



**DESIGN REVIEW BOARD  
AGENDA**

Regular Meeting  
November 16<sup>th</sup>, 2023  
4:00 PM

**Meeting Location**

The City of Greenville Design Review Board will hold an in-person Public Hearing for the following items on **Thursday, November 16th, 2023 at 4:00 PM** at the **Greenville City Hall, 10th Floor Council Chambers, 206 S. Main Street**. Those wishing to provide comment on an item may either provide written comment to staff or attend the in-person meeting.

Citizens may also view the meeting at the following web address:

<https://www.greenvillesc.gov/1694/Online-Meetings>

1. Call to Order
2. Roll Call
3. Welcome and Opening Remarks from the Chair
4. Approval of Minutes – October 19<sup>th</sup>, 2023 Regular Meeting
5. Call for Public Notice Affidavit from Applicants
6. Acceptance of Agenda
7. Conflict of Interest Statement
8. **OLD BUSINESS**
  - A. None
9. **NEW BUSINESS**
  - A. **CA 23-775**  
Application by Jackson Hughes for a Certificate of Appropriateness at 300 East McBee Avenue (TM# 0063000600305)
10. Advice and Comment (Not a Public Hearing)
  - A. None
11. Informal Review (Not a Public Hearing)
  - A. None
12. Other Business (Not a Public Hearing)
  - A. Review and Approval of 2024 Meeting Calendar
13. Adjournment

You are invited to review documents relating to these applications before the public meeting. Application materials are posted online at <http://www.greenvillesc.gov/drb>. You may contact the Planning Office at (864) 467-4476 for more information. Application materials are subject to change.

You will have the opportunity to voice your comments at the public meeting. Each speaker is limited to 3 minutes. Repetitive statements should be avoided; individuals sharing similar concerns are encouraged to appoint a spokesperson to represent their group. Alternatively, you may submit written comments to: Planning & Development Office, PO Box 2207, Greenville, SC 29602, by fax at (864) 467-4510, or by email at [planning@greenvillesc.gov](mailto:planning@greenvillesc.gov).

Written comments must be received by 2PM Monday before the meeting in order to be given adequate time for consideration by the Board before the hearing. Comments received after 2PM Monday will be provided to the Board at the hearing. Please reference the application number and include your name and address on all correspondence. All comments will be made part of the public record.

In some cases the applicant may be required, as part of the application process, to hold a neighborhood meeting before the application is heard by the Board. Property owners within 500' of the application site would then be notified by mail. A property owner that directly abuts the proposed project or owners of 20% of parcels within 500' may also request a meeting. Contact the Planning and Development Office for further instructions.'

### **Procedure for Public Comment during Meeting**

1. The Design Review Board chairperson will open the public comment portion of each agenda item after the staff report has been given and any questions related to the report have been addressed. Members of the public wishing to speak should approach the podium as directed by the chairperson.
2. Each member of the public will have 3 minutes to speak on the specific agenda item. When speaking:
  - a. Begin by clearly stating your name and address for the record. Please spell your name if it is prone to be misspelled. The 3-minute timer will start after you provide this information.
  - b. Please do not repeat information already presented by someone else and avoid off-topic statements. Those who wish to share similar concerns are encouraged to appoint a spokesperson to speak on behalf of the group.
  - c. Direct all comments and questions to the chairperson. The chairperson may respond or direct the question to the appropriate party for response.
3. Once all public comment has been provided, the public portion for that specific agenda item will be closed.