

# Design Review Board



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## AGENDA

### DESIGN REVIEW BOARD – NEIGHBORHOOD DESIGN PANEL

#### AGENDA

Regular Meeting

May 7, 2020

3:00 PM

Webex Virtual Meeting

**Public meetings will be hosted virtually online and can be accessed at [greenvillesc.gov/meeting](https://greenvillesc.gov/meeting) using the password meetnow. Instructions to access the meeting, and information regarding a remote viewing location, are included at the end of this notice.**

1. Call to Order
2. Roll Call
3. Welcome and Opening Remarks from the Chair
4. Approval of Minutes – March 5, 2020
5. Call for Public Notice Affidavit from Applicants
6. Acceptance of Agenda
7. Conflict of Interest Statement
8. Call for Public Comment
  
9. Old Business (public hearing)
  - A. CA 19-875  
Application by Donald Broughman for a CERTIFICATE OF APPROPRIATENESS for replacement windows located at 404 PETTIGRU ST. (TM# 004500-01-00500).

Documents:

[MAY AGENDA PACKET - CA 19-875 - 404 PETTIGRU.PDF](#)

10. New Business (public hearing)

A. CA 20-132

Application by Tony Smith for a CERTIFICATE OF APPROPRIATENESS for a new single- family home located at 0 BUTLER AVE. (TM# 001600-01-01600).

Documents:

[MAY AGENDA PACKET - CA 20-132- 0 BUTLER AVE..PDF](#)

B. CA 20-208

Application by Nathan Kaser for a CERTIFICATE OF APPROPRIATENESS for a new single- family home located at 20 BALSAM DR. (TM# 019200-01-01301).

Documents:

[MAY AGENDA PACKET - CA 20-208 - 20 BALSAM DR..PDF](#)

11. Other Business (Not a Public Hearing)

A. None

12. Advice and Comment (Not a Public Hearing)

A. None

13. Informal Review (Not a Public Hearing)

A. None

14. Adjournment

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

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

Written comments must be received by 2PM Monday before the hearing in order to be given adequate time for consideration by the Board before the hearing. Comments received after 2PM Monday will be provided to the Board

at the hearing. Please reference the application number and include your name and address on all correspondence. All comments will be made part of the public record.

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

## **Webex Meeting Instructions**

### **Steps for Online Access**

1. Visit [greenvillesc.gov/meeting](https://greenvillesc.gov/meeting). You can also go to [greenvillesc.gov](https://greenvillesc.gov) and click on ONLINE MEETING.
2. Join Event: Design Review Board Meeting – Neighborhood Panel 5/7/20

Enter your: First Name  
Enter your: Last Name  
Enter your: Email Address  
Enter the event password: meetnow  
Click: Join Now

### **Steps for Phone Access**

1. Dial: +1-415-655-0002
2. Enter Access Code: 715-555-317

## **Remote Viewing Location**

A remote meeting viewing location has been set up at the Greenville Civic Center at 1 Exposition Drive in Room 102.

The City seeks input from citizens while adhering to public health and safety guidelines. All attendees at the remote viewing location will be subject to a temperature screening with a touch-less forehead thermometer. Anyone with a temperature reading above 100 degrees Fahrenheit will not be admitted. Attendees will be required to wear a covering over their mouth and nose, unless it violates a religious tenant or belief or causes difficulty breathing.

## **Procedure for Public Comment during Meeting**

1. The Design Review Board Chair will read through each agenda item and call for a list of names who wish to speak during public comment. The public shall communicate directly with the Planning Staff Liaison if they wish to speak on the specific agenda item.
2. The Planning Staff Liaison will take a list of names, which will be called in order at the time of the specific agenda item, to provide public comment.
3. The Planning Staff Liaison will communicate directly with the public during the public portion of each item to provide comments on the specific agenda item.
4. Each member of the public shall provide their comments when their name is called by the Planning Staff Liaison.
5. Each member of the public will have 3 minutes to speak on the specific agenda item. When speaking:

- Begin by clearly stating your name and address for the record. Please spell your name if it is prone to be misspelled. The 3-minute timer will start after you provide this information.
  - Please do not repeat information already presented by someone else and avoid off-topic statements. Those who wish to share similar concerns are encouraged to appoint a spokesperson to speak on behalf of the group.
  - Direct all comments and questions to the chairperson, who will respond or direct the question to the appropriate party for response.
6. The Planning Staff Liaison will continue through the list of names until all members of the public who wished to speak on the specific agenda item have had an opportunity.
  7. Once all names are called and public comment provided, the public portion for that specific agenda item will be closed.