PLANNING DEPARTMENT
CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
Wednesday, December 13, 2017
City Hall Conference Room – 229 Main Street – 4:00 P.M.

I. CALL TO ORDER

II. APPROVAL OF OCTOBER 25, 2017 MINUTES

III. CERTIFICATES OF APPROPRIATENESS
   A. Rivertown Boutique: Michelle Buffkin, applicant, requests approval for two wall signs and a window sign on the building located at 315 Main Street (TMS # 137-02-02-022 | PIN: 36701010022).

IV. CONCEPTUAL REVIEW
   A. Medical Office Building – The applicants, The Hunter Group Architects, Inc., request a conceptual review of a Medical Office Building, proposed to be located at 1405 Main Street (TMS# 123-14-11-001 | PIN: 338111020040).
   B. Ekklesia Christian Church – The applicants, Green Design and Consultants, request a conceptual review of the Ekklesia Christian Church, proposed to be located on Highway 501 (TMS 151-00-03-020 | PIN: 38311030005).

V. FINAL REVIEW
   A. The Derrick Law Firm – The applicants, Mozingo & Wallace Architects, LLC, request a final review of a building for “Derrick Law Firm,” proposed to be located at 901 Main Street (TMS# 123-14-06-003 | PIN: 33813010035).
   B. Riverside Apartments – The applicants, Tom Miller Design Services, request a subsequent final review with façade changes of the proposed Riverside Apartments, to be constructed at the corner of Highway 905 (Fourth Ave) & Kingston Street (PIN: 33916040019).

VI. PUBLIC INPUT

VII. BOARD INPUT

VIII. STAFF INPUT

IX. ADJOURN
Present: Jason Pippin, Sheila Walberg-O'Neil, George Ulrich, Craig Stevens, Heather Whitley, Paul Doyle

Absent: Brenda Ivester

Staff: Mary Catherine Hyman, Planning Director, Barbara Tessier, Secretary

Others: Napa Sritan

I. CALL TO ORDER

Chairman Ulrich called the meeting to order at 4:00 p.m.

II. APPROVAL OF OCTOBER 11, 2017 MINUTES

Pippin made a motion, seconded by Walberg-O'Neil, to approve the October 11, 2017 minutes as written. The vote in favor was unanimous.

III. CERTIFICATES OF APPROPRIATENESS

A. Main Street Jamaican Restaurant: Graphic & Art Studio, applicant, requests approval to replace the awning, to include awning signage, and to replace the hanging bracket sign on the building located at 332 Main Street (TMS # 137-02-01-001 | PIN: 36701010028).

Hyman said the applicant requested to replace the existing hanging bracket the signage in the same location as the existing signage. The bracket would still be located between the awnings. She said the sign and bracket would be aluminum with the logo in digital print. She said the sign would be 6.2 sq. ft. and met the requirements of the UDO.

Hyman said the applicant also proposed to repaint the existing awning with the color “Bright Parrot” with a yellow strip accent. The logo would replace the logo that was currently on the awning. She said the logo would be applied to the awning using a heat transfer process. She said the logo would measure 11 sq. ft. and met the UDO requirements.
Ulrich asked how the paint would hold up on the awning. Sritan said it was a paint specifically designed for canvas. He said it should last 10-15 years. He said it could be repainted when necessary.

Ulrich asked if the sign meet the 3-dimensional requirement. Sritan said it would be no problem to make it 3-D. Doyle said it could be implied dimension. Ulrich said the Board had said they were not going to permit implied dimension anymore because it never looked dimensional once it was installed. Doyle said the guidelines said the signage could appear dimensional. Ulrich said a precedent had been set. Doyle did not think they could change what the guidelines said without an amendment.

Sritan said he could raise the letters and the palm tree ½” on the signage. Whitley said she did not like the yellow on the sign with the green of the awning. Sritan said the colors were the colors of Jamaica. Doyle said the colors would work.

Pippin made a motion, seconded by Walberg-O’Neil, to approve the hanging bracket sign provided the letters and the palm tree were raised ½” on the flat base, and to approve the awning as presented. The vote in favor was unanimous. The motion carried.

Whitley then said that the sign that had been approved on Main Street for Spartina Land Surveying two meetings ago had not done what they said they would to make the sign look dimensional. She asked what would happen if this one was not made dimensional. Ulrich said that would be handled by staff.

IV. 2016 QUATTLEBAUM AWARD NOMINEES

Hyman said it was time to review the 2016 Quattlebaum Award nominees. She said the awards would be given out at the December 4, 2017 City Council meeting. She explained to the new members that these were awards that were given out annually for the construction of a new home, the construction of a new non-residential building, the restoration of a home, the restoration of a non-residential building, outstanding signage, outstanding landscaping, interior design, and contribution to quality development, restoration, landscape, or design by an individual or organization. She said that up to two awards could be given per category, but that no award had to be given in a category if the Board did not feel one was warranted.

The Board reviewed the nominees and selected as follows:
Pippin made a motion, seconded by Whitley to approve the award for Construction of a New Home to 2585 Long Avenue, Extension. The vote in favor was unanimous. The motion carried.

Pippin made a motion, seconded by Walberg-O’Neil, to approve the award for Restoration of a Home to 604 Elm Street and 802 Elm Street. The vote in favor was unanimous. The motion carried.

Pippin made a motion, seconded by Whitley, to approve the award for Restoration of a Non-Residential Building to The Rock Church located at 1408 Mill Pond Road. The vote in favor was unanimous. The motion carried.

Walberg-O’Neil made a motion, seconded by Whitley, to approve the award for Outstanding Interior Design to The Spa on Main located at 206 Main Street. The vote in favor was unanimous. The motion carried.

Pippin made a motion, seconded by Walberg-O’Neil, to approve the award for Outstanding Signage to Bonfire Taqueria located at 951 Second Avenue. The vote in favor was unanimous. The motion carried.

No awards were approved for Construction of a New Non-Residential Building or for Contribution to Quality Development, Restoration, Landscape, or Design by an individual or organization.

V. PUBLIC INPUT

There was none.

VI. BOARD INPUT

Smith said the city had approved the signage and awning at 332 Main Street, formerly Crady’s, and that now the new tenant had to do more to his sign than they did. Whitley, whose family owned Crady’s, said that their sign had been permitted at least 16 years ago. Smith thought the sign should be grandfathered. Whitley said it had been until they closed and now that a new tenant was there, it had to change. Doyle said it was just like building codes that change over time.

Smith said that it was hard for new business owners to make a go of their business if they had to have expensive signs. It was mentioned that the RiverPaws owner could not afford a professional sign and she had made her sign. The Board agreed that her sign was every bit as good as one that might have been professionally made.

Pippin said that it was not the Board’s concern about the price of the signage. He said they had to follow the requirements of the UDO and Design Guidelines. Doyle said that this was the same as the Board of Zoning Appeals, who were not
permitted to consider financial reasons as a hardship.

Smith said the man today had come to the meeting thinking that he could just replicate what was there. Pippin said the man who attended the meeting was the sign maker and not the tenant, and he should be aware of the requirements.

Ulrich said that his term expiration would be December 31 of this year, and that he could not apply again based on the UDO requirements. He asked the Board to be on the lookout for a new member. Hyman said there was an architect in the city who had expressed interest.

VII. STAFF INPUT

There was none,

VIII. ADJOURN

There being no further business to come before the Board, the meeting adjourned at 4:30 p.m.

Approved and signed this __________ day of ______________________, 20___.

George Ulrich, Chairman
Issue: Rivertown Boutique: Michelle Buffkin, applicant, requests approval for two wall signs and a window sign on the building located at 315 Main Street (TMS # 137-02-02-022 | PIN: 36701010022).

Zoning District: CBD (Central Business District), Commercial HDRD

Scope of Work: The applicant requests approval for two wall signs and a window sign. The wall signs are made of aluminum PVC composite and are white with green lettering. They measure 0.66’ x 5.5’ (3.66 sq. ft., approx.) and meet the requirement specified in the UDO.

The window sign located in the door glass and measures 1.5’ x 2’ (3 sq. ft., approx.). The door glass pane measures 2’x7’ (14 sq. ft., approx.). Therefore, the sign does not exceed the 50% limit and meets the requirements of the UDO.

APPLICABLE ORDINANCE AND GUIDELINES:

"City of Conway Unified Development Ordinance (UDO)";

- Section 11.3.1 Sign Regulations by Zoning District: Table 11.1: Sign Standards by District:
  - Central Business District (CBD):
    - Allowable Sign Types: All sign types except EMC’s
    - Total number of signs allowed: 4 per tenant space
    - Max cumulative sign area per tenant space: 100 sq. ft.
    - Special illumination restrictions: Internally illuminated cabinet signs prohibited

- Section 11.4.1 Wall Signs:
  - Location and Number Permitted: Wall Signs must be located on a building face that has a public entrance. Only one wall sign per side of a façade per tenant will be allowed. A second wall sign will be allowed on another façade if the building is located on a corner lot or if there is a second public entrance. The max number of wall signs permitted is 2 per tenant space.
  - Size: Wall signs may be a max of 100 sq. ft. or 15% of the building face where the sign is attached, whichever is less.
  - Illumination: Wall signs may be illuminated by any means consistent with Section 11.1.8
  - Zoning: Wall signs are allowed in all zoning districts.

- Section 11.4.2 Window Signs:
  - Location and Number Permitted: There is no specific location requirement or limit to the number of window signs allowed. A window sign is a sign that is painted on or attached to a window and located within 12-inches of the face of a window. Window signs do not include business hours of operation or open/closed signs. Window displays, including merchandise displays, graphics and text, that are located more than two (2) feet from the face of a window are not considered signs. Window signs shall not count towards the cumulative number of signs permitted.
  - Size: Window signs are limited to a maximum of twenty-four (24) square feet. Window signs shall not exceed 25% of any individual window and 50% of glass panes of any door.
  - Illumination: Window signs may be illuminated by any means consistent with Section 11.1.8
  - Zoning: Window signs are allowed in all zoning districts.
“Historic Design Review Districts: Community Appearance Guidelines”:

- Section C, Chapter 5: 5.2 Sign Materials (Pg. C.4):
  - All attached signs should be (or appear) dimensional. It is not expected that all signs be “hand hewn” or crafted as they were 100 years ago from period materials. True dimensional letters catch light, cast shadow, adding depth and highlight to the characters or logos during the day or night.

  - 5.2.1; 5.2.2; 5.2.3; 5.2.4; 5.2.5; 5.2.6; 5.2.7; Fig. 3.3: Typical Dimensional Lettering and Paint Example

STAFF RECOMMENDATION:
Should the board choose to approve the applicant’s request, staff recommends the following conditions:

- The applicant obtain all applicable permits and/or licenses
- Any deviation from what is approved shall require a re-review from this board and subsequent approval
City of Conway
Community Appearance Board
APPLICATION / CERTIFICATE OF APPROPRIATENESS

Property Address: 315 Main Street

Review Request:
- [ ] Conceptual
- [ ] Preliminary
- [ ] Final

Project Type:
- [ ] Alterations / Additions
- [ ] New Construction
- [ ] Signs
- [ ] Landscape
- [ ] Color Change

HDRD: [ ] Commercial

Meeting Date: 12/13/17

TMS#: 157-02-02-02

Property Owner:

Applicant: Michelle Buffett

Applicant's mailing address:

City: Conway

Applicant's relationship:
- [ ] Owner
- [ ] Design Professional
- [ ] Contractor
- [ ] Real Estate Broker
- [ ] Other

Daytime phone: 843-488-4009

Applicant's e-mail address: m.buffett@@yahoo.com

State: SC

Zip Code: 29526

Value of Project (As noted on Building Permit): $

In your own words, describe what you are requesting:

graphic design on door and signs down below. Tackle 4 feet on wall.

Submittal Requirements: (See attached CAB Requirements)

- [ ] Zoning approval obtained and/or initial TRC review completed
- [ ] Completed CAB application
- [ ] Two (2) copies of all relevant information (As deemed necessary by CAB and/or Planning Director)
- [ ] Site plans illustrating existing structures and proposed new structures and/or additions
- [ ] Landscape plans illustrating the location of existing landscaping and proposed new landscaping;

- [ ] Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;
- [ ] Plans for existing signage and proposed new signage;
- [ ] Color samples of paint, brick, shingles, siding;
- [ ] Topographic surveys;
- [ ] Tree surveys;
- [ ] Lighting plans;
- [ ] Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten (10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 P.M. in City Hall, 229 Main Street. I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.

Applicant's signature: Michelle Buffett

Date: 11/9/17

Print name legibly: Michelle Buffett

PIN - 36701010022
Permanent Sign Permit Application
Application and all required supporting materials must be completed prior to requesting a permit.

City of Conway Planning Department
Phone: (843) 488-9888
206 Laurel Street, 29526
Conway, South Carolina

FAX: (843) 488-9890
www.cityofconway.com

Proposed Location: 315 Main Street
Business Name: River Town Boutique

Applicant/ Property Owner: Michelle Buffkin
Daytime phone: 843-488-4019

Applicant/ Property Owner's mailing address: 9055 Fork of Swamp Rd
State: SC
Zip Code: 29514

City: Conway
Fax:

Brief Description of the sign and scope of work: Window/door graphics
Pictures attached.

ATTACH THE FOLLOWING SUPPORTING MATERIALS TO COMPLETE THIS APPLICATION

For Wall, Awning, Window, and Projecting Sign, Submit One Hardcopy and one Digital Copy of the Following:

____ Building Permit Application;
____ A Scaled drawing, including superimposed rendering of sign mounted on building;
____ A scaled rendering of the building, showing the width of the storefront to which signage will be applied;
____ A scaled rendering of all other facades and any existing signs;
____ Color samples and PMS numbers;

For Monument or Freestanding Post Sign, Submit One Hardcopy and one Digital Copy of the Following:

____ Building Permit Application;
____ A Scaled drawing, including superimposed rendering of sign alterations (if existing);
____ A scaled site plan of the property on which the sign is to be located, indicated property lines, all site improvements, location and setback from property lines of proposed sign, sight triangles at street/driveway intersections, and any existing signs to remain;
____ Landscape and Irrigation plan, if applicable;
____ For a sign 10 feet or taller, drawings wet sealed by a South Carolina-registered engineer;

Additional Items May Be Necessary Before a Sign Permit is Issued
____ For an illuminated sign, an electrical permit obtained by a licensed electrician or sign company;
____ An application for Certificate of Occupancy for the tenants/business;
____ For a sign requiring design review, a Certificate of Appropriateness;
____ For a sign projecting over a public right-of-way or other public property, an encroachment permit from the governing authority;

****ALL PERMANENT SIGNS REQUIRE FINAL INSPECTIONS****

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required materials, as required by Article 11 of the Conway Unified Development Ordinance, will be submitted to the City of Conway Planning Department in order for the permit to be reviewed. I understand that it is my responsibility to obtain all necessary approvals from other city departments.

Applicant's signature: Michelle Buffkin
Date: 11-9-17

Print name legibly: Michelle Buffkin

APPROVED: ____________________________ Date: ____________________________
Temporary Sign Permit Application
Application and all required supporting materials must be completed prior to requesting a permit.

City of Conway Planning Department Phone: (843) 488-9888
206 Laurel Street, 29526 Conway, South Carolina
FAX: (843) 488-9890 www.cityofconway.com

Proposed Location: 315 Main St Business Name: 21st Century Boutique
Applicant/Property Owner: Michelle Buffaline Daytime phone: 843-488-4019
Applicant's mailing address: 2155 Fairway Trace Applicant's e-mail address: mbuffaline@yahoo.com
City: Conway State: SC Zip Code: 29526

Temporary sign will be displayed from 10-9-19 (date) to 12-14-19 (date)
The proposed sign is a:
Banner [ ] A-frame/Sandwich board [ ] Wall sign [✓] Freestanding Sign [ ]
Window Sign [ ] Other [ ]

Is the proposed sign is for a business located in a multiple-tenant building? Yes [✓] No [ ]

Brief Description of the proposed location for temporary sign:

| Size: | 7 in x 5 ft | \( \cdot 58 \times 5' = 2.9 \text{ sq. ft} \) |
| Height: | 7 inches |
| Location: | on door glass door: 15.33 sq. ft undercover 60% coverage |

TEMPORARY BUSINESS SIGN REGULATIONS

- THERE SHALL NOT BE MORE THAN FOUR (4)
  PERMITS FOR TEMPORARY BUSINESS SIGNS
  ISSUED FOR THE SAME BUSINESS LOCATION
  WITHIN ONE (1) CALENDAR YEAR.
- Sign face twenty-four (24) square feet or
  less (forty-eight aggregate (48) square feet);
- Removed after ten (10) consecutive days
- Not to exceed fifteen (15) feet in height;

TEMPORARY EVENT SIGN REGULATIONS

- Erected fifteen (15) days prior to event,
  removed within three days;
- Sign face twenty-four (24) square feet or
  less (forty-eight aggregate (48) square feet);
- Not to exceed six (6) feet in height;
- Additional maps may be necessary to illustrate multiple sign location(s).

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department in order for the permit to be reviewed. I understand that it is my responsibility to obtain all necessary approvals from other City departments.

Print name legibly: Michelle Buffaline
Applicant's signature: Michelle Buffaline
date: 11-10-19

Office Use Only
Staff Signature: Jessica Hukill
Date:

Conditions: Must be removed if CAB does not approve the request. CAB Mtg. date is 12-13

1st 10 days: 11-9 to 11-19
2nd 10 days: 11-20 to 11-30
3rd 10 days: 12-1 to 12-11
4th 10 days: 12-12 to 12-22
ISSUE:
The Hunter Group Architects, Inc. requests a conceptual and preliminary review for construction of a new medical office building located at 1405 Main Street (TMS 123-14-11-001 | PIN 33811020040)

ZONING DISTRICTS: HDRD:
Professional (P) / Main St HDRD

SCOPE OF WORK:
The request was submitted on November 28, 2017. The applicant proposes a two-story medical office building at the corner of Fifteenth Avenue and Main Street. The surrounding area has commercial buildings using a mixture of architectural style and design.

The applicant states the building will be compatible with the scale of other buildings in the Main Street Corridor, compatible with the dominant materials of nearby buildings, incorporating residential-friendly details in keeping with the partly commercial residential uses still in the Main Street Corridor, and differentiating elements so as not to falsely re-create a historical design that would not be truly historic.

The applicant states the predominate proposed building material will be brick, the windows are punched window elements in keeping with a more residential scale, and windows elements will include pre-cast or stone lintels, and a sloped roof with dormers will add an element of residential design.

On September, 2017, McKenzie Jordan, on behalf of the property owner, TBKITW Holding, LLC, requested a variance to allow for eight (8) parking spaces stacked together with adjacent eight (8) spaces. The intent of the stacked spaces will be to provide for vehicles that would under normal circumstances, remain parked throughout the day, and therefore would not be adversely affected by having their movements restricted. The variance request was granted at the October 26, 2017 Board of Zoning Appeals meeting.

APPLICABLE ORDINANCE AND GUIDELINES
City of Conway Unified Development Ordinance (UDO):
- **Section 6.3 Non-residential Design Standards:**
  - Table 6.2 Non-residential Zoning Districts:
    o Professional (P):
      - 7,000 sq. ft. min. lot area
      - 100’ min. lot depth
      - 70’ min. lot width
      - 40’ max. building height
      - 20’ front yard setback
      - 15’ rear yard setback
      - 10’ side yard setback
      - 15’ side yard setback from local street
      - 25’ side yard setback from arterial/collector street

- **Section 6.5 – Overlay District Design Standards**
  - 6.5.1 Upper Main Street Overlay District (MSO):
    o 6.5.1 (B): In addition to the standards provided in this overlay district, all properties within the MSO district are also required to follow the Residential/Main Street Corridor Guidelines in the City of Conway Historic Design Review Districts: Community Appearance Guidelines.
“Historic Design Review Districts: Community Appearance Guidelines”:

- **Section D, Intro: Professional / Commercial Infill Along Main Street (Pg. D.1):**
  - At Fifth Ave, going North, Main Street transitions from the Commercial Historic Design Review District (HDRD) into what the Community Appearance Board has classified as the “Main Street Historic Design Review District.”
  - Use of buildings is primarily residential but overlay zoning districts also allow for professional office. Since the mid-20th century, small offices (attorney’s, dentists, architects, health offices, etc.) were constructed in vacant lots between the larger homes (or in place of) and established residences. The scale of these commercial entities, however, is unique to the Main Street Corridor, as opposed to the buildings found along the Fourth Ave auto commercial corridor, which would have been developing at the same time. Where it appears Fourth Ave was, between the 1930s – 60s, more underdeveloped to which service stations, car dealerships, cafeterias, and strip centers located there. N. Main Street was already primarily residential entirely to at least Fifteenth Ave prior to 1950, so professional offices were built to be site-specific and in scale with the neighboring homes.
  - In the late 20th century, until today, some lots were consolidated to construct modern church buildings and professional complexes. New businesses are built in house form, but many homes themselves are large enough for retail or offices, with basic modifications for ADA access. The latter is preferred.
    - As homes are converted to commercial use or new construction with residential form is designed to lots, the challenge for the Main Street Corridor becomes the balance of maintaining a high level of in-town residential character (from varying decades of development) with the needs of the business.

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**STAFF RECOMMENDATION:**

Staff recommends the board carefully review the above-listed criteria listed from the Unified Development Ordinance and the HDRD Design Guidelines when considering the applicants request.
### City of Conway

**Community Appearance Board**

**APPLICATION / CERTIFICATE OF APPROPRIATENESS**

<table>
<thead>
<tr>
<th>Property Address: 1405 Main Street</th>
<th>TMS#: 123-14-11-001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Owner:</strong> T.B.K.I.T.W. Holding, LLC</td>
<td><strong>Daytime phone:</strong> 404-816-6537</td>
</tr>
<tr>
<td><strong>Applicant:</strong> The Hunter Group Architects, Inc.</td>
<td><strong>Daytime phone:</strong> 404-816-6537</td>
</tr>
<tr>
<td><strong>Applicant's mailing address:</strong> 3400 Peachtree Rd NE, Suite 1275</td>
<td><strong>Applicant's e-mail address:</strong> <a href="mailto:awidenmuller@huntergrouparch.com">awidenmuller@huntergrouparch.com</a></td>
</tr>
<tr>
<td>City: Atlanta</td>
<td>State: Georgia</td>
</tr>
<tr>
<td>Zip Code: 30326</td>
<td></td>
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</tbody>
</table>

**Reviewer Request:**

- Conceptual
- Preliminary
- Final

**Project Type:**

- Alterations / Additions
- New Construction
- Signs
- Landscape
- Color Change

**H_HDRD:**

- Miscellaneous (Fencing, roofs, etc)
- Demolition / Moving of Structure
- Repairs / Repainting with no Change
- Appeal the Decision of Planning Staff

**Meeting Date:**

- November 28, 2017

**Value of Project:** (As noted on Building Permit): $ Not Yet Available

**In your own words, describe what you are requesting:** Please see attachment.

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**Submititl Requirements:** (See attached CAB Requirements)

- Digital copies of all supporting materials must be submitted along with two hard copies.

  - Zoning approval obtained and/or initial TRC review completed
  - Completed CAB application
  - Two (2) copies of all relevant information (As deemed necessary by CAB and/or Planning Director)
  - Site plans illustrating existing structures and proposed new structures and/or additions
  - Landscape plans illustrating the location of existing landscaping and proposed new landscaping.

- Building designs and location drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;
- Plans for existing signage and proposed new signage;
- Color samples of paint, brick, shingles, siding;
- Topographic surveys;
- Tree surveys;
- Lighting plans;
- Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)

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**Applicant's signature:**

**Print name legibly:** Alois W. Widenmuller

**Date:** November 28, 2017
In your own words, describe what you are requesting:
This application is requesting approval and/or comments on the architectural design for a new medical office building on the referenced site, located at 1405 Main Street in Conway. The site is vacant. There are existing commercial use buildings on the adjacent properties on Main Street, and on the opposite side of Main Street. Nearby commercial buildings along the Main Street Corridor include a mixture of architectural styles and detailing. Some are former residential properties that now house commercial uses; others are buildings that were designed specifically for commercial uses, and borrow some residential details and scale. The proposed project is a two story medical office building. The site plan has previously been reviewed and approved by the City of Conway Zoning Board.

We have developed the architectural design of the new building to respond to the guidance and intent of the Main Street Corridor HDRD, including a number of design considerations:

- compatibility with the scale of other buildings in the Main Street Corridor;
  - building height limited to two story;
  - building elevations are developed to include a base, an integrated facade for the two stories indicating the professional services aspect of the total building, and cornice line at the roof level;
  - windows are punched (individual) window elements in keeping with a more residential scale;
- compatibility with the dominant materials of other nearby buildings;
  - the predominant proposed material is brick;
  - window elements include precast or cast stone lintels;
- incorporating residential-friendly details in keeping with the partly commercial-partly residential uses still in place in the Main Street Corridor;
  - sloped roof with dormers adds an element of residential design found in other nearby buildings;
  - water table and horizontal banding are used to relate to neighborhood buildings;
  - building corners are accented with quoins to relate to scale and detailing of other buildings within the Main Street Corridor.
- differentiating elements of the design so as not to falsely re-create a “historical” design statement that would not be truly historic;
  - the main building entry is treated as a more contemporary two story architectural element; the design intent is to differentiate the facade from more traditional, truly historic buildings, and to reflect the interior spaces of the new building.

Submittal Requirements
In submitting this preliminary application, we offer the following:

- Site Plan drawing of proposed development. The site plan required a zoning variance, which was presented to the Board of Zoning Adjustment, and was approved.
- Building facade/elevation drawings of the proposed development.
- Specific materials colors such as brick selection have not yet been made, but actual colors and samples will be submitted for approval.
- Topographic survey of the site.
- There are no existing trees and no significant landscape elements on the site. Landscape plans will be developed in compliance with the requirements of the landscape ordinance, and will be submitted for review and approval.
- Plans for signage will be developed and will be submitted for review and approval.
- Plans for building and site lighting, including proposed fixture selections, will be submitted for review and approval.

The Hunter Group Architects, Inc. 3400 Peachtree Road N.E., Suite 1275 * Atlanta, Georgia 30326
Site Information
Zoning District: P (Professional)
Site Size: 0.79 acres

PROPOSED MEDICAL OFFICE BUILDING OF CONWAY
PROJECT LOCATION: MAIN STREET & 15TH STREET
DATE: December 13, 2017
CAB AGENDA ITEM: IV.B

ISSUE:

Green Design and Consultants requests a review for construction of a new church located at 2469 East Highway 501 (TMS 151-00-03-020 | PIN 38311030005)

ZONING DISTRICTS: HDRD:

Planned District (PD) / NA

SCOPE OF WORK:

The applicant proposes a church on Highway 501, between Miller-Motte Technical College and Tyson Sign Company. The surrounding area has commercial and industrial buildings using a mixture of architectural style and design.

The PD Narrative states “proposed church building elevations will be submitted for review and approval by the City of Conway Community Appearance Board (CAB) prior to construction as required by the Planning Commission and UDO. The design shall be in accordance with the Non-Residential Architectural Design Standards of the Conway Unified Development Ordinance.”

The façade is composed of pre-cast concrete panels, in natural color with a smooth finish. The horizontal band at the top of the front and side facades is white aluminum with powder coated finish.

APPLICABLE ORDINANCE AND GUIDELINES

City of Conway Unified Development Ordinance (UDO):

- Section 6.3 Non-Residential Design Standards:
  - 6.3.1 Non-Residential Architectural Design Standards
    - The architectural design, color, and material of a proposed structure, or structures, shall conform to community standards of good taste and design.
    - Proposed structures will contribute to the image of the City of Conway as a unique place of visual character, integrity, and quality.
    - All elevations of a structure shall be in harmony one with another in terms of scale, proportion, detail, material, color, and high design quality.
    - The side and rear elevations of buildings shall be visually attractive, especially where those side or rear elevations are most often viewed by the public. Rooflines and architectural detailing shall present a consistency in quality design.
    - All structures within a proposed development, including gasoline station canopies, shall utilize a uniform architectural theme and shall be designed to create a harmonious whole. It is not to be inferred that buildings must look alike to achieve a harmony of style. Harmony of style can be created through proper consideration of scale, proportion, detail, materials, color, site planning, and landscaping.
    - The scale of buildings and accessory structures (including canopies) shall be appropriate to the scale of structures located in the surrounding area. Canopies designed as domineering or overpowering architectural features shall not be permitted.
    - Long, monotonous facade design, including, but not limited to, those characterized by unrelieved repetition of shape or form, or by unbroken extension of line, shall not be permitted.
    - The architectural design and material finish of buildings, signage, gasoline pump canopies, and other necessary structures shall be compatible with one another and surrounding structures.
    - Color combinations of paints and stains shall be complimentary. In general, no more than three different colors per building shall be permitted.
Materials shall express their function clearly and honestly and shall not appear as materials which are foreign to the character of the rest of the building.

Any building exterior elevation shall consist of architectural materials which are equal in quality, appearance, and detail to all other exterior elevations of the same structure. Nothing in this section shall preclude the use of different materials on different exterior elevations of the same structure so long as those materials maintain the architectural unity and integrity of the entire structure.

Stucco, tabby, wood siding, brick, stone, traditional metal components, textured concrete masonry units, glass, fiber cement siding, and other materials with similar textures are permitted. In addition to these materials, aluminum composite materials are permitted for HC Zoning Districts located within the GCO. Fiber cement, AZEK, and PVC are permitted as a synthetic trim.

No portion of a building constructed of unadorned concrete masonry units or corrugated metal, sheet metal, exposed metal, and / or manufactured panelized metal wall systems shall be visible in any manner from adjoining developed properties, from existing public rights-of-way, or from adjoining properties which are eligible for future development.

When unreasonable or impractical situations would result from the strict application of Section 6.3.1.C of the UDO, the owner or developer of property, zoned HC and located in the GCO, has the right to provide an alternative architectural design plan. Such situations may result from unique site conditions, innovative design applications, and / or unified development design. The Planning Director shall use the following criteria when determining whether an alternative architectural design plan can be accepted in lieu of meeting the requirements stated in Section 6.3.1.C:

a) The proposal includes a clear and concise explanation of the specific standards that are unreasonable or impracticable in that particular situation and how the alternative methods proposed will achieve the intent of Section 6.3.1.C.

b) The proposal represents the use of alternative designs and / or materials, which will result in an acceptable alternative to what is required in Section 6.3.1.C.

c) The proposal is compatible with and will enhance the use or value of surrounding properties.

d) The proposal is consistent with the intent of the UDO, the City of Conway Comprehensive Plan, and other current and future City of Conway adopted plans.

e) The Planning Director can require larger building setbacks, increased landscape buffers, and / or other screening methods as part of the approval for an alternative design plan.

Section 6.5 – Overlay District Design Standards

6.5.2 Gateway Corridor Overlay District (GCO):

6.5.2 (E): Building Massing and Modulation. The massing of building facades oriented to public streets shall incorporate modulation with horizontal breaks at least every fifty (50) feet. Massing and modulation changes could include changes in height, horizontal plane, building projections/recessions, roof form, and/or other architectural elements.

Building materials. The Planning Director shall insure compliance with the architectural design standards that are identified in Section 6.3.1.

Mechanical equipment. Mechanical equipment whether ground level, raised, or rooftop shall be shielded and screened from public view through the use of a parapet wall or other decorative feature. The public view includes front facades, and side and rear facades visible from public right(s)-of-way, adjacent properties, and residential uses or districts.

STAFF RECOMMENDATION:

Staff recommends the board carefully review the above-listed criteria listed from the Unified Development Ordinance when considering the applicants request.
### Property Address:
2469 E Hwy 501 Conway, SC
TMS #: 51-00-03-020

<table>
<thead>
<tr>
<th>Review Request:</th>
<th>Project Type:</th>
<th>HDRD:</th>
<th>Meeting Date:</th>
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<td>Alterations / Additions</td>
<td>Miscellaneous (Fencing, roofs, etc)</td>
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<td>Demolition / Moving of Structure</td>
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<td>Signs</td>
<td>Repairs / Repainting with no Change</td>
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<td>Landscape</td>
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<tr>
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<td>Color Change</td>
<td></td>
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</tr>
</tbody>
</table>

| Property Owner: | Ekklesia Christian Church |
| Applicant:      | Brantley M. Green |
| Applicant's mailing address: | 607 Main St. |
| City:           | Conway |
| State:          | SC |
| Zip Code:       | 29526 |
| Daytime phone:  | 843 602 2247 |
| Applicant's relationship: | Contractor |

| Value of Project (As noted on Building Permit): | $2.8 million |

**In your own words, describe what you are requesting:**

<table>
<thead>
<tr>
<th>Submittal Requirements: (See attached CAB Requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Digital copies of all supporting materials must be submitted along with two hard copies:</td>
</tr>
<tr>
<td>- Zoning approval obtained and/or initial TPC review completed</td>
</tr>
<tr>
<td>- Completed CAB application</td>
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<tr>
<td>- Two (2) copies of all relevant information (As deemed necessary by CAB and/or Planning Director)</td>
</tr>
<tr>
<td>- Site plans illustrating existing structures and proposed new structures and/or additions</td>
</tr>
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<td>- Landscape plans illustrating the location of existing landscaping and proposed new landscaping:</td>
</tr>
<tr>
<td>- Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;</td>
</tr>
<tr>
<td>- Plans for existing signage and proposed new signage;</td>
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<td>- Color samples of paint, brick, shingles, siding;</td>
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<tr>
<td>- Topographic surveys;</td>
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<td>- Tree surveys;</td>
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<tr>
<td>- Lighting plans;</td>
</tr>
<tr>
<td>- Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)</td>
</tr>
</tbody>
</table>

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten (10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 P.M. in City Hall, 229 Main Street. I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.

Applicant's signature: Brantley M. Green
Date: 12/17/17
Print name legibly: Brantley M. Green
 ISSUE:

901 Main St: The applicant is requesting a final review of a proposed commercial building for “The Derrick Law Firm,” proposed for 901 Main Street (TMS# 123-14-06-003 / PIN: 33813010035).

ZONING DISTRICTS / HDRD:

Professional (P) / Main St HDRD

SCOPE OF WORK:

Mozingo & Wallace Architects, LLC, requests a final review of a proposed new commercial building for The Derrick Law Firm. The property is located within the Upper Main Street Corridor Overlay (MSO) and the Main Street HDRD. Renderings of the proposed building is included with this packet.

APPLICABLE ORDINANCE AND GUIDELINES

City of Conway Unified Development Ordinance (UDO):

- Section 6.3 Non-residential Design Standards:
  - Table 6.2 Non-residential Zoning Districts:
    - Professional (P):
      - 7,000 sq. ft. min. lot area
      - 100’ min. lot depth
      - 70’ min. lot width
      - 40’ max. building height
      - 20’ front yard setback
      - 15’ rear yard setback
      - 10’ side yard setback
      - 15’ side yard setback from local street
      - 25’ side yard setback from arterial/collector street

- Section 6.5 – Overlay District Design Standards
  - 6.5.1 Upper Main Street Overlay District (MSO):
    - 6.5.1 (B): In addition to the standards provided in this overlay district, all properties within the MSO district are also required to follow the Residential/Main Street Corridor Guidelines in the City of Conway Historic Design Review Districts: Community Appearance Guidelines.

“Historic Design Review Districts: Community Appearance Guidelines”:

- Section D, Intro: Professional / Commercial Infill Along Main Street (Pg. D.1):
  - At Fifth Ave, going North, Main Street transitions from the Commercial Historic Design Review District (HDRD) into what the Community Appearance Board has classified as the “Main Street Historic Design Review District.”
  - Use of buildings is primarily residential but overlay zoning districts also allow for professional office. Since the mid-20th century, small offices (attorney’s, dentists, architects, health offices, etc.) were constructed in vacant lots between the larger homes (or in place of) and established residences. The scale of these commercial entities, however, is unique to the Main Street Corridor, as opposed to the buildings found along the Fourth Ave auto commercial corridor, which would have been developing at the same time. Where it appears Fourth Ave was, between the 1930s – 60s, more underdeveloped to which service stations, car dealerships, cafeterias, and strip centers located there. N. Main Street was already primarily residential entirely to at least Fifteenth Ave prior to 1950, so professional offices were built to be site-specific and in scale with the neighboring homes.
  - In the late 20th century, until today, some lots were consolidated to construct modern church buildings and professional complexes. New businesses are built in house form, but many
homes themselves are large enough for retail or offices, with basic modifications for ADA access. The latter is preferred.

- As homes are converted to commercial use or new construction with residential form is designed to lots, the challenge for the Main Street Corridor becomes the balance of maintaining a high level of in-town residential character (from varying decades of development) with the needs of the business.

**STAFF RECOMMENDATION:**

CAB granted conceptual approval on January 25, 2017. Staff recommends the board carefully review the above-listed criteria listed from the Unified Development Ordinance and the HDRD Design Guidelines when considering the applicants request.
City of Conway Planning Department  
206 Laurel Street, 29526
Ph: (843) 488-9888  
Conway, South Carolina
Fax: (843) 488-9890  
www.cityofconway.com

City of Conway  
Community Appearance Board  
APPLICATION / CERTIFICATE OF APPROPRIATENESS

Property Address: 901 MAIN STREET  
TMS#: 123-14-06-003

<table>
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Property Owner: Dirk J. Derrick  
Applicant: Mozingo + Wallace Architects, LLC
Applicant’s mailing address: 618 Chestnut Road, Ste. 205  
Applicant’s e-mail address: gwallace@mozingowallace.com

City: Myrtle Beach  
State: SC  
Zip Code: 29572

Value of Project (As noted on Building Permit): $1,400,000

In your own words, describe what you are requesting:

Approval for new two-story 8,040 sq.ft. office building in Main Street Corridor.

Submittal Requirements: (See attached CAB Requirements)  
***Digital copies of all supporting materials must be submitted along with two hard copies:

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Applicant's signature:  
Date: Nov. 3, 2017

Print name legibly: Gerry Wallace
**LED AREA LIGHTS - LSI SLICE MEDIUM (XLCM)**

- **SMARTTEC™** - LSI drivers feature integral sensor which reduces drive current, when ambient temperatures exceed rated temperature, providing typical operation for 100,000 hours (contact factory for TM-21 life estimate for specific configuration).

- **ENERGY SAVING CONTROL OPTION** - DIM - 0-10 volt dimming enabled with controls by others.

- **LEDS** - Select high-brightness LEDs in 5000K, or 4000K color temperature, 70 CRI.

- **DISTRIBUTION/PERFORMANCE** - Types 3, FT, FT-L, FT-R, S, and enhanced S5 and FTE. FT-L and FT-R allow for D180 mounting configurations with factory set optics for applications such as automotive front row. Exceptional uniformity creates bright environment at lower light levels. Internal Louver (IL) option available for improved backligh control without sacrificing street side performance for FT distribution. Consult factory for internal louver for FT-L and FT-R applications.

- **HOUSING** - One-piece, die-formed aluminum housing contains factory prewired driver. Wiring access door (with safety lanyard) located underneath.

- **OPTICAL UNIT** - Clear tempered flat glass lens permanently sealed to weather-tight aluminum optic frame creates an IP65 rated optical unit (includes pressure-stabilizing breather).

- **MOUNTING** - Tapered rear design allows fixtures to be mounted in 90° and 120° configurations without the need for extension arms. Use with 3° reduced drilling pattern. A round pole plate is required for mounting to round poles. Wall mount available by ordering wall mounting bracket (BKS-XBO-WM*-CLR). Proprietary pole quick mount accessories available with horizontal mounting or fixed 15° angled mounting (PQM41-KIT-CLR and PQM151-Kit-CLR) for mounting to square poles. Top mounted reinforcement bracket for high wind or vibration (up to 36) applications available as installed option or field-mount accessory.

- **ELECTRICAL** - Two-stage surge protection (including separate surge protection built into electronic driver) meets IEEE C62.41.2-2002, Location Category C. Available with universal voltage power supply 120-277 VAC (50/60Hz input), and 347-480 VAC. Optional button-type photocells (PC1) are available in 120, 208, 240, 277 or 347 volt (supply voltage must be specified).

- **DRIVER** - Available in SS (Super Saver) and HO (High Output) drive currents. Components are fully encased in potting material for moisture resistance. Driver complies with FCC standards. Driver and key electronic components can easily be accessed.

- **OPERATING TEMPERATURE** - -40°C to +50°C (-40°F to +122°F)

- **FINISH** - Fixtures are finished with LSI's DuraGrip® polyester powder coat finishing process. The DuraGrip finish withstands extreme weather changes without cracking or peeling. Available in black, bronze and white. Other standard LSI finishes available. Consult factory.

- **WARRANTY** - LSI LED fixtures carry a limited 5-year warranty.

- **PHOTOMETRICS** - Please visit our web site at www.lsi-industries.com for detailed photometric data.

- **SHIPPING WEIGHT (in carton)** - One fixture: 25.25 lbs. (11.5 kg). Packed two per carton: 43.5 lbs. (19.7 kg).

- **LISTING** - UL listed to U.S. and international safety standards. Suitable for wet locations. For a list of the specific products in this series that are DLC listed, please consult the LED Lighting section of our website or the Design Lights website at www.designlights.org.

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**DOE LIGHTING FACTS**
Department of Energy has verified representative product test data and results in accordance with its Lighting Facts Program. Visit www.energystar.gov for specific catalog strings.

### LIGHT OUTPUT - XLCM

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<th>Cool White</th>
<th>19900</th>
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<th>22900</th>
<th>15500</th>
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<tr>
<td>Neutral White</td>
<td>27900</td>
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<td>LLE White</td>
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<td>28500</td>
<td>20100</td>
<td>20400</td>
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</tr>
</tbody>
</table>

LED Chips are frequently updated therefore values may increase.

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**This product, or selected versions of this product, meet the standards listed below. Please consult factory for your specific requirements.**

- **ARRA**
- **UL Listed**
- **RoHS Compliant**
- **CE Marked**
- **FC Listed**
- **IP65**

Fixtures comply with ANSI C136.31-2010 American National Standard for Roadway Lighting Equipment - Luminaire Vibration 1.5G requirements.

---

Project Name

Fixture Type

Catalog #

10/16/17

© 2017

LSI INDUSTRIES INC.
**LED AREA LIGHTS - LSI SLICE MEDIUM (XLCM)**

**LUMINARIE ORDERING INFORMATION**

Typical Order Example: **XLCM 5 LED SS CW UE BLK PCI120**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Distribution</th>
<th>Light Source</th>
<th>Drive Current</th>
<th>Color Temperature</th>
<th>Input Voltage</th>
<th>Finish</th>
<th>Options</th>
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<tbody>
<tr>
<td>XLCM</td>
<td>3 - Type III</td>
<td>LED</td>
<td>SS - Super Saver</td>
<td>CW - Cool White (5000K)</td>
<td>UE - Universal Voltage (120-277V)</td>
<td>BLK - Black</td>
<td>DIM - 0-10V Dimming (from external signal) Batton Type Photocells PCI120 - 120V PCI206-277V - 206-277V PCI347 - 347V IL - Internal Louver (available with FT distribution only) HV - Vibration Reinforcement Bracket PCR 7P - Photoelectric Control Receptacle</td>
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<tr>
<td></td>
<td>5 - Type V</td>
<td>HO - High Output</td>
<td>NW - Neutral White (4000K)</td>
<td>347-480</td>
<td>Universal Voltage (347-480V)</td>
<td>BRZ - Bronze</td>
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<tr>
<td></td>
<td>FT - Forward Throw</td>
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<td></td>
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<td>WHT - White</td>
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<td>FT-L - Forward Optic Rotated for D180 Mount (Left Side)</td>
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<td>FT-R - Forward Optic Rotated for D180 Mount (Right Side)</td>
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<td>5E - Type V Enhanced</td>
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<td>FTE - Forward Throw Enhanced</td>
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**ACCESSORY ORDERING INFORMATION**

(Accessories are field installed)

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<tr>
<th>Description</th>
<th>Order Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>BKS-X80-WM-CLR Wall Mount Bracket</td>
<td>382120CLR</td>
<td>FK277 Single Fusing (277V)</td>
<td>382120CLR</td>
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<tr>
<td>XLCM-3/FT-HSS RM External House Side Shield (Black only - rear mounted)</td>
<td>6031598BK1</td>
<td>DFK208, 240 Double Fusing (208V, 240V)</td>
<td>DFK208, 2402</td>
</tr>
<tr>
<td>XLCM-FT-L/FT-R-HSS SM External House Side Shield (Black only - side mounted)</td>
<td>6031616BK2</td>
<td>DFK480 Double Fusing (480V)</td>
<td>DFK4802</td>
</tr>
<tr>
<td>XCPP Round Pole Plate for 2* RTP Poles</td>
<td>4390273CLR</td>
<td>FK347 Single Fusing (347V)</td>
<td>FK3472</td>
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<tr>
<td>XCPP Round Pole Plate for 4* Poles</td>
<td>3798667CLR</td>
<td>BPMH-KIT-CLR Square Pole Quick Mount Horizontal Bracket</td>
<td>BPMH-KIT-CLR</td>
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<tr>
<td>XCPP Round Pole Plate for 5* Poles</td>
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<td>BPMH-5KIT-CLR Square Pole Quick Mount Bracket w/ Fixed 15° Angle</td>
<td>BPMH-5KIT-CLR</td>
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<tr>
<td>FK120 Single Fusing (120V)</td>
<td>FK1202</td>
<td>ALSG UNV TLS - AirLink 5 Pin Twist Lock Controller</td>
<td>ALSG UNV TLS - AirLink 7 Pin Twist Lock Controller</td>
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</tbody>
</table>

**FOOTNOTES:**
1 - House Side Shields add to fixture EPA. Consult factory.
2 - Fusing must be located in the hand hole of pole.
3 - Photocell must be ordered separately. 7 pin standard. See Accessories.

**DIMENSIONS**

![Diagram](image)

**LEFT AND RIGHT VERSIONS OF TYPE FT REFLECTORS (TOP VIEW)**

![Diagram](image)

**Note:** Optics are not field-rotatable. For D180 Forward Throw installations specify left (FT-L) and/or right (FT-R) side mounting. Orientation is based on standing at the pole and looking out at the area to be lit.
THE DERRICK LAW FIRM
PROPOSED OFFICE BUILDING
901 MAIN STREET
CONWAY, SC
SEPT. 20, 2016

FRONT EXTERIOR

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THE DERRICK LAW FIRM
PROPOSED OFFICE BUILDING
901 MAIN STREET
CONWAY, SC
SEPT. 20, 2016

REAR ELEVATION
FACING PARKING LOT
 ISSUE:

Tom Miller of Miller Design Services, applicant, requests façade changes to previously approved four-story riverfront apartment building.

ZONING DISTRICTS: HDRD:

Central Business District (CBD) / Commercial HDRD

SCOPE OF WORK:

Van Watts is proposing to develop a multi-family building on Kingston Street, at the corner with Fourth Ave (Hwy 905), and is requesting conceptual review of the proposed project to see if the project adheres to the design review criteria. This property is located within the Commercial Historic Design Review District, however, it does not have direct frontage to the main commercial corridor. Although multi-family is a residential “use”, the building will be treated as a commercial building, as it is located in a commercial corridor and Commercial HDRD. The building will have to comply with the Multi-family Residential Design Standards in Section 6.2.7 of the Unified Development Ordinance (UDO), as well as the guidelines in the Commercial HDRD for new commercial development.

The apartments received a conceptual review on May 10, 2017, a preliminary review on July 12, 2017, and final review and Board approval on July 26, 2017.

At this time, Miller is requesting three changes from the previously approved building exterior:

1. Roofing material
2. Rectangular windows within arched openings in lieu of arched windows
3. Brick with accent banding in lieu of cast stone and the ground level.

APPLICABLE ORDINANCE AND GUIDELINES

City of Conway Unified Development Ordinance (UDO):

- Section 6.2 Residential Building Types and Design Standards:
  - Section 6.2.7 Multi-family Residential:
    - A. Dimensional Requirements:
      1. Setbacks: The front, side and rear setbacks shall adhere to the requirements set forth in Table 6.1. In addition to setback requirements, each structure shall be a minimum of 15-ft. from any other structure situated on the same lot.
    - B. General Design Standards:
      1. All common driveways, parking areas, open space, or other amenities shall have provisions for perpetual maintenance by the participating property owners.
      2. A pathway system connecting greenway/open space areas accessible to neighborhood residents, and connecting these areas to neighborhood streets and sidewalks shall be constructed.
    - C. Architectural Design Standards:
      1. Buildings shall be constructed of materials consistent with characteristics of the neighborhood, including but not limited to brick, stone, wood, vinyl siding, fiber cement siding, and masonry hardi-plank shakes/shingles. The primary material on the front elevation shall also be used on the side and rear elevations. There shall be a combination of no less than two (2) of the above listed materials on each façade of the building.
      2. Columns on the front elevation or otherwise visible from the public view shall have a minimum 2-ft. base constructed of brick or stone to match the front elevation.
3. Chimneys located on an exterior elevation of the dwelling must extend to the ground and be clad in masonry or same as adjacent materials.

- **Section 6.3 – Non-Residential Design Standards:**
  - **Table 6.2: Non-Residential Zoning Districts**
    - Central Business District (CBD):
      - Min. lot area: 0
      - Min. lot width: 20
      - Min. lot depth: 0
      - Min. landscaped space: 0
      - Height max: 45-ft
      - Front yard setback: 0
      - Side yard setback: 0
      - Rear yard setback: 0

- **Section B, Ch. 3: 3.4 – The Downtown Environment**
  - **Building Height:**
    - Controlling building height is not meant to prevent new development of greater density or limit building height in downtown. The concept of “height progression” contributes to the downtown’s sense of place and wayfinding for the user. …The progression of larger buildings behind the earlier, smaller buildings, or built further down auto corridors will give a sense of order.
    - Infill opportunities on vacant lots are available in many areas throughout downtown Conway. Current zoning allows new construction in the CBD up to 45-ft, however existing historic construction establishes a precedent to which new building height may be considered. Generally, variances will not be granted to more than one story taller than the established building height of an area/block. *This proposed building sits on a lot / block by itself, and is not directly adjacent to any of the historic buildings to which this may apply. Kingston Street separates this vacant lot and the existing historic buildings facing Main Street.*
  - **The Sidewalk is the “Pedestrian Hallway”**
    - One continuous “wall” of the pedestrian hallway is formed by the attractive building facades and storefronts. The opposite, perceived wall, is made up of the rhythmic and equally set line of street planting (a mix of shade trees and decorative trees or planting beds is preferred), and/or pedestrian amenities visually separating the sidewalk from the street. *This “pedestrian hallway” will include parking, landscaping and the Riverwalk extension (planned to be installed by the city).*

- **Section B, Ch. 4:4.1 Storefronts:**
  - **General Standards:**
    - 4.1.5: If the original or intended design of the entire storefront cannot be determined using photographs or historic resources, use contemporary materials with features, proportions, profiles, massing and traditional arrangement typical of similar structures of the same architectural form and style *in the district (be compatible with buildings in the district).*

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**STAFF RECOMMENDATION:**

The request is consistent with the UDO. If the board finds that the applicants request meets the HDRD guidelines, staff recommends the board approve the applicants request on the following conditions:

- Submit project (civil & architectural plans) for Technical Review
- Any changes to what the board has approved requires re-review and approval from this board.
**City of Conway**  
**Community Appearance Board**  
**APPLICATION / CERTIFICATE OF APPROPRIATENESS**

**Property Address:** 320 KINGSTON STREET  
**Property Owner:** BURROWS COMPANY

**Review Request:**  
- ☑ Final
- ☐ Conceptual  
- ☐ Preliminary

**Project Type:**  
- ☐ Alterations / Additions  
- ☑ New Construction  
- ☐ Signs  
- ☐ Landscape  
- ☐ Color Change  
- ☐ Miscellaneous (Fencing, roofs, etc.)  
- ☐ Demolition / Moving of Structure  
- ☐ Repairs / Repainting with no Change  
- ☐ Appeal the Decision of Planning Staff

**HDRD:**  
**Meeting Date:** 12/13/17

**Applicant:**  
**MILLER DESIGN SERVICES**  
**City:** MYRTILLE BEACH  
**Zip Code:** 29579

**Applicant's relationship:**  
- ☑ Design Professional

**Applicant's mailing address:** P.O. BOX 31717  
**Applicant's e-mail address:** tmillerdesignservices.com

**Daytime phone:** 843-650-6798

**Value of Project (As noted on Building Permit): $**

**In your own words, describe what you are requesting:**  
**FACADE CHANGES TO PREVIOUSLY APPROVED FOUR STORY RIVERFRONT APARTMENT BUILDING.

**Submit all Requirements:** (See attached CAB Requirements)  
***Digital copies of all supporting materials must be submitted along with two hard copies:***

- ☐ Zoning approval obtained and/or initial TRC review completed  
- ☐ Completed CAB application  
- ☐ Two (2) copies of all relevant information [As deemed necessary by CAB and/or Planning Director]  
- ☐ Site plans illustrating of existing structures and proposed new structures and/or additions  
- ☐ Landscape plans illustrating the location of existing landscaping and proposed new landscaping;

- ☐ Building designs and facade drawings of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated;  
- ☐ Plans for existing signage and proposed new signage;  
- ☐ Color samples of paint, brick, shingles, siding;  
- ☐ Topographic surveys;  
- ☐ Tree surveys;  
- ☐ Lighting plans;  
- ☐ Specifications for miscellaneous architectural elements (lighting fixtures, hardware and finishes, etc.)

**I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten (10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 PM in City Hall, 229 Main Street. I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.**

**Applicant's signature:** [Signature]  
**Print name legibly:** TOM MILLER  
**Date:** 12/11/17