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**CITY OF BEAUFORT**  
1911 BOUNDARY STREET  
BEAUFORT MUNICIPAL COMPLEX  
BEAUFORT, SOUTH CAROLINA 29902  
(843) 525-7070  
**CITY COUNCIL REGULAR MEETING AGENDA**  
**August 22, 2023**  
**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."

**REGULAR MEETING - Council Chambers, 2nd Floor - 7:00 PM**

**Please note, this meeting will be broadcasted via zoom and live streamed on Facebook. You can view the meeting at the City's page; City Beaufort SC**

**I. CALL TO ORDER**

A. Stephen D. Murray III, Mayor

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

A. Mayor Pro Tem, Mike McFee

**III. CITY COUNCIL ORGANIZATION**

A. Appointment of City Attorney

**IV. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

A. Proclamation proclaiming August 31, 2023, as International Overdose Awareness Day

**V. PUBLIC COMMENT**

**VI. MINUTES**

A. Worksession and Regular Meeting - July 11, 2023

**VII. NEW BUSINESS**

- A. Request for a Public Assembly for Historic Beaufort Foundation to host the 2023 Fall Festival of Houses & Gardens on October 21 & 22, 2023
- B. Request from Fisher Films for use of the Waterfront park and day dock and the closure of the day dock for a movie filming on December 10, 2023
- C. Request for waiver of noise ordinance for USCB Winter Formal held at Old Bay Marketplace on December 9, 2023 from 8:00 pm - 12:00 am
- D. Request for Co-Sponsorship from Born to Read to host Yoga Under The Stars in the Henry C. Chambers Waterfront Park Contemplative Garden on September 21, 2023 from 6:00 pm - 9:00 pm
- E. Request from the Help of Beaufort to host the Firecracker 5K with street/bridge closures from 7:45 am - 9:30 am on July 4, 2024

- F. Request from TCL PTA Club to host Jingle All The Way 5K from TCL on the Spanish Moss Trail on December 9, 2023, from 8:00 am - 10:30 am
- G. Request from Downtown Beaufort Merchants Association for Street Closures for First Friday's on October 6, 2023, beginning at 4:00 pm - 8:30 pm and waiver of Public Drinking Ordinance during the First Friday Event
- H. Ordinance amending Part 5, Chapter 4, Section 5-4032.2, Flood Damage Prevention Ordinance of the City Code of Ordinances, South Carolina Department of Natural Resources' Model Flood Damage Prevention Ordinance, to address Non-Residential Construction - 1st reading
- I. Sales Tax Advisory Committee Representative
- J. Consideration of a Resolution to Adopt the City of Beaufort 2023-2025 Strategic Plan
- K. Resolution to name the Boundary Street Open Space/Pocket Park located in the City of Beaufort: 1st South Carolina Volunteers Park
- L. Ordinance amending Section 10.7.3.A., Membership, Terms and Compensation of the Beaufort Code, for the Historic Review Board to remove the Historic Beaufort Foundation Seat nomination - 1st reading

### **VIII.REPORTS**

- City Manager's Report
- Mayor Report
- Reports by Council Members

### **IX. ADJOURN**



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**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/2/2023  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM TITLE:** Appointment of City Attorney  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

A Request for Proposals (RFP) for City Attorney Services was posted on May 11, 2023 with proposals due no later than June 9, 2023. After reviewing submitted proposals, City Council met with two prospective appointees in Executive Session on July 11, 2023.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

The following language is recommended to appoint Benjamin T. Coppage as the City Attorney for the City of Beaufort for a two-year term, effective immediately and in accordance with the Agreement presented as Exhibit A.

"I move to appoint Benjamin T. Coppage as the City Attorney for the City of Beaufort and to approve the Agreement associated with this appointment, as presented."

**ATTACHMENTS:**

Description	Type	Upload Date
Finance Department Memorandum	Backup Material	8/15/2023
Ben Coppage Agreement	Exhibit	8/15/2023

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**CITY OF BEAUFORT - INTERNAL MEMORANDUM**

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**TO:** SCOTT MARSHALL  
**FROM:** KAY MCINTYRE  
**SUBJECT:** RFP 2023-109 – CITY ATTORNEY LEGAL SERVICES  
**DATE:** 8/15/23  
**CC:** ALAN EISENMAN, TRACI GULDNER

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The City issued a Request for Proposal, RFP 2023-109 for City Attorney Legal Services on May 11, 2023. The RFP was posted on the City's website, Vendor Registry, the State of South Carolina (SCBO) procurement website, and was advertised on the City of Beaufort Facebook page as well as in The Island News.

The City received (2) sealed proposals by 5:00 PM on June 9, 2023. The following proposals were received:

Christopher S. Inglese, Attorney at Law, Beaufort, SC  
Coppage Law Firm, LLC, Beaufort, SC

The selection committee, comprised of City of Beaufort Council Members, met June 27, 2023, to discuss and review the two bid submissions during their Worksession. At the following Council Meeting held July 11, 2023, bid submissions were discussed and reviewed once more. Interviews were held with the two prospective employees during Executive Session.

Between Christopher Inglese and Coppage Law Firm, LLC, the committee determined Coppage Law Firm, LLC to be the most responsive bidder. Christopher Inglese was determined as the least responsive bidder due to the fact that proposed forms of compensation did not match criteria requested by the City. The forms of compensation proposed by Inglese comprised of an annual salary, regular benefits available to full-time employees, office space on-site on City property, reimbursement for expenses, and an expense account for professional license fees and training. The City has not budgeted for a full time employee relationship. Coppage Law Firm, LLC's proposal met specifications requested by the City and provided sufficient detail and breakdown of hourly rates and fees for attorney services and expenses, as requested.

The committee is unanimous in their recommendation of Coppage Law Firm, LLC for RFP 2023-109 City Attorney Legal Services.



## REPRESENTATION AGREEMENT

The City of Beaufort, South Carolina (hereinafter “Client”), hereby retains Coppage Law Firm, LLC (hereinafter “Attorney”) upon the terms and conditions set forth below:

**1. Scope of Representation:** Attorney will provide to client those legal services generally understood within the field of municipal law to fall within the category of “general council” work, and shall include, but is not necessarily limited to, the following:

- a. Routine legal advice, telephone and personal consultations with the City Council, City Manager or other authorized representatives.
- b. Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the City.
- c. Legal advice and opinions concerning legal matters that affect the City.
- d. Legal work pertaining to property acquisitions, property disposals, public improvements, etc.
- e. Legal work pertaining to Developer Contracts, Planned Unit Developments, Plats, etc. as required by the City Zoning Ordinance.
- f. Representation of the City in litigious matters, to include mediations, tort liability complaints and court trials with subsequent appeal actions.

**2. Term.** The term of this Agreement shall commence on \_\_\_\_\_, 2023 and shall continue in full force and effect for two (2) years. The Agreement may be renewed for an additional two (2) year term upon written agreement signed by both parties. The Agreement may be terminated by either party at any time during the term by providing the other party a written termination notice at least thirty (30) days prior to the effective termination date.

**3. Fees:** All legal services shall be provided at the following hourly rates:

Benjamin T. Coppage:	\$250.00 per hour
Associate Attorneys:	\$175.00 per hour
Paralegals:	\$ 75.00 per hour

The minimum increment of time billed for all services is one-tenth (.1) of an hour.

**4. Expenses:** All out of pocket Expenses of the Attorney are to be reimbursed. Specifically, Client shall reimburse Attorney as follows:

- a. Mileage. Number of miles driven outside of the City of Beaufort multiplied by the yearly IRS mileage rate (\$.655 for 2023).
- b. Copying/Printing. There would be no charge for routine copying and printing of less than 100 pages. For projects requiring more than 100 pages to be copied or printed on any given day, the costs would be \$.10 per page.

- c. Fax. There would be no charge for faxed documents.
  - d. Word Processing. There would be no charge for word processing.
- 5. Payment:** Invoices for Fees billed at the Hourly Rate and Out of Pocket Expenses will be billed monthly. Client agrees to pay invoices within fifteen (15) days of invoice date. Any invoice not paid within fifteen (15) days of the due date will accrue interest at 1% per month thereafter.
- 6. Non-Payment:** Should any invoice remain unpaid more than thirty (30) days, Attorney has the cumulative remedies of (1) terminating all work billed at the Hourly Rate until the invoices are paid to date and/or (2) filing suit against the Client for recovery of the unpaid Attorney Fees and Expenses. Client agrees to pay reasonable Attorney Fees and all out of pocket Expenses to collect such unpaid invoice amounts if any of these events occur.
- 7. Ownership:** Client agrees that all work and the documents involved in the Project shall be the sole and exclusive property of the Attorney. A copy of the file shall be made available to Client upon request at 10 cents per page provided that the Client has paid all Attorney Fees and Expenses owed to Attorney.
- 8. Cooperation:** Client acknowledges the necessity of assisting and cooperating with the Attorney and Client agrees to assist and cooperate in all such matters.
- 9. Court Fees:** Client understands that some types of files may result in Attorney fees being awarded by a Court. Should the Project result in an award of attorney fees by a Court, Client agrees to be liable to Attorney for any difference between the Attorney Fees and Expenses established by this Agreement and such attorney fee as may be awarded by a Court.
- 10. Warranty:** Attorney does not warrant or guaranty any specific result to Client. Attorney agrees to provide reasonable legal services. Attorney has not made any representation to Client concerning total Attorney Fees or Expenses which the Client may incur in the Project.
- 11. Joint and Several:** In the event there is more than one Client whose signature appears below, the obligation for Attorney Fees and Expenses shall be the joint and several obligations of all such Clients.

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The above Representation Agreement is accepted on \_\_\_\_\_, 2023.

Coppage Law Firm, LLC

City of Beaufort

\_\_\_\_\_  
Benjamin T. Coppage

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Print Name: \_\_\_\_\_



## PROCLAMATION

**Whereas**, many families in Beaufort County has, at some time, faced the effects of alcohol and drug addiction and overdose consequences; and

**Whereas**, alcoholism remains the #1 killer in Beaufort County and the state of South Carolina; and

**Whereas**, 22.1% of Prescription Opioid Overdose Deaths were related to alcohol consumption; and

**Whereas**, Opioid Overdose Deaths have increased by 22% in Beaufort County in 2021-2022; and more than  $\frac{2}{3}$  of all Opioid Deaths were from fentanyl; and

**Whereas**, Beaufort County, in 2022, showed an increase of 30% in Child Maltreatment Investigations due to alcohol and drug use; and

**Whereas**, International Overdose Awareness Day calls attention to the fact that addiction and overdoses, often fatal, are a pervasive and increasing problem with health implications for our city; and

**Whereas**, the City of Beaufort does affirm and acknowledge the trauma and hardship caused by drug and alcohol overdose; and

**Whereas**, the City of Beaufort recognizes the purpose of International Overdose Awareness Day as remembering loved ones lost to overdose and ending the stigma of drug addiction; and

**Whereas**, the City of Beaufort and the community commit to play our parts, through education and other resources, in reducing opioid overdoses which claimed the lives of 49 loved ones here in 2021.

**NOW THEREFORE, BE IT RESOLVED**, the City Council of the City of Beaufort, do hereby proclaim August 31, 2023 as

### **International Overdose Awareness Day**

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 22nd day of August 2023.

\_\_\_\_\_  
STEPHEN D. MURRAY III, MAYOR

ATTEST:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK



City Council Regular Meeting  
Meeting Minutes – City Hall Council Chambers, 2<sup>nd</sup> Floor

July 11, 2023

**I. CALL TO ORDER**

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**7:15 PM**

Mayor, Stephen D. Murray III

Members of Council in attendance - Neil Lipsitz, Mike McFee, Mitch Mitchell, Josh Scallate and Mayor Murray.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

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Mayor Pro Tem, Mike McFee.

**III. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

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- A. Proclamation proclaiming July 29 - August 5, 2023, as Gullah/Geechee Nation Appreciation week.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

All were in favor, motion carried.

- B. Proclamation proclaiming July 14 - 23, 2023, as Beaufort Water Festival Week.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Mitchell.

All were in favor, motion carried.

**IV. PUBLIC COMMENT**

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Paul Trask, 608 Bladen Street, addressed Council regarding the June 20, 2023, Worksession Minutes. He feels that the minutes should be corrected and urged Council not to accept them as written.

**V. MINUTES**

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- A. Worksession- June 20, 2023.

Motion to approve was made by Councilman Lipsitz and seconded by Councilman Scallate.

Mayor Pro Tem, McFee abstained from the vote.

Minutes approved as presented.

B. Worksession and Regular Meeting - June 27, 2023.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

Minutes approved as presented.

## **VI. OLD BUSINESS**

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- A. An Ordinance amending the City of Beaufort's Zoning Map regarding Parcel R120 004 000 1007 0000 (1208 Pigeon Point Road), to be zoned from T-5UC to T-4N - 2nd reading.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Mitchell.

First reading was held on June 27, 2023. No changes were made since first reading.

Francis Ackerman, 2215 Wilson Drive addressed Council.

Those in favor were Mayor Murray, Mayor Pro Tem, McFee, Councilman Lipsitz and Councilman Mitchell.

Councilman Scallate voted against.

The motion was carried by a vote of 4 - 1.

## **VII. NEW BUSINESS**

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- A. Authorization to allow the City Manager to enter into a contract for Banking and Treasury Services.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

Alan Eisenman, Finance Director, stated that a Request for Proposal for Banking and Treasury Services was issued by the City. The committee narrowed all candidates down to two. Ameris Bank and South Atlantic Bank. The committee then chose and recommends Ameris Bank for their competitive rates, fee structure, experience working with local governments, and their proven outstanding customer service.

Tyler Frame, Relationship Specialist, with three+one provided a brief presentation to Council on the RFP process and their value calculation based on the submitted proposals.

Daniel Blackmon, 1010 Duke Street, addressed Council.

All were in favor, motion carried.

- B. Request from CAPA and the Exchange Club of Beaufort for Co-Sponsorship to host the 29th Annual Ghost Tours, October 13 - 30, 2023, and request two (2) complimentary parking spaces.

Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.

All were in favor, motion carried.

- C. Request from Beaufort Area Hospitality Association to host Beaufort Oyster Festival 5K on Saturday, January 20, 2024, from 7:45 am - 9:30 am.

Motion to approve was made by Councilman Lipsitz and seconded by Councilman Mitchell.

All were in favor, motion carried.

- D. Request from Beaufort County Library for Co-Sponsorship for use of the Henry C. Chambers Park to host Friends of the Beaufort Library Fall Book Sale, November 3 - 5, 2023, request of overnight camping in the park, and fifteen (15) complementary parking spaces.

**Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.**

**All were in favor, motion carried.**

- E. Request from The Exchange Club of Beaufort for Co-Sponsorship to host the 2023 Patriot's Day and award ceremony in the Henry C. Chambers Park and ten (10) complimentary parking passes on Monday, September 11, 2023, from 5:30 pm - 6:30 pm.

**Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.**

**All were in favor, motion carried.**

- F. Permission to host the 2023 Beaufort Shrimp Festival and Arts and Crafts Market in the Henry C. Chambers Park, October 6 - 7, 2023, and host the Run Forrest Run 5K/Walk on Saturday, October 7, 2023, and request waivers for the sale of alcohol, open container, public drinking, noise ordinances, street closures and permission for issuance of twenty-five (25) complementary parking passes.

**Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Lipsitz.**

**All were in favor, motion carried.**

- G. Request to host the 2023 Halloween Celebration in the Henry C. Chambers Park on Saturday, October 21, 2023, 10:00 am - 2:00 pm and twenty (20) complimentary parking passes.

**Motion to approve was made by Councilman Mitchell and seconded by Mayor Pro Tem, McFee.**

**All were in favor, motion carried.**

- H. Request to host the 2023 Holiday Weekend events to include street closures, and other permissions, December 1 - 3, 2023.

**Motion to approve was made by Councilman Lipsitz and seconded by Mayor Pro Tem, McFee.**

**All were in favor, motion carried.**

- I. A resolution to allow the City Manager to enter into agreements with the Beaufort County Sheriff's Department to partner in shared service response for Bomb Squad, Canine Unit, Crime Scene Unit and SWAT.

**Motion to approve was made by Councilman Mitchell and seconded by Mayor Pro Tem, McFee.**

**Councilman Scallate made a motion to amend the final Whereas Clause, to reflect that the parties have the right to terminate the agreement for convenience upon 30 days written notice to the other parties. This was originally written "upon 60 days written notice to the other parties". Mayor Pro Tem, McFee seconded the motion.**

**All were in favor on the amended motion.**

**All were in favor on the main motion, motion carried.**

- J. Appointments/Reappointments to Boards, Commissions and Committees.

**Mayor Pro Tem, McFee made a motion for reappointments to the Design Review Board, for Erik Petersen and William Suter. 3-year terms to expire June 30, 2026. The motion was seconded by Councilman Scallate.**

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion for appointments to the Tourism District Advisory Board, At-Large position, Randy Novick. Hospitality/Lodging to be held by Vimal Desai, and the reappointment of Matt McAlhaney to a Hospitality/Lodging Seat. All are for 3-year terms to expire June 30, 2026. The motion was seconded by Councilman Lipsitz.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion for reappointments to the Zoning Board of Appeals, for Kevin Blank and Marc Sviland. 3-year terms to expire June 30, 2026. The motion was seconded by Councilman Mitchell.

All were in favor, motion carried.

Mayor Pro Tem, McFee stated that since there were two applicants interviewed today in Worksession for the Historic District Review Board, a decision will be made in the August meeting. He stated that per the Ordinance, the standing members will continue to serve in their capacity.

## **VIII. REPORTS**

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### **City Manager's Report**

Reported that there were several events enjoyed by kids and adults alike. Chill with a Cop, Movie Night in the Park and First Friday. Thanked all departments for their efforts.

There will be another CPR class for youth on Saturday, July 29, 2023. This is free and seats are limited. To register call 843-525-7055.

The next Movie Night in the Park will be on July 27, 2023, at the Washington Street Park.

The Police Department is planning an Open House for the public on Saturday, August 5, 2023, beginning at 5:30 pm.

The Fire Department is now operational with Quick Response Vehicles that are staffed with certified paramedics. They will be housed at Central Headquarters and Station 3. The Department currently has 4 certified paramedics.

Excited that our new K-9 officers will be graduating formal training July 28, 2023, and will be officially on duty starting August 4, 2023. You will soon see Officer Sterling Wiren with K-9 Officer Supra, and Officer Mikhail Kopylov with K-9 Officer Jampi.

Reminded all of the upcoming Council Summer Break that will begin after tonight's meetings. The schedule will pick back up on Tuesday, August 15, 2023, with the Code Edit Worksession.

### **Mayor's Report**

Thanked the Town of Port Royal for putting on a wonderful 4<sup>th</sup> of July Celebration.

Thanked the Police Department for meeting with the Downtown Merchants Association. Heard it was very positive. Also thanked them for Chill with a Cop and Movie Night.

Wished Commodore James Nutt and all the many volunteers a Happy and Successful 67th Water Festival.

On a personal note, he thanked all those that helped his step father in the Food Lion Store when he suffered a heart attack. Especially thanked Tina Koon with CAPA who is CPR certified, and Denise Washington.

**Councilman Mitchell**

Congratulated Marilyn Harris who was elected as the President and CEO of the Black Chamber of Commerce.

**Mayor Pro Tem, McFee**

Reported that along with the Mayor and Councilman Lipsitz, he attended the Change of Command Ceremony at the Marine Corps Air Station.

Attended a Residential Empowerment Coalition meeting.

**Councilman Scallate**

Stated that he and his family attended the Movie In the Park, as well as the July 4th fireworks in Port Royal.

Thanked Ivette Burgess and the Human Resources team on the procurement of an Employee Assistance Program.

**Councilman Lipsitz**

Nothing to report.

Council wished everyone a safe Summer and Happy Water Festival.

**IX. ADJOURN**

**8:25 PM**

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Motion to adjourn was made by Councilman Lipsitz and seconded by Councilman Mitchell.

All were in favor, motion carried.

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Disclaimer: This document is a summary. All City Council Worksessions and Regular Meetings are recorded. Live stream can be found on the City's website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).



# City Council Worksession

## Meeting Minutes – Planning Conference Room – 1<sup>st</sup> Floor

July 11, 2023

### **I. CALL TO ORDER**

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**5:01 PM**

Stephen D. Murray III

Members of Council in attendance - Neil Lipsitz, Mike McFee, Mitch Mitchell, Josh Scallate and Mayor Murray.

### **II. EMPLOYEE NEW HIRE RECOGNITION**

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#### **A. Downtown Operations and Community Services.**

**Linda Roper, Downtown Operations and Community Services Director** introduced Ashley Brandon.

#### **B. Police Department.**

**Dale McDorman, Police Chief,** introduced Morgan Lawson and Colt Miller.

### **III. PRESENTATIONS**

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#### **A. Interviews of Applicants for Boards and Commissions.**

Council held a question-and-answer session for applicants for the Historic District Review Board. Eric Breman, and Grady Woods.

#### **B. Parks and Tourism Fund Revenue Bond.**

**David Cheatwood, Managing Director, First Tryon Advisors,** gave a presentation to Council dealing with the Parks and Tourism Revenue Bond financial impact as it relates to the Southside Park and Washington Street Park projects, along with a few others. These projects are identified in the FY2024 City Budget. First Tryon has updated the City's capital planning model to assess the affordability of funding these projects.

Mr. Cheatwood stated that the Parks and Tourism fund revenue consists primarily of Hospitality Fees and Local Accommodations Fees. The remaining is from various charges for services and investment earnings. He then went over the Actual revenues in Fiscal Years 2019 through 2022, the estimate for Fiscal year 2023, what is budgeted for Fiscal Year 2024, and what is projected for Fiscal Years 2025 through 2028. He then went over the expenditure history. As of June 30, 2023, the City has \$1,128,902 of long-term Parks and Tourism related debt outstanding. This will roll off in 3 years in Fiscal Year 2027. There are four capital projects that will be funded in the Fiscal Year 2024 budget. Those are the Carnegie Building Roof, Washington Street Park, Southside Park and Marina Fuel Tank Replacement.

Graham Trask addressed Council.

Staff is directed to prepare a Revenue Bond Series Ordinance with the assistance of the City's Financial Advisor and Bond Counsel.

A copy of the presentation is attached to these minutes.

#### **IV. EXECUTIVE SESSION**

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Councilman Lipsitz made a motion to go into Executive Session and seconded by Mayor Pro Tem, McFee.

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding Personnel - Boards, Commissions and Committees.
- B. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding personnel appointed by Council.

Councilman Lipsitz made a motion to come out of Executive Session and seconded by Councilman Mitchell.

No actions from Executive Session.

#### **V. ADJOURN**

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**7:14 PM**

Disclaimer: This document is a summary. All City Council Worksessions and Regular Meetings are recorded. Live stream can be found on the City's website at [www.cityofbeaufort.org](http://www.cityofbeaufort.org) (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at [tguldner@cityofbeaufort.org](mailto:tguldner@cityofbeaufort.org).



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**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/11/2023  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request for a Public Assembly for Historic Beaufort Foundation to host the 2023 Fall Festival of Houses & Gardens on October 21 & 22, 2023  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

The Historic Beaufort Foundation is requesting for Public assembly for the annual 2023 Fall Festival of Houses and Gardens on October 21-22, 2023. The event will consist of a walking tour through the Point homes and gardens.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval of this event.

**ATTACHMENTS:**

Description	Type	Upload Date
Request for Fall Festival of homes	Cover Memo	8/11/2023



August 9, 2023

Mrs. Linda Roper, Director  
Community Planning & Development  
City of Beaufort  
500 Carteret Street  
Beaufort, SC 29902

Dear Linda,

On behalf of the Historic Beaufort Foundation, we are seeking approvals for the 2023 Fall Festival of Houses & Gardens.

HBF is proud to continue the Fall Festival of Houses & Gardens. Celebrating 49 years, this event has become one of Beaufort's most talked about events attracting residents, day-trippers and visitors from across the country and Canada. This year's event is a two-day event and is scheduled for October 21-22.

**Walking Tour of Point Houses & Gardens.**

Saturday, October 21, 10AM to 4PM.

The Walking Tour consists of visitors touring 9 homes and gardens at their leisure from 10AM to 4PM on Saturday. The houses are all located on the Point this year and will feature both private homes and gardens.

**Sunday in *The Beaufort Style*.**

Sunday, October 22, 9:30 AM to 2:00 PM

This tour will be held at a private venue on Trask Farm Road off of Hwy 170. This special tour will include a Lowcountry brunch and libations. Attendance will be limited.

**Ticket/Itinerary Pick-up.** As with past tours, patrons will retrieve and/or purchase **ALL** tickets (wristbands) on Saturday, October 21 in The Arsenal Courtyard. Online ticket sales will run through Thursday, October 19<sup>th</sup>.

**Parking.** HBF will be distributing the City's parking brochure to all attendees.

**Signage.** As in the past, HBF would like to place corrugated sign boards with posts at the yards of each of the tour properties. HBF will apply for a temporary signage permit to place the signs. The signs will be placed the morning of the tour and removed that same evening.

**Notification.** HBF will coordinate through The Point Association to notify residents of the Tour.

**Police.** HBF will coordinate with Police to determine if a contract for service will be necessary.

**Transportation.** HBF may engage golf carts to bring those that need the service from the designated parking area(s) to the tour location.

**Alcohol.** As a part of the southern brunch and tour scheduled for Sunday, October 22, HBF will apply for a SC ABL License to serve libations. This is a limited attendance, ticketed event held at a private home on Trask Farm Road off of Hwy 170.

The Fall Festival of Houses & Gardens has historically attracted hundreds of visitors to Beaufort from across the country to stay, tour, dine, shop and immerse themselves in the history and unique offerings of Beaufort and the Lowcountry as gracious residents open their private homes and gardens to offer this unique experience.

We look forward to working with the City of Beaufort, our many partners, gracious homeowners and the community to continue this special tradition.

We appreciate your consideration and look forward to continuing this popular event for Beaufort and the Lowcountry.

Sincerely,



Lise Sundrla

Museum & Preservation Programs

cc: Cynthia Jenkins, HBF Executive Director  
Scott Williams, City Manager



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/11/2023  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from Fisher Films for use of the Waterfront park and day dock and the closure of the day dock for a movie filming on December 10, 2023  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

Fisher Films is requesting use of the the area around the Daydock including the playground area as well as closure of the Day dock for 3-4 hours on Monday December 10th for the filming of a scene for a Hallmark style movie called Christmas at Zander Point. The filming approximately at 10 am depending on weather and lighting. The crew will consist of 15-20 people for the duration. They have completed the film permit application as well. They are willing to have a police contract if needed.

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**PLACED ON AGENDA FOR:** *Action*

**REMARKS:**

Staff recommends approval for this request.

**ATTACHMENTS:**

Description	Type	Upload Date
Fisher Films request to film	Cover Memo	8/11/2023
Film permit application	Cover Memo	8/11/2023



(803) 658-8801 · [www.FisherFilms.net](http://www.FisherFilms.net)



Fisher Films  
159 Hunters Trail  
Lexington, SC. 29072

August 3, 2023

Jessica E. Hughes  
Downtown Operations Administration Assistant and Tour Coordinator  
500 Carteret Street, Suite B2  
Beaufort, S.C. 29902

Hello Jessica,

Hope you are doing well. I'm writing per your request to know more about Fisher Films' desire to obtain a Special Use Permit to use The Town of Beaufort as a location for our Hallmark style, feature film, *Christmas At Xander Point*.

The parts of the town we would like to use are the Day Dock, the ramp, and one of the public benches closest to the ramp. The scene begins with two young people minding their own business when they are approached by four of their peers who begin to pick on them. His friend does stand up to defend him, but none of them notice the young man walking down the Day Dock ramp to untie a sailboat. When the young people realize the boy has jumped in the sailboat, they move down the ramp to the sailboat trying to persuade the boy to come back. But the young boy doesn't listen and gently sails toward open water with the Woods Memorial Bridge in the background. END OF SCENE.

SHOOTING DATE: MONDAY, DECEMBER 10, 2023

The total number of cast and crew for this scene would be 15-20 people. There may be more with parents who accompany their child on set. There are no road closures needed and we are not shooting any scenes on Bay Street where business signage is visible. To establish the scene, we would like to get a B-Roll of the marina, day dock, public walking areas, and the roofs of buildings by using a drone and cinematic cameras.

Fisher Films would also like to obtain a SPECIAL USE PERMIT to shoot another scene with the same cast on Hunting Island and the lighthouse. The shooting date is the same but at a different time. I have been in contact with Alex Kellner and he knows about our request.

Fisher Films loves the town of Beaufort and I believe, *Christmas at Xander Point*, would shine a positive light on your town. Thank you for your consideration, and I look forward to hearing from you.

Best Regards,

*Durham Harrison*

Durham Harrison  
Writer/Director  
803-413-5422





## FILM PERMIT APPLICATION

Downtown Operations & Community Services  
500 Carteret Street, Suite B2, Beaufort, South Carolina,  
29902 p. (843) 379-7519 / [jhughes@cityofbeaufort.org](mailto:jhughes@cityofbeaufort.org)

Production Company Fisher Films Film Christmas at Xander Point

Address 159 Hunters Trail, Lexington, SC 29072 Contact Person Durham Harrison

Office Phone \_\_\_\_\_ Mobile Phone (803) 413-5422

Type: Feature Film  TV Series \_\_\_\_\_ Commercial \_\_\_\_\_

Movie \_\_\_\_\_ Other \_\_\_\_\_

Location The day dock, the ramp, and one of the public benches closest to the ramp

Film Date Sunday, December 10, 2023 Hours 3-4 TBD

Prep/wrap outside listed time? No \_\_\_\_\_ Yes.  If yes see page 2.

Incase of foul weather or other emergency, film date will be Monday, December 11, -2023

### Describe Scene

While Tommy and Kurt play their video games, a group of their peeres arrive and begin taunting Kurt. Tommy defends Kurt, but no one sees Kurt escape to the day dock to untie a sailboat. When Tommy and his peeres realize it's toolate, Kurt cranks up the engine and the boat gently sails toward open water with the Woods Memorial Bridge in the background.

Estimates number in Cast 6 Crew 8 Extras None

Proposed Street Closure None

Equipment Parking (Location) Normal parking areas

Base Camp (Location). Pedestrian area by the day dock

Catering Truck (Location) N/A

Crew Parking Public Parking Area

Extras' Parking Public Parking Area

On-Street Parking N/A

Vehicular Traffic Control Requested N/A

Pedestrian Traffic Control Requested.

We will provide people to help route pedestrians away from the production area.

Special Utility Requests (electric, telephone, water, ect.)

Electricity,if available; area around the walkway and day dock. If not, we have a generator.

Special Equipment and Placement .....

Cameras, tripods, lgihts, booms,and mics will be used in and around the pedestrian bench and day dock. A drone will ge tthe B-Roll fo the marina, day dock, public walking areas, roofs of buildings, and tree tops.

Special Situations/Effects (stunts, animals, gunfire, noise, ect.)

None; but if possible, we wold like to request to tie a sailboat to the day dock for the duration of the shoot.

Other Special Request (Alterations to City property, etc.)

None; Beaufort looks amazing at Christmas. We wouldn't change a thing.

Additional Information (Include any prep and wrap activities, times, parking)

Our goal is to wrap up shooting a sunrise scene at the lighthouse on Hunting Island with the same cast used by the day dock. I do not have definite times for the day of the shoot. I am certain I will be able to provide the times closer to the date. Thank you for your consideration.

*Durham Harrison*

August 2, 2023

Applicant Signature

Date

(Check one)

**Approved**

**Approved** with conditions as attached

**Denied**

Scott Marshall, City Manager

Date



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/11/2023  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request for waiver of noise ordinance for USCB Winter Formal held at Old Bay Marketplace on December 9, 2023 from 8:00 pm - 12:00 am  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Downtown Operations

---

***BACKGROUND INFORMATION:***

USCB is requesting for a waiver of noise ordinance for the Winter Formal held at Old Bay Marketplace on December 9, 2023 from 8:00 pm -12:00 am . They will have a DJ and band inside but will hold the social gathering on the roof. They will not have outside music.

---

***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

Staff recommends approval for this event.

**ATTACHMENTS:**

Description	Type	Upload Date
USCB Winter formal	Cover Memo	8/11/2023



June 1, 2023

Linda Roper  
Downtown Operations & Community Services Director  
500 Carteret St., Suite B2  
Beaufort, SC 29902

Dear Ms. Roper,

To follow up on our conversation from yesterday regarding our plans to host the USCB Winter Formal at Old Bay Marketplace, I am sending this letter to request a noise ordinance waiver. We would like to hold this dance from 8:00 p.m. to 12:00 midnight on Saturday December 9, 2023. The venue is agreeable to this time frame but does request an official copy of the noise ordinance waiver be filed.

We currently plan to have the DJ and music inside the large upstairs room and use the outdoor rooftop space for social gathering. There would be no outside music. Since this is a venue of the Beaufort Inn, we will be using their catering service and event rentals for tables/chairs. We do not anticipate any outside vendors other than the DJ.

We know that our students will be excited to have this event downtown. We want them to feel a connection to our community and come to know what a special place Beaufort is. We are strategically planning more community engagement to foster retention to graduation and also, to our community after graduation. Please let me know if there is more information that you need regarding this request. My mobile number is 561-523-8886. Thank you for your assistance.

Sincerely,

Alison Reynolds  
USCB Student Life & Well-being



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/11/2023  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request for Co-Sponsorship from Born to Read to host Yoga Under The Stars in the Henry C. Chambers Waterfront Park Contemplative Garden on September 21, 2023 from 6:00 pm - 9:00 pm  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Downtown Operations

---

**BACKGROUND INFORMATION:**

Born to Read is requesting co-sponsorship for use of the park to host Yoga Under The Stars in the Henry C. Chambers Waterfront Park Contemplative Garden on September 21, 2023 from 6:00 pm -9:00 pm. The event is designed to promote physical and mental wellness while supporting early childhood literacy in the Lowcountry.

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**PLACED ON AGENDA FOR:** *Action*

**REMARKS:**

Staff recommends approval of the co-sponsorship.

**ATTACHMENTS:**

Description	Type	Upload Date
Yoga under the stars request	Cover Memo	8/11/2023



[www.borntoread.org](http://www.borntoread.org)

703 Bladen Street

[borntoread@hargray.com](mailto:borntoread@hargray.com)

July 10, 2023

City Council  
City of Beaufort  
1911 Boundary Street  
Beaufort, SC 29902

Dear City Council,

Born To Read Inc is requesting the use of the Contemplative Garden located the Henry C. Chambers Waterfront Park, Thursday, September 21, 2023 to host the fourth Yoga Under The Stars event benefiting Born To Read, sponsored by local yoga studios and Reiki practitioners.

Professionally certified yoga instructors will lead participants in yoga in the Contemplative Garden from 6:00pm to 9:00pm. This evening event is designed to promote physical and spiritual wellness while supporting early childhood literacy in the Lowcountry.

Born To Read Inc became an independent 501c3 in 2008. The mission of Born To Read Inc is to promote early childhood literacy and language development while helping new parents understand their critical role as their child's first and most important teacher.

There is no charge for this event, but donations for Born To Read Inc will kindly be accepted.

Respectfully,

Janie Ephland  
Executive Director



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**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/11/2023  
**FROM:** Ashley Brandon  
**AGENDA ITEM TITLE:** Request from the Help of Beaufort to host the Firecracker 5K with street/bridge closures from 7:45 am - 9:30 am on July 4, 2024  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request from the Help of Beaufort to host the Firecracker 5K with street closures from 7:45 am -9:30 am on July 4, 2024. This is an annual event with no changes.

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*PLACED ON AGENDA FOR:* Action

**REMARKS:**

Staff recommends approval of this request.

**ATTACHMENTS:**

Description	Type	Upload Date
Firecracker 5K request.	Cover Memo	8/11/2023



### 5K RUN/WALK APPLICATION

City of Beaufort Downtown Operations & Community Services  
Attn: Andrea Hackenberger-Downtown Manager & Events Coordinator  
500 Carteret Street, Suite B2 Beaufort, SC 29902  
Phone: (843) 379-7063 / Email: [proper@cityofbeaufort.org](mailto:proper@cityofbeaufort.org) | [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

To be filed NOT LESS than 150 days before event

- **Fee:** \$25.00 non-refundable application fee is payable when the application is submitted
- **Run/Walk Route:** City of Beaufort has a standard route in place that everyone must follow

Name of Applicant: Help of Beaufort / Lori Oporza  
 Address: 502 Charles St. Bldg. Phone # 8435241223  
 Email: helpbeaufort@gmail.com  
 Name of Sponsoring Organization: ~~Help~~  
 Address: \_\_\_\_\_

Date of 5K Run/Walk: 7/4/2024  
 Time of 5K Run/Walk will Begin: 8:00am 5K Run/Walk will Terminate: 9:00am  
 Time 5K Run/Walk Line-Up Begins: 7:45am Location(s) of Line-Up Area(s): Bay/Charles St.  
 Approximate Number of Persons, Animals in the 5K Run/Walk: 150-200

5K Run/Walk will occupy all the width of the streets to be traversed:   
 5K Run/Walk will occupy only a portion of the width of the streets to be traversed: \_\_\_\_\_

OFFICE USE ONLY: Application received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_ Approved By: \_\_\_\_\_

**NOTE:** IF THE 5K RUN/WALK IS DESIGNED TO BE HELD BY AND ON BEHALF OF OR FOR ANY PERSON OTHER THAN THE APPLICANT, THE APPLICANT FOR SUCH PERMIT SHALL FILE A LETTER FROM THAT PERSON WITH THE CITY MANAGER AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON HIS BEHALF.

Signature of Applicant:  Date: 7/3/23



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/11/2023  
**FROM:** Ashley Brandon  
**AGENDA ITEM** Request from TCL PTA Club to host Jingle All The Way 5K from TCL on the  
**TITLE:** Spanish Moss Trail on December 9, 2023, from 8:00 am - 10:30 am  
**MEETING**  
**DATE:** 8/22/2023  
**DEPARTMENT:** Downtown Operations

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***BACKGROUND INFORMATION:***

The TCL PTA Physical Therapist Assistant Club to host Jingle all the Way 5K from TCL to Spanish Moss Trail on December 9, 2023 at 8:00 am - 10:30 am.  
This is the second annual event with no changes from last year.

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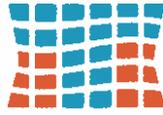
***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

Staff recommends approval of this event.

**ATTACHMENTS:**

Description	Type	Upload Date
Jingle all the way 5k request	Cover Memo	8/11/2023
Jingle all the way application	Cover Memo	8/11/2023



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## Jingle All the Way 5k Proposal TCL's Physical Therapist Assistant Club

Dear City Council,

The TCL PTA Club plans to host the 2<sup>nd</sup> Annual Jingle All the Way 5k fundraiser December, 9<sup>th</sup> 2023. We are seeking your support again for this exciting holiday event. The race will be held at the Technical College of the Lowcountry's Beaufort Campus and fundraising efforts will provide Physical Therapist Assistant Students with continuing education through their local chapter SCAPTA (South Carolina American Physical Therapy Association). SCAPTA holds an annual conference open to Physical Therapists, Physical Therapist Assistants, and Students.

In March of 2023 five students were able to attend the professional development event where they listened to various lectures, met with recruiters, and enjoyed all the exhibits. Student feedback after attending included "What a great opportunity. We got so much from the different lectures and just another way to look and think about physical therapy and treatment. It was the boost that we needed going into our last clinical. I highly recommend attending for any and all second years."

Additional funds have already helped pay for student travel, class of 2023's pinning ceremony, and one day we hope to increase community outreach.

### *PTA Club Mission:*

*The TCL Physical therapist assistant (PTA) club embodies the mission of the physical therapy profession to TCL students. The club focuses on fostering personal and social responsibility through group meetings, community outreach, and professional development events.*

Sincerely,

**Kara Santana PT, DPT**  
**Board-Certified Geriatric Clinical Specialist**  
**Program Director - PTA Program**  
**Health Sciences Division**

**Kari Canfield PTA, BS-HCS**  
**ACCE - Physical Therapist Assistant**  
**Health Sciences Division**



# 5K RUN/WALK APPLICATION

City of Beaufort-Downtown Operations & Community Services  
Attn: Andrea Hackenberger-Downtown Manager & Events Coordinator  
500 Carteret Street, Suite B2 Beaufort, SC 29902  
Phone: (843) 379-7063 / Email: [lroper@cityofbeaufort.org](mailto:lroper@cityofbeaufort.org) | [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

**To be filed NOT LESS than 150 days before event**

- **Fee:** \$25.00 non-refundable application fee is payable when the application is submitted
- **Run/Walk Route:** City of Beaufort has a standard route in place that everyone must follow

Name of Applicant: Kari Canfield  
 Address: 921 Ribaut Rd Phone # 843-525-8213  
 Email: kcanfield@tcl.edu  
 Name of Sponsoring Organization: Technical College of the Lowcountry PTA Club  
 Address: 921 Ribaut Rd. Beaufort, SC 29901

Date of 5K Run/Walk: 12/09/2023  
 Time of 5K Run/Walk will Begin: 9:00 5K Run/Walk will Terminate: 10:30  
 Time 5K Run/Walk Line-Up Begins: 8:00 Location(s) of Line-Up Area(s): TCL  
 Approximate Number of Persons, Animals in the 5K Run/Walk: 100+

5K Run/Walk will occupy all the width of the streets to be traversed: \_\_\_\_\_  
 5K Run/Walk will occupy only a portion of the width of the streets to be traversed: X

TCL Campus <> Spanish Moss Trail turn around at Rodgers Rd.

OFFICE USE ONLY: Application received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_ Approved By: \_\_\_\_\_

NOTE: IF THE 5K RUN/WALK IS DESIGNED TO BE HELD BY AND ON BEHALF OF OR FOR ANY PERSON OTHER THAN THE APPLICANT, THE APPLICANT FOR SUCH PERMIT SHALL FILE A LETTER FROM THAT PERSON WITH THE CITY MANAGER AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON HIS BEHALF.

Signature of Applicant: [Signature] Date: 7/26/23



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/14/2023  
**FROM:** Linda D. Roper  
**AGENDA ITEM TITLE:** Request from Downtown Beaufort Merchants Association for Street Closures for First Friday's on October 6, 2023, beginning at 4:00 pm - 8:30 pm and waiver of Public Drinking Ordinance during the First Friday Event  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Downtown Operations

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***BACKGROUND INFORMATION:***

Downtown Beaufort Merchants Association is requesting a street closure for the First Friday Event on October 6, 2023. This closure will allow for an antique car show during the event and attract participants of the Shrimp Festival to enjoy the cars, merchants and First Friday activities.

In addition, they are requesting a waiver of the Public Drinking Ordinance (7-7007 (a)) during the event from 5 PM to 8 PM.

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***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

This request does not follow the City's policy for street closures policy for the request to be one hundred and twenty days prior to the event and does not meet the ninety (90) day policy South Carolina Department of Transportation for requests for all street closures.

The Police Department does not support the requests as officers will be scheduled to work the Shrimp Festival and to add a street closure with the waiver of the Public Drinking Ordinance, it will be difficult to ensure both events are staffed.

In addition, this will take away approximately 250 on street parking spaces which would otherwise be available for participants of both First Friday and Shrimp Festival attendees.

***ATTACHMENTS:***

Description	Type	Upload Date
DBMA Request for Street Closure on October 6 2023	Cover Memo	8/14/2023



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## Downtown Beaufort Merchants Association

August 11, 2023

Mayor & City  
Council City of  
Beaufort  
1911 Boundary Street  
Beaufort, SC 29902

RE: Request for Street Closure for First Friday – October 6, 2023

Downtown Merchants Association would like to respectfully request to close a portion of the streets detailed below, October 6, 2023. This closure would allow for set-up and removal of antique cars for First Friday. This will attract participants of the Shrimp Festival to come to Bay Street and visit the stores and experience our First Friday event.

The details of the closing beginning at 4:00 PM- 8:30 PM includes:

- Bay Street from Charles to Carteret, and West Street and Scott Streets from Port Republic to Bay Street.

Additionally, we request a waiver to the City ordinance, Public Drinking between the hours 5:00 to 8:00 PM within the street closure areas on Bay, Scott and West Streets. Any alcohol served by the merchants will be in identifiable cups. The Merchants Associations understand and encourage the permitted alcohol establishments to follow alcohol beverage licensing regulations.

Sincerely,

James Duffy  
Downtown Merchants Association  
President



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**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/15/2023  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** Ordinance amending Part 5, Chapter 4, Section 5-4032.2, Flood Damage Prevention Ordinance of the City Code of Ordinances, South Carolina Department of Natural Resources' Model Flood Damage Prevention Ordinance, to address Non-Residential Construction - 1st reading  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Community and Economic Development

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**BACKGROUND INFORMATION:**

See attached memo for background information.

This was discussed during worksession on June 27, 2023.

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**PLACED ON AGENDA FOR:** *Action*

**REMARKS:**

Request Council approve the text amendment changes.

**ATTACHMENTS:**

Description	Type	Upload Date
Memo and text changes - flood ordinance	Backup Material	8/17/2023
Ordinance	Backup Material	8/17/2023



**CITY OF BEAUFORT**  
**Community Development Department**

1911 BOUNDARY STREET  
BEAUFORT, SC 29902  
(843) 525-7011  
FAX (843) 986-5606

SCOTT MARSHALL  
City Manager

CURT FREESE  
Community Development  
Director

**Date: August 22, 2023**

**From: Curt Freese, Community Development Director**

**To: City Council**

**ISSUE: Flood Ordinance Revisions, Section 5-4032.2, regarding non-residential construction.**

**BACKGROUND AND ANALYSIS:**

Two recent approvals for oil change businesses, alerted City Staff to a potential issue in the code, wherein each proposed a basement to access the undersides of vehicles. The proposed amendments would add flexibility for below grade (Basements) in Shaded X and X zones for non-residential uses only. FEMA will not allow basements in the Special Flood Hazard zones. However, X and Shaded X are not in the Special Flood Hazard zone.

The original intention when the flood ordinance was adopted, was to establish a minimum flood elevation of 13' across the board for simplification. However, this did not account for the need of some businesses, like quick oil and lube types, which add a basement for equipment storage and access to the underside of vehicles, in their drive thru oil change models. Since becoming aware of the basement issue, additional businesses could benefit from the ordinance change, without creating any additional flood risk.

During the meeting, the Council inquired if such flexibility might be considered in X and Shaded X zones for residential. Staff researched the matter, and also contacted FEMA, and based on concerns with that information, chose not to bring a recommendation for residential basements forward.

**RECOMMENDATION: APPROVE TEXT AMENDMENT REVISING SECTION 5-4032.2**

# The City of Beaufort

## Flood Damage Prevention Ordinance

City of Beaufort, South Carolina

### CHAPTER 4. - FLOOD DAMAGE PREVENTION ORDINANCE<sup>[7]</sup>

#### Sec. 5-4032. - Specific standards.

(1) **Nonresidential construction.**

- (a) New construction, substantial improvement, or an addition, including an addition to a Historic Structure, the footprint of which is over thirty-three (33) percent of the footprint of the existing structure, shall have the lowest floor elevated to the most restrictive of the design elevation of 13 feet **or** the base flood elevation plus one foot of freeboard. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with sections 5-4011, 5-4023, and 5-4032(4). No basements are permitted. Structures located in A-zones may be floodproofed in lieu of elevation provided that all areas of the structure below the required elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability to resisting hydrostatic and hydrodynamic loads and the effect of buoyancy.

1-. For Businesses that would require a pit such as car washes, oil changing stations, automotive repair shops, or other similar business uses that are pre-approved by the City of Beaufort and are located within flood zones X and/or Shaded X, the lowest floor must be elevated to the design elevation of 13 feet, the base flood elevation plus one foot of freeboard, or flood proofed in lieu of elevation. Any area below 13 feet shall be made watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy.

- (a) A registered, professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in section 5-4022(2)(a). A variance may be considered for wet-floodproofing agricultural structures in accordance with the criteria outlined in section 5-4045 of this ordinance. Agricultural structures not meeting the criteria of section 5-4045 must meet the nonresidential construction standards and all other applicable provisions of this ordinance. Structures which are floodproofed are required to have an approved maintenance plan with an annual exercise. The maintenance plan must be approved by the local floodplain administrator and notification of the annual exercise shall be provided to it.
- (2) **Manufactured homes.** No new manufactured homes or manufactured home parks

shall be permitted in areas of special flood hazard.

- (a) Manufactured homes that are to be placed or substantially improved on sites outside a manufactured home park or subdivision, in a new manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which manufactured homes has incurred "substantial damage" as the result of a flood, must be elevated on a permanent foundation such that the lowest floor elevated to the most restrictive of design elevation of 14 feet **or** the base flood elevation plus 2 feet of freeboard and securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- (b) Manufactured homes that are to be placed or substantially improved on sites in an existing manufactured home park or subdivision that are not subject to the provisions for residential construction in Section 5-4032(1) of this ordinance and must have the lowest floor elevated to the most restrictive of design elevation of 14 feet **or** the base flood elevation plus (2) two foot of freeboard and be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement.
- (c) Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. For the purpose of this requirement, manufactured homes must be anchored to resist flotation, collapse, or lateral movement in accordance with section 40-29-10 of the South Carolina Manufactured Housing Board Regulations, as amended. Additionally, when the elevation requirement would be met by an elevation of the chassis at least thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height an engineering certification is required.
- (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood-prone areas. This plan shall be filed with an

approved by the local floodplain administrator and the local Emergency Preparedness Coordinator.

- (3) **Elevated buildings.** New construction or substantial improvements of elevated buildings that include fully enclosed areas that are usable solely for the parking of vehicles, building access, or limited storage in an area other than a basement, and which are subject to flooding shall be designed to preclude finished space and be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.

(a) Designs for complying with this requirement must either be certified by a professional engineer or architect or meet the following minimum criteria;

1- Provide a minimum of two (2) openings on different walls having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.

2- The bottom of all openings shall be no higher than one foot above the interior or exterior grade immediately under the opening.

3- Only the portions of openings that are below the required elevation in 5-4032(1) & (2) can be counted towards the required net open area.

4- Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic flow of floodwaters in both directions.

5- Fill placed around foundation walls must be graded so that the grade inside the enclosed area is equal to or higher than the adjacent grade outside the building on at least one side of the building.

(b) Hazardous velocities. Hydrodynamic pressure must be considered in the design of any foundation system where velocity waters or the potential for debris flow exists. If flood velocities are excessive (greater than five 5 feet per second), foundation systems other than solid foundations walls should be considered so that obstructions to damaging flood flows are minimized.

(c) Enclosures below lowest floor

1- Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area (stairway or elevator).

2- The interior portion of such enclosed area shall not be partitioned or finished into separate rooms, must be void of utilities except for essential lighting as required for safety, and cannot be temperature controlled.

3- One wet location switch and/or outlet connected to a ground fault interrupt breaker may be installed below the required lowest floor elevation specified in specific standards sections 5-4032(1), (2), (3).

4- All construction materials below the required lowest floor elevation specified in specific standards outlined in sections 5-4032(1), (2), (3), (4) shall be of flood resistant materials.

- (4) **Floodways.** Located within areas of special flood hazard established in section 5-4004, are areas designated as floodways. The floodway is an extremely hazardous

area due to the velocity of floodwaters which carry debris and potential projectiles and has erosion potential. The following provisions shall apply within such areas:

(a) No encroachments, including fill, new construction, substantial improvements, additions, and other developments shall be permitted unless:

1- It has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood. Such certification and technical data shall be presented to the local floodplain administrator.

2- A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A letter of Map Revision must be obtained upon completion of the proposed development.

(b) If section 5-4032(5)(a) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article IV.

(c) No new manufactured homes shall be permitted, except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and the elevation standard of section 5-4032(3) and the encroachment standards of 5-4032(5)(a) are met.

(d) Permissible uses within floodways may include general farming, pasture, outdoor plant nurseries, horticulture, forestry, wildlife sanctuary, game farm, and other similar agricultural, wildlife, and related uses. Also, lawns, gardens, play areas, picnic grounds, and hiking and horseback riding trails are acceptable uses, provided that they do not employ structures or fill. Substantial development of a permissible use may require a no-rise certification. The uses listed in this subsection are permissible only if and to the extent that they do not cause any increase in base flood elevations or changes to the floodway configuration.

**(5) Recreation Vehicles**

(a) recreational vehicle is ready for highway use if it is:

- 1- on wheels or jacking system
- 2- attached to the site only by quick-disconnect type utilities and security devices;  
and
- 3- has no permanently attached additions

(b) Recreation vehicles placed on sites shall either be:

- 1- on site for fewer than 180 consecutive days; or
- 2- be fully licensed and ready for highway use or **meet** the development permit and certification requirements of section 5-4031, and manufactured home standards in section 5-4032 (3), & (4).

**(6) Map Maintenance Activities** – The National Flood Insurance Program (NFIP) requires flood data to be reviewed and approved by FEMA. This ensures that flood maps, studies and other data identified in section 5-4004 accurately represent flooding conditions so appropriate floodplain management criteria are based on current data. The following map maintenance activities are identified:

(a) Requirement to Submit New Technical Data

- 1- For all development proposals that impact floodway delineations or base flood elevations, the community shall ensure that technical or scientific data reflecting such changes be submitted to FEMA as soon as practicable , but no later than six months of the date such information becomes available. These development proposals include but not limited to:
  - a Floodway encroachments that increase or decrease base flood elevations or alter floodway boundaries;
  - b Fill sites to be used for the placement of proposed structures where the applicant desires to remove the site from the special flood hazard area;
  - c Alteration of watercourses that result in a relocation or elimination of the special flood hazard area, including the placement of culverts; and
  - d Subdivision or large-scale development proposals requiring the establishment of base flood elevations in accordance with section 5-4033 (1).
- 2- It is the responsibility of the applicant to have technical data, required in accordance with 5-4032(7), prepared in a format required for a Conditional Letter of Map Revision or Letter of Map Revision, and submitted to FEMA. Submittal and processing fees for these map revisions shall also be the responsibility of the applicant.
- 3- The local floodplain administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:
  - a Proposed floodway encroachment that increases the base flood elevation; and
  - b Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.
- 4- Floodplain development permits issued by the local floodplain administrator shall be conditioned upon the applicant obtaining a Letter of Map Revision from FEMA for any development proposal subject to section 5-4032 (7).

(b) Right to Submit New Technical Data - The floodplain administrator may request changes to any of the information shown on an effective map that does not impact floodplain or floodway delineations or base flood elevations, such as labeling or planimetric details. Such a submission shall include appropriate supporting documentation made in writing by the local jurisdiction and may be submitted at any time.

**(7) Accessory Structures** – Detached accessory structures used only for parking of vehicles and storage are permitted at grade if:

- (a) In special flood hazard areas other than coastal high hazard areas (Zones A, AE, AH, AO and A1-30), they have a footprint not larger than 600 square feet in area. Walls must have openings in compliance with section 5-4032(B)(4)(a).
- (b) In coastal high hazard areas (Zones V, VE, V1-30 and VO) they are not larger than 100 square feet and in compliance with section 5-4033(4).
- (c) Anchored to resist flotation, collapse, and lateral movement.
- (d) Flood damage resistant materials used below the base elevation in accordance with Technical Bulletin 2, Flood Damage Resistant Materials Requirement.

- (e) Mechanical, electrical, and utility equipment comply with the requirements of section 5-4031(6).
  - (f) Accessory structures shall be designed to have low flood damage potential.
  - (g) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters.
- (8) **Swimming pool utility equipment rooms.** If the building cannot be built at or above the BFE, because of functionality of the equipment, then a structure to house the utilities for the pool may be built below the BFE with the following provisions:
- (a) Meet the requirements for accessory structures in section 5-4032(8); and
  - (b) The utilities must be anchored to prevent flotation and shall be designed to prevent water from entering or accumulating within the components during conditions of the base flood.
- (9) **Elevators.**
- (a) Install a float switch system or another system that provides the same level of safety necessary for all elevators where there is a potential for the elevator cab to descend below the BFE during a flood per FEMA's Technical Bulletin 4, Elevator Installation for Buildings Located in Special Flood Hazard Areas: and
  - (b) All equipment that may have to be installed below the BFE such as counterweight roller guides, compensation cable and pulleys, and oil buffers for traction elevators and the jack assembly for a hydraulic elevator must be constructed using flood-resistant materials where possible per FEMA's Technical Bulletin 4, Elevator Installation.
- (10) **Fill** - An applicant shall demonstrate that other methods of elevation were considered and that fill is the only alternative to raising the building to meet the residential and non-residential construction requirements of section 5-4032(1) or 5-4032(2) to the most restrictive of the minimum design elevation of 13 feet or base flood elevation plus 1' of freeboard and that the amount of fill used will not affect the flood storage capacity or adversely affect adjacent properties. In the special flood hazard area, as defined in section 5-4032, the maximum amount of fill shall not exceed 3 feet without written approval by the Administrator. The following provisions shall apply in the special flood hazard zone:
- (a) Fill may not be placed in the floodway unless it is in accordance with section 5-4032(5) & (11).
  - (b) Fill may not be placed in tidal or non-tidal wetlands without the required state and federal permits.
  - (c) Fill must consist of soil and rock materials only. Dredged material may be used as fill only upon certification of suitability by a registered professional geotechnical engineer. Landfills, rubble fills, dumps, and sanitary fills are not permitted in the floodplain.
  - (d) Fill used to support structures must comply with ASTM Standard D-698, and its suitability to support structures certified by a registered, professional engineer.
  - (e) Fill slopes shall be no greater than two (2) horizontal to one vertical. Flatter slopes may be required where velocities may result in erosion.

- (f) The use of fill shall not increase flooding or cause drainage problems on neighboring properties.
- (g) Fill may not be used for structural support in the coastal high hazard areas.
- (h) Will meet the requirements of FEMA Technical Bulletin 10-01, Ensuring That Structures Build on Fill in or Near Special Flood Hazard Areas Are Reasonably Safe from Flooding.
- (i) All off-site fill shall be tested for Total Petroleum Hydrocarbons (TPH), Benzene, Toluene, Ethyl Benzene, and Xylene (BTEX) and full Toxicity Characteristic Leaching Procedure (TCLP) including ignitability, corrosivity and reactivity. Fill shall contain a maximum of 100 parts per million (ppm) of total hydrocarbons (TPH) and a maximum of 10 ppm of the sum of Benzene, Toluene, Ethyl Benzene and Xylene and shall pass the TCPL test. Determine TPH concentrations by using EPA 600/4-79/020 method 418.1. Determine BTEX concentrations by using EPA SW-846. 3-3 Method 5030/8020. Perform TCLP in accordance with TCLP from a composite sample of material from the borrow site, with at least one test from each borrow site. Within 24 hours of conclusion of physical tests, submit 3 copies of the test results, including calibration curves and results of calibration tests and approved by our storm water staff before being placed on site within the City of Beaufort's jurisdiction. A Geo Tech firm could also provide the testing and 3rd party testing as an alternate for the City's storm water staff.

**(11) Standards for Subdivision Proposals and other development –**

- (a) All subdivision proposals and other proposed new development shall be consistent with the need to minimize flood damage and are subject to all applicable standards in these regulations.
- (b) All subdivision proposals and other proposed new development shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (c) All subdivision proposals and other proposed new development shall have adequate drainage provided to reduce exposure to flood damage.
- (d) The applicant shall meet the requirement to submit technical data to FEMA in section 5-4032(7) when a hydrologic and hydraulic analysis is completed that generates base flood elevations.

## ORDINANCE

AMENDMENT OF PART 5, CHAPTER 4, SECTION 5-4032.2, FLOOD DAMAGE PREVENTION ORDINANCE, OF THE CITY CODE OF ORDINANCES, SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES' MODEL FLOOD DAMAGE PREVENTION ORDINANCE TO ADDRESS NON-RESIDENTIAL CONSTRUCTION

**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 5-7-20; and

**WHEREAS**, the City of Beaufort had adopted the flood damage prevention ordinance on September 28, 2004 and which was last modified on March 23, 2021; and

**WHEREAS**, the amendment is designed to maintain agreement with the regulations of the National Flood Insurance Program; and

**WHEREAS**, the South Carolina Department of Natural Resources has an October 2020 model Flood Damage Prevention Ordinance that meets the standards of Paragraph 60.3 (d) of the NFIP regulations and the SCDNR recommends passage of the October 2020 model ordinance; and

**WHEREAS**, adopting the language herein better serves some commercial and non-residential construction uses and buildings, without impacting flood safety;

**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 City of Beaufort amend its Flood Damage Prevention Ordinance by adding the highlighted text in section of Sec. 5-4032.2, regarding non-residential construction.

This ordinance shall become effective upon adoption.

\_\_\_\_\_  
STEPHEN D. MURRAY III, MAYOR  
ATTEST:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK

1<sup>st</sup> Reading \_\_\_\_\_

2<sup>nd</sup> Reading & Adoption \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
City Attorney

# The City of Beaufort

## Flood Damage Prevention Ordinance

City of Beaufort, South Carolina

### CHAPTER 4. - FLOOD DAMAGE PREVENTION ORDINANCE<sup>[7]</sup>

#### ARTICLE IV. - PROVISIONS FOR FLOOD HAZARD REDUCTION

##### Sec. 5-4032. - Specific standards.

In all areas of special flood hazard (Zones A, AE, AH, AO, A1-30, V, and VE) and other areas with the potential of flooding (such as X and Shaded X zones) where base flood elevation data has been provided, as set forth in section 5-4004, or as outlined in the Duties and Responsibilities of the local Floodplain administrator 5-4023 the following provisions are required:

- (1) **Residential construction.** New construction, substantial improvement, or an addition, including an addition to a Historic Structure, the footprint of which is over thirty-three (33) percent of the footprint of the existing structure, shall have the lowest floor elevated to the most restrictive of the design elevation of 13 feet **or** the base flood elevation plus one foot of freeboard. No basements are permitted. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with sections 5-4011, 5-4023 and 5-4032 (4).
- (2) **Nonresidential construction.**
  - (a) New construction, substantial improvement, or an addition, including an addition to a Historic Structure, the footprint of which is over thirty-three (33) percent of the footprint of the existing structure, shall have the lowest floor elevated to the most restrictive of the design elevation of 13 feet **or** the base flood elevation plus one foot of freeboard. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with sections 5-4011, 5-4023, and 5-4032(4). No basements are permitted. Structures located in A-zones may be floodproofed in lieu of elevation provided that all areas of the structure below the required elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability to resisting hydrostatic and hydrodynamic loads and the effect of buoyancy.

1-. For Businesses that would require a pit such as car washes, oil changing stations, automotive repair shops, or other similar business uses that are pre-approved by the City of Beaufort and are located within flood zones X and/or Shaded X, the lowest floor must be elevated to the design elevation of 13 feet, the base flood elevation plus one foot of freeboard, or flood proofed in lieu of elevation. Any area below 13 feet shall be made watertight with walls

substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy.

- (b) A registered, professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in section 5-4022(2)(a). A variance may be considered for wet-floodproofing agricultural structures in accordance with the criteria outlined in section 5-4045 of this ordinance. Agricultural structures not meeting the criteria of section 5-4045 must meet the nonresidential construction standards and all other applicable provisions of this ordinance. Structures which are floodproofed are required to have an approved maintenance plan with an annual exercise. The maintenance plan must be approved by the local floodplain administrator and notification of the annual exercise shall be provided to it.
- (3) **Manufactured homes.** No new manufactured homes or manufactured home parks shall be permitted in areas of special flood hazard.
- (a) Manufactured homes that are to be placed or substantially improved on sites outside a manufactured home park or subdivision, in a new manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which manufactured homes has incurred “substantial damage” as the result of a flood, must be elevated on a permanent foundation such that the lowest floor elevated to the most restrictive of design elevation of 14 feet **or** the base flood elevation plus 2 feet of freeboard and securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- (b) Manufactured homes that are to be placed or substantially improved on sites in an existing manufactured home park or subdivision that are not subject to the provisions for residential construction in Section 5-4032(1) of this ordinance and must have the lowest floor elevated to the most restrictive of design elevation of 14 feet **or** the base flood elevation plus (2) two foot of freeboard and be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement.
- (c) Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. For the purpose of this requirement, manufactured homes must be anchored to resist flotation, collapse, or lateral movement in accordance with section 40-29-10 of the South Carolina Manufactured Housing Board Regulations, as amended. Additionally, when the elevation requirement would be met by an elevation of the chassis at least thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height an engineering certification is required.
- (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood-prone areas. This plan shall be filed with an approved by the local floodplain administrator and the local Emergency Preparedness Coordinator.
- (4) **Elevated buildings.** New construction or substantial improvements of elevated buildings that include fully enclosed areas that are usable solely for the parking of vehicles, building access, or limited storage in an area other than a basement, and

which are subject to flooding shall be designed to preclude finished space and be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.

(a) Designs for complying with this requirement must either be certified by a professional engineer or architect or meet the following minimum criteria;

1- Provide a minimum of two (2) openings on different walls having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.

2- The bottom of all openings shall be no higher than one foot above the interior or exterior grade immediately under the opening.

3- Only the portions of openings that are below the required elevation in 5-4032(1) & (2) can be counted towards the required net open area.

4- Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic flow of floodwaters in both directions.

5- Fill placed around foundation walls must be graded so that the grade inside the enclosed area is equal to or higher than the adjacent grade outside the building on at least one side of the building.

(b) Hazardous velocities. Hydrodynamic pressure must be considered in the design of any foundation system where velocity waters or the potential for debris flow exists. If flood velocities are excessive (greater than five 5 feet per second), foundation systems other than solid foundations walls should be considered so that obstructions to damaging flood flows are minimized.

(c) Enclosures below lowest floor

1- Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area (stairway or elevator).

2- The interior portion of such enclosed area shall not be partitioned or finished into separate rooms, must be void of utilities except for essential lighting as required for safety, and cannot be temperature controlled.

3- One wet location switch and/or outlet connected to a ground fault interrupt breaker may be installed below the required lowest floor elevation specified in specific standards sections 5-4032(1), (2), (3).

4- All construction materials below the required lowest floor elevation specified in specific standards outlined in sections 5-4032(1), (2), (3), (4) shall be of flood resistant materials.

(5) **Floodways**. Located within areas of special flood hazard established in section 5-4004, are areas designated as floodways. The floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris and potential projectiles and has erosion potential. The following provisions shall apply within such areas:

(a) No encroachments, including fill, new construction, substantial improvements, additions, and other developments shall be permitted unless:

1- It has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood. Such certification and technical data shall be presented to the local floodplain administrator.

2- A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A letter of Map Revision must be obtained upon completion of the proposed development.

(b) If section 5-4032(5)(a) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article IV.

(c) No new manufactured homes shall be permitted, except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and the elevation standard of section 5-4032(3) and the encroachment standards of 5-4032(5)(a) are met.

(d) Permissible uses within floodways may include general farming, pasture, outdoor plant nurseries, horticulture, forestry, wildlife sanctuary, game farm, and other similar agricultural, wildlife, and related uses. Also, lawns, gardens, play areas, picnic grounds, and hiking and horseback riding trails are acceptable uses, provided that they do not employ structures or fill. Substantial development of a permissible use may require a no-rise certification. The uses listed in this subsection are permissible only if and to the extent that they do not cause any increase in base flood elevations or changes to the floodway configuration.

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(a) recreational vehicle is ready for highway use if it is:

- 1- on wheels or jacking system
- 2- attached to the site only by quick-disconnect type utilities and security devices;  
and
- 3- has no permanently attached additions

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- 1- on site for fewer than 180 consecutive days; or
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- 1-For all development proposals that impact floodway delineations or base flood elevations, the community shall ensure that technical or scientific data reflecting such changes be submitted to FEMA as soon as practicable , but no

later than six months of the date such information becomes available. These development proposals include but not limited to:

- a Floodway encroachments that increase or decrease base flood elevations or alter floodway boundaries;
  - b Fill sites to be used for the placement of proposed structures where the applicant desires to remove the site from the special flood hazard area;
  - c Alteration of watercourses that result in a relocation or elimination of the special flood hazard area, including the placement of culverts; and
  - d Subdivision or large-scale development proposals requiring the establishment of base flood elevations in accordance with section 5-4033 (1).
- 2- It is the responsibility of the applicant to have technical data, required in accordance with 5-4032(7), prepared in a format required for a Conditional Letter of Map Revision or Letter of Map Revision, and submitted to FEMA. Submittal and processing fees for these map revisions shall also be the responsibility of the applicant.
- 3- The local floodplain administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:
- a Proposed floodway encroachment that increases the base flood elevation; and
  - b Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.
- 4- Floodplain development permits issued by the local floodplain administrator shall be conditioned upon the applicant obtaining a Letter of Map Revision from FEMA for any development proposal subject to section 5-4032 (7).

(b) Right to Submit New Technical Data - The floodplain administrator may request changes to any of the information shown on an effective map that does not impact floodplain or floodway delineations or base flood elevations, such as labeling or planimetric details. Such a submission shall include appropriate supporting documentation made in writing by the local jurisdiction and may be submitted at any time.

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- (a) In special flood hazard areas other than coastal high hazard areas (Zones A, AE, AH, AO and A1-30), they have a footprint not larger than 600 square feet in area. Walls must have openings in compliance with section 5-4032(B)(4)(a).
- (b) In coastal high hazard areas (Zones V, VE, V1-30 and VO) they are not larger than 100 square feet and in compliance with section 5-4033(4).
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- (d) Flood damage resistant materials used below the base elevation in accordance with Technical Bulletin 2, Flood Damage Resistant Materials Requirement.
- (e) Mechanical, electrical, and utility equipment comply with the requirements of section 5-4031(6).
- (f) Accessory structures shall be designed to have low flood damage potential.
- (g) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters.

- (9) **Swimming pool utility equipment rooms.** If the building cannot be built at or above the BFE, because of functionality of the equipment, then a structure to house the utilities for the pool may be built below the BFE with the following provisions:
- (a) Meet the requirements for accessory structures in section 5-4032(8); and
  - (b) The utilities must be anchored to prevent flotation and shall be designed to prevent water from entering or accumulating within the components during conditions of the base flood.
- (10) **Elevators.**
- (a) Install a float switch system or another system that provides the same level of safety necessary for all elevators where there is a potential for the elevator cab to descend below the BFE during a flood per FEMA's Technical Bulletin 4, Elevator Installation for Buildings Located in Special Flood Hazard Areas: and
  - (b) All equipment that may have to be installed below the BFE such as counterweight roller guides, compensation cable and pulleys, and oil buffers for traction elevators and the jack assembly for a hydraulic elevator must be constructed using flood-resistant materials where possible per FEMA's Technical Bulletin 4, Elevator Installation.
- (11) **Fill** - An applicant shall demonstrate that other methods of elevation were considered and that fill is the only alternative to raising the building to meet the residential and non-residential construction requirements of section 5-4032(1) or 5-4032(2) to the most restrictive of the minimum design elevation of 13 feet or base flood elevation plus 1' of freeboard and that the amount of fill used will not affect the flood storage capacity or adversely affect adjacent properties. In the special flood hazard area, as defined in section 5-4032, the maximum amount of fill shall not exceed 3 feet without written approval by the Administrator. The following provisions shall apply in the special flood hazard zone:
- (a) Fill may not be placed in the floodway unless it is in accordance with section 5-4032(5) & (11).
  - (b) Fill may not be placed in tidal or non-tidal wetlands without the required state and federal permits.
  - (c) Fill must consist of soil and rock materials only. Dredged material may be used as fill only upon certification of suitability by a registered professional geotechnical engineer. Landfills, rubble fills, dumps, and sanitary fills are not permitted in the floodplain.
  - (d) Fill used to support structures must comply with ASTM Standard D-698, and its suitability to support structures certified by a registered, professional engineer.
  - (e) Fill slopes shall be no greater than two (2) horizontal to one vertical. Flatter slopes may be required where velocities may result in erosion.
  - (f) The use of fill shall not increase flooding or cause drainage problems on neighboring properties.
  - (g) Fill may not be used for structural support in the coastal high hazard areas.

(h) Will meet the requirements of FEMA Technical Bulletin 10-01, Ensuring That Structures Build on Fill in or Near Special Flood Hazard Areas Are Reasonably Safe from Flooding.

(i) All off-site fill shall be tested for Total Petroleum Hydrocarbons (TPH), Benzene, Toluene, Ethyl Benzene, and Xylene (BTEX) and full Toxicity Characteristic Leaching Procedure (TCLP) including ignitability, corrosivity and reactivity. Fill shall contain a maximum of 100 parts per million (ppm) of total hydrocarbons (TPH) and a maximum of 10 ppm of the sum of Benzene, Toluene, Ethyl Benzene and Xylene and shall pass the TCPL test. Determine TPH concentrations by using EPA 600/4-79/020 method 418.1. Determine BTEX concentrations by using EPA SW-846. 3-3 Method 5030/8020. Perform TCLP in accordance with TCLP from a composite sample of material from the borrow site, with at least one test from each borrow site. Within 24 hours of conclusion of physical tests, submit 3 copies of the test results, including calibration curves and results of calibration tests and approved by our storm water staff before being placed on site within the City of Beaufort's jurisdiction. A Geo Tech firm could also provide the testing and 3rd party testing as an alternate for the City's storm water staff.

**(12) Standards for Subdivision Proposals and other development –**

- (a) All subdivision proposals and other proposed new development shall be consistent with the need to minimize flood damage and are subject to all applicable standards in these regulations.
- (b) All subdivision proposals and other proposed new development shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (c) All subdivision proposals and other proposed new development shall have adequate drainage provided to reduce exposure to flood damage.
- (d) The applicant shall meet the requirement to submit technical data to FEMA in section 5-4032(7) when a hydrologic and hydraulic analysis is completed that generates base flood elevations.



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**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/17/2023  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM**  
**TITLE:** Sales Tax Advisory Committee Representative  
**MEETING**  
**DATE:** 8/22/2023  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

Pursuant to Beaufort County's adoption of Resolution 2023/32, which established a Sales Tax Advisory Committee, Beaufort County Council Chairman Joseph Passiment requested that the City of Beaufort and Town of Port Royal appoint a shared representative to the committee.

Through discussion with the Town of Port Royal's Town Council in a joint meeting on August 17, 2023, the consensus of both councils was to appoint Dean Moss as the shared representative for both municipalities.

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***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

To memorialize this action, the following motion is recommended:

"I move that Dean Moss be appointed as the shared representative of the City of Beaufort and Town of Port Royal to serve on the Beaufort County Sales Tax Advisory Committee"



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/15/2023  
**FROM:** Scott Marshall, City Manager  
**AGENDA ITEM TITLE:** Consideration of a Resolution to Adopt the City of Beaufort 2023-2025 Strategic Plan  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** City Managers Office

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***BACKGROUND INFORMATION:***

On March 7-8, 2023 City Council and Senior Staff members held a public retreat to review the City's previous strategic plan, discuss progress and set new priorities. Subsequently, on April 11, Council reviewed the resulting Mission, Vision, Key Focus Areas, Guiding Principles and Initiatives resulting from the strategic planning retreat.

The attached Resolution is presented for Council's consideration to memorialize and adopt the City of Beaufort 2023-2025 Strategic Plan, which is attached to the Resolution as Exhibit "A."

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***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

Staff recommends approval of the Resolution and suggests the following language for a motion:

"I move to approve the Resolution to adopt the City of Beaufort 2023-2025 Strategic Plan."

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution to Adopt 2023-2025 Strategic Plan	Resolution Letter	8/16/2023
Exhibit A - Strategic Plan	Backup Material	8/17/2023

**RESOLUTION 2023/\_\_\_**

**A RESOLUTION TO APPROVE AND ADOPT THE CITY OF BEAUFORT 2023-2025 STRATEGIC PLAN**

**WHEREAS**, the City Council of the City of Beaufort believes that responsible governance involves the systematic programming of resources through establishing clear strategic priorities; and

**WHEREAS**, on March 7-8, 2023, City Council met with Senior Staff and other key stakeholders in a planning retreat to engage in a review of current strategic priorities and to re-establish strategic priorities for the next two years; and

**WHEREAS**, the planning retreat consisted of professional presentations, meaningful discussions led by skilled facilitators, and careful consideration of all available information; and

**WHEREAS**, the deliberate purpose of this planning retreat was to encapsulate current and future priorities in a single strategic planning document; and

**WHEREAS**, Staff, with the input of City Council, drafted the 2023-2025 Strategic Plan that encapsulates the City's Vision, Mission, Key Focus Areas, Guiding Principles, and Initiatives to serve as a guide and a work plan for the next two years.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Beaufort, approves and adopts the City of Beaufort 2023-2025 Strategic Plan, attached hereto as Exhibit "A."

This Resolution shall be effective August 22, 2023.

Dated this 22<sup>nd</sup> Day of August 2023.

\_\_\_\_\_  
Stephen D. Murray III, Mayor

Attest:

\_\_\_\_\_  
Traci Guldner, City Clerk



CITY OF  
**BEAUFORT**  
SOUTH CAROLINA

**STRATEGIC PLAN 2023-25**



## LETTER FROM THE MAYOR



Stephen D. Murray III  
Mayor

It is important that, as Mayor and members of City Council, we take care of Beaufort with the knowledge that we are stewards of a three-century-old city. Our objective is to be sure that when our time here is done, we leave Beaufort in better shape than when we found it. To do that requires that we have the right people on staff, that we are attentive to the right activities, and that we responsibly apply our resources on things that are important to the betterment of our community.

Being successful in these activities requires thorough and thoughtful planning; planning that is strategic in nature and focused on results. This City of Beaufort Strategic Plan 2023-2025 lays out the City's key focus areas, guiding principles and initiatives for at least the next two years. It provides a roadmap for moving the City forward, a workplan for staff, and it prioritizes the expenditure of resources.

This plan is the result of hard work and thoughtful planning on the part of City Council, staff, and our strategic partners. It is the culmination of two days of very valuable time spent in the City's annual strategic planning retreat. The planning experience reminded me, once again, how humbled I am to be a part of Team Beaufort. In the current state of the world where people seem to be at odds with one another on a regular basis, I am filled with gratitude at the cooperation and professionalism of our staff, who consistently exceed expectations in taking care of our residents, business owners and visitors.

Thank you to members of City Council, our City Staff, our strategic partners, and our facilitators, Mike Letcher and Bill Stipp, for a successful planning retreat and a clear path forward for Beaufort.

*Stephen D. Murray III*  
Mayor

## LETTER FROM THE CITY MANAGER



Scott M. Marshall  
City Manager

The City of Beaufort 2023-2025 Strategic Plan is an important document for several reasons. First, it reflects the collective will of Beaufort's City Council in how they intend to direct policy and make decisions on behalf of the residents and business owners of the City. Secondly, it identifies a work plan for City staff over the course of the next two years. Lastly, and arguably most importantly, it provides an important connection between long-term City planning documents and utilization of resources.

Put a simpler way, the Strategic Plan helps us budget our time and money in a way that best accomplishes the traditional and emerging expectations of the City.

As a staff, we are grateful to our elected leaders on City Council for being receptive to the planning effort that resulted in the creation of this plan. Their openness to participating in the strategic planning retreat, which was a little different than what they have experienced in years past, was monumental to the success of the event. The key focus areas that were affirmed, the guiding principles that were developed, and the initiatives that were identified to comprise the work plan give staff the fidelity we need to conduct the business of the people.

I'm proud of this document and grateful to lead the team responsible for executing it.

*Scott M. Marshall*  
City Manager

## VISION

A City offering its citizens economic opportunities; housing they can afford; a transparent and responsive government; and confidence in the community's preparedness for weather and climate-related impacts. The City seeks this future by maintaining diversity, authenticity, history, and tourism while ensuring harmony between the manmade and natural environments.

## MISSION

The mission of the City of Beaufort is to provide responsive governance, and efficient and courteous service with professionalism and integrity.

Find the Strategic Plan online at:  
[cityofbeaufort.org/704/  
 Strategic-Plan-2023-2025](https://cityofbeaufort.org/704/Strategic-Plan-2023-2025)



## KEY FOCUS AREAS

**1. A Safe & Vibrant City:** The City of Beaufort will maintain its authenticity while building a safe and equitable City. Beaufort will pursue affordable housing opportunities for all segments of the population, will provide responsive public safety, and will improve public spaces. *Pages 6-7*

**2. Manage Growth & Protect Natural Resources:** The City of Beaufort will maintain its authenticity and attractiveness, while accommodating future growth and preparing for climate-related challenges. The City will evaluate environmental, municipal, and private constraints on growth; will identify commercial and residential areas requiring immediate attention; and will promote balanced growth through infill and the maintenance of City-owned infrastructure. *Pages 8-9*

**3. Economic Development & Innovation:** The City of Beaufort will strengthen and diversify its economy, and build employment opportunities, through partnerships and innovation. We will support existing businesses and recruit new businesses as we promote balanced land use, support diverse tourism, and remain an authentic hometown. *Pages 10-11*

**4. Fiscal Sustainability:** The City of Beaufort will maintain a stable financial environment that is transparent and that ensures outstanding public services. The City will implement innovative and responsible policies to effectively manage its fiscal and human resources. Business practices will be efficient, business-friendly, and ensure exceptional customer service to all stakeholders and citizens. *Pages 12-13*

**5. Organizational Excellence:** The City of Beaufort is a responsive, transparent, and efficient organization that engages its citizens, visitors, and business stakeholders. We shall integrate technologies that enhance the execution of City functions, staff the organization with highly qualified diverse personnel, and provide municipal education opportunities for boards, commissions, and citizens. *Pages 14-15*



Department heads and City Council members discuss the Strategic Plan at the annual retreat in March 2023. The retreat was held at the City's refurbished offices at 500 Carteret Street, known as The Landing Pad.

# A focused retreat shapes Strategic Plan

City Council and members of the City's senior staff met in a workshop/planning retreat over the course of two days on March 7-8, 2023. The retreat, advertised and open to the public, was held at the City of Beaufort's Landing Pad at 500 Carteret Street and was broadcast live via Facebook.

The City convenes a retreat annually to examine its progress on the current Strategic Plan, which typically lays out objectives for two to three years. This March retreat was particularly important because the intent was to establish a new plan, built on the previous one, for 2023-2025.

*Attending the retreat were:*

- Stephen D. Murray III, Mayor
- Mike McFee, Mayor Pro-Tempore
- Neil Lipsitz, Councilman
- Mitch Mitchell, Councilman
- Josh Scallate, Councilman
- Scott Marshall, City Manager
- Reece Bertholf, Deputy City Manager
- Traci Guldner, City Clerk
- Dale McDorman, Chief of Police
- Tim Ogden, Fire Chief
- Curt Freese, Community Development Director

- Alan Eisenman, Finance Director
- Ivette Burgess, Human Resources Director
- Linda Roper, Downtown Operations Director
- Sarah Farrow, Municipal Court Administrator
- Kathleen Williams, Communications Manager
- Bryan Durrance, Public Works (Acting Director)
- Carrie Gorsuch, Projects Coordinator

## The Facilitators

The retreat was facilitated by Mike Letcher and Bill Stipp, from BridgeGroup, LLC. Mr. Letcher has over 35 years of public sector experience as a city manager, budget director, human resources director, and other various public administration jobs in cities ranging in size from a population of 6,000 to 500,000. He is also an assistant professor of Public Administration at the University of Arizona. Mr. Stipp has more than 30 years of government experience, both at the municipal level and federal level, and is a retired member of the U.S. Army Reserve. His work has involved communities ranging in size from a population of 15,000 to that of more than 120,000 and he is currently serving his third term as an elected member of Council for the City of Goodyear, Arizona.

These gentlemen, thanks to their extensive experience in municipal government and as facilitators, kept the discussions focused and relevant.

## Day One

On the first day of the retreat, staff reviewed accomplishments and the status of actionable items identified in the Fiscal Year 2021-2023 Strategic Plan. Finance Director Alan Eisenman also presented Council with an update on the City's financial position.

Public comment, the first of several, was invited just prior to reviewing results of a pre-event survey that was distributed to Council members and senior staff. The survey sought input to the current strategic plan as well as any suggestions for changes to current key focus areas and associated objectives. Following the review of survey results and the current vision and mission statements, the group examined, discussed, and updated the City's guiding principles.

In the afternoon, staff department directors provided updates for their department's action items from the current strategic plan. Strategic partners, to include the Convention & Visitors Bureau, the Beaufort County Economic Development Corporation, the Beaufort Digital Corridor, and the South Coast Cyber Center, then made presentations. The session concluded with another opportunity for public comment.

## Day Two

On day two of the retreat, following opening comments, the facilitators reviewed the synthesized outcomes from the previous day before the session was open for public comment. Staff provided a Capital Projects update and reviewed prioritization of projects with Council. The group later discussed Council-appointed boards, commissions and committees, and the challenges and opportunities associated with them.

The afternoon discussion focused on identifying current and future initiatives to support the agreed-upon Key Focus Areas:

1. Safe & Vibrant City
2. Manage Growth & Protect Natural Resources
3. Economic Development & Innovation
4. Fiscal Sustainability
5. Organizational Excellence

After a final opportunity for public comment, the retreat was concluded with closing remarks from Mayor Murray, members of Council, the City Manager, and the facilitators.

On April 11, 2023, Council reviewed the Key Focus Areas, Guiding Principles and Initiatives resulting from the strategic planning retreat. These elements are the nucleus of the City of Beaufort Strategic Plan for 2023-2025.

## Elements of the Strategic Plan

The result of the strategic planning effort is the development of a strategic plan. This strategic plan is comprised of vision and mission statements, which are supported by focus areas, guiding principles and initiatives, all of which work together to provide clearly established guidance on use of resources and establishment of work plans.

**Vision Statement:** A vision statement looks forward and creates a mental image of the ideal state that the organization wishes to achieve. It is inspirational and aspirational and should challenge the organization.

**Mission Statement:** The mission statement describes what the organization needs to do now to achieve the vision.

**Key Focus Areas:** Key Focus Areas identify the portfolios of business or activities which the organization, through meaningful reflection and careful deliberation, has determined are mission priorities. These focus areas are designed to keep the organization from getting distracted by what may appear to be competing opportunities. These Key Focus Areas are meant to drive policy decisions and priorities for the City. These areas are essentially the "we will always" statements.

**Guiding Principles:** Guiding Principles are the strategies guiding the consistent execution of projects, policies and programs that continuously work toward achieving the goals expressed in the Key Focus Areas. These statements comprise the "and this is how we will do it" conclusion to, "we will always."

**Initiatives:** Initiatives are action items that have been identified through the strategic planning process. They are building blocks in the work plan which support a tangible commitment to Guiding Principles and Key Focus Areas. Initiatives answer the question of "what we will do," drive allocation of resources, and help direct City Council and Staff activities.

Initiatives in the City of Beaufort 2023-2025 Strategic Plan are identified by Key Focus Area. They are further classified as "Legacy" or "New." Legacy initiatives are action items that have been identified in previous strategic plans, but either are in progress, or have not been started. New initiatives are action items that were identified for the first time during the most recent strategic planning retreat. Each initiative also provides the fiscal year in which the item is scheduled to begin, or in which it is continued if it is a legacy initiative.

# A SAFE & VIBRANT CITY

The City of Beaufort will maintain its authenticity while building a safe and equitable City. Beaufort will pursue affordable housing opportunities for all segments of the population, will provide responsive public safety, and will improve public spaces.

## GUIDING PRINCIPLES

- 1.1** Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy.
- 1.2** Support and create partnerships with public/private educational institutions and local school leadership. Encourage multi-generational development programs and recreational opportunities.
- 1.3** Enhance our connections with neighborhoods throughout the City through focused outreach and strategic utilization of various communication methods. We should celebrate our accomplishments through outreach to our residents.
- 1.4** Promote public safety process improvements and innovative programs that ensure a safe community.
- 1.5** Foster and support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our demographically diverse community.
- 1.6** Foster citywide “open space” initiatives, policies and city codes that support a clean, well-maintained, and sustainable community.
- 1.7** Explore innovative transportation policies, projects, and plans to better accommodate patterns of movement for a growing population.



*Smiles are guaranteed at any festival held at Waterfront Park.*



*Community outreach is important to the Police Department. The Exchange Club of Beaufort donated sports balls to put in the trunks of patrol cars, allowing officers to throw a few balls with neighborhood kids.*



*City Council members join the 2023 Water Festival parade on a float.*

# A SAFE & VIBRANT CITY



Reconstruction Era Park Ranger Chris Barr takes a group of West Point cadets to the Stephen Elliott Park, more commonly known as Cannon Park.



Lt. Joseph Dobbins always has a big smile, especially at Chill with a Cop events.

## INITIATIVES

Complete an inventory of needs of existing neighborhood parks, and foster partnerships with Beaufort County and the Beaufort County School District.

**Legacy** FY2024

Support expansion of the Reconstruction Era National Historical Park as Beaufort seeks to become the center for the exploration of Reconstruction history.

**Legacy** FY2024

Cooperate with military on a shared services program.

**Legacy** FY2024-25

Expand Police Department efforts with Community Response Team.

**Legacy** FY2024

Evaluate parking and shuttle service.

**Legacy** FY2024

Enact land use policies and Beaufort Code changes with goal of reducing VMT (vehicle miles traveled per capita).

**Legacy** FY2024

Develop and publish a semi-annual newsletter to be mailed monthly to all City residents.

**New** FY2024

Create an improved public notice process for development updates for enhanced notifications.

**New** FY2024

Evaluate/develop police Explorer/internship programs.

**New** FY2024-25

Develop City multi-modal plan.

**New** FY2025

Evaluate Waterfront Park – Marina expansion infrastructure improvements.

**New** FY2024

Evaluate Historic Preservation Incentive Program.

**New** FY2025

Expand downtown commerce availability to attract young families.

**New** FY2024

# MANAGE GROWTH & PROTECT NATURAL RESOURCES

The City of Beaufort will maintain its authenticity and attractiveness, while accommodating future growth and preparing for climate-related challenges. The City will evaluate environmental, municipal, and private constraints on growth; will identify commercial and residential areas requiring immediate attention; and will promote balanced growth through infill and the maintenance of City-owned infrastructure.

## GUIDING PRINCIPLES

- 2.1** Establish routine and industry best practice maintenance guidelines to monitor the efficiency and operability of current below- and above-grade infrastructure and facilities.
- 2.2** Identify programs, technologies, or resources to complement current operational practices that ensure the sustainability of existing infrastructure and facilities.
- 2.3** Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for residents while being financially sustainable.
- 2.4** Manage and encourage infill development to provide for the use of current built infrastructure and promote housing and economic development diversity.
- 2.5** Manage annexation through strategic acquisitions within growth boundaries, consistent with the Comprehensive Plan, that grow the city's tax base and/or enhance the quality of life and opportunities for residents.
- 2.6** Plan for climate change and sea level rise by designing, engineering, and implementing infrastructure improvements.
- 2.7** Maintain a development code that balances quality of life for residents, authenticity of the City, and that fosters smart growth.



A worker restores windows at the historic Carnegie Library building, which now houses the Greater Beaufort-Port Royal Convention & Visitors Bureau.



A dredging project in Mossy Oaks keeps stormwater draining properly, helping to prevent flooding in low-lying neighborhoods.

# MANAGE GROWTH & PROTECT NATURAL RESOURCES

## INITIATIVES

Continue to participate in the Lady's Island Village Master Planning Process.

**Legacy** FY2024

Evaluate and promote infill incentives.

**Legacy** FY2024

Focus annexation efforts on parcels surrounded by City limits and contingent properties in Tax District 100.

**Legacy** FY2024

Evaluate options for reducing traffic congestion.

**Legacy** 2024

Review for implementation recommendations from the Affordable Housing Task Force.

**Legacy** 2024

Evaluate future delivery of services of annexed areas within growth boundaries of the City.

**New** FY2025

Explore City's MS4 Stormwater Designation/Certification.

**New** FY2024

Evaluate the Beaufort Development Code for updating and clarity.

**New** FY2024



*A technician installs water gauges in The Point neighborhood. The data, collected over six months, helped to develop models to show how the neighborhood could be impacted by various levels of rainfall.*



*Whitehall Park, which overlooks the Beaufort River from Lady's Island, is a joint venture between the City of Beaufort and Beaufort County. This lovely passive park offers residents a place to enjoy the natural beauty of Beaufort.*

# ECONOMIC DEVELOPMENT & INNOVATION

The City of Beaufort will strengthen and diversify its economy, and build employment opportunities, through partnerships and innovation. We will support existing businesses and recruit new businesses as we promote balanced land use, support diverse tourism, and remain an authentic hometown.

## GUIDING PRINCIPLES

**3.1** Ensure development services are continually streamlined, efficient, customer-focused and responsive to support new growth, local economic development, and the long-term success of existing local businesses.

**3.2** Continually update and refine long-range planning that incorporates resident and stakeholder input to provide a road map for community design, strategic economic development, infrastructure, and budget planning.

**3.3** Focus on strategic and targeted economic development pursuits that strive to increase local jobs, generate additional revenues, and support the needs of a growing community.

**3.4** Nurture and support existing businesses, educational partners, and entrepreneurial efforts in the City of Beaufort.

**3.5** Employ economic development strategies that invest in public amenities and infrastructure to enhance our quality of life and thereby drive economic growth.

**3.6** Promote balanced housing development that targets a wide variety of options (such as types, price ranges, sizes, ownership/rental, and styles) through strategic partnerships and enhanced ordinances/policies.



The Chamber of Commerce and City officials welcome new or relocating businesses to Beaufort with ribbon-cuttings.



The Beaufort Digital Corridor offers events such as Techstars Startup Weekend and Digital Boot Camps to encourage current and future tech entrepreneurs.



University of South Carolina-Beaufort is one of the City's many partners working to develop cybersecurity expertise in the region.

# ECONOMIC DEVELOPMENT & INNOVATION



The City of Beaufort celebrates the opening of The Landing Pad, at 500 Carteret Street, giving national and international businesses a temporary home while evaluating business opportunities.



The Community Development Department reviews a prospective development with a project applicant in a Technical Review Committee meeting.

## INITIATIVES

Publish an annual State of the Business Community report of startups and closings.

**Legacy** FY2025

Begin program to evaluate vacant underutilized properties for development incentives.

**New** FY2025

Evaluate light industrial sites for future development.

**New** FY2024



The Japanese company SkyDrive announces new partnerships in South Carolina. They have based their U.S. operations in the Lowcountry with office space at The Landing Pad.

# FISCAL SUSTAINABILITY

The City of Beaufort will maintain a stable financial environment that is transparent and that ensures outstanding public services. The City will implement innovative and responsible policies to effectively manage its fiscal and human resources. Business practices will be efficient, business-friendly, and ensure exceptional customer service to all stakeholders and citizens.



*Members of the Finance Department examine quarterly financial reports in preparation for a presentation to City Council.*

## GUIDING PRINCIPLES

- 4.1** Implement business processes and operational efficiencies to streamline the cost of government, including the examination and identification of cost of services and cost-recovery policies.
- 4.2** Implement financial initiatives that allow the City to proactively recruit, plan for, maximize, and retain top human resources.
- 4.3** Implement innovative technology initiatives to support City business processes, customer service, and encourage private development investment.
- 4.4** Create and pursue opportunities for collaboration and regional partnerships to maximize resources and address regional issues.
- 4.5** Implement, leverage, and seek diverse revenue sources that withstand and adapt to changing economic conditions.

# FISCAL SUSTAINABILITY

## INITIATIVES

Advocate for formal evaluation of efficiencies gained through sharing in regional services such as fire, EMS, building inspections, code enforcement, etc.

**New** FY2024

Evaluate advocacy for a change in state legislation concerning Local Government Fund, changes in Act 388 to allow for local autonomy in taxing.

**New** FY2024

Update financial and procurement policies based on statutory and Government Finance Officers Association's Best Practices.

**New** FY2024

Evaluate financial reserve budget policy.

**New** FY2024

Evaluate recession strategic financial plan.

**New** FY2024

Develop debt service capital plan strategy.

**New** FY2026

Explore long-term technology strategic plan.

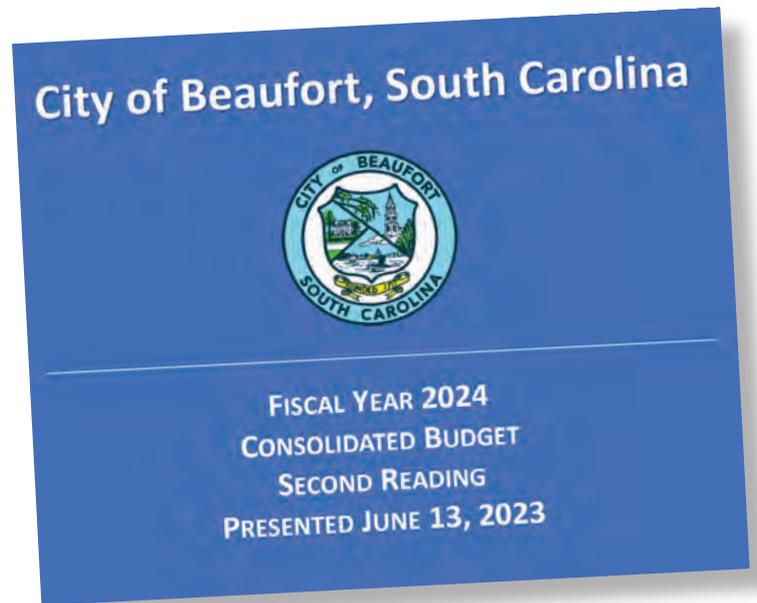
**New** FY2025

Formalize operating agreements with strategic partners, to include the Beaufort County Economic Development Corporation, and the Beaufort Digital Corridor and others as needed.

**New** FY2024

Support the addition of local sales tax referendums in Beaufort County to fund public projects.

**New** FY2024



*The Finance Department must keep track of department expenditures throughout the year.*

# ORGANIZATIONAL EXCELLENCE

The City of Beaufort is a responsive, transparent, and efficient organization that engages its citizens, visitors, and business stakeholders. We shall integrate technologies that enhance the execution of City functions, staff the organization with highly qualified diverse personnel, and provide municipal education opportunities for boards, commissions, and citizens.

## GUIDING PRINCIPLES

- 5.1** Establish clear management expectations for all employees and volunteers of the City.
- 5.2** Develop initiatives to improve communication and transparency for City employees and the public they serve.
- 5.3** Create and maintain a culture of ownership by empowering employees to make decisions. Ensure employees have the necessary intellectual and physical resources to perform their jobs and to provide excellent customer service efficiently and effectively.
- 5.4** Implement programs and develop projects that create a professional, safe, value-oriented, accountable, and responsive work environment with opportunities for education, advancement, and job fulfillment for all employees and volunteers.
- 5.5** Implement and evaluate opportunities to foster employee engagement in meaningful ways that strengthen internal relationships while celebrating accomplishments.



Public Works Director Nate Farrow honors the outstanding work and customer service of Mel Heru, who is an integral part of the Parks Division.



2023 summer intern Grace Beasley and Human Resources Specialist Brian Ladson staff a Job Fair at the Technical College of the Lowcountry.

# ORGANIZATIONAL EXCELLENCE

## INITIATIVES

Develop strategies for diversity in recruiting.

**Legacy** FY2025

Establish separate training and education programs for board and commission members and citizens. Create recruiting programs to build diversity in membership.

**Legacy** FY2024

Create a community and economic development dashboard for proposed and current projects.

**Legacy** FY2024

Prepare Government Finance Officers Association's Popular Annual Financial Report.

**New** FY2024

Evaluate improving online access to City services.

**New** FY2024

Expand Transparency Portal for City.

**New** FY2024

Evaluate improved Human Resources Information Systems modules.

**New** FY2024-25

Evaluate website search functionality for the public.

**New** FY2025

Establish enhanced training programs for Council-appointed boards and commissions.

**New** FY2024

Develop online dashboard showing City infrastructure projects and their status.

**New** FY2024



*Giving back to the community is part of the ethos of the Police Department. Among the many events the PD holds during each year: Chill with a Cop, Movie Nights, Coffee with a Cop, and an annual Open House.*



*Human Resources staff Kristy Kittle, left, Director Ivette Burgess and Brian Ladson routinely evaluate HR policies to ensure that they comply with regulations and meet the needs of employees.*



# CITY OF BEAUFORT

## SOUTH CAROLINA

### FOUNDED 1711

## STAFF CONTACTS

City Hall		843-525-7070	
City Manager	Scott Marshall	843-525-7070	smarshall@cityofbeaufort.org
City Council Clerk	Traci Guldner	843-525-7024	tguldner@cityofbeaufort.org
Communications Manager	Kathleen Williams	843-470-3508	kwilliams@cityofbeaufort.org
Community Development Director	Curt Freese	843-525-7012	cfreese@cityofbeaufort.org
Downtown Operations Director	Linda Roper	843-525-7084	lroper@cityofbeaufort.org
Finance Director	Alan Eisenman	843-525-7009	aeisenman@cityofbeaufort.org
Fire Chief	Tim Ogden	843-525-7055	togden@cityofbeaufort.org
Human Resources Director	Ivette Burgess	843-525-7018	iburgess@cityofbeaufort.org
Municipal Court Director	Sarah Farrow	843-525-7097	sfarrow@cityofbeaufort.org
Police Chief	Dale McDorman	843-322-7900	dmcorman@cityofbeaufort.org
Public Works Director	Nate Farrow	843-525-7054	nfarrow@cityofbeaufort.org

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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 8/16/2023  
**FROM:** Stephen Murray, Mayor  
**AGENDA ITEM TITLE:** Resolution to name the Boundary Street Open Space/Pocket Park located in the City of Beaufort: 1st South Carolina Volunteers Park  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** City Managers Office

---

***BACKGROUND INFORMATION:***

Beaufort County, the City of Beaufort and Open Land Trust worked together to acquire parcels along Boundary Street and Battery Creek and currently this Passive Park is called "Boundary Street" and is listed as Open Space/Pocket Park in the Beaufort County Passive Parks Work Plan.

It is recommended to rename this park- 1st South Carolina Volunteers Park.

Beaufort County heard this request during their Community Services and Land Use Committee Meeting on August 14, 2023. There was no objection in sending this to Beaufort County Council for approval.

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***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Resolution	Backup Material	8/16/2023

**RESOLUTION 2023/\_\_\_**

**A RESOLUTION TO NAME THE BOUNDARY STREET OPEN SPACE/POCKET PARK LOCATED IN THE CITY OF BEAUFORT: “1<sup>ST</sup> SOUTH CAROLINA VOLUNTEERS PARK”**

**WHEREAS**, Beaufort County, City of Beaufort, and the Open Land Trust have worked together over several years to acquire parcels of land along Boundary Street and Battery Creek, located within the municipal boundaries of the City of Beaufort; and

**WHEREAS**, the three entities have completed the purchase of the parcels and demolition of the commercial structures that were located on the park site; and

**WHEREAS**, the park is currently called “Boundary Street” and listed as Open Space/Pocket Park in the Beaufort County Passive Parks Work Plan; and

**WHEREAS**, a small portion of the park site is also the location of Battery Saxton, a second line of earthworks built by Federal troops occupying Beaufort during the Civil War. It was occupied 1862-65 as one of two batteries anchoring a line from Battery Creek to the Beaufort River; and

**WHEREAS**, Battery Saxton was named for Brig. Gen. Rufus Saxton (1824-1908), who served for most of the war in and around Beaufort in the Union Department of the South. General Saxton led the way in educating freedmen and training black units for service in the U.S. Army; and

**WHEREAS**, more than 160 years of continuous black service in today's United States Army began with Major General David Hunter's formation of the 1st South Carolina Volunteers of African descent in Beaufort County on 9 May 1862, making it the first organization of black soldiers in the Union Army; and

**WHEREAS**, President Abraham Lincoln's first authorization to form, arm, pay, and employ up to 5,000 men of color under the flag of the United States was to Brigadier Rufus Saxton on 25 August 1862; and

**WHEREAS**, the majority of the men who voluntarily enlisted in the regiment came from what is today designated as the Gullah Geechee Cultural Heritage Corridor; and

**WHEREAS**, during and after the Civil War, dozens of black soldiers from the 1st South Carolina Volunteers purchased property in downtown Beaufort, and several opened businesses in downtown. In addition, many veterans purchased property on the surrounding Sea Islands throughout Beaufort County; and

**WHEREAS**, many of the soldiers who served in the regiment are buried at Beaufort National Cemetery; and

**WHEREAS**, the historical significance, sacrifice, and commitment of the 1<sup>st</sup> South Carolina Volunteers is worthy of public recognition; and

**WHEREAS**, the Boundary Street Open Space/ Pocket Park is strongly tied to the legacy and importance of the 1<sup>st</sup> South Carolina Volunteers for their contributions toward the protection of the Sea Islands and bravery in other Civil War activities.

**NOW, THEREFORE, IT BE RESOLVED** the City Council of the City of Beaufort, South Carolina, duly assembled expresses its support to name the Boundary Street Open Space/Pocket Park located in the City of Beaufort:

**“1<sup>st</sup> South Carolina Volunteers Park”**

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 22<sup>nd</sup> day of August 2023.

---

STEPHEN D. MURRAY III. MAYOR

ATTEST:

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TRACI GULDNER, CITY CLERK



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**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 8/15/2023  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** Ordinance amending Section 10.7.3.A., Membership, Terms and Compensation of the Beaufort Code, for the Historic Review Board to remove the Historic Beaufort Foundation Seat nomination - 1st reading  
**MEETING DATE:** 8/22/2023  
**DEPARTMENT:** Community and Economic Development

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**BACKGROUND INFORMATION:**

See attached memo for background information and analysis.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

Request Council approval of the text amendment changes.

**ATTACHMENTS:**

Description	Type	Upload Date
Memo	Cover Memo	8/15/2023
Tracked changes 10.7.3.a	Cover Memo	8/17/2023
Ordinance	Cover Memo	8/15/2023



CITY OF BEAUFORT  
**Community Development Department**

SCOTT MARSHALL  
City Manager

1911 BOUNDARY STREET  
BEAUFORT, SC 29902  
(843) 525-7011  
FAX (843) 986-5606

CURT FREESE  
Community Development  
Director

**Date: August 22, 2023**

**From: Curt Freese, Community Development Director**

**To: City Council**

**ISSUE: HBF Seat On HRB**

**BACKGROUND:**

Section 10.7.3, The code section in question states: "One of the 5 members [of] the Historic Review Board shall be recommended by the Historic Beaufort Foundation." This sentence under the text amendment recommendation to the City of Beaufort Development Code, would be removed. The recommendation came out of the City Council's Code Edit Work-sessions. If removed, this means that City Council would be free to appoint all five seats of the Historic Review Board (HRB) at large, regardless of a nomination or connection to the Historic Beaufort Foundation (HBF). Since proposed, both City Council and the MPC have heard long and detailed testimony on the text amendment. On July 17, 2023, the MPC recommended with a 5-1 vote to not accept the recommendation to change Section 10.7.3, regarding HBF's nomination of a Historic Review Board seat.

**ANALYSIS:**

While the City of Beaufort has for many decades benefited from the expertise and passion the Historic Beaufort Foundation has shown to the historic district, Staff believes the removal of the seat is good public policy for the following reasons:

- ✓ This is the only seat on any board or commission in the city in which an outside organization is entitled to their own nomination of a member/seat.
- ✓ HBF is an outside organization, and their goals and motivations are set by their Board and leadership. Allowing such an entity to have a seat on a pivotal board, may grant the organization unfair influence as compared to an individual candidate at large. If for example, a large developer, or an environmental non-profit group were given similar seats at the PC or DRB, Staff assumes it would be felt such seats



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granted these organizations unfair influence over decisions that affected citizens and property owners of the City.

- ✓ HBF is still free to nominate and endorse prospective HRB members to the City Council, and their nomination can be public to the citizens and council should they do so.
- ✓ HBF is free to continue to provide its lobbying, passion, and expertise to all matters within the Historic District as it currently does, but would do so with the same power as any other organization or citizen.

**RECOMMENDATION: APPROVE TEXT AMENDMENT REMOVING HBF NOMINATION FROM SECTION 10.7.3 OF THE CITY OF BEAUFORT DEVELOPMENT CODE**

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### 10.7.3 MEMBERSHIP, TERMS, AND COMPENSATION

- A. **Number, Composition:** The HRB shall consist of 5 members with an interest, competence, or knowledge in historic preservation. All HRB members shall be residents of the city, own property in the city, or own or operate a business in the city. To the extent that such is available in the community, 2 members shall, be professionals in the disciplines of historic preservation, architecture, landscape architecture, history, architectural history, planning, archeology, or related disciplines. Three of the members shall either live or own property in the Historic District. ~~One of the 5 members [of] the Historic Review Board shall be recommended by the Historic Beaufort Foundation.~~
- B. **Terms, Appointment:** All members shall be appointed by the City Council for terms of 3 years. All terms shall end on June 30 of the applicable year and members must continue to serve until their successors are appointed.
- C. **Term Limits:** No member may serve for more than 2 successive terms, except for extraordinary circumstances where the City Council believes it to be in the best interest of the community to have a particular member continue for a specific period of time. This limitation shall not prevent any person from being appointed to the HRB after an absence of 1 year. Service for a partial term of less than 1½ years shall not constitute a term of service for purposes of this section.
- D. **Vacancies:** Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment.
- E. **Removal:** The City Council may remove any member of the HRB for cause.
- F. **Compensation:** Members shall serve without pay. 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-15-20 , 6-23-2020)

## O R D I N A N C E

### AMENDING SECTION 10.7.3.A, MEMBERSHIP, TERMS AND COMPENSATION OF THE BEAUFORT CODE, FOR THE HISTORIC REVIEW BOARD TO REMOVE THE HISTORIC BEAUFORT FOUNDATION SEAT NOMINATION

**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 5-7-20; and

**WHEREAS**, the City of Beaufort adopted the *Beaufort Code* by reference on June 27, 2017, as set forth in section 5-6001 of the *Code of Ordinances Beaufort, South Carolina*; and

**WHEREAS**, the amendment of the *Beaufort Code* is “for the general purpose of guiding development in accordance with existing and future needs and promoting the public health, safety, morals, convenience, order, appearance, prosperity, and general welfare” in accordance with *Code of Laws of South Carolina*, Section 6-29-710; and

**WHEREAS**, this is the only seat on any board or commission in the city in which an outside organization is entitled to their own nomination of a member/seat;

**WHEREAS**, the Historic Beaufort Foundation is still free to nominate and endorse prospective Historic Review Board members to the City Council, and their nomination can be public to the citizens and council should they do so.

**WHEREAS**, it is felt the removal of the Historic Beaufort Foundation nomination of the seat creates a fair and equitable process for board nomination; and

**WHEREAS**, a public hearing before the Beaufort City Council was held regarding changes to the administrative adjustment ordinance on September 12, 2023 with notice of the hearing published in *The Beaufort Gazette* on August 10, 2023;

**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 Beaufort Code* be amended by revising Section 10.7.3.A, by deleting the following sentence: “One of the 5 members of the Historic Review Board shall be recommended by the Historic Beaufort Foundation.”

This ordinance shall become effective upon adoption.

\_\_\_\_\_  
STEPHEN D. MURRAY III, MAYOR  
ATTEST:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK

1<sup>st</sup> Reading \_\_\_\_\_

2<sup>nd</sup> Reading & Adoption \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
City Attorney