

**TOWN OF CHAPIN  
ARCHITECTURAL REVIEW BOARD  
SPECIAL CALLED MEETING  
May 17, 2023  
6:00 PM**

**AGENDA**

**Call to Order and Determine Quorum**

**Statement of Freedom of Information Act Compliance**

**New Business**

1. Draft Review of Unified Zoning & Development Ordinance:
  - a. Article 6: Overlay District Design Standards

**Adjourn**

## Article 6 – Overlay District Design Standards

### 6.1 Purpose

The standards for the architectural review overlay districts are based on the vision statement and land use element of the comprehensive plan. The intent of these standards is to develop design criteria that promote the existing diversity, character, and pedestrian orientation of downtown, while encouraging individuality and flexibility in the design of new developments, redevelopments, and adaptive reuse of existing buildings and associated activities. Additionally, the intent of these standards is to minimize changes to existing topography and mature vegetation.

### 6.2 Boundaries

The standards in this Article are applicable to **three-family**, multi-family, commercial, office, mixed-use structures, and institutional developments in the Architectural Review Overlay District (**Figure 6.2.1**). Single-family residential developments are exempt from the requirements of this section. For the purposes of this section, the front of lots shall be defined as frontage along a public right-of-way or sidewalk.

**Figure 6.2.1 Architectural Review Overlay Districts**  
**(INSERT MAP)**

### 6.3 Conflicts With Other Regulations

In the case of conflict between the standards set forth in this Article and any other local land development regulation, these standards shall apply.

### 6.4 Applicability of Design Standards

**Any nonresidential, mixed-use, three-family, or multi-family building, use, or site that is constructed, expanded, or otherwise improved more than 20% of its gross floor area, or that needs a Major Certificate of Appropriateness, is subject to these design standards.**

### 6.5 Architectural District Standards

#### 6.5.1 Applicable to all overlay districts

The standards within this section shall be applied to all overlay districts (Town Center, Boulevard, and Gateway) as designated by the Town.

#### 1. Setbacks

- a. **Conflict with Dimensional Standards:** Front setbacks shall be calculated based on the average of prevailing front setback on block when there is a conflict with the **dimensional standard table in Article XXXX**

#### 2. Building Design

- a. Unified Design: If there are multiple buildings within a single, or phased development, a unified architectural design shall be incorporated into each building or development.
  - i. Accessory buildings shall use the same building materials and color schemes as the principal structure.
- b. Paver and Patio Materials: Pavers and patio area floor materials shall be distinct from those on public sidewalks or use a different pattern, color or material.
- c. Building Materials: Exterior building design shall be coordinated with regard to color, types of materials, architectural form, and detailing. Development within the overlay districts shall adhere to the following provisions:
  - i. Walls, foundations, or other exterior features may be finished in either brick or stone.
  - ii. Mill finished aluminum metal windows or doorframes are not permitted, unless otherwise permitted by the Architectural Review Board.
  - iii. Stucco may only be used for accent features.
  - iv. Other substitute or similar materials may be permitted on case-by-case basis as determined by the Architectural Review Board.
- d. Building Entrances: Primary Entrances shall accommodate pedestrian access from the street(s) and parking lots. Secondary public entrances, if provided, shall be designed in a manner consistent with primary entrances if facing public streets, parking lots, or property owned by the Town of Chapin.
- e. Colors: Colors used shall be harmonious and compatible with one another. All colors shall be from the approved pain color palette list or approved by the Architectural Review Board, unless a color is reviewed and approved by the Board. Colors of paint and materials shall be subject to the following:
  - i. Color schemes shall include a maximum of four colors.
  - ii. Frequent changes in material or color should be avoided.
- f. Rooftop Elements: **No flat or parapet roofs. Minimum roof pitch shall be 4:12.** All rooftop amenities shall have a direct relationship to the principal building or complex regarding building materials, barriers, and other amenities. Skylights, solar panels, satellite dishes, antennas, or other attachments, determined by the Administrator, shall be placed so that they are screened from view at the eye level of the pedestrians on the sidewalk along the street right-of-way.
- g. Awnings and Canopies: Awnings shall be an accessory to the building's design, and shall not be the predominant element of the façade. Ground level awnings may display the business name and logo provided they do not cover more than

**Commented [GR1]:** Multiple mentions of "uniform design" consolidated in this comment

**Commented [GR2]:** Repeated with HVAC/trash enclosures

25 percent of the surface area of the awning. Awnings shall not be internally lit. Awnings should not span across more than one window or door opening, unless otherwise permitted by the Architectural Review Board.

- h. Drive-through windows: Drive-through uses shall adhere to the following design requirements:
    - i. Drive-through elements shall be architecturally integrated into the **side or rear of the** of the principal building.
    - ii. Drive-through elements shall be constructed of materials and finishes which are consistent with the principal building.
  - i. Automobile Service Stations
    - i. All structures, including canopies over gasoline pumps, and car wash structures, shall be compatible in scale, proportion, detail, materials, color, site planning and landscaping.
    - ii. Canopies designed as dominant architectural features are not permitted.
3. Connectivity
- a. Pedestrian Connections: Pedestrian and/or bicycle connections to the primary public entrance of the building(s) shall be provided where a public sidewalk or bikeway is adjacent to the property.
  - b. Sidewalks and Pathways: Pedestrian walkways, at least five feet in width, shall be provided from public sidewalks adjoin the property to a principal customer entrance.
4. Parking
- a. Lot Access: A maximum of one curb cut shall be allowed for lots with street frontage less than or equal to 250 feet. For lots with street frontage greater than 250 feet, one additional curb cut per 150 feet of street frontage shall be allowed if approved by SCDOT.
  - b. Driveways: The maximum width of curb cuts shall be 12 feet for one-way drives and 24 feet for two-way drives. Additional width may be provided, at the discretion of the Administrator, to allow for safe turn radii at the point of intersection between driveway and the public street.
    - i. Shared Driveways: Driveways that serve more than one property may be provided, **and should be encouraged. Parking areas that are constructed within the same development or project shall be connected.**
    - ii. Exceptions: Wider curb cuts for driveways containing a landscaped median may be allowed with the following provisions:
      - 1. The combined width of the landscaped median and the drives shall not exceed 55 feet.
      - 2. Lanes shall be clearly marked and striped.

3. The landscaped median shall be a minimum of five feet, planted with groundcover and low-growing shrubs.
  4. Ornamental trees may be placed within a landscaped median provided they do not impede the sight lines for traffic.
  5. Mulch will not be allowed as an acceptable ground cover, but may be used under the plant material.
- c. Service Areas: Service areas and any new parking shall be located behind the front building line.
- d. Terraced Parking Bays: When slopes over five percent exist, parking bays shall be terraced and landscaped between changes in level. The landscaping shall be:
- i. Equal to one three-gallon evergreen shrub for every three linear feet of the width of the adjacent parking bay.
  - ii. Equal to one three-gallon evergreen shrub for every three linear feet of the width of the adjacent parking bay.
  - iii. Planted in an area of minimum five feet in depth.
5. Trash, Mechanical, and Other Utility Areas
- a. Trash, Mechanical, and Other Utility Areas shall be located in the side or rear yard. They shall be opaquely screened with a fence, wall, landscaping, or combination thereof.
  - b. No areas for outdoor storage, trash collection or compaction, loading, or other such uses shall be located within 35 feet of any public street or public sidewalk.
  - c. Trash enclosures and other service areas shall be constructed of materials and finishes which are consistent with the principal building
  - d. Trash receptacles for outdoor seating areas, and along building facades, must be completely enclosed and made of steel, metal, alloy, wood or a combination thereof.
  - e. Utility equipment may be located within the area between the right-of-way and building façade provided it is entirely enclosed by a structure of same or similar material as the building.
  - f. Ductwork, plumbing or other mechanical additions installed to the sides of the buildings that are visible from the sidewalk or public right-of-way shall be integrated into the overall architectural style of the structure by the use of similar materials and color schemes.
6. Outdoor Storage of Merchandise
- a. Outdoor areas for the storage and sale of seasonal inventory shall be permanently defined and screened with walls and/or fences. Merchandise shall include products and shall not include building supplies, waste, hazardous materials, landscaping debris, junk vehicles, scrap metal, or other items stored on-site for compensation.
7. Buffers

**Commented [GR3]:** Help define difference between merchandise and just "stuff"

In addition to the standards found in Article XX, the following shall be required for uses that are adjacent to single family (Suburban, SR1, SR2, SR3) residential zoning districts:

- a. An earthen berm, fence or wall not less than six feet in height, shall be provided.
  - b. The berm shall be landscaped with evergreen trees, planted at minimum intervals of 20 feet on center
  - c. The berm shall also contain a minimum of seven evergreen shrubs per tree planted, as required by this ordinance.
8. **Fences and Walls:** Fencing and wall materials, colors, and design shall be consistent with the site and architectural design and predominant materials of the principal structure. In addition, fences or walls shall adhere to the following provisions:
- a. Shall be composed of masonry, ornamental metal, wood, stucco or a combination of these materials and constructed with the finished side facing the exterior property line.
  - b. Fences and walls greater than 50 feet in length or six feet in height shall have a change in plane, height, material or material texture or significant landscape massing.
9. **Lighting:** The style of light fixtures shall be in keeping with the architectural style of the building and shall not impact surrounding or adjacent properties.
- a. Accent lights used to call attention to signs or landscape features are permitted provided they meet all of the following conditions:
    - i. They are comprised of white or clear lights.
    - ii. They do not exceed 25 watts per fixture.
    - iii. They are directed onto the surface of the sign or into the plant material.
    - iv. **The bulb is not exposed.**
    - v. They do not spillover beyond the plane of the building
    - vi. They are not moving or animated.
  - b. Low intensity architectural trim lighting intended to highlight specific features of the principal structure(s) façade is permitted provided it meets all of the following conditions:
    - i. It is comprised of no more than two colors
    - ii. It is not a dominant feature on the building façade
    - iii. It does not move and is not animated.
10. **Signs**
- a. **Generally:** Materials and/or colors used in the sign assembly shall be the same as or similar to those used at the principal building
11. **Outdoor Areas and Seating**
- a. Decorative features, including water features/fountains, benches, and art, may be permitted on a case-by-case basis by the Architectural Review Board.

**Commented [GR4]:** New language. "In addition to other parking/buffer/landscaping standards in the code."

**Commented [GR5]:** Combined with other mentions of fence and wall design

**Commented [GR6]:** No exposed bulbs. Directional lighting should be shielded or enclosed in a fixture.

**Commented [GR7]:** Could move to "purpose" of general comment within Sign section of Ordinance.

- b. No permanent storage of containers or utility carts for food and/or beverage service shall be permitted.
- c. Furniture shall be of durable material such as wood or metal, designed specifically for outdoor use.
- d. Furnishings not in use may not be stacked or stored on the exterior of the building within view of the public right-of-way or sidewalk.
- e. The use of umbrellas is permitted subject to all of the following conditions:
  - i. They do not exceed 10 square feet in diameter.
  - ii. No more than 20 percent of the total exterior surface of the umbrella is covered in commercial copy, corporate trademark or business logos.
  - iii. They are constructed of color-fast, flame retardant fabric.
  - iv. They do not encroach over the pedestrian barrier or onto any right-of-way
- f. Outdoor dining must be separated from the right-of-way and sidewalk by a pedestrian barrier meeting all of the following conditions:
  - i. Pedestrian barriers must be constructed of a sturdy, secured, stable and weatherproof material and may include plant material.
  - ii. Pedestrian barriers must be at least 36 inches in height, but shall not exceed six feet in height. If the barrier exceeds four feet in height, the upper two feet must be designed to allow clear line of sight from the sidewalk into a seating area to promote the public safety.
  - iii. Painted surfaces must be kept free of fading, chip, and rust.
  - iv. Barriers using chain or rope are prohibited.
- g. Planters may be permitted subject to all of the following conditions:
  - i. Planters may not exceed a maximum height of 36 inches above the level of the sidewalk not including the plant material.
  - ii. Plants that are planted in the ground and that are situated around a perimeter of a building or outdoor dining area may not exceed a height of four feet above the level of the sidewalk
  - iii. Plants must be maintained in a healthy condition.
  - iv. Empty planters or planters containing only bare dirt, mulch, straw, wood chips or non-living material and planters containing plants considered hazardous, or otherwise unsuitable for close urban areas are not permitted.

**Commented [GR8]:** Added word to combine this regulations and past requirement that these barrier shall be affixed to the patio.

**Commented [GR9]:** Added to reduce confusion. Clarify with Town.

#### 6.5.2 Town Center Overlay District

The standards within this section shall apply to all properties located within the Town Center Overlay District.

##### 1. Building Scale and Setback

- a. Buildings shall be compatible with the scale of adjacent structures and the pattern of the surrounding area.
- b. A minimum of 80 percent of the front façade of all principal structures shall be located within zero and ten (10) feet of the front setback.

**Commented [GR10]:** Could use notation or footnote in the dimensional standards table, or just added as a building frontage % requirement in table.

2. Building Façade Design
  - a. The façade step-back area may be used to provide upper story patios or other useable outdoor areas with rails and safety barriers to integrate into the overall architectural style of the structure.
  - b. Principal entrance facades shall have at least one change of plan or significant architectural detail for each 50 feet of unbroken horizontal plane.
  - c. Secondary facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length.
  - d. Ground floor facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length.
  - e. Secondary facades shall be designed with detailing similar to the principal facades.
  - f. Balconies shall be compatible with the scale, location, and use of the structure
3. Windows, Transparency and Fenestration
  - a. A minimum of 30 percent of the grade level façade abutting the public right-of-way or sidewalk or which fronts a parking lot shall be window surface area.
  - b. Glazing must be at least 70 percent transparent for windows abutting the sidewalk or public right-of-way.
  - c. The maximum height of the sill above the sidewalk shall be 36 inches.
4. Roofs
  - a. Buildings less than 20,000 square feet must have a minimum 6:12 pitched roof.
5. Awnings and Canopies
  - a. The size, scale, color and materials of the awnings shall be compatible with the rest of the building.
  - b. Awnings on the ground level shall be a minimum of nine feet and maximum of 12 feet above the finished grade and may project over the public sidewalk.
  - c. If the awning runs the entire length of the ground floor, it shall be on the same plan as any awning that abuts it on neighboring buildings.
  - d. Awnings over any windows on the second or above floors, shall be centered over the window.
6. Design Requirements Specific to Uses
  - a. Vehicle Oriented Businesses: These uses include drive-throughs, automobile repair services, gasoline stations, carwashes, and other uses that specifically service vehicles, or provide service to customers within vehicles. Architectural elements that are used to primarily service vehicular traffic shall not be permitted. These include but are not limited to:
    - i. Drive Thru windows or service doors
    - ii. Garage or Shop Bays

**Commented [GR11]:** Check with Town on the purpose of this regulations



- iii. Multiple Garage Style Doors
- iv. Gas pumps
- v. Car wash stations

7. Decorative Features

- a. All decorative features shall be shown on the site plan reviewed by the ARB detailing height, location, and type of installation(s) proposed.

8. Parking

- a. No parking allowed in front of the front façade.
- b. Contrasting paving materials, such as brick pavers, stamped asphalt, or concrete shall be used to clearly mark pedestrian circulation areas within the parking lot.
- c. Parking areas shall be designed as a series of smaller lots that provide space for no more than 20 cars for double-sided parking and 10 cars for single-sided parking.
- d. The small parking lots shall be separated by a minimum of five-foot-wide internal planting areas that features trees planted in grass or other approved landscape material.
- e. In parking areas containing over 10 parking spaces, pedestrian pathways identified with smaller scale pavement (pavers or scoring) oriented toward the principal building entrance(s) shall be provided

9. Connectivity

- a. Sidewalks: Along facades with a customer entrance and along any façade abutting public parking areas, sidewalks at least five feet in width shall be provided along the full length of the façade.
- b. Walkways shall incorporate at least two of the following features:
  - a. Landscaped areas along at least 30 percent of their length.
  - b. Use of smaller scale pavement (pavers or scoring).
  - c. Pedestrian scale lighting.
  - d. Rain protection such as an awning or arcade.
- c. Cross access easements shall be provided for abutting, compatible uses

10. Fences and Walls

- a. Screening walls and fencing are allowed only in side and rear yards and behind the front building line, with the exception of outdoor eating and play areas.

11. Outdoor Seating

- b. Outdoor seating serving an eating establishment or other permitted use may be permitted between the front building line and the right-of-way provided any service areas such as bars and waitress stations are located on the side or rear of the building inside the main structure

6.5.3 Boulevard Overlay District

1. For sites with multiple buildings, service routes shall be separated from primary customer circulation.
2. Building Design
  - a. Building Frontage: Single Buildings: For single buildings, a minimum of forty (40) percent of the front façade shall be located within eight (8) and thirty-five (35) feet of the front setback.
    - i. Sites with Multiple Buildings: For multiple buildings, a minimum of 40 percent of the linear frontage of parcel (property) shall be occupied by a building façade within front setbacks
  - b. Rooftop Elements: Flat roofs meeting all other exterior standards are permitted
  - c. Parking
    - i. Two rows maximum in between building and primary and secondary frontages
    - ii. Sites providing separate service delivery routes may be allowed an additional driveway entrance
  - d. Outdoor Seating
    - i. Outdoor seating areas supporting a drinking place shall only be permitted in the side or rear yard behind the front building line, **unless the outdoor seating area is directly adjacent, or a part of, the building's primary entrance**

#### 6.5.4 Gateway Overlay District

1. Sites with Multiple Buildings
  - a. For sites with multiple buildings, service routes shall be separated from primary customer circulation.
2. Building Orientation and Placement
  - a. Single Buildings: For single buildings, a minimum of 40 percent of the front façade shall be located within eight and 35 feet of the front setback.
  - b. Sites with Multiple Buildings: For multiple buildings, a minimum of 40 percent of the linear frontage of parcel (property) shall be occupied by a building façade within front setbacks.
3. Building Façade Design
  - a. Sites with Multiple Buildings: Buildings shall be compatible with the scale of adjacent structures and the pattern of the surrounding area.
  - b. Façade Design
    - i. The façade step-back area may be used to provide upper story patios or other useable outdoor areas with rails and safety barriers to integrate into the overall architectural style of the structure
    - ii. Principal entrance facades shall have at least one change of plan or significant architectural detail for each 50 feet of unbroken horizontal plane
    - iii. Secondary facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length

- iv. Ground floor facades visible from public streets or parking areas shall have a change in plane or architectural details along 60 percent of their horizontal length
- v. Secondary facades shall be designed with detailing similar to the principal facades.
- vi. Balconies shall be compatible with the scale, location, and use of the structure
- c. Windows, Transparency and Fenestration
  - i. A minimum of 30 percent of the grade level façade abutting the public right-of-way or sidewalk or which fronts a parking lot shall be window surface area.
  - ii. Glazing must be at least 70 percent transparent for windows abutting the sidewalk or public right-of-way.
  - iii. The maximum height of the sill above the sidewalk shall be 36 inches.
- d. Roofs
  - i. Buildings less than 20,000 square feet must have a minimum 6:12 pitched roof.
- e. Awnings and Canopies
  - i. The size, scale, color and materials of the awnings shall be compatible with the rest of the building
  - ii. Awnings on the ground level shall be a minimum of nine feet and maximum of 12 feet above the finished grade and may project over the public sidewalk.
  - iii. If the awning runs the entire length of the ground floor, it shall be on the same plan as any awning that abuts it on neighboring buildings.
  - iv. Awnings over any windows on the second or above floors, shall be centered over the window.
- f. Parking
  - i. Two rows maximum in front of building.
  - ii. Sites providing separate service delivery routes may be allowed an additional driveway entrance.
- g. Fences and Walls
  - i. If a wall or fencing is provided in front of the building line, the opaque portion shall be limited to a height of three feet from the ground. The remainder of the wall or fencing shall be ornamental metal and see-through
- h. Outdoor Seating
  - i. Outdoor seating areas supporting a drinking place shall only be permitted in the side or rear yard behind the front building line, **unless the outdoor seating area is directly adjacent, or a part of, the building's primary entrance.**