



**Town of Davidson
Design Review Board Regular Meeting
Town Hall and Community Center
Community Room 120
251 South Street
Wednesday, January 15, 2025 at 5:30 PM**

I. CALL TO ORDER

II. SILENT ROLL CALL

III. CHANGES TO THE AGENDA

IV. REVIEW/APPROVAL OF MINUTES

a. Meeting Minutes

Summary: Consider approval of the September 18, 2024 Design Review Board meeting minutes.

V. OLD BUSINESS

VI. NEW BUSINESS

VII. INFORMAL FYI REVIEW

a. Davidson College Library Renovation

Summary: The Design Review Board will provide informal feedback on plans for Davidson College library renovations.

VIII. OTHER ITEMS

a. DRB Text Amendments

Summary: Discuss proposed Davidson Planning Ordinance text amendments related to DRB review procedures.

IX. ADJOURN



**Design Review Board
Meeting Minutes
September 18, 2024**

A meeting of the Town of Davidson **Design Review Board** was held in Community Room 120 at Davidson Town Hall, 251 South Street, Davidson, NC 28036.

I. CALL TO ORDER: 5:33 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM:

Members Present signified by ☒:

☒ Andrew Gale	☐ Craig Lewis (Chair)	☐ Brent Zande
☐ Tom Gibbs	☒ Dave Malushizky	☒ Nicole Perri
☒ Rachel Johnson (Vice Chair)	☒ Rusty Miller	☒ Sara Swanson

Town Representatives: Lindsay Laird (DRB Staff Liaison)

III. CHANGES TO THE AGENDA: N/A

IV. REVIEW/APPROVAL OF THE MINUTES:

a. August 21, 2024, Minutes

Motion to recommend approval of minutes:

- **Motion:** Dave Malushizky
- **Second:** Rusty Miller
- **Vote:** 6-0 (Motion Passed)

V. OLD BUSINESS:

a. Summit Farms Roastery Building

Witnesses sworn in by Vice Chair Rachel Johnson:

- Lindsay Laird, Town of Davidson
- Michael LeBlanc, Utile
- Yang Fei, Utile
- Brian Helfrich, Summit
- Nate Sipp, Summit

Staff provided an overview of the project, noting that the DRB informally reviewed the project in June 2023 and June 2024.

The Summit Farms Roastery Building will be located at the corner of Shearer Rd/East Rocky River Rd. The building will house a retail café, commercial kitchen, offices, and coffee roasting operations. Building materials include a concrete base, weathered wood siding, corrugated metal siding, glazing, and corrugated metal roofing.

After discussion, a motion was made to approve building schematic designs as submitted.

- **Motion:** Dave Malushizky
- **Second:** Rusty Miller
- **Vote:** 6-0 (Motion Passed)

VI. NEW BUSINESS: N/A

VII. INFORMAL FYI REVIEWS: N/A

VIII. ADJOURNMENT: The meeting adjourned at 6:11 pm.

APPROVAL OF MEETING MINUTES:

Date: _____ By: _____



DESIGN REVIEW BOARD: PRELIMINARY STAFF REPORT

Date: January 15, 2025
To: Design Review Board
From: Lindsay Laird, Senior Planner
Re: Davidson College Library – Preliminary Review

INTRODUCTION

APPLICANT INFO

- **Project:** Davidson College Library Renovation
- **Location:** 202 D Rd, Davidson, NC 28036 (Parcel ID 00316201)
- **Applicant:** Davidson College
- **Designer:** MSR Design
- **Planning Area(s):** College Campus

PROJECT DESCRIPTION

The existing E.H. Little Library will undergo an interior renovation to improve library services and student/faculty accommodation. The renovation will also see the current fourth floor mechanical penthouse replaced with an addition and occupiable green roof. Facade changes will expand existing glazing on all four elevations to improve sightlines into the building and access to daylight. Building materials include existing brick, existing limestone, painted metal panel at level 4 addition, and aluminum curtain wall systems.

PLANNING STAFF REVIEW - PRELIMINARY

Below is a summary of planning and development standards related to this proposal. Feedback requested is in *red italics*.

A. Planning Area Standards

- **Permitted Uses:** Compliant
- **2.2.14.C Building Types:** Compliant
- **2.2.14.C Height:** Compliant (minimum 2 stories, maximum NA)
- **2.2.14.C Setbacks:** Compliant

B. General Site Design Standards

- **4.3.1.A Pedestrian & Vehicle Access:** Compliant
- **4.3.1.B Building Location & Orientation:** Compliant
- **4.3.1.C Building Height:** Compliant
- **4.3.1.D Fences, Hedges & Garden Walls:** NA

- **4.3.1.E Loading/Service Areas, Mechanical Equipment and Utilities:** Compliant (Loading facilities are not located on a primary façade and will be screened with landscaping)
- **4.3.1.F Encroachments:** Not applicable
- **4.3.1.G Development Plans with Multiple Buildings:** NA
- **4.3.1.H Public Spaces:** NA
- **4.3.2 Guidelines for Development in Existing Buildings:**
 - **Street Frontage:** Compliant
 - **Rhythm of Development Along Street:** Compliant
 - **Building Orientation:** Compliant – no change to building orientation
 - **Front Setback Patterns:** Compliant – no change to setbacks
 - **Building Form:** Compliant
 - **Density:** NA
 - **Building Design:** Compliant

C. General Building Design Standards

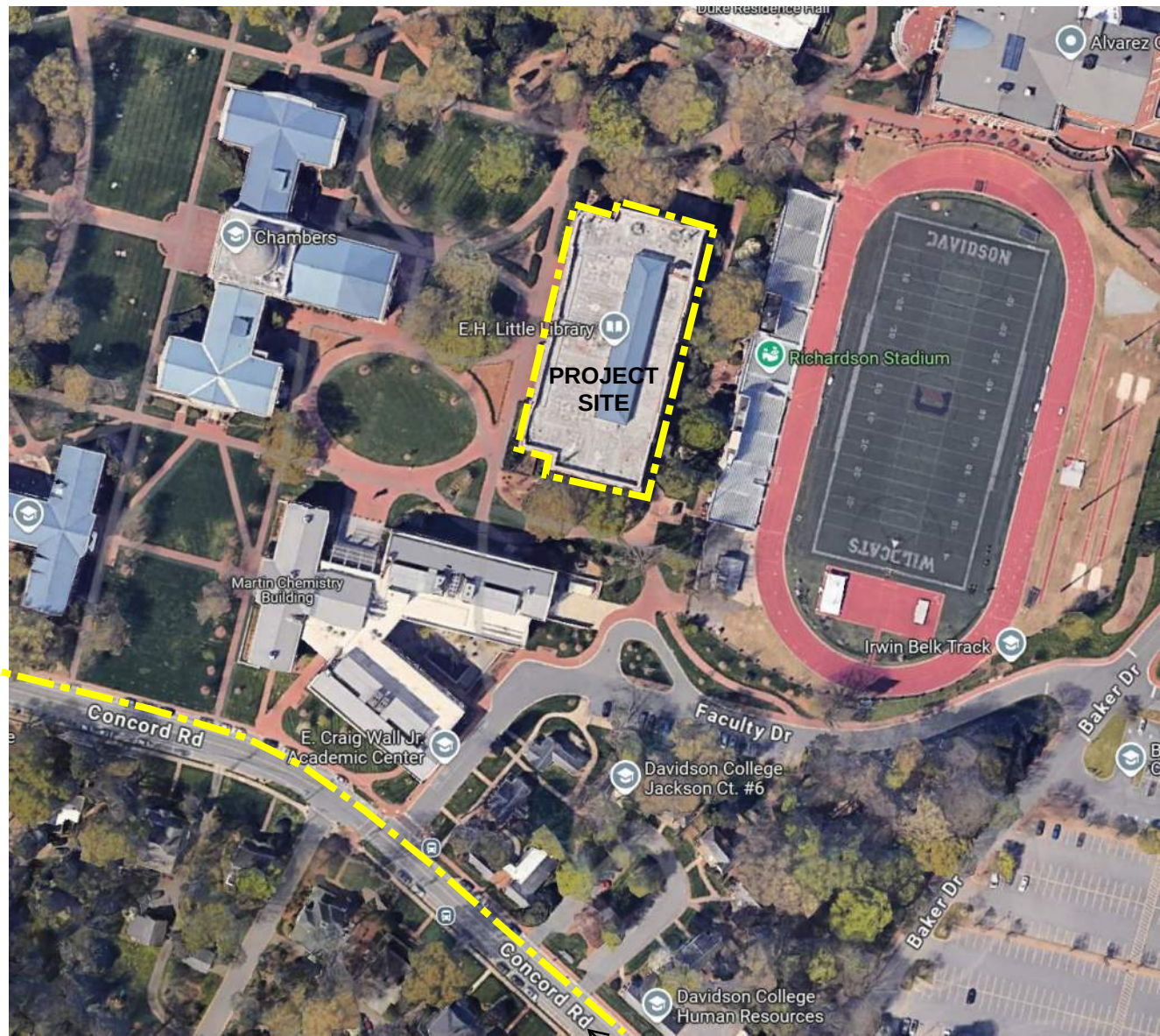
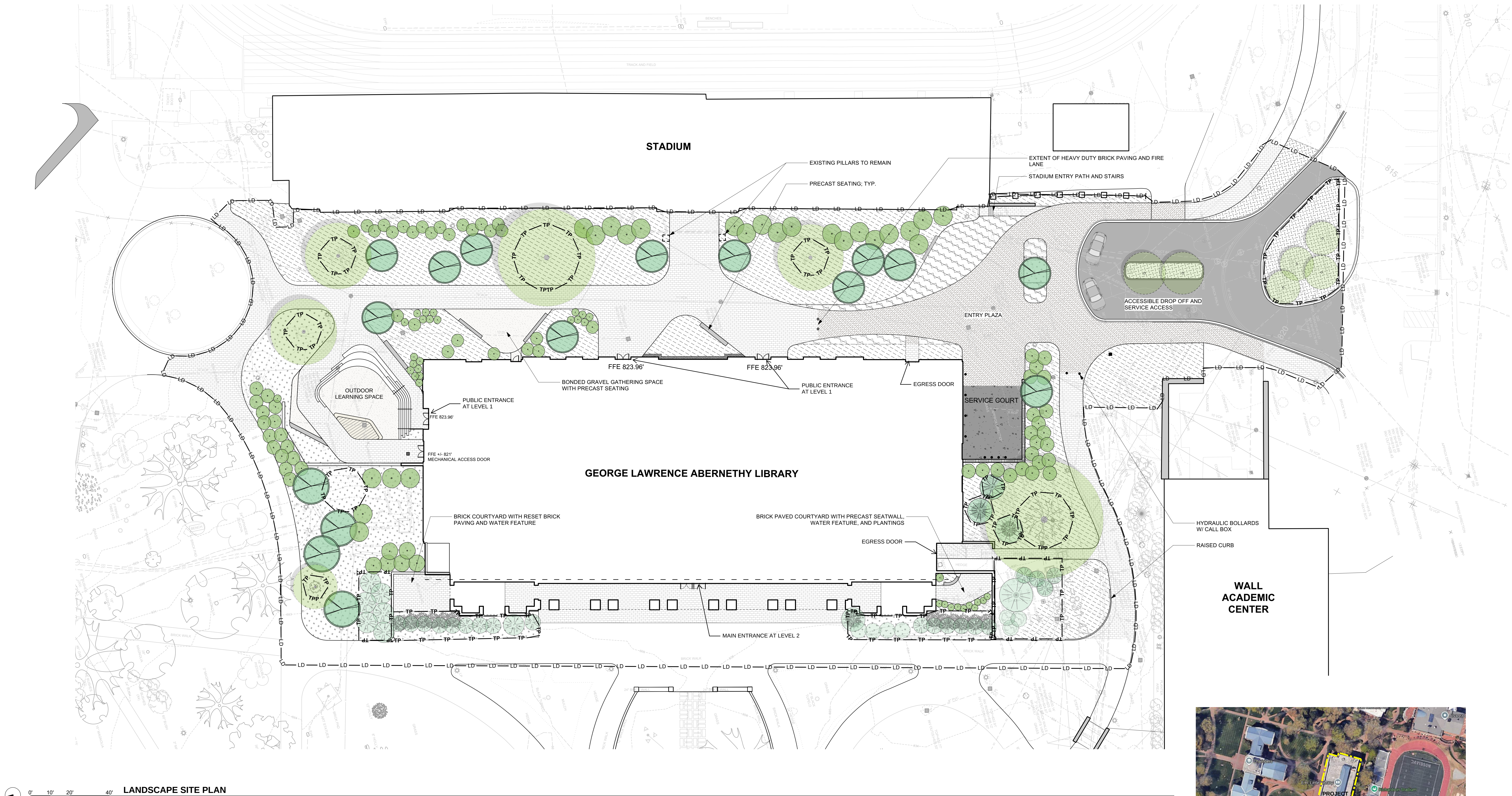
- **4.4.1 General Building Design Standards:** Compliant
- **4.4.1.A Building Height:** Compliant
- **4.4.1.B Form and Massing:** Compliant – no substantial change to form & massing
- **4.4.1.C Façade Articulation:** All building facades visible from a public street have: (1) a recognizable base, distinguished from the body of the building; (2) a recognizable top, occupying the highest portion of the building and distinguished from the body of the building; and (3) large building facades shall be modulated through use of repetitive bays separated by piers or columns, the use of reveals or recesses in the wall itself, placement of window/door openings, or placement of balconies, awnings, canopies, etc.
Provide feedback on whether building facades are adequately articulated with the fourth-floor addition/green roof.
- **4.4.1.D Façade Transparency:** Compliant – Institutional Buildings do not have a minimum transparency requirement
- **4.4.1.E Materials:** Compliant
- **4.4.1.F Architectural Details:** Window and door openings shall be arranged and proportioned so that vertical dimensions dominate horizontal dimensions. Additionally, architectural elements shall be used to establish human scale at the street level and main entrances should be emphasized at street level. Fenestration shall be architecturally related to the style, materials, colors, and details of the building.
Provide feedback on expanded glazing on all four building elevations.

D. Specific Building Type Requirements – Institutional

- **4.5.1 Use Requirements:** Compliant
- **4.5.1.A Scale:** Compliant
- **4.5.1.B Orientation:** Compliant

RESOURCES & ATTACHMENTS

- Davidson Planning Ordinance (DPO): www.townofdavidson.org/planningordinance



LOCATION PLAN

Architecture and Interiors

MSR Design

510 Marquette Avenue South, Suite 200
Minneapolis, MN 55402 | 612.375.0336

Civil Engineering

Dewberry

9300 Harris Corners Parkway, Suite 220
Charlotte, NC 28209 | 703.849.0100

Landscape Architecture

Surface 678

215 Morris Street, Suite 150
Durham, NC 27701 | 919.419.1199

MEPFP, Structural, Technology, CX

Bala Consulting Engineers

443 South Gulph Road
King of Prussia, PA 19406 | 610.649.8000

Lighting Design

The Lighting Practice

123 Broad Street, Unit 2320
Philadelphia, PA 19109 | 215.238.1644

AVIT

Threshold Acoustics, LLC

141 West Jackson Blvd., Suite 2080
Chicago, Illinois 60604 | 312.386.1400

Project No: 2924006

Davidson College George Lawrence Abernethy Library

405 N Main St,
Davidson, NC 28035

Architect Seal

Delete this note before reloading:
verify size of image with state
requirements

Signature

Date

License No

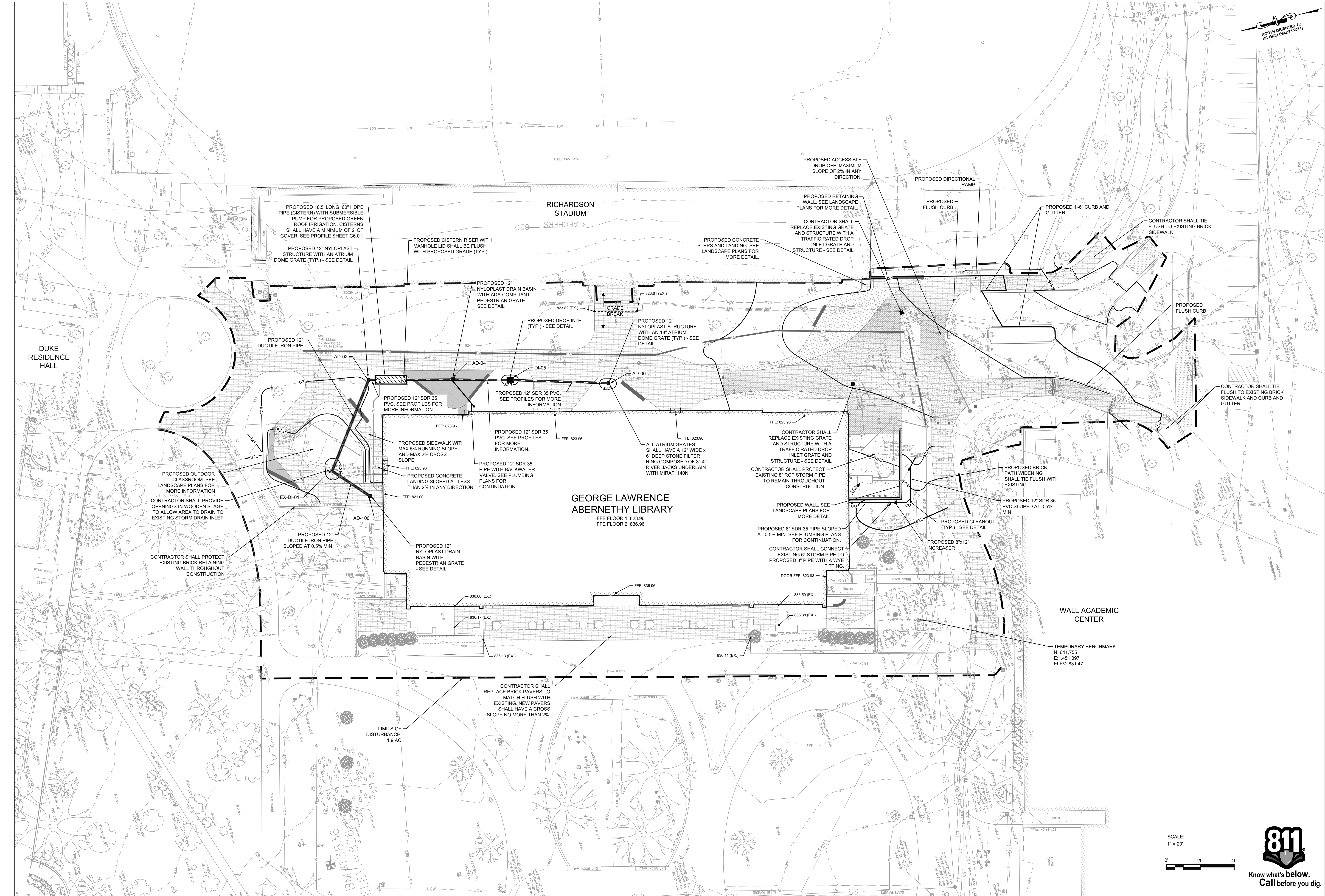
ISSUE / REVISION

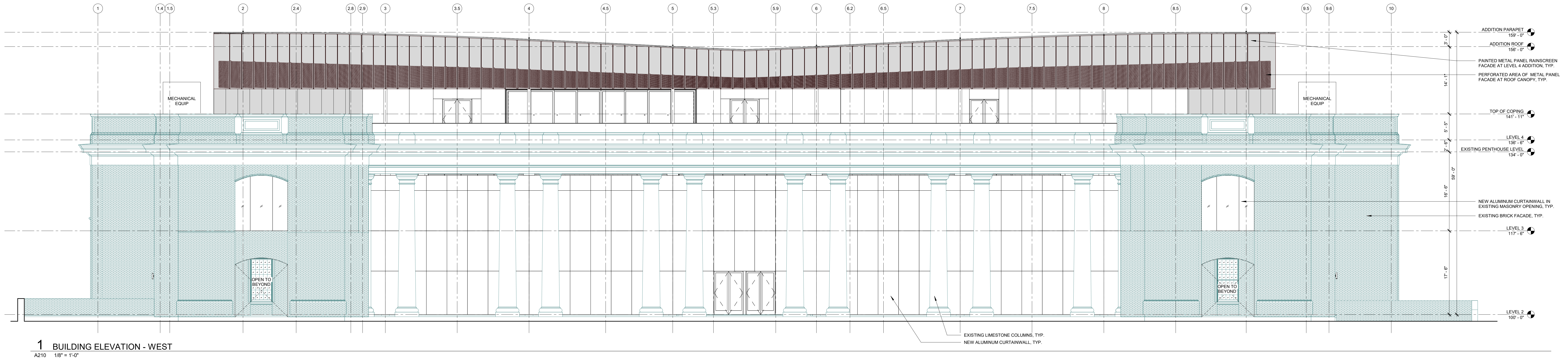
Mark	Date	Description
07/12/2024	12/13/2024	SCHEMATIC DESIGN PRICING SET DESIGN DEVELOPMENT PRICING SET

NOT FOR CONSTRUCTION
Design Development

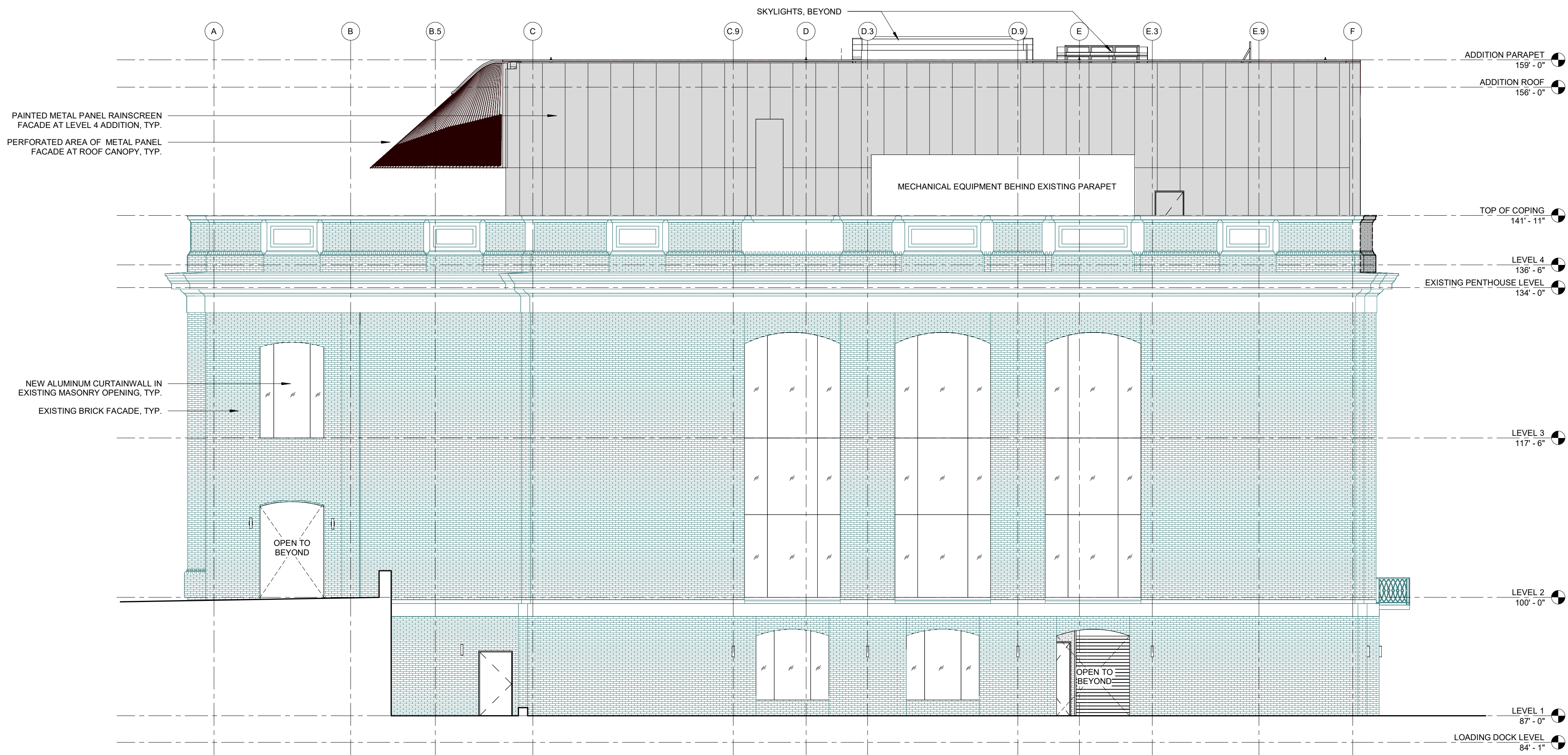
OVERALL SITE PLAN

L101





1 BUILDING ELEVATION - WEST
A210 1/8" = 1'-0"



2 BUILDING ELEVATION - SOUTH
A210 1/8" = 1'-0"



SOUTH ELEVATION - EXISTING



WEST ELEVATION - EXISTING

Davidson College George Lawrence Abernethy Library, 405 N Main St, Davidson, NC 28035, 704.845.1234, www.davidson.edu, Architecture © 2024

Architecture and Interiors

MSRDesign

510 Marquette Avenue South, Suite 200
Minneapolis, MN 55402 | 612.375.0336

Civil Engineering

Dewberry

9300 Morris Corners Parkway, Suite 200
Charlotte, NC 28269 | 703.649.0100

Landscape Architecture

Surface 678

215 Morris Street, Suite 150
Durham, NC 27701 | 919.419.1199

ME/FP, Structural, Technology, CX

Bala Consulting Engineers

1285 Drummer Lane, Suite 200
Wayne, PA 19087 | 610.649.8000

Lighting Design

The Lighting Practice

123 Broad Street, Unit 2300
Philadelphia, PA 19109 | 215.238.1644

AV/IT

Threshold Acoustics, LLC

141 West Jackson Blvd., Suite 2080
Chicago, Illinois 60604 | 312.386.1400

Project No: 2024008

Davidson College George
Lawrence Abernethy Library

405 N Main St
Davidson, NC 28035

Architect Seal

Signature

Date

License No.

ISSUE / REVISION

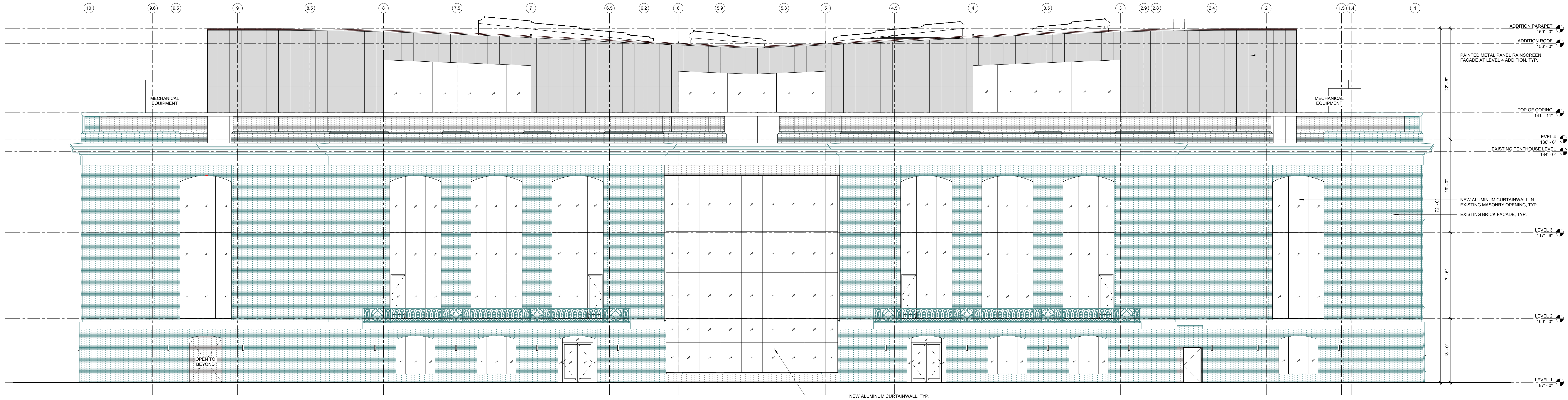
Mark Date Description
2024-07-26 SCHEMATIC DESIGN PRICING SET UPDATE

NOT FOR CONSTRUCTION

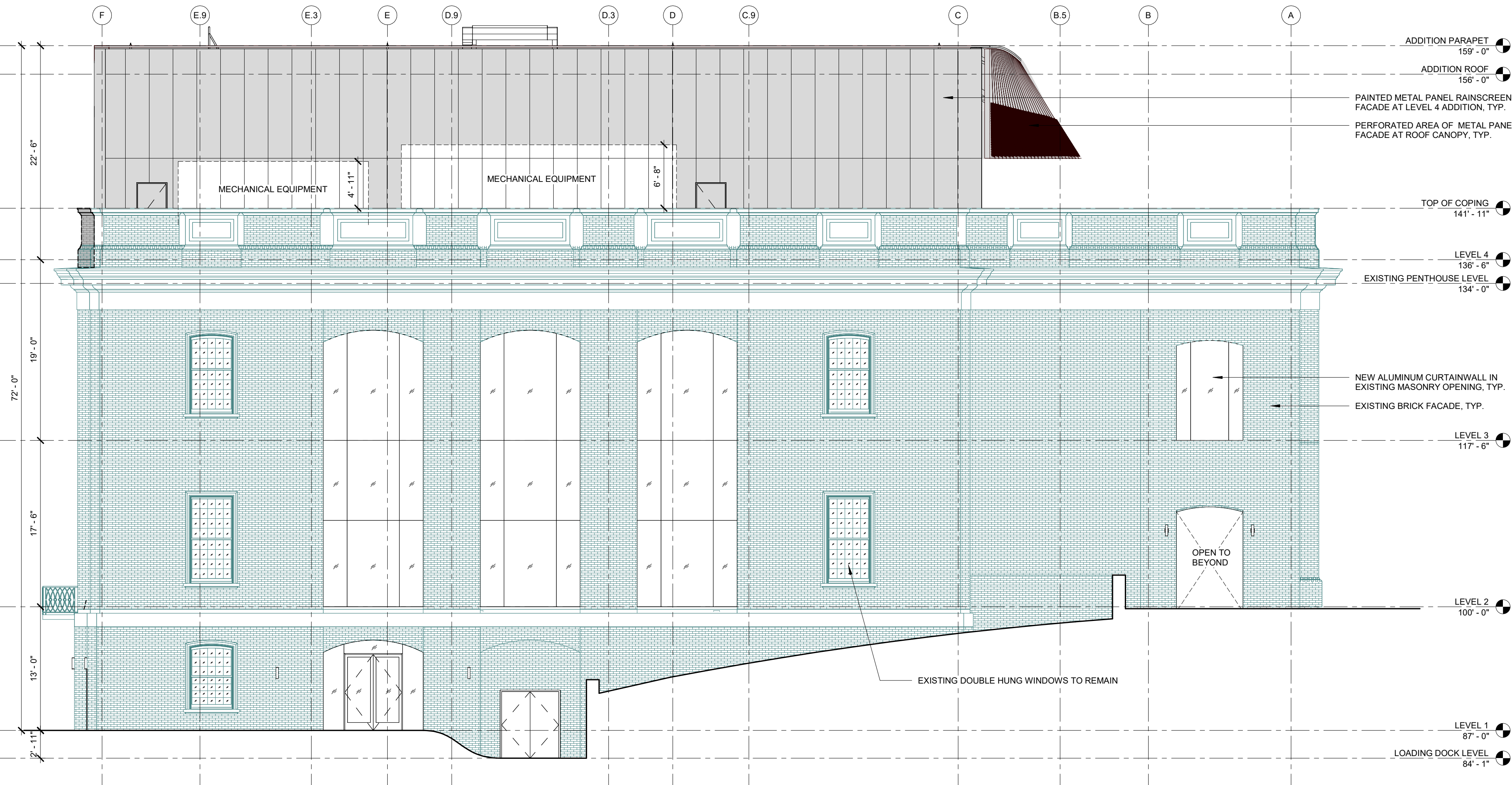
Design Development

BUILDING ELEVATIONS

A210



3 BUILDING ELEVATION - EAST
A211 1/8" = 1'-0"



1 BUILDING ELEVATION - NORTH
A211 1/8" = 1'-0"



EAST ELEVATION - EXISTING



NORTH ELEVATION - EXISTING

Davidson College George Lawrence Abernethy Library
510 Marquette Avenue South, Suite 200
Minneapolis, MN 55402 | 612.375.0336

Architecture and Interiors
MSRDesign

Civil Engineering
Dewberry

Landscape Architecture
Surface 678

ME/FP, Structural, Technology, CX
Bala Consulting Engineers

Lighting Design
The Lighting Practice

AV/IT
Threshold Acoustics, LLC

Project No: 2024008

**Davidson College George
Lawrence Abernethy Library**

405 N Main St
Davidson, NC 28035

Architect Seal

Signature

Date License No.

ISSUE / REVISION

Mark	Date	Description
2024-07-12	2024-07-12	SCHEMATIC DESIGN PRICING SET
2024-07-26	2024-07-26	SCHEMATIC DESIGN PRICING SET UPDATE
2024-12-13	2024-12-13	DESIGN DEVELOPMENT PRICING SET

NOT FOR CONSTRUCTION

Design Development

BUILDING ELEVATIONS

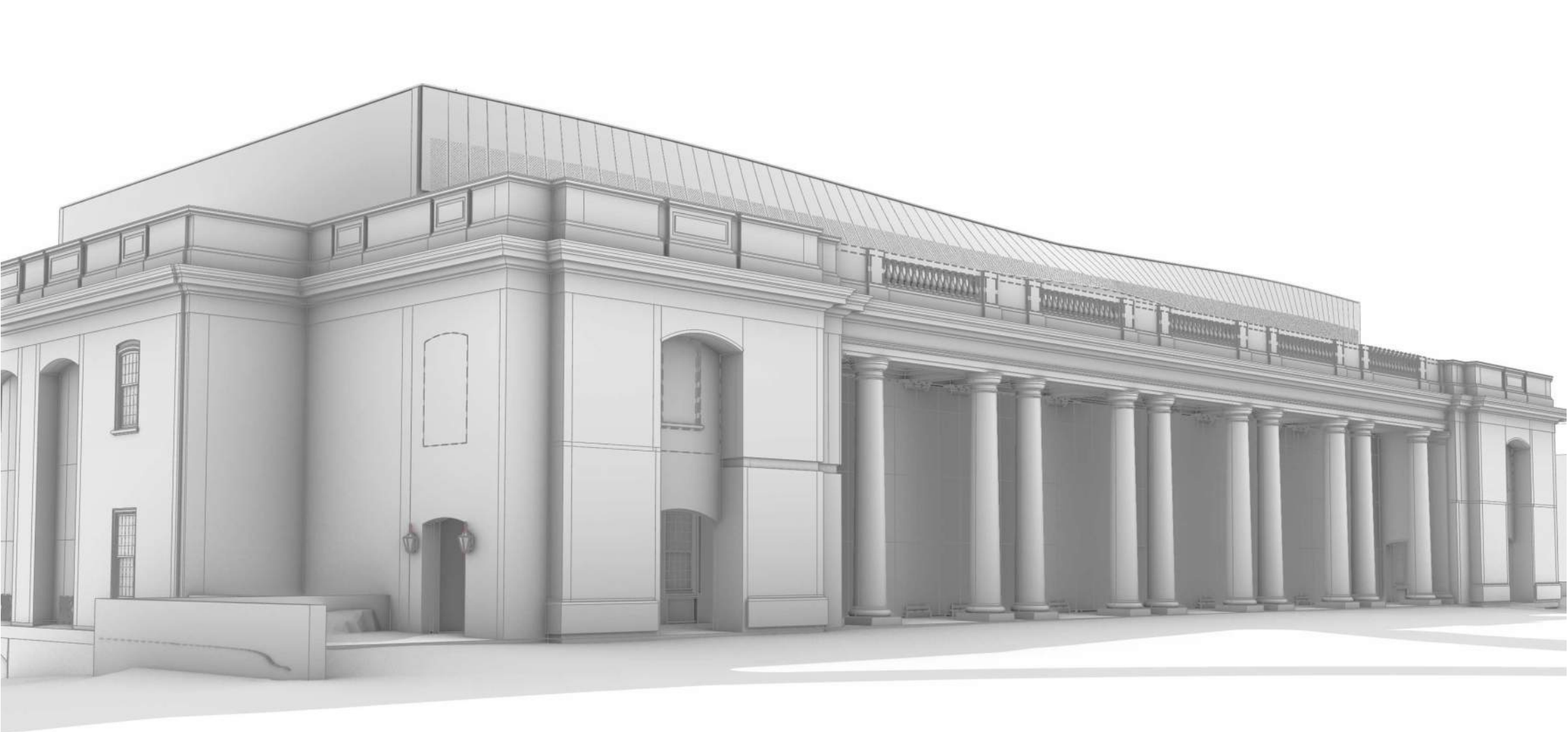
A211



WEST ELEVATION - PROPOSED



WEST APPROACH 1 - EXISTING



WEST APPROACH 1 - PROPOSED



NORTHWEST BIRD'S EYE - PROPOSED LEVEL 4 ADDITION



EAST ELEVATION - PROPOSED



CONCORD RD. VIEW 1



CONCORD RD. 2

Davidson College Library Building, Davidson, NC. Architect: MSRDesign, Inc. 1/23/24. All rights reserved. No part of this document may be reproduced without written permission from MSRDesign, Inc.

Architecture and Interiors

MSRDesign

510 Marquette Avenue South, Suite 200
Minneapolis, MN 55402 | 612.375.0336

Civil Engineering

Dewberry

9300 Morris Corners Parkway, Suite 200
Charlotte, NC 28269 | 703.649.0100

Landscape Architecture

Surface 678

215 Morris Street, Suite 150
Durham, NC 27701 | 919.419.1199

MEP/FP, Structural, Technology, CX

Bala Consulting Engineers

1285 Drummers Lane, Suite 200
Wayne, PA 19087 | 610.649.8000

Lighting Design

The Lighting Practice

725 Broad Street, Unit 2320
Philadelphia, PA 19109 | 215.238.1644

AV/IT

Threshold Acoustics, LLC

141 West Jackson Blvd., Suite 2080
Chicago, Illinois 60604 | 312.396.1400

Project No: 2024008

**Davidson College George
Lawrence Abernethy Library**

405 N Main St
Davidson, NC 28035

Architect Seal

Signature

Date

License No.

ISSUE / REVISION

Mark Date Description

2024-07-26 SCHEMATIC DESIGN PRICING SET UPDATE

NOT FOR CONSTRUCTION

Design Development

**PERSPECTIVE VIEWS OF
PROPOSED NEW WORK**

A212



SCHEDULE OF PROPOSED CHANGES

Date: January 15, 2025

To: Design Review Board

From: Lindsay Laird, Senior Planner

Re: Davidson Planning Ordinance – DRB Schedule of Proposed Changes

TEXT AMENDMENTS

The following is a list of proposed text changes to the Town of Davidson Planning Ordinance (DPO). The listed changes are being undertaken based on best practices for Design Review Boards (DRB) and Historic Preservation Commissions (HPC). Based on research to date, the DRB should no longer be quasi-judicial. Making these changes will help to differentiate the two overlapping boards and prepare both for training planned for early 2025. Proposals are organized by page number.

The Davidson Planning Ordinance is available at www.townofdavidson.org/planningordinance

PROPOSED TEXT CHANGES				
PAGE	SECTION	TITLE	ISSUE	PROPOSED ACTION
SECTION 2 – PLANNING AREAS				
2-5	2.1.4	BUILDING TYPES	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: DR = Permitted with approval of the Design Review Board New Text: DR = Design Review Board recommendation required	
2-85	2.3.5.B	LOCAL HISTORIC DISTRICT OVERLAY	Historic district design standards take precedence over DPO Section 4	Modify text to make clear that historic district design standards take precedence in the local historic district
TEXT CHANGES			Old Text: Standards: Buildings in the local historic district must meet the requirements in Section 4 and the Davidson Historic District	

			Design Standards. If there are conflicts, the stricter regulation takes precedence. New Text: Standards: Buildings in the local historic district must meet the requirements in the Davidson Planning Ordinance and the Davidson Historic District Design Standards. If there are conflicts, the Historic District Design Standards take precedence.	
SECTION 3 – USES WITH ADDITIONAL REQUIREMENTS				
3-4	3.2.9	COLUMBARIUM	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: b. The size of the columbarium site, including benches and walking paths around the columbarium, shall not exceed a total of 2,500 square feet. A columbarium site over 500 square feet shall require Design Review Board approval. New Text: b. The size of the columbarium site, including benches and walking paths around the columbarium, shall not exceed a total of 2,500 square feet. A columbarium site over 500 square feet shall require Design Review Board review and recommendation.	
SECTION 4 – SITE & BUILDING DESIGN STANDARDS				
4-2	4.2	APPLICABILITY & ADMINISTRATION	The DRB is not quasi-judicial and is not a decision-making board.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: The standards in this section shall: - Serve as criteria for the review of the application and decision to approve, deny, or approve with conditions. - Serve as criteria to evaluate the application and prepare an analysis of the application for the appropriate decision-making board. - Serve as the basis for the decision-making bodies’ deliberations. See section 14 for design review procedures.	

			- "Shall" and "Must", when used, denote a design requirement. "Should" and "May" denote a design guideline. - Shall not be applied in any manner prohibited by NC G.S. 160D. New Text: The standards in this section shall: - Serve as criteria for the review of the application and decision to approve, deny, or approve with conditions. - Serve as criteria to evaluate the application and prepare an analysis of the application for the appropriate advisory board. - Serve as the basis for advisory board review and recommendation. See section 14 for design review procedures. - "Shall" and "Must", when used, denote a design requirement. "Should" and "May" denote a design guideline. - Shall not be applied in any manner prohibited by NC G.S. 160D.	
4-11	4.5.1	INSTITUTIONAL BUILDING TYPE	The DRB is not quasi-judicial and should not be issuing "approvals" of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: Institutional buildings are typically used for public or semi-public purposes. These buildings must be designed appropriately to fit within neighborhoods as integral parts of the community. Institutional buildings serve as places of assembly. They have a sense of prominence within their respective neighborhoods. Their uses may include churches, libraries, post offices, and schools. All institutional buildings are subject to the Individual Building process and Design Review Board approval. New Text: Institutional buildings are typically used for public or semi-public purposes. These buildings must be designed appropriately to fit within neighborhoods as integral parts of the community. Institutional buildings serve as places of assembly. They have a sense of prominence within their respective neighborhoods. Their uses may	

			include churches, libraries, post offices, and schools. All institutional buildings are subject to the Individual Building process and require Design Review Board recommendation.	
4-12	4.5.2	DETACHED AND ATTACHED HOUSES BUILDING TYPE	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: Duplexes and all attached houses are subject to the Individual Building Process and Design Review Board approval. New Text: Attached houses are subject to the Individual Building Process and require Design Review Board recommendation.	
4-13	4.5.2.G.1	DETACHED AND ATTACHED HOUSES BUILDING TYPE	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: The entire building must be built to commercial code, which requires Individual Building submittal and Design Review Board approval. New Text: The entire building must be built to commercial code, which requires Individual Building submittal and Design Review Board recommendation.	
4-13	4.5.3	TOWNHOUSE AND LIVE WORK BUILDING TYPES	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: All townhouse and live/work buildings are subject to the Individual Building process and Design Review Board approval.*	

			New Text: All live/work buildings are subject to the Individual Building process and require Design Review Board recommendation.*	
4-14	4.5.4	MIXED VILLAGE BUILDING TYPE	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: All Mixed Village buildings are subject to the Master Plan or Individual Building processes as well as and Design Review Board approval. New Text: All Mixed Village buildings are subject to the Master Plan or Individual Building processes and require Design Review Board recommendation.	
4-15	4.5.5	MULTI-FAMILY BUILDING TYPE	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: All multi-family buildings are subject to the Individual Building process and Design Review Board approval. New Text: All multi-family buildings are subject to the Individual Building process and require Design Review Board recommendation.	
4-15	4.5.6	STOREFRONT BUILDING TYPE	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: All storefront buildings are subject to the Individual Building process and Design Review Board approval. New Text: All storefront buildings are subject to the Individual Building process and require Design Review Board recommendation.	

4-16	4.5.7	WORKPLACE BUILDING TYPE	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: All workplace buildings are subject to the Individual Building process and Design Review Board approval. New Text: All workplace buildings are subject to the Individual Building process and require Design Review Board recommendation.	
SECTION 11 – SIGNS				
11-3	11.3.1.1	SINGLE TENANT BUILDINGS	The DRB is not quasi-judicial and is not a decision-making board.	Modify the text to remove DRB approval of signage.
TEXT CHANGES			Old Text: E. Only one of the total numbers of allowed signs may contain neon. The neon sign area shall not exceed 10 square feet and shall be approved by the Design Review Board. New Text: E. Only one of the total numbers of allowed signs may contain neon. The neon sign area shall not exceed 10 square feet and shall be reviewed by the Design Review Board.	
11-3	11.3.1.2	MULTI-TENANT BUILDINGS	The DRB is not quasi-judicial and is not a decision-making board.	Modify the text to remove DRB approval of signage.
TEXT CHANGES			Old Text: E. Only one of the total numbers of allowed signs may contain neon. The neon sign area shall not exceed 10 square feet and shall be approved by the Design Review Board. New Text: E. Only one of the total numbers of allowed signs may contain neon. The neon sign area shall not exceed 10 square feet and shall be reviewed by the Design Review Board.	

11-6	11.4.1.2.2	WALL SIGN	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to remove DRB approval of signage.
TEXT CHANGES			Old Text: Maximum sign area per facade is five percent of the ground floor facade area on which the sign is located OR 24 square feet, whichever is greater. The Design Review Board must approve all signs greater than 24 square feet. New Text: Maximum sign area per facade is five percent of the ground floor facade area on which the sign is located OR 24 square feet, whichever is greater. The Design Review Board must review all signs greater than 24 square feet.	
11-9	11.4.1.5.2	CANOPY SIGN	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to remove DRB approval of signage.
TEXT CHANGES			Old Text: Maximum sign area is five percent of the ground floor facade area on which the sign is located OR 24 square feet, whichever is greater. The Design Review Board must approve all signs greater than 24 square feet. New Text: Maximum sign area is five percent of the ground floor facade area on which the sign is located OR 24 square feet, whichever is greater. The Design Review Board must review all signs greater than 24 square feet.	
SECTION 13 – BOARDS AND COMMISSIONS				
13-3	13.3.1	AUTHORITY AND RESPONSIBILITY	The DRB is not quasi-judicial and is not a decision-making board.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: A. Design Review Board 1. Review and approve the building schematic design of all individual buildings in approved plans. 2. Propose changes to the design standards in the Planning Ordinance.	

			3. Undertake programs of research, information, education, or analysis relating to any matter under its purview. 4. Provide such recommendations or approvals as required by the Planning Ordinance or as requested by the Board of Commissioners. New Text: A. Design Review Board 1. Review ~~and approve~~ the building schematic design of all individual buildings in approved plans. 2. Propose changes to the design standards in the Planning Ordinance. 3. Undertake programs of research, information, education, or analysis relating to any matter under its purview. 4. Provide such recommendations or approvals as required by the Planning Ordinance or as requested by the Board of Commissioners.	
SECTION 14 – BOARDS AND COMMISSIONS				
14-28	14.12	INDIVIDUAL BUILDING	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: 14.12.9 Design Review Board Approval: The applicant must submit an application to the Design Review Board in accordance with Section 14.13. The project must receive Design Review Board approval in order to proceed to review of the building construction documents. New Text: 14.12.9 Design Review Board ~~Approval~~ Review & Recommendation: The applicant must submit an application to the Design Review Board in accordance with Section 14.13. The Design Review Board shall review and provide a recommendation on the project prior to administrative approval of any construction documents or building permits.	
14-29	14.12	INDIVIDUAL BUILDING	The DRB is not quasi-judicial and should not be issuing	Modify the text to reference DRB

			“approvals” of projects.	recommendation and not approval.
			Old Text: Individual Building Review Process Step 1: Pre-Concept/Site Meeting Step 2: Pre-Submittal Meeting Step 3: Application Step 4: Transportation Impact Analysis (if required) Step 5: Design Review Board Preliminary Review Step 6: Building Schematic Design Review Step 7: Technical Review Step 8: Design Review Board Approval Step 9: Utility Service and Annexation Criteria (USAC decision) Step 10: Site and Landscape Construction Documents Approval Step 11: Building Construction Documents Approval New Text: Individual Building Review Process Step 1: Pre-Concept/Site Meeting Step 2: Pre-Submittal Meeting Step 3: Application Step 4: Transportation Impact Analysis (if required) Step 5: Design Review Board Preliminary Review Step 6: Building Schematic Design Review Step 7: Technical Review Step 8: Design Review Board Review & Recommendation Step 9: Utility Service and Annexation Criteria (USAC decision) Step 10: Site and Landscape Construction Documents Approval	
		TEXT CHANGES		

			Step 11: Building Construction Documents Approval	
14-30	14.13	DESIGN REVIEW	The DRB is not quasi-judicial and should not be issuing “approvals” of projects.	Modify the text to reference DRB recommendation and not approval.
TEXT CHANGES			Old Text: 14.13.4 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 14.16.9. B. The building schematic design, as per Section 14.16.5. C. The landscape schematic design, as per Section 14.16.7. D. The building perspective. This includes perspective views from the street, from the side, and in context with other buildings nearby. 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. The Design Review Board is a quasi-judicial advisory board and shall follow the quasi-judicial procedures as described in Section 14.22 and G.S. 160D. 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.	
			New Text: 14.13.4 Design Review Board Review & Recommendation: The applicant submits the following required materials (as applicable) prior to the Design Review Board meeting.	

	A. The site schematic design, as per Section 14.16.9. B. The building schematic design, as per Section 14.16.5. C. The landscape schematic design, as per Section 14.16.7. D. The building perspective. This includes perspective views from the street, from the side, and in context with other buildings nearby. 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. ~~The Design Review Board is a quasi-judicial advisory board and shall follow the quasi-judicial procedures as described in Section 14.22 and G.S. 160D.~~ 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 recommend approval, approval with conditions, denial, or defer their recommendation on the proposed building design as submitted. Final approval of individual building design is administrative.
--	--



Proposed Design Review Board Text Amendments

Lindsay Laird
Senior Planner
January 15, 2025

www.townofdavidson.org

Quasi-Judicial Procedures

- Boards shall follow quasi-judicial procedures in determining appeals of administrative decisions, special use permits, **certificates of appropriateness**, variances, or any other quasi-judicial decision (NCGS 160D-406)
- Formal hearing similar to a court - process includes:
 - Sworn witnesses
 - Presentation of evidence
 - Deliberation
 - Voting
- Board discretion is limited – must be based on evidence in the record and the standards as required in the ordinance/historic district design standards
- Opinion should not come into play

Jointly Appointed DRB & HPC

DPO 13.3 *Design Review Board/Historic Preservation Commission*

A. Design Review Board (NCGS 160D-304 Appearance Commission):

- Reviews and approves the building schematic design of all individual buildings in approved plans (not in the local historic district)
- Not quasi-judicial per state statute – should be advisory only

B. Historic Preservation Commission (NCGS 160D-303):

- Review and act on proposals for Certificates of Appropriateness in local historic districts
- Explicitly quasi-judicial when reviewing COAs per state statute

DPO & Bylaw Revisions: Design Review Board

- Multiple DPO sections will be revised to remove references to quasi-judicial procedures for DRB, but not HPC
- DRB Bylaws also require revisions
- Changes will make clear that DRB is advisory only (i.e., makes recommendations related to building design – similar to Planning Board recommendations for master plans, etc.)
- Final decision is administrative based on DPO design standards
- Revisions will help differentiate the two overlapping boards

NEXT STEPS

Process: DPO 14.23: Amendments to the Planning Ordinance

- **October 8, 2024:** Board of Commissioners FYI
- **December 2, 2024:** Planning Board FYI
- **January 15, 2025:** Design Review Board FYI
- **January 28, 2025:** Board of Commissioners Public Hearing
- **February 24, 2025:** Planning Board Recommendation
- **March 2025:** Board of Commissioners Decision

DISCUSSION

