

Design Review Board

Official Agenda



AGENDA

DESIGN REVIEW BOARD – URBAN DESIGN PANEL

AGENDA

Regular Meeting

February 2nd, 2023

4:00 PM

Meeting Location

The City of Greenville Design Review Board – Urban Design Panel will hold an in-person Public Hearing for the following items on Thursday, February 2nd, 2023 at 4:00 PM at the Unity Park Visitors Center at 111 Welborn Street. Those wishing to provide comment on an item may either provide written comment to staff or attend the in-person meeting.

Citizens may also view the meeting at the following web address:

<https://www.greenvillesc.gov/1694/Online-Meetings>

1. **Call to Order**
2. **Roll Call**
3. **Welcome and Opening Remarks from the Chair**
4. **Approval of Minutes – January 5th, 2023 Regular Meeting**
5. **Call for Public Notice Affidavit from Applicants**
6. **Acceptance of Agenda**
7. **Conflict of Interest Statement**

8. OLD BUSINESS

A. NONE

9. NEW BUSINESS

A. CA 23-014

Application by MARK BARRETT for a CERTIFICATE OF APPROPRIATENESS for
REPLACING AND ADDING WINDOWS at 116 NORTH MARKLEY STREET
(TM#0074000101004)

Documents:

[23-0014 CA 23-014 AGENDA POSTING 116 N MARKLEY STREET.PDF](#)

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B. CA 23-015

Application by MARIA MESA for a CERTIFICATE OF APPROPRIATENESS for
STOREFRONT RENOVATIONS at 5 DUNCAN STREET (TM# 0014000401700)

Documents:

[23-0015 CA 23-015 AGENDA POSTING 5 DUNCAN STREET.PDF](#)

10. Advice and Comment (Not a Public Hearing)

A. NONE

11. Informal Review (Not a Public Hearing)

A. NONE

12. Other Business (Not a Public Hearing)

A. NONE

13. Adjournment

You are invited to review documents relating to these applications before the public hearing. Application materials are posted online at <http://www.greenvillesc.gov/drb>. You may contact the Planning Office at (864) 467-4476 for more information. Application materials are subject to change.

You will have the opportunity to voice your comments at the public hearing. Each speaker is limited to 3 minutes. Repetitive statements should be avoided; individuals sharing similar concerns are encouraged to appoint a spokesperson to represent their group. Alternatively, you may submit written comments to: Planning & Development Office, PO Box 2207, Greenville, SC 29602, by fax at (864) 467-4510, or by email at planning@greenvillesc.gov.

Written comments must be received by 2PM Monday before the hearing in order to be given adequate time for consideration by the Board before the hearing. Comments received after 2PM Monday will be provided to the Board at the hearing. Please reference the application number and include your name and address on all correspondence. All comments will be made part of the public record.

In some cases the applicant may be required, as part of the application process, to hold a neighborhood meeting before the application is heard by the Board. Property owners within 500' of the application site would then be notified by mail. A property owner that directly abuts the proposed project or owners of 20% of parcels within 500' may also request a meeting. Contact the Planning and Development Office for further instructions.'

Procedure for Public Comment during Meeting

1. The Design Review Board Chair will read through each agenda item and call for a list of names who wish to speak during public comment. The public shall communicate directly with the Planning Staff Liaison if they wish to speak on the specific agenda item.
2. The Planning Staff Liaison will take a list of names, which will be called in order at the time of the specific agenda item, to provide public comment.
3. The Planning Staff Liaison will communicate directly with the public during the public portion of each item to provide comments on the specific agenda item.
4. Each member of the public shall provide their comments when their name is called by the Planning Staff Liaison.
5. Each member of the public will have 3 minutes to speak on the specific agenda item. When speaking:
 - Begin by clearly stating your name and address for the record. Please spell your name if it is prone to be misspelled. The 3-minute timer will start after you provide this information.
 - Please do not repeat information already presented by someone else and avoid off-

topic statements. Those who wish to share similar concerns are encouraged to appoint a spokesperson to speak on behalf of the group.

- Direct all comments and questions to the chairperson, who will respond or direct the question to the appropriate party for response.

6. The Planning Staff Liaison will continue through the list of names until all members of the public who wished to speak on the specific agenda item have had an opportunity.

7. Once all names are called and public comment provided, the public portion for that specific agenda item will be closed.



**Planning Staff Report to
Design Review Board - Urban
January 18, 2023
for the February 2, 2023 Public Hearing**

Docket Number: 23-014
Applicant: Mark Barrett
Property Owner: Markley Station
Property Location: 116 North Markley Street
Tax Map Number: 0074000101004
Zoning: C-4, Central Business District
Proposal: Window Replacement & Addition
Staff Recommendation: **Approve with Conditions**

Applicable Sections of the City of Greenville Code of Ordinances:

Sec. 19-2.3.8 Certificate of Appropriateness

Project Scope:

The applicant proposes the following modifications to the existing 2-story structure:

- Replacement of 2 windows with windows of the same size on the North Elevation
- Replace 1 other window with a larger window on the North Elevation
- Addition of 1 window on the East Elevation

All windows to be modified or added are located on the 2nd floor of the structure. The windows to be replaced are located on the North façade. The

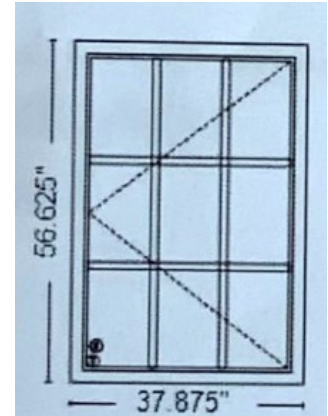


Existing Conditions – Window Locations

new window is proposed for the East façade. The proposed new windows are contemporary black aluminum clad wood and feature a concealed hinge system and recessed crank handle.

Procedural Background:

Per Section 19-2.3.8 (B) (2) of the City of Greenville Code of Ordinances, the DRB is granted the authority to delegate review of certain types of CA applications to staff. Although most minor modifications, such as window replacements, are delegated to staff, item 1 in the most recent resolution on staff delegations for 2014 states that projects involving an increase or decrease to the original window area must be reviewed formally by DRB.



Proposed

Staff Analysis:

Overall, the proposed windows are very similar in appearance to the existing windows on the structure. The windows proposed close to the corner are each 3 feet wider than the existing windows. Another key difference in the new windows versus the existing windows is the ability to open them since they are casement windows as opposed to the existing fixed windows.

PRI 5. Articulation

Per PRI 5.1, building corners should be accentuated with architectural features such as enhanced window designs. The window addition and expansion on either side of the northeast corner of the building is in conformance with this guideline.



Existing

PRI 6 Materiality

Per PRI 6.1, high quality materials should be used which are compatible with the surrounding context. Staff notes that the proposed window type and material is high quality and compatible in appearance with existing windows on the structure and surrounding buildings. PRI 6.5 suggests using authentic materials when possible. The proposed windows are to be aluminum clad wood, in line with guidelines.

PRI 11 Existing Architecture

PRI 11.2 states that existing features, such as windows, that contribute to the existing character of the building should be maintained. PRI 11.3 states that additions and renovations should be respectful of the building's original character. Staff notes that the proposed replacements and addition are respectful of the original features.

Summary:

Staff finds the proposed window replacements and addition to be in compliance with design guidelines. Staff therefore recommends approval with the following conditions:

1. Per the recent Section 19-1.11 LMO Text Amendment, an Affidavit of Substantial Compliance must be signed and notarized by the property owner prior to the issuance of the Certificate of Conformity.
2. This CA is considered a specific site development plan. As such, the CA issued for this project shall be subject to Land Management Ordinance Section 19-2.2.14 Lapse of approval/vested rights and the Vested Rights Act, Article 11, of Chapter 29, Title 6, of the Code of Laws of South Carolina, 1976 (S.C. Code §§ 6-29-1510 et seq.). The CA shall be valid for a period of two years from the date of approval by the Board. The Vested Right shall be granted up to five annual extensions upon a written request for an extension that must be received from the applicant at least sixty (60) days before expiration, unless any change or amendment to the land development ordinance or regulations of the City of Greenville's Code of Ordinances were to be amended that would no longer allow execution of the site-specific development plan. At any time during the two-year period or any subsequent Vested Rights extensions, the applicant may be granted a building permit from the City Building Official. Should the CA expire at any time prior to the application for a building permit, such permit shall not be issued until a current CA is provided.

Relevant Design Guidelines/Notes:

PRIVATE REALM

PRI 5. Articulation

- 5.1 Articulate buildings with dimensions that promote a sense of human scale.
- 5.2 Use horizontal and vertical articulation to help define and differentiate the street level of the building and to express façade widths that are compatible with adjacent context.
- 5.3 Enhance the design and better unify the architectural relationship within an area by complementing the articulation of adjacent buildings.
- 5.4 A design must have a proper balance of articulation. Lack of variety is discouraged. However, design elements and materials must work together to create a unified whole.
- 5.5 Where balconies are used, ensure that they are at a scale that they can be used as open space. False balconies that serve no purpose beyond decoration should not be permitted.
- 5.6 Avoid large, monotonous façades.

PRI 6. Materiality

- 6.1 Use high quality materials that are chosen to be compatible with their surrounding context but also to elevate the existing diversity and character of the area.
- 6.2 Materials used within proximity to pedestrian areas must have the durability to withstand heightened activity and wear.
- 6.3 Reuse existing or refurbished materials.
- 6.4 Use materials that convey a sense of human scale; that is, meant to be experienced by the pedestrian, not vehicular, user.
- 6.5 Use authentic materials. When this is not possible, ensure that synthetic materials realistically convey the materials that they represent.
- 6.6 While excessive uniformity and monotony are discouraged, variations in materials and colors must be composed and balanced to create a unified whole.

- 6.7 Use light colored (high albedo) materials for roofing and landscaping to reflect radiant heat.
- 6.8 Brighter, bolder colors (including corporate branding colors) may be applied to areas or elements of the building where they are secondary in application compared to the main body or features of the building (such as signage, canopies, or accent trim), or are otherwise applied in ways that do not dominate the overall color palette or cause the building to look out of place relative to the area. Counteract stronger colors by integrating natural materials and textures into the overall design.

PRI 11. EXISTING ARCHITECTURE

- 11.1 Buildings that are considered contributing to the West End Preservation Overlay District, or listed on the National Register of Historic Places are encouraged to consider rehabilitation, restoration, preservation, reconstruction or complementary additions. The National Park Service provides a comprehensive source of material that can assist owners with how to work with historic properties.
- 11.2 Maintain existing features, details and windows that contribute to the existing character of the building and its adjacent area
- 11.3 Additions and renovations must be respectful of a building's original architectural character.
- 11.4 An addition should not damage or obscure architecturally important features of the existing building.
- 11.5 Additions must be visually distinctive from the original building so that new and old elements can be distinguished from one another.
- 11.6 Rooftop additions to existing buildings should be set back from the primary façade so that new and old elements can be distinguished from one another and the scale of the original building can be perceived.
- 11.7 Additions must be subordinate in scale and character to the original building.
- 11.8 An application for building demolition must be accompanied by a post-demolition site plan.
- 11.9 Inappropriate coating treatments are a major cause of damage to historic masonry buildings and should not be permitted. Applying any waterproof coating to existing brick exterior walls can cause interior and exterior damage. The National Park Service provides guidance on coating treatments for historic masonry buildings.



city of greenville

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS URBAN DESIGN PANEL

Contact Planning & Development:
(864) 467-4476

Office Use Only:

Application# _____ Fees Paid _____
Date Received _____ Accepted By _____
Date Complete _____ App Deny Conditions _____

*Indicates Required Field

APPLICANT/OWNER INFORMATION

APPLICANT

PROPERTY OWNER

*Name:	Mark Barrett	N&H Holding Company, LLC
*Title:	President of Barrett Construction	Owner
*Address:	108 Bonwood Ave, Simpsonville, SC 29681	504 Rhett St., Suite 200, Greenville, SC 296
*Phone:	864-607-5067	864-568-3001
*Email:	mark@barrettconstruction.build	cbobo@realop.com

PROPERTY INFORMATION

*STREET ADDRESS 116 N Markley Street, Greenville, SC 29601

*TAX MAP #(S) 0074000101004

*SPECIAL DISTRICT

DESCRIPTION OF REQUEST

To include scope of project and justification or response to specific guidelines and special conditions.

Replace 2 each existing 3 ' -2 1/2 " x 4 ' -8 " windows with ones that can open and are the same size,
replace 1 each existing 3 ' -2 1/2 " x 4 ' -8 " window with a 6 ' -2 " x 4 ' -8 " that can open,
add a new 6 ' -2 " x 4 ' -8 " window that can open.

INSTRUCTIONS

1. Preliminary meeting with staff is required prior to application submittal.
2. All applications and fees (made payable to the City of Greenville) for Certificate of Appropriateness must be received by the Planning & Development office no later than 2:00 p.m. on the date reflected on the attached schedule.
 - A. URBAN DESIGN PANEL
 - Site plan review \$300.00
 - Architectural review \$300.00
 - B. SIGNS \$150.00
 - C. APPLICATION FOR STAFF REVIEW
 - Major (all site development activity, roof gardens, decks or accessory structures; or any project that requires consultation with a member of the DRB). \$100.00
 - Minor (color change; replacement of windows/doors; additions, deletions or replacement of awnings; re-roofing; and projects that do not involve structural alterations, increase/decrease in window/door area or removal of architectural features). \$ 50.00
 - D. INFORMAL REVIEW
 - E. MODIFICATION TO AN APPROVED PROJECT
 - Major (requires review by DRB) ½ original fee
 - Minor (requires review by staff) \$ 50.00
 - F. REVISIONS (multiple required revisions may be subject to additional fees).
3. The staff will review the application for "sufficiency" pursuant to Section 19-2.2.6, Determination of Sufficiency and will contact the applicant to correct any deficiencies, which must be corrected prior to placing the application on the Design Review Board agenda.
4. If the application requires review by the Urban Design Panel, public hearing signs must be posted on the subject property at least 15 days (but not more than 18 days) prior to the scheduled hearing date.
5. You must attach one (1) complete set of scaled drawings of the property at an appropriate scale such as 1"=20' or ¼" = 1', etc. Although construction drawings are not required, applicants for final approval should be able to provide construction drawings at the Design Review Board's (DRB) request. The Board may request additional information at any time to fully understand the proposal. Items submitted to the Board become the property of the City and will not be returned.

SITE PLAN REVIEW

- Site Plan Drawings (indicating footprint of existing buildings, proposed building, proposed exterior elements, demolition of existing site features, floor plan, proposed exterior equipment, etc.).
- Massing Studies and Images (images shall be high resolution and should depict adjacent building, proposed building massing from various viewpoints, initial architectural details, photos of surroundings to review context, etc.).
- Model (physical or digital model that includes the surrounding context with massing only, no texture or articulation is required). ***The contextual model for the DRB boundary can be downloaded here: <https://greenvillesc.sharefile.com/d-s4197849a61943358>, and is provided as a .skp file.***
Data is updated monthly.

ARCHITECTURAL REVIEW

- Elevation Drawings of all Exterior Sides (indicate proposed materials, existing grade and proposed grade, proposed mechanical equipment, outdoor lighting fixtures, landscape drawings, design and location of signage, removal of existing building elements, addition to existing building, a streetscape elevation of building adjacent to and across the street from the site, including the proposed building).
- Sections (include vertical dimensions in feet, building sections where significant changes occur in building volume, wall section for review of material relationships).
- Detail Drawings (include material and methods of each type of construction affecting the exterior appearance of the structure, samples, brochures and photographs of all exterior finishes, windows, fixtures, lighting and signage).
- Renderings (include perspective drawings, including views from pedestrian and public realm).
- Model (physical or digital model that includes the surrounding context and should include accurate scale, architectural detail to the extent that it describes the design intent, proposed textures and proposed signage).

For more detail on these submittal requirements, please refer to the **Greenville Downtown Design Guidelines**, adopted May 2017.

Please verify that all required information is reflected on the plan(s). Please submit one (1) paper copy and one (1) electronic version of the plan(s).

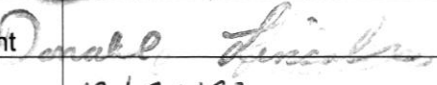
6. Please read carefully:

The applicant and property owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

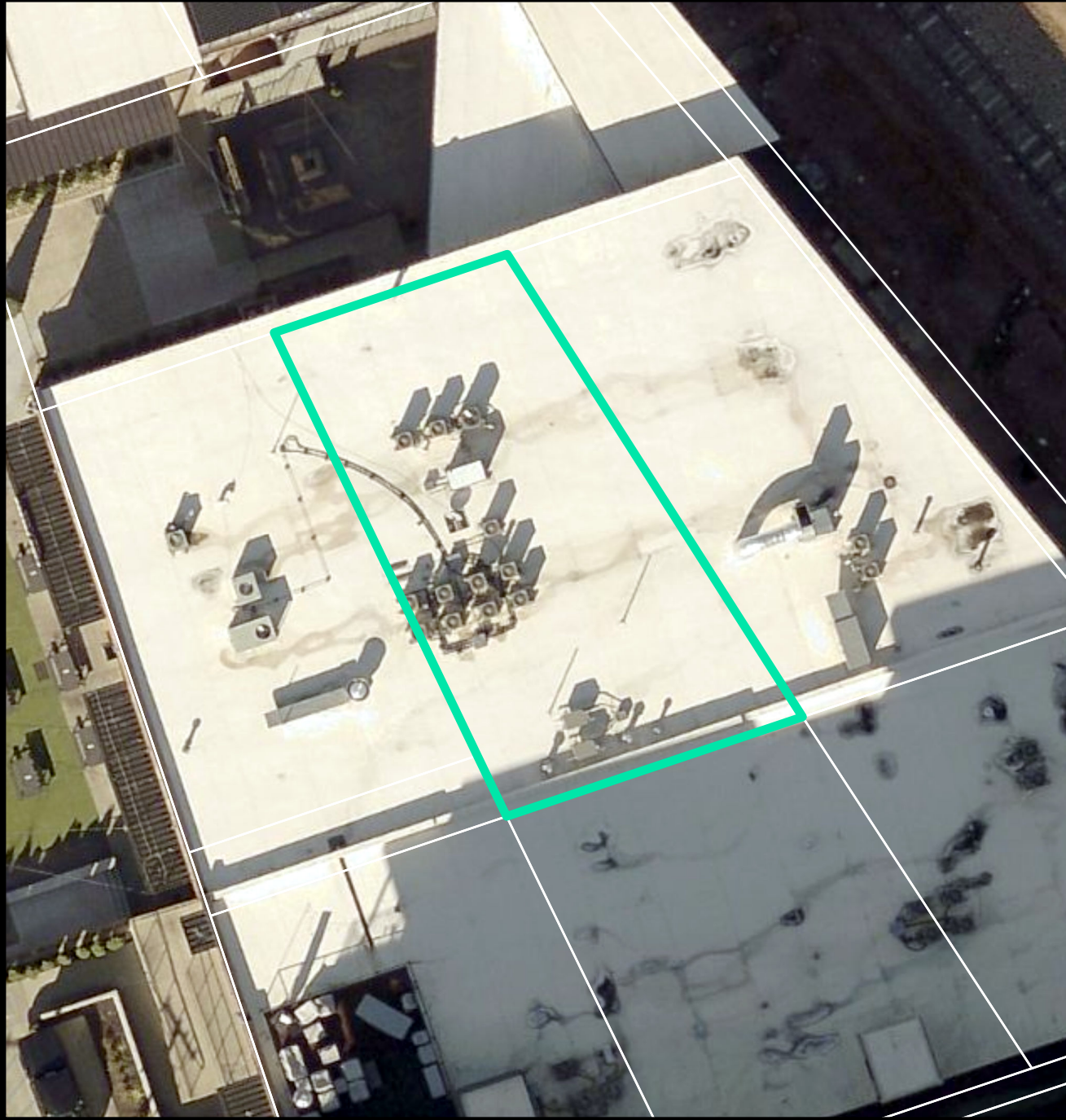
In addition, the applicant affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the Planning & Development office, by separate inquiry, determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner or act to have the restriction terminated or waived, the Planning & Development office will indicate in its report to the Design Review Board that granting the requested change would not likely result in the benefit the applicant seeks.

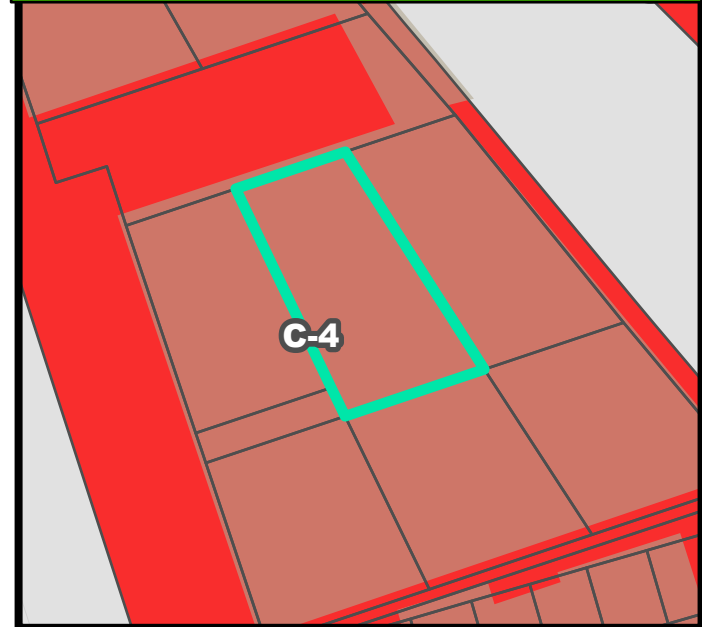
7. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is ___ or is not ___ restricted by any recorded covenant that is contrary to, conflicts with or prohibits the requested activity.

*Signatures	
Applicant	
Date	12/21/22
Property Owner/Authorized Agent	
Date	12/21/22
Public Hearing Information	
Public Hearing Signs	

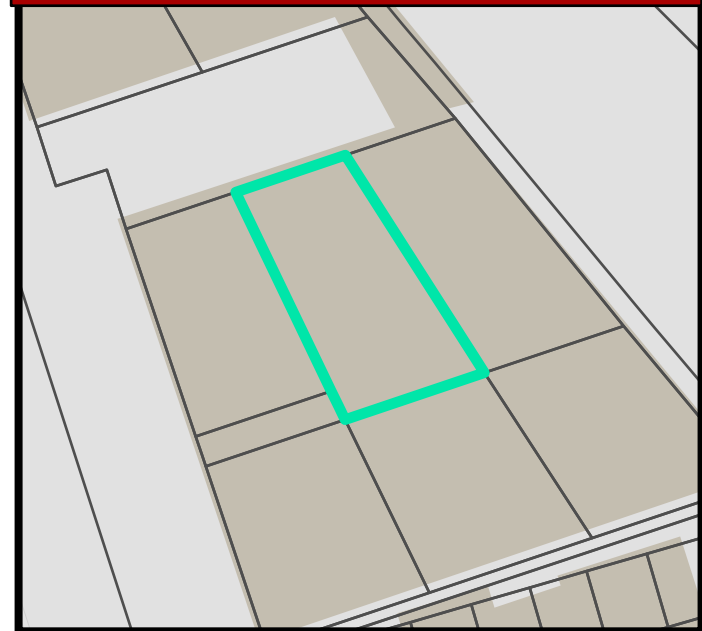
AERIAL VIEW



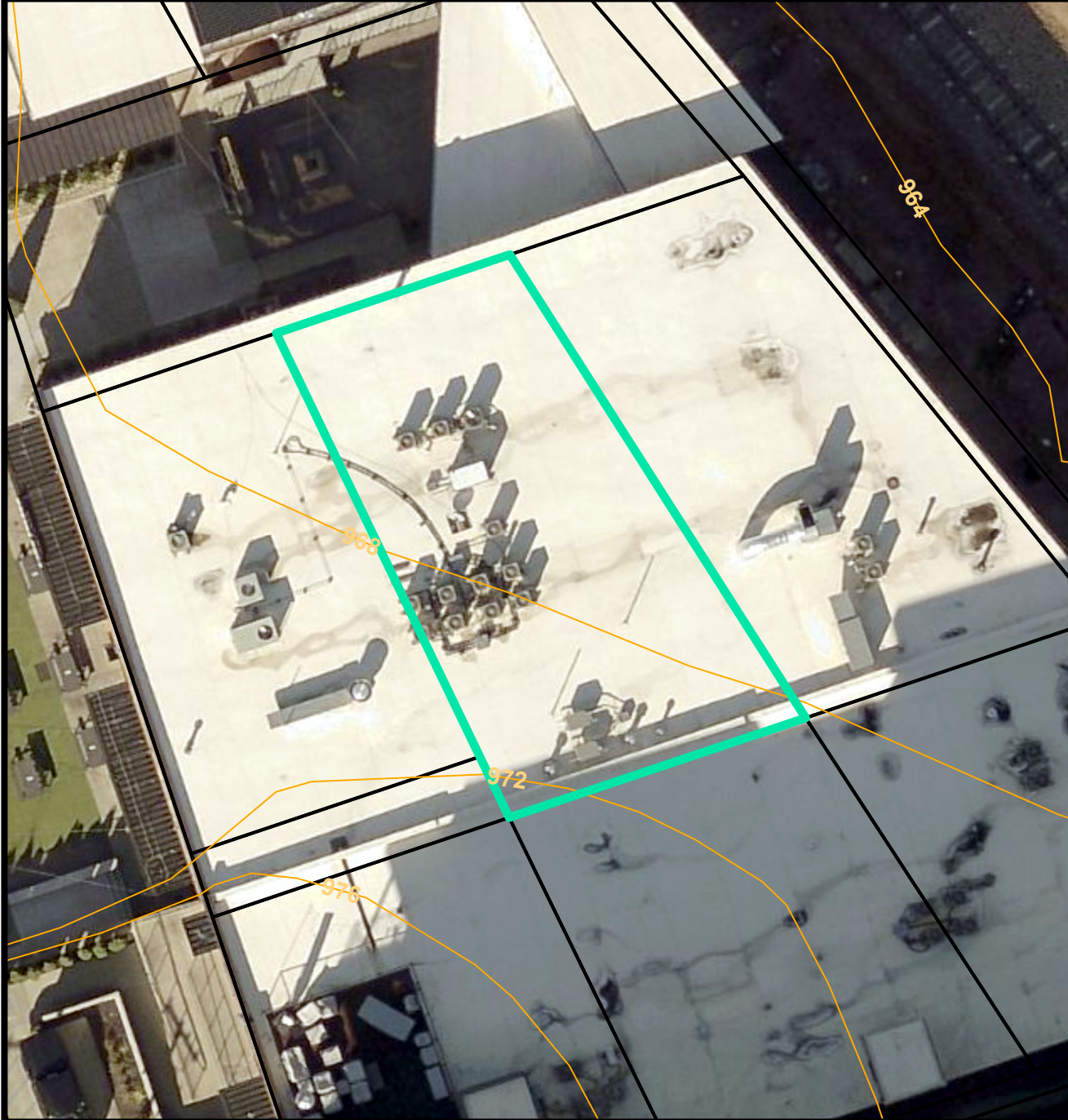
CURRENT ZONING



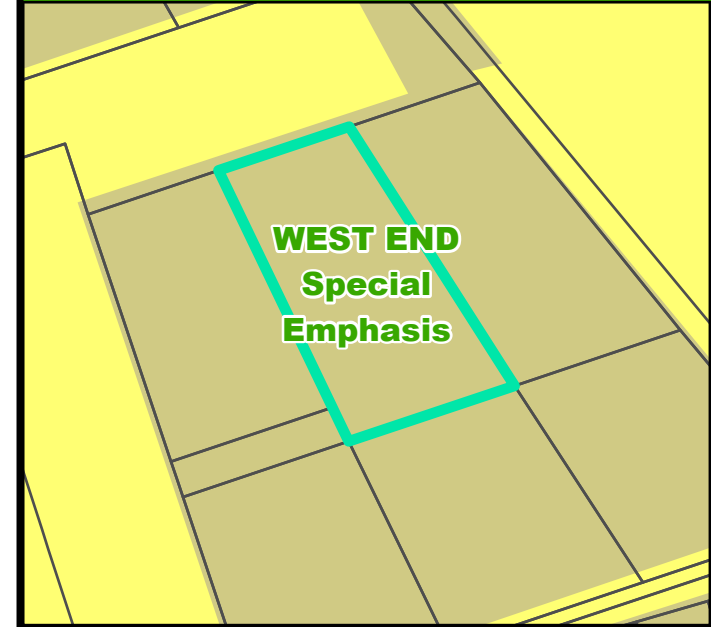
FUTURE LAND USE



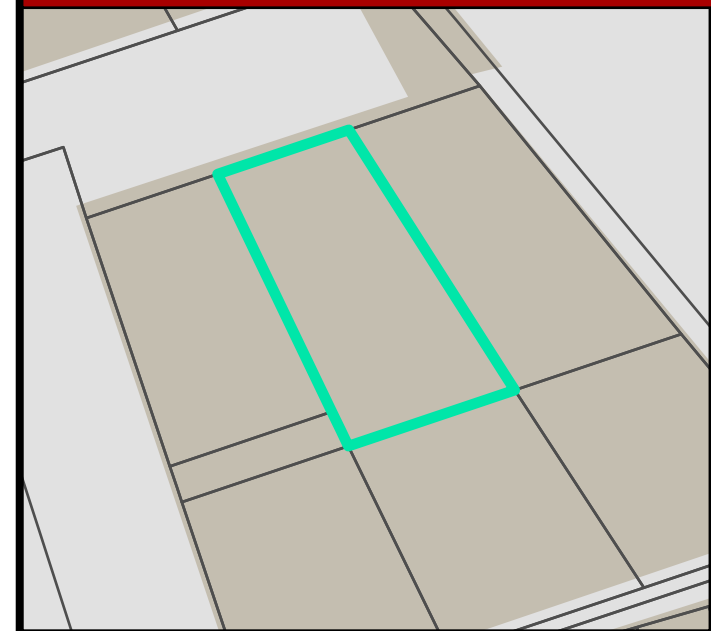
NATURAL / ENVIRONMENTAL FEATURES



SPECIAL EMPHASIS NEIGHBORHOODS



PRESERVATION OVERLAYS



**BUILDERS FS - GREENVILLE #80**

801 SOUTH WASHINGTON AVE

GREENVILLE

SC 29611

Phone: 864-269-8110

Fax: 1-864-269-8247

**Customer
Quote**

Short Form

QUOTE EXPIRES

N/A

QUOTE DATE

Quote Not Ordered

BID BY

PRICE BOOK

Price Book 2022A

CREATED

10/4/2022

alicia.best@bldr.com

PK # 291

Customer Information:

Phone:

Fax:

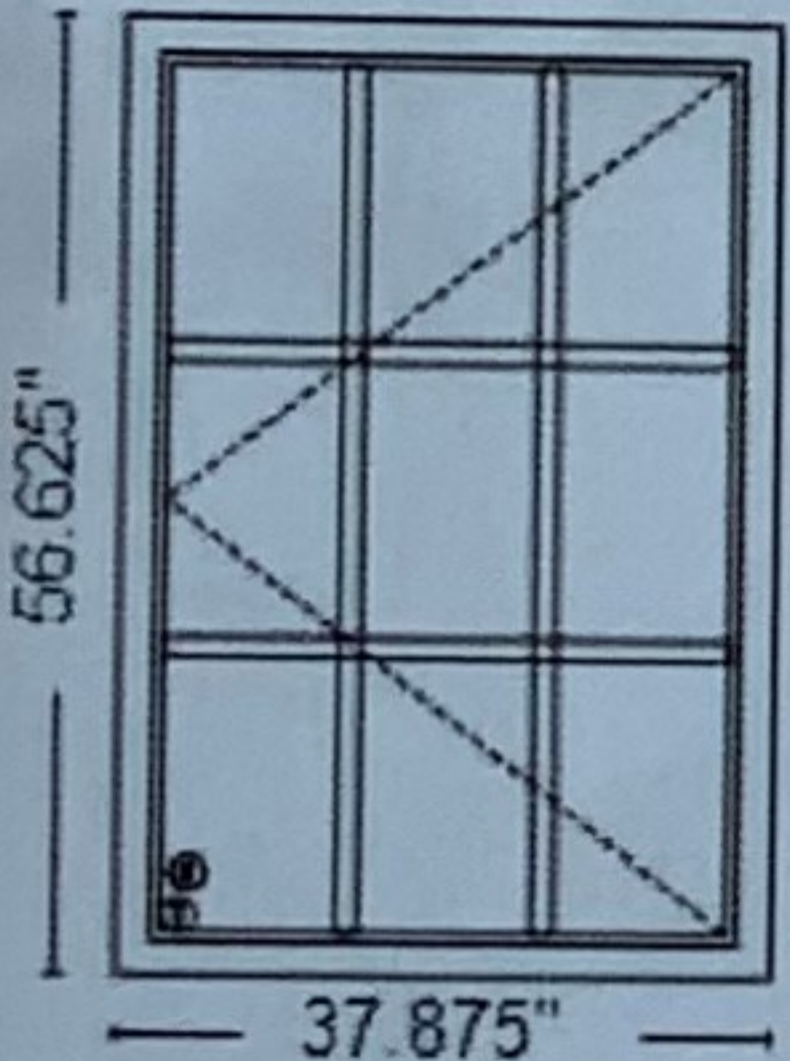
Delivery Information:

Phone:

Fax:

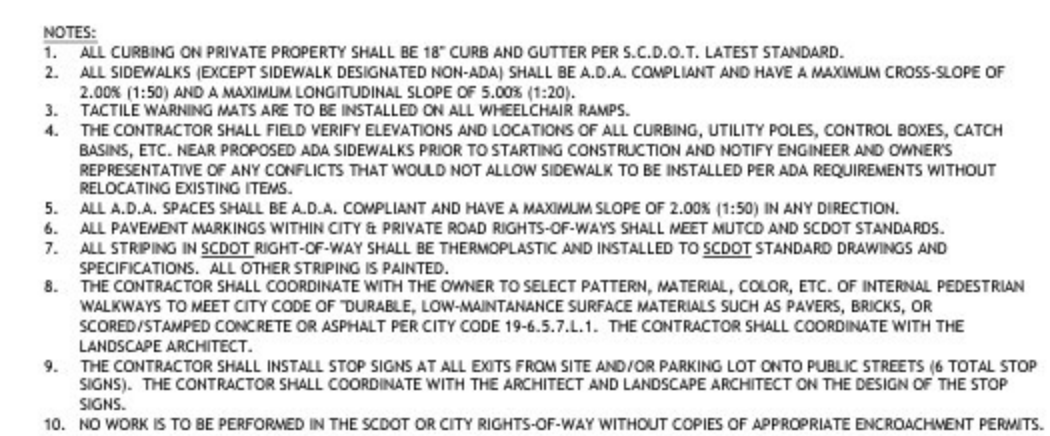
QUOTE #	STATUS	CUSTOMER PO#	DATE PRINTED
2377429	None		10/4/2022 11:37 AM
CUSTOMER JOB NAME	TERMS	QUOTE NAME	PROJECT NAME
		MARK BARRETT	116 MARKLEY ST

Line #	Room ID	Overall RO	Overall Frame	Price	Qty	Extended
100	None Assigned	37 7/8" X 56 5/8"	37.875" X 56.625"	\$1,502.94	3	\$4,508.81



* Units viewed from exterior.

Revive Clad Black Pocket Casement XXXX Complete Unit LH LoE 366 IG (2604 Powder)
(Setup (Standard))(Glass Stop Profile: Contemporary)(Interior Stops: Contemporary)(FD:
37.875 x 56.625)(Pine Species)(Black Int. Finish)(Black Spacer)(Tempered Glass)(8-14
Degree Sill Bevel)(Traditional Csmnt-Awn Handle Style)(Black Matte Hardware)(Applied
Sash Limiter)(Exterior Trim Kit)(1-1/4" Contemporary WDL Short w/Inner Bar)
(Contemporary WDL Interior Profile)(Colonial Pattern 3W3H)(Full Screen)(Black Screen -
Not Applied)(UltraVue)(Energy Star: Meets in NC, SC, S Zones)(R-PG40-C) Performance
Data:(U-Value: 0.28)(SHGC: 0.17)(VT: 0.37)(CR: 59)



TAX MAP NO.: 0074000109000, 0074000101000, 0074000101100, 0074000101300, 0074000600100

LAND AREA: ±1.61 AC.

ZONING: C-4

SETBACK INFORMATION: N/A

BUILDING AREA: N/A

PARKING SPACES: MINIMUM: N/A
MAXIMUM: N/A
PROVIDED: 52 ASPHALT SPACES
HANDICAP: 7 SPACES

- PRE-DEVELOPED CONDITIONS:
- TOTAL AREA: 70,345 SF (1.61 AC.)
 - IMPERVIOUS AREA: 55,708 SF (1.28 AC.)
 - PERVIOUS AREA: 14,637 SF (0.33 AC.)
- POST-DEVELOPED CONDITIONS:
- TOTAL AREA: 70,345 SF (1.61 AC.)
 - IMPERVIOUS AREA: 62,469 SF (1.43 AC.)
 - PERVIOUS AREA: 7,876 SF (0.18 AC.)
- POST-DEVELOPED CONDITIONS SHOW A NET PROPERTY AREA INCREASE OF IMPERVIOUS AREA OF 6,761 SF (0.16 AC.)

Replacing/Adding
windows here

<u>LEGEND</u>	
_____	PROPERTY LINE
_____	ADJOINER PROPERTY LINE
_____	EASEMENT LINE
=====	STREAM BANK
=====	WETLAND BUFFER
-----LC-----LC-----LC-----	LOCATIONS OF CONSTRUCTION/DISTURBANCE
-----TAGNUMBER-----	EXISTING CONTOUR
-----TIDNUMBER-----	PROPOSED CONTOUR
-----	WATER MANHOLE
⊙	DRAINAGE MANHOLE (EXISTING)
⊙	DRAINAGE MANHOLE (PROPOSED)
⊙	CATCH BASIN (EXISTING)
⊙	CATCH BASIN (PROPOSED)
⊙	HEADWALL (PROPOSED)
-----SD-----SD-----	STORM DRAINAGE PIPE (EXISTING)
-----SD-----SD-----	STORM DRAINAGE PIPE (PROPOSED)
-----SS-----	SANITARY SEWER LINE (EXISTING)
-----SS-----	SANITARY SEWER LINE (PROPOSED)
⊙	SANITARY SEWER MANHOLE
W	WATER METER
G	GAS LINE
UGL	UNDERGROUND TELEPHONE
she	OVERHEAD ELECTRIC
W	WATER VALVE
⊙	HYDRANT
⊙	LIGHT POLE
⊙	UTILITY POLE
⊙	TRAFFIC SIGNAL POLE
⊙	SIGN
⊙	TELEPHONE REDETAIL
⊙	TRAFFIC SIGNAL BOX
⊙	IRON PIN-HEAD FOUND

CITY OF GREENVILLE NOTE:

1. ANY REVIEW / ACCEPTANCE BY THE CITY OF GREENVILLE DOES NOT RELIEVE THE CONTRACTOR OR SUBCONTRACTORS FROM MEETING CODE/ORDINANCE REQUIREMENTS (SOUTH CAROLINA CODE OF LAWS SECTIONS 40-11-110 AND 40-59-90).
2. A CITY OF GREENVILLE ENCROACHMENT PERMIT IS REQUIRED FOR DRIVEWAY APRONS, WATER AND SEWER TAPS OR ANY OTHER CONSTRUCTION IN THE PUBLIC RIGHT-OF-WAY. ADDITIONALLY, IF A DRAINAGE STRUCTURE IS TO BE PLACED IN THE PUBLIC RIGHT-OF-WAY, AN ENCROACHMENT PERMIT MUST FIRST BE OBTAINED. CONTACT THE CONSTRUCTION INSPECTION BUREAU (CITY HALL - BASEMENT) FOR AN ENCROACHMENT PERMIT APPLICATION, TEL: (864) 467-8890.
3. THE CONTRACTOR MUST NOTIFY THE CITY OF GREENVILLE CONSTRUCTION INSPECTION BUREAU (864) 467-8890 A MINIMUM OF 72 HOURS PRIOR TO BEGINNING DEMOLITION AND CONSTRUCTION.
4. AN ENCROACHMENT PERMIT FROM THE SC DOT FOR STATE ROADS OR FROM THE CITY OF GREENVILLE FOR CITY ROADS IS REQUIRED FOR ANY CONSTRUCTION IN THE PUBLIC RIGHT-OF-WAY. (864-8890) IS REQUIRED FOR ANY WORK PERFORMED WITHIN THE PUBLIC RIGHT-OF-WAY.
5. THE CONTRACTOR SHALL COORDINATE WITH THE ENGINEER OF RECORD FOR A DIGITAL STAKING PLAN TO ESTABLISH COMPLETE HORIZONTAL AND VERTICAL CONTROL. THE CONTRACTOR IS RESPONSIBLE FOR SURVEY STAKEOUT OF ALL IMPROVEMENTS; DISCREPANCIES BETWEEN THE CONSTRUCTION AND THE FIELD CONDITIONS SHALL BE REPORTED TO THE ENGINEER OF RECORD IMMEDIATELY FOR RESOLUTION PRIOR TO INSTALLATION OF PROPOSED

 **mcmillan | pazzan | smith**
a r c h i t e c t u r e

ashville atlanta charleston greenville spartanburg
po box 8972 greenville, sc 29604 or 864 242 2033 f 864 242 2034
www.mcmillanpazzansmith.com

blueWATER
civil design
bluewater civil design, llc
19 Washington Park, Suite 100 • Greenville, SC 29601
www.bluewatercivil.com • info@bluewatercivil.com



REALOP INVESTMENTS
1116-120 N. MARKLEY STREET
GREENVILLE, SC

SHEET ISSUE:

[illegible]

PRINCIPAL IN CHARGE:

SHEET TITLE:

SITE PLAN

SHEET NO.

PROJ. NO.
2016-081

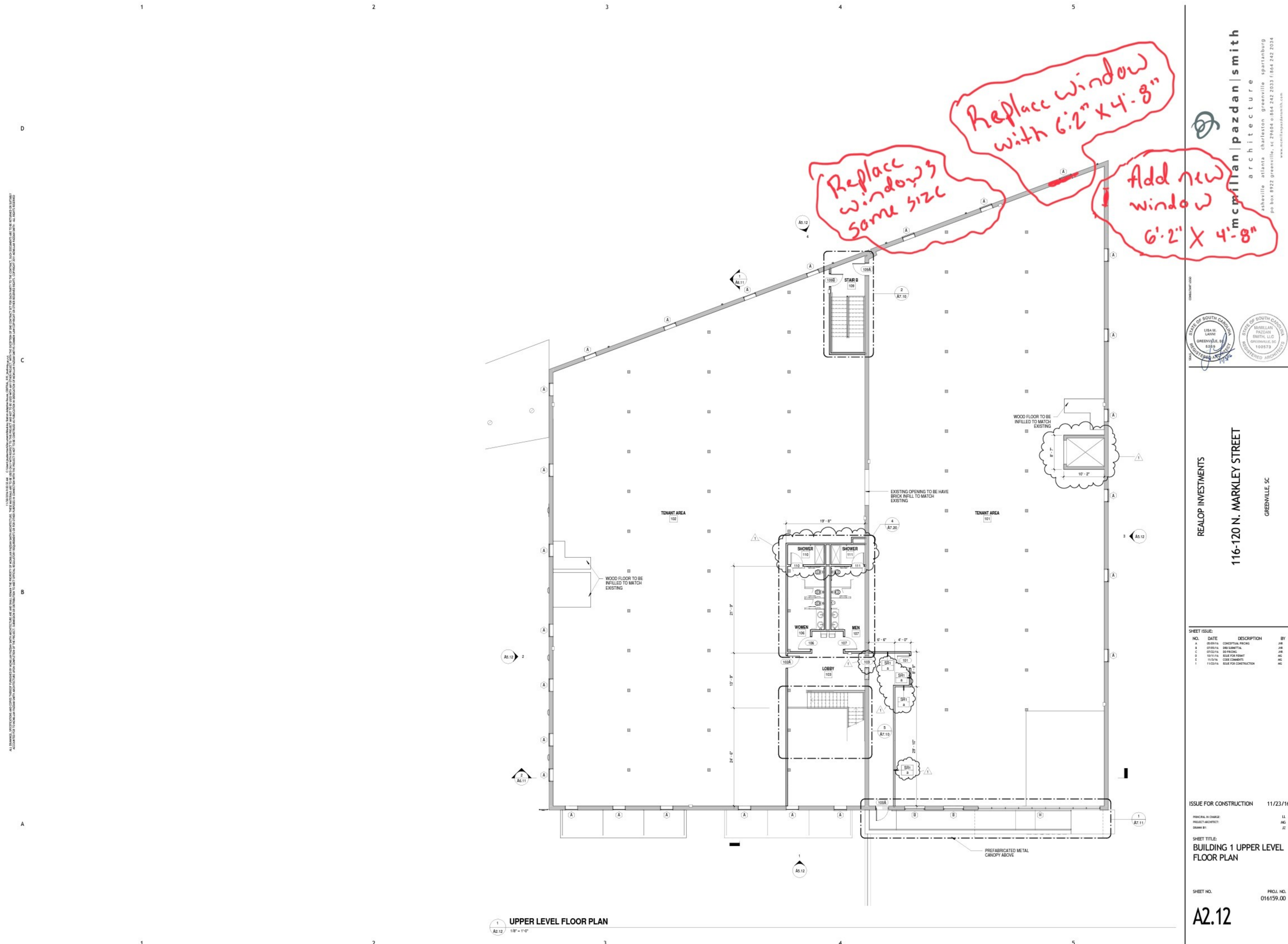
C101



South Carolina 811
Call 811 Before You Dig

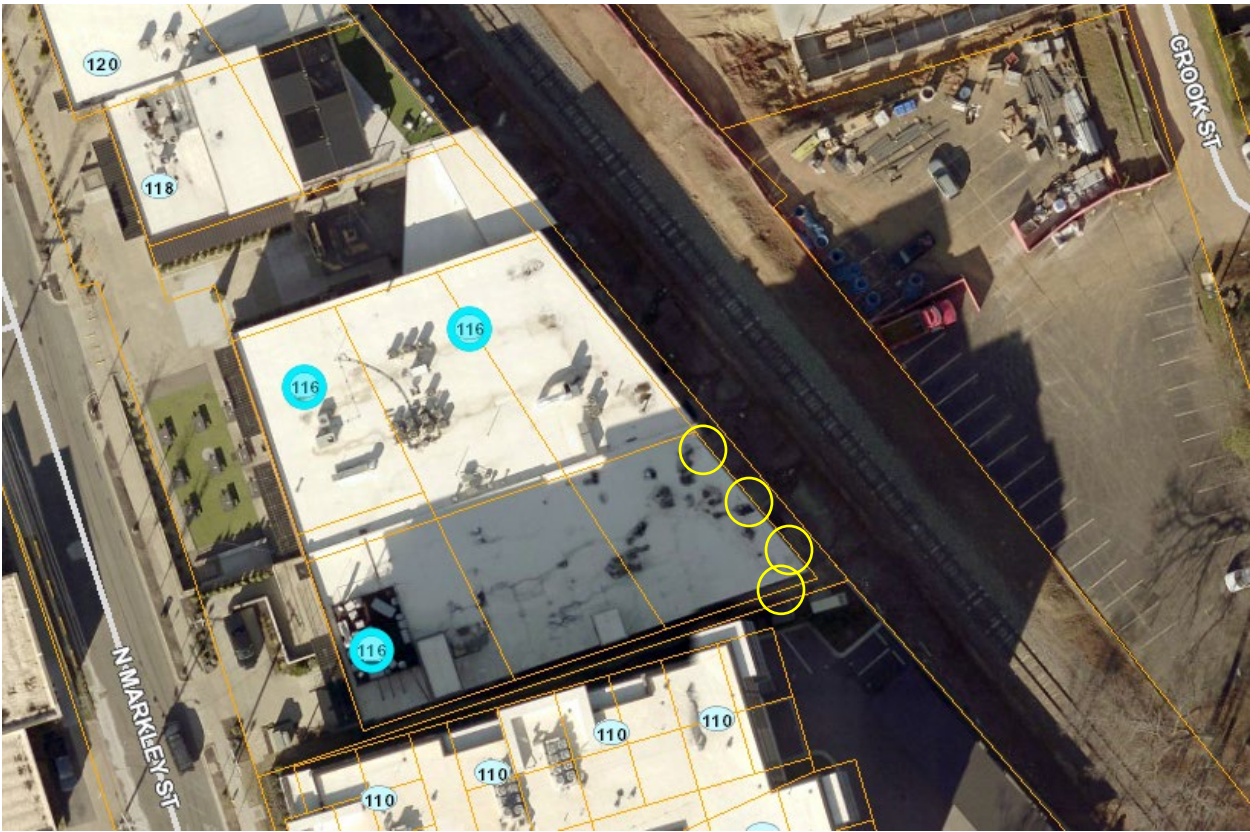
GRAPHIC SCALE







North Elevation





**Planning Staff Report to
Design Review Board - Urban
January 18, 2023
for the February 2, 2023 Public Hearing**

Docket Number: 23-015
Applicant: McMillan Pazdan Smith
Property Owner: Maria Mesa
Property Location: 5 Duncan Street
Tax Map Number: 0014000401700
Zoning: C-4, Central Business District
Proposal: Exterior Renovations
Staff Recommendation: **Approve with Conditions**

Applicable Sections of the City of Greenville Code of Ordinances:

Sec. 19-2.3.8 Certificate of Appropriateness

Existing Conditions:

The structure is an existing single story vacant brick building, built in 1995, located within the Central Business District.



Project Scope:

The proposed exterior renovations include the following:

- Painting existing stone and brick
- Minor demolition to current entry
- Addition of metal panel to new entry
- Replacement of existing awning
- New canopies over doors
- Reglazing of existing windows
- Lowering of sills of existing windows
- Re-paving and re-striping of parking lot
- New landscaping and hardscaping
- New signage



Staff Analysis:

PUB 11. Signage

Signage must be submitted separately for a staff level CA. All signage must be in conformance with sign regulations and Appendix J.

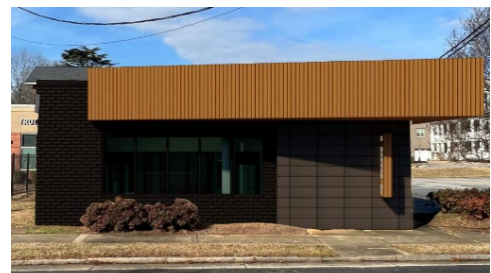
PUB 12. Utilities

Staff notes that the mechanical equipment on the rooftop is visible from the public right of way. Per PUB 12.5, the impact of visible utilities should be mitigated by screening with vegetation. However, the utilities are existing and screening measures could have a more significant negative impact than the equipment by drawing focus to the rooftop, thereby disrupting the balance of the architecture. Staff recommends that the applicant consider screening solutions to be submitted for a separate staff level CA.



PRI 3 Entry

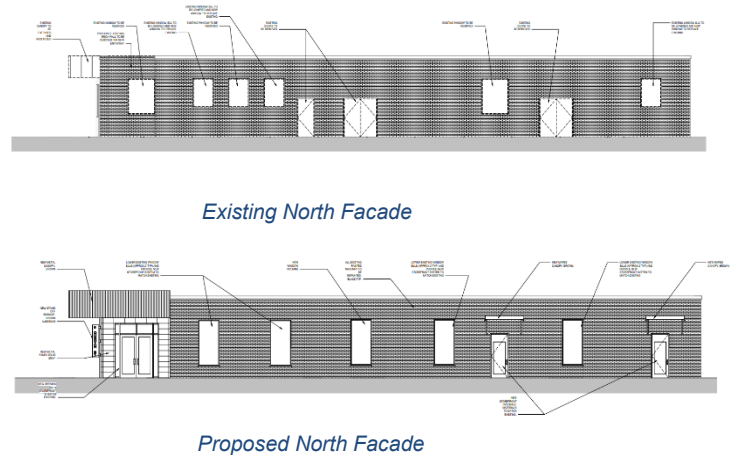
PRI 3.3 suggests enhancement of entry areas with materials, architectural features, and landscape elements so that they are clearly identified and will attract and guide pedestrians. The proposed relocation of the entry is appropriate based on



the natural movement of pedestrian traffic from the parking area to and from the building. The canopy extension, recladding, and material modifications are effective in enhancing the pedestrian experience at the entry. The proposed entry glass appears to be highly transparent, per PRI 3.4 and the entry is recessed per PRI 3.6.

PRI 4. Activated Ground Floor

PRI 4.1 recommends maximizing transparency on the ground floor. The proposed lowered sills and reconfiguration of doors and windows on the north façade are in line with this recommendation. The overall transparency will be increased due to these modifications on the north façade. The applicant proposes to reduce the overall transparency on both the west and south elevations by removing and filling in 2 windows. Staff notes that the removal of the 2 windows does not impact the perceived activation of the ground floor due to the locations of the windows away from pedestrian traffic.



PRI 5. Articulation

The design has a proper balance of articulation, per PRI 5.4. PRI 5.6 states that large monotonous facades should be avoided. The contrast in materials and color is effective in breaking up the lengthy south and north facades. Staff recommends adding plantings or vines, if feasible within the narrow sidewalk, to further activate the north and south elevations.



PRI 6 Materiality

PRI 6.6 suggests using variations in material and color to avoid monotony while creating a unified whole. Staff notes that the proposed changes in color and added brown metal canopy and gray metal panel enhance the appearance of the structure, which was previously bland. The rearrangement of the windows and doorways creates a more balanced and unified appearance.

PRI 6.8 states that bright colors should be used as accents within secondary elements of the building façade. Staff notes that the proposed plantings along the entrance are effective toward achieving this guideline. PRI 6.8 specifically notes signage and canopies as elements which should incorporate bolder colors. The materials chosen for the proposed signage and canopies provide contrast. Staff recommends that more vibrant colors or fonts be considered for the wall sign, based on the future tenant. A separate staff level CA will be required for approval of signage.

PRI 7 Architectural Lighting

PRI 7.2 suggests enhancing building architecture by incorporating accent lighting into the building design to create visual interest, depth and shadows. Staff notes that lighting is not addressed in the proposed modifications. Accent lighting should be added along the façade to further visual interest. Per PRI 7.1, staff recommends adding light fixtures to increase visual appeal at the entrance.

Summary:

Staff finds the overall design to be in compliance with design guidelines. Staff therefore recommends approval with the following conditions:

- 1. All signage will require a separate sign permit and Certificate of Appropriateness and must adhere to the sign regulations and Appendix J.**
- 2. Accent lighting should be added at the entrance and along the south and north elevations to increase visual interest and pedestrian safety.**
- 3. Addition of small plantings or vines should be considered, if feasible within the narrow sidewalk, to further activate the north and south elevations.**
- 4. Per the recent Section 19-1.11 LMO Text Amendment, an Affidavit of Substantial Compliance must be signed and notarized by the property owner prior to the issuance of the Certificate of Conformity.**
- 5. This CA is considered a specific site development plan. As such, the CA issued for this project shall be subject to Land Management Ordinance Section 19-2.2.14 Lapse of approval/vested rights and the Vested Rights Act, Article 11, of Chapter 29, Title 6, of the Code of Laws of South Carolina, 1976 (S.C. Code §§ 6-29-1510 et seq.). The CA shall be valid for a period of two years from the date of approval by the Board. The Vested Right shall be granted up to five annual extensions upon a written request for an extension that must be received from the applicant at least sixty (60) days before expiration, unless any change or amendment to the land development ordinance or regulations of the City of Greenville's Code of Ordinances were to be amended that would no longer allow execution of the site-specific development plan. At any time during the two-year period or any subsequent Vested Rights extensions, the applicant may be granted a building permit from the City Building Official. Should the CA expire at any time prior to the application for a building permit, such permit shall not be issued until a current CA is provided.**

Relevant Design Guidelines/Notes:

PRIVATE REALM

PRI 3. Entry

- 3.2** All public entrances that face the public realm must be designed to accommodate all levels of physical ability. *The proposed entry is inclusive to all levels of physical ability.*
- 3.3** Enhance the design of entry areas with materials, architectural and landscape features such as outdoor gathering spaces, coverings, lighting and landscape elements so that they are clearly identified and will attract and guide pedestrians. Staff notes that there is

- not enough sidewalk space for benches or additional landscaping. Staff recommends planters or additional lighting on the front façade to increase visual interest.
- 3.4 Entry glass must be highly transparent using non-reflective and minimally tinted glass. *This is accomplished by the proposed design.*
 - 3.5 Entries must be designed to pronounce their purpose as a destination while not overwhelming the scale, massing and articulation of the rest of the building.
 - 3.6 For retail building uses, recess or cover entrances to provide shelter and articulate the point of entry.
 - 3.9 Use lower scale buildings or building elements to transition taller buildings towards lower scale buildings on adjacent properties.

PRI 4. Activated Ground Floor

- 4.1 Maximize the transparency of the ground floor to the street level to allow views of the use and activity within the building.
- 4.2 Use of darkly tinted and/or reflective glass is prohibited.
- 4.3 Locate publicly accessible commercial spaces, not private spaces, along the ground floor to facilitate a safer and more vibrant environment for pedestrians.
- 4.4 Maintain the simplicity of access to commercial and retail areas to avoid unnecessary or circuitous travel.
- 4.5 Provide ground floor design elements that promote pedestrian activity; for example, windows, retail displays, art, landscaping, canopy covering, etc.
- 4.6 Ensure that landscaping does not create a visual barrier between the building's interior and pedestrians.
- 4.7 Use security systems that do not require the use of security bars or grilles.
- 4.8 Corner buildings have at least two façades visibly exposed to the street and should be designed to respond to their more prominent locations.

PRI 5. Articulation

- 5.1 Articulate buildings with dimensions that promote a sense of human scale.
- 5.2 Use horizontal and vertical articulation to help define and differentiate the street level of the building and to express façade widths that are compatible with adjacent context.
- 5.3 Enhance the design and better unify the architectural relationship within an area by complementing the articulation of adjacent buildings.
- 5.4 A design must have a proper balance of articulation. Lack of variety is discouraged. However, design elements and materials must work together to create a unified whole.
- 5.5 Where balconies are used, ensure that they are at a scale that they can be used as open space. False balconies that serve no purpose beyond decoration should not be permitted.
- 5.6 Avoid large, monotonous façades.

PRI 6. Materiality

- 6.1 Use high quality materials that are chosen to be compatible with their surrounding context but also to elevate the existing diversity and character of the area.
- 6.2 Materials used within proximity to pedestrian areas must have the durability to withstand heightened activity and wear.
- 6.3 Reuse existing or refurbished materials.
- 6.4 Use materials that convey a sense of human scale; that is, meant to be experienced by the pedestrian, not vehicular, user.

- 6.5 Use authentic materials. When this is not possible, ensure that synthetic materials realistically convey the materials that they represent.
- 6.6 While excessive uniformity and monotony are discouraged, variations in materials and colors must be composed and balanced to create a unified whole.
- 6.7 Use light colored (high albedo) materials for roofing and landscaping to reflect radiant heat.
- 6.8 Brighter, bolder colors (including corporate branding colors) may be applied to areas or elements of the building where they are secondary in application compared to the main body or features of the building (such as signage, canopies, or accent trim), or are otherwise applied in ways that do not dominate the overall color palette or cause the building to look out of place relative to the area. Counteract stronger colors by integrating natural materials and textures into the overall design.
- 6.WE West End Historic District: Brighter colors may be applied more predominantly to contribute positively to a more vibrant, exciting setting but must still be coordinated with the building composition and surrounding character.

PRI 7. Architectural Lighting

- 7.1 Use light fixtures to accent and complement architectural elements.
- 7.2 Enhance building architecture with lighting. Incorporate accent lighting into the building design to create visual interest, depth and shadows. Ensure lighting does not have an adverse impact on adjacent properties and pedestrian areas.
- 7.3 Use shielded fixture housings to direct light distribution to pedestrian areas and to prevent trespass onto adjacent properties. For complex projects, lighting specialists should be retained to ensure light pollution will not adversely affect adjacent properties.
- 7.4 Lighting of building façades is discouraged if the lighting contributes to light pollution and off-site trespass. In-ground up lighting should not shine directly into pedestrian areas.
- 7.5 Safety and security of the building and surrounding area should be enhanced through lighting design.
- 7.6 Light source color selection must be considered so that lighting is not harsh and unpleasant or incompatible with other area lighting sources.
- 7.7 Nighttime lighting of tall building signs, as well as of distinctive building tops, is encouraged and the two should be integrated. Lighting of tall building signs should include backlighting that creates a “halo” around the skylight sign. Backlighting may be combined with other types of lighting.
- 7.WE West End Historic District: Lighting of building signs in the West End Historic District should be playful and promote lively energy and excitement.



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Contact Planning & Development (864) 467-4476

Office Use Only:

Application# _____ Fees Paid _____
Date Received _____ Accepted By _____
Date Complete _____ App Deny Conditions _____

APPLICANT/OWNER INFORMATION

*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:	Maria Mesa - McMillan Pazdan Smith	Woodside James E & Co LLC S C
*Title:	Designer	Property Owner
*Address:	400 Augusta Street Suite 200, Greenville	36 Hampton Ave, Greenville
*State:	South Carolina	South Carolina
*Zip:	29604	29601
*Phone:	(864)720-1341	(864)423-6900
*Email:	mmesa@mcmillanpazdansmith.com	jwoodsidej@gmail.com

PROPERTY INFORMATION

*STREET ADDRESS 5 Duncan Street

*TAX MAP #(S) 0014000401700

*PRESERVATION DISTRICT/SPECIAL DISTRICT C-4

*ARE THERE EXISTING STRUCTURES ON THE PROPERTY? ☒ Yes ☐ No

DESCRIPTION OF REQUEST

*SELECT APPLICATION TYPE: ☐ CA Neighborhood New ☐ CA Neighborhood Modification (☐ Major/☐ Minor)
☐ CA Urban New ☐ CA Urban Modification (☐ Major/☒ Minor)
☐ CAS Staff New (☐ Major/☐ Minor) **please see item D. for description*
☒ CAS Staff Modification
☐ Informal Review

*ORIGINAL APPLICATION # (put N/A if new application) N/A

To include: scope of project and response to specific guidelines and special conditions.

The scope of the renovation project at 5 Duncan Street includes the painting of existing masonry (brick & stone), minor demolition of the entry area, addition of metal panel to new building entryway, replacement of existing awning, new canopies over new doors, re-glazing of existing windows, lowering of sills at existing windows facing parking lot, re-paving and re-striping of parking lot, new landscape/hardscape, and new building signage.

INSTRUCTIONS

1. All applications and fees (made payable to the City of Greenville) for Certificate of Appropriateness must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.

- | | |
|---------------------------------|---------------------------------------|
| A. URBAN DESIGN PANEL | \$300.00, <i>site plan review</i> |
| | \$300.00, <i>architectural review</i> |
| B. SIGNS | \$150.00 |
| C. NEIGHBORHOOD DESIGN PANEL | \$150.00 |
| D. APPLICATION FOR STAFF REVIEW | |

Major: All site development activity, roof gardens, decks, or accessory structures; or any project that requires consultation with a member of the DRB.	\$100.00
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Minor: Color change; replacement of windows/doors; additions, deletions or replacement of awnings; re-roofing; and projects that do not involve structural alterations, increase/decrease in window/door area or removal of architectural features. Also, parking lots, service enclosures, exterior lighting and additions to building that do not exceed 25% of existing building footprint, except the West End Preservation Overlay District.	\$50.00
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E. MODIFICATION TO AN APPROVED PROJECT

Major (requires review by DRB)	½ Original Fee
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Minor (requires review by staff)	\$50.00
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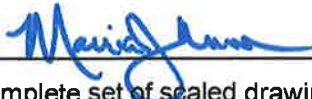
F. INFORMAL REVIEW	\$50.00
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2. The staff will review the application for "sufficiency" pursuant to Section 19-2.2.6, Determination of Sufficiency and will contact the applicant to correct any deficiencies which must be corrected prior to placing the application on the Design Review Board agenda.
3. **Public Notice Requirements.** Certificate of Appropriateness applications require a design review board public hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 18 days) prior to the scheduled design review board hearing date.

(To be filled out at time of application submittal)

_____ Public Hearing signs are acknowledged as received by the applicant

***APPLICANT SIGNATURE**



1. You must attach one (1) complete set of scaled drawings of the property at an appropriate scale such as 1"=20' or ¼" = 1', etc. Although construction drawings are not required, applicants for final approval should be able to provide construction drawings at the Design Review Board's (DRB) request. The Board may request additional information at any time to fully understand the proposal. Items submitted to the Board become the property of the City and will not be returned.

SITE PLAN REVIEW

- Site Plan Drawings (indicating footprint of existing buildings, proposed building, proposed exterior elements, demolition of existing site features, floor plan, proposed exterior equipment, etc.).
- Massing Studies and Images (images shall be high resolution and should depict adjacent building, proposed building massing from various viewpoints, initial architectural details, photos of surroundings to review context, etc.).

- Model (physical or digital model that includes the surrounding context with massing only, no texture or articulation is required). **The contextual model for the DRB boundary can be downloaded here: <https://greenvillesc.gov/364/Access-GIS-Data>, and is provided as a .skp file.**
Data is updated monthly.

ARCHITECTURAL REVIEW

- Elevation Drawings of all Exterior Sides (indicate proposed materials, existing grade and proposed grade, proposed mechanical equipment, outdoor lighting fixtures, landscape drawings, design and location of signage, removal of existing building elements, addition to existing building, a streetscape elevation of building adjacent to and across the street from the site, including the proposed building).
- Sections (include vertical dimensions in feet, building sections where significant changes occur in building volume, wall section for review of material relationships).
- Detail Drawings (include material and methods of each type of construction affecting the exterior appearance of the structure, samples, brochures and photographs of all exterior finishes, windows, fixtures, lighting and signage).
- Renderings (include perspective drawings, including views from pedestrian and public realm).
- Model (physical or digital model that includes the surrounding context and should include accurate scale, architectural detail to the extent that it describes the design intent, proposed textures and proposed signage).

For more detail on these submittal requirements, please refer to the **Greenville Downtown Design Guidelines**, adopted May 2017.

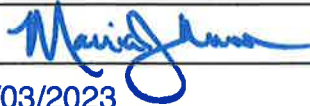
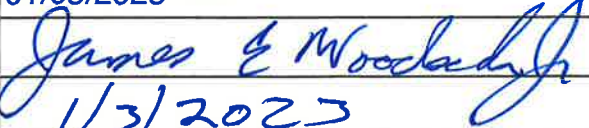
Please verify that all required information is reflected on the plan(s). Please submit one (1) paper copy and one (1) electronic version of the plan(s).

4. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition the applicant affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

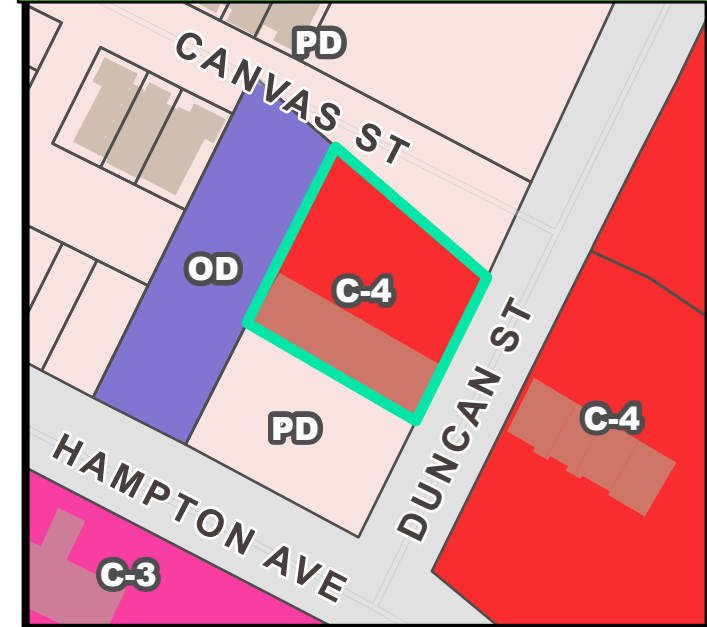
To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is ___ or is not X restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

*Signatures	
Applicant	
Date	01/03/2023
Property Owner/Authorized Agent	
Date	1/3/2023
Public Hearing information	
Public Hearing signs	

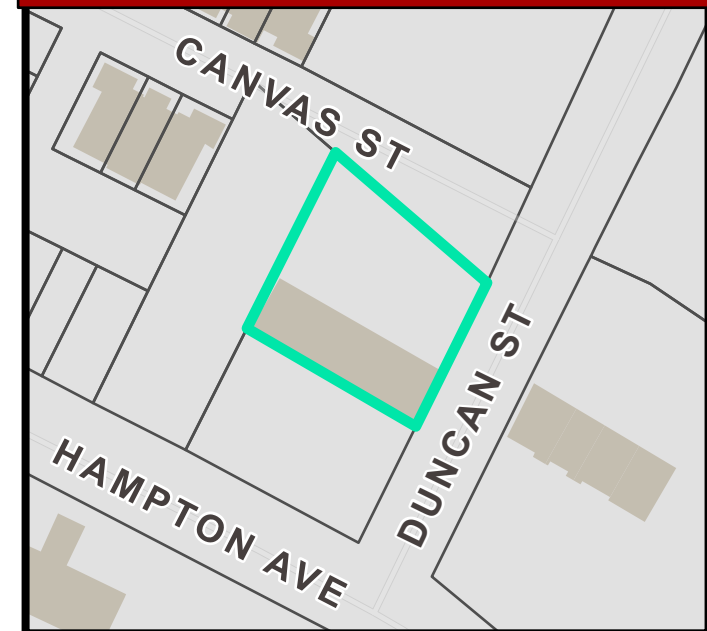
AERIAL VIEW



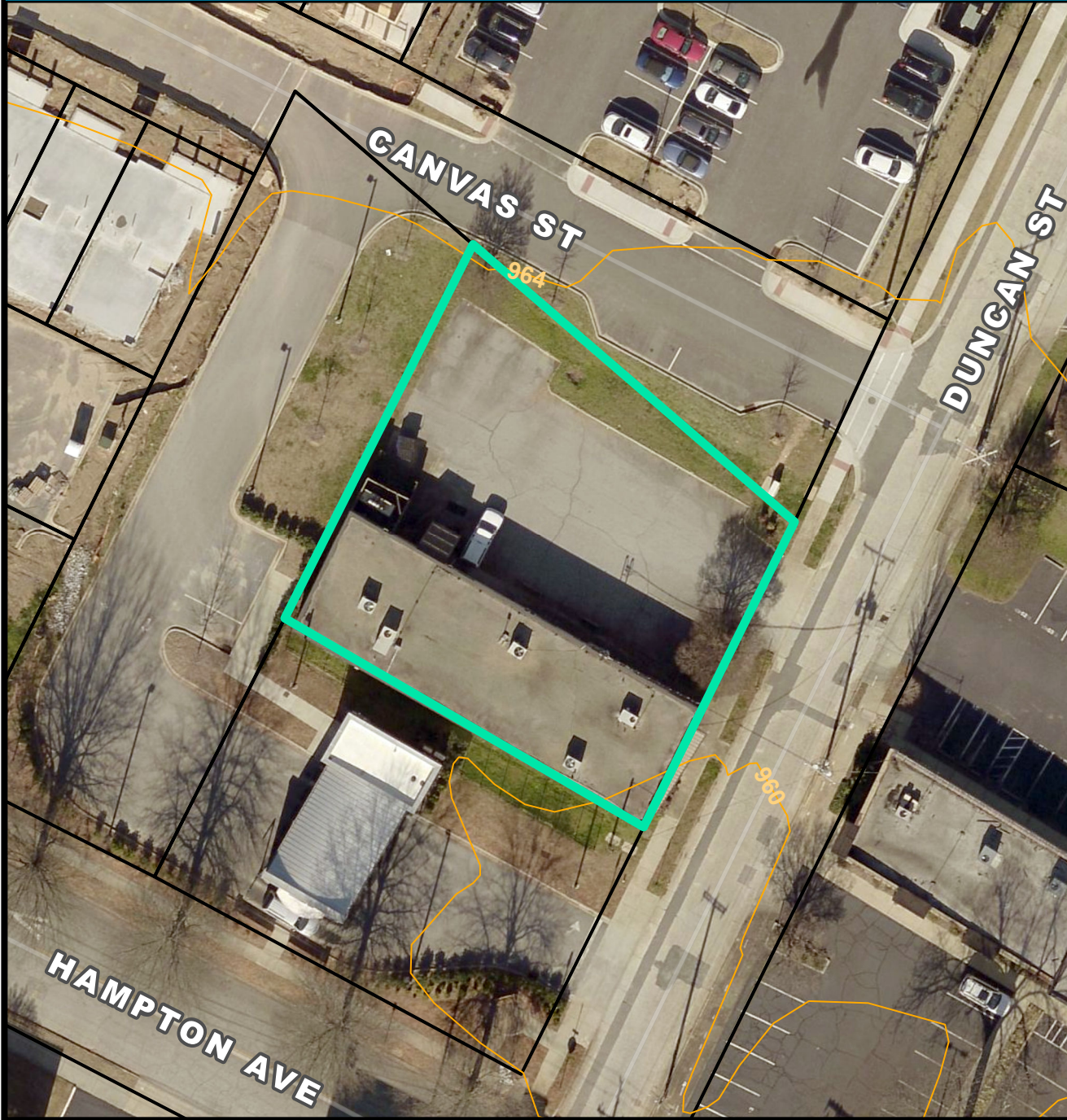
CURRENT ZONING



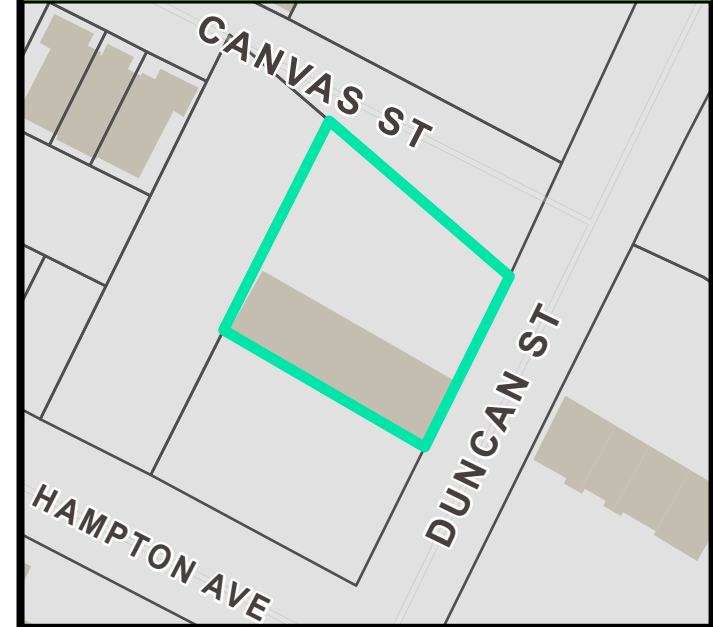
FUTURE LAND USE



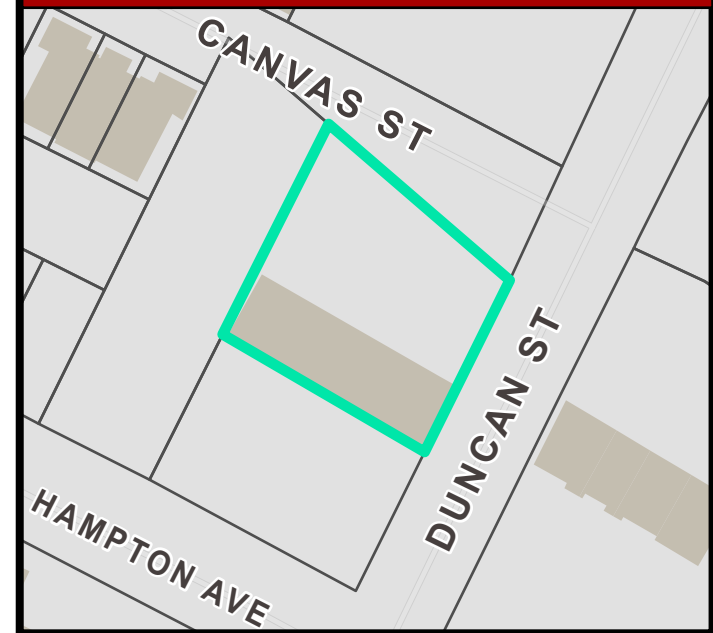
NATURAL / ENVIRONMENTAL FEATURES



SPECIAL EMPHASIS NEIGHBORHOODS



PRESERVATION OVERLAYS





SITE INFORMATION

ZONING: C-4, Central Business District
LOT SIZE: 0.267 acres

PROPOSED USE: office/business

PARKING REQUIRED: N/A in C-4
PROPOSED PARKING: 14 parking spaces (1 ADA space)

ADJACENT ZONING

NORTH (side): PD, retail parking
WEST & SOUTH: PD, bank drive-thru
EAST (front): C-4 across street

LANDSCAPE REQUIREMENTS

STREET TREES within 10' of road r/w

- to be planted the length of the frontage within 10' of road r/w
- shade trees 40' o.c. when not interfering with overhead utilities
- understory or ornamental trees 20' o.c. in areas of overhead utilities

PARKING AREA AND ISLANDS

- perimeter parking buffer for parking areas adjacent to road r/w require continuous evergreen hedge . minimum width the same as the required district setback.
- 1 shade tree and 8 shrubs per 2,000 sf of vehicle used paved areas. not more than 10 spaces allowed in concession without planted island 135sf containing at least 1 shade tree.
- islands between parallel rows of cars to separate areas into pods
- driveway medians with a minimum width of 6'
- each parking space to be within 60' of tree trunk. no more than 25% shrubs deciduous
- bio-swailes and rain gardens within parking islands are encouraged to mitigate stormwater runoff

BUILDING AND FOUNDATION PLANTINGS

- evergreen & deciduous planting within 3' of building facing roadway 3' on center.

ADDITIONAL SCREENING:

- dumpster or loading areas or above ground utilities must be screened with wood fence at least height of object being screened.
- shrubs used for screening must be evergreen 4' min

ZONING USE BUFFERS OF ADJACENT PROPERTY:

- none where adjacent to similar regional commercial zoning

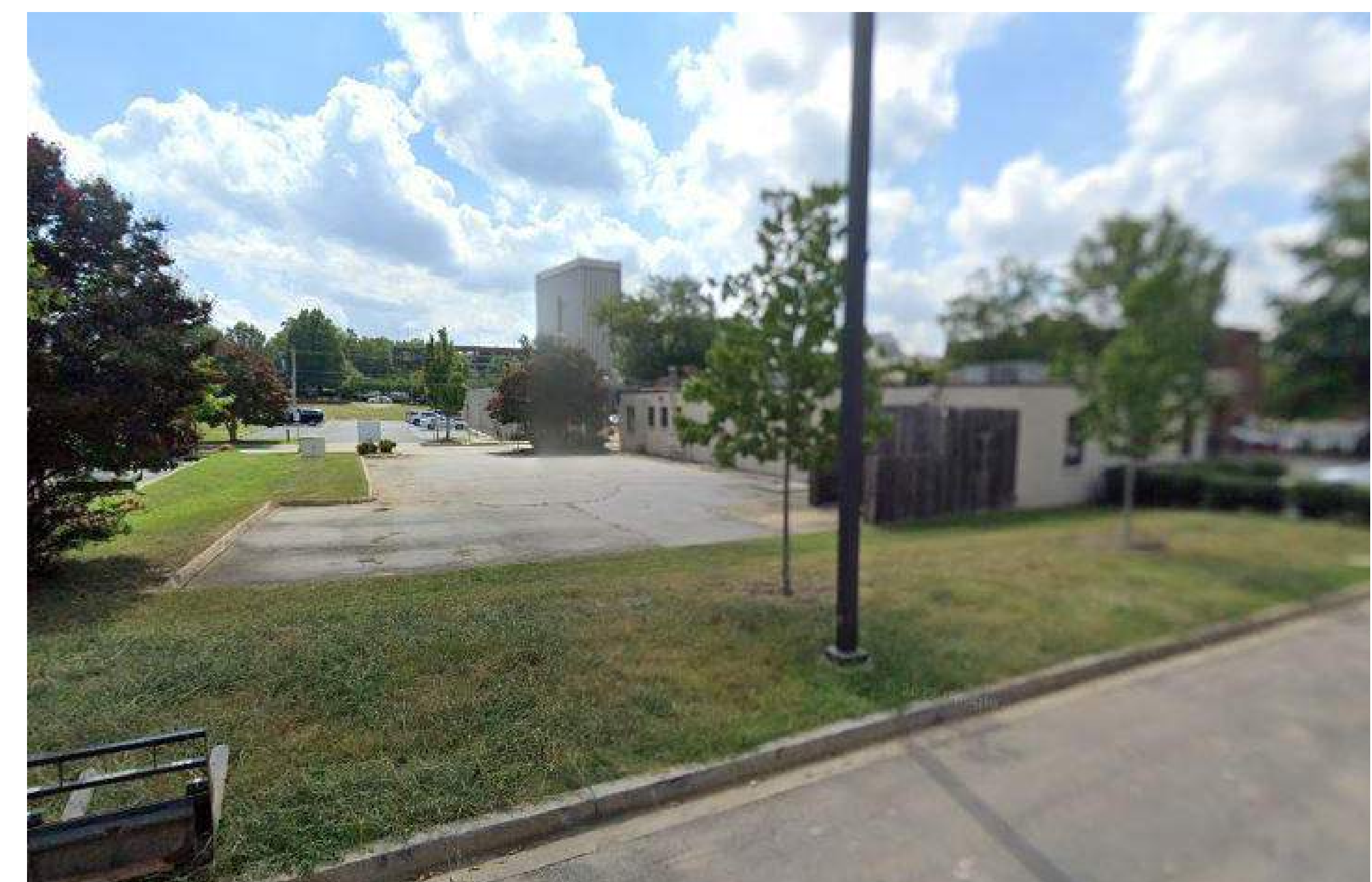
PLANTING MAINTENANCE & IRRIGATION:

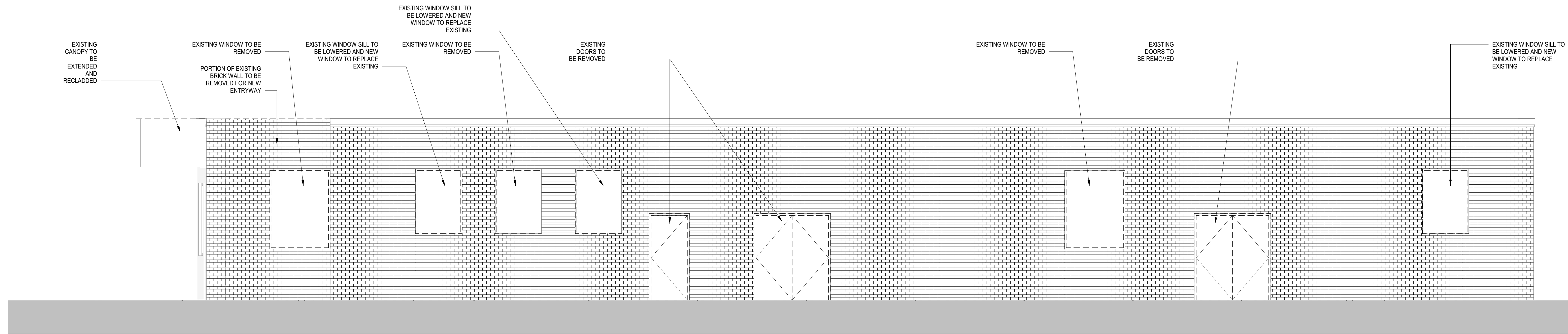
- all new permanent irrigation systems tied to city water system to have rain water sensor or similar..
- no overhead irrigation to fall on impervious surface. automatic shut off after 1/4" of rain has occurred.

PLANTING MINIMUM SIZE REQUIREMENTS:

- canopy/ shade tree 3" cal , 12' ht
- ornamental tree 2" cal 10'ht, 5' clear trunk
- evergreen shrub 18"ht
- deciduous shrub 24"ht
- evergreen shrub for parking screening 4' ht, 4' oc

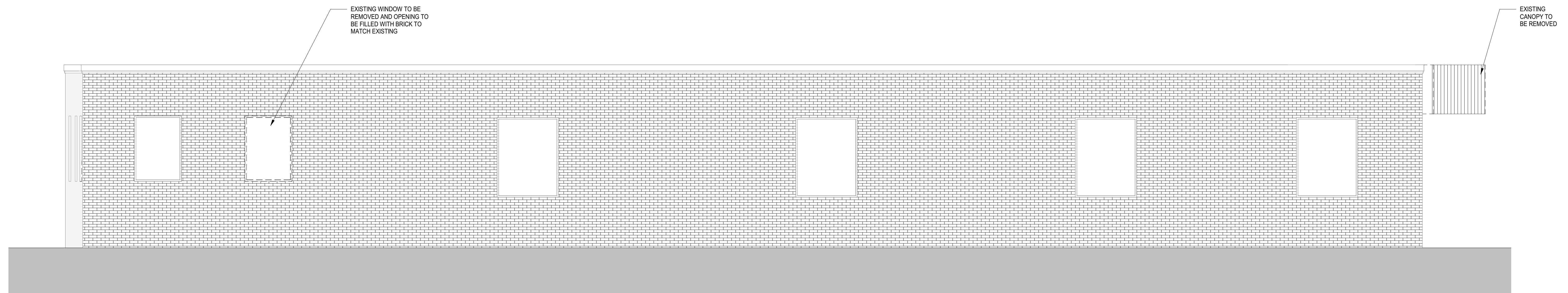






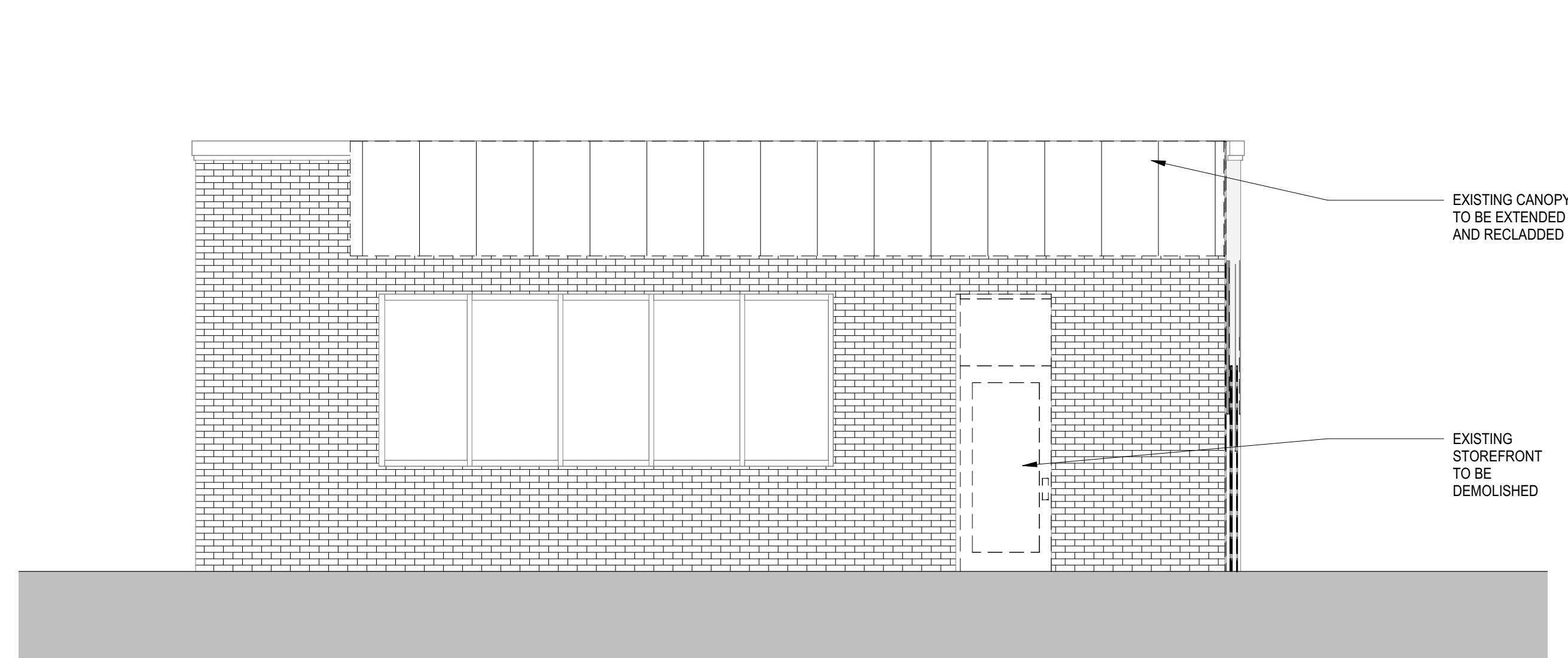
4
DRB4
1/4" = 1'-0"

EXISTING EXTERIOR ELEVATION - NORTH



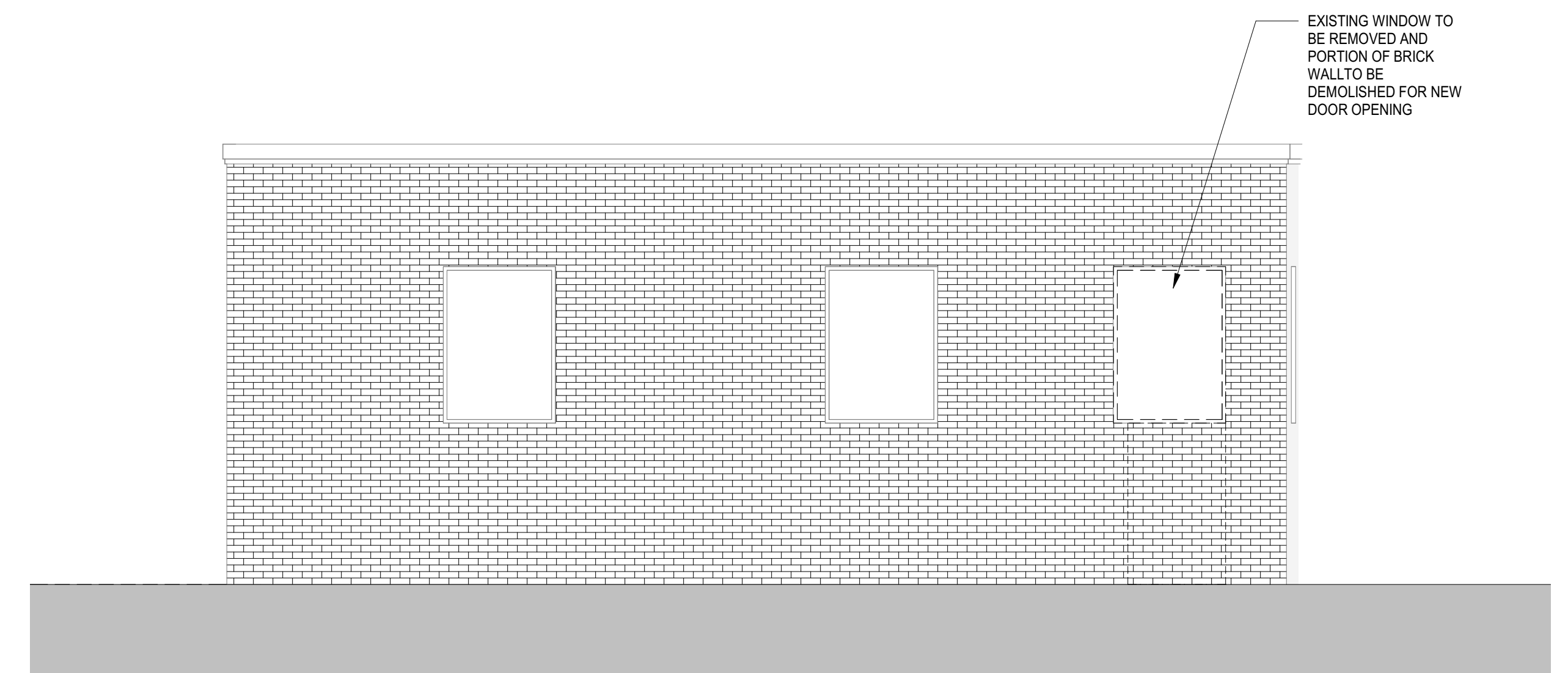
3
DRB4
1/4" = 1'-0"

EXISTING EXTERIOR ELEVATION - SOUTH



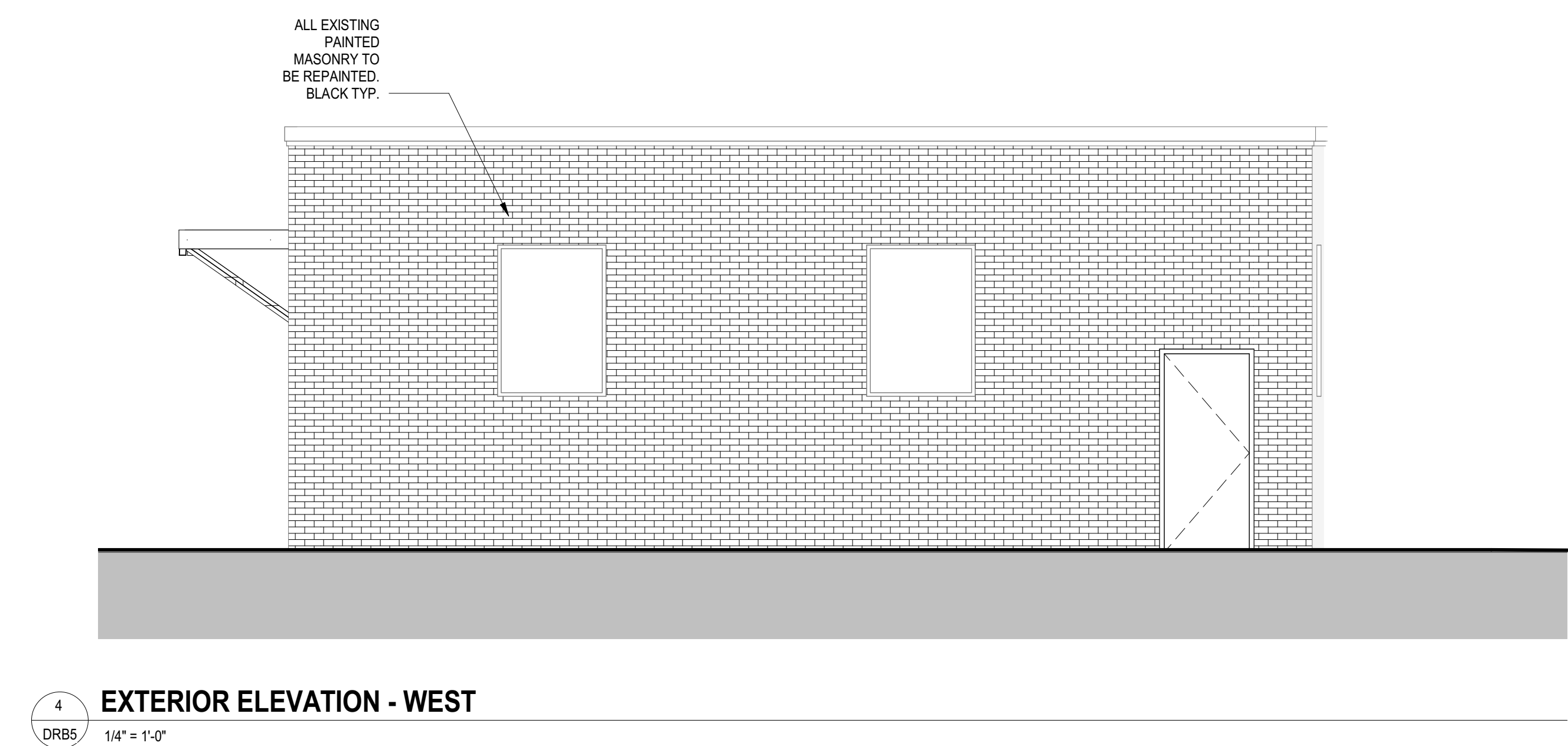
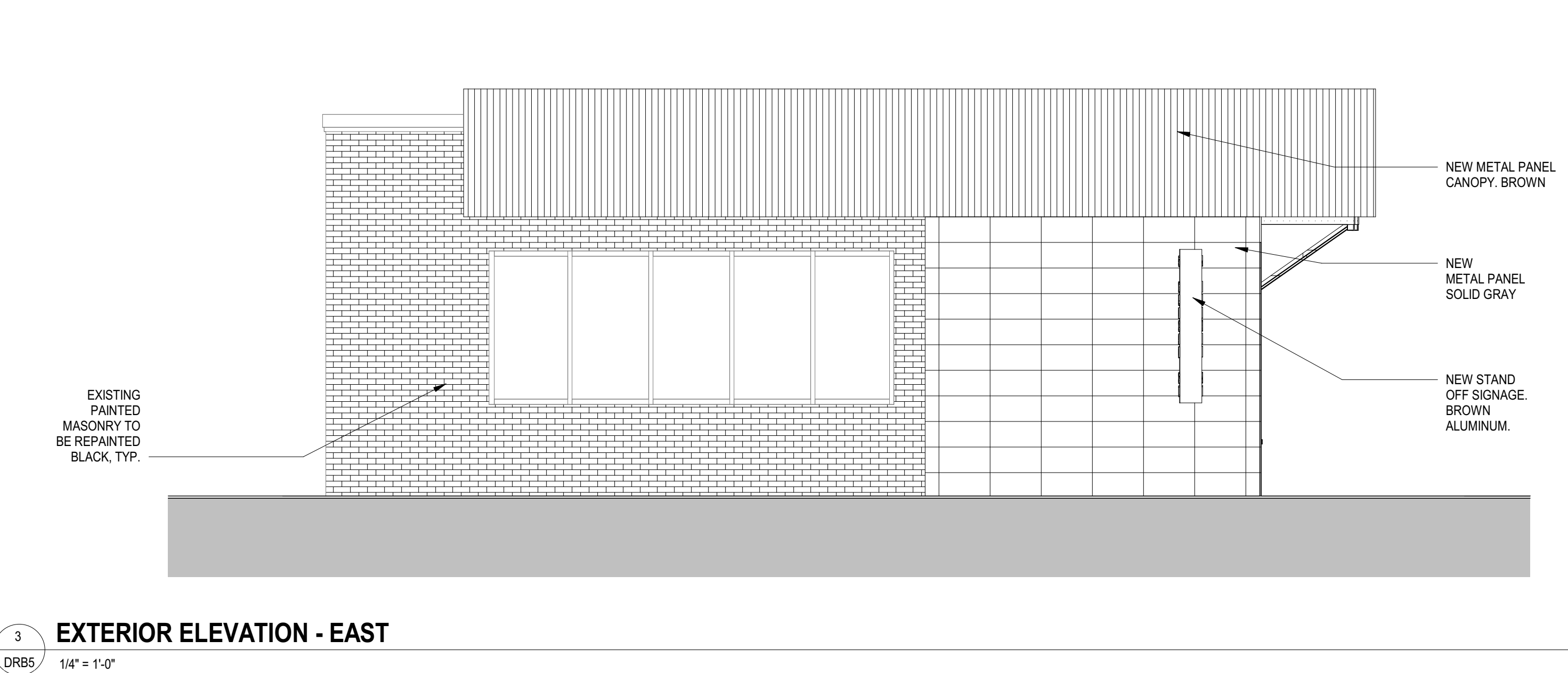
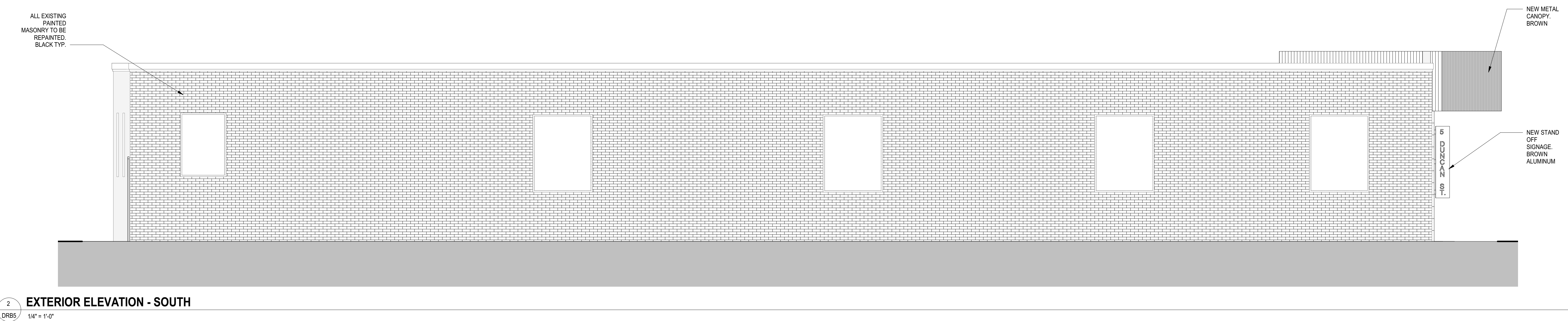
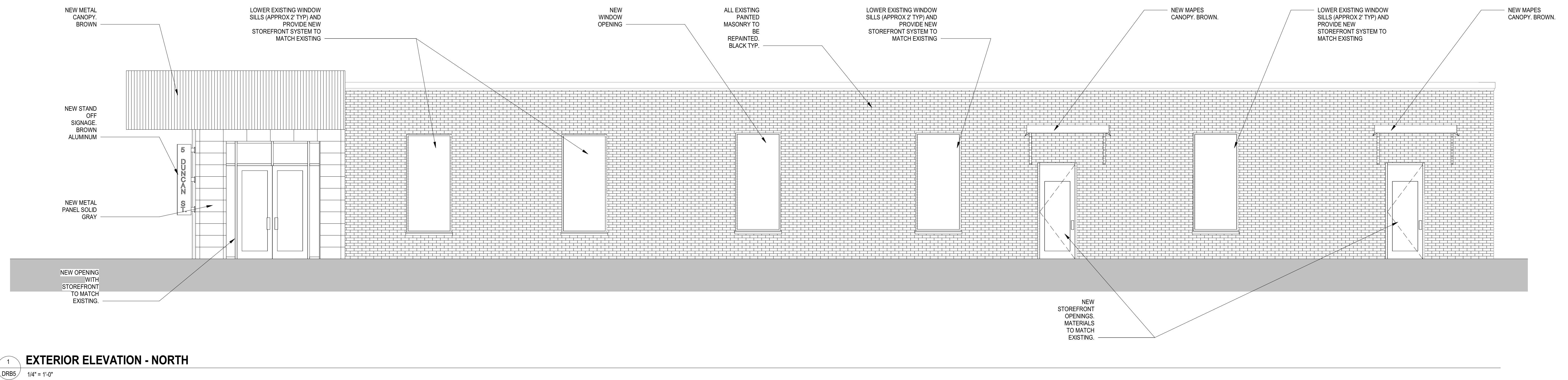
1
DRB4
1/4" = 1'-0"

EXISTING EXTERIOR ELEVATION - EAST



2
DRB4
1/4" = 1'-0"

EXISTING EXTERIOR ELEVATION - WEST





Allen Tate Realtors



Century Link Building



St. Mary's School



Canvas Lofts



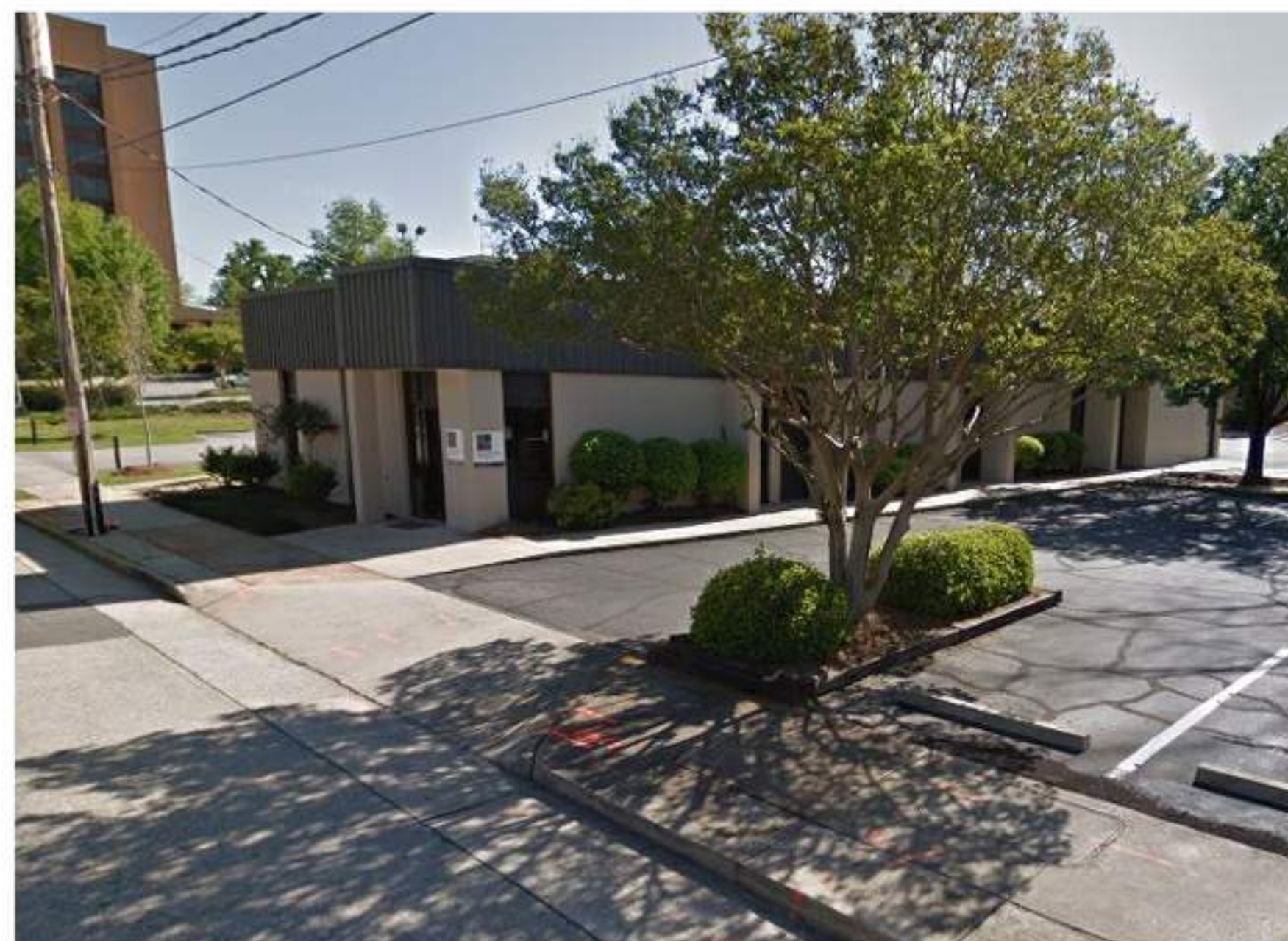
Cook's Station



St. Mary's Gym



Canvas Tower



James E Woodside & Co.



Truist ATM



1 **STREETSCAPE ELEVATION - NORTH**
DRB7 NTS



2 **STREETSCAPE ELEVATION - EAST**
DRB7 NTS



3 **STREETSCAPE ELEVATION - SOUTH**
DRB7 NTS





