

Memo

To: Bryan County UDO Steering Committee
From: Michael Lauer, AICP - Principal
Date: March 15, 2019
Re: March 27 Steering Committee Meeting

The next Steering Committee will be held:

Date: March 27

Time: 5:30 – 8:00

Location: 26 N. Courthouse Road (Commissioner's Hearing Room Pembroke)
Pembroke, GA 31321

Please review this memo and be prepared to discuss highlighted issues. Your review prior to the meeting will enable us to much more productive in the meeting. Note that I will provide illustrations of many of the issues that are highlighted for discussion.

Steering Committee Meeting Agenda

- Overview
- Comments on February 20th Steering Committee Meeting Notes
- UDO Outline Overview
- Discussion Items
 - Comprehensive Plan Consistency
 - Administrative Relief
 - Zoning Districts
 - Relationship to Character Areas
 - District Purposes and Functions
 - Planned Unit Development
 - Uses Requiring Specific Conditions
 - Development Patterns
- Next Steps

February Steering Committee Meeting Notes

Please review the attached meeting notes and be prepared to offer corrections and clarifications as applicable.

UDO Outline

A draft outline of the UDO is attached to this memorandum. The outline consolidates the zoning and subdivision regulations into one chapter. Engineering design standards will be treated as an

appendix to the UDO rather than a separate chapter of the County's code. The proposed organization includes 12 articles as follows:

- I. **Code Administration**, which establishes general provisions describing the UDO's purposes, organization, applicability and administration.
- II. **Development Procedures**, which consolidates all the procedures for development approvals into a single Article of the Code.
- III. **Zoning Districts and Uses**, which establishes the County's zoning districts, the zoning map, the land uses authorized in each zoning district, the rules for interpreting maps and land uses, conditions specific to certain uses in the district, the intensity of development, and district-specific development standards.
- IV. **Site Development Standards**, which establishes the rules for lot/site development, including height, setbacks, densities, parking, landscaping, buffering, open space, and signs.
- V. **Supplemental Conditions for Specific Uses**, which includes standards associated with specific uses listed in Article III of this outline that require special conditions.
- VI. **Development Patterns and Design Guidelines**, which establishes design standards and guidelines for specific types of development (e.g., single family, conservation subdivisions, traditional neighborhood development, multi-family development, commercial and mixed-use development and business parks).
- VII. **Floodplain Management**, which includes or references the rules for developing within flood hazard areas.
- VIII. **Environmental Management**, which includes provisions for stormwater management, soil erosion and sedimentation control, as well as wetlands requirements.
- IX. **Streets and Trails**, which includes requirements for street layout, access and design, in addition to provisions for sidewalks, trails and greenways.
- X. **Utilities**, which includes general requirements for water, sewer, electric, gas and telecommunications facilities.
- XI. **Non-Conforming Situations**, which establishes the rules for the continuance, expansion and termination of uses, buildings and lots that don't comply with UDO requirements.
- XII. **Interpretations and Definitions**, which defines specific abbreviations, words and terms.

Future Land Use and Zoning

The Comprehensive Plan lists zoning districts that accommodate development that either exists or may be appropriate in each Character Area mapped for northern and southern ends of Bryan County. The lists include potential new zoning districts and omit the waterfront business districts, but exclude the WB, R-4 and B-2 zoning districts [discuss where these districts belong]. Additionally, the Plan does not describe the conditions under which each zoning district may be appropriate. This omission is most significant for the Mixed-Use character areas, which may accommodate uses ranging from low-density residential to general industrial.

Recommendation: Identify the conditions under which each zoning district may be appropriate in each character area within the zoning district purpose statements.

Comprehensive Plan Character Areas and Applicable Zoning Districts

Comp Plan Character Area	Zoning	
	North County	South County
Mixed-Use	C-I, I-L, I-1, O, PUD [MXD, Overlay]	C-I, BN, B-1, R-1, R-2, R-3, I-L, I-1, O, PUD
Community Crossroads	BN, B-1	BN, B-1
Agriculture and Low Density	A-5, Ar-2.5, AR-1.5, AR-1, PUD	A-5, AR-2.5
Low Density Residential		A-5, PUD [CD, MXD, Overlay]
Low Density Suburban		PUD, BN, R-1, R-2, R-3 [MXD, CD, Overlay]
State-Owned Coastal		DM-1
Privately-Owned Coastal		DM-1
Conservation Lands		DM-1
<p>Notes:</p> <ul style="list-style-type: none"> Existing Zoning Districts <ul style="list-style-type: none"> BN – Neighborhood Business District B-1 – Neighborhood Commercial District C-I – Interchange Commercial District I-L – Light Industrial District I-1 – General Industrial District O – Office District PUD- Planned Unit Development A-5 – Agricultural District AR Agricultural Residential District R – Residential District DM-1 – Dunes and Marshlands District; Floodplain and Wetlands Buffers Brackets include potential new zoning districts. <ul style="list-style-type: none"> MXD refers to mixed-use district CD refers to conservation subdivisions Overlay refers to neighborhood or form-based overlay provisions 		

Zoning Districts

The zoning ordinance establishes the zoning districts listed in the following table in addition to their purposes, allowable uses and development standards applicable within each district. As shown in the table, the purposes of the districts are broad and could benefit from greater clarity. As mentioned above, clarifying the link between the zoning districts and the comprehensive plan’s character areas would help public and private decision-makers determine the locations and conditions that are most supportive of each district. Note that the number in parentheses after each district name indicates the approximate number of parcels with this zoning in Bryan County.

Zoning Districts, Purposes and Densities

District (# of parcels)	Existing Purpose	Minimum Lot Size	Discussion
"A-5" Agricultural (1,495)	To conserve natural resources and open space of land while permitting low density residential development compatible with that purpose. General farming and forestry growth are the primary activities to be conducted within this district.	5 acres	

District (# of parcels)	Existing Purpose	Minimum Lot Size	Discussion
"AR-2.5" Agricultural Residential (339)	To provide for large lot single family and manufactured home development in a rural environment. Limited farming and forestry activities is permissible here.	2.5 acres	Agricultural activities are exempt from zoning
"AR-1.5" Agricultural Residential (52)	To provide for large lot single family and manufactured home development in a rural environment. Limited non-commercial agricultural activity is permissible here.	1.5 acres	Agricultural activities are exempt from zoning
"AR-1" Agricultural Residential (2,951)	To provide for large lot single family and manufactured home development in a rural environment. Limited non-commercial agricultural activity is permissible here. After the effective date of this ordinance, no applications for reclassification to this zoning district will be permitted.	30,000 sq.ft.	Ordinance prohibits rezoning to this district. Discuss relationship between AR-1, R-30 and R-1 districts.
"R-30" Residential (150)	To provide for low to medium-density single-family development free from intrusion by incompatible agricultural and commercial uses. This district is primarily to be served by either public, community or individual septic, sewage and water systems.	30,000 sq.ft., 21,780 sq.ft. w/ central water or sewer, or 15,000 sq.ft. with central water and sewer	Discuss lot sizes and applicability of this district
"R-1" Single Family Residential (4,354)	To provide for medium to low-density single-family development free from intrusion by incompatible agricultural and commercial uses. This district is primarily to be served by either public, community or individual septic, sewage and water systems.	30,000 sq.ft., 21,780 sq.ft. w/ central water or sewer, or 15,000 sq.ft. with central water and sewer	Consider limiting this district to areas with centralized water and wastewater systems
"R-2" Two- family Residential (0)	To provide locations for duplex and two-family housing along with appropriate single-family housing.	Same as R-1 for single family; areas increase for duplexes	
"R-3" Multi- Family Residential (0)	To provide locations for apartments and townhouse developments served by both a central water system and a central sewer system. These areas are to be buffered and screened from nearby incompatible uses.	Same as R-1 for single family; same as R-2 for duplexes; and 2 acres for multi-family	No multi-family density guidance is provided
"R-4" Manufactured Housing Park (15)	To encourage the development of land as planned manufactured housing parks and to provide efficient networks of utilities to serve these manufactured housing parks.	5 acres w/ no more than 6 units per acre	

District (# of parcels)	Existing Purpose	Minimum Lot Size	Discussion
"PUD" Planned Unit Development (1,714)	See following section	None	See following discussion
"BN" Neighborhood Business (16)	To provide for locations of convenience stores and personal services within otherwise primarily residential areas, so long as the architectural design of such stores and buildings as determined by the planning director is not incompatible with abutting residential areas. BN districts are not intended for a wide variety of commercial or office activities.	30,000 sq.ft.	District standards are needed to address scale and intensity of uses
"B-1" Neighborhood Commercial (23)	To provide locations for small locally oriented businesses, serving primarily nearby residents. Businesses located here should not be heavy traffic generators.	30,000 sq.ft.	
"B-2" General Commercial (125)	To provide locations for large and county-wide businesses. Those businesses which generate larger traffic volumes are appropriately located in this district.	30,000 sq.ft.	Note that this zoning district is not referenced in the Comp Plan though there are 125 parcels with this zoning
"C-1" Interchange Commercial (15)	To provide for transportation related businesses associated with interstate highway travel and allow other commercial activities in areas away from access points.	30,000 sq.ft.	With the annexation of the Belfast Keller Interchange, this district is limited in applicability to the I-16 corridor in North Bryan County
"I-L" Light Industrial (19)	To provide land for light industrial uses that are not significantly objectionable regarding noise, odor, fumes, etc., to surrounding properties. This district's regulations are designed to provide a compatible environment for uses generally classified as light industrial in nature; to protect and reserve undeveloped areas within the county that are suitable for such light industries; and to discourage encroachment by residential, commercial, or other uses that may adversely affect the industrial character of the district. Lands within this district should be located in relation to the thoroughfare network of the county, as well as rail and air if required, and designed so that uses within the district do not disrupt normal traffic flow patterns within the county. Planned industrial parks are encouraged within this district.	30,000 sq.ft.	
"I-1" General Industrial (47)	To provide areas for manufacturing, assembling, fabricating and related activities and to provide standards to prevent adverse effects on surrounding properties.	None	
"O" Office District (1)	[To] be developed and reserved for business, office, institutional, or specified public purposes.	30,000 sq.ft.	Consider renaming this district to Office/Institutional

District (# of parcels)	Existing Purpose	Minimum Lot Size	Discussion
"WP" Waste Management (0)	To provide land for waste treatment and disposal in locations which meet strict criteria for protection of other land uses and the environment. The district's regulations are designed to provide a compatible environment for waste processing and treatment facilities so that they will not be encroached upon by other uses or be adversely affected by nearby conflicting land uses. Lands designated for waste management should be located in relation to the transportation systems it will utilize so that it will not disrupt normal traffic flow patterns within the county. Due to the special nature of waste and the potential health and environmental risks involved, this district will be only designated on the zoning map in response to a specific rezoning request by an applicant.	50 acres	Special purpose district adopted in 2011
"WB-1" Waterfront Business (0) "WB-2" Waterfront Commercial (1) "WB-3" Waterfront Commercial-Industrial (3)	[For the] environmentally sensitive nature of waterfront and marsh front locations be considered and protected. When applying for a building permit in a "WB" district, the applicant must certify compliance with all applicable state, federal and county laws, codes or regulations.	None	While intended for different ranges of uses, these districts share the same purpose statements. Consider combining WB-1 and WB-2
"DM-1" Dunes and Marshlands (9)	To protect those areas of the county that are environmentally sensitive to development, due to soil types, drainage, vegetation, wildlife habitats or other factors that are subject to being seriously endangered, damaged, or destroyed if allowed to develop in a manner inconsistent with their conservation and preservation. Since the welfare and well-being of the citizens of the county are directly linked and related to the natural environment of the area, it is recognized that in order to maintain sensitive areas in their natural condition for the benefit of mankind, it is necessary to protect such areas from degradation.	None	

Planned Unit Development Districts

None of the conventional zoning districts allow residential lots smaller than 15,000 square feet in area. Projects with smaller lots have relied on the Planned Unit Development rezoning process. The district's intent is:

"...to permit flexible land use regulations and to facilitate the use of innovative techniques for development, planned unit developments (PUD) can be established. The development of PUDs in Bryan County requires different regulations than

those provided for in the usual application of the county's ordinance. It is an objective of the county in allowing for PUD zoning, to encourage ingenuity and imagination on the part of architects, site planners and developers, allowing for creative designs, and deviation from the strict application of use, setback, height, and the minimum lot size requirements of the various zoning districts. At the same time, PUDs should remain within the general purpose and intent of this ordinance and the county's comprehensive land use plan. PUDs must also include a program for the provision, maintenance, and operation of all areas, improvements, facilities, and necessary services for the common use of all occupants thereof.

In evaluating whether the PUD meets this intent, the ordinance directs the County to consider the following factors:

1. Compatibility with the surrounding area;
2. Harmony with the character of the neighborhood;
3. Need for the proposed development;
4. The effect of the proposed PUD upon the immediate area;
5. The effect of the proposed PUD on the future development of the area;
6. Whether or not an exception from the zoning ordinance requirements and limitations is warranted by virtue of the design and amenities incorporated in the development;
7. That the land surrounding the proposed PUD can be planned in coordination with the proposed PUD;
8. That the proposed change to a PUD district is in conformance with the general intent of the comprehensive master plan and the general zoning ordinance of the county;
9. That the existing and proposed streets are suitable and adequate to carry anticipated traffic within the proposed district and in the vicinity of the proposed district;
10. That the existing and proposed utility services are adequate for the proposed development;
11. That the PUD creates a desirable and stable environment;
12. That the PUD makes it possible for the creation of a creative, innovative and efficient use of the property.

Specific PUD development standards reflect the flexibility described in the purpose statement:

- A minimum of 50 acres is required, though smaller sites may be allowed at the County's discretion.
- A broad range of residential support uses may be authorized. Interestingly, the PUD provisions only discuss residential uses in terms of open space and procedural requirements.
- At least 20 percent of the site's gross acreage shall be reserved as open space, with 5 percent of this required area being reserved for community recreation and 5

percent being permanently reserved for the County's greenspace program. Up to 50% of open space may be comprised of non-tidal wetlands.

- All public facilities and utilities are required to be adequate. Centralized water and sewer are required, and utilities must be placed underground.

The requirement for adequate facilities includes recreational facilities, but as highlighted by the Steering Committee at the February meeting, the County's standards lack guidance for determining the appropriate size of community recreational facilities.

While consistency with the Comprehensive Plan is implied in the above purpose and review factors, the lack of density standards in the Plan means that there is no clear guidance for determining the most appropriate densities for a PUD. Should density standards reflect the intensity of authorized zoning or should a well-designed PUD enable a developer to provide more dwellings than would be allowed under conventional zoning?

Uses Requiring Specific Conditions

The draft UDO outline includes a list of uses that either have specific conditions attached to them in the zoning ordinance or are common uses that typically require specific conditions, regardless of which zoning district in which they are established. Please review the list and identify concerns you have about listed uses and unlisted (missing) uses that should have a common set of conditions applied to them throughout the County.

- Accessory Structures
- Accessory Uses
- Adult Uses
- Cemeteries
- Commercial Vehicles
- Day Care Facilities
- Excavation and Mining
- Food Trucks, Trailers and Carts
- Guest Houses
- Home Occupations
- Junk Yards
- Kennels
- Long-Term Vehicle Storage
- Recreational Vehicles and Equipment
- Short-Term Vacation Rentals
- Suburban Agriculture
- Swimming Pools and Ponds
- Telecommunications Facilities
- Temporary Uses
- Towing and Recovery Service Operations
- Used Car Lots

Development Patterns and Design Guidelines

The draft UDO outline includes nine types of development patterns that should include additional design guidance. Following discussion of the impact of design review on staffing

needs, please be prepared discuss the highlighted issues and concerns about any other development patterns that you think should be included within the UDO.

- Single Family Development
 - Expand guidance for design of single-family subdivisions
 - Should building design guidelines be related to location, density, subdivision design or other factors?
- Conservation Subdivision Development
 - Should conservation subdivisions be encouraged through density bonuses for retention of greater than required percentages of open space?
- Traditional Neighborhood Development
 - Is this urban development pattern appropriate for unincorporated Bryan County?
- Manufactured Home Park Development
 - Are there concerns about manufactured home parks that you feel are not being addressed today?
- Townhome Development
- Multi-Family Development
- Commercial Development
- Mixed-Use Development
 - Should the County encourage a mix of non-residential and residential uses in its crossroads and other activity centers?
- Business Park Development

Next Steps

The next Steering Committee Meeting [date to be confirmed] in Richmond Hill and will focus on a more detailed discussion of zoning, subdivision, and site development requirements.



STEERING COMMITTEE MEETING SUMMARY

FEBRUARY 20, 2019

Attendees: Michael Lauer, Amanda Clement, Audra Miller, Boyce Young, Lisa Safley, Josh Coffey, Keith Spitznogel, Key Bartow, Dawn Poe, Tracy Waldon-Stafford, Michele Henderson

Michael summarized the timeline for the code revision process, which began with a development code audit, continued with adoption of an interim development ordinance, and will be completed with the adoption and implementation of a new unified development ordinance (UDO).

Steering Committee Administrative Matters:

- Committee members introduced themselves and shared general concerns about growth and development.
- Committee members will be asked to attend five additional Steering Committee meetings, and they will be invited to the public forums. Tentative dates for Steering Committee meetings are:
 - March 27
 - April 24
 - June 19
 - July 10
 - August 7
- Lisa will be unable to attend the April meeting and Keith will be unable to attend the March meeting. Staff will conduct a Doodle poll to determine if there are better dates.
- Wednesdays at 5:30 were viewed as a good time for the meetings.
- Meetings should alternate between Pembroke and Richmond Hill.
- Committee responsibilities include preparing for and attending workshops, reviewing regulatory options, recommending preferred regulatory strategies and participating in forums and hearings.
- No Committee leadership is required at this time, but one or more spokespersons may be selected at a later date.
- Committee decisions will be made by consensus (at least 80% of members in agreement). Disagreements will be highlighted for consideration by the P&Z and BOC.
- Public attendance of Steering Committee meetings is allowed, but participation will be limited to a few minutes of comments at the end of each meeting.
- Committee members may contact staff or consultant individually with any concerns, but emails are public record and all concerns will be shared between staff and consultant. If asked, the consultant will raise the concern with the full Steering Committee.

Summary of Code Discussion:

Michael summarized the vision and goals of the Comprehensive Plan, as well as the findings of the Code Audit. He observed that staffing has been a problem, but the County had devoted more resources to address growth and development in the last year.

Code Enforcement: While Committee members agreed that the public plays an important role in reporting code enforcement issues, they emphasized the importance of staff investigating and enforcing reported code violations.



Elements of Great Neighborhoods:

- **Mobility and access**
 - A child should be able to safely get a popsicle in or near their neighborhood. Army posts are a good example of places that children could go everywhere and do everything within the area. While commercial uses may not be viable within in each neighborhood, they should be accessible by bike paths or multi-purpose trails.
 - North Bryan County should foster little villages that provide a central place for people to gather.
 - Sidewalks that provide a safe place to walk within a development.
 - Trails to accommodate walkers, bicycle riders, horses, golf carts.
 - Canal system provides a good opportunity for development of a greenway system of trails.
 - Retention of mature trees. Note this is a challenge when a property owner clears timber for sale prior to development.
 - High quality schools.
 - Buckhead South is a good example of an area with commercial property along frontage and multiple points of access. It also includes homes with different price points within subdivisions. Downside that there is no sewer. It is all septic and difficulty leaching for septic areas.
 - People moving here for their children because the schools are good. We need to protect children and provide room for children to play;

Zoning Versus Planning.

- Question from member, are we talking about rezoning property so people could develop their property with commercial?
 - Member response: it is a question of access to services. We shouldn't require commercial as part of a subdivision as it may not be economically viable;
 - Additional response: trails and sidewalks are important factor so children and adults can safely access parks and stores.
 - Consultant note: we're not amending the plan as part of this process, but we may modify the zoning districts and the uses allowed in those districts.
- In South Bryan County, the easy land has already been developed. Will Steering Committee support flexibility in Code for developer to have smaller lot for more open space?
 - Response – why does south Bryan have to be more dense? Richmond Hill has the density so why does South Bryan have to be extremely dense. Feeling people who bought land knew the limitations of the land. County should be place where people from cities can come and enjoy nature and open space. Wants to maintain rural feel for county.
 - The Comp Plan is the basis for future land uses; it suggests relative densities and land uses. The Committee can suggest how the Plan's density and future land uses are established through the UDO (e.g., density, lot size and open space requirements).
- Discussed Comp Plan vision and whether Richmond Hill's annexation of 6,000 acres should make County reconsider its Future Land Use Plans.
 - Consultant response: Comp Plan is the starting point for future land uses and densities but SC may recommend revising Comp Plan.



Concerns About Development.

- Huge problem is car has set scale of everything. Everyone accustomed to car scale and should refocus on circulation and problem is so many groups/individuals involved in changing focus that it becomes very difficult to resolve;
- Ensuring that wastewater systems are adequate for the long term.
- Loss of greenspace, trees, passive/active recreation areas.
- Require larger roads for small lot subdivision so can have on-street parking and two cars can pass and kids can ride bikes safely.
 - Consultant noted that wider streets are not safer; streets should be designed to slow traffic in neighborhoods.
 - Parking can be addressed without just widening streets.
 - On street parking should be limited.
- Better buffers are needed.
- Need larger buffers between neighborhoods so green trails can be constructed and connected. Can't do this if developed to the property line with houses. Also would allow preservation of land for future roadways.
 - Consultant identified areas in Prince George County that maintained rural character along roads even though there is development behind the trees/open space.
- Need to size amenities to the size of the development. Pools are too small for number of houses they serve. Code should ensure that amenities are provided and that the amenities are adequate to serve projected demands.
- Lack of bike paths and sidewalks/walkways forces people to drive everywhere (e.g., member loads bike in car to go riding in the nearby Hendricks Park in North Bryan).
- North Bryan residents spend too much time going to Pooler for shopping. How do we make people want to stay in the community? Only services are Dollar General and Piggly Willy. Dollar General out of product every night.
- We need to define appropriate densities and uses in the Plan's rural agricultural areas, including:
 - Rural/urban transitions;
 - How suburban North Bryan should become?
 - County efforts to promote economic growth in North Bryan means that employees will need to live somewhere.
 - Sewage is an important challenge – development must adequately address the long-term demand.
- Why is Pooler cited as a negative example?
 - Lack of planning – roads were not planned ahead of time and development patterns look like someone threw darts at a map.
 - Everything is one location so everything chokes at one point;
 - Big buildings and no trees. Parking lots have no trees.
 - Big difference between Pooler and Bluffton. One was planned and roads put in before development and other developed then roads came in.
 - When Pooler Parkway put in, all development was approved. There is no continuity and no planning. Everything feeds to Pooler Parkway. Solution has been to put longer turn lanes, but this is inadequate, and people cannot move around.
 - Pooler lacks adequate standards or requirements for developers.



- Concern that approval of one subdivision means that other subdivisions in the area have to be approved regardless of the adequacy of streets and schools.
- Concern that developers change planned amenities (e.g., use planned green space for development) after a master plan has been approved.

Bryan County

Unified Development Ordinance Outline



Note: the following outline is a preliminary outline of the provisions that should be addressed within Bryan County’s Unified Development Ordinance, which should replace Appendix A and Appendix B of the existing code in addition to modifying some other chapters. Modifications to this outline should be anticipated throughout the UDO revision process.

Article I. Code Administration

This article sets forth general provisions, describing the UDO’s purposes, organization, applicability and administration.

Section 100. Title

Section 101. Purpose

Section 102. Authority

Section 103. Jurisdiction

Section 104. UDO Organization

Describes the contents of each article

Section 105. UDO Interpretation

Establishes rules for interpreting the UDO.

Section 106. UDO Applicability

Lists the activities that trigger compliance with the UDO

Section 107. Relationship of UDO to Other Documents and Actions

Establishes relationship between the UDO, Comprehensive Plan, previous actions, deed restrictions, prior agreements, etc. [Should this section require consistency with the plan or should actions merely be guided by the Plan?]

Section 108. Code Administration Responsibilities

Provides a list of responsibilities assigned to each entity

- (a) Board of County Commissioners
- (b) Planning & Zoning Commission
 - Assigns Board of Zoning Adjustment Responsibilities to the Commission in addition to other roles
- (c) County Administrator
- (d) Community Development Director
- (e) Engineering Director
- (f) Development Review Committee

Section 109. Enforcement and Penalties

Section 110. Severability

Article II. Development Procedures

This article sets forth all development procedures and establishes the criteria for development approvals.

Division 1. Generally

Section 200. Purpose

Section 201. Procedural Requirements

Section 202. Approvals Required

Includes a table of development approval types that establishes responsibilities for review, approval and appeal of decisions

Section 203. Authority to Condition Development Approvals

Enables approval body to establish specific approval conditions to ensure compliance with the UDO

Section 204. Types of Development Approvals

Distinguishes between approvals requiring hearings and ministerial actions

Section 205. Completeness Review

Requires applications to be complete prior to triggering any timelines for review

Section 206. Failure to Act

Describes what happens if the review or approval authority fails to take action on a development application

Section 207. Approvals

Section 208. Phased Development

Establishes rules for developments that are developed in multiple phases

Section 209. Notice

Establishes rules for public notice

Section 210. Exemption from the Code

Describes circumstances under which the UDO will not be applied to certain development activities

Section 211. Hearings

Establishes the rules for public hearings

Division 2. Development Approvals Requiring Hearings

Section 212. Comprehensive Plan Amendments

- (a) Purpose and Applicability
- (b) Comprehensive Plan Amendment Process Overview
- (c) Initiation
- (d) Review

- (e) Approval Criteria
- (f) Planning & Zoning Commission Action
- (g) County Commission Action
- (h) Effect of Approval

Section 213. Code Text/Map Amendments (Rezoning)

- (a) Purpose and Applicability
- (b) UDO Amendment Process Overview – note distinctions between text, comprehensive map amendments and site-specific map amendments
- (c) Initiation
- (d) Review
- (e) Approval Criteria for Text Amendments
- (f) Approval Criteria for Map Amendments
- (g) Conditional Zoning Districts
- (h) Planning & Zoning Commission Action
- (i) County Commission Action
- (j) Effect of Approval

Section 214. Planned Development

- (a) Purpose and Applicability
- (b) Planned Development Process Overview
- (c) Initiation
- (d) Conceptual Development Plan
- (e) Preliminary Development Plan
- (f) Final Development Plan

Section 215. Conditional Use Permits

- (a) Purpose and Applicability
- (b) CUP Process Overview
- (c) Initiation
- (d) Review
- (e) Conditions
- (f) CUP Approval Criteria
- (g) Planning & Zoning Commission Action
- (h) County Commission Action
- (i) Effect of Approval

- (j) CUP Amendments
- (k) Expiration and Revocation of CUP

Section 216. Variances

- (a) Purpose and Applicability
- (b) Variance Process Overview
- (c) Initiation
- (d) Review
- (e) Variance Approval Criteria
- (f) Board of Adjustment Action
- (g) Effect of Approval

Section 217. Appeals Process

- (a) Purpose and Applicability
- (b) Appeals Process Overview
- (c) Initiation
- (d) Review
- (e) Stay of Proceeding
- (f) Bases for Board of Adjustment Action
- (g) Board of Adjustment Action
- (h) Findings Required
- (i) Failure to Act
- (j) Burden of Proof in Appeals
- (k) Exemption Based on Constitutional or Statutory Claims

Section 218. Vested Rights Determination

- (a) Purpose and Applicability
- (b) Vested Rights Determination by Staff
- (c) Consent Agreement
- (d) Failure to Comply with Consent Agreement
- (e) Vested Rights Determination Process

Section 219. Development Approval Revocation

- (a) Purpose and Applicability
- (b) Grounds for Revocation
- (c) Initiation
- (d) Board of County Commissioners' Action

- (e) Right Cumulative

Section 220. Abandonment of Streets, Alleys or Easements

- (a) Purpose and Applicability
- (b) Initiation
- (c) Review
- (d) Abandonment Approval Criteria
- (e) County Commission Action
- (f) Ownership
- (g) Recording Procedures

Section 221. Development Agreements

- (a) Purpose
- (b) Applicability
- (c) Criteria for Entering into Development Agreement
- (d) Initiation
- (e) Mandatory Provisions
- (f) Optional Provisions
- (g) Completeness Review
- (h) Board of County Commissioners Hearing and Action
- (i) Execution of Development Agreement
- (j) Recordation
- (k) Coordination of Development Agreement Application with Other Approvals
- (l) Existing and Subsequently Adopted Requirements
- (m) Subsequently Adopted State and Federal Laws
- (n) Periodic Review, Termination or Modification
- (o) Enforcement

Division 3. Major Subdivisions

Section 222. Generally

Section 223. Sketch Plat

- (a) Purpose
- (b) Applicability
- (c) Initiation
- (d) Review of Sketch Plats
- (e) Review Criteria

- (f) Effect of Review

Section 224. Preliminary Plat

- (a) Purpose
- (b) Applicability
- (c) Initiation
- (d) Review Criteria
- (e) Planning & Zoning Commission Hearing, Deliberation, and Action
- (f) Board of County Commissioners Deliberation and Action
- (g) Effect of Board of County Commissioners Action
- (h) Amendments to Preliminary Plat
 - (1) Minor Amendments
 - (2) Exclusions
 - (3) Major Amendments

Section 225. Subdivision Construction Plans

- (a) Purpose
- (b) Applicability
- (c) Initiation
- (d) Review Criteria
- (e) Engineering Director Review and Action
- (f) Effect of Approval
- (g) Appeals
- (h) Resubmittal and Amendments
- (i) Construction of Improvements
- (j) As-Built Plans Required
- (k) Completion of Improvements
- (l) Inspection of Improvements
- (m) Acceptance of Improvements
- (n) Site Cleanup Required
- (o) Failure to Complete Improvements
- (p) Bonding Requirements
 - (1) Performance Guarantee Required
 - (2) Type of Security
 - (3) Amount of Performance Bond

- (4) Timing of Pavement Completion
- (5) Option for Deferral of Improvements
- (6) Release of Performance Bond
- (7) Maintenance Guarantee

Section 226. Final Plat

- (a) Purpose
- (b) Applicability
- (c) Initiation
- (d) Community Development Director Review and Action
- (e) Other Reviews
- (f) Board of County Commissioners Action
- (g) Effect of Approval
- (h) Recording
- (i) Amendments
- (j) Protection Against Defects
- (k) Maintenance of Dedicated Areas Until Acceptance
- (l) Maintenance of Common Areas Improvements and Facilities

Division 4. Minor Subdivision and Plat Adjustments

Section 227. Purpose

Section 228. Applicability

- (a) Simple Lot Splits
- (b) Conveyance Plats
- (c) Lot Line Adjustments
- (d) Plat Corrections
- (e) Dedication Plats
- (f) Combination Plats

Section 229. Limitation of Subsequent Minor Subdivisions

Section 230. Application

Section 231. Review

Section 232. Notice

Section 233. Approval Criteria

- (a) Simple Lot Splits

- (b) Conveyance Plats
- (c) Lot Line Adjustments
- (d) Plat Corrections
- (e) Dedication Plats
- (f) Combination Plats

Section 234. Planning & Zoning Commission Action on Private Road Lot Splits

Section 235. Community Development Director Action on Simple Lot Splits, Conveyance Plats, Lot Line Adjustments, Plat Corrections, Dedication Plats and Combination Plats

Section 236. Appeals

Section 237. Effect of Approval

Section 238. Inspection

Section 239. Recording

Section 240. Reporting

Division 5. Ministerial Development Processes

Section 241. Administrative Relief

- (a) Purpose
- (b) Initiation
- (c) Types of Administrative Relief – includes minor adjustments to prior approvals, setbacks, lot dimensions, landscaping requirements, and parking requirements that may be granted by staff
- (d) Criteria
- (e) Action

Section 242. Zoning Certification

This is a requirement for staff to affirm that the zoning allows development proposed in another application (e.g., site plan approval, home occupation permit) and seldom is provided in isolation

Section 243. Site Plans

- (a) Purpose
- (b) Applicability
- (c) Site Plan Process Overview
- (d) Initiation
- (e) DRC Review
- (f) Site Plan Approval Criteria
- (g) Community Development Director Action
- (h) Appeals from Community Development Director Action

- (i) Effect of Approval
- (j) Final Plans Required
- (k) Site Plan Amendments
- (l) Expiration and Extension

Section 244. Land Disturbance Permits

Section 245. Building Permits

Section 246. Certificates of Occupancy

Section 247. Floodplain Development Permits

Section 248. Sign Permits

Section 249. Driveway Permit / Right-of-Way Permits

Section 250. Home Occupation Permits

Section 251. Temporary Use Permits

Section 252. Adoption of Technical Standards

Article III. Zoning Districts and Uses

This article establishes the County's zoning districts, the zoning map, the land uses authorized in each zoning district, conditions specific to certain uses in the district, the intensity of development, and district-specific development standards. [review the purposes of each district and discuss potential changes to districts]

Division 1. Zoning Generally

Section 300. Purposes

Section 301. Overview and Applicability

Section 302. Establishment of Zoning Districts

Section 303. Transitions from Prior Zoning Districts

Section 304. Zoning Map

Section 305. Interpretation of Zoning Map

Section 306. Authorized Use Matrices and Interpretation

Division 2. Agricultural Districts

Section 310. Agricultural and Agricultural/Residential District Purposes

- (a) A-5
- (b) AR-2.5
- (c) AR-1.5
- (d) AR-1

Section 311. Authorized Uses in Agricultural and Agricultural/Residential Districts

Section 312. Agricultural and Agricultural/Residential District Use Conditions

Section 313. Agricultural and Agricultural/Residential District Development Standards

Division 3. Residential Districts

Section 320. Residential District Purposes

(a) R-30

(b) R-1

(c) R-2

(d) R-3

(e) R-4

Section 321. Authorized Uses in Residential Districts

Section 322. Residential District Use Conditions

Section 323. Residential District Development Standards

Division 4. Commercial Districts

Section 324. Commercial District Purposes

(a) BN

(b) B-1

(c) B-2

(d) O

(e) C-1

Section 325. Authorized Uses in Commercial Districts

Section 326. Commercial District Use Conditions

Section 327. Commercial District Development Standards

Division 5. Industrial Districts

Section 328. Industrial District Purposes

(a) I-L

(b) I-1

(c) WP

Section 329. Authorized Uses in Industrial Districts

Section 330. Industrial District Use Conditions

Section 331. Industrial District Development Standards

Division 6. Waterfront Districts

Section 332. Waterfront District Purposes

[Consider consolidating the WB-1 and WB-2 districts and making the more intensive uses of the WB-2 district conditional uses]

- (a) WB-1
- (b) WB-2
- (c) WB-3
- (d) DM-1

Section 333. Authorized Uses in Waterfront Districts

Section 334. Waterfront District Use Conditions

Section 335. Waterfront District Development Standards

Division 7. Planned Development District

[Discuss amenities and design requirements]

Division 8. Overlay Districts

[Discuss other potential needs]

Arterial Road Overlay

Article IV. Site Development Standards

This article sets for the rules for lot/site development requirements.

Division 1. Bulk and Density Standards

Section 400. Height

Defines how height is measured, establishes exceptions to height standards and summarizes allowable height by district

Section 401. Setbacks

Defines how setbacks are measured establishes exceptions to setbacks and summarizes setback requirements by district

Section 402. Density

Defines how density is measured and summarizes density limits for districts

Section 403. Lot Coverage

Section 404. Design Incentives

Provides density, height or setback incentives in exchange for amenities or design enhancements, including sustainable development

Division 2. Off-street Parking and Loading

Section 410. Purpose and Applicability

Section 411. Location of Parking

- Section 412. Parking Specifications
- Section 413. Parking Surfacing
- Section 414. Required Number of Parking Spaces
- Section 415. Parking Lot Design
- Section 416. Bicycle Parking
- Section 417. Loading

Division 3. Landscaping, Tree Preservation, Buffering and Screening

- Section 420. Purpose and Applicability
- Section 421. Required Planting
- Section 422. Plants
- Section 423. Tree Preservation
- Section 424. Buffering
- Section 425. Screening and Fencing

Division 4. Open Space

- Section 430. Purpose and Applicability
- Section 431. Open Space Defined
- Section 432. Areas Not Counted Towards Required Open Space
- Section 433. Ownership and Maintenance of Open Space
- Section 434. Dedication of Open Space
- Section 435. Homeowners Associations
- Section 436. Flexibility in Administration
- Section 437. Open Space Linkages/Connectivity
- Section 438. Open Space Design

Division 5. Lighting

Division 6. Signs

- Section 440. Purposes
- Section 441. Findings
- Section 442. Applicability
- Section 443. Severability
- Section 444. Exemptions

- Section 445. Prohibited Signs
- Section 446. Permitted Signs
- Section 447. Sign Design Standards
- Section 448. Sign Requirements by Zoning District
- Section 449. Sign Measurement
- Section 450. Sign Maintenance
- Section 451. Non-Conforming Signs
- Section 452. Removal of Signs

Article V. Supplemental Conditions for Specified Uses

Includes all standards associated with specific uses listed in Article X of the zoning ordinance and other uses requiring special conditions. [discuss potential uses to add]

Article VI. Development Patterns and Design Guidelines

[Discuss inclusion of standards for different development patterns, such as traditional neighborhood development, conservation subdivisions, business parks, etc.]

- Section 600. Single Family Development
- Section 601. Conservation Subdivision Development
- Section 602. Traditional Neighborhood Development
- Section 603. Manufactured Home Park Development
- Section 604. Townhome Development
- Section 605. Multi-Family Development
- Section 606. Commercial Development
- Section 607. Mixed-Use Development
- Section 608. Business Park Development

Article VII. Floodplain Management

Includes floodplain management provisions

Article VIII. Environmental Management

Includes provisions for soil erosion and sedimentation control, as well as drainage and stormwater management requirements. [discuss green infrastructure standards or incentives]

Division 1. Stormwater Management

Division 2. Soil Erosion and Sedimentation Management

Division 3. Wetlands Management

Article IX. Streets and Trails

Includes all provisions for street layout, access and design, in addition to provisions for sidewalks, trails and greenways.

Article X. Utilities

Includes provisions for water, sewer, electric, gas and telecommunications utilities.

Article XI. Non-Conforming Situations

Addresses standards for the continuance, expansion and termination of non-conforming uses, buildings and lots.

- Section 1100. General Provisions**
- Section 1101. Non-Conforming Uses**
- Section 1102. Non-Conforming Lots and Sites**
- Section 1103. Non-Conforming Structures**

Article XII. Interpretation and Definitions

- Section 1200. Rules of Construction**
- Section 1201. Interpretation**
- Section 1202. Abbreviations**
- Section 1203. Definitions**

Division 2. Appendices

Appendix A: Table of Amendments to Code Text

Appendix B: Table of Amendments to Zoning Map

Appendix C: Public Improvements Design Manual

Consider separating construction design details from the layout and installation requirements in Articles 8-10 above. These will be administered and periodically updated by the Engineering Director pursuant to the Adoption of Technical standards section in Article 2, Division 3.

Appendix D: Development Applications