



**TOWN OF DAVIDSON
DESIGN REVIEW BOARD
Board Room in Town Hall at 216 S Main St, Davidson, NC**

June 21, 2017

-
- I. CALL TO ORDER**
 - II. SILENT ROLL CALL**
 - III. CHANGES TO THE AGENDA**
 - IV. REVIEW/APPROVAL OF THE MINUTES**
 - (a) Minutes 2017May17
 - V. CONSENT ITEMS**
 - VI. NEW BUSINESS**
 - (a) Famous Toastery Signage
 - (b) St. Alban's Mail Kiosks
 - (c) Davidson East Mail Kiosks
 - (d) Sadler Square Additions
 - VII. OLD BUSINESS**
 - (a) Discussion of Work Lists (Optional)
 - VIII. ADJOURN**



Agenda Title: Minutes 2017May17

Summary:

ATTACHMENTS:

Description	Upload Date	Type
☐ Minutes	6/14/2017	Cover Memo

Meeting Minutes

Design Review Board

Town of Davidson, NC
May 17, 2017

A meeting of the Town of Davidson *Design Review Board* was held in the Town Hall, Administrative Conference Room, 216 S. Main St.

Call to Order: 7:00 p.m.

Silent Roll Call and Determination of Quorum:

Members Present signified by :

Bob Lauer, Chair
 John Burgess
 Mike Kessler

Bruce Barteldt
 Tom Goodwin
 Bob Sipp

Brian Bumann
 Stewart Gray

Town Staff Present: Chad Hall (Senior Planner)

Others in Attendance: Eric Vogen (108 S Main St – Property Owner)

Changes to the Agenda: None.

Review/Approval of the Minutes

A motion was made (BS) to approve meeting minutes of April 19, 2017 as drafted. It was seconded (TG) and the motion was approved unanimously.

Consent Item: None

New Business:

1. Vision Capital and Management – Projecting Sign

Located at 108 South Main Street

Proposed projecting sign

Represented by Eric Vogen (Property Owner)

Chad Hall gave a brief introduction of the sign project, explaining that the request had been adjusted since COA application submittal. In short, the current request is to relocate an existing projecting sign currently being utilized along the pedestrian pathway (Knox Court) and to locate said sign over the left door on the façade.

Associated with this request is an amendment to the Stewart Group sign that was approved in April, so that it will be located over their door (previously was to be located in center of façade). This change will be reflected via consent agenda at the next HPC meeting.

No lighting is associated with this request.

After brief discussion, the following conditions were added to the sign request:

- The projecting arm for each sign shall be matching; utilize the arm design approved for the Stewart Group projecting sign in April, 2017; and
- Coordinate the sign relocation so that each projecting arm is installed at the same height; compare sign sizes of VCM and TSG so that if any one of the projecting signs will hang lower than the other, then the lower hanging sign shall be installed first to ensure height clearances.

A motion was made to approve the design as submitted with the aforementioned conditions (BBarteldt) and seconded (BS). The motion was approved unanimously.

Old Business:

1. Work Lists

Presented by Chad Hall

Chad Hall provided the Board with a DRAFT version of Basic Work, Normal Work, Minor Work and Major Work lists. These lists were first discussed approximately a year ago and staff has been compiling example lists from various communities in NC.

The lists are suggestive, utilizing common themes and topics from other communities. It will be up to Davidson to determine which items eventually end up in each list.

The purpose of this proposed amendment to the Guidelines is to allow staff some approval authority for smaller items, such as painting or in-kind repairs/replacement of insignificant or non-visible items. Staff would not have any authority to deny a request; if staff would not approve an application, then the application would be forwarded to the HPC.

While the need for these lists are not a priority at this time, it will be good to have them in place (or prepared to be adopted) when/if the Local Historic District expands.

The lists will be debated at future meetings, so no decision was made. Eventually, the Town Board will need to approve any amendments to the Guidelines.

Adjourn: A motion was made to adjourn (TG), seconded (BBumann), and approved unanimously. The meeting was adjourned at 7:37 pm.

Approval of Minutes:

Date: _____ By: _____

Please note: This is a summary of the meeting and not to be considered a complete transcript.



Agenda Title: Famous Toastery Signage

Summary:

ATTACHMENTS:

Description	Upload Date	Type
☐ Application	6/14/2017	Exhibit
☐ Staff Analysis	6/14/2017	Presentation



Certificate of Appropriateness

FAMOUS TOASTERY
(Name of Project)

Application Requirements

Date Received

- Application Fee per Town of Davidson Fee Schedule
- Contact Information
- Project Description
(including General Statement of Intent)
- Statement of Compliance with Section 9 and Section 22
- Master Plan or Conditional Planning Area
(including all documents, plans, maps, and conditions of approval)
- Environmental Inventory in accordance with Section 8.2
(including adjacent properties and buildings)
- Color Photos
(including existing and adjacent sites and building(s) taken from the perspective of the public streets adjacent to the site)
- Site Schematic Design in accordance with Section 8.8
- Building Schematic Design in accordance with Section 8.4
- Landscape Schematic Design in accordance with Section 8.6
- Building Perspective in accordance with Section 8.4 D
- Building Materials/Colors
- 4-Sided Building Elevations and Color Front Elevations

As the applicant, I hereby confirm that all the required materials for this application are authentic and have been submitted to the Town of Davidson Planning Department.

Mary Decker
Applicant's Signature

23 MAY 2017
Date



Certificate of Appropriateness

Famous Toastery
(Name of Project)

Contact Information

Applicant's Information

Name: GARY DICKENS
E-Mail: GARY@ARTISANSIGNSAND
GRAPHICS.COM
Mailing Address: 18335 OLD STATESVILLE RD
CORNELIUS NC 28031
Business Phone: 704-655-9100 Mobile Phone: 704-905-7855

Property Owner's Information

(If Different from Applicant)

Name: ROBERT MAYNARD
E-Mail: RM@ROBERTMAYNARD.NET
Mailing Address: 445 SOUTH MAIN ST. 4TH FLOOR
DAVIDSON, NC 28036
Business Phone: 704-997-5471 Mobile Phone: 570-233-4461

Architect's Information

Name of Firm: ARTISAN SIGNS AND GRAPHICS
Architect's Name: MIKE PFEIFFER
E-Mail: MIKE@ARTISANSIGNSANDGRAPHICS.COM
Mailing Address: 18335 OLD STATESVILLE RD
CORNELIUS, NC 28031
Business Phone: 704-655-9100 Mobile Phone: 704-905-7855



Certificate of Appropriateness

FAMOUS TOASTERY
(Name of Project)

Project Description

Application Date:

24 May 2017

Project Location:

101 W. MAIN ST.

(Indicate street frontage, nearest intersection, and address, if assigned)

Tax Parcel(s):

Planning Area:

Master or Conditional Plan:

(Include any conditions of approval)

General Statement of Intent:

Replace hanging sign
add white vinyl
in 2 front windows

Project Details:

Project Type:

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> new structure | <input type="checkbox"/> addition | <input type="checkbox"/> exterior alteration |
| <input checked="" type="checkbox"/> sign | <input type="checkbox"/> vendor cart | <input type="checkbox"/> demolition |

Building Type:

BRICK

Building Materials:

HDU, / windows vinyl

Colors:

white yellow, Brown

Architectural Features:

Existing Site Conditions:

(include significant physical, environmental, and cultural features; significant and heritage trees, existing structures; and infrastructure and street layout)

see attached photos



CERTIFICATE OF APPROPRIATENESS

The Design Review Board hereby certifies that the application

GARY Dickens
Name of Applicant

FAMOUS TOASTERY
Name of Project

FAMOUS TOASTERY
Address
101 N. MAIN ST DAVIDSON NC

is approved for:

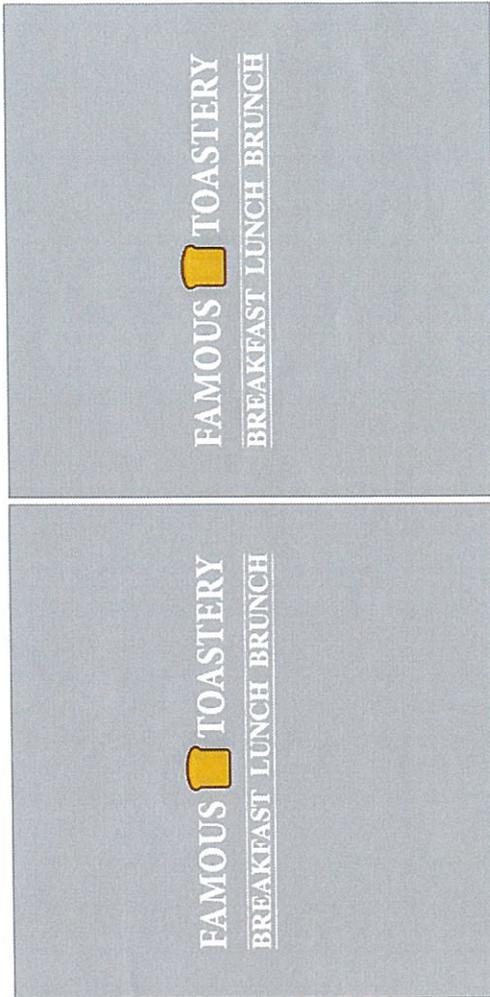
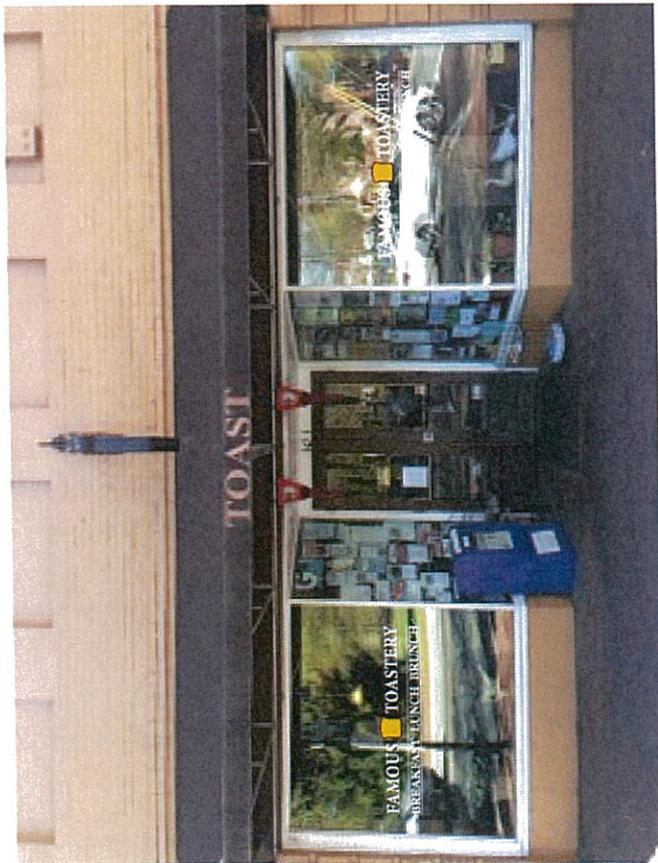
new structure addition or expansion exterior alteration or reconstruction relocation
 demolition sign(s) vendor cart exterior lighting exterior paint color(s)
 other

The following conditions are attached to this approval:

This certificate is not a permit. This certificate does not relieve any party of the responsibility of filing for and obtaining all required permits or of following all other applicable codes, ordinances, and regulations. This certificate does not negate any protective covenants or deed restrictions on the property. Any change in the applicant's plans requires the filing of a revised application with the Town of Davidson, NC.

Chair, Historic Preservation Commission

Date



(2) RTA and digital print window vinyl
66.5" x 14.5" coverage area

Proof Date: 05/05/2016_R1

Filepath: \Famous Toastery\Davidson\RTA_WindowVinyl_DIF

Project Specifications:

5 pieces

Color Use: NO PMS

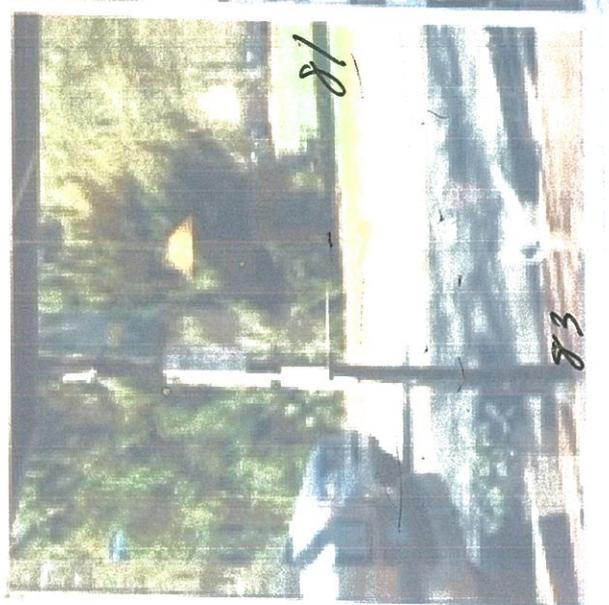
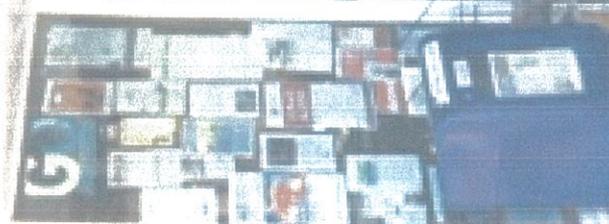
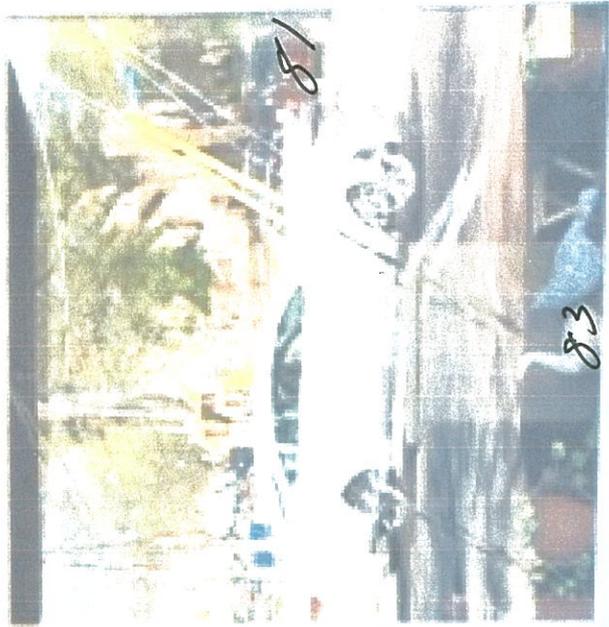
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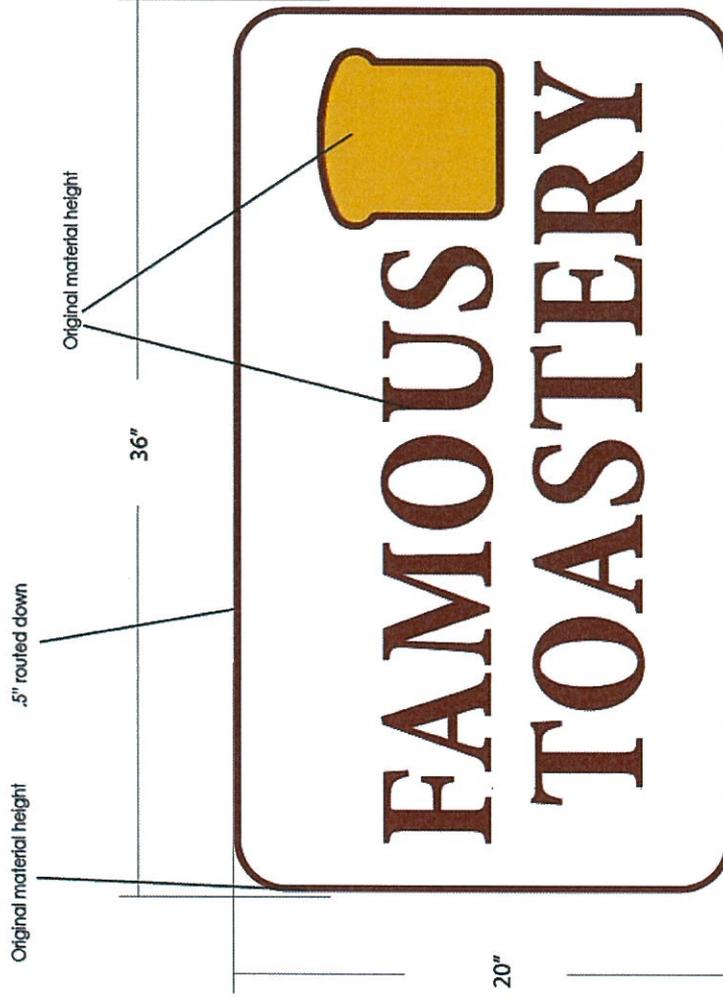
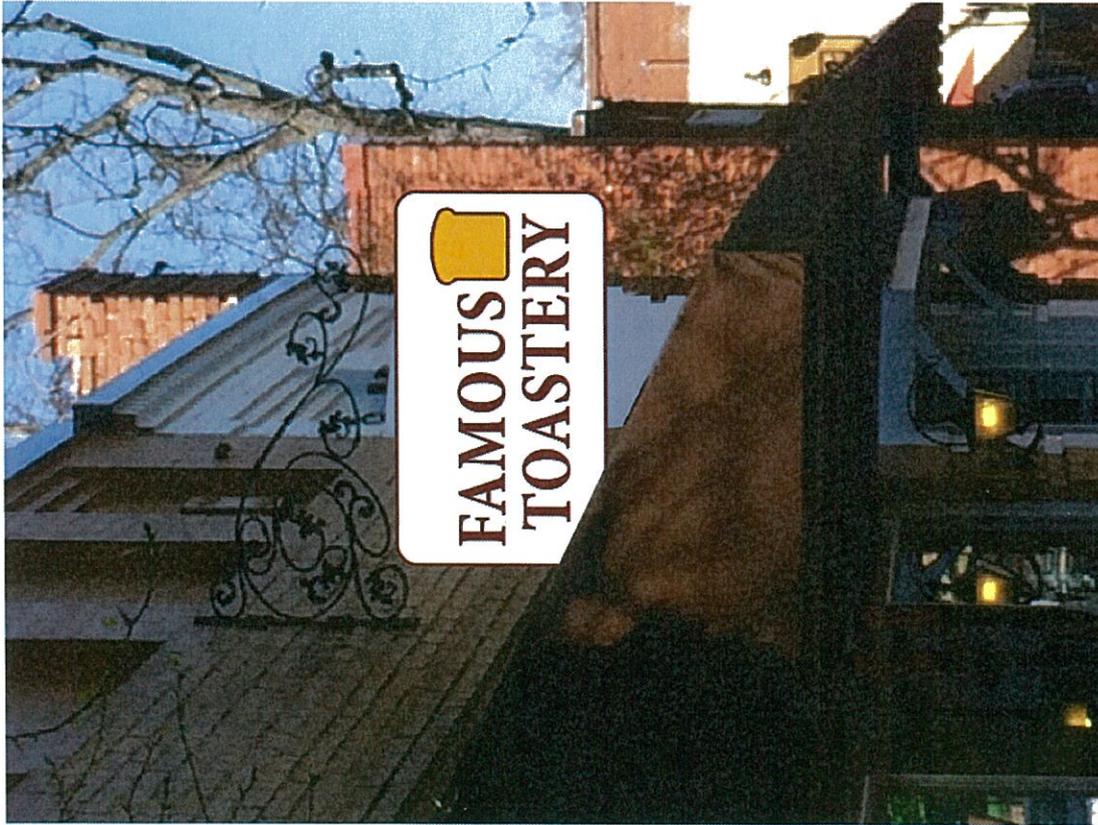
18335 Old Statesville Rd.
Cornelius, NC 28031
704-655-9100
www.artisansignsandgraphics.com



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TOAST





Proof Date: 05/30/2017_R1 **Filepath:** \ Famous Toastery / ROU_HangingSign_New_DF.ai

Project Specifications:

Species

Color Use: NO PMS

- PMS
- PANT
- PANT
- PANT

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TOAST

of Davidson

OLD

Breakfast • Lunch
Dinner

Town of Davidson, NC
Design Review Board: Staff Analysis
Project Manager: Chad Hall
June 21, 2017

Project: Projecting and Window Signs
Location: 101 North Main Street
Applicant: Famous Toastery
Designer: Artisan Signs
Planning Area: Village Center within Local Historic District

The applicant proposes a new projecting sign and the addition of two window signs on the front façade of 101 North Main Street.

PROJECTING SIGN

Famous Toastery would like to replace their projecting sign with a newer sign. The new sign is listed at 20"x36" equaling 5 square feet per side and is two inches thick. The sign has a white background, brown lettering and border and a yellow piece of toast. It is proposed to be hung on the existing bracket. It will project less than 48 inches from the building and the bottom of the sign will be approximately ten feet from grade, above an existing awning.

The proposed projecting sign meets all dimensional requirements of the Davidson Planning Ordinance.

WINDOW SIGN

There are two proposed vinyl window signs in addition to the projecting sign. The window signs are identical and will be centered on each large window fronting Main Street. The sign size is measured at 14.5"x66.5" (6.7 square feet), which is less than 25% of the window area, meeting Ordinance requirements. Text is white with a yellow piece of toast (with brown border).

The proposed window signs meets all dimensional requirements of the Davidson Planning Ordinance.

No lighting is proposed as part of this sign request.

DAVIDSON PLANNING ORDINANCE:

Section 11.2.2.B Required Permits

All signs proposed to be affixed to a structure in the Local Historic Overlay District must be approved by the Design & Historic Review Board to determine that the signage meets the provisions of this section and any additional historic district requirements.

Section 11.3.1.2 Single-Tenant Buildings

One sign from the following list are allowed on each façade: wall, projecting, hanging, freestanding, and two additional from the following: sidewalk, awning, canopy, window, and door.

Section 11.4.1.3 Window Sign

A sign directly attached and not parallel to a building facade or dependent upon a building for its support.

1. *Permitted Location*
 - *Windows on ground-level facades and upper level arcades only.*
2. *Area & Dimensions*
 - *Maximum size is 25 percent of the window area*
 - *Neon signs mounted on the interior of storefront windows shall not exceed 10 square feet in area, and shall be counted as part of the total window sign area*
3. *Height*
 - *No maximum, but signs are limited to windows on ground-level facades and upper level arcades only*
4. *Additional Requirements*
 - *Internally illuminated signs, including LED and neon, are not permitted, except for interior mounted neon signs not exceeding 10 square feet in area.*
 - *To ensure that visibility both in and out of the window is not obscured, such signs may be silk-screened, vinyl, etched, or hand-painted.*

Section 11.4.1.7 Projecting Sign

A sign directly attached and not parallel to a building facade or dependent upon a building for its support.

1. *Permitted Location*
 - *Building facades that front a right-of-way, pedestrian passageway, and/or parking associated with the establishment*
2. *Area & Dimensions*
 - *12 square feet maximum, per side*
 - *Three feet maximum width*
 - *Four feet maximum projection from building*
3. *Height*
 - *18 feet maximum*
 - *A minimum of seven feet of clearance must be maintained between the bottom of the sign and the grade*
4. *Additional Requirements*
 - *Must be perpendicular to the building facade. Internally illuminated signs are not permitted. Any external illumination may not be attached to the sign.*

HISTORIC DISTRICT DESIGN GUIDELINES:

Signs

5. *Introduce new signs, if needed, in traditional locations where they do not diminish or compromise the overall historic character of the building, site, or district. Design new signs to be compatible in location, configuration, orientation, height, material, scale, and detail with the historic character of the building, site, and district.*
7. *Construct new signs in traditional materials, such as wood, stone, or metal, or apply lettering and graphics on display windows or awning fabric. It is not appropriate to introduce signage in contemporary materials such as plastics or to introduce internally lighted signage that is incompatible with the overall historic character of the district.*

T:\Planning_Shared_(Common)\04.BOARDS COMMISSIONS\Design Review\Agenda Packets\2017 DRB Agendas\20170621_DRB
Agenda\Toastery Signage\20170614_Toastery Sign_Staff_Analysis.doc



Agenda Title: St. Alban's Mail Kiosks

Summary:

ATTACHMENTS:

Description	Upload Date	Type
☐ Application	6/14/2017	Exhibit
☐ Kiosk Sites	6/14/2017	Exhibit
☐ Staff Analysis	6/14/2017	Presentation



Dear Developer,

The Town of Davidson and the Planning staff appreciate your interest in our community as a development opportunity and hope you find your venture a pleasant and rewarding experience.

This packet contains step-by-step information to make the design review process easier to understand and complete. In order to ensure that your project results in a development that serves both your needs and the community's needs, it is reviewed under the regulations of the Town of Davidson Planning Ordinance, in particular Section 1 General Principles for Planning in Davidson, Section 2 Planning Areas, and Section 4 Site & Building Design Standards. The General Principles are:

- We must preserve Davidson's character and sense of community.
- We must preserve and enhance Davidson's unique downtown.
- We must encourage alternative means of active transportation.
- We must use our scarce land resources wisely.
- We must create an environment that fosters diversity.
- We must manage growth so the town can provide public facilities and services apace with development.
- We must enhance our quality of life through architecture and design.

The Planning Ordinance is available in its entirety on the Town of Davidson website: <http://townofdavidson.org/DocumentCenter/View/6553>.

The Design Review Board works hand in hand with the developer and the architect to ensure the scope of work approved by the Design Review Board, including all conditions of approval and agreements, is satisfactorily achieved. The enclosed information should help guide you through this process.

A project manager from the Planning Department will work closely with you throughout the process and is available to answer any questions or concerns you may have. You may reach them by the phone number or email on the business card included in this packet.

We look forward to working with you to make Davidson the best small town in North Carolina.

Sincerely,

Jason Burdette, AICP
Planning Director



Design Review Application Packet Table of Contents

Introduction

1. Design Review Welcome Letter
2. Table of Contents

Forms, Process, & Requirements

3. Overview: Design Review / Development Process
4. Application Requirements
5. Contact Information
6. Project Description
7. Statement of Compliance
8. Planning Ordinance Excerpt: Design Review Process & Documentation Requirements
9. Verification Process
10. Verification Letter – Construction Documents
11. Verification Letter – Construction / As-Built

Mecklenburg County Requirements

12. Address Requirements
13. Air Quality Zoning Instructions

Additional Information & Instructions

14. Planning Ordinance Excerpt: Termination of Applications & Approvals
15. Town of Davidson Fee Schedule



Design Review

St. Alban's Neighborhood Association Mailbox Project

(Name of Project)

Development Process

Date Completed	Outline of Steps & Checklist
_____	<input type="checkbox"/> 1. Initial Meeting
_____	<input type="checkbox"/> 2. Application and Fee
_____	<input type="checkbox"/> 3. Design Review Board Preliminary Review (Informational)
_____	<input type="checkbox"/> 4. Planning Director Site Schematic Design Review
_____	<input type="checkbox"/> 5. Design Review Board Approval
_____	<input type="checkbox"/> 6. Building Construction Documents
_____	<input type="checkbox"/> 7. Site and Landscape Construction Documents
_____	<input type="checkbox"/> 8. Architect's Letter of Verification (Construction Documents)
_____	<input type="checkbox"/> 9. Building Permit Approval
_____	<input type="checkbox"/> 10. CD Submittal with PDF of All Approved Documents <i>Required within 45 Days of Approval</i>
_____	<input type="checkbox"/> 11. Architect's Letter of Verification (Construction/As-Built)
_____	<input type="checkbox"/> 12. Certificate of Occupancy

** For further information see Davidson Planning Ordinance Sections 14.11 Individual Building - 14.12 Design Review. Note that the Town of Davidson encourages all paper submittals to be on 30% or greater recycled paper.*



Design Review

St. Alban's Neighborhood Association Mailbox Project
 (Name of Project)

Application Requirements

Date Received

- Application Fee per Town of Davidson Fee Schedule
- Contact Information
- General Statement of Intent
(Use, building type, approx. square footage, height, design features)
- Statement of Compliance with Section 2
- Master Plan or Conditional Planning Area
(Including all documents, plans, maps, and conditions of approval)
- Environmental Inventory in accordance with Section 14.15.1
(Including adjacent properties and buildings)
- General Description
(Including a description and color photographs to existing / adjacent site)
- Site Schematic Design in accordance with Section 14.15.7
- Building Schematic Design in accordance with Section 14.15.3
(Including rendered elevations of each façade per 14.15.3 C)
- Landscape Schematic Design in accordance with Section 14.15.5
- Building Perspective
- Building Materials/Colors
(Roofing, siding, doors, windows, etc.)

As the applicant, I hereby confirm that all the required materials for this application are authentic and have been submitted to the Town of Davidson Planning Department.

Tracy A Reid

Applicant's Signature

May 8, 2017

Date



Design Review

St. Alban's Neighborhood Association Mailbox Project

(Name of Project)

Contact Information

Applicant's Information

Name: Tracy Reid

E-Mail: tracyareid@gmail.com

Mailing Address: po box 2345
Davidson, NC 28036

Business Phone: _____ Mobile Phone: 832.875.3163

Property Owner's Information

(If Different from Applicant)

Name: St. Alban's Neighborhood Association

E-Mail: please use contact information above

Mailing Address: _____

Business Phone: _____ Mobile Phone: _____

Architect's Information

Name of Firm: There is no Architect associated with this project

Architect's Name: _____

E-Mail: _____

Mailing Address: _____

Business Phone: _____ Mobile Phone: _____



Design Review

St. Alban's Neighborhood Association Mailbox Project

(Name of Project)

Project Description

Application Date: May 8, 2017

Project Location: St.Alban's Neighborhood

Tax Parcel(s): _____

Planning Area: _____

Overlay District: _____

Master or Cond.Plan _____

(Attach Conditions of Approval)

Gen. Statement of Intent: Installation of 21 mailbox kiosks and 2 parcel lockers in 14 locations in the neighborhood. 8 locations, with 13 mailbox kiosks and 2 parcel lockers, to be installed on Town property.

Project Details:

- Project Type:
 Individual Bldg.
 Master Plan
 Conditional Planning Area
 Sign
- Building Type:
 Detached House
 Townhouse
 Attached House (Tri- or Quadplex)
 Institutional
 Live/Work
 Multi-family (Apts., Condos, Flats)
 Workplace
 Storefront
 Accessory Structure

• Use(s): mail delivery to neighborhood

• Height & Stories: _____

• Square Footage: _____

• Building Materials: _____

Architectural Features: Please see attached project summary document

Existing Site Conditions: Please see attached project summary document

INDIVIDUAL BUILDING REVIEW PROCESS

- Step 1:** Initial Meeting
- Step 2:** Application
- Step 3:** Design Review Board Preliminary Review
- Step 4:** Planning Director Schematic Design Review
- Step 5:** Technical Review
- Step 6:** Site and Landscape Construction Documents Approval
- Step 7:** Design Review Board Approval
- Step 8:** Building Construction Documents Approval

14.12 DESIGN REVIEW

14.12.1 INITIAL MEETING

The applicant must set up an appointment with the Planning Director. The Planning Director will explain the design review process and review with the applicant all the appropriate documents that are relevant to the project. Except for signage in the historic district, Design Review is a subset of requirements within the Individual Building process. See Section 14.11 for more information.

14.12.2 APPLICATION

The applicant must submit the application for design review along with the following submittal requirements:

- A. Application Fee:** For the application fee amount see the Town of Davidson Fee Schedule.
- B. General Statement of Intent:** A statement by the applicant providing the use, building type, and approximate square footage and height, and general design features.
- C. Environmental Inventory:** An environmental inventory, including adjacent properties and buildings, in accordance with Section 14.15.1.
- D. General Description:** A general description of the existing and adjacent land uses along with color photographs of the existing site and building(s) and adjacent sites and buildings taken from the perspective of the public streets adjacent to the site.
- E. Master Plan or Conditional Planning Area:** A copy of the approved master plan or conditional planning area, if applicable. Planning Director suggests that the applicant present the proposal at a Design Review Board meeting prior to preliminary review by the Planning Director. The intent of this meeting is informational only and is to introduce the building schematic design to the Design Review Board along with the general statement of intent.

14.12.3 PRELIMINARY DESIGN REVIEW BY THE PLANNING DIRECTOR

The applicant shall submit the site schematic design, in accordance with Section 14.15.7, the four-sided elevations, and the front elevation. The Planning Director will conduct a preliminary review of the submittal and will provide a summary of their comments to the applicant.

14.12.4 DESIGN REVIEW BOARD DECISION

The applicant submits the following required materials prior to the Design Review Board meeting.

- A. The site schematic design, as per Section 14.15.7.
- B. The building schematic design, as per Section 14.15.3.
- C. The landscape schematic design, as per Section 14.15.5.
- D. The building perspective.
- E. One electronic copy of the above submittal materials (jpg or pdf extensions only).
- F. Building Materials/Colors: for roofing, siding, doors and windows, etc.

At the Design Review Board meeting, the Board will consider the submittal materials, the staff analysis, and comments from the applicant and public. The Design Review Board shall approve, deny, or defer the decision on the proposed building design as submitted.

14.13 BUILDING PERMIT PROCESS

The Town of Davidson needs to approve building permit applications whenever a building, sign or other structure (except as otherwise provided in this ordinance) shall be erected, moved, extended, or enlarged or structurally altered, as per Section 14.

14.13.1 APPLICATION

The applicant must submit a building permit application along with the following submittal requirements:

- A. **Application Fee:** For the application fee amount, see the Town of Davidson Fee Schedule.
- B. **Site Survey:** A site survey by a licensed surveyor showing improvements.

14.13.2 PLANNING DIRECTOR REVIEW

The Planning Director will review the building permit application and attach to the building permit a checklist outlining any issues for which Mecklenburg County may place a hold on the certificate of occupancy.

14.13.3 MECKLENBURG COUNTY APPROVAL

Once the Planning Director approves the building permit with the checklist, the applicant shall submit their building permit application to Mecklenburg County for review.

All commercial building applicants must schedule an appointment with Mecklenburg County to review the building schematic design.

Mecklenburg County needs to approve building permit applications for non-zoning purposes. Once the County has approved the building permit, construction may begin. The Town or County may place certificate of occupancy holds for non compliance, as per Section 14. The hold will be released when all issues are addressed.

Inspection of all improvements will be made periodically by planning staff and/or authorized representatives of the Town during the construction process. Following completion of the project, the developer shall request final inspection from Mecklenburg County.

14.14 TEMPORARY USE PERMIT PROCESS

A permit for a temporary use may be issued by the Planning Director subject to the standards outlined in Section 3.

14.14.1 APPLICATION

The applicant must submit a Temporary Use (Zoning Use) Permit application along with the following submittal requirements:

- A. **Application Fee:** For the application fee amount, see the Town of Davidson Fee Schedule.
- B. **Site Survey:** A site survey by a licensed surveyor showing improvements.

14.14.2 PLANNING DIRECTOR REVIEW

The Planning Director will review the Temporary Use Permit application and approve, approve with conditions, or deny.

14.14.3 MECKLENBURG COUNTY APPROVAL

If deemed necessary by the Planning Director, the applicant shall submit to Mecklenburg County for review.

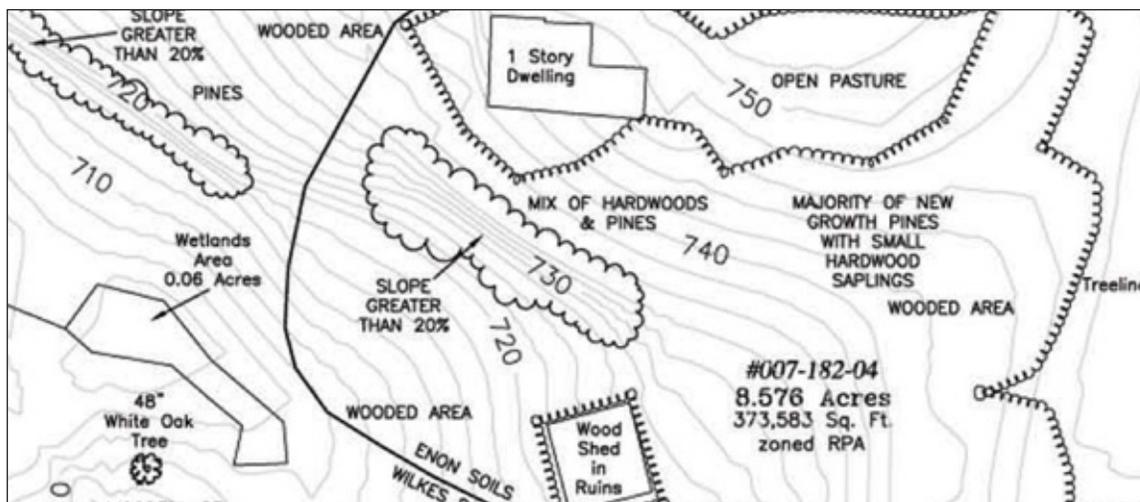
14.15 REQUIRED DOCUMENTS FOR DEVELOPMENT PROPOSALS

The purpose of this section is to describe in detail the required documents to be submitted for the various processes outlined earlier in this section and other sections of this ordinance. Other materials may be required by the Planning Director if deemed necessary for a full and complete review of the development or other processes.

14.15.1 ENVIRONMENTAL INVENTORY

The Environmental Inventory is the foundation for all site decisions on a development project. It identifies existing vegetation, wetlands, wildlife, and distinctive natural features. It provides the Town and the applicant the ability to improve aesthetics of the proposed development, preserve vegetation and wildlife, and encourage the use of existing forest, tree canopy, and specimen trees. The Environmental Inventory shall include the following as applicable at the discretion of the Planning Director:

- A. **Significant Vegetation:** Provide a description and location of significant vegetation 12 inches in diameter at breast height (DBH) or greater. Include the average size and height of strands of homogenous trees. State the typical tree species, size, spacing, and general health and vigor of forest stands. Identify all free standing open grown or field-grown specimen trees located on the site.
- B. **Natural Features:** Show all important natural features influencing site design such as the location of wetlands, rock outcropping, site topography at two-foot intervals, slopes steeper than 20 percent, perennial streams, stream buffers, post-construction buffers water quality buffers, natural drainage ways, lakes and other water bodies, floodplains indicating both the flood fringe and the floodway, soil types, and historical or cultural features, as well as designated open space or conservation easements on adjoining properties.
- C. **Survey:** Show the location of property lines, existing buildings or structures, easements, utility rights-of-way, any building restriction areas (i.e. flood hazard areas, stream buffers, watershed protection districts, and/or jurisdictional wetlands), or any other environmentally-significant areas.



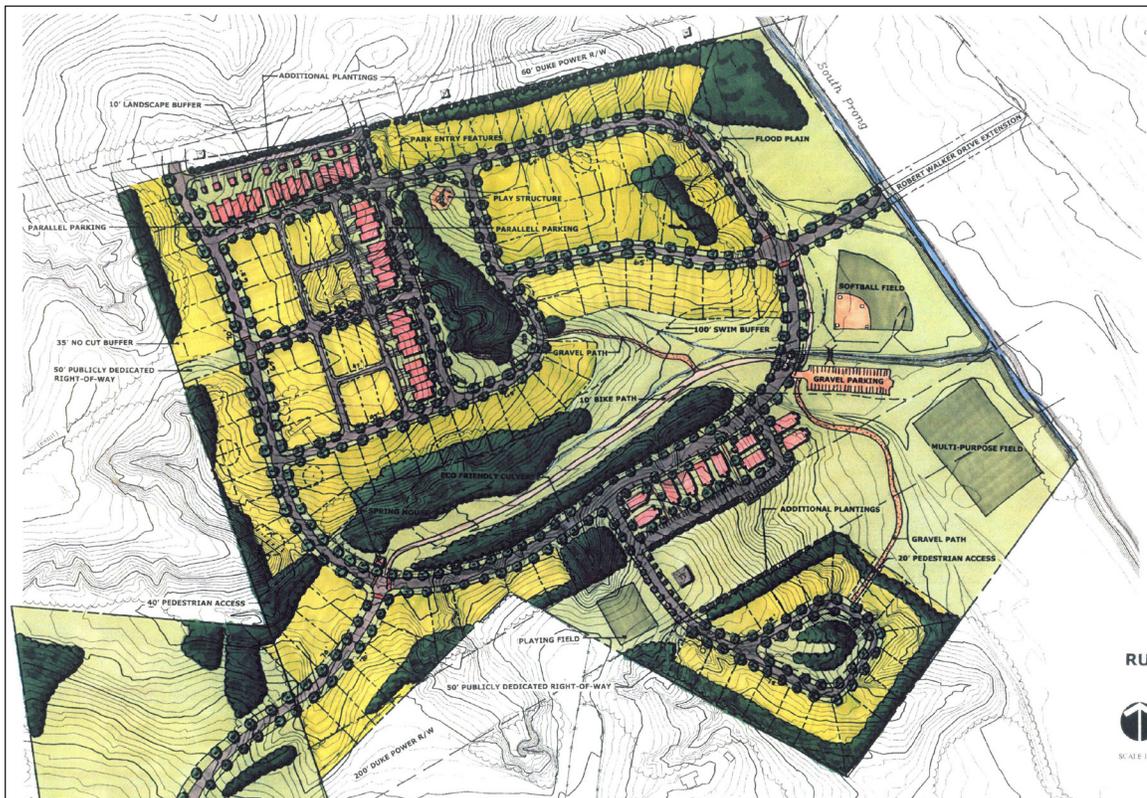
Example 14-1: The environmental inventory of a NC 73 plat.

- D. **Solid Waste:** Denote all areas that have been used for the disposal of solid waste. This includes areas that have been used for the disposal of trash, demolition waste, construction debris, stumps, and other waste materials.

14.15.2 MASTER PLAN SCHEMATIC DESIGN

The Master Plan Schematic Design shall show in simple sketch form the proposed layout of streets, lots, buildings other than detached house, public and private open spaces and other features in relation to existing conditions. It shall also include the following information:

- A. **Survey:** The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, water courses, easements, or other significant features of the tract.
- B. **Scale:** Denote the scale both graphically and numerically with north arrow and declination.
- C. **Vicinity Map:** Include a vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the location of the development with respect to adjacent streets and properties.
- D. **Site Design:** Depict the location of proposed buildings, parking and loading areas, streets, alleys, greenway connections, easements, lots, parks or other open spaces, reservations (i.e. transit shelter), property lines and building setback lines with street dimensions, proposed lot dimensions, and the location of any building restriction area



Example 14-2: Above is the schematic design of Bailey Springs’ master plan.

as described in the Environmental Inventory. Publicly accessible open space must show access points, trail locations, and any improvements proposed.

- E. **Site Calculations:** Site calculations shall include total acreage of the tract, acreage in parks, public and private open space and other non-residential uses, total number and acreage of parcels, and total number of housing units, including the amount that will be affordable. All necessary pervious/impervious calculations required for compliance with the watershed overlay must be included.
- F. **Site Details:** Provide street names, the owner's name and address, current on-site uses, the names and uses of adjoining property owners, the name of the county and state which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed and adjoining properties.
- G. **Street Cross-Sections:** Provide typical cross-sections of proposed streets. Where a proposed street is an extension of an existing street, a cross-section of the existing street will be required. Where a proposed street abuts a tract of land that adjoins the development and may be expected to extend into the adjoining tract of land, the profile shall be extended to include 300 feet of the adjoining tract.
- H. **Timetable:** A timetable for estimated project completion for each phase proposed.
- I. **Topography:** Original contours at intervals not greater than five feet for the entire area to be subdivided. Contours are to extend into adjacent property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property, and 50 feet at all other points of common project boundaries. Mecklenburg County digital topography may be used to satisfy this requirement.
- J. **Illustrative Renderings:** Provide illustrative renderings of all proposed buildings, including views from the public rights-of-way, illustrating the character of the neighborhood.
- K. **Restrictions:** Describe any intended conservation easements, deed restrictions prohibiting further subdivision or development, or instruments reducing development rights.
- L. **Landscape Schematic Design:** Per Section 14.15.5 In addition to the required information listed on the previous page, the following information may be required by the Planning Director on discretionary, site-specific bases if necessary:
- M. **Environmental Impact Statement:** If required by Chapter 130A (Pollution Control and the Environment) of North Carolina General Statutes.
- N. **Watershed Protection Permit Application:** Permit application and supporting calculations and plans in accordance with Section 17, Watershed Protection.
- O. **Water-Related Structures:** All proposed common access water-related structures (i.e. boat launches and community piers) shall be forwarded to the Lake Norman Marine Commission and Duke Energy for written comments prior to administrative approval.
- P. **Utility Easements:** Written permission from any utility provider relating to development within a utility easement.

14.15.3 BUILDING SCHEMATIC DESIGN

The Building Schematic Design submittal shall include, as a minimum:

- A. **Site Data:** Describe the location with north arrow, dimensions of site boundaries, acreage, information about ownership and uses, and existing or potential uses of adjacent property.
- B. **Floor Plans:** Include scaled drawings of all floor plans. Include square footage figures for each floor. Show all proposed door and window locations.
- C. **Rendered Elevations:** Include rendered elevations of each façade indicating heights, floor levels, and materials.
- D. **Perspective:** Include a building perspective from the pedestrian viewpoint showing any adjacent buildings in context.

14.15.4 BUILDING CONSTRUCTION DOCUMENTS

The Building Construction Documents submittal shall include all drawings required in Plan Submittal Requirements for Commercial Projects by Mecklenburg County.

14.15.5 LANDSCAPE SCHEMATIC DESIGN

The Landscape Schematic Design submittal shall include, at a minimum, the following information at a scale no smaller than 1 inch equals 100 feet:

- A. **Existing Landscape Data:** General location, type, and quantity of existing plant materials, including those areas to be left in a natural state.
- B. **Proposed Landscape Data:** Locations, sizes, and labels for all proposed plants in rights-of-way.
- C. **Proposed Hardscape Improvements:** Location of other hardscape improvements such as walls, paving, courtyards, and walks.

14.15.6 LANDSCAPE CONSTRUCTION DOCUMENTS

In addition to the above, the following information is required at a scale no smaller than 1 inch equals 100 feet:

- A. **Landscape Protection:** Methods and details for preserving the critical root zone (CRZ) of existing plant materials during construction.
- B. **Plant Lists:** Plant lists with common name, botanical name, quantity, spacing, and size of all proposed landscape material at the time of planting.
- C. **Proposed Landscape Improvements:** Location, size, and labels for all proposed plants outside of rights-of way Include the location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, street lights and parking area lights, courtyards, walks, or paved areas.
- D. **Installation Data:** Planting and installation details as necessary to ensure conformance with all required standards.

14.15.7 SITE SCHEMATIC DESIGN

The Site Schematic Design shall be submitted at a scale no smaller than 1 inch equals 50 feet. It must be drawn to the following specifications and must be accompanied by the information listed below. No review of a Site Schematic Design Plan will proceed without all of the following information:

- A. **Survey:** The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, water courses, easements, or other significant features of the tract.
- B. **Scale:** Denote the scale both graphically and numerically with north arrow and declination.
- C. **Vicinity Map:** Include a vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the location of the development with respect to adjacent streets and properties.
- D. **Site Calculations:** All necessary pervious/impervious calculations required for compliance with the watershed overlay must be included.
- E. **Site Details:** Provide street names, the owner's name and address, current on-site uses, the names and uses of adjoining property owners, the name of the county and state which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed and adjoining properties.
- F. **Timetable:** A timetable for estimated project completion for each phase proposed.
- G. **Topography:** Original contours at intervals not greater than five feet for the entire area to be subdivided. Contours are to extend into adjacent property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property, and 50 feet at all other points of common project boundaries. Mecklenburg County digital topography may be used to satisfy this requirement.
- H. **Illustrative Renderings:** Provide illustrative renderings of all proposed buildings, including views from the public rights-of-way, illustrating the character of the neighborhood.
- I. **Restrictions:** Describe any intended conservation easements, deed restrictions prohibiting further subdivision or development, or instruments reducing development rights.
- J. **Landscape Schematic Design:** Per Section 14.15.5.
In addition to the required information listed on the previous page, the following information may be required by the Planning Director on discretionary, site-specific bases if necessary:
- K. **Environmental Impact Statement:** If required by Chapter 130A (Pollution Control and the Environment) of North Carolina General Statutes.
- L. **Watershed Protection Permit Application:** Permit application and supporting calculations and plans in accordance with Section 17, Watershed Protection.

- M. Water-Related Structures:** All proposed common access water-related structures (i.e. boat launches and community piers) shall be forwarded to the Lake Norman Marine Commission and Duke Energy for written comments prior to administrative approval.
- N. Utility Easements:** Written permission from any utility provider relating to development within a utility easement.

14.15.8 SITE CONSTRUCTION DOCUMENTS (PRELIMINARY PLAT)

The Site Construction Documents constitute the complete submittal requirements for preliminary plats. The Site Construction Documents shall be submitted at a scale no smaller than 1 inch equals 50 feet for preliminary plats. The following certifications are required on preliminary plats:

- Certificate of Survey and Accuracy
- County approval
- Town of Davidson approval

Preliminary plats must be drawn to the following specifications and must contain or be accompanied by the applicable information listed below. No review of a Site Construction Documents will proceed without all of the following information:

- A. Survey:** The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, water courses, easements, or other significant features of the tract.
- B. Scale:** Denote the scale both graphically and numerically with north arrow and declination.
- C. Vicinity Map:** Include a vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the location of the development with respect to adjacent streets and properties.
- D. Site Calculations:** Site calculations shall include total acreage of the tract, acreage in parks, public and private open space and other non-residential uses, total number and acreage of parcels, and total number of housing units, including the amount that will be affordable. All necessary pervious/impervious calculations required for compliance with the watershed overlay must be included.
- E. Site Details:** Provide street names, the owner's name and address, the name of the surveyor, the names and uses of adjoining property owners, the name of the county and state which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed and adjoining properties.
- F. Site Design:** Depict the location of proposed buildings, parking and loading areas, streets, alleys, greenway connections, easements, lots, parks or other open spaces, reservations (i.e. transit shelter), property lines and building setback lines with street dimensions, proposed lot dimensions, and the location of any building restriction area as described in the Environmental Inventory. Publicly accessible open space must show



Design Review Verification Process

Letter of Approval

Upon final approval of a project, the Town of Davidson Planning Director, on behalf of the Design Review Board, will issue a letter of approval. This letter will state any conditions of approval and agreements between the Design Review Board and the property owner/developer.

Letters of Verification by the Architect and the Owner/Developer

- Two letters are required, a letter of verification upon completion of the construction documents and a letter of verification upon completion of construction / as-built.
- Upon completion of the construction documents, the owner/developer must provide a letter signed and dated by the architect and the owner/developer stating that the construction documents are in compliance with the Design Review Board approval and all conditions and agreements.
- Upon completion of the construction (as-built), the owner/developer must provide a letter signed and dated by the architect and owner/developer stating that the construction is in compliance with the Design Review Board approval and all conditions and agreements.

Certificate of Occupancy

A hold will be placed on the certificate of occupancy until the above letters are received by the Planning Director.

Sunset Date

A building permit must be issued within 18 months of the date of Design Review Board approval. If a building permit is not issued by this date the applicant may request a one year extension from the Planning Director. The Planning Director may grant an extension of up to one year from the date of termination, if a request is received up to 30 days prior of the termination date, and the renewal would not exceed any statutory time period. If an extension is not granted, the applicant must reapply to the Design Review Board. For further information see the Davidson Planning Ordinance Section 14.16 Termination of Applications & Approvals.

Date:

Planning Director
Town of Davidson
216 South Main St.
Po Box 579
Davidson, NC 28036

RE: _____
Name of Project

Project Location

This letter shall serve as verification that the construction documents for the _____ project, dated _____, were prepared by me or under my responsible supervision for the architectural components of this project, and have been thoroughly reviewed for compliance with the requirements of the approval issued by the Davidson Design Review Board in the meeting on _____. In my professional opinion, the construction documents are in compliance with the approved design as referenced above.

Name of Architect

Signature of Architect / Date

NC Board of Architecture License Number

Date:

Planning Director
Town of Davidson
216 South Main St.
Po Box 579
Davidson, NC 28036

RE: _____
Name of Project

Project Location

This letter shall serve as verification that I am the Architect on:

Project

Construction Documents Dated

Permit #

Further, this letter verifies that I have visited the construction site for the above project within the last 10 work days to observe construction and confirm compliance with the requirements of the approval issued by the Davidson Design Review Board in the meeting on _____.

In my professional opinion, the visible components of the construction in place as of the date of my site visit on _____ are in compliance with the requirements of the approval issued by the Davidson Design Review Board as referenced above.

Name of Architect

Signature of Architect / Date

NC Board of Architecture License Number



Addressing Procedures/Requirements for New Construction

Residential (Single-family, Multi-Family)

A **stamped, approved site plan** from the appropriate planning authority is required prior to address assignments. The appropriate planning authority could be either the Charlotte-Mecklenburg Planning Commission, other Town Planning Department, or in the case of a MUDD/UMUD plan, City Engineering. Addresses will be based on the front door or main public access into the building. Any **revisions to approved plans** could impact address assignments and need to be submitted for our review. Changes may require planning approvals prior to obtaining revised addresses.

Commercial Sites

If you are creating new streets or a subdivision of property, the procedure is the same as for residential sites. Otherwise, a site plan showing the building location and driveway(s) is needed to accurately assign the correct address. CD (Conditional Zoning) plans may require CMPC approval before addresses can be released. The address will be based on the main vehicular access.

Minor Subdivisions

A site plan or copy of the proposed record plat is needed for addressing minor subdivisions (no new street dedications).

Plans should be submitted to the Land Records/Addressing Counter in advance of the need to schedule plan reviews or apply for building permits. Turnaround time for address assignments varies according to the volume of plans received and size of the projects.

The average is at least a week to 10 working days. **Planning ahead for addressing requests will avoid unnecessary delays.**

Questions? Contact(s) Beverly Lawing 704-432-6007
Greg Welch 704-432-0620
Angela Norward 704-336-5868
Ponce McCain 704-336-3745

Air Quality Permit Application **Instructions For Obtaining A Zoning Determination**

The Mecklenburg County Air Pollution Control Ordinance requires that air permit applications include a **Zoning Determination** to ensure that a proposed facility is consistent with applicable zoning requirements. The Zoning Determination must be obtained from the local government(s) having land use jurisdiction over the land on which a proposed air pollution facility and its appurtenances are to be located and must be signed by the official(s) charged with administering the respective zoning and subdivision ordinances.

The Zoning Determination can be provided in one of two ways:

- Issuance of a letter from the appropriate zoning official(s) describing the facility as it is described in the air permit application (to include facility address & intended use) and stating that the facility would be consistent with applicable zoning and subdivision ordinances; or
- Completion of the “Zoning Consistency Determination Form” (attached) by the appropriate zoning official(s).

Use the following procedures to obtain a Zoning Determination:

1. Telephone or go to the applicable city or town’s Planning / Zoning office based on the affected facility address. Request a “Zoning Determination for an air quality permit application.” (Note: A fee may be charged by the local office for the determination.)

<u>Facility Address</u>	<u>Zoning Determination Office</u>	<u>Phone</u>
City of Charlotte.....	Hal Marshall Center, 700 N. Tryon Street.....	(704) 432-4392
Town of Cornelius.....	21445 Catawba Avenue.....	(704) 896-2461
Town of Davidson.....	216 S. Main Street.....	(704) 892-7592
Town of Huntersville...	105 Gilead Rd., Town Center, 3 rd Floor.....	(704) 875-7000
Town of Matthews.....	232 Matthews Station Street.....	(704) 847-4411
Town of Mint Hill.....	7151 Matthews-Mint Hill Road.....	(704) 545-9726
Town of Pineville.....	200 Dover Street.....	(704) 889-2291

2. Submit a written request for a Zoning Determination letter for your facility to the appropriate Planning / Zoning Department. A request template can be found at: <http://charmeck.org/mecklenburg/county/AirQuality/PermittingRegulations/Pages/Forms.aspx>)

Include the following information with the request letter:

- A “Zoning Consistency Determination Form” and,
- A copy of the completed “General Information” air permit application form (ie. Form S1 for gasoline dispensing facilities, Form T1 for parking facilities, or Form A1 for all other air pollution facilities).

3. Acquire the Zoning Determination and submit the original, signed copy to:

Mecklenburg County Air Quality
700 N. Tryon Street, Suite 205
Charlotte, NC 28202
Phone: (704) 336-5430

Note: The Zoning Determination letter is part of the air permit application package and must be received before the application can be processed. It is the applicant’s responsibility to ensure that MCAQ has received the Zoning Determination letter.

Zoning Consistency Determination Form

Per the Mecklenburg County Air Pollution Control Ordinance, applications for new air quality permits for new or expanded facilities must include a zoning consistency determination. The air permit applicant should complete this form and submit to the applicable Zoning Administrator's office. Include a copy of the air permit application "General Information" form: A1, S1, or T1.

Section 1 – To Be Completed By Air Permit Applicant

Facility Name	_____
Facility Street Address	_____
Facility City	_____
Description of Process	_____ _____
SIC/NAICS Code	_____
Facility Contact	_____
Telephone Number	_____
Mailing Address	_____
Mailing City, State, Zip	_____

Section 2 – To Be Completed By Local Zoning Official

Based on the information given above:	
<input type="checkbox"/>	I have received a copy of the air permit application form A1, S1 or T1 , AND...
<input type="checkbox"/>	There are no applicable zoning ordinances for this facility at this time.
<input type="checkbox"/>	The proposed operation <u>IS</u> consistent with applicable zoning ordinances.
<input type="checkbox"/>	The proposed operation <u>IS NOT</u> consistent with applicable zoning ordinances. (please include a copy of the applicable zoning regulations in the package sent to the air quality office)
<input type="checkbox"/>	The determination is pending further information and can not be made at this time.
<input type="checkbox"/>	Other: _____
Completed By:	
Agency/Jurisdiction (print)	_____
Name of Designated Official (print)	_____
Title of Designated Official (print)	_____
Signature	_____
Date	_____
Attn: Local Zoning Official - Please return completed form to facility contact at mailing address listed above.	

Note to Air Permit Applicant: Use this template letter when requesting a Zoning Determination via mail

<<Date>>

VIA <<HAND DELIVERY/DOMESTIC MAIL DELIVERY SERVICE>>

<<Mr./Ms./Mrs. >> << Last Name of Zoning Administrator>> <<Title>>
<<City/Town of?>>
<<Department>>
<<Mailing Address>>
<<City, North Carolina <<Zip Code>>

Dear <<Mr./Ms./Mrs.>> <<Last Name>>

On behalf of <<Legal Name of Company>>, I am writing to inform you that we intend to construct and operate a <<Describe Type of Plant>> at <<Address>> in <<City/Town Name>> and Mecklenburg County. I hereby certify that to the best of my knowledge, <<the Town of ?/the City of ?>> is the only local government having jurisdiction over any part of the land on which the facility and its appurtenances are to be located. <<If applicable, also include: The other local government(s) which may have jurisdiction are: ?. Similar packages have been sent to those authorities as well.>>

In accordance with Mecklenburg County Air Pollution Control Ordinance Regulation 1.5212 – “Applications”, we hereby request that you issue a determination as to whether your municipality has in effect a zoning or subdivision ordinance that is applicable to the proposed facility. Additionally, please issue a determination as to whether the proposed use would be consistent with applicable zoning or subdivision ordinances. For your convenience, I have included a form with which you may send your determination and a copy of the draft air permit application form<<A1, S1 or T1 (Choose Appropriate Form)>>. As a means of demonstrating proof of transmittal, please sign, title, and date the enclosed form and return to the facility mailing address (see form for mailing address) at your earliest convenience.

Thank you for your prompt attention to this matter. If you have any questions regarding this request, please contact me at <<Telephone Number>>.

Sincerely,

<<Your Name>>
<<Your Title>>

Enclosures:

Zoning Consistency Determination Form
Mecklenburg County Air Quality Permit Application Form <<Choose: A1, S1 or T1>>

- H. **Restrictions:** Any intended conservation easements, deed restrictions prohibiting further subdivision or development, or instruments reducing development rights.
- I. **Certifications:** All of the appropriate certifications must appear on the final plat.

14.16 TERMINATION OF APPLICATIONS & APPROVALS

Any application for a process in Section 14 and any plan approved pursuant to this section shall terminate in accordance with the Termination of Approvals chart below. The term other than that shown in the chart may be permitted provided it does not exceed a maximum of five years. The precise term shall be set by the approving body and noted on the plan in light of all relevant circumstances, including, but not limited to, the size and phasing of development, the level of investment, the need for the development, economic cycle, and market conditions. These determinations shall be in the sound discretion of the approving body. If no termination date is set, the plan shall terminate as stated in the Termination of Approvals Chart listed below.

The Planning Director may grant an extension of up to one year from the date of termination, if a request is received up to 30 days prior of the termination date, and the renewal would not exceed any statutory time period. In determining whether or not to grant an extension the Planning Director shall consider:

- A. Any planning ordinance amendments which would have a material impact on the plan;
- B. The expenditure of time, money, or resources by the developer toward the plan;
- C. General economic conditions (i.e. not specific to the developer).

Upon issuance of a building permit, the provisions of G.S. 160A-418 and G.S. 160A-422 shall apply, except that a permit shall not expire or be revoked because of the running of time while an approved plan under this section is outstanding.

The approval of a plan as provided in this section shall terminate at the end of the applicable sunset period with respect to construction and development activities unless a building permit has been issued or a final plat has been recorded.

Table 14-1: Termination of Applications & Approvals				
Application Type	Final Approval Body	Final Approval Document	Sunset	Remarks
Low Impact Subdivision	Planning Director	Final Plat	6 months	Unless plat recorded
Conservation Subdivision	Planning Director	Final Plat/ Conservation Easement	1 year	Unless 20% of approved lots are recorded and the conservation easement has been executed.
Master Plan	Planning Director	Master Plan Schematic Design	2 years	See applicable plan type
Conditional Planning Area	Town Board	Master Plan Schematic Design	2 years	See applicable plan type
Preliminary Plat	Planning Director	Preliminary Plat	12 months	12 months: Final plat with bond
			18 months	18 months: Final plat without bond
Final Plat	Planning Director	Final Plat	30 days	Unless final plat is recorded
Individual Building (s)	Design Review Board	Building Schematic Design	18 months	Unless building permit issued
Any other application listed in Section 14	Various	Various	24 Months	N/A

TOWN OF DAVIDSON PLANNING

FEE SCHEDULE FY 2016

Effective July 1, 2015

Permits - Residential

Detached (Single-family)	\$30
Accessory structure, addition, or alteration	\$30
Attached (multi-family per dwelling unit)	\$50
Site/building foundation	\$50

Permits - Non-residential

Minor (less than 5,000 sq. ft.)	\$100
Major (5,000 sq.ft.or greater)	\$200
Site/building foundation	\$50
Accessory structure, addition, or alteration (less than 5,000 sq ft)	\$100
Accessory structure, addition, or alteration (5,000 sq ft or greater)	\$200

Permits - Other

Sign permit per sign (fee waived if submitted with an approved Certificate of Appropriateness)	\$50
Sign package permit	\$150
Zoning use permit	\$30
Demolition permit	\$30
Temporary use permit	\$75
Temporary use permit - construction trailer/sales office/tent	\$30

Plan Review

Master plan	\$750
Conditional master plan (<u>plus costs</u>)	\$1,000
Individual building	\$350
Conditional planning area single family residential on an individual lot (<u>plus costs</u>)	\$500
Minor subdivision plan	\$200
Master plan or conditional amendment not substantial (as defined by Planning Ordinance) (<u>plus costs</u>)	\$200
Master plan or conditional amendment substantial (as defined by Planning Ordinance) (<u>plus costs</u>)	\$375

Plat Review

Exempt subdivision	No Fee
Minor subdivision	\$100
Preliminary plat	\$750
Final plat	\$300
Site plan review	\$200
Plat amendment/re-combo	\$50

Application to Boards & Commissions	
Design Review Board	\$400
Design Review sign package within a traditional neighborhood development or historic district	\$225
Design Review Board consent item or minor alteration or addition	\$100
Certificate of Appropriateness in an historic district, including sign or vendor cart	\$50
Board of Adjustments variance	\$400
Board of Adjustments appeal	\$400
Other	
Zoning verification	\$30
Text or map amendment	\$400
Vested rights	\$300
Any permit, application, or submittal after the fact	Double the fee
Annexations	\$150
Affordable Housing	
Payment in Lieu - developments approved 2001 - June 2007	\$26,550
Payment in Lieu - developments approved June 2007 - 2008	\$30,475
Payment in Lieu - developments approved 2008 - May 26, 2015	\$34,700
Payment in Lieu - developments approved after May 26, 2015	\$26,550

St. Alban's Neighborhood – Community Mailbox Project

Contents:

- Overview
- Mailbox Kiosks (21) and Parcel Lockers (2)
- Locations (14)
- Frequently Asked Questions

St. Alban's Neighborhood Contact:

Tracy Reid

832.875.3163 (m)

tracyareid@gmail.com

Overview

- The number next to each symbol is the number of kiosks to be installed at that location.
- The other note next to each symbol indicates the current owner of the property where we wish to install the kiosks.



21 Kiosks + 2 Parcel Lockers in 14 Locations

Mailbox Kiosk



All Aluminum Construction

Decorative CBU (Includes CBU, Pedestal, CBU Top and Pedestal Cover - Short) - 13 B Size Doors - Type IV - Black - USPS Access

[See More Information](#)

Color



Size 31" W x 71.75" H x 18.5" D

Weight 205 lbs

- *CBUs will be purchased by USPS*
- *Decorative top and pedestal cover will be purchased by HOA*
- *See vendor specifications for details*

Mailbox Kiosk

Decorative CBU
Includes:

- CBU
- Pedestal
- CBU Top
- Pedestal Cover

Decorative CBU top attractive sloping design and a 3" ball finial

Decorative pedestal cover provides an elegant finished look to CBU installations

Please Commission by Quality Sites (PMS)

3
Individually numbered mail compartments

10
OUTGOING MAIL
Convenient mail slot for outgoing mail collection

1P
Fully integrated parcel locker

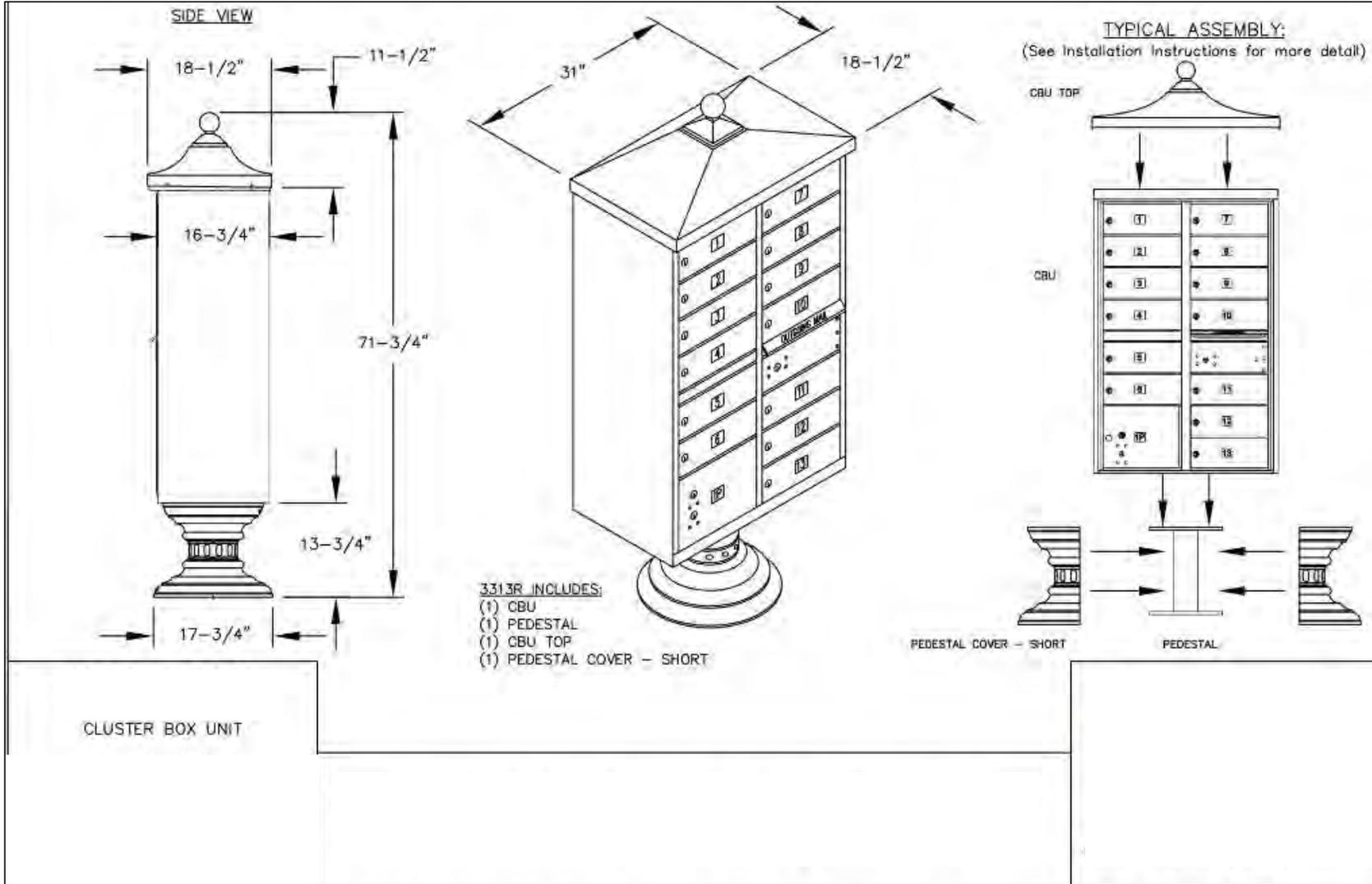
Carrier access door for USPS provided master arrow lock

All Aluminum Construction

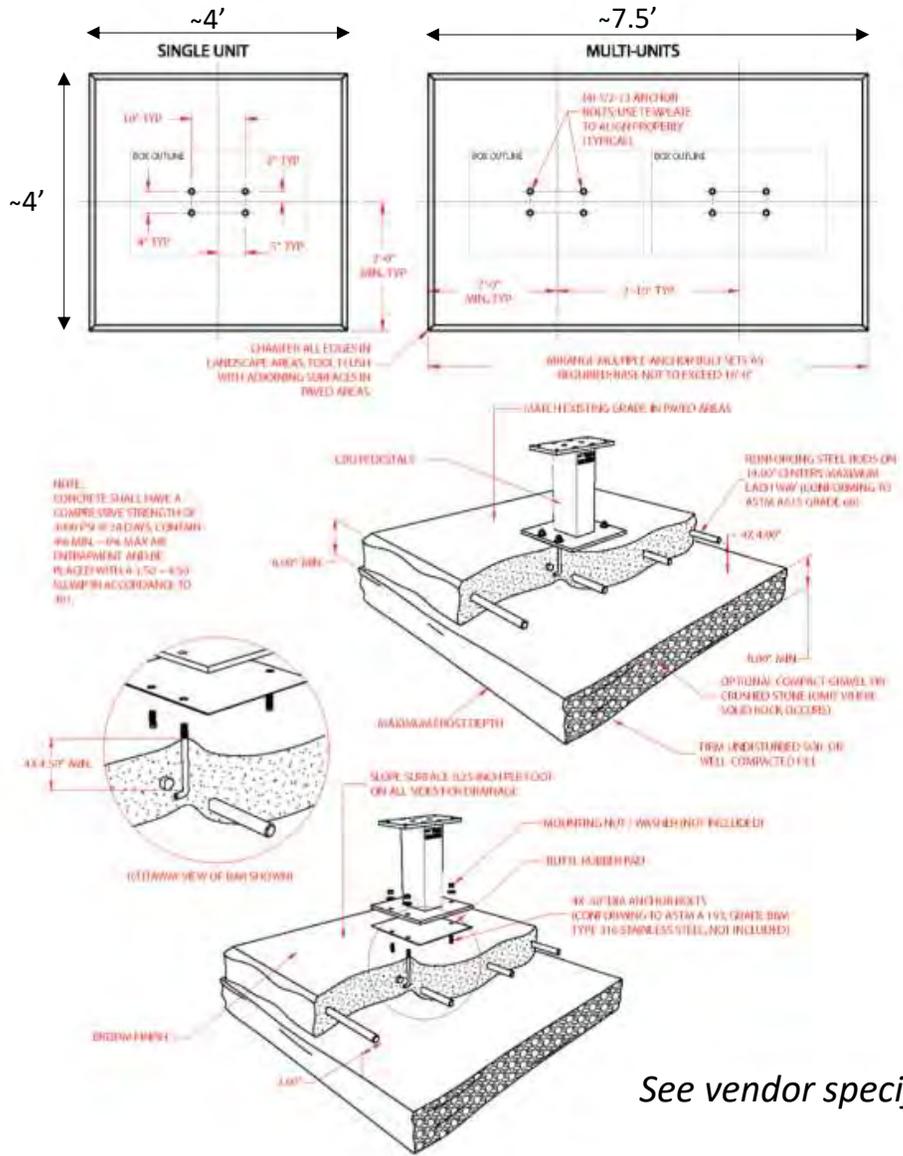
Mailbox Kiosk



Mailbox Kiosk



Mailbox Kiosk



See vendor specifications for details

Parcel Locker

- Two parcel lockers are required by USPS
- Will be black to match kiosks
- Lockers will be purchased by USPS
- Decorative top and pedestal cover will be purchased by HOA
- See location slides for location of the two lockers in the neighborhood
- Kiosks and lockers to be located on single concrete slab



valiant™ Outdoor Parcel locker - Type II

FRONT VIEW

SIDE VIEW

PEDESTAL

PEDESTAL BASE BOLT PATTERN

NOTES:

1. This unit is approved for USPS and private applications.
2. Decorative mailbox accessories sold separately and are USPS Approved products.
3. OPL pedestal should be installed with included Rubber Pad; mounting hardware not included, refer to installation manual for recommendations.
4. Florence is the only approved manufacturer of OPL units.

DOOR CHART	
DOOR Type	DIMENSION (HEIGHT x WIDTH)
PARCEL	19 7/8 x 12-13/16

PRODUCT SERIES: valiant™ OUTDOOR PARCEL LOCKER	
AF FLORENCE manufacturing company	MODEL 1590-T2 REV A
5935 Corporate Drive • Manhattan, KS 66503 www.florencemailboxes.com • (800) 275-1747	SCALE NONE LAST REV DATE 9/26/2012
A GIBRALTAR INDUSTRIES COMPANY	DRAWING NUMBER 1590-T2CS DRAWN BY AFD

Kiosk Locations/Property Owner

- The number next to each symbol is the number of kiosks to be installed at that location.
- The other note next to each symbol indicates the current owner of the property where we wish to install the kiosks.

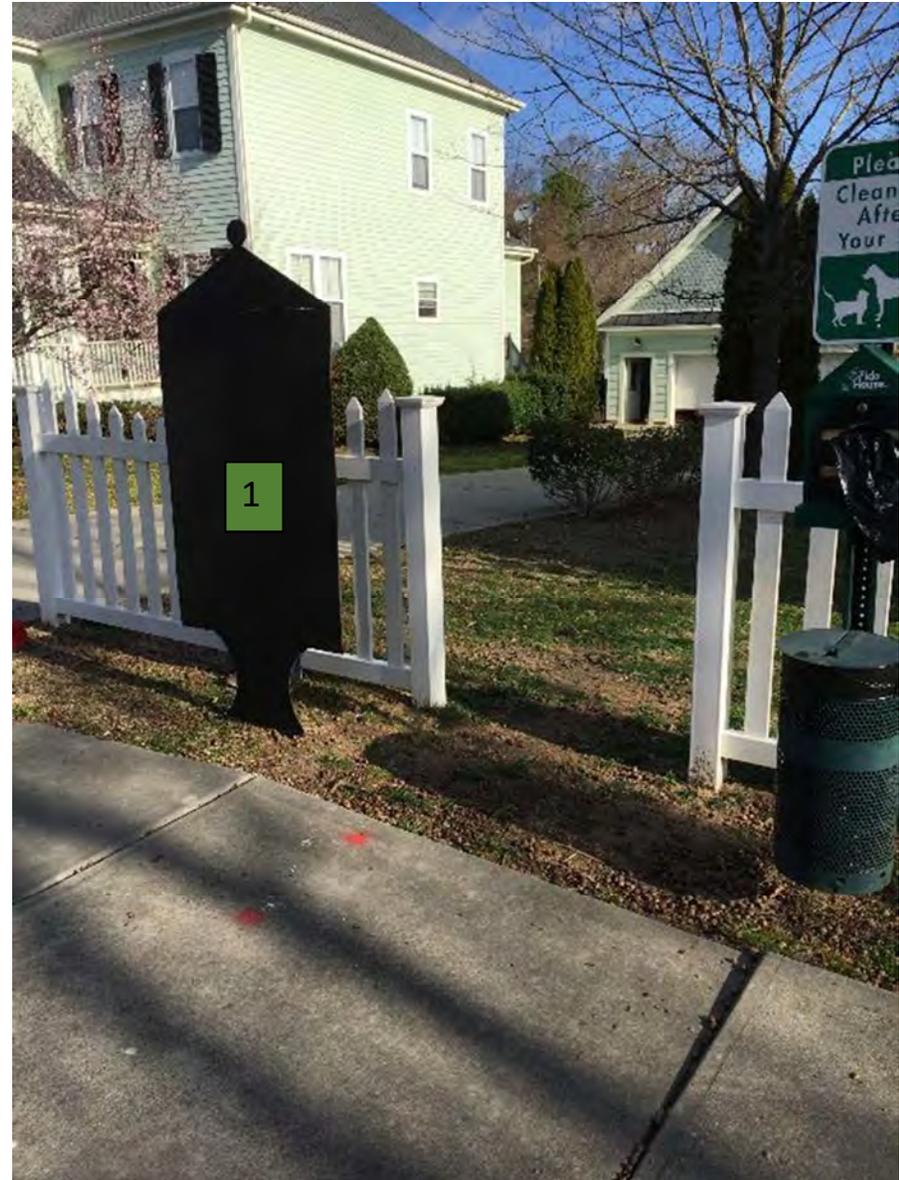
Note: The USPS requires a total of 2 parcel lockers to be installed. Please see pages 8 and 37 for additional information.



21 Kiosks + 2 Parcel Lockers in 14 Locations



449 O. Henry Ave	TH	█
451 O. Henry Ave	TH	█
453 O. Henry Ave	TH	█
454 O. Henry Ave	SF	█
455 O. Henry Ave	TH	█
458 O. Henry Ave	SF	█
606 Wolfe St	SF	█
607 Wolfe St	SF	█
612 Wolfe St	SF	█
613 Wolfe St	SF	█
618 Wolfe St	SF	█
624 Wolfe St	SF	█
625 Wolfe St	SF	█



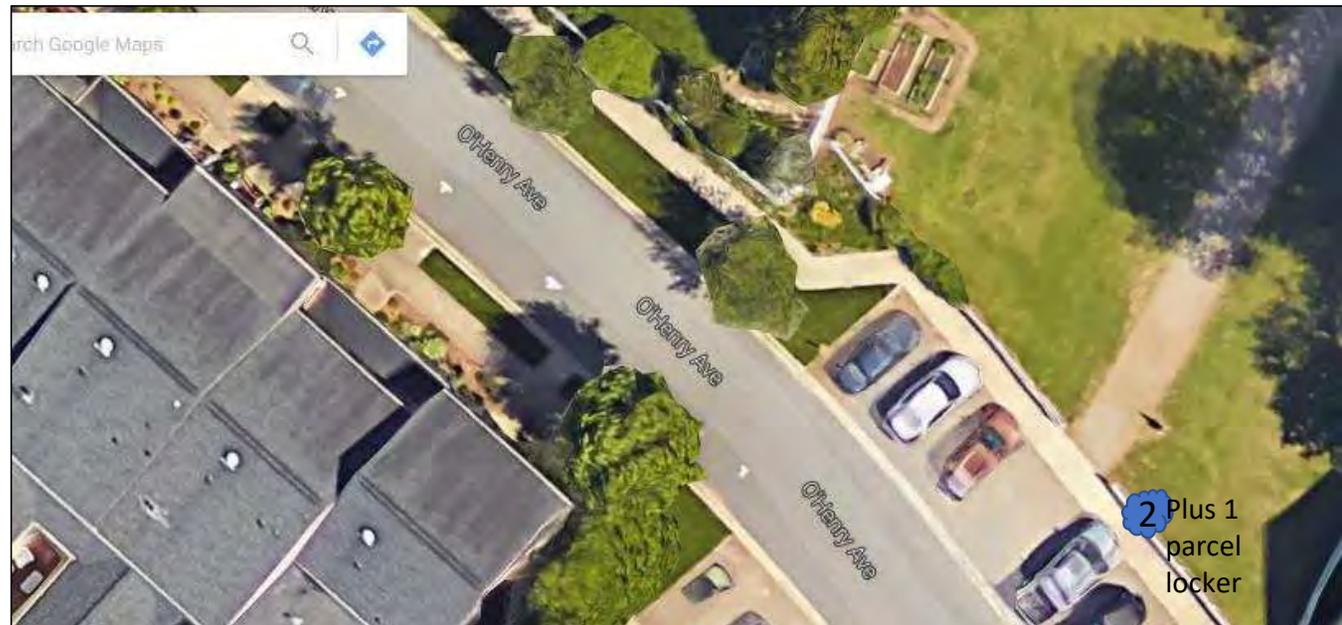
Notes:

- Part of fence to be removed/re-configured to accommodate pad/kiosk
- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped



158 Clemens Pl	SF	●
162 Clemens Pl	SF	●
166 Clemens Pl	SF	●
170 Clemens Pl	SF	●
174 Clemens Pl	SF	●
178 Clemens Pl	SF	●
182 Clemens Pl	SF	●
186 Clemens Pl	SF	●
190 Clemens Pl	SF	●
194 Clemens Pl	SF	●
198 Clemens Pl	SF	●

411 O. Henry Ave	TH	●
413 O. Henry Ave	TH	●
415 O. Henry Ave	TH	●
417 O. Henry Ave	TH	●
419 O. Henry Ave	TH	●
421 O. Henry Ave	TH	●
429 O. Henry Ave	TH	●
431 O. Henry Ave	TH	●
433 O. Henry Ave	TH	●
435 O. Henry Ave	TH	●
437 O. Henry Ave	TH	●
439 O. Henry Ave	TH	●
440 O. Henry Ave	SF	●
441 O. Henry Ave	TH	●
450 O. Henry Ave	SF	●



Notes:

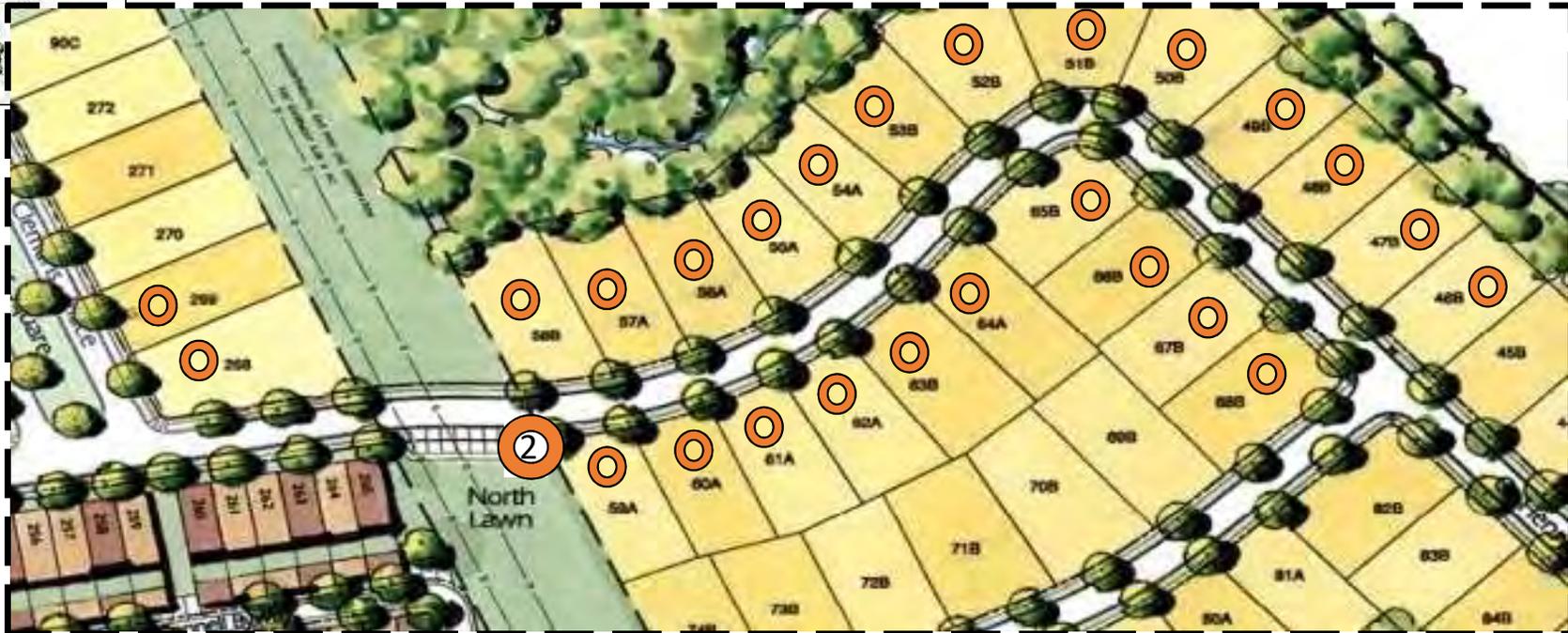
- Part of fence to be removed/re-configured to accommodate pad/kiosk
- Pad to be adjacent to sidewalk
- Pet waste station to be moved back a minimum of 12'
- Area disturbed around pad to be re-landscaped

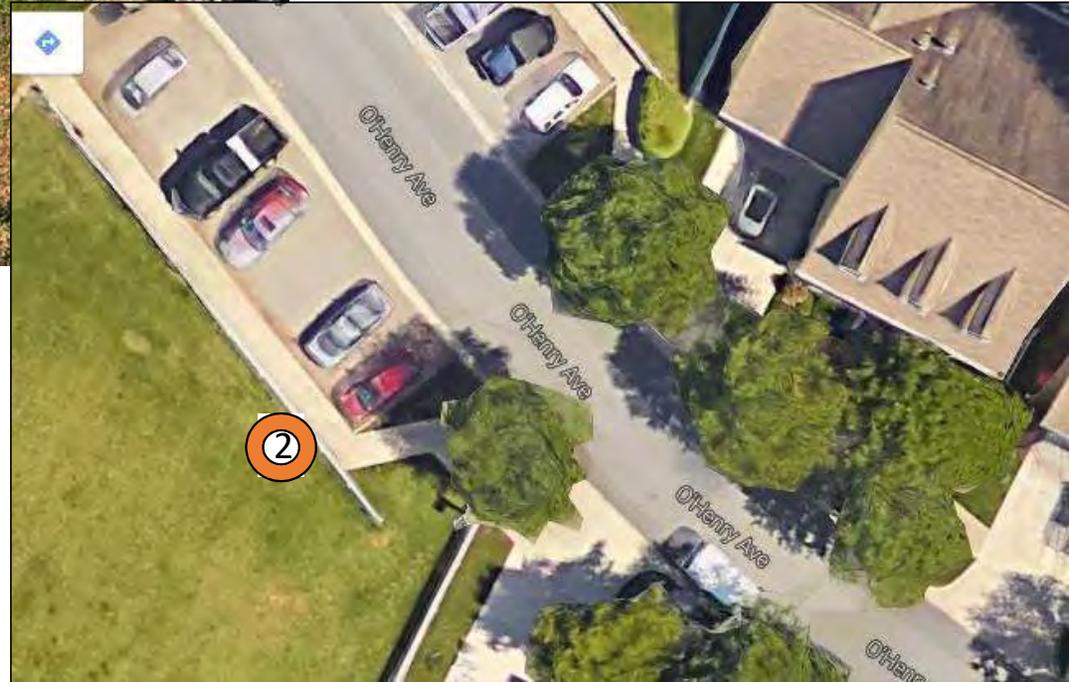
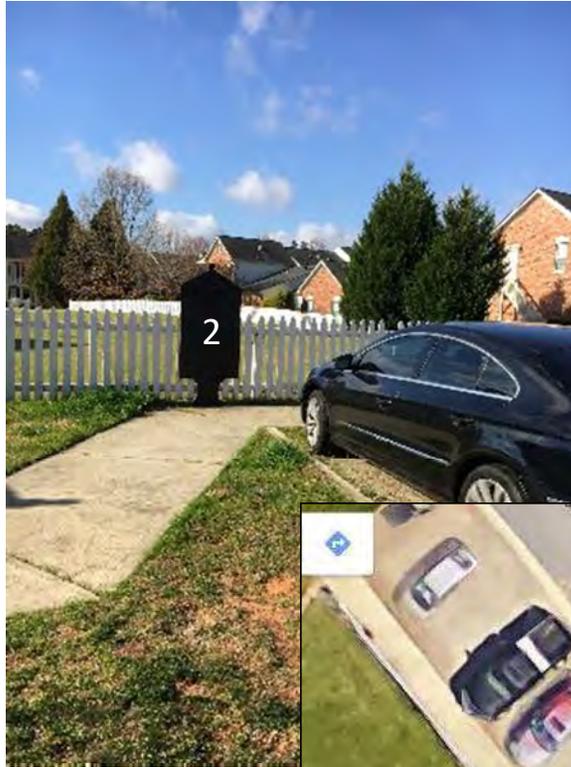


150 Clemens Pl	SF	○
154 Clemens Pl	SF	○

210 O. Henry Ave	SF	○
213 O. Henry Ave	SF	○
214 O. Henry Ave	SF	○
217 O. Henry Ave	SF	○
218 O. Henry Ave	SF	○
221 O. Henry Ave	SF	○
222 O. Henry Ave	SF	○
228 O. Henry Ave	SF	○
229 O. Henry Ave	SF	○
232 O. Henry Ave	SF	○
304 O. Henry Ave	SF	○

308 O. Henry Ave	SF	○
311 O. Henry Ave	SF	○
312 O. Henry Ave	SF	○
315 O. Henry Ave	SF	○
316 O. Henry Ave	SF	○
319 O. Henry Ave	SF	○
320 O. Henry Ave	SF	○
323 O. Henry Ave	SF	○
324 O. Henry Ave	SF	○
327 O. Henry Ave	SF	○
328 O. Henry Ave	SF	○
331 O. Henry Ave	SF	○





Notes:

- Part of fence to be removed/re-configured to accommodate pad/kiosk
- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped

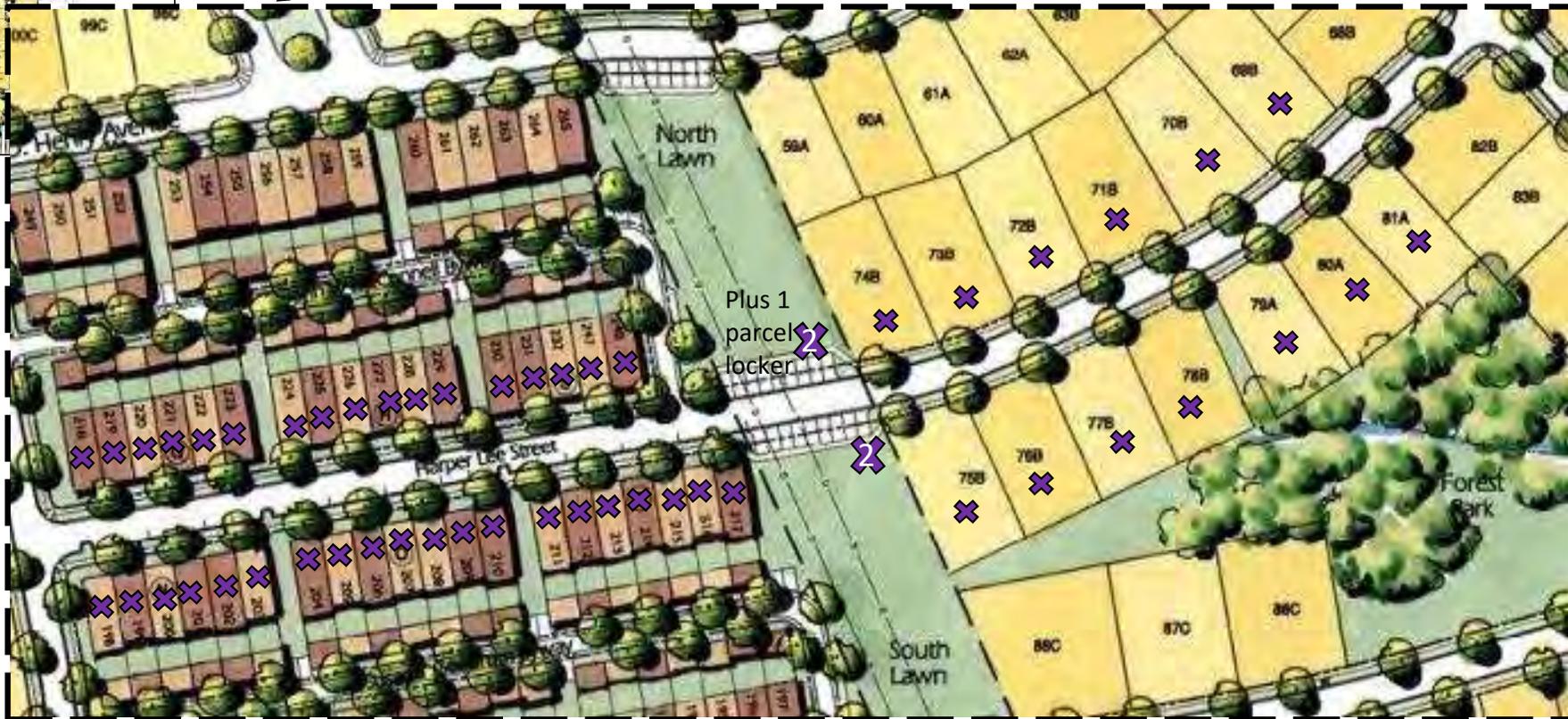


133 Harper Lee St	TH	✘
134 Harper Lee St	TH	✘
135 Harper Lee St	TH	✘
136 Harper Lee St	TH	✘
137 Harper Lee St	TH	✘
138 Harper Lee St	TH	✘
139 Harper Lee St	TH	✘
140 Harper Lee St	TH	✘
141 Harper Lee St	TH	✘
142 Harper Lee St	TH	✘
143 Harper Lee St	TH	✘

144 Harper Lee St	TH	✘
149 Harper Lee St	TH	✘
150 Harper Lee St	TH	✘
151 Harper Lee St	TH	✘
152 Harper Lee St	TH	✘
153 Harper Lee St	TH	✘
154 Harper Lee St	TH	✘
155 Harper Lee St	TH	✘
156 Harper Lee St	TH	✘
157 Harper Lee St	TH	✘
158 Harper Lee St	TH	✘
159 Harper Lee St	TH	✘
160 Harper Lee St	TH	✘
162 Harper Lee St	TH	✘

167 Harper Lee St	TH	✘
168 Harper Lee St	TH	✘
169 Harper Lee St	TH	✘
170 Harper Lee St	TH	✘
171 Harper Lee St	TH	✘
172 Harper Lee St	TH	✘
173 Harper Lee St	TH	✘
174 Harper Lee St	TH	✘
175 Harper Lee St	TH	✘
176 Harper Lee St	TH	✘
178 Harper Lee St	TH	✘
180 Harper Lee St	TH	✘
253 Harper Lee St	SF	✘

254 Harper Lee St	SF	✘
257 Harper Lee St	SF	✘
258 Harper Lee St	SF	✘
261 Harper Lee St	SF	✘
262 Harper Lee St	SF	✘
265 Harper Lee St	SF	✘
266 Harper Lee St	SF	✘
274 Harper Lee St	SF	✘
277 Harper Lee St	SF	✘
278 Harper Lee St	SF	✘
281 Harper Lee St	SF	✘
282 Harper Lee St	SF	✘





Plus 1
parcel
locker
2

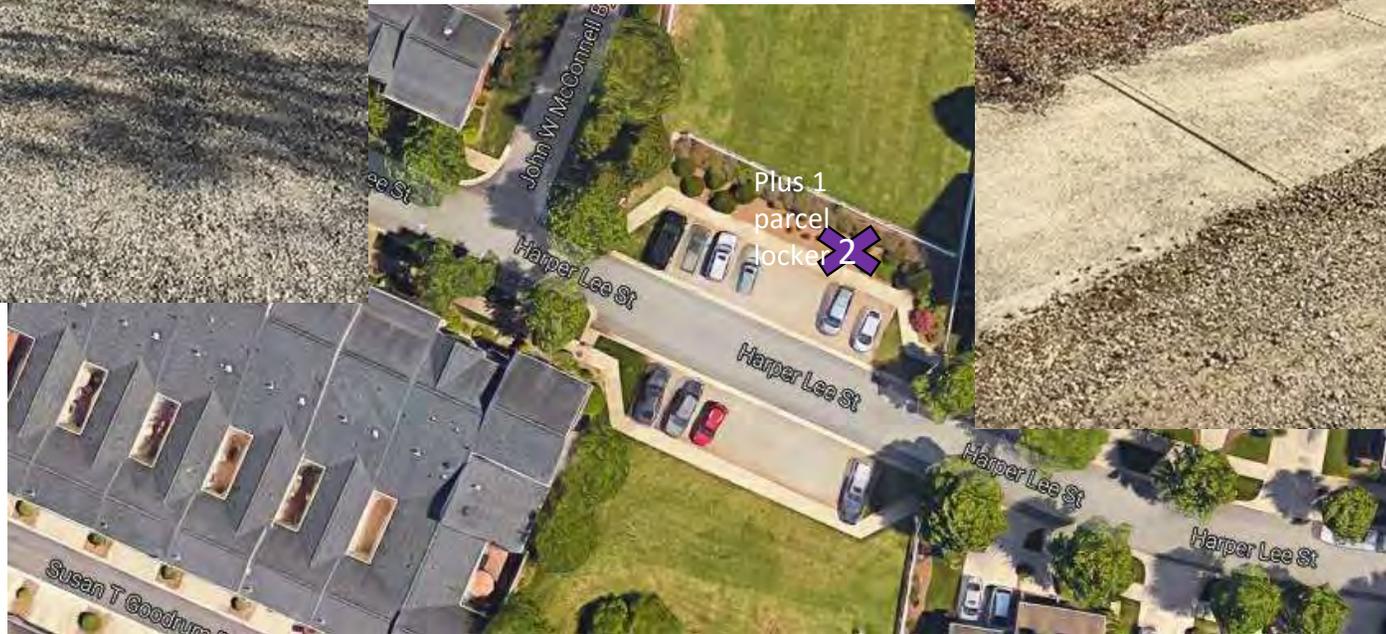
**North Side of
Harper Lee St.**

Notes:

- Area to be leveled for pad
- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped



Plus 1
parcel
locker
2

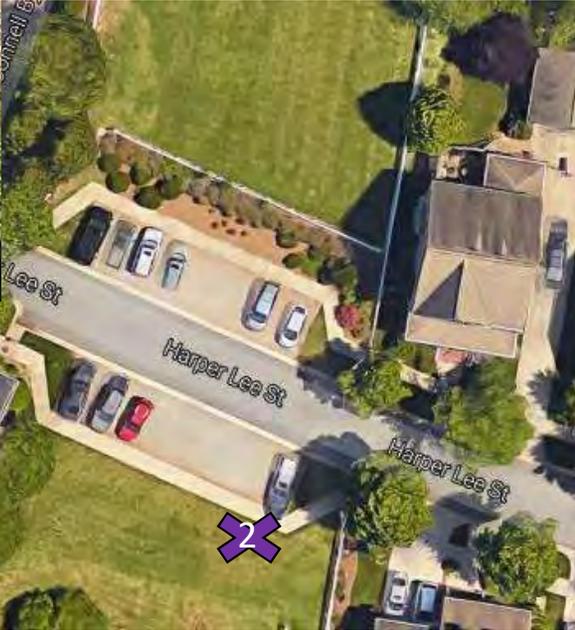


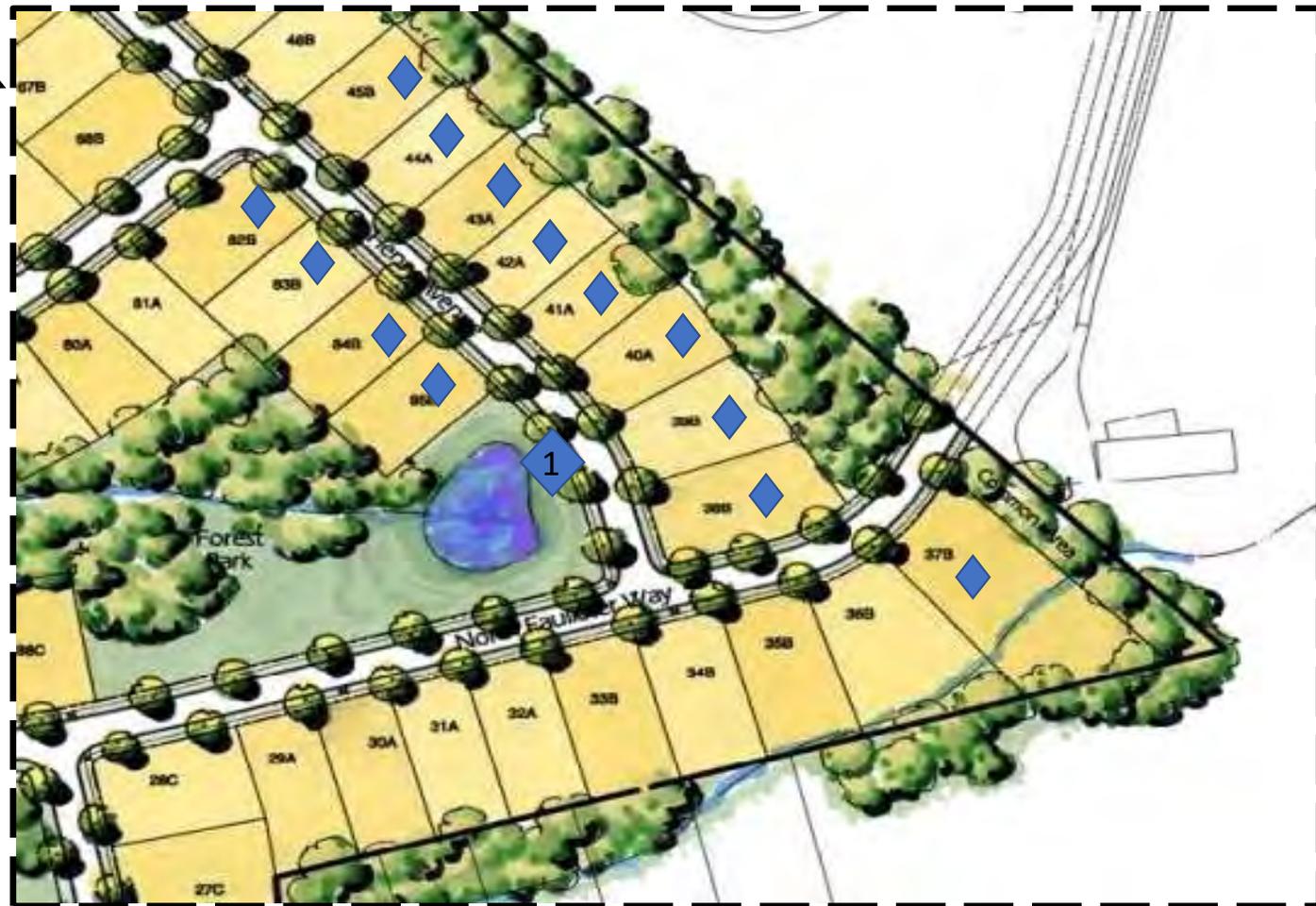
Plus 1
parcel
locker
2

**South Side of
Harper Lee St.**

Notes:

- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped



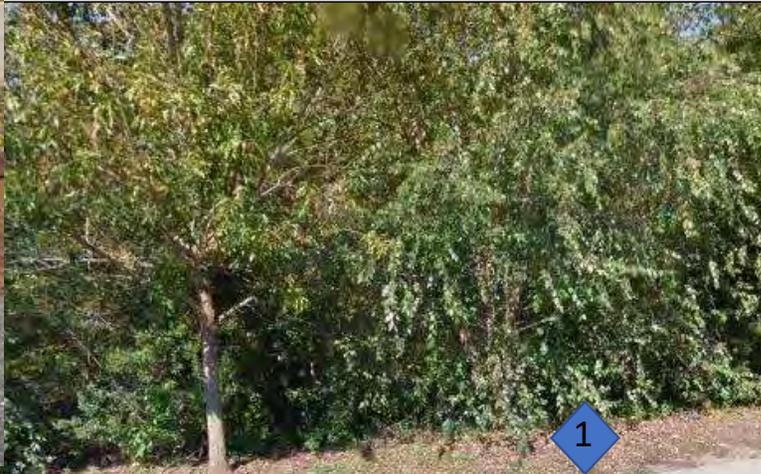


514 N Faulkner Way	SF	◆
110 O. Henry Ave	SF	◆
114 O. Henry Ave	SF	◆
118 O. Henry Ave.	SF	◆
122 O. Henry Ave	SF	◆
125 O. Henry Ave	SF	◆
126 O. Henry Ave	SF	◆
129 O. Henry Ave	SF	◆
130 O. Henry Ave	SF	◆
133 O. Henry Ave	SF	◆
134 O. Henry Ave	SF	◆
137 O. Henry Ave	SF	◆
138 O. Henry Ave	SF	◆



Notes:

- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped





306 Fairview Ln	SF	■
310 Fairview Ln	SF	
309 N Faulkner Way	SF	■
313 N Faulkner Way	SF	■
317 N Faulkner Way	SF	■
424 N Faulkner Way	SF	■
428 N Faulkner Way	SF	■
432 N Faulkner Way	SF	■
436 N Faulkner Way	SF	■
440 N Faulkner Way	SF	■
502 N Faulkner Way	SF	■
506 N Faulkner Way	SF	■
510 N Faulkner Way	SF	■



Notes:

- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped





219 N Faulkner Way	TH	▲
221 N Faulkner Way	TH	▲
223 N Faulkner Way	TH	▲
225 N Faulkner Way	TH	▲
231 N Faulkner Way	TH	▲
233 N Faulkner Way	TH	▲
235 N Faulkner Way	TH	▲
237 N Faulkner Way	TH	▲
239 N Faulkner Way	TH	▲
241 N Faulkner Way	TH	▲
243 N Faulkner Way	TH	▲
248 S Faulkner Way	TH	▲
250 S Faulkner Way	TH	▲

214 S Faulkner Way	TH	●
216 S Faulkner Way	TH	●
218 S Faulkner Way	TH	●
226 S Faulkner Way	TH	●
228 S Faulkner Way	TH	●
230 S Faulkner Way	TH	●
232 S Faulkner Way	TH	●
234 S Faulkner Way	TH	●
240 S Faulkner Way	TH	●
242 S Faulkner Way	TH	●
244 S Faulkner Way	TH	●
246 S Faulkner Way	TH	●

242 Twain Ave	TH	●
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Notes:

- Part of fence to be removed/re-configured to accommodate pad/kiosk
- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped



Notes:

- Larger pad required (estimate 6' deep x 4' wide)
- Pad to be flush with street curb
- Kiosk to be placed on back side of pad away from street
- Area disturbed around pad to be re-landscaped

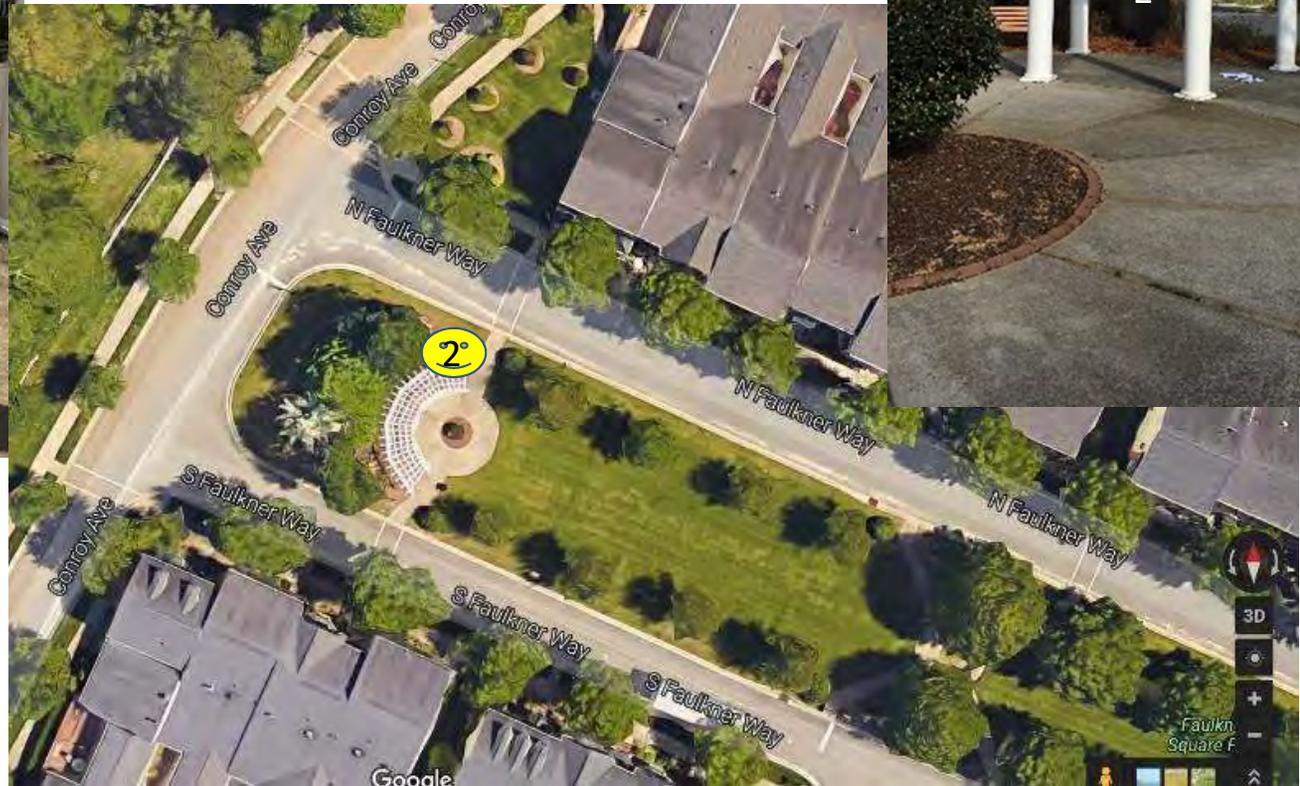




250 Conroy Ave	SF	😊
254 Conroy Ave	SF	😊😊
258 Conroy Ave	SF	😊😊😊
262 Conroy Ave	SF	😊😊😊😊
303 Conroy Ave	SF	😊😊😊😊😊
405 Conroy Ave	SF	😊😊😊😊😊😊
411 Conroy Ave	SF	😊😊😊😊😊😊😊

106 S Faulkner Way	TH	😊
108 S Faulkner Way	TH	😊😊
110 S Faulkner Way	TH	😊😊😊
112 S Faulkner Way	TH	😊😊😊😊
126 S Faulkner Way	TH	😊😊😊😊😊
128 S Faulkner Way	TH	😊😊😊😊😊😊
130 S Faulkner Way	TH	😊😊😊😊😊😊😊
132 S Faulkner Way	TH	😊😊😊😊😊😊😊😊
212 S Faulkner Way	TH	😊😊😊😊😊😊😊😊😊

109 N Faulkner Way	TH	😊
111 N Faulkner Way	TH	😊😊
113 N Faulkner Way	TH	😊😊😊
115 N Faulkner Way	TH	😊😊😊😊
117 N Faulkner Way	TH	😊😊😊😊😊
119 N Faulkner Way	TH	😊😊😊😊😊😊
121 N Faulkner Way	TH	😊😊😊😊😊😊😊
213 N Faulkner Way	TH	😊😊😊😊😊😊😊😊
215 N Faulkner Way	TH	😊😊😊😊😊😊😊😊😊
217 N Faulkner Way	TH	😊😊😊😊😊😊😊😊😊😊



Notes:

- Remove bushes/landscaping for pad
- Pad to be adjacent to existing walkway
- Area disturbed around pad to be re-landscaped



107 Caldwell Ln	SF	♥
111 Caldwell Ln	SF	♥♥
115 Caldwell Ln	SF	♥♥♥

213 Twain Ave	TH	♥♥♥
214 Twain Ave	TH	♥♥♥♥
215 Twain Ave	TH	♥♥♥♥♥
216 Twain Ave	TH	♥♥♥♥♥♥
217 Twain Ave	TH	♥♥♥♥♥♥♥
218 Twain Ave	TH	♥♥♥♥♥♥♥♥
219 Twain Ave	TH	♥♥♥♥♥♥♥♥♥
220 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥
221 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥♥
222 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥♥♥
223 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥♥♥♥
224 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥♥♥♥♥
226 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥♥♥♥♥♥

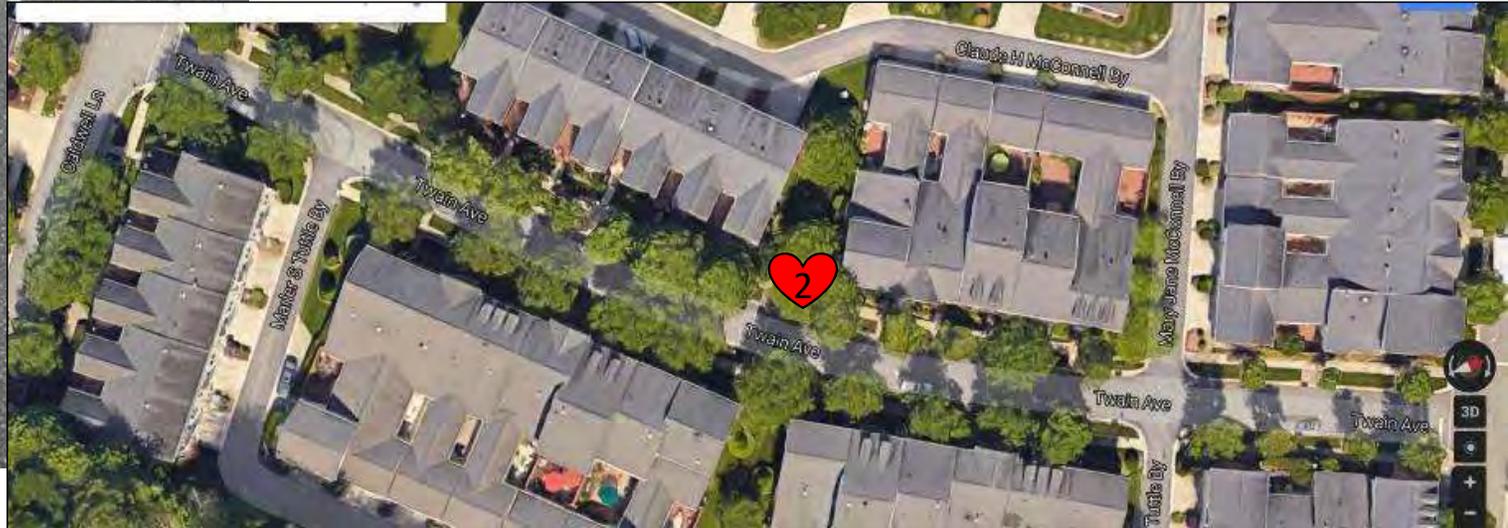
231 Twain Ave	TH	♥♥♥
232 Twain Ave	TH	♥♥♥♥
233 Twain Ave	TH	♥♥♥♥♥
234 Twain Ave	TH	♥♥♥♥♥♥
235 Twain Ave	TH	♥♥♥♥♥♥♥
236 Twain Ave	TH	♥♥♥♥♥♥♥♥
237 Twain Ave	TH	♥♥♥♥♥♥♥♥♥
238 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥
239 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥♥
240 Twain Ave	TH	♥♥♥♥♥♥♥♥♥♥♥♥





Notes:

- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped





103 Caldwell Ln	SF	★
104 Caldwell Ln	SF	★
108 Caldwell Ln	SF	★
112 Caldwell Ln	SF	★
116 Caldwell Ln	SF	★
202 Caldwell Ln	SF	★
203 Caldwell Ln	TH	★
205 Caldwell Ln	TH	★
206 Caldwell Ln	SF	★
207 Caldwell Ln	TH	★

209 Caldwell Ln	TH	★
210 Caldwell Ln	SF	★
211 Caldwell Ln	TH	★
306 Caldwell Ln	TH	★
308 Caldwell Ln	TH	★
310 Caldwell Ln	TH	★
312 Caldwell Ln	TH	★
314 Caldwell Ln	TH	★
316 Caldwell Ln	TH	★

109 St Albans Ln	TH	★
113 St Albans Ln	TH	★
117 St Albans Ln	TH	★
121 St Albans Ln	TH	★
125 St Albans Ln	TH	★
129 St Albans Ln	TH	★

St. Alban's Church	other	★
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Notes:

- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped





131 Fairview Ln	SF		218 Fairview Ln	SF	
132 Fairview Ln	SF		219 Fairview Ln	SF	
135 Fairview Ln	SF		222 Fairview Ln	SF	
136 Fairview Ln	SF		223 Fairview Ln	SF	
140 Fairview Ln	SF		226 Fairview Ln	SF	
202 Fairview Ln	SF		227 Fairview Ln	SF	
203 Fairview Ln	SF		230 Fairview Ln	SF	
206 Fairview Ln	SF		231 Fairview Ln	SF	
207 Fairview Ln	SF		234 Fairview Ln	SF	
210 Fairview Ln	SF		235 Fairview Ln	SF	
211 Fairview Ln	SF		238 Fairview Ln	SF	
214 Fairview Ln	SF		239 Fairview Ln	SF	
215 Fairview Ln	SF		241 Fairview Ln	SF	



Notes:

- Part of fence to be removed/re-configured to accommodate pad/kiosk
- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped



Notes:

- Part of fence to be removed/re-configured to accommodate pad/kiosk
- Pad to be adjacent to sidewalk
- Area disturbed around pad to be re-landscaped
- Trim tree branches over kiosk area

Frequently Asked Questions

1. **Do I have to use the local mailbox provided to me?**
 - No. Every home will be assigned a mailbox kiosk box, but you do not have to use it.
2. **Can I keep my po box?**
 - Yes.
3. **Can I use both the local mailbox and the po box?**
 - Yes.
4. **What will be the size of my kiosk box?**
 - Each of the 13 boxes in each kiosk will be 12 inches wide x 4 ¾ inches high x 15 inches deep.
5. **How will packages be delivered?**
 - Each kiosk will have 1 parcel locker. If there are more packages or a package does not fit in the kiosk parcel locker, the post office will deliver the package to your home.
6. **What about security?**
 - The 13 kiosk boxes will be labelled 1 through 13 on outside of the kiosk, so your address will not be visible.
 - Each homeowner will be assigned a kiosk box and corresponding unique key for their box.
 - The post office will have a key to open the entire kiosk to deliver the mail. (the kiosks are front loading)
7. **How do we prevent litter?**
 - We believe that we all love our neighborhood and want to keep it beautiful, so do not believe this will be a major problem. We have selected a kiosk that that has a tapered top so there is not a place to accidently leave mail behind. If there is an unforeseen issue, the COS will address it.
8. **Who will maintain the kiosks?**
 - Our HOA will maintain the kiosks as part of our general maintenance expense.
9. **How will we prevent the base from being discolored, like our neighborhood sign and lamp posts, by male dog urine?**
 - We will ask our neighbors to keep their male dogs away from the kiosks, but if we do find dogs are a problem, we can spray the pedestals with black rubberized roofing sealer (like an automobile underseal) which would fix the problem.
10. **Will there be a place to send mail out?**
 - Yes, each kiosk will have an outgoing mail slot.

Frequently Asked Questions (cont.)

- 11. What address will I use for my kiosk box? Does having a kiosk box help eliminate the issue with deciding which address to use when having packages shipped?**
 - You will use your street address for your kiosk box. The post office delivery person will know which kiosk corresponds to your address. This will allow you to use your street address for all mail, including packages, whether they are shipped via USPS, FedEx or UPS.
- 12. Will the townhomes with casitas (garage apartments) be assigned a separate mailbox kiosk for the casitas?**
 - No, casita occupants will need to continue to receive mail through their po box or make arrangements with the townhome owner.
- 13. How will this community mailbox kiosk project be paid for?**
 - There will be a one-time assessment for each homeowner of \$██████. Maintenance is minimal and will be covered by existing HOA fees.
- 14. Will I have to pay the fee even if I want to continue to use my USPS po box rather than the community kiosk?**
 - Yes, every home will need to be assigned a box in a kiosk, even if the current owner chooses not to use it. This ensures that a box will be available if a future resident wishes to use the kiosk.
- 15. If required, how will a stolen/damaged/destroyed kiosk be paid for?**
 - The HOA will add the kiosks to our HOA insurance policy.
- 16. What section of our HOA covenants governs the approval of this community mailbox project?**
 - Sections 7.4 and 9.7 of our HOA covenants govern the process and approval. 51% owner approval is required for the project.
- 17. What happens if our community does not approve this community mailbox project?**
 - Nothing will change. The mailbox kiosks will not be installed and we will continue to use our PO boxes.
- 18. How will I get my kiosk box key?**
 - Once the kiosks are installed, the Mailbox Committee will work with Main St. Management to coordinate the delivery and/or pickup of the keys to each homeowner.
- 19. Who pays for the kiosk box keys?**
 - Each homeowner will receive the initial kiosk box key as described above.
 - The homeowner will be responsible for making and paying for copies of the keys.
 - If keys are damaged or lost and the box must be re-keyed, the homeowner will be responsible for the cost.
 - New homeowners will be assessed a one time fee to cover the cost of re-keying the kiosk box, and provided the key as part of their move-in package.

Frequently Asked Questions (cont.)

20. Why are the 2 additional parcel lockers required?

- It is a requirement of the USPS.

21. Where will the two parcel lockers be installed?

- One will be installed on the north side of O.Henry (🟡) and one will be installed on the north side of Harper Lee (🟣).

22. If I receive a package and the locker in my kiosk is not available, will I have to go to one of the two parcel lockers?

- No. Only the people receiving mail in the 🟡 and 🟣 kiosks will have their parcels placed in the extra lockers. In all cases, if there are more packages or a package does not fit in your kiosk, the post office will deliver the package to your home.

23. What will the parcel lockers look like?

- The two parcel lockers will match the kiosks. They will be black and have similar decorative tops and bottoms. Overall dimensions will be 62”high x 30-1/2”wide x 17-7/8”deep. Each will have 4 lockers. Each locker will be 19.5x12x15 inches in size. Please see page 8 for details.



Will be black to match the kiosks

St. Alban’s Neighborhood Contact:

Tracy Reid
832.875.3163 (m)
tracyareid@gmail.com

Town of Davidson, NC
Design Review Board: Staff Analysis
Project Manager: Chad Hall
June 21, 2017

Project: Mail Kiosks at St. Alban's Neighborhood
Location: St. Alban's Neighborhood (multiple locations)
Applicant: St. Alban's Neighborhood Association (Tracy Reid)
Designer: Prefab Mail Kiosks/Cluster Box Unit (Florence Mailboxes)
Planning Area: Village Infill

The applicant proposes 21 mail kiosk stations and two parcel lockers at 14 locations within the St. Alban's neighborhood.

The mail kiosks are proposed as black in color and measure 31" w x 71.75" h x 18.5" d. Parcel lockers, also black, measure 30.5" w x 62" h x 18" d. Each unit will be similar in appearance with matching pedestal bases atop a concrete pad and will have similar tops.

These kiosks open from the front by the postmaster.

All areas for kiosk/parcels lockers have been surveyed. The application also illustrates mock mail kiosks located throughout the neighborhood (see pictures).

The Davidson Planning Ordinance does not have language pertaining to mail kiosks, other than stating that individual mailboxes are not permitted.

Staff is in the process of creating Additional Regulations for kiosk locations, mainly ensuring that they are not installed directly on a sidewalk, but rather off of it so that pedestrian movement can continue unimpeded. If the box will require being loaded from the rear, staff will require enough sidewalk area around the box so that the postmaster does not have to stand in grass/mud. It is also unclear at this time if staff will be requiring any landscaping/screening associated with cluster box locations.

DAVIDSON PLANNING ORDINANCE:
4.4 GENERAL BUILDING DESIGN STANDARDS
4.4.1 STANDARDS

E. Materials

1. Materials shall be selected for suitability to the type of building and design for which they are used.

4.5 SPECIFIC BUILDING TYPE RECOMMENDATIONS

4.5.1 INSTITUTIONAL BUILDINGS Type

Institutional buildings are typically used for public or semi-public purposes. These buildings must be designed appropriately to fit within neighborhoods as integral parts of the community. Institutional buildings serve as places of assembly. They have a sense of prominence within their respective neighborhoods. Their uses may include churches, libraries, post offices, and schools. All institutional buildings are subject to the Individual Building process and Design Review Board approval.

- A. The scale and architectural sophistication of these buildings should support their civic importance and complement Davidson's existing civic buildings.

6.3.2 DEVELOPMENT PROHIBITIONS

The following elements shall be prohibited from all types of development:

- E. Individual mailboxes.

T:\Planning_Shared_(Common)\04.BOARDS COMMISSIONS\Design Review\Agenda Packets\2017 DRB Agendas\20170621_DRB Agenda\St Albans Mail Kiosks\20170614_St Albans-Kiosks_Staff Analysis.doc



Agenda Title: Davidson East Mail Kiosks

Summary:

ATTACHMENTS:

Description	Upload Date	Type
☐ Application	6/14/2017	Exhibit
☐ Site Plan	6/14/2017	Exhibit
☐ Kiosk Material	6/14/2017	Exhibit
☐ Staff Analysis	6/14/2017	Presentation



Design Review

DAVIDSON EAST AMENITY
(Name of Project)
MAILBOX KIOSK
Contact Information

Applicant's Information

Name: LISA CAREY
E-Mail: lcavey@landworkspa.com
Mailing Address: 7021 LITTLE AVE., SUITE 111
CHARLOTTE NC 28226
Business Phone: 704.941.1604x710 Mobile Phone: 704.502.6941

Property Owner's Information

(If Different from Applicant)

Name: STANDARD PAUPIC OF THE CAROLINAS, LLC
E-Mail: SCOTT.KILBY@calatl.com
Mailing Address: 6701 CARMEL RD., SUITE 425
CHARLOTTE NC 28226
Business Phone: 704.759.6000 Mobile Phone: 704.905.1831

Architect's Information

Name of Firm: FORTUNE ARCHITECTS
Architect's Name: W. NEILL FORTUNE
E-Mail: N.FORTUNE@FORTUNE.ARCHITECTS.COM
Mailing Address: 9510 MCLAMPING PARK DR. #204
CHARLOTTE NC 28210
Business Phone: 704.366.3639 Mobile Phone: 704.617.0909



Design Review

~~DAVIDSON EAST AMENITY~~
(Name of Project)
MALBOX KIOSK
 Application Requirements

Date Received

- Application Fee per Town of Davidson Fee Schedule
- Contact Information
- General Statement of Intent
(Use, building type, approx. square footage, height, design features)
- Statement of Compliance with Section 2
- Master Plan or Conditional Planning Area
(Including all documents, plans, maps, and conditions of approval)
- Environmental Inventory in accordance with Section 14.15.1
(Including adjacent properties and buildings)
- General Description
(Including a description and color photographs to existing / adjacent site)
- Site Schematic Design in accordance with Section 14.15.7
- Building Schematic Design in accordance with Section 14.15.3
(Including rendered elevations of each façade per 14.15.3 C)
- Landscape Schematic Design in accordance with Section 14.15.5
- Building Perspective
- Building Materials/Colors
(Roofing, siding, doors, windows, etc.)

As the applicant, I hereby confirm that all the required materials for this application are authentic and have been submitted to the Town of Davidson Planning Department.



 Applicant's Signature

6.13.2017

 Date



Design Review

~~DAVIDSON EAST AMENITY~~
(Name of Project)
 MAILBOX WALK

Development Process

Date Completed	Outline of Steps & Checklist
_____	<input type="checkbox"/> 1. Initial Meeting
_____	<input type="checkbox"/> 2. Application and Fee
_____	<input type="checkbox"/> 3. Design Review Board Preliminary Review (Informational)
_____	<input type="checkbox"/> 4. Planning Director Site Schematic Design Review
_____	<input type="checkbox"/> 5. Design Review Board Approval
_____	<input type="checkbox"/> 6. Building Construction Documents
_____	<input type="checkbox"/> 7. Site and Landscape Construction Documents
_____	<input type="checkbox"/> 8. Architect's Letter of Verification (Construction Documents)
_____	<input type="checkbox"/> 9. Building Permit Approval
_____	<input type="checkbox"/> 10. CD Submittal with PDF of All Approved Documents <i>Required within 45 Days of Approval</i>
_____	<input type="checkbox"/> 11. Architect's Letter of Verification (Construction/As-Built)
_____	<input type="checkbox"/> 12. Certificate of Occupancy

** For further information see Davidson Planning Ordinance Sections 14.11 Individual Building - 14.12 Design Review. Note that the Town of Davidson encourages all paper submittals to be on 30% or greater recycled paper.*



Design Review

DAVIDSON EAST AMENITY
(Name of Project)
MAILBOX KIOSK
Project Description

Application Date: 6.13.17

Project Location: 16909 SETTER PT. LN.

Tax Parcel(s): 00719260

Planning Area: DAVIDSON (EPA)

Overlay District: NA

Master or Cond. Plan
(Attach Conditions of Approval) DAVIDSON EAST MASTER PLAN

Gen. Statement of Intent: MAILBOX KIOSK LOCATION

Project Details:

- Project Type: Individual Bldg. Master Plan Conditional Planning Area
- Sign
- Building Type: Detached House Townhouse Attached House (Tri- or Quadplex)
- Institutional Live/Work Multi-family (Apts., Condos, Flats)
- Workplace Storefront Accessory Structure

• Use(s): MAILBOX KIOSK

• Height & Stories: _____

• Square Footage: 19' X 10' PAD WITH 10 MAILBOX

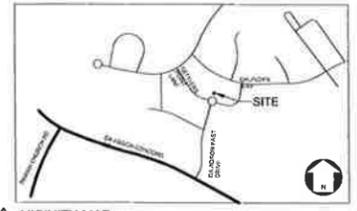
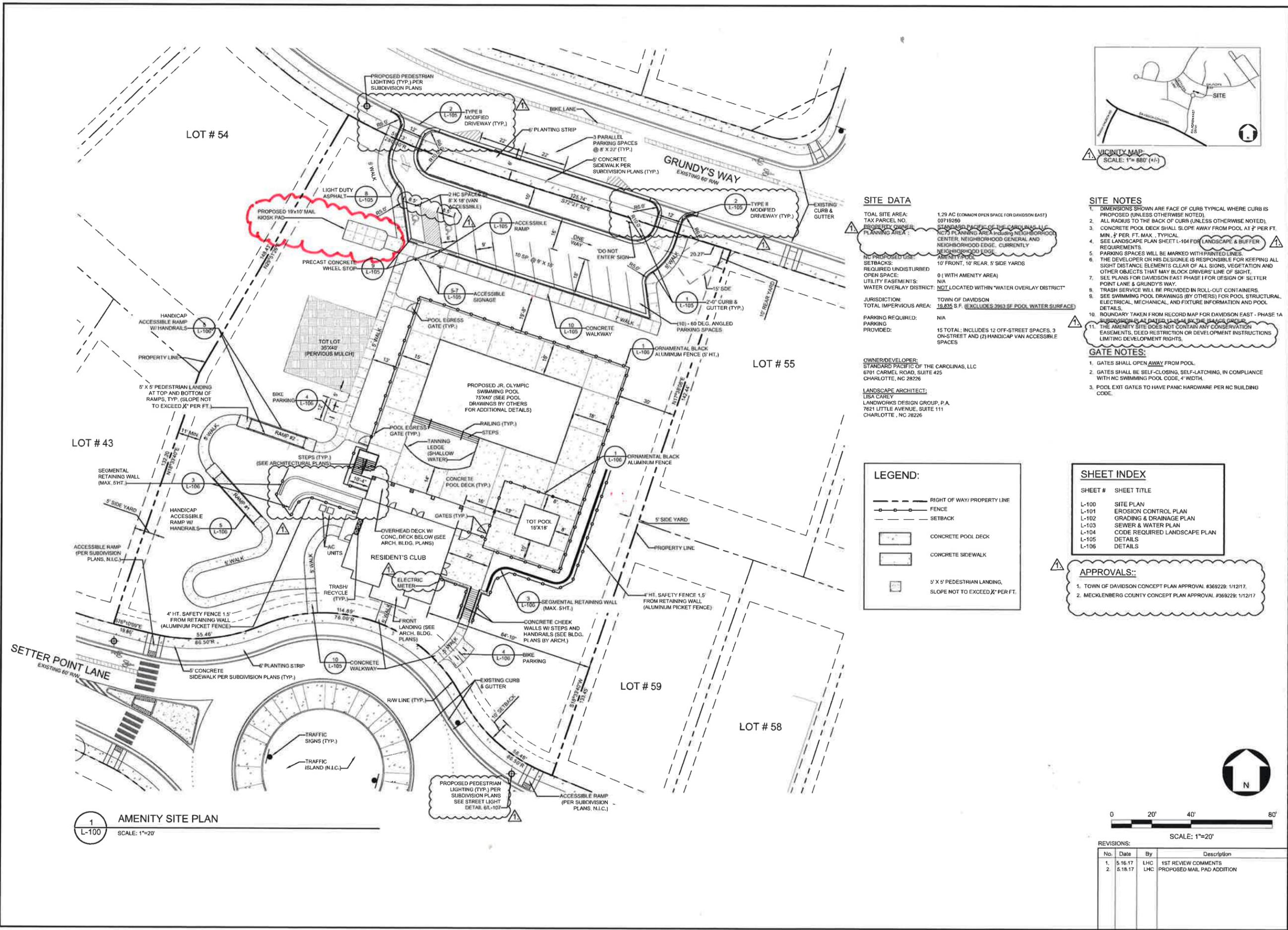
• Building Materials: _____

Architectural Features: _____

Existing Site Conditions: _____

See 14.12.2.D

P:\2014\Job\14049 - Davidson East - Stan\Plan\AMENITY\CD\14049_Amenity base plan - update.mxd 7/21/15.dwg



SITE DATA

TOTAL SITE AREA: 1.29 AC (COMMON OPEN SPACE FOR DAVIDSON EAST)
 TAX PARCEL NO: 00719260
 PROPERTY OWNER: STANDARD PACIFIC OF THE CAROLINAS, LLC
 PLANNING AREA: NC 73 PLANNING AREA (including NEIGHBORHOOD CENTER, NEIGHBORHOOD GENERAL AND NEIGHBORHOOD EDGE. CURRENTLY NEIGHBORHOOD EDGE AMENITY AREA)

NO PROPOSED USE:
 OPEN SPACE: REQUIRED UNDISTURBED
 UTILITY EASEMENTS: N/A
 WATER OVERLAY DISTRICT: NOT LOCATED WITHIN "WATER OVERLAY DISTRICT"

JURISDICTION: TOWN OF DAVIDSON
 TOTAL IMPERVIOUS AREA: 19,835 S.F. (EXCLUDES 3963 SF POOL WATER SURFACE)

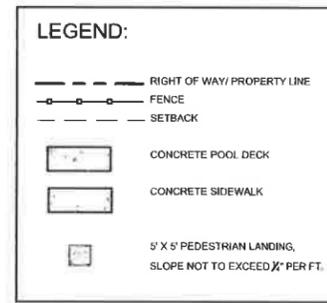
PARKING REQUIRED: N/A
 PARKING PROVIDED: 15 TOTAL: INCLUDES 12 OFF-STREET SPACES, 3 ON-STREET AND (2) HANDICAP VAN ACCESSIBLE SPACES

OWNER/DEVELOPER: STANDARD PACIFIC OF THE CAROLINAS, LLC
 6701 CARMEL ROAD, SUITE 425
 CHARLOTTE, NC 28226

LANDSCAPE ARCHITECT: LISA CAREY
 LANDWORKS DESIGN GROUP, P.A.
 7621 LITTLE AVENUE, SUITE 111
 CHARLOTTE, NC 28226

- SITE NOTES**
- DIMENSIONS SHOWN ARE FACE OF CURB TYPICAL WHERE CURB IS PROPOSED (UNLESS OTHERWISE NOTED).
 - ALL RADIIUS TO THE BACK OF CURB (UNLESS OTHERWISE NOTED).
 - CONCRETE POOL DECK SHALL SLOPE AWAY FROM POOL AT 2" PER FT. MIN. 4" PER FT. MAX. TYPICAL.
 - SEE LANDSCAPE PLAN SHEET L-104 FOR LANDSCAPE & BUFFER REQUIREMENTS.
 - PARKING SPACES WILL BE MARKED WITH PAINTED LINES.
 - THE DEVELOPER OR HIS DESIGNEE IS RESPONSIBLE FOR KEEPING ALL SIGHT DISTANCE ELEMENTS CLEAR OF ALL SIGNS, VEGETATION AND OTHER OBJECTS THAT MAY BLOCK DRIVERS' LINE OF SIGHT.
 - SEE PLANS FOR DAVIDSON EAST PHASE I FOR DESIGN OF SETTLER POINT LANE & GRUNDY'S WAY.
 - TRASH SERVICE WILL BE PROVIDED IN ROLL-OUT CONTAINERS.
 - SEE SWIMMING POOL DRAWINGS (BY OTHERS) FOR POOL STRUCTURAL, ELECTRICAL, MECHANICAL, AND FIXTURE INFORMATION AND POOL DETAILS.
 - BOUNDARY TAKEN FROM RECORD MAP FOR DAVIDSON EAST - PHASE 1A SUBDIVISION & LATER 1-15-14 BY THE SAME OWNER.
 - THE AMENITY SITE DOES NOT CONTAIN ANY CONSERVATION EASEMENTS, DEED RESTRICTION OR DEVELOPMENT INSTRUCTIONS LIMITING DEVELOPMENT RIGHTS.

- GATE NOTES:**
- GATES SHALL OPEN AWAY FROM POOL.
 - GATES SHALL BE SELF-CLOSING, SELF-LATCHING, IN COMPLIANCE WITH NC SWIMMING POOL CODE, 4" WIDTH.
 - POOL EXIT GATES TO HAVE PANIC HARDWARE PER NC BUILDING CODE.



SHEET INDEX

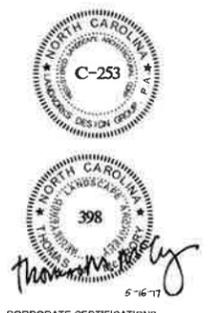
SHEET #	SHEET TITLE
L-100	SITE PLAN
L-101	EROSION CONTROL PLAN
L-102	GRADING & DRAINAGE PLAN
L-103	SEWER & WATER PLAN
L-104	CODE REQUIRED LANDSCAPE PLAN
L-105	DETAILS
L-106	DETAILS

- APPROVALS:**
- TOWN OF DAVIDSON CONCEPT PLAN APPROVAL #36922B/1/12/17.
 - MECKLENBERG COUNTY CONCEPT PLAN APPROVAL #36922B/1/12/17.

Landworks Design Group, P.A.
 7621 Little Avenue, Suite 111
 Charlotte, NC 28226
 704-441-1654 Fax: 704-441-1654

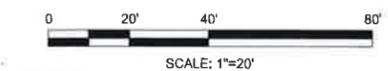
DAVIDSON EAST
 DAVIDSON, NORTH CAROLINA
 STANDARD PACIFIC OF THE CAROLINAS, LLC
 6701 CARMEL ROAD, SUITE 425
 MECKLENBURG COUNTY
 CHARLOTTE, NC 28226

AMENITY SITE PLANS CONSTRUCTION DOCUMENTS



CORPORATE CERTIFICATIONS
 NC PE: C-2533 NC LA: C-398
 SE ENG: NC 3599 SE LA: NO. 211

Project Manager: TMM
 Drawn By: LHC/DRW
 Checked By: TMM
 Date: 3/21/17
 Project Number: 14049



REVISIONS:

No.	Date	By	Description
1.	5-16-17	LHC	1ST REVIEW COMMENTS
2.	5-16-17	LHC	PROPOSED MAIL PAD ADDITION

L-100
 SHEET # 1 OF 8

19' x 10'

40"

16 count	16 count	16 count	16 count	8 count
16 count				

16 Door Vital Vouge CBU Decorative Mailbox

Qty: 9

16 Unit Mail Box w/2 Parcel Lockers/1 Mail Slot

Numbered 1-144

Decorative Base & Top w/Ball Finial, Black

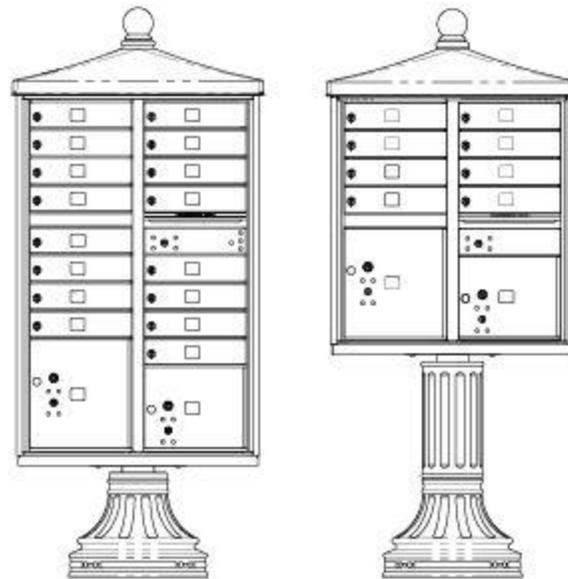
8 Door Vital Vouge CBU Decorative Mailbox

Qty: 1

8 Unit Mail Box w/2 Parcel Lockers/1 Mail Slot

Numbered 145-152

Decorative Base & Top w/Ball Finial, Black



wo. 203533 05.12.17

CalAtlantic - Charlotte - Davidson East

CBUs

Town of Davidson, NC
Design Review Board: Staff Analysis
Project Manager: Chad Hall
June 21, 2017

Project: Mail Kiosks at Clubhouse Building
Location: 16809 Setter Point Lane (Davidson East)
Applicant: Standard Pacific of the Carolinas, LLC (Scott Kilby)
Designer: OnSight (Prefab Mail Kiosks/Cluster Box Unit)
Planning Area: Neighborhood Edge

The applicant proposes ten mail kiosk stations on a 19'x10' concrete pad located to the rear of the Davidson East Amenity/Poolhouse building. The kiosks, or cluster mail boxes, are proposed to be black in color. No overhead structure is proposed. The dimensions of each cluster box unit is not labelled.

The Davidson Planning Ordinance does not have language pertaining to mail kiosks, other than stating that individual mailboxes are not permitted.

Staff is in the process of creating Additional Regulations for kiosk locations, mainly ensuring that they are not installed directly on a sidewalk, but rather off of it so that pedestrian movement can continue unimpeded. If the box will require being loaded from the rear, staff will require enough sidewalk area around the box so that the postmaster does not have to stand in grass/mud. It is also unclear at this time if staff will be requiring any landscaping/screening associated with cluster box locations.

DAVIDSON PLANNING ORDINANCE:
4.4 GENERAL BUILDING DESIGN STANDARDS
4.4.1 STANDARDS

E. Materials

1. Materials shall be selected for suitability to the type of building and design for which they are used.

4.5 SPECIFIC BUILDING TYPE RECOMMENDATIONS

4.5.1 INSTITUTIONAL BUILDINGS Type

Institutional buildings are typically used for public or semi-public purposes. These buildings must be designed appropriately to fit within neighborhoods as integral parts of the community. Institutional buildings serve as places of assembly. They have a sense of prominence within their respective neighborhoods. Their uses may include churches, libraries, post offices, and schools. All institutional buildings are subject to the Individual Building process and Design Review Board approval.

- A. The scale and architectural sophistication of these buildings should support their civic importance and complement Davidson's existing civic buildings.

6.3.2 DEVELOPMENT PROHIBITIONS

The following elements shall be prohibited from all types of development:

- E. Individual mailboxes.

T:\Planning_Shared_(Common)\04.BOARDS COMMISSIONS\Design Review\Agenda Packets\2017 DRB Agendas\20170621_DRB Agenda\Dav East Mail Kiosks\20170614_Dav East Amenity-Kiosks_Staff Analysis.doc



Agenda Title: Sadler Square Additions

Summary:

ATTACHMENTS:

Description	Upload Date	Type
<input type="checkbox"/> Application	6/14/2017	Exhibit
<input type="checkbox"/> Design Part 1	6/14/2017	Exhibit
<input type="checkbox"/> Design Part 2	6/14/2017	Exhibit
<input type="checkbox"/> Staff Analysis	6/14/2017	Presentation



The Town of Davidson

College Town. Lake Town. Your Town.

Design Review

Sadler Square - Phases 1, 2, 3 & 4

(Name of Project)

Development Process

Date Completed	Outline of Steps & Checklist
<u>Feb. 6, 2017</u>	<input checked="" type="checkbox"/> 1. Initial Meeting
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> 2. Application and Fee
<u>June 21, 2017</u>	<input checked="" type="checkbox"/> 3. Design Review Board Preliminary Review (Informational)
_____	<input type="checkbox"/> 4. Planning Director Site Schematic Design Review
_____	<input type="checkbox"/> 5. Design Review Board Approval
_____	<input type="checkbox"/> 6. Building Construction Documents
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_____	<input type="checkbox"/> 11. Architect's Letter of Verification (Construction/As-Built)
_____	<input type="checkbox"/> 12. Certificate of Occupancy

** For further information see Davidson Planning Ordinance Sections 14.11 Individual Building - 14.12 Design Review. Note that the Town of Davidson encourages all paper submittals to be on 30% or greater recycled paper.*



Design Review

Sadler Square - Phases 1, 2, 3 & 4

(Name of Project)

Application Requirements

Date Received	
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Application Fee per Town of Davidson Fee Schedule
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Contact Information
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> General Statement of Intent <i>(Use, building type, approx. square footage, height, design features)</i>
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Statement of Compliance with Section 2
<u>Not Applicable</u>	<input type="checkbox"/> Master Plan or Conditional Planning Area <i>(Including all documents, plans, maps, and conditions of approval)</i>
_____	<input type="checkbox"/> Environmental Inventory in accordance with Section 14.15.1 <i>(Including adjacent properties and buildings)</i>
_____	<input type="checkbox"/> General Description <i>(Including a description and color photographs to existing / adjacent site)</i>
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Site Schematic Design in accordance with Section 14.15.7
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Building Schematic Design in accordance with Section 14.15.3 <i>(Including rendered elevations of each façade per 14.15.3 C)</i>
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Landscape Schematic Design in accordance with Section 14.15.5
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Building Perspective
<u>May 31, 2017</u>	<input checked="" type="checkbox"/> Building Materials/Colors <i>(Roofing, siding, doors, windows, etc.)</i>

As the applicant, I hereby confirm that all the required materials for this application are authentic and have been submitted to the Town of Davidson Planning Department.



 Applicant's Signature

31 May 17

 Date



Design Review

Sadler Square - Phases 1, 2, 3 & 4

(Name of Project)

Contact Information

Applicant's Information

Name: Tim Cohen

E-Mail: tcohen@adwarchitects.com

Mailing Address: 2815 Coliseum Centre Drive, suite 500
Charlotte, NC 28217

Business Phone: (704) 379-1919 Mobile Phone: (704) 906-5343

Property Owner's Information

(If Different from Applicant)

Name: Audy Dover (Sadler Square Shopping Center)

E-Mail: audy@doversupermarket.com

Mailing Address: 557 Cabarrus Avenue, West
Concord, NC 28027

Business Phone: (704) 782-2117 Mobile Phone: (704) 305-6416

Architect's Information

Name of Firm: ADW Architects

Architect's Name: Robert J. Lauer

E-Mail: blauer@adwarchitects.com

Mailing Address: 2815 Coliseum Centre Drive, suite 500
Charlotte, NC 28217

Business Phone: (704) 379-1919 Mobile Phone: (704) 953-0446



Design Review

Sadler Square - Phases 1, 2, 3 & 4

(Name of Project)

Project Description

Application Date: May 31, 2017

Project Location: 227 Griffith Street

Tax Parcel(s): 003-255-06

Planning Area: Village Commerce Planning Area

Overlay District: Not Applicable

Master or Cond. Plan
(Attach Conditions of Approval) Not Applicable

Gen. Statement of Intent: Phase 1 = build new auditorium & toilets addition
Phase 2 = interior renovation to enlarge concession, work room & box office
Phase 3 = build new retail addition to relocate two existing tenants
Phase 4 = interior renovation creating new auditorium in old retail space

Project Details:

- Project Type: Individual Bldg. Master Plan Conditional Planning Area
 Sign
- Building Type: Detached House Townhouse Attached House (Tri- or Quadplex)
 Institutional Live/Work Multi-family (Apts., Condos, Flats)
 Workplace Storefront Accessory Structure

• Use(s): Assembly = movie theater and Mercantile = retail

• Height & Stories: 20' in one story

• Square Footage: Phase 1 addition = 4929 sf and Phase 3 = 2600 sf

• Building Materials: CMU walls with brick veneer & TPO roofing on joists

Architectural Features: New brick veneer, canvas awnings, EIFS column & beam surrounds to match existing exterior materials

Existing Site Conditions:
 See 14.12.2.D



Design Review

Sadler Square - Phases 1, 2, 3 & 4

(Name of Project)

Statement of Compliance

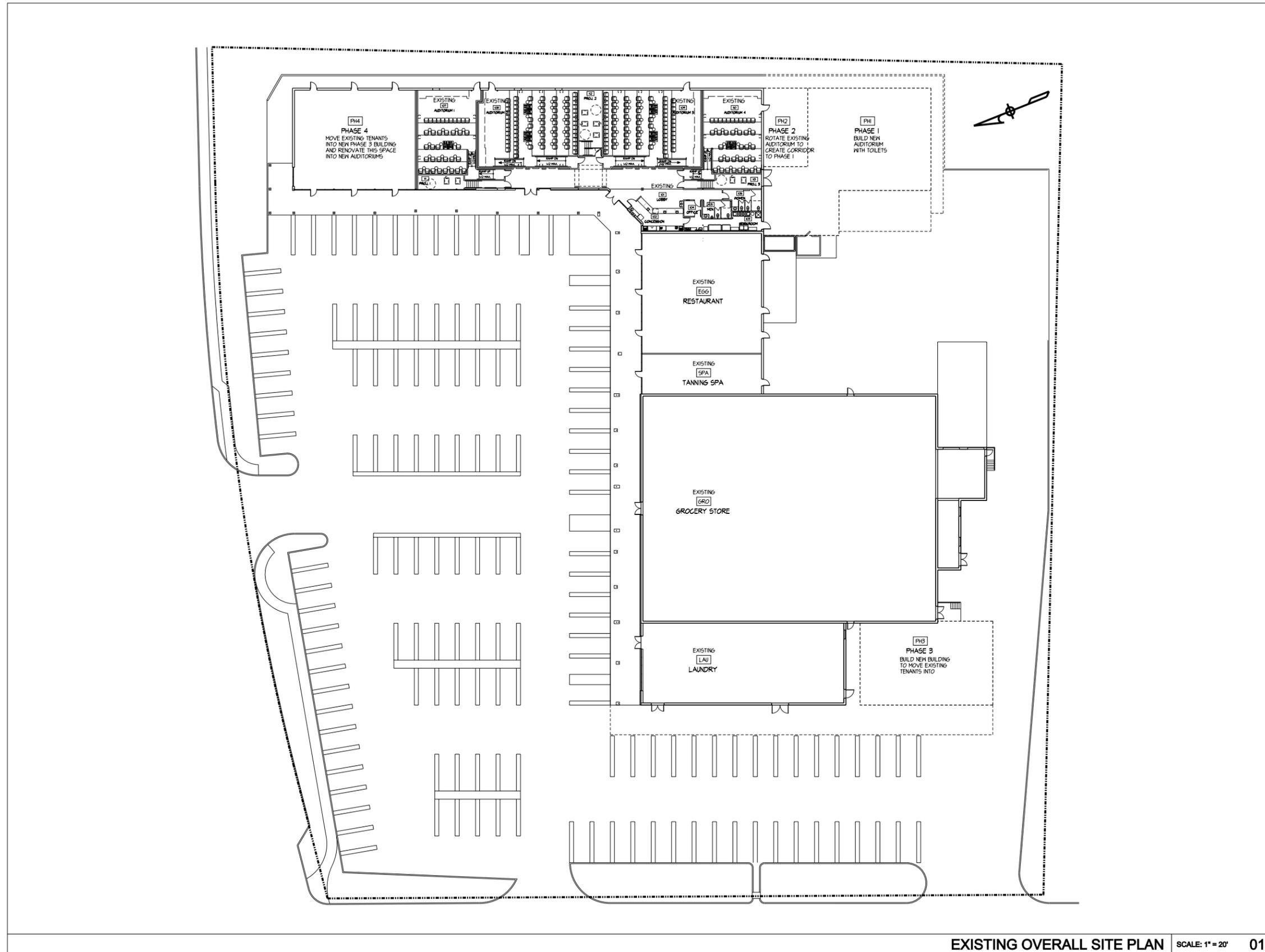
For each category below that is applicable to the project submit a detailed analysis describing how the project does or does not comply with the Davidson Planning Ordinance and the specific regulations of each applicable section.

- Planning Ordinance**
<http://www.townofdavidson.org/1006/Planning-Ordinance>
 (Includes all relevant criteria such as Planning Area, Permitted Uses & Building Types)
- Section 2 Planning Areas**
 - Permitted Use/Add'l Req. Not Permitted **Commercial Primary and Retail Primary are permitted**
 - Permitted Building Type Not Permitted **Storefront is permitted**
 - Meets Setback Criteria Does Not Meet **0' set backs**
 - Meets Open Space Criteria Does Not Meet **No space criteria required**
 - Meets Density Criteria Does Not Meet **No density criteria required**
- Section 4 Design Standards**
 - General Site Design Criteria (4.3)
 - General Building Design Criteria (4.4)
 - Specific Building Type Criteria (4.5)
 - N/A** Existing Industrial Campuses Criteria (4.6)
 - Renovation of Existing Structures Criteria (4.7)
- Section 8 Parking & Driveways** **93 spaces required, 110 spaces existing**
- Section 9 Tree Preservation, Landscaping & Screening** **We have a tree every 25' plus shrubs**
- Section 10 Lighting** **The site lighting is existing**
- N/A Section 22 Local Historic District Guidelines**

SADLER SQUARE SHOPPING CENTER/OUR TOWN CINEMAS -- PHASES 1-4

Design Concepts 05.31.17





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charlotte, north carolina 28203
tj 704 379 1919
fj 704 379 1920
www.adwarchitects.com

PHASE 1
RENOVATIONS &
ADDITIONS TO
**SADLER
SQUARE
SHOPPING
CENTER**

261 GRIFFITH STREET
DAVIDSON, NC

**EXISTING
OVERALL SITE PLAN**

DATE 00 April 2017
PROJECT NO 17012
REVISIONS
NO DATE DESCRIPTION:

THIS DRAWING IS THE PROPERTY OF ADW ARCHITECTS, P.A. AND SHALL NOT BE REPRODUCED OR COPIED IN WHOLE OR IN PART. IT SHALL NOT BE USED ON ANY OTHER PROJECT OR GIVEN TO ANY OTHER COMPANY OR AGENCY WITHOUT THE CONSENT OF ADW ARCHITECTS, P.A.

SEAL
A010
SHEET NUMBER

EXISTING OVERALL SITE PLAN SCALE: 1" = 20' 01



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fj 704 379 1920
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PHASE 1
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER

261 GRIFFITH STREET
DAVIDSON, NC

FUTURE OVERALL SITE PLAN AFTER ALL 4 PHASES

DATE 00 April 2017
PROJECT NO 17012

REVISIONS
NO DATE DESCRIPTION:

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SEAL

A011
SHEET NUMBER

FUTURE OVERALL SITE PLAN SCALE: 1" = 20' 01











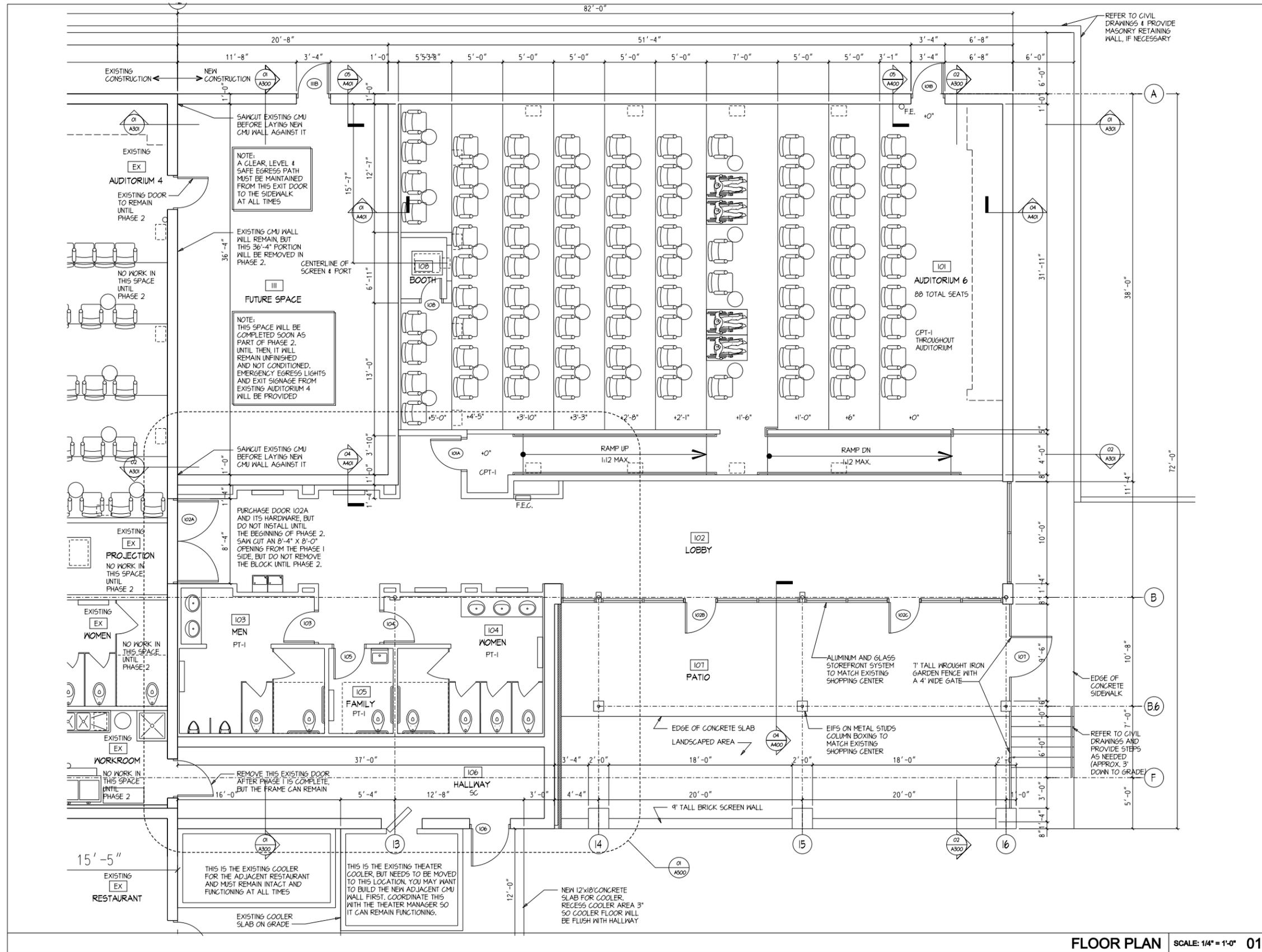












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PHASE 1
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER
261 GRIFFITH STREET
DAVIDSON, NC

FLOOR PLAN

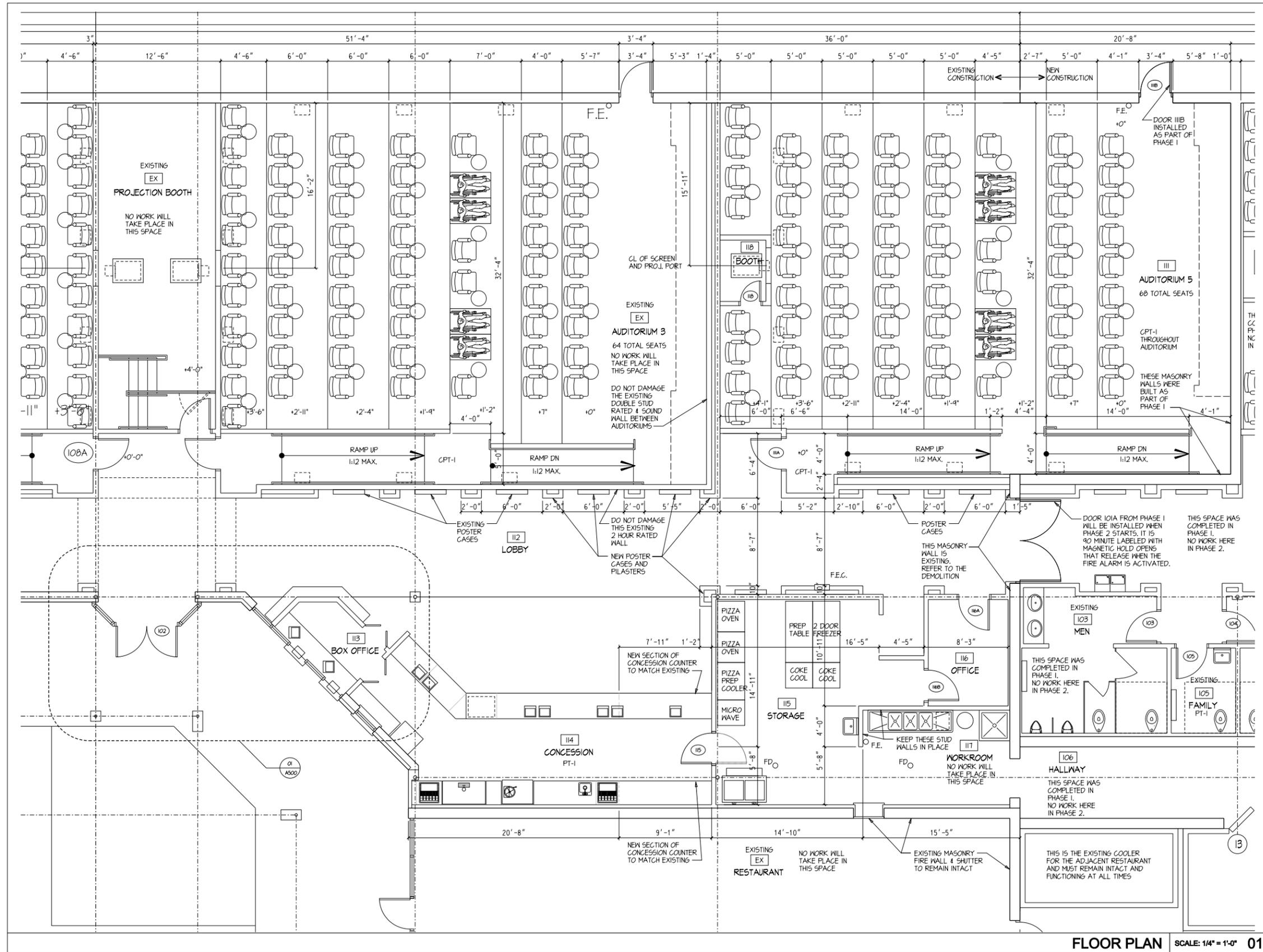
DATE 00 April 2017
PROJECT NO 17012
REVISIONS
NO DATE DESCRIPTION:

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SEAL

SHEET NUMBER **A101**

FLOOR PLAN SCALE: 1/4" = 1'-0" 01



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PHASE 2
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER

261 GRIFFITH STREET
DAVIDSON, NC

FLOOR PLAN

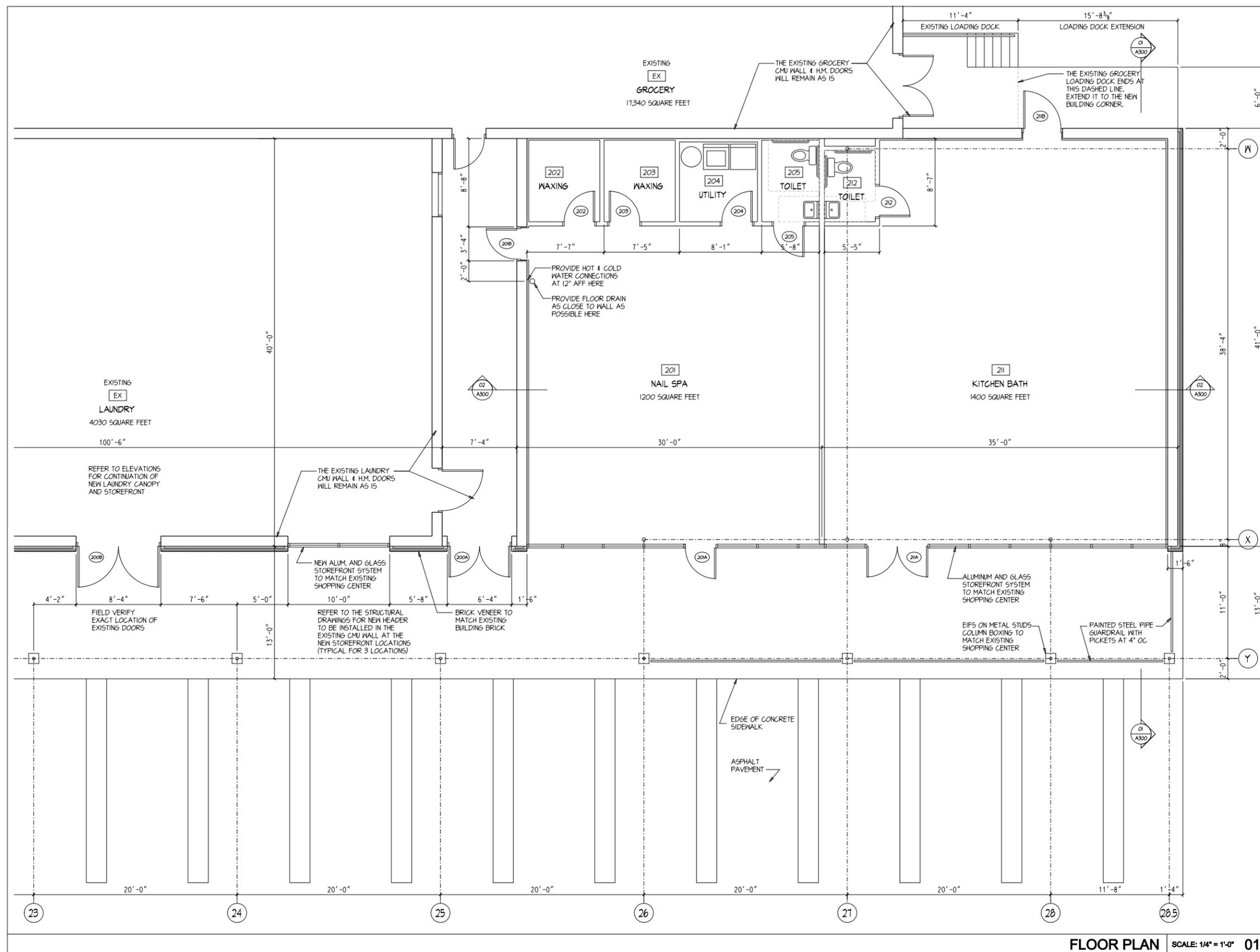
DATE 00 Mar 2017
PROJECT NO 17012
REVISIONS NO DATE DESCRIPTION

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SEAL

A101

FLOOR PLAN SCALE: 1/4" = 1'-0" 01



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PHASE 3
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER
261 GRIFFITH STREET
DAVIDSON, NC

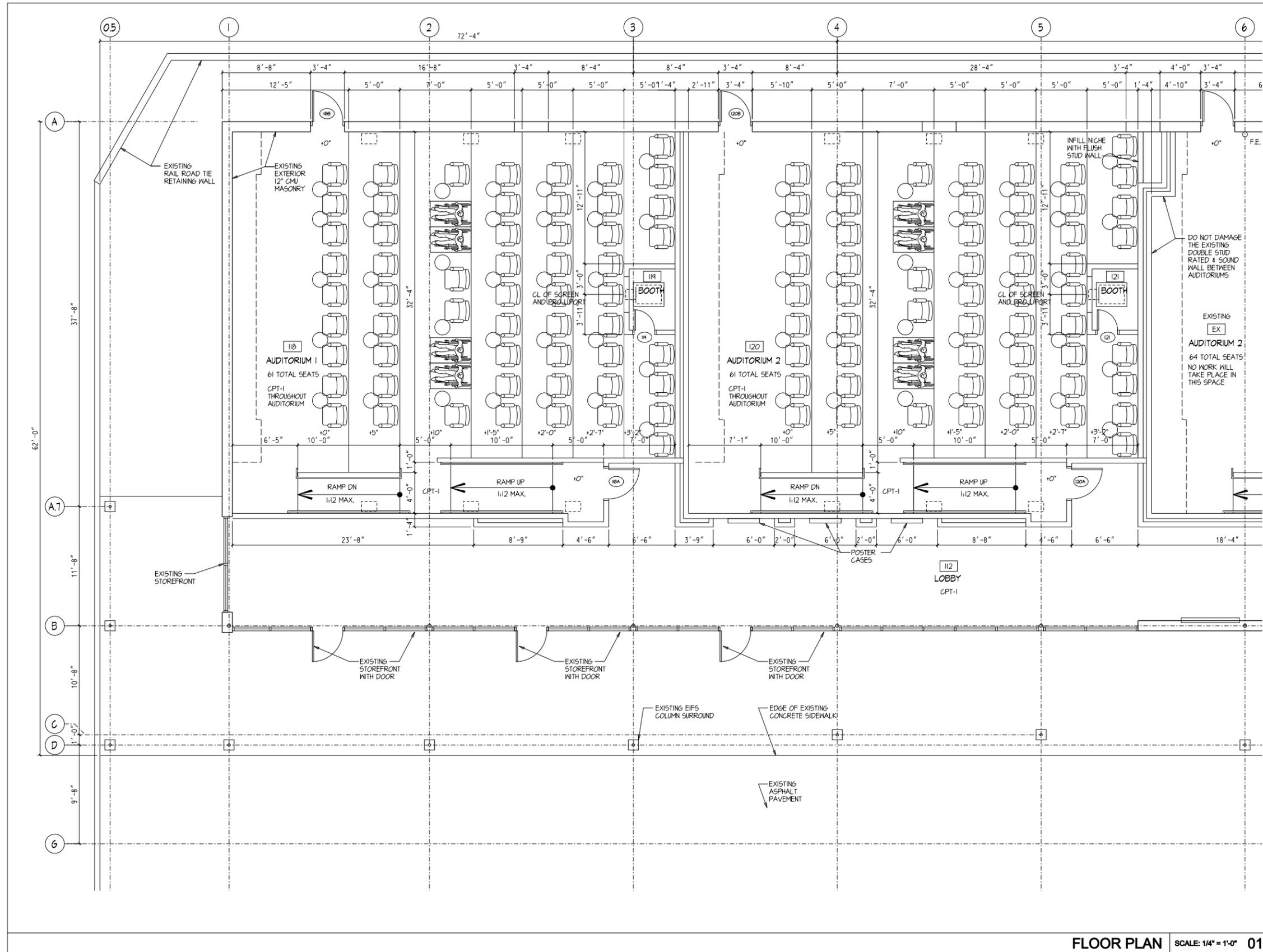
FLOOR PLAN

DATE 00 Mar 2017
PROJECT NO 17012
REVISIONS
NO DATE DESCRIPTION:

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SEAL
A101
SHEET NUMBER

FLOOR PLAN SCALE: 1/4" = 1'-0" 01



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tj 704 379 1920
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PHASE 4
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER

261 GRIFFITH STREET
DAVIDSON, NC

FLOOR PLAN

DATE 00 Mar 2017
PROJECT NO 17012
REVISIONS
NO DATE DESCRIPTION:

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SEAL

A101

FLOOR PLAN SCALE: 1/4" = 1'-0" 01

SHEET NUMBER

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PHASE 1
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER

261 GRIFFITH STREET
DAVIDSON, NC

EXTERIOR ELEVATIONS

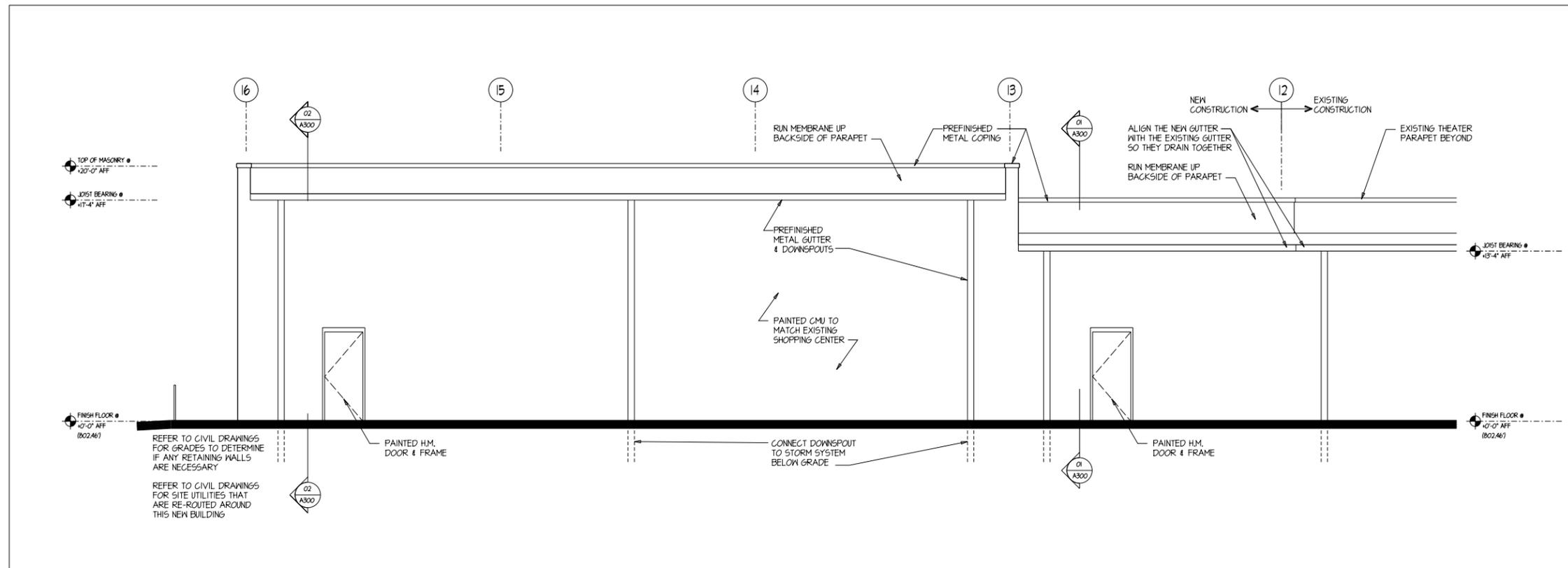
DATE 00 April 2017
PROJECT NO 17012

REVISIONS
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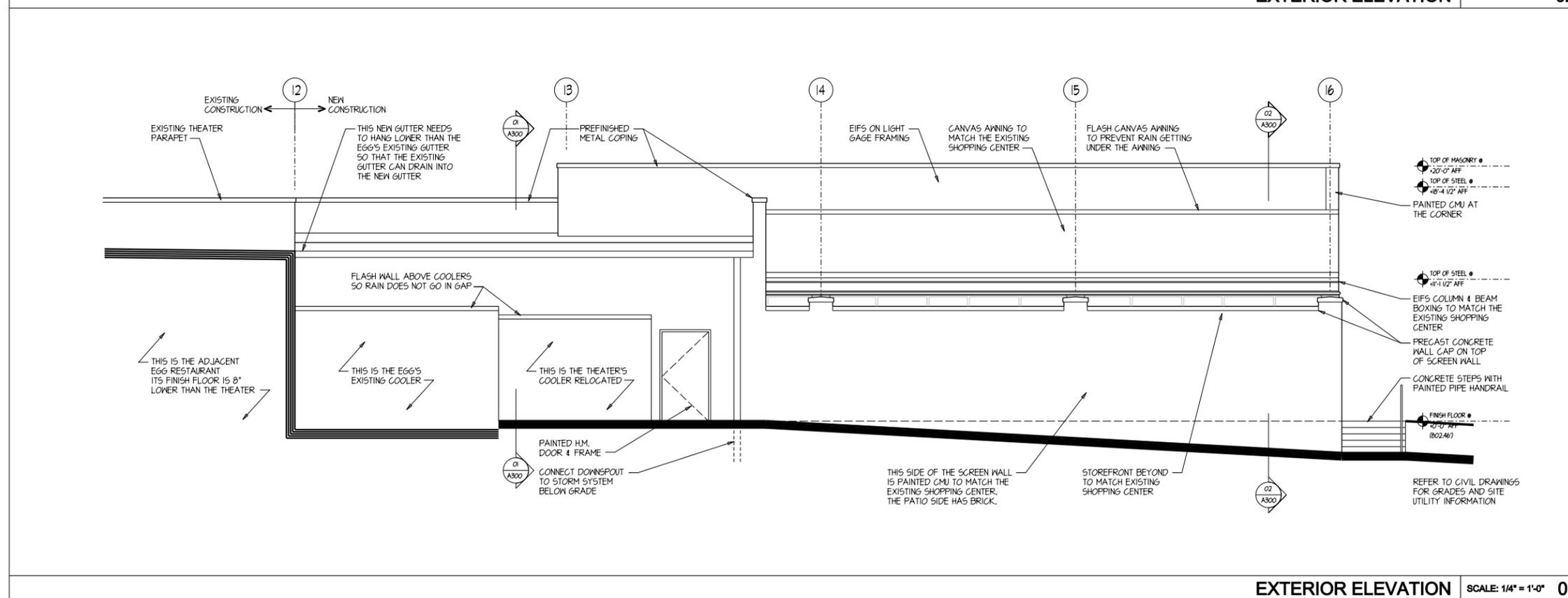
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SEAL

SHEET NUMBER **A200**



EXTERIOR ELEVATION SCALE: 1/4" = 1'-0" 02



EXTERIOR ELEVATION SCALE: 1/4" = 1'-0" 01

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PHASE 1
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER
261 GRIFFITH STREET
DAVIDSON, NC

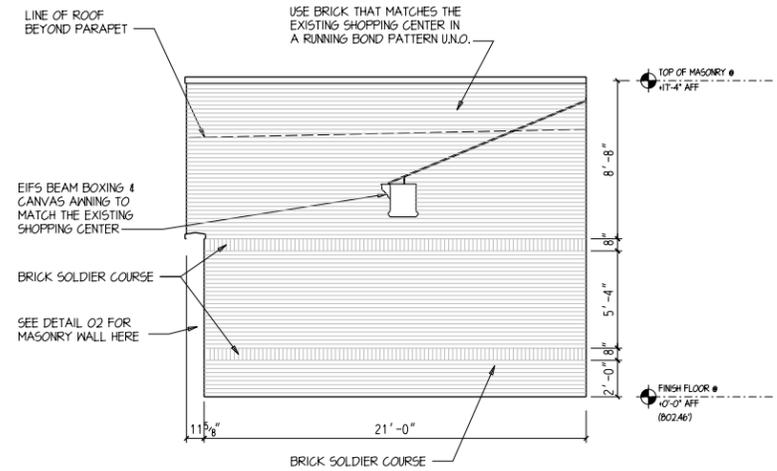
EXTERIOR ELEVATIONS

DATE 00 April 2017
PROJECT NO 17012
REVISIONS
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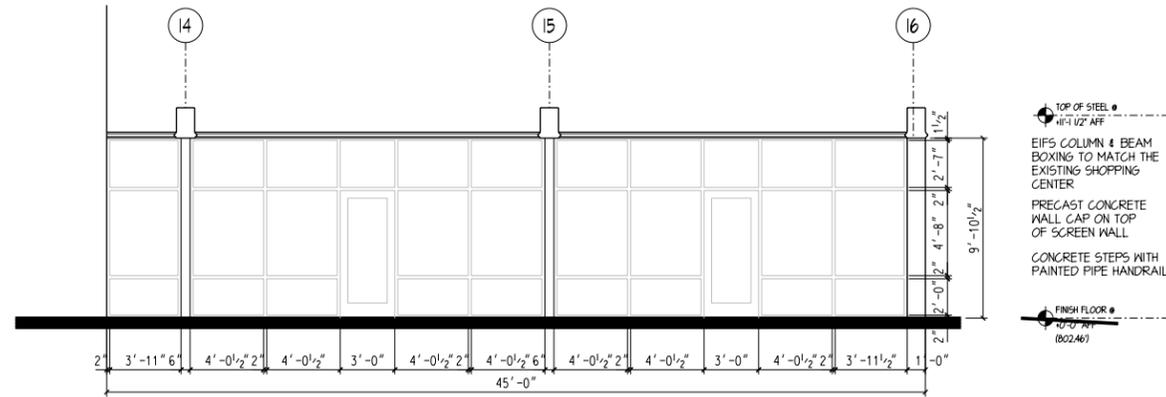
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SEAL

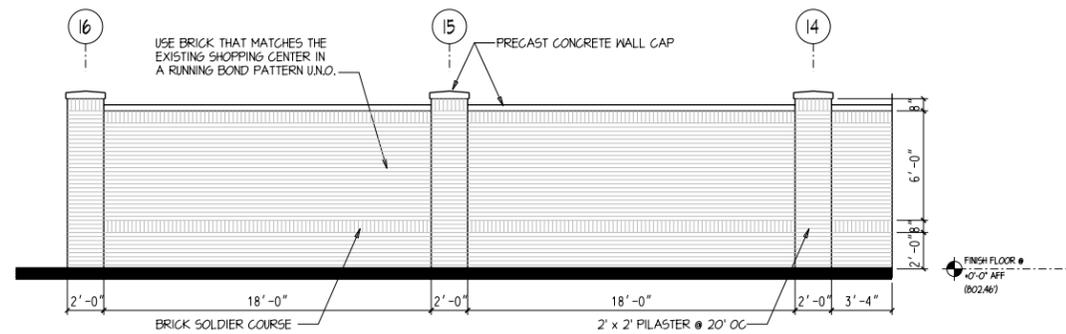
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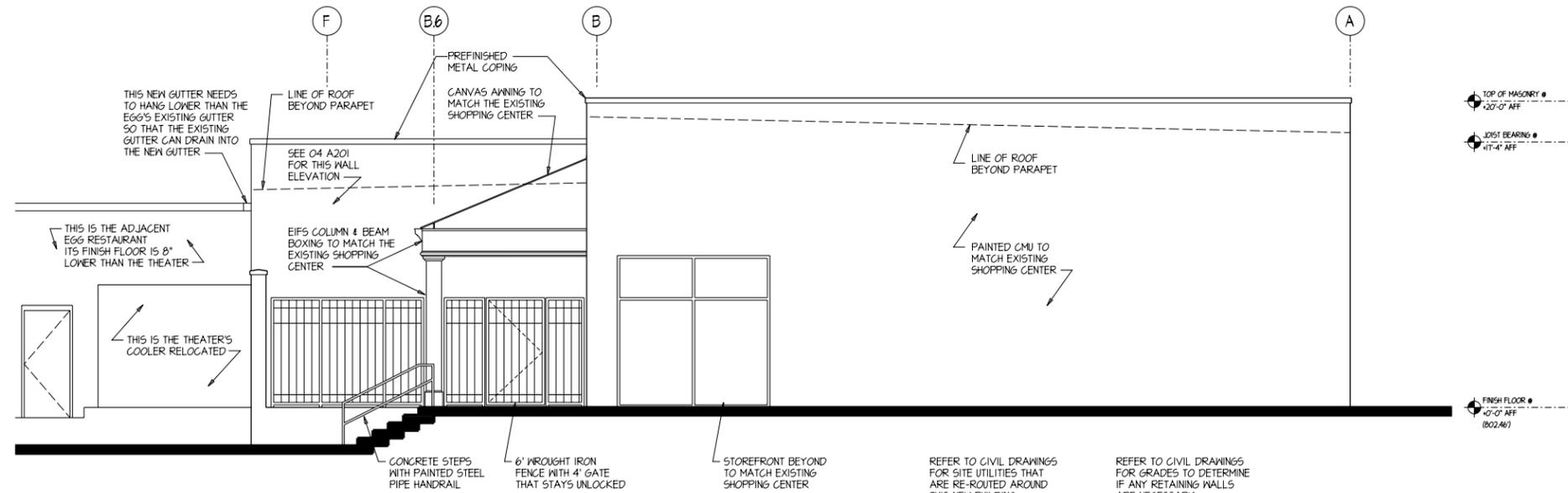
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EXTERIOR ELEVATION SCALE: 1/4" = 1'-0" 03



EXTERIOR ELEVATION SCALE: 1/4" = 1'-0" 02



EXTERIOR ELEVATION SCALE: 1/4" = 1'-0" 01

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PHASE 1
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER

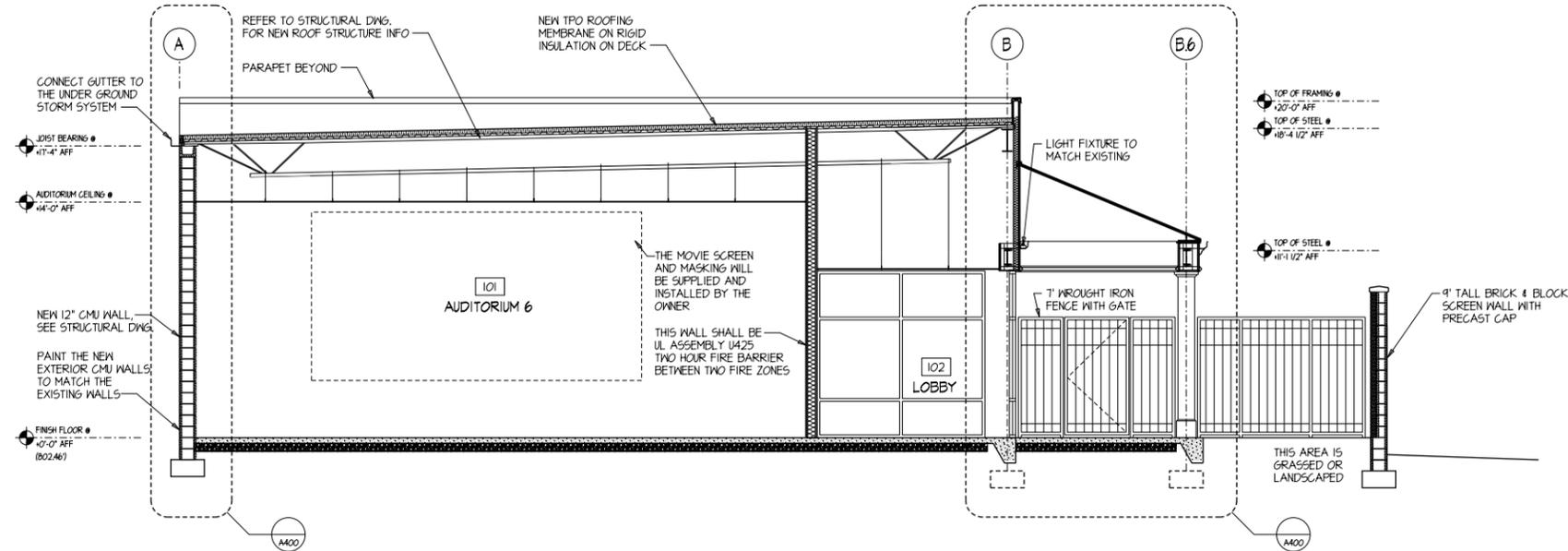
261 GRIFFITH STREET
DAVIDSON, NC

BUILDING SECTIONS

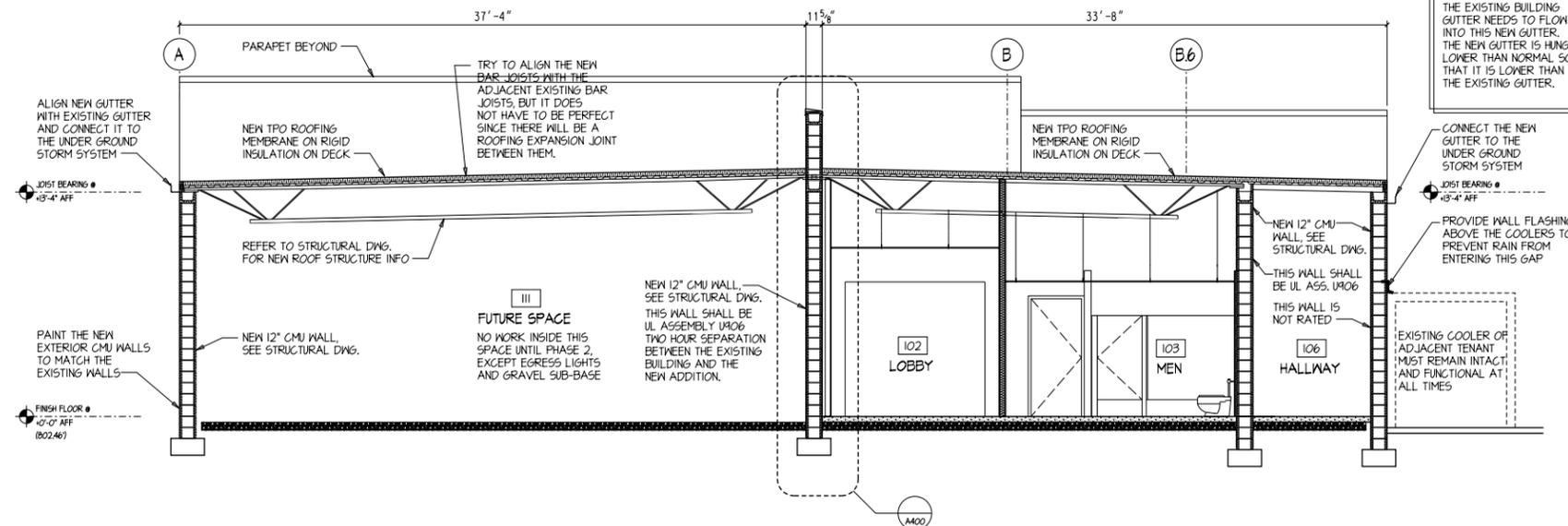
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PROJECT NO 17012
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SEAL
SHEET NUMBER **A300**



BUILDING SECTION SCALE: 1/4" = 1'-0" 02



BUILDING SECTION SCALE: 1/4" = 1'-0" 01

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PHASE 3
RENOVATIONS & ADDITIONS TO
SADLER SQUARE SHOPPING CENTER

261 GRIFFITH STREET
DAVIDSON, NC

BUILDING SECTIONS

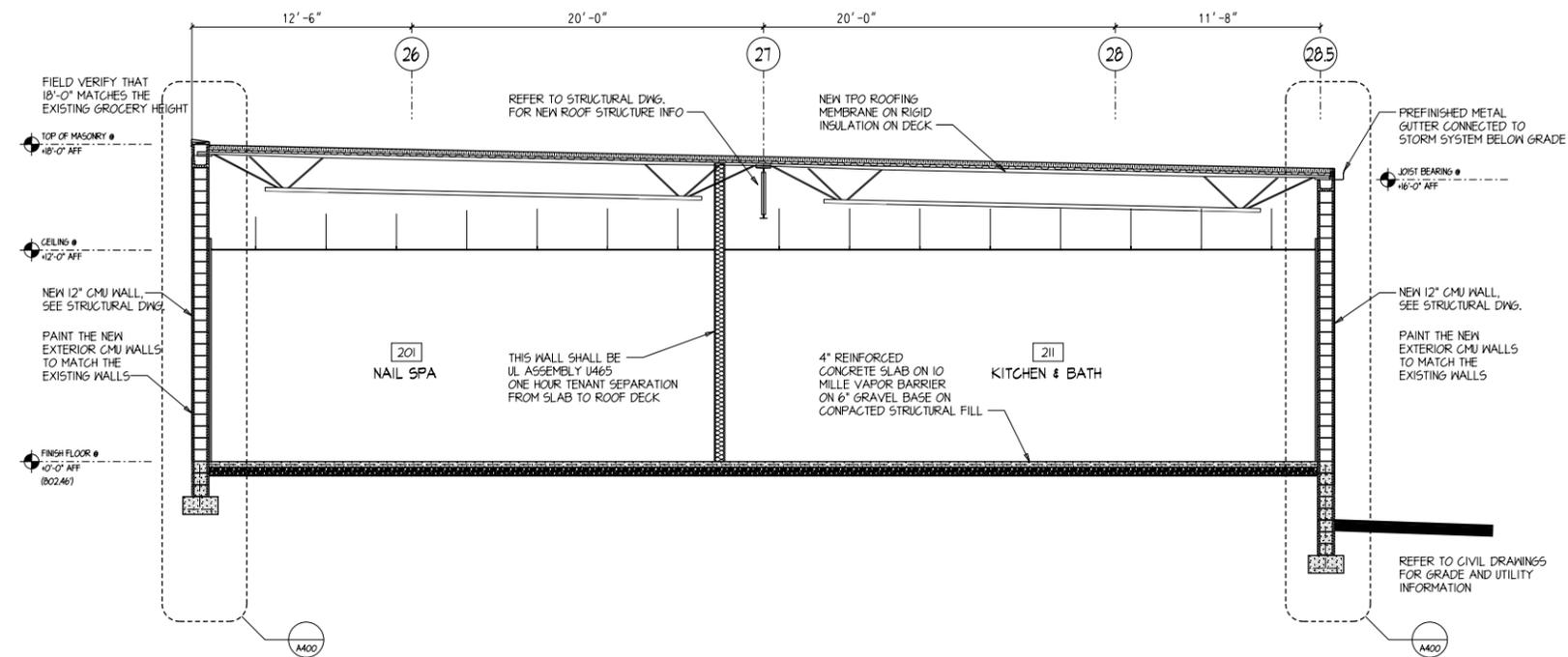
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PROJECT NO 17012

REVISIONS
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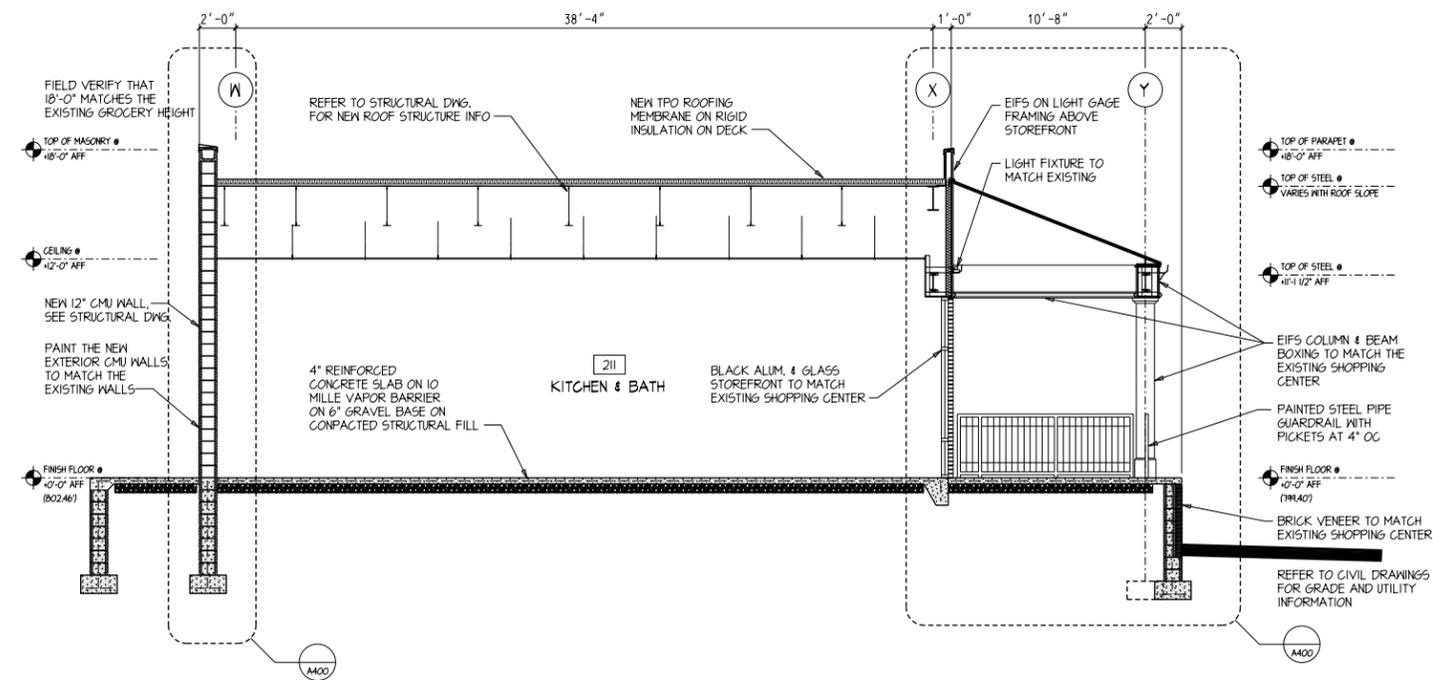
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SEAL

SHEET NUMBER **A300**



BUILDING SECTION SCALE: 1/4" = 1'-0" 02



BUILDING SECTION SCALE: 1/4" = 1'-0" 01

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Town of Davidson, NC
Design Review Board: Staff Analysis
Project Manager: Chad Hall
June 21, 2017

Project: Additions to Sadler Square
Location: Southeast intersection of Jetton Street with Watson Street
Applicant: Audy Dover (owner)
Designer: ADW Architects (Tim Cohen)
Planning Area: Village Commerce

The applicant proposes four phases of redevelopment and construction at Sadler Square. The sequence of phasing is as follows:

- Build new auditorium to rear of existing theater (4,929 square feet)
- Interior renovations related to concessions and box office
- Build new retail addition on west side of existing building (2,600 square feet)
- Interior renovation for new auditorium

The new auditorium phase will include an 88-person theater, new restrooms and an outdoor patio area.

The new retail fronting Watson Street will house existing businesses which will be relocated from the western leg of the existing building. Afterward, those spaces will go through an interior upfit for additional theater seating.

Proposed construction is to match existing conditions; construction will be of CMU block with a brick veneer, green canvas awnings and EIFS columns and surrounds. The brick veneer is to match the existing to the closest extent practical. The additions will be one-story, though the auditorium will be twenty feet tall (finished floor to top of masonry).

At present, no signage is proposed as part of this project. Signage will need to match existing conditions, with business names on a maroon-colored fabric hanging sign for example, and will need to be approved by staff via sign permit or sign package.

DAVIDSON PLANNING ORDINANCE:

4.3 GENERAL SITE DESIGN STANDARDS

4.3.1 Standards

E Loading/Service Areas, Mechanical Equipment and Utilities:

1. Loading facilities, loading docks, service doors, and other service areas shall not be located along a primary street-facing façade, nor visible from a park or public open space.
2. Mechanical equipment (except small items such as fans and vents), utility meters, storage areas, solid waste containers (including dumpsters, compactors, recycling containers, and solid waste and recycling handling areas), transformers, generators, HVAC units and similar features, or other utility hardware on the building, roof, or ground shall be screened from public view with materials similar to the structure; OR they shall be so located as not to be visible from a primary fronting public street.
5. Underground Utilities: All utilities must be underground from the point of connection.

4.3.2 Guidelines for Development or Redevelopment in Existing Buildings

This section is intended to ensure the compatibility of infill development and redevelopment to surrounding neighborhoods and shall apply to new construction and the expansion of existing buildings. As a means to provide guidance for the design of buildings that integrate well into the context of Davidson, this section identifies the following key features necessary to ensure compatibility.

- A. Street Frontage: Street trees should be preserved.
- B. Rhythm of Development along the Street: Established building rhythms along street frontages should be continued. Larger buildings can be integrated into smaller-scale neighborhoods by creating repetitive bays with facade articulation.
- C. Building Orientation: Main entrances, and other primary building façade elements should be oriented toward the street. Courtyard buildings should orient main entrances toward courtyards that open to the street and serve as a semi-public extension of the public realm.
- D. Front Setback Patterns: Established building setback patterns should be continued as practical. Deep front setbacks can compromise the pedestrian realm.
- E. Building Form: Massing, proportion, scale, setbacks, spaces between buildings, and their relative positions should be used to integrate new development into existing streetscapes.
- F. Density: Density should increase closer to mixed use and commercial nodes.
- G. Building Design: Buildings should be designed to respect the existing built environment, but not be explicit reproduction of past historical styles.

4.4 GENERAL BUILDING DESIGN STANDARDS

4.4.1 Standards

The design of buildings should be complementary with prevalent architectural features of the surrounding neighborhood, especially in areas where patterns established by recurring architectural features are well-documented and valued.

C. Facade Articulation

All building facades visible from a public street or park/open space shall have:

1. A recognizable base, distinguished from the body of the building by features such as, but not limited to:
 - a. Thicker walls, ledges or sills;
 - b. Visually heavier materials (such as brick, stone, tile or other masonry) than those used on the body of the building; and/or
 - c. Lighter or darker colored materials, mullions, panels or planters.
2. A recognizable top, occupying the highest portion of the building and distinguished from the body of the building by features such as, but not limited to:
 - a. A dimensional cornice capping the top of a building wall;
 - b. Different materials or differently colored materials;
 - c. A roof overhang with brackets; and/or
 - d. Stepped parapets.
3. Large building facades shall be modulated through the use of repetitive bays separated by piers or columns, the use of reveals or recesses in the surface of the wall itself, the placement of window and door openings, or the placement of balconies, awnings, canopies, and sunshades.

D. Facade Transparency

1. See Section 4.5 for facade transparency requirements for specific building types.
2. Minimum requirements
 - a. On the ground floor facade the required percentage of transparency applies to the area of the first floor façade of each principal building façade.
 - b. On the upper floor facades the required percentage of transparency applies to the area of the façade.
3. All windows and glazing used to meet the minimum first floor requirements must allow views from habitable areas within the building to the street or property line and must allow passers-by a view into the habitable area of the building. Shelves and/or fixtures may not obstruct the view to the interior. Neither permanent nor temporary signage may reduce the window transparency requirement.
4. Windows or fixed glass areas in doorways may be used to satisfy the minimum requirements except in doorways designed for egress only.
5. Glass block, reflective or highly tinted glass, faux windows, or display windows that are not open to the habitable space beyond cannot be used to satisfy the minimum requirements.

E. Materials

1. Materials shall be selected for suitability to the type of building and design for which they are used.
3. All sides of the building should use materials consistent with those on the front if visible from public streets or neighboring properties, and should be carefully designed with similar detailing, comparable quality, and compatible materials.

4. Building materials and colors shall be:
 - a. Complementary to the materials already being used in the neighborhood
5. All facades visible from a public street or park/open space shall utilize high-quality finish materials including, but not limited to:
 - a. Brick, masonry, or stone
 - b. Integrally tinted, textured masonry block
 - c. Stucco
 - d. Wood or cementitious siding
 - e. Glass

Stucco of EIFS system finishes may be used as secondary materials but should not be greater than 25 percent of a facade.

F. Architectural Details

1. Windows and door openings shall be arranged and proportioned so that vertical dimensions dominate horizontal dimensions. To the extent possible, upper story windows shall be vertically aligned with the location of windows and doors on the ground level, including storefront or display windows.
2. Architectural treatments which create the appearance of false entrances facing the street are prohibited. Faux windows and doors are prohibited. Visible false fronts are prohibited.
3. Architectural elements like openings, sills, bulkheads, columns, and other architectural features shall be used to establish human scale at the street level.
4. Fenestration shall be architecturally related to the style, materials, colors, and details of the building.
5. When a mansard roof has dormers, they shall project out from the roof.
6. The main entry to a building should be emphasized at the street level. Appropriate methods include, but are not limited to:
 - a. Recessing the door within a larger cased opening.
 - b. Flanking the door with columns, decorative fixtures or other details.
 - c. An awning or canopy, providing a sheltered transition to the interior.
7. Interior walls should butt to mullions rather than to exterior windows, and dropped ceilings should not obscure any portion of a window.

4.5 SPECIFIC BUILDING TYPE RECOMMENDATIONS

4.5.6 Storefront Building Type

Storefront buildings may accommodate either single or multiple uses or tenants in a single building. A group of storefront buildings may be combined to form a mixed-use neighborhood center. Individual storefront buildings shall be designed to accommodate commercial/retail uses on the first floor, though office or residential uses are permitted. Upper Floors are appropriate for office or residential use. They are a minimum of two stories, typically are aligned adjacent to the public sidewalk and include a high percentage of transparency in the ground level façade to encourage pedestrian activity. All storefront buildings are subject to the Individual Building process and Design Review Board approval.

- A. The first floor facing the primary streets shall be designed to accommodate retail uses.
- B. At least 65% of the first floor facade between 2'-0" and 10'-0" above grade facing the primary streets must be transparent. At least 30% of the upper floors facades between 3'-0" and 120'-0" above finished floor must be transparent.

- C. The first floor shall be taller than upper floors and lower floors should be differentiated architecturally to create a sense of human scale.
- D. Buildings elements shall have a dominant vertical proportion.
- E. All buildings shall provide street level, pedestrian-oriented, active uses on principal street fronts.
- F. Large buildings fronting multiple streets should provide entrances from each street.
- G. Major building entrances that provide access to the primary use of the building or a central lobby shall be distinguished from the entrances used for secondary uses.
- H. The principal entrance to a building, and any ground-floor tenant space entrance, both functionally and architecturally, shall front the primary public street or a public open space such as a square, plaza, courtyard, or sidewalk. I. Secondary uses and entrances may be located off a rear parking area.

4.7 RENOVATION OF EXISTING STRUCTURES

All new construction, including changes to existing storefront, workplace, institutional, townhouse, live/work, or attached house building types must comply with these regulations.

- Changing or rebuilding 50 percent or more of any façade of a building, requires the entire building to comply with the design regulations that are specific to facades, except the requirement for two-story buildings.
- Changing or rebuilding less than 50 percent of any façade of a building requires only that façade to comply.
- All new openings, including windows, entrances, storefronts, and doorways must be designed in accordance with these regulations.
- Any addition of 50 percent or more of the first-floor area of a one-story building requires the entire building to come into compliance with the design regulations. Additions of less than 50 percent of the floor area of the buildings less than 5,000 square feet do not need to comply with the regulations for building height. In general, additions to two-story buildings shall be two stories. Exceptions will be made if there are topographic constraints. One story additions to two-story buildings may only be built if the addition is on the rear of the building and does not front on a street or pedestrian way.
- Routine maintenance and repair are exempt from these requirements.
- See Section 12, for further details about nonconforming structures.

9.7 SCREENING

9.7.2 Mechanical Equipment Screening

- A. Rooftop Mechanical Equipment: Rooftop mechanical equipment shall not be visible from any street or public park/greenway. Unused equipment should be removed.
- B. Other Project Elements:
 1. Required Screening: The following project elements shall be concealed and contained or screened from public view with materials similar to the structure or they shall be located so as not to be visible from any public view or from potential buildings nearby:
 - a. Mechanical equipment;
 - b. Utility meters;
 - c. Storage areas;

- d. Solid waste containers (including dumpsters, compactors, recycling containers, and solid waste and recycling handling areas);
 - e. Transformers;
 - f. Generators; and
 - g. Similar features or other utility hardware on the building, roof, or ground.
2. Design: These elements must be integrated with the site and building plan, be designed so as not to attract attention and be easily serviceable.
-

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Agenda Title: Discussion of Work Lists (Optional)

Summary:
