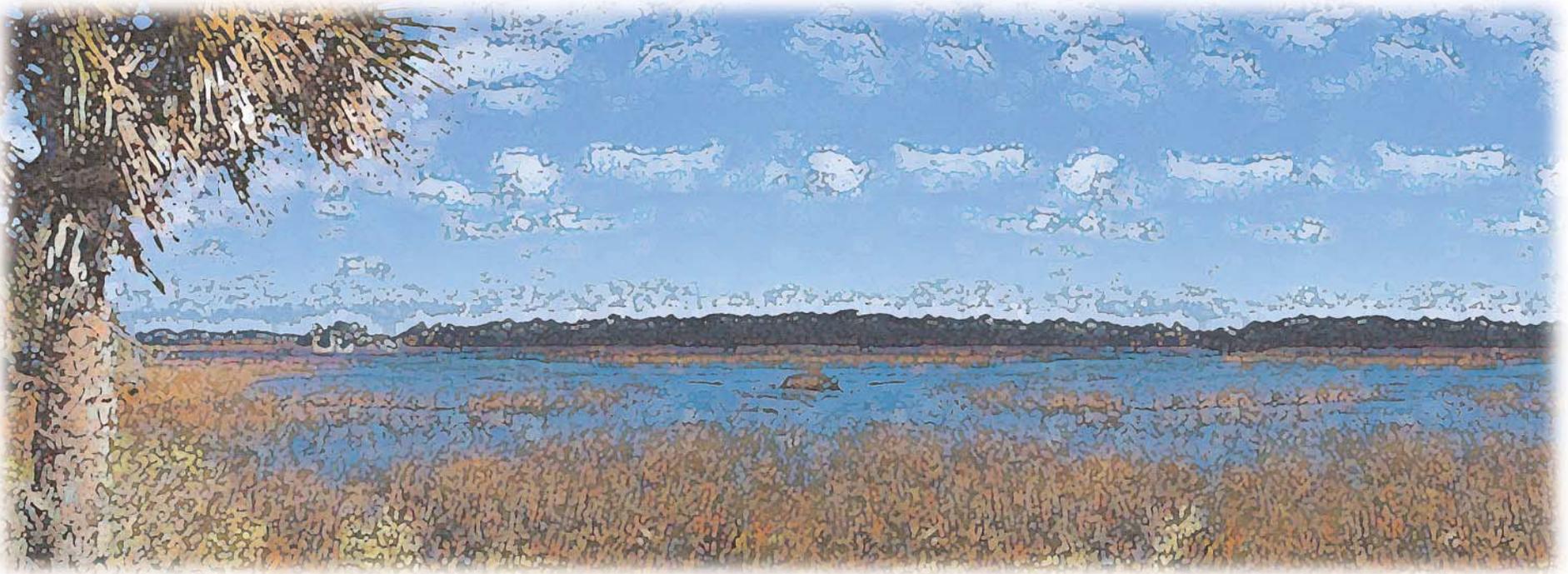


# The City of Beaufort, SC

Entrance Corridors Planning Charrette



*March 18 - 21, 2002*

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**Appendix A:** Charrette Schedule

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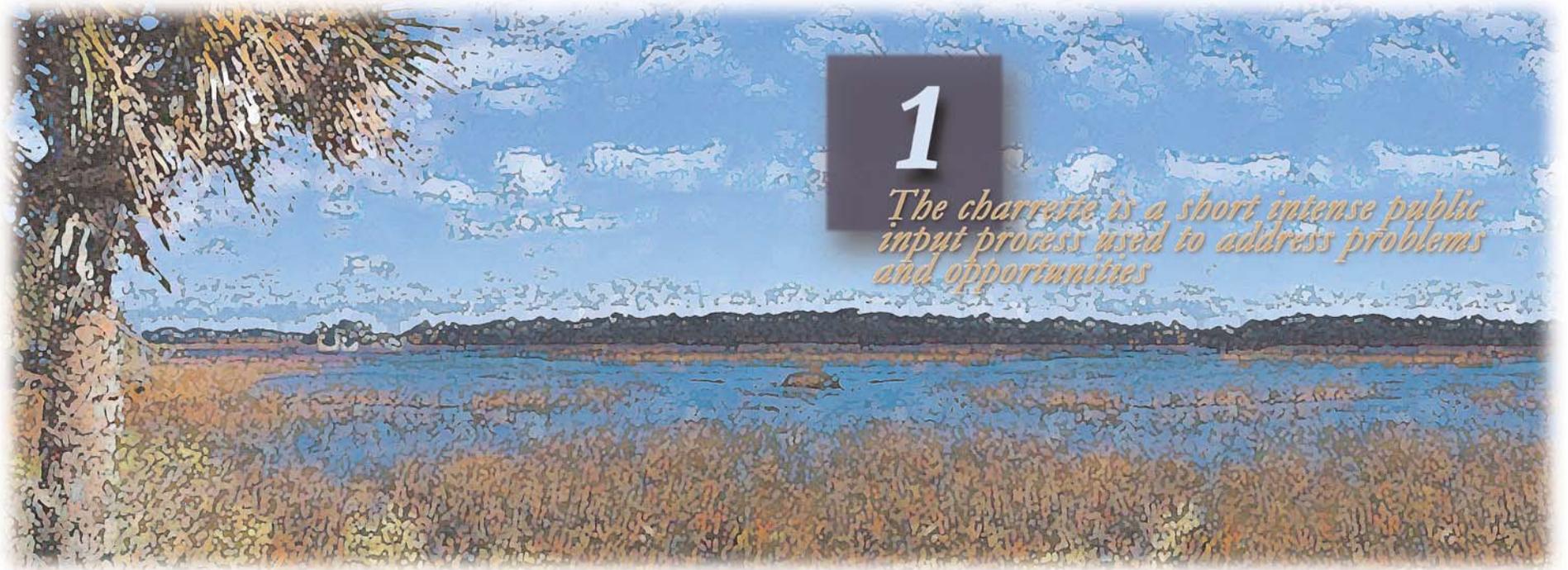
**Appendix D:** Sample Request for Proposals

REPORT PREPARED FOR  
THE CITY OF BEAUFORT, SC  
BY **COMMUNITY BUILDERS**: THE WORK OF THE  
SOUTH CAROLINA DOWNTOWN DEVELOPMENT ASSOCIATION

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# Introduction



1

*The charrette is a short intense public input process used to address problems and opportunities*

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## INTRODUCTION

In January of 2002, the City of Beaufort's Planning Department asked Community Builders --a South Carolina nonprofit that works with communities to develop and enhance their quality of life-- to conduct a charrette. The City wants to improve the visual appearance of three gateway corridors into Beaufort: Boundary Street running from the US 21 - SC 170 intersection to Ribaut Road, US 21 from the Marine Corps Air Station to the US 21-SC 170 intersection (also known as Trask Parkway), and SC 170 from Cross Creek Shopping Center to the SC 170 - US 21 intersection (also known as the Robert Smalls Parkway). The City asked that the charrette examine streetscaping on these three corridors, the existing regulatory processes for the three and any opportunities presented by land acquisition, legislation or policy changes. In addition, the City asked that the charrette examine redevelopment potential on the Boundary Street section only.

The charrette is a short intense public input process used to address problems and opportunities. Used primarily by architects and landscape architects, Community Builders has successfully used charrettes to address everything from crafting a new economic development plan for a town to revitalization of a downtown square. Public input sessions were held with property owners, members of regulatory bodies, staff of city agencies and the utilities affected in the corridor areas, City Council, interested civic organizations and the general public. A copy of the charrette agenda can be found in the appendix.

The charrette was conducted from March 18 – 21, 2002. An oral presentation outlining the charrette results was made on the afternoon of March 21. This written report contains the information in that verbal report and additional material as well.

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The charrette team was made up of the following:

David Ames  
Principal  
Amesco  
Hilton Head Island, SC

Slade McCalip, AICP  
Transportation Planning Manage  
Earth Tech  
Raleigh, NC

Todd Theodore  
Associate  
Wood + Partners  
Hilton Head Island, SC

Bill Steiner  
Randy Wilson  
Community Builders  
Columbia, SC

In addition, Bradd Stuart, Project Development Planner with the City of Beaufort, lent his skills in providing drawings for the team.

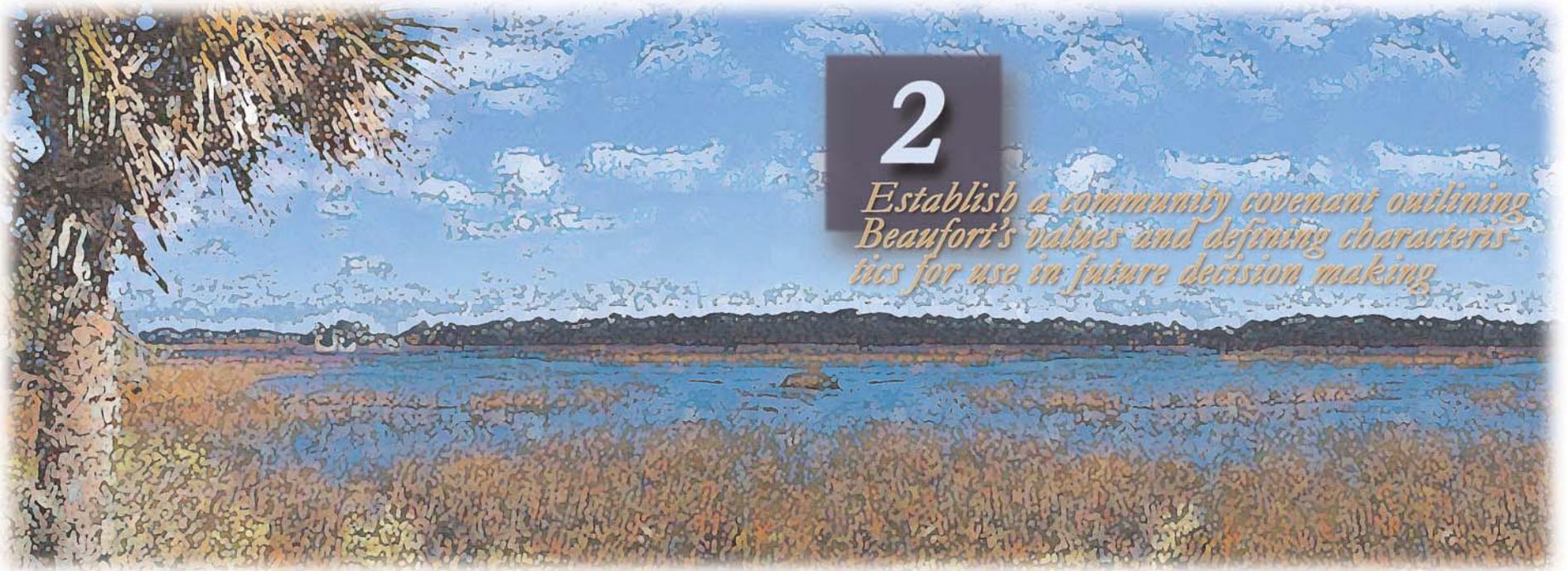
The team would like to thank the Planning Staff of the City for their prodigious support and assistance. They provided information, food, materials and IT support during the four days.

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# A Primary Recommendation

2

*Establish a community covenant outlining Beaufort's values and defining characteristics for use in future decision making*



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## A PRIMARY RECOMMENDATION

Beaufort is a city of extraordinary character. Fortunately, its citizens recognize this and throughout the charrette expressed their chagrin at the absence of any real character on these corridors. They expressed their desire to see “the Beaufort character” manifested in these corridors. The team applauds this attitude and desire.

It also raised a red flag that is so important that it needs to be expressed at the outset. The statements about Beaufort’s character could, with probing, be developed into a specific list or description of those qualities that make up that character or, ideally, into a covenant to preserve that character. However, that articulated statement does not exist. More importantly, it does not exist as the result of an overt effort to bring the citizens of Beaufort together to craft and embrace the statement. Absent that effort and resulting statement of this community, how does Beaufort establish its priorities and make decisions?

This is a concern for several reasons. The sentiment expressed during the charrette is for Boundary Street to have an urban feel, reflecting Beaufort’s character. We are confident this can be done and that, while it will reflect Beaufort, it will be uniquely its own. This is positive. And we believe Beaufort can sustain two such “power centers” – downtown and Boundary.

At the same time it must be recognized that a second strong center can stress downtown just as bypasses, strip commercial, regional malls and now megastores have and are. Beaufort has an excellent downtown program in Main Street Beaufort, which has enjoyed strong City and community support for years. How do you allocate resources between downtown, Boundary and other priorities of the City?

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Additional concern is created by the current consideration to move the courts to the outskirts of town, and discussions about the inability to find a spot big enough downtown to house city hall. The financial pressure to be fiscally responsible could make further defections from downtown seem reasonable and the only choice if there is no statement about priorities.

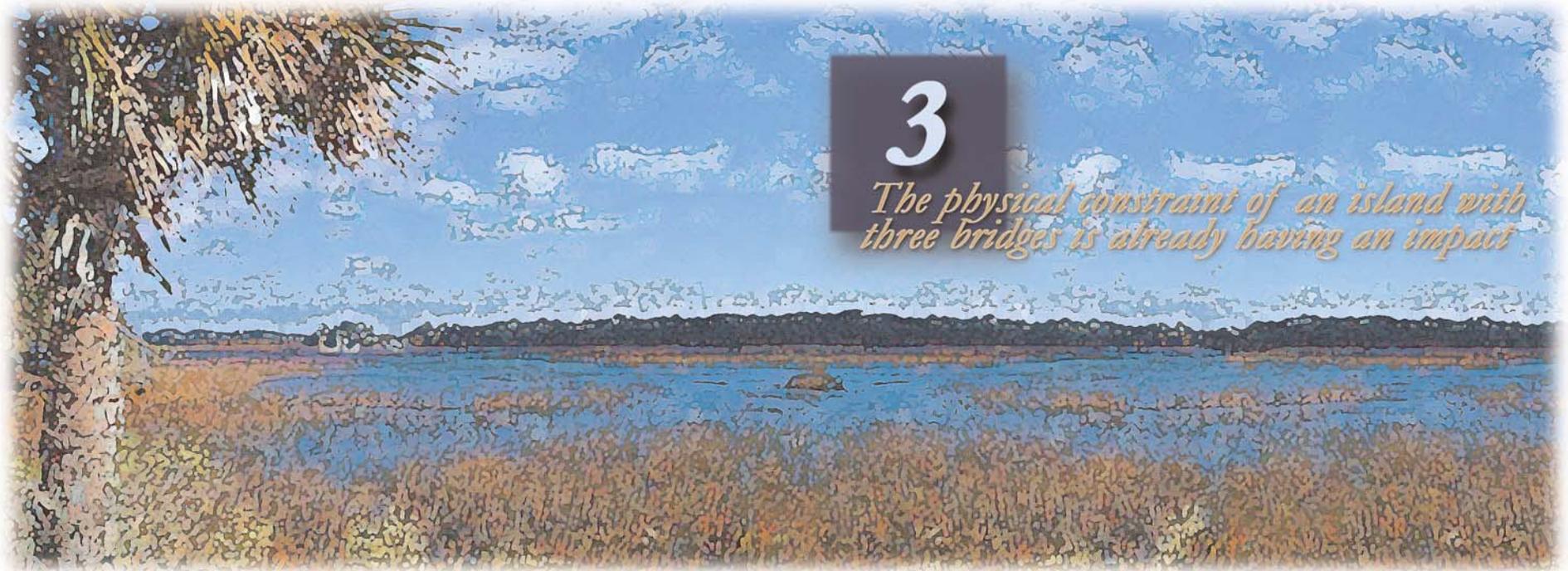
In this context, with considerable energy going into the corridors, (recognizing, too, that the same goes into the waterfront park concurrently) and with some possible erosion of the governmental use so important to downtown, we would like to suggest that Beaufort establish a “community covenant.” The covenant is a promise and statement of values. Beaufort, because it is so wonderful, should rigorously examine what is inviolate and promise to protect it. What that is is for Beaufort to define, although we would envision downtown, its vitality and character, as a part of it. With such a covenant decisions would be made in its light. For instance, a less efficient city hall, but one located in several places downtown might, in the light of the covenant, be the wisest choice. And perhaps while needed efforts were being made to enhance Boundary, there would be a conscious effort to ensure nothing was done to harm downtown.

The supposition is that downtown would be part of the covenant. That is presumptive on our part. But it is clear that those of you fortunate enough to call Beaufort home recognize that you inhabit a rare and lovely spot. A covenant developed by the citizens of Beaufort would codify that uniqueness and aid in making decisions in the future.

**PRIMARY RECOMMENDATION.** Establish a community covenant outlining Beaufort’s values and defining characteristics for use in future decision making.

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# The Big Picture Challenges



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## THE BIG PICTURE CHALLENGES

As the team began to take input and to examine the factual material related to the three gateways it soon recognized that a significant conflict was emerging. Statements about what was wanted and needed for the gateways ran into stark realities about the transportation infrastructure and design limitations imposed by this simple fact: Beaufort is an island with three bridges. As a result traffic onto and off the island has a limited set of options for movement.

As the traffic figures were examined, it became clear that the physical constraint of an island with three bridges was already having an impact. In traffic parlance a piece of road that is rated an “A” is one that handles all the traffic it receives with no problems. One that is rated “F” means that it is not capable of handling the traffic it receives. Currently the Boundary Street – Ribaut Road intersection is rated an F. Moving west, US 21 (Trask Parkway) rates a C-D, while SC 170 (Robert Smalls Parkway) before it intersects US 21 is rated B-C. Future traffic projections make the picture worse. The F rating will move out Trask Parkway to at least west of the SC 280 – US 21 intersection and SC 170 will become a C-D. Current traffic counts at the Ribaut Road – Boundary Street intersection are 35,000 vehicles per day, while its capacity is 32,200. Projections for the year 2020 at this intersection are 43,500 vehicles.

A preliminary analysis of whether the proposed bypass would relieve these conditions found that it would not. Our estimate is that 80-90% of the trips on these corridors are local. Thus, a by-pass would relieve only a small percentage of the traffic.

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The traffic statistics present a very real challenge in and of themselves. This is compounded, however, by what the property owners, businesses, and citizens want for Boundary Street. Clearly, and with consensus, the team was told that this should be an urban area, with greater densities reflecting the traditional character of Beaufort. A planted median, green overstory, and greater densities would combine to make this an important destination, which would generate even more traffic than projected.

Two questions emerged:

- “Does streetscaping a failed road make sense and/or even compound the traffic problem?”
- “Is there a way to meet the desires for streetscaping and redevelopment within the context of the traffic issues?”

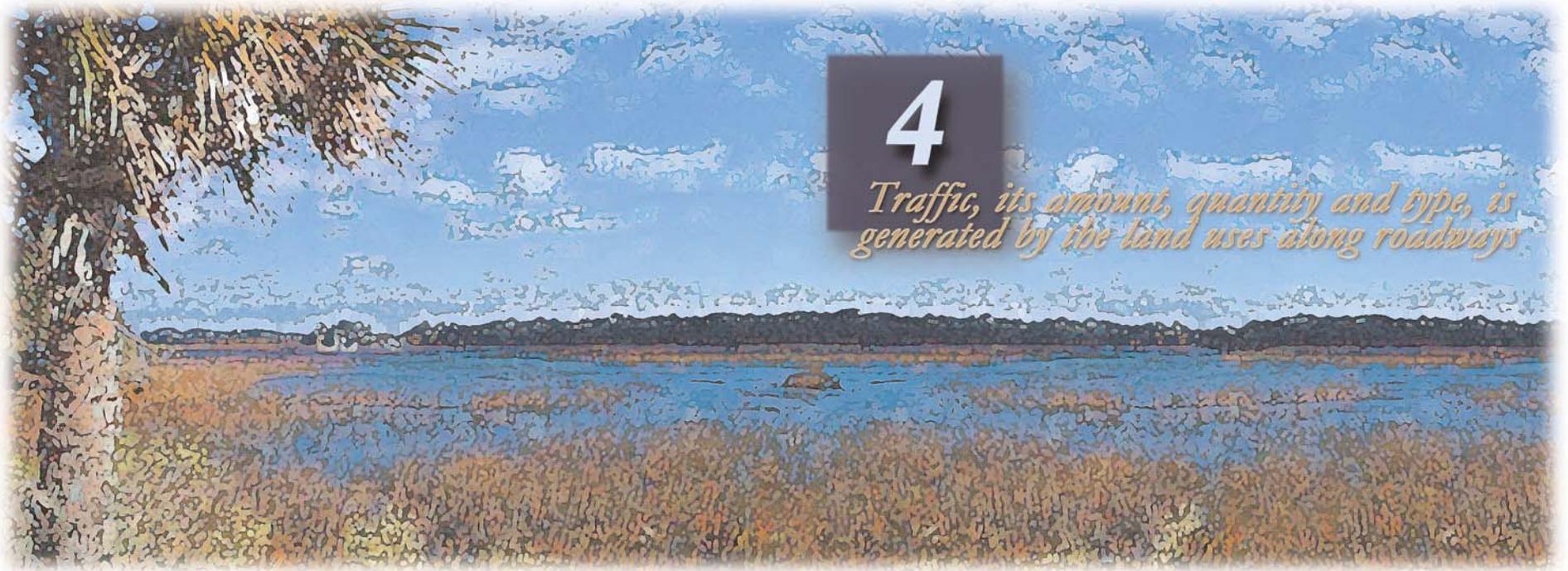
To answer the questions the team had to move back and look at the broader transportation system and accompanying land uses that create traffic. This led to several policy recommendations that address the bigger picture needs that have an impact on these gateways. These recommendations are designed to lessen the traffic burden and make possible the desired urban feel. It also led to the recognition that additional information is required to make sound decisions. Recommendations are provided for additional study to inform decision making. Recommendations are provided on simpler steps to be taken to enhance the gateway corridors. Conceptual images are provided. Understand that these images are conceptual. The studies will help determine what is possible and feasible from a streetscaping perspective. The recommendations and drawings are presented in the next two chapters.

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# Transportation: The Issues & Realities

4

*Traffic, its amount, quantity and type, is generated by the land uses along roadways*



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## TRANSPORTATION: THE ISSUES AND REALITIES

Traffic, its amount, quantity and type, is generated by the land uses along roadways. In the past little thought was given to road capacities and their attendant land uses. The solution to capacity limitations has always been to add more lanes. Today, with limited dollars, growing pollution problems caused by traffic, and citizen resistance, adding capacity is a less viable answer. The national trend is now towards accepting congestion and moving towards its management.

This means two things for Beaufort: 1.) tie land use and transportation planning and decision making together, and 2.) address traffic management from at least a city wide perspective. Ideally traffic management would be conducted on a regional level as well as at the street level where such measures as controlling curb cuts would be employed.

Boundary Street is the friction point where land use and transportation problems are first felt in Beaufort. As one participant in a public input session said, “Boundary Street is the center of the hourglass through which everything passes.” The road is beyond its capacity, demanding new ways of thinking about land uses as they relate to transportation and to the transportation system itself.

Boundary Street also presents a case study in the inability to manage traffic at the street level. Installation of medians and controlling curb cuts, two management techniques, were described to the team as presenting liability issues for both the City and SCDOT. SCDOT is concerned about closing curb cuts because there may be a “takings” issue. They also, we were told, require 100% acquiescence from property owners before they will install medians. The City could assume ownership of the road, but in doing so it inherits liability and maintenance issues it currently does not have.

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Regional & Local Transportation Patterns Map

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Based on these conditions the following recommendations are made.

**POLICY RECOMMENDATION.** Work with the neighboring municipalities and the county to establish a regional transportation plan. Such a plan will enable the City to understand traffic origins and destinations and make according land use decisions.

**POLICY RECOMMENDATION.** Integrate all future land use and transportation plans. The City can not afford to create one or the other plan separately. Please see the memo from Slade McCalip in Appendix C for further information on plans.

**POLICY RECOMMENDATION.** Treat SC 280 as the primary route to the islands for US 21 traffic. This requires several proactive steps. Land uses along SC 280 must be those that generate little traffic. If land uses are permitted that create traffic, there will be no incentive for motorists to use this route. Minimize curb cuts and establish parallel roads to reduce traffic conflicts on SC 280.

**POLICY RECOMMENDATION.** Actively enforce the access management standards in the Robert Smalls Parkway Joint Plan and apply the standards to all highway commercial. These standards provide a circulation system that keeps traffic off the highways and must be rigorously enforced.

**POLICY RECOMMENDATION.** Require a traffic impact analysis for new developments of a size and type that will impact the transportation infrastructure. Such studies determine necessary traffic infrastructure improvements and the adequacy of existing and proposed driveways and median openings. Examples of guidelines have been given to the Planning Department.

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**STUDY RECOMMENDATION.** Conduct a legal review to define and determine the liability concerns associated with controlling curb cuts and installing medians by either the SCDOT or City. This review should be completed before any further plans or studies are conducted.

**STUDY RECOMMENDATION.** Conduct a comprehensive traffic engineering and roadway design analysis of the Boundary Street corridor. The study will provide a phased approach to creating a safer, more efficient road. It will examine medians, curb cuts, a parallel road system, intersection location, signals and a study of the potential for roundabouts at the SC 170 – Boundary Street and Boundary - Ribaut intersections. This is more fully described under “Boundary Street Corridor Traffic Operations and Roadway Improvement Program” on page C.8 of Slade McCalip’s memo in Appendix C. Also in Appendix D is a draft Request for Proposal for the study.

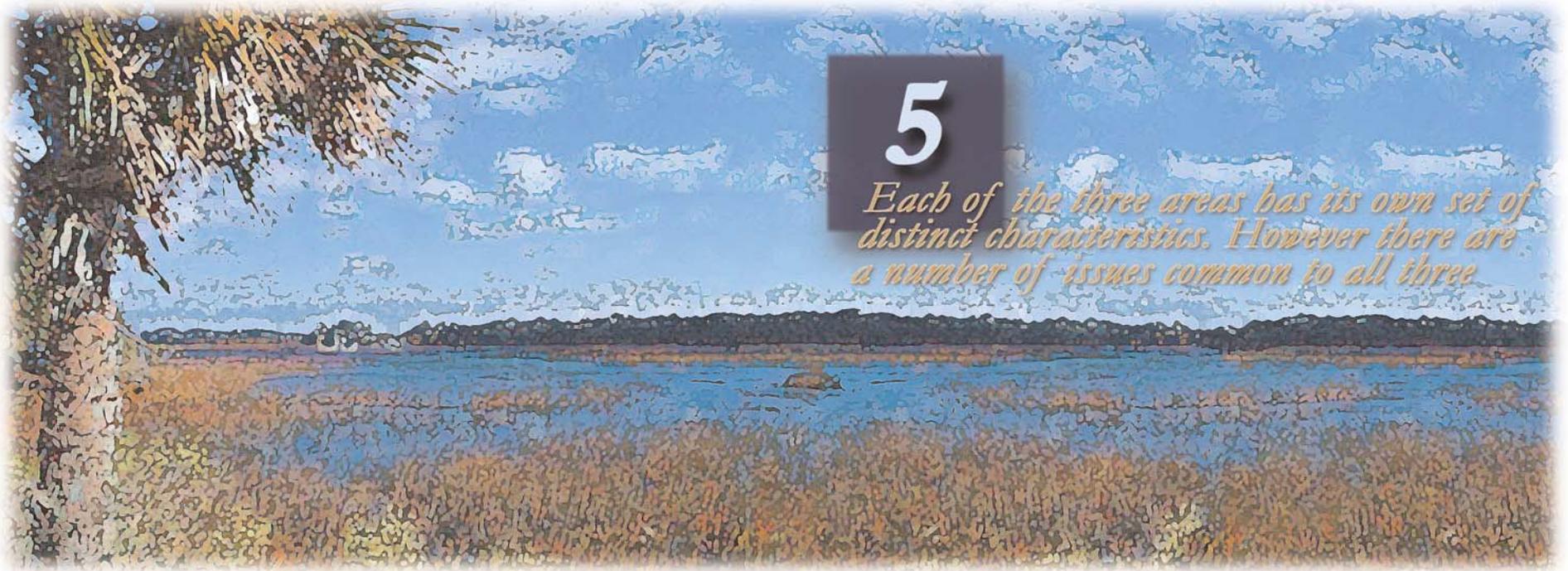
The McCalip memo contains other suggested studies. The two above, however, are of primary importance at this time.

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# The Three Gateway Corridors

5

*Each of the three areas has its own set of distinct characteristics. However there are a number of issues common to all three*



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## THE THREE GATEWAY CORRIDORS

Each of the three areas has its own set of distinct characteristics. However, there are a number of issues common to all three. These are addressed here before moving on to each of the three individually.

Currently there is no vision for each of the three gateways. Regulations, such as those in the Highway Corridor Overlay Zone, were developed more for what was not wanted than for what is wanted. This presents you the very real opportunity to work with the property owners, businesses and concerned citizens and groups for each area to develop a vision for the future. Vision creation should be an open, participatory process. With a vision for each gateway in place, examine existing regulations to determine what amendments may be needed to support the vision. Creation of the vision is a first, primary step which will help guide other decisions, regulatory revisions and future steps.

There are a number of regulations in place that are slowly beginning to effect positive visual change for the corridors. Signs and billboards are two good examples. This is a process that will take time and there is misunderstanding in the public about this process. Of benefit both in terms of process and outcome are the citizen boards that overview the sign and billboard regulations.

For the three gateway corridors collectively the following recommendations are made.

**POLICY RECOMMENDATION.** Work with the property owners, businesses, citizens and groups of each corridor to establish a vision which will be used to guide future decisions, policies and regulations for each. This should be done as soon as possible. The visions should be used to amend existing regulations. In addition, regulatory review bodies should be trained in the changes created by the visions and supporting regulations.

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**POLICY RECOMMENDATION.** Develop a phased physical improvement schedule for each of the corridors. Because the corridors are long and because substantial changes are anticipated, requiring both time and money, it will help all to know what will be done first, second, third, etc. We believe the opportunity is to begin in cooperation with Marsh Gardens on Boundary and move west. We would recommend starting at the SC 170 - US 21 intersection for the other two corridors and move outward from there. Physical improvements would include medians, street lights, sidewalk changes, planting strips, utility burial and other elements determined in the visions.

**SHORT TERM RECOMMENDATION.** Conduct a “visual pollution survey” of all three corridors. We suggest taking a series of pictures in both directions on all three corridors. Pictures bring out what is not seen on daily drives. The inventory should be used to identify needed visual changes. There will be a variety of easy to difficult improvements to make. Undertake the easy tasks and publicize these to develop momentum. The inventory can be used to work with properties that are having a negative impact on your gateways.

**SHORT TERM RECOMMENDATION.** As part of the visual pollution survey, analyze directional signage and develop a consistent, congregated, creative directional signage program. Your goals are to have fewer signs, better functioning signs, and visually distinctive and appealing signs.

**SHORT TERM RECOMMENDATION.** Develop an education and PR plan to publicize what is being done and to deal with negative misperceptions. The City is working through ordinances and other efforts to improve signage, remove billboards, make the permitting process easier, and improve the roads visually. These efforts are largely misunderstood and unappreciated. As part of the PR plan, highlight improvements and changes. You might even consider a recognition program for those who go above and beyond in making improvements.

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**SHORT TERM RECOMMENDATION.** Lower the speed limits. Planted medians and overstory trees will mentally slow the corridor roads' travel speeds. Until these are in place lower the speed limits for improved safety.

**SHORT TERM RECOMMENDATION.** Establish financial incentives for quicker billboard removal and signage improvements. Often, a highly publicized one-time program of incentives will induce improvements because applicants know there is only once chance to obtain financial assistance. Publicize any improvements.

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# Boundary Street: The Hourglass

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## **BOUNDARY STREET – THE HOURGLASS**

Of the three corridors Boundary Street was the one with the clearest vision. This is not a surprise as it is the most highly developed and closest in proximity to old Beaufort. There is consensus in the desire to see Boundary as an urban, mixed use, pedestrian friendly space, carrying the physical pattern of old Beaufort and reflecting Beaufort in its character. There is a strong desire for a much greener street via planted medians, trees and removal of buildings along the entire south side of the street by the marsh.

Because there is unlimited access to the commercial uses along Boundary Street via multiple curb cuts this is a very dangerous stretch of road. The unlimited access hurts business activity because it is unsafe to make turns onto and off of Boundary. Rather than risk an accident, many choose not to use the Boundary Street businesses.

Boundary has a willing group of landowners who are very much in favor of physical and functional changes. The City and landowners should be able to jointly establish a dynamic vision with the support and resolve to carry it out.

It is important to remember that the larger traffic patterns and land uses of surrounding areas affect Boundary. This report's first recommendations about further study (the legal and the comprehensive engineering and roadway design studies) will ultimately determine streetscaping. The following recommendations should be understood in that light – they may have to be modified based on the outcome of the studies. It should also be understood that the redevelopment of Boundary is a very long term effort. Most recommendations provided here are in the five year range, however the first several will take much longer.

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There is consensus in the desire to see Boundary as an urban, mixed use, pedestrian friendly space, carrying the physical pattern of old Beaufort and reflecting Beaufort in its character. There is a strong desire for a much greener street via planted medians, trees and removal of buildings along the entire south side of the street by the marsh.



**Before**

**After (facing page)**

**Highway 21/Boundary Street  
Streetscape & Infill Construction  
Improvements Image**



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As outlined earlier, traffic will continue to be a problem on Boundary Street. As a result we have two mid-long term recommendations to help address the issue.

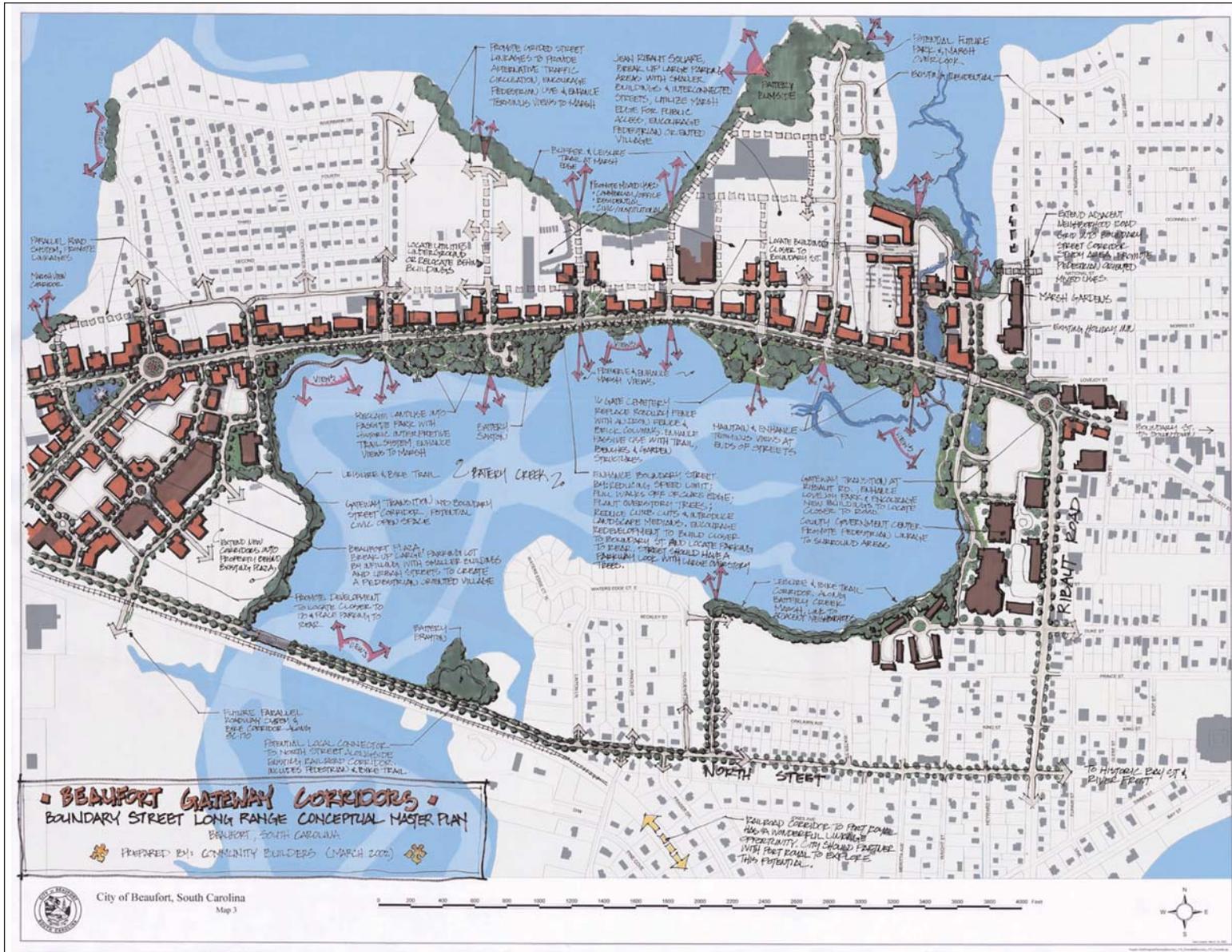
**MID-LONG TERM RECOMMENDATION.** Establish a parallel road to Boundary for use by local traffic that uses North Street and the Port Railroad right of way. While there are many challenges to creating this road it provides a wealth of benefits. It removes some of the local traffic off of Boundary. It provides an alternate emergency route should Boundary be blocked. It provides easy access from the North Street area to the commercial activity on SC 170. It opens the opportunity for a pedestrian/bicycle trail around the marsh enhancing the surrounding areas. This should be a local road and be accompanied with traffic calming features so traffic moves slowly.

**MID-LONG TERM RECOMMENDATION.** Create a parallel grid road system to the north of Boundary to provide internal circulation options, reduced curb cuts onto Boundary and a pedestrian friendly, urban space. Again, there are challenges. However property owners are interested in creating this kind of space. The Marsh Gardens project offers an almost immediate opportunity to begin developing the system.

A number of communities across the country have enacted ordinances to help retain the local character that Beaufort has said is so important to the Boundary Street Corridor. The establishment of a grid system will help. In addition:

**STUDY RECOMMENDATION.** Examine for adoption in Beaufort ordinances from other communities limiting franchise architecture and/or businesses. Port Jefferson, NY prohibits franchise businesses in its historic and waterfront areas. It limits the street frontage and total number of such businesses, and requires them to conform to local design standards. Calistoga, CA, in

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Long Range Conceptual Master Plan: Boundary Street

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order to protect the character of the town, prohibits formula restaurants and requires other franchise businesses to obtain a special permit. Beaufort could consider using its new business license incentive as a tool to encourage locally owned, small business in the Boundary Street district.

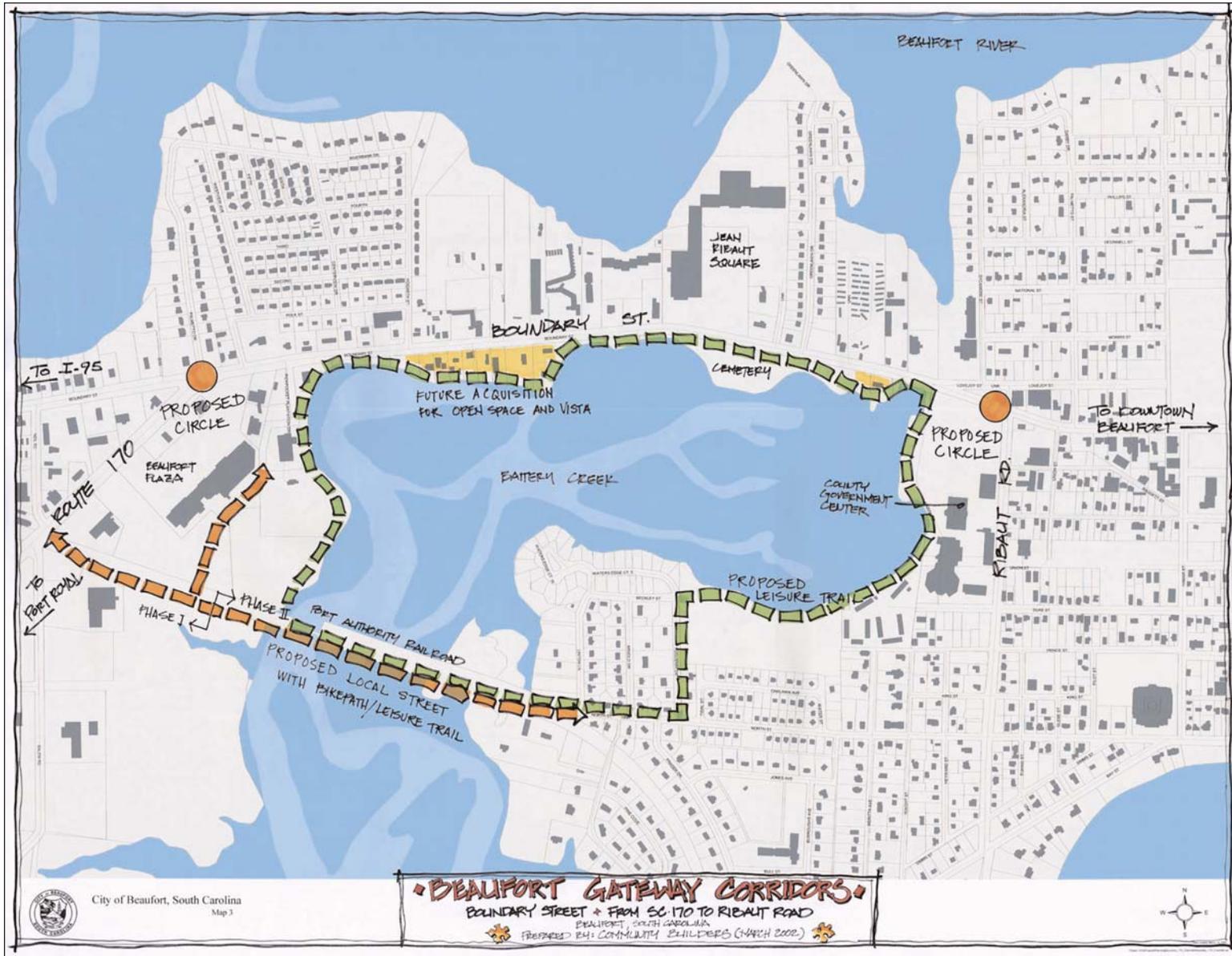
**STUDY RECOMMENDATION.** Examine for adoption in Beaufort limitations on square foot size of businesses for the Boundary Street area. Boxborough, MA limits retail to a maximum of 25,000 square feet. San Francisco limits store size to 4000 square feet in two of its neighborhoods. Kansas City has a 10,000 square foot limitation except for 25,000 feet for groceries in one of its neighborhoods. Some communities require a community impact assessment triggered by the size or number of car trips generated by a building. For comparative purposes, a football field is 45,000 square feet.

**SHORT TERM RECOMMENDATION.** Work with Sixteen Gates Cemetery to enhance the edge of the cemetery by improving the fence. An image has been provided, however, any final design should be one arrived at with the Cemetery owners. The purpose should be to strengthen the edge as well as to allow visual penetration.

**SHORT TERM RECOMMENDATION.** Continue to purchase property along the south side of Boundary Street, removing the structures and turning the entire south side of the road into a green space. This effort can be assisted with conservation easements and the County's Rural and Critical Lands Program.

**SHORT TERM RECOMMENDATION.** Establish a build to line on the north side of Boundary Street so future construction comes up to the road providing an urban feel. The line should be situated so that there is ample space for a sidewalk beside the building and a planting strip between the sidewalk and road.

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**Boundary Street: From SC 170 to Ribaut Road**

**SHORT TERM RECOMMENDATION.** With the vision in place, create a set of incentives to help achieve the vision. Incentives can come in the form of grants, tax abatements, regulatory relaxation, and/or reduced parking requirements. These should be crafted in a way to provide the greatest boost for the top priorities in the vision.

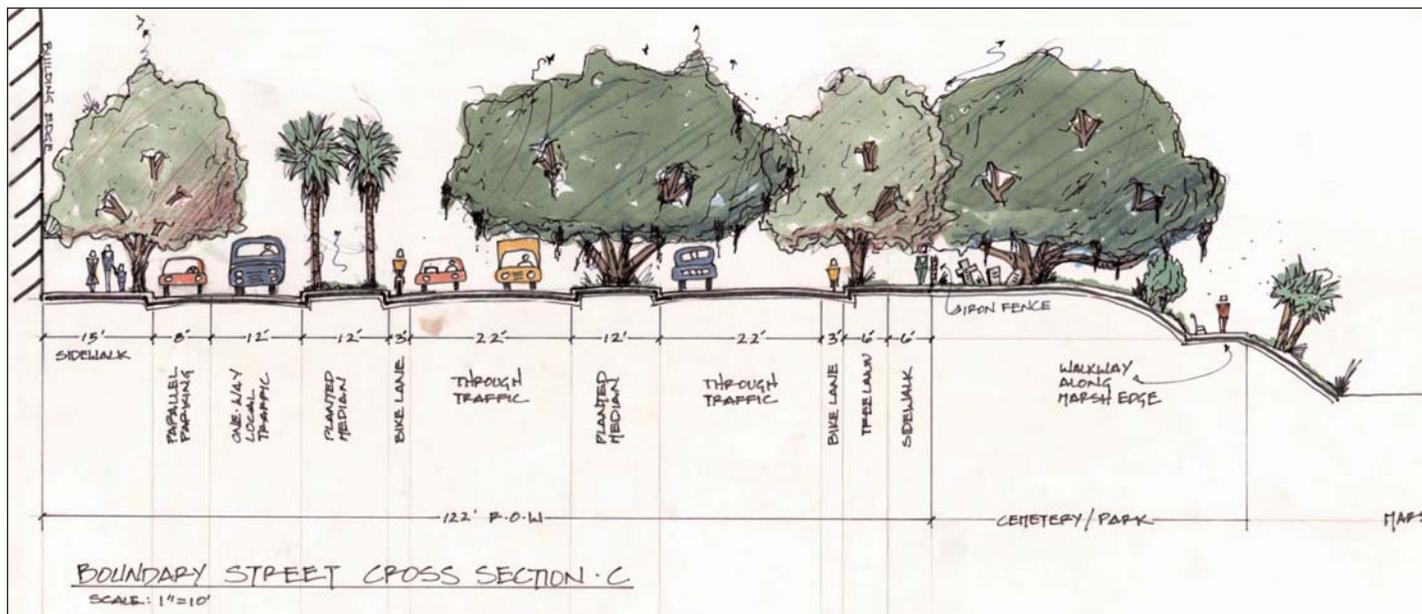
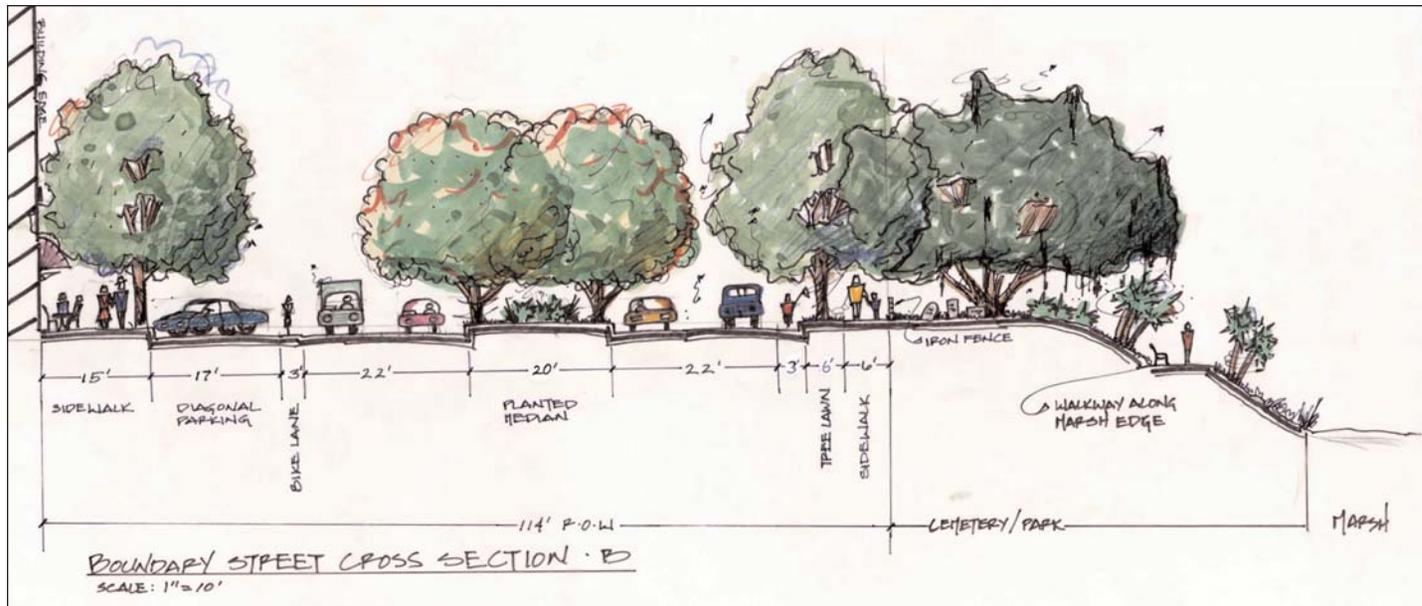
**SHORT- MID TERM RECOMMENDATION .** Bury the utility lines.

**SHORT- MID TERM RECOMMENDATION .** Based on the legal and engineering studies, install planted medians and plant overstory trees.

**MANAGEMENT RECOMMENDATION.** Create the “Boundary Street Initiative Area” – an organization to champion and partner with the City in implementing the vision. Ideally, it would be staffed. It would work on the Mid-Long Term Recommendations and goals, and serve as the catalyst and advocate for the area.

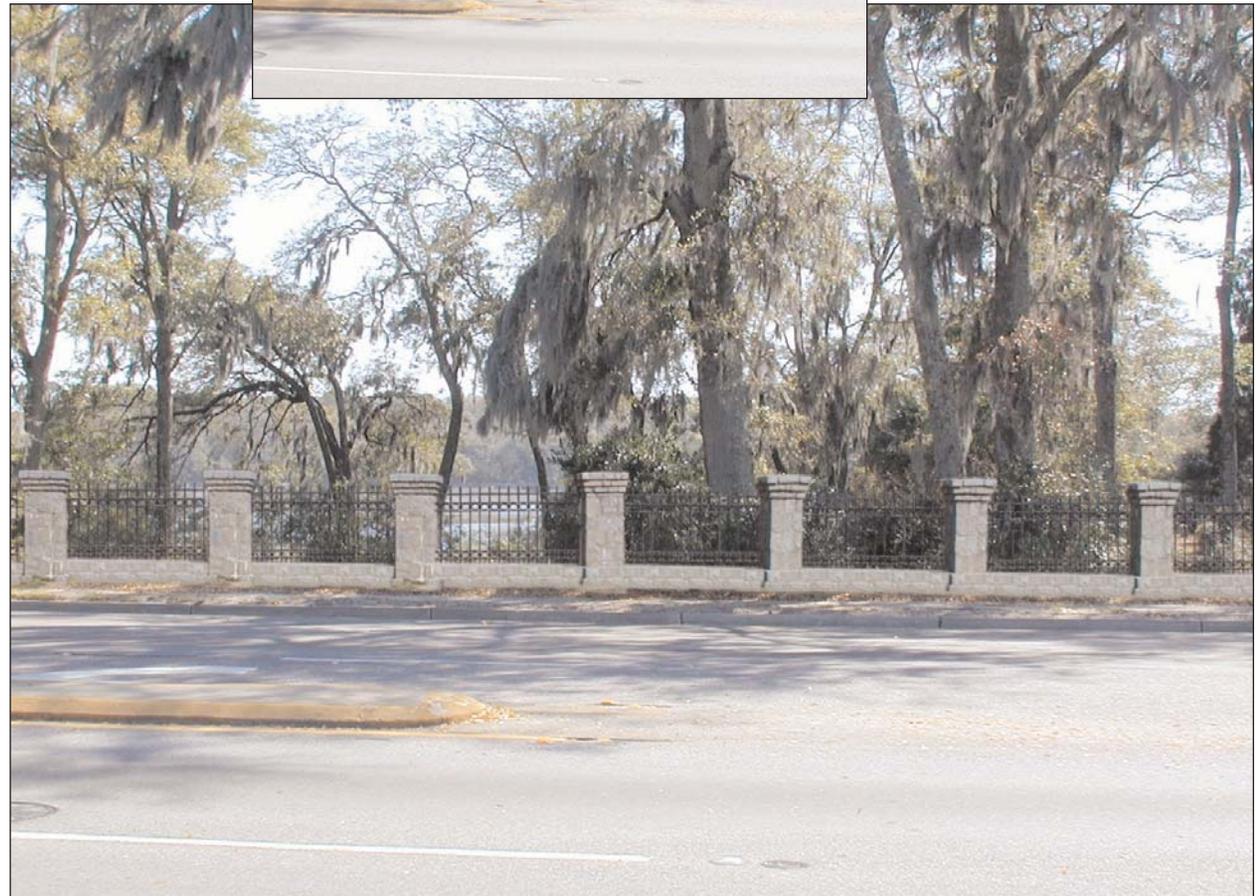
### Alternative Streetscape Cross Sections





**SHORT TERM RECOMMENDATION.**

Work with Sixteen Gates Cemetery to enhance the edge of the cemetery by improving the fence. Any final design should be one arrived at with the Cemetery owners. The purpose should be to strengthen the edge as well as to allow visual penetration.



# SC 170: Robert Smalls Parkway

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## SC 170 – THE ROBERT SMALLS PARKWAY

While one citizen described the Robert Smalls Parkway as schizophrenic its character has yet to be defined. The development on the Parkway is interspersed enough and diverse enough that a vision can still be established that helps guide future development. The Robert Smalls Parkway Joint Corridor Plan contains many of the planning and design elements that will help prevent the parkway from moving into the failed category. However, refer to the earlier **PRIMARY RECOMMENDATIONS** to ensure that it does not move to the failed status.

There was a strong interest expressed to place emphasis on the SC 170 – US 21 intersection. Public input indicated that this should be a distinctive intersection. The recommended traffic engineering and roadway design study will examine the possibility of a round about at this intersection. The accompanying conceptual drawing shows a green, civic space. Ultimately the character of the intersection should be decided by the vision, however the conceptual drawing provides a number of different ways to make this a significant and memorable place in Beaufort.

**SHORT TERM RECOMMENDATION.** Establish a build to line at the SC 170 – US 21 intersection to provide an urban feel and a distinct character that will separate it from SC 170 and US 21.

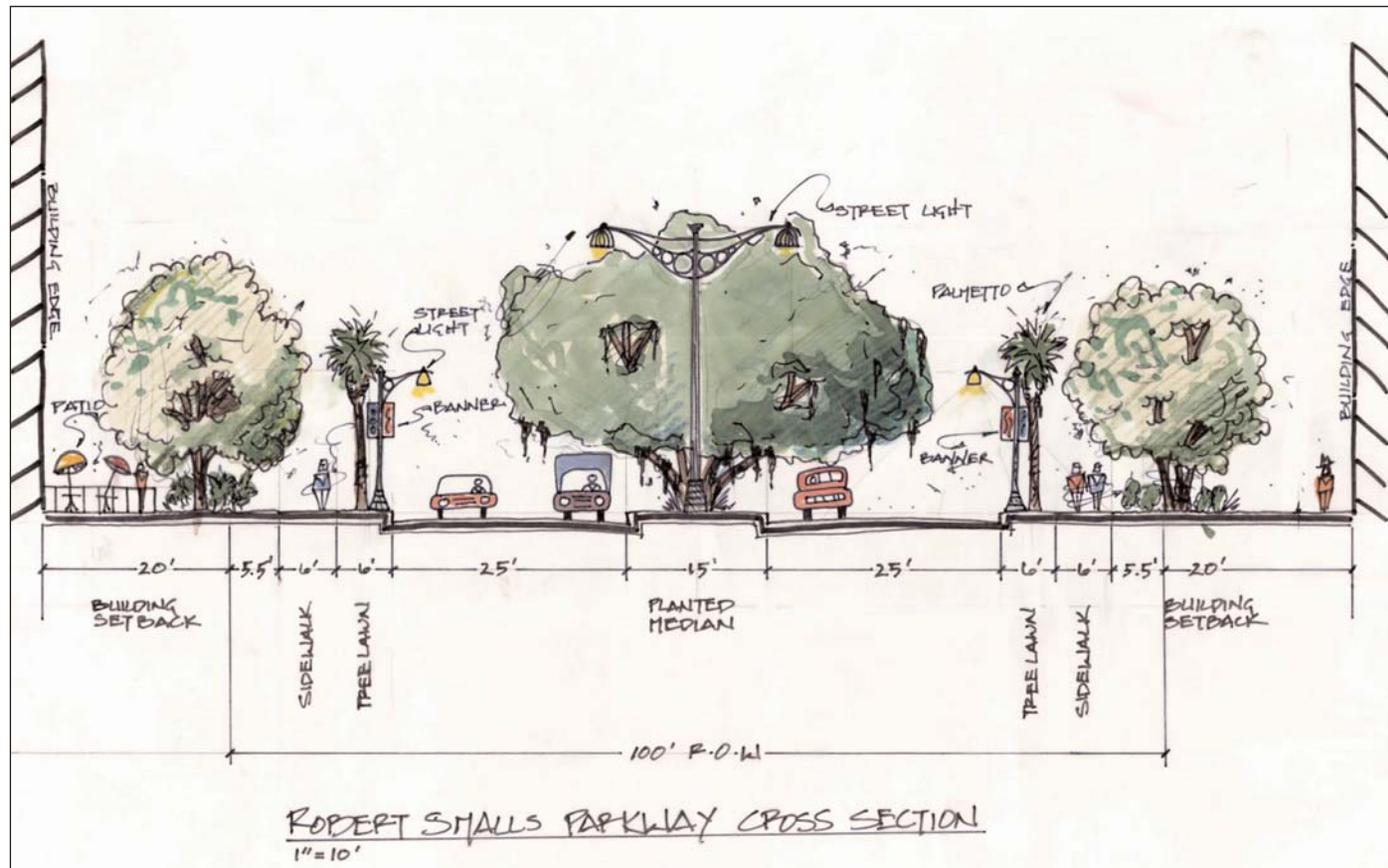
**SHORT TERM RECOMMENDATION.** Enhance the Beaufort entry sign by Cross Creek Shopping Center with heavy landscaping to emphasize the “arrival” to Beaufort.

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**SHORT TERM RECOMMENDATION.** Within the Robert Smalls Parkway Joint Corridor Plan require that curb cuts be no closer than 500 feet to each other.

**SHORT – MID TERM RECOMMENDATION.** Install planted medians wherever possible to soften and enhance the visual character of the Parkway.

**SHORT – MID TERM RECOMMENDATION.** Establish a hiker/biker trail in the 50-foot buffer. The width of the Parkway and number of lanes preclude a pedestrian friendly sidewalk along the road.





# US 21: Trask Parkway

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## US 21 – TRASK PARKWAY

Trask Parkway is the least well maintained corridor of the three. It has mixed controls as jurisdiction is variously under the City and County. A portion of the Parkway comes under AICUZ. There exists no joint plan such as the one for the Robert Small Parkway, complicating efforts to visually enhance the corridor. As a consequence it poses a series of challenges not faced in the other two corridors.

**SHORT TERM RECOMMENDATION.** Work with the County to establish a joint plan similar to the Robert Smalls Parkway plan. The AICUZ standards should be part of the plan. Do this as a part of, or outgrowth of the establishment of the vision. The plan should reflect the vision and contain elements to help green up the Parkway. This would include planted medians, a planting strip, particularly on the north side of the road where none exists, and over-story trees where practical.

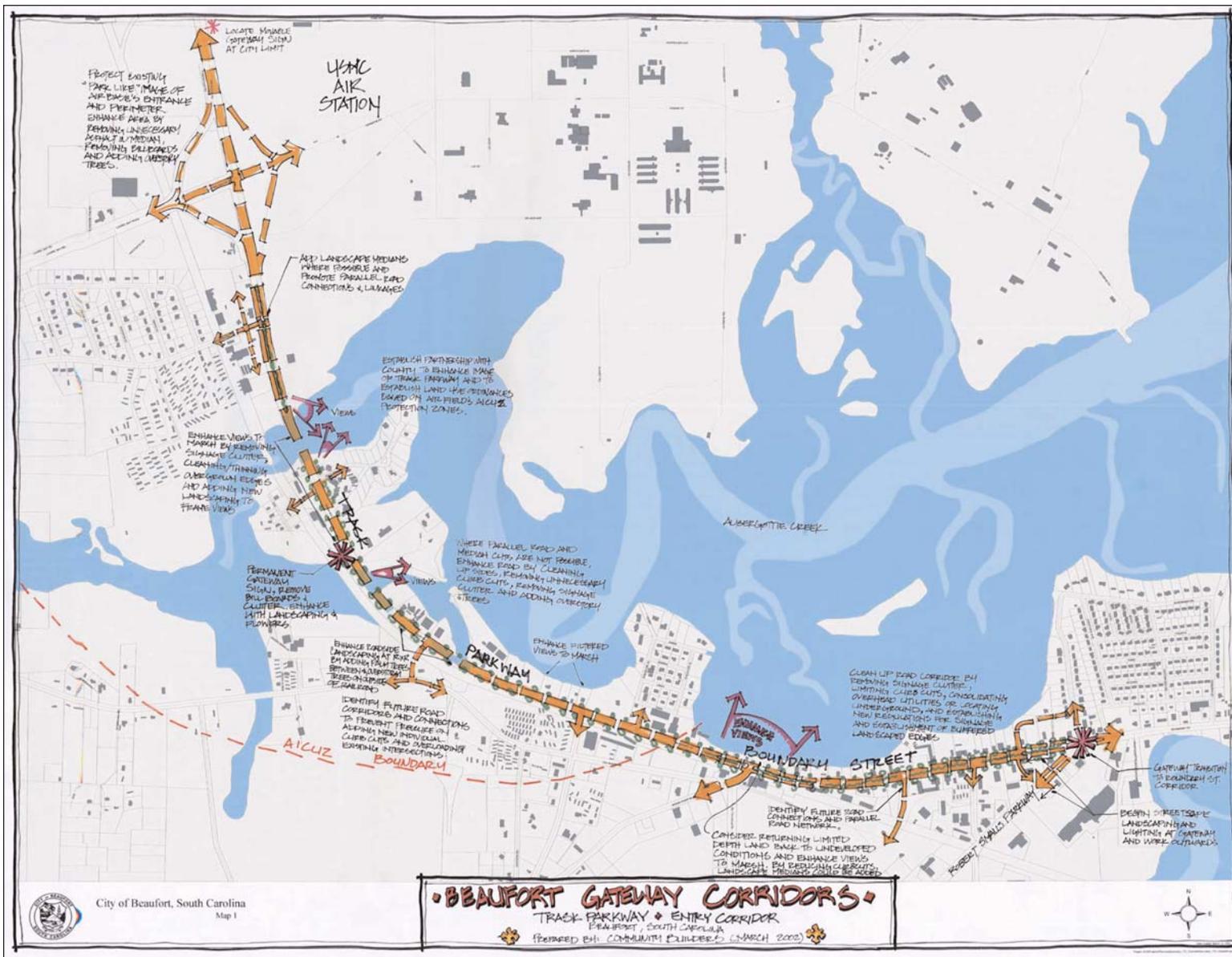
**SHORT TERM RECOMMENDATION.** Conduct a building improvement inventory creating incentives for improvement. Tie incentives to design review and approval of the improvements.

**SHORT TERM RECOMMENDATION.** Relocate the Welcome to Beaufort sign to the point indicated on the plan. Make this a significant entry statement with heavy landscaping as indicated in the accompanying photograph.

**SHORT TERM RECOMMENDATION.** Establish another entry statement sign for Beaufort's civic groups. This sign should also be landscaped and reflect the character of Beaufort. Choose a spot that will be significantly improved visually by the sign.

**SHORT TERM RECOMMENDATION.** Open vistas wherever possible to the marsh to enhance the entry experience.

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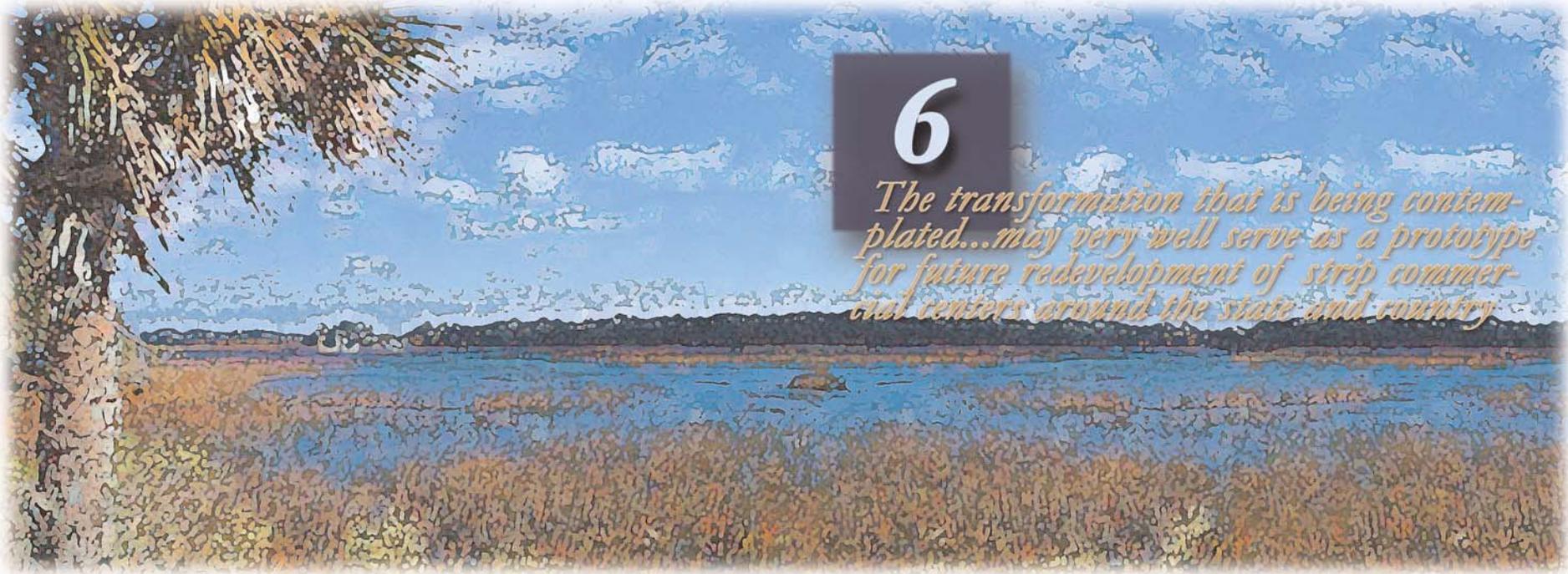




**SHORT TERM RECOMMENDATION.**  
Relocate the Welcome to Beaufort sign to the point indicated on the plan.  
Make this a significant entry statement with heavy landscaping as indicated in the accompanying photograph.



# Conclusion



6

*The transformation that is being contemplated...may very well serve as a prototype for future redevelopment of strip commercial centers around the state and country*

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## CONCLUSION

The Gateway Corridors charrette highlighted critical traffic concerns for the Beaufort area. Further study should provide direction and guidance for making decisions related to streetscaping and land uses. Interestingly, the transformation that is being contemplated for Boundary Street may very well serve as a prototype for future redevelopment of strip commercial centers around the state and country. This is an exciting possibility.

The Team would like to re-emphasize the recommendation for the establishment of a community covenant. Every community is unique. Beaufort is different in that it has a rare appreciation of its uniqueness and a desire to maintain it. It has the desire but lacks a method for effectively acting on that desire. We believe the community covenant, its establishment and the actual process of establishing it, would help this wonderful place retain those characteristics that induce such wonder in those of us who visit and sustains those of you who call it home.

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# Composite List of Recommendations



7

*To plan is human, to follow up is divine*

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## **PRIMARY RECOMMENDATION**

**PRIMARY RECOMMENDATION.** Establish a “community covenant” outlining Beaufort’s values and defining characteristics for use in future decision making.

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## **POLICY RECOMMENDATIONS**

**POLICY RECOMMENDATION.** Work with the neighboring municipalities and the county to establish a regional transportation plan. Such a plan will enable the City to understand traffic origins and destinations and make according land use decisions.

**POLICY RECOMMENDATION.** Integrate all future land use and transportation plans. The City can not afford to create one or the other plan separately. Please see the memo from Slade McCalip in Appendix C for further information on plans.

**POLICY RECOMMENDATION.** Treat SC 280 as the primary route to the islands for US 21 traffic. This requires several proactive steps. Land uses along SC 280 must be those that generate little traffic. If land uses are permitted that create traffic, there will be no incentive for motorists to use this route. Minimize curb cuts and establish parallel roads to reduce traffic conflicts on SC 280.

**POLICY RECOMMENDATION.** Actively enforce the access management standards in the Robert Smalls Parkway Joint Plan and apply the standards to all highway commercial. These standards provide a circulation system that keeps traffic off the highways and must be rigorously enforced.

**POLICY RECOMMENDATION.** Require a traffic impact analysis for new developments of a size and type that will impact the transportation infrastructure. Such studies determine necessary traffic infrastructure improvements and the adequacy of existing and proposed driveways and median openings. Examples of guidelines have been given to the Planning Department.

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**POLICY RECOMMENDATION.** Work with the property owners, businesses, citizens and groups of each corridor to establish a vision which will be used to guide future decisions, policies and regulations for each. This should be done as soon as possible. The visions should be used to amend existing regulations. In addition, regulatory review bodies should be trained in the changes created by the visions and supporting regulations.

**POLICY RECOMMENDATION.** Develop a phased physical improvement schedule for each of the corridors. Because the corridors are long and because substantial changes are anticipated requiring both time and money, it will help all to know what will be done first, second, third, etc. We believe the opportunity is to begin in cooperation with Marsh Gardens on Boundary and move west. We would recommend starting at the SC 170 - US 21 intersection for the other two corridors and move outward from there. Physical improvements would include medians, street lights, sidewalk changes, planting strips, utility burial and other elements determined in the visions.

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## STUDY RECOMMENDATIONS

**STUDY RECOMMENDATION.** Conduct a legal review to define and determine the liability concerns associated with controlling curb cuts and installing medians by either the SCDOT or City. This review should be completed before any further plans or studies are conducted.

**STUDY RECOMMENDATION.** Conduct a comprehensive traffic engineering and roadway design analysis of the Boundary Street corridor. The study will provide a phased approach to creating a safer, more efficient road. It will examine medians, curb cuts, a parallel road system, intersection location, signals and a study of the potential for roundabouts at the SC 170 – Boundary Street and Boundary - Ribaut intersections. This is more fully described under “Boundary Street Corridor Traffic Operations and Roadway Improvement Program” on page 5 of Slade McCalip’s memo in Appendix C. Also, in Appendix D is a draft Request for Proposal for the study.

**STUDY RECOMMENDATION.** Examine for adoption in Beaufort ordinances from other communities limiting franchise architecture and/or businesses. Port Jefferson, NY prohibits franchise businesses in its historic and waterfront areas. And it limits the street frontage, total number of such businesses, and requires them to conform to local design standards. Calistoga, CA, in order to protect the character of the town, prohibits formula restaurants and requires other franchise businesses to obtain a special permit. Beaufort could consider using its retail business license incentive as a tool to encourage locally owned small business in the Boundary Street district.

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**STUDY RECOMMENDATION.** Examine for adoption in Beaufort limitations on square foot size of businesses for the Boundary Street area. Boxborough, MA limits retail to a maximum of 25,000 square feet. San Francisco limits store size to 4000 square feet in two of its neighborhoods. Kansas City has a 10,000 square foot limitation except for 25,000 feet for a grocery in one of its neighborhoods. Some communities require a community impact assessment triggered by the size or number of car trips generated by a building. For comparative purposes, a football field is 45,000 square feet.

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## **MANAGEMENT RECOMMENDATION**

**MANAGEMENT RECOMMENDATION** . Create the “Boundary Street Initiative Area” – an organization to champion and partner with the City on implementing the vision. Ideally, it would be staffed. It would work on the Mid-Long Term Recommendations and goals and serve as the catalyst and advocate for the area.

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## SHORT TERM RECOMMENDATIONS

**SHORT TERM RECOMMENDATION.** Conduct a “visual pollution survey” of all three corridors. We suggest taking a series of pictures in both directions on all three corridors. Pictures bring out what is not seen on daily drives. The inventory should be used to identify needed visual changes. There will be a variety of easy to difficult improvements to make. Undertake the easy tasks and publicize these to develop momentum. The inventory can be used to work with properties that are having a negative impact on your gateways.

**SHORT TERM RECOMMENDATION.** As part of the visual pollution survey, analyze directional signage and develop a consistent, congregated, creative directional signage program. Your goals are to have fewer signs, better functioning signs, and visually distinctive and appealing signs.

**SHORT TERM RECOMMENDATION.** Develop an education and PR plan to publicize what is being done and to deal with negative misperceptions. The City is working through ordinances and other efforts to improve signage, remove billboards, make the permitting process easier, improve the roads visually. These efforts are largely misunderstood and largely unappreciated. As part of the PR plan, highlight improvements and changes. You might even consider a recognition program for those who go above and beyond in making improvements.

**SHORT TERM RECOMMENDATION.** Lower the speed limits. Planted medians and overstory trees will mentally slow the corridor roads’ travel speeds. Until these are in place lower speed limits for improved safety.

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**SHORT TERM RECOMMENDATION.** Establish financial incentives for quicker billboard removal and signage improvements. Often, a highly publicized one-time program of incentives will induce improvements because applicants know there is only once chance to obtain financial assistance. Publicize any improvements.

**SHORT TERM RECOMMENDATION.** Work with Sixteen Gate Cemetery to enhance the edge of the cemetery by improving the fence. An image has been provided, however, any final design should be one arrived at with the Cemetery owners. The purpose should be to strengthen the edge as well as to allow visual penetration.

**SHORT TERM RECOMMENDATION.** Continue to purchase property along the south side of Boundary Street, removing the structures and turning the entire south side of the road into a green space. This effort can be assisted with conservation easements and the County's Rural and Critical Lands Program.

**SHORT TERM RECOMMENDATION.** Establish a build to line on the north side of Boundary Street so future construction comes up to the road providing an urban feel. The line should be situated so that there is ample space for a sidewalk beside the building and a planting strip between the sidewalk and road.

**SHORT TERM RECOMMENDATION.** With the vision in place, create a set of incentives to help achieve the vision. Incentives can come in the form of grants, tax abatements, regulatory relaxation, reduced parking requirements. These should be crafted in a way to provide the greatest boost for the top priorities in the vision. (Boundary Street)

**SHORT TERM RECOMMENDATION.** Establish a build to line at the SC 170 – US 21 intersection to provide an urban feel and a distinct character that will separate it from SC 170 and US 21.

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**SHORT TERM RECOMMENDATION.** Enhance the Beaufort entry sign by Cross Creek Shopping Center with heavy landscaping to emphasize the “arrival” to Beaufort.

**SHORT TERM RECOMMENDATION.** Within the Robert Smalls Parkway Joint Corridor Plan require that curb cuts be no closer than 500 feet to each other.

**SHORT TERM RECOMMENDATION.** Work with the County to establish a joint plan similar to the Robert Smalls Parkway plan. The AICUZ standards should be part of the plan. Do this as a part of, or outgrowth of the establishment of the vision. The plan should reflect the vision and contain elements to help green up the Parkway. This would include planted medians, a planting strip particularly on the north side of the road where none exists and overstorey trees where practical. (Trask Parkway)

**SHORT TERM RECOMMENDATION.** Conduct a building improvement inventory creating incentives for improvement. Tie incentives to design review and approval of the improvements. (Trask Parkway)

**SHORT TERM RECOMMENDATION.** Relocate the welcome to Beaufort sign to the point indicated on the plan. Make this a significant entry statement with heavy landscaping as indicated in the accompanying photograph. (Trask Parkway)

**SHORT TERM RECOMMENDATION.** Establish another entry statement sign for Beaufort’s civic groups. This sign should also be landscaped and reflect the character of Beaufort. Choose a spot that will be significantly improved visually by the sign. (Trask Parkway)

**SHORT TERM RECOMMENDATION.** Open vistas wherever possible to the marsh to enhance the entry experience. (Trask Parkway)

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**SHORT- MID TERM RECOMMENDATION** . Bury the utility lines. (Boundary Street)

**SHORT- MID TERM RECOMMENDATION** . Based on the legal and engineering studies, install planted medians and plant overstory trees. (Boundary Street)

**SHORT – MID TERM RECOMMENDATION** . Install planted medians wherever possible to soften and enhance the visual character of the Parkway. (Robert Smalls)

**SHORT – MID TERM RECOMMENDATION** . Establish a hiker/biker trail in the 50 foot buffer. The width of the Parkway and number of lanes preclude a pedestrian friendly sidewalk along the road. (Robert Smalls)

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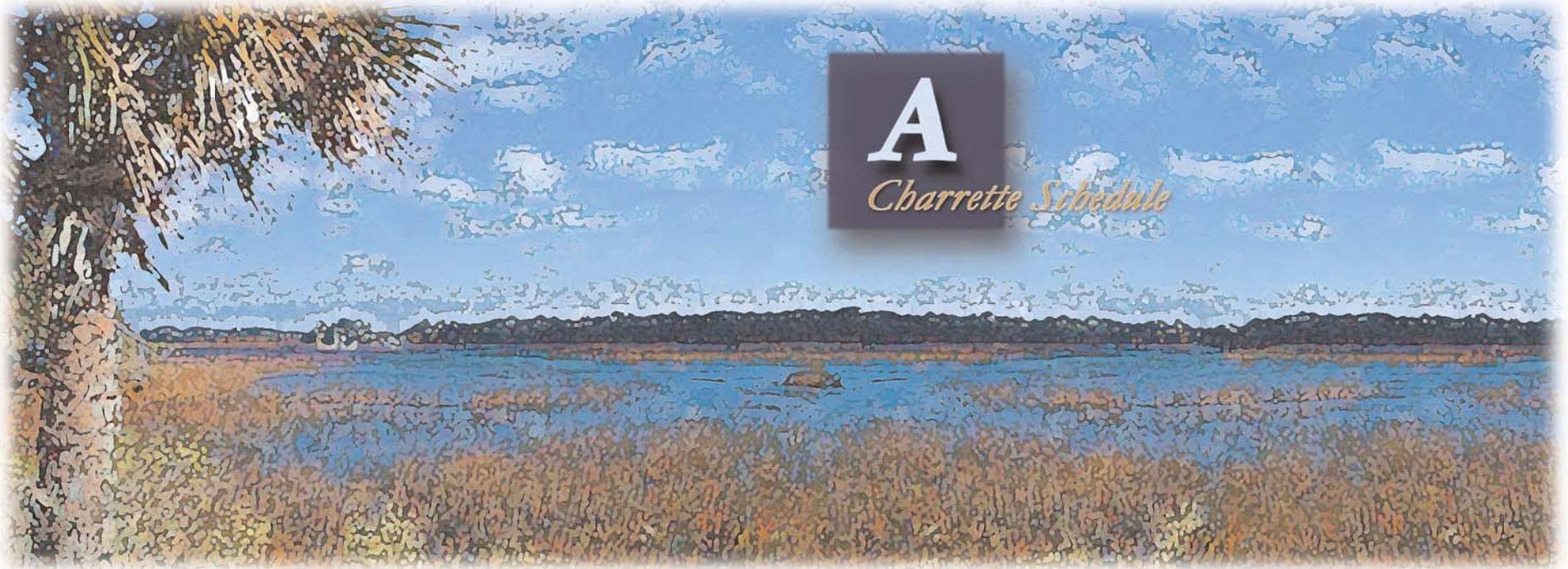
## MID-LONG TERM RECOMMENDATIONS

**MID-LONG TERM RECOMMENDATION.** Establish a parallel road to Boundary for use by local traffic that uses North Street and the Port Railroad right of way. While there are many challenges to creating this road it provides a wealth of benefits. It removes some of the local traffic off of Boundary. It provides an alternate emergency route should Boundary be blocked. It provides easy access from the North Street area to the commercial activity on SC 170. It opens the opportunity for a pedestrian/bicycle trail around the marsh enhancing all the surrounding areas. This should be a local road and be accompanied with traffic calming features so traffic moves slowly.

**MID-LONG TERM RECOMMENDATION.** Create a parallel grid road system to the north of Boundary to provide internal circulation options, reduced curb cuts onto Boundary and a pedestrian friendly, urban space. Again, there are challenges. However property owners are interested in creating this kind of space. The Marsh Gardens project offers an almost immediate opportunity to begin developing the system.

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# Charrette Schedule



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## CHARRETTE SCHEDULE

### MONDAY MARCH 18, 2002 – Phase I – Input sessions held at Bojangles

- 11:00 – 1:00 Charrette team orientation by staff. Review questions, goals expectations.
- 1:00 – 2:00 Driving tour of target areas
- 2:30 – 3:15 Regulatory body input: planning, zoning, highway overlay
- 3:15 – 4:00 Phase I property owner and business input session
- 4:00 – 5:00 DOT, utilities, public works
- 5:00 – 5:45 Civic groups, public
- 6:00 Debrief

### TUESDAY MARCH 19, 2002 – Phase I – Planning Office

- A.M. Draw, evaluate, plan, recommendation development
- Noon Elected official input
- P.M. Draw, evaluate, plan, recommendation development

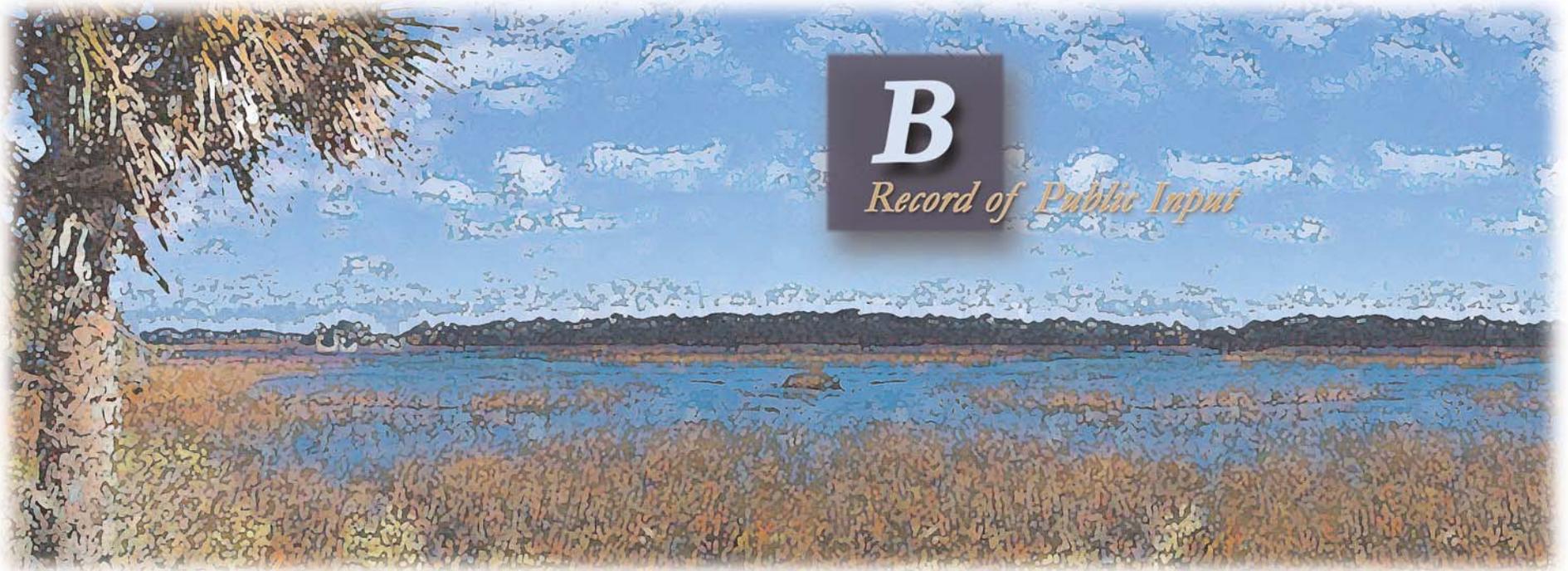
### WEDNESDAY MARCH 20, 2002 – Phases II and III – Planning Office

- 8:30 – 9:15 Phase II property owner and business input session
- 9:15 – 10:00 Phase III property owner and business input session
- 10:00 – 10:45 DOT, utilities, public works for Phases II and III
- 10:45 – 11:30 Civic groups, public
- P.M. Draw, evaluate, plan, recommendation development

### THURSDAY MARCH 21, 2002

- A.M. Draw, evaluate, plan, recommendation development
  - P.M. Report preparation
  - 4:00 Report Presentation - Library
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# Record of Public Input



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## Boundary Street – Regulatory Body Input

### Streetscape Issues

#### LIKE

Marsh  
 Cemetery  
 Live oaks  
 Sidewalk  
 Traffic lights allowing movement  
 No parking on street  
 Lovejoy Park  
 Open land  
 Vistas  
 Curvilinear roads  
 Alternating setbacks  
 Decent Signage (welcome sign,  
 historic markers)  
 Mural  
 Art on Bojangles

#### DISLIKE

Signage  
 Large area of blacktop next to road  
 Billboards  
 Overhead lines  
 Security fencing  
 No bike lane  
 Location of sidewalk next to road  
 5 lanes of asphalt  
 Lack of trees  
 Hodgepodge vacant buildings  
 Rundown fronts  
 Franchise design  
 Fertilizer, etc. visible in front of stores  
 No crosswalks  
 No parks  
 No greenery  
 Too many curb cuts  
 No sense of place  
 Clutter around buildings  
 Garages-auto repair w/ "stuff" out front  
 Volume of traffic  
 Speed erratic - traffic

#### CHANGES WOULD LIKE TO SEE

Landscaping all along the road  
 Planted median of trees  
 Landscaping that lets people see commerce  
 behind  
 Power lines buried  
 Design parameters urban in nature  
 Bike lanes/pedestrian friendly  
 Strategic points of arrival  
 New development & redevelopment reflective  
 of Beaufort  
 Separate residential & commercial visually  
 Opening views & vistas

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## Regulatory Issues

### WORKING

Corridor development board  
Architectural review  
Tree planting program  
Vista development  
Billboard ordinance  
Citizen boards w/regulatory power  
PUD Ordinance  
Sign ordinance

### NOT WORKING

DOT policy  
Medians  
Driveway cuts  
Rural in nature  
Sidewalk  
Sign ordinance enforcement  
Billboards  
Intersection of Ribault & Boundary  
No traffic impact – analysis on projects  
Permitting process confused  
Multiple govt's  
W/in city  
Regional storm water doing project by project rather than regional

### CHANGES WOULD LIKE TO SEE

Incentives for curb cuts - positive  
Incentives for billboards, signage  
Incentives for redevelopment  
Widen right of way  
Change to pedestrian friendly nature  
Priority on vehicular access between properties and pedestrian linkages  
Lower speed limits  
Blueprint on policy process – “How do I get it done?”  
Working on state & feds  
Transportation nodes – taxis, public transport

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## Preferred Character of Redevelopment

Character – looks like Beaufort

Urban

Less parking

Hourglass character of this stretch

Mixed use

Architectural character

Pedestrian friendly

Build to line instead of setbacks

Higher density

Parking behind bldgs.

Light synchronization – highest area in  
city for accident fatalities

Meaningful incentives

i.e. Property tax

Transport, housing, planning grants

Awkward curb cuts/access changed

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## Boundary Street – Property Owner Input

### STREETSCAPE LIKE

Marsh views  
 Trees  
 Turning lane @ 21/Ribaut  
 Speed limit reduced  
 Exiting traffic lights  
 Traffic movement  
 Center lane

### CHANGES WOULD LIKE TO SEE

“Common sense” review/interpretation  
 Sense of rhythm/order to streetscape  
 (medians, lighting, overstory trees)  
 Sense of arrival/entry/gateway  
 Pocket parks interspersed/linear relief  
 Transportation nodes  
 Underground utilities  
 Public signage: consistent, congregated  
 creative  
 Commercial Signage: promote  
 monumental signs – non-internally  
 illuminated  
 Landscape master plan: consistency  
 Consolidate poles/wires/signs/fixtures  
 More urban approach to design (higher  
 density)  
 Regional stormwater policy  
 Congregated access points between  
 properties  
 Pedestrian priority

### STREETSCAPE DISLIKE

Not pedestrian friendly  
 Curb cuts  
 “Uglification” - Visual pollution/clutter  
 Signage, overhead utilities, lighting,  
 building facades, parking quality &  
 location, road/curb cleanliness  
 Absence over-story trees  
 Franchise architectural design  
 Over capacity  
 No sense of place  
 Entry lacks character Beaufort  
 Signage: directional, regulatory,  
 consistency  
 Commercial signage: getting better but  
 lack of incentive to improve

### OPPORTUNITIES

Purchase marsh side property &  
 convert to open space  
 Fence on cemetery - beautify  
 Conservation easement & purchase of  
 development rights  
 Transfer 25% open space requirement

### PREFERRED CHARACTER OF REDEVELOPMENT

Trees  
 Distinct character  
 Pedestrian Friendly  
 Secondary Road  
 More urban design  
 Multi-storied buildings  
 Parks  
 Streetlights  
 Water front access  
 Maintenance of vistas  
 Transportation nodes  
 Visual relationship to “Beaufort” – i.e.  
 a modified grid system

### REGULATORY CHANGES TO MAKE

Self-sufficient: “one stop shop”  
 Review board training around  
 “vision”/master plan  
 City-county cooperation  
 Advocate not adversarial relationship  
 between city and developer  
 How each piece fits into whole  
 Streamlined review process  
 “Common Sense” review process  
 Design center

## Boundary Street – Civic Groups & Public Input

### STREETSCAPE LIKE

Views  
Battery Creek  
Cars-traffic

### STREETSCAPE DISLIKE

# of cars  
Blocking of view to marsh  
Inappropriate (environmentally)  
buildings  
Too many curb cuts  
Dangerous curb cuts  
Cars go too fast  
Signs make it look like anywhere –  
don't reflect Beaufort  
Looks cluttered  
Bldg appearance-don't blend in  
Signs  
Business right on sidewalk  
Sidewalks right beside road  
Void of landscaping

### CHANGES WOULD LIKE TO SEE

Bury utilities  
Landscaped medians  
Reduced driveways by connecting  
properties  
Street lights – comfortable to walk or  
drive

### REGULATORY CHANGES TO MAKE

Some of right ordinances  
landscaping  
arch. standards  
lighting  
More stringent access  
Signage regulations  
Speed limit too high

### PREFERRED CHARACTER OF REDEVELOPMENT

Incentives economically – taxes, grants  
Address dislikes  
Build on county complex for uses  
Upper story housing  
More retail but not big box  
Pedestrian friendly  
Phillips Place in Charlotte is an  
example  
Pathways project incorporated into it

### OPPORTUNITIES

Clean up fence by cemetery  
City ordinance?  
Condemn and clean up environmentally  
unfriendly properties on marsh  
170/21 Intersection for monumental  
bldg  
Ribaut/Boundary Intersection  
Put buildings up close to road-parking  
behind  
Landscape medians  
Access management  
On street parking  
Ports Authority R.R. as alternate road –  
high speed

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## SC 170 – Property Owner Input

### STREETSCAPE LIKE

No overheads at I70/21 intersection  
 Avenue of Overstory trees beginning from 21-RR  
 40 MPH is good (slower is better) 21-RR  
 Transition area from RR to 21  
 Corridor review board that reviews nature, quality and appearance  
 5 lanes  
 Planting of live oaks around landmark bldg (below RR)  
 Sidewalk

### STREETSCAPE DISLIKE

Absence of pedestrian scale  
 Lowes entrance w/”pork chop” is being hit by cars  
 Corridor schizophrenic – inconsistent building locations  
 No streetlights  
 No overall master vision to guide change & development  
 Absence of some greenery in the median  
 Street is a race track  
 Lack of stop lights (eventually)

### CHANGES WOULD LIKE TO SEE

Creating a master vision w/public input  
 Review process w/flexibility allowing for creativity  
 802/Ribaut Port Royal Intersection with brick crossings is nice example  
 Pedestrian amenities & safety  
 System of pedestrian crossings phased in  
 Pedestrian feel in triangle of I70-21 intersection  
 Signs scaled better & fewer  
 Monument signs preferable  
 Islands community bank-example of bad  
 Monument signs with multiple businesses  
 With variety in sign appearance  
 Bike paths – in buffer?  
 Light pollution – down lighting  
 Less parking-different formulas, latitude w/daytime-nighttime use  
 Carrots for development or required  
 Changes & to induce changes

### REGULATIONS THAT ARE WORKING

Private covenants

### REGULATIONS THAT ARE NOT WORKING

Not guided by master vision  
 Lack of enforcement  
 Board larger?  
 Training of board in the vision  
 Appeal process that empowers the individual land owner

### NOTE

The comment was made that any master plan should deal with land use and the road system and be coordinated with human needs.

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## SC 170 – Civic Groups & Public Input

### STREETSCAPE LIKE

Wide, moves a lot of cars  
Green spot triangle opposite Wal-Mart

### STREETSCAPE DISLIKE

Concrete & asphalt  
Directional signage inadequate  
Hard to identify traffic light  
Hazardous exit from Wal-Mart-sun sets  
in your eyes  
Dark at night  
Business signs too high, too big  
Not pedestrian friendly  
Sidewalk too close to road narrow  
One building is too high

More landscaping needed – particularly  
w/paved access  
170/21 intersection – unsafe, pedestrian  
hostile. Terminates into quasi abandoned  
buildings, doesn't look like Beaufort  
Mix of uses too diverse. No car repair  
– wrong mix  
Number of curb cuts for speed  
Empty Hardees

### CHANGES WOULD LIKE TO SEE

170/21 intersection – triangle area  
Landscaped medians  
Overstory trees

Ped friendly sidewalks, crosswalks,  
fewer curb cuts, street lights –  
pedestrian scaled  
Entry/gateway signage reflective of  
Beaufort  
Directional signage  
Sign regulations  
Faster amortization of signs  
Big box not as stand alone  
Buildings with more articulation  
Consistent setbacks for consistent look  
Land use changes  
Minimum maintenance ordinance  
Grid of access streets & stop lights  
Remove litter



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## US 21 - Civic Groups & Public Input

### STREETSCAPE LIKES

Marsh views/green  
Moves a lot of cars  
Buildings close to street  
Sense of arrival coming down the hill  
Entrance to Air Station  
R.R. oriented buildings on right  
Big packing sheds

### STREETSCAPE DISLIKES

Looks like any place  
Clutter  
Tire Co.

Old building by rail  
Abandoned messy properties  
Generic, corporate architecture  
Dixie Rentals overlooking road  
Not pedestrian friendly  
Run down property  
Post curve mess  
Billboards  
Lodging stacked up  
Commercial displaying wares on road  
Too many curb cuts  
Inappropriate uses by marsh – from an environmental standpoint

### CHANGES WOULD LIKE TO SEE

Overstory trees  
Green buffers  
Redevelopment incentives  
Improve 280 intersection  
More view corridors  
Reuse historic buildings or remove  
Pedestrian amenities including vistas  
Feeling & place of beauty  
Create a sense of arrival  
Planted, treed median  
Remove litter

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## US 21 Property Owner Input

### STREETSCAPE LIKE

Creeks, rivers, views  
 Trees  
 Welcome to Beaufort Sign  
 Air Base look, clean, green

### STREETSCAPE DISLIKE

Haphazard  
 Run down  
 Lack of landscaping  
 Lack of positive arrival to Beaufort  
 No sense of anticipation  
 Looks like anytown USA  
 No civic signs  
 Little green  
 Too much concrete  
 Too much outside storage  
 Air Base can be enhanced  
 Cars parked on highway at car lots

### CHANGES WOULD LIKE TO SEE

More overstory trees  
 More landscaping  
 Close curb cuts  
 More uniform signage  
 Billboard removal  
 Neaten up buildings  
 Better lighting  
 Better traffic control  
 Pedestrian amenities-particularly  
   toward I70 intersection  
 Decrease speed limit as approach 170  
   intersection  
 Specific standards for building rehab

### REGULATORY ISSUES

City has adopted DOD AICUZ  
   density  
   what can be built  
 Permitted land uses under AICUZ  
   limits use of property – challenge is  
   aesthetics  
 Incentives for aesthetics  
 Enforcement of existing codes is spotty

### OPPORTUNITIES

Sell owners on potential of aesthetics as  
   a tool to increase their sales  
 Robert Smalls Parkway agreement as  
   model  
   for this corridor  
 Other side of 21 from MCAS entrance  
 Incentives to annex

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## US 21 & SC 170 Public & Civic Group Input

### REGULATIONS THAT ARE WORKING

Signage  
Articulation & placement of bldgs  
Landscaping

### REGULATIONS THAT ARE NOT WORKING

No incentives - too few carrots  
Pre-approved or expedited approvals  
Curb cuts – DOT

Incentives for property removal where appropriate: tax abatement, tipping fee reduction, sewer/utilities

### OPPORTUNITIES

Partnership w/utilities on light fixtures  
- attractive & appropriate  
Better directional signage

Recognition signage for good efforts  
Nodes for public transport  
Connect to surrounding neighborhoods  
Connect businesses  
P.R. for what Beaufort is trying to be  
A different vision for each area-  
Examine setback from road & marsh

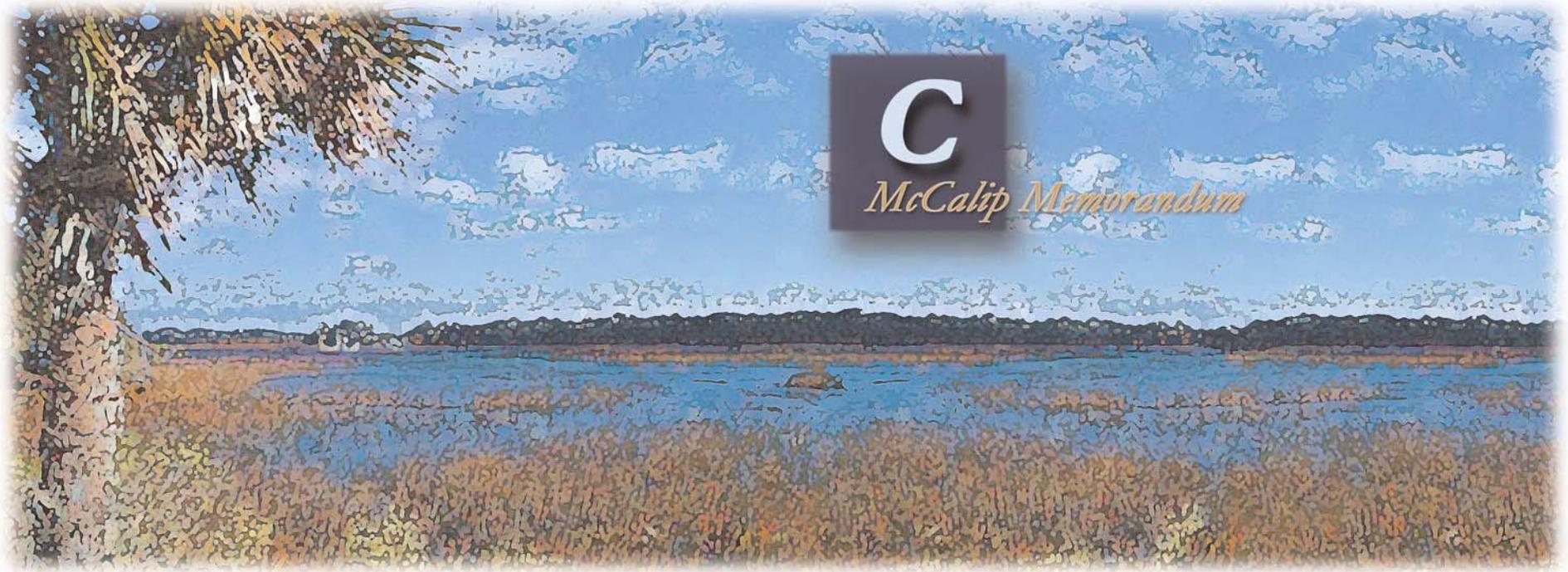
## US 21 & SC 170 Utilities Input

### UTILITY CONSIDERATIONS

More stacking requirements at 170 & 21, Ribault & 21 intersection, & 21 & 280  
Fire protection on 170 & 21 w/medians is an issue  
Sewer not completely developed out 170 & 21-has to be paid for by property owner  
Fiber available but connecting to it is a challenge  
170/21 lighting synchronization needed  
Most of area in flood zone requiring flood proof lift stations and substations  
A collective storm water collection system would open development opportunity –  
water feature for public or private benefit  
AICUZ impact on where sewer goes

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# McCalip Memorandum



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## MEMO

**DATE:** March 19, 2002

**TO:** Bill Steiner, Director of SC Community Builders

**FROM:** Slade McCalip, Transportation Planning Manager, Earth Tech, Inc.

**SUBJECT::** Beaufort Entry Corridors Charrette – Phase I Recommendations

This memo is intended to document Earth Tech’s (ET) participation in a corridor planning charrette conducted for the City of Beaufort on March 18th and 19th. Transportation planning services provided included participating in the discussion of access management techniques, land use planning, and transportation systems planning to include; corridors, traffic calming, parking and pedestrian and bicycle planning concepts. This memo is not intended to provide specific engineering recommendations concerning the adequacy of existing or proposed driveways or other specific engineering or roadway design issues for the City of Beaufort.

Earth Tech staff was given the responsibility for reviewing the current and proposed functioning of the transportation system for the Phase I Corridor of Boundary Street between Ribaut Road and SC 170 to include but not limited to: efficiency, safety, regulatory, and access management. The road’s current design is characterized by its five-lane configuration, 45 MPH speed limit with sidewalks adjacent to the curb. The adjacent land uses include highway retail, franchise fast food/restaurant, automotive services, strip mall, hotel/motel and unlimited driveways (or access). It should also be noted that this corridor is constrained by its location between marshlands to the south and significant roadside development along its north side. This corridor also performs a “bridge” function by connecting routes US 21 & SC 170 on the west to routes SC 281 and US 21 on the east of the marshlands.

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A preliminary planning level analysis indicates that this corridor is unsafe (69 total vehicular accidents in the year 2000 with 3 fatalities), inefficient (the estimated capacity of the corridor is approximately 32,200 vehicles per day and is carrying over 35,000 vehicles per day in the year 2000), and has inadequate regulatory mechanisms to enable City and/or State staff to manage access adequately (curb cuts or driveways appear to be allowed by right). Forecasts of daily vehicular traffic in the year 2020 indicate an increase of over 8,000 additional vehicles will use this corridor. Therefore improvements are clearly warranted.

Given that Community Builders of South Carolina is developing a summary briefing document and presentation of the issues discussed at the meeting, this memo will be organized into three sections; plans, implementation regulations, and suggested technical studies. Each section will build upon and further explain recommendations made by Slade McCalip, Earth Tech representative at the meetings.

**PLANS** (Land Use, Transportation and Corridor) - It is suggested that if new plans are developed for the City of Beaufort that they address the following land use and transportation issues. Provided along with the issues are descriptions and further explanations of topics as discussed by ET staff at varying times and with various persons before, during and after the charrette.

**LAND USE PLAN:** The type and amount of traffic generated by development of a specific parcel of property is a function of the type and amount of land use zoned for that particular site. Access management and transportation planning should occur during the development of the land use plan for the City of Beaufort. The current comprehensive planning paradigm for land use and transportation places transportation as almost a “follow on” study after the completion of the land use plan. Future land use and transportation plans should address transit, bicycling and walking as separate but integrated elements of the transportation system.

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**DOWNTOWN PLAN:** New land use and transportation plans should have a separate but coordinated element that addresses downtown transportation issues. It should specifically have sections that address whether or not the existing grid pattern of streets are further enhanced by new roads connecting to existing downtown roads that form a more complete grid system. It's important for the city in consultation with the community to identify the preferred characteristics and functions of those streets. Another section should address downtown parking availability and signing. It should also have a section that addresses the best way to accommodate downtown freight delivery.

**TRANSPORTATION PLAN:** It is here by recommended that a computer simulation model similar to the one developed by the consulting firm of Wilber Smith & Associates for Beaufort County in their Beaufort Bypass Report be used to assist in the development an updated land use plan with significant transportation element for the city. The model in conjunction with manual analysis can show graphically the cumulative impact of trips generated by individual sites on the existing and proposed transportation system. The model can then be used for sensitivity analysis to determine the maximum amount of trips that can be accommodated by the existing and planned transportation systems by parcel, small area plan or redevelopment district, zone or corridor. A "maximum traffic" comprehensive plan can be considered using a Transfer of Development Trips (TDT) Program (see below).

**CORRIDOR PLANS:** At the corridor geographic level of planning greater emphasis can be placed upon the signage and design (which may include on-street parking, transit stops, bicycle lanes, and/or sidewalks, landscaping, etc.) of that road. Corridor plans should include adjoining land use access roads and/or driveway treatments. By having specific and coordinated planned access roads and driveways depicted in an adopted corridor plan for the ultimate build-out of the corridor property owners and developers will have the ability to make development plans that incorporate these design fea-

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tures. It is at this geographic level of planning that access management techniques should be used to the greatest extent. There may also be an opportunity to unify the design of all the different cross section types for the main corridors leading to the City of Beaufort. At the charrette the most popular design type seemed to be the grassy median divided four-lane cross section with significant streetscape improvements to include but not limited to: Palmetto trees, unified sign design, transportation nodes (small areas similar to “pocket parks” that enable Beaufort citizens to change modes of transportation), urban design elements such as less parking and higher land use density with parking behind frontage buildings and buildings with “four sides”.

All future plans and improvement programs developed for the BOUNDARY STREET CORRIDOR (SC 170 TO RIBAUT ROAD) should include objectives to accomplish the following stated preferences for the corridor as identified by the various groups that provided input to the charrette staff on March 18th to include:

1. Preserve “Low Country” character
  2. Protect “Beaufort feel”
  3. Provide safe, efficient, attractive thoroughfare
  4. Accommodate future growth with higher density and mixed use development
  5. Enable owners to realize benefits of property
  6. Provide design amenities on the corridor such as landscaped median
  7. Implement cross or adjacent property access to link businesses off of Boundary Street
  8. Provide trees on each side of Boundary Street
  9. Provide bicycle lanes on Boundary Street
  10. Make Boundary Street more pedestrian friendly to include providing crosswalks
  11. Reduce parking requirements
  12. Reduce curb cuts (driveways)
  13. Reduce speed limits and speeding
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14. Increase coordination of signals
  15. Provide alternatives to Boundary Street (either internally or parallel to Boundary Street)

**PUBLIC INVOLVEMENT:** Significant public participation should be sought for the development of the new land use and transportation plans. It is especially important that every property owner that may be affected by the redesign of his or her driveway be approached if an effort will be made to “retrofit” the existing driveways through combining or eliminating them when further implementing corridor plans and developing traffic operations programs. The SCDOT should be invited to participate in the development of any plans or traffic operations studies or programs that will make design recommendations regarding any of the SCDOT owned/maintained roadways in the City and County of Beaufort.

If a preferred transportation plan (or a transportation element of a new comprehensive plan) is developed and adopted by the city council, then a request should be made to SCDOT to implement the changes.

**IMPLEMENTATION REGULATIONS** (Zoning Ordinance, Subdivision Regulations and/or Traffic Impact Study Guidelines) – For a plan to be implemented and retain the original vision of those that adopted the plan it is necessary to regulate land development through the use of locally adopted ordinances. The ordinances listed here are just to illustrate the type of regulations that may be considered by the City of Beaufort.

**UNIFIED DEVELOPMENT ORDINANCE (UDO):** A UDO is a regulatory document that combines both subdivision regulations and zoning ordinances. The Guilford County, NC UDO seeks to regulate the following by purpose: Off-Street Parking, Stacking, Loading Regulation, Sign Regulation, Scenic Corridor Overlay, Zoning Regulation, Cluster and Zero Side Setback

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Regulation, Historic District Overlay, and Subdivision Regulation. The Guilford County UDO can be viewed at the following Internet address:

<http://www.co.guilford.nc.us/government/planning/devord/art1.html>

For an article about land use regulation in North Carolina by David Owens, Associate Professor of Public Law and Government at the Institute of Government, UNC-CH, who specializes in land use law, go to this address:

<http://ncinfo.iog.unc.edu/organizations/planning/prprgt2a.htm>

**PORTS AUTHORITY RAILROAD RIGHT OF WAY PROTECTION:**

Because no one can truly predict the future with any certainty, actions should be taken to provide additional transportation options into the distant future. One option that should be kept open is that of an additional east-west corridor between the existing corridors of SC 170 and SC 281 (also known as Ribaut Road). This corridor may be most feasible if designed adjacent to the existing railroad bed that now runs from SC 170 through the west side of the City of Beaufort parallel to SC 281 or Ribaut Road.

It is recommended that an alignment of least impact is determined and it is further recommended that this alignment be indicated on the city's official tax maps and in all plans for the city. Development proposals subsequent to the adoption of this alignment will then have to accommodate the proposed new corridor by keeping out of the proposed right of way for the road.

**TRAFFIC IMPACT ANALYSES (TIA):** These studies are often required for developments of a size and type that would have a noticeable impact on the existing transportation infrastructure. The studies are often used to determine transportation improvements that will be necessary due to the projected traffic impacts of a proposed development. A TIA can also be used to determine the adequacy of existing and proposed driveways and median openings along with many other aspects of the transportation system. Examples of TIA guidelines have been provided to Libby Anderson, City Planning Director.

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**RESIDENTIAL TRAFFIC CALMING POLICY:** The implementation of traffic calming design features onto city streets should be done according to policies and procedures developed to insure that the design features are warranted and also wanted by the majority of residents that live on that street. It is not recommended that traffic calming designs be implemented on arterial or major urban thoroughfare streets without an evaluation by SCDOT Traffic Engineers.

**TRANSFER OF DEVELOPMENT TRIPS INCENTIVE PROGRAM:** TRANSFER of Development Trips (TDT) means separating the right to generate traffic (by building a house or a business) on a piece of land from the ownership of the land itself, and transferring that right to another piece of land and allowing those trips to be generated at that location (by the development to be built there). TDT helps landowners realize the real estate value of their land without actually developing that land.

A TDT Program should be examined as a response to citywide policies to protect the quality of traffic service on the major corridors into the City of Beaufort. This program would have to be developed as an implementation tool for a comprehensive plan that has as its transportation element, traffic zones with the maximum amount of traffic allowed by zone. TDT program without a “maximum traffic” comprehensive plan would be of limited value. The TDT Program recommendations can be implemented initially through demonstration projects. These "pilot projects" should be evaluated after a period of time in order to develop final recommendations for a more permanent TDT Program.

**TECHNICAL STUDIES** (Legal, Traffic Engineering and Street Design) – It is suggested that these issues be addressed either before or during the development of any new land use or transportation plans.

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**LEGAL REVIEW:** During the input gathering session with the Utilities and City Departmental Staff it was mentioned that driveways are not regulated by either the City or SCDOT due to liability concerns. It is highly recommended that before further engineering and planning studies are conducted that these liability concerns be defined and addressed in order to enable and empower City and State staffs to perform driveway (access) management and regulation. This issue may need to be brought to the attention of the Attorney General for the State of South Carolina for a definitive ruling or opinion.

**BOUNDARY STREET CORRIDOR TRAFFIC OPERATIONS & ROADWAY IMPROVEMENT PROGRAM (SC 170 to RIBAUT ROAD):**

The most important technical study that will provide direction to the City Staff and Administration for the application of the TIF funds available to implement the Gateways Corridor Redevelopment Plan will be a comprehensive traffic operations and roadway improvement program. It is recommended that comprehensive traffic engineering and roadway design analysis be performed on this corridor from, and including, the intersection of Boundary and Ribaut Street to the intersection and including, of Boundary and SC 170. The study will be a phased approach to developing more efficient and safer intersection and corridor travel. The study will be presented to the City of Beaufort and the SCDOT for adoption and implementation. The design years for the study will be near term or within the next five years, mid term or within the next 10 years and long term or for the next 20 years. A draft Request for Proposals (RFP) for this study is attached to this memo as an example of what study components are needed.

**ROUNDAABOUT JUSTIFICATION STUDY:** As a component of the Boundary Street Corridor Traffic Operations & Roadway Improvement Program it is anticipated given the current and projected average daily traffic counts and the current number of accidents that significant capacity improve-

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ments are needed now and in the future at the intersections of Boundary Street with SC 170 and Ribaut Road (as well as other intersections in between these two termini for the Boundary Street Corridor). Roundabouts can efficiently handle many intersections with decreased delay and greater efficiency than traffic signals. This is particularly true where traffic volumes entering the roundabout are roughly similar and where there is a high number of left turning vehicles. There are several factors that cause delay at signal including: minimum green times, multi-phase operation, shared lanes and left turn conflicts. Roundabouts should be included in any intersection analyses for this corridor.

**PARKING:** A survey of all the existing parking facilities by corridor, downtown and other areas should be conducted to document the current parking availability. In conjunction with new planning or plan development another analysis should be conducted to determine the amount and type of parking needed to address the total parking needs generated by planned and existing land uses. In addition to the Boundary Street Corridor Traffic Operations & Roadway Improvement Program is recommended that the parking requirements in the current ordinances be reviewed to determine a method to enable reductions in parking requirements to reduce unused or underutilized parking areas.

**SERVICE DELIVERY:** The accommodation of service delivery vehicles should be a significant design feature included in the downtown and corridor plan development processes. The placement and design impact on the walkability of the downtown should also be a major consideration in developing adequate and safe parking for service delivery vehicles. It may be that due to the constraints of certain areas that service vehicle parking and unloading restrictions may have to be implemented.

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**GRID STREET:** There appears to be opportunities to expand and enhance the grid street network for the downtown section of the city. The advantages of a grid street pattern are that they can be expanded easily, are easily understood, named and numbered, and are easy to design and layout. Disadvantages include a system that does not adapt well to irregular topography, travel between destinations located diagonally opposite each other is inconvenient and indirect and shifting traffic and dispersion of through traffic can spoil areas for residential development (if this occurs see traffic calming section below).

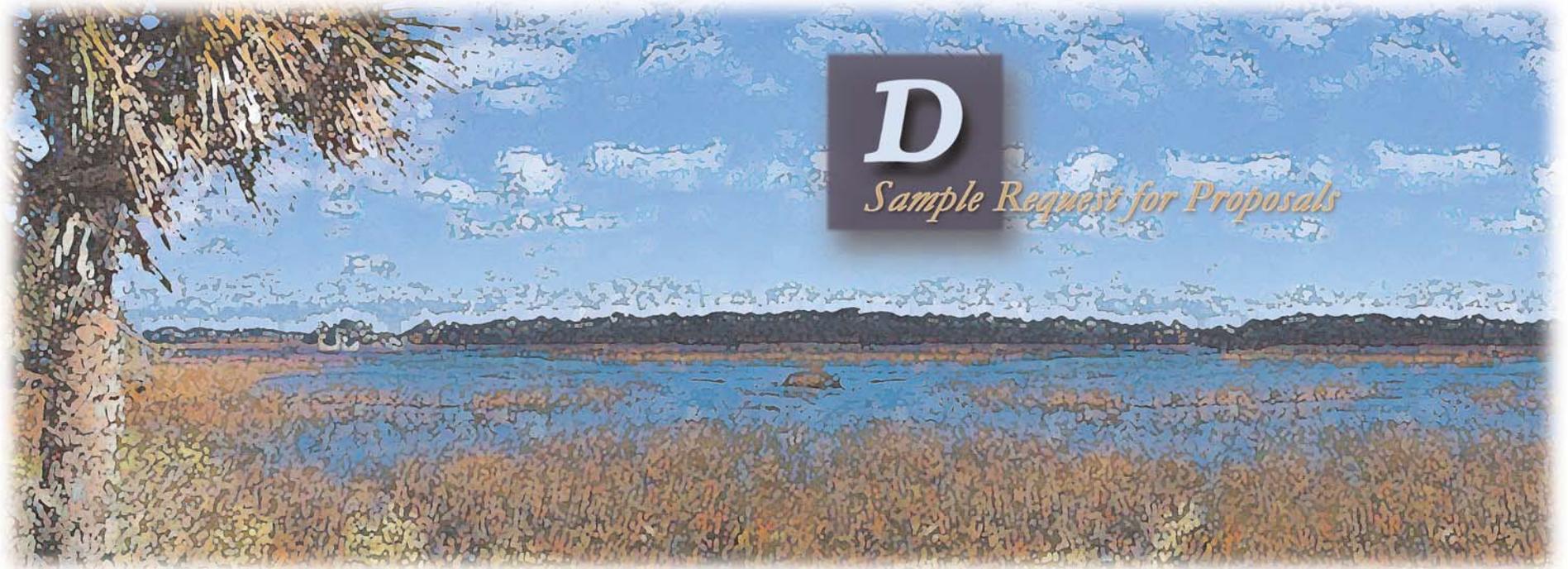
**TRAFFIC CALMING:** The City of Beaufort should develop a Neighborhood Traffic Program to help provide relief to neighborhoods from the impacts of speeding and through traffic. City and SCDOT staff should meet with neighborhoods to help to identify the problems well as suggest possible remedies. Possible remedies could include enforcement, lowered speed limits, multi-way stops, parking controls, turn restrictions, changed street patterns, and street closures.

**ENVIRONMENTAL STUDIES:** An environmental impact study should be undertaken to determine the alignment of least impact for the discussed new east-west connector that would be parallel to the Ports Authority Railroad and possibly connect to the existing North Street.

**TOURISM:** An analysis of seasonal traffic upon the transportation system can be performed using seasonal variation factors developed for other cities (i.e., Charleston) in coastal South Carolina. In this way the transportation system can be further refined and/or enhanced to handle the variations in vehicle and pedestrian flows. For special events it may be that the only improvements needed is to post a temporary signing system that directs the traffic to the appropriate parking and circulation areas.

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# Sample Request for Proposals



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**REQUEST FOR PROPOSALS  
FOR  
TRANSPORTATION ENGINEERING CONSULTING SERVICES  
CITY OF BEAUFORT, SC**

**PROJECT: BOUNDARY STREET CORRIDOR TRAFFIC OPERATIONS & ROADWAY IMPROVEMENT PROGRAM (SC 170 to RIB-AUT ROAD)**

The deadline for submission of proposals is?????. A pre-submission meeting will be held on????, at which time specific questions related to the Project will be answered.

**INTRODUCTION**

The implementation of the City of Beaufort's Gateway Corridors Redevelopment Plan recognizes the strategic importance of SC Highway 170 and US Highway 21 as the Gateways to the City of Beaufort. The Boundary Street Corridor Traffic Operations & Roadway Improvement Program will assist local decision makers in their efforts to plan for and provide a safe, efficient, and integrated transportation network capable of satisfying the future year travel demands within the City of Beaufort.

The road's current design is characterized by its five-lane configuration, 45 MPH speed limit with sidewalks adjacent to the curb. The adjacent land uses include highway retail, franchise fast food/restaurant, automotive services, strip mall, hotel/motel and unlimited driveways (or access). It should also be noted that this corridor is constrained by its location between marshlands to the south and significant roadside development along its north side. This corridor also performs a "bridge" function by connecting SC routes 21 & 170 on the west to SC routes 281 and 21 on the east of the marshlands.

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A preliminary planning level analysis indicates that this corridor is unsafe (69 total vehicular accidents in the year 2000 with 3 fatalities), inefficient (the estimated capacity of the corridor is approximately 32,200 vehicles per day and is carrying over 35,000 vehicles per day in the year 2000), and has inadequate regulatory mechanisms to enable City and/or State staff to manage access adequately (curb cuts or driveways appear to be allowed by right). Forecasts of daily vehicular traffic in the year 2020 indicate an increase of over 8,000 additional vehicles will use this corridor. Therefore improvements are clearly warranted.

#### **GENERAL CORRIDOR TRAFFIC OPERATIONS & ROADWAY IMPROVEMENT PROGRAM REQUIREMENTS**

The consultant will develop a corridor traffic operations and roadway design improvement program that, after adoption by the City of Beaufort and the SCDOT, will provide guidance for future decision-making regarding provision of private access to the Boundary Street Corridor, so that the efficiency and safety of the highway can be improved and maintained. The Traffic Operations & Roadway Improvement Program will follow accepted engineering standards to address (but not limited to) the following: the frequency and spacing of intersecting streets and private driveways; the location, spacing, and coordination (for progressive two-way traffic flow) of existing and future traffic signals and/or roundabouts; the location and design of acceleration/deceleration and turning lanes; provision of median barriers, channelization, or other turning movement controls; minimum sight distance requirements; and corner clearance requirements. Project deliverables include:

#### **Preparation Of Base Mapping**

The consultant will prepare appropriate reproducible base mapping for the project area, using either aerial photo mylars (spliced together into a mosaic of the corridor) or other reproducible base mapping as may be available and agreed upon by the Project Manager and the consultant. Scale of all mapping

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shall be (specify scale ratio), and area of coverage shall be such as to include all land within (specify a distance) of the centerline of the Boundary Street Corridor.

### **Inventory Of Existing Roadway And Land Use Characteristics**

The consultant will provide both a written description and (scale ratio) mapping materials for the following existing roadway and land use characteristics:

- Existing Roadway Characteristics
- Property Lines and Subdivision Names
- Existing Land Use
- Zoning

### **Identification Of Future Trends**

The consultant will identify future trends in land use and transportation within the Boundary Street Corridor and provide both a written description and (scale ratio) mapping materials from an analysis of:

- Community Development Plans
- Planned or Potential Development/Redevelopment Activity
- Short Range Transportation Plans
- Public Infrastructure Improvements
- Future Vision for the Corridor

### **Development Of Corridor Traffic Operations & Roadway Improvement Alternatives**

The consultant will assess inventory materials and will produce both a written description and (scale ratio) mapping materials for:

- Program Alternatives
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Develop program alternatives for providing necessary access between the public roadway and all parcels of record in the Boundary Street Corridor. The number and range of alternatives to be studied will be as agreed upon by the City of Beaufort and consultant, either in advance or as the study progresses. Considerations which may affect the number of alternatives to be developed and studied include, but are not limited to, the relative magnitude of developable, or potentially redevelopable, land within the corridor, the number and location of existing and potential signal locations (which can drastically influence the efficiency of traffic flow through the corridor), justification of roundabouts in the study corridor, the use of median barriers or other restrictions to reduce the frequency and distribution of left turns, development of a frontage or service road system, utilization of shared-use driveways or interconnection of adjacent parking lots, potential for consolidation of existing access points as redevelopment occurs over time, and potential for alternative development scenarios for major land parcels adjacent to the roadway.

#### **Program Impacts**

Describe potential impacts of program alternatives on the future capacity, safety, and operational efficiency of the Boundary Street Corridor. This should include qualitative and, to the extent possible, quantitative assessments of changes in such measures as frequency and severity of accidents, relative ability to achieve progressive flow through traffic signals or roundabouts in both directions at posted speeds and with reasonable signal cycle lengths, resulting vehicular travel time through the corridor, and ease of access to/impacts on adjacent properties affected by the program.

#### **Program Recommendation**

Recommend a specific alternative as the best long-term traffic operations and roadway design improvements for the corridor. The central component of the recommended program shall be a reproducible map of the corridor, on which

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are shown all of the elements of the program, including existing and proposed access points; existing and proposed signalized or roundabout locations; and all other physical, spatial, and operational aspects of the program, such as proposed medians, channelization, turn prohibitions, driveways to be closed, relocated, or consolidated, turn lanes to be constructed, etc.

### **Public Involvement Activities**

The consultant will conduct public meetings, hearings, and workshops as specified by City of Beaufort to collect public comment and information needed to prepare the Traffic Operations & Roadway Improvement Program, and to educate the public about the need for developing the program. (City of Beaufort should specifically indicate here any special outreach/coordination requirements regarding involvement of property owners and others with specific economic or personal interests within the corridor, such as formation of an advisory committee, scheduling of project review meetings at strategic points during the study, or other similar activities). It is especially important that every property owner that may be affected by the redesign of his or her driveway be approached if an effort will be made to “retrofit” the existing driveways through combining or eliminating them when further implementing corridor plans and developing traffic operations programs. The SCDOT should be invited to participate in the development of any plans or traffic operations studies or programs that will make design recommendations regarding any of the SCDOT owned/maintained roadways in the City and County of Beaufort.

### **Preparation Of Draft And Final Reports And Maps**

The consultant will provide the City of Beaufort with five copies of a draft report and associated mapping for review and comment. Following satisfactory resolution of any subsequent review comments, The consultant will provide the City of Beaufort with twenty copies of the revised final report and associated mapping (including one set of reproducible originals) documenting the results of the study effort.

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**PROJECT OVERSIGHT**

A Boundary Street Traffic Operations & Roadway Improvement Program Oversight Team made up of City Planning staff, County Planning staff, developers and corridor business owners who will oversee the Program's development, from consultant selection to final program presentation. The Project Manager is? and he\she will be the point of contact for daily project coordination.

**PROJECT BUDGET**

It is anticipated that the funded budget for the development of this program will be in the range of \$75,000 to \$100,000.

**ANTICIPATED PROJECT SCHEDULE**

Shortlist Consultants to Interview May 2002

Consultant Selection Complete June 2002

Contract with Consultant Finalized July 2002

Program Finalized, Adopted by December 2002

**PROPOSAL REQUIREMENTS**

Proposals must include the following:

1. Letter of interest identifying all firms proposed for the transportation engineering team, including the organizational and contractual relationship between the principal and associate firms.
  2. Briefly describe the scope of work to be assigned to each firm or group, including staff to be assigned. Detailed resumes and list of completed transportation engineering program summaries must be provided for staff proposed. Include an Organization Chart.
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3. Detailed process proposed for carrying out the work.
  4. Summary of three corridor improvement programs for which the consultant was responsible that are most similar to the city's project. Each of the programs summaries shall include the following:
    - a. Description of program, key elements and how they are addressed, including original budget, actual cost, and year completed, and whether program was implemented.
    - b. Description of services rendered.
    - c. Degree of involvement (principal or associate).
    - d. Associate firms involved and their assigned responsibilities.
    - e. Key principal and associate staff involved along with their assigned responsibilities.
    - f. Brief summary of the program along with key elements and how they were addressed.
    - g. Project references, including names, addresses, and telephone numbers.
  5. Other relevant information that the consultants believe demonstrates their qualifications for the project.
  6. List hourly billing rates for positions working on the project.

### **SELECTION PROCESS**

For the purpose of ensuring that consultants are selected in a fair and uniform manner, and to ensure every qualified consultant has the opportunity to be considered for providing professional services, the following four-stage selection process will be used.

#### **Stage One: Selection Committee**

The establishment of the aforementioned Program Oversight Team whose job it will be to evaluate firms for the project.

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**Stage Two: Detailed Proposals**

The Request for Proposals (RFP) is sent to firms. RFP's reviewed for adherence to requested information and page limit.

**Stage Three: Interviews with Selected Firms**

Separate interview sessions will be scheduled with short-listed firms to permit the Program Oversight Team to further evaluate each firm's qualifications and proposal. Promptly after all interviews have been held, the Program Oversight Team will forward a written recommendation to the Beaufort City Manager for endorsement.

**Stage Four: Contract and Funding**

Following the City Manager's approval to negotiate with a specific firm, staff will begin negotiations. In the event negotiations of specific contract terms, conditions, and fees prove unsuccessful, the City Manager will collaborate with the Program Oversight Team on the selection of another firm with which to begin negotiations. This stage ends with signing of the contract and funding for the project.

**EVALUATION CRITERIA**

The Program Oversight Team will make its selection based on the following criteria.

1. Specialized or appropriate expertise in this type of project.
  2. Past performances on similar projects.
  3. Adequate staff and proposed team for the project.
  4. Current workload.
  5. Recent experience with maintaining project schedules.
  6. Proximity to and/or familiarity with the area in which the project is located.
  7. Hourly rates.
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## **SUBMISSION OF PROPOSALS**

???? (How many do you need?) complete proposals must be received at the following address by 3:00 p.m. on Friday, date, 2002.

### **Department of Planning & Community Development**

**Craven Street**

**Beaufort, SC 29901**

**Attn: Libby Anderson, Planning Director**

## **GENERAL COMMENTS**

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
  2. All responses, inquiries or correspondence relating to this proposal will become the property of City of Beaufort and the public record when received.
  3. Respondents are advised to refrain from contact with Program Oversight Team members. Any specific questions should be directed to Libby Anderson at the above location. A pre-submission of proposals meeting will be held at ?? PM on ???, 2001, at the City of Beaufort Planning and Community Development Building at which time specific questions related to the Project will be answered.
  4. All submittals are to be provided on 8 \_" x 11" paper with a Table of Contents and tabbed sections. Do not exceed 20 pages (single side) in length including cover letter.
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