

Invitation for Bid

Landscaping Maintenance

for

Fire Station 4

Responses are due No Later Than
Sept 4, 2026, at 11:00 AM

To: Sherry Bodden
Purchasing Coordinator
PO Drawer 1768
519 N. Goose Creek Blvd
Goose Creek, SC 29445
sbodden@goosecreeksc.gov

Properly submitting a response to this solicitation to the Purchasing Office at Goose Creek City Hall on or before the due date and time will be the sole responsibility of the proposer. The City of Goose Creek will in no way be responsible for delays caused by overland or electronic delivery systems. It is the sole responsibility of the proposer to confirm that a response has been received on or before the due date and time.

Contact: Sherry Bodden
sbodden@goosecreeksc.gov
843-797-6220, ext. 1109
Invitation for Bid

The City's tentative Schedule for this Invitation for Bid is as follows:

IFB Issue Date	August 3, 2026
Pre-Bid Meeting	August 10, 2026 @ 9:00am
Deadline for Questions	August 28, 2026 @1:00pm
Bid Due Date	September 4, 2026 @ 11:00am

PURPOSE:

- a. The purpose of this Invitation for Bid (IFB) is to acquire landscaping maintenance for the City of Goose Creek.
- b. Insurance – Offeror agrees to maintain such insurance as will fully protect Offeror and the City of Goose Creek from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the City of Goose Creek for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired, or non-owned vehicles used by Offeror or its employees, while providing services to the City of Goose Creek.
- c. Successful offeror may be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and naming City of Goose Creek as an additional insured party.
- d. Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

INVITATION FOR BID:

The City of Goose Creek will accept IFB responses through September 4, 2026, At 11:00AM. The City of Goose Creek is not responsible for and will not accept IFB which are received late due to mail delivery.

SUBMITTAL REQUIREMENTS:

The City of Goose Creek will not assume responsibility for any cost related to the preparation or submission of the offer. The IFB must be submitted to the Purchasing Coordinator of Goose Creek by the due date and time. One (1) electronic of the IFB response must be sent to sbodden@goosecreeksc.gov.

In order for your offer to be considered, the following should be included and should be returned.

- a) One (1) electronic copy of your offer
- b) W9
- c) COI showing Workers Comp Insurance – If awarded will need to have City of Goose Creek listed as the Certificate Holder

BUSINESS LICENSE REQUIREMENT:

It is required that each contractor and sub-contractor awarded a contract agreement with the City of Goose Creek, either secure a business license or update their current business license for the contract amount for the work being done inside the city limits. A successful contractor is required to contact the Business License Office at 843-797-6220.

IFB REQUIREMENTS:

The Invitation for Bid must include the following information in this specific order:

- a) Legal name of the Business
- b) Business Address
- c) Copy of necessary licenses to perform the scope of work.
- d) Contact person within the Business to receive all IFB communications.
- e) Provide a Conflict-of-Interest Statement that the business, its sub-contractors have no conflicts of interest with the City of Goose Creek, any of the City's employees, and that no member of the proposed business has a family member employed, elected, or appointed to any public position with the City of Goose Creek who may have influence over this Bid or would benefit financially by the selection of this business.

PRE-BID SITE MEETING:

Bidders are encouraged to visit the site to acquaint themselves with the conditions of the work and the extent of required preparation. A pre-bid site tour

is scheduled for August 10, 2026, at 9:00AM at the GC Fire Station 4 located at 1401 2nd Avenue, Goose Creek, SC 29445.

SCOPE OF SERVICES:

The Contractor shall furnish all labor, materials, equipment, supervision, and incidentals necessary for the landscaping maintenance as shown on the attached plans and described herein. All work shall be performed in accordance with applicable local regulations and the requirements of the governing Homeowners Association (HOA).

1. General Requirements

- Review all provided drawings, specifications, and site conditions prior to submitting a bid.
- All work shall conform to the attached landscaping plans, details, and plant schedules.
- Contractor shall verify all field dimensions and existing conditions before commencing work.
- Coordinate work to minimize disruption.

2. Permits and Approvals

- Obtain all necessary permits, licenses, and inspections required by local authorities.
- Ensure full compliance with HOA guidelines, including but not limited to plant selection, layout, irrigation methods, and aesthetic standards.
- Coordinate with the HOA Architectural Review Board (if applicable) for required approvals prior to installation if needed.

3. Site Preparation

- Review and verify site conditions prior to commencement of work.
- Clear designated landscaping areas of debris, rocks, and construction remnants if needed.

4. Plant Material and Installation

- Replace any dead or failing plant materials as specified in the attached plans and plant schedule when necessary.
- Ensure all plant materials meet specified size, quality standards, and are free from disease or damage.
- Ensure proper spacing, depth, staking, and mulching as detailed in the plans.

5. Mulching and Finishes

- Install mulch and or pine straw in all planting beds to the specified depth.
- Ensure clean, uniform appearance upon completion.

6. Cleanup and Disposal

- Remove all debris, excess materials, and waste from the site.
- Leave project area in a clean, neat, and safe condition upon completion.

7. Schedule

- Weekly service April through October.
- Requested service from November through March.

8. Compliance

- All work must comply with:
 - HOA covenants, conditions, and restrictions (CC&Rs)
 - Local municipal codes and ordinances
 - Applicable safety and environmental regulations

9. Weekly Landscape Maintenance

- Provide weekly maintenance services following installation and throughout the agreed maintenance period.
- Services shall include:
 - Mowing, edging, and trimming of all turf areas.
 - Weeding of planting beds and landscaped areas.
 - Pruning and trimming shrubs and trees as needed for health and appearance.
 - Removal of debris, litter, and green waste from the site.
 - Monitoring plant health and reporting issues such as disease, pests, or irrigation deficiencies.
 - Application of fertilizers and treatments as required to promote healthy growth (per seasonal schedule).
- Maintenance shall be performed in accordance with HOA standards and the best local practices.

10. Bid Requirements

- Submit a detailed, itemized bid including labor, materials, and allowances.

- Include unit pricing for potential additional work.
- Provide Weekly Landscape Maintenance as a separate line item.
- Provide references for similar completed projects.

TERMS OF AWARD:

The contract shall commence upon Substantial Completion of construction and site readiness, as determined by the Owner or General Contractor, anticipated in December 2026/January 2027, and shall continue through December 31, 2027.

At the Owner's option, Weekly Landscape Maintenance services may be extended for an additional term of up to three (3) years. Any such extension shall be subject to mutually agreed pricing, scope, and terms.

Either party may terminate this contract, in whole or in part, for convenience upon thirty (30) days written notice to the other party. Partial termination may apply to specific portions of the work, including installation or maintenance services.

Termination for cause may be affected immediately upon written notice in the event of material breach, subject to any applicable cure period as defined elsewhere in the contract.

BILLING:

All billing notices must be sent to the City of Goose Creek accounts payable department. All invoices shall identify the specific items/service being billed. Invoices for Weekly Landscape Maintenance services shall be submitted monthly and will be processed accordingly. The invoice may be sent to ap@cityofgoosecreek.com.

Bid Sheet

Item	Price
Monthly Maintenance	
Mulch per Unit	
Pine Straw per Unit	
Plant Replacement per Unit	
Other – Please list all other charges	

I. INSURANCE REQUIREMENTS FOR PROFESSIONAL CONTRACTS

A. Indemnity Provision:

1. Contractor assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of injury, or alleged injury (including death) to any person, or damage, or alleged damage to property of The City of Goose Creek or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the contractor, his subcontractors, agents and employees, including losses, expenses or damages sustained by The City of Goose Creek, and agrees to indemnify and hold harmless The City of Goose Creek, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

B. Insurance Requirements for contractors

1. Commercial General Liability coverage providing premises/operations and Products/Completed Operations and workers' compensation insurance:
 - a. Contractor will procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance will be included in Contractors bid.
2. Minimum scope of insurance coverage will be at least as broad as:
 - a. Insurance Services Office form number CG 0001 (Ed. 10/93) covering Commercial General Liability, X, C and U exclusions must be removed if blasting, collapse or underground exposures exist in the work to be done.
 - b. Insurance Services Office form number CA 0001 (Ed. 12/93), Code 1 ("any auto").
 - c. Workers' Compensation insurance as required by the laws of the State of South Carolina and Employers' Liability Insurance.
 - d. See Section II for requirements for Professional Liability Insurance.
3. Minimum limits of insurance contractor will maintain limits no less than:
 - a. Commercial General Liability limits for bodily injury, personal injury, or property damage \$ 1,000,000 per occurrence \$ 2,000,000 aggregate and a minimum limit of \$1,000,000 for products/completed operations.
 - b. Automobile Liability: \$ 1,000,000 combined single limit per accident for bodily injury and property damage.
 - c. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the laws of the State of South Carolina and Employers' Liability limits of \$1,000,000/\$1,000,000/\$1,000,000 per accident.
 - d. See Section II for requirements for Professional Liability Insurance.
4. Deductible and self insured retention's must be declared to and approved by the City of Goose Creek.
5. The policies are to contain, or be endorsed to contain, the following provisions:
 - a. General Liability and Automobile Liability Coverage's
 - 1) Policy will show the City of Goose Creek as an Additional Insured.
 - 2) The City of Goose Creek, its officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased or used by the contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage will contain no special limitation on the scope of protection afforded to The City of Goose Creek, its officials, employees or volunteers.
 - 3) The contractor's insurance coverage will be primary insurance as respects The City of Goose Creek, its officials, employees and volunteers. Any insurance or self-insurance maintained by The City of Goose Creek, its officials, employees or volunteers will be in excess of contractor's and will not contribute with it.
 - 4) Any failure to comply with reporting provisions of the policies will not affect coverage provided The City of Goose Creek, its officials, employees and volunteers.

- 5) Coverage will state that contractor's insurance will apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - a. Each insurance policy required by this clause will be endorsed to state that coverage will not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt request, has been given to the City of Goose Creek.
 - b. If subcontractors are used the contractor will include all subcontractors as insured under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors will be subject to all of the requirements stated herein.

C. PROPERTY INSURANCE

1. The contractor will purchase and maintain "all risk" property insurance on the insurable portion of the project. This insurance will include The City of Goose Creek, the contractor and subcontractors and will be written on a 100% completed value basis, such insurance to remain in force until the project is completed and accepted by The City of Goose Creek. If not covered under the "all risk" insurance, the contractor will effect and maintain similar property insurance on portion of the project stored off the site or in transit when such portions of the project are to be included in any application for payment.
2. The contractor will file two certified copies of all property insurance policies with the City of Goose Creek before exposure to loss can occur. The policies should be forwarded to:

The City of Goose Creek
Finance Director
PO Drawer 1768
Goose Creek, South Carolina 29445
3. If the City of Goose Creek is damaged by the failure of the contractor to maintain such insurance and to so notify the City of Goose Creek, then the contractor will bear all reasonable costs properly attributable thereto.

D. ACCEPTABILITY OF INSURANCE

1. All insurance policies will be written by insurers licensed to do business in the state of South Carolina. It is realized that certain business activities may not be readily insurable by admitted carriers. If insurance is written by non-admitted carriers whose names appear on the current listing of approved and non-admitted carriers prepared by the State of South Carolina Department of Insurance, such carriers will be favorably considered assuming they meet all requirements. Non-admitted carriers should be so identified on the Certificate of Insurance form. The City of Goose Creek reserves the right to reject any and all certificates or policies issued by insurers with a Best's rating less than A-.

II. ADDITIONAL INSURANCE REQUIREMENTS FOR PROFESSIONAL CONTRACTS

- A. The City of Goose Creek while engaging the services of any professional will require the professional to comply with the standard insurance requirements for contractors and, additionally, to maintain during the life of the contract and to provide evidence of professional liability insurance, errors and omissions insurance, malpractice insurance or similar insurance by whatever title known. Such insurance must comply with Section I B of the general requirements and be written in an amount not less than \$ 1,000,000 limit. If coverage is written on a claims-made form The City of Goose Creek may require the continuation of coverage for a period of time after completion of the contract or may require an extended reporting period if the policy is cancelled after the term of the contract.

III. ADDITIONAL REQUIREMENTS FOR CONSTRUCTION CONTRACTS

- A. All construction contracts and/or major projects, over \$25, 000, will require a payment and performance bond.

Said notices and certificates of insurance will be provided to:

City of Goose Creek
Finance Director
PO Drawer 1768
Goose Creek, SC 29445

City of Goose Creek
City Clerk
PO Drawer 1768
Goose Creek, SC 29445



TOWN CENTER ZONING DESIGN GUIDELINES

May 2021

**Carnes Crossroads Architectural Review Board
513 Wodin Place, Summerville, SC 29486
(843) 970-3417 | arb@carnescrossroads.com**

INTRODUCTION

An important objective and priority for the master plan and vision for Carnes Crossroads is to incorporate commercial opportunities on the existing and heavily traveled roadways in the community: Hwy 17A (North Main Street) and Hwy 176 (St. James Avenue). With almost four miles of commercial frontage, there are opportunities for a mix of uses, including retail, restaurants, offices, medical services, banks, gas stations and more. This area is also designed for apartment and condominium communities that provide a walkable urban living environment for residents.

The architecture within the Town Center zoned areas of Carnes Crossroads is intended to be rooted in the Lowcountry style so that it complements the traditional homes in the surrounding residential neighborhoods at Carnes. Exterior facades of brick and stucco, in addition to the traditional wood frame, are appropriate. Sidewalks in the Town Center areas are to be tree-lined, with storefronts protected from the sun and rain by an interesting variety of fabric awnings and covered arcades.

These design guidelines address office buildings, commercial buildings, civic buildings and multi-family residential buildings in the Town Center zoned areas of Carnes Crossroads. They are not intended to prohibit the development of individually expressive or identifiable buildings. The intent is to ensure this expression is directed so that the buildings in Town Center zoning are compatible with each other and are recognizably linked to a rich and well-established Lowcountry architectural tradition.

Important Guiding Principles for Lowcountry Style Architecture:

- Facades should be symmetrically organized; detailing should be simple yet refined.
- Structures are typically expressed as masonry load-bearing or as wood frame construction, depending upon the scale and function of the building.
- The roof is an important design element within this tradition due to the functional need to shed significant rainwater. Hip and gable roofs utilize significant overhangs and eaves, and flat roofs rarely use blank parapets.
- Dormers, parapets and balustrades are all important devices used in the Lowcountry tradition to create the desired sense of scale.

- Buildings typically utilize some intermediary space, such as a porch or loggia, to filter heat and light. Entries or exterior amenity spaces in commercial buildings also have the opportunity to reflect this tradition.
- Windows are vertical in proportion and have mullions.
- The relative proportion of glass-to-wall is balanced to ensure a predominantly masonry or wood frame, punched-opening facade.

CARNES CROSSROADS - TOWN CENTER ZONING DESIGN GUIDELINES

SITE UTILIZATION / PROTECTION OF NATURAL FEATURES

Landscape quality and character are key elements of the standards for development at Carnes Crossroads, and the retention of existing trees is critically important.

Efforts should be made to retain healthy trees of the following species measuring twenty-four (24) inches in caliper diameter:

Red Maple, Dogwood, American Holly, Savannah Holly, Crepe Myrtle, Southern Magnolia, Blackgum, White Oak, Willow Oak, Live Oak and Bald Cypress.

These trees shall be surveyed and their locations considered in planning the site. Removal will be allowed if it is not reasonably feasible to leave the tree(s) in place. For trees that are to be saved, appropriate barricades must be installed prior to the start of construction.

Building and parking placement should respect and be derived from existing natural features where relevant, such as hedgerows, open areas, existing trees and water.

Each building site must be significantly landscaped, especially parking areas. Existing trees should be used to screen parking and traffic, direct views, create backdrops and organize traffic circulation. Landscaping is also to be used to fill voids between buildings along streetscapes.

BUILDING PLACEMENT, FOOTPRINT & ARTICULATION

The Town Center zoned districts at Carnes Crossroads use an organized and well-defined relationship between structures to create a dynamic commercial district with public spaces, appealing streetscapes and pedestrian connections. Buildings should be sited so that they create an orderly relationship with one another and with the streets.

Building design should reflect the South Carolina Lowcountry architectural tradition (see “Important Guiding Principles for Lowcountry Style,” above).

Practices which support principles of sustainable design and construction are encouraged, as is the appropriate use of technology to promote high standards of energy and resource conservation.

MASSING

Floor Plate

- Buildings should be generally rectangular, or composed of simple rectangular pieces, with the longer sides being in proportion to the shorter sides by no less than 1.6:1, unless the floorplate is less than 5,000 square feet.
- Odd building shapes incorporating acute angles (such as "Z's" and "W's") are not permitted. "T," "U," "L" and "H" shapes are preferred.
- Floor plates should be no larger than 10,000 square feet. When larger floor plates are required, architectural solutions must be applied that make the structure appear to be two or more buildings.

Volumetric Proportion

- Overall, building volumes should be simple with setbacks used for architectural expression; Building elevations are encouraged to be generally symmetrical.
- In the general massing of the building, the height vs. horizontal length of the surfaces on the long facade should be a minimum of 1:2.5 and a maximum of 1:3.5 before being interrupted by a significant architectural expression. Suitable devices include a recess or projection of the facade, and/or a change of materials at inside corners. These expressions should be in proportion and scale to the overall composition of the building elevation.
- On the short side of the building, the maximum uninterrupted wall length allowed is 60'. Side building facades that are longer than 60' - and where the height to length ratio is greater than 1:2 - are required to employ a means of architectural expression to the wall.
- The maximum height for a principal building within Town Center zoning shall not exceed sixty five (65') feet, which is the maximum height that currently can be serviced by the City's fire trucks. If in the future the City's fire equipment can accommodate higher buildings, the maximum height shall automatically be extended to the service height of the City's fire equipment.
- It is preferred that third or fourth floors be within the building's roof structure and utilize dormers for light and natural ventilation.
- Areas under a pitched roof structure are exempted from the building height limits if they are not inhabited.

- Intermittent setbacks of the upper floors are encouraged on larger buildings, and can be used for balconies or roof terraces.
- The lower floors should not setback unless the upper floors setback to the same point, (i.e., the upper floors should not corbel out over the lower floors, except at an entrance or when there is an arcade).
- The width of bays expressed on the streetscape facade should not exceed 20'. Other facades may have bays not to exceed 30'.

ROOFS

All buildings shall have sloped roof forms or significant parapet walls to screen roofs with relatively flat pitches. The pitch of the visible sloped roofs can range from 5:12 to 12:12 or 13:12, depending on the design and architectural style of the individual building.

Town Center zoned buildings in the middle of a block may have significant parapet wall fronts and relatively flat roof pitches.

The expanse of the roof should be broken up by height changes, pediments, gables, dormers, chimneys, lanterns, clerestories, etc.

Partial roofs are permitted on mechanical and elevator penthouses on three story buildings.

Dormers and roof pediments can be used to screen mechanical equipment and penthouses.

The use of towers and spires as massing accents is encouraged where appropriate.

MECHANICAL EQUIPMENT

All mechanical equipment must be screened by an integrated roof structure or located in an adjacent building or screened service yard (if located at grade).

Adjacent, free-standing equipment must be screened on all sides, and must have a roof.

Required ventilation openings must be an integral part of the design of mechanical enclosures.

FACADES

Entrances

- The facade bay containing the building entrance should be articulated differently than adjacent bays. Suitable devices include proportional changes, setbacks, extensions and changes of material.
- The bays containing the principal entrances may contain a glass curtain wall feature.
- Front and rear public entrances (i.e., entrances on opposite sides of the building) should not be of equal importance. Entrances from rear parking areas are for convenience only, and should be scaled accordingly.
- Principal entrances are encouraged to be located at the center of the facade.
- A corner building which has a 90 degree relationship to that corner may have a principal entrance on that corner.
- Entrances must use porches, awnings, canopies or some other architectural feature that gives a sense of shelter and protection from the sun and rain.

Fenestration

- Windows must be punched, vertically-oriented rectangular openings with a proportion not less than 1:1.5 (horizontal to vertical). Alternatives may be considered on a case-by-case basis.
- No individual window opening (i.e., the opening in the masonry wall) may exceed 40 square feet in area. Alternatives may be considered on a case-by-case basis.
- An exception to this maximum opening would be the building entrance or storefront on the ground floor where it is treated as a special feature articulating specific building features or unique program elements. Such expressions shall not exceed 200 square feet, shall be separated by piers no less than 3'-0" in width and subdivided into what appears to be a combination of smaller window elements. The oversized openings should not exceed 45 percent of the relevant ground floor bay (20' max.) in which the oversized opening occurs. A retail shop facing onto the street may have oversized openings equal to 80 percent of the relevant ground floor bay.
- All windows are required to have multiple lights that are no more than 15 square feet.
- Windows on the top floors of three or four story buildings are permitted to be square.
- Windows of square proportion are not permitted on the lower floors of any building.
- Windows used for specific architectural expression may be radiused at their top.

- In masonry walls, the windows must not be flush with the exterior wall but be recessed from a minimum 3" to a preferred depth of 8".
- Mirrored/reflective glass is not permitted.
- The proportion of these individual lights must be either square or of vertical proportion.
- Windows should not be located on corners and should be of ample distance from the corner to permit the masonry to appear to be load bearing.
- Corner buildings of wood frame construction, with a principal entrance at the corner, may have windows on the ground level at that corner as long as there is an expression of structure to support the upper floors of the building.
- Windows should align on vertical centerlines.
- Horizontal strip windows are not permitted.

MIXED-USE BUILDINGS

Mixed-use buildings are encouraged. For example, a building could incorporate retail or office use on the ground floor, and residential, hospitality or office use on the upper floors.

Multi-family residential buildings facing onto significant streets may make provisions for the future conversion of street level residential space into retail or office use. To accommodate for this future conversion, it is encouraged that adequate space be reserved between the building and the public sidewalk for the construction of future porches or pedestrian arcades that will articulate the ground floor as something different from the residential on the upper floors. When the ground floor is used for residential purposes, this reserved space will function as a privacy buffer.

SCALE DEVICES

Vertical Articulation

- Individual bays not greater than 20 feet in width should be expressed along the wall surface facing the principal street or road. Bays up to 30 feet in width may be expressed on other facades.
- Vertical articulation should be achieved through structural and material expression and may be subtle in nature.

- Additional expression may be achieved using gutters, downspouts, and expansion joints in the case of a masonry building.

Horizontal Articulation/Three and Four-Story Buildings

- A frieze band or expression line is required between the first and second floors of a three-story building, and between the second and third floors of a four-story building.
- A cornice or similar expression is also required either at the parapet or at the eaves of the roof.
- This requirement does not apply when the third floor is within the roof structure.
- As part of the streetscape expression, the ground floor of all retail buildings facing onto a principal street should be expressed as a base and differentiated from the upper floors, either through the use of a frieze band, a change of material finish, a change in fenestration patterns or proportions, etc.
- The second and third floor should appear to be one zone of the building facade.

Horizontal Articulation/Two-Story Buildings

- The ground floor and second floor should read as a single zone.
- A water table base of from 2' to 5' should be expressed on all masonry buildings.
- Wood frame buildings will typically be elevated over a crawl space, and the enclosure of the crawl space with either masonry, or a combination of masonry and wood lattice will be the appropriate expression of the building base.

MATERIALS

Masonry

- Masonry for the purpose of these guidelines includes brick and stucco.
- When the building facades are masonry the relationship of the masonry to the windows should be such that the facade appears to be load bearing.
- Smaller brick sizes are preferred; Econo bricks are not permitted.
- Brick colors will be considered on an individual basis.

- Synthetic stucco is not permitted.

Wood

- When appropriate to the size and function of the building the construction, siding and trim of the facades may be wood.
- Wood-clad buildings should have masonry foundation walls that enclose a crawl space. Brick will be the preferred material for the visible portions of these foundation walls.
- On wood-clad buildings, brick piers and a quality lattice infill may be an acceptable foundation alternative. The lattice shall be recessed at least one half the depth of the pier, and the lattice shall be constructed of wood having a thickness no less than 3/4".
- On wood-clad buildings, all windows must have pediment trim, a sill and side trim with a minimum dimension of 4". Doors should have pediment trim, sill and side trim with a minimum dimension of 6".
- Clapboard is the preferred material for horizontal siding. Sawn wood shingles are permitted for use as horizontal siding.
- Shed dormers shall be constructed of wood and should have roof pitch not less than 4:12.
- Porches shall be constructed of wood and have a minimum depth of 8 feet and a maximum depth of 12 feet.
- Decks and porches on wood-clad, as well as masonry buildings, must have masonry pier foundations if visible from the street.
- Porch columns shall be a minimum of 8 inches square or diameter.
- Sawn wood shingles or hand-split wood shakes may be used as a roof material.

Glass

- Reflective or darkly tinted glass is not permitted.
- Glass curtain walls are only permitted at the entrance bay, or at storefronts on the ground level.

Metal

- Metal panels are not permitted to be a predominant facade material.
- Metal panels may be appropriate as part of a frieze or signboard above the windows of a ground level storefront facing onto a principal street.
- Metal panelized systems are permitted for sloping roofs and mechanical equipment enclosures as long as they are residential in detail and appearance.

Other Materials

- Cement fiber material may be used as a horizontal siding as long as it has a smooth finish. Siding with wood grain patterns is not permitted.
- Accepted roof materials include: architectural grade asphalt shingles, fiberglass shingles, cement fiber shingles and shakes, slate and synthetic slate.
- Aluminum soffit or trim materials are not permitted.

COLORS

Colors should be similar to those found in old Charleston; lighter tones of grey, blue, green, red, tan or white. Natural material colors such as brick are also encouraged.

The use of paint colors from the “Colors of Historic Charleston” palette, as researched by the Historic Charleston Foundation, are highly encouraged.

SITE ENVIRONMENT

Placement of Buildings

- The orientation of a building or group of buildings should create a positive spatial ensemble with existing or planned future buildings.
- A building should not be considered as a free standing isolated element, but as an integral part of the overall spatial definition of the Town Center district.
- Multiple buildings in a single project should be organized to create a pedestrian-oriented campus; The framing of open space by landscape and building mass is as important as the design of the building itself.

Relationship of Buildings to Streets

- Buildings, or groups of buildings, should face the principal streets as a general rule, and create a strong sense of "front" or relationship to the street.
- If site depths indicate that the building(s) should be back further than the minimum setback from dedicated streets, then the internal drive system should serve the building(s) in the same manner as the dedicated street.
- In open areas, plantings will be required to create an attractive streetscape between the street or drive and the building.

Setbacks

- Setbacks are established to create and maintain a village-scaled urban landscape within the Town Center.
- Regularity of setbacks creates strong relationships between buildings, defines urban spaces, reinforces the sidewalk experience for pedestrians and helps prevent architectural conflicts.
- Setbacks are defined in the Carnes Crossroads Zoning Text.

Building Orientation

- Typically, buildings shall be orientated so that the main entrance is directed toward the primary street used to access the site.
- Entrances should announce the building and reinforce the approach from the street.
- If the approach includes the entrance drive, the site layout - including landscaping lighting and signing solutions - should reinforce both the formal approach from the primary street and the creation of an intentional and well-ordered pattern of streets and open spaces within the development parcel.
- The orientation of a building should also create a positive spatial ensemble with existing or planned future buildings - in effect a pedestrian campus - when part of a multi-building complex.
- The relationship with existing buildings on adjoining sites should also be considered.
- The intent is that a building not be considered as a free standing isolated element, but that it be an integral part of the overall spatial definition of the Town Center.

Storm Drainage & Detention

- Storm drainage and detention facilities shall conform to the current requirements of the jurisdictional MS4 and shall be designed by the owner's civil engineer in consultation with the master developer and his civil engineer. Such facilities should be integrated with the overall storm drainage system for Town Center zoned areas.
- Storm drainage systems and detention facilities shall be designed to minimize surface water runoff from the site and maximize the return of surface runoff to the water table.
- Detention areas must have proper landscape treatment to create a site amenity rather than a utilitarian eyesore. Natural shapes, or geometric shapes to reinforce building layouts, are encouraged.
- Efforts should be made to design detention areas so that they are incorporated into existing natural landscape features.

Site Grading & Sloping

- Site grading shall be done in a manner which is complementary to adjacent site grounds and building elevations and in a manner which maximizes preservation of existing vegetation.
- Consideration will be given to the quality, area and location of natural vegetation. Earth berms may be used sparingly as a device to enhance screening of service and parking areas. The grade of the berm should be natural looking and not be exaggerated.
- Natural vegetation nearby should not be adversely impacted by filling on the root systems.
- Careful attention should be given to provide adequate drainage for all plant materials, particularly in areas adjacent to a building, parking lot islands and other areas where natural subsurface drainage patterns have been disturbed. Raised beds, under drains, and weeps should be noted on the landscape plans. Roof drains should also be located on the landscape plans.
- No earth shall be stored within the canopy dripline or within ten (10) feet of any tree which has been designated to be saved, whichever distance is greater.
- Lawn areas and plant bed slopes shall not exceed 5:1; They shall be graded at a minimum of 2% toward curbs and away from the building or structures to facilitate positive surface drainage.
- All areas to be seeded or sodded shall receive a minimum of four (4) inches of clean quality topsoil.

Driveway & Parking Areas

- Shared parking shall be the rule for commercial areas in the Town Center zoning. All parking on private property for commercial purposes shall be open to the public, with the exception of designated parking spaces for owners, employees and residential tenants in mixed-use buildings. Development of shared access driveways and shared parking areas is required between adjacent development tracts.
- Adequate off-street parking, landscaped in accordance with these design criteria, shall be provided for use by employees, visitors and company vehicles. Each off-street parking space shall be no narrower than 8.5 feet in width. The minimum number of parking spaces provided for the various uses permitted in the Town Center Zone shall be in accordance with the zoning text for Carnes Crossroads approved by the City of Goose Creek. Handicapped parking spaces are to be provided according to City of Goose Creek standards.
- Parking lots shall be laid out so that adequate maneuvering space, and adequate turning radiuses, are provided for vehicles. The minimum turning radius on-site shall be 30 feet.
- Access driveways should provide for the smooth and uninterrupted ingress and egress of all vehicular traffic. This includes proper alignment with crossovers (median breaks) in adjacent public use roadways, as well as providing for vehicle stacking on-site, if required, during peak use periods. Access drives shall be a width of 24 feet. The turning radius for all drives intersecting the street shall be 30 feet. Parking spaces directly adjoining the main driveways should be avoided.
- All driveways and parking surfaces shall be paved with asphalt or special paving, such as brick or interlocking concrete pavements, and have concrete curbs and gutters. Paving at loading areas adjacent to the building may be concrete if approved by the ARB.
- Natural views, interesting trees, and other site amenities should be considered in the alignment of the driveways.
- Parking spaces will be designated with 4" white striping.
- Parking will be limited to automobiles and small trucks.
- Planted or naturally vegetated islands between the main driveways and parking areas are encouraged.
- Planted islands of various tree species will be required within the parking areas to help minimize the impact of large paved areas per Goose Creek zoning.

Sidewalks, Trails and Bike Paths

- The Town Center is planned to have sidewalks, trails and bike paths as a part of an overall pedestrian trail network that integrates with the residential neighborhoods and other areas of the Carnes Crossroads community. The intent is to provide an internal circulation network that can be used by all who live and work in the Town Center for a means of exercise, transportation and enjoyment of the natural features of the community.
- The owner of each site is responsible for linking the building(s) on that site with the sidewalk streetscape, trails and bike paths system by providing a similar off-street routing design.
- Pedestrian plazas and gathering areas at main building entrances or within multi-building outdoor spaces will help define the quality of the Town Center zoned areas of Carnes Crossroads.

Site Furnishings

- Site furnishings shall be designed as an integral part of the site plan and complimentary to the surrounding architecture. Only "commercial grade" permanent furnishings will be permitted. Residential lawn furnishings are prohibited, as are homemade furnishings of wood.
- Colored catalog pictures of all site furnishings and appurtenances must be submitted for approval. This includes, but is not limited to benches and seating, trash receptacles, planters, outdoor tables, bicycle racks, storage facilities, cigarette disposal stations, etc.
- The use of colored fabric awnings or some other form of shade device will be considered at all windows on the streetscape elevations of all buildings, and at other locations on the buildings where it may be determined to be appropriate. Such awnings (or shade devices) can provide a sense of pedestrian scale as well as protection from the sun and rain.

Site Lighting

- Up-lighting from inground floods may be used to highlight special landscape or building features.
- Exterior light must be a white light only.
- Adequate site lighting shall be provided to ensure the efficient and safe flow of pedestrian and vehicular traffic. Driveways and intersections should be clearly identified.

- All site lighting shall be positioned to minimize visibility of light sources from any public view and shielded to prevent glare or spill over onto adjacent sites. Particular attention should be given to lighting of building fronts on sidewalks as it relates to the overall lighting pattern and lighting intensity along the streetscape.
- Parking lot lights, signage lights, and landscape lighting shall be operated by a photo electric control with timer overrides to provide continuous operation after daylight with minimum maintenance and adjustment.
- The maximum height for light poles on-site shall be installed as per the City of Goose Creek zoning standards.
- Light fixture housings, standards and supports shall be traditional in design, and finished in dark colors such as dark bronze, black, or forest green.
- Exterior illumination for buildings to enhance architectural elements is encouraged.
- Building mounted floods are not permitted. Light source for exterior illumination shall be white.
- The source of no exterior lighting fixture shall be visible from the street or public right of way.
- Metal halide, LED and quartz are acceptable light sources.

Ramps, Walls & Fences

- Screen walls where necessary shall be an integral part of the site plan and as inconspicuous as possible.
- Walls and fences should be used to fill in gaps between buildings and provide the required percentage of frontage on the building setback lines.
- Freestanding walls may be allowed in a front or side yard adjacent to any public roadway or common use driveway if used as an integral part of a landscape concept or project entrance treatment as approved by the ARB.
- Materials and detailing shall be complimentary to those at the building and surrounding architecture.
- Low walls, walkways, boardwalks and small garden structures such as gazebos and bridges are encouraged to give definition to public or semi-public outdoor spaces.

- Handicapped ramps, when needed, to enter the building should be integrated into the design of the entrance rather than appear as an addition to it. On primary streets within the Village Center it is preferred that such ramps be located at the side or rear of the building.

Loading, Refuse Areas & Trash Collection

- Each site shall include on-site facilities for handling deliveries and adequate space for loading and service movement and turn-around of delivery vehicles in conformance with City of Goose Creek regulations. Some of this delivery may occur at the front of a building as well as at a rear service entrance.
- Loading areas shall be located and screened in a manner to minimize views of such areas from adjacent buildings and roadways.
- Outside storage of any materials, supplies, or equipment is expressly prohibited.
- All garbage and refuse containers shall be concealed from view from all adjoining properties and public streets. Trash collection or dumpsters shall be located and/or constructed so that containers are not visible from public roadways or common use private driveways. Trash or dumpster enclosures shall be constructed of the same or complimentary material as that of the building. Trash or dumpster enclosure gates shall be predominantly opaque but may be of a more open design, if architecturally appropriate.
- Service access should not face any public roadway view. No refuse collection areas shall be allowed between a street and the front of the building.
- Reinforced concrete aprons shall be provided at all dumpster service entrances to support dynamic truck wheel loads.
- Service/collection routes should be designed to minimize disturbance to the site. Collection routes should be indicated on the site plan. Service/collection route pavement thickness should be designed to accommodate the heavy truck loads. Centralized collection areas, for morene building, are encouraged.

Mechanical Equipment

- All roof-mounted mechanical equipment and/or ductwork shall be screened from all public view and access.
- At-grade air conditioning equipment shall be screened from view by an approved method.

- Vents, louvers, exposed flashing, tanks, and overhead doors shall be located in a manner to eliminate views of such from adjacent buildings and roadways.

Antennas & Satellite Dishes

- No antenna for the transmission or reception of television signals, or any form of electromagnetic radiation shall be erected outside of any building where it is visible from a street or public right of way.
- The ARB will consider the installation of satellite receiving dishes only if the dish is contained within a building, or outside if effectively screened from view from any roads, buildings, or pedestrian ways. All approved satellite receiving dishes shall be painted the same color as the building background to which they are mounted.

Temporary Structures

- No temporary building shall be erected or placed on any site.
- Construction trailers necessary for construction of improvements may be placed on the site after the proposed location of the trailers has received prior written approval from the ARB.

Utilities

- For each site in the Carnes Crossroads Town Center utilities typically will be available in the adjacent right of ways. This provision includes public sewer and water, telephone, and electrical service. Service may be extended to a property line or within an easement or right-of-way immediately adjacent to the site.
- All utility lines and facilities shall be underground or concealed under or within a building or other improvement as approved by the ARB.
- Temporary electrical power and telephone service poles may be permitted above ground during the construction phase of the work, but shall be removed prior to the issuance of a Certificate of Compliance.
- Utility lines shall be routed to avoid damage to existing significant trees.
- Any above grade equipment, including transformers, junction boxes, switches, etc., will be located at the rear of all buildings, and screened from view of the street or public right of way.
- Equipment should not be placed closer than twenty-five feet from a public or private roadway unless otherwise approved in writing.

SIGNAGE

Permanent Signage

- Each property owner is responsible for his or her sign conforming to the ordinances and codes of the City of Goose Creek.
- All signage must be submitted for review and approval to the ARB prior to seeking the City of Goose Creek approval. After written approval has been received from the ARB, the tenant shall then submit the sign drawings to the City of Goose Creek along with a completed sign application for review and approval.
- If requested by ARB, owners and/or tenants shall furnish samples of materials proposed for use.
- In case of a three-dimensional sign incorporating graphics or relief shapes, a typical side view is requested to be submitted with all proposed drawings.
- Signage approval submittals are required to include the signage plan with the landscape plan and must show the height of installation above grade and location of sign.
- All permits for signs and their installation shall be obtained by the building owner or tenant, as appropriate prior to installation.
- Final inspection by the building department for all signs and their installation shall be obtained by the tenant or their representative.
- Single building tenant users have the option to incorporate one tenant name onto the sign face, but it must be submitted with design and color specifications to the ARB for approval.

Temporary Signage

- One construction sign is permitted per commercial project. It shall not exceed 32 square feet in area and shall denote the following:

Project Rendering, Project Logo (if applicable, Broker or Contractor logos will not be permitted), Project Name, Tag Line of Project (if applicable), Owner, Architect, Builder, Landscape Architect, Engineer, Financial Institution, Contact Information, Website, Phone Number and other pertinent information about the project. Broker information will not be permitted on construction signage.

- Permits to be displayed during construction shall be attached to the backside of the construction sign.
- Additional individual signs for subcontractors, material suppliers and lending institutions must conform to the City of Goose Creek signage regulations.
- Temporary signage will be allowed for new businesses in the Town Center Zone for a maximum of 30 days after opening. Temporary signage should not obstruct the views of, or from, passing cars. If the signage is not taken down after the temporary period, Carnes Crossroads POA staff will remove and dispose of it.

LANDSCAPE DESIGN CRITERIA

Design Theme and General Requirements

- Existing trees and vegetation are recognized as assets to the greater Carnes Crossroads community, providing a more healthful and beautiful place to live and work, as well as beneficial to attracting visitors, new residents and businesses. Landscape designs for buildings and sites within Town Center zoning should complement the natural surroundings.
- The retention of existing tree cover, hedge rows and natural edge vegetation is extremely important as the basis for acceptable landscape design. The site developer shall identify, flag and barricade all areas which are to be left in a natural state prior to site clearing or grading operations. Storage of materials or equipment shall not be allowed within these barriers during construction and barriers shall not be removed until finish grading of sites has been completed and installation of plant materials has begun.
- “Grand Trees” are trees twenty-four (24) inches in caliper diameter as measured four and one-half (4 ½) feet above the existing grade) and “Protected Trees” are trees eight (8) inches in caliper diameter measured four and one-half (4 ½) feet above existing grade. Such trees shall be numbered by tag in the field and located on a survey with corresponding numbers.
- Natural areas designated as buffers will require supplemental planting if existing vegetation is inadequate for proper screening or if existing vegetation is disturbed. Supplemental planting will consist of adding plant material to the buffer area to achieve semi-opaque coverage in all seasons of the year. Upon maturity the buffer will not contain any opening more than ten (10) feet in width.
- A “common streetscape” design theme will be carried throughout the Town Center zoned areas of Carnes Crossroads. This will provide for a shaded canopy that develops

along all public roadways, providing shade and a visual distinction of the Carnes Crossroads Town Center areas.

- Planting plans should reinforce site and building entry with primarily evergreen shrubs, with accents achieved via seasonal color and trees.
- All exterior paving shall conform to ADA and any other State and Federal standards.
- The provisions and requirements of the City of Goose Creek Zoning Ordinance, except where amended by the Carnes Crossroads Zoning Ordinance, shall be used by the Design Review Committee, along with these Design Guidelines, as the basis for the reviewing landscape plans.

Recommended Plants and Sizes

- Refer to the Carnes Crossroads Zoning Ordinance Text for regulations, and to the Landscape Palette for recommended plant materials. Note that a minimum of seventy-five (75) percent native tree and shrub species shall be used.
- All plant materials must be suited for the soils and climatic conditions of Carnes Crossroads. Any plant material installed must be in healthy growing condition and meet requirements outlined in A.A.N. standards for nursery stock.
- No shrub smaller than those in three (3) gallon containers shall be planted. Flowering, ornamental trees shall be no smaller than six (6) feet in height at time of installation. No shade trees smaller than two and one-half (2 1/2) inches caliper diameter and measuring a minimum height of twelve (12) feet at time of installation shall be planted.

Street Frontage and Building Landscaping

- Refer to the Carnes Crossroads Zoning Ordinance Text and the City of Goose Creek Zoning Ordinance.
- The landscape treatment along the frontage of a site and the area directly in front of the building are to receive the most emphasis in the overall planting scheme. These “high impact” areas will typically assume a more finished, urban character. More lawn areas, shrub, and tree masses should be planted so as to emphasize architectural features. Hardscape features such as specialty paving and site furnishing will also distinguish the “front yard” of the building.
- Shade trees shall be a minimum of two and one-half (2 ½) inches caliper diameter. If existing trees are saved within the parking areas, then credit shall be given for them toward the overall parking lot tree requirements.

Excess Property or Underdeveloped Land

Land that is to be developed at a future time by an Owner, and land that is currently unsold by the Developer is defined as “excess acreage”. On land that is “excess acreage” the following shall apply:

- Open areas: Grass shall be planted and regularly maintained for a minimum depth of fifty (50) feet into the property adjacent to any public roadway. Additional open areas should be maintained in a natural state but shall be moved at least twice annually.
- Areas in tree cover: Underbrush shall be cleared and a three (3) inch layer of fresh pine straw shall be spread for a minimum depth of fifty (50) feet into the property adjacent to any public roadway, and replenished a minimum of twice annually. Additional areas in tree cover should have underbrush removed annually.

Screens

- All loading, refuse collection of vehicle services areas shall be screened from public view with evergreen shrubbery and opaque masonry walls of a material and color to compliment the building façade.

Seeding and Sodding

- All areas to be seeded or sodded must receive a minimum layer of four (4) inches of clean quality topsoil.
- Lawn areas within fifty (50) feet of a building or adjacent to public roadways require sodding. Other lawn areas may require sodding depending on slopes, impact on public views, pedestrian traffic, time of year, as well as other considerations.
- Fertilization and soil amendments shall be applied as required by soils testing and analysis.

Irrigation

- All lawn areas and landscaped areas shall be irrigated with an underground automatic sprinkler system. Irrigation system designs should emphasize conservation methods when providing water to landscaped areas. Bubblers for tree irrigation, in-line emitter tubing for shrub and ground cover beds and low precipitation sprinkler heads in lawn areas are means of attaining this goal.
- Shrub beds and lawn areas shall be placed on separate watering zones.

- Electromechanical or digital controls with a back-up battery power supply shall be used. All controllers shall be properly grounded and installed with lightning protection.