



**Office Use Only:**

Application# \_\_\_\_\_ Fees Paid \_\_\_\_\_  
Date Received \_\_\_\_\_ Accepted By \_\_\_\_\_

**APPLICATION FOR CONDITIONAL USE  
CITY OF GREENVILLE, SOUTH CAROLINA**

**APPLICANT / PERMITTEE\*:** SANDRA MOORE GODFREY OWNER/MOORE FAMILY  
\*Operator of the proposed use; Name Title / Organization AFFAIRS LLC  
permit may be limited to this entity.

**APPLICANT'S REPRESENTATIVE:** \_\_\_\_\_  
(Optional) Name Title / Organization

MAILING ADDRESS: 631 S. MAIN STREET GREENVILLE, SC 29601

PHONE: 864-432-3421 EMAIL: SANDRA.GODFREY09@GMAIL.COM

**PROPERTY OWNER:** TIMBERLAND CAPITAL INVESTMENTS

MAILING ADDRESS: 31 CLEVELAND STREET GREENVILLE SC 29601

PHONE: 864-420-9233 EMAIL: DON@LATONE.NET

**PROPERTY INFORMATION**

STREET ADDRESS: 631 S. MAIN STREET GREENVILLE, SC 29601

TAX PARCEL #: 0089.00.01-011.00 ACREAGE: N/A ZONING DESIGNATION: CBD

**REQUEST**

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

**DESCRIPTION OF PROPOSED LAND USE:**

**EVENT VENUE/BANQUET HALL AS IT HAS BEEN SERVING THE CITY OF GREENVILLE IN THIS CAPACITY SINCE 2001**

**INSTRUCTIONS**

1. The application and fee, made payable to the City of Greenville, must be submitted to the planning and development office during normal business hours.
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 conditional use). See also **Section 19-2.3.6, Conditional Use Permit**, for additional information. You may attach a separate sheet addressing these questions.
3. For conditional use requests for nightclubs/bars, event venues, or businesses operating after midnight, the applicant must also submit the **Zoning Compliance Application for Establishments Serving Beer, Wine, or Liquor**.

4. 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.

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

6. The administrator will review the application for "sufficiency" pursuant to **Section 19-2.2.6, Determination of Sufficiency**, prior to routing the application for staff review. 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.**

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 and advise them to withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived.

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.

<u>Sandra K Moore Godfrey</u>	APPLICANT SIGNATURE
<u>August 3, 2020</u>	DATE
<u>DM Bliss</u>	PROPERTY OWNER SIGNATURE
<u>08/4/2020</u>	DATE

**Applicant Response To  
Section 19-2.3.6(D), Standards – Conditional Use Permit**

(You may attach a separate sheet)

1. Describe the ways in which the proposal complies with the goals, policies, and standards of the ordinance and, in particular, with the standards of **Section 19-4.3, Use Specific Standards**.

**THE VENUE AT FALLS PARK WILL CONTINUE TO COMPLY WITH THE GOALS, POLICIES AND STANDARDS OF THE ORDINANCE AND, WITH THE STANDARDS OF SECTION 19-4.3 AS IT HAS BEEN SUCCESSFULLY DOING FOR THE PAST 19 YEARS**

2. Describe the ways in which the infrastructure (roads, potable water, sewerage, schools, parks, police, fire, and emergency facilities) capacity is adequate to serve the proposed conditional use.

**FOR THE PAST 19 YEARS THE VENUE AT FALLS PARK HAS OPERATED SUCCESSFULLY WITH IN THE PARAMETERS OF THE INFA STRUCTURE AND HAS ADEQUATELY SERVED THE PURPOSE FOR CONDITIONAL USE.**



# city of greenville

## Zoning Compliance Application

## Establishments Serving Beer, Wine, Or Liquor

### Applicant

Name SANDRA MOORE - GODFREY Phone 864 432-3421

Mailing Address 1610 HWY 1A SIMPSONVILLE, SC 29681

Email SANDRA.GODFREY09@GMAIL.COM

Signature of Applicant Sandra K Moore Godfrey Date AUG 10, 2020

### Property Owner

Name TIMBERLAND CAPITAL INVESTMENTS Phone 864-420-9233

Mailing Address 1 31 CLEVELAND STREET GREENVILLE 29601

Email DON@LATONE.NET

Signature of Property Owner Don Bliss Date 08/10/2020

### Property Information

Address 631 S. MAIN STREET GREENVILLE, SC 29601

TMS# 0089.00.01-011.00 Zoning District Designation CBD

### 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
6. Crime Prevention through Environmental Design (CPTED)

#### Seating Plan

1. Provide a floor 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.
2. Schedule a feasibility inspection of the property: 864.467.4457

#### 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



# city of greenville

Provide a response for each of the following:

1. Describe the ways in which the proposed use is consistent with the comprehensive plan.  
THE VENUE AT FALLS PARK IS A 4,000 SQUARE FOOT, PARK LEVEL ~~BEET~~ SUITE THAT IS RENTED OUT FOR WEDDINGS, RECEPTIONS, BIRTHDAY PARTIES, ETC. AND CORPORATE MEETINGS WHERE BEER, WINE, OR ALCOHOL MAY OR MAY NOT BE SERVED
2. 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.  
ALSO PART OF THE BUILDING WHERE THE VENUE AT FALLS PARK IS FOXCROFT WINE CO WHERE FOOD AND ALCOHOL IS SERVED TUES-SAT, IN ADDITION THE BUILDING IS SURROUNDED BY A VARIETY OF RESTAURANTS, SHOPS, AND HOTELS THAT OFFER ACTIVITIES THAT ARE COMPATIBLE WITH THE DOWNTOWN SOCIAL SCENE

3. 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.  
THE BUILDING CONFORMS TO THE OVER-ALL <sup>LOOK</sup> THAT CITY PLANNING INTENDED FOR THE AREA. IT'S UNIQUE PARK LEVEL LOCATION KEEPS THE SOUNDS & SMELLS CONFINED TO THE BUILDING, THE VENUE GROUNDS ARE BEAUTIFULLY LANDSCAPED AND ADD TO THE BEAUTY OF FALLS PARK & SURROUNDING AREA

### Meet With the Technical Advisory Committee

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

- |                                |          |
|--------------------------------|----------|
| Building Codes and Inspections | Police   |
| Business Licensing             | Fire     |
| Economic Development           | Planning |
| Public Information and Events  | Legal    |

The Technical Advisory Committee convenes once-a-month to meet with Applicants and review Conditional Use Permit applications that may be granted by the Zoning Administrator. This process promotes a more comprehensive understanding of the Applicant's proposal, which in turn conveys a more comprehensive understanding of the multiple Departments' operating requirements and expectations.

**The Applicant, Business Owner, and Property Owner (if different) are required to attend a regularly scheduled TAC meeting prior to granting a Conditional Use Permit.** Managers and anyone involved in operating the business are also encouraged to attend. The meeting date, time, and exact location within City Hall will be confirmed upon submittal of this application to the Planning and Development office on the 5<sup>th</sup> floor of City Hall.



## Extra page of Zoning & Compliance Application

### OPERATING PLAN

1. The Venue at Falls Park shall continue to operate as an Event Venue
2. Site tours and office hours are Tuesday-Thursday from 9am-5pm. The venue can be rented Monday-Thursday from 8am--10pm, Friday from 8am-11pm (stop time is 10pm with load out by 11pm), and Saturday 8am-11pm (stop time is also 11pm with load out y 11pm)
3. Site tours and office hours are Tuesday-Friday 9am-5pm and are staffed by the business owner, and 1 full-time Wedding/Event Planner, and 1 building/logistics manager. Scheduled events are staffed PRN with an on-site Venue Manager, Wedding coordinator, Security, setup crew, waitstaff, breakdown crew, and cleaning crew. Staffing depends on the type of event, guest count, and if beer/wine or alcohol will be served.
4. The Venue at Falls Park does not have a kitchen on premises. It has a room with a small, refrigerator, shelving, and a stainless-steel prep table.
5. There is not menu or food service schedule. Clients who book the venue secure their own licensed and insured caterer.
6. The Venue is surrounded by approximately 150 paid parking places. As part of the lease agreement, 4 parking places are reserved in front of the venue entrance Monday-Friday from 8am-5pm for management use. However, parking at all other times are expected to pay the posted fee. Vendors, guests, and employees must secure their own parking.
7. Smoking is prohibited inside the Venue and outside on the patio. There is a designated smoking area at the top of the walkway closest to the parking lot. This information is given to each potential client both verbally and in writing as part of the rental contract A special ashtray is placed in the designated area.
8. Once again, depending on the type of event that is scheduled determines the type of entertainment. Most event hosts hire a professional DJ, some use a playlist on their phone to use through our Bluetooth speaker system, and some events, though rare, hire a band. All entertainment vendors sign a vendor agreement and must be licensed and insured. We require this information and COI's 30 days prior to the event. At no time does the music exceed 80 decibels.
9. We do not make a "last call" announcement.

### SECURITY PROCEDURES

1. Security Guards are required whenever beer/wine/alcohol is served at an event. For events that have 75 or less people, one Bravo-1 Security officer, or Greenville City Police officer is booked for the event. For events with 76 guests to 149 guests, 2 security guards are booked for the event.
2. Event Planning Professional Development, Employee Handbook, Tips and Serv-Safe Training.
3. Wedding Coordinator, Venue Manager, setup crew, servers, breakdown/cleaning crew, PRN Security
4. Guests can exit the venue at any time, however, a Security Guard or the Venue Manager checks/confiscates any alcohol, bottles, or glass, which is not allowed beyond the patio gates or the venue. Guests who wish to re-enter are allowed back in through the same process.

5. The Venue Manager is onsite the entire length of the event to troubleshoot issues with the building or the guests.
6. N/A

#### SEATING PLAN

1. See attached

#### BUSINESS PLAN

1. To provide a clean, safe, and gorgeous venue space for a diverse clientele of all ages in order for them to celebrate a variety of life's special moments such as Weddings, anniversaries, birthdays, corporate meetings, Holiday parties, showers, etc. Through the rental of the venue space, also generate visitor income for the City of Greenville through Hotel bookings, restaurants, event tickets, and more. To become one of Greenville's Premiere and sought-after Venue spaces.
2. N/A We do not sell alcohol or food. These items are provided per event through a variety of licensed and insured caterers and bar services.
3. N/A
4. Pending
5. N/A
6. N/A
7. N/A

# THE Venue

AT FALLS PARK





FOLLOW

Instagram icon

Facebook icon

CONTACT

Email  
info@thevenueatfalls.com

Phone  
(864) 738-1234

Address  
631 S. Greenville Ave  
Greenville, SC 29615



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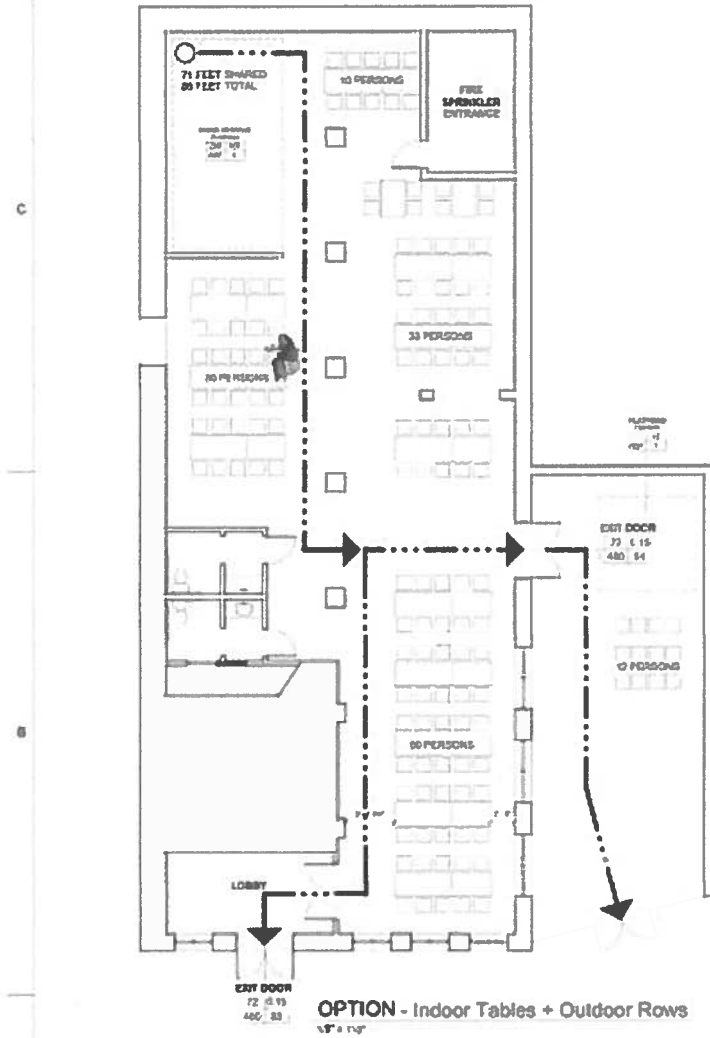




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Code Analysis Summary

**APPLICABLE CODES**

- 2015 INTERNATIONAL BUILDING CODE WITH SC MODIFICATIONS
- 2015 INTERNATIONAL FIRE CODE WITH SC MODIFICATIONS
- 2015 INTERNATIONAL FUEL GAS CODE WITH SC MODIFICATIONS
- 2014 NATIONAL ELECTRICAL CODE
- 2015 INTERNATIONAL MECHANICAL CODE
- 2015 INTERNATIONAL PLUMBING CODE
- 2009 INTERNATIONAL ENERGY CONSERVATION CODE

FIRE SAFETY AND EGRESS

OCCUPANT LOAD (TABLE 1014.1.2)	
SPACE	PERSONS
LOBBY	17
OFFICE	10
CONFERENCE	10
TOTAL OCCUPANTS	37

MAX COMMON PATH OF EGRESS (TABLE 1014.2): 75 FT  
EXIT ACCESS TRAVEL DISTANCE ALLOWED (TABLE 1017.2): 2

**BUILDING DATA**

- OCCUPANCY CLASSIFICATION (CHAPTER 3)
- ASSEMBLY GROUP A-2 (750-1)
- BUSINESS GROUP B (200-1)
- SUBMITTED AS NONSEPARATED OCCUPANCY (200.3)
- TYPE OF CONSTRUCTION (TABLE 601) TYPE V-B
- SPRINKLER? YES

