

Staff Report

Public Hearing

Subject: Ordinance Revision
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Department: Development Services
Meeting Date: March 5, 2024
Item Description: Consideration to approve the amendment of the Code of Ordinances **Part II – Official Code: Appendix C – Zoning Ordinance / Article IX. – Amendments to Map or Text / Section 9.2.3 – Sketch Plan** of the Effingham County Code of Ordinances.

Summary Recommendation

Due to the increased growth of businesses in Effingham County, we have added a Sketch Plan ordinance for all Commercial and Industrial Developments.

Executive Summary/Background

- Commercial and Industrial developments will be required to submit a Sketch Plan for approval by the Planning Board and Board of Commissioners after rezoning approval.
- This ordinance states Sketch Plans for Commercial and Industrial developments may not be on the same Agenda as any rezonings or variance requests.
- If buffers need to be replanted, applicant must submit a map with types of vegetation that will be replanted, in accordance with the Buffer Ordinance.
- The Applicant must show the entire property and document any phasing that the Developer desires.
- Buffers must be marked before any timbering or Land Disturbing Activity is to take place.
- **On February 13, 2024, the Planning Board voted to Table this until March 12, 2024.**

Alternatives

1. **Approve an amendment** to the Code of Ordinances **Appendix C – Zoning Ordinance / Article IX. – Amendments to Map or Text / Section 9.2.3 – Sketch Plan**
2. **Deny an amendment** to the Code of Ordinances **Appendix C – Zoning Ordinance / Article IX. – Amendments to Map or Text / Section 9.2.3 – Sketch Plan**

Recommended Alternative: 1

Other Alternatives: 2

Department Review: FUNDING: N/A

Attachments:

1. Sketch Plan Ordinance

9.2.3 ~~Sketch Plan~~-Preliminary Plan

An applicant must submit a ~~sketch plan~~ **preliminary plan** of the entire contiguous tract after the rezoning has been completed if rezoning for **non-residential uses** and prior to any Land Disturbing Activities or Development Plan Review Permits can be reviewed. If a ~~sketch plan~~ **preliminary plan** is not presented for the entire property, the property directly adjacent to the contiguous tract and under the same ownership not included in the ~~sketch plan~~ **preliminary plan** may not be subdivided for 24 months following the approval of the final plat of the original contiguous property.

The purpose of a ~~sketch plan~~ **preliminary plan** is to provide both the applicant and the county an opportunity to review the proposed development before significant financial resources have been invested. Therefore, the ~~sketch plan~~ **preliminary plan** does not require the certification of an engineer, surveyor, or other professional. Existing features, including water bodies, wetlands, and flood zone limits, are required to be surveyed for the ~~sketch plan~~ **preliminary plan**.

Suppose an applicant chooses to utilize professional resources (engineer, surveyor, etc.) in preparation of the ~~sketch plan~~ **preliminary plan**. In that case, this shall in no way obligate the county to approve such plans based on the expenditure of time or resources premature to ~~sketch plan~~ **preliminary plan** approval.

9.2.3.1 Scale.

The ~~sketch plan~~ **preliminary plan** shall be drawn at a scale of not less than 100 feet to one inch.

9.2.3.2 Vicinity map.

The ~~sketch plan~~ **preliminary plan** shall include a vicinity map at a scale of approximately one inch, which equals one mile, showing the relationship of the proposed subdivision to the surrounding development.

9.2.3.3 Other Requirements.

The ~~sketch plan~~ **preliminary plan** shall show:

1. Proposed name of development
2. Name, address, and telephone number of petitioner and architect, surveyor, engineer, or designer.
3. **Development Summary must be shown.**
4. Location of natural and/or manmade water bodies if present.
5. Location of jurisdictional wetlands if present.
6. If septic systems are to be used for wastewater treatment, then a soil survey is required.
7. Extent of 100-year flood zone if present.
8. Date of preparation.
9. Total acreage in the tract to be subdivided or phased.
10. Existing and proposed uses of land throughout the development.
11. Other existing features, including buildings, easements, utilities, etc.
12. Approximate topography.
13. Approximate location and width of all streets, driveways, parking lots, detention structures, lighting, fire hydrants and other permanent features, excluding utilities.
14. Zoning classification, owners name, and existing uses of adjacent property.
15. Vegetated Buffers according to Section 3.4 – Buffers.

16. Any additional information as specified by the Effingham County ~~sketch plan~~
Preliminary Plan Review Checklist, as adopted by the board of commissioners.

9.2.3.4 Subdivision of part of property or phasing.

The subdivider shall submit a ~~sketch plan~~ **preliminary plan** of his entire tract even though his present plans call for the actual development of only a part of the property.

*9.2.3.5 Process of ~~sketch plan~~ **Preliminary Plan** Approval*

~~sketch plan~~ **Preliminary plan** for Commercial or Industrial Developments may not be submitted at the same time as a Rezoning Request Application. **Variance Requests may be heard at the same meeting.** ~~sketch plan~~ **Preliminary Plan** may be submitted for the following deadline. This is in case the Planning Board or the Board of Commissioners adds any conditions during the rezoning. The Applicant can submit the ~~sketch plan~~ **preliminary plan** showing these changes before the Board(s) votes to approve or deny.

9.2.3.5 Notice to Proceed

Notice to Proceed will be issued after approval of the ~~sketch plan~~ **preliminary plan** and a member of the Development Services Staff has marked buffers.

If buffers have been removed, a contract and planting diagram must be submitted to Development Services before any permits can be issued.