Date: May 26, 2020  
From: Planning and Zoning  
Division: Infrastructure and Regulation  
Prepared By: Leigh Kane, Principal Planner  
Cleared By: David Schwerd, Planning Director  
Regarding: Article XV of the Horry County Zoning Ordinance

**ISSUE:**

Should Horry County amend Article XV of the Horry County Zoning Ordinance to update and clearly define the zoning amendment process?

**PROPOSED ACTION:**

Approve the proposed amendments to Article XV of the Horry County Zoning Ordinance.

**RECOMMENDATION:**

Staff recommends approval. Planning Commission recommended approval on April 2, 2020.

**BACKGROUND:**

The South Carolina Planning Enabling Act of 1994 identifies the public hearing, public noticing criteria, and adoption procedures for zoning amendments. However, it does not define the application submission or review criteria for amendments, as this is a local government authority. The IMAGINE 2040 Comprehensive Plan public input process identified the need to revise the submission requirements and rezoning review criteria that Planning Commission and County Council use to evaluate rezoning requests, especially for those properties located within Scenic & Conservation areas of the Future Land Use Map. Amendments to Article XV were drafted to ensure that the ordinance reflects State law and the implementation of the comprehensive plan. A public hearing was held at the March 5, 2020 Planning Commission, followed by a Planning Commission Special Workshop on March 12, 2020 to further review the details of this amendment among commissioners, staff, and the community. Planning Commission recommended approval on April 2, 2020.

**ANALYSIS:**

Significant revisions to Article XV include:

- Addition to Declaration of Policy that zoning amendments be evaluated for their consistency with the Consolidated Plan, Capital Improvements Plan, and Official Map;
- Amend refund policy to allow PDDs to be refunded all except the cost of a Standard Rezoning fee ($250) if a request for withdraw occurs prior to Planning Commission public hearing;
- Consolidation of rezoning submission requirements for PDD, MRD, and major residential subdivisions with lots less than or equal to 10,000 ft²;
- Additional requirement for the 100 and 500-year regulatory floodplain to be included in all conceptual plans for all MRD and all major residential rezonings with lots less than or equal to 10,000 ft²;
• Additional rezoning submission criteria for PDD, MRD, and major residential rezoning requests in Scenic & Conservation areas;

• Clarification of what constitutes a minor and major amendment within PDD and MRD developments; and

• Removal of the Rezoning Review Criteria from Article XV, as Planning Commission is considering adding them to their Rules of Procedure. Changes to Planning Commission Rules of Procedure will require a public review process and the criteria will be updated at that time.
COUNTY OF HORRY

STATE OF SOUTH CAROLINA

ORDINANCE NO. ______

AN ORDINANCE TO AMEND ZONING APPENDIX B OF THE HORRY COUNTY CODE OF ORDINANCES PERTAINING TO ZONING AMENDMENTS.

WHEREAS, County Council adopted the Imagine 2040 Comprehensive Plan; and,

WHEREAS, the zoning amendment submission and review criteria need to be updated to support the vision, goals, and future land use strategy of Imagine 2040; and,

WHEREAS, the proposed changes consolidate the submission criteria for rezoning requests into one article of the Zoning Ordinance;

WHEREAS, the proposed changes augment the Declaration of Policy for zoning amendments to also be evaluated for their consistency with Horry County’s Consolidated Plan, Capital Improvements Plan, and Official Map; and

WHEREAS, the proposed changes revise the refund policy for Planned Development District (PDD) rezoning requests to be refunded all except the cost of a standard rezoning fee if a request for withdraw occurs prior to Planning Commission public hearing; and

WHEREAS, additional submission criteria for rezoning requests within Scenic and Conservation Future Land Use Areas have been established to ensure there is a consistent and thorough review of environmental conditions in accordance with Imagine 2040;

WHEREAS, the Rezoning Review Criteria has been removed from Article XV and will be considered for inclusion within the Planning Commission Rules of Procedure;

WHEREAS, Horry County’s public hearing and noticing procedures for zoning amendments exceed the minimum requirements defined by the South Carolina Planning Enabling Legislation §6-29-760; and

WHEREAS, on April 2, 2020, Horry County Planning Commission unanimously recommended approval of the changes to the zoning amendment process.

NOW THEREFORE, by the power and authority granted to the Horry County Council by the Constitution of the State of South Carolina and the powers granted to the County by the General Assembly of the State, it is ordained and enacted that:

1. Amendment of Appendix B, Zoning Ordinance, Article VII. Section 721. Planned Development Districts. Section 721.4 through 721.7 of the Zoning Ordinance is hereby amended as follows. (All text in strikethrough shall be deleted and all text underlined and bolded shall be added.)
721.4 PDD Administrative Procedures. Generally. Any request pertaining to the establishment of a "Major" or "Minor" PDD shall be considered an amendment to the Zoning Ordinance, and shall be administered and processed in accordance with the regulations set forth in Article XV of this ordinance, entitled Amendments. Prior to processing a request to establish a PDD, all data set forth in section 721.6 shall be submitted to the Planning Department for review and forwarding to the Planning Commission for a recommendation. The Planning Commission's recommendation shall be forwarded to County Council for final action. If approved by the County Council, all information pertaining to the proposal shall be adopted as an amendment to the Zoning Ordinance and mapped on the Official Zoning Maps for Horry County as a PDD.

Requirements:

(A) A building permit shall not be issued until the requirements of subsection 721.7 have been fulfilled.

(B) Development within a PDD shall occur in conformance with the standards contained in the approved written narrative and shown on the conceptual plan. In the event it is determined that development is not occurring in accordance with the approved standards, the Planning Commission, or its designated agent, may suspend further development until such time that the PDD is amended. Amendments to the PDD shall either consist of major or minor amendments as defined in subsection 721.5 of these regulations.

(C) County Council may require financial guarantees which shall guarantee completion of the improvements set forth in the proposed development plan. Such guarantees may include the submission of a letter of credit or cash in the amount determined by County Council.

(D) For "Major" or "Minor" PDDs, the applicant may elect to develop the site in successive stages. A proposed phasing plan and proposed phase completion schedule shall be submitted along with the application for the rezoning request. The Planning Department shall review the proposed phasing plan and proposed phase completion schedule. The developer may request to amend it as necessary with the submission of a revised phasing plan and completion schedule to the Planning Department for review and approval.

Prior to commencing subsequent stages of development, the infrastructure improvements of the previous stage shall be either completed or financially guaranteed before the commencement of development of the next phase. The Planning Commission may require that development be done in stages if public facilities and infrastructure are not adequate to serve the entire development initially.

If the phase completion schedule or amended phase completion schedule are not complied with and extended for good cause, the County Council may take action as deemed necessary to best protect adjoining properties and the public health, safety, and welfare.

721.5 Changes and Modifications:

(A) Minor changes. Minor changes in PDDs may be approved by the Zoning Administrator, provided that such changes:

1. Do not increase the density;-

2. Do not change the outside (exterior) boundaries;-

3. Do not change any use; however as an example, a change from multi-family residential to single-family residential shall be considered a minor change provided densities are not increased and provided that minimum lot size and setback requirements have been established in the PDD;-

4. Reserved.
5. Do not significantly change the exterior appearance from those shown on any plans which may be submitted or presented by the developers.

6. Minor changes may include, but are not limited to: minor shifting of the location of buildings, parking, shifting of entrances and internal roadways to resolve regulatory permitting issues, utility easements, parks, or other public open spaces, or other features of the plan.

All other changes or modifications not enumerated above shall constitute a major change and will require submittal of the PDD for review as outlined in subsection 721.6 of these regulations.

721.6 PDD Application Contents. Application to establish a PDD shall include the following:

1. One (1) copy of the PDD rezoning application form;

2. Four (4) copies of a conceptual site plan including the requirements shown in Table 2;

3. Four (4) copies of an illustrative plan (or plans) including the requirements shown in Table 3;

4. Four (4) copies of "PDD Details" shown in Form 1 of the Rezoning Application (Major PDD only. Upon request for Minor PDD);

5. One (1) copy of the project phasing plan and phase completion schedule; and

6. One (1) electronic digital copy (contact the Planning Department for software compatibility options).

721.7 Land Development within PDDs. Upon County Council approval to establish the PDD, applications for land development shall be required. Land development within the district shall conform to the approved conceptual plan and written narrative and shall be reviewed by the Planning Department utilizing the procedures established in the Horry County Code of Ordinances, Chapter 18 (Land Development Regulations).

Table 2:
Conceptual Site Plan Content.

<table>
<thead>
<tr>
<th>Plan contents (if required)</th>
<th>Minor</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. North Arrow</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>2. Name of developer, owner, and proposed development</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>3. Written and graphic scale (not less than 1&quot; = 200')</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>4. Tax map number and/or pin number of parent tract</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>5. Tax map number of adjacent parcels</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>6. Current zoning of parcel</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>7. Adjacent zoning</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>8. Location map drawn to scale (not less than 1&quot; = 2000')</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>
| 9. Location of and the types of uses in PDD | Illustrative* | Conceptual** 
Illustrative* |
| 10. Boundary survey of property | Upon request | Upon request |
| 11. Traffic circulation for residential uses must meet the requirements of | ✗     | ✗     |
the Land Development Regulations (LDR) for access or must obtain a design modification from the LDR. In instances when constraints such as site location, size or topography prohibit the provision of the required ingress/egress points the Planning Commission is authorized to recommend fewer access points.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Traffic circulation for non-residential uses.</td>
<td>X-</td>
</tr>
<tr>
<td>13. Internal buffers between incompatible land uses with improvement specifications shall be shown as required by 721.3.B.</td>
<td>If Applicable X-</td>
</tr>
<tr>
<td>14. Perimeter buffers to be used (must be equal to those required for the most similar standard zoning district) shall be shown as required by 721.3.A.</td>
<td>X- May be waived X-</td>
</tr>
<tr>
<td>15. Common or recreational open space areas with acreage as determined in Section 721.3.C. through F.</td>
<td>If Applicable X-</td>
</tr>
<tr>
<td>16. Location of floodplains per FEMA Flood Insurance Rate (FIRM) maps.</td>
<td>X- X-</td>
</tr>
<tr>
<td>17. Location of potential jurisdictional wetlands and spoilage areas.</td>
<td>X- X-</td>
</tr>
<tr>
<td>18. Phasing plan and completion schedule.</td>
<td>X- X-</td>
</tr>
<tr>
<td>19. Provision for recycling facility location and documentation for proposed collection of recyclables.</td>
<td>X-</td>
</tr>
<tr>
<td>20. Any additional information the Planning Commission may request.</td>
<td>X- X-</td>
</tr>
</tbody>
</table>

*Illustrative plan refers to a land plan displaying locations of and land devoted to the types of uses to be included in the PDD. Illustrative plans may be used as a graphic tool for the Planning Commission and County Council. Typical layouts must be included, showing various product types and phases of development. Given the detailed nature of illustrative plans, they are subject to change.

**Conceptual plans allow uses and densities to be depicted in bubble diagrams with depiction of internal roadways (inner-connectivity to be established), and conceptual locations of open space and anticipated future development. Conceptual plans may be submitted for projects greater than one hundred (100) acres. Minor modifications may be made to these plans as long as they do not materially alter the amount of land dedicated to a specific land use or the overall layout of the plan. Major changes to the conceptual plan must be approved by County Council as an amendment to the PDD.

Table 3:
Illustrative Plan Content

<table>
<thead>
<tr>
<th>Minor</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan contents.</td>
<td>X- X-</td>
</tr>
<tr>
<td>North Arrow.</td>
<td>X- X-</td>
</tr>
<tr>
<td>Name of Developer, owner, and proposed development.</td>
<td>X- X-</td>
</tr>
<tr>
<td>Tax Map number and adjacent TMS.</td>
<td>X- X-</td>
</tr>
<tr>
<td>General road layout for all pods or phases.</td>
<td>X- X-</td>
</tr>
</tbody>
</table>
*Illustrative plan refers to a land plan displaying locations of and land devoted to the types of uses to be included in the PDD. Illustrative plans may be used as a graphic tool for the Planning Commission and County Council. Typical layouts must be included, showing various product types and phases of development. Given the detailed nature of illustrative plans, they are subject to change.

2. **Amendment of Appendix B, Zoning Ordinance, Article VII, Section 752. Multi-Residential Districts.** Section 752 of the Zoning Ordinance is hereby amended as follows. (All text in strikethrough shall be deleted and all text **underlined and bolded** shall be added.)

**General Provisions.**

1. **Administrative procedures.** RESERVED.

2. Rezoning requests using the sustainable development standards or tiny home standards shall submit an addendum to the application for rezoning. For sustainable development standards, the addendum must specify which of the above standards shall be used upon approval of the rezoning request and the expected density increase as a percentage increase in the gross density. The addendum shall be forwarded with the rezoning packet to the planning commission and county council.

3. Any request to establish a MRD zoning district shall follow the procedures set forth in article XIII of this ordinance. In presenting requests for rezoning, the applicant must indicate the
density desired for the property in order for the request to be complete. The requested density should be expressed as units per acre. Failure to provide a requested density will result in rezoning requests not being presented to the planning commission. All applications to rezone to MRD with a density higher than seven (7) units per acre should attach one (1) of the following:

a. Wetlands verification letter from the corps of engineers;
b. Certified wetlands delineation map;
c. Preliminary jurisdictional determination letter from the corps of engineers; or
d. Preliminary wetlands assessment prepared by a qualified wetlands consultant.

4. Minor changes: Minor changes in MRD conceptual plans may be approved by the Zoning Administrator, provided that such changes:

a. Do not increase the density.
b. Do not change the outside (exterior) boundaries.
c. Do not change any use; however as an example, a change from multifamily residential to single-family residential shall be considered a minor change provided densities are not increased.
d. Do not significantly change the exterior appearance from those shown on any plans which may be submitted or presented by the developers.
e. Minor changes may include, but are not limited to, minor shifting of the location of buildings, parking, shifting of entrances and internal roadways to resolve regulatory permitting issues, utility easements, parks, or other public open spaces, or other features of the plan.

All other changes or modifications not enumerated above shall constitute a major change and will require a full rezoning action.

3. Amendment of Appendix B, Zoning Ordinance, Article XV. Amendments. Article XV of the Zoning Ordinance is hereby amended as follows. (All existing text shall be deleted and all text shown shall be added.)

1500. Authority.

Any amendment, change or supplement to the Zoning Ordinance must be submitted through the Horry County Planning Department to the Horry County Planning Commission for public hearing, review and recommendation to County Council. A recommendation for an amendment to the Zoning Ordinance must first be made by Planning Commission prior to County Council approval.

1501. Requirements for change.

(A) Declaration of Policy. As a matter of policy, a zoning amendment shall only be acted upon favorably:

1. Where necessary to implement the Comprehensive Plan,
2. When consistent with the Consolidated Plan, Capital Improvements Plan, and Official Map;
3. To correct an original mistake or manifest error in the zoning ordinance or map;
4. To recognize substantial change or changing conditions or circumstances in a particular locality; or
5. To recognize changes in technology, the style of living, or manner of doing business.
(B) Availability of certain zoning districts for rezoning requests. The following zoning districts shall no longer be available for use in the rezoning of property within Horry County. Property zoned as any of following districts may remain zoned as such until rezoned and shall be subject to the standards of the district as specified within this ordinance.

<table>
<thead>
<tr>
<th>Conservation Preservation</th>
<th>CP</th>
</tr>
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<tbody>
<tr>
<td>Limited Forest Agriculture</td>
<td>LFA</td>
</tr>
<tr>
<td>Forest Agriculture</td>
<td>FA</td>
</tr>
<tr>
<td>Commercial Forest Agriculture</td>
<td>CFA</td>
</tr>
<tr>
<td>Resort Residential</td>
<td>RR</td>
</tr>
<tr>
<td>Resort Commercial</td>
<td>RC</td>
</tr>
<tr>
<td>Neighborhood Commercial</td>
<td>NC</td>
</tr>
<tr>
<td>Community Commercial</td>
<td>CC</td>
</tr>
<tr>
<td>Highway Commercial</td>
<td>HC</td>
</tr>
<tr>
<td>Amusement Commercial</td>
<td>AC</td>
</tr>
<tr>
<td>Office, Professional, Institutional</td>
<td>OPI</td>
</tr>
<tr>
<td>Limited Industrial</td>
<td>LI</td>
</tr>
<tr>
<td>Heavy Industrial</td>
<td>HI</td>
</tr>
<tr>
<td>Commercial Recreation</td>
<td>CR</td>
</tr>
<tr>
<td>Education, Institution, Office</td>
<td>EIO</td>
</tr>
<tr>
<td>Retailing and Consumer Services</td>
<td>RCS</td>
</tr>
<tr>
<td>Transportation-related Services</td>
<td>TRS</td>
</tr>
<tr>
<td>Planned Unit Development</td>
<td>PUD</td>
</tr>
</tbody>
</table>

1502. Procedure for Amendments.

Requests to amend the Zoning Ordinance shall be processed in accordance with the requirements of this Article.

(A) Initiation of Amendments. Amendments to the zoning ordinance may be initiated by the Planning Commission, County Council, the Board of Zoning Appeals, the Zoning Administrator, the Planning Director, and other County Council appointed boards and commissions. A zoning map amendment may also be proposed by a landowner or agent for a person, business or organization having rights in contract to the land that is subject to the zoning map amendment.

(B) Application Procedure. Applications for zoning map amendments must be signed by the applicant(s) and submitted, in proper form, at least thirty (30) days prior to a Planning Commission meeting in order to be heard at that meeting. Completed forms, together with the application fee to cover administrative costs, plus any additional information the applicant feels to be pertinent, will be filed with the Planning Department. A maximum of twenty-five (25)
applications for zoning map amendments may be taken from property owners on a monthly basis. The same zoning map amendment, affecting the same parcel or parcels of property or part thereof and requesting the same change in district classification by a property owner or owners, cannot be submitted more than once every twelve (12) months. Application fees are not refundable, except in cases where a PDD rezoning is withdrawn prior to Planning Commission action. In such cases, all except the cost of a Standard Rezoning fee may be refunded provided the retained fees cover the cost incurred by the County associated with the request.

(C) Zoning Map Amendment Application Submission Requirements. An application for a map amendment shall be considered complete if it includes the following information:

1. Signature of current property owner(s) and/or agent.
2. Proposed zoning classification;
3. Property Identification Number of the proposed development;
4. Tract boundaries and total land area;
5. Existing and proposed land uses throughout the development;
6. Adjacent property owners and land uses;
7. Boundary survey of the property, upon request;
8. Restrictive covenant affidavit(s) signed by the applicant or current property owner(s) in compliance with state laws, if applicable.
9. Any rezoning request to establish a PDD, MRD, or major residential development with lots less than or equal to 10,000 ft² lots must also present a general idea of how the tract of land will be developed. The submission shall contain the following information:
Table 1: Submission criteria for PDD, MRD, and major residential rezoning requests.

**Wetlands Information.** The applicant must submit one (1) of the following:
- Preliminary wetlands assessment prepared by a qualified environmental consultant as identified by the Corps of Engineers,
- Wetlands verification letter from the Corps of Engineers, or
- Certified wetlands delineation map and preliminary jurisdictional determination letter from the Corps of Engineers.

**Project phasing plan and phase completion schedule;**

**Conceptual Plan** shall include, but not limited to:
- Plan sheet size not to exceed 30” x 42”;
- Drawn to scale not smaller than 1”=200’;
- Proposed Project Name;
- Owner of the property and/or developer;
- Adjacent property owners and land uses;
- North arrow, written and graphic scales, and a location map drawn to scale and not less than 1” = 2000’ to show the relationship between the proposed land development and surrounding area;
- Location and types of uses;
- Table summarizing project acreage, gross and net density, number of lots, and proposed area, yard, and height requirements;
- Number of units by residential dwelling type;
- Gross and net densities by phase or residential dwelling type;
- Existing road rights-of-way and easements;
- Adjacent driveway, roadway, and curb-cut locations;
- Proposed rights-of-way and lot layout compliant with the requirements of the Land Development Regulations;
- Internal traffic circulation for all residential and non-residential land uses;
- Traffic analysis and proposed external improvements;
- All planned accessory dwelling units, places of worship, golf courses, public spaces, amenity areas, common areas, ponds, and open space;
- All required external buffers.
- Location of 100 and 500-year regulatory floodplains per FEMA Flood Insurance Rate (FIRM) Maps;
- Existing wetlands, spoilage areas, and any wetlands that will be filled;

**Pedestrian Flow Plan,** when sidewalks and/or paths included.

**Illustrative Plan is optional, but does not replace the need to submit a conceptual plan.**
- North arrow, name of developer, owner, proposed development, and Parcel Identification Number (PIN) and adjacent PINs;
- Location and types of uses;
- General road layout for all pods and phases;
- Amenity areas and/or active and common open space areas; and
- Typical lot layouts per product type and phase.
10. **Additional Submission Criteria for Request within Scenic and Conservation Area.** Any rezoning request made within a Scenic and Conservation Area of the Comprehensive Plan’s Future Land Use Map shall also include:
   a. One of the following wetland analyses for all requests over 2.5 acres:
      i. Preliminary wetlands assessment prepared by a qualified wetlands consultant as identified by the Corps of Engineers,
      ii. Wetlands verification letter from the Corps of Engineers, or
      iii. Certified wetlands delineation map and preliminary jurisdictional determination letter from the Corps of Engineers.
   a. National Wetlands Inventory Map for all requests under 2.5 acres;
   b. Geotechnical exploration investigation report or USDA Soils Map with classifications;
   c. Map of the Hydrologic Unit Code (HUC) 8 watershed and identification of existing ditches, ponds/lakes, or other waterbodies on the property; and
   d. Topographic survey or LiDAR derived contours overlaid on conceptual plan for all requests over 2.5 acres. Provide survey or LiDAR year on conceptual plan.

11. **Additional Submission Criteria for Planned Development District (PDD).** All PDD requests shall also meet additional requirements as defined in 721, including, but not limited to:
   a. Written narrative;
   b. Internal buffers between dissimilar uses in accordance with 721.3B; and
   c. Provision for recycling facility location and documentation for proposed collection of recyclables.
   d. A Conceptual Plan with bubble diagrams depicting uses, densities, internal roadways (interconnectivity to be established), and open space may be submitted for projects greater than 100 acres.

12. **Additional Submission Criteria for Multi-Residential District (MRD) with Sustainable Development Standards.** All MRD requests that include Sustainable Development Standards shall also include:
   a. All sustainable development options being utilized.
   b. Supporting documentation to convey how the sustainable development standards will be met, such as a pedestrian flow plan, open space plan, tree survey, or other supporting documentation,
   c. Expected sustainable development incentives, including any density increases over the standard MRD development standards, setbacks, and dimensions.

13. **Submission Criteria for the Marine Industrial (MI) District.** Any request to establish a Marine Industrial district (MI) shall meet the following criteria:
   a. Minimum size to rezone to MI district is one hundred (100) acres. This can be a group of existing contiguous parcels.
   b. Conceptual plan showing major roadways and potential traffic impacts and improvements shall be submitted with the request.
14. Any other information that the Planning Commission determines is reasonably necessary to make an informed decision as to whether the application complies with the Standards of this Article.

(D) Planning Commission Public Hearing Notice. Notice of the time and place of the Planning Commission public hearing shall be published in a newspaper of general circulation in the County in advance of the scheduled Planning Commission meeting date in which the proposed amendment shall be heard.

1. **Zoning Amendment.** Newspaper notice of a public hearing shall be made at least fifteen (15) days in advance of the scheduled public hearing date.

2. **Zoning Map Amendment.**
   a. **Property Posting.** When a proposed amendment affects the district classification of a property, conspicuous notice shall be posted on or adjacent to the property affected with at least one (1) such notice being visible from each public thoroughfare that abuts the property.
   b. **Notification of Surrounding Property Owners.** Property owners within 500 feet of the property proposed for the zoning map amendment shall be notified by mail at least fifteen (15) days prior to the Planning Commission public hearing.

3. **Registration to Receive Public Notice.** Any organization or individual may register with the Planning Department to receive public notice by electronic mail at least fifteen (15) days prior to the Planning Commission public hearing.

4. **Public Comment.** The Planning Commission may receive public input by written comments being submitted to the Planning Department. Planning Commission shall hold a public hearing on all zoning text and map amendments. If an applicant or land owner is allowed to provide oral or written comments, the commission must give other interested members of the public at least 10 days’ notice and an opportunity to comment in the same manner.

(E) Planning Commission Review and Recommendation. The Planning Commission shall have thirty calendar (30) days to review the proposed amendment and take action, recommending that County Council approve or deny the proposed amendment. The Planning Commission shall state its findings and its evaluation of the request in a report to County Council. If the Planning Commission fails to submit a recommendation within a thirty (30) day period, it shall be deemed to have recommended approval of the proposed amendment.

(F) County Council Hearing and Decision. Before enacting an amendment, the County Council shall hold a public hearing. In any request for change, County Council shall consider the recommendation of the Planning Commission on each proposed amendment; however, County Council is not bound by the recommendation in making a final decision. All amendments shall be adopted by ordinance.

(G) Notice of Decision. Following final action by the County Council, the Planning Director or designee shall be responsible for providing the applicant with written notice of the decision within fifteen (15) days. Any changes to the Official Zoning Map shall occur within this timeframe.
Approved text amendments shall be made available to the public upon request.

(H) **Deferral and Withdrawal Requests.** An applicant may request their application be deferred or withdrawn by submitting a written request to the Planning Department. If the public cannot be notified of the deferral or withdraw within a reasonable time period prior to the Planning Commission public hearing at which the application is to be heard, the request for deferral shall be considered and acted upon during the public hearing as scheduled. A maximum of two (2) applicant initiated deferrals shall be allowed prior to Planning Commission recommendation. Once Planning Commission has made its recommendation to County Council, all requests for deferral or withdraw shall be submitted by the applicant to the Clerk of Council for Council’s consideration.

1503. **Changes in the Zoning Map.** Following final action by the County Council any necessary changes shall be made on the official Zoning Map. A written record of the type and date of such changes shall be maintained by the Planning Commission. Until such change is made, no action by the County Council on amendments to the Zoning Ordinance shall be considered official unless the Planning Commission fails to make the change within fifteen (15) days after formal action by the County Council. In the latter event, action by the County Council shall be considered official fifteen (15) days after the date of the action if the Planning Commission fails to make the appropriate changes.

1504. **Modifications within PDD and MRD Developments.** Land development of all PDD and MRD developments shall conform to the County Council approved conceptual plan and written narrative. All developments shall also be reviewed utilizing the procedures established in the Horry County Land Development Regulations. Minor changes in conceptual or master phasing plans for PDD and MRD developments may be approved by the Zoning Administrator or designee, provided that a request is submitted in writing through a Minor Amendment Application by the owner or agent and that the changes:

- Do not increase density or intensity;
- Do not change the outside (exterior) boundaries;
- Do not change any uses, including mixture of uses and residential housing types, that would significantly alter the character of the development;
- Do not significantly change the external appearance from those shown on any plans which may be submitted or presented by the developers;
- Minor changes may include, but are not limited to: minor shifting of the location of buildings, parking, shifting of entrances and internal roadways to resolve regulatory permitting issues, utility easements, parks, amenities, or other public open spaces, or other features of the plan.

Changes which materially affect the plan’s basic concept or the designated general use of parcels of land within the development should be considered major changes. All other changes or modifications not enumerated above shall also constitute a major change and will require a full rezoning action, as outlined in 1502.