



**TOWN OF DAVIDSON
DESIGN REVIEW BOARD
7:00PM: Board Room in Town Hall at 216 S Main St, Davidson, NC**

June 20, 2018

-
- I. CALL TO ORDER**
 - II. SILENT ROLL CALL**
 - III. CHANGES TO THE AGENDA**
 - IV. REVIEW/APPROVAL OF THE MINUTES**
 - (a) Minutes 2018May16
 - V. CONSENT ITEMS**
 - VI. OLD BUSINESS**
 - VII. NEW BUSINESS**
 - (a) North Harbor Place
 - VIII. OTHER ITEMS**
 - (a) Elect Chair and Vice Chair
 - IX. ADJOURN**



Agenda Title: Minutes 2018May16

Summary:

ATTACHMENTS:

Description	Upload Date	Type
☐ Minutes	6/13/2018	Exhibit

Meeting Minutes

Design Review Board

Town of Davidson, NC
May 16, 2018

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: 7:03 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

Lorraine Degree

EB Dyer

Town Staff Present: Chad Hall (Senior Planner)

Changes to the Agenda: Add discussion of Ice House steps to Other Items.

Review/Approval of the Minutes

A motion was made (BS) to approve meeting minutes of April 18, 2018 as written. It was seconded (JB) and the motion was approved unanimously.

Consent Item: Davidson College Watson Life Science Building: Withdrawal of application.

Old Business:

1. WestBranch Amenity Buildings

Located west of Davidson-Concord Road and north of Robert Walker Drive

Neighborhood General Planning Area

Proposed Amenity Buildings

Represented by Brian Jenest (CJS), and supporting design team(s)

Chad Hall introduced the project, noting there are two requests:

- Poolhouse Building; and
- Mail Kiosk in Park.

Pool house Building

Pool house building is to be located at Robert Walker Drive and Caite Ridge Lane.

Building is symmetrical with a main body and two wings.

Changes to the Amenity Building since the April 18 DRB meeting include:

- Reducing columns from double-posts to single 10"x10" posts at corners, while deleting some posts as well;
 - Note: gutters and downspouts are not illustrated.
- Adding beam/weight to the band around the primary body of the building;

- Appropriately sized shutters, though shutterdogs do not appear to be illustrated;
- The building now wraps the right corner and leaves a smaller opening for access to the mail kiosks.

The brick base is to be oversized southport with buff mortar. The board and batten siding is to be Iron Gray; gutters and downspouts are to match. Columns brackets are to be cedar and the shutters will be a special walnut, which will closely match the shutters. Trim is to be Cobblestone; window mullions and trim are to match. The roof is described as “weathered wood” asphalt shingle. Centered on the building is a cupola with black metal roofing; color of cupola is white.

It was indicated that shutters will have shutterdogs and hinges. All lights will be can lights in soffits. Gutters will be tucked into corners and/or will be painted to match building.

Mail Kiosk

Mail Kiosk is located in the southern part of the neighborhood park bound by Hudson Place, Claires Creek Lane and Sawyer Glen Lane.

Kiosk building is 16x16 feet with black metal hip roof. Structure is open to the park, with lattice on the other three sides.

Changes to the Mail Kiosk in the Park since the April 18 DRB meeting include:

- Reduction from double columns to singular 10”x10” posts with brackets, with a reduction in brick base width;
- Adding vertical supports and horizontal privacy boards, previous proposed as lattice.

At the April 18 meeting, DRB asked for brick type and color to match the pool house building. This is shown, and the louvered screen, trim and gutters are indicated as Cobblestone.

After discussion, a motion was made (JB) to approve the request for the two amenity buildings as submitted. It was seconded (MK) and approved unanimously.

New Business:

1. 107 North Main Street

Located at 107 North Main Street

Village Center Planning Area

Proposed removal of pergola and fence; new signage

Represented by Sandy Carnegie

Chad Hall introduced the project, stating there are three components to the request:

- Removal of pergola and fence;
- Flagstone paver installation; and
- New signage.

The fence and pergola were installed in the mid-1980’s and block views of the historic building. Removal will open up views. Intention is to keep curb line and install flagstone (grass, moss, pea gravel or mulch between stones) so tables and chairs may be set up. A

new freestanding sign, located to the left of the entrance walk, will serve as a building directory sign with the multiple businesses listed.

After discussion, a motion was made (BBarteldt) to approve the request as submitted. It was seconded (LD) and approved unanimously.

2. Pickled Peach - Signs

Located at 202 South Main Street, Suite E
Village Center Planning Area
New signs
Represented by Jen Jentz

Chad Hall introduced the project, noting there are three sign types:

- Projecting signs;
- Door signs; and
- Sidewalk (Sandwich Board) sign.

Projecting Signs

There are two proposed projecting signs, with one on Main Street and the other along the pedestrian way. Both signs meet DPO regulations. Design is to be a darker wood background with a combination of raised white letters (Pickled Peach) and printed white letters (Restaurant, Café, Market). Sign board will be approximately 1” thick and letters approximately ¾” raised. Existing brackets to be used.

Door Signs

Door signs are to be an applied translucent vinyl to a clear glass window within the door. Both are identical, with one including “The Market” underneath.

Sidewalk Sign

The sidewalk sign, or sandwich board, will be a wooden sign with an applied clearcoat that will allow writing on it (which can be erased/changed daily). Wood will closely match the projecting sign. The restaurant name and logo will be printed (not raised) letters.

After discussion, a motion was made (BS) to approve the request as submitted. It was seconded (MK) and approved unanimously.

3. The Pines (FYI)

Located west of Davidson-Concord Road and north of Robert Walker Drive
Neighborhood General Planning Area

Chad Hall introduced the project, noting there are three requests:

- Villas at Poplar Hill;
- Health Care addition; and
- Multipurpose Room and Fitness Center expansions.

Materials for all projects will be similar to the campus, with brick veneer, cementitious lap siding, and asphalt shingle roofs.

Villas at Poplar Hill

Currently a pair of twin 4-story buildings, symmetrical in appearance. David mentioned that considerations are being studied to change front porches to sunrooms; this may or may not be the exact condition on both buildings. If sunrooms, shifting the window to recreate the 18” column width is preferred. Porch areas are to be cementitious panels instead of stucco, used elsewhere on campus. The bottom rear floor may be utilized for parking, or may remain a utilitarian floor with access to parking. HVAC will be placed on ground (no through-wall units). Since the buildings may be visible from the greenway and Avinger Lane extension, the Board asked that the rear receive additional scrutiny due to visibility.

The Board asked staff to review the master plan for any potential height restrictions.

Health Care expansion

The new health care wing will be located west of the existing facility, connected by a short corridor. Building is two stories with sloped roof. Kerry showed colored perspectives of the design.

The Board asked for rear area with mechanical penthouse to be illustrated consistently.

Multipurpose Room, Fitness Center, etc.

Multiple expansions in various areas, includes the addition of a multipurpose room, constructing a fitness center with dining above, and enclosing a dining terrace. Kerry provided illustrations walking 360 degrees around the building.

The Board had some concern about the orientation of the light monitors, which face south. These typically face north to allow daylighting, without direct light and heat gain.

The Board asked that the drawings be consistent when returning for a decision.

Other Items:

1. Davidson Ice House added brick to their steps, in an attempt to be in keeping with the original approval. Quality does not match existing, as intended. Board opted to take no action pertaining to the stairs.

2. Bob Lauer reminded the Board, due to a move to Charlotte, his last meeting will be in June.

Adjourn: A motion was made to adjourn (MK), seconded (JB), and approved unanimously. The meeting was adjourned at 8:47 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: North Harbor Place

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
□	100 N Harbor Place App	6/13/2018	Exhibit
□	100 N Harbor Place Drawings	6/13/2018	Exhibit
□	400 N Harbor Place App	6/13/2018	Exhibit
□	400 N Harbor Place Drawings	6/13/2018	Exhibit



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

North Harbor Club Kitchen Expansion

(Name of Project)

Development Process

Date Completed	Outline of Steps & Checklist
<u>5/3/18</u>	<input checked="" type="checkbox"/> 1. Initial Meeting
<u>5/30/18</u>	<input checked="" 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

North Harbor Club Kitchen Expansion
 (Name of Project)

Application Requirements

Date Received

5/30/18

5/30/18

5/30/18

- 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

Date



Design Review

North Harbor Club Kitchen Expansion

(Name of Project)

Contact Information

Applicant's Information

Name: Bartels Construction Solutions, LLC

E-Mail: mbartels@bcscarolinas.com

Mailing Address: 3933 Smith Farm Road
Matthews, NC 28104

Business Phone: 704-504-7896 Mobile Phone: 704-929-7393

Property Owner's Information

(If Different from Applicant)

Name: The Lake Norman Company

E-Mail: gwessling@morrisinternational.com

Mailing Address: 100 North Harbor Place
Davidson, NC 28036

Business Phone: 704-892-4267 Mobile Phone: 704-517-2225

Architect's Information

Name of Firm: Liquid Design

Architect's Name: Mike Standley, AIA

E-Mail: standley@liquiddesign.net

Mailing Address: 1430 South Mint Street, Studio 105
Charlotte, NC 28203

Business Phone: 704-338-9980 Mobile Phone: 704-338-9980



Design Review

North Harbor Club Kitchen Expansion
(Name of Project)

Project Description

Application Date: May 30, 2018

Project Location: 400 North Harbor Place, Davidson, NC 28036

Tax Parcel(s): DB 4043/724, PID 00118398

Planning Area: Town of Davidson

Overlay District: _____

Master or Cond. Plan
(Attach Conditions of Approval) _____

Gen. Statement of Intent: Expand existing kitchen area at with new single story prep area addition to building. Renovation of existing kitchen.

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): Kitchen / Food Prep

• Height & Stories: Single story approximately 12'

• Square Footage: 671 SF addition to existing 4,576 SF first floor.

• Building Materials: Wood framing, wood siding, wood trim, membrane roof.

Architectural Features: Will match features and style of existing buildings

Existing Site Conditions: Existing building to be expanded. Adjacent properties are residential condos to the east and office buildings to the east of property.

See 14.12.2.D

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.

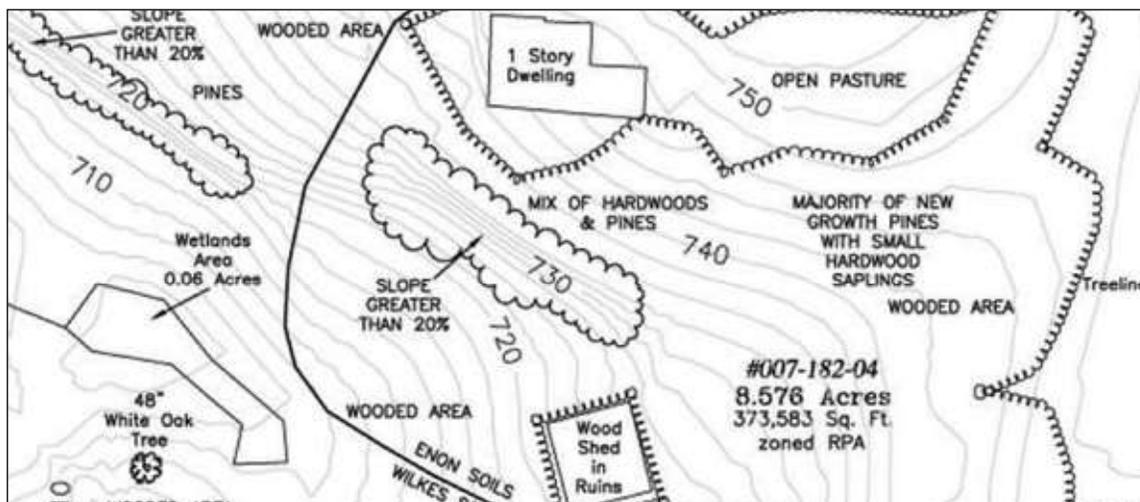
14.15 REQUIRED DOCUMENTS FOR DEVELOPMENT PROPOSALS

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.



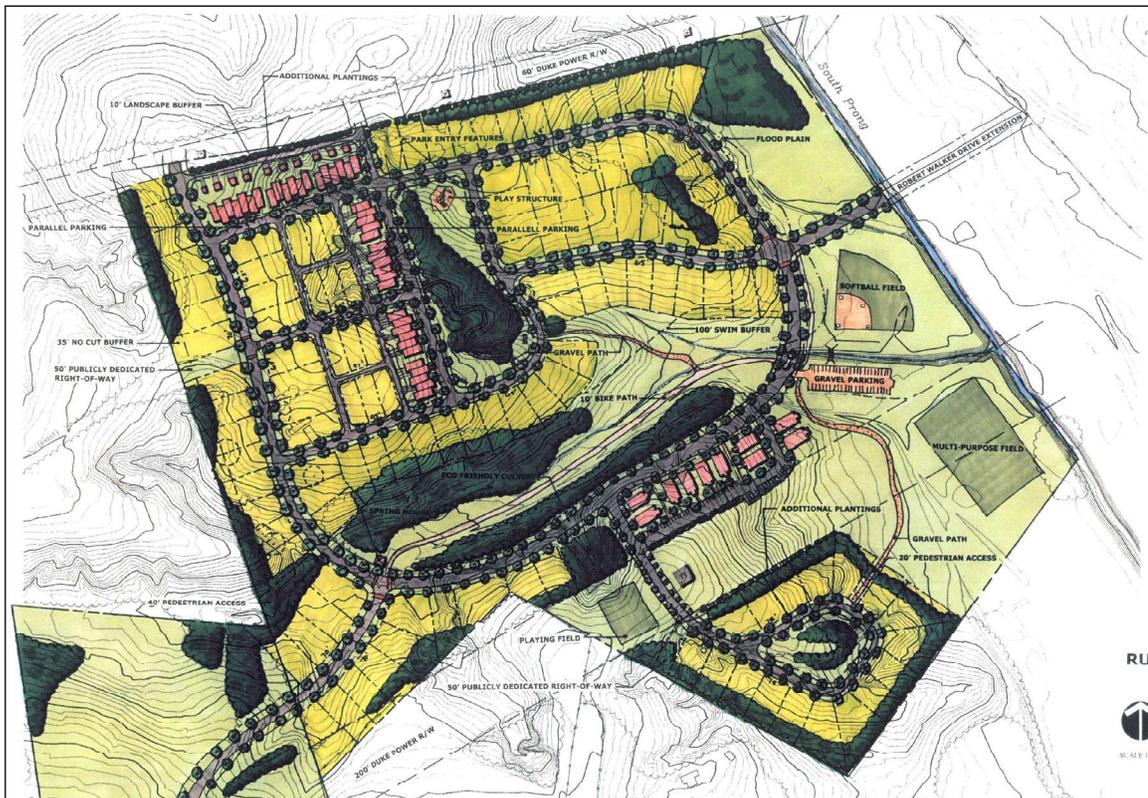
Example 14-1: The environmental inventory of a NC 73 plat.

- 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

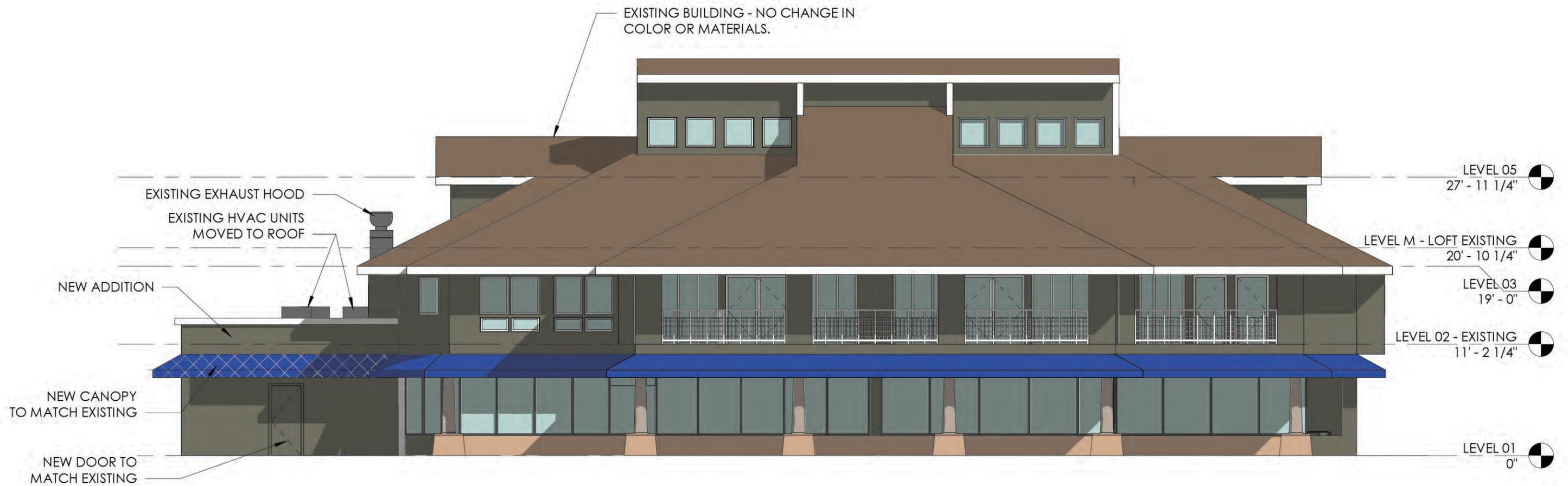
Application to Boards & Commissions	
Design Review Board	\$400
Design Review sign package within a traditional neighborhood development or historic district	\$225
Design Review Board consent item or minor alteration or addition	\$100
Certificate of Appropriateness in an historic district, including sign 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



1 NORTH
1" = 10'-0"

05-29-2018

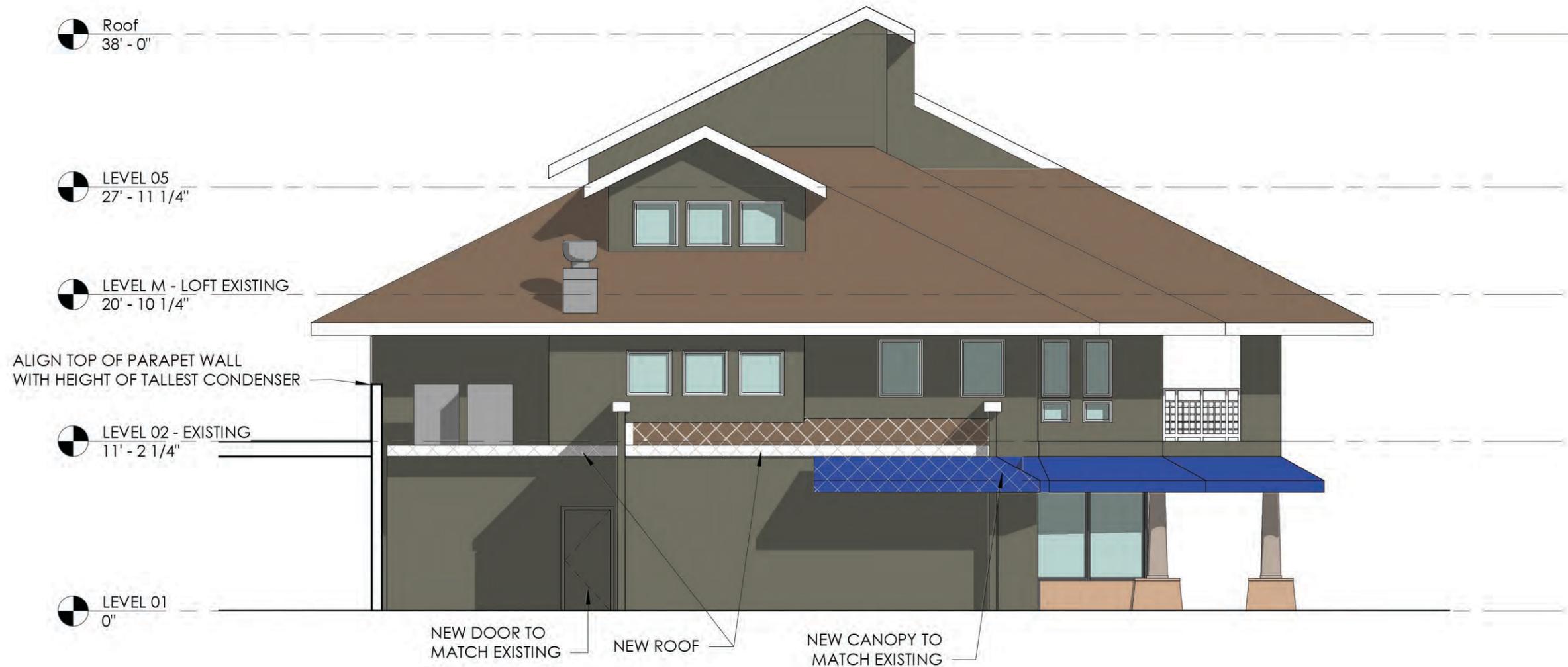




1 SOUTH
1" = 10'-0"

05-29-2018





1 WEST
1/8" = 1'-0"

05-29-2018

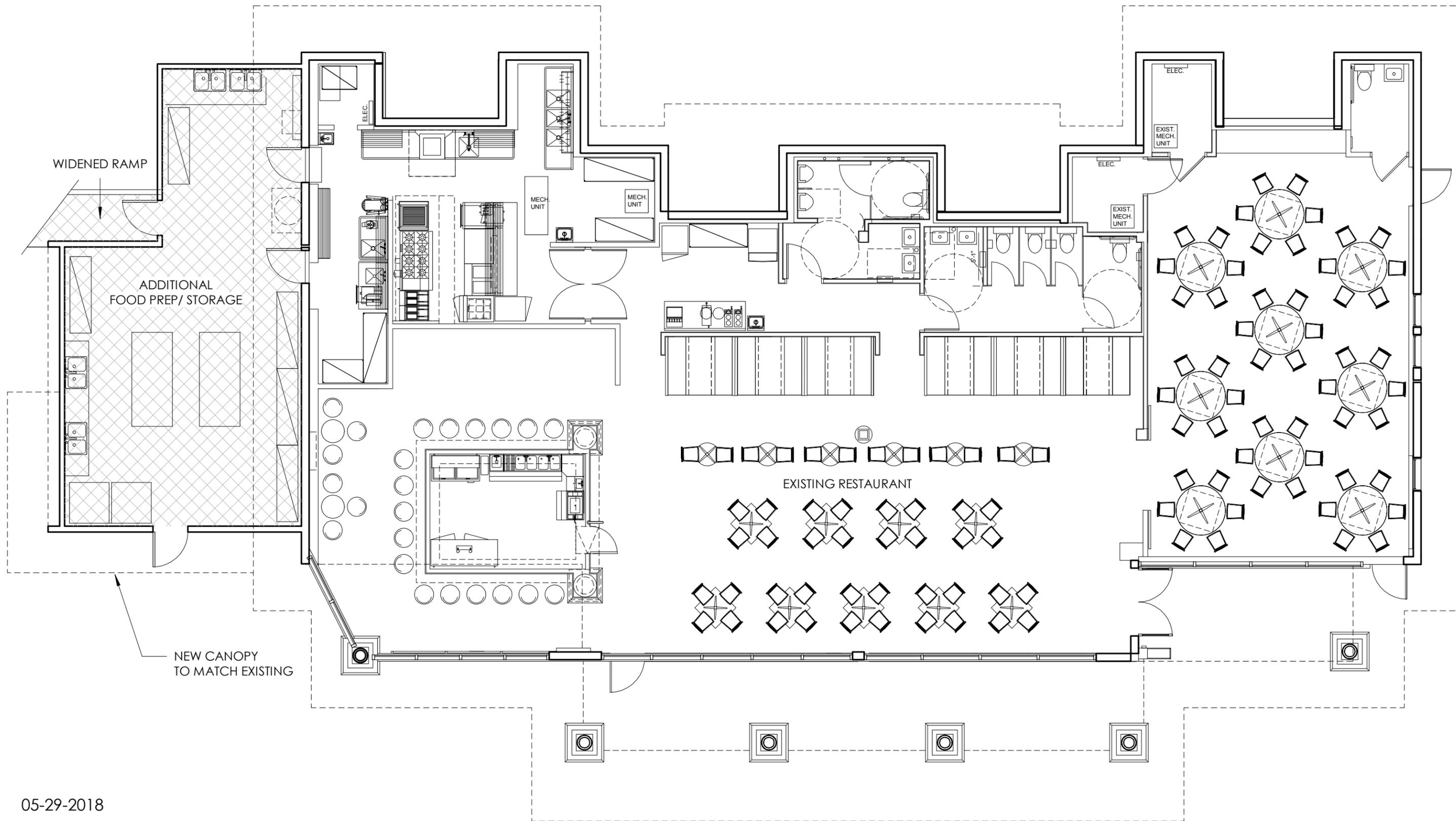




1 EAST
 1/8" = 1'-0"

05-29-2018



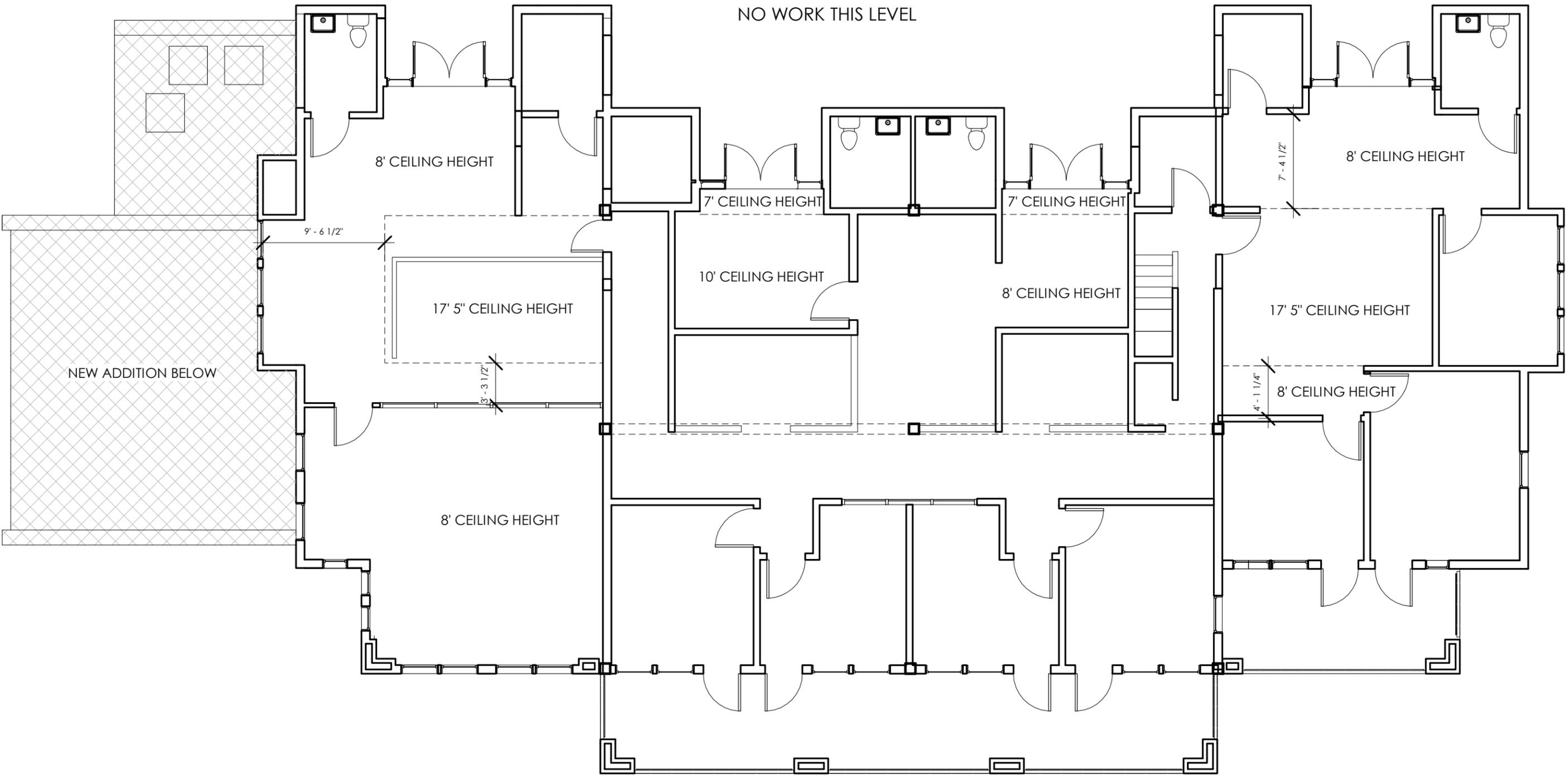


05-29-2018



1 LEVEL 01 - PROPOSED
1/8" = 1'-0"

EXISTING SF: 4,576 SF
PROPOSED ADDITIONAL SF: 671 SF



NO WORK THIS LEVEL

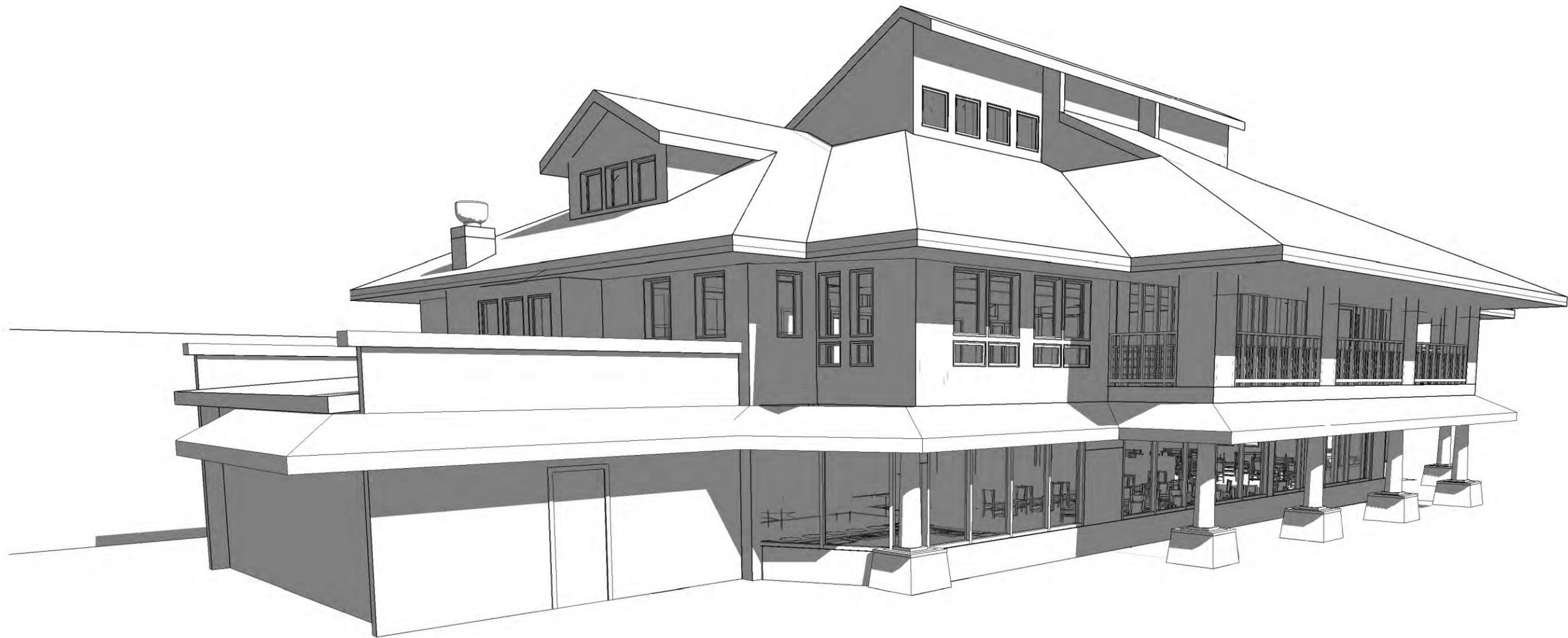
NEW ADDITION BELOW

05-29-2018



1 LEVEL 02 - EXISTING
1/8" = 1'-0"

EXISTING SF: 4,568 SF



05-29-2018





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

North Harbor Club Banquet

(Name of Project)

Development Process

Date Completed	Outline of Steps & Checklist
<u>5/3/18</u>	<input checked="" type="checkbox"/> 1. Initial Meeting
<u>5/30/18</u>	<input checked="" 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

North Harbor Club Banquet
 (Name of Project)

Application Requirements

Date Received

5/30/18

5/30/18

5/30/18

- 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

_____ Date



Design Review

North Harbor Club Banquet

(Name of Project)

Contact Information

Applicant's Information

Name: Bartels Construction Solutions, LLC

E-Mail: mbartels@bcscarolinas.com

Mailing Address: 3933 Smith Farm Road
Matthews, NC 28104

Business Phone: 704-504-7896 Mobile Phone: 704-929-7393

Property Owner's Information

(If Different from Applicant)

Name: The Lake Norman Company

E-Mail: gwessling@morrisinternational.com

Mailing Address: 100 North Harbor Place
Davidson, NC 28036

Business Phone: 704-892-4267 Mobile Phone: 704-517-2225

Architect's Information

Name of Firm: Liquid Design

Architect's Name: Mike Standley, AIA

E-Mail: standley@liquiddesign.net

Mailing Address: 1430 South Mint Street, Studio 105
Charlotte, NC 28203

Business Phone: 704-338-9980 Mobile Phone: 704-338-9980



Design Review

North Harbor Club Banquet
(Name of Project)

Project Description

Application Date: May 30, 2018

Project Location: 400 North Harbor Place, Davidson, NC 28036

Tax Parcel(s): DB 4043/724, PID 00118398

Planning Area: Town of Davidson

Overlay District: _____

Master or Cond. Plan
(Attach Conditions of Approval) _____

Gen. Statement of Intent: Renovate and expand existing building
2nd floor into new Banquet Facility.

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): Current office space, renovated into Banquet space

• Height & Stories: 2 stories, approximately 24' height.

• Square Footage: Existing 4,075 SF expanded to 5,602 SF

• Building Materials: Wood framing, wood siding, wood trim, shingle roof

Architectural Features: Will match features and style of existing buildings

Existing Site Conditions: Existing building to be renovated.
Adjacent properties are residential condos to the east and office buildings to the west of property.

See 14.12.2.D



Design Review

North Harbor Club Banquet

(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
 - Permitted Building Type Not Permitted
 - Meets Setback Criteria Does Not Meet
 - Meets Open Space Criteria Does Not Meet
 - Meets Density Criteria Does Not Meet
- Section 4 Design Standards**
 - General Site Design Criteria (4.3)
 - General Building Design Criteria (4.4)
 - Specific Building Type Criteria (4.5)
 - Existing Industrial Campuses Criteria (4.6)
 - Renovation of Existing Structures Criteria (4.7)
- Section 8 Parking & Driveways**
- Section 9 Tree Preservation, Landscaping & Screening**
- Section 10 Lighting**
- Section 22 Local Historic District Guidelines**

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.



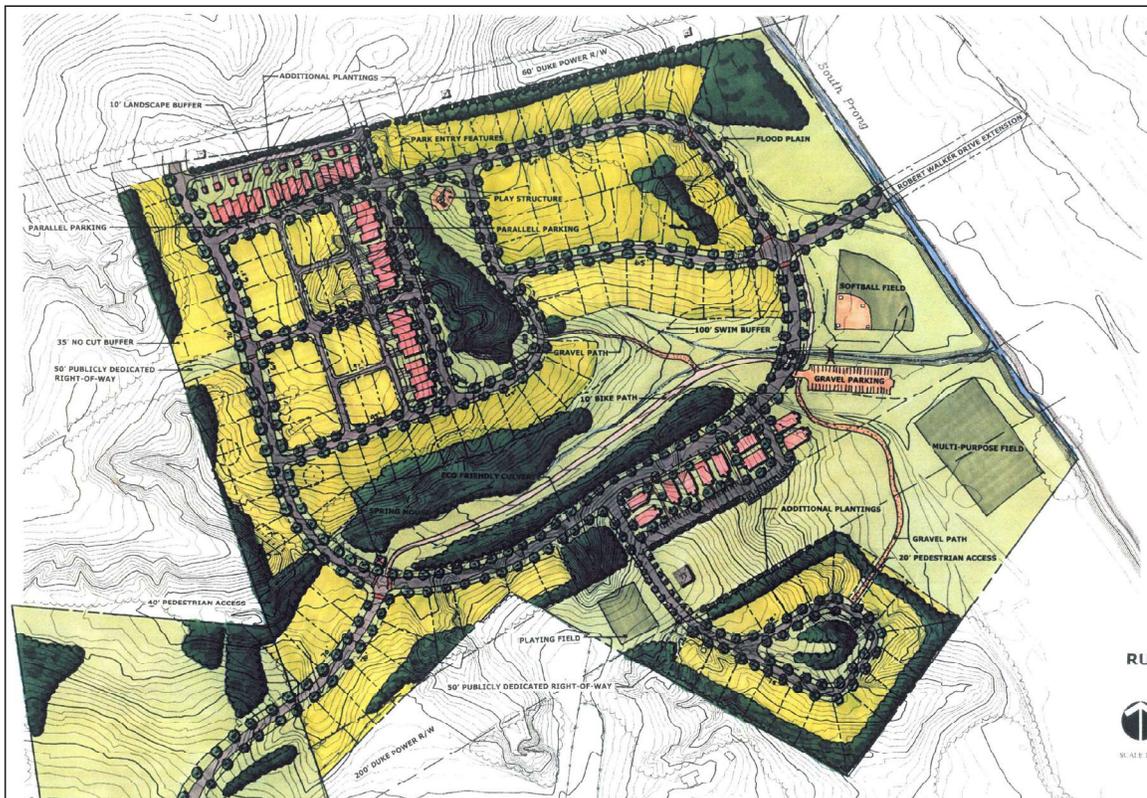
Example 14-1: The environmental inventory of a NC 73 plat.

- 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

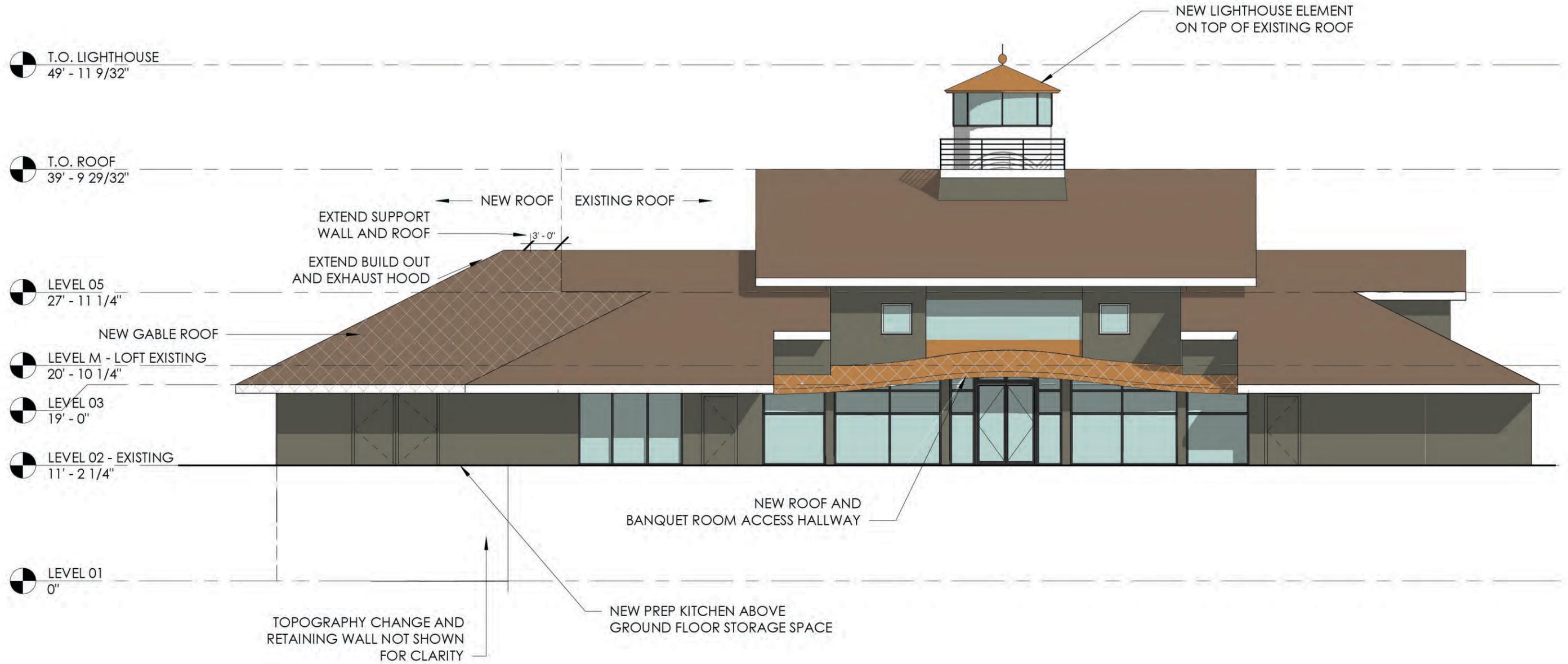
Plan Review

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

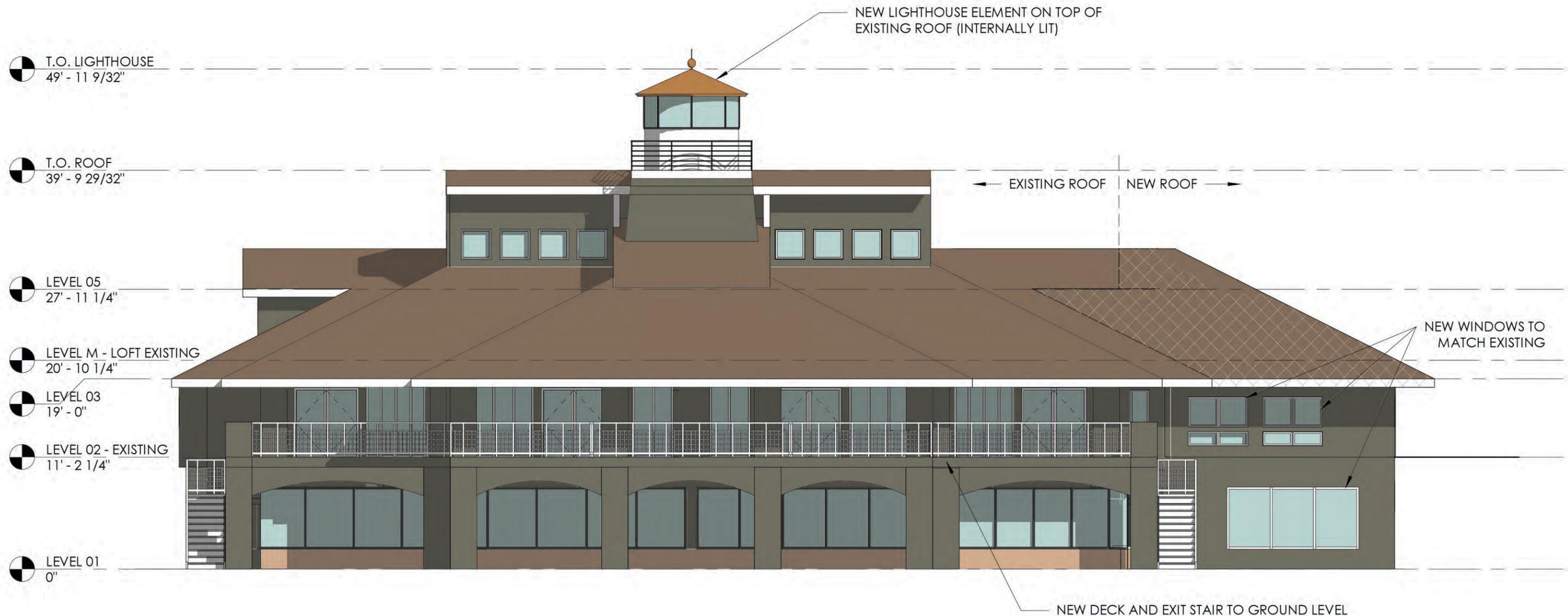
Application to Boards & Commissions	
Design Review Board	\$400
Design Review sign package within a traditional neighborhood development or historic district	\$225
Design Review Board consent item or minor alteration or addition	\$100
Certificate of Appropriateness in an historic district, including sign 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



1 NORTH
1" = 10'-0"

05-29-2018



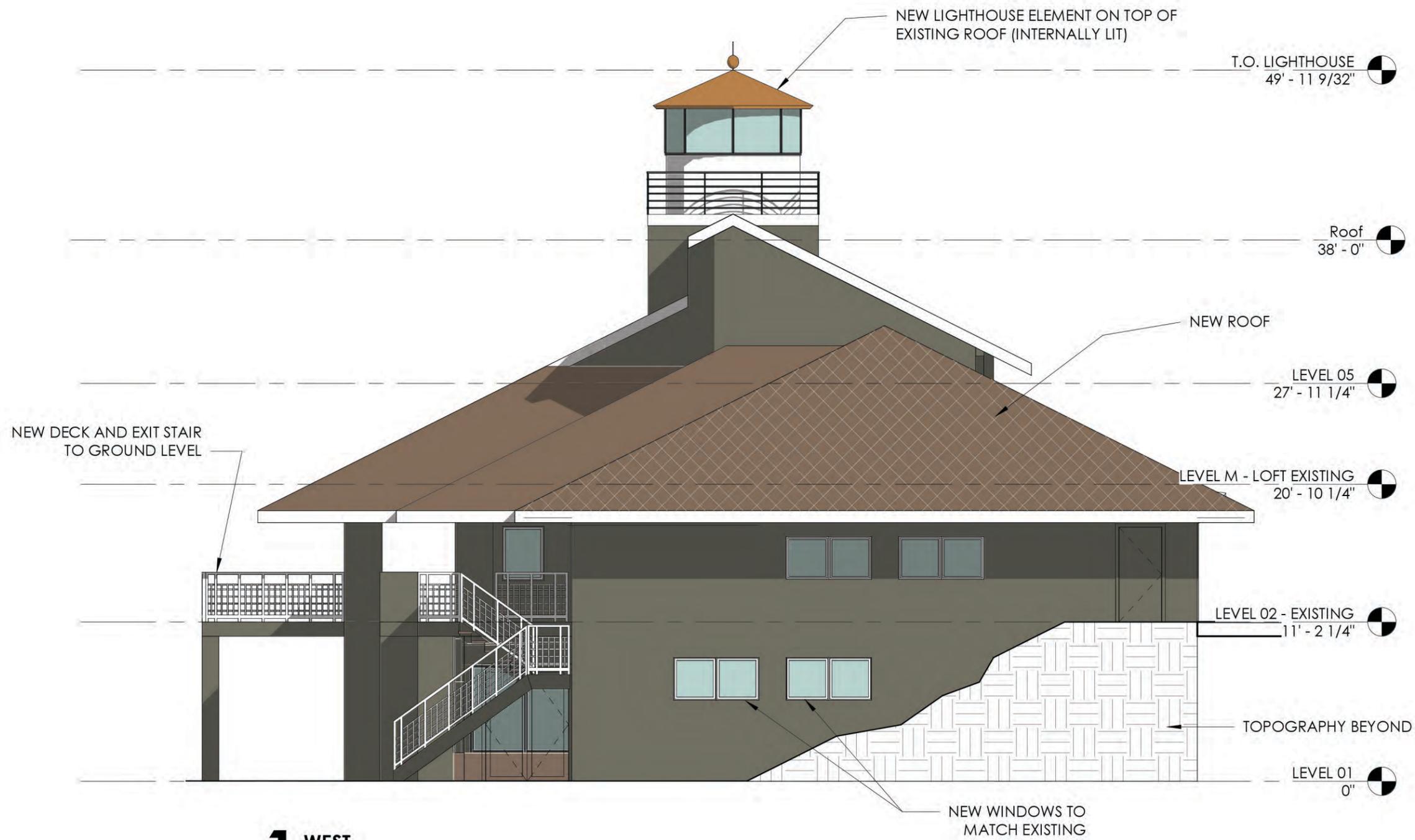


1 SOUTH
1" = 10'-0"

05-29-2018



NORTH HARBOR CLUB - BUILDING 400



1 WEST
 1/8" = 1'-0"

05-29-2018



T.O. LIGHTHOUSE
49' - 11 9/32"

Roof
38' - 0"

LEVEL 05
27' - 11 1/4"

LEVEL M - LOFT EXISTING
20' - 10 1/4"

LEVEL 03
19' - 0"

LEVEL 02 - EXISTING
11' - 2 1/4"

LEVEL 01
0"

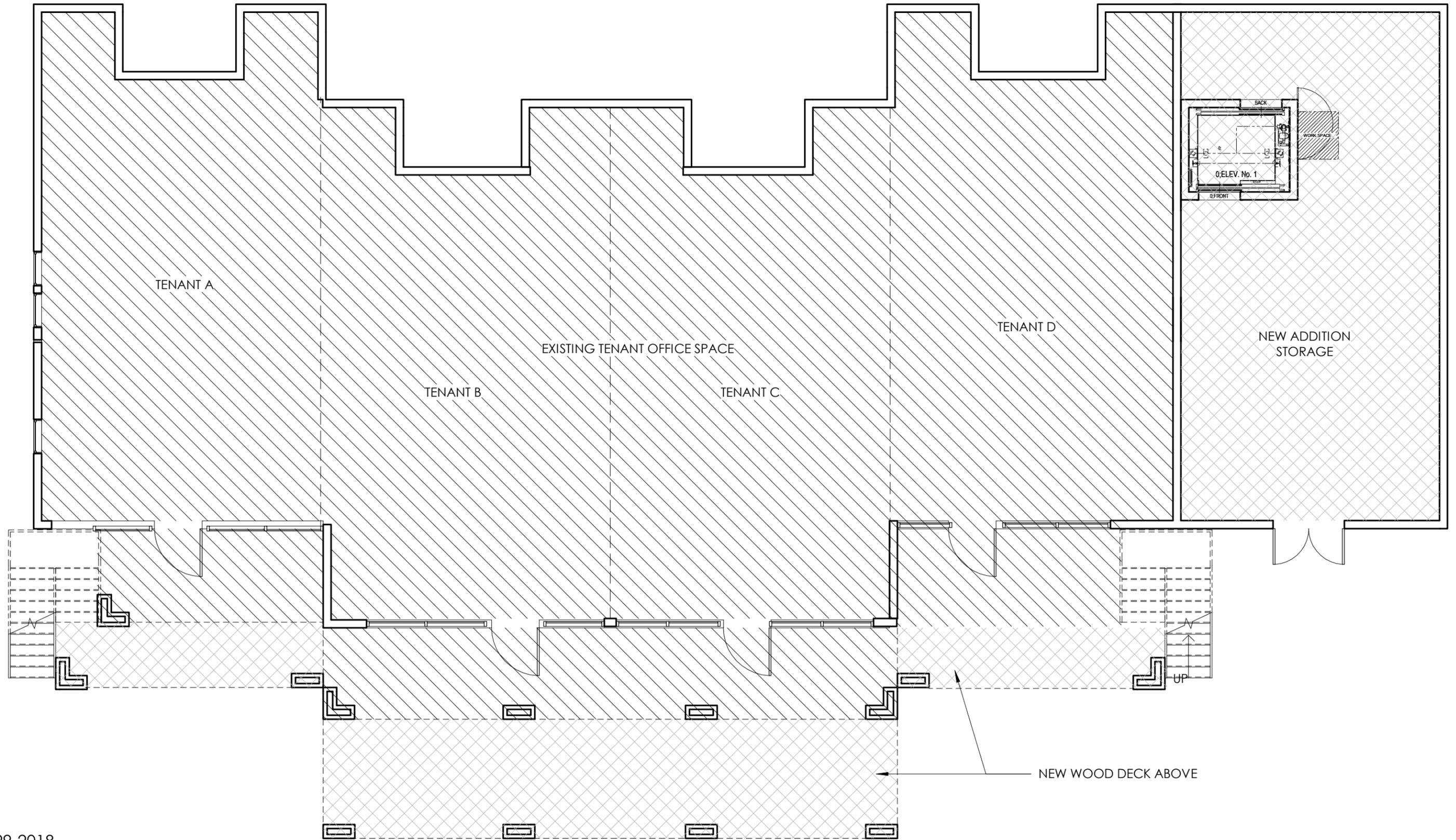
NEW LIGHTHOUSE ELEMENT ON TOP OF
EXISTING ROOF (INTERNALLY LIT)

NEW DECK AND EXIT STAIR
TO GROUND LEVEL

1 EAST
1/8" = 1'-0"

05-29-2018



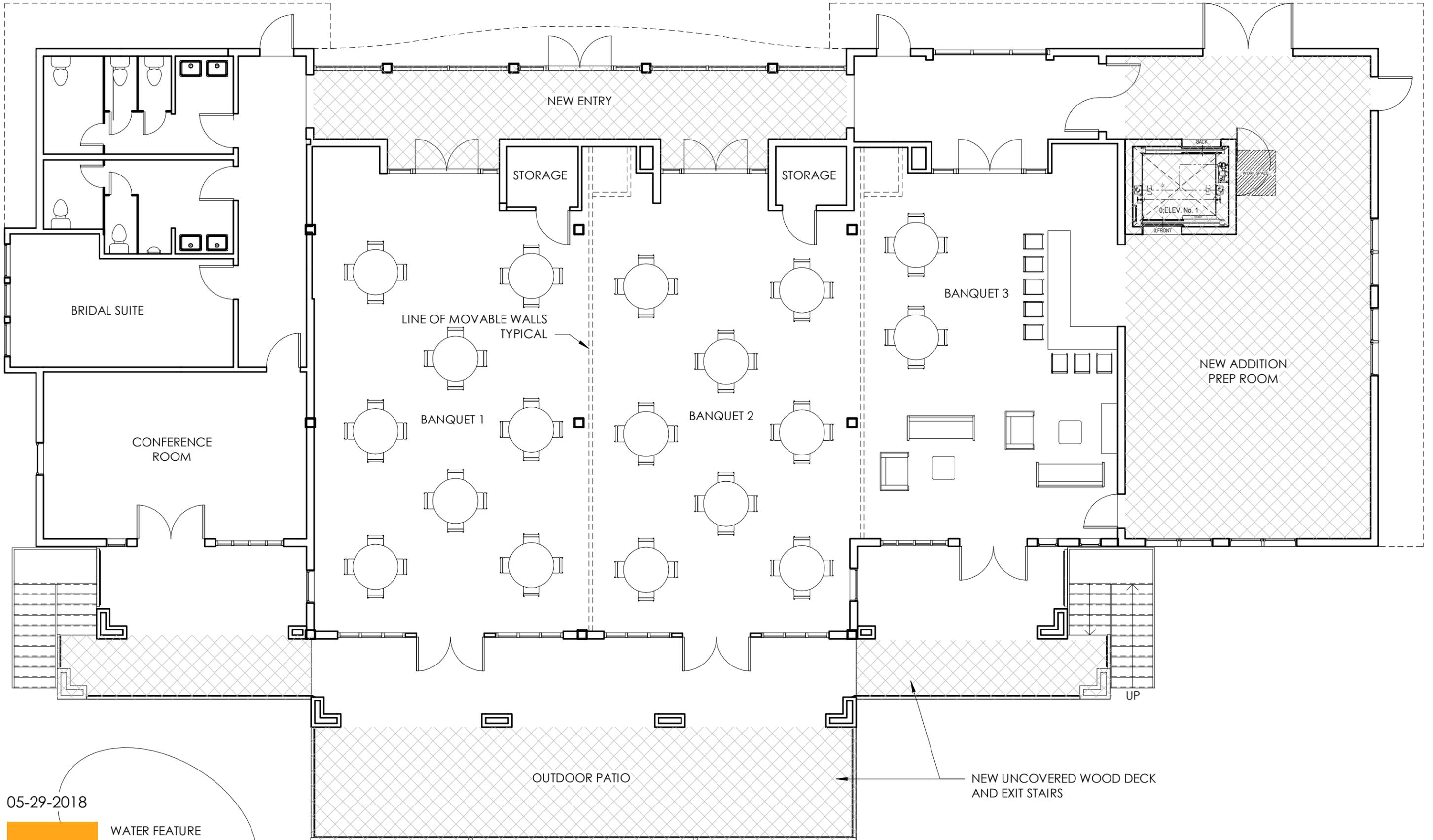


05-29-2018



1 LEVEL 01 - EXISTING
 1/8" = 1'-0"

EXISTING SF: 4,493 SF
 PROPOSED ADDITIONAL SF: 1,646 SF



05-29-2018



WATER FEATURE

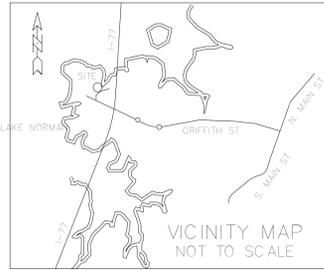
1 LEVEL 02 - PROPOSED
 1/8" = 1'-0"

EXISTING SF: 4,493 SF
 PROPOSED ADDITIONAL SF: 2,003 SF Page 74 of 78



05-29-2018





IMPERVIOUS AREA TABLE (SEE NOTE 11)	
TOTAL AREA	18279
TOTAL IMPERVIOUS	9301
ALLOWABLE (50%)	9140
OVERAGE	161
BUILDING	4075
CONCRETE	5110
WALL	96
AIR CONDITIONING	20

21 NCAC 56.1604- MAP CERTIFICATION

I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (TITLE REFERENCES AS SHOWN ON PLAT); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM TITLE REFERENCES AS SHOWN ON PLAT; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY MEETS OR EXCEEDS 1:10,000; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).

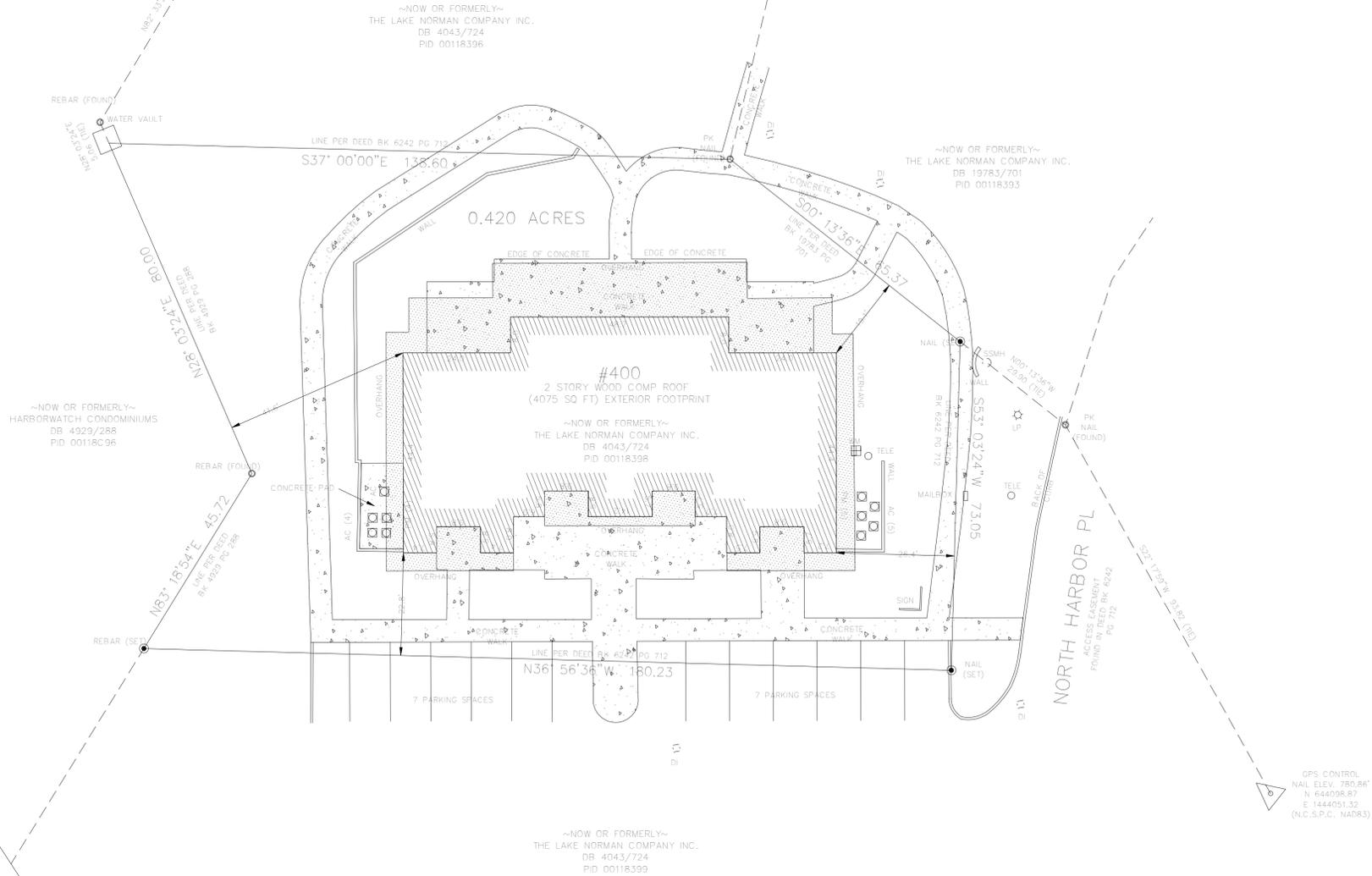
THIS _____ DAY OF _____, 20____

PROFESSIONAL LAND SURVEYOR

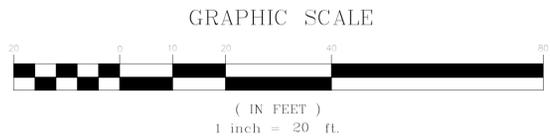
DATE	REVISIONS:	SCALE: 1" = 20'
	2018/11/08 North Harbor	
	2018/11/08 North Harbor	
	DRAWN BY: RD	
	CHECKED BY: TW	
	FIELD WORK: BGV/GW	
	DATE: MAY 28, 2013	

- LEGEND:**
- EP = EXISTING IRON PIN
 - OP = OLD IRON PIPE
 - SP = SET IRON PIN
 - R/W = RIGHT OF WAY
 - AC = AIR CONDITIONING
 - PMR = POWER PAD
 - PM = POWER METER
 - PP = POWER POLE
 - LP = LIGHT POLE
 - GM = GAS METER
 - TELE = TELEPHONE PEDESTAL
 - CATV = CABLE TELEVISION
 - WM = WATER METER
 - FES = FURRED END SECTION
 - RCP = REINFORCED CONCRETE PIPE
 - CMP = CORRUGATED METAL PIPE
 - CPP = CORRUGATED PLASTIC PIPE
 - PVC = POLYVINYL CHLORIDE
 - DU = DESTINATION UNKNOWN
 - SDE = STORM DRAINAGE EASEMENT
 - SDMH = STORM DRAIN MANHOLE
 - CB = CATCH BASIN
 - YI = YARD INLET
 - DI = DROP INLET
 - SSE = SANITARY SEWER EASEMENT
 - SSMH = SANITARY SEWER MANHOLE
 - CO = SEWER CLEAN OUT
 - BC = BACK OF CURB
- SP (circle with dot) SET IRON PIN
 - EP (circle with dot) EXISTING IRON PIN
 - CP (circle) CALCULATED POINT
 - GV (circle with cross) GAS VALVE
 - WV (circle with cross) WATER VALVE
 - MR (circle) MAIL BOX
 - WM (circle with cross) WATER METER
 - W (circle with cross) WELL
 - FH (circle with cross) FIRE HYDRANT
 - SSMH (circle with cross) SANITARY SEWER MANHOLE
 - SDMH (circle with cross) STORM DRAIN MANHOLE
 - CMP (circle with cross) CORRUGATED METAL PIPE
 - CPP (circle with cross) CORRUGATED PLASTIC PIPE
 - PVC (circle with cross) POLYVINYL CHLORIDE
 - DU (circle with cross) DESTINATION UNKNOWN
 - SDE (circle with cross) STORM DRAINAGE EASEMENT
 - SDMH (circle with cross) STORM DRAIN MANHOLE
 - CB (circle with cross) CATCH BASIN
 - YI (circle with cross) YARD INLET
 - DI (circle with cross) DROP INLET
 - SSE (circle with cross) SANITARY SEWER EASEMENT
 - SSMH (circle with cross) SANITARY SEWER MANHOLE
 - CO (circle with cross) SEWER CLEAN OUT
 - BC (circle with cross) BACK OF CURB

- NOTES:**
- IRON PINS SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
 - PROPERTY ZONED: DU (SETBACKS & ZONING MATTERS ARE SUBJECT TO INTERPRETATION BY LOCAL MUNICIPALITIES)
 - TAX PARCEL NUMBER 00118398.
 - DEED REFERENCE: DR 4043 PG 724.
 - BOUNDARY SURVEY ONLY THROUGH POINTS AS SHOWN.
 - THIS PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION X BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP (FIRM) NO. 3710464400K, WITH A DATE OF IDENTIFICATION OF 03/02/2009.
 - THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL RECORDED OR UNRECORDED EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIVE COVENANTS, OTHER THAN SHOWN. SURVEY MADE WITHOUT THE BENEFIT OF A TITLE EXAMINATION.
 - AREA COMPUTED BY COORDINATED METHOD.
 - NO NCOS MONUMENT FOUND WITHIN 2000'.
 - UTILITY LOCATIONS SHOWN ARE LOCATED BASED ON SITE CONDITIONS AND MARKINGS AT THE TIME OF SURVEY. CONTRACTORS ARE TO HAVE ALL UTILITIES ACCURATELY MARKED PRIOR TO CONSTRUCTION.
 - PROPERTY LOCATED WITHIN THE CRITICAL AREA (CA) ZONE, LAKE NORMAN WATERSHED. IMPERVIOUS AREA CALCULATED PER THE "SUMMARY OF WATER SUPPLY WATERSHED BUFFER REQUIREMENTS" TABLE FOUND ON PAGE 74 OF THE "CHARLOTTE-MECKLENBURG WATER QUALITY BUFFER IMPLEMENTATION GUIDELINES" (REVISION DATE: FEBRUARY 2018).



NORTHWEST
50' RIGHT OF WAY PER
DEED BK 6242 PG 712



- FENCE
- STORM DRAIN PIPE
- OVERHEAD ELECTRIC
- SANITARY SEWER PIPE
- UNDERGROUND ELECTRIC
- UNDERGROUND GAS
- UNDERGROUND TELECOMMUNICATIONS
- UNDERGROUND WATER
- BOUNDARY LINE
- TIE LINE
- RIGHT OF WAY
- ADJOINING LINE (NOT SURVEYED)

CAROLINA SURVEYORS, INC.
THOMAS E. WHITE, N.C.P.S. & S.C.P.S. 704-889-3801
CERTIFICATE OF AUTHORIZATION NO. 5-17442 SE 886

AN AS-BUILT SURVEY SHOWING
#400 NORTH HARBOR PLACE
(NEAR THE INTERSECTION OF GRIFFITH ST & HARBOR PLACE DR)
SURVEYED FOR: THE LAKE NORMAN CO., INC.
AREA: 0.420 ACRE
TOWN OF DAVIDSON, MECKLENBURG COUNTY, NORTH CAROLINA

NORTH HARBOR CLUB
100 N HARBOR, DAVIDSON, NC

SITE SURVEY - EXISTING

SITE

No.	Description	Date

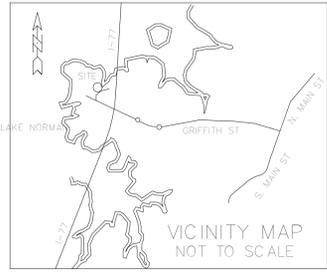
PROJECT #2017.001

DATE: 05-29-2018

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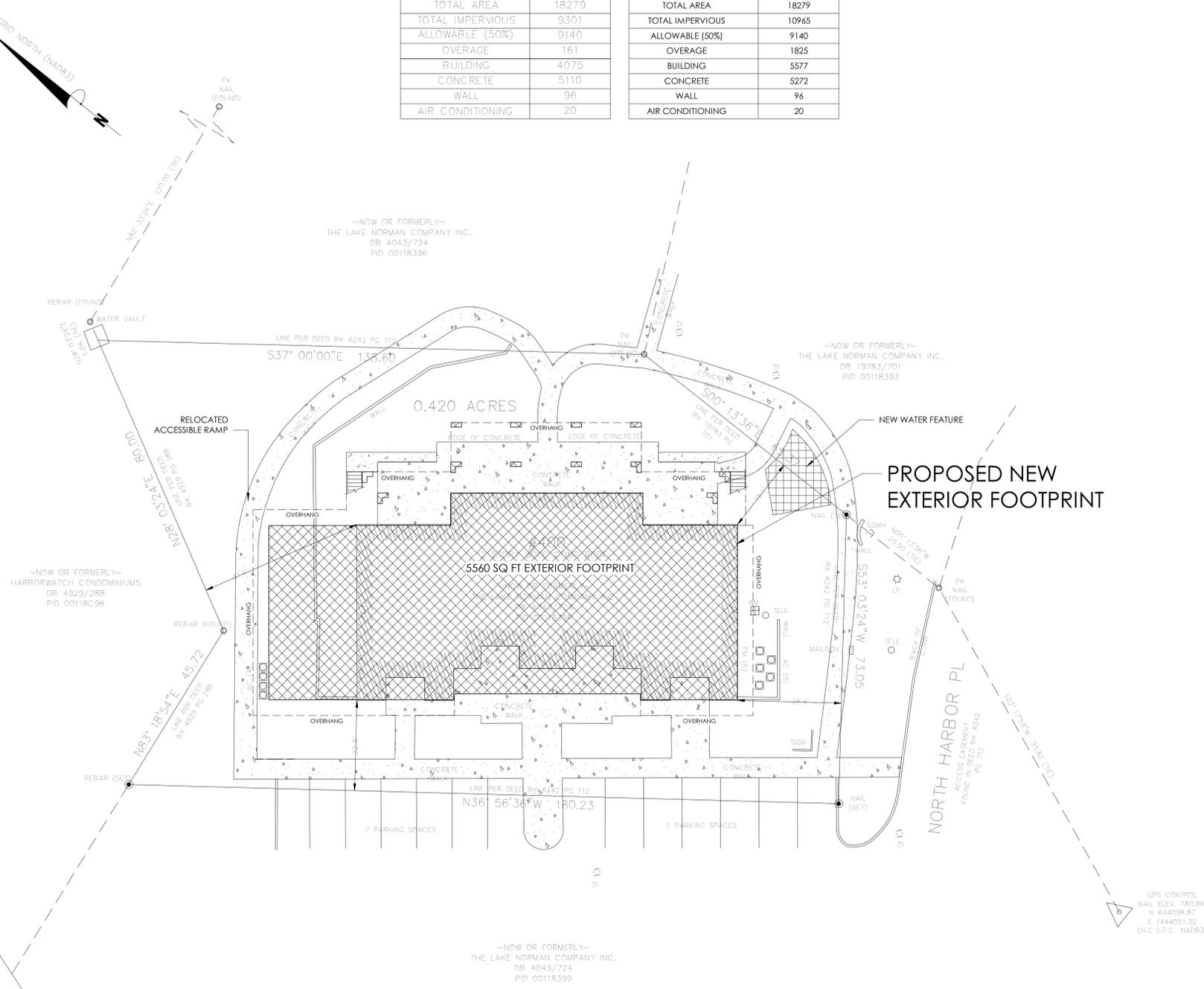
1430 south mint street, suite 105 charlotte 28202



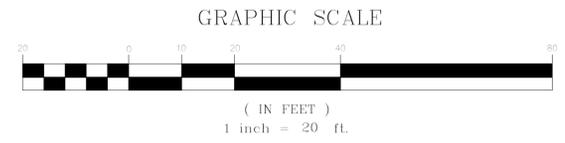
- LEGEND:**
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 - SSMH = SANITARY SEWER MANHOLE
 - CO = SEWER CLEAN OUT
 - BC = BACK OF CURB
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 - GV = GAS VALVE
 - WV = WATER VALVE
 - MR = MAIL BOX
 - WM = WATER METER
 - WELL
 - FH = FIRE HYDRANT
 - SSMH = SANITARY SEWER MANHOLE
 - SDMH = STORM DRAIN MANHOLE
 - LOCATED DECIDUOUS TREE
 - LOCATED EVERGREEN TREE
 - LP = LIGHT POLE
 - PP = POWER POLE
 - BFP = BACK FLOW PREVENTOR
 - DI = DROP INLET
 - GW = GUY WIRE
 - CB = CATCH BASIN
 - DI = DROP INLET

- NOTES:**
- IRON PINS SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
 - PROPERTY ZONED: DU (SETBACKS & ZONING MATTERS ARE SUBJECT TO INTERPRETATION BY LOCAL MUNICIPALITIES)
 - TAX PARCEL NUMBER 00118398.
 - DEED REFERENCE: DR 4043 PG 724.
 - BOUNDARY SURVEY ONLY THROUGH POINTS AS SHOWN.
 - THIS PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION "X" BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP (FIRM) NO. 3710444400K, WITH A DATE OF IDENTIFICATION OF 03/02/2009.
 - THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL RECORDED OR UNRECORDED EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIVE COVENANTS, OTHER THAN SHOWN. SURVEY MADE WITHOUT THE BENEFIT OF A TITLE EXAMINATION.
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EXISTING TABLE		PROPOSED TABLE	
IMPERVIOUS AREA TABLE (SEE NOTE 11)		IMPERVIOUS AREA TABLE	
TOTAL AREA	18279	TOTAL AREA	18279
TOTAL IMPERVIOUS	9301	TOTAL IMPERVIOUS	10965
ALLOWABLE (50%)	9140	ALLOWABLE (50%)	9140
OVERAGE	161	OVERAGE	1825
BUILDING	4075	BUILDING	5577
CONCRETE	5110	CONCRETE	5272
WALL	96	WALL	96
AIR CONDITIONING	20	AIR CONDITIONING	20



NORTHWEST
50' RIGHT OF WAY PER
DEED BK 6242 PG 712



- FENCE
- STORM DRAIN PIPE
- OVERHEAD ELECTRIC
- SANITARY SEWER PIPE
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- UNDERGROUND TELECOMMUNICATIONS
- UNDERGROUND WATER
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- TIE LINE
- RIGHT OF WAY
- ADJOINING LINE (NOT SURVEYED)

1 SITE
1/16" = 1'-0"



1430 south mint street suite 105 charlotte 28202

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No.	Description	Date

NORTH HARBOR CLUB
100 N HARBOR, DAVIDSON, NC

PROJECT #2017.001

DATE: 05-29-2018

SITE PLAN - PROPOSED

SITE



Agenda Title: Elect Chair and Vice Chair

Summary:
