



AGENDA

The City of Beaufort PARK AND TREE ADVISORY COMMITTEE

Thursday, February 27, 2020 at 3:00 p.m.
Planning Conference Room, First Floor
1911 Boundary Street
Beaufort, South Carolina 29902

STATEMENT OF MEDIA NOTIFICATION – In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, local media were duly notified of the time, date, place and agenda of this meeting.

- I. **Call to Order** **Time: 3:00 p.m.**

- II. **Minutes:**
 - A. **Minutes of the November 21, 2019 Meeting**
 - B. **Minutes of the December 19, 2019 Meeting**

- III. **Report from Downtown Operations:**

- IV. **Report from Public Works**

- V. **Old Business:**
 - A. **Bridges Academy Senior Project**
 - B. **Draft Board Rules Update**

- VI. **New Business**

- VII. **Adjourn**

Next Meeting: March 26

A meeting of the Park and Tree Advisory Committee was held on **November 21, 2019 at 3:00 p.m.** in City Hall, 1911 Boundary Street. In attendance were Chairman Barb Farris; committee members Gordon Fritz, Chuck Rushing, and Joel Newman; Heather Spade, and Joan Furlong, city staff. Committee member Liza Hill was absent.

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80(d) as amended, all local media were duly notified of the time, date, place, and agenda of this meeting.

Chairman Farris called the meeting to order at 3:09 p.m.

MINUTES

Mr. Rushing made a motion, second by Mr. Newman, to approve the minutes of the October 24, 2019 PTAC meeting. Mr. Rushing said the transcribed council meeting minutes should be italicized. **The motion to approve the minutes as amended passed unanimously.**

ARBOR DAY UPDATE FOR CRAVEN STREET PALMS PROJECT

Jane Culley said the Beaufort Garden Club wants to be more involved in Arbor Day and was excited about this project. She went to the garden club council and sold the idea to them. She described those who have donated funds to buy trees for the project. \$1,500 for six palm trees has been given to the city manager, she said.

Chairman Farris said she has gotten pushback about the number of trees that could be planted. **Robbie Anderson** said they could only plant 2 trees for Arbor Day. It is necessary to get DOT (Department of Transportation) permission, Chairman Farris said, and “we’re still waiting for that” because DOT works “at their own pace.” If there’s a holdup at DOT, City Manager **Bill Prokop** told her he could call state representatives to try to help. Ms. Culley said she could also call state representatives.

Chairman Farris said the palms are 15’, and Public Works has said its crews can’t plant them, so PTAC would “need to bring in someone else” to do it. Ms. Culley asked if the supplier plants the trees. Chairman Farris said Green Goods Nursery is a wholesale nursery, and that’s where the trees would come from. There was a discussion about how the trees could be planted by using another nursery on a pro bono basis.

Ms. Culley said the donations are for \$250 per tree. Chairman Farris said she doesn’t know if the trees have been ordered yet. **Liza Hill** got a quote for \$150 per tree, she said. If the donations were \$250 per tree, she would talk to the city about other sources for the trees, which might include planting them in the cost. She would also find out why Ms. Anderson said only 2 trees could be planted on Arbor Day. Ms. Culley said she’d like at least 4 to be planted on Arbor Day.

Mr. Newman asked, since these trees would be “replacing dead trees in-kind,” why they

have to get permission from DOT to plant them. Ms. Spade said Ms. Anderson had discussed the need to do this at the last PTAC meeting.

Chairman Farris said Ms. Anderson was concerned that the trees might be damaged by construction at The Arsenal. Mr. Newman said the contractor would be responsible for that damage, just as they would be if they damaged an existing tree.

There was further discussion about the number of trees that could be planted and about obtaining various permissions.

Ms. Culley asked if she could go to Isaiah at Palms on the Parkway to find out how much it would cost to get the trees there and put them in the ground. It was agreed that she should do this.

There was a discussion about the DOT issue. Chairman Farris said Ms. Anderson had submitted the paperwork to DOT, so she doesn't know if sketches of the planting locations were submitted with it.

Chairman Farris said she clearly understood from Ms. Anderson that Public Works only wanted to put in two trees.

Chairman Farris explained the situation to **David Prichard** and what PTAC and the garden club want to do. Mr. Prichard said he'd talked to Mr. Prokop. If they could get trees installed for \$250, that would be great, he said. Ms. Culley said, to raise the funds that the city manager now has, she sold the idea that 6 trees would be planted on Arbor Day, and "everybody was ecstatic about it" because the project is about history, Arbor Day, and having a ceremony that she said all of the clubs' members will come to.

Mr. Prichard said he thinks the issue is that "it's somebody else's yard," so they have to get permission from DOT, even if they are replacing dead trees. Mr. Prokop has talked to **Tom Davis** about helping with this, Mr. Prichard said.

Mr. Rushing said he thought Ms. Anderson had said that only 2 trees could be planted because of possible construction damage, and the location for the other 4 trees hasn't been discussed. Mr. Prichard said they should decide where PTAC thinks the trees should go. Mr. Newman said, based on his experience, there isn't any risk of damage.

There was a discussion about potential construction damage. Chairman Farris said there are 4 empty spaces across the street from The Arsenal, which is where PTAC and others who are involved want to plant the other four palms.

There was a discussion about when to plant the trees for the Arbor Day ceremony. Ms. Furlong discussed the Arbor Day tree-planting ceremony last year in Pigeon Point Park.

Ms. Furlong asked if there is an option to use the Tree Fund for the palms' installation, if necessary. Mr. Prichard said they should find out where they're getting the trees from, and if the nursery will install, then they need to "lay out what the city needs to do" to make it happen.

Chairman Farior said the application to DOT was submitted "weeks ago." Mr. Prichard said he'd follow up with Mr. Prokop about what he has found out about DOT.

Mr. Newman said you can see 6 holes where trees are missing in the aerial view of the area, and that's where the new palms should go. Ms. Culley said she would talk to Isaiah and then would call Chairman Farior about what she finds out.

Ms. Furlong said she had told **Linda Roper** about the Arbor Day plans. She'd follow up with her about what needs to happen on the street to facilitate the ceremony. Chairman Farior said they should close the street from 8:30 a.m. to 10:00 a.m. Ms. Furlong said she'd get back to Chairman Farior about what she finds out about street closing, etc.

Chairman Farior said if the costs of the trees and installation exceed the amount that has been donated, they should be able to use Tree Fund money for the remainder.

Mr. Newman made a motion to recommend that city council allow some funds to "supplement the generous donations" for planting replacement palms in the Palm Corridor on Craven Street. Mr. Fritz seconded. The motion passed unanimously.

Chairman Farior said they need to discuss plaques for the trees that are donated for this project. There are plaques in the ground at the bases of trees on the Spanish Moss Trail, she said. There was a discussion about different types of plaques. Mr. Newman said he doesn't think this is a good idea because the plaques could be "abused," as signs have been on the Spanish Moss Trail. He thinks plaques wouldn't last very long.

Mr. Rushing said if there's a single plaque or sign that says who donated the trees in the corridor, that might work. There was a general discussion about that idea and what would be needed. Mr. Newman suggested a one-time sign for the Arbor Day ceremony, to be kept up for a short period of time, that gives credit to the donors and PTAC/the city. Ms. Furlong suggested a banner at the entrance to The Arsenal.

There was further general discussion about a possible permanent sign/plaque that could be used for the garden club organizations' names and/or a temporary sign for Arbor Day and a short period of time afterward.

BRIDGES ACADEMY SENIOR LEGACY PROJECT

Ms. Furlong said the Bridges students had made a presentation to city council at its last work session. She showed the committee the boards of photos that they had presented to council. Council's feelings were positive about the project, she said, and it was felt

that council didn't need to vote to approve the project. She hasn't heard back from the students about whether they would consider a different location; she has looked at one, she said.

Ms. Furlong asked for PTAC's thoughts on the Bellamy Curve location, and she asked if the committee would think about alternative locations for the students to consider.

The committee looked at the graphic of the students' plan, and there was a general discussion about the Bellamy Curve location.

Mr. Newman said Bridges is moving out to its new campus, which is a "giant, un-landscaped place" and will be "for many years." He thinks this area of Bellamy Curve should be left as it is now or should be sold for development. He doesn't feel anyone "would go and hang out there," especially with Pigeon Point Park "right down the street." He thinks the students should invest the money in putting the botanical garden on the new campus.

There was a discussion about the maintenance of a botanical garden.

Mr. Rushing said he thinks the students should do something that requires a lot less maintenance than a botanical garden. Ms. Furlong said she doesn't think the students have gotten that far in their planning.

Mr. Fritz said he thinks the Bellamy Curve area could be improved, and he disagrees that it should be sold.

Ms. Furlong said they'd hoped the students would be able to make the presentation for themselves, but they didn't come to the PTAC meeting. They have mostly been working with Mr. Prichard, she said. Council had asked that PTAC consider alternate locations in the city where there is already a maintenance program in place, Ms. Furlong said.

There was a general discussion about the possibly of putting the garden in a small park on Ribaut Road. Mr. Newman said it sounds like a perfect space because it's an existing city park with an established maintenance program. Mr. Rushing said PTAC talked about putting a better sign and re-landscaping there. Chairman Farior said when PTAC assessed all of the city's park properties, she thinks that a church owns property. Mr. Rushing said the city can't sell it; it would revert to the church's ownership.

Chairman Farior said she liked the idea of the visibility of a garden on Bellamy Curve, even if it were just a butterfly garden, but maintenance is an issue, and they would need to ensure that vehicle visibility remains clear. After this discussion, she agrees that it would be a better idea to have the botanical garden on Bridges' new campus.

Mr. Newman made a motion for PTAC to encourage the students' "energy and desire"

to create a legacy garden, and to suggest that they direct that energy to building it at the school's new facilities. Mr. Rushing seconded. Mr. Fritz abstained from the vote, which passed 3-0.

Ms. Furlong said according to the Beaufort ordinance, PTAC is responsible for the Arbor Day celebration planning "and will recommend necessary procurements."

WASHINGTON STREET PLAYGROUND UPDATE

Ms. Furlong said she and Downtown Operations staff had met with a Washington Street Park representative and a board member. They hosted a public meeting, where they provided updates on plans for Washington Street Park, including a meeting with **Barbara Johnson**, who is acting as a representative for the neighborhood group.

Ms. Furlong said there was some discussion, which she summarized, about swings that the group wanted to keep there. They will be kept in the same place, she said.

Ms. Furlong said putting in restrooms at Washington Street Park was the first priority, and those have been done. No other elements of the plan will be "as complicated" as that was. Installation of the playground equipment is now the second priority, and the group didn't have a problem with moving the location of it or "the revised sequence of activities."

The shade structure will be done at a later date, Ms. Furlong said, and grant money for the equipment will be for a play structure for 2- to 5-year-olds. The group is fine with having old equipment at the park removed. It was decided that the locations of the sports court and the ½-basketball court would be switched, she said.

The board was not in favor of one part of the plan, which she described, and the city is fine with that, Ms. Furlong said.

Chairman Farior asked about Southside Park, which has been largely undeveloped for a long time and had come to PTAC's attention again because of the playground equipment discussion. Ms. Furlong said she'd met with **Connie Hipp** at Southside Park. She hasn't gone through all of the Southside Park files yet and isn't sure she has all of them. Ms. Furlong plans to have "a plan and a plan of action" for Southside Park by the end of this fiscal year.

DISCUSSION: BOARD VACANCY

Chairman Farior said there is a need for an arborist to fill Ms. Hill's seat on PTAC because Ms. Hill is not living in Beaufort as much. Mr. Fritz said he thinks they should add a couple more members to PTAC.

Mr. Newman said an arborist interviewed on the same day as he did for a position on PTAC. He doesn't know why council didn't put that person on the committee.

Chairman Farrow said Ms. Hill needs to submit her resignation because she has sold her house, so she no longer qualifies to be on PTAC.

Mr. Prichard said staff would post the open position in various places.

OTHER BUSINESS

There was a general discussion about PTAC “rules,” which Ms. Furlong said the committee needs to determine for itself. Mr. Newman feels an advisory board with no power should have the rules that are “more relaxed” (i.e., not Robert’s Rules of Order). Ms. Furlong said that can be so, but the committee needs to have rules, according to the ordinance. Mr. Prichard said PTAC recommends how to spend city money, so a rule should be that the committee votes on those matters, even though it’s a recommendation. He offered to make up a list of rules for PTAC to discuss and vote on.

Mr. Newman said, “A basic rule would be that with any item that is on the agenda, everyone” on the committee “should have the opportunity to speak to that measure.” A second rule would be that “if there is a motion regarding a measure that’s on the agenda,” then everyone on PTAC “has the right to vote on the measure.” Mr. Prichard said the committee should also decide what constitutes a quorum and a majority.

There being no further business to come before the committee, **Mr. Fritz made a motion, second by Mr. Rushing, to adjourn the meeting**, and the meeting was adjourned at 4:44 p.m.



Parks & Tree Advisory Committee

Meeting Minutes – December 19, 2019

1 CALL TO ORDER

A regular meeting of the Parks & Tree Advisory Committee was held at the City Hall Planning Conference Room on Thursday, December 19, 2019 at 3:10 pm.

2 ATTENDEES

Attendees included all Board members -Barbara Farris and Chuck Rushing, and staff members Joan Furlong and Julie Bachety.

3 MEMBERS NOT PRESENT

Gordon Fritz and Joel Newman

4 APPROVAL OF MINUTES

The minutes of the November 21, 2019 meeting were tabled to the next meeting due to not having a quorum.

5 REPORTS

1. **Waterfront Park** - Linda Roper

Ms. Roper said the City approved maintenance to continue with The Greenery for the park. There is an RFQ out for the playground equipment through a grant. A community workshop will be held in late January to survey what type of equipment the community wants. After the responses are received, we will advertise an RFP. We should have an idea of who the city has chosen in mid-March, she said. Ms. Farris asked about the tree replacement near Plum's and Luther's and where the funds will come from. Robbie Anderson with Public Works said we have three different accounts and these funds will come out of the Facility Maintenance Account.

2. **Southside Park** - Linda Roper

Ms. Roper said we will be seeking community input for a conceptual plan for the park as well as what kind of activities are needed. Ms. Farris commented that this was done before. Jane Culley said it was thirteen years ago. Ms. Roper said the plan hasn't been followed or fully adopted.

3. **Whitehall** - Linda Roper

Ms. Roper said she is on this this Committee. It's a 9.94 acre passive park and consultants were recently hired, she said. We need to develop a conceptual plan similar to the other parks. A community workshop will be held in mid-March with public input. Ms. Farrior asked what will be implemented. Ms. Roper said the City of Beaufort will not implement; County is responsible. There will be event space dependent on what the community wants. Restrooms are one element of the park, maybe at the entrance. Ms. Roper said the Committee will be at the 1st Friday event and have information available.

4. **Public Works** - Robbie Anderson

Ms. Anderson went over her report from Public Works. Ms. Farrior asked about the trees on Craven Street. Ms. Anderson said this will done after all construction on the Arsenal is done in February. Ms. Farrior asked about taking up the dead trees in front of the Arsenal. Ms. Anderson said due to fiber optics, SC DOT will handle this. Ms. Furlong said Matt St. Clair reported the status to Council last week regarding the Arsenal. Ms. Roper went over the items that needed to be wrapped up at the Arsenal including the restrooms. Jane Culley asked about the doing a plaque inside the Arsenal gates. Ms. Farrior discussed doing metal bronze; Board agreed, but that the money comes out of the fund for the trees being donated. Ms. Farrior said it needs to be priced. Ms. Culley said she will contact someone.

6 OLD BUSINESS

1. **Bridges Academy Senior Project** - Joan Furlong

Ms. Furlong said the students have met with her and David Prichard. Students are looking at two locations and showed them on the Master Plan for Southside Park. This will be implemented in the spring.

2. **Playground Equipment Washington Street Park** - Joan Furlong

Ms. Furlong referred to the colored conceptual plan as well as the plan with the existing swing set. Ms. Farrior said this playset is very important to the community.

3. **Draft Board Rules Update** - Joan Furlong

This agenda item was tabled to the next meeting since there were not enough members present.

7 ADJOURNMENT

The meeting ended at 4:00 p.m.

Chair

Date of approval

ORDINANCE

**AMENDING CHAPTER 3 – PARK AND TREE ADVISORY COMMISSION - OF THE
CODE OF ORDINANCES BEAUFORT, SC**

WHEREAS, the State of South Carolina has conferred to the City of Beaufort the power to enact ordinances “in relation to roads, streets, markets, law enforcement, health, and order in the municipality or respecting any subject which appears to it necessary and proper for the security, general welfare, and convenience of the municipality or for preserving health, peace, order, and good government in it . . .” as set forth in *Code of Laws of South Carolina*, Section 5-7-30; and

WHEREAS, the City of Beaufort established the PTAC on April 22, 2014, as set forth in section 3-3002 of the *Code of Ordinances Beaufort, South Carolina*; and

WHEREAS, the City recognizes the importance of trees in our public spaces; and

WHEREAS, the amendment of the *Code* is for the purpose of clarifying the responsibilities and duties of the PTAC; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Beaufort, South Carolina, duly assembled and by authority of same, pursuant to the power vested in the Council by Section 6-29-760, *Code of Laws of South Carolina, 1976*, that *The Code of Ordinances Beaufort, SC* be amended by deleting Section 3-3007 and replacing Section 3-3005 with:

It shall be the responsibility of the commission to maintain and periodically update, an urban forestry management plan which supplements and corresponds with the comprehensive plan for the city. The management plan shall define the species of trees to be utilized as street, easement, right of way, and park trees when appropriate. It will specify the best practices and horticultural requirements for the planting, maintenance and preservation of said trees. It shall provide to the City Manager, as requested, an assessment of the city parks and will make recommendations as to improvements, decommissioning, and/or the commissioning of parks and public open spaces within the city. It shall be responsible for the planning of the annual Arbor Day celebration and will recommend necessary procurements. It will be responsible for the maintenance of the requisite data for recertification by the Arbor Day Foundation of the city as a Tree City USA. It shall make recommendations to the City Council for the prioritized allocation of monies from within the City’s tree fund account on an annual basis.



BILLY KEYSERLING, MAYOR



IVETTE BURGESS, CITY CLERK

(SEAL)

Attest:

1st Reading

October 22, 2019

2nd Reading & Adoption

November 12, 2019

Reviewed by:

WILLIAM B. HARVEY, III, CITY ATTORNEY

CHAPTER 3. - PARK AND TREE ADVISORY COMMISSION^[3]

Footnotes:

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Editor's note— Ord. No. O-10-14, adopted April 22, 2016, repealed the former Ch. 3, §§ 3-3001—3-3010, and enacted a new Ch. 3 as set out herein. The former Ch. 3 pertained to the tree board and derived from Ord. No. O-05-83, §§ 1—9, adopted April 26, 1983; Ord. No. O-20-83, § 1, adopted Dec. 13, 1983; Ord. No. O-26-90, adopted Oct. 23, 1990; Ord. No. O-08-95, adopted May 22, 1995; Ord. No. O-43-01, adopted Sept. 25, 2001; and Ord. No. O-25-04, adopted Sept. 14, 2004.

Cross reference— Protection of trees, § 3-1010; protection of trees in parks, § 3-2001(a).

Sec. 3-3001. - Definitions.

Street trees are herein defined as all woody vegetation located in the right-of-way of all publicly-owned streets within the city.

Park trees are herein defined as all woody vegetation which is located in publicly-owned parks and open spaces within the city.

(Ord. No. O-10-14, 4-22-14)

Sec. 3-3002. - Creation and establishment of board.

There is hereby created and established the park and tree advisory commission for the city, which shall consist of five (5) members who are either residents of the city, own property within the city, or either hold, or are associated with a business that holds a current city business license. Members shall be appointed by the city council. The park and tree advisory commission shall include one certified arborist, two (2) design professionals and two (2) citizen representatives.

(Ord. No. O-10-14, 4-22-14)

Sec. 3-3003. - Terms.

All terms shall be for three (3) years. At the end of a term, city council may re-appoint a commission member for another term. Council retains the authority to remove any member of the commission for cause. In the event a vacancy occurs during the term of any member, a successor shall be appointed by city council and begin a three-year term from date of initial appointment.

(Ord. No. O-10-14, 4-22-14)

Sec. 3-3004. - Compensation.

Members of the commission shall serve without compensation. Members may be reimbursed for actual expenses incurred in the performance of their duties from available funds approved in advance by the administrator.

(Ord. No. O-10-14, 4-22-14)

Sec. 3-3005. - Duties and responsibilities.

It shall be the responsibility of the commission to develop and periodically update, an urban forestry management plan which supplements and corresponds to the recommendations of the civic master plan for the city. The management plan shall define the species of trees to be utilized as street and park trees and specify horticultural requirements for the planting, maintenance and preservation of public trees. Further, the commission shall study, investigate and make recommendations to council regarding park design, acquisition and/or de-acquisition of city parks and open spaces, the planting of utility corridors, the design and maintenance of city playgrounds and recreation areas, the establishment of agricultural and public gardens in city parks and the creation and management of city trails and trail linkages. The commission shall also provide guidelines for the establishment of a city tree fund and make recommendations to city council for the prioritized allocation of monies.

(Ord. No. O-10-14, 4-22-14)

Sec. 3-3006. - Operation.

The commission shall elect a chairperson and a vice-chairperson from its members who shall serve for one year or until reelected, or until a successor is elected. The commission shall make its own rules and regulations and keep minutes of its proceedings. A majority of the seated members shall constitute a quorum for the transaction of business. All meetings of the commission shall be open to the public.

(Ord. No. O-10-14, 4-22-14)

Sec. 3-3007. - Accessory duties.

The commission shall be responsible for the planning and procurements necessary for the annual Arbor Day celebration, the retrieval of required data for recertification as a Tree City USA by the Arbor Day Foundation from city public works, parks and planning departments, provision of park names for city council consideration in the naming/renaming of parks, and shall review appeals of any ruling by the city arborist in regards to denial of tree removal applications on private property. Further, the commission may notify private property owners, in writing, of any tree(s) on their property which pose a potential hazard to the public right-of-way.

(Ord. No. O-10-14, 4-22-14)

Sec. 3-3008. - Review by city council.

The city council shall have the right to review the conduct, acts and decisions of the park and tree advisory commission. Any person may appeal any ruling of the commission to the city council who may hear the matter and make final disposition of same.

(Ord. No. O-10-14, 4-22-14)

Secs. 3-3009—3-3099. - Reserved.