

## **Planning Commission Meeting**

Wednesday, February 28, 2024 at 6:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers, 20 Bridge Street, Bluffton, SC

#### **AGENDA**

This meeting can be viewed live on <u>Beaufort County Channel</u>, on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

- I. CALL TO ORDER
- II. ROLL CALL
- III. NOTICE REGARDING ADJOURNMENT

The Planning Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

- IV. ADOPTION OF THE AGENDA
- V. ADOPTION OF MINUTES
  - 1. January 24, 2024 Minutes
- VI. PUBLIC COMMENT
- VII. OLD BUSINESS
- **VIII. NEW BUSINESS** 
  - Unified Development Ordinance Amendments (Public Hearing): Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Article 3 Application Process, Sec. 3.13, Development Surety and Stormwater Surety and Sec. 3.14, Certificate of Construction Compliance; and, Article 5 Design Standards, Sec. 5.10 Stormwater. (Staff Charlotte Moore)
  - 2. Cornerstone Church Campus Rezoning Request (PLANNING WORKSHOP NO ACTION): A request by Nathan Sturre of Sturre Engineering on behalf of the property owners Cornerstone Church of Bluffton and Lalie Mole for approval of an Amendment to the Town of Bluffton Official Zoning Map to rezone two (2) parcels from Planned Unit Development (PUD) to Agriculture (AG) and Rural Mixed-Use (RMU). The subject parcels consist of approximately 43.3 acres and are identified by Beaufort County Tax Map Numbers R610 036 000 0014 0000

and R610036 000 014B 0000 located at 11 Grassey Lane and 21 Lake Lane, respectively. (ZONE-02-24-018921) (Staff – Dan Frazier)

- IX. DISCUSSION
- X. ADJOURNMENT

#### NEXT MEETING DATE: Wednesday, March 27, 2024

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

### **Planning Commission Meeting**

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers, 20
Bridge Street, Bluffton, SC

January 24, 2024

#### I. CALL TO ORDER

Chairwoman Denmark called the meeting to order at 6pm.

#### II. ROLL CALL

**PRESENT** 

Chairwoman Amanda Jackson Denmark Vice Chairman Charlie Wetmore

Commissioner Michael Brock

Commissioner Rich Delcore

Commissioner Lydia DePauw

#### **ABSENT**

Commissioner Jim Flynn
Commissioner Jason Stewart

#### III. ADOPTION OF THE AGENDA

Vice Chairman Wetmore made a motion to amend the agenda to reflect a technical error under Election of Officers and to move item number two (UDO Amendments) to item number one.

Seconded by Commissioner Delcore.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

#### IV. ADOPTION OF MINUTES

1. December 20, 2023 Minutes

Commissioner DePauw made a motion to adopt the minutes as written.

Seconded by Commissioner Brock.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

#### V. ELECTION OF OFFICERS

1. Election of Planning Commission Chair

Vice Chairman Wetmore made a motion to elect Amanda Jackson Denmark to Chair.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

2. Election of Planning Commission Vice-Chair

Commissioner Delcore made a motion to elect Charlie Wetmore to Vice Chair.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

3. Election of Development Review Committee Member

Chairwoman Jackson Denmark made a motion to elect Rich Delcore to the Development Review Committee.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

#### VI. PUBLIC COMMENT

#### **VII. OLD BUSINESS**

#### **VIII. NEW BUSINESS**

1. Unified Development Ordinance Amendments (Public Hearing): Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Relating to Contributing Resources and Development Standards in Old Town Bluffton Historic District, including Article 3 – Application Process, Sec. 3.18, Certificate of Appropriateness-Historic District; Sec. 3.19, Site Feature-Historic District Permit; and, Sec. 3.25, Designation of Contributing Resources; Article 4 – Zoning Districts, Table 4.3, Uses by District; Article 5 – Design Standards, Sec. 5.10, Stormwater; 5.11, Parking; and, Sec. 5.15, Old Town Bluffton Historic District; and, Article 9 – Definitions and Interpretations, Sec. 9.2, Defined Terms and Sec. 9.3, Interpretation of Dimensional Standards. (Staff - Charlotte Moore)

Chairwoman Denmark asked for the first call for public comment for the public hearing.

<u>Joan Heyward, 95 Boundary St</u>. Ms. Heyward discussed her concerns with the proposed UDO amendments. Some of her concerns were about relocation and rehabilitation in the Historic District and that a few terms need to be defined.

There was a second and third call for public comment. There were no more comments, and the public hearing was closed.

Staff presented. There was discussion about vehicular openings and the widths that are allowed for Carriage Houses.

Vice Chairman Wetmore made a motion to recommend approval of the amendments to the Town of Bluffton Code of Ordinances Chapter 23 - Unified Development Ordinance as submitted by Town Staff with the following two amendments:

1. A revision to Section 5.15.8.F., Carriage House Characteristics, from "Larger than a cottage and smaller than a Village House" to "Larger than a cottage"; and

2. A revision to Section 5.15.8.F, Carriage House Characteristics, to reduce garage vehicular openings from 12 feet to 10 feet.

Seconded by Commissioner Delcore.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

2. Car Village (Certificate of Appropriateness- Highway Corridor Overlay): A request by Dan Keefer on behalf of Charlie and Brown LLC for review of a Certificate of Appropriateness - Highway Corridor Overlay District application. The project consists of 20,000 SF of clubhouse space and 5 buildings divided into garage condominium units totally approximately 80,000SF and associated infrastructure. The property is zoned Village at Verdier PUD and consists of approximately 5.00 acres, identified by tax map number R610-021-000-0808-0000, located on Highway 170 approximately 1,200 feet south of Seagrass Station Road and falls within the Town of Bluffton Highway Corridor Overlay District. (COFA-08-23-018440) (Staff - Katie Peterson)

Staff presented. The applicant was in attendance. The applicant responded to staff's conditions. There was discussion about the lighting, windows, and the view of the structure from Highway 170.

Commissioner Brock made a motion to approve the application with the following conditions:

- 1. Per UDO Section 5.3.7.B.3.g., increase the height of the Encore Azalea, Wintergreen Boxwood, Vintage Jade Distylium, Yellow Anise, Ever Red Fringe Flower, and Sandankwa Viburnum to be no less than 36 inches in height at time of planting.
- 2. Per UDO Section 5.14.3.A., address the items to be more reflective of Lowcounty vernacular:
  - Relocate to a service yard or provide additional information regarding the roof mounted equipment on Building AB to ensure it will not be visible above the parapet.
  - ii. Revise the parapet on the side elevations of Building E to match in height.
  - iii. Relocate the wall mounted mechanical units shown on the floor plans for Building AB to the rear or side elevations and include them on the elevation drawings.
- 3. Per UDO Section 5.12.3.A.7., provide additional information regarding the wall mounted lights on each of the buildings to ensure the overall illumination levels remain within the permitted levels.
- 4. Per UDO Section 5.12.3.B.5., reduce the height of the Large Autobahn and Double Large Autobahn lights to no more than 20 feet.
- 5. It was determined that the illumination levels, while lower than those listed in Section 5.12.3.D.1, were appropriate as submitted.
- 6. Per UDO Section 5.14.3.B., provide a material and color board for Buildings C, D, E and the Clubhouse, or revise existing to indicate it will apply to all buildings within the development.
- 7. Per UDO Section 5.14.3.B.3., revise Copen Blue to a permitted color.

- 8. All comments provided by the DRC for the Final Development Plans must be addressed and approved prior to the issuance of the COA-HCOD approval.
- 9. Should the POA have additional requirements for the site, any modifications would need to be reviewed and approved by the Town of Bluffton prior to implementation.
- 10. Update the following notes on the Landscape Plan to indicate no changes to the approved plans may be made in the field without first receiving approval from the Town of Bluffton:
  - i. Layout Note #8 relating to layout adjustments.
  - ii. Construction Note #7 relating to in-field modifications.
  - iii. Planting Note #7 relating to the planting schedule.
  - iv. Fountain Note #1 relating to design.
- 11. The mass and scale of the Hwy 170 elevation of Building AB be revised through material changes and window sizes to avoid monotonous patterns which appear long per Section 5.14.3.a.1.

Seconded by Vice Chairman Wetmore.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

#### IX. DISCUSSION

#### X. ADJOURNMENT

Vice Chairman Wetmore made a motion to adjourn.

Seconded by Commissioner Delcore.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Brock, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed. The meeting adjourned at 7:26pm.

#### PLANNING COMMISSION

# **STAFF REPORT Growth Management Department**



MEETING DATE:	February 28, 2024	
PROJECT:	Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance); and, Article 5 – Design Standards, Sec. 5.10 (Stormwater)	
PROJECT MANAGER:	Charlotte Moore, AICP Principal Planner	

**INTRODUCTION:** As set forth in Section 3.5.2 of the Unified Development Ordinance (UDO), "an application for a UDO Text Amendment may be initiated by a Town of Bluffton property owner, Town Council, Planning Commission, or the UDO Administrator when public necessity, convenience, State or Federal law, general welfare, new research, or published recommendations on zoning and land development justifies such action."

**REQUEST:** The UDO Administrator requests that the Planning Commission recommend approval to Town Council of certain text amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Article 3 – Application Process, Sec. 3.13 (Development Surety and Stormwater Surety), Sec. 3.14 (Certificate of Construction Compliance); and, Article 5 – Design Standards, Sec. 5.10 (Stormwater).

**BACKGROUND:** From time to time, amendments to the UDO are necessary to address insufficient procedural processes and standards. The proposed amendments are highlighted below and are provided as attachments. "Housekeeping" items, such as correction of punctuation, inclusion of missing words, reformatting are also included.

• Sec. 3.13, Development Surety and Stormwater Surety: The amendment would separate the Stormwater Surety acceptance process from the Development Surety process and identify the timing of acceptance (i.e., either when the Final Development Plan is approved or when the Stormwater Permit involves the satisfactory installation of stormwater infrastructure, facilities or practices).

Section VIII. Item #1.

- Sec. 3.14, Certificate of Construction Compliance: This section was amended in 2023. However, implementation revealed the need to distinguish between residential and commercial development, which includes multi-family residential. The amendment would revise and distinguish the Final Certificate of Construction Compliance (CCC) process for residential and commercial development. For a commercial building, the applicant could apply for and receive a building permit without a Final CCC, but a Certificate of Occupancy would be withheld if a Final CCC has not been issued for the site or phase in which the building is located.
- Sec. 5.10, Stormwater: The amendments to this section would change the applicability of stormwater requirements by distinguishing development and redevelopment. Presently, development and redevelopment that creates, adds or replaces 5,000 or more square feet of impervious surface, or that involves any land disturbing activity of one or more acres, must comply with Sec. 5.10. The proposed amendments would apply to any development of 5,000 or more square feet. For redevelopment, Sec. 5.10 would apply when 2,000 or more square feet of impervious surface would be created. Additionally, a grading plan would continue to be required for any land disturbance of 5,000 or more square feet or that would cause existing impervious surface to meet or exceed 5,000 square feet.

REVIEW CRITERIA & ANALYSIS: When assessing an application for UDO Text Amendments, Town Council is required to consider the criteria set forth in UDO Section 3.5.3, Application Review Criteria. These criteria are provided below, followed by a Finding.

- 1. Section 3.5.3.A. Consistency with the Comprehensive Plan or, if conditions have changed since the Comprehensive Plan was adopted, consistency with the overall intent of the Plan, recent development trends and the general character of the area.
  - Finding. The proposed amendments are consistent with Comprehensive Plan policies for stormwater management.
- 2. Section 3.5.3.B. Consistency with demographic changes, prevailing economic trends, and/or newly recognized best planning practices.
  - Finding. The proposed amendments support best-planning practices for stormwater management.
- 3. <u>Section 3.5.3.C.</u> Enhancement of the health, safety, and welfare of the Town of Bluffton.

UDO Amendments **Planning Commission** 

Section VIII. Item #1.

Finding. The proposed amendments support the general welfare of the Town and its residents.

4. <u>Section 3.5.3.D.</u> Impact of the proposed amendment on the provision of public services.

**Finding.** The proposed amendments have no relationship to this criterion.

5. **Section 3.5.3.E.** The application must comply with applicable requirements in the Applications Manual.

**Finding.** The application complies with all applicable requirements of the Applications Manual.

#### **NEXT STEPS:**

UDO Text Amendment Procedure	Date	Complete
Step 1. Planning Commission Public Hearing and Recommendation	February 28, 2024	✓
Step 2. Town Council – 1st Reading	March 12, 2024	×
Step 3. Town Council Meeting – Final Reading and Public Hearing	April 9, 2024	ж

PLANNING COMMISSION ACTIONS: As granted by the powers and duties set forth in Sec. 2.2.6.C.4 of the UDO, the Planning Commission has the authority to take the following actions with respect to this application:

- 1. Approval of the application as submitted;
- 2. Approval of the application with amendments; or
- 3. Denial of the application as submitted by the Applicant.

STAFF RECOMMENDATION: Growth Management staff recommends the Planning Commission recommend approval of the proposed Text Amendments as submitted.

#### **ATTACHMENTS:**

1. Proposed Amendments

UDO Amendments Planning Commission

#### Sec. 3.13, Development and Stormwater Surety

#### 3.13.1 Intent

This Section is intended to provide procedures and standards to facilitate the review of Development Surety Applications and Stormwater Surety Applications. Review of Development Surety Applications and Stormwater Surety Applications will be required to ensure completion of the required improvements within a specified time period.

#### 3.13.2 Applicability

- A. Development Surety and/or Stormwater Surety as set forth herein shall be accepted where the Applicant desires to record a plat before completion of all required improvements and where a Temporary Certificate of Compliance is being issued pursuant to this Article. The Development Surety and/or Stormwater Surety shall ensure the satisfactory completion of all required improvements shown on the approved Subdivision Plan or Development Plan.
  - <u>1.</u> **Development Surety.** The installation and maintenance of drinking water systems, sewer systems, streetlights and signs, open space areas, and any other improvements to be constructed or indicated in lieu of actual construction prior to final approval; and
- B. Stormwater Surety as set forth herein shall be accepted where the approved Final Development Plan or Stormwater Permit involves the installation of stormwater infrastructure, facilities, or practices. The Stormwater Surety shall ensure the satisfactory completion of all stormwater improvements shown on the approved Final Development Plan and/or Stormwater Permit.
  - 1. Stormwater Surety. The installation and maintenance of erosion and sediment control Best Management Practices (BMPs), drainage systems, stormwater management systems, street systems (roadway paving, curb and gutter, roadway swales, roadway stormwater inlets, pipes, and structures), grading, any other improvements to be constructed or indicated in lieu of actual construction prior to final stormwater permit approval not included in the Development Surety.

#### 3.13.3 Application Review Criteria

The UDO Administrator shall consider the following criteria in assessing an application for Development Surety and/or Stormwater Surety:

- A. The application must comply with applicable requirements in the Applications Manual and/or Southern Lowcountry Stormwater Design Manual (Design Manual);
- B. The following types of Development Surety and/or Stormwater Surety may be accepted by the UDO Administrator:
  - 1. Cash;
  - 2. A surety bond that names the Town of Bluffton as beneficiary;
  - 3. A bank certified check payable to "Town of Bluffton"; and
  - 4. An irrevocable letter of credit approved by the UDO Administrator that names the Town of Bluffton as beneficiary.

C. Prior to the UDO Administrator's acceptance of any Development Surety and/ or Stormwater Surety, the Applicant shall submit to the UDO Administrator a copy of a contract signed by both the developer and a licensed contractor for the completion of required improvements and infrastructure, or an itemized and certified cost estimate for such work prepared by a licensed contractor, registered engineer, registered architect, or registered landscape architect, or any combination thereof, as appropriate, which will cover the costs for completion of all required improvements and infrastructure. The amount of a Development Surety and/or Stormwater Surety shall be the amount determined by the UDO Administrator to be necessary to assure completion of required improvements and infrastructure, based on such contract or cost estimate, but not less than 150% of the improvement and infrastructure costs. The surety amount includes a contingency amount to ensure completion of work which may have been underestimated or unanticipated, a maintenance fee to cover the cost of maintenance and stabilization of the site improvements, and an administrative fee to cover any potential cost incurred by the Town of Bluffton in administering completion of any unfinished portion of the work and may include, but shall not be limited to, staff time and expenses, use of Town of Bluffton equipment, and/or possible professional consultant fees.

#### 3.13.4 Effect and Expiration of Approvals

- A. Subsequent to on-site inspection by the UDO Administrator verifying that all improvements subject to the Development Surety and/or Stormwater Surety have been satisfactorily completed or a percentage has been satisfactorily completed in the opinion of the UDO Administrator, the surety, either in whole, in part, or any remaining balance thereof, shall be released in accordance with the following:
  - 1. A release of an appropriate portion of a Development Surety and/or Stormwater Surety, which has been accepted by the UDO Administrator in the form of cash or certified check (hereinafter a "drawdown") or amendment of the face value of any letter of credit or performance bond (hereinafter a "markdown") that has previously been accepted by the UDO Administrator may be permitted provided that:
    - a. Prior to a request for a drawdown or markdown, the Applicant shall submit, to the UDO Administrator, the contractor's itemized list of work completed, including requisite submittals, certifications, and preliminary As-Built Drawings, or any other documents or information deemed reasonably necessary by the UDO Administrator, and work remaining as secured by the surety, which has been certified by the project engineer or owner;
    - b. The UDO Administrator has inspected the work site and has verified in writing that, to the best of his/her knowledge, all such respective work has been completed;
    - c. The requested drawdown or markdown shall be at least twenty percent (20%) of the original face value of the approved surety, but not less than 30% of the original surety posting plus administrative fees; and
    - d. No more than one such drawdown or markdown shall be approved during any thirty day period, except for the request for a final drawdown or markdown.
  - In all cases where a drawdown or markdown is requested, the contingency fee and the administrative fee shall remain intact until the work secured by the Development Surety and/or Stormwater Surety is verified by the UDO Administrator to have been completely finished and a final drawdown or markdown has been requested; and

- 3. A Development Surety shall be completely released by the UDO Administrator upon the full completion of all required improvements and infrastructure and the issuance by the UDO Administrator of a Final final Certificate of Construction Compliance.; and
- 4. A Stormwater Surety shall be completely released by the UDO Administrator upon the full completion of all required improvements, infrastructure, Final As-Builts (Final As-Builts include re-survey and As-Built of previously submitted information and new development and stormwater systems constructed as part of the phase and/or subphase), or any other documents or information deemed reasonably necessary by the UDO Administrator, and the issuance by the UDO Administrator of a Notice of Termination of the stormwater permit.
- B. Time limits on Development Surety and/or Stormwater Surety shall be as follows:
  - 1. The maximum length of time for which a Development and/or Stormwater Surety may be held by the UDO Administrator shall be one year. Any Development Surety and/or Stormwater Surety submitted as a letter of credit or performance bond shall state on its face that, subsequent to the date of expiration, the Town of Bluffton as beneficiary shall have 30 days from the date of expiration to make demand upon the issuing bank or agency for the honoring of such surety, if the respective work has not been fully completed; and
  - 2. Any Development Surety and/or Stormwater Surety submitted as a letter of credit or performance bond shall also state that the letter of credit or performance bond shall be automatically renewed until such time that the surety issuer provides the UDO Administrator with a 30 days written notice of the expiration of such surety.
- C. If all improvements and infrastructure work secured by a Development and/ or Stormwater Surety have not been completed as of the stated date for such completion, the UDO Administrator shall contract to complete the remaining work and stabilize and maintain the site following normal Town of Bluffton procurement procedures.
  - 1. In the case of a cash or certified check surety, the Town of Bluffton shall take possession of the full amount or remaining balance of such surety.
  - 2. In the case of a letter of credit or bond, the UDO Administrator shall make demand upon the issuer of such surety for immediate payment to the Town of Bluffton of the full or amended face value of such surety.
- D. In addition to any Penalties set forth in this Ordinance, failure by the Applicant to keep current any Development and/or Stormwater Surety prior to the issuance of a <a href="Final">Final</a> Certificate of Construction Compliance shall cause the UDO Administrator to immediately order all development work stopped and all necessary Town of Bluffton inspections of the development work suspended until a Development and/or Stormwater Surety meeting the requirements of this Article has been approved.

#### Sec. 3.14, Certificate of Construction Compliance

#### 3.14.1 Intent

This Section is intended to provide procedures and standards for the review of Certificate of Construction Compliance Applications. The Certificate of Construction Compliance process ensures that all site improvements, including landscaping, comply with the approved Final Development Plan and are completed.

#### 3.14.2 Applicability

The regulations set forth in this Section shall apply to any development which is subject to a Development Plan approval pursuant to the provisions of this Article.

#### 3.14.3 Application Review Criteria

The UDO Administrator shall consider the following criteria in assessing an application for Certificate of Construction Compliance:

- A. Compliance with all applicable provisions of this Ordinance, including Subdivision and/or Development Plan approval requirements, as applicable;
- B. Compliance with all requirements of the approved Final Development Plan;
- C. The approved site or phase must be able to function on its own with all required infrastructure, including but not limited to vehicular and pedestrian facilities, stormwater facilities, utilities, and landscaping; and,
- D. The application complies with applicable requirements in the Applications Manual.

#### 3.14.3 Effect and Expiration of Approvals

A Final Certificate of Construction Compliance is required for all development. In certain circumstances, a Temporary Certificate of Construction Compliance may be issued. Requirements for both Final and Temporary Certificates of Construction Compliance are described herein.

#### A. Temporary Certificate of Construction Compliance:

- 1. If improvements and landscaping have not been completed as described herein <u>for single-family</u> <u>residential development</u>, an application for a Temporary Certificate of Construction Compliance may be approved by the UDO Administrator for a maximum of one <u>(1)</u> year from date of issuance when the following conditions are met:
  - a. Unless otherwise provided in an approved and valid development agreement, the site or phase shall be seventy-five (75%) percent complete as referenced to the monetary value of the

improvements, including landscaping. The existing construction cost estimate must be current to within twelve (12) months of the approved construction cost estimate. If the time period is exceeded, the construction cost estimate shall be updated and approved by the UDO Administrator.

- b. The site or phase shall be in safe, accessible, and useable condition as determined by the UDO Administrator.
- c. The Applicant shall provide financial guarantees in accordance with this Article and assure completion of all requirements of the approved Final Development Plan; and,
- d. The application must comply with applicable requirements in the Applications Manual.
- 2. If a Temporary Certificate of Construction Compliance is approved by the UDO Administrator, an application for a Building Permit can be made. Before a Certificate of Occupancy can be issued, a Final Certificate of Construction Compliance must be approved.
- B. **Final Certificate of Construction Compliance.** When the required improvements, including landscaping, have been completed and a Final Certificate of Construction Compliance approved for the site or phase where the building is located, a Certificate of Occupancy can be issued. For commercial uses, including multi-family residential, the Applicant may apply for a Building Permit without a Final Certificate of Construction Compliance; however, a Certificate of Occupancy will not be issued for the building until such time as a Final Certificate of Construction Compliance is obtained for the site or phase where the building is located.

#### Sec. 5.10 Stormwater

#### Sec. 5.10.1 General provisions

- A. Intent (No Changes)
- B. Purpose (No Changes)
- C. Applicability

Beginning with and subsequent to its effective date, this Article shall be applicable to:

- 1. The following activities, unless exempt pursuant to Section 5.10.1.C.2 below:
  - a. Development and/or Redevelopment that involves the creation, addition or replacement of 5,000 square feet or more of impervious surface or that involves other Land Disturbing activities of one acre or more.
  - b. Development and/or Redevelopment, regardless of size, that is part of a Larger Common Plan of Development, even though multiple, separate, and distinct Land Disturbing activities may take place at different times and on different schedules.
  - c. A Major Substantial Improvement of an existing property.
- 1. This Section shall apply to the following activities unless otherwise exempted by Sec. 5.10.1.C.2:
  - a. Any Development of 5,000 or more square feet of land disturbance;
  - b. <u>Any Redevelopment/Infill that will result in an additional 2,000 or more square feet of</u> impervious surface;
  - c. Any Land Disturbance, regardless of size, within a Larger Common Plan of Development where multiple, separate and distinct land disturbing activities may occur at different times and on different schedules; and,
  - d. A Major Substantial Improvement of an existing lot.
- 2. The following activities are exempt from this Article Section:
  - a. Any maintenance, alteration, renewal, or improvement as approved by the Town which does not alter existing drainage patterns, does not result in change or adverse impact on adjacent property, or create adverse environmental or water quality impacts, and does not increase the temperature, rate, quality, or volume or location of stormwater runoff discharge;
  - b. Projects that are exclusively for agricultural or silvicultural activities, not involving relocation of drainage canals, within areas zoned for these uses;
  - c. Redevelopment that constitutes the replacement of the original square footage of impervious cover and original acreage of other Development activity when the original

Development is wholly or partially lost due to natural disaster or other acts of God occurring after September 14, 2021; and,

- d. Work by governmental agencies or property owners required to mitigate emergency flooding conditions. If possible, emergency work should be approved by the duly appointed officials in charge of emergency preparedness or emergency relief. Property owners performing emergency work will be responsible for any damage or injury to persons or property caused by their unauthorized actions. Property owners will stabilize the site of the emergency work within 60 days, or as soon as reasonable, following the end of the emergency period.
- 3. Any illicit discharges.
- 4. The provisions of this Article Section shall apply throughout the incorporated areas of the Town.

#### Sec. 5.10.3 Standards

A.-B. (No Changes)

#### C. Stormwater Surety

Financial sureties for the cost of stormwater facilities approved for the proposed Development and/or Redevelopment shall be provided in accordance with the Town Stormwater Surety and stormwater permit issuance process in this Article Section 3.13.

**D.-I.** (No Changes)

#### J. Grading

Mass Grading and Clearing shall not be permitted. No land within the Town shall be cleared, disturbed, graded, excavated, except as follows:

- 1. It shall be unlawful to perform any Land Disturbance, or land disturbing activity, in excess of 5,000 square feet or create an increase in impervious surface in excess of 2,000 square feet unless a Grading Plan has been submitted to and approved by the Town of Bluffton as provided for herein.
  - It shall be unlawful to perform any Land Disturbance, or land disturbing activity, of 5,000 or more square feet or accruing a total exceedance of 5,000 square feet of impervious surface without a Grading Plan approved by the Town of Bluffton.
- 2. A-Grading Plans shall be filed with and become part of any Application that equals or exceeds the threshold limits provided above. Such plans shall be prepared in accordance with Article 3 and shall follow the requirements set forth in Article 5 Design Standards.
- 3. Amendments to Grading Plans. Amendments, changes or modifications of a minor nature to a plan required as a result of field conditions arising during construction may be ordered or approved by the UDO Administrator.

- 4. All Grading Plans shall follow the requirements set forth in Article 5 Design Standards.
- 5. <u>4.</u> Soil erosion and sediment control measures shall, at a minimum, conform to the Standards for Soil Erosion and Sediment Control per the *Design Manual*.
- **K. Fee-in-Lieu.** A fee-in-lieu may be approved by the UDO Administrator when none or only partial stormwater requirements, as defined in this Article Section and in the Design Manual, cannot be attained on the site (due to impractical site characteristics or constraints). A Maximum Extent Practicable analysis shall be required by the applicant for review by the UDO Administrator to make this determination.
- **L. Waiver.** Individuals seeking a waiver from the requirements of this Article Section may submit to the UDO Administrator a request for a waiver in accordance with the Design Manual.



### MEMORANDUM

TO: Planning Commissioners

FROM: Dan Frazier, AICP, Principal Planner

RE: Cornerstone Church Campus Zoning Map Amendment (ZONE—02-24-

018921) Planning Commission Workshop (UDO Section 3.2.2.F)

DATE: February 28, 2024

CC: Kevin Icard, AICP, Director of Growth Management

**INTRODUCTION:** On February 2, 2024, Nathan Sturre of Sturre Engineering (the "Applicant"), on behalf of the property owners Cornerstone Church of Bluffton and Lalie Ann Mole, submitted an application (ZONE-02-24-018921) requesting approval of an Amendment to the Town of Bluffton Official Zoning Map (Attachments 1 and 2). The two subject parcels total +/- 43.31 acres and are identified by Beaufort County Tax Map Numbers R610 036 000 0014 0000 (11 Grassey Lane) and R610 036 000 014B 0000 (21 Lake Lane). The parcels are contiguous and located south of May River Road approximately 600 feet east of Stardust Lane.

The Applicant is requesting an amendment to the Official Zoning Map for the Town of Bluffton to rezone the two (2) parcels from Planned Unit Development (PUD) to a mix of Agricultural (AG) and Rural Mixed Use (RMU) zoning designations. The subject properties are currently zoned Planned Unit Development (PUD) and regulated by the Mindstream Academy Planned Unit Development.

More specifically, the Applicant proposes to rezone the southern portion of Parcel R610 036 000 0014 0000 (11 Grassey Lane) to the AG zone district. Due to the proximity of the northern portion of 11 Grassey Lane to the May River Road (SC 46) corridor, the Applicant proposes to subdivide this +/- 7.0 acres into its own parcel zoned RMU. The Applicant also proposes to rezone the 2.1-acre Parcel R610 036 000 014B 0000 (21 Lake Lane) to the AG zone district (Attachment 3). The application includes a Use Comparison Table that provides a comparison of uses allowed under the currently zoned Mindstream PUD and the proposed zone districts (Attachment 4).

<u>BACKGROUND</u>: Initially approved by Beaufort County and developed in accordance with Beaufort County's Zoning and Development Standards Ordinance (ZDSO), the properties contains approximately 98,000 square feet of existing buildings, which include an equestrian center, dormitory building, maintenance facility, multiple

classrooms, and several accessory structures. In addition to these buildings, a 7.87-acre pond, several pasture areas, outdoor gathering spaces, and numerous significant trees are located throughout the site.

On July 20, 2010, Bluffton Town Council approved the Annexation Petition, Tulfinney PUD Zoning Map Amendment, and associated Initial Master Plan with the following conditions:

- Phase 1 can operate under the current business structure using the existing structure up to 32 occupants;
- Phase 2 (future development) land use and density program will be determined upon a Planning Commission meeting and a Neighborhood meeting prior to Town Council approval.

On April 12, 2011, after having held the required meetings, Town Council approved the now renamed Mindstream Academy PUD Zoning Map Amendment and Initial Master Plan as presented. The approved master plan included a Future Development Plan Exhibit (Attachment 5).

<u>PLANNING COMMISSION WORKSHOP:</u> Unified Development Ordinance Section 3.2.2.F states that the first step in the Zoning Map Amendment review process is to hold a Planning Commission Workshop for the request.

"Planning Commission Workshops are intended to be the first official presentation of a proposed project to provide the public with information and a forum to initially review the application and identify applicable application review criteria. Meetings are encouraged as opportunities for informal, non-binding communication between the Applicant and neighboring property owners who may be affected by the application."

Following this Planning Commission Workshop, the application will return to the Planning Commission for a Public Hearing (tentative March 27, 2024) and to provide a recommendation to Town Council. Town Council will hear the request twice, with the second reading being the Public Hearing for the Zoning Map Amendment (see Attachment 8 - Tentative Schedule).

When reviewing the Zoning Map Amendment, Planning Commission should be considering the following criteria in the Unified Development Ordinance, as it relates to the Amendment to the Future Land Use Map and the Zoning Map, respectively.

## Unified Development Ordinance Section 3.4.3 Application Review Criteria – Zoning Map Amendment

The Planning Commission and Town Council shall consider the following criteria in assessing an application for Zoning Map Amendment:

- A. Consistency with the Comprehensive Plan or, if conditions have changed since the Comprehensive Plan was adopted, consistency with the overall intent of the Comprehensive Plan, recent development trends and the general character of the area.
- B. Capability of the site's physical, geological, hydrological and other

- environmental features to support the breadth and intensity of uses that could be developed in the proposed zoning district.
- C. Compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning districts in terms of suitability of location, impacts on the environment, noise, density, nature of use, traffic impacts, aesthetics, ability to develop adjacent properties under existing zoning, and potential influence on property values.
- D. Capacity of public infrastructure and services to sufficiently accommodate all potential uses allowed in the proposed district without compromising the public health, safety and welfare of the Town of Bluffton.
- E. Public need for the potential uses permitted in the requested zoning district.
- F. Compliance with applicable requirements in the Applications Manual.

The narrative submitted with the Applicant's Zoning Map Amendment application includes a section that describes compliance with the above referenced UDO Section 3.4 Review Criteria (Attachment 6).

#### **REFERENCE DOCUMENTS:**

Blueprint Bluffton Comprehensive Plan- Future Land Use Map – The Future Land Use Map contained within the Town of Bluffton's Comprehensive Plan identifies nine future land use categories that provide generalized recommendations as to where and how development should occur. The descriptions that accompany these categories prescribe the general character and types of development that are most appropriate in each category. Future Land Use Categories are not zoning districts; rather, zoning districts are a tool used to implement the land use component of the Comprehensive Plan.

The Future Land Use Map designates the future land use category of *Residential Estate* for the subject properties (Attachment 7). The *Residential Estate* category is intended to maintain existing rural character, decrease environmental impacts and reduce traffic volumes. The placement of this category is intended to provide a logical step-down in development intensity from active centers and corridors to the undisturbed natural environment along the community's waterways.

**NEXT STEPS:** Once comments are received from the Planning Commission Workshop, the Application will be reviewed at the March 27, 2024, Planning Commission meeting. The Application for a Zoning Map Amendment requires a Public Hearing by the Planning Commission prior to forwarding a recommendation to Town Council for two readings (Attachment 8 – Tentative Schedule).

#### **ATTACHMENTS:**

- 1. Application
- 2. Zoning Map
- 3. Proposed Zoning
- 4. Use Comparison Table
- 5. Mindstream PUD
- 6. UDO Section 3.4 Compliance
- 7. Future Land Use Map
- 8. Tentative Meeting Schedule



## **TOWN OF BLUFFTON ZONING MAP AMENDMENT APPLICATION**

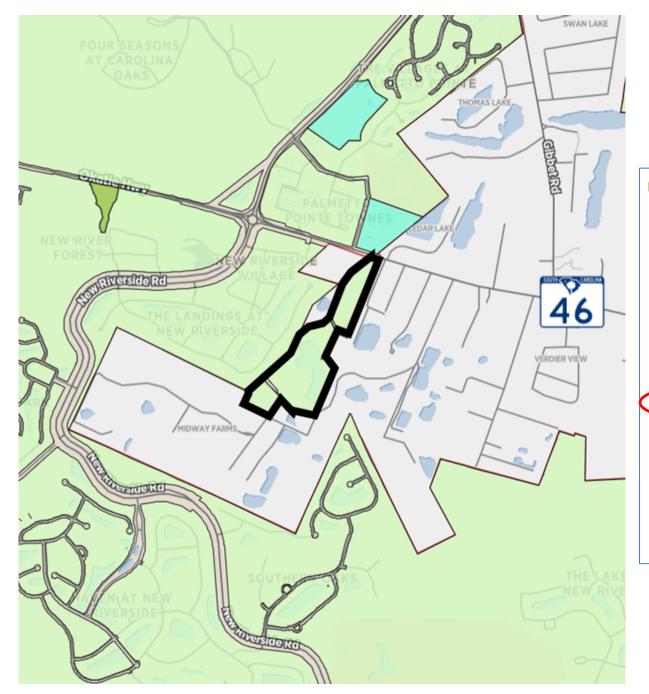
**Growth Management Custom** 

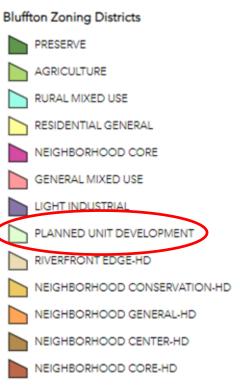
Section VIII. Item #2.

Bluffton, SC 29910 (843) 706-4500 www.townofbluffton.sc.gov applicationfeedback@townofbluffton.com

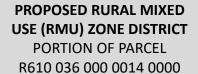
Applicant	Property Owner				
Name: NATHAN STUPLE	Name: Cornerstone Church of Bluffton				
Phone: 843.929, 9432	Phone: 843 . 757 · 3472				
Mailing Address:	Mailing Address: PO BOX 2540				
PO BOX 2227, BLUFFTON, SC 29910	Biuffton, SC 29910				
POBOX 2227, BLUFFTON, SC 29910 E-mail: nother @sturreengineerry.com	E-mail: m. devaney @ go corner stone church				
Town Business License # (if applicable): 02-23-04+665					
Project Ir	nformation				
Project Name: cornerstone Church Campus	Acreage: 43.31				
Project Location: 11 Grassey Lane	Comprehensive Plan Amendment: ☐ Yes ☐ No				
Existing Zoning: PVD	Proposed Zoning: RMO 3 A6				
Parcel Number(s): R610 036 000 0014 0000 R610 036 000 014B 0000					
Project Description: THE PROPOSED ZONING	MAP AMONDMONT INCLUDES THE				
REZONING OF 11 GRASSEY LANG \$ 21					
THE FRONT 7.00 ACRT PARISE BEI TO PROVIDE LOCAL COMMERCE OPPOSITION	NG REZONED TO RURAL MIXED USE				
Minimum Requiren	nents for Submittal				
<ol> <li>Digital files of the maps and/or plans depicting the subject property.</li> <li>Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.</li> </ol>					
<ul> <li>3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton. To Bo PAID BY のWNOL</li> <li>4. Recorded deed and plat showing proof of property ownership.</li> </ul>					
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this application.					
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.					
Property Owner Signature:	Date: 1/31/24				
Applicant Signature: NM M	Date: 1/31/24  Date: 2/2/2024				
For Office Use					
Application Number:	Date Received:				
Received By:	Date Approved:				

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Section VIII. Item #2.

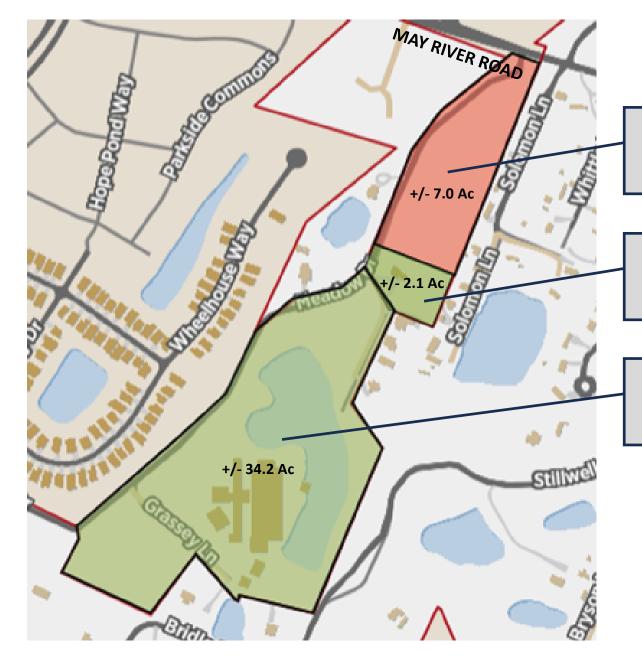


## PROPOSED AGRICULTURAL (AG) ZONE DISTRICT

PARCEL R610 036 000 0014 0000

# PROPOSED AGRICULTURAL (AG) ZONE DISTRICT

PORTION OF PARCEL R610 036 000 0014 0000

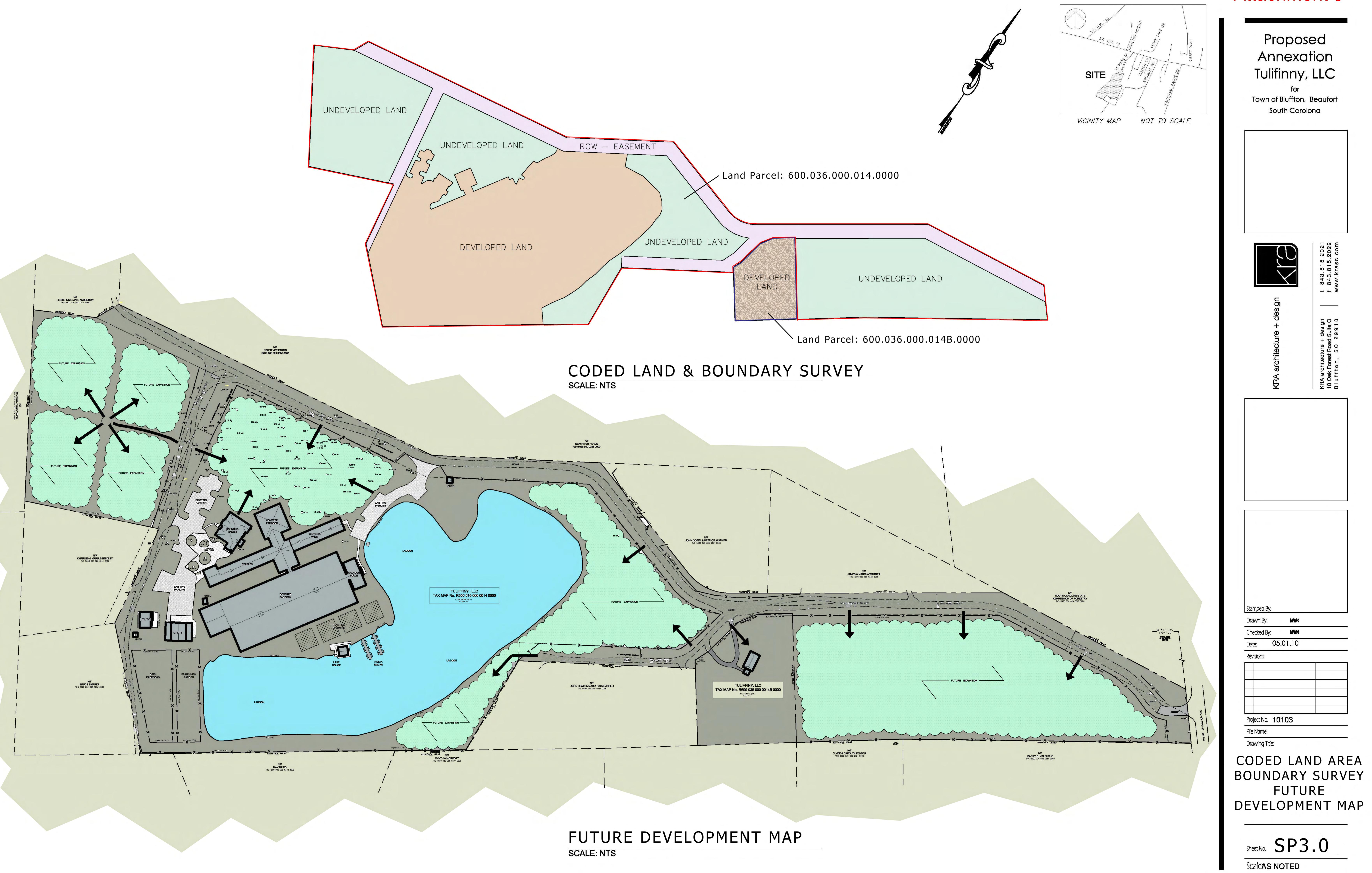


#### **Use Comparison Table**

P = Permitted by right subject to general district standards C = Permitted subject to specific conditions and specific use standards

SE = Permitted by special exception through a discretionary review process - = Prohibited use Land Use Mindstream PUD BC MRCP BC T3Edge TOB AG TOB RMU BC T2R BC T2RC **RESIDENTIAL USES** Single-family Detached Single-family Attached Р Muli-Family Р **Accessory Dwelling Unit** C C C Single-family Cluste Family Compound Planned Development Р Small Single-Family Affordable Manufactured Home Community Community Residence (dorms, Convents, assisted living, temporary shelters) Р Р AGRICULTURE/CONSERVATION Agricultural Use and Structures Р Ρ Р Animal Hospital, Veterinary Clinic, Kennel C SE C Р Horse Riding School, Horse Training Facility and/or Commercial Stables С Р Ρ С С С Seafood/Shellfish Packaging/Processing С C Forestry Ρ Ρ Р Ρ Ρ SE SE SE Aquaponics Agricultural Support Services Ρ Ρ **Animal Production Animal Production: Factory Farming** SE Seasonal Farmworker Housing C C **COMMERCIAL SERVICES Outdoor Sales** Р Retail Businesses C Р C Personal Service Establishments C Ρ Restaurant Fueling/Service Station including fuel pumps/Convenience Store Р C SE С Ρ Car Wash C Tattoo/Body Art Parlor **Adult Oriented Business** Low Speed Recreational Vehicle Sales Grocery Store up to 40,000 st Residential Storage Facility Ρ Bar, Tavern, Nighclub Drive-Through Facilities C LODGING Short-Term Rental SE SE SE Homestay Rental (1-Bedroom) Р Р Bed and Breakfast (2-5 Bedrooms) SE Р Р С Р Inns (6-12 Bedrooms) Inns (up to 24 Bedrooms) SE Ρ Hotel (12 or More Bedrooms Cottage Industry С Office Home Occupation Ρ Ρ С C С **Professional Offices** Health/Human Care Family Day Care Home (6 or Less Children) Ρ Ρ Ρ Ρ Group Day Care Home (7 to 12 Children) Р Ρ Ρ Ρ C Ρ Child Care Center (13 or More Children) Р Ρ С Medical Offices and Clinics С Ρ Р Nursing Homes and Long-Term Care SE SE RECREATION/ENTERTAINMENT Campgrounds and Recreational Vehicle Parks SE Ρ Р Ρ Golf Course Р Ρ Ρ Recreation Facility Р С SE SE C Theaters and Auditoriums CIVIC/INSTITUTIONAL Cemetery Club, Lodge, Union Hall, or Social Center Ρ C Conference or Exhibition Cente Government Building Р Ρ Ρ Ρ Parks Р Р Р C C Religious Assembly Р Р School SE SE Р Р Ρ C SE Recreational Institutiona SE Ecotourism C С Detention Facility Transportation, Terminal SE Airport, Aviation Services SE INDUSTRIAL Artisan Workshop Р Р SE Concrete and Asphalt Plants Contractor's Office Ρ C Р Junk and Salvage Operations SE SE Light Assembly/Fabrication Manufacturing C -Manufacturing Storefront С Manufacturing Storehouse Research and laboratory С C Solid Waste Transfer Facility/Recycling Center С C **Telecommunications Towers** SE С С SE SE Warehouse or Distribution Operation C Outdoor Maintenance/Storage Yard C Mining & Resource Extraction SE Other Public and Private Parking Structures and Stand Alone Parking Lots Р Christmas Tree Sale Roadside Stand Р Mobile Homes/Sales Office

Public Interest and Special Events



BOUNDARY SURVEY

**Zoning Map Amendment** 

#### B. Town of Bluffton UDO Section 3.4 Compliance

The Town of Bluffton UDO Section 3.4 presents criteria Planning Commission and Town Council will use to assess the Zoning Map Amendment application. The following section describes compliance with this assessment criteria.

 Consistency with the Comprehensive Plan or, if conditions have changed since the Comprehensive Plan was adopted, consistency with the overall intent of the Comprehensive Plan, recent development trends and the general character of the area.

The Future Land Use Plan presented in the Town of Bluffton 2014 Comprehensive Plan (Comp Plan), identifies the Mindstream PUD property as a Residential Estate use. Per the Comp Plan, this category is intended to maintain existing rural character, decrease environmental impacts, and reduce traffic volumes. Furthermore, the placement of this category is intended to provide a logical step-down in development intensity from activity centers and corridors to the undisturbed natural environment along the community's waterways.

UDO Section 4.2 provides the intent of the Agricultural and Rural Mixed Uses Zoning Districts which demonstrate conformance to the Comp Plan Residential Estate future land use. The intent of the AG district is to provide for agricultural, forestry, and low-density rural residential uses. The regulations are designed to conserve cultivated, forested, or pastoral land, and to discourage residential development. The district is also intended to provide for supporting uses associated with agricultural activities. The intent of the RMU district is to be located at the intersections of rural crossroads to provide local commerce in a rural context that includes small scale retail, service and other similar business establishments that compliment agricultural uses and/or the natural environment. The regulations are designed to accommodate a mix of low-intensity uses that support this intent and accommodate businesses that primarily meet the needs of residents within the surrounding area and pass-by traffic.

The intent of the proposed zoning districts fall directly in line with the Residential Estate use as they are aimed at maintaining a rural character, preserving land, discouraging large development, and the lower density uses will demand a reduced average daily traffic volume compared to the adjacent Town Center and Hamlet areas identified on **Figure 7.7** of the Comp Plan included below. The RMU zoning will help preserve the rural character of the May River Road corridor through the smaller scale retail and service uses as well as the enhanced SC 46 setback and buffer requirements presented in **Section II.G** above.

Additionally, the proposed zoning districts will provide the logical step-down in development intensity, which is the intent of the Residential Estate use, along the May River Road corridor from the Adjacent New River Village Town Center and Gibbet Road Hamlet/Rural Crossroad.

A traffic impact analysis was performed by a licensed Traffic Engineer to evaluate the impacts the proposed church activities would have on adjacent roadways and intersections. The results of this study are included as **Exhibit D**.

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Cornerstone Church Zoning Map Amendment

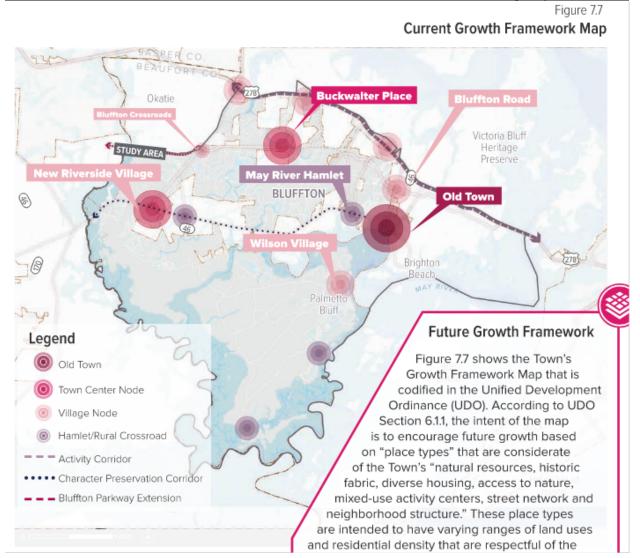


Figure 2 – Comprehensive Plan Figure 7.7 – Current Growth Framework Map

2. Capability of the site's physical, geological, hydrological and other environmental features to support the breadth and intensity of uses that could be developed in the proposed zoning district.

The site was previously developed under the Mindstream PUD to provide a rural and serene environment along the south side of SC 46. This was accomplished through the intent of maintaining enhanced open space areas and use of natural hydrology for the site to capture all runoff from the developed areas in a large stormwater detention facility. The pond provides both a beautiful rural farm pond aesthetic for the site and water quality benefits for downstream receiving waters. Excess runoff is detained in the pond allowing time for sediment and nutrient reduction through settlement, microbial decay, mixing and aeration through existing diffusers, irrigation re-use, evaporation, and other natural means of nutrient reduction.

The Cornerstone Church Campus will employ new stormwater facilities to intercept runoff from any newly developed areas upstream of the pond, reducing levels of sediment and nutrient loadings to the

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Cornerstone Church Zoning Map Amendment

pond below pre-development conditions. Cornerstone will fully comply with SCDHEC and SoLoCo water quality and quantity standards from the newly improved areas. Very well drained, sandy soils with a deep seasonal high groundwater were encountered during the geotechnical investigation completed by Whitaker Laboratories supporting the ability to capture and effectively treat runoff leaving the newly developed areas.

3. Compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning districts in terms of suitability of location, impacts on the environment, noise, density, nature of use, traffic impacts, aesthetics, ability to develop adjacent properties under existing zoning, and potential influence on property values.

**Exhibit C** is provided to show a comparison of allowed uses in the currently approved Mindstream PUD and Town of Bluffton Agriculture and Rural Mixed Use Zoning Districts to all rural uses adjacent to and in the vicinity of the site. These Zoning Districts include Town of Bluffton Rural Mixed Use (RMU) and Beaufort County May River Community Preservation (MRCP), Rural (T2R), Rural Center (T2RC), and T3 Edge (T3E). A detailed description of each adjacent use is provided in **Section II.H** above.

As seen in **Exhibit C**, twenty-one (21) currently allowed uses for Mindstream PUD which are permitted or conditionally permitted will be removed for all or a portion of the property through the rezoning process. These removed uses are the major contributors to potential environmental, nuisance noise, traffic impacts, impacts to the rural aesthetic and would most significantly influence adjacent property values. These uses include but are not limited to Clearcutting, Motor Vehicle Sales and Service, Grocery Stores up to 40,000 square feet, Residential Storage Facilities, Hospitals, Conference or Exhibition Centers, Concrete and Asphalt Plants, Light Assembly/Fabrication, and Stand-Alone Parking Lots.

4. Capacity of public infrastructure and services to sufficiently accommodate all potential uses allowed in the proposed district without compromising the public health, safety and welfare of the Town of Bluffton.

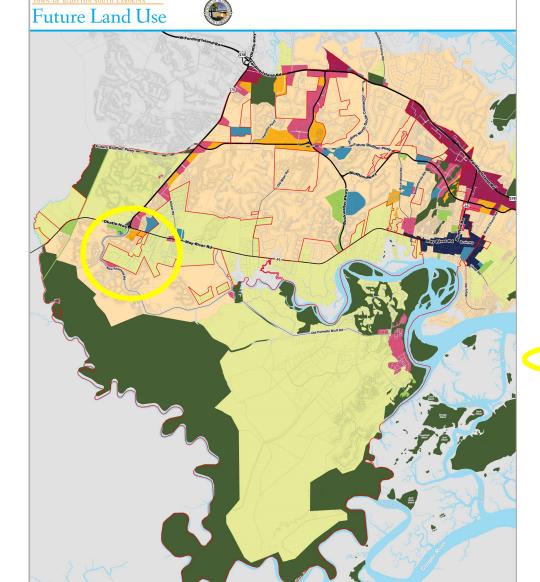
The existing infrastructure including Dominion Energy electric service, Hargray Communications service, private well and private septic system are adequate to serve the proposed Religious Assembly use for the site. In the event larger water capacity is required for any future use prior to any joint ventures with adjacent property owners, BJWSA infrastructure is currently available for the site along Stardust Lane, located approximately 1,000 feet north of the front proposed RMU acreage and approximately 3,200 feet north of the back proposed AG acreage.

5. Public need for the potential uses permitted in the requested zoning district.

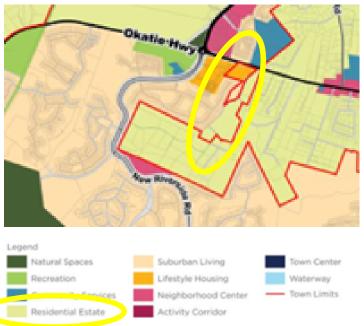
The proposed rezoning will help provide a buffer for existing residents in the lower-density zoning districts from the high-density New Riverside PUD areas. This benefits the public by helping step down the intensity to maintain the rural aesthetic in the area. The proposed rezoning offers numerous community recreation and institutional opportunities which will be a direct benefit to the community. Cornerstone Church has adamantly planned through this process to provide regular community events and opportunities for the adjacent property owners to also enjoy and utilize the property.



Section VIII. Item #2.



Map Prepared By: Ryan J. Coleman, GISP



## Cornerstone Church Campus - Zoning Map Amendment Application Meeting Sequence

Meeting	Date	Task Description/ Application(s) for Review	Action(s)
Pre-Application Meeting	July 6, 2023	Zoning Map Amendment	Review of Application Requirements and Timeline
Application Submittal Meeting	January 31, 2024	Zoning Map Amendment	Submittal of Applications
Planning Commission Workshop	February 28, 2024 6:00 p.m.	Zoning Map Amendment	Discussion and Comments for Consideration.
Public Hearing Notice 15 days Prior to Public Hearing	March 6, 2024	Zoning Map Amendment 🗖 🗖 🗖	The Applicant shall send notice of the public hearing by certified US mail not less than 15 days prior to the public hearing to all owners of real property within 250 feet of the subject property.   Post the property   Newspaper Notification
Submittal of Revisions for Planning Commission Public Hearing Packet	March 8, 2024	Zoning Map Amendment	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.
Planning Commission Public Hearing & Recommendation to Town Council	March 27, 2024 6:00 p.m.	Zoning Map Amendment 🛆	Public Hearing and Recommendation to Town Council  Public Hearing Cases △
Town Council Ordinance 1 <sup>st</sup> Readings	April 9, 2024 5:00 p.m.	Zoning Map Amendment	Ordinance 1 <sup>st</sup> Readings
Public Hearing Notice 15 days Prior to Town Council Public Hearing	April 28, 2024	Zoning Map Amendment 🗆 🗅	Letters notifying adjacent property owners within 250' radius of pending applications and upcoming Town Council Public Hearing   Post the property   Newspaper Notification
Town Council Public Hearing & Ordinance 2 <sup>nd</sup> and Final Readings	May 14, 2024 5:00 p.m.	Zoning Map Amendment △	Public Hearing and Ordinance 2 <sup>nd</sup> and Final Readings  Public Hearing Cases △