



MEMBERS OF LANCASTER COUNTY PLANNING COMMISSION

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

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

**February 1, 2024 5:00 P.M.
MINUTES**

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

1. Roll Call:

Members Present:

Jim Barnett Charles Deese Sheila Hinson
Yokima Cureton Judianna Tinklenberg

Absent: Alan Patterson

Others Present:

Allison Hardin, Development Services Dir. Clerk: Jennifer Bryan
Matthew Blaszyk, Planner;

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

2. New Business

a. RZ-2023-2125 Thompson

Application by John Thompson to rezone approximately 3.82 acres at 1348 N. Rocky River Road (TM# 0058-00-064.00) from Rural Business (RUB) to General Business (GB), in order to allow development of a self-service storage facility.

Staff Presentation: Matthew Blaszyk

Discussion topics:

- The intersection is all commercial Zoning
- There is a junkyard across the street

b. SD-2023-1136 Asbury Site

Application by Landworks Design and Empire Communities for a Preliminary plat for approximately 90.7 acres located at Asbury Lane in Indian Land (TM#s 0007-00-022.00, 0007-00-022.01, 0007-00-022.02, 0007-00-022.03, 0007-00-022.04, 0007-00-022.05 & 0007-00-022.06) for a subdivision of 78 single-family lots. Revised due to boundary adjustment.

Staff Presentation: Allison Hardin

Discussion topics:

- Waiting on a response from the State Historic Preservation office regarding Native American sites.
- Thales Academy project is responsible for building a roundabout at Old Bailes/Possum Hollow intersection.

c. SD-2022-2205 The Sands, Kershaw

Application by Earl Coulston/Coulston Enterprises, for a Preliminary Plat for 38.02 acres located at the southeast corner of Fork Hill Road and Little Dude Avenue in Kershaw (TM #0141-00-024.00) for a single-family residential development of 71 lots.

Staff Presentation: Allison Hardin

Discussion topics:

- Progress on LCWSD & Kershaw agreement about water/sewer service to site.
- Design restrictions on second exit/fire access.

d. SD-2023-0325 Jasmine Hills

Application by Mohamed Altwaairgi/Rass Investments LLC for a Preliminary Plat for 34.14 acres straddling Pettus Road northwest of the intersection with Barberville Road (TM# 0003-00-058.00) for a subdivision of 75 single-family lots.

Staff Presentation: Matthew Blaszyk

Discussion topics:

- Water/sewer access – no comments from LCWSD
- No confirmation of discussion with other developers about road widening.

e. **NRN-2024-0155 Group Submittal- Site Plans**

Group submittal of road names submitted as part of Preliminary Plat and Site Plan process.

Staff Presentation: Jennifer Bryan

Discussion topics: No comments.

3. Other:

- a. UDO Update: Modules /chapters will be delivered to Council and Planning Commission monthly starting in March.
- b. Comprehensive Plan Update: Last Stakeholder meeting 2/8/2024; Planning Commission Public Hearing 2/15/2024; Council Public Hearing 3/25/2024.
- c. Staffing Update: Jennifer Bryan has been promoted to Planning Technician. Planning Director and Administrative Assistant positions are being advertised; as applications//resumes are received, interviews will be conducted.
- d. Text Amendment for CU: Council has requested that Staff draft a Text Amendment to change the status of newly defined HI use from “Permitted with Review” to “Conditional Use.”
- e. Review of UDO Administrative Processes: Areas of Responsibility [see attachment]

4. Adjourn

Meeting was adjourned at **6:34 PM**

9.2.3 PERMIT/PROCESS TYPE TABLE

Permit/ Process Type	Section	Permit/ Process Type	Reviewing Agency	Public Notification	Approving Agency	Appeal Process	Permit Period	Permit Extension
Zoning Permit	9.2.7.A	Administrative	Admin	None	Admin	BZA	6 months	6 months
Temporary Use Permit	9.2.7.B	Administrative	Admin	None	Admin	BZA	See Chapter 5	n/a
Certificate of Occupancy	9.2.7.C	Administrative	Admin	None	Admin	BZA	n/a	n/a
Modification of Dimensional Standards	9.2.7.D	Administrative	Admin	None	Admin	BZA	n/a	n/a
Sedimentation & Erosion Control Plan/Grading Permit	9.2.8.A	Administrative	Admin	None	Admin	BZA, SCDHEC	3 years	Re-submit
Stormwater Management Permit	9.2.8.B	Administrative	Admin	None	Admin	BZA	1 year	1 year
Floodplain Development Permit	9.2.8.C	Administrative	Admin	None	Admin	BZA	1 year	Re-submit
Site Plan	9.2.9.A	Administrative	TRC	None	TRC	PC	1 year	1 year
Subdivision (Minor & Recombination)	9.2.10.A	Administrative	TRC	None	TRC	BZA	180 days to record Plat	n/a
Subdivision (Major) – Preliminary Plat	9.2.10.B	Administrative	TRC	Yes (1,2,3)	PC	CP	2 years to Final Plat	1 year
Subdivision (Major) – Final Plat	9.2.10.C	Administrative	TRC	None	TRC	BZA	60 days to record Plat	n/a
Street Names	9.2.11	Administration	PC	Yes (1,2,3)	PC	CP	n/a	n/a
Variances	9.2.12	Quasi-Judicial	BZA	Yes (1,2,3)	BZA	CP	30 days to Appeal	n/a
Special Exceptions	9.2.13	Quasi-Judicial	BZA	Yes (1,2,3)	BZA	CP	2 years	6 months
Appeal of Administrative Decisions	9.2.14	Quasi-Judicial	BZA and/or PC	Yes (1,2,3)	BZA	CP	30 days to Appeal	n/a
Text Amendments & Rezoning	9.2.15	Legislative	TRC, PC	Yes (1,2,3)	County Council	CP	n/a	n/a
Conditional Use	9.2.16	Legislative	PC	Yes (1,2,3)	County Council	CP	May be rescinded	n/a
Mixed-Use District/Master Development Plan	9.2.9.B	Legislative	PC	Yes (1,2,3)	County Council	CP	2 years	1 year
Vested Rights	9.2.17	Legislative	PC	Yes (1, 2)	County Council	None	2 years	5 years
Development Agreements	9.2.18	Legislative	TRC, PC	Yes (1,2)	County Council	CP	n/a	n/a

Admin – Administrator \ County Council | TRC – Technical Review Committee \ PC – Planning Commission \ BZA – Board of Zoning Appeals \ SCDHEC – South Carolina Department of Health and Environmental Control \ CP – Court of Common Pleas

NOTE: **Site Plans** are the only staff-approved project type whose appeal body is Planning Commission rather than BZA or Common Pleas

9.1.4 PLANNING COMMISSION

A. POWERS AND DUTIES

Lancaster County Planning Commission shall have the following powers and duties to be carried out in accordance with the terms of this ordinance.

1. To perform studies and surveys of the present conditions and probable future development of the County and its environs, including but not limited to, studies and surveys of land uses, population, traffic, parking, etc.
2. Study the resources and needs of the County and prepare maps and plans for the systematic future development and betterment of the County.
3. To formulate and recommend to the County Council the adoption and amendment of a Comprehensive Plan and other plans, as necessary.
4. **UDO Review:** The Planning Commission shall review and make recommendations regarding the following permit types:
 - a Text Amendments
 - b Map Amendments/Rezoning
 - c Conditional Uses
 - d Mixed-Use Districts/Master Development Plans
 - e Vested Rights
 - f Development Agreements
5. **UDO Decisions:** The Planning Commission shall render final decisions regarding the following permits types after proper referral and consideration of recommendations and requirements from appropriate Federal, State, and Local Agencies:
 - a Major Subdivision Preliminary Plats
 - b Street Name Changes
6. The Planning Commission shall also have any additional powers and duties as may be set forth in other laws and regulations or at the direction of the County Council.

6.11.3 ROAD NAME STANDARDS

- A.** The following shall specify the designation of road names. The road related definitions listed below shall apply to the development of street names, house or building numbers, and other addressing purposes. (Ord. No. 2019-1601, 9.23.19)
- 1.** Any road in excess of 1,000 feet in length shall be designated as:
 - a. **Avenue (Ave):** Avenues are often broad streets or roads; usually running perpendicular to streets. They serve as connectors between neighborhoods and area centers. As such, they are used both in residential and commercial areas. Avenues may also circulate around squares or neighborhood parks.
 - b. **Boulevard (Blvd):** A broad, often landscaped, thoroughfare; usually a main artery. A median is usually in the middle. They provide multi-lane access to commercial and mixed-use developments and carry regional traffic throughout the County.
 - c. **Circle (Cir):** A curving side street; usually a small residential street whose shape is circular.
 - d. **Drive (Dr):** A long, winding road that has its route shaped by its environment, like a nearby lake or mountain.
 - e. **Highway (Hwy):** A public way; a main direct road that joins cities or towns together.
 - f. **Road (Rd):** A thoroughfare that runs in any direction.
 - g. **Street (St):** A thoroughfare, especially in a city, town, or village, which is wider than an alley or lane and usually includes sidewalks. Usually runs perpendicular to avenues.
 - 2.** Any road less than 1,000 feet in length or any road that is cul-de-sac or any road that begins and ends on the same road shall be designated as:
 - a. **Alley (Aly):** A narrow street; a thoroughfare through the middle of a block giving access to the rear of lots or buildings which are intended to provide indirect, limited access, but not accommodate through traffic. Utilities, either above ground or underground, and services such as garages, service doors, dumpsters, etc. may be located in alleyways to provide service connections to rear elevations.
 - b. **Court (Ct):** A wide alley with only one opening onto a street; a road or street that ends in a circle or loop usually referred to as a cul-de-sac.
 - c. **Lane (Ln):** Lanes are small traveled ways intended to provide direct access to the front of a limited number of single-family structures. Lanes are limited in the number of lots served. Generally, they are very short; often less than 400 feet. Items including, but not limited to, traffic carrying capacity, topography, and connectivity, shall be a consideration when permitting a lane in lieu of a street.
 - d. **Place (Pl):** A small street or court; usually a small residential street or a narrow street in a commercial district.
 - e. **Terrace (Ter):** A type of shorter, narrower road that follows the top of a slope.

- f. Trail (Trl): A winding thoroughfare.
 - g. Way (Wy): A small side street off of a road.
- B. Any previously unnamed road or new road with center line offsets at intersections of less than 100 feet shall be given the same name, except in a subdivision. The roads will be allowed 2 separate road names under the discretion of the approval of the Lancaster County Addressing Coordinator. Excluding roads within an approved subdivision or PDD.
- C. Any continuous road shall have the same name over its entire length even though its direction may change.
- D. No road name hereafter established, regardless of suffixes or directionals, shall duplicate either phonetically or by spelling, another road name in the unincorporated area of Lancaster County or a neighboring county. This is to ensure emergency personnel are directed to the proper location in the correct jurisdiction.
- E. No road name hereafter established shall exceed 15 characters, including spaces and suffix abbreviations. If the subdivision provides their own signage, the character limit does not apply.
- F. No special characters, such as hyphens, apostrophes, periods, or decimals, shall be used.
- G. Areas of surrounding counties, which share Postal Service zip codes or multi-jurisdictional emergency services agreements with areas of Lancaster County, shall be considered when determining duplicates.
- H. The E-911 addressing department will not allow use of words which in its opinion are overused, either in the immediate area or county-wide, as such overuse is likely to cause confusion.
- I. Directional names (N, S, E, W or combination thereof) shall not be allowed.
- J. Proposed road names, which are intentionally misspelled, obscene, derogatory or other offensive words shall not be permitted.

6.11.4 PROCEDURE FOR NAMING A NEW ROAD

- A.** Any person, firm, corporation, developer or right-of-way owner shall submit an application obtained from the Planning Department when requesting to name a new road. Such request shall include any descriptive/locational information required by the Planning Department; designate a spokesperson by name, address, and telephone number; provide first and second road name choices; and be accompanied by a petition, signed by 75 percent of the property owners with parcels having frontage on the affected road.
- B.** If the request is consistent with standards included the section entitled "Road Name Standards," above, the Planning Department shall approve said request giving written notice of that action within 60 days of the date of such request.
- C.** If the request is denied by the Planning Department, written notice including reasons for that action shall be provided within 60 days of the date of such request.
- D.** Decisions of the Planning Department, whether affirmative or negative, shall be final subject to written appeal to Lancaster County Planning Commission filed with the clerk to the commission within 15 calendar days of the notice date of the Planning Department's decision. Such appeal shall set out the specific grounds upon which the Planning Department's decision is questioned. The fifteen-day appeal period shall commence on the date of the Planning Department's written notice of decision, which shall be sent to the person signing the affected road name request.
- E.** A person laying out a street is guilty of a misdemeanor if he shows an unapproved street name on a plat, street marker or deed. If convicted, the court decides the punishment.
- F.** Naming a previously unnamed road or driveway does not change the maintenance responsibility; if it was privately maintained prior to its naming, it will remain privately maintained.
- G.** Any road or driveway, whether publicly or privately maintained that serves as the sole access for three (3) or more permanent residential or business structures must be named. (Ord. No. 2017-1485, 1.8.18)