



PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

Town of Pendleton
Planning Commission
Regular Meeting
July 16, 2026
Pendleton Town Hall, 6 pm

AGENDA:

1. **Call to Order:**
2. **Approval of prior meeting minutes:** Approval of the meeting minutes from May 14, 2026, and June 11, 2026.
3. **Public Comments.**
4. **Public Hearings:**
5. **Reports:**
6. **Work Session**
 - a. **Work Session:** Work Session to discuss items from Resolution 03-2026. (No motions will be made.)
7. **Discussion Item**
 - a. Consideration of a discussion to possibly schedule additional Work Session meetings regarding the UDO draft. (No motions will be made.)
8. **Updates:**
9. **Adjournment:**



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Town of Pendleton
Planning Commission
Regular Meeting
May 14, 2026
Pendleton Town Hall, 6 pm

MINUETS:

1. Call to Order:

Chairman Holland called the meeting to order at 6:00 pm

2. Approval of prior meeting minutes:

Mr. Baldwin motioned to approve the minutes; Ms. Jones seconded. Mr. Moloney abstained from voting. Motion passed with all those present being in favor.

3. Public Comments.

Chairman Holland opened the meeting portion at 6:02 pm.

Carey Flemming 203 East Queen Street

Encouraged the planning commission to establish a historic district for the Town of Pendleton.

End of Public Comment.

4. Public Hearings:

- a. Hold a Public Hearing to gather information before making a recommendation to Pendleton Town Council to rezone property located at 610 Cherry Street, having TMS#40-16 -01-002 from R1(Low-Density Residential) to R2(Low-Density Residential).

Public Hearing 6:07

Chairman Holland asked staff to read their report for the rezoning.

Mr. Rines of Town staff read his report for the rezoning of 610 Cherry Street. Staff recommended approval of the request.

No comments were made during the public hearing portion of the meeting.

5. Reports:

No additional reports were made by staff.

6. New Business:

- a. Action Item:** The consideration of approving a resolution making a recommendation to Pendleton Town Council to rezone property located at 610 Cherry Street, TMS#40-16 -01-002, from R1(Low-Density Residential) to R2(Low-Density Residential).

Action item at 6:10

Ms. Gemmill questioned whether the rezoning request applied to the entire two-acre parcel. She stated that the property would potentially have 90,00 square feet that could be subdivided in the future.

Staff stated that it would be possible to subdivide the property into additional parcels in the future.

Mr. Baldwin questioned whether the commission could impose conditions limiting future subdivisions of the parcel if the request were granted.

Staff explained that rezoning requests are legislative actions and that the commission cannot impose conditions with their approval.

Ms. Jones asked if it was the applicant's intent to come back and build three or 4 homes on the site

Staff stated they didn't think that was the applicant's intent. Explained that the property owner seemed intent on staying at the property. They had received a permit for a building addition to allow a family member to live on the property with them.

There is an explanation of the legislative process for rezoning requests. Staff also explained the potential issues of servicing sewer to the property in the event of a major subdivision.

Ms. Gemmill stated that zoning legislation was intended for the property's future, not for the current owner.

Mr. Baldwin said the home was an older farmhouse and represents a historic part of Pendleton. By allowing it to be changed, they are allowing in the future someone to come in and do something significantly different with the property. He is thinking about the future. Questioned the applicants' building permit requests.

Staff explained that the applicant had received a permit for a building addition to allow a family member to reside at the property. They had originally wanted to build an ADU; however, they were not allowed to under the Town's current zoning ordinance.

There was some discussion about the shed/barn that was on the map provided to the planning commission.

Staff explained that the applicants needed to maintain a 6-foot setback from the property line to keep the barn/shed on their property. The rezoning was in part due to the applicant's desire to keep that structure on their property rather than remove it.

Chairman Holland made a motion to proceed with the rezoning of the lot. Ms. Jones Seconded.

The motion passed 4-3. Ms. Dawson, Ms. Luckow, and Ms. Gemmill were against the motion.

7. Discussion Item

- a. Consideration of discussion of amending the Town of Pendleton's Zoning ordinance with items from Resolution 03-2026 of Pendleton Town Council, including a review of the differences between the current Zoning Ordinance and the Draft Unified Development Ordinance (UDO).

Discussion Item at 6:35

Chairman Holland asked staff to go over the resolution from Town Council.

Staff read the items from Resolution 03-2026 to the planning commission.

Chairman Holland provided the commission with a brief overview of the discussion he had earlier in the afternoon with Staff and Vance LLC on the process for adopting the items from Resolution 03-2026 and tackling items from the UDO draft.

Ms. Rebecca Vance of Vance LLC was present at the meeting and explained that it is possible to use the Town's current zoning districts and merge them with the new sections of the UDO to create a new document. Amending the Town's 2023 ordinance with items from resolution 03-2026 may result in a lengthy process of multiple ordinance changes. Ms. Vance explained the items from resolution 03-2026 in detail. She outlined the process of creating and establishing a historic overlay and what the commission would need to decide to establish one.

Mr. Baldwin questioned the request to merge the Town of Pendleton's current overlay districts rather than creating a formal historic district and asked that staff reach out to Town Council for clearer direction

Ms. Gemmill asked what establishing a historic district overlay accomplishes

Ms. Vance stated that you decide which area you want to preserve and which standards you would like to preserve. Anything in the historic area that you want to protect, you can list. Can apply to residential and commercial properties. Must make sure you take all properties in the area into consideration.

After a discussion between staff and the commission on the steps needed to establish a historic overlay and the council's requests, the commission asked staff to clarify with Town Council how to create a historic district from the council's request.

Ms. Vance explained the remaining items from the resolution, her suggestions to edit the items from resolution 03-2206 to better fit the UDO, and what can be changed to be implemented at a more effective and enforceable level. She explained that it would be more effective to discuss chapters 2, 3, and 4 in separate meetings, potentially holding two meetings for chapter 4 due to the amount of information in that chapter.

Staff explained the length of time that one amendment to the zoning ordinance would take to be adopted under the town's current policies

There is some discussion about the process of adopting a new zoning ordinance and the moratorium that would result from that

Ms. Vance stated that Articles 2, 3, and 4 could be discussed at a meeting, one piece at a time. Hold a meeting on each article and see what they like and don't like about it. The rest of the UDO covers things that are the same in the current zoning ordinance, like the BZAs' and DRBs' duties and powers.

The Historic overlay district was brought up again. Ms. Vance explained the difference between a historic overlay in the Town and a property being listed on the National Register of Historic Places.

Motion to adjourn at 7:26 by Chairman Holland, Seconded by Ms. Gemmill, all were in favor.

8. Updates:

9. Adjournment:

Chairman: _____ Date: _____



PENDLETON

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Town of Pendleton
Planning Commission
Regular Meeting
June 11, 2026
Pendleton Town Hall, 6 pm

MINUETS:

1. Call to Order:

The meeting was called to order by Chairman Holland at 6 pm.

2. Approval of prior meeting minutes: Postponed until the next regular meeting.

3. Public Comments.

None were made.

4. Public Hearings:

There was no Public Hearing for this meeting.

5. Reports:

There were no additional reports from the staff.

- Staff used this opportunity to clarify the motion from the previous commission meeting in May.

6. Work Session

- a. **Work Session:** Work Session to discuss Article 2 of the UDO DRAFT. (No motions will be made.)

Work Session began at 6:02

The Pendleton planning commission met with staff and Rebecca Vance of Vance LLC to discuss Article 2 of the UDO Draft. No motions were made from this discussion, however the commission discussed several changes to the UDO draft and directed staff and the consultant to add and remove several items. This discussion included

- Replacement of the UDO drafts zoning district and uses with the current zoning districts from the 2023 adopted zoning ordinance. The census was that this would increase the adoption process of the UDO by eliminating the need to notify all property owners whose districts would change, and potential problems that arise from this
- Neighborhood commercial district. Discussed amending this district to become a traditional mixed-use district. This district labels residential use as a “live-work unit,” and it was discussed changing and clarifying this to make the district a true “mixed-use” district. Mr. Baldwin requested to add the edit in section 3 once they review this section, so they will see how the new definition will be read aloud to them.
- There is a discussion of how zoning districts, businesses, and uses interact with one another and how overlays operate to control façades.
- Overlay District and Historic Overlay. The town square overlay district should be expanded to include commercial and some residential areas and designated as a historic design overlay district with design standards and DRB approval for the removal or demolition of buildings. Retain the village hills overlay district. Most of the properties in the current overlays are mostly residential; the restrictions the overlay has should be for town-wide. There was a discussion of the current corridor overlays. It was explained that all residential properties, including non-historic properties in corridor overlays, require DRB approval for changes. The commission considered this strenuous for property owners. Basic commercial and residential guidelines that can be approved by staff. Remove corridor overlays, establish design guidelines for all properties, and require properties in the new historic design overlay to comply with additional restrictions. Applies to non-contiguous historic properties as well
- Staff will need to notify the new properties that will be subject to a historic overlay.
- These new guidelines will apply to new construction; new historic overlay will have additional restrictions in addition to the new design standards
- Change demolishes 75 percent of the building. The Commission suggested changing this to avoid applicants trying to “fool” the system and demolish.
- Add façade back into the definitions of the UDO. Make this definition very specific.
- It was suggested that 25 percent of the work being done to the façade should require additional approval and review.
- Make the change/alteration/new construction/renovation definition on the 25 percent clause discussed previously, very specific.
- At 6:45, it was theorized that the UDO will establish an historic design overlay, where all buildings and construction will additionally follow design guidelines regardless of use type. All residential and commercial properties outside of the historic overlay will also follow specified design guidelines, and all commercial properties will require DRB approval, while residential properties will be approved at the staff level if they meet compliance with the new standards.

- Add routine maintenance in the definitions to make it clear what will require additional review vs what won't.
- Staff was tasked to create a historic properties map of parcels in Pendleton.
- Staff was tasked to provide the Town Square Overlay standards to the commission for developing a historic overlay
- Discussion of the name for the new historic overlay, the planning commission and staff will come up with information that they may think is important for the development of a historic overlay, and a good name for the new historic district
- The planning commission will take information from the Town Square overlay district that they like and what they want from the TSO to pertain to the new historic district.

7. Discussion Item

- a. Consideration of discussion of proposed By-Law amendments by commission member Mr. Richard Baldwin for the Town of Pendleton Planning Commission's By-Laws. (No motions will be made.)

At 7:31, Chairman Holland introduced the discussion item regarding the By-Laws amendments for the planning commission

The discussion on the By-Laws included suggestions on the number of times someone could attend virtually and the criteria for attending a meeting virtually. Staff will examine other municipalities' laws on virtual attendance and the MASC's standards for virtual attendance that they used during COVID for guidance.

8. Updates:

9. Adjournment:

The meeting was adjourned by Chairman Holland at 8 pm.

Chairman: _____ Date: _____

PROPOSED AMENDMENTS TO THE EXISTING TOWN ZONING ORDINANCE AND LAND DEVELOPMENT REGULATIONS

Resolution Item a. Anderson County Stream Buffers

1. Amend Section 2-2 Definitions to add the following:

Riparian Buffer means a naturally vegetated or enhanced vegetated area adjacent to a stream, river, lake, wetland, or other jurisdictional waterbody that is intended to protect water quality, reduce erosion and sedimentation, preserve streambank stability, mitigate flooding, and support aquatic and terrestrial habitat.

2. Amend Section 6-2 to Section D. Riparian Buffers and add the below text:

D. Riparian Buffers

1. Purpose.

Riparian buffers are established to:

- a. Promote public health by protecting private and public drinking water supplies from excessive non-point source contaminants, including sediment, chemicals, pollutants, and nutrients.
- b. Support natural resources by enhancing wildlife habitat, including wildlife corridors, fisheries, and the quality of water bodies.
- c. Prevent and control flooding, storm damage, and erosion through more even dissipation of drainage flows.
- d. Enhance the scenic and recreation qualities of publicly utilized water bodies; and
- e. Promote and protect the public health, safety, order, appearance, prosperity, and general welfare.

2. Generally:

a. Applicability:

Riparian buffers shall apply to all Waters of the State (WoS), including wetlands, for all new development requiring an approval for stormwater management in accordance with the "Anderson County Stormwater Design Manual".

- i. The "Anderson County Storm Water Design Manual" is adopted as part of this Ordinance.
 - ii. The current "Anderson County Storm Water Design Manual" at the date of the development application will apply.
- ###### **b. Exemptions:**
- i. Activities with approval by a State or Federal Agency for Sections 401 or 404 of the Federal Clean Water Act.

- ii. ~~New development or~~ redevelopment where a larger common plan of development has prior approval of encroachments into riparian buffers. {{ How would new development have prior approval? }}
 - iii. Man-made ponds, lakes, and ditches which are outside natural hydrologic connectivity and those created for stormwater management under an NPDES permit or Anderson County stormwater management approval.
 - c. Manual and Specifications:
 - i. Applicants must fully comply with "Anderson County Technical Specification WQ-08 Permanent Water Quality Stream Buffers" for concentrated discharges to a buffer from new impervious area not receiving post-construction water quality treatment.
 - ii. The "Anderson County Technical Specification WQ-08 Permanent Water Quality Stream Buffers" is adopted as part of this Ordinance.
 - iii. The current "Anderson County Technical Specification WQ-08 Permanent Water Quality Stream Buffers" at the date of the development application will apply.
 - d. Delineation:
 - i. All relevant WoS shall be delineated by a certified licensed professional using U.S. Army Corps of Engineers and SCDES's Water Classifications and Standards and shall be shown in the Storm Water Management and Sediment Control Plan along with all riparian buffer areas.
3. Standards:
- a. Riparian Buffer Requirements:
 - i. A minimum 50-foot riparian buffer as measured from the top of the stream bank inland on each side of all WoS where the watershed is less than 50 acres.
 - ii. A minimum 100-foot riparian buffer as measured from the top of the stream bank inland on each side of all WoS where the watershed is 50 acres or more.
 - b. No Disturbance. Within a riparian buffer, the existing vegetation shall not be cleared or disturbed. Grading, stripping of topsoil, plowing, cultivating, filling, or storage of materials and machinery are prohibited within the buffer.
 - c. Encroachments. The following structures and activities are permitted within the riparian buffer if approved by the Town of Pendleton Planning Commission:
 - i. Utilities
 - ii. Road crossings, bridges, and trails
 - iii. Agriculture and Silviculture

- iv. Scientific studies, including water quality monitoring and stream gauging
- v. Stream restoration projects
- vi. Removal of hazard trees and invasive species
- vii. Dock and bulkhead installation and repair

Resolution Item b. Historic Overlay District

The Planning Commission and Staff will research and bring back a new Historic Overlay District.

Resolution Item c. Public Tree Ordinance

1. Amend Section 6-2 to add Section E. Tree Protection and add the below text:

E. Tree Protection

1. General

- a. Purpose. The purpose and intent of this Section is to protect existing tree cover; facilitate the incremental growth of the City's tree canopy; enhance and preserve the environmental and aesthetic qualities of the City; encourage site design techniques that preserve the natural environment and enhance the developed environment; control erosion, slippage, and sediment runoff into streams and waterways; increase slope stability; improve air quality; protect wildlife habitat and migration corridors; and reduce homeowner energy costs.
- b. Applicability. Except as stated herein, the requirements of this Section apply to all land-disturbing activities that require permit for existing and new development.
- c. Exemptions. The following developments and activities are exempt from this Section except where otherwise noted below.
 - i. The removal of diseased, dead or naturally fallen trees as determined by a certified arborist, licensed landscape architect or the Zoning Administrator; or trees that are found to be a threat to the public health, safety, or welfare by a TRAQ certified arborist or the Zoning Administrator.

- ii. The selective and limited removal of vegetation or trees under 10 inches in diameter at breast height is necessary to obtain clear visibility at driveways or intersections, or for the purpose of performing authorized field survey work.
 - iii. The removal of trees within operationally active utility easements to maintain their intended function.
 - iv. The removal of trees or vegetation on land that is being used for agricultural and forestry activities, including tree farms and approved forestry management practices, except that if a site is substantially cleared of trees pursuant to legitimate agricultural or forestry activities, no development applications will be accepted for 36 months from the date the clearing is completed. It is the burden of the property owner to prove that any timber harvesting or land clearing is conducted as a commercial timber operation. A forestry plan must be submitted that demonstrates that the intended forestry activities will contribute to the long-term production of marketable forest products and ensure the continued existence of forests through regeneration. Conducting a timber sale as the sole timber management activity does not constitute a "commercial timber operation."
 - v. Residential property consisting of an existing single-family home, and where the tree is located in the rear or side yard. Mitigation or replacement shall not be required for front-yard removal; only tree coverage requirements.
 - vi. Tree clearing or cutting performed to comply with aeronautic safety requirements mandated by federal or State law or regulation.
- d. Tree Protection Zone (TPZ). Before and during any land disturbance, construction, or development, the following measures shall be utilized to protect trees, including tree crowns and roots, designated for retention on development plans. The location of the TPZ fencing and method of construction shall be noted on the site plan.
- i. Prior to clearing/grading/land disturbance, construction, and/or development of a property, the owner shall install all tree and root protection necessary to protect identified canopy and understory trees from damage.
 - ii. All trees shall be protected with a sturdy and visible fence before any land disturbance begins. At a minimum, such Tree Protection Zone (TPZ) shall be established and be equal to a one-foot radius on the ground for every inch of

Diameter at Breast Height (DBH) or the extent of the drip line of each canopy and understory tree to be protected, whichever is greater.

- iii. Tree protection fencing shall be installed and remain in place and in good condition until all clearing/grading/land disturbance, development, and construction activities are completed.
 - iv. The TPZ fencing shall be constructed from any material visible and substantial enough to prohibit and keep out vehicles, people, and all other activities associated with the clearing/grading/land disturbance, development, and construction process. Examples include wood posts and rails, chain link fencing, wire fencing and posts, and other substantial materials. Tree protection fencing shall be a minimum of four feet high.
 - v. All Tree Protection Zones shall be designated as such with signs posted visibly on all sides of the fenced protection area, with lettering and colors that provide maximum readability in terms of distance and contrast.
 - vi. No soil disturbance or compaction, stockpiling of soil or other construction, paving, or landscaping materials, vehicular traffic, or storage of heavy equipment is allowed in the tree protection zones of trees to be retained.
 - vii. In situations where strict adherence to the provision of tree protection zones is not possible due to factors including, but not limited to, site conditions, overlapping tree protection zones, or grade changes, the Zoning Administrator may, through field determination and consultation, allow modifications to the required tree protection zone.
2. Tree Inventory. The tree inventory and protection plan must be submitted with an application for any land development activity that is not otherwise exempt.
- a. A legible tree inventory must be submitted as part of an application for any land disturbing permit or activity, including storage or staging of equipment. The inventory must show all heritage trees and trees greater than 8 inches DBH to be removed (or for residential property consisting of an existing single-family home where title to such property is acquired on or after July 1, 2021, trees that meet the heritage tree definition), and any tree to be retained. Trees must be clearly identified on the tree survey as either to be removed or retained. Each retained tree should have its critical root zone identified to determine impacts.

- i. The tree inventory must include any boundary trees, i.e., trees on neighboring properties, which may experience any land disturbance, including storage of equipment or other material, within their critical root zone. In cases where the boundary tree cannot be accessed by a surveyor, the dripline can be substituted for the critical root zone.
 - ii. Invasive tree and prohibited tree species, as determined by the Zoning Administrator, and all Pinus species are exempt from tree protection requirements.
 - iii. Encroachment within the critical root zone, or dripline, if the tree cannot be accessed by a surveyor, of trees located on adjacent properties is not allowed without written approval from that adjacent property's owner if the tree is to be impacted. If the limits of disturbance or land disturbance activity may reasonably be expected to occur within the critical root zone, or dripline as defined above, of trees located on adjacent properties, a letter from the tree's owner may be provided in lieu of tree protection for the tree. The letter must clearly state that the tree's owner is aware of the risk to the tree, that the land disturbing activity may result in the immediate or long-term death or demise of the tree, and that the Town is not responsible for any damage or removal of the tree or its parts. The letter must be signed by the adjacent property owner and included with the tree inventory.
3. Tree Removal and Replacement. Development or activity that results in the removal or injury of canopy trees 8 inches or greater in DBH (or for residential property consisting of an existing single-family home, trees that meet the heritage tree definition), that are not recognized invasive species, must provide replacement or mitigation equal to or greater than the cumulative DBH of the trees removed and/or injured.
- a. Canopy trees required to meet landscape requirements per the Development Code may be used to meet tree replacement requirements.
 - b. Tree loss mitigation may be provided by retaining existing canopy trees on site, which meet the following criteria:
 - i. Trees are between 3 inches and 6 inches DBH;

- ii. Trees are in good health and are free of damage or disease, as verified by a certified arborist; and
 - iii. Trees are not a recognized invasive or prohibited species, or of the Pinus species; and
 - iv. Trees are not within an active utility easement.
- c. For all other parcels and land development applications, the applicant shall submit a tree survey (as described in the above section) notating all applicable trees/landscaping to be removed, as well as planned vegetation. For those canopy trees over 8 inches in DBH and trees classified as Heritage trees, the following mitigation schedule shall apply:

Table 6.2: Tree Replacement and Mitigation Schedule		
Tree Type	Replacement: % of caliper inches	Mitigation: Cost/Caliper Inch
Canopy Tree	25%	\$10/inch
Heritage Tree	33%	\$50/inch
EXAMPLES:	APPROVED REPLACEMENT	APPROVED MITIGATION
	Heritage Tree: A 24-inch Live Oak tree is approved to be removed. The applicant may choose to plant back four (4) 3-inch Live Oaks (12") to equal 50% of the tree to be removed	Historic Tree: A 24-inch (DBH) Live Oak tree is approved to be removed. The applicant must pay \$2,400 for the removal of the tree (24" x \$100 = \$2,400)
	Canopy Tree: A 12-inch Live Oak tree is approved to be removed. The applicant may choose to plant back one (1) 4-inch live oak to equal 33% of the tree to be removed.	Canopy Tree: A 12-inch tree is approved to be removed. The applicant must pay \$600 for the removal of the tree (12" x \$50 = \$600)
*Replacement location of historic or significant trees removed shall be decided by the Zoning Administrator or applicable review entity.		

d. In cases where tree mitigation is required but planting is not preferred by the applicant, the Town Administrator must approve a fee-in-lieu-of mitigation via payment to the Town's Tree Fund. Fees must be based on market rate quotes for related tree mitigation. Fee-in-lieu-of mitigation fees are capped at \$25,000 per acre (excluding heritage tree fines), to be adjusted upward or downward on a pro rata basis based upon the size of the parcel. By way of example, the fee-in-lieu would be capped at \$12,500 for a one-half acre parcel and capped at \$37,500 for a one and one-half acre parcel. This fee in-lieu of shall not exempt the applicant from any landscaping requirements such as buffers, screenings, parking lot landscaping, and other plants required with the development application. The Tree Fund will be managed by the Town and must be used solely for the purposes of:

- i. New tree purchase and installation by the Town.
- ii. A percentage of new tree and landscape material and installation costs for affordable housing developments, as defined by the Town, and executed via development agreements with the Town;
- iii. Maintenance of existing tree canopy on public property and rights-of-way;
- iv. Purchase of real property for the purposes of tree plantings or dedicated open space; or
- v. Administration of the above.
- vi. The total tree mitigation fee may be reduced by a percentage equal to the percentage of affordable housing units included within the project as documented by the Town.

4. Tree Coverage Requirements. In addition to the standards laid out within this Section, land or property shall maintain a minimum baseline canopy coverage area based on the zoning district and lot size. This canopy can be comprised of existing trees, new trees, or a combination of both, and shall be per the table below:

Table 6.3: Tree Coverage Requirements	
Type of Development	Minimum Number of Trees Required*

	1 Canopy/Overstory Tree Required
Single Family Residential, Detached	Per 4,000 sq. ft. of lot size
Attached Single Family, Two-family, three-family dwellings	Per 6,000 sq. ft. of lot size
Multi-Family	Per 4,000 sq. ft. of lot size
Town Center	N/A
Lodging & Mixed Use	Per 6,000 sq. ft. of lot size
Office, Commercial, & Vehicular	Per 6,000 sq. ft. of lot size
Civic & Institutional	Per 8,000 sq. ft. of lot size
Industrial	N/A
*Approved existing vegetation, buffer trees, street trees, landscaping islands, etc. could all count towards this requirement.	

Resolution Item d. Sidewalk Requirements and Connectivity

1. Amend Section the Town of Pendleton Land Use Regulations to repeal Section &.11 Sidewalks and replace with the below text:

SECTION 7.11 SIDEWALKS

1. Design Specifications.
 - a. Sidewalks are required to be a minimum of five (5) feet wide according to ADA (Americans with Disabilities Act) Standards.
 - b. Sidewalks shall be placed parallel to streets, with exceptions permitted to preserve natural features, or to provide visual interest, or where required for pedestrian safety.
 - c. Design and location of sidewalks shall connect with existing pedestrian infrastructure.
2. Construction Specifications

- a. Sidewalks shall be four (4) inches thick except at points of vehicular crossing where they shall be at least six (6) inches thick. At vehicular crossings, sidewalks shall be reinforced with welded wire fabric mesh or an equivalent.
 - b. There shall be a minimum distance of two (2) feet between the back of curbing to the edge of sidewalk to provide an area for a planting strip and buffer from vehicular traffic.
 - c. Expansion Joints: Preformed expansion joints three-quarter ($\frac{3}{4}$) inch thick, extending the full depth of the concrete, shall be constructed at the locations indicated on the plans and at other locations as follows:
 - i. Whenever a sidewalk is constructed between an adjoining substantial structure on one side and curbing on the other side, an expansion joint shall be formed adjacent to the curbing.
 - ii. An expansion joint shall be placed between the sidewalk and the radius curbing at street intersections.
 - iii. When sidewalks are constructed adjacent to existing or new pavements or structures, expansion joints shall be placed to match these existing joints.
 - iv. Sidewalks shall be installed in accord with Section 720 of the Standard Specifications for Highway Construction Manual, Latest Edition, as amended.
 - d. Contraction Joints: The concrete slabs in sidewalks between expansion joints shall be divided into blocks five (5) feet in length by scoring transversely after floating operations are complete. Whenever the sidewalk slabs are more than ten (10) feet in width, they shall be scored longitudinally in the center. All scoring shall extend for a depth of one (1) inch and shall not be less than one-quarter ($\frac{1}{4}$) inch or more than one-half ($\frac{1}{2}$) inch in width. All scoring shall be edged and finished smooth and true in line.
 - e. Graded areas shall be planted with grass or treated with other suitable ground cover, and their width shall correspond to that of sidewalks.
3. Bonding Requirements. The bond requirement for sidewalks is 150% of the estimated construction costs for all sidewalks required by the provisions of this ordinance. The contractor may secure the bond to allow for installation at the closing stages of the phase or complete development of the project. The contractor must

secure approval from the Director of Public Works and the Zoning Administrator to bond sidewalk installation and improvements.

Resolution Item e. Generalized Design Standards

SECTION 6-11 GENERAL DESIGN STANDARDS

D. Site Design Standards

1. Building Orientation

- a. Buildings shall be oriented toward public streets, sidewalks, parks, or other public spaces.
- b. Primary entrances shall face the primary street whenever practical.
- c. Corner lots shall provide architectural features and entrances that address both street frontages.

2. Pedestrian Design

- a. Development shall be designed to encourage pedestrian movement.
- b. Buildings shall be connected to public sidewalks and parking areas by clearly defined pedestrian walkways.

3. Building Placement

- a. Buildings within the same development should maintain consistent setbacks and orientation.
- b. Commercial buildings should generally be located near the street to define the public realm.

4. Parking

- a. Parking shall be located beside or behind buildings whenever practical.
- b. Large parking lots shall be divided into smaller parking areas through landscaping, pedestrian connections, or landscaped islands.
- c. Parking areas adjacent to public streets shall be screened with landscaping.

5. Streetscape

- a. Development shall contribute to an attractive streetscape through the use of sidewalks, street trees, landscaping, pedestrian-scale amenities, and coordinated site design.
- b. Street trees shall be installed where required by the Landscape Standards.

E. Building Design Standards

1. Human Scale

- a. Buildings shall incorporate architectural elements that reduce perceived mass and create visual interest.
- b. Long blank walls shall be avoided.
- c. Large buildings shall incorporate changes in wall plane, roofline, materials, windows, or other architectural features to reduce visual monotony.

2. Building Articulation

- a. Buildings visible from public streets shall incorporate a clearly defined base, body, and roofline or parapet.
- b. Changes in materials, projections, recesses, porches, balconies, or similar architectural features shall be used to create visual interest.

3. Entrances

- a. Primary entrances shall be clearly identifiable through architectural features such as porches, stoops, canopies, awnings, recesses, columns, or similar elements.
- b. Corner commercial buildings are encouraged to provide entrances oriented toward both streets.

4. Windows

- a. Windows shall be proportionate to the building and arranged in an orderly pattern.
- b. Buildings facing public streets shall include windows that provide visual interest and reduce blank wall areas.
- c. Reflective or mirrored glass is prohibited.

5. Roof Forms

- a. Roof forms shall be compatible with the architectural style of the building.
- b. Flat roofs shall include parapets or other architectural treatments.
- c. Mechanical equipment shall not be visible from adjoining public streets.

F. Architectural Character

Development shall reflect traditional architectural forms and proportions commonly found throughout Pendleton while allowing contemporary interpretation.

Architectural styles may include, but are not limited to:

1. Traditional Southern
2. Craftsman
3. Colonial Revival
4. Vernacular
5. Farmhouse
6. Traditional Commercial
7. Contemporary designs compatible with surrounding development

Buildings shall avoid excessive ornamentation or architectural features unrelated to the overall design.

G. Building Materials

Exterior building materials shall be durable, high-quality, and appropriate for the architectural style.

Preferred materials include:

1. Brick
2. Natural or manufactured stone
3. Fiber-cement siding
4. Wood siding
5. Stucco
6. Standing-seam metal roofing

7. Architectural asphalt shingles

The following materials are discouraged or prohibited as primary exterior materials on principal façades:

1. Bare concrete masonry units (CMU)
2. Reflective or mirrored glass
3. Highly reflective metal panels
4. Bright synthetic colors
5. Faux stone of poor quality
6. Corrugated metal siding on principal façades (except where approved as an architectural feature)

Accessory buildings shall utilize materials compatible with the principal structure.

H. Color Palette

1. Exterior colors shall complement Pendleton's traditional architectural character.
2. Muted earth tones, natural colors, and historic color palettes are encouraged.
3. Accent colors may be used for doors, shutters, trim, and architectural details.
4. Highly fluorescent or intensely reflective colors are prohibited.

I. Residential Design Standards

Residential development shall reinforce traditional neighborhood character.

1. Front entrances shall be clearly visible from the street.
2. Front porches or stoops are encouraged and shall be required where specified by an Overlay District.
3. Attached garages facing the street shall be recessed from the primary façade whenever practical.
4. Garage doors shall not dominate the front elevation.
5. Rooflines shall incorporate gables, hips, dormers, or similar architectural features to create visual interest.

6. Accessory structures shall be compatible with the principal building in materials, roof form, and architectural character.
7. Multifamily buildings shall incorporate building articulation, varied rooflines, and four-sided architecture.

J. Commercial Design Standards

Commercial buildings shall reinforce an attractive pedestrian-oriented environment.

1. Primary entrances shall face public streets.
2. Ground-floor façades facing public streets shall incorporate transparent windows and active building frontages.
3. Buildings shall include architectural details such as cornices, awnings, canopies, recessed entrances, columns, or similar features.
4. Blank walls facing public streets shall be avoided.
5. Outdoor seating, plazas, courtyards, and pedestrian gathering areas are encouraged.
6. Service areas, loading facilities, and dumpsters shall be located behind or beside buildings and screened from public view.

K. Sustainability

Development should minimize impacts on natural resources through site-sensitive design.

The following practices are encouraged:

1. Preservation of mature trees where practical.
2. Minimization of grading and land disturbance.
3. Reduction of impervious surfaces.
4. Native and drought-tolerant landscaping.
5. Stormwater management practices that promote infiltration and water quality.
6. Underground utilities where practical.

Building orientation and landscaping that improve energy efficiency and provide shade.

Resolution Item f. Lighting Regulations

1. Amend Section 6-2 to add Section F. Lighting and add the below text:

F. LIGHTING

1. General
2. Purpose. The purpose of this section is to regulate exterior lighting to enhance the areas being lit, help ensure the safety of pedestrians, cyclists, and drivers, and minimize light spillage and glare.
3. Applicability. The provisions of this section shall apply to:
 - a. All development in the Town of Pendleton, future annexations, and all lighting fixtures installed after the effective date of this Code.

Replacement of site lighting and changes to existing light fixture wattage, type of fixture, mounting or fixture location must be made in compliance with this Section.

4. Exemptions. The following lighting types shall be exempt from the requirements of this section:
 - a. Street lighting, which is regulated separately under Section 4.5.9.
 - b. All temporary emergency lighting needed by the Police or Fire Departments or other emergency services, as well as all vehicular lights.
 - c. All hazard warning lights required by Federal regulatory agencies and in compliance with adopted standards.
 - d. Individual residential lighting that is not part of a site plan or subdivision plan for street or other common or public area outdoor lighting.
 - e. Lighting associated with holiday, festival, or other temporary uses.
 - f. Lighting of public art that has been permitted or otherwise approved by the Town.
 - g. Other Municipal or State lighting installed for the benefit of public health, safety, and welfare.
 - h. All fixtures installed or temporarily used by public agencies, their agents, or contractors for the purpose of illuminating public streets.
 - i. Lighting of US and South Carolina State Flags.
 - j. Routine maintenance of all existing fixtures.

5. Standards

The following standards are required of all exterior lighting, with the exception of street lighting:

- a. Design. Exterior lighting shall be consistent with the architectural character of the building.
- b. Location
 - i. Fixtures shall be placed to provide uniform distribution of light and to avoid intense lighting that produces excessive glare.
 - ii. All lighting poles shall be located at least 10 feet from property lines defining rear and side yards.
 - iii. Light sources shall not be located within any perimeter-landscaped areas with the exception of pedestrian walkways.
- c. LED Lighting. The use of LED lighting or other high-efficiency lighting equal to is strongly preferred.

6. Shielding

- a. Building lighting and landscaping lighting shall be located, aimed, and shielded so that direct illumination is focused exclusively on the building facade, building foundation, plantings, or other site features and away from adjoining properties and the street right-of-way.
 - b. Any upwardly directed lighting used to illuminate structures shall be limited to low-wattage architectural lighting.
 - c. Lighting used to illuminate pedestrian walkways, and signage shall be downcast or cutoff type lighting fixtures.
7. Maximum Height. The maximum height as measured from grade for outdoor lighting, except outdoor recreation and performance areas, shall be:
- a. Non-Cut-Off Lights: 12 feet

- b. Cut-Off Lights: 25 feet
- 8. Hours of Illumination. Public and institutional uses, commercial uses, and industrial uses (heavy and light) shall turn off all exterior lighting within 1 hour after closing, except for lighting necessary for security or emergency purposes.
- 9. Parking Lot Lighting. Parking lots and vehicular use areas shall be lit for efficient use during hours of darkness. Specifically, lighting will not illuminate, nor cast glare into neighboring properties nor in the eyes of motorists. Lighting fixtures shall be part of the overall project design and contribute to the landscaping effect both in daylight and dark.
- 10. Landscape and Decorative Lighting. Landscape and decorative lighting, of 600 lumens or less is permitted, provided that the light is installed and aimed to prevent lighting build up and light spillage.
- 11. Maximum Illumination. The maximum allowable light trespass permitted onto a residential property shall be 0.3 Footcandles as measured at the property line. Minimum lighting for streets shall be based on County or SCDOT regulations or best practices.
- 12. Security Lighting
 - a. Motion-activated security lights. Unshielded flood and spotlights, with 675 lumens or less, installed for security and activated by motion sensor, are permitted. These unshielded lights must be mounted and aimed in a manner that minimizes up-lighting and light spillage.
 - b. Floodlights. The visibility of the light source inside a luminaire shall be restricted; the direct light shall not be visible above six feet at the adjoining public roadway pavement edge or 15 feet beyond the property line.
 - c. Lights with Photosensors. Area “dusk to dawn” open-bottom lights, with photosensors that automatically turn the light on and off at certain levels of ambient illumination, are permitted. These lights must be full cutoff.
- 13. Prohibited Lighting

The following types of lighting are prohibited:

- a. Lasers. Laser source light or any similar high-intensity light for outdoor advertising or entertainment that is projected above the horizontal.
- b. Searchlights. The operation of searchlights for advertising purposes.
- c. Flashing Lights. Flickering or flashing lights.

PENDLETON TOWN SQUARE OVERLAY DISTRICT



MAINTENANCE & PROTECTION STANDARDS

Adopted by
Pendleton Town Council:

February 1, 2010

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INTRODUCTION

To visitors and residents, the Town of Pendleton, in whole, evokes a wide range of impressions. However, one specific area in Town – the Town Square – consistently attracts very positive and lasting impressions that narrowly range between genuine, unique, and comforting. The Town Square reflects many facets of the Southern cultural heritage and the small town environment that many people find appealing and to which one can easily connect to pleasant memories of the past.

Several attempts have been made to protect the “center” of Pendleton’s charm since the entire town was placed on the National Register of Historic Places in 1970. Despite some failures to incorporate protection measures in the past, the will persists to create standards for the areas around the Town Square to ensure the maintenance of the Square’s character, attractiveness of its design, and appeal of its cultural heritage. The protection measures in this document have been set forth to achieve these goals regarding the exterior of both the existing buildings and any new development that might occur on the Square and those relevant commercial areas in close proximity to the Town Square that are not included in the Corridor Overlay Design District. These protection measures should ultimately result in the allowance of buildings around the Town Square to evolve in ways consistent with the character of the Square and the development of new buildings that share the same charm as those already standing. Interior maintenance and renovation is not a concern of this document. If conflicts exist between this document and county, state, or federal regulations, then the county, state, or federal regulations shall prevail.

A growing trend over the past few decades in cities and towns around the country is the protection of significant buildings, specifically through the adoption of a Historic Preservation Ordinance. Many of the planning and design guideline tools present in Historic Preservation Ordinances apply to much of what Pendleton would like to achieve with the area surrounding the Town Square. The protection measures in this document are not set up to unreasonably regulate or overburden property or business owners, but to simply maintain the appeal of the Square in a manner that can be effectively administered.

Considering the value of the built environment around the Town Square both culturally and economically, the necessity of protecting this area from development that is not in context or character with the Square is of primary importance. Voluntary guidelines will not suffice to ensure the maintenance of this environment’s character and attractiveness. The *Town Square Overlay District Maintenance and Protection Standards* sets forth *mandatory standards* that one must conform to and consists of six major parts and an appendix: 1) Maintenance standards; 2) Protection standards for existing buildings; 3) Regulations for site design elements; 4) Standards for new construction; 5) Requirements for the demolition of a building or buildings; and 6) Definitions of terms used throughout the document. As a reference, Appendix A includes *The Secretary of the Interior’s Standards for Rehabilitation*.

In the first section, “Maintenance Standards,” and the second section, “Protection Standards for Existing Buildings,” the aim is to protect the character of the built environment on the Square. Standards for maintenance will apply continually to all properties. Protection standards will apply when features are being repaired or replaced, when a whole façade is being renovated or rehabilitated, or when an addition is being constructed on a building.

The third section, "Site Design Standards," addresses aspects including yards, electrical systems, mechanical systems, and features that are not permanent on a building. These standards seek an outdoor environment that is clean, orderly, promotes safety, and exhibits the pride that Pendleton residents take in their greatest asset. Timely conformance will help property owners, business owners, and the Town in general to obtain the greatest benefit from these standards.

The "New Construction Standards" section sets up standards for the rare cases that new development occurs around the Square. The "New Construction Standards" will ensure that any future development on vacant properties is compatible with the existing built environment. Although the "New Construction Standards" are not attempting to replicate exactly the existing buildings, the standards set up a basic framework for the use of many traditional design patterns that will result in more harmonious coexistence of the old and new.

The fifth section, "Demolition of Buildings," seeks to avoid the demolition of buildings that the Town might find culturally relevant, but does not prohibit demolition of buildings altogether. This section reiterates the "Demolition and Relocation of Structures" section in Article VI of the Zoning Ordinance and provides some requirements for demolition that will ensure the demolition of a building or buildings is justified.

The final section, "Definitions", contains definitions of terms used throughout the document. Some definitions not included in this section may be included in Article II of the Zoning Ordinance. Terms in the "Definitions" section of the Zoning Ordinance that appear in this document have the same definitions as written in the Zoning Ordinance.

The Secretary of the Interior's Standards for Rehabilitation are federal regulations guiding the rehabilitation of buildings that are: a) recognized in the National Historic Registry, b) receiving federal grants for rehabilitation, or c) whose owners seek federal tax credits for rehabilitation projects. However, conformance to *The Secretary of the Interior's Standards for Rehabilitation* is not necessary to meet the standards of the Town Square Overlay District.

MAINTENANCE STANDARDS

“Maintenance Standards” are standards by which compliance is expected at all times. These standards focus on maintaining an attractive appearance of properties from day to day.

A. GENERAL MAINTENANCE STANDARDS

Initial administration of these standards will allow a 180 day period from adoption of this ordinance in which any compliance issues must be fixed. If 180 days is an unreasonably short time to comply, an agreement to fix the issue by a specified date must be filed within 180 days of adoption of this ordinance with the Zoning Administrator or designee. After the initial 180 days, all of the standards in this section are expected to be met continually and failure to meet the standards will subject a property to the notification and penalty processes framed in the Zoning Ordinance.

Further detailed information concerning compliance with the items listed below can be found in the “Protection Standards for Existing Buildings” section of this document.

1. Paint

All surfaces that are painted shall be kept in a good state of repair. Painted surfaces shall not be cracked or chipped to a degree where bare surfaces or old coats of paint are exposed.

2. Awnings

All awnings shall be kept in a good state of repair. Awnings shall not be faded, deteriorated, torn, or falling apart. Awnings shall not have readily visible fungus, mold, or mildew growing on the awning.

3. Front, Side, and Rear Yards

Surrounding front, side, and rear yards shall demonstrate good taste through adequate maintenance. It is necessary and reasonable that all yards and landscaping remain orderly, neat and clean.

Vegetation shall not grow directly upon a building or its features. Flower boxes, trellises, or other landscaping devices may be used for the growth of plants alongside of walls.

Any unscreened utility buildings or equipment currently in use shall be properly painted and maintained.

Any obsolete or unused equipment located on the exterior of the building or in the yards, such as unused electronic or mechanical systems, utility buildings, etc., shall be removed from the property.

All screening material and fences shall remain in a good state of repair. Screening or fences that are rusted, broken, or have missing parts shall be removed, repaired, or replaced.

4. General Building Maintenance

Buildings should avoid the appearance of being run-down or in decline. To avoid this appearance, buildings shall not have gaping cracks in any façade surface visible from the pedestrian perspective, trim shall not be broken or clearly falling apart, and window or door glass shall not be cracked, broken, or be missing altogether.

PROTECTION STANDARDS FOR EXISTING BUILDINGS

It is not the intent of the *Town Square Overlay District Protection Standards* to make every building look identical. Existing structures were built over a period of some 150 years and were constructed for different purposes. The goal is for the exterior of each building to be properly maintained and to help retain the character of the Square.

A. GENERAL PROTECTION STANDARDS

1. Paint and Colors

The choice of colors to be used in the painting of any façade surface including brick, stucco, trim, windows, doors, and awnings shall require approval by the Zoning Administrator or designee. If the Zoning Administrator or designee finds that a specific color does not closely conform to these standards, the applicant may apply to the Design Review Board for approval.

A façade and corresponding trim shall not be any more than three colors of paint (this does not include colors on signs).

a. Painting of Brick Buildings

Buildings made of brick shall not be painted except for those with clearly damaged bricks or those that are already painted.

On buildings with damaged brick, the paint colors shall be limited to those that closely resemble the color of the brick on that building or colors resembling red or dark red brick.

On brick buildings that are already painted, new applications of paint shall be limited to the same color as the building is already painted or colors closely resembling red or dark red brick.

b. Painting of Stucco

On stucco treated buildings, new applications of paint or retreatment of stucco surfaces shall be limited to the same color as the existing building.

c. Painting of Trim

Trim colors shall include shades of white, creams, black, and earth tones, but may also include clear-coat or stained finishes.

Trim colors shall not be bright shades that detract from the overall building or the Square.

2. Roofs

Details such as parapet walls should be preserved, maintained, or repaired.

Parapet walls and features such as concrete or stone piers should not be altered or removed.

When replaced or resurfaced, roofs that are readily visible shall be replaced or resurfaced with metal or materials similar to the existing roof. The color of the material shall remain comparable to the existing color.

B. FRONT FAÇADES

1. Architectural Features

Architectural and decorative features should be preserved, maintained, and repaired. These features may include cast iron pilasters, brick corbelling or inlaid patterns, terra cotta, decorative cast concrete, window hoods, and cornices. Architectural features should not be removed or concealed.

Architectural features which have been removed prior to the adoption of this ordinance may be replaced based upon their original design.

Architectural features should not be added to a building where none originally existed.

Architectural features should be repaired using compatible materials, if possible.

Where replacement is required, one should remove and replace only those portions that are deteriorated beyond repair.

2. Cornices

Cornices shall not be removed, concealed or covered with modern materials.

Cornices shall not be added to buildings where no physical or pictorial evidence for such a cornice existed.

3. Awnings

Awnings may be retractable or fixed in place and should fit the opening to which they are applied. Shed awnings are appropriate for rectangular openings while arched awnings are appropriate for arched openings.

Awning materials shall be either acrylic or vinyl coated canvas or standing seam metal.

Colors that are compatible with the overall color scheme of the building shall be used. Solid colors with mute tones or colors comparable to existing awnings on the Square shall be used.

The awning shall fit the window or door openings or, if spanning the front of the façade of the building, shall fit between architectural features or the edges of the building.

Awnings shall not be internally illuminated.

Canopies may be flat and extend straight out from the building with supporting poles or wires. The canopies may be made of wood or metal.

Canopies shall cover as few of the architectural features of a building as possible.

4. Storefronts

Preserve (maintain or restore, not remove or alter) existing storefronts when possible. Storefronts are important to a commercial building's architectural design.

Storefront features that have become deteriorated should be repaired rather than replaced.

If replacement is necessary, install a storefront based upon traditional designs. This shall include the construction of bulkheads and display windows using appropriate materials. New storefronts should be typical of the period when the building was originally constructed.

Entrances should be preserved, maintained or repaired in their entrance design and arrangement whether recessed or flush with the sidewalk.

Entryways recessed from the rest of the façade shall be maintained.

If a storefront is altered, restore it to the earliest known design.

5. Bulkheads

Bulkheads should be preserved, maintained, or repaired with like materials where they exist. Bulkhead panels should not be altered or removed.

When replacing bulkheads, materials shall be wood or brick.

6. Display Windows

Display windows should be preserved, maintained, or repaired.

Replacement display windows shall match the replaced windows in location, design, and size.

Replacement windows shall be traditionally scaled with large glass lights and with as few structural divisions as possible to maintain the traditional transparent storefront look.

Window framing that is wood should remain or be replaced with wood.

Window framing that is metal should remain or be replaced with similarly treated metal.

Vinyl shall not be used for window framing.

Clear glass is preferred on storefronts. If tinted glass or window film, is used, it shall be smoke or black in color, have at least 50 percent visible light transmission and be installed on all windows of a storefront. Reflective tint is prohibited.

Existing transom lights shall not be obscured by construction materials.

7. Windows and Doors

Window sashes should be preserved, maintained, or repaired including their size, number and arrangement of lights, and decorative detailing. Windows shall not be concealed, enclosed or covered.

Deteriorated windows should be repaired rather than replaced. Missing or irreparable windows shall be replaced with windows that match the most recent in size, number, and replicate the arrangement and position of glass panes.

If the existing window was double hung, its replacement shall be as well.

Wood is the preferable material for replacement windows. Anodized or bake-on enamel aluminum, in white or dark finishes is also appropriate.

Shutters shall not be added to windows on commercial structures.

Window surrounds and detailing such as brick or stone lintels and sills shall be maintained and preserved.

Storm doors and windows shall not be added or replaced.

Preserve the position, number, size and arrangement of windows and doors in a building wall or entrance.

Openings on a façade shall not be enclosed or made smaller than the existing size, nor shall they be made bigger to accommodate a larger window or door.

Window air conditioner installation on the front façade of a building shall only be allowed as a repair or replacement of window units already installed at the time of adoption of the Town Square Overlay District. Replacement units may only be placed in the opening left by the old unit.

If replaced, doors shall be of a single light (glass area) design.

Solid paneled doors, decorative doors, or any kind of door based upon different historical periods or architectural styles are not appropriate replacements.

Replacement doors should generally use glass proportionate to display window glass and kickplate panels proportionate to bulkhead panels.

Replacement doors shall be wood or metal.

8. Primary Façade Surface Treatment

Any resurfacing of a building façade shall be done with red or dark red brick or materials similar to the existing primary façade surface treatment of the building being resurfaced.

C. SIDE AND REAR FAÇADES

It is important that side and rear facades demonstrate good taste through adequate maintenance. It is necessary and reasonable that certain criteria involving orderliness, neatness and cleanliness are met.

1. Side Façades (Visible from the Pedestrian Perspective)

Side façades shall meet similar standards to those of front façades in regards to architectural features, awnings, windows, window air conditioning units, and primary façade treatment. All other aspects shall be addressed similarly to rear façades.

2. Rear Façades (Visible from the Pedestrian Perspective)

Due to the nature of rear façades being secondary in use and generally being viewed less by the public, the application of front façade standards to rear façades that are visible from the pedestrian perspective will be more flexible with the purpose of achieving improved visual appeal.

Storm doors and solid doors may be used in the rear of all buildings.

Window air conditioning units may be allowed on the rear façade of a building as long as the original window opening is maintained. The window opening shall remain transparent to the greatest extent possible.

D. ADDITIONS

1. General Standards

Additions shall maintain the integrity of the building's character.

Additions shall not damage significant architectural features.

Additions shall not inaccurately interpret the time period in which the original building was built.

Additions shall be compatible in scale and form to the main building.

2. Side Additions

Additions to the side of a building shall follow guidelines for new construction.

3. Rear Additions

Rear additions shall be compatible with the original building in scale, proportion and rhythm of openings, and size.

Rear additions shall match the material and color of the building to which it is being added.

Rear additions should be constructed to cause minimal damage to or removal of original walls and details from the rear of the building.

4. Additional Stories

Buildings shall not exceed two stories in height at street level.

Additional stories should follow the same footprint as the building at ground level.

Additions occurring atop an existing building shall be compatible in all ways with the building on which is being added.

SITE DESIGN STANDARDS

The way that the properties within the Town Square Overlay District have been developed has left very little groundcover other than building or hard surfaces. Regardless, the maintenance of site designs remains important in that it ensures practical use of the property, visual appeal of site elements, and a unity of character amongst site aspects on all the properties around the Town Square.

A. GENERAL SITE DESIGN STANDARDS

1. Fences

Allowable fence types shall include rod iron, wrought iron, and wood.

Rod iron and wrought iron fences shall only be black.

Wood fences shall be natural color or painted in the colors approved for building trim.

Wood fences shall only be used in the rear yard of a building or as a screen for utilities, mechanical systems, or service areas.

Any type of screening material shall be maintained and replaced when ineffective.

2. Utilities and Mechanical Systems

Trash and recycling storage and utility service boxes, telecommunication devices, cable, and conduits shall be located in rear yards and be screened from public view to the greatest extent possible.

Mechanical systems shall be allowed in rear yards or on rooftops.

Satellite dishes shall only be allowed on rooftops or in rear yards.

Window air conditioning units are covered in the "Windows and Doors" section and also mentioned in "Side and Rear Façades".

Screening may be done with fences, brick walls, or landscaping.

3. Lighting

Light fixtures for commercial buildings should be as simple as possible and mounted where they will be obscured to the greatest extent possible. Any historic light fixtures should be preserved, maintained, and repaired.

In the absence of historic light fixtures, use concealed up-lit light fixtures, fixtures of simple design, or fixtures appropriate to the period of the building.

Light fixtures shall not mimic the pole mounted lights in the public areas surrounding the Square.

Light emitted from a fixture shall have a comparable tone and brightness to that which exists on the Square.

4. Signs

Signs should be sized in proportion to the building. If an opening for a sign on the façade of a building has been created with architectural features, the sign shall fit in size and shape to that opening, even if it exceeds the maximum sign area defined in the Sign Ordinance. If the sign area exceeds the maximum sign area, then the area of sign lettering and logos shall be used towards the maximum sign area and can be determined based on the dimensions of an imaginary rectangle around the lettering and logos. The additional area on the sign may be used for pictures or images, but shall not include text or logos.

Signs which resemble logos or symbols for businesses are encouraged.

Bright or glowing colors shall be used in only very small amounts.

Traditional sign locations include storefront belt-courses, upper facade walls (not to exceed 20% of the overall wall surface), hanging or mounted inside windows, or projecting from the face of the building.

Lighting for signs should be concealed. Spot or up-lit lighting for signs is recommended.

No new internally-lit signs located outside of buildings shall be allowed in the Town Square Overlay District. Faces on existing internally lit signs shall not be replaced.

NEW CONSTRUCTION STANDARDS

A. GENERAL STANDARDS

New buildings in the commercial area shall be generally compatible with the character of the buildings surrounding the Square including considerations of scale, height, materials, orientation, shape, placement, and rhythm and proportion of openings.

New construction shall generally follow the standards for the maintenance and protection of existing buildings and site design. The standards shall have flexibility so as to keep new construction compatible with existing buildings and sites and to avoid inauthentic recreations of the existing buildings. *New construction shall look compatible, but clearly be determinable as new construction.*

1. Setbacks

New buildings should be aligned with adjacent buildings along the street and conform to existing setbacks.

2. Height/width/scale/bulk

Buildings shall be one or two stories in height at street level.

Maintain similar height, width, scale, and mass or bulk as the buildings that already exist. If clear lines already exist connecting the neighboring buildings (in regards to bulkhead height, display windows, transom windows, awnings, cornices, or architectural features dividing the ground floor from the second floor), transform those onto the new construction.

Larger buildings shall be constructed in segments that reflect the size of traditional buildings around the Square.

Maintain similar floor heights between buildings.

New construction should be of similar width and scale and have similar proportions as is determined by the general character of the buildings surrounding the Square.

Window size and proportion of openings should be consistent with the character of the buildings surrounding the Square.

New buildings should maintain the traditional separation between storefronts and upper facades. This separation should be in alignment with the character of the buildings surrounding the Square.

3. Form

New construction shall maintain similar form and architectural features to the buildings around the Square.

Window design shall be similar to those buildings surrounding the Square.

Ground floor front facades shall maintain transparency similar to existing buildings on the Square. The overall building shall have similar proportions of solid to transparent surfaces.

Entryways shall be recessed.

The primary entrance shall be oriented towards the major street.

New construction may have flat or pitched roof forms. Roofs must be accompanied by a simple cornice or parapet on the front façade.

4. Building Materials

Red or dark red brick or white shades of stucco shall be used as the primary treatment for façades.

Trim and accents shall be constructed of wood, painted or color coated metal, stucco, or concrete.

DEMOLITION OF BUILDINGS

Structures proposed to be demolished within the Town Square Overlay District shall be reviewed by the Design Review Board. Alternatives to demolition shall be provided and discussed by the Design Review Board if the structure is considered to be of historic or cultural distinction. Criteria to support demolition of a structure from the overlay district shall include the following:

- 1) The structure cannot be economically rehabilitated on the site to provide a reasonable income compared to other structures in the general area.
- 2) There is a demonstrated public need for the new use on that specific site, which outweighs any public benefit which might be gained by preserving the subject building on the site.
- 3) The proposed development, if any, is compatible with the surrounding area, considering such factors as location, bulk, landscaping, and exterior design.

DEFINITIONS

The following definitions are for the purposes of clarification of terms used in this document. Terms used in this document that also appear in the "Definitions" section of the Zoning Ordinance shall adopt those definitions present in the Zoning Ordinance. All changes to the Zoning Ordinance definitions shall apply equally to this document.

Addition: New construction added to an existing building or structure.

Alteration: Work which impacts any exterior architectural feature including construction, reconstruction, repair, or removal of any building element. (See Zoning Ordinance for further definition)

Bulkhead: The structural panels just below display windows on storefronts. Bulkheads may also be referred to as kickplates.

Character: The qualities and attributes of any structure, site, street, or district.

Configuration: The arrangement of elements and details on a building or structure which help to define its character.

Compatible: In harmony with location and surroundings.

Context: The setting in which a historic element, site, structure, street, or district exists.

Corbel: A bracket of brick or stone that juts out of a wall to support a structure above it.

Cornice: The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member.

Double-Hung Window: A window with two sashes.

Façade: Any one of the external faces or elevations of a building.

Form: The overall shape of a structure (i.e., most structures are rectangular in form).

Lintel: A horizontal beam that supports the weight of the wall above a window or door.

Maintain: To keep in an existing state of preservation or repair.

Orientation: Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building, whereas, it should face the street.

Parapet: A low horizontal wall at the edge of a roof.

Pedestrian Perspective: From the viewpoint of one who is casually walking. This generally refers to the perspective from pedestrian infrastructure including sidewalks and other hard surfaces like roads and parking lots, however this may also include areas that are typically used by pedestrians regardless of the presence of any infrastructure, most easily identifiable by matted or worn trails or pathways.

Pilaster: A vertical structural part of a building that projects partway from a wall and is made to resemble an ornamental column.

Proportion: Harmonious relation of parts to one another or to the whole.

Restoration: The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Rhythm: Movement or fluctuation marked by the regular occurrence or natural flow of related elements.

Sash: The moveable framework containing the glass in a window.

Scale: Proportional elements that demonstrate the size, materials, and style of buildings.

Shape: The general outline of a building or its façade.

Significant: Having particularly important associations within the contexts of architecture, history, and culture.

Size: The dimensions in height and width of a building's face.

Traditional: Based on or established by the history of the area.

Transom Window or Light: A small window or series of panes above a door, or above a display window or double hung window.

Trim: The decorative framing of openings and other features on a façade.

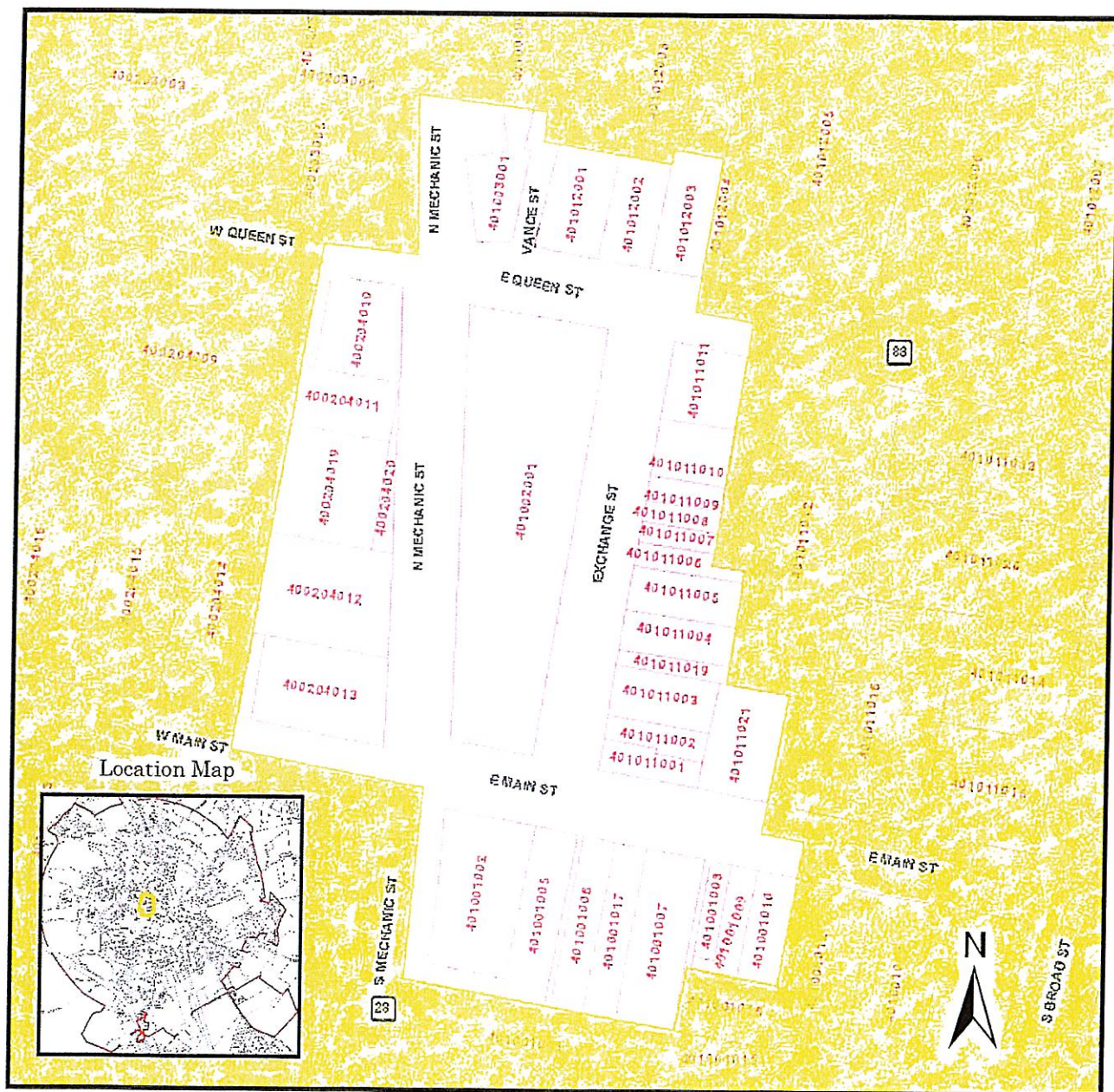
APPENDIX A: THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior's Standards for Rehabilitation are federal standards used throughout the country as a basis for local design review guidelines. The general intent by which these standards are set up and the basic premise from which these represent should guide the oversight and protection of the Pendleton Town Square and any other relevant commercial areas in close proximity to the Town Square. *The Standards* are to be applied to projects in a reasonable manner, taking into consideration economic and technical feasibility. Further, the Town of Pendleton, despite a rich history, has only a few commercial buildings that can be considered "historic". The definition of something that is "historic" would be that it is "significant in history; important in or affecting the course of history." As opposed to historic, many commercial buildings around the Town Square would be considered "locally relevant," or socially significant, to the Pendleton area. When using *The Secretary of the Interior's Standards for Rehabilitation* for potential projects in the Town Square Overlay District, the word "historic" may more aptly be replaced with the words "locally relevant" or be omitted.

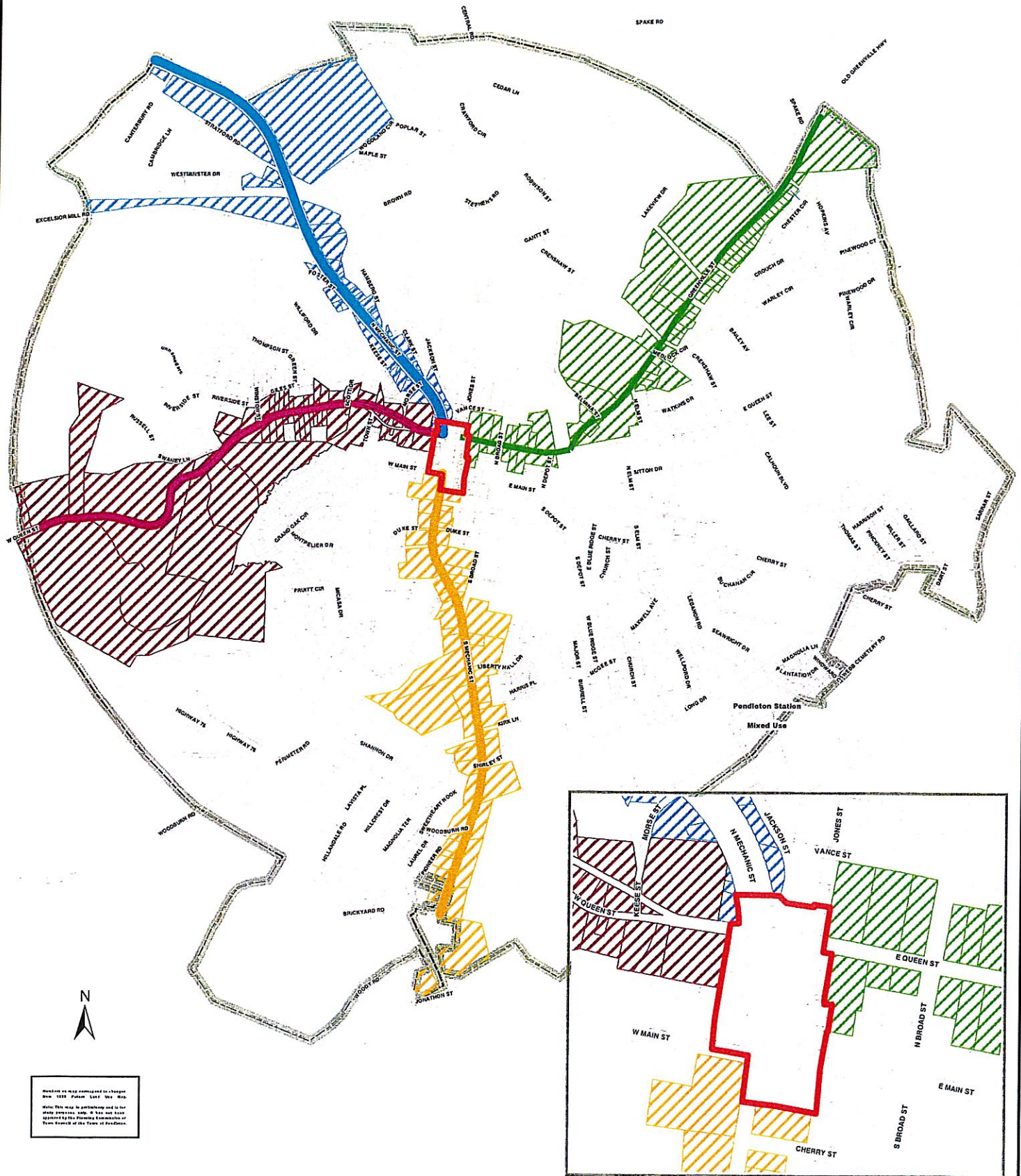
1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken in the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. 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.

Town Square Overlay District

Parcel and Boundary Reference Map



	N Mechanic St Corridor		N Mechanic St District
	Greenville St Corridor		S Mechanic St District
	S Mechanic St Corridor		W Queen St District
	W Queen St Corridor		Greenville St District



Historic Properties & Zoning Overlay Draft 7/06/26

