



City of Statesboro
Department of Planning and Development Memorandum

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Statesboro Planning Commission

June 2, 2015

5:00 P.M.

City Hall Council Chamber

Meeting Agenda

I. Call to Order

II. Motion to Approve Order of the Meeting Agenda

III. Approval of Minutes

- 1) May 5, 2015 Meeting Minutes

IV. New Business

- 1) **DESIGN STANDARDS FOR THE DOWNTOWN STATESBORO INCENTIVE DISTRICT**
- 2) **REVISED 2015 PC MEETING SCHEDULE**

V. Announcements

VI. Adjourn

STATESBORO PLANNING COMMISSION

May 5, 2015

5:00 P.M.

City Hall Council Chambers

Meeting Minutes

Present: Planning Commission Members: Rev. E. Charles Lee, Rick Barr, Nick Propps, April Stafford and David McLendon. City of Statesboro Staff: Director of Planning and Development Mandi Cody and Development Clerk Candra Teshome.

Absent: R. Jeremy Ragan and Holmes Ramsey

I. Call to Order

Commissioner Propps called the meeting to order at 5:05 P.M.

II. Motion to Accept the Modified Agenda

Commissioner Propps made a motion to approve the modified meeting agenda; seconded by Commissioner McLendon. Motion carried 5 to 0.

III. Approval of Meeting Minutes

Motion made by Commissioner Propps; seconded by Commissioner McLendon to approve revised minutes for the March 10, 2015 meeting. Motion carried 5 to 0.

IV. New Business

1. **APPLICATION # V 15-04-01**: The Jones Company requests a variance from Article X of the Statesboro Zoning Ordinance to reduce the rear setback from the required 25' to 10' in order to meet Georgia Department of Transportation (GDOT) front yard entrance requirements for the property located at 530 Fair Road.

Mandi Cody presented the City's staff report. Attorney Stephen T. Rushing spoke on behalf of the applicant. Mr. Rushing requested modification with conditions with conditions 2 (c), (b) and (d); 4 (a) and (b) and the second sentence of 9 (driveway access). Mr. Rushing requested that these items either be revised or removed from staff recommendations. After some discussion, the commission chose to delete 2 (a), (b) and (d), due to irrelevance to the project, strike item 4 with clarification added and delete the second sentence of item 9.

Commissioner Stafford made a motion to approve the request with the applicants modified conditions; Commissioner Barr seconded the motion. The motion carried 5 to 0.

2. **APPLICATION # RZ 15-03-04:** The applicant is requesting a zoning map amendment for a .81 acre lot located at 335 Proctor Street. The applicant requests a rezone to CR (Commercial Retail) zoning district. The subject site is currently split zoned; the south portion of the lot that fronts Proctor Street and Morris Street is zoned CR (Commercial Retail); the north portion of the lot that fronts Morris Street is zoned R-15 (Single-Family Residential). The applicant would like to utilize the subject site as a funeral home. As funeral homes are not permissible uses within residential zones, the applicant requests the entire lot to be zoned CR (Commercial Retail) (Tax Parcel Number S03 000018 000).

Mandi Cody presented the rezone request to the Planning Commission. She then answered questions from the Commissioners and explained that the Department of Planning and Development had received resident comments in opposition to the proposed concept plan of building a funeral home in this location.

Five residents of the neighborhood and a representative of Habitat for Humanity spoke in opposition of the request at the meeting. In addition, eighteen members of the community signed a petition, presented by Ms. Annie Bellinger, in opposition to the proposal. The applicant was not present. Members of the community expressed their concern about the likelihood that an increase in traffic, brought on by the proposed rezone, would cause a decline in quality of life and endanger the community's youth.

Commissioner Barr made a motion to recommend denial of the requested rezone application number RZ 15-03-04. Commissioner Stafford seconded the motion and it carried 5 to 0.

V. Announcements

Mandi Cody introduced the Department of Planning & Development's new Development Clerk, Candra Teshome.

VI. Adjourn

Motion was made to adjourn the meeting at 6:17 P.M. by Commissioner Propps. Commissioner Barr seconded the motion and it carried 5-0.

Chair – Nick Propps

Secretary – Mandi Cody
Director of Planning and Development

Article XXX: Design Standards: Downtown Incentive District

Section 3000. Declaration of legislative intent.

It is hereby declared to be the intent of this article to establish design and development standards for the Downtown Incentive District, herein after called the "District." The purpose of this Article is to foster and strengthen economic vitality in the City's District while respecting and enhancing the special character of the existing development in the area.

The District is a compact assembly of storefront buildings, short walkable blocks, mixed uses, pedestrian amenities, and consolidated on- and off-street parking as well as single family residences, medium density residential developments, and an assortment of residences turned boutique commercial uses.

The District is especially vulnerable to intrusion from incompatible uses and physical development practices. The District is so important and significant to the city, that it justifies a special set of regulations designed to protect and enhance its character in light of new development. The potential to impact existing development is much less in other areas of the community than in the downtown core area, and hence the regulations outside the District area do not merit the same protection.

The purpose of this Article is to establish requirements for building and site design for new developments and for the significant modification of existing developments within the District. This Article is intended to protect the existing character of the downtown and encourage orderly development in accordance with the comprehensive plan for the City of Statesboro and the Downtown Statesboro Master Plan.

The following principles serve as the foundation for the Article:

- (a) Efficient use of land and services.
- (b) A mix of land uses which strengthen opportunities for economic vitality and support pedestrian activity as well as housing opportunities.
- (c) Provide for community gathering places and pedestrian/visitor amenities.
- (d) Maintain and expand a distinct storefront character for commercial properties associated with the District, specifically two to four story tall buildings, rectangular in mass with traditional design features.
- (e) Provide transitions to adjacent neighborhoods and commercial areas.
- (f) Maintain and enhance the area's character through design standards.
- (g) Protect the character of existing residential neighborhoods within the District; and
- (h) Promote compatibility between residential and nonresidential adjacent and nearby uses.

Section 3001. Boundaries.

The boundaries of the District shall be approved by the Statesboro City Council and incorporated into the Official Zoning Map for the City of Statesboro. A copy of the Downtown Incentive District boundaries is attached hereto and incorporated herein by reference.

Section 3002. Use Regulations.

- A. A building may be erected, altered, or used, and a lot may be used or occupied for any reason permissible by right within the underlying zoning district for the property within the District.
- B. Any alteration, change, or modification to any structure or site within the District which exceeds 50% of the fair market value of the structure or site as determined by the Bulloch County Tax Assessor is subject to the requirements of this Article.
- C. This Article shall not apply to routine maintenance, and repair of a structure or site. However; changes to exterior colors shall comply with this article.
- D. Outdoor storage or equipment, materials, or inventory is not permitted except during construction.
- E. Chain link and barbed wire fences are prohibited within the District.

Section 3003. Historic Buildings or Property.

- A. A Historic District is a geographically definable area, which possesses a significant concentration, continuity or linkage of buildings, sites, structures or objects aesthetically united by plan, physical development or past events. Districts may also include geographically separated individual elements linked by history or association. A Historic District will further mean an area designated by the City Council of the City of Statesboro pursuant to the criteria set forth in Section 3003 of this Article.
- B. "Building" may be used to refer to a historically and functionally related unit, such as a courthouse, jail, house or barn. Parts of buildings, such as interiors, facades, or wings, are not eligible independent of the rest of the existing building. The whole building must be considered, and its significant features must be identified. If a building has lost any of its basic structural elements, it is usually considered a "ruin" and is categorized as a site.
- C. A Historic Property is a structure, site, object, or work of art, including the adjacent area necessary for the proper appreciation or use thereof.
- D. Historic Buildings, Historic Properties and Historic Districts are deemed worthy of preservation by reason of their value to the City of Statesboro, Bulloch County, the State of Georgia, or the region for one or more of the following reasons as determined by the Statesboro City Council:
 - a. It is an outstanding example of a structure representative of its era;

- b. It is one of the few remaining examples of a past architectural style;
- c. It is a place or structure associated with an event or person of historic or cultural significance to the City of Statesboro, Bulloch County, State of Georgia, or the region;
- d. It is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the City of Statesboro, Bulloch County, the State of Georgia or the region;
- e. It is within an existing historic district or is listed with the National Registry of Historic Places; or
- f. It is more than fifty (50) years old.

New additions, exterior alterations, or related new construction on historic buildings or historic properties shall not destroy the historic character of the property or the historic materials associated with the property. Any new work shall be compatible with the massing, size, scale, and architectural features to protect the historical integrity of the property and its environment. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Historic Buildings, Historic Properties and buildings and properties determined eligible for national registry shall not be demolished without a finding of necessity by the Statesboro City Council, with the exception of non-historic, non-contributing buildings or properties within the geographical confines of a historic district. The finding of necessity is based on a finding of major structural damage in which the walls, floors, roof, windows or structural elements are damaged 35% or more.

Section 3004. Height Regulations.

- A. The maximum height of buildings or other structures erected or enlarged in the district shall be four stories, not to exceed 48 feet.
 - a. Exceptions to Height Regulations. Not included in maximum height: chimneys, bell towers, steeples, roof equipment, flagpoles, and similar features that are not intended or used for human occupancy.

Section 3005. Regulation of Murals.

- A. A mural is a work of art painted, or otherwise affixed, to the side of a building or wall.

Murals shall comply with the following standards:

1. Murals shall not contain text, graphics or symbols that promote or advertise a service, product or business or promote a political party or candidate.
2. No part of any mural shall extend beyond the building wall or freestanding wall on which it is tiled, painted or affixed.
3. No part of the mural shall extend more than six inches from the plane of the wall upon which it is tiled, painted or affixed.

The following forms of Murals are prohibited:

1. Murals that contain elements that change, move, rotate or otherwise create a changing message or image.
2. Murals that use flashing, scrolling or internal lights.
3. Murals that contain electrical or mechanical components.

Mural Review Criteria

This section establishes the policy and guidelines by which murals will be regulated.

(a) Theme:

- a. The content of murals is protected by the laws of free speech.
- b. The mural must comply with O.C.G.A. § 16-12-80 and O.C.G.A. § 36-60-3. The mural must not advertise any activity deemed illegal under the laws of Georgia or the United States.
- c. The mural's theme should respect the greater context of the community.

(b) Location:

- a. Murals placed on the front (primary) façade should not comprise more than 25 percent of the façade.

Section 3006. Building Orientation.

- (a) Buildings shall have their primary entrance(s) oriented to the primary street and sidewalk. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances to a cluster of spaces.
- (b) A building may have an entrance facing a side yard when a direct pedestrian walkway is provided between the building entrance and the street right-of-way.

Section 3007. Storefront Design.

- A. **Storefront Design.** All commercial buildings shall contribute toward the storefront character and visual relationships of buildings existing in the district. The following architectural features should be used along the street frontage building elevations, as applicable.
- (a) Buildings should have consistent spacing of similar shaped windows with trim or other decorative molding on all building stories.
 - (b) Large display windows should be employed on ground floor storefronts. Display windows should be framed to visually separate the ground floor from the second floor.
 - (c) All buildings with a flat roof should have a decorative cornice at the top of the building; or eaves, when the building is designed with a pitched roof.
 - (d) Cornices or changes in material can be used to differentiate the ground floor of buildings that have commercial uses from the upper floor(s) that may have offices or residential uses. Ground floor facades should utilize cornices, signs, awnings, exterior lighting, display windows and entry insets.

Section 3008. Building and Roofing Materials.

- A. **Building Materials.** Building materials shall be similar to the materials used on the existing buildings in the Downtown Business District. Brick and stone masonry are considered compatible with wood siding.
- (a) In circumstances where similar materials are not proposed, such as a stucco building in a row of brick structures, other characteristics such as scale and proportion, form, architectural detailing, height, and color and texture shall be utilized to ensure that adequate similarity exists for the building to be considered compatible.
 - (b) Highly reflective materials such as reflective glass shall not be permitted.
 - (c) Clear glass windows shall be used for commercial storefront display windows.
 - (d) Buildings shall be consistently detailed on all sides. Windows and doors shall be defined with detail elements such as frames, sills, and lintels, and placed to visually establish and define the building stories and establish human scale and proportion.
 - (e) Exposed rough or re-sawn siding and exposed, untreated concrete shall not be permitted as a finished exterior. Metal siding and vinyl siding (except as accent materials) are prohibited.
 - (f) Accessory structures and buildings should be similar in material and color to the primary building on the site.
 - (g) If visible from a public street or adjoining residentially zoned property, all facades of buildings shall use materials consistent with those used on the front

of the building, and should be designed with similar detailing and be comparable in quality and materials.

- B. Flat roofs shall incorporate finished parapet walls with three (3) dimension cornice treatments designed to conceal the roof and roof mounted mechanical equipment.

Section 3009. Building Color and Re-roofing.

- A. Recommended color shades shall draw from the range of color shades of structures that already exist in the District.
- B. All wood structures and wood trim shall remain painted.
- C. Paint colors are to be chosen to blend and complement the overall scheme of the buildings that lie on the street. Contemporary colors and single colors are to be avoided. The selection of the paint palette should correspond to the architecture of the building.
- D. Building trim should be painted a complementary color that is lighter or darker than the actual building color. The goal is to define the trim elements (cornices, storefront, window frames, doors, etc.) without overpowering the remainder of the building.
- E. Use one main trim color with an option of a secondary accent color to define the details.
- F. Color must be chosen from the designated scheme set forth above or from those colors included in the historic collection of commonly recognized paint lines.

Section 3010. Sidewalks and Pedestrian Areas.

- A. Sidewalks and pedestrian areas shall be provided along the public right of way for each property.
- B. Sidewalks shall be a minimum of 5' wide.
- C. Sidewalks shall use decorative paving that is consistent with the designs adopted by the City of Statesboro.
- D. Where adequate right of way exists, sidewalks and decorative paving shall be extended to create additional space for street crossings, gatherings, or clustering of street furniture.
- E. Clearly defined, safe, pedestrian access shall be provided from parking areas and adjacent public sidewalks to building entrances.
- F. Continuous internal pedestrian walkways shall be provided from the public sidewalk or right of way to the main customer entrance of all principal buildings.

Section 3011. Street Furniture and Lighting.

- a. Lighting may be used for the following:
 - a. To accent architectural details

- b. To accent building entrances
 - c. To accent signs
 - d. To illuminate sidewalks
 - e. To accent tree canopy or other landscaping
- b. Exterior lighting shall have a low level of luminescence that casts a color similar to day time light and should not interfere with the adjacent property or automobile traffic.
- c. Lighting standards shall meet those required by the Safe By Design Program of the City of Statesboro and must include parking areas.

Section 3012. Landscaping.

- A. All properties shall adhere to the provisions of the City of Statesboro's Urban Forest Beautification and Conservation Ordinance. Tree canopy placement within the District shall be as follows:
 - a. Locate street trees along edges of sidewalks, maintain a clearly defined pedestrian travel zone;
 - b. Locate street trees in larger planting areas, such as buffer strips adjacent to parking lots;
 - c. Locate trees within parking areas;
 - d. Install new trees where walkway widths permit; and/or
 - e. Replace trees that are diseased or have passed their life cycle.
- B. Street buffer yards. In addition to the landscaping and buffering requirements, parking lots shall be buffered from streets and rights of way by a landscaped strip or planter with a minimum width of five (5') feet between the parking lot and the public space. An administrative variance may be issued in cases of hardship.
- C. Parking areas must be landscaped.
- D. Foundation landscaping along fifty (50) percent of the building length is required for each building on the property.
- E. In order to protect significant trees within the District, the following shall apply to any tree on the property that is greater than 20 inches in diameter (which shall be known as a historic tree) and to any tree that is greater than 30 inches in diameter that is located within any required setback or buffer area, which shall be known as a historic tree:
 - a. A heritage tree which is removed shall be replaced with a minimum of two four-inch caliper shade trees.
 - b. A historic tree which is removed shall be replaced with a minimum of four four-inch caliper shade trees.
 - c. New trees used to comply with heritage and historic tree replacement requirements shall not count toward required tree points under Chapter 86.

- d. No construction, grading, equipment, or material storage, or any other activity shall be allowed within the critical root zone of a heritage or historic tree unless the steps taken adequately ensure the tree's health.
 - e. Heritage or historic trees shall not be cut, removed, pushed over, killed, harmed, trimmed, sprayed, or destroyed without written approval of the City of Statesboro.
- F. Landscaped areas, including buffer and screening areas, shall be maintained in good condition and kept free of dead plants, weeds, or debris.
- G. All planting areas shall be protected from vehicle damage by the installation of curbing or other methods approved by the administrator. Alternative barrier designs which provide improved infiltration, storage or stormwater are strongly encouraged.
- H. The plant materials used in and around parking lots and adjacent to street rights of way and pedestrian ways shall be designed to assure visibility at intersections and safety of pedestrians. Therefore, shrubs shall not exceed two (2) feet in height at maturity, and trees are to be pruned to at least six (6) feet above ground.
- I. All planting areas shall be stabilized with ground covers, mulches, or other approved materials to prevent soil erosion and to allow rainwater infiltration. Rubber mulch is not acceptable.
- J. Grassed areas shall be finished with sod.
- K. In order to provide additional safety measures to the site through environmental design clear visibility shall be maintained from the building to the street, parking areas, pedestrian walkways, and passing vehicles.

Section 3013. Buffering and Screening Requirements.

- A. Buffer and/or screenings are required in order to reduce the impact of a use of land on adjacent uses that are of a significantly different character, density, or intensity. The width of the buffer yard shall be the same as the setback requirement in the applicable zoning district and all screening materials shall be located within the required yard. A buffer yard may only be occupied by permitted landscaping and screening materials, underground utilities, and storm water retention areas. Buffer yards and screening shall be required in addition to any other landscaping requirement listed in this section.
- B. The following items are permitted for use as buffering materials.
- a. Evergreen buffer vegetation included in the acceptable evergreen list meeting a minimum height of six (6) feet.
 - b. Masonry walls measuring at least six (6) feet in height, but no more than eight (8) feet in height. Natural and painted concrete block walls are not permitted.

- c. A solid wood fence measuring at least six (6) feet in height, but not more than eight (8) feet. If wood is used, only treated or rot resistant wood is acceptable. Chain-link, barbed wire, stock wire and similar type fences are not permitted.
- d. Vinyl fences at least six (6) feet in height but no more than eight (8) feet are permitted.
- e. With the approval of the Zoning Administrator, a developer may use any combination of the screening materials that meet the intent of this Article.

Section 3014. Off Street Parking.

- A. Off street parking shall be provided in conformance with Article XVI and shall be curbed and guttered along the right of way.
- B. For new development projects or if more than ten (10) spaces are provided in a renovation, then no more than 25% of off street parking may be provided in the front of the building. The remaining shall be to the side or rear of buildings.
- C. Shared parking is encouraged and applied pursuant to Article VXI.
- D. Where a parking lot abuts a public sidewalk, a landscaped strip, or planter with a minimum width of five (5) feet utilizing a combination of trees, shrubs, and flowers shall be provided.
- E. Parking lots containing forty (40) or more spaces shall be divided into discrete areas not exceeding thirty (30) parking spaces. An internal path or sidewalk located within landscaped areas between, and connecting the parking pods is required where there are more than three pods or the configuration of the pods makes it difficult for pedestrian to access the buildings.
- F. Existing front parking lots may be utilized but will be required to provide landscape buffer and sidewalk.

Section 3015. Signage.

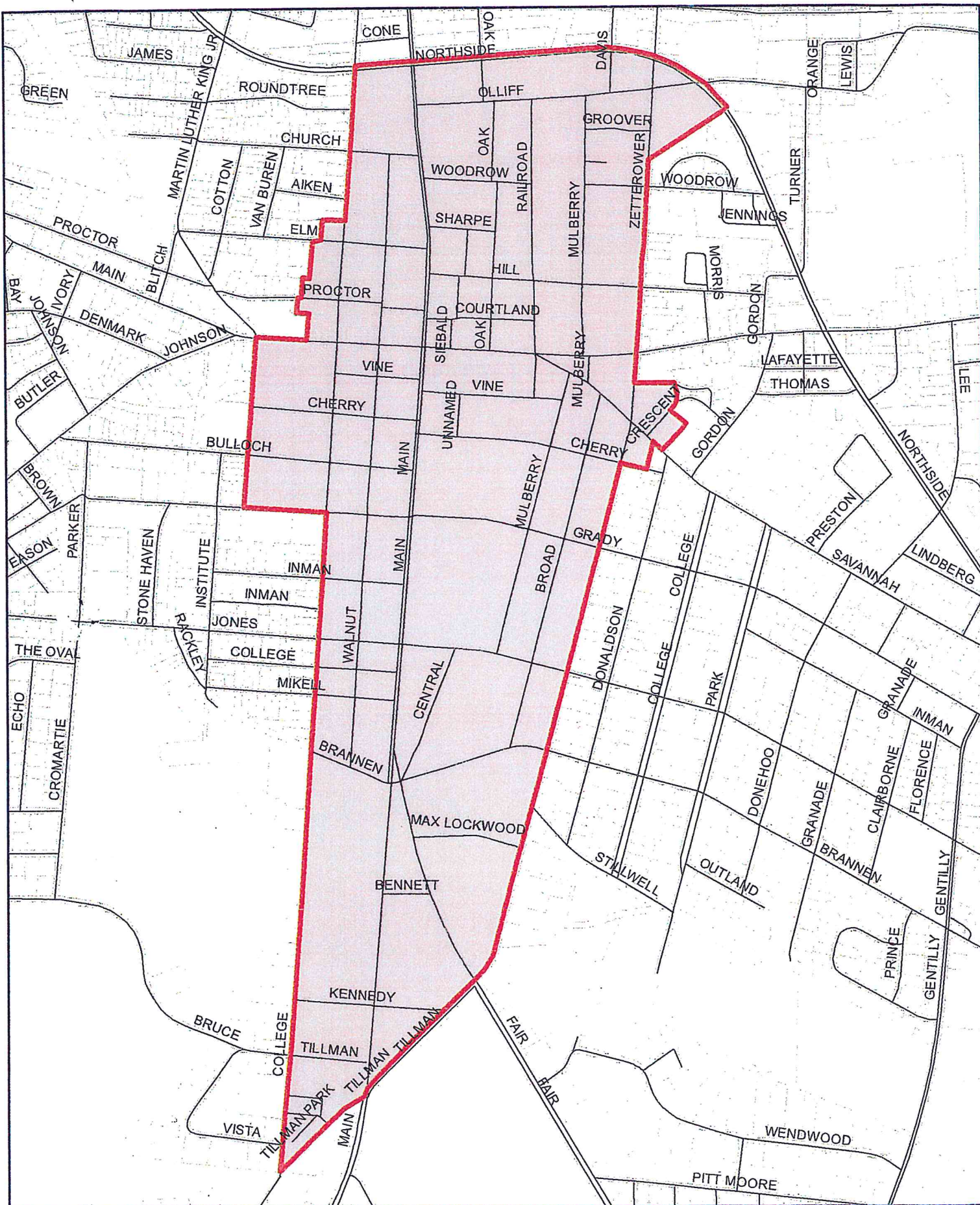
- A. All property within the District shall be subject to the regulations for Sign District 3 within Article XV of this Ordinance.
- B. No electronic message boards shall be within the district.
- C. Signs within the District shall lose their nonconforming status if they are out of service for twelve (12) months or more.
- D. The color palette for the District applies to signage in the District.
- E. Projection signs from buildings may be allowed at no more than one (1) square foot of sign area for each linear foot of building footage on that façade.

Section 3016. Mechanical, Electrical, Utility, and Sanitation Equipment.

- a. Utility service boxes, telecommunication devices, sanitation areas, mechanical equipment, and other such service areas shall be placed away from major pedestrian or automobile routes and screened from view in accordance with City of Statesboro specifications for such.
- b. Mechanical equipment and service areas shall be designed and located to minimize visual impact.
- c. Utilities shall be buried within rights of way or easements as approved by the City of Statesboro.

Section 3017. Variances.

- A. Variances from this Article shall proceed under Article XVIII except for landscaping issues, which shall proceed as variances from Chapter 86 of Statesboro City ordinances.



Downtown Statesboro Development Authority District





CITY OF STATESBORO PLANNING COMMISSION 2015 SCHEDULE

Deadline Date*	Planning Commission Meeting**	City Council Meeting***
April 10, 2015	May 5, 2015	May 19, 2015
May 08, 2015	June 02, 2015	June 16, 2015
June 05, 2015	July 7, 2015	July 21, 2015
July 10, 2015	August 04, 2015	August 18, 2015
August 07, 2015	September 01, 2015	September 15, 2015
September 04, 2015	October 06, 2015	October 20, 2015
October 09, 2015	November 03, 2015	November 17, 2015
November 06, 2015	December 01, 2015	December 15, 2015

*Applications are due by 4:00 p.m. local time on the deadline date. Applications must be complete and include all required attachments in order to be considered by the Planning Commission and City Council on the corresponding meeting dates.

**Planning Commission meetings are held the first Tuesday of each month, 5:00 PM, City Hall, City Council Chambers, 50 East Main Street.

***Anticipated meeting date. City Council meetings are typically held the first and third Tuesday of each month; traditionally moved to Wednesday following a Monday holiday. Confirm City Council meeting dates with the City Clerk's office (912) 764-0621.