



**CITY OF BEAUFORT**  
1911 BOUNDARY STREET  
BEAUFORT MUNICIPAL COMPLEX  
BEAUFORT, SOUTH CAROLINA 29902  
(843) 525-7070

**CITY COUNCIL REGULAR MEETING AGENDA**  
**November 8, 2016**

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

**STATEMENT OF MEDIA NOTIFICATION**

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

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

**I. CALL TO ORDER**

A. Billy Keyserling, Mayor

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

A. Mike McFee, Mayor Pro Tem

**III. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

A. Proclamation Proclaiming November 26, 2016 as Small Business Saturday

**IV. PUBLIC COMMENT**

**V. PUBLIC HEARING**

**VI. MINUTES**

A. Worksession and Regular Meeting September 27, 2016

**VII. OLD BUSINESS**

A. Ordinance Establishing the Licensing and Regulation of Food Trucks, Food Trailers and Food Truck Vendors in City limits - 2nd Reading

**VIII. NEW BUSINESS**

- A. Annual Holiday Parking Request from Main Street Beaufort
- B. Request from Main Street Beaufort to host Holiday Events December 2-4, 2016 to include Night on the Town with permission to sell alcohol on Bay Street, Light up the Night Boat Parade, and Christmas Parade
- C. Request for Co-Sponsorship for use of Waterfront Park from Agape Hospice for Life Blooms Eternal event Friday, November 11, 2016
- D. Street Closure Request from Beaufort County Black Chamber of Commerce for Grand Opening event Friday, January 13, 2017
- E. Annual Request from Southern Scooters to host Toy Run 2016 Sunday, December 11,

2016

- F. Approval of Change Order of \$83,860.63 for the Boundary Street Project per previously agreed procedure
- G. Approval to pursue Commerce Department Grant from County Council

**IX. REPORTS**

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

**X. ADJOURN**



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

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**TO:** CITY COUNCIL **DATE:** 11/3/2016  
**FROM:**  
**AGENDA ITEM**  
**TITLE:** Proclamation Proclaiming November 26, 2016 as Small Business Saturday  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Proclamation	Backup Material	11/3/2016



## PROCLAMATION

**WHEREAS**, Small businesses form the backbone of our local economy, generating jobs and improving the quality of life for citizens; and

**WHEREAS**, The City of Beaufort supports the efforts of local Small Businesses and recognizes the critical role they play in our community; and

**WHEREAS**, Small Business Saturday will stimulate the economic growth locally for small merchants by following in the tradition of Black Friday and Cyber Monday, two of the busiest shopping days of the year; and

**WHEREAS**, we encourage citizens to consider shopping small merchants on Small Business Saturday as a way to boost the local economy and strengthen our small business community.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims Saturday, November 26, 2016 as

### **“SMALL BUSINESS SATURDAY”**

And encourage our residents to recognize and support Small Businesses within our community by shopping these establishments on the Saturday following Thanksgiving.

**IN WITNESS, THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 8<sup>th</sup> day of November 2016.

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BILLY KEYSERLING, MAYOR

ATTEST:

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IVETTE BURGESS, CITY CLERK



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

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**TO:** CITY COUNCIL **DATE:** 11/4/2016  
**FROM:**  
**AGENDA ITEM** Worksession and Regular Meeting September 27,2016  
**TITLE:**  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR: Action*

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Minutes	Backup Material	11/4/2016

A work session of the Beaufort City Council was held on September 27, 2016 at 5:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Councilmen Mike McFee, George O'Kelley, and Phil Cromer, and Fire Chief Matt Clancy. Councilman Stephen Murray was absent (excused).

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

### **CALL TO ORDER**

Mayor Keyserling called the work session to order at 5:00 p.m.

### **DISCUSSION: DESIGNATED MARKETING ORGANIZATION UPDATE**

**Robb Wells** described what the city's designated marketing organization (DMO) does in the "visitor marketing cycle." The target demographics that the DMO focuses on are ages 35+ with "a core age" of 55 – 64. This has been a drop in the age, he said, which has "always been 55+." This was changed "to stay focused in the marketing approach," Mr. Wells said, but demographics can be limiting, so now they target "psychographic descriptors": history, outdoor activities and adventure, culinary, and arts and culture. These are the activities that people are seeking when they come to Beaufort, he said.

The DMO is results-driven, Mr. Wells said. They

- Monitor occupancy, ADR (average daily rate), and RevPAR (revenue per available room)
- Keep a "virtual guest book"
- Generate and respond to leads – inquiries – engagement
- Look at industry trends & insights

Occupancy is up 4%, the ADR is up 4%, and the RevPAR is up 8% year-to-date, Mr. Wells said; "accommodations people" have "indicated to me that they predict they will be up for the fall."

The cost per lead is \$3, Mr. Wells said; the tourism industry average is \$18 to \$25. The DMO has brought that number from double-digits to single, he said. He explained how the DMO gathers contact information from emails, etc., when people request more information, and "we generate that as a lead." The "amount of ad dollars" spent for a specific ad that generates the leads is how the DMO determines the cost per lead, Mr. Wells said. Some ads, like a billboard he cited, are not lead generators, but digital placement and print ads are, he said.

Mr. Wells said social media growth is on "average 1.6K", Mr. Wells said. The DMO is on Facebook and Instagram, for example. BeaufortSC.org is up 14%, and "organic growth" is up 28%. This is people searching out "Beaufort, South Carolina," not finding it using key words, etc.

Mr. Wells said the DMO has earned more than \$8 million in publicity value in 2015 and 2016. He showed some of the sources of that publicity: the *New York Times* ("42 Places to Go in 2016"), *Vogue*, *Condé Nast Traveller*, and *Upscale* magazine, which sent a reporter after "myriad attempts" to reach out to her after the Confederate flag was taken down at the state

capital. There could be more features in the *New York Times*, Mr. Wells said.

Mr. Wells said those “in the inspiration business” inspire “people to travel,” so the DMO does research to see if they are meeting people’s expectations, and if not, how they can do so. They also have done a survey of residents’ perception of tourism.

“The Enrichment campaign” results include hotel revenues increasing “20%+ as a whole”; room demand is up 9%, as of right now, Mr. Wells said. They have generated over 133,000 leads, some with “great ad buys” and some by spending very little money. The DMO has “earned over \$20 million in publicity value,” which Mr. Wells said started with the “Happiest Seaside Town” campaign.

Web traffic continues to shift, Mr. Wells said: 44% comes via computers, a number that is “dropping drastically” from years past. 40% is from mobile devices, which “keeps growing,” and he said “anyone coming to ask for” ATAX (Accommodations Tax) dollars should have a mobile component in their marketing. For the DMO, online and digital media is 61%, and print is 26%.

The DMO works with Trip Advisor to “help (them) tell our story,” Mr. Wells said, and it participates at a co-op rate. So when you search Trip Advisor now, “you see Beaufort-centric ad placement” because of this partnership, rather than Charleston, Savannah, or Hilton Head ads.

The most recent Restaurant Week was successful, Mr. Wells said, and 3 restaurants have asked to participate in the January 2017 Restaurant Week, which is statewide.

Room supply has remained flat for the last eight years, Mr. Wells said, but that will be changing soon; there are “projects in the works, including a renovation to take place in the next few months. There will be “less overnight leakage leaving the area,” he said, which has happened historically because there were not enough rooms for everyone who wanted them. People want the best rates, but also to be “close to base, so the families can participate.”

Tourism development has to continue, Mr. Wells said. “With the addition of Santa Elena into the market,” and other “additions . . . like Tabby Place downtown,” for meeting space, there’s still a need to “sustain our tourism development opportunities,” but Beaufort needs to have “authentic growth,” he said. “We don’t want to do anything that’s detrimental to our story.”

Asked about the occupancy drop, Mr. Wells said if the ADR holds, revenue can stay intact. A large number of rooms added to a destination like Beaufort can have an impact, but they could add 150 rooms downtown and 350 outside of downtown, and that would “not tip the scales negatively.” For the developers who are coming in, Mr. Wells said, “the numbers mesh.” None of them are “saying that the ADR isn’t big enough” for them. They are “seeing opportunity” here, and he expects “flagship companies” will be coming to Beaufort.

Mr. Wells said for every dollar that the city spends on the DMO, the DMO returns \$145 to Beaufort’s tourism industry.

Councilman Cromer asked the DMO's top priorities in tourism development. Mr. Wells said the Spanish Moss Trail is one, and the DMO has "worked with multiple attractions" to "align" those organizations' "marketing initiatives" with the DMO's marketing initiatives. There are other opportunities, too, he said. They are trying to make "this walkable town" attractive to health and wellness tourists, for example. They can work with tour companies that want to get off the ground.

Mayor Keyserling said he was in Hartsville this weekend, and that city generates \$800,000 in hospitality, according to its city manager. They are using Hospitality Tax (HTAX) money to build a water park in a 100-acre park. There are baseball diamonds, tennis courts, etc. He "didn't get the impression that they are spending much money on marketing," he said. They're spending it on "product." Mayor Keyserling said, "Sunoco is a destination for business travellers" there, as well as other industry, Coker College, and the Governor's School, which all draw visitors. He's curious about what Mr. Wells is seeing in other municipalities, and asked if "a large amount" of spending from accommodations and hospitality taxes "on infrastructure for tourists" – as Charleston and other cities do – was a "trend." Mr. Wells said he didn't "think it was a trend," but "certain destinations" have been doing this "for some time." From "a South Carolina travel and tourism standpoint . . . the majority of funds for tourism and development typically come from . . . 3% local ATAX . . . for infrastructure and offset," he said. Charleston "spends a ton of money on advertising," Mr. Wells said, because they generate a lot of ATAX, HTAX, and other taxes. Charleston bonds against its HTAX, he said, as has Beaufort. Any destination has some public money put back into tourism development, as well as into "attracting tourists to fill the . . . product they're putting in."

#### **UPDATE ON TOURISM PERCEPTION SURVEY**

Mr. Wells said the Hilton Head-Bluffton Chamber of Commerce, the Beaufort Chamber of Commerce, and Lowcountry and Resort Islands Tourism Institute at USCB did this survey. He said there were 1,000 participants from around Beaufort County. He showed the sort of questions that the survey asked (e.g., "Tourism has lead to more cultural opportunities," "Meeting tourists from other places is a valuable experience"). Of these, the highest agreement was with "Tourism benefits small businesses in my area," and the highest disagreement was with "Construction of tourist facilities has destroyed the natural environment." "I pay less in taxes due to tourism in my area" was "neutral," Mr. Wells said.

Most residents of Beaufort County support tourism in the area, Mr. Wells said, and believe "we should try to attract more tourists to our area." The majority of people who took the survey were around 70 years old and female; 90% percent did not have children under 18 years old. The income level was varied. Mr. Wells said most people who took the survey "derive no income from the tourism industry." 42% of the residents were tourists before they moved to Beaufort County. He showed where they had moved from; the greatest numbers came from Atlanta and Greenville. As the number of their visits increased, the likelihood that these tourists would become residents increased, he said.

Mayor Keyserling asked what percentage of the sample was from Beaufort. Mr. Wells showed the zip code break down. Mayor Keyserling said it showed the large percentage of retirees.

Councilman Cromer asked Mr. Wells if tourism this summer was down because of the weather; Mr. Wells said in June, some properties were “soft,” and some properties said August was soft as well. They probably need to target events to start in June. Water Festival did well.

Councilman Cromer asked if Water Festival put “heads in beds.” Mr. Wells said there’s a spike on Friday, Saturday, and Sunday of Water Festival week. Some events and festivals could generate more overnight visitors. Water Festival and the film festival have participants who say they would not come to Beaufort if it weren’t for this event, Mr. Wells said.

Councilman McFee said when he was selling tickets at Shrimp Festival, “many people” told him they came to Beaufort for the festival and stayed overnight. Mr. Wells said people who filled out the visitor guest book at the Visitor Center said they came specifically for the fall Tour of Homes and the Architects Tour. The area from Savannah to south of Charleston is “getting ready to be saturated for finding private dollars to support festivals . . . at the level we’re looking at,” Mr. Wells said.

Councilman O’Kelley asked Mr. Wells what the percentage of occupancy in Beaufort’s accommodations is for Marine graduation and parents’ day. Mr. Wells said “some accommodations” would have rooms available on those days. Councilman McFee asked if these were the accommodations with “a higher price tag.” Mr. Wells said, “Usually.” Councilman McFee asked if some graduation visitors seek accommodations in Savannah, Hardeeville, etc. Mr. Wells said yes, “some might” do so because of “price point, and some might” because of hotels “spending on great marketing like hotels.com.” He said having additional rooms in the area would help with that “leakage.” Mr. Wells said developing a hotel in the area is a “4 – 5 point revenue stream for a lot of folks.” Councilman O’Kelley said wherever they stay, they have to come into Beaufort and eat somewhere.

Mayor Keyserling asked about the concerns about congestion and traffic in the survey. There seemed to be “an anti-tourism bent to that.” Mr. Wells said that might have been because of the timing of the survey and the beginning of the Boundary Street project. There are some other things that are related to it, though. Mayor Keyserling said more than half those who answered the survey were from Lady’s Island and St. Helena, and were “heavily retirees.” Mr. Wells said the benefits of tourism in our area “outweigh the impacts.” People are “grumpy but generally happy,” Mayor Keyserling said. The congestion idea was “more of a neutral” than a negative, Mr. Wells said.

Councilman McFee asked **Maxine Lutz** if Historic Beaufort Foundation (HBF) records the zip codes of those who participate in the fall tour, and what data HBF finds from that. Ms. Lutz said attendees are in the older demographic (55+), and Mr. Wells said, “It’s a higher household income” that’s attending. Ms. Lutz said attendees are “regional,” adding, “They tend to spend the night,” and “we hear that people make reservations” for the next year’s tour. It attracts a lot of people from out of state who stay on Hilton Head, she said. Mr. Wells said there’s been

an increase in occupancy and ADR during the event. More of the people who come to the Architects Tour are from out of town, Ms. Lutz said, than for the home tour.

Short-term rentals are not counted for occupancy rates, Mr. Wells told **Lolita Huckaby**, but “anecdotally,” short-term rentals “have an affect.” Councilman McFee said short-term rentals pay ATAX, and higher amounts of ATAX collected are a reflection of increased short-term rentals in the marketplace. It is not “spiking,” he said. Mr. Wells said there are approximately 1,700 rooms available in the market right now “in all kinds of properties” (downtown properties, “flag properties” and villas/short-term rentals). The amount of short-term rentals doesn’t make “a dent” in terms of room count, Mr. Wells said.

There being no further business to come before council, the work session was adjourned at 6:14 p.m.

A regular meeting of the Beaufort City Council was held on September 27, 2016 at 7:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Councilmen Mike McFee, George O'Kelley, and Phil Cromer, and Fire Chief Matt Clancy. Councilman Stephen Murray was absent (excused).

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

#### **CALL TO ORDER**

Mayor Keyserling called the regular meeting to order at 7:00 p.m.

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Councilman McFee led the invocation and the Pledge of Allegiance.

#### **PROCLAMATION OF OCTOBER AS NATIONAL COLONIAL HERITAGE MONTH**

**Councilman McFee made a motion, second by Councilman Cromer, to accept the proclamation. The motion passed unanimously.**

#### **PUBLIC HEARING: ORDINANCE REZONING A PORTION OF A PARCEL OF PROPERTY LOCATED AT 188 ROBERT SMALLS PARKWAY, FROM GENERAL COMMERCIAL DISTRICT TO HIGHWAY DISTRICT**

**Mayor Keyserling opened this public hearing.** The applicant for this project is Carolina Engineering, **Libby Anderson** said. The parcel is currently undeveloped, and the Butler Chrysler auto dealership is seeking to develop this site as a location for its business. The northern half of the parcel is zoned General Commercial (GC) District, she said, which does not allow auto-oriented uses. The proposed zoning is Highway Commercial (HC) District, which is already the zoning in the southern half of the property.

Ms. Anderson described the uses permitted in HC, which include auto-oriented uses. This area is designated in the Comprehensive Plan as G3, and in the Beaufort Code, this area is T5-Urban Corridor or Regional Mixed Use, which is comparable to HC. Robert Smalls Parkway contains a mixture of intense commercial land uses, Ms. Anderson said, including those that are auto-oriented. There should be no greater impact on natural features in the area with this zoning change. There are no sidewalks on Burton Hill Road, but the DRB (Design Review Board) may require one, Ms. Anderson said.

Public notice was made to adjoining property owners, Ms. Anderson said, and no public comments were received. At its September 19 meeting, the Metropolitan Planning Commission unanimously recommended approval of this project and that a sidewalk be installed.

Councilman McFee asked if the county office complex that is directly behind this parcel is in industrial zoning. Ms. Anderson said yes, and pointed out the Limited Industrial (LI) zoning and a property that is in the county that is not zoned LI. This property under consideration is in the city limits and is zoned General Commercial, she said.

Councilman O’Kelley asked if “the green area” on the map that includes this property is part of what has been designated as being for “sexually oriented businesses.” Ms. Anderson said those are only allowed as “conditional uses” in LI zoning. “This parcel was” never “envisioned (to be) for industrial activity,” she said, but for commercial activity.

Councilman Cromer asked if there would be “some type of buffer” between this property and what appear to be “some individual lots.” Ms. Anderson said the ordinance requires that there be a “screening device – basically a privacy fence,” if a commercial parcel is adjacent to a residential use or residentially zoned property. The design review process can require an “adjacent use buffer,” which can range from 10- to 50’, “depending on the intensity of the activity,” but “at a minimum, a privacy fence is required,” she said.

Councilman Cromer said the lighting in an auto dealership might be a problem with the residential properties. Ms. Anderson said it will have to have full cut-off lights, and the applicant will have to submit a lighting plan for design review, so the city can have some control over that. **Mayor Keyserling closed this public hearing.**

#### **STREET CLOSURE REQUEST FROM THE PARISH CHURCH OF ST. HELENA FOR ANNUAL FALL BAZAAR**

**Councilman O’Kelley, made a motion, second by Councilman Cromer, to approve the request for the November 5, 2016 event. Stellena Mumma** said the church is trying to involve the neighborhood in its bazaar. Last year, they had games for the neighborhood’s children. They are trying to get the feel of an “old . . . English fair,” she said. They hope to involve the whole community. Ms. Mumma showed which streets they are requesting the city to close. The Baptist Church of Beaufort is involved with this as well, she said.

Ms. Mumma said the request is for the street closure from noon on November 4 to 6:00 p.m. on November 5. Chief Clancy said a contract would be required for police services.

Councilman McFee told Ms. Mumma that they have “two accesses to parking lots off of these closed streets.” He asked if they have access “from Charles Street to (the) North Street lot.” Ms. Mumma said they do not, but they would like to “open up that section that’s by Harvey and Battey. We can cut” the wire there for “access coming in that way.” Then they could “close off the entrance that is currently part of the parking lot.” **The motion passed unanimously.**

#### **RESOLUTION ADOPTING SHARROWS AND SIGNS**

**Councilman McFee made a motion, second by Councilman Cromer, to approve the resolution. Dean Moss** said the Spanish Moss Trail “is becoming increasingly busy,” so safe routes between downtown and the trail are needed at North Street and at Bay Street and Depot Road, where there are traffic lights to provide safe crossings. The Friends of the Spanish Moss Trail want to provide signs and indicators on the pavement to guide people and to “indicate that these are passageways” for vehicular traffic, riders, and pedestrians, Mr. Moss said. SCDOT has a policy that will enable this, but “there are lots of little quirks in that policy that don’t work in our

favor,” he said (e.g., a 14’ lane requirement). After getting council’s support in the form of a resolution, they will begin work on encroachment permits, etc.

Councilman McFee said “the major direction” for the sharrows “is to cross Ribaut Road,” and he asked if the intent was to take the sharrows “all the way into town . . . at Depot Road and North Street.” Mr. Moss said yes. Councilman Cromer said the public would need education as to what sharrows are. Mr. Moss agreed and said they would also need to educate tourists. **The motion passed unanimously.**

#### **HORSE CARRIAGE ROTATION SLOTS MINIMUM BID**

Mayor Keyserling said that there had been a council work session about this matter, and the city manager was asked to do research about “hard costs to the city.” Mayor Keyserling said the amount was “\$45,000+.” **Kathy Todd** said staff “obtained information from each of the departments . . . that provide direct support for the carriages.” The costs include salary and benefits, parking spaces, providing water, the kiosk, and “asphalt repair and maintenance” because it “gets worn because of the horse traffic.” The salary and benefits was estimated by determining staff’s “level of effort” at 18% in “a good season,” and “about 80%” in “a not-so-good season,” she said. “We averaged about 50% of the salary and benefits for that direct support,” Ms. Todd said. Direct costs were \$49,000, and “the federal government allows indirect cost rates between 5% and 10%,” so she used 7.5%, which added \$4,000 for a total of \$53,000 in direct and indirect costs to the city “in support of the carriages.” Combined revenues generated by both carriage operators over 3 years were \$429,000 annually, and the city received \$628 per year from business license revenues from the two companies over that same period of time, Ms. Todd said. Her recommendation to the city manager was to keep the minimum bid amount at \$25,000 per operator.

Councilman O’Kelley said he had not gotten the document that pertains to this, which was sent via email. Ms. Todd showed him her document. He said he doesn’t “know how we can determine asphalt deterioration” by the carriages, and he has “trouble with saying we’ve got \$49,000 in fixed costs.” Ms. Todd said, “The bulk of that is salaries and benefits.” Councilman O’Kelley said, “We’re going to have this (police) officer, whether that officer is checking on carriages or writing tickets.” Ms. Todd replied, “50% of the level of effort for that officer was dedicated to the direct costs of the carriages, based on the amount of time spent.” The city does not require this high of a fee of “any other business that uses the city’s streets,” including the tour buses, Councilman O’Kelley said. Councilman Cromer agreed with Councilman O’Kelley that “this seems a little bit high of a percentage.”

**Peter White**, Southurn Rose Buggy Tours, said the carriage companies would be interested in seeing these numbers from the city. Their company has always paid for its own water, he said, and the electricity they use is only “enough to charge laptops for the cash register.” If the parking spaces have an impact, Mr. White said, they would be glad to pay for them out-of-pocket.

Mr. White said other tour businesses also have an impact on the Waterfront Park restrooms,

trash bins, etc. The carriages have rubber wheels like cars do, he said, and though the horses have shoes, the amount of damage is “maybe noticed over 10-year periods” and is seen as “scratches in the pavement.” Mr. White said the carriage tours are a draw that brings people to the city, and they act as the city’s ambassadors.

Mayor Keyserling said if there were no time constraint, he would suggest that this be tabled.

**Nichole Myers**, Sea Island Carriage Company, thanked council for having listened to the carriage operators in the work session. The carriage companies’ “overhead is way more than” the amount that Ms. Todd had cited as the companies’ gross revenues, Ms. Meyers said. She suggested the operators “could put a meter on our kiosk” and pay for the electricity they use, and each company could pay \$35 a month for each of the two parking spaces they use in the Marina parking lot.

Mayor Keyserling said, “We started this conversation” about minimum bid amounts “when we were narrowing it down to two” carriage companies, “and what we were essentially doing . . . is creating a franchise,” because the city is “restricting the right to use (its) streets to two companies.” The carriage companies get “the exclusive right . . . just like the (two or three) vendors in Waterfront Park,” who also “pay a fee to have the exclusive right” to sell food from carts in the park. “I look a little beyond what the costs to the city are,” Mayor Keyserling said, but he said before he discussed that, he wanted the carriage operators to see the figures staff had provided to council about how they had arrived at \$53,000 in costs to the city.

Councilman O’Kelley said Mayor Keyserling is saying that there are two companies that have this “exclusive” right, but that number of companies was set by the city because there couldn’t be five or six carriage companies in a town as small as Beaufort, so “the exclusiveness is set by us.” Mayor Keyserling agreed and said if there were three or more carriage companies that wanted “the right” to operate in Beaufort, since there can only be two companies, “you’re paying for . . . the right to be one of the two that (are) allowed.”

Councilman Cromer said, “The lower the slot fee” the more likely it is “to invite more competition.” Councilman McFee said he had “served on TMAC (Tourism Management Advisory Committee) when we did the bus wars and when we did the carriage wars,” so he has “a much stronger opinion with reference to the percentage of staff” time spent on the carriages. The current carriage companies “are getting along fine,” he said, but these companies might lose their spots “when we go through the 5-year renewal process” if they “lose (their) bid opportunities.” Councilman McFee said council has to “recommend” a minimum bid amount “on the basis of our past history” with the carriage companies, and “that has not been a positive history for ten years.” He told the operators that the \$53,000 that staff had determined is “in part” because of “costs . . . related to the amount of staff time that’s required to mediate the circumstances if the tour companies do not work together.” Other “indirect costs, related to the spacing in there” (i.e., the companies’ two parking spaces in the Marina parking lot) are “not just the cost of the rental (of the) space,” Councilman McFee said, but “because it’s basically taken off of our rolls for your exclusive use during the period of time,

and that's 24-7, as far as we are concerned . . . It removes it from the value cost of our parking availability from the spaces in Waterfront Park." Councilman McFee continued, "Staff interaction and the requirements we have" is "the largest issue." He said, "The wear and tear from the horseshoes" and the "pathmarks from the standpoint of the carriages" does "not go without notice," but he doesn't believe the carriages are creating potholes, so these companies "are good stewards in that respect." However, "the buses do not urinate," Councilman McFee said, and while buses may give off "some diesel byproduct . . . that does not deteriorate our roads over time."

Mr. White said he has seen the tour coordinator, Sgt. **Hope Able**, "possibly twice" this year. 85% to 90% of her time is spent on her other functions "with the police force." She does give the tourism test for new tour guides. Mr. White said he reported cleanup violations over 100 times when Sea Island Carriage Company was run by its former owner. The city had tools to deal with that, he said, but he doesn't believe that operator was ever fined, etc. Mr. White would call Sgt. Able in the morning – 5 days a week – then Sgt. Able would call Sea Island Carriage Company, and then that operator would clean up his spills. There are "many ways to regulate this," Mr. White said, with "a few demerits" before an operator's license is taken away. Mayor Keyserling said again that Southurn Rose Buggy Tours and Sea Island Carriage Company might not win the bid for this contract: "We have to base" the vote on the minimum bid amount "on history," he said. Mr. White said that he's saying that the city has tools so they don't have to place as much demand on Sgt. Able if there are problems.

Ms. Meyers asked if the 50% of \$83,000 is Sgt. Able's salary, and Ms. Todd said it is Sgt. Able's "salary and benefits."

**Councilman Cromer made a motion to set the minimum slot bid at \$20,000.** He pointed out that setting it lower could "invite more competition." **Councilman O'Kelley seconded the motion. The motion passed unanimously.**

#### **REQUEST FOR USE OF THE DOWNTOWN MARINA BOAT RAMP FROM MEADOWBROOK BAPTIST CHURCH**

**Councilman McFee made a motion, second by Councilman O'Kelley, to approve the request for the church's annual River Baptism October 23, 2016 from 1 p.m. to 2 p.m.. Ivette Burgess said staff had no objections. The motion passed unanimously.**

#### **REAPPOINTMENT TO TOURISM DEVELOPMENT ADVISORY COMMITTEE (TDAC)**

**Councilman McFee made a motion, second by Councilman Cromer, to approve the reappointment of Jane Sidwell to the committee. The motion passed unanimously.** There are two positions on the committee that still need to be filled, Ms. Burgess said, and there are people interested in those positions. **The motion passed unanimously.**

#### **CITY MANAGER'S REPORT**

Chief Clancy said at a city staff meeting, "everything was moving along fine."

## **MAYOR'S REPORT**

Mayor Keyserling said he had met with property owners on Broad Street, which he described as “a very complicated project.” A collapsed pipe was found, the pond had to be dredged, and part of that does not belong to Broad Street but to a neighbor. There are a number of people working on this project, he said, and it’s a good example of the need for better communication. The neighbor never complained about the pond “because it was taking all of his storm water,” Mayor Keyserling said.

Mayor Keyserling said he is speaking to the Sea Island Corridor Coalition tomorrow. They have submitted a list of questions, and Ms. Anderson will be there as well. “There’s so much speculation” about Whitehall and the outcome of the traffic study, he said. He invited councilmen to come to the meeting.

## **REPORTS BY COUNCIL**

Councilman McFee said there would be a public meeting for the traffic study being done by the City of Beaufort, SCDOT, and the county for Lady’s Island/the Sea Island corridor at Lady’s Island Middle School at 6:00 p.m. on September 29. The forum will allow the consultants to obtain additional information from the public for the study.

Councilman McFee said that at the Northern Regional Implementation Committee meeting “there was a resolution proposed for the City of Beaufort to withdraw its growth boundaries from Chowan Creek for the new development at Walmart.” He said, “The resolution . . . was amended to include a comprehensive plan (for) parking,” and the suggestion was made “not to specifically attack the Lady’s Island growth boundaries without considering the limitations that the northern section of the island near the air station (has) – with the joint land use study, (which) actually creates a barrier for the protected properties around the air station – . . . as part of the review process when we look at growth boundaries.” Councilman McFee said the group was able to make this not only about Lady’s Island and its growth boundaries but also about “the reality of reviewing all growth boundaries,” and what changes may be needed, because of growth in the Town of Port Royal, Beaufort, and “the northern Beaufort (County) side.”

Councilman O’Kelley said the old Koth’s building now has a business in it that sells nuts.

There being no further business to come before council, **Councilman Cromer made a motion to adjourn the regular meeting. Councilman O’Kelley seconded. The motion passed unanimously**, and the meeting adjourned at 7:54 p.m.



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

---

**TO:** CITY COUNCIL **DATE:** 11/3/2016  
**FROM:**  
**AGENDA ITEM** Ordinance Establishing the Licensing and Regulation of Food Trucks, Food Trailers  
**TITLE:** and Food Truck Vendors in City limits - 2nd Reading  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Managers Office

---

*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Draft Ordinance	Backup Material	11/3/2016

## **ORDINANCE CREATING PART 7 CHAPTER 16 OF THE CITY CODE OF ORDINANCES ESTABLISHING THE LICENSING AND REGULATION OF FOOD TRUCKS, FOOD TRAILERS AND FOOD TRUCK VENDORS IN CITY LIMITS**

WHEREAS, with the increased number of public events in the City, there has been an increase in the use of food truck and food trailers to serve the public; and,

WHEREAS, there is currently little regulation of the licensing, location and activities of food trucks and food trailers; and,

WHEREAS, City Council believes that there needs to be standards for food trucks and food trailers to balance the interests of public health, safety and community wellbeing with the rights of food service vendors and the access of the public to food at public events;

THEREFORE, BE IT ORDAINED by the City Council of Beaufort, South Carolina, in council duly assembled, and by the authority of the same, that there is hereby created Chapter 16 of Part 7 of the City Code, entitled Licensing and Regulation of Food Trucks, Food Trailers and Related Vendors, which shall read as follows:

**7-16001: Definitions:** The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (A) *Food Truck Vendor:* means a person selling food from a mobile unit.
- (B) *Food Truck Unit:* means a self-contained, vehicle-mounted food service unit that returns daily to its base of operations as approved by DHEC and is used for either the preparation or the sale of food products, or both. This does not include mopeds.
- (C) *Food trailer:* means an enclosed attached or detached trailer that is equipped with facilities for preparing, cooking, and selling various types of food products.

**7-16002: Licensing of Food Truck Vendors:**

- (A) All Food Truck Vendors doing business in the City of Beaufort must obtain a City Business License - Code of City Ordinances Part 7 Licensing and Regulations, Chapter 1 Business License.
- (B) A Food Truck Vendor must be 18 years of age or older.
- (C) All Food Truck Vendors selling food and/or drinks which are not prepackaged shall obtain all necessary County and State Health permits before a Business License will be issued and shall comply with all laws, rules and regulations regarding food handling, and all vehicles used for the sale of food shall comply with all the laws, rules and regulations respecting such vehicles as established by the State of South Carolina.
- (D) The Food Truck Vendor shall be required to secure and maintain a policy of Automobile Liability Insurance coverage issued by a company authorized to do business in the state of South Carolina. The amounts of liability required is \$1,000,000 for injury and/or death of any person(s) in any one incident and \$1,000,000 for property damage, and the policy must list the City of Beaufort as an additional insured.

**7-16003: Regulation of Food Truck Units and Food Trailers:**

- (A) No Food Truck Units or Food Trailers shall be in a Residential Zoned Districts (T3 and T4-HN-, **proposed new code**), R-1, R-2, R-3, R-4, GR or NC Districts (**Current 2016 Code**).
- (B) No Food Truck Unit or Food Trailer shall be located for business within 20 feet separation from any residential use. The limitation shall not apply to or within the boundaries of the City of Beaufort permitted community event.
- (C) No Food Truck Unit or Food Trailer shall be located for business closer than 10 feet from any building or structure on the licensed property or adjoining property.
- (D) No Food Truck Unit or Food Trailer shall be located closer than 50 feet from flammable combustible liquid or gas storage and dispensing structures.
- (E) No Food Truck Unit or Food Trailer shall be located for business closer than 200 feet of a City permitted community event without the written permission of the event organizers.
- (F) No Food Truck Unity or Food Trailer shall be located for business within 20 feet of any public right-of-way or within 20 feet of the intersection of any public right-of-way and private driveway, per South Carolina Department of Transportation.
- (G) No signs or signage shall be permitted other than that which can be contained on the Food Truck or Trailer or on a sandwich boards utilized to sell food or merchandise.
- (H) No Food Truck Unit or Food Trailer shall utilize music or other noise in the sale of goods or services, without a special permit.
- (I) No Food Truck Unit or Food Trailer shall obstruct or cause to be obstructed the passage of any sidewalk, street avenue, alley or any other public right of way.
- (J) All lighting must be permanently or semi-permanently affixed to the vending facility. No lighting shall be permitted to shine on or into any public right-of-way or other private property, or cause any glare that could be considered a public hazard, or distraction to vehicular movement, neighboring business operations, or residential uses. In addition, no flashing or strobe lighting shall be permitted.
- (K) All vendors shall place a 30-gallon garbage receptacle upon site of businesses for customer use. All trash must be removed from the site by the vendor. Use of City waste receptacles is prohibited. The entire area within a 25-foot radius must be maintained clean of debris.
- (L) All merchandise, goods, wares or food shall only be displayed or offered for sale from the vendor's vehicle, unless there is a permitted alternative area of sale.
- (M) All Food Truck Units or Food Trailers shall be equipped with at least one 2A-40 BC fire extinguisher.
- (N) After business activities, the vendor shall clean all debris, trash and litter generated by the vendor's business activities.
- (O) No portion of the vendor's inventory, sales equipment, or any other structure or equipment used in the sales or solicitation process shall be left overnight upon any unenclosed portion of any lot or site within the City of Beaufort.
- (P) All sales must be made directly from the permitted Food Truck Unit or Food Trailer.
- (Q) Coolers associated with Food Trucks or Food Trailers may not be placed on the ground, and any tables and chairs shall be staged for the customers. Generators must be attached to the Food Truck or Food Trailer and are required to be whisper or quiet and produce no more than 75 decibels (DB).

- (R) The entire Food Truck or Food Trailer vending operation must be fully mobile.

**7-16004: Vending Permit Application Process and Fees**

The City Business License staff will review applications for completion and no applications will be accepted unless deemed complete. All procedures for obtaining a Business License will be followed for applications and enforcement of Food Truck and Food Trailer vending permits.

- (A) All Food Truck and Food Trailer vendors must submit the appropriate food vendor program fee as outlined in this Ordinance.
- (B) The Business License fee is a separate fee and cannot be refunded.
- (C) The permitting fee for each Food Truck or Food Trailer shall be \$200.00 annually.
- (D) Fees are subject to change with City Manager approval.

**7-16005 Parking, Allowable Vehicles and Designated Areas**

- (A) Allowable vehicles include trucks and trailers for parking spaces in which service is provided to customers through the side of the vehicle at the sidewalk only.
- (B) Food Trucks or Food Trailers must be sized to fit into the parking spaces.
- (C) Vending at designated public Food Truck or Food Trailer zones will be allowed at the times listed. No vending operations shall take place outside the hours noted
  - 500 Carteret Street and Bladen Street (City owned property) parking area locations daily, 8am-3pm only
  - No Food Trucks or Food Trailers are allowed on Bay Street, West Street, Scott Street, the Point Residential Neighborhood of the City, Waterfront Park or Downtown Marina Lot.
  - Food Trucks and Food Trailers are allowed on City Property and City Parks except Waterfront Park
  - All other Food Truck zones must be approved by the City Council.
  - No Food Truck or Food Trailer operations shall take place outside the hours noted

Sunday	8:00am – 12:00am
Monday - Thursday	8:00am – 12:00am
Friday	8:00am – 12:00am
Saturday	8:00am – 2:00am

- (E) Food Trucks or Food Trailers on Private Property – A written agreement from the property owner/manager regarding the time(s) and location of use of the premises must be provided with the application.
- (F) If any area is closed for an emergency or other permitted activity, no Food Truck Vendors will be allowed to set up. Areas will be monitored for compliance and any violation could result in a permit being suspended or revoked. The City's parking management company will notify permitted participants of any planned special event that would close the area.

**7-16006 Violations, Suspensions/Revocations**

The City Manager may suspend or revoke any permitted participant if:

- (A) The conditions under which the Food Truck/Trailer is being operated or maintained is detrimental to the public health, welfare or materially injurious to property or improvements in the vicinity, and the Vendor fails to correct such conditions after notification by a City official;
- (B) The use is operated in violation of the conditions permitted
- (C) A repeated violation of applicable law;
- (D) All violators will be subject to a fine of \$100.00 and suspension/revocation of permit.
- (E) A Vendor is found to be discharging pollutants including waste/grease, liquids wastes, gray water garbage/debris, and other materials are discharged to the City's storm drainage.

**7-16007 Renewal Process**

Food Truck permits expire on December 31<sup>st</sup> of each calendar year, and must be renewed annually, subject to administrative review, modification (if necessary) and approval.

This Ordinance shall become effective upon adoption.

\_\_\_\_\_  
BILLY KEYSERLING, MAYOR

ATTEST:

\_\_\_\_\_  
IVETTE BURGESS, CITY CLERK

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

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

Reviewed by   
William B. Harvey, III, City Attorney



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

---

**TO:** CITY COUNCIL **DATE:** 11/3/2016  
**FROM:**  
**AGENDA ITEM**  
**TITLE:** Annual Holiday Parking Request from Main Street Beaufort  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

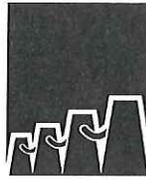
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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Request Letter	Backup Material	11/3/2016



# MAIN STREET BEAUFORT USA

Blakely Williams, President/CEO  
*Beaufort Regional Chamber of Commerce*

Leigh Copeland, Chairperson  
*Technical College of the Lowcountry*

Cliff Mrkvicka, Chair Elect  
*Lockheed Martin*

Whitney McDaniel, Treasurer  
*Wells Fargo Advisors*

Kevin Dukes, Director At Large  
*Harvey & Battey, PA*

Jim Wegmann, Past Chairman  
*Weidner, Wegmann & Harper*

John Dickerson  
*Sleep In History!*

Chip Dinkins  
*Plums/Saltus Restaurants*

Edward Dukes  
*Lowcountry Real Estate*

Ben Duncan  
*Hargray*

Pamela Flasch  
*Beaufort-Jasper Water & Sewer Authority*

Tina Gentry  
*United Way of the Lowcountry*

Karen Gilbert  
*Beaufort County School District*

Malcolm Goodridge

Terrance Green  
*Coldwell Banker Realty*

Christian Kata  
*Ameris Bank*

Andy Klosterman  
*Andrews Engineering*

Frank Lesesne  
*Anchorage 1770*

Susan Sauer  
*Discover Tours*

Mark Stokes  
*Bay Street Jewelers*

Jay Taylor  
*Kinghorn Insurance Agency of Beaufort*

Mary Ann Thomas  
*The Cuthbert House Inn*

Charlie Williams  
*Investor*

October 28, 2016

Bill Prokop  
City Manager  
City of Beaufort  
1911 Boundary Street  
Beaufort, SC 29902

Dear Mr. Prokop,

On behalf of the staff, Board of Directors of Main Street Beaufort, USA, the Beaufort Regional Chamber of Commerce, and the merchants of Downtown Beaufort, I respectfully request **free holiday parking** in the core commercial district beginning the Friday, November 25, 2016 through Friday, December 30, 2016. Approval of this request will allow free 2-hour parking at all paid spaces in downtown Beaufort.

Offering free parking makes the downtown businesses more competitive with the big box and strip mall retailers, where ample parking is available. Your cooperation demonstrates goodwill toward the downtown business/retail community and shows that the city is truly concerned about the economic vitality of downtown.

Your ongoing commitment to offer free holiday parking to residents and visitors is a kind gesture. It encourages local spending, holiday shopping and dining in the heart of our community-downtown Beaufort. Main Street Beaufort, USA, and the Beaufort Regional Chamber of Commerce will supply the bows, tags, and posters. Main Street Beaufort will pass out posters and explain the program to merchants. We request that Park Beaufort and the City of Beaufort place the bows and tags on the meters and pay stations and maintain the appearance throughout the approved, free parking holiday season. Your consideration of this request is greatly appreciated.

Sincerely,

LaNelle Fabian  
Member Services/Special Events Manager  
Beaufort Regional Chamber of Commerce  
For Main Street Beaufort, USA

Physical: 101 West Street Ext, Beaufort, SC 29902  
Mailing: PO Box 501, Beaufort, SC 29901  
843.525.6644 (P) \* 843.986.5405 (F)  
[www.DowntownBeaufort.com](http://www.DowntownBeaufort.com)



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

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**TO:** CITY COUNCIL

**DATE:** 11/3/2016

**FROM:**

**AGENDA ITEM TITLE:** Request from Main Street Beaufort to host Holiday Events December 2-4, 2016 to include Night on the Town with permission to sell alcohol on Bay Street, Light up the Night Boat Parade, and Christmas Parade

**MEETING DATE:** 11/8/2016

**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Request Letter	Backup Material	11/3/2016
Request Letter	Backup Material	11/3/2016
Request Letter	Backup Material	11/3/2016



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*Anchorage 1770*

Susan Sauer  
*Discover Tours*

Mark Stokes  
*Bay Street Jewelers*

Jay Taylor  
*Kinghorn Insurance Agency of Beaufort*

Mary Ann Thomas  
*The Cuthbert House Inn*

Charlie Williams  
*Investor*

October 27, 2016

Bill Prokop, City Manager  
City of Beaufort  
1911 Boundary Street  
Beaufort, SC 29902

Dear Mr. Prokop,

Main Street *Beaufort, USA*, respectfully requests permission to close several street sections in the core commercial area of the downtown district from 4:30 p.m. to 11:00 p.m. on Friday, December 2, 2016 to accommodate set-up and tear-down activities for *A Night on the Town*. This request for closures includes:

- Charles Street Extension at 8:00 am to allow for stage set up at traffic light
- Bay Street-from Carteret Street to Charles at 4:30 p.m. (allowing First Citizens Bank customers drive through and in bank access and exiting right only onto Bay Street going towards Charles Street)
- Bay Street from Charles Street to Newcastle Street at 5:30 p.m. (after Wells Fargo Bank, closes)
- Port Republic Street-from Scotts Street to Charles Street
- West Street-from Bay Street through the Port Republic Street intersection
- Scott Street-Blocked in front of Wells Fargo Advisors to keep the cars from the parking lot exiting right onto Scott.
- Scott Street – from Bay Street to the Port Republic Street intersection.

The event includes extended shopping hours during an evening open house at downtown shops; entertainment; seasonal foods served from non-profit food vendor sites; the lighting of the official City of Beaufort Tree.

PLEASE CONTINUE TO NEXT PAGE

Physical: 101 West Street Ext, Beaufort, SC 29902  
Mailing: PO Box 501, Beaufort, SC 29901  
843.525.6644 (P) \* 843.986.5405 (F)  
[www.DowntownBeaufort.com](http://www.DowntownBeaufort.com)



In addition, we request:

1. Approval to allow tent set-up and strolling entertainment throughout the event site;
2. Agreement from the City to serve as a co-sponsor for the tree lighting ceremony;
3. Approval to permit beer and wine sales & consumption in the Public Right of way during the event. As always, downtown shop owners may offer free food and beverages to event patrons, which may be carried on the street.

Main Street Beaufort and Beaufort Regional Chamber staff and volunteers are committed to work directly with all necessary City departments for event set-up and tear-down. We will contract with the City of Beaufort Police Department to provide security during event hours and coordinate with The Greenery about clean up for event maintenance and post-event clean up. We will also conduct a safety walk through with the Beaufort Fire Department prior to the event to ensure there is proper access for emergency vehicles.

Thank you for your consideration. We will be happy to answer any questions pertaining to this request.

Sincerely,

A handwritten signature in blue ink that reads "LaNelle Fabian".

LaNelle Fabian  
Members Services/Special Events Manager  
Beaufort Regional Chamber of Commerce  
For Main Street Beaufort, USA

Cc: Police Chief Matt Clancy  
Lamar Taylor, Director of Public Works  
Fire Chief Reece Bertholf



Blakely Williams, President/CEO  
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*The Cuthbert House Inn*

Charlie Williams  
*Investor*

October 27, 2016

Bill Prokop, City Manager  
City of Beaufort  
1911 Boundary Street  
Beaufort, SC 29902

Dear Mr. Prokop,

Main Street *Beaufort*, USA, respectfully requests co-sponsorship from the City of Beaufort for the Light Up the Night Boat Parade to be held on Saturday, December 3, 2016 in the Henry C. Chambers Waterfront Park. The boat parade will begin at 5:30 pm and end by 8:00 pm.

The boat parade is being presented by Main Street Beaufort, USA, the Beaufort Regional Chamber of Commerce, and the Beaufort Sail and Power Squadron. We will not be selling anything at this event.

As always, we will meet with the City of Beaufort Police Department and any other departments which require direct communication pending the approval of this request.

Sincerely,

A handwritten signature in blue ink that reads "LaNelle Fabian".

LaNelle Fabian  
Member Services/Special Events Manager  
Beaufort Regional Chamber of Commerce  
For Main Street Beaufort, USA

Cc: Police Chief Matt Clancy  
Lamar Taylor, Director of Public Works  
Fire Chief Reece Bertholf

Physical: 101 West Street Ext, Beaufort, SC 29902  
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Charlie Williams  
*Investor*

October 28, 2016

Bill Prokop, City Manager  
City of Beaufort  
1911 Boundary Street  
Beaufort, SC 29902

Dear Mr. Prokop,

Main Street Beaufort, USA, respectfully requests sponsorship from the City of Beaufort for the Beaufort Christmas Parade. The parade will begin at 3:00 p.m. on Sunday, December 4, 2016. As in previous years, we request in-kind assistance from the Beaufort Police Department for closing the streets and providing parade-route traffic assistance and security for the duration of the parade. In addition, we request a waiver of the \$25.00 application fee for the Parade or Public Assembly Permit.

With additional assistance from the Beaufort Lion's Club, the parade units will begin the line up on Adventure Street and the parade will follow to Boundary, Carteret and Bay Streets, concluding at its beginning point on Adventure Street. The Parade is expected to end by 5:00 p.m. to allow Adventure Street to re-open once all parade units and vehicles are removed from the staging area.

As always, we will meet with the City of Beaufort Police Department and any other departments which require direct communication pending the approval of this request.

Sincerely,

A handwritten signature in blue ink that reads "LaNelle Fabian".

LaNelle Fabian  
Member Services/Special Events Manager  
Beaufort Regional Chamber of Commerce  
For Main Street Beaufort, USA

Cc: Police Chief Matt Clancy  
Lamar Taylor, Director of Public Works  
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**CITY OF BEAUFORT**  
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

---

**TO:** CITY COUNCIL **DATE:** 11/3/2016  
**FROM:** Liza Hill  
**AGENDA ITEM** Request for Co-Sponsorship for use of Waterfront Park from Agape Hospice for Life  
**TITLE:** Blooms Eternal event Friday, November 11, 2016  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Clerk

---

*BACKGROUND INFORMATION:*

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
WFP Application	Backup Material	11/3/2016
Co-Sponsorship Form	Backup Material	11/3/2016



**CITY OF BEAUFORT WATERFRONT PARK APPLICATION**

1911 Boundary Street

Phone: 843-525-6348 Fax: 843-986-5606

Name of Event: <i>Life Blooms Eternal</i>	Setup Date & Time: <i>Nov 11 11-<del>0</del>3 10:00</i> Take Down Date & Time: <i>Nov 11 11-<del>0</del>3 5:00PM</i>
Individual/Organization Name: <i>Agapé Hospice</i>	Address: <i>907 Boundary Street</i> Telephone: <i>843-599-7866</i>
Designated Lessee Name and Phone Number: <i>Julia Sanford 1-843-599-7866</i>	

Completed application must be received and approved by the Events Coordinator, Eliza Hill. Full receipt of deposit must be received to ensure securing your requested date for rental of the Waterfront Park. Deposits are refundable provided the venue is returned in the same condition it was received.

Please mail completed application to City of Beaufort, Attn: Eliza Hill, 1911 Boundary Street, Beaufort, SC 29902, or email them to: [lhill@cityofbeaufort.org](mailto:lhill@cityofbeaufort.org).

All private events must follow the Special/Private Events Policy. You must call the Events Coordinator, Eliza Hill, (843-525-6348) to discuss specifics of the desired event.

Is event open to the public? yes

Will admission be charged or donation required? no

Will alcoholic beverages be sold? no Served? no

Will food be sold? no Served? no

Will there be any retail sales? no

Number of people expected to attend: 100

The Waterfront Park venue is rentable in sections with a 4, 6, or 12-hour limit of any chosen park area or areas. Set up and take down time to be factored into your chosen block of time. NO exceptions will be made.

WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS			
<u>Park Area</u>	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>Entire Park 12 HR Block</u>
Contemplative Garden	\$ 200.00	\$ 400.00	\$2,200.00
Pavilion	\$ 350.00	\$ 500.00	
Green 1	<del>XXXXXXXXXX</del>	\$ 500.00	
Green 2	\$ 450.00	\$ 750.00	
Electric Fee	\$ 50.00	\$ 75.00	
Deposit	<del>XXXXXXXXXX</del>	\$ 800.00	\$1,100.00

Indicate block of time and area or areas of interested desired by circling each.

See this link <http://www.cityofbeaufort.org/group-events-business-license.aspx> to obtain a group business license application for vendors.

Comments:

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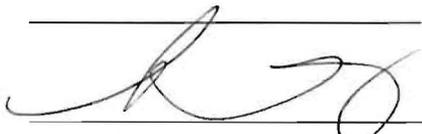
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 Lessee/Applicant Signature

10-30-16  
 Date

Events Coordinator

Date Received

Deposit Paid: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Refundable Deposit: \_\_\_\_\_

## REQUEST FOR CO-SPONSORSHIP Henry C. Chambers Waterfront Park

Name of Event: Life Blooms Eternal  
 Date of Event: Nov 11 2016 Contact person: John Sanford  
 Telephone: 843-599-7866

Please check all that apply.

	Yes	No
Are you a "For Profit" entity?	<input type="checkbox"/>	** <input checked="" type="checkbox"/>
Is this a fund raising event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this event open to the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a required fee / donation to attend this event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you requesting more than two (2) park areas for this event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will there be any type of "sales" for this event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will this event require more than four (4) hours (includes setup & take down)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will alcohol be sold / served?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*\*If you answered "no" to the first question, what is your non-profit status? (501 (C) (3), (4) or (6))? We have a non-profit foundation which allows us to serve indigent patients. 501(c)(3)

**Request for waivers/co-sponsorship of events must be approved by City Council prior to the event.**

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Events Coordinator Recommendation:    Approved:     Denied:

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Forward for Council Deliberation: \_\_\_\_\_  
Date of Council Meeting

Council:    Approved: \_\_\_\_\_    Denied: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

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**TO:** CITY COUNCIL **DATE:** 11/4/2016  
**FROM:**  
**AGENDA ITEM** Street Closure Request from Beaufort County Black Chamber of Commerce for Grand  
**TITLE:** Opening event Friday, January 13, 2017  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR: Action*

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**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Request Letter	Backup Material	11/4/2016



801 Bladen Street • P O Box 754 • Beaufort, South Carolina 29901  
(843) 986-1102 • Fax (843) 737-9882 • [www.bcbcc.org](http://www.bcbcc.org)

(Via-Email)  
November 3, 2016

Ivette Burgess  
HR Director/City Clerk  
1911 Boundary Street  
Beaufort, South Carolina 29902

Re: Road Closure – January 13, 2017

Dear Ms. Burgess:

On Friday, January 13, 2017, the Beaufort County Black Chamber of Commerce will have a Grand Opening of their new building located at 711 Bladen Street, in the City of Beaufort. Therefore, please accept this letter as a formal request for a partial closure of Bladen Street (S-483) from Duke Street (S-54) to Prince Street (S-110) on Friday, January 13, 2017, from 8:30 a.m. until 2:00 p.m.

It is my understanding that you will place our request on the November 8, 2016 City of Beaufort Council Agenda for their consideration and approval.

If you require anything further, please feel free to contact our office. Thank you for your assistance.

Sincerely,

  
Larry Holman,  
President/ Executive Director

cc: Mr. Robert Clark, DEA, SCDOT 06 Engineering Office.  
Ms. Janet Hendrix, Administrator Coordinator, SCDOT 06 Engineering Office



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

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**TO:** CITY COUNCIL **DATE:** 11/3/2016  
**FROM:**  
**AGENDA ITEM** Annual Request from Southern Scooters to host Toy Run 2016 Sunday, December 11,  
**TITLE:** 2016  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

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*PLACED ON AGENDA FOR: Action*

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Request Letter	Backup Material	11/3/2016

Dear Ms. **Burgess**

Once again I would like to ask of the city manager and city council permission for area motorcyclists to parade through downtown Beaufort in conjunction with our effort to collect toys during the holiday season. All toys and donations are given to the Salvation Army after the parade. This is the 36th year for the event and we would like to hold this year's parade on Sunday the 11th of December. The route in the city proper will be the same as previous years (Boundary to Carteret to Bay to North to Salvation Army). The bikes will assemble in front of the K-Mart in the Town Center shopping center located at 2015 Boundary St. For more information, I can be reached during the day at 843 846-2188. My cell phone is 843 252-5571. Thank you for your consideration.

Stephen A."Stitch" White  
Owner, Southern

Scooters



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

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**TO:** CITY COUNCIL **DATE:** 11/3/2016  
**FROM:** William Prokop, City Manager  
**AGENDA ITEM**  
**TITLE:** Approval to pursue Commerce Department Grant from County Council  
**MEETING DATE:** 11/8/2016  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

This grant would be for \$140,000.00 for Economic Development purposes.

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*PLACED ON AGENDA FOR: Action*

*REMARKS:*