

**BEAUFORT  
PLANNING COMMISSION  
AGENDA**

1911 Boundary Street, Beaufort, SC 29902  
Phone: 843-525-7011 ~ Fax: 843-986-5606

**Monday, August 19, 2024, 5:00 P.M.**

City Hall, Council Chambers, 2<sup>nd</sup> Floor – 1911 Boundary Street, Beaufort, SC

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89420821906?pwd=5bsOOXHs01aNQobSNmAj9ezCd00D9z.1>

Password: 566796      Meeting ID: 894 2082 1906      Call in Phone #: 1+929 205 6099

**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." **Note:** If you have special needs due to a physical challenge, please call (843) 525-7011.

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- I. Call to Order
- II. Pledge of Allegiance
- III. Review Commission Meeting Minutes:
  - A. July 15, 2024 Meeting Minutes
- IV. Questions Relating to Military Operations
- V. New Business:
  - A. Annexation (Tabled). The applicant, Merritt Patterson, is requesting annexation of approximately 3.19 acres located at 23 Horton Drive, north of the intersection of Horton Drive and Horton Trail, into the junction of the City of Beaufort. The property is further identified as R100 029 000 0115 0000.
  - B. Rezoning (Tabled). The applicant, Merritt Patterson is requesting rezoning of approximately 3.19 acres, located at 23 Horton Drive, north of the intersection of Horton Drive and Horton Trail, to Light Industrial-LI (City zoning) from Regional Center Mixed-U5RCMU (County zoning). The property is further identified as R100 029 000 0115 0000.
  - C. Major Design Site Plan (Tabled). 1140 Ribaut Road. The applicant, Doc & Andy Burris, Gutterball, LLC, are requesting to convert the old bowling alley into a self-storage facility that will include a site manager's dwelling and two private upstairs dwellings located at 1140 Ribaut Road. The property is further identified as R120 007 000 0019 0000.
- VI. Appointment of Subcommittee
- VII. Old Business:
  - A. Beaufort Development Code Changes: Amendments to the open space, land development and subdivision requirements of Section 7 and Section 9 of the Beaufort Development Code.
- VIII. Adjournment



# Planning Commission

## Meeting Minutes – July 15, 2024

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### CALL TO ORDER

1:42

A meeting of the Planning Commission was called to order by Curt Freese, Community Development Department Director, and was held in-person on July 15, 2024 at 5:00 PM.

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### ATTENDEES

Members in attendance: Benjie Morillo, Chairman, Bill Bardenwerper, Clinton Hallman, Kim McFann, Bill Suter, Paul Trask.

Member absent: Mike Tomy, Vice-Chairman

Staff in attendance: Curt Freese, Community Development Department Director, and Ryan Green, Community Development Planner II.

Chairman Morillo asked if there were motions prior to proceeding and Mr. Trask responded with a motion.

**Motion:** Mr. Trask made a motion to move the New Business Items ahead of the Old Business on the Agenda. Mr. Hallman seconded the motion. The motion passed unanimously.

Ms. McFann requested regarding Public Comment to put up a Public Comment sign in sheet at the podium, so we have accurate spelling of names and addresses for our minutes, and all agreed.

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### REVIEW OF MINUTES – JUNE 17, 2024

3:08

**Motion:** Mr. Hallman made a motion to approve the June 17, 2024 minutes as submitted. Mr. Suter seconded the motion. The motion passed unanimously.

*All Planning Commission meeting minutes are recorded and can be found on the City's website at <http://www.cityofbeaufort.org/AgendaCenter>.*

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### QUESTIONS RELATING TO MILITARY OPERATIONS

3:30

None.

- A. **Annexation:** The applicant, Merritt Patterson, is requesting that the City Annex property, specifically 3.19 acres located at 23 Horton Drive, north of the intersection of Horton Drive and Horton Trail. . The property is further identified as R100 029 000 0115 0000. Also,
- B. **Rezoning.** The applicant, Merritt Patterson is requesting zoning/rezoning of the same property to Light Industrial-LI (City zoning) from Regional Center Mixed-U5RCMU (County zoning). The property is further identified as R100 029 000 0115 0000.

Ryan Greene presented the staff report for the project. The applicant, Mr. Merritt Patterson, of 317 Laurel Street in Beaufort was present and explained his application, stating that the goal was to make the property at issue a part of the existing industrial park to the North.

Mr. Hallman asked about the property address noting that there is some confusion regarding the address and references thereto (Horton Drive v. Dorton Road) and the Applicant and Staff clarified that the correct address for the property at issue was in fact Horton Drive.

Public Comment:

**Celeste Walls, resides at 46 Horton Road**, and said she has a problem with the annexation request and is concerned for her children to be able to play outside. She stated the area is already congested with the plant building and she is worried it will get so the children can't go outside because of the traffic and cannot go down the road and walk because of the traffic and the big trucks. She stated we need to think about the safety of the kids and the older people in our neighborhood. It's a residential area with nothing but houses and now we have to worry about commercial properties. She is very upset and feel it's not fair to her and the community.

**Sharea Walls, resides at 39 Horton Road**, said she just purchased her home and has returned to the land her mom and dad raised her on. She's been here only a year and sees high traffic due to the new properties, people coming to view the properties and there is new construction of a Nursey at the head of the road and there's a lot of ins and outs and high speed traffic. The children are in danger from being hit. Opening up the road or making an intersection thru it is going to make it even worse for residents. She said Celeste Walls has particular concerns as she has two children with sickle cell disease and being outside and active is best for her kids since they are in the hospital a lot.

Public comment closed, and the Board had questions for the Applicant and Staff.

Chairman Morillo re-opened the public comment.

**Sandra Meloneson, resides at 11 Horton Lane**, said she's speaking for herself and for her neighbors which are her family. She has been in the neighborhood since 1965. She knew the Hortons and the Boldens. Horton Road has been a one-way in and a one-way out for years because the majority of the area is privately owned. It's a residential area where we've lived, grew up, our children are here, and never had any business in the area because it's always been residences.

Public comment closed.

**Motion:** Mr. Trask made a motion to defer judgement on the requested annexation and zoning/rezoning requests until the Commission can have an opportunity to go out and study the area closely. Mr. Bardenwerper seconded the motion.

Ms. McFann asked Mr. Trask to amend his motion to include the County Review/Approval process information and alternative zoning designation information.

Mr. Trask amended his motion to request that staff provide the information. Mr. Bardenwerper seconded the amended motion. It passed unanimously.

- C. **1140 Ribaut Road.** The applicant, Gutterball, LLC Doc & Andy Burris, are requesting **1:09:06** to convert the old bowling alley on the 1140 Ribaut Road site into a self-storage facility that will include a site manager's dwelling and two private upstairs dwellings located at 1140 Ribaut Road. The property is further identified as R120 007 000 0019 0000.

Ryan Greene presented the staff report for the project. The applicant, Doc Burris, was present and explained the application.

Public Comment:

**None.**

Public comment closed.

Discussion was had regarding the current permitted demolition work taking place on the premises and that City Staff and the applicants' architect were engaged in continued discussions regarding code compliance and design issues.

**Motion:** Mr. Bardenwerper made a motion to continue the project until next month to allow for additional information and discussions to be obtained, completed and presented. Mr. Morillo seconded the motion. The motion passed unanimously.

Commission took a brief break.

**1:39:07**

## **OLD BUSINESS**

**1:46:05**

- A. **Beaufort Development Code Changes:** Amendments to the open space, land development and subdivision requirements of Section 7 and Section 9 of the Beaufort Development Code.

Curt Freese gave an overview of the of what is being reviewed tonight. Mr. Freese stated at the May Development Code Edit Session with the City Council, Council recommending putting this section first and this was never part of your packet. Mr. Freese feels this would resolve or handle some of the major issues the Commission has been having in the last two months about development projects.

The commission proceeded pursuant to this recommendation.

Public Comment:

**Diane Farrelly resides at 2415 Oak Haven Street** and commented on the changes referring to Section 7.1.3 Table and said the area that is not checked and should be checked is T5-UC, Open Green Space. Ms. Farrelly will email the rest of her comments regarding changes to staff.

She referred to Section 7.1.6. about the public utility easement that says *it's a minimum 10-feet wide*. She has concerns that when zones are smacked up to each other and they don't align and suggest the Commission think about this.

Ms. Farrelly said the packet there was no appendix C and there was a lot of reference to appendix C. Section 7.4.5e where it talked about *if the developer rights were then forwarded to the owners of the property, and that they needed to be maintained, and if they didn't do it, then the City could come and do it*. But it doesn't say at "whose" expense.

**Jessie White, 1212 King Street**, offers support on behalf of the Coastal Conservation League for the proposed code changes. We would like to see clear requirements about each stage in the development approval process and clear indication of when public participation is going to be allowed and encouraged. These updates are important for the development to continue the process in the city. She noticed in the Table of Community Green Space and Open Space types in Section 7.4.3 where it talks about the different types of open spaces and then it gives examples of different zoning categories where they might be appropriate for sports complex it listed T-1 Natural Preserve, and this might be inconsistent with the intent of a T-1 Natural Preserve appropriate for sports complex. She asked for consideration of this particular one. She appreciates the increase of open space requirements.

**Lise Sundrla, Historic Beaufort Foundation (HBF)**, commended Curt Freese for pulling all of the materials together. She said her primary interest is the Historic District. At first she admits she found it hard to find where the districts fit in, but when you look at 7.1.3 & 7.4.2 you see T-4-HN which is within the Historic District. She understands that this does not encompass the zoning of the whole 304 acre Beaufort Historic District. She asked for clarification from Mr. Freese by asking him if this was going to be the only zoning portion that is included. Mr. Freese commented that the open space was exempt previously and it was not recommended to be revised. HBF will be bringing back some recommendations for the Commission to review. She referred to Section 9.8.2 under Development Design Review Major, it notes that *lots in the Beaufort Historic District are not subject to development design review and shall instead be evaluated by the Historic Review Board (HRB) for compliance within the Historic District*. We need to add that second level of protection that it also goes before the Historic Technical Review Committee (HTRC) before it goes to the HRB. Lastly, Ms. Sundrla referred to Section 7.1.2 Applicability at the beginning it says, *all developments with the exception of projects that qualifies minor development design reviews Section 9.8.1 or minor subdivision Section 9.9.2 are located in the Historic District and affect less than one block face are required to install or construct the improvements are specified in the Table of Required Improvements in section 7.1.3*. There needs to be a separate section that refers to the Historic District with specific requirements.

Public comment closed.

Commissioners suggested sending their comments to Mr. Freese and agreed to schedule a worksession to discuss on August 12 at 2:00 pm at City Hall in the Planning Conference Room.

**Motion:** Ms. McFann made a motion to table the Code Sections 7 and 9 until our next meeting on the 19<sup>th</sup> and pending a worksession to be held on Monday, August 12, at City Hall at 2:00 pm. Mr. Trask seconded the motion. The motion passed unanimously.

Mr. Trask brought up the distressing news about the Waterfront Park. Mr. Trask asked staff if this Committee has any purview over those affairs. He noted the City Manager is contacting the Army Corps of Engineers and is preparing to engage a consultant to advise on the situation. Mr. Freese doesn't think this Committee will be involved but will consult with the City attorney. Ms. McFann asked if there is some sort of redesign to the park, would that be reviewed by the Planning Commission. Mr. Freese said it would go before the Historic Review Board (HRB). Mr. Freese said he will consult the city attorney on this as well.

## **ADJOURNMENT**

**2:40.04**

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**Motion:** Mr. Hallman made a motion for adjournment at 7:40 pm seconded by Mr. Suter. The motion passed unanimously.



CITY OF BEAUFORT  
**Community Development Department**

SCOTT MARSHALL  
City Manager

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FAX (843) 986-5606

CURT FREESE  
Community Development  
Director

**To:** Planning Commission  
**From:** Curt Freese, Community Development Director  
**Date:** 8/13/24  
**Issue:** Code Edits, Beaufort Development Code

Hello,

I recommend that the Planning Commission consider the creation of a 2-3 person subcommittee to work on the code changes. My recommendation is for the Planning Commission to consider one member who is an attorney, and one member who is an architect. The attorney provides a strong legal and code background, while the architect provides the design background. The subcommittee should meet twice a month at a minimum with Staff, and review and revise the proposed drafts. The subcommittee should then make a recommendation on a monthly or bi-monthly basis to the full Planning Commission on a proposed draft to be considered at the regular meeting.

I am recommending this subcommittee for the following reasons:

- A small working group is a much more efficient model than a larger group which also has to hear development cases.
- There are some 200 pages of revisions thus far.
- Progress has been slow with the entire group.
- The entire group may still be fully part of the process, and also contribute ideas and suggestions on the monthly basis.
- The small group can meet on a regular convenient date and time during the workday.

If acceptable, two or three members should either be nominated or volunteer, and a formal vote for the creation of the subcommittee should be made.

Best regards,

Curt Freese, AICP

Community Development Director

# BEAUFORT CODE CHANGES



**CITY OF BEAUFORT**  
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CURT FREESE  
Community Development  
Director

**Date: July 15, 2024**

**From: Curt Freese, Community Development Director**

**To: Planning Commission**

**ISSUE: Beaufort Development Code Changes**

**CURRENT STATUS:**

The changes proposed this month focus on land development/subdivision requirements. This chapter includes streets, open space, public utilities, major and minor subdivisions. The major changes proposed are due to the lack of clear standards for major processes found in the code. Staff believes these revisions will assist the Planning Commission in making good decisions on future development project.

The Code changes from October-March were sent a few months ago to the PC but have not been discussed due to the thoroughness of the historic review board/COA requirements. Moreover, as these are not as pressing, Staff will instead send the Tree Canopy standards and other landscaping improvements, with the subtraction of changes to the 5% existing building requirement, to the August PC.

**PROPOSED AMENDMENTS**

***SEE SECTION 7.1.6***

**ADDING PUBLIC UTILITY EASEMENT REQUIREMENTS FOR NEW DEVELOPMENT/SUBDIVISIONS**

**Analysis:** Staff recommends the dedication of public utility easements with all new development to aid in efficiently providing public services to the community. Utilities and government entities would no longer be forced to privately obtain easements independently of the development process. Such a requirement is common around the country and would require the dedication of a public utility easement on the property agreed upon by all utility providers before the creation of any new lot or development.

**INCREASING OPEN SPACE REQUIREMENTS:**

***SEE SECTION 7.4.2***



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CURT FREESE  
Community Development  
Director

**Analysis:** Staff recommends the increase of open space requirements to reflect the growing concern over the loss of greenspace and tree coverage with previously approved development. The Form based code allows urban forms, which can include coverage by buildings over the entire site. To that end, many districts in the code, T-5 UC, RMX, etc. were exempted from any open space requirements. This has resulted in the clear cutting and loss of green space on the majority of some development sites. Staff proposes adding appropriate open space requirements in all districts to reflect the vision of the community, which will also have the added benefit of improved drainage and runoff.

**ADDING SUBDIVISION REGULATIONS TO THE LAND DEVELOPMENT STANDARDS**

***See Section 7.5, Section 9.1.4, Section 9.8.1, Section 9.9.2***

**General:** Subdivision standards, that is the in depth technical and procedural requirements from everything from minor subdivisions to major subdivisions, which include sketch plan and site plans, are generally a major portion of any development code. The current changes would include detailed requirements, and procedure for each process.

**Major Subdivisions:** Adding more in depth requirements to Sketch Plans such as open space/tree canopy, pedestrian layout, will assist the PC in properly considering and making decisions on major new development projects. Staff would also recommend adding a public notice and hearing requirement for Sketch Plans and Site Plans. The approvals already require a public meeting, and a common citizen complaint is they are deprived of the knowledge of such meetings and thus the agency to make their opinions on such projects heard.

**Minor Subdivisions:** Staff proposes to limit the ability to subdivide a property to just 6 lots cumulatively on any platted parcel of land. Any subdivision over 5 new lots (with the 1 remainder lot for 6) would trigger a major subdivision and review by the Planning Commission. Staff recommends this change from the current 10 for a few reasons:

- a) Minor subdivisions do not require drainage or infrastructure requirements, which potentially create future infrastructure issues when new development is built.



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- b) Neighboring property owners will not be impacted by major development on properties next to them without adequate infrastructure.
- c) The 6 lot standard is widely found and utilized around the country.

## 7: LAND DEVELOPMENT

### 7.1: IMPROVEMENT REQUIREMENTS

#### 7.1.1 PURPOSE

The purpose of these land development requirements is to:

- A. Encourage economically sound and environmentally sensitive development.
- B. Assure the timely provision of required streets, utilities, and other facilities and services to new land developments.
- C. Assure the adequate provision of safe and convenient vehicular and pedestrian traffic access and circulation in and through new land developments.
- D. Assure the provision of needed open spaces and building sites in new land developments through the dedication or reservation of land for recreational, educational, and other public purposes.
- E. Assure, in general, the wise and timely development of new areas, in harmony with the Comprehensive Plan of the city.
- F. Encouraging new subdivision developments that complement the City's historic development pattern.
- G. Promoting compact, well-defined, sustainable neighborhoods that enhance the City's character.
- H. Creating livable neighborhoods that foster a sense of community and reduce dependency on vehicles.
- I. Encouraging the proper arrangement of new streets in relation to existing or planned streets and ensuring streets facilitate safe, efficient, and pleasant walking, biking and driving

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#### 7.1.2 APPLICABILITY

- A. Unless noted otherwise in this section, all new development projects shall be required to have public sewer and underground wiring, and shall comply with Section 7.2.3 (Lot Access Standards).
- B. All development — with the exception of projects that qualify as Minor Development Design Review (Section 9.8.1) or Minor Subdivision (Section 9.9.2), or are located in the Historic District, and affect less than one whole block face — are required to install or construct the improvements specified in the Table of Required Improvements (Section 7.1.3).
- C. The applicant shall be responsible for the installation and construction of required improvements according to the provisions of this Code, except as may otherwise be specifically provided herein or by city policy or agreement.
- D. Approval of a Subdivision Plat (Section 9.9.4) shall be subject to the applicant having installed the improvements designated in this article, or having guaranteed (Section 7.1.5), to the satisfaction of the city, the installation of said improvement.

**7.1.3 TABLE OF REQUIRED IMPROVEMENTS**

REQUIRED IMPROVEMENTS <sup>1</sup>	SECTION REFERENCE	ZONING DISTRICT										
		T1	T3-S	T3-N	T4-HN	T4-N	T5-DC	T5-UC	RMX	IC	LJ	MHP
Public Water and Hydrants	7.1.3.B		■	■	■	■	■	■	■	■	■	■
Public Sewer	7.1.3.B		■	■	■	■	■	■	■	■	■	■
Paved Streets <sup>1</sup>	7.2.4		■	■	■	■	■	■	■	■		
Streetscape <sup>2</sup>	Appendix C		■	■	□	■	■	■	■	■	■	■
Underground Drainage	7.1.3.A		■	■	■	■	■	■	■	■	■	
Curb and Gutter	Appendix C		□	□	□	■	■	■	■	■	■	
Sidewalks	7.2.4.C		□	□	□	■	■	■	■	■	■	
Street Trees	7.2.5			■	■	■	■	■	■	■	■	
Street Lights	n/a		□	□	□	■	■	■	■	■	■	■
Street Signs (private streets)	n/a	■	■	■	■	■	■	■	■	■	■	■
Underground Wiring On-Site	7.1.3.C	■	■	■	■	■	■	■	■	■	■	■
Community Green Space and Open Space Space	7.4	□	■	■	□	□				■		□
■ required improvements by district		□ may be required at the discretion of the administrator based on existing conditions, surrounding context, and street section (Appendix C)										
<sup>1</sup> Rear lanes/alleys may be permitted to be paved with pervious material, such as gravel, depending on the location. <sup>2</sup> Complete street requirements shall be coordinated with the specific street section found in the regulating plan in Appendix C. <sup>3</sup> For Infill and Redevelopment, as defined in Section 8.3.2, these items [referring to the table of required provisions] are required to the extent feasible based on existing conditions including roads, utilities and adjacent buildings.												

- A. **Street Improvements:** Land designated for public streets shall be cleared and filled in accordance with the latest edition of the "South Carolina Standard Specifications for Highway Construction", South Carolina State Highway Department, or as determined appropriate by the administrator. No land may be disturbed until a Project Permit has been issued (Section 9.5). See Section 5.4 for Tree Removal Standards. See Section 7.2 for more standards on street location. See Appendix C for Street Regulating Plan and Design Standards.
- B. **Water and Sewer Facilities:** Water and sewer facilities shall be provided in accordance with the standard procedures and policies of the water and sewer provider and the Department of Health and Environmental Control (DHEC) and shall be approved by the water and sewer provider.

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- C. **Utility Lines:** All utility lines within a development site shall be installed underground, unless there are existing above-ground lines that serve the property.

#### 7.1.4 SURVEY AND ENGINEERING

- A. **Installation of Permanent Reference Points:** Permanent reference points shall be placed in accordance with the following requirements:
1. **General Standards:** Boundary surveys shall be performed, in accordance with the state minimum standards published by the State Board of Registration for Professional Engineers and Land Surveyors, unless more stringent requirements are specified. A minimum of two points in any survey must be tied to the state plane coordinate system. The survey may be done on the horizontal ground distance and tied back to the state plane coordinates.
  2. **Control Monuments:** Vertical control monuments shall be placed in or near the centerline of pavement of subdivision streets at a minimum of 1 per 4 acres. Where practical, control monuments shall be placed at points of curvature and points of tangency of curves. The control monument may be poured on the job or be a concrete marker of the type commonly used in the area: at least 3 feet long and tapered with a 12-inch long, ¾-inch diameter brass or bronze rod embedded in the top. Control monuments shall be placed in a cast iron water main valve type box with a cover flush with the pavement.
  3. **Property Marker:** A steel or wrought iron pipe, rebar, or the equivalent, not less than 0.5 inches in diameter and at least 24 inches in length shall be set at all property corners and points of curves, except those located by monuments. They shall be flush with the ground.
  4. **Accuracy:** Land surveys within the city limits shall be Class A surveys, set at an accuracy of at least 1:10000.

#### 7.1.5 IMPROVEMENT GUARANTEES

- A. **Types Allowed:** Prior to approval of a Final Subdivision Plat (Section 9.9.4), the applicant shall provide a performance guarantee to ensure the completion of required improvements within a period of time as agreed upon by the Administrator and the applicant, and expressed in the guarantee. Such guarantee may be in the form of a performance bond, a surety bond, a cash deposit, or a letter of credit. A performance guarantee shall be posted in the amount of 125% of the total cost of improvements.
1. **Performance/Surety Bonds and Letters of Credit:** The performance or surety bond, or letter of credit, shall be in a form acceptable to the city. It shall include a pledge by the bank, insurance company or other bonding/lending institution that the funds necessary to carry out the terms of the agreement are guaranteed for payment, and will be released only upon receipt of written instruction from the city.
  2. **Cash Deposits:** If surety is in the form of a cash deposit with the City of Beaufort, proportional parts thereof shall be refundable in relation to progress payments less retainage, subject to approval of the city and subject to a minimum deposit balance of 25% of the project cost.
  3. **Maintenance Guarantees:** If the applicant completes all required improvements and complies with all conditions of the subdivision agreement as determined by the city, the remainder of monies retained by a financial institution or by the city may be released to the applicant or his successor in title. Prior to release, the applicant shall provide the city, prior to the issuance of any building permit, a performance bond, a surety bond, or a cash deposit equal to the amount determined by the city that would ensure the repair of any damage to the existing improvements during the course of any construction, but in no case will the amount of the security be less than

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\$1,000.00 for each individual building lot. Prior to the issuance of any certificate of occupancy, the city shall determine whether or not any breakage or damage has occurred. If no damage to any off-site improvements has occurred, then the city may release the security to the applicant or his successor in title. If damages have occurred, they shall be repaired, or the city may draw on the security before it is released.

#### 7.1.6 Easement and utility standards

A. Multiple installations within easements. Easements shall be designed so as to provide efficient installation of utilities. Public utility installations shall be located as to permit multiple installations within the easements. The developer will establish final utility grades prior to utility installations. Public utility easement dedication shall be required with any minor or major subdivision action. Public Utility Easements shall be a minimum of ten (10) wide.

B. Underground utilities. Telephone lines, electric lines, cable television lines and other like utility services shall be placed underground. The applicant or developer shall be responsible for complying with the requirements of this Section and shall make the necessary arrangements including any construction or installation charges with each utility provider for the installation of such underground facilities. Transformers, switching boxes, meter cabinets, pedestals, ducts and other facilities necessarily appurtenant to such underground utilities shall be placed underground or on the surface but not on utility poles. Screening or fencing is required subject to approval of the City. Electric transmission and distribution feeder lines and necessary appurtenances thereto may not be placed above ground unless they are carrying greater than 115 kV. Upon approval of the City, such facilities shall be placed within easements or rights-of-way provided for particular facilities.

## 7.2: STREET NETWORK AND DESIGN STANDARDS

### 7.2.1 STREET INFRASTRUCTURE PLANS

- A. **Purpose and Intent:** The Street Infrastructure Plans (in Appendix C) provide diagrams of the city's street network and establishes the ideal alignment, hierarchy and design characteristics - including total right-of-way width, sidewalk and streetscape amenities, parking lanes, travel lanes and other geometric and urban design details - for all existing streets, proposed streets that have been adopted as part of an Official Map, and new potential streets in the City of Beaufort.
- B. **Official Street Network Plan:** Pursuant to the authority of S.C. Code 1976 § 6-7-1210 et seq. (1976), as amended, the City has previously adopted several Official Maps. An Official Street Network Plan is incorporated into this Code in order to represent a composite of these previously-adopted Official Maps.
  1. **Purpose:** This plan represents a composite of all Official Maps, to date, in the City. The map designates existing or proposed streets or ways within the City that are targeted for creation, expansion or other improvements. The Official Street Network Plan shall initially consist of a series of four (4) separate maps, included in Appendix C, which shall be deemed a part of the Beaufort Code.
  2. **Modification:** The Official Street Network Plan may be modified or supplemented per the procedure for Amendments and Rezonings (Section 9.16). The Planning Commission (PC) will review the Official Street Network Plan on a regular basis at intervals of every 6 months, or thereabouts. In addition, the maps will be automatically updated as additional Official Maps are approved per the appropriate process required by state law.

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- C. **Specific Street Sections:** The street sections noted in Appendix C show specific street designs for the purposes of identifying future improvements by both the city and fronting property owners. These sections depict the ideal arrangement and design of street elements.
1. **Applicability:** For any project that is considered Major Subdivision (Section 9.8.3), Major Development Design Review (Section 9.8.2), or requires a Certificate of Appropriateness, Major (Section 9.10.2 A.2.) and affects one whole block face, the fronting property owner shall install all prescribed streetscape improvements as part of the development project.
    - a. **Exception:** If similar elements as prescribed in the street section exist — e.g., on-street parking, sidewalk, tree plantings — the requirement to install the streetscape element(s) shall be waived if those items meet the intent of the prescribed street section, even if the existing items do not meet the exact requirements of that street section.  
*Example Scenarios: If a street section prescribes a 5-foot sidewalk, but a 4-foot sidewalk already exists, the existing sidewalk will satisfy the sidewalk requirement. However, if the street section requires a 5-foot planting strip between the curb and the sidewalk, and the 4-foot sidewalk is directly adjacent to the curb, this would not satisfy the intent of the street section and would need to be reconstructed per the prescribed standards.*
  2. **Insufficient Right-of-Way Width:**
    - a. In the case of a street section adopted as part of an Official Map, where the width of the existing right-of-way is insufficient to install the prescribed street section, the fronting property owner may be required to reserve the appropriate amount of right-of-way (as measured from the centerline of the existing street). If the owner chooses to dedicate and install the complete right-of-way, the cost of the improvements may be compensated - see Section 7.2.1 E.
    - b. In the case of a street section that is not part of an Official Map, where the width of the existing right-of-way is insufficient to install the prescribed street section, the property owner is encouraged to reserve the appropriate amount of right-of-way to complete the desired street section. If the owner chooses to dedicate and install the complete right-of-way, the cost of the improvements may be compensated - see Section 7.2.1 E.
    - c. **Exceptions and Alternatives:**
      - i. Where available right-of-way — due to existing structures and topographic conditions — do not permit the full section to be constructed, the Administrator may adjust the required section.
      - ii. A different street section may be approved which accomplishes the same intent in a smaller dimension.
- D. **Creation of New Right-of-Way:**
1. Where a future right-of-way is identified on an Official Map, and thus represented on the Official Street Network Plan — these are indicated as "New Adopted Streets" — new development shall reserve this area for the new street in the future. If access is needed to the site in that location, the street shall be constructed in the general location shown.
    - a. **Alternative Paths:** The administrator may approve a different street configuration if it the proposed development plan provides a similar amount and quality of connectivity through the site. This is determined by evaluating one or more of the following: number of connections, connections of specific site elements, and required access to existing and proposed structures. For modification of the Official Street Network Plan, See Section 7.2.1 B.2.

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- b. **Street Standards:** The future right-of-way shall conform to all of the street network requirements of Section 7.2.2 below.
  - 2. Where a new right-of-way that is not shown in the street regulating plan, is required as part of a new development, it shall be designed with appropriate elements based on its proposed location and zoning district. (See Appendix C).
  - E. **Compensation:** When a project is required to make off-site improvements within the existing right-of-way, dedicate and/or improve a street with insufficient right-of-way, or install a new street (be it public or private) per the requirements in Section C. above, compensation may be available. To the extent that the City has the authority and the ability, the Traffic Impact fee for the project shall be reduced by the assessed value of the dedicated land and/or construction cost of the right-of-way improvement. This may be done either as a direct reduction, rebate, or reimbursement of fees.

(Ord. No. O-14-23 , 9-26-2023)

### 7.2.2 STREET NETWORK REQUIREMENTS

- A. **Continuation of Adjoining Street System:** The proposed street layout shall be coordinated with the street system of the surrounding area to form an interconnected street pattern, formalized by a platted public access easement. Adequate street connectivity shall be assessed by the TRC, based on the ability of the proposed alignments to:
  - 1. Permit multiple routes between origin and destination points;
  - 2. Diffuse traffic; and
  - 3. Shorten walking distances.
- B. **Block Sizes:** Blocks shall be compact so that they are comfortably walkable and appropriate for their context.
  - 1. In T3-S zones, block sizes are flexible, but the perimeter shall not exceed 2,640 linear feet ( $\frac{1}{2}$  mile). An average block perimeter less than 2,000 feet is preferred.
  - 2. In T3-N zones, block sizes are flexible, but the perimeter shall not exceed 1,700 linear feet ( $\frac{1}{4}$  mile). An average block perimeter less than 1,500 feet is preferred.
  - 3. In T4, and T5 zones, blocks shall be no more than 400 feet on any side. An average block length of 250–300 feet is preferred. The block perimeter shall not exceed 1,320 linear feet ( $\frac{1}{4}$ -mile).
  - 4. Exceptions may be made for natural elements such as wetlands, trees, topography, and cultural resources, to be incorporated into the site design.
- C. **Street Stubs:** New developments shall if practicable, connect to any existing street stubs from adjacent properties and stub to all adjacent properties.
  - 1. **Exemptions:** Street stubs shall not be required where the conditions listed below would prevent connections:
    - a. Topographical conditions (pre-development slopes of 18% or greater).
    - b. Environmental conditions (marshes, floodplains, etc.).
    - c. Property shape.
    - d. Property accessibility (existing platted subdivision with no stubs).
    - e. Incompatible adjacent land uses.

2. **Location:** Where multiple connection opportunities exist, street stub connections shall be prioritized in the site design as follows:
    - a. Adjacent parcels 20 acres or greater in size.
    - b. Adjacent parcels that abut or are traversed by existing or proposed streets.
    - c. Where the Street Network Diagram recommends a street connection (indicated as a proposed street).
  3. **Design:**
    - a. Stub streets and streets intended for extension during future phases shall be constructed to extend to the property line or as close to the line as practical.
    - b. It shall be the responsibility of the second development to construct the connection to an existing stub street.
    - c. Stub streets shall not exceed 150 feet in length without a paved turnaround (permanent or temporary).
    - d. **Disclosure:** The Final Subdivision Plan shall be recorded stating that future connection is possible at any sub streets and streets intended for extension during future phases. A clearly visible street sign may be erected at the end of the stub street stating that the street is planned to connect to a future street.
- D. **Cul-de-sacs and Dead-end Streets:** Dead-end streets and cul-de-sacs are prohibited, unless specifically approved by the TRC. In T3 and LI zones only, cul-de-sacs or other turn-arounds may be approved by the TRC. Compliance with the following standards in all circumstances:



1. Permanent dead-end streets shall be no longer than 300 feet and shall be provided with a turnaround such as a cul-de-sac or close.
2. Temporary dead-end streets shall be provided with a temporary turnaround area which shall be designed considering traffic usage, maintenance, and removal.
3. Alternative design solutions, such as a close (first preference), or a loop road cul-de-sac (second preference) are preferable to a typical cul-de-sac.
4. Cul-de-sacs shall have a minimum right-of-way radius of 50 feet and minimum paved radius of 40 feet. When ample radii exist, cul-de-sacs shall contain a central planted median.

- 5. Whenever cul-de-sac roads are created, at least one pedestrian access easement shall be provided, to the extent practicable, between each cul-de-sac head or road turnaround and the sidewalk system of the closest adjacent road or pedestrian pathway. The access easement shall be direct with a minimum width of 12 feet.
- E. **Gated Streets:** New gated streets are ~~not encouraged~~ **prohibited**. However
  - 1. **Exceptions:** they may be permitted, at the discretion of the ~~Metropolitan~~ Planning Commission, in T3-S zoning districts where connection to the existing street grid is not practicable due to topography or existing surrounding conditions.
  - 2. They may be permitted by the ~~applicable Design Review Authority~~ **Planning Commission** when the access proposed to be gated is an alley or rear lane and is not the primary building frontage.
- F. **Street Naming and Renaming:** Proposed street names and number systems will be reviewed by the administrator and the Beaufort County Emergency Management Department. No duplicate/similar names are allowed, as determined by these agencies.
- G. **Reserved Strips Prohibited:** Reserved strips at the terminus of a new street shall be prohibited.

**7.2.3 LOT ACCESS STANDARDS**

- A. **Applicability:** Any development that requires an access point (rear alley/lane or driveway) for purposes of ingress and/or egress shall be subject to the provisions of this section. All new accesses must be approved by the appropriate permitting authority. Access points may not be installed on undeveloped property less than 2 acres.
- B. **Maximum Number:** For single-family and two- and three-family dwellings, only one driveway shall be permitted per lot. In T3-S, circular driveways may be permitted on lots greater than 100 feet in width, where no sidewalk exists. Driveways may only be installed when rear access is not possible or required. For double frontage lots, one curb cut per street may be permitted. For all other building types, the maximum number of driveways allowed for any property is outlined in the table below.

FRONTAGE WIDTH	MAXIMUM PERMITTED DRIVEWAYS (CURB CUTS) PER STREET FRONTAGE
up to 150 feet	1
150 feet or more	2 - Additional driveways (in excess of 2) shall be permitted only after the applicant successfully demonstrates the necessity for such additional driveways, as determined by the appropriate Design Review Body. Along arterial roads and thoroughfares, such additional driveways shall be "right-in, right-out" driveways only.

- C. **Location and Spacing:**
  - 1. **Street Intersection:** No curb or other access point shall be located closer than:
    - a. 20 feet from the intersecting point of the 2 street right-of-way property lines involved (or such lines extended in case of a rounded corner);
    - b. 25 feet from the intersection of the 2 curb lines involved (or such lines extended in case of a rounded corner), whichever is the least restrictive.
  - 2. **Spacing:** All access points shall have a minimum separation from certain features as follows:

FEATURE	MINIMUM SEPARATION <sup>1</sup>
Adjacent Property Line (does not apply to shared or joint-use driveways)	0 ft
Another Curb Cut (driveway or street intersection) on all roads except Major Thoroughfares	25 ft
Major Thoroughfares — defined as streets with the Street Section designation of Major Thoroughfare, or the Robert Smalls Parkway, Sea Island Parkway/Lady's Island Drive, or Boundary Street Specific Street Section — Another Curb Cut (driveway or street intersection)	Depends on Posted Speed Limit
< 35 mph	100 ft
35 mph	200 ft
40 mph	250 ft
45 mph <sup>2</sup>	300 ft
50 mph <sup>2</sup>	400 ft
55+ mph <sup>2</sup>	500 ft
<sup>1</sup> Minimum separation is measured from centerline	
<sup>2</sup> On Robert Smalls Parkway (Hwy 170) west of Parris Island Gateway, a minimum of 500 ft. separation distance is required	

3. **Corner Lots:** Access points on corner lots shall be from the side (or secondary) street, unless a shared curb cut on the main thoroughfare is existing or proposed.
4. **Access to Lots from Major Thoroughfares:** Driveways serving individual residential lots shall not have direct access onto streets identified as Major Thoroughfares — as identified on the second row of the chart in Section 7.2.3 C.2. — unless no alternative means of access, such as alleys or parallel access roads, exists, and it is unreasonable or impractical to require an alternative means of access.
5. **Shared Access:** See Section 5.7.7 C.

D. **Size:**

1. **Alleys:** Alley pavement width may be a maximum of 24 feet wide for two-way traffic and 16 feet wide for one-way traffic. For more design standards, see Appendix C.
2. **Driveways:**
  - a. Driveways for single-family and 2- and 3-family uses may not exceed 12 feet wide, except in T3-S district, where they may be a maximum of 20 feet wide.
  - b. **Tandem Parking:** Tandem parking is allowed in all zones for all residential uses if:
    - i. Both tandem parking spaces satisfy the parking requirement of one residential unit; and

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- ii. Neither of the tandem parking spaces shall be for required accessible parking spaces.
    - c. Driveways to other uses and parking areas shall not exceed 24 feet in width for 2-way drives or 12 feet in width for one-way drives, except those with turn lanes required by the city or SCDOT.
- E. **Access to Lots from Alleys/Rear Lanes:**
  - 1. **Specific to T3-N, T4, and T5 districts:** Alleys/rear lanes shall be provided along the rear property lines of lots as follows:
    - a. In new subdivisions greater than 1 acre, alleys shall be provided for newly created lots that meet any of the following criteria:
      - i. The lots are part of a block face with an average lot width of 60 feet or less at the building setback line (excluding lots on cul-de-sacs).
      - ii. The lots are arranged around a Common Open Space.
      - iii. The lots front a collector or arterial road, regardless of the average lot width.
      - iv. The lots are intended for multi-family dwellings and/or mixed-use buildings.
    - b. In infill situations, the same standards apply as specified above, but only for developments that include 4 or more contiguous lots, where one lot is a corner lot. In the Historic District, the standards apply only to the Beaufort Conservation District; the requirement may be waived at the discretion of the Historic Review Board.
- F. **Specific to Commercial Developments and Subdivisions:**
  - 1. **Out-parcels:** Out-parcels for shopping, office, or industrial centers shall be limited to internal access to the center, unless otherwise approved as part of a master development plan. All driveways shall be paved from the road to the property line.
  - 2. **Abandoned Driveways:** Abandoned driveways (i.e., curb cuts that are no longer used for vehicular access and are physically blocked by structures) shall be closed, and the area shall be restored to the typical cross section of the right-of-way.

#### 7.2.4 STREET DESIGN STANDARDS

- A. **Street Section Design:** The elements and widths of all proposed streets shall be in conformity with the appropriate street section designated in the Street Regulating Plan (Section 7.2.1 and Appendix C).
- B. **Traffic Control and Signs:** Traffic control and street name signs shall be installed at all street intersections and other appropriate areas as determined by the applicant and street owner.
- C. **Sidewalks/Multi-use Paths:** Where required per the Street Section in Appendix C, all sidewalks or multi-use paths must be constructed concurrently with the street, or, if the street is already constructed, prior to acceptance of any improvements. Exceptions to, or partial waiver of, the requirement to install a sidewalk may be granted by the Planning Commission if:
  - 1. Alternative pedestrian paths/bikeways have been or will be provided outside of the normal right-of-way.
  - 2. There are unusual topographic, vegetative, or other natural conditions to the extent that strict adherence to said requirements would be unreasonable and not consistent with the purposes and goals of this Code.

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- D. **Utility Easements:** Utility easements which require a width of 8 feet or larger shall be located in rear alleys or along the side or rear lot lines. Special permission to install utility easements in other locations may be requested by the utility companies and is subject to approval by the appropriate Design Review Body.
  - E. **Special Consideration to Protect Protected Resources and other Natural Features:** Street layout and design shall give additional consideration to preserving protected resources and enabling natural areas to be protected or minimally disturbed. Where streets are built in areas that have protected resources or natural features, all utilities shall be placed within the street right-of-way and under the street in order to avoid additional destruction of the natural features.

### 7.2.5 STREET TREE PLANTING REQUIREMENTS

- A. **Planting Areas:** Planting strips and tree wells shall be established in accordance with the width and plantings designated in the appropriate Street Section of the Street Regulating Plan (7.2.1 and Appendix C).
- B. **Location and Number:** Street trees should be planted in the location and per the spacing specified for the corresponding street classification in Appendix C. However, where it is not practical due, to the location of utilities or other site constraints, street trees may be planted on private property adjacent to the right-of-way.
- C. **Tree Species:** Overstory and understory trees as prescribed in this section reference Appendix A.2 (Recommended Trees and Shrubs).
- D. **Minimum Tree Size:** At the time of planting, young trees should be 2.5 inch caliper, with the lower side of the crown a minimum of 6 feet above grade to avoid hazards to pedestrians.

## 7.3: STREET ENGINEERING STANDARDS

### 7.3.1 STREET DESIGN, CERTIFICATION, AND CONSTRUCTION SPECIFICATIONS

- A. **Design Drawings and Certification:** Professional engineers, registered in the state, shall prepare plans, profiles, cross sections, and specifications for all subdivision roads and streets. The engineers shall certify roads/streets are built to comply with the approved plans and specifications. Cross sections shall be developed every 100 feet at intersections and break points in grade. Cross sections shall show the complete rights-of-way including travel lanes, shoulders, ditches, curb and gutter, and sidewalks and utility locations, as applicable.
- B. **Construction Specifications for Paved Streets:** Street construction specifications for paved streets shall be in compliance with the South Carolina Department of Transportation Standards.

### 7.3.2 TRAFFIC IMPACT ANALYSIS

- A. **Applicability:** A "traffic impact analysis" (TIA) shall be required for any development that is shown — in the most recent Institute of Transportation Engineers (ITE) Trip Generation Manual or any alternative approved by the engineering department — to generate more than 50 trips during the peak hour on the adjacent street(s).
  - 1. A second phase, second subdivision, or addition that generates traffic beyond this threshold when taken as a whole shall also require a TIA, even though that development does not qualify on its own.

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2. A use shall not be changed without conducting a new TIA if the new use would generate traffic beyond the 50 trips during peak hour threshold above. The administrator or TRC may waive this requirement in unusual circumstances.
  3. **Exception:** Development — except for Educational Facilities with greater than 100 students — on lots included in the Boundary Street Master Plan, adopted on August 28, 2006, and lots in the area bounded by Calhoun Street, Carteret Street, Bay Street, and Ribaut Road, and lots zoned Limited Industrial (LI), shall not be subject to the requirements of this section.
- B. Traffic Access Management Analysis:** As part of the TIA process, the proposed development shall have an "access analysis" undertaken by the administrator to ensure that sufficient access to all proposed developments and subdivisions is achieved.
1. The standards in the South Carolina Department of Transportation's "Access and Roadside Management Standards Manual" (a.k.a. ARMS Manual) shall serve as a guide for this analysis, which shall include identification of the following:
    - a. Access improvements that the applicant must install at his or her expense, such as deceleration lanes;
    - b. The location of any curb cuts based on, but not limited to, sight distances, existing roadway infrastructure, opposing driveways locations, and shared access;
    - c. Requirements for adequate driveway design, including, but not limited to, turning radius and stacking distance.
  2. The access requirements approved by the administrator shall be incorporated on development or subdivision plans prior to their approval.
  3. If an applicant is required to provide site-related traffic improvements, the cost of implementing such improvements shall be borne by the applicant, and no such costs shall be eligible for a credit or offset from any transportation impact fees unless specifically permitted by the Development Fee Procedures - Beaufort County Code of Ordinances, Chapter 82, Article VII or most recent version.
- C. Traffic Impact Analysis Plan Preparation:**
1. The TIA shall be conducted by an engineer registered in South Carolina who is experienced in the conduct of traffic analysis.
  2. Prior to beginning the TIA, the applicant shall supply the city with the following:
    - a. A written narrative describing the proposed land use(s), size, and projected opening date of the project and all subsequent phases.
    - b. A site location map showing surrounding development within a one-half mile of the property under development consideration.
    - c. A proposed site plan or preliminary subdivision plat illustrating access to public or private roads and connectivity to other contiguous developments.
  3. Prior to beginning the TIA, the applicant shall receive, in writing, the parameters to be followed in the study, including the directional split of driveway traffic, trip distribution, background traffic growth rate, previously approved but not completed projects, and the intersections to be analyzed, along with any associated turning movement counts that are available or discussed and approved by the TRC.
  4. To review the TIA, the TRC will utilize updated trip generation information, available information on land use, travel patterns, and traffic conditions, and shall consult with the SCDOT.

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D. **Plan Contents:**

1. **Phased Developments:** All phases of a development are subject to review, and all traffic plans for the entire development shall be integrated with the overall traffic analysis. A TIA for a specific phase of development shall be applicable to the phase of development under immediate review. However, each phase of development shall expand and provide detailed analysis at the development plan stage beyond the estimates provided for at the concept plan or master plan stage.
2. **Infrastructure Analysis:** The adequacy of the roads that the development will be accessed from shall be assessed in the TIA. Recommendations for improvements shall be made. The relative share of the capacity created shall be broken down as follows: development share, other developments' share, any existing overcapacity, and capacity available for future growth.
3. **Required Elements of the TIA:**
  - a. A site plan or subdivision plat identifying accesses to and from existing or proposed streets and intersections, along with all opposing intersections across adjacent streets.
  - b. Description of the proposed development, including the type and intensity of proposed land use(s) including, but not limited to: the number of residential units by type, the number of existing and proposed lots, the type of proposed nonresidential development and the amount of such development measured by gross floor area or other appropriate unit of measurement, the general size and type of accessory development or facilities, and, for nonresidential development, adequate information to identify the appropriate land use category for trip generation.
  - c. Projected vehicular trips to and from the completed development during a.m. and p.m. peak hour — trip rates shall be taken from ITE Manual or alternatively, an applicant may elect to perform, at his own expense, a "trip generation study" which may be submitted as part of the traffic impact analysis plan. Such trip generation study shall be subject to the review and verification of the TRC and engineer. For proposed uses not specifically listed in the ITE Manual, and for which a trip generation study has not been performed, the designated engineer(s) shall determine the most appropriate trip generation rate. The TRC shall make the determination of the appropriate trip generation rate, from whatever the source. The percentage of pass-by trips, if used in the plan, shall be included, as well as the source of this information.
  - d. A written narrative setting forth the assumptions upon which any projection was made in developing the traffic impact analysis plan shall be included in the analysis. If the assumptions are derived from the ITE Manual, the materials shall be referenced and properly cited. If the assumptions are not from the ITE Manual, appropriate excerpts from other reliable transportation planning resources shall be included in the study, and reasons underlying the assumptions shall be stated in the narrative.
  - e. The TIA shall review access to the site. The adequacy of the entrance design shall be evaluated and recommendations made on acceleration and deceleration lanes, left-turn lanes, or signalizations shall be part of the TIA. Educational facilities shall include pick-up and drop-off plans and analysis of the impact on the surrounding streets and intersections.
  - f. The TIA shall review the number and types of curb cuts that are permitted. In particular, the TIA shall assess the connection of the property to adjoining properties. Where the use, scale of development, or size of adjoining properties is such that trips would be anticipated between the proposed use and the other properties, the TIA shall make recommendation on interconnections. The TIA shall recommend interconnections to provide a smooth flow

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of traffic between uses along arterials and collector roads to ensure that as much traffic as possible uses secondary roads, rather than major roads, for short trips.

- g. The TIA shall be based on intersection analysis procedures for signalized intersections as identified in the most current edition transportation research board's highway capacity manual, and/or the last update that analyses and emulates these procedures by means of computer software, if available. The results of any required analysis/computer analysis shall, at a minimum, indicate compliance or variance from the Traffic Goals (Section 7.3.3 M).
  - h. The intersections that must be analyzed in the study are identified as:
    - i. Any intersection that serves as a development's point of access. This will include intersections of public and/or private roads with major arterials, and driveways offering direct access.
    - ii. The first major intersection as identified by the city engineer on both side of the development's point of access.
    - iii. Other intersections on major arterials if development generates more than 50 a.m. or p.m. peak hour trips to that intersection, or if the intersection's level of service or demand is significantly impacted by site related traffic.
    - iv. Unsignalized intersections and access drives — these shall be considered if development impacts are anticipated. The plan must include the results of an analysis of the operating conditions of critical intersections and/or all intersections identified in the concept plan. The analysis shall reflect the projected condition of these intersections and movements, based on the scheduled opening date of the development. Other phases of the development, if they can be reasonably determined, shall be considered as well.
- E. **Mitigation Plan Required:** If the initial analysis indicates that the city's adopted Traffic Service Level Goals (Section 7.3.2 M.) will be not be met, a mitigation plan must be prepared, based on additional analysis. The mitigation plan must show how the city's Traffic Service Level Goals are addressed as mitigated. Applicants will be responsible for mitigating the traffic impacts at any intersection affected by a proposed development.
- 1. If a traffic signal is recommended, the TIA shall provide information that:
    - a. Clearly indicates the need for a traffic signal.
    - b. Assesses the ability of other existing, planned, or proposed public roads to accommodate the new traffic at a location other than the main highway in the vicinity of the proposed development.
    - c. Describes in detail how a specific development will affect the study area transportation system.
    - d. Provides documentation of appropriate South Carolina Manual of Uniform Traffic Control Devices signal warrant satisfaction.
    - e. Gives design geometry of the private road that is consistent with that of public road intersections, including curbs, appropriate lane widths, pavement markings, and vertical alignment. Other roadway factors to be considered include, but are not limited to, speed, type of highway, grades, sight distance, existing level of service, conflicting accesses, and the effect of future traffic signal systems.

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- f. Provides an approach-throat length for the road to ensure the movement of vehicles entering the site will not be impeded by conditions within the development, and ensure that all signal-spacing requirements are adequately met.
2. The desirable spacing of signalized intersections on principal arterials is the SCDOT, county, or city standards. The TRC may recommend to SCDOT the installation of a traffic signal at locations where, using SCDOT standards, spacing is inappropriate due to topography, existing or proposed road layout, documented accident history, unique physical constraints, existing or proposed land use patterns, or requirements to achieve specific objectives for highway segment designations, as shown in any locally adopted land use or transportation plan, approved city or county transportation plan, or approved transportation policy.
  3. Signal spacing concerns may be ameliorated in the following ways:
    - a. A proposed private road that may otherwise be considered for the installation of a traffic signal may be replaced by an on-site route or a frontage road that directs traffic to or from a nearby public road.
    - b. A private road that is being considered for traffic signal installation may be required to connect to the existing or planned local road system to allow uses of surrounding properties.
    - c. An existing or proposed intersection may be relocated.
    - d. A shared private road may be required to serve the needs of the multiple properties.
  4. A traffic signal progression analysis is required if the proposed location is closer than the SCDOT standards, given the presence of existing signals or the possible existence of identified future signals proposed as part of a highway signal system. A traffic signal progression analysis for all new, revised, or planned traffic signal systems on state highways shall be performed using methods, models, computer software, data sources, roadway segment length, and assumptions approved by the TRC. The roadway segment, analyzed to the extent possible, shall include all traffic signals in the existing or future traffic signal system. The progression analysis shall:
    - a. Demonstrate acceptable existing and future traffic signal systems operation that may include the morning peak, evening peak, midday period, and other appropriate time period during any day of the week, adjusted for peak season, for cycle lengths and travel speeds approved by the TRC.
    - b. Provide for a progressed traffic band speed no more than 5 mph (8 km/h) below the existing posted speed for both directions of travel during the off-peak periods, nor more than 10 mph (16 km/h) below the existing posted speed during peak periods. Approval by the TRC is required where speeds deviate more than the above.
    - c. Demonstrate that sufficient vehicle storage is available at all locations within the traffic signal system without encroaching on the functional boundaries of adjacent lanes and signalized intersections. The functional boundary of an intersection shall be determined in discussion with the TRC, based on existing or projected conditions.
    - d. Provide a common cycle length with adequate pedestrian crossing times at all signalized intersections.
    - e. Provide a progression bandwidth as large as that required, or as presently exists, for through traffic on the federal or state highway at the most critical intersection within the roadway segment. The most critical intersection is the intersection carrying the highest through volume per lane.

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- 5. The traffic signal progression analysis shall be supplemented by a traffic engineering report that also considers highway capacity and safety of the roadway segment under consideration. Traffic volumes, intersection geometry, and lane balance, considered at all locations, shall be appropriate for the present and identified future conditions, which are usually considered to include the year of completion, and 5 years into the future.
  - F. **Summary:** A clear and concise summary of recommended improvements that can serve as an executive summary is required.
  - G. **TIA Review:** The TRC shall review all TIAs as part of the applicable Design Review phase — see Section 9.8 and 9.9 for appropriate process. Final TIAs shall be approved prior to the applicant submitting a Project Permit application (Section 9.5).
  - H. **Application:** A TIA shall be submitted to the TRC. Coordination with other entities in the county government or South Carolina Department of Transportation (SCDOT) shall be the responsibility of the city.
  - I. **Completeness:** The TRC shall determine whether a TIA is complete. Thorough and complete TIAs are the responsibility of the applicant. Failure by the applicant to provide a complete TIA may result in review delays for their plat or plan.
  - J. **Action on TIA:** The TRC must first approve the TIA in regard to completeness and accuracy. Following review of the required impact analysis plan, TRC shall recommend action as follows:
    - 1. Approval of the TIA as submitted;
    - 2. Approval of the TIA with conditions or modifications as part of the development review and approval process. An acceptable TIA with traffic mitigation measures may include the reduction of the density or intensity of the proposed development, phasing of the proposed development to coincide with state and/or county-programmed transportation improvements, applicant-provided transportation improvements, fees in lieu of construction, or any other reasonable measures to ensure that the adopted traffic service-level goals are met. If mitigation is required, it shall be required as a condition of any approval from the city.
  - K. **Timing of Implementation:** If a traffic mitigation program is part of an approved TIA, the developer may be required to place a performance bond on all traffic mitigation improvements required as a result of his project. This requirement may arise if the timing of the improvements needs to be synchronized with other scheduled improvements anticipated for the area.
  - L. **Responsibility for Costs of Improvements:** The costs of implementation of an approved mitigation program shall be the responsibility of the applicant. No certificates of zoning compliance or building permits shall be issued unless provisions of the TIA are met.
  - M. **Traffic Service Level Goals:** The average stop time delay in seconds per vehicle for each intersection determined to be critical to the TIA for the proposed development shall be compared to the city's adopted traffic service level goal of "D" for the average delay for all vehicles at any signalized intersection during the a.m. and p.m. peak hours.

## 7.4: COMMUNITY GREEN SPACE AND OPEN SPACE

### 7.4.1 PURPOSE AND INTENT

- A. **Intent:** Community Green Space and Open Space is intended for the use and enjoyment of a development's residents, employees, or users. These spaces serve to preserve natural areas, ensure

access to open areas and recreation, reduce the heat island effect, enhance stormwater quality, and provide community health benefits. Community Green Space and Open Spaces are not, by definition, required to be deeded to be granted via easement to any public entity or municipality. See Section 7.4.5 for ownership information.

- B. **Purpose:** The purpose of this section is to provide a set of Community Green Space and Open Space types and their associated standards to use within all districts. Community Green Space and Open Space types in this section are distinct from those areas that are environmentally sensitive and must be otherwise protected as regulated through Article 8 (Environmental Protection.)
- C. **Applicability:** See Section 7.1.2.

**7.4.2 COMMUNITY GREEN SPACE AND OPEN SPACE REQUIREMENT**

- A. **Minimum Requirements:** Development in all districts shall preserve the minimum amounts of Community Green Space and Open Space as identified below:

OPEN/CIVIC SPACE REQUIREMENT											Formatted Table
SIZE	T1	T3-S	T3-N	T4-H/N	T4-N	T5-DC	T5-LIC	RMX	IC	LI	MHP
Less than 5 acres	no 50% minimum	20%	15%	Exempt	15%	exempt	10%	15%	15%		Formatted Table
5-10 acres	50%	20%	15%	exempt	10%	exempt	exempt	exempt	exempt	exempt	10%
10-15 acres	50%	20%	15%	n/a	20%	exempt	exempt	exempt	exempt	exempt	10%
15-40 acres	50%	25%	20%	n/a	20%	exempt	exempt	exempt	exempt	exempt	10%
Greater than 40 acres	50%	25%	20%	n/a	20%	exempt	exempt	exempt	exempt	exempt	10%

<sup>1</sup> Each Manufactured Home Park shall have a minimum total area of 2,500 square feet set aside for common recreational open space, or at least 100 square feet of space for each mobile home lot, whichever is greater.  
<sup>2</sup> Specific to TND Overlay Projects: The open space requirement may be calculated comprehensively or by specific Transect zones. The requirements of 2.8.3.G.2.c must be met in addition to the requirements of this table.

- B. **Areas to be Included in Community Green Space and Open Space Calculations:** The features and areas identified in Section 7.4.3 shall be credited towards the open space requirements for the purposes of complying with this article.
- C. **Areas not to be Included in Community Green Space and Open Space Calculations:** The following areas shall not be counted toward open space requirements:

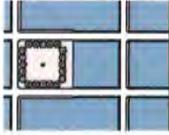
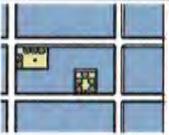
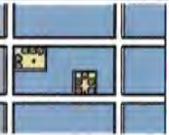
1. Private yards which are not subject to an open space or conservation easement.
2. Public road rights-of-way or private street easements, including sidewalks located within those rights-of-way or easements.
3. Open parking areas and driveways for dwellings.
4. Land covered by structures not designated for active recreational uses.
5. Designated outdoor storage areas.

### 7.4.3 COMMUNITY GREEN SPACE AND OPEN SPACE TYPES

The majority of Community Green Space and Open Space shall conform to one of the 8 types in the table below. If 75% or more of the types listed below is utilized for required open space, a 20% increase in number of dwelling units is permitted.

CIVIC/ OPEN SPACE TYPE	DIAGRAM	DESCRIPTION	PERMITTED DISTRICTS	SERVICE AREA/ SIZE	CHARACTER	TYPICAL FACILITIES
<b>Regional Park/Natural Preserve</b>		A natural preserve that is available for unstructured recreation. It may contain small civic buildings and areas of structured activity, but is primarily left natural. These areas may include forests as well as wetlands and regional retention areas if they are treated as amenities (e.g. Port Royal's Cypress Wetlands).	T1	Regional Min: 200 acres* Max: None *Natural preserves with no structured activity have no minimum size.	Frontage: Independent Disposition: Natural, formal or informal	Passive and active recreation, drinking fountains, Community facility < 7,500 gross square feet, paths and trails

Sport Complex		An open space that consolidates heavily programmed athletic fields and associated facilities.	T1, IC, <u>RMX</u>	Regional Min: 25 acres Max: None	Frontage: Independent Disposition: Formal or informal	Passive and active recreation, drinking fountains, community facility < 7,500 gross square feet, paths and trails
Community Park		An open space that is available for unstructured recreation and a limited amount of structured recreation. It may contain a limited amount of athletic fields.	T3, T4, RMX, IC	Multiple Neighborhoods Min: 8 acres Max: None	Frontage: Independent Disposition: Informal	Passive and active recreation, drinking fountains, community facility < 5,000 gross square feet, paths and trails
Greenway		A linear open space that may follow natural corridors, a greenway provides unstructured and limited amounts of structured recreation.	T1, T3, T4, T5, RMX, IC	Multiple Neighborhoods Min: 8 acres or 1 mile Max: None	Frontage: Independent or building Disposition: Natural or informal	Passive and active recreation, drinking fountains, community facility < 5,000 gross square feet, paths and trails
Square/Green		An open space that is available for civic purposes, unstructured, and limited amounts of structured	T4, T5, RMX, IC	Neighborhood Min: 0.5 acres Max: 5 acres	Frontage: Building Disposition: Formal	Passive and active (unstructured or structured) recreation, accessory structure, drinking

		recreation. It can be located along waterfronts.				fountains, community facility < 5,000 gross square feet, paths and trails
Plaza		A formal open space available for civic purposes and commercial activities, a plaza is typically hardscaped and can be located along waterfronts.	T4, T5, RMX, IC	Neighborhood Min: 0.5 acres Max: 2.5 acres	Frontage: Building Disposition: Formal	Passive recreation, accessory structure, drinking fountains, paths and trails
Pocket Park/Pocket Plaza		An open space that is available for informal activities in close proximity to neighborhood residences. Pocket plazas are usually paved.	T3, T4, T5, IC, RMX	Neighborhood Min: 4,000 square feet Max: 0.5 acre	Frontage: Building Disposition: Formal or informal	Passive recreation, accessory structure, drinking fountains, paths and trails
Playground		An open space designed and equipped for the recreation of children. A playground may be fenced and may include an open shelter.	T3, T4, T5, IC	Neighborhood Min: None Max: None	Frontage: Independent or building Disposition: Formal or informal	Accessory structure, drinking fountains, paths and trails

		Playgrounds may be included within other civic spaces.				
<p><i>Notes:</i></p> <p>1. The illustration and description of each civic space type is illustrative in nature and not regulatory.</p> <p>2. The Permitted Districts may be modified per a plan if the project is utilizing the Traditional Neighborhood Development Floating Overlay District (Section 2.8.3).</p>						

The following provisions apply to the 8 Community Green Space and Open Space Types listed in the table:

- A. **Playgrounds and Community Gardens:** These may be incorporated into any of the other Community Green Space and Open Space types - except Natural Preserve - or may stand alone.
- B. **Waterfront:** When Community Green Space and Open Space is required, per Section 7.4.2, developments that contain waterfront access should include some type of common access to at least 25% of the waterfront. This counts towards the Community Green Space and Open Space requirement. When open space is required, for every 10% of the waterfront that is allocated for public access, a 5% increase in number of dwelling units shall be permitted, up to a maximum of a 20% increase.
- C. **Illustrative Standards:** The columns titled "Diagram," "Description," and "Typical Facilities" of the table of Community Green Space and Open Space Types are illustrative only.
- D. **Regulatory Standards:** The following elements shall be regulatory:
  - 1. **Service Area:** Describes how the space relates to the city as a whole and the area that will be served by the Community Green Space and Open Space.
  - 2. **Size:** The permitted size for each Community Green Space and Open Space.
  - 3. **Frontage:** The relationship along property lines of a Community Green Space and Open Space to adjacent buildings or lots.
    - a. **Building:** Community Green Space and Open Spaces that are listed as having a "building" frontage shall have the fronts of buildings, either attached to the park or across a street, facing onto the space for a minimum of 75% of the perimeter.
    - b. **Independent:** Community Green Space and Open Spaces that are listed as having an "independent" frontage shall have the fronts of buildings, either attached to the park or across a street, facing onto the space to the maximum extent possible, but may have the side or rear of a building or lot front onto the space. The side or rear of a building or lot fronting onto the Community Green Space and Open Space shall be designed with a secondary frontage and entrance along the space.
  - 4. **Disposition:** The character of the design of the Community Green Space and Open Space.
    - a. **Natural:** Civic spaces with natural character are designed in a natural manner with no formal arrangement of elements.
    - b. **Formal:** Civic spaces with a formal character have a more rigid layout that follows geometric forms and have trees and other elements arranged in formal patterns.
    - c. **Informal:** Civic spaces with an informal character have a mix of formal and natural characteristics.

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5. **Food Production:** Community Gardens and other Community Green Space and Open Spaces may be used to grow food. See Section 8.4.3 for specifications and requirements.

#### 7.4.4 DESIGN OF COMMUNITY GREEN SPACE AND OPEN SPACES

- A. **Design Standards for Community Green Space and Open Space:** Land used as Community Green Space and Open Space shall meet the following design standards:
  1. **Location:**
    - a. Where relevant and appropriate, the land shall be located so as to be readily accessible and usable by residents and users of the development. To the maximum extent practicable, a portion of the open space shall provide focal points for the development.
    - b. Common space set aside for children's play areas and other recreational activities shall be clearly visible from the dwelling units on the site.
    - c. The land shall, to the maximum extent practicable, be located to adjoin, extend, and enlarge any open areas, trails, parks, or other open space resources that exist or are planned within or adjacent to the development.
  2. **Provision in Multi-Phase Developments:** In multi-phase developments, open space Manuals may be calculated either by phases, or by collectively looking at the development as a whole.
- B. **Accessory Structure Standards:** All accessory structures within parks and open spaces — including, but not limited to, restrooms, open-air pavilions, gazebos, picnic shelters, and outdoor theaters — shall not be subject to the physical requirements of the building form or siting standards in Article 2 (Map and Districts). They shall be designed to be consistent with the character of the district in which they are located. Such consistency may require accessory structures to maintain building setbacks, frontage, massing, disposition, and character similar to adjacent development as determined by the administrator.

#### 7.4.5 OWNERSHIP AND MAINTENANCE OF COMMUNITY GREEN SPACE AND OPEN SPACE

- A. Open space areas or other community facilities shall be preserved and maintained in accordance with the approved:
  1. Development Design, in accordance with Section 9.8;
  2. Special Exception, in accordance with Section 9.13; or
  3. Subdivision, in accordance with Section 9.9, whichever is appropriate.
- B. Provision must be made by the property owner to ensure preservation and long term maintenance and management of Community Green Space and Open Spaces through one of the following mechanisms:
  1. Conveyance of the land to a property owners' or homeowners' association that holds the land in common ownership and will be responsible for managing and maintaining it for its intended purposes.
  2. Conveyance of the land to a third-party beneficiary, such as a nonprofit environmental or civic organization, that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land for its intended purpose.
  3. Dedication of the land to the city or other appropriate public agency that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land for its intended purposes.

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- C. All methods utilizing private ownership shall require deed restrictions, covenants, or other legal instruments that ensure continued use of the land and facilities for their intended uses, and provide for the continued and effective management, operation, and maintenance of the land and facilities.
  - D. Failure to maintain Community Green Space and Open Space areas or other community facilities shall be a violation of this Code subject to the remedies and penalties in Article 12 (Violations and Enforcement).
  - E. If the owner of an Community Green Space and Open Space fails to maintain it in reasonable condition, and in accordance with approved plans, and fails to correct deficiencies cited by the city, the city shall have the authority to correct the deficiencies per the City's Code of Ordinances, Section 6-2003 (or equivalent Health and Sanitation section of any updated Code of Ordinances).

## 7.5: SUBDIVISION STANDARDS

### 7.5.1 General provisions

The provisions of this Section shall apply to any and all subdivision of land within the municipal boundaries of the City, unless expressly and specifically exempted or provided otherwise in this Code. No development shall be undertaken without prior approval or authorization pursuant to the terms of this Code. All development shall comply with the applicable terms, conditions, requirements, standards and procedures established in this Section and the Code. The submittal of an application for approval pursuant to the provisions of these Subdivision Regulations constitutes consent to, and agreement to comply with all of its applicable provisions.

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This Section establishes procedural and substantive rules for obtaining the necessary approval to develop land and construct buildings and structures. Development applications will be reviewed for compliance with the City's Comprehensive Plan, Civic Master Plan, Beaufort Preservation Manual, this Code and applicable regulations, policies and other guidelines as amended. The submittal of an application for approval pursuant to the provisions of these Subdivision Regulations constitutes an agreement and the implied consent of the owner or applicant to comply with all of its applicable provisions.

Scheduling of the review of development applications before Staff, TRC, the Planning Commission or City Council is at the discretion of the City. Any change to a development application by an Applicant after formal submittal of that application to the City constitutes a decision by the Applicant that may result in the City deciding to vacate the Hearing and/or void the pending application. The City may then reschedule or cancel the review of the development application at its discretion.

Prior to formal submittal of any subdivision application identified in this Section, the Planning Department will typically provide to an applicant an individualized submittal checklist indicating the documents and information needed, quantities of those documents to be submitted, and the referral agencies that will be involved in the review process. The applicants are responsible for being fully familiar with all applicable provisions of these Subdivision Regulations. Upon determination by staff that a submittal constitutes a complete development application, the City will forward the packets to each referral agency.

### 7.5.2 Subdivision types and process outlines

- A. Methods of land subdivision. There are two ways to subdivide land based on the magnitude of scale: Minor Subdivision and Major Subdivision.

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1. Minor Subdivisions.

Definition. A Minor Subdivision is a subdivision, or amendment to a subdivision, which has been previously platted, includes no additional public right-of-way dedication, and includes one or more of the following:

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a. The boundaries of six or fewer lots are created from one parent tract or lot, cumulatively;

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b. Any lot line adjustment;

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c. A consolidation of multiple lots into one when a new street or street change is involved.

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2. Major Subdivisions.

Definition. A Major Subdivision is a subdivision which includes one or more of the following:

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a. Dedication of public right-of-way, public infrastructure or other public tracts; or

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b. The subdivision consists of seven or more lots or tracts.

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c. The creation of lots on property that has never previously been platted.

B. Subdivision Process. There are a number of process steps and application submittals required in order to subdivide land. These processes and applications are outlined in Table 6.1 below.

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C. Application Types. The following applications are required to be submitted in order to process subdivisions, per Table 5.5.1 below:

1. Sketch Plan

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a. Definition: Sketch Plan is a conceptual design of the development.

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b. Purpose. The Sketch Plan is a conceptual design of the development submitted with a major subdivision application, that depicts what the applicant envisions for the overall development, including zoning, transportation, pedestrian network, parks, tree canopy, open space, and other amenities.

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c. Sketch Plan review criteria. The City shall use the following criteria in addition to other applicable provisions of this Code to evaluate the applicant's application:

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1. The land use mix within the project conforms to Beaufort's Zoning District Map and Comprehensive Plan Preferred Land Use Map and furthers the goals and policies of the Comprehensive Plan.

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2. The Sketch Plan represents a functional system of land use and is consistent with the rationale and criteria set forth in this Chapter, the City's Comprehensive Plan, Civic Master Plan and Beaufort Preservation Manual.

3. The preliminary traffic, open space, park, utility, and pedestrian design is adequate and functional given the existing and planned capacities of each system, and meets the standards found in this Code.

4. Negative impacts on adjacent land uses have been identified and satisfactorily mitigated.

5. There is a need or desirability within the community for the development and the development will help achieve a balance of land use and/or housing types within Beaufort according to City goals.

d. Timeframe related to approval of Sketch Plan. A Sketch plan is in full force and effect for a period of five years from date of Planning Commission action. Major proposed changes, such as relocation of streets, density or use type, to any approved preliminary or final plat, will require a new Sketch Plan approval.

2. Preliminary Plat.

a. Definition: A plat that depicts preliminary engineering studies and construction documents.

b. Purpose/intent: To provide both the Applicant of a proposed subdivision and the City with sufficient information to understand if a proposed subdivision will meet all applicable codes, regulations, and policies, and to plan for infrastructure, traffic and lot-layout.

c. Review Criteria: The following criteria must be found by the City Staff to approve a Preliminary Plat:

i. The Preliminary Plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code.

ii. The land use mix within the project conforms to the City's -Zoning Requirements, Zoning District Map, Development Code and Preferred Land Use Map and furthers the Goals and Policies of the Comprehensive Plan.

iii. The utility and transportation design is adequate, given existing and planned capacities of those systems.

iv. Negative impacts on adjacent land uses, including, but not limited to: solar access, heat, dust, glare, traffic and noise, have been identified and satisfactorily mitigated.

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v. The Preliminary Plat represents a desirable development pattern, with a balance of land use and/or housing types that satisfies the Goals and Objectives of the Comprehensive Plan.

d. Submittal process: The applicant shall submit a completed development review application package to the City.

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e. Timeframe related to approval of Preliminary Plat. A Preliminary Plat is in full force and effect for a period of three years from date of City Planning Commission Commission action to approve or approve with conditions. Approval will automatically expire at the end of three years unless an Applicant requests a one-year extension prior to termination or submits a completed Final Plat application for all or a portion of the property. An Applicant may request two extensions for a term of one year each.

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f. Preliminary Plat Required: A Preliminary Plat is required for all major subdivisions. No Final Plat will be processed or approved without prior Preliminary Plat approval.

### 3. Final Plat.

a. Definition: A complete and Final Plat with final engineering studies and infrastructure documents, which are in conformance with the appropriate County requirements to record.

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b. Purpose/intent: A depiction of a subdivision that complies with all applicable codes, regulations, and policies, to be recorded.

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c. Review Criteria: The following criteria must be found by the Planning Commission in order to approve a Final Plat.

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The Final Plat is in substantial conformance with the approved Preliminary Plat. For the purposes of this Code, "substantial conformance", includes design adjustments made to meet any conditions of Preliminary Plat approval, and is determined as follows:

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1. Does not change any land use of the proposed plat.
2. Does not contain changes which would render the Final Plat in nonconformance with requirements of this Code.
3. Does not contain significant changes in street alignment and/or access points, or other public elements such as drainage improvements, utility lines or facilities.
4. Does not change any measurable standard (other than above) by more than ten percent.
- i. Final Plats determined by the Planning Director to have changes that exceed the definition of "substantial conformance" as above shall be processed as a Preliminary Plat

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and shall be reviewed and acted upon with full discretion of the Codes Administrator Planning Director, unless withdrawn by the Applicant.

ii. The Final Plat complies with this Code, the Comprehensive Plan and the Civic Master Plan.

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iii. All applicable technical standards including the provision of water in sufficient amount and quality have been met.

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d. *Submittal process:* The Applicant shall submit a completed development review application package to the City.

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e. *Timeframe related to approval of Final Plat.* A Final Plat is in full force and effect for a period of three years from date of or unless Public Improvements are completed and accepted on all or a portion of the Final Plat. Applicants may request a single, one-year extension from the City prior to termination of Final Plat approval. Prior to the expiration of the original three-year timeframe or the extension (four-year total) timeframe, an Applicant may request an additional extension if substantial progress has been made on installation of Public Improvements.

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f. *Construction drawings and final landscape plans required before recording.* Construction drawings and final landscape plans are required to be submitted before the Final Plat process or concurrently with the Final Plat process. These documents must be deemed to be in substantial conformance to the appropriate sections of this ordinance prior to recordation of the Final Plat.

**7.5.3 Sketch Plan**

A. *Sketch Plan purpose.* The Sketch Plan is a conceptual design of the development submitted with a major subdivision application, that depicts what the applicant envisions for the overall development, including zoning, transportation, pedestrian network, parks, tree canopy, open space, and other amenities.

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B. *Requirements.* A Sketch Plan is required for all major subdivisions. Major proposed changes to any approved preliminary plat, will require a new Sketch Plan approval. The Sketch Plan will consist of the following required elements:

1. *Traffic plan:* The applicant shall provide a preliminary traffic plan that addresses the following elements:

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i. The proposed street network and connectivity to the existing road network, including all proposed access points.

ii. The location and layout of all arterial and collector roads within the development. Local streets and alleys do not need to be depicted.

iii. A preliminary traffic impact study prepared by a licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.

2. Open space plan: The applicant shall provide a preliminary open space plan that depicts compliance with Section 7.4 of this code, with the following elements:

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i. Proposed open space distribution and location, including percentage of open space.

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ii. Compliance with 7.4.2 Open space/park requirements.

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iii. Required buffer areas as per Section 5.5.1.

iv. Wetland areas and OCRM setbacks if applicable.

v. Proposed park locations, acreage, and types of parks as per Section 7.4.

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3. Pedestrian network:

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i. Location of all trails within development, and connection to existing trail network.

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ii. Connectivity of sidewalks to the existing pedestrian system, including any off-site sidewalk improvements. This includes planning for a one-quarter mile pedestrian shed.

iii. Depiction of any bike lanes or any other multi-modal features.

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4. Zoning:

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i. The location of zoning boundaries shall be provided with the application and depicted on the Sketch Plan.

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ii. The plan should show how lot diversity standards of Section 30-2-116 D 1 c, are met and create a mix of zoning which is harmonious with the surrounding area, and within the property itself.

iii. Density and lot diversity shall be distributed throughout the project and shall not be located in only one area.

5. Overall utility plan:

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i. A preliminary utility plan depicting the existing capacity of the surrounding utility system, and the future capacity of the utility system for the both the proposal and any potential adjoining future development.

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ii. Proposed connections to the existing utility system.

iii. The location of any proposed or required lift stations.

iv. Utility plans for the interior of the development (such as water and sewer service lines) are not required as part of this process.

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C. Sketch Plan application submittal. The applicant shall submit a complete Sketch Plan application package to the City. The application package shall include the following items:

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1. Development application form, fee.

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2. Title commitment. The title commitment must be dated no more than 90 days from the date of Sketch Plan application submittal.

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3. Title of project.

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4. North arrow, scale (not greater than one inch equals 200 feet) and date of preparation.
5. Vicinity map.
6. Legal description.
7. Acreage of property; acreage in each zoning district; acreage in parks; acreage in open space.
8. USGS topographic contours.
9. Location and approximate acreage of proposed land uses.
10. Existing easements and rights-of-way on or adjacent to the property
11. Existing streets on or adjacent to the property (show and label street name).
12. Note or table indicating how public dedication requirements will be met.
13. Table providing the following information for each proposed land use area: total acreage; proposed density proposed number of dwelling units.
14. Location and acreage of proposed open space and parks as per Section 7.4., trails, regional trail connections, playgrounds, schools or other public uses.
15. Proposed street system depicting the location and layout of all arterial and collector roads within the development. Local streets and alleys do not need to be depicted.
16. A preliminary traffic impact study prepared by a licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.
17. Floodplain boundary with a note regarding the source of information (if a floodplain does not exist on the property, this must be stated).
18. Zoning on adjoining properties.
19. A preliminary utility plan depicting the existing capacity of the surrounding utility system, and the future capacity of the utility system for the both the proposal and any potential adjoining future development. Utility Plans for the interior of the development (such as water and sewer service lines) are not required as part of this process.
20. Proposed connections to the existing utility system.
21. The location of any proposed or required lift stations.
22. Design rationale — description of how the development is connected to integrated with surrounding area, how it responds to site features/constraints and how it is consistent with this Code.
23. General description of plan for drainage and storm water management, including any regional drainage solutions.
24. Description of how the proposed development complies with the City Comprehensive Plan.

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D. Application certification of completion. Within 30 days, staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package and re-submit the application to the City.

E. *Sketch Plan Process.*

1. *Planning Commission Hearing.* The Planning Commission shall hold a public hearing and make and may choose to approve, approve with conditions or deny the Sketch Plan.

2. *Notice to neighboring property owners.* The City shall send notice of the Planning Commission meeting by regular mail to neighboring property owners within 300 feet of the property per this Code.

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F. *Sketch Plan review criteria.* The City shall use the following criteria in addition to other applicable provisions of this Code to evaluate the applicant's application:

1. *The land use mix within the project conforms to Beaufort's Zoning District Map and Comprehensive Plan Preferred Land Use Map and furthers the goals and policies of the Comprehensive Plan.*

2. *The Sketch Plan represents a functional system of land use and is consistent with the rationale and criteria set forth in this Chapter, the City's Comprehensive Plan, and the Civic Master Plan as amended.*

3. *The preliminary traffic, open space, park, utility, and pedestrian design is adequate and functional given the existing and planned capacities of each system, and meets the standards found in this Code.*

4. *There is a need or desirability within the community for the development and the development will help achieve a balance of land use and/or housing types within Beaufort according to the City's goals.*

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G. *Timeframe related to approval of Sketch-Plan.* A Neighborhood plan is in full force and effect for a period of five years from date of Planning Commission action.

H. *Minor amendments.* Minor amendments to the Sketch Plan may be approved administratively under the following conditions:

1. *Does not change any land use, or location of any land use.*

2. *Does not change the number of lots or density by more than ten percent.*

3. *Does not contain significant changes in arterial or collector street alignment and/or access points, or other major public elements such as drainage improvements, utility lines or facilities.*

4. *Does not change any measurable standard (other than above), such as open space, or park area, by more than ten percent.*

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7.5.4 Preliminary Plat

A. Preliminary Plat purpose. The purpose of the preliminary plat is to provide the City with an overall plat and the associated preliminary engineering for the proposed development.

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B. Preliminary Plat application process.

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1. Pre-application conference. A pre-application conference/TRC with the City is required before the applicant may submit a preliminary plat application. Topics to be discussed will include:

- a. The provisions of this Code and the applicable requirements;
- b. The application and review process;
- c. Submittal requirements; and
- d. Changes or modifications based on direction from the City at Sketch Plan approval.

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2. Preliminary Plat application submittal. Following approval or conditional approval of the sketch plan the applicant may submit the complete preliminary plat application to the City. The preliminary plat application package shall be formatted and packaged per the application submittal checklist provided by the City and include the following items in both printed and electronic formats:

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a. Development application form.

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b. Application fee.

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c. Title commitment. The title commitment must be current and dated no more than 90 days from the date of preliminary plat application submittal.

d. The preliminary plat shall provide the following information:

- i. Title of project.
- ii. North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.
- iii. Vicinity map.
- iv. Names and addresses of owners, applicant, engineers and surveyors.
- v. Legal description.
- vi. Total acreage of property.
- vii. Existing contours at two-foot intervals (based on USGS datum).
- viii. Name and location of abutting subdivisions or owners of abutting property (if land is not platted)
- ix. Lots, blocks, and street layout (with cross-sections), dimensions and square footage for each lot. Dimensions and square footages may be rounded to the nearest whole number.
- x. Consecutive numbering of all lots and blocks.
- xi. Existing and proposed easements (including rights-of-way) on and adjacent to the property.
- xii. Existing and proposed zoning on and adjacent to property.

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- xiii. Approximate location and size of existing sewer lines, water lines and fire hydrants. Approximate location of proposed sewer lines, water lines, and fire hydrants.
- xiv. Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
- xv. Tree Survey and with Existing Tree Canopy Survey.
- xvi. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan).
- xvii. The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
- xviii. General location of existing surface improvements such as buildings, fences, or other structures which will remain on the property as part of the subdivision.
- xix. Location and acreage of proposed parks, trails, playgrounds, schools or other public uses.
- xx. Location, function, ownership and manner of maintenance of any private open space.
- xxi. Land use table including: land uses, approximate acreage of each land use type, percentage of each land use type density (net and gross) and how public dedication requirement will be met.
- xxii. Total number of lots.
- xxiii. Number of each type of dwelling unit proposed.
- xxiv. An AutoCad drawing file of the Preliminary Plat on compact disc in a format specified by the City Engineer or Codes Administrator.
- xxv. Surveyor's certificate.

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e. Preliminary Plat drawing standards. The preliminary plat drawing shall comply with the following standards:

- i. The preliminary plat shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and shall meet applicable State of South Carolina requirements.
- ii. Except for parcels separated by easements (including public rights-of-way), public tracts, or railroads, parcels not contiguous with each other shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.
- iii. Lengths on the preliminary plat boundary shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.

- iv. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
- v. Names and signatures of all owners of equitable interest in the property shall be on the preliminary plat and shall be made in black drawing ink.

f. General development information. A written description of the existing conditions on the site and the proposed development, including the following items:

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g. Explanation of how the plan is consistent with this Code, the Comprehensive Plan and the [Civic Master Plan](#).

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h. Preliminary grading and drainage plan and report. This plan and report must be certified by a South Carolina registered professional engineer and include approximate earthwork quantities (how earthwork on the site is "balanced"), storm drainage concepts such as locations of pipe and other conveyance facilities, locations for on-site detention or downstream structural improvements, and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains both on and adjacent to the site as well as any FEMA applications or approvals that may be required.

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i. Preliminary water and sewer plan and study. This plan shall be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision.

j. Preliminary landscape and open space plan. The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show approximate locations of trees, shrubs, groundcovers, turf, buffering, fences, walls and other site amenities that will be included in the plan.

k. Traffic study. This study must be prepared by a professional traffic engineer and identify the projected impacts to the local and regional traffic system. The direct roadway impacts and proposed share in the cost of regional improvements and intersections must be identified for the project.

l. Archaeological Impact Assessment. An applicant may be required to provide the City as per Section 8.4 with a CHS records listing historically or archaeologically significant findings on the property being subdivided at their expense.

m. General ecological resource survey. Prepared by a qualified biologist, geologist, ecologist, or similar qualified professional, a survey identifying the potential/absence/habitat of a threatened or endangered species and wetlands or other ecologically sensitive area. Said survey shall make practical recommendations regarding treatment or mitigation of the findings.

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3. Application certification of completion. Within a reasonable time period, generally five working days, Staff shall typically certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the City. City

4. Approval. The City Codes Administrator shall review and act on the Preliminary Plat. The Codes Administrator may choose to approve, approve with conditions, or deny the Preliminary Plat.

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5. Preliminary Plat review criteria. In addition to all provisions of this Code, the City shall use the following criteria to evaluate the applicant's request:

a. The preliminary plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code.

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b. The application is consistent with the approved concept plan and incorporates the City's recommendations and any conditions of approval.

c. The land use mix within the project conforms to Beaufort's Zoning District Map and Comprehensive Plan Land Use Map and furthers the goals and policies of the Comprehensive Plan and Civic Master Plan.

d. The utility and transportation design is adequate, given existing and planned capacities of those systems.

e. Negative impacts on adjacent land uses including, but not limited to: solar access, heat, dust, glare, traffic and noise have been identified and satisfactorily mitigated.

f. There is a need or desirability within the community for the applicant's development and the development will help achieve a balance of land use and/or housing types within Beaufort.

C. Phasing. A preliminary plat shall designate the boundaries of phases for which separate final plats will be presented for approval. Each phase, either alone or in conjunction with previously approved and recorded phases, must meet all of the requirements of this Code.

D. Early grading. After approval of a Preliminary Plat, Applicant may proceed with preliminary grading of the project area if a construction plan set for grading and drainage is approved and memo authorizing grading work is issued by the City Engineer. Early grading is at the risk of the Applicant and no presumption of any Final Plat approval at the Planning Commission is expressed or implied by any authorization of early grading.

E. Timeframe related to approval of Preliminary Plat. A preliminary plat is in full force and effect for a period of three years from date of approval. Approval will automatically expire at the end of three years unless an applicant formally requests a one-year extension from the

Codes Administrator prior to termination or submits a completed final plat application for all or a portion of the property. An applicant may request two extensions of one year.

### **7.5.5 Final Plat**

A. Final Plat purpose. The purpose of the final plat is to complete the subdivision of land consistent with the technical standards of the City.

B. Final Plat application process.

1. Final Plat application submittal. The final plat application shall substantially conform to the preliminary plat as approved at the public hearing and shall meet all conditions of approval. The applicant shall submit the completed final plat application package to the City. The final plat application shall be formatted and packaged per the application submittal checklist provided by the City and include:

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i. Development application form.

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ii. Application fee.

iii. Title commitment. An updated title commitment, dated no more than 90 days from the date of final plat application submittal.

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C. Final Plat. The final plat drawing shall comply with the following standards:

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1. The plat shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and shall meet applicable State of South Carolina requirements.

2. Except for parcels separated by public rights-of-way, public tracts or railroads, parcels not contiguous with each other shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.

3. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.

4. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.

5. Names and signatures of all owners of equitable interest in the property shall be on the plat and shall be made in black drawing ink.

6) Title of project.

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7) North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.

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8) Vicinity map.

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9) Legal description.

10) Basis for establishing bearing.

11) Names and addresses of owners, applicant, engineers and surveyors.

12) Total acreage of subdivision.

13) Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.

14) Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.

15) Parcels excepted from inclusion should be noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.

16) Existing and proposed easements (including rights-of-way) in and adjacent to property (labeled and dimensioned).

17) Existing and proposed street names for all streets on and adjacent to the property.

18) Location and description of monuments.

19) Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).

20) If applicable, prior to commencement of construction; a State Highway utility permit from SCDOT.

21) If applicable, prior to commencement of construction, a State Highway access permit from SCDOT.

22) If applicable, prior to commencement of construction, a construction dewatering permit from DHEC

23) If applicable, prior to commencement of construction, a 404 Permit from the Army Corps of Engineers.

24) Prior to commencement of construction, acceptable collateral in the amount and form stipulated in Section 7.1.5/

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D. Application certification of completion. Within a reasonable timeframe, typically five working days, Staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the City. The original application and all documents requiring a signature shall be signed in blue ink.

E. Original plats. The applicant shall submit to the City Clerk five original, signed copies of the final plat ready to record, and final executed copies of all agreements.

F. Complete engineering plans and specifications. After Final Plat approval the applicant shall prepare and submit the following for administrative approval by the City prior to commencement of construction:

1. Construction plans and profiles. The plans and profiles shall be prepared by a registered professional engineer licensed in the State of South Carolina. Plans shall be 24 inches high by 36 inches wide and provide the following information:

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2. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.

3. Minimum horizontal scale: One inch equals 100 feet.

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4. Minimum vertical scale: One inch equals ten feet.

5. The typical road geometric and structural cross-section is to be shown on each plan sheet.

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6. The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Stationing may be centerline if approved by the City Engineer. Construction plans shall include water lines and appurtenances, sewer lines and appurtenances, and storm water lines and appurtenances and any other wet utilities.

7. The profiles shall include existing and proposed grade at curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections, grade breaks, point of curb return (PCR), point of reverse curve (PRC), and other critical points, structures, and all other features required to enable

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8. Signature blocks for all utility providers unless otherwise provided in agreement form.

9. Structure details. Sufficient data shall be given to construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc; detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc., or as the City Engineer may approve.

10. Final Water Report. A final water report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.

11. Final Sanitary Sewer Report. A sanitary sewer report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.

12. Sewage collection and water supply distribution plans, profiles and specifications. The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from BJWSA.

13. Final drainage plans and reports. Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with SOLOCO Drainage and Design Criteria, as amended or as the City Engineer may approve. The plan and report must provide:

14) Erosion control plans, when required.

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15) Sizing of all pipes, inlets, conveyance ways, and other appurtenances.

16) Final grading plan. The final grading plan shall be 24 inches high by 36 inches wide and illustrate existing and proposed contours and lot and block grading details.

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17) Soils report. The soils report shall detail pavement design and construction requirements and shall be submitted after overlot grading is complete.

18) Final landscape and open space plan. The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show trees, shrubs, groundcovers, turf, buffering, fences, walls and other site amenities that will be included in the plan. All plant materials must be adapted to the physical limitations of the local climate and specific conditions of the landscape plan. All plant materials must meet specifications of the American Association of Nurseryman for number one grade. All street trees must be selected from the City of Beaufort recommended tree list.

19. Landscape Plan drawn to scale (not greater than one inch equals 50 feet) on 24 by 36-inch sheets which includes:

a. Project name.

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b. Scale, north arrow and date of preparation.

c. Existing and proposed streets and street names.

d. Lot lines, easements and public rights-of-way as shown on the subdivision plat, including gross and net area of all parcels.

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e. Location of proposed building footprints and parking areas.

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f. Location of storage, loading and service areas.

g. Existing and proposed two-foot contours (based on USGS datum).

h. Natural features, wetlands, wildlife corridors, floodplains, streams, ditches and other waterways.

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i. The location of existing and proposed utilities. Utility lines can be 'ghosted' in on the landscape plan to vary the line types for cleaner drawings.

j. All existing trees within the proposed site and adjacent to the site must be accurately identified on the plan. Existing trees must be labeled as to their size, species and if they are intended to remain, be removed or transplanted. All replacement mitigation trees will need to be shown separately on the plan. Tree protection standards for existing trees to remain shall be included on the plan.

k. The extent and location of proposed trees, shrubs and perennials and quantities of each species. Plant materials are to be drawn at two-thirds of their mature size.

l. Landscape schedule including the represented plant symbol, Latin name, common name, planting size and number of individual plants. All plant materials are to meet the minimum size requirements as provided in this Code.

- m. Proposed treatment of all ground surfaces must be clearly indicated, including turf, paving, mulch, native grass, seeded grass, etc. Grass areas are to be specified as seed or sod, and a seed mix/rate specified.
- n. Sight distance triangles must be shown at street intersections pursuant to this Code.
- o. Project specific landscape notes and details to ensure the proper planting, establishment and survival of plant materials. Additional notes detailing the warranty for plant materials and continued maintenance shall be included.
- p. Open space and pedestrian circulation system.
- q. Proposed grading of the project site, including drainage swales, detention basins, retaining walls and any off-site infrastructure improvements.
- r. Notes for conservation and retention of top soil and landscape soil preparation.
- s. Restoration, revegetation or enhancement of disturbed natural areas or open space feature.
- t. Park structures, signage, play equipment, and other landscape or park amenities and appurtenances.
- u. A "pdf" file and an AutoCad drawing file of the final plat in an electronic format specified by the City Engineer.

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20) Post approval actions. Prior to issuance of a building or grading permit, the applicant shall submit the following documentation to the City:

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- a. List of contractors. List of all contractors that will be performing the improvements.
- b. Proof of insurance/business license. Proof of workman's comprehensive insurance and liability insurance for each contractor and business license.
- c. Open space deed restriction. Areas designated as open space shall be protected by a deed restriction or other appropriate method to ensure that they cannot be subdivided or developed in the future and will remain as open space until the use is modified by the City.
- d. Construction traffic control plan. Applicant will develop a plan for City Engineer or appointee, review that addresses construction traffic, construction water, temporary road closures, street repairs, dust, noise and other construction-related concerns.
- e. Other certificates, affidavits, enforcements or deductions as required by the City.

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G. *Approval.* The City Codes Administrator shall review and act on the Preliminary Plat. The Codes Administrator may choose to approve, approve with conditions, or deny the Preliminary Plat.

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H. Final Plat review criteria. In addition to all provisions of this Code, the City shall use the following criteria to evaluate the applicant's final plat application:

1. The Final Plat is in substantial conformance with the approved Preliminary Plat. For the purposes of this Code, "substantial conformance", includes design adjustments made to meet any conditions of preliminary plat approval, and is determined as follows:

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a. Does not change any land use of the proposed plat.

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b. Does not contain changes which would render the final plat in nonconformance with requirements of this Code.

c. Does not contain significant changes in street alignment and/or access points, or other public elements such as drainage improvements, utility lines or facilities.

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d. Does not change any measurable standard (other than above) by more than 15 percent.

e. The development complies with this Code, the Comprehensive Plan and the Civic Master Plan.

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I. Timeframe related to approval of Final Plat. A final plat is in full force and effect for a period of three years from date of recordation unless a longer timeframe is specifically allowed by the City in an approved Development Agreement or unless public improvements are completed and accepted on all or a portion of the final plat. Applicants may formally request two, one-year extension from the City prior to termination of final plat approval. Prior to the expiration of the original three-year timeframe or the extension (five-year total) timeframe, an applicant may formally request an additional extension if substantial progress has been made on installation of public improvements.

#### 7.5.6 Minor subdivision plat

A. Minor Subdivision Plat purpose.

1. The purpose of the Minor Subdivision Plat is is a subdivision, or amendment to a subdivision, which has been previously platted, includes no additional public right-of-way dedication, and includes one or more of the following:

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i. The boundaries of six or fewer lots are created from one parent tract or lot, cumulatively; (ex. any portion of a tract that is subdivided counts toward the six total, and does not itself become a new parent tract to subdivide an additional six lots from)

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ii. Any lot line adjustment, consolidation of multiple lots into one.

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B. Minor Subdivision plat application submittal. The applicant shall submit the complete Minor Subdivision plat application package to the City. The application shall be formatted and packaged per the application submittal checklist provided by the City and include:

i. Development application form.

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- ii. Application fee.
- iii. Title commitment. A current title commitment, dated no more than 30 days from the date of minor subdivision plat application submittal.

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C. Minor Subdivision plat standards. The plat drawing shall comply with the following standards:

- i. The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of South Carolina requirements.
- ii. Except for parcels separated by public rights-of-way, public tracts, or railroads, parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.
- iii. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.
- v. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
- vi. All signatures shall be made in black drawing ink.
- viii. North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.
- ix. Vicinity map.
- x. Legal description.
- xi. Basis for establishing bearing.
- xii. Names and addresses of owners, applicant, designers, engineers and surveyors.
- xiii. Total acreage of subdivision.
- xiv. Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.
- xv.) Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.
- xvi. Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.
- xvii. Existing rights-of-way in and adjacent to subject property (labeled and dimensioned).
- xviii. Existing and proposed street names for all streets on and adjacent to the property.
- xix. Existing easements and their type in and adjacent to subject property (labeled and dimensioned).
- xx. Location and description of monuments.
- xxi. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).

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xxii Certificates blocks for signatures of owner, surveyor, utility providers, and City approval, as applicable.

D. Record Minor Subdivision Plat. Five signed copies of the minor subdivision plat shall be delivered to the City. The applicant will be responsible to record the minor subdivision plat with Beaufort County.

### 7.5.7 Site Plan

A. Site Plan Purpose. The site plan is a prerequisite to a building permit for all multi-family (excluding duplexes), commercial, and industrial developments. The site plan shows how the lot will be developed so that the City can ensure that the site design will be in compliance with all City regulations and this Code.

#### B. Site Plan Application.

1. Land use application form.
2. Application fee and fee agreement.
3. Site Plan plat — The site plan shall be a minimum of 18 inches by 24 inches and shall provide the following information:
  - i. Title of project.
  - ii. North arrow, scale (no greater than one inch equals 50 feet) and date of preparation.
  - iii. Vicinity map.
  - iv. Address of project.
  - v. Legal description of property.
  - vi. Name, address and phone number of property owner.
  - vii. Name, address and phone number of person or firm responsible for plan.
  - viii. Lot size (square footage).
  - ix. Bearings and distances of all lot lines.
  - x. Existing and proposed easements and rights-of-way.
  - xi. Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings.
  - xii. Gathering areas for people.
  - xiii. Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
  - xiv. Existing and proposed two-foot contours.
  - xv. Existing waterways on or adjacent to the site.
  - xvi. Finished floor elevations for all structures.
  - xvii. Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines.

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- xviii. Existing structures and their use.
- xix. Square footage of the proposed building(s) and the footprint of the proposed building(s).
- xx. Proposed structure height.
- xxi. For commercial and industrial uses, the type of activity and number of employees.
- xxii. For multi-family residential, the number of residential units and bedrooms per unit.
- xxiii. Location of proposed signs and lights.
- xxiv. Specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in footcandles) of these fixtures across the site to all property boundaries.
- xxv. Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
- xxvi. Trash disposal areas and enclosures including specifications for enclosures.
- xxvii. Location and size of existing and proposed water and sewer service connections and tap sizes.
- xxviii. Location and size of water and sewer lines to which the service connections will be or are made.
- xxix. Location and size of water meter(s).
- xxx. Location and size of backflow-prevention devices.
- xxxi. Indication of how and where perimeter drain will drain (if one exists).
- xxxii. Location of existing electrical lines and poles on or adjacent to the site.
- xxxiii. Location of proposed electrical service connection and meter location.
- xxxiv. Location of electric transformer.
- xxxv. Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within 500 feet.
- xxxvi. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.
- xxxvii. The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.
- xxxviii. A land use chart (table).
- xxxix. Certificate blocks for signatures of owner, surveyor, utility providers, and City approval, as applicable.

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C.Design standards — Demonstrate in written or graphic form how the proposed structure(s) is consistent with the design requirements of this code. Exterior elevations of proposed structures/graphic visual aids. Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials and cut sheets to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective

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drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.

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D. *Certified drainage report* — A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate sanitation district (if applicable) prior to submittal of the report to the City as part of the site plan application.

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E. *Final landscape and open space plan.* Provide an existing and proposed landscape and open space plan consistent with this Section.

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F. *TRC and Staff Review.* Staff and TRC reviews application and prepares comments. Staff and TRC will review the site plan map to ensure it is consistent with the site plan review criteria. Following the review, Staff will prepare a written report outlining any changes that the applicant must make before the site plan can be recommended for public hearing with the Planning Commission. This report will be forwarded to the applicant.

1 Applicant addresses staff comments. Applicant shall make all necessary changes to the site plan and resubmit a revised copy to the City.

G *Public Meeting:* The Planning Commission shall hold a public meeting on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard. Decisions/Findings of Fact: Following the public meeting, the Planning Commission may approve, deny, or approve with conditions the application for a Major Development. No Major Development shall be approved unless the following findings of fact can be made:

1. The plan is consistent with the adopted plans and policies of the City.
2. The plan complies with all applicable requirements of this Code.
3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed.
4. The proposed plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.
5. The proposed plan conforms to the Building Design Standards in Article 4.
6. The application will not substantially lessen the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

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H. *Post approval actions.*

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1. *Building Permit.* A building permit shall be issued only when a site plan has been approved. However, with the approval of the City, an applicant may submit a building permit application concurrent with the site plan application. Building permits shall not be issued for any development that is not in conformance with the approved site plan.

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2. Phasing and expiration of approval. The site plan shall be effective for a period of three years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three years from the date of Phase I approval.

I. Appeals.

Any party aggrieved by the decisions of the Planning Commission may appeal to the Circuit Court of Beaufort County within 30 days of the decision.

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J. Permit Validity.

Upon the approval of the Major Development Design application, the applicant shall have 2 years to obtain a Project Permit. Failure to secure a permit for the permitted work within this time shall render the compliance void. Any change to the approved plans that has not been authorized by the Administrator shall invalidate the design approval, and any subsequent building permits.

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K. Permit Extension: The Administrator may grant up to three one-year extensions of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.

L. Amendments to approved Site Plans.

1. Minor variations in the location of structures, improvements, or open space areas caused by engineering or other unforeseen difficulties may be reviewed and approved by the City Staff. Such changes shall not exceed ten percent of any measurable standard or modify the use, character, or density of an approved site plan. All plans so modified shall be revised to show the authorized changes and shall become a part of the permanent records of the City.

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2. Changes to approved site plans that exceed the ten percent threshold, or other major modifications (such as changes in building size or footprint, relocation of access points, changes to required parking, etc.), shall be considered as a new site plan application. Such amendments shall require Planning Commission review and approval to become effective. A complete site plan application shall be prepared and submitted in compliance with the requirements set forth in this Section.

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### 9.9.1 PROVISIONS FOR ALL SUBDIVISIONS

~~A. **Applicability:** All development that involves the subdivision of one or more parcels shall be subject to the subdivision approval requirements of this division, with the following exceptions:~~

- ~~1. The division of land into parcels of 5 acres or more where no new street is involved.~~
- ~~2. Subdivision of land into parcels of less than 5,000 square feet in area when they are exclusively for the provision of local utilities such as pump stations.~~
- ~~3. The combination or recombination of entire lots of record where no new street or change to existing streets is involved.~~

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~~BA. **Applicability:** Land Development Standards, See Article 7 of this code.~~

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~~CB. **Unlawful to Record Plat without City Approval:** It shall be unlawful to offer and cause to be recorded any plan, plat, or replat of land within the city limits of Beaufort with the Beaufort County Register of Deeds office unless the same bears the endorsement and approval of the city.~~

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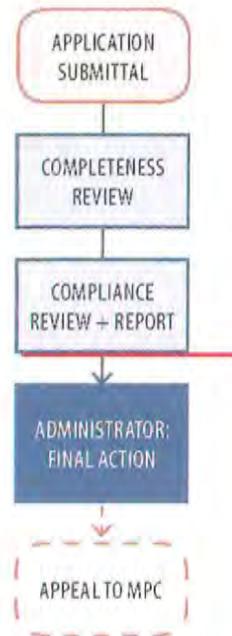
~~CD. **Appeals:**~~

- ~~1. Subdivision Plat decisions made by the **Metropolitan** Planning Commission (MPC) may be appealed to the circuit court within 30 days of the decision.~~
- ~~2. Subdivision Plat decisions made by the TRC may be appealed to the MPC within 30 days of the decision. The MPC shall review the Subdivision Plat within 60 days and shall have all of the same authority as the TRC in such review. The decision of the MPC shall be final.~~

~~DE. **Permit Validity:** A subdivision approval shall expire as set out in Section 9.1.9 (Vested Rights and Expiration of Approvals) of this Code unless a Certificate of Compliance is obtained, or it is recorded at the Beaufort County Register of Deeds office.~~



## 9.9.2 MINOR SUBDIVISION



- A. **Applicability:** ~~See Land Development Standards, Article 7 of this code. The Minor Subdivision review process is allowed for those divisions of land that:~~
- ~~1. Combine or recombine portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of this Code. A nonconforming lot may be included in a lot recombination if the resultant lot becomes closer to conformity.~~
  - ~~2. Subdivide parcels less than 10 acres in size.~~
  - ~~3. Create no new streets.~~
  - ~~4. Do not involve any other conditions that require any additional approval(s) from any city board or commission, as determined by the Administrator.~~
- B. **Process Type:** Administrative.
- C. **Required Application Information:** ~~A Minor Subdivision plat shall be submitted consistent with the requirements of the city.~~
- DC. **Exceptions:**
- Any development that utilizes the Small-Scale Planned Infill Standards (Section 2.8.1) or the Cottage Court Standards (Section 2.8.2) may divide land into 10 or fewer lots and be reviewed as a minor subdivision.
  - A rear lane, accessed off of a separate, platted street, which provides access to the rear of a lot, will not be considered a "new street" for the purposes of this section.
  - The subdivision of any property listed on the original 1969 National Historic Landmark District nomination is not permitted. Variance requests for this provision may be made per Section 9.14.

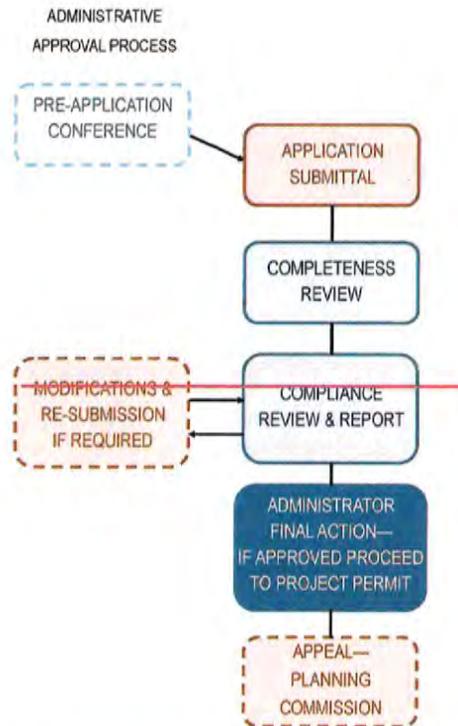


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## 9.8.2 DEVELOPMENT DESIGN REVIEW (MAJOR)

### A. Applicability:

1. **Civic and Educational Facilities:** Any new development classified as a Civic Facility or Educational Facility (see Sections 3.4.1 A. and 3.4.1 C.).
2. **Vehicle-Related Uses:** Any new development that includes fuel-dispensing facilities, drive-thru facilities, or structured parking.
3. **Nonresidential Development:** Any commercial development.
4. **Residential Development:** Single-family attached or multi-family developments containing more than 405 units.
5. **Exceptions:**
  - a. Lots in the Beaufort Historic District are not subject to Development Design Review, and shall instead be evaluated by the HRB for compliance with the Historic District Guidelines (see Section 9.10 Certificate of Appropriateness, Minor and Major).
  - b. Projects in Redevelopment District Overlay Districts, are not subject to review by the Planning Commission and shall instead be evaluated by the Administrator (see Section 2.7.3). The Administrator shall post all projects for review in said districts for a 15-day public review and comment period for each major submittal. Minor revisions to the plans (not related to use, density, building frontage, or building height) shall not constitute a major submittal. A copy of all public comments shall be disseminated to the applicant and Administrator for each public comment period. The Administrator shall respond in writing to all public comments after each major submittal, and the project will be required to attend a TRC committee meeting before the project is issued final approval.



- B. **Process Type:** Discretionary. See Section 7.5.1, 7.5.2, 7.5.4, 7.5.5, 7.5.6, 7.5.7.
- C. ~~**Pre-Application Procedure:** Every applicant for a Major Development Plan is required to meet with the Administrator prior to the submittal of an application. The purpose of this meeting is to provide clarification and assistance in the preparation and submission of plat for approval. It is recommended that the applicant provide a Sketch Plan (Section 9.3.1 B.) to the Administrator prior to or at the pre-application conference. The provision of a sketch plan will allow the Administrator an opportunity to review the proposal before the applicant expends funds on the preparation of a detailed Site Plan.~~
- D. ~~**Required Application Information:** Site Analysis (Section 9.3.1 A.), Sketch Plan (Section 9.3.1 B.), Site Plan (Section 9.3.1 C.), Construction Documents (Section 9.3.1 D.), As-Built Drawings (Section 9.3.1 E.), Building Elevations for Design Review (Section 9.3.1 G.), a Traffic Impact Analysis (Section 7.2.3) and/or Archeological Impact Analysis (Section 8.3) may also be necessary as determined by the Administrator.~~
- E. ~~**Determination of Completeness:** The Administrator shall review the application to ensure that it is complete, prepare a report and recommendation on the application, and schedule the matter for a public review before the Design Review Board.~~
- F. **Public Notification:** ~~Sketch Plan and Site Plan, all property owners within 300 feet~~None.

~~G. **Neighborhood Meeting:** Optional.~~

H. **Public Hearing/Meeting:** The Planning Commission shall hold a public hearing/meeting on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard.

I. ~~**Decisions/Findings of Fact:** Following the public meeting, the Planning Commission may approve, deny, or approve with conditions the application for a Major Development. No Major Development shall be approved unless the following findings of fact can be made:~~

- ~~1. The plan is consistent with the adopted plans and policies of the City.~~
- ~~2. The plan complies with all applicable requirements of this Code.~~
- ~~3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed.~~
- ~~4. The proposed plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.~~
- ~~5. The proposed plan conforms to the Building Design Standards in Article 4.~~
- ~~6. The application will not substantially lessen the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.~~

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J. ~~**Time Frame for Review:** Major Development Design applications shall be acted upon within 90 days after filing; otherwise, the application shall be deemed approved, and a permit shall be issued. An extension of time may be granted by mutual consent of the Planning Commission and the applicant. Following approval, or approval with conditions, the applicant shall be directed to prepare detailed Construction Documents (Section 9.3.1 D.) for final approval by the Administrator and the TRC (as necessary).~~

K. ~~**Appeals:** Any party aggrieved by the decisions of the Planning Commission may appeal to the Circuit Court of Beaufort County within 30 days of the decision.~~

L. ~~**Permit Validity:** Upon the approval of the Major Development Design application, the applicant shall have 2 years to obtain a Project Permit. Failure to secure a permit for the permitted work within this time shall render the compliance void. Any change to the approved plans that has not been authorized by the Administrator shall invalidate the design approval, and any subsequent building permits.~~

M. ~~**Permit Extension:** The Administrator may grant up to 5 one-year extensions of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.~~

(Ord. No. O-14 23, 9-26-2023)

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ANNEXATION REQUEST  
23 HORTON DRIVE



## STAFF REPORT: Annexation & Zoning-23 Horton Dr

DATE: August 19th, 2024

<b>GENERAL INFORMATION</b>		
Applicant:	Merrit Patterson/Owner	
Address/Parcel Number:	23 Horton Dr/R100 029 000 0115 0000	
Applicant's Request:	To annex the site into the City's Jurisdiction and have the property zoned Light Industrial-LI.	
<b>ZONING DISTRICT INFORMATION</b>		
	Current County Zone-C5RCMU	Requested City Zone-Light Industrial-LI
Lot Width at Setback:	150 ft	50 ft
Max Lot Coverage:	N/A	N/A
Min. Frontage Build Out	N/A	N/A
Front Setback	25 ft	15 ft
Side Setback	15 ft	0 ft, 25 ft abutting different zone
Rear Setback	10 ft	10 ft, 25 ft abutting different zone
Building Height:	3 stories max	4 stories max
<b>SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS</b>		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setback &amp; Buffer required if rezoned</u>
North: Light Industrial-(LI)	Industrial Uses	0 ft
South: Regional Mix-use (RMX)	Parking lot and Forested	25 ft, 2 broadleaf overstory trees per 100 linear feet
East: Dual Zone (T5-UC/RMX)	Car Dealership	25 ft, 2 broadleaf overstory trees per 100 linear feet
West: C5RCMU (County)	Mobile Home Park	25 ft, 2 broadleaf overstory trees per 100 linear feet

**Background:** The applicant is seeking to have the parcel in question annexed into the city and re-zoned to Light Industrial-LI. The property is currently zoned C5RCMU in the County, which would allow industrial uses as a conditional use. The applicant has identified a need for more industrial space. If approved this parcel will function as an expansion of the Beaufort Industrial Park.

**July PC meeting:** The application was tabled at the July PC meeting. The Planning Commission requested consideration of the following issues, after hearing the case and public testimony. Staff has provided research or answers to each in red.

- 
- Consideration of Horton Drive, and its suitability for industrial traffic.  

Horton Drive narrows considerably as it reaches this property and becomes a one lane road. Its current function is primarily as a dead end residential street.
  - Consideration of the County process for approval—i.e. what powers or meetings would be required should the project be developed in the County.  

It is a conditional use in the county would not require any additional hearings before a DRB or PC. It would be approved by the Staff Review Team.

Staff reached out to the County Planning Director, who stated the Staff Review Team would likely require a traffic impact analysis and potentially major upgrades to Horton Drive based on said analysis, based on the condition and width of the road and the additional requirements/needs for industrial traffic. Any such improvements would be the developer's responsibility.
  - Discussion of having members tour the street, before making a recommendation.

**Compatibility with Adjacent Zoning:** As aforementioned, the property is currently zoned in a high density mixed use district which allows light industrial development as a conditional use. To the west of the site is a mobile home park that is within the County's jurisdiction. While it is not ideal to have dwellings adjacent to an Industrial use, *The Beaufort Code* requires an increased setback of 25 feet when a Light Industrial-LI zoned property abuts a parcel not zoned Light Industrial-LI to better separate uses (5.5.1). To the south and east of the site are parking areas for the adjacent car dealership, so no significant migration measurements are needed. To the north of the site is the existing Beaufort Industrial Park. Since the park is zoned Light Industrial-LI, *The Beaufort Code* does not have additional buffer or setback requirements.

In staff's view the use would be compatible only if Horton Drive is not utilized except for emergency traffic.

**Comprehensive Plan Compliance:** Since the site is currently not within the City's Jurisdiction, it does not have a city comprehensive plan designation. The adjacent northern properties are designated as Industrial and the adjacent properties to the east are designated as Urban Center. Light Industrial-LI is listed as a comparable zoning category in the comprehensive plan in these two destinations, so staff

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views this request as compatible. In the Northern Beaufort County Plan, the site is designated as Regional Commercial along with the properties adjacent to the west, south and east of the site. The Northern Beaufort County Plan has the adjacent north property designated as Light Industrial.

**Staff Analysis:**

- a) The property could be developed as light industrial in the County but would be required to make major upgrades to Horton Drive that may preclude development.**
- b) Horton Drive is not suitable in width or condition for anything other than low density residential development.**
- c) The applicant can provide their primary access to the lot from the industrial park, which would eliminate the demand or need for access to Horton Drive.**
- d) As per City standards, a Traffic Impact Analysis is only triggered at 50 peak hour trips. It is unlikely a proposed industrial use at this property would trigger a TIA. There is no other requirement in Chapter 7, allowing the Director such discretion to require a TIA if the trips amount is not met.**
- e) Annexations are voluntary and can be rejected for any reason. Any agreement made with the annexation that the developer only use Horton Drive for emergency access, would need to be agreed upon by both parties.**

**RECOMMENDATIONS**

**Staff Recommendations:**

Staff recommends forwarding a recommendation of approval for the annexation to City Council.

Staff recommends forwarding a recommendation of approval for the re-zoning to Light Industrial-LI to City Council, with the recommendation that access is limited from Horton Drive to emergency vehicles only.



# REZONING APPLICATION (EXCEPT FOR PUDS)

Community Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7011 / f. (843) 986-5606  
Email: development@cityofbeaufort.org/www.cityofbeaufort.org

Application Fee: \$200 +  
\$10 for each additional lot  
Receipt \_\_\_\_\_

OFFICE USE ONLY: Date Filed: \_\_\_\_\_ Application #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Submittal Requirements:** You must attach a boundary map prepared by a registered land surveyor of the tract, plot, or properties, in question, and all other adjoining lots of properties under the same ownership. 1 hardcopy of all application materials are required along with a digital copy.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?  Yes  No

### Applicant, Owner and Property Information

Property Address: 23 HORTON DRIVE, BEAUFORT, SC, 29902  
Property Identification Number (Tax Map & Parcel Number): R100 029 000 0115 0000 | AIN# 168197  
Applicant Name: MERRITT PATTERSON  
Applicant Address: 2732 DEPOT ROAD  
Applicant E-mail: PATTERSON@ISLC.NET Applicant Phone Number: 843-812-6473  
Property Owner (if other than the Applicant): \_\_\_\_\_  
Property Owner Address: 2732 DEPOT ROAD, BEAUFORT, SC, 29902.

Have any previous applications been made for a map amendment affecting these same premises? ( ) YES (X) NO  
If yes, give action(s) taken: \_\_\_\_\_

Present zone classification: COUNTY - C5 R CMU (REGIONAL CENTER - MIXED USE)  
Requested zone classification: CITY - LI (LIGHT INDUSTRIAL)

Total area of property: 3.187 ACRES

Existing land use: VACANT LAND - ABANDONED BLACK HOUSE.

Desired land use: SMALL TO MEDIUM OFFICE WAREHOUSE SIMILAR TO BEAUFORT INDUSTRIAL VILLAGE USE AS THEY NOW EXIST

Reasons for requesting rezoning: TO HAVE ONE PERMIT AUTHORITY FOR ENTIRE BUSINESS PARK, PROVIDE ADDITIONAL PROPERTIES FOR LEASE OR SALE.

Applicant's Signature: Merritt Patterson Date: 6-18-29.

NOTE: If the applicant is not the property owner, the property owner must sign below.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Narrative for Annexation Request, 25 Horton Drive.

The annexation of these three acres into the City of Beaufort will allow the expansion of the existing Beaufort Industrial Village business park. The existing project was designed for those business not requiring significant highway frontage and meets the comprehensive planning goals of providing service businesses in a pleasant, clean ,landscaped business park with restrictions and covenants. These are the business as you see that exist today in the park with access from Burton Hill Road. The primary users of this park have been government entities. Including Voter registration, Sheriff's laboratories, County record keeping and street sign maintenance, Clemson extension and three building for County treasury offices and other accounting functions. Also present are car repair services, high performance vehicle services, dock building supplies, a Kazoo factory, an electrical supply business and a self- storage facility. This new combined tract will be five acres and will focus on probably a 3,000 to 5,000 sf footprint of a building. Based on input from our Economic Development officer John O- Toole, we are considering a two-story option as built in multiple locations in Bluffton. This will act as an alternative for the Beaufort Commerce Park which is set up for larger users and more speculative space.

Below are some representative photos of existing buildings in the park and some two-story options.



Beaufort Industrial Village



Beaufort Industrial Village



Beaufort Industrial Village



Bluffton



Maryland service building



Maryland service building

**From:** Merritt Patterson patterson@islc.net  
**Subject:** Re: Annexation Request , 23 Horton Drive  
**Date:** June 10, 2024 at 3:06 PM  
**To:** Freese Curt cfreese@cityofbeaufort.org  
**Cc:** Patterson Merritt patterson@islc.net



Curt, Thank you for the note. The requested zoning is LI- light Industrial. This is identical to the rest of the property in the Beaufort Industrial Village. Thanks.

On Jun 7, 2024, at 8:53 AM, Curt Freese <cfreese@cityofbeaufort.org> wrote:

Hello,

I did see this yesterday. I assume you want to be zoned LI? Is that correct? It was not in the packet. We should have it on the PC agenda for July. I don't foresee any issues with it.

Best,

Curt Freese, AICP  
Community Development Director  
1911 Boundary Street  
Beaufort SC, 29902  
cfreese@cityofbeaufort.org  
843-525-7012

-----Original Message-----

From: Merritt Patterson <patterson@islc.net>  
Sent: Wednesday, June 5, 2024 9:58 AM  
To: Curt Freese <cfreese@cityofbeaufort.org>  
Cc: Patterson Merritt <patterson@islc.net>  
Subject: Annexation Request , 23 Horton Drive

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Curt, some time ago you and I met to discuss a possible candidate for annexation into the City of Beaufort. We are now ready to proceed with that annexation. attached is the Petition of Annexation. Below is the brief description of the property.

This property is adjacent to a Lot I own in the Beaufort Industrial Village. Both properties have been owned by me for many years. The intent is to expand the business park at this location. The usage shall be as currently developed as a light business park. Initially the planning will consider small office warehouse uses and service business. The restrictions and covenants shall be similar to the existing park.

The lot can be accessed by a paved road and the address is 25 Horton Drive. Public water is already connected to this lot.

Please proceed with the formal process of annexation.

TO THE MEMBERS OF  
CITY COUNCIL  
CITY OF BEAUFORT, SOUTH CAROLINA

)  
)  
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PETITION OF ANNEXATION

We, the undersigned freeholders, pursuant to Section 5-3-150, South Carolina Code of Laws, 1976, as amended, do pray that your Honorable Body accept the petition and annex the enclosed described area, and enact an Ordinance declaring the area annexed to the City of Beaufort with full City privileges accorded to, and responsibilities required of, the said residents thereof and the lands and properties and businesses erected therein, subject only to the conditions, provisions, and limitations hereinafter set forth. The said annexation shall be upon terms, limitations, provisions, and conditions as follows:

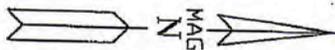
The City of Beaufort shall furnish and render as promptly as practical to said area, its residents and properties, all of privileges, benefits, rights and services now and hereinafter to be accorded the citizens within the corporate limits of the City of Beaufort in every particular under its charter and general special laws of South Carolina applicable to the City of Beaufort, and subject to the existing ordinances of the City.

The petitioning area to be annexed is described as follows:

23 HORTON DRIVE  
AIN #: 168197  
MAP+PARCEL: R 100 029 000 0115 0000  
3.2 ACRES, CURRENTLY IN BEAUFORT COUNTY.  
PLAT BOOK 2590 PAGE 1592

Plat of area to be annexed and list of freeholders are attached hereto.

Name (print)	Address	Signature	Date of Signature
MERRITT PATTERSON	317 LAURENS ST, BFT.SC.	<i>Merritt Patterson</i>	8/10/23



NO.	BEARING	DISTANCE
AA	S02°34'12"W	11.86'
AB	S18°51'00"W	28.94'
AC	S18°51'00"W	46.98'
AD	N09°15'50"W	41.78'
AE	N89°57'13"E	67.87'
AF	S01°11'15"W	26.24'



- LEGEND:
- OHL - OVERHEAD LINE
  - SAT - SATELLITE DISH
  - PP - POWER POLE
  - LP - LIGHT POLE
  - GT - GAS TANK
  - SD - STORM DRAIN

This plat of property is exempt from having to obtain a subdivision approval under the provision of the Beaufort County Development Standards Ordinance as provided for in Article 1, Division Section 10086.11.07.

*David S. Youmans*  
6/15/07

CLOSING PLAT PREPARED FOR  
MERRITT PATTERSON  
BEAUFORT COUNTY, SOUTH CAROLINA

FIRST CAROLINA CORP.

THE SAME BEING A PORTION OF PICK POCKET PLANTATION AS SHOWN ON A PLAT BY A.O. CHRISTENSEN DATED MARCH 1941, REVISED JAN. 1946 AND RECORDED IN THE REGISTER OF DEEDS OFFICE FOR BEAUFORT COUNTY, SOUTH CAROLINA IN PLAT BOOK 5, PAGE 37.

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS B SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

THIS PROPERTY IS LOCATED IN ZONE C AS DETERMINED BY FEMA, FIRM COMMUNITY-PANEL NUMBER 450025 0065 D, DATED 9-29-86.

R100-029-000-0115-0000



SCALE 1" = 100'

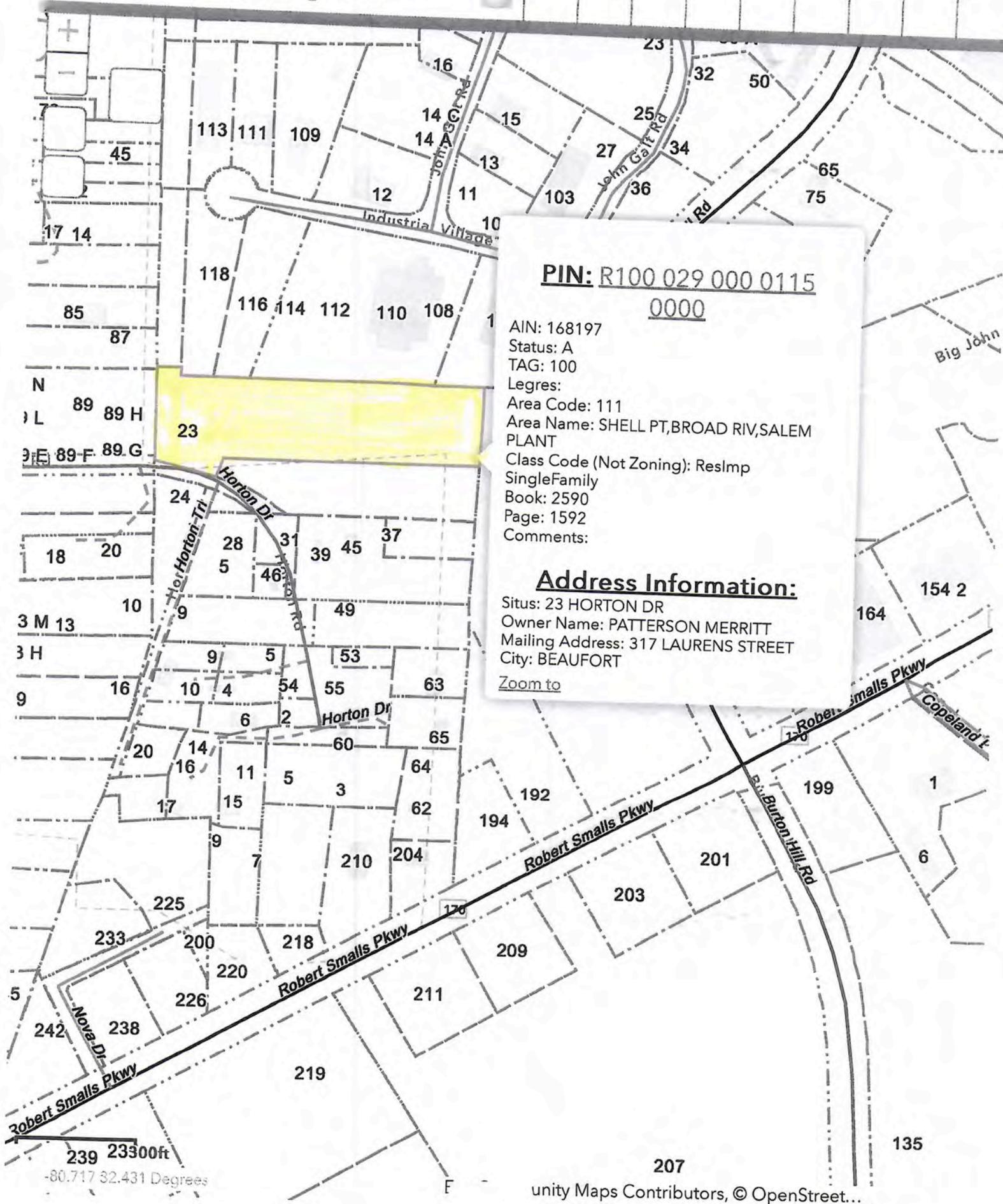
MAY 30, 2007  
P13382/MMA

*David S. Youmans*  
DAVID S. YOUNANS RLS 9765  
BEAUFORT SURVEYING, INC.  
1613 PARIS AVENUE  
PORT ROYAL, S.C. 29935  
PHONE (843) 524-3261



3.283 ACRES  
-0.096 AC IN ESMT.  
3.187 ACRES NET





**PIN:** R100 029 000 0115  
0000

AIN: 168197  
Status: A  
TAG: 100  
Legres:  
Area Code: 111  
Area Name: SHELL PT,BROAD RIV,SALEM PLANT  
Class Code (Not Zoning): ResImp  
SingleFamily  
Book: 2590  
Page: 1592  
Comments:

**Address Information:**

Situs: 23 HORTON DR  
Owner Name: PATTERSON MERRITT  
Mailing Address: 317 LAURENS STREET  
City: BEAUFORT

Zoom to

-80.717 32.431 Degrees

REZONING REQUEST  
23 HORTON DRIVE



REZONING APPLICATION (EXCEPT FOR PUDS)

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-5606
Email: development@cityofbeaufort.org/www.cityofbeaufort.org

Application Fee: \$200 +
\$10 for each additional lot
Receipt 178233

SPAYD
6/18 C

OFFICE USE ONLY: Date Filed: 6/18 Application #: 27152 Zoning District:

Submittal Requirements: You must attach a boundary map prepared by a registered land surveyor of the tract, plot, or properties, in question, and all other adjoining lots of properties under the same ownership. 1 hardcopy of all application materials are required along with a digital copy.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? [ ] Yes [X] No

Applicant, Owner and Property Information

Property Address: 23 HORTON DRIVE, BEAUFORT, SC, 29902
Property Identification Number (Tax Map & Parcel Number): R100 029 000 0115 0000 | 162197
Applicant Name: MERRITT PATTERSON
Applicant Address: 2732 DEPOT ROAD
Applicant E-mail: PATTERSON@ISLC.NET Applicant Phone Number: 843-812-6173
Property Owner (if other than the Applicant):
Property Owner Address: 2732 DEPOT ROAD, BEAUFORT, SC, 29902.

Have any previous applications been made for a map amendment affecting these same premises? ( ) YES (X) NO
If yes, give action(s) taken:

Present zone classification: COUNTY - C5 R CMU (REGIONAL CENTER - MIXED USE)

Requested zone classification: CITY - LI (LIGHT INDUSTRIAL)

Total area of property: 3.187 ACRES

Existing land use: VACANT LAND - ABANDONED BLACK HOUSE.

Desired land use: SMALL TO MEDIUM OFFICE WAREHOUSE SIMILAR TO BEAUFORT INDUSTRIAL VILLAGE USE AS THEY NOW EXIST

Reasons for requesting rezoning: TO HAVE ONE PERMIT AUTHORITY FOR ENTIRE BUSINESS PARK, PROVIDE ADDITIONAL PROPERTIES FOR LEASE OR SALE.

Applicant's Signature: Merritt Patterson Date: 6-18-29

NOTE: If the applicant is not the property owner, the property owner must sign below.

Property Owner's Signature: Date:

See Section 6-15 of The Beaufort Code for detailed information about Rezoning (except for PUDs). Last revised: 06-28-2022

Narrative for Annexation Request, 25 Horton Drive.

The annexation of these three acres into the City of Beaufort will allow the expansion of the existing Beaufort Industrial Village business park. The existing project was designed for those business not requiring significant highway frontage and meets the comprehensive planning goals of providing service businesses in a pleasant, clean ,landscaped business park with restrictions and covenants. These are the business as you see that exist today in the park with access from Burton Hill Road. The primary users of this park have been government entities. Including Voter registration, Sheriff's laboratories, County record keeping and street sign maintenance, Clemson extension and three building for County treasury offices and other accounting functions. Also present are car repair services, high performance vehicle services, dock building supplies, a Kazoo factory, an electrical supply business and a self- storage facility. This new combined tract will be five acres and will focus on probably a 3,000 to 5,000 sf footprint of a building. Based on input from our Economic Development officer John O- Toole, we are considering a two-story option as built in multiple locations in Bluffton. This will act as an alternative for the Beaufort Commerce Park which is set up for larger users and more speculative space.

Below are some representative photos of existing buildings in the park and some two-story options.



Beaufort Industrial Village





Beaufort Industrial Village



Lot 17 M&W Lighting

Beaufort Industrial Village



Bluffton



Maryland service building



Maryland service building



**From:** Merritt Patterson patterson@islc.net  
**Subject:** Re: Annexation Request , 23 Horton Drive  
**Date:** June 10, 2024 at 3:06 PM  
**To:** Freese Curt cfreese@cityofbeaufort.org  
**Cc:** Patterson Merritt patterson@islc.net



Curt, Thank you for the note. The requested zoning is LI- light Industrial. This is identical to the rest of the property in the Beaufort Industrial Village. Thanks.

On Jun 7, 2024, at 8:53 AM, Curt Freese <cfreese@cityofbeaufort.org> wrote:

Hello,

I did see this yesterday. I assume you want to be zoned LI? Is that correct? It was not in the packet. We should have it on the PC agenda for July. I don't foresee any issues with it.

Best,

Curt Freese, AICP  
Community Development Director  
1911 Boundary Street  
Beaufort SC, 29902  
cfreese@cityofbeaufort.org  
843-525-7012

-----Original Message-----

From: Merritt Patterson <patterson@islc.net>  
Sent: Wednesday, June 5, 2024 9:58 AM  
To: Curt Freese <cfreese@cityofbeaufort.org>  
Cc: Patterson Merritt <patterson@islc.net>  
Subject: Annexation Request , 23 Horton Drive

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Curt, some time ago you and I met to discuss a possible candidate for annexation into the City of Beaufort. We are now ready to proceed with that annexation. attached is the Petition of Annexation. Below is the brief description of the property.

This property is adjacent to a Lot I own in the Beaufort Industrial Village. Both properties have been owned by me for many years. The intent is to expand the business park at this location. The usage shall be as currently developed as a light business park. Initially the planning will consider small office warehouse uses and service business. The restrictions and covenants shall be similar to the existing park.

The lot can be accessed by a paved road and the address is 25 Horton Drive. Public water is already connected to this lot.

Please proceed with the formal process of annexation.



TO THE MEMBERS OF )  
CITY COUNCIL ) PETITION OF ANNEXATION  
CITY OF BEAUFORT, SOUTH CAROLINA )

We, the undersigned freeholders, pursuant to Section 5-3-150, South Carolina Code of Laws, 1976, as amended, do pray that your Honorable Body accept the petition and annex the enclosed described area, and enact an Ordinance declaring the area annexed to the City of Beaufort with full City privileges accorded to, and responsibilities required of, the said residents thereof and the lands and properties and businesses erected therein, subject only to the conditions, provisions, and limitations hereinafter set forth. The said annexation shall be upon terms, limitations, provisions, and conditions as follows:

The City of Beaufort shall furnish and render as promptly as practical to said area, its residents and properties, all of privileges, benefits, rights and services now and hereinafter to be accorded the citizens within the corporate limits of the City of Beaufort in every particular under its charter and general special laws of South Carolina applicable to the City of Beaufort, and subject to the existing ordinances of the City.

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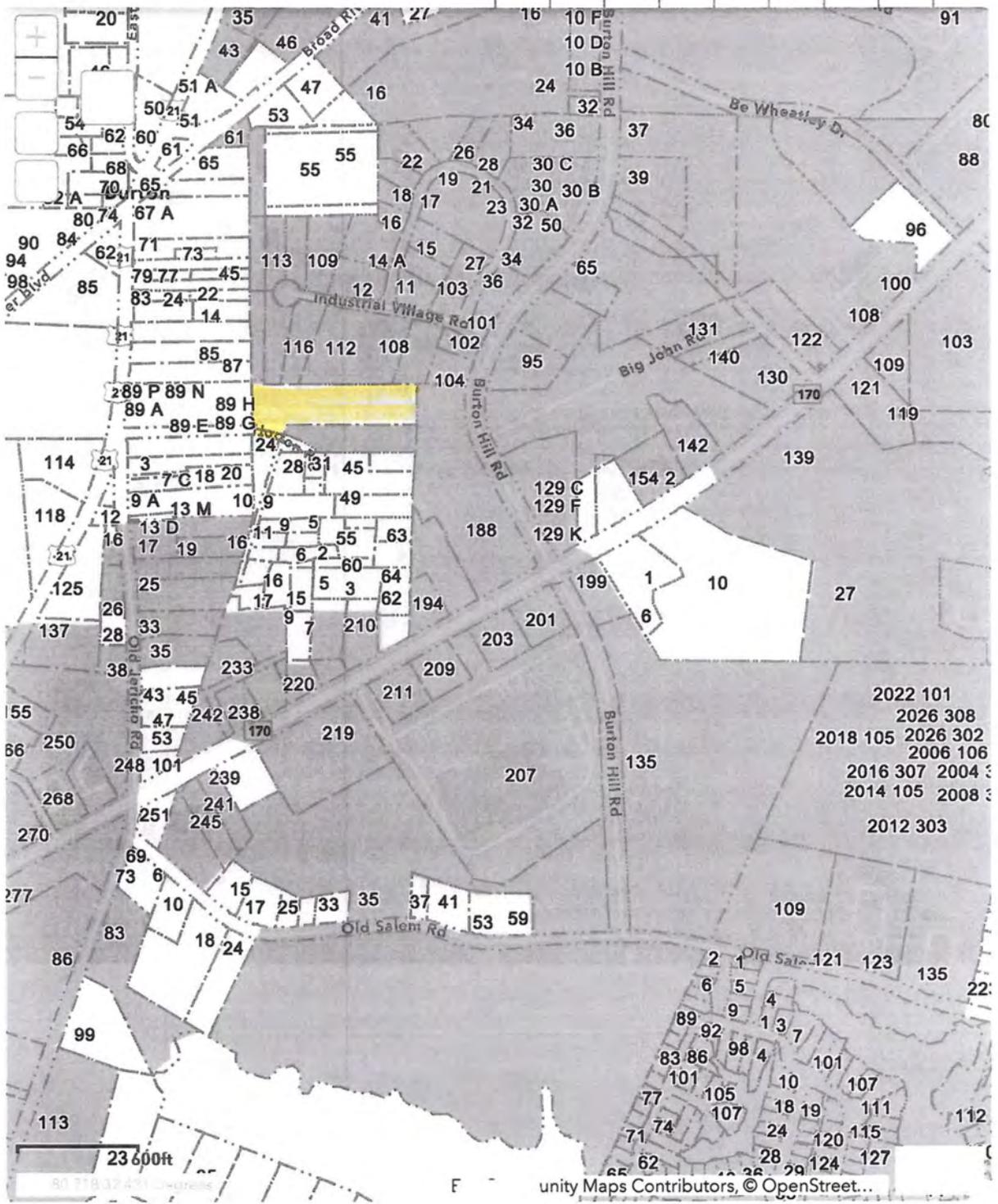
23 HORTON DRIVE  
AIN #: 168197  
MAP+PARCEL: R 100 029 000 0115 0000  
3.2 ACRES, CURRENTLY IN BEAUFORT COUNTY.  
PLAT BOOK 2590 PAGE 1592

Plat of area to be annexed and list of freeholders are attached hereto.

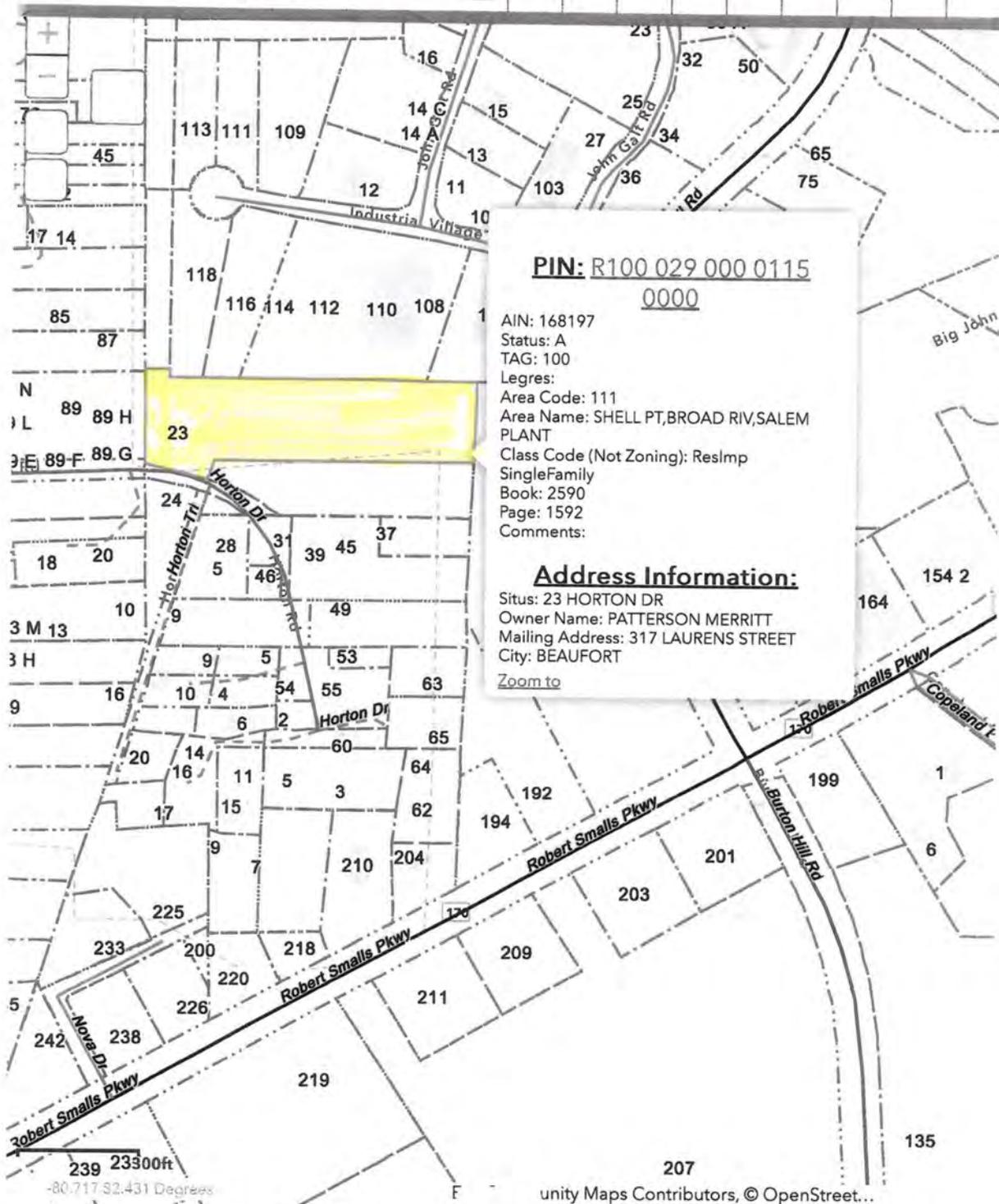
Name (print)	Address	Signature	Date of Signature
MERRITT PATTERSON,	317 LAURENS ST, BFT, SC.	<i>Merritt Patterson</i>	8/10/23







Municipal Boundary



**PIN:** R100 029 000 0115  
0000

AIN: 168197  
 Status: A  
 TAG: 100  
 Legres:  
 Area Code: 111  
 Area Name: SHELL PT,BROAD RIV,SALEM PLANT  
 Class Code (Not Zoning): ResImp  
 SingleFamily  
 Book: 2590  
 Page: 1592  
 Comments:

**Address Information:**

Situs: 23 HORTON DR  
 Owner Name: PATTERSON MERRITT  
 Mailing Address: 317 LAURENS STREET  
 City: BEAUFORT

[Zoom to](#)

239 23300ft  
 -80.717 32.431 Degrees

207  
 unity Maps Contributors, © OpenStreet...

TAXMAP INFO



## STAFF REPORT: Development Design Review-1140 Ribaut

DATE: August 19<sup>th</sup>, 2024

<b>GENERAL INFORMATION</b>		
<b>Applicant:</b>	Gutterball LLC/Doc & Andy Burris	
<b>Address/Parcel Number:</b>	1140 Ribaut Rd/R120 007 000 0019 0000	
<b>Applicant's Request:</b>	To convert the old bowling alley into a self-storage facility that will include a site manager's dwelling and two private upstairs dwellings.	
<b>ZONING DISTRICT INFORMATION</b>		
	<b>T5-UC</b>	
<b>Lot Width at Setback:</b>	N/A	
<b>Max Lot Coverage:</b>	100%	
<b>Min. Frontage Build Out</b>	Not applicable (3.8.2.A.2.c)	
<b>Front Setback</b>	Not applicable (3.8.2.A.2.c)	
<b>Side Setback</b>	0 ft; 0-15 ft corner/alley	
<b>Rear Setback</b>	5 ft	
<b>Building Height:</b>	2 stories min; 5 stories max	
<b>SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS</b>		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Adjacent Buffer Required</u>
North: T5-UC	Fire Station	N/A
South: T5-UC	Medical Equipment Supplier	N/A
East: T1	Forested Parcels	N/A
West: T4-N	Forested Parcels	N/A

**Background:** The applicants are seeking approval from the Planning Commission to redevelop the site into a self-storage facility that will include a dwelling for the site manager, office space for the self-storage facility and two dwellings on the second floor. The site manager's quarters will have 4 bedrooms, a recreational room and private storage. The upstairs dwellings will have one bedroom each and will not have a shared access point to the self-storage facility.

**Compatibility with Adjacent Zoning:** A self-storage facility is considered an industrial use and allowed in the T5-UC zone with the conditions outlined in 3.8.2.A, with the addition of conditions in the large footprint building (the building is over 20,000 sq. ft) Section 4.5.10, and Section 4.5.9 regarding liner buildings. The properties to the north and south are also zoned T-5-UC and will be compatible based on the zoning. The parcels to the west and east are forested, so a plethora of uses could be seen as

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compatible. *The Beaufort Code* does not call for any additional side or rear buffers with the adjacent uses or zones.

**Access:** The plans show an entrance point on Ribaut Rd and on Bowling Ln with the exits being on Firehouse Ln and Bowling Ln. From what the maps show and what the applicants claim, Bowling Rd stops at the property line but continues onto the site. From what the applicants claim, the portion of Bowling Ln that is on the site belongs to them. Staff will check with Public Works to confirm this.

**Parking:**

The site was developed as a bowling alley with traditional parking to the front of its façade. As per Section 4.5.10, 7, “A minimum of 75% of all parking shall be located behind the primary building or a Liner Building. The section of the code is problematic as overflow parking is kept along the Ribaut Road and Firehouse Lane corner. The applicant has provided a deed restriction in which only parking is allowed on this corner. Staff has recommended separating out the lot with overflow parking, so it is not part of this request, as no variances are authorized for parking per the Development Code.

**Changes Since July 15<sup>th</sup> PC meeting (tabled)**

The project was tabled at the July 15<sup>th</sup> meeting. Staff had not properly sent the plans to the City Architect for review, and a number of design requirements of the code were not satisfied. Staff and the City Architect met with the Applicant after the meeting to go over the non-satisfied requirements, specifically Sections 3.8.2.A.2.c, Sections 4.5.9, and Section 4.5.10. Please find the full requirements of each section below to assist in your understanding of the matter at hand.

The crux of the issue is self-storage is allowed in the T-5 UC district if it is in a multi-story building 300’ behind the road, or if a liner building is built between it and the street. As per Section 4.5.9, the liner building may be detached or attached, and must be 25-30 feet deep in either scenario. The earlier submittal had proposed a multi-story building but had not provided liner buildings from either public street (Firehouse Lane and Ribaut Rd).

The new plans create an attached liner building to be used as commercial offices, wrapping the Ribaut Road and Firehouse Lane frontages. Each frontage is also now provided with 40% fenestration as required under Section 4.6.3 C. These changes now make these sections of the building compliant with the code.

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List of Changes:

1. The applicant has added office uses along Ribaut Road Frontage and Firehouse Lane Frontage to create a liner element to screen the storage use for the building expansion section A2 (approx. 6,000 SF). The depth of the liner elements is approx. 25 feet.
2. The applicant has increased the depth of the office use along Ribaut Road Frontage at building expansion A1 (approx. 2,989 SF). The depth of the liner elements is approx. 25 feet.
3. The applicant has planned the liners so that they comply with the 75% minimum frontage build-out in section 4.5.9.B.2. The applicant shall clearly note these requirements on a plan as part of their final set.
4. The northeast corner of the property is part of a no-build easement. This area has been designated for parking, which will be screened by landscaping.

Architecture:

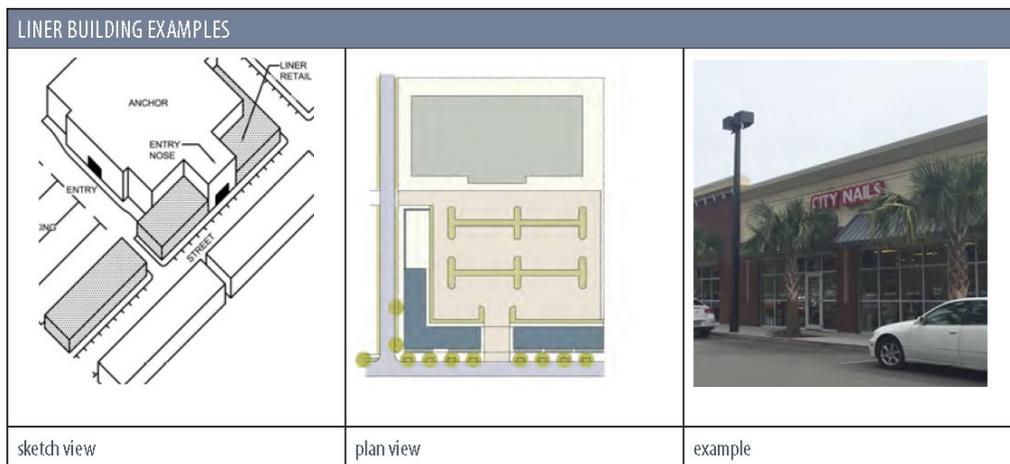
1. The applicant has removed the shutters from the project. The shutters have been replaced with window fenestration to comply with the 40% fenestration requirement of section 4.6.3.C.1. The actual percentage shall be placed on the drawing set for each elevation facing Ribaut Road and Firehouse Lane. This may be included on sheet A-4.0 but due to lack of clarity of the drawings, this cannot be confirmed.
2. The applicant has simplified the residential stair entrance to the 2<sup>nd</sup> floor units per staff's recommendation.
3. The applicant is proposing gas lanterns on the exterior walls of the residence and the office portion lining building expansion A1. Staff recommends those be electric lights.
4. Staff recommends the stucco finish be labeled as the fine finish per the Senerflex cutsheet.
5. Brick selection and stucco finish color are supported by staff.
6. Kolbe window selections are supported by staff.

### 3.8.2 A 2 c (Self Storage in T-5 UC).

**Specific to T5-UC and RMX:** Such use shall be setback a minimum of 300 feet from the public right-of-way, with the following exceptions:

- i. **Multi-Story:** Multi-story structures, with two or more habitable floors, may comply with the standard setbacks if the ground floor contains an office and/or retail component and meets all of the design standards in Section 4.6.
- ii. **Liner Building:** If a Liner Building exists between the storage units and the right-of-way, these uses may be located less than 300 [feet] from the public right-of-way. See [Section 4.5.9](#) for more requirements and standards for Liner Buildings.

### 4.5.9 - LINER BUILDING



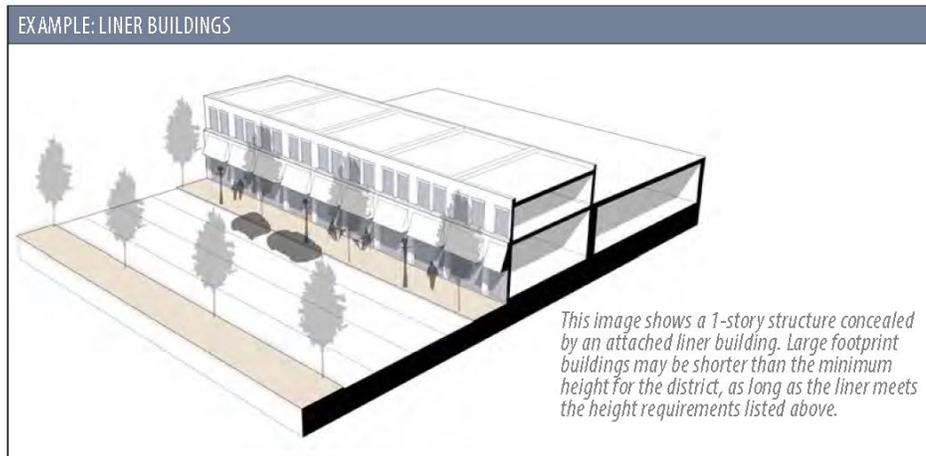
**A. Description:** This is a shallow structure, typically 25—30 feet deep, which is placed close to the street frontage. It is typically used in conjunction with other Liner Buildings to conceal surface or structured parking, or large-scale commercial buildings. These buildings may contain a variety of uses, including ground floor commercial, and upper-level offices or residential.

#### **B. Special Requirements:**

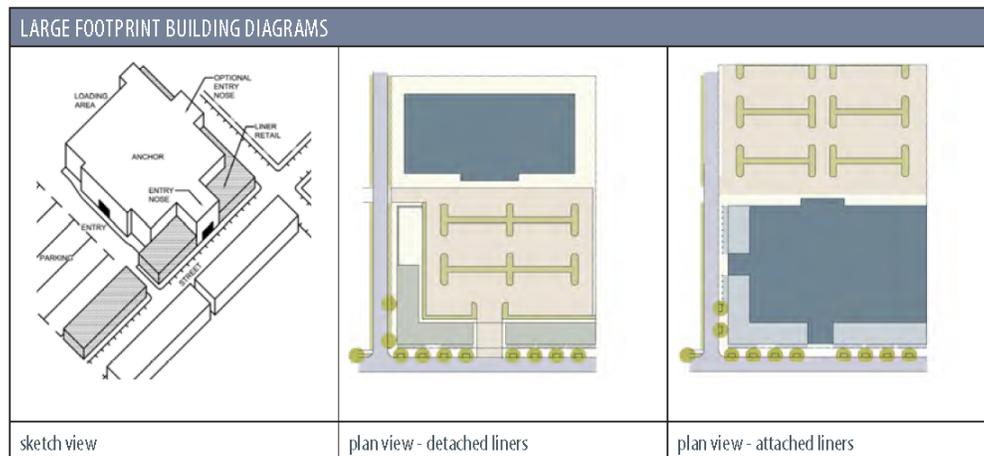
1. Frontage Types: Balcony, Shopfront/Awning, Gallery/Colonnade, Arcade.
2. Frontage Build-Out: 75% minimum.
3. Height: The minimum height for Liner Buildings is 1 story; however, when attached to another structure, it must be tall enough to conceal the building it is screening. Where Liner Buildings conceal a

parking structure, the Liner Building shall be a minimum of 1 story; however it is preferred that it be built to such a height that the structure cannot be seen from the right-of-way.

**4.Connection:** Liner Buildings may either be detached from or attached to the building they are lining.



#### 4.5.10 - LARGE FOOTPRINT BUILDING



**A. Description:** This is a building that has a footprint greater than 20,000 square feet. It is a type often used by big-box, national retailers. In the T4 and T5 transect zones, they shall be integrated into the streetscape or screened with Liner Buildings (see [Section 4.5.9](#)).

**B. Special Requirements:**

1. Frontage Types: Shopfront/Awning, Gallery/Colonnade, Arcade — Balconies may be used if there is true habitable space on the upper floor(s).

2.Liner Buildings: Liner Buildings (Section [4.5.9](#)) are required in the T4 and T5 districts between the Large Footprint Building and the Primary Street frontage. They may be used in other districts to fulfill the requirements of this Code, such as height, entrances on the street, and parking location.

a. Exceptions: When a Large Footprint building provides an entry on the primary street frontage, and a minimum of 40% clear and unobstructed glazing along that street, liners are not required.

3.Height: Buildings may be 1 story in height on the interior of the block, but should be at least 2 stories in height along all Primary Street frontages (see Street Hierarchy Diagram in Appendix C). This may be accomplished with multi-story buildings, higher ceiling heights, parapets, and/or separate Liner Buildings. See [Section 2.6.3](#) for more details on two-story building requirements.

4. Entrances: See [Section 2.5.1 D](#).

5.Location: In the Historic District, except along Boundary Street, these are permitted by special exception only.



6.Size: Building footprints shall not be larger than a single block. Floor area of buildings shall not cantilever over public rights-of-way.

7.Parking Location:

a. Specific to T4 and T5: A minimum of 75% of all parking shall be located behind the primary building or a Liner Building.

b.All other districts: The majority of the parking spaces shall be located to the side or rear of the building, or behind a Liner Building.

**Findings of Fact:**

<b><u>9.8.2.I Finding of Fact</u></b>	<b><u>Rationale Present (yes/no)</u></b>	<b><u>Staff Analysis of Rationale</u></b>
<p><b>a. The plan is consistent with the adopted plans and policies of the City.</b></p>	<p>No</p>	<p>✓ The plans do not seem to meet the adopted plans and policies of the city.</p>
<p><b>b. The plan complies with all applicable requirements of this Code.</b></p>	<p>No</p>	<p>✓ The plans seem to comply with <i>The Beaufort Code</i>. 3.8.2.A.2.c calls for self-storage facilities to be a minimum of 300 feet from public Right-of-Way unless the building has a liner building or a Multi-story structure with a habitable floor with an office component on the ground floor.</p>
<p><b>c. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed.</b></p>	<p>Yes</p>	<p>✓ There are utilities, road access points and parking existing on the site to support the plan.</p>
<p><b>d. The proposed plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.</b></p>	<p>Yes, with additional design reqs. proposed.</p>	<p>✓ Staff has concerns that the use does not fit the overall neighborhood, but the use is allowed.</p> <p>✓ However, the proposed architecture is similar to the Fire Station and has been well-thought out to not detract from the</p>

		<p>existing neighborhood.</p> <ul style="list-style-type: none"> <li>✓ The landscaping proposed will screen the site.</li> <li>✓ The proposal has two stories max, and is set back from Ribaut, allowing a future location of other commercial or residential uses abutting the street as called out in the Civic Master Plan and Development Code.</li> </ul>
e. The proposed plan conforms to the Building Design Standards in Article 4.	Yes, with additional design reqs. proposed	<ul style="list-style-type: none"> <li>✓ The plans do not appear to conform to the design standards outlined in Article 4.</li> <li>✓ The proposed architecture is similar to the Fire Station and has been well-thought out to not detract from the existing neighborhood.</li> <li>✓ The landscaping proposed will screen the site.</li> <li>✓ The proposal has two stories max, and is set back from the street, allowing the future location of other commercial or residential uses abutting the street as called out in the Civic Master Plan and Development Code.</li> </ul>
f. The application will not substantially lessen the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.	Yes, with additional design reqs. proposed	<ul style="list-style-type: none"> <li>✓ While storage may produce negative externalities to adjoining properties, the applicant has provided the necessary architectural and design improvements, with the review of the City Architect and Staff, to create a project which fits into the neighborhood and should not lessen the value of the adjoining or abutting property.</li> </ul>

## FINDINGS AND RECOMMENDATIONS

**Staff Recommendation:** Staff recommends approval with the following conditions:

1. The applicant has removed the shutters from the project. The shutters have been replaced with window fenestration to comply with the 40% fenestration requirement of section 4.6.3.C.1. The actual percentage shall be placed on the drawing set for each elevation facing Ribaut Road

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**and Firehouse Lane. This may be included on sheet A-4.0 but due to lack of clarity of the drawings, this cannot be confirmed.**

**2. The applicant is proposing gas lanterns on the exterior walls of the residence and the office portion lining building expansion A1. Staff recommends those be electric lights.**

**3. Staff recommends the stucco finish be labeled as the fine finish per the Senerflex cutsheet.**

# Ribaut Station 1140 Ribaut Road

A project of  
Sustainability Management, LLC  
Beaufort, SC

Zoning District  
Site Acreage - 2.77 Acs  
Building Code Requirements to Meet  
IBC2018 w SC Amendments  
Beaufort City Zoning Use Lt Industrial Services 3.8.2.A  
Building Use - Lease of Office Space for Business Use Use Type B  
Ancillary Use Single family Residence for Site Manager Use Type R2  
Ancillary use for Multi Family Residential Occupancy Use Type R-3  
Lease of storage Area for personal storage Use Type S  
Construction Type V Sprinkled  
Section 1 10,605SF at 300SF/Occupant = 36 Occupants  
Section 2 9762SF at 300SF/Occupant = 33 Occupants  
2,298SF at 100 SF/ Occupant = 23 Occupants  
Section 3 3,475SF at 100SF/Occupant = 35 Occupants

Single family Residence 4,428 SF at 200 SF/Occupant = 22 occupants  
(Includes Recreation Room, Exercise Room and Extg Res Storage)  
Multi-family Residences 1,792 SF at 200 SF/ Occupant = 9 occupants  
( Accessible via stairwell from parking area only) (No access to storage building)  
Total Occupants 158 Occupants

Parking  
Multi Family Residential Upper Level - 4 spaces  
Residential Ground Floor - 3 spaces  
Total 7 Spaces  
Office Parking - 13 Spaces  
Storage Parking - Per Ordinance 64 Spaces  
Required Per experience - 8 Spaces  
Provided 33 Spaces

8-2-24

STAMP

STAMP

RELEASE FOR CONSTRUCTION DATE: 9/31/2024  
RELEASE FOR PERMIT DATE: 9/15/2024

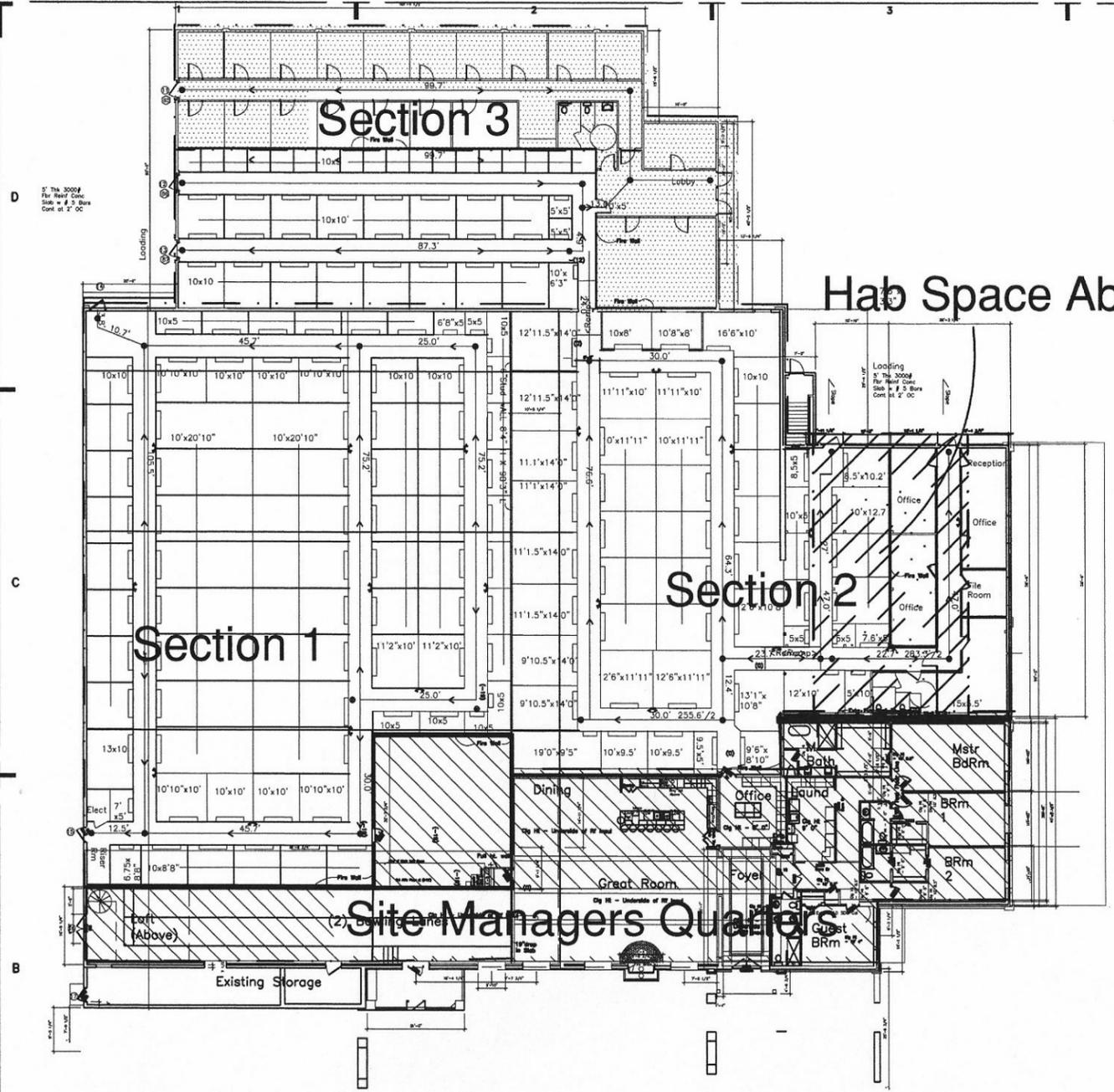
**JYR Architect**

ARCHITECTURE, PLANNING AND ENTITLEMENT  
300 Woodhaven Dr, Ste 2502  
Hilton Head Island, SC 29928  
843/368-5641  
E-Mail: jyraarchitect@gmail.com

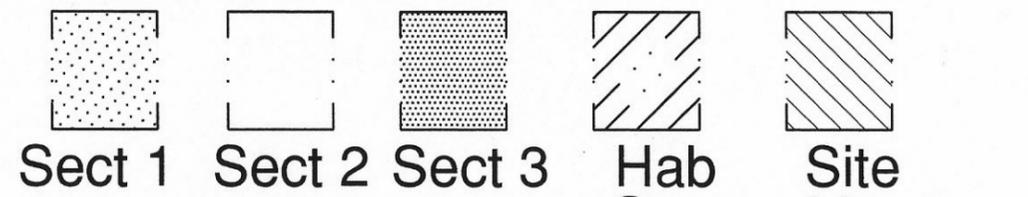
NO.	DATE	REASON

1140 Ribaut Rd  
Ribaut Station  
A Life Style Community  
Beaufort, South Carolina  
PREPARED FOR:  
**Sustainability Management, LLC**

PROJECT NO: 4201  
DRAWN BY: J.M.  
CHECKED BY:  
Title and Legend  
Plan, Code Rev, Index  
SHEET NO: **LS0.1**



**Building Life Safety Legend Plan**  
LS.1 SCALE: 1/16" = 10"  
Building Analysis Plan Bldg



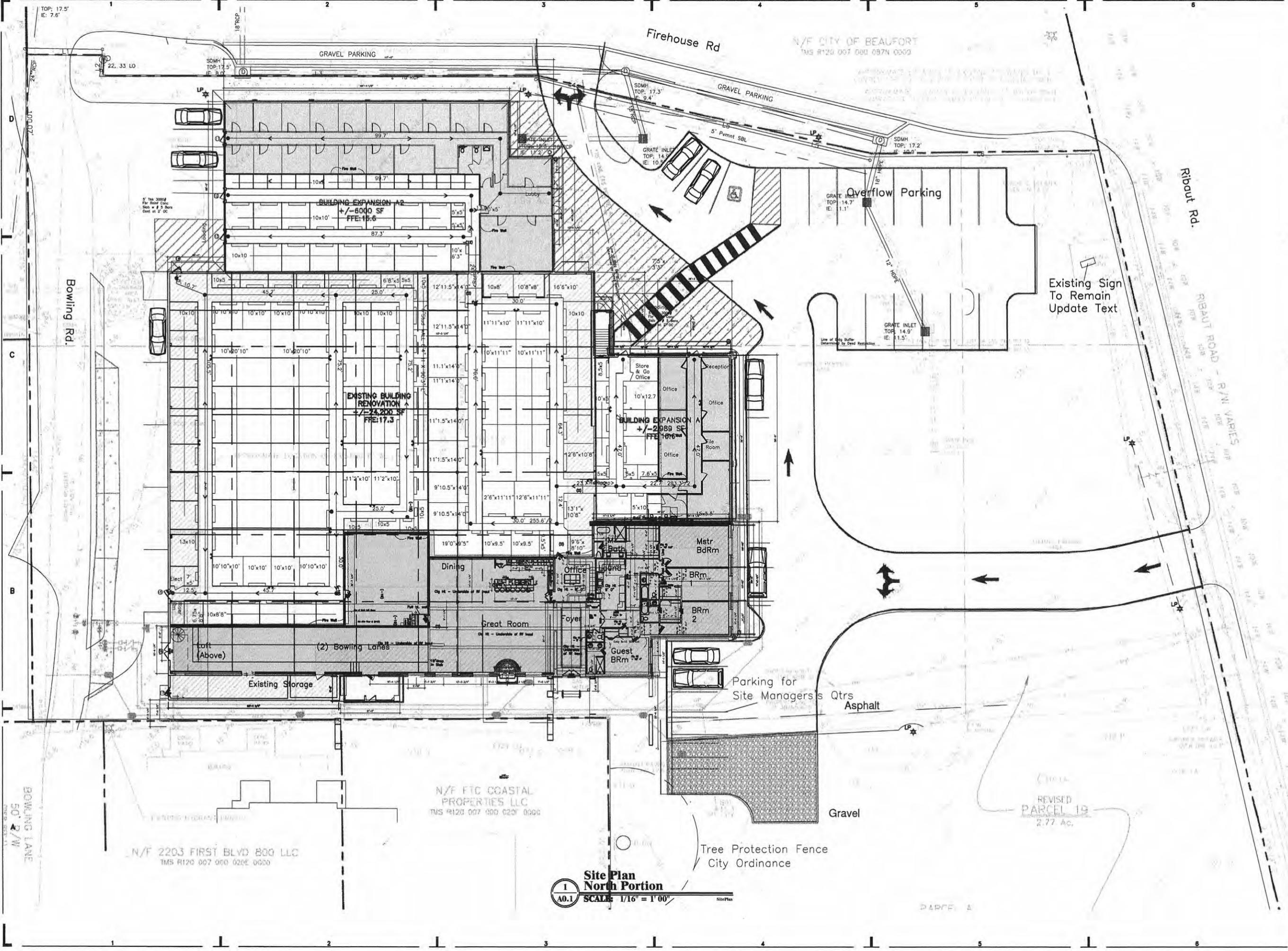
Liner Building Analysis:  
Ribaut Rd Facade:  
Length Total Required Lined Max Unlined  
202.83' (.75) = 152.125' (.25) = 50.71'  
Actual Lined 173.46' Unlined = 29.375'

Firehouse Rd Facade:  
Length  
Total Required Lined Max Unlined  
199'9" (.75) = 149.83' (.25) = 49.94'  
Actual Lined 150.29' Unlined = 49.48'

Fenestration Analysis:  
Ribaut Rd Facade:  
Wall Area Total Required Lined  
1987.8SF (.40) = 795 SF  
Actual Area = 848 SF

Firehouse Rd Facade:  
Wall Area  
Total Required  
1955 (.40) = 782 SF  
Actual = 859 SF

Dwg #	Description	Contents
LS.0.1	Life Safety Legend	Life Safety Bldg Legend/ Code Review/ Drawing Index
A.0.1	Architectural Site Plan	Site Plan ( Sub Parcel North)
A.0.2	Architectural Site Plan	Site Plan (Total Parcel)
LS.1.1	Life Safety Plan	Life Safety Plan Section 1
LS.1.2	Life Safety Plan	Life Safety Plan Section 2 & 3
A.2.1	Upper Level Resiences	Floor Plan/ Roof Plan/ Ext Elevations
A.3.1	Floor Plan Plans	Grd Flr Res Flr Plan/ Foyer Plans/ Bathroom Plans
A.3.2	Bedroom Wing Flr Pln	Plans Grd Flr Bdrooms/ Laundry/ Back Kitchen
A.3.3	Elevations	South Ext. Elev/ Interior Elevs Exterior Wall
A.3.4	Interior Elevations	Int Elev Kitchen Wall, Gym Wall, Wall Section
A.4.0	Elevations	Exterior Elevations North, East/ Details of Cast Stone Trim/ Wall Section
L1.1	Landscape Plan	Landscape Plan/ Plant Schedule
L1.2	Landscape Plan	Total Site



8-3-24

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 843/368-5641  
 E-Mail: jyrarchitect@gmail.com

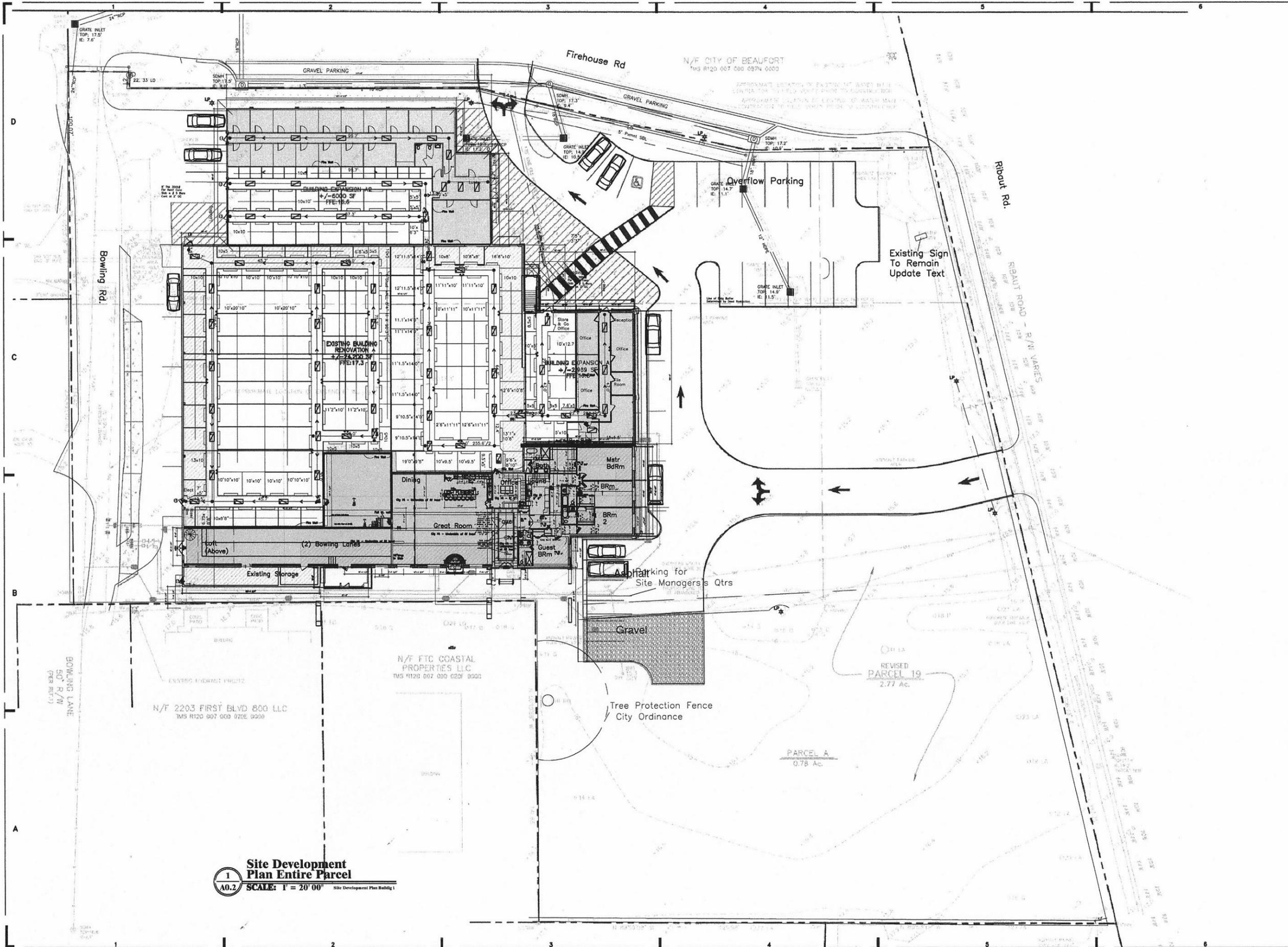
NO. DATE REVISION


**1140 Ribaut Rd**  
**Ribaut Station**  
 A Life Style Community  
 Beaufort, South Carolina  
 PREPARED FOR:  
**Sustainability Management, LLC**

PROJECT NO:	4201
DRAWN BY:	RJM
CHECKED BY:	JRM
Site Plan	North Parcel
SHEET NO.	<b>A-0.1</b>

**Site Plan North Portion**  
 SCALE: 1/16" = 1' 00"  
 Site Plan

REVISED  
 PARCEL 19  
 2.77 Ac.



**1**  
**Site Development**  
**Plan Entire Parcel**  
 SCALE: 1" = 20' 00" Site Development Plan Building 1

8-3-24

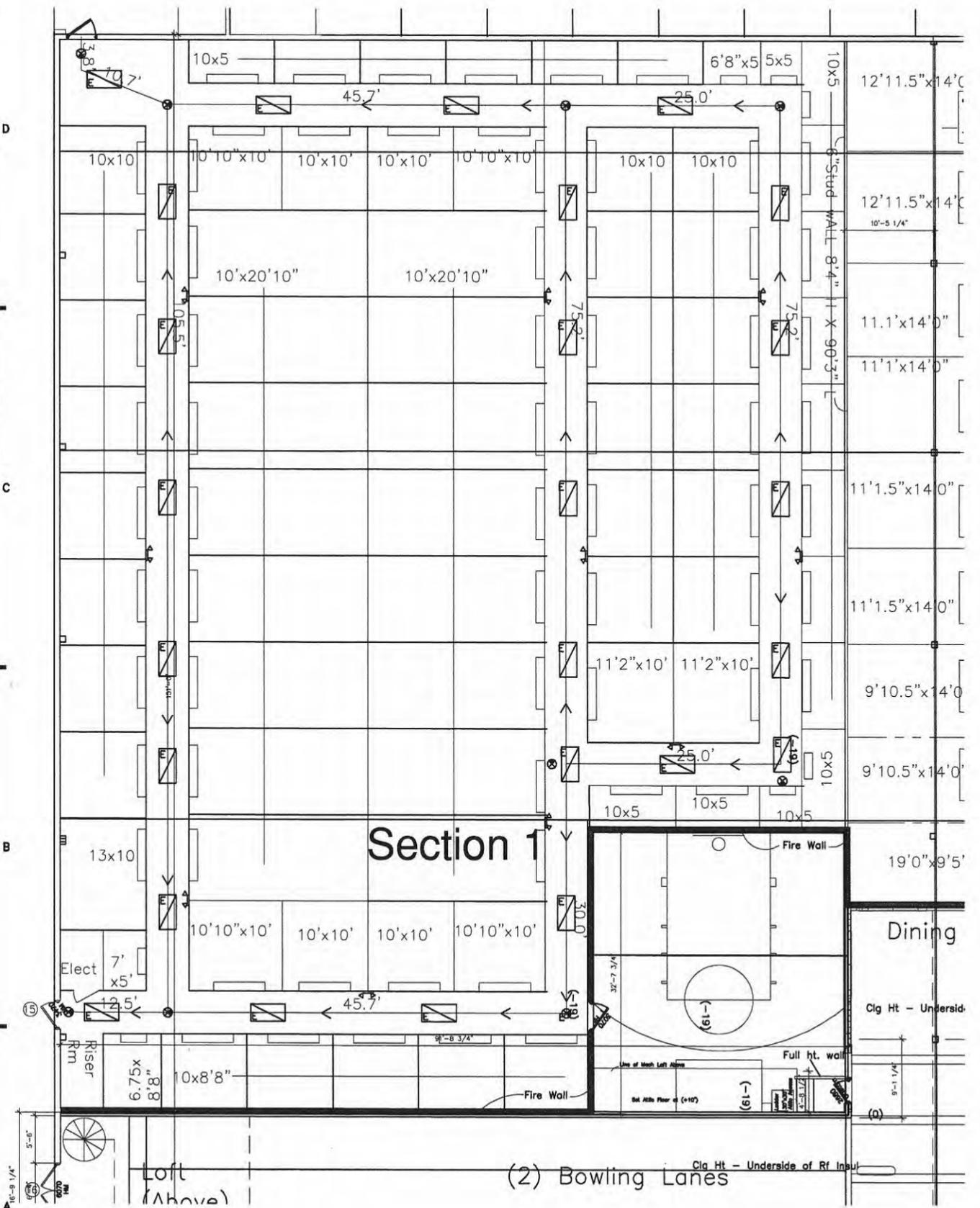
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NO.	DATE	REVISION

**1140 Ribaut Rd**  
**Ribaut Station**  
 A Life Style Community  
 Beaufort, South Carolina  
 PREPARED FOR:  
**Sustainability Management, LLC**

PROJECT NO: 4201  
 DRAWN BY: R  
 CHECKED BY: JYR  
 Site Development  
 Total Site  
 SHEET NO: **A-0.2**



**Building 1**  
**Section 1**  
 LS1.1 SCALE: 1/8" = 1'00" LS P10 Sect 1

8-2-24

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RELEASE FOR CONSTRUCTION DATE	9/31/2024	RELEASE FOR PERMIT DATE	9/15/2024
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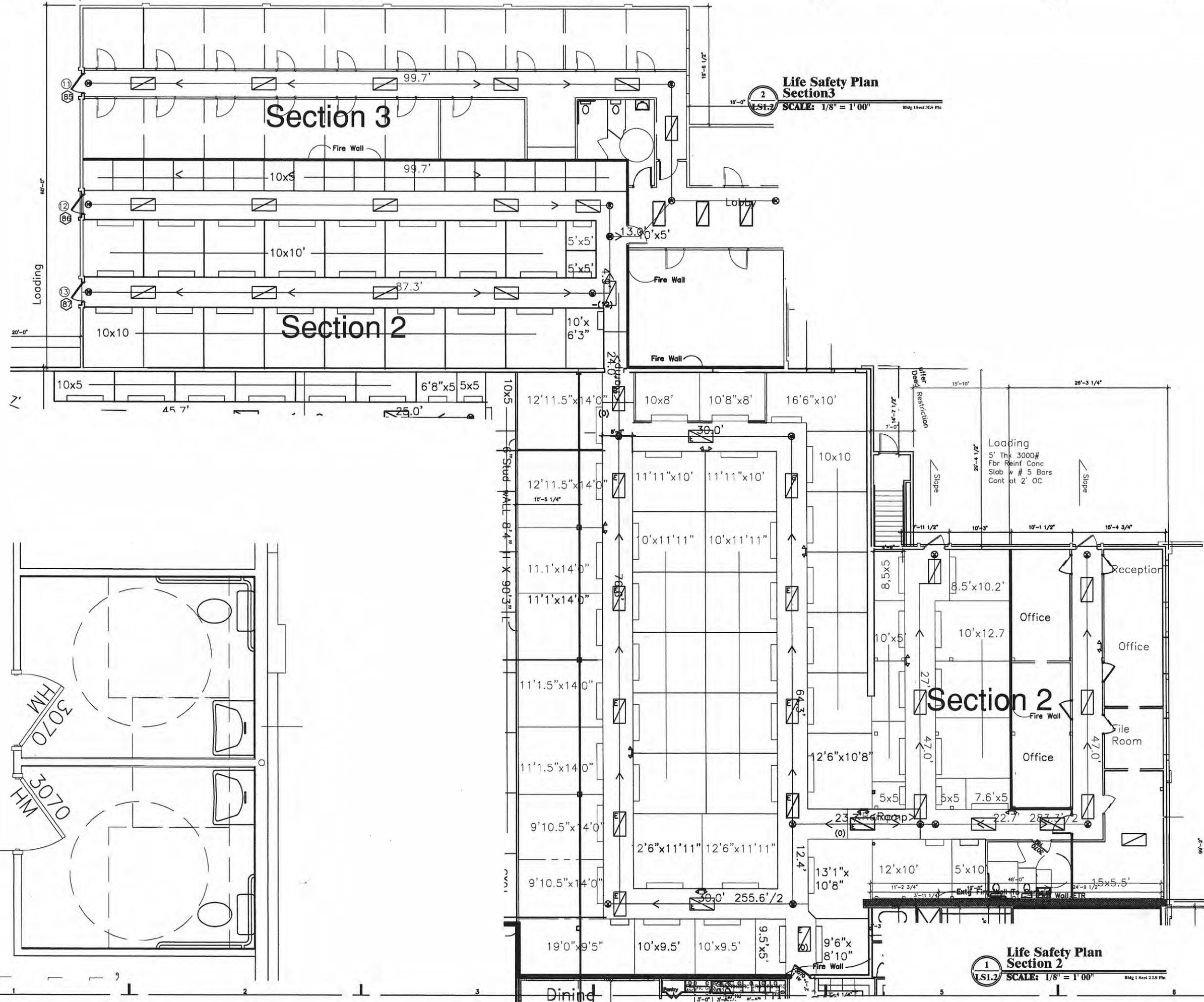
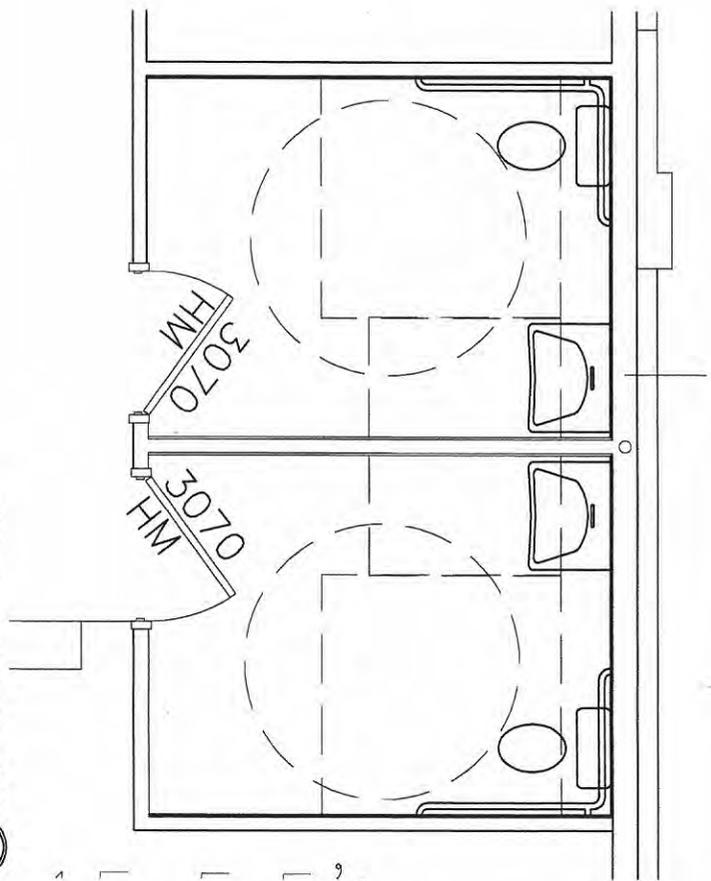
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 Beaufort, South Carolina  
 PREPARED FOR:  
**Sustainability Management, LLC**

PROJECT NO:	4201
DRAWN BY:	JR
CHECKED BY:	JR
Life Safety Plan	
Building 1, Sect 1	
SHEET NO.	<b>LS 1.1</b>

4  
**Accessible Rest Rooms**  
 SCALE: 1/2" = 1' 00"  
 JSL1.2



2  
**Life Safety Plan Section 3**  
 SCALE: 1/8" = 1' 00"  
 Bldg 1 Sect 3.1.5 Pts

1  
**Life Safety Plan Section 2**  
 SCALE: 1/8" = 1' 00"  
 Bldg 1 Sect 2.1.5 Pts

PROJECT NO: 4201  
 DRAWN BY: JR  
 CHECKED BY: JR  
 Section 2 & 3  
 Building #1  
 SHEET NO: **LS1.2**

**1140 Ribaut Rd**  
**Ribaut Station**  
 A Life Style Community  
 Beaufort, South Carolina  
 PREPARED FOR:  
**Sustainability Management, LLC**

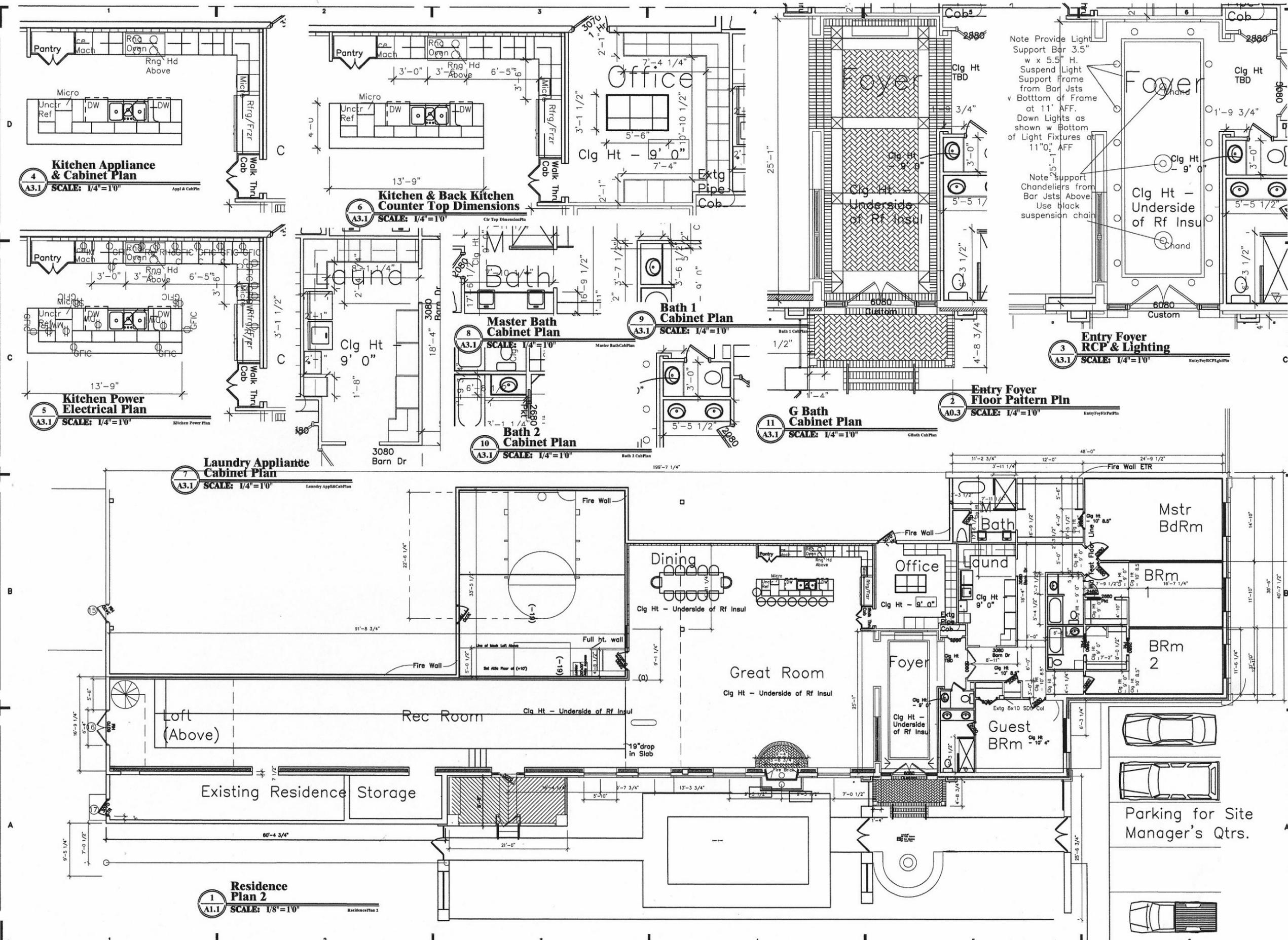
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Note Provide Light Support Bar 3.5" w x 5.5" H. Suspend Light Support Frame from Bar Jsts v Bottom of Frame at 11" AFF. Down Lights as shown w Bottom of Light Fixtures at 11"0" AFF.

Note Support Chandeliers from Bar Jsts Above. Use black suspension chain.

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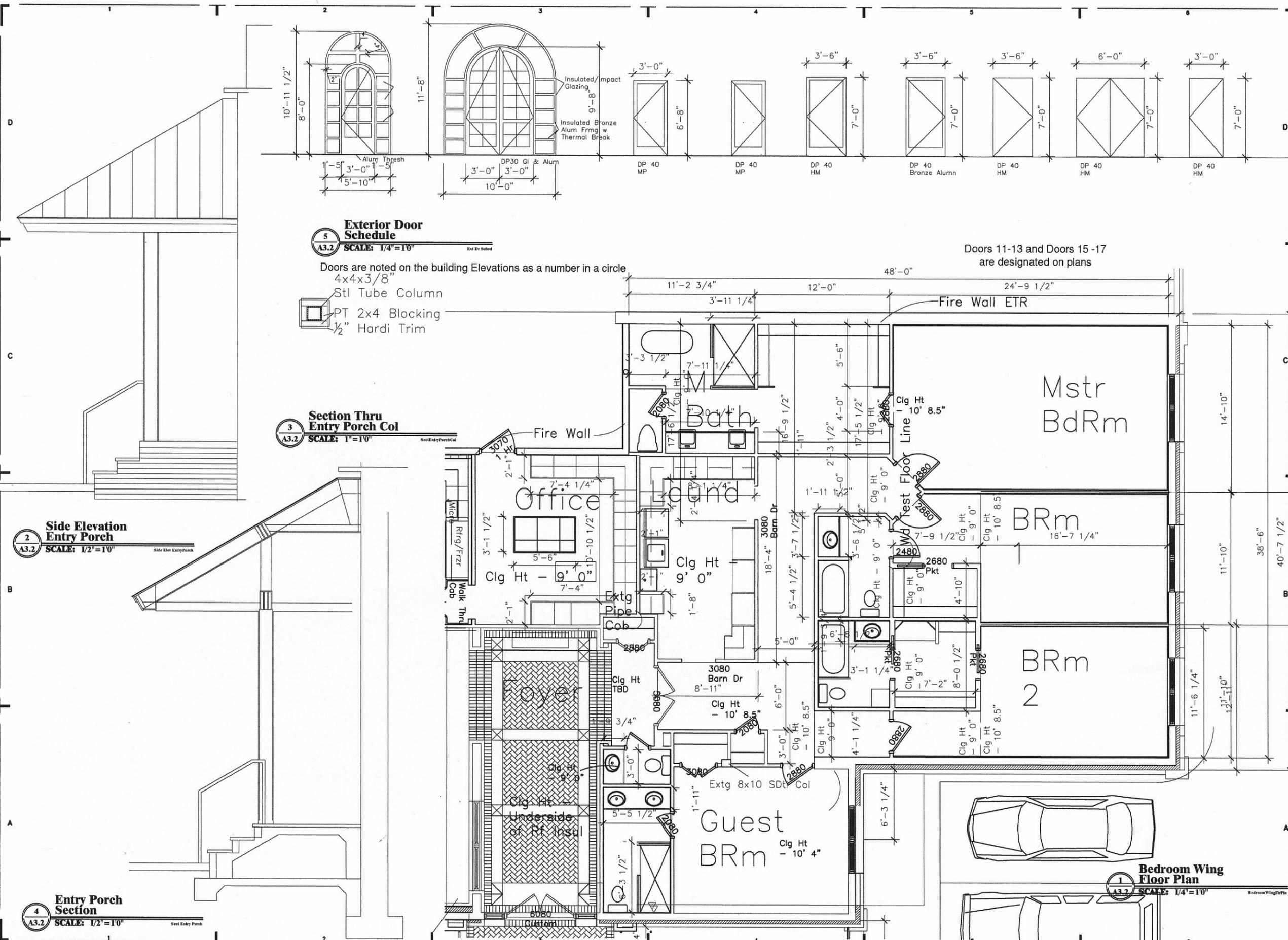
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**Ribaut Station**  
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 Beaufort, South Carolina  
 PREPARED FOR:  
**Sustainability Management, LLC**

PROJECT NO: 4201	DRAWN BY: JYR	FLOOR PLAN
SHEET NO: <b>A-3.1</b>		



**5 Exterior Door Schedule**  
 A3.2 SCALE: 1/4"=10"  
 End Dr Sched

Doors are noted on the building Elevations as a number in a circle  
 4x4x3/8" Stl Tube Column  
 PT 2x4 Blocking  
 1/2" Hardi Trim

**3 Section Thru Entry Porch Col**  
 A3.2 SCALE: 1"=10"  
 SectEntryPorchCol

**2 Side Elevation Entry Porch**  
 A3.2 SCALE: 1/2"=10"  
 Side Elev EntryPorch

**4 Entry Porch Section**  
 A3.2 SCALE: 1/2"=10"  
 Sect Entry Porch

**1 Bedroom Wing Floor Plan**  
 A3.2 SCALE: 1/4"=10"  
 BedroomWingFlrPlan

8-2-24

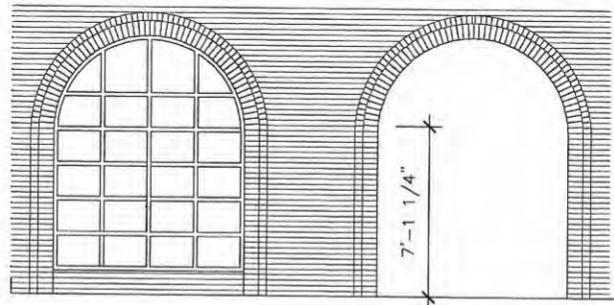
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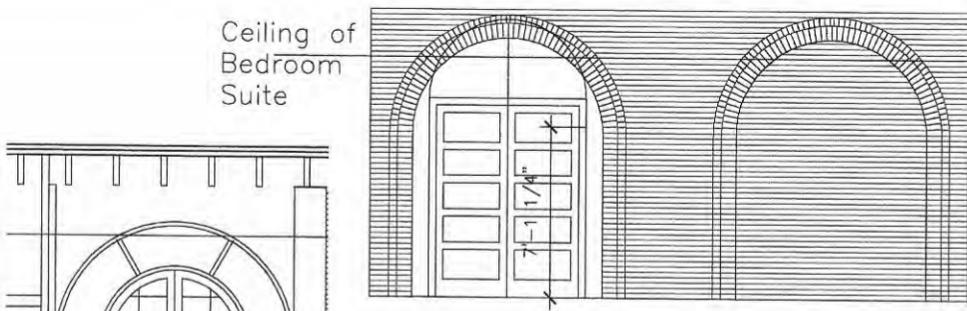
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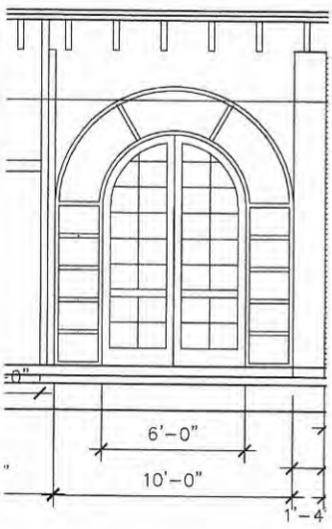
PROJECT NO:	4201
DATE:	8/2/24
CHECKED BY:	JR
SHEET NO:	A-3.2
Bedroom Wing Floor Plan	



**4**  
**Entry Foyer Left Wall Elev**  
 A3.3 SCALE: 1/4"=10"

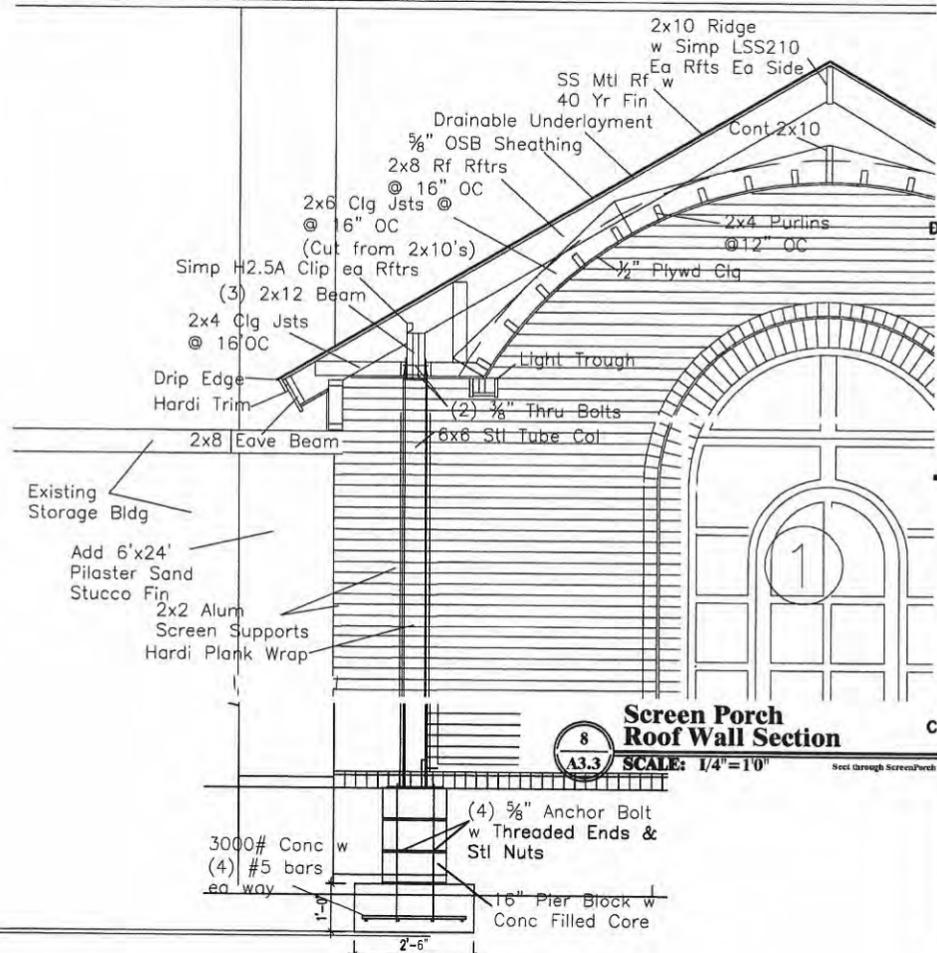


**6**  
**Entry Foyer Right Wall Elev**  
 A3.3 SCALE: 1/4"=10"

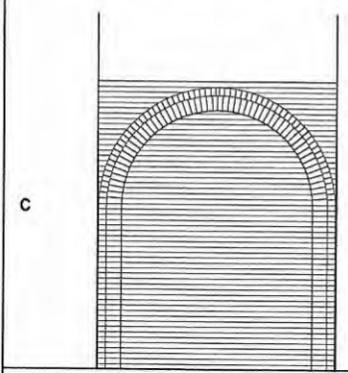


**5**  
**Entry Foyer End Wall Elev**  
 A3.3 SCALE: 1/4"=10"

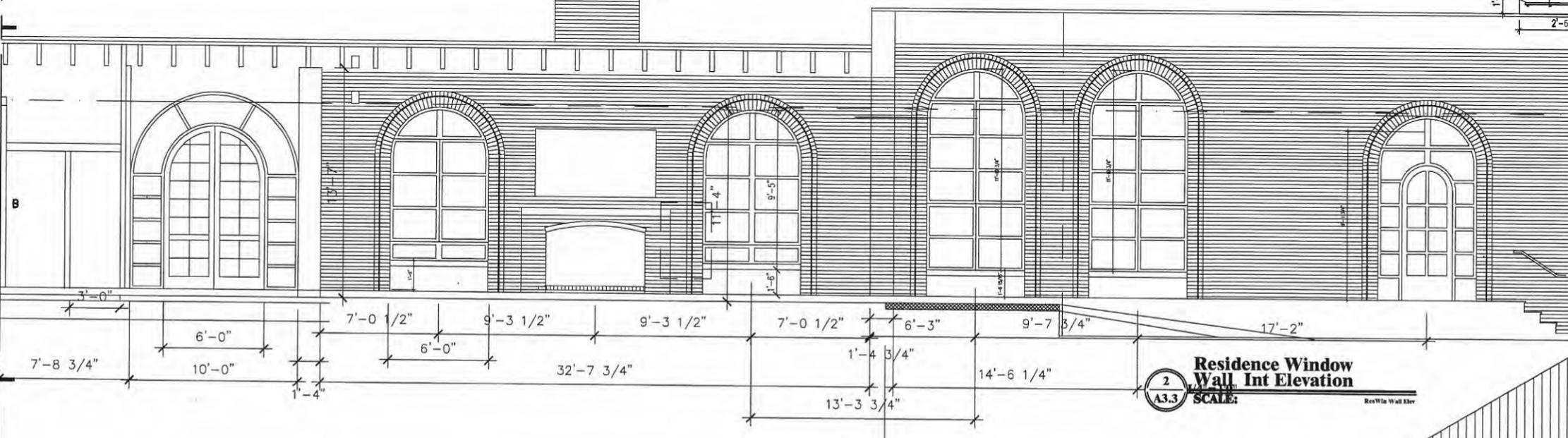
**3**  
**Entry Wall Int Elev**  
 A3.3 SCALE:



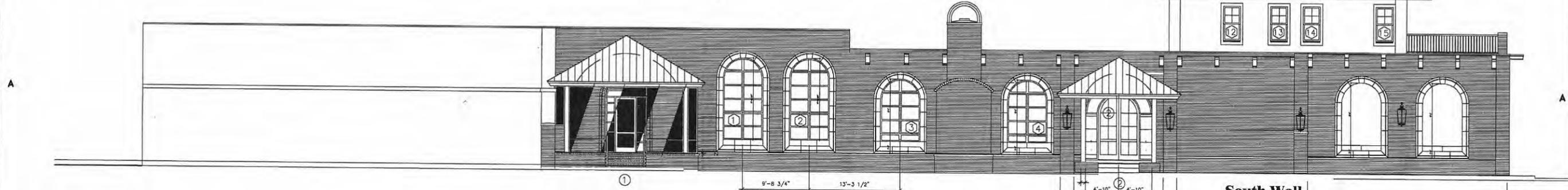
**8**  
**Screen Porch Roof Wall Section**  
 A3.3 SCALE: 1/4"=10"



**7**  
**Screen Porch Col Footer**  
 A3.3 SCALE: 1/2"=10"



**2**  
**Residence Window Wall Int Elevation**  
 A3.3 SCALE:



**1**  
**South Wall Elevation**  
 A1.1 SCALE:

8-2-24

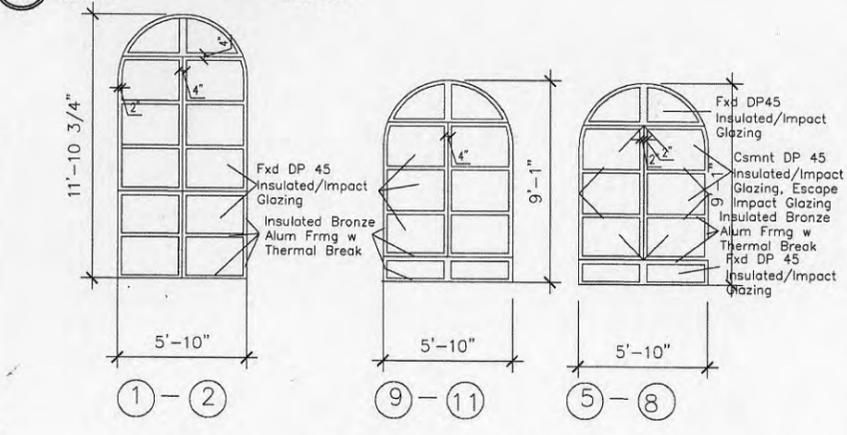
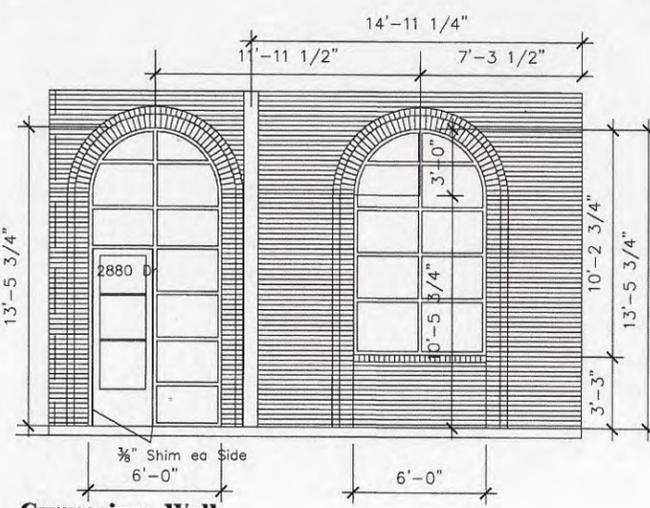
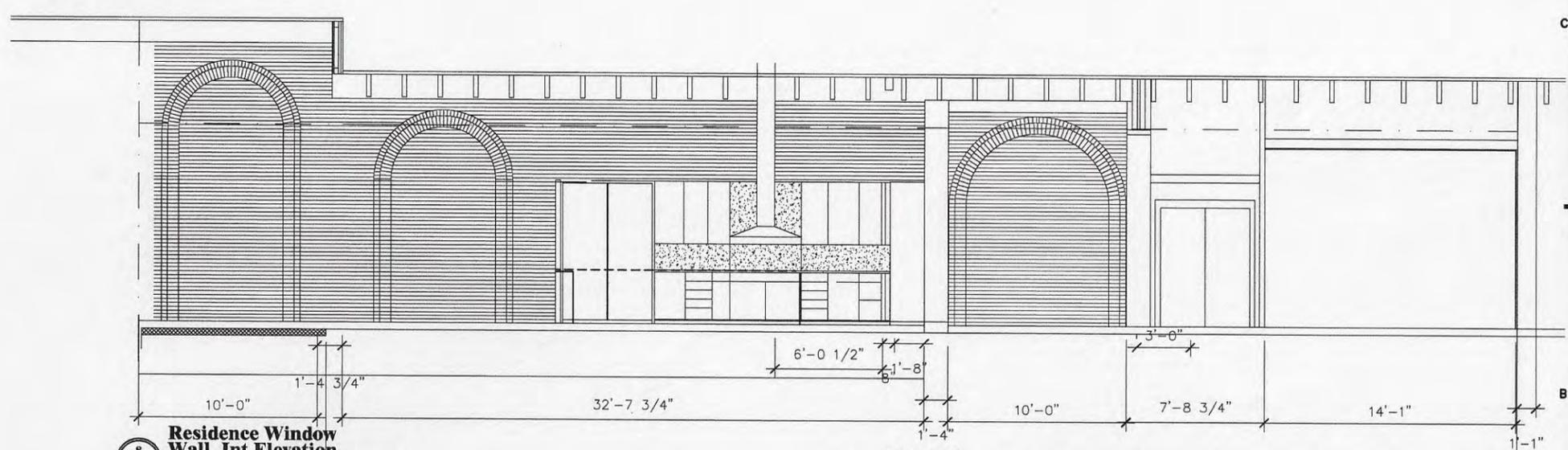
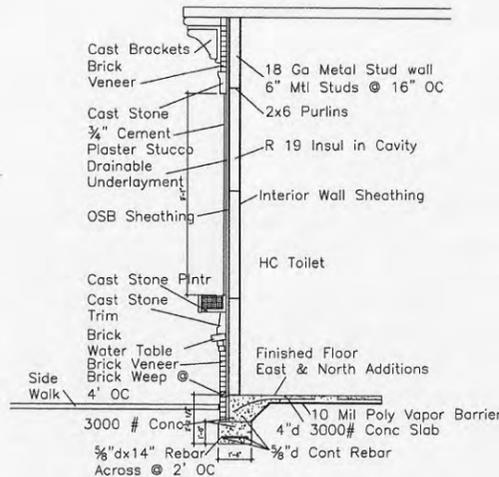
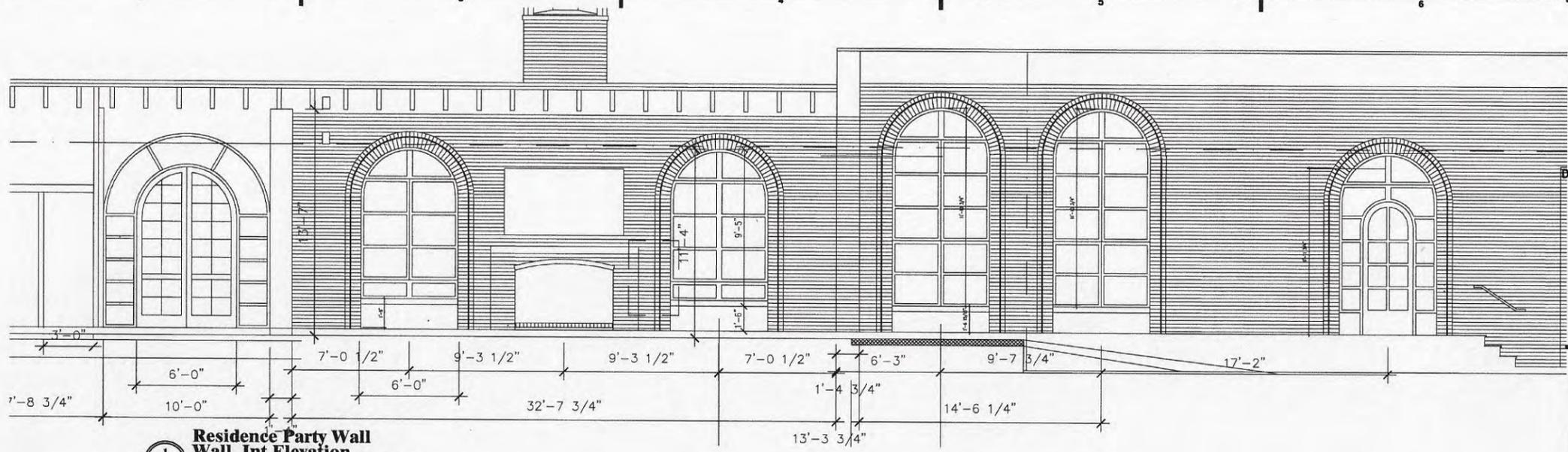
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 843/368-5641  
 E-Mail: jyrarchitect@gmail.com

REVISION  
 NO. DATE

1140 Ribaut Rd  
 Ribaut Station  
 A Life Style Community  
 Beaufort, South Carolina  
 PREPARED FOR:  
**Sustainability Management, LLC**

PROJECT NO: 4201  
 DRAWN BY: AR  
 CHECKED BY: AR  
 Interior Elevs  
 2  
 SHEET NO: A-3.3



Windows are shown on Exterior Elevations as a number inside a hexagon

2650 DbHg DP 45 Impact Glzg	30110 Fxd DP 45 Impact Glzg	2650 DbHg DP 45 Impact Glzg	Pr 2460 DbHg DP 45 Impact Glzg	Pr 2460 DbHg DP 45 Impact Glzg	36110 Fxd DP 45 Impact Glzg
24-27	42	41-53-57	28-29	31-36	32-33-37-39
30-31	12-23	38	51-52	45-50	85-86-87-89
			18110 Fxd DP 45 Impact Glzg	54-56	30710 Fxd DP 45 Impact Glzg
				59-82	1665 Fxd DP 45 Impact Glzg
					88
					40

8-2-24

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**1140 Ribaut Rd**  
**Ribaut Station**  
A Life Style Community  
Beaufort, South Carolina  
PREPARED FOR:  
**Sustainability Management, LLC**

PROJECT NO: 4201  
DRAWN BY: [Signature]  
CHECKED BY: [Signature]  
Interior Elevations  
SHEET NO: **A-3.4**



8-3-24

STAMP:

STAMP:

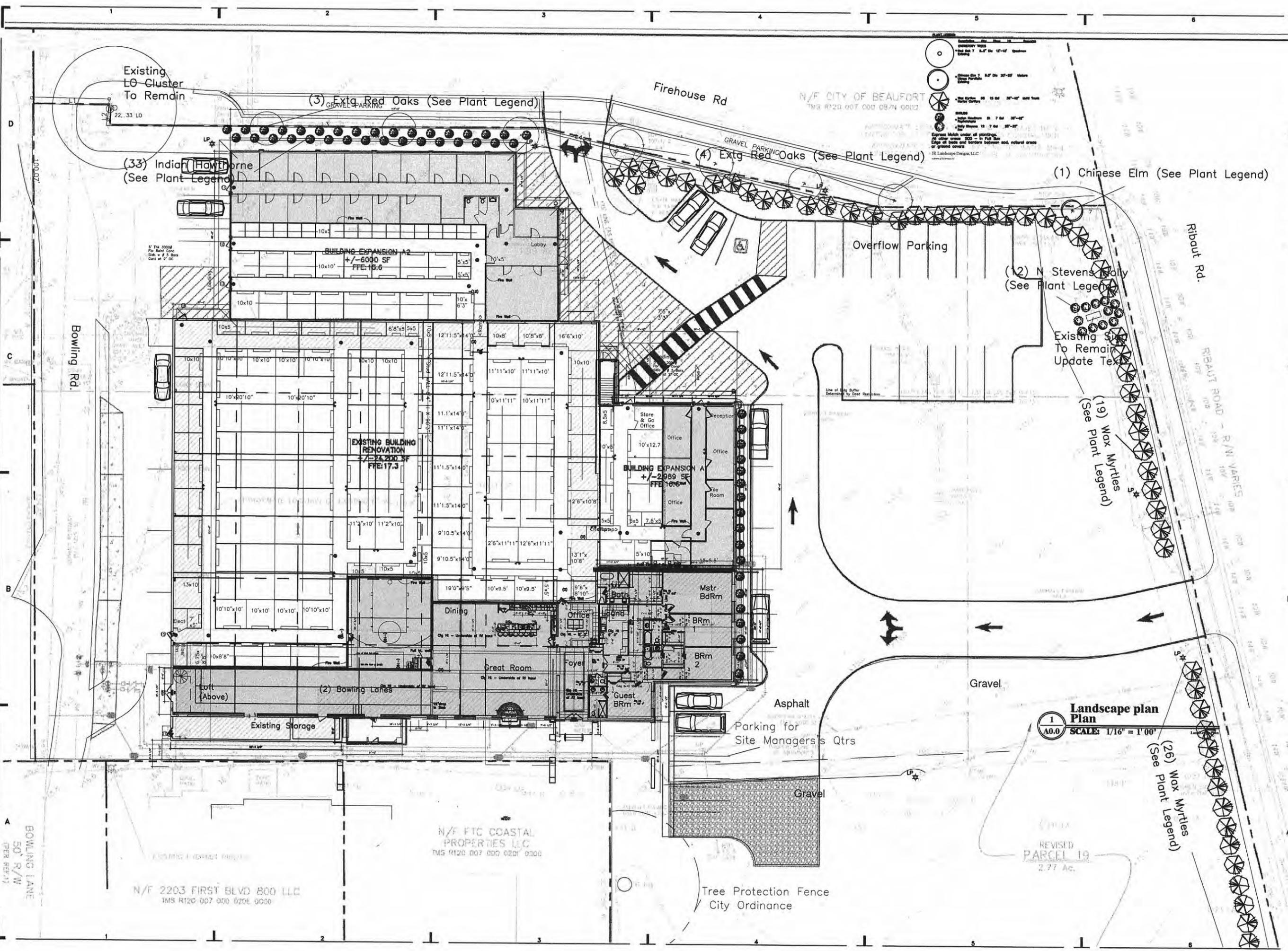
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**1140 Ribaut Rd**  
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PROJECT NO:	4201
DRAWN BY:	
CHECKED BY:	
SHEET NO.	L-1.1

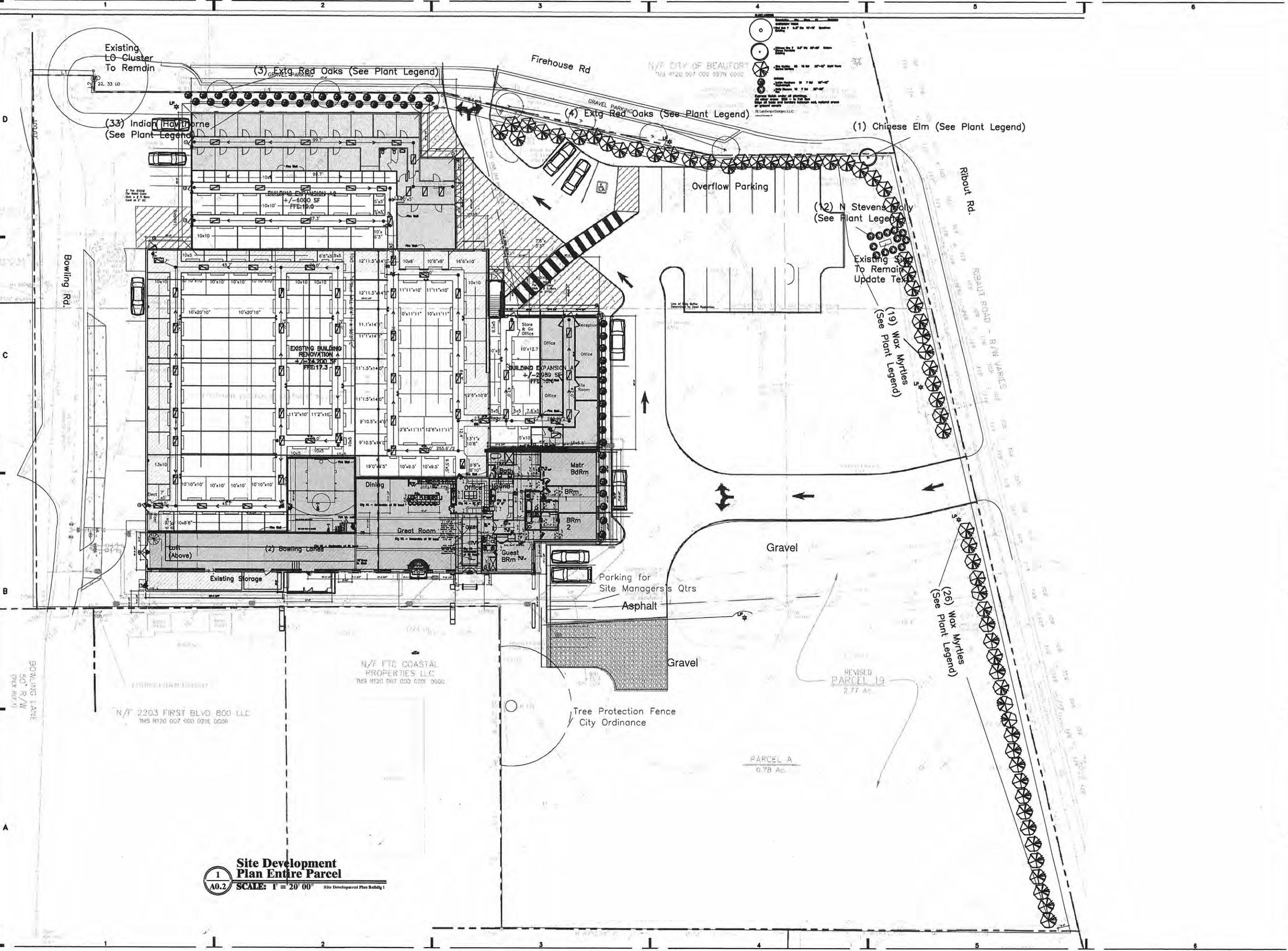


PROJECT NO: 4201

DRAWN BY: [Blank]

CHECKED BY: [Blank]

SHEET NO. L-1.1



- Existing To Remain
- (3) Extg Red Oaks (See Plant Legend)
- (4) Extg Red Oaks (See Plant Legend)
- (1) Chinese Elm (See Plant Legend)
- (12) N Stevens Holly (See Plant Legend)
- (19) Wax Myrtles (See Plant Legend)
- (26) Wax Myrtles (See Plant Legend)

**1**  
**A0.2** Site Development Plan Entire Parcel  
 SCALE: 1" = 20' 00" Site Development Plan Building

8-3-24																																		
STAMP:																																		
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<h2 style="margin: 0;">JYR Architect</h2> <p style="margin: 0; font-size: small;">ARCHITECTURE, PLANNING AND ENTITLEMENT        300 Woodhaven Dr, Ste 2502        Hilton Head Island, SC 29928        843/368-5641        E-Mail: jyrarchitect@gmail.com</p>																																		
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<p><b>1140 Ribaut Rd</b>  <b>Ribaut Station</b>        A Life Style Community        Beaufort, South Carolina</p> <p style="font-size: x-small; margin: 0;">PREPARED FOR:  <b>Sustainability Management, LLC</b></p>																																		
PROJECT NO: 4201	LANDSCAPE TOTAL SITE																																	
DRAWN BY: JFR																																		
CHECKED BY:																																		
SHEET NO.	<b>L1.2</b>																																	



  
RIBAUT STATION



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