is reasonable because there is no practical way to comply with that standard.

## **RECOMMENDATION**

**A Final Approval by the DRB will require the following exceptions:**

**1) 6.4.4.c.2 GROUND LEVEL DETAILING Transparency Zone:**

To permit the lowest level of required glazing to exceed the maximum 4 foot height above the sidewalk.

**2) 8.1 REQUIRED STREETScape:**

To note require the installation of required street trees due to a lack of area in the sidewalk.

In addition, because this is a final approval request, the staff will ensure compliance prior to the issuance of a building permit:

- Bicycle Parking

**Applicant:**

Sarah Hammond – McMillan Pazdan Smith.

**Public Comments:**

None.

**Discussion:**

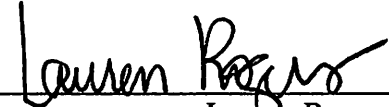
The proposed project is well put together and meets all requirements.

**A motion was made by Mr. Newman, seconded Ms. Rogers for Full and Final Approval per of staff recommendations by a vote of 4-0.**

**Staff Announcements:**

None.

**Adjourned meeting at 6:56 P.M.**

  
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Lauren Rogers, Vice Chair