



AGENDA

REGULAR MEETING OF BOARD OF ZONING APPEALS

THURSDAY, JUNE 12, 2025 - 4:00 PM

Greenville City Hall, Council Chambers, 10th Floor

206 S. Main Street

Greenville, South Carolina 29601

Citizens may access the meeting at the following web address:

<https://www.greenvillesc.gov/meeting>

1. Call to Order

2. Welcome and Opening Remarks from the Chair

3. Roll Call

4. Approval of Minutes

A. Approval of Minutes for meeting on May 8, 2025

5. Call for Public Notice Affidavit from Applicants

6. Acceptance of Agenda

7. Conflict of Interest Statement

8. OLD BUSINESS

9. NEW BUSINESS

A. **S-23-033M** *Application deferred to August 14, 2025 meeting (public notice incomplete)*
Application by Whistler Restaurant Group, LLC (Jessica Kearns) dba Reys for a **SPECIAL EXCEPTION** to modify a 'General food and beverage (up to 600 SF)' and 'Bar' use operating after midnight in an MXS-D, Shopfront Downtown district at **20 N MAIN ST** (TM#008900-01-01500)

B. **S-25-362**
Application by Mat-Greenville, LLC (Zak Melang) dba The Matador for a **SPECIAL EXCEPTION** to operate a 'General food and beverage (up to 6,000 SF)' use after midnight in an MXS-D, Shopfront Downtown district at **722 S MAIN ST** (TM# 007000-02-01800, 007000-02-01900)

C. **S-25-380**
Application by King's Classical School (Michael Short) for a **SPECIAL EXCEPTION** to establish a 'School' use in a RH-C, House C district at **3018 AUGUSTA ST AND 105 OLD AUGUSTA RD** (TM# 021100-01-00400, 021100-01-00501)

10. OTHER BUSINESS

11. Adjournment



**Planning Staff Report to
Board of Zoning Appeals
June 6, 2025**
for the June 12, 2025 Public Hearing

Docket Number:	S 25-362
Applicant:	Mat-Greenville, LLC (Zak Melang)
Property Owner:	Ironhorse Estates LLC
Property Location:	722 South Main Street
Tax Map Numbers:	007000-02-01800, 007000-02-01900
Acreage:	0.10
Zoning:	MXS-D, Shopfront Downtown District -P, Preservation Overlay District -DD, Downtown Design Overlay District
Proposal:	SPECIAL EXCEPTION to operate a ‘General food and beverage (up to 6,000 SF)’ use after midnight

Applicable Sections of the City of Greenville Code of Ordinances:

<i>Sec. 19-3.2.1.B.2.</i>	<i>Hours of Operation</i>
<i>Sec. 19-3.4.4.</i>	<i>Commercial Use Standards</i>
<i>Sec. 19-6.2.15.A.</i>	<i>Quasi-Judicial Review/Applicability</i>
<i>Sec. 19-6.2.15.D.2.</i>	<i>Special Exception Permit</i>

Staff Recommendation: Approve with conditions

Staff concludes that the Application complies with the standards to grant a Special Exception Permit as a **‘General food and beverage (up to 6,000 SF)’** use operating after midnight. If the Board decides to grant the Permit, Staff recommends the following conditions:

1. Operation of the facility shall be limited to a ‘general food and beverage’ use, as defined by this Code, and shall substantially conform to the statements of the applicant and the content of the application. Modification of the facility's operation shall require the applicant to seek a modification of the special exception permit.
2. The business shall comply with the location standards established by the state. Operation of the business shall comply at all times with the provisions of the South Carolina Alcoholic Beverage Control Act and the regulations of the Department of Revenue.
3. Hours of operation shall be substantially consistent with those stated by the Applicant and not exceed past 2:00 a.m. Food service shall be available until last call.
4. Per Greenville Development Code Section 19-3.2.1.B.3., delivery, waste collection, and similar commercial traffic is prohibited between the hours of 10:00 p.m. and 7:00 a.m.
5. At all times during its occupancy, the Applicant shall assign a manager to each floor who shall ensure compliance with the terms of the special exception permit, this Code, and the applicable S.C. Code of Laws and Regulations.

6. The Applicant shall take reasonable measures to ensure that the business and its patrons comply with City ordinances and State laws intended to preserve the public peace, safety and order, including but not limited to: occupancy loads, prohibitions on disorderly conduct and public intoxication, prohibitions on noise in violation of the City's noise ordinance, prohibitions on smoking in violation of the City's smoking ordinance, adequate patron parking and applicable neighborhood parking restrictions.
7. The Applicant and all its managers and employees responsible to serve any alcoholic beverage (current and future) shall participate in the merchant education/server training program offered by the Phoenix Center or comparable program offered by other vendors approved by the city police department. Evidence of satisfactory completion of this training for each employee shall be retained on-site and available for inspection by the administrator and the city police department. Current personnel shall receive training within 30 days of the date of the issuance of the certificate of occupancy and future personnel shall receive training within 30 days of hiring.
8. The Applicant shall retain a security person on Thursdays between the hours of 10:00 p.m. and 1:15 a.m., on Fridays and Saturdays between the hours of 10:00 p.m. and 2:15 a.m., and at any time while open for business when it is reasonably anticipated that a larger-than-average number of patrons may occupy the premises. The security person(s) must possess a "Security Officer Registration Certificate" pursuant to Chapter 18 of Title 40 of the SC Code of Laws, or as an alternative, may be an off-duty sworn law enforcement officer. No other employee may serve in the capacity of a security person unless so certified. The security person may be dressed in plain clothes but must have means to provide identification as security. If more than two incidents involving a police response to the business occur within a six-month period, the City of Greenville can then require that the required security person be an off-duty sworn law enforcement officer. Repeated incidents requiring calls for service from law enforcement shall be grounds for revocation of the permit. The Applicant may return to the Technical Advisory Committee to request to waive or modify the security person requirement six months after commencement of operations at the location.
9. The Applicant shall designate staff at all ingress/egress points to be responsible for the monitor of flow of patrons and confirmation of compliance with allowable occupant capacity. The Applicant shall also assign a staff person to be responsible for monitoring compliance of the occupant capacity of the upper floor including rooftop deck.
10. All rooftop and outdoor dining and seating areas associated with the business shall be closed by 12:00 midnight. The Applicant shall take appropriate measures, such as fencing, signage, and staff management to ensure the outdoor dining areas remain closed between these hours.
11. Indoor and outdoor entertainment shall be prohibited, except during approved special events.
12. Exterior sound amplification is prohibited except in areas specifically authorized on the approved site plan; all amplified sound must be directed inward toward the facility and away from any adjoining use or public property. Exterior sound amplification is limited to ambient background music and shall cease at 12:00 midnight.
13. Interior sound amplification, beyond speakers playing ambient background music, is prohibited.
14. Exterior doors and windows shall remain closed except to provide ingress and egress after 12:00 a.m.
15. A pattern of noise complaints related to the business shall be grounds to require another meeting with the Technical Advisory Committee. Repeated noise violations may be grounds for revocation of the permit.

16. If outside queueing of patrons on the property and along public sidewalks occurs, the security person(s) shall ensure orderly behavior of patrons so as to not negatively impact surrounding lands and safe use of the public sidewalks.
17. A copy of the special exception permit shall be maintained on the premises with other related inspection, licensing, and occupancy information.

Staff Analysis:

The Applicant, Mat-Greenville, LLC, requests special exception approval to operate a 'General Food and Beverage' use after midnight at 722 South Main Street in the West End.

Although the use of 'general food and beverage' is permitted by right, per Greenville Development Code Section 19-3.2.1.B.2., "any use open to the public with hours of operation between 12:00 a.m. and 5:00 a.m. requires a Special Exception permit."

The subject property is an existing two-level commercial building. The tenant occupies both floors. A special exception permit, S 10-39, for a bar use at the subject property was approved by the Board of Zoning Appeals in 2010. That permit was later voided after the business did not open.

Because the property is located within the -DD, Downtown Design overlay, a Design Certificate of Appropriateness (CA) is required for exterior building and site work. Design Certificates of Appropriateness were approved by the city's Design Review Board and its staff for modifications to the site and building. Site and building permits have been issued and construction was recently completed. In accordance with Section 19-6.2.15.B.2.c., this request can proceed to the Board of Zoning Appeals.

The business is "The Matador." The Matador brand has multiple locations across the United States.

The stated hours of operation will be:

- Sunday through Thursday 11:00 a.m. to 1:00 a.m.
- Friday through Saturday 11:00 a.m. to 2:00 a.m.

The business is a full-service restaurant and bar with indoor and outdoor seating. Food sales are expected to account for approximately 60 percent of all revenue, while alcohol sales are expected to account for the remaining 40 percent of revenue. Complete menu food service will be available during all operating hours. The application states they will close no later than 2:00 a.m. and the last call will be no later than 15 minutes before close.

No live music or other forms of live entertainment are planned, outside of special events.

The Technical Advisory Committee (TAC) met with the Applicant on May 15, 2025, and recommended approval of the Special Exception Permit with conditions; these recommended conditions are listed at the end of this report.

Attendance at the monthly Project Preview Meeting was not required as part of this application, however the Applicant did participate in the March 2024 Project Preview Meeting prior to applying for a Certificate of Appropriateness.

A Special Exception Permit shall be approved only upon finding that the Applicant demonstrates **all** the following are met:

Standard a: The Proposed Special Exception Is Consistent with the Comprehensive Plan.

The GVL2040 Comprehensive Plan identifies the subject property in the 'Center City' classification as part of the future land use map.

The 'Center City' classification is described as Greenville's downtown central business district. It contains a mix of land uses including but not limited to office, service, retail, entertainment, cultural,

government, civic, light manufacturing, and residential. Development is expected to be pedestrian-oriented and designed to actively engage streets, parks, plazas, the riverfront, and other public spaces.

The proposed restaurant use maintains the blend of service, entertainment, and other commercial uses in the Center City.

The property is also within the boundary of the West End Small Area Plan which was completed and adopted by City Council in November 2021. The property is a part of the 'South Main Precinct' in the plan. The South Main Precinct is encouraged to promote walkability, neighborhood serving uses, and art, while also encouraging human-scaled development, preserving existing building character, and adding more open space. The plan specifically locates the property in Block WE-52. Appropriate land uses in the block specifically include commercial and restaurant.

Staff finds that the proposed use is consistent with the Comprehensive Plan.

Standard b: The Proposed Special Exception Complies With All Use Standards in Div. 19-3.4.

Use standards for 'general food and beverage' are located in Section 19-3.4.4.C. and are listed below:

19-3.4.4. Commercial use standards

C. Food and Beverage

1. General Food and Beverage

- a. Permitted hours of operation are between 5:00 a.m. and 12:00 a.m. (midnight).*
- b. Hours of operation between 12:00 a.m. (midnight) and 5:00 a.m. require a special exception permit.*

The Applicant has stated their intent to comply with the use criteria within their application.

Upon discussion with the Technical Advisory Committee, the Applicant displayed awareness of potential issues related to noise, occupancy capacity, and alcohol sales.

During the TAC meeting, the Applicant stated that no security staff are planned. Additionally, the Applicant acknowledged that the property will be near neighboring residential property. The Applicant indicated a willingness to modify rooftop/outdoor dining hours and the placement of outdoor speakers to minimize potential noise issues.

Staff recommends formal incorporation of TAC's recommended conditions, listed at the end of this report, into any motion for approval.

Staff finds the use complies with the use standards of the Greenville Development Code.

Standard c: The Proposed Special Exception is Appropriate for its Location and Compatible with the Character of Surrounding Lands and the Uses Permitted in the Zoning Districts of Surrounding Lands, and Will Not Reduce Property Values of Surrounding Lands.

The zoning districts and land uses of adjacent property is as follows:

East:	General food and beverage (MXS-D, Shopfront Downtown)
North:	Multi-unit living (MX-D, Mixed Use Downtown)
West:	Commercial surface parking (MXS-D)
South:	General retail (MXS-D)

The property is located in the West End and is zoned MXS-D, Shopfront Downtown. The subject property features a two-story building. The restaurant will occupy both levels. The Whiskey Hotel, a private meeting space on the upper floor, will presumably be incorporated into the upper floor seating.

Surrounding properties are zoned MXS-D and MX-D, offering a variety of uses including but not limited to retail, restaurants, and entertainment. There is one residential use near the restaurant. Link Apartments West End, a 215-unit apartment complex, is located to the rear of the subject property, separated by an alley. Apartment units near the subject property are located on the upper floors.

The Applicant has stated the business will close at 2:00 a.m. Similar uses in the area close at 2:00 a.m. such as Smiley's on the Roxx and Jack Brown's Beer and Burger Joint. With the appropriate conditions, the overnight business hours are not anticipated to create a conflict with other neighboring businesses and residential uses nearby.

Staff finds, with appropriate conditions, the use is compatible with surrounding lands.

Standard d. The Design of the Proposed Special Exception Minimizes Adverse Effects, Including Visual Impacts of the Proposed Use on Adjacent Lands; Furthermore, the Proposed Special Exception Does Not Impose Significant Adverse Impact on Surrounding Lands Regarding Service Delivery, Parking and Loading, Odors, Noise, Glare, Vibration, and Does Not Create a Nuisance.

The proposed use is located within an existing building. No further changes are proposed on the exterior of the building and to the site. All previous changes have been reviewed for congruence with the downtown design guidelines by the Design Review Board. No adverse visual impacts are anticipated from the use.

No on-site parking exists. Parking for the use is expected to come from the on-street parking as well as public and private parking lots located near the building.

Loading/unloading for the use is expected to occur from the alley to the rear of the building as well as the on-street loading zone on South Main Street near River Street. Trash collection is also expected to occur from the alley. No adverse impacts are anticipated regarding delivery, parking, loading, and odors.

An outdoor dining area will be located on the rooftop of the building. A second outdoor dining area is planned on the ground level, along the side of the building. The Applicant indicated that these areas would be monitored by a manager and staff during all hours of operation. The Applicant reports that speakers, playing ambient background music, have been installed inside and in the rooftop dining area. No live music or other forms of entertainment are planned. With the appropriate conditions, no substantial adverse noise and vibration impacts are anticipated nor is the use anticipated to create a public nuisance.

Staff finds, with appropriate conditions, the use and its design will not have substantial adverse impacts.

TAC Findings and Recommendation

FINDINGS OF THE COMMITTEE:

1. The application and all other documents submitted supplemental to the application as part of this case prior to the Technical Advisory Committee review, is hereby incorporated and made a part of the findings of this Committee.
2. The Applicant indicates the business will operate under the name The Matador.

3. The Applicant indicates that the business opened in May 2025 under a temporary certificate of occupancy. A portion of the upstairs was previously approved for meeting space used by the Whiskey Hotel, a business operated by the property owner, James Carter.
4. The Applicant previously met with the Committee on April 18, 2024, to discuss the business' operations and zoning use classification. At the time, hours of operation were planned to cease at 12:00 midnight. The Applicant reports that little to no changes beyond hours are proposed since that discussion.
5. The Applicant indicates the intent to operate as a restaurant (classified as general food and beverage use for zoning purposes) with hours of operation from 11:00 a.m. to 1:00 a.m., Sunday through Thursday and 11:00 am to 2:00 a.m. Friday and Saturday. The Applicant confirmed the use is not intended to function as a bar or nightclub.
6. The Applicant indicates that he has been operating The Matador franchise at multiple locations for several years, but not in South Carolina until recently.
7. The business will operate a full-service kitchen. Food will be available during all operating hours. A copy of the menu was provided in the TAC application and at the meeting. The complete menu will be offered during all operating hours. The business is expected to account for 60 percent food sales.
8. The Applicant has obtained an alcohol license for on-premises consumption of beer, wine and liquor. Alcohol sales are expected to account for 40 percent of sales. Last call will occur 15 minutes before close.
9. The Applicant indicates that a late-night happy hour on food will be offered.
10. The Applicant indicates that no street seating or activities are proposed. Seating along the "alley" is planned in the future and was included in the life safety plan.
11. The Applicant indicates that rooftop seating is proposed. The Applicant was willing to close rooftop seating at 12:00 midnight.
12. The Applicant indicates the no live music and similar types of live entertainment are planned for the use. Speakers playing background music will play inside as well as in the rooftop seating area. Occasional events may be held and would be permitted through the temporary event process.
13. The Applicant indicates no security persons will be hired for the establishment; however, the Applicant indicated a willingness to retain security if required.
14. The Applicant indicates that a manager will be assigned to each floor including the rooftop deck to better manage the business and address potential issues.
15. The Applicant indicates that no on-site parking exists. Parking will come from surrounding public and private parking lots.
16. The Applicant indicated they did not have a designated smoking area outside of the business; however, a smoking spot would likely be designated in the alley to the rear of the property.
17. The Applicant indicated trash service occurs in the alleyway at the rear of the business.
18. The Applicant indicated sidewalk management measures are generally not needed but have been taken as needed.
19. The Applicant indicated that permits for street signage would be obtained as required.

20. The Applicant acknowledged the presence of nearby residential dwellings at Link Apartments West End and would work to ensure any noise or similar complaints are addressed quickly.

RECOMMENDATIONS OF THE COMMITTEE:

1. This Committee (by split vote) recommends that the Board of Zoning Appeals **approve** the application.
2. In order to prevent and/or minimize any potential adverse effects from the Applicant's business on adjacent uses, this Committee recommends that the Board of Zoning Appeals make the following recommendations conditions of the special exception permit. These conditions are related in type and scale to the impact the proposed use would have on the public and surrounding land uses, and are in addition to the standard requirements outlined in the Greenville Development Code:
 - a. This Committee recommends the Applicant maintain hours of operation that are substantially consistent with those stated by the Applicant.
 - b. This Committee recommends that the final life safety plan be in close keeping to the currently proposed occupancy count of 138 persons on the ground floor, 12 persons in the "alley," 117 persons on the second floor and rooftop deck, for a total count of 267 persons.
 - c. This Committee recommends that the Applicant take reasonable measures to ensure that the business and its patrons comply with City ordinances and State laws intended to preserve the public peace, safety and order, including but not limited to: occupancy loads, prohibitions on disorderly conduct and public intoxication, prohibitions on noise in violation of the City's noise ordinance, prohibitions on smoking in violation of the City's smoking ordinance, adequate patron parking and applicable neighborhood parking restrictions.
 - d. This Committee recommends that at all times during its occupancy, the Applicant must assign a manager to each floor (including the rooftop deck) who must ensure compliance with the terms of the special exception permit, this Code, and the applicable South Carolina Code of Laws and Regulations.
 - e. This Committee recommends that the Applicant and all its managers and employees responsible for serving any alcoholic beverage (current and future) must participate in the merchant education/server training program offered by the Phoenix Center or comparable program offered by other vendors approved by the City Police Department. Evidence of satisfactory completion of this training for each employee must be retained on-site and available for inspection by the Administrator and the City Police Department. Current personnel must receive training within 30 days of issuance of the certificate of occupancy and future personnel must receive training within 30 days of hiring.
 - f. This Committee does not recommend a security person requirement at this time, however if more than two incidents involving a police response to the business occur within a six-month period, the City of Greenville can then require that one security person be retained from 12:00 midnight to 1:15 a.m. Sunday through Thursday and from 12:00 midnight to

- 2:15 a.m. Friday and Saturday. The security person(s) must possess a “Security Officer Registration Certificate” pursuant to Chapter 18 of Title 40 of the SC Code of Laws, or as an alternative, may be an off-duty sworn law enforcement officer. No other employee may serve in the capacity of a security person unless so certified. Repeated incidents requiring calls for service from law enforcement may be grounds for revocation of the permit.
- g. This Committee recommends that the Applicant shall designate staff at all ingress/egress points to be responsible for the monitor of flow of patrons and confirmation of compliance with allowable occupant capacity.
 - i. Additionally, this Committee recommends the Applicant shall designate a staff person to be responsible for monitoring compliance of the occupant capacity of the upper floor including rooftop deck.
 - h. This Committee recommends that the rooftop and outdoor dining and seating areas associated with the business be closed by 12:00 midnight.
 - i. This Committee recommends that indoor and outdoor entertainment be prohibited, except during approved special events.
 - j. This Committee recommends that interior and exterior sound amplification (other than ambient background music through existing speakers) be prohibited. Outdoor speakers shall be mounted facing toward the building and away from neighboring properties.
 - k. This Committee recommends that, except to provide ingress and egress, exterior doors and windows must remain closed after 12:00 midnight.
 - l. This Committee recommends that a pattern of noise complaints related to the business shall be grounds to require another meeting with the Technical Advisory Committee. Repeated noise violations may be grounds for revocation of the permit.
 - m. This Committee recommends that if outside queueing of patrons on the property and along public sidewalks occurs, the security person(s) shall ensure orderly behavior of patrons so as to not negatively impact surrounding lands and safe use of the public sidewalks.
 - n. This Committee recommends that a copy of the special exception permit shall be maintained on the premises with other related inspection, licensing, and occupancy information.
 - o. This Committee recommends that repeated violations of the conditions of this permit shall be grounds for revocation of this permit.
 - p. This Committee recommends that if the Zoning Administrator determines the use transitions to a ‘Bar or Nightclub’ use and is no longer a ‘General Food and Beverage’ use, this permit shall be revoked, and the business closed until a new zoning application is applied for and approved for the use change.

Note: The scope of special exception review is limited to 12:00 midnight to 5:00 a.m. Recommendations by the Committee that include hours before or after those hours were either voluntarily offered by the Applicant or are presumed to be mutually agreeable.

Staff Comments

City Engineer

Comments:

No comments.

Civil Engineer

Comments:

No comments.

Environmental Engineer

Comments:

No comments.

Traffic Engineer

Comments:

No comments.

Fire Department

Comments:

Approved with recommendations from TAC



Office Use Only:

Application# _____ Fees Paid _____

Date Received _____ Accepted By _____

APPLICATION FOR SPECIAL EXCEPTION CITY OF GREENVILLE, SOUTH CAROLINA

APPLICANT / PERMITTEE*: MAT-GREENVILLE, LLC., DBA THE MATADOR

* _____
Name Title / Organization

permit may be limited to this entity. _____

APPLICANT'S REPRESENTATIVE: ZAK MELANG

FOUNDER

(Optional) _____
Name Title / Organization

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPERTY OWNER: IRONHORSE ESTATES LLC

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPERTY INFORMATION

STREET ADDRESS: 722 S. MAIN ST., GREENVILLE, SC 29601

TAX PARCEL #: 0070000201900 ACREAGE: 0.05 ZONING DESIGNATION: MXS-D

REQUEST

Refer to Article 19-4, Use Regulations, of the Land Management Ordinance (www.municode.com/library/)

DESCRIPTION OF PROPOSED LAND USE: _____

Restaurant with extended operating hours, 11 a.m to 2 a.m

INSTRUCTIONS

1. The application and fee, **made payable to the City of Greenville**, must be received by the planning and development office no later than 5:00 pm of the date reflected on the attached schedule.

2.The applicant/owner must respond to the “standards” questions on page 2 of this application (you must answer “why” you believe the application meets the tests for the granting of a special exception). See also **Section 19-2.3.5, Special Exception Permit**, for additional information. You may attach a separate sheet addressing these questions.

3.You must attach a scaled drawing of the property that reflects, at a minimum, the following: (a) property lines, existing buildings, and other relevant site improvements; (b) the nature (and dimensions) of the proposed development (activity); (c) existing buildings and other relevant site improvements on adjacent properties; and, (d) topographic, natural features, etc. relevant to the requested special exception.

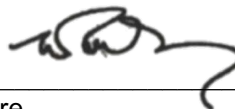
4.You must attach the required application fee: \$250.00

5.The administrator will review the application for “sufficiency” pursuant to **Section 19-2.2.6, Determination of Sufficiency**, prior to placing the application on the BZA agenda. If the application is determined to be “insufficient”, the administrator will contact the applicant to request that the applicant resolve the deficiencies. **You are encouraged to schedule an application conference with a planner, who will review your application for “sufficiency” at the time it is submitted. Call (864) 467-4476 to schedule an appointment.**

6.You must post the subject property at least 15 days (but not more than 18 days) prior to the scheduled hearing date.

_____ ‘Public Hearing’ signs are acknowledged as received by the applicant

Applicant Signature

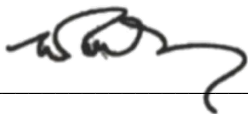


7.Please read carefully: The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

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 Board of Zoning Appeals that granting the requested change would not likely result in the benefit the applicant seeks.

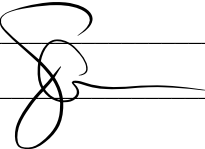
To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is ☐ or is not ☒ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity. ☐



APPLICANT / REPRESENTATIVE SIGNATURE

3-4-2025

D_A_T_E



PROPERTY OWNER SIGNATURE

3-17-2025

DATE

APPLICANT RESPONSE TO
SECTION 19-2.3.5(D)(1), STANDARDS – SPECIAL EXCEPTION

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED SPECIAL EXCEPTION IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

During the requested special exemption time periods the Matador will be offering high quality Mexican inspired food and beverages for sale. We anticipate this location will follow food & beverage sales partners established by our pre-existing 12 locations, (+60% Food / -40% Beverage) Given our location on S. Main Street in the heart of Greenville's expanding West End, this ensures that our business plan will align with Greenville's Comprehensive Plan.

2. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL COMPLY WITH THE STANDARDS IN **SECTION 19-4.3, USE SPECIFIC STANDARDS.**

All use specific standards will be followed, as required by the city of Greenville. _____

3. DESCRIBE THE WAYS IN WHICH THE REQUEST IS APPROPRIATE FOR ITS LOCATION AND IS COMPATIBLE WITH THE CHARACTER OF EXISTING AND PERMITTED USES OF SURROUNDING LANDS AND WILL NOT REDUCE THE PROPERTY VALUES THEREOF.

Granting extended operating hours past midnight for The Matador in the West End is appropriate and compatible with the area's character as Greenville's designated entertainment district. Existing late-night establishments already define this vibrant atmosphere, and my restaurant will complement them, offering a new dining option for evening patrons. This aligns with the city's vision for concentrated entertainment, catering to those attending events or enjoying the nightlife. Far from reducing property values, a well-managed restaurant with extended hours in a thriving entertainment district often enhances the area's appeal and desirability. Our commitment to responsible operations will ensure a positive contribution without negatively impacting surrounding properties. This request is a natural fit for the West End and supports its continued growth as an entertainment destination.

4. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL MINIMIZE ADVERSE EFFECTS ON ADJACENT LANDS INCLUDING: VISUAL IMPACTS; SERVICE DELIVERY; PARKING AND LOADING; ODORS; NOISE; GLARE; AND, VIBRATION. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL NOT CREATE A NUISANCE.

No change of use for this property has been requested. The prior tenant operated a restaurant without issue for many years. The Matador will work to elevate this storefront's standing within our community. Zero negative impacts will be visible, or felt through out community as a result of our actions or operations. _____

APPLICANT RESPONSE TO
SECTION 19-2.3.5(D)(2), STANDARDS – CHANGE IN NONCONFORMING USE

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED NONCONFORMING USE IS MORE IN CHARACTER WITH, OR EQUAL TO, THE USES OTHERWISE PERMITTED IN THE ZONING DISTRICT THAN THE EXISTING OR PRIOR NONCONFORMING USES.

Multiple other neighboring businesses in this zoning district currently operate using the same nonconforming use special exemption.

2. DESCRIBE THE WAYS IN WHICH THE PROPOSED NONCONFORMING USE WILL NOT SUBSTANTIALLY AND PERMANENTLY INJURE THE USE OF NEIGHBORING PROPERTY FOR THOSE USES PERMITTED WITHIN THE RELEVANT ZONING DISTRICT(S).

We expect zero injury or effects to any surrounding businesses or neighboring properties. Multiple other businesses in this zoning district currently operate using the same nonconforming use special exemption.

3. IS ADEQUATE INFRASTRUCTURE CAPACITY AVAILABLE TO SERVE THE PROPOSED NONCONFORMING USE?

Yes, adequate infrastructure capacity is available in our immediate vicinity.

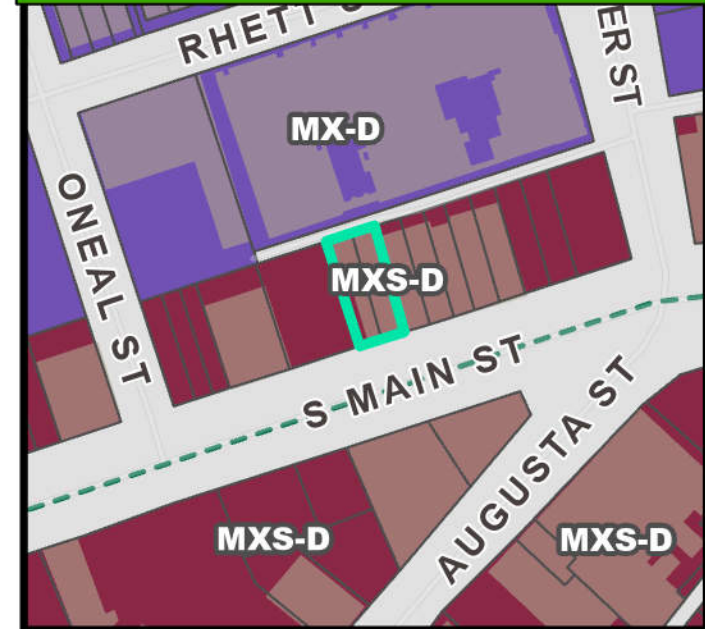
4. IS THE PROPOSED USE ONE THAT IS OTHERWISE PERMISSIBLE IN ANOTHER ZONING DISTRICT WITHIN THE CITY?

Yes, many other places throughout the city.

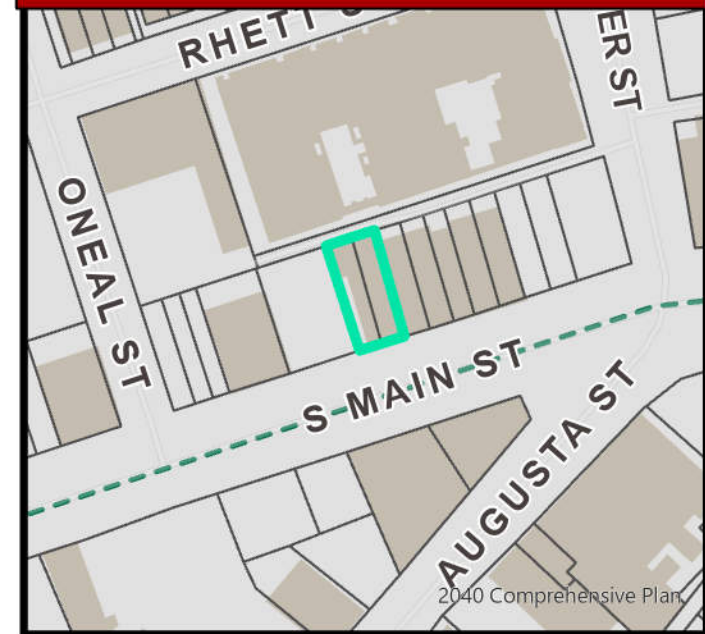
AERIAL VIEW



CURRENT ZONING



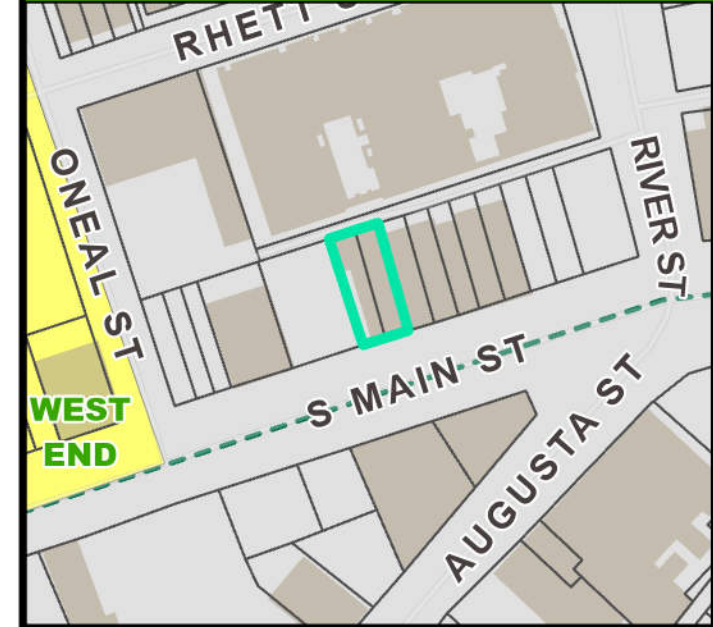
FUTURE LAND USE



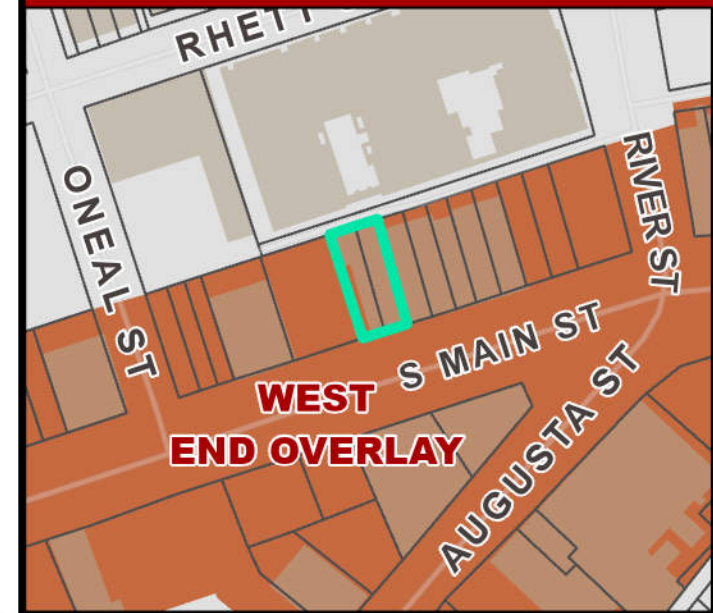
NATURAL / ENVIRONMENTAL FEATURES



SPECIAL EMPHASIS NEIGHBORHOODS



PRESERVATION OVERLAYS





APPLICATION FOR TECHNICAL ADVISORY COMMITTEE REVIEW

Contact Planning & Development (864) 467-4476 or planning@greenvillesc.gov

APPLICANT/OWNER INFORMATION

*Indicates Required Field

APPLICANT		PROPERTY OWNER
*Name:	Zak Melang	James E Carter
*Title:	Officer/Owner	Landlord
*Address:	██████████	██████████
*State:	██	██
*Zip:	████	████
*Phone:	██████████	██████████
*Email:	██████████	██████████

PROPERTY INFORMATION

*STREET ADDRESS: 722 S Main St, Greenville, SC 29601

*TAX MAP #(S): 0070000201900

*CURRENT ZONING DESIGNATION: MXS-D

Description of Proposed Use

Provide details for each of the following, as applicable, on a separate sheet:

Operating Plan

1. Type of Use (Restaurant, Nightclub, Event Venue, Etc.)
2. Days and Hours of Operation
3. Staffing Schedule
4. Kitchen Equipment Schedule
5. Menu and Hours of Food Service
6. Parking for Customers and Employees
7. Designated Smoking Area
8. Type of Entertainment and Duration
9. Closing / "Last Call" Procedures

Security Procedures

1. Number and Type of Designated Security Staff
2. Training / Certification of Staff
3. Specific Duties / Responsibilities of Staff
4. Entry / Exit / Re-Entry Procedures
5. Crowd Management

Seating Plan

1. Provide a floor plan and life safety plan, drawn to scale, by a registered South Carolina architect. The plan must demonstrate the proposed occupancy with calculations based on the current adopted building code.

Business Plan

1. Business Plan Summary: Target Audience, Theme, Objectives / Goals
2. Projected Revenue: % Alcohol vs. Food Sales
3. Fees For Entry / Membership / Entertainment
4. Status of City Business License Application
5. Status of SCDHEC 'Retail Food Establishment' Permit, If Applicable
6. Status of Abl-901 Application to SC Department of Revenue
7. Provide Documentation That SLED Requirements Have Been Met

Provide a response for each of the following:

1. Describe the ways in which the request is appropriate for its location and is compatible with the character of existing and permitted uses of surrounding lands and will not reduce the property values thereof.

Please see the attached form.

2. Describe the ways in which the request will minimize adverse effects on adjacent lands including: visual impacts; service delivery; parking and loading; odors; noise; glare; and, vibration. Describe the ways in which the request will not create a nuisance.

Please see the attached form.

Meeting With the Technical Advisory Committee

Applications will be reviewed by the Technical Advisory Committee (TAC), a City Staff committee comprised of representatives from the following City Departments/Divisions and appointed by the City Manager:

Building Codes and Inspections
City Attorney
Economic Development
Fire Prevention

Planning and Zoning
Police
Revenue (Business License)
Tourism and Events

The Technical Advisory Committee generally convenes once-a-month to meet with Applicants and review applications. The purpose of these meetings is to develop a more comprehensive understanding of the Applicant's proposal by the Committee, which in turn conveys a more comprehensive understanding of the City's operating requirements and expectations for Applicants. This Committee will form recommendations for the Zoning Administrator and Board of Zoning Appeals as applicable.

The Applicant and Business Owner are required to attend a TAC meeting to discuss the application. The Property Owner, Architect, and anyone involved in management of the business' operations may also attend. The meeting date, time, and exact location will be confirmed upon submittal of this application to planning@greenvillesc.gov.

City of Greenville
Application for Technical Advisory Committee Review
The Matador

Operating Plan

1. Type of Use (Restaurant, Nightclub, Event Venue, Etc.)
 - a. Restaurant
2. Days and Hours of Operation
 - a. Sunday-Thursday, 11:00 am - 1:00 am
 - b. Fridays & Saturdays 11:00 am - 2:00 am

However, we will adjust our hours based on community demand and feedback.
Our primary goal is not to clear plates and drinks at midnight while our guests are still enjoying late night food.
3. Staffing Schedule
 - a. Sunday - Thursday, 7:00 am - 1:30 am
 - b. Fridays & Saturdays 7:00am - 3:00 am
4. Kitchen Equipment Schedule
 - a. Sunday - Thursday, 7:00 am - 12:00 am
 - b. Fridays & Saturdays 7:00am - 1:30 am
5. Menu and Hours of Food Service
 - a. Sunday - Thursday, 11:00 am - 1:00 am
 - b. Fridays & Saturdays 11:00am - 1:30 am
6. Parking for Customers and Employees
 - a. Street & Paid Lots
7. Designated Smoking Area
 - a. N/A
8. Type of Entertainment and Duration
 - a. TV & Ambient music
9. Closing / "Last Call" Procedures

Sunday - Thursday

 - a. Last Call for Food: 11:15 pm, Last Call for Alcohol: 11:30 pm. Final checks dropped at 11:30 pm
 - b. All Guests & Patrons out of the building by Midnight.

Fridays & Saturdays 7:00 am - 1:30 am

 - a. Last Call for Food: 1:15 am, Last Call for Alcohol: 1:30 am. Final checks dropped at 1:30 am
 - b. All Guests & Patrons out of the building by 2:00 am

Security Procedures

1. Number and Type of Designated Security Staff
 - a. N/A
2. Training / Certification of Staff
 - a. Sled Required
 - b. Server Safe, and Food handlers
3. Specific Duties / Responsibilities of Staff
 - a. Job Descriptions Attached
4. Entry / Exit / Re-Entry Procedures
 - a. As required by Fire Marshal inspections
5. Crowd Management
 - a. N/A

Seating Plan

1. Provide a floor plan and life safety plan, drawn to scale, by a registered South Carolina architect. The plan must demonstrate the proposed occupancy with calculations based on the current adopted building code.
 - a. Attached

Business Plan

1. Business Plan Summary: Target Audience, Theme, Objectives / Goals

Matador Restaurants hopes to establish itself in the Greenville community as the premier upscale Mexican inspired restaurant and tequila bar. Our tabletops, bar and metalwork are all custom made by our founder and metal artists in the Pacific NW. Our primary target audience consists of men and women ages 25-45, with adults of all ages being welcome within. Typically a 21+ experience, Matador looks to provide a

premier lunch, happy hour, dinner and late night happy hour experience to the Greenville community.

2. Projected Revenue: % Alcohol Vs. Food Sales

Our projected Revenue for the first year is about \$3mm, with food making up around 60% of that revenue target, and alcohol comprising of +/- 40%, mostly due to high end tequila pricing.

3. Fees For Entry / Membership / Entertainment

N/A

4. Status Of City Business License Application

Will apply for after special exception permit approval

5. Status Of SCDHEC 'Retail Food Establishment'
Permit, If Applicable

Will apply for after special exception permit approval

6. Status Of Abl-901 Application To SC
Department Of Revenue

Will apply for after special exception permit approval

7. Provide Documentation That Sled
Requirements Have Been Met

Will apply for after special exception permit approval

Additional Questions:

1. *Describe the ways in which the request is appropriate for its location and is compatible with the character of existing and permitted uses of surrounding lands and will not reduce the property values thereof.*

Matador is a perfect fit for the location we wish to occupy on Main St. The turnkey condition of the building and the previous use as a restaurant leaves mainly aesthetic improvements as a part of our renovation. Being a high design forward concept, Matador looks to add branded features that complement the existing structure, while providing the

landlord with an exceptional tenant that will solidify and improve the property value of the real estate. Having a 20-year track record as an operator of this brand, the management group firmly intends to be a mainstay for years to come in the Greenville area. Our dedication to a high-quality experience and pristine environment will undoubtedly add value to what already is a picturesque community.

2. *Describe the ways in which the request will minimize adverse effects on adjacent lands including: visual impacts; service delivery; parking and loading; odors; noise; glare; and, vibration. Describe the ways in which the request will not create a nuisance.*

There is no change of use associated with The Matador assuming a lease for this property. The preexisting tenants also operated a full-service restaurant. Deliveries are accepted at the rear of the building through the alleyway. Garbage is located at the rear of the building. There is no live music, no added glare or vibrations, and nothing different from what is currently happening at or within adjacent businesses and buildings.



THE MATADOR AT THE WHISKEY HOTEL

722 S. MAIN STREET
GREENVILLE, SC 29601

GENERAL NOTES

- A. THE TERM "WORK" AS USED IN THESE NOTES SHALL INCLUDE ALL PROVISIONS AS DRAWN OR SPECIFIED IN THESE DOCUMENTS AS WELL AS ALL OTHER PROVISIONS SPECIFICALLY INCLUDED BY THE OWNER IN THE FORM OF DRAWINGS, SPECIFICATIONS, AND WRITTEN INSTRUCTIONS AND APPROVED BY THE ARCHITECT.
- B. THE TERM "CONTRACTOR" AS USED IN THESE NOTES SHALL REFER TO THE GENERAL CONTRACTOR OR TO THE SUB-CONTRACTORS. THE OWNER MAY ELECT TO CONTRACT DIRECTLY WITH A SUB-CONTRACTOR FOR ANY PART OF THE WORK.
- C. SCOPE OF WORK: THE CONTRACTOR SHALL INCLUDE AND PROVIDE ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION, AND PAY ALL EXPENSES INCURRED IN THE PROPER COMPLETION OF WORK UNLESS SPECIFICALLY NOTED TO BE THE WORK OF OTHERS. CONTRACTOR SHALL PERFORM ALL WORK NECESSARY FOR PRODUCING A COMPLETE, HABITABLE PROJECT, INCLUDING BUT NOT LIMITED TO SITE WORK, ARCHITECTURAL, STRUCTURAL, FIRE PROTECTION, PLUMBING, HVAC, AND ELECTRICAL.
- D. BEFORE CONSTRUCTION BEGINS, THE CONTRACTOR SHALL VISIT THE SITE TO VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS AND SHALL NOTIFY THE ARCHITECT, IN WRITING, OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK AND SHALL BE RESPONSIBLE FOR SAME.
- E. IF THE CONTRACT DOCUMENTS ARE FOUND TO BE UNCLEAR, AMBIGUOUS OR CONTRADICTORY, THE CONTRACTOR MUST REQUEST CLARIFICATION FROM THE ARCHITECT IN WRITING BEFORE PROCEEDING WITH THAT PART OF THE WORK.
- F. IF A CONDITION EXISTS THAT REQUIRES OBSERVATION OR ACTION BY THE ARCHITECT, OR OTHER DESIGN PROFESSIONAL, THE CONTRACTOR SHALL NOTIFY THE ARCHITECT.
- G. CONTRACTOR SHALL BE FAMILIAR WITH PROVISIONS OF ALL APPLICABLE CODES AND SHALL ENSURE THE COMPLIANCE OF THE WORK WITH ALL LOCAL, STATE AND FEDERAL CODES, TRADE STANDARDS AND MANUFACTURER'S RECOMMENDATIONS. IN THE EVENT OF CONFLICT BETWEEN LOCAL, STATE AND NATIONAL CODES, THE MORE STRINGENT SHALL GOVERN. BEFORE COMMENCING WORK NOT SHOWN IN DOCUMENTS, BUT REQUIRED TO ACHIEVE FULL COMPLIANCE WITH CODES, CONTRACTOR SHALL NOTIFY ARCHITECT.
- H. THESE DOCUMENTS DO NOT INCLUDE THE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. SAFETY, COMPLIANCE WITH STATE AND FEDERAL REGULATIONS REGARDING SAFETY AND COMPLIANCE WITH REQUIREMENTS SPECIFIED IN THE OWNER/CONTRACTOR CONTRACT IS, AND SHALL BE, THE CONTRACTOR'S RESPONSIBILITY.
- I. CONTRACTOR SHALL PAY ALL TAXES, SECURE ALL PERMITS AND PAY ALL FEES INCURRED IN THE COMPLETION OF THE PROJECT.
- J. THE CONTRACTOR SHALL UNCONDITIONALLY WARRANTY ALL MATERIALS, AND WORKMANSHIP FURNISHED OR INSTALLED BY HIM OR HIS SUBCONTRACTORS FOR A PERIOD OF ONE (1) YEAR FROM DATE OF ACCEPTANCE AND SHALL REPLACE ANY DEFECTIVE WORK WITHIN THAT PERIOD WITHOUT EXPENSE TO THE OWNER AND PAY FOR ALL DAMAGES TO OTHER PARTS OF THE BUILDING RESULTING FROM DEFECTIVE WORK OR ITS REPAIR. THE CONTRACTOR SHALL REPLACE DEFECTIVE WORK WITHIN A REASONABLE, AGREED UPON TIME FRAME, AFTER IT IS BROUGHT TO HIS ATTENTION.
- K. THE CONTRACTOR SHALL AT ALL TIMES KEEP THE PREMISES FREE FROM ACCUMULATION OF WASTE MATERIALS AND RUBBISH AND AT THE COMPLETION OF THE WORK THE CONTRACTOR SHALL REMOVE ALL RUBBISH, IMPLEMENTS, AND SURPLUS MATERIALS AND LEAVE THE BUILDING IN NEW AND CLEAN CONDITION.
- L. CONTRACTOR IS TO PROVIDE TO THE OWNER A LIST OF ALL SUBCONTRACTORS USED, COMPLETE WITH ADDRESSES, PHONE NUMBERS AND COPIES OF ALL WARRANTIES AND OPERATIONS AND MAINTENANCE MANUALS.

COORDINATION OF WORK

ALL NOTES APPLY TO ALL DRAWINGS AND ALL TRADES. IT IS THE RESPONSIBILITY OF ALL CONTRACTORS AND SUB-CONTRACTORS TO COORDINATE THE INSTALLATION OF THEIR WORK WITH THE WORK OF ALL OTHER CONTRACTORS AND SUB-CONTRACTORS. THE REQUIREMENTS OF THE DRAWINGS, GENERAL REQUIREMENTS, AND ALL ITEMS OF THE CONTRACT DOCUMENTS ARE EQUALLY BINDING ON ALL CONTRACTORS AND SUB-CONTRACTORS. EACH CONTRACTOR IS REQUIRED TO MAINTAIN FULL SETS OF THE CONTRACT DOCUMENTS FOR HIS EMPLOYEE'S USE ON THE PROJECT AND ASSURE THAT ALL WORK IS PROPERLY COORDINATED AND INSTALLED WITH THE WORK OF OTHER CONTRACTORS AND SUB-CONTRACTORS.

CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES AND SAFETY PROCEDURES AND FOR COORDINATING ALL PORTIONS OF THE WORK.

DRAWING SYMBOL LEGEND

101

DOOR TAG

A

WINDOW TAG

1
SIM
AA00.00

SECTION TAG

1
AA00.00

ELEVATION TAG

1
SIM
AA00.00

DETAIL TAG

?

NOTE TAG

0

COLUMN LINE

X

WALL TAG

1t

EQUIPMENT/
ACCESSORY

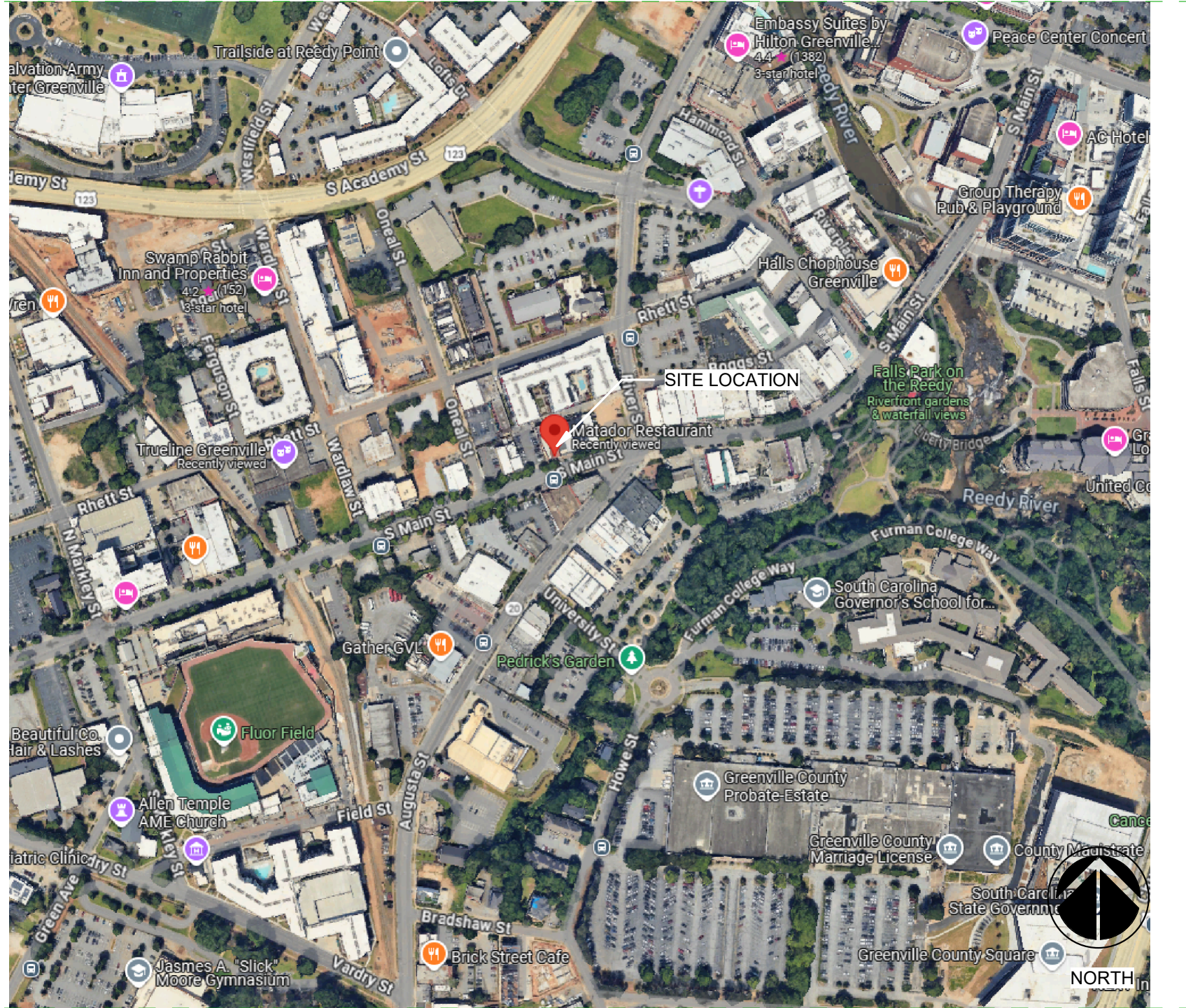
?

FINISH TAG

M1

FURNITURE/
MILLWORK TAG

VICINITY MAP



DRAWING INDEX

NUMBER	SHEET NAME	SHEET ISSUE DATE	CURRENT REVISION	CURRENT REVISION DATE
TITLE				
T1.01	TITLE SHEET	24 JAN 2025		
LIFE SAFETY				
LS1.1	LIFE SAFETY PLAN	24 JAN 2025		
ARCHITECTURAL EXISTING CONDITIONS				
AE1.0	EXISTING CONDITIONS PLAN	24 JAN 2025		
ARCHITECTURE				
A0.01	PROPOSED FLOOR PLANS	24 JAN 2025		
A2.01	REFLECTED CEILING PLANS	24 JAN 2025		
A3.01	ENLARGED BAR PLAN	24 JAN 2025		
A3.02	ENLARGED BAR PLAN	24 JAN 2025		
A3.03	ENLARGED BAR ELEVATIONS	24 JAN 2025		
PLUMBING				
P0.01	PLUMBING LEGENDS AND SPECIFICATIONS	24 JAN 2025		
P1.01	PLUMBING WASTE & VENT FLOOR PLANS	24 JAN 2025		
P2.01	PLUMBING DOMESTIC WATER FLOOR PLANS	24 JAN 2025		
P5.01	PLUMBING WASTE & VENT RISER DIAGRAMS	24 JAN 2025		
P5.02	PLUMBING DOMESTIC WATER RISER DIAGRAMS	24 JAN 2025		
P6.01	PLUMBING DETAILS	24 JAN 2025		
P7.01	PLUMBING SCHEDULES AND CALCULATIONS	24 JAN 2025		
ELECTRICAL				
E0.01	ELECTRICAL LEGENDS AND SPECIFICATIONS	24 JAN 2025		
E1.01	ELECTRICAL POWER PLANS	24 JAN 2025		
E2.01	ELECTRICAL LIGHTING PLANS	24 JAN 2025		
E5.01	ELECTRICAL PANEL SCHEDULES & RISER DIAGRAM	24 JAN 2025		
E7.01	ELECTRICAL SCHEDULE & DETAILS	24 JAN 2025		

Seal



24 JAN 2025

DP3
ARCHITECTS

DP3 Architects, Ltd.
15 South Main Street, Suite 400
Greenville, SC 29601
864.232.8200
www.DP3architects.com

Project



THE MATADOR AT THE
WHISKEY HOTEL

Project Number 24230
Drawn By DEK
Checked By MTL
Date 24 JAN 2025

Revisions

PROJECT CONTACTS

OWNER

MOCORE RESTAURANTS AND
DEVELOPMENT



ARCHITECT

DP3 ARCHITECTS, LTD.
15 SOUTH MAIN STREET
SUITE 400
GREENVILLE, SC 29601



MEP ENGINEER

DEVITA ENGINEERING INC.
33 VILLA RD. SUITE 300
GREENVILLE, SC 29615



Drawing

TITLE SHEET

T1.01

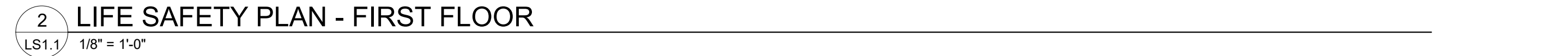
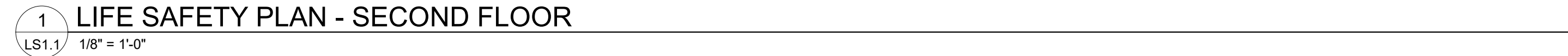
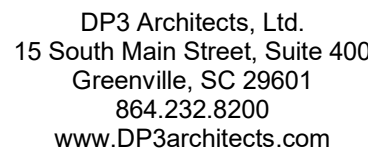
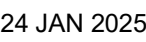
THE PROJECT SCOPE OUTLINED IS LIMITED TO THE INTERIOR UPFIT OF AN EXISTING RESTAURANT TO A NEW CONCEPT. ROOF DECK, KITCHEN, AND TOILET FACILITIES ARE EXISTING TO REMAIN.

ALLOWABLE BUILDING HEIGHTS AND AREAS									
BUILDING	GROUP	CONST. TYPE	SPRINKLER TYPE	BUILDING HEIGHT		No. OF STORIES		BUILDING AREA	
				ALLOWED	PROVIDED	ALLOWED	PROVIDED	ALLOWED (Aa)	PROVIDED
EXISTING RESTAURANT	A2	TYPE V-B	SM	60' - 0"	39' - 11"	2	2	18,000 SF	7,405 SF

OCCUPANT LOADS					
ROOM/AREA	IBC TABLE 1004.5		AREA	FIXED SEATS	OCCUPANTS
	FUNCTION OF SPACE	LOAD FACTOR			
1ST FLOOR					
BAR SEATING	ASSEMBLY - FIXED	SECTION 1004.6		19	19
BOOTHs	ASSEMBLY - FIXED BOOTHS	24" PER PERSON		16	16
BOOTHs	ASSEMBLY - FIXED BOOTHS	24" PER PERSON		18	18
BOOTHs	ASSEMBLY - FIXED BOOTHS	24" PER PERSON		12	12
BOOTHs	ASSEMBLY - FIXED BOOTHS	24" PER PERSON		16	16
BOOTHs	ASSEMBLY - FIXED BOOTHS	24" PER PERSON		10	10
ALLEY DINING	ASSEMBLY - UNCONCENTRATED	15 NET	175 SF		12
DINING	ASSEMBLY - UNCONCENTRATED	15 NET	87 SF		6
UPPER DINING	ASSEMBLY - UNCONCENTRATED	15 NET	294 SF		20
BAR	KITCHEN - COMMERCIAL	200 GROSS	229 SF		2
EXIST. KITCHEN	KITCHEN - COMMERCIAL	200 GROSS	1,276 SF		7
1ST FLOOR					138
EXTERIOR					
ALLEY DINING	ASSEMBLY - UNCONCENTRATED	15 NET	175 SF		12
EXTERIOR					12
2ND FLOOR					
EXIST. OFFICE	ACCESSORY STORAGE/MECHANICAL ROOM	300 GROSS	122 SF		1
EXIST. STORAGE 1	ACCESSORY STORAGE/MECHANICAL ROOM	300 GROSS	112 SF		1
EXIST. STORAGE 2	ACCESSORY STORAGE/MECHANICAL ROOM	300 GROSS	327 SF		2
BAR SEATING	ASSEMBLY - FIXED	SECTION 1004.6		13	13
BAR SEATING	ASSEMBLY - FIXED	SECTION 1004.6		8	8
DINING	ASSEMBLY - UNCONCENTRATED	15 NET	588 SF		40
ROOF DECK	ASSEMBLY - UNCONCENTRATED	15 NET	742 SF		50
BAR	KITCHEN - COMMERCIAL	200 GROSS	291 SF		2
2ND FLOOR					117
TOTAL OCCUPANTS					267

PLUMBING FIXTURES																		
OCCUPANCY	LOAD (M/F)	WATER CLOSETS							LAVATORIES				DRINKING FOUNTAIN		SERVICE SINK		SHOWERS	
		MALE			FEMALE		FAMILY		MALE		FEMALE		RQ	PV	RQ	PV	RQ	PV
		RQ	PV	UR	RQ	PV	RQ	PV	RQ	PV	RQ	PV						
A2	128/128	2	1	1	2	2			2	2	2	2						

<u>NAME</u> 150 SF GROUP A2 GROSS/NET # Occupants OL	OCCUPANCY TAG		EXIT PATH NUMBER
			EXIT SIGN
FEC TYPE ABC	FIRE EXTINGUISHER IN CABINET		
FE TYPE ABC	FIRE EXTINGUISHER		
	EXIT PATH AND DIRECTION		44" EGRESS PATH

Seal

Project



Project Number 24230
 Drawn By DEK
 Checked By MLT
 Date 24 JAN 2025

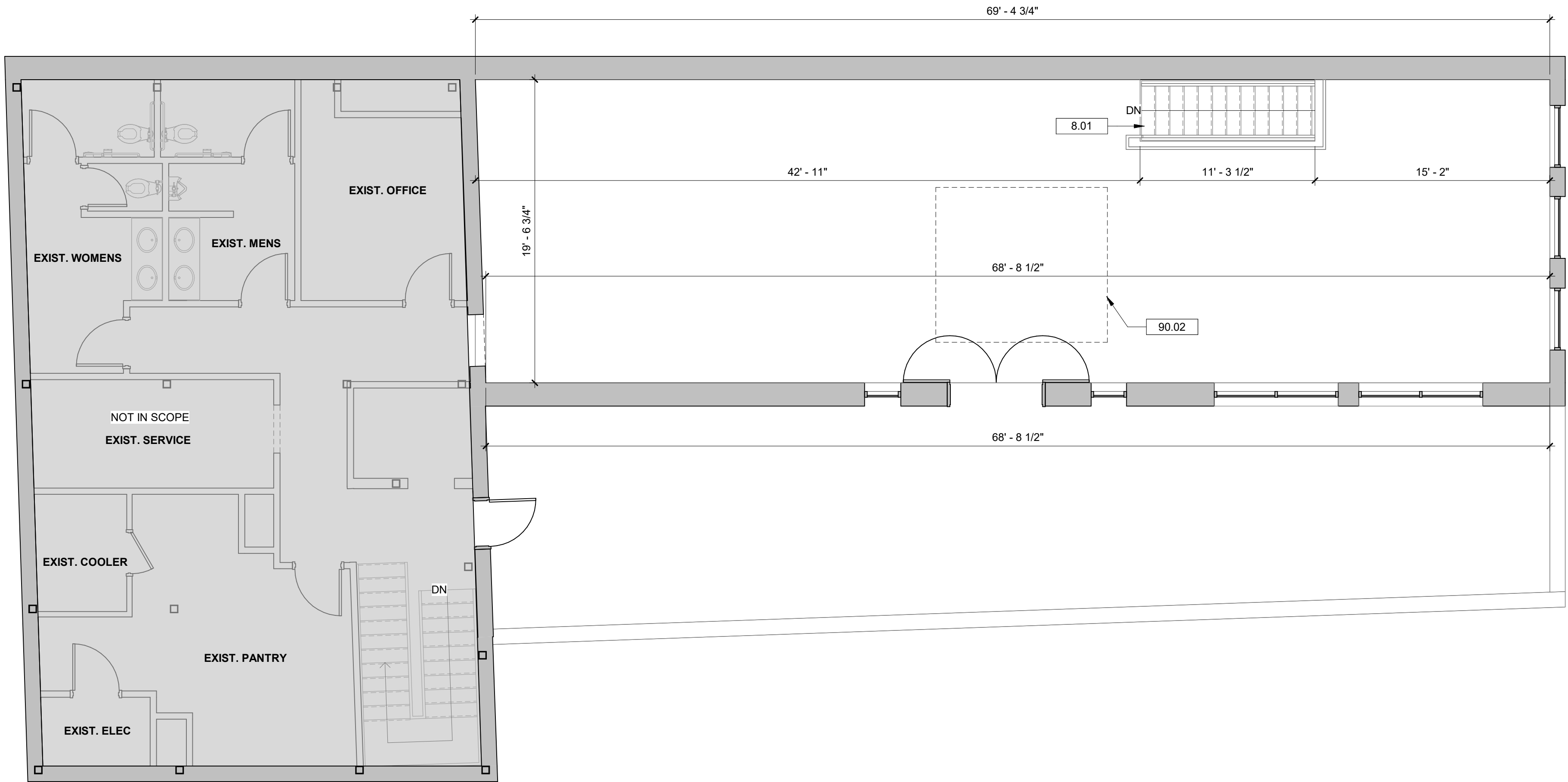
Revisions

Drawing

LIFE SAFETY PLAN

LS1.1

Copyright : These Drawings are the property of DP3 Architects, Ltd., and reuse on any other project without written permission will result in legal action.



IMPORTANT NOTE:

PRIOR TO BEGINNING CONSTRUCTION, THE GENERAL CONTRACTOR SHALL VERIFY THE DIMENSIONS SHOWN AND NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.

EXISTING CONSTRUCTION:

EXISTING WALL CONSTRUCTION

DRAWING NOTES

- 8.01 EXISTING STAIR TO REMAIN.
- 8.02 EXISTING OPENING TO REMAIN.
- 90.02 LINE OF CLEARSTORY ABOVE.
- 90.03 EXISTING LOW WALL TO REMAIN.

Seal



24 JAN 2025

DP3
ARCHITECTS

DP3 Architects, Ltd.
15 South Main Street, Suite 400
Greenville, SC 29601
864.232.8200
www.DP3architects.com

Project



THE MATADOR AT THE
WHISKEY HOTEL

Project Number 24230
Drawn By DEK
Checked By MLT
Date 24 JAN 2025

Revisions

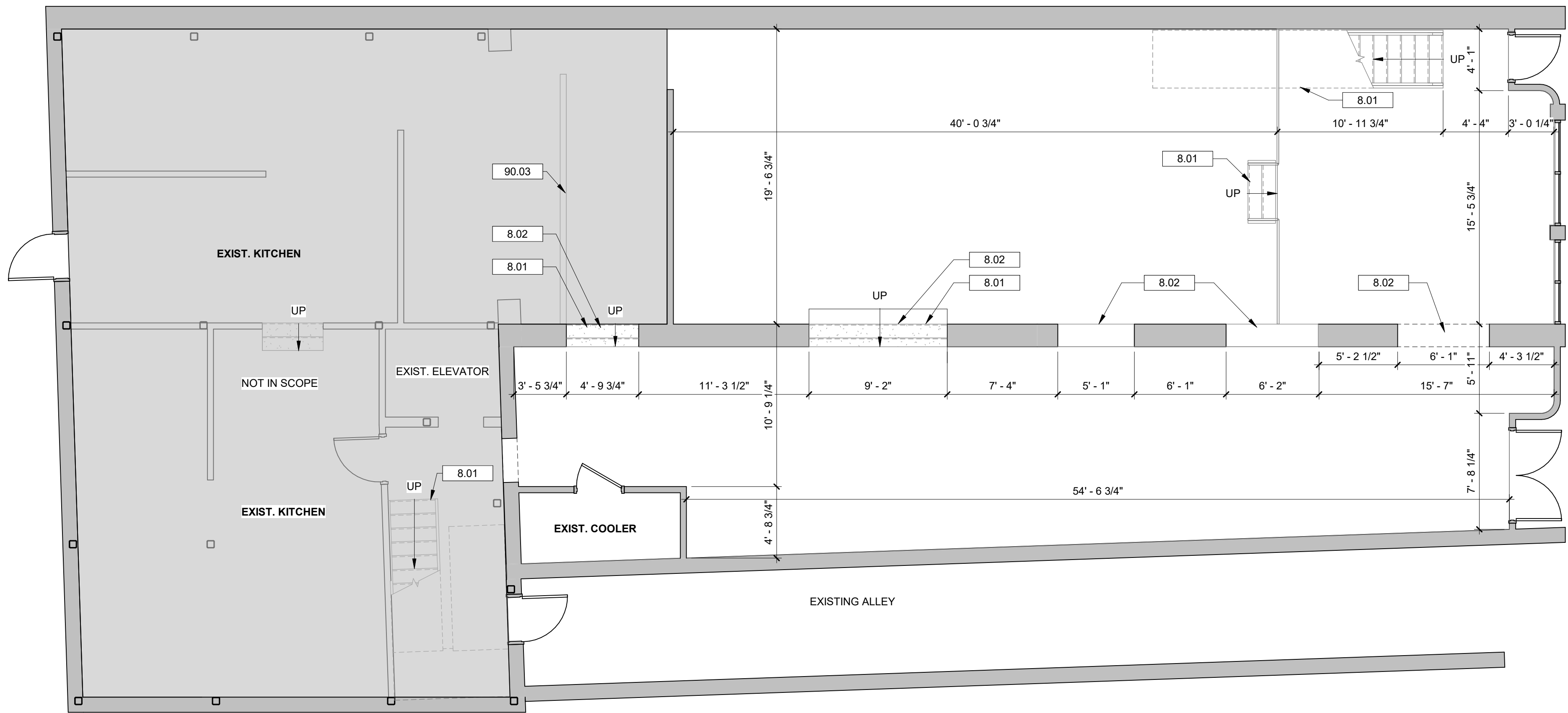
Drawing

EXISTING
CONDITIONS PLAN

AE1.0

1 2ND FLOOR - EXISTING CONDITIONS

AE1.0 3/16" = 1'-0"



2 1ST FLOOR - EXISTING CONDITIONS

AE1.0 3/16" = 1'-0"

- A. GENERAL CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND REPORT DISCREPANCIES IMMEDIATELY TO THE ARCHITECT.
- B. DIMENSIONS ARE TO CENTERLINE OF COLUMN LINES, FACE OF INTERIOR STUFS, FACE OF EXTERIOR WALL SHEATHING AND FACE OF MASONRY, UNLESS NOTED OTHERWISE.
- C. THE CONTRACTOR SHALL COORDINATE ALL UNDERGROUND PIPING, MECHANICAL AND ELECTRICAL WORK.
- D. DOOR JAMBS ARE 6" NEAREST PERPENDICULAR WALL, UNLESS NOTED OTHERWISE.
- E. DO NOT SCALE DRAWINGS. USE WRITTEN DIMENSIONS FOR ALL MEASUREMENTS.
- F. ROOMS ARE DEFINED BY WALLS, FACES OF DOORS AND ROOM CHANGE INDICATORS.
- G. PROVIDE WOOD BLOCKING IN PARTITIONS AT ALL LOCATIONS WHERE WORK SURFACES, SHELVING, BRACKETS, DISPLAYS, GRAB BARS, HANDRAILS AND/OR EQUIPMENT WILL BE MOUNTED OR ATTACHED TO THE FACE OF THE WALL.
- H. LUMBER AND BLOCKING IN CONTACT WITH MASONRY AND CONCRETE SHALL BE PRESSURE TREATED.
- I. USE MOISTURE RESISTANT (TYPE "X" AS REQUIRED) GWB BEHIND ALL SINKS AND WET AREAS.
- J. NON-FIXED FURNITURE AND EQUIPMENT IS SHOWN FOR REFERENCE ONLY. NO NON-FIXED FURNITURE, FURNISHINGS OR EQUIPMENT ARE A PART OF THE CONSTRUCTION CONTRACT UNLESS NOTED OTHERWISE.

5.01 1 1/2" PAINTED BLACK PIPE RAIL. EXTEND BASE OF RAIL 1' 0" PAST
LAST STAIR TRED.

9.13 EXTEND WALL TO TOP OF COOLER. CAP WITH 1/2" GYPSUM WALL
BOARD.

9.35 OWNER PROVIDED AND INSTALLED BAR TOP.

9.36 INSET FACE OF GYPSUM 1/2" FROM EXISTING FACE OF BRICK.

9.40 LINE OF SOFFIT ABOVE.

12.04 FEATURE TABLE. OWNER PROVIDED GC INSTALLED.

12.05 BOOTHS FURNISHED BY OWNER INSTALLED BY GC.

12.06 WALL MOUNTED BACK BAR COUNTER. OWNER PROVIDED AND
INSTALLED.

22.01 OWNER PROVIDED BAR EQUIPMENT BY FOOD SERVICE VENDOR.
REFER TO MEP DRAWINGS FOR PLUMBING AND ELECTRICAL
REQUIREMENTS.

26.09 ELECTRICAL EQUIPMENT TO BE RELOCATED HIGHER ON WALL.
OWNER TO SPECIFY HEIGHT.

90.02 LINE OF CLEARSTORY ABOVE.

ACCESSIBLE SEATING CALCULATIONS		
	REQUIRED	PROVIDED
TOTAL SEATS: 230 X .05 =	11.5	12

- WALL TYPE
- WINDOW TYPE
- DOOR TYPE

1

5/8" GYPSUM WALL BOARD

2X4 WOOD STUD @ 16" O.C.

STATE OF SOUTH CAROLINA
 DP3
 ARCHITECTS
 LTD.
 GREENVILLE, SC
 B - 84017
 REGISTERED ARCHITECT

24 JAN 2025

DP3
ARCHITECTS

DP3 Architects, Ltd.
15 South Main Street, Suite 400
Greenville, SC 29601
864.232.8200
www.DP3architects.com

THE MATADOR AT THE WHISKEY HOTEL

Project Number 24230
Drawn By DEK
Checked By MLT
Date 24 JAN 2025

Revisions

Drawing

PROPOSED FLOOR PLANS

A0.01

SNACKS

DIP FLIGHT

Creamy three-cheese queso, fresh guacamole, and hearty black bean dip \$15 gf/veg

MATADOR GUACAMOLE

Orange-habanero salsa Maya, tomatillo salsa, pico de gallo, queso fresco, cilantro \$11 gf/veg

BLACK BEAN DIP

Black beans, habanero, garlic crema, tomatillo salsa, green onion \$9.5 gf/veg

QUESO CON CHORIZO

Melted three-cheese blend, creamy habanero sauce, pico de gallo, cilantro, queso fresco \$11 gf

CRISPY BRUSSELS SPROUTS

Fried Brussels sprouts, peppers & onions, lime, agave, cotija \$11 gf/veg

STREET TACOS

White onion, cilantro, house made salsa, radish, cotija, and lime on corn tortillas

Carnitas, House Chorizo, Beyond Picadillo,

Ground Beef or Shredded Chicken

Three for \$10, Five for \$15.5 gf

Boulevard Style: add guacamole and pico de gallo +\$3.5

SOUP & SALADS

Add to any salad: Grilled Chicken \$5
Marinated Steak* \$7, Sautéed Shrimp \$6
or Mahi Mahi Fillet \$8

CHICKEN TORTILLA SOUP

Roasted chicken, fire-roasted corn, avocado, fried tortilla strips, cotija, cilantro
cup \$5.5 | bowl \$9.5 gf

ROMAINE SALAD

Cilantro-pepita dressing, toasted pepitas, blistered tomato and roasted pepper relish, cotija, lime \$8.5 gf/veg

HOUSE SALAD

Mixed greens, blistered tomato and roasted pepper relish, hibiscus-pickled onion, cucumber, Tajin, choice of dressing \$8.5 gf/veg

CHOP SALAD

Fire-roasted corn, red bell pepper, Mexican black beans, pico de gallo, romaine lettuce, green and red cabbages, fried tortilla strips, chipotle ranch \$17 gf

Chile-Sauteed Shrimp or Marinated Chicken Breast

TACO SALAD

Black beans, Monterey Jack, cotija, shredded lettuce, guacamole, pico de gallo, cilantro-lime sour cream, serrano vinaigrette, garlic crema, pickled jalapeño & Fresno chiles

Carnitas, Shredded Chicken, House Chorizo or Ground Beef \$14.5

Grilled Chicken Breast, Shrimp or Beyond Picadillo \$16

Grilled Steak* \$19



STARTERS

GRILLED STUFFED JALAPEÑOS

Goat cheese, smoked bacon, ranch dressing \$13.5 gf

QUESABIRRIA

Three corn tortillas, beef birria, Monterey Jack cheese, roasted poblanos, onions, cilantro, birria jus \$15 gf

HABA PRAWNS

Fiery roasted habanero sauce, roasted garlic & jalapeño polenta, hibiscus-pickled onion, cilantro \$14 gf

CRISPY COCONUT SHRIMP

Shredded coconut, chile-flour batter, pickled jalapeño and Fresno chiles, salsa verde, chipotle ranch \$13.5

GRANDE NACHOS

Cheddar, Monterey Jack, black beans, pico de gallo, guacamole, cilantro-lime sour cream \$12.5 gf

**Add: Shredded Chicken, Carnitas, House Chorizo
Ground Beef, or Beyond Picadillo \$3.5 | Marinated Steak* \$6**

AHI TUNA TOSTADA

Agave ponzu sauce, avocado, chipotle mayo, green onion, finishing salt \$14 gf

MATADOR QUESADILLA

Monterey Jack, guacamole, garlic crema, toasted pepitas, pico de gallo, cilantro-lime sour cream

Cheese (plain - no crema, pepitas, pico de gallo) \$10.5

Shredded Chicken, Carnitas, House Chorizo, or Ground Beef \$12.5

Carne Asada*, Shrimp, or Beyond Picadillo \$13.5

SANDWICHES & BOWLS

*Sandwiches and wraps are served with
chipotle-garlic salt seasoned French fries*

CARNE ASADA SANDWICH

Grilled marinated steak*, French fried onions, serrano slaw, roasted poblano, pico de gallo, chimichurri mayo \$18.5

WAGYU* BACON CHEESEBURGER

Mixed greens, pico de gallo, bacon, French fried onions, Jack & cheddar cheeses, chipotle mayo \$17

AGAVE CHICKEN WRAP

Agave-marinated chicken breast, bacon, avocado, cilantro-pepita dressing, pico de gallo, shredded lettuce, serrano vinaigrette, cotija \$16

MATADOR BOWL

Mexican black beans & rice, cheese blend, serrano slaw, pico de gallo, guacamole, garlic crema, radish, fried tortilla strips

Choice of Sauces: roja, verde, habanero, or poblano crema

Braised Chicken, Carnitas, House Chorizo, Ground Beef, or

Southwest Veg \$16.5 gf | Beyond Picadillo \$17.5 gf

Ask your server to make it vegan!

GAUCHO BOWL

Sautéed peppers & onions, Mexican black beans & rice, Jack & cheddar cheeses, shredded lettuce, pico de gallo, guacamole, cilantro-lime sour cream, French fried onions

Grilled Chicken or Sautéed Shrimp \$19.5

Grilled Marinated Steak* \$20.5

SPECIALTY TACOS

Two tacos on flour tortillas with Mexican black beans & rice
Add a third taco \$6

BAJA FISH TACOS

Panko-crusted and fried Mahi Mahi, serrano slaw, guacamole, chipotle mayo, radish, cilantro, lime \$20

COCONUT SHRIMP TACOS

Crispy coconut-crusted shrimp, mango-pineapple salsa, pico de gallo, cilantro-lime sour cream, serrano slaw, cilantro \$19

MANGO STEAK TACOS

Grilled carne asada*, mango-pineapple salsa, serrano slaw, guajillo-chile sauce \$21

RIBEYE TACOS

Grilled ribeye, French fried onions, chimichurri mayo, avocado, grilled red pepper, cotija \$21.5

TACOS

Two tacos on flour or corn tortillas with Mexican black beans & rice
Add a third taco \$4

Topped with shredded lettuce, guajillo-chile sauce, pico de gallo, garlic crema:

MARINATED CARNE ASADA
\$18.5

SHREDDED CHICKEN THIGH
\$16

BEYOND PICADILLO
\$17.5

Topped with serrano slaw, tomatillo salsa, pico de gallo, garlic crema, cotija cheese:

BRAISED PORK CARNITAS
\$16

CHILE SAUTÉED SHRIMP
\$17.5

GRILLED CHICKEN
\$16.5

BURRITOS

Flour tortilla filled with Mexican black beans & rice, Jack and cheddar cheeses, and sides of serrano slaw, pico de gallo, guacamole, cilantro-lime sour cream, garlic crema
Cali Style - add French fries, avocado, and hot sauce \$3

POBLANO CARNITAS

Braised carnitas, rich and mild crema salsa \$17.5

HABANERO STEAK

Grilled marinated steak*, picante habanero sauce \$20.5

VERDE CHICKEN

Braised chicken, chile verde sauce \$17.5

BEYOND BURRITO

Plant-based protein, medium and smoky salsa roja, caramelized onions, roasted poblanos \$19 veg
Ask your server to make it vegan!



ENTRÉES

BRAISED CARNITAS

Pork shoulder, guacamole, cilantro-lime sour cream, pico de gallo, pickled onions, salsa Maya, Mexican black beans & rice, flour or corn tortillas \$21

SKILLET SEARED FAJITAS

Sautéed peppers & onions, Mexican black beans, Jack & cheddar cheeses, romaine, pico de gallo, guacamole, cilantro-lime sour cream, flour or corn tortillas

Choose from:

Marinated Chicken Breast or Shrimp \$25.5

Marinated Carne Asada* \$29.5

Chile-Seasoned Ribeye* \$30.5

Additional:

Marinated Chicken Breast or Shrimp \$7

Marinated Carne Asada* \$9

Chile-Seasoned-Ribeye* \$10

SHRIMP & CHORIZO PAELLA

Shrimp, house chorizo, sautéed fajita peppers, achiote-chile rice, saffron cream \$22 gf

GRILLED CARNE ASADA

Street corn & leeks, grilled peppers, cotija, cilantro, Mexican black beans & rice, flour or corn tortillas

Marinated Carne Asada* \$29

Chile-Seasoned Ribeye* \$30

SURF & TURF

Add habanero, chile-garlic, or poblano shrimp \$5

CORNMEAL CRUSTED MAHI MAHI

Fruity salsa verde, blistered tomato & roasted pepper relish, serrano slaw, cornmeal-crusted 6oz Mahi Mahi fillet \$22.5

ROASTED CHILE RELLENOS

Poblanos stuffed with Mexican rice, Monterey Jack cheese, tomatillo salsa served with Mexican black beans, poblano crema, garlic crema, pico de gallo, and fried tortilla strips

Shredded Chicken, Carnitas, or Beyond Picadillo \$22 gf

ENCHILADAS

Two enchiladas with Monterey Jack, pico de gallo, guacamole, cilantro-lime sour cream, Mexican black beans & rice

Add a third enchilada \$4

HABANERO

Fiery hot habanero salsa, shredded chicken, flour tortillas \$17.5

SHREDDED BEEF

Medium and smoky salsa roja, shredded beef birria, flour tortillas \$18.5

Ask your server to make vegetarian or vegan!

VERDE CARNITAS

Medium sweet and tangy salsa verde, braised carnitas, corn tortillas \$17.5 gf

DIVORCIADAS

Medium sweet and tangy salsa verde, medium smoky salsa roja, slow braised chicken thigh, corn tortillas \$17.5 gf

*Thoroughly cooking food of animal origin, including but not limited to beef, eggs, fish, lamb, milk, poultry, or shell stock reduces the risk of foodborne illness. Young children, the elderly and individuals with certain health conditions may be at a higher risk if these foods are consumed raw or undercooked.

03-2025 GVL

❧ MATADOR MARGARITAS ❧

HOUSE

Lunazul Blanco, triple sec,
lime, lemon, agave
\$11

TOP SHELF

Patrón Silver, Cointreau,
lime, lemon, agave
\$15.5

BARTENDER'S

Olmeca Altos Reposado,
triple sec, lime, lemon, agave,
cranberry, Grand Marnier float
\$13

STRAWBERRY MANGONADA

Corralejo Silver, triple sec,
mango, strawberry, lime,
lemon, chamoy, Tajin
\$13

BLACKBERRY-HABANERO

Choose Koch Elemental mezcal or Milagro Silver
Triple sec, blackberry-habanero
purée, lime, Tajin rim
\$12.5

SMOKEY

Illegal Joven mezcal, triple sec,
charred pineapple reduction,
lime, Tajin rim
\$13

CADILLAC

Lunazul Blanco, triple sec, lime,
lemon, agave, Grand Marnier float
\$12

BLOOD ORANGE

Lalo Blanco, Solerno Blood
Orange liqueur, citrus, agave
\$14.5

CUCUMBER-JALAPEÑO

Exotico Blanco, triple sec,
cucumber, jalapeño, lemon,
lime, agave, Tajin rim
\$12

TAMARIND-GINGER

Olmeca Altos Reposado,
tamarind, ginger, lime,
orange, cinnamon sugar
\$12

PASSIONFRUIT

Choose Koch Elemental mezcal or Milagro Silver
Passoã Passionfruit liqueur,
lemon, lime, agave, chile salt
\$12.5

DG RITA

Don Gato blanco, Cointreau, lime,
lemon, agave, cranberry
\$14.5

❧ SANGRIAS ❧

SPICED RED

Burgundy, brandy, pisco, mango,
peach, orange, cinnamon
\$11

SPANISH ROSÉ

Spanish Rosé, Chablis, pisco,
peach, pineapple, orange, spice
\$11

SPARKLING STRAWBERRY

Chablis, Spanish Cava, pisco, strawberry,
peach, pineapple, orange, hibiscus, spice
\$11

**All tequilas and mezcals used in our
cocktails are certified, 100% agave spirits.**

❧ HAPPY HOUR ❧

Every day 4pm to 6pm and 10pm to close

\$6

ROMAINE SALAD

Cilantro pepita dressing, toasted pepitas,
pico de gallo, cotija, lime

CRISPY BRUSSELS SPROUTS

Fried brussels sprouts, peppers & onions, lime, agave, cotija

BLACK BEAN DIP

Black beans, habanero, garlic crema, tomatillo salsa, green onion

FRIED TACOS (2)

Crispy fried corn tortillas, shredded chicken, black
bean queso, shredded lettuce, pico de gallo, serrano
vinaigrette, salsa Maya, chimichurri mayo

QUESADILLA

Cheese (no pico), Chicken, Carnitas, Chorizo, Ground
Beef, or Beyond Picadillo Steak* or Shrimp +\$2

\$7

GRANDE NACHOS

Add Chicken, Beyond Picadillo, House Chorizo,
Carnitas, or Ground Beef +\$3.5, Marinated Steak* +\$5

MATADOR GUACAMOLE

Orange-habanero salsa Maya, tomatillo
salsa, pico, queso fresco, cilantro

HABA PRAWNS

Fiery roasted habanero sauce, roasted garlic &
jalapeño polenta, hibiscus pickled onion

TACOS (2)

Choice of: Steak*, Shrimp or Baha Fish

GRILLED STUFFED JALAPEÑOS

Goat cheese, hickory smoked bacon, ranch dressing

❧ STREET TACOS ❧

Choice of: Chorizo, Beyond Picadillo,
Ground Beef, Shredded Chicken, or Carnitas
Three for \$7, Five for \$10

**These items may be served raw or under-cooked. Consuming raw or under-cooked food may increase your risk of food borne illness.*

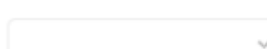
----- 03.2025

Year-to-Date New Business Listing - View-only ▾

🔍 Search for tools, help, and more (Alt + Q)

Home Insert Share Page Layout Formulas Data Review View Help Draw

  Cut
 Copy
Paste ▾
 Format Painter
Clipboard

 12 ▾                                                                                  



South Carolina Department of Agriculture

Hugh E. Weathers, Commissioner
350 Ballard Court, West Columbia, South Carolina 29172
803-896-0640 | agriculture.sc.gov



PRE-OPERATIONAL INSPECTION FOR RETAIL FOOD

Insp Date: 4/18/2025
Business: The Matador
722 S Main St
Greenville, SC 29601

Business ID: zz003511

Inspection: F8000602
Permit #:
Phone: 864 203-5825
Inspector: 1678 TODD LAUTERIO
Reason: 05. Compliance
Results: Permit Issued

RETAIL FOOD ESTABLISHMENT INFORMATION

Type of Establishment RETAIL FOOD SERVICE Grade A Posted: Yes ☒ No ☐ Virtual ☐

WATER, WASTEWATER, FIXTURES, PLUMBING

IN OUT N/A

- | | | | |
|--------------------------------------|----------------------------------|-----------------------|-----------------------|
| 1. Drinking Water Supply | ☒ | ☐ | |
| 2. Sewage Disposal | ☒ | ☐ | |
| 3. Hand Sinks (Conveniently Located) | ☒ | ☐ | |
| 4. Mop Sink/Can Wash | ☒ | ☐ | ☐ |
| 5. Manual Warewashing Sink | ☒ | ☐ | ☐ |
| 6. Backflow Prevention (Water) | ☒ | ☐ | ☐ |
| 7. Backflow Prevention (Sewage) | ☒ | ☐ | ☐ |
| 8. Grease Trap/Grease Interceptor | ☒ | ☐ | ☐ |

OPERATIONS

IN OUT N/A

- | | | | |
|--|----------------------------------|-----------------------|--|
| 1. Hand Sinks (Soap, Hand Drying) | ☒ | ☐ | |
| 2. Food Contact Surfaces Clean | ☒ | ☐ | |
| 3. Non-Food Contact Surfaces Clean | ☒ | ☐ | |
| 4. Construction Materials/Debris Removed | ☒ | ☐ | |

SIGNAGE, DOCUMENTATION

IN OUT N/A

- | | | | |
|---|----------------------------------|-----------------------|----------------------------------|
| 1. Consumer Advisories (Displayed/Accurate) | ☐ | ☐ | ☒ |
| 2. Handwashing | ☒ | ☐ | ☐ |
| 3. Mobile Name, Address | ☐ | ☐ | ☒ |
| 4. Pet Dining | ☐ | ☐ | ☒ |
| 5. Certified Food Protection Manager | ☒ | ☐ | ☐ |
| 6. Food Handler's Certificate | ☒ | ☐ | ☐ |

STORAGE

IN OUT N/A

Inspector

Acknowledged Receipt : Brent Allison

PRE-OPERATIONAL INSPECTION FOR RETAIL FOOD

STORAGE	IN	OUT	N/A
1. Chemical Storage	☒	☐	☐
2. Dry Storage (Food, Single-Service/Use)	☒	☐	☐
3. Equipment, Utensils, Linens	☒	☐	☐
4. Secured Storage/Designated Refrigeration	☐	☐	☒

CONSTRUCTION, EQUIPMENT, INSECT CONTROL, PREMISE	IN	OUT	N/A
1. Lighting (Protected, Intensity)	☒	☐	☐
2. Finishes (Walls, Ceilings, Floors)	☒	☐	☐
3. Utility Line Installation	☒	☐	☐
4. Toilet Room(s)	☒	☐	☐
5. Mechanical Warewasher(s)	☒	☐	☐
6. Drainboards, Racks, Tables (Provided)	☒	☐	☐
7. Food Equipment (Location)	☒	☐	
8. Food Equipment (Installation)	☒	☐	
9. Food Equipment (Design/Construction)	☒	☐	
10. Lockers (or Other Facilities)	☐	☐	☒
11. Sneeze Guard(s)/Food Guard(s)	☐	☐	☒
12. Laundry Equipment	☐	☐	☒
13. Outer Openings Protected	☒	☐	☐
14. Serving Window	☐	☐	☒
15. Indoor (Refuse Storage)	☒	☐	☐
16. Premises (Refuse Storage)	☒	☐	☐
17. Premises (Walking/Driving Surface)	☒	☐	☐
18. Servicing Area (Mobile)	☐	☐	☒
19. Immediate Outdoor Cooking Area	☐	☐	☒
20. Barbecue Pit Room	☐	☐	☒

TEMPERATURES, TEMPERATURE MEASURING DEVICES(TMD), TEST KITS	IN	OUT	N/A
1. Food (TMD)	☒	☐	☐
2. Refrigeration (Temperatures/TMD)	☒	☐	☐
3. Mechanical Warewasher Irreversible (TMD)	☐	☐	☒
4. Chemical Test Kit(s)	☒	☐	☐
5. Hot Water Temperatures	☒	☐	

COMMENTS

Please feel free to contact me at either 864-584-2091 or tlauterio@scda.sc.gov. Additional information can be found at Retail Food Safety & Compliance - South Carolina Department of Agriculture



Inspector



Acknowledged Receipt : Brent Allison

PRE-OPERATIONAL INSPECTION FOR RETAIL FOOD

COMMENTS

Once items noted as "OUT" have been addressed, another preoperational inspection may be scheduled.



Inspector



Acknowledged Receipt : Brent Allison



SOUTH CAROLINA DEPARTMENT OF REVENUE

ABL-567

(Rev.
03-Jul-2024)
4282

PBW

ON-PREMISES BEER & WINE

25

Owner Name and Mailing Address

ZACHARY MELANG
MAT GREENVILLE LLC



Letter ID: L0033294152

LICENSE NO. 118225768-PBW
FILE NO. 118225768
DATE ISSUED: 04/21/25
STIPULATIONS: 0

Trade Name and Business Address

THE MATADOR
722 S MAIN ST
GREENVILLE SC 29601-2559

START DATE: 04/21/25
END DATE: 11/30/25

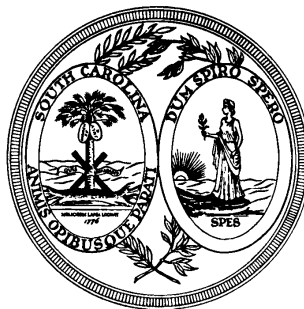
THIS LICENSE IS NOT TRANSFERABLE

***** You may not transfer this permit or license to another location or to another person. *****
If you sell all or a portion of your business, before the buyer can legally sell beer, wine, or liquor, he or she MUST obtain his/her own permit or license. You can be held financially responsible for any violations of the law that take place by any person using your permit and/or license. You may be held financially responsible for injuries due to the negligent sale of the beverages by someone using your permit or license.

***** POST THIS IN A CONSPICUOUS PLACE *****

If you have any questions concerning this license, contact the South Carolina Department of Revenue ABL Section at 803-898-5864 or by mail at: SCDOR, ABL Section, P.O. Box 125, Columbia, SC 29214-0907.

You may not transfer this permit or license to another location or to another person. If you sell the business or change ownership, name, or business address, you MUST apply for a new ABL license.



INSTRUCTIONS

This is your new license. Please fold on the above perforation marks and display in a conspicuous place.

Please visit dor.sc.gov to download and print the appropriate ABL sign(s), listed below, for the license type shown above and display alongside your license. **A violation may be issued for failure to display the required sign(s).**

- All Licenses: ABL-570
- Retail Liquor Stores: ABL-563, ABL-570, and ABL-578

If the business is closed, moved, or sold, you must return the original license immediately. To be refunded the 2nd year of the biennial license, the license must be received by the Department of Revenue with at least a full year (12 months) remaining on the biennial license.



SOUTH CAROLINA DEPARTMENT OF REVENUE

ABL-567

(Rev.
03-Jul-2024)
4282

PLB

BUSINESS LIQUOR BY THE DRINK

25

Owner Name and Mailing Address

ZACHARY MELANG
MAT GREENVILLE LLC



Letter ID: L0033265379

LICENSE NO. 118225768-PLB
FILE NO. 118225768
DATE ISSUED: 04/21/25
STIPULATIONS: 0

Trade Name and Business Address

THE MATADOR
722 S MAIN ST
GREENVILLE SC 29601-2559

START DATE: 04/21/25
END DATE: 11/30/25

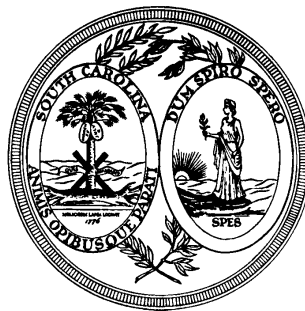
THIS LICENSE IS NOT TRANSFERABLE

***** You may not transfer this permit or license to another location or to another person. *****
If you sell all or a portion of your business, before the buyer can legally sell beer, wine, or liquor, he or she MUST obtain his/her own permit or license. You can be held financially responsible for any violations of the law that take place by any person using your permit and/or license. You may be held financially responsible for injuries due to the negligent sale of the beverages by someone using your permit or license.

***** POST THIS IN A CONSPICUOUS PLACE *****

If you have any questions concerning this license, contact the South Carolina Department of Revenue ABL Section at 803-898-5864 or by mail at: SCDOR, ABL Section, P.O. Box 125, Columbia, SC 29214-0907.

You may not transfer this permit or license to another location or to another person. If you sell the business or change ownership, name, or business address, you MUST apply for a new ABL license.



INSTRUCTIONS

This is your new license. Please fold on the above perforation marks and display in a conspicuous place.

Please visit dor.sc.gov to download and print the appropriate ABL sign(s), listed below, for the license type shown above and display alongside your license. **A violation may be issued for failure to display the required sign(s).**

- All Licenses: ABL-570
- Retail Liquor Stores: ABL-563, ABL-570, and ABL-578

If the business is closed, moved, or sold, you must return the original license immediately. To be refunded the 2nd year of the biennial license, the license must be received by the Department of Revenue with at least a full year (12 months) remaining on the biennial license.



SOUTH CAROLINA DEPARTMENT OF REVENUE

ABL-567

***** DO NOT ALTER THIS LICENSE *****

Any alterations to this license will make it null and void. Criminal charges may apply.

(Rev.
03-Jul-2024)
4282-LOP

LOP

LOCAL OPTION - 52 WEEKS

25

NO SALES ALLOWED BETWEEN

2:00 AM AND 10:00 AM

Letter ID: L0033305345

Owner Name and Mailing Address

ZACHARY MELANG
MAT GREENVILLE LLC



LICENSE NO. 118225768-LOP
FILE NO. 118225768
DATE ISSUED: 04/21/25
STIPULATIONS: 0

Trade Name and Business Address

THE MATADOR
722 S MAIN ST
GREENVILLE SC 29601-2559

START DATE: 04/27/25
END DATE: 11/30/25

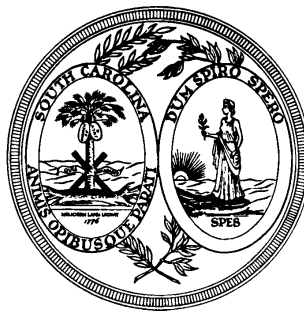
THIS LICENSE IS NOT TRANSFERABLE

***** You may not transfer this permit or license to another location or to another person. *****
If you sell all or a portion of your business, before the buyer can legally sell beer, wine, or liquor, he or she MUST obtain his/her own permit or license. You can be held financially responsible for any violations of the law that take place by any person using your permit and/or license. You may be held financially responsible for injuries due to the negligent sale of the beverages by someone using your permit or license.

***** POST THIS IN A CONSPICUOUS PLACE *****

If you have any questions concerning this license, contact the South Carolina Department of Revenue ABL Section at 803-898-5864 or by mail at: SCDOR, ABL Section, P.O. Box 125, Columbia, SC 29214-0907.

You may not transfer this permit or license to another location or to another person. If you sell the business or change ownership, name, or business address, you MUST apply for a new ABL license.



INSTRUCTIONS

This is your new license. Please fold on the above perforation marks and display in a conspicuous place.

Please visit dor.sc.gov to download and print the appropriate ABL sign(s), listed below, for the license type shown above and display alongside your license. **A violation may be issued for failure to display the required sign(s).**

- All Licenses: ABL-570
- Retail Liquor Stores: ABL-563, ABL-570, and ABL-578

If the business is closed, moved, or sold, you must return the original license immediately. To be refunded the 2nd year of the biennial license, the license must be received by the Department of Revenue with at least a full year (12 months) remaining on the biennial license.

This license must be publicly displayed as provided by law.

ST-1
(Rev. 07/20/23)
5000

**State of South Carolina Department of Revenue
Retail License**

Legal Name
MAT GREENVILLE LLC

DBA Name
THE MATADOR

Valid for Location Below
722 S MAIN ST
GREENVILLE SC 29601-2559

File Number

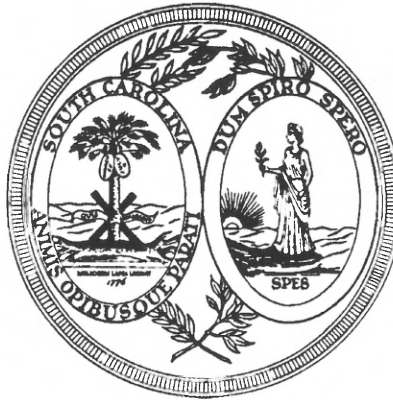
118671847

SID

10297574

County Greenville

Tobacco Seller No



Date Issued

09/30/24

Effective Date

10/01/24

Industry Type

722511

Account Subtype

Retail Sales Tax

This Retail License is issued pursuant to SC tax laws. This license is valid so long as the person to whom it is issued continues in the same location as shown on the license, unless revoked by the SCDOR for cause. It is presumed that a retailer is not continuing in the same business and must surrender the license if the retailer has no retail sales for twenty four consecutive months. To allow the license to remain valid, the retailer may submit an affidavit to the SCDOR swearing that the business is continuing.

INDIVIDUAL 85 YEARS AND OLDER

You are entitled to a 1% state sales tax reduction on items purchased for your personal use. You must ask for the reduction and present proof of your age at the cash register.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
Retail License

ST-1
(Rev. 07/20/23)
5000

Case ID: 0-002-645-149
Letter ID: L0030938066
Date Issued: September 30, 2024

THE MATADOR



The South Carolina Department of Revenue (SCDOR) has approved your application for a Retail License.

Sales & Use Tax File Number: 118671847

What you need to know:

- You now have a Sales & Use Tax account and are required to file returns and pay Sales Tax from your retail sales beginning with the effective date of this license.
- The Retail License is only valid for the location address displayed on the license.
- If you sell your business, the new owner must apply for a new license in their name.
- The SCDOR now issues licenses on standard white paper. Previously issued licenses are still valid and don't need to be updated unless your information changes.

What you need to do:

- You must display your Retail License in a visible location.
 - You must also display the attached sign regarding the Sales Tax reduction for individuals 85 and older and honor the reduction if requested.
- You must file a return even if you have zero sales for the filing period.
- We recommend you file all returns and make all payments electronically using MyDORWAY, our free online tax portal, at **MyDORWAY.dor.sc.gov**.
- If you've never created a MyDORWAY account, visit **dor.sc.gov/MyDORWAY-signup**. You'll need the following information to get started:
 - Your FEIN, SSN, or South Carolina ID (SID)
 - Your file number - Displayed at the top of this letter
 - Letter ID - Displayed at the top of this letter
- If you already use MyDORWAY to manage your other SC tax accounts, you can add account access to your MyDORWAY login. Log in to **MyDORWAY.dor.sc.gov**. Select the **More** tab, then click **Request Account Access**.

General Information:

- Any request to update your Sales & Use Tax account should be completed on MyDORWAY. Log in to **MyDORWAY.dor.sc.gov**. Select the **More** tab, where you will find the following options:
 - Manage Names & Addresses
 - Close a Tax Account
 - Send the SCDOR a Message
- You can print your licenses from MyDORWAY by selecting the **More** tab, then **View Letters**, then searching for the **Retail License**.

For more information about Sales & Use Tax, visit **dor.sc.gov/tax/sales-and-use**. For more information about MyDORWAY, including FAQs and tutorials, visit **dor.sc.gov/MyDORWAY**.

To stay up-to-date on news and announcements from the SCDOR, subscribe to our email lists at **dor.sc.gov/emails** and connect with us on Facebook, Twitter, and YouTube.



JOB DESCRIPTION

Job Title:	Host
Department:	Operations
Reports to:	Manager(s) on Duty
Location:	Field
FLSA Status:	Non-Exempt, Part-Time
Travel Required:	0%
Direct Reports:	None
Updated:	May 2017

POSITION PURPOSE

Our Hosts contribute to OMR's Mission by serving up exceptional hospitality to our Guests in the forms of irresistible charm, friendly conversation, and a wealth of knowledge when it comes to our brand, food and spirits. They are attentive to Guests' needs and make them feel welcome, comfortable, important and relaxed throughout their experience within our walls. Our Hosts are responsible for ensuring Guests are greeted warmly within moments of entering the building, always remembering that first impressions last a lifetime. They work closely with Servers, Bartenders, Support Staff and Back of House to help control the flow of the restaurant down to a manageable, well-oiled machine. Finally, our Hosts bring their own unique flair to the more mundane tasks required of them, such as answering phones, fulfilling to-go orders, cash handling, stocking, cleaning and organizing.

ESSENTIAL FUNCTIONS

Guest Service and Relations:

- Exudes a welcoming, friendly and positive demeanor, modeling Guest Service as a priority through personal example and follow through.
- Makes all decisions with a "Guest Centric" attitude, honoring all reasonable Guest requests willingly and cooperatively.
- Answers the telephone in a pleasant manner and responds appropriately to all inquiries and To-Go orders.
- Reinforces identification requirements and age restrictions in accordance with OMR policy and state law regarding alcohol sales.
- Greets and thanks all Guests with enthusiasm and charm; opens the front door for Guests upon arrival or departure when able.
- Manages party sizes and accurately quotes wait times to handle Guests' needs and maintain the flow of the restaurant.
- Escorts Guests to their tables, engaging them in conversation and passing any pertinent information that will enhance their experience along to the appropriate service team member.
- Hands menus directly to Guests and ensures that each menu is properly identified.
- Maintains a basic working knowledge of OMR menus and signature items to help with Guest requests; communicates all requests to the appropriate service team member.
- Takes initiative and gets creative in resolving Guest challenges with a sense of urgency, poise and good judgment; involves a supervisor only when previous methods have been unsuccessful.

Operations Execution:

- Maintains the pristine image of the restaurant entrance through consistent cleaning and organizing.
- Ensures that the host stand is clean, stocked and orderly, and that menus remain clean and in good condition.
- Checks the bathrooms throughout the shift, refilling product as needed and ensuring the cleanliness of the stalls, floors and sinks.
- Seats Guests at tables that distribute the workload effectively to all servers, so as not to overload or distract servers from delivering exceptional experiences.
- Organizes tables to accommodate large parties.

- Assists with filling waters, pre-bussing, organizing and stocking.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Reports all equipment problems and maintenance issues to supervisors.
- Follows OMR standards and completes assigned checklists and sidework throughout the shift.

Business Development/Business Understanding and Leadership:

- Understands and promotes the concept's history and culture.
- Actively participates in marketing and sales plans, and utilizes promotional and marketing tools effectively.
- Follows direction in all delegated tasks and projects and prioritizes follow-through.
- Demonstrates the highest standards and acts as a role model for fellow team members.
- Seeks and welcomes opportunities to learn new techniques and tasks.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Maintains a professional relationship with all coworkers.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Demonstrates consistency and positivity in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems, and develops workable solutions.
- Communicates effectively with leadership, team members and Guests.
- Participates in team member meetings.
- Supports the training of new team members and the manager-in-training program as needed.
- Communicates with and updates leadership on personal development plans.

EXPERIENCE AND EDUCATION REQUIRED

- At least 18 years of age (21+ in applicable stores)
- High school diploma or equivalent required.
- Maintains a current state alcohol serving permit.
- Maintains a current Food Handlers Card.
- Basic understanding of restaurant procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Flexible and able to work extended or irregular hours, to include nights, weekends and holidays.
- Demonstrates clear understanding of and can effectively implement written and verbal instructions.
- Strong team orientation and able to work with a variety of groups to accomplish assigned tasks.
- Works well independently and in high stress, fast-paced environments.
- Able to perform simple mathematical calculations, to include addition, subtraction, multiplication and division.
- Displays technology aptitude for working with Point of Sale systems and various host solutions (waitlist/seating/reservation programs).
- Able to easily connect and effectively communicate with Guests.
- Utilizes strong and creative suggestive selling techniques.

TECHNICAL SKILLS REQUIRED

- ☒ Calculator
- ☒ Basic computer knowledge

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Standard office equipment, including telephone, PC, copier, fax machine, and printer.
- Extended periods of walking and standing, to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.

SUCCESS MEASURES

- Store/Facility Cleanliness
- Guest Satisfaction
- Condition of Menus
- Table Turnover
- Team Morale
- Effective communication

Disclaimer: This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title:	Server
Department:	Operations
Reports to:	Manager(s) on Duty
Location:	Field
FLSA Status:	Non-Exempt, Part-Time
Travel Required:	0%
Direct Reports:	None
Updated:	May 2017

POSITION PURPOSE

Our Servers contribute to OMR's Mission by serving up exceptional hospitality to our Guests byway of irresistible charm, friendly conversation, and a wealth of knowledge when it comes to our brand, food and spirits. They are attentive to Guests' needs and make them feel welcome, comfortable, important and relaxed throughout their experience within our walls. Our Servers own the restaurant floor with grace and purpose. They're keen on the 5 W's at all times and make every effort to please and problem solve as their workflow demands. Finally, our Servers bring their own unique flair to the more mundane tasks required of them, such as stocking, cleaning and organizing.

ESSENTIAL FUNCTIONS

Guest Service and Relations:

- Exudes a welcoming, friendly and positive demeanor, modeling Guest Service as a priority through personal example and follow through.
- Makes all decisions with a "Guest Centric" attitude, honoring all reasonable Guest requests willingly and cooperatively.
- Answers the telephone in a pleasant manner and responds appropriately to all inquiries and To-Go orders.
- Constantly monitors feedback throughout the shift and communicates/works with the entire service team to ensure unwavering Guest satisfaction.
- Proactively alerts supervisors to any delays or quality issues before they become problematic to the Guest experience.
- Takes initiative and gets creative in resolving Guest challenges with a sense of urgency, poise and good judgment; involves a supervisor only when previous methods have been unsuccessful.

Operations Execution:

- Monitors the front door for Guests entering and exiting, greeting and thanking as needed.
- Ensures that server stations and sections are fully equipped with tools and products needed for a successful shift.
- Reinforces identification requirements and age restrictions in accordance with OMR policy and state law regarding alcohol sales.
- Performs steps of service per OMR standards.
- Exhibits competency in Aloha point-of-sale system.
- Utilizes extensive and expert product knowledge to merchandise beverage and food items.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Ensures the timely delivery of beverage and food items, always confirming that orders are to the Guest's preferences and specifications.
- Prepares final bills before requested and runs payment in a timely manner.
- Maintains balanced cash on hand and all credit card slips for accurate, organized checkouts.
- Performs refunds with the help of supervisors in accordance with OMR refund policies.
- Maintains the cleanliness of the entire restaurant by assisting fellow service team members with pre-bussing, bussing, organizing and stocking.
- Follows OMR standards and completes assigned checklists and sidework throughout and at the end of the shift.
- Checks the bathrooms, refilling product as needed and ensuring the cleanliness of the stalls, floors and sinks.

- Reports all equipment problems and maintenance issues to supervisors.

Business Development/Business Understanding and Leadership:

- Understands and promotes the concept's history and culture.
- Actively participates in marketing and sales plans, and utilizes promotional and marketing tools effectively.
- Follows direction in all delegated tasks and projects and prioritizes follow-through.
- Demonstrates the highest standards and acts as a role model for fellow team members.
- Seeks and welcomes opportunities to learn new techniques and tasks.

Profitability:

- Supports the GM in delivering the profitability of restaurant operations by operating within cost of goods and labor productivity guidelines.
- Supports GM with accurate inventories.
- Upsells and maximizes guest check averages as appropriate; actively engages in sales contests.
- Practices efficient ordering and point-of-sale processes to minimize errors.
- Follows all cash handling guidelines, including credit card transactions; verifies bill authenticity.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Maintains a professional relationship with all coworkers.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Demonstrates consistency and positivity in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems, and develops workable solutions.
- Communicates effectively with leadership, team members and Guests.
- Participates in team member meetings.
- Supports the training of new team members and the manager-in-training program as needed.
- Communicates with and updates leadership on personal development plans.

EXPERIENCE AND EDUCATION REQUIRED

- At least 21 years of age in applicable stores; 18+ in Casa del Matadors.
- High school diploma or equivalent required; Bachelor degree preferred.
- Knowledge of the sequence of service and dining room procedures, generally involving a minimum of one (1) year as a server in a full-service restaurant concept.
- Maintains a current state alcohol serving permit.
- Maintains a current Food Handlers Card.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Flexible and able to work extended or irregular hours, to include nights, weekends and holidays.
- Demonstrates clear understanding of and can effectively implement written and verbal instructions.
- Strong team orientation and able to work with a variety of groups to accomplish assigned tasks.
- Works well independently and in high stress, fast-paced environments.
- Able to perform simple mathematical calculations, to include addition, subtraction, multiplication and division.
- Displays technology aptitude for working with Point of Sale systems and various host solutions (waitlist/seating/reservation programs).
- Able to easily connect and effectively communicate with Guests.
- Utilizes strong and creative suggestive selling techniques; familiarity with standard cocktails and shots.
- Intermediate to expert knowledge of beer, wine, and spirits.

TECHNICAL SKILLS REQUIRED

- ☒ Calculator
- ☒ Aloha Point of Sale

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Standard office equipment, including telephone, PC, copier, fax machine, and printer.
- Extended periods of walking and standing, to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.

SUCCESS MEASURES

- Store/Facility Cleanliness
- Guest Satisfaction
- Table Turnover
- Team Morale
- Teamwork
- Minimal Comps/Voids
- Maximal Guest Checks
- Operational Speed
- Effective Communication

Disclaimer: This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title:	Bartender
Department:	Operations
Reports to:	Bar Manager, Manager(s) on Duty
Location:	Field
FLSA Status:	Non-Exempt, Part-Time
Travel Required:	0%
Direct Reports:	None
Updated:	May 2017

POSITION PURPOSE

Our Bartenders contribute to OMR's Mission by serving up exceptional hospitality to our Guests in the forms of irresistible charm, friendly conversation, and a wealth of knowledge when it comes to our brand, food and spirits. They are attentive to Guests' needs and make them feel welcome, comfortable, important and relaxed throughout their experience within our walls. Our Bartenders are also responsible for ensuring the quick, precise creation of our beverages for all restaurant Guests, bar top or otherwise; teamwork and responsibility for the needs of our Servers, Support Staff and Back of House remain a top priority. Finally, our Bartenders bring their own unique flair to the more mundane tasks required of them, such as cash handling, stocking, cleaning and organizing.

ESSENTIAL FUNCTIONS

Guest Service and Relations:

- Exudes a welcoming, friendly and positive demeanor, modeling Guest Service as a priority through personal example and follow through.
- Makes all decisions with a "Guest Centric" attitude, honoring all reasonable Guest requests willingly and cooperatively.
- Answers the telephone in a pleasant manner and responds appropriately to all inquiries and To-Go orders.
- Prioritizes Guest needs throughout the shift over all prepping and stocking requirements.
- Constantly monitors feedback throughout the shift and communicates/works with the entire service team to ensure unwavering Guest satisfaction.
- Proactively alerts supervisors to any delays or quality issues before they become problematic to the Guest experience.
- Takes initiative and gets creative in resolving Guest challenges with a sense of urgency, poise and good judgment; involves a supervisor only when previous methods have been unsuccessful.

Operations Execution:

- Monitors the front door for Guests entering and exiting, greeting and thanking as needed.
- Ensures that the bar area, refrigerators, storage and walk-ins are organized and fully equipped with all tools and products needed for a successful shift.
- Prepares pre-mixes and garnishes, ensuring that backups are readily available.
- Maintains glassware and liquor bottles in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Monitors the draught beers and soda dispensers; changes kegs and restocks syrups as needed.
- Washes glassware and takes dishes proactively to the dishwasher.
- Stocks, restocks and rotates all bar products and supplies.
- Maintains organization and cleanliness of the bar, refrigerators, storage and walk-ins throughout the shift.
- Supports the GM with daily bar lineouts.
- Signs off on the register balance at the beginning of the shift.
- Reinforces identification requirements and age restrictions in accordance with OMR policy and state law regarding alcohol sales.
- Performs steps of service per OMR standards.

- Exhibits competency in Aloha point-of-sale system.
- Utilizes extensive and expert product knowledge to merchandise beverage and food items.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Ensures the timely delivery of beverage and food items, always confirming that orders are to the Guest's preferences and specifications.
- Prepares final bills before requested and runs payment in a timely manner.
- Maintains balanced cash on hand and all credit card slips for accurate, organized checkouts.
- Performs refunds with the help of supervisors in accordance with OMR refund policies.
- Signs off on the register balance at the end of the shift.
- Maintains the operational effectiveness and cleanliness of the entire restaurant by assisting fellow service team members with greeting, pre-bussing, bussing, organizing and stocking.
- Follows OMR standards and completes assigned checklists and sidework throughout and at the end of the shift.
- Checks the bathrooms, refilling product as needed and ensuring the cleanliness of the stalls, floors and sinks.
- Reports all equipment problems and maintenance issues to supervisors.
- Follows OSHA and Hazard Analysis Critical Control Point (HAACP) guidelines, and Personal Protective Equipment (PPE) requirements.

Business Development/Business Understanding and Leadership:

- Understands and promotes the concept's history and culture.
- Actively participates in marketing and sales plans, and utilizes promotional and marketing tools effectively.
- Follows direction in all delegated tasks and projects and prioritizes follow-through.
- Demonstrates the highest standards and acts as a role model for fellow team members.
- Seeks and welcomes opportunities to learn new techniques and tasks.

Profitability:

- Supports the GM in delivering the profitability of restaurant operations by operating within cost of goods and labor productivity guidelines.
- Meets or exceeds beverage cost goals through effective pour tests, line checks and opening/closing checklists.
- Supports GM with accurate inventories.
- Upsells and maximizes guest check averages as appropriate; actively engages in sales contests.
- Practices efficient ordering and point-of-sale processes to minimize errors.
- Follows all cash handling guidelines, including credit card transactions; verifies bill authenticity.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Maintains a professional relationship with all coworkers.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Demonstrates consistency and positivity in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems, and develops workable solutions.
- Communicates effectively with leadership, team members and Guests.
- Participates in team member meetings.
- Supports the training of new team members and the manager-in-training program as needed.
- Communicates with and updates leadership on personal development plans.

EXPERIENCE AND EDUCATION REQUIRED

- At least 21 years of age.
- High school diploma or equivalent required; Bachelor degree preferred.
- Knowledge of the sequence of service and bartending procedures, generally involving a minimum of two (2) years as a bartender in a full-service restaurant concept.
- Maintains a current state alcohol serving permit.
- Maintains a current Food Handlers Card.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Flexible and able to work extended or irregular hours, to include nights, weekends and holidays.
- Demonstrates clear understanding of and can effectively implement written and verbal instructions.
- Strong team orientation and able to work with a variety of groups to accomplish assigned tasks.
- Works well independently and in high stress, fast-paced environments.
- Able to perform simple mathematical calculations, to include addition, subtraction, multiplication and division.
- Displays technology aptitude for working with Point of Sale systems and various host solutions (waitlist/seating/reservation programs).
- Able to easily connect and effectively communicate with Guests.
- Utilizes strong and creative suggestive selling techniques.
- Intermediate to expert knowledge of beer, wine, and spirits; familiarity with standard cocktail and shot recipes.

TECHNICAL SKILLS REQUIRED

- ☒ Calculator
- ☒ Aloha Point of Sale

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Standard office equipment, including telephone, PC, copier, fax machine, and printer.
- Extended periods of walking and standing, to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.

SUCCESS MEASURES

- Store/Facility Cleanliness
- Guest Satisfaction
- Team Morale
- Minimal Comps/Voids
- Maximal Guest Checks
- Speed of Drink Preparation
- Pour Accuracy & Consistency
- Effective Communication

Disclaimer: This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title: Assistant General Manager
Department: Operations
Reports to: General Manager
Location: Field
FLSA Status: Exempt, Full-Time
Travel Required: 0 - 5%
Direct Reports: Supervisors, Team Members
Updated: May 2017

POSITION PURPOSE

Our AGMs contribute to OMR's Mission by ensuring that memorable hospitality is provided to our Guests byway of irresistible charm, friendly conversation, exceptional food and beverages, and a wealth of knowledge when it comes to our brand, menus and spirits. Our AGMs are attentive to Guests' needs and make them feel welcome, comfortable, important and relaxed throughout their experience within our walls.

Our AGMs own the restaurant floor with grace and purpose. They're keen on the 5 W's at all times and make every effort to please and problem solve as their workflow demands. They inspire teamwork and leadership, both of which are key to our everyday success. Our AGMs actively support their entire team, recognizing how best to train, develop and coach each team members' unique learning and feedback styles. They are humble, transparent and supportive, yet know when to take control of situations that are best led or handled by our Leadership team.

Our AGMs are responsible for supporting all aspects of restaurant operations and assume responsibility for the restaurant in the General Manager's (GM) absence. They work to ensure that all activities are consistent with and supportive of the restaurant's business plan, aiming to exceed negotiated goals for financial, operational, staffing and conceptual visions. Finally, our AGMs bring their own unique flair to the more mundane tasks required of them, such as inventory and ordering, unit cleanliness, and the repair & maintenance of the building and equipment.

ESSENTIAL FUNCTIONS

Staffing, Training and Development:

- Supports the GM with recruiting and hiring exceptional team members.
- Ensures that the service team is provided with the tools, education and experience necessary to perform individual job descriptions to OMR standards.
- Assists with the scheduling of all new team members for a Leadership-led orientation.
- Sets up certified trainers for each day of training.
- Conducts performance oriented training and maintains accurate training records.
- Utilizes available training materials consistently and effectively.
- Follows up with both trainees and trainers.
- Develops team member self-improvement objectives, goals and an implementation plan utilizing training programs.
- Supports the manager-in-training training program when needed.
- Supports the development of the leadership team in restaurant operations.

Financial Management:

- Balances the safe daily.
- Makes accurate and timely bank deposits.
- Reports all gross over/shorts to GM and Regional Manager immediately along with explanation and recommended corrective action plan.
- Supports the development of the leadership team regarding financial management.

Profitability:

- Supports the GM in delivering the profitability of restaurant operations by operating within cost of goods and labor productivity guidelines.
- COGs and labor goals are actively supported.
- Minimizes training costs and attrition rates.
- Supports GM with accurate inventories.
- Assists the GM with monitoring other direct operating expenses such as utilities, maintenance, small wares, etc., to minimize expenses without impacting operations while utilizing declining budget.

Personnel Administration/Administrative Duties:

- Follows administrative guidelines and procedures.
- Performs opening and closing administrative procedures accurately and timely.
- Completes assigned administrative duties such as reviewing team member schedules, etc., accurately and timely.
- Assists GM in maintaining accurate and updated team member personnel files using HRIS.
- Completes new hire and onboarding forms properly and efficiently.
- Provides input and assists the GM with developing and maintaining schedules to match sales forecasts/budgets.
- Completes proper processes for payroll and checks all payroll records daily to ensure accuracy.
- Utilizes processes and proper documentation for team member disciplinary actions.

Business Development/Business Understanding and Leadership:

- Understands and promotes the concept's history and culture, stays abreast of marketing and competitive issues/events, and uses personal industry experience and knowledge to benefit the organization.
- Builds support and commitment of team members around company initiatives and expectations for performance.
- Supports the GM in creating effective and results-based sales building plans.
- Actively participates in marketing and sales plans, and utilizes promotional and marketing tools effectively.
- Follows direction in all delegated tasks and projects and prioritizes follow-through.
- Demonstrates the highest standards and acts as a role model for team members.
- Practices sound security measures, securing people, monies, records, information and equipment.
- Demonstrates consistency and positivity in approach and behavior.
- Seeks and welcomes opportunities to learn new techniques and tasks.
- Helps the GM communicate important and relevant information to leadership and team members.

Restaurant Operations:

- Sets the leadership standard for all team members through his/her own conduct, appearance and energy level.
- OMR Systems and Tools are implemented and up to date.
- Ensures food and drinks are prepared in accordance with OMR standards and recipes, and to each Guest's preference.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Ensures product inventory is maintained and sufficient to support operations.
- Ensures proper staffing and operation of the restaurant to effectively handle Guest needs.
- Reinforces identification requirements and age restrictions in accordance with OMR policy and state law regarding alcohol sales.
- Provides guidance, assistance, coaching and counsel to team members as needed.
- Ensures the restaurant is clean, in good repair and in like "new" condition (within direct control).
- Ensures preventative maintenance and regular cleanings are scheduled in a timely fashion to operate a clean, safe and sanitary restaurant.
- Communicates recommendations for facility improvements, repairs and upgrades to the GM.
- Actively engages team members in monthly safety meetings to provide a safe work environment.

Guest Service and Relations:

- Models Guest Service as a priority through personal example and follow-through.
- Makes all decisions with a “Guest Centric” attitude.
- Honors all reasonable Guest requests willingly and cooperatively.
- Communicates and interacts gracefully and effectively with Guests to ensure overall expectations are exceeded and any mishaps are remedied.
- Conducts table visits regularly and strives for 100% Guest satisfaction.
- Monitors Guest feedback through various forms of verbal and written communication.
- Provides guidance, assistance, coaching and counsel to team members as needed.

Employee Relations and Team Building:

- Maintains a professional relationship with all coworkers and direct reports.
- Establishes an atmosphere of fairness, mutual respect and concern.
- Coaches and motivates team members to learn and perform quality individual and teamwork.
- Recognizes strengths/achievements and weaknesses/opportunities to effectively praise and coach team members.
- Provides team members with opportunities for quality time through OMR’s Open-Door policy.
- Responds to team members’ needs, concerns and complaints in a timely manner.
- Informs the GM of any team member relations issues that need immediate attention and supports with next steps.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Increases effectiveness through proper use of delegation and work assignments.
- Demonstrates consistency in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems, and develops workable solutions.
- Maintains consistent performance standards for all employees, coaching and developing as needed.
- Communicates effectively with leadership, team members and Guests.
- Participates in team member meetings.
- Provides the GM support on walkthrough and secret shopper preparation, evaluation and results.
- Supports the GM in weekly Management Team Meetings (MTM).
- Partners with the GM in weekly Leadership One on One meetings.
- Conducts timely, effective team member and leadership performance reviews.

EXPERIENCE AND EDUCATION REQUIRED

- Must be at least 21 years of age.
- High school diploma or equivalent required; Bachelor Degree preferred.
- Minimum of two (2) years of management experience in a full-service restaurant concept; focus on bar preferred.
- Strong working knowledge of food safety, sanitation and general workplace safety standards, and specific knowledge of Health Department requirements.
- State and local liquor license certification, where applicable.
- ServSafe Certified or equivalent food safety certification.
- Flexibility and ability to work extended or irregular hours to include nights, weekends and holidays.

TECHNICAL SKILLS REQUIRED

PC Skills - ☒ Intermediate Microsoft Office 365 Suite; Outlook, OneNote, Word, Excel, SharePoint, PowerPoint
☒ Aloha Point of Sale

GENERAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of Job Duties and Expectations	Initiative
Adaptability and Flexibility	Organization and Planning
Analytical Ability	Creativity
Working Relations	Communication
Managing Productivity	Managing Costs and Profits
Development of Team Members	Organizational Relations
Conflict Resolution	Stress Management
Multi-Tasking	Record-Keeping
Relationship Building	Systemized Thinking

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Standard office equipment, including PC, copier, fax machine, and printer.
- Extended periods of sitting, walking and standing to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.
- Maintain valid Driver license and auto insurance.

SUCCESS MEASURES

- Sales
- Profits
- Food & Liquor Costs
- Staffing Levels & Labor Cost
- Direct Operating Expenses
- Housekeeping/Repair & Maintenance
- Health Code Compliance
- Food Handling
- Food Quality
- TATT Reviews
- Ticket Times
- Attrition & Retention
- Team Morale

Disclaimer: This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate

reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title: General Manager
Department: Operations
Reports to: Regional Manager, Home Office
Location: Field
FLSA Status: Exempt, Full-time
Travel Required: 0 - 10%
Direct Reports: Managers, Supervisors, Team Members
Updated: May 2017

POSITION PURPOSE

Our GMs contribute to OMR's Mission by ensuring that memorable hospitality is provided to our Guests byway of irresistible charm, friendly conversation, exceptional food and beverages, and a wealth of knowledge when it comes to our brand, menus and spirits. Our GMs are attentive to Guests' needs and make them feel welcome, comfortable, important and relaxed throughout their experience within our walls.

Our GMs own the restaurant floor with grace and purpose. They're keen on the 5 W's at all times and make every effort to please and problem solve as their workflow demands. They understand our labor and food costs, financial and profitability goals, and team productivity expectations; they hire and coach only those team members who will help share in our vision. They inspire teamwork and leadership, both of which are key to our everyday success. Our GMs actively support their entire team, recognizing how best to train, develop and coach each team members' unique learning and feedback styles. They are humble, transparent and supportive, yet know when to take control of situations that are best led or handled by our Leadership team.

Our GMs are responsible and accountable for all aspects of restaurant activities, and assume complete responsibility for operations when necessary. They work to ensure that all activities are consistent with and supportive of the restaurant's business plan, aiming to exceed negotiated goals for financial, operational, staffing and conceptual visions. Finally, our GMs bring their own unique flair to the more mundane tasks required of them, such as inventory and ordering, unit cleanliness, and the repair & maintenance of the building and equipment.

ESSENTIAL FUNCTIONS

Staffing, Training and Development:

- Recruits and hires exceptional team members.
- Ensures that the service and kitchen teams are provided with the tools, education and experience necessary to perform individual job descriptions to OMR standards.
- Schedules all new team members for a Leadership-led orientation.
- Sets up certified trainers for each day of training.
- Conducts performance oriented training and maintains accurate training records.
- Utilizes available training materials consistently and effectively.
- Follows up with both trainees and trainers.
- Develops team member self-improvement objectives, goals and an implementation plan utilizing training programs.
- Facilitates the development of the leadership team through the manager-in-training program.
- Holds all direct reports accountable to their development plans.
- Plans the content for and executes monthly all team meetings/trainings.

Financial Management:

- Reviews budgets, projections, goals, and objectives and provides valuable feedback.
- Balances the safe and conducts daily audits to ensure accountability of assets.
- Reports all gross over/shorts to Regionals and CFO immediately, along with explanation and recommended corrective action plan.
- Completes all required weekly OMR reports in a timely fashion.
- Makes accurate and timely bank deposits.
- Develops leadership team on financial management.

Profitability:

- Delivers the profitability of restaurant operations by operating within cost of goods and labor productivity guidelines
- Meets cost goals for food, liquor and operating accounts.
- Holds Chef accountable for negotiated product, labor and operating account goals.
- Prepares financial information accurately and timely; checks invoices and statements for accuracy.
- Follows inventory processes and procedures set forth by OMR on a weekly basis.
- Updates and adjusts scheduled labor dollars to meet sales forecasts.
- Adheres to labor goals; work is completed daily (no O.T. is scheduled).
- Minimizes training costs and attrition rates
- Ensures that menu and specialty items enhance sales and provide a good price/value, and provides the Regionals with regular feedback.
- Monitors other direct operating expenses such as utilities, maintenance, small wares, etc., to minimize expenses without impacting operations while utilizing declining budget.

Personnel Administration/Administrative Duties:

- Follows administrative guidelines and procedures.
- Performs opening and closing administrative procedures accurately and timely.
- Completes assigned administrative duties such as reviewing team member schedules, etc., accurately and timely.
- Maintains accurate and updated team member personnel files using HRIS.
- Completes new hire and onboarding forms properly and efficiently.
- Develops and maintains schedules to match sales forecasts/budgets.
- Completes proper processes for payroll and checks all payroll records daily to ensure accuracy.
- Utilizes processes and proper documentation for team member disciplinary actions.

Business Development/Business Understanding and Leadership:

- Understands and promotes the concept's history and culture, stays abreast of marketing and competitive issues/events, and uses personal industry experience and knowledge to benefit the organization.
- Builds support and commitment of team members around company initiatives and expectations for performance.
- Actively identifies and pursues opportunities for community involvement promoting Matador as a responsible, supportive member of the community.
- Creates effective and results-based sales building plans.
- Actively participates in marketing and sales plans, and utilizes promotional and marketing tools effectively.
- Follows direction in all delegated tasks and projects and prioritizes follow-through.
- Plans for individual events and reviews with the Chef, kitchen and service teams for each functional area.
- Demonstrates the highest standards and acts as a role model for team members.
- Practices sound security measures at all times, securing people, monies, records, information and equipment.
- Communicates important and relevant information to leadership and team members.

Restaurant Operations:

- Sets the leadership standard for all team members through his/her own conduct, appearance and energy level.
- OMR Systems and Tools are implemented and up to date.
- Ensures food and drinks are prepared in accordance with OMR standards and recipes, and to each Guest's preference.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Ensures product inventory is maintained and sufficient to support operations.
- Ensures proper staffing and operation of the restaurant and kitchen to effectively handle Guests' needs.
- Reinforces identification requirements and age restrictions in accordance with OMR policy and state law regarding alcohol sales.
- Provides guidance, assistance, coaching and counsel to team members as needed.
- Ensures the restaurant is clean, in good repair and in like "new" condition (within direct control).
- Ensures preventative maintenance and regular cleanings are scheduled in a timely fashion to operate a clean, safe and sanitary restaurant.
- Communicates recommendations for facility improvements, repairs and upgrades to the GM and Regionals.
- Actively engages team members in monthly safety meetings to provide a safe working environment.

Guest Service and Relations:

- Models Guest Service as a priority through personal example and follow-through.
- Makes all decisions with a "Guest Centric" attitude.
- Honors all reasonable Guest requests willingly and cooperatively.
- Communicates and interacts gracefully and effectively with Guests to ensure overall expectations are exceeded and any mishaps are remedied.
- Conducts table visits regularly and strives for 100% Guest satisfaction.
- Monitors Guest feedback through various forms of verbal and written communication.
- Provides guidance, assistance, coaching and counsel to team members as needed.

Employee Relations and Team Building:

- Maintains a professional relationship with all coworkers and direct reports.
- Establishes an atmosphere of fairness, mutual respect and concern.
- Coaches and motivates team members to learn and perform quality individual and teamwork.
- Recognizes strengths/achievements and weaknesses/opportunities to effectively praise and coach team members.
- Provides team members with opportunities for quality time through OMR's Open Door policy.
- Responds to team members' needs, concerns and complaints in a timely manner.
- Addresses team member relations issues immediately and consults Human Resources as needed.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Increases effectiveness through proper use of delegation and work assignments.
- Demonstrates consistency in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems, and develops workable solutions.
- Maintains consistent performance standards for all employees, coaching and developing as needed.
- Communicates effectively with leadership, team members and Guests.
- Owns the preparation, evaluation and results of walkthroughs and secret shops.
- Conducts weekly Management Team Meetings (MTM).
- Follows up with the leadership teams personal and business goals and objectives utilizing the One-on-One program.
- Conducts timely, effective team member and leadership performance reviews.

EXPERIENCE AND EDUCATION REQUIRED

- Must be at least 21 years of age.
- High school diploma or equivalent required; Bachelor Degree preferred.
- Minimum of 4 years' management experience in a full-service restaurant concept.
- Strong working knowledge of food safety, sanitation and general workplace safety standards, and specific knowledge of Health Department requirements.
- State and local liquor license certification, where applicable.
- ServSafe Certified or equivalent food safety certification.
- Flexibility and ability to work extended or irregular hours to include nights, weekends and holidays.

TECHNICAL SKILLS REQUIRED

PC Skills - ☒ Intermediate Microsoft Office 365 Suite; Outlook, OneNote, Word, Excel, SharePoint, PowerPoint
☒ Aloha Point of Sale

GENERAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of Job Duties and Expectations	Initiative
Adaptability and Flexibility	Organization and Planning
Analytical Ability	Creativity
Working Relations	Communication
Managing Productivity	Managing Costs and Profits
Development of Team Members	Organizational Relations
Conflict Resolution	Stress Management
Multi-Tasking	Record-Keeping
Relationship Building	Systemized Thinking

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Standard office equipment, including PC, copier, fax machine, and printer.
- Extended periods of sitting, walking and standing to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.
- Maintain valid Driver license and auto insurance.

SUCCESS MEASURES

- Sales
- Profits
- Food & Liquor Costs
- Staffing Levels & Labor Cost
- Direct Operating Expenses
- Housekeeping/Repair & Maintenance

- Health Code Compliance
- Food Handling
- Food Quality
- TATT Reviews
- Ticket Times
- Attrition & Retention
- Team Morale

Disclaimer

This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title: Dishwasher
Department: Operations
Reports to: Chef, Sous Chef
Location: Field
FLSA Status: Non-Exempt, Part-Time
Travel Required: 0%
Direct Reports: None
Updated: May 2017

POSITION PURPOSE

Our Dishwashers contribute to OMR's Mission and support exceptional hospitality for our Guests by maintaining clean and sanitary service items. They are solely responsible for the cleanliness and storage of china, glassware, tableware, cooking utensils, and other equipment and service items. Our Dishwashers utilize manual cleaning methods as well as automated machinery to maintain OMR's standards for cleanliness and sanitation.

ESSENTIAL FUNCTIONS

Operations Execution:

- Follows all instructions and guidelines for safe usage of kitchen equipment and cleaning compounds.
- Sweeps and mops the restaurant's floors.
- Cleans, organizes and maintains walk-in refrigerator, reach-in refrigerator, cooler drawers, prep and dry storage areas.
- Removes trash and recycle to dumpster.
- Refills restroom products as needed and ensures the cleanliness of the stalls, floors and sinks.
- Supports Prep and Line Cooks as needed.
- Sets up, breaks down, cleans and polishes the dish machine; changes the dishwater on an hourly basis.
- Monitors dish machine to ensure wash and rinse cycles do not fall below safety standard temperatures.
- Ensures that temperatures and ppm levels for sanitizers in the dish machine and sinks are at the specific requirements to comply with health code.
- Notifies supervisors whenever the dish machine does not perform as intended.
- Exercises appropriate sanitation practices for dish handling by maintaining the dish area in a clean, sanitary and safe manner.
- Washes dishes, glassware, flatware, pots and pans.
- Organizes clean dishes, utensils and cooking equipment in their designated areas.
- Stocks all supplies, dishes, equipment, tools, and utensils in their designated areas on the kitchen line.
- Delivers clean items to kitchen line as needed.
- Reports all equipment problems and maintenance issues to supervisors.
- Follows OMR standards and completes assigned checklists and sidework throughout the shift.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Demonstrates consistency and positivity in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems, and develops workable solutions.
- Communicates effectively with leadership, team members and Guests.

- Participates in team member meetings.
- Supports the training of new team members and the manager-in-training program as needed.
- Communicates with and updates leadership on personal development plans.

EXPERIENCE AND EDUCATION REQUIRED

- At least 21 years of age in applicable stores; 18+ in Casa del Matadors.
- High school diploma or equivalent required.
- Prior experience in a fast-paced, full-service restaurant concept.
- Maintains a current Food Handlers Card.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Flexible and able to work extended or irregular hours, to include nights, weekends and holidays.
- Demonstrates clear understanding of and can effectively implement written and verbal instructions.
- Strong team orientation and able to work with a variety of groups to accomplish assigned tasks.
- Works well independently and in high stress, fast-paced environments.
- Exercises appropriate sanitation practices for dish handling.
- Understands and complies with food safety and temperature standards.

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Extended periods of walking and standing, to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.

SUCCESS MEASURES

- Store/Facility Cleanliness
- Team Morale
- Teamwork
- Operational Speed
- Effective Communication

Disclaimer: This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title: Cook; Line, Prep, Pantry
Department: Operations
Reports to: Chef/Sous Chef
Location: Field
FLSA Status: Non-Exempt, Part-Time
Travel Required: 0 to 10%
Direct Reports: None
Updated: May 2017

POSITION PURPOSE

Our Cooks contribute to OMR's Mission by serving up exceptional hospitality to our Guests in the form of perfectly executed culinary delights. They harness their wealth of knowledge, experience, skills and comradery to comprise an exemplary kitchen team. Our Cooks are responsible for ensuring the quick, precise creation of our menu items. They understand our ingredients and flavors and are proud of every dish that hits the expo window. They operate effectively and efficiently, always helping those around them who might need an extra hand. They move with speed and purpose, while always maintaining a clean and safe work environment. Finally, our Cooks bring their own unique flair to the more mundane tasks required of them, such as stocking, cleaning and organizing.

ESSENTIAL FUNCTIONS

Operations Execution:

- Ensures food is prepared in accordance with OMR standards and recipes, and to each Guest's preference.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Follows all instructions and guidelines for safe usage of kitchen equipment and cleaning compounds.
- Preps all ingredients and products to OMR prep lists, par levels and recipe standards; taste tests everything!
- Communicates the status and availability of product to supervisors.
- Maintains prep and cooking areas in a clean, sanitary and safe manner.
- Utilizes various prep and cooking methods to create menu items; washes, chops, cuts, grills, sautés, fries, etc.
- Tests the temperatures of the food.
- Minimizes waste of product.
- Packages and stores leftover foods according to OMR standards.
- Rotates product according to "First In, First Out" to maintain shelf-life standards.
- Supports other stations as needed.
- Restocks and replenishes inventory and supplies.
- Cleans, organizes and maintains the walk-in refrigerator, reach-in refrigerator, cooler drawers, prep and dry storage areas.
- Washes dishes and takes out the trash as needed.
- Reports all equipment problems and maintenance issues to supervisors.
- Follows OMR standards and completes assigned checklists and sidework throughout and at the end of the shift.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Maintains a professional relationship with all coworkers.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.

- Demonstrates consistency and positivity in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Communicates effectively with leadership and team members.
- Participates in team member meetings.
- Supports the training of new team members and the manager-in-training program as needed.
- Communicates with and updates leadership on personal development plans.

EXPERIENCE AND EDUCATION REQUIRED

- At least 21 years of age in applicable stores; 18+ in Casa del Matadors.
- High school diploma or equivalent required.
- Minimum of one (1) to two (2) years of experience in food preparation in a fast-paced, full-service restaurant concept.
- Maintains a current Food Handlers Card.

TECHNICAL SKILLS REQUIRED

- ☒ Intermediate to advanced cooking skills
- ☒ Intermediate to advanced knife skills

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Flexibility, ability to work extended or irregular hours to include nights, weekends and holidays.
- Demonstrated ability to understand and effectively implement written and verbal instructions.
- Strong team orientation and ability to work with a variety of groups to accomplish assigned tasks.
- Ability to work well independently
- Ability to work well in a high stress, fast paced environment.
- Understands and complies with food safety and temperature standards.
- Chemical and fire safety.
- Injury prevention.
- Potential workplace hazards.

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Extended periods of walking and standing, to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.

SUCCESS MEASURES

- Store/Facility Cleanliness
- Food Handling
- Speed of Food Preparation
- Ticket Times
- Food Quality Standards
- Team Morale
- Teamwork
- Minimal Comps/Voids

Disclaimer: This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate

reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title:	Sous Chef
Department:	Operations
Reports to:	Chef, General Manager
Location:	Field
FLSA Status:	Exempt, Full-Time
Travel Required:	0 - 5%
Direct Reports:	Line/Prep Cooks, Expeditors, Dishwashers
Updated:	May 2017

POSITION PURPOSE

Our Sous Chefs contribute to OMR's Mission by ensuring that memorable hospitality is provided to our Guests byway of perfectly executed culinary creations. They remain attentive to Guests' needs from their kitchen domain, ensuring Guests feel welcome, comfortable, important and relaxed throughout their experience within our walls.

Our Sous Chefs own the kitchen with ingenuity and purpose. They are responsible for ensuring the quick, precise creation of our menu items and are proud of what hits the expo window, settling for no less than the best. They understand our labor and food costs, financial and profitability goals, and team productivity expectations. They inspire teamwork and leadership, both of which are key to our everyday success. Our Sous Chefs actively support their entire team, recognizing how best to train, develop and coach each team members' unique learning and feedback styles. They are humble, transparent and supportive, yet know when to take control of situations that are best led or handled by our Leadership team.

Our Sous Chefs are responsible for supporting all aspects of kitchen operations and assume responsibility for the restaurant in the Chef's absence. They work to ensure that all activities are consistent with and supportive of the restaurant's business plan, aiming to exceed negotiated goals for financial, operational, staffing and conceptual visions. Finally, our Sous Chefs bring their own unique flair to the more mundane tasks required of them, such as inventory and ordering, unit cleanliness, and the repair & maintenance of the building and equipment.

ESSENTIAL FUNCTIONS

Staffing, Training and Development:

- Supports the Chef with recruiting and hiring exceptional team members.
- Ensures that the kitchen team is provided with the tools, education and experience necessary to perform individual job descriptions to OMR standards.
- Trains, coaches and develops the kitchen team in their job roles for all work stations.
- Utilizes available training materials consistently and effectively.
- Educates kitchen team on accurate menu item specifications, important points on recipes, and how they both reflect the current overall culinary vision.
- Current and complete recipe manuals are in good working condition and used by the team.
- Develops team member self-improvement objectives, goals and an implementation plan utilizing training programs.
- Supports the manager-in-training training program when needed.

- Supports the development of the leadership team in restaurant operations.

Profitability:

- Supports the Chef in delivering the profitability of restaurant operations by operating within cost of goods and labor productivity guidelines.
- COGs and labor goals are actively supported.
- Minimizes training costs and attrition rates
- Supports Chef with accurate inventories
- Reports all gross over/shorts to GM and Chef immediately along with explanation and recommended corrective action plan.
- Assists the Chef with monitoring other direct operating expenses such as utilities, maintenance, small wares, etc., to minimize expenses without impacting operations while utilizing declining budget.

Personnel Administration/Administrative Duties:

- Follows administrative guidelines and procedures.
- Assists Chef in maintaining accurate and updated team member personnel files using HRIS.
- Completes new hire and onboarding forms properly and efficiently.
- Provides input and assists the GM and Chef with developing and maintaining schedules to match sales forecasts/budgets.
- Utilizes processes and proper documentation for team member disciplinary actions.

Business Development/Business Understanding and Leadership:

- Understands and promotes the concept's history and culture, stays abreast of marketing and competitive issues/events, and uses personal industry experience and knowledge to benefit the organization.
- Builds support and commitment of team members around company initiatives and expectations for performance.
- Supports the Chef in creating effective and results-based sales building plans.
- Actively participates in marketing and sales plans, and utilizes promotional and marketing tools effectively.
- Follows direction in all delegated tasks and projects and prioritizes follow-through.
- Plans for individual events are reviewed with the Chef and kitchen team for each functional area.
- Demonstrates the highest standards and acts as a role model for team members.
- Practices sound security measures at all times, securing people, monies, records, information and equipment.
- Has a positive attitude and approach.
- Seeks and welcomes opportunities to learn new techniques and tasks.
- Helps the Chef communicate important and relevant information to leadership and team members.

Restaurant Operations:

- Sets the leadership standard for all team members through his/her own conduct, appearance and energy level.
- OMR Systems and Tools are implemented and up to date.
- Ensures food is prepared in accordance with OMR standards and recipes, and to each Guest's preference.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Ensures product inventory is maintained and sufficient to support operations.
- Ensures proper staffing and operation of the kitchen.
- Provides guidance, assistance, coaching and counsel to team members as needed.
- Aims to exceed Guest expectations and promptly remedies any mishaps.
- Ensures the restaurant is clean, in good repair and in like "new" condition (within direct control).
- Ensures preventative maintenance and regular cleanings are scheduled in a timely fashion to operate a clean, safe and sanitary restaurant.
- Communicates recommendations for facility improvements, repairs and upgrades to the Chef.
- Actively engages team members in monthly safety meetings to provide a safe working environment.

Guest Service and Relations:

- Models Guest Service as a priority through personal example and follow-through.
- Makes all decisions with a “Guest Centric” attitude.
- Honors all reasonable Guest requests willingly and cooperatively.
- Exceeds OMR expectations of food quality, selection, presentation and timing.
- Monitors Guest feedback through various forms of verbal and written communication.
- Provides guidance, assistance, coaching and counsel to team members as needed.

Employee Relations and Team Building:

- Establishes an atmosphere of fairness, mutual respect and concern.
- Coaches and motivates team members to learn and perform quality individual and teamwork.
- Recognizes strengths/achievements and weaknesses/opportunities to effectively praise and coach team members.
- Provides team members with opportunities for quality time through OMR’s Open Door policy.
- Responds to team members’ needs, concerns and complaints in a timely manner.
- Informs the GM and Chef of any team member relations issues that need immediate attention and supports with next steps.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day appearance, behaviors and accomplishments.
- Arrives to work ready for the shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Increases effectiveness through proper use of delegation and work assignments.
- Demonstrates consistency in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems, and develops workable solutions.
- Maintains consistent performance standards for all employees, coaching and developing as needed.
- Communicates effectively with leadership, team members and Guests.
- Participates in team member meetings.
- Provides the GM support on walkthrough and secret shopper preparation, evaluation and results.
- Supports the GM in weekly Management Team Meetings (MTM).
- Partners with the GM in weekly Leadership One on One meetings.
- Conducts timely, effective team member and leadership performance reviews.

EXPERIENCE AND EDUCATION REQUIRED

- Must be at least 21 years of age in applicable stores.
- High school diploma or equivalent required.
- Minimum of 2 years’ restaurant and/or hospitality services experience.
- Strong working knowledge of food safety, sanitation and general workplace safety standards, and specific knowledge of Health Department requirements.
- ServSafe Certified or equivalent food safety certification.
- Flexibility and ability to work extended or irregular hours to include nights, weekends and holidays.

TECHNICAL SKILLS

- Advanced cooking skills
- Advanced knife skills
- PC Skills -

- ☒ Intermediate Microsoft Office 365 Suite; Outlook, OneNote, Word, Excel, PowerPoint
- ☒ Aloha Point of Sale

GENERAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of Job Duties and Expectations	Initiative
Adaptability and Flexibility	Organization and Planning
Analytical Ability	Creativity
Working Relations	Communication
Managing Productivity	Managing Costs and Profits
Development of Team Members	Organizational Relations
Conflict Resolution	Stress Management
Multi-Tasking	Record-Keeping
Relationship Building	Systemized Thinking

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment.
- Standard office equipment, including PC, copier, fax machine, and printer.
- Extended periods of sitting, walking and standing to include freezers and refrigerators.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands.
- Frequent hand washing required.
- Some exposure to chemicals, fire, gases and odors.
- Maintain valid Driver's license and auto insurance.

SUCCESS MEASURES

- Food Handling
- Food Quality
- Food Cost
- Staffing Levels & Labor Cost
- Order Ticket Times
- Direct Operating Expenses
- Housekeeping/Repair & Maintenance
- Health Code Compliance
- TATT Reviews
- Attrition & Retention
- Team Morale

Disclaimer: This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.



JOB DESCRIPTION

Job Title:	Chef
Department:	Operations
Reports to:	General Manager, Regional Chef, Regional Manager, Home Office
Location:	Field
FLSA Status:	Exempt, Full-Time
Travel Required:	0-10%
Direct Reports:	Sous Chef, Line/Prep Cooks, Expeditors, Dishwashers
Updated:	May 2017

POSITION PURPOSE

Our Chefs contribute to OMR's Mission by ensuring that memorable hospitality is provided to our Guests byway of perfectly executed menu creations. They harness their wealth of knowledge, experience, skills and leadership to develop and inspire the team members around them to perform at the highest standards, no doubt elevating our Guests' culinary experiences. Our Chefs remain attentive to Guests' needs from their kitchen domain, ensuring Guests feel welcome, comfortable, important and relaxed throughout their experience within our walls.

Our Chefs own the kitchen with ingenuity and purpose. They are responsible for ensuring the quick, precise creation of our menu items and are proud of what hits the expo window, settling for no less than the best. They understand our labor and food costs, financial and profitability goals, and team productivity expectations; they hire and coach only those team members who will help share in our vision. They inspire teamwork and leadership, both of which are key to our everyday success. Our Chefs are responsible for supporting all aspects of kitchen operations, as well as partnering with the General Manager to lead all restaurant operations. They work to ensure that all activities are consistent with and supportive of the restaurant's business plan, aiming to exceed negotiated goals for financial, operational, staffing and conceptual visions.

Our Chefs actively support their entire team, recognizing how best to train, develop and coach each team members' unique learning and feedback styles. They are humble, transparent and supportive, yet know when to take control of situations that are best led or handled by our Leadership team. Finally, our Chefs bring their own unique flair to the more mundane tasks required of them, such as inventory and ordering, unit cleanliness, and the repair & maintenance of the building and equipment.

ESSENTIAL FUNCTIONS

Staffing, Training and Development:

- Supports the GM with recruiting and hiring exceptional team members.
- Ensures that the kitchen team is provided with the tools, education and experience necessary to perform individual job descriptions to OMR standards.
- Assists with the scheduling of all new team members for a Leadership-led orientation.
- Conducts performance oriented training for all work stations and maintains accurate training records.
- Utilizes available training materials consistently and effectively.
- Follows up with both trainees and trainers.
- Educates kitchen team on accurate menu item specifications, important points on recipes, and how they both reflect the current overall culinary vision.
- Current and complete recipe manuals are in good working condition and used by the team.
- Develops team member self-improvement objectives, goals and an implementation plan utilizing training programs.

- Holds all direct reports accountable to their development plans.
- Supports the manager-in-training training program when needed.
- Supports the development of the leadership team in restaurant operations.

Profitability:

- Supports the GM in delivering the profitability of restaurant operations by operating within cost of goods and labor productivity guidelines
- Meets cost goals for kitchen food and operating accounts.
- Holds Sous Chef accountable for negotiated product, labor and operating account goals.
- Prepares financial information accurately and timely; checks invoices and statements for accuracy.
- Reports all gross over/shorts to GM and Regionals immediately along with explanation and recommended corrective action plan.
- Follows inventory processes and procedures set forth by OMR on a weekly basis.
- Updates and adjusts scheduled labor dollars to meet sales forecasts.
- Adheres to labor goals; work is completed daily (no O.T. is scheduled).
- Minimizes training costs and attrition rates
- Ensures that menu and specialty items enhance sales and provide a good price/value, and provides the GM and Regionals with regular feedback.
- Assists the GM with monitoring other direct operating expenses such as utilities, maintenance, small wares, etc.

Personnel Administration/Administrative Duties:

- Follows administrative guidelines and procedures.
- Performs opening and closing administrative procedures accurately and timely.
- Completes assigned administrative duties such as reviewing team member schedules, etc., accurately and timely.
- Assists GM in maintaining accurate and updated team member personnel files using HRIS.
- Completes new hire and onboarding forms properly and efficiently.
- Provides input and assists the GM with developing and maintaining schedules to match sales forecasts/budgets.
- Completes proper processes for payroll and checks all payroll records daily to ensure accuracy.
- Utilizes processes and proper documentation for team member disciplinary actions.

Business Development/Business Understanding and Leadership:

- Understands and promotes the concept's history and culture, stays abreast of marketing and competitive issues/events, and uses personal industry experience and knowledge to benefit the organization.
- Builds support and commitment of team members around company initiatives and expectations for performance.
- Supports the GM in creating effective and results-based sales building plans.
- Actively participates in marketing and sales plans, and utilizes promotional and marketing tools effectively.
- Follows direction in all delegated tasks and projects and prioritizes follow-through.
- Plans for individual events are reviewed with the GM and kitchen team for each functional area.
- Costs our event menus to ensure profitability.
- Demonstrates the highest standards and acts as a role model for team members.
- Practices sound security measures at all times, securing people, monies, records, information and equipment.
- Helps the GM communicate important and relevant information to leadership and team members.

Restaurant Operations:

- Sets the leadership standard for all team members through his/her own conduct, appearance and energy level.
- OMR Systems and Tools are implemented and up to date.
- Ensures food is prepared in accordance with OMR standards and recipes, and to each Guest's preference.
- Ensures food safety and security processes and procedures are followed so that all Health Department standards are exceeded.
- Ensures product inventory is maintained and sufficient to support operations.
- Ensures proper staffing and operation of the kitchen.
- Provides guidance, assistance, coaching and counsel to team members as needed.
- Aims to exceed Guest expectations and promptly remedies any mishaps.
- Ensures the restaurant is clean, in good repair and in like "new" condition (within direct control).
- Ensures preventative maintenance and regular cleanings are scheduled in a timely fashion to operate a clean, safe and

sanitary restaurant.

- Communicates recommendations for facility improvements, repairs and upgrades to the GM and Regionals.
- Actively engages team members in monthly safety meetings to provide a safe working environment.

Guest Service and Relations:

- Models Guest Service as a priority through personal example and follow-through.
- Makes all decisions with a “Guest Centric” attitude.
- Honors all reasonable Guest requests willingly and cooperatively.
- Exceeds OMR expectations of food quality, selection, presentation and timing.
- Monitors Guest feedback through various forms of verbal and written communication.
- Provides guidance, assistance, coaching and counsel to team members as needed.

Employee Relations and Team Building:

- Maintains a professional relationship with all coworkers and direct reports.
- Establishes an atmosphere of fairness, mutual respect and concern.
- Coaches and motivates team members to learn and perform quality individual and teamwork.
- Recognizes strengths/achievements and weaknesses/opportunities to effectively praise and coach team members.
- Provides team members with opportunities for quality time through OMR’s Open Door policy.
- Responds to team members’ needs, concerns and complaints in a timely manner.
- Escalates any team member relations issues to the GM immediately and supports with next steps.

Performance Management & Personal Effectiveness:

- Models personal excellence and consistency in day-to-day behaviors and accomplishments.
- Arrives to work ready for their shift and does not leave until the next shift is prepared for success.
- Analyzes own strengths, weaknesses, opportunities and areas of development.
- Shows initiative and sense of urgency in accomplishing multiple tasks and projects, adhering to any applicable time constraints.
- Increases effectiveness through proper use of delegation and work assignments.
- Demonstrates consistency in approach and behavior.
- Remains calm and composed when something unexpected happens.
- Identifies and analyzes problems and develops workable solutions.
- Maintains consistent performance standards for all employees, coaching and developing as needed.
- Communicates effectively with leadership, team members and Guests.
- Participates in team member meetings.
- Provides the GM support on walkthrough and secret shopper preparation, evaluation and results.
- Supports the GM in weekly Management Team Meetings (MTM).
- Partners with the GM in weekly Leadership One on One meetings.
- Conducts timely, effective team member and leadership performance reviews.

EXPERIENCE AND EDUCATION REQUIRED

- Must be at least 21 years of age.
- Minimum 2-3 years of kitchen management experience.
- Strong working knowledge of food safety, sanitation and general workplace safety standards with knowledge of Health Department requirements.
- Flexibility and ability to work extended or irregular hours to include nights, weekends and holidays.
- Food Handlers, ServSafe Certified or equivalent.

TECHNICAL SKILLS REQUIRED

- Advanced cooking skills
- Advanced knife skills
- PC Skills - ☒ Intermediate Microsoft Office 365 Suite; Outlook, OneNote, Word, Excel, SharePoint

GENERAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of Job Duties and Expectations	Initiative
Adaptability and Flexibility	Organization and Planning
Analytical Ability	Creativity
Working Relations	Communication
Managing Productivity	Managing Costs and Profits
Development of Team Members	Organizational Relations
Conflict Resolution	Stress Management
Multi-Tasking	Record-Keeping
Relationship Building	Systemized Thinking

PHYSICAL REQUIREMENTS/ENVIRONMENT /WORKING CONDITIONS

- Store and office environment to include freezers and refrigerators; extended periods of walking and standing.
- May also require some reaching, bending, squatting and lifting a minimum of 50lbs.
- Repetitive use of hands and simple grasping with hands
- Frequent hand washing required.
- The position is store based and most of the time will be spent in the store with occasional meetings in store.
- Some exposure to chemicals, fire, gases and odors
- Standard office equipment, including PC, copier, fax machine, printer
- Maintain valid Driver license and auto insurance.

SUCCESS MEASURES

- Health Code Compliance
- Food Handling
- Food Quality
- Food Cost
- Staffing Levels & Labor Cost
- Direct Operating Expenses
- Ticket Times
- Housekeeping/Repair & Maintenance
- Attrition & Retention
- TATT Reviews
- Team Morale

Disclaimer

This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.

To Whom It May Concern,

As the owner of Old Europe Desserts, located next door to The Matador, I've had a front-row seat to the care and intention Zachary Melang has put into bringing this restaurant to life. From the start, it's been clear that his vision for The Matador is rooted in quality, hospitality, and respect for the neighborhood around him.

I believe their food offering will be a welcome addition to Greenville's late-night dining scene, particularly on weekends when options are limited and foot traffic remains strong. A thoughtfully run, full-service restaurant like The Matador helps make the area feel more active and safe — something that benefits neighboring businesses like mine and the community at large.

I fully endorse Zachary and The Matador in their effort to extend operating hours and offer more to our downtown after dark. I'm confident they'll continue to be responsible, professional neighbors, and a valuable part of the late-night experience in Greenville.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bobby Daugherty', with a stylized flourish extending to the right.

Bobby Daugherty

Old Europe Desserts

Sticky Charleston, LLC

701 East Bay Street, Suite 512
Charleston, Sc 29403

To Whom It May Concern,

As the landlord of The Matador's location in Charleston, South Carolina, I've had the opportunity to work directly with Zak Melang and his team over the past several years. In that time, they have proven to be excellent tenants — communicative, responsible, and committed to maintaining a high standard of operation.

The Matador is not just another restaurant — it's a thoughtfully run business that brings a level of professionalism and hospitality that's rare, particularly in the late-night space. Their team has consistently demonstrated care for the property, respect for the surrounding community, and a focus on creating a safe, quality experience for guests.

Based on my firsthand experience, I can confidently endorse their request for extended hours in Greenville. I have no doubt they will continue to be a positive presence and an asset to the downtown district.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Walldorf". The signature is fluid and cursive, with the first name "Chad" and last name "Walldorf" clearly distinguishable.

Chad Walldorf
Sticky Charleston, LLC

Rick Jacobson
PO Box 818
Lake Oswego, OR 97034

Greenville, South Carolina
Zoning Commission

May 15, 2025

RE: Matador operations, East Portland, Oregon

I understand that Matador Restaurant has applied to the Zoning Commission for late night hours of operation in the new Greenville location.

If I may, Matador has been leasing a restaurant building from me in Portland Oregon for nearly 20 years, and I am very familiar with their operation. They have consistently impressed me by how well they run their business. It is not just about making sales. From upper management to the local manager, the people at Matador have always performed as promised. They follow the rules. They keep the property clean and well maintained inside, and critically, just as well outside. Management cares deeply about the perception and reputation of their brand.

Matador strives to be a good neighbor. It is not a rowdy bar; it's just a cool place to go. Throughout their lease term I have never heard of a single complaint of unruly behavior by their customers. I am not aware of law enforcement having ever been called for any reason. The restaurant is popular in the community. People like it. Probably the most relevant thing I can say is that the customers they attract seem to generally be good people who simply want a clean and safe place to be with friends, and enjoy some great Mexican food and beverages.

If a City is looking for a nice business that brings people into the community together in a safe, fun and attractive environment, a Matador restaurant is hard to beat.

Sincerely,

Rick Jacobson

I am pleased to provide this reference letter on behalf of The Matador, a business that has consistently demonstrated outstanding commitment to being responsible tenants, community-minded operators, and contributors to the local economy.

The Matador has been a tenant at The Village at Meridian for the past 10 years and we have just renewed their lease for another 5 years.

The ownership group for The Matador and their local management team have been amazing to work with over the past decade, continually demonstrating an excellent track record of responsibility and reliability as tenants. They have consistently upheld their lease agreements with integrity, ensuring the property is well-maintained and adhering to all operational requirements. Their professionalism and dedication to maintaining a positive relationship with their landlord and neighboring businesses is commendable.

Beyond their operational excellence, The Matador has embraced a deep sense of community engagement. Their active involvement in local events, charitable initiatives, and support for small businesses reflects their dedication to strengthening our shopping center.

Additionally, The Matador significantly contributes to the local economy by providing stable employment opportunities and attracting both residents and visitors to the center. Their business not only enhances the dining landscape but also stimulates economic growth within our community.

It is with great confidence that I recommend The Matador as an exemplary tenant and responsible business. Their commitment to maintaining a high standard of professionalism and community involvement sets them apart.

If you have any further questions, please feel free to contact me at any time.

3597 E. Monarch Sky Ln #225
Meridian ID 83646

Hugh S. Crawford, CRX

Vice President – Property Management

O: 208.888.1701

M: 303.263.5385

hcrawford@centercal.com

Dear Zachary,

The Matador has been a tenant in my building for 17 years & has consistently done well even during the Pandemic. They are well managed and have a loyal following. Other restaurants have slowly started to colonize the area & create a restaurant district which is a terrific asset for our City. I have not had any complaints from neighbors & I believe that having the restaurant open late into the evening has stabilized the area with eyes on the street.

Don Vallaster
donv@vcarch.com

Dear Zak;

Our property located in Redmond Washington has had an excellent landlord/tenant relationship with the Matador folks for more than a decade, It has been a successful relationship in all manner since inception and our intention would be to continue indefinitely.

The restaurant enjoys a great reputation for food variety and quality as well as a comfortable bar drawing customers from the surrounding area. The establishment has contributed to our "old town " core by providing lunch through late night food and drink service to the community. We have never experienced any negative issues with their operations.

We would encourage your zoning board to grant the requested extended operating hours.

Regards,
John Priebe
Redmoor Properties



SECURITY PROPERTIES

May 15, 2025

RE: Matador

To Whom It May Concern,

As the owner of a particular mixed-use midrise building with 265 residential units over 9 ground-floor commercial tenants including a Matador location, I can confidently say that Matador has been an outstanding tenant. Their restaurant, which operates exclusively for patrons 21 and over, has never caused any disturbances or issues for our residents.

Despite being located directly beneath a significant number of residential units, we have never received a single complaint regarding noise, disruption, or the behavior of their patrons. Their operation is well-managed, respectful of the community, and clearly not a nightclub environment. Many of our residents are loyal customers, and the business contributes positively to the building's atmosphere and overall appeal.

Based on our experience, I fully support their efforts to extend operating hours, consistent with their other locations, and can attest to their professionalism, consideration for neighbors, and the high quality of their management.

Sincerely,

Ned Clapp
Senior Director of Development

Letter Supporting Extended Hours for The Matador Restaurant

To: The Greenville City Council

From: Sathya Williams

Date: May 28, 2025

Re: Support for The Matador Restaurant's Extended Operating Hours

Dear Members of the Greenville City Council,

I am writing to you as a fellow restaurateur who has built several successful establishments throughout the Carolinas, including Cibo Trattoria, Oh'Calcutta, and Spotted Cow in Winston-Salem. As someone who opened multiple restaurants during the most challenging period our industry has ever faced—the COVID-19 pandemic—I understand the vital role that restaurants play in creating vibrant, resilient communities. Today, I write to advocate for The Matador restaurant to be allowed to remain open past midnight, a decision that would benefit not only the establishment itself but the entire Greenville community.

I am currently in negotiations to sign a lease for our next Oh'Calcutta location in Greenville, and I'll be candid: The Matador's presence and operating model is a significant factor in my decision. Their commitment to serving the community—particularly our hardworking service industry professionals—until midnight demonstrates the kind of hospitality ecosystem that makes cities thrive.

Understanding the Pandemic's Lessons

When my partners and I opened Cibo Trattoria in 2020, at the height of the pandemic, 71% of restaurants in our region had laid off employees, and many predicted the death of fine dining. Yet we persevered, later opening Oh'Calcutta in February 2023 and Spotted Cow Steakhouse in February 2024. Why? Because we understood that restaurants are more than businesses—they are community anchors that provide employment, gathering spaces, and cultural vibrancy.

The pandemic taught us that service industry workers are essential to our communities. In Greenville alone, approximately 56,000 people work in leisure and hospitality—that's one in nine jobs. These dedicated professionals keep our cities vivacious and special, serving guests with warmth and professionalism often until late into the evening. Yet when their shifts end at 10 or 11 PM, where can they go to unwind, share a meal with colleagues, and enjoy the camaraderie that makes this demanding industry bearable?

The Matador: A Model for Service Industry Support

What draws me to The Matador is precisely their commitment to being more than just another restaurant. They've invested \$2 million in creating a space that serves as a restaurant and bar where

hardworking service industry workers can unwind and enjoy well-earned drinks and hearty meals after their shifts. Their extensive tequila program, scratch-made Mexican cuisine, and welcoming atmosphere create exactly the kind of establishment that service professionals need and deserve.

Research shows that late-night dining establishments generate a higher average customer spend (\$15) compared to other dayparts, and they serve a crucial social function for workers whose schedules don't align with traditional dining hours. When restaurants close at 9 or 10 PM, we're essentially telling our service workforce that the city shuts down when their workday ends. This is neither fair nor economically sensible.

Economic Benefits of Extended Hours

Greenville has rightfully earned recognition as one of "The Best Food Cities in the U.S." by Travel + Leisure and an "Unexpected U.S. Foodie Destination" by Lonely Planet. With over 1,000 restaurants countywide and 200+ within walking distance of downtown, you've created something special. However, community feedback consistently highlights the limited late-night dining options as a gap in the market.

Allowing The Matador to operate past midnight would:

- **Support Tourism:** Your 7 million annual visitors generated \$939 million in spending last year. Many of these visitors expect vibrant nightlife options befitting a cosmopolitan destination.
- **Attract Business Investment:** As someone preparing to open Oh'Calcutta in Greenville, I can attest that a thriving late-night scene signals a mature, dynamic market that attracts quality operators.
- **Retain Talent:** Young professionals aged 18-24 report they would dine out 53% more frequently if restaurants were open later. This demographic is crucial for Greenville's continued growth.
- **Generate Tax Revenue:** Extended hours mean additional sales tax and hospitality tax revenue without requiring any public investment.

A Partnership for Progress

The Matador has already demonstrated their commitment to responsible operations. Their policy of restricting minors after 9 PM shows thoughtfulness about creating an appropriate late-night environment. Their partnership with St. Jude Children's Research Hospital and collaboration with local artists like Brad Brown proves they're invested in Greenville's community fabric, not just profit margins.

As Greenville continues to evolve from a regional gem to a nationally recognized destination, the city's policies must evolve as well. Allowing The Matador to remain open past midnight isn't about changing

Greenville's character—it's about enhancing what already makes this city special: its warmth, sophistication, and commitment to hospitality.

Looking Forward

I urge the City Council to support The Matador's extended hours as a vote of confidence in Greenville's hospitality industry and the thousands of workers who make it possible. Cities like Winston-Salem and Charleston have thrived by creating environments where service industry professionals feel valued and supported. Greenville deserves nothing less.

My partners and I are excited about bringing Oh'Calcutta's modern Indo-fusion cuisine to Greenville, adding to your remarkable culinary diversity that already spans 34 countries. But we're looking for more than just a market—we're looking for a community that understands that great cities never truly sleep, and that our service industry workforce deserves places to gather, unwind, and feel appreciated after serving others all day.

Thank you for considering this important matter. The decision you make about The Matador's operating hours will send a clear message about Greenville's vision for its future. I hope that message will be one of inclusion, vitality, and support for the hardworking people who make Greenville's hospitality magic happen every single day.

Respectfully,

Sathya Williams

Owner, Cibo Trattoria, Oh'Calcutta, and Spotted Cow

Winston-Salem, North Carolina

P.S. I look forward to the day when I can host members of the City Council at our future Oh'Calcutta location in Greenville, where you'll experience firsthand how extended hours create opportunities for community connection and economic vitality.

Leon Capelouto
Landlord
Capelouto Development Co.
PO Box 19619
Seattle, WA 98116

May 15, 2025

To Whom It May Concern,

I am writing to wholeheartedly support The Matador restaurant, located at Matador Greenville, in their request to extend operating hours to 1:00 AM on weekdays and 2:00 AM on weekends.

As the landlord of the property where The Matador has been a tenant for over 20 years, I can confidently attest to their outstanding professionalism and exemplary conduct. During this time, I have never encountered any issues or received complaints related to their operations. The Matador is a cherished part of our community, known for its well-managed, disturbance-free environment and positive contributions to the neighborhood's vibrancy.

Their consistent commitment to operating responsibly and professionally gives me full confidence that the proposed extension of hours will be handled with the same care and respect they have always shown.

Please feel free to contact me at 206 579 0098 or shafrans@comcast.net if you have any questions or require additional information.

Sincerely,
Leon Capelouto
Landlord
Capelouto Development Co.



250 International Drive
Spartanburg, SC 29303

May 29th, 2025

To whom it may concern,

As an active member of the downtown community, I would be remiss if I didn't publicly praise what I have witnessed during the early development, opening, and all around valued local service that Zak Melang and his Matador venture has brought to the Main street area and specifically the West End as well. I have brought my family, clients and friends multiple times to his establishment. Frankly, Matador is bit of a breath of fresh air. The concept is unique to downtown. The atmosphere is mature, inviting and extremely professional. The clientele is truly a welcomed group of quality local customers. The custom décor is appreciated by all who have enjoyed a great meal and or cocktail. When considering the incoming development of multiple entertainment and music venues to the downtown area, (all of which are within short walking distance from Matador), I passionately suggest that being available with food and drink after the respective shows finish and audiences are still eager to enjoy the city, it would be of great value to the city and the local business community to have Matador available for further enjoyment. It would be a benefit to all who enjoy the many evening options that Greenville has to offer by permitting Matador to carry on and serve past midnight.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kenny Lawrence", written over the typed name.

Kenny Lawrence

Vice President/ General Manager
WSPA & WYCW -TV



2715 Reynolda Road, Winston-Salem, NC 27106 USA
Phone (336) 722-1616 • Fax (336) 722-1655
Jeff@SkyQuestInternational.com • www.SkyQuestInternational.com

Wednesday, May 28, 2025

City of Greenville Zoning Board
206 S Main St
Greenville, SC 29601

Dear Members of the Zoning Board,

I am writing as an investor in Matador South, which includes The Matador restaurants in Charleston, SC, Charlotte, NC, and the newly opened Greenville, SC location, to strongly support the request to extend operating hours for The Matador Greenville to 1:00 a.m. on weekdays and 2:00 a.m. on weekends.

With 21 years of excellence, The Matador Restaurant Group has earned its reputation as a leader in hospitality, delivering exceptional Mexican-inspired cuisine and craft agave spirits in a vibrant, welcoming environment. As an investor, I've seen firsthand how The Matador transforms downtown areas into thriving destinations. The Greenville location, which I celebrated at its unforgettable opening, is no exception, drawing locals, hotel guests, and visitors with its unique offerings.

Extending hours would address a clear demand for safe, high-quality late-night dining in downtown Greenville. In Charleston and Charlotte, where similar hours are permitted, The Matador operates with impeccable standards—prioritizing safety, staff training, and community respect. These extended hours are vital to our business model, enabling us to compete with nearby establishments and drive economic activity by boosting foot traffic and local commerce.

The Matador Greenville is a responsible tenant and a committed partner in enhancing our city's vibrancy. Approving this request will strengthen Greenville's reputation as a dynamic destination while supporting a proven business dedicated to excellence.

I respectfully urge the Zoning Board to grant The Matador Greenville's request for extended hours.

With Best Regards

A handwritten signature in blue ink, appearing to read "Jeff Melang". The signature is fluid and stylized, with a large loop at the end.

Jeff Melang
Executive Vice President & Accredited Senior Appraiser (ASA)

May 21, 2025

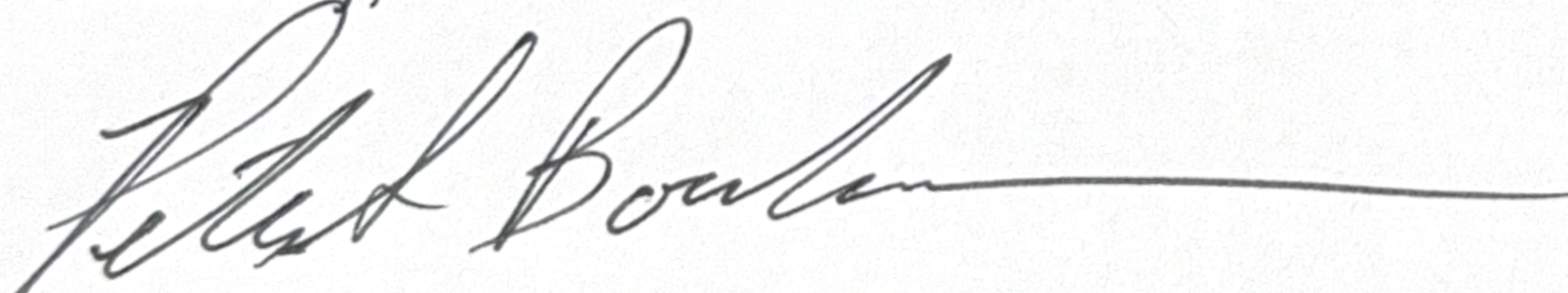
To Whom It May concern:

As a longtime business owner in Greenville, I've had the opportunity to get to know Zak Melang during the buildout of The Matador. In that time, I've been impressed by his approach to hospitality and his commitment to creating quality dining experience.

I know how important this decision is to our City. No one wants Greenville to become New Orleans. However, The Matador is exactly the kind of establishment we need more of downtown. It is welcoming, well managed, and focused on providing a safe and enjoyable late night option for locals and visitors. I'm especially fond of what they have done with the upstairs space of the former Husk building. This decision to operate late night is really a no brainer since our City leaders are well aware how well The Matador operates in Charlotte and in Charleston.

I fully support their request and trust that The Matador will continue to be a responsible and valued part of the Greenville community.

Sincerely,

A handwritten signature in dark ink, appearing to read "Peter S. Bouharoun", followed by a long horizontal line extending to the right.

Peter S. Bouharoun
Bouharoun's Fine Wines and Spirits

May 23, 2025

To whom it may concern,

As a proud supporter of vibrant, community-oriented development in downtown Greenville, I am pleased to offer my full support for The Matador's request to extend its operating hours.

The Matador is not simply a restaurant — it is a thoughtfully managed hospitality space that enhances the downtown experience. Their commitment to quality food, craft beverage offerings, and safe, welcoming service has already made a positive impact in cities across the country, and Greenville is no exception. Importantly, The Matador is not a nightclub or late-night bar drawing unruly crowds, but rather a destination for diners seeking a refined, late-night experience in a responsible setting.

Allowing The Matador to operate until 1 a.m. on weekdays and 2 a.m. on weekends aligns with its successful model in other cities and supports a growing need for late-night dining in downtown Greenville. Their presence after dark brings foot traffic, supports nearby businesses, and provides a reliable option for hotel guests, service workers, and locals alike.

From a civic and economic standpoint, restricting The Matador's hours only hinders downtown growth. Trueline Brands has demonstrated itself to be a responsible tenant and a valued community partner — the kind of business we want to see thrive here.

I strongly encourage city officials and the zoning board to grant this request and allow The Matador to continue contributing to the safe, lively, and inclusive future of downtown Greenville.

Sincerely,

Michael Grozier

Founder & CEO of Trueline Brands

401 Rhett St

Greenville, SC 29601

C: 504.416.4247

To Whom It May Concern,

As both the landlord and a partner in the development of The Matador Greenville, I am writing to express my full support for their request to extend operating hours until 2:00 a.m. on weekdays and weekends.

The Matador is not a nightclub or high-volume entertainment venue. It is a thoughtfully curated restaurant concept that serves elevated Mexican cuisine and premium tequila in a setting that aligns with Greenville's vision for a vibrant, walkable downtown. Their team has consistently demonstrated a high level of professionalism, operational integrity, and a sincere commitment to enhancing the surrounding community. In short order, The Matador has consistently packed the house with patrons drawn to the vibrant atmosphere and elevated menu, a firsthand reality I've witnessed myself, as I've seen guests turned away disappointed simply because there wasn't a seat left to offer or the lights were flicked on at 11:30 ushering patrons who just sat down ready to enjoy a late night meal.

From a property owner's standpoint, I can attest that The Matador has been a responsible and engaged tenant. They've made substantial investments in both the interior and exterior spaces and have helped elevate the corridor with an atmosphere that invites both locals and visitors to stay downtown later, safely and responsibly. Limiting their hours compared to peer establishments would not only hinder their long-term viability, it would also undercut the continued revitalization of the West End, which relies on responsible late-night activity to thrive.

For these reasons, I fully endorse their request and encourage the City of Greenville and the zoning board to grant the necessary approvals.

Sincerely,

Carter

The Whiskey Hotel Landlord & Partner.



**Planning Staff Report to
Board of Zoning Appeals
June 6, 2025**
for the June 12, 2025 Public Hearing

Docket Number:	S 25-380
Applicant:	King's Classical School (Michael Short)
Property Owner:	Augusta Heights Baptist Church
Property Location:	3018 Augusta Street and 105 Old Augusta Road
Tax Map Numbers:	021100-01-00400, 021100-01-00501
Acreage:	4.04
Zoning:	MX-2, Mixed Use 2 District and RH-C, Residential House C District
Proposal:	SPECIAL EXCEPTION to operate a 'School' use

Applicable Sections of the City of Greenville Code of Ordinances:

<i>Sec. 19-6.2.15.A.</i>	<i>Quasi-Judicial Review/Applicability</i>
<i>Sec. 19-6.2.15.D.2.</i>	<i>Special Exception Permit</i>

Staff Recommendation: Approve with conditions

Staff concludes that the Application complies with the standards to grant a Special Exception Permit for a 'School' use. If the Board decides to grant the Permit, Staff recommends the following conditions:

1. Operation of the facility shall be limited to a 'school' use, as defined by this Code, and shall substantially conform to the statements of the applicant and the content of the application. Modification of the facility's operation (including expansion of student count) shall require the applicant to seek a modification of the special exception permit.
2. A Type A transition screen designed in compliance with Division 19-4.8. of the Greenville Development Code shall be provided along the property line with 109 Old Augusta Road (TM# 021100-01-00500).
3. The Applicant shall address the comments and conditions from the city's Traffic Engineering Division. All requirements from the city's Engineering Services Department and SCDOT must be addressed prior to operation.
4. A copy of the special exception permit shall be maintained on the premises with other related inspection, licensing, and occupancy information.

Staff Analysis:

The Applicant, King's Classical School, requests special exception approval to operate a 'School' use at 3018 Augusta Street near the Pleasant Valley neighborhood.

Although the use of 'school' is permitted by right in MX-2 district, the use is only permitted by special exception in the RH-C district.

The subject property is the campus of the Augusta Heights Baptist Church. The site features an existing sanctuary building, offices, classrooms, a gymnasium, and garden. The church will remain, but a subdivision of land splitting these facilities may occur.

A special exception permit, S 04-13, for Samaritan House of Greenville, a food pantry, was approved by the Board of Zoning Appeals in 2004 for the former building at 105 Old Augusta Road.

The school will be "King's Classical School." A private school with a curriculum that combines biblical teaching with the classical education model.

According to the Applicant, the school will serve grades K5 (kindergarten, age 5) through 2nd grade, with a vision to add at least one grade level each year. The school is expected to serve approximately 76 students and employ 18 staff.

The stated hours of operation will be:

- Monday through Friday 8:30 a.m. to 2:30 p.m.

Attendance at the monthly Project Preview Meeting was required as part of this application and was held in person at the Prisma Health Welcome Center at Unity Park on April 22, 2025. A summary of the meeting was provided by the Applicant as part of the application materials.

A Special Exception Permit shall be approved only upon finding that the Applicant demonstrates ***all*** the following are met:

Standard a: The Proposed Special Exception Is Consistent with the Comprehensive Plan.

The GVL2040 Comprehensive Plan identifies the subject property in the 'Corridor Mixed-Use' classification as part of the future land use map but is functionally located in a transition between the 'Corridor Mixed-Use' and 'Sub-urban Residential' classifications. The property is also located within the 'Areas Suitable for Missing Middle Housing' classification.

Corridors are the major streets that connect nodes to each other, to Greenville's traditional neighborhoods, and to established nodes such as downtown Greenville. They are designed to safely support a range of travel options and are lined with buildings that engage the street at a scale and density similar to the Urban Nodes. The Corridors accommodate a blend of vertical and horizontal mix of land uses including commercial, retail, and residential. It is generally expected that all properties fronting the street will be included in this category and density and building heights will step up near Urban Nodes. Adjacent neighborhoods should be buffered where needed.

Land in the *Sub-urban Residential* classification is largely comprised of single-family homes with a range of 5-8 housing units per acre. Lots are generally larger than what is in Urban Residential areas and many streets do not have sidewalks or streetlights. Complementary uses customarily found in residential districts, such as community recreation facilities, places of worship, and schools, may be allowed in areas adjacent to Corridors and Urban Nodes.

Areas Suitable for Missing Middle Housing are suitable for a variety of housing types as identified in the Missing Middle Housing Study for Greenville City and County. The identified areas are 5 minute / ¼ mile walksheds around key centers of activity that include downtown, urban centers/downtown transition areas, neighborhood main streets, and key medical/ institutional facilities.

The proposed school use aligns with the complementary uses listed in the *Sub-urban Residential* classification and is compatible with the various commercial uses in the *Corridor Mixed-Use*.

Staff finds that the proposed use is consistent with the Comprehensive Plan.

Standard b: The Proposed Special Exception Complies With All Use Standards in Div. 19-3.4.

The Greenville Development Code does not have use specific standards for a school use.

The proposed school and site modifications would need to comply with the general development standards. Changes from the proposed layout may be required during administrative plan review.

Staff finds the use complies with the use standards of the Greenville Development Code.

Standard c: The Proposed Special Exception is Appropriate for its Location and Compatible with the Character of Surrounding Lands and the Uses Permitted in the Zoning Districts of Surrounding Lands, and Will Not Reduce Property Values of Surrounding Lands.

The zoning districts and land uses of adjacent property is as follows:

East:	General food and beverage (MX-2, Mixed Use 2)
North:	Single unit living and general food/beverage (RH-C, House C and MX-2)
West:	Single unit living (RH-C)
South:	Single unit living and multi-unit living (RH-C and MX-2)

The property is located near Pleasant Valley and is split zoned MX-2 and RH-C. The subject property features multiple one- and two-story buildings as well as a concealed cell tower. The school will use three of these buildings.

Surrounding properties are zoned RH-C and MX-2, offering a variety of uses including but not limited to retail, restaurants, and offices. Residential uses near the school are located to the sides and rear, including single family residences off Old Augusta Road and the Augusta Heights Apartments.

Two public schools, Blythe Academy of Languages and Hughes Academy of Science and Technology as well as a private school, The Chandler School, are located in the vicinity of the property.

With the appropriate conditions, the use is not anticipated to create a conflict with neighboring uses.

Staff finds, with appropriate conditions, the use is compatible with surrounding lands.

Standard d. The Design of the Proposed Special Exception Minimizes Adverse Effects, Including Visual Impacts of the Proposed Use on Adjacent Lands; Furthermore, the Proposed Special Exception Does Not Impose Significant Adverse Impact on Surrounding Lands Regarding Service Delivery, Parking and Loading, Odors, Noise, Glare, Vibration, and Does Not Create a Nuisance.

The proposed use will use existing buildings. No changes are proposed on the exterior of the buildings. The site will be modified to account for parking and provide a playground for the new use. The playground area will abut a nearby residence. Fencing around the playground is planned and will need to comply with fence design and height limitations. The Applicant indicated a willingness to screen the new playground, if warranted by the Board. No adverse visual impacts are anticipated from the use.

Off-street parking for the use will come from the existing parking areas on-site. The parking lot will be redesigned for the proposed use. New site modifications will be required to comply with the city's parking and landscaping requirements.

Loading/unloading for the use is expected to occur from the on-site parking areas. Trash collection was not accounted for. An existing dumpster on-site may be used, otherwise a new facility will be needed. No adverse impacts are anticipated regarding delivery, parking, loading, and odors.

Traffic generation and driveway access are not listed as part of the adverse impact criteria and are generally outside of the Board's scope of review; however, excess traffic from the use could be interpreted as a nuisance. Augusta Street is maintained by SCDOT, while Old Augusta Road is a city-maintained road. The Applicant has begun coordinating pickup/drop-off for the use with the City of Greenville Traffic Engineering Division and the South Carolina Department of Transportation. A traffic

study warrant form has been submitted to the city according to the city's Traffic Engineering Division. Traffic Engineering staff will determine if a traffic study will be required based on information provided in the form. Traffic Engineering staff have asked the Applicant and their engineer to address questions based on the concept plan (see Comments and Conditions at end of the staff report). As part of the application narrative, the Applicant indicated that they do not anticipate backups during pickup (before 8:30 a.m.) and drop-off (before/after 2:30 p.m.) hours but would take measures to ensure traffic does not block public roads or access to neighboring properties. Initial comments from Traffic Engineering staff indicate that changes to the site and internal circulation plan will be required to ensure that does not occur.

No vibration is expected from the use. Noise from the use should be minimal.

With the appropriate conditions, no substantial adverse noise and vibration impacts are anticipated nor is the use anticipated to create a public nuisance.

Staff finds, with appropriate conditions, the use and its design will not have substantial adverse impacts.

Staff Comments and Conditions

City Engineer

Comments:

No comments at time of staff report posting.

Civil Engineer

Comments:

The property's street frontages shall be evaluated for compliance with city's sidewalk standards. Existing sidewalk along Augusta Street may require improvements or replacement. New sidewalk along Old Augusta Road may be required based on the scope of work.

Environmental Engineer

Comments:

No comments.

Traffic Engineer

Comments and Conditions:

Further coordination with the city's Traffic Engineering Division is needed. The following questions shall be adequately answered and addressed during administrative plan review if the use is approved:

Is the proposed parking at the front of the building intended for parents to park while dropping off and picking up their children? Or is the drop-off line going to be continuous flow, with children getting out of the vehicles on their own?

Lack of visibility between vehicles backing out of the angled parking spaces and vehicles coming around the building in the driveway will be problematic.

What steps will be taken by the school to prevent queuing onto Augusta Street?

S 25-380
3018 Augusta Street

The exit onto Old Augusta Rd. conflicts with the 3-way stop at the intersection with Beck Avenue. How will the resulting on-site queuing be addressed? Visibility will be severely compromised, especially for those drivers wishing to turn left.

Is it possible to reverse the direction of traffic flow, with drivers entering via northbound Old Augusta Rd. and exiting with a right turn only onto Augusta Street?

Fire Department

Comments:

No comments.



APPLICATION FOR SPECIAL EXCEPTION

Contact Planning & Development (864) 467-4476 or planning@greenvillesc.gov

APPLICANT/OWNER INFORMATION

*Indicates Required Field

APPLICANT

PROPERTY OWNER

*Name:	Michael Short - King's Classical School	Augusta Heights Baptist Church
*Title:	Treasurer	
*Address:	[REDACTED]	[REDACTED]
*State:	[REDACTED]	[REDACTED]
*Zip:	[REDACTED]	[REDACTED]
*Phone:	[REDACTED]	[REDACTED]
*Email:	[REDACTED]	

APPLICANT'S AGENT¹:

Michael Short

Treasurer/ King's Classical School

Name

Title / Organization

[REDACTED]

[REDACTED]

Phone

Email

(¹Optional Field- includes project architects, engineers, attorneys, representatives, etc.)

PROPERTY INFORMATION

STREET ADDRESS: 105 Old Augusta Rd and 3018T Augusta St

TAX PARCEL #: 0211000100501 and 02ACREAGE: 2.5 ZONING DESIGNATION: RH-C and MX-2

*Pursuant to S.C. Code Ann. § 6-29-1145, I hereby attest that the tract or parcel of land subject to this application IS NOT restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

Initial: MS

REQUEST

Refer to Article 19-3, Use Regulations, of the Greenville Development Code

PROPOSED LAND USE: School

DESCRIPTION OF PROPOSED USE:

Private Elementary School

INSTRUCTIONS

1. Refer to the application timeline on Page 4 of this application for a detailed overview of this process.
2. Prior to submitting this application, an Applicant must schedule a pre-application conference with the Administrator to discuss the procedures, standards, and regulations required for approval. Contact the Planning and Zoning Division to schedule a pre-application conference. The email address is planning@greenvillesc.gov and the phone number is 864-467-4476.
3. The questions on Page 3 of this application are the criteria that the Board will use to judge an application. Ensure answers demonstrate how and why the application meets the requirements for the granting of a special exception permit. See **Section 19-6.2.15.(D)(2)** for additional information. An Applicant must attach a separate sheet addressing these questions. To find the Comprehensive Plan and the Greenville Development Code use standards, visit www.greenvillesc.gov/planningzoning.
4. Supplemental information will need to be included with this application as well. A floor plan and/or a site plan showing the existing and proposed conditions associated with the application is generally necessary. A zoning compliance application may also be required for some special exception applications.

For site plans, attach a scaled drawing of the property that reflects, at a minimum, the following:

- (a) property lines, existing buildings, and other relevant site improvements;
- (b) the nature (and dimensions) of the proposed development (activity);
- (c) existing buildings and other relevant site improvements on adjacent properties; and,
- (d) topographic, natural features, etc. relevant to the requested special exception.

5. The application must be received by the Planning and Zoning Division no later than 2:00 p.m. of the date reflected on the Board of Zoning Appeals meeting schedule. The application can be emailed to planning@greenvillesc.gov.
6. The Administrator will acknowledge receipt of the application and will provide instructions on application fee payment. The required application fee is \$250.00.
7. The Administrator will review the application for "completeness" pursuant to **Section 19-6.2.1(B)(3) Completeness Determination**, prior to proceeding with public notice. If the application is determined to be "incomplete," the Administrator will contact the Applicant to request that the applicant resolve the deficiencies.
8. The Applicant must post the subject property at least 15 calendar days (but not more than 18 days) prior to the scheduled hearing date. Additionally, the Applicant is responsible for preparing and mailing the written notice at least 15 calendar days prior to the public hearing. Posted and mailed notice instructions will be provided to the Applicant by the Administrator after application is determined to be complete.

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.

If the Planning and Zoning Division 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 Administrator will indicate in its report to the Board of Zoning Appeals that granting the requested change would not likely result in the benefit the Applicant seeks.

APPLICANT / AGENT SIGNATURE:	Digitally signed by Michael Short DN: c=US, o=NAI Earle Furman, OU=Project Management, CN=Michael Short Date: 2025.04.07 10:26:16-04'00' Michael Short	DATE: 4/7/2005
PROPERTY OWNER SIGNATURE:	Signed by: A8CD1D83E1E64D9 Lynn Fox	DATE: 4/7/2025

APPLICANT RESPONSE TO

SECTION 19- 6.2.15(D)(2) - SPECIAL EXCEPTION PERMIT

The following questions are the criteria that the Board will use to judge an application. Ensure answers thoroughly demonstrate how and why the application meets the requirements for the granting of a special exception.

Please attach a separate sheet that addresses each of the following questions:

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED SPECIAL EXCEPTION IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

2. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL COMPLY WITH THE STANDARDS IN **SECTION 19-3.4, USE STANDARDS.**

3. DESCRIBE THE WAYS IN WHICH THE REQUEST IS APPROPRIATE FOR ITS LOCATION AND IS COMPATIBLE WITH THE CHARACTER OF EXISTING AND PERMITTED USES OF SURROUNDING LANDS AND WILL NOT REDUCE THE PROPERTY VALUES THEREOF.

4. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL MINIMIZE ADVERSE EFFECTS ON ADJACENT LANDS INCLUDING:
 - A. VISUAL IMPACTS;
 - B. SERVICE DELIVERY;
 - C. PARKING AND LOADING;
 - D. ODORS;
 - E. NOISE;
 - F. GLARE;
 - G. AND, VIBRATION.

Section 6.2.15(B) Application Requirements
Application Timeline

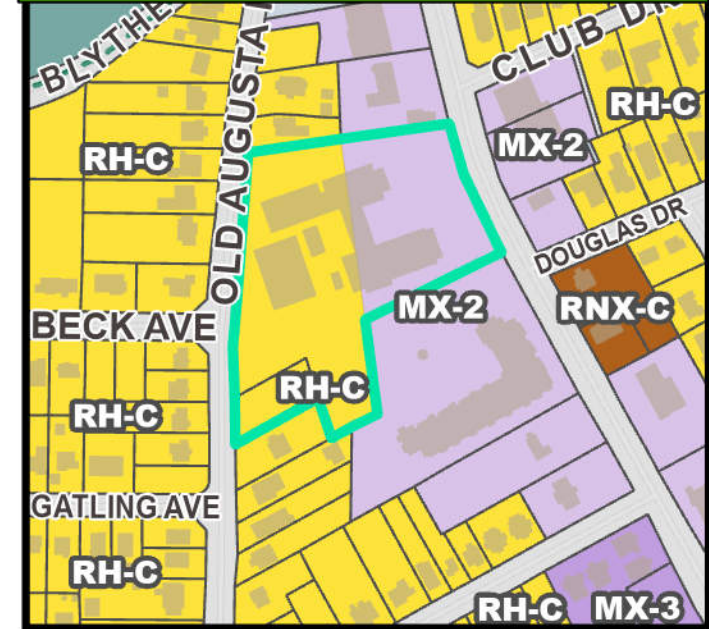


1. Describe the ways in which the proposed special exception is consistent with the Comprehensive Plan.
 - a. The comprehensive plan shows that this area is blend of Corridor Mixed-Use and Suburban Residential. The special exception is needed for the rear of the property that is zoned RH-C which would be in keeping with Suburban Residential on the Comprehensive Plan. Schools are a complementary residential use that may be allowed in areas adjacent to Corridors. Our project is an adaptive reuse of the existing building so the density and building height will not be altered.
2. Describe the ways in which the request will comply with the standards in Section 19-3.4, Use Standards.
 - a. School is a use allowed with a special exception in RH-C zoning. Use standards do not apply.
3. Describe the ways in which the request is appropriate for its location and is compatible with the character of existing and permitted uses of surrounding lands and will not reduce the property values thereof.
 - a. Schools are an integral part of all residential neighborhoods and help to create a vibrant community. The Augusta Heights Baptist Church Sanctuary has been a fixture of this area for the past 70 years. Our adaptive reuse of this structure will ensure that it remains a part of the fabric of this neighborhood for years to come. Having a private school that is walkable to the surround community should help increase property values and will provide multiple educational opportunities.
4. Describe the ways in which the request will minimize adverse impacts on adjacent lands including:
 - a. Visual Impacts: A playground will be added to the rear of the property. It will be fenced in for security purposes. That fence could be used to screen the playground if needed.
 - b. Service Delivery: The school parking lot will be sufficiently large that any deliveries would not impact local roads.
 - c. Parking and Loadings: The school parking lot will allow all parking to be onsite and not impact adjacent land uses. Student drop off is being coordinated with SCDOT and City of Greenville to ensure that it will not impact local roads. We have an onsite que that will get all cars off the road during pick up and drop off.
 - d. Noise: I am not aware of any noise issues that could be created. The school will be in service from 8:30-2:30 Mon-Fri.
 - e. Glare: No glare issues will be created.
 - f. Vibration: No vibration issues will be created.

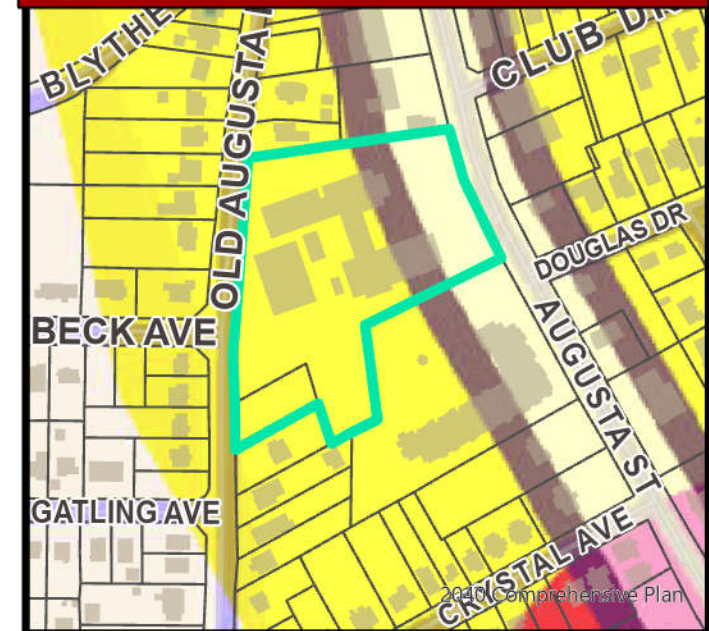
AERIAL VIEW



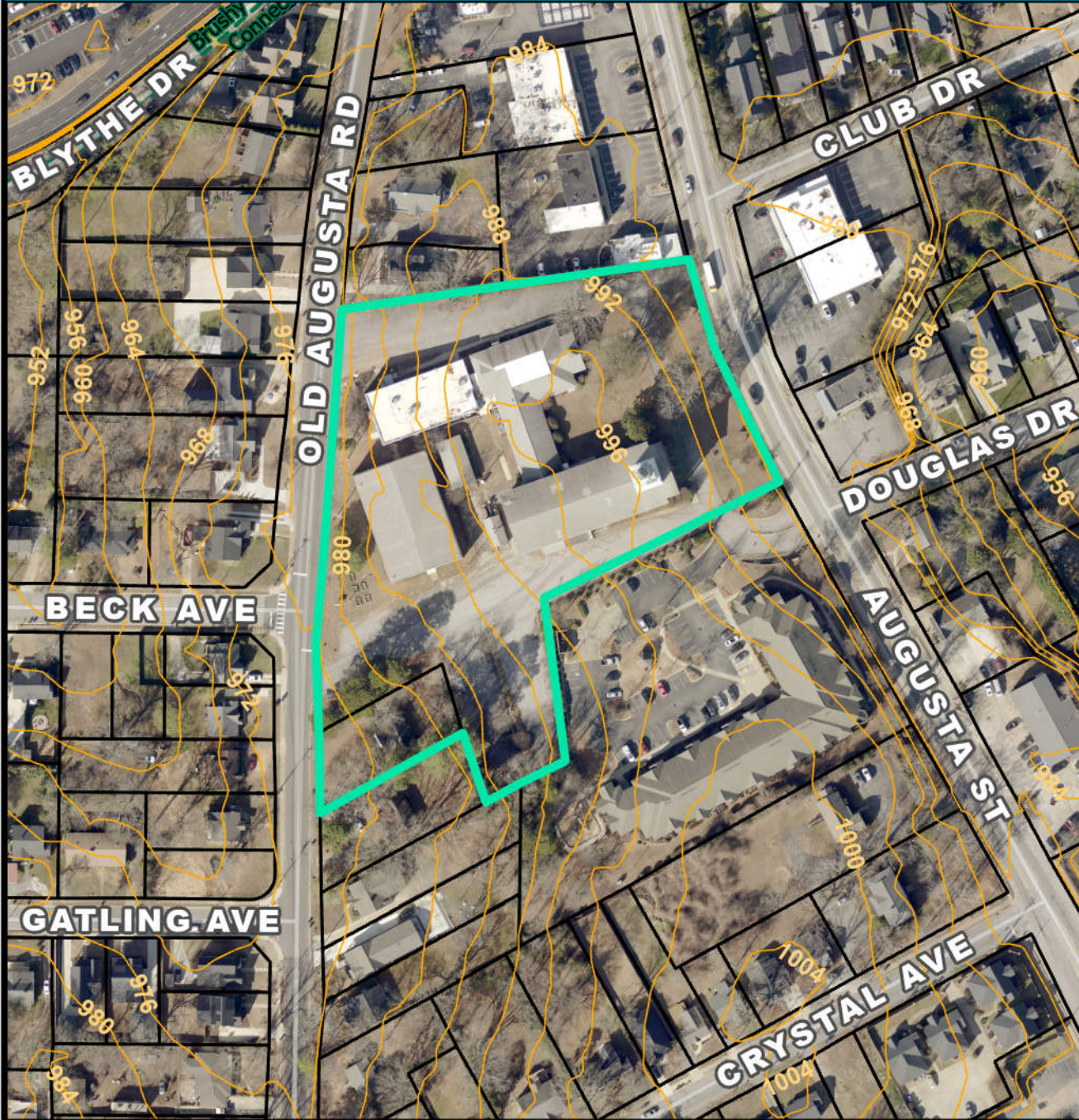
CURRENT ZONING



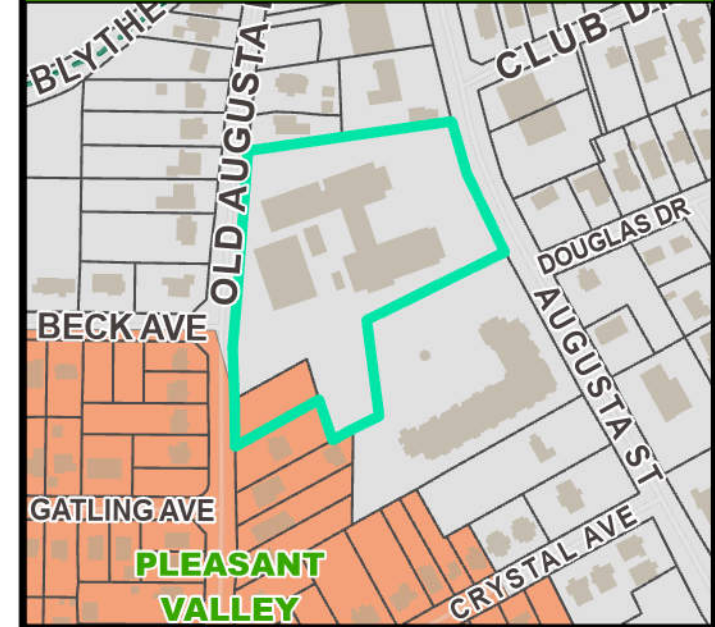
FUTURE LAND USE



NATURAL / ENVIRONMENTAL FEATURES



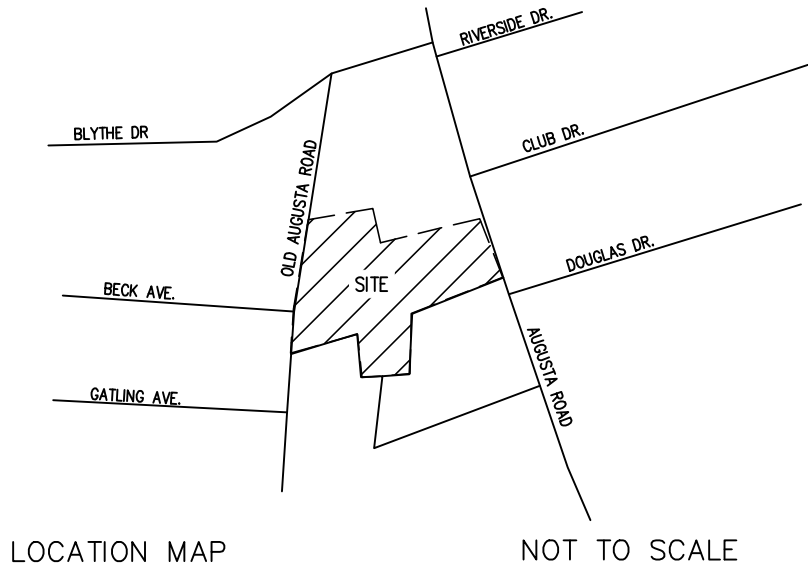
SPECIAL EMPHASIS NEIGHBORHOODS



PRESERVATION OVERLAYS







EXISTING PARKING - 49 SPACES
PROPOSED PARKING - 84 SPACES

Schematic Parking Layout

Kings Classical School

Greenville County, South Carolina

Scale: 1" = 50'

Property Address: 3018 Augusta Street

Tax Pin: 0211000100400

Date: 01-20-2025

Field Crew: XXXXX

Drawn By: AGB

SITE DESIGN, INC.

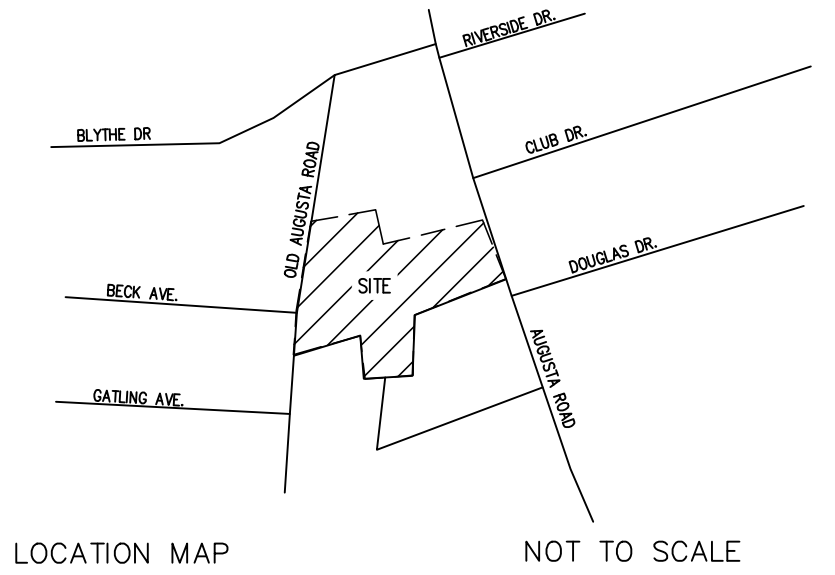
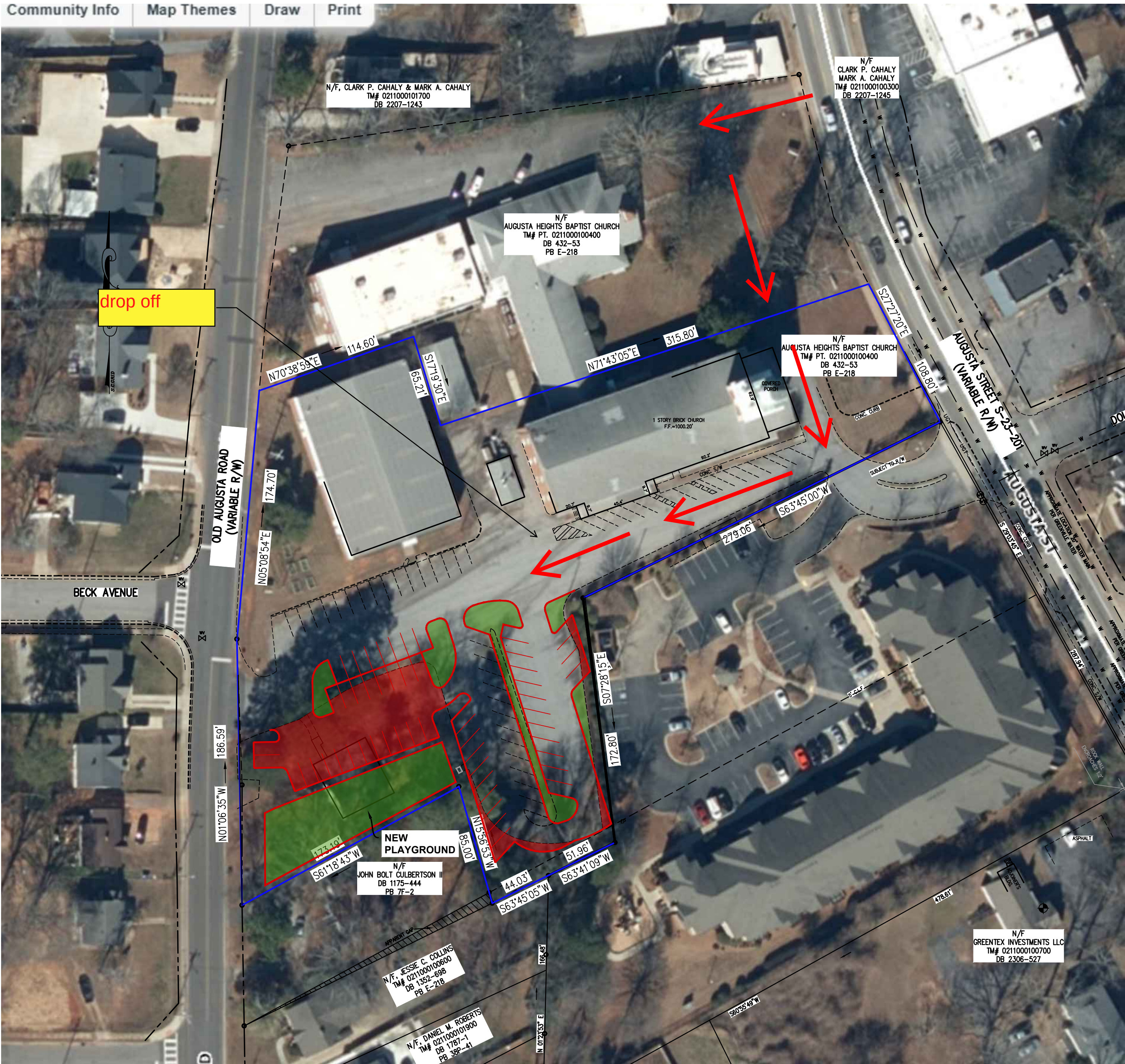
Civil Engineers - Surveyors - Landscape Architects

420 East Park Ave, Suite 100 Greenville, SC 29601

PH: (864)271-0496 FAX: (864)271-0402

www.sitedesign-inc.com

Community Info | Map Themes | Draw | Print



NEW PAVEMENT
NEW LANDSCAPE AREAS/PLAYGROUND

PARKING LOT MODIFICATION
KINGS CLASSICAL SCHOOL
GREENVILLE COUNTY, SOUTH CAROLINA

SCALE 1" = 50'	PROPERTY ADDRESS 3018 AUGUSTA STREET	TAX PIN 0211000100400
DATE 01-20-2025	FIELD CREW XXXXX	DRAWN BY AGB

SITE DESIGN, INC.
CIVIL ENGINEERS - SURVEYORS - LANDSCAPE ARCHITECTS
420 EAST PARK AVE, SUITE 100 GREENVILLE, SC 29601
PH: (864)271-0496 FAX: (864)271-0402
www.sitedesign-inc.com



PROJECT PREVIEW MEETING (PPM) RESPONSE FORM

Contact Planning & Development (864) 467-4476 or planning@greenvillesc.gov

APPLICANT/OWNER INFORMATION

*Indicates Required Field

APPLICANT

*Project Type:	King's Classical School
*Name:	King's Classical School
*Address:	3018T Augusta St
*City/State:	Greenville, SC
*Zip:	
*Phone:	
*Email:	

PROPERTY INFORMATION

*TAX MAP #(S): 0211000100400 & 0211000100501

*PROPERTY ADDRESS: 3018T Augusta St

*CURRENT ZONING DESIGNATION: RH-C and MX-2

*BRIEF DESCRIPTION OF PROJECT
REQUEST: Special Exception to allow a school use in RH-C.

For the following items, fill out in response to the public's attendance and reaction to your presented project.

*DATE ATTENDED PPM: 4/22/25 *NUMBER OF PEOPLE WHO VISITED STATION: 4

*NAME OF ATTENDEES WHO REPRESENTED PROJECT: Michael Short

*DESCRIBE MAIN QUESTIONS RECEIVED AND RESPONSES
PROVIDED:

The main questions was what work will take place. The existing buildings will be renovated for the school use.

*PROVIDE OVERALL SUMMARY OF DISCUSSION WITH ATTENDEES REGARDING YOUR PROJECT:

The Mayor and City Manager stopped by. They thought this was a great use of the property. Noone had any concerns

*DETAIL ANY SPECIFIC QUESTIONS OR AREAS OF INTEREST FROM COMMUNITY: _____

*DETAIL ANY COMMENTS OR CONCERNS EXPRESSED BY ATTENDEES: _____

No concerns.

*WERE ANY COMMENTS OR PHONE CALLS RECEIVED FROM COMMUNITY OUTSIDE OF THE PPM? IF SO,
PLEASE SUMMARIZE: No

*ARE THERE ANY ITEMS YOU WOULD TO DISCUSS WITH STAFF? No

*DO YOU PLAN TO MODIFY OR REVISE YOUR PROPOSAL BASED ON COMMENTS OR INPUT RECEIVED AT THE
PPM? IF SO, PLEASE DISCUSS: No

*ANY ENGAGEMENT WITH NEIGHBORHOOD OR COMMUNITY OUTSIDE OF THE PPM? IF SO WHEN/WHERE?
No

*ANY SUGGESTIONS TO IMPROVE THE PPM PROCESS IN THE FUTURE? No

OVERALL TYPE OF FEEDBACK RECEIVED

*Select one: ☒ Positive ☐ Negative ☐ Neutral

****PLEASE COMPLETE AND EMAIL TO PLANNING@GREENVILLESC.GOV BY END OF WEEK
FROM THE PROJECT PREVIEW MEETING.***

CITY OF GREENVILLE PROJECT PREVIEW MEETING RESPONSE FORM

Rev. 2/28/2024