

521 CORPORATE CENTER

Lancaster County, South Carolina

**Architectural Design Guidelines
September 2001**

Introduction

The design concept for 521 Corporate Center encompasses traditional and contemporary detailing that lends itself to a transitional architectural style. There is no single historical style from which to draw upon for details for the Transitional style; yet clean lines, simple masses, and conventional proportions are the major elements of the vocabulary. These guidelines are not intended to restrict the creative design process, but rather set parameters to maintain a consistent theme within 521 Corporate Center, and to help expedite the planning, design, and approval process. The 521 Corporate Center Architecture Review Committee (521CCARC) maintains the right to interpret the standards and design criteria on a case-by-case basis.

I. Site Design Criteria

A. Zoning

Sites in 521 Corporate Center are zoned Highway Commercial (HC). The specific conditions and terms of the zoning are per Lancaster County, South Carolina Zoning Ordinance enacted December 15, 1969 and last revised in September 1998.

B. Lot and Site Configuration

521CCARC reserves sole discretion in its approval of lot size, width and configuration.

C. Building and Parking Setbacks

1. Minimum Lot Width

One Hundred (100 feet)

- ##### **2. Minimum Front Setback** (as measured from the edge of the street right-of-way line) thirty-five (35) feet building setback of which at least fifteen (15) feet parking setback shall be landscaped with shrubbery, grass, trees, etc. and shall not contain any off-street parking areas.

3. Minimum Side Setback for Building and Parking

Ten (10) feet except thirty-five (35) feet if located adjacent to a Residential District.

4. Minimum Rear Setback for Building and Parking

Thirty-five (35)

5. Maximum Height

Thirty-five (35) feet. (Any proposed building with a height in excess of 35 feet would require a conditional use permit).

D. Building Placement

The 521CCARC will require that the loading docks and dumpster areas be placed at the rear of buildings and out of view from the main streets. Care should also be taken to limit views of these areas from adjacent properties. Trash dumpsters should be screened from view by a screen wall compatible with the building design.

E. Parking and Driveways

Parking areas are prohibited within 15' of the building structure on the front and sides. All driveways should be located to provide clear unobstructed traffic flow. Consideration shall be given to adjacent driveway locations to improve overall traffic circulation. All parking areas and loading areas, driveways and pedestrian walks shall be constructed of asphalt or concrete. All parking areas and drives to be banded by concrete curb and gutter. Sidewalks shall be provided along the street frontage of each individual property. Sidewalk dimensions will be 5' wide.

II. Architectural Design Criteria

A. Exterior Walls

Brick, concrete panels with significant detailing and reveals, and / or glass shall be the predominant façade material for projects within 521 Corporate Center.

The brick shall be modular in size and installed with a running bond pattern. Alternate bond patterns are encouraged for accent areas of the façade. Alternate brick sizes are not encouraged, but may be accepted if compatible with the proportions of the building. Brick arches are not encouraged, but if necessary for the design of the project, arches should be segmental or jack in type.

When utilizing either brick or concrete panels, a water table and a cornice is encouraged. The water table shall be placed at a consistent height on all sides of the building visible to streets and adjoining property. The cornice element shall be placed at the top of the parapet wall on buildings. Additional aesthetic considerations should also be taken into account, such as reveals, roof shapes, surface finish, expansion joint locations, and mortar joint profiles. Horizontal banding, where appropriate for the design of the building, shall be permitted. To allow for greater flexibility and cost efficiency, not all architectural features have been selected. When selecting these features, consideration should be given to the colors and features of the entrance areas, walls, landscaping, and all previously approved buildings.

Other materials that may be used in addition to brick or painted concrete are pre-cast concrete, stucco or synthetic stucco, stone, manufactured or cultured stone and pre-manufactured reinforced plaster or fiberglass products. In all instances,

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long, expressionless portions of wall should be avoided. These areas should be broken up with design elements or detailing compatible with the park.

B. Roofs

The 521 Corporate Center Development will be proposed with both sloped and flat roofs. It is the intent of 521CCARC to maintain a consistent appearance between buildings with varying types of roof systems and structures by means of consistent detailing and roof material color. Materials that will be accepted for sloped roof buildings are standing seam metal roofs. Flat roofs may also be used within the park. All flat roof buildings must be designed such that no portion of the roof is visible from the street or public areas. Parapet walls shall be required on all visible sides of flat roof buildings in order to screen mechanical equipment from view. All parapet walls shall be capped with a decorative cornice. No portion of mechanical equipment shall be visible by standing pedestrians on any adjacent street.

C. Windows/Doors

Numerous window openings are encouraged and should be placed in a thoughtful and well-proportioned manner. Window openings should be rectangular in shape. Circular, triangular or other unusual window openings should be avoided. Window systems should be made of aluminum. The color shall be black, bronze, white or clear anodized. All glass shall be clear or gray tinted or silver reflective. Entry doors, storefront systems and curtain-wall systems (if applicable) should follow the above guidelines.

III. Signage

A. Monument Signage

Site monument signage shall be allowed based on the following guidelines. Where these criteria are more restrictive than ordinances controlling a site, these criteria shall be controlling.

1. Only one monument sign shall be allowed per parcel.
2. The style, size and design features of each sign must be approved by the 521CCARC. When selecting each sign's color and features, consideration should be given to the style, color and size of existing signs within 521 Corporate Center. No sign and display area shall exceed Lancaster County sign codes.
3. All signs shall be permanent construction and shall be subject to provisions of the building code.
4. Signs may be externally illuminated.
5. The vertical dimensions of the sign display area shall not exceed requirements of Lancaster County.
6. Such signs shall contain only the name or trademark of the business, which it identifies and shall not contain change panels, or advertising.
7. Location of sign will not infringe on visibility or present a hazard to vehicular or pedestrian traffic, infringe on view corridors, adjacent parcels, setbacks, and non-building areas and adhere to codes.
8. Sign shall not be moving, flashing action or audible types
9. All detached signage shall conform to the attached design guidelines.
10. All signage materials and construction will conform to local, state, and federal governmental laws and ordinances. If the requirements of the project design guidelines or covenants and restrictions differ with governmental laws the more restrictive shall prevail.

B. Building Wall Signage

Signage will be allowed on the exterior of building. Wall signs will be permitted to identify the individual business, building, or building complex by name or trademark only. Panel signs shall be permitted. Building signage shall conform to the following guidelines:

1. Wall signage will be permitted to identify the individual business, building and building complex by name, number or trademark.
2. The style and size of each building sign shall be chosen by landowner, and will be subject to the approval of 521CCARC.
3. Temporary advertising material may be affixed to one (1) exterior wall per premise for a period not to exceed two (2) weeks from the date of installation. The 521CCARC does not require review and approval of temporary signage prior to installation. However, 521CCARC reserves the right to reject any and all temporary signage installed deemed unacceptable to 521CCARC.
4. No hand lettered or other type of window signage will be permitted.
5. Signs shall be placed on vertical wall surface, not extending above parapet (the roofline).
6. Building signage is not to be moving, flashing action or audible in type.
7. Scaled drawings in duplicate indicating all copy, materials of construction, letter style and colors are to be submitted to the Architectural Review Committee for approval before construction begins.
8. All signage will conform to local, state, and federal governmental laws and ordinances. If the requirements of the project design guidelines or covenants and restrictions differ with governmental laws the more restrictive shall prevail.

C. Mailboxes

If an on-site outdoor mail receptacle is required by the property owner, it shall be located in the parking area. Location and the style of mailboxes must be approved by the 521CCARC.

D. Mechanical Screening

All ground mounted mechanical, electrical or other utility units shall be screened with the same material used on the building or with an approved plant material. All rooftop mechanical units shall be screened with parapet or roof screen that matches the material and/or color of the building material, so as not to be visible by standing pedestrian on any adjacent street.

E. Landscaping

Landscaping is viewed as an important aspect of the project design and is essential to 521 Corporate Center. A landscape site plan is required for review. The plan will show all lawn areas, irrigated areas, planting and trees along with the boundary, building footprint and parking areas.

1. The plan must comply with all requirements of the local County ordinances regarding tree planting, buffers, allowable impervious areas, etc.
2. 521 Corporate Center Design review guidelines require a tree along the front site setback spaced at 30' on center, specimen 3 ½" Willow Oak.
3. All maintained lawn areas must be irrigated. Irrigation is not required in undisturbed areas, seeded slopes not maintained and natural areas.
4. Trees and shrubs are required around buildings and other structures. These trees and shrubs should be placed so to soften the building and complement its architecture.

IV. Review Procedures

A. Review Process

A project is reviewed and monitored through three basic stages of its development:

1. Schematic
2. Final Plans & Specifications
3. Construction

The lot owner, at its expense, shall submit to the Committee for review two (2) sets of documents during the design stages of the review process. Document format is explained further on in these guidelines. The Schematic Plan submittal shall be accompanied by the Architectural Review Fee, as of the effective date of these Guidelines, is \$1000.00.

Plans can be forwarded to:

521 Corporate Center Architecture Review Committee
125 Scaleybark Road
Charlotte, NC 28209

Schematic: The lot owner must submit information pertaining to the use, size, location, and character of its development. A site plan showing building location, general landscape areas, service areas, pedestrian and vehicular circulation and all applicable setbacks and easements is required along with the above information. A schematic elevation(s) showing building form, materials colors, and

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signage shall also be provided. The Committee's review should take up to two weeks from receipt of documents.

Final Plans & Specifications: The Committee will review Final Plans and Specifications ("Final Plans") for conformance with commitments made in the Schematic Phase.

The committee shall review the Schematic and Final Plans and return them to the Owner marked "Approved" or "Disapproved", as the case may be, with any appropriate review comments.

The Committee may disapprove of any preliminary plans, location and style of Improvements, exterior colors or finishes or other specifications for any reason including purely aesthetic reason, in the sole discretion of the Committee.

Before starting any operations on site, the Owner's contractor must supply the design review committee with the name and phone number of the contractor's field superintendent.

Once the committee has approved the Final Plans for Improvements, the construction of such Improvements must be promptly commenced within six (6) months following the date of approval of the Final Plans by the Committee. Such an approval shall be deemed rescinded, and, before construction of Improvements can thereafter be commenced, the Plans must again be submitted and approved by the committee pursuant to this Paragraph.

Document Requirements

1. Survey

If required by the committee, the Owner shall provide the committee with a “survey” prior to the review of documents in the schematic phase of development. The “Survey” shall be obtained by the Owner. The “Survey” shall be prepared by a licensed land surveyor and shall be made in accordance with the “Minimum Standard Detail Requirements for Land Title Surveys” jointly established and adopted by ATA and ACSM in 1962. In addition, the “land title survey” shall include, but not be limited to, the following: Parcel zoning classification, setback or building restriction lines, and the acreage of the parcel, underground and other utilities, topography, easements, major vegetation, etc.

2. Site Plan

The minimum information required for each stage of the review process is as follows:

a. Schematic:

- Title, date, architect, lot owner, and sheet number
- North arrow
- Scale
- Approximate building area
- Parking Data: Number and ratio required by code, number and ratio provided, size of stalls and aisles.
- Acreage
- Location of any view corridors, building setbacks, property lines, easements and other restrictions on the property
- Circulation features within the property and location of parking areas
- Grading plans sufficient to indicate proposed grades for property development, including preliminary building floor elevations
- Property lines, easements, and prominent existing physical features to remain
- Location and number of all signs
- Utilities and utility locations
- Site lighting

b. Final Plans: All information required in a permit set. Final construction documents including specs sealed by registered Civil Engineer or Landscape Architect licensed to practice in South Carolina.

c. Construction: Certified “as built” survey showing all above and below grade improvements.

3. Landscaping Site Plan

The minimum information required for each stage of the review process is as follows:

- a. Schematic:
 - Site plan must indicate areas to be landscaped. (Information may be shown on “Architectural Site Plan” for this phase in lieu of a separate landscaping plan)
 - Plan at a scale of 1”=30’ or larger. Details and special plan areas may be shown at a larger scale
 - North Arrow
 - Date
 - Architect and Lot Owner
 - Project Name
 - Dimensions, property lines, easements, contour lines, elevations, and prominent physical features.
 - Location of building(s), driveway(s), curb cut(s), parking, pedestrian, and service areas.
 - Location and types of hard construction materials, furniture, lighting and other amenities
 - Irrigation – Indicate type of system and irrigated areas
 - Plant and Ground Cover Materials – Show quantity, type, size and location of material
- b. Final Plans:
 - All above information with appropriate revisions.

4. Building Plans

The minimum information required for each state of the review process is as follows:

- a. Schematic: Information required may be shown on site plans for
 - This phase, in lieu of a separate building plan.
 - Project Name, Architect, Lot Owner, Date and Sheet Number
 - North Arrow
 - Floor Plan Scale at 1/8” = 1’-0”min.
 - Building Data: type and use, number of seats when applicable, building area (by use)
 - Elevations (any available three-dimensional drawings)
 - All proposed signage on building
 - Samples of actual materials to be used reflecting accurate colors

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- b. Final Plans:
 - All above information
 - Final construction documents (including specifications) sealed by registered Architect licensed to practice in South Carolina.
 - Name and address of Owner's agent responsible for implementation of the construction

5. Signage

The minimum information required for each stage of the review process is as follows:

- a. Schematic:
 - Plan showing size and location of all proposed signs. The Lot Owner shall be fully responsible for conforming to all ordinances
 - Elevation showing all dimensions, material, colors, and method of illumination
 - Photographs of identical or similar signs from previous projects, if available
- b. Final Plans:
 - A Final Plan submission is not necessary for the Signage portion of the documents. All signs must conform to the designs as approved.

6. Enforcement

If any Owner fails to maintain its Lot in accordance with the foregoing in such manner as may be deemed necessary by the Committee to preserve and protect the value and attractive appearance of the Lot, then the Committee may give such Owner written notice stating with particularity the work or repair which the Committee finds to be required and requesting the same be carried out or undertaken and diligently pursued within the period as specified in the Covenants, Conditions, and Restrictions for 521 Corporate Center. Should Owner fail to carry out or undertake such maintenance and repair, then the Committee, through its authorized agent or agents, shall have the right and power to enter onto the Lot and perform such care and maintenance without any liability for damages for wrongful entry, trespassing or otherwise to Owner and Owner shall be liable for the cost of such work and shall promptly reimburse the Committee for such cost.

B. Applicability to All Lots

As to any Lot in 521 Corporate Center, no improvements may be commenced, erected or maintained until the Committee has given its written approval of Final Plans pursuant to the criteria listed below.

These Guidelines shall apply to all Owners and builders at 521 Corporate Center, and any reference here to an “Owner” shall also apply to the Owner’s builder, subcontractors, or agents.

C. Advisory Design Professionals

The Committee may retain an Architect and/or other design and construction professionals to advise the Committee in the plan and approval process. Lot Owners and builders may wish to consult with these professionals on a preliminary, informal basis with questions about the design intent of these Guidelines and their application to the overall design or design features of buildings and landscaping.

Since these professionals will be advisors only, their views and opinions will be considered by, but will not be binding on, the Committee.

D. Definition of “Improvements”

The term “Improvements” shall mean and include any and all man-made changes or additions to a Lot, including but not limited to, the location, materials, size and design of all buildings (including any exterior pieces attached to or separate from buildings, such as heating and air conditioning equipment, roofed structures, parking areas, fences, walls landscaping (including cutting of trees), hedges, mass plantings, poles, driveways, ponds, changes in grade or slope, site preparation, signs, exterior illumination and changes in grade or slope, site preparation, signs, exterior illumination and changes in any exterior color or shape). The definition of Improvements includes both original Improvements and all later changes to Improvements. However, the definition of Improvements does not include the replacement or repair of Improvements previously approved by the Committee, provided that such replacement or repair does not change exterior color, materials, designs or appearances from that which were previously approved by the Committee.

E. Design Standards

The following statements and standards shall be explanatory and illustrative of the general intent of the development of 521 Corporate Center, and are intended as a guide to assist the Committee in reviewing preliminary plans, the Final Plans and other submittals.

F. Liability of Declarant & Committee

Neither Declarant nor the Committee shall be responsible for any losses or damages arising out of the construction of the improvements permitted under these Guidelines, nor shall the Committee's approval of any plans, specifications or other submissions be deemed a representation or warranty by the Committee or its agents regarding the design, materials, or any other aspect of the developments depicted in such submissions.

G. Zoning & Other Governmental Regulations

In addition to complying with the requirements imposed by this Declaration, the Owner of any Lot must comply with all zoning and other applicable governmental laws, rules and regulations. Approvals by the Committee pursuant to these Guidelines shall in no event be construed as representations or warranties that the Owner's plans, Final Plans or Improvements comply with any such governmental requirements.