

DESIGN GUIDELINES

BAILES RIDGE CORPORATE PARK

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I. Introduction

A. Philosophy

Bailes Ridge is a corporate campus park located along Highway 160 in northern Lancaster County. The park contains approximately 235 acres and is divided into three development classifications: Business Park, Corporate Office, and Corporate Headquarters. The site plan on the following page illustrates the overall development plan.

The purpose of these Guidelines is not to create look-alike buildings or other Improvements, or to suggest that all buildings employ the same colors, styles and materials. Rather, the primary emphasis of Bailes Ridge is upon quality of design and compatibility among all Improvements without unduly restricting Lot Owners' ability to exercise individuality in their choice or design of a building. The Bailes Ridge Architectural Review Committee (BRARC) is open to and encourages creativity, innovative use of materials and design and unique (if appropriate) methods of construction as long as the final result is consistent with the spirit of these Guidelines and guiding philosophy of Bailes Ridge.

B. Authority

The BRARC will review all plans for development of individual parcels within the park pursuant to the Declaration of Covenants, Conditions, and Restrictions for Bailes Ridge (the "Declaration"). The Committee reserves the right to amend any or all provisions of these Guidelines from time to time, in its sole and absolute discretion.

C. Applicability to All Lots

As to any Lot in Bailes Ridge, no improvements may be commenced, erected or maintained until the Committee has given its written approval of Final Plans pursuant to the criteria contained in the Guidelines. These Guidelines shall apply to all Owners and builders at Bailes Ridge, and any reference herein to an "Owner" shall also apply to the Owner's builder, subcontractors or agents.

D. Definition of "Improvements"

The term "Improvements" shall mean and include any and all man-made changes or additions to a Lot, including but not limited to the locations, materials, size and design of all buildings (including any exterior devices attached to or separate from buildings, such as heating and air conditioning equipment, roof structures, parking areas, fences, walls, landscaping, change sin grade, site preparation, signs, and changes in any exterior color or shape. The definition of Improvements includes both original Improvements and all later changes to Improvements.

E. Liability of Declarant and Committee

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

F. Zoning and Other Governmental Regulations

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

G. Maintenance

The Owner shall, at all times and at their own expense, keep their Lot, in a well-maintained and attractive condition. Such maintenance includes, but is not limited to, the following:

- Prompt removal of all litter, trash, refuse and wastes
- Maintain all landscaping alive, weed-free and attractive
- Maintaining exterior lighting and mechanical facilities functioning at all times
- Maintain parking areas, driveways, and roads clean and in good repair
- Comply with all government health and safety requirements
- Striping of parking areas and repainting of Improvements
- Repair of exterior damage to Improvements

H. Enforcement

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

II. Review Procedures

A. Review Process

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

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

The lot owner, at its expense, shall submit to the Committee for review three (3) complete blueline sets of documents during the design stages of the review process. Document format is explained further on in these guidelines.

Plans can be forwarded to: The Bailes Ridge Architecture Review Committee
Merrifield Patrick Vermillion
521 E. Morehead Street, Suite 400
Charlotte, NC 28202

Schematic: The lot owner must submit information pertaining to the use, size, location, and character of its development. A site plan showing building location, general landscape areas, service areas, pedestrian and vehicular circulation and all applicable setbacks and easements is required along with the above information. A schematic elevation(s) showing building form, materials colors, and signage shall also be provided. The Committee's review should normally take one to two weeks from receipt of documents.

Final Plans & Specifications: The Committee will review Final Plans and Specifications ("Final Plans") for conformance with commitments made in the Schematic Phase. The Final Plans submittal shall be accompanied by the Architectural Review Fee, as of the effective date of these Guidelines, is \$1500.00 and must be paid upon initial submittal.

The committee shall review the Schematic and Final Plans and return them to the Owner marked "Approved" or "Disapproved", as the case may be, with any appropriate review comments. The Committee may disapprove of any preliminary plans, location and style of Improvements, exterior colors or finishes or other specifications for any reason including purely aesthetic reason, in the sole discretion of the Committee.

Final Plan Approval: Final Plans and Specifications for all proposed Improvements shall be submitted in triplicate to the Committee for approval or disapproval. If found not to be compliance with these Guidelines or if found to be otherwise unacceptable to the Committee, one set of Final Plans shall be returned by the Owner marked "Disapproved", accompanied by a written statement of items found not to be in compliance with these Guidelines.

If the Final Plans meet the approval of the Committee, two complete sets of Final Plans will be retained by the Committee and the other set will be marked "Approved" and returned to the Owner. Once the Committee has approved the Final Plans for Improvements, construction of such Improvements must be promptly commenced and diligently pursued through completion, and if such construction is not commenced within six (6) months following the date of approval of the Final Plans by the Committee, such approval shall be deemed rescinded and before construction of Improvements thereafter be commenced, the Plans must again be approved by the Committee pursuant to this paragraph.

The Owner may proceed with construction work on the Lot after the Committee has approved in writing the Owner's plans for that portion of work.

Failure of the Committee to Act: If the Committee fails to approve or disapprove any Final Plans or other submittals, which conform with the requirements hereof or to reject then as being inadequate or unacceptable within sixty (60) business days after receipt thereof, and provided such submittal was a full and complete submittal, the submittal will be deemed "Approved."

B. Document Requirements

1. Survey

The Owner shall provide the committee with a "survey" prior to the review of documents in the schematic phase of development. The Owner shall obtain the "Survey". The "Survey" shall be prepared by a licensed land surveyor and shall be made in accordance with the "Minimum Standard Detail Requirements for Land Title Surveys" jointly established and adopted by ATA and ACSM in 1962. In addition, the

“land title survey” shall include, but not be limited to, the following: Parcel zoning classification, setback or building restriction lines, and the acreage of the parcel, underground and other utilities, topography, easements, major vegetation, etc.

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

a. Schematic:

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

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

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

2. Landscaping Site Plan

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

a. Schematic:

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

b. Final Plans:

- All above information with appropriate revisions.

3. Building Plans

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

a. Schematic: Information required may be shown on site plans for

- This phase, in lieu of a separate building plan.
- Project Name, Architect, Lot Owner, Date and Sheet Number
- North Arrow
- Floor Plan Scale at 1/8" = 1'-0" min.

- Building Data: type and use, number of seats when applicable, building area (by use)
- Elevations (any available three-dimensional drawings)
- All proposed signage on building
- Samples of actual materials to be used reflecting accurate colors

b. **Final Plans:**

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

4. Signage Plan

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

a. **Schematic:**

- Plan showing size and location of all proposed signs. The Lot Owner shall be fully responsible for conforming to all ordinances
- Elevation showing all dimensions, material, colors, and method of illumination
- Photographs of identical or similar signs from previous projects, if available

b. **Final Plans:**

1. A Final Plan submission is not necessary for the Signage portion of the documents. All signs must conform to the designs as approved.

III. Site Development Criteria

A. Setbacks

- a. **Minimum lot width:** One hundred feet (100 feet).
- b. **Setback:** Refers to the distance a building and parking is set back from the right of-way or property boundary:
 - i. **Front setback:** Measured from property ROW to front of building and parking.

- ii. Side and rear setback: Refers to separation between side property line and building edge.
- iii. Street location: Setbacks will vary by street. The minimum building and parking setbacks by street are as follows:

	Building Setback			Parking
	Front	Side	Rear	
Highway 160	100'	20'	20'	40'
Calvin Hall Rd.	75'	20'	20'	40'
Bailes Ridge Dr.	75'	20'	20'	40'
Old Bailes Rd.	75'	20'	20'	40'
Yarbrough Road	75'	20'	20'	40'

B. Parking

- a. Whenever possible, curbed islands should separate a change in direction of parking stalls and aisles. Use curbed islands for change of direction.
- b. Parking lot striping shall be white in color and 4" in width. Striping shall be maintained in good order; double striping is recommended.

C. Paving

- a. All paved areas shall be adjacent to a concrete curb or curb and gutter section.
- b. Minimum height of curb or curb and gutter above paved areas shall be six (6) inches except in entrances.
- c. Sidewalks shall be provided at all frontages of public roads immediately adjacent to the right-of-way line.

D. Site Utilities

a. Electric

- i. All electric service shall be below grade with the exception of major transmission lines.
- ii. All electric meters, transformer, etc. shall be concealed from public view with plant materials or built screening.

b. Telephone

- i. All telephone service shall be below grade.
- ii. All telephone equipment shall be concealed from public view where possible.

E. Grading and Drainage

- a. All necessary erosion control methods shall be utilized to avoid siltation onto adjacent properties and into pipelines.
- b. Existing drainage areas will not be altered during grading sequence or thereafter unless approved by the committee.
- c. Stockpiling of topsoil or excessive material shall be done so as not to interfere with drainage before, during or after construction.

F. Site Lighting

- a. Poles shall be restricted in height to thirty (30) feet, exclusive of base. No pole shall be less than twenty feet in height, exclusive of base.
- b. Illumination shall be consistent with County foot candle regulations throughout the parking areas.
- c. Parking lot specification is Flex™. Acceptable Arm Designs include the Long Straight or Curved Arm; arm extensions are permitted.
- d. Pole Colors shall be: Medium Grey, Black or Matte Black.
- e. Light source shall be Metal Halide.

G. Landscape

Final Plans submitted to the Committee will contain a landscaping and irrigation plan. The plan will show all lawn areas, irrigated areas, plantings and trees along with the boundary, building footprint and parking areas.

- a. The plan must comply with all requirements of the local County ordinances regarding tree planting, buffers, allowable impervious areas, etc.
- b. BRARC requires that each lot Owner install (on 30' centers) a streetscape buffer consisting of the following specimens:
 - Old Bailes Road: Willow Oak (2" caliper)
 - Yarborough Road: Okame Cherry Trees (2" caliper)
- c. All maintained lawn areas must be irrigated. Irrigation is not required in undisturbed areas, seeded slopes not maintained and natural areas.
- d. Trees and shrubs are required around buildings and other structures. These trees and shrubs should be placed to soften the building and complement its architecture.
- e. Bailes Ridge Property Association will maintain front setback areas but each lot Owner must install trees, plantings, grass, and irrigation systems in these areas.

H. Signage

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

- a. Only one monument sign shall be allowed per parcel. The sign shall match the parcel standard sign. The sign may be double faced. The display area shall not exceed requirements current Lancaster County.
- b. Signage materials and design shall be consistent with existing signage currently in place.
- c. All signs shall be permanent construction and shall be subject to provisions of the building code.
- d. Signs may be externally illuminated. Illumination shall be turned off within one hour after closing and turned on within one hour of opening.
- e. The vertical dimensions of the sign display area shall not exceed requirements of Lancaster County.
- f. Location of sign will not infringe on visibility or present a hazard to vehicular or pedestrian traffic, infringe on view corridors, adjacent parcels, setbacks, and non-building areas and adhere to codes.

All signage materials and construction will conform to local, state, and federal governmental laws and ordinances. If the requirements of the project design guidelines or covenants and restrictions differ with governmental laws the more restrictive shall prevail.

I. Mailboxes

If an owner requires an on-site outdoor mail receptacle, it shall be located in the parking area. Location and specification of all mailboxes must be approved by the BRARC.

J. Mechanical Screening

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

IV. Building Design and Construction Standards

Plans will be evaluated on adequacy of site dimensions; conformity and harmony of external design with neighboring structures; effect of location and use of improvements on neighboring sites, operations, improvements and uses; relation to topography, grade and finished ground elevation of the site being improved to that of neighboring sites; proper orientation of main elevation to nearby streets; and conformity of the plans and specifications with the intent of the Design Guidelines and Declaration of Protective Covenants.

Design Philosophy

The design guidelines are meant to ensure the architecture within Bailes Ridge remains harmonious, while allowing for individual expressions. The design methodology for the architecture is from the roots of the "International Style" movement.

This style celebrates the expression and definition of modernism with simplistic geometric forms and lightness of mass and structural functionalism. The characteristics of this design methodology are smooth surfaces, concrete planes, large glass openings (or bands of glass) and metal panels. This style emphasizes the lack of color utilizing white surfaces, stainless steel or anodized aluminum detail elements and frames and gray tinted or gray reflective glass as its primary elements.

The architecture should celebrate horizontal and asymmetrical compositions with singular vertical expressions. The style is typically anti-ornament and anti-historicist. Lush landscaping, lawns and outdoor places accent this type of architecture for people. It should invite the color of nature as an accent and as a transition to interior spaces.

Architectural Design Criteria

Corporate Office

Concrete panels with significant detailing and reveals and/or glass shall be the predominant façade material for projects within the Bailes Ridge Corporate Office development. Building designs should include a cornice element placed at the top of the parapet wall. Additional aesthetic considerations should also be taken into account,

such as reveals, roof shapes, surface finish, expansion joint locations, and mortar joint profiles, Horizontal banding, where appropriate for the design of the building, shall be permitted. Specific colors have not been selected in order to allow the designer maximum flexibility and cost efficiency, however the entrance features, walls, landscaping of existing buildings should be considered as building colors are selected.

Other materials that may be used in addition to painted concrete are brick, pre-cast concrete, stucco or synthetic stucco, manufactured or cultured stone and pre-manufactured reinforced plaster or fiberglass products. In all instances, long, expressionless portions of wall should be avoided. These areas should be broken up with design elements or detailing compatible with the park.

Corporate Office buildings shall be single or multi-story and shall not be less than 30,000 square feet in size.

Corporate Headquarters

The dominant façade material for buildings within the Corporate Headquarters shall be pre-cast panels (or brick) with significant detailing and reveals and/or glass. All building designs should incorporate sufficient architectural detail in the form of applied finishes, integral textures, reveals, roof shapes, and horizontal banding. Specific colors have not been selected, however the entrance features, walls, and landscaping of existing buildings should be considered as building colors are selected.

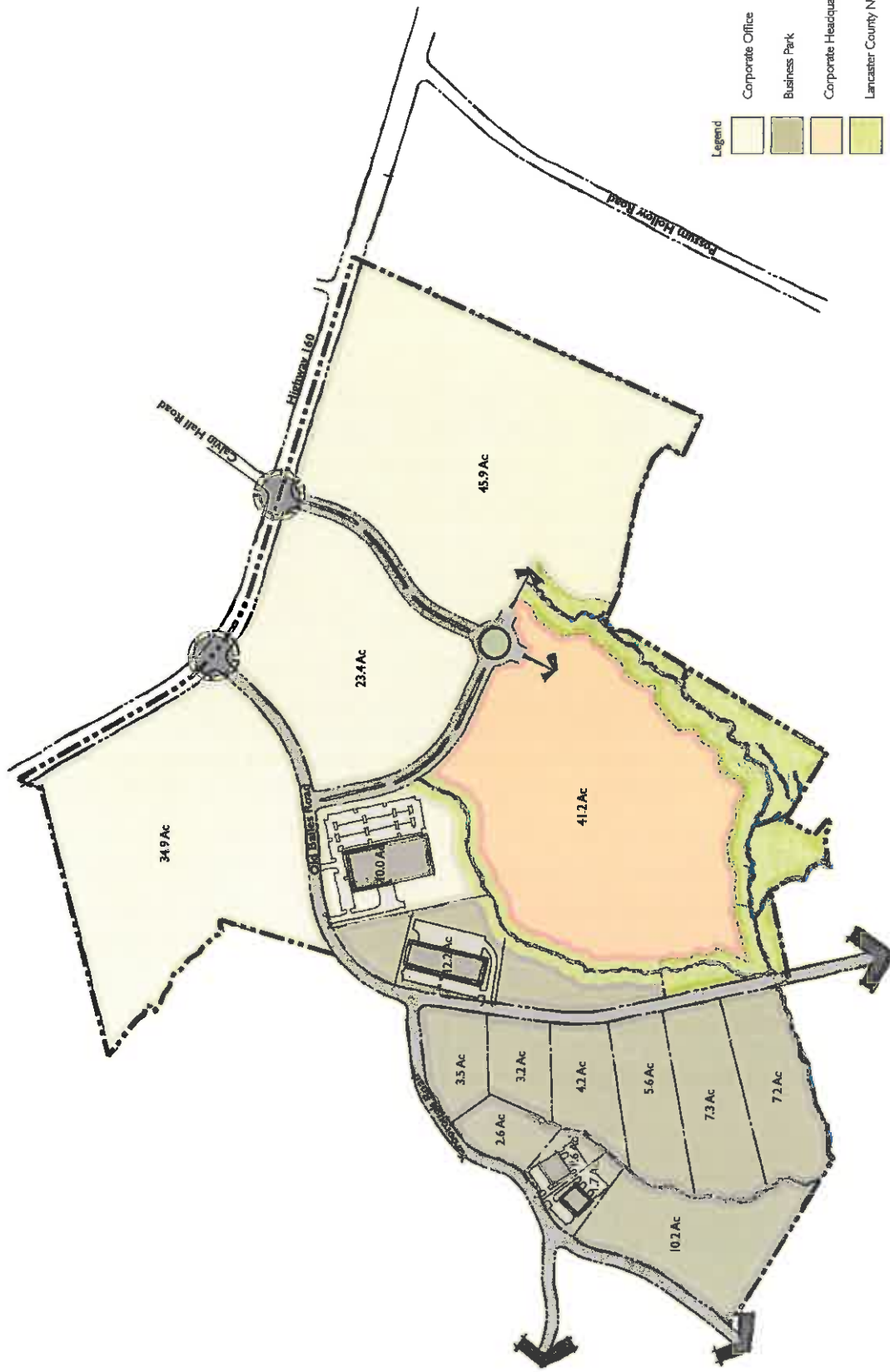
Business Park - Old Bailes Road

The Business Park - Old Bailes Road development shall feature office-flex users whose dominant façade material is pre-cast, tilt-up concrete or brick panels with significant detailing and reveals and/or glass. All building designs should incorporate sufficient architectural detail in the form of applied finishes, integral textures, reveals, roof shapes, and horizontal banding. Loading docks and dumpster areas shall be placed at the rear of buildings and out of view from the main streets. Truck courts shall be adequately screened with pine trees located behind the parking lot curb. Specific colors have not been selected, however the entrance features, walls, and landscaping of existing buildings should be considered as building colors are selected. Care should also be

taken to limit views of these areas from adjacent properties. Trash dumpsters should be screened from view by a screen wall compatible with the building design.

Business Park - Yarbrough Road

The Business Park - Yarbrough Road development shall feature buildings of prefabricated steel with brick fronts and brick down twenty-five percent of each side. Loading docks and dumpster areas shall be placed at the rear of buildings and out of view from the main streets. Steel colors shall be limited to Dark Bronze (Premium Finishes), while the brick specification shall be Cape Cod (Triangle Brick). Each loading dock area shall be adequately screened with a number of pine trees located behind the back of curb.



- Legend
- Corporate Office
 - Business Park
 - Corporate Headquarters
 - Lancaster County Nature Trail

Bailes Ridge Corporate Park

Lancaster, South Carolina
Master Plan