

*MAYOR*  
Barbara Jo Blain

*MAYOR PRO TEM*  
Larry A. White



*COUNCIL MEMBERS*  
Amanda Butler  
William M. Goldfinch IV  
Julie Hardwick  
Beth Helms  
Justin D. Jordan

**PLANNING DEPARTMENT  
CITY OF CONWAY  
COMMUNITY APPEARANCE BOARD MEETING  
Wednesday, July 24, 2024 | 4:00 P.M.  
Planning & Building Department – 196 Laurel Street**

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES (July 10, 2024)**

**III. CERTIFICATES OF APPROPRIATENESS**

- A. 901 N. Main St. (Derrick Law Firm)** The applicant, Phillip Greenway of Cooper Mechanical Services INC., is requesting approval for the installation of a new standby generator, fence, and landscaping for the property located at 901 N. Main St. (PIN 338-13-01-0036).

**IV. PUBLIC INPUT**

**V. BOARD INPUT**

**VI. STAFF INPUT**

**VII. UPCOMING MEETINGS**

<u>MEETING</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>ADDRESS</u>
Board of Zoning Appeals (BZA)	July 25, 2024	5:30 p.m.	Planning & Building Dept. Conference Room	196 Laurel St.
Planning Commission (PC)	August 1, 2024	5:30 p.m.	Planning & Building Dept. Conference Room	196 Laurel St.
City Council	August 5, 2024	4:00 p.m.	Council Chambers	229 Main St.
Community Appearance Board	August 14, 2024	4:00 p.m.	Planning & Building Dept. Conference Room	196 Laurel St.

**VIII. ADJOURN**

**CITY OF CONWAY**  
**COMMUNITY APPEARANCE BOARD MEETING**  
**WEDNESDAY, July 10, 2024**  
**Planning & Building Dept. Conference Room – 196 Laurel Street**

Present: Jacqueline Kurlowski, Duc Watts, Coker Hall, Gerry Wallace

Absent: Troy Roehm, Jamie McLain, McKenzie Jordan

Staff: Katie Dennis, Planner; Charlie Crosby, IT; Wanda Lilly, Arborist

Other: Sammy Gay, Jim Bruno

**I. CALL TO ORDER**

Chairperson Kurlowski called the meeting to order at approximately 4:00 p.m.

**II. APPROVAL OF MINUTES**

Wallace made a motion to accept the minutes as written. It was seconded by Hall to approve the June 26, 2024 minutes. The vote in favor was unanimous. The motion carried.

**III. CERTIFICATES OF APPROPRIATENESS**

**A. 315 Main Street Unit 2 (The Bellamy Law Firm):** The applicant, Duplicates Ink, requests approval for proposed signage for the business, The Bellamy Law Firm, located at 315 Main Street (367-01-01-0022).

Dennis stated the applicant, proposes to install **2-20” (w) X 12” (h) “The Bellamy Law Firm”** logo decals on the window panels that measure **29” (w) X 72” (h)**. The total coverage area of the decals will be **1.66 sq. ft.** for both windows and the maximum area allowed is **3.63 sq. ft.**

The applicant is proposing to install one **33” (w) X 18” (h)** hanging bracket sign that will be a minimum of **8’** from the top of the sidewalk to the bottom of the sign. The sign will be **2” sandblasted cedar, painted in 4 colors.**

The proposed size of the signs are compliant with the standards of the UDO.

Renderings are included in your packet

Staff and board discussed at length.

Wallace made a motion to approve the item as presented. Hall seconded the motion. The vote in favor was unanimous. The motion carried.

**IV. PUBLIC INPUT**

None

**V. BOARD INPUT**

None

**VI. STAFF INPUT**

**VII. ADJOURN**

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 4:05 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Jacqueline Kurlowski, Chairperson

**DATE: July 24, 2024**

**ITEM: III. A.**

**ISSUE:**

**901 N. Main Street (Derrick Law Firm):** The applicant, Phillip Greenway of Cooper Mechanical Services INC., is requesting approval for the installation of a new standby generator, fence, and landscaping for the property located at 901 N. Main St. (338-13-01-0036).

**ZONING DISTRICTS / HDRD:**

Professional (P); Upper Main Street Overlay (MSO)

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**SCOPE OF WORK:**

The applicant, Phillip Greenway of Cooper Mechanical Services INC., is requesting approval to install a standby generator, fencing, and landscaping for the business located at 901 N. Main St.

The applicant proposes to install a **4' (W) X 8' (L) concrete pad** that will hold a **83.4" (L) X 35" (W) X 46" (H) Natural Gas 48 KW standby generator**. The generator will be screened in accordance with the UDO using a **5' (H) X 10' (W) X 12' (L) wooden fence** and by installing **4'-5' high podocarpus plants** along the **perimeter of the fence**.

The proposed location and height of the fence are compliant with the standards of the UDO and were approved by the Zoning Administrator.

*Renderings are included in your packet*

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**Applicable Standards**

***City of Conway Unified Development Ordinance (UDO):***

- Section 6.6.2, Mechanical Equipment, Dumpster, Recycling, and Trash Handling

***Historic Design Review Districts: Community Appearance Guidelines:***

- Section D, 8.8.1- View from the Public Right-of-Way
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**STAFF RECOMMENDATION:**

If the board chooses to grant the request, staff recommends the following conditions:

- The applicant must obtain all applicable permits
- Any deviation from what is approved shall require a re-review from this board and subsequent approval.



# City of Conway

## Community Appearance Board

APPLICATION / CERTIFICATE OF APPROPRIATENESS

City of Conway Planning Department  
196 Laurel Street, 29526

Phone: (843) 488-9888  
Conway, South Carolina

[www.cityofconway.com](http://www.cityofconway.com)

Property Address: <b>901 N. MAIN ST.</b>		PIN#: <b>33813010036</b>	
Review Request:	Project Type:	HDRD:	Meeting Date:
<input type="checkbox"/> Conceptual <input checked="" type="checkbox"/> Preliminary <input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Alterations / Additions <input type="checkbox"/> New Construction <input type="checkbox"/> Signs <input type="checkbox"/> Landscape <input type="checkbox"/> Color Change	<input type="checkbox"/> Miscellaneous (Fencing, roofs, etc) <input type="checkbox"/> Demolition / Moving of Structure <input type="checkbox"/> Repairs / Repainting with no Change <input type="checkbox"/> Appeal the Decision of Planning Staff	
Property Owner: <b>DERRICK LAND CORP. LLC</b>		Daytime phone: <b>843 488-2291</b>	
Agent: <b>COOPER MECHANICAL SERVICES INC.</b>		Daytime phone: <b>843 626-3689</b>	
Agent's mailing address: <b>900A FRONTAGE RD. E.</b>		Agents's e-mail address:	
City: <b>MYRTLE BEACH</b>		State: <b>SC</b>	Zip Code: <b>29577</b>
Agent's relationship: <input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Real Estate Broker <input type="checkbox"/> Other			
Value of Project (As noted on Building Permit): \$			
In your own words, describe what you are requesting: <b>HISTORIC CORRIDOR PROJECT APPROVAL</b>			
<b>DIRK DERRICK HAS CONTRACTED WITH COOPER TO INSTALL AN</b>			
<b>EMERGENCY STANDBY GENERATOR ON NORTH SIDE OF BUILDING.</b>			
<b>OWNER INTENDS TO USE NATURAL LANDSCAPE SHRUBBERY</b>			
<b>TO SCREEN THE GENERATOR.</b>			

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

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

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

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department no later than ten(10) days prior to the meeting date. The Community Appearance Board meets the second and fourth Wednesday of each month at 4:00 P.M. in the Building & Planning Department, 196 Laurel Street. I understand that it is my responsibility to obtain all necessary approvals from other city departments, and that all zoning requirements must be satisfied prior to the project's being placed on a Community Appearance Board agenda. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.

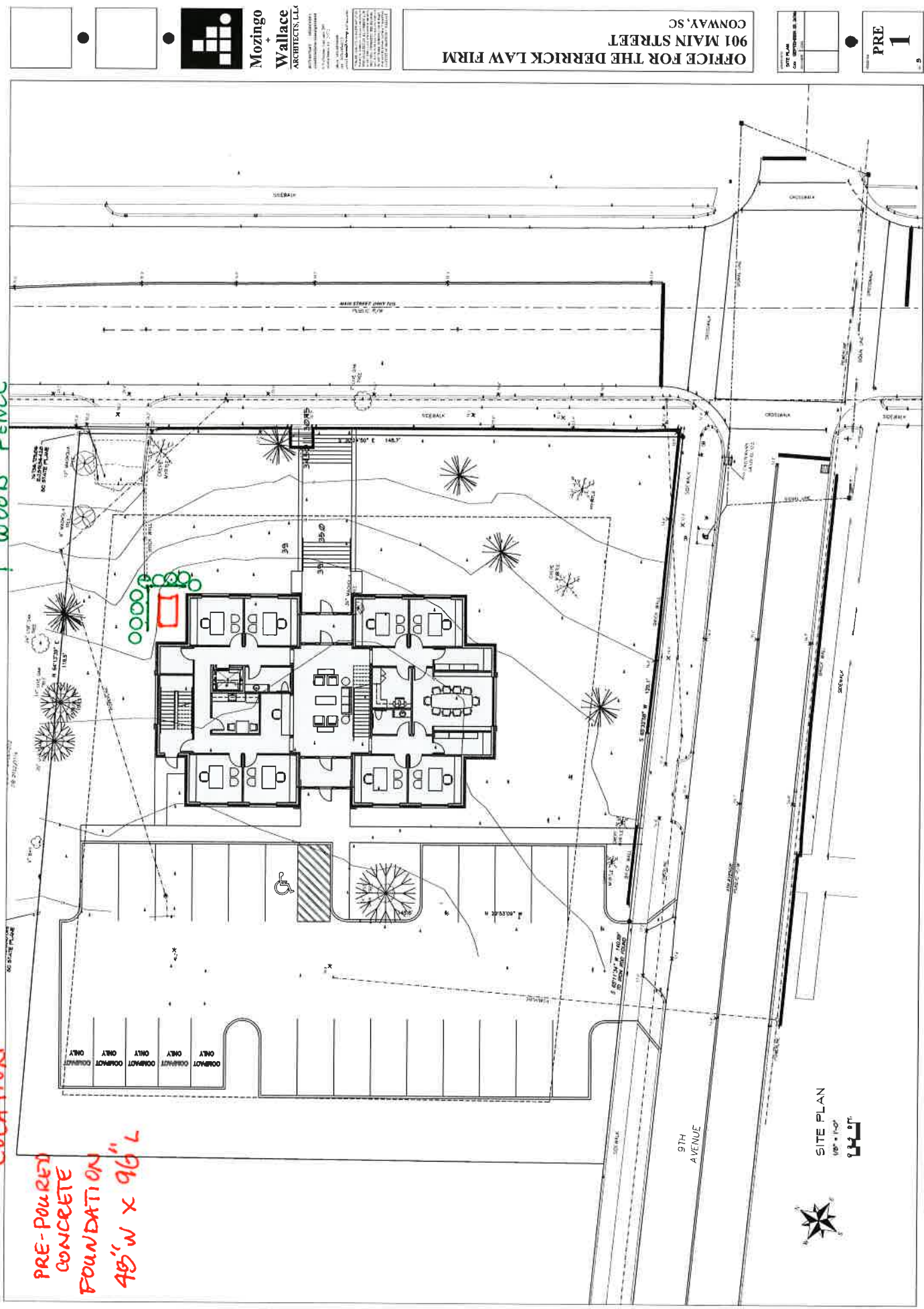
Applicant's signature: *pm Greenway* date: May 8, 2024  
 Print name legibly: Philip Greenway

PODOCARPUS 0 48"-60" HIGH

WOOD FENCE

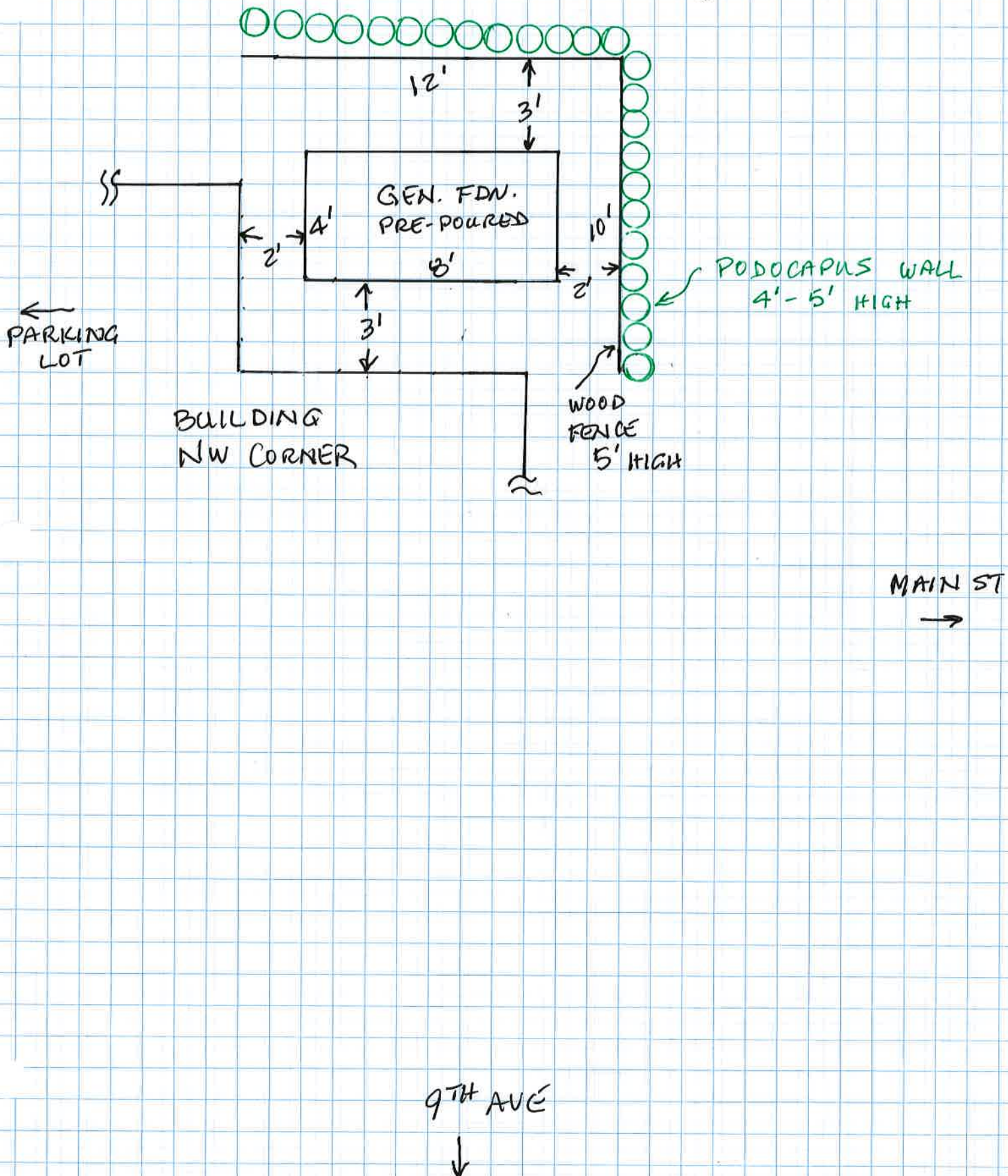
PROPOSED GENERATOR  46" HIGH LOCATION

PRE-POURED  
CONCRETE  
FOUNDATION  
48" W X 96" L





DERRICK LAW FIRM  
901 N. MAIN ST.  
PROPOSED GENERATOR LOCATION





**DERRICK LAW FIRM – PROPOSED GENERATOR FENCE & SCREENING SHRUBBERY**  
**WOOD FENCE SCREENED BY WALL OF PODOCARPUS SHRUBBERY TO HIDE FENCE ON BOTH SIDES**





**6.6.2 Mechanical Equipment, Dumpster, Recycling, and Trash Handling****A. Applicability**

This section shall apply to all residential and non-residential development, light industrial, and heavy industrial use. This includes any outdoor type of trash container or recycling container that is larger than the 95-gallon roll-out carts used by the City of Conway for weekly domestic pickup except in the case where a site uses more than one 95-gallon trash container.

**B. Location**

All mechanical equipment (including HVAC units, generators and other mechanical equipment) and trash handling facilities shall be located on the same lot as the use served unless shared facilities are approved. The location of all utilities and trash handling facilities shall be in the rear or side yards. No such facilities shall be located in any yard adjacent to a public street.

**C. Screening**

1. All ground level mechanical equipment (including HVAC units, generators, and other mechanical equipment) and trash-handling facilities shall be completely screened from the public right-of-way and adjacent properties. Mechanical equipment on rooftops shall be screened from the view of the public street. This requirement is not applicable to vents located on roof's used in conjunction with required ventilation systems, subject to approval by TRC.
2. Appropriate screening includes: A wall OR opaque fence (excluding chain-link), a minimum of six (6) feet in height and constructed of materials approved by TRC. Shrubs, earth berm, and/or understory trees may be required in conjunction with a fence/wall to further obscure such facilities.
3. Landscaping of the entire service area shall be installed in accordance with the landscape buffer requirements listed in Section 9.3.
4. Single-family residential developments are exempt from these screening requirements.
5. If the property is located in an overlay, the overlay requirements shall apply.



Source: Conway Animal Hospital

**D. Access**

1. All required trash handling facilities shall be designed with appropriate means of access to a street or alley in a manner that will least interfere with traffic movement, and will most facilitate the service of the facilities, subject to review by the Sanitation Department.

**E. Utilization**

1. Space allocated to any trash handling facilities shall not be used to satisfy the space requirements for off-street parking or loading facilities, nor shall any parking or loading spaces be used to satisfy the space requirements for any trash handling facility.

**F. Performance**

1. All trash handling facilities shall be designed to prevent wind-blown debris from leaving the site.
2. All food-related businesses shall provide water quality treatment in conformance with applicable standards and design guidelines for runoff from trash handling facilities.

**G. Additional Requirements**

1. The Technical Review Committee may impose additional requirements as necessary to protect public health and safety.

## 8.9. New Residential Additions

When constructing an addition to a historic home, it is important to realize that many historic buildings cannot support additions. Often, to get the desired addition major reconstruction of very significant features is required. Adding these major building features, much like removal of small features, has the potential to degrade the historic residential environment. A building's structural integrity and the height, scale and massing of surrounding buildings are paramount when determining whether a dwelling can support an addition.

### Views from the Public Right-of-Way

- 8.8.1 If small roof rooms, decks, cupolas, skylights, mechanical screening, or egress structures are added to residential structures, ensure they are not readily visible from public streets, prominent pedestrian viewpoints, or scenic vistas. The CAB may require illustrations showing the additions as they would be seen from other vantage points and will suggest the appropriate scale of additions to roofs.

### Home Additions in Context

- 8.8.2 If additional square footage is necessary, designing the new addition to the rear of the structure is preferred to adding another story if space is available to the rear of the building. This will not interfere with the original form of the home as seen from the public right-of-way.
- 8.8.3 Inset new walls from the corner and lower roofs when framing additions from the sides of the home, allowing the original form of the historic structure to be "read."
- 8.8.4 Use of new construction material is permitted and welcome. Offset board or brick pattern slightly. Being able to differentiate the new from the old is important.
- 8.8.5 Ensure that the characteristics of additions continue those of the original architecture (massing, height, rhythm of openings, and general type of materials), with the goal of complimenting the existing building style as well as the existing homes in the adjacent neighborhood area.

This side addition to the historic gable-end has been done in a consistent manner to the form of this home in a National Register District. It uses a gable end, not dominating the architecture, matching the foundation height with a slight visible variation in height, and using new windows with identical divisions (yet with no shutters).



jb+a Photo Archives, 2006

(Right) Close-up of the same home (shown above) and the materials, differentiated new to old. Siding (new to the right) is separated by a vertical strip of trim and is contemporary fiber-cement compared to the original wood.



jb+a Photo Archives, 2006

### Residential Rooftop Additions

Adding to (or preferably into) roof areas can be a functional way to increase space or add living space to residential rehabilitations in established neighborhoods. Locate roof & height additions toward the rear.

#### Appropriate

- 8.8.6 Ensure roof additions or connection into existing roofs do not adversely alter water run-off.
- 8.8.7 Use a like form of roofing material.
- 8.8.8 Ensure loads are positioned over load-bearing interior support.

#### Inappropriate

- 8.8.9 Do not add full floors as rooftop additions. This permanently alters the original building form.
- 8.8.10 Do not add through roofs just for expanding interior ceiling height.
- 8.8.11 Do not remove important structural members of the building to build in new roof access - choose an interior room to construct stairs.
- 8.8.12 Do not add dormers to roofs facing public streets where none originally existed, or sides that extend to meet the plane of the primary walls below, extend past beyond the eaves, connect to or extend higher than the ridgeline of the original roof (i.e. "float" the dormer in roof plane).