NOTE: IF YOU HAVE SPECIAL NEEDS DUE TO A PHYSICAL CHALLENGE, PLEASE CALL IVETTE BURGESS 525-7070 FOR ADDITIONAL INFORMATION

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 - City Hall, Planning Conference Room, 1st Floor - 5:00 PM

I. CALL TO ORDER
   A. Billy Keyserling, Mayor

II. EMPLOYEE NEW HIRE RECOGNITION
   A. Human Resources Department - Shantell Miller - HR Assistant
   B. Police Department - Alexis Keen, Gregory Linacre and Daniel Fazio - Patrol Officers

III. PRESENTATION
   A. Billboard Hurricane Frames

IV. DISCUSSION ITEMS
   A. Update on Comprehensive Plan

V. EXECUTIVE SESSION
   A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion regarding update on Legal Matters.

VI. ADJOURN
CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL
FROM: David Prichard, Community & Economic Development Director
AGENDA ITEM TITLE: Billboard Hurricane Frames
MEETING DATE: 5/28/2019
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

Discussion regarding billboard hurricane frames and whether this violates the City's ordinance regarding nonconforming signs.

Beaufort Code 11.6.1
A. [...] 
B. A legal nonconforming sign shall lose this designation if:
   1. The sign is relocated or replaced.
   2. The structure, design, or size of the sign is altered in any way. This does not refer to normal maintenance or lettering changes on changeable copy signs.

PLACED ON AGENDA FOR:

REMARKS:
CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL
FROM: David Prichard, Community & Economic Development Director
AGENDA ITEM TITLE: Update on Comprehensive Plan
MEETING DATE: 5/28/2019
DEPARTMENT: Planning

BACKGROUND INFORMATION:

Assessment of Current Comprehensive Plan

• State Mandates
• Staff Assessment – General
  • Organization
• Staff Assessment by Elements
• Comparison
• Next Steps
• Questions and Comments

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:

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Assessment of Current Comp Plan
City Council
May 28, 2019

Topics for Discussion
• State Mandates
• Staff Assessment – General
  • Organization
• Staff Assessment by Elements
• Comparison
• Questions and Comments
Comprehensive Plan

SECTION 6-29-510. Planning process; elements; comprehensive plan.

(A) The local planning commission shall develop and maintain a planning process which will result in the systematic preparation and continual re-evaluation and updating of those elements considered critical, necessary, and desirable to guide the development and redevelopment of its area of jurisdiction.

(B) Surveys and studies on which planning elements are based must include consideration of potential conflicts with adjacent jurisdictions and regional plans or issues.

(C) The basic planning process for all planning elements must include, but not be limited to:

   (1) inventory of existing conditions;

   (2) a statement of needs and goals; and

   (3) Implementation strategies with time frames
State Mandated Elements

- Population
- Economic development
- Natural resources
- Cultural resources
- Community Facilities
- Housing Element
- Land Use
- Transportation
- Priority Investment

Note: All planning elements must be an expression of the planning commission recommendations to the appropriated governing bodies with regard to the wise and efficient use of public funds, the future growth, development, and redevelopment of its area of jurisdiction, and consideration of the fiscal impact on property owners. SC CoL 6-29-510
Staff Assessment – The Comp Plan Generally

• Should be organized by element
  • Some elements could be organized under an umbrella categories

• Should have a general section at the beginning that encapsulates:
  • An explanation of planning process – current and forward
    • The purpose and function of the comp plan
    • How decisions are coordinated
    • Collaboration with stakeholders
  • A synopsis of the overall content
  • The City’s Vision
  • City Implementation Strategies

• Evaluate relevancy of conditions, goals, and data from the 2009 Comp Plan, and the Civic Master Plan and incorporate accordingly
S.A. - Organization of the Comp Plan

• Mayor’s Letter
• Executive Summary
  • Overview
    • Purpose of the Comp Plan
    • Content & Organization (Elements)
    • Assets
    • Stakeholders
  • Planning Context
  • Vision
  • Strategy
    • Stakeholder Engagement & Education
• Elements (Detailed Plans)
S.A. - Organization in the Elements

• Assessment of the current situation
• Evaluation of assets against overarching City goals (Strategic Plan)
• Determination of shortfalls
• Functional analysis with other elements
• Implementation strategy with objectives for eliminating shortfalls
Population Element

State Statute Description
• Historic trends and projections,
• Household numbers and sizes,
• Educational levels, and
• Income characteristics

Staff Assessment
• Update demographics
• Consolidate
• Should inform future housing needs
• Should influence future land use
Economic Element

State Statute Description

• Labor force and labor force characteristics,
• Employment by place of work and residence, and
• Analysis of the economic base

Staff Assessment

• Update data
• Consolidate
• Integrate 2018-2020 Strategic Goals
• Should inform future land use
• Should influence future transportation plans
• Should influence future infrastructure plans
• Should influence housing element
Natural Resources Element

State Statute Description
- Coastal resources
- Slope characteristics
- Prime agricultural and forest land
- Plant and animal habitats
- Park and recreation areas
- Scenic views and sites
- Wetlands
- Soil types

Staff Assessment
- Verify currency of inventories
- Consolidate
- Should inform future land use
Cultural Resources Element

State Statute Description
• Historic buildings and structures,
• Commercial districts,
• Residential districts,
• Unique, natural, or scenic resources, archaeological, and
• Other cultural resources.
• Where a separate board exists pursuant to this chapter, this element is the responsibility of the existing board;

Staff Assessment
• Verify currency of inventories
• Consolidate
• Should inform future land use
Community Facilities Element

State Statute Description
• Water supply, treatment, and distribution
• Sewage system and wastewater treatment
• Solid waste collection and disposal
• Fire protection
• Emergency medical services
• General government facilities
• Education facilities
• Libraries and cultural facilities

Staff Assessment
• Update condition and needs
• Should inform future land use
• Should inform economic development
• Should inform cultural resources – historic districts, downtown, etc.
Housing Element

State Statute Description
• Locations, types, age, and condition
• Owner and renter occupancy
• Affordability
• Ascertain nonessential housing regulatory requirements

Staff Assessment
• Update condition and needs
• Should inform future land use
• Consolidate
Land Use Element

State Statute Description
- Existing and future land use categories, including:
  - Residential
  - Commercial
  - Industrial
  - Agricultural
  - Forestry
  - Mining
  - Public & quasi-public
  - Recreation
  - Parks
  - Open space
  - Vacant or undeveloped

Staff Assessment
- Update current land use
- Change future land categories to more conventional nomenclature inline with State statute
- Update future land use based on current assessment and city goals
- Incorporate Civic Master Plan, Sector Plans
- Should inform transportation element
Transportation Element

State Statute Description

• Transportation facilities
  • Major road improvements
  • New road construction
  • Transit projects
  • Pedestrian and bicycle projects
  • Other elements
• Must be developed in coordination with land use element

Staff Assessment

• Update current list of projects
• Consolidate
• Update projects based on current assessment and city goals
• Should inform land use element
Transportation Element Organization

- Assessment of the current situation
  - Overview of transportation planning process
  - Existing conditions
  - Forecast of future conditions
  - Summary of transportation needs
  - Assessment of current system capacity
- Evaluation of assets against overarching City goals (Strategic Plan)
- Determination of shortfalls
- Functional analysis with other elements
- Implementation strategy with objectives for eliminating shortfalls
  - Cost implications and funding sources
Priority Investment Element

State Statute Description
• Likely federal, state, and local funds during the next 10 years
• Recommended projects using these funds for the next 10 years for public infrastructure and facilities

Staff Assessment
• Update current list of available funding grants
• Update current list of projects
• Consolidate
• Update projects based on current assessment and city goals
• Should inform community element
• Should inform transportation element
**2009 Comprehensive Plan**
- Executive Summary
- The Path Forward
- Yesterday and Today
- The Planning Process
- A Framework for Growth
- Natural Infrastructure
- Climate Change & Energy
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- Economic Prosperity
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- Catalyst Sites & Focus Areas
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Next Steps

• Evaluate relevancy of vision from the 2009 Comp Plan, and the Civic Master Plan and cross reference with vision and goals from current Strategic Plan

• Begin current assessments
  • LCOG
  • Staff
Questions and Comments
1.0 PURPOSE.

1.1 This Statement of Work (SOW) is for the contractor to provide current assessments of the following elements:

1.1.1 Population
1.1.2 Community Facilities
1.1.3 Housing
1.1.4 Transportation

1.2 Management. The contractor shall take technical and administrative guidance from the Department of Community & Economic Development.

2.0 BACKGROUND.

2.1 State Mandate. The local planning commission shall develop and maintain a planning process which will result in the systematic preparation and continual re-evaluation and updating of those elements considered critical, necessary, and desirable to guide the development and redevelopment of its area of jurisdiction:

2.1.1 Population
2.1.2 Economic Development
2.1.3 Natural Resources
2.1.4 Cultural Resources
2.1.5 Community Facilities
2.1.6 Housing
2.1.7 Land Use
2.1.8 Transportation
2.1.9 Priority Investment [SC Code of Laws § 6-29-510].

2.2 Basic Planning Process. The update of all planning elements must include:

2.2.1 Inventory of existing conditions;
2.2.2 Statement of needs and goals; and
2.2.3 Implementation strategies with time frames [SC Code of Laws § 6-29-510]

2.3 City of Beaufort’s Comprehensive Plan Organization.

2.3.1 Mayor’s Letter

2.3.2 Executive Summary

2.3.2.1 Overview

2.3.2.1.1 Purpose

2.3.2.1.2 Content & Organization

2.3.2.1.3 Assets

2.3.2.1.4 Stakeholders

2.3.2.2 Planning Context

2.3.2.3 Vision

2.3.2.4 Strategy

2.3.2.5 Stakeholder Engagement & Education

2.3.3 Elements (detailed plans)

2.4 Element Organization.

2.4.1 Assessment of the current situation

2.4.2 Evaluation of assets against overarching city goals (strategic plan)

2.4.3 Determination of short falls

2.4.4 Functional analysis with other elements

2.4.5 Implementation strategy with objectives for eliminating shortfalls

2.5 Existing Plans.

2.5.1 Vision Beaufort – 2009 Comprehensive Plan

2.5.2 Civic Master Plan – 2014

2.5.3 Strategic Plan – 2019-2021

2.6 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.
3.0 SCOPE OF SERVICES.

3.1 The contractor 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 contractor.

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 plans

4.2 Task 2. Create current assessment of the city’s population
   4.2.1 Historic trends and projections
   4.2.2 Household numbers and sizes
   4.2.3 Education levels
   4.2.4 Income characteristics

4.3 Task 3. Create current assessment of the city’s community facilities. The assessment should include for each facility the operational authority, geographic service area, design capacity, current demand, level of service, condition/life span, energy consumption.
   4.3.1 Water supply, treatment, and distribution
   4.3.2 Sewage system and wastewater treatment
   4.3.3 Solid waste collection and disposal
   4.3.4 Fire protection
   4.3.5 Emergency medical services
   4.3.6 General government facilities
   4.3.7 Education facilities
   4.3.8 Libraries and cultural facilities

4.4 Task 4. Create current assessment of the city’s housing.
   4.4.1 Locations, types, age, and condition
   4.4.2 Owner and renter occupancy
4.4.3 Affordability
4.4.4 Ascertained nonessential, housing regulatory requirements
4.4.5 Housing needs analysis
4.4.6 Housing market analysis

4.5 Task 5. Create current assessment of transportation.
4.5.1 Overview of transportation planning process
4.5.2 Existing conditions
  4.5.2.1 Major road improvements
  4.5.2.2 New road construction
  4.5.2.3 Transit projects
  4.5.2.4 Pedestrian and bicycle projects
  4.5.2.5 Average annual daily traffic
  4.5.2.6 Level of service
4.5.3 Forecast of future conditions
4.5.4 Summary of transportation needs
4.5.5 Assessment of current system capacity

5.0 PROJECT MANAGEMENT AND REPORTING.

5.1 Kick-off Conference Call/Meeting. Immediately following the award, a Kick-off Conference Call/Meeting will be held between the City of Beaufort and the contractor 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 contractor 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 (3) days of notice to proceed (NTP), the contractor 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 Integrated Schedule. The contractor 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 contractor’s performance must be discussed with the City of Beaufort prior to acceptance.

5.4 **Monthly Progress Report (MPR).** The contractor 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 report will also provide a summary of any on-going planning analysis conducted regarding proposed changes to the pedestrian access network. The MPR shall include summary of events and discussion of performance and shall identify meetings and teleconferences as required.

6.0 **DELIVERABLES.**

6.1 Population Element – Current Assessment section
6.2 Community Facilities Element – Current Assessment section
6.3 Housing Element – Current Assessment section
6.4 Transportation Element – Current Assessment section
6.5 Map of community facilities
6.6 Map of single-family housing by owner-occupied, and rental
6.7 Map of multi-family housing by duplex, triplex, 4-plex, rowhouses/townhouses, apartments
6.8 Map of road projects
6.9 Map of roads with AADT
6.10 Map of roads with level of service

7.0 **PERIOD OF PERFORMANCE.** All work performed under this agreement shall be completed by December 31, 2019.

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 contractor to accomplish the tasks assigned.

10.0 **MISCELLANEOUS REQUIREMENTS.**

10.1 **Memoranda/Action Item List.** The contractor 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.
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. The mailing list shall be saved on jump drive and provided to the Government.

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 contractor is responsible for reproducing all document deliverables.

10.6 **Cover Letters.** The contractor 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.**

   **Government Technical Representative:**
   David Prichard, Director of Community & Economic Development
   1911 Boundary St.
   Beaufort, SC 29901
   (843) 525-7011
   dprichard@cityofbeaufort.org
Assessment of Current Comp Plan
City Council
May 28, 2019

Topics for Discussion
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• Should inform future housing needs
• Should influence future land use
Economic Element

State Statute Description
• Labor force and labor force characteristics,
• Employment by place of work and residence, and
• Analysis of the economic base

Staff Assessment
• Update data
• Consolidate
• Integrate 2018-2020 Strategic Goals
• Should inform with future land use
• Should influence future transportation plans
• Should influence with future infrastructure plans
• Should influence housing element
<table>
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<tbody>
<tr>
<td><strong>State Statute Description</strong></td>
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<tr>
<td>• Coastal resources</td>
</tr>
<tr>
<td>• Slope characteristics</td>
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<tr>
<td>• Prime agricultural and forest land</td>
</tr>
<tr>
<td>• Plant and animal habitats</td>
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<td><strong>Staff Assessment</strong></td>
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<tr>
<td>• Verify currency of inventories</td>
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<td>• Consolidate</td>
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</table>
Cultural Resources Element

State Statute Description
• Historic buildings and structures,
• Commercial districts,
• Residential districts,
• Unique, natural, or scenic resources, archaeological, and
• Other cultural resources.
• Where a separate board exists pursuant to this chapter, this element is the responsibility of the existing board;

Staff Assessment
• Verify currency of inventories
• Consolidate
• Should inform future land use
Community Facilities Element

State Statute Description
• Water supply, treatment, and distribution
• Sewage system and wastewater treatment
• Solid waste collection and disposal
• Fire protection
• Emergency medical services
• General government facilities
• Education facilities
• Libraries and cultural facilities

Staff Assessment
• Update condition and needs
• Should inform future land use
• Should inform economic development
• Should inform cultural resources – historic districts, downtown, etc.
Housing Element

State Statute Description
• Locations, types, age, and condition
• Owner and renter occupancy
• Affordability
• Ascertain nonessential housing regulatory requirements

Staff Assessment
• Update condition and needs
• Should inform future land use
• Consolidate
Land Use Element

State Statute Description
• Existing and future land use categories, including:
  • Residential
  • Commercial
  • Industrial
  • Agricultural
  • Forestry
  • Mining
  • Public & quasi-public
  • Recreation
  • Parks
  • Open space
  • Vacant or undeveloped

Staff Assessment
• Update current land use
• Change future land categories to more conventional nomenclature inline with State statute
• Update future land use based on current assessment and city goals
• Incorporate Civic Master Plan, Sector Plans
• Should inform transportation element
Transportation Element

State Statute Description
• Transportation facilities
  • Major road improvements
  • New road construction
  • Transit projects
  • Pedestrian and bicycle projects
  • Other elements
• Must be developed in coordination with land use element

Staff Assessment
• Update current list of projects
• Consolidate
• Update projects based on current assessment and city goals
• Should inform land use element
Transportation Element Organization

• Assessment of the current situation
  • Overview of transportation planning process
  • Existing conditions
  • Forecast of future conditions
  • Summary of transportation needs
  • Assessment of current system capacity

• Evaluation of assets against overarching City goals (Strategic Plan)

• Determination of shortfalls

• Functional analysis with other elements

• Implementation strategy with objectives for eliminating shortfalls
  • Cost implications and funding sources
Priority Investment Element

State Statute Description
• Likely federal, state, and local funds during the next 10 years
• Recommended projects using these funds for the next 10 years for public infrastructure and facilities

Staff Assessment
• Update current list of available funding grants
• Update current list of projects
• Consolidate
• Update projects based on current assessment and city goals
• Should inform community element
• Should inform transportation element
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Next Steps

• Evaluate relevancy of vision from the 2009 Comp Plan, and the Civic Master Plan and cross reference with vision and goals from current Strategic Plan

• Begin current assessments
  • LCOG
  • Staff
Questions and Comments