

**Council Members**

District 1: Terry Graham  
District 2: Charlene McGriff  
District 3: Billy Mosteller, Secretary  
District 4: Jose Luis  
District 5: Steve Harper, Chair  
District 6: "Vacant"  
District 7: Brian Carnes, Vice-Chair



**County Administrator**

Dennis E. Marstall

**County Attorney**

Ginny L. Merck-Dupont

**Clerk to Council**

Sherrie Simpson

**August 14, 2024**

**4:00 PM**

**101 North Main Street  
Lancaster, SC 29720**

**LANCASTER COUNTY COUNCIL  
COMMITTEE OF THE WHOLE  
County Council Chambers, County Administration  
Building, 101 North Main Street, Lancaster, SC 29720**

**AGENDA**

1. **Call to Order - Chairman Steve Harper**
2. **Welcome and Recognition - Chairman Steve Harper**
3. **Pledge of Allegiance and Invocation - Council Member Billy Mosteller**
4. **Approval of Agenda**
5. **Citizens Comments**

*[deletion and additions of non-substantive matter]*

*[Lancaster County Council welcomes comments and input from citizens who may not be able to attend Council meetings in person. Written comments may be submitted via mail to ATTN: Sherrie Simpson, Post Office Box 1809, Lancaster, SC, 29721, by email to Sherrie Simpson at [ssimpson@lancastercountysc.gov](mailto:ssimpson@lancastercountysc.gov) or by online submission by selecting the "Citizens Comments" quick link located on the County website homepage at <https://www.mylancaster.org/>. Comments must be no longer than approximately 3 minutes when read aloud. Comments received will be acknowledged during the Citizens Comments portion of the meeting. Comments will need to be received prior to 4:00 p.m. on the day before the meeting. Please use the same link above in order to submit input/comments for Public Hearings. \*Please note that any handouts presented to Council or Council Boards and Commissions become an official part of the record and a copy is attached to the legal minutes for the meeting.]*

6. **Discussion and Action Items**
  - a. The Lancaster County Council ARPA Non-Profit Committee Recommendations Plan Act (ARPA) Funding Stephany Snowden
  - b. Update on General Provision Changes for Boards and Commissions - Dennis Marstall / Ginny Merck-Dupont
  - c. Discussion on Updating Personnel Policies - Dennis Marstall, Lisa Parker/Debbie Hardin
  - d. Overview of Chapter 6 (Infrastructure) on the Re-write of the Unified Development Ordinance (UDO) - Allison Hardin

- e. Review of the Sign Code Section on the Re-write of the Unified Development Ordinance (UDO) - Allison Hardin
- f. Discussion of Potential General Obligation (G.O.) Bond Package - Jamie Privusnak / Sabrena Harris
- g. Discussion of Pay Adjustments for Certain EMS and Fire Positions - Dennis Marstall/Lisa Parker
- h. Discussion of Fire Codes and Building Use - Mike Magette, Fire Marshal / Darren Player
- i. Discussion regarding Mailer Insert for Tax Bills - Dennis Marstall

7. **Adjournment**

*Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting. Lancaster County Council agendas are posted at the Lancaster County Administration Building and are available on the Website: [www.mylancastersc.org](http://www.mylancastersc.org)*

*Meetings are live streamed and can be found by using the following link:  
<https://www.youtube.com/@LancasterCoSCGov/streams>*

# Agenda Item Summary

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Ordinance # / Resolution #: N/A  
Contact Person / Sponsor: Stephany Snowden / Administration  
Department: Administration  
Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

Receive the proposed funding recommendations of the ARPA Non-Profit Advisory Committee for the allocation of \$100,000 in American Rescue Plan Act (ARPA) Funds for fiscal year 2025.

**Strategic Plan Focus Area Alignment:**

***Resource Optimization***

Optimize sources of non-property tax funding to advance the priorities of the County.

***High Performance***

Develop an organizational structure and systems to foster an intense focus on high-performance service delivery.

**Points to Consider:**

This allocation of ARPA funding was set aside by council specifically for non-profits addressing the impacts of COVID and providing services to the underserved in our community, and those programs meeting the eligibility requirements of the U.S. Treasury Department and the rules governing American Rescue Plan Act Funds.

The review Committee was made up of representatives from a cross section of employees from the departments of communications, community development, finance, procurement, legal, building services, and the assessor's office.

The committee met four times between June 25, 2024, and August 1, 2024, and meticulously determined that the proposed projects meet all federal funding requirements and address post-covid related issues to include physical and mental health, food insecurity, programs for the persons with disabilities, seniors, and those living in federally qualified census tracts.

The Committee reviewed 15 applications, for a total request of \$415,760. The committee is recommending 10 applicants receive some level of funding for a combined total of \$100,000

**Funding and Liability Factors:**

The committee is recommending that all \$100,000 be allocated from the allotted ARPA funds for non-profits.

Based on Dept of Treasury guidance, the selected non-profits will be treated as sub-recipients of the federal ARPA funds and will have reporting requirements that will need to be included in the County's overall reporting of the use of ARPA funds.

The Committee reviewed a myriad of federal requirements to include the non-profits financials, non-profit status, prior grant experience and expertise, as well as staffing capacity to successfully execute their proposed program/service(s)

**Recommendation:**

Administration seeks Council feedback on the projects recommended for funding.

**ATTACHMENTS:**

Description	Upload Date	Type
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Non-Profit  
American Rescue Plan Act  
(ARPA)  
Advisory Committee  
Funding Recommendations

- ✓ On June 6, 2021, the County Council allocated \$100,000 in American Rescue Plan Act funds to support community non-profits aiding Lancaster County residents affected by the COVID-19 pandemic.

# Federal Requirements

- ✓ The U.S. Department of The Treasury's Final Rule governing the use of American Rescue Act Plan funds (ARPA) went into effect in April of 2022.
- ✓ Non-profits are required to use ARPA funds to respond to or mitigate the COVID-19 public health emergency or negative impacts experienced from it.

# Examples of Allowable Programs

Qualified non-profits may address such community concerns such as:

- ✓ Food and Nutrition Insecurity
- ✓ Housing Insecurity
- ✓ Community health and economic challenges that were exacerbated due to the Pandemic.
- ✓ Job Training and Economic Stability
- ✓ Quality Pre-K and Education Programs
- ✓ Programs Serving Families in Federally Qualified Census Tracts



- ✓ Committee made up of County Employees from Development Services, Assessor's Office, Building Services, Finance, Legal, Procurement, and Communications.
- ✓ Committee met on June 25, July 11, July 25, and August 1
- ✓ Meticulous in determining project eligibility, addressing a wide range of community needs throughout the County
- ✓ Applications were rated for clear goals and outcomes and organizational capacity and community impact.

- ✓ The Committee Reviewed 15 applications, for a total request of **\$415,760**
- ✓ The ARPA Committee's recommendations address a wide range of issues across the entire community, including food insecurity, youth physical and mental health programs, senior services, support for persons with disabilities, assistance for underserved families, financial stability initiatives, as well as prenatal and infant care services.

Organization	Request	Committee Recommendation
1. <b>Call Me Beauty Mentoring Program</b> – For 8- to 18-year-old girls to improve physical and mental health	\$17,000	\$15,000
2. <b>Lancaster Council of the Arts-</b> Art Therapy program for school aged youth and persons with disabilities	\$20,000	\$15,000
3. <b>NAMI</b> - Middle School Mental Health Program	\$20,000	\$15,000
4. <b>Golden Care</b> –Start-up costs for an ADA van to expand capacity for wheelchair-bound seniors and disabled residents needing adult day care services	\$25,000	\$10,000
5. <b>The Children’s Council-</b> Baby Block Family Prenatal and Infant Literacy Services	\$20,000	\$5,000
6. <b>Women’s Enrichment Center-</b> Providing essential services and new baby equipment to low-income new mothers.	\$25,000	\$8,000
7. <b>The Greater New Hope Soup Kitchen-</b> Food Kitchen ( Hot Meals)	\$25,000	\$9,000

Organization	Request	Committee Recommendation
8. <b>Hope in Lancaster and Kare-Family</b> Financial Stability Program	\$40,000	\$9,000
9. <b>Christian Services</b> –Support for Food Pantry Program	\$25,000	\$9,000
10. <b>Faith, Hope, and Victory-Power School</b> for male elementary school children at Clinton Elementary to Reduce School to Pipeline and Gang Activity	\$20,000	\$5,000
11. <b>United Way</b> - Emergency support for unsheltered individuals, including hotel stays, food storage equipment, and employability resources, in collaboration with local organizations.	\$20,000	No Funding Recommendation
12. <b>NAACP</b> -Expansion of the ACT-SO youth engagement program to include performing arts and STEM opportunities for low-income youth	\$14,000	No Funding Recommendation

Organization	Request	Committee Recommendation
<p><b>13. James R. Clarke Sickle Cell Foundation-</b> Funding Sickle Cell Awareness Luncheon, Festival &amp; Disabilities Parade, and a Dining with the Stars Gala in December.</p>	<p>\$46,760</p>	<p>No Funding Recommendation</p>
<p><b>14.Lancaster Council on Aging</b> -Memory support services for caregivers of individuals with dementia, in partnership with Magnolia Memory Care.</p>	<p>\$20,000</p>	<p>No Funding Recommendation</p>
<p><b>15.Lancaster Children’s Home</b> -Collaboration with the school system to support troubled youth with literacy, financial health, and relationship skills, involving both youth and their parents.</p>	<p>\$78,000</p>	<p>No Funding Recommendation</p>

# Recommendation Summary

Organization /Program	Proposed Allocation
1) Call Me Beauty	\$15,000
2) Lancaster County Council of the Arts	\$15,000
3) NAMI	\$15,000
4) Golden Care	\$10,000
5) The Children's Council	\$5,000
6) The Women's Enrichment Center	\$8,000
7) New Hope Soup Kitchen	\$9,000
8) Hope/Kare Family Sustainability Program	\$9,000
9) Christian Services Food Pantry	\$9,000
10) Faith, Hope, and Victory ( PowerSchool) for Elementary School Students	\$5,000
	<b>Total Allocation</b> \$100,000

- ✓ The County Council Scheduled to vote on a resolution on whether to approve the recommendations put forth by the ARPA Non-Profit Advisory Committee during its next regular meeting on Monday, August 26, 2024.

# Agenda Item Summary

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Ordinance # / Resolution #: Not Yet Assigned

Contact Person / Sponsor: Dennis Marstall / Administration and Ginny Merck-Dupont / County Attorney

Department: Attorney

Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

Review the proposed addition of "general provisions" to apply to all Boards and Committees created by County Council.

**Strategic Plan Focus Area Alignment:**

**Points to Consider:**

The County currently does not have any "general provisions" dealing with all appointed Boards, Committees and Commissions; however, the County Council Rules of Procedures do apply to all Board and Commission where a majority of the membership is appointed by County Council.

Some Boards and Commissions may statutorily require that they adopt their own Rules of Procedure (i.e. Board of Xoning Appeals) .

County Administration is recommending the inclusion of "general provisions" for all Boards and Committees to bring clarity and specificity and address uniformity to the following:

- General Powers and Duties
- Residency
- Length of Terms
- Attendance
- Conduct
- Service and Removal
- Training
- Filings with the Clerk to Council
- Disestablishment

**Funding and Liability Factors:**

There are no funding and/or liability factors regarding changes to general changes for procedures for Boards and Commissions.

**Recommendation:**

Provide feedback on proposed "general provision" changes for Boards and Commissions.

**ATTACHMENTS:**

Description	Upload Date	Type
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# Agenda Item Summary

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Ordinance # / Resolution #: Not Yet Assigned  
Contact Person / Sponsor: Lisa Parker / Human Resources  
Department: Attorney  
Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

Provide input on the updated and proposed Personnel Policies.

**Strategic Plan Focus Area Alignment:**

***High Performance***

Develop an organizational structure and systems to foster an intense focus on high-performance service delivery.

**Points to Consider:**

Lancaster County's current personnel policy was adopted in September, 2010 with some revisions occurring later in 2010, 2012 and 2019. A revised personnel policy has been compiled in conjunction with the assistance of an outside labor and employment attorney in order to address an evolving workforce, as well as newly enacted or amended state and/or federal laws and to support PEBA policies.

The revised personnel policy includes approximately 39 additional and/or significantly altered policies from what was adopted in 2010.

The revised personnel policy will be presented to County Council for adoption via ordinance to account for changes in employment law.

The revised personnel policy will be proposed for first reading at the August 26, 2024 County Council Meeting.

**Funding and Liability Factors:**

N/A

**Recommendation:**

Provide feedback on the proposed Personnel Policies.

**ATTACHMENTS:**

Description	Upload Date	Type
Personnel Policy Changes Presentation	8/12/2024	Presentation



# LANCASTER COUNTY PERSONNEL POLICY UPDATE

August 14, 2024

- At the March 25, 2024 County Council Meeting, an ordinance to rescind the current requirement to adopt the County personnel policy via ordinance was presented for Council consideration in an effort to allow County Council to adopt the personnel policies via resolution.
- At the May 13, 2024 County Council Meeting, Council chose not to advance the ordinance which would allow for the adoption of the personnel policy via resolution leaving the requirement to adopt the personnel policy by ordinance in place.
- Staff is looking for feedback on the proposed personnel policies at the August 14, 2024 Committee of the Whole Meeting.
- Staff is prepared to have the proposed Lancaster County Personnel Policy finalized, with the continued involvement of an outside labor attorney and to include County Council's feedback, and ready to be brought forward for Council consideration and adoption starting with first reading of the necessary ordinance at the August 26, 2024 County Council Meeting.

- Retained records regarding the personnel policy can be traced back to June 23, 1997 when the Lancaster County personnel policy was adopted by County Council as part of the County’s Budget Ordinance.
- Following the adoption of the personnel policy as part of the Budget Ordinance, the following revisions were made:
  - May, 1999: Addition of alcohol and substance abuse testing;
  - June, 2000: New policy manual adopted;
  - Prior to August, 2002: Adoption of new personnel manual;
  - August, 2002: Addition of workplace privacy and computer/internet abuse; employee appearance; exempt employees;
  - October, 2002: Updating of the anti-harassment policy;
  - October, 2004: Adoption of a new personnel manual;
  - December, 2007: Amending leave provisions.

- Lancaster County's current personnel policy was adopted in September, 2010.
- Revisions to the personnel policy were made in October, 2010 dealing with overtime and compensatory time as well as employee leave; additional revisions to employee leave were made in November, 2010.
- In August, 2012 the personnel policy was again revised in regards to social media and networking, employee appearance and annual leave was again amended.
- Final revisions to the current personnel policy were made in December, 2019 and dealt with amending the substance abuse testing policy to address medical marijuana, CBD and similar substances.

- Lancaster County’s personnel policy currently consists of 64 pages. The revised personnel policy (currently in draft form) is approximately 130 pages.
- The revised personnel policy (currently in draft form) is being compiled in conjunction with the assistance of an outside labor and employment attorney.
- The most recent version of the personnel policy was adopted in 2010 and as a result of an evolving workforce coupled with changing dynamics in the workplace and events such as COVID, an updated personnel policy is needed.
- A new personnel policy is also necessary in order to address newly enacted or amended state and/or federal laws as well as to support PEBA policies.
- The revised personnel policy (currently in draft form) includes approximately 39 additional and/or significantly altered policies from what was adopted in 2010.

Current revisions: Each policy will display this table with information to include effective date, revision date, reason for revision, and resolution number.

<b>Policy Title:</b>	<b>Section Number:</b>
	<b>Policy Number:</b>
<b>Effective Date:</b>	<b>Resolution Number:</b>
<b>Date of Revision:</b>	<b>Reason for Revision:</b>
<b>Revision Resolution Number:</b>	

Current policy changes include, but are not limited to:

- **Workplace Violence/Bullying**
  - New added policy that states the County expressly prohibits any act or threat of violence by any County employee or former employee against any other employee in or about the County's facilities
  - Also, the County will not condone any acts or threats of violence against County employees, citizens or visitors on County premises
- **Access to Personnel Records**
- **Substances Abuse/Testing Policy**
  - Updated and moved to a better location in the policy manual
- **Use of County Mobile Devices/Accounts While Off-Duty**
- **Telecommuting/Remote Work**
  - Added policy based on our temporary policy established during COVID
- **Secondary Employment**
- **Employee Standards for Dealing with the Public**
- **County Property**
- **Safety/Accident Prevention**
- **On The Job Injuries**
  - Policy was added to and updated
  - Explains the procedures if an employee is injured on the job
  - Briefly explains the first 7-14 days if employee is out of work



- **Return to Work/Temporary Modified Duty**
- **Vehicle Use/Accidents**
  - Employees authorized to drive a county vehicle must successfully complete a Defensive Driving Course every 3 years
  - Must be 18 years of age and have a valid driver's license
  - The county and/or a supervisor can request a driving record at any time
  - No passengers are allowed unless they are on official business or traveling with an employee who is on official business
  - No passengers under 18 are allowed in county owned vehicles
  - ALL use of tobacco products is prohibited in county vehicles
- **Employee Tobacco Product Usage**
  - New added policy that takes the place of our Smokefree Workplace Policy
  - This policy prohibits the use of ALL tobacco products in all county owned facilities and premises
  - It is to ensure a safe and healthy work environment for all employees
- **Performance Evaluations**
  - Performance evaluations provide a means for discussing, planning, and reviewing the performance of each full-time and regular part-time employee
  - Appraisals will be conducted annually
  - Evaluators are responsible for the timely and equitable assessments of performance for each employee
- **Background Checks**
- **Employee Status**
- **Travel Reimbursement**
- **Work Week/Hours of Work**

- **Paid Parental Leave**
  - Paid Parental Leave policy was approved in the budget process for FY24 when the funds were approved for this program
  - All full-time and regular part-time employees are eligible
  - Eligible employees receive six weeks of paid leave for birth or placement of a child
  - Paid parental leave runs concurrent with FMLA, if the employee is eligible
- **Timekeeping/Clocking**
- **Alternate Summer Work Schedule**
  - Alternate work schedules are allowed from Memorial Day to Labor Day
  - Alternate work schedules must be submitted to the County Administrator for approval
  - Alternate work schedules must not compromise customer service delivery that Lancaster County provides citizens
- **Employee Benefits**
- **Tuition Assistance**
  - Employees may receive assistance for tuition and/or books up to \$1000 per semester with a maximum in tuition for three completed courses within a 12-month period
  - The schedule of assistance is based on the grades; grades below a C are not eligible of assistance

- Employees who use this program shall be expected to remain with the County one year following the completion of the last completed course; if the employee leaves, he/she shall be expected upon resignation or termination to pay back a pro-rata share of the assistance amount
- **Leaving Employment**
- **Immigration**
  - This policy is under the New Employee Processing, Onboarding and Introductory Period
  - This policy state Lancaster County complies with the SC Illegal Immigration and Reform Act of 2008 and the federal immigration law, Immigration Reform and Control Act of 1986
  - All new employees must complete an Employment Eligibility Verification Form I-9 and show documents to prove identity and employment eligibility and be verified through the E-Verify federal work authorization program

- **Salary Basis Policy**
  - This policy is under Time, Method, and Place of Payment of Wages and Salaries
  - Insures the County complies with the Fair Labor Standards Act, a federal law that requires most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over the appropriated overtime threshold, normally over forty work hours in a week
- **Promotions/Transfers From Within**
  - This policy is under Recruitment and Selection
  - Insures all promotions and transfers are filled with the best qualified person, regardless of age, race, religion, color, sex, national origin, genetic information, citizenship, or disability
- **Inclement Weather**
- **Notice of Right to Health Care Continuation (COBRA)**
- **Health Insurance Marketplace Coverage (ACA)**
- **Neutral References**

# Questions

# Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: A. Hardin / Planning

Department: Planning

Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

Review the preliminary information and provide feedback related to Chapter 6 (Infrastructure) of the Unified Development Ordinance (UDO).

**Strategic Plan Focus Area Alignment:**

***Quality Development***

Consider the adoption and implementation of a revised Unified Development Ordinance.

**Points to Consider:**

The overall focus of the chapter is to establish criteria for the site development and subdivision of real property within the jurisdiction of Lancaster County. These standards are set to:

- Provide for the protection of the public health, safety, and welfare; and
- Promote the orderly growth and development of Lancaster County; and
- Provide for suitable residential and nonresidential development with adequate streets, utilities, and appropriate building sites; and
- Coordinate streets within proposed subdivisions with existing or planned streets and with other public facilities.

The TRC staff have been meeting to discuss the specifics of the infrastructure standards for Lancaster County since June. Each meeting was split into separate sections of the chapter:

Meeting 1 – June 20

Define “Road”

6.2 – Scope / Applicability

6.3 – Requirements for Development

6.5 – Street Classification/Design

6.11 – Street Naming and Numbering

6.12 – Uniform Addressing and Numbering

Meeting 2 – July 11

6.4 – Connectivity

6.6 – Sidewalks

6.7 – Bicycles

6.15 – Sidewalks

Stormwater (adding regulations to the infrastructure section for stormwater)

Meeting 3 – August 1

6.13 – Roads / Bridges

6.14 – Road Construction

6.16 – Utility Trenches

6.17 – Inspections

6.18 – Utilities

Meeting 4 – August 8

6.8 – Transportation Impact Analysis

6.9 – Improvements

6.10 – Easements

Many recommendations were received, and staff is still working to compile them all. Notes regarding high points of the discussion are attached to this summary.

**Funding and Liability Factors:**

Council budgeted \$248,000 for the UDO rewrite.

**Recommendation:**

Provide feedback and thoughts/concerns for Chapter 6 (Infrastructure) of the UDO.

**ATTACHMENTS:**

Description	Upload Date	Type
Chapter 6 UDO notes	8/8/2024	Backup Material

## **6 SUBDIVISION AND INFRASTRUCTURE STANDARDS**

### **6.1 PURPOSE AND INTENT**

- No proposed changes

### **6.2 SCOPE AND APPLICABILITY**

- Discussion regarding definition of “road”
- This is important to determine so that future subdivisions will be held to the same standards.
- Many different definitions of “road” for different code applications.
- See page 3 for discussion notes.

### **6.3 REQUIRED IMPROVEMENTS FOR ALL DEVELOPMENT**

### **6.4 CONNECTIVITY**

- There are conflicting specs for trail connections in the UDO, the Carolina Thread Trail Overlay, and Appendix C. Staff is evaluating and will provide recommendations on which to apply in the varying areas of the county.
- See page 9 for a map of the Carolina Thread Trail overlay.

### **6.5 COUNTY STREET CLASSIFICATION AND DESIGN**

- SCDOT’s Functional Class System is under review; changes may affect this. We are in touch with SCDOT to keep updated on the process.
- Update to list of collector roads to reflect changes in some routes and resolve any conflicts with the RFATS Collector Road Study adopted in 2017.
- See page 8 for an example of street types, classifications, and designs.

### **6.6 SIDEWALKS AND OTHER PEDESTRIAN FACILITIES**

- Staff is not proposing changes to the base width of a sidewalk (5 ft).

### **6.7 BICYCLE FACILITIES**

- Required for many transit grants; we are reviewing our standards to ensure they meet SCDOT requirements.

### **6.8 TRANSPORTATION IMPACT ANALYSIS**

- Section should be updated to the latest ITE guidelines.
- A portion of this chapter (“Access Management”) includes regulatory separations that should be relocated to other areas of the code.

### **6.9 IMPROVEMENT GUARANTEES**

- UDO refers to a process we no longer use (via facsimile); this will be updated.
- Need to clarify that stormwater implements are NOT eligible for bonding.

### **6.10 EASEMENTS AND DEDICATIONS**

- The chapter does not outline the type of easements covered; this is under review to ensure that the easements outlined in this section are for access.
- Code section says “Administrator” will determine width of easement needed; staff feels this is much too



general. LCWSD has a table with easement widths that staff will model in our draft.

#### **6.11 STREET NAMES AND HOUSE NUMBERS**

- Current procedures are out of line with state code.
- New street names require public review by the Planning Commission.

#### **6.12 UNIFORM ADDRESSING AND NUMBERING**

- The code reference to size of house numbers is out of date and will be amended.

#### **6.13 ROADS, BRIDGES, AND PUBLIC WAYS**

- Staff is evaluating to ensure standards are still appropriate.

#### **6.14 ROAD CONSTRUCTION STANDARDS**

- Staff is in favor of doing away with inverted crown road design (creates flooding issues).

#### **6.15 SIDEWALK STANDARDS**

- Staff's opinion is that the current standards (4" thickness, except in driveway areas which is 6" thick) are sufficient.

#### **6.16 UTILITY TRENCH COMPACTION**

- This section will be cross-referenced with stormwater regulations.

#### **6.17 INSPECTIONS**

- No changes proposed to date.

#### **6.18 UTILITIES**

- Duke Power utilities are located outside of the rights-of-way; ensure areas are set aside in the subdivision review for this.
- Alleys are not large enough to hold water/sewer lines; add clarification that alleys are not equal to roads in definition and/or hierarchy.

# ROAD DEFINITIONS – LOCAL AND STATE CODES

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## LANCASTER COUNTY UDO, Section 10.4 Definitions (Generally)

***PUBLIC ROAD OR TRAIL DEVELOPMENT*** Any development activities which take place in a public right-of-way or part thereof or easement that is administered and funded, in whole or in part, by a public agency under its respective roadway jurisdiction. A public road development located within a regulatory floodway and which has been approved by the South Carolina Department of Transportation is exempt from the hydraulic analysis requirements of the UDO. Individual recreation trail systems being constructed as part of another development project are not considered public road or trail development.

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## 2021 SOUTH CAROLINA FIRE CODE

***FIRE APPARATUS ACCESS ROAD:*** A road that provides fire apparatus access from a fire station to a facility, building, or portion thereof. This is a general term inclusive of all other terms such as fire lane, public street, private street, parking lot lane, and access roadway. Design for fire apparatus access roads is found in Appendix D of the state fire code.

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## SC CODE OF LAWS, TITLE 56 – MOTOR VEHICLES

### CHAPTER 5 – MOTOR VEHICLES

#### SECTION 56-5-430. Definitions.

The entire width between boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel is a "street" or "highway."

#### SECTION 56-5-440. Through highway defined.

Every highway or portion thereof on which vehicular traffic is given preferential right-of-way, and at the entrances to which vehicular traffic from intersecting highways is required by law to yield the right-of-way to vehicles on such through highway in obedience to a stop sign, yield sign or other official traffic-control device, when such signs or devices are erected as provided in this chapter is a "through highway".

#### SECTION 56-5-450. Private road defined; driveway defined.

Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner but not by other persons is a "private road" or "driveway."

#### SECTION 56-5-460. Roadway defined.

A "roadway" is that portion of a highway improved, designed or ordinarily used for vehicular travel, exclusive of the shoulder or berm. In the event a highway includes two or more separate roadways, the term "roadway" as used in this chapter shall refer to any such roadway separately

but not to all such roadways collectively.

**SECTION 56-5-580. Right-of-way defined.**

"Right-of-way" is the right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed and proximity as to give rise to danger of collision unless one grants precedence to the other.

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**SC CODE OF LAWS, TITLE 57 – HIGHWAYS, BRIDGES AND FERRIES**

**CHAPTER 3 – DEPARTMENT OF TRANSPORTATION**

**SECTION 57-3-120. Definitions.**

For the purposes of this title, the following words, phrases, and terms are defined as follows:

- (1) "Highway", "street", or "road" are general terms denoting a public way for the purpose of vehicular travel, including the entire area within the right-of-way, and the terms shall include roadways, pedestrian facilities, bridges, tunnels, viaducts, drainage structures, and all other facilities commonly considered component parts of highways, streets, or roads.
- (2) "Highway district" means the geographic area established by Section 57-3-50.
- (3) "Mass transit" shall mean every conveyance of human passengers by bus, rail, or high-speed rail, van, or any other ground surface vehicle which is provided to the general public, or selected groups thereof, on a regular and continuing basis.
- (4) "Roadway" shall mean that portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder or berm. In the event a highway includes two or more separate roadways, the term "roadway" as used herein shall refer to any such roadways separately but not to all such roadways collectively.

**CHAPTER 7 – OBSTRUCTION OR DAMAGE TO ROADS OR DRAINAGE**

**SECTION 57-7-210. Obstructions in highways.**

(A) For the purposes of this section, "highway" includes the entire area within a highway right of way, including the shoulders and parking areas.

**CHAPTER 17 – COUNTY ROADS, BRIDGES, AND FERRIES GENERALLY**

**SECTION 57-17-10. County supervision of public roads, highways, bridges, and ferries.**

All roads, highways and ferries that have been laid out or appointed by virtue of an act of the General Assembly, an order of court or an order of the governing body of any county are declared to be public roads and ferries, and the county supervisor and the governing body of the county shall have the control and supervision thereof. The county supervisor and governing body of the county may order the laying out and repairing of public roads where necessary, designate where bridges, ferries or fords shall be made, discontinue such roads, bridges and ferries as shall be found useless and alter roads so as to make them more useful.

**SECTION 57-17-60.** Counties with city over 86,000 may accept rights-of-way for drainage ditches; constructing and maintaining ditches

In all counties in this State containing a city with a population of more than eighty-six thousand people according to the last official United States census the supervisor and the governing body may accept necessary rights of way, in writing, over and across private property for the purpose of constructing and maintaining drainage ditches to carry off surface water from roads and streets. Across rights of way so accepted drainage ditches shall be constructed and maintained by the county; provided, the direction of the natural course of the drainage water shall not be changed, and if any ditch is piped, the grantor of the right of way shall furnish the pipe. The property owner shall give the necessary right of way to the final disposition point of the surface water for which the right of way is given and the property owner shall agree to hold the county harmless for any damage to the property owner's land or real property or to the land or real property belonging to anyone else.

**SECTION 57-17-510.** Width of road.

The roadbed shall not be less than sixteen feet wide, exclusive of side ditches, roots and other obstructions, unless otherwise ordered by the governing body of the county, and shall be posted with substantial mileposts. Where roads run through lands where water stands or flows, the roads must be ditched on either side and the roadbed raised.

---

## **SCDOT ARMS MANUAL (2008)**

**HIGHWAY, STREET, OR ROAD:** A general term denoting a public way for purposes of vehicular travel, including the entire area within the right-of-way. (Recommended usage: in urban areas – highway or street; in rural areas – highway or road.)

**RIGHT-OF-WAY:** The land secured and reserved by the Department for the construction and maintenance of a highway and its appurtenances. (Note: “appurtenances” in legal terms means an incidental right attached to a principal right and passing in possession with it, such as the rights of a highway being passed to smaller roads as they are appurtenant to the highway.)

---

## **OTHER ROAD DEFINITION MODELS/OPTIONS**

### **ILLUSTRATED BOOK OF DEVELOPMENT DEFINITIONS**

**STREET:** Any vehicular way that is:

- (1) An existing state, county, or municipal roadway;
- (2) Shown upon a plat approved pursuant to law;
- (3) Approved by other official action;
- (4) Shown on a plat duly filed and recorded in the office of the county recording officer prior to the appointment of a planning board and the grant to such board of the power to review plats;
- (5) Shown on the official map or adopted master plan.

It includes the land between the street lines, whether improved or unimproved.

- **STREET LINES/RIGHT-OF-WAY LINES:** The lines that form the boundaries of a right-of-way.

**STREET, IMPROVED PUBLIC:** Any street that complies in width and construction with municipal/county standards, or a street meeting lesser standards that the municipality/county agrees to accept.

**STREET, PAPER:** A street that has never been built but is shown on an approved plan, subdivision plat, tax maps, or official map.

**STREET, PRIVATE:** A street that has not been accepted by the municipality or other governmental entity. (Note: Private streets may be used by the public, often as access to a development, industrial plant, or shopping area. Some states permit the municipality to remove snow on private streets without affecting their status.)

**RIGHT OF ACCESS:** The legal authority to enter a property. (Note: In privately owned property, right of access usually means access to a public road.)

**RIGHT-OF-WAY:**

- (1) A strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, crosswalk, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary storm sewer, or other similar uses;
- (2) Generally, the right of one to pass over the property of another.

---

**APA PLANNER'S DICTIONARY**

**ROAD:** All property dedicated or intended for public or private road, street, alley, highway, freeway, or roadway purposes. (Johnson County, Iowa)

**RIGHT-OF-WAY:**

- (1) A strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, trail, water line, sanitary storm sewer, and/or other public utilities or facilities. (Clark County, Nevada)
- (2) A public or private area that allows for the passage of people or goods. Right-of-way includes passageways such as freeways, streets, bike paths, alleys, and walkways. A public right-of-way is a right-of-way that is dedicated or deeded to the public for public use and under the control of a public agency. (Portland, Oregon)
- (3) An area of land not on a lot that is dedicated for public or private use to accommodate a transportation system and necessary public utility infrastructure (including but not limited to water lines, sewer lines, power lines, and gas lines). In no case shall a right-of-way be construed to mean an easement. (Beaufort County, SC)
- (4) An area dedicated to public use for pedestrian and vehicular movement, which may also accommodate public utilities. (Golden, Colorado)

**STREET, PRIVATE:**

- (1) A way for vehicular traffic providing access to lots or units over a common parcel, primarily by the owners or occupants of the common parcel, and necessary service and emergency vehicles, but from which the public may be excluded and which are not maintained by a public agency. (Santa Rosa, California)

***STREET, PUBLIC:***

- (1) A public roadway, constructed within the boundaries of an officially deeded and accepted public right-of-way, which affords principal means of access to abutting property. (Grant County, KY)
  - (2) An existing state, county, or municipal roadway; or a street or way shown on a plat heretofore approved pursuant to law or approved by official action. (Clarkdale, Arizona)
- 

***MERRIAM-WEBSTER:***

an open way for vehicles, persons, and animals

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***BLACK'S LAW DICTIONARY:***

A free and public road, way, or street; one which every person has the right to use.

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## Healthy Neighborhood Street Design

### Appendix D. Design Matrix for Healthy Streets

developed by  
Walkable Communities, Inc.

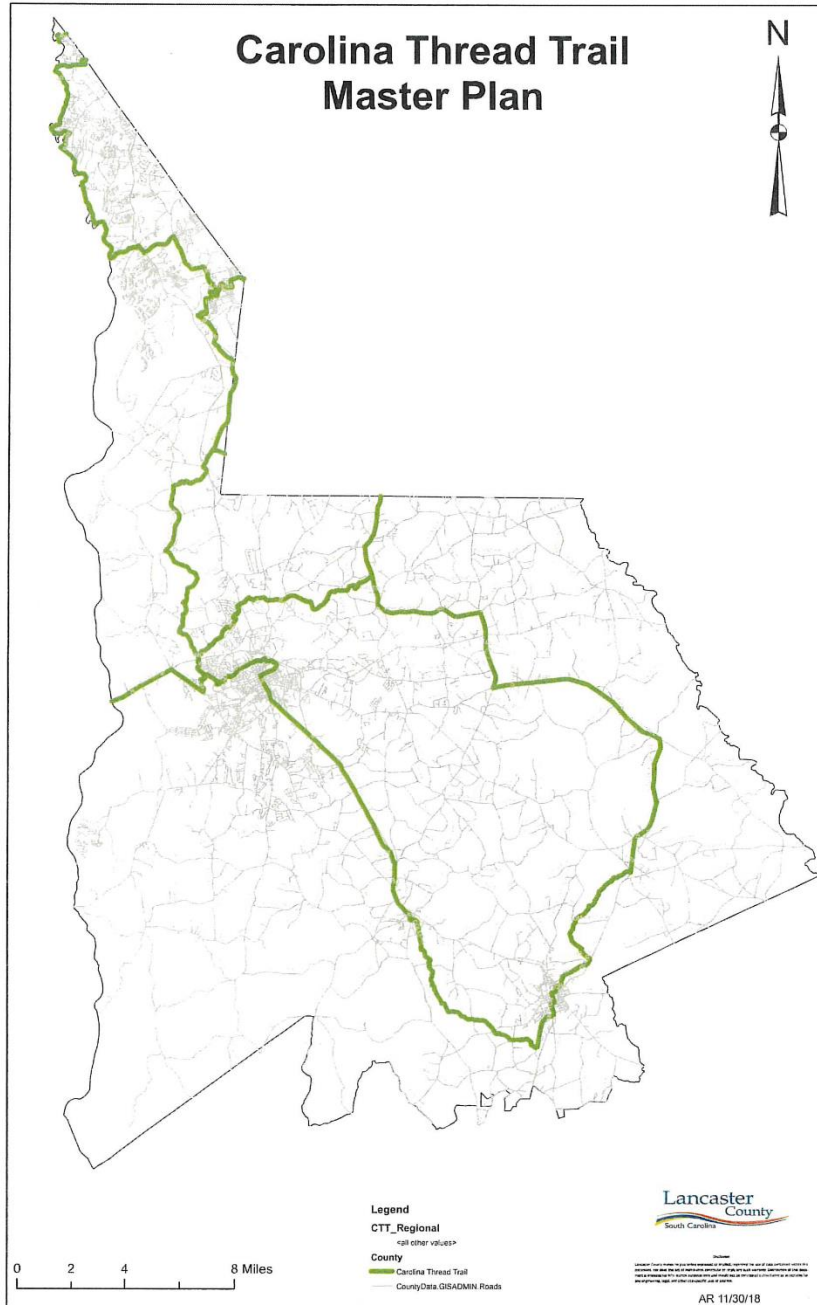
#### NOTES

- 1) Ideal speeds and widths are given.
- 2) Flexibility is permitted, but design speeds must be adhered to.
- 3) These guidelines are not recommended for Conventional Neighborhood Development
- 4) Traditional Neighborhood Design layout, a strict adherence to TND principles of mixed use, walking and bicycling emphasis, a central place, trip containment, on-street parking, trails, traffic volumes and speeds are all linked.
- 5) Multiple entries aid fire response times.

Street Type	Max. Width	Max. Design Speed	Maximum Corner Radius	Max. Curline Radius	Curb	Median	Maximum Street Length	Vehicle Volume	Walk Way	Bike Lanes	Trees	2-Way Traffic	Parking
Trail	8-14'	20 mph	n/a	95'	no	n/a	n/a	n/a	n/a	n/a	yes	yes	no
Alley	10-12'	10 mph	15'	50'	no	n/a'	400'	200	no	no	no	yes	no
Lane	16-18'	20 mph	15'	90'	option	no	600'	200	both	no	yes	option	1 side
Street	26'	20 mph	15'	90'-120'	option	no	1,320'	600	both	no	yes	yes	2 sides
Avenue	varies	30 mph	15-25'	250'	yes	option	n/a	3-20K	both	yes	yes	yes	option
Main Street	varies	15-25 mph	15-25'	600'	yes	option	2,600'	3-10K	both	option	yes	yes	option
Boulevard	varies	30-35 mph	25'	500'	yes	yes	n/a	20-40K	both	yes	yes	yes	option
Parkway	varies	45+ mph	25'	1,000'+	no	yes	n/a	20-60K	no	trails	yes	yes	no

design: dave davis

Sample street hierarchy and design options





# Agenda Item Summary

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Ordinance # / Resolution #: N/A  
Contact Person / Sponsor: A. Hardin / Planning  
Department: Planning  
Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

This is a continuation of the signage discussion from last month. Staff will receive input from the Council regarding proposed changes in the sign ordinance.

There are no changes since the staff presented the draft to Council at last month's COW.

**Strategic Plan Focus Area Alignment:**

***Quality Development***

Consider the adoption and implementation of a revised Unified Development Ordinance.

**Points to Consider:**

Attached is the draft of the sign code section of the UDO with proposed edits marked.

The overall focus of the sign codes chapter is to:

- A. Provide a comprehensive and balanced system to regulate signs;
- B. Encourage the effective use of signs as a means of communication in the unincorporated areas of Lancaster County;
- C. Maintain and enhance the aesthetic environment to support residents' quality of life and the County's goals to attract sources of economic development and growth;
- D. Improve pedestrian and traffic safety by reducing visual obstructions and distractions;
- E. Minimize the possible adverse effect of signs on nearby public and private property;
- F. Provide for fair and consistent enforcement of these sign regulations; and G. Protect state and federal constitutional rights to free speech by:
  - 1. Providing ample opportunities for expression through signs;
  - 2. Avoiding regulatory triggers or distinctions based on a sign's content; and 3. Providing clear standards for approval of signs.

**Funding and Liability Factors:**

Council budgeted \$248,000 for the UDO rewrite.

**Recommendation:**

Provide feedback and input for the signs section of the UDO.

**ATTACHMENTS:**

Description	Upload Date	Type
Sign Code Draft	7/8/2024	Backup Material



## UNIFIED DEVELOPMENT ORDINANCE UPDATE

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CHAPTER 7: SIGNS  
LAST SAVED: 2024-07-08

Prepared By:

WHITE &  
SMITH, LLC  
PLANNING AND  
LAW GROUP

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## 7 SIGNS<sup>1</sup>

### 7.1 PURPOSE<sup>2</sup>

The purposes of this Chapter are to:

- A. Provide a comprehensive and balanced system to regulate signs;
- B. Encourage the effective use of signs as a means of communication in the unincorporated areas of Lancaster County;
- C. Maintain and enhance the aesthetic environment to support residents' quality of life and the County's goals to attract sources of economic development and growth;
- D. Improve pedestrian and traffic safety by reducing visual obstructions and distractions;
- E. Minimize the possible adverse effect of signs on nearby public and private property;
- F. Provide for fair and consistent enforcement of these sign regulations; and
- G. Protect state and federal constitutional rights to free speech by:
  1. Providing ample opportunities for expression through signs;
  2. Avoiding regulatory triggers or distinctions based on a sign's content; and
  3. Providing clear standards for approval of signs.

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<sup>1</sup> This Chapter significantly revises current § 7.4: *Signs*. Major changes include 1) comprehensive revisions to ensure content neutrality, primarily focused on exempt signs, temporary signs, and incidental signs 2) re-organization of district allowances for signs based on the intensity of the uses; 3) integration of HCO sign standards into the primary sign regulations; 4) prohibition of all signs in right-of-way; 5) relocation of current § 7.4.6: *Other Permitted Signage Standards* to other sections and deletion of several for content neutrality; 6) relocation of § 7.4.11: *Violations* to Chapter 11: *Administration*.

<sup>2</sup> This Section expands and updates current § 7.4.1: *General Purpose and Intent* by adding a provision for content-neutral intent for interpretation.

## 7.2 APPLICABILITY<sup>3</sup>

### A. Generally.

1. This Chapter applies to UDO Zoning Permit applications for signs and to new and existing signs within Lancaster County.
2. UDO Zoning Permit Required.
  - (a) Unless otherwise provided by this ordinance, no sign may be constructed, erected, placed, moved, enlarged, illuminated, or substantially altered within the County unless and until a UDO Zoning Permit has been obtained and the provisions of this Chapter have been met.
  - (b) Additional permits may be necessary pursuant to the regulations in the state building code or other sections of this UDO.
3. A person may not erect, operate, display, or otherwise use any sign that this Chapter prohibits.
4. A person may not erect, operate, display, or otherwise use any sign at a time, place, or manner that this Chapter prohibits.
5. This Chapter does not prohibit signs required by state or federal law and does not authorize signs prohibited by state or federal law.

### B. Repair and Maintenance of Existing Signs.

1. Repairs, changes of parts, and preventative maintenance of existing signs do not require a UDO Zoning Permit unless they:
  - (a) Expand the sign face area;
  - (b) Include structural modifications to the sign support structure; or
  - (c) Change the method of lighting or add other features, such as electronic message centers.
2. Generally, ordinary maintenance, such as repainting a sign or changing the panels on the sign face, does not require a permit.

---

<sup>3</sup> This Section significantly expands current § 7.4.2: *Applicability*. It expands and clarifies an exemption for sign maintenance and repair based on staff input. It also eliminates unnecessary language about payment of permit fees.

C. **Historic Signs.**

1. The restoration and preservation of signs over 50 years old do not require a Zoning Permit.
2. However, such signs may not be enlarged, moved, illuminated, or otherwise altered except in conformance with an approved UDO Zoning Permit and the provisions of this Chapter.

## 7.3 EXEMPT SIGNS<sup>4</sup>

A. **Generally.** The signs listed in this Section do not require a UDO Zoning Permit and are not counted against the sign allowances provided for the display of signs regulated by this Chapter.

B. **Signs not Visible Off-Site.**

1. This Chapter does not apply to signs not visible off-site.
2. A sign is considered not visible where it is fully obstructed by natural changes in grade, buildings, or landscaping that provide a complete year-round visual barrier.
3. "Fully obstructed" means that the signs are not visible at ground level from the edge of the public right-of-way or the property line for an adjacent residential lot.

C. **Indoor Signs.**

1. This Chapter does not apply to the placement of a sign inside a structure not visible from any point outside the structure (for example, inside a shopping center mall).

---

<sup>4</sup> This Section significantly updates current § 7.4.7: *Signs Not Requiring a Permit*, with the primary goal of ensuring content neutrality. The revisions include: 1) removing the exemptions for content-based temporary signs, such as political signs, holiday decorations, real estate signs, yard sale signs, special event signs, and construction signs and replacing those standards with a new "Temporary Sign" category regulated by § 7.9; 2) removing exemptions for parking lot directory signs and directional/identification signs that are regulated as the new incidental sign category by § 7.8; 3) replacing the exemption for vending machine, gas pump, and ATM signs with an exemption for all signs less than one sq. ft. in area. This content-neutral exemption provides the flexibility to allow numerous signs that relate to the use of property, including no trespassing, electric fence, etc. 4) Removing the exemption for signs on athletic fields; 5) adding exemptions for indoor signs, signs not visible off-site, and signs not exceeding one sq. ft. based on staff feedback that the regulations apply too broadly.

2. For indoor signs, "visible" includes any sign displayed within three feet of a window or other transparent opening and oriented to the window so that a person outside of the building could see the sign.
- D. **Window Displays.** Merchandise, pictures, or models of products or services that are visible in a window display are exempt from this Chapter.
- E. **Cornerstones and Plaques.** This Chapter does not apply to signs or tablets cut into any masonry surface or constructed of bronze or other noncombustible surface that does not exceed eight square feet in area.
- F. **Architectural Features.** This Chapter does not apply to integral decorative or architectural features of buildings, provided such features do not contain moving parts or lights.
- G. **Signs One Square Foot or Smaller.**
1. This Chapter does not apply to signs less than one square foot in area that are located on a platted lot.
  2. Such signs may not be placed in the right-of-way of any public street.
  3. However, multiple small signs that effectively function together as a larger sign must comply with the standards of this Chapter.
- H. **Flags.** This Chapter does not apply to flags, provided:
1. The height of any pole must not exceed the maximum building height for the district; and
  2. Flags do not extend into or over a street or public or private right-of-way.
- I. **Government Signs.** This Chapter does not apply to any sign, symbol, or device erected and maintained by the federal, state, county, or municipal government.
- J. **Private Traffic Control Signs.** This Chapter does not apply to traffic control signs erected on private property that conform with the design and installation requirements stipulated in the latest edition of the *Manual of Uniform Traffic Control Devices*, as amended, and *Standard Highway Signs*, as published and amended by the U.S. Department of Transportation, Federal Highway Administration.
- K. **Hazard Identification Signs.** This Chapter does not apply to hazard identification signs outlined in the National Fire Protection Association *NFPA 704: Standard System for Identification of the Hazards of Materials for Emergency Response*.

## 7.4 PROHIBITED SIGNS<sup>5</sup>

- A. **Signs On Roadside Appurtenances.** Except as otherwise provided, signs erected, maintained, painted, or drawn on any tree, rock, natural feature, utility pole, overpass, traffic control device, streetlight, or other similar utility pole are prohibited.
- B. **Signs Meant To Be Read In Series.** Signs that use a series of two or more signs placed in a line parallel to a roadway, or in a similar fashion, all carrying a single advertising message, part of which is contained on each sign are prohibited.
- C. **Signs Obstructing Access.** Signs erected or maintained in a way that obstructs any fire escape, window, door, or other opening used as a required means of egress that prevents free passage from one part of a roof to any other part of the roof are prohibited. Signs attached to a fire escape or placed in a way that interferes with any opening required for ventilation are prohibited.
- D. **Signs Resembling Traffic Signals.** Signs that simulate an official traffic control or warning sign that would in any way confuse or mislead drivers of motor vehicles are prohibited.
- E. **Animated and Flashing Signs.** Except as otherwise provided, flashing signs, beacons, signs using intermittent or animated effects, and revolving signs are prohibited.
- F. **Roof Signs.** Signs placed anywhere on the roof of a structure are prohibited.
- G. **Portable Signs.** Portable signs are prohibited except for A-frame signs as provided in Section 7.9: *Temporary Sign Standards*.
- H. **Signs On Motor Vehicles.** A vehicle parked so that it functions primarily as a sign is prohibited.
  - 1. Factors to determine whether a vehicle is being used primarily as a sign include, but are not limited to the following:
    - (a) The vehicle is parked at a prominent location on the lot;

---

<sup>5</sup> This Section combines and reorganizes current §§ 7.4.8: *Prohibited Signs* and 4.3.2.H: *HCO Sign Standards*. Several of the prohibited sign types from the HCO district (prohibitions of signs in the right-of-way and signs that are visual obstructions ) are relocated here to be County-wide standards based on staff input. Other sign types of signs will be prohibited only in the HCO (see § 7.7). Updates definition of portable signs and adds standards for vehicular signs based on staff input. Removes the prohibition of off-premises advertising signs because they are allowed as billboards.



- (b) The sign is easily read by a person in the right-of-way;
  - (c) The vehicle is parked at the same or similar locations for three consecutive days;
  - (d) There are no stated or apparent reasons, other than its function as a sign, that justify the presence of the vehicle at that location.
2. While other factors may also establish a violation, a vehicle presumptively violates this provision if the first three factors support the use as a sign, and there is no compelling reason provided for the fourth factor to justify the parking location as opposed to some less conspicuous location.
- I. **Signs in the Right-of-Way.** Signs placed within any public or private right-of-way are prohibited.
  - J. **Signs Creating a Traffic Hazard.** Any sign that obstructs or impedes traffic safety or obscures traffic signals, signs, or other similar traffic safety devices is prohibited. Signs shall not obstruct the view of motorists using any street, driveway, parking aisles, or the approach to any street intersection that presents a traffic safety hazard. Any sight obstruction determined by the County or SCDOT shall be corrected immediately.
  - K. **Other Signs.** Signs that are not permitted, abandoned signs, and structurally unsafe or dangerous signs are prohibited.

## 7.5 GENERAL PROVISIONS

### 7.5.1 CONTENT NEUTRALITY AND SUBSTITUTION<sup>7</sup>

- A. **Content Neutrality.** Despite any other provision of this Chapter, the content of a sign’s message does not limit its permissibility under this Chapter. However, location-based standards, such as on- and off-premises sign regulations, do apply.
- B. **Off-Premises Signs.** Signs with off-premises messages must comply with the standards in Section 7.10: *Billboard Standards*.
- C. **Substitution Allowed.** Any sign allowed with a commercial message may contain any non-commercial message. Any sign allowed with a non-commercial message may contain any other non-commercial message.

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<sup>7</sup> This new Section clarifies the content-neutral intent of the sign regulations.

## 7.5.2 STANDARDS APPLICABLE TO ALL SIGNS<sup>8</sup>

- A. **Location.** Unless specifically provided otherwise elsewhere in this Chapter, all signs shall adhere to the following location standards:
1. All signs regulated by this ordinance shall be located on private property;
  2. All signs shall be located outside of the street right-of-way and required sight triangles provided in [Section 6.14.1.J: Sight Triangles](#);
  3. Permitted signs are not allowed in a verge, the area between a public street and a sidewalk, without an encroachment permit; and
  4. No new freestanding sign shall be placed within 20 feet of an existing freestanding sign on an adjoining lot.
- B. **Sign Encroachments.** Where awning signs, canopy signs, projecting/suspended signs, and marquee signs are permitted, they may project over the sidewalk to within 18 inches of the curb line provided that such signs maintain a minimum clearance of eight feet above the sidewalk.
- C. **Removal of Dated Signs.** Any sign face or message relating to a business or other use located on the same lot must be removed by the owner within 120 days after vacating the premises of the particular business or use.

## 7.5.3 COMPUTATION OF SIGN MEASUREMENTS<sup>9</sup>

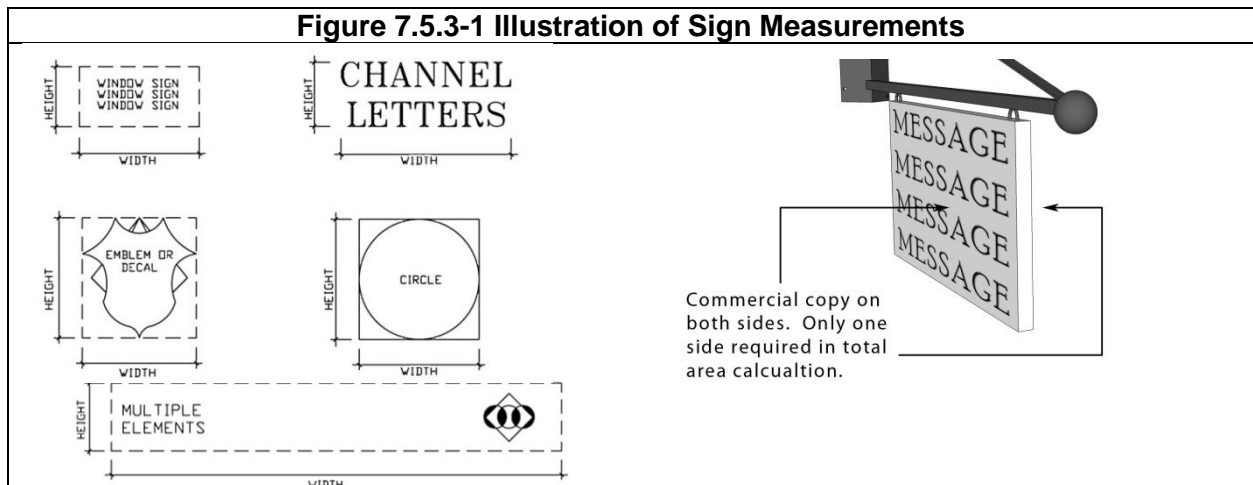
- A. **Computation of Sign Area.**
1. The area of a sign face is the entire area within the smallest square or rectangle that will encompass the extreme limits of the writing, representation, emblems, or other display on the sign as illustrated in Figure 7.5.3-1.
  2. The area also includes any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed.

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<sup>8</sup> This Section carries forward current § 7.4.4: *General Provisions* with the following changes: 1) increases dated sign threshold from 30 to 120 days based on staff input; 2) relocates substitution of non-commercial content to § 7.5.1; and 3) removes requirement that all signs be on-premises signs because off-premises signs are also regulated by this Chapter.

<sup>9</sup> This Section carries forward the standards of current § 7.4.3: *Computation of Signage Measurements* and adds standards for measurement of frontage and wall area.

3. Frames or structural members not bearing informational or representational matter are not included in the computation of the area of a sign face.
4. All sides of a multi-sided sign are included in the computation of area, except that the total area of a two-sided back-to-back sign is calculated as the area of one of the sides as illustrated at right.



**B. Computation of Height.**

1. The height of a sign is computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign.
2. Normal grade is the higher of:
  - (a) The established grade after any construction (exclusive of any filling, berming, mounding, or excavating solely to locate the sign), or
  - (b) The elevation of the nearest point of the crown of the nearest abutting street.

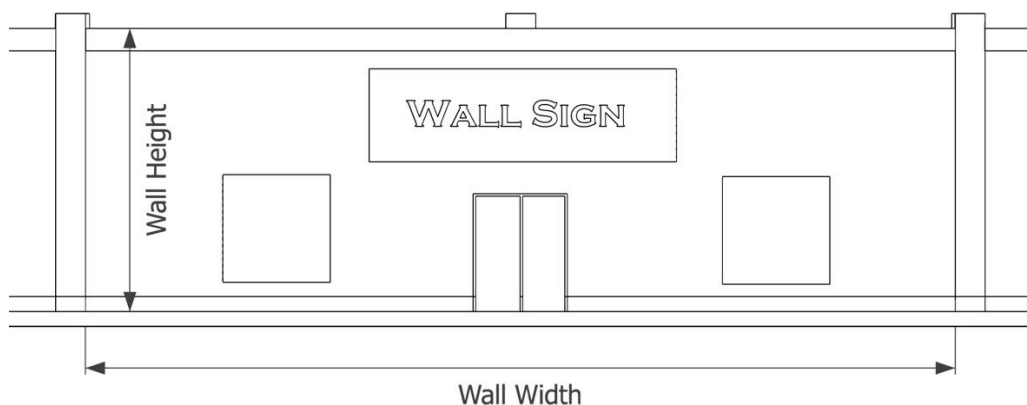
**C. Computation of Setback.** Unless specifically stated otherwise, setbacks are measured from the nearest point on the sign to the nearest point on a property line, zoning boundary, use, or structure, as appropriate.

**D. Frontage Measurement.** Where an allowance or standard is based on frontage or street frontage, the measurement is the length of the property line of the parcel adjacent to a public right-of-way.

**E. Wall Area.**

1. *Generally.* The allowance for attached signs is based on the wall area of the wall where the sign is located. Wall area is the width of a building façade multiplied by the height as measured from an elevation perspective.
2. *For Multi-Tenant Developments.* For commercial centers and multi-tenant developments, tenant separation partitions define the boundary for the wall width used to calculate wall area, as shown in Figure 7.5.3-2: *Wall Area Measurement for Multi-Tenant Development.*

**Figure 7.5.3-2: Wall Area Measurement for Multi-Tenant Development**



## 7.5.4 SIGN FEATURES<sup>10</sup>

### 7.5.4.1 Illumination Standards<sup>12</sup>

- A. **Brightness.** Signs that are illuminated at night may not exceed 750 Nits (candelas per square meter) as measured on the face of the sign.
- B. **Shielding Required.** Any external illumination must be effectively shielded to prevent light from being directed at any portion of a street or highway or any residential use.

<sup>10</sup> This new Section consolidates and significantly updates the current standards for lighting of signs and changeable signs in one location. The allowances for these features are included in each sign table for clarity and ease of reference.

<sup>12</sup> This Subsection significantly updates current § 7.4.9: *Sign Illumination* by clarifying the maximum brightness for all signs and by moving the requirement for shielding of lighting billboards in § 7.4.6.F.: *Off-Premises Advertising Signs (Billboards)*. It also changes the measure of brightness from footcandles to Nits (candelas per square meter) to be consistent with the digital sign standards.

- C. **Setback Required.** Except for permitted residential development signs, all illuminated signs must be set back at least 50 feet from any side or rear property line that abuts the AR, RR, RN, LDR, MDR, and MFR Districts.

#### 7.5.4.2 Changeable Signs<sup>13</sup>

- A. **Readerboards.**

- 1. *Definition.* A readerboard is a sign that serves as a display for characters, letters, or illustrations that a sign user can manually change or rearrange without altering the face or surface of the sign.
- 2. *Area Allowances.* The allowance tables for each sign type state whether readerboards are allowed in the district and the maximum percentage of the sign area allowed for a readerboard.

- B. **Electronic Message Centers.**

- 1. *Definition.* An Electronic Message Center (EMC) is a sign capable of displaying words, symbols, figures, or images, that are changeable electronically or mechanically by remote or automatic means. Examples of EMCs include digital displays using light-emitting diodes (LED) and tri-vision mechanically changeable signs.
- 2. *Area Allowances.* The allowance tables for each sign type state whether EMCs are allowed in the district and the maximum percentage of the sign area allowed for EMCs.
- 3. *Operation Standards.*

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<sup>13</sup> This Subsection consolidates several different terms for changeable signs in the current code. The current code refers to “Manually Activated” and “Electrically Activated” changeable signs for standard on-premises signs, refers to reader boards, digital message boards (including LED screens), or other similar commercial electronic variable message signs for the HCO (but does not define these terms) and refers to Commercial Electronic Variable Message Signs (CEVMS) for billboards (but does not define that term). The new framework defines for readerboards as signs that are manually changeable and Electronic Message Centers (EMCs) as digital and electronic signs. Changes include: 1) relocating the allowances to the sign tables; 2) converting the allowance to a % of sign area; 3) providing a uniform 10-second hold time to prevent scrolling and other animation; 4) removing the exception for schools and worship centers and prohibition on commercial messages; and 5) removing the digital allowance for a parcel in any district with more than 500 feet of frontage; and 6) providing one unified set of operation standards for digital signs.

- (a) The message on EMCs must remain fixed for a minimum of 10 seconds. The change sequence must occur in less than two seconds.
- (b) EMCs may not use features that simulate motion, such as dissolve, fade, travel, scroll, animation, and full video displays.
- (c) The luminance of an EMC may not exceed 750 Nits (candelas per square meter) between sunset and sunrise and 7,500 Nits between sunrise and sunset.
- (d) EMCs must automatically adjust or dim due to changes in ambient light, such as inclement weather and time of day.
- (e) EMCs must contain a malfunction display lock that will freeze the sign in one position or shut the sign down if a malfunction occurs.

### 7.5.5 MAINTENANCE AND UPKEEP OF SIGNS<sup>15</sup>

- A. **Generally.** All signs shall be maintained in a state of good repair.
- B. **Removal of Unsafe Signs.**
  - 1. No sign shall be erected or allowed to remain erected that is structurally unsafe, hazardous, or constitutes a danger to public safety.
  - 2. If, in the opinion of the Administrator, any sign should become insecure, in danger of falling, or otherwise unsafe, the owner of the sign or lot must secure or remove the sign within 10 days after written notification is delivered from the Administrator.
  - 3. If the sign is not removed or repaired in a manner approved by the Administrator within 10 days after written notification is delivered, the Administrator may have the sign removed and dispose of the sign.

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<sup>15</sup> This Section carries forward the current standards of § 7.4.10: *Maintenance and Upkeep of Signs*.


## 7.6 PERMANENT SIGN STANDARDS<sup>16</sup>

### 7.6.1 FREESTANDING SIGN STANDARDS<sup>19</sup>

#### A. Freestanding Sign Types.

1. *Definition.* A freestanding sign is a permanent on-premises sign supported by its own structure apart from a building and secured in the ground.
2. *Types.* Freestanding sign types include monument, pole, and pylon signs as illustrated in Table 7.6.1-1: *Freestanding Sign Types*.

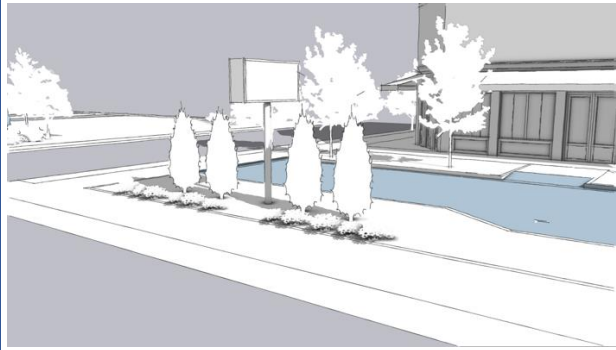
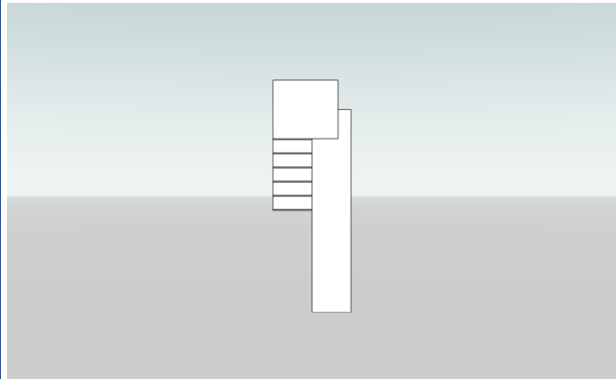
Table 7.6.1-1: Freestanding Sign Types

DEFINITION	ILLUSTRATION
<p><b>Monument Sign:</b> An on-premises permanent freestanding sign with a low profile and having a base and support structure with a solid appearance that is at least as wide as the width of the widest part of the sign’s face.</p>	

<sup>16</sup> This Section significantly reorganizes § 7.4.5: *Signage Standards by Category* to the description of the sign type and the standards together for both freestanding and attached signs.

<sup>19</sup> This Section significantly revises and consolidates current § 7.4.5.B. & D. The consolidation locates the sign types and allowance table in the same section with the standards. Other changes include 1) reorganizing the zoning district groups based on intensity; 2) updating the sign types to include monument, pylon, and pole signs based on staff input; 3) increasing the height allowance from 10 to 20 feet for commercial districts; 4) increasing the area allowance to 1 sq. ft. per 1 ft. of frontage with increased district maximums based on staff input; 5) increasing the multi-tenant development allowance to a 25% increase over the district base allowance; 6) removing the general landscaping requirement (but still required for HCO); 7) relocating separate bracket sign allowance to incidental sign allowance (see § 7.8); and 8) relocating A-frame sign allowance to temporary signs (see § 7.9).

Table 7.6.1-1: Freestanding Sign Types

DEFINITION	ILLUSTRATION
<p><b>Pole Sign:</b> An on-premises permanent freestanding sign supported by one or more visible poles or vertical members.</p>	 <p>The illustration shows a rectangular sign mounted on a single vertical pole. The sign is situated in a landscaped area with several small, conical evergreen trees in front of it. In the background, there is a modern building with large windows and a paved area.</p>
<p><b>Pylon Sign:</b> An on-premises permanent freestanding sign supported by one or more poles or vertical members that are enclosed within fascia or another exterior finish material.</p>	 <p>The illustration shows a pylon sign, which consists of a vertical rectangular structure with a sign panel at the top. The sign panel is enclosed within the structure, which is supported by a single vertical member. The background is a simple gradient representing the sky and ground.</p>

- B. **Permit Required.** A UDO Zoning Permit is required for all permanent freestanding signs.
- C. **Freestanding Sign Allowances.** All freestanding signs must comply with the allowances and standards in Table 7.6.1-2: *Freestanding Sign Allowances*. Additional allowances are provided for multi-tenant developments.



Table 7.6.1-2: Freestanding Sign Allowances

DISTRICT	MAXIMUM NUMBER	TYPE	SETBACK (MIN.)	AREA (MAX.) <sup>1</sup>	HEIGHT (MAX.) <sup>1</sup>	LIGHTING	READER-BOARD	EMC
AR, RR, RN, OSP (Nonresidential use only)	1 per street frontage	Any	5 ft front 10 ft side	25 sf	6 ft	Yes	100%	No
LDR, MDR, MFR (Nonresidential use only)	1 per street frontage	Monument only	5 ft front 10 ft side	25 sf	6 ft	Yes	50%	No
RUB, NB	1 per street frontage	Any	5 ft front 10 ft side	50 sf for primary frontage 30 sf for secondary frontage	10 ft	Yes	50%	20%
INS, GB, RB	1 per street frontage	Any	5 ft front 10 ft side	40 sf OR 1 sf per linear foot of frontage up to 200 sf	20 ft	Yes	50%	100%
LI, HI	1 per street frontage	Any	5 ft front 10 ft side	40 sf OR 1 sf per linear foot of frontage up to 150 sf	20 ft	Yes	25%	20%

Table 7.6.1-2: Freestanding Sign Allowances

DISTRICT	MAXIMUM NUMBER	TYPE	SETBACK (MIN.)	AREA (MAX.) <sup>1</sup>	HEIGHT (MAX.) <sup>1</sup>	LIGHTING	READER-BOARD	EMC
HCO	1 per public entrance	Monument or pylon only	5 ft front 10 ft side	40 sf OR 1 sf per linear foot of frontage up to 200 sf	20 ft	Yes	25%	50%

Key: Max. = maximum allowed | Min. = minimum allowed | ft = linear feet | sf = square feet | Yes = sign or feature allowed for district | No = Sign or feature not allowed for district | % = percentage of sign face that may include the feature

Notes:

<sup>1</sup> Certain multi-tenant developments qualify for an increased height and area allowance. See Paragraph 7.6.1E.

- D. **Location Standard.** Freestanding signs are not allowed in any required buffer yard or within 20 feet of any right-of-way intersection.
- E. **Multi-Tenant Developments.** Multi-tenant developments of 8 acres or more or with 500 or more feet of street frontage are entitled to the following additional signage.
  - 1. Multi-tenant developments are allowed freestanding signs that exceed the district area and height allowance in Table 7.6.1-2: *Freestanding Sign Allowances* by 50%.
  - 2. Tenants and occupants of shared parcels or buildings in multi-tenant developments are not entitled to a separate freestanding sign in addition to the sign allowance for the development.
  - 3. Tenants and occupants of separately platted lots in multi-tenant developments may display separate freestanding signs as follows:
    - (a) One freestanding sign on the primary frontage with the allowances in Table 7.6.1-2: *Freestanding Sign Allowances*; and
    - (b) One freestanding sign on a secondary frontage not to exceed 10 feet in height and 50 square feet in area.

## 7.6.2 RESIDENTIAL DEVELOPMENT SIGN STANDARDS.<sup>21</sup>

- A. **Definition.** A residential development sign is a permanent freestanding sign located near the entrance drive or road to a residential development or an optional attached sign for a multi-family residential development. An example of a typical residential development sign is one that identifies the name of the development or phase of development, sometimes incorporating architectural or landscape features. The example is provided to clarify the regulations and does not limit the content of residential development signs. The County will not review the content of residential development signs.
- B. **Permit Required.** A UDO Zoning Permit is required for all permanent residential development signs.
- C. **Sign Allowances.** Each residential development is permitted one of the following options for additional signs.

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<sup>21</sup> This Section revises and clarifies current § 7.4.6.G.: *Residential Development Entry Signage*. Changes include clarification of the allowance for attached signs on multi-family buildings and the addition of a clear allowance for signs located on landscape features based on staff input.

1. *Option One.* One monument sign located in the median of any divided entrance with a maximum height of 6 feet and a maximum size of 32 square feet and subject to the following additional provisions:
    - (a) The sign must be set back 25 feet from the right-of-way of the intersecting street;
    - (b) Any lighting fixtures must be attached to or incorporated in the sign in such a fashion as not to constitute a safety hazard or mowing obstruction;
    - (c) The sign must be maintained by the developer or homeowners' association. The County will not be responsible for any special landscaping on the median or maintenance of the sign.
  2. *Option Two.* A maximum of two permanent monument signs per entrance with a maximum size of 32 square feet for each sign and a maximum height of 6 feet.
  3. *Option Three.* For multi-family uses, a maximum of one attached sign with a maximum area of 32 square feet. This option is an alternative allowance and not additional to the residential development signs provided above.
- D. **Design Standards.** Where entry drives or road frontages include or incorporate decorative features, such as landscaping, walls, gates, or fences, signs attached to a wall or other landscape features are allowed.

### 7.6.3 ATTACHED SIGN STANDARDS<sup>22</sup>

A. **Attached Sign Types.**

1. *Definition.* An attached sign is an on-premises sign that is permanently affixed to a building or structure.
2. *Types.* Freestanding sign types include wall signs, window signs, awning signs, attached canopy signs, freestanding canopy signs, marquee signs, and projecting/suspended signs as illustrated in Table 7.6.3-1: *Attached Sign Types*.

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<sup>22</sup> Changes include: 1) relocation of address/tenant identification signs to incidental signs (see § 7.8); 2) changes measurement of allowance from a ratio of linear wall frontage to a percentage of wall area; 3) significantly increases wall sign allowances for INS, GB, RB, LI, and HI districts; and 4) adds freestanding canopy signs as an additional allowance; and 4) clarifies allowances for multi-tenant developments.







Table 7.6.3-1: Attached Sign Types	
DEFINITION	ILLUSTRATION OF SIGN TYPE
<p><b>Wall Sign:</b> An on-premises sign painted or attached to the wall of a building or structure where the face of the sign is parallel to the wall on which it is installed.</p>	
<p><b>Window Sign:</b> An on-premises sign that is painted, hung, or otherwise affixed to the inside or outside of a window of a building or structure.</p>	
<p><b>Awning Sign:</b> An on-premises sign painted, printed, or attached to the cover or frame structure of an awning.</p>	
<p><b>Attached Canopy Sign:</b> An on-premises attached sign that is affixed to an attached canopy.</p>	
<p><b>Freestanding Canopy Sign:</b> An on-premises attached sign that is affixed to a freestanding canopy where the face of the sign is parallel to the face or fascia of the canopy to which it is attached.</p>	

Table 7.6.3-1: Attached Sign Types

DEFINITION	ILLUSTRATION OF SIGN TYPE
<p><b>Marquee Sign:</b> An on-premises sign on a canopy projecting from the side of a building that may include vertical panels that extend above the roofline of the building and frequently includes panels for changeable copy</p>	
<p><b>Projecting/ Suspended Sign:</b> An on-premises attached sign that is affixed to and projects 12 inches or more from the side of a building or underside of a balcony or arcade, that is generally oriented perpendicular to the front façade of the building, and that displays content on both sides.</p>	

**Marquee Sign:** An on-premises sign on a canopy projecting from the side of a building that may include vertical panels that extend above the roofline of the building and frequently includes panels for changeable copy



**Projecting/ Suspended Sign:** An on-premises attached sign that is affixed to and projects 12 inches or more from the side of a building or underside of a balcony or arcade, that is generally oriented perpendicular to the front façade of the building, and that displays content on both sides.



- B. **Permit Required.** A UDO Zoning Permit is required for all permanent attached signs.
  
- C. **Attached Sign Allowances.** All attached signs must comply with the allowances and standards in Table 7.6.3-2: Attached Sign Allowances. Additional allowances are provided for multi-tenant developments.

Table 7.6.3-2: Attached Sign Allowances

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Table 7.6.3-2: Attached Sign Allowances

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Table 7.6.3-2: Attached Sign Allowances

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Table 7.6.3-2: Attached Sign Allowances

Sign Type	Allowance
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<p>A                  t                  t                  a                  c                  h                  e                  d                  s                  i                  g                  n                  s                  a                  r                  e                  a                  l                  l                  o                  w                  e                  d                  u                  n                  d                  e                  r                  t                  h                  e                  s                  e                  s                  t                  a                  n                  d                  a                  r                  d                  s</p>		<p>No</p>

Table 7.6.3-2: Attached Sign Allowances

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Table 7.6.3-2: Attached Sign Allowances

Sign Type	Allowance
EMC	
50%	



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F A 1 r l c l e s j e i p c s u	No

Table 7.6.3-2: Attached Sign Allowances

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Key: Max. = maximum allowed | ft = linear feet | sf = square feet | Yes = sign or feature allowed for district | No = Sign or feature not allowed for district | % = percentage of sign face that may include the feature

**D. Multi-Tenant Developments.**

1. Tenants in multi-tenant developments with a separate public entrance may each display the allowed number of attached signs on any wall where a public entrance is located.
2. Multi-tenant developments with common entrances may display the number and size of attached signs as provided in this Section for the entire development. Individual tenants in multi-tenant buildings with common entrances may not display a separate attached sign.

**E. Location and Design Standards.**

1. *Wall Signs.*
  - (a) A wall sign may not exceed the maximum sign area on any wall. The area allowance for one wall may not be used on another wall.
  - (b) A wall sign may not extend more than 12 inches from the wall to which it is attached.
  - (c) A wall sign cannot extend above the roof line of the building.
2. *Marquee Signs.* Such signs must be perpendicular to the facade of the building, or at a 45-degree angle from the corner of the building.
3. *Freestanding Canopy Signs.*
  - (a) Freestanding canopy signs must:
    - (1) Be attached to the outer, vertical surface of the canopy;
    - (2) Be installed parallel to the vertical surface of the canopy; and
    - (3) May not project more than 18 inches from the vertical surface.
  - (b) Freestanding canopy signs are not allowed:
    - (1) To extend beyond the top, bottom, and side edges of any canopy surface;
    - (2) To hang from, or under, the canopy; or
    - (3) To be placed on the top, horizontal roof surface of the canopy.
  - (c) Character height for text, insignias, and logos may not exceed 24 inches.

4. *Canopy and Awning Signs.* An attached canopy or awning sign shall be a minimum of eight feet above any sidewalk or other pavement to provide for pedestrian clearance.
5. *Projecting Signs.* A projecting sign may be substituted for a wall sign provided it:
  - (a) Is a minimum of eight feet above any sidewalk to provide for pedestrian clearance; and
  - (b) Projects no more than six feet from the wall on which it is mounted.

## 7.7 HIGHWAY CORRIDOR OVERLAY STANDARDS<sup>25</sup>

### A. Generally.

1. The additional standards in this Section apply to all signs within the Highway Corridor Overlay (HCO) District.
2. If no different or additional standard or allowance applies for the HCO District, then the base district standards apply.

### B. Design Standards.

1. All signs that are permitted within the Highway Corridor Overlay District must complement the surrounding buildings in material and architectural vernacular.
2. Incidental signs within a multi-tenant development shall be consistent in size, color, ornamentation, and materials and must complement the surrounding buildings.
3. The back of all signs must have a finished appearance unless they are screened with an opaque screen or are not visible from any street right-of-way.
4. A canopy or awning sign shall not be placed higher than the bottom of the second floor or higher than the roofline of single-story structures.

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<sup>25</sup> This Section relocates and revises current § 4.3.2H.: Signs (HCO) and primarily integrates the HCO district standards into the general sign allowances.

C. **Prohibited Signs:** The following signs are prohibited in the HCO District in addition to those prohibited in Section 7.4: *Prohibited Signs*:

1. Painted or handwritten signs;
2. Billboards;
3. Neon gas tubing or similar signs;
4. Illuminated tubing or strings of lights used for outlining property lines, open sales areas, rooflines, doors, windows, or wall edges of any building;
5. Signs that move or give the appearance of moving, including but not limited to feather signs, pennants, inflatable devices, streamers, and other signs which flutter, undulate, swing, rotate, oscillate, or otherwise move by natural or artificial means; and
6. Stationary inflatable devices and tethered balloons.

D. **Sign Illumination.** Signs shall not have light-reflecting backgrounds or letters.

E. **Landscaping.**

1. A minimum five-foot wide landscaped area shall be provided for landscaping adjacent to any freestanding sign facing a public right-of-way.
2. The minimum required landscaping shall consist of one of the following options every 10 linear feet:
  - (a) 5 shrubs;
  - (b) 20 perennials, groundcover plants, or grasses; or
  - (c) Any equivalent combination thereof.
3. The arrangement of plantings and the type of plants may be designed and selected to allow visibility of the sign.
4. The landscaped area must be covered with mulch, pine straw, decorative stone, or another appropriate cover material. No portion of the landscaped area may include exposed bare soil.

## 7.8 INCIDENTAL SIGN STANDARDS<sup>32</sup>

- A. **Definition.** An incidental sign is a small permanent on-premises sign that is freestanding or attached to a building that is in addition to the primary sign types for the property, such as wall signs and freestanding signs, and that has a height and scale that is subordinate to the primary sign types allowed for the property. Examples of typical incidental signs include house numbers, occupant directories, directional signs, drive-thru menu boards, and parking signs. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs. The County will not review the content of incidental signs.
- B. **Sign Allowances.** Incidental signs are subject to the sign allowances listed in Table 7.8-1. However, these signs do not require a UDO Zoning Permit.

Table 7.87.6.3-1: Incidental Sign Allowances

SIGN TYPE	DISTRICT	NUMBER (MAX.)	AREA (MAX.)	HEIGHT (MAX.)	SETBACK (MIN.)	LIGHTING	READER-BOARD	EMC
Perimeter Incidental Signs	AR, RR, RN, OSP, LDR, MDR, MFR RUB, NB (Non-residential uses only)	1 per entry/exit	2 sf	3 ft	N/A	Yes	No	No
	INS, GB, RB, LI, HI	2 per entry/exit	4 sf	4 ft	10 ft	Yes	No	No
Small Interior Incidental Signs	AR, RR, RN, OSP, LDR, MDR, MFR RUB, NB	20 per acre	2 sf	3 ft	25 ft	Yes	No	No
	INS, GB, RB	30 per acre	2 sf	4 ft	25 ft	Yes	No	No

<sup>32</sup> This new Section includes content-neutral standards for incidental on-premises signs and provides standards by district for number, area, and location for these signs. General allowances for three different sign types (perimeter, small interior, and large interior) are given for these signs without regard to their content. This Section replaces current standards for signs like entrance/directional signs, directory signs, and drive-thru menu boards. Compare to current § 7.4.6: Other Permitted Signage Standards.

Table 7.87.6.3-1: Incidental Sign Allowances

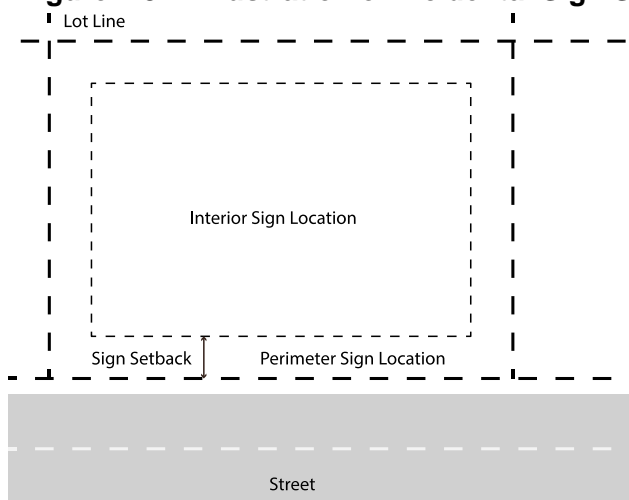
SIGN TYPE	DISTRICT	NUMBER (MAX.)	AREA (MAX.)	HEIGHT (MAX.)	SETBACK (MIN.)	LIGHTING	READER-BOARD	EMC
	LI, HI	30 per acre	4 sf	4 ft	25 ft	Yes	No	No
Large Interior Incidental Signs	AR, RR, RN, OSP, LDR, MDR, MFR RUB, NB (Non-residential uses only)	1 per lot	6 sf	4 ft	20 ft	Yes	No	No
	INS, GB, RB	2 per lot	35 sf	8 ft	25 ft	Yes	100%	100%
	LI, HI	1 per lot	32 sf	8 ft	25 ft	Yes	No	No

Key: Max. = maximum allowed | Min. = minimum allowed | ft = linear feet | sf = square feet | Yes = sign or feature allowed for district | No = Sign or feature not allowed for district | % = percentage of sign face that may include the feature

**C. Sign Setback.**

1. *Generally.* This Section regulates the location and size of incidental signs based on a sign setback that varies by district and incidental sign type. Figure 7.8-1: *Illustration of Incidental Sign Setback* depicts the setback and placement of incidental signs.
2. *Measurement.* The sign setback is the setback from any property line and regulates the location and size of incidental signs. Table 7.8-1 defines the applicable setback for each sign type and district.

**Figure 7.8-1: Illustration of Incidental Sign Setback**



D. **Perimeter Incidental Signs.** Perimeter signs are signs allowed between the property line and the applicable sign setback. Examples of typical perimeter incidental signs include directional and entry/exit signs. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs. The County will not review the content of incidental signs.

1. Table 7.8-1 defines the maximum number of perimeter incidental signs per entrance or exit to a public street.
2. Perimeter signs are only allowed within 15 feet of a driveway entrance to a public street.

E. **Interior Incidental Signs.**

1. *Generally.* Interior signs are only allowed within a platted lot and are not allowed within the applicable sign setback. This Section provides for two types of interior signs: small and large interior signs.
2. *Small Interior Signs.* Table 7.8-1 defines the maximum allowances for small interior incidental signs based on the number of signs per acre. Examples of typical small incidental signs include house numbers, directional signs, and parking signs. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs. The County will not review the content of incidental signs.
3. *Large Interior Sign.* Table 7.87.6.3-1 defines the allowances for large interior incidental signs based on the number of signs per parcel or multi-tenant development. Examples of typical large incidental signs include occupant



directories, drive-thru menus, and information kiosks. The list of examples is provided to clarify the regulations and does not limit the content of incidental signs. The County will not review the content of incidental signs.

- F. **Character Height.** Incidental signs must not display characters larger than four inches in height. All copy, characters, text, icons, pictograms, logos, and images must comply with the character height limit.
- G. **Design Standards.**
  - 1. *Orientation of Large Incidental Signs.* Large interior incidental signs with readerboard or electronic message center features are only allowed if oriented so that they are not viewable from any public right-of-way.
  - 2. *Sign Features.* Readerboard or electronic message center features, if allowed, must comply with the following standards:
    - (a) Displays may not feature motion, flashing, or video;
    - (b) Displays may not create glare or other conditions that impair the vision of drivers or obstructs or interferes with a driver's view of surrounding traffic situations; and
    - (c) The sign meets the standards of Subsection 7.5.4: *Sign Features*.

## 7.9 TEMPORARY SIGN STANDARDS<sup>34</sup>

- A. **Definition.** A sign constructed of cloth, canvas, light fabric, cardboard, wood, wallboard, metal, or other light materials, with or without frames, and displayed for a limited time only. Temporary signs include banners, feather signs, inflatable devices, stake signs, and post signs. Examples of common temporary signs include political signs, public demonstration signs, yard sale signs, grand opening signs, contractor signs, real estate signs, and signs that announce a special event. The list of examples does not limit the content of temporary signs. The County will not review the content of temporary signs.

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<sup>34</sup> This Section significantly updates the current temporary sign standards of §§: 7.4.7: *Signs Not Requiring a Permit*, 7.4.6.D: *Temporary Commercial Signs*, and 7.4.5: *Signage Standards by Category* (for A-frame signs) for content neutrality. The Section includes standards for temporary signs and provides standards that vary by zoning district for the number of signs, area, and duration of display for temporary signs without regard to content. Generally, larger temporary signs are allowed for more intensive uses, and smaller temporary signs are allowed for less intensive uses. The draft increases the primary allowance for larger commercial signs from 16 to 32 square feet based on staff input. The draft also expands the use of A-frame signs to all commercial districts based on staff input.

- B. **Prohibited Temporary Sign Types.** Section 7.7: Highway Corridor Overlay Standards prohibits the use of several common types of temporary signs.
- C. **Sign Allowances.** All uses must comply with the temporary sign allowances listed in Table 7.97.6.3-1. Separate allowances are provided for different sizes of temporary signs. However, these signs do not require a UDO Zoning Permit.

Table 7.9-1: Temporary Sign Allowances

SIGN TYPE	DISTRICT	NUMBER (MAX.)	AREA (MAX.)	HEIGHT (MAX.)	LIGHTING	READER-BOARD	EMC
Small Temporary Signs	AR, RR, RN, OSP, LDR, MDR, MFR RUB, NB	8	4 sf	4 ft	No	No	No
	INS, GB, RB	10	4 sf	4 ft	No	No	No
	LI, HI	10	6 sf	4 ft	No	No	No
Large Temporary Signs	AR, RR, RN, OSP, LDR, MDR, MFR RUB, NB	N/A	N/A	N/A	N/A	N/A	N/A
	INS, GB, RB, LI, HI	1 per lot	32 sf	8 ft	No	No	No
A-Frame Sign	RUB, NB, GB, RB	1 per public entry	8 sf per side	4.5 ft	No	No	No

Key: Max. = maximum allowed | ft = linear feet | sf = square feet | Yes = sign or feature allowed for district | No = sign or feature not allowed for district | % = percentage of sign face that may include the feature

1. *Number.* Table 7.9-1: *Temporary Sign Allowances* defines the maximum limit for temporary signs per tenant with a separate public entrance for multi-tenant developments or per lot for a standalone use.
2. *Duration for Display.*
  - (a) One small or large temporary sign is allowed on each lot without any time limitation.

- (b) The duration of display for all other temporary signs is 90 days or less per calendar year, measured cumulatively per sign.
- 3. *Owner Consent Required.* A person must obtain the consent of the property owner before placing a sign on that person's property.

D. **A-Frame Signs.**

- 1. *Definition.* A temporary, portable, freestanding sign that is in the shape of the letter "A" when viewed from the side, with back-to-back sign faces, an easel, or a similar configuration.
- 2. *Sign Allowances.* Table 7.97.6.3-1: *Temporary Sign Allowances* defines the maximum dimensional standards for A-frame signs per tenant with a separate public entrance for multi-tenant developments or per lot for a standalone use.
- 3. *Location and Use Standards.*
  - (a) Signs may be located on a public sidewalk but must maintain at least 48 inches of unobstructed pedestrian space.
  - (b) Signs must be placed within 20 feet of the main building entrance.
  - (c) The sign must be removed at the close of business each day.

## 7.10 BILLBOARD STANDARDS<sup>36</sup>

- A. **Definition.** A permanent, freestanding, off-premises sign or sign structure that has one or more faces upon which copy is placed on a poster or panel that is mounted on a pole or metal structure.
- B. **Permit Required.** A UDO Zoning Permit is required for all billboards.
- C. **Billboard Allowances.** All Billboards must comply with the allowances and standards in Table 7.10-1: *Billboard Allowances*.

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<sup>36</sup> This Section carries forward and updates the terminology of current § 7.4.6.F.: *Off-Premises Advertising Signs (Billboards)*. No substantive changes are made.

Table 7.10-1: Billboard Allowances			
DISTRICTS	TOTAL HEIGHT (MAX.)	DISPLAY SURFACE DIMENSIONS (MAX.)	AREA (MAX.)
LI, HI	24 ft	Height of 10 ft Width of 15 ft	150 sf per side, including copy extensions

Key: Max. = maximum allowed | ft = linear feet | sf = square feet

**D. Additional Standards.**

1. Billboards may not have more than two sign surface areas mounted back to back. Each face must be the same height and width.
2. Only one billboard is allowed per lot.
3. Billboards are not allowed to be erected on the roof of any building, attached to any building, or painted or posted on any building.
4. Billboards must be set back at least the height of the sign from any public or private right-of-way, as measured from the closest point on the sign to the right-of-way.
5. Billboards must be separated by at least 1,500 feet from any other billboard located on the same side of the same public or private right-of-way, measured from center point to center point.
6. At street intersections, a billboard must be separated by at least 500 feet from any other billboard, measured from center point to center point.
7. Billboards are not allowed within 200 feet of any right-of-way of any underpass, overpass, bridge, or tunnel or any plaza serving one of these facilities.
8. Billboards are not allowed within 500 feet of any residential district and/or use.
9. Billboards are only allowed on parcels with at least 150 feet of road frontage.
10. Billboards are allowed on premises where another permitted use is established provided the billboard is located at least 75 feet from any part of the property occupied by any portion of the established use, including off-street parking areas.

11. All portions of a billboard must be at least 10 feet from any overhead electric wiring and public utility guy wire.
12. Signs subject to regulation under the South Carolina Department of Transportation's outdoor advertising controls may require a permit from the SCDOT in addition to any permit required under this UDO.

**E. Design Standards.**

1. "Copy extensions" (portions of copy extending beyond the outer edge of the sign frame) are allowed provided:
  - (a) They extend no more than six feet beyond the outer edge of the sign frame;
  - (b) They do not exceed 100 square feet in area (per side); and
  - (c) They comply with all other requirements.
2. Billboards shall meet wind load requirements that meet or exceed the most recently approved International Building Code (IBC).
3. The area within 25 feet, in all directions, from the base of the billboard shall be landscaped with ground cover, shrubs, or other plantings to screen the base of the sign. The sign owner shall maintain this landscaping as long as the sign occupies the premises and shall keep this area free from debris and undergrowth.
4. A site plan and landscaping plan prepared by a registered engineer or landscape architect for each sign must be submitted for billboard applications.

**F. Illumination.**

1. All billboards may be illuminated but must use fully shielded lighting.
2. Color lighting is prohibited on all billboards except billboards with electronic message centers.

- G. Changeable Copy.** Billboards that incorporate electronic message centers or readerboards must be at least 2,000 feet from any other off-premise sign, measured from center point to center point.

**Zoning District Change.** When the property where a billboard is located is changed to a district that prohibits these signs, the sign must be removed within 90 days of the zoning change.

# Agenda Item Summary

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Ordinance # / Resolution #: Not Yet Assigned  
Contact Person / Sponsor: Sabrena Harris / CFO / Finance Department  
Department: Finance  
Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

Presentation of a 10-year bond package aimed at funding key Capital Improvement Plan (CIP) projects. Provide feedback and input for a proposed bond package and debt service millage rate stabilization program.

**Strategic Plan Focus Area Alignment:**

**Points to Consider:**

1. **Capital Improvement Plan (CIP) Priorities:** How the bond package aligns with the county’s CIP priorities and other long-term goals
2. **Community Impact:** How the bond package and its associated projects will be perceived by county residents
3. **Staff Recommendations:** Take into account the expertise and guidance provided by the county’s bond counsel, Administrator, and finance department.

**Funding and Liability Factors:**

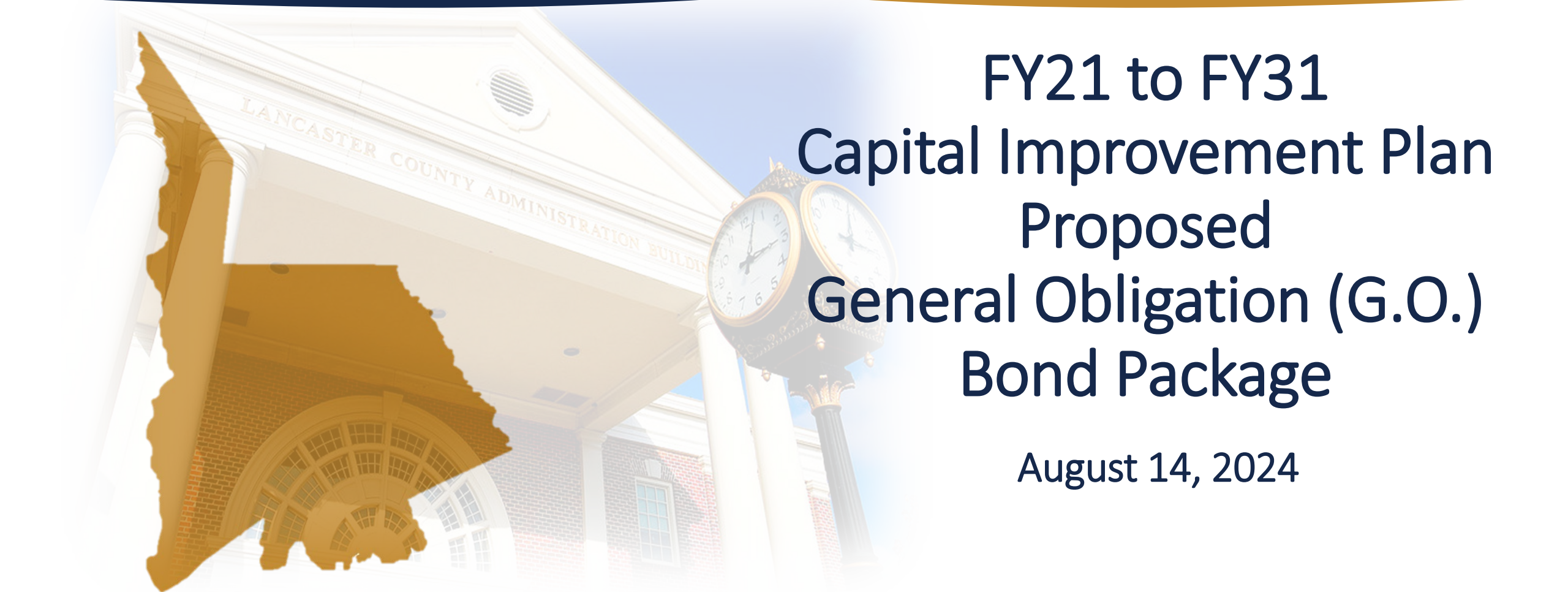
1. **Financial Impact:** Proposed 9-mill debt service rate, issuing bonds every two years over a 10-year period
2. **Economic Impact:** How resetting the debt millage is impacted by economic changes

**Recommendation:**

Provide feedback and guidance on the strategy of resetting the debt millage rate in order to establishing a timely and dedicated funding source for essential capital projects while also maintaining a stable rate that is consistent with the County’s historical debt millage.

**ATTACHMENTS:**

Description	Upload Date	Type
Discussion of Potential General Obligation (G.O.) Bond Package	8/12/2024	Presentation



# FY21 to FY31 Capital Improvement Plan Proposed General Obligation (G.O.) Bond Package

August 14, 2024

- Provide Capital Improvement Plan (“CIP”) background.
  - Debt Service Fund & History
  - County Debt Policy
    - Debt Capacity
- Review and discuss proposed 2024-2025 bond package.
- Receive information on 10-year proposed rolling borrowing schedule and related CIP projects.



- 2021-2031 Capital Improvement Plan - Adopted by Council on June 24, 2024  
(Ord # 2024-1909)
- County Strategic Plan Alignment
  - Infrastructure and Public Safety (Strategic Priorities)
- Various Funding Sources
  - Capital Project Sales Tax
  - Impact Fee Collections
  - Fund Balance
  - Issue Debt (Ex: General Obligation Bond)

General obligation debt may be incurred by the County in an amount not exceeding 8% of the assessed value of all taxable property in the County. The 8% limit does not apply to general obligation debt approved in a referendum.

- What is Debt Service?
  - Annual principal and interest payments on existing debt
- Current Certified Mil Value = \$518,035
- FY25 Debt Service = \$10,952,007 appropriated  
(Ordinance# 2024-2019)
  - Debt Service Millage = 6.00

# LEGAL DEBT MARGIN HISTORY

	FY19	FY20	FY21	FY22	FY23
Debt Limit	30,639,401	32,738,053	34,227,352	39,048,145	42,567,116
Total net GO Debt Applicable to limit	13,993,784	12,635,261	11,176,952	15,078,145	5,123,492
<b>Legal debt margin (without a referendum)</b>	<b>16,645,617</b>	<b>20,102,792</b>	<b>23,050,400</b>	<b>23,970,000</b>	<b>37,443,624</b>
Net GO Debt as percent of Debt Limit	45.67%	38.60%	32.66%	38.61%	12.04%

# DEBT SERVICE MILLAGE HISTORY

Fiscal Year Ended June 30	County Operating	County Debt	County Capital Improvement	County Court Security	Total	Change From Prior Year
2020	88.70	11.25	5.00	3.80	108.75	7.55
2021	88.70	7.60	5.00	3.80	105.10	(3.65)
2022*	84.30	8.50	4.80	3.60	101.20	(3.90)
2023	84.30	9.60	4.80	3.60	102.30	1.10
2024	88.80	6.90	5.30	3.90	104.90	2.60
2025 (Adopted)	88.60	6.00	6.40	3.90	104.90	-
2026* (Proposed)	88.60	9.00	6.40	3.90	107.90	3.00

\*Indicates a reassessment year in which rollback was required. Although overall millage decreases due to the rollback, in FY2022 taxes increased 3.90 mils over rollback, including 3.2 mils in operating.

- Assumptions:
  - Increase current debt service millage from 6 mils to 9 mils
  - Using the current millage = \$518,035
    - 9 mils = \$4,662,315
  - Debt Capacity over 10 years, using the current millage is \$46,623,150
  - Using a conservative rate of 65% towards principal payments, that puts our borrowing capacity at \$30,305,048 over 10 years

# 2025 - 2026 PROPOSED BOND PACKAGE

Project Name	Dollar Amount
Fire Truck Maintenance Building at New Fleet Facility	600,000
Construct & Upgrade Convenience Sites	2,120,000
Convenience Site Purchase	1,000,000
Parks & Recreation Projects: Upgrade Bathrooms (Wylie Street & Walnut Creek); erosion at Walnut Creek; replace roofs at ILRC, Andrew Jackson & Springdale; build shade areas with poured surface at all the parks; update trails at Roy Hardin & Buford Battleground to connect them to the rec centers; additional parking & parking lots; and flock cameras at all parks	1,860,000
Fire Projects: Fire Commissions Top 6 Projects (Indian Land), Station 3 Construction (Indian Land), and Station 1 & 2 Renovations, Apparatus Radios, UEBSS RIT Bags (Heath Springs)	14,045,000
<b>Project Set 1 Total (7/1/2025):</b>	<b><u>19,625,000</u></b>

# 2027 - 2028 PROPOSED BOND PACKAGE

Project Name	Dollar Amount
Purchase New Track Excavator & Small Dump Truck - Roads	570,000
Parks & Recreation Field Lighting	1,320,000
Enterprise Resource Planning (ERP)	2,500,000
Fire Projects – Finish Station 3, Station 3 Engine, and Fire Commissions Projects 7 - 9	4,465,240
<b>Project Set 2 Total (7/1/2027):</b>	<b><u>8,855,240</u></b>



# 2029 - 2030 PROPOSED BOND PACKAGE

Project Name	Dollar Amount
Purchase Refuse Truck & Convenience Site Maintenance	635,628
Public Works Warehouse, Crew Facility, and Shop	1,905,180
Enterprise Resource Planning (ERP)	2,000,000
Fire Commissions Projects 10-15	3,300,000
<b>Project Set 3 Total (7/1/2029):</b>	<b><u>7,840,808</u></b>

# 2031 - 2032 PROPOSED BOND PACKAGE

Project Name	Dollar Amount
Maintenance Shop at Buford Recreation	475,000
Fire Commissions Projects 16-19	3,225,000
Economic Development Spec Building	4,000,000
<b>Project Set 4 Total (7/1/2031):</b>	<b><u>7,700,000</u></b>

# 2033 - 2034 PROPOSED BOND PACKAGE

Project Name	Dollar Amount
Sheriff's Operation Building	1,210,000
Fire Commissions Projects 20-21 & 24 (taxes) & Battalion Chief Vehicle	2,250,966
Development Services Building (Building, Planning, Zoning)	4,000,000
<b>Project Set 5 Total (7/1/2033):</b>	<b><u>7,460,966</u></b>

# 2035 - 2036 PROPOSED BOND PACKAGE

Project Name	Dollar Amount
Fire Commissions Projects 22 & 23	2,670,000
Sheriff's Substation	3,161,940
<b>Project Set 6 Total (7/1/2035):</b>	<b><u>5,831,940</u></b>

# 10-YEAR PROPOSED BORROWING PLAN

Project Summary	Dollar Amounts
County Capital Projects	37,277,022
Fire Commissions Projects	17,785,966
<b>Total Estimated 10-Year Project Costs</b>	<b><u>57,313,954</u></b>

- Total 10-year project costs - \$57.3M - some remain unfunded
- 10-year debt package that aligns with CIP priorities
- Total bond package of \$46.6M over 10 years
- Stabilize debt millage rate at 9 mils
- Revisit projects list and re-issuing debt every 2 years
- Consult with bond counsel



# Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Dennis Marstall / Administration and Lisa Parker / Human Resources

Department: Administration

Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

Provide feedback on potential pay adjustments for certain EMS and fire positions.

**Strategic Plan Focus Area Alignment:**

**Points to Consider:**

At the third reading of the FY25 budget ordinance, County Council adjusted the operating millage rate revenue by .04 mills or \$207,000 to allow for additional funds to be utilized for EMS and Fire positions to help keep starting pay in line with area agencies or governments and enhance the County's competitiveness to recruit for these positions.

The focus of the pay adjustments is for recruitment and competitiveness purposes and centers on the entry level positions. This is not a whole scale pay adjustment to the EMS and Fire pay scales.

With the 3.5% pay adjustment that was authorized, the County pays the following starting salary for the following positions:

Emergency Medical Technician (EMT) with a 24 on / 48 off schedule (25 empl)

\$13.71 an hour for 2,080 hours

\$20.57 an hour for 848 scheduled overtime hours

\$45,960.annually

Advanced EMT with 24 on /48 off schedule (6 empl)

\$17.98 an hour for 2,080

\$26.96 an hour for 848 scheduled overtime hours

\$60,260 annually

Paramedic with 24 on /48 off schedule (32 empl)

\$21.47 an hour for 2,080 hours

\$32.21 an hour for 848 scheduled overtime hours

\$71,972 annually

Firefighter 1 (12 empl)

\$45,587

Firefighter 2 (1 empl)

\$50,022

Engineer (3 empl)

\$53,003

The County Administrator is recommending the following pay adjustments to be implemented on January 1, 2024 to stay within the total funding identified by County Council.

Emergency Medical Technician (EMT) with a 24 on / 48 off schedule

\$15 an hour for 2,080 hours

\$22.50 an hour for 848 scheduled overtime hours

\$50,280 annually



Advanced EMT  
\$18.50 an hour for 2,080 hours  
\$27.75 an hour for 848 scheduled overtime hours  
\$62,012 annually

Paramedic with 24 on /48 off schedule  
\$22.50 an hour for 2,080 hours  
\$33.75 an hour for 848 scheduled overtime hours  
\$75,420 annually

Firefighter 1  
\$49,920,587

Firefighter 2  
\$54,080

Engineer  
\$56,160

This would also include an increase for part-time firefighter pay, which would move the part-time firefighter pay from \$15.53 per hour to \$16.30 per hour and given the variety of part-time pay in EMS would add \$8,000 to the EMS part-time line time budget.

**Funding and Liability Factors:**

County Council has identified \$207,000, including salary and fringe benefit costs, to be utilized to adjust certain EMS and Fire Service Pay for FY25.

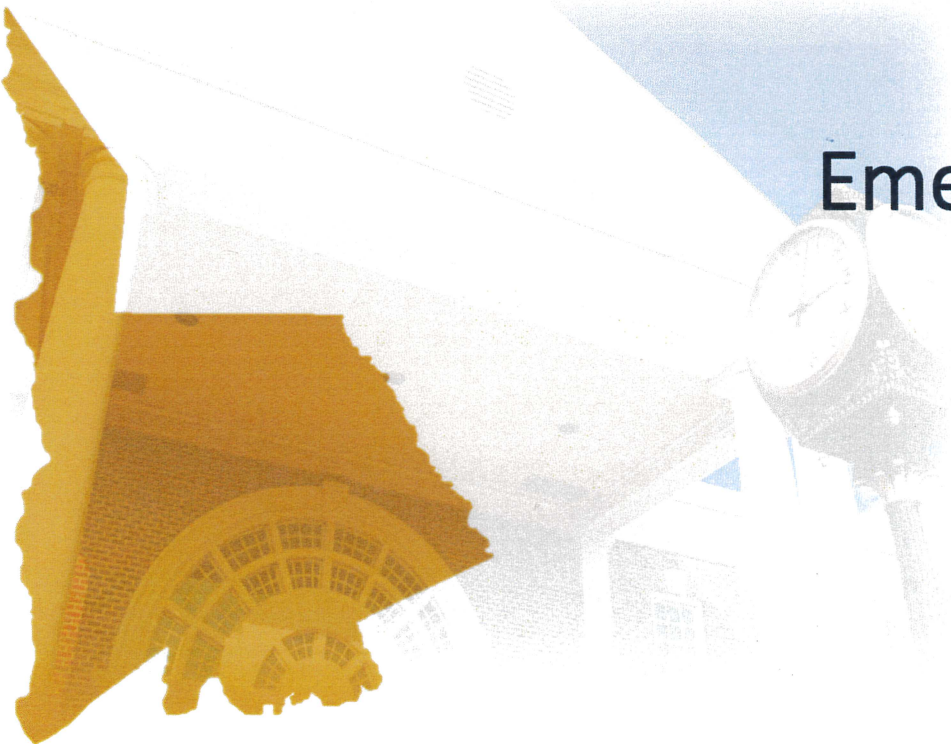
The pay adjustment would also apply to the Fire positions with the Indian Land Fire District, and funding would come out of the Indian Land Fire District operating budget, funded by the District's rooftop fee. This would be a \$59,000 impact for 6 months to the Indian Land Fire operating budget and could impact the fire district's rooftop fee for FY26.

**Recommendation:**

Provide input on the pay adjustment identified for certain EMS and fire positions.

**ATTACHMENTS:**

Description	Upload Date	Type
Power Point Presentation for Pay Adjustments	8/12/2024	Presentation



# Emergency Medical Services & Fire Services Salary Adjustments

August 14, 2024

- At 3<sup>rd</sup> reading of FY25 budget ordinance, council adjusted operating millage by .04 mils = \$207,214
- Additional funds for EMS and fire services salary adjustments for recruitment and competitiveness with surrounding agencies or governments
- Adjustment would impact FT & PT Firefighters, Engineers, Emergency Medical Technicians, and Paramedics

# HOURLY PAY COMPARISON

POSITION	CURRENT ANNUAL (\$)	PROPOSED ANNUAL (\$)	VARIANCE PER FTE (\$)	TOTAL ANNUAL IMPACT (Incl Benefits)	TOTAL IMPACT JAN 1 <sup>ST</sup> START (Incl Benefits)
Firefighter I (12 countywide)	45,587	49,920	4,333	65,792	32,896
Firefighter II (1 countywide)	50,022	54,080	4,058	5,135	2,567
Engineers (3 countywide)	53,030	56,160	3,130	11,879	5,940
Part-time Firefighters (62)	413,983	434,509		25,969	12,985
EMTs (25)	45,960	50,280	4,320	136,642	68,321
Advanced EMTs (6)	60,260	62,012	1,752	13,300	6,650
Paramedics (32)	71,971	75,420	3,448	139,638	69,819
<b>TOTAL</b>				<b>398,354</b>	<b>199,177</b>
Approved by Council = .04 mils				207,214	207,214
<b>VARIANCE</b>				<b>(191,140)</b>	<b>8,037</b>

# INDIAN LAND COMPARISON

POSITION	CURRENT ANNUAL (\$)	PROPOSED ANNUAL (\$)	VARIANCE PER FTE (\$)	TOTAL ANNUAL IMPACT (Incl Benefits)	TOTAL IMPACT JAN 1 <sup>st</sup> START (Incl Benefits)
Firefighter II (9)	50,022	54,080	4,058	46,213	23,106
Engineers (14)	53,030	56,160	3,130	55,436	27,718
Part-time Firefighters (23)	264,714	277,839		16,606	8,303
<b>TOTAL</b>				<b>118,254</b>	<b>59,127</b>

- Increases recruitment competitiveness
- Addresses certain full-time & all part-time positions within Fire & EMS
- Allocates \$207,214 beginning in January 2025
- Will impact Indian Land fire district operating budget by \$59,127



# Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Mike Magette, Fire Marshal / Darren Player / Fire Rescue/Emergency Services

Department: Emergency Management/Fire Services

Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

This item is for information only for Council and citizens to understand the detail of the fire code and how it is implemented, particularly in the review of civil plans as part of the planning and development process.

**Strategic Plan Focus Area Alignment:**

**Points to Consider:**

Enforcing fire codes are a key factor in the development process, where changes in property use or zoning are evaluated by several County departments, including the Fire Marshal.

Given that the fire code is intended to enhance community safety, there is little leeway in the interpretation of fire codes and a strong emphasis on enforcement of the codes to ensure safety of lives and property.

The presentation will highlight the primary fire codes evaluated and implemented as part of civil plans review during the planning and development process.

**Funding and Liability Factors:**

There are no funding factors for this item; however, there are liability factors if the County does not follow the State Fire Code.

**Recommendation:**

N/A

**ATTACHMENTS:**

Description	Upload Date	Type
Power Point Presentation on Fire Codes	8/12/2024	Presentation





Fire Codes Reviews on Civil Plans  
Committee of the Whole  
August 14, 2024

- Fire codes apply on civil plans when there is a proposed new building or when a change of occupancy occurs.
- Section 102.3 of the South Carolina Fire Code states:
  - A change of occupancy shall not be made unless the use or occupancy is made to comply with the requirements of this code and the International Existing Building Code

- Chapter 5 of the South Carolina Fire Code is the chapter that deals with fire apparatus access, location of fire lanes, and fire department water supplies.
- Section 503 Deals with the specifications for fire apparatus access roads.
- Section 507 deals with the requirements for water supplies for facilities and buildings

- An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises on which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction to meet the necessary fire flow as determined by the fire code official. Where public water supply is inadequate or not available, an approved alternative water source meeting the fire flow requirements shall be provided. Fire flow performance tests shall be witnessed by the fire official or representative prior to final approval.
- Exception: One and two family dwellings, including attached or detached accessory structures.

- Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 500 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on site fire hydrants and mains shall be provided where required by the fire code official.
- Location: The location and number of hydrants shall be designated by the fire official, but in no case shall the distance between installed fire hydrants exceed 1000 ft. Fire hydrants shall be located within 500 ft of all fire fighter access points when measured along the normal routes of a fire department vehicle access which conforms to the requirements of Section 503. No point of the exterior of a building shall be located more than 500 feet from a hydrant accessible to fire department vehicles as provided in Section 503.

TABLE B105.1(2) REFERENCE TABLE FOR TABLES B105.1(1) AND B105.2

FIRE-FLOW CALCULATION AREA (square feet)					FIRE FLOW (gallons per minute) <sup>b</sup>	FLOW DURATION (hours)
Type IA and IB <sup>a</sup>	Type IIA and IIIA <sup>a</sup>	Type IV and V-A <sup>a</sup>	Type IIB and IIIB <sup>a</sup>	Type V-B <sup>a</sup>		
0—22,700	0—12,700	0—8,200	0—5,900	0—3,600	1,500	2
22,701—30,200	12,701—17,000	8,201—10,900	5,901—7,900	3,601—4,800	1,750	
30,201—38,700	17,001—21,800	10,901—12,900	7,901—9,800	4,801—6,200	2,000	
38,701—48,300	21,801—24,200	12,901—17,400	9,801—12,600	6,201—7,700	2,250	
48,301—59,000	24,201—33,200	17,401—21,300	12,601—15,400	7,701—9,400	2,500	
59,001—70,900	33,201—39,700	21,301—25,500	15,401—18,400	9,401—11,300	2,750	
70,901—83,700	39,701—47,100	25,501—30,100	18,401—21,800	11,301—13,400	3,000	3
83,701—97,700	47,101—54,900	30,101—35,200	21,801—25,900	13,401—15,600	3,250	
97,701—112,700	54,901—63,400	35,201—40,600	25,901—29,300	15,601—18,000	3,500	
112,701—128,700	63,401—72,400	40,601—46,400	29,301—33,500	18,001—20,600	3,750	

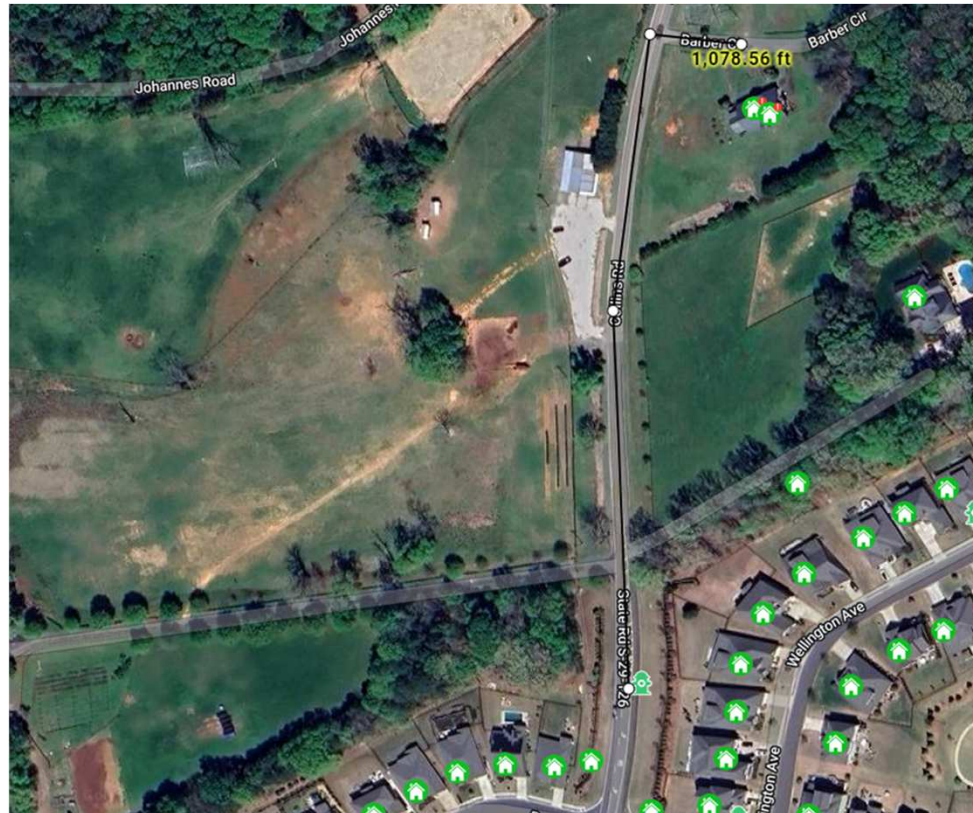
**Table 18.4.5.2.1 Minimum Required Fire Flow and Flow Duration for Buildings**

Fire Flow Area ft <sup>2</sup> (× 0.0929 for m <sup>2</sup> )					Fire Flow gpm† (× 3.785 for L/min)	Flow Duration (hours)
I(443), I(332), II(222)*	II(111), III(211)*	IV(2HH), V(111)*	II(000), III(200)*	V(000)*		
0–22,700	0–12,700	0–8200	0–5900	0–3600	1500	2
22,701–30,200	12,701–17,000	8201–10,900	5901–7900	3601–4800	1750	
30,201–38,700	17,001–21,800	10,901–12,900	7901–9800	4801–6200	2000	
38,701–48,300	21,801–24,200	12,901–17,400	9801–12,600	6201–7700	2250	
48,301–59,000	24,201–33,200	17,401–21,300	12,601–15,400	7701–9400	2500	
59,001–70,900	33,201–39,700	21,301–25,500	15,401–18,400	9401–11,300	2750	3
70,901–83,700	39,701–47,100	25,501–30,100	18,401–21,800	11,301–13,400	3000	
83,701–97,700	47,101–54,900	30,101–35,200	21,801–25,900	13,401–15,600	3250	
97,701–112,700	54,901–63,400	35,201–40,600	25,901–29,300	15,601–18,000	3500	
112,701–128,700	63,401–72,400	40,601–46,400	29,301–33,500	18,001–20,600	3750	

- Construction Class 1 (wood frame construction) No exposures or communication factors
- Construction type Coefficient (F)=1.5
- Effective Area (A)=Largest Floor +50% of all other floors
- $(A) = 3102 + .5(235 + 2260) \quad A = 4349$
- $C = 18F\sqrt{A}$
- $C = 18(1.5)\sqrt{4349}$
- C=1780 GPM Round to the nearest 250 GPM
- C=1750
- Occupancy Factor  $O = .85$  (limited combustible C-2)
- $NFF = C(O)$
- $NFF = 1487 \text{ GPM}$  rounded to the nearest 250 GPM 1500 GPM







- **Sec. 14-76. - Standard fire prevention code, portion adopted.**
- (b) Board of appeals.
- (1) *Created.* A five-member board of appeals is hereby established in Lancaster County for the purpose of hearing applications for modification of the requirements of the International Fire Code and appeals from decisions of the fire code official when it is alleged that there is error in any order, requirement, decision, or determination made by the fire code official in the enforcement of the International Fire Code or its appendices.

# Questions

# Agenda Item Summary

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Ordinance # / Resolution #: Not Yet Assigned  
Contact Person / Sponsor: Dennis Marstall / Administration  
Department: Administration  
Date Requested to be on Agenda: 8/14/2024

**Council Action Requested:**

Provide feedback and input into the concept of including a mailer with the Fall annual tax bills that provides better breakdown and graphic of how taxes are allocated and utilized in the County.  
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**Strategic Plan Focus Area Alignment:**

**Points to Consider:**

This mailer concept was presented at the recent SC Association of Counties meeting .

The County Auditor's office distributes the annual county tax bill to approximately 54,000 real estate taxpayers in the county. As part of the tax bill, there is information about how the taxes are levied across multiple jurisdictions or government bodies within the County.

Communications and Marketing staff are working with the County Auditor to review concepts on how an insert with the annual tax bill could be implemented or utilized to help citizens better understand the taxes levied.

Tax bills need to be finalized by the end of August, in order to be prepared for the October mailing.

**Funding and Liability Factors:**

There will be a cost associated with printing the mailer, which can be taken out of Council's Special Projects budget.

The County Auditor is working with the printer of the tax bills on pricing and various sizes for an insert to present some printing cost information, as well as impact on postage rates.

**Recommendation:**

This item is for discussion only.