

**Meeting Minutes of the Design Review Board (DRB)
Virtual Zoom Meeting
Tuesday, January 5, 2021**

The Design Review Board (DRB) met via Virtual Zoom Meeting on Tuesday, January 5, 2021 at 5:30PM. The following Board members were in attendance; Kevin DeMark, Lucy Lynch, Ricky Richardson, and Carolyn Schoepf. Absent was Lauren Rogers. Representing the Planning Department were Martin Livingston, Community Development Director; Emily Thomas, Planner I; and Julie Roland, Administrative Assistant. Also in attendance were Chris Story, City Manager; and Craig Lewis, Stantec Design Consultant.

Roll Call

Mr. DeMark, the Chair, called the meeting to order and stated that notice of this meeting was posted and provided to the media 24 hours in advance as required by the Freedom of Information Act.

Mr. DeMark said four members of the Board were present, constituting a quorum; and he went over the procedure for the meeting.

Mr. Richardson moved approval of the minutes for the meeting dated December 1, 2020. Ms. Schoepf seconded, and the motion was approved by a vote of 4-0.

Old Business: None

New Business:

The Design Review Board has received a request regarding Preliminary Review and Approval of proposed building's form, massing, and placement on the site for proposed Covered Patio and New Overhead Door, located in the DT-6 District at 176 N. Liberty Street, Parcel # 7-12-18-043.00, from Leo Sicilia, GPN Architecture, Applicant; on behalf of Jeffery Rigsby, Rigsby's LLC, Owner.

Mr. Leo Sicilia shared slides and said so, what we are proposing to do in this site as you can see is 176 North Liberty Street. If I can zoom out, I don't know if you're getting the whole sheet there, Martin. All right. That's close enough. Essentially, that is the site of a proposed essentially a covered patio for what will be a Rigsby's restaurant. Currently, I believe it's the Hub City Co-op that's at this site and a portion of the existing parking will be converted for outdoor dining in a covered patio form. So, as we progressed with the slides, I think the drawings will present a clear picture of that. There is a zoomed in version of the project site. Within that orange transparent area, you see the main building where the Hub City Co-op is. You see essentially there is a lot of parking for this site and we're going to use a portion of that as you'll see in the future slide. All right, this is the breakdown of the zoning requirements per the site location. This project site is in zone DT-6, of which I believe we meet all of the minimum requirements as an accessory structure. There you see the existing site conditions. I don't know if you all can see that all well but basically, you have your building, which lies mostly in the center of the site. You have parking in the North side adjacent to the East St. John Street, and you also have parking on the South of the existing building, and we're going to utilize some of the parking on the South side

there. So, if you go to the next sheet, Martin, I think you will have a better idea. These are some pictures of this existing building and the photographs as you see they are representative of the area that we're looking to convert essentially to a covered patio. So, you'll see that row of parking spaces there, which is about I believe eight spaces that will be converted to a covered patio. That's how it looks now, those photographs, I would say that they were taken about two months ago. So, if we zoom out, you all can see now in floor plan in the next sheet. You can see there in the floor plan just how much of that parking is being taken in by this patio. It's essentially eight spaces in which we're providing an area for outdoor eating. This was a design intent based off of, I believe is the basic COVID condition; all the tables are spaced six feet apart minimum and the design of which will move further and see is one that compliments the existing building. Rigsby's has the intent to maintain the same exterior conditions as you saw them in the previous picture. So, they are not looking to change the paint scheme or the trim scheme. They're looking to maintain that. So, this proposed patio and its finishes is going to try its best to reflect those existing conditions such as the existing painted brick, and as you will see in the future slides, you'll have a better idea of that. But within this floor plan, you can get a sense of just how much seating there will be, the space, and we make call outs to planting. In further sheets, you will get more into detail of that as well. What you have here is a colored elevation of the covered patio. The way it will be done, it's that we're going to provide masonry half walls basically as, not only as a protection from vehicles because it will be adjacent to vehicular access, but also as a means of privacy. These half walls will have several peers specifically spaced for posts that will hold up the roof structure above. They will be covered brick veneers painted to match the existing building. We'll finish those half walls with concrete capstone and the structure of the framing above obviously will be wood and it will be stained in a way that it will be complimentary to the existing conditions. And then the framing itself will be covered with a seamless metal roof that would also match the existing roof of the building as it is now in color. I will make a note and Craig made a note about the roof of this covered patio will not be vaulted. The existing building does have a barrel roof, I'm sorry. We believe that for price purposes, we will not be able to make this a barrel roof, rather a gabled roof with a seamless metal roof to match at least the color of the existing barrel roof of the Hub City Co-op building. Here is a more elaborate drawing demonstrating materials and finishes, several dimensions, and just an overall sense of how this covered patio would feel and look. Here in this slide, you have the actual materials being presented. It is the intent to have these bricks be painted to match the existing building so it's harmonious and it looks as one cohesive design intent. Now, apart from the covered patio, what Rigsby's is looking to do as far as some minimal exterior changes is to provide and replace existing glazing and convert that to overhead doors so that the public can have access to interior and outside and vice versa in a more easily accessible fashion than currently as it exists. You would have to go through a main door whereas what they're proposing and what we're showing here is to convert one of those glazings into an overhead door, to make it operable.

Mr. Livingston said okay. I think that is the completion of the presentation and the next couple of slides are Craig's comments.

Mr. Sicilia said thanks everybody.

Mr. Lewis said thank you. I will be very brief in my comments. This is an accessory structure. The only thing that's particularly of note for this particular structure is the fact that it does actually back up to a street. If you know the area, Woodrow is right behind it. But there's a very

big retaining wall. So, it's effectively not really a street. It really is sort of a service alley, but there are buildings that do front on it. So, it's a little bit of an odd ball but everything in downtown is. I just wanted you all to be aware of that situation. This is going to be on top of the retaining wall or if looking down over the top of that. I don't see that as being a big issue, this an accessory structure, may or may not be permanent over the long term, and I think they've done a very good job at detailing the outdoor seating area. So, I recommend approval.

Mr. DeMark said can I ask a question, looking at this floor plan, is there an addition to the building on the backside as well.

Mr. Sicilia said no, sir.

Mr. DeMark said I thought the backside was flat, but in this drawing, it shows that there's like a bump out, what looks like the kitchen or something.

Mr. Sicilia said yeah, I'm just going to say no. There will be no additions to this building other than the accessory structure proposed.

Mr. DeMark said because I thought there were two stacks of parking on the St. John Street and what's showed there is not two sides of parking, or Am I misreading that.

Mr. Sicilia said there are two sides of parking. This site plan doesn't show the most Southern portion that shows a vast more amount of parking if you will. So, we're only zooming into the areas that essentially, we're going to be altering.

Mr. DeMark said Martin, do you know what I'm talking about.

Mr. Livingston said yes. In the photos of the plans, the city's cute public site, it shows two rows of parking in the back and the building is essentially flat.

Mr. Sicilia said all right. Martin, if you don't mind, I believe Kyle Henry might also be on this call. He is asking to be allowed to speak if that would be okay. He's from GPN architecture.

Mr. Livingston said I can promote him.

Mr. Lewis said what you're saying on the backside of that is, if you can pull up street view, there's one bay of parking along St. John and there looks like condenser units that may have a small fence around them on the outside. That's the condition.

Mr. DeMark said okay. It's not an extension to the building.

Mr. Lewis said no.

Mr. DeMark said it just looks like there's a door there. That's why I was confused.

Mr. Lewis said it does.

Mr. Kyle Henry said yeah, Craig, you're 100% correct. Thank you, Martin, for giving me access to speak. Yeah, what you're seeing back there, Kevin, is there's an existing screen wall around

the ground mounted HVAC unit that serves probably 80 or maybe 75% of the main floor and where the previous condensing units were for the refrigeration, and then the dumpster screen that's currently existing. So, that's what you're seeing on St. John Street.

Mr. DeMark said I wanted to make sure we weren't adding something on the other side.

Mr. Henry said that's correct.

Mr. DeMark said okay.

Mr. Henry said and just another note too, in one of those initial slides, and it doesn't show up on the site plan that we're looking at now, but one of the acquisitions that the ownership team has made is that lower parking lot that backs up to the Business and Technology Center. There you go. You can see it just to the South of where it's listed as project site. So, they also control that lower level parking that's down there as well as the road that we back up to. I think that is all now under their control and under their ownership. So, one of the things that we're working on and considering is how to get the patrons there using that lower level parking safely up to the front door. So, we've got a couple of small things that we'll be doing on that access ramp to provide a safe pedestrian way from that lower level parking to the sidewalk on Liberty Street.

Mr. DeMark said okay, great. Sorry to interrupt. I just wanted to make sure I wasn't seeing something.

Mr. Sicilia said yes, sir.

Mr. DeMark said does that conclude your presentation.

Mr. Sicilia said I believe it does. Kyle, unless you want to add anything, I believe I'm finished.

Mr. Henry said yeah, it does. Again, just a little bit of FYI, that patio is planned to be probably three to four seasons. We're going to be adding ceiling fans in there, lighting inside, gas heaters. There'll be some gas heaters on the tables. So, it's going to be a very functional space that the folks coming to downtown and patronizing the Rigsby's Hub City, it will be used almost year-round. So, I think it'll be a great addition to the site and great addition to downtown.

Mr. DeMark said great. He opened the public hearing portion and asked if anyone in the listening audience wished to speak in favor of the request. There were none. He asked if anyone wished to speak in opposition of the request or just had any questions. There were none. Mr. DeMark closed the public hearing portion of the meeting.

Board Comments/Deliberation:

Mr. DeMark said great. How about any comments from the Board.

Mr. Richardson said I think it's a super addition and I'm curious what the timeframe is for them to build it.

Mr. Henry said we are currently in the final stages of finalizing the renovation plans for the interior. We've actually hit a little bit of a slowdown just internally in our office. I'm actually working remotely just with some COVID issues. We've got a couple of folks in the office that have been sick. That's slowed us down a little bit. But in a perfect world, we'd like to be beginning construction early in February. So, we'll see how all of our permitting goes with the city here, starting hopefully within the next week to 10 days and getting our contractor on board and then ... my guess that puts us into early second quarter, mid second quarter opening.

Mr. Richardson said great. Good luck. I think it's great.

Mr. Henry said thank you, Ricky.

Mr. DeMark said any other comments from anybody. I'd like to say that I think it's a great addition, and the package is complete. I appreciate that. I think Craig commented on the completeness of the package as well. I like it. I think it will be great for downtown. Does anyone have a motion.

Ms. Schoepf made a motion for final approval on the proposed design, and was seconded by Mr. DeMark. The motion passed with a vote of 4-0.

The Design Review Board has received a request regarding Preliminary Review & Approval of proposed building's form, massing, and placement on the site for a proposed new mixed-use project, located in the DT-5 District at 578 N. Church Street, Parcel # 7-12-01-174.00, from William Gray, Applicant & Architect, McMillan Pazdan Smith; on behalf of Northside Development Group, Owners.

Mr. Livingston said the next project is the former Sunshine Inn site located at 578 North Church Street. I will share my screen and promote the panelist. The speakers will be Danny Balon, who's the engineer, Michael Fletcher, which is the developer and William Gray, which is the architect. I'll be sharing the screen. The project again is located at 578 North Church Street between Church Street and Magnolia Street. The architect can take control of the screen. There should be some controls at the top or bottom of the screen that allows you to take control of the screen, William or Danny.

Mr. William Gray said thanks again, everybody for your time this evening and letting us come before you again. We've made a few changes mostly to the site but we've added some additional information that we're excited to share with you. Don't be intimidated by this first slide. I took out all the other ones that you saw previously of the site photos. So, we won't go through those. But I'll try to go through this quickly and not repeat myself too much from previous hearings. Just to remind everybody, this is the former Sunshine Inn site across from Wofford and the Evins home on Church Street. As you can see, it's highlighted in yellow. This is Church Street here, Magnolia Street's labeled and it's just this yellow wedge. Okay. Here's the site plan. I'm probably going to drop off and let Danny field some of the revisions we've made to the site plan. But at this point, this is probably very familiar with you all. The building is pushed up to Church Street. We have this internal courtyard common space. And then the site is as a U, have parking around it, that butt's Magnolia Street with a vegetative screen along Magnolia Street. Again, I know that in previous hearings there were some questions about the proximity of this to the Ellington. You

can see the Ellington footprint ghosted in across Magnolia Street just to give you an idea of context. Danny, are you on.

Mr. Danny Balon said I am. Can you hear me.

Mr. Gray said yeah. Would you like to go through the site and then the site section.

Mr. Balon said sorry, my camera's not working, so I'm just on sound. But the site plan is pretty close to what it was, what everyone's seen before. There's two access points on Church Street. There's a full access at the red light that's lined up with Evans Street. There's also a right in, right out further West along North Church Street. And then there's also one access point on Magnolia that's lined up with the street behind there. We're showing a 14-foot-wide street scape along North Church Street. That includes an eight-foot sidewalk and a six-foot landscape strip. And then on Magnolia Street, the section has changed slightly from what you all saw before. The section we're showing is there's an existing 11-foot-wide drive lane, existing four-foot bike lane, existing two-foot grass strip, and then we're going to widen the sidewalk a bit to make it six-foot-wide and then have a six-foot-wide planting strip. That's detailed here on that section. It's also shown on the site plan on the previous page. And then as you can see, there's approximately 69 parking spaces. There's a courtyard as William mentioned. There is no drive-through, which has been shown previously. There is a dumpster that is actually accessed from the adjoining property based on a cross easement agreement that's detailed general note number three where William is circling right there. There will be no stormwater detention because the site was previously mostly pavement with the previous hotel. We've already talked with the city and we talked with DOT, so there will be no detention. That's why you're not seeing any storm water features. And there will be no significant grading or retaining walls required because the site is relatively flat. The second part of this section is showing an evergreen shrub screen to help with the screening of the parking lot. I believe we're going to talk a little bit more about this once we get past the slides. So, I'm going to leave that there for now.

Mr. Gray said okay. So, to the architecture of the building, not a lot has changed. I shouldn't say that. Throughout the course of the project, it has changed a fair amount. But since you last saw them, not a lot has changed. We offered these elevations up just to make it a little more technical rather than cartoony as you saw on the previous ones. What we're proposing is a story and a half of this kind of anchor in cap unit and then going to a taller, but single-story units as you run down Church Street. Now, as Craig highlighted in his response and obviously, we know the code as well, we know that's something that is a disconnect between what the code puts forth and what we've designed. But we also feel like this area offers some flexibility just given the lack of new development other than the Ellington on this end of Magnolia. As mentioned previously, we have basically a white brick building complimenting some of the architecture of Wofford College across the street as well as cementitious material, which you see on this charcoal gray. And then an [inaudible] profile accent along with a major coring unit, and then all of the [inaudible] that run down the building. In the architecture, we recognize that this building is very visible from Magnolia Street and Church Street. There's a back to the building, but it's going to be very prominent. So, we've carried that architecture around the building in 360 degrees. So, you see that motif repeated around the building. This would be the courtyard side, you'll see the renderings in a moment. We felt pretty strongly, the developer and the team that that needed to be treated just as nicely as the Church Street side. Our roof plan, we're showing obviously the

exact location of where these units land will be dictated as we get further into design. This is for preliminary review only. But we have given some thought to that, to the location of those and we will screen them. You'll see that in the renderings as well. There'll be pushed away from Church Street as much as possible. Again, in the renderings, you'll see this a little more defined, but we do have an outdoor structure for dining and gathering that kind of comes off the building and is centered up on the courtyard area. Floor plan, there's not really a lot to show you all right now. It's all going to be dictated by the tenants that are secured by Mr. Fletcher, but really loosely we're showing these four units, one major corner one, and then three others that have yet to be defined. Those [inaudible] walls may be located in different locations. Once the tenants have agreed to sign up for the project, and it all depends on their use and their square footage needs. I have a ton of renderings to show you, and just really try to explain the project in detail. The way this is going to work is we're going to start on the corner as you see, and keep it on a bird's eye axon rotating around the site, and then we'll go more to the street level. Okay. The first one has a focus on that larger, what I keep calling the anchor tenant. Hopefully Michael agrees with me. That's the term I'm using for this, anchor tenant. This chamfered corner lines up with what Danny described as the connection to Evans Street, or the entrance that's lined up with Evans Street and hopefully a welcoming feature to the Wofford students that would come across. Again, as you can see, the units are demarked by these signs. The signage, we know we'd have to get our approval with the city outside of this hearing. Rotating around the site or into the site, you see the side here and get a glimpse into the courtyard with a fire place feature, as well as some outdoor seating on a grass surface. Again, you see the parking wrapping and then that connection to Magnolia Street that Danny was talking about. A similar view, you can start to see the architecture, as I said, repeated around the rear of the building. Okay, so this is looking across Church Street, ground pedestrian view looking at that corner. Did I get that right. Yep. This is further down Church Street looking back towards the large taller corner unit. This is a similar view, but closer to the sidewalk on the building side. This is across Magnolia Street looking back into the courtyards, giving you an idea of an elevated view looking in. A little bit closer, just trying to convey really what we envision being visible from Magnolia Street. A little more zoomed in, probably not quite as zoomed as far out as the Ellington would be but a similar angle. And like I said earlier, all of these would mark different tenant entrances. That's it.

Mr. DeMark said maybe if you could just hold for a second, William, is the intent of that courtyard to be an all seasons turf or real grass, or what's the intent there.

Mr. Gray said Danny, if you're still on, I'll let you field that.

Mr. Balon said I don't think we have 100% determined exactly the direction we're going with that.

Mr. DeMark said okay.

Mr. Balon said Mike.

Mr. Michael Fletcher said I agree. It's exception. There's a private firm in Greenville that uses the turf and it's pretty functional and I think it makes it more well-groomed for families and guests, and it's probably cheaper than all concrete. So, it's a concept we're looking at, but that design has not been finalized yet.

Mr. DeMark said okay. Craig, can you go over your comments, please.

Mr. Lewis said be happy to. As you all know, this is the third time you've seen different iterations of this and they have been continuing to maturing the design and thanks for the design team for their work on this. There are a couple of I think key things that we've been talking about all along. I'll start from the outside and work our way in. So, the key things on the outside, the exterior, if you will. The first item is the Magnolia Street streetscape. And I think the way that we have agreed both city and DOT and the design team is that they have reserved enough space to accommodate the ultimate section that we would prefer in terms of sidewalk width and bike lane. We're still trying to figure out ultimately when we can make that happen. And that bike lane on both sides, Ellington's having a similar issue. So, they are essentially going to be bonding those improvements and cutting the city a check for those improvements to escrow for future. So, it's probable that we'll see a similar type of arrangement here. The key things I think from a preliminary approval standpoint is that they are showing a consistent bike lane. They're showing a nice wide improved sidewalk along that frontage, both of which will be necessary, as well as a screening element of the parking. As we look towards final approval, we're going to work with the team. There's trees that are planted out there today that there's some notes about trying to save and match the cadence. So, we'll just work through that and work through the specifics of what that screening will be comprised of. But that will come through in final approval as the design team gets a little bit further along in their drawings. That's the Magnolia Street element. We do feel comfortable that the proposal that they have in place will be workable in terms of the intentions along Magnolia in the future. And then on the other side, on the Church Street side, and if you wouldn't mind flipping around to that, I think that the key things to go ... right there. So, it gives you the key things. Along the Church Street side, they are showing the streetscape that we requested of everyone along there. So, it's eight-foot sidewalks, six-foot planting strip in that corridor. Obviously, there's no on-street parking, unfortunately. I'll say there's no on-street parking today because I'm going to be the eternal optimist that roads like Church Street can be humanized in the future. Especially when you have vibrant nightlife right across the street from a college and lots of pedestrians walking across. The key things to note that fall into the exceptions category that you all will need to render decisions on are really largely the fact that it's a one-story building. The code does require two story buildings in this area. So, by discretionary approval of this Board, they can do a one-story building. The principle concern of it being a one-story building is that for a couple of things, first that it sets the precedent of future one-story buildings along this corridor. It's a wide street. It's a busy street. There's a lot of other parcels North and South that will probably see redevelopment as this one takes down the worst of the issues. Or I guess that's gone now. It's just an open lot, but as they set the precedent with this quality design, I think we're going to see some new investment follow it pretty quickly. So, we just have to be very careful about it, setting the precedent for other single-story buildings in undershooting the potential for this corridor and so it doesn't become a series of strip centers along the corridor. I think they've done a good job at presenting this building as a very pedestrian oriented building from a design standpoint. And so, I do recommend that modification to those standards to permit that one-story building. The only recommendations I made in terms of the building itself, and it's something that they could consider as they look towards the final design and mature this design perhaps a little bit more. The other corner which is the North corner, you'll notice that it's also a single-story, but it is sort of the gateway corner of the building coming in from the Asheville Highway side. And so, I do recommend consideration for making that corner a little bit more pronounced. Right now, if you'll notice in the plan, they're not

showing a door, I don't know whether that was intentional or not. I assume given all the storefront that there certainly is the potential for flexibility to have a door along the front like the other tenants do as well. But I would encourage just some additional thought about giving that a little bit more prominence at the corner and helping that read a little bit more since that is a site that a lot of people coming from the outside into the city will see along that area. I did make some other recommendations just from a siting standpoint. Because it's a single-story building, it reads as a very linear building. If this was set back, it would look like a strip center. The fact that it's set to the back of the sidewalk, it doesn't have that same feeling. I think there's lots of different approaches to it. I encouraged thinking about the middle section as maybe being differently detailed to show that. I'll leave that up to the design team as they mature the design just as they think about that as a whole. But I think they've done an excellent job in moving this forward given all of the complexities of the site. Thank you for the Design Review Board for providing guidance to help figure out front-back and which is the more important site or which one we need to address for this particular site. That's the role of this Board in providing that guidance for these things. So, it helps as well. That's the bottom line. They've got plenty of drawings now for our preliminary design that show proper massing and compliance with all the things that the Design Review Board had previously requested. So, we do recommend approval. There were just a couple of those items along Magnolia, the screening and streetscape that we'll finalize with the final approval when that comes back. With that, Mr. Chairman, I will turn it back over to you and be happy to answer any questions.

Mr. DeMark said he would now open the public hearing/ comment portion and he asked if there was anyone in the listening audience who wished to speak in favor of the request.

Mr. Livingston said in the chat box that NDG is in support of the project.

Mr. DeMark asked if there were any other comments in support of the request, or in opposition of the request. There were none. He asked if there were any questions regarding the request. There were none from the audience. Mr. DeMark closed the public comment portion of the meeting; and asked if the Board Members had any questions of the design team.

Board Questions for Design Team:

Mr. Richardson said I have a couple of things to ask. There is currently a light at Evans Street, is there not.

Mr. Gray said yeah.

Mr. Richardson said would this property where there's ingress and egress on to Church Street, would it also have a light that syncs with that, or will it just be going out at your own risk.

Mr. DeMark said are you talking about the Northern entrance.

Mr. Richardson said talking about the Southern entrance, across from Evans Street.

Mr. Gray said Danny, you want to field that.

Mr. Balon said there's already a light there.

Mr. Richardson said but is it lit on the other side.

Mr. Balon said yeah.

Mr. Richardson said okay. I didn't realize that. Okay.

Mr. Balon said if you cross the street to go to Wofford, there's a red and green.

Mr. Richardson said okay. Okay. Thank you. I noticed an awful lot of landscaping, and I know this is not a final approval, but it really looks nice. And so, regardless of what happens here, I'd love to see you all continue that on. I think that's expected since you're showing this and I would have to concur with Craig on that Northern corner. I think if you wanted to, you could raise that parapet or something on that North corner. Again, as the entryway into the city, have it look as the other end, I think that would be nice. I do want to say, because in my time on this DRB, I don't believe I've come across a property and a project that's been this challenging. And I thank William and the owner and the rest of the design team for listening to what's been asked of you. I think you all have done a great job of complying. I think this is about as good a design as ... I think it's come a long, long way, and I know it's come a long way with a lot of work. Anyway, I don't have heartburn on Magnolia Street about the view, et cetera. I've always felt like North Church was the real front yard. It's unfortunate that this property has two front yards and so we're trying to accommodate that on both sides. I think the Ellington will be a really nice addition. And I think if this property is, again, landscaped and designed well, they'll welcome it. So, that's really all my comments.

Mr. DeMark said anyone else.

Ms. Schoepf said I agree with Ricky and Craig, I'd like to see the other end beefed up somewhat too. But other than that, I think it's a very nice plan. I do have a question, are we going after a restaurant or a bar to have the outside dining.

Mr. Fletcher said yes, ma'am. The idea is to have an active space outdoors. You saw with the Rigsby's restaurant, there was a huge demand for it and that's why they're retrofitting brand new restaurants to add outdoor dining. And the idea of this project is to have this very large shared outdoor gathering area where people can congregate. I don't have a restaurant in line yet, but restaurants and retail and some office where just people can gather out back and interact. So, you want to have covered space, you want to have open space, places where people can sit around a fire, sit around underneath an umbrella and have a coffee or a drink or a bite to eat and be outdoors. Particularly in this COVID era we're in right now. But I think it was in demand before coronavirus too, so we're trying to further that. That's why we, resisted might be a strong word, but we wanted to preserve the relatively large courtyard because we want places where people can feel safe and where they can space out. And so, it's the back of the building, but it's facing Magnolia Street and that leads into, we want to screen it, but we still want people to see it when they come by. It's not a vacant hotel parking lot, it's an active, outdoor gathering space that we want people to see and come to. So, that's what we're trying to do on the design.

Ms. Schoepf said I said it's an attractive design. It's come a long way. Just like to see that other corner beefed up a bit.

Mr. DeMark said okay. Well, great. William, Mr. Fletcher and Danny, appreciate all your efforts here. My comments are pretty consistent with everyone else's. I think we need to somehow address that closest to North side somehow, parapet height or something like that. I agree with the other comments from Craig. But ultimately, I think we've come a long way and I think you all have done a good job of appeasing us on this project. I have one question. I drove that adjacent lot this weekend once or twice, and I'm a little concerned how the trash is going to work, because currently that back area is gated and locked. And I assume that you have some agreement with them for the trash truck to access that trash enclosure. Just something that you all will obviously have to work out. Can I get a motion from anybody to preliminary approve and we'll have some conditions to that approval.

Mr. Richardson moved for preliminary approval of the project and was seconded by Ms. Schoepf. The motion carried with a vote of 4-0.

Mr. DeMark said I think the one thing we all agreed on was just that you would address that other side a little bit more and as that design evolves, we would be interested in making sure we understand the materials a little bit more succinctly and we ensure that the HVAC screening on the roof is important to us as well and how that trash is going to work.

Staff Announcements:

Comprehensive Plan Update / 2021 Design Review Board Meeting Calendar

Mr. Livingston said Julie, do you have any announcements regarding the Appalachian Council of Governments continuing education for Board members.

Mr. DeMark said Julie, you're on mute.

Mr. Livingston said yes. She's still on mute.

Mr. Livingston said okay, until we can hear Julie, there are a couple of other items. I should have sent you a Comprehensive Plan update with videos of a couple of the corridors and recommendations for improvements of the corridors. Hopefully you've been able to review those and take a look at them and also sign up for planspartanburg.com and make comments and suggestions as part of that process. This year we also developed a new calendar for the entire year for Design Review submittals and deadlines for publications and notices and deadlines for submission of applications to the Board, as well as review of the submission of the agenda to the Board. We should have sent you a copy of that. It's also posted online.

Submission Requirements Checklist

Mr. Livingston said so, when developers are interested in presenting something to the Board, that agenda is online and shows the exact deadline when those submissions should occur, which is three weeks before the Board meeting. That's included in your packet and it's also on the City's Planning website. And then finally, we wanted to make a couple of recommendations to Craig's submission requirements checklist, or City of Spartanburg checklist that Craig prepared for the City of Spartanburg. I can share the screen and share what we'd like to change to reduce any confusion that we're experiencing with the checklist. Hold on, let me share my screen and try to

get that to you. On the first page, which is the preliminary review required documents, we're changing the preliminary review schedule. We're keeping the initial package submission to the city for three weeks. We're keeping the review by design manager, which is two weeks prior to the DRB meeting. We're taking out the first, it says first review, we're taking out first. Next, we're keeping final submission of preliminary design package one week prior to the DRB meeting. Our goal is always to get the packet to the Board at least a week in advance of the Board meeting so the Board members can have the opportunity to review the packet. That is our goal. We'd like to remove determination of completeness one day and final review by design manager and the applicant package distribution on Friday before the DRB meeting. That has created some confusion in the past where submitters believe that they can submit the item on Friday and we're supposed to get it out to you on that Friday before the Tuesday meeting. That will not work. Again, our goal is to try to get you the package a week before your meeting.

Mr. DeMark said is the intent that Craig does his review two weeks prior, and then they have one more week to tweak things.

Mr. Livingston said that's correct. They have one more week to tweak the designs. They can even get it to us a week before the Board meeting. I will try to get it out the day of, or the next day.

Mr. DeMark said okay, great.

Mr. Livingston said okay. On the final review required documents, same thing. We're requesting some changes. We're keeping the initial package to submit it to the city three weeks prior to the DRB meeting, and then we're removing determination of completeness one day and we're keeping review by design manager one week. One week before the Board meeting, we should have a complete package that we could send to the Board. We're requesting removing the final review by design manager and applicant package distributed on Friday before the DRB. That's again, only about three or four days before the DRB meeting. We want to get your package to you a week before your meeting.

Mr. DeMark said that's great. Anybody have any concerns about that. Craig, those things work for you. Okay. I'm okay with all those changes. I hope everyone else is. It should make it more efficient and it should allow us to get those packages in advance, which I think is very important because it gives you also the ability to go out and visit those places and see it firsthand. I think that's very helpful in picturing what could be there. I know I try to get to all of the locations before the meeting so I have in my head what it is we're looking at and how it's cited on the site.

Update from ACOG re 2020 Online Continued Education Training & New Board Training

Mr. Livingston said all right. Julie, are you up. Still not on. I think we're good with everything else. Hopefully all Board members have completed their planned training requirements with the Appalachian Council of Governments for 2020. If you need any additional information, let us know, and we will get that to you.

There being no other business, the meeting concluded at 6:30PM.



Kevin DeMark, Chair

Minutes edited by Logan Witter and Julie Roland