

South Carolina



Planning Education Advisory Committee

Committee Members:

February 24, 2017

Stephen G. Riley, Chairman
Representing MASC
Term Expires: 2017

Jenny J. Werking, AICP
Charleston County Zoning and Planning Department
4045 Bridgeview Drive
N. Charleston, SC 29405

Phillip L. Lindler
Representing SCAC
Term expires: 2019

Cliff Ellis
Representing Clemson
University
Term expires: 2020

Re: Planning & Zoning 101

Dear Ms. Werking:

Christopher Witko
Representing USC
Term expires: 2020

On February 14, 2017, I received the Program Materials you submitted for accreditation of the Continuing Education Course detailed above. Upon receipt of your application, I sent an email to confirm receipt by all Committee members and set a deadline for comments.

Wayne Shuler
Representing SCAPA
Term expires: 2018

Under the "no objection policy" adopted on July 8, 2009, your request is considered approved. Your signed "Notice of Decision" is attached. Formal, after-the-fact approval will be handled as part of a Consent Agenda at the regular quarterly meeting of the Committee, which is scheduled for April 25, 2017 at 10:00 a.m.

Thank you for your efforts to help make this program a success.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen G. Riley".

Stephen G. Riley, ICMA~CM
Chairman

cc: Phil Lindler, Cliff Ellis, Christopher Witko, and Wayne Shuler

NOTICE OF DECISION

**County of Charleston
Planning & Zoning 101**

12. The following action has been taken by the SCPEAC on this application:

- a) X ACCREDITED for 1.5 CE credits
- b) DENIED ACCREDITATION

i. Reason: _____

- c) RETURNED for more information

13. If accredited:

- a) Approved Course No.: 2017-03
- b) Date of accreditation: 02/24/2017
- c) Comments: None

Signature of SCPEAC Representative: _____



**For further information, contact Mr. Stephen Riley, Chairman,
843-341-4701 or steve@hiltonheadislandsc.gov**



Application for Accreditation of a Continuing Education Program

February 14, 2017

**APPLICATION FOR ACCREDITATION
OF A CONTINUING EDUCATION PROGRAM**

Note: This certification form, together with the required information referenced therein, shall be submitted to the Committee. If no objections are raised by a member of the SCPEAC within 10 working days of receipt, the continuing education program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled, with appropriate public notice, as soon as reasonably possible, to review the application.

Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. The Committee will consider extenuating circumstances where the 30 day deadline cannot be met.

1. Name and address of organization providing or sponsoring the orientation program:

- a. Organization Name: Charleston County Zoning & Planning Department
- b. Address: 4045 Bridge View Drive
- c. City: N. Charleston
- d. State: SC
Zip Code: 29405
- e. Telephone: 843-202-7213
- f. Email: jwerking@charlestoncounty.org

2. Contact Information:

- a. Name of Contact Person: Jenny J. Werking, AICP
- b. Title: Planner II
- c. Telephone: 843-202-7213
- d. Email: jwerking@charlestoncounty.org

3. Information on orientation program:

- a. Title of Program:
Planning & Zoning 101
- b. Date(s) and Location(s) of Program:
Monday, March 6, 2017, Public Services Building, B225 Council Committee Room
- c. Brief description of the program and its content:
An overview of the Charleston County Zoning and Planning Department's many functions, including but not limited to: the Comprehensive Plan, Zoning and Land Development Regulations Ordinance, Site Plan Review process, and tree protection/preservation. This program also includes a planning activity and quiz. 1.5 hour program.

4. Method of presentation (check all that apply. All sessions must have a Coordinator present):

- a. Presentor(s) in room with participants ☒
- b. Live presentation via close circuit TV, video conferencing, or similar; Coordinator present ☐
- c. Videotape or CD/DVD presentation; Facilitator present ☐
- d. Webinar or similar; Coordinator present ☐
- e. Other (describe) _____

5. Description of materials to be distributed (check/fill in all that apply):

a. Powerpoint handout:	<input checked="" type="checkbox"/>	number of slides: 56
b. Other handouts:	<input checked="" type="checkbox"/>	total pages: 2
c. CD/DVD:	<input type="checkbox"/>	
d. Other (describe)	_____	
e. None:	<input type="checkbox"/>	

6. When are materials distributed?

- a. Sent before the program: ☐
- b. Handed out at the program: ☒
- c. Other (describe) _____

7. Required attachments (5 copies distributed as described below):

- a. Course description and outline including estimated time per section
- b. Brochure, if available
- c. Course Presenter(s) and credentials (include brief resumes and qualifications)
- d. Copies of all handouts and course materials
- e. Evaluation Form and method of evaluation (each program must be evaluated)

8. Instruction Time:

- a. Indicate the total minutes of instruction time: 1.5 hours/90 minutes

Note: Breaks, meals and introductions should not be counted. A reasonable period of Q and A should be included and counted.

9. Method of Advertisement:

- a. Describe the ways in which you intend to let potential attendees know about this orientation program:

Email and in person at meetings.

10. Certification. By Submitting this application, the applicant agrees to:

- a. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel or lodging costs will be the responsibility of the Committee member(s).
- b. The applicant acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.


i. Name of Organization: Charleston County Zoning & Planning Department

ii. Name of Representative: Jenny J. Werking, AICP

iii. Title: Planner II

iv. Phone: 843-202-7213

v. Email: jwerking@charlestoncounty.org

vi. Signature: 

vii. Date: 2/14/17

Application and all Materials may be submitted in one of the following means:

1. Electronic submission to each of the committee members listed below via email; or
2. Hardcopy via U. S. Mail, 1 copy each to each committee member; or
3. Electronic submission of the application via email to all committee members, and submit hardcopy supporting materials via U.S. Mail to each member, if materials not available electronically.
4. Please cc all applications to the Chairman's assistant, Vicki Pfannenschmidt at vickip@hiltonheadislandsc.gov

To access committee members email and postal addresses visit the link below:

<http://www.scstatehouse.gov/scpeac/members.htm>

NOTICE OF DECISION

11. The following action has been taken by the SCPEAC on this application:

<input type="checkbox"/> ACCREDITED for	CE credits
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☐ DENIED ACCREDITATION

☐ RETURNED for more information

i. Reason: _____

12. If accredited:

Accredited Course No: _____

a. Date of accreditation: _____

b. Certification is valid until: _____

Signature of SCPEAC Representative: _____

**For further information, contact Mr. Stephen Riley, Chairman,
843-341-4701 or stever@hiltonheadislandsc.gov**



7.) Required Attachments
a.) Course Description and Outline:

See Agenda Attached



CHARLESTON COUNTY ZONING & PLANNING DEPARTMENT PRESENTS PLANNING & ZONING 101

Continuing Education Training

March 6, 2017, 3:00 pm – 4:30 pm

Public Services Building, B225 Council Committee Room

1.5 hours

- 1) Introductions/Purpose/Overview of session
- 2) Planning Framework, and overview of what Planners do
- 3) Comprehensive Plan
- 4) Charleston County Zoning and Land Development Regulations Ordinance, Zoning Permits, Rezoning, Variances/Special Exceptions
- 5) Subdivision and Site Plan Review
- 6) Planning Activity
- 7) Quiz and Closing

Presenters

Joel Evans, PLA, AICP, Director
Andrea Pietras, AICP, Deputy Director
Sally Brooks, PLA, ISA, Planner III
Jenny J. Werking, AICP, Planner II



- 7.) Required Attachments
- b.) Brochure – there will not be a brochure for this training



7.) Required Attachments

c.) Course Presenters and credentials:

- Brief resumes and qualifications are attached for the presenters.

Joel Evans, PLA, AICP
Brief Resume

Joel Evans is the Director of the Planning and Zoning Department for Charleston County. He has been with the County since 1999. Mr. Evans is a Registered Landscape Architect in South Carolina and a member of the American Institute of Certified Planners.

He holds a Bachelor of Environmental Design in Landscape Architecture from North Carolina State University and a Certificate of Advanced Studies in Environmental Policy from the University of Denver.

His job duty with Charleston County is to plan, direct, and coordinate all operations and activities of the Planning & Zoning Department; establish and maintain effective working relationships with other County employees, the Planning Commission, the Board of Zoning Appeals, the County Administrator, the County Council and municipalities within Charleston County.

Andrea Pietras, AICP
Brief Resume

Andrea Pietras is the Deputy Director of the Charleston County Zoning and Planning Department, where she has worked since 2003. She manages the planning division, which is responsible for land use planning and zoning including comprehensive planning, community planning, zoning ordinance amendments, planned developments, and development agreements. Prior to working for Charleston County, she worked in land use and environmental planning at the Berkeley-Charleston-Dorchester Council of Governments.

Andrea is a member of both the American Institute of Certified Planners (AICP) and the American Planning Association (APA). She has served on the South Carolina Chapter of the American Planning Association's Executive Committee since 2010, as Secretary-Treasurer (2010 – 2012), Director-at-Large (2012 – 2014), President-Elect (2014 – 2016), and currently as President. She earned a Bachelor of Science Degree in Agricultural and Applied Economics from Clemson University in 1998 and a Masters of City and Regional Planning from Clemson University in 2000.

Sally Brooks, PLA, ISA
Brief Resume

Sally Brooks has been a Planner for the Charleston County Zoning/Planning Department since 2007. She is a Certified Arborist through the International Society of Arboriculture (ISA) and a Professional Landscape Architect (PLA) licensed in the State of South Carolina. She is also a member of the American Planning Association (APA), American Society of Landscape Architects (ASLA), and Trees SC.

In 2004, she earned a Bachelor of Landscape Architecture degree from the University of Georgia College of Environment and Design, and went on to work in the private sector for several years as a landscape designer with a Landscape Architecture firm in North Carolina. She currently helps administer and manage the Site Plan Review and Subdivision functions for the County, which includes plan review, code enforcement, site inspections, and daily coordination with applicants, associates, citizens, contractors, developers, and other licensed professionals.

Jenny J. Werking, AICP
Brief Resume

Jenny J. Werking has been a Planner for the Charleston County Zoning and Planning Department since 2003. Mrs. Werking has been a professional planner since 2000 and is a member of the American Institute of Certified Planners, the American Planning Association and the South Carolina Chapter of the American Planning Association.

She holds a Bachelor of Arts degree in Urban Studies, Planning and Administration from the College of Charleston.

She is certified facilitator for the Municipal Association of South Carolina and has conducted orientation training and continuing education for local government planning and zoning officials and staff in Charleston County including the Towns of Kiawah, Rockville and Meggett. She is a graduate of the Charleston County Supervisory training program.

She has staffed Board of Zoning Appeals and Planning Commissions and worked with various municipal governments in the preparation and administration of comprehensive plans and zoning and land development regulations in North Carolina, Ohio and South Carolina.



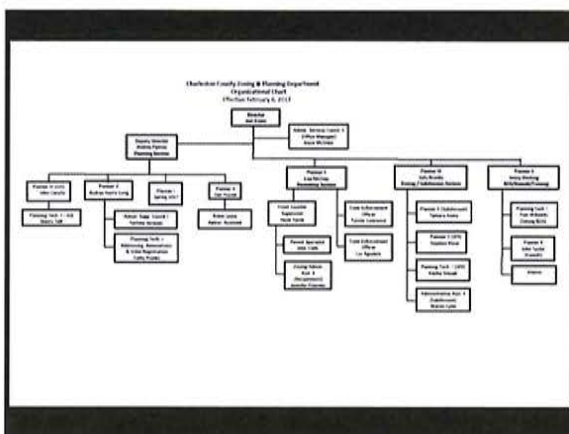
7.) Required Attachments
d.) Handout – PowerPoint
Presentation

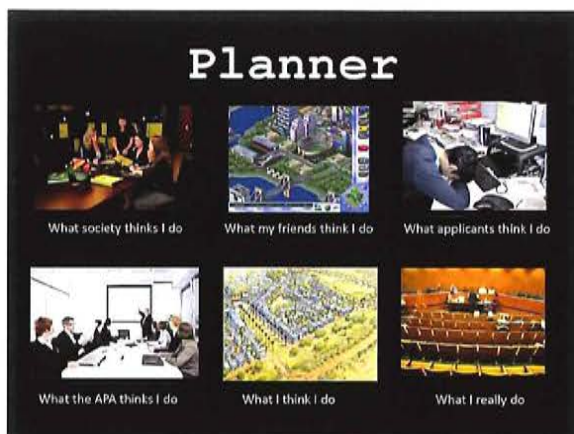
Charleston County
Zoning & Planning Department
presents Planning & Zoning 101

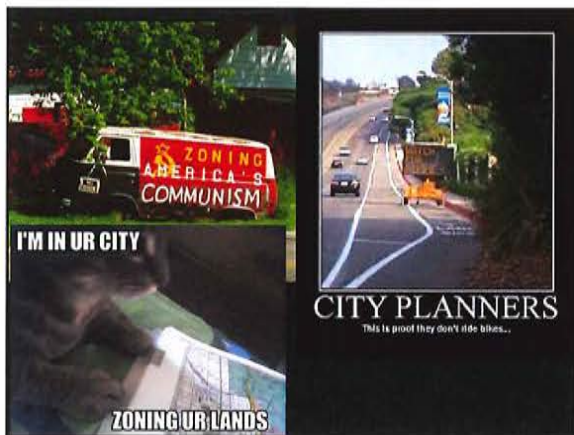
Board of Zoning Appeals
Continuing Education Training
March 6, 2017

Presenters

- Joel Evans, PLA, AICP, Director
- Andrea Pietras, AICP, Deputy Director
- Sally Brooks, PLA, ISA, Planner III
- Jenny J. Werking, AICP, Planner II









But seriously, what is Planning?

When government officials, business leaders,
and citizens come together to build
communities that enrich people's lives

**this
is your
world.
shape it or
someone
else will.**



Cities have the capability
of providing something for everybody,
only because, and only when,
they are created by everybody.
Janine Jacobs



© 2009 City of Berkeley

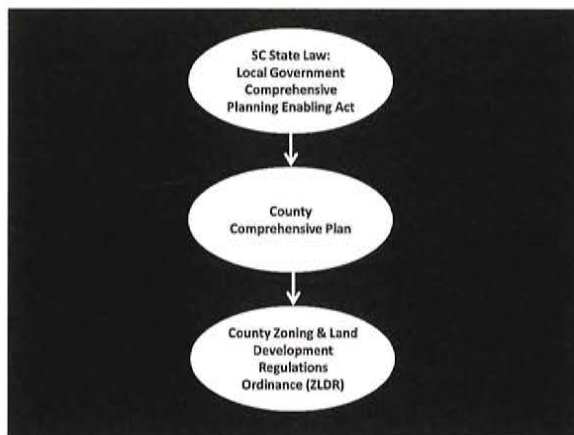
<https://www.youtube.com/watch?v=QqRCWVR9CWl&feature=youtu.be>

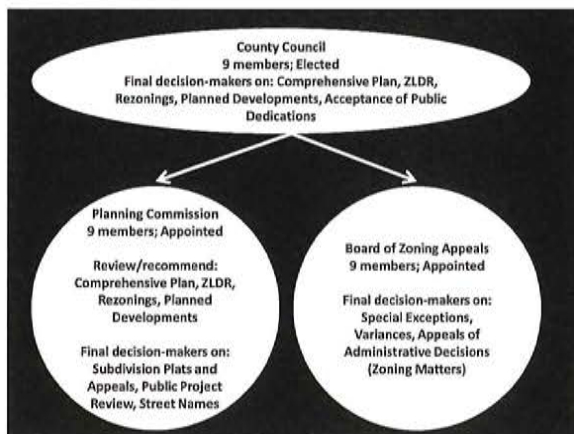
What do Planners do?

- Help government officials, business leaders, and citizens create communities that offer better choices for where and how people live and work
- Planning is a collaborative, dynamic field that offers the chance to really make a difference in the communities you care about
- We are professionally licensed (AICP), which requires certification maintenance
 - State required education for those who are not AICP but work in our office
- Some of our planners are certified arborists and Professional Landscape Architects

What else do Planners do?

- We are active members of the American Planning Association (APA) and the SC Chapter of the American Planning Association (SCAPA), organizations that assist communities with planning and zoning related issues
- Andrea Pietras is the current President of SCAPA
- Andrea Harris-Long is the current SCAPA Secretary-Treasurer





Zoning/Planning Dept. Functions

- Comprehensive Plan updates and amendments (County, Meggett, Kiawah, Rockville)
- ZLDR amendments (County, Meggett, Kiawah, Rockville)
- Community Planning (County and in coordination with municipalities)
- Rezoning, PDs, & Development Agreements (County, Meggett, Kiawah, Rockville)
- Variances, Special Exceptions, & Appeals of Administrative Decisions (County, Meggett, Kiawah, Rockville)

More Zoning/Planning Dept. Functions

- Subdivision Plats (County, Meggett, Kiawah, Rockville, Lincolnville)
- Site Plan Review (County, Meggett, Kiawah, Lincolnville)
- Code Enforcement (County, Meggett, Kiawah, Rockville)
- Addressing (County and all municipalities except CHS, MTP, NCHS, SBK, IOP, SUL)
- Special Projects (Historic Preservation grant, Agricultural Issues Advisory Committee, etc.)

Comprehensive Plan

What is a Comprehensive Plan?

- An expression of a community's vision for its future
- It's LAW!
- Serves as a guide for public policy decisions
- Authority granted by Article 3 of the SC Code of Laws, Title 6, Chapter 29, as amended
 - Describes the process, elements, and requirements for comprehensive plans

What's in a Comprehensive Plan?

- Requires at least nine elements
 - At least the land use element must be adopted to enact zoning regulations
 - At least the community facilities, housing, and priority investment elements must be adopted to enact land development regulations
- Each element must include:
 - An inventory of existing conditions
 - A statement of needs and goals
 - Implementation strategies with time frames

Comprehensive Plan Elements

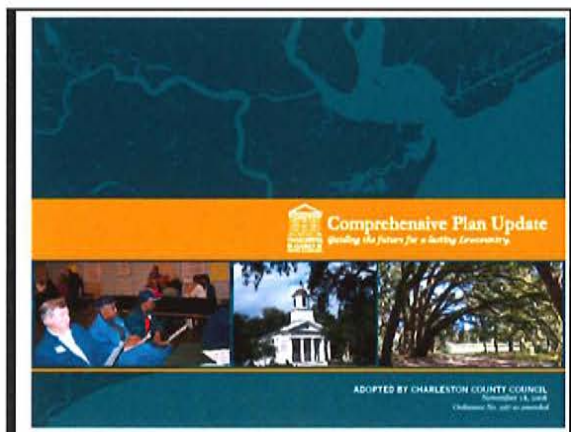
1. Population: Demographic trends and projections
2. Economic Development: Labor force demographics, employment by place of work and residence, etc.
3. Natural Resources: Coastal resources, wetlands and waterways, agricultural and forest land, plant and animal habitats, parks and recreations, etc.
4. Cultural Resources: Historic buildings and structures, archaeological sites and landscapes, etc

Comprehensive Plan Elements (cont'd)

5. Community Facilities: Water, sewer, solid waste, recycling, fire and police protection, EMS, schools, government facilities, etc.
6. Housing: Location, type, age, condition, owner and renter occupancy, and affordability of housing
7. Transportation: Road improvements, new road construction, transit projects, pedestrian and bicycle projects, airports, etc.
8. Land Use: Existing and future land uses (single family, multi family, commercial, industrial, institutional, agricultural, etc.)

Comprehensive Plan Elements (cont'd)

9. Priority Investment:
 - Analyzes federal, state and local funds available for public infrastructure and facilities over subsequent 10 years and recommends the projects for expenditures of those funds (water, sewer, road, school projects)
 - Recommendations on expenditures must be coordinated with adjacent jurisdictions and agencies
10. Energy Element: Promotes conservation and renewable energy



Chapter 2.1 Vision Statement

One vision for the future of Charleston County is inspired by its history. Charleston County is characterized by its natural scenic beauty, its water resources and port, its historic history, its diverse culture, and vibrant business climate. However, our greatest asset is our people. All of these attributes come from its rich, enduring growth and development. As the growth continues, it is essential that the people embrace a true vision for the County which respects the natural environment and traditional lifestyle, allows for responsible growth and quality development with no compromise on regional cooperation. It is essential to enhance the quality of life, a balance must be maintained between housing needs and development and preserving our natural and cultural resources, always respecting the rights of the individual, including private property rights.

Historically an agrarian community, vast tracts of land remain in some form of agricultural use. We should make every effort to support these activities for cultural resources and economic growth. This is in keeping with the vision of Thomas Heyward, Jr., a Charleston signer of the Declaration of Independence who said: "... Agriculture is the parent of commerce, and both together form the great main from which the wants of individuals are supplied..."

Today many of our recreation facilities, quality of life, and tourist attractions are derived from our beaches, waterways, scenic beauty, historic preservation, and abundant natural resources. These should be preserved and protected for future generations. Additionally, our economy transitions into the 21st Century mandates quality education.

The economic base of the County is shifting, as a community we should encourage this diversification and growth while providing for a variety of opportunities without compromising traditional values and settlement patterns. Regionally, major employers are the port, tourism, the medical industry, the government and military, agriculture, and increasingly manufacturing. As we support these economic activities and quality growth, coordination and cooperation among the various governmental entities must occur resulting in improved service delivery, high quality development, and unity. This health vibrant community must look to the past, consider the present, and plan for the future in order to remain a superior place to live, work, and play.

Chapter 2.2 Goals

The following statements have been carefully crafted to reflect the vision and establish specific goals for the future is intended for this. These goals are selected from the Plan as part of the policies and to respond for each element.

2.2.1 Land Use Element Goal

Accommodate quality growth in areas that respect the unique character of different parts of the County, preserve a scenic opportunity where appropriate, protect private property rights, be coordinated with the provision of community and public facilities, and provide cultural and historic resources.

2.2.2 Economic Development Element Goal

Charleston County will encourage growth in a strategic and prudent manner, ensuring economic opportunities for its citizens and including local health for every government within our facilities.

2.2.3 Natural Resources Element Goal

Charleston County will protect its natural resources, such as rivers, wetlands, uplands, and wildlife habitat, beaches and dunes, geohazards, forests, farmland, etc., and all quality will be preserved, and actions will be taken to mitigate or avoid negative impacts of growth and development, and address, where appropriate.

2.2.4 Cultural Resources Element Goal

Cultural, historic and archeological resources, unique settlement patterns of historical, literary, recreational, such as historically African-American neighborhoods and family settlements, and traditional activities such as heritage fishing, hunting, etc., will be preserved and protected from potential negative effects of growth and development.

2.2.5 Population Element Goal

A sustainably diverse and growing population will be accommodated by Charleston County, as an opportunity and facility, encourage actions with particular attention to low to moderate income residents.

2.2.6 Housing Element Goal

Quality housing that is affordable will be encouraged for people of all ages, incomes, and physical abilities.

2.2.7 Transportation Element Goal

A transportation system that is coordinated with land use patterns, accurately characterizes and promotes a variety of transportation modes and provides an adequate level of service that supports economic development and maintains a high quality of life.

2.2.8 Community Facilities Element Goal

Community facilities and services will be provided in a timely, equitable manner with a high level of service and will be coordinated with surrounding land use and will be valued as land use patterns and development decisions so that community facilities and services have an opportunity to be provided in a timely and coordinated manner.

2.2.9 Priority Investment, Implementation, and Coordination Element Goal

Public infrastructure projects will be prioritized through coordination with relevant and relevant jurisdiction and agencies.

2.2.10 Energy Element Goal

Efficient use of resources, energy savings, and energy conservation measures that encourage conservation.

2.2.11 GENERAL LAND USE POLICIES

Overview
The Land Use Element Goal and Strategic Policy Directive, regarding the growth approach to land use planning in the County. That address the long term vision for the land use and establish strategic actions that County Council can take to meet the vision. The vision is contained in the Plan and the Land Use Element Goal and Strategic Policy Directive.

Land Use Element Goal

Accommodate quality growth in areas that respect the unique character of different parts of the County, preserve a scenic opportunity where appropriate, protect private property rights, be coordinated with the provision of community and public facilities, and provide cultural and historic resources.

Land Use Element Goals

Land Use Element Goals include, but are not limited to the following:
• Preserving the rural character of the County;
• Encouraging compact growth where infrastructure already exists;
• Providing guidance for the location, character, and intensity of land use in the County; and

• Authorizing incentive planning strategies that recognize emerging land use policy needs, with focus on the form and use of land use in land use plans.

Land Use Element Strategic Policy Directive

The following strategic actions should be undertaken by the County to support the vision and goal of the Land Use Element. These implementation strategies will be reviewed and updated every five years from the date of adoption of this Plan.

(1) Protect and enhance the environmental quality of freshwater and saltwater wetlands and recharge areas, creek, marsh and some high quality beaches, and scenic resources.

(2) Implement design character that enhance the quality of development along commercial corridors and establish scenic corridors and areas of environmental and cultural significance.

(3) Foster the rural character of land outside the Urban Growth Boundary by encouraging farm, forest, and ranch.

(4) Coordinate land use patterns with transportation, housing, employment, and other development to provide convenient and accessible opportunities for people to live and work.

(5) Reinforce the location of the Urban Growth Boundary and the intent to change it.

(6) Encourage compact growth in already developed areas, including urban, suburban, and rural.

of existing vacant sites inside the Urban Growth Boundary, one development in the growth areas, giving high priority to sites of prime employment and residential density.

Land Use Element Strategic Policy Directive

(1) Continue the Comprehensive Plan implementation timeline to support the County Council.

(2) Establish programs and policies which ensure new growth contributes to the vision of the County and its goals.

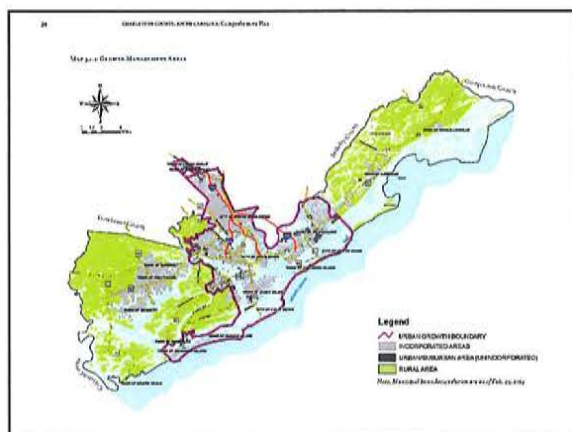
(3) Ensure that one application, offering County incentives to support the County Council, is adopted by the County Council.

(4) Adopt incentive planning and zoning techniques such as: clustering or conservation design and lot split, farmstead zoning, etc., to encourage a continuation of land use within communities, including residential, service, and employment land uses.

(5) Foster a framework for the maximum density of the residential future land use designation may be approved when affordable and well-sited housing units are included in proposed developments in the Urban Growth Area, provided there is no negative effect on the existing community.

(6) Continue to work with the City of Charleston, residents, and businesses in the Urban Growth Community to advance the Draft J. Murrells Branch Comprehensive Plan, which is adopted as part of this Plan by resolution.

(7) Continue to work with the residents and businesses in the Urban Growth Community to implement the Urban Growth Community Plan, which is adopted as part of this Plan by resolution.



Who develops Comprehensive Plans?

- Planning Commission develops the comprehensive plan and recommends it for adoption by County Council
- County Council must hold at least one public hearing noticed in a newspaper at least 30 days in advance
- Planning Commission must review the plan at least once every five years and update the entire plan at least once every ten years
 - Adoption process described above applies to reviews and updates
- Public involvement is very important!



How are Plans Implemented?

- Comprehensive plan recommendations and strategies drive much of the public policy decisions made by the County
- Most common method of plan implementation is through zoning and land development requirements
- Can be implemented in many other ways:
 - Transportation projects and plans
 - Economic development plans
 - Greenbelt, agricultural, and open space preservation plans
 - Inter-jurisdictional cooperation and agreements
 - Urban growth boundaries
 - Conservation subdivisions
 - Funding tools – capital improvements programs, adequate public facilities ordinances
 - Etc.



Zoning and Land Development Regulations Ordinance (ZLDR)

What is the ZLDR?

- Written regulation (law) that defines how property in specific geographic zones can be used
- Implements the Comprehensive Plan
- Intended to protect the **health, safety, and general welfare** of existing and future residents of Charleston County
- Authority granted by Article 3 of the SC Code of Laws, Title 6, Chapter 29, as amended, which describes the process and requirements for zoning and land development regulations

ZLDR...

- Applies to all development, public & private (new uses/structures; use changes; structural additions, enlargements, renovations, etc.)
- Provides minimum development requirements:
 - Specifies whether properties can be used for residential, office, commercial, or industrial purposes
 - Regulates density, lot size, placement, bulk, and the height of structures
 - Includes site design requirements (parking, signage, buffering, tree protection and preservation, site lighting, architectural design, traffic studies/mitigation)

Relationship to Private Restrictive Covenants

Charleston County "does not enforce private agreements, easements, covenants or restrictions to which the County is not a party"; however, if the County has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits an activity proposed in a zoning permit application, the County cannot issue the requested zoning permit

(pursuant to state law Sec. 6-29-1145)

Zoning permits are required prior to:

- The issuance of a building permit
- Grading, filling, surfacing, constructing a driveway in conjunction with the construction of a single family residence, or constructing/enlarging parking areas containing more than six parking spaces
- Change in use, including an increase in the number of families or dwelling units in a building or lot
- The installation of any sign (except real estate signs)
- Moving any house or manufactured home
- Obtaining a business license
- Any earth disturbing activity such as clearing/grubbing, grading, drainage, road construction

Zoning Map Amendments (Rezoning)

- Requests to change the zoning of property
- Application process that must be requested by the owner of the subject property
- Process:
 - Pre-application meeting with staff
 - Planning Commission recommendation
 - County Council Public Hearing
 - County Council Planning & Public Works Committee recommendation
 - 3 readings at subsequent Council meetings



A lot of public notification is involved

Zoning Variances and Special Exceptions

- Zoning variance applications: Requests to deviate from a specific zoning/land development requirement (setbacks, buffers, parking, tree protection and preservation, etc.)
- Special exception applications: Uses of property that are allowed only if approved by the Board of Zoning Appeals (i.e., alcohol sales, special events)
 - Must satisfy the site plan review process
- Application process that requires approval by the Board of Zoning Appeals (quasi-judicial)

A lot of public notification is involved

Subdivision

- A subdivision is a division of a tract or parcel of land into two (2) or more lots
- Two (2) types of subdivision plats:
 - Minor Subdivision
 - Major Subdivision
- Minor Subdivisions: Division of any tract of land into 10 or fewer lots provided that:
 - No public dedications (roads &/or drainage)
 - Meets DHEC requirements
 - Complies with requirements of this ordinance
- Major Subdivision: Any land division that is not a minor subdivision

Subdivision Application Process

- Pre-application conference with staff (including Planning, Stormwater, Public Works, DOT, DHEC and other applicable agencies)
- Plat is submitted with an application/fee and distributed to applicable departments and agencies for review and comment
 - Staff conducts an on site inspection
- Comments are mailed to the surveyor
- Revised plat is submitted for final approval by all agencies
- MINOR SUBDIVISION ONLY: Final Plat is approved & recorded
- MAJOR SUBDIVISION: Preliminary and Final Plat review & approval
- Plat approval delegated to staff (Planning Director may forward plat to the Planning Commission for approval)

Note: May require approval from other local, state or federal agencies



Charleston County Road Standards

- Allow private easements for access to up to 10 lots
- Include provisions for public and private rights-of-way
 - Private r-o-w must be built to standards set by the certified engineer and requires plat notes (County not responsible for maintenance, drainage, etc.)
 - Public r-o-w must be built to County standards, which vary by geographic area
- All accesses must comply with the building and fire codes
- Allows developers and property owners flexibility to decide which type of access works best for their development

Site Plan Review

- Authority given to staff in Chapter 3 of ZLDR
- Includes screening, buffering, landscaping, setbacks, parking, etc. for commercial uses
- Single-family, detached residential and Manufactured Housing Units are exempt
- Site plan must meet zoning and development standards as well as requirements from other agencies
- Tree preservation
 - Beautification, energy conservation, screening
 - Advice on species that will work in your area

Affidavit Information
That I may receive information
Coordination with the following agencies is
required, as applicable:
North Carolina Department of
Transportation (NCDOT) approval letter
Permit
Ocean and Coastal Resource
Management (OCRM) approval letter
U.S. Army Corps of Engineers approval
letter
State system approval from South
Carolina Department of Health and
Environmental Control (SCDEC)
Approval and notice availability letter
Public Impact Study

Site Plan Review Committee
Charleston County Building Services
843-760-6100
Charleston County Public Works
Surveyors Division 843-760-1900
Charleston County Zoning & Planning
Department 843-760-7100
DCRM 843-953-0200
SCDEC 843-953-0100
BOGOT 843-746-1555
US Army Corps of Engineers
843-359-0044

**Charleston County Zoning and Land
Development Regulations Ordinance**
This information is provided to those
with responsibilities and authority
regarding permits for Site Plan Review. It does
not constitute an exemption or waiver
to any phase of development. The correct
Charleston County Zoning and Land
Development Regulations Ordinance
(LDO) will be submitted at
<http://www.charlestoncountysouthcarolina.gov>

**Charleston County
Zoning & Planning
Department**

Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405

**CHARLESTON
COUNTY
SOUTH CAROLINA**

**WHAT IS THE PURPOSE OF
SITE PLAN REVIEW?**

*Site Plan Review (SPR) is a process used to
review all proposed developments and re-
developments, except for single-family residential,
for the purpose of ensuring compliance with
County and State requirements. The SPR
Committee consists of representatives from
various County and Governmental bodies who
addition issues pertaining to the project including,
but not limited to, zoning, building codes, health
standards, engineering regulations, and
designing road improvements.*

[illegible]

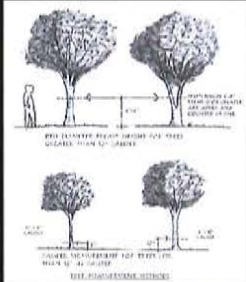
Tree Protection and Preservation

- Article 9.4, Tree Protection and Preservation, was adopted in 1989.
- Trees are valuable resources:
 - Shade/Summer Cooling
 - Screening
 - Sound Barriers
 - Windbreak
 - Wildlife Habitat
 - Water Filtration
 - Visual Appeal



Tree Ordinance - Residential

- Zoning Permits
 - A Zoning Permit is required for clearing and grading per **§3.8.1**
- Tree protection for single family residential lots:
 - Any tree measuring 24" or greater diameter breast height (DBH), except pines, is considered a **Grand Tree** as defined in **§9.4.1**
 - Grand Trees are prohibited from removal, unless a **Grand Tree Removal Permit** is issued.



Tree Removal

- DEFINITION OF "TREE REMOVAL"
 - Per **§9.4.1 C**, shall include, but not be limited to damage inflicted to the root system, girdling, storage of materials, soil compaction, changing the natural grade above or below the root system, damage inflicted on the tree permitting infection or infestation, excessive pruning, and paving within such proximity as to be harmful to the tree



Damage to Trunk



Storage of Materials Around Root System Causing Soil Compaction



Excessive Pruning

Tree Removal Permits

- Prior to Permitting
 - You may need a tree survey showing all trees 24" DBH or greater for residential properties; and/or
 - A site inspection by staff to determine tree removal approval. A permit for Grand Tree Removal may only be approved if the tree poses an imminent safety hazard and/or is diseased, dead, or dying as described in **§9.4.5**.
- Variances
 - Grand Trees that do not meet the removal criteria may be removed only where approved by the Charleston County Board of Zoning Appeals.



Grand Tree Violations

- Per §11.6.1 B. Grand Trees removed in violation of the Ordinance shall require mitigation:
 - The combined caliper of replacement trees may be up to 3 times the caliper of the Grand Tree removed; or
 - Payment to the Tree Fund established to receive money from tree removal violation fines as a form of mitigation. When tree can't be replanted on the property. The fee is based on the current market retail value of a 2"-3" caliper installed tree.
 - For example, a violation for removing a healthy 24" DBH Grand Tree could result in the replacement of 72" worth of trees plus a court fine.



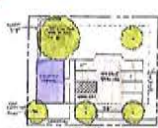
Planning Activity

Can you spot 9 differences between these two Plan pictures?

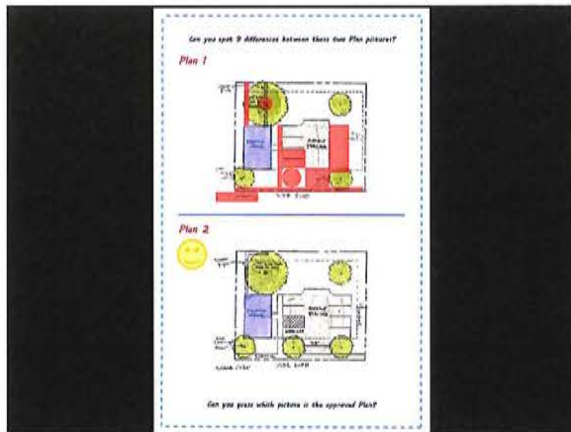
Plan 1



Plan 2



Can you guess which picture is the approved Plan?



How many municipalities are in Charleston County?

- a. 12
- b. 13
- c. 15
- d. 16

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How many square miles of land is Charleston County?

- a. 768
- b. 916
- c. 1,135
- d. 1,358

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What is density?

Number of dwelling units per land area OR
number of people inhabiting a given urbanized
area

What do you think is the biggest planning issue facing Charleston County?

- a. Climate change/rising sea levels
- b. Transportation Issues
- c. Housing affordability
- d. Urban/suburban sprawl
- e. Other?

Charleston County has a growth management strategy. True or false?

TRUE



7.) Required Attachments

e.) Evaluation Form and Method of Evaluation

TRAINING EVALUATION FORM

Charleston County Planning and Zoning Continuing Education (1.5 CE) Training

Presenters: Joel Evans, PLA, AICP, Andrea Pietras, AICP, Sally Brooks, PLA, ISA, Jenny J. Werking, AICP

Date: 3/6/17

Facilitator: Jenny J. Werking, AICP

Evaluation Items

Ratings

(For ratings of 1-3, please comment below how we can improve)

	Very Poor	Poor	Fair	Good	Very Good
1. The value/relevance of this session.	1	2	3	4	5
2. Quality of instructional materials and handouts.	1	2	3	4	5
3. Use of time.	1	2	3	4	5
4. Quality of participation and discussion.	1	2	3	4	5
5. Quality of presenters.	1	2	3	4	5
6. Quality of the overall session.	1	2	3	4	5

7. What did you find **MOST valuable** in this session?

8. What did you find the **LEAST valuable** in this session?

9. Other comments (including suggestions of topics for future training sessions):

Name (optional): _____