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CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL WORKSESSION AGENDA
April 13, 2021

STATEMENT OF MEDIA NOTIFICATION

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

WORKSESSION - Electronic Meeting - 5:00 PM

Please note, this meeting will be conducted electronically via Zoom and broadcasted via livestream on Facebook. You can view the meeting live via Facebook at the City's page City Beaufort SC

I. CALL TO ORDER

A. Stephen D. Murray III, Mayor

II. PRESENTATION

A. Initial Public Meeting on the Preservation Manual by Brad Roeder of John Milner Architects, Inc.

III. DISCUSSION ITEMS

A. Local Film Incentives - Ron Tucker, President/CEO of Beaufort Film Society

IV. EXECUTIVE SESSION

A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Receipt of Legal Advice - regarding litigation.

V. ADJOURN



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/6/2021
FROM: Brad Roeder of John Milner Architects, Inc.
AGENDA ITEM TITLE: Initial Public Meeting on the Preservation Manual by Brad Roeder of John Milner Architects, Inc.
MEETING DATE: 4/13/2021
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

The City has contracted with John Milner Architects to update and consolidate the Beaufort Preservation Manual (1979), the Beaufort Preservation Manual Supplement (1990), and the Northwest Quadrant Design Guidelines (1999). As part of the project's management and reporting requirements, the consultants will conduct two formal public presentations. The initial public meeting is ***to inform the council and the public of the project's purpose, schedule, and the methodology to be used for the update.*** The subsequent formal public meeting will be the *Final Public Presentation*, which will also be held at a city council work session, and will *present the final deliverables to the council and the public.*

PLACED ON AGENDA FOR: *Discussion*

REMARKS:

ATTACHMENTS:

| Description | Type | Upload Date |
|-------------------|-----------------|-------------|
| Statement of Work | Backup Material | 4/6/2021 |



STATEMENT OF WORK
Historic Preservation Manuals Update
December 10, 2020

1.0 PURPOSE.

- 1.1 This Statement of Work (SOW) is for the consultant to:
 - 1.1.1 Update and consolidate:
 - 1.1.1.1 *The Beaufort Preservation Manual (August 1979)*
 - 1.1.1.2 *The Beaufort Preservation Manual Supplement (August 1990)*
 - 1.1.1.3 *Northwest Quadrant Design Principles (May 1999)*
 - 1.1.2 Evaluate and report disagreements between the preservation manuals and *The Beaufort Development Code*
 - 1.1.3 Enable preservation manual to be accessed, printed and searched electronically
- 1.2 Management. The consultant shall take technical and administrative guidance from the Department of Community & Economic Development.

2.0 BACKGROUND.

- 2.1 In order to provide guidance and insight into how the Beaufort historic districts should develop, modify, and rehabilitate, the Historic Review Board and staff reference:
 - 2.1.1 *The Beaufort Preservation Manual* and *The Beaufort Preservation Manual Supplement* when reviewing projects located in the Beaufort Preservation Neighborhood.
 - 2.1.2 *The Northwest Quadrant Design Principles* when reviewing projects located in the Beaufort Conservation Neighborhood.
 - 2.1.3 *The Secretary of Interior's Standards for Rehabilitation* when reviewing projects modifying a contributing structure.
 - 2.1.4 *The Beaufort Development Code Article 4 – Building Design Standards* when reviewing new-construction projects.
 - 2.1.5 Civic Master Plan
 - 2.1.6 Above Ground Historic Resources Survey
<http://www.cityofbeaufort.org/DocumentCenter/View/948/National-Register-of-Historic-Places-Continuation-Sheet-Section-7-Page-14?bidId=>

- 2.2 The Department of Community & Economic Development facilitates the coordination of all planning and development activities within the City. All services are designed to support balanced and innovative development within the City and provide for future growth. The main goal of the department is to protect and strengthen the community and neighborhoods while also encouraging business and real estate development that will enlarge our tax base, create and retain jobs, and provide for high quality developments that will enhance the quality of life for the citizens of Beaufort. The department provides professional staff-support to the HRB.

3.0 SCOPE OF SERVICES.

- 3.1 The consultant shall visit applicable sites and Federal, state, and local governmental agencies, as well as non-governmental organizations (NGOs) necessary to complete the work required. Such visits will be coordinated with the designated point-of-contact in advance to assure proper government clearances are established for the consultant.
- 3.2 The geographical scope of this effort covers all relevant areas within the municipal boundary of the City of Beaufort, SC.
- 3.3 This planning work shall be accomplished in accordance with all applicable federal, state, and local laws, rules and regulations.

4.0 SERVICES REQUIRED.

- 4.1 Task 1. Review existing manuals
- 4.2 Task 2. Assess the existing manuals for:
 - 4.2.1 Currency
 - 4.2.2 Clarity
 - 4.2.3 Appropriateness of methods
 - 4.2.4 Acceptable materials
 - 4.2.5 Organization
- 4.3 Task 3. Meet with oversight team (client) to discuss assessment
- 4.4 Task 4. Create framework for update and consolidation
- 4.5 Task 5. Meet with oversight team to discuss framework
- 4.6 Task 6. Create draft preservation manual (update)
- 4.7 Task 7. Evaluate compatibility of the Beaufort Development Code and the preservation manual (draft)

- 4.8 Task 8. Meet with oversight team to discuss draft and compatibility issues with the zoning ordinance [BDC]
- 4.9 Task 9. Create final preservation manual.
- 4.10 Task 10. Create report of remaining incompatibilities between the preservation manual and the zoning ordinance.
- 4.11 Task 11. Train city staff and HRB members on how to best use the new manual.

5.0 PROJECT MANAGEMENT AND REPORTING.

- 5.1 Kick-off Conference Call/Meeting. Immediately following the execution of a signed contract, a Kick-off Conference Call/Meeting will be held between the City of Beaufort and the consultant to consider a variety of issues: scheduling; security; access to the installation; deliverables; word processing software that will be used (i.e., Microsoft Word); points-of-contact; maps; etc. The consultant shall arrange the Conference Call/Meeting and shall be responsible for setting the agenda, preparing minutes of the call/meeting, and submitting the minutes to the Department of Community & Economic Development within five (5) working days following the call.
- 5.2 Overall Project Work Plan. Within thirty (30) days of notice to proceed (NTP), the consultant shall deliver an overall project work plan that includes a specific Work Breakdown Structure (WBS) for the initiative. The WBS will be used to report the cost and schedule status of the SOW. All tasks required under this SOW shall be included in the WBS.
- 5.3 Initial Public Meeting. Hold a public meeting at a city council work session to inform the council and the public of the project's purpose, schedule, and the methodology to be used for the update.
- 5.4 Integrated Schedule. The consultant shall establish, update and maintain an integrated schedule which reflects all work being accomplished under this agreement to ensure on-time successful completion of the effort. The schedule will specify the dates that specific milestones will be met and specify the dates on which all deliverables are to be submitted to the City of Beaufort. It shall be updated every month and submitted with the monthly progress report. The monthly update shall provide information as to the reasons for any changes that may occur. Delays presented in the schedule that are due to the consultant's performance must be discussed with the City of Beaufort prior to acceptance.
- 5.5 Monthly Progress Report (MPR). The consultant shall meet with the government technical representative (GTR) as required to review status of work and shall provide the GTR a monthly written report showing progress accomplished, problems encountered or anticipated, and any revisions to the project work plan and/or schedule. The MPR shall include summary of events and discussion of performance and shall identify meetings and teleconferences as required.

- 5.6 Final public presentation. Hold a public meeting at a city council work session to present the final deliverables to the council and the public.

6.0 DELIVERABLES.

- 6.1 Current assessment of preservation manuals (currently in use)
- 6.2 Framework for update and consolidation
- 6.3 Draft preservation manual (update)
- 6.4 Initial report of incompatibilities between preservation manual and the zoning ordinance
- 6.5 Final preservation manual (electronic/website compatible/printable)
- 6.6 Final report of incompatibilities between preservation manual and the zoning ordinance with links to the relevant code and preservation manual sections.

7.0 PERIOD OF PERFORMANCE. All work performed under this agreement shall be completed by September 30, 2021.

8.0 PAYMENT SCHEDULE. By work completed

9.0 MATERIALS AND LABOR, INSTALLATION SUPPORT. The City of Beaufort will provide access to government facilities for use by the consultant to accomplish the tasks assigned.

10.0 MISCELLANEOUS REQUIREMENTS.

- 10.1 Memoranda/Action Item List. The consultant shall furnish the City a memorandum of each meeting held, summarizing the agreements reached along with an updated Action Item List. All memoranda shall be provided within five (5) working days of the meetings.
- 10.2 Editorial Requirements. The size of pages shall be 8.5 by 11 inches, except for foldout maps, charts, or other illustrative material. Type size and the font used must be approved by the Government prior to printing. The document is to be written in non-technical language wherever possible to facilitate understanding by the general public; shall include a glossary and “dos and don’ts”; shall follow best practices for historic preservation; and be user friendly.
- 10.3 Computer Software. Documents shall be placed on jump drive and provided to the Government in the word processing format agreed upon at the Kick-off Conference Call/Meeting.
- 10.4 Release of Data. All data, reports, and materials contained or developed for this project shall not be released or discussed without written approval of the Government.
- 10.5 Distribution. The consultant is responsible for reproducing all document deliverables.

- 10.6 Cover Letters. The consultant shall insert a cover letter with each document submittal and indicate the project, project phase, the date the comments are due, to whom comments are to be submitted, the date and location of the review conference, etc., as appropriate. (NOTE: depending on the recipient, not all letters will contain the same information.) The contents of the cover letters shall be coordinated with the City of Beaufort prior to the submittal date.
- 10.7 Submittals. All submittals shall be coordinated through the Department of Community & Economic Development for this project.
- 10.8 Points-of-Contact: GTR
David Prichard
Director of Community & Economic Development
1911 Boundary St., Beaufort, SC 29901
(843) 525-7011 dprichard@cityofbeaufort.org



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/6/2021
FROM: Bill Prokop, City Manager
AGENDA ITEM
TITLE: Local Film Incentives - Ron Tucker, President/CEO of Beaufort Film Society
MEETING
DATE: 4/13/2021
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

Email was sent to all of City Council regarding Local Film Incentives from Ron Tucker, President and CEO of the Beaufort Film Society. Mr. Tucker was contacted about having a discussion on this subject.

PLACED ON AGENDA FOR: Discussion

REMARKS: