TOWN OF SEABROOK ISLAND

DSO Advisory Committee Meeting
July 6, 2020 – 2:00 PM

Virtual Meeting (Zoom)
Watch Live Stream (YouTube)

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

1. **DSO Advisory Committee Meeting:**

   - June 16, 2020 *[Pages 2-3]*

ITEMS FOR DISCUSSION

1. **Review and Discussion of Draft DSO Articles:**

   - Article 14: Signs *[Pages 4-18]*
   - Article 15: Site Development Plan *[Pages 19-26]*

ADJOURN

About the DSO Advisory Committee

On March 26, 2019, the Seabrook Island Town Council approved a contract with PLB Planning Group for the purpose of completing a comprehensive update of the town's Development Standards Ordinance (DSO). The DSO Advisory Committee was appointed on April 23, 2019 and includes ten members: one member from Seabrook Island Town Council, two members from the Board of Zoning Appeals, two members from the Planning Commission, four residents of the town, and one staff representative from the Seabrook Island Property Owners Association. The committee will be tasked with providing input, guidance and feedback to town staff and the consultant during the development of a new DSO. The committee's recommendations will be submitted to Town Council in late 2020.

TOWN OF SEABROOK ISLAND

DSO Advisory Committee Meeting
June 16, 2020 – 2:00 PM

Town Hall, Council Chambers
2001 Seabrook Island Road

MINUTES

Present: Skip Crane (Chair), Wayne Billian, Katrina Burrell, Bob Driscoll, Ava Kleinman, Walter Sewell, Roger Steel, Ed Williams, Joe Cronin (Town Administrator)

Absent: Gary Quigley

Guests: John Gregg (Mayor), Paul LeBlanc (PLB Planning Group)

Chairman Crane called the meeting of the DSO Advisory Committee to order at 2:00 PM. Chairman Crane confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting agenda was properly posted.

APPROVAL OF MINUTES

1. **DSO Advisory Committee Meeting: February 27, 2020:** Mr. Williams made a motion to approve the minutes from the February 27, 2020 meeting. Mr. Steel seconded the motion. The motion was **APPROVED** by a vote of 8-0.

ITEMS FOR DISCUSSION

1. **Review and Discussion of Draft DSO Articles**: Paul LeBlanc of PLB Planning Group provided a summary of the proposed language for the following article:

    - Article 14: Signs

    Committee members reviewed, discussed and provided feedback on the proposed language for the above referenced article. A detailed discussion took place regarding illuminated, LED and "For Sale" type signage. The consensus of the committee was that these were major policy changes and recommended guidance from Town Council prior to making recommendations on these items.

    Mr. LeBlanc will incorporate the committee's recommendations into an updated draft for Article 14. The committee will continue discussion of Sections 14-4 through 14-8 at its next meeting.

ADJOURN

There being no further business, the meeting was adjourned at 4:39 PM.

Minutes Approved:

Joseph M. Cronin
Town Administrator

Article 14

Signs

DRAFT 1

Seabrook Island Development Standards Ordinance

Section 14.1 Purpose, Findings, and Intent

A. **Purpose**.

The purpose of this article is to coordinate the type, placement, and physical dimensions of signs within the various zoning districts; to recognize the communication requirements of all sectors of the community; to promote both renovation and proper maintenance of signs; and to guarantee equal treatment under the law through accurate record keeping and consistent enforcement. The general objectives of these standards are to promote the health, safety, welfare, convenience and enjoyment of the public, and in part, to achieve the following:

1. Safety. To promote the safety of persons and property by providing that signs:
   a. Do not create hazards due to collapse, fire, decay, collision, or abandonment;
   b. Do not obstruct fire-fighting or security surveillance; and
   c. Do not create traffic hazards by confusing or distracting motorists, or by impairing the driver's ability to see pedestrians, obstacles, or other vehicles, or to read traffic signs.
2. Communications Efficiency. To promote the efficient transfer of information in sign messages by providing that:
   a. Those signs which provide messages and information most needed and sought by the public are given priority;
   b. Businesses and services may identify themselves;
   c. Customers and other persons may effectively locate a business or service;
   d. No person or group is arbitrarily denied the use of the sight lines from the public streets for communication purposes; and
   e. Persons exposed to signs are not overwhelmed by the number or size of messages presented and are able to exercise freedom of choice to observe or ignore messages, according to the observer's purpose.
3. Landscape Quality and Preservation. To protect the public welfare and to enhance the appearance and economic value of the landscape by providing that signs:
   a. Do not interfere with scenic views;
   b. Do not create a nuisance to persons using the public streets;
   c. Do not constitute a nuisance to occupancy of adjacent and contiguous property by their brightness, size, height or movement;
   d. Are not detrimental to land or property values; and
   e. Contribute to the special residential character of particular areas or districts within the town, helping the observer to understand the town and orient himself/herself within it.

B. **Message Substitution**. Notwithstanding any other provision of this article, noncommercial copy may be substituted for commercial copy or other noncommercial copy on any sign that is permissible under this article.

C. **Findings**. The town finds that:

1. Content-neutrality, viewpoint neutrality, and fundamental fairness in regulation and review are essential to ensuring an appropriate balance between the important, substantial, and compelling interests set out in this article and the constitutionally protected right to free expression.

DRAFT

2. The regulations set out in this article are unrelated to the suppression of constitutionally protected free expression, do not relate to the content of protected messages that may be displayed on signs, and do not relate to the viewpoint of individual speakers.
3. The incidental restriction on the freedom of speech that may result from the regulation of signs pursuant to this article is no greater than is essential to the furtherance of the important, substantial, and compelling public purposes that are set out in this article.
4. Regulation of the location, number, materials, height, size, form, and duration of display of temporary signs is essential to preventing sign clutter.
5. Temporary signs may be degraded, damaged, moved, or destroyed by wind, rain, flooding, and sun, and after such degradation, damage, movement, or destruction, such signs harm the safety and aesthetics of the public on the town's streets or sidewalks if they are not removed.
6. Certain classifications of speech are not constitutionally protected due to the harm that they cause to individuals or the community.

Section 14.2 General Provisions

A. **Applicability**. The regulations and requirements of this article apply to all signs that are or are intended to be viewed from a public right-of-way, private street easement, or adjacent property, except as otherwise exempt under this article.

1. Signs requiring permits. A sign permit shall be required to erect, place, modify the structure, allow the continued placement, or convert any portion of a sign, including a conversion from temporary to permanent or from non-electronic message sign to an electronic message sign, unless otherwise provided in this article. Should these be allowed?
2. Signs exempted from permits. The types of signs listed in *Table 14.-2* are exempted from permit requirements but must conform with all other requirements of this article.

Table 14-2, Signs Exempt from Permitting

Type of Sign	Requirements
Address Sign	Property address numbers are required by the town. Numbers shall be displayed on at least one (1) of the following: a building, sign, or mailbox on the property; and shall consist of minimum size lettering as follows: 3 inches in height on a mailbox, 4 inches in height on a single-family dwelling, 6 inches in height on a freestanding sign, and 8 inches in height on a multi-family or nonresidential building. Addresses on buildings shall be placed on the façade facing the street to which the address pertains.
Flag	Flags or insignia of any nation, state, local government, community organization, or educational institution or those representing a public issue or political statement are allowed. Flags mounted on a flagpole must have a minimum vertical clearance of nine (9) feet above the adjoining surface area. No flag on the property of a residential use shall exceed 15 square feet in area or be higher than 40 feet above the ground when mounted on a flagpole. Flags on non-residential property may be 50 sq. ft. in area.
Historic markers	Plaques or signs designating a building as a historic structure and installed by a federal, state or local historical agency or group
Incidental Signs	Sign, logo, or decal, no greater than one and one-half (1½) sq. ft.
Memorial signs	Memorial signs or commemorative tablets, when carved into stone, concrete or similar material or made of bronze, aluminum or other non-combustible material and made an integral part of the structure. One (1) sign, no larger than five (5)

DRAFT 1

Table 14-2, Signs Exempt from Permitting	
Type of Sign	**Requirements**
	square feet, shall be permitted per building, except that if the sign is set into the corner of a building, signs are permitted on both faces.
Nameplate	Name and address attached to a wall, mailbox, or post, no greater than one (1) sq. ft.
Official Governmental signs	Signs placed by or at the direction of a governmental body, governmental agency, public authority, or SIPOA, such as but not limited to traffic signs, signals or regulatory devices or warnings; official emblems, public notices or official instruments; signs providing directions to specific facilities or locations; signs of historical interest; signs designating special events or areas of architectural of historic significance or gateways; signs announcing or providing directions to a government sponsored event; or other similar governmental signs or devices. Such signs are authorized within all rights-of-way, easements, or other properties controlled by suck governmental body, agency or authority; and at such other locations as a governmental body, governmental agency or public authority may direct.
Seasonal and holiday	Seasonal and holiday decorations that convey no commercial messages are not considered signs but shall not be displayed longer than ten (10) days after the seasonal of holiday event and are therefore not regulated by this article.
Temporary signs	No permit shall be required; provided, the applicable requirements of *Table 14-4* shall be met.
Window signs	Window signs placed on the outside or inside a windowpane or glass door of a nonresidential use are exempt from the permitting requirements but shall meet the requirements of *Table 14-2.*
Yard signs	Signs not exceeding three (3) square feet in area and three (3) feet in height, set back at least 10 feet from any property line.

3. Prohibited signs. The following sign types are prohibited within the Town of Seabrook Island:

   a. Signs located in a way that obscures, or otherwise interferes with the effectiveness of any official traffic sign, signal, or device.
   b. Signs located in a way that obscures, or otherwise interferes with a motor vehicle operator's view of approaching, merging, or intersecting traffic.
   c. Signs which obstruct any fire escape, means of ingress, egress, or ventilation.
   d. Signs otherwise prohibited by this article, installed within a building in such a manner as to be visible to passersby outside the building.
   e. Signs utilizing LCD, LED or similar technology, such as an electronic changeable copy sign as any part of the sign face: provided, a digital gas pricing sign may be permitted in conjunction with a gas station freestanding sign.
   f. Signs utilizing tri-vision technology as any part of the sign face are prohibited.
   g. Signs imitating public warning or traffic devices. Any sign that displays intermittent lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance or rescue vehicles, and any sign that uses the words "stop," "danger" or other message or content in a manner that might mislead or confuse a driver, is not allowed. No red, green or yellow illuminated sign shall be permitted within 300 feet of any traffic light.
   h. Signs that emit or utilize in any manner any sound capable of being detected on any traveled road or highway by a person with normal hearing, or signs that emit smoke, vapor or odors.

DRAFT

i. Signs that advertise an activity illegal under local, state or federal law.
j. Specific sign types, including:

i. Animated signs.
ii. Banners, except as otherwise provided as exempt or temporary signage by this article.
iii. Feather or quill signs.
iv. Inflatable signs.
v. Off-premise signs. Should these be allowed?
vi. Pole signs.
vii. Portable signs, except A-frame signs specifically allowed by this article as temporary signage for a special business promotion.
viii. Roof signs, including signs painted on or adhered to roofs. This prohibition does not apply to the fascia portion of a mansard roof or to the face of a parapet wall, provided the sign does not extend above the top of the mansard roof or parapet wall.
ix. Signs held or displayed by a person as advertising.
x. Signs mounted on flatbed or pick-up trucks for the primary purpose of mobile advertising.
xi. Snipe signs.
xii. Trucks, cars, trailers, aircraft, boats or similar vehicles used as signs is prohibited when the vehicle is parked on public or private property within 50 feet of any property line abutting a public street, except for those:

(a) Lawfully parked overnight or during non-business hours in a place not visible from a public or private street or within a designated truck parking or loading area;
(b) Making deliveries, sales calls, or other customary practices relating to doing business;
(c) Making trips to transport persons or property;
(d) Used in conjunction with active construction operations on a site; or
(e) Passenger vehicles, pick-up trucks, and vans containing signs that do not exceed 16 square feet in area painted on or permanently affixed to the doors or integral body panels and such vehicles are of a size that can fully fit within a standard parking space.

4. Not considered signs. The following are not considered signs and are not regulated by any provision of this article.

a. Seasonal and holiday decorations that convey no commercial messages.
b. Window displays of goods available within a business.
c. A building design or color that is associated with a particular establishment or organization, but which conveys no message.

B. **Definitions.** Terms used in this article shall have the definitions stated in *Appendix A*.
C. **Basic Standards**.

1. All permanent signs must be of a professional character, be erected by a qualified sign professional, and comply with the provisions of this article. Homemade lettered signs shall not be permitted, whether or not a permit is required, except for wire frame yard signs.
2. Signs may be externally illuminated, except as otherwise specified. Is internal illumination allowed now? Should it be?
3. Signs shall not be inconsistent with the appearance of the general neighborhood in which located.

DRAFT

D. **Content.** No sign shall be approved or disapproved based on the content or message it displays, except that the following content, without reference to the viewpoint of the speaker, shall not be displayed on signs:

1. No sign shall contain statements, words or pictures which describe or display "specified anatomical areas" or "specified sexual activities," as defined in *Appendix A*, or contain words vulgarity.
2. Text or graphics harmful to minors as defined by state or federal law;
3. Text or graphics that are obscene, fighting words, defamatory, inciteful to imminent lawless action, or true threats, as such words and phrases are defined by controlling law;
4. Text or graphics that present a clear and present danger due to their potential confusion with traffic control signs;
5. Signs that provide false information related to public safety (e.g., signs that use the words ”stop” or “caution” or comparable words, phrases, symbols, or characters) that are presented in a manner as to confuse or imply a safety hazard that doesn’t exist; or
6. Text or graphics that provide false or misleading information in violation of the town’s code of ordinances.

E. **Sign Placement**.

1. No person shall construct, erect, operate, use, or maintain any sign without the written permission of the owner or other person in lawful possession or control of the property on which such structure or sign is located. Should off-premise signs be permitted (garage sales, political campaigns, directional, etc.)?
2. No person shall erect a sign on public property other than the governmental entity responsible for such property or public utility companies or contractors occupying or working on public property pursuant to government contract or franchise.

F. **Computation of Sign Area.**

1. For signs that have no identifiable frame or border, the area shall be the smallest rectangle that includes the extreme limits of the writing, representation, emblem, color, and/or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. The area measurement shall not include any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets other regulations of the town and is clearly incidental to the display itself.
2. The area of a sign structure shall be computed by means of the smallest rectangle that will encompass the extreme limits of the sign, by multiplying: the width of the sign body (exclusive of the sign's base or decorative cap, if any) measured at the widest portion of the sign body; times the total height of the sign as defined in this article under "sign height."

Insert Graphic

3. The area of a freestanding or projecting sign that has two (2) or more faces shall be measured by including the area of all sign faces, except if two (2) such faces are placed back-to-back and are of equal size, and are no more than three (3) feet apart at any point, the area of the two back-

DRAFT 1

to-back faces shall be counted as one face. If the back-to-back faces are of unequal size, the larger of the sign faces shall be counted as the one (1) face.

4. For a kiosk or other cylindrical sign structure, the area of the sign face shall be the largest measurement achieved from any view of the sign structure. Measurements shall be made as a flat plane rectangle projected on or bisecting the sign structure.

Insert Graphic

G. **Height and Clearance.**

1. Sign clearance. The shortest vertical distance between the average grade of the ground immediately beneath the sign and the lowest point of the sign, including framework and embellishments, extending over that grade.
2. Sign height. As applied to a sign, height shall be measured as the vertical distance between the highest part of the sign or its supporting structure, whichever is higher, and the average grade of the ground immediately beneath the sign; provided, that artificially constructed berms or other alterations of grade, shall not be used in determining height.

H. **Illumination and Movement**. Are LED signs permitted?

1. Signs shall not contain any intermittent, moving, blinking, flashing, oscillating, scrolling, or fluttering lights or animated parts; nor shall any device be utilized which has a changing light intensity, brightness of color or give such illusion, except as otherwise specifically permitted by this article.
2. The light source for any externally illuminated sign shall not be directly visible from adjacent streets or property. Exposed neon-type tubing as part of any sign and/or on a building shall not be permitted.
3. For all signs, the level of illumination emitted or reflected from a sign shall not be of intensity sufficient to constitute a demonstrable hazard to vehicular traffic or pedestrians on any right-of-way or parking lot from which the sign may be viewed. All illumination must be of reasonable intensity and shall not spill onto adjacent properties or rights-of-way. Signs adjacent to residential buildings and streets shall not be of such brightness to cause reasonable objection from adjacent residential districts or uses nor to spill light and glare onto adjacent residential properties and structures.
4. Illuminated ground signs abutting a residential district or use shall be at least 25 feet from the abutting property line.
5. If illuminated, the illumination shall not interfere with the effectiveness of, or obscure, an official traffic sign, device, or signal.
6. If illuminated, the illumination shall be effectively shielded to prevent beams or rays of light from being directed at any portion of an abutting street or neighboring property.
   Will internally illuminated signs be permitted?

I. **Safety**.

1. Signs shall not closely resemble or approximate the shape, form and color of official traffic signs, signals and devices.
2. No sign shall be so placed as to obstruct or interfere with a required doorway, other required means of ingress or egress, or traffic visibility.

DRAFT

3. No sign shall be attached to the base of a ground sign, other than the display surface originally constructed as part of the sign. No sign shall be attached to or painted or otherwise displayed on a light standard, gasoline pump, fence, wall, post, or other structure, or to any supporting device, except as specifically authorized in this article.
4. Signs shall be constructed to withstand a wind pressure of at least 30 pounds per square foot of surface, and shall be otherwise fastened, suspended, or supported so not to be a menace to persons or property.
5. Signs erected, replaced, reconstructed, repaired, altered, relocated or maintained within the town shall conform to the requirements of the Charleston County building and electrical codes. Where the provisions of the building or electrical code and this article conflict or overlap, the more stringent requirement shall control.

Section14.3 Permitted Permanent Signs by District

A. **Permitted Signs**. The following signs are permitted in combination, unless noted otherwise, in each district, subject to the requirements described in *Table 14-3*, issuance of a sign permit, and all other applicable regulations.

B. **Number**. For non-residential uses in any LC, CF, or MU district, a maximum of three (3) signs, specified in Table 14-3, shall be permitted on any lot, unless otherwise specified in *Table 14-3* for multi-tenant buildings, provided, for a lot occupied by a multi-tenant building, there shall be a maximum of two (2) signs plus each tenant may have one (1) wall, awning, canopy, or projecting sign.

Table 14-3 Signs By District	
Residential Districts	
Monument Signs for Non-Residential Uses	
Number	One (1) per street frontage
Size	16 sq. ft. maximum
Location	10 ft, from street right-of-way or easement line
Height	Six (6) ft. maximum
Other	External illumination, no changeable copy
Wall Sign for Non-Residential Use	
Number	One (1) per building
Size	One (1) square foot for each one (1) linear foot of building wall to which the sign is attached, but not exceeding a maximum size of 50 square feet
Location	Placed flat against the building wall
Other	External illumination, no changeable copy
Wayfinding Signs for Non-Residential Use	
Number	Two (2) signs maximum per driveway, one (1) on either side of the drive for ingress/egress
Size	Four (4) sq. ft. maximum
Location	The area between a street right-of-way or easement line and the minimum building setback (required front yard). May only be located within 3 feet of driveways that provide access into or from the property
Height	Three (3) ft. maximum
Other	External illumination
Gateway Signs for Residential Developments	
Number	Two (2) signs per entrance, one (1) on either side of entry street if attached to entry walls or

DRAFT

Table 14-3 Signs By District	
	fences
Size	16 sq. ft. maximum sign face, not to exceed 40 percent of the sign structure or wall/fence to which it is attached
Location	At entrances to subdivision, minimum 10 ft. from street right-of-way or easement line
Height	Six (6) ft. maximum
Other	External illumination
Conservation and Recreation Districts	
Monument Sign	
Number	One (1) per street frontage
Size	16 sq. ft. maximum
Location	10 ft, from right-of-way
Height	Six (6) ft. maximum
Other	External illumination, no changeable copy
Wayfinding Signs	
Number	Two (2) signs maximum per driveway, one (1) on either side of the drive for ingress/egress
Size	Four (4) sq. ft. maximum
Location	The area between a street right-of-way or easement line and the minimum building setback (required front yard). May only be located within 3 feet of driveways that provide access into or from the property
Height	Three (3) ft. maximum
Other	External illumination
LC, CF, and MU Districts	
Monument Sign Changeable message signs (manual or electronic)?	
Number	One (1) per driveway entry
Size	32 sq. ft. maximum
Location	10 ft, from street right-of-way or easement
Height	Six (6) ft. maximum
Other	External illumination, no changeable copy
Wall Sign	
Number	One (1) per business establishment/occupant
Size	One (1) square foot for each one (1) linear foot of building wall to which the sign is attached, but not exceeding a maximum size of 50 square feet for single occupant buildings and a maximum of 24 square feet per occupant for multi-tenant buildings.
Location	Placed flat against the building wall
Other	External illumination, no changeable copy
Gateway Signs for Single Development Consisting of Multiple Buildings	
Number	Two (2) development identification signs per entrance, one (1) on either side of entry street if attached to walls or fences
Size	16 sq. ft. maximum sign face, not to exceed 40 percent of the sign structure or wall/fence to which it is attached
Location	At entrances to subdivision
Height	Six (6) ft. maximum
Other	External illumination; no monument signs for individual businesses or uses shall be permitted.
Awning, Canopy, or Projecting Sign	

DRAFT 1

Table 14-3 Signs By District	
Number	One (1) per business
Size	Six (6) sq. ft. maximum
Location	Four (4) ft. maximum projection for projecting signs
Height	Eight (8) ft. minimum between sidewalk or grade and the bottom of the sign
Other	No illumination
Wayfinding Signs	
Number	Two (2) signs maximum per driveway, one (1) on either side of the drive for ingress/egress
Size	Four (4) sq. ft. maximum
Location	The area between a street right-of-way or easement line and the minimum building setback (required front yard). May only be located within 3 feet of driveways that provide access into or from the property
Height	Three (3) ft. maximum
Other	External illumination
Window Sign	
Number	One (1) per street frontage
Size	25 percent of the window surface to which it is attached
Location	On the inside surface of the window
Other	No illumination
SIOD	
Monument Sign	
Number	One (1) per driveway entry
Size	16 sq. ft. maximum
Location	10 ft, from right-of-way
Height	Six (6) ft. maximum
Other	External illumination, no changeable copy
Gateway Signs for Single Development Consisting of Multiple Buildings	
Number	Two (2) development identification signs per entrance, one (1) on either side of entry street if attached to walls or fences
Size	16 sq. ft. maximum sign face, not to exceed 40 percent of the sign structure or wall/fence to which it is attached
Location	At entrances to subdivision
Height	Six (6) ft. maximum
Other	External illumination; no monument signs for individual businesses or uses shall be permitted.

Section 14.4 Permitted Temporary Event Signs

A. **Temporary Event Signs; Allowed**.

1. Temporary event signs must comply with all requirements of this article, except as modified by the provisions of this section, including the prohibitions of *Section 14.2* and general requirements applying to all signs.
2. Temporary signs, in addition to those allowed under *Section 14.3,* are allowed on a property for the duration of a temporary event for the periods specified in *Table 14-4*. Such additional signs shall not be restricted as to the message displayed on the sign but must comply with the provisions of this section.

DRAFT 1

B. **Temporary Events**. A temporary event is an activity having a specific duration or the end of which is related to a specific action, usually lasting for only a few days or months at a time. Temporary events include, but are not limited to such activities as:

1. The offering of a property or premises for sale or rent.
2. An election, political campaign, referendum, or ballot proposition put to the voters as part of town, county, state or federal governance.
3. Special business promotions, such as but not limited to close-out sales, seasonal sales events, or grand openings.
4. A yard sale.
5. The construction of a building or development project, or the rehabilitation, remodeling or renovation of a building.
6. A public announcement of a special event or seasonal activity not intended for commercial use.

C. **Temporary Signs Permitted**.

Table 14-4, Temporary Sign Regulations	
Sale or Lease of a Building or Premises	
Sign type and number	One (1) wire frame or rigid frame yard sign per frontage
Location	Outside the street right-of-way or easement
Size	Five (5) sq. ft. maximum
Duration	From date of listing thru three (3) days after sale closing or lease execution
Building Construction or Remodeling	
Sign type and number	One (1) wire frame or rigid frame yard sign per lot
Location	Outside the street right-of-way or easement
Size	Five (5) sq. ft. maximum for wire frame or 10 sq. ft. for rigid frame
Duration	Date of issuing building permit thru seven (7) days after receiving C of O
Subdivision or Condominium Project Under Development	
Sign type and number	One (1) rigid frame yard sign per entrance into the subdivision or development
Location	Setback at least five (5) ft. from the street right-of-way or easement
Size	Maximum 16 sq. ft.
Duration	Date of preliminary plat or site plan approval thru sale of 75% of lots/buildings, or 12 months of no building permits being issued; whichever occurs first
Public Issue	
Sign type and number	One (1) wire frame yard sign, except during the period noted below during which there shall be no limit on number
Location	Outside the street right-of-way or easement
Size	Five (5) sq. ft. maximum
Duration	Multiple signs may be displayed during the period beginning 60 days before a public election thru five (5) days after election
Special Business Promotion	
Sign type and number	Any combination of two (2) of the following: one (1) rigid frame or wire frame sign, one (1) banner, or (1) window sign
Location	Five (5) feet from any street right-of-way or easement line
Size	Maximum five (5) sq. ft. for wire frame, 16 sq. ft. for rigid frame, 16 sq. ft. for banner, and up to 50 percent of the window to which a window sign is attached.
Duration	Three (3) days prior to the start of the sale event through the last day of the event, not exceeding seven (7) days. No more than seven (7) total days may

DRAFT

	be allowed on the same property during any month, regardless of the number of businesses on the property.
Yard Sale	
Sign type and number	One (1) wire frame yard sign
Location	Outside the street right-of-way or easement
Size	Five (5) sq. ft. maximum
Duration	Two (2) days prior to announced date of sale until end of the sale, not exceeding five (5) days. No more than one (1) such event may be allowed on the same property during any month.
Nonprofit Public Announcement	
Sign type and number	Any combination of two (2) of the following: banners, wire frame yard signs, and/or rigid frame yard signs
Location	Five (5) feet from any street right-of-way or easement line
Size	Maximum five (5) sq. ft. for wire frame, 16 sq. ft. for rigid frame, 16 sq. ft. for banner
Duration	Seven (7) days prior to the start of the event through the last day of the event, not exceeding 10 days.
Other Temporary Events	
Sign type and number	As determined by zoning administrator
Location	
Size	
Duration	

D. **Construction and Lighting Standards of Temporary Signs**.

1. Nonpermanent but water-resistant construction materials may be used, such as but not limited to poster board, foam core board, or illustration board.
2. The words, letters, figures, symbols, logos, fixtures, colors or other design elements that convey the sign's message shall be permanently applied to the sign's face.
3. Temporary signs shall not be illuminated.

E. **Temporary Banners**. One (1) banner is allowed as temporary signage during a special business promotion event or nonprofit public announcement in accordance with the duration, number, size, location and lighting limitations of this section, and in accordance with the following additional provisions:

1. Such a banner shall be placed on the site or on a building in such a manner as not to create a safety hazard as determined by the zoning administrator. The banner shall meet the same setback requirements as all other temporary signs. The banner shall not be attached to or hung from an existing freestanding sign or used as any other form of sign.
2. A banner that is larger than 16 square feet in size is not allowed.

Section 14.5 Sign Permits

A. **Permit Required**. It is unlawful for any person to erect, repair, alter, relocate or display within the Town of Seabrook Island, any sign or other advertising device, as defined in this article, without first obtaining a sign permit from the zoning administrator and paying all required fees. Permits shall not be required for ordinary repair and maintenance of a sign. Such ordinary repair and maintenance includes changing light bulbs, painting, and other minor work which does not involve structural or color changes.

DRAFT

B. **Applications**. Applications for sign permits shall be filed with the zoning administrator. No work shall commence until the sign is approved. Applications shall include the following:

1. A working drawing showing elevations, dimensions of the sign(s), colors to be used, construction materials, and details for anchoring the sign to a structure or the ground. Similar information, as appropriate, is to be submitted with awning permit applications.
2. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.
3. An illustration of the proposed sign and a color photograph(s) of the area and, if applicable, the building facade upon which the proposed sign is to be erected shall be submitted with each sign application, showing in detail the physical conditions within the sign area, as well as the facades of any adjoining buildings.

C. **Fees**. Every applicant, before being granted a permit, shall pay a fee as required by the Town's adopted fee schedule.

D. **Review**. All signs must be approved by the zoning administrator before a permit may be issued. The following procedures shall apply to all applications:

1. The zoning administrator shall determine the appropriateness of a proposed sign based on the following criteria:

   a. Whether the sign conforms to the requirements of this article;
   b. Whether the sign in any manner affects public health, safety, or welfare; and
   c. Whether the sign construction meets applicable code requirements.

2. Upon determining compliance with the above criteria, the zoning administrator shall issue the necessary permit.
3. The zoning administrator is granted the discretion to make as a condition of the issuance of a sign permit, the requirement that each sign erected, constructed, or maintained shall be plainly and permanently marked with the name of the person erecting, constructing or maintaining such sign.
4. Any person aggrieved by the decision of the Zoning Administrator may file an appeal to the Board of Zoning Appeals, as provided in *Article XXX*.

Section 14.6 Nonconforming Signs

A. Signs that, on the effective date of this article or any amendments thereto, were approved and legally erected under previous sign restrictions, and that became or have become nonconforming with respect to the requirements of this article due to its adoption or amendment, may continue in existence subject to the remaining provisions of this section.

1. No increase in size of the nonconforming sign shall be permitted.
2. Any existing sign that has become nonconforming with respect to setback from a street due to road widening may be moved to meet the setback requirement of this article; provided, the sign shall not be increased in size, shape or changed in any manner, except to become conforming.
3. In all zoning districts, the following signs shall be prohibited and shall be removed by the owner:

   a. Signs illegally erected or maintained with respect to prior ordinances.
   b. Signs located in the public right-of-way (except as permitted by this article).

DRAFT 1

B. Existing, legally nonconforming signs, hereafter reconstructed, repaired, altered or replaced due to damage incurred by an act of God or other accident, shall be allowed to be restored to their original condition.
C. Unless the structural base, pole or support of a sign is completely replaced; repairs, alterations and replacements made to legally nonconforming signs including, but not limited to, LED/LCD reader boards, do not constitute a new sign and thus will be allowed to be restored to their original condition. Some communities establish a threshold (e.g., repairs exceeding 50% of the replacement cost) beyond which the sign must conform. Consider such a provision.
D. Minor repairs and maintenance of nonconforming signs such as electrical repairs or lettering repair shall be allowed. However, no structural repairs or changes in the size or shape of the sign shall be permitted, except to make the sign comply with the requirements of this article.
E. Upon failure to comply with any requirement of this section, the zoning administrator or his authorized agent may cause the removal of such sign at the owner's expense.

Section14.7 Inspection and Maintenance

A. The zoning administrator shall periodically inspect each sign to ascertain its general soundness and compliance with the requirements of this article. Responsibility for the safety of signs and security of their attachment or erection, however, remains at all times with the sign owner.
B. Every sign, regardless of whether a permit or fees are required, shall be maintained in a safe, presentable and sound structural condition at all times, including repair or replacement of defective parts, painting, repainting, cleaning and other acts required for the maintenance of the sign.

Section 14.8 Enforcement

A. The provisions of this article shall be enforced by the zoning administrator, with the aid of the police department and other town agencies.
B. The zoning administrator shall cause the removal of any sign that, in his sole discretion, endangers the public safety, such as an abandoned; dangerous; or materially, electrically or structurally defective sign. Any other sign for which no permit has been issued or which is otherwise in violation of this article shall also be subject to removal in accordance with this section.
   1. The zoning administrator shall prepare a written notice to be sent by certified and first class mail which shall describe the sign and specify the violation involved and which shall state that if the sign is not removed or the violation is not corrected within a specified time period, the sign shall be removed in accordance with the provisions of this section.
   2. The notice shall be mailed to the owner of the property on which the sign is located, the owner of the sign, and the occupant of the property. If any such person is unknown or cannot be found, notice shall be mailed to that person's last known address, if any, and posted on the sign or on the premises.
C. Any person having an interest in the sign or the property may appeal the determination of the zoning administrator ordering removal or compliance by filing a written notice of appeal to the Board of Zoning Appeals within 10 business days after receipt of notice. Procedures for the appeal shall be the same as provided in *Article XXX*.
D. Notwithstanding the above, in cases of emergency, the zoning administrator may cause the immediate removal of a dangerous or defective sign without notice.
E. Any sign removed by the zoning administrator pursuant to the provisions of this section shall become the property of the town and may be disposed of in any manner deemed appropriate. The cost of removal of the sign by the town shall constitute a lien against the property and shall be

DRAFT

recoverable in the same manner as town property taxes. The cost of removal shall include any and all incidental expenses incurred in connection with the sign's removal.

F. When it is determined by the zoning administrator that the sign would cause imminent danger to the public safety and contact cannot be made with a sign owner or building owner, no written notice shall be required. In this emergency situation, the zoning administrator shall document the imminent danger and attempts to contact the sign owner, and may correct the danger, all costs being charged to the sign owner and property owner.

G. If it is necessary for the zoning administrator to remove a sign pursuant to this section and material derived from the removal can be sold or salvaged, the zoning administrator may cause that material to be sold at private or public sale at the best price obtainable. The proceeds, if any, shall be used to offset the costs of removal. Where the proceeds derived from such a sale are less than the cost of removal, the deficiency shall constitute a lien against the property on which the sign is located, such lien to be collectible in the same manner as town property taxes.

DRAFT 1

Site Development Plan

Article 15

DRAFT 1

Seabrook Island Development Standards Ordinance

Section 15.1 Purpose

The purpose of this article is to establish a uniform set of requirements for the planning and design of developments within the town in order to achieve the following objectives: to determine compliance with the provisions of this ordinance; to promote the orderly development of the town; to prevent depreciation of land values; to ensure a consistent level of quality throughout the community; to ensure a harmonious relationship between new development and the existing natural and manmade surroundings; to achieve the purposes of the Town of Seabrook Island Comprehensive Plan; to promote consultation and cooperation between applicants and the town in order that applicants may accomplish their objectives in the utilization of land, consistent with the public purposes of this ordinance and the comprehensive plan.

Section 15.2 Applicability

Varying levels of site plan review are established, depending on the scale of the proposed project and potential impacts it may have on the community and immediate surroundings. This section defines the parameters under which varied levels of plans are required and the responsible review authority, as follows:

A. **Administrative Review**. The zoning administrator shall review site plans in connection with the creation of a use or the erection of a building or structure as indicated in Table 15-2. These projects are typically minor in scale and don't necessitate a detailed set of plans.
B. **Preliminary Plan Review**. The Planning Commission shall act upon all preliminary site plans for projects of larger scale or potentially greater impact, addressing conformance with the ordinance requirements, compatibility with the surroundings, integration with the community character, and protection of the environmentally sensitive
C. **Final Plan Review**. The zoning administrator and other applicable staff, consultants, and agencies shall act upon all final site plans, following the Planning Commission's preliminary plan review. The final plan will contain the technical details that require engineering or other professional expertise.
D. **Applicable Projects**. *Table 15-2* specifies the project categories applicable to each level of site plan.

Table 15-2, Site Plan Review Level

Applicable Projects	Administrative	Preliminary	Final
New construction of a principal building in any zoning district		X	X
All conditional uses		X	X
Construction of a new accessory building, not exceeding 600 sq. ft.	X		
Construction of a new accessory building, greater than 600 sq. ft.		X	X
Additions of less than 10 percent of the current gross floor area of an existing building or 5,000 sq. ft., whichever is less, in any zoning district.	X		
Additions of 10 percent or more of the current gross floor area of an existing building or greater than 5,000 sq. ft., in any zoning district.		X	X
Construction or expansion of a parking lot, not involving new buildings or additions	X		

DRAFT

Table 15-2, Site Plan Review Level			
Applicable Projects	**Administrative**	**Preliminary**	**Final**
When, in the opinion of the zoning administrator, a project which otherwise qualifies for administrative review may have a significant impact on surrounding properties, he may, in his sole discretion, submit the site plan to the Planning Commission for review. In such cases, the procedures for preliminary and final plan review shall be followed.	X		
Any mixed-use district		X	X
As otherwise required by this ordinance			X

Section 15.3 Exemptions

Site plan review shall not be required for any home occupation or accessory building, nor for a single or two-family dwelling when permitted by right on a lot on which there exists no other building or use.

Section 15.4 Application and Review

The process of reviewing a site plan shall be as follows:

A. **Administrative Plan Reviews**. Administrative reviews shall be performed by the zoning administrator, as follows:

1. Copies of a complete site plan and an electronic version, in a quantity and format specified by the town, shall be submitted to the zoning administrator along with an application for that purpose and a fee, as established by the Town Council.
2. The zoning administrator shall review the site plan for completeness, and shall obtain comments, as he/she considers necessary, from town staff, as well as representatives from SIPOA, any outside agency, department, entity or consultant as he or she deems appropriate.
3. The zoning administrator shall consider the site plan, any comments received, and the applicable standards of this ordinance and shall either approve the plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny approval of the site plan, if applicable requirements and standards have not been met. At the zoning administrator's sole discretion, the application may be submitted to the Planning Commission for comment or a decision.
4. The reasons for the zoning administrator's action, along with any conditions that may be attached, shall be stated in writing and provided to the applicant.
5. If approved, two (2) copies of the site plan shall be signed and dated by the zoning administrator and the applicant. One (1) copy shall be kept on file with the town and one (1) copy shall be returned to the applicant or his designated representative. If the plan is approved with conditions, a revised plan, including an electronic version, shall be submitted reflecting those conditions and signed by the applicant and zoning administrator prior to issuance of any permits.

B. **Preliminary Plan Reviews**. Preliminary site plan reviews shall be performed by the Planning Commission, as follows:

DRAFT

1. Copies of a complete site plan and an electronic version, in a quantity and format specified by the town, shall be submitted to the zoning administrator along with an application for that purpose and a fee, as established by the Town Council.
2. The zoning administrator shall review the site plan for completeness, and shall obtain comments, as he or she considers necessary, from SIPOA, any outside agency, department, entity, or consultant as he or she deems appropriate.
3. Once the zoning administrator determines that the site plan is complete, he or she shall transmit the site plan, along with comments from town departments, agencies, and consultants to the Planning Commission for consideration at its next meeting.
4. The Planning Commission shall consider the site plan and shall either approve the site plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny approval of the site plan, if applicable requirements and standards have not been met. The Planning Commission review shall be based on the requirements of this article and, specifically, the review standards of *Section 15.6*.
5. The reasons for the Planning Commission's action shall be stated in writing and provided to the applicant.
6. The applicant or authorized representative shall be present at all meetings at which the request is to be considered. If the applicant or authorized representative is not present, the matter may be tabled.
7. If approved, two (2) copies of the final site plan shall be signed and dated by the zoning administrator and the applicant. One (1) copy shall be kept on file with the town and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan, including an electronic version, shall be submitted reflecting those conditions and signed by the applicant and the mayor, prior to issuance of any permits.

C. **Final Plan Reviews**. Final site plan review shall be performed by the zoning administrator, as follows:

1. Copies of a complete site plan and an electronic version, in a quantity and format specified by the town, shall be submitted to the zoning administrator along with an application for that purpose and a fee, as established by the Town Council.
2. The zoning administrator shall review the site plan for completeness and notify the applicant of any deficiencies. If the plan is not complete, has not been revised to reflect conditions of approval from the Planning Commission's review of the preliminary site plan, or is inconsistent in substance from the approved preliminary plan, it shall be returned to the applicant for revision without further review.
3. Once the zoning administrator determines that the site plan is complete, he or she shall transmit the site plan for review and comment to SIPOA, any outside agency, department, entity, or consultant as he or she deems appropriate.
4. The zoning administrator shall consider the site plan, along with the comments from all other reviewers, and shall either approve the site plan; approve the plan with conditions; or deny approval of the site plan, if applicable requirements and standards have not been met. The review shall be based on the requirements of this ordinance, technical design requirements for engineering, and the review standards of *Section 15.6*.
5. If approved, two (2) copies of the final site plan shall be signed and dated by the zoning administrator and the applicant. One (1) copy shall be kept on file with the town and one (1) copy shall be returned to the applicant or his designated representative. If the plan is approved with conditions, a revised plan, including an electronic version, shall be submitted reflecting those conditions and signed by the applicant and the zoning administrator, prior to issuance of any permits.

DRAFT

Section 15.5 Site Plan Requirements

A. **Required Content**. Each site plan submitted shall contain the following information, as applicable:

Table 17-5, Site Plan Required Information

Required Information	Site Plan Level		
	Administrative	Preliminary	Final
General Information			
Date, north arrow and scale	X	X	X
Name and address of property owner and petitioner	X	X	X
Location sketch	X	X	X
Legal description of the subject property	X	X	X
Existing zoning classification of subject property	X	X	X
Size of subject property (in acres)	X	X	X
Name and firm address of plan preparer	X	X	X
Preparer's professional seal			X
Existing Conditions			
Boundary survey	X	X	X
Property lines and required setbacks	X	X	X
Location, width and purpose of all easements	X	X	X
Location and dimensions of all existing structures on the property	X	X	
Location of all existing driveways, parking areas and total number of existing parking spaces on the property	X	X	
Location of all existing structures, driveways and parking areas within 300 feet of the subject property		X	
Location of all existing structures, driveways and parking areas within 50 feet of the subject property	X		
Abutting street right-of-way width		X	
Existing topographic contours (2 ft. intervals)	X	X	
Generalized soil types within project site		X	
Existing water bodies (streams, ponds, wetlands, marshes, etc.)	X	X	
OCRM critical line	X	X	
Existing type and location of vegetation, incl. size of trees > six (6) inch DBH	X	X	
Size and location of existing utilities (water, sanitary and storm)	X	X	
Location of all existing surface water drainage facilities	X	X	
Proposed Development			
Layout and typical dimensions of proposed parcels and lots		X	X
General location of proposed buildings		X	
Location and dimensions of all proposed buildings	X		X
Gross floor area of all buildings and percent lot coverage		X	
Finished floor elevations of all buildings	X		X
Number of proposed dwelling units (by type – detached, attached, multiple-family, etc.), including typical floor plans for each type of unit		X	X
Location of all proposed streets, drives and sidewalks	X	X	X
Dimensions and radii of proposed drives, acceleration/deceleration lanes and sidewalks	X		X

DRAFT

Table 17-5, Site Plan Required Information			
Required Information	**Site Plan Level**		
	Administrative	**Preliminary**	**Final**
Parking areas (including dimensions of typical space and total number of spaces to be provided), and unloading areas	X		X
Location of walls and fences	X	X	
Location, height, and materials of walls and fences			X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for common or public use	X	X	X
All deed restrictions or covenants			X
Grading plan (2 ft. intervals)			X
Sedimentation control plan	X		
Landscape plan, per *Section XXX*			X
Exterior lighting location, fixture type, and photometric plan		X	X
Signs (location, dimensions, setbacks), *per Article XXX*	X		X
Narrative description of the project including proposed use, existing floor area (square feet), size of proposed expansion (square feet), and any change in the number of parking spaces	X	X	
Proposed method of handling sanitary sewage and providing potable water		X	
Exact location of all utility services, including connection points to the main systems and fire hydrant locations	X		X
Preliminary drainage plan		X	
Location and type of all proposed surface water drainage facilities	X		X
Traffic impact analysis, per *Section XXX*, if applicable			X
Building Details			
Typical elevation views of all sides of each building type	X		X
Color and material specifications	X		X
Building height	X	X	X
Gross and net floor area of non-residential buildings	X		X
Livable floor area of dwellings by type	X		X
Additional Information			
Any other information required by the zoning administrator or Planning Commission needed to evaluate compliance with other applicable provisions of this ordinance	X	X	X

B. **Information Waiver**. Specific requirements of any required site plan may be waived by the respective reviewer, zoning administrator or Planning Commission, as applicable, where it is determined that such information is not relevant to the subject request.

Section 15.6 Review Criteria

A site plan shall be approved only upon a finding of compliance with the following standards:

A. The site plan must comply with all standards of this article and all applicable requirements of this ordinance and all other applicable laws and regulations.
B. The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
C. The site must be designed to minimize hazards to adjacent property, and reduce the negative effects of traffic, noise, smoke, fumes and glare to the maximum extent possible.

DRAFT

D. Unless a more specific design standard is required by the town through a different ordinance, all uses and structures subject to site plan review shall comply with the following design standards:

1. Traffic Circulation. The number, location, size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, and circulation within the site. In reviewing traffic features, the number, spacing, and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties. Right-of-way recommendations for major streets, as contained in the South Bryan County Transportation Study or comparable plan or study adopted by Town Council, shall be met and setbacks from such streets shall be measured accordingly.
2. Stormwater. Stormwater detention and drainage systems shall be designed so that the removal of surface waters will not adversely affect neighboring properties or public stormwater drainage systems. Unless impractical, stormwater shall be removed from all roofs, canopies and paved areas by underground surface drainage system.
3. Landscaping. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing unnecessary tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure that the proposed uses will be adequately buffered from one another and from surrounding property.
4. Screening. Where non-residential uses abut residential uses, appropriate screening shall be provided, in accordance with *Article 15*, so as to shield residential properties from noise, headlights and glare.
5. Lighting. Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.
6. Utility Service. All utility service shall be underground, unless impractical and approved by the town engineer.
7. Exterior Uses. Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located so as to have a minimum negative effect on adjacent properties, and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.
8. Emergency Access. All buildings and structures shall be readily accessible to emergency vehicles.
9. Water and Sewer. Water and sewer installations shall comply with all town specifications and requirements.
10. Signs. Permitted signs shall be located to avoid creating distractions, obstructions and visual clutter.
11. Building Design. New or substantially remodeled buildings shall be reasonably compatible in appearance with, or shall enhance, the established general character of other buildings in the immediate vicinity.

Section 15.7 Conditions

Conditions which are designed to ensure compliance with the intent of this ordinance and the Town of Seabrook Island Code of Ordinances may be imposed on site plan approval.

Section 15.8 Changes to an Approved Plan

Changes to an approved site plan shall be permitted only under the following circumstances:

DRAFT

A. The holder of an approved site plan shall notify the zoning administrator of any proposed change to the site plan.
B. Changes to an administrative site plan may be approved by the zoning administrator.
C. Minor changes to final site plans may be approved by the zoning administrator upon determining that the proposed revision(s) will not alter the basic design, nor any specified conditions imposed as part of the original approval. Minor changes shall include the following:

    1. Reduction in building size.
    2. Increase in building size up to five (5) percent of total approved floor area.
    3. Movement of buildings or other structures by no more than 10 feet.
    4. Modification to the parking lot layout; provided, the number of approved spaces is not reduced.
    5. Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
    6. Changes in building materials to a comparable or higher quality.
    7. Changes in floor plans which do not alter the character of the use.
    8. Changes required or requested by a town, county, state, or federal regulatory agency in order to conform to other laws or regulations.

D. A proposed change to a final site plan, not determined by the zoning administrator to be a minor change, shall be submitted to the Planning Commission as a site plan amendment and shall be reviewed in the same manner as the original application for final site plan approval.

Section 15.9 Time Limits

Site plan approval shall expire 24 months after the date of approval, unless substantial construction has been commenced and is continuing. The zoning administrator, in the case of an administrative site plan, or the Planning Commission, in the case of a final site plan, may grant one extension of up to 12 additional months; provided the applicant requests an extension, in writing, prior to the date of expiration of the site plan. The extension shall be approved if the applicant presents reasonable evidence to the effect that the development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period. If the above provisions are not fulfilled or the extension has expired prior to construction, the site plan approval shall become null and void.

Section 15.10 Appeals

Any person having a special interest in a decision relating to the approval or denial of a site plan or the conditions imposed shall have the right to appeal the decision to the Town Council.

DRAFT