

**ORIGINAL**

**ORDINANCE NO.: 2025-048**

*Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17 – Article 4: Use Regulations, Sec.17-4.3(b) Accessory Use/Structure Table, Sec. 17-4.3(d) Standards for Specific Accessory Uses and Structures, and Article 9: Definitions and Rules of Measurement, Sec. 17-9.4 Definitions, to add pick-up window as an accessory use.*

BE IT ORDAINED by the Mayor and Council this 24<sup>th</sup> day of June, 2025, that the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17 – Article 4: Use Regulations, Sec.17-4.3(b) Accessory Use/Structure Table, Sec. 17-4.3(d) Standards for Specific Accessory Uses and Structures, and Article 9: Definitions and Rules of Measurement, Sec. 17-9.4 Definitions is amended to read as follows:

**Article 4: Use Regulations, Sec. 17-4.3. Accessory Uses and Structures; (c) General Standards for All Accessory Uses and Structures**

<b>TABLE 17-4.3(B)(4): ACCESSORY USE/STRUCTURE TABLE FOR BASE ZONING DISTRICTS</b>																											
<b>P = PERMITTED BY RIGHT                      S = ALLOWED AS SPECIAL EXCEPTION                      BLANK CELL = PROHIBITED</b>																											
Accessory Use/Structure	Residential Districts											Mixed-Use, Activity Center, and Corridor Districts						Institutional and Campus				Industrial Districts			Use-Specific Standards		
	T/C	LL-R	RSF-1	RSF-2	RSF-3	RD	RD-MV	RM-1	RM-2	MU-1	MU-2	NAC	CAC	RAC	OI	DAC	GC	MC	INS-GEN	INS-U/M	INS-ZOO	INS-T/U	LI	HI		EC	
Accessory dwelling unit	C	C	C	C	C	C	C	C	C	C	C																Sec. 17-4.3(d)(1)
Automated teller machine (ATM)		C								C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Sec. 17-4.3(d)(2)
Community garden	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Sec. 17-4.3(d)(3)
Drive-through facility – Personal Service/Retail Sales										C	C	C	C	C	C	C											Sec. 17-4.3(d)(4)
Drive-through facility – Other										S				S	C	C				C	C	C	C	C	C		Sec. 17-4.3(d)(4)
Family child care home (as accessory to a single-family dwelling)			C	C	C	C	C	C	C	C																	Sec. 17-4.3(d)(5)
Home occupation	C	C	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	C	C						C	Sec. 17-4.3(d)(6)
Outdoor display of merchandise (as accessory to a retail sales use or wholesale sales)										C	C	C	C	C	C	C	C			C			C	C	C		Sec. 17-4.3(d)(7)
Solar energy conversion system (small-scale)	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Sec. 17-4.3(d)(9)
Storage, outdoor	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Sec. 17-4.3(d)(9)
Swimming pool	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Sec. 17-4.3(d)(10)
Pick-up Window										C	C	C	C	C		C											Sec. 17-4.3(d)(11)

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Accessory Use/Structure	Residential Districts								Mixed-Use, Activity Center, and Corridor Districts						Institutional and Campus		Industrial Districts		Use-Specific Standards							
	T/C	LL-R	RSF-1	RSF-2	RSF-3	RD	RD-MV	RM-1	RM-2	MU-1	MU-2	NAC	CAC	RAC	OI	DAC	GC	MC		INS-GEN	INS-U/M	INS-ZOO	INS-T/U	LI	HI	EC
Pedestrian Pick-up Window										C	C	C	C	C	C	C	C									Sec. 17-4.3(d)(12)

**Article 4: Use Regulations, Sec. 17-4.3. Accessory Uses and Structures, (d) Standards for Specific Accessory Uses and Structures**

**(11) Pick-up window**

Pick-up windows are permitted as an accessory use, subject to the following standards:

- a. Outdoor menu boards, speaker systems, and on-site ordering kiosks are prohibited.
- b. Orders must be placed via telephone, website, or mobile application prior to arrival.
- c. A minimum of three (3) vehicle stacking spaces shall be provided per pick-up window. Stacking shall not obstruct parking aisles, access drives, or fire lanes.
- d. No menu signage is permitted near the pick-up window.
- e. No portion of a pick-up window shall be located within 75 feet of a residential zoning district and in no instance shall a pick-up window be placed on a façade that faces a residential zoning district.
- f. No more than one (1) pick-up window is permitted per building and the window opening shall not exceed 4 feet wide by 3 feet high. Projections from the building façade shall not exceed 2 feet.
- g. Dual or tandem windows or drive lanes are not permitted. All access must be served by a single drive lane.
- h. Pick-up windows are prohibited in the OV-5P, OV-ID, OV-CC, and OV-NMC overlay districts.

**(12) Pedestrian Pick-up window**

Pedestrian pick-up windows are permitted as an accessory use, subject to the following standards:

- a. Speaker systems are prohibited
- b. No portion of a pick-up window shall be located within 75 feet of a residential zoning district and in no instance shall a pick-up window be placed on a façade that faces a residential zoning district.

**Article 9: Definitions and Rules of Measurement, Sec. 17-9.4. Definitions, (b) Interpretation of Unlisted Uses**

**DRIVE-THROUGH FACILITY**

A facility used to provide products or services to customers who remain in their vehicles, whether through a window or door in a building, a machine in a building or detached structure (e.g., ATM), or via a mechanical device (e.g., a pneumatic tube system). In addition to the pick-up window or door, drive-through service facilities also includes remote menu boards and ordering stations, which differentiates them from Pick-up Windows. Use types that commonly have drive-through service include banks, fast food restaurants, and drugstores.

**PICK-UP WINDOW**

A facility that provides a designated window for customers to pick up goods or meals that have been pre-ordered off-site. This use does not include drive-through ordering, outdoor menu boards, speaker systems, or other outdoor communication devices.

**PICK-UP WINDOW PEDESTRIAN**

A facility designed to be used by a pedestrian to obtain goods or receive services. Such a window may not be used in conjunction with a motorized vehicle and differs from a drive-through window in that it is to be used only by pedestrians.

Requested by:

Assistant City Manager Palen

Approved by:

Cherise B. Wilson  
City Manager

Approved as to form:

[Signature]  
City Attorney

Introduced: 06/17/2025

Final Reading: 06/24/2025

[Signature]  
Mayor

ATTEST:

Quita D. Hammond  
City Clerk