

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: January 6, 2025

Agenda Item: 7D	Prepared by: L. Suzanne Pritchard, PLA, AICP, CFM
Agenda Section: New Business: Ordinance. First Reading	Date: December 31, 2024
Subject: Amendments to Chapter 20, Land Development Regulations, of the Code of Ordinances of North Myrtle Beach, South Carolina, creating a sketch plan for major subdivisions and in-common residential developments [STX-24-2]	Division: Planning and Development

Background:

The current approval process for major subdivisions and site-specific development plans in the City of North Myrtle Beach involves review by the Technical Review Committee (TRC), with Planning Commission (PC) approval required for subdivisions but not for site-specific development plans. Existing tree preservation requirements, outlined in Chapter 23, Article V.5 of the City’s Zoning Ordinance, emphasize the importance of protecting mature trees, stating, “It is the intent of this article to promote the health, safety and welfare of the general public through preservation and protection of existing trees that have matured to a size of eight (8) inches caliper by requiring retention and/or replacement.”

Under the current process, various entities approve tree removal based on specific criteria:

- **Planning Commission:** Authorizes removal of any tree located within subdivision infrastructure, requiring a replacement schedule of ½ inch caliper for every 1-inch caliper removed.
- **Board of Zoning Appeals (BZA):** Approves removal of trees greater than 24 inches in caliper outside infrastructure. BZA has also approved mass grading of a site, which is otherwise prevented by our ordinances.
- **Staff Approval**
 - Within a building footprint, trees 24 inches or smaller can be removed without mitigation.
 - Outside a building footprint, removal of trees between 16-24 inches requires 50% replacement.
- **Exemptions:** Pine trees are exempt from these requirements and may be removed at any time.

Proposal:

The proposed sketch plan step will be incorporated into the approval process for major subdivisions and site-specific development plans for residential or mixed-use projects containing four or more dwelling units. This step will require developers to submit a conceptual plan that includes:

- A tree survey identifying all trees with a caliper of 8 inches or greater,
- Hardscape elements (roads, driveways, walkways),

- Major infrastructure inclusive of easements, and
- Building footprints/building areas.

The sketch plan will be reviewed by staff at the TRC for conceptual compliance with City standards and then proceed to final review by the Planning Commission. This additional step will occur before site plan approval for site-specific development plans and prior to preliminary plat approval for subdivisions.

The sketch plan is intended to improve tree preservation within the City by facilitating informed design decisions early in the development process, before the substantial investment required for final, construction-level engineering drawings. While this additional step may slightly extend the developer's timeline, it offers a more efficient and cost-effective approach to identifying and preserving tree stands valued by the community, avoiding costly revisions later in the process.

Planning Commission Action:

The Planning Commission conducted a public hearing on December 3, 2024, and voted unanimously to recommend approval of the Land Development Regulations amendment. There was no public comment.

Recommended Action:

Approve or deny the proposed ordinance on first reading

Reviewed by Department Head

Reviewed by Interim
City Manager

Reviewed by City Attorney

Council Action:

Motion By _____ 2nd By _____ To _____

ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH MYRTLE BEACH PROVIDING THAT THE CODE OF ORDINANCES, CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA, BE AMENDED BY REVISING CHAPTER 20, LAND DEVELOPMENT REGULATIONS, ARTICLE II, SITE-SPECIFIC DEVELOPMENT PLAN REVIEW, AND, ARTICLE III, SUBDIVISION REGULATIONS, OF SAID CODE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE
CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA, IN
COUNCIL DULY ASSEMBLED, THAT:

Section 1. That *Section 20-6. - Process*, be revised to read as follows (*new matter underlined, deleted matter struck-through*).

Sec. 20-6. - Process.

- (a) The application must be signed by the current owner(s) of all ~~of~~ the property petitioned for development. (Incomplete application and plans shall not be approved). On the application, an individual or contact is identified as the applicant. The applicant, on behalf of the owner, assumes the role of authorized agent during plan review. The planning staff shall provide the applicant with the latest departmental policy statement detailing submission requirements (formats, sizes, and quantities of materials required). Incomplete submissions shall not be processed or reviewed.
- (b) Planning staff will coordinate the review of the land development plans with the various city departments charged with review of the site. Representatives of the departments involved may utilize a technical review committee (TRC) to facilitate this process.
- (c) Planning staff will assemble all the review comments and give written notification to the applicant in the form of a letter detailing the departmental comments.
- (d) The applicant shall revise the plans answering all of the departmental comments and may need to contact individuals in various departments for clarification. However, the revised submittal must be provided to the planning department.
- (e) When the application and plans are complete and revised as required, the planning department may place the item on the technical review committee (TRC) agenda. Planning staff shall provide the revised site-specific development plans to the reviewing city departments prior to the TRC meeting, where final ~~sign-off~~ sign-off by all departments may take place. If all concerns have been addressed at that point, the plans shall be deemed approved.
- (f) The sketch plan step detailed in Section 20-31 shall also be utilized for site-specific development plans of mixed-use or residential projects with four or more dwelling units.

Section 2. That *Section 20-30. - General procedures*, be revised to read as follows (*new matter underlined, deleted matter struck-through*).

Sec. 20-30. - General procedures.

Whenever any subdivision of land is proposed, before any contract is made for the sale of any part thereof and before any permit for the erection of a structure in such proposed subdivision shall be granted, the subdivider or his/her authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the following procedures:

(1) *Preapplication conference (when required)*: Prior to the application for subdivision review and approval, the applicant should discuss with the administrative official of the Planning Commission the procedure for approval of a subdivision plat and the requirements as to general layout of streets and for reservations of land, preservation of trees, street improvements, drainage, utilities and similar matters. The administrative official shall also advise the applicant to discuss the proposed subdivision with those officials who must eventually approve aspects of the subdivision plat.

(2) *Subdivision Plats*

a. Major subdivision: The procedure for review and approval of a major subdivision plat ~~consist~~ consists of ~~two (2)~~ three (3) separate steps. The initial step is the preparation and submission of a sketch plan to the Planning Commission for review and approval including a tree survey identifying all trees with a caliper of 8 inches or greater, as well as the proposed hardscape (roads, driveways, walks), major infrastructure, and building footprints. The sketch plan step shall also be utilized for site-specific development plans of mixed-use or residential projects with four or more dwelling units. The ~~initial~~ second step is the preparation and submission to the Planning Commission of a preliminary plat of the proposed subdivision. The ~~second~~ third step is the preparation and submission to the Planning Commission of a final plat, together with certifications. The final plat becomes the instrument to be recorded at the Horry County Register of Deeds, when duly signed and certified approved for recording by the administrative official of the Planning Commission.

b. Minor subdivision: The procedure for review and approval of a minor subdivision consists of a one-step approval process involving the preparation and submission of a final plat, together with certifications, to the planning staff. If the submittal meets the definition of a "minor subdivision", as stated in Section 20-14 of this article, planning staff shall provide the subdivision plans to the reviewing city departments prior to the technical review committee meeting. After all concerns have been addressed and all departments involved have approved, the minor subdivision shall be deemed approved. The final plat of a minor subdivision becomes the instrument to be recorded at the Horry County Register of Deeds, when duly signed and certified approved for recording by the administrative official of the planning staff.

Section 3. That *Section 20-31*, be revised to read as follows (*new matter underlined, deleted matter struck-through*).

Sec. 20-31. – Sketch plan review.

(a) Procedure.

1. Applications requiring Planning Commission approval, together with all requirements specified in this Section, shall be submitted to, stamped received, dated, and initialed by the administrative official. All required information shall be submitted to the administrative official at least fifteen (15) working days prior to a regularly scheduled meeting of the Planning Commission. Resubmission of the sketch plan and other information made pursuant to staff review of a sketch plan shall be received at least ten (10) working days prior to a regularly scheduled Planning Commission meeting.
2. Upon receipt of a complete application for any sketch plan, the administrative official shall submit copies of the sketch plan to the various City departments tasked with review, including the Zoning Administrator and the City Engineer for review and approval. The Zoning Administrator and the City Engineer shall submit written reports to the Planning Commission indicating code compliance or required changes. The administrative official shall include requirements of the Zoning Administrator and the City Engineer, together with other requirements and/or recommended changes, in a report to the Planning Commission within thirty (30) days of receipt of the completed application.
3. Upon receipt of the report from the administrative official for major subdivision requests, the Planning Commission shall give approval, approval with certain modifications, or disapproval of the sketch plan, but in each case their action shall be taken within thirty (30) days after submission of the sketch plan; otherwise, such sketch plan shall be deemed approved and authorization to proceed based on the sketch plan presented; however, the applicant for the Planning Commission's approval may waive this requirement and consent in writing to an extension of such period. The grounds for approval or disapproval, and any conditions attached, of any sketch plan shall be stated in the records of the Planning Commission. In addition, the applicant must be notified in writing of the actions taken by the Planning Commission. No sketch plan shall be acted upon by the Planning Commission without affording the subdivider a hearing. It is expressly understood that the Planning Commission shall not act to override the authorized requirements of other agencies or city departments. It may, however, seek to bring agreement in case of conflicts between the various reviewing agencies, or a reviewing agency and the subdivider.
4. The Planning Commission approval of the sketch plan constitutes authority to the subdivider to move to the preliminary plat stage of the process.

(b) Requirements. The subdivider or their representative shall submit information in the format, quantities and sizes as described in the latest departmental policy statement on sketch plan submissions, with said information to include all the following:

1. Name.
 - a. Name of proposed project.

2. Ownership.
 - a. Name and address, including telephone number, of legal owner or agent of the property involved in the subdivision.
 - b. Name and address, including telephone number, of the professional person(s) responsible for this sketch plan's design.
3. Location.
 - a. A vicinity map at scale showing the relationship of the proposed subdivision to surrounding existing development and the existing street system.
4. Existing conditions.
 - a. Graphic scale, north point and date.
 - b. Boundaries of the total tract of land being subdivided, shown with bearings and distances indicated and with a degree of accuracy such that the error of closure shall comply with the standards set forth by the South Carolina Board of Engineering Examiners.
 - c. Property lines within and adjoining the subdivision.
 - d. Names of adjoining subdivisions.
 - e. Deed record names of adjoining property owners.
 - f. The location of existing streets, buildings, railroads, transmission lines, sewers, culverts, drainpipes, water mains, public utility easements and other recorded easements and rights-of-way, both on and immediately adjacent to the tract being subdivided.
 - g. The location of marshes, wetlands, streams, lakes, swamps, and land subject to flood, based on a one-hundred-year frequency flood.
 - h. The location of trees greater than eight (8) inches along with information regarding the quality of trees, when relevant.
 - i. All land elevations expressed in mean sea level datum.
 - j. The boundaries of all wetlands.
 - k. The critical line, base line and oceanfront setback line, as verified by the state offices.
 - l. The location of any established spoilage easements.
 - m. The location of city limit lines, if applicable.
 - n. Upon request, a topographic map at a vertical interval of not more than five (5) feet.
5. Proposed conditions.
 - a. The location and width of all public streets, including the width of the paved surface and the right-of-way.
 - b. The location and width of all private streets, including the width of paved surface and the right-of-way.
 - c. For in-common developments, the location and width of all driveways serving multiple units, including the width of paved surface.
 - d. The location and size of all building areas or envelopes.
 - e. The location and width of all utility and other types of easements.
 - f. The location of all lot and property lines and building setback lines.

- g. The location of site setbacks, if applicable.
- h. The location of property lines of all property to be dedicated to the public.
- i. The location of property lines of all property to be owned in common.
- j. The location of property lines of all property reserved as common open space with the square footage of each parcel identified.
- k. Identification of the use of all lots.
- l. Site data:
 - 1. Acreage in total tract;
 - 2. Area of smallest lot;
 - 3. Total number of lots;
 - 4. Area of common open space;
 - 5. Area of total land area proposed to be private lots;
 - 6. Area proposed to be owned in common;
 - 7. Area to be dedicated to the public;
 - 8. Area to be reserved, owned, sold or otherwise used by the subdivider;
 - 9. Existing zoning designation.

Sec. 20-32. – Plat submission for major subdivision preliminary review.

(a) Procedure.

- 1. Applications requiring Planning Commission approval, together with all requirements specified in this Section, shall be submitted to, stamped received, dated and initialed by the administrative official. All required information shall be submitted to the administrative official at least fifteen (15) working days prior to a regularly scheduled meeting of the Planning Commission. Resubmission of plat and other information made pursuant to staff review of a plat shall be received at least ten (10) working days prior to a regularly scheduled Planning Commission meeting.
- 2. Upon receipt of a complete application for any subdivision, the administrative official shall submit copies of the plans to the various city departments tasked with review, including the Zoning Administrator and the City Engineer for review and approval. The Zoning Administrator and the City Engineer shall submit written reports to the Planning Commission indicating code compliance or required changes. The administrative official shall include requirements of the Zoning Administrator and the City Engineer, together with other requirements and/or recommended changes, in a report to the Planning Commission within thirty (30) days of receipt of the completed application.
- 3. Upon receipt of the report from the administrative official for major subdivision requests, the Planning Commission shall give approval, approval with certain modifications, or disapproval of the preliminary plat, but in each case their action shall be taken within thirty (30) days after submission of the preliminary plat; otherwise, such plat shall be deemed approved and authorization to proceed based on the plat presented; however, that the applicant for the Planning Commission's approval may

waive this requirement and consent in writing to an extension of such period. The grounds for approval or disapproval, and any conditions attached, of any preliminary plat shall be stated in the records of the Planning Commission. In addition, the applicant must be notified in writing of the actions taken by the Planning Commission. No plat shall be acted upon by the Planning Commission without affording the subdivider a hearing, ~~notice of time and place of which shall be sent by registered or certified mail to the applicant not less than five (5) days before the scheduled date.~~ It is expressly understood that the Planning Commission shall not act to override the authorized requirements of other agencies or city departments. It may, however, seek to bring agreement in case of conflicts between the various reviewing agencies, or a reviewing agency and the subdivider.

4. The Planning Commission approval of the preliminary plat constitutes authority to the subdivider to construct site improvements in accordance with the approved preliminary plat. Preliminary plat approval shall be valid only for two (2) years. In the event site improvements are not completed within two (2) years after preliminary plat approval, the plat must be resubmitted as a new application subject to the subdivision regulations as amended to that date.

(b) *Requirements.* The subdivider or their representative shall submit information in the format, quantities and sizes as described in the latest departmental policy statement on plat submissions, with said information to include all of the following:

1. *Name.*
 - a. Name of subdivision if property is within an existing subdivision.
 - b. Proposed subdivision name if not within a previously platted subdivision. The proposed name shall not duplicate the name of any plat previously recorded.
2. *Ownership.*
 - a. Name and address, including telephone number, of legal owner or agent of the property involved in the subdivision.
 - b. Name and address, including telephone number, of the professional person(s) responsible for this subdivision's design, or for the design of any public improvements, and for the surveys.
3. *Location.*
 - a. A vicinity map at scale of not less than one (1) inch equals one (1) mile, showing the relationship of the proposed subdivision to surrounding existing development and the existing street system.
4. *Existing conditions.*
 - a. Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north.
 - b. Exact boundaries of the total tract of land being subdivided, shown with bearings and distances indicated and with a degree of accuracy such that the error of closure shall comply with the standards set forth by the South Carolina Board of Engineering Examiners.
 - c. Property lines within and adjoining the subdivision.
 - d. Names of adjoining subdivisions.

- e. Deed record names of adjoining property owners.
- f. The location of existing streets, buildings, railroads, transmission lines, sewers, culverts, drainpipes, water mains, public utility easements and other recorded easements and rights-of-way, both on and adjacent to the tract being subdivided.
- g. The location of marshes, wetlands, streams, lakes, swamps, and land subject to flood, based on a one-hundred-year frequency flood.
- h. All land elevations expressed in mean sea level datum.
- i. The boundaries of all protected wetlands as verified by the U.S. Army Corps of Engineers.
- j. The critical line, base line and oceanfront setback line, as verified by the South Carolina Department of Health and Environmental Control—Office of Ocean and Coastal Resources Management.
- k. The location of any established spoilage easements.
- l. The location of city limit lines, if applicable.
- m. Upon request, a topographic map at a vertical interval of not more than five (5) feet.

5. *Proposed conditions.*

- a. The location, width, classification and name of all public streets, alleys and other public ways, including the width of the paved surface and the right-of-way.
- b. The location, width and name of all private streets, including the width of paved surface and the right-of-way.
- c. The location and width of all utility and other types of easements.
- d. The location of all lot and property lines with bearings and distances, lot and block numbers consecutively numbered, and building setback lines.
- e. The location of site setbacks, if applicable.
- f. The location of property lines with bearings and distances of all property to be dedicated to the public and conditions of such dedication.
- g. The location of property lines with bearings and distances of all property to be owned in common and conditions of such ownership and use.
- h. The location of property lines with bearings and distances of all property reserved as common open space with type of open space, the conditions of use, and the square footage of each parcel identified.
- i. The location of all property monuments.
- j. Identification of the use of all lots.
- k. Site data:
 - 1. Acreage in total tract;
 - 2. Square footage of smallest lot;
 - 3. Total number of lots;
 - 4. Linear feet of streets;
 - 5. Square footage of common open space, excluding land area to be occupied by structures;

6. Square footage of common open space located within site setback area;
 7. Square footage or acreage of total land area proposed to be sold or transferred as private lots;
 8. Square footage or acreage of total land area proposed to be owned in common (open space, streets, etc.);
 9. Square footage or acreage of total land area to be dedicated to the public;
 10. Excluding 7, 8, and 9 above, square footage or acreage of total land area to be reserved, owned, sold or otherwise used by the subdivider;
 11. Tax map reference and existing zoning designation.
 12. For resubdivision of previously platted property, a certified copy of the existing plat of record with the proposed resubdivision superimposed thereon.
6. *Construction plans.* See plan submission policy (available from department representative) for a complete list of elements that comprise a complete set of construction plans.

Plan Submission Policy

North Myrtle Beach

Case type	Submittal requirements (# of copies/sizes, scale, and contents)
Subdivisions	
Preliminary	Four (4) copies of a sketch plan and plat sheet(s) at a scale between 1:10 and 1:100 and four (4) copies of construction plans at a scale between 1:10 and 1:50 on 24"×36" paper. *See the reverse side for a complete list of elements that comprise a complete set of construction plans. **Also see the latest departmental policy statement for an overview of the preliminary platting process and the land development regulations for code requirements.
Final (major or minor)	Four (4) copies of plat sheets at the same scale as the preliminary plat, if applicable, on 24"×36" paper. *See the latest departmental policy statement for an overview of the final platting process and the land development regulations for code requirements.
Site-specific development plans	
Non-Residential/Multifamily Residential	Seven (7) copies of complete plans at a scale between 1:10 and 1:50 on 24"×36" paper. *See the latest departmental policy statement for an overview of the site-specific development plan process and the land development regulations for code requirements.
Planned development districts	
Newly proposed	Number of copies, sizes and scale are not specifically listed and are negotiable. *See the zoning

	ordinance, Section 23-29, for a complete list of submission requirements.
PDD amendment (major or minor)	Ten (10) copies of application and amended plan sheets at a reasonable scale on appropriately sized paper based on the nature of amendment and staff consultation. *See the latest informational brochures for an overview of the major PDD amendment process.
As built plans and close-out packages	
Subdivisions, private site developments, and PDDs	See public works final inspection and acceptance list for requirements.

Section 4. That *Section 20-32*, be revised to read as follows (*new matter underlined, deleted matter struck-through*).

Sec. 20-32. 20-33. - Plat submission for major subdivision final review.
[Section follows unedited, in entirety]

~~Secs. 20-33, Sec. 20-34.~~ - Reserved.

Section 5. That the North Myrtle Beach Planning Commission has provided the required public notice of this request and has held the necessary public hearings in accordance with applicable State Statutes and City Ordinances.

DONE, RATIFIED AND PASSED, THIS _____ DAY OF _____, 2025.

ATTEST:

 Mayor Marilyn Hatley

 City Clerk

APPROVED AS TO FORM:

 City Attorney

FIRST READING: 1.6.2025
 SECOND READING: _____

REVIEWED:

 Interim City Manager

ORDINANCE: _____

7A. LAND DEVELOPMENT REGULATIONS TEXT AMENDMENT STX-24-2: City staff has initiated an amendment to the land development regulations, creating a sketch plan step for major subdivisions and in-common residential developments to address tree removal.

Background:

The current approval process for major subdivisions and site-specific development plans in the City of North Myrtle Beach involves a review by the Technical Review Committee (TRC), with Planning Commission (PC) approval required for subdivisions but not for site-specific development plans. Existing tree preservation requirements, outlined in Chapter 23, Article V.5 of the City’s Zoning Ordinance, emphasize the importance of protecting mature trees, stating:

“It is the intent of this article to promote the health, safety and welfare of the general public through preservation and protection of existing trees that have matured to a size of eight (8) inches caliper by requiring retention and/or replacement.”

Under the current process, various entities approve tree removal based on specific criteria:

- **Planning Commission:** Authorizes removal of any tree located within subdivision infrastructure, requiring a replacement schedule of ½ inch caliper for every 1-inch caliper removed.
- **Board of Zoning Appeals (BZA):** Approves removal of trees greater than 24 inches in caliper outside infrastructure. BZA has also approved mass grading of a site, which is otherwise prevented by our ordinances.
- **Staff Approval**
 - Within a building footprint, trees 24 inches or smaller can be removed without mitigation.
 - Outside a building footprint, removal of trees between 16-24 inches requires 50% replacement.
- **Exemptions:** Pine trees are exempt from these requirements.

Proposed Changes

The proposed sketch plan step will be incorporated into the approval process for major subdivisions and site-specific development plans for residential or mixed-use projects containing four or more dwelling units. This step will require developers to submit a conceptual plan that includes:

- A tree survey identifying all trees with a caliper of 8 inches or greater,
- Hardscape elements (roads, driveways, walkways),
- Major infrastructure inclusive of easements, and
- Building footprints/building areas.

The sketch plan will be reviewed by staff at the TRC for conceptual compliance with City standards and then proceed to final review by the Planning Commission. This additional step will occur before site plan approval for site-specific development plans and prior to preliminary plat approval for subdivisions.

The sketch plan step is designed to enhance tree preservation outcomes by allowing better design decisions early in the development process, prior to the time and expense required to produce

final, construction-level engineering drawings. While this additional step may slightly extend the developer's timeline, it benefits the community by ensuring the Planning Commission can evaluate tree preservation efforts early, reducing unnecessary tree removal and ensuring cost-effective and responsible development outcomes.

The proposed amendment addresses **ARTICLE II. - SITE-SPECIFIC DEVELOPMENT PLAN REVIEW, Sec. 20-6. – Process**, of *Chapter 20, Land Development Regulations* and would appear in the Ordinance as follows (new matter underlined, deleted matter struck-through):

Sec. 20-6. - Process.

- (a) The application must be signed by the current owner(s) of all ~~of~~ the property petitioned for development. (Incomplete application and plans shall not be approved). On the application, an individual or contact is identified as the applicant. The applicant, on behalf of the owner, assumes the role of authorized agent during plan review. The planning staff shall provide the applicant with the latest departmental policy statement detailing submission requirements (formats, sizes, and quantities of materials required). Incomplete submissions shall not be processed or reviewed.
- (b) Planning staff will coordinate the review of the land development plans with the various city departments charged with review of the site. Representatives of the departments involved may utilize a technical review committee (TRC) to facilitate this process.
- (c) Planning staff will assemble all the review comments and give written notification to the applicant in the form of a letter detailing the departmental comments.
- (d) The applicant shall revise the plans answering all of the departmental comments, and may need to contact individuals in various departments for clarification. However, the revised submittal must be provided to the planning department.
- (e) When the application and plans are complete and revised as required, the planning department may place the item on the technical review committee (TRC) agenda. Planning staff shall provide the revised site-specific development plans to the reviewing city departments prior to the TRC meeting, where final sign-off by all departments may take place. If all concerns have been addressed at that point, the plans shall be deemed approved.
- (f) The sketch plan step detailed in Sec. 20-31 shall also be utilized for site-specific development plans of mixed-use or residential projects with four or more dwelling units.

The proposed amendment also addresses **ARTICLE III. - SUBDIVISION REGULATIONS, DIVISION 3. – PROCEDURES FOR PLAT APPROVAL** of *Chapter 20, Land Development Regulations* and would appear in the Ordinance as follows (new matter underlined, deleted matter struck-through):

Sec. 20-30. General procedures.

Whenever any subdivision of land is proposed, before any contract is made for the sale of any part thereof and before any permit for the erection of a structure in such proposed subdivision shall be granted, the subdivider or his/her authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the following procedures:

(1) *Preapplication conference (when required)*: Prior to the application for subdivision review and approval, the applicant should discuss with the administrative official of the planning commission the procedure for approval of a subdivision plat and the requirements as to general layout of streets and for reservations of land, preservation of trees, street improvements, drainage, utilities and similar matters. The administrative official shall also advise the applicant to discuss the proposed subdivision with those officials who must eventually approve aspects of the subdivision plat.

(2) Subdivision Plats

a. *Major subdivision*: The procedure for review and approval of a major subdivision plat ~~consist~~ consists of ~~two (2)~~ three (3) separate steps. The initial step is the preparation and submission of a sketch plan to the Planning Commission for review and approval including a tree survey identifying all trees with a caliper of 8 inches or greater, as well as the proposed hardscape (roads, driveways, walks), major infrastructure, and building footprints. The sketch plan step shall also be utilized for site-specific development plans of mixed-use or residential projects with four or more dwelling units. The ~~initial~~ second step is the preparation and submission to the planning commission of a preliminary plat of the proposed subdivision. The ~~second~~ third step is the preparation and submission to the planning commission of a final plat, together with certifications. The final plat becomes the instrument to be recorded at the Horry County Register of Deeds, when duly signed and certified approved for recording by the administrative official of the planning commission.

b. *Minor subdivision*: The procedure for review and approval of a minor subdivision consists of a one-step approval process involving the preparation and submission of a final plat, together with certifications, to the planning staff. If the submittal meets the definition of a "minor subdivision", as stated in section 20-14 of this article, planning staff shall provide the subdivision plans to the reviewing city departments prior to the technical review committee meeting. After all concerns have been addressed and all departments involved have approved, the minor subdivision shall be deemed approved. The final plat of a minor subdivision becomes the instrument to be recorded at the Horry County Register of Deeds, when duly signed and certified approved for recording by the administrative official of the planning staff.

Sec. 20-31. – Sketch plan review.

(a) Procedure.

1. Applications requiring planning commission approval, together with all requirements specified in this section, shall be submitted to, stamped received, dated and initialed by the administrative official. All required information shall be submitted to the administrative official at least fifteen (15) working days prior to a

regularly scheduled meeting of the planning commission. Resubmission of the sketch plan and other information made pursuant to staff review of a sketch plan shall be received at least ten (10) working days prior to a regularly scheduled planning commission meeting.

2. Upon receipt of a complete application for any sketch plan, the administrative official shall submit copies of the sketch plan to the various city departments tasked with review, including the zoning administrator and the city engineer for review and approval. The zoning administrator and the city engineer shall submit written reports to the planning commission indicating code compliance or required changes. The administrative official shall include requirements of the zoning administrator and the city engineer, together with other requirements and/or recommended changes, in a report to the planning commission within thirty (30) days of receipt of the completed application.
 3. Upon receipt of the report from the administrative official for major subdivision requests, the planning commission shall give approval, approval with certain modifications, or disapproval of the sketch plan, but in each case their action shall be taken within thirty (30) days after submission of the sketch plan; otherwise, such sketch plan shall be deemed approved and authorization to proceed based on the sketch plan presented; however, that the applicant for the planning commission's approval may waive this requirement and consent in writing to an extension of such period. The grounds for approval or disapproval, and any conditions attached, of any sketch plan shall be stated in the records of the planning commission. In addition, the applicant must be notified in writing of the actions taken by the planning commission. No sketch plan shall be acted upon by the planning commission without affording the subdivider a hearing. It is expressly understood that the planning commission shall not act to override the authorized requirements of other agencies or city departments. It may, however, seek to bring agreement in case of conflicts between the various reviewing agencies, or a reviewing agency and the subdivider.
 4. The planning commission approval of the sketch plan constitutes authority to the subdivider to move to the preliminary plat stage of the process.
- (b) Requirements. The subdivider or their representative shall submit information in the format, quantities and sizes as described in the latest departmental policy statement on sketch plan submissions, with said information to include all the following:
1. Name.
 - a. Name of proposed project.
 2. Ownership.
 - a. Name and address, including telephone number, of legal owner or agent of the property involved in the subdivision.
 - b. Name and address, including telephone number, of the professional person(s) responsible for this sketch plan's design.
 3. Location.

- a. A vicinity map at scale showing the relationship of the proposed subdivision to surrounding existing development and the existing street system.
4. Existing conditions.
 - a. Graphic scale, north point and date.
 - b. Boundaries of the total tract of land being subdivided, shown with bearings and distances indicated and with a degree of accuracy such that the error of closure shall comply with the standards set forth by the South Carolina Board of Engineering Examiners.
 - c. Property lines within and adjoining the subdivision.
 - d. Names of adjoining subdivisions.
 - e. Deed record names of adjoining property owners.
 - f. The location of existing streets, buildings, railroads, transmission lines, sewers, culverts, drainpipes, water mains, public utility easements and other recorded easements and rights-of-way, both on and immediately adjacent to the tract being subdivided.
 - g. The location of marshes, wetlands, streams, lakes, swamps, and land subject to flood, based on a one-hundred-year frequency flood.
 - h. The location of trees greater than eight (8) inches along with information regarding the quality of trees, when relevant.
 - i. All land elevations expressed in mean sea level datum.
 - j. The boundaries of all wetlands.
 - k. The critical line, base line and oceanfront setback line, as verified by the state offices.
 - l. The location of any established spoilage easements.
 - m. The location of city limit lines, if applicable.
 - n. Upon request, a topographic map at a vertical interval of not more than five (5) feet.
5. Proposed conditions.
 - a. The location and width of all public streets, including the width of the paved surface and the right-of-way.
 - b. The location and width of all private streets, including the width of paved surface and the right-of-way.
 - c. For in-common developments, the location and width of all driveways serving multiple units, including the width of paved surface.
 - d. The location and size of all building areas or envelopes.
 - e. The location and width of all utility and other types of easements.
 - f. The location of all lot and property lines and building setback lines.
 - g. The location of site setbacks, if applicable.
 - h. The location of property lines of all property to be dedicated to the public.
 - i. The location of property lines of all property to be owned in common.
 - j. The location of property lines of all property reserved as common open space with the square footage of each parcel identified.

- k. Identification of the use of all lots.
- l. Site data:
 - 1. Acreage in total tract;
 - 2. Area of smallest lot;
 - 3. Total number of lots;
 - 4. Area of common open space;
 - 5. Area of total land area proposed to be private lots;
 - 6. Area proposed to be owned in common;
 - 7. Area to be dedicated to the public;
 - 8. Area to be reserved, owned, sold or otherwise used by the subdivider;
 - 9. Existing zoning designation.

Sec. 20-3132. - Plat submission for major subdivision preliminary review.

(c) Procedure.

- 1. Applications requiring planning commission approval, together with all requirements specified in this section, shall be submitted to, stamped received, dated and initialed by the administrative official. All required information shall be submitted to the administrative official at least fifteen (15) working days prior to a regularly scheduled meeting of the planning commission. Resubmission of plat and other information made pursuant to staff review of a plat shall be received at least ten (10) working days prior to a regularly scheduled planning commission meeting.
- 2. Upon receipt of a complete application for any subdivision, the administrative official shall submit copies of the plans to the various city departments tasked with review, including the zoning administrator and the city engineer for review and approval. The zoning administrator and the city engineer shall submit written reports to the planning commission indicating code compliance or required changes. The administrative official shall include requirements of the zoning administrator and the city engineer, together with other requirements and/or recommended changes, in a report to the planning commission within thirty (30) days of receipt of the completed application.
- 3. Upon receipt of the report from the administrative official for major subdivision requests, the planning commission shall give approval, approval with certain modifications, or disapproval of the preliminary plat, but in each case their action shall be taken within thirty (30) days after submission of the preliminary plat; otherwise, such plat shall be deemed approved and authorization to proceed based on the plat presented; however, that the applicant for the planning commission's approval may waive this requirement and consent in writing to an extension of such period. The grounds for approval or disapproval, and any conditions attached, of any preliminary plat shall be stated in the records of the planning commission. In addition, the applicant must be notified in writing of the actions taken by the planning commission. No plat shall be acted upon by the planning commission without affording the subdivider a hearing, ~~notice of time and place of which shall~~

~~be sent by registered or certified mail to the applicant not less than five (5) days before the scheduled date.~~ It is expressly understood that the planning commission shall not act to override the authorized requirements of other agencies or city departments. It may, however, seek to bring agreement in case of conflicts between the various reviewing agencies, or a reviewing agency and the subdivider.

4. The planning commission approval of the preliminary plat constitutes authority to the subdivider to construct site improvements in accordance with the approved preliminary plat. Preliminary plat approval shall be valid only for two (2) years. In the event site improvements are not completed within two (2) years after preliminary plat approval, the plat must be resubmitted as a new application subject to the subdivision regulations as amended to that date.
- (d) *Requirements.* The subdivider or their representative shall submit information in the format, quantities and sizes as described in the latest departmental policy statement on plat submissions, with said information to include all of the following:
1. *Name.*
 - a. Name of subdivision if property is within an existing subdivision.
 - b. Proposed subdivision name if not within a previously platted subdivision. The proposed name shall not duplicate the name of any plat previously recorded.
 2. *Ownership.*
 - a. Name and address, including telephone number, of legal owner or agent of the property involved in the subdivision.
 - b. Name and address, including telephone number, of the professional person(s) responsible for this subdivision's design, or for the design of any public improvements, and for the surveys.
 3. *Location.*
 - a. A vicinity map at scale of not less than one (1) inch equals one (1) mile, showing the relationship of the proposed subdivision to surrounding existing development and the existing street system.
 4. *Existing conditions.*
 - a. Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north.
 - b. Exact boundaries of the total tract of land being subdivided, shown with bearings and distances indicated and with a degree of accuracy such that the error of closure shall comply with the standards set forth by the South Carolina Board of Engineering Examiners.
 - c. Property lines within and adjoining the subdivision.
 - d. Names of adjoining subdivisions.
 - e. Deed record names of adjoining property owners.
 - f. The location of existing streets, buildings, railroads, transmission lines, sewers, culverts, drainpipes, water mains, public utility easements and other recorded easements and rights-of-way, both on and adjacent to the tract being subdivided.

- g. The location of marshes, wetlands, streams, lakes, swamps, and land subject to flood, based on a one-hundred-year frequency flood.
 - h. All land elevations expressed in mean sea level datum.
 - i. The boundaries of all protected wetlands as verified by the U.S. Army Corps of Engineers.
 - j. The critical line, base line and oceanfront setback line, as verified by the South Carolina Department of Health and Environmental Control– Office of Ocean and Coastal Resources Management.
 - k. The location of any established spoilage easements.
 - l. The location of city limit lines, if applicable.
 - m. Upon request, a topographic map at a vertical interval of not more than five (5) feet.
5. *Proposed conditions.*
- a. The location, width, classification and name of all public streets, alleys and other public ways, including the width of the paved surface and the right-of-way.
 - b. The location, width and name of all private streets, including the width of paved surface and the right-of-way.
 - c. The location and width of all utility and other types of easements.
 - d. The location of all lot and property lines with bearings and distances, lot and block numbers consecutively numbered, and building setback lines.
 - e. The location of site setbacks, if applicable.
 - f. The location of property lines with bearings and distances of all property to be dedicated to the public and conditions of such dedication.
 - g. The location of property lines with bearings and distances of all property to be owned in common and conditions of such ownership and use.
 - h. The location of property lines with bearings and distances of all property reserved as common open space with type of open space, the conditions of use, and the square footage of each parcel identified.
 - i. The location of all property monuments.
 - j. Identification of the use of all lots.
 - k. Site data:
 - 1. Acreage in total tract;
 - 2. Square footage of smallest lot;
 - 3. Total number of lots;
 - 4. Linear feet of streets;
 - 5. Square footage of common open space, excluding land area to be occupied by structures;
 - 6. Square footage of common open space located within site setback area;
 - 7. Square footage or acreage of total land area proposed to be sold or transferred as private lots;
 - 8. Square footage or acreage of total land area proposed to be owned in common (open space, streets, etc.);

9. Square footage or acreage of total land area to be dedicated to the public;
 10. Excluding 7, 8, and 9 above, square footage or acreage of total land area to be reserved, owned, sold or otherwise used by the subdivider;
 11. Tax map reference and existing zoning designation.
 12. For resubdivision of previously platted property, a certified copy of the existing plat of record with the proposed resubdivision superimposed thereon.
6. *Construction plans.* See plan submission policy ([available from department representative](#)) for a complete list of elements that comprise a complete set of construction plans.

Plan Submission Policy

North Myrtle Beach

Case type	Submittal requirements (# of copies/sizes, scale, and contents)
Subdivisions	
Preliminary	Four (4) copies of a sketch plan and plat sheet(s) at a scale between 1:10 and 1:100 and four (4) copies of construction plans at a scale between 1:10 and 1:50 on 24"×36" paper. *See the reverse side for a complete list of elements that comprise a complete set of construction plans. **Also see the latest departmental policy statement for an overview of the preliminary platting process and the land development regulations for code requirements.
Final (major or minor)	Four (4) copies of plat sheets at the same scale as the preliminary plat, if applicable, on 24"×36" paper. *See the latest departmental policy statement for an overview of the final platting process and the land development regulations for code requirements.
Site specific development plans	
Non-Residential/Multifamily Residential	Seven (7) copies of complete plans at a scale between 1:10 and 1:50 on 24"×36" paper. *See the latest departmental policy statement for an overview of the site specific development plan process and the land development regulations for code requirements.
Planned development districts	
Newly proposed	Number of copies, sizes and scale are not specifically listed and are negotiable. *See the zoning ordinance, section 23-29, for a complete list of submission requirements.
PDD amendment (major or minor)	Ten (10) copies of application and amended plan sheets at a reasonable scale on appropriately sized paper based on the nature of amendment and staff consultation. *See the latest informational brochures for an overview of the major PDD amendment process.
As built plans and close out packages	
Subdivisions, private site developments, and PDDs	See public works final inspection and acceptance list for requirements.

Sec. 20-3233. - Plat submission for major subdivision final review.
[Section follows in unedited entirety]

~~Secs. 20-33,~~ Sec. 20-34. - Reserved.

According to § 20-25, *Amendments*, of the Land Development Regulations, the advertisement requirement for Land Development Regulation amendments is 30 days, and that advertisement notice has been met. The amendment is presented to the Planning Commission for a recommendation that will be forwarded to the City Council at their next meeting anticipated to occur on January 6, 2025.

Planning Commission Action

The Planning Commission may approve, approve with modifications and/or conditions; or disapprove the proposal, as submitted.

Alternative Motions

- 1) I move that the Planning Commission recommend approval of the Land Development Regulations text amendment [STX-24-2] as submitted.
OR
- 2) I move that the Planning Commission recommend denial of the Land Development Regulations text amendment [STX-24-2] as submitted.
OR
- 3) I move (an alternate motion).