DESIGN REVIEW BOARD – NEIGHBORHOOD DESIGN PANEL AGENDA
Regular Meeting
February 6, 2020
3:00 PM
10th Floor Council Chambers, City Hall

1. Call to Order
2. Roll Call
3. Welcome and Opening Remarks from the Chair
4. Approval of Minutes – January 2, 2020
5. Call for Public Notice Affidavit from Applicants
6. Acceptance of Agenda
7. Conflict of Interest Statement
8. Old Business (Public Hearing)
   A. None

9. New Business (Public Hearing)
   A. CAS 19-875
      Application by Donald Broughman for a CERTIFICATE OF APPROPRIATENESS located
      at 404 PETTIGRU ST. for replacement windows (TM# 004500-01-00500).

   Documents:
   CA 19-875 - AGENDA PACKET - 404 PETTIGRU ST. - WINDOW REPLACEMENT.PDF

10. Other Business (Not a Public Hearing)
11. Advice and Comment (Not a Public Hearing)
   A. None

12. Informal Review (Not a Public Hearing)
   A. None

13. Election of Chair and Vice-Chair

14. Adjournment

City of Greenville Planning and Development | 864-467-4476
The subject property, 404 Pettigru St., is located within the Pettigru Historic Preservation Overlay District. The property is identified within the 2003/2005 Historic Resources Survey as being constructed circa 1920. The petitioner proposes to replace five (5) double-hung wood windows located on the sunroom addition at the lower front right corner of the home with vinyl windows. The replacement vinyl windows are proposed as 9 over 1 grid to match the other existing windows on the first floor. The application states that, with the exception of the five (5) windows subject to this request, all other windows on the structure had previously been replaced with vinyl material.

This application was reviewed with two members of the Design Review Board Neighborhood Panel on two separate occasions. At these informal meetings, the DRB members informed the applicant that, because the subject windows were not originally vinyl, they would need to be replaced in-kind to the original wood. After these meetings, the applicant expressed to staff his interest that the application be forwarded onto the full Board for review. As such, staff refers the decision on this application to the full DRB Board.

Design Guideline HR.16.A states, “when window or door replacement is necessary, match the replacement to the original design as closely as possible.” The guideline further states that, “using the same material (wood) as the original is preferred.” While other windows on the house had previously been replaced with vinyl windows, it is staff’s opinion that this should not set a precedent for future window replacement. The intent of Design Guideline HR.3 is to restore original materials to the greatest extent possible. Staff recommends denial of the replacement vinyl windows. Replacement windows should be in-kind with the existing wood windows.
Applicable Design Guidelines:

HR.15 – Historic windows and doors significantly affect the character of the structure and should be preserved.

A. Preserve the position, number, size and arrangement of historic windows and doors in a building wall.
B. Preserve the functional and decorative features of an historic window or door.
C. Repair wood features by patching, piecing-in, consolidating or otherwise reinforcing the wood.
D. Maintain the historic ratio of window openings to solid wall.
E. Glazing in doors should be retained
F. Where existing operable shutters survive, they should be retained and replaced.
G. Installing window air–conditioners in windows on building fronts is discouraged.
H. If energy conservation and heat loss are a concern, consider using storm windows and doors instead of replacing an historic window or door.
I. Maintain recessed entries where they are found.
J. Where entries were not recessed historically, maintain them in their original position.

HR.16 – A new or replacement window or door should match the appearance of the original.

A. When window or door replacement is necessary, match the replacement to the original design as closely as possible.
B. Maintain the historic ratio of solid-to-void on a primary façade.
C. A new opening should be similar in location, size and type to those seen traditionally.
D. On a new or replacement window, wooden snap-in muntins and mullions may be considered.
E. Windows and doors should be finished with trim elements similar to those used traditionally.
**APPLICANT/OWNER INFORMATION**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PROPERTY OWNER</th>
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<tr>
<td>Donald Broughman</td>
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<tr>
<td>Pres. Carefree Enterprises Inc.</td>
<td></td>
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<tr>
<td>107 Middleton Way, Greer</td>
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<td>SC</td>
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<tr>
<td>29650</td>
<td></td>
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<td>864-334-6030</td>
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<tr>
<td><a href="mailto:contact@amw.upstate.com">contact@amw.upstate.com</a></td>
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**PROPERTY INFORMATION**

**STREET ADDRESS** 404 Pettigru St.

**TAX MAP #(#S)** 0045000100500

**PRESERVATION DISTRICT/SPECIAL DISTRICT** Pettigru

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

**DESCRIPTION OF REQUEST**

**SELECT APPLICATION TYPE:**

- CA Neighborhood New
- CA Neighborhood Modification (Major/Minor)
- CA Urban New
- CA Urban Modification (Major/Minor)
- CAS Staff New (Major/Minor) *please see item D. for description
- CAS Staff Modification
- Informal Review

**ORIGINAL APPLICATION # (put N/A if new application)** 19-4016

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

All 5 new windows to be changed are in room on lower front right corner. Remove wood sash from 2 front window (32x70) and 3 side windows (36x70). Install vinyl replacement windows in these openings. New windows will be same style as vinyl replacement windows in all other window openings on home. Wrap exterior wood with white aluminum to match all other windows. Includes grids between glass to match other windows - 8 over 1 grid pattern on these. All other windows in home were changed to vinyl replacements before current owner, more than 8 years ago.
INSTRUCTIONS

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

   A. URBAN DESIGN PANEL
      $300.00, site plan review
      $300.00, architectural review

   B. SIGNS
      $150.00

   C. NEIGHBORHOOD DESIGN PANEL
      $150.00

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

   E. MODIFICATION TO AN APPROVED PROJECT
      Major (requires review by DRB) ½ Original Fee
      Minor (requires review by staff) $50.00

   F. INFORMAL REVIEW
      $50.00

2. The staff will review the application for “sufficiency” pursuant to Section 19-2.2.6, Determination of Sufficiency and will contact the applicant to correct any deficiencies which must be corrected prior to placing the application on the Design Review Board agenda.

3. Public Notice Requirements. Certificate of Appropriateness applications require a design review board public hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 16 days) prior to the scheduled design review board hearing date.

   (To be filled out at time of application submittal)

   Public Hearing signs are acknowledged as received by the applicant

   *APPLICANT SIGNATURE

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

SITE PLAN REVIEW

- Site Plan Drawings (indicating footprint of existing buildings, proposed building, proposed exterior elements, demolition of existing site features, floor plan, proposed exterior equipment, etc.).

- Massing Studies and Images (images shall be high resolution and should depict adjacent building, proposed building massing from various viewpoints, initial architectural details, photos of surroundings to review context, etc.).
- Model (physical or digital model that includes the surrounding context with massing only, no texture or articulation is required). **The contextual model for the DRB boundary can be downloaded here: [https://greenvillesc.gov/364/Access-GIS-Data](https://greenvillesc.gov/364/Access-GIS-Data), and is provided as a .skp file.**
  
  *Data is updated monthly.*

**ARCHITECTURAL REVIEW**

- Elevation Drawings of all Exterior Sides (indicate proposed materials, existing grade and proposed grade, proposed mechanical equipment, outdoor lighting fixtures, landscape drawings, design and location of signage, removal of existing building elements, addition to existing building, a streetscape elevation of building adjacent to and across the street from the site, including the proposed building).

- Sections (include vertical dimensions in feet, building sections where significant changes occur in building volume, wall section for review of material relationships).

- Detail Drawings (include material and methods of each type of construction affecting the exterior appearance of the structure, samples, brochures and photographs of all exterior finishes, windows, fixtures, lighting and signage).

- Renderings (include perspective drawings, including views from pedestrian and public realm).

- Model (physical or digital model that includes the surrounding context and should include accurate scale, architectural detail to the extent that if describes the design intent, proposed textures and proposed signage).

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

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

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

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

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

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

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<th><em>Signatures</em></th>
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<tr>
<td><strong>Applicant</strong></td>
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<td><strong>Date</strong></td>
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<tr>
<td><strong>Property Owner/Authorized Agent</strong></td>
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<td><strong>Date</strong></td>
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<td><strong>Public Hearing information</strong></td>
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CITY OF GREENVILLE APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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CAS 19-875 • 404 PETTIGRU ST

NATURAL / ENVIRONMENTAL FEATURES

SPECIAL EMPHASIS NEIGHBORHOODS

PRESERVATION OVERLAYS
404 Pettigru St.

Install 5 vinyl replacement windows with grids between glass in top sash to match vinyl windows in rest of home. Grids will be A lite over 1 to match downstairs front. All of house is done with vinyl windows with grids between glass except these 5

Carefree Enterprises Inc.  
108 E. King Rd  
Greer 29651
grids for new windows will match existing front downstairs
Windows to be changed
STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE  

AFFIDAVIT

The undersigned, being duly sworn, depose, and state the following:

1. The Notice of Public Hearing signs provided by the Zoning Administrator were properly posted on the property subject to the Permit Application request before the City of Greenville staff at least thirty days before the date of demolition permit as required by Sec. 19-2.3.17, Greenville City Code.

2. The Notice of Public Hearing signs were placed in conspicuous places on the subject property and remained posted for thirty days before the issuance of demolition permit.

Ron Chis  
APPLICANT OR APPLICANT’S REPRESENTATIVE

Ron Chishy  
Printed name

404 Pettigru St.  
Permit Number or Address of the Subject Property

SWORN TO before me
this 22 day of January 2020.

Shannon Cochran  
NOTARY PUBLIC FOR SOUTH CAROLINA

My Commission expires: 01/28/2025