

**BEAUFORT–PORT ROYAL
METROPOLITAN PLANNING COMMISSION**

REVISED AGENDA

1911 Boundary Street, Beaufort, SC 29902

Phone: 843-525-7011 ~ Fax: 843-986-5606

Monday, September 16, 2013 **5:00 P.M.**

City Hall Council Chambers, 1911 Boundary Street, Beaufort, SC

STATEMENT OF MEDIA NOTIFICATION: "In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, all local media were duly notified of the time, date, place and agenda of this meeting."

The commission may alter the order of items on the agenda to address those of most interest to the public in attendance first. Also, in an effort to ensure that all interested persons are given the opportunity to speak on every case, a two (2) minute time limit on public comment will be in effect. Individuals wishing to speak during the hearing will be asked to sign up in advance, and will be recognized by the Chairman during the public comment section of the hearing.

- I. **Call to Order:**
- II. **Pledge of Allegiance:**
- III. **Review Commission Meeting Minutes:**
 - A. **Minutes of the July 15, 2013 Meeting.**
- IV. **Review of Projects for the Town of Port Royal:**
 - A. **Town of Port Royal – Annex 4.183 acres on Robert Smalls Parkway.**
District 100, Map 28, Parcel 254, and a portion of District 100, Map 28, Parcel 120D, approximately 4.183 acres located at 591 and 599 Robert Smalls Parkway.
 - B. **Town of Port Royal – Zone 4.183 acres on Robert Smalls Parkway.**
District 100, Map 28, Parcel 254, and a portion of District 100, Map 28, Parcel 120D, approximately 4.183 acres located at 591 and 599 Robert Smalls Parkway. The proposed zoning is Highway Commercial with the Robert Smalls Parkway Overlay.
 - C. **Town of Port Royal** – Update on Council Actions.
- V. **Review of Projects for the City of Beaufort:**
 - A. **UDO Amendment** – Revising Section 7.2.H.2.g, "Beaufort Historic District Sign Guidelines; Easel Signs," by addition provisions for sandwich board signs. Applicant: City of Beaufort Planning Department.
 - B. **City of Beaufort draft Civic Master Plan.**

A. **City of Beaufort** – Update on Council Actions.

VI. Review of Projects for the County of Beaufort:

A. No projects.

VII. Update on Form-Based Code Process

VIII. Adjournment

Note: If you have special needs due to a physical challenge, please call Julie Bachety at (843) 525-7011 for additional information.

A meeting of the **Beaufort-Port Royal Metropolitan Planning Commission** was held on **July 15, 2013** at 5:30 p.m. in council chambers of the Beaufort Municipal Complex, 1911 Boundary Street. In attendance were Chairman Joe DeVito and Commissioners Alice Howard, Robert Semmler, Bill Harris, Jennifer Bihl, and James Crower, and Town of Port Royal Planner Linda Bridges.

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80(d) as amended, all local media were duly notified of the time, date, place, and agenda of this meeting.

CALL TO ORDER

Chairman DeVito called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

MINUTES

Commissioner Howard made a motion, second by Commissioner Crower, to accept the minutes of June 17, 2013 as submitted. The motion passed unanimously.

REVIEW OF PROJECTS FOR THE TOWN OF PORT ROYAL

Town of Port Royal – Annex 0.44 acres on Broad River Drive

District 100, Map 33B, Parcel 107, approximately 0.440 acres located at 508 Broad River Drive

Linda Bridges said the applicant is **Lewis Wright**. The parcel has no structure on it; it is on the marshes of the Broad River. It's currently zoned Shell Point Neighborhood Community Preservation–Residential. The proposed zoning is General Residential with the Shell Point Overlay District. It's a residential zoning with some conditional uses: churches, day care, etc. It allows duplexes, townhomes, and apartment buildings as well as single family houses.

Ms. Bridges said there would be an aesthetic for properties on the highway in this area as for anything in the Town of Port Royal, and density is limited. Unless a property owner had 5 acres and could apply for a non-PUD planned community, the density would be similar to the town's R-10 zoning.

She showed the zoning map of the area. In regard to the Comprehensive Plan, the Future Land Use Map indicates that the parcel is within the town's growth boundary. The Comprehensive Plan also gives guidelines for zoning when properties are annexed. Development is primarily low-density, single-family detached residential.

In regard to public service issues, it's in an area served by BJWSA. With fire, the Burton fire department will serve it, as will the Port Royal police department, which has adequate resources to serve this area when it's developed. Garbage and recycling are the same; they are already serving this area.

Ms. Bridges said that there will be environmental issues to consider when development happens. The OCRM controls development close to the critical line and that will supersede any jurisdiction. Ms. Bridges said property owners within 400' and the leadership in the Shell Point Neighborhood Association received public notice. The applicant's representative, **David Yeoman's**, was present.

Commissioner Howard said there was a parcel in the area of this one that is owned by the military, and she asked if it were adjacent. Ms. Bridges said she thinks it's the Beaufort-Jasper easement. Commissioner Semmler said he thinks Parris Island owns it because they own the islands. Chairman DeVito showed Ms. Bridges which parcel it is and said it's owned by the federal government; he said it's the Islands of Parris Island. Commissioner Semmler said there were no signs posted that this is to be annexed or rezoned, and when he saw it, he, too, saw the military sign. He said it's uncertain which the applicant's parcel was, but he thinks its right next to the parcel the military owns. Chairman DeVito said the owners on either side of the applicant's property are not the military.

Ms. Bridges said in regard to posting, it will be posted when it goes before council.

Mr. Yomans said he had seen the military sign, and he's not sure what the military owns. They have an easement, but what he was able to ascertain in surveying was what belonged to Mr. Wright and Mr. Shockley. He thinks it was originally taken over and a sewer line run through it, but there's no connection to the island anymore. A piece adjacent to it was annexed, but this one wasn't, and now the applicant wants to bring it into Port Royal.

Commissioner Crower asked Ms. Bridges what can be done on the 15' right-of-way. He asked if it cuts down the length of any development on that property to 35'. Ms. Bridges said "not that the Town of Port Royal would regulate." They would have to look up in the records to see what is allowed in that easement. The property and easement owners would settle those stipulations. The critical line setback for General Residential is 25', she added.

Commissioner Crower moved to recommend that the property be annexed into the Town of Port Royal. Commissioner Semmler seconded the motion. The motion passed unanimously.

Town of Port Royal – Zone 0.44 acres on Broad River Drive

District 100, Map 33B, Parcel 107, approximately 0.440 acres located at 508 Broad River Drive
The proposed zoning is General Residential with the Shell Point Neighborhood Overlay District.

Commissioner Crower moved that the commission recommend that the parcel be zoned General Residential with the Shell Point Overlay. Commissioner Semmler seconded. The motion passed unanimously.

UPDATE ON THE FORM-BASED CODE PROCESS

Ms. Bridges said the Town of Port Royal is into article 5 of 10 – Architectural Guidelines. They have finished the use table and the “To Zone” article. When they finish with #5, which will take a few weeks, they have a straightforward path through the rest of the document, she feels. Ms. Bridges said she is “optimistic.” The group meets weekly, and she feels strongly that they will be finished by the end of the year.

Commissioner Howard said that she feels that the Board should have a workshop on the City of Beaufort Civic Master Plan. She had gone to the last city council workshop, and council recommended that. The form-based code committee has taken July and August off, she said, but she didn’t know why. Commissioner Harris said he didn’t know why, either. Chairman DeVito said he or Commissioner Howard will work on setting that workshop up.

Chairman DeVito said **Libby Anderson** had sent out a status report on city council actions which the commission received. He said the Northern Regional Planning Commission has been cancelled due to lack of attendance. He said there appears to be a movement to discuss regional parks.

There being no further business to come before the commission, Commissioner Harris made a motion to adjourn, and the meeting was adjourned at 5:53 p.m.

City of Beaufort - Town of Port Royal – Beaufort County
Joint Metropolitan Planning Commission
Annexation and Rezoning Analysis PR-AX 03-13
Meeting Date: September 16, 2013

Applicant

CBC National Bank and Spray Holdings, LLC

Site

Approximately 4.183 acres

The plat map reference for this property is: District 100, Map 28, Parcel 254 and a portion of District 100, Map 028, Parcel 120D. The acreage is located at 591 Robert Smalls Parkway and behind 599 Robert Smalls Parkway. Parcel 254 is the former Beaufort Fun Park property. Parcel 120D is 1.026 acres and sites a retail / warehouse facility currently occupied by Barrier Island Marine. A lot line adjustment has added 0.303 acres to Parcel 120D from Parcel 254.

Present Zoning

The parcels are currently zoned Commercial Suburban under Beaufort County's Zoning and Development Standards Ordinance (ZDSO).

The Annexation

Comprehensive Plan

The parcels lie within the town's Future Land Use Map found in the Comprehensive Plan. The parcels are contiguous to the town's current boundary.

Delivery of Services

The parcels are located in an area served by the Beaufort Jasper Water and Sewer Authority. The Burton Volunteer Fire Department will be the first deliverer of services for this area, with Port Royal as backup. The Town holds an agreement with Burton Fire District. This agreement allocates funds annually from the town to the Burton Volunteer Fire Dept. The Port Royal Police Department has adequate staff levels to deliver services to this area. The current corporate boundaries are contiguous to this property.

Zoning

The applicants are requesting Highway Commercial zoning district. The property is within the Robert Smalls Parkway Overlay.

Proposed Zoning and Land Use Compatibility

Please see **Exhibit B, the Future Land Use Map** and **Exhibit A the Town's Zoning Map**.

The proposed zoning is Highway Commercial with the Robert Smalls Parkway Overlay. Highway Commercial allows a wide range of commercial uses. It precludes any residential uses. The existing uses comply with the Highway Commercial designation.

The Future Land Use Map denotes the area as an Activity Center (G_3). Activity Centers fall on the intense end of the zoning spectrum.



The Robert Smalls Parkway Overlay provides design standards and Design Review Board purview to non-residential development in the Robert Smalls Parkway corridor.

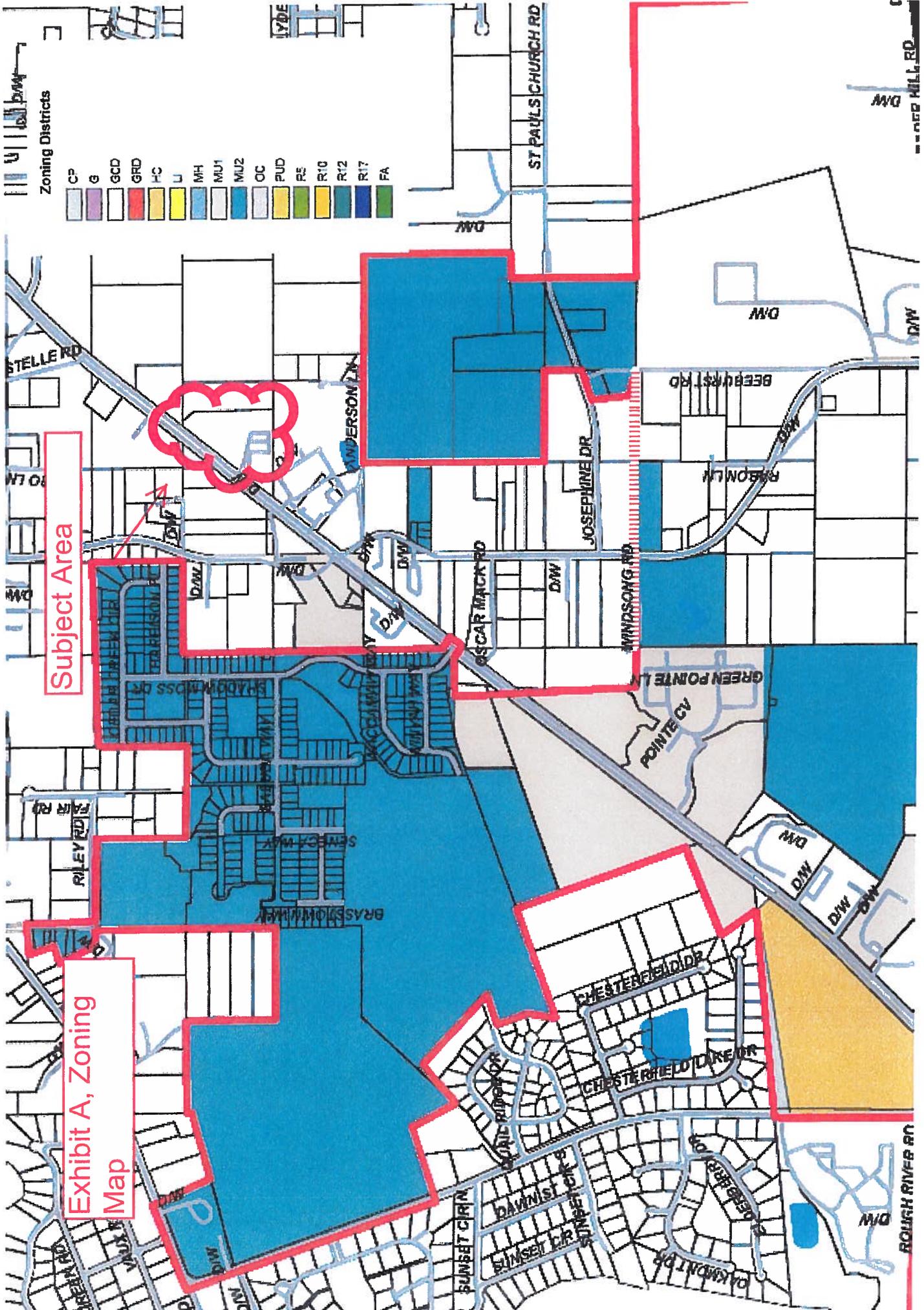
In addition to zoning, the town's development codes regulate tree removal and pruning, traffic impact, and street design standards. *The Stormwater Management and Utility Agreement* between Beaufort County and the Town of Port Royal, (June 12, 2012) adopted the design standards of the Beaufort County Best Management Practices (BMP) Manual for Stormwater Management..

Environmental Issues

There are no environmental issues

Public Notification

Letters were sent to property owners within 400 feet of the property being annexed and rezoned.



Subject Area

Exhibit A, Zoning Map

Town of Port Royal

Future Land Use

Map Updated April 1, 2013

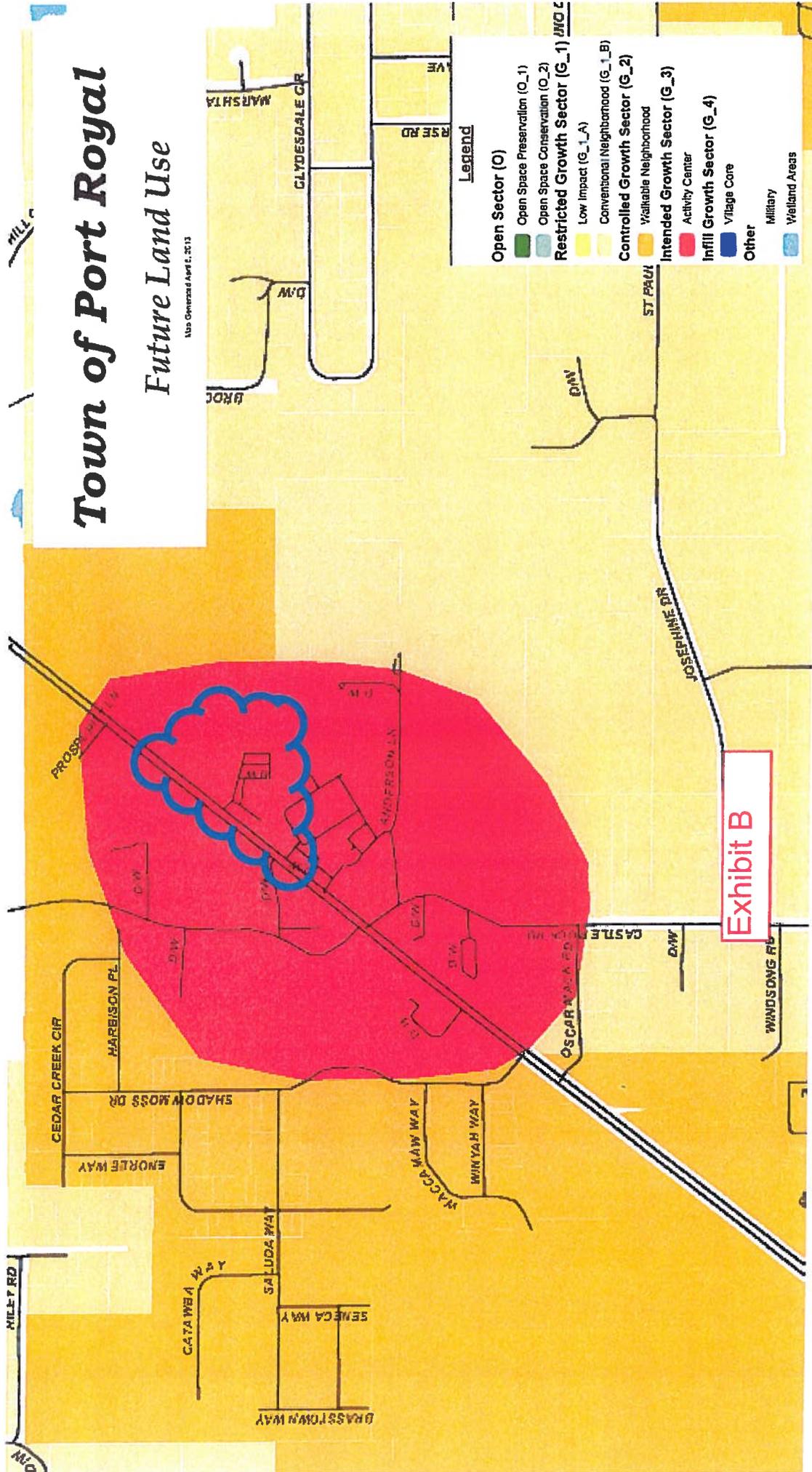


Exhibit B

City of Beaufort Department of Planning and Development Services

MEMORANDUM

TO: Beaufort--Port Royal Metropolitan Planning Commission
FROM: Libby Anderson, Planning Director
DATE: September 9, 2013
SUBJECT: UDO Amendment Permitting Sandwich Board Signs in the Historic District

Staff is proposing to revise Section 7.2.H.2.g of the Unified Development Ordinance (UDO), "Beaufort Historic District Sign Guidelines," to add provisions for sandwich board signs. Sandwich board signs had been permitted in the Historic District until the 2003 Unified Development Ordinance (UDO) was adopted. Sandwich boards existing at the time the UDO was adopted were grandfathered; a few of these signs are still being used today.

Currently, new sandwich boards are not permitted for use in the Historic District except for new businesses, when sandwich boards may be permitted for six months. Recently, a number of businesses have begun using sandwich boards. Many of these newer signs are inappropriate for the historic area of the city--too large, made of incompatible materials, and/or contain inappropriate logos or product information.

Staff is proposing to again permit sandwich board signs in the Historic District--in the walkable area of the City where they would be most effective. The size, material, and permitting requirements would be the same as they were previously--maximum size 5 square feet per side; maximum height 3.5'. Staff has presented this amendment for comments to the Historic District Review Board, Historic Beaufort's Preservation Committee, Main Street Beaufort, including each individual merchant in the Historic District. All groups support the concept.

Staff is proposing to revise Section 7.2.H.2.g, as shown below, with ~~strikeout~~ text indicating wording to be deleted, and **highlighted** text indicating words to be added.

g. Sandwich Board and Easel Signs

- a. **Businesses** ~~Restaurants~~ may have one sandwich board or easel sign displaying specials, the menu, or business name and logo. Signs shall not contain any vendor or third party logo or advertisement.
- b. The easel sign structure shall not exceed 6 feet in height. The sign or message board on an easel sign shall not exceed 3.5 square feet.
- c. The sandwich board sign structure shall not exceed 3.5 feet in height. The sign or

message board on a sandwich board sign shall not exceed 5 square feet per side.

- d. Where possible, these signs shall not be located within a public or private street right-of-way. When they must be located on a public sidewalk, the sign must be located directly adjacent to the building, and a minimum of 4 feet of unobstructed pedestrian space must be maintained. Signs may not be located in planting strips.
- e. Establishments shall only display sandwich board or easel signs when the establishment is open for business.
- f. Signs must be made of a permanent, durable material as outlined in Section 7.2.H.4. Taping, stapling or temporarily affixing any additional material to a sandwich board or easel sign is prohibited.
- g. Signs not conforming to these standards, or signs that have been displayed without a permit, shall be removed within 60 days of the effective date of this ordinance.
- h. Off-premises signs sponsored by the City or a non-profit affiliate may be permitted on a case-by-case basis provided the sign meets the requirements of this section.

City of Beaufort Department of Planning and Development Services

MEMORANDUM

TO: Beaufort--Port Royal Metropolitan Planning Commission
FROM: Libby Anderson, City of Beaufort Planning Director
DATE: September 11, 2012
SUBJECT: Status Report on City Council Actions

UDO Amendment Establishing a Minimum Front Setback for Garages. First reading of the ordinance adopting the amendment was held at the August 28 City Council meeting.

UDO Amendment Adopting New Stormwater Standards. First reading of the ordinance adopting the amendment was held at the August 28 City Council meeting.

Annexation and Rezoning of a 9.7 Acre Lot at the Corner of US 21 and Parris Island Gateway. A public hearing on the rezoning application was held at the August 28 City Council meeting.

Rezoning Six Lots in the Whitehall Development. First reading of the ordinance rezoning the lots from R-4 to Neighborhood Commercial was held at the August 28 City Council meeting.

Please contact me with any questions on this information.

Thank you.