



MEMBERS OF LANCASTER COUNTY PLANNING COMMISSION

CHARLES DEESE, DISTRICT 3, CHAIRMAN
JAMES BARNETT, DISTRICT 5, VICE-CHAIRMAN
YOKIMA CURETON, DISTRICT 2
JUDIANNA TINKLENBERG, DISTRICT 4
SHEILA HINSON, DISTRICT 6
ALAN PATTERSON, DISTRICT 1
, DISTRICT 7
CLERK: JENNIFER BRYAN

**MINUTES OF THE LANCASTER COUNTY PLANNING COMMISSION
WORKSHOP MEETING**

**April 4, 2024 5:00 P.M.
MINUTES**

Chairman Deese called the meeting to order at 5:00 p.m.

1. Roll Call:

Members Present:

Jim Barnett Charles Deese Yokima Cureton Judianna Tinklenberg

Absent: Sheila Hinson

Alan Patterson attended by telephone.

Others Present:

Allison Hardin, Development Services Dir. Clerk: Jennifer Bryan
Matthew Blaszyk, Planner; Gina Jackson, Admin. Assistant

The following press were notified of the meeting by email in accordance with the Freedom of Information Act: The Lancaster News, Kershaw News Era, The Rock Hill Herald, The Fort Mill Times, Cable News 2, Channel 9, and the local Government Channel.

2. New Business

a. RZ-2024-0342 Sites

Application by Peter Sites to rezone a parcel of 46.883 acres at 1540 Old Pardue Road (TM # 0050-00-038.02) from Low Density Residential (LDR) to Rural Residential (RR) district, in order to develop the site for agrotourism.

Staff Presentation: Matthew Blaszyk

Discussion topics:

- Effect on traffic;
- Effect on 4 smaller lots surrounded by subject parcel
- Possible buffer requirements

b. SD2023-2224 HHTF/Woodland Point

Application by David Weekly Homes LLC, HHTF Company LLC and ESP Associates Inc for a preliminary plat for 112.48 acres off Vance Baker Road (TM# 0009-00-015.00) to develop a single family residential subdivision of 91 lots.

Staff Presentation: Matthew Blaszyk

Discussion topics:

- Perimeter buffer along Legacy Park frontage;
- Use of old TIA: new TIA would be even less restrictive since less than half the number of homes.
- Offsite improvements must include widening Vance Baker.
- Will be subject to impact fees
- Can a turn lane be required on Shelly Mullis?
- Is there a roundabout being built at Henry Harris/Shelly Mullis intersection?
- Schools are at capacity

c. SD-2022-2122 Riverchase Section 2

Application by LGI Homes, Riverchase Estates Partners LLC and R. Joe Harris & Associates for a Preliminary Plat for 578.83 acres on the west side of Riverside Road south of Cobblestone Way (p/o TM# 0030-00-002.00), to develop a 343-lot single family residential subdivision (Section 2 of Riverchase Estates.)

Staff Presentation: Allison Hardin

Discussion topics:

- Plan is not approvable by Fire Marshall due to number of homes/single access
- Ask Historical Commission for more information about cemetery
- Density appears too high.
- No connection to proposed Fire Station

d. NRN-2024-0569 Melanie Drive

Application by Jan Ringeling and the Moody Group on behalf of Barberville Developers LLC, to name a proposed private road accessing two existing parcels at the intersection of Barberville Road and Fort Mill Highway (TM #s 0006-00-057.00 & 0006-00-058.00).

Staff Presentation: Jennifer Bryan, Clerk

Discussion topics:

- Sandra has reviewed, no objections.
- Access on Barberville road seems unsafe
- Why can't it be addressed on Barberville Road
- Staff is not giving enough consideration to traffic patterns in development at intersections
- UDO requirement for naming after 3 addresses
- Noting potential changes for new UDO
- Reference to NENA addressing regulations
- Planning Commission does not review commercial site plans

e. **TA-2024-0162 Non-Metallic Mineral Manufacturing: Conditional Use**

Application at direction of Council, to change the newly approved Use at UDO 5.9.17 "Non-metallic Mineral Manufacture" from a "Permitted with Review" use per Use Table 2.5, to a Conditional Use.

Staff Presentation: Allison Hardin

Discussion:

- Waiting for conditions (Council C.o.W. on 4/10/202)
- Groundwater movement/pollution
- SCDHEC and EPA regulations

3. Other:

1. Allison will review the following topics under "Other" at the April 16th meeting:

- UDO Update: Definitions, Administration
- Planning Commission rules of procedure: see 2 attachments
- Planning staff duties to the Planning Commission
- Updates to staff report format

2. We will hear a presentation by Jamie Privuznak on April 16, regarding Capital Improvement Plan items related to Planning & Development. The public hearing for this item will be held at a **Special Meeting on May 2nd**, in lieu of a Workshop.

4. Adjourn

Meeting was adjourned at **6:28 PM**

Chapter 25 PLANNING AND DEVELOPMENT

ARTICLE I. IN GENERAL

Secs. 25-1—25-20. Reserved.

Editor's note— Ord. No. 684, §§ 1—4, adopted Aug. 1, 2005, repealed former Art. II, §§ 25-21—25-25, in its entirety and enacted new provisions as herein set out. Former Art. II pertained to the joint planning commission and derived from Ord. No. 234, §§ 1—5, 5-23-94; Ord. No. 245, 7-25-94.

ARTICLE II. PLANNING COMMISSION

Sec. 25-21. Planning commission established, etc.

- (a) There is established a planning commission for Lancaster County, which shall have the powers and duties as provided in the S.C. Code §§ 6-29-310 through 6-29-380, as may be amended from time to time.
- (b) The planning commission shall have seven (7) members appointed by the county council. One (1) member must be appointed from each of the seven (7) county council districts, upon recommendation of the council member elected from that district. The member must reside in the district for which the member is appointed. In the appointment of planning commission members, the council shall consider their professional expertise, knowledge of the community, and concern for the future welfare of the total community and its citizens. Members shall represent a broad cross section of the interests and concerns within the county, and per agreements made between Lancaster County and the Towns of Heath Springs and Kershaw via Ordinances 2023-1883 and 2023-1884, the member who represents district 6 shall also represent the incorporated areas of the towns of Heath Springs and Kershaw.
- (c) (1) The term of office for planning commission members is four (4) years. All terms end on June 30. A member shall not serve more than two (2) consecutive terms without a period of at least two (2) years elapsing after expiration of the second term; provided, however, upon a two-thirds ($\frac{2}{3}$) vote of the county council members, a person may be reappointed to the commission notwithstanding the term limitation. Time served in filling a vacancy shall not be included in the term limitation. Members serve until their successors are appointed and qualified. Vacancies must be filled for the unexpired term in the same manner as the original appointment.
 - (2) All members of the planning commission shall be sworn in prior to participating in a meeting.
- (d) No member of the planning commission shall hold an elected public office in ~~the Lancaster county~~County, ~~nor will they be an official or employee of Lancaster County, per S.C. Code § 6-29-350(B).~~
- (e) Planning commission members shall serve without compensation. All members of the planning commission will be reimbursed for actual expenses and mileage pursuant to county policy after approval by the planning commission chair and the county administrator.
- (f) (1) Any member of the planning commission may be removed at any time by ~~county council~~the Lancaster County Council for cause. Members serve at the will of the county council.

(2) To remove a member for cause, the existence of cause shall be discussed by the council in executive session as permitted by the South Carolina Freedom of Information Act, and the determination of removal shall be by vote in public session declaring a vacancy in the position without a statement of cause. Any fact which, in the discretion of council, is deemed to adversely affect the public interest, including lack of attendance at meetings, may constitute cause.

(3) A member of the planning commission who misses three (3) consecutive meetings of the commission during any fiscal year or a total of five (5) meetings in any fiscal year vacates the office to which the member is appointed. The vacancy in the office exists as of the end of the meeting missed by the member that triggers the ~~vacancy~~vacancy, and the vacancy shall be filled in the same manner as other vacancies. When a vacancy occurs pursuant to this item, the chair of the planning commission or the planning director shall notify the clerk to council in writing as soon as possible.

(g) Through the general fund, county council shall have budgetary control and provide for one hundred (100) percent of the funds for the planning commission. The funds dedicated to the planning commission shall be budgeted through the budget of the county planning and zoning department.

(h) The planning commission shall organize, elect officers, and adopt rules of procedure as required by S.C. Code § 6-29-360. They shall keep records of their resolutions, findings, determinations, and actions.

(i) The planning commission shall meet at least once each month for the purpose of acting on matters before the planning commission. In addition, the planning commission shall meet at least once each month for the purpose of conducting a work session at which no action is taken by the planning commission. The planning commission shall meet at the call of the chair and at such times as the chair or commission may determine. Meetings may be rescheduled (with appropriate notice) or canceled due to lack of business, conflicts with holidays, or other reasons as deemed necessary by the commission.

(j) The jurisdiction of the planning commission is the total unincorporated area of the county unless otherwise provided by subsequent ordinance. Pursuant to the Intergovernmental Agreement of 2023 (attached to Ordinances 2023-1883 and 2023-1884), the planning commission's jurisdiction has been expanded to include the entirety of the towns of Heath Springs and Kershaw.

(k) The planning commission shall hold all public hearings on amendments to the zoning ordinance and official map pursuant to S.C. Code § 6-29-760(A).

(l) Planning commission members must comply with the provisions of S.C. Code §§ 6-29-1310 to 1380 relating to orientation training and continuing education. Members must file educational requirements certification forms with the clerk to council. A member who fails to comply with the provisions of S.C. Code §§ 6-29-1310 to 1380 is subject to removal from office for cause.

(lm) The planning commission may appoint one (1) or more advisory committees to advise the planning commission on planning and land use matters. When making appointments to an advisory committee, the planning commission shall seek to appoint persons representing a variety of interests in the community, including, but not limited to, electric, gas, and telephone utilities; education; water and sewer utilities; real estate; homebuilders; developers; and municipalities. Members of advisory committees shall serve without compensation. Advisory committee members shall meet with the planning commission at such times as requested by the planning commission.

(Ord. No. 684, § 1, 8-1-05; Ord. No. 1013, § 3, 5-3-10; Ord. No. 1885, § 2, 12-11-23)

Editor's note(s)—Section 6 of Ord. No. 684 provided for an effective date of Nov. 1, 2005 for section 25-21 of this Code.

Sec. 25-22. Service to municipalities.

It is the intent of county council for the planning commission established pursuant to section 25-1 to serve as the official planning commission of any municipality in the county if the municipality designates by ordinance the county planning commission as the official planning commission of the municipality. Prior to accepting the designation by a municipality, county council must approve an ordinance approving an agreement with the municipality which conforms to the requirements of S.C. Code § 6-29-330(B).

(Ord. No. 684, § 2, 8-1-05; Ord. No. 1885, § 2, 12-11-23)

Secs. 25-23—25-40. Reserved.

Editor's note(s)—Ord. No. 1885, § 2, adopted Dec. 11, 2023, repealed § 25-23, which pertained to continuation of services previously provided and derived from Ord. No. 684, § 3, adopted Aug. 1, 2005.

ARTICLE III. PLANNING AND ZONING DEPARTMENT

Sec. 25-41. Creation, function and duties.

Through this section, the county council creates the Lancaster County Planning and Zoning Department. The two divisions of this department work together to ensure the public safety, health, and welfare regarding development activity.

The Planning ~~This~~ staff is involved in the following daily activities directly associated with implementing the comprehensive plan:

- (1) Reviewing:
 - a. ~~Comment on a~~Annexations, major subdivisions, major developments, planned development agreements, bond issues, and all topics that are related to and have impact on the Lancaster County comprehensive planning process.
 - b. Site plans for compliance with Planning Commission directives and infrastructure for bonding.
 - c. Minor subdivisions.
 - d. Sketch plans.
 - e. Mixed use and master development plans.
 - f. Vested rights.
 - g. Development agreements.
 - h. Traffic Impact Analyses, with assistance from the Stormwater department.
- (2) Processing for the Planning Commission and/or County Council:
 - a. Rezoning requests.
 - ~~(3)~~ b. Unified Development Ordinance (UDO) amendments.
 - ~~(4)~~ c. Policy creation, changes, and research.
 - ~~(5)~~ d. Street name changes and adoption (Planning Commission only).
 - e. Major subdivisions, both preliminary and final platting actions (Planning Commission only).

f. Public development review as outlined in S.C. Code § 6-29-540.

~~(6)~~ Traffic impact analysis review.

~~(73)~~ Performing:

a. Bond review and management.

b. Site inspections to enforce the subdivision ordinance, review bonded infrastructure for development agreements, and other regulations that implement the Comprehensive Plan.

~~(8)~~ c. Data collection and management for planning-related topics, including but not limited to housing, open space preservation, transportation networks, land use issues and court cases, land design, nature-based services, floodplain management, historic preservation, trail systems, agricultural uses and businesses, ~~and~~ economic development and community resilience.

d. Maintenance of and changes to the official zoning map for Lancaster County.

In addition, staff is charged with creating, revising, and periodically updating the comprehensive plan(s) and subsets (special area plans, special purpose plans, etc) for Lancaster County and any of its ~~three (3)~~ municipalities that have an agreement in place pursuant to Section 25-22 of this code. These long-range planning duties fall outside of the daily operations and constitute special projects. In addition to the duties involved in gathering data and maintaining the comprehensive plan, the planning staff will be involved in various topics, including but not limited to the following:

(1) *Regional studies.*

a. Transportation network.

b. Water supply.

c. Sewage treatment.

d. Solid waste.

e. Land use.

f. Priority investment areas.

(2) *Small area/focal point studies.*

a. Police and fire protection.

b. Hospitals and public health.

c. Recreation.

d. Mobility.

e. Scenario planning.

(3) *Capital programming.*

a. General government.

b. Education.

c. Libraries and ~~cultural~~ community facilities.

(4) Environmental planning and natural resources.

(5) Housing and redevelopment.

(6) Grantsmanship.

(7) *Research:*

- a. Census data.
- b. Database.
- c. Budget and policy analysis.

(8) Provide growth management strategies to all councils (i.e. zoning and subdivision changes).

(9) Resiliency policies and projects.

(10) Economic development.

(11) Cultural resources.

(Ord. No. 234, § 6, 5-23-94; Ord. No. 1885, § 2, 12-11-23)

The Zoning staff shall perform the daily enforcement activities associated with the Unified Development Ordinance (UDO) as well as the following ordinances, codes, and topics:

(1) Issuing:

- a. Zoning permits.
- b. Zoning code interpretations.
- c. Use/occupancy permits.
- d. Home occupation permits.
- e. Zoning letters of compliance.
- f. Zoning letters of verification.
- g. Temporary use permits.

(2) Performing:

- a. Unified Development Ordinance code inspections.
- b. Site plan reviews.
- c. Site visits to enforce the Unified Development Ordinance.
- d. Investigation of Unified Development Ordinance appeals and variances.
- e. Review of proposed special exceptions.
- f. Review of proposed conditional uses.

(3) Processing:

- a. Applications for variances.
- b. Applications for special exceptions.
- c. Applications for conditional uses.
- d. Applications for appeal from action of a zoning official.
- e. Code violation complaints.
- f. Applications for home occupations.

(4) Administering:

a. the Unified Development Ordinance.

(b) The zoning staff shall serve as the enforcement staff to the towns of Heath Springs and Kershaw and enforce only those ordinances and codes that have been duly adopted by the respective councils.

Sec. 25-42. Floodplain Management.

The Planning and Zoning Department staff shall be responsible for floodplain management for Lancaster County, including review of developments proposed in the floodplain, review of elevation certificates, and review of letters of map amendment or revision. The Stormwater Management department will provide support and knowledge to ensure this role is best completed.

Secs. 25-~~42~~43—25-60. Reserved.

ARTICLE IV. BUILDING DEPARTMENT¹

Sec. 25-61. Created, function and duties.

(a) Through this section, the county council creates the Lancaster County Building Department. This staff shall perform the daily enforcement activities associated with the following ordinances, codes, and topics:

(1) *Issuing:*

- a. Construction permits.
- b. Mobile home permits.
- c. Mobile home de-title permits.
- d. Application for Building Code appeals.
- e. Monument or pole sign permits.
- f. Mobile home moving permits.
- g. Mobile home change of ownership.
- h. Demolition permits.
- i. Certificates of Occupancy.

(2) *Performing:*

- a. Building codes inspection.
- b. Building codes enforcement.
- c. Construction plan reviews.
- d. Investigation and verification of appeals.

¹Editor's note(s)—Ord. No. 234, § 7, adopted May 23, 1994, has been included herein as a new Art. IV, § 25-61 at the discretion of the editor.

Cross reference(s)—County departments in general, § 2-131 et seq.; buildings and construction, § 7-1 et seq.

e. Mobile home de-title inspections.

f. Site plan review and enforcement.

(3) *Administering.*

a. Building codes.

(b) The building staff shall serve as the enforcement staff to the towns of Heath Springs, Kershaw and Van Wyck, enforcing only those ordinances and codes that have been duly adopted by the respective councils.

(Ord. No. 234, § 7, 5-23-94; Ord. No. 2017-1458, § 1, 9-12-17; Ord. No. 1885, § 2, 12-11-23)

Secs. 25-62—25-70. Reserved.

~~ARTICLE V. ZONING DEPARTMENT~~

~~Sec. 25-71. Created, function and duties.~~

~~(a) Through this section, the county council creates the Lancaster County Zoning Department, a subset of the planning department. This staff shall perform the daily enforcement activities associated with the following ordinances, codes, and topics:~~

~~(1) Issuing:~~

~~a. Mobile home moving permits.~~

~~b. Mobile home change of ownership.~~

~~c. Application for zoning appeals and variances.~~

~~d. Use/occupancy permits.~~

~~e. Septic tank permits.~~

~~f. Demolition permits.~~

~~(2) Performing:~~

~~a. Unified Development Ordinance code inspections.~~

~~b. Unified Development Ordinance enforcement.~~

~~c. Site plan reviews.~~

~~d. Investigation and verification of Unified Development Ordinance appeals and variances, etc.~~

~~(b) The zoning staff shall serve as the enforcement staff to the towns of Heath Springs and Kershaw and enforce only those ordinances and codes that have been duly adopted by the respective councils.~~

~~(Ord. No. 2017-1458, § 2, 9-12-17; Ord. No. 1885, § 2, 12-11-23)~~

APPENDIX G

___ County Planning Commission Rules of Procedure

Article I - Organization

SECTION 1. Rules

These rules of procedure are adopted pursuant to S.C. Code § 6-29-360 for the ___ County Planning Commission (hereafter "Commission"), appointed by the ___ County Council and must be subject to all applicable laws of this state and ordinances of ___ County.

SECTION 2. Officers

The officers of the Commission shall be a chairman and vice chairman elected for a term of one year at the first meeting of the Commission in each calendar year. The Commission shall appoint a member of the ___ County staff as secretary of the Commission. (S.C. Code § 6-29-360)

SECTION 3. Chairman

The chairman shall be a voting member of the Commission and shall:

- a. Preside at meetings and hearings of the Commission;
- b. Act as spokesman for the Commission;
- c. Sign documents for the Commission; and
- d. Perform any other duties as approved by the Commission.

SECTION 4. Vice Chairman

The vice chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the event of the absence, disability, or disqualification of both the chairman and vice chairman, an acting chairman shall be elected by the members present.

SECTION 5. Secretary

The secretary shall:

- a. Provide notice of meetings in accordance with the requirements in Chapter 29, Title 6 of the S.C. Code of Laws, S.C. Code § 30-4-80 and Commission adopted requirements as appropriate;
- b. Assist in the preparation of the agenda;
- c. Keep minutes of meetings and hearings in accordance with S.C. Code § 30-4-90 and Commission adopted requirements;
- d. Maintain Commission records the Public Records Act, S.C. Code § 30-1-10, et seq. and county policy;
- e. Attend to Commission correspondence; and
- f. Perform others duties assigned by the chairman or Commission.
- h. Attend to Board correspondence; and
- i. Perform others duties assigned by the chairman or Board.

Article II - Meetings

SECTION 1. Time and Place

A schedule of regular meetings for the upcoming year must be adopted prior to the first of the year and shall be published and posted on a bulletin board in the Commission meeting place (and

on the County website). The schedule of regular meetings shall also indicate the time and place of those meetings. Special meetings may be called by the chairman or a majority of the Commission members. Meetings shall be held in the place stated in the notice of the meeting and shall be open to the public, unless closed as allowed by the Freedom of Information Act, Chapter 4 of Title 30, or other provision of the S.C. Code of Laws. (S.C. Code § 30-4-80)

SECTION 2. Agenda

Any Commission member may place an item on the next Commission agenda by sending a written or electronic description of the matter to the chairman and the secretary at least six days in advance of that meeting, but not after public notification and posting of a Commission meeting. A written agenda for a meeting shall be furnished by the secretary to the members of the Commission at least five days in advance of any meeting. The final written agenda (with Review Sheets, if any,) shall be published and posted on a bulletin board in the Commission meeting place (and on the County website) at least twenty-four hours in advance of any regular or special meeting. (S.C. Code § 30-4-80).

The agenda for the meeting shall not be amended once published, except in compliance with the Freedom of Information Act, Chapter 4 of Title 30 or other provision of the S.C. Code of Laws. Once a Commission meeting has begun, the agenda may be amended upon two-thirds vote of the Commission members present and voting and in compliance with the Freedom of Information Act, Chapter 4 of Title 30, or other provision of the S.C. Code of Laws.

SECTION 3. Quorum

A majority of the members of the Commission shall constitute a quorum. A quorum is necessary to conduct any business other than rescheduling the meeting.

SECTION 4. Rules of Order

The (Model Rules of Parliamentary Procedure for South Carolina Counties / __Edition of Robert's Rules of Order Newly Revised) shall govern the conduct of Commission meetings unless otherwise provided in these Rules of Procedure.

SECTION 5. Voting

A member must be present to vote. Each member shall vote unless disqualified by law (including, but not limited to, County ethics ordinances and S.C. Code § 8-13-700). Disqualification shall be decided by the member affected, who shall furnish a copy of the reason to the presiding officer, who shall cause the statement to be printed in the minutes and shall require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause such disqualification and the reasons for it to be noted in the minutes.

SECTION 6. Conduct

Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.

Article III - Public Hearings

SECTION 1. Notice

The secretary shall give notice required by statute, ordinance or these rules for all public

hearings conducted by the Commission.

Members of the public desiring to be heard shall give written notice to the secretary prior to commencement of the hearing which may be accomplished by a sign in sheet at the meeting. In its discretion, the Commission may, by majority vote, allow members of the public who did not give prior notice prior to the commencement of the public hearing to speak.

SECTION 2. Procedure

OPTION A

In matters brought before the Commission for public hearing by an applicant, the secretary shall present the background information from Review Sheet. The applicant, his agent or attorney, shall be heard first, members of the public next, and staff next. The applicant shall have the opportunity to reply last. No person may speak longer than five minutes without the consent of the Commission. No person speaking at a public hearing shall be subject to cross-examination. All questions must be posed by members of the Commission.

In matters not brought before the Commission by an applicant, the secretary shall present any Review Sheet and then members of the public shall speak in the order in which written notice of desire to speak was received or, upon majority vote, in a manner determined by the Commission.

OPTION B

In matters brought before the Commission for public hearing by an applicant, the applicant, his agent or attorney, shall be heard first, members of the public next, and staff next. The applicant shall have the opportunity to reply last. No person may speak longer than five minutes without the consent of the Commission. No person speaking at a public hearing shall be subject to cross-examination. All questions must be posed by members of the Commission.

In matters not brought before the Commission by an applicant, the secretary shall present background information from any Review Sheet prepared by staff and then members of the public shall speak in the order in which written notice of desire to speak was received or, upon majority vote, in a manner determined by the Commission.

Article IV - Records

SECTION 1. Minutes

The secretary shall keep written minutes of all meetings including:

- (a) The date, time and place of the meeting,
- (b) The members of the public body recorded as either present or absent and any reason given by an absent member,
- (c) The substance of all matters proposed, discussed or decided and, at the request of any member, a record, by an individual member, of any votes taken, and
- (d) any other item required by the Freedom of Information Act, Chapter 4 of Title 30, other provision of the S.C. Code of Laws or the Commission.

The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. The secretary shall keep a (digital) recording of any hearing from which there may be an appeal by an aggrieved party.

SECTION 2. Reports and Records

The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission. Copies of all notices, correspondence, reports, forms, exhibits, and presentations shall be preserved in accordance with the Public Records Act, found at S.C. Code § 30-1-10, et seq.

Article V - Review Procedure

SECTION 1. Zoning Amendments

Proposed zoning text and district amendments shall be considered and recommendations forwarded to the county council within thirty days after receipt of the proposed amendments, unless additional time is given by the county council. When authorized, the Commission shall conduct any required public hearing prior to making a recommendation. (S.C. Code § 6-29-760).

SECTION 2. Plats

Plats submitted for review pursuant to land development regulation shall be reviewed by designated staff members who may approve for recording plats of existing lots of record, minor subdivisions of land which meet all zoning requirements, and subdivisions which are exempt from regulation pursuant to S.C. Code § 6-29-1110(4) or other provision of law. The Commission shall be informed in writing of all staff approvals at the next regular meeting and a public record of such actions shall be maintained. All other plats shall be subject to review and approval by the Commission.

SECTION 3. Comprehensive Plan

All zoning and land development regulation amendments shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the county council on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission which meets the requirements of S.C. Code § 6-29-510(E).

SECTION 4. Reconsideration

The Commission may reconsider any review when requested by county council or when an applicant brings to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review.

Article VI - Finances

SECTION 1. Budget

The Commission shall submit written recommendations to the county council for funding in the format and time frame set by the administration. The recommendations shall include an explanation and justification for the proposed expenditure and any revenue sources or levels.

SECTION 2. Expenditures

Budgeted funds shall be expended only for approved purposes in accordance with county financial policies and procedures, including procurement rules. Upon adoption of the county budget, the Commission may adopt an authorization for specified expenditures by designated staff members

within the limits provided. Reimbursement for actual expenses incurred in the performance of official duties approved in advance by designated staff members of the Commission and staff upon documentation in accordance with county policy.

SECTION 3. Personnel

The Commission may (employ staff as may be authorized and funded through the county budget / make recommendations for the county to employ candidates as may be authorized and funded through the county budget). All employees are subject to county personnel policies.

The Commission may engage consultants by majority vote of the Commission after notice and review in accordance with county procurement policies.

Article VII - Amendment

SECTION 1. Amendment

These rules may be amended at any regular meeting by majority vote of the Commission at least seven calendar days after a written copy of the proposed amendment is delivered to all members of the Commission.

ADOPTED, this ___ day of ____, 20__.

