



**Town of Davidson
Design Review Board Regular Meeting
Town Hall and Community Center
Community Room 120
251 South Street
Wednesday, March 19, 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: The Design Review Board will consider approval of January 15, 2025 meeting minutes.

V. OLD BUSINESS

VI. NEW BUSINESS

VII. INFORMAL FYI REVIEW

a. 439 S Main Street

Summary: The Design Review Board will review preliminary plans for minor changes to the existing structure at 439 S Main Street.

VIII. OTHER ITEMS

a. Vice Chair Election

Summary: The Design Review Board will elect a member to serve as Vice Chair.

b. Updated Rules of Procedure

Summary: The Design Review Board will review updated rules of procedure before making a recommendation to the Board of Commissioners.

IX. ADJOURN



**Design Review Board
Meeting Minutes
January 15, 2025**

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: 5:31 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM:

Members Present signified by :

<input checked="" type="checkbox"/> Andrew Gale	<input checked="" type="checkbox"/> Dave Malushizky	<input type="checkbox"/> Brent Zande
<input checked="" type="checkbox"/> Tom Gibbs	<input checked="" type="checkbox"/> Rusty Miller	
<input checked="" type="checkbox"/> Rachel Johnson (Chair)	<input type="checkbox"/> Nicole Perri	

Town Representatives: Lindsay Laird, Senior Planner & Karen Wolter, Town Attorney

III. CHANGES TO THE AGENDA: N/A

IV. REVIEW/APPROVAL OF THE MINUTES:

a. September 18, 2024, Minutes

Motion to recommend approval of minutes:

- **Motion:** Rusty Miller
- **Second:** Andrew Gale
- **Vote:** 5-0 (Motion Passed)

V. OLD BUSINESS: N/A

VI. NEW BUSINESS: N/A

VII. INFORMAL FYI REVIEWS:

a. Davidson College Library Renovation

Project architects from MSR Design gave an overview of the project. The existing E.H. Little Library will undergo interior renovations 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. DRB members provided informal feedback on the proposed design.

VIII. OTHER ITEMS:

a. Design Review Board Text Amendments

Lindsay Laird presented proposed text amendments that remove reference to quasi-judicial procedures from Design Review Board processes. Making these changes help to differentiate the Design Review Board from the Historic Preservation Commission, which is explicitly quasi-judicial when reviewing Certificates of Appropriateness.

IX. ADJOURNMENT: The meeting adjourned at 6:17 pm.

APPROVAL OF MEETING MINUTES:

Date: _____ By: _____



DESIGN REVIEW BOARD: PRELIMINARY STAFF REPORT

Date: March 19, 2025
To: Design Review Board
From: Lindsay Laird, Senior Planner
Re: 439 S Main Street – Preliminary Review

INTRODUCTION

APPLICANT INFO

- **Project:** 439 S Main Street
- **Location:** 439 S Main St, Davidson, NC 28036 (Parcel ID 00701820)
- **Applicant:** Jeff Watson, Oyster Holdings LLC
- **Designer:** Robert Johnson Architects
- **Planning Area(s):** Village Center & Retail Frontage Overlay

PROJECT DESCRIPTION

The applicant proposes to renovate the existing structure at 439 S Main St to allow for retail use(s). Plans include a new ADA ramp at the front porch entrance, new metal roofing, and updated paint. Plans also include upgraded parking and landscaping adjacent to the existing buildings.

EXISTING CONDITIONS



Figure 1. 439 S Main St - Right Side Facade



Figure 2. 439 S Main St - Front Facade

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

- **2.2.1.B Permitted Uses:** Compliant
- **2.2.1.C Building Types:** Compliant – only minor changes to existing structure
- **2.2.1.C Height:** Compliant – no change
- **2.2.1.D Setbacks:** Compliant – no change

B. General Site Design Standards

- **4.3.1.A Pedestrian & Vehicle Access:** *The primary pedestrian entry to all storefront buildings and access to first floor retail shall face a fronting, primary street. There shall be a connecting walkway from the primary entry to the street. The ADA ramp should connect to the primary sidewalk along Main Street in some way.*
- **4.3.1.B Building Location & Orientation:** Compliant
- **4.3.1.C Building Height:** Compliant – no change
- **4.3.1.D Fences, Hedges & Garden Walls:** NA
- **4.3.1.E Loading/Service Areas, Mechanical Equipment and Utilities:** *Confirm any new mechanical units will be adequately screened*
- **4.3.1.F Encroachments:** NA
- **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:** *Provide feedback on whether building updates adequately articulate facades*
 - **4.4.1.D Façade Transparency:** Compliant – no change to existing building transparency
 - **4.4.1.E Materials:** Compliant
 - **4.4.1.F Architectural Details:** *Provide feedback on architectural details*
- D. Specific Building Type Requirements – Storefront**
 - **4.5.6.A Use Requirements:** Compliant
 - **4.5.6.B Transparency:** Compliant – no change to existing building transparency
 - **4.5.6.C First Floor Height:** Compliant – no change to existing first-floor height
 - **4.5.6.D Vertical proportions:** Compliant – no change to existing building proportions
 - **4.5.6.E Pedestrian-Oriented Uses:** Compliant
 - **4.5.6.F Large Building - Entrances from Each Street:** NA
 - **4.5.6.G Distinguish Major Entrances from Secondary Entrances:** Compliant
 - **4.5.6.H Principal Entrance Shall Front Primary Street:** Compliant
 - **4.5.6.I Secondary Entrances Off Rear Parking Areas:** Compliant

RESOURCES & ATTACHMENTS

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

439 S MAIN

SITE PLAN / FLOOR PLAN / EXTERIOR RENDERINGS

RJA PROJECT #2504



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SITE DATA

TOTAL SITE AREA +/- 0.22 AC

ZONING DATA VCE

MINIMUM LOT AREA: N/A
MINIMUM LOT WIDTH: N/A
FRONT SETBACK: N/A
SIDE SETBACK: N/A
REAR SETBACK: N/A
MAXIMUM BUILDING HEIGHT: 3-4 STORIES

*** SUBJECT TO CHANGE

BUILDING DATA

RETAIL AREA CALCULATIONS

BLDG. DES.	LEVEL 1	LEVEL 2	LEVEL 3
EXISTING BLDG.	1,200 SF		

TOTALS 1,200 SF

TOTAL AREA 1,200 SF

PARKING DATA

TYPE:
2 SPACES / 1000 SF
= 3 SPACES REQUIRED

TOTAL SPACES SHOWN:

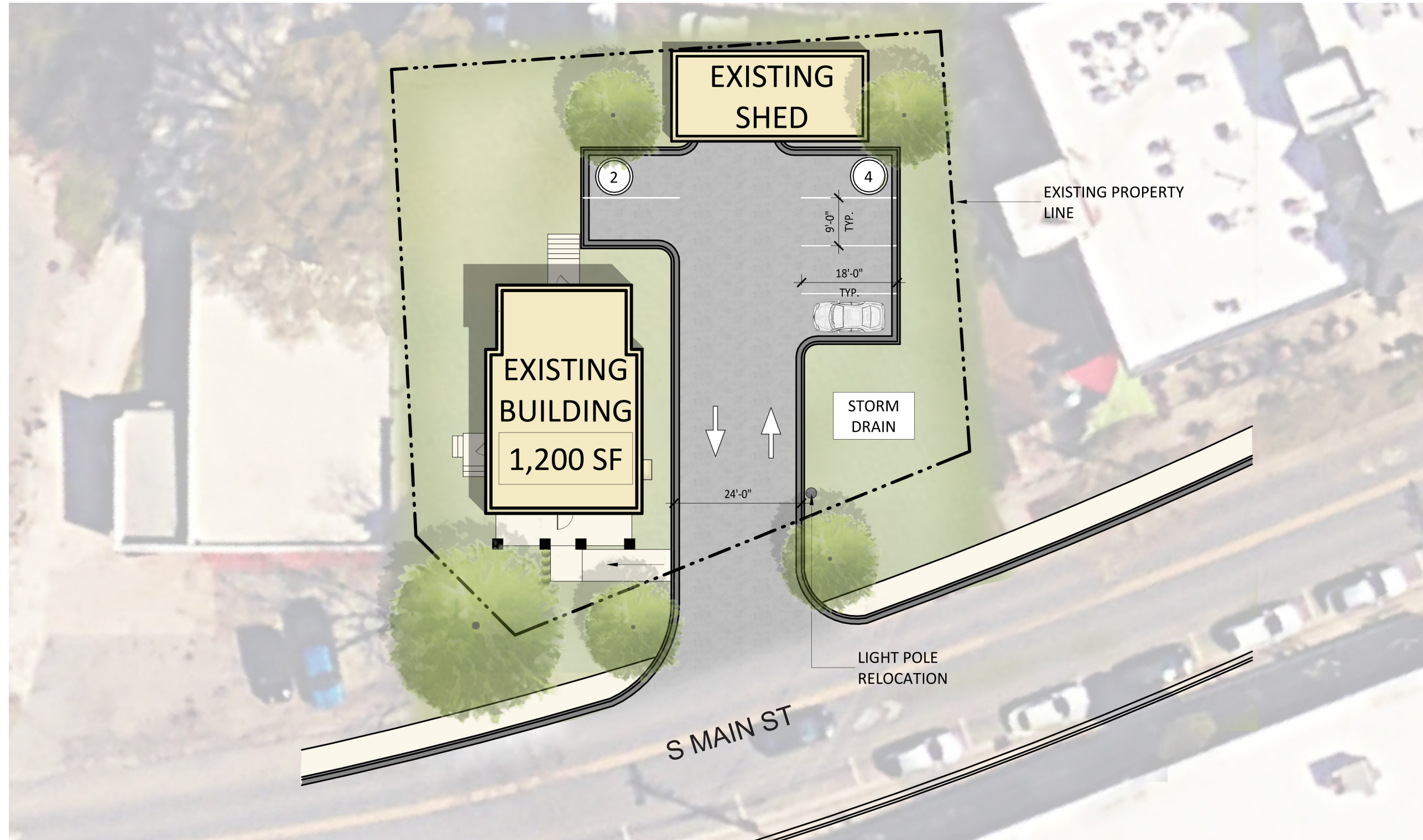
6 SPACES PROVIDED

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439 S MAIN - SITE PLAN

DAVIDSON, NC - 02/10/2025 - RJA Project #2504 - SCALE 1" = 20'-0"



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439 S MAIN - EXTERIOR RENDERINGS

DAVIDSON, NC - 02/10/2025 - RJA Project #2504

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**TOWN OF DAVIDSON
DESIGN REVIEW BOARD
RULES OF PROCEDURE**

**ARTICLE I
DAVIDSON DESIGN REVIEW BOARD**

- 1.1 **BOARD:** The official name of this Board shall be the Town of Davidson Design Review Board which shall herein be referred to as the Board.

**ARTICLE II
AUTHORITY AND RESPONSIBILITY**

- 2.1 **PURPOSE:** The Board shall have the following duties and responsibilities:
- a. Review the building schematic design of all individual buildings in approved plans.
 - b. Propose changes to the design standards in the Planning Ordinance.
 - c. Undertake programs of research, information, education, or analysis relating to any matters under its purview.
 - d. Provide such recommendations or approvals as required by the Planning Ordinance or as requested by the Board of Commissioners.

**ARTICLE III
MEMBERSHIP**

- 3.1 **COMPOSITION:** In accordance with G.S. 160D-304, the Design Review Board shall consist of a total of no fewer than seven members and no more than fifteen members. The number of members shall be determined by the Board of Commissioners. The number of members who reside in the Extra-territorial Jurisdiction Area (ETJ) shall be determined by the Board of Commissioners in accordance with G.S. 160D-307 and applicable state statutes.
- 3.2 **APPOINTMENTS:**
- a. All members shall be appointed by the Board of Commissioners according to their Rules of Procedure.
 - b. Where possible, the Board of Commissioners shall appoint to a majority of the Board those residents who have had special training or experience in a design field, such as architecture, landscape design, horticulture, city planning, or a related field.
- 3.3 **TERMS:**
- a. General: The term of office shall be three years, although initial appointments shall be made for one, two and three years so the terms may be staggered. Members may be re-appointed for subsequent terms. All mid-term vacancies

will be appointed according to the Board of Commissioners' Rules of Procedure.

- b. Limits: Persons serving two (2) consecutive three (3) year terms or six (6) total consecutive years shall be ineligible for consideration for reappointment. Time served in midterm appointments are not counted in the six consecutive total years. That person would be eligible to reapply following a one (1) year absence from serving. The Board of Commissioners shall have discretion to waive term limits for a particular position on an advisory board or commission.

3.4 **ATTENDANCE:**

- a. Notice: A member who will be unable to attend a regular meeting of the Board must contact the Chair and staff liaison at least 24 hours before the scheduled meeting. Earlier notification is encouraged.
- b. Record: Attendance shall be recorded as Present, Excused Absence (either 24-hour notice or emergency notice), or Unexcused Absence.
- c. Forfeiture: For reasons other than excused absences, sickness, or other granted leaves of absence, if any member of the Board attends fewer than 75% of the regular and special meetings held by the board during any twelve (12) month period, the member may be asked by the Chair in consultation with the Planning Director to forfeit their membership on the Board. If asked, the member must relinquish the position.

**ARTICLE IV
OFFICERS & STAFF**

4.1 **OFFICERS:**

- a. Chair: The Chair shall be appointed by the Board of Commissioners for a one (1) year term and may be re-appointed for subsequent terms. The Chair shall preside at all meetings of the Board, appoint all standing Committees, and have all the duties normally conferred on such an office. The Chair is a voting member of the Board.
- b. Vice-Chair: A Vice-Chair shall be elected by a majority of the Board for a one (1) year term and may be re-elected for subsequent terms. The Vice-Chair shall serve in the absence of the Chair. If both the Chair and the Vice-Chair are absent, another member designated by vote of the Board members present shall preside.

- 4.2 **GENERAL DUTIES OF STAFF:** The Planning Director or his/her designee(s) shall serve as staff to the Board and shall keep the minutes and records of the Board, prepare the agenda for regular and special meetings, provide notice of meetings, attend to correspondence of the Board and provide technical assistance to the Board in accordance with Article II.

ARTICLE V MEETINGS

5.1 MEETINGS:

- a. Regular: Regular meetings of the Board shall be held once a month at a regular date and time determined by the Board from time to time.
- b. Special: Special meetings may be called only by the Chair or Vice Chair provided that at least forty-eight (48) hours notice of time of such a meeting shall be given to each member by the staff.
- c. Adjourned or Continued: The Board may adjourn to a regular meeting or continue a meeting to a specified date and time without further notice to members of the public being required.
- d. Cancellation: Whenever there is no business for a meeting of the Board, the Chair, in consultation with the Planning Director or designee, may cancel a regular meeting by giving notice to all members not less than 48 hours prior to the time of the scheduled meeting.
- e. Social Gatherings: Genuine social gatherings of a majority of the Board are, by law, exempt from constituting an official meeting unless called or held to evade the spirit and purposes of the North Carolina Open Meetings Law (G.S. 143-318.9 et seq.).

5.2 QUORUM: A majority of the voting members of the Board present in person or by two-way verbal communication shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting shall be counted as present for the purpose of determining whether or not a quorum is present provided that more than one-third (1/3) of the voting members must be present and voting for there to be a quorum. A quorum must be present before any business is transacted.

5.3 AUXILIARY RULES: Unless otherwise stated herein, the Board shall conduct its meeting in accordance with the provisions of Rules 7, 8, 10, 11, 12, 14, 15, 16, 17, 18, and 19 of the Suggested Rules of Procedure for Small Local Government Board published by the UNC School of Government with specific reference to. The Chair, subject to these rules, shall decide all points of procedure unless otherwise directed by a majority of the Board in session at the time.

ARTICLE VI ORDER OF BUSINESS

6.1 AGENDA:

- a. Program: Items of business at the regular meeting shall appear on the agenda. The agenda shall be set by the Chair in coordination with the Planning Director or designee; any changes to the agenda shall be made by the Chair.

Items on the agenda shall have been presented to the Planning Director or his/her designee at least three weeks prior to the regular meeting.

- b. **Order of Business:** The general order of business shall be as follows:
 - 1. Roll Call and Determination of Quorum
 - 2. Approval of Minutes
 - 3. Old Business
 - 4. New Business
 - 5. Informal Preliminary Reviews
 - 6. Other Items
 - 7. Adjournment

- 6.2 **ORDER OF REVIEW:** The order of business for review and consideration of official applications and other matters before the Board shall be as follows:
 - a. Presentation by Staff
 - b. Presentation by Applicant
 - c. Other interested persons wishing to speak will be given reasonable time to provide comments that are not repetitive, as allowed by the Board
 - d. The Board may question the applicant, other persons providing comments, and the Board staff member(s)
 - e. The Board will craft a motion to recommend Approval, Approval with Conditions, Continuation, or Denial
 - f. A final vote by the Board will end the review

- 6.3 **OPTIONAL PRELIMINARY REVIEW:** Applicants of larger or complex projects may submit a written request to DRB staff to present preliminary plans to the Board to obtain high-level feedback about the proposed project. Preliminary reviews of projects will be scheduled as time allows in the regular meeting agenda. Applicants are eligible to request, attend, and participate in a preliminary review provided that a formal DRB application has not been submitted. A quorum is not required to hold a preliminary review.

ARTICLE VII CONFLICTS OF INTEREST

- 7.1 **DEFINITION:** Conflicts of interest shall include, but are not limited to, (a) a close familial, business or other associational relationship with a person affected by the matter before the Board, or (b) a financial interest in the outcome of the matter.

- 7.2 **DECLARATION:** As business items are introduced, the Chair will ask members to announce any conflicts of interest. When a member believes that he or she has a conflict of interest related to a specific matter, he or she shall declare it prior to any consideration of the matter. The member shall state the nature of the conflict to the Board, and the Board shall take action by a majority vote in determining whether or not to excuse the member from participation during consideration of and voting on that matter.

- 7.3 **RECUSAL:** The excuse of a member due to a conflict of interest shall not constitute an absence in accordance with Section 3.4 and shall not affect the determination that a quorum is present.
- 7.4 **PARTICIPATION:** An excused member may remain in the meeting room, but shall not participate in the discussion of, and shall not vote on, the matter. An excused member may participate as a non-Board member in the presentation of matters for review by the Board.

ARTICLE VIII SUBMISSION REQUIREMENTS

- 8.1 **ACTIONS:** A property owner must sign a Design Review Board application.
- 8.2 **STAFF CONSULTATION:** Applicants must consult with staff prior to submission of materials outlined in Section 8.3. Applicants are encouraged to go before the Board for a preliminary review prior to submitting a formal application.
- 8.3 **SUBMISSION MATERIALS:** The following materials shall constitute a complete Design Review Board application. The applicant shall be responsible for providing all necessary materials to meet the requirements of this section.
- a. All drawings must be to scale with dimensions from legal boundaries and clear, legible details. Drawings and supporting documentation should be submitted electronically, preferably in PDF format.
 - b. Photographs of the surrounding context, project site and all elevations of existing structure(s).
 - c. The site schematic design in accordance with Davidson Planning Ordinance (DPO) Section 14 (if applicable).
 - d. The building schematic design in accordance with DPO Section 14.
 - e. The landscape schematic design in accordance with DPO Section 14 (if applicable).
 - f. Building perspectives
 - g. Building materials/colors for roofing, siding, doors, and windows, etc.

ARTICLE IX ACTION BY BOARD

- 9.1 **ACTIONS:** All actions of the Board shall be in the form of a motion, duly seconded, and voted upon by all members present. If no quorum is present, the only motion permitted is a motion to adjourn, including a motion to adjourn to a specified date and time which may be other than the regular meeting date and time.

9.2 VOTING:

- a. Affirmative votes from a majority of the members present and voting shall be required to adopt any motion.
- b. Voting shall be done by a show of hands or by some audible means if attending from a remote location through an audio/video method.

9.3 RECOMMENDATIONS:

- a. All recommendations by the Board shall be in accordance with the design standards set out in the Davidson Planning Ordinance, provided that the Board may make interpretations of the design regulations as necessary in performing its duties and responsibilities.
- b. All recommendations by the Board shall be made no later than the third meeting in which there is substantive discussion of the matter (i.e. not including the preliminary review meeting, if any, in which an applicant is introduced to the review process and design regulations).
- c. If the Board recommends denial of a project, a new application affecting the same property may be submitted, provided a substantial change is proposed in the plans or the applicant waits at least one (1) year to resubmit the application.

**ARTICLE X
ADOPTION & AMENDMENT**

- 10.1 These Rules of Procedure shall be adopted and amended from time to time by the Board of Commissioners with recommendation from the Board.