

JOINT REVIEW COMMITTEE

for the Draft Community Development Code Wednesday, July 31, 2013 3:00 p.m.

Executive Conference Room, County Administration Building 100 Ribaut Road, Beaufort, South Carolina 29902

Phone: (843) 255-2140

Anthony Criscitiello,

Planning Director

Committee Members: County Council:

> Cynthia Bensch Gerald Dawson

Brian Flewelling, Committee Chairman

William McBride

Planning Commission:

Diane Chmelik Mary LeGree

W. Edward Riley

Randolph Stewart

1. CALL TO ORDER – 3:00 P.M.

2. REVIEW OF MINUTES:

- A. April 24, 2013 (backup)
- B. May 8, 2013 (backup)
- C. May 22, 2013 (backup)
- D. June 5, 2013 (backup)
- E. June 19, 2013 (backup)

3. REVIEW DRAFT COMMUNITY DEVELOPMENT CODE:

- A. Discussion of Article 3 Specific to Zones
- B. Summary of Requested Changes from July 17, 2013 meeting (backup)

4. OTHER BUSINESS

- A. Next Meeting: Wednesday, August 14, 2013, at 3:00 P.M. in Executive Conference Room, County Administration Building, 100 Ribaut Road, Beaufort, SC 29902
- 5. ADJOURNMENT

Notes:

- The Draft Community Development Code can be viewed on the County website at http://www.bcgov.net/departments/Planning-and-Development/planning/cdc/
- If you have any questions, please contact the County Planning Office at (843) 255-2140 or you may leave a comment using at the above link.

COMMUNITY DEVELOPMENT CODE REVIEW TEAM April 24, 2013

The Community Development Code Review Team (CDCRT), also known as the Joint Code Review Team (Committee), met on Wednesday, April 24, 2013 at 3:00 p.m., in the Executive Conference Room of the County Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE:

Team (Committee) Members:

- County Councilmen: Brian Flewelling, Team (Committee) Chair; Cynthia Bensch; Gerald Dawson and William McBride
- County Planning Commissioners: Diane Chmelik, Mary LeGree, Ed Riley and Randolph Stewart

Staff: Anthony Criscitiello, County Planning Director; Delores Frazier, County Assistant Planning Director; Robert Merchant, Long-range Planner; and Barbara Childs, Administrative Assistant to the Planning Director

Others: Reed Armstrong, Coastal Conservation League; Lauren Kelly, City of Beaufort Planner; Milt Rhodes, citizen; Robert Semmler, County Planning Commission; and Joshua Tiller of J.K. Tiller Associates

CALL TO ORDER: Chairman Brian Flewelling called the meeting to order at approximately 3:03 p.m. and led those assembled in the Pledge of Allegiance to the United States of America.

Mr. Merchant gave a power point presentation regarding the different Articles of the Code. Discussion includes a clarification of how manufactured homes were treated in the Code.

REVIEWING THE CODE – Article 2 (see attached Summary of Requested Changes)

OTHER BUSINESS: Mr. Flewelling noted that the next meeting was on May 8, 2013, at 3:00 p.m. in the Executive Conference Room.

ADJOURNMENT: Mr. Flewelling adjourned the meeting at approximately 4:55 p.m.

Note: You may review the video of the meeting on the County website at: http://beaufort.granicus.com/MediaPlayer.php?view id=2&clip id=950

COMMUNITY DEVELOPMENT CODE REVIEW TEAM Summary of Requested Changes - April 24, 2013

Article 1

• Page 1.6-2. In 1.6.20.B – reword to read "Community Preservation areas are transitionable to a mix of rural and urban transect zones that can be further calibrated to respond to their distinct character, while sharing the other aspects of this Development Code."

Article 2

- Page 2.1-1. In 2.1.10 in the second paragraph, correct the punctuation in the quotations around "Community type" to include the period or comma within the quotations. Repeat this revision for all similar cases.
- Page 2.1-1. In 2.1.20.A revise paragraph to remove the parentheses around "major and minor, remove the parentheses around the title of referenced sections, and do not capitalize the word "subdivision." The paragraph should read as follows "The Standards in Article 2 apply to all development that is subject to a land development plan, major or minor, described in Section 7.2.60 Land Development Plan, or subdivision, described in Section 7.3.70 Subdivision, unless specifically exempted in a subsection."
- Page 2.1-1. In 2.1.20.B revise paragraph to read as follows Review of proposed development to ensure compliance with the standards of this Section shall occur at time <u>the</u> of land development plan, major or minor, described in Section 7.2.60 Land Development Plan), or and at the time of subdivision, described in Section 7.3.70 Subdivision, whichever occurs first.
- Page 2.2-2. Revise Table 2.1.30.A as follows:

Table 2.1.30.A Community Types				
Community Type	May be designed as a Multi-lot Example Community?		May be designed as a Single-lot Example Community?	
	Y/N	Example	Y/N	Example
Traditional Neighborhood Community Plan (TCP)	Yes	Subdivided mixed-use neighborhood comprised of Transect Zones.	N/A	N/A <u>Not Applicable</u>
Multi-family Oriented Community	Yes	Subdivided parcel comprised of Multi-family <u>townhouses</u> roughhouses in Conventional Zones.	Yes	Single-lot with Multi-family apartment buildings in Conventional Zones.
Single-Family Oriented Community	Yes	Subdivided neighborhood comprised of Single-family and Two-family residential in Conventional Zones.	Yes	Manufactured Home Community designed with blocks, streets, and civic sites that allow for an easy transition to other single-family oriented communities in the future.
Commercial Oriented Community	Yes	Subdivided parcel comprised of retail, service, or industrial oriented buildings in Conventional Zones.	Yes	Single-lot of retail, service or industrial oriented buildings in Conventional Zones.
Developments Within Rural Areas Oriented Community	Yes	Subdivided neighborhood in Rural comprised of Single-family and Twofamily residential houses.	Yes	Single-lot Family Compound in <u>T2-</u> Rural.

Staff will also explore options on how to address Single-Family Oriented Communities since there is not a division in Article 2 that specifically addresses them. One option is to eliminate reference in the table above. The other option is to add a division in Article 2 that specifically addresses Single-family Oriented Communities.

- Page 2.1-2. In 2.1.40 first paragraph delete the parenthesis around "and adjoining land" and reference Comprehensive Plan as guiding document that supports the Community Design Principles.
- Page 2.2-1. In 2.2.20.A reword to read "These General Layout Standards apply to all development that is subject to a land development plan, major or minor, described in Section 7.2.60 Land Development Plan, or subdivision, described in Section 7.3.70 Subdivision, unless specifically exempted in a subsection."
- Page 2.2-1. In 2.2.20.B reword to read Review of proposed development to ensure compliance with the standards of this Section shall occur at time <u>the</u> of land development plan, major or minor, described in Section 7.2.60 Land Development Plan), or <u>and at the time of subdivision</u>, described in Section 7.3.70 Subdivision, whichever occurs first.
- Page 2.2.1. In 2.2.30A.2(c) provide definitions for "street chicanes" and "neck downs" in Article 10 Definitions.
- Page 2.2-2. In 2.2.30.E(4) reconsider whether planted medians within cul-de-sacs should be required.
- Page 2.2-3. In Table 2.2.40.A Planning Staff will take another look at the maximum perimeter lengths for blocks in T4 Hamlet Center and T4 Neighborhood Center.
- Page 2.2-4. In 2.2.40.A.5 Reword to read "Blocks intended for industrial development may vary from the elements of design contained in this Section if the nature of the use requires other treatment. In such cases, to accommodate safe and convenient access to infrastructure, utilities, parking, and the thoroughfare system shall be provided. Deviations from conventional standards shall only occur when necessary and shall be specifically indicated on the plan."
- Page 2.2-4. In 2.2.50.A.1(c) Provide illustrations that show lots with their primary frontage along a civic space.
- Page 2.2-5. In 2.2.50.A.3(a)(2) remove parenthesis around "regardless of the average lot width."

General Formatting Comments

• More illustrations would be helpful to describe community types, and to describe configuration of lots and blocks.

COMMUNITY DEVELOPMENT CODE REVIEW TEAM May 8, 2013

The Community Development Code Review Team (CDCRT), also known as the Joint Code Review Team (Committee), met on Wednesday, May 8, 2013 at 3:00 p.m., in the Executive Conference Room of the County Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Team (Committee) Members:

- County Councilmen: Brian Flewelling, Team (Committee) Chair; Cynthia Bensch; Gerald Dawson; and William McBride
- County Planning Commissioners: Diane Chmelik, Mary LeGree, and Randolph Stewart (Absent: Ed Riley)

Staff: Anthony Criscitiello, County Planning Director; Robert Merchant, Long-range Planner; and Dominique Fields, Temporary Planning Assistant

Others: Reed Armstrong, Coastal Conservation League; and Lauren Kelly, City of Beaufort Planner

CALL TO ORDER: Chairman Brian Flewelling called the meeting to order at approximately 3:02 p.m. and led those assembled in the Pledge of Allegiance to the United States of America.

Mr. Merchant gave a power point presentation regarding the different Articles of the Code.

REVIEWING THE CODE – Continue Reviewing Article 2 (see attached Summary of Requested Changes)

OTHER BUSINESS: Mr. Flewelling noted that the next meeting was on May 22, 2013, at 3:00 p.m. in the Executive Conference Room.

ADJOURNMENT: Mr. Flewelling adjourned the meeting at approximately 4:57 p.m.

Note: You may review the video of the meeting on the County website at: http://beaufort.granicus.com/MediaPlayer.php?view_id=2&clip_id=951

COMMUNITY DEVELOPMENT CODE REVIEW TEAM Summary of Requested Changes – May 8, 2013

Article 2

- Page 2.2-6. In 2.2.50.D3 Change the title from "Drain Lot" to "Lot Drainage." Also, provide a reference to the stormwater standards in Article 5 and a reference to the Stormwater BMP Manual.
- Page 2.2-6. In 2.2.50.E1 Reword to read "Each lot shall have a minimum usable lot area equal to or greater than 50 percent of the gross lot area. This is calculated by subtracting the area of wetlands, wetlands setbacks (see Section 5.11.40.H), river buffers, and river buffer setbacks (see Table 5.11.60.A), and all other applicable buffers from the gross lot area."
- Page 2.2-6. In 2.2.60.A1 When the final code is in digital format, provide a hyperlink to the Beaufort County Technical Manual.
- Page 2.2-6. In 2.2.60.A2(c) Revise to read "To the maximum extent practical, lots fronting an arterial or major collector shall front an internal street, parallel frontage road, or rear alley. This avoids multiple lots with individual access along the existing public road frontage or reverse frontage lots in which buildings turn their back to the public road frontage."
- Page 2.2-7. In 2.2.60.B5(a) change the first word in the sentence from "if" to "when."
- Page 2.2-7. In 2.2.60.B5(b) change the first word in the sentence from "if" to "when."
- Page 2.2-7. In 2.2.60.B5(c) change the first word in the sentence from "where" to "when."
- Page 2.3-1. In 2.3.10 In the first paragraph under Purpose, cite the abbreviation for Traditional Community Plans where the term is first used e.g. Traditional Community Plan (TCP).
- Page 2.3-1. In 2.3.10.D add the words "and economic diversity" to the end of the sentence.
- Page 2.3-1. In 2.3.10.I reword to read "<u>Promote Reinforce</u> the unique <u>characteristics</u> identity of Beaufort County that builds upon the local context, climate, and history."

General Formatting Comments

• Define "Director" at the beginning of each article.

Provide definitions of "building envelope" and "stub-out" in Article 10.

COMMUNITY DEVELOPMENT CODE REVIEW TEAM May 22, 2013

The Community Development Code Review Team (CDCRT), also known as the Joint Code Review Team (Committee), met on Wednesday, May 22, 2013 at 3:00 p.m., in the Executive Conference Room of the County Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Team (Committee) Members:

- County Councilmen: Brian Flewelling, Team (Committee) Chair; Cynthia Bensch; Gerald Dawson and William McBride
- County Planning Commissioners: Diane Chmelik, Mary LeGree and Randolph Stewart (Absent: Mary LeGree)

Staff: Anthony Criscitiello, County Planning Director; Delores Frazier, County Assistant Planning Director; Robert Merchant, Long-range Planner; and Dominique Fields, Temporary Planning Assistant

Others: Reed Armstrong, Coastal Conservation League; Lauren Kelly, City of Beaufort Planner; Robert Semmler, County Planning Commission; plus two others (unidentifieable)

CALL TO ORDER: Chairman Brian Flewelling called the meeting to order at approximately 3:00 p.m. and led those assembled in the Pledge of Allegiance to the United States of America. He noted a traffic accident on the Broad River Bridge was delaying a couple of the members.

Mr. Merchant gave a power point presentation regarding the different Articles of the Code.

REVIEWING THE CODE – Continue Reviewing Article 2 (see attached Summary of Requested Changes)

OTHER BUSINESS: Mr. Flewelling noted that the next meeting was on June 5, 2013, at 3:00 p.m. in the Executive Conference Room.

ADJOURNMENT: Mr. Flewelling adjourned the meeting at approximately 4:59 p.m.

Note: You may review the video of the meeting on the County website at: http://beaufort.granicus.com/MediaPlayer.php?view_id=2&clip_id=968

COMMUNITY DEVELOPMENT CODE REVIEW TEAM Summary of Requested Changes – May 22, 2013

Article 2

- Page 2.3-3 Move Table 2.3.40 to after Section 2.3.40.C
- Page 2.3-3 In 2.3.40. \leftarrow Numbering is wrong, change to 2.3.40. A
- Page 2.2-3 In 2.3.40.<u>CA</u>1 Revise first sentence to read "The project is located within <u>a</u> one mile walk and has direct pedestrian access to <u>at least</u> one of the following civic or commercial functions."
- Page 2.2-3 In 2.3.40.<u>CA</u>1(a) Revise to read "Publically accessible outdoor Civic Space of at least ½ acre in size (e.g. County or municipal park, pool, ball fields, <u>public dock</u>, etc.); or"
- Page 2.2-3 In 2.3.40.<u>CA</u>1(c) Revise to read "A minimum of 6 diverse functions..."
- Page 2.3-3 In 2.3.40.D Numbering is wrong, change to 2.3.40.<u>B</u>
- Page 2.3-3 In 2.3.40. \pm Numbering is wrong, change to 2.3.40. \pm
- Page 2.3-7 In 2.3.80.B Under Civic and Open Space Allocations Have planning staff look at the civic and open space set aside requirement and assess whether we should exclude buffers and stormwater ponds, or make the set aside percentage higher to ensure that useable open space is provided within Traditional Community Plans.
- Page 2.3-9 In 2.3.100 Revise first sentence to read "A mix of building types introduces variety into the character of TNCPs."
- Page 2.4-3 In 2.4.30.B2(d) Revise to read "Coordinate Consider Site Design with Transit. Site design, including entrances and parking lots, shall be coordinated with consider the location of existing and planned transit facilities."
- Page 2.4-3 Delete 2.4.30B3(a) and renumber (b) and (c) accordingly.
- Page 2.4-3 In 2.4.30B3(b) Revise to read "Access to Attached Garages. Attached Ggarages shall be accessed from alleyways or secondary thoroughfares, to the maximum extent practicable."
- Page 2.4-4 In 2.4.30.C3 Revise to read "If the primary façade of a building faces an Arterial (e.g. <u>SR-US</u> 278, <u>SC</u> 170), the primary façade may front a parallel access road if:"
- Page 2.4-4 Delete 2.4.30.C5 and renumber 6 and 7 accordingly.

General Formatting Comments

• Provide definition of "pedestrian shed" in Article 10.

COMMUNITY DEVELOPMENT CODE REVIEW TEAM June 05, 2013

The Community Development Code Review Team (CDCRT), also known as the Joint Code Review Team (Committee), met on Wednesday, June 5, 2013 at 3:00 p.m., in the Executive Conference Room of the County Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Team (Committee) Members:

- County Councilmen: Brian Flewelling, Team (Committee) Chair; Cynthia Bensch; Gerald Dawson; and William McBride
- County Planning Commissioners: Diane Chmelik, Mary LeGree, Ed Riley, and Randolph Stewart

Staff: Anthony Criscitiello, County Planning Director; Robert Merchant, Long-range Planner; and Dominique Fields, Temporary Planning Assistant

Others: Reed Armstrong, Coastal Conservation League; Lauren Kelly, City of Beaufort Planner; Robert Semmler, County Planning Commission;

CALL TO ORDER: Chairman Brian Flewelling called the meeting to order at approximately 3:00 p.m. and led those assembled in the Pledge of Allegiance to the United States of America.

Mr. Merchant gave a power point presentation regarding the different Articles of the Code.

REVIEWING THE CODE – Continue Reviewing Article 2 (see attached Summary of Requested Changes)

OTHER BUSINESS: Mr. Flewelling noted that the next meeting was on June 19, 2013, at 3:00 p.m. in the Executive Conference Room.

ADJOURNMENT: Mr. Flewelling adjourned the meeting at approximately 4:25 p.m.

Note: You may review the video of the meeting on the County website at: http://beaufort.granicus.com/MediaPlayer.php?view_id=2&clip_id=1001

COMMUNITY DEVELOPMENT CODE REVIEW TEAM Summary of Requested Changes – June 5, 2013

Article 2

- Page 2.5-1. In 2.5.20.A2 Reword to read "The standards in Division 2.1 (Overview), Division 2.2 (General to Community Design) and Division 3.3 (Conventional Zones) work in conjunction with those found in this Division; and should be reviewed prior to in conjunction with reading this Division."
- Page 2.5-2. In 2.5.30.B2 (b) Members of the Code Review Team did not like the word "monoculture" and requested either choosing a different word or providing a definition. After reviewing this section, staff recommends simply removing the phrase "thus preventing the establishment of an isolated monoculture" from the section.
- Page 2.5-5. In 2.5.30.H7 Reword the last sentence to read "Skirting shall be of a material intended for exterior use."
- Page 2.6-1. In 2.6.20 change the colon and semi-colon in the first sentence to read "These commercial standards apply to the conventional zones; specifically, all new retail..."
- Page 2.6-4. Delete 2.6.40.H. There are standards in Article 5 Division 5.3 (page 5.3-2, Section 5.3.30.C3) that address screening of roof mounted equipment.
- Page 2.6-5. Revise Figure 2.6.40.A to show parking in the rear of the big box building and to better articulate the big box.
- Page 2.7-4. Eliminate Figure 2.7.40.B.
- Page 2.7-5. Revise 2.7.40.H to read
 - "H. **Affidavit Required**. Applicants must submit a sworn affidavit <u>recorded in the Register of Deeds Office</u> with the following information:
 - 1. There has been no intentional misrepresentation during the application process;
 - 2. <u>There shall be no</u> lease of a family dwelling unit to a nonfamily member within five years of approval; or
 - 3. <u>There shall be no</u> conveyance of any portion of a tract of land granted a dwelling unit or lot under this section to a nonfamily member within five years of approval."
- Page 2.7-5. In 2.7.40.I2 Reword to read "Penalties may be waived by the Director if it can be shown..."

- Page 2.7-5. In 2.7.40.I4 Reword to read "As a condition of approval, the applicant and the person(s) for whom the family dwelling unit is to be built or the property subdivided shall read and sign disclosure forms describing <u>any</u> violations of this section and applicable penalties."
- Page 2.8-2. In 2.8.30.E Reword to read "A list of the typical facilities found within the civic space <u>is provided in Table 2.8.30.A</u>. This list is not intended..."
- Page 2.8-3. In Table 2.8.30.A remove the # sign in the key at the bottom of the table.
- Page 2.8-7. In Table 2.8.50.A Reword the footnote to read "Each pedestrian shed shall assign at least 10% of its <u>aggregate</u> urbanized area to <u>useable</u> civic space."

General Formatting Comments

• Provide a definition of "parent parcel" in Article 10.

COMMUNITY DEVELOPMENT CODE REVIEW TEAM June 19, 2013

The Community Development Code Review Team (CDCRT), also known as the Joint Code Review Team (Committee), met on Wednesday, June 19, 2013 at 3:00 p.m., in the Executive Conference Room of the County Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Team (Committee) Members:

- County Councilmen: Brian Flewelling, Team (Committee) Chair; Cynthia Bensch; Gerald Dawson; and William McBride
- County Planning Commissioners: Ed Riley, and Randolph Stewart (Absent: Diane Chmelik and Mary LeGree)

Staff: Anthony Criscitiello, County Planning Director; Gary Kubic, County Administrator; Robert Merchant, Long-range Planner; and Barbara Childs, Administrative Assistant to Planning Director

Others: Reed Armstrong, Coastal Conservation League; Lauren Kelly, City of Beaufort Planner; Robert Semmler, County Planning Commission;

CALL TO ORDER: Chairman Brian Flewelling called the meeting to order at approximately 3:00 p.m. and led those assembled in the Pledge of Allegiance to the United States of America.

Mr. Merchant gave a power point presentation regarding street thoroughfares as discussed in Division 2.9 of the Code.

REVIEWING THE CODE – Continue Reviewing Article 2 (see attached Summary of Requested Changes)

OTHER BUSINESS: Mr. Flewelling noted that the next meeting was on July 3, 2013, at 3:00 p.m. in the Executive Conference Room.

ADJOURNMENT: Mr. Flewelling adjourned the meeting at approximately 5:02 p.m.

Note: You may review the video of the meeting on the County website at: http://beaufort.granicus.com/MediaPlayer.php?view_id=2&clip_id=1050

COMMUNITY DEVELOPMENT CODE REVIEW TEAM Summary of Requested Changes – June 19, 2013

Article 2

- Page 2.9-1. In 2.9.20.A Reword to read "This Division describes the standards for development of thoroughfares in conventional and transect zones. It which supplements the "Beaufort County Technical Manual.""
- Page 2.9-1. In 2.9.20.B Reword to read "These thoroughfare standards are applicable for the transformation of existing thoroughfares and the creation of new thoroughfares in any areas within the conventional and transect zones."
- Page 2.9-1. In 2.9.20.C Reword to read "Thoroughfare standards are applicable for the design of collector and local streets. Thoroughfare standards applied to existing arterials and roadways under the jurisdiction of the South Carolina Department of Transportation may require additional review (Section 2.9.30.C) in order to obtain approval."
- Page 2.9-2. In 2.9.30.B Renumber subsections "a and b" to "1 and 2."
- Page 2.9-2. In 2.9.30.B2 Reword to read "If one or more of the predefined components are permitted by the Director, then the thoroughfare shall be submitted for review to the Director and County Traffic Engineer."
- Page 2.9-4. In Figure 2.9.40.A remove line in the middle of the landscaped median; and add comment stating that "Parkway Plan and Cross-section are not drawn to scale and are for illustrative purposes only."
- Page 2.9-5. In 2.9.40.E eliminate last sentence in paragraph.
- Page 2.9-5. In 2.9.40.F4 Reword to read "Thoroughfares may should be designed to accommodate stormwater treatment and retention facilities."
- Page 2.9-5. In 2.9.40.I correct formatting error.
- Page 2.9-6 In 2.9.50 at the end of the first paragraph change the reference to "Tables 2.9.80.A-C"
- Page

General Formatting Comments

Provide a definition of "parent parcel" in Article 10.

COMMUNITY DEVELOPMENT CODE REVIEW TEAM Summary of Requested Changes – July 17, 2013

Article 3

- In 3.1.20.C Reword to read: "Where uncertainty exists as to the boundaries of any of the zones shown on the Zoning Map or maps, or an error is identified in the production of the maps, the Planning Commission, upon written application or upon its own motion, shall determine the location of such boundaries on said Zoning Map or maps. All dedicated public streets within the County shall be zoned." The Code Review Team requested that Planning staff ask the County Attorney to look at the legality of this recommended revision.
- In Table 3.1.60 place a legend at the bottom of each table defining "P", "C", "S", "—", and "TCP"
- In Table 3.1.70 Change the definition of "Dwelling: Accessory Unit" to read "An auxiliary dwelling unit, no larger than 50% of the total heated square footage of the principle dwelling unit or 800 SF, whichever is greater, that is either attached to a principal dwelling unit or located within an accessory structure on the same lot."
- In 3.2.30.E –Place the key closer to the use table.
- In 3.2.40.C On the diagrams above, make the side yard and front yard setbacks proportional to the standards in the Building Placement standards.
- In 3.2.40.C Change the side street setback from 20' to 50'.
- In 3.2.40.D change the main building height from 2 stories to 35 feet.