



Joshua Henderson  
Principal Planner  
(864) 467-7537  
www.greenvillecounty.org

January 3, 2020

Natasha Sexton  
Sexton Design and Development, LLC  
217 E. Stone Ave., Ste. 2  
Greenville, SC 29609

RE: The Chapel review letter; CZ-20-03

Dear Ms. Sexton,

Thank you for providing Staff with a Statement of Intent and Concept Plans meeting the needed information provided in our check-list. Below are Staff's comments regarding the FRD submittal for the above mentioned project. The comments are divided into those relating to the Statement of Intent and those relating to the submitted drawings. Comments are made in the order that they appear for your convenience and tracking.

Statement of Intent

Page 3

1. At the top of the page, please change the acreage to 2.55 acres and not 2.45.  
**Acreage has been changed to 2.43 acres based on survey data.**

Page 7

1. In the first paragraph, you provide a breakdown into the approximate square footage for the different type of uses. The total for this provided amount is 36,900 sq. ft. which is approximately 1,200 sq. ft. over the max indicated in the chart on Page 3. Explain additional square footage and revise the numbers to match the explanation.  
**Square footage has been updated. The additional square footage is to accommodate a potential rooftop event space of 1,500 sf. This would be new square footage. The SOI has been updated to reflect this.**

Page 8

1. Please provide the meeting date for the meeting you had with Pastor Tim with Grace and Peace Church.  
**Meeting date has been added to SOI**
2. Please remove the first sentence in the first full paragraph under your meeting reference with Pastor Tim.  
**Sentence has been removed.**

Page 9

1. Please change "of" to "or" in the reference to Mortuary or Funeral Parlor.  
**This has been corrected.**

Page 11

1. In your discussion on the trash pick-up, you state that it will be scheduled at set times to limit disturbance in the surrounding neighborhood. Do you know when this day and time would be? This information will be beneficial to have and provided during the Final Development Plan review.

We do not know the exact dates and times for deliveries or trash collection but will limit to between the hours of 7 am and 7pm Monday – Saturday. This has been updated in the SOI.

2. In the parking table, you indicate that there are 118 proposed parking spaces; however, on the Concept Plan you show 138 parking spaces with 18 of them being for compact car only. Please revise this table to match the Concept Plan and vice versa.

The concept plan has been updated to match the SOI. The intent is to provide as much parking as the site allows to prevent any long-term parking issues. The additional 20 spaces may be constructed depending on final engineering. The minimum number of parking spaces provided will be 118 spaces.

Page 15

1. In the Lighting Plan section you state that the proposed lights will be 16' in height. Do you know how many lights this will need? It may be beneficial to increase the height of the light which will extend the light cone and decrease the number of lights needed. Also, please include an image that provides the total height of the light pole.

As all site lighting will be provided by Duke Energy as leased poles, we are unable to provide the number of lights needed or a lighting plan at this time. The maximum height of the parking lot poles has been raised to 25' and the pedestrian light poles are 15'. A complete photometric plan will be provided with the Final Development Plan submission.

Exhibits

1. Please include more detailed images of the proposed 15' tall monument sign(s).  
Additional concept images have been provided. The intent is to provide a unique, creative sign that compliments the architecture and community.

Concept Plan

1. Please provide a box that includes the tax parcel number, property owner, and Deed Book information for parcel 0150000200101.  
This has been provided.
2. Please revise the acreage to match the SOI of 2.45 acres.  
Acreage has been revised to 2.43 acres per survey data.
3. The 8' parking lot buffer needs to be indicated this way we can ensure that there is at least 8' of buffer space between the sidewalk and the proposed landscape adjacent to the parking area along Alexander Street and the building along Buncombe Road.  
The parking lot buffer is shown on the concept plan and will be an average of 8' width due to the existing road alignment, utilities, and existing SCDOT parcel.
4. Please provide the dimensions of the existing building.  
This has been provided.
5. Please provide the land use for all parts of the site with acres devoted to each use in a table.  
This has been provided.
6. Is there a reason that the Loading Zone is in its proposed location? This area has a potential of being one of the most heavily active areas for pedestrians. Is it possible to move it and the three Sutera Waste Units towards the back of the side parking lot? This way we are providing the safest area possible for the pedestrian activity.

The current location of the Sutera waste units eliminates the need for a reverse movement. All other potential locations evaluated on site either would require a reverse movement or larger radius for truck turn around. By eliminating the reverse movement, this location provides a safer alternative to pedestrians. The area will be heavily landscaped to provide a visual screen.

7. Due to other connotations of the term "Flex Space" being used for more of commercial/industrial type uses, can we rename the area around the building facing Alexander St. as Outdoor Space? Also, please indicate the outdoor areas on Page 7 in the SOI as Outdoor Space and provide a little more detail as to their separate uses.

The label on the concept plan has been updated and additional detail has been included in the SOI.

8. In the SOI you mention there being a possible monument sign at the site entrance on Alexander St. This will need to also be shown on the Concept Plan.

Potential location for the monument signage is now shown on the Concept Plan.

9. Please provide the location of the bus stop that is referred to in the SOI and the connectivity to the site as also described.

Location of the bus stop is shown on the concept plan.

10. What is the image located about halfway down the property line adjacent to Buncombe Rd. within the parcel? Is it an existing sign?

This was an existing sign that will be removed. It has been removed from the concept plan.

11. Please provide the matching image for the proposed light pole that is needed in the SOI. Also please either provide the locations of the light poles on the FRD Site Plan or provide a separate Lighting Plan.

Imagery for the proposed site lighting has been included. As all site lighting will be provided by Duke Energy as leased poles, we are unable to provide the number of lights needed or a lighting plan at this time. A complete photometric plan will be provided with the Final Development Plan submission.

12. Does the building wall cross over the curb of the parking lot at the back of the building?

No. The back of the building is very close to the proposed curb but does not cross over.

#### Landscape Plan

1. It is not necessary to show the floor plan within the building footprint.
2. It will be beneficial to provide the street names for each street.

Street names have been included in plan

3. Due to possible safety concerns with regards to the continuous 4' minimum hedge surrounding the parking lot, Staff believes that reducing this to 3' in height to hide the car grills and grouping it in select areas will be positive from a Crime Prevention Through Environmental Design (CPTED) point of view.

Final landscape plan will provide groupings at parking areas. Height change has been noted on preliminary landscape plan.

4. On Sheet L-2, please elaborate on the plant size and which trees each size is referring to.

This has been updated.

5. Staff agrees that having the contour lines on the Landscape Plan is helpful; however in this case, it is causing confusion with the amount of information on the plans. It may be beneficial to remove the lines for clarity or show them at a different line weight.

Contour lines have been removed from landscape plan.

6. Will the canopy tree at the right of the entrance be in the way of the Overhead Power line that crosses it?

The overhead power line at the entrance is intended to be relocated. If the pole is not relocated, the shade tree will be replaced with two understory trees.

Natural Resource Inventory

1. Please provide the elevation intervals for the contour lines.  
**Elevation intervals have been noted on plan.**
2. Is there a reason that the scale on the NRI is 1" = 30' and not 1" = 20' like the other plans? If not, please revised the NRI to match the other sheets.  
**Scale has been revised to 1"=20'**

Traffic Impact Study

1. The TIS only indicates for 27,000 sq. ft. of floor space and not the 35,658 sq. ft. as stated in the SOI. Please explain this.  
**Please see addendum to the traffic report included in the resubmission.**

Architectural Elevations

1. You provided the colored renderings of the building, but we are also going to need the Exterior Architectural Elevations for the building as well.  
**Architectural elevations will be provided as part of the Final Development Plan submission.**

These changes may be made now, due on January 10 2020 in time to get revised plans into our staff report. Alternatively, if you agree to all of them, this letter may be referenced as a condition of approval for your project: prior to submittal of the FDP, all changes referenced in the letter dated 1/03/20 shall be corrected to staff's satisfaction.

Please let us know how you would like to proceed.

Sincerely,  
/Joshua T. Henderson/  
Joshua T. Henderson  
Principal Planner