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CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL REGULAR MEETING AGENDA
May 13, 2025

STATEMENT OF MEDIA NOTIFICATION

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

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

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

I. CALL TO ORDER

- A. Philip Cromer, Mayor

II. INVOCATION AND PLEDGE OF ALLEGIANCE

- A. Mayor Pro Tem, Michael McFee

III. PUBLIC COMMENT - AGENDA ITEMS

- A. PLEASE LIMIT YOUR REMARKS TO FIVE MINUTES - The Mayor may interrupt public comments that continue past five minutes, are not related to an agenda item, or are disruptive - Persons violating these rules may be required to leave the meeting - Public Comment Form

IV. MEETING AGENDA APPROVAL

V. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

- A. Character Education Proclamation - Mason Paige, Joseph S. Shanklin Elementary School
- B. Character Education Proclamation - Colby Coker, Beaufort High School
- C. Proclamation proclaiming May 4 - 10, 2025, as National Tourism Week
- D. Proclamation proclaiming May 17 - 23, 2025, as National Safe Boating Week
- E. Proclamation proclaiming May 2025 as National Preservation Month

VI. CONSENT AGENDA

- A. CIP Monthly Report
- B. Community Development Monthly Report
- C. Downtown Operations Monthly Report
- D. Finance Department Monthly Report
- E. Fire Department Monthly Report

- F. Human Resources Monthly Report
- G. Municipal Court Monthly Report
- H. Police Department Monthly Report
- I. Public Works Monthly Report
- J. Request from CAPA & the Exchange Club of Beaufort to host the 31st Annual Ghost Tours, Oct 10-11, 17-19, 24-26, and 30, and request for two (2) complimentary parking space from October 10-30, 2025
- K. Request from St. Peter's Catholic Church to conduct a Eucharistic procession and co-sponsorship on Sunday, June 22, 2025, from the Catholic Church on Lady's Island to the Henry C. Chambers Waterfront Park and proceed to the Catholic Church on Carteret Street from 12:00 pm to 3:00 pm.
- L. Request for streets and bridge closure from Lowcountry Habitat for Humanity to host 2025 Turkey Trot on Thursday, November 27, 2025, from 7:30 am to 9:30 am

VII. MINUTES

- A. Worksession and Regular Meeting - April 8, 2025

VIII. OLD BUSINESS

- A. PUBLIC HEARING AND SECOND READING - An Ordinance to annex 2.8 acres of real property located at 3492 Trask Parkway, R100 025 000 012A 0000 into the City of Beaufort pursuant to S. C Code Ann. 5-3-150(3)
- B. PUBLIC HEARING AND SECOND READING - An Ordinance to amend the City of Beaufort Zoning District Map to rezone real property identified as 3492 Trask Parkway, R100 025 000 012A 0000 to Natural Preserve District (T-1)
- C. Ordinance to amend Sections 1-9031 and 1-9032 of the Code of Ordinances of the City of Beaufort , South Carolina to change the composition of the Cultural District Advisory Board - Second Reading
- D. Ordinance to Amend Fiscal Year 2025 Budget for Revenues of General Fund - Second Reading

IX. NEW BUSINESS

- A. PUBLIC HEARING AND FIRST READING - An Ordinance to amend the City of Beaufort Zoning District Map by changing the zoning designation of real property located at 30 Cougar Drive, identified as Beaufort County Tax Map Number R123 015 000 0110 0000, from T3-Suburban District (T3-S) to Institutional & Campus District (IC)
- B. PUBLIC HEARING AND FIRST READING - Ordinance amending Chapter 7 (Land Development) and Chapter 9 (Development Review Procedures) of the Beaufort Development Code
- C. PUBLIC HEARING AND FIRST READING - An ordinance to provide for the levy of taxes for the City of Beaufort for Fiscal Year beginning July 1, 2025 and ending June 30, 2026; to provide for execution of and to put into effect the consolidated budget; to provide budgetary control of the City's fiscal affairs
- D. Request for co-sponsorship for Tidal Creek Fellowship Night of Worship on Wednesday, June 25, 2025 from 3:00 pm to 9:00 pm and waiver for loud and unseemly noise for amplified music – there will be a worship band. No alcohol or food will be served.

- E. Request for use of all of Whitehall Park on Sunday, June 1, 2025, from 4:00 pm to 8:00 pm, request waiver for loud and unseemly noise to host a graduation party
- F. Resolution in support of a Childcare and Early Learning Demonstration Project
- G. Resolution authorizing the City Manager to enter into a contract with Spartan Fire & Emergency Apparatus, Inc. for the purchase of an Enforcer PUC Pumper
- H. 1.1% Hospitality Tax Fund recommendations
- I. A Resolution Providing Directives to the Waterfront Advisory Committee
- J. Appointment to Boards, Commissions and Committees - Building Board of Appeals, Cultural District Advisory Board (CDAB), Historic District Review Board (HDRB), Planning Commission (PC), Tourism Development Advisory Committee (TDAC), and the Zoning Board of Appeals (ZBOA)

X. PUBLIC COMMENT - NON-AGENDA ITEMS

- A. PLEASE LIMIT YOUR REMARKS TO FIVE MINUTES - The Mayor may interrupt public comments that continue past five minutes, or are disruptive - Persons violating these rules may be required to leave the meeting - Public Comment Form

XI. REPORTS

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

XII. EXECUTIVE SESSION

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion of negotiations incident to proposed contractual arrangements with strategic partners
- B. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding personnel - Boards, Commissions and Committees - Park and Tree Advisory Committee, Planning Commission, Zoning Board of Appeals
- C. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding personnel appointed by Council - City Manager

XIII. ADJOURN



PROCLAMATION

WHEREAS, the character education movement reinforces the social, emotional, and ethical development of students; and

WHEREAS, schools, school districts and states are working to instill important core ethical and performance values including caring, honesty, diligence, fairness, fortitude, responsibility, and respect for self and others; and

WHEREAS, character education provides long-term solutions to moral, ethical, and academic issues that are of growing concern in our society and our schools; and

WHEREAS, character education teaches students how to be their best selves and how to do their best work; and

WHEREAS, the Eleven Principles of Effective Character Education include: Promoting core ethical and performance values; Teaching students to understand, care about and act upon these core ethical and performance values; Encompassing all aspects of the school culture; Fostering a caring school community; Providing opportunities for moral action; Supporting academic achievement; Developing intrinsic motivation; Including whole-staff involvement; Requiring positive leadership of staff and students; Involving parents and community members; and assess results and strives to improve; and

WHEREAS, the Beaufort County School District's Character Education program was formed to support parents' efforts in developing good character in their children; and

WHEREAS, the purpose of the Character Education program is to integrate good character traits into the total school environment, as well as into the community; and

WHEREAS, each school's counselor identified a list of character words and definitions deemed important regardless of a person's political leanings, race, gender, or religious convictions; and

WHEREAS, the words are friendship, kindness, acceptance, courage, tolerance, respect, gratitude, compassion, citizenship, perseverance, honesty, integrity, self-control, forgiveness responsibility and cooperation; and

WHEREAS, Mason Paige was selected as the winner by Joseph S. Shanklin Elementary School as the student of the month.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims March 2025 as

MASON PAIGE AS JOSEPH S. SHANKLIN ELEMENTARY SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Self Control* as the word for the month of March and applauds Mason Paige, the Beaufort County School District, and Joseph S. Shanklin Elementary School for their work and specifically honors Mason Paige as Joseph S. Shanklin Elementary School student of the month.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 13th day of May 2025.

Philip E. Cromer

Attest:

Traci Guldner, City Clerk



PROCLAMATION

WHEREAS, the character education movement reinforces the social, emotional, and ethical development of students; and

WHEREAS, schools, school districts and states are working to instill important core ethical and performance values including caring, honesty, diligence, fairness, fortitude, responsibility, and respect for self and others; and

WHEREAS, character education provides long-term solutions to moral, ethical, and academic issues that are of growing concern in our society and our schools; and

WHEREAS, character education teaches students how to be their best selves and how to do their best work; and

WHEREAS, the Eleven Principles of Effective Character Education include: Promoting core ethical and performance values; Teaching students to understand, care about and act upon these core ethical and performance values; Encompassing all aspects of the school culture; Fostering a caring school community; Providing opportunities for moral action; Supporting academic achievement; Developing intrinsic motivation; Including whole-staff involvement; Requiring positive leadership of staff and students; Involving parents and community members; and assess results and strives to improve; and

WHEREAS, the Beaufort County School District's Character Education program was formed to support parents' efforts in developing good character in their children; and

WHEREAS, the purpose of the Character Education program is to integrate good character traits into the total school environment, as well as into the community; and

WHEREAS, each school's counselor identified a list of character words and definitions deemed important regardless of a person's political leanings, race, gender, or religious convictions; and

WHEREAS, the words are friendship, kindness, acceptance, courage, tolerance, respect, gratitude, compassion, citizenship, perseverance, honesty, integrity, self-control, forgiveness responsibility and cooperation; and

WHEREAS, Colby Coker was selected as the winner by Beaufort High School as the student of the month.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims April 2025 as

COLBY COKER, BEAUFORT HIGH SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Forgiveness* as the word for the month of April and applauds Colby Coker, the Beaufort County School District, and Beaufort High School for their work and specifically honors Colby Coker as Beaufort High School student of the month.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 13th day of May 2025.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/16/2025
FROM: Traci Guldner, City Clerk
AGENDA ITEM TITLE: Proclamation proclaiming May 4 - 10, 2025, as National Tourism Week
MEETING DATE: 5/13/2025
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

Ashlee Houck, Beaufort Area Hospitality Association, is requesting this Proclamation.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Proclamation	Backup Material	4/16/2025



PROCLAMATION

WHEREAS, the travel and tourism industry is a vital part of the economic, cultural, and social fabric of the City of Beaufort, and;

WHEREAS, tourism contributes significantly to the prosperity and well-being of local businesses, residents, and the community by supporting thousands of jobs, generating revenue, and fostering community pride, and;

WHEREAS, Beaufort, South Carolina visitor spending exceeds \$100 million annually creating tax revenues, employment and payroll for over 2,500 employees, while saving each household over \$750 in taxes per year; and

WHEREAS, Beaufort's rich history, breathtaking waterfront views, charming downtown, and unique Southern hospitality make it an iconic destination for visitors from around the world, and;

WHEREAS, the week of May 4 through May 10 marks **National Tourism Week**, an annual celebration that recognizes the critical role tourism plays in driving economic growth and enriching the lives of all who live, work, and visit our region, and;

WHEREAS, this special week also provides an opportunity to honor the contributions of industry professionals and local businesses that work tirelessly to create memorable experiences for every visitor to Beaufort, and;

WHEREAS, through the continued development and celebration of tourism, we reinforce the unique identity and cultural heritage that make the City of Beaufort an extraordinary place to visit, live, and thrive.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims, May 4 - 10, 2025, as

NATIONAL TOURISM WEEK

and encourages all citizens to join in the celebration by supporting local initiatives, events, and businesses that highlight the importance of travel and tourism in our community.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 13th day of May 2025.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/28/2025
FROM: Traci Guldner, City Clerk
AGENDA ITEM TITLE: Proclamation proclaiming May 17 - 23, 2025, as National Safe Boating Week
MEETING DATE: 5/13/2025
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

Proclamation being requested by the Beaufort Sail and Power Squadron.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Proclamation	Backup Material	4/4/2025



PROCLAMATION

WHEREAS, the United States Power Squadrons® through its local Beaufort Sail & Power Squadron, America's Boating Club® of Beaufort™ is joined with the Beaufort City Council in promoting education about safe boating for all of our citizens; and

WHEREAS, 75% of all persons that go overboard drown, and that 67% of those were reported to have been able to swim; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not due to boat, equipment, or environmental factors; and

WHEREAS, 85% of drowning fatalities were not wearing a life jacket; and

WHEREAS, most of the boaters who lost their lives by drowning would be alive today had they worn their life jackets; and

WHEREAS, modern life jackets are more comfortable, more attractive, and more wearable than styles of years past and deserve a fresh look by today's boating public.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims the week of May 17-23, 2025 as

NATIONAL SAFE BOATING WEEK

and urges those who boat to "Boat Smart - Boat Safe- and Wear It", and to always practice safe boating habits.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 13th day of May 2025.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Traci Guldner, City Clerk
AGENDA ITEM TITLE: Proclamation proclaiming May 2025 as National Preservation Month
MEETING DATE: 5/13/2025
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

The Historic Beaufort Foundation is requesting this Proclamation.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Proclamation	Backup Material	5/7/2025



PROCLAMATION

WHEREAS, preservation groups, business and civic organizations across America celebrate Historic Preservation during the month of May through events that promote and honor historic places and heritage tourism, and demonstrate the social, cultural and economic benefits of historic preservation; and

WHEREAS, we understand that historic preservation fosters community pride, revitalizes and retains the livability of neighborhoods, promotes sensitive and sustainable development, and

WHEREAS, historic preservation is a major component in the City's tourism economy and with more than 750,000 visitors annually who are attracted to the Beaufort's riverfront location, climate, architecture, and history; and

WHEREAS, in 1944, the John Mark Verdier House was slated for demolition when a group of forward-thinking citizens came together as the City's earliest preservationists to rescue the 1804 Federal Period structure located in the historic core business district, and

WHEREAS, Historic Beaufort Foundation was chartered in June 1965 to preserve, protect, and present sites and artifacts of historic, architectural, and cultural interest in Beaufort County, South Carolina, and

WHEREAS, Beaufort's National Register Historic District was designated a National Historic Landmark in 1973, the same year National Preservation Week was first proclaimed by resolution on May 5, 1973; and

WHEREAS, in 2025, in this bicentennial year of the Marquis de Lafayette's historic visit to Beaufort in 1825, the Beaufort community continues to celebrate the importance of our shared history and demonstrates its commitment to historic preservation and the need to cherish the unique sense of place Beaufort provides;

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina do hereby proclaim the month of May 2025 as

NATIONAL PRESERVATION MONTH

In Beaufort, South Carolina, and urge the citizens of Beaufort to join me in recognizing the critical role that historic preservation plays in our City and to our economy, and to celebrate the benefits of preservation year-round.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 13th day of May 2025.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Raul Dominguez, Capital Improvements Program Director
AGENDA ITEM TITLE: CIP Monthly Report
MEETING DATE: 5/13/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

Monthly report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
CIP Monthly Report	Backup Material	5/7/2025

Scott Marshall
CITY MANAGER
843-525-7070

John Sauvé
ASSISTANT CITY MANAGER
843-379-7525



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

COUNCIL MEMBERS:
Philip E. Cromer, Mayor
Mike McFee, Mayor Pro Tem
Neil Lipsitz
Mitch Mitchell
Josh Scallate

May 13, 2025

MEMORANDUM

To: City Council

From: Raul Dominguez

Re: Capital Improvement Program Monthly Report

I. Summary Report

The CIP Team continues to conduct weekly and bi-weekly meetings with our engineering and contracting partners on our ongoing projects. The team has also been engaged in monthly meetings with Beaufort County and its engineering and stormwater departments along with LATS and lastly the South Carolina Stormwater Managers Association. Council this is just a small portion of the activities for this month, and the team looks forward to our May 27th quarterly update meeting on the cities ongoing projects.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: Community Development Monthly Report
MEETING DATE: 5/13/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

Monthly report for March 2025

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	5/7/2025



CURRENT PROJECTS

MARCH 2025

Issued Project Permits:

COMMERCIAL (Issued)

- Pine Court Apartments, 2305 - 2317 Pine Court S. – new 60-unit apartment complex (5 buildings) **issued – Resubmitted 8/2022 – Reissued 10/25/22- Reissued 7/25/24**
- New Commercial Shell Building – 3668 Trask Pkwy. (Unknown tenant) **Issued 1/10/22**
- Tabby Place Expansion – 913 Port Republic St. – **Issued 12/20/22 (extended)**
- Site Work Only – 918 Craven St. – **Issued 12/20/22 (extended)**
- New Hotel – 800 Port Republic St. – **Issued 12/21/22 (extended)**
- Parking Garage – 918 Craven St. **Issued 12/21/22 (extended)**
- BMH – 955 Ribaut Rd. – Large Interior Renovations **Issued 12/19/23**
- BMH – 955 Ribaut Rd. – ER Renovations **Issued 12/09/24**
- Storage Facility – 1 Parris Island Gtwy. – **Issued 1/18/24 (extended)**
- Carrington Manor – 2247 Boundary St. – Senior Living Bldg. **Issued 1/25/24**
- Pointe Grand Apts. – 135 Burton Hill Rd - Site Work Only **Issued 4/10/24**
- Pointe Grand Apt Bldgs. – 135 Hillpointe Circle – **Issued 12/23/24**
- Hanover Park Apt Bldgs. – 139 Robert Smalls Pkwy – **Issued 8/27/24**
- Culver’s – 2338 Boundary Street – Upfit- **Issued 12/17/24**
- Storage/Residential Living – 1140 Ribaut Road phase 1- **Issued 12/04/24**
- Storage/Residential Living – 1140 Ribaut Road phase 2 and 3- **Issued 03/29/25**
- ALDI – 361 Robert Smalls Pkwy – Site Work **Issued 1/28/25**
- ALDI – 361 Robert Smalls Pkwy – Bldg. **Issued 02/06/25**
- Laundry Facility – 73 Schein Loop – **Issued 1/30/25**
- Academy Sports upfit – 320 Robert Smalls Pkwy (old TJ Maz) – **Issued 1/30/25**
- Washington Street Park – 1011 Washington Street – Addition/Renovations – **Issued 2/13/25**
- 2003 Pearl Street – 150 Unit Apartments (Quality Inn) - **Issued 3/20/2025**
- Boat Landing Renovation – 2440 Pigeon Point Rd – **Issued 3/25/2025**
-

COMMERCIAL (Pending)

- 3-Story Apt Bldg. w/1st Floor as Comm’l – 211 Charles St. – **(Outstanding Items - extended)**
- Renovations to Angiographic Room – 955 Ribaut Rd – **(Outstanding Items)**
- 15,056 Metal Warehouse – 25 John Galt Rd – **(Outstanding Items)**
- Renovation of Warehouse – 3484 Trask Pkwy – **(In Review)**
- Tenant Upfit – 1261 Ribaut Rd – **(In Review)**
- Tenant Upfit Golf Simulator – 2139 Boundary Street – **(In Review)**

SF RESIDENTIAL (New Construction) ISSUED within the last month

- 1175 Salty Hammock Court (Salem Bay Subd)
- 1206 Egret Landing Drive (Salem Bay Subd)
- 312 Clarendon Road (Clarendon Farms)
- 1116 Salty Hammock Court (Salem Bay Subd)
- 1111 Salty Hammock Court (Salem Bay Subd)
- 1206 Kipling Drive (Salem Bay Subd)
- 1129 Salty Hammock Court (Salem Bay Subd)
- 1131 Salty Hammock Court (Salem Bay Subd)
- 1109 Salty Hammock Court (Salem Bay Subd)
- 1204 Kipling Drive (Salem Bay Subd)
- 1176 Salty Hammock Court (Salem Bay Subd)
- 3 Basin Trail Street (Camellia Banks Subd)
- 5 Basin Trail Street (Camellia Banks Subd)
- 7 Basin Trail Street (Camellia Banks Subd)
- 2 Albert Street

SF RESIDENTIAL (New Construction) SUBMITTED within the last month

- 1110 Greene Street
- 114 Secession Drive (Distant Island Drive Subd)
- 139 Chowan Creek Bluff
- 1174 Salty Hammock Court (Salem Bay Subd)
- 2949 Marshfront Drive (Overlook Subd)
- 2947 Marshfront Drive (Overlook Subd)
- 2945 Marshfront Drive (Overlook Subd)

Historic Review Board:

HRB (Historic Review Board) Scheduled:

- 1406 Greene Street, PIN R120 004 000 0241 0000, exterior renovations/alterations Applicant: The applicant is requesting approval for several exterior renovations/alterations, including roofing, shutters, stucco siding, front door, etc.
- 510 Craven Street, PIN R120 004 000 0890 0000, addition. The applicant is requesting approval for a family room addition and partial enclosure of the rear porch.

HTRC:

- 909 Washington Street (non-contributing) – Follow-up meeting on architectural design features regarding new construction of carriage house;
- 509 Pinckney Street (non-contributing) – Request to restore coating on existing metal/terne roof;

- 602 Bladen Street – Discussion on conceptual design for new construction of single-family dwelling;
- 914 Newcastle Street - Discussion on conceptual design for new construction of single-family dwelling;
- 500 Carteret Street (non-contributing, ca. 1975) – Replacement of 32 windows on south side of building & touchups around other existing windows;
- 608 Hamilton Street (contributing, ca. 1928) – Request to paint soffits, porch deck, window & door trims, etc. (same colors);
- 1312 Congress Street (non-contributing, ca. 1965) – Proposal to renovate/modernize mid-century CMU, 1-story dwelling to include front porch addition and other exterior alterations;
- 608 Bladen Street (non-contributing; new infill development) – Concept discussion for subdivision of subject lot for 3 new single-family homes;

TRC:

- Addition to Zip Residence (2501 Fripp Street) – Discussion on proposal for building an addition/ADU on to existing home;
- R. E. Michel Mechanical Parts Warehouse (25 John Galt Street) – Pre-design discussion on proposed construction of mechanical parts warehouse and sales building in Beaufort Industrial Park;
- Live/Work Arrangement - Change of Use request (611 Bay St./201 Carteret St.) – Request for dual usage of historic building for law office (1st fl.) & private residence (2nd fl.);
- Annexation/Rezoning/Change of Use request for BBQ Restaurant (3659 Trask Parkway) – Discussion on proposed annexation/rezoning/change of use request of fmr. Greyhound Bus Station to serve as a location for a BBQ restaurant; Submitted by Willie “Mack” Stansell III (Owner) & Marquith Green (BBQ pitmaster & tenant)

PC (Planning Commission):

PC (Planning Commission)

- 3659 Trask Parkway – Annexation/Rezone
Annexation. The Applicant is requesting annexation and rezoning of approximately 2.8 acres located at 3492 Trask Parkway, Beaufort, South Carolina, from Industrial S-1 (Beaufort County) to T-1 Natural Preserve District (City Zoning). The property is further identified as R100 025 000 012A 0000.
- B. 1026 Ribaut Road. The Applicant, is requesting preliminary approval for a new 72 unit townhome and multi-family development located at 1026 Ribaut Road, identified as R120 005 000 0236 0000,

R120 005 000 0266 0000, and R120 005 000 0278 0000. The properties are zoned T5-Urban Corridor District (T5-UC).

- Beaufort Development Code Changes: Amendments to the Landscaping, Parking, and Lighting Requirements of Section 5 of the Beaufort Development Code.

PC (Planning Commission) Worksessions:

- March 3rd, 2025
- March 24, 2025

ZBOA (Zoning Board of Appeals):

ZBOA (Zoning Board of Appeals) Scheduled:

- None

Tenant Change (Safety Inspections)

- 2201 Boundary Street Suite 101_ Proposed Bus: Waxed by Sandi (body waxing) _ Previous Occupant: Synergy Medical Spa
- 2201 Boundary Street Suite 208C_ Proposed Bus: Skincare Day Spa_ Previous Occupant: Synergy Medical Spa
- 707 Bay St_ Proposed Bus: Apparel and Shoe Retail _ Previous Occupant: Serendipity
- 1011 Bay St _ Proposed Bus: Freedom Wellness and Hydration _ Previous Occupant: Assurance Financial Group
- 1011 Bay Street Suite 101_ Proposed Bus: Photography Studio_ Previous Occupant: Saul LLC Principal Advisors
- 1011 Bay Street _ Proposed Bus: Real Estate Office
- 1113 Harrington St _ Proposed Bus: Wine Store _ Previous Occupant: American Legion Hall
- 900 Port Republic St _ Proposed Bus: Interior Design, Retail _ Previous Occupant: Willow Works
- 69 Robert Smalls Pkwy _ Proposed Bus: Wildflower Family Therapy Center

Building Permits:

New Construction - Residential Dwellings & Commercial Structures 2025

Month	Single Family	Multifamily	Commercial	Permit Fees
Jan	14	0	2	\$76,939.00
Feb	15	0	1	64,212.50
Mar	13	0	0	34,333.10
Apr				
May				
Jun				

Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
Totals				
	42	0	3	\$175,484.60

Total Residential Units: 45

Note: The total permit fees collected does not include impact fees.

	2025	
Month	Total Permits	Permit Fees Collected
Jan	83	\$102,854.09
Feb	89	\$77,962.09
Mar	116	\$70,670.29
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
Totals	288	\$251,486.47



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Linda Roper, Downtown Operations and Community Services Director
AGENDA ITEM TITLE: Downtown Operations Monthly Report
MEETING DATE: 5/13/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Monthly Report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Downtown Operations Monthly Report	Backup Material	5/7/2025

Overview for the Month

The month of March was the beginning of our spring and summer events. The Downtown Operations team were engaged in planning the A Taste of Beaufort and assisting the planning of several events by various organizations over the next six (6) months.

Events & Tour Coordinator Overview for the Month

March was a very productive and eventful month, with a strong focus on community engagement, event execution, and operational oversight. The team played a key role in the successful launch of the Lafayette Celebration and supported other public events, while also representing the department in multiple city planning and council meetings. Routine operations continued steadily, including tour inspections and park rentals, with solid tour ridership. Efforts also ramped up in preparation for A Taste of Beaufort, with interdepartmental coordination well underway to ensure a successful event in early May.

- **Key Accomplishments – March 2025:**
- Assisted in final planning and commencement of the **Lafayette Celebration** at Waterfront Park
 - Including Lafayette’s arrival, parade, and evening events.
- Attended the **quarterly neighborhood planning meeting**
- Held **meetings with the Tour guides and operators** to review to introduce Jennifer Pointer as the Tour Coordinator and review the tour ordinances and answer questions in anticipation of the Spring tour season.
- Participated in a **city council work session** and **city council meeting**
- Continued regular **inspections of tour company vehicles and carriages**
- Conducted **1,100 tours** in Q1 2025, with a total **ridership of 8,000**
 - *(January experienced a one-week dip due to cold weather)*
- Managed **27 park rentals**, primarily on weekends

- **Preparations for Upcoming Events:**
- Ramped up planning for **A Taste of Beaufort** (May 2–3, 2025 at Waterfront Park)
- Met with **department heads** to coordinate event logistics and support

Park Reservations March 2025

Location	Wedding	Special Event	Birthday	Other	Festival	Attendance	
						-50	50+
Waterfront Park	1	2		1		2	2
Pigeon Point Park			2	2		4	
Washington St. Park				5		5	
Southside Park			8			8	
Whitehall Park	1	2		2		4	1
The Bluff	1						1
Other							
Totals	3	4	10	10	0	23	4

MAIN STREET BEAUFORT

March Monthly Report



Meetings & Events Attended:

- **WeShop SC Monthly Check-In** – Participated in the statewide Main Street networking and resource-sharing meeting.
- **WTOC Marketing Meeting** – Planned targeted promotional strategies to elevate Downtown Beaufort’s visibility.
- **Neighborhood Meeting** – Attended to stay engaged with local concerns and community updates.
- **Meeting with JARM** – Discussed a potential event partnership for Waterfront Park.

Event Execution & Planning:

- **First Friday (March 7, 2025)** – Successfully organized and executed the monthly downtown event.
- **First Friday Planning Meeting** – Coordinated logistics and activities for upcoming First Friday events.
- **Lafayette Bicentennial Celebration On-Site Meeting** – Reviewed event setup and logistics to ensure a successful celebration.
- **Assisted with Production of Shuttle Video** – Developed a promotional shuttle video for the Lafayette Bicentennial Celebration.
- **Phil Eich Visit Itinerary** – Planned and executed a detailed itinerary to highlight 20 businesses and individuals within the Main Street District.



WEBSITE TOTAL VIEWS



2,227

INSTAGRAM INSIGHTS

TOP-PERFORMING CONTENT

55
REACH
↓ 58%

310
VIEWS
↓ 38.7%

38
Views

30
Reach



23

FACEBOOK INSIGHTS

TOP-PERFORMING CONTENT



1,709
Views

2,819
Reach

9,408
REACH
↓ 12%

11,250
IMPRESIONS
↓ 16%



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM
TITLE: Finance Department Monthly Report
MEETING
DATE: 5/13/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

Monthly report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Finance Department Monthly Report	Backup Material	5/7/2025

Dear Mayor, Members of City Council and City of Beaufort Stakeholders:

The City of Beaufort March 2025 financial statement is included in your agenda packet. This financial statement includes the City's Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance (aka Income Statement). It also includes Budgetary Comparison Schedules for the City's fiscal year 2025 budgeted funds which include General Fund, TIF II Fund, Capital Projects Fund, Parks and Tourism Fund, American Rescue Plan Act (ARPA) Fund, Stormwater Fund, State Accommodations Tax Fund, and Fire Impact Fees Fund.

With March being the 9th month of the fiscal year 2025, recurring revenues and expenditures should be 75% of budget. General Fund revenues are at 71.1% of the budget while expenditures are at 71.9% of the budget.

I'll be happy to answer any questions that may have as you review the City's March 2025 financial statement.

Thanks,

A handwritten signature in blue ink that reads "Alan R. Eisenman". The signature is written in a cursive style.

Alan Eisenman CPA CGFO
Finance Director

	<u>General Fund</u>	<u>TIF II Fund</u>	<u>Capital Projects Fund</u>	<u>Parks and Tourism Fund</u>	<u>American Rescue Plan Act Fund</u>	<u>Stormwater Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS								
Cash and cash equivalents	\$ 15,229,881	\$ 172,321	\$ 2,469,747	\$ 4,299,141	\$ 4,013,118	\$ 616,950	\$ 2,297,836	\$ 29,098,994
Taxes receivable, net	199,779	-	-	-	-	41,439	-	241,218
Other receivables	377,622	-	-	72,912	-	-	-	450,534
Inventories and other assets	14,602	-	-	-	-	-	-	14,602
Restricted cash and cash equivalents	-	3,779,759	-	2,989,879	-	1,025,037	25,848	7,820,523
Total assets	<u>15,821,884</u>	<u>3,952,080</u>	<u>2,469,747</u>	<u>7,361,932</u>	<u>4,013,118</u>	<u>1,683,426</u>	<u>2,323,684</u>	<u>37,625,871</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES								
Liabilities:								
Accounts payable	589,500	-	217,723	57,867	3,331	13,084	-	881,505
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	3,371,743	-	-	3,371,743
Accrued liabilities	139,406	-	-	47,350	-	7,139	3,142	197,037
Deposits and escrow	482,746	-	-	17,600	-	-	23,617	523,963
Total liabilities	<u>1,268,991</u>	<u>-</u>	<u>217,723</u>	<u>122,817</u>	<u>3,375,074</u>	<u>20,223</u>	<u>26,759</u>	<u>5,031,587</u>
Deferred Inflows of Resources:								
Unavailable revenue - property taxes	476,479	-	-	-	-	25,910	-	502,389
Total deferred inflows of resources	<u>476,479</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,910</u>	<u>-</u>	<u>502,389</u>
Fund balances:								
Nonspendable:								
Inventories	26,355	-	-	-	-	-	-	26,355
Cemetery	-	-	-	-	-	-	7,246	7,246
Restricted	1,577,099	3,952,080	2,252,024	4,249,236	638,044	612,256	2,253,951	15,534,690
Committed for:								
Land Acquisition	1,057,028	-	-	-	-	-	-	1,057,028
Vehicle and equipment replacement	1,865,039	-	-	-	-	-	-	1,865,039
Redevelopment	1,573,499	-	-	-	-	-	-	1,573,499
Capital Projects	1,247,829	-	-	2,989,879	-	1,025,037	-	5,262,745
Law enforcement	-	-	-	-	-	-	35,728	35,728
Assigned for:								
Subsequent year's budget	73,615	-	-	-	-	-	-	73,615
Unassigned	6,655,950	-	-	-	-	-	-	6,655,950
Total fund balances	<u>14,076,414</u>	<u>3,952,080</u>	<u>2,252,024</u>	<u>7,239,115</u>	<u>638,044</u>	<u>1,637,293</u>	<u>2,296,925</u>	<u>32,091,895</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 15,821,884</u>	<u>\$ 3,952,080</u>	<u>\$ 2,469,747</u>	<u>\$ 7,361,932</u>	<u>\$ 4,013,118</u>	<u>\$ 1,683,426</u>	<u>\$ 2,323,684</u>	<u>\$ 37,625,871</u>

	<u>General Fund</u>	<u>TIF II Fund</u>	<u>Capital Projects Fund</u>	<u>Parks and Tourism Fund</u>	<u>American Rescue Plan Act Fund</u>	<u>Stormwater Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES								
Property taxes	\$ 9,379,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,379,155
Other taxes	-	-	-	3,180,466	-	-	662,632	3,843,098
Franchise fees	706,348	-	-	-	-	-	-	706,348
Fines and forfeitures	72,505	-	-	-	-	-	-	72,505
Licenses and permits	2,959,166	-	-	-	-	-	287,942	3,247,108
Intergovernmental	2,734,664	-	1,445,455	-	1,071,552	-	-	5,251,671
Charges for services	1,593,342	-	-	398,416	-	1,317,311	-	3,309,069
Investment earnings	570,400	130,793	67,302	301,428	154,072	27,047	33,364	1,284,406
Miscellaneous	44,308	-	-	77,738	-	-	5,105	127,151
Total revenues	<u>18,059,888</u>	<u>130,793</u>	<u>1,512,757</u>	<u>3,958,048</u>	<u>1,225,624</u>	<u>1,344,358</u>	<u>989,043</u>	<u>27,220,511</u>
EXPENDITURES								
Current:								
General government	3,545,081	-	-	-	229,651	-	323,704	4,098,436
Law enforcement	4,673,326	-	-	1,008,991	-	-	-	5,682,317
Fire and emergency	5,325,393	-	-	-	-	-	-	5,325,393
Public works	1,731,205	-	-	-	-	517,329	-	2,248,534
Culture and recreation	-	-	-	1,219,837	-	-	-	1,219,837
Streets	545,200	-	-	-	-	-	-	545,200
Community development	919,031	-	-	679,261	-	-	-	1,598,292
Debt Service:								
Principal	1,541,915	-	-	603,858	-	258,750	52,358	2,456,881
Interest and other charges	303,438	-	-	370,743	-	128,605	11,296	814,082
Capital Outlay	-	11,557	4,972,142	117,395	95,975	-	-	5,197,069
Total expenditures	<u>18,584,589</u>	<u>11,557</u>	<u>4,972,142</u>	<u>4,000,085</u>	<u>325,626</u>	<u>904,684</u>	<u>387,358</u>	<u>29,186,041</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(524,701)</u>	<u>119,236</u>	<u>(3,459,385)</u>	<u>(42,037)</u>	<u>899,998</u>	<u>439,674</u>	<u>601,685</u>	<u>(1,965,530)</u>
OTHER FINANCING SOURCES (USES)								
Issuance of revenue bonds	-	-	-	-	-	-	-	-
Transfers in	-	-	4,306,015	-	-	-	-	4,306,015
Transfers out	-	-	-	(3,006,718)	(745,925)	(533,497)	(19,875)	(4,306,015)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>4,306,015</u>	<u>(3,006,718)</u>	<u>(745,925)</u>	<u>(533,497)</u>	<u>(19,875)</u>	<u>-</u>
Net change in fund balances	(524,701)	119,236	846,630	(3,048,755)	154,073	(93,823)	581,810	(1,965,530)
Fund balances - beginning	<u>14,601,115</u>	<u>3,832,844</u>	<u>1,405,394</u>	<u>10,287,870</u>	<u>483,971</u>	<u>1,731,116</u>	<u>1,715,115</u>	<u>34,057,425</u>
Fund balances - ending	<u>\$ 14,076,414</u>	<u>\$ 3,952,080</u>	<u>\$ 2,252,024</u>	<u>\$ 7,239,115</u>	<u>\$ 638,044</u>	<u>\$ 1,637,293</u>	<u>\$ 2,296,925</u>	<u>\$ 32,091,895</u>

	Special Revenue Funds			Permanent Fund	Total-Other Governmental Funds
	State	Fire Impact Fees Fund	Drug Control and Prevention Fund	Cemetery Fund	
	Accommodations Tax Fund				
ASSETS					
Cash and cash equivalents	\$ 1,679,432	\$ 575,430	\$ 35,728	7,246	\$ 2,297,836
Other receivables	-	-	-	-	-
Restricted cash and cash equivalents	-	-	25,848	-	25,848
Total assets	<u>1,679,432</u>	<u>575,430</u>	<u>61,576</u>	<u>7,246</u>	<u>2,323,684</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	-	-	-	-	-
Other accrued expenses	3,142	-	-	-	3,142
Deposits and escrow	-	-	23,617	-	23,617
Total liabilities	<u>3,142</u>	<u>-</u>	<u>23,617</u>	<u>-</u>	<u>26,759</u>
Fund balances:					
Nonspendable:					
Cemetery	-	-	-	7,246	7,246
Restricted	1,676,290	575,430	2,231	-	2,253,951
Committed for:					
Law enforcement	-	-	35,728	-	35,728
Total fund balances	<u>1,676,290</u>	<u>575,430</u>	<u>37,959</u>	<u>7,246</u>	<u>2,296,925</u>
Total liabilities and fund balances	<u>\$ 1,679,432</u>	<u>\$ 575,430</u>	<u>\$ 61,576</u>	<u>\$ 7,246</u>	<u>\$ 2,323,684</u>

	Special Revenue Funds			Permanent Fund	Total-Other Governmental Funds
	State	Fire Impact Fees Fund	Drug Control and Prevention Fund	Cemetery Fund	
	Accommodations Tax Fund				
REVENUES					
Other taxes	\$ 662,632	\$ -	\$ -	\$ -	\$ 662,632
Licenses and permits	-	287,942	-	-	287,942
Investment earnings	32,588	-	776	-	33,364
Miscellaneous	-	-	5,105	-	5,105
Total revenues	<u>695,220</u>	<u>287,942</u>	<u>5,881</u>	<u>-</u>	<u>989,043</u>
EXPENDITURES					
Current:					
General government	323,704	-	-	-	323,704
Debt Service					-
Principal	-	52,358	-	-	52,358
Interest and other charges	-	11,296	-	-	11,296
Total expenditures	<u>323,704</u>	<u>63,654</u>	<u>-</u>	<u>-</u>	<u>387,358</u>
Excess of revenues over expenditures	<u>371,516</u>	<u>224,288</u>	<u>5,881</u>	<u>-</u>	<u>601,685</u>
OTHER FINANCING SOURCES (USES)					
Transfers out	<u>(19,875)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(19,875)</u>
Total other financing sources (uses)	<u>(19,875)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(19,875)</u>
Net change in fund balances	351,641	224,288	5,881	-	581,810
Fund balances - beginning	<u>1,324,649</u>	<u>351,142</u>	<u>32,078</u>	<u>7,246</u>	<u>1,715,115</u>
Fund balances - ending	<u>\$ 1,676,290</u>	<u>\$ 575,430</u>	<u>\$ 37,959</u>	<u>\$ 7,246</u>	<u>\$ 2,296,925</u>

	Budgeted Amounts		Actual	Variance with	Variance with
	Original	Final		Final Budget Positive (Negative)	
Revenues:					
Property taxes	\$ 9,598,632	\$ 9,598,632	\$ 9,379,155	\$ (219,477)	97.7%
Franchise fees	2,258,000	2,258,000	706,348	(1,551,652)	31.3%
Fines and forfeitures	56,000	56,000	72,505	16,505	129.5%
Licenses and permits	6,870,000	6,870,000	2,959,166	(3,910,834)	43.1%
Intergovernmental	3,854,181	3,900,389	2,734,664	(1,165,725)	70.1%
Charges for services	2,064,665	2,064,665	1,593,342	(471,323)	77.2%
Investment earnings	550,000	550,000	570,400	20,400	103.7%
Miscellaneous	110,000	110,000	44,308	(65,692)	40.3%
Total revenues	25,361,478	25,407,686	18,059,888	(7,347,798)	71.1%
Expenditures:					
Current:					
General government					
City council	345,321	345,321	233,889	111,432	67.7%
City manager	952,161	952,161	623,164	328,997	65.4%
Finance	1,000,850	1,000,850	720,338	280,512	72.0%
Human resources	554,368	554,368	400,417	153,951	72.2%
Information technology	1,025,621	1,071,829	519,513	552,316	48.5%
Court and legal	637,050	637,050	428,116	208,934	67.2%
Non-departmental	822,823	822,823	619,644	203,179	75.3%
	5,338,194	5,384,402	3,545,081	1,839,321	65.8%
Law enforcement					
Police	5,703,134	5,703,134	4,069,331	1,633,803	71.4%
School resource officers	624,561	624,561	509,274	115,287	81.5%
Crossing guards	23,470	23,470	17,591	5,879	75.0%
Victims rights	113,246	113,246	77,130	36,116	68.1%
	6,464,411	6,464,411	4,673,326	1,791,085	72.3%
Fire and emergency					
City of Beaufort fire	6,773,028	6,773,028	5,325,393	1,447,635	78.6%
	6,773,028	6,773,028	5,325,393	1,447,635	78.6%
Public works					
Administration	503,580	503,580	362,152	141,428	71.9%
Maintenance	828,479	828,479	424,781	403,698	51.3%
Solid waste	1,401,015	1,401,015	944,272	456,743	67.4%
	2,733,074	2,733,074	1,731,205	1,001,869	63.3%

	Budgeted Amounts		Actual	Variance with	Variance with
	Original	Final		Final Budget	
				Positive (Negative)	
Streets	1,035,281	1,185,281	545,200	640,081	46.0%
	1,035,281	1,185,281	545,200	640,081	46.0%
Community development	1,455,846	1,455,846	919,031	536,815	63.1%
	1,455,846	1,455,846	919,031	536,815	63.1%
Total current	23,799,834	23,996,042	16,739,236	7,256,806	69.8%
Debt service:					
Principal	1,541,915	1,541,915	1,541,915	-	100.0%
Interest	303,438	303,438	303,438	-	100.0%
Total debt service	1,845,353	1,845,353	1,845,353	-	100.0%
Total expenditures	25,645,187	25,841,395	18,584,589	7,256,806	71.9%
Excess (deficiency) of revenues over (under) expenditures	(283,709)	(433,709)	(524,701)	(90,992)	
Other financing sources (uses):					
Transfers in	70,416	70,416	-	(70,416)	0.0%
Transfers out	-	(255,645)	-	(255,645)	0.0%
Total financing sources (uses)	70,416	(185,229)	-	(326,061)	0.0%
Net change in fund balance	(213,293)	(618,938)	(524,701)	94,237	
Fund balance, beginning of year	14,601,115	14,601,115	14,601,115	-	
Fund balance, end of year	\$ 14,387,822	\$ 13,982,177	\$ 14,076,414	\$ 94,237	

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Investment earnings	\$ 180,000	\$ 180,000	\$ 130,793	\$ (49,207)	72.7%
Total revenues	180,000	180,000	130,793	(49,207)	72.7%
Expenditures:					
Current:					
Capital Outlay	109,000	209,000	11,557	197,443	5.5%
Total expenditures	109,000	209,000	11,557	197,443	5.5%
Excess of revenues over expenditures	71,000	(29,000)	119,236	(246,650)	
Other financing (uses):					
Transfers out	(100,000)	(100,000)	-	(100,000)	0.0%
Total other financing uses	(100,000)	(100,000)	-	(100,000)	0.0%
Net change in fund balance	(29,000)	(129,000)	119,236	(248,236)	
Fund balance, beginning of year	3,832,844	3,832,844	3,832,844	-	
Fund balance, end of year	\$ 3,803,844	\$ 3,703,844	\$ 3,952,080	\$ (248,236)	

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Intergovernmental	\$ 11,162,332	\$ 10,043,427	\$ 1,445,455	\$ (8,597,972)	14.4%
Investment earnings	-	-	67,302	67,302	100.0%
Total revenues	<u>11,162,332</u>	<u>10,043,427</u>	<u>1,512,757</u>	<u>(8,530,670)</u>	<u>15.1%</u>
Expenditures:					
Current:					
Capital Outlay	<u>21,649,789</u>	<u>23,677,663</u>	<u>4,972,142</u>	<u>18,705,521</u>	<u>21.0%</u>
Total expenditures	<u>21,649,789</u>	<u>23,677,663</u>	<u>4,972,142</u>	<u>18,705,521</u>	<u>21.0%</u>
Excess of revenues over expenditures	<u>(10,487,457)</u>	<u>(13,634,236)</u>	<u>(3,459,385)</u>	<u>(27,236,191)</u>	
Other financing sources:					
Transfers in	<u>9,787,457</u>	<u>12,821,036</u>	<u>4,306,015</u>	<u>(8,515,021)</u>	<u>33.6%</u>
Total other financing sources	<u>9,787,457</u>	<u>12,821,036</u>	<u>4,306,015</u>	<u>(8,515,021)</u>	<u>33.6%</u>
Net change in fund balance	(700,000)	(813,200)	846,630	(1,659,830)	
Fund balance, beginning of year	<u>1,405,394</u>	<u>1,405,394</u>	<u>1,405,394</u>	-	
Fund balance, end of year	<u>\$ 705,394</u>	<u>\$ 592,194</u>	<u>\$ 2,252,024</u>	<u>\$ (1,659,830)</u>	

	Budgeted Amounts		Actual	Variance with	Variance with
	Original	Final		Final Budget	
				Positive (Negative)	Percentage
Revenues:					
Other taxes	\$ 4,375,000	\$ 4,375,000	\$ 3,180,466	\$ (1,194,534)	72.7%
Charges for services	855,500	855,500	398,416	(457,084)	46.6%
Investment earnings	250,000	250,000	301,428	51,428	120.6%
Miscellaneous	-	-	77,738	77,738	0.0%
Total revenues	<u>5,480,500</u>	<u>5,480,500</u>	<u>3,958,048</u>	<u>(1,522,452)</u>	<u>72.2%</u>
Expenditures:					
Current:					
Law enforcement	1,611,454	1,611,454	1,008,991	602,463	62.6%
Culture and recreation	1,865,718	1,865,718	1,219,837	645,881	65.4%
Community development	1,032,461	1,032,461	679,261	353,200	65.8%
Debt Service:					
Principal	603,858	603,858	603,858	-	100.0%
Interest and other charges	365,743	365,743	370,743	(5,000)	101.4%
Capital Outlay	195,600	195,600	117,395	78,205	60.0%
Total expenditures	<u>5,674,834</u>	<u>5,674,834</u>	<u>4,000,085</u>	<u>1,674,749</u>	<u>70.5%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(194,334)</u>	<u>(194,334)</u>	<u>(42,037)</u>	<u>152,297</u>	
Other financing sources (uses):					
Issuance of revenue bonds	-	-	-	-	
Transfers out	<u>(5,733,016)</u>	<u>(5,933,016)</u>	<u>(3,006,718)</u>	<u>(2,926,298)</u>	
Total financing sources	<u>(5,733,016)</u>	<u>(5,933,016)</u>	<u>(3,006,718)</u>	<u>(2,926,298)</u>	
Net change in fund balance	(5,927,350)	(6,127,350)	(3,048,755)	3,078,595	
Fund balance, beginning of year	<u>10,287,870</u>	<u>10,287,870</u>	<u>10,287,870</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 4,360,520</u>	<u>\$ 4,160,520</u>	<u>\$ 7,239,115</u>	<u>\$ 3,078,595</u>	

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Intergovernmental	\$ -	\$ -	\$ 1,071,552	\$ 1,071,552	0.0%
Investment earnings	302,306	302,306	154,072	(148,234)	51.0%
Total revenues	302,306	302,306	1,225,624	923,318	405.4%
Expenditures:					
Current:					
General government	208,973	308,973	229,651	79,322	74.3%
Capital Outlay	143,333	206,593	95,975	110,618	46.5%
Total expenditures	352,306	515,566	325,626	189,940	63.2%
Excess of revenues over expenditures	(50,000)	(213,260)	899,998	733,378	
Other financing (uses):					
Transfers out	(2,643,960)	(5,142,954)	(745,925)	(4,397,029)	14.5%
Total other financing uses	(2,643,960)	(5,142,954)	(745,925)	(4,397,029)	14.5%
Net change in fund balance	(2,693,960)	(5,356,214)	154,073	(5,510,287)	
Fund balance, beginning of year	483,971	483,971	483,971	-	
Fund balance, end of year	\$ (2,209,989)	\$ (4,872,243)	\$ 638,044	\$ (5,510,287)	

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Charges for services	\$ 1,288,717	\$ 1,288,717	\$ 1,317,311	\$ 28,594	102.2%
Investment earnings	80,000	80,000	27,047	(52,953)	33.8%
Total revenues	<u>1,368,717</u>	<u>1,368,717</u>	<u>1,344,358</u>	<u>(24,359)</u>	<u>98.2%</u>
Expenditures:					
Current:					
Public works	855,117	855,117	517,329	337,788	60.5%
Debt Service:					
Principal	345,000	345,000	258,750	86,250	75.0%
Interest and other charges	168,600	168,600	128,605	39,995	76.3%
Total expenditures	<u>1,368,717</u>	<u>1,368,717</u>	<u>904,684</u>	<u>464,033</u>	<u>66.1%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>439,674</u>	<u>(488,392)</u>	
Other financing (uses):					
Transfers out	<u>(1,310,480)</u>	<u>(1,418,480)</u>	<u>(533,497)</u>	<u>884,983</u>	<u>37.6%</u>
Total other financing (uses)	<u>(1,310,480)</u>	<u>(1,418,480)</u>	<u>(533,497)</u>	<u>884,983</u>	<u>37.6%</u>
Net change in fund balance	(1,310,480)	(1,418,480)	(93,823)	(1,324,657)	
Fund balance, beginning of year	<u>1,731,116</u>	<u>1,731,116</u>	<u>1,731,116</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 420,636</u>	<u>\$ 312,636</u>	<u>\$ 1,637,293</u>	<u>\$ (1,324,657)</u>	

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Other taxes	\$ 933,333	\$ 933,333	\$ 662,632	\$ (270,701)	71.0%
Investment earnings	36,000	36,000	32,588	(3,412)	90.5%
Total revenues	969,333	969,333	695,220	(274,113)	71.7%
Expenditures:					
General government	875,437	875,437	323,704	551,733	37.0%
Law enforcement	23,480	23,480	-	23,480	0.0%
Total expenditures	898,917	898,917	323,704	575,213	36.0%
Excess of revenues over expenditures	70,416	70,416	371,516	301,100	
Other financing uses:					
Transfers out	(70,416)	(100,416)	(19,875)	(80,541)	19.8%
Total other financing uses	(70,416)	(100,416)	(19,875)	(80,541)	19.8%
Net change in fund balance	-	(30,000)	351,641	381,641	
Fund balance, beginning of year	1,324,649	1,324,649	1,324,649	-	
Fund balance, end of year	\$ 1,324,649	\$ 1,294,649	\$ 1,676,290	\$ 381,641	

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Licenses and permits	\$ 100,000	\$ 100,000	\$ 287,942	\$ 187,942	287.9%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	105,000	105,000	287,942	182,942	274.2%
Expenditures:					
Debt Service:					
Principal	52,358	52,358	52,358	-	100.0%
Interest and other charges	11,296	11,296	11,296	-	100.0%
Total expenditures	63,654	63,654	63,654	-	100.0%
Net change in fund balance	41,346	41,346	224,288	182,942	
Fund balance, beginning of year	351,142	351,142	351,142	-	
Fund balance, end of year	\$ 392,488	\$ 392,488	\$ 575,430	\$ 182,942	



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/17/2025
FROM: Tim Ogden, Fire Chief
AGENDA ITEM TITLE: Fire Department Monthly Report
MEETING DATE: 5/13/2025
DEPARTMENT: Fire

BACKGROUND INFORMATION:

Monthly report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	4/17/2025



City of Beaufort/Town of Port Royal Fire Department

March 2025 Report

Public Events

The Fire Department held several public education events throughout March.

- Smoke Alarm Blitz on Saturday's
- Fire Extinguisher Training for the National Park Service
- Career Day at Mossy Oaks Elementary
- Stop the Bleed and Opioid Training for Port Royal PD
- Career Day at Port Royal Elementary
- Fire Safety Class at Riverview Charter School
- Several CPR classes (public and private)

We installed 17 smoke alarms and certified 29 people in CPR.

Fire Training

The Training Division conducted 1,377 hours and installed 4 car seats.

Special Training: Companies from all 3 shifts attended ARFF Training at the Marine Corps Air Station for the upcoming Air Show. 6 members attended the Low Country Firemanship Training Weekend put on by the Beaufort County Chief's Association. This was a 2-day class that consisted of search and rescue, hose line operations, ladder operations, RIT operations, and forcible entry. On the second day of class the students were put to the test under live fire conditions. Training Chief Carter was also one of the instructors for this training weekend. Members also participated in a live training exercise on the Marine Corps Air Station that encompassed a mass casualty drill along with an active shooter drill. Members worked alongside Beaufort County Sheriff Deputies, MCAS Fire Department members, Military personnel, and Parris Island Fire Department.

SCFA: The department had one member start recruit school on March 17th at the South Carolina Fire Academy.

Medical

The Medical Division held two CPR classes and Stop the Bleed/Narcan training at Port Royal PD.

The Medical Division performed in service for Patient Assessment and Report Writing.

Fire Marshal

123 certified inspections

194 engine company pre plans

Training:

Firefighter Hakes and Fire Marshal Badgett completed Arson Investigation CFI Trainer 4 hours and Community Risk Reduction Training in Florence 8 hours. They also attend the Lithium-Ion Battery training in Charleston and the Fire Marshal Quarterly meeting in Bluffton.

Personnel

Battalion Chief Peter Dontje completed The Leadership Institute which is a 1 year long class put on by the State Firefighters Association.

Lieutenant/AEMT Gerald LaHay and Engineer/Paramedic Andy Vinson completed the South Carolina Firefighters' Association Company Officer Academy.

Reserve Engine and Personnel assisted Horry County as part of Statewide Firefighter Mobilization.

Apparatus

Six-month preventative maintenance started on all apparatus. A new tablet installed in Engine 4 with cellular service to help mitigate the Wi-Fi issues along Hwy 170.

Major Incidents

- 2 vehicle fires in Beaufort
- 3 Structure fires, 2 in Beaufort contained to the bedrooms and 1 in Port Royal extinguished by the fire sprinkler system.

PERSONNEL		
Part-Time	9	
Personnel Assigned	55	
Volunteer Personnel	18	
TOTAL PERSONNEL	82	

INCIDENT SUMMARY	BFT	P.R.
Structural Fires	1	2
Vehicle Fires	2	0
Brush, Trash Fire	0	2
Medical Calls	191	130
Vehicle Accident	12	6
Extrication (350-357)	0	0
Hazardous Condition	7	3
Service Calls (500)	40	51
Good Intent Calls (600)	35	15
False Calls (700)	25	14
Water Rescue	1	0
EMS Standby	0	0
Month	314	223
Total Month	537	

TRAINING/EDUCATION		
Local Instruction	1377	
TOTAL	1377	

VOLUNTEER		
Local Instruction	0	
Monthly Station Standby	183	
TOTAL	183	

AID SUMMARY - ALL	LI	BUR	PI	other
BEAUFORT				
Aid Given		3		
Aid Received				
Mutual Aid Given				
Mutual Aid Received				
PORT ROYAL				
Aid Given				
Aid Received				
Mutual Aid Given				
Mutual Aid Received				

FIRE PREVENTION	BFT	P.R.
Inspections Conducted	91	32
Violations Noted	39	6
Violations Corrected	15	5
Knox Box Installations	4	0
Fire Plans Reviewed	14	1
Burning Permits Issued	5	0
Permission to Burn Given	8	1
Public Education Events	5	6
Public Edu. Man Hours	16	16
# of Adults	129	36
# of Children	331	45
Car Seats Installation	4	
Smoke Detectors	14	3
CPR Certifications	29	



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Ivette Burgess, Human Resources Director
AGENDA ITEM
TITLE: Human Resources Monthly Report
MEETING
DATE: 5/13/2025
DEPARTMENT: Human Resources

BACKGROUND INFORMATION:

Monthly report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	5/7/2025

Memorandum

To: Scott Marshall, City Manager
From: Ivette Burgess, Human Resources Director
Date: 5/5/2025
Re: Department Update – March 2025

Onboarding/New Hires

1 New Hire:

- Martin Vidal Bastos - Firefighter, Fire

Event

- Human Resources celebrated Employee Appreciation Day with staff., March 7, 2025.

Projects and etc.,

- Compensation study consultants, Management Advisory Group (MAG), met with Department Heads, March 4 and 5, 2025.
- Evan Hefty, TCL Student, started his internship with Public Works. Internship dates, March 10 – May 2, 2025.
- HR launched NEOGOV Perform module to the entire organization.
- Reviewed Broker Services proposals with committee (Kristy Kittle, Sandra Rice and Ivette Burgess).

Interviews

- HR staff participated in an interview panel for Public Works. Vacant positions – Parks, Stormwater and General Support.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/17/2025
FROM: Sarah Farrow, Municipal Court Administrator
AGENDA ITEM TITLE: Municipal Court Monthly Report
MEETING DATE: 5/13/2025
DEPARTMENT: Municipal Court

BACKGROUND INFORMATION:

Monthly report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Municipal Court Monthly Report	Backup Material	4/17/2025

**City of Beaufort Municipal Court
Monthly Department Report
March 2025**

DEPARTMENT OVERVIEW:

Bench trials are held every Monday and Thursday at 3:00pm. Nine sessions of bench trials were held in March 2025 and 332 cases were tentatively scheduled.

CASE OVERVIEW:

- New cases filed: 114 (60 traffic/54 criminal)
- Cases disposed: 137 (80 traffic/57 criminal)

DISPOSED CASES BREAKDOWN:

- 80 traffic cases
 - 28 guilty indicators (forfeiture, plea, or trial)
 - 52 not guilty indicators (dismissal by officer, Judge, or trial)
- 57 criminal cases
 - 17 guilty indicators (by plea or trial)
 - 40 not guilty indicators (through plea agreement or trial)

ARREST WARRANT OVERVIEW:

- 50 issued for criminal offenses
- 8 issued for traffic offenses

EXPUNGEMENTS:

- 43 cases initiated from court date.
- 25 cases processed and purged.

JURY TRIAL OVERVIEW:

- 30 jury cases pending: 16 criminal/14 traffic

Next session of jury trials to be held in May 2025.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/17/2025
FROM: Stephenie Price, Police Chief
AGENDA ITEM TITLE: Police Department Monthly Report
MEETING DATE: 5/13/2025
DEPARTMENT: Police

BACKGROUND INFORMATION:

Monthly report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	4/17/2025

BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price
Chief of Police

March 2025 Monthly Report

Part-1 Crimes Statistics

	Arson	Aggravated Assault	Burglary B/E	CSC	Homicide	Larceny	Mv Theft	Robbery
January	0	0	0	2	0	34	2	0
February	0	3	3	1	1	20	1	0
March	0	3	3	0	0	30	1	1

Total Calls for Service: **3,661**

- Officer Initiated: 2,606
- 911 Line: 321
- Non-Emergency: 734

Community Events Attended: **11**

- 03/04- Read Across America at Mossy Oaks Elementary School
- 03/04- Pat Conroy Literacy Center Tour
- 03/04- Speaking Engagement at Rotary Club
- 03/06- SLB Town Hall Meeting at Garden Oaks
- 03/06- Career Day at Mossy Oaks Elementary School
- 03/18- Lafayette Bicentennial Celebration
- 03/29- Citizenship Awards at Mossy Oaks Elementary School

Chief's Updates:

- 03/03- Read Across America at Mossy Oaks Elementary School
- 03/03- Lafayette Bicentennial Celebration meeting
- 03/04- Pat Conroy Literacy Center Tour
- 03/04- Department Meeting with MAG Class and Comp Study
- 03/04- Speaking Engagement at Rotary Club
- 03/06- SLB Town Hall Meeting at Garden Oaks
- 03/10- Women in Leadership Interview
- 03/11- WSAV Zoom Meeting in re Cummings Foundation
- 03/28- Poulin Academy Graduation

Upcoming Events:

- 04/02- Ribbon Cutting for Department Gym with the Cummings Foundation
- 04/11- Air Show
- 04/15- CAR Program Close-Out
- 04/16- Movie Event at Charles Lind Brown Center
- 04/26- Child Safety Event at Old Navy



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/8/2025
FROM: Nate Farrow, Public Works Director
AGENDA ITEM
TITLE: Public Works Monthly Report
MEETING
DATE: 5/13/2025
DEPARTMENT: Public Works

BACKGROUND INFORMATION:

Monthly report for March 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	5/8/2025

Administration:

- **FEMA Forms completing**
- Respond to Boundary Street and Carteret Street concerning **inappropriate stickers** placed on streetlight poles. Photos were taken; and this was reported to Police Dept.
- Responded to a report on a traffic light detection issue at Carteret and Craven Streets.
- Responded to a complaint about a gap in fence at the dog park at Southside.
- Attempted to unclog toilets at Southside Park, after report of issue was received. (Plumber required)
- Inspected the Mossy Oaks area and reported issues referencing See Click Fix request.
- Attended a Lafayette Bicentennial meeting at 500 Carteret Street; and Grid Smart meeting at Public Works Complex and in the field.
- Responded to a report about a traffic light malfunction at Lady's Island Drive and Ribaut Rd; and Sea Is Pkwy @ Distant Is Rd.
- Inspected the Southside area, along with Riverside Drive area, and reported issues to the See Click Fix program.
- Responded to and investigated a sinkhole at 1006 Wolverine in Battery Shores.
- Responded to a complaint about overgrown bamboo and tree debris on Broome Ln.
- Dropped off a pole for a historic sign at Pender Brothers to have base welded to the pole.
- Forwarded PO numbers to Southern Tree for work on Lawton Farms Lane and 1604 Battery Creek Road.
- Completed follow-up with KTC Concrete concerning striping for the SMT; and with Pender Brothers concerning gate repair at the WFP Playground.
- Assisted Fleet Manger with regards to the pickup of the PW sweeper truck.
- Signed up City of Beaufort Public Works for Beaufort County's Earth Day clean-up.
- Inspected Calhoun Thomas Park and reported issues to See Click Fix.
- Responded to a report of Capa's Banner hanging incorrectly. Worked with traffic to correct banner.
- Visited "split rail fence" project at Mercy Cemetery.
- Met General Support at Lowe's to sign for purchase of materials.
- Inspected Wilson Park and report issues to See Click Fix.
- Attended interviews of 5 potential employees for the Park's open position.
- Inspected the fence around Public Works.
- Inspected a broken span of sidewalk at Bay and West streets, with PW Director.
- Inspect Spanish Point and reported issues to See Click Fix.
- Purchased material for building support for an arch for the Beaufort Historic Foundation (BHF). Built and attached the supports.
- Attended a walk-through of Southside Park Bathrooms and noted possible issues.
- Inspected the Core District and reported issues to See Click Fix.
- Tree Work in Compound Public Works due to Police Dept Obstacle Course development

Office Administration:

- Start of Intern Evan Hefty service w/ PW Department
- Reviewed billing for WiFi @ City parks. Multiple areas of adjustments to billing.
- Reconciled Munis/PW Spread Sheet for FY25 budget and "end of year" Spread Sheet.

- Researched expense of tire purchase cost w/ Fleet Management
- Pulled YTD FY25 budget report for review by Supervisors review meeting/discussion. Reconciled w/ FY25 draw down spread sheet, along with reconciliation w/ Year End projected FY25 spread sheet
- Completed PAYROLL/ Reconciled Credit Cards
- Resident complaints handled - *pot holes on Battery Green Court*
- Completed follow up with Supervisors on outstanding PO's / invoices / etc.
- Issues w/ phone service (PW). Worked w/ IT department on multiple issues
- Research replacement of laser printer for Office Manager operations.
- Research of pictures for reimbursement from insurance company with reference to accident 6/8/24 on Boundary @ Pigeon Pt Rd. Working w/ Finance and Safety Officer.
- Updated and inserted supplements to the Codes/Ordinances book.
- Reconciled Munis/Spread Sheets for FY25 existing operation budget.
- Started building FY26 spread sheet for operating budget spending/tracking.
- Completed quarterly order for all Public Work Division office supplies.
- Multiple vendor issues (gathering invoices, correcting incomplete billing, etc).

Facility Maintenance Division:

- Restoring Electronics on Downtown Peoples Clock
- Following up with Advance Locks on key replacement for City Hall building
- Setup contract for the installation of electrical outlets for the pd exercise room
- Meeting with Quality Electric for quote @ 1901, Second floor PD building (Gym)
- Repaired leaking roof at 700 block Carnegie building by installing Roof jack
- Hung and installed three wall mounts and Televisions at PD building
- Looked at loose flooring at Parks of Beaufort
- Evaluated restroom issue at Southside Park.
- Repaired lighting issue at 500 Carteret ST 2nd floor.
- Looked into CH 2nd floor Toilet not flushing.
- Escorted JCI at PD building for HVAC services
- Repaired Handicap push button at 1901 Boundary PD Building
- Investigating roof leak at 500 Carteret
- Working with Advance locks on installing key bypass for City Hall and PD building
- Escort Terminix pest control through City Buildings
- Repair smell in PD building
- Remove electrical outlets and reinstall new at maintenance building for the Greenery at the WFP playground area
- Hung three (3) pictures in Counsel Chamber at City Hall
- Escorted Schindler elevator personnel at PD building. Repaired both elevators at PD buildings
- Escorted JCI at PD building
- Setup meet and acquiring quote for Pd 2nd floor electrical upgrade
- Training class with HR at PW for NEOGOV
- Repaired Southside Park toilets, repaired 3, removed and installed new flush complete valves
- Gather materials for odor issue at PD and City Hall
- Meet with and escort Beaufort Air for the Arsenal repairs
- Material PU in Bluffton, waterless Water heater for Marins restroom.
- Inspect in install door bypass lock for City Hall, and PD and Courts buildings.

- Building inspections at all 4 Fire departments
- Repair 2nd floor door for Gym room. @ PD Building. Required cutting bottom of door.

Stormwater / Street Division:

- Performed easements maintenance in The Core District, Battery Creek Rd, Mossy Oaks Rd, Southside Blvd. Also removed debris piles using the knuckleboom heavy equipment.
- Assisted Parks Department with installing split rail fencing at Citizen Cemetery.
- Cleaned all valley drains on Paul Dr.
- Responded to and closed out complaint request for See Click Fix.
- Reset catch basin lids on Old Trail Rd and Cedar Grove Rd.
- Complete tasks from Directors Find List.
- Assisted the Parks Department with installing split rail fencing @ Citizen Cemetery and Mercy Cemetery.
- Met with (Bft County Stormwater) @ 1006 Wolverine Dr to get video footage of sinkhole forming in pipe run/drainage system.
- Performed easements @ SS Blvd, Airport Cir, Battery Shores, and Boundary St.
- Assisted Deglar Waste Services with cleaning drainage system and bubbler catch basin @ Pinkney Park.
- Swept the cities roadways with sweeper truck @ Bladen and Harrington St.
- Removed debris piles throughout the Cities jurisdiction.
- Responded to and closed out See Click Fix tickets.
- Removed fallen tree from easement ROW @ Airport Circle.
- Completed tasks from Director Finds List.
- Weekend Duty @ Pigeon Point Park and Whitehall Park.
- Hand cleaned outfall ditch located at 2611 Live Oak Circle.
- Assisted General Support with tree canopy raising throughout COB
- Repaired broken sidewalk located at 815 Battery Creek Rd.
- Assisted with Bicentennial event.
- Framed and poured concrete foundation for bench located on the SMT @ Allison Rd.
- Performed easements on Greenlawn Dr and Duke St.
- Cut and hauled away trees on PW yard near police impound. (PD Obstacle Course)
- Reconstructed U dump trailer parking area @ PW yard.
- Completed tasks from Director Finds list.
- Performed easements maintenance at Depot Rd, Rhett St, Jane Way, and First Blvd.
- Repaired sinkhole on catch basin located at 2011 Stone Marten Dr.
- Cutting and hauling away trees for Obstacle Course near police impound on Public Works Complex grounds.
- Assisted PD with unloading and storing equipment in Sally Port

Parks Division:

- Weekly/daily review: See Click Fix
- Transplanted Tree from Polk St to Pigeon Point Park
- Installed New Water Fountain at Tic Toc Park
- Changed Flowers at Pots outside Public Works Complex Administration and Fleet shop building

- Clean street signs on Broome Lane
- Raised canopies at Whitehall Park around Parking Circle
- Watering in Tree at Whitehall
- Installed Split Rail Fencing at Citizens Cemetery
- Prepped Pigeon Point, Whitehall, and Southside for weekend Duty
- Built and Installed Spanish Moss Trail Retaining Wall for Bench at Allison Rd
- Installed Split Rail Fencing for Mercy and Citizens Cemetery
- Filled in Low Spots and Holes in the Southside Dog Park
- Prepped Pigeon Point Park, Southside, and Whitehall Park for weekend duty
- Cleaned up Charles St side entrance to Pigeon Point Park (Cleaned up Leaves and Bushes)
- Assisted Streets and Stormwater departments with sidewalk repair at 815 Battery Creek Rd
- Sprayed Southside Park Trails with Herbicides
- Installed Trash Cans with Rain Bonet lids at Cuthbert, Pinckney, and Annette Bryant Park
- **Attended SC Trees Convention in Irmo SC**
- Poured Concrete Foundation on Spanish Moss Trail for Bench installation.
- Prepped Pigeon Point, Southside, and Whitehall for Weekend Duty
- Responded to a call out on Fripp St and Hermitage for Broken Irrigation off the Spanish Moss Trail, inspected system and located issue, system was turned off and scheduled for repairs
- Irrigation repairs to the broken flex pipe on Fripp St & Hermitage Rd on Spanish Moss Trail
- Installed Bench on Spanish Moss Trail near Allison Rd Crossing for Friends of Spanish Moss Trail
- Installed the Memorial sign for the Beaufort Garden Club on the 4ft bench at Duck Pond
- Mulched the Tabby Walls at Pigeon Point Rd
- Attended PTAC meeting on Thursday 3/27/2025
- Picked up debris piles at Pigeon Point Park and Southside Park

Traffic Control / General Support:

- Banners @ Bay/Ribaut set up and removed after ad hang times.
- Removed inappropriate stickers and graffiti” from streetlights downtown
- Applied final coat of stucco to areas in the pavilion @ Waterfront Park.
- Repaired and cleaned the ice maker at public works complex
- Continued with inventory of street signs in stock
- Install wooden base for the “Arch” being used for the historic society
- Completed 8 see-click-fix tickets related to traffic signs
- Request quote for floodgates for 500 Carteret
- Removed all sandbags from the Arsenal
- Corrected the stop sign at Mossy Oaks and Langhorne
- Fixed the damaged portions of the fence at public works
- Cleaned and organized PWC work area
- Inventoried all signs in stock
- Made modifications to the Lafayette Arch according to the requests of the Director; and installed the base

- Removed a deceased deer from a city street
- SC811 for Castle Rock & Savannah Hwy / SC811 for Boundary St / SC811 on First Blvd & Ribaut Rd / Greenlawn / Broad River Blvd & Parris Is Gtwy
- Install new “25 MPH “Speed limit signs on Charles St, Newcastle St, Palmetto St, and Sycamore St
- Fix/reinstall the Speed limit sign on Calhoun St (knocked down by the contractor)
- SeeClickFix a Stop sign on Washington St & Newcastle St
- Remove the old 15 mph “School speed limit” sign on Carteret St and Washington St with a new sign
- Assist Operations Supervisor with the broken traffic light on US Hwy 278 & Burn Church Rd
- Install new street name signs on First Blvd, Jane Way, Battery Creek Rd, Legare St, Stuart Town Ct, and Spanish Point Dr
- Fix 3-section traffic light
- Inspect faded or damaged sign on Boundary St
- Fix the day burner on Polk St (replace the photocell) / Fix the day burner on the front of the Cookout (Replace the Photocell)
- Install 18” Stop Signs on Spanish Moss Trail by Capers St, Fripp St, North St
- **Employee in General support has completed classes and test for Traffic Signals Technician Level II**
- Assisted with tree removal for Police Department Obstacle course
- Assisted fleet manager with work on leaf trailer
- Troubleshoot streetlights at PD
- Yearly treatment of floor drains at PD, Courts, and City Hall to assist w/ complaint of “foul” odor.
- Fix the slow draining of toilet at city hall

Fleet / Equipment:

- Each week: Weekly report
- Each week: Weekly equipment checks and start up.
- Set up repairs though Enterprise for vehicle – 701
- Completed repairs on Street Department riding mower
- Created supply list for all riding mowers PM’S
- Cut grass behind PW
- Pick up supplies from Carquest, Randle’s, Barnard tire, and Lowes
- Ordered supplies from Pender Bros.
- Replaced two (2) sets of riding mower blades for Parks Department
- Replaced two (2) sets of riding mower blades for Street Department
- P/U Vehicle – 701 from Butler Dodge, crankcase breather filter replaced
- P/U Vehicle – 435 from Carolina Truck Repair
- Welded street sign for Traffic Department on Bay and Scott Street
- Picked up supplies at Tractor Supply
- Picked up sign pole for Historical Society
- Check water leak at 500 Carteret Street
- Cleaned shop area inside and around outside of building.
- Oil added to vehicle – 701
- Set up appointment for repairs on vehicle – 506

- Repairs made on Vehicle #506 By Altec on 03/12
- Purchase and change four tires on Parks Utility Trailer. Two hydraulic cylinders were installed. Installed four hydraulic hoses. Installed battery and new hitch. Rewired trailer.
- Front tire replaced on Vehicle # 403 at Barnards Tire
- Picked up two weed eater shafts and installed for Parks Department
- Updated mileage sheet for Finance Department
- Picked up trash from PD with Vehicle #403
- Made repair to Parks Department enclosed riding mower
- Vehicle 704 to Butler Dodge – engine light (PCM)
- Check vehicle 506 for hydraulic leak
- Change battery in U-Dump
- Empty salt from U-Dump. Cleaned out unit
- Dropped off sidewalk trimmer at Randles. Broken valve
- Jump start Bobcat 879. Lights left on
- Add anti-freeze to vehicle 410
- Picked up parts at Randels for riding mowers
- Picked up vehicle – 704 from Butler Dodge
- Went to land fill to off load packer truck and Veh 410
- Picked up supplies at Pender Bros.
- Dropped off sign to 806 Charles Street
- Installed switch on Parks department riding mower
- Replaced pull cord on chop saw
- Replace battery on vehicle – 508
- Ordered parts for Mower Max
- Ordered rear door latches for Dump Trucks
- Completed on-site repair to Church Street to put drive belt back on riding mower
- Directors find list meeting
- Drove to Bobcat of Savannah to pick up Mini – Ex and drop off A300 for service
- PM’S on 4 Street Department riding mowers and 2 Utility trailer (lights)
- Cut grass at PW
- Set up Chainsaw Safety Class for 04/29
- Working with FD to give information for chainsaw safety for SC Firefigths Ass.
- Set up repairs for vehicle – 501
- Drop off and pick up vehicle 501 at Butler Dodge
- Completing FEMA forms
- Completed repairs on Cat 308 bucket
- Set up account for Matco Tools
- Replaced battery in Bobcat 308
- Repaired tool cage on Utility trailer
- Vehicle 402, repaired front grill and cut off hitch lock
- Starting PM’S on Parks Department riding mowers
- Helped with unloading delivery at PD of large item/boxes etc.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/29/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request from CAPA & the Exchange Club of Beaufort to host the 31st Annual Ghost Tours, Oct 10-11, 17-19, 24-26, and 30, and request for two (2) complimentary parking space from October 10-30, 2025
MEETING DATE: 5/13/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request from CAPA & the Exchange Club of Beaufort to host the 31st Annual Ghost Tours, Oct 10-11, 17-19, 24-26, and 30, and request for two (2) complimentary parking space from October 10-30, 2025

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval



April 8, 2025

Jennifer Pointer
Events & Tour Coordinator
City of Beaufort
500 Carteret Street, Suite B 2
Beaufort, SC 29902

Dear Jennifer:

The Exchange Club of Beaufort is sponsoring the 31st Annual Ghost Tours to benefit the Child Abuse Prevention Association. The tours are scheduled for October 10th -11th, 17th-19th, 24th-26th, and October 30th.

Southurn Rose Buggy Tours will submit a special event application and will supply carriages for the event. We are again offering tours as we have for the past 30 years, utilizing volunteer storytellers. We request to load the carriages in the Beaufort Marina parking lot and to use Cannon Park to start our walking tours. The Exchange Club and friends will provide at least two security volunteers per walking tour. We ask that the sprinklers on the tour route be off on tour days between 5:30 PM and 10:00 PM to prevent our volunteers and participants from getting wet. The areas of most concern are Cannon Park and the Craven Street area between New Street and Carteret.

We respectfully request two complimentary parking spaces in the downtown Marina for our costume truck. We need these spaces from October 10th - October 30th.

We sincerely appreciate the cooperative relationship we have had with the City. This fun event brings in lots of visitors to the Beaufort area while raising funds for CAPA. We hope you will approve this year's Ghost Tours of Beaufort and we appreciate your continuous support.

Sincerely,

Jessie Chapman, CFRE
Director of Development (CAPA)
Exchange Club Member

with council 5/13/25

Post Office Box 531 • Beaufort • SC • 29901
phone 843.524.4350 • fax 843.525.0070 • kids@capabeaufort.org
www.capabeaufort.org





CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/29/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request from St. Peter's Catholic Church to conduct a Eucharistic procession and co-sponsorship on Sunday, June 22, 2025, from the Catholic Church on Lady's Island to the Henry C. Chambers Waterfront Park and proceed to the Catholic Church on Carteret Street from 12:00 pm to 3:00 pm.
MEETING DATE: 5/13/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request from St. Peter's Catholic Church to conduct a Eucharistic procession and co-sponsorship on Sunday, June 22, 2025, from the Catholic Church on Lady's Island to the Henry C. Chambers Waterfront Park and proceed to the Catholic Church on Carteret Street. From 12pm to 3pm.

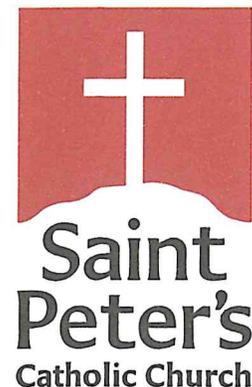
PLACED ON AGENDA FOR:

REMARKS:

Council recommends approval

ATTACHMENTS:

Description	Type	Upload Date
2025-06-22 St Peters Eucharistic Procession	Cover Memo	4/29/2025



April 15, 2025

Linda D. Roper
City of Beaufort
500 Carteret St.
Beaufort, SC 29902

Dear Ms. Roper,

St. Peter's clergy, staff and parishioners once again wish to conduct a Eucharistic procession on Sunday, June 22nd, to coincide with the Church's feast of Corpus Christi. We have held the same procession for the past three years on or around the same date. The purpose of the processions is to publicly display our devotion to Jesus Christ while inviting all in Beaufort to participate in the simple, yet solemn and dignified tradition.

Our procession is led by a small cadre of altar servers carrying a crucifix and candles. They are immediately followed by our pastor who is carrying our sacred vessel while walking under a canopy which is held by an honor guard. This entourage is followed by any and all parishioners and guests who care to participate. That group could consist of between 100 and 200 people. Processors sing hymns or pray quietly along the route.

The procession shall proceed along the route shown on the attached maps. We would like to once again pause at the pavilion for a short rest, prayer, and blessing over the city. That pause lasts for only 20 to 30 minutes. The procession then re-starts and proceeds along the back streets, and finally ends at our historic church at the corner of Duke and Carteret.

The faithful will gather at and around the historic church for adoration for a brief period. Upon completion, they will either walk back to St. Peter's Lady's Island or catch a ride on one of our small buses or vans.

City of Beaufort police have helped at the downtown intersections in the past when the workforce allows and would be nice to have, but not absolutely necessary. Members of our Knights of Columbus council can help with traffic if needed.

Thank you for your consideration.

Yours in Christ,



Willard R. Fosberry, Parish Manager

REQUEST FOR CO-SPONSORSHIP Henry C. Chambers Waterfront Park

Name of Event St. Peter's Eucharist Procession

Date of Event: 6/22/2025

Contact person: Willard Fosberry
Telephone: 843-340-6349 (cell)

Please check all that apply.

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

**If you answered "no" to the first question, what is your non-profit status? (501 (C) (3), (4) or (6))? 501 C 3

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

Events Coordinator Recommendation: Approved: _____ Denied: _____

Explanation: _____

Forward for Council Deliberation: _____
Date of Council Meeting

Council: Approved: _____ Denied: _____

Explanation: _____



CITY OF BEAUFORT
Waterfront Park Rental Reservation Application
Downtown Operations & Community Services Department 500
Carteret St Ste. B2 Beaufort, SC 29902

Phone: 843-379-7063

Fax: 843-986-5606

Name of Event: <u>St. Peter's Eucharistic Procession</u>	Date(s) of Event: <u>6/22/2025</u> Setup start/end time: <u>12 noon to 3pm.</u> Actual event start/end time: <u>12 noon</u> Take down start/end time: <u>11am. / 2pm.</u>
Organization/Individual Name: <u>St. Peter's Catholic Church</u>	Address: <u>70 Lady's Island Dr.</u> Telephone: <u>843-522-6501</u> Email: <u>parishmanager@stpetersbeaufort.org</u>

- Completed application must be received and approved by the Events Coordinator.
- All reservations require the applicable refundable security deposit be remitted upon approval of application in order to secure the requested date(s).
- Deposits are refundable provided the venue is returned in the same condition it was received.

Please mail completed application to:

City of Beaufort, Attn: Andrea Hackenberger 500 Carteret St. Suite B2 Beaufort, SC 29902,

or scan and email to ahackenberger@cityofbeaufort.org.

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7063 or visit our website at www.cityofbeaufort.org

Is event open to the public? Yes

Will admission be charged, or donation required? No

Will alcoholic beverages be sold? No Served? No

Will food be sold? No Served? No

Will there be any retail sales? No

Number of people expected to attend: 200

Areas of the Waterfront Park can be reserved/rented for 4, 6, or 12 hour blocks of time. Please factor time for set up and take down of the event into your chosen block of time. Blocks of time **cannot** be reserved or rented in pro rated increments. **NO exceptions will be made to this policy.**

Security Deposit is due upon approval of application

Fee payment due no less than 30 days prior to event.

Fill out by circling venue area(s) and pricing in blocks of time required for your event. Please indicate need for electrical hookup.

WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
<u>Pavilion</u>	<u>\$ 350.00</u>	\$ 500.00	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 450.00	\$ 750.00	
Electric Fee	\$ 50.00	\$ 75.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

**Need electric & no irrigation system running from noon - 2p.m.*

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

Did you know?

BEAUFORT PRIDE OF PLACE is a community involvement initiative that helps improve and develop quality of life throughout the city. Individuals, organizations, and visitors can get involved by donating money, equipment or time to assist the City with neighborhood improvement projects, youth programs, upgrading infrastructure and beautifying parks.

If you or your organization are interested in learning more about the program, volunteering or making a monetary or in-kind donation. please contact the City Manager's office @ 843-525-7070

Liability Insurance

•The City of Beaufort requires that any organization/group sponsoring any event at a City owned facility/property or right of way provide the City of Beaufort with evidence of insurance as outlined below.

General Liability as follows:

- \$500,000.00 minimum requirement per occurrence for General Liability and Auto Liability (depending on the size or type of event, this amount may increase)
- Must provide proof one week before event

Alcohol

- To serve alcohol or liquor at your event, you must obtain City Council approval.
- If alcohol is served at your event, specific approval must be obtained by the City Manager and liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Beaufort must be listed as insured on the policy. If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the City Manager’s office at (843)-525-7070. City of Beaufort does not provide nor obtain insurance coverage for any special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.

Michael R. Johnson
Lessee/Applicant Signature

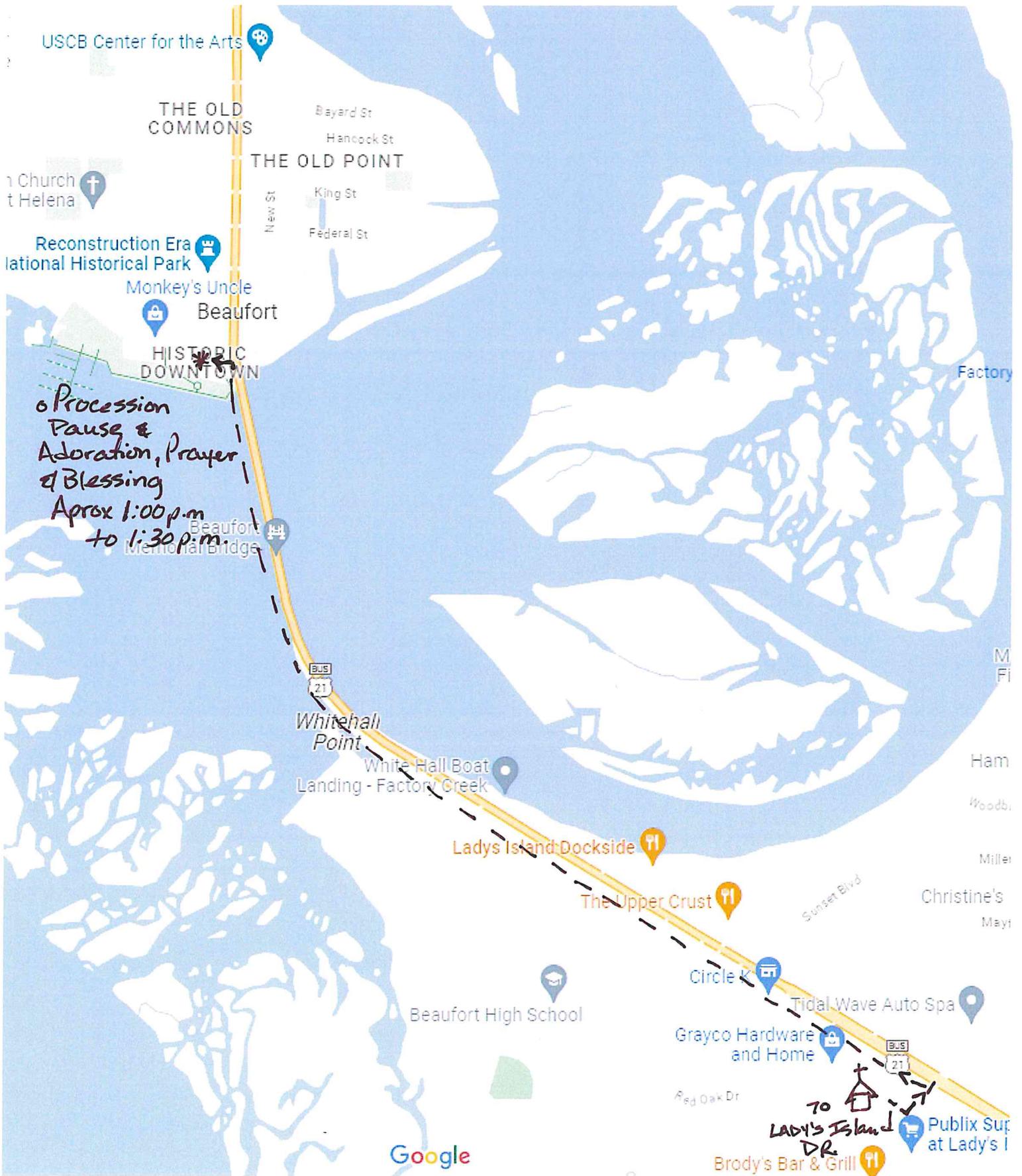
4/15/2025
Date

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Events Coordinator -Andrea Hackenberger

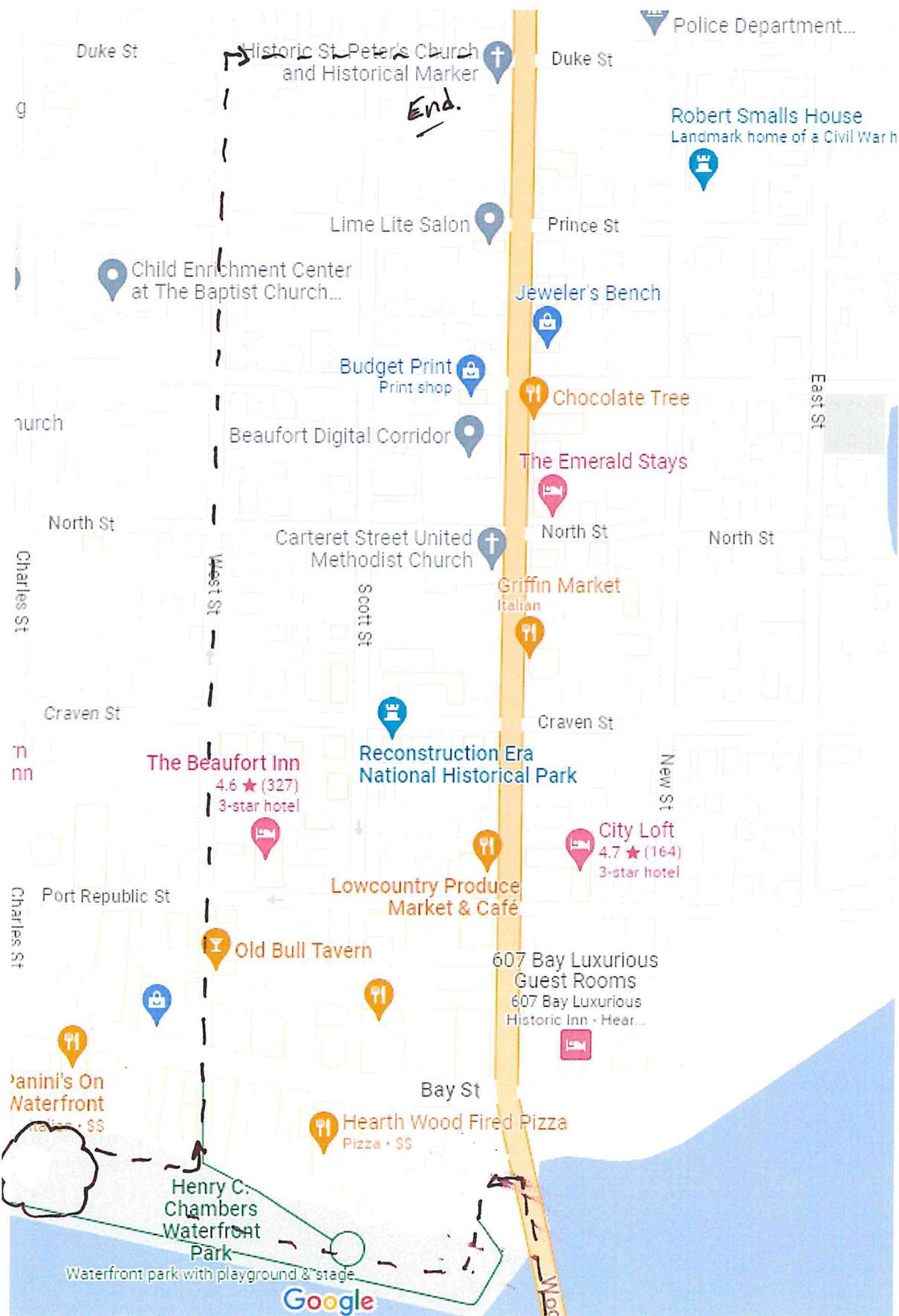
Date Application Received

Deposit Paid: _____ Fees Paid: _____ Deposit to be Refunded: _____



o Procession
Pause &
Adoration, Prayer
& Blessing
Approx 1:00 p.m.
to 1:30 p.m.

Procession start:
Approx 12:15 p.m.
Walking



- o Pause at pavilion and green for Prayer & Blessing. Approx 1: p.m to 1:30p.m
- o Procession re-starts and ends at St. Peter's Carteret St.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/29/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request for streets and bridge closure from Lowcountry Habitat for Humanity to host 2025 Turkey Trot on Thursday, November 27, 2025, from 7:30 am to 9:30 am
MEETING DATE: 5/13/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request for streets and bridge closure from Lowcountry Habitat for Humanity to host 2025 Turkey Trot on Thursday, November 27, 2025, from 7:30 am to 9:30 am. Same place as years past.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
2025-11-27 Turkey Trot	Cover Memo	4/29/2025



PARADE APPLICATION

City of Beaufort – Downtown Operations & Community Services
Attn: Jennifer Pointer, Events & Tour Coordinator
500 Carteret St, B2, Beaufort, South Carolina, 29902
Phone: (843) 379-7063 / Email: jpointer@cityofbeaufort.org | www.cityofbeaufort.org

To be filed NOT LESS than 30 days before event

- FEE: \$25.00 non-refundable application fee is payable when the application is submitted
• Parade Route: City of Beaufort has a traditional route in place that everyone must follow

Name of Applicant: Habitat for Humanity of the Lowcountry (Michele Barker)
Address: 21 Brendan Ln, Bluffton, SC 29910 Phone # 843-522-3500
Email: michele@lowcountryhabitat.org
Name of Sponsoring Organization: Habitat for Humanity of the Lowcountry
Address: 21 Brendan Ln, Bluffton, SC 29910

Date of Parade: 11/27/2025

Time Parade Will Begin: 7:30 AM Parade will Terminate: 9:00 AM

Time Parade Line-Up Begins: 7:00 AM Location(s) of Line-Up Area(s): Freedom Mall, Bay St. Beaufort.

Approximate Number of Persons, Animals & Vehicles Constituting Parade: 1,000

Parade Will Occupy All of the Width of the Streets to be Traversed Ups, Bay Street, Carteret Street, Sea Is. Pkwy. +

Parade Will Occupy Only a Portion of the Width of the Streets to be Traversed _____ Mendrian Rd. up to Yeoman.

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

Signature of Applicant: Michele Barker Date: 4/3/2025

OFFICE USE ONLY: Application Received By: _____ Date Received: _____

Receipt #: _____ Approved By: _____



City Council Worksession

Meeting Minutes – Planning Conference Room – 1st Floor

April 8, 2025

I. CALL TO ORDER

5:00 PM

Philip Cromer, Mayor

Members of Council in attendance - Philip Cromer, Neil Lipsitz, Michael McFee, Mitch Mitchell, Josh Scallate.

II. EMPLOYEE NEW HIRE RECOGNITION

A. Public Works.

Nate Farrow, Public Works Director, introduced Christopher Pinckney.

III. PRESENTATIONS

A. Interviews of Applicants for Boards, Commissions and Committees.

Council held a question-and-answer session with Rita Wilson, Historic District Review Board applicant, Mike Tomy, Planning Commission applicant, Joanne Parrish, Tourism Development Advisory Committee applicant, and Patrick McMichael, Zoning Board of Appeals applicant.

B. Capital Improvement Projects update.

Raul Dominguez, Capital Improvements Program Director, provided an update on ongoing and completed Capital Projects that included the Pigeon Point Landing Master Plan.

Engineer Duncan O’Quinn, with O’Quinn Marine, presented a Conceptual Master Plan for the landing. The presentation was for informational purposes only. The design team, and city staff, will continue working with the public for additional input before bringing an actual master plan proposal to Council. He also spoke about the temporary repairs that were made to open the landing back up for use.

IV. DISCUSSIONS

A. 2026-2028 Strategic Plan.

JJ Sauvé, Deputy City Manager, went over the proposed changes to, and the structure of, the Strategic Plan that resulted from the City of Beaufort Strategic Planning Retreat held February 24 - 26, 2025. There were updates to the Vision and Mission Statements. Each initiative will be broken down into a performance portal in Air Table. Each department will have an annual plan of work. These initiatives will be guiding the majority of the day-to-day work staff will be engaged in.

Councilman Scallate would like to see the Guiding Principle that deals with exploring development incentives for increasing family and youth entertainment, under Safe and Vibrant City, be moved from starting in Fiscal Year 27 to Fiscal Year 26. Council is supportive of this change.

Mr. Sauv  stated that a finalized document will be brought before Council to be adopted by Resolution within the next few months.

Councilman Mitchell inquired about the usage of “affordable livability” in the Vision Statement and wonders if there is a clearer, simpler way to convey the message.

B. Placing a moratorium on development.

Mayor Cromer started off by saying he is responsible for putting this item on the agenda and the reasons as to why. He feels this is an important, necessary conversation that needs to be had about placing a temporary six-month moratorium on large-scale development until the Development Code changes have been implemented. He wants to give the Planning Commission some breathing room so they can finish up the code updates. This would only affect new development and projects that are not already vested.

Scott Marshall, City Manager, stated that a moratorium will not affect any agreement already in place between the city and a property owner/developer. He asked if a moratorium is to be considered, what type of developments would this apply to.

Councilman Scallate stated that as it relates to the discussion, Chapters 7 and 9 are going to be the most relevant. Some of his concerns regarding development centered around the traffic impact analysis and the fact that perhaps even though our current code requires you to go a half mile out, it doesn’t take into consideration developments that have been proposed but are not permitted. That is the exact change that the Planning Commission has made in that regard which is to include development that has been proposed for a Planned Unit Development but hasn’t gone through the permitting process. The Planning Commission are done with those two chapters, so the next step is for us to see them in first reading. He thinks the changes they are making will address a lot of the concerns that deal with traffic. He feels that we could possibly have the first and second readings on these changes and have them implemented before a moratorium could be put into place.

A discussion followed about short-term rental properties, taking away housing stock off the market, as it relates to affordable housing.

Councilman Lipsitz stated that a moratorium sounds good, but it is not going to affect what is happening on Cane Island, and in the Salem Point area. Doesn’t know what a moratorium would accomplish. Wants to see smart growth.

Mike Tomy, Planning Commission Chair, updated Council on where they stand in the edit process.

The following addressed Council with their comments and concerns on topics discussed:

Dianne Farrelly, 2415 Oak Haven Street, a copy of her written comments are attached.

Lise Sundrla, Historic Beaufort Foundation.

Dick Stewart, Citizen.

David Tedder, Lady’s Island Resident, owns property in the city.

Conway Ivy, 501 King Street.

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

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80 (a)(d)(e), as amended, notification of regular meetings was given at the beginning of the calendar year. A copy of the agenda was posted on the City's bulletin board and website www.cityofbeaufort.org twenty-four hours prior to the meeting. A copy of the agenda was given to the local news media and requested public on file.

DRAFT



City Council Regular Meeting
Meeting Minutes – City Hall Council Chambers, 2nd Floor

April 8, 2025

I. CALL TO ORDER

7:15 PM

Philip Cromer, Mayor

Members of Council in attendance - Philip Cromer, Neil Lipsitz, Michael McFee, Mitch Mitchell, Josh Scallate.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem, Michael McFee.

III. PUBLIC COMMENT – AGENDA ITEMS

Sam Levin, 224 Harborview Drive, spoke regarding the Consent Agenda, Item K dealing with Whitehall Park. He would like to see events there stay within a reasonable timeline when it comes to the noise ordinance being approved. He referenced a wedding that had been held there previously.

Deborah Gray, 1300 Barnwell Bluff, spoke in favor of New Business, Items A and B, the annexation and zoning of 3492 Trask Parkway.

IV. MEETING AGENDA APPROVAL

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

All were in favor, motion carried.

V. PRESENTATIONS

- A. Mayoral Proclamation proclaiming March 18, 2025, shall now and forever be known as Lafayette Bicentennial Celebration Day.

Mayor Cromer presented a Mayoral Proclamation to members of the Beaufort Lafayette Bicentennial Planning Committee establishing March 18, 2025, as Lafayette Bicentennial Celebration Day. The Mayor thanked everyone for their participation. He read from a letter received from the Executive Director, Chuck Schwam, of The American Friends of Lafayette.

VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

- A. Character Education Proclamation - Luca Thompson, Broad River Elementary School.

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

All were in favor, motion carried.

B. Proclamation proclaiming April 2025 as Child Abuse Prevention and Awareness Month.

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

All were in favor, motion carried.

C. Proclamation proclaiming May 5 - 9, 2025, as Teacher Appreciation Week.

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

All were in favor, motion carried.

D. Proclamation proclaiming April 2025 as Fair Housing Month.

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

All were in favor, motion carried.

VII. CONSENT AGENDA

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

All were in favor, motion carried.

Items approved are listed below:

A. Capital Projects Monthly Report.

B. Community Development Monthly Report.

C. Downtown Operations Monthly Report.

D. Finance Department Monthly Report.

E. Fire Department Monthly Report.

F. Human Resources Monthly Report.

G. Municipal Court Monthly Report.

H. Police Department Monthly Report.

I. Public Works Monthly Report.

J. Request to host the 2025 Halloween Celebration in the Henry C. Chambers Waterfront Park on Saturday, October 18, 2025, from 10:00 am - 2:00 pm and twenty (20) complimentary parking passes.

K. Request for co-sponsorship from Meadowbrook Church for the use of Whitehall Park to host a Sunrise Service on Sunday, April 20, 2025, from 6:00 am to 8:30 am.

L. YMCA is requesting co-sponsorship for the 19th Annual Beaufort River Swim on Saturday, May 31, 2025, use of the Marina/Henry C. Chambers Waterfront Park from 5:00 am - 1:00 pm.

VIII. MINUTES

A. Worksession and Regular Meeting - March 8, 2025.

**Motion to approve was made by Mayor Pro Tem, McFee and seconded by Councilman Scallate.
Minutes approved with correction.**

IX. OLD BUSINESS

A. **PUBLIC HEARING AND SECOND READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 002 000 0045 0000, Christensen Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve).**

Curt Freese, Community Development Director, provided an overview. There have been no changes made since first reading.

Mayor Cromer opened up the Public Hearing.

No public comment.

Mayor Cromer closed the Public Hearing.

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

All were in favor, motion carried.

B. **PUBLIC HEARING AND SECOND READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 001 000 0293 0000, Cuthbert Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve).**

Curt Freese, Community Development Director, provided an overview. There have been no changes made since first reading.

Mayor Cromer opened up the Public Hearing.

No public comment.

Mayor Cromer closed the Public Hearing.

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

Councilman Scallate spoke about possibly planting some Live Oak Trees in Cuthbert Park.

All were in favor, motion carried.

C. **Ordinance amending the Business License Ordinance of the City of Beaufort to update the Class Schedule as required by Act 176 of 2020 - Second Reading.**

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

Alan Eisenman, Finance Director, provided an overview. There have been no changes made since first reading.

All were in favor, motion carried.

X. NEW BUSINESS

- A. PUBLIC HEARING AND FIRST READING - Ordinance to annex 2.8 acres of real property located at 3492 Trask Parkway, R100 025 000 012A 0000 into the City of Beaufort pursuant to S.C. Code Ann. 5-3-150(3).

Curt Freese, Community Development Director, stated this is a 2.8-acre parcel of undeveloped land except for the placement of an existing billboard sign alongside Trask Parkway. It is also adjacent to the Spanish Moss Trail. This request is from Graham Trask / Beautiful Beaufort Open Land Trust Inc. It is currently in Beaufort County, on a gateway in an Industrial District. The existing billboard on site would retain a legal, non-conforming status should the annexation be approved, since we do not allow billboards. This would be a privately owned and maintained parcel. The owners would like to see the land preserved as a passive park. Mr. Freese stated that T-1 is recommended in any area throughout the zoning classifications.

The Planning Commission voted 7-0 to recommend approval of the annexation. They also voted 7-0 to recommend approval of the T-1 Natural Preserve District zoning.

Mayor Cromer opened up the Public Hearing.

The following spoke during the Public Hearing.

William Cook, Board member of Beautiful Beaufort Open Land Trust, LLC.

Mayor Cromer closed the Public Hearing.

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

Councilman Scallate inquired about the adjacent zoning areas being compatible with T-1 zoning.

Councilman Lipsitz asked if the Beaufort County Open Land Trust was approached by the applicant to see if the parcel could be taken over by them. He asked what kind of benefit there would be for them coming into the city.

Councilman Mitchell inquired if the annexation were to be approved, could the city ask for the billboard to be removed.

The motion passed by a vote of 3 - 2. Councilman Lipsitz and Councilman Scallate voted against.

- B. PUBLIC HEARING AND FIRST READING - Ordinance to amend the City of Beaufort's Zoning Map to rezone real property identified at 3492 Trask Parkway, R100 025 000 012A 0000 to Natural Preserve District (T-1).

Mayor Cromer opened up the Public Hearing.

No public comment.

Mayor Cromer closed the Public Hearing.

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

The motion passed by a vote of 3 - 2. Councilman Lipsitz and Councilman Scallate voted against.

- C. Ordinance to amend Sections 1-9031 and 1-9032 of the Code of Ordinances of the City of Beaufort, South Carolina to change the composition of the Cultural District Advisory Board - First Reading.

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

Linda Roper, Downtown Operations Director, provided a summary from the discussion held on March 11, 2025, during the Worksession.

All were in favor, motion carried.

D. Resolution authorizing the City Manager to enter into a contract for Benefits Brokerage Services.

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

Alan Eisenman, Finance Director, reported they received 7 proposals. The committee scored NFP, an Alon Company, the highest based upon their industry expertise and their experience working with the city. Bid amount was \$25.00 per employee for approximately \$49,500.00 per year. He noted that the company has saved the city an estimated \$440,824.00 over the past 5 years negotiating with our healthcare provider.

All were in favor, motion carried.

E. Ordinance to amend Fiscal Year 2025 Budget for Revenues of General Fund - First Reading.

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

Alan Eisenman, Finance Director, provided some background information on the purchase of 1100 Boundary Street for \$2,300,000.00. This was done through a General Obligation Bond in 2021. The State of South Carolina General Assembly appropriated \$1,500,000.00 to facilitate the purchase of the Cyber Security Education Facility. The city is required to accept the one-time State Appropriation by June 30, 2025.

All were in favor, motion carried.

F. Ordinance to amend Sections 8-2001, 8-2001.4, 8-2002, 8-2003, 8-2005, 8-2006, 8-2009, 8-2010, 8-2012 of the City of Beaufort Code of Ordinances and to add a new Section 8-2015.1 - First Reading.

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

JJ Sauv , Deputy City Manager, reported all these amendments deal with the City's Parking Ordinance. Staff started to look at them late last year because the private parking enforcement contract was coming up for renewal this year. While doing so, the South Carolina Attorney General's Office issued an opinion regarding the legality of private parking enforcement in Isle of Palms, SC. Since this opinion was published, he, along with the City Attorney, Ben Coppage, the Municipal Association of South Carolina, The State Attorney General's Office, and other municipalities, have been working together to better understand the opinion and the best path moving forward regarding parking enforcement.

Several lawsuits have been filed against municipalities across the state that use private companies for parking enforcement. The City of Beaufort was one of them. Staff recommends these changes to update the ordinance, as well as the explicit clarification that private persons engaging in parking enforcement on behalf of the City of Beaufort are formally appointed as Codes Enforcement Officials, if they are not a Police Officer.

Councilman Scallate wants to ensure that section 8-2003, Vehicles and Property may be removed, gets updated to include the language dealing with Commercial Wrecker and Towing Company language that was recently adopted last month. In Section 8-2005, Parking of vehicles containing dangerous substances, the use of the word "town " needs to be changed to "city".

All were in favor, motion carried.

G. Resolution Adopting Priority Community Development Needs.

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

JJ Sauv , Deputy City Manager, provided information by comparing the list of needs this year with those of 2024. Reasons for the changes were provided.

All were in favor, motion carried.

H. Resolution authorizing the City Manager to enter into a Security Screening Warranty and Maintenance Agreement.

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

JJ Sauv , Deputy City Manager, provided information on the agreement. The 6-year warranty agreement cost is \$22,050.00.

All were in favor, motion carried.

I. Resolution authorizing the City Manager to enter into the Modified Grant Award Agreement for the Charles/Craven Stormwater Project.

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

JJ Sauv , Deputy City Manager, stated this is the second amendment to the South Carolina Office of Resiliency (SCOR) grant award for the Charles/Craven project. The original grant amount was for \$7,527,351.00, and the new grant award is for up to \$11,962,093.51 to cover the updated cost estimates for the project. Staff recommends that Council adopt the resolution authorizing the City Manager to enter into the amended grant award. The original amendment was approved by Council on November 4, 2024.

This amendment formally takes the Port Republic Stormwater Project out of the scope of the SCOR funding. There are no changes to funding in this amendment. The City continues to work with RIA/SCIIP on funding the Port Republic Stormwater Project with funds originally allocated solely for the King Street Stormwater Project. Both the King Street and Port Republic Projects will be bid together and if the construction bids come back within budget, the Port Republic Project will formally be added to the RIA/SCIIP Award. If the project bids come in over budget, the Port Republic Project will remain a shovel ready priority project as the CIP Team moves into the CIP Planning process and grant funding exploration.

All were in favor, motion carried.

J. Appointment to Boards, Commissions and Committees - Park and Tree Advisory Committee (PTAC) and the Waterfront Advisory Committee (WAC).

Mayor Pro Tem, McFee made a motion to appoint Shay Mikell to the Parks and Tree Advisory Committee for a 3-year term expiring on June 30, 2028. Councilman Lipsitz seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to appoint the following to the Waterfront Advisory Committee:

Joseph Oliver, David Russell, and Josh Schott, as Citizen Representatives.
Howell Beach and Perry Dukes, as alternates to the Citizen Representatives.
Josh Scallate, as the representative for City Council.

Bill Suter, as the representative for the Planning Commission.
Mike Sutton, as the representative for the Historic District Review Board.
David Bartholomew, as the representative for Beaufort County Council.

Councilman Lipsitz seconded the motion.

Councilman Scallate made a motion to amend by adding 4 more Citizen Representative Seats to the Board to make a total of 11 seats. The motion was seconded by Mayor Cromer.

The motion did not carry by a vote of 2 - 3. Mayor Pro Tem, McFee, Councilman Lipsitz and Councilman Mitchell were against.

All were in favor on the main motion.

XI. PUBLIC COMMENT – NON-AGENDA ITEMS

Michael Barrett, 18 Ridge Road, spoke against development on Cane Island.

Randy Mikals, 80 Dolphin Road, support a moratorium of development and spoke about the development on Cane Island.

Christopher Kinsler, 78 Dolphin Road, spoke against development on Cane Island.

Ken Goldsmith, 108 Dolphin Point Drive, spoke against development on Cane Island.

Dick Geier, 32 Petigru Drive, spoke about growth in Northern Beaufort County.

XII. REPORTS

City Manager's Report

Municipal Court will be closed on April 11, 2025, for staff training.

April 22, 2025, at 5:00 pm there will be a Special Worksession to look at the first draft of the Fiscal Year 2026 budget.

The Police Department is hosting a Movie during the day on Wednesday, April 16, 2025, from 1:30 - 3:00 pm in the Charles Lind Brown Center.

Reported that Deputy Chief Matt Bowshe's last day with the Fire Department will be on May 1, 2025. He has been with the department for 17 years.

The Taste of Beaufort will be downtown on May 2 - 3, 2025.

The next addition of The Beacon should be going out mid-May.

Mayor's Report

Thanked all that helped with the Lafayette Celebration.

Reported on meetings/events he had attended which included a Neighborhood Outreach Connection Meeting.

Councilman Mitchell

Reported on meetings/events he had attended which included the Freedman Arts District "Chalk It Up" Festival.

Mayor Pro Tem, McFee

Reported on meetings/events he had attended which included CAPA's "Dancing with Our Stars".

Councilman Scallate

Reported on meetings/events he had attended which included the Junior Achievement of Greater South Carolina event on budgeting.

Invited all to attend the City of Beaufort - Town of Port Royal Joint Council meeting on Thursday, April 24, 2025.

Councilman Lipsitz

Reported on meetings/events he had attended, which included the Executive Legislative Committee meeting where they are advocating for legislation on various bills and short-term rentals.

XIII. EXECUTIVE SESSION

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Legal advice regarding litigation.
- B. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Discussion regarding the purchase or sale of property for the Green space Program.
- C. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding personnel - Boards, Commissions and Committees - Tourism Development Advisory Committee.
- D. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding personnel appointed by Council - City Manager.

Councilman Lipsitz made a motion to go into Executive Session and seconded by Councilman Mitchell.

All were in favor, motion carried.

Councilman Lipsitz made a motion to come out of Executive Session and seconded by Mayor Pro Tem, McFee.

All were in favor, motion carried.

No actions from Executive Session.

XIV. ADJOURN

10:53 PM

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

All were in favor, motion carried.

Disclaimer: This document captures all actions taken by Council and summarizes discussions. All City Council Worksessions and Regular Meetings are recorded. Live stream can be found on the City's website at www.cityofbeaufort.org (Agenda section). Any questions, please contact the City Clerk, Traci Guldner at 843-525-7024 or by email at tguldner@cityofbeaufort.org.

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80 (a)(d)(e), as amended, notification of regular meetings was given at the beginning of the calendar year. A copy of the agenda was posted on the City's bulletin board and website www.cityofbeaufort.org twenty-four hours prior to the meeting. A copy of the agenda was given to the local news media and requested public on file.

DRAFT



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/10/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: PUBLIC HEARING AND SECOND READING - An Ordinance to annex 2.8 acres of real property located at 3492 Trask Parkway, R100 025 000 012A 0000 into the City of Beaufort pursuant to S. C Code Ann. 5-3-150(3)
MEETING DATE: 5/13/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

Background: The 2.8-acre sized parcel in question (R100 025 000 012A 0000) is currently undeveloped with the only exception of a SCDOT-licensed billboard sign placed along frontage of Trask Pkwy (US 21). The request for annexation into the City of Beaufort by the property owner(s) is for it to be preserved and/or developed as a passive park site in. The property ownership will be transferred to the “Beautiful Beaufort Open Land Trust Inc.” An existing billboard is on site and will become a legal non-conforming sign should the annexation be approved.

Planning Commission: The Planning Commission heard the annexation petition on March 17, 2025. The Planning Commission voted 7-0 to recommend approval of the annexation, and 7-0 to recommend approval of the T-1 Natural Preserve District.

PLACED ON AGENDA FOR: Action

REMARKS:

Please see the Staff Report for more information. The Planning Commission and Staff recommend approval, in that the annexation is consistent with the Comprehensive Plan and Civic Master Plan.

First Reading was held on April 8, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	4/10/2025
Packet	Cover Memo	5/5/2025

ORDINANCE 2025/09

AN ORDINANCE TO ANNEX 2.8 ACRES OF REAL PROPERTY IDENTIFIED AS BEAUFORT COUNTY TAX MAP NUMBER R100 025 000 012A 0000, 3492 TRASK PARKWAY TO THE CITY OF BEAUFORT PURSUANT TO S.C. CODE ANN. § 5-3-150(3)

WHEREAS, Petition for Annexation (hereinafter “Petition”) dated February 3, 2025 and signed by all of the owners of a parcel of real estate identified as Beaufort County Tax Map Number R100 025 000 012A 0000 and located at 3492 Trask Parkway (hereinafter “Property”), has been presented to the City Council;

WHEREAS, the Petition contains a description of the Property to be annexed;

WHEREAS, the Property to be annexed is highlighted on the attached map,

WHEREAS, the Property is contiguous to the boundaries of the present city limits of the City of Beaufort, South Carolina;

WHEREAS, the City has complied with the notice and public hearing requirements of S.C. Code Section 5-3-150(1); and

WHEREAS, Council finds that annexation of the Property would be in the best interest of the City of Beaufort.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Beaufort, South Carolina, duly assembled and by authority of same, that the Property hereinafter described is hereby annexed to and becomes a part of the City of Beaufort, South Carolina: A 2.8 acre lot identified by Beaufort County Tax Map Number R100 025 000 012A 0000, located on 3492 Trask Parkway being bounded and described as follows: on the north by lands owned by Beaufort Brick, LLC; on the east by U.S. Highway 21; on the south by the high water mark of Salt Creek, also known as Albergotti Creek; and on the west by lands owned by [Beaufort-Jasper Water and Sewer Authority](#) known as the Spanish Moss Trail

This Ordinance shall become effective immediately upon adoption.

PHILIP E. CROMER, MAYOR

Attest:

TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed as to form by Ben Coppage, City Attorney

DATE: 5/13/25

<i>GENERAL INFORMATION</i>		
Applicant:	Graham B. Trask / Beautiful Beaufort Open Land Trust Inc.	
Address/Parcel Number:	3492 Trask Parkway (US Hwy. 21), R100 025 000 012A 0000	
Applicant's Request:	To annex into the City of Beaufort for purpose of a (passive) park usage.	
Current Zoning:	S1-Industrial (County zoning)	
<i>CURRENT ZONING DISTRICT INFORMATION</i>		
	<u>S1-Industrial</u>	
Lot Width at Setback:	100 feet	
Min. Lot Size	20,000 sq.ft. (for industrial); 1 ac. (for other uses)	
Front Setback	40-foot min.	
Side Setback	20-foot min.	
Rear Setback	20-foot min.	
Building Height:	4 stories max.	
<i>SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS</i>		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
North: RMX (City of BFT)	Warehouse/shed	15 ft.
South: Albergotti Creek /S1-Industrial	Albergotti Creek / Laundry facility	30 ft. Critical Area Buffer to Albergotti Creek
West: T2RN-Rural Neighborhood (County)	Mobile Home Community	5 ft.
East: MR-Military Reservation (City)	MCAS Beaufort (across US Hwy. 21)	N/A

Background: The 2.8-acre sized parcel in question (R100 025 000 012A 0000) is currently undeveloped with the only exception of a SCDOT-licensed billboard sign placed along frontage of Trask Pkwy (US 21). The request for annexation into the City of Beaufort by the property owner(s) is for it to be preserved and/or developed as a passive park site in. The property ownership will be transferred to the “Beautiful Beaufort Open Land Trust Inc.” An existing billboard is on site and will become a legal non-conforming sign should the annexation be approved.

Planning Commission: The Planning Commission heard the annexation petition on March 17, 2025. The Planning Commission voted 7-0 to recommend approval of the annexation, and 7-0 to recommend approval of the T-1 Natural Preserve District.

Compatibility with Adjacent Zoning: The site is adjacent to both City and County properties zoned RMX (City), T2RN (County) and S1-Industrial (County). It also is located across from the MCAS Beaufort.

Compliance with City Plans – 2021 Beaufort Comprehensive Plan: The Future Land Use section of the Comprehensive Plan identifies the “Parks/Open Space” category as an area that “is intended to preserve areas that contain sensitive habitats, active or passive open spaces and urban parks, cemeteries, and limited agricultural uses.” Despite its juxtaposition to commercial/light industrial uses nearby, this parcel of land, situated right on the edge of Salt / Albergotti Creek, is a prime natural resource, as outlined in the Natural Resources section of the Comprehensive Plan. As such, “The character, quality of life, economy, and sense of place of Beaufort is linked with its waters and natural environment.” [...] “Together with history and culture, the natural environment of Beaufort drives the local tourism industry” (see Natural Resources section – N1).

Moreover, its juxtaposition to the Spanish Moss Trail, defines this specific parcel of land as a potentially valuable access point to such.

2014 Civic Master Plan Compliance: Especially in regard to its position right next to the Spanish Moss Trail (SMT), this prospective park site offers great opportunity to fulfil the Civic Master Plan’s objective to help “connect homes, workplaces, parks, churches and schools, providing noteworthy opportunities for recreational users and daily commuters moving throughout Beaufort, Port Royal and Beaufort County” (refer to Ch. 5.2 - page 89). Furthermore, in promoting access to the SMT, this potential park site also has the “potential to strengthen the tourism industry by opening new routes to historic Beaufort and expanding tourism opportunities beyond the downtown core” (refer to Ch. 5.3 - page 94).

2010 Beaufort Open Space Master Plan Compliance: The parcel of land to be annexed into the City as a (passive) park site, will also meet all of the following Open Space Plan objectives:

- To preserve open space within the City of Beaufort from the increasing pressure of rapid development.
- To manage growth and preserve the rich natural heritage of the City.
- To protect and expand view corridors.
- To protect critical habitat and maintain or increase existing bio-diversity with special emphasis on rare, threatened and endangered species.
- To minimize degradation to water quality due to non-point source pollution through the protection of important riparian and wetland buffers.

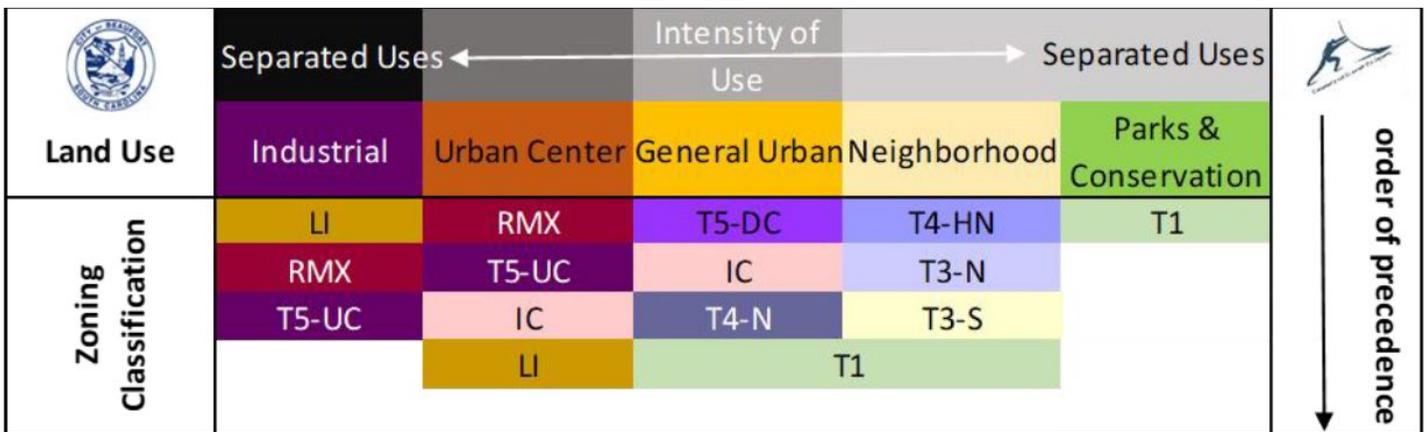
- To increase public access to the water and to provide greater recreational opportunities for all.
- To provide options for the use of alternative, non-motorized transportation such as walking and bicycling.

ZONING DISTRICT USES/DEVELOPMENT STANDARDS:

	T-1	S-1 Industrial (County
Height	N/A	4 stories max.
Frontage Requirement	N/A	None.
Uses	Only open space, parks, and related and accessory uses	Industrial and commercial uses
Design	No buildings are allowed, except for park related uses.	

FUTURE LAND USE PLAN

The Future Land Use Map does not set a future land use classification on the property.



REZONING REVIEW CRITERIA

Required Findings: The PC is to recommend a rezoning to the City Council utilizing the factors found in Section 9.16.3 C found below. Staff analysis on the project based on these findings is found below.

(a check mark indicates Staff support; an x indicates lack of Staff support on each item).

<u>9.16.3 C Finding of Fact</u>	<u>Rationale</u> <u>Present</u> <u>(yes/no)</u>	<u>Staff Analysis of Rationale</u>
a. Consistency (or lack thereof) with the Comprehensive Plan and Civic Master Plan.	Yes	✓ The T-1 District is a recommended district in the General Urban land use per the Comprehensive Plan
b. Compatibility with the present zoning, with conforming uses of nearby property, and with the character of the neighborhood;	Yes	✓ The T-1 district is consistent and compatible with the open space nature of the existing property and is best suited to preserve the view corridor and property for current and future citizens.
c. Suitability of the property that would be affected by the amendment;	Yes	✓ The property is preserved as open space/view shed. The T-1 zoning perfectly corresponds with the intention and current natural preserve use of the property. ✓ The property is on the Spanish Moss trail, and its location makes it highly suitable for park/open space zoning
d. Compatibility with the natural features of — and any archaeological or cultural resources on — the property	Yes	✓ The property is preserved as a viewshed. The T-1 district would preserve the natural features of the property in perpetuity.

<p>e. Marketability of the property that would be affected by the amendment; and</p>	<p>Yes</p>	<ul style="list-style-type: none"> ✓ The location on the Spanish Moss Trail makes this an excellent location for trail related uses. ✓ The T-1 District would ensure that no development could occur on the site in the future.
<p>f. The availability of roads, sewer, water, and stormwater facilities generally suitable and adequate for the affected property.</p>	<p>Yes</p>	<ul style="list-style-type: none"> ✓ T-1 does not allow development.

FINDINGS AND RECOMMENDATIONS

Staff Recommendation: Staff recommends approval of annexation request under the premise of a T1-Natural Preserve district (T1) zoning designation.



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/10/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: PUBLIC HEARING AND SECOND READING - An Ordinance to amend the City of Beaufort Zoning District Map to rezone real property identified as 3492 Trask Parkway, R100 025 000 012A 0000 to Natural Preserve District (T-1)
MEETING DATE: 5/13/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

Background: The 2.8-acre sized parcel in question (R100 025 000 012A 0000) is currently undeveloped with the only exception of a SCDOT-licensed billboard sign placed along frontage of Trask Pkwy (US 21). The request for annexation into the City of Beaufort by the property owner(s) is for it to be preserved and/or developed as a passive park site in. The property ownership will be transferred to the “Beautiful Beaufort Open Land Trust Inc.” An existing billboard is on site and will become a legal non-conforming sign should the annexation be approved.

Planning Commission: The Planning Commission heard the annexation petition on March 17, 2025. The Planning Commission voted 7-0 to recommend approval of the annexation, and 7-0 to recommend approval of the T-1 Natural Preserve District.

PLACED ON AGENDA FOR: Action

REMARKS:

Please see the Staff Report for more information. The Planning Commission and Staff recommend approval, in that the annexation is consistent with the Comprehensive Plan and Civic Master Plan.

First Reading was held on April 8, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	4/10/2025

ORDINANCE 2025/10

AN ORDINANCE TO AMEND THE CITY OF BEAUFORT ZONING DISTRICT MAP TO INCLUDE REAL PROPERTY IDENTIFIED AS BEAUFORT COUNTY TAX MAP NUMBER R100 025 000 012A 0000, 3492 TRASK PARKWAY TO BE ZONED T1-NATURAL PRESERVE DISTRICT

WHEREAS, the Beaufort Development Code, establishes zoning classifications and districts for the City of Beaufort (hereinafter “City”) and the City of Beaufort Zoning District Map (hereinafter “Zoning Map”);

WHEREAS, a parcel of real property identified as Beaufort County Tax Map Number R100 025 000 012A 0000 (hereinafter “Property”) is being annexed to the City of Beaufort;

WHEREAS, it is necessary that the Zoning Map be amended to reflect the annexation of the Property and that the Property be appropriately zoned;

WHEREAS, an application for zoning map amendment was submitted to the City pursuant to Section 9.16 of the Beaufort Development Code, which sought to amend the Zoning Map to zone the Property, following annexation, as T1-Natural Preserve District;

WHEREAS, the proposed Zoning Map amendment is compatible and in accordance with the vision and goals of the City and the City’s Comprehensive Plan;

WHEREAS, the zoning of the Property as T1-Natural Preserve District is consistent and compatible with adjacent zoning;

WHEREAS, any future development of the Property will be able to take advantage of existing infrastructure;

WHEREAS, it is reasonable to expect that zoning the Property as T1 Natural Preserve District will better conserve the property for park and recreation uses;

WHEREAS, a staff report that reviewed the proposed amendment in light of the Comprehensive Plan and the general requirements of the Beaufort Development Code was prepared by staff and a copy was provided to the Planning Commission and the applicant before the scheduled public meeting of the Planning Commission at which the proposed amendment was considered by the Planning Commission;

WHEREAS, a public meeting before the Planning Commission was held regarding the proposed change to the zoning map on March 17, 2025 and, at the close of that meeting, the Planning Commission recommended approval of the zoning designation of T1 Natural Preserve District (T1); and

WHEREAS, public hearings before the City Council were held regarding the proposed change to the Zoning Map on April 8, 2025 and May 13, 2025, with notice of the hearing published in The

Beaufort Gazette on March 14, 2025, at which staff recommended approval of the zoning designation of T1 Natural Preserve District.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Beaufort, South Carolina, duly assembled and by authority of same, that the Zoning Map be amended such that the Property shall be zoned as T1-Natural Preserve District.

This Ordinance shall become effective immediately upon adoption.

PHILIP E. CROMER, MAYOR

Attest:

TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed as to form by Ben Coppage, City Attorney



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/10/2025
FROM: Linda D. Roper, Downtown Operations
AGENDA ITEM TITLE: Ordinance to amend Sections 1-9031 and 1-9032 of the Code of Ordinances of the City of Beaufort , South Carolina to change the composition of the Cultural District Advisory Board - Second Reading
MEETING DATE: 5/13/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

The Cultural District Advisory Board (CDAB) is requesting the addition of two permanent seats to the board to further enhance collaboration and support of the district's ongoing and future initiatives. One seat for the Freedman Arts District and another at-large seat. This was discussed with Council during the Worksession on March 11, 2025.

First Reading was held on April 8, 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval of this request.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	4/10/2025
Letter	Backup Material	4/10/2025

ORDINANCE

To Amend Sections 1-9031 and 1-9032 of the Code of Ordinances of the City of Beaufort, South Carolina to change the composition of the Cultural District Advisory Board.

WHEREAS, Section 1-9031 of the Code of Ordinances of the City of Beaufort, South Carolina provides that the Cultural District Advisory Board be composed of one representative from each of Beaufort History Museum, Greater Beaufort Port Royal Convention Visitors Bureau, Historic Beaufort Foundation, Tabernacle Baptist Church, University of South Carolina Beaufort Center of the Arts and one (1) at-large member living or working in the district; and,

WHEREAS, Freedman Arts District, Inc. is a nonprofit corporation committed to nurturing a thriving arts community in the Cultural District ; and

WHEREAS, City Council believes that it is in the interest of the City that a representative of the Freedman Arts District, Inc. be a member of the Cultural District Advisory Board, to enhance the promotion of arts, culture, and history: and

WHEREAS, an additional at-large member would be beneficial to the Cultural District Advisory Board's anticipated expansion of the Taste of Beaufort Festival; and

WHEREAS, it is necessary to amend Section 1-9031 and 1-9032 to provide for such changes in membership and term of office on the Cultural District Advisory Board.

THEREFORE, be it ordained by Beaufort City Council, in Council duly assembled, and by authority of the same, that Sections 1-9031 and 1-9032 of the Code of Ordinances of the City of Beaufort, South Carolina be amended such that the text of those Sections be as follows:

Sec. 1-9031. - Creation and establishment of the board.

There is hereby created and established the City of Beaufort Cultural District Advisory Board which shall consist of nine (9) members, eight (8) of whom shall be appointed by city council—One (1) representative from each of the following organizations: Beaufort History Museum, Greater Beaufort Port Royal Convention Visitors Bureau, Historic Beaufort Foundation, Tabernacle Baptist Church, University of South Carolina Beaufort Center for the Arts, and Freedman Arts District, Inc. and two (2) at-large members living or working in the district. Additionally, either one (1) city staff member or a member of council shall serve on the board.

Sec. 1-9032. - Term of office.

The term of the eight (8) persons to be appointed by council shall be three (3) years except that the term of two (2) of the members appointed to the first board shall be only

one (1) year and the term of two (2) members of the first board shall be for two (2) years. In the event that a vacancy shall occur during the term of any member, his successor shall be appointed for the unexpired portion of the term.

This Ordinance shall become effective upon adoption.

PHILIP E. CROMER, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK

1ST Reading : _____

2nd Reading & Adoption _____

Reviewed as to form by Ben Coppage, City Attorney.



DEAR MAYOR CROMER AND MEMBERS OF CITY COUNCIL,

The City of Beaufort Cultural District Advisory Board (CDAB) respectfully requests the addition of two permanent seats to the board to further enhance collaboration and support the district's ongoing and future initiatives.

Seat 1 – Freedman Arts District Representative

The Freedman Arts District is located within the existing boundaries of the Cultural District. Its mission aligns closely with that of the CDAB, making it a natural and complementary partner in our efforts to promote arts, culture, and history in Beaufort. By including a representative from The Freedman Arts District, we will strengthen partnerships and increase collaboration among existing board members, which currently include representatives from the USCB Center for the Arts, Beaufort History Museum, Historic Beaufort Foundation, Greater Beaufort-Port Royal CVB, Tabernacle Church, and the Harriet Tubman Historic Marker.

Seat 2 – Member at Large

As part of its long-term vision, the CDAB plans to expand the Taste of Beaufort festival in 2026 by incorporating two additional festival sites. Plans are underway for Washington Street Park to host a recreation of the Silas Green Variety Show and festival, while the USCB Center for the Arts will organize a juried art show and open-air arts market. Given the scope of these new initiatives, additional board members will be instrumental in planning and executing these ambitious events.

We appreciate your consideration of this request and look forward to the opportunity to further enhance the cultural vibrancy of Beaufort through these additions to the Cultural District Advisory Board.

SINCERELY,

BONNIE HARGROVE
USCB CENTER FOR THE ART DIRECTOR
801 CARTERET STREET
BEAUFORT SC 29902
WWW.USCBCENTERFORTHARTS.COM
843-521-3145



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/10/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Ordinance to Amend Fiscal Year 2025 Budget for Revenues of General Fund - Second Reading
MEETING DATE: 5/13/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

The City purchased property at 1100 Boundary Street for \$2,300,000 in December 2021 and financed the purchase through the issuance of 2021 General Obligation Bonds. The City entered into an agreement with Beaufort-Jasper Higher Education Commission in June 2022 to lease the property to University of South Carolina Beaufort and South Coast Cyber Center.

The State of South Carolina General Assembly appropriated \$1,500,000 to facilitate the purchase of the Cyber Security Education Facility. The City is required to accept the one-time State Appropriation by June 30, 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval.

First reading was held on April 8, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	4/10/2025

ORDINANCE 2025/11

AN ORDINANCE TO AMEND CITY OF BEAUFORT ORDINANCE 2024/11 REGARDING THE FISCAL YEAR 2024-2025 CITY OF BEAUFORT BUDGET TO PROVIDE FOR THE REVENUES OF GENERAL FUND.

WHEREAS, Section 5-7-260 of the South Carolina Code of Laws requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, on June 11, 2024, the City of Beaufort (hereinafter “City”) adopted Ordinance No. 2024/11 which set the City’s FY 2024- 2025 budget and associated expenditures; and

WHEREAS, the City purchased property at 1100 Boundary Street for \$2,300,000 in December 2021 and financed the purchase through the issuance of 2021 General Obligation Bonds; and

WHEREAS, the City entered into an agreement with Beaufort-Jasper Higher Education Commission in June 2022 to lease the property to University of South Carolina Beaufort and South Coast Cyber Center; and

WHEREAS, the State of South Carolina General Assembly, through FY2025 General Appropriations Act Bill H. 5100, allocated \$1,500,000 to the City to be directly appropriated to a non-profit organization to be used for a Cyber Security Education Facility; and

WHEREAS, the City is committed to the development of the cybersecurity workforce in our community; and

WHEREAS, the City is required to accept the one-time State Appropriation by June 30, 2025; and

WHEREAS, University of South Carolina Beaufort seeks to purchase the property located at 1100 Boundary Street from the City for the purpose of further developing the property as a Cyber Security Education Facility; and

WHEREAS, the City’s allocation of the above-referenced \$1,500,000 to University of South Carolina Beaufort will provide a large portion of the funding necessary for University of South Carolina Beaufort to purchase the property located at 1100 Boundary Street for the purpose of further developing it as a Cyber Security Education Facility; and

WHEREAS, it is necessary and proper to appropriate, obligate, and budget funds for the above-referenced items; and

WHEREAS, in compliance with South Carolina law and in the interest of maintaining good accounting practices and transparency in the budget process, it is beneficial and necessary to amend the budget to reflect this additional appropriation of funds.

NOW, THEREFORE, BE IT ORDAINED by the City of Beaufort Council that the FY 2024-2025 City of Beaufort Ordinance 2024/11 is hereby amended by the addition of the following, such that the General Fund FY25 Budget and the Consolidated FY25 Revised Budget are as shown on Exhibits A and B, hereto

SECTION 1. AMENDMENT

General Fund

Revenues	
Intergovernmental	<u>\$ 1,500,000</u>
Total Revenues	<u><u>\$ 1,500,000</u></u>

SECTION 2. EFFECTIVE DATE

This Ordinance shall be effective upon its enactment by the City Council for the City of Beaufort.

PHILIP E. CROMER, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK

1ST Reading April 8, 2025

2nd Reading & Adoption _____

Attachments:

- A. General Fund FY25 Budget
- B. Consolidated FY25 Revised Budget

EXHIBIT A

General Fund FY25 Budget

	Adopted FY25 Budget	Budget Amendment #2	Budget Amendment #6	Revised FY25 Budget
<u>Revenues</u>				
Property Taxes	\$ 9,598,632	\$ -	\$ -	\$ 9,598,632
Licenses & Permits	6,870,000	-	-	6,870,000
Intergovernmental	3,854,181	46,208	1,500,000	5,400,389
Franchise Fees	2,258,000	-	-	2,258,000
Charges for Services	2,056,665	-	-	2,056,665
Fines & Forfeitures	64,000	-	-	64,000
Miscellaneous	110,000	-	-	110,000
Interest	550,000	-	-	550,000
Total General Fund Revenues	\$ 25,361,478	\$ 46,208	\$ 1,500,000	\$ 26,907,686
<u>Appropriations</u>				
Non-Departmental	\$ 822,823	\$ -	\$ -	\$ 822,823
City Council	345,321	-	-	345,321
City Manager	952,161	-	-	952,161
Finance	1,000,850	-	-	1,000,850
Human Resources	554,368	-	-	554,368
Information Technology	1,025,621	46,208	-	1,071,829
Municipal Court	637,050	-	-	637,050
Community & Economic Development	1,455,846	-	-	1,455,846
Police Operations	5,703,134	-	-	5,703,134
School Resource Officer	624,561	-	-	624,561
School Crossing Guard	23,470	-	-	23,470
Victims Rights	113,246	-	-	113,246
Beaufort Fire	6,773,028	-	-	6,773,028
Public Works	503,580	-	-	503,580
Streets & Traffic	1,035,281	150,000	-	1,185,281
Facilities Maintenance	828,479	-	-	828,479
Solid Waste	1,401,015	-	-	1,401,015
Debt Service	1,845,353	-	-	1,845,353
Transfers Out	-	255,645	-	255,645
Total General Fund Appropriations	\$ 25,645,187	\$ 451,853	\$ -	\$ 26,097,040

EXHIBIT B

Consolidated FY25 Revised Budget

	<u>General Fund</u>	<u>ARPA Fund</u>	<u>Parks & Tourism Fund</u>	<u>Stormwater Fund</u>	<u>State Accommodations Fund</u>	<u>Fire Impact Fund</u>	<u>TIF II Fund</u>	<u>Capital Project Fund</u>	<u>Total</u>
Revenues	\$ 26,907,686	\$ 302,306	\$ 5,480,500	\$ 1,368,717	\$ 969,333	\$ 105,000	\$ 180,000	\$ 10,906,687	\$ 46,220,229
Transfers In	70,416	-	-	-	-	-	-	11,957,775	12,028,191
Total Other Financing Sources	70,416	-	-	-	-	-	-	11,957,775	12,028,191
Release of Committed Fund	618,938	-	-	-	-	-	-	-	618,938
Release of Fund Balance	-	4,556,634	6,027,349	1,364,480	30,000	-	129,000	813,201	12,920,664
Salaries	\$ 10,478,363	\$ 100,000	\$ 1,908,435	\$ 413,681	\$ 16,728	\$ -	\$ -	\$ -	\$ 12,917,207
Benefits	4,384,300	43,972	846,815	208,751	6,752	-	-	-	5,490,590
Operating	8,346,141	197,000	1,711,049	232,685	875,437	-	-	-	11,362,312
Capital	642,443	143,334	238,933	-	-	-	209,000	23,677,663	24,911,373
Debt	1,990,148	-	969,601	513,600	-	63,654	-	-	3,537,003
Total Expenditures	\$ 25,841,395	\$ 484,306	\$ 5,674,833	\$ 1,368,717	\$ 898,917	\$ 63,654	\$ 209,000	\$ 23,677,663	\$ 58,218,485
Transfers Out	255,645	4,374,634	5,833,016	1,364,480	100,416	-	100,000	-	12,028,191
Total Other Financing Uses	255,645	4,374,634	5,833,016	1,364,480	100,416	-	100,000	-	12,028,191
Contribution to Fund Balance	-	-	-	-	-	41,346	-	-	41,346
Net (Deficit) Surplus	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/5/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: PUBLIC HEARING AND FIRST READING - An Ordinance to amend the City of Beaufort Zoning District Map by changing the zoning designation of real property located at 30 Cougar Drive, identified as Beaufort County Tax Map Number R123 015 000 0110 0000, from T3-Suburban District (T3-S) to Institutional & Campus District (IC)
MEETING DATE: 5/13/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

Background: The 41.3-acre sized parcel in question (R123 015 000 0110 0000) is currently home to the Lady's Island Middle School (LIMS). Beaufort County School District plans to make significant alterations & improvements to the existing site and building. Currently, the T3-S zoning restricts the applicant in making many of the proposed changes, due to the T3-S district standards being primarily intended for single-family suburban residential structures, not large-scale buildings like the middle school.

PLACED ON AGENDA FOR: Action

REMARKS:

The IC zoning district better aligns with the existing and future public-school use of the parcel and allows for better site design when considering the proposed alterations & improvements of the Lady's Island Middle School. The PC approved unanimously approved the request at their April 21, 2025 hearing.

ATTACHMENTS:

Description	Type	Upload Date
Notice	Cover Memo	5/5/2025
Packet	Cover Memo	5/5/2025
Ordinance	Cover Memo	5/5/2025

THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS

Order Number:
IPL0229295
Order Status:
Submitted
Classification:
Legals & Public Notices
Package:
HHI - Legal Ads
Site:
hiltonheadisland
Final Cost:
\$139.37
Payment Type:
Account Billed
User ID:
IPL0021036

ACCOUNT INFORMATION

CITY OF BEAUFORT IP
1911 BOUNDARY ST
BEAUFORT, SC 29902-3825
843-525-7040
jbachety@cityofbeaufort.org
CITY OF BEAUFORT

TRANSACTION REPORT

Date
April 22, 2025 9:03:53 AM EDT
Amount:
\$139.37

SCHEDULE FOR AD NUMBER IPL02292950

April 24, 2025
The Island Packet (Hilton Head) Digital Publication

PREVIEW FOR AD NUMBER IPL02292950

1.54inches x 2.85inches

City of Beaufort
NOTICE OF PUBLIC HEARING
Proposed Rezoning

The City Council of Beaufort will hold a public hearing on Tuesday, May 13, 2025, at 7:00 P.M. in the Council Chambers on the second floor at Beaufort City Hall, 1911 Boundary Street, Beaufort, S.C., to consider the following:

Applicant is requesting rezoning of the Lady's Island Middle School located at 30 Cougar Drive, Lady's Island, South Carolina, further identified as R123 015 000 0110 0000 from T3- Suburban District (T3-S) to IC-Institutional & Campus District (IC).

Documents relating to this request are available for public inspection between the hours of 9:00 A.M. and 4:00 P.M. Monday through Friday at the Beaufort City Hall, 1911 Boundary Street, Beaufort. Interested persons are invited to attend the public hearing and to comment on the application. Written comments can also be submitted prior to the hearing to the City of Beaufort Community Development Department, 1911 Boundary, Beaufort, S.C. 29902.

Note: If you have special needs due to a physical challenge, please call (843) 525-7011 for additional information.
IPL0229295
Apr 24 2025

[<< Click here to print a printer friendly version >>](#)

**30 Cougar Drive
(Lady's Island Middle School)**

**Rezoning Request
(T3-S to IC)**

GENERAL INFORMATION		
Applicant:	Beaufort County School District	
Address/Parcel Number:	30 Cougar Drive, R123 015 000 0110 0000	
Applicant's Request:	Rezone from T3-Suburban District (T3-S) to Institutional & Campus District (IC)	
Current Zoning:	T3-S	
ZONING DISTRICT INFORMATION		
	T3-S	
Lot Width at Setback:	75 ft min	
Min. Lot Size	9,000 sqft min	
Front Setback	20 ft min	
Side Setback	Interior: 10 ft min Corner/Alley: 15 ft min	
Rear Setback	15 ft min	
Building Height:	2.5 stories max	
SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
North: T3-N	Single Family Residential	15 ft.
South: County Zoning (T4HCO - Hamlet Center Open)	Commercial	N/A
East: N/A	Marsh	30 ft. Critical Area Buffer
West: County Zoning (T4NC - Neighborhood Center & T3N - Neighborhood)	Commercial/Residential	N/A

Background: The 41.3-acre sized parcel in question (R123 015 000 0110 0000) is currently home to the Lady’s Island Middle School (LIMS). Beaufort County School District plans to make significant alterations & improvements to the existing site and building. Currently, the T3-S zoning restricts the applicant in making many of the proposed changes, due to the T3-S district standards being primarily intended for single-family suburban residential structures, not large-scale buildings like the middle school.

The IC zoning district better aligns with the existing and future public-school use of the parcel and allows for better site design when considering the proposed alterations & improvements of the Lady’s Island Middle School. The PC approved unanimously approved the request at their April 21, 2025 hearing.

Compatibility with Adjacent Zoning: The site is adjacent to both City and County properties zoned T3-N (City - North), T4HCO (County - South) and T4NC & T3N (County - West). It also is located west, across the marsh from Beaufort Executive Airport.

Compliance with City Plans – 2021 Beaufort Comprehensive Plan: The Future Land Use Map (Map 5 – Future Land Use) of the Comprehensive Plan identifies the Lady’s Island Middle School parcel as one to be classified Institutional. This rezoning will accomplish exactly that.

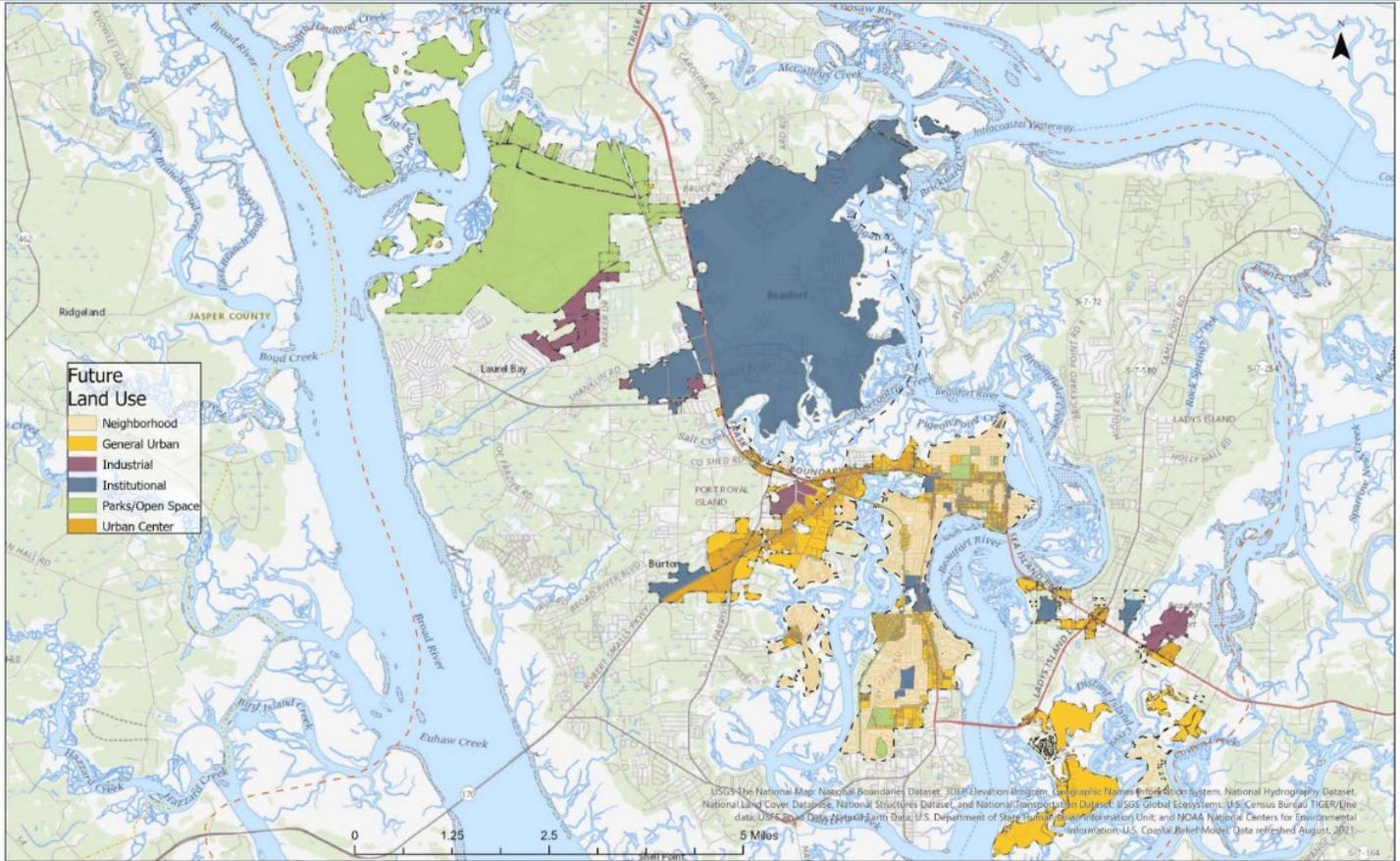
2014 Civic Master Plan Compliance: The Lady’s Island Middle School is identified by the Civic Master Plan as one of the various elementary/middle schools within the City of Beaufort (Ch. 7.5, pg. 150). While there is no language on Lady’s Island Middle School specifically, the rezoning will aid in existing and future public-school use and site design.

ZONING DISTRICT USES/DEVELOPMENT STANDARDS:

<u>IC – Institutional & Campus District</u>	
Residential Units/Acre	30 units/acre max
Minimum Lot Width	50 ft min
Lot Size	5,000 sqft min
Impervious Surface Coverage	65% max
Height	4 stories
Uses	The IC district supports generally non-residential institutions and employment areas that are designed in a campus-like setting, such as hospitals, universities, research facilities, and offices. It is intended to ensure that these unique institutions are designed to be compatible with their surroundings and the rest of the city.

FUTURE LAND USE PLAN

The Future Land Use Map envisions the area as Institutional. The Institutional & Campus District (IC) is the appropriate zoning district for this parcel as per the Comprehensive Plan.



REZONING REVIEW CRITERIA

Required Findings: The PC is to recommend a rezoning to the City Council utilizing the factors found in Section 9.16.3 C found below. Staff analysis on the project based on these findings is found below.

<u>9.16.3.C.2 - Finding of Fact</u>	<u>Rationale Present (yes/no)</u>	<u>Staff Analysis of Rationale</u>
a. Consistency (or lack thereof) with the Comprehensive Plan and Civic Master Plan	Yes	✓ The “IC” zoning district is the appropriate district for schools and specifically for this parcel as outlined in the Comprehensive Plan.
b. Compatibility with the present zoning, with conforming uses of nearby property, and with the character of the neighborhood	Yes	✓ The “IC” zoning district is consistent, compatible, and appropriate for the Lady’s Island Middle School.
c. Suitability of the property that would be affected by the amendment	Yes	✓ The “IC” zoning district perfectly corresponds with the intention and current use of the property.
d. Compatibility with the natural features of — and any archaeological or cultural resources on — the property	Yes	✓ The “IC” zoning district is compatible with the natural features of the property.
e. Marketability of the property that would be affected by the amendment; and	Yes	<ul style="list-style-type: none"> ✓ The property is owned by the Beaufort County School District and is utilized as a middle school. ✓ The “IC” zoning district would not affect the marketability of the property.
f. The availability of roads, sewer, water, and stormwater facilities generally suitable and adequate for the affected property.	Yes	✓ The “IC” zoning district would not restrict the availability of these facilities.

FINDINGS AND RECOMMENDATIONS

Staff Recommendation: Staff recommends approval of rezoning from “T3-Suburban District (T3-S)” to “Institutional & Campus District (IC)” zoning designation.



REZONING APPLICATION (EXCEPT FOR PUDS)

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-5606
Email: development@cityofbeaufort.org/www.cityofbeaufort.org

Application Fee: \$400 +
\$25 for each additional lot
Receipt _____

OFFICE USE ONLY: Date Filed: Application #: Zoning District:

Submittal Requirements: You must attach a boundary map prepared by a registered land surveyor of the tract, plot, or properties, in question, and all other adjoining lots of properties under the same ownership. Eight (8) hardcopies of all application materials are required along with a digital copy.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? [] Yes [] No

Applicant, Owner and Property Information

Property Address: 30 Cougar Dr. Lady's Island, SC 29907
Property Identification Number (Tax Map & Parcel Number): R123 015 000 0110 0000
Applicant Name: Beaufort County School District
Applicant Address: 2900 Mink Point Blvd. Beaufort, SC 29902
Applicant E-mail: Robert.Oetting@beaufort.k12.sc.us Applicant Phone Number: 843-322-0783
Property Owner (if other than the Applicant):
Property Owner Address:

Have any previous applications been made for a map amendment affecting these same premises? () YES (X) NO

If yes, give action(s) taken:

Present zone classification: Suburban District (T3-S)

Requested zone classification: Institutional & Campus District (IC)

Total area of property: 41.3 acres

Existing land use: School

Desired land use: School

Reasons for requesting rezoning: IC zoning better aligns with the existing and future public school use of this parcel & allows for better site design when considering the proposed re-build of the LIMS, as outlined in the attached narrative.

Applicant's Signature: Date:

NOTE: If the applicant is not the property owner, the property owner must sign below.

Property Owner's Signature: [Signature] Date: 2/18/25

See Section 9.16 of The Beaufort Code for complete information about Rezoning (except for PUDS) | updated May 14, 2024



Project: Lady's Island Middle School Rebuild
30 Cougar Drive, Lady's Island, SC 29907

Date: February 17, 2025

Owner: Beaufort County School District
P.O Drawer 309
Beaufort, SC 29901

Parcel:
Property ID: R123 015 000 0110 0000
Acreage: 41.3 Acres
Zoning: T3-S, City of Beaufort

The proposed rebuild of Lady's Island Middle School presents an opportunity to create a safer, more efficient, and environmentally responsible design that benefits students, staff, and the surrounding community. The existing T3-S zoning (Suburban District), imposes limitations that restrict optimal site planning. In contrast, an IC zoning (Institutional & Campus District), better aligns with the ongoing institutional use for this property, and since this zoning allows 3-story building heights, a new school can be more strategically placed within a smaller footprint onsite. Beaufort County School District feels that rezoning parcel R123 015 000 0110 000 allows for better site planning, enhances safety, and better preserves natural onsite elements as outlined below.

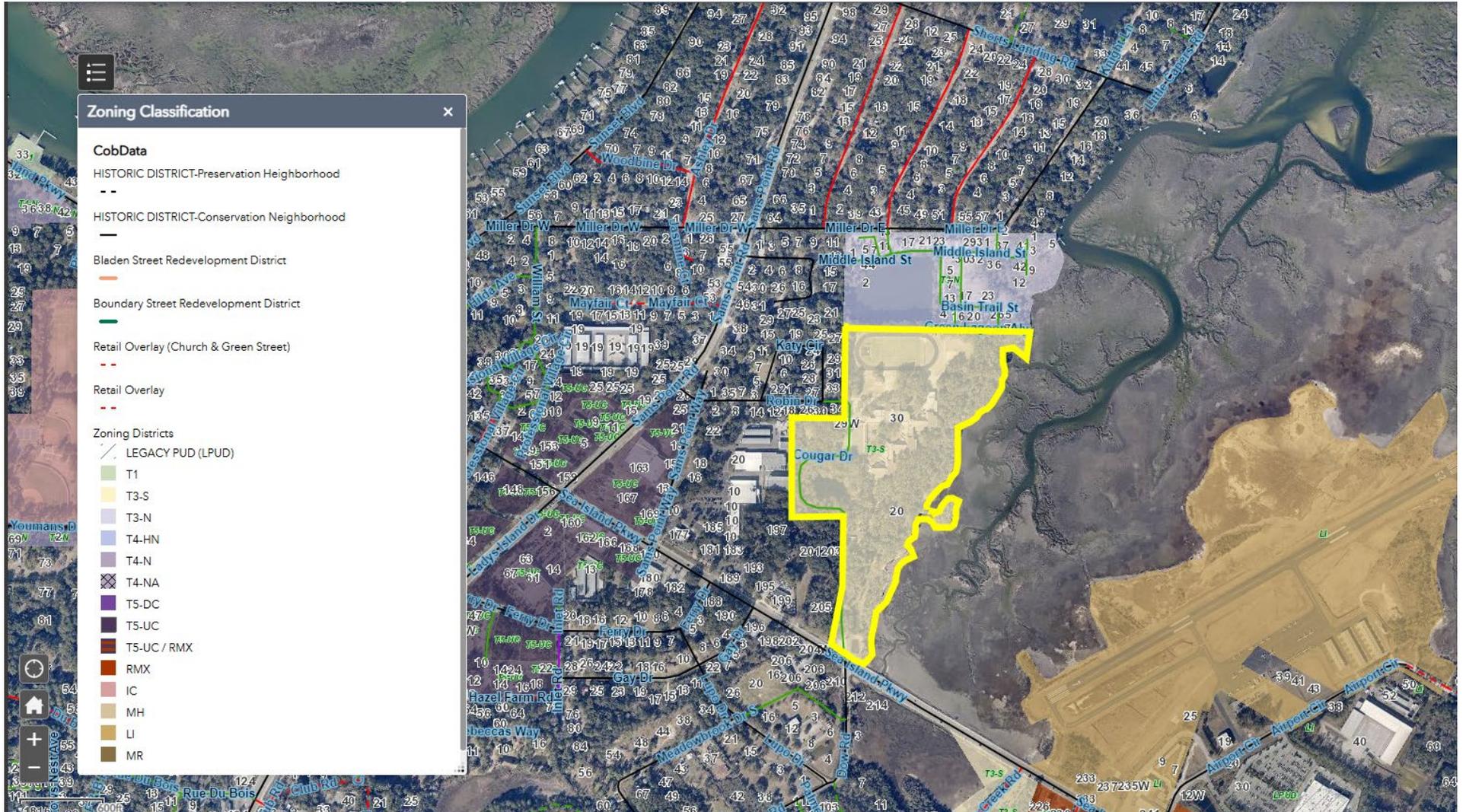
Key Benefits of IC Zoning for this Parcel:

- **Maintaining School Operations During Construction**
By being able to place the new school between the existing school and football field under IC zoning, the existing school and athletic facilities can remain operational throughout the construction process. This ensures that students can continue their education without major disruptions, and extracurricular activities can proceed as planned.
- **Enhanced Control and Safety for Athletics**
The ability to position the new building in a more strategic location allows for the athletic fields to be maintained behind the school. This placement provides better supervision and security, ensuring a safer environment for students during sporting events.
- **Preserving Significant Trees and Natural Features**
A key advantage of IC zoning is the ability to work around existing mature trees, reducing the number that must be removed for construction. This not only preserves the natural character of the site but also contributes to long-term environmental sustainability.

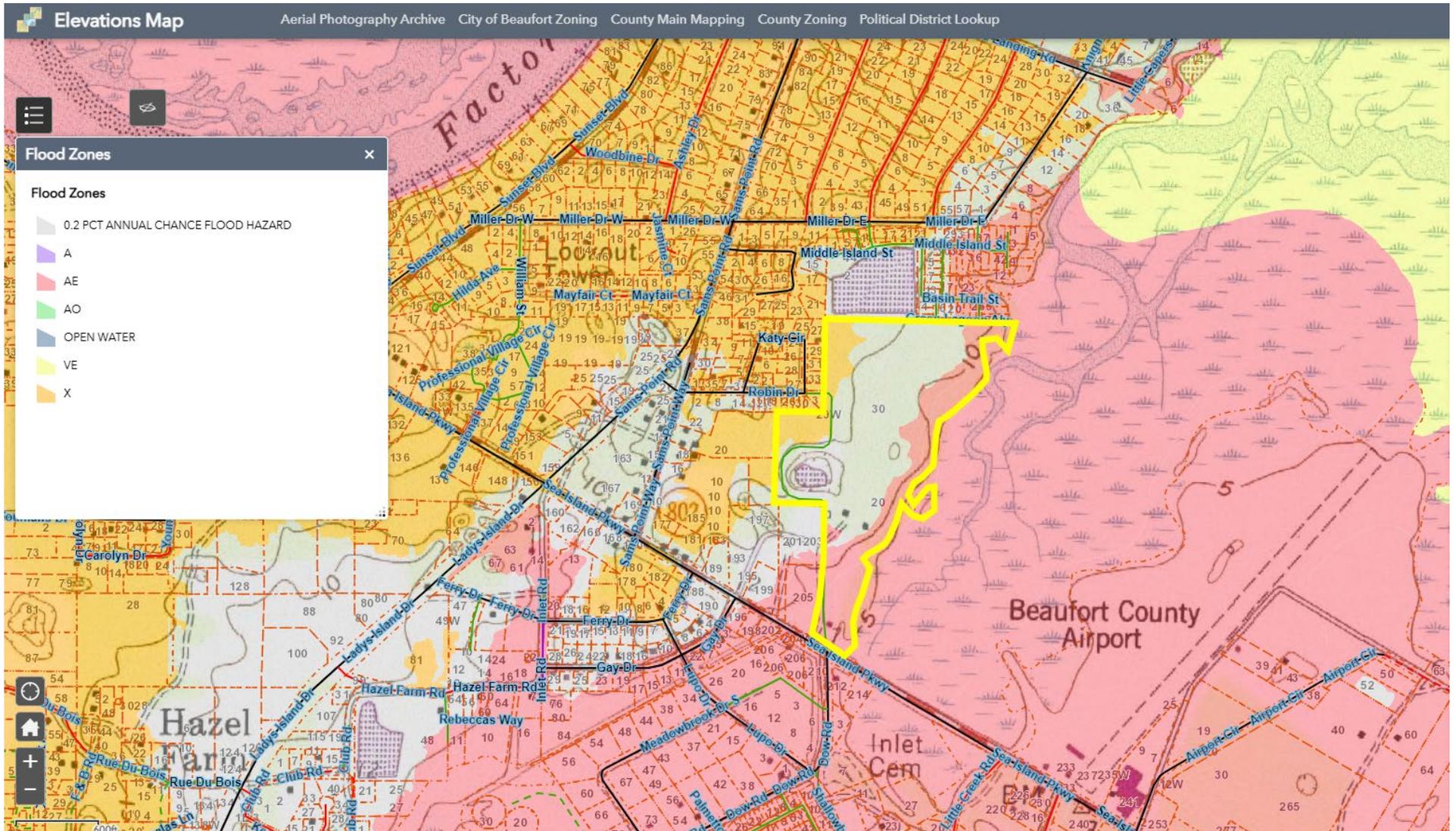
- **Reducing Building Footprint and Stormwater Impact**
The flexibility offered by IC zoning enables a more compact and efficient building footprint. By designing a structure that fits within a smaller footprint, the overall impact on stormwater drainage is reduced, minimizing runoff and the amount of stormwater mitigation measures needed.
- **Increased Distance from Neighboring Homes**
Under IC zoning, the new school can be positioned farther from adjacent residential properties. Centrally locating the new school will maintain a visual buffer from the property edges, fostering a more harmonious relationship between the school and the surrounding community.
- **Shortened Construction Timeline**
A well-planned site layout facilitated by IC zoning helps streamline the construction process, reducing the overall duration of the project. This means fewer disruptions for students, faculty, and neighbors, allowing the community to benefit from the new facilities sooner.

By transitioning to IC zoning, Lady's Island Middle School can be rebuilt in a way that prioritizes student safety, environmental responsibility, and community harmony. IC zoning appears to be a better fit long-term for the current school use with minimized disruption on existing operations, making it the most suitable zoning designation for this vital project.

Location of subject property on City of Beaufort, SC – Zoning Map



Location of subject property within Floodplain and Elevations Map



Google Maps General Location Map

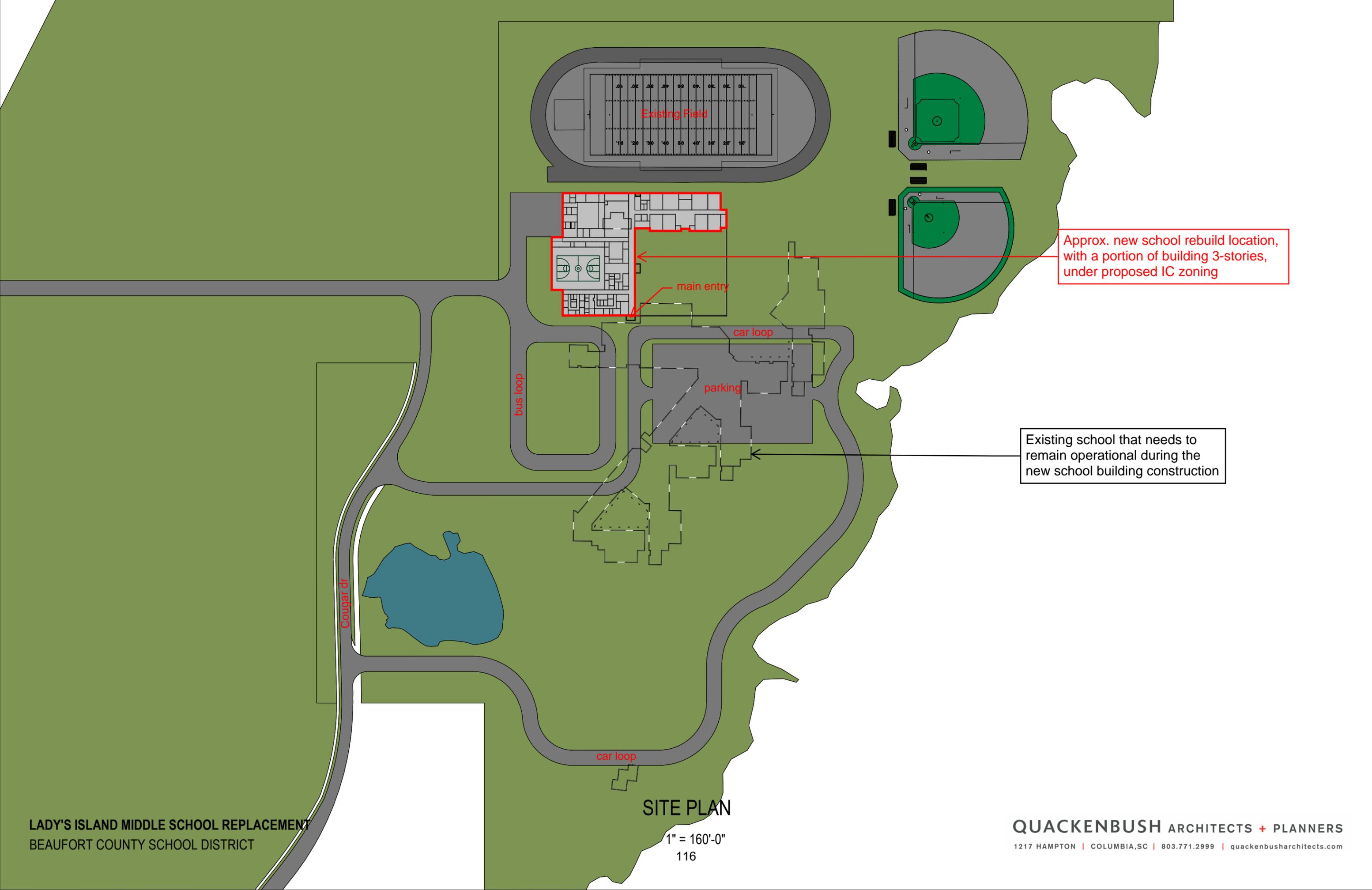
The image shows a Google Maps interface with a search bar at the top left containing "30 Cougar Dr". The main map area displays a satellite view of a residential and commercial area in Beaufort, SC, with a red pin marking the location at 30 Cougar Dr. The sidebar on the left provides details for the selected location:

- Search Bar:** 30 Cougar Dr
- Navigation:** Restaurants, Hotels, Things to do, Transit, Parking, Pharmacies, ATMs
- Location Details:** 30 Cougar Dr, Building
- Actions:** Directions, Save, Nearby, Send to phone, Share
- Address:** 30 Cougar Dr, Beaufort, SC 29907
- Options:** Suggest an edit on 30 Cougar Dr, Add a missing place, Add your business
- Photos:** A photo of the building at 30 Cougar Dr.
- At this place:** Lady's Island Middle School (3.0 stars, 12 reviews), Middle school · Floor 1, Closed · Opens 8:45 AM Wed

The map shows various landmarks and streets, including Sea Island Animal Hospital, Tidal Wave Auto Spa, Food Lion, The UPS Store, SouthState Bank, and Beaufort Executive Airport. The bottom right corner includes a scale bar (500 ft) and copyright information: Imagery ©2025 Airbus, Mazar Technologies, Map data ©2025 Google.

Google Maps Streetview – Looking East





Approx. new school rebuild location, with a portion of building 3-stories, under proposed IC zoning

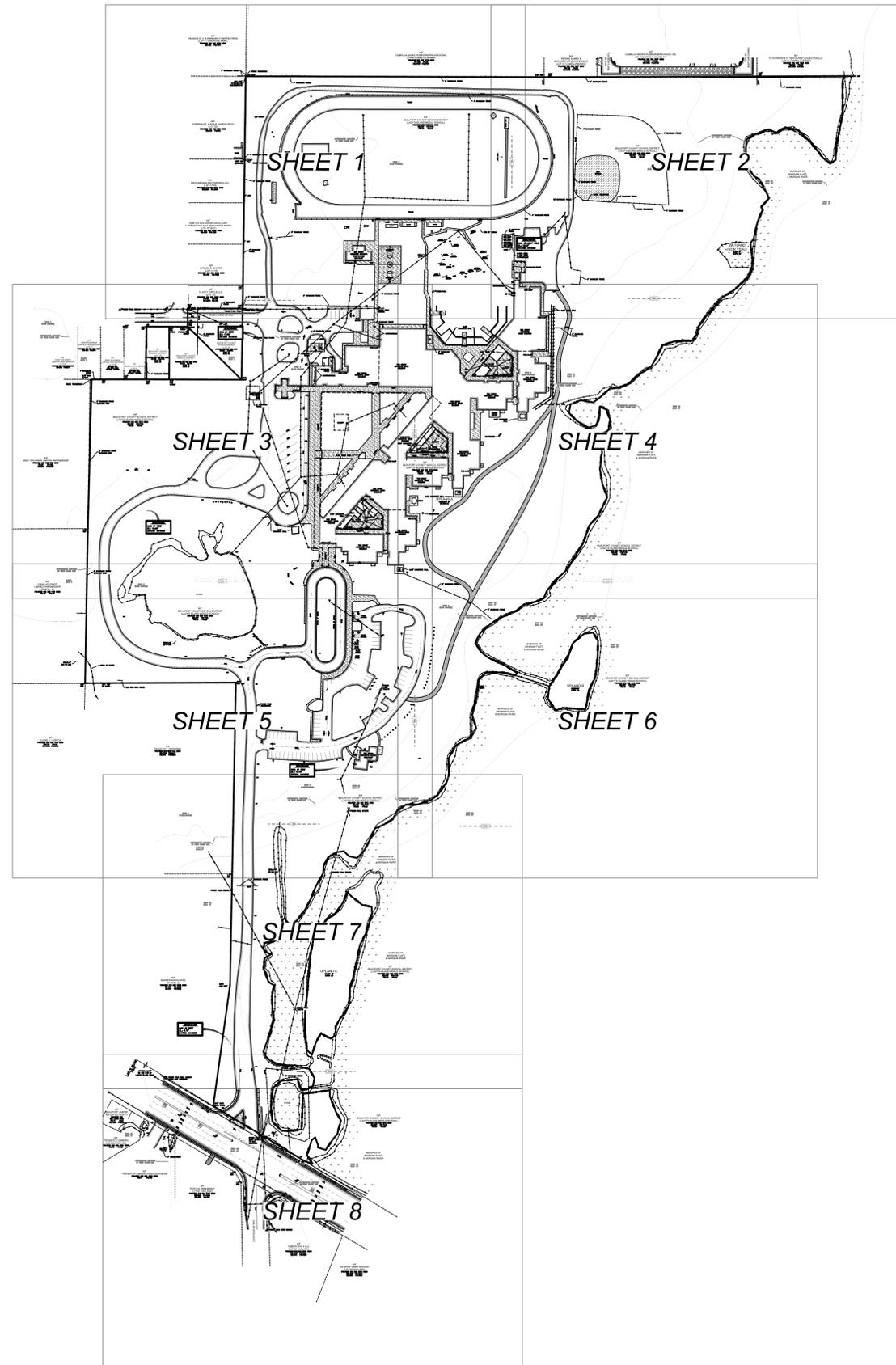
Existing school that needs to remain operational during the new school building construction

SC GRID (NAD 83)
(2011)

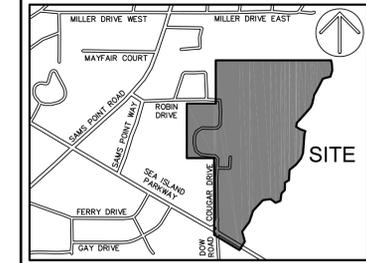
PROJECT LIMITS ACREAGE CHART

PIN: R123 015 000 0110 0000		PROPERTY TOTALS	
UPLAND A	1,668,800 SF 38.310 AC	PIN: R123 015 000 0110 0000	1,711,470 SF 39.290 AC
UPLAND B	11,839 SF 0.272 AC	LOT-10	5,715 SF 0.131 AC
UPLAND C	27,574 SF 0.633 AC	LOT-11	11,441 SF 0.263 AC
UPLAND TOTAL	1,708,213 SF 39.215 AC	LOT-12	11,681 SF 0.268 AC
WETLAND (NON-TIDAL)	3,257 SF 0.075 AC	PROJECT TOTAL	1,740,307 SF 39.952 AC
TOTAL	1,711,470 SF 39.290 AC		

LABEL	BEARING	DISTANCE	LABEL	BEARING	DISTANCE
L1	S24°16'54"W	9.12	L116	N36°32'13"W	7.50
L2	S00°49'55"W	25.78	L117	S52°23'49"W	6.49
L3	S00°35'30"E	21.01	L118	S08°06'51"E	21.78
L4	S00°29'39"W	27.13	L119	S75°29'36"W	17.04
L5	S10°23'15"W	28.97	L120	S11°59'18"W	20.13
L6	S12°31'32"W	41.42	L121	S08°14'38"W	21.35
L7	S01°34'58"W	31.31	L122	S18°47'29"W	12.41
L8	S58°20'32"W	13.76	L123	S43°20'38"E	12.87
L9	N54°59'43"W	18.68	L124	S74°05'17"E	10.33
L10	N37°49'53"W	43.40	L125	S58°54'43"W	17.48
L11	N47°35'30"W	39.61	L126	S03°58'04"W	24.50
L12	N76°54'05"W	27.94	L127	S20°56'02"E	29.65
L13	S59°05'56"W	23.34	L128	S59°38'54"E	13.77
L14	N65°34'03"W	18.07	L129	S12°03'44"W	24.56
L15	S69°54'53"W	30.92	L130	S03°40'01"E	22.94
L16	S59°54'38"W	21.67	L131	S07°11'31"E	21.43
L17	S06°57'46"W	19.53	L132	S17°58'15"W	24.56
L18	S00°43'45"E	36.93	L133	S16°43'43"W	24.12
L19	S35°55'31"E	29.94	L134	S20°58'18"W	11.52
L20	S62°09'09"E	13.61	L135	S18°55'56"W	13.98
L21	S27°45'05"E	30.30	L136	S29°29'54"E	14.87
L22	S24°48'01"E	16.02	L137	S54°29'53"E	26.32
L23	S39°56'56"W	26.16	L138	S86°55'25"E	28.27
L24	S22°46'49"E	9.80	L139	S80°40'41"E	29.92
L25	S22°26'31"W	28.77	L140	S78°50'43"E	17.90
L26	S13°03'13"W	38.33	L141	S29°52'47"E	23.21
L27	S07°18'45"E	11.08	L142	S61°12'24"W	12.44
L28	S05°08'02"E	16.72	L143	S84°46'54"W	15.54
L29	S22°27'44"W	20.82	L144	N17°39'03"W	23.57
L30	S46°28'35"W	37.66	L145	S84°37'22"W	35.44
L31	S57°06'08"W	36.73	L146	S50°27'11"W	23.43
L32	S40°40'06"W	52.06	L147	S07°42'40"W	38.43
L33	S47°49'43"W	21.43	L148	S25°37'46"E	35.48
L34	S14°17'53"W	17.28	L149	S44°26'41"E	28.91
L35	S30°39'20"W	16.42	L150	S85°12'14"E	15.62
L36	S87°52'29"W	41.34	L151	N81°29'00"E	28.47
L37	S22°27'44"W	20.82	L152	N02°29'21"E	61.80
L38	S46°28'35"W	37.66	L153	N00°54'06"E	15.63
L39	S26°18'47"W	34.27	L154	N82°29'43"E	11.53
L40	S30°18'40"W	18.29	L155	N82°25'52"E	48.31
L41	S67°47'53"W	21.43	L156	N82°25'52"E	48.31
L42	S50°11'54"W	34.52	L157	S00°21'44"E	12.97
L43	S67°44'13"W	23.05	L158	S21°31'57"E	36.75
L44	S86°08'48"W	18.06	L159	S30°18'27"E	21.47
L45	S48°18'31"W	29.90	L160	S15°05'00"W	30.92
L46	S53°30'22"W	17.03	L161	S41°01'31"W	14.64
L47	N80°29'10"W	27.84	L162	S34°20'50"W	28.10
L48	S68°16'07"W	24.21	L163	N17°21'08"W	18.06
L49	S10°52'49"W	19.01	L164	N10°29'06"E	4.56
L50	S44°46'26"E	24.18	L165	N20°32'44"W	18.38
L51	S58°04'18"E	28.52	L166	S52°50'25"W	9.37
L52	N70°07'43"E	20.01	L167	S18°13'49"W	14.16
L53	N17°50'38"E	21.91	L168	S17°43'48"W	20.25
L54	N00°43'52"E	18.58	L169	S33°23'56"E	22.27
L55	S66°05'06"E	15.34	L170	N85°52'03"W	32.06
L56	S20°53'49"E	23.36	L171	S27°43'45"W	13.43
L57	S08°52'43"W	21.43	L172	S40°00'45"W	13.55
L58	S42°54'23"W	28.34	L173	S43°23'54"E	28.56
L59	S09°43'46"E	28.30	L174	S24°25'35"E	20.07
L60	S07°14'36"W	37.08	L175	N86°53'16"E	26.27
L61	S09°17'48"E	31.75	L176	S83°52'13"E	20.75
L62	S19°32'18"E	32.22	L177	S72°12'40"E	78.51
L63	S63°30'01"W	43.49	L178	N34°26'26"E	21.07
L64	S42°09'40"W	28.63	L179	N31°05'32"E	39.79
L65	S19°31'00"W	42.67	L180	N28°10'22"E	22.83
L66	S31°50'44"W	26.43	L181	N21°36'01"E	25.24
L67	S32°21'44"W	41.89	L182	N50°12'19"E	30.92
L68	S47°17'31"W	20.14	L183	N82°34'08"E	19.86
L69	S42°32'43"W	39.56	L184	S31°49'09"E	20.45
L70	S23°26'23"W	20.07	L185	S01°14'41"E	32.19
L71	S68°44'03"W	20.94	L186	S05°43'27"W	27.35
L72	S74°15'31"W	24.70	L187	S07°08'26"W	21.45
L73	S51°34'05"W	22.18	L188	S27°15'30"W	30.53
L74	S47°48'25"W	36.44	L189	S01°14'41"E	32.19
L75	S57°26'23"W	26.67	L190	S12°22'16"W	18.53
L76	S48°45'53"W	29.93	L191	N86°52'35"E	24.26
L77	S26°57'47"W	24.14	L192	N85°24'47"W	25.27
L78	S34°05'30"E	24.42	L193	S88°44'00"W	18.19
L79	S51°28'50"E	19.39	L194	N33°57'50"W	30.64
L80	S67°35'25"E	31.97	L195	N05°35'43"E	17.41
L81	S57°58'17"E	39.42	L196	N06°16'34"E	9.60
L82	S41°56'15"W	7.19	L197	N10°50'48"E	31.16
L83	N74°23'56"W	26.72	L198	N45°08'35"W	14.72
L84	S88°06'48"W	39.92	L199	N06°19'25"W	44.83
L85	S44°00'53"W	22.77	L200	N00°52'42"E	36.86
L86	S07°01'36"W	33.31	L201	N06°37'25"E	37.17
L87	S12°51'24"W	43.04	L202	N04°43'50"E	34.61
L88	S16°52'10"E	31.03	L203	N04°21'57"E	42.88
L89	S31°51'51"W	22.54	L204	N07°28'08"E	12.19
L90	S60°56'22"W	36.94	L205	N10°11'16"E	33.03
L91	S30°01'48"W	32.29	L206	N33°01'12"E	54.79
L92	S00°29'10"W	37.63	L207	N61°34'14"E	20.26
L93	S18°01'11"W	14.58	L208	N34°32'08"E	30.88
L94	S34°21'29"W	35.31	L209	N22°35'55"E	25.54
L95	S55°03'04"W	17.74	L210	S39°17'46"E	13.23
L96	S70°53'40"W	30.01	L211	S73°40'43"E	0.71
L97	S88°36'04"W	26.91	L212	S51°45'27"E	29.31
L98	S53°42'00"W	24.07	L213	S78°20'00"E	21.04
L99	S26°44'46"W	19.97	L214	S04°25'02"E	15.14
L100	S60°06'24"W	23.44	L215	S17°04'10"W	41.53
L101	S67°01'32"W	20.11	L216	S27°26'36"W	31.57
L102	S24°50'01"W	27.42	L217	S11°22'22"W	33.81
L103	S26°46'12"W	24.99	L218	S13°02'14"W	23.85
L104	S43°03'46"W	8.26	L219	S11°21'47"W	17.12
L105	S43°43'23"W	15.61	L220	S19°04'37"W	21.23
L106	N77°29'25"W	18.30	L221	S05°25'52"W	16.40
L107	N44°57'00"W	15.41	L222	S03°52'56"W	21.64
L108	S82°59'33"W	15.17	L223	S29°51'51"W	25.22
L109	S59°31'08"W	23.02	L224	S41°44'27"W	10.90
L110	S26°46'17"W	22.22	L225	S31°22'35"W	19.29
L111	S01°24'26"W	14.13	L226	S05°18'34"E	18.54
L112	S29°04'35"W	34.61	L227	S55°54'35"W	14.26
L113	S21°44'03"W	27.90	L228	N63°20'46"W	23.04
L114	S27°52'12"W	26.65	L229	N11°56'25"W	1.66
L115	S37°35'55"W	28.89	L230	S29°38'29"W	22.44
L116	S52°20'01"W	18.43	L231	S18°12'17"W	28.28
L117	N41°45'26"W	12.28	L232	N73°33'57"W	16.83

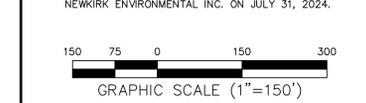


- LEGEND**
- ▲ CALC POINT - CORNER NOT SET
 - ARTHUR CHRISTENSEN MONUMENT
 - CONC. MONUMENT FOUND
 - CONC. MONUMENT FOUND DISTURBED
 - OPEN TOP PIPE
 - IRON REBAR FOUND
 - IRON REBAR SET
 - AIR CONDITIONING UNIT
 - BOLLARD
 - CABLE JUNCTION BOX
 - CONTROL PANEL
 - ELECTRIC JUNCTION BOX
 - ELECTRIC METER
 - ELECTRIC OUTLET
 - FIRE HYDRANT
 - GENERATOR
 - GRATE INLET
 - GROUND LIGHT
 - GUY WIRE
 - HANDICAP PARKING
 - IRRIGATION CONTROL VALVE
 - LIGHT POLE
 - MAIL BOX
 - MARSHGRASS
 - POST
 - POWER POLE
 - SANITARY SEWER CLEAN OUT
 - SANITARY SEWER MANHOLE
 - SANITARY SEWER VALVE
 - SANITARY SEWER VALVE MARKER
 - SATELLITE DISH
 - SIGN
 - SPIGOT
 - SPOT ELEVATION
 - STORM DRAIN MANHOLE
 - TELEPHONE JUNCTION BOX
 - TRANSFORMER-ELECTRIC
 - TOWER RADIO
 - UNDERGROUND FIBER OPTICS MARKER
 - WATER METER
 - WATER VALVE
 - WATER VALVE MARKER
 - WATER WELL
 - WETLAND FLAG
 - BLACK GUM
 - CEDAR
 - CHERRY
 - SWEET GUM
 - HICKORY
 - HOLLY
 - LAUREL OAK
 - LIVE OAK
 - MAGNOLIA
 - MIMOSA
 - MULBERRY
 - PALMETTO
 - PECAN
 - PINE
 - RED OAK
 - SUGAR BERRY
 - SYCAMORE
 - TALLOW
 - WATER OAK
 - WAX MYRTLE
 - YELLOW POPLAR
 - BACK OF CURB
 - COULD NOT ACCESS/ACQUIRE
 - DETECTABLE WARNING SURFACE
 - DOUBLE YELLOW LINE
 - FLARED END SECTION
 - FINISHED FLOOR ELEVATION
 - HDPE HIGH DENSITY POLYETHYLENE
 - IE INVERT ELEVATION
 - MCP METAL CORRUGATED PIPE
 - PIN PARCEL ID NUMBER
 - PD PIPE DIRECTION
 - PVC POLYVINYL CHLORIDE PIPE
 - RCP REINFORCED CONCRETE PIPE
 - SBA STOP BAR
 - SDWL SINGLE DASHED WHITE LINE
 - SDYL SINGLE DASHED YELLOW LINE
 - SWL SINGLE WHITE LINE (SOLID)
 - SYL SINGLE YELLOW LINE (SOLID)
 - WSE WATER SURFACE ELEVATION
 - BB BOTTOM OF BANK
 - -S- CONTOUR LINE
 - -CD- CENTERLINE OF DITCH
 - -EOW- EDGE OF WATER
 - -X- FENCE LINE
 - -FM- FORCEMAIN
 - -des-bcm- DES-BCM CRITICAL LINE
 - -OHP- OVERHEAD POWER LINE
 - -TB- TOP OF BANK
 - -SD- UNDERGROUND DRAINAGE LINE
 - -UE- UNDERGROUND ELECTRICAL LINE
 - -UFD- UNDERGROUND FIBER OPTICS LINE
 - -SS- UNDERGROUND SEWER LINE
 - -UT- UNDERGROUND TELEPHONE
 - -TV- UNDERGROUND TV LINE
 - -W- UNDERGROUND WATER LINE
 - -WET- WETLAND LINE
 - -P- PROPERTY LINE
 - -P- PROPERTY LINE ADJACENT
 - CONCRETE
 - DETECTABLE WARNING SURFACE
 - DIRT ROAD
 - EDGE OF PAVEMENT
 - GRAVEL
 - WETLANDS



VICINITY MAP NOT TO SCALE

- NOTES**
- FULL LEGEND, LINE & CURVE TABLES, AND ACREAGE CHART ARE LOCATED ON COVER SHEET.
 - THESE PARCELS APPEAR TO LIE IN MULTIPLE FLOOD ZONES: X, X (0.2% CHANCE), AE (ELEVATION 11', 12' & 13'), DUAL COMMUNITIES 450025 (BEAUFORT COUNTY), AND 450026 (CITY OF BEAUFORT), MAP NUMBER 4501300167G.
 - CONTOURS ARE IN ONE FOOT INTERVALS. TREE SIZES SHOWN ARE IN INCHES OF DIAMETER.
 - VERTICAL DATUM IS NAVD 88.
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 - CRITICAL LINE AND WETLANDS WERE FLAGGED BY NEWKIRK ENVIRONMENTAL INC. ON JULY 31, 2024.



PREPARED FOR:
WARD EDWARDS ENGINEERING
A BOUNDARY, AS-BUILT, TREE AND TOPOGRAPHIC SURVEY OF
LADY'S ISLAND MIDDLE SCHOOL
#30 COUGAR DRIVE,
#s 30, 32, 34 ROBIN DRIVE
LOTS 42, 43 & 55, PORTIONS OF LOTS
54, 56 & 58 SECTION 10, ALSO PORTIONS
OF LOTS 7 & 8 SECTION 15 1S-1W

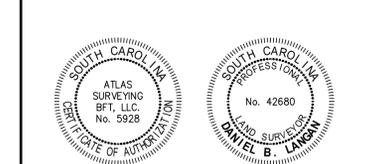
TAX PARCEL Nos.
R123 015 000 0110 0000, R200 015 000 0286 0000,
R200 015 000 0285 0000, & R200 015 000 0284 0000

LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

COVER SHEET

ATLAS SURVEYING, INC.

168 BOARDWALK DRIVE, SUITE A,
RIDGELAND, SC 29936.
PHONE: (843) 645-9277
WEBSITE: WWW.ATLASSURVEYING.COM



I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

DANIEL B. LANGAN
S.C.P.L.S. No. 42680
NOT VALID UNLESS CROMPED WITH SEAL

THE AREA SHOWN ON THIS PLAT IS A REPRESENTATION OF DEPARTMENT PERMIT AUTHORITY ON THE SUBJECT PROPERTY. CRITICAL AREAS BY THEIR NATURE ARE DYNAMIC AND SUBJECT TO CHANGE OVER TIME. BY DELINEATING THE PERMIT AUTHORITY OF THE DEPARTMENT, THE DEPARTMENT IN NO WAY WAIVES ITS RIGHT TO ASSERT PERMIT JURISDICTION AT ANY TIME IN ANY CRITICAL AREA ON THE SUBJECT PROPERTY, WHETHER SHOWN HEREON OR NOT.

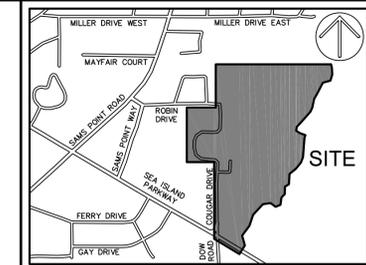
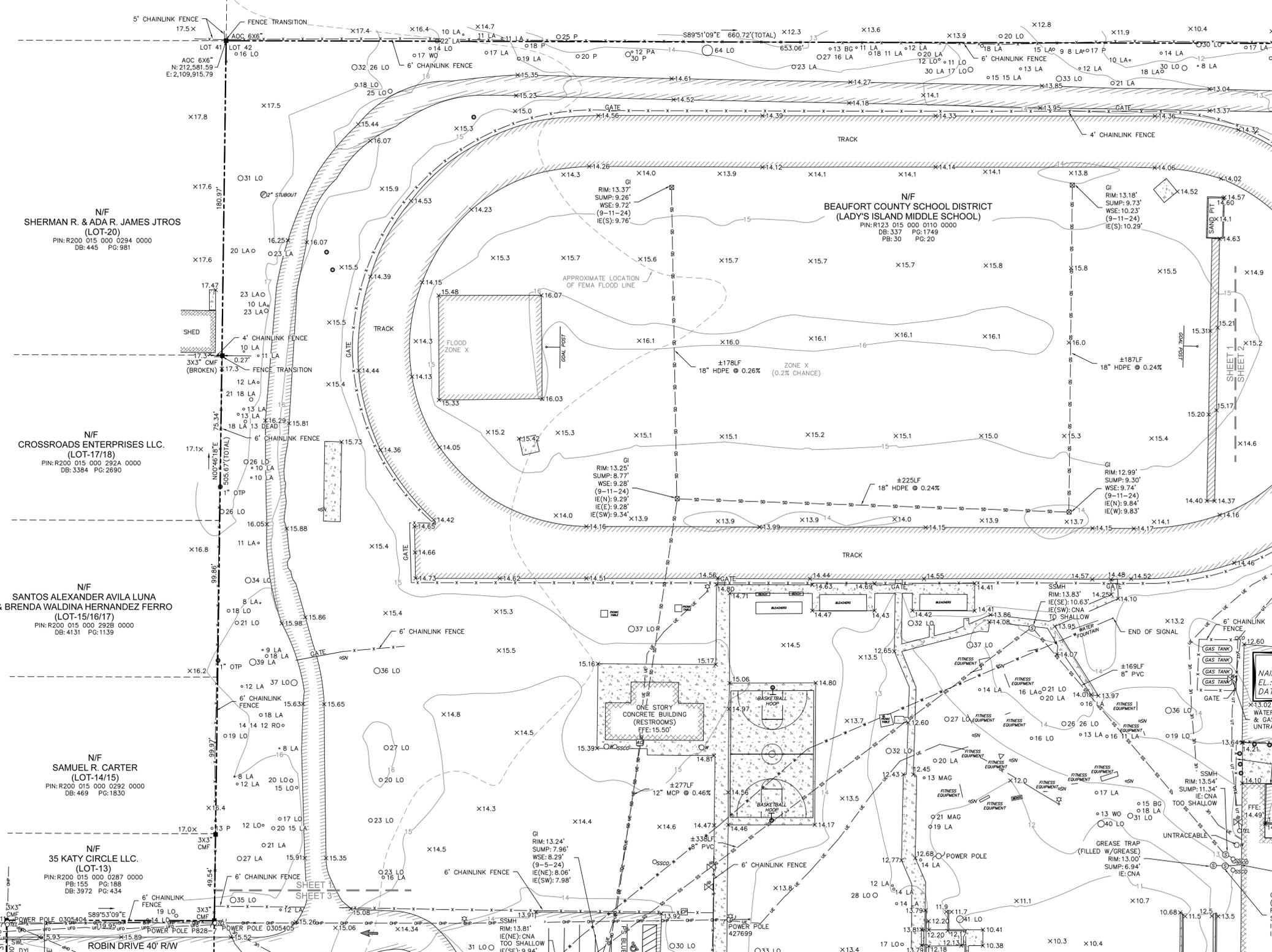
SIGNATURE _____ DATE _____

The critical line shown on this plat is valid for five years from the date of this signature, subject to the cautionary language above.

NORTH
SC GRID (NAD 83)
(2011)

N/F
FRANCIS E. Jr. & BARBARA C MARTIN JTROS
(LOT-11 OAKWOOD PARK)
PIN: R200 015 000 0538 0000
DB: 720 PG: 1277

N/F
CAMELLIA BANKS HOMEOWNERS ASSOC INC.
(POND CAMELLIA BANKS)
PIN: R123 015 000 0749 0000
PB: 129 PG: 24
DB: 4155 PG: 2790



VICINITY MAP NOT TO SCALE

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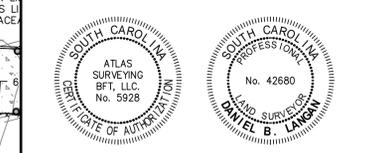
TAX PARCEL Nos.
R123 015 000 0110 0000, R200 015 000 0286 0000,
R200 015 000 0285 0000, & R200 015 000 0284 0000
LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK: TSW
FIELD CHECK: OSB
DRAWN BY: JHL
FIELD DATE: 10-14-2024
PLAT DATE: 10-22-2024
SCALE: 1"=30'
PROJECT No.: BPT-24256
FILE: BPT-24256 AT10W

SHEET 1 OF 8

ATLAS SURVEYING, INC.

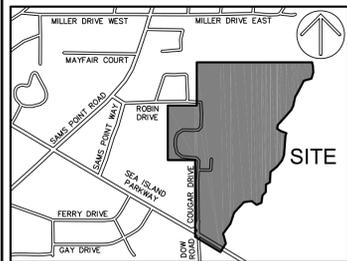
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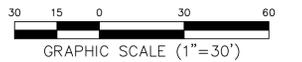
NORTH
SC GRID (NAD 83)
(2011)



VICINITY MAP NOT TO SCALE

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- CRITICAL LINE AND WETLANDS WERE FLAGGED BY NEWKIRK ENVIRONMENTAL INC. ON JULY 31, 2024.



PREPARED FOR:
WARD EDWARDS ENGINEERING
A BOUNDARY, AS-BUILT, TREE AND TOPOGRAPHIC SURVEY OF

LADY'S ISLAND MIDDLE SCHOOL
#30 COUGAR DRIVE,
#s 30, 32, 34 ROBIN DRIVE
LOTS 42, 43 & 55, PORTIONS OF LOTS
54, 56 & 58 SECTION 10, ALSO PORTIONS
OF LOTS 7 & 8 SECTION 15 1S-1W

TAX PARCEL Nos.
R123 015 000 0110 0000, R200 015 000 0286 0000,
R200 015 000 0285 0000, & R200 015 000 0284 0000

LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA
FIELD WORK: TNW
FIELD CHECK: OSL
DRAWN BY: JHL
FIELD DATE: 10-14-2024
DATE: 10-22-2024
SCALE: 1"=30'
PROJECT No.: BPT-24256
FILE: BPT-24256 AT10W
SHEET 2 OF 8

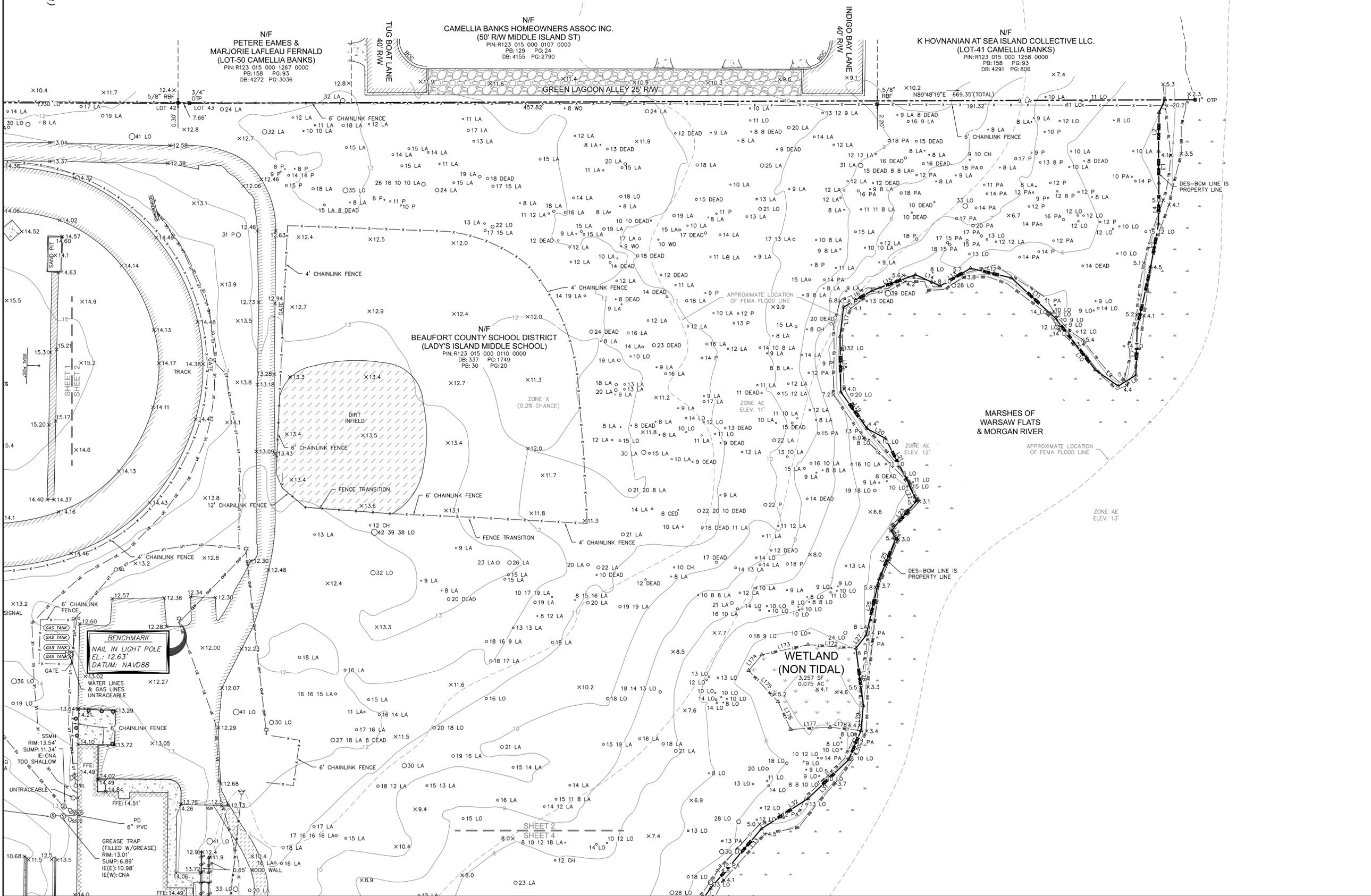
ATLAS SURVEYING, INC.

168 BOARDWALK DRIVE, SUITE A,
RIDGELAND, SC 29936,
PHONE: (843) 645-9277
WEBSITE: WWW.ATLASSURVEYING.COM

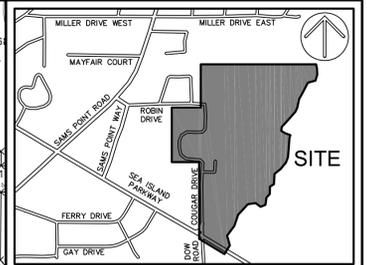


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DANIEL B. LANGAN
S.C.P.L.S. No. 42680
NOT VALID UNLESS CRIMPED WITH SEAL



NORTH
SC GRID (NAD 83)
(2011)



VICINITY MAP NOT TO SCALE

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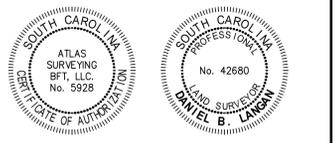
PREPARED FOR:
WARD EDWARDS ENGINEERING
A BOUNDARY, AS-BUILT, TREE AND TOPOGRAPHIC SURVEY OF

LADY'S ISLAND MIDDLE SCHOOL
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#s 30, 32, 34 ROBIN DRIVE
LOTS 42, 43 & 55, PORTIONS OF LOTS
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OF LOTS 7 & 8 SECTION 11 15-1W

TAX PARCEL Nos.
PIN: R123 015 000 0110 0000, R200 015 000 0286 0000,
R200 015 000 0285 0000, & R200 015 000 0284 0000

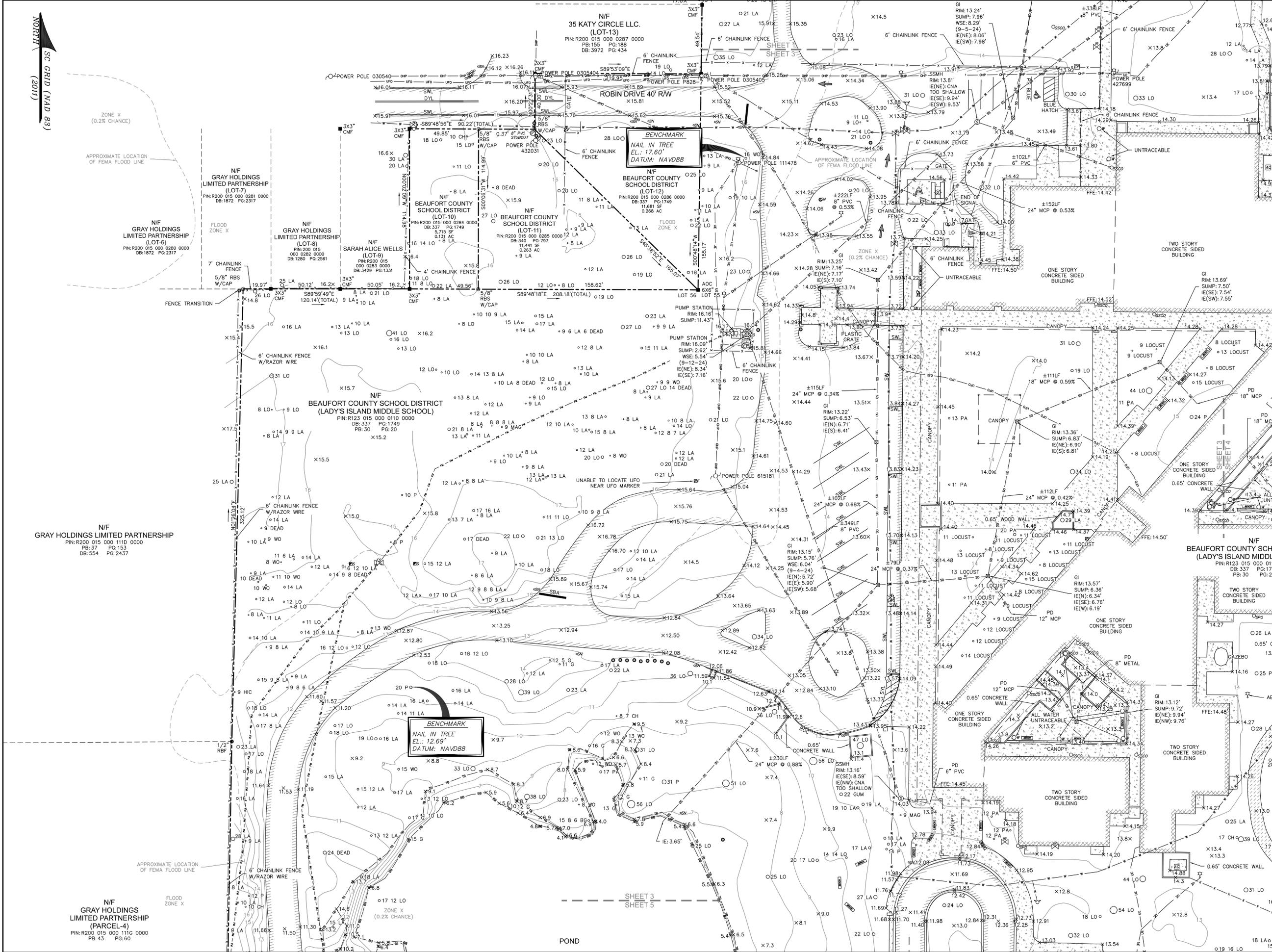
LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA
FIELD WORK: TBN
FIELD CHECK: OSL
DRAWN BY: JHL
FIELD DATE: 10-14-2024
DATE: 10-22-2024
SCALE: 1"=30'
PROJECT No.: BPT-24256
FILE: BPT-24256 AT10W
SHEET 3 OF 8

ATLAS
SURVEYING, INC.
168 BOARDWALK DRIVE, SUITE A,
RIDGELAND, SC 29936.
PHONE: (843) 645-9277
WEBSITE: WWW.ATLASSURVEYING.COM

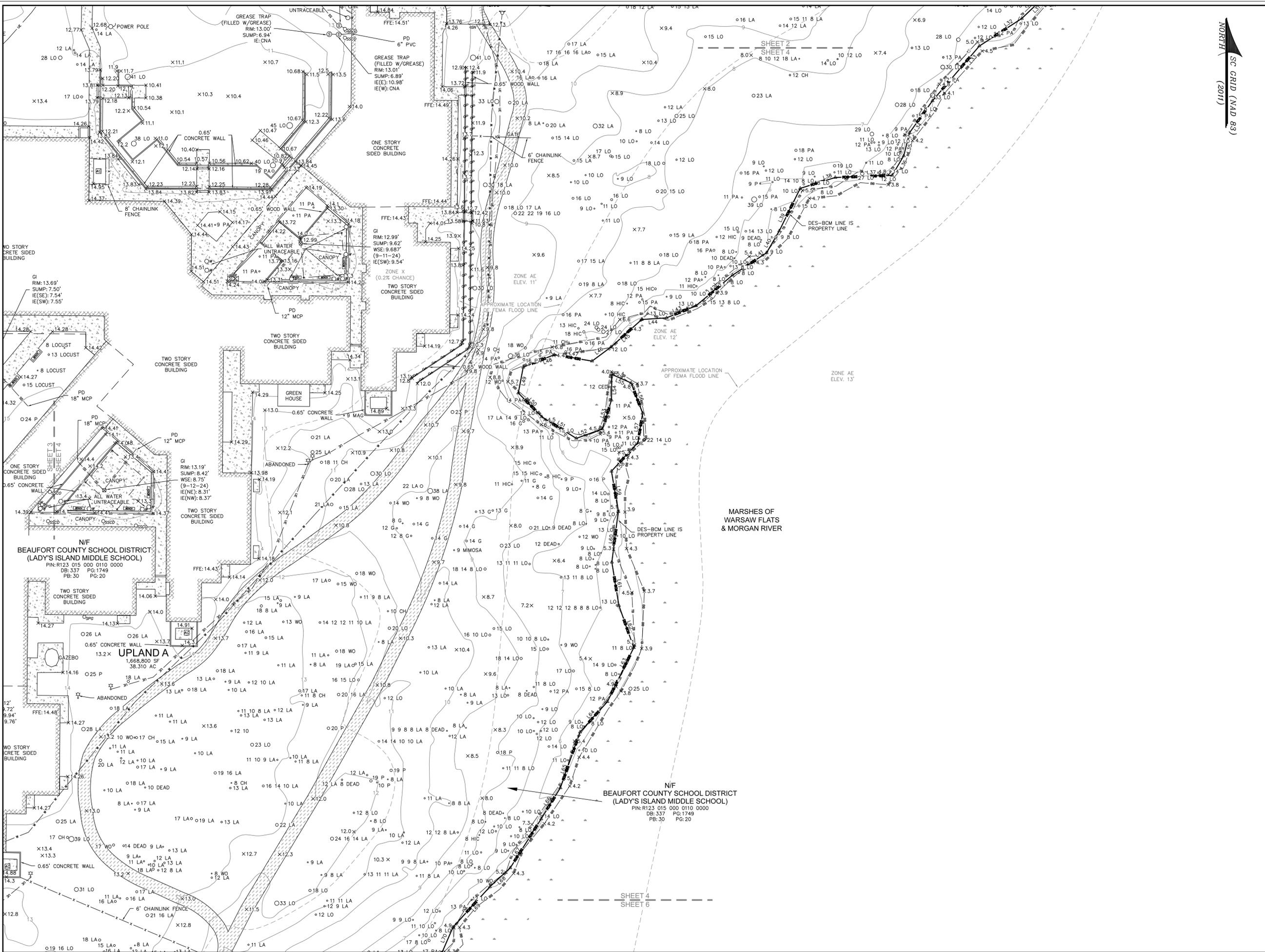


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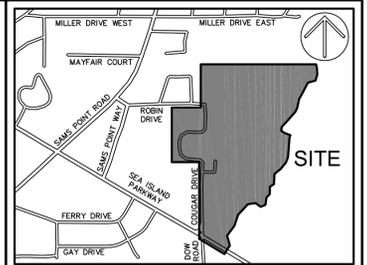
DANIEL B. LANGAN
S.C.P.L.S. No. 42680
NOT VALID UNLESS COUNTERED WITH SEAL



SHEET 3
SHEET 5

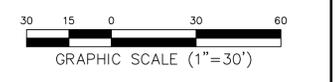


NORTH
 SC GRID (NAD 83)
 (2011)



VICINITY MAP NOT TO SCALE

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 OF LOTS 7 & 8 SECTION 15 1S-1W

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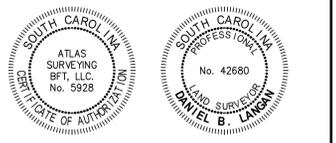
LADY'S ISLAND
 BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK: TBN
 FIELD CHECK: OSL
 DRAWN BY: JHL
 FIELD DATE: 10-14-2024
 PLAT DATE: 10-22-2024
 SCALE: 1"=20'
 PROJECT No.: BFT-24256
 FILE: BFT-2426 AT LOW

SHEET 4 OF 8

ATLAS SURVEYING, INC.

168 BOARDWALK DRIVE, SUITE A,
 RIDGELAND, SC 29936.
 PHONE: (843) 645-9277
 WEBSITE: WWW.ATLASSURVEYING.COM



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DANIEL B. LANGAN
 S.C.P.L.S. No. 42680
 NOT VALID UNLESS CRIMPED WITH SEAL

NORTH
SC GRID (NAD 83)
(2011)

N/F
GRAY HOLDINGS
LIMITED PARTNERSHIP
(PARCEL 4)
PIN: R200 015 000 111G 0000
PB: 43 PG: 60

APPROXIMATE LOCATION
OF FEMA FLOOD LINE

FLOOD
ZONE X

WSE: 5.41'
(10-14-24)

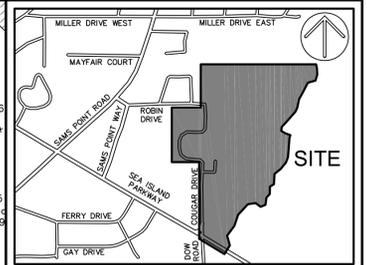
N/F
ELAINE C. HORTON
PIN: R200 015 000 114C 0000
PB: 142 PG: 49
DB: 4288 PG: 2018

N/F
FRANCES T. GODOWNS
PIN: R200 015 000 114B 0000
DB: 3339 PG: 2977
DB: 519 PG: 2292

N/F
BEAUFORT COUNTY SCHOOL DISTRICT
(LADY'S ISLAND MIDDLE SCHOOL)
PIN: R123 015 000 0110 0000
DB: 337 PG: 1749
PB: 30 PG: 20

N/F
BEAUFORT COUNTY SCHOOL DISTRICT
(LADY'S ISLAND MIDDLE SCHOOL)
PIN: R123 015 000 0110 0000
DB: 337 PG: 1749
PB: 30 PG: 20

BENCHMARK
NAIL IN TREE
EL.: 13.40'
DATUM: NAVD88



VICINITY MAP NOT TO SCALE

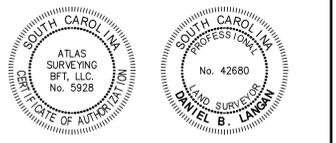
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#s 30, 32, 34 ROBIN DRIVE
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54, 56 & 58 SECTION 10, ALSO PORTIONS
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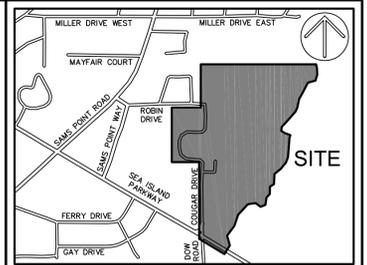
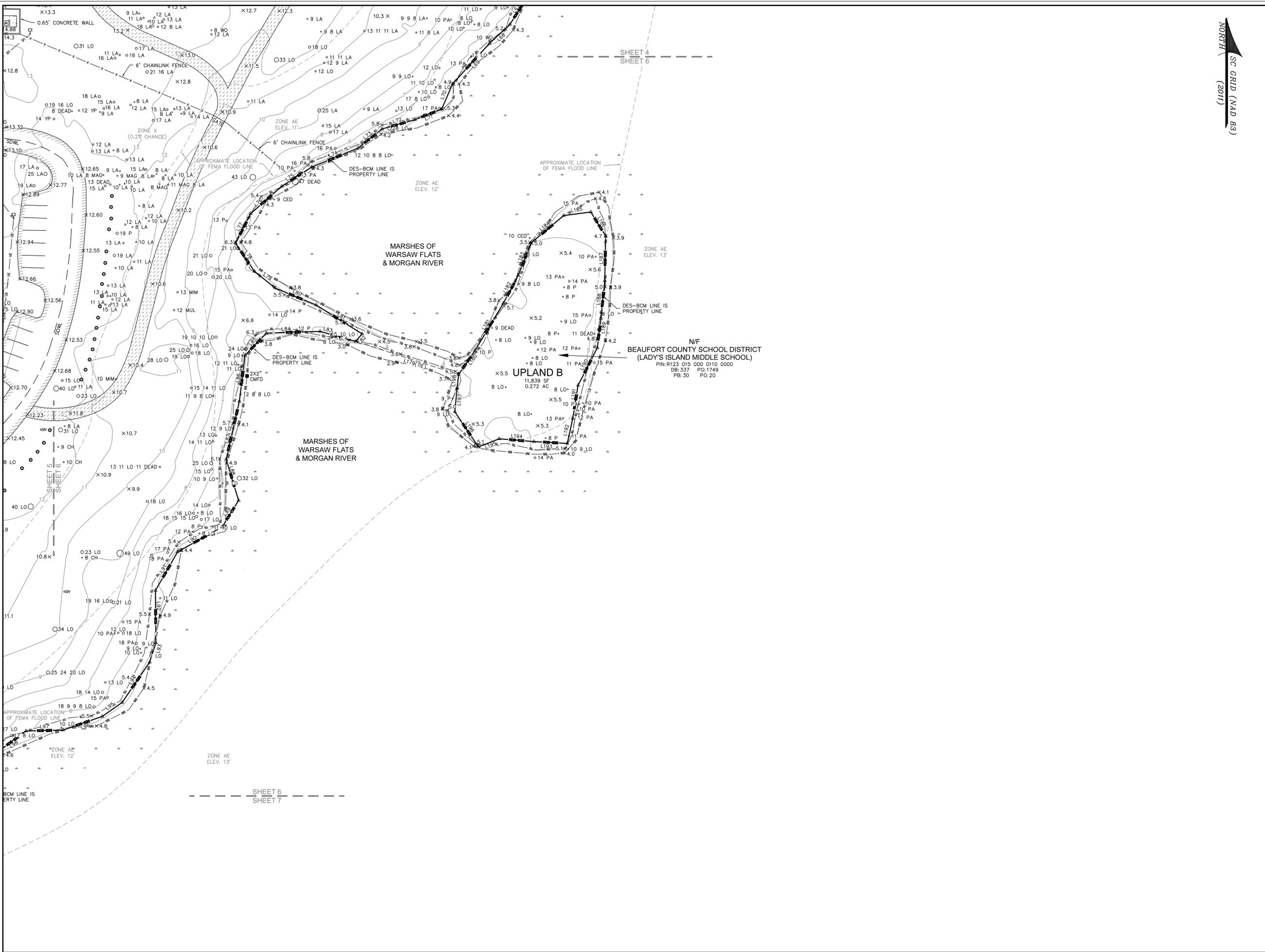
TAX PARCEL Nos.
R123 015 000 0110 0000, R200 015 000 0286 0000,
R200 015 000 0285 0000, & R200 015 000 0284 0000
LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA
FIELD WORK: TSW
FIELD CHECK: OSL
DRAWN BY: JHL
FIELD DATE: 10-14-2024
PLAT DATE: 10-22-2024
SCALE: 1"=30'
PROJECT No.: BPT-24256
FILE: BPT-24256 AT10WG
SHEET 5 OF 8

ATLAS
SURVEYING, INC.
168 BOARDWALK DRIVE, SUITE A,
RIDGELAND, SC 29936,
PHONE: (843) 645-9277
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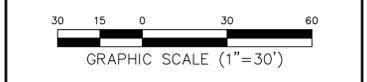
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BEAUFORT COUNTY, SOUTH CAROLINA
FIELD WORK: TSW
FIELD CHECK: OSL
DRAWN BY: JHL
FIELD DATE: 10-14-2024
PLAT DATE: 10-22-2024
SCALE: 1"=30'
PROJECT No.: BPT-24256
FILE: BPT-24256 AT10WG
SHEET 6 OF 8

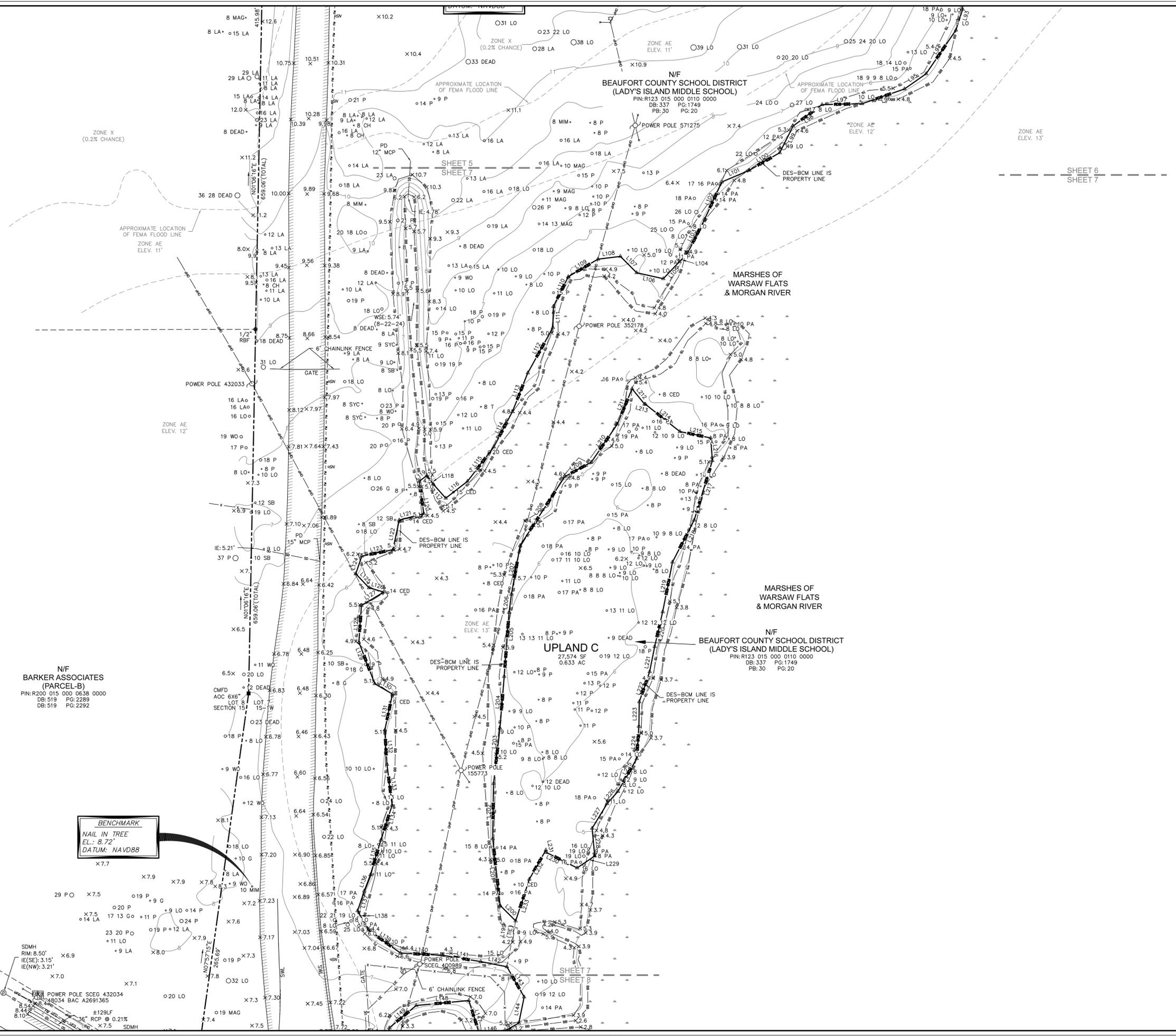
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DANIEL B. LANGAN
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NORTH
SC GRID (NAD 83)
(2011)



N/F
BARKER ASSOCIATES
(PARCEL-B)
PIN: R200 015 000 0638 0000
DB: 519 PG: 2289
DB: 519 PG: 2292

BENCHMARK
NAIL IN TREE
EL.: 8.72'
DATUM: NAVD88

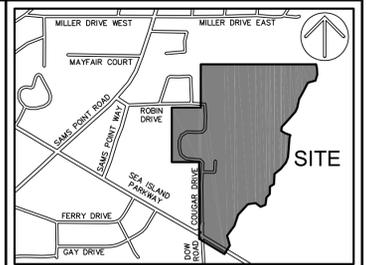
SDMH
RIM: 8.50'
IE(SEE): 3.15'
IE(NW): 3.21'

APPROX. 2.119'
TO THE R/W OF
LADY'S ISLAND DRIVE

POWER POLE SCEG 432034
14034 BAC A2691365

±129LF
36" RCP @ 0.21%

SDMH
RIM: 8.86'



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R123 015 000 0110 0000, R200 015 000 0286 0000,
R200 015 000 0285 0000, & R200 015 000 0284 0000

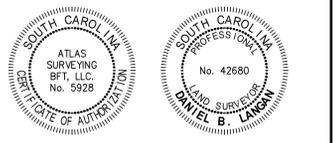
LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK:	TNW
FIELD CHECK:	OSL
DRAWN BY:	JHL
FIELD DATE:	10-14-2024
PLAT DATE:	10-22-2024
SCALE:	1"=30'
PROJECT No.:	BPT-24256
FILE:	BPT-24256-ATLW02

SHEET 7 OF 8

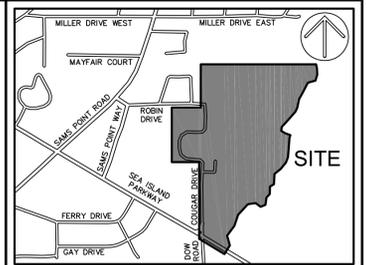
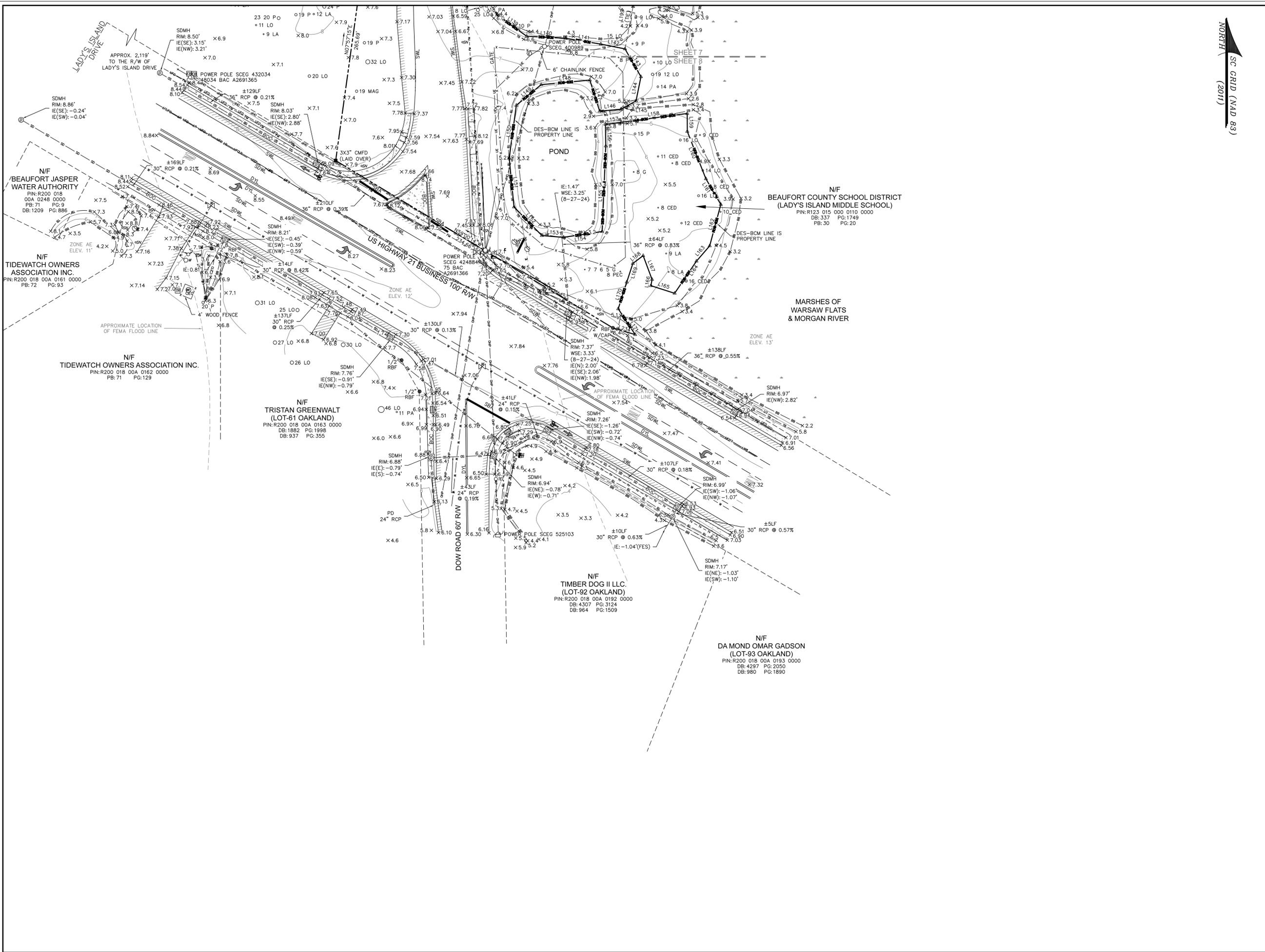
ATLAS SURVEYING, INC.

168 BOARDWALK DRIVE, SUITE A,
RIDGELAND, SC 29936.
PHONE: (843) 645-9277
WEBSITE: WWW.ATLASSURVEYING.COM



I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

DANIEL B. LANGAN
S.C.P.L.S. No. 42680
NOT VALID UNLESS CRIMPED WITH SEAL



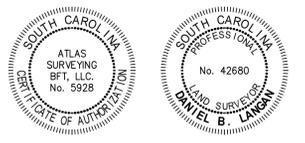
NORTH
 SC GRID (NAD 83)
 (2011)

- NOTES**
- FULL LEGEND, LINE & CURVE TABLES, AND ACREAGE CHART ARE LOCATED ON COVER SHEET.
 - THESE PARCELS APPEARS TO LIE IN MULTIPLE FLOOD ZONES: X, X (0.2% CHANCE), AE (ELEVATION 11', 12' & 13'), DUAL COMMUNITIES 450025 (BEAUFORT COUNTY) AND 450026 (CITY OF BEAUFORT), MAP NUMBER 4501300167G.
 - CONTOURS ARE IN ONE FOOT INTERVALS. TREE SIZES SHOWN ARE IN INCHES OF DIAMETER.
 - VERTICAL DATUM IS NAVD 88.
 - BUILDING SETBACK REQUIREMENTS ARE TO BE DETERMINED BY THE PROPER AUTHORITIES AND MUST BE VERIFIED PRIOR TO DESIGN & CONSTRUCTION.
 - COORDINATES AND DIRECTIONS SHOWN ON THIS SURVEY ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD83). DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.
 - UNLESS ONE IS IDENTIFIED HEREON, NO TITLE PACKAGE PROVIDED PRIOR TO THE DATE SHOWN ON THIS SURVEY. ALL EASEMENTS AND APPURTENANCES AFFECTING THIS PROPERTY NOT NECESSARILY SHOWN.
 - THE EXISTENCE AND LOCATION OF THE SURFACE AND SUB-SURFACE UTILITIES SHOWN HEREON ARE BASED UPON AVAILABLE RECORDS AND SURFACE VISIBLE FEATURES ALONG WITH ELECTRONIC AND ACUSTICAL EVIDENCE AS OF AUGUST 18, 2024. THE EXTENT AND LIABILITY OF THIS INFORMATION IS LIMITED TO THE STANDARDS OF CARE FOR A SPECIFIC UTILITY INVESTIGATION AS DEFINED BY THE AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) PUBLICATION 38-02. THE EXACT LOCATION AND DEPTH OF UNDERGROUND UTILITIES CANNOT BE DETERMINED WITHOUT EXPOSING THEM IN SOME WAY. PRIOR TO CONSTRUCTION OR EXCAVATION, IT IS REQUIRED BY LAW TO CONTACT THE STATE 811 UTILITY PROTECTION CENTER.
 - CRITICAL LINE AND WETLANDS WERE FLAGGED BY NEWKIRK ENVIRONMENTAL INC. ON JULY 31, 2024.



PREPARED FOR:
WARD EDWARDS ENGINEERING
 A BOUNDARY, AS-BUILT, TREE AND TOPOGRAPHIC SURVEY OF
LADY'S ISLAND MIDDLE SCHOOL
#30 COUGAR DRIVE,
#s 30, 32, 34 ROBIN DRIVE
LOTS 42, 43 & 55, PORTIONS OF LOTS
54, 56 & 58 SECTION 10, ALSO PORTIONS
OF LOTS 7 & 8 SECTION 15 1S-1W
 TAX PARCEL Nos.
 R123 015 000 0110 0000, R200 015 000 0286 0000,
 R200 015 000 0285 0000, & R200 015 000 0284 0000
 LADY'S ISLAND
 BEAUFORT COUNTY, SOUTH CAROLINA
 FIELD WORK: TNW
 FIELD CHECK: OSL
 DRAWN BY: JHL
 FIELD DATE: 10-14-2024
 PLOT DATE: 10-22-2024
 SCALE: 1"=30'
 PROJECT No.: BPT-24256
 FILE: BPT-24256 AT10WG
SHEET 8 OF 8

ATLAS
SURVEYING, INC.
 168 BOARDWALK DRIVE, SUITE A,
 RIDGELAND, SC 29936.
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DANIEL B. LANGAN
 S.C.P.L.S. No. 42680
 NOT VALID UNLESS CRIMPED WITH SEAL

ORDINANCE 2025/

AN ORDINANCE TO AMEND THE CITY OF BEAUFORT ZONING DISTRICT MAP BY CHANGING THE ZONING DESIGNATION OF REAL PROPERTY LOCATED AT 30 COUGAR DRIVE, IDENTIFIED AS BEAUFORT COUNTY TAX MAP NUMBER R123 015 000 0110 0000, FROM T3-SUBURBAN DISTRICT (T3-S) TO INSTITUTIONAL & CAMPUS DISTRICT (IC)

WHEREAS, the Beaufort Development Code, establishes zoning classifications and districts for the City of Beaufort (hereinafter “City”) and the City of Beaufort Zoning District Map (hereinafter “Zoning Map”); and

WHEREAS, an application for zoning map amendment was submitted to the City pursuant to Section 9.16 of the Beaufort Development Code, which sought to amend the Zoning Map to rezone real property located at 30 Cougar Drive, identified as Beaufort County as Beaufort County Tax Map Number R123 015 000 0110 0000 (hereinafter the Property”), from T3-Suburban District (T3-S_ to Institutional & Campus District (IC);

WHEREAS, the proposed zoning map amendment is compatible and in accordance with the vision and goals of the City and the City’s Comprehensive Plan; and

WHEREAS, a zoning of the Property as Institutional & Campus District (IC) is consistent and compatible with adjacent zoning; and

WHEREAS, any future development of the property will be able to take advantage of existing infrastructure; and

WHEREAS, it is reasonable to expect that the change of zoning to Institutional & Campus District (IC) will better allow the property to be developed for educational and related uses; and

WHEREAS, a staff report that reviewed the proposed amendment in light of the Comprehensive Plan and the general requirements of the Beaufort Development Code was prepared by staff and a copy of the staff report was provided to the Planning Commission and the applicant before the scheduled public meeting of the Planning Commission at which the proposed amendment was considered by the Planning Commission.

WHEREAS, a public meeting before the Planning Commission was held regarding the proposed change to the Zoning Map on April 21, 2025, and, at the close of that meeting, the Planning Commission recommended approval of the zoning designation of Institutional & Campus District (IC), and

WHEREAS, a public hearing before the City Council was held regarding the proposed change to the Zoning Map on May 13, 2025, and June 10, 2025, with notice of the hearing published in The Beaufort Gazette on April 24, 2025, recommended approval of the zoning designation of Institutional Campus (IC).

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Beaufort, South Carolina, duly assembled and by authority of same, that the Zoning Map be amended such that the Property shall be zoned as Institutional & Campus District (IC).

This Ordinance shall become effective immediately upon adoption.

PHILIP CROMER, MAYOR

Attest:

TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed by: _____
CITY ATTORNEY



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/6/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: PUBLIC HEARING AND FIRST READING - Ordinance amending Chapter 7 (Land Development) and Chapter 9 (Development Review Procedures) of the Beaufort Development Code
MEETING DATE: 5/13/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

The land development/subdivision requirements are core functions of the development code. Chapter Seven includes streets, open space, public utilities, major and minor subdivisions, and site plans. Chapter Nine includes public notice and approval requirements. Draft changes of each chapter were presented at the May 21, 2024, City Council work session. The drafts of each chapter were first taken to the Planning Commission Work session in August 2024, and after eight work-sessions and a public hearing, the Planning Commission unanimously recommended approval to the City Council. The recommended drafts were then sent to the City Attorney for legal review and revision. A list of the meetings is found below, with each public meeting generally 2-4 hours long, allowing public comment. After Council request, the work-sessions began to be streamed via zoom, and will now be streamed over Facebook. Minutes for each meeting are attached.

PLACED ON AGENDA FOR: Action

REMARKS:

Recommendation: Adopt changes as recommended by the Planning Commission.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	5/7/2025
Chapter 7 Red Line Version	Backup Material	5/7/2025
Chapter 9 Red Line Version	Backup Material	5/7/2025
Notice	Ordinance	5/7/2025
PC meeting Minutes	Cover Memo	5/6/2025
Pc worksession minutes 8_12_24	Cover Memo	5/7/2025
Pc worksession minutes 12_3_24	Cover Memo	5/7/2025

Pc worksession minutes 11_5_24
PC worksession minutes 2_4
PC worksession minutes 1_07_25
Pc worksession minutes 1_13_25
Memo
Pc worksession minutes 10_15_24

Cover Memo 5/7/2025
Cover Memo 5/7/2025
Cover Memo 5/7/2025
Cover Memo 5/7/2025
Cover Memo 5/8/2025
Cover Memo 5/8/2025

ORDINANCE

AMENDING CHAPTER 7 (LAND DEVELOPMENT) AND CHAPTER 9 (DEVELOPMENT REVIEW PROCEDURES) OF THE BEAUFORT DEVELOPMENT CODE

WHEREAS, the State of South Carolina has conferred to the City of Beaufort (hereinafter “City”) the power to enact ordinances “in relation to roads, streets, markets, law enforcement, health, and order in the municipality or respecting any subject which appears to it necessary and proper for the security, general welfare, and convenience of the municipality or for preserving health, peace, order, and good government in it . . .” as set forth in S.C. Code Ann. § 5-7-20; and

WHEREAS, the City of Beaufort adopted the Beaufort Development Code (hereinafter “Code”) on June 27, 2017, as set forth in section 5-6001 of the Code of Ordinances of the City of Beaufort, South Carolina; and

WHEREAS, the adoption of certain amendments of the Code will better enable the City, its citizens, and other interested parties to use the Code “for the general purpose of guiding development in accordance with existing and future needs and promoting the public health, safety, morals, convenience, order, appearance, prosperity, and general welfare” in accordance with S.C. Code Ann. § 6-29-710; and

WHEREAS, the Planning Commission has the duty to review and make recommendations to the City Council regarding amendments to the text of the Code pursuant to Section 10.2.A.3.b. of the Code; and

WHEREAS, the Planning Commission has reviewed and made recommendations for the amendment of Chapter 7 (Land Development) and Chapter 9 (Development Review Procedures) of the Code, as shown on Exhibit A and B, hereto, respectively; and

WHEREAS, the amendments to Chapter 7 (Land Development) are for the general purpose of guiding development in accordance with existing and future needs and promoting the public health, safety, morals, convenience, order, appearance, prosperity, and general welfare;

WHEREAS, the amendments to Chapter 9 (Development Review Procedures), allow for greater transparency, public involvement, and clearer and more predictable development outcomes;

WHEREAS a public hearing before the Beaufort City Council was held regarding changes to the recommended amendments on May 13, 2025 and June 10th, with notice of the hearing published in *The Beaufort Gazette* on April 14, 2025, and May 9th, 2025;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Beaufort, South Carolina, duly assembled and by authority of same, pursuant to the power vested in the Council by S.C. Code Ann. § 6-29-760 and the Code of Ordinances of the City of Beaufort, South Carolina, that the Code by striking Chapter 7 of the Code in its entirety and replacing it with the amended Chapter as shown on Exhibit A and by striking Chapter 9 of the Code in its entirety and replacing it with the amended Chapter as shown on Exhibit B.

This ordinance shall become effective June 10, 2025.

PHILIP E. CROMER, MAYOR ATTEST:

TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed by: _____
City Attorney

EXHIBIT A

(Chapter 7)

7: LAND DEVELOPMENT

7.1: IMPROVEMENT REQUIREMENTS

7.1.1 PURPOSE

The purpose of these land development requirements is to:

- A. Encourage economically sound and environmentally sensitive development.
- B. Assure the timely provision of required streets, utilities, and other facilities and services to new land developments.
- C. Assure the adequate provision of safe and convenient vehicular and pedestrian traffic access and circulation in and through new land developments.
- D. Assure the provision of needed open spaces and building sites in new land developments through the dedication or reservation of land for recreational, educational, and other public purposes.
- E. Assure, in general, the wise and timely development of new areas, in harmony with the Comprehensive Plan of the city.
- F. Encourage new subdivision developments that complement the City's historic development pattern.
- G. Promote compact, well-defined, sustainable neighborhoods that enhance the City's character.
- H. Create livable neighborhoods that foster a sense of community and reduce dependency on vehicles.
- I. Encourage the proper arrangement of new streets in relation to existing or planned streets and ensure streets facilitate safe, efficient, and pleasant walking, biking and driving.

7.1.2 APPLICABILITY

- A. Unless noted otherwise in this section, all new development projects shall be required to have public sewer and underground wiring, and shall comply with Section 7.2.3 (Lot Access Standards).
- B. Installation or construction of the improvements specified in the Table of Required Improvements (Section 7.1.3) is required for all development projects, except those which (1) are subject to the Minor Development Design Review or Minor Subdivision provisions of this Code or are located in the Historic District and (2) affect less than one whole Block Face.
- C. The applicant, developer, and real property owner shall be responsible for the installation and construction of required improvements according to the provisions of this Code, except as may otherwise be specifically provided herein or by agreement.
- D. A Final Subdivision Plat shall not be approved unless the improvements required by this Chapter have been installed or constructed or the applicant has made improvement guarantees, pursuant to Section 7.1.5, to the satisfaction of the City, for the installation of said improvements.

7.1.3 TABLE OF REQUIRED IMPROVEMENTS

REQUIRED IMPROVEMENTS ³	SECTION REFERENCE	ZONING DISTRICT											
		T1	T3-S	T3-N	T4-HN	T4-N	T5-DC	T5-UC	RMX	IC	LI	MHP	
Public Water and Hydrants	7.1.3.B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Sewer	7.1.3.B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paved Streets ¹	7.2.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streetscape ²	Appendix C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Underground Drainage	7.1.3.A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curb and Gutter	Appendix C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sidewalks	7.2.4.C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street Trees	7.2.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Lights	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Street Signs (private streets)	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Underground Wiring On-Site	7.1.3.C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Green Space and Open Space Space	7.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> required improvements by district		<input type="checkbox"/> may be required at the discretion of the Planning Commission based on existing conditions, surrounding context, and Street Infrastructure Plans (Appendix C)											
¹ Rear lanes/alleys may be permitted to be paved with pervious material, such as gravel, depending on the location. ² Complete street requirements shall be coordinated with the Street Infrastructure Plans in Appendix C. ³ For Infill and development of Redevelopment Areas or Redevelopment Districts, the installation or construction of these improvements are required to the extent feasible based on existing conditions including roads, utilities and adjacent buildings.													

- A. **Street Improvements:** Land designated for public streets shall be cleared and filled in accordance with the latest edition of the " Standard Specifications for Highway Construction" issued by the South Carolina State Department of Transportation, or as determined appropriate by the Administrator. No land may be disturbed until a Building Permit has been issued (Section 9.5). See Section 5.4 for Tree Removal Standards. See Section 7.2 for more standards on street location. See Appendix C for Street Regulating Plan and Design Standards.
- B. **Water and Sewer Facilities:** Water and sewer facilities shall be provided in accordance with the standard procedures and policies of the water and sewer provider and the South Carolina Department of Environmental Services (SCDES) and shall be approved by the water and sewer provider.

- C. **Utility lines:** All utility lines within a development site shall be installed underground. The Planning Commission may approve an exception only in cases where there are existing above-ground lines that serve the property.

7.1.4 SURVEY AND ENGINEERING

- A. **Installation of Permanent Reference Points:** Permanent reference points shall be placed in accordance with the following requirements:
 - 1. **General Standards:** Boundary surveys shall be performed, in accordance with the state minimum standards published by the State Board of Registration for Professional Engineers and Land Surveyors, unless more stringent requirements are specified. A minimum of two points in any survey must be tied to the state plane coordinate system. The survey may be done on the horizontal ground distance and tied back to the state plane coordinates.
 - 2. **Control Monuments:** Vertical control monuments shall be placed in or near the centerline of pavement of subdivision streets at a minimum of 1 per 4 acres. Where practical, control monuments shall be placed at points of curvature and points of tangency of curves. The control monument may be poured on the job or be a concrete marker of the type commonly used in the area: at least 3 feet long and tapered with a 12-inch long, ¼-inch diameter brass or bronze rod embedded in the top. Control monuments shall be placed in a cast iron water main valve type box with a cover flush with the pavement.
 - 3. **Property Marker:** A steel or wrought iron pipe, rebar, or the equivalent, not less than 0.5 inches in diameter and at least 24 inches in length shall be set at all property corners and points of curves, except those located by monuments. They shall be flush with the ground.
 - 4. **Accuracy:** Land surveys within the city limits shall be Class A surveys, set at an accuracy of at least 1:10000.

7.1.5 IMPROVEMENT GUARANTEES

- A. **Types Allowed:** Prior to approval of a Final Subdivision Plat the applicant shall provide a performance guarantee to ensure the completion of required improvements within a period of time as agreed upon by the Administrator and the applicant, and expressed in the guarantee. Such guarantee may be in the form of a performance bond, a surety bond, a cash deposit, or a letter of credit. A performance guarantee shall be posted in the amount of 125% of the total cost of improvements.
 - 1. **Performance/Surety Bonds and Letters of Credit:** The performance or surety bond, or letter of credit, shall be in a form acceptable to the City. It shall include a pledge by the bank, insurance company or other bonding/lending institution that the funds necessary to carry out the terms of the agreement are guaranteed for payment and will be released only upon receipt of written instruction from the city.
 - 2. **Cash Deposits:** If the surety is in the form of a cash deposit with the City, proportional parts thereof shall be refundable in relation to progress payments less retainage, subject to approval of the City and subject to a minimum deposit balance of 25% of the project cost.
 - 3. **Maintenance Guarantees:** If the applicant completes all required improvements and complies with all conditions of the subdivision agreement as determined by the City, the remainder of monies retained by a financial institution or by the City may be released to the applicant or his successor in title. Prior to release, the applicant shall provide the City, prior to the issuance of any building permit, a performance bond, a surety bond, or a cash deposit equal to the amount

determined by the City to be necessary to ensure the repair of any damage to the existing improvements during the course of any construction, but in no case will the amount of the security be less than \$1,000.00 for each individual building lot. Prior to the issuance of any certificate of occupancy, the city shall determine whether or not any breakage or damage has occurred. If no damage to any off-site improvements has occurred, then the city may release the security to the applicant or his successor in title. If damages have occurred, they shall be repaired, or the city may draw on the security before it is released.

7.1.6 EASEMENT AND UTILITY STANDARDS

- A. **Multiple installations within easements:** Easements shall be designed so as to provide efficient installation of utilities. Public utility installations shall be located as to permit multiple installations within the easements. The developer will establish final utility grades prior to utility installations. Public utility easement dedication shall be required with any minor or major subdivision action.
- B. **Underground utilities:** Telephone lines, electric lines, cable television lines and other like utility services shall be placed underground. The applicant and developer shall be responsible for complying with the requirements of this Section and shall make the necessary arrangements including any construction or installation charges with each utility provider for the installation of such underground facilities. Transformers, switching boxes, meter cabinets, pedestals, ducts and other facilities necessarily appurtenant to such underground utilities shall be placed underground or on the surface but not on utility poles. Screening or fencing is required and subject to approval of the City. Electric transmission and distribution feeder lines and necessary appurtenances thereto may not be placed above ground unless they are carrying greater than 115 kV. Upon approval of the City, such facilities shall be placed within easements or rights-of-way provided for particular facilities.

7.2: STREET NETWORK AND DESIGN STANDARDS

7.2.1 STREET INFRASTRUCTURE PLANS

- A. **Purpose and Intent:** The Street Infrastructure Plans in Appendix C provide diagrams of the City's street network and establish the ideal alignment, hierarchy and design characteristics - including total right-of-way width, sidewalk and streetscape amenities, parking lanes, travel lanes and other geometric and urban design details - for all existing streets, proposed streets that have been adopted as part of an Official Map, and new potential streets in the City.
- B. **Official Street Network Plan:** Pursuant to S.C. Code § 6-7-1210, *et seq.* (1976), as amended, the City has previously adopted several Official Maps. An Official Street Network Plan is incorporated into this Code in Appendix C.2 to represent a composite of these previously-adopted Official Maps.
 - 1. **Purpose:** This plan represents a composite of all Official Maps, to date, in the City. The map designates existing or proposed streets or ways within the City that are targeted for creation, expansion or other improvements. The Official Street Network Plan shall initially consist of a series of four (4) separate maps, included in Appendix C, which shall be deemed a part of this Code.
 - 2. **Modification:** The Official Street Network Plan may be modified or supplemented pursuant to the procedure for Text & Map Amendments (Section 9.16). In addition, the maps will be

automatically updated as additional Official Maps are approved pursuant to the appropriate process required by state law.

- C. **Street Frontage Requirements:** The provisions regarding street sections in Appendix C show specific street designs for the purpose of identifying future improvements by both the City and fronting property owners. These sections depict the ideal arrangement and design of street elements.
1. **Applicability:** For any project that is considered part of a Major Subdivision Site Plan, requires a Certificate of Appropriateness as a Major project type (Section 9.10.2.A.2.), and/or which affects one whole Block Face, the fronting property owner shall install all prescribed streetscape improvements as part of the development project. The installation of street frontage improvements shall be a condition of Final Plat approval for Major Subdivisions, and Certificates of Occupancy for Site Plans.
- Exception:** If similar elements as prescribed in the street section exist — e.g., on-street parking, sidewalk, tree plantings — the requirement to install the streetscape element(s) shall be waived if those items meet the intent of the prescribed street section, even if the existing items do not meet the exact requirements of that street section. *Example Scenarios: If a street section prescribes a 5-foot sidewalk, but a 4-foot sidewalk already exists, the existing sidewalk will satisfy the sidewalk requirement. However, if the street section requires a 5-foot planting strip between the curb and the sidewalk, and the 4-foot sidewalk is directly adjacent to the curb, this would not satisfy the intent of the street section and would need to be reconstructed per the prescribed standards.*
2. **Scope of Improvements:** Street frontage improvements shall be installed along the entire frontage of the property to the centerline of the street or, if a multi-lane street, the affected lane, at the sole cost of the applicant as directed by the Administrator. The Administrator may permit modification of street improvement standards where the required street improvements are not, in the opinion of the Administrator, roughly proportionate to the impact, type, scale and cost of the proposed development action.
 - a. Street frontage improvements may include the following: curb, gutter, sidewalk, storm drainage, street lighting, traffic signal equipment, utility installation, extension, or relocation, landscaping strip, street trees and landscaping, irrigation, street widening, pavement overlay or reconstruction, and channelization.
 - b. In addition to required frontage improvements, the applicant shall provide ramps from the new sidewalk or walkway to the existing shoulder, across streets and pavement and channelization tapering back to the existing pavement and channelization as required to address safety concerns.
- D. **Dedication of Right-of-Way:**
1. **Dedication of Right-of-Way.** In the case of a street section adopted as part of an Official Map, where the width of the existing right-of-way is insufficient to install the prescribed street section, the fronting property owner shall be required to reserve the appropriate amount of right-of-way (as measured from the centerline of the existing street). The future right-of-way shall conform to all of the street network requirements of Section 7.2.2. Where a new right-of-way that is not shown in the Street Regulating Plan is required as part of a new development, it shall be designed with appropriate elements based on its proposed location and zoning district. (See Appendix C).
 - a. In the case of a street section that is not part of an Official Map, where the width of the existing right-of-way is insufficient to install the prescribed street section, the property

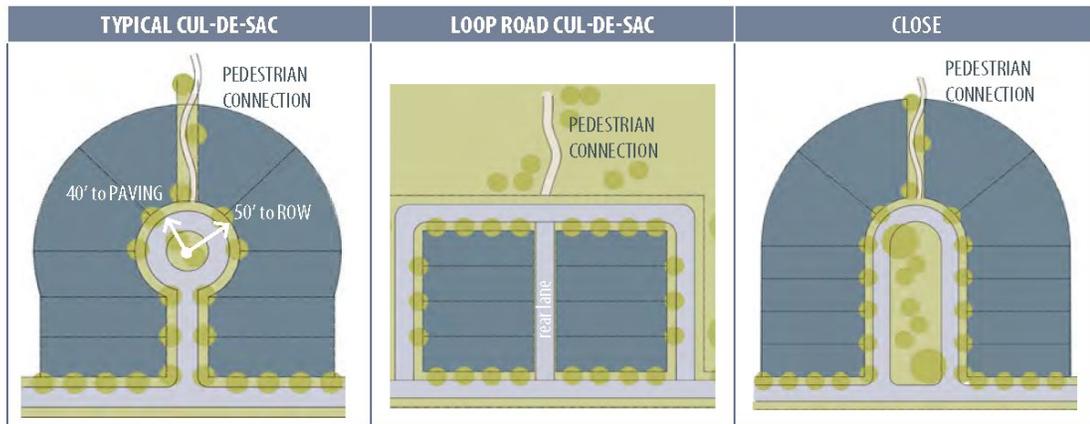
owner shall reserve the appropriate amount of right-of-way to complete the desired street section. If the owner dedicates and installs the complete right-of-way, the cost of the improvements may be borne by the City (see Section 7.2.1 E).

- b. Where an area is designated as a future right-of-way and identified on an Official Map, new development shall reserve this area for the new street in the future. If access is needed to the site in that location, the street shall be constructed in the general location shown.
 - c. Exceptions and Alternatives: Where the available rights-of-way — do not functionally permit the full section to be constructed due to existing structures or topographic conditions limited to wetlands, specimen and landmark trees, the Administrator may adjust the requirements for the street section.
- E. **Compensation:** When a project is required to make off-site improvements within the existing right-of-way, dedicate and/or improve a street with insufficient right-of-way, or install a new street (be it public or private) per the requirements in Section 7.2.1.C., above, compensation of the developer for the costs associated with such improvements may be available at the City's discretion. To the extent that the City has the authority and the ability to do so, the Traffic Impact fee for the project shall be reduced by the assessed value of the dedicated land and/or construction cost of the right-of-way improvement. This may be done either as a direct reduction, rebate, or reimbursement of fees.

7.2.2 STREET NETWORK REQUIREMENTS

- A. **Continuation of Adjoining Street System:** The proposed street layout shall be coordinated with the street system of the surrounding area to form an interconnected street pattern, formalized by a platted public access easement. The adequacy of street connectivity shall be assessed by the Technical Review Committee ("TRC") based on the ability of the proposed alignments to:
- 1. Permit multiple routes between origin and destination points;
 - 2. Diffuse traffic; and
 - 3. Shorten walking distances.
- B. **Block Sizes:** Blocks shall be compact so that they are comfortably walkable and appropriate for their context.
- 1. In T3-S zones, block sizes are flexible, but the perimeter shall not exceed 2,640 linear feet (½ mile). An average block perimeter of less than 2,000 feet is preferred.
 - 2. In T3-N zones, block sizes are flexible, but the perimeter shall not exceed 1,700 linear feet. An average block perimeter of less than 1,500 feet is preferred.
 - 3. In T4, T5 and RMX zones, blocks shall be no more than 400 feet on any side. An average block length of 250 to 300 feet is preferred. The block perimeter shall not exceed 1,320 linear feet (¼-mile).
 - 4. Exceptions may be made for natural elements such as wetlands, trees, topography, and cultural resources, to be incorporated into the site design.
- C. **Street Stubs:** New developments shall connect to any existing street stubs from adjacent properties and stub to all adjacent properties.
- 1. **Exemptions:** Street stubs shall not be required where the Planning Commission finds the conditions listed below would prevent connections:
 - a. Topographical conditions: pre-development slopes of 18% or greater.

- b. Environmental conditions: marshes, floodplains, specimen and landmark trees, etc.
 - c. Property shape that would not allow for street stubs.
 - d. Property accessibility: existing platted subdivision with no stubs.
 - e. Incompatible adjacent land uses.
2. **Location:** Where multiple connection opportunities exist, street stub connections shall be prioritized in the site design as follows:
- a. Adjacent parcels 20 acres or greater in size.
 - b. Adjacent parcels that abut or are traversed by existing or proposed streets.
 - c. The Street Network Diagram recommends a street connection (indicated as a proposed street).
3. **Design:**
- a. Stub streets and streets intended for extension during future phases shall be constructed to extend to the property line for constructability to adjoining property.
 - b. Stub streets shall not exceed 150 feet in length without a paved turnaround (permanent or temporary).
 - c. **Disclosure:** The Final Subdivision Plat shall be recorded depicting that future connection is required at any stub streets and streets intended for extension during future phases. A clearly visible street sign shall be erected at the end of the stub street stating that the street is planned to connect to a future street.
- D. **Cul-de-sacs and Dead-end Streets:** Dead-end streets and cul-de-sacs are prohibited, except in T-3 and LI zoning districts, where cul-de-sacs or other turn-arounds may be approved by the Planning Commission. Compliance with the following standards must be met in all circumstances:



1. Permanent dead-end streets shall be no longer than 300 feet and shall be provided with a turnaround such as a cul-de-sac or close.
2. Temporary dead-end streets shall be provided with a temporary turnaround area which shall be designed considering traffic usage, maintenance, and removal.

3. Alternative design solutions, such as a close (first preference), or a loop road cul-de-sac (second preference) are preferable to a typical cul-de-sac.
 4. Cul-de-sacs shall have a minimum right-of-way radius of 50 feet and minimum paved radius of 40 feet. When ample radii space exists, cul-de-sacs shall contain a central planted median.
 5. Whenever cul-de-sac roads are created, at least one pedestrian access easement shall be provided, to the extent practicable, between each cul-de-sac head or road turnaround and the sidewalk system of the closest adjacent road or pedestrian pathway. The access easement shall be direct with a minimum width of 12 feet.
- E. **Gated Streets:** New gated streets are prohibited with the following exceptions:
1. At the discretion of the Planning Commission, in T3-S zoning districts where connection to the existing street grid is not practicable due to topography or existing surrounding conditions.
 2. At the discretion of the Planning Commission when the access proposed to be gated is an alley or rear lane and is not the primary building frontage.
- F. **Street Naming and Renaming:** New street names and street renaming are subject to the requirements of S.C. Code § 6-29-1200. Proposed Street names and number systems shall be reviewed by and subject to the approval of the Administrator and the Beaufort County Emergency Management Department. No duplicate/similar names are allowed, as determined by these agencies.
- G. **Reserved Strips Prohibited:** Reserved strips at the terminus of a new street shall be prohibited.

7.2.3 LOT ACCESS STANDARDS

- A. **Applicability:** Any development that requires one or more access points for purposes of ingress and/or egress shall be subject to the provisions of this section. All new access points must be approved by the appropriate permitting authority. Access points may not be installed on undeveloped property less than 2 acres.
- B. **Maximum Number:** For single-family and two- and three-family dwellings, only one driveway shall be permitted per lot. In T3-S, circular driveways may be permitted on lots greater than 100 feet in width, where no sidewalk exists. Driveways may only be installed when rear access is not possible or required. For double frontage lots, one curb cut per street may be permitted. For all other building types, the maximum number of driveways allowed for any property is outlined in the table below.

FRONTAGE WIDTH	MAXIMUM PERMITTED ACCESS POINTS (CURB CUTS) PER STREET FRONTAGE
Less than 150 feet	1
150 feet or more	2 - Additional access points (in excess of 2) shall be permitted only after the applicant successfully demonstrates the necessity for such additional access points, as determined by the appropriate design review body. Along arterial roads and thoroughfares, such additional access points shall be "right-in, right-out" driveways only.

C. **Location and Spacing:**

1. **Street Intersection:** No curb cut or other access point shall be located closer than:
 - a. 20 feet from the intersecting point of the 2 street right-of-way property lines involved (or such lines extended in case of a rounded corner);
 - b. 25 feet from the intersection of the 2 curb lines involved (or such lines extended in case of a rounded corner), whichever is the least restrictive.
2. **Spacing:** All access points shall have a minimum separation from certain features as follows:

FEATURE	MINIMUM SEPARATION ¹	
Adjacent Property Line (does not apply to shared or joint-use driveways)	0 ft	
Another Curb Cut (driveway or street intersection) on all roads except Major Thoroughfares	25 ft	
Another Curb Cut (driveway or street intersection) on Major Thoroughfares (streets with the Street Section designation of Major Thoroughfare, or the Robert Smalls Parkway, Sea Island Parkway/Lady's Island Drive, or Boundary Street Specific Street Section) —	Dependent on posted speed limit as follows:	
	Speed Limit	Separation
	< 35 mph	100 ft
	35 mph	200 ft
	40 mph	250 ft
	45 mph ²	300 ft
	45 mph ²	300 ft
	55+ mph ²	500 ft

¹ Minimum separation is measured from centerline	
² On Robert Smalls Parkway (Hwy 170) west of Parris Island Gateway, a minimum of 500 ft. separation distance is required	

3. **Corner Lots:** Access points on corner lots shall be from the side (or secondary) street, unless a shared curb cut on the main thoroughfare is existing or proposed.
4. **Access to Lots from Major Thoroughfares:** Driveways serving individual residential lots shall not have direct access onto streets identified as Major Thoroughfares — as identified on the second row of the chart in Section 7.2.3 C.2. — unless no alternative means of access, such as alleys or parallel access roads, exist, and it is unreasonable or impractical to require an alternative means of access.
5. **Shared Access:** See Section 5.7.7 C.
6. **Rear Access Required/No Front Access:** For lots developed in the transect zones of T-3N, T-4, and T-5 UC, all new access points shall be from a rear alley and/or road, except for lots within the historic district. Exemptions to allow front loaded access points where connection to the existing street grid is not practicable due to topography or existing surrounding conditions shall be at the discretion of the Planning Commission with approval of major subdivisions, and the Codes Administrator for individual lots.

D. Size:

1. **Alleys:** Alley pavement width may be a maximum of 24 feet wide for two-way traffic and 16 feet wide for one-way traffic. For more design standards, see Appendix C.
2. **Driveways:**
 - a. Driveways for single-family and 2- and 3-family uses may not exceed 12 feet wide, except in T3-S district, where they may be a maximum of 20 feet wide.
 - b. **Tandem Parking:** Tandem parking is allowed in all zones for all residential uses if:
 - i. Both tandem parking spaces satisfy the parking requirement of one residential unit; and
 - ii. Neither of the tandem parking spaces shall be for required accessible parking spaces.
 - c. Driveways to other uses and parking areas shall not exceed 24 feet in width for 2-way drives or 12 feet in width for one-way drives, except those with turn lanes required by the City or SCDOT.

E. Access to Lots from Alleys/Rear Lanes:

1. **Specific to T3-N, T4, and T5 districts:** Alleys/rear lanes shall be provided along the rear property lines of lots as follows:
 - a. In new subdivisions greater than 1 acre, alleys shall be provided for newly created lots that meet any of the following criteria:

- i. The lots are part of a Block Face with an average lot width of 60 feet or less at the building setback line (excluding lots on cul-de-sacs).
 - ii. The lots are arranged around a Common Open Space.
 - iii. The lots front a collector or arterial road, regardless of the average lot width.
 - iv. The lots are intended for multi-family dwellings and/or mixed-use buildings.
- b. For Infill developments, the same standards apply as specified in the immediately preceding subsection, but only for developments that include 4 or more contiguous lots, where one lot is a corner lot. In the Historic District, the standards apply only to the Beaufort Conservation District; the requirement may be waived at the discretion of the Historic Review Board.

F. Specific to Commercial Developments and Subdivisions:

- 1. **Out-parcels:** Out-parcels for shopping, office, or industrial centers shall be limited to internal access to the center, unless otherwise approved as part of a master development plan. All driveways shall be paved from the road to the property line.
- 2. **Abandoned Driveways:** Abandoned driveways (i.e., curb cuts that are no longer used for vehicular access and are physically blocked by structures) shall be closed, and the area shall be restored to the typical cross section of the right-of-way.

7.2.4 STREET DESIGN STANDARDS

- A. **Street Section Design:** The elements and widths of all proposed streets shall be in conformity with the appropriate street section designated in the Street Infrastructure Plans (Section 7.2.1 and Appendix C).
- B. **Traffic Control and Signs:** The type and location of traffic control devices used on City streets must be approved by the Administrator or the Administrator’s designee, and traffic control on private streets shall be included and approved as part of the major subdivision or site plan. Traffic signals should be used where warranted, but alternative means of traffic control such as roundabouts should be considered first. When it can be shown that a particular zoning action, master plan, or development plan impacts the street system to a point that a traffic signal is warranted according to the latest version of the United States Department of Transportation’s Manual on Uniform Traffic Control Devices (“MUTCD”) and approved by the Administrator or the Administrator’s designee,, the developer shall be responsible for all or a portion of the signal installation.
- C. **Sidewalks/Multi-use Paths:** Where required by the provisions of Appendix C, all sidewalks or multi-use paths must be constructed concurrently with the street or, if the street is already constructed, prior to acceptance of any improvements. Exceptions to the requirement to install a sidewalk may be granted by the Planning Commission if:
 - 1. Alternative pedestrian paths/bikeways have been or will be provided outside of the normal right-of-way.
 - 2. There are unusual topographic, vegetative, or other natural conditions that would render strict adherence to the requirements of this section unreasonable and not consistent with the purposes and goals of this Code.
- D. **Utility Easements:** Utility easements which require a width of 8 feet or more shall be located in rear alleys or adjacent to rear lot lines. Special permission to install utility easements in other locations may be requested by the utility companies and is subject to approval by the appropriate design review body.

- E. **Special Consideration for Protected Resources and other Natural Features:** Street layout and design shall give additional consideration to preserving protected resources and enabling natural areas to be protected or minimally disturbed. Where streets are built in areas that have protected resources or natural features, all utilities shall be placed within the street right-of-way and under the street to avoid additional destruction of the natural features.

7.2.5 STREET TREE PLANTING REQUIREMENTS

- A. **Planting Areas:** Planting strips and tree wells shall be established in accordance with the width and plantings designated in the appropriate Street Section of the Street Infrastructure Plans (7.2.1 and Appendix C).
- B. **Location and Number:** Street trees shall be planted in the location and per the spacing specified for the corresponding street classification in Appendix C. However, in specific cases, where due to the location of utilities or other site constraints, the Planning Commission may allow street trees to be planted on private property adjacent to the right-of-way.
- C. **Tree Species:** The species of overstory and understory trees listed in Appendix A.2 may be used for street tree planting
- D. **Minimum Tree Size:** At the time of planting, young trees should be 2.5 inch caliper, with the lower side of the crown a minimum of 6 feet above grade.

7.3: STREET ENGINEERING STANDARDS

7.3.1 STREET DESIGN, CERTIFICATION, AND CONSTRUCTION SPECIFICATIONS

- A. **Design Drawings and Certification:** Professional engineers, registered in the State of South Carolina, shall prepare plans, profiles, cross sections, and specifications for all subdivision roads and streets. The engineers shall certify that the roads/streets are built to comply with the approved plans and specifications. Cross sections shall be developed every 100 feet at intersections and break points in grade. Cross sections shall show the complete rights-of-way including travel lanes, shoulders, ditches, curb and gutter, and sidewalks and utility locations, as applicable.
- B. **Construction Specifications for Paved Streets:** Street construction specifications for paved streets shall comply with the South Carolina Department of Transportation Standards.

7.3.2 TRAFFIC IMPACT ANALYSIS

- A. **Applicability:** A Traffic Impact Analysis (“TIA”) shall be required for any development that is shown to generate more than 50 trips during the peak hour on the adjacent street(s) in the most recent Institute of Transportation Engineers (“ITE”) Trip Generation Manual or any alternative, approved at the discretion of the Planning Commission or the TRC, or by the engineering department.
 - 1. A second phase, second subdivision, or addition that generates traffic beyond this threshold, when taken as a whole, shall also require a TIA, even though that development may not qualify on its own.
 - 2. A use shall not be changed without conducting a new TIA if the new use would generate traffic beyond the 50 trips during peak hour threshold referenced above. The Planning Commission may waive this requirement.

3. **Exception:** Development on lots included in the Boundary Street Master Plan, adopted on August 28, 2006, and lots in the area bounded by Calhoun Street, Carteret Street, Bay Street, and Ribaut Road, and lots zoned Limited Industrial (LI), shall not be subject to the requirements of this section. This exception does not apply to Educational Facilities with greater than 100 students.
- B. **Traffic Access Management Analysis:** As part of the TIA process, the proposed development shall have an "access analysis" undertaken by the administrator to ensure that sufficient access to all proposed developments and subdivisions is achieved.
1. The standards in the South Carolina Department of Transportation's "Access and Roadside Management Standards Manual" ("ARMS Manual") shall serve as a guide for this analysis, which shall include identification of the following:
 - a. Access improvements, such as deceleration lanes, that the applicant must install at the applicant's own;
 - b. The location of any curb cuts based on, but not limited to, sight distances, existing roadway infrastructure, opposing driveways locations, and shared access;
 - c. Requirements for adequate driveway design, including, but not limited to, turning radius and stacking distance.
 2. The access requirements approved by the Planning Commission or the TRC shall be incorporated on development or subdivision plans prior to their approval.
 3. If an applicant is required to provide site-related traffic improvements, the cost of implementing such improvements shall be borne by the applicant, and no such costs shall be eligible for a credit or offset from any transportation impact fees unless specifically permitted by the Development Fee Procedures as stated in the Beaufort County Code of Ordinances, Chapter 82, Article II or most recent version.
- C. **Traffic Impact Analysis Plan Preparation:**
1. The TIA shall be conducted by an engineer registered in South Carolina who is experienced in the conduct of traffic analysis.
 2. Prior to beginning the TIA, the applicant shall supply the City with the following:
 - a. A written narrative describing the proposed land use(s), size, and projected opening date of the project and all subsequent phases.
 - b. A site location map showing surrounding development within a one-half mile radius of the property under development consideration.
 - c. A proposed site plan or preliminary subdivision plat illustrating access to public or private roads and connectivity to other contiguous developments.
 3. Prior to beginning the TIA, the applicant shall receive, in writing, the parameters to be followed in the study, including the directional split of driveway traffic, trip distribution, background traffic growth rate, previously approved but not completed projects, and the intersections to be analyzed, along with any associated turning movement counts that are available or discussed and approved by the TRC.
 4. To review the TIA, the Planning Commission and TRC will require current trip generation information, available information on land use, travel patterns, and traffic conditions, and shall consult with the SCDOT.

D. Plan Contents:

Background information	Requirement
List of all nonexistent transportation improvements assumed in the analysis	Required
Map of site location, description of the parcel, general terrain features, and location within the jurisdiction and region.	Required
Description of geographic scope/ limits of study area.	<p>Within half mile/2,640 feet of site and any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed.</p> <p>At the discretion of the TRC or Planning Commission, a larger study area may be required.</p>
Plan at an engineering scale of the existing and proposed site uses.	Required
Description and map or diagram of nearby uses, including parcel zoning.	Required
Description and map or diagram of existing roadways.	Required
Description and map or diagram of programmed improvements to roadways, intersections, and other transportation facilities within the study area.	Required
Analysis of Existing Conditions	
Collected daily and peak hour of the generator traffic volumes, tabulated and presented on diagrams with counts provided in an appendix.	Required
Analyses for intersections and roadways identified by SCDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.	Required

When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments, tabulated and presented on diagrams, if facilities or routes exist.	Within half mile/2,640 feet of site and any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed – At the discretion of the TRC or Planning Commission, a larger study area may be required.
Incorporation of all Traffic Impact Analysis studies and Trip Generation from approved developments or vested unbuilt developments within mile radius at time of proposal.	Required (submitted for any jurisdiction, including the Town of Port Royal, and County of Beaufort)
Speed Study	If requested by City
Crash history near site	If requested by City
Sight distance	If requested by City
Analysis of Future Conditions without Development	
Description of and justification for the method and assumptions used to forecast future traffic volumes.	Required
Analyses for intersections and roadways as identified by SCDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.	Required
When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments tabulated and presented on diagrams, if facilities or routes exist or are planned.	Within half mile/2,640 feet of site and any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed. At the discretion of the TRC or Planning Commission, a larger study area may be required.
Trip Generation	
Site trip generation, with tabulated data, broken out by analysis year for multi- phase developments, and including justification for deviations from ITE rates, if appropriate.	Required
Description and justification of internal capture reductions for mixed use developments and pass-by	Required

trip reductions, if appropriate, including table of calculations used.	
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1. **Phased Developments:** All phases of a development are subject to review, and all traffic plans for the entire development shall be integrated with the overall traffic analysis. A TIA for a specific phase of development shall be applicable to the phase of development under immediate review. However, each phase of development shall expand and provide detailed analysis at the development plan stage beyond the estimates provided for at the concept plan or master plan stage.
2. **Infrastructure Analysis:** The adequacy of the roads that the development will be accessed from shall be assessed in the TIA. Recommendations for improvements to these roads shall be made. The relative share of the capacity created shall be broken down as follows: development share, other developments' share, any existing overcapacity, and capacity available for future growth.
3. **Required Elements of the TIA:**
 - a. A site plan or subdivision plat identifying access points to and from existing or proposed streets and intersections, along with all opposing intersections across adjacent streets.
 - b. Description of the proposed development, including the type and intensity of proposed land use(s) including, but not limited to: the number of residential units by type, the number of existing and proposed lots, the type of proposed nonresidential development and the amount of such development measured by gross floor area or other appropriate unit of measurement, the general size and type of accessory development or facilities, and, for nonresidential development, adequate information to identify the appropriate land use category for trip generation.
 - c. Projected vehicular trips to and from the completed development during a.m. and p.m. peak hour — trip rates shall be taken from ITE Manual or alternatively, an applicant may elect to perform, at his own expense, a trip generation study which may be submitted as part of the TIA plan. The trip generation study shall be subject to the review and verification of the TRC and engineer. For proposed uses not specifically listed in the ITE Manual, and for which a trip generation study has not been performed, the designated engineer(s) shall determine the most appropriate trip generation rate. The TRC shall make the determination of the appropriate trip generation rate, from whatever the source. The percentage of pass-by trips, if used in the plan, shall be included, as well as the source of this information.
 - d. A written narrative setting forth the assumptions upon which any projection was made in developing the TIA plan shall be included in the analysis. If the assumptions are derived from the ITE Manual, the materials shall be referenced and properly cited. If the assumptions are not from the ITE Manual, appropriate excerpts from other reliable transportation planning resources shall be included in the study, and reasons underlying the assumptions shall be stated in the narrative.
 - e. The TIA shall review access to the site. The adequacy of the entrance design shall be evaluated, and recommendations made on acceleration and deceleration lanes, left-turn lanes, or signalizations shall be part of the TIA. Educational facilities shall include pick-up and drop-off plans and analysis of the impact on the surrounding streets and intersections.

- f. The TIA shall review the number and types of curb cuts that are permitted. In particular, the TIA shall assess the connection of the property to adjoining properties. Where the use, scale of development, or size of adjoining properties is such that trips would be anticipated between the proposed use and the other properties, the TIA shall make recommendation on interconnections. The TIA shall recommend interconnections to provide a smooth flow of traffic between uses along arterials and collector roads to ensure that as much traffic as possible uses secondary roads, rather than major roads, for short trips.
 - g. The TIA shall be based on intersection analysis procedures for signalized intersections as identified in the most current edition of the Transportation Research Board's Highway Capacity Manual, and/or the last update that analyzes and emulates these procedures by means of computer software, if available. The results of any required analysis/computer analysis shall, at a minimum, indicate compliance or variance from the Traffic Service Level Goals (Section 7.3.2.M.).
 - h. The intersections that must be analyzed in the study are identified as:
 - i. Any intersection that serves as a development's point of access. This will include intersections of public and/or private roads with major arterials, and driveways offering direct access.
 - ii. The first major intersection as identified by the city engineer on both side of the development's point of access.
 - iii. Other intersections on major arterials if development generates more than 50 a.m. or p.m. peak hour trips to that intersection, or if the intersection's level of service or demand is significantly impacted by site related traffic.
 - iv. Unsignalized intersections and access drives — these shall be considered if development impacts are anticipated. The plan must include the results of an analysis of the operating conditions of critical intersections and/or all intersections identified in the concept plan. The analysis shall reflect the projected condition of these intersections and movements, based on the scheduled opening date of the development. Other phases of the development, if they can be reasonably determined, shall be considered as well.
- E. **Mitigation Plan Required:** If the initial analysis indicates that the city's adopted Traffic Service Level Goals (Section 7.3.2.M.) will not be met, a mitigation plan must be prepared, based on additional analysis. The mitigation plan must show how the city's Traffic Service Level Goals are addressed as mitigated. Applicants will be responsible for mitigating the traffic impacts at any intersection affected by a proposed development.
- 1. If a traffic signal is recommended, the TIA shall provide information that:
 - a. Clearly indicates the need for a traffic signal.
 - b. Assesses the ability of other existing, planned, or proposed public roads to accommodate the new traffic at a location other than the main highway in the vicinity of the proposed development.
 - c. Describes in detail how a specific development will affect the study area transportation system.
 - d. Provides documentation of appropriate South Carolina Manual of Uniform Traffic Control Devices signal warrant satisfaction.

- e. Gives design geometry of the private road that is consistent with that of public road intersections, including curbs, appropriate lane widths, pavement markings, and vertical alignment. Other roadway factors to be considered include, but are not limited to, speed, type of highway, grades, sight distance, existing level of service, conflicting accesses, and the effect of future traffic signal systems.
 - f. Provides an approach-throat length for the road to ensure the movement of vehicles entering the site will not be impeded by conditions within the development and ensure that all signal-spacing requirements are adequately met.
2. The desirable spacing of signalized intersections on principal arterials is the SCDOT, county, or City standards. The TRC may recommend to SCDOT the installation of a traffic signal at locations where, using SCDOT standards, spacing is inappropriate due to topography, existing or proposed road layout, documented accident history, unique physical constraints, existing or proposed land use patterns, or requirements to achieve specific objectives for highway segment designations, as shown in any locally adopted land use or transportation plan, approved City or county transportation plan, or approved transportation policy.
 3. Signal spacing concerns may be ameliorated in the following ways:
 - a. A proposed private road that may otherwise be considered for the installation of a traffic signal may be replaced by an on-site route or a frontage road that directs traffic to or from a nearby public road.
 - b. A private road that is being considered for traffic signal installation may be required to connect to the existing or planned local road system to allow uses of surrounding properties.
 - c. An existing or proposed intersection may be relocated.
 - d. A shared private road may be required to serve the needs of the multiple properties.
 4. A traffic signal progression analysis is required if the proposed location is closer than the SCDOT standards, given the presence of existing signals or the possible existence of identified future signals proposed as part of a highway signal system. A traffic signal progression analysis for all new, revised, or planned traffic signal systems on state highways shall be performed using methods, models, computer software, data sources, roadway segment length, and assumptions approved by the TRC. The roadway segment, analyzed to the extent possible, shall include all traffic signals in the existing or future traffic signal system. The progression analysis shall:
 - a. Demonstrate acceptable existing and future traffic signal systems operation that may include the morning peak, evening peak, midday period, and other appropriate time period during any day of the week, adjusted for peak season, for cycle lengths and travel speeds approved by the TRC.
 - b. Provide for a progressed traffic band speed no more than 5 mph (8 km/h) below the existing posted speed for both directions of travel during the off-peak periods, nor more than 10 mph (16 km/h) below the existing posted speed during peak periods. Approval by the TRC is required where speeds deviate more than the above.
 - c. Demonstrate that sufficient vehicle storage is available at all locations within the traffic signal system without encroaching on the functional boundaries of adjacent lanes and signalized intersections. The functional boundary of an intersection shall be determined in discussion with the TRC, based on existing or projected conditions.

- d. Provide a common cycle length with adequate pedestrian crossing times at all signalized intersections.
 - e. Provide a progression bandwidth as large as that required, or as presently exists, for through traffic on the federal or state highway at the most critical intersection within the roadway segment. The most critical intersection is the intersection carrying the highest through volume per lane.
- 5. The traffic signal progression analysis shall be supplemented by a traffic engineering report that also considers highway capacity and safety of the roadway segment under consideration. Traffic volumes, intersection geometry, and lane balance, considered at all locations, shall be appropriate for the present and identified future conditions, which are usually considered to include the year of completion, and 5 years into the future.
- F. **Summary:** A clear and concise summary of recommended improvements that can serve as an executive summary is required.
- G. **TIA Review:** The TRC shall review all TIAs as part of the applicable Design Review phase. Final TIAs shall be approved prior to the applicant submitting a Project Permit application (Section 9.5).
- H. **Application:** A TIA shall be submitted to the TRC. Coordination with other entities in the county government or South Carolina Department of Transportation (SCDOT) shall be the responsibility of the City.
- I. **Completeness:** The Planning Commission and/or TRC shall determine whether a TIA is complete. Thorough and complete TIAs are the responsibility of the applicant. Failure by the applicant to provide a complete TIA may result in review delays for its plat or plan.
- J. **Action on TIA:** The TRC must first approve the TIA in regard to completeness and accuracy. Following review of the required impact analysis plan, TRC shall recommend to the Planning Commission action as follows:
 - 1. Approval of the TIA as submitted;
 - 2. Approval of the TIA with conditions or modifications as part of the development review and approval process. An acceptable TIA with traffic mitigation measures may include the reduction of the density or intensity of the proposed development, phasing of the proposed development to coincide with state and/or county-programmed transportation improvements, applicant-provided transportation improvements, fees in lieu of construction, or any other reasonable measures to ensure that the adopted traffic service-level goals are met. If mitigation is required, it shall be required as a condition of any approval from the city.
- K. **Timing of Implementation:** If a traffic mitigation program is part of an approved TIA, the developer may be required to place a performance bond on all traffic mitigation improvements required as a result of the project. This requirement may arise if the timing of the improvements needs to be synchronized with other scheduled improvements anticipated for the area.
- L. **Responsibility for Costs of Improvements:** The costs of implementation of an approved mitigation program shall be the responsibility of the applicant. No certificates of zoning compliance or building permits shall be issued unless provisions of the TIA are met.
- M. **Traffic Service Level Goals:** The average stop time delay in seconds per vehicle for each intersection determined to be critical to the TIA for the proposed development shall be compared to the City's traffic service level goal of "D" for the average delay for all vehicles at any signalized intersection during the a.m. and p.m. peak hours.

7.4: COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE

7.4.1 PURPOSE AND INTENT

- A. **Intent:** Community Green Space and Community Open Space are intended for the use and enjoyment of a development's residents, employees, or users. These spaces serve to preserve natural areas, ensure access to open areas and recreation, reduce the heat island effect, enhance stormwater quality, and provide community health benefits. Community Green Space and Community Open Spaces are not, by definition, required to be deeded or to be granted via easement to any public entity or municipality. See Section 7.4.5 for ownership information.
- B. **Purpose:** The purpose of this section is to provide a set of Community Green Space and Community Open Space types and their associated standards to use within all districts. Community Green Space and Community Open Space types in this section are distinct from those areas that are environmentally sensitive and must be otherwise protected as regulated through Chapter 8 (Environmental Protection).
- C. **Applicability:** See Section 7.1.2.
- D. **Community Green Space Definition:** an area of grass, trees, parks, trails or multi-use pathways, or other vegetation set apart for recreational or aesthetic purposes within a development. It can be privately or publicly owned.
- E. **Community Open Space Definition:** Open space is land or water that is undeveloped and not used for residential, commercial, industrial, or institutional purposes. It can be privately or publicly owned, and can include areas like forests, farms, parks, and coastal lands.

7.4.2 COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE REQUIREMENT

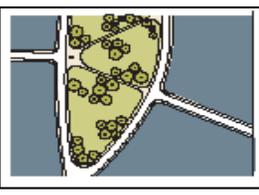
- A. **Minimum Requirements:** Development in all districts shall preserve the minimum amounts of Community Green Space and Open Space as identified below (see following page):

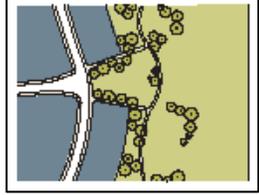
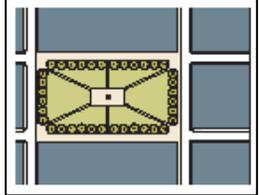
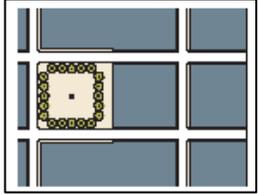
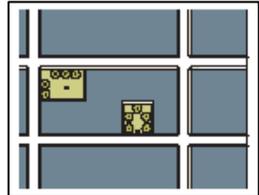
OPEN/CIVIC SPACE REQUIREMENT											
SIZE	T1	T3-S	T3-N	T4-HN	T4-N	T5-DC	T5-UC	RMX	IC	LI	MHP ¹
Less than 3 acres	See footnote (3)										
3 acres—10 acres	50%	20%	15%	exempt	10%	exempt	10%	10%	15%	exempt	
10 acres—15 acres	50%	20%	15%	exempt	10%	exempt	10%	15%	20%	exempt	10%
15 acres—40 acres	50%	20%	15%	n/a	15%	exempt	15%	20%	20%	exempt	10%
Greater than 40 acres	50%	25%	20%	n/a	20%	exempt	20%	25%	25%	exempt	10%
¹ Each Manufactured Home Park shall have a minimum total area of 2,500 square feet set aside for common recreational open space, or at least 100 square feet of space for each mobile home lot, whichever is greater. ² Specific to TND Overlay Projects: The open space requirement may be calculated comprehensively or by specific Transect zones. The requirements of 2.8.3.E must be met in addition to the requirements of this table. ³ For properties less than 3 acres, community green space and community open space shall be at the discretion of the approving authority, i.e., Codes Administrator or Planning Commission.											

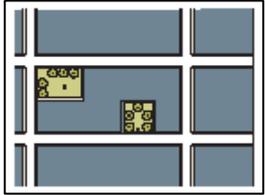
- B. **Areas to be Included in Community Green Space and Community Open Space Calculations:** The features and areas identified in Section 7.4.3 shall be credited towards the open space requirements for the purposes of complying with this Chapter.
- C. **Areas not to be Included in Community Green Space and Community Open Space Calculations:** The following areas shall not be counted toward open space requirements:
1. Private yards which are not subject to an open space or conservation easement.
 2. Public road rights-of-way or private street easements, including sidewalks located within those rights-of-way or easements.
 3. Open parking areas and driveways for dwellings.
 4. Land covered by structures not designated for active recreational uses.
 5. Designated outdoor storage areas.

7.4.3 COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE TYPES

The majority of Community Green Space and Community Open Space shall conform to one of the 8 types in the table below. If 75% or more of the types listed below are utilized for required open space, a 20% increase in number of dwelling units is permitted.

CIVIC/ OPEN SPACE TYPE	DIAGRAM	DESCRIPTION	PERMITTED DISTRICTS	SERVICE AREA/ SIZE	CHARACTER	TYPICAL FACILITIES
Regional Park/Natural Preserve		A natural preserve that is available for unstructured recreation. It may contain small civic buildings and areas of structured activity, but is primarily left natural. These areas may include forests as well as wetlands and regional retention areas if they are treated as amenities (e.g. Port Royal's Cypress Wetlands).	T1	Regional Min: 200 acres* Max: None *Natural preserves with no structured activity have no minimum size.	Frontage: Independent Disposition: Natural, formal or informal	Passive and active recreation, drinking fountains, Community facility < 7,500 gross square feet, paths and trails
Sport Complex		An open space that consolidates heavily programmed athletic fields and associated facilities.	T1, IC, RMX	Regional Min: 25 acres Max: None	Frontage: Independent Disposition: Formal or informal	Passive and active recreation, drinking fountains, community facility < 7,500 gross square feet, paths and trails
Community Park		An open space that is available for unstructured recreation and a limited amount of structured recreation. It may contain a limited amount of athletic fields.	T3, T4, T5, RMX, IC	Multiple Neighborhoods Min: 8 acres Max: None	Frontage: Independent Disposition: Informal	Passive and active recreation, drinking fountains, community facility < 5,000 gross square feet, paths and trails

CIVIC/ OPEN SPACE TYPE	DIAGRAM	DESCRIPTION	PERMITTED DISTRICTS	SERVICE AREA/ SIZE	CHARACTER	TYPICAL FACILITIES
Greenway		A linear open space that may follow natural corridors, a greenway provides unstructured and limited amounts of structured recreation.	T1, T3, T4, T5, RMX, IC	Multiple Neighborhoods Min: 8 acres or 1 mile Max: None	Frontage: Independent or building Disposition: Natural or informal	Passive and active recreation, drinking fountains, community facility < 5,000 gross square feet, paths and trails
Square/Green		An open space that is available for civic purposes, unstructured, and limited amounts of structured recreation. It can be located along waterfronts.	T3, T4, T5, RMX, IC	Neighborhood Min: 0.5 acres Max: 5 acres	Frontage: Building Disposition: Formal	Passive and active (unstructured or structured) recreation, accessory structure, drinking fountains, community facility < 5,000 gross square feet, paths and trails
Plaza		A formal open space available for civic purposes and commercial activities, a plaza is typically hardscaped and can be located along waterfronts.	T4, T5, RMX, IC	Neighborhood Min: 0.5 acres Max: 2.5 acres	Frontage: Building Disposition: Formal	Passive recreation, accessory structure, drinking fountains, paths and trails
Pocket Park/Pocket Plaza		An open space that is available for informal activities in close proximity to neighborhood residences. Pocket plazas are usually paved.	T3, T4, T5, IC, RMX	Neighborhood Min: 4,000 square feet Max: 0.5 acre	Frontage: Building Disposition: Formal or informal	Passive recreation, accessory structure, drinking fountains, paths and trails

CIVIC/ OPEN SPACE TYPE	DIAGRAM	DESCRIPTION	PERMITTED DISTRICTS	SERVICE AREA/ SIZE	CHARACTER	TYPICAL FACILITIES
Playground		<p>An open space designed and equipped for the recreation of children. A playground may be fenced and may include an open shelter. Playgrounds may be included within other civic spaces.</p>	<p>T3, T4, T5, IC, RMX</p>	<p>Neighborhood Min: None Max: None</p>	<p>Frontage: Independent or building Disposition: Formal or informal</p>	<p>Accessory structure, drinking fountains, paths and trails</p>
<p><i>Notes:</i></p> <ol style="list-style-type: none"> <i>1. The illustration and description of each civic space type is illustrative in nature and not regulatory.</i> <i>2. The Permitted Districts may be modified per a plan if the project is utilizing the Traditional Neighborhood Development Floating Overlay District (Section 2.8.3).</i> 						

The following provisions apply to the eight (8) Community Green Space and Community Open Space Types listed in the table:

- A. **Playgrounds and Community Gardens:** These may be incorporated into any of the other Community Green Space and Community Open Space types - except Natural Preserve - or may stand alone.
- B. **Waterfront:** When Community Green Space and Community Open Space is required, per Section 7.4.2, developments that contain waterfront access should include some type of common access to at least 25% of the waterfront. This counts towards the Community Green Space and Community Open Space requirement. When open space is required, for every 10% of the waterfront that is allocated for public access, a 5% increase in number of dwelling units shall be permitted, up to a maximum of a 20% increase.
- C. **Illustrative Standards:** The columns titled "Diagram," "Description," and "Typical Facilities" of the table of Community Green Space and Community Open Space Types are illustrative only.
- D. **Regulatory Standards:** The following elements shall be regulatory:
 - 1. **Service Area:** Describes how the space relates to the city as a whole and the area that will be served by the Community Green Space and Community Open Space.
 - 2. **Size:** The permitted size for each Community Green Space and Community Open Space.
 - 3. **Frontage:** The relationship along property lines of a Community Green Space and Community Open Space to adjacent buildings or lots.
 - a. **Building:** Community Green Space and Community Open Spaces that are listed as having a "building" frontage shall have the fronts of buildings, either attached to the park or across a street, facing onto the space for a minimum of 75% of the perimeter.
 - b. **Independent:** Community Green Space and Community Open Spaces that are listed as having an "independent" frontage shall have the fronts of buildings, either attached to the park or across a street, facing onto the space to the maximum extent possible, but may have the side or rear of a building or lot front onto the space. The side or rear of a building or lot fronting onto the Community Green Space and Community Open Space shall be designed with a secondary frontage and entrance along the space.
 - 4. **Disposition:** The character of the design of the Community Green Space and Community Open Space.
 - a. **Natural:** Civic spaces with natural character are designed in a natural manner with no formal arrangement of elements.
 - b. **Formal:** Civic spaces with a formal character have a more rigid layout that follows geometric forms and have trees and other elements arranged in formal patterns.
 - c. **Informal:** Civic spaces with an informal character have a mix of formal and natural characteristics.
 - 5. **Food Production:** Community Gardens and other Community Green Space and Community Open Spaces may be used to grow food. See Section 8.5.3 for specifications and requirements.

7.4.4 DESIGN OF COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACES

- A. **Design Standards for Community Green Space and Community Open Space:** Land used as Community Green Space and Open Space shall meet the following design standards:
1. **Location:**
 - a. Where relevant and appropriate, the land shall be located so as to be readily accessible and usable by residents and users of the development. To the maximum extent practicable, a portion of the open space shall provide focal points for the development.
 - b. Common space set aside for children's play areas and other recreational activities shall be clearly visible from the dwelling units on the site.
 - c. The land shall, to the maximum extent practicable, be located to adjoin, extend, and enlarge any open areas, trails, parks, or other open space resources that exist or are planned within or adjacent to the development.
 2. **Provision in Multi-Phase Developments:** In multi-phase developments, open space Manuals may be calculated either by phases, or by collectively looking at the developments as a whole.
- B. **Accessory Structure Standards:** All accessory structures within parks and open spaces — including, but not limited to, restrooms, open-air pavilions, gazebos, picnic shelters, and outdoor theaters — shall not be subject to the physical requirements of the building form or siting standards in Chapter 2 (Map and Districts). They shall be designed to be consistent with the character of the district in which they are located. Such consistency may require accessory structures to maintain building setbacks, frontage, massing, disposition, and character similar to adjacent development as determined by the administrator.

7.4.5 OWNERSHIP AND MAINTENANCE OF COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE

- A. Open space areas or other community facilities shall be preserved and maintained in accordance with the approved:
1. Development Design, in accordance with Section 9.8;
 2. ZBOA Special Exception, in accordance with Section 9.13; or
 3. Subdivision, in accordance with Section 9.9, whichever is appropriate.
- B. Provision must be made by the property owner to ensure preservation and long term maintenance and management of Community Green Space and Community Open Spaces through one of the following mechanisms:
1. Conveyance of the land to a property owners' or homeowners' association that holds the land in common ownership and will be responsible for managing and maintaining it for its intended purposes.
 2. Conveyance of the land to a third-party beneficiary, such as a nonprofit environmental or civic organization, that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land for its intended purpose.
 3. Dedication of the land to the city or other appropriate public agency that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land for its intended purposes.

- C. All methods utilizing private ownership shall require deed restrictions, covenants, or other legal instruments that ensure continued use of the land and facilities for their intended uses, and provide for the continued and effective management, operation, and maintenance of the land and facilities.
- D. Failure to maintain Community Green Space and Community Open Space areas or other community facilities shall be a violation of this Code subject to the remedies and penalties in Chapter 12 (Violations and Enforcement).
- E. If the owner of a Community Green Space and/or Community Open Space fails to maintain it in reasonable condition, and in accordance with approved plans, and fails to correct deficiencies cited by the City, the City shall have the authority to correct the deficiencies per at the owners expense.).

7.5: SUBDIVISION AND SITE PLAN STANDARDS

7.5.1 GENERAL PROVISIONS

The provisions of this Section shall apply to any and all subdivision of land, or site plan within the municipal boundaries of the City, unless expressly and specifically exempted or provided otherwise in this Code. No development shall be undertaken without prior approval or authorization pursuant to the terms of this Code. All development shall comply with the applicable terms, conditions, requirements, standards and procedures established in this Section and the Code. The submittal of an application for approval pursuant to the provisions of these Subdivision Regulations constitutes consent to, and agreement to comply with, all of its applicable provisions.

This Section establishes procedural and substantive rules for obtaining the necessary approval to develop land and construct buildings and structures. Development applications will be reviewed for compliance with the City’s Comprehensive Plan, Civic Master Plan, Beaufort Preservation Manual, and this Code.

Scheduling of the review of development applications before Staff, TRC, the Planning Commission or City Council is at the discretion of the City. Any change to a development application by an Applicant after formal submittal of that application to the City constitutes a decision by the Applicant that may result in the City deciding to vacate a decision reached during or following a hearing and/or void the pending application. The City may then reschedule or cancel the review of the development application at its discretion.

Prior to formal submittal of any subdivision application identified in this Section, the Planning Department will typically provide to an applicant an individualized submittal checklist indicating the documents and information needed, quantities of those documents to be submitted, and the referral agencies that will be involved in the review process. The applicants are responsible for being fully familiar with all applicable provisions of these Subdivision Regulations. Upon determination by staff that a submittal constitutes a complete development application, the City will forward the packets to each referral agency.

7.5.2 SUBDIVISION TYPES AND PROCESS OUTLINES

Methods of land subdivision. There are two ways to subdivide land based on the magnitude of scale: Minor Subdivision and Major Subdivision.

A. Minor Subdivisions.

Definition. A Minor Subdivision is a subdivision, or amendment to a subdivision which has been previously platted, which includes no additional public right-of-way dedication, and includes one or more of the following:

1. The boundaries of five or fewer lots are created from one parent tract or lot, cumulatively and not more than 3 acres;
2. Any lot line adjustment; and
3. A consolidation of multiple lots into one when a new street or street change is not involved.

B. Major Subdivisions.

Definition. A Major Subdivision is a subdivision which includes one or more of the following:

1. Dedication of public right-of-way, public infrastructure or other public tracts, or a private road;
2. The subdivision consists of six or more lots or tracts; and
3. The creation of lots on property which have never previously been platted.

7.5.3 SKETCH PLAN

A. Purpose. The Sketch Plan is a conceptual design of the development submitted with a major subdivision application, that depicts what the applicant envisions for the overall development, including zoning, transportation, pedestrian network, parks, tree canopy, open space, and other amenities. The purpose is to allow the Applicant, the Planning Commission, and the community the opportunity to discuss the conceptual subdivision before it goes through the major subdivision platting process.

B. Requirements. A Sketch Plan shall be submitted and provided to staff in advance of any public and/or community meeting for all major subdivisions. Major proposed changes to any approved preliminary plat(s) may require a new Sketch Plan approval if the Code Administrator determines the changes are significantly different from the Sketch Plan discussed at the public meeting.

The Sketch Plan shall consist of the following elements:

1. *Road plan:* The applicant shall provide a preliminary traffic plan that addresses the following elements:
 - a. The proposed street network and connectivity to the existing road network, including all proposed access points.
 - b. The location and layout of all arterial and collector roads within the development.
 - c. A current preliminary traffic impact study prepared by a licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.
2. *Open space plan:* The applicant shall provide a preliminary open space plan that depicts compliance with Section 7.4 of this code, with the following elements:
 - a. Proposed open space distribution and location, including percentage of open space.
 - b. Compliance with Section 7.4.2, Community Green Space and Community Open Space Requirement.
 - c. Required buffer areas as per Section 5.5.1.
 - d. Wetland areas and setbacks as determined by SCDES-BCM, if applicable.
 - e. Proposed park locations, acreage, and types of parks as per Section 7.4.
3. *Pedestrian network:*
 - a. Location of all trails within development, and connection to existing trail network.
 - b. Connectivity of sidewalks to the existing pedestrian system, including any off-site sidewalk improvements. This includes planning for a one-quarter mile pedestrian shed.
 - c. Depiction of any bike lanes or any other multi-modal features.

4. *Zoning/Design:*
 - a. The location of zoning boundaries shall be provided with the application and depicted on the Sketch Plan.
 - b. The plan should show how the development is harmonious with the surrounding area, and within the property itself.
 - c. Conceptual building design and massing.
5. *Overall utility plan:*
 - a. A letter from the appropriate utility, confirming the existing capacity of the surrounding utility system, and the future capacity of the utility system for the proposal. Utility plans for the interior of the development (such as water and sewer service lines) are not required as part of this process.
 - b. Proposed connections to the existing utility system.

C. Sketch Plan application submittal. The applicant shall submit a complete Sketch Plan application package to the City. The application package shall include the following items:

1. Development application form and fee.
2. Title commitment. The title commitment must be dated no more than 90 days from the date of Sketch Plan application submittal.
3. Title of project.
4. North arrow, scale (not greater than one inch equals 200 feet), and date of preparation.
5. Vicinity map.
6. Legal description.
7. Acreage of property; acreage in each zoning district; acreage in parks; and acreage in open space.
8. USGS topographic contours.
9. Location and approximate acreage of proposed land uses.
10. Existing easements and rights-of-way on or adjacent to the property.
11. Existing streets on or adjacent to the property (show and label street names).
12. Note or table indicating how public dedication requirements will be met.
13. Table providing the following information for each proposed land use area: total acreage; proposed density; and proposed number of dwelling units and/or commercial buildings.
14. Location and acreage of proposed open space and parks as per Section 7.4., trails, regional trail connections, playgrounds, and schools or other public uses.
15. Proposed street system depicting the location and layout of all arterial and collector roads within the development.
16. A preliminary traffic study prepared by a licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.
17. Floodplain boundary with a note regarding the source of information (if a floodplain does not exist on the property, this must be stated).
18. Zoning on adjoining properties.

19. A letter from the appropriate utility, confirming the existing capacity of the surrounding utility system, and the future capacity of the utility system for the proposal. Utility Plans for the interior of the development (such as water and sewer service lines) are not required as part of this process.
20. Proposed connections to the existing utility system.
21. The location of any proposed or required lift stations.
22. Design rationale — description of how the development is integrated with surrounding area, how it responds to site features/constraints and how it is consistent with this Code.
23. General description of plan for drainage and storm water management, including any regional drainage solutions.
24. Description of how the proposed development complies with the City's Comprehensive Plan.
25. Design: (i) Concept of lot impact study regarding structure location and massing design on typical lots and (ii) Concept design representations of structures.

D. Application certification of completion. Within 30 days, staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package and re-submit the application to the City.

E. Sketch Plan Process.

1. Planning Commission Meeting. The Planning Commission shall hold a public meeting to review and provide comments on the Sketch Plan.
2. Notice to neighboring property owners. The City shall send advance notice of the Planning Commission meeting by regular mail to neighboring property owners within 500 feet of the property per this Code.

F. Sketch Plan review criteria. The Planning Commission shall use the following criteria in addition to other applicable provisions of this Code to evaluate the applicant's application:

1. The land use mix within the project conforms to Beaufort's Zoning District Map and Comprehensive Plan Preferred Land Use Map and furthers the goals and policies of the Comprehensive Plan.
2. The Sketch Plan represents a functional system of land use and is consistent with the rationale and criteria set forth in this Chapter, the City's Comprehensive Plan, and the Civic Master Plan as amended.
3. The preliminary traffic, open space, park, utility, and pedestrian design is adequate and functional given the existing and planned capacities of each system, and meets the standards found in this Code.
4. The conceptual design and massing proposed is consistent with the requirements of the Development Code.

G. Timeframe related to approval of Sketch Plan. After a period of 12 months has passed without submittal of a Preliminary Plat application, the Administrator may require an applicant to submit a new Sketch Plan application for Planning Commission review.

H. Minor amendments. A minor amendment to the Sketch Plan may be approved administratively if it:

1. Does not change any land use, or location of any land use.
2. Does not change the number of lots or density by more than ten percent.

3. Does not contain significant changes in arterial or collector street alignment and/or access points, or other major public elements such as drainage improvements, utility lines or facilities.
4. Does not change any measurable standard (other than above), such as open space or park area, by more than ten percent.

7.5.4 PRELIMINARY PLAT

A. Purpose. The purpose of the preliminary plat is to provide the City with an overall plat and the associated preliminary engineering for the proposed development.

B. Application process.

1. **Pre-application conference.** A pre-application conference with the City/TRC is required before the applicant may submit a preliminary plat application. Topics to be discussed will include:
 - a. The provisions of this Code and the applicable requirements;
 - b. The application and review process;
 - c. Submittal requirements; and
 - d. Changes or modifications based on direction from the Planning Commission at Sketch Plan approval.
2. **Application submittal.** Following review of the Sketch Plan, the applicant may submit the complete preliminary plat application to the City. The preliminary plat application package shall be formatted and packaged per the application submittal checklist provided by the City and include the following items in both printed and electronic formats:
 - a. Development application form;
 - b. Application fee;
 - c. Title commitment. The title commitment must be current and dated no more than 120 days from the date of preliminary plat application submittal; and
 - d. The preliminary plat that shall provide the following information:
 - i. Title of project.
 - ii. North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.
 - iii. Vicinity map.
 - iv. Names and addresses of owners, applicant, engineers, and surveyors.
 - v. Legal description.
 - vi. Total acreage of property.
 - vii. Existing contours at two-foot intervals (based on USGS datum).
 - viii. Name and location of abutting subdivisions or owners of abutting property (if land is not platted).
 - ix. Lots, blocks, and street layout (with cross-sections), dimensions and square footage for each lot. Dimensions and square footages may be rounded to the nearest whole number.
 - x. Consecutive numbering of all lots and blocks.
 - xi. Existing and proposed easements (including rights-of-way) on and adjacent to the property.
 - xii. Existing and proposed zoning on and adjacent to property.
 - xiii. Approximate location and size of existing sewer lines, water lines and fire hydrants. Approximate location of proposed sewer lines, water lines, and fire hydrants with a letter from BJWSA and the Fire Marshall.

- xiv. Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
 - xv. Tree Survey with Existing Tree Canopy Survey.
 - xvi. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan).
 - xvii. The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
 - xviii. General location of existing surface improvements such as buildings, fences, or other structures which will remain on the property as part of the subdivision.
 - xix. Location and acreage of proposed parks, trails, playgrounds, schools or other public uses.
 - xx. Location, function, ownership and manner of maintenance of any private open space.
 - xxi. Land use table including land uses, approximate acreage of each land use type, percentage of each land use type density (net and gross) and how public dedication requirement will be met.
 - xxii. Total number of lots.
 - xxiii. Number of each type of dwelling unit proposed.
 - xxiv. An AutoCad drawing file of the Preliminary Plat in a format specified by the City Engineer or Codes Administrator.
 - xxv. Surveyor's certificate.
 - xxvi. Traffic impact analysis (if applicable) as per the requirements found in this Code.
3. ***Drawing standards.*** The preliminary plat drawing shall comply with the following standards:
- a. The preliminary plat shall be prepared by or under the direct supervision of a registered land surveyor, architect and/or engineer, shall be signed and stamped by said surveyor, architect and/or engineer, and shall meet applicable State of South Carolina requirements.
 - b. Except for parcels separated by easements (including public rights-of-way), public tracts, or railroads, parcels not contiguous with each other shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.
 - c. Lengths on the preliminary plat boundary shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes, and seconds.
 - d. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
 - e. Names and signatures of all owners of equitable interest in the property shall be on the preliminary plat and shall be made in black drawing ink.
4. ***Explanation of how the plat is consistent with this Code, the Comprehensive Plan, the Civic Master Plan, and the Sketch Plan.***
5. ***Preliminary grading and drainage plan and report.*** This plan and report must be certified by a South Carolina registered professional engineer or Land Surveyor and include approximate earthwork quantities (how earthwork on the site is "balanced"), storm drainage concepts such as locations of pipe and other conveyance facilities, locations for on-site detention or downstream structural improvements, and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains both on and adjacent to the site as well as any FEMA applications or approvals that may be required.

6. **Preliminary water and sewer plan and study.** This plan shall be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision.
 7. **Preliminary landscape and open space plan.** The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show approximate locations of trees, shrubs, groundcovers, turf, buffering, fences, walls and other site amenities that will be included in the plan.
 8. **Traffic study.** A TIA with requirements consistent with Section 7.3.2. This study must be prepared by a professional traffic engineer and identify the projected impacts to the local and regional traffic system. The direct roadway impacts and proposed share in the cost of regional improvements and intersections must be identified for the project.
 9. **Archaeological Impact Assessment.** An applicant may be required to provide the City, pursuant to Section 8.4, with CHS records listing historically or archaeologically significant findings on the property being subdivided at the applicant's expense.
 10. **General ecological resource survey.** Prepared by a qualified biologist, geologist, ecologist, or similar qualified professional, a survey identifying the potential/absence/habitat of a threatened or endangered species and wetlands or other ecologically sensitive area. Said survey shall make practical recommendations regarding treatment or mitigation of the findings.
 11. **Conceptual Design.** Applicant should provide conceptual design and massing examples (i.e. typical building elevations, but not required for each individual lot), consistent with the requirements of this Code.
- C. Planning Commission Hearing.** The Planning Commission shall hold a public hearing to approve, approve with conditions, or deny the Preliminary Plat.
1. **Notice to neighboring property owners.** The City shall send advance notice of the Planning Commission hearing by regular mail to neighboring property owners within 500 feet of the property per this Code.
 2. **Approval.** The Planning Commission shall review and act on the Preliminary Plat. The Planning Commission shall approve, approve with conditions, or deny the Preliminary Plat based on the review criteria below.
- D. Review criteria.** In addition to all provisions of this Code, the Planning Commission shall use the following criteria to evaluate the Preliminary Plat:
1. The Preliminary Plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code.
 2. The land use mix within the project conforms to the City's Development Code and complies with the Comprehensive Plan and Civic Master Plan.
 3. The utility and transportation design are adequate, given existing and planned capacities of those systems.
 4. Lot layout, including structure, location, and design of each lot.

- E. **Phasing.** The Preliminary Plat shall designate the boundaries of phases for which separate Final Plats will be presented for approval. Each phase, either alone or in conjunction with previously approved and recorded phases, must meet all of the requirements of this Code.
- F. **Early grading.** After approval of a Preliminary Plat, Applicant may proceed with preliminary grading of the project area if a construction plan set for grading and drainage is approved and a memorandum authorizing grading work is issued by the City Engineer or Codes Administrator. Early grading and storage of construction related equipment is at the risk of the Applicant and no Final Plat approval by the Planning Commission is expressed or implied by any authorization of early grading.
- G. **Timeframe related to approval of Preliminary Plat.** A Preliminary Plat approval is in full force and effect for a period of two years from the date of approval. Approval will automatically expire at the end of two years unless an applicant formally requests an 18 month extension from the Planning Commission prior to termination or submits a completed Final Plat application for all or a portion of the property.

7.5.5 FINAL PLAT

- A. **Purpose.** The purpose of the Final Plat is to complete the subdivision of land consistent with the technical standards of the City.
- B. **Application process.**
 - 1. **Application submittal.** The Final Plat application shall substantially conform to the Preliminary Plat as approved at the public hearing and shall meet all conditions of approval. The applicant shall submit the completed Final Plat application package to the City. The Final Plat application shall be formatted and packaged per the application submittal checklist provided by the City and include:
 - a. Development application form.
 - b. Application fee.
 - c. Title commitment. An updated title commitment, dated no more than 120 days from the date of Final Plat application submittal.
 - 2. **Standards.** The Final Plat drawing shall comply with the following standards:
 - a. All requirements of Section 7.5.4.
 - b. The plat shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and shall meet applicable State of South Carolina requirements.
 - c. Existing and proposed easements (including rights-of-way) in and adjacent to property (labeled and dimensioned).
 - d. Existing and proposed street names for all streets on and adjacent to the property.
 - e. Final Traffic Impact Analysis (if applicable) as per the requirements found in this Code.
 - f. If applicable, prior to commencement of construction, a State Highway utility permit from SCDOT.
 - g. If applicable, prior to commencement of construction, a State Highway access permit from SCDOT.

- h. If applicable, prior to commencement of construction, a construction dewatering permit from DHEC
 - i. If applicable, prior to commencement of construction, a 404 Permit from the Army Corps of Engineers.
 - j. Prior to commencement of construction, acceptable collateral in the amount and form stipulated in Section 7.1.5.
3. **Original plats.** The applicant shall submit to the City five original, signed copies of the Final Plat, ready to record, and final executed copies of all agreements.
4. **Complete engineering plans and specifications.** As a condition of Final Plat approval the applicant shall prepare and submit the following:
- a. Construction plans and profiles. The plans and profiles shall be prepared by a registered professional engineer licensed in the State of South Carolina. Plans shall be 24 inches high by 36 inches wide and provide the following information:
 - b. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
 - c. Minimum horizontal scale: One inch equals 100 feet.
 - d. Minimum vertical scale: One inch equals ten feet.
 - e. The typical road geometric and structural cross-section is to be shown on each plan sheet.
 - f. The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Stationing may be centerline if approved by the City Engineer or Codes Administrator. Construction plans shall include water lines and appurtenances, sewer lines and appurtenances, and storm water lines and appurtenances and any other wet utilities.
 - g. The profiles shall include existing and proposed grade at curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections, grade breaks, point of curb return (PCR), point of reverse curve (PRC), and other critical points, structures, and all other features.
 - h. Signature blocks for all utility providers unless otherwise provided in agreement form.
 - i. Structure details. Sufficient data shall be given regarding construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc; detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc., or as the City Engineer may approve.
 - j. Final Water Report. A final water report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.
 - k. Final Sanitary Sewer Report. A sanitary sewer report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.
 - l. Sewage collection and water supply distribution plans, profiles and specifications. The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from BJWSA.

- m. Final drainage plans and reports. Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with SOLOCO Drainage and Design Criteria, as amended or as the City Engineer may approve. The plan and report must provide:
 - n. Erosion control plans, when required.
 - o. Sizing of all pipes, inlets, conveyance ways, and other appurtenances.
 - p. Final grading plan. The final grading plan shall be 24 inches high by 36 inches wide and illustrate existing and proposed contours and lot and block grading details.
 - q. Soils report. The soils report shall detail pavement design and construction requirements and shall be submitted after overlot grading is complete.
 - r. Final landscape and open space plan. The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show trees, shrubs, groundcovers, turf, buffering, fences, walls and other site amenities that will be included in the plan. All plant materials must be adapted to the physical limitations of the local climate and specific conditions of the landscape plan. All plant materials must meet specifications of the American Association of Nurseryman for number one grade. All street trees must be selected from the City of Beaufort recommended tree list.
 - s. Landscape Plan drawn to scale (not greater than one inch equals 50 feet) on 24 by 36-inch sheets which includes:
 - i. Project name.
 - ii. Scale, north arrow and date of preparation.
 - iii. Existing and proposed streets and street names.
 - iv. Lot lines, easements and public rights-of-way as shown on the subdivision plat, including gross and net area of all parcels.
 - v. Location of proposed building footprints and parking areas.
 - vi. Location of storage, loading, and service areas.
 - vii. Existing and proposed two-foot contours (based on USGS datum).
 - viii. Natural features, wetlands, wildlife corridors, floodplains, streams, ditches, and other waterways.
 - ix. The location of existing and proposed utilities. Utility lines can be 'ghosted' in on the landscape plan to vary the line types for cleaner drawings.
 - x. All existing trees within the proposed site and adjacent to the site must be accurately identified on the plan. Existing trees must be labeled as to their size, species and if they are intended to remain, be removed or transplanted. All replacement mitigation trees will need to be shown separately on the plan. Tree protection standards for existing trees to remain shall be included on the plan.
 - xi. The extent and location of proposed trees, shrubs and perennials and quantities of each species. Plant materials are to be drawn at two-thirds of their mature size.
 - xii. Landscape schedule including the represented plant symbol, Latin name, common name, planting size and number of individual plants. All plant materials are to meet the minimum size requirements as provided in this Code.

- xiii. Proposed treatment of all ground surfaces must be clearly indicated, including turf, paving, mulch, native grass, seeded grass, etc. Grass areas are to be specified as seed or sod, and a seed mix/rate specified.
- xiv. Sight distance triangles must be shown at street intersections pursuant to this Code.
- xv. Project specific landscape notes and details to ensure the proper planting, establishment and survival of plant materials. Additional notes detailing the warranty for plant materials and continued maintenance shall be included.
- xvi. Open space and pedestrian circulation system.
- xvii. Proposed grading of the project site, including drainage swales, detention basins, retaining walls and any off-site infrastructure improvements.
- xviii. Notes for conservation and retention of topsoil and landscape soil preparation.
- xix. Restoration, revegetation or enhancement of disturbed natural areas or open space feature.
- xx. Park structures, signage, play equipment, and other landscape or park amenities and appurtenances.
- xxi. A PDF file and an AutoCad drawing file of the Final Plat in an electronic format specified by the City Engineer.
- xxii. Design standards as required in Site Plan section 7.5.7.B.4.

5. **Post approval actions.** Prior to issuance of a building or grading permit, the applicant shall submit the following documentation to the City:

- a. List of contractors. List of all contractors that will be performing the improvements.
- b. Proof of insurance/business license. Proof of workman's comprehensive insurance and liability insurance for each contractor and business license.
- c. Open space deed restriction. Areas designated as open space shall be protected by a deed restriction or other appropriate method to ensure that they cannot be subdivided or developed in the future and will remain as open space until the use is modified by the City.
- d. Construction traffic control plan. Applicant will develop a plan for City Engineer, Codes Administrator or appointee, review that addresses construction traffic, construction water, temporary road closures, street repairs, dust, noise and other construction-related concerns.
- e. Other certificates, affidavits, enforcements or deductions as required by the City.

C. **Approval.** The Administrator shall review and act on the Final Plat. The Administrator may choose to approve, approve with conditions, or deny the Final Plat based on the criteria below.

1. **Final Plat review criteria.** In addition to all provisions of this Code, the Administrator evaluates the applicant's Final Plat application based on whether the Final Plat is in substantial conformance with the approved Preliminary Plat. For the purposes of this Code, "substantial conformance" includes design adjustments made to meet any conditions of Preliminary Plat approval, and is determined as follows:

:

- a. Does not change any land use;
- b. Does not contain changes which would render the final plat in nonconformance with requirements of this Code;
- c. Does not contain significant changes in street alignment and/or access points, or other public elements such as drainage improvements, utility lines or facilities; and
- d. Does not increase density.

D. Timeframe related to approval of Final Plat. A Final Plat is in full force and effect for a period of two years from the date of recordation unless a longer timeframe is specifically allowed by the City in an approved Development Agreement or unless public improvements are completed and accepted on all or a portion of the development. Applicants may formally request one 18 month extension from the Administrator prior to termination of Final Plat approval. Prior to the expiration of the original two year timeframe or the extension timeframe, an applicant may formally request an additional extension if substantial progress has been made on installation of public improvements.

7.5.6 MINOR SUBDIVISION PLAT

A. Purpose.

1. The purpose of the Minor Subdivision Plat is a subdivision or amendment to a subdivision which has been previously platted, which includes no additional public right-of-way dedication, and includes one or more of the following:
 - a. The boundaries of five or fewer lots are created from one parent tract or lot, cumulatively and not more than 3 acres(e.g., any portion of a tract that is subdivided counts toward the five total, and does not itself become a new parent tract to subdivide an additional five lots from);
 - b. Any lot line adjustment, consolidation of multiple lots into one; and
 - c. A consolidation of multiple lots into one when a new street or street change is not involved.

B. Application submittal. The applicant shall submit the complete Minor Subdivision plat application package to the City. The application shall be formatted and packaged per the application submittal checklist provided by the City and include:

1. Development application form.
2. Application fee.
3. Title commitment. A current title commitment, dated no more than 30 days from the date of minor subdivision plat application submittal

C. Plat standards. The plat drawing shall comply with the following standards:

1. The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of South Carolina requirements.
2. Except for parcels separated by public rights-of-way, public tracts, or railroads, parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.

3. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.
4. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
5. All signatures shall be made in black drawing ink.
6. Title of project.
7. North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.
8. Vicinity map.
9. Legal description.
10. Basis for establishing bearing.
11. Names and addresses of owners, applicant, designers, engineers, and surveyors.
12. Total acreage of subdivision.
13. Bearings, distances, chords, radii, central angles, and tangent lines for the perimeter and all lots, blocks, rights-of-way, and easements.
14. Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.
15. Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.
16. Existing rights-of-way in and adjacent to subject property (labeled and dimensioned).
17. Existing and proposed street names for all streets on and adjacent to the property.
18. Existing easements and their type in and adjacent to subject property (labeled and dimensioned).
19. Location and description of monuments;
20. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).
21. Blocks for signatures of owner, surveyor, utility providers, and City approval, as applicable.

- D. Recordation of Minor Subdivision Plat.** Five signed copies of the Minor Subdivision plat shall be delivered to the City. The applicant will be responsible for recording the minor subdivision plat with Beaufort County.

7.5.7 SITE PLAN

- A. Purpose.** The Site Plan is a prerequisite to a building permit for all multi-family (excluding duplexes), commercial, and industrial developments. The site plan shows how the lot will be developed so that the City can ensure that the site design will be in compliance with the Development Code, Comprehensive Plan, and Civic Master Plan.
- B. Application.** A Site Plan Application shall include the following:
1. Land use application form.

2. Application fee and fee agreement.
3. **Site Plan plat** — The Site Plan shall be a minimum of 18 inches by 24 inches and shall provide the following information:
 - a. Title of project.
 - b. North arrow, scale (no greater than one inch equals 50 feet) and date of preparation.
 - c. Vicinity map.
 - d. Address of project.
 - e. Legal description of property.
 - f. Name, address, and phone number of property owner.
 - g. Name, address, and phone number of person or firm responsible for plan.
 - h. Lot size (square footage).
 - i. Bearings and distances of all lot lines.
 - j. Existing and proposed easements and rights-of-way.
 - k. Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings.
 - l. Gathering areas for people.
 - m. Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
 - n. Existing and proposed two-foot contours.
 - o. Existing waterways on or adjacent to the site.
 - p. Finished floor elevations for all structures.
 - q. Footprint (including roof overhangs and eaves, decks, balconies, and outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines.
 - r. Existing structures and their use.
 - s. Square footage of the proposed building(s) and the footprint of the proposed building(s).
 - t. Proposed structure height.
 - u. For multi-family residential, the number of residential units and bedrooms per unit.
 - v. Location of proposed signs and lighting.
 - w. Specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in footcandles) of these fixtures across the site to all property boundaries.
 - x. Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
 - y. Trash disposal areas and enclosures including specifications for enclosures.
 - z. Location and size of existing and proposed water and sewer service connections and tap sizes.

- aa. Location and size of water and sewer lines to which the service connections will be or are made.
 - bb. Location and size of water meter(s).
 - cc. Location and size of backflow-prevention devices.
 - dd. Indication of how and where perimeter drain will drain (if one exists).
 - ee. Location of existing electrical lines and poles on or adjacent to the site.
 - ff. Location of proposed electrical service connection and meter location.
 - gg. Location of electric transformer.
 - hh. Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within 500 feet.
 - ii. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.
 - jj. The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.
 - kk. A land use chart (table).
- ll. Certificate blocks for signatures of owner, surveyor, utility providers, and City approval, as applicable.
4. **Design standards** — Demonstrate in written or graphic form how the proposed structure(s) is consistent with the design requirements of this Code. Provide elevations of proposed structures/graphic visual aids. Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials and cut sheets to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.
 5. **Certified drainage report** — A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate sanitation district (if applicable) prior to submittal of the report to the City as part of the site plan application.
 6. **Final landscape and open space plan** — Provide an existing and proposed landscape plan with tree protection zones and a tree survey, and open space plan consistent with Chapters 5 and 7 of this Code.
 7. **Traffic Impact Analysis** — Provide TIA as per requirements of Section 7.3.2.
- C. TRC and Staff Review.** Staff and TRC shall review the application and prepare comments. Staff and TRC will review the site plan map to ensure it is consistent with the site plan review criteria. Following the review, Staff will prepare a written report outlining any changes that the applicant must make before the site plan can be recommended for public hearing with the Planning Commission. This report will be forwarded to the applicant and the applicant shall make all necessary changes to the site plan and resubmit a revised copy to the City..

D. Planning Commission Hearing.

1. Notice to neighboring property owners. The City shall send advance notice of the Planning Commission meeting by regular mail to neighboring property owners within 500 feet of the property per this Code.
2. The Planning Commission shall hold a public hearing on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard.
3. At the conclusion of the public hearing, the Planning Commission may approve, deny, or approve with conditions the application for a Major Development. No Major Development shall be approved unless the following findings of fact are made:
 - a. The plan is consistent with the City of Beaufort Comprehensive Plan and Civic Master Plan.
 - b. The plan complies with all applicable requirements of this Code.
 - c. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed.
 - d. The plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.

E. Post approval actions.

1. Building Permit. A building permit shall be issued only if a site plan has been approved. However, with the approval of the City, an applicant may submit a building permit application concurrent with the site plan application. Building permits shall not be issued for any development that is not in conformance with the approved site plan.
2. Phasing and expiration of approval. The site plan shall be effective for a period of three years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three years from the date of Phase I approval.

F. Appeals. See Sections 7.6 and 9.17

G. Permit Validity. Upon the approval of a Major Development Design application, the applicant shall have 2 years to obtain a Project Permit. Failure to secure a permit for the permitted work within this time shall render the compliance void. Any change to the approved plans that has not been authorized by the Administrator shall invalidate the design approval, and any subsequent building permits.

H. Permit Extension. The Administrator may grant a one year extension of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.

I. Amendments to approved Site Plans.

1. Minor variations in the location of structures, improvements, or open space areas caused by engineering or other unforeseen difficulties may be reviewed and approved by the City Staff. Such changes shall not exceed ten percent of any measurable standard or modify the use, character, or density of an approved site plan. All plans so modified shall be revised to show the authorized changes and shall become a part of the permanent records of the City.

2. Changes to approved site plans that exceed the ten percent threshold, or other major modifications (such as changes in building size or footprint, relocation of access points, changes to required parking, etc.), shall be considered as a new site plan application. Such amendments shall require Planning Commission review and approval to become effective. A complete site plan application shall be prepared and submitted in compliance with the requirements set forth in this Section.

7.6: APPEALS

See Chapter 9.17 for overall specifications regarding appeals.

Exhibit B (Chapter 9)

9: DEVELOPMENT REVIEW PROCEDURES

9.1: PURPOSE AND GENERAL PROVISIONS

9.1.1 PURPOSE

In order to establish an orderly process to develop land within the jurisdiction of the City of Beaufort, the purpose of this article is to provide a clear and comprehensible development process that is fair and equitable to all interests, including the applicants, affected neighbors, city staff and related agencies, and the City Council.

9.1.2 APPLICABILITY

The provisions of this article shall be applicable to all development activity under the jurisdiction of the City of Beaufort.

9.1.3 CONFORMITY WITH CODE

The Administrator shall not issue a permit or license for any use, building, or purpose that conflicts with any provision of this Code.

9.1.4 PERMIT/DEVELOPMENT DESIGN REVIEW/HISTORIC REVIEW APPLICATION TYPE TABLE

See following pages.

APPLICATION TYPE	SECTION	PROCESS TYPE	REVIEWING AGENCY	PUBLIC NOTIFICATION (9.1.5)	APPROVING AGENCY		APPROVAL PERIOD	APPROVAL EXTENSION
ADMINISTRATIVE PERMITS								
Zoning Permit	9.4	Ministerial	Admin	No	Admin		6 months	6 months, 1 time
Building Permit	9.5	Ministerial	Admin	No	Admin		6 months	Resubmit
Certificate of Occupancy	9.7	Ministerial	Admin	No	Admin		n/a	n/a
DEVELOPMENT DESIGN REVIEW								
Development Design Review, Minor Site Plan	9.8.1	Ministerial	Admin	No	Admin		24 months	12 months, 1 time
Development Design Review, Major Site Plan	9.8.2	Discretionary	Admin, TRC	Yes	PC		24 months	12 months, 1 time
SUBDIVISION REVIEW								
Sketch Plan	7.5.3	Discretionary	Admin, TRC	Yes	PC		12 months	12 months,
Preliminary Plat	7.5.4	Discretionary	Admin, TRC	Yes	PC		24 months	12 months, 1 time
Final Plat	7.5.5	Ministerial	Admin, TRC	No	Admin		24 months	12 months, 1 time
HISTORIC PRESERVATION								
Beaufort Historic District - Certificate of Appropriateness, Minor	9.9	Ministerial	Admin	Demolition Only: Yes	Admin		24 months	12 months, up to 3 times
Beaufort Historic District - Certificate of Appropriateness, Major	9.9	Discretionary	Admin	Demolition & Design Exception only: Yes	HRB		24 months; no expiration	12 months, up to 3 times

							for demolitions	
ADJUSTMENTS								
Administrative Adjustment	9.12	Ministerial	Admin	No	Admin		24 months	12 months, up to 3 times
Special Exception	9.12	Discretionary	Admin	Yes	ZBOA		24 months	12 months, up to 3 times
Variance	9.13	Discretionary	Admin	Yes	ZBOA		24 months	12 months, up to 3 times
Admin-Administrator / PC-Planning Commission / CC-City Council / ZBOA-Zoning Board of Appeals / HRB-Historic District Review Board / TRC-Technical Review Committee / Court - Circuit Court								
Note: Any appeals that are assigned to Court are eligible for pre-litigation mediation pursuant to S.C. Code § 6-29-1155								

(Ord. No. O-14-23, 9-26-2023)

9.1.5 PUBLIC NOTIFICATION

All public meetings shall be posted and advertised with the media as required by state law. The following procedures have been established for development applications/petitions that require additional notification of the public prior to consideration and/or approval.

A. BASIC NOTICE, MINIMUM STANDARDS FOR NOTICE OF ALL MEETINGS AND HEARINGS:

Written public notice of dates, times and places of all City of Beaufort development review public meetings and hearings shall be provided in accordance with S.C. Code § 30-4-80, any other applicable provision of State Law, and this Code. This includes, at minimum, posting of a copy of the notice, including the agenda, in the building where the meeting shall be held, posting of the notice, the agenda, and the meeting materials packet on the website maintained by the City of Beaufort, and notifications to persons, organizations and news media requesting such notice as contemplated by S.C. Code § 30-4-80 (E). While State Law requires a minimum of 24 hours written notice in the absence of a special notice requirement, City Staff shall provide, at a minimum, seven (7) calendar days of notice.

B. PUBLICATION OF NOTICE OF A HEARING IN A NEWSPAPER:

When required by State Law, a distinctive advertisement (public hearing notice) shall be placed by the Administrator in a local newspaper of general circulation within the City. This notice shall be published in accordance with the time limits required by State Law or, if none, not less than 15 calendar days prior to the meeting. The content of said published notice shall include all content required by State Law, including without limitation the following:

1. The general location of land that is the subject of the application;
2. The tax map, parcel number, and street address if available;
3. The substance of the application, including the magnitude of proposed development and the current zone;
4. The time, date, and location of the public hearing;
5. A phone number to contact the City; and
6. A statement that interested parties may appear at the public hearing.

C. NOTICE OF APPLICATION SIGN:

A notice of application sign shall be posted by the Administrator on the subject property in a location clearly visible from each street adjacent to the property as required by State Law, including without limitation for all hearings on applications for zoning or rezoning, variances, special exceptions, site plans, and preliminary plats, as well as demolition and design exceptions. The notice shall be posted no less than 15 calendar days prior to the hearing at which the application will be reviewed. The sign shall include the following information:

1. Type of application;
2. The date, time, and place of the public hearing; and
3. A phone number to contact the city.

D. MAILED/EMAILED NOTICE:

Mailed/emailed notice shall be provided as required by State Law, including without limitation mailed notice to adjoining property owners when required by State Law. Additionally, the City shall provide mailed/emailed notices upon request as per S.C. Code § 30-4-80 (E) and the Policy and Procedures

contained on the website operated by the City. For demolition of structures listed on the most recent "Above-Ground Historic Sites Survey" that are located outside the Historic District, written notice to members of the Historic District Review Board (HRB), Historic Beaufort Foundation (HBF), and neighbors within 500 feet of the property will be required at least 15 days before any permit is issued.

9.1.6 DECISION BASED ON PUBLIC HEARING

This section intentionally left blank.

9.1.7 WRITTEN NOTICE OF DECISIONS REQUIRED

Within 10 calendar days after a final decision is made by any reviewing body under the requirements of this Code, a copy of the written decision shall be sent to the applicant or appellant. A copy of the decision shall be filed in the office of the Administrator, where it shall be available for public inspection during regular office hours.

9.1.8 TIME LIMITS FOR RESUBMISSION OF APPLICATIONS

In the event that any application required under this Code is denied or disapproved, an application for substantially the same request shall not be refiled for one year from the advertised public hearing date. Where no public hearing is required, time shall run from the date of mailing of the notice of denial.

9.1.9 VESTED RIGHTS AND EXPIRATION OF APPROVALS

- A. **General:** Approval of any application pursuant to this Code shall authorize only the particular use, plan, or other specific activity for which the application was issued, and not any other approval requiring separate application.
- B. **Vested Rights for Final Development Plans/Plats:** For specific provisions see chart in chapter 9.1.4 and applicable provisions in chapter 7.
- C. **Time Limitations For Other Types Of Approval:**
 - 1. All permits and approvals not referenced in this section shall expire as shown in Section 9.1.4 (Permit/Development Design Review/Historic Review Application Type Table) without further action, unless the holder of the permit or approval either submits a complete application for the appropriate subsequent permit, approval, or extension, or if no subsequent permit, approval, or extension is required, completes the work described in the permit or approval within the timeframes established.
 - 2. Upon written request, an extension of an approval may be granted by the decision-making body for good cause for a period not to exceed that shown in Section 9.1.4 (Permit/Development Design Review/Historic Review Process Type Table). No written request for an extension shall be considered unless submitted to the Administrator no later than one month prior to expiration. Failure to submit an application for an extension within the time limits established by this section shall result in the approval's expiration.

9.2: APPLICATION PROCEDURES

9.2.1 PRE-APPLICATION CONFERENCE

A. **Mandatory Pre-application Conference:** A pre-application conference with the Administrator shall be required prior to filing an application for the following approvals:

1. Subdivision review involving the creation of new streets.
2. New construction, except for detached single-family homes not part of a new subdivision.
3. Text and Map amendment (Rezoning).
4. Site plan.
5. Text amendment.

The Administrator shall have the authority to waive any mandatory pre-application conference where such conference is deemed unnecessary by the Administrator.

B. **Optional Pre-application Conference:** Prior to the submission of any application required by this Code, a potential applicant may request an optional pre-application conference to discuss procedures, standards, or regulations required by this Code. Upon receipt of such request, the Administrator shall afford an opportunity for such a pre-application conference at the earliest reasonable time.

9.2.2 APPLICATION FORMS AND FEES

The following regulations shall apply to all applications.

A. **Forms:** Applications required under this Code shall be submitted on forms and in such numbers as required by the City.

B. **Fees:**

1. Filing fees shall be established from time to time by resolution of the City Council to defray the actual cost of processing the application.
2. All required fees shall be made payable to "The City of Beaufort."
3. An applicant who has paid an appropriate fee pursuant to the submission of an application, but who chooses to withdraw such application prior to any review or action taken, may request in writing a refund of 75% of the total amount paid.

9.2.3 APPLICATION DEADLINE

This section intentionally left blank.

9.2.4 COMPLETE APPLICATION REQUIRED

A. The Administrator shall have 14 business days to review the application and shall determine whether the application is complete and ready to proceed.

B. If the application is not complete, the Administrator shall inform the applicant in writing within the 14-day period, specifying the ways in which the application is incomplete, and the applicant shall have 60

days during which to provide the requested materials and complete the application. Any application for which additional materials have not been provided during this 60-day period shall be considered null and void. This application period may be extended by the Administrator upon mutual agreement to provide the required materials at some date certain in the future.

9.2.5 CONCURRENT PROCESSING

Any applicant may submit an application for any sequential approvals (such as a zoning map amendment and site plan approval) required under this Code and request that such sequential approvals be processed concurrently; however, such concurrent processing shall proceed at the applicant's own risk and shall have no implication in regard to the approval of any of the various approvals requested.

9.3: APPLICATION REQUIREMENTS

The following general standards for various applications are intended to require only that data/information that is necessary to render an informed decision by the reviewing agency. A narrative explaining the scope of the project will be required for all applications. The "Application Submittal Requirements" list, on file with the Administrator, is intended to provide further guidance to applicants as to the necessary level of detail for each application component listed below.

APPLICATION TYPE	CODE SECTION	PRE-APPLICATION CONFERENCE (7.5.4.B)	SKETCH PLAN (7.5.3)	SITE PLAN – INCL. BUILDING ELEVATIONS (7.5.7)	FINAL PLAT (7.5.5)	TRAFFIC IMPACT ANALYSIS (7.3.2)	ARCHEOLOG. IMPACT ASSESSMENT (8.4)
ADMINISTRATIVE PERMITS							
Zoning Permit	9.4	See Administrator					
Building Permit	9.5						
Certificate of Compliance	9.6						
Certificate of Occupancy	9.7						
DEVELOPMENT DESIGN REVIEWS							
Minor Site Plan	9.8.1	See Code Sec. 7.5: Subdivision and Site Plan Standards					
Major Site Plan	9.8.2						
SUBDIVISION REVIEWS							
Subdivision, Major (Sketch Plan)	9.9	See Code Sec. 7.5: Subdivision and Site Plan Standards					
Subdivision, Major (Preliminary Plat)							
Final Subdivision Plat							
HISTORIC PRESERVATION							
Beaufort Historic District - Certificate of Appropriateness (CoA), Minor	9.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
CoA, Major	9.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>

PERMIT TYPE	CODE SECTION	PRE-APPLICATION CONFERENCE (7.5.4.B.4)	SKETCH PLAN (7.5.3)	SITE PLAN – INCL. BUILDING ELEVATIONS (7.5.7)	FINAL PLAT (7.5.5)	TRAFFIC IMPACT ANALYSIS (7.3.2)	ARCHEOLOG. IMPACT ASSESSMENT (8.4)
ADJUSTMENTS							
Administrative Adjustment	9.12	See Administrator					
ZBOA Special Exception	9.13	■	■	■	N/A	□	N/A
ZBOA Variance	9.14	■	■	■	N/A	□	N/A
AMENDMENTS							
Text & Map Amendments	9.16	■	■	■	N/A	N/A	N/A
■ = Required Compliance				□ = On an “as needed” basis as determined by the Administrator			

9.4: ZONING PERMIT

9.4.1 APPLICABILITY

Only Required Permit: A zoning permit certifying compliance with this Code shall be the only type of approval required for the following activities:

- A. Home Occupations as regulated by Section 3.3.2 (Home Occupations — Major and Minor).
- B. Temporary uses that do not materially affect the area's natural environment, parking requirements, transportation patterns, public health, or economic values. (See Section 3.12 Temporary Uses)
- C. Conditional uses not requiring a building permit.
- D. Special events.
- E. Changes of use, and any uses permitted with additional standards per Article 3 (Land Use Provisions).
- F. Removal of trees as regulated in Section 5.4 (Tree Removal).

9.4.2 PROCESS AND APPROVAL

- A. **Process Type:** Ministerial.
- B. **Pre-Application Procedure:** None.
- C. **Required Application Information:** See Administrator.
- D. **Public Notification:** None.
- E. **Determination of Compliance:** Once an application is deemed complete by the Administrator, the Administrator shall review the application and approve or deny it based on compliance with the standards contained in this Code.



- F. **Permit Validity:** Upon the approval of the zoning permit, the applicant shall have 6 months to take action on the approval. If no action is taken, the permit becomes null and void, and the applicant shall resubmit. **Exception:** Tree Removal Permits have no expiration.
- G. **Permit Extension:** The Administrator may grant a single extension of up to 6 months upon submittal by the applicant of sufficient justification for the extension. Permits issued for temporary uses may be renewed only if it is determined that said use is clearly of a temporary nature, will cause no traffic congestion, and would not create a nuisance to surrounding uses.

9.5: BUILDING PERMIT

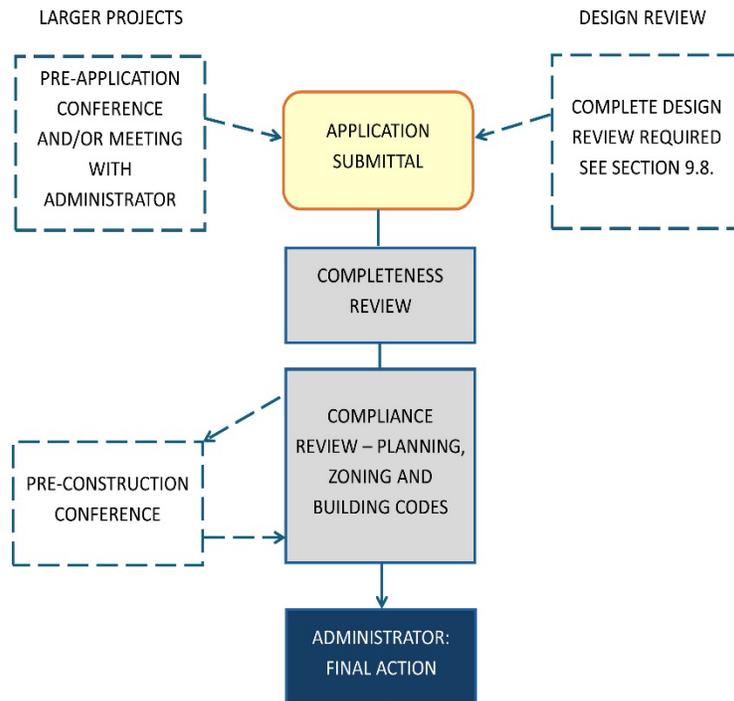
9.5.1 APPLICABILITY

A Building Permit shall be required for any building, structure, or attachment to a structure to be erected, moved, added to, or structurally altered. This includes, but is not limited to:

- A. **Site Work:** Any modifications to a parcel of land, not to include construction of a structure.
- B. **New Construction and Expansion:**

1. **Primary Building(s):** New construction of all types of structures.
 2. **Accessory Structures or Uses:** Accessory uses incidental to single-family residential structures (e.g., detached garage, swimming pool, tool shed) as regulated by Section 3.11 (Accessory Uses and Structures).
 3. **Building Expansions:** Heated and unheated (e.g., porches, decks, sunrooms) building expansions.
 4. **Site Elements:** Any site elements not attached to the building (e.g., porches, patios).
- C. **Signs:** Erection of new signs or modification to existing signs, including Master Sign Plans.
 - D. **Awnings:** Includes new awnings and awning re-covers.
 - E. **Fences and Enclosures:** Erection of, demolition of, or any changes to fences and other types of enclosures.
 - F. **Demolition:** Removal of existing buildings, structures, or site work.

9.5.2 PROCESS AND APPROVAL



- A. **Process Type:** Ministerial.
- B. **Pre-Application Procedure:** For large-scale projects, a pre-construction meeting may be required. For all other projects, no meeting is required, but applicants are encouraged to call or visit the Administrator prior to requesting a Building Permit to determine what information is required for the application.
- C. **Required Application Information:** See Administrator. The application shall include all drawings and specifications required by building codes adopted by S.C. Code § 6-9-50.

- D. **Determination of Conformity:** The review, approval, and distribution of drawings and specifications required shall be coordinated by the Administrator in accordance with the building codes adopted by S.C. Code § 6-9-50. Upon issuance of a permit, the Administrator shall endorse, by writing or stamp, all sets of drawings showing approval. Such drawings shall be kept at the work site and made available for inspection by the Administrator upon request. Approved Project Permits shall be conspicuously posted by the applicant on the property for which they were obtained until the applicant has obtained a Certificate of Occupancy, pursuant to Section 9.7.
- E. **Public Notification:** None required.
- F. **Changes to Approved Plans:** If a project has undergone design review and received Design Approval or Beaufort Historic District - Certificate of Appropriateness, as applicable, no changes between the design review set and the building permit set shall be permitted unless they are presented in writing and approved by the Administrator at the time a Project Permit is sought. If the Administrator is not made aware of any changes, the plans submitted for design review will take precedence.
- G. **Changes to Approved Permits:**
1. After a Project Permit has been issued, no changes or deviations from the terms of the permit or the application and accompanying plans shall be made without the specific written approval of such changes or deviations by the Administrator. Any exterior changes may require review and approval by the appropriate decision-making body.
 2. An amendment to a Project Permit that requires payment of an additional fee, either because of an increase in the size of the buildings, a change in the scope of work, or an increase in the estimated cost of the proposed work, shall not be approved until the applicant has paid the additional fees, and the amendment has been properly reviewed by the appropriate decision-making body.
- H. **Notification and Approval Before Construction Begins:**
1. Before any work begins pursuant to the Project Permit, the applicant shall furnish the Administrator with the name of the general contractors, or the owner acting as the general contractor, who will be performing the work;
 2. The applicant or the applicant's authorized agent shall provide adequate advance notice to the Administrator at such time as the work is ready for inspection under the Building Code. Upon receiving such notification, the Administrator shall inspect the work.
- I. **Licensed Specialty Contractor(s) May Be Required:** Where any local ordinances or any provision of the South Carolina Law require that work be done by a licensed specialty contractor of any kind, no Project Permit for such work shall be issued unless it is to be performed by such licensed specialty contractor. It shall further be the contractor's responsibility to conform to all local ordinances and state building codes for all installations or repairs of a building or utility system.
- J. **Permit Validity:** Any Project Permit shall become null and void unless the work approved by the permit is commenced within 180 days after the date of issuance. No work shall be considered to have commenced for the purposes of this paragraph until an inspection has been made and recorded. If after commencement the work is discontinued for a period of 180 days, the permit shall immediately expire. No work authorized by any permit that has expired shall thereafter be performed until a new permit has been secured.
- K. **Permit Extension:** None - shall resubmit.

9.6: [SECTION LEFT INTENTIONALLY BLANK]

9.7: CERTIFICATE OF OCCUPANCY

9.7.1 APPLICABILITY

A Certificate of Occupancy shall be required for occupancy and use of a building that is erected or enlarged.

9.7.2 PROCESS AND APPROVAL

- A. **Process Type:** Ministerial.
- B. **Pre-Application Procedure:** n/a.
- C. **Required Application Information:** See Administrator.
- D. **Public Notification:** None.
- E. **Issuance of Certificate of Occupancy:** A final Certificate of Occupancy shall not be issued by the Administrator until a design and landscape compliance review has been completed.
- F. **Temporary Certificate of Occupancy:** Pending the issuance of a permanent Certificate of Occupancy, a temporary certificate may be issued. The certificate shall be issued by the Administrator in conformity with the provisions of this Code and the building code. The temporary certificate may include such safeguards and conditions as will protect the safety of the occupants and the public. Where improvements required by this Code or the specific approval of the development are incomplete, a guarantee acceptable to the City — equal to 125% of the costs of such improvements — may be required to ensure the installation of the improvements.
- G. **Permit Validity:** n/a.
- H. **Permit Extension:** n/a.



9.8: DEVELOPMENT DESIGN REVIEW

9.8.1 DEVELOPMENT DESIGN REVIEW (MINOR SITE PLAN)

A. **Applicability:**

1. All buildings, except single-family residential structures, in developments that contain 5 or fewer residential units.
2. Demolition of structures of any size where no new building is proposed.
3. Improvements to existing non-residential or multi-family structures that do not exceed 75% of the fair market value of the existing improvements.

B. **Exceptions:**

1. Detached single-family homes on individual lots outside of the Historic District are not subject to Development Design Review. However, they may be subject to the Building Design Standards laid out in Article 4, depending on the zoning district and Planning Commission (PC) conditions and approvals, if applicable, on Preliminary and Site Plans.
2. Projects in the Beaufort Historic District are not subject to Development Design Review and shall instead be evaluated by the HRB for compliance with the Historic District Guidelines. (See Section 9.10.2 - Beaufort Historic District - Certificate of Appropriateness, Minor and Major)
3. Projects in the LI Zone are not subject to Development Design Review. However, they are subject to the Building Design Standards described in 4.2.2.B.3.

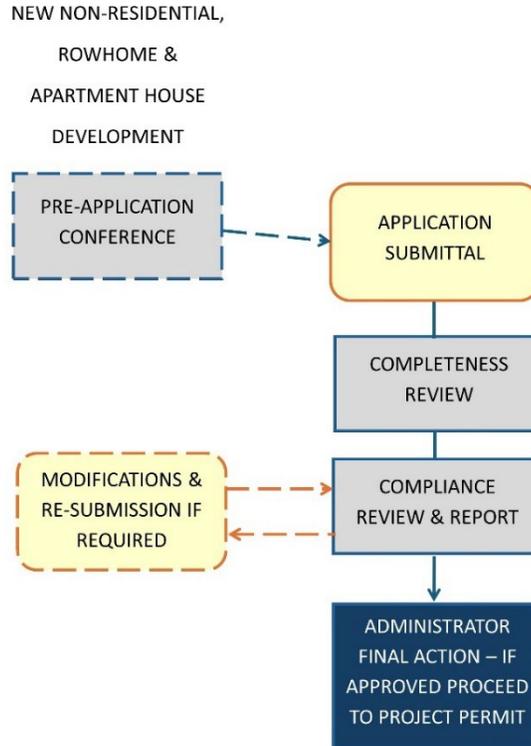
C. **Process Type:** Ministerial — The Administrator may submit any application subject to staff approval to the Planning Commission for approval.

D. **Pre-Application Procedure:** No meeting is required, but applicants are encouraged to call or visit the Administrator to determine what information is required for the application.

E. **Required Application Information:** see Section 9.3 (Table) for specific Application Requirements — these may be waived by the Administrator as the Administrator deems appropriate.

F. **Public Notification:** None.

G. **Determination of Compliance:** Once an application is deemed complete by the Administrator, the Administrator shall review the application and approve, deny, or approve the plan with conditions based on compliance with the standards contained in this Code. All decisions shall be in writing. Following an approval or approval with conditions, the applicant shall be directed to prepare detailed Subdivision/Development Plats and/or Plans (see Section 7.5 for specific Subdivision and Site Plan Standards) for final approval by the Administrator.



- H. **Permit Validity:** Upon the approval of the Minor Development Design application, the applicant shall have 1 year to obtain a Building Permit. Failure to secure Building Permits for the permitted work within this time shall render the approval void. Any change to the approved plans that has not been authorized by the Administrator shall invalidate the Minor Development Design Plan and any subsequent Building Permits (see Section 9.5).
- I. **Permit Extension:** The Administrator may grant up to one 1-year extension of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.

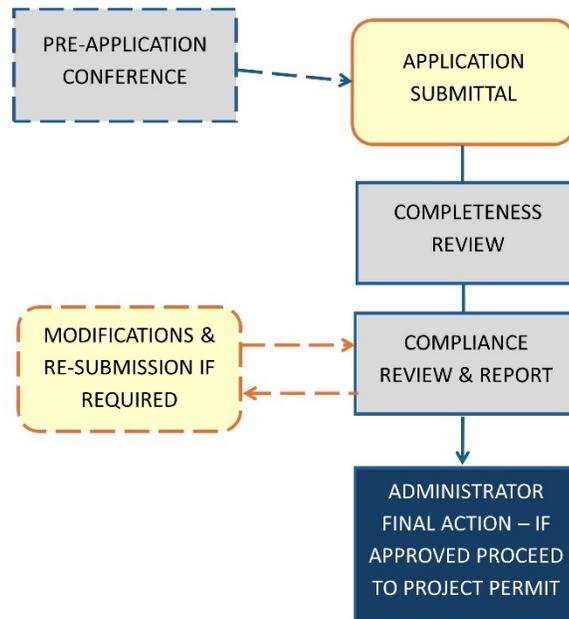
9.8.2 DEVELOPMENT DESIGN REVIEW (MAJOR SITE PLAN)

- A. **Applicability:**
 1. **Civic and Educational Facilities:** Any new development classified as a Civic Facility or Educational Facility (see Sections 3.4.1 A. and 3.4.1 C., respectively).
 2. **Vehicle-Related Uses:** Any new development that includes fuel-dispensing facilities, drive-thru facilities, or structured parking.
 3. **Nonresidential Development:** Any commercial or industrial development.
 4. **Residential Development:** Single-family, attached, over 5 units or multi-family developments containing more than 5 units.
 5. **Exceptions:**
 - a. Lots in the Beaufort Historic District are not subject to Development Design Review, and shall instead be evaluated by the HRB for compliance with the Historic District Guidelines

(see Section 9.10 Beaufort Historic District - Certificate of Appropriateness, Minor and Major).

- b. Projects in Redevelopment District Overlay Districts, are not subject to review by the Planning Commission and shall instead be evaluated by the Administrator (see Section 2.7.3). The Administrator shall post all projects for review in said districts for a 15-day public review and comment period for each major submittal. Minor revisions to the plans (not related to use, density, building frontage, or building height) shall not constitute a major submittal. A copy of all public comments shall be disseminated to the applicant and Administrator for each public comment period. The Administrator shall respond in writing to all public comments after each major submittal, and the applicant will be required to attend a TRC committee meeting before the project is issued final approval.
- c. Design Exception: Design Exceptions may be used to modify any dimensional standards or design requirements, found in Articles 2 and 4, for development projects that have unique characteristics that justify a deviation from the underlying standards. Such deviations are intended to provide flexibility from the underlying standards to permit compatible development patterns which are indicative of the surrounding area and/or use an innovative approach or technique. The process is intended to provide the minimum relief necessary to create a more innovative and context-sensitive development consistent with the City's adopted plans. This tool is not intended to circumvent the map amendment (rezoning) procedure where that tool would provide a similar modification of standards.
 - i. **Applicability:** Planning Commission shall have the authority to authorize a design exception from any applicable standard(s) set forth in Article 2 (Maps and Districts) — except for Section 2.6, Height and Section 2.7.4, Air Installation Compatibility Use Zone (AICUZ) overlay district standards — and Article 4 (Building Design and Infill Standards).
 - ii. **Review Criteria:** Planning Commission may approve an application for a Design Exception where it reasonably determines that there will be no significant negative impact upon residents of surrounding property, or upon the general public. The board shall consider the following criteria in its review:
 - **Compatibility:** The proposed exception is appropriate for its location. It is compatible with the character of surrounding properties and the development permitted by the zoning of the surrounding properties, and will not reduce property values of surrounding properties.
 - **No Adverse Impact:** The design of the proposed exception minimizes adverse effects including visual impacts of the proposed use on surrounding properties; furthermore, the proposed exception does not create a nuisance for surrounding properties.
 - **Consistency with Adopted Plans:** The proposed development is in general conformity with the City's Comprehensive Plan, Civic Master Plan and other plans officially adopted by the City.

ADMINISTRATIVE
APPROVAL PROCESS



- B. **Application Type, Requirements and Approval:** See Table under Section 9.1.4 for standards and requirements.

9.9: SUBDIVISION REVIEW

9.9.1 PROVISIONS FOR ALL SUBDIVISIONS

- A. **Applicability and Requirements: See Article 7 of this code**
- B. **Unlawful to Record Plat without City Approval:** It shall be unlawful to offer and cause to be recorded any plan, plat, or replat of land within the city limits of Beaufort with the Beaufort County Register of Deeds office unless the same bears the endorsement and approval of the city.
- C. **Permit Validity:** A subdivision approval shall expire as set out in Section 9.1.9 (Vested Rights and Expiration of Approvals) of this Code unless a Certificate of Compliance is obtained, or it is recorded at the Beaufort County Register of Deeds office.

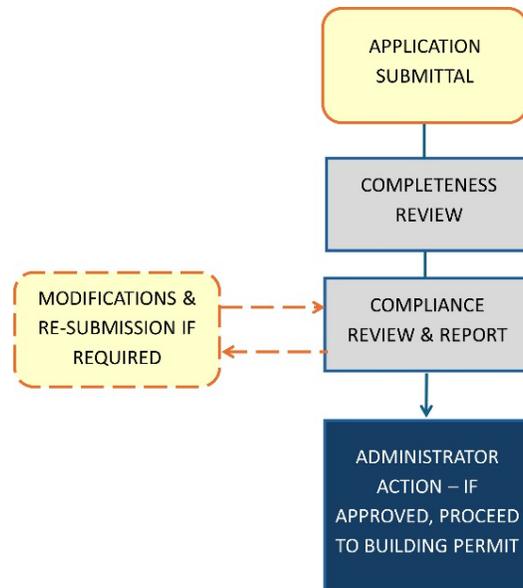
9.10: BEAUFORT HISTORIC DISTRICT - CERTIFICATE OF APPROPRIATENESS

9.10.1 APPLICABILITY

- A. A Beaufort Historic District - Certificate of Appropriateness shall be required for any construction activity on any property within the Beaufort Historic District (including the Beaufort Conservation Neighborhood and the Beaufort Preservation Neighborhood), including:
 - 1. New structures.
 - 2. Modification to, or expansion of, existing structures, including those that apply for the Bailey Bill Special Tax Assessment for Rehabilitated Historic Properties.
 - 3. Relocation of any existing structure.
- B. Demolition or partial demolition of any structure.

9.10.2 PROCESS AND APPROVAL

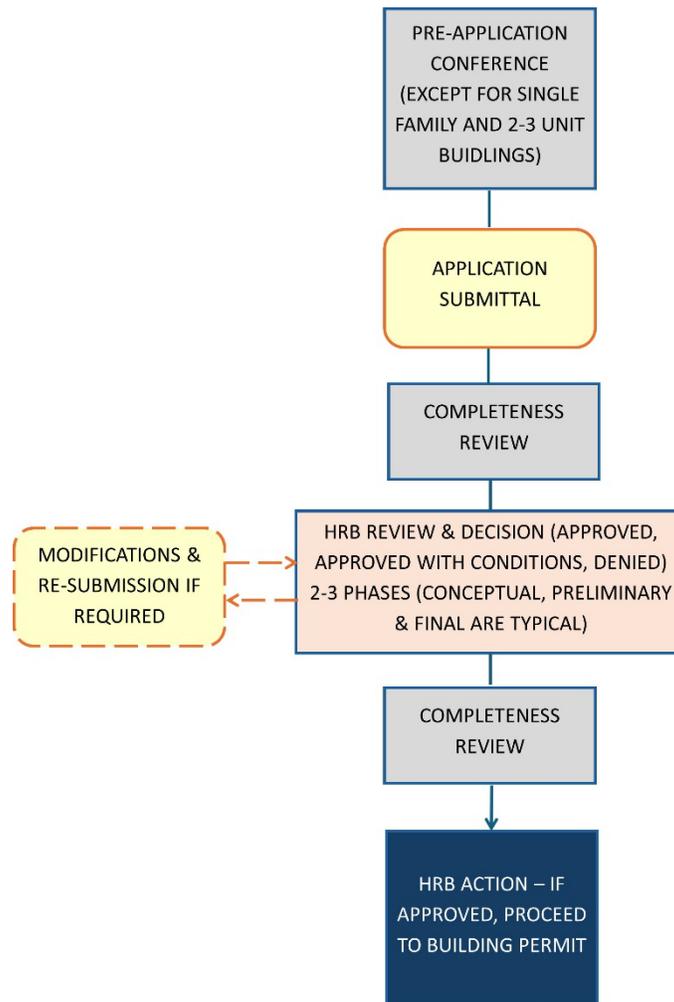
- A. **Process Type:** Ministerial. The review process required to approve a Beaufort Historic District - Certification of Appropriateness is based on the following project types:
 - 1. **Minor:** Administrative review shall apply to applications for a Beaufort Historic District - Certification of Appropriateness for the following items. The Administrator may submit any applications that are subject to staff approval to the Historic District Review Board (HRB) for approval.
 - a. Changes to a building or property, to include fences, paint color, roof materials, canopies and awnings, site changes, and window replacements on noncontributing structures.
 - b. New construction and building modifications to include construction of non-habitable accessory buildings in the Beaufort Preservation Neighborhood (BPN).



- c. Modifications to non-contributing structures in the Beaufort Conservation Neighborhood (BCN).
- d. Demolitions of non-contributing structures in the BCN.
- e. Demolition or partial demolition of a structure that is listed in the "1997 Beaufort County Historic Sites Survey," or the most recent historic sites survey, and lies outside the Beaufort Historic District.
- f. Demolition of noncontributing accessory structures (e.g., sheds, carports, etc.).

Such approval shall follow the procedures for Development Design Review-Minor Site Plan (Section 9.8.1).

2. **Major:** Discretionary review by the HRB shall apply to all other applications for Beaufort Historic District - Certificates of Appropriateness.



3. **Design Exception:** Design Exceptions may be used to modify any dimensional standards or design requirements, found in Articles 2 and 4, for development projects that have unique characteristics that justify a deviation from the underlying standards. Such deviations are intended to provide flexibility from the underlying standards to permit compatible development patterns which are indicative of the surrounding area and/or use an innovative approach or technique. The process is intended to provide the minimum relief necessary to create a more innovative and context-sensitive development consistent with the City's adopted plans. This tool is not intended to circumvent the map amendment (rezoning) procedure where that tool would provide a similar modification of standards.
- a. **Applicability:** The HRB shall have the authority to authorize a design exception from any applicable standard(s) set forth in Article 2 (Maps and Districts) — except for Section 2.6, Height and Section 2.7.4, Air Installation Compatibility Use Zone (AICUZ) overlay district standards — and Article 4 (Building Design and Infill Standards).

D. Demolitions:

1. In all applications involving the demolition of a contributing primary structure or contributing accessory structure, provisions shall be made for a public hearing as set forth in Section 9.1.5. Demolition of non-contributing structures are approved by the Administrator.
2. In any case involving the demolition or partial demolition of a structure, before granting approval or requiring a postponement, the HRB may call on the Administrator to provide them with a report on the state of repair and structural stability of the structure under consideration.
3. Upon receiving an application for demolition or partial demolition of a structure that is listed in the "1997 Beaufort County Historic Sites Survey" and lies within the limits of the city but outside the Beaufort Historic District, the Administrator, within 30 days of receiving the application, shall either approve it, or find that the preservation and protection of historic places and the public interest will be best served by postponing the demolition for a designated period — this shall not exceed 60 days from the receipt of the application, and notify the applicant of such postponement. The application will be announced to the public in accordance with the notification standards set forth in Section 9.1.3. Within the period of postponement of demolition or alteration of any building, the Administrator shall take steps to ascertain what may be done to preserve the building, including consultation with private civic groups, interested private citizens and other public boards or agencies, including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance.

- E. Denial of Beaufort Historic District - Certificate of Appropriateness:** The HRB may refuse any application that, in the opinion of the HRB, does not comply with the standards and guidelines listed in Section 9.10.2.B. and thus would be detrimental to the interests of the city. In case of disapproval, the HRB shall state the reasons therefore in a written statement to the applicant, and may give verbal advice to the applicant and make recommendations in regard to appropriateness of design, arrangement, texture, material, color, etc. of the property involved.

Among other grounds for considering a design inappropriate and requiring disapproval and resubmission are the following defects:

1. Arresting and spectacular effects.
2. Violent contrasts of materials or colors and intense or lurid colors.
3. A multiplicity or incongruity of details resulting in a restless and disturbing appearance.
4. The absence of unity and coherence in composition, that is not in consonance with the dignity and character of the present structure, in the case of repair.
5. Construction of, remodeling, or enlargement of an existing building in a manner not consistent with the prevailing character of the neighborhood.

- F. Issuance of Beaufort Historic District - Certificate of Appropriateness (CoA):** When a CoA and Building Permit have been issued, the Administrator shall, from time to time, inspect the alteration or construction approved by such certificate and may report such inspection to the HRB listing all work inspected and reporting any work that is not in accordance with such certificate, or that violates any ordinances of the city.

- G. Resubmittal:** After disapproval of an application, the applicant may make modifications to the plans and resubmit. The applicant may not resubmit the same proposal, without modifying it based on HRB comments, for 12 months from the date of the original submission. Reconsideration of an application

for demolition that has been denied by the HRB may not be heard until 12 months from the date of the original public hearing, unless a major change has occurred in the property condition that is attributable to natural causes.

- H. **Appeal—Minor:** Appeals of the decisions of the Administrator shall be heard by the HRB. The application for appeal shall be made within 30 days of the decision.
- I. **Appeal—Major:** Any party aggrieved by the decisions of the HRB may appeal to the circuit court within 30 days of the decision.

9.11: HISTORIC DESIGNATION

9.11.1 STANDARDS FOR LOCAL HISTORIC DISTRICT DESIGNATION

- A. A structure, group of structures, site or district may be designated for historic preservation if it demonstrates at least one of the following:
 - 1. Historic, Cultural Importance:
 - a. It has significant character, interest, or value as part of the development, or heritage of the community.
 - b. It is the site of a historic event with a significant effect upon society.
 - c. It exemplifies the cultural, political, economic, social, or historic heritage of the community.
 - 2. Architectural or Engineering Importance:
 - a. It portrays the environment in an era of history characterized by a distinctive architectural style.
 - b. It embodies those distinguishing characteristics of an architectural type or engineering specimen.
 - c. It is the work of a designer whose individual work has significantly influenced the development of Beaufort.
 - d. It contains elements of design, detail, materials, or craftsmanship that represent significant innovation.
 - 3. Geographical Importance:
 - a. By being part of or related to a square, park, or other distinctive area, it should be developed or preserved according to a plan based on a historic, cultural, or architectural motif.
 - b. Owing to its unique location or singular physical characteristic, it represents an established and familiar feature of the neighborhood, community or city.
 - 4. Archeological Importance:
 - a. It has yielded, or may be likely to yield, information important in prehistory or history.
- B. An area may be designated as a Beaufort Conservation Neighborhood (BCN) if it meets one or more of the above criteria, and meets the following two additional criteria:

1. There are a sizable number of properties in the subject area that are not considered to contribute to the architectural or historical significance of the area; and
 2. The cultural values or financial resources of a significant number of property owners in the subject area, as reasonably considered by Beaufort City Council, are such that the flexible standards of the BCN are appropriate.
- C. Individual structures, sites, and properties located within a BCN may be designated as notable properties to be subject to Beaufort Historic District standards, guidelines and procedures rather than BCN standards, guidelines, and procedures, at such time as standards, guidelines, and procedures may be established for the BCN that are different from those in effect for the remainder of the Historic District. Beaufort City Council may designate structures, sites, and properties as notable properties where it reasonably determines that those structures, sites, or properties embody a particularly high degree of significance in accordance with the criteria listed in this section.

9.11.2 LOCAL HISTORIC DISTRICT DESIGNATION PROCESS



Based upon the criteria set forth in this section, the HRB shall review such proposed designations, and then it shall make a recommendation regarding the designation to City Council for final approval.

9.11.3 HISTORIC SIGN DESIGNATION

- A. **Historic Signs:** A historic sign is a sign that, by its construction materials, unusual age, prominent location, unique design, or craftsmanship from another period, makes a contribution to the cultural, historic, or aesthetic quality of the city's streetscape.
1. Signs are designated as historic signs by City Council upon a favorable recommendation of the HRB. The council shall hold a public hearing before designating a sign a historic sign. Before designating a sign as a historic sign, the council shall make a finding that all of the following conditions are met:
 - a. The sign is at least 25 years old and has been at its present location for at least 25 years.
 - b. The sign is an appurtenant graphic to the property, i.e., an on-premises sign that relates to the use of the property, as opposed to an off-premises billboard.
 - c. The sign is structurally safe or is capable of being made so without substantially altering its historical significance.
 - d. The sign is of exemplary technology, craftsmanship, or design of the period in which it was constructed, it uses historic sign materials (wood, metal, or paint directly applied to buildings) and means of illumination (neon or incandescent fixtures), and it is not significantly altered from its historic period. If the sign has been altered, it shall be restorable and shall be restored to its historic function and appearance.
 - e. The sign is of extraordinary significance to the city.
 2. Historic signs are exempt from the requirements of Section 11.6 (Nonconforming Signs).

9.12: ADMINISTRATIVE ADJUSTMENT

9.12.1 PURPOSE AND APPLICABILITY

- A. **Purpose:** Administrative Adjustments are specified deviations from otherwise applicable development standards where development is proposed that would be:
1. Compatible with surrounding land uses;
 2. Harmonious with the public interest; and
 3. Consistent with the purposes of this Code.
- B. **Adjustment of Numerical Standard:** The Administrator shall have the authority to authorize modification of up to 10% from any numerical standard set forth in Article 2 (Map & Districts) and Article 4 (Building Design and Infill Standards) of this Code. Any request greater than 10% shall be treated as a variance handled by the Zoning Board of Appeals (ZBOA), and subject to the requirements of Section 9.14.
1. **Specific to Landscaping and Tree Conservation:** The following applies to landscaping and tree conservation requirements in Article 5 (Landscaping, Parking & Lighting) with regard to the criteria in Section 9.12.2 E.:

- a. In unusual cases, where there are few existing trees on a site and the planned development is small in size relative to the size of the parcel, then the Administrator may adjust the tree planting requirements (Section 5.3) downward in order not to require excessive planting out of proportion to the scale of the development.
 - b. In the case of multi-phase developments on one parcel, the tree planting requirements (Section 5.3) may be adjusted according to the size of each phase of the development.
 - c. Any particular planting requirement shall be proportionately reduced where existing plant materials are of sufficient sizes and forms to satisfy the requirement.
- C. **Adjustment of Building Design Standards:** Where an existing condition (e.g. utility easement, restrictive covenant, tree or natural feature) prohibits strict compliance with the building design standards in Article 4, the Administrator may waive or adjust the standard as appropriate to assure compliance to the extent practical. This adjustment shall be as small as possible in order to accommodate the existing conditions.
- D. **Permission of Flag Lot:** Where conditions set forth in Section 2.5.5 C. are met, the Administrator may permit a flag lot. When a flag lot is proposed in conjunction with a Major Subdivision, it shall be incorporated into the process laid out in Section 9.9.

9.12.2 PROCESS AND APPROVAL

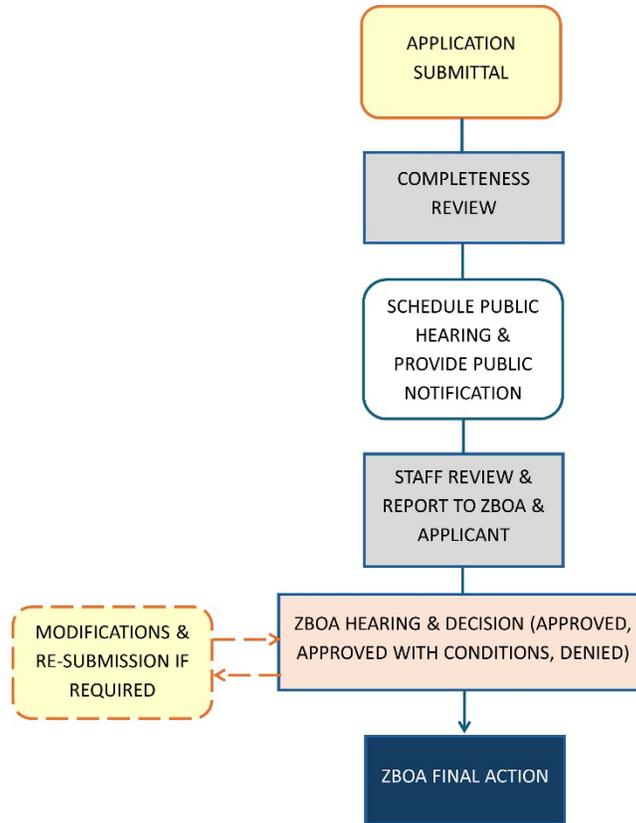


- A. **Process Type:** Ministerial
- B. **Public Notification:** None.
- C. **Required Application Information:** An application for an Administrative Adjustment shall include a brief description of the requirement to be varied and any other material necessary to ensure the criteria in this section are met.

- D. **Administrator Review:** The Administrator shall review the application and approve, approve with conditions, or deny the application, based upon the criteria in Section 9.12.2 E. A written decision including affirmative findings on the criteria set forth below shall be transmitted to the applicant.
- E. **Administrative Adjustment Criteria:** To approve an application for an Administrative Adjustment, the Administrator shall make an affirmative finding that the following criteria are met:
1. Granting the Administrative Adjustment will ensure the same general level of land use compatibility as the otherwise applicable standards.
 2. Granting the Administrative Adjustment will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate buffering, screening, setbacks, and other land use considerations.
 3. Granting the Administrative Adjustment will not adversely affect property values in any material way.
 4. Granting the Administrative Adjustment will be generally consistent with the purposes and intent of this Code.
- F. **Expiration and Lapse of Approval:** Property owners shall have 6 months from the date of approval of an Administrative Adjustment to secure a Building Permit to carry out the proposed improvements. If a complete Building Permit application has not been filed within 6 months of the date of approval, the approval shall be void.

9.13: ZBOA SPECIAL EXCEPTION

9.13.1 APPLICABILITY



ZBOA Special Exceptions may be made for situations in which proposed land uses are generally compatible with the land uses permitted by-right in a district (per Section 3.2 Table of Permitted Uses) but require individual review of their location, design, and configuration to evaluate the potential for adverse impacts on adjacent property and uses. The ZBOA Special Exception process ensures the appropriateness of the use at a particular location within a given District.

9.13.2 PROCESS AND APPROVAL

- A. **Process Type:** Discretionary.
- B. **Required Application Information:** All applicable forms as determined by the Administrator, along with such accompanying material as is required to ensure compliance with the criteria listed in Section 9.12.2 E.
- C. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements
- D. **Staff Review and Report:** The Administrator shall prepare a staff report that reviews the proposed development in light of the Comprehensive Plan, Civic Master Plan, the review criteria listed below, and the requirements of this Code. A copy of the report shall be provided to the Zoning Board of Appeals (ZBOA) and the applicant before the scheduled hearing.

- E. **ZBOA Hearing:**
1. The ZBOA shall hold a public hearing on the Special Exception application.
 2. After review of the application and the public hearing, the ZBOA shall make a written finding and approve, approve with modifications or conditions, or disapprove the request.
 3. If approval, or approval with modifications or conditions, is granted, the decision shall be communicated in writing within 15 days to the applicant, and the applicant shall then be authorized to submit a development permit application consistent with this Code.
- F. **ZBOA Special Exception Review Criteria:** The ZBOA may approve an application for a Special Exception where it reasonably determines that there will be no significant negative impact upon residents of surrounding property/-ies or upon the general public. The ZBOA shall consider the following criteria in its review:
1. The proposed use/-s is/are compatible with existing land uses in the surrounding area.
 2. The harmony of the proposed site plan, circulation plan, and schematic architectural designs with the character of the surrounding area.
 3. The likely impact on public infrastructure — such as roads, parking facilities, and water and sewer systems — and on public services — such as police and fire protection and solid waste collection — and the ability of existing infrastructure and services to adequately service the proposed use without negatively impacting existing uses in the area and in the City (a traffic impact analysis shall be required per Section 7.3.2).
 4. The general conformity of the proposed use and designs with the city's Civic Master Plan, Comprehensive Plan, and any other plans officially adopted by the City.
 5. The likely impact on public health and safety.
 6. The potential creation of noise, lights, fumes, dust, smoke, vibration, fire hazard, or other injurious or obnoxious impacts.
- G. **Conditions:** The ZBOA may impose such conditions and restrictions upon the application as may be necessary to minimize or mitigate any potential adverse impacts of the proposed use.

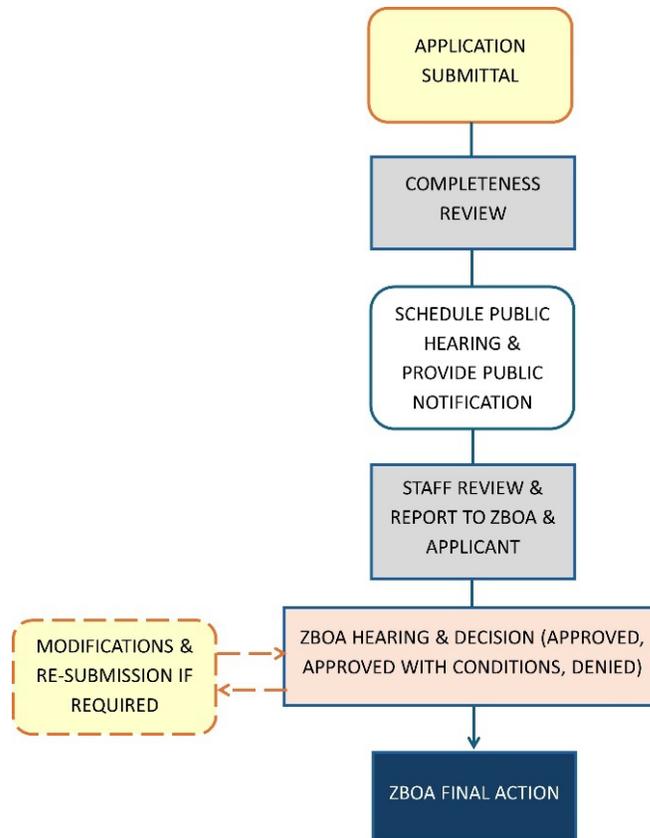
9.14: ZBOA VARIANCE

9.14.1 APPLICABILITY

Variances to all ordinance standards may be requested with the following exceptions:

- A. No variances to the Table of Permitted Uses (Section 3.2) shall be permitted.
- B. No variances to sign regulations (Article 6) shall be permitted.
- C. No variances to parking provisions for Carriage Houses (4.5.3.B.9) shall be permitted.
- D. Design Exceptions shall be approved by the appropriate design review body.

9.14.2 PROCESS AND APPROVAL



- A. **Process Type:** Discretionary.
- B. **Application Requirements:** All applicable forms as determined by the Administrator, along with such accompanying material as is required to ensure compliance with the criteria listed in Section 9.14.2 F.
- C. **Staff Review and Report:** The Administrator shall prepare a staff report that shall be provided to the applicant or appellant and the ZBOA before the scheduled hearing.

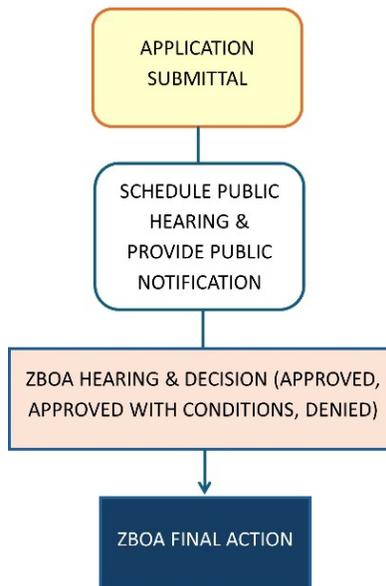
- D. **Public Notice:** see Section 9.1.5 for specific Public Notification requirements.
- E. **ZBOA Hearing:**
 - 1. After review of the variance application and the public hearing, the ZBOA shall approve, approve with conditions, or deny the application.
 - 2. If approval or approval with conditions is granted, the decision shall be communicated in writing to the applicant within 15 days, and the applicant shall be authorized to submit a development permit application.
- F. **Criteria for Approval of Variances:**
 - 1. **Required Findings:** A variance may be granted by the ZBOA if it concludes that the strict enforcement of any design and performance standard set forth in this Code would result in unnecessary hardship to the applicant, and that by granting the variance, the spirit of this Code will be observed, public welfare and safety will not be diminished, and substantial justice will be done. A variance may be granted in an individual case of unnecessary hardship only when the ZBOA makes, and explains in writing, all of the following findings:
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property. For example, the variance is justified because of topographic or other special conditions unique to the property and development involved, in contradistinction to the mere inconvenience or financial disadvantage.
 - b. These conditions do not generally apply to other property in the vicinity.
 - c. The conditions are not the result of the applicant's own actions.
 - d. Granting of the variance would not substantially conflict with the Comprehensive Plan, the Civic Master Plan and the purposes and intent of this Code.
 - e. Because of these conditions, the application of this Code to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.
 - f. The authorization of a variance will not be of substantial detriment to adjacent property or the public good, and the character of the zone will not be harmed by the granting of the variance.
 - 2. **Limitations:** The ZBOA may not grant a variance if it would do any of the following:
 - a. Allow the establishment of a use not otherwise permitted in the applicable district.
 - b. Increase the density of a use above which is permitted in the applicable district.
 - c. Physically extend a nonconforming use of land.
 - d. Change the zone boundaries shown on the Official Zoning Map.
 - 3. **Profitability Not to Be Considered:** Profitability shall not be considered grounds for a variance.
 - 4. **Conditions:** In granting a variance, the ZBOA may attach to it conditions regarding the location, character, or other features of the proposed building, structure, or use as the ZBOA considers advisable to protect established property values in the surrounding area, or to promote public health, safety, or general welfare.

9.15: ADMINISTRATIVE APPEALS

9.15.1 APPLICABILITY

Any person aggrieved by a decision, interpretation or determination of the Administrator may appeal to the ZBOA. As per South Carolina Code of Laws Section 6-29-800, the Zoning Board of Appeals (ZBOA) has the power to hear and decide appeals where it is alleged there is error in an order, requirement, decision, or determination made by an administrative official in the enforcement of the zoning ordinance, i.e. The Beaufort Development Code.

9.15.2 PROCESS AND APPROVAL



- A. **Process Type:** n/a.
- B. **Pre-Application Procedure:** n/a.
- C. **Required Application Information:** Within 30 days of a decision or order of the Administrator, an application for appeal shall be filed with the Administrator and the ZBOA specifying the grounds of the appeal.
- D. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements.
- E. **Effect of Appeal:** An appeal stays all legal proceedings in furtherance of the action in question, unless the Administrator certifies to the ZBOA that a stay would, in his/her opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed except by a restraining order that the ZBOA or by a court of record may grant.
- F. **ZBOA Hearing:** The ZBOA shall schedule the matter for a hearing at its next regularly-scheduled meeting, and give at least 15 days public notice of such hearing in a newspaper of general circulation in the city, as well as due notice to the parties of interest. At the hearing, any party may appear in person, by agent, or by attorney. Following the hearing, the ZBOA shall take one of the following actions, consistent with the provisions of this Code:

1. Affirm the action of the Administrator;
 2. Modify the action of the Administrator, and to that end, the ZBOA shall have all the powers of the officer, board, or commission from which the appeal is taken, and may issue a permit or direct that a permit be issued; or
 3. Reverse the action of the Administrator, and to that end, the ZBOA shall have all the powers of the officer, board or commission from which the appeal is taken, and may issue a permit or direct that a permit be issued.
- G. **Findings of Fact:** The ZBOA, in its execution of the duties specified in this section, may subpoena witnesses, and in case of contempt, may certify such fact to the circuit court that has jurisdiction.
- H. **Decision:** All final decisions and orders of the ZBOA shall be in writing and shall be permanently filed in the office of the board as a public record. All findings of fact and conclusions of law shall be separately stated in final decisions or orders of the ZBOA, which shall be delivered to parties of interest within 15 days by certified mail.
- I. **Contempt Penalty:** In case of contempt by a party, witness, or other person before the ZBOA, the ZBOA may certify this fact to the circuit court of the county in which the contempt occurs, and the judge of the court, in open court or in chambers, after hearing, may impose a penalty as authorized by law.

9.16: TEXT & MAP AMENDMENTS

9.16.1 APPLICABILITY

When the public necessity, convenience, general welfare, or good zoning practice justify such action, and after the required review and report by the Planning Commission, the City Council may undertake the necessary steps to amend this Code, and its accompanying map.

(Ord. No. O-14-23 , 9-26-2023)

9.16.2 INITIATION OF AMENDMENTS

A proposed amendment to this Code may be initiated by any member of the City Council, the PC, the Administrator, or by any city resident or business owner filing an application with the Administrator.

(Ord. No. O-14-23 , 9-26-2023)

9.16.3 APPROVAL PROCESS

Requests to amend this Code shall be processed in accordance with the following requirements:

- A. **Application Procedure:** Application forms for code amendment requests shall be obtained from the Administrator. Completed forms, together with an application fee as required by Section 9.2.2, plus any additional information the applicant deems pertinent, shall be filed with the Administrator.
1. Applications for zoning map amendments (rezoning) shall also include:



- a. Boundary map of the subject property that is prepared and sealed by a registered land surveyor.
- b. Where applicable, a copy of correspondence illustrating that the applicant has solicited written comments from the appropriate property owners' association regarding the requested amendment. Such correspondence shall encourage the association to direct any comments in writing to the Administrator and the applicant within 15 calendar days of receipt of the notification.
- c. Written consent from the owner of the property that is being considered for an amendment. This is required if the applicant is not the city.

B. Staff Review and Report:

1. The Administrator shall prepare a staff report that reviews the proposed amendment in light of the Comprehensive Plan and the general requirements of this Code. A copy shall be provided to the PC and the applicant before the scheduled public meeting.
2. For amendments where the most intense permitted use in the proposed district would generate more than 50 external trips during the peak hour, a TIA (Section 7.3.2) may be required; all road improvements needed to maintain the current level of service shall be identified (based on that analysis), and assurances shall be provided so that all road improvements will be in place so the impacts of the development are accommodated, and the current level of service is maintained.
3. At the discretion of the Planning Commission, the submittal may include the requirements of a Sketch Plan submittal as per Section 7.5.3, or a conceptual Site Plan (to include building elevations and any applicable Sketch Plan requirements as per Section 7.5.3) to be submitted with the map amendment request so that the impacts of development on the community are properly considered.

C. Planning Commission Hearing:

1. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements.
2. **Hearing by PC:** All papers and other data submitted by the applicant on behalf of the amendment request shall be transmitted to the PC. The PC, at regular meetings, shall review and prepare a recommendation for transmittal to the City Council. At such meeting(s), any party may appear in person, by agent, or by attorney. Following action by the PC, all papers and data pertinent to the application shall be transmitted to the City Council for final action. The PC shall study the proposed amendment, taking into account the following factors:
 - a. Consistency (or lack thereof) with the Comprehensive Plan and Civic Master Plan;
 - b. Compatibility with the present zoning, with conforming uses of nearby property, and with the character of the neighborhood;
 - c. Suitability of the property that would be affected by the amendment;
 - d. Compatibility with the natural features of — and any archaeological or cultural resources on — the property;
 - e. Marketability of the property that would be affected by the amendment; and
 - f. Availability of roads, sewer, water, and stormwater facilities generally suitable and adequate for the affected property.
3. At the close of the public meeting, the PC shall recommend approval, modified approval, or denial of the amendment.
4. Upon receipt of a recommendation from the PC, the staff shall have 30 days within which to submit its report of the PC's deliberations and recommendation City Council. If the PC or its staff fail to submit a report within the 30-day period, it shall be deemed to have recommended approval of the proposed amendment.
5. If, after three PC meetings, no recommendation has been made (e.g., each meeting has resulted in the request being tabled), the item will proceed to City Council. Staff will prepare a report of the PC deliberations within 30 days of the third PC meeting.

D. City Council Action:

1. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements.
2. **Timing:** City Council shall consider the proposed map or text amendment at the earliest reasonable date and shall consider the report of the PC in making a decision.
3. **Decision:** City Council may schedule an additional public hearing to approve, approve with modifications, or deny the proposed amendment.
4. **Notification of Result:** The applicant shall be notified in writing within 15 days of City Council's action.

(Ord. No. O-14-23 , 9-26-2023)

9.16.4 UPDATE OF ZONING MAP

Following City Council's final action, any necessary changes shall be made to this Code, or to the Official Zoning Map within 7 days. A written record of the type and date of such change shall be maintained by the Administrator. After 7 days of the official action, the action by City Council shall be considered official even if the Administrator fails to make the written change to the appropriate document.

9.17: APPEALS

9.17.1 APPLICABILITY

Any person or entity desiring to appeal any decision, order, requirement or determination of any official, board or other authority set forth in this Code, thereby taking advantage of certain enumerated appeal rights granted by the South Carolina legislature, are encouraged to carefully review the appeal provisions of the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, as amended, codified at South Carolina Code of Laws, Title 6, Chapter 29, and to seek appropriate legal advice.

9.17.2 SPECIFIC AUTHORITIES

The following statutes apply to the different types of appeals. They should be consulted if filing an appeal.

- A. **Appeal from decision of the City Council on a Zoning Map amendment or other regulatory enactment under this Code.** See S.C. Code § 6-29-760.
 1. Time Period: within 60 days of the final decision.
 2. To Whom: Circuit Court.
- B. **Appeal from decision of the Planning Commission on a Subdivision Preliminary Plat and a Major Development Site Plan.** See S.C. Code §§ 6-29-1150 and 6-29-900, respectively.
 1. Time Period: within 30 days after the affected party receives actual notice of the final decision.
 2. To Whom: Circuit Court.

- C. **Appeal from decision of the Historic District Review Board.** See S.C. Code § 6-29-900.
 - 1. Time Period: within 30 days after the affected party receives actual notice of the final decision.
 - 2. To Whom: Circuit Court.

- D. **Appeal from decision of the Zoning Board of Appeals.** See S.C. Code § 6-29-820, et seq.
 - 1. Time Period: within 30 days after the affected party receives actual notice of the final decision.
 - 2. To Whom: Circuit Court.

- E. **Appeal of an alleged error in any order, requirement, determination or decision of administrative official on a Subdivision Sketch Plan, Preliminary or Final Plat, Minor Plat, or Site Plan and involving non-historic structures and neighborhoods under their legal purview.** See S.C. Code §§ 6-29-880, 6-29-890, and 6-29-1150, respectively.
 - 1. Time Period: 30 days from date of the specific action appealed.
 - 2. To Whom: Planning Commission.

- F. **Appeal of an alleged error in any order, requirement, determination or decision of administrative official involving historic structures and neighborhoods under their legal purview.** See S.C. §§ 6-29-880 and 6-29-890, respectively.
 - 1. Time Period: 30 days from date of the specific action appealed.
 - 2. To Whom: Historic District Review Board.

- G. **Appeal of an alleged error in any order, requirement, determination or decision of administrative official in the enforcement of the zoning ordinance, not subject to statutory authority of the Planning Commission or Historic District Review Board, as above.** See S.C. Code § 6-29-800.
 - 1. Time Period: 30 days from date of the specific action appealed.
 - 2. To Whom: Zoning Board of Appeals.

- H. **Appeal of the issuance or failure to issue a Zoning Permit.** See S.C. Code § 6-29-800 (A) and (C).
 - 1. Time Period: 30 days from date of the specific action appealed.
 - 2. To Whom: Zoning Board of Appeals.

- I. **Appeal of the issuance or failure to issue a Building Permit and/or a Certificate of Occupancy.** See S.C. Code § 6-29-880, 6-29-890, and 6-29-1150.
 - 1. Time Period: 30 days from date of the specific action appealed.
 - 2. To Whom: Planning Commission or Historic District Review Board, as applicable.

7: LAND DEVELOPMENT

7.1: IMPROVEMENT REQUIREMENTS

7.1.1 PURPOSE

The purpose of these land development requirements is to:

- A. Encourage economically sound and environmentally sensitive development.
- B. Assure the timely provision of required streets, utilities, and other facilities and services to new land developments.
- C. Assure the adequate provision of safe and convenient vehicular and pedestrian traffic access and circulation in and through new land developments.
- D. Assure the provision of needed open spaces and building sites in new land developments through the dedication or reservation of land for recreational, educational, and other public purposes.
- E. Assure, in general, the wise and timely development of new areas, in harmony with the Comprehensive Plan of the city.
- F. Encourage new subdivision developments that complement the City's historic development pattern.
- G. Promote compact, well-defined, sustainable neighborhoods that enhance the City's character.
- H. Create livable neighborhoods that foster a sense of community and reduce dependency on vehicles.
- I. Encourage the proper arrangement of new streets in relation to existing or planned streets and ensure streets facilitate safe, efficient, and pleasant walking, biking and driving.

7.1.2 APPLICABILITY

- A. Unless noted otherwise in this section, all new development projects shall be required to have public sewer and underground wiring, and shall comply with Section 7.2.3 (Lot Access Standards).
- B. ~~Installation or construction of the improvements specified in the Table of Required Improvements (Section 7.1.3) is required for all development projects, with the exception of projects that qualify as except those which (1) are subject to the Minor Development Design Review or Minor Subdivision provisions of this Code, or are located in the Historic District, and (2) affect less than one whole Block Block Face are required to install or construct the improvements specified in the Table of Required Improvements (Section 7.1.3).~~
- C. The applicant, developer, and real property owner shall be responsible for the installation and construction of required improvements according to the provisions of this Code, except as may otherwise be specifically provided herein or by agreement.
- D. ~~Approval of a Final Subdivision Plat shall not be approved unless be subject to the applicant having installed the improvements designated in required by this article Chapter have been installed or~~

constructed, or having guaranteed (the applicant has made improvement guarantees, pursuant to Section 7.1.5), to the satisfaction of the ~~city~~City, for the installation of said improvements.

7.1.3 TABLE OF REQUIRED IMPROVEMENTS

REQUIRED IMPROVEMENTS ³	SECTION REFERENCE	ZONING DISTRICT										
		T1	T3-S	T3-N	T4-HN	T4-N	T5-DC	T5-UC	RMX	IC	LI	MHP
Public Water and Hydrants	7.1.3.B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Sewer	7.1.3.B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paved Streets ¹	7.2.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Streetscape ²	Appendix C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Underground Drainage	7.1.3.A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curb and Gutter	Appendix C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sidewalks	7.2.4.C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street Trees	7.2.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Lights	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Street Signs (private streets)	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Underground Wiring On-Site	7.1.3.C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Green Space and Open Space Space	7.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> required improvements by district		<input type="checkbox"/> may be required at the discretion of the Planning Commission based on existing conditions, surrounding context, and street Street section-Infrastructure Plans (Appendix C)										
¹ Rear lanes/alleys may be permitted to be paved with pervious material, such as gravel, depending on the location. ² Complete street requirements shall be coordinated with the Street Infrastructure Plans specific street section found in the regulating plan in Appendix C. ³ For Infill and development of Redevelopment Areas or Redevelopment Districts, as defined in Section 8.3.2, these items [referring to the table of required provisions]the installation or construction of these improvements are required to the extent feasible based on existing conditions including roads, utilities and adjacent buildings.												

- A. **Street Improvements:** Land designated for public streets shall be cleared and filled in accordance with the latest edition of the "South Carolina Standard Specifications for Highway Construction", issued by the South Carolina State Highway Department of Transportation, or as determined appropriate by the ~~administrator~~Administrator. No land may be disturbed until a Building Permit has been issued (Section 9.5). See Section 5.4 for Tree Removal Standards. See Section 7.2 for more standards on street location. See Appendix C for Street Regulating Plan and Design Standards.

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- B. **Water and Sewer Facilities:** Water and sewer facilities shall be provided in accordance with the standard procedures and policies of the water and sewer provider and the South Carolina Department of Environmental Services (SCDES) and shall be approved by the water and sewer provider.
 - C. **Utility lines:** All utility lines within a development site shall be installed underground. The Planning Commission may approve an exception only in cases where there are existing above-ground lines that serve the property.

7.1.4 SURVEY AND ENGINEERING

- A. **Installation of Permanent Reference Points:** Permanent reference points shall be placed in accordance with the following requirements:
 - 1. **General Standards:** Boundary surveys shall be performed, in accordance with the state minimum standards published by the State Board of Registration for Professional Engineers and Land Surveyors, unless more stringent requirements are specified. A minimum of two points in any survey must be tied to the state plane coordinate system. The survey may be done on the horizontal ground distance and tied back to the state plane coordinates.
 - 2. **Control Monuments:** Vertical control monuments shall be placed in or near the centerline of pavement of subdivision streets at a minimum of 1 per 4 acres. Where practical, control monuments shall be placed at points of curvature and points of tangency of curves. The control monument may be poured on the job or be a concrete marker of the type commonly used in the area: at least 3 feet long and tapered with a 12-inch long, ¼-inch diameter brass or bronze rod embedded in the top. Control monuments shall be placed in a cast iron water main valve type box with a cover flush with the pavement.
 - 3. **Property Marker:** A steel or wrought iron pipe, rebar, or the equivalent, not less than 0.5 inches in diameter and at least 24 inches in length shall be set at all property corners and points of curves, except those located by monuments. They shall be flush with the ground.
 - 4. **Accuracy:** Land surveys within the city limits shall be Class A surveys, set at an accuracy of at least 1:10000.

7.1.5 IMPROVEMENT GUARANTEES

- A. **Types Allowed:** Prior to approval of a Final Subdivision Plat the applicant shall provide a performance guarantee to ensure the completion of required improvements within a period of time as agreed upon by the Administrator and the applicant, and expressed in the guarantee. Such guarantee may be in the form of a performance bond, a surety bond, a cash deposit, or a letter of credit. A performance guarantee shall be posted in the amount of 125% of the total cost of improvements.
 - 1. **Performance/Surety Bonds and Letters of Credit:** The performance or surety bond, or letter of credit, shall be in a form acceptable to the ~~city~~City. It shall include a pledge by the bank, insurance company or other bonding/lending institution that the funds necessary to carry out the terms of the agreement are guaranteed for payment and will be released only upon receipt of written instruction from the city.
 - 2. **Cash Deposits:** If ~~the~~surety is in the form of a cash deposit with the City ~~of Beaufort~~, proportional parts thereof shall be refundable in relation to progress payments less retainage, subject to approval of the ~~city~~City and subject to a minimum deposit balance of 25% of the project cost.

3. **Maintenance Guarantees:** If the applicant completes all required improvements and complies with all conditions of the subdivision agreement as determined by the ~~city~~City, the remainder of monies retained by a financial institution or by the ~~city~~City may be released to the applicant or his successor in title. Prior to release, the applicant shall provide the ~~city~~City, prior to the issuance of any building permit, a performance bond, a surety bond, or a cash deposit equal to the amount determined by the ~~city~~City ~~that would to be necessary to~~ ensure the repair of any damage to the existing improvements during the course of any construction, but in no case will the amount of the security be less than \$1,000.00 for each individual building lot. Prior to the issuance of any certificate of occupancy, the city shall determine whether or not any breakage or damage has occurred. If no damage to any off-site improvements has occurred, then the city may release the security to the applicant or his successor in title. If damages have occurred, they shall be repaired, or the city may draw on the security before it is released.

7.1.6 EASEMENT AND UTILITY STANDARDS

- A. **Multiple installations within easements:** Easements shall be designed so as to provide efficient installation of utilities. Public utility installations shall be located as to permit multiple installations within the easements. The developer will establish final utility grades prior to utility installations. Public utility easement dedication shall be required with any minor or major subdivision action.
- B. **Underground utilities:** Telephone lines, electric lines, cable television lines and other like utility services shall be placed underground. The applicant ~~or~~and developer shall be responsible for complying with the requirements of this Section and shall make the necessary arrangements including any construction or installation charges with each utility provider for the installation of such underground facilities. Transformers, switching boxes, meter cabinets, pedestals, ducts and other facilities necessarily appurtenant to such underground utilities shall be placed underground or on the surface but not on utility poles. Screening or fencing is required ~~and~~ subject to approval of the City. Electric transmission and distribution feeder lines and necessary appurtenances thereto may not be placed above ground unless they are carrying greater than 115 kV. Upon approval of the City, such facilities shall be placed within easements or rights-of-way provided for particular facilities.

7.2: STREET NETWORK AND DESIGN STANDARDS

7.2.1 STREET INFRASTRUCTURE PLANS

- A. **Purpose and Intent:** The Street Infrastructure Plans ~~(in Appendix C)~~ provide diagrams of the ~~city's~~City's street network and establishes the ideal alignment, hierarchy and design characteristics - including total right-of-way width, sidewalk and streetscape amenities, parking lanes, travel lanes and other geometric and urban design details - for all existing streets, proposed streets that have been adopted as part of an Official Map, and new potential streets in the City ~~of Beaufort~~.
- B. **Official Street Network Plan:** Pursuant to ~~the authority of~~S.C. Code ~~1976~~ § 6-7-1210, ~~et seq.~~ (1976), as amended, the City has previously adopted several Official Maps. An Official Street Network Plan is incorporated into this Code in ~~Appendix C.2 order~~ to represent a composite of these previously-adopted Official Maps.
1. **Purpose:** This plan represents a composite of all Official Maps, to date, in the City. The map designates existing or proposed streets or ways within the City that are targeted for creation,

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expansion or other improvements. The Official Street Network Plan shall initially consist of a series of four (4) separate maps, included in Appendix C, which shall be deemed a part of ~~the Beaufort~~this Code.

2. **Modification:** The Official Street Network Plan may be modified or supplemented ~~per~~pursuant to the procedure for Text & Map Amendments (Section 9.16). In addition, the maps will be automatically updated as additional Official Maps are approved ~~per~~pursuant to the appropriate process required by state law.

C. **Street Frontage Requirements:** The ~~provisions regarding~~ street sections ~~noted~~ in Appendix C show specific street designs for the purposes of identifying future improvements by both the ~~city~~City and fronting property owners. These sections depict the ideal arrangement and design of street elements.

1. **Applicability:** For any project that is considered part of a Major Subdivision Site Plan, ~~or~~ requires a Certificate of Appropriateness as a Major project type (Section 9.10.2.-A.2.), and/or which affects one whole ~~block~~Block face~~face~~, the fronting property owner shall install all prescribed streetscape improvements as part of the development project. The installation of street frontage improvements shall be a condition of ~~final~~Final plot~~plot~~ approval for ~~major~~Major subdivisions~~Subdivisions~~, and Certificates of Occupancy for Site Plans.

~~a.~~ **Exception:** If similar elements as prescribed in the street section exist — e.g., on-street parking, sidewalk, tree plantings — the requirement to install the streetscape element(s) shall be waived if those items meet the intent of the prescribed street section, even if the existing items do not meet the exact requirements of that street section. *Example Scenarios: If a street section prescribes a 5-foot sidewalk, but a 4-foot sidewalk already exists, the existing sidewalk will satisfy the sidewalk requirement. However, if the street section requires a 5-foot planting strip between the curb and the sidewalk, and the 4-foot sidewalk is directly adjacent to the curb, this would not satisfy the intent of the street section and would need to be reconstructed per the prescribed standards.*

2. **Scope of Improvements:** Street frontage improvements shall be installed along the entire frontage of the property, to the centerline of the street, ~~or,~~ if a multi-lane street, the affected lane, at the sole cost of the applicant as directed by the ~~Codes~~ Administrator. The ~~Codes~~ Administrator may permit modification of street improvement standards where the required street improvements are not, in the opinion of the ~~Codes~~ Administrator, roughly proportionate to the impact, type, scale and cost of the proposed development action.

a. Street frontage improvements may include the following: curb, gutter, sidewalk, storm drainage, street lighting, traffic signal equipment, utility installation, ~~or~~ extension, or relocation, landscaping strip, street trees and landscaping, irrigation, street widening, pavement overlay or reconstruction, and channelization.

b. In addition to required frontage improvements, the applicant shall provide ramps from the new sidewalk or walkway to the existing shoulder, across streets and pavement and channelization tapering back to the existing pavement and channelization as required to address safety concerns.

D. **Dedication of Right-of-Way:**

1. Dedication of Right-of-Way. In the case of a street section adopted as part of an Official Map, where the width of the existing right-of-way is insufficient to install the prescribed street section, the fronting property owner shall be required to reserve the appropriate amount of right-of-way (as measured from the centerline of the existing street). The future right-of-way shall conform to all of the street network requirements of Section 7.2.2. Where a new right-of-way that is not

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shown in the ~~street~~ Street regulating-Regulating planPlan, is required as part of a new development, it shall be designed with appropriate elements based on its proposed location and zoning district. (See Appendix C).

- a. In the case of a street section that is not part of an Official Map, where the width of the existing right-of-way is insufficient to install the prescribed street section, the property owner shall reserve the appropriate amount of right-of-way to complete the desired street section. If the owner dedicates and installs the complete right-of-way, the cost of the improvements may be ~~compensated-borne by the City-~~ (see Section 7.2.1 E).
 - b. Where ~~an area is designated as a~~ future right-of-way ~~is-and~~ identified on an Official Map, ~~and thus represented on the Official Street Network Plan—these are indicated as "New Adopted Streets"—~~, new development shall reserve this area for the new street in the future. If access is needed to the site in that location, the street shall be constructed in the general location shown.
 - c. Exceptions and Alternatives: ~~i—Where~~ the available right~~s~~-of-way ~~—due to existing structures and topographic conditions limited to wetlands, specimen and landmark trees,—~~ do not functionally permit the full section to be constructed ~~due to existing structures or topographic conditions limited to wetlands, specimen and landmark trees~~, the Administrator may adjust the ~~required-requirements for the~~ street section.
- E. **Compensation:** When a project is required to make off-site improvements within the existing right-of-way, dedicate and/or improve a street with insufficient right-of-way, or install a new street (be it public or private) per the requirements in Section 7.2.1.C., above, compensation of the developer for the costs associated with such improvements may be available at the City's discretion. To the extent that the City has the authority and the ability to do so, the Traffic Impact fee for the project shall be reduced by the assessed value of the dedicated land and/or construction cost of the right-of-way improvement. This may be done either as a direct reduction, rebate, or reimbursement of fees. ~~(Ord. No. O-14-23, 9-26-2023)~~

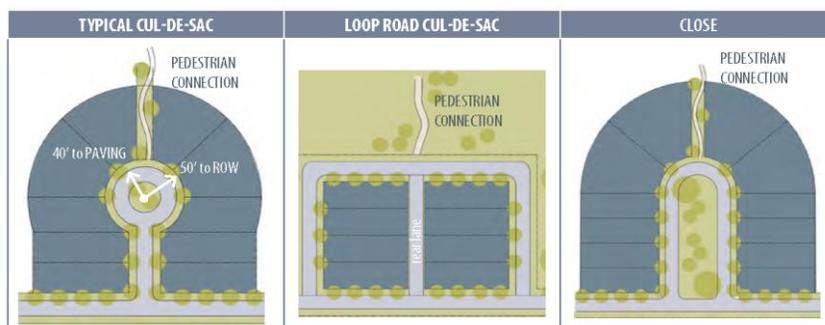
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7.2.2 STREET NETWORK REQUIREMENTS

- A. **Continuation of Adjoining Street System:** The proposed street layout shall be coordinated with the street system of the surrounding area to form an interconnected street pattern, formalized by a platted public access easement. ~~Adequate-The adequacy of~~ street connectivity shall be assessed by the Technical Review Committee ("TRC") based on the ability of the proposed alignments to:
 1. Permit multiple routes between origin and destination points;
 2. Diffuse traffic; and
 3. Shorten walking distances.
- B. **Block Sizes:** Blocks shall be compact so that they are comfortably walkable and appropriate for their context.
 1. In T3-S zones, block sizes are flexible, but the perimeter shall not exceed 2,640 linear feet (½ mile). An average block perimeter of less than 2,000 feet is preferred.
 2. In T3-N zones, block sizes are flexible, but the perimeter shall not exceed 1,700 linear feet. ~~(½ mile)~~. An average block perimeter of less than 1,500 feet is preferred.

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3. In T4, T5 and RMX zones, blocks shall be no more than 400 feet on any side. An average block length of 250 ~~—~~ to 300 feet is preferred. The block perimeter shall not exceed 1,320 linear feet (¼-mile).
 4. Exceptions may be made for natural elements such as wetlands, trees, topography, and cultural resources, to be incorporated into the site design.
- C. **Street Stubs:** New developments shall connect to any existing street stubs from adjacent properties and stub to all adjacent properties.
1. **Exemptions:** Street stubs shall not be required where the Planning Commission finds the conditions listed below would prevent connections:
 - a. Topographical conditions: ~~pre-development slopes of 18% or greater.~~
 - b. Environmental conditions: ~~marshes, floodplains, specimen and landmark trees, etc.~~
 - c. Property shape that would not allow for street stubs.
 - d. Property accessibility: ~~existing platted subdivision with no stubs.~~
 - e. Incompatible adjacent land uses.
 2. **Location:** Where multiple connection opportunities exist, street stub connections shall be prioritized in the site design as follows:
 - a. Adjacent parcels 20 acres or greater in size.
 - b. Adjacent parcels that abut or are traversed by existing or proposed streets.
 - c. ~~Where:~~ The Street Network Diagram recommends a street connection (indicated as a proposed street).
 3. **Design:**
 - a. Stub streets and streets intended for extension during future phases shall be constructed to extend to the property line for constructability to adjoining property.
 - b. Stub streets shall not exceed 150 feet in length without a paved turnaround (permanent or temporary).
 - c. **Disclosure:** The Final Subdivision Plat shall be recorded depicting that future connection is required at any stub streets and streets intended for extension during future phases. A clearly visible street sign shall be erected at the end of the stub street stating that the street is planned to connect to a future street.

- D. **Cul-de-sacs and Dead-end Streets:** Dead-end streets and cul-de-sacs are prohibited, except ~~for only~~ ~~the~~ in T-3 and LI zoning districts, where cul-de-sacs or other turn-arounds may be approved by the Planning Commission. Compliance with the following standards must be met in all circumstances:



1. Permanent dead-end streets shall be no longer than 300 feet and shall be provided with a turn-around such as a cul-de-sac or close.
 2. Temporary dead-end streets shall be provided with a temporary turnaround area which shall be designed considering traffic usage, maintenance, and removal.
 3. Alternative design solutions, such as a close (first preference), or a loop road cul-de-sac (second preference) are preferable to a typical cul-de-sac.
 4. Cul-de-sacs shall have a minimum right-of-way radius of 50 feet and minimum paved radius of 40 feet. When ample radii space exists, cul-de-sacs shall contain a central planted median.
 5. Whenever cul-de-sac roads are created, at least one pedestrian access easement shall be provided, to the extent practicable, between each cul-de-sac head or road turnaround and the sidewalk system of the closest adjacent road or pedestrian pathway. The access easement shall be direct with a minimum width of 12 feet.
- E. **Gated Streets:** New gated streets are prohibited with the following exceptions:-
1. ~~Exceptions: They may be permitted, a~~At the discretion of the Planning Commission, in T3-S zoning districts where connection to the existing street grid is not practicable due to topography or existing surrounding conditions.
 2. ~~They may be permitted by~~At the discretion of the Planning Commission when the access proposed to be gated is an alley or rear lane and is not the primary building frontage.
- F. **Street Naming and Renaming:** New street names and street renaming are subject to the requirements of S.C. Code § 6-29-1200. Proposed Street names and number systems ~~will~~ shall be reviewed by and subject to the approval of the ~~administrator~~ Administrator and the Beaufort County Emergency Management Department. No duplicate/similar names are allowed, as determined by these agencies.
- G. **Reserved Strips Prohibited:** Reserved strips at the terminus of a new street shall be prohibited.

7.2.3 LOT ACCESS STANDARDS

- A. **Applicability:** Any development that requires ~~an one or more~~ access points ~~(rear alley/lane or driveway)~~ for purposes of ingress and/or egress shall be subject to the provisions of this section. All new ~~accesses-access points~~ must be approved by the appropriate permitting authority. Access points may not be installed on undeveloped property less than 2 acres.
- B. **Maximum Number:** For single-family and two- and three-family dwellings, only one driveway shall be permitted per lot. In T3-S, circular driveways may be permitted on lots greater than 100 feet in width, where no sidewalk exists. Driveways may only be installed when rear access is not possible or required. For double frontage lots, one curb cut per street may be permitted. For all other building types, the maximum number of driveways allowed for any property is outlined in the table below.

FRONTAGE WIDTH	MAXIMUM PERMITTED DRIVEWAYS-ACCESS POINTS (CURB CUTS) PER STREET FRONTAGE
up to Less than 150 feet	1
150 feet or more	2 - Additional driveways-access points (in excess of 2) shall be permitted only after the applicant successfully demonstrates the necessity for such additional driveways-access points , as determined by the appropriate Design-design Review-review Bodybody . Along arterial roads and thoroughfares, such additional driveways-access points shall be "right-in, right-out" driveways only.

C. **Location and Spacing:**

- 1. **Street Intersection:** No curb ~~cut~~ or other access point shall be located closer than:
 - a. 20 feet from the intersecting point of the 2 street right-of-way property lines involved (or such lines extended in case of a rounded corner);
 - b. 25 feet from the intersection of the 2 curb lines involved (or such lines extended in case of a rounded corner), whichever is the least restrictive.
- 2. **Spacing:** All access points shall have a minimum separation from certain features as follows:

FEATURE	MINIMUM SEPARATION ¹	
Adjacent Property Line (does not apply to shared or joint-use driveways)	0 ft	
Another Curb Cut (driveway or street intersection) on all roads except Major Thoroughfares	25 ft	
Another Curb Cut (driveway or street intersection) on Major Thoroughfares — defined as (streets with the Street Section designation of Major Thoroughfare, or the Robert Smalls Parkway, Sea Island Parkway/Lady's Island Drive, or Boundary Street Specific Street Section) — Another Curb Cut (driveway or street intersection)	Depends-Dependent on Posted-posted Speed-speed Limit as follows:	
	Speed Limit	Separation
	< 35 mph	100 ft
	35 mph	200 ft
	40 mph	250 ft
	45 mph²	300 ft
45 mph²	300 ft	
55+ mph²	500 ft	
< 35 mph	100 ft	

35-mph	200-ft
40-mph	250-ft
45-mph ²	300-ft
50-mph ²	400-ft
55+ mph ²	500-ft

¹ Minimum separation is measured from centerline

² On Robert Smalls Parkway (Hwy 170) west of Parris Island Gateway, a minimum of 500 ft. separation distance is required

3. **Corner Lots:** Access points on corner lots shall be from the side (or secondary) street, unless a shared curb cut on the main thoroughfare is existing or proposed.
4. **Access to Lots from Major Thoroughfares:** Driveways serving individual residential lots shall not have direct access onto streets identified as Major Thoroughfares — as identified on the second row of the chart in Section 7.2.3 C.2. — unless no alternative means of access, such as alleys or parallel access roads, exists, and it is unreasonable or impractical to require an alternative means of access.
5. **Shared Access:** See Section 5.7.7 C.
6. **Rear Access Required/No Front Access:** For lots developed in the transect zones of T-3N, T-4, and T-5 UC, all new access points shall be from a rear alley and/or road, except for lots within the historic district. Exemptions to allow front loaded access points where connection to the existing street grid is not practicable due to topography or existing surrounding conditions shall be at the discretion of the Planning Commission with approval of major subdivisions, and the Codes Administrator for individual lots.

D. **Size:**

1. **Alleys:** Alley pavement width may be a maximum of 24 feet wide for two-way traffic and 16 feet wide for one-way traffic. For more design standards, see Appendix C.
2. **Driveways:**
 - a. Driveways for single-family and 2- and 3-family uses may not exceed 12 feet wide, except in T3-S district, where they may be a maximum of 20 feet wide.
 - b. **Tandem Parking:** Tandem parking is allowed in all zones for all residential uses if:
 - i. Both tandem parking spaces satisfy the parking requirement of one residential unit; and
 - ii. Neither of the tandem parking spaces shall be for required accessible parking spaces.
 - c. Driveways to other uses and parking areas shall not exceed 24 feet in width for 2-way drives or 12 feet in width for one-way drives, except those with turn lanes required by the ~~city~~ City or SCDOT.

E. **Access to Lots from Alleys/Rear Lanes:**

1. **Specific to T3-N, T4, and T5 districts:** Alleys/rear lanes shall be provided along the rear property lines of lots as follows:

- a. In new subdivisions greater than 1 acre, alleys shall be provided for newly created lots that meet any of the following criteria:
 - i. The lots are part of a ~~block~~Block face~~Face~~ with an average lot width of 60 feet or less at the building setback line (excluding lots on cul-de-sacs).
 - ii. The lots are arranged around a Common Open Space.
 - iii. The lots front a collector or arterial road, regardless of the average lot width.
 - iv. The lots are intended for multi-family dwellings and/or mixed-use buildings.
- b. ~~In-For infill~~Infill situations~~developments~~, the same standards apply as specified ~~above~~in the immediately preceding subsection, but only for developments that include 4 or more contiguous lots, where one lot is a corner lot. In the Historic District, the standards apply only to the Beaufort Conservation District; the requirement may be waived at the discretion of the Historic Review Board.

F. Specific to Commercial Developments and Subdivisions:

- 1. **Out-parcels:** Out-parcels for shopping, office, or industrial centers shall be limited to internal access to the center, unless otherwise approved as part of a master development plan. All driveways shall be paved from the road to the property line.
- 2. **Abandoned Driveways:** Abandoned driveways (i.e., curb cuts that are no longer used for vehicular access and are physically blocked by structures) shall be closed, and the area shall be restored to the typical cross section of the right-of-way.

7.2.4 STREET DESIGN STANDARDS

- A. **Street Section Design:** The elements and widths of all proposed streets shall be in conformity with the appropriate street section designated in the Street ~~Regulating-Infrastructure~~Plans (Section 7.2.1 and Appendix C).
- B. **Traffic Control and Signs:** The type and location of traffic control devices used on City streets must be approved by ~~City Staff~~the Administrator or the Administrator's designee, and traffic control on private ~~Streets~~streets shall be included and approved as part of the major subdivision or site plan. Traffic signals should be used where warranted, but ~~alternate~~alternative means of traffic control such as roundabouts should be considered first. When it can be shown that a particular zoning action, master plan, or development plan impacts the street system to a point that a traffic signal is warranted according to the latest version of the United States Department of Transportation's Manual on Uniform Traffic Control Devices ("MUTCD") and approved by the Administrator or the Administrator's designee, City Staff, the developer shall be responsible for all or a portion of the signal installation.
- C. **Sidewalks/Multi-use Paths:** Where required ~~per the Street Section in~~by the provisions of Appendix C, all sidewalks or multi-use paths must be constructed concurrently with the street, or, if the street is already constructed, prior to acceptance of any improvements. Exceptions to ~~the~~ requirement to install a sidewalk may be granted by the Planning Commission if:
 - 1. Alternative pedestrian paths/bikeways have been or will be provided outside of the normal right-of-way.
 - 2. There are unusual topographic, vegetative, or other natural conditions ~~to the extent that would render~~ strict adherence to ~~said the~~ requirements of this section would be unreasonable and not consistent with the purposes and goals of this Code.

- D. **Utility Easements:** Utility easements which require a width of 8 feet or ~~larger~~ more shall be located in rear alleys or ~~along the side or adjacent to~~ rear lot lines. Special permission to install utility easements in other locations may be requested by the utility companies and is subject to approval by the appropriate ~~Design design Review review Bodybody~~.
- E. **Special Consideration ~~to-for~~ Protected Resources and other Natural Features:** Street layout and design shall give additional consideration to preserving protected resources and enabling natural areas to be protected or minimally disturbed. Where streets are built in areas that have protected resources or natural features, all utilities shall be placed within the street right-of-way and under the street ~~in order to~~ to avoid additional destruction of the natural features.

7.2.5 STREET TREE PLANTING REQUIREMENTS

- A. **Planting Areas:** Planting strips and tree wells shall be established in accordance with the width and plantings designated in the appropriate Street Section of the Street ~~Regulating-Infrastructure Plans~~ (7.2.1 and Appendix C).
- B. **Location and Number:** Street trees shall be planted in the location and per the spacing specified for the corresponding street classification in Appendix C. However, in specific cases, where due to the location of utilities or other site constraints ~~exist~~, the Planning Commission may allow street trees to be planted on private property adjacent to the right-of-way.
- C. **Tree Species:** ~~Overstory-The species of overstory~~ and understory trees ~~as prescribed in this section reference listed in~~ Appendix A.2 may be used for street tree planting (~~Recommended Trees and Shrubs~~).
- D. **Minimum Tree Size:** At the time of planting, young trees should be 2.5 inch caliper, with the lower side of the crown a minimum of 6 feet above grade ~~to avoid hazards to pedestrians~~.

7.3: STREET ENGINEERING STANDARDS

7.3.1 STREET DESIGN, CERTIFICATION, AND CONSTRUCTION SPECIFICATIONS

- A. **Design Drawings and Certification:** Professional engineers, registered in the ~~state~~ State of South Carolina, shall prepare plans, profiles, cross sections, and specifications for all subdivision roads and streets. The engineers shall certify ~~that the~~ roads/streets are built to comply with the approved plans and specifications. Cross sections shall be developed every 100 feet at intersections and break points in grade. Cross sections shall show the complete rights-of-way including travel lanes, shoulders, ditches, curb and gutter, and sidewalks and utility locations, as applicable.
- B. **Construction Specifications for Paved Streets:** Street construction specifications for paved streets shall ~~be in compliance~~ comply with the South Carolina Department of Transportation Standards.

7.3.2 TRAFFIC IMPACT ANALYSIS

- A. **Applicability:** A ~~"Traffic Impact Analysis"~~ ("TIA") shall be required for any development that is shown ~~to generate more than 50 trips during the peak hour on the adjacent street(s)~~— in the most recent Institute of Transportation Engineers ("ITE") Trip Generation Manual or any alternative, approved at the discretion of the Planning Commission or the TRC, or by the engineering department ~~—to generate more than 50 trips during the peak hour on the adjacent street(s)~~.

1. A second phase, second subdivision, or addition that generates traffic beyond this threshold, when taken as a whole, shall also require a TIA, even though that development ~~does may~~ not qualify on its own.
 2. A use shall not be changed without conducting a new TIA if the new use would generate traffic beyond the 50 trips during peak hour threshold referenced above. The Planning Commission may waive this requirement.
 3. **Exception:** Development ~~—except for Educational Facilities with greater than 100 students—~~ on lots included in the Boundary Street Master Plan, adopted on August 28, 2006, and lots in the area bounded by Calhoun Street, Carteret Street, Bay Street, and Ribaut Road, and lots zoned Limited Industrial (LI), shall not be subject to the requirements of this section. This exception does not apply to Educational Facilities with greater than 100 students.
- B. Traffic Access Management Analysis:** As part of the TIA process, the proposed development shall have an "access analysis" undertaken by the administrator to ensure that sufficient access to all proposed developments and subdivisions is achieved.
1. The standards in the South Carolina Department of Transportation's "Access and Roadside Management Standards Manual" (~~a.k.a.~~ "ARMS Manual") shall serve as a guide for this analysis, which shall include identification of the following:
 - a. Access improvements, such as deceleration lanes, that the applicant must install at ~~his or her the applicant's own expense, such as deceleration lanes;~~
 - b. The location of any curb cuts based on, but not limited to, sight distances, existing roadway infrastructure, opposing driveways locations, and shared access;
 - c. Requirements for adequate driveway design, including, but not limited to, turning radius and stacking distance.
 2. The access requirements approved by the Planning Commission or the TRC shall be incorporated on development or subdivision plans prior to their approval.
 3. If an applicant is required to provide site-related traffic improvements, the cost of implementing such improvements shall be borne by the applicant, and no such costs shall be eligible for a credit or offset from any transportation impact fees unless specifically permitted by the Development Fee Procedures ~~—as stated in the~~ Beaufort County Code of Ordinances, Chapter 82, Article ~~VI~~ or most recent version.
- C. Traffic Impact Analysis Plan Preparation:**
1. The TIA shall be conducted by an engineer registered in South Carolina who is experienced in the conduct of traffic analysis.
 2. Prior to beginning the TIA, the applicant shall supply the ~~city~~ City with the following:
 - a. A written narrative describing the proposed land use(s), size, and projected opening date of the project and all subsequent phases.
 - b. A site location map showing surrounding development within a one-half mile radius of the property under development consideration.
 - c. A proposed site plan or preliminary subdivision plat illustrating access to public or private roads and connectivity to other contiguous developments.

3. Prior to beginning the TIA, the applicant shall receive, in writing, the parameters to be followed in the study, including the directional split of driveway traffic, trip distribution, background traffic growth rate, previously approved but not completed projects, and the intersections to be analyzed, along with any associated turning movement counts that are available or discussed and approved by the TRC.
4. To review the TIA, the Planning Commission and TRC will require current trip generation information, available information on land use, travel patterns, and traffic conditions, and shall consult with the SCDOT.

D. **Plan Contents:**

Background information	Requirement
List of all nonexistent transportation improvements assumed in the analysis	Required
Map of site location, description of the parcel, general terrain features, and location within the jurisdiction and region.	Required
Description of geographic scope/ limits of study area.	Within half mile/2,640 feet of site and any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed. At the discretion of the TRC or Planning Commission, a larger study area may be required.
Plan at an engineering scale of the existing and proposed site uses.	Required
Description and map or diagram of nearby uses, including parcel zoning.	Required
Description and map or diagram of existing roadways.	Required
Description and map or diagram of programmed improvements to roadways, intersections, and other transportation facilities within the study area.	Required
Analysis of Existing Conditions	

Collected daily and peak hour of the generator traffic volumes, tabulated and presented on diagrams with counts provided in an appendix.	Required
Analyses for intersections and roadways identified by SCDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.	Required
When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments, tabulated and presented on diagrams, if facilities or routes exist.	Within half mile/2,640 feet of site and any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed – At the discretion of the TRC or Planning Commission, a larger study area may be required.
Incorporation of all Traffic Impact Analysis studies and Trip Generation from approved developments or vested unbuilt developments within mile radius at time of proposal.	Required (submitted for any jurisdiction, including the Town of Port Royal, and County of Beaufort)
Speed Study	If requested by City
Crash history near site	If requested by City
Sight distance	If requested by City
Analysis of Future Conditions without Development	
Description of and justification for the method and assumptions used to forecast future traffic volumes.	Required
Analyses for intersections and roadways as identified by SCDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.	Required
When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments tabulated and presented on diagrams, if facilities or routes exist or are planned.	Within half mile/2,640 feet of site and any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed. At the discretion of the TRC or Planning Commission, a larger study area may be required.

Trip Generation	
Site trip generation, with tabulated data, broken out by analysis year for multi- phase developments, and including justification for deviations from ITE rates, if appropriate.	Required
Description and justification of internal capture reductions for mixed use developments and pass-by trip reductions, if appropriate, including table of calculations used.	Required

1. **Phased Developments:** All phases of a development are subject to review, and all traffic plans for the entire development shall be integrated with the overall traffic analysis. A TIA for a specific phase of development shall be applicable to the phase of development under immediate review. However, each phase of development shall expand and provide detailed analysis at the development plan stage beyond the estimates provided for at the concept plan or master plan stage.
2. **Infrastructure Analysis:** The adequacy of the roads that the development will be accessed from shall be assessed in the TIA. Recommendations for improvements [to these roads](#) shall be made. The relative share of the capacity created shall be broken down as follows: development share, other developments' share, any existing overcapacity, and capacity available for future growth.
3. **Required Elements of the TIA:**
 - a. A site plan or subdivision plat identifying [accesses points](#) to and from existing or proposed streets and intersections, along with all opposing intersections across adjacent streets.
 - b. Description of the proposed development, including the type and intensity of proposed land use(s) including, but not limited to: the number of residential units by type, the number of existing and proposed lots, the type of proposed nonresidential development and the amount of such development measured by gross floor area or other appropriate unit of measurement, the general size and type of accessory development or facilities, and, for nonresidential development, adequate information to identify the appropriate land use category for trip generation.
 - c. Projected vehicular trips to and from the completed development during a.m. and p.m. peak hour — trip rates shall be taken from ITE Manual or alternatively, an applicant may elect to perform, at his own expense, a "trip generation study" which may be submitted as part of the [traffic impact analysis TIA](#) plan. ~~Such-The~~ trip generation study shall be subject to the review and verification of the TRC and engineer. For proposed uses not specifically listed in the ITE Manual, and for which a trip generation study has not been performed, the designated engineer(s) shall determine the most appropriate trip generation rate. The TRC shall make the determination of the appropriate trip generation rate, from whatever the source. The percentage of pass-by trips, if used in the plan, shall be included, as well as the source of this information.
 - d. A written narrative setting forth the assumptions upon which any projection was made in developing the [traffic impact analysis TIA](#) plan shall be included in the analysis. If the assumptions are derived from the ITE Manual, the materials shall be referenced and

properly cited. If the assumptions are not from the ITE Manual, appropriate excerpts from other reliable transportation planning resources shall be included in the study, and reasons underlying the assumptions shall be stated in the narrative.

- e. The TIA shall review access to the site. The adequacy of the entrance design shall be evaluated, and recommendations made on acceleration and deceleration lanes, left-turn lanes, or signalizations shall be part of the TIA. Educational facilities shall include pick-up and drop-off plans and analysis of the impact on the surrounding streets and intersections.
- f. The TIA shall review the number and types of curb cuts that are permitted. In particular, the TIA shall assess the connection of the property to adjoining properties. Where the use, scale of development, or size of adjoining properties is such that trips would be anticipated between the proposed use and the other properties, the TIA shall make recommendation on interconnections. The TIA shall recommend interconnections to provide a smooth flow of traffic between uses along arterials and collector roads to ensure that as much traffic as possible uses secondary roads, rather than major roads, for short trips.
- g. The TIA shall be based on intersection analysis procedures for signalized intersections as identified in the most current edition ~~of the transportation-Transportation research Research board's-Board's highway Highway capacity-Capacity manual!Manual~~, and/or the last update that ~~analyses-analyzes~~ and emulates these procedures by means of computer software, if available. The results of any required analysis/computer analysis shall, at a minimum, indicate compliance or variance from the Traffic Service Level Goals (Section 7.3.3-2.M.).
- h. The intersections that must be analyzed in the study are identified as:
 - i. Any intersection that serves as a development's point of access. This will include intersections of public and/or private roads with major arterials, and driveways offering direct access.
 - ii. The first major intersection as identified by the city engineer on both side of the development's point of access.
 - iii. Other intersections on major arterials if development generates more than 50 a.m. or p.m. peak hour trips to that intersection, or if the intersection's level of service or demand is significantly impacted by site related traffic.
 - iv. Unsignalized intersections and access drives — these shall be considered if development impacts are anticipated. The plan must include the results of an analysis of the operating conditions of critical intersections and/or all intersections identified in the concept plan. The analysis shall reflect the projected condition of these intersections and movements, based on the scheduled opening date of the development. Other phases of the development, if they can be reasonably determined, shall be considered as well.

E. **Mitigation Plan Required:** If the initial analysis indicates that the city's adopted Traffic Service Level Goals (Section 7.3.2.M.) will not be met, a mitigation plan must be prepared, based on additional analysis. The mitigation plan must show how the city's Traffic Service Level Goals are addressed as mitigated. Applicants will be responsible for mitigating the traffic impacts at any intersection affected by a proposed development.

1. If a traffic signal is recommended, the TIA shall provide information that:

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- a. Clearly indicates the need for a traffic signal.
 - b. Assesses the ability of other existing, planned, or proposed public roads to accommodate the new traffic at a location other than the main highway in the vicinity of the proposed development.
 - c. Describes in detail how a specific development will affect the study area transportation system.
 - d. Provides documentation of appropriate South Carolina Manual of Uniform Traffic Control Devices signal warrant satisfaction.
 - e. Gives design geometry of the private road that is consistent with that of public road intersections, including curbs, appropriate lane widths, pavement markings, and vertical alignment. Other roadway factors to be considered include, but are not limited to, speed, type of highway, grades, sight distance, existing level of service, conflicting accesses, and the effect of future traffic signal systems.
 - f. Provides an approach-throat length for the road to ensure the movement of vehicles entering the site will not be impeded by conditions within the development and ensure that all signal-spacing requirements are adequately met.
2. The desirable spacing of signalized intersections on principal arterials is the SCDOT, county, or city-City standards. The TRC may recommend to SCDOT the installation of a traffic signal at locations where, using SCDOT standards, spacing is inappropriate due to topography, existing or proposed road layout, documented accident history, unique physical constraints, existing or proposed land use patterns, or requirements to achieve specific objectives for highway segment designations, as shown in any locally adopted land use or transportation plan, approved city-City or county transportation plan, or approved transportation policy.
 3. Signal spacing concerns may be ameliorated in the following ways:
 - a. A proposed private road that may otherwise be considered for the installation of a traffic signal may be replaced by an on-site route or a frontage road that directs traffic to or from a nearby public road.
 - b. A private road that is being considered for traffic signal installation may be required to connect to the existing or planned local road system to allow uses of surrounding properties.
 - c. An existing or proposed intersection may be relocated.
 - d. A shared private road may be required to serve the needs of the multiple properties.
 4. A traffic signal progression analysis is required if the proposed location is closer than the SCDOT standards, given the presence of existing signals or the possible existence of identified future signals proposed as part of a highway signal system. A traffic signal progression analysis for all new, revised, or planned traffic signal systems on state highways shall be performed using methods, models, computer software, data sources, roadway segment length, and assumptions approved by the TRC. The roadway segment, analyzed to the extent possible, shall include all traffic signals in the existing or future traffic signal system. The progression analysis shall:
 - a. Demonstrate acceptable existing and future traffic signal systems operation that may include the morning peak, evening peak, midday period, and other appropriate time period during any day of the week, adjusted for peak season, for cycle lengths and travel speeds approved by the TRC.

- b. Provide for a progressed traffic band speed no more than 5 mph (8 km/h) below the existing posted speed for both directions of travel during the off-peak periods, nor more than 10 mph (16 km/h) below the existing posted speed during peak periods. Approval by the TRC is required where speeds deviate more than the above.
 - c. Demonstrate that sufficient vehicle storage is available at all locations within the traffic signal system without encroaching on the functional boundaries of adjacent lanes and signalized intersections. The functional boundary of an intersection shall be determined in discussion with the TRC, based on existing or projected conditions.
 - d. Provide a common cycle length with adequate pedestrian crossing times at all signalized intersections.
 - e. Provide a progression bandwidth as large as that required, or as presently exists, for through traffic on the federal or state highway at the most critical intersection within the roadway segment. The most critical intersection is the intersection carrying the highest through volume per lane.
5. The traffic signal progression analysis shall be supplemented by a traffic engineering report that also considers highway capacity and safety of the roadway segment under consideration. Traffic volumes, intersection geometry, and lane balance, considered at all locations, shall be appropriate for the present and identified future conditions, which are usually considered to include the year of completion, and 5 years into the future.
- F. **Summary:** A clear and concise summary of recommended improvements that can serve as an executive summary is required.
- G. **TIA Review:** The TRC shall review all TIAs as part of the applicable Design Review phase—. Final TIAs shall be approved prior to the applicant submitting a Project Permit application (Section 9.5).
- H. **Application:** A TIA shall be submitted to the TRC. Coordination with other entities in the county government or South Carolina Department of Transportation (SCDOT) shall be the responsibility of the ~~city~~City.
- I. **Completeness:** The Planning Commission and/or TRC shall determine whether a TIA is complete. Thorough and complete TIAs are the responsibility of the applicant. Failure by the applicant to provide a complete TIA may result in review delays for ~~their~~its plat or plan.
- J. **Action on TIA:** The TRC must first approve the TIA in regard to completeness and accuracy. Following review of the required impact analysis plan, TRC shall recommend to the Planning Commission action as follows:
- 1. Approval of the TIA as submitted;
 - 2. Approval of the TIA with conditions or modifications as part of the development review and approval process. An acceptable TIA with traffic mitigation measures may include the reduction of the density or intensity of the proposed development, phasing of the proposed development to coincide with state and/or county-programmed transportation improvements, applicant-provided transportation improvements, fees in lieu of construction, or any other reasonable measures to ensure that the adopted traffic service-level goals are met. If mitigation is required, it shall be required as a condition of any approval from the city.
- K. **Timing of Implementation:** If a traffic mitigation program is part of an approved TIA, the developer may be required to place a performance bond on all traffic mitigation improvements required as a

result of ~~his~~the project. This requirement may arise if the timing of the improvements needs to be synchronized with other scheduled improvements anticipated for the area.

- L. **Responsibility for Costs of Improvements:** The costs of implementation of an approved mitigation program shall be the responsibility of the applicant. No certificates of zoning compliance or building permits shall be issued unless provisions of the TIA are met.
- M. **Traffic Service Level Goals:** The average stop time delay in seconds per vehicle for each intersection determined to be critical to the TIA for the proposed development shall be compared to the ~~city's~~City's traffic service level goal of "D" for the average delay for all vehicles at any signalized intersection during the a.m. and p.m. peak hours.

7.4: COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE

7.4.1 PURPOSE AND INTENT

- A. **Intent:** Community Green Space and Community Open Space ~~is~~are intended for the use and enjoyment of a development's residents, employees, or users. These spaces serve to preserve natural areas, ensure access to open areas and recreation, reduce the heat island effect, enhance stormwater quality, and provide community health benefits. Community Green Space and Community Open Spaces are not, by definition, required to be deeded or to be granted via easement to any public entity or municipality. See Section 7.4.5 for ownership information.
- B. **Purpose:** The purpose of this section is to provide a set of Community Green Space and Community Open Space types and their associated standards to use within all districts. Community Green Space and Community Open Space types in this section are distinct from those areas that are environmentally sensitive and must be otherwise protected as regulated through ~~Article~~Chapter 8 (Environmental Protection).
- C. **Applicability:** See Section 7.1.2.
- D. **Community Green Space Definition:** an area of grass, trees, parks, trails or multi-use pathways, or other vegetation set apart for recreational or aesthetic purposes within a development. It can be privately or publicly owned.
- E. **Community Open Space Definition:** Open space is land or water that is undeveloped and not used for residential, commercial, industrial, or institutional purposes. It can be privately or publicly owned, and can include areas like forests, farms, parks, and coastal lands.

7.4.2 COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE REQUIREMENT

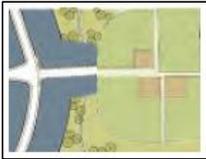
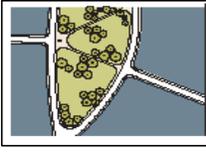
- A. **Minimum Requirements:** Development in all districts shall preserve the minimum amounts of Community Green Space and Open Space as identified below (see following page):

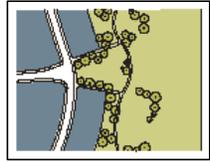
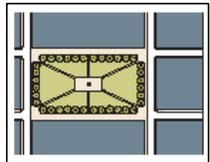
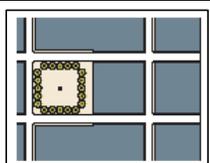
OPEN/CIVIC SPACE REQUIREMENT											
SIZE	T1	T3-S	T3-N	T4-HN	T4-N	T5-DC	T5-UC	RMX	IC	LI	MHP ¹
Less than 3 acres	See footnote (3)										
3 acres—10 acres	50%	20%	15%	exempt	10%	exempt	10%	10%	15%	exempt	
10 acres—15 acres	50%	20%	15%	exempt	10%	exempt	10%	15%	20%	exempt	10%
15 acres—40 acres	50%	20%	15%	n/a	15%	exempt	15%	20%	20%	exempt	10%
Greater than 40 acres	50%	25%	20%	n/a	20%	exempt	20%	25%	25%	exempt	10%
¹ Each Manufactured Home Park shall have a minimum total area of 2,500 square feet set aside for common recreational open space, or at least 100 square feet of space for each mobile home lot, whichever is greater. ² Specific to TND Overlay Projects: The open space requirement may be calculated comprehensively or by specific Transect zones. The requirements of 2.8.3.G-2.eE must be met in addition to the requirements of this table. ³ For properties less than 3 acres, community green space and community open space shall be at the discretion of the approving authority, (i.e., Codes Administrator or Planning Commission).											

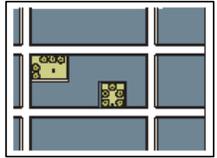
- B. **Areas to be Included in Community Green Space and Community Open Space Calculations:** The features and areas identified in Section 7.4.3 shall be credited towards the open space requirements for the purposes of complying with this ~~article~~Chapter.
- C. **Areas not to be Included in Community Green Space and Community Open Space Calculations:** The following areas shall not be counted toward open space requirements:
1. Private yards which are not subject to an open space or conservation easement.
 2. Public road rights-of-way or private street easements, including sidewalks located within those rights-of-way or easements.
 3. Open parking areas and driveways for dwellings.
 4. Land covered by structures not designated for active recreational uses.
 5. Designated outdoor storage areas.

7.4.3 COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE TYPES

The majority of Community Green Space and Community Open Space shall conform to one of the 8 types in the table below. If 75% or more of the types listed below are utilized for required open space, a 20% increase in number of dwelling units is permitted.

CIVIC/ OPEN SPACE TYPE	DIAGRAM	DESCRIPTION	PERMITTED DISTRICTS	SERVICE AREA/ SIZE	CHARACTER	TYPICAL FACILITIES
Regional Park/Natural Preserve		A natural preserve that is available for unstructured recreation. It may contain small civic buildings and areas of structured activity, but is primarily left natural. These areas may include forests as well as wetlands and regional retention areas if they are treated as amenities (e.g. Port Royal's Cypress Wetlands).	T1	Regional Min: 200 acres* Max: None *Natural preserves with no structured activity have no minimum size.	Frontage: Independent Disposition: Natural, formal or informal	Passive and active recreation, drinking fountains, Community facility < 7,500 gross square feet, paths and trails
Sport Complex		An open space that consolidates heavily programmed athletic fields and associated facilities.	T1, IC, RMX	Regional Min: 25 acres Max: None	Frontage: Independent Disposition: Formal or informal	Passive and active recreation, drinking fountains, community facility < 7,500 gross square feet, paths and trails
Community Park		An open space that is available for unstructured recreation and a limited amount of structured recreation. It may contain a limited amount of athletic fields.	T3, T4, T5, RMX, IC	Multiple Neighborhoods Min: 8 acres Max: None	Frontage: Independent Disposition: Informal	Passive and active recreation, drinking fountains, community facility < 5,000 gross square feet, paths and trails

CIVIC/ OPEN SPACE TYPE	DIAGRAM	DESCRIPTION	PERMITTED DISTRICTS	SERVICE AREA/ SIZE	CHARACTER	TYPICAL FACILITIES
Greenway		A linear open space that may follow natural corridors, a greenway provides unstructured and limited amounts of structured recreation.	T1, T3, T4, T5, RMX, IC	Multiple Neighborhoods Min: 8 acres or 1 mile Max: None	Frontage: Independent or building Disposition: Natural or informal	Passive and active recreation, drinking fountains, community facility < 5,000 gross square feet, paths and trails
Square/Green		An open space that is available for civic purposes, unstructured, and limited amounts of structured recreation. It can be located along waterfronts.	T3, T4, T5, RMX, IC	Neighborhood Min: 0.5 acres Max: 5 acres	Frontage: Building Disposition: Formal	Passive and active (unstructured or structured) recreation, accessory structure, drinking fountains, community facility < 5,000 gross square feet, paths and trails
Plaza		A formal open space available for civic purposes and commercial activities, a plaza is typically hardscaped and can be located along waterfronts.	T4, T5, RMX, IC	Neighborhood Min: 0.5 acres Max: 2.5 acres	Frontage: Building Disposition: Formal	Passive recreation, accessory structure, drinking fountains, paths and trails
Pocket Park/Pocket Plaza		An open space that is available for informal activities in close proximity to neighborhood residences. Pocket plazas are usually paved.	T3, T4, T5, IC, RMX	Neighborhood Min: 4,000 square feet Max: 0.5 acre	Frontage: Building Disposition: Formal or informal	Passive recreation, accessory structure, drinking fountains, paths and trails

CIVIC/ OPEN SPACE TYPE	DIAGRAM	DESCRIPTION	PERMITTED DISTRICTS	SERVICE AREA/ SIZE	CHARACTER	TYPICAL FACILITIES
Playground		An open space designed and equipped for the recreation of children. A playground may be fenced and may include an open shelter. Playgrounds may be included within other civic spaces.	T3, T4, T5, IC, RMX	Neighborhood Min: None Max: None	Frontage: Independent or building Disposition: Formal or informal	Accessory structure, drinking fountains, paths and trails
<p><i>Notes:</i></p> <ol style="list-style-type: none"> <i>The illustration and description of each civic space type is illustrative in nature and not regulatory.</i> <i>The Permitted Districts may be modified per a plan if the project is utilizing the Traditional Neighborhood Development Floating Overlay District (Section 2.8.3).</i> 						

The following provisions apply to the eight (8) Community Green Space and Community Open Space Types listed in the table:

- A. **Playgrounds and Community Gardens:** These may be incorporated into any of the other Community Green Space and Community Open Space types - except Natural Preserve - or may stand alone.
- B. **Waterfront:** When Community Green Space and Community Open Space is required, per Section 7.4.2, developments that contain waterfront access should include some type of common access to at least 25% of the waterfront. This counts towards the Community Green Space and Community Open Space requirement. When open space is required, for every 10% of the waterfront that is allocated for public access, a 5% increase in number of dwelling units shall be permitted, up to a maximum of a 20% increase.
- C. **Illustrative Standards:** The columns titled "Diagram," "Description," and "Typical Facilities" of the table of Community Green Space and Community Open Space Types are illustrative only.
- D. **Regulatory Standards:** The following elements shall be regulatory:
 - 1. **Service Area:** Describes how the space relates to the city as a whole and the area that will be served by the Community Green Space and Community Open Space.
 - 2. **Size:** The permitted size for each Community Green Space and Community Open Space.
 - 3. **Frontage:** The relationship along property lines of a Community Green Space and Community Open Space to adjacent buildings or lots.
 - a. **Building:** Community Green Space and Community Open Spaces that are listed as having a "building" frontage shall have the fronts of buildings, either attached to the park or across a street, facing onto the space for a minimum of 75% of the perimeter.
 - b. **Independent:** Community Green Space and Community Open Spaces that are listed as having an "independent" frontage shall have the fronts of buildings, either attached to the park or across a street, facing onto the space to the maximum extent possible, but may have the side or rear of a building or lot front onto the space. The side or rear of a building or lot fronting onto the Community Green Space and Community Open Space shall be designed with a secondary frontage and entrance along the space.
 - 4. **Disposition:** The character of the design of the Community Green Space and Community Open Space.
 - a. **Natural:** Civic spaces with natural character are designed in a natural manner with no formal arrangement of elements.
 - b. **Formal:** Civic spaces with a formal character have a more rigid layout that follows geometric forms and have trees and other elements arranged in formal patterns.
 - c. **Informal:** Civic spaces with an informal character have a mix of formal and natural characteristics.
 - 5. **Food Production:** Community Gardens and other Community Green Space and Community Open Spaces may be used to grow food. See Section 8.45.3 for specifications and requirements.

7.4.4 DESIGN OF COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACES

- A. **Design Standards for Community Green Space and Community Open Space:** Land used as Community Green Space and Open Space shall meet the following design standards:
 - 1. **Location:**
 - a. Where relevant and appropriate, the land shall be located so as to be readily accessible and usable by residents and users of the development. To the maximum extent practicable, a portion of the open space shall provide focal points for the development.
 - b. Common space set aside for children's play areas and other recreational activities shall be clearly visible from the dwelling units on the site.
 - c. The land shall, to the maximum extent practicable, be located to adjoin, extend, and enlarge any open areas, trails, parks, or other open space resources that exist or are planned within or adjacent to the development.
 - 2. **Provision in Multi-Phase Developments:** In multi-phase developments, open space Manuals may be calculated either by phases, or by collectively looking at the developments as a whole.
- B. **Accessory Structure Standards:** All accessory structures within parks and open spaces — including, but not limited to, restrooms, open-air pavilions, gazebos, picnic shelters, and outdoor theaters — shall not be subject to the physical requirements of the building form or siting standards in [Article Chapter 2 \(Map and Districts\)](#). They shall be designed to be consistent with the character of the district in which they are located. Such consistency may require accessory structures to maintain building setbacks, frontage, massing, disposition, and character similar to adjacent development as determined by the administrator.

7.4.5 OWNERSHIP AND MAINTENANCE OF COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE

- A. Open space areas or other community facilities shall be preserved and maintained in accordance with the approved:
 - 1. Development Design, in accordance with Section 9.8;
 - 2. ZBOA Special Exception, in accordance with Section 9.13; or
 - 3. Subdivision, in accordance with Section 9.9, whichever is appropriate.
- B. Provision must be made by the property owner to ensure preservation and long term maintenance and management of Community Green Space and Community Open Spaces through one of the following mechanisms:
 - 1. Conveyance of the land to a property owners' or homeowners' association that holds the land in common ownership and will be responsible for managing and maintaining it for its intended purposes.
 - 2. Conveyance of the land to a third-party beneficiary, such as a nonprofit environmental or civic organization, that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land for its intended purpose.
 - 3. Dedication of the land to the city or other appropriate public agency that is organized for, capable of, and willing to accept responsibility for managing and maintaining the land for its intended purposes.

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- C. All methods utilizing private ownership shall require deed restrictions, covenants, or other legal instruments that ensure continued use of the land and facilities for their intended uses, and provide for the continued and effective management, operation, and maintenance of the land and facilities.
 - D. Failure to maintain Community Green Space and Community Open Space areas or other community facilities shall be a violation of this Code subject to the remedies and penalties in [Article-Chapter 12](#) (Violations and Enforcement).
 - E. If the owner of a Community Green Space and/or Community Open Space fails to maintain it in reasonable condition, and in accordance with approved plans, and fails to correct deficiencies cited by the ~~city~~City, the ~~city~~City shall have the authority to correct the deficiencies per ~~the City's Code of Ordinances~~ at the owners expense.).

7.5: SUBDIVISION AND SITE PLAN STANDARDS

7.5.1 GENERAL PROVISIONS

The provisions of this Section shall apply to any and all subdivision of land, or site plan within the municipal boundaries of the City, unless expressly and specifically exempted or provided otherwise in this Code. No development shall be undertaken without prior approval or authorization pursuant to the terms of this Code. All development shall comply with the applicable terms, conditions, requirements, standards and procedures established in this Section and the Code. The submittal of an application for approval pursuant to the provisions of these Subdivision Regulations constitutes consent to, and agreement to comply with, all of its applicable provisions.

This Section establishes procedural and substantive rules for obtaining the necessary approval to develop land and construct buildings and structures. Development applications will be reviewed for compliance with the City's Comprehensive Plan, Civic Master Plan, Beaufort Preservation Manual, and this Code.

Scheduling of the review of development applications before Staff, TRC, the Planning Commission or City Council is at the discretion of the City. Any change to a development application by an Applicant after formal submittal of that application to the City constitutes a decision by the Applicant that may result in the City deciding to vacate ~~the a decision reached during or following a Hearing-hearing~~ and/or void the pending application. The City may then reschedule or cancel the review of the development application at its discretion.

Prior to formal submittal of any subdivision application identified in this Section, the Planning Department will typically provide to an applicant an individualized submittal checklist indicating the documents and information needed, quantities of those documents to be submitted, and the referral agencies that will be involved in the review process. The applicants are responsible for being fully familiar with all applicable provisions of these Subdivision Regulations. Upon determination by staff that a submittal constitutes a complete development application, the City will forward the packets to each referral agency.

7.5.2 SUBDIVISION TYPES AND PROCESS OUTLINES

Methods of land subdivision. There are two ways to subdivide land based on the magnitude of scale: Minor Subdivision and Major Subdivision.

A. Minor Subdivisions.

Definition. A Minor Subdivision is a subdivision, or amendment to a subdivision, which has been previously platted, which includes no additional public right-of-way dedication, and includes one or more of the following:

1. The boundaries of five or fewer lots are created from one parent tract or lot, cumulatively and not more than 3 acres~~no further subdivisions shall be allowed from any lot created or the parent tract;~~
2. Any lot line adjustment; and
3. A consolidation of multiple lots into one when a new street or street change is not involved.

B. Major Subdivisions.

Definition. A Major Subdivision is a subdivision which includes one or more of the following:

1. Dedication of public right-of-way, public infrastructure or other public tracts, or a private road; ~~or~~
2. The subdivision consists of six or more lots or tracts; and
3. The creation of lots on property ~~that which have~~ never previously been platted.

7.5.3 SKETCH PLAN

A. ~~Sketch Plan~~ Purpose. The Sketch Plan is a conceptual design of the development submitted with a major subdivision application, that depicts what the applicant envisions for the overall development, including zoning, transportation, pedestrian network, parks, tree canopy, open space, and other amenities. The purpose is to allow the Applicant, the Planning Commission, and the ~~Community~~ community the opportunity to discuss the conceptual subdivision before it goes through the major subdivision platting process.

B. Requirements. A Sketch Plan shall be submitted and provided to staff in advance of any public and/or community meeting for all major subdivisions. Major proposed changes to any approved preliminary plat(s) may require a new Sketch Plan approval if the Code Administrator determines the changes are significantly different from the ~~sketch~~ Sketch plan Plan discussed at the public meeting.

The Sketch Plan shall consist of the following elements:

1. *Road plan:* The applicant shall provide a preliminary traffic plan that addresses the following elements:
 - a. The proposed street network and connectivity to the existing road network, including all proposed access points.
 - b. The location and layout of all arterial and collector roads within the development.
 - c. A current preliminary traffic impact study prepared by a licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.
2. *Open space plan:* The applicant shall provide a preliminary open space plan that depicts compliance with Section 7.4 of this code, with the following elements:
 - a. Proposed open space distribution and location, including percentage of open space.
 - b. Compliance with Section 7.4.2, Community Green Space and Community Open Space Requirement.
 - c. Required buffer areas as per Section 5.5.1.
 - d. Wetland areas and setbacks as determined by SCDES-BCM, if applicable.
 - e. Proposed park locations, acreage, and types of parks as per Section 7.4.

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3. *Pedestrian network:*
 - a. Location of all trails within development, and connection to existing trail network.
 - b. Connectivity of sidewalks to the existing pedestrian system, including any off-site sidewalk improvements. This includes planning for a one-quarter mile pedestrian shed.
 - c. Depiction of any bike lanes or any other multi-modal features.
 4. *Zoning/Design:*
 - a. The location of zoning boundaries shall be provided with the application and depicted on the Sketch Plan.
 - b. The plan should show how the zoning-development is harmonious with the surrounding area, and within the property itself.
 - c. Conceptual building design and massing.
 5. *Overall utility plan:*
 - a. A letter from the appropriate utility, confirming the existing capacity of the surrounding utility system, and the future capacity of the utility system for the proposal. Utility plans for the interior of the development (such as water and sewer service lines) are not required as part of this process.
 - b. Proposed connections to the existing utility system.

C. Sketch Plan application submittal. The applicant shall submit a complete Sketch Plan application package to the City. The application package shall include the following items:

1. Development application form; and fee.
2. Title commitment. The title commitment must be dated no more than 90 days from the date of Sketch Plan application submittal.
3. Title of project.
4. North arrow, scale (not greater than one inch equals 200 feet), and date of preparation.
5. Vicinity map.
6. Legal description.
7. Acreage of property; acreage in each zoning district; acreage in parks; and acreage in open space.
8. USGS topographic contours.
9. Location and approximate acreage of proposed land uses.
10. Existing easements and rights-of-way on or adjacent to the property.
11. Existing streets on or adjacent to the property (show and label street names).
12. Note or table indicating how public dedication requirements will be met.
13. Table providing the following information for each proposed land use area: total acreage; proposed density; and proposed number of dwelling units and/or commercial buildings.
14. Location and acreage of proposed open space and parks as per Section 7.4., trails, regional trail connections, playgrounds, and schools or other public uses.
15. Proposed street system depicting the location and layout of all arterial and collector roads within the development.

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16. A preliminary traffic study prepared by a licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.
 17. Floodplain boundary with a note regarding the source of information (if a floodplain does not exist on the property, this must be stated).
 18. Zoning on adjoining properties.
 19. A letter from the appropriate utility, confirming the existing capacity of the surrounding utility system, and the future capacity of the utility system for the proposal. Utility Plans for the interior of the development (such as water and sewer service lines) are not required as part of this process.
 20. Proposed connections to the existing utility system.
 21. The location of any proposed or required lift stations.
 22. Design rationale — description of how the development is integrated with surrounding area, how it responds to site features/constraints and how it is consistent with this Code.
 23. General description of plan for drainage and storm water management, including any regional drainage solutions.
 24. Description of how the proposed development complies with the City's Comprehensive Plan.
 25. Design: (i) Concept of lot impact study regarding structure location and massing design on typical lots; and (ii) Concept design representations of structures.

D. Application certification of completion. Within 30 days, staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package and re-submit the application to the City.

E. Sketch Plan Process.

1. Planning Commission Meeting. The Planning Commission shall hold a public meeting to review and provide comments on the Sketch Plan.
2. Notice to neighboring property owners. The City shall send advance notice of the Planning Commission meeting by regular mail to neighboring property owners within 500 feet of the property per this Code.

F. Sketch Plan review criteria. The Planning Commission shall use the following criteria in addition to other applicable provisions of this Code to evaluate the applicant's application:

1. The land use mix within the project conforms to Beaufort's Zoning District Map and Comprehensive Plan Preferred Land Use Map and furthers the goals and policies of the Comprehensive Plan.
2. The Sketch Plan represents a functional system of land use and is consistent with the rationale and criteria set forth in this Chapter, the City's Comprehensive Plan, and the Civic Master Plan as amended.
3. The preliminary traffic, open space, park, utility, and pedestrian design is adequate and functional given the existing and planned capacities of each system, and meets the standards found in this Code.
4. The conceptual design and massing proposed is consistent with the requirements of the Development Code.

G. Timeframe related to approval of Sketch Plan. After a period of 12 months has passed without submittal of a Preliminary Plat application, the ~~Codes~~ Administrator may require an applicant to submit a new Sketch Plan application for Planning Commission review.

H. Minor amendments. ~~A~~ Minor amendments to the Sketch Plan may be approved administratively ~~under the following conditions if it:~~

1. Does not change any land use, or location of any land use.
2. Does not change the number of lots or density by more than ten percent.
3. Does not contain significant changes in arterial or collector street alignment and/or access points, or other major public elements such as drainage improvements, utility lines or facilities.
4. Does not change any measurable standard (other than above), such as open space, or park area, by more than ten percent.

7.5.4 PRELIMINARY PLAT

A. Preliminary Plat Purpose. The purpose of the preliminary plat is to provide the City with an overall plat and the associated preliminary engineering for the proposed development.

B. Preliminary Plat Application process.

1. **Pre-application conference.** A pre-application conference ~~/TRC~~ with the City ~~/TRC~~ is required before the applicant may submit a preliminary plat application. Topics to be discussed will include:
 - a. The provisions of this Code and the applicable requirements;
 - b. The application and review process;
 - c. Submittal requirements; and
 - d. Changes or modifications based on direction from the Planning Commission at Sketch Plan approval.
2. **Preliminary Plat Application submittal.** Following review of the Sketch Plan, the applicant may submit the complete preliminary plat application to the City. The preliminary plat application package shall be formatted and packaged per the application submittal checklist provided by the City and include the following items in both printed and electronic formats:
 - a. Development application form;
 - b. Application fee;
 - c. Title commitment. The title commitment must be current and dated no more than 120 days from the date of preliminary plat application submittal; and
 - d. The preliminary plat that shall provide the following information:
 - i. Title of project.
 - ii. North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.
 - iii. Vicinity map.
 - iv. Names and addresses of owners, applicant, engineers, and surveyors.
 - v. Legal description.
 - vi. Total acreage of property.
 - vii. Existing contours at two-foot intervals (based on USGS datum).
 - viii. Name and location of abutting subdivisions or owners of abutting property (if land is not platted).
 - ix. Lots, blocks, and street layout (with cross-sections), dimensions and square footage for each lot. Dimensions and square footages may be rounded to the nearest whole number.
 - x. Consecutive numbering of all lots and blocks.

- xi. Existing and proposed easements (including rights-of-way) on and adjacent to the property.
- xii. Existing and proposed zoning on and adjacent to property.
- xiii. Approximate location and size of existing sewer lines, water lines and fire hydrants. Approximate location of proposed sewer lines, water lines, and fire hydrants with a letter from BJWSA and the Fire Marshall.
- xiv. Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
- xv. Tree Survey ~~and~~ with Existing Tree Canopy Survey.
- xvi. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan).
- xvii. The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
- xviii. General location of existing surface improvements such as buildings, fences, or other structures which will remain on the property as part of the subdivision.
- xix. Location and acreage of proposed parks, trails, playgrounds, schools or other public uses.
- xx. Location, function, ownership and manner of maintenance of any private open space.
- xxi. Land use table including land uses, approximate acreage of each land use type, percentage of each land use type density (net and gross) and how public dedication requirement will be met.
- xxii. Total number of lots.
- xxiii. Number of each type of dwelling unit proposed.
- xxiv. An AutoCad drawing file of the Preliminary Plat in a format specified by the City Engineer or Codes Administrator.
- xxv. Surveyor's certificate.
- xxvi. Traffic impact analysis (if applicable) as per the requirements found in this ~~development c~~Code.

- 3. ~~Preliminary Plat d~~**Drawing standards.** The preliminary plat drawing shall comply with the following standards:
 - a. The preliminary plat shall be prepared by or under the direct supervision of a registered land surveyor, architect and/or engineer, shall be signed and stamped by said surveyor, architect and/or engineer, and shall meet applicable State of South Carolina requirements.
 - b. Except for parcels separated by easements (including public rights-of-way), public tracts, or railroads, parcels not contiguous with each other shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.
 - c. Lengths on the preliminary plat boundary shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes, and seconds.
 - d. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
 - e. Names and signatures of all owners of equitable interest in the property shall be on the preliminary plat and shall be made in black drawing ink.
- 4. ***Explanation of how the plat is consistent with this Code, the Comprehensive Plan, the Civic Master Plan, and the Sketch Plan.***

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5. **Preliminary grading and drainage plan and report.** This plan and report must be certified by a South Carolina registered professional engineer or Land Surveyor and include approximate earthwork quantities (how earthwork on the site is "balanced"), storm drainage concepts such as locations of pipe and other conveyance facilities, locations for on-site detention or downstream structural improvements, and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains both on and adjacent to the site as well as any FEMA applications or approvals that may be required.
 6. **Preliminary water and sewer plan and study.** This plan shall be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision.
 7. **Preliminary landscape and open space plan.** The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show approximate locations of trees, shrubs, groundcovers, turf, buffering, fences, walls and other site amenities that will be included in the plan.
 8. **Traffic study.** A TIA with requirements consistent with Section 7.3.2. This study must be prepared by a professional traffic engineer and identify the projected impacts to the local and regional traffic system. The direct roadway impacts and proposed share in the cost of regional improvements and intersections must be identified for the project.
 9. **Archaeological Impact Assessment.** An applicant may be required to provide the City, ~~as per~~ pursuant to Section 8.4, with a CHS records listing historically or archaeologically significant findings on the property being subdivided at ~~their~~ the applicant's expense.
 10. **General ecological resource survey.** Prepared by a qualified biologist, geologist, ecologist, or similar qualified professional, a survey identifying the potential/absence/habitat of a threatened or endangered species and wetlands or other ecologically sensitive area. Said survey shall make practical recommendations regarding treatment or mitigation of the findings.
 11. **Conceptual Design.** Applicant should provide conceptual design and massing examples, (i.e. typical building elevations, but not required for each individual lot), consistent with the requirements of the ~~Development~~ Code.
- C. Planning Commission Hearing.** The Planning Commission shall hold a public hearing to approve, approve with conditions, or deny the Preliminary Plat.
1. **Notice to neighboring property owners.** The City shall send advance notice of the Planning Commission hearing by regular mail to neighboring property owners within 500 feet of the property per this Code.
 2. **Approval.** The Planning Commission shall review and act on the Preliminary Plat. The Planning Commission shall approve, approve with conditions, or deny the Preliminary Plat based on the review criteria below.
- D. Preliminary Plat Review criteria.** In addition to all provisions of this Code, the Planning Commission shall use the following criteria to evaluate the ~~applicant's request~~ Preliminary Plat:
1. The Preliminary Plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code.

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2. ~~—~~The land use mix within the project conforms to the City’s Development Code and complies with the Comprehensive Plan and Civic Master Plan.
 3. ~~—~~The utility and transportation design are adequate, given existing and planned capacities of those systems.
 4. ~~d~~-Lot layout, including structure, location, and design of each lot.
- E. Phasing.** The ~~preliminary-Preliminary plat~~Plat shall designate the boundaries of phases for which separate ~~final-Final plats-Plats~~ will be presented for approval. Each phase, either alone or in conjunction with previously approved and recorded phases, must meet all of the requirements of this Code.
- F. Early grading.** After approval of a Preliminary Plat, Applicant may proceed with preliminary grading of the project area if a construction plan set for grading and drainage is approved and a memorandum authorizing grading work is issued by the City Engineer or Codes Administrator. Early grading and storage of construction related equipment is at the risk of the Applicant and no ~~presumption of any~~Final Plat approval ~~at by~~ the Planning Commission is expressed or implied by any authorization of early grading.
- G. Timeframe related to approval of Preliminary Plat.** A ~~preliminary-Preliminary plat-Plat approval~~ is in full force and effect for a period of two years from the date of approval. Approval will automatically expire at the end of two years unless an applicant formally requests an 18 month extension from the Planning Commission prior to termination or submits a completed ~~final-Final plat-Plat~~ application for all or a portion of the property.

7.5.5 FINAL PLAT

- A. Final Plat ~~p~~Purpose.** The purpose of the ~~final-Final plat-Plat~~ is to complete the subdivision of land consistent with the technical standards of the City ~~of Beaufort~~.
- B. Final Plat ~~a~~Application process.**
1. **~~Final Plat a~~Application submittal.** The ~~final-Final plat-Plat~~ application shall substantially conform to the ~~preliminary-Preliminary plat-Plat~~ as approved at the public hearing and shall meet all conditions of approval. The applicant shall submit the completed ~~final-Final plat-Plat~~ application package to the City. The ~~final-Final plat-Plat~~ application shall be formatted and packaged per the application submittal checklist provided by the City and include:
 - a. Development application form.
 - b. Application fee.
 - c. Title commitment. An updated title commitment, dated no more than 120 days from the date of ~~final-Final plat-Plat~~ application submittal.
 2. **~~Final Plat~~Standards.** The ~~final-Final plat-Plat~~ drawing shall comply with the following standards:
 - a. All requirements of Section 7.5.4.
 - b. The plat shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and shall meet applicable State of South Carolina requirements.
 - c. Existing and proposed easements (including rights-of-way) in and adjacent to property (labeled and dimensioned).

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- d. Existing and proposed street names for all streets on and adjacent to the property.
 - e. Final Traffic Impact Analysis (if applicable) as per the requirements found in ~~the~~ Development Code.
 - f. If applicable, prior to commencement of construction, a State Highway utility permit from SCDOT.
 - g. If applicable, prior to commencement of construction, a State Highway access permit from SCDOT.
 - h. If applicable, prior to commencement of construction, a construction dewatering permit from DHEC
 - i. If applicable, prior to commencement of construction, a 404 Permit from the Army Corps of Engineers.
 - j. Prior to commencement of construction, acceptable collateral in the amount and form stipulated in Section 7.1.5.
3. **Original plats.** The applicant shall submit to the City, five original, signed copies of the ~~final~~ Final Plat, ready to record, and final executed copies of all agreements.
 4. **Complete engineering plans and specifications.** As a condition of Final Plat approval the applicant shall prepare and submit the following:
 - a. Construction plans and profiles. The plans and profiles shall be prepared by a registered professional engineer licensed in the State of South Carolina. Plans shall be 24 inches high by 36 inches wide and provide the following information:
 - b. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
 - c. Minimum horizontal scale: One inch equals 100 feet.
 - d. Minimum vertical scale: One inch equals ten feet.
 - e. The typical road geometric and structural cross-section is to be shown on each plan sheet.
 - f. The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Stationing may be centerline if approved by the City Engineer or Codes Administrator. Construction plans shall include water lines and appurtenances, sewer lines and appurtenances, and storm water lines and appurtenances and any other wet utilities.
 - g. The profiles shall include existing and proposed grade at curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections, grade breaks, point of curb return (PCR), point of reverse curve (PRC), and other critical points, structures, and all other features.
 - h. Signature blocks for all utility providers unless otherwise provided in agreement form.
 - i. Structure details. Sufficient data shall be given ~~to~~ regarding construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc; detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc., or as the City Engineer may approve.

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- j. Final Water Report. A final water report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.
 - k. Final Sanitary Sewer Report. A sanitary sewer report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.
 - l. Sewage collection and water supply distribution plans, profiles and specifications. The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from BJWSA.
 - m. Final drainage plans and reports. Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with SOLOCO Drainage and Design Criteria, as amended or as the City Engineer may approve. The plan and report must provide:
 - n. Erosion control plans, when required.
 - o. Sizing of all pipes, inlets, conveyance ways, and other appurtenances.
 - p. Final grading plan. The final grading plan shall be 24 inches high by 36 inches wide and illustrate existing and proposed contours and lot and block grading details.
 - q. Soils report. The soils report shall detail pavement design and construction requirements and shall be submitted after overlot grading is complete.
 - r. Final landscape and open space plan. The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show trees, shrubs, groundcovers, turf, buffering, fences, walls and other site amenities that will be included in the plan. All plant materials must be adapted to the physical limitations of the local climate and specific conditions of the landscape plan. All plant materials must meet specifications of the American Association of Nurseryman for number one grade. All street trees must be selected from the City of Beaufort recommended tree list.
 - s. Landscape Plan drawn to scale (not greater than one inch equals 50 feet) on 24 by 36-inch sheets which includes:
 - i. Project name.
 - ii. Scale, north arrow and date of preparation.
 - iii. Existing and proposed streets and street names.
 - iv. Lot lines, easements and public rights-of-way as shown on the subdivision plat, including gross and net area of all parcels.
 - v. Location of proposed building footprints and parking areas.
 - vi. Location of storage, loading, and service areas.
 - vii. Existing and proposed two-foot contours (based on USGS datum).
 - viii. Natural features, wetlands, wildlife corridors, floodplains, streams, ditches, and other waterways.
 - ix. The location of existing and proposed utilities. Utility lines can be 'ghosted' in on the landscape plan to vary the line types for cleaner drawings.
 - x. All existing trees within the proposed site and adjacent to the site must be accurately identified on the plan. Existing trees must be labeled as to their size, species and if they

are intended to remain, be removed or transplanted. All replacement mitigation trees will need to be shown separately on the plan. Tree protection standards for existing trees to remain shall be included on the plan.

- xi. The extent and location of proposed trees, shrubs and perennials and quantities of each species. Plant materials are to be drawn at two-thirds of their mature size.
- xii. Landscape schedule including the represented plant symbol, Latin name, common name, planting size and number of individual plants. All plant materials are to meet the minimum size requirements as provided in this Code.
- xiii. Proposed treatment of all ground surfaces must be clearly indicated, including turf, paving, mulch, native grass, seeded grass, etc. Grass areas are to be specified as seed or sod, and a seed mix/rate specified.
- xiv. Sight distance triangles must be shown at street intersections pursuant to this Code.
- xv. Project specific landscape notes and details to ensure the proper planting, establishment and survival of plant materials. Additional notes detailing the warranty for plant materials and continued maintenance shall be included.
- xvi. Open space and pedestrian circulation system.
- xvii. Proposed grading of the project site, including drainage swales, detention basins, retaining walls and any off-site infrastructure improvements.
- xviii. Notes for conservation and retention of topsoil and landscape soil preparation.
- xix. Restoration, revegetation or enhancement of disturbed natural areas or open space feature.
- xx. Park structures, signage, play equipment, and other landscape or park amenities and appurtenances.
- xxi. A ~~pdf~~ PDF file and an AutoCad drawing file of the ~~final-Final plot-Plat~~ in an electronic format specified by the City Engineer.
- xxii. Design standards as required in Site Plan section 7.5.7-B.4.

5. **Post approval actions.** Prior to issuance of a building or grading permit, the applicant shall submit the following documentation to the City:
- a. List of contractors. List of all contractors that will be performing the improvements.
 - b. Proof of insurance/business license. Proof of workman's comprehensive insurance and liability insurance for each contractor and business license.
 - c. Open space deed restriction. Areas designated as open space shall be protected by a deed restriction or other appropriate method to ensure that they cannot be subdivided or developed in the future and will remain as open space until the use is modified by the City.
 - d. Construction traffic control plan. Applicant will develop a plan for City Engineer, Codes Administrator or appointee, review that addresses construction traffic, construction water, temporary road closures, street repairs, dust, noise and other construction-related concerns.
 - e. Other certificates, affidavits, enforcements or deductions as required by the City.

C. **Approval.** The ~~City Codes~~ Administrator shall review and act on the Final Plat. The ~~Codes~~ Administrator may choose to approve, approve with conditions, or deny the Final Plat based on the criteria below.

1. **Final Plat review criteria.** In addition to all provisions of this Code, the ~~Codes~~ Administrator ~~uses the following criteria to evaluate~~ the applicant's ~~final Final plat Plat~~ application: ~~based on whether the Final Plat is in substantial conformance with the approved Preliminary Plat. For the purposes of this Code, "substantial conformance" includes design adjustments made to meet any conditions of Preliminary Plat approval, and is determined as follows:~~

~~a. The Final Plat is in substantial conformance with the approved Preliminary Plat. For the purposes of this Code, "substantial conformance", includes design adjustments made to meet any conditions of preliminary plat approval, and is determined as follows:~~

~~b.a.~~ Does not change any land use;

~~b.b.~~ Does not contain changes which would render the final plat in nonconformance with requirements of this Code;

~~b.c.~~ Does not contain significant changes in street alignment and/or access points, or other public elements such as drainage improvements, utility lines or facilities; ~~and~~

~~b.d.~~ Does not increase density.

D. **Timeframe related to approval of Final Plat.** A ~~final Final plat Plat~~ is in full force and effect for a period of two years from ~~the~~ date of recordation unless a longer timeframe is specifically allowed by the City in an approved Development Agreement or unless public improvements are completed and accepted on all or a portion of the ~~final plat development~~. Applicants may formally request one 18 month extension from the ~~Codes~~ Administrator prior to termination of ~~final Final plat Plat~~ approval. Prior to the expiration of the original two year timeframe or the extension timeframe, an applicant may formally request an additional extension if substantial progress has been made on installation of public improvements.

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7.5.6 MINOR SUBDIVISION PLAT

A. ~~Minor Subdivision Plat p~~**Purpose.**

1. The purpose of the Minor Subdivision Plat is a subdivision, or amendment to a subdivision, which has been previously platted, ~~which~~ includes no additional public right-of-way dedication, and includes one or more of the following:
 - a. The boundaries of five or fewer lots are created from one parent tract or lot, cumulatively and not more than 3 acres; ~~(ex.e.g., any portion of a tract that is subdivided counts toward the five total, and does not itself become a new parent tract to subdivide an additional five lots from);~~
 - ~~b.~~ Any lot line adjustment, consolidation of multiple lots into one; ~~and~~
 - ~~b.c.~~ A consolidation of multiple lots into one when a new street or street change is not involved.

B. ~~Minor Subdivision plat a~~**Application submittal.** The applicant shall submit the complete Minor Subdivision plat application package to the City. The application shall be formatted and packaged per the application submittal checklist provided by the City and include:

1. Development application form.
2. Application fee.

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- Title commitment. A current title commitment, dated no more than 30 days from the date of minor subdivision plat application submittal

C. ~~Minor Subdivision p~~lat standards. The plat drawing shall comply with the following standards:

- The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of South Carolina requirements.
- Except for parcels separated by public rights-of-way, public tracts, or railroads, parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.
- Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.
- Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
- All signatures shall be made in black drawing ink.
- Title of project.
- North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.
- Vicinity map.
- Legal description.
- Basis for establishing bearing.
- Names and addresses of owners, applicant, designers, engineers, and surveyors.
- Total acreage of subdivision.
- Bearings, distances, chords, radii, central angles, and tangent ~~links-lines~~ for the perimeter and all lots, blocks, rights-of-way, and easements.
- Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.
- Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.
- Existing rights-of-way in and adjacent to subject property (labeled and dimensioned).
- Existing and proposed street names for all streets on and adjacent to the property.
- Existing easements and their type in and adjacent to subject property (labeled and dimensioned).

~~19.~~ Location and description of monuments:

~~19.~~ _____

~~20.~~ Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).

~~19-21. Certificates b~~locks for signatures of owner, surveyor, utility providers, and City approval, as applicable.

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- D. **Recordation of Minor Subdivision Plat.** Five signed copies of the ~~minor~~ Minor subdivision-Subdivision plat shall be delivered to the City. The applicant will be responsible ~~to~~ for ~~recording~~ the minor subdivision plat with Beaufort County.

7.5.7 SITE PLAN

- A. **Site Plan Purpose.** The ~~site~~ Site plan-Plan is a prerequisite to a building permit for all multi-family (excluding duplexes), commercial, and industrial developments. The site plan shows how the lot will be developed so that the City can ensure that the site design will be in compliance with the Development Code, Comprehensive Plan, and Civic Master Plan.
- B. **Site Plan Application.** A Site Plan Application shall include the following:
1. Land use application form.
 2. Application fee and fee agreement.
 3. **Site Plan plat** — The ~~site~~ Site plan-Plan shall be a minimum of 18 inches by 24 inches and shall provide the following information:
 - a. Title of project.
 - b. North arrow, scale (no greater than one inch equals 50 feet) and date of preparation.
 - c. Vicinity map.
 - d. Address of project.
 - e. Legal description of property.
 - f. Name, address, and phone number of property owner.
 - g. Name, address, and phone number of person or firm responsible for plan.
 - h. Lot size (square footage).
 - i. Bearings and distances of all lot lines.
 - j. Existing and proposed easements and rights-of-way.
 - k. Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings.
 - l. Gathering areas for people.
 - m. Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
 - n. Existing and proposed two-foot contours.
 - o. Existing waterways on or adjacent to the site.
 - p. Finished floor elevations for all structures.
 - q. Footprint (including roof overhangs and eaves, decks, balconies, and outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines.
 - r. Existing structures and their use.

-
- s. Square footage of the proposed building(s) and the footprint of the proposed building(s).
 - t. Proposed structure height.
 - u. For multi-family residential, the number of residential units and bedrooms per unit.
 - v. Location of proposed signs and lighting.
 - w. Specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in footcandles) of these fixtures across the site to all property boundaries.
 - x. Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
 - y. Trash disposal areas and enclosures including specifications for enclosures.
 - z. Location and size of existing and proposed water and sewer service connections and tap sizes.
 - aa. Location and size of water and sewer lines to which the service connections will be or are made.
 - bb. Location and size of water meter(s).
 - cc. Location and size of backflow-prevention devices.
 - dd. Indication of how and where perimeter drain will drain (if one exists).
 - ee. Location of existing electrical lines and poles on or adjacent to the site.
 - ff. Location of proposed electrical service connection and meter location.
 - gg. Location of electric transformer.
 - hh. Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within 500 feet.
 - ii. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.
 - jj. The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.
 - kk. A land use chart (table).
- II. Certificate blocks for signatures of owner, surveyor, utility providers, and City approval, as applicable.
4. **Design standards** — Demonstrate in written or graphic form how the proposed structure(s) is consistent with the design requirements of this [codeCode](#). Provide elevations of proposed structures/graphic visual aids. Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials and cut sheets to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.
5. **Certified drainage report** — A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate sanitation district (if applicable) prior to submittal of the report to the City as part of the site plan application.

6. **Final landscape and open space plan** — Provide an existing and proposed landscape plan with tree protection zones and a tree survey, and open space plan consistent with Sections Chapters 5 and 7 within of this Code.

7. **Traffic Impact Analysis** — Provide TIA as per requirements of Section 7.3.2.

C. **TRC and Staff Review.** Staff and TRC shall reviews the application and prepares comments. Staff and TRC will review the site plan map to ensure it is consistent with the site plan review criteria. Following the review, Staff will prepare a written report outlining any changes that the applicant must make before the site plan can be recommended for public hearing with the Planning Commission. This report will be forwarded to the applicant and the applicant shall make all necessary changes to the site plan and resubmit a revised copy to the City.

~~1. Applicant addresses staff comments. Applicant shall make all necessary changes to the site plan and resubmit a revised copy to the City.~~

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D. **Planning Commission Hearing.**

1. Notice to neighboring property owners. The City shall send advance notice of the Planning Commission meeting by regular mail to neighboring property owners within 500 feet of the property per this Code.
2. The Planning Commission shall hold a public hearing on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard.
3. At the conclusion of the public hearing, the Planning Commission may approve, deny, or approve with conditions the application for a Major Development. No Major Development shall be approved unless the following findings of fact are made:
 - a. The plan is consistent with the City of Beaufort Comprehensive Plan and Civic Master Plan.
 - b. The plan complies with all applicable requirements of this Code.
 - c. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed.
 - d. The plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.

E. **Post approval actions.**

1. **Building Permit.** A building permit shall be issued only when-if a site plan has been approved. However, with the approval of the City, an applicant may submit a building permit application concurrent with the site plan application. Building permits shall not be issued for any development that is not in conformance with the approved site plan.
2. **Phasing and expiration of approval.** The site plan shall be effective for a period of three years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three years from the date of Phase I approval.

F. Appeals. See ~~Chapters~~ ~~Sections~~ 7.6 and 9.17

G. Permit Validity. Upon the approval of ~~the a~~ Major Development Design application, the applicant shall have 2 years to obtain a Project Permit. Failure to secure a permit for the permitted work within this time shall render the compliance void. Any change to the approved plans that has not been authorized by the Administrator shall invalidate the design approval, and any subsequent building permits.

H. Permit Extension. The Administrator may grant a one year extension of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.

I. Amendments to approved Site Plans.

1. Minor variations in the location of structures, improvements, or open space areas caused by engineering or other unforeseen difficulties may be reviewed and approved by the City Staff. Such changes shall not exceed ten percent of any measurable standard or modify the use, character, or density of an approved site plan. All plans so modified shall be revised to show the authorized changes and shall become a part of the permanent records of the City.
2. Changes to approved site plans that exceed the ten percent threshold, or other major modifications (such as changes in building size or footprint, relocation of access points, changes to required parking, etc.), shall be considered as a new site plan application. Such amendments shall require Planning Commission review and approval to become effective. A complete site plan application shall be prepared and submitted in compliance with the requirements set forth in this Section.

7.6: APPEALS

See Chapter 9.17 for overall specifications regarding appeals.

9: DEVELOPMENT REVIEW PROCEDURES

9.1: PURPOSE AND GENERAL PROVISIONS

9.1.1 PURPOSE

In order to establish an orderly process to develop land within the jurisdiction of the City of Beaufort, the purpose of this article is to provide a clear and comprehensible development process that is fair and equitable to all interests, including the applicants, affected neighbors, city staff and related agencies, and the City Council.

9.1.2 APPLICABILITY

The provisions of this article shall be applicable to all development activity under the jurisdiction of the City of Beaufort.

9.1.3 CONFORMITY WITH CODE

The Administrator shall not issue a permit or license for any use, building, or purpose that conflicts with any provision of this Code.

9.1.4 PERMIT/DEVELOPMENT DESIGN REVIEW/HISTORIC REVIEW APPLICATION TYPE TABLE

See following pages.

APPLICATION TYPE	SECTION	PROCESS TYPE	REVIEWING AGENCY	PUBLIC NOTIFICATION (9.1.5)	APPROVING AGENCY		APPROVAL PERIOD	APPROVAL EXTENSION
ADMINISTRATIVE PERMITS								
Zoning Permit	9.4	Ministerial	Admin	No	Admin		6 months	6 months, 1 time
<u>Project-Building</u> Permit	9.5	Ministerial	Admin	No	Admin		6 months	Resubmit
Certificate of Occupancy	9.7	Ministerial	Admin	No	Admin		n/a	n/a
DEVELOPMENT DESIGN REVIEW								
Development Design Review, Minor Site Plan	9.8.1	Ministerial	Admin	No	Admin		24 months	12 months, 1 time
Development Design Review, Major Site Plan	9.8.2	Discretionary	Admin, TRC	Yes	PC		24 months	12 months, 1 time
SUBDIVISION REVIEW								
Sketch Plan	7.5.3	Discretionary	Admin, TRC	Yes	PC		12 months	12 months,
Preliminary Plat	7.5.4	Discretionary	Admin, TRC	Yes	PC		24 months	12 months, 1 time
Final Plat	7.5.5	Ministerial	Admin, TRC	No	Admin		24 months	12 months, 1 time
HISTORIC PRESERVATION								
Beaufort Historic District - Certificate of Appropriateness, Minor	9.9	Ministerial	Admin	Demolition Only: Yes	Admin		24 months	12 months, up to 3 times
Beaufort Historic District - Certificate of Appropriateness, Major	9.9	Discretionary	Admin	Demolition & Design Exception only: Yes	HRB		24 months; no expiration	12 months, up to 3 times

							for demolitions	
ADJUSTMENTS								
Administrative Adjustment	9.12	Ministerial	Admin	No	Admin		24 months	12 months, up to 3 times
Special Exception	9.12	Discretionary	Admin	Yes	ZBOA		24 months	12 months, up to 3 times
Variance	9.13	Discretionary	Admin	Yes	ZBOA		24 months	12 months, up to 3 times
Admin-Administrator / PC-Planning Commission / CC-City Council / ZBOA-Zoning Board of Appeals / HRB-Historic District Review Board / TRC-Technical Review Committee / Court - Circuit Court								
Note: Any appeals that are assigned to Court are eligible for pre-litigation mediation pursuant to S.C. Code § 6-29-1155								

(Ord. No. O-14-23, 9-26-2023)

9.1.5 PUBLIC NOTIFICATION

All public meetings shall be posted and advertised with the media as required by state law. The following procedures have been established for development applications/petitions that require additional notification of the public prior to consideration and/or approval.

A. BASIC NOTICE, MINIMUM STANDARDS FOR NOTICE OF ALL MEETINGS AND HEARINGS:

Written public notice of dates, times and places of all City of Beaufort development review public meetings and hearings shall be provided in accordance with ~~South Carolina Code of Laws Sections S.C. Code §~~ 30-4-80, any other applicable provision of State Law, and this Code. This includes, at minimum, posting of a copy of the notice, including the agenda, in the building where the meeting shall be held, posting of the notice, the agenda, and the meeting materials packet on the website maintained by the City of Beaufort, and notifications to persons, organizations and news media requesting such notice as contemplated by ~~S.C. Code §Section~~ 30-4-80 (E). While State Law requires a minimum of 24 hours written notice in the absence of a special notice requirement, City Staff shall provide, at a minimum, seven (7) calendar days of notice.

B. PUBLICATION OF NOTICE OF A HEARING IN A NEWSPAPER:

When required by State Law, a distinctive advertisement (public hearing notice) shall be placed by the Administrator in a local newspaper of general circulation within the ~~city~~City. This notice shall be published in accordance with the time limits required by State Law, or, if none, not less than 15 calendar days prior to the meeting. The content of said published notice shall include all content required by State Law, including without limitation the following:

1. The general location of land that is the subject of the application;
2. The tax map, ~~and~~ parcel number, and street address if available;
3. The substance of the application, including the magnitude of proposed development and the current zone;
4. The time, date, and location of the public hearing;
5. A phone number to contact the ~~city~~City; ~~and~~
6. A statement that interested parties may appear at the public hearing.

C. NOTICE OF APPLICATION SIGN:

A notice of application sign shall be posted by the Administrator on the subject property in a location clearly visible from each street adjacent to the property as required by State Law, including without limitation for all hearings on applications for zoning or rezoning, variances, special exceptions, site plans, ~~and~~ preliminary plats, as well as demolition and design exceptions. The notice shall be posted no less than 15 calendar days prior to the hearing at which the application will be reviewed. The sign shall include the following information:

1. Type of application;
2. The date, time, and place of the public hearing; ~~and~~
3. A phone number to contact the city.

D. MAILED/EMAILED NOTICE:

Mailed/emailed notice shall be provided as required by State Law, including without limitation mailed notice to adjoining property owners when required by State Law. Additionally, the City shall provide

mailed/mailed notices upon request as per [South Carolina Code of Laws Section S.C. Code § 30-4-80](#) (E) and ~~per~~ the Policy and Procedures contained on the website operated by the ~~City of Beaufort~~. For demolition of structures listed on the most recent "Above-Ground Historic Sites Survey" that are located outside the Historic District, written notice to members of the Historic District Review Board (HRB), Historic Beaufort Foundation (HBF), and neighbors within 500 feet of the property will be required at least 15 days before any permit is issued.

9.1.6 DECISION BASED ON PUBLIC HEARING

This section intentionally left blank.

9.1.7 WRITTEN NOTICE OF DECISIONS REQUIRED

Within 10 calendar days after a final decision is made by any [board-reviewing body](#) under the requirements of this Code, a copy of the written decision shall be sent to the applicant or appellant. A copy of the decision shall be filed in the office of the Administrator, where it shall be available for public inspection during regular office hours.

9.1.8 TIME LIMITS FOR RESUBMISSION OF APPLICATIONS

In the event that any application required under this Code is denied or disapproved, an application for substantially the same request shall not be refiled for one year from the advertised public hearing date. Where no public hearing is required, time shall run from the date of mailing of the notice of denial.

9.1.9 VESTED RIGHTS AND EXPIRATION OF APPROVALS

- A. **General:** Approval of any application pursuant to this Code shall authorize only the particular use, plan, or other specific activity for which the application was issued, and not any other approval requiring separate application.
- B. **Vested Rights for Final Development Plans/Plats:** For specific provisions see chart in chapter 9.1.4 and applicable provisions in chapter 7.
- C. **Time Limitations For Other Types Of Approval:**
 1. All permits and approvals not referenced in this section shall expire as shown in Section 9.1.4 (Permit/Development Design Review/Historic Review Application Type Table) without further action, unless the holder of the permit or approval either submits a complete application for the appropriate subsequent permit, approval, or extension, or if no subsequent permit, approval, or extension is required, completes the work described in the permit or approval within the timeframes established.
 2. Upon written request, an extension of an approval may be granted by the decision-making body for good cause for a period not to exceed that shown in Section 9.1.4 (Permit/Development Design Review/Historic Review Process Type Table). No written request for an extension shall be considered unless submitted to the Administrator no later than one month prior to expiration. Failure to submit an application for an extension within the time limits established by this section shall result in the approval's expiration.

9.2: APPLICATION PROCEDURES

9.2.1 PRE-APPLICATION CONFERENCE

- A. **Mandatory Pre-application Conference:** A pre-application conference with the Administrator shall be required prior to filing an application for the following approvals:
1. Subdivision review involving the creation of new streets.
 2. New construction, except for detached single-family homes not part of a new subdivision.
 3. Text and Map amendment (Rezoning).
 4. Site plan.
 5. Text amendment.

The Administrator shall have the authority to waive any mandatory pre-application conference where such conference is deemed unnecessary by the Administrator.

- B. **Optional Pre-application Conference:** Prior to the submission of any application required by this Code, a potential applicant may request an optional pre-application conference to discuss procedures, standards, or regulations required by this Code. Upon receipt of such request, the Administrator shall afford an opportunity for such a pre-application conference at the earliest reasonable time.

9.2.2 APPLICATION FORMS AND FEES

The following regulations shall apply to all applications.

- A. **Forms:** Applications required under this Code shall be submitted on forms and in such numbers as required by the city/City.
- B. **Fees:**
1. Filing fees shall be established from time to time by resolution of the City Council to defray the actual cost of processing the application.
 2. All required fees shall be made payable to "The City of Beaufort."
 3. An applicant who has paid an appropriate fee pursuant to the submission of an application, but who chooses to withdraw such application prior to any review or action taken, may request in writing a refund of 75% of the total amount paid.

9.2.3 APPLICATION DEADLINE

This section intentionally left blank.

9.2.4 COMPLETE APPLICATION REQUIRED

- A. The Administrator shall have 14 working-business days to review the application and shall determine whether the application is complete and ready to proceed.
- B. If the application is not complete, the Administrator shall inform the applicant in writing within the 14-day period, specifying the ways in which the application is incomplete, and the applicant shall have 60

days during which to provide the requested materials and complete the application. Any application for which additional materials have not been ~~forthcoming-provided~~ during this 60-day period shall be considered null and void. This application period may be extended by the Administrator upon mutual agreement to provide the required materials at some date certain in the future.

9.2.5 CONCURRENT PROCESSING

Any applicant may submit an application for any sequential approvals (such as a zoning map amendment and site plan approval) required under this Code and request that such sequential approvals be processed concurrently; however, such concurrent processing shall proceed at the applicant's own risk and shall have no implication in regard to the approval of any of the various approvals requested.

9.3: APPLICATION REQUIREMENTS

The following general standards for various applications are intended to require only that data/information that is necessary to render an informed decision by the reviewing agency. A narrative explaining the scope of the project will be required for all applications. The "Application Submittal Requirements" list, on file with the Administrator, is intended to provide further guidance to applicants as to the necessary level of detail for each application component listed below.

APPLICATION TYPE	CODE SECTION	PRE-APPLICATION CONFERENCE (7.5.4.B)	SKETCH PLAN (7.5.3)	SITE PLAN – INCL. BUILDING ELEVATIONS (7.5.7)	FINAL PLAT (7.5.5)	TRAFFIC IMPACT ANALYSIS (7.3.2)	ARCHEOLOG. IMPACT ASSESSMENT (8.4)
ADMINISTRATIVE PERMITS							
Zoning Permit	9.4	See Administrator					
Building Permit	9.5						
Certificate of Compliance	9.6						
Certificate of Occupancy	9.7						
DEVELOPMENT DESIGN REVIEWS							
Minor Site Plan	9.8.1	See Code Sec. 7.5: Subdivision and Site Plan Standards					
Major Site Plan	9.8.2						
SUBDIVISION REVIEWS							
Subdivision, Major (Sketch Plan)	9.9	See Code Sec. 7.5: Subdivision and Site Plan Standards					
Subdivision, Major (Preliminary Plat)							
Final Subdivision Plat							
HISTORIC PRESERVATION							
Beaufort Historic District - Certificate of Appropriateness (CoA), Minor	9.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
CoA, Major	9.10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>

PERMIT TYPE	CODE SECTION	PRE-APPLICATION CONFERENCE (7.5.4.B.4)	SKETCH PLAN (7.5.3)	SITE PLAN – INCL. BUILDING ELEVATIONS (7.5.7)	FINAL PLAT (7.5.5)	TRAFFIC IMPACT ANALYSIS (7.3.2)	ARCHEOLOG. IMPACT ASSESSMENT (8.4)
ADJUSTMENTS							
Administrative Adjustment	9.12	See Administrator					
ZBOA Special Exception	9.13	■	■	■	N/A	□	N/A
ZBOA Variance	9.14	■	■	■	N/A	□	N/A
AMENDMENTS							
Text & Map Amendments	9.16	■	■	■	N/A	N/A	N/A
■ = Required Compliance				□ = On an “as needed” basis as determined by the Administrator			

9.4: ZONING PERMIT

9.4.1 APPLICABILITY

Only Required Permit: A zoning permit certifying compliance with this Code shall be the only type of approval required for the following activities:

- A. Home Occupations as regulated by Section 3.43-3-2 (Home Occupations — Major and Minor).
- B. Temporary uses that do not materially affect the area's natural environment, parking requirements, transportation patterns, public health, or economic values. (See Section 3.11-3-12 Temporary Uses)
- C. Conditional uses not requiring a building permit.
- D. Special events.
- E. Changes of use, and any uses permitted with additional standards per Article 3 (Land Use Provisions).
- F. Removal of trees as regulated in Section 5.4 (Tree Removal).

9.4.2 PROCESS AND APPROVAL

- A. **Process Type:** Ministerial.
- B. **Pre-Application Procedure:** None.
- C. **Required Application Information:** See Administrator.
- D. **Public Notification:** None.
- E. **Determination of Compliance:** Once an application is deemed complete by the Administrator, the Administrator shall review the application and approve or deny it based on compliance with the standards contained in this Code.



- F. **Permit Validity:** Upon the approval of the zoning permit, the applicant shall have 6 months to take action on the approval. If no action is taken, the permit becomes null and void, and the applicant shall resubmit.
- 1. **Exception:** Tree Removal Permits have no expiration.
- G. **Permit Extension:** The Administrator may grant a single extension of up to 6 months upon submittal by the applicant of sufficient justification for the extension. Permits issued for temporary uses may be renewed only if it is determined that said use is clearly of a temporary nature, will cause no traffic congestion, and would not create a nuisance to surrounding uses.

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9.5: BUILDING PERMIT

9.5.1 APPLICABILITY

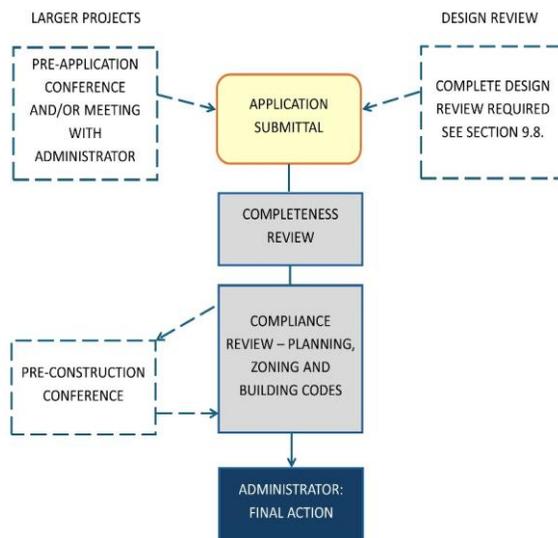
A **Project Building** Permit shall be required for any building, structure, or attachment to a structure to be erected, moved, added to, or structurally altered. This includes, but is not limited to:

- A. **Site Work:** Any modifications to a parcel of land, not to include construction of a structure.

B. New Construction and Expansion:

1. **Primary Building(s):** New construction of all types of structures.
 2. **Accessory Structures or Uses:** Accessory uses incidental to single-family residential structures (e.g., detached garage, swimming pool, tool shed) as regulated by Section 3.11 (Accessory Uses and Structures).
 3. **Building Expansions:** Heated and unheated (e.g., porches, decks, sunrooms) building expansions.
 4. **Site Elements:** Any site elements not attached to the building (e.g., porches, patios).
- C. **Signs:** Erection of new signs or modification to existing signs, including Master Sign Plans.
- D. **Awnings:** Includes new awnings and awning re-covers.
- E. **Fences and Enclosures:** Erection of, demolition of, or any changes to fences and other types of enclosures.
- F. **Demolition:** Removal of existing buildings, structures, or site work.

9.5.2 PROCESS AND APPROVAL



A. **Process Type:** Ministerial.

- B. **Pre-Application Procedure:** For large-scale projects, a pre-construction meeting may be required. For all other projects, no meeting is required, but applicants are encouraged to call or visit the Administrator prior to requesting a [Project-Building Permit](#) to determine what information is required for the application.

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- C. **Required Application Information:** See Administrator. The application shall include all drawings and specifications required by building codes adopted by S.C. Code § 6-9-50.
 - D. **Determination of Conformity:** The review, approval, and distribution of drawings and specifications required shall be coordinated by the Administrator in accordance with the building codes adopted by ~~S.C. Code § SCCI-Section~~ 6-9-50. Upon issuance of a permit, the Administrator shall endorse, by writing or stamp, all sets of drawings showing approval. Such drawings shall be kept at the work site and made available for inspection by the Administrator upon request. Approved ~~ProjectProject~~ Permits shall be conspicuously posted by the applicant on the property for which they were obtained until the applicant has obtained a Certificate of Occupancy, pursuant to Section 9.7.
 - E. **Public Notification:** None required.
 - F. **Changes to Approved Plans:** If a project has undergone design review and received Design Approval or Beaufort Historic District - Certificate of Appropriateness, as applicable, no changes between the design review set and the building permit set shall be permitted unless they are presented in writing and approved by the Administrator at the time a ~~ProjectProject~~ Permit is sought. If the Administrator is not made aware of any changes, the plans submitted for design review will take precedence.
 - G. **Changes to Approved Permits:**
 - 1. After a ~~ProjectProject~~ Permit has been issued, no changes or deviations from the terms of the permit or the application and accompanying plans shall be made without the specific written approval of such changes or deviations by the Administrator. Any exterior changes may require review and approval by the appropriate decision-making body.
 - 2. An amendment to a ~~ProjectProject~~ Permit that requires payment of an additional fee, either because of an increase in the size of the buildings, a change in the scope of work, or an increase in the estimated cost of the proposed work, shall not be approved until the applicant has paid the additional fees, and the amendment has been properly reviewed by the appropriate decision-making body.
 - H. **Notification and Approval Before Construction Begins:**
 - 1. Before any work begins pursuant to the ~~ProjectProject~~ Permit, the applicant shall furnish the Administrator with the name of the general contractors, or the owner acting as the general contractor, who will be performing the work;
 - 2. The applicant or the applicant's authorized agent shall provide adequate advance notice to the Administrator at such time as the work is ready for inspection under the Building ~~codeCode~~. Upon receiving such notification, the Administrator shall inspect the work.
 - I. **Licensed Specialty Contractor(s) May Be Required:** Where any local ordinances or any provision of the ~~SCCI-South Carolina Law~~ require that work be done by a licensed specialty contractor of any kind, no ~~ProjectProject~~ Permit for such work shall be issued unless it is to be performed by such licensed specialty contractor. It shall further be the contractor's responsibility to conform to all local ordinances and state building codes for all installations or repairs of a building or utility system.
 - J. **Permit Validity:** Any ~~ProjectProject~~ Permit shall become null and void unless the work approved by the permit is commenced within 180 days after the date of issuance. No work shall be considered to have commenced for the purposes of this paragraph until an inspection has been made and recorded. If after commencement the work is discontinued for a period of 180 days, the permit shall immediately expire. ~~Extensions of up to 180 days per request may be granted by the Administrator, but shall be requested in writing prior to expiration of the permit.~~ No work authorized by any permit that has expired shall thereafter be performed until a new permit has been secured.

K. **Permit Extension:** None - shall resubmit.

9.6: [SECTION LEFT INTENTIONALLY BLANK]

9.7: CERTIFICATE OF OCCUPANCY

9.7.1 APPLICABILITY

A Certificate of Occupancy shall be required for occupancy and use of a building that is erected or enlarged.

9.7.2 PROCESS AND APPROVAL

- A. **Process Type:** Ministerial.
- B. **Pre-Application Procedure:** n/a.
- C. **Required Application Information:** See Administrator.
- D. **Public Notification:** None.
- E. **Issuance of Certificate of Occupancy:** A final Certificate of Occupancy shall not be issued by the Administrator until a design and landscape compliance review has been completed.
- F. **Temporary Certificate of Occupancy:** Pending the issuance of a permanent Certificate of Occupancy, a temporary certificate may be issued. The certificate shall be issued by the Administrator in conformity with the provisions of this Code and the building code. The temporary certificate may include such safeguards and conditions as will protect the safety of the occupants and the public. Where improvements required by this Code or the specific approval of the development are incomplete, a guarantee acceptable to the City — equal to 125% of the costs of such improvements — may be required to ensure the installation of the improvements.
- G. **Permit Validity:** n/a.
- H. **Permit Extension:** n/a.



9.8: DEVELOPMENT DESIGN REVIEW

9.8.1 DEVELOPMENT DESIGN REVIEW (MINOR SITE PLAN)

A. **Applicability:**

1. -All buildings, except single-family residential structures, in developments that contain 5 or fewer residential units.
2. -Demolition of structures of any size where no new building is proposed.
3. -Improvements to existing non-residential or multi-family structures that do not exceed 75% of the fair market value of the existing improvements.

B. **Exceptions:**

1. Detached single-family homes on individual lots outside of the Historic District are not subject to Development Design Review. However, they may be subject to the Building Design Standards laid out in Article 4, depending on the zoning district and Planning Commission (PC) conditions and approvals, if applicable, on Preliminary and Site Plans.
2. Projects in the Beaufort Historic District are not subject to Development Design Review and shall instead be evaluated by the HRB for compliance with the Historic District Guidelines. (See Section 9.10.2 - Beaufort Historic District - Certificate of Appropriateness, Minor and Major)
3. Projects in the LI Zone are not subject to Development Design Review. However, they are subject to the Building Design Standards described in 4.2.2.B.3.

C. **Process Type:** Ministerial — The Administrator may submit any application subject to staff approval to the Planning Commission for approval.

D. **Pre-Application Procedure:** No meeting is required, but applicants are encouraged to call or visit the Administrator to determine what information is required for the application.

E. **Required Application Information:** see Section 9.3 (Table) for specific Application Requirements — these may be waived by [the Administrator](#) as [the Administrator deems](#) appropriate.

F. **Public Notification:** None.

G. **Determination of Compliance:** Once an application is deemed complete by the Administrator, the Administrator shall review the application and approve, deny, or approve the plan with conditions based on compliance with the standards contained in this Code. All decisions shall be in writing. Following an approval or approval with conditions, the applicant shall be directed to prepare detailed Subdivision/Development Plats and/or Plans (see Section 7.5 for specific Subdivision and Site Plan Standards) for final approval by the Administrator.



- H. **Permit Validity:** Upon the approval of the Minor Development Design application, the applicant shall have 1 year to obtain a Building Permit. Failure to secure Building Permits for the permitted work within this time shall render the **compliance approval** void. Any change to the approved plans that has not been authorized by the Administrator shall invalidate the Minor Development Design Plan and any subsequent Building Permits (see Section 9.5).
- I. **Permit Extension:** The Administrator may grant up to one 1-year extension of this time period upon submittal by the applicant of sufficient justification for the extension. Extensions shall be submitted at least 1 month prior to the expiration date.

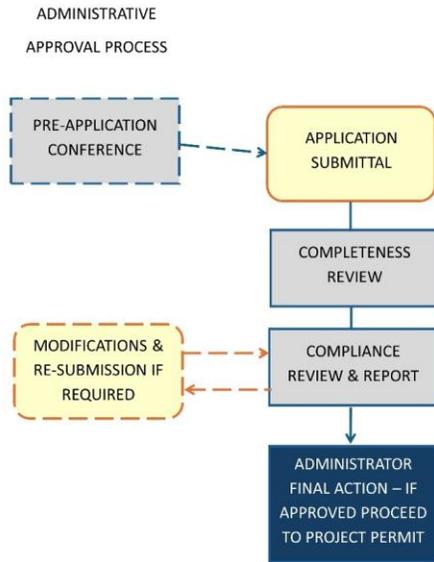
9.8.2 DEVELOPMENT DESIGN REVIEW (MAJOR SITE PLAN)

A. **Applicability:**

1. **Civic and Educational Facilities:** Any new development classified as a Civic Facility or Educational Facility (see Sections 3.4.1 A. and 3.4.1 C., **respectively**).
2. **Vehicle-Related Uses:** Any new development that includes fuel-dispensing facilities, drive-thru facilities, or structured parking.
3. **Nonresidential Development:** Any commercial **or** industrial development.
4. **Residential Development:** Single-family, attached, **over** 5 units or multi-family developments containing more than 5 units.
5. **Exceptions:**
 - a. Lots in the Beaufort Historic District are not subject to Development Design Review, and shall instead be evaluated by the HRB for compliance with the Historic District Guidelines

(see Section 9.10 Beaufort Historic District - Certificate of Appropriateness, Minor and Major).

- b. Projects in Redevelopment District Overlay Districts, are not subject to review by the Planning Commission and shall instead be evaluated by the Administrator (see Section 2.7.3). The Administrator shall post all projects for review in said districts for a 15-day public review and comment period for each major submittal. Minor revisions to the plans (not related to use, density, building frontage, or building height) shall not constitute a major submittal. A copy of all public comments shall be disseminated to the applicant and Administrator for each public comment period. The Administrator shall respond in writing to all public comments after each major submittal, and the ~~project applicant~~ will be required to attend a TRC committee meeting before the project is issued final approval.
- c. Design Exception: Design Exceptions may be used to modify any dimensional standards or design requirements, found in Articles 2 and 4, for development projects that have unique characteristics that justify a deviation from the underlying standards. Such deviations are intended to provide flexibility from the underlying standards to permit compatible development patterns which are indicative of the surrounding area and/or use an innovative approach or technique. The process is intended to provide the minimum relief necessary to create a more innovative and context-sensitive development consistent with the City's adopted plans. This tool is not intended to circumvent the map amendment (rezoning) procedure where that tool would provide a similar modification of standards.
 - i. **Applicability:** Planning Commission shall have the authority to authorize a design exception from any applicable standard(s) set forth in Article 2 (Maps and Districts) — except for Section 2.6, Height and Section 2.7.4, Air Installation Compatibility Use Zone (AICUZ) overlay district standards — and Article 4 (Building Design and Infill Standards).
 - ii. **Review Criteria:** Planning Commission may approve an application for a Design Exception where it reasonably determines that there will be no significant negative impact upon residents of surrounding property, or upon the general public. The board shall consider the following criteria in its review:
 - **Compatibility:** The proposed exception is appropriate for its location. It is compatible with the character of surrounding properties and the development permitted by the zoning of the surrounding properties, and will not reduce property values of surrounding properties.
 - **No Adverse Impact:** The design of the proposed exception minimizes adverse effects including visual impacts of the proposed use on surrounding properties; furthermore, the proposed exception does not create a nuisance for surrounding properties.
 - **Consistency with Adopted Plans:** The proposed development is in general conformity with the City's Comprehensive Plan, Civic Master Plan and other plans officially adopted by the City.



- B. **Application Type, Requirements and Approval:** See Table under Section 9.1.4 for standards and requirements.

9.9: SUBDIVISION REVIEW

9.9.1 PROVISIONS FOR ALL SUBDIVISIONS

- A. **Applicability and Requirements:** See Article 7 of this code
- B. **Unlawful to Record Plat without City Approval:** It shall be unlawful to offer and cause to be recorded any plan, plat, or replat of land within the city limits of Beaufort with the Beaufort County Register of Deeds office unless the same bears the endorsement and approval of the city.
- C. **Permit Validity:** A subdivision approval shall expire as set out in Section 9.1.9 (Vested Rights and Expiration of Approvals) of this Code unless a Certificate of Compliance is obtained, or it is recorded at the Beaufort County Register of Deeds office.

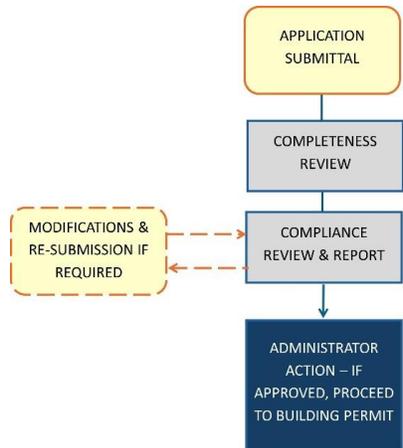
9.10: BEAUFORT HISTORIC DISTRICT - CERTIFICATE OF APPROPRIATENESS

9.10.1 APPLICABILITY

- A. A Beaufort Historic District - Certificate of Appropriateness shall be required for any construction activity on any property within the Beaufort Historic District (including the Beaufort Conservation Neighborhood and the Beaufort Preservation Neighborhood), including:
 - 1. New structures.
 - 2. Modification to, or expansion of, existing structures, including those that apply for the Bailey Bill Special Tax Assessment for Rehabilitated Historic Properties.
 - 3. Relocation of any existing structure.
- B. Demolition or partial demolition of any structure.

9.10.2 PROCESS AND APPROVAL

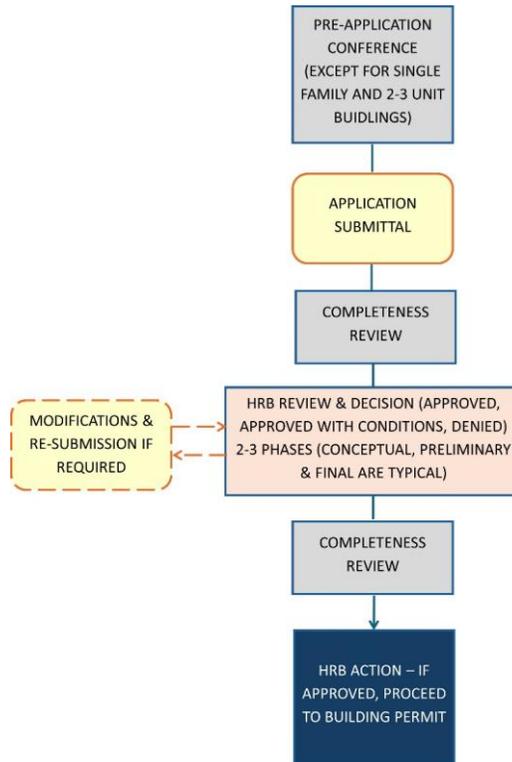
- A. **Process Type:** Ministerial. The review process required to approve a Beaufort Historic District - Certification of Appropriateness is based on the following project types:
 - 1. **Minor:** Administrative review shall apply to applications for a Beaufort Historic District - Certification of Appropriateness for the following items. The Administrator may submit any applications that are subject to staff approval to the Historic District Review Board (HRB) for approval.
 - a. Changes to a building or property, to include fences, paint color, roof materials, canopies and awnings, site changes, and window replacements on noncontributing structures.
 - b. New construction and building modifications to include construction of non-habitable accessory buildings in the Beaufort Preservation Neighborhood (BPN).



- c. Modifications to non-contributing structures in the Beaufort Conservation Neighborhood (BCN).
- d. Demolitions of non-contributing structures in the BCN.
- e. Demolition or partial demolition of a structure that is listed in the "1997 Beaufort County Historic Sites Survey," or the most recent historic sites survey, and lies outside the Beaufort Historic District.
- f. Demolition of noncontributing accessory structures (e.g., sheds, carports, etc.).

Such approval shall follow the procedures for Development Design Review-Minor Site Plan (Section 9.8.1).

2. **Major:** Discretionary review by the HRB shall apply to all other applications for Beaufort Historic District - Certificates of Appropriateness.



3. **Design Exception:** Design Exceptions may be used to modify any dimensional standards or design requirements, found in Articles 2 and 4, for development projects that have unique characteristics that justify a deviation from the underlying standards. Such deviations are intended to provide flexibility from the underlying standards to permit compatible development patterns which are indicative of the surrounding area and/or use an innovative approach or technique. The process is intended to provide the minimum relief necessary to create a more innovative and context-sensitive development consistent with the City's adopted plans. This tool is not intended to circumvent the map amendment (rezoning) procedure where that tool would provide a similar modification of standards.
- a. **Applicability:** The HRB shall have the authority to authorize a design exception from any applicable standard(s) set forth in Article 2 (Maps and Districts) — except for Section 2.6, Height and Section 2.7.4, Air Installation Compatibility Use Zone (AICUZ) overlay district standards — and Article 4 (Building Design and Infill Standards).

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- b. **Review Criteria:** The HRB may approve an application for a Design Exception where it reasonably determines that there will be no significant negative impact upon residents of surrounding property, or upon the general public. The board shall consider the following criteria in its review:
- i. **Compatibility:** The proposed exception is appropriate for its location. It is compatible with the character of surrounding properties and the development permitted by the zoning of the surrounding properties, and will not reduce property values of surrounding properties.
 - ii. **No Adverse Impact:** The design of the proposed exception minimizes adverse effects including visual impacts of the proposed use on surrounding properties; furthermore, the proposed exception does not create a nuisance for surrounding properties.
 - iii. **Consistency with Adopted Plans:** The proposed development is in general conformity with the City's Comprehensive Plan, Civic Master Plan and other plans officially adopted by the City.
- B. **Guidance Standards, Maintenance of Consistent Policies:** In order to provide guidance and insight into desirable goals and objectives for the Beaufort Historic District, the documents described in this section are hereby adopted for use by the HRB in the exercise of its authority granted under Section 10.7 of this Code.
1. The "Beaufort Preservation Manual," August 1979, and the "Beaufort Preservation Manual, Supplement," August 1990, shall be utilized by the HRB for review of projects located within the Beaufort Preservation Neighborhood.
 2. The "Northwest Quadrant Design Principles," May 1999 shall be utilized by the HRB for the review of projects located within the Beaufort Conservation Neighborhood.
 3. The Secretary of Interior's "Standards for Rehabilitation" shall be utilized for review of all projects that modify a contributing structure.
 4. The Building Design Standards, in Article 4 of this Code, shall be utilized for review of all new construction.
 5. The Historic District Infill Design Guidelines, in Section 4.7 of this Code, shall be utilized for review of all new construction.
 6. Any special area policies adopted by the HRB.
- C. **Approval of Beaufort Historic District - Certificate of Appropriateness:** In reviewing an application, the HRB shall conduct a public meeting and consider, among other things, the historic, architectural and aesthetic features of such structure, the nature and character of the surrounding area, the use of such structure and its importance to the city, the character and appropriateness of design, scale of buildings, arrangement, texture, materials and color of the structure in question, and the relation of such elements to similar features of structures in the immediate surroundings. The HRB shall not consider the interior arrangement or interior design unless the interior arrangement or design affect the exterior appearance, nor shall it make requirements except for the purpose of preventing developments that are not in harmony with the prevailing character of the Beaufort Historic District, or that are obviously incongruous with this character.

D. **Demolitions:**

1. In all applications involving the demolition of a contributing primary structure or contributing accessory structure, provisions shall be made for a public hearing as set forth in Section 9.1.5. Demolition of non-contributing structures are approved by the Administrator.
2. In any case involving the demolition or partial demolition of a structure, before granting approval or requiring a postponement, the HRB may call on the Administrator to provide them with a report on the state of repair and structural stability of the structure under consideration.
3. Upon receiving an application for demolition or partial demolition of a structure that is listed in the "1997 Beaufort County Historic Sites Survey" and lies within the limits of the city but outside the Beaufort Historic District, the Administrator, within 30 days of receiving the application, shall either approve it, or find that the preservation and protection of historic places and the public interest will be best served by postponing the demolition for a designated period — this shall not exceed 60 days from the receipt of the application, and notify the applicant of such postponement. The application will be announced to the public in accordance with the notification standards set forth in Section 9.1.3. Within the period of postponement of demolition or alteration of any building, the Administrator shall take steps to ascertain what may be done to preserve the building, including consultation with private civic groups, interested private citizens and other public boards or agencies, including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance.

- E. **Denial of Beaufort Historic District - Certificate of Appropriateness:** The HRB may refuse any application that, in the opinion of the HRB, does not comply with the standards and guidelines listed in Section 9.10.2-B. and thus would be detrimental to the interests of the city. In case of disapproval, the HRB shall state the reasons therefore in a written statement to the applicant, and may give verbal advice to the applicant and make recommendations in regard to appropriateness of design, arrangement, texture, material, color, etc. of the property involved.

Among other grounds for considering a design inappropriate and requiring disapproval and resubmission are the following defects:

1. Arresting and spectacular effects.
2. Violent contrasts of materials or colors and intense or lurid colors.
3. A multiplicity or incongruity of details resulting in a restless and disturbing appearance.
4. The absence of unity and coherence in composition, that is not in consonance with the dignity and character of the present structure, in the case of repair.
5. Construction of, remodeling, or enlargement of an existing building in a manner not consistent with the prevailing character of the neighborhood.

- F. **Issuance of Beaufort Historic District - Certificate of Appropriateness (CoA):** When a CoA and Building Permit have been issued, the Administrator shall, from time to time, inspect the alteration or construction approved by such certificate and may report such inspection to the HRB listing all work inspected and reporting any work that is not in accordance with such certificate, or that violates any ordinances of the city.

- G. **Resubmittal:** After disapproval of an application, the applicant may make modifications to the plans and resubmit. The applicant may not resubmit the same proposal, without modifying it based on HRB comments, for 12 months from the date of the original submission. Reconsideration of an application

for demolition that has been denied by the HRB may not be heard until 12 months from the date of the original public hearing, unless a major change has occurred in the property condition that is attributable to natural causes.

- H. **Appeal—Minor:** Appeals of the decisions of the Administrator shall be heard by the HRB. The application for appeal shall be made within 30 days of the decision.
- I. **Appeal—Major:** Any party aggrieved by the decisions of the HRB may appeal to the circuit court within 30 days of the decision.

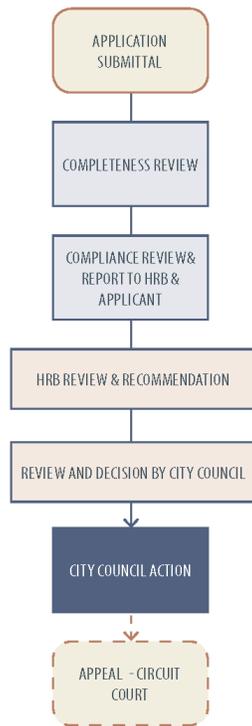
9.11: HISTORIC DESIGNATION

9.11.1 STANDARDS FOR LOCAL HISTORIC DISTRICT DESIGNATION

- A. A structure, group of structures, site or district may be designated for historic preservation if it demonstrates at least one of the following:
 - 1. Historic, Cultural Importance:
 - a. It has significant character, interest, or value as part of the development, or heritage of the community.
 - b. It is the site of a historic event with a significant effect upon society.
 - c. It exemplifies the cultural, political, economic, social, or historic heritage of the community.
 - 2. Architectural or Engineering Importance:
 - a. It portrays the environment in an era of history characterized by a distinctive architectural style.
 - b. It embodies those distinguishing characteristics of an architectural type or engineering specimen.
 - c. It is the work of a designer whose individual work has significantly influenced the development of Beaufort.
 - d. It contains elements of design, detail, materials, or craftsmanship that represent significant innovation.
 - 3. Geographical Importance:
 - a. By being part of or related to a square, park, or other distinctive area, it should be developed or preserved according to a plan based on a historic, cultural, or architectural motif.
 - b. Owing to its unique location or singular physical characteristic, it represents an established and familiar feature of the neighborhood, community or city.
 - 4. Archeological Importance:
 - a. It has yielded, or may be likely to yield, information important in prehistory or history.
- B. An area may be designated as a Beaufort Conservation Neighborhood (BCN) if it meets one or more of the above criteria, and meets the following two additional criteria:

1. There are a sizable number of properties in the subject area that are not considered to contribute to the architectural or historical significance of the area; and
 2. The cultural values or financial resources of a significant number of property owners in the subject area, as reasonably considered by Beaufort City Council, are such that the flexible standards of the BCN are appropriate.
- C. Individual structures, sites, and properties located within a BCN may be designated as notable properties to be subject to Beaufort Historic District standards, guidelines and procedures rather than BCN standards, guidelines, and procedures, at such time as standards, guidelines, and procedures may be established for the BCN that are different from those in effect for the remainder of the Historic District. Beaufort City Council may designate structures, sites, and properties as notable properties where it reasonably determines that those structures, sites, or properties embody a particularly high degree of significance in accordance with the criteria listed in this section.

9.11.2 LOCAL HISTORIC DISTRICT DESIGNATION PROCESS



Based upon the criteria set forth in this section, the HRB shall review such proposed designations, and then it shall make a recommendation regarding the designation to City Council for final approval.

9.11.3 HISTORIC SIGN DESIGNATION

- A. **Historic Signs:** A historic sign is a sign that, by its construction materials, unusual age, prominent location, unique design, or craftsmanship from another period, makes a contribution to the cultural, historic, or aesthetic quality of the city's streetscape.
1. Signs are designated as historic signs by City Council upon a favorable recommendation of the HRB. The council shall hold a public hearing before designating a sign a historic sign. Before designating a sign as a historic sign, the council shall make a finding that all of the following conditions are met:
 - a. The sign is at least 25 years old and has been at its present location for at least 25 years.
 - b. The sign is an appurtenant graphic to the property, i.e., an on-premises sign that relates to the use of the property, as opposed to an off-premises billboard.
 - c. The sign is structurally safe or is capable of being made so without substantially altering its historical significance.
 - d. The sign is of exemplary technology, craftsmanship, or design of the period in which it was constructed, it uses historic sign materials (wood, metal, or paint directly applied to buildings) and means of illumination (neon or incandescent fixtures), and it is not significantly altered from its historic period. If the sign has been altered, it shall be restorable and shall be restored to its historic function and appearance.
 - e. The sign is of extraordinary significance to the city.
 2. Historic signs are exempt from the requirements of Section 11.6 (Nonconforming Signs).

9.12: ADMINISTRATIVE ADJUSTMENT

9.12.1 PURPOSE AND APPLICABILITY

- A. **Purpose:** Administrative Adjustments are specified deviations from otherwise applicable development standards where development is proposed that would be:
1. Compatible with surrounding land uses;
 2. Harmonious with the public interest; and
 3. Consistent with the purposes of this Code.
- B. **Adjustment of Numerical Standard:** The Administrator shall have the authority to authorize modification of up to 10% from any numerical standard set forth in Article 2 (Map & Districts) and Article 4 (Building Design and Infill Standards) of this Code. Any request greater than 10% shall be treated as a variance handled by the Zoning Board of Appeals (ZBOA), and subject to the requirements of Section 9.14.
1. **Specific to Landscaping and Tree Conservation:** The following applies to landscaping and tree conservation requirements in Article 5 (Landscaping, Parking & Lighting) with regard to the criteria in Section 9.12.2 E.:

- a. In unusual cases, where there are few existing trees on a site and the planned development is small in size relative to the size of the parcel, then the Administrator may adjust the tree planting requirements (Section 5.3) downward in order not to require excessive planting out of proportion to the scale of the development.
 - b. In the case of multi-phase developments on one parcel, the tree planting requirements (Section 5.3) may be adjusted according to the size of each phase of the development.
 - c. Any particular planting requirement shall be proportionately reduced where existing plant materials are of sufficient sizes and forms to satisfy the requirement.
- C. **Adjustment of Building Design Standards:** Where an existing condition (e.g. utility easement, restrictive covenant, tree or natural feature) prohibits strict compliance with the building design standards in Article 4, the Administrator may waive or adjust the standard as appropriate to assure compliance to the extent practical. This adjustment shall be as small as possible in order to accommodate the existing conditions.
- D. **Permission of Flag Lot:** Where conditions set forth in Section 2.5.5 C. are met, the Administrator may permit a flag lot. When a flag lot is proposed in conjunction with a Major Subdivision, it shall be incorporated into the process laid out in Section 9.9.

9.12.2 PROCESS AND APPROVAL

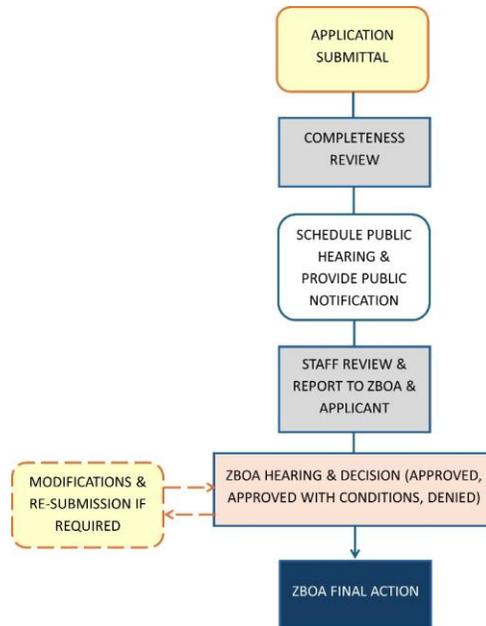


- A. **Process Type:** Ministerial
- B. **Public Notification:** None.
- C. **Required Application Information:** An application for an Administrative Adjustment shall include a brief description of the requirement to be varied and any other material necessary to ensure the criteria in this section are met.

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- D. **Administrator Review:** The Administrator shall review the application and approve, approve with conditions, or deny the application, based upon the criteria in Section 9.12.2 E. A written decision including affirmative findings on the criteria set forth below shall be transmitted to the applicant.
- E. **Administrative Adjustment Criteria:** To approve an application for an Administrative Adjustment, the Administrator shall make an affirmative finding that the following criteria are met:
1. Granting the Administrative Adjustment will ensure the same general level of land use compatibility as the otherwise applicable standards.
 2. Granting the Administrative Adjustment will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate buffering, screening, setbacks, and other land use considerations.
 3. Granting the Administrative Adjustment will not adversely affect property values in any material way.
 4. Granting the Administrative Adjustment will be generally consistent with the purposes and intent of this Code.
- F. **Expiration and Lapse of Approval:** Property owners shall have 6 months from the date of approval of an Administrative Adjustment to secure a Building Permit to carry out the proposed improvements. If a complete Building Permit application has not been filed within 6 months of the date of approval, the approval shall be void.

9.13: ZBOA SPECIAL EXCEPTION

9.13.1 APPLICABILITY



ZBOA Special Exceptions may be made for situations in which proposed land uses are generally compatible with the land uses permitted by-right in a district (per Section 3.2 Table of Permitted Uses) but require individual review of their location, design, and configuration to evaluate the potential for adverse impacts on adjacent property and uses. The ZBOA Special Exception process ensures the appropriateness of the use at a particular location within a given District.

9.13.2 PROCESS AND APPROVAL

- A. **Process Type:** Discretionary.
- B. **Required Application Information:** All applicable forms as determined by the Administrator, along with such accompanying material as is required to ensure compliance with the criteria listed in Section 9.12.2 E.
- C. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements
- D. **Staff Review and Report:** The Administrator shall prepare a staff report that reviews the proposed development in light of the Comprehensive Plan, Civic Master Plan, the review criteria listed below, and the requirements of this Code. A copy of the report shall be provided to the Zoning Board of Appeals (ZBOA) and the applicant before the scheduled hearing.

E. **ZBOA Hearing:**

1. The ZBOA shall hold a public hearing on the Special Exception application.
2. After review of the application and the public hearing, the ZBOA shall make a written finding and approve, approve with modifications or conditions, or disapprove the request.
3. If approval, or approval with modifications or conditions, is granted, the decision shall be communicated in writing within 15 days to the applicant, and the applicant shall then be authorized to submit a development permit application consistent with this Code.

F. **ZBOA Special Exception Review Criteria:** The ZBOA may approve an application for a Special Exception where it reasonably determines that there will be no significant negative impact upon residents of surrounding property/-ies or upon the general public. The ZBOA shall consider the following criteria in its review:

1. The proposed use/-s is/are compatible with existing land uses in the surrounding area.
2. The harmony of the proposed site plan, circulation plan, and schematic architectural designs with the character of the surrounding area.
3. The likely impact on public infrastructure — such as roads, parking facilities, and water and sewer systems — and on public services — such as police and fire protection and solid waste collection — and the ability of existing infrastructure and services to adequately service the proposed use without negatively impacting existing uses in the area and in the City (a traffic impact analysis shall be required per Section 7.3.2).
4. The general conformity of the proposed use and designs with the city's Civic Master Plan, Comprehensive Plan, and any other plans officially adopted by the City.
5. The likely impact on public health and safety.
6. The potential creation of noise, lights, fumes, dust, smoke, vibration, fire hazard, or other injurious or obnoxious impacts.

G. **Conditions:** The ZBOA may impose such conditions and restrictions upon the application as may be necessary to minimize or mitigate any potential adverse impacts of the proposed use.

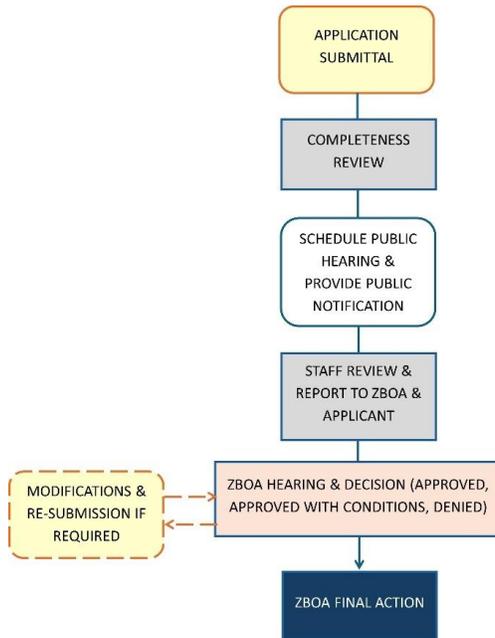
9.14: ZBOA VARIANCE

9.14.1 APPLICABILITY

Variances to all ordinance standards may be requested with the following exceptions:

- A. No variances to the Table of Permitted Uses (Section 3.2) shall be permitted.
- B. No variances to sign regulations (Article 6) shall be permitted.
- C. No variances to parking provisions for Carriage Houses (4.5.3.B.9) shall be permitted.
- D. Design Exceptions shall be approved by the appropriate design review body.

9.14.2 PROCESS AND APPROVAL



- A. **Process Type:** Discretionary.
- B. **Application Requirements:** All applicable forms as determined by the Administrator, along with such accompanying material as is required to ensure compliance with the criteria listed in Section 9.14.2 F.
- C. **Staff Review and Report:** The Administrator shall prepare a staff report that shall be provided to the applicant or appellant and the ZBOA before the scheduled hearing.

D. **Public Notice:** see Section 9.1.5 for specific Public Notification requirements.

E. **ZBOA Hearing:**

1. After review of the variance application and the public hearing, the ZBOA shall approve, approve with conditions, or deny the application.
2. If approval or approval with conditions is granted, the decision shall be communicated in writing to the applicant within 15 days, and the applicant shall be authorized to submit a development permit application.

F. **Criteria for Approval of Variances:**

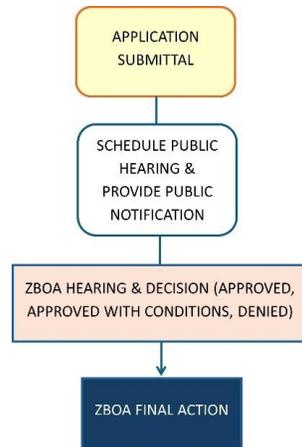
1. **Required Findings:** A variance may be granted by the ZBOA if it concludes that the strict enforcement of any design and performance standard set forth in this Code would result in unnecessary hardship to the applicant, and that by granting the variance, the spirit of this Code will be observed, public welfare and safety will not be diminished, and substantial justice will be done. A variance may be granted in an individual case of unnecessary hardship only when the ZBOA makes, and explains in writing, all of the following findings:
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property. For example, the variance is justified because of topographic or other special conditions unique to the property and development involved, in contradistinction to the mere inconvenience or financial disadvantage.
 - b. These conditions do not generally apply to other property in the vicinity.
 - c. The conditions are not the result of the applicant's own actions.
 - d. Granting of the variance would not substantially conflict with the Comprehensive Plan, the Civic Master Plan and the purposes and intent of this Code.
 - e. Because of these conditions, the application of this Code to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.
 - f. The authorization of a variance will not be of substantial detriment to adjacent property or the public good, and the character of the zone will not be harmed by the granting of the variance.
2. **Limitations:** The ZBOA may not grant a variance if it would do any of the following:
 - a. Allow the establishment of a use not otherwise permitted in the applicable district.
 - b. Increase the density of a use above which is permitted in the applicable district.
 - c. Physically extend a nonconforming use of land.
 - d. Change the zone boundaries shown on the Official Zoning Map.
3. **Profitability Not to Be Considered:** Profitability shall not be considered grounds for a variance.
4. **Conditions:** In granting a variance, the ZBOA may attach to it conditions regarding the location, character, or other features of the proposed building, structure, or use as the ZBOA considers advisable to protect established property values in the surrounding area, or to promote public health, safety, or general welfare.

9.15: ADMINISTRATIVE APPEALS

9.15.1 APPLICABILITY

Any person aggrieved by a decision, interpretation or determination of the Administrator may appeal to the ZBOA. As per South Carolina Code of Laws Section 6-29-800, the Zoning Board of Appeals (ZBOA) has the power to hear and decide appeals where it is alleged there is error in an order, requirement, decision, or determination made by an administrative official in the enforcement of the zoning ordinance, i.e. The Beaufort Development Code.

9.15.2 PROCESS AND APPROVAL



- A. **Process Type:** n/a.
- B. **Pre-Application Procedure:** n/a.
- C. **Required Application Information:** Within 30 days of a decision or order of the Administrator, an application for appeal shall be filed with the Administrator and the ZBOA specifying the grounds of the appeal.
- D. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements.
- E. **Effect of Appeal:** An appeal stays all legal proceedings in furtherance of the action in question, unless the Administrator certifies to the ZBOA that a stay would, in his/her opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed except by a restraining order that the ZBOA or by a court of record may grant.
- F. **ZBOA Hearing:** The ZBOA shall schedule the matter for a hearing at its next regularly-scheduled meeting, and give at least 15 days public notice of such hearing in a newspaper of general circulation in the city, as well as due notice to the parties of interest. At the hearing, any party may appear in person, by agent, or by attorney. Following the hearing, the ZBOA shall take one of the following actions, consistent with the provisions of this Code:

-
1. Affirm the action of the Administrator;
 2. Modify the action of the Administrator, and to that end, the ZBOA shall have all the powers of the officer, board, or commission from which the appeal is taken, and may issue a permit or direct that a permit be issued; or
 3. Reverse the action of the Administrator, and to that end, the ZBOA shall have all the powers of the officer, board or commission from which the appeal is taken, and may issue a permit or direct that a permit be issued.
- G. **Findings of Fact:** The ZBOA, in its execution of the duties specified in this section, may subpoena witnesses, and in case of contempt, may certify such fact to the circuit court that has jurisdiction.
- H. **Decision:** All final decisions and orders of the ZBOA shall be in writing and shall be permanently filed in the office of the board as a public record. All findings of fact and conclusions of law shall be separately stated in final decisions or orders of the ZBOA, which shall be delivered to parties of interest within 15 days by certified mail.
- I. **Contempt Penalty:** In case of contempt by a party, witness, or other person before the ZBOA, the ZBOA may certify this fact to the circuit court of the county in which the contempt occurs, and the judge of the court, in open court or in chambers, after hearing, may impose a penalty as authorized by law.

9.16: TEXT & MAP AMENDMENTS

9.16.1 APPLICABILITY

When the public necessity, convenience, general welfare, or good zoning practice justify such action, and after the required review and report by the Planning Commission, the City Council may undertake the necessary steps to amend this Code, and its accompanying map.

(Ord. No. O-14-23 , 9-26-2023)

9.16.2 INITIATION OF AMENDMENTS

A proposed amendment to this Code may be initiated by any member of the City Council, the PC, the Administrator, or by any city resident or business owner filing an application with the Administrator.

(Ord. No. O-14-23 , 9-26-2023)

9.16.3 APPROVAL PROCESS

Requests to amend this Code shall be processed in accordance with the following requirements:

- A. **Application Procedure:** Application forms for code amendment requests shall be obtained from the Administrator. Completed forms, together with an application fee as required by Section 9.2.2, plus any additional information the applicant deems pertinent, shall be filed with the Administrator.
 1. Applications for zoning map amendments (rezoning) shall also include:



- a. Boundary map of the subject property that is prepared and sealed by a registered land surveyor.
- b. Where applicable, a copy of correspondence illustrating that the applicant has solicited written comments from the appropriate property owners' association regarding the requested amendment. Such correspondence shall encourage the association to direct any comments in writing to the Administrator and the applicant within 15 calendar days of receipt of the notification.
- c. Written consent from the owner of the property that is being considered for an amendment. This is required if the applicant is not the city.

B. Staff Review and Report:

1. The Administrator shall prepare a staff report that reviews the proposed amendment in light of the Comprehensive Plan and the general requirements of this Code. A copy shall be provided to the PC and the applicant before the scheduled public meeting.
2. For amendments where the most intense permitted use in the proposed district would generate more than 50 external trips during the peak hour, a TIA (Section 7.3.2) may be required; all road improvements needed to maintain the current level of service shall be identified (based on that analysis), and assurances shall be provided so that all road improvements will be in place so the impacts of the development are accommodated, and the current level of service is maintained.
3. At the discretion of the Planning Commission, the submittal may include the requirements of a Sketch Plan submittal as per Section 7.5.3, or a conceptual Site Plan (to include building elevations and any applicable Sketch Plan requirements as per Section 7.5.3) to be submitted with the map amendment request so that the impacts of development on the community are properly considered.

C. Planning Commission Hearing:

1. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements.
2. **Hearing by PC:** All papers and other data submitted by the applicant on behalf of the amendment request shall be transmitted to the PC. The PC, at regular meetings, shall review and prepare a recommendation for transmittal to the City Council. At such meeting(s), any party may appear in person, by agent, or by attorney. Following action by the PC, all papers and data pertinent to the application shall be transmitted to the City Council for final action. The PC shall study the proposed amendment, taking into account the following factors:
 - a. Consistency (or lack thereof) with the Comprehensive Plan and Civic Master Plan;
 - b. Compatibility with the present zoning, with conforming uses of nearby property, and with the character of the neighborhood;
 - c. Suitability of the property that would be affected by the amendment;
 - d. Compatibility with the natural features of — and any archaeological or cultural resources on — the property;
 - e. Marketability of the property that would be affected by the amendment; and
 - f. Availability of roads, sewer, water, and stormwater facilities generally suitable and adequate for the affected property.
3. At the close of the public meeting, the PC shall recommend approval, modified approval, or denial of the amendment.
4. Upon receipt of a recommendation from the PC, the staff shall have 30 days within which to submit its report of the PC's deliberations and recommendation City Council. If the PC or its staff fail to submit a report within the 30-day period, it shall be deemed to have recommended approval of the proposed amendment.
5. If, after three PC meetings, no recommendation has been made (e.g., each meeting has resulted in the request being tabled), the item will proceed to City Council. Staff will prepare a report of the PC deliberations within 30 days of the third PC meeting.

D. **City Council Action:**

1. **Public Notification:** see Section 9.1.5 for specific Public Notification requirements.
2. **Timing:** City Council shall consider the proposed map or text amendment at the earliest reasonable date and shall consider the report of the PC in making a decision.
3. **Decision:** City Council may schedule an additional public hearing to approve, approve with modifications, or deny the proposed amendment.
4. **Notification of Result:** The applicant shall be notified in writing within 15 days of City Council's action.

(Ord. No. O-14-23 , 9-26-2023)

9.16.4 UPDATE OF ZONING MAP

Following City Council's final action, any necessary changes shall be made to this Code, or to the Official Zoning Map within 7 days. A written record of the type and date of such change shall be maintained by the Administrator. After 7 days of the official action, the action by City Council shall be considered official even if the Administrator fails to make the written change to the appropriate document.

9.17: APPEALS

9.17.1 APPLICABILITY

Any person or entity desiring to appeal any decision, order, requirement or determination of any official, board or other authority set forth in this Code, thereby taking advantage of certain enumerated appeal rights granted by the South Carolina legislature, are encouraged to carefully review the appeal provisions of the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, as amended, codified at South Carolina Code of Laws, Title 6, Chapter 29, and to seek appropriate legal advice.

9.17.2 SPECIFIC AUTHORITIES

The following statutes apply to the different types of appeals. They should be consulted if filing an appeal.

- A. **Appeal from decision of the City Council on a Zoning Map amendment or other regulatory enactment under this Code.** See S.C. Code of Laws Section§ 6-29-760.
 1. Time Period: within 60 days of the final decision.
 2. To Whom: Circuit Court.
- B. **Appeal from decision of the Planning Commission on a Subdivision Preliminary Plat and a Major Development Site Plan.** See S.C. Code of Laws Section§§ 6-29-1150 and 6-29-900, respectively.
 1. Time Period: within 30 days after the affected party receives actual notice of the final decision.
 2. To Whom: Circuit Court.

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- C. **Appeal from decision of the Historic District Review Board.** See S.C. Code ~~of Laws Section~~§ 6-29-900.
 1. Time Period: within 30 days after the affected party receives actual notice of the final decision.
 2. To Whom: Circuit Court.
 - D. **Appeal from decision of the Zoning Board of Appeals.** See S.C. Code ~~of Laws Section~~§ 6-29-820, et seq.
 1. Time Period: within 30 days after the affected party receives actual notice of the final decision.
 2. To Whom: Circuit Court.
 - E. **Appeal of an alleged error in any order, requirement, determination or decision of administrative official on a Subdivision Sketch Plan, Preliminary or Final Plat, Minor Plat, or Site Plan and involving non-historic structures and neighborhoods under their legal purview.** See S.C. Code ~~of Laws Section~~§§ 6-29-880, ~~6-29-890,~~ and ~~6-29-1150,~~ respectively.
 1. Time Period: 30 days from date of the specific action appealed.
 2. To Whom: Planning Commission.
 - F. **Appeal of an alleged error in any order, requirement, determination or decision of administrative official involving historic structures and neighborhoods under their legal purview.** See S.C. ~~Code of Laws Section~~§§ 6-29-880, and ~~6-29-890,~~ respectively.
 1. Time Period: 30 days from date of the specific action appealed.
 2. To Whom: Historic District Review Board.
 - G. **Appeal of an alleged error in any order, requirement, determination or decision of administrative official in the enforcement of the zoning ordinance, not subject to statutory authority of the Planning Commission or Historic District Review Board, as above.** See S.C. Code ~~of Laws Section~~§ 6-29-800.
 1. Time Period: 30 days from date of the specific action appealed.
 2. To Whom: Zoning Board of Appeals.
 - H. **Appeal of the issuance or failure to issue a Zoning Permit.** See S.C. Code ~~of Laws Section~~§ 6-29-800 (A) ~~and~~ (C).
 1. Time Period: 30 days from date of the specific action appealed.
 2. To Whom: Zoning Board of Appeals.
 - I. **Appeal of the issuance or failure to issue a Building Permit and/or a Certificate of Occupancy.** See S.C. Code ~~of Laws Section~~§ 6-29-880, ~~6-29-890,~~ and ~~6-29-1150.~~
 1. Time Period: 30 days from date of the specific action appealed.
 2. To Whom: Planning Commission or Historic District Review Board, as applicable.

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City of Beaufort Community & Economic Development Department

M E M O R A N D U M

TO: Amy Robbins, Beaufort Gazette

FROM: Julie A. Bachety 525-7011

DATE: April 11, 2025

SUBJECT: Public Hearing Notice

**City of Beaufort
NOTICE OF PUBLIC HEARING
Code Amendments**

The City of Beaufort will hold a public hearing on Tuesday, May 13, 2025, and June 10, 2025, at 7:00 P.M. at City Hall, in Council Chambers, 2nd Floor, 1911 Boundary Street, Beaufort SC to consider approval of Code Amendments made to Chapter 7 and Chapter 9 of the Beaufort Development Code.

Documents relating to this request are available for public inspection between the hours of 9:00 A.M. and 4:00 P.M. Monday through Friday at Beaufort City Hall, 1911 Boundary Street, Beaufort. Interested persons are invited to attend the public hearing and to comment on the application. Written comments can also be submitted prior to the hearing to the City of Beaufort Community Development Department, 1911 Boundary, Beaufort, S.C. 29902.

Note: If you have special needs due to a physical challenge, please call (843) 525-7011 for additional information.

GAZETTE: Please run in our usual block advertisement form on Monday, April 14, 2025.

RECEIPT: Please confirm that you have received this notice, and that the advertisement can run on the date specified above.

BILL: City of Beaufort
1911 Boundary Street
Beaufort, SC 29902

AFFIDAVIT: Julie A. Bachety, Admin. Assist. II
City of Beaufort
1911 Boundary Street
Beaufort, SC 29902



Planning Commission

Meeting Minutes – February 10, 2025

CALL TO ORDER

3:35

A meeting of the Planning Commission was called to order by Chairman, Benjie Morillo, and was held in-person on February 10, 2025, at 5:00 PM.

ATTENDEES

Members in attendance: Benjie Morillo, Chairman, Mike Tomy, Vice-Chairman, Bill Bardenwerper, Clinton Hallman, Kim McFann, Bill Suter, and Paul Trask.

Staff in attendance: Curt Freese, Community Development Director, Christopher Klement, Community Development Planner III, and Nick Navia, Community Development Planner I.

ELECTION OF OFFICERS

5:17

Motion: Mr. Bardenwerper made a motion to nominate Mike Tomy to be Chairperson. Mr. Trask seconded the nomination. The motion passed unanimously.

Motion: Mr. Trask made a motion to nominate Bill Bardenwerper as Vice-Chair. Mr. Suter seconded the motion. The motion passed unanimously.

Motion: Mr. Trask made a motion to nominate Kim McFann as Secretary. Mr. Suter seconded the motion. The motion passed unanimously.

WATERFRONT PARK COMMITTEE

9:27

Motion: Mr. Bardenwerper made a motion to nominate Bill Suter to serve on the Waterfront Park Committee. Mr. Trask seconded the motion. The motion passed unanimously.

MINUTES

10:22

December 3, 2024 Worksession Minutes

Motion: Mr. Morillo made a motion to approve the minutes of the December 3, 2024 worksession. Mr. Hallman seconded the motion. The motion passed unanimously.

December 16, 2024 Minutes

Motion: Mr. Hallman made a motion to approve the minutes of the December 16, 2025 regular meeting. Mr. Morillo seconded the motion. The motion passed unanimously.

All Planning Commission meeting minutes are recorded and can be found on the City's website at <http://www.cityofbeaufort.org/AgendaCenter>.

QUESTIONS RELATING TO MILITARY OPERATIONS

11:27

None.

NEW BUSINESS

12:17

- A. Rezoning.** The applicant (the City of Beaufort) is requested a rezoning of the Christensen Park and Pigeon Point Boat Landing located at 2440 Pigeon Point Road, a single parcel located at terminus of Pigeon Point Road and Wilson Street, bordered on the South by Albert Street, Beaufort, SC, identified as R120 002 000 0045 0000 from T3-Neighborhood District (T3-S) to T1-National Preserve District (T-1).

Christopher Klement presented the application and staff report.

Public Comment:

Paul Sommerville, who resides at 1509 Pigeon Point Road, gave some background information. He said it makes sense to change the zoning to T1-National Preserve District.

Kay Merrill, who resides at 813 Audusta Place, is the Chairman of the Pigeon Point Neighborhood and said Beaufort has a long history of celebrating its founders and its important people and even its visitors. She referred to the upcoming events regarding the visit of the Marquis de Lafayette. The Christensen Family, who Mr. Sommerville is part of, has a long history in Beaufort. The most recent event at the park was Arbor Day where the community planted a native American Holly tree with Public Works. Prior to Arbor Day the community had a 102nd birthday party for their neighbor, Maila Bianca. The community asks that the tree canopy is not destroyed because it gives a lovely ambiance that has become so important to Pigeon Point. The park area drastically and believes it should be left the way it is and specifically objected to expanding and any parking into the residential areas around Christensen Park.

Public Comment Closed.

32:58

Commissioner . Trask commented that he understands that the residents want the park to be down zoned in perpetuity. He addressed the comment that Graham Carr raised. The city has a landing that they are preparing to refurbish after a number of years of damage and neglect. Mr. Trask asked if people sometimes park along the edge of the park after they have launched their boat and requested public input as to whether that is objectional to the neighborhood.

Public Comment

Mr. Carr responded and said he **lives literally on the park and looks out onto the park.**

He said there is three or four people that do come up and back up on the grass, which is fine, but it would change the nature of the entire neighborhood if marked parking was put in or if gravel was put down on the ground. This would change the aspect of that area.

Public Comment closed.

Public Comment

Robin Koppernaus, who resides at 2423 Pigeon Point Road said it's always been a very quiet area and there are not a lot cars that go down here. She is hoping when the work is done on the landing it won't turn into a single lane ramp because it is deep in the heart of a residential neighborhood. Also, the boat landing has many parking spaces already.

Public Comment closed.

Motion: Mr. Morillo made a motion to approve the rezoning of Christensen Park and Pigeon Point Boat Landing as T1-National Preserve District (T-1) based on staff findings in the staff report. Mr. Hallman seconded the motion. The motion passed with a vote of 6:1 with Mr. Trask being opposed.

B. Beaufort Development Code Changes. Amendments to the Landscaping, Parking, and Lighting Requirements of Section 5 of the Beaufort Development Code.

Mr. Freese said this chapter was presented to the Planning Commission (PC) at their last work session on February 4. The City's contract arborist was at the 2/4 worksession and was able to provide explanations of the work already done on the proposed draft and answer questions.

Motion: Mr. Trask made a motion to table further discussion of Section 5 until the work session that is scheduled for March 3. Ms. McFann seconded the motion. The motion passed unanimously.

OLD BUSINESS

52:04

Beaufort Development Code Changes: Amendments to the open space, land Development and subdivision requirements of Section 7 and Section 9 of the Beaufort Development Code.

Public Comment:

None.

Public Comment Closed.

PC asked what the next steps are once they give their recommendations. Mr. Freese said it will go to the City Attorney for a legal review and then it will go to City Council for 2 hearings.

Motion: Mr. Bardenwerper made a motion to recommend that Council **approve the final PC draft of chapter 7** based on the authority that is set forth in South Carolina statues and the City Code. Mr. Trask Seconded. The motion. The motion passed unanimously.

Mr. Suter asked that the motion could be amended to specify that the draft the PC recommends approval of is *Chapter 7 clean copy as of January 13.*

Motion: Mr. Bardenwerper amended his motion to include that this is the clean copy of chapter 7 as of January 13, 2025. Mr. Trask Seconded the motion. The motion passed unanimously.

Regarding the PC draft of Chapter 9, Mr. Bardenwerper referred to Page 18, Section 9.8.2.a.5.c.i and Section 9.8.2.5.c.ii recommending removing the words *appropriate design review body* and just say the Planning Commission.

Motion: Mr. Bardenwerper made a motion to **approve the final draft of chapter 9 version February 4, 2025** with that change based on the authority that the PC is given by the State Legislature and by our Code . Ms. McFann Seconded. The motion. The motion passed unanimously.

Chairman Tomy asked staff to provide the PC with a synopsis of the progress of code revision work for the end of the month meeting for the City Strategic Planning Meeting.

Ms. McFann talked about the issue of annexation that is not addressed in the current Code and not addressed in chapter 7 and 9. There is no Code guidance, but there is a statutory guidance for annexation. She noted annexation petitions regularly come before the PC and stated that logically such a section should be part of Chapter 7 or 9. The other Commissioners agreed that such a section is needed

Motion: Ms. McFann made a motion that staff draft a proposed section of code regarding annexation standards for the City for consideration by the PC.

Mr. Freese said a motion is not needed but that Staff would draft such a section for PC review. .

DISCUSSION

1:17:26

A. Planning Commission Input for the Strategic Plan

Mr. Tomy referred to the Comprehensive Plan. He would like to have the Comprehensive Plan more in agreement with the city's Strategic Plan because there are elements that have not been incorporated yet that should be.

Ms. McFann asked staff if this session is going to be about how the city is doing on the current strategic plan or is this a session designed to create the next strategic plan for the coming years. Mr. Freese is not sure, but there is a 2 hour session on the Development Code and our current progress, which is very important. Once the code changes are done, we probably will start updating the Comprehensive Plan, next year.

Mr. Morillo asked about the Civic Masterplan being outdated. Mr. Freese said this needs to be discussed at the Strategic Plan meeting. The Civic Masterplan was approved in 2014.

Mr. Tomy will be attending the entire time of the Strategic Plan meeting and would like to see participation from the other commissioners. The other commissioners stated they did plan to attend as well.

ADJOURNMENT

1:36:35

Motion: Mr. Hallman made a motion for adjournment at 6:36 pm seconded by Mr. Suter. The motion passed unanimously.



Planning Commission

Worksession Minutes – August 12, 2024

CALL TO ORDER

A worksession of the Planning Commission was called to order by Benjie Morillo, Planning Commission Chairman, and was held in-person on August 12, 2024 at 3:05 PM.

ATTENDEES

Members in attendance: Chairman , Benjie Morillo, Vice-Chairman, Mike Tomy, Bill Bardenwerper, Clinton Hallman, Kim McFann, Bill Suter, and Paul Trask.

DISCUSSION

Chapters 7-9 Subdivision and Infrastructure Regulations

Mr. Clinton asked if staff could provide a chart that shows the zoning districts and the allowable uses in each zoning district.

Ms. McFann asked if there were any amendment updates available. Mr. Freese referred to the Municode. He also said there is not enough staff right now to help with the amendments. We do have consultants for Architecture with Meadors and for trees with Michael Murphy.

Public Comment:

Joe MacDermant said he is a new member of the Park & Trees Advisory Committee (PTAC) Board and lives in Beaufort. He talked about the tree canopy issues and said, “if you can’t measure, you can’t manage”. He would like the City to revisit periodically regarding city trees.

The commission discussed the following.

Section 7.1.1 PURPOSE

Mr. Bardenwerper referred to the **red text**.

Section 7.1.2 APPLICABILITY

There were no changes and no public comment.

Section 7.1.3 TABLE OF REQUIRED IMPROVEMENTS

Commission talked about the use of curbs and gutters in zoning district T3-S. Also, the use of Waivers was discussed.

Public Comment:

Jessie White, South Coast Office Director, South Carolina Coastal Conservation League (SCCCL) mentioned a process already being in place for applicants to apply for a variance if they need relief from code provisions. Ms. White also commented and concurred with commissioners about the need for Traffic Impact Analyses to be comprehensive/cumulative in nature, taking into consideration existing and approved but not-yet-built development, and the need for regional coordination, especially with Beaufort County who is currently updating their TIA code requirements (see attached).

Mr. Bardenwerper said he would send information regarding waivers to Mr. Freese.

Commission agreed to add waiver and add the criteria for PC and the administrators.

Public Comment:

Lise Sundrla, Historic Beaufort Foundation (HBF) referred to Section 7.1.3 Utilities and the T4-HN zoning district. The Old Commons and Northwest Quadrant (NWQ) areas have utility easements, and some easements went through the owner's property and now the owners cannot do anything about it. This went to Council back in 2006 and Council said, "it doesn't matter, there's nothing there". Ms. Sundrla wants to know how this can be avoided now and in the future. She asked why there was no push for curbs and gutters in the historic district. She referred to Midtown.

Jessie White, South Coast Office Director, South Carolina Coastal Conservation League (SCCCL) said refer the Table to Section 7.4 and then put a note in 7.4 about the Table.

Section 7.1.4 SURVEY AND ENGINEERS

There were no changes and no public comment.

Section 7.1.5 IMPROVEMENT GUARANTEES

There were no changes and no public comment.

Section 7.1.6 EASEMENT AND UTILITY STANDARDS

Mr. Bardenwerper said should be what the utility companies requires are not the city. There should be a separate conversation with the utility companies. Look at the design first by the Planning Commission (PC). Mr. Freese not sure if should go to the PC. Commission agreed to keep the red-lined text as it is. Ms. McFann suggested sending a letter to the utility companies to ask them regarding the code. Mr. Freese said he would send the letter.

Section 7.2.1 STREET INFRASTRUCTURE PLANS

Mr. Freese stated there are only a few city-owned streets.

Section 7.2.2 STREET NETWORK REQUIREMENTS

There were no changes and no public comment.

Section 7.2.3 LOT ACCESS STANDARDS

There were no changes and no public comment.

Section 7.2.3.B LOT ACCESS STANDARDS - MAXIMUM NUMBER

Commissioners agreed to revisit the “block” size.

Public Comment

Lise Sundrla, Historic Beaufort Foundation (HBF) referred to the block patterns from Bay Street up to Prince and King Street.

Mr. Freese spoke about waivers and variances. Ms. Sundrla said the HBF has authority to give relief on certain projects. Ms. McFann feels the PC doesn’t need to have a *general* waiver. **The PC agreed they need a list of things that would be waived.**

Section 7.2.4 STREET DESIGN STANDARDS

Ms. McFann noted that this section also refers to the Appendix C and is not included in the packet we received.

Section 7.3.2 TRAFFIC IMPACT ANALYSIS

Mr. Tomy said were doing TIAs on small projects but should be done on larger scale projects. When the TIAs are done, the PC does look at the surrounding areas. Ms. McFann referred to Beaufort Station. Mr. Tomy said when he was the Chairman on the Metropolitan Planning Commission (MPC), he had the County, and the City do an analysis of new planned and proposed projects. Ms. McFann feels the information the PC requests of the applicants is a lot and expensive, but big developers is different; need a balance. Mr. Trask referred to Salem Bay. **Commission agreed this section needs to be revisited.**

Public Comment

Lise Sundrla, Historic Beaufort Foundation (HBF) stated that the TIA directive in the Code is doing what we want it to do. Some TIAs are just a trip generator report which are not adequate. The TIA section needs to be revisited.

Jessie White, South Coast Office Director, South Carolina Coastal Conservation League (SCCCL) commented and agreed with commissioners about the need for Traffic Impact Analyses to be comprehensive/cumulative in nature, taking into consideration existing and approved but not-yet-built development, and the need for regional coordination, especially with Beaufort County who is currently updating their TIA code requirements (see attached).

The Commission will resume review of the amendments with Section 7.4: Community Green Space and Open Space at their next worksession.

ADJOURNMENT

The worksession ended at 5:15 pm.



Planning Commission

Work Session Minutes – December 3, 2024

CALL TO ORDER

A work session of the Planning Commission was called to order by Chairman, Benjie Morillo and was held in-person on December 3, 2024, at 3:00 PM. An audio recording of the meeting was commenced.

ATTENDEES

Members in attendance: Benjie Morillo, Chairman, Mike Tomy, Vice-Chairman, Bill Bardenwerper, Clinton Hallman, Kim McFann, Secretary, Bill Suter, and Paul Trask.

Mr. Tomy left the meeting early due to concerns passing along a bad cold, but left notes with Chairman Morillo to be shared as the Commission worked through the code sections. Prior to his departure a planned Holiday social engagement was discussed, scheduled for 12/12 at the Tomy residence. All confirmed that no City business will be discussed at this purely social event.

Staff in attendance: Curt Freese, Community Development Department Director, and Christopher Klement City Planner and Julie Bachety, Administrative Assistant II.

Diane Farrelly, 2145 Oakhaven Street was present as a member of the public.

Documents used at the work session were Diane Farrelly's previously submitted comments re: Chapter 9, Ms. McFann's email of 12/3/2024 (copy attached), a three page document entitled "9.3.1 APPLICATION ELEMENTS (UPDATE)" (copy attached) and the material in the meeting package posted on the City website, including "clean" and "redline" versions of revised Chapter 7, as referenced below regarding additional edits.

Mr. Suter raised a question regarding tree issues in relation to projects and it was confirmed that such issues will be up for discussion when the PC reviews Chapter 5.

The commission continued its discussion of proposed revisions to be included in the proposed draft to be acted upon at Regular Meetings and ultimately submitted to City Council for consideration.

As to Chapter 7, the PC reviewed the most recent revised clean and redline drafts.

Mr. Bardenwerper suggested and consensus was reached to change the sketch plan provisions on pp 33 and 34 of redline to require a meeting resulting in feedback/comments from the PC rather than a hearing with a decision, to allow public comment at the meeting and to state that if no application for preliminary approval was forthcoming from the applicant after 12 months from the meeting, that the Code administrator would

have the discretionary authority to extend the time for same or require an updated sketch plan and meeting. The PC declined to place a cap on the extension authority beyond the 12 month standard. The PC agreed to omit reference to the comprehensive plan and the civic master plan on p.41 clean copy omit "prior" and add 'shall be a condition of final plat approval on p 5 of redline --

The commission discussed Mr. Tomy's suggestion to add language on page 30 of clean copy, and ultimately there was consensus to instead add language equivalent to F.4 on page 32 as 12 on p 36.

The PC further reached consensus that Omit "prior" and add "shall be a condition of final plat approval" on p 5 of redline as to redline pp 43 – 47, add "shall include the following to B pa 43, , to fix lettering and numbering, (C on p 45 becomes 4, etc., add a 7 on p.45 re TIA, and change meeting to hearing in 2 places on p 46, and to omit "g" on p 46.

Mr. Trask noted and there was consensus regarding multiple typos and that the minor subdivision references must be five and fewer lots that the box on p 23 in chart needed "exempt in the box under LI.

Mr. Morillo suggested, and consensus was reached that the PC should wait until chapter 9 was also complete prior to concluding work on chapter 7.

Mr. Freese reminded the PC that they had already conducted review of HRB sections of Chapter 9.

Re: 9.1.4 chart, it was agreed Staff would review, correct references within it and adjust configuration to make more readable.

Re 9.1.3, it was agreed to omit the second sentence of the section.

Re 9.1.5, extended discussion occurred re notice issues. Ms. McFann agreed to provide a proposed redraft reflecting consensus and suggestions to Staff for circulation.

Likewise extended discussion occurred re 9.1.6 and 9.1.7 re decision and required notice. Mr. Bardenwerper agreed to provide a proposed redraft addressing concerns and suggestions to staff for circulation.

Additional discussion of Chapter 9 will occur at next PC meeting on 12/16/24

It was agreed that work session minutes from November and December would be on the agenda for approval along with outstanding meeting minutes at the next PC meeting.

ADJOURNMENT

The work session adjourned at 5:00 p.m.



Planning Commission

Work Session Minutes – November 5, 2024

CALL TO ORDER

A work session of the Planning Commission was called to order by Chairman, Benjie Morillo and was held in-person on November 5, 2024, at 3:00 PM. An audio recording of the meeting was commenced at 3:12 PM.

ATTENDEES

Members in attendance: Benjie Morillo, Chairman, Mike Tomy, Vice-Chairman, Bill Bardenwerper, Kim McFann, Bill Suter, and Paul Trask.

Member Absent: Clinton Hallman

Staff in attendance: Curt Freese, Community Development Department Director, and Nick Navia, Community Development Planner I and Julie Bachety, Administrative Assistant II.

Diane Farrelly, 2145 Oakhaven Street Was present as a member of the public.

The commission continued its discussion of proposed revisions to be included in the proposed draft to be acted upon at Regular Meetings and ultimately submitted to City Counsel for consideration.

The commission again discussed development project timelines and Mr. Tomy presented a chart with current code timelines and alternative possible timelines for discussion (attached).

Mr. Freese clarified current code, reviewed previous commission consensus on the proposed draft and shared his experience with code timelines in other jurisdictions. The commission discussed certain unique elements of development in the City including utility issues, bonding requirements in Beaufort, phased developments, and specific examples.

Ultimately, the Commission reached consensus that the draft should say that after sketch plan approval, the developer should have 24 months to seek preliminary approval and that one conditional discretionary extension could be sought for 18 months from the commission. As to preliminary to final, the same timeframes – 24 months with one 18 month conditional discretionary extension from commission should be included in the draft, and that the same timelines should be included throughout the proposed draft.

Mr. Bardenwerper again suggested, and there was consensus, that as to lists of items required to be included with applications, items required at earlier phases should be incorporated into following sections by reference and only new/additional items listed.

Consensus was also reached regarding other changes to the proposed draft, including:
7.5.3.B: change to “Registered Land Surveyor and/or Professional Engineer”

7.5.5: change to require commission hearings for sketch plan and preliminary approval

PRELIMINARY PLAT REVIEW CRITERIA: should require conformance only to the City Code, the applicable Zoning map and the Civic Master Plan. The section beginning “Negative impacts on adjacent . . .” should be eliminated.

Design issues are covered in Chapter 4 of the City Code and need not be addressed here, only referenced.

The term “Lowcountry Architecture” requires a definition.

As to the requirements for .minor subdivision.7.5.6.Mr. Freese will review and edit as some listed are not needed until after approval.

7.5.7 Site Plan: refer to the City Code, the applicable Zoning Map and the Civic Master plan

Additional discussion of Site plan and following proposed sections to occur at next meeting. Staff will provide agenda and a redraft with edits to date probably on Tuesday 11/12 due to Veterans Day Holiday.

ADJOURNMENT

The work session adjourned at 5:30 p.m.



Planning Commission

Work Session Minutes – February 4, 2025

CALL TO ORDER

A work session of the Planning Commission was called to order by Chairman, Benjie Morillo and was held in-person in the Planning Conference Room on February 4 2025, at 3:00 PM. An audio recording of the meeting was commenced.

ATTENDEES

All members were in attendance except Bill Suter.

Staff in attendance: Curt Freese, Community Development Department Director, and Christopher Klement City Planner, Nicolas Navia City Planner, and Julie Bachety, Administrative Assistant II.

Michael Murphy, Contract Arborist for the City, Barbara Farrior and Jessie White were present and submitted public comments during the session.

The Commission completed its final recommendation re Chapters 7 and 9 and asked that staff be ready with a final draft of those chapters to consider at the next regular commission meeting.

The Commission moved on to consider proposed revisions to Chapter 5 of the City Code. Most of the work done involved the clarification of issues addressed in the Chapter, learning about how the revisions in the draft presented to the Commission came about, and exploration of details and facts pertaining to existing practices and technical issues relevant to Chapter 5. Plans were made to continue work on Chapter 5 at the next scheduled work session,

The work session adjourned at 5 pm.



Planning Commission

Work Session Minutes – January 7, 2025

CALL TO ORDER

A work session of the Planning Commission was called to order by Chairman, Benjie Morillo and was held in-person on January 7, 2025, at 1:00 PM. An audio recording of the meeting was commenced.

ATTENDEES

All members were in attendance.

Staff in attendance: Curt Freese, Community Development Department Director, and Christopher Klement City Planner, Nicolas Navia City Planner, and Julie Bachety, Administrative Assistant II.

The commission continued its work on the proposed revisions to Chapters 7 and 9 of the City Code.

The work session adjourned at 5 pm.



Planning Commission

Work Session Minutes – January 13, 2025

CALL TO ORDER

A work session of the Planning Commission was called to order by Chairman, Benjie Morillo and was held in-person on January 13, 2025, at 1:00 PM. An audio recording of the meeting was commenced.

ATTENDEES

All members were in attendance.

The commission continued work on recommended revisions to Chapters 7 and 9 of the City Code.

Mr. Suter indicated he was interested in serving as the PC representative on the City's Waterfront Park Advisory committee.

The work session adjourned at 5 pm.

Date: May 13, 2025

From: Curt Freese, Community Development Director

To: City Council

ISSUE: Beaufort Development Code Changes Chapters 7-9

Background

The land development/subdivision requirements are core functions of the development code. Chapter Seven includes streets, open space, public utilities, major and minor subdivisions, and site plans. Chapter Nine includes public notice and approval requirements. Draft changes of each chapter were presented at the May 21, 2024, City Council work session. The drafts of each chapter were first taken to the Planning Commission Work session in August 2024, and after eight work-sessions and a public hearing, the Planning Commission unanimously recommended approval to the City Council. The recommended drafts were then sent to the City Attorney for legal review and revision. A list of the meetings is found below, with each public meeting generally 2-4 hours long, allowing public comment. After Council request, the work-sessions began to be streamed via zoom, and will now be streamed over Facebook. Minutes for each meeting are attached.

List of Chapter 7-9 Planning Commission Public Meetings:

August 12, 2024	December 3, 2024
Sept 3, 2024	January 7, 2025
October 1, 2024	January 13, 2025
November 5, 2024	February 4, 2025

Public Hearing:

February 10 (approved)

Analysis:

The code revision process identified Chapters 7 and 9 as a focal point of the code revision process to address key citizen, staff, and Council/Commission concerns related to infrastructure/roads, the approval process, and public notice. As the PC went through the proposed draft, it had a threefold process in making revisions: 1) Correcting errors, inconsistencies, and unclear language; 2) Addressing issues raised by Staff, Citizens, Staff and Council (including 120 point list); 3) Adding additional standards and context to the code as the PC went through each chapter. The PC, made up of a diverse group of members, including three attorneys, two architects, one civil engineer, and one developer, went through each line of Chapters 7 and 9, and proposed the current revisions with Staff after nine meetings over a six month period. A quick synopsis of the primary changes is found below. As the changes are comprehensive in nature, the minutes provide the context behind each code change; however, Staff is able to answer any questions the City Council might have on any change. The major changes include:

Chapter 7

TIA's

Revision: Major revisions to Street Standards including TIA's.

Objective of Revision: Comprehensive look at all existing and proposed development impacts on traffic over a larger area

Open Space:

Revision: Changes to Open Space Standards

Objective: Correct inconsistencies and lack of open space requirements in transect zones

Sketch Plans:

Revision: Standards for Sketch Plans

Objective: Add standards for PC to make major decisions on conceptual type plans

Preliminary Plats:

Revision: Add comprehensive standards for Preliminary Plats

Objective: Add standards for PC to make major decisions on major platting action/often not approved by PC but Staff

Final Plats:

Revision: Comprehensive standards on final plats.

Objective: Comprehensive standards for Staff to make decision on final phase of platting

Minor Subdivisions:

Revisions: Strengthen Minor Subdivisions, restrict them to 6 or less lots.

Objective: Address concerns of minor subdivisions and bring to a national standard

Site Plans

Revision: Add comprehensive standards for PC to approve Site Plans

Objective: Set standards for developers, Staff and PC to expect with major commercial, multi-family and industrial plans.

Rezoning:

Revision: Add sketch or site plan to rezoning requests

Objective: Provide additional information for PC and Council to make decision on land use

Chapter 9 Revisions

Public Hearings:

Revision: Add public hearing and notice requirements for most major land use actions

Objective: Require transparent approval process which includes the public.

Approval process

Revision: Clean up Chapter 9 approval and process

Objective: Provide for a consistent approval process for Staff, the public. and developers.

Again, the changes are comprehensive in nature and the above list only highlights some of the major changes.

Recommendation: Adopt changes as recommended by the Planning Commission.



Planning Commission

Work Session Minutes – October 15, 2024

CALL TO ORDER

A work session of the Planning Commission was called to order by Chairman, Benjie Morillo and was held in-person in the Planning Conference Room on October 15, 2024, at 3:00 PM. An audio recording of the meeting was commenced.

ATTENDEES

All members were in attendance.

Staff in attendance: Curt Freese, Community Development Department Director, and Nicolas Navia City Planner, and Julie Bachety, Administrative Assistant II.

Chairman stated that we would receive public comment at the beginning of our worksession and at the end of the worksession. We will also have written that are received read during the public comment time.

Public Comment

None.

Public comment was closed.

Mr. Freese said the first goal of this group is to get through the major comments and then we can send out an agenda for the PC's next meeting.

Mr. Tomy referred to 9.1.4 – Permits & Stage of Project; we need to look over this chart again.

Public comment was re-opened since a resident came in after it was closed.

Diane Farrelly spoke and said she comments on everything because I've used the agenda packet that was published as well as the agenda.

Public comment was closed.

Ms. McFann went over some house cleaning items: worksession not on Facebook, public comment – revise policy (she sent an email to the other members/staff), worksession, we should have public comment at beginning, not end, and worksession needs to be on Facebook.

Mr. Freese has suggested this be put on the 10/21/24 regular PC agenda since we have no projects other than the amendments. Maybe we can approve some of the code amendments, if done, at the regular PC meeting in October.

The Commission continued work on Chapter 7 -9 proposed changes by going over each section with their changes.

7.1.1: remove “ing” of item (f), (g), (h), and (i)

7.1.3: street trees in every subdivision. No means not allowed. Add mobile home parks category. Don't leave any column blank – add box (). Add PC may consider where underground utilities lines go (referred to Harris Teeter; was under approval under the UDO).

7.2.1: “shall”.

7.2.2.3: remove word “practical”. PC has to have discretion.

7.2.2.c.3: Design; see page 8. Change “possible” to “required”.

7.2.3: MPC *should be PC*

7.2.4 B: changed “will”, to “should”.

7.4: Added “Community” Open Space added to all portions of Section 7.4

7.4.1 D: “Community” added to Green Space definition.

7.4.1 D: “Trails and multi-use pathways” added.

7.4.2: Table: Added “Community” to Open Space

7.4.2: Table: Changed table *from 5-10 acres to 3-10 acres*.

7.4.2: added footnote 3, which states anything less than 3 acres should be at the discretion of the approval authority (Codes Administrator or Planning Commission).

7.4.2: Table, change T-5 UC exemption in 3-10 acres to 10% of area from exempt.

7.4.3: Referred to the Chart and PC r asked that staff (Mr. Freese) come up with definition of terms for the next worksession for Green Space and Civic Space.

7.4.5: E added “and/or” to just an and.

7.4.5: E added “at owners’ expense”

7.4.5 E: removed reference.

7.5: added “Site Plan” to Title and to first sentence of 7.5.

7.5.1: removed “all applicable regulations, policies, and guidelines as amended”.

7.5.2 A 1: changed *from six lots to five*.

7.5.2 A 1: changed cumulatively, to clarify no further minor subdivisions from new lots or parent tract.

7.5.2 A 1: removed less than 3 acres.

7.5.2 A 3: add “not” in front of involved.

7.5.2. B 1: added “private road”

7.5.2 B 2: changed *from six lots to five.*

7.5.2 B3 : removed less than 3 acres

7.5.3 A 4, added an 18 month renewal by Codes Administrator

7.5.4 B: change *from Traffic Plan to Road plan.*

7.5.4 g: changed *to allow a one-time 18 month renewal.*

Mr. Trask said we should discuss the definition of terms at the next worksession.

The work session adjourned at 5:00 pm.

DRAFT



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: PUBLIC HEARING AND FIRST READING - An ordinance to provide for the levy of taxes for the City of Beaufort for Fiscal Year beginning July 1, 2025 and ending June 30, 2026; to provide for execution of and to put into effect the consolidated budget; to provide budgetary control of the City's fiscal affairs
MEETING DATE: 5/13/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

The notice of Public Hearing was published in the Beaufort Gazette on April 29, 2025. The fiscal year 2026 budget ordinance and budget presentation is included for reference.

PLACED ON AGENDA FOR: Action

REMARKS:

City's Council's consideration for approval on first reading. The second reading will take place on June 10, 2025 Council meeting.

ATTACHMENTS:

Description	Type	Upload Date
Fiscal Year 2026 Consolidated Recommended Budget Presentation	Presentation	5/7/2025
Budget Ordinance	Ordinance	5/7/2025

City of Beaufort, South Carolina



**FISCAL YEAR 2026
RECOMMENDED CONSOLIDATED BUDGET
FIRST READING
PRESENTED MAY 13, 2025**



City Manager's Message

May 13, 2025

Dear Honorable Mayor, Members of City Council and Citizens of Beaufort:

I am pleased to present for your consideration the Fiscal Year 2026 Consolidated Operations Budget for the City of Beaufort. This proposed budget totals \$73,132,037 across eight funds—General Fund, Parks & Tourism, State Accommodations Tax, Fire Impact Fees, Stormwater, Capital Projects, TIF II, and ARPA—and is guided by the City's adopted Strategic Plan. It supports all five of Council's strategic focus areas: A Safe & Vibrant City, Managing Growth and Protecting Natural Resources, Economic Development & Innovation, Fiscal Sustainability, and Organizational Excellence.



City Manager's Message

This budget represents a nearly \$7.5 million increase from the FY 2025 Budget as originally adopted and a \$2.8 million increase over the Revised FY 2025 Budget. However, it's important to note that a significant portion of this increase—approximately \$28.5 million—is attributable to unspent but previously authorized capital funds, including grant-funded projects. A key enhancement this year is the improved budget presentation format, which now fully and transparently accounts for all revenues and expenditures, including internal fund transfers.

The overall millage rate remains flat at 73.9 mills. The value of a mill in FY 2026 is \$131,885—an increase of \$5,432 over FY 2025—reflecting both growth in the number and value of properties that have been added or improved since FY 2025.

Despite increasing operating costs, projected revenue increases help offset impacts. In the General Fund alone, business license revenue is projected to increase by \$1.15 million and property tax revenue by \$370,500.



City Manager's Message

Though our solid waste contract cost will rise by \$75,000 due to CPI escalation, residents will see no increase in their \$270 annual solid waste fee, which has we been absorbed through existing revenue projections. This supports our previously stated goal of incrementally absorbing the cost of managing sold waste under our annual millage with the goal of eventually eliminating a separate line-item fee on residents' tax bills.

To help remain competitive in the labor market and support our employees, the budget includes the following employee compensation features:

- A 3% Cost of Living Adjustment (COLA) effective July 1, based on the CPI increase from January 2024 to January 2025.
- One-time merit bonuses of up to 2.5%, in lieu of recurring merit increases, recognizing that additional permanent compensation adjustments will be considered following the study.
- A set-aside reserve equal to a 2.7% increase to support implementation of recommendations from the ongoing Classification and Compensation Study.

Additionally, the City will absorb a projected 9% increase in health insurance premiums, without passing the cost on to the employees.



City Manager's Message

Several new initiatives and changes are proposed in this budget:

- Conversion of a vacant Community Development position into a Fire Inspector position (prorated for 6 months).
- For the first time, we are budgeting for vacation and retirement payouts to more accurately reflect true operating costs.
- Modest increases to the off-duty personnel rates: Police from \$60 to \$65 per hour; Fire from \$38 to \$50 per hour. These rates are more reflective of actual costs of providing this type of support for events.
- Creation of a \$50,000 contingency fund for boat removal and disaster mitigation.
- Allocation of TIF II fund balance toward capital needs within the TIF district.
- Continuation of the Housing Repair Assistance Program, in partnership with the Beaufort Jasper Housing Trust, with a \$100,000 allocation.
- Inclusion of an Unfunded Requirements List to identify validated, yet currently unaffordable, needs.



City Manager's Message

This year's budget also continues the City's commitment to the support of some of our strategic partners. To continue our effort toward attracting and retaining jobs, we have allocated \$42,000 to the Beaufort Economic Development Corporation. Palmetto Breeze has been allocated \$28,139 as the city's share of a grant match for the Northern Beaufort County Transit Master Plan Study. The Beaufort Digital Corridor will receive \$100,000 to help offset their operating expenses as they continue to be the primary business incubator north of the Broad River.

Recognizing the importance and value of our relationship to our local military community, we have allocated \$15,000 to the Beaufort Area Chamber of Commerce's Military Enhancement Committee. The Beaufort Convention and Visitor's Bureau, as our Designated Marketing Organization, will receive \$417,500 which is the statutorily mandated 30% of expected state accommodations tax revenues. As the catalyst for cyber security awareness, education and initiatives, the South Coast Cyber Center will receive \$45,000 to continue their advocacy efforts which have directly contributed to sustained growth in cyber security programs at the Technical College of the Lowcountry and the University of South Carolina Beaufort. And, to help turn the tide on the critical shortage of nurses in the region, the budget contains a contribution of \$5,000 to the South Carolina Nurse Retention Initiative.



City Manager's Message

Recognizing that no budget is perfect, this budget presented for consideration advances the City's priorities, maintains and improves service delivery during a trying and uncertain economic period, helps to keep us competitive in the labor market and absorbs increased operating costs—all without increasing the tax burden on the individual taxpayer.

I want to extend my deepest gratitude to the City's Senior Staff and especially the Finance Team, led by its Director Alan Eisenman, for their diligence in crafting this budget. I also thank the Mayor and City Council for their leadership and input throughout the budget development process. It remains an honor to serve the residents, business owners, and visitors of the City of Beaufort—the Best Part of the Lowcountry.

Respectfully submitted,

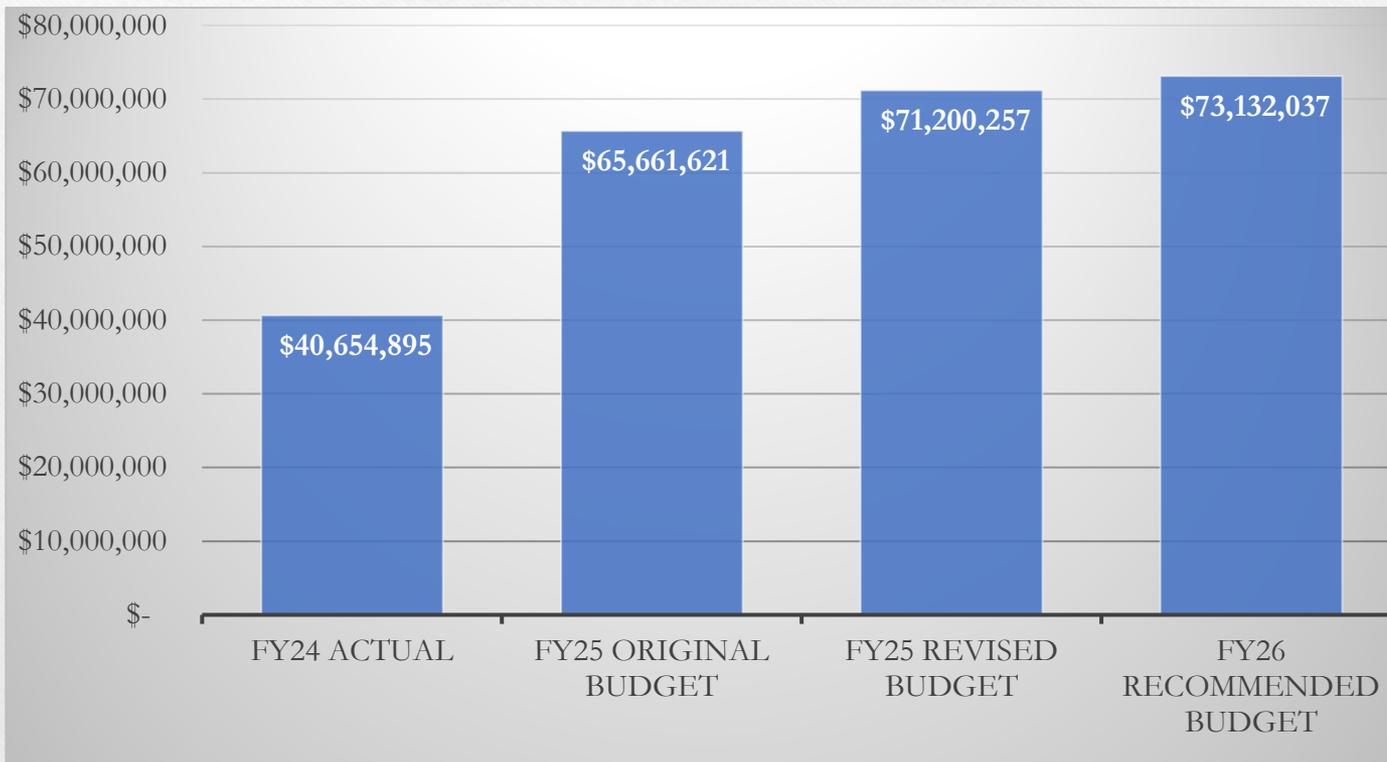
Scott M. Marshall

City Manager

FY26 Recommended Consolidated Budget

\$73,132,037

**Includes \$28.4M in Capital Project Fund*



City Manager Highlights

- Overall millage rate remains flat at 73.9
- Value of a mill = \$131,885
- Operating expense increases mostly offset by revenue increases
 - \$1,150,000 increase in business license revenue
 - \$370,540 increase in property tax revenue
- Solid Waste contract increase absorbed by millage
- Capital Projects Budget = \$28.4M
- \$100K for Housing Repair Assistance

City Manager Highlights

- 3% COLA for City Employees
- Up to 2.5% one-time merit bonus
- Additional funds equal to 2.7% pay increase budgeted for implementation of compensation study results
- 9% increase in health care coverage is absorbed in the budget with no burden to employees

Strategic Partner Assistance



\$42,000



\$28,139



\$100,000



\$15,000



\$45,000



\$5,000

What's New for FY26?

- Improved format for budget presentation
- One new position
 - Fire Inspector (FTE transfer from Community Development)
- Budgeted for vacation and retirement payouts
- Off-duty rate increases for Fire and Police personnel
- \$50K for contingency boat removal / disaster mitigation
- Release of TIF II funds for eligible capital needs
- Unfunded Requirements List

Next Steps

June 10

Second and Final Reading of FY26 Recommended Consolidated Budget

Budget Changes Since April Council Worksessions

- Removed Vehicle Tag Fee Revenue of \$231,804
 - PD Utility Task Vehicle for \$18,567 moved from General Fund to State Accommodations Tax Fund.
 - The \$13,000 General Fund Portion of PD Mobile Command Travel Trailer moved to State Accommodations Tax Fund.
 - City's Housing Repair Program for \$100,000 was moved from General Fund to ARPA Fund. The City will use remaining balance of \$95,329 Beaufort County's ARPA portion that was assigned to affordable housing needs and the remaining portion of \$4,671 from ARPA interest.
 - The remaining funding of \$100,237 will come from release of committed fund balance for vehicles and equipment.

Budget Changes Since April Council Worksessions

- Police Department purchase of 9 additional radios for \$75,000 that were originally included in their leased vehicle request.
 - \$37,500 funded through General Fund from release of committed fund balance for vehicles and equipment and \$37,500 funded through release of fund balance through Parks and Tourism Fund.
- Police Department requested to replace one patrol vehicle (Ford Interceptor) with one admin vehicle truck. Cost savings of \$971.
- The City's health insurance premium increased changed from 12% to 9%. Cost savings of \$49,282 for the City.
- Removed new FTE for Emergency/Risk Manager position from budget. The salary and benefits of \$90,695 was reallocated to support the implementation of the City's compensation study for \$90,695 within the General Fund.
- Added Freedom of Information Act (FOIA) Fee Schedule

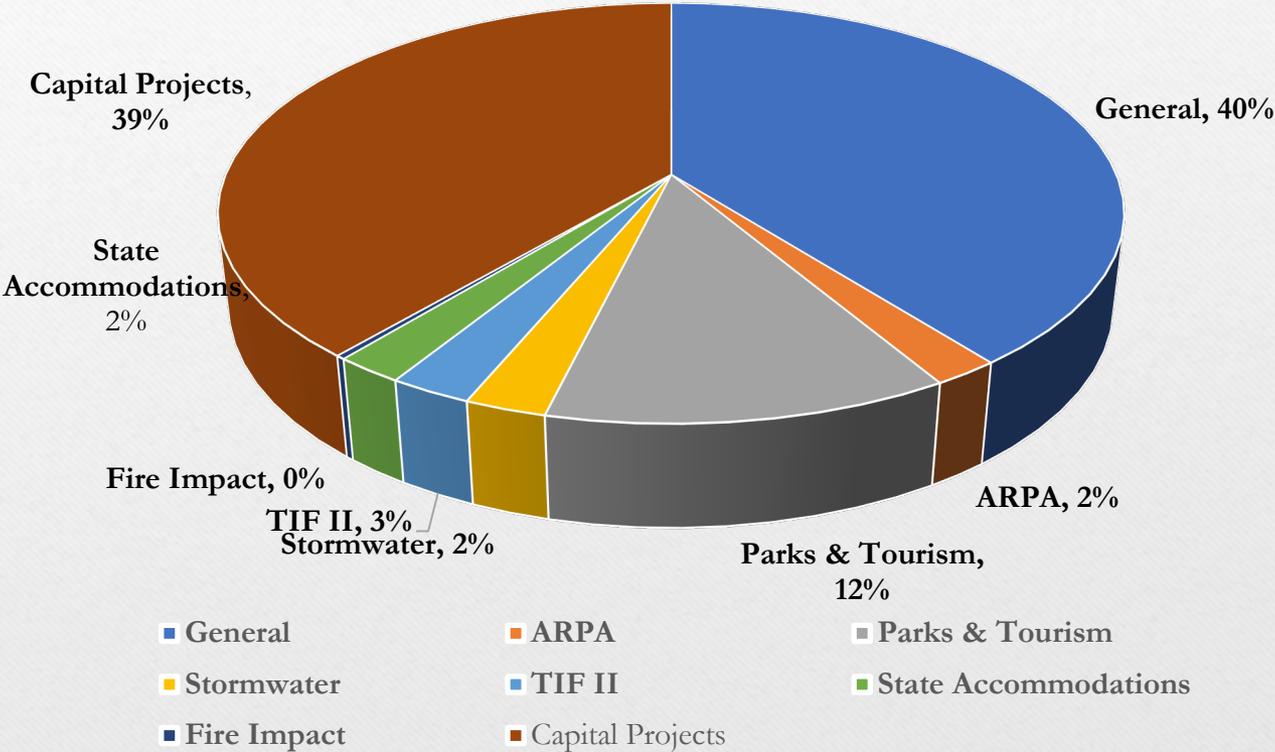
- Simplified presentation for easier to understand budget.
- Improved format includes transfers in and release of fund balance under revenues.
- Improved format includes transfers out and contribution to fund balance under expenditures.
- For comparison purposes, the FY25 adopted budget is shown on the next slide in the improved budget presentation format that details total revenues and total expenditures of \$65,661,621, which agrees to the City's FY25 approved budget ordinance.

	State								Total
	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	Accommodations Fund	TIF II Fund	Fire Impact Fund	Capital Projects Fund	
Revenues	\$ 25,361,478	\$ 302,306	\$ 5,480,500	\$ 1,368,717	\$ 969,333	\$ 180,000	\$ 105,000	\$ 11,162,332	\$ 44,929,666
Transfers In	70,416	-	-	-	-	-	-	9,787,457	9,857,873
Total Other Financing Sources	70,416	-	-	-	-	-	-	9,787,457	9,857,873
Release of Committed Fund Balance	-	-	-	-	-	-	-	-	-
Release of Fund Balance	213,293	2,693,960	5,927,349	1,310,480	-	29,000	-	700,000	10,874,082
Salaries	10,478,363	100,000	1,908,435	413,681	16,728	-	-	-	12,917,207
Benefits	4,384,300	43,972	846,815	208,751	6,752	-	-	-	5,490,590
Operating	8,299,933	65,000	1,711,049	232,685	875,437	-	-	-	11,184,104
Capital	492,443	143,333	238,933	-	-	109,000	-	21,649,789	22,633,498
Debt	1,990,148	-	969,601	513,600	-	-	63,654	-	3,537,003
Total Expenditures	25,645,187	352,306	5,674,833	1,368,717	898,917	109,000	63,654	21,649,789	\$ 55,762,403
Transfers Out	-	2,643,960	5,733,016	1,310,480	70,416	100,000	-	-	9,857,872
Total Other Financing Uses	-	2,643,960	5,733,016	1,310,480	70,416	100,000	-	-	\$ 9,857,872
Contribution to Fund Balance	-	-	-	-	-	-	41,346	-	41,346
Net (Deficit) Surplus	\$ (0)	\$ 0	\$ -	\$ (0)	\$ (0)	\$ -	\$ 0	\$ -	\$ 0

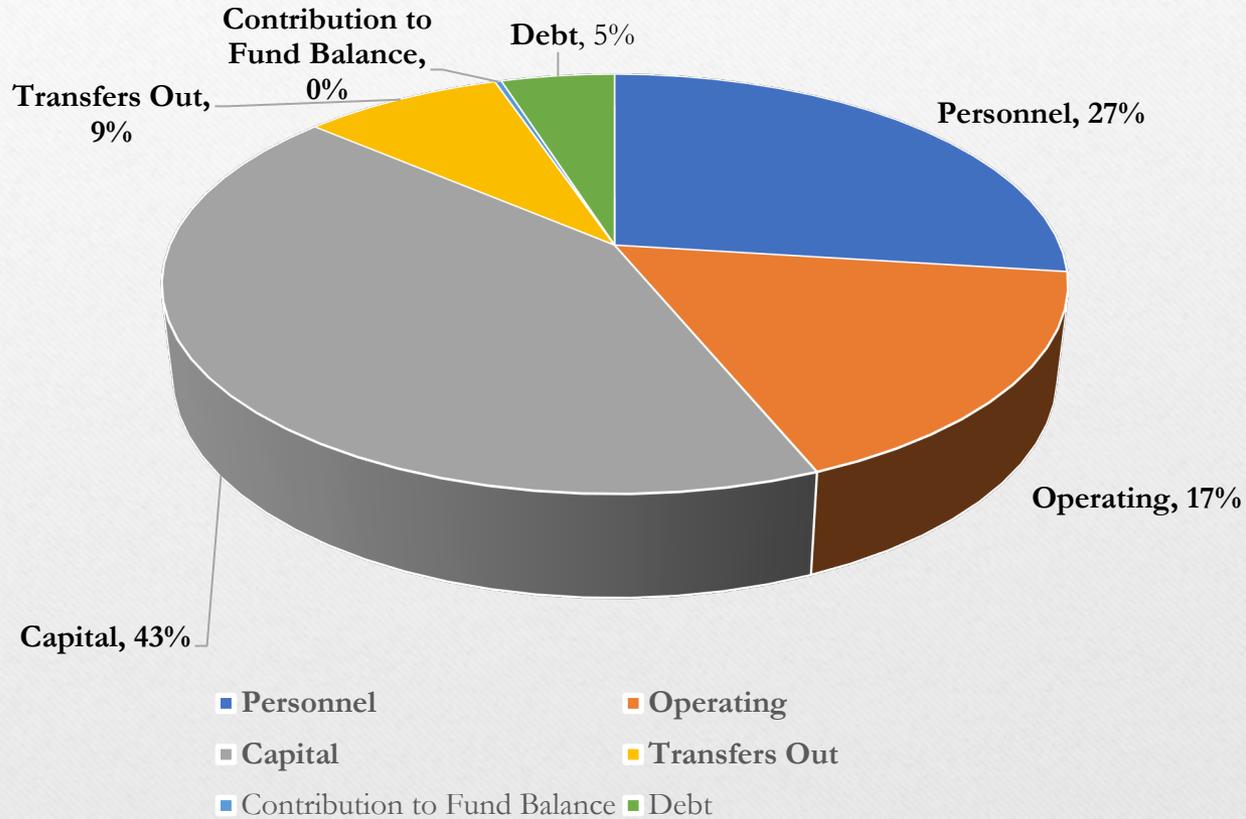
	<u>General Fund</u>	<u>ARPA Fund</u>	<u>Parks & Tourism Fund</u>	<u>Stormwater Fund</u>	<u>State Accommodations Fund</u>	<u>TIF II Fund</u>	<u>Fire Impact Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
Revenues									
Revenues	\$ 25,361,479	\$ 302,306	\$ 5,480,500	\$ 1,368,717	\$ 969,333	\$ 180,000	\$ 105,000	\$ 11,162,332	\$ 44,929,667
Transfers In	70,416	-	-	-	-	-	-	9,787,457	9,857,873
Release of Committed Fund Balance- Vehicles and Equipment	213,293	-	-	-	-	-	-	-	213,293
Release of Fund Balance	-	2,693,959	5,927,349	1,310,480	-	29,000	-	700,000	10,660,788
Total Revenues	<u>25,645,188</u>	<u>2,996,265</u>	<u>11,407,849</u>	<u>2,679,197</u>	<u>969,333</u>	<u>209,000</u>	<u>105,000</u>	<u>21,649,789</u>	<u>65,661,621</u>
Expenditures									
Salaries	10,478,364	100,000	1,908,435	413,681	16,728	-	-	-	12,917,208
Benefits	4,384,300	43,972	846,815	208,751	6,752	-	-	-	5,490,590
Operating	8,299,933	65,000	1,711,049	232,685	875,437	-	-	-	11,184,104
Capital	492,443	143,333	238,933	-	-	109,000	-	21,649,789	22,633,498
Debt	1,990,148	-	969,601	513,600	-	-	63,654	-	3,537,003
Transfers Out	-	2,643,960	5,733,016	1,310,480	70,416	100,000	-	-	9,857,872
Contribution to Fund Balance	-	-	-	-	-	-	41,346	-	41,346
Total Expenditures	<u>25,645,188</u>	<u>2,996,265</u>	<u>11,407,849</u>	<u>2,679,197</u>	<u>969,333</u>	<u>209,000</u>	<u>105,000</u>	<u>21,649,789</u>	<u>65,661,621</u>
Net (Deficit) Surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

	<u>General Fund</u>	<u>ARPA Fund</u>	<u>Parks & Tourism Fund</u>	<u>Stormwater Fund</u>	<u>State Accommodations Fund</u>	<u>TIF II Fund</u>	<u>Fire Impact Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
Revenues									
Revenues	\$ 26,848,037	\$ 133,871	\$ 5,512,500	\$ 1,403,346	\$ 946,667	\$ 120,000	\$ 205,000	\$ 21,593,759	\$ 56,763,180
Transfers In	69,584	-	-	-	-	-	-	6,155,712	6,225,296
Issuance of Capital Lease	833,472	-	-	-	-	-	-	-	833,472
Release of Committed Fund Balance- Vehicles and Equipment	544,327	-	-	-	-	-	-	-	544,327
Release of Committed Fund Balance- Redevelopment	375,000	-	-	-	-	-	-	-	375,000
Release of Committed Fund Balance- Capital Projects	-	1,352,827	2,561,185	398,061	368,639	1,100,000	-	-	5,780,712
Release of Fund Balance	105,551	100,000	860,136	-	224,363	620,000	-	700,000	2,610,050
Total Revenues	<u>28,775,971</u>	<u>1,586,698</u>	<u>8,933,821</u>	<u>1,801,407</u>	<u>1,539,669</u>	<u>1,840,000</u>	<u>205,000</u>	<u>28,449,471</u>	<u>73,132,037</u>
Expenditures									
Salaries	11,232,170	94,500	2,082,992	466,621	18,366	-	-	-	13,894,649
Benefits	4,660,301	39,371	922,817	200,336	7,363	-	-	-	5,830,188
Operating	8,859,089	100,000	2,052,032	217,490	1,044,150	-	-	-	12,272,760
Capital	1,593,162	-	345,300	-	31,567	740,000	-	28,449,471	31,159,500
Debt	2,056,248	-	969,496	518,900	-	-	-	-	3,544,644
Transfers Out	375,000	1,352,827	2,561,185	398,061	438,223	1,100,000	-	-	6,225,296
Contribution to Fund Balance	-	-	-	-	-	-	205,000	-	205,000
Total Expenditures	<u>28,775,971</u>	<u>1,586,698</u>	<u>8,933,821</u>	<u>1,801,407</u>	<u>1,539,669</u>	<u>1,840,000</u>	<u>205,000</u>	<u>28,449,471</u>	<u>73,132,037</u>
Net (Deficit) Surplus	<u>(0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>

FY 26 Projected Revenue Sources

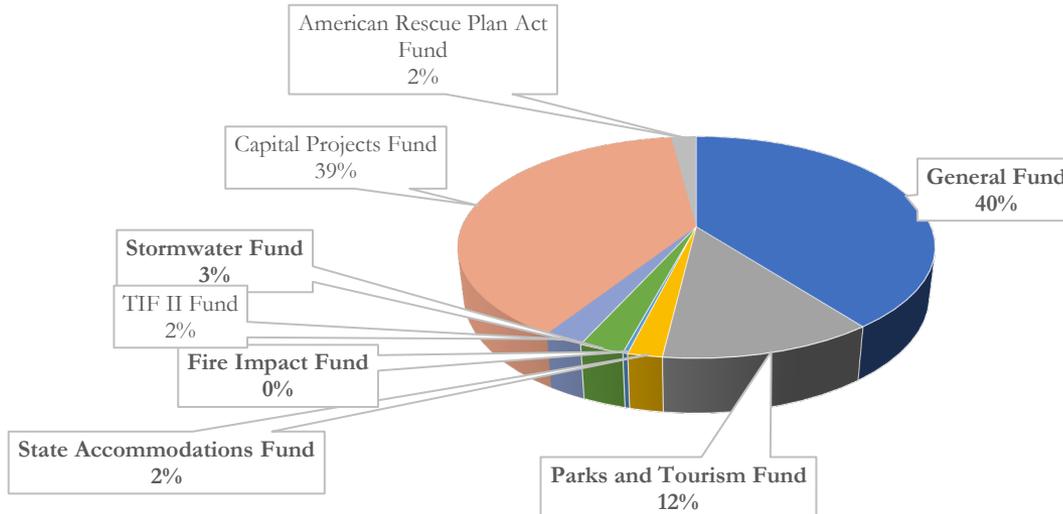


FY 26 Projected Expenses



Revenue Budget Summary

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Change from Prior Year Original Budget	% Change
General Fund	\$ 28,980,538	\$ 25,645,187	\$ 25,691,395	\$ 28,775,971	\$ 3,130,784	12.2%
Special Revenue Funds						
Parks and Tourism Fund	12,588,099	11,407,849	11,407,849	8,933,821	(2,474,028)	-21.7%
State Accommodations Fund	1,248,536	969,333	969,333	1,539,669	570,336	58.8%
Fire Impact Fund	86,440	105,000	105,000	205,000	100,000	95.2%
Stormwater Fund	1,383,591	2,679,197	2,679,197	1,801,407	(877,790)	-32.8%
TIF II Fund	185,888	209,000	309,000	1,840,000	1,631,000	527.8%
Capital Projects Fund	3,142,878	21,649,789	23,677,663	28,449,471	6,799,682	28.7%
American Rescue Plan Act Fund	1,740,392	2,996,266	4,231,326	1,486,698	(1,509,568)	-35.7%
	<u>\$ 49,356,364</u>	<u>\$ 65,661,621</u>	<u>\$ 69,070,763</u>	<u>\$ 73,032,037</u>	<u>\$ 7,370,416</u>	<u>10.7%</u>



-
- The recommended millage rate remains flat at 73.9 mils for General Fund property taxes.
 - The City has experienced business growth from a strong economy for an anticipated \$1,150,000 increase in business licenses in the General Fund.
 - The remaining amount due on a new fire truck purchase of \$1,115,062 will be financed through a capital lease for \$833,472 and release of committed fund balance for vehicles and equipment of \$281,590.
 - The police department off duty rate increases from \$60/HR to \$65/HR and fire department off duty rate increases from \$38/HR to \$50/HR to cover City personnel costs.

	<u>FY 2024 Actual</u>	<u>FY 2025 Original Budget</u>	<u>FY 2025 Revised Budget</u>	<u>FY 2026 Recommended Budget</u>	<u>\$ Change from Prior Year Original Budget</u>	<u>% Change</u>
General Fund						
Salaries	\$ 9,792,715	\$ 10,494,482	\$ 10,494,482	\$ 11,232,170	\$ 737,688	7.03%
Benefits	3,913,554	4,368,181	4,368,181	4,660,301	292,121	6.69%
Operations	9,689,275	8,299,932	8,383,804	8,859,089	559,157	6.74%
Capital	691,987	492,443	674,930	1,593,162	1,100,719	223.52%
Debt	1,922,443	1,990,149	1,990,149	2,056,248	66,099	3.32%
Transfers out	-	-	255,645	375,000	375,000	100.00%
Total General Fund	\$ 26,009,973	\$ 25,645,187	\$ 26,167,190	\$ 28,775,971	\$ 3,130,784	11.96%
Parks and Tourism Fund						
Salaries	\$ 1,729,083	\$ 1,908,436	\$ 1,908,436	\$ 2,082,992	\$ 174,556	9.15%
Benefits	670,377	833,714	833,714	922,817	89,103	10.69%
Operations	1,551,952	1,724,150	1,749,884	2,052,032	327,882	19.02%
Capital	93,910	238,933	238,933	345,300	106,367	44.52%
Debt	401,980	969,601	969,601	969,496	(104)	-0.01%
Transfers out	1,324,644	5,733,016	5,833,016	2,561,185	(3,171,831)	-55.33%
Total Parks and Tourism Fund	\$ 5,771,946	\$ 11,407,849	\$ 11,533,583	\$ 8,933,821	\$ (2,474,028)	-21.45%
Stormwater Fund						
Salaries	\$ 377,097	\$ 413,681	\$ 413,681	\$ 466,621	\$ 52,940	12.80%
Benefits	159,597	217,457	217,457	200,336	(17,122)	-7.87%
Operations	141,505	223,979	236,500	217,490	(6,489)	-2.90%
Debt	513,955	513,600	513,600	518,900	5,300	1.03%
Transfers out	232,575	1,310,480	1,364,480	398,061	(912,419)	-69.62%
Total Stormwater Fund	\$ 1,424,729	\$ 2,679,197	\$ 2,745,718	\$ 1,801,407	\$ (877,790)	-31.97%

	<u>FY 2024 Actual</u>	<u>FY 2025 Original Budget</u>	<u>FY 2025 Revised Budget</u>	<u>FY 2026 Recommended Budget</u>	<u>\$ Change from Prior Year Original Budget</u>	<u>% Change</u>
State Accommodations Fund						
Salaries	\$ 17,226	\$ 16,728	\$ 16,728	\$ 18,366	\$ 1,638	9.79%
Benefits	6,675	6,752	6,752	7,363	611	9.05%
Operations	669,911	875,437	875,437	1,044,150	168,713	19.27%
Capital	-	-	-	31,567	31,567	100.00%
Transfers out	84,446	70,416	70,416	438,223	367,807	522.33%
Total State Accommodations Fund	<u>\$ 778,258</u>	<u>\$ 969,333</u>	<u>\$ 969,333</u>	<u>\$ 1,539,669</u>	<u>\$ 570,336</u>	58.84%
Fire Impact Fund						
Debt	\$ 129,239	\$ 63,654	\$ 63,654	\$ -	(63,654)	-100.00%
Contribution to Fund Balance	-	41,346	41,346	205,000	163,654	395.82%
Total Fire Impact Fund	<u>\$ 129,239</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 205,000</u>	<u>\$ 100,000</u>	95.24%
TIF II Fund						
Capital	\$ 21,562	\$ 109,000	\$ 209,000	\$ 740,000	\$ 631,000	578.90%
Transfers out	5,492	100,000	100,000	1,100,000	1,000,000	1000.00%
Total TIF II Fund	<u>\$ 27,054</u>	<u>\$ 209,000</u>	<u>\$ 309,000</u>	<u>\$ 1,840,000</u>	<u>\$ 1,631,000</u>	780.38%
ARPA Fund						
Salaries	\$ -	\$ 100,001	\$ 100,001	\$ 94,500	\$ (5,501)	-5.50%
Benefits	-	43,972	43,972	39,371	(4,601)	-10.46%
Operations	221,448	65,000	165,000	100,000	35,000	53.85%
Capital	669,669	143,333	506,593	-	(143,333)	-100.00%
Transfers out	535,238	2,643,960	3,929,020	1,352,827	(1,291,133)	-48.83%
Total ARPA Fund	<u>\$ 1,426,354</u>	<u>\$ 2,996,266</u>	<u>\$ 4,744,586</u>	<u>\$ 1,586,698</u>	<u>\$ (1,409,568)</u>	-29.71%
Capital Projects Fund						
Capital	\$ 4,259,755	\$ 21,649,789	\$ 23,677,663	\$ 28,449,471	\$ 6,799,682	31.41%
Total Capital Projects Fund	<u>\$ 4,259,755</u>	<u>\$ 21,649,789</u>	<u>\$ 23,677,663</u>	<u>\$ 28,449,471</u>	<u>\$ 6,799,682</u>	31.41%
Total All Funds	<u>\$ 39,827,309</u>	<u>\$ 65,661,621</u>	<u>\$ 70,252,073</u>	<u>\$ 73,132,037</u>	<u>\$ 7,470,417</u>	11.38%

Salaries and Benefits

- There are one new position (Fire Inspector) included in the FY 2026 Recommended Budget.
- The budget includes a 3% COLA increase and a planning factor of 2.7% increase as the City awaits results of the Employee and Workforce Compensation Study and merit pool bonus of up to 2.5% for each department.
- Increase of 9% in Health insurance premiums absorbed by the City.
- Includes employee retention programs.
- Overall increase in salaries & benefits of \$1,321,434 or 7.2%.

Operations

- Overall operations is \$12,272,760 across the funds of the City
 - General Fund increased 6.7%; Parks & Tourism increased 19.0%; State Accommodations Tax increased 19.2% and ARPA increased by 53.8%.
 - More detail of these changes are explained in the Fund section.

Capital

- The Capital replacement program is funded with resources partially coming from Committed Fund Balances held in reserve for General Fund purchases.

Debt

- Includes only normal debt payments required for FY 2026 on general obligation bonds, revenue bonds, and capital leases. The new fire truck capital lease debt payments will begin in FY27.

General Fund

The General Fund is the main operating fund of the City. The primary sources of revenue are property taxes, licenses & permit revenues, franchise fees, intergovernmental revenues and general charges for services.

The General Fund accounts for the activity of the City Council, City Manager, Finance & Information Technology, Human Resources, Municipal Court, Community & Economic Development & Building Inspections, Police, Fire, and Public Works.

	FY 2024	FY 2025 Original	FY 2025 Revised	FY 2026	Increase
	Actual	Budget	Budget	Recommended	(Decrease) from
				Budget	Prior Year
					Original Budget
Property Taxes	\$ 9,595,224	\$ 9,598,632	\$ 9,598,632	\$ 9,969,172	\$ 370,540
Licenses & Permits	7,860,404	6,870,000	6,870,000	7,817,000	947,000
Charges for Services	1,538,565	1,682,165	1,682,165	1,720,245	38,080
Franchise Fees	2,328,308	2,258,000	2,258,000	2,384,440	126,440
Intergovernmental	5,854,209	4,228,681	4,274,889	4,230,180	1,499
Fines & Forfeitures	63,142	64,000	64,000	67,000	3,000
Interest	703,260	550,000	550,000	600,000	50,000
Miscellaneous	952,979	110,000	110,000	60,000	(50,000)
Transfers In	84,446	70,416	70,416	69,584	(832)
Issuance of Capital Lease	-	-	-	833,472	833,472
Release of Committed Fund Balance- Vehicles and Equipment	-	213,293	213,293	544,327	331,034
Release of Committed Fund Balance- Redevelopment	-	-	-	375,000	375,000
Release of Fund Balance	-	-	-	105,551	105,551
Total Revenues	<u>\$28,980,538</u>	<u>\$ 25,645,187</u>	<u>\$ 25,691,395</u>	<u>\$ 28,775,971</u>	<u>\$ 3,130,784</u>

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget
Current Property Taxes	\$ 6,733,875	\$ 6,972,437	\$ 6,972,437	\$ 7,450,043
Property Taxes - Debt Mil	1,924,668	1,668,172	1,668,172	1,611,897
Delinquent Property Tax	184,839	258,634	258,634	232,147
Penalties & Interest	39,756	35,508	35,508	36,203
Vehicle Property Taxes	458,953	415,204	415,204	383,882
Homestead Exemption	202,001	197,677	197,677	202,000
Motor Carrier	13,590	14,000	14,000	14,000
Payment in Lieu	37,542	37,000	37,000	39,000
Total Property Taxes	\$ 9,595,224	\$ 9,598,632	\$ 9,598,632	\$ 9,969,172
Taxable Assessed Value ¹	\$ 122,069,477	\$ 126,453,357	\$ 126,453,357	\$ 131,884,905
Value of Mil	\$ 122,069	\$ 126,453	\$ 126,453	\$ 131,885

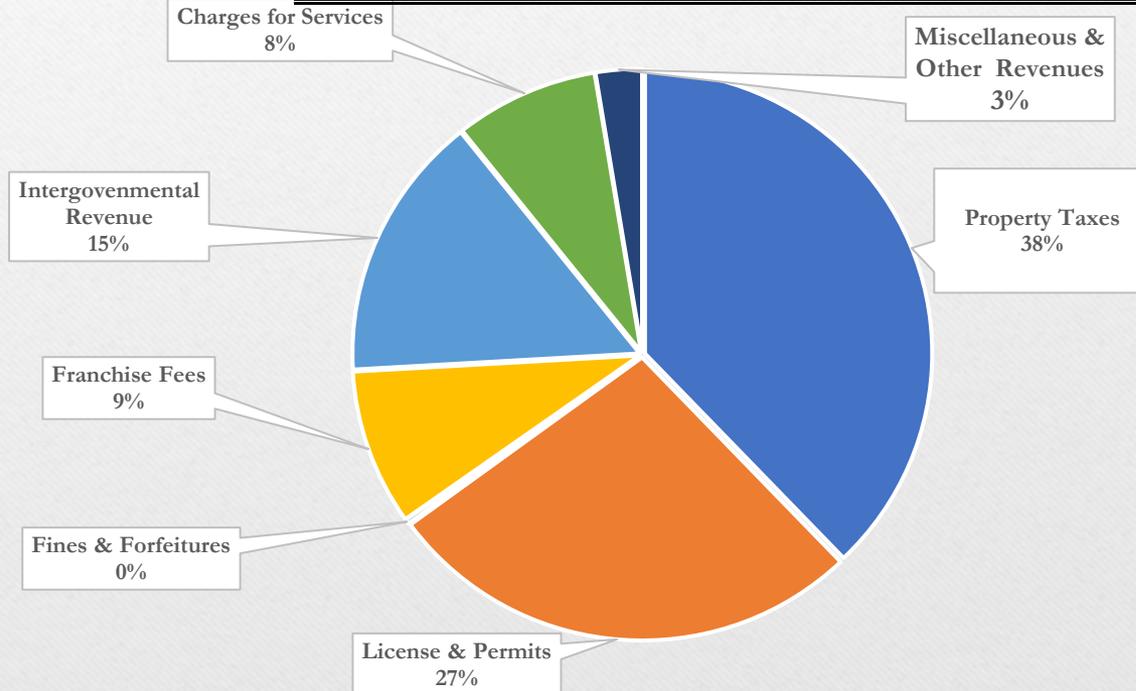
¹ TY 2025 estimated taxable assessed value presented in FY 2026 Recommended budget is estimated based on historical and known growth.

-
- Represents the largest revenue source of the City, or approximately 34.3% of the total revenues.
 - Taxable assessed value of real property for tax year 2025 is estimated to be \$112,936,964, a 5.3% growth over the actual ending values for tax year 2024.
 - Taxable assessed value of personal property is estimated for tax year 2025 to be \$12,133,667, a 3.2% growth over the actual ending values for tax year 2024.
 - Vehicle taxable assessed value is estimated for tax year 2025 of \$6,814,274, a 9.1% decrease over tax year 2024.
 - Total Taxable Assessed Value is estimated at \$131,884,905, an overall increased of \$5,431,548 from FY 2025.
 - The millage cap is 2.95% based on CPI. The recommended budget includes the operating and debt millage as follows for:
 - The operating mil was 58.3 in FY25. The City's millage cap (1.7%) is applied to for FY 2026 Operating Mil is 59.3. An increase in property tax operating millage of 1.0 mils.
 - Debt mil is decreased from 13.6 mils in FY 2025 to 12.6 mils, for a total of 1.0 mil and sufficient to cover the debt service payments.
 - Recommend maintaining the 2 reserve mil and include in operating mil to continue to fund for aging infrastructure.
 - Total recommended millage rate of 73.9 mils remains the same to the overall millage.

Other Significant Revenues

General Fund

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended	Change from Prior Year Original Budget
Salaries	\$ 9,792,715	\$ 10,494,482	\$ 10,494,482	\$ 11,232,170	\$ 737,688
Benefits	3,913,554	4,368,181	4,368,181	4,660,301	292,121
Operations	9,689,275	8,299,932	8,383,804	8,859,089	559,157
Capital	691,987	492,443	674,930	1,593,162	1,100,719
Debt	1,922,443	1,990,149	1,990,149	2,056,248	66,099
Transfers Out	-	-	255,645	375,000	375,000
Total Expenditures	\$ 26,009,973	\$ 25,645,187	\$ 26,167,190	\$ 28,775,971	\$ 3,130,784



General Fund expenditures are supported by

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	\$ Change from Prior Year Original Budget	% Change
<u>Non Departmental</u>						
Operations	\$ 2,649,958	\$ 822,823	\$ 822,823	\$ 815,171	\$ (7,652)	-0.93%
Capital	231,268	-	-	-	-	0.00%
Transfers Out	-	-	255,645	375,000	375,000	0.00%
Total NonDepartmental	\$ 2,881,226	\$ 822,823	\$ 1,078,468	\$ 1,190,171	\$ 367,348	34.06%
<u>City Council</u>						
Salaries	\$ 65,060	\$ 67,550	\$ 67,550	\$ 67,550	\$ 0	0.00%
Benefits	20,414	24,171	24,171	24,699	528	2.18%
Operations	243,051	253,600	253,600	226,000	(27,600)	-10.88%
Total City Council	\$ 328,525	\$ 345,321	\$ 345,321	\$ 318,249	\$ (27,072)	-7.84%
<u>City Manager</u>						
Salaries	\$ 464,271	\$ 575,864	\$ 575,864	\$ 621,586	\$ 45,722	7.94%
Benefits	152,802	193,059	193,059	201,548	8,489	4.40%
Operations	137,978	183,238	183,238	183,711	473	0.26%
Total City Manager	\$ 755,050	\$ 952,161	\$ 952,161	\$ 1,006,844	\$ 54,683	5.74%
<u>Finance</u>						
Salaries	\$ 529,882	\$ 570,233	\$ 570,233	\$ 628,631	\$ 58,398	10.24%
Benefits	180,371	198,494	198,494	235,761	37,267	18.78%
Operations	196,873	232,123	232,123	239,162	7,039	3.03%
Total Finance	\$ 907,126	\$ 1,000,850	\$ 1,000,850	\$ 1,103,555	\$ 102,704	10.26%
<u>Information Technology</u>						
Operations	\$ 784,389	\$ 865,621	\$ 918,529	\$ 929,137	\$ 63,516	7.34%
Capital Outlay	65,102	160,000	160,000	10,000	(150,000)	-93.75%
Total Information Technology	\$ 849,491	\$ 1,025,621	\$ 1,078,529	\$ 939,137	\$ (86,484)	-8.02%

	(cont'd)				\$ Change	
	FY 2024	FY 2025	FY 2025	FY 2026	from Prior	%
	Actual	Original	Revised	Recommended	Year Original	Change
		Budget	Budget	Budget	Budget	
<u>Human Resources</u>						
Salaries	\$ 218,913	\$ 243,236	\$ 243,236	\$ 255,804	\$ 12,568	5.17%
Benefits	86,886	95,424	95,424	101,802	6,378	6.68%
Operations	116,256	215,708	215,708	156,999	(58,709)	-27.22%
Total Human Resources	\$ 422,055	\$ 554,368	\$ 554,368	\$ 514,604	\$ (39,764)	-7.17%
<u>Municipal Court</u>						
Salaries	\$ 254,183	\$ 272,075	\$ 272,075	\$ 302,855	\$ 30,780	11.31%
Benefits	111,530	124,968	124,968	138,143	13,175	10.54%
Operations	182,158	240,007	260,942	249,914	9,906	4.13%
Total Municipal Court	\$ 547,871	\$ 637,050	\$ 657,985	\$ 690,911	\$ 53,861	8.19%
<u>Community Development</u>						
Salaries	\$ 596,773	\$ 758,358	\$ 758,358	\$ 732,239	\$ (26,119)	-3.44%
Benefits	219,722	289,438	289,438	284,706	(4,732)	-1.63%
Operations	395,974	408,050	411,287	339,225	(68,825)	-16.87%
Total Community Development	\$ 1,212,469	\$ 1,455,846	\$ 1,459,083	\$ 1,356,171	\$ (99,675)	-6.83%
<u>Police</u>						
Salaries	\$ 3,200,531	\$ 3,399,893	\$ 3,399,893	\$ 3,701,614	\$ 301,722	8.87%
Benefits	1,330,935	1,468,734	1,468,734	1,591,767	123,033	8.38%
Operations	1,228,785	1,418,341	1,418,974	1,723,280	304,939	21.50%
Capital Outlay	217,498	177,443	177,443	139,100	(38,343)	-21.61%
Total Police	\$ 5,977,748	\$ 6,464,411	\$ 6,465,044	\$ 7,155,762	\$ 691,351	10.69%

(cont'd)

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	\$ Change from Prior Year Original Budget	% Change
<i>Fire</i>						
Salaries	\$ 4,139,324	\$ 4,182,546	\$ 4,182,546	\$ 4,515,014	\$ 332,468	7.95%
Benefits	1,653,835	1,765,800	1,765,800	1,892,848	127,048	7.19%
Operations	1,102,312	679,886	679,886	861,253	181,367	26.68%
Capital Outlay	45,585	-	-	1,219,062	1,219,062	100.00%
Debt	79,211	144,796	144,796	208,450	63,654	43.96%
Total Fire	\$ 7,020,267	\$ 6,773,028	\$ 6,773,028	\$ 8,696,627	\$ 1,923,599	28.40%
<i>Public Works</i>						
Salaries	\$ 323,778	\$ 424,727	\$ 424,727	\$ 406,877	\$ (17,850)	-4.20%
Benefits	157,059	208,094	208,094	189,028	(19,065)	-9.16%
Operations	2,652,016	2,980,535	2,986,694	3,135,237	154,702	5.19%
Capital Outlay	132,059	155,000	337,486	225,000	70,000	45.16%
Total Public Works	\$ 3,264,912	\$ 3,768,355	\$ 3,957,000	\$ 3,956,142	\$ 187,787	4.75%
<i>General Obligation and Capital Lease Debt</i>						
Principal	\$ 1,482,497	\$ 1,541,915	\$ 1,541,915	\$ 1,604,230	\$ 62,315	4.04%
Interest	360,736	303,438	303,438	243,567	(59,871)	-19.73%
Total General Obligation Debt	\$ 1,843,232	\$ 1,845,353	\$ 1,845,353	\$ 1,847,798	\$ 2,445	0.13%
Total General Fund Expenditures	\$ 26,009,973	\$ 25,645,187	\$ 26,167,190	\$ 28,775,971	\$ 3,130,783	12.21%

- Salaries in the general fund increased \$737,688 which is primarily a planning factor of 2.7% for compensation study, a 3% COLA increase, inclusion of up to a 2.5% merit bonus for each department to support performance evaluations of personnel, one new full-time positions for emergency/risk manager, and including for the first time budgeting for vacation payouts for planned retirements and employees leaving the City's workforce.
- Benefits in the general fund increased \$292,121 which is primarily a result of a 9% increase in health insurance and changes to benefit selections of personnel.
- Operations increased by \$559,157 or 6.7% and are highlighted as follows:
 - Police Department increased \$135,000 compared to FY25 original budget mostly attributable to replacement of 6 police vehicles through City's lease program.
 - Public Works increased \$75,000 to cover the increased cost of residential garbage collection.
- Planned use of committed fund balance for capital equipment totaling \$544,327.

Parks & Tourism Fund

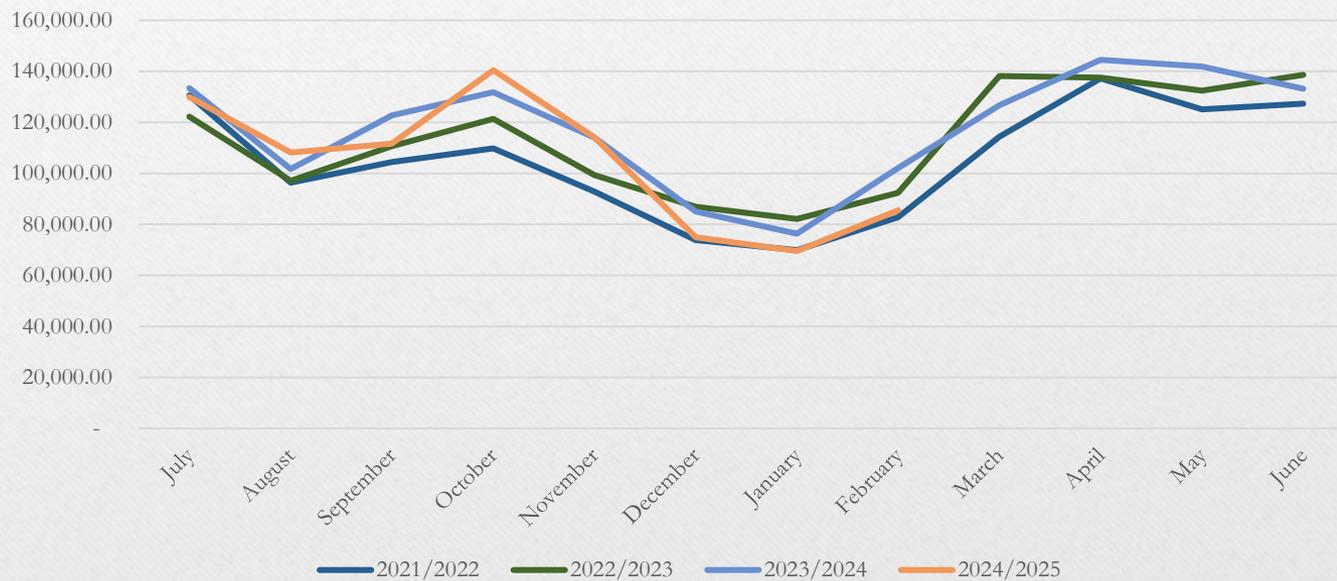
Established to account for the revenues and expenditure activities of the City that are dedicated toward support of tourism related activities, tourism development and the facilities that support those activities.

The Parks & Tourism Fund accounts for the activity of the Parks Department, Police activity in support of Parks and Tourism, Marina operations, Waterfront Park operations, Parking operations, and Downtown operations.

	FY 2024	FY 2025 Original	FY 2025 Revised	FY 2026	Increase
	Actual	Budget	Budget	Recommended	(Decrease) from
				Budget	Prior Year
					Original Budget
Other Taxes	\$ 4,439,573	\$ 4,375,000	\$ 4,375,000	\$ 4,445,000	\$ 70,000
Charges for Services	724,950	855,500	855,500	717,500	(138,000)
Interest	323,577	250,000	250,000	350,000	100,000
Issuance of Revenue Bonds	7,100,000	-	-	-	-
Release of Committed Fund Balance- Capital Projects	-	5,733,016	5,733,016	2,561,185	(3,171,831)
Release of Fund Balance	-	194,333	194,333	860,136	665,803
Total Revenues	\$ 12,588,099	\$ 11,407,849	\$ 11,407,849	\$ 8,933,821	\$ (2,474,028)

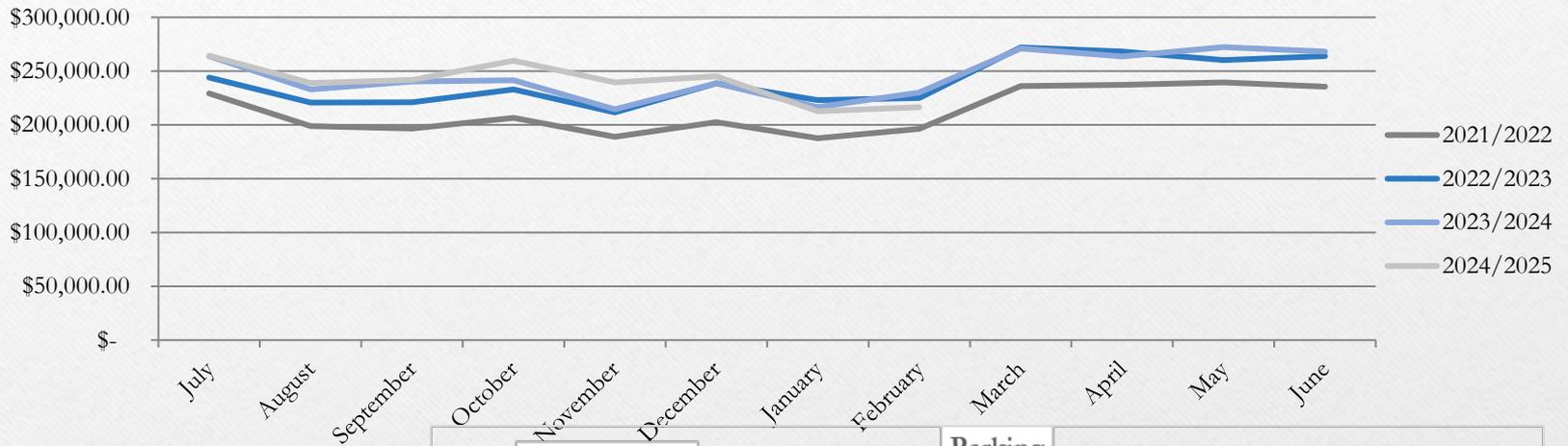
- The two largest revenue contributors to the Parks & Tourism Fund are the Local Hospitality and Local Accommodations taxes.

Local Accommodations Tax Historical Analysis

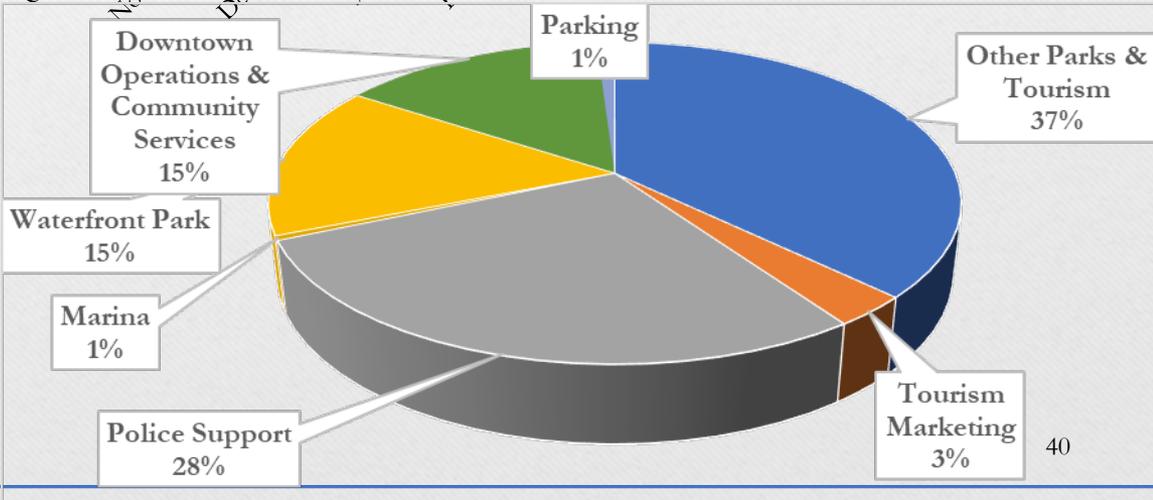


- As a result, the budget anticipates a 1.6% growth in hospitality and accommodations revenues in FY26.

Local Hospitality Tax Historical Analysis



Expenditures supported by Local Hospitality and Local Accommodations



			FY 2025	FY 2026	Increase (Decrease) from Prior Year Original
	FY 2024 Actual	FY 2025 Original Budget	Revised Budget	Recommended Budget	Year Original Budget
<u>Public Works Parks Department</u>					
Salaries	\$ 499,685	\$ 580,320	\$ 580,320	\$ 698,612	\$ 118,292
Benefits	196,113	252,976	252,976	316,136	63,159
Operations	422,950	492,070	501,720	663,827	171,757
Debt	-	660,503	660,503	660,399	(104)
Capital	43,163	89,500	89,500	125,000	35,500
Total Public Works Parks Department	\$ 1,161,910	\$ 2,075,369	\$ 2,085,019	\$ 2,463,974	\$ 388,605
<u>Police Support</u>					
Salaries	\$ 989,736	\$ 1,067,940	\$ 1,067,940	\$ 1,109,428	\$ 41,488
Benefits	401,821	500,181	500,181	506,982	6,800
Capital	-	43,333	43,333	115,500	72,167
Total Police Support	\$ 1,391,557	\$ 1,611,454	\$ 1,611,454	\$ 1,731,909	\$ 120,455
<u>Tourism Marketing</u>					
Operations	\$ 177,665	\$ 176,900	\$ 176,900	\$ 183,000	\$ 6,100
Total Tourism Marketing	\$ 177,665	\$ 176,900	\$ 176,900	\$ 183,000	\$ 6,100
<u>Marina</u>					
Operations	\$ 20,527	\$ 25,969	\$ 25,969	\$ 79,432	\$ 53,463
Total Marina	\$ 20,527	\$ 25,969	\$ 25,969	\$ 79,432	\$ 53,463
<u>Waterfront Park</u>					
Operations	\$ 492,403	\$ 529,852	\$ 535,988	\$ 546,207	\$ 16,355
Capital	-	46,100	46,100	24,800	(21,300)
Debt	309,098	309,098	309,098	309,098	-
Total Waterfront Park	\$ 801,501	\$ 885,050	\$ 891,185	\$ 880,105	\$ (4,945)

Tourism Marketing includes allocations of Local Hospitality Fees of \$150,000 (5%) for the CVB and \$33,000 (1.1%) for other non- profit organizations. 41

				FY 2026	Increase (Decrease)
		FY 2025 Original	FY 2025 Revised	Recommended	from Prior Year
	FY 2024 Actual	Budget	Budget	Budget	Original
					Budget
<u>Other Downtown Operations</u>					
Salaries	\$ 239,662	\$ 260,176	\$ 260,176	\$ 274,952	\$ 14,776
Benefits	72,443	80,557	80,557	99,700	19,143
Operations	430,731	466,359	476,308	541,264	74,906
Capital	27,002	35,000	35,000	55,000	20,000
Total Other Downtown Operations	\$ 769,839	\$ 842,091	\$ 852,040	\$ 970,915	\$ 128,824
<u>Parking</u>					
Operations	\$ 7,676	\$ 33,000	\$ 33,000	\$ 38,300	\$ 5,300
Capital	23,744	25,000	25,000	25,000	-
Total Parking	\$ 31,420	\$ 58,000	\$ 58,000	\$ 63,300	\$ 5,300
Transfers Out- Capital Projects	1,324,644	5,733,016	5,833,016	2,561,185	(3,171,831)
Total Expenditures	5,679,063	11,407,849	11,533,583	8,933,821	(2,474,028)



- Stormwater division of Public Works focuses on the stormwater issues facing our City.
- This fund accounts for the collections of Stormwater Utility fees and the associated costs of maintaining the City's Stormwater Management activities.
- Much of the long-term stormwater projects are reported in the Capital Projects Fund. Day to day operations and short-term projects, expected to be completed within the fiscal year, are reported in the Stormwater fund.

		FY 2025 Original	FY 2025 Revised	FY 2026	(Decrease) from
	FY 2024 Actual	Budget	Budget	Recommended	Prior Year
Revenues				Budget	Original Budget
Stormwater Utility Fees	\$ 1,299,926	\$ 1,288,717	\$ 1,288,717	\$ 1,375,000	\$ 86,283
Interest	83,666	80,000	80,000	28,346	(51,654)
Release of Committed Fund Balance- Capital Projects	-	1,310,480	1,310,480	398,061	(912,419)
Total Revenues	<u>1,383,591</u>	<u>2,679,197</u>	<u>2,679,197</u>	<u>1,801,407</u>	<u>(877,790)</u>
Expenditures					
Salaries	377,097	413,681	413,681	466,621	52,940
Benefits	159,597	217,457	217,457	200,336	(17,122)
Operations	141,505	223,979	236,500	217,490	(6,489)
Debt	513,955	513,600	513,600	518,900	5,300
Transfers out	232,575	1,310,480	1,364,480	398,061	(912,419)
Total Expenditures	<u>1,424,729</u>	<u>2,679,197</u>	<u>2,745,718</u>	<u>1,801,407</u>	<u>(877,790)</u>
Net (Deficit) Surplus	<u>\$ (41,137)</u>	<u>\$ -</u>	<u>\$ (66,521)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>

Budget Highlights:

- Stormwater utility fees rate remain the same.
- Transfers out of Stormwater Bond monies to Capital Projects Fund for the following projects:
 - Bayard Street Drainage- \$398,061



This fund accounts for the fire impact fees collected on new development beginning January 1, 2021. Use of these funds is restricted by City Ordinance for Capital Improvements related Fire services.

		FY 2025 Original	FY 2025 Revised	FY 2026	Increase
	FY 2024 Actual	Budget	Budget	Recommended	(Decrease)
				Budget	from Prior Year
Revenues					Original
					Budget
Fire Impact Fees	\$ 86,440	\$ 100,000	\$ 100,000	\$ 200,000	\$ 100,000
Interest	-	5,000	5,000	5,000	-
Total Revenues	86,440	105,000	105,000	205,000	100,000
Expenditures					
Debt	129,239	63,654	63,654	-	(63,654)
Contribution to Fund Balance	-	41,346	41,346	205,000	163,654
Total Expenditures	129,239	105,000	105,000	205,000	100,000
Net (Deficit) Surplus	\$ (42,799)	\$ 0	\$ 0	\$ -	\$ (0)

Budget Highlights:

- Fire impact fees are expected to slightly increase with new residential and commercial developments.
- The revenues received will be contributed to the Fire Impact Fees fund balance.



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STATE ACCOMMODATIONS TAX FUND

This fund accounts for the 2% State Accommodations sales tax from transient room rentals and the associated expenditures that are restricted to tourist related expenditures as stipulated by State Law.

					Increase (Decrease) from Prior Year Original Budget
	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Original Budget
Revenues					
State Accommodations Tax	\$1,213,924	\$ 933,333	\$ 933,333	\$ 916,667	\$ (16,666)
Interest	34,612	36,000	36,000	30,000	(6,000)
Release of Committed Fund Balance- Capital Projects	-	-	-	368,639	368,639
Release of Fund Balance	-	-	-	224,363	224,363
Total Revenues	<u>1,248,536</u>	<u>969,333</u>	<u>969,333</u>	<u>1,539,669</u>	<u>570,336</u>
Expenditures					
Salaries	17,226	16,728	16,728	18,366	1,638
Benefits	6,675	6,752	6,752	7,363	611
Operations					
Designated Marketing Organization	356,677	272,500	272,500	267,500	(5,000)
Downtown Twilight Hours Initiative	263	100,000	100,000	95,000	(5,000)
Tourism Grants to Qualified NPO's	312,971	471,663	471,663	649,420	177,757
Affordable Housing Trust	-	31,274	31,274	32,230	956
Capital	-	-	-	31,567	31,567
Transfers out	84,446	70,416	70,416	438,223	367,807
Total Expenditures	<u>778,258</u>	<u>969,333</u>	<u>969,333</u>	<u>1,539,669</u>	<u>570,336</u>
Net (Deficit) Surplus	<u>\$ 470,278</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ (0)</u>

- Release of committed fund balance for capital projects include:
 - Arsenal Walls Rehabilitation Project Phase 1 and 2 for \$268,639
 - Arsenal Windows Project for \$100,000



The American Rescue Plan Act (ARPA) Fund, a new fund adopted in FY 2022, accounts for the collection of ARPA funds and the related expenditures in accordance with the Federal Treasury Department's guidance.

	FY 2024	FY 2025 Original	FY 2025 Revised	FY 2026	Increase (Decrease)
	Actual	Budget	Budget	Recommended	from Prior Year
				Budget	Original
					Budget
Revenues					
Intergovernmental	\$1,426,354	\$ -	\$ -	\$ -	\$ -
Interest	314,038	302,306	302,306	133,871	(168,435)
Release of Committed Fund Balance- Capital Projects	-	2,693,960	3,929,020	1,352,827	(1,341,133)
Release of Fund Balance	-	-	513,260	100,000	100,000
Total Revenues	<u>1,740,392</u>	<u>2,996,266</u>	<u>4,744,586</u>	<u>1,586,698</u>	<u>(1,409,568)</u>
Expenditures					
Salaries	-	100,001	100,001	94,500	(5,501)
Benefits	-	43,972	43,972	39,371	(4,601)
Operations	221,448	65,000	165,000	100,000	35,000
Capital	669,669	143,333	506,593	-	(143,333)
Transfers Out	535,238	2,643,960	3,929,020	1,352,827	(1,291,133)
Total Expenditures	<u>1,426,354</u>	<u>2,996,266</u>	<u>4,744,586</u>	<u>1,586,698</u>	<u>(1,409,568)</u>
Net (Deficit) Surplus	<u>\$ 314,038</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ (0)</u>

The budgeted expenditures are highlighted by the follow items:

- \$133,871 in salaries and benefits for capital projects director position.
- \$100,000 for Housing Repair Program
- \$1,352,827 transfers out to capital projects fund for the following projects:
 - King Street and Port Republic/Carteret Street Drainage- \$727,827
 - Duke Street Streetscape and Drainage Construction- \$625,000



The Tax Increment Financing District II Fund (TIF II) is used to account for property tax proceeds generated in the TIF II district. These funds are restricted for expenditures and capital improvement projects that benefit the TIF district.

		FY 2025 Original	FY 2025 Revised	FY 2026	Increase
	FY 2024 Actual	Budget	Budget	Recommended	(Decrease) from
Revenues				Budget	Prior Year
					Original Budget
Interest	\$ 185,888	\$ 180,000	\$ 180,000	\$ 120,000	\$ (60,000)
Release of Committed Fund Balance- Capital Projects	-	29,000	129,000	1,100,000	1,071,000
Release of Fund Balance	-	-	-	620,000	620,000
Total Revenues	185,888	209,000	309,000	1,840,000	1,631,000
Expenditures					
Capital	21,562	109,000	209,000	740,000	631,000
Transfers Out	5,492	100,000	100,000	1,100,000	1,000,000
Total Expenditures	27,054	209,000	309,000	1,840,000	1,631,000
Net (Deficit) Surplus	\$ 158,834	\$ -	\$ -	\$ -	\$ -

The budgeted expenditures are highlighted by the follow items:

- \$500,000 capital for City Hall Parking Expansion.
- \$100,000 capital for Hwy 170/21 intersection camera system
- \$150,000 transfers out to capital projects fund for Police Department Building Upfit.
- \$250,000 transfers out to capital projects fund for SC 1st Volunteers Park project
- \$700,000 transfers out to capital projects fund for City Hall/PD/Court Roof project



Salaries and Benefits – All Funds

	<u>FY 2024 Actual</u>	<u>FY 2025 Original Budget</u>	<u>FY 2025 Revised Budget</u>	<u>FY 2026 Recommended Budget</u>	<u>Increase (Decrease) from Prior Year Original Budget</u>	<u>% Change</u>
<u>General Fund</u>						
City Council	\$ 65,060	\$ 67,550	\$ 67,550	\$ 67,550	\$ 0	0.00%
City Manager	464,271	575,864	575,864	621,586	45,722	7.94%
Finance	529,882	570,233	570,233	628,631	58,398	10.24%
Human Resources	218,913	243,236	243,236	255,804	12,568	5.17%
Municipal Court	254,183	272,075	272,075	302,855	30,780	11.31%
Community Development	596,773	758,358	758,358	732,239	(26,119)	-3.44%
Police						
Police Staffing	2,762,430	2,888,047	2,888,047	3,125,645	237,597	8.23%
School Resource Officers	349,213	414,437	414,437	469,805	55,368	13.36%
School Crossing Guards	18,167	19,169	19,169	20,295	1,126	5.88%
Victims Rights	70,721	78,239	78,239	85,869	7,630	9.75%
Beaufort Fire	4,139,324	4,182,546	4,182,546	4,515,014	332,468	7.95%
Public Works						
Administration	179,093	219,462	219,462	226,209	6,747	3.07%
Streets & Traffic	100,023	121,151	121,151	136,914	15,763	13.01%
Facilities Maintenance	44,662	84,113	84,113	43,753	(40,360)	-47.98%
Total General Fund Salaries	<u>\$ 9,792,715</u>	<u>\$ 10,494,482</u>	<u>\$ 10,494,482</u>	<u>\$ 11,232,170</u>	<u>\$ 737,688</u>	<u>7.03%</u>
<u>Parks & Tourism Fund</u>						
City Parks	\$ 499,685	\$ 580,320	\$ 580,320	\$ 698,612	\$ 118,292	20.38%
Police Support	989,736	1,067,940	1,067,940	1,109,428	41,488	3.9%
Downtown Operations	239,662	260,176	260,176	274,952	14,776	5.7%
Total Parks & Tourism	<u>\$ 1,729,083</u>	<u>\$ 1,908,436</u>	<u>\$ 1,908,436</u>	<u>\$ 2,082,992</u>	<u>\$ 174,556</u>	<u>9.1%</u>
<u>ARPA Fund</u>						
ARPA	\$ -	\$ 100,001	\$ 100,001	\$ 94,500	\$ (5,501)	100.0%
<u>Stormwater Fund</u>						
Stormwater Division	\$ 377,097	\$ 413,681	\$ 413,681	\$ 466,621	\$ 52,940	12.8%
<u>State Accommodations Fund</u>						
Police Support	\$ 17,226	\$ 16,728	\$ 16,728	\$ 18,366	\$ 1,638	9.8%
Total Salaries	<u>\$ 11,916,120</u>	<u>\$ 12,933,327</u>	<u>\$ 12,933,327</u>	<u>\$ 13,894,649</u>	<u>\$ 961,322</u>	<u>7.4%</u>

		FY 2025 Original	FY 2025 Revised	FY 2026	Increase	
	FY 2024 Actual	Budget	Budget	Recommended	(Decrease) from	% Change
				Budget	Prior Year	
					Original Budget	
<u>General Fund</u>						
City Council	\$ 20,414	\$ 24,171	\$ 24,171	\$ 24,699	\$ 528	2.18%
City Manager	152,802	193,059	193,059	201,548	8,489	4.40%
Finance	180,371	198,494	198,494	235,761	37,267	18.78%
Human Resources	86,886	95,424	95,424	101,802	6,378	6.68%
Municipal Court	111,530	124,968	124,968	138,143	13,175	10.54%
Community Development	219,722	289,438	289,438	284,706	(4,732)	-1.63%
Police						
Police Staffing	1,140,927	1,260,195	1,260,195	1,329,720	69,524	5.52%
School Resource Officers	157,557	172,231	172,231	223,237	51,006	29.62%
School Crossing Guards	3,519	4,301	4,301	4,649	349	8.10%
Victims Rights	28,932	32,007	32,007	34,161	2,154	6.73%
Beaufort Fire	1,653,835	1,765,800	1,765,800	1,892,848	127,048	7.19%
Public Works						
Administration	76,399	82,840	82,840	103,098	20,258	24.45%
Streets & Traffic	44,682	63,386	63,386	64,862	1,476	2.33%
Facilities Maintenance	35,978	61,868	61,868	21,068	(40,800)	-65.95%
Total General Fund Benefits	\$ 3,913,554	\$ 4,368,181	\$ 4,368,181	4,660,301	\$ 292,121	6.69%
<u>Parks & Tourism Fund</u>						
City Parks	\$ 196,113	\$ 252,976	\$ 252,976	\$ 316,136	\$ 63,159	25.0%
Police Support	401,821	500,181	500,181	506,982	6,800	1.4%
Downtown Operations	72,443	80,557	80,557	99,700	19,143	23.8%
Total Parks & Tourism	\$ 670,377	\$ 833,714	\$ 833,714	\$ 922,817	\$ 89,103	10.7%
<u>ARPA Fund</u>						
ARPA	\$ -	\$ 43,972	\$ 43,972	\$ 39,371	\$ (4,601)	100.0%
<u>Stormwater Fund</u>						
Stormwater Division	\$ 159,597	\$ 217,457	\$ 217,457	\$ 200,336	\$ (17,122)	-7.9%
<u>State Accommodations Fund</u>						
Police Support	\$ 6,675	\$ 6,752	\$ 6,752	\$ 7,363	\$ 611	9.0%
Total Benefits	\$ 4,750,203	\$ 5,470,076	\$ 5,470,076	\$ 5,830,188	\$ 360,112	55 6.6%

	FY 2024 Actual FTE's	FY 2025 Adopted FTE's	FY 2026 Recommended FTE's	Increase (Decrease) in FTE's from Prior Year
<u>General Fund</u>				
City Council	5.0	5.0	5.0	-
City Manager	5.0	5.0	5.0	-
Finance	7.0	7.0	7.0	-
Information Technology	1.0	-	-	-
Human Resources	3.0	3.0	3.0	-
Municipal Court	5.0	5.0	5.0	-
Community & Economic Development	9.0	10.0	9.0	(1.0)
Police				
Police Staffing	44.0	44.0	44.0	-
School Resource Officers	7.0	7.0	7.0	-
School Crossing Guards	2.0	2.0	2.0	-
Victims Rights	1.0	1.0	1.0	-
Beaufort Fire	59.5	59.5	60.5	1.0
Public Works				
Administration	4.0	4.0	4.0	-
Streets & Traffic	3.0	3.0	3.0	-
Facilities Maintenance	4.0	4.0	4.0	-
Total General Fund Salaries	<u>159.5</u>	<u>159.5</u>	<u>159.5</u>	<u>-</u>
<u>Parks & Tourism Fund</u>				
City Parks	8.0	8.0	8.0	-
Police Support	14.2	14.2	14.2	-
Downtown Operations	3.0	3.0	3.0	-
Total Parks & Tourism	<u>25.2</u>	<u>25.2</u>	<u>25.2</u>	<u>-</u>
<u>ARPA Fund</u>				
ARPA	-	1.0	1.0	-
<u>Stormwater Fund</u>				
Stormwater Division	7.0	7.0	7.0	-
<u>State Accommodations Fund</u>				
Police Support	0.3	0.3	0.3	-
Total Full-Time Equivalent Positions	<u>192.0</u>	<u>193.0</u>	<u>193.0</u>	<u>-</u>



Stormwater Projects are included in the Capital Projects Fund if the project spans longer than one year to complete.

RECOMMENDED FY 2026 CAPITAL PROJECTS

- The City has four active grant awards that impact City Infrastructure. These projects are included in the active Capital Projects list.
 - The Charles/Craven drainage project is fully funded by a SC Office of Resilience grant for \$11,962,093.
 - The King Street and Port Republic/Carteret Street drainage project is partially funded by a Rural Infrastructure Authority grant for \$9,460,299.
 - The Bayard Street drainage project is partially funded by a FEMA grant for \$800,000.
 - The Depot Road Spanish Moss Trail Extension project is fully funded by a \$200,000 CDBG grant and partnership with Beaufort County.

		FY 2025 Original	FY 2025 Revised	FY 2026	Increase
	FY 2024 Actual	Budget	Budget	Recommended	(Decrease) from
Revenues				Budget	Prior Year
					Original Budget
Grants	\$ 949,262	\$ 10,384,040	\$ 9,265,135	\$ 21,064,812	\$ 10,680,772
Partnerships	-	778,292	778,292	528,947	(249,345)
Transfers In	2,097,948	9,787,457	12,821,036	6,155,712	(3,631,745)
Interest	95,668	-	-	-	-
Release of Fund Balance	-	700,000	813,200	700,000	-
Total Revenues	3,142,878	21,649,789	23,677,663	28,449,471	6,799,682
Expenditures					
Capital	4,259,755	21,649,789	23,677,663	28,449,471	6,799,682
Total Expenditures	\$ 4,259,755	\$ 21,649,789	\$ 23,677,663	\$ 28,449,471	\$ 6,799,682
Net (Deficit) Surplus	\$ (1,116,877)	\$ -	\$ -	\$ -	\$ -

Budget Highlights:

- 15 active capital projects on parks, stormwater, and streets improvements throughout the City for a total of \$28,449,471.

FY26 Recommended Capital Projects Funding Sources

Funding Sources	FY 2026 Recommended Budget
Category	
Grants	\$ 21,064,812
Transfers In	6,155,712
Partnerships	528,947
Release of Fund Balance	700,000
Total	\$ 28,449,471

FY26 Recommended Capital Projects Funding Sources Detail - Grants

Grant	Project	FY 2026 Recommended Budget
SCOR Grant	Charles/Craven Street Drainage	\$ 10,708,149
SCIIP Grant	King Street and Port Republic/Carteret Street Drainage	9,460,299
STAG Grant	Bayard Street Drainage	707,664
CDBG Grant	Depot Road Trail Extension	188,700
	Grant Total	\$ 21,064,812

FY26 Recommended Capital Projects Funding Sources Detail – Transfers In

Fund Providing Transfer In	Category	Project	FY 2026 Recommended Budget
General	Fund Balance	Duke Street Streetscape and Drainage	375,000
Stormwater	Stormwater Bond Funds	Bayard Street	398,061
TIF II	Fund Balance	Police Department Building Upfit	150,000
TIF II	Fund Balance	City Hall/PD/Court Roof	700,000
TIF II	Fund Balance	SC 1 st Volunteers Park	250,000
ARPA	Fund Balance	King Street and Port Republic/Carteret Street Drainage	727,827
ARPA	Fund Balance	Duke Street Streetscape and Drainage	625,000

FY26 Recommended Capital Projects Funding Sources Detail – Transfers In

Fund Providing Transfer In	Category	Project	FY 2026 Recommended Budget
Parks and Tourism	P&T Revenue Bond	Washington Street Park- Phase II Construction	\$ 36,683
Parks and Tourism	Fund Balance	Washington Street Park- Phase II Construction	491,317
Parks and Tourism	P&T Revenue Bond	Southside Park- Phase II Construction	1,583,185
Parks and Tourism	Fund Balance	Waterfront Park Relieving Platform	250,000
Parks and Tourism	Fund Balance	Carnegie Building Interior	200,000
State Accommodation Tax	Fund Balance	Arsenal Walls Rehabilitation	268,639
State Accommodation Tax	Fund Balance	Arsenal Windows	100,000
		Transfers In Total	\$6,155,712 ⁶³

FY26 Recommended Capital Projects Funding Sources Detail – Partnerships

Partnerships	Category	Project	FY 2026 Recommended Budget
Beaufort County	County Portion	Depot Road Spanish Moss Trail Extension	\$ 528,947
		Partnerships Total	\$ 528,947

FY26 Recommended Capital Projects Funding Sources Detail – Release of Fund Balance

Source of Capital Project Fund Balance	Project	FY 2026 Recommended Budget
Capital Project Fund Balance	Marina Fuel Tanks	\$ 700,000
	Release of Fund Balance Total	\$ 700,000

FY26 Recommended Capital Projects Expenditure Detail

Projects	FY 2026 Recommended Budget
Washington Street Park- Phase II Construction	\$ 528,000
Southside Park- Phase II Construction	1,583,185
1 st SC Volunteer Park	250,000
Waterfront Park Relieving Platform Phase II Engineering	250,000
Charles/Craven Street Drainage	10,708,149
King Street and Port Republic/Carteret Street Drainage	10,188,126
Bayard Street Drainage	1,105,725
Marina Fuel Tank	700,000
Police Department Building Upfit	150,000

FY26 Recommended Capital Projects Expenditure Detail

Projects	FY 2026 Recommended Budget
Carnegie Building Interior	\$ 200,000
Arsenal Walls Rehabilitation	268,639
Arsenal Windows	100,000
City Hall/PD/Court Roof Replacement	700,000
Depot Road Spanish Moss Trail Extension	717,647
Duke Street Streetscape and Drainage Construction	1,000,000
Total	\$ 28,449,471

Capital Project Fund Detail

FY 26 Recommended Funding

Description	Parks and Tourism		State	Capital	Partners	TIF II	Grant Funding	Stormwater	General Fund	ARPA	Total FY26 Recommended
	Revenue	Parks and Tourism	Accommodations	Project Fund				Bond Funds	Balance		
City Facilities											
Carnegie Building Roof and Interior		200,000									\$ 200,000
Arsenal Walls Rehabilitation			268,639								268,639
Arsenal Windows			100,000								100,000
Police Department Building Upfit						150,000					150,000
City Hall/PD/Court Roof Replacement						700,000					700,000
Parks											
Washington Street Park	36,683	491,317									528,000
Southside Park	1,583,185										1,583,185
Waterfront Park Relieving Platform Engineering		250,000									250,000
1st South Carolina Volunteer Park						250,000					250,000
Stormwater											
Charles/Craven Street Drainage							10,708,149				10,708,149
King Street and Port Republic/Carteret Street Drainage							9,460,299			727,827	10,188,126
Bayard Street							707,664	398,061			1,105,725
Marina											
Marina Fuel Tank Replacement				700,000							700,000
Boat Landing											
Pigeon Point Boat Landing											-
Streets											
Duke Street Streetscape and Drainage									375,000	625,000	1,000,000
Depot Road Spanish Moss Trail Extension					528,947		188,700				717,647
	\$ 1,619,868	\$ 941,317	\$ 368,639	\$ 700,000	\$ 528,947	\$ 1,100,000	\$ 21,064,812	\$ 398,061	\$ 375,000	\$ 1,352,827	\$ 28,449,471

Funding Sources by Funds

Description	State								Total FY26 Recommended	
	TIF II Fund	Parks and Tourism Fund	Accommodations Tax Fund	Stormwater Fund	ARPA Fund	Capital Project Fund	General Fund	Partners		Grants
City Facilities										
Carnegie Building Roof and Interior		\$ 200,000								\$ 200,000
Arsenal Walls Rehabilitation			268,639							268,639
Arsenal Windows			100,000							100,000
Police Department Building Upfit	150,000									150,000
City Hall/PD/Court Roof Replacement	700,000									700,000
Parks										
Southside Park		1,583,185								1,583,185
Washington Street Park		528,000								528,000
Waterfront Park Relieving Platform Engineering		250,000								250,000
1st South Carolina Volunteer Park	250,000									250,000
Stormwater										
Charles/Craven Street Drainage								10,708,149		10,708,149
King Street and Port Republic/Carteret Street Drainage					727,827			9,460,299		10,188,126
Bayard Street				398,061				707,664		1,105,725
Marina										
Marina Fuel Tank Replacement						700,000				700,000
Streets										
Duke Street Streetscape and Drainage					625,000		375,000			1,000,000
Depot Road Spanish Moss Trail								528,947	188,700	717,647
	\$ 1,100,000	\$ 2,561,185	\$ 368,639	\$ 398,061	\$ 1,352,827	\$ 700,000	\$ 375,000	\$ 528,947	\$ 21,064,812	\$ 28,449,471

Unfunded Requirements List- Personnel

Prioritization	Description	Cost
1	Emergency and Risk Manager Position- Salary and Benefits	\$90,695
2	Police Sergeant- Salary and Benefits for Community Response Team	\$104,328
3	Patrolman III- Salary and Benefits for Community Response Team	\$97,866
4	Patrolman III- Salary and Benefits for Community Response Team	\$97,866
5	Downtown Operations- Administrative Assistant- Salary and Benefits	\$70,888
	Total Personnel Cost	\$461,643

Unfunded Requirements List- Capital Equipment

Prioritization	Description	Cost
1	Fire Department Lifepak Monitor	\$60,500
2	Police Chevy Tahoe with Equipment	\$80,000
3	Police Ford Interceptor with Equipment	\$75,000
4	Police Ford Interceptor with Equipment	\$75,000
5	Police Ford Interceptor with Equipment	\$75,000
6	Police Admin Truck with Equipment	\$66,700

Unfunded Requirements List- Capital Equipment- Continued

Prioritization	Description	Cost
7	Police Admin Truck with Equipment	\$66,700
8	Police SUV Admin Vehicle with Equipment	\$61,000
9	Police SUV Admin Vehicle with Equipment	\$61,000
10	Police Boat	\$47,000
	Total Capital Equipment Cost	\$667,900

Unfunded Requirements List- Capital Projects

Prioritization	Description	Cost
1	Pigeon Point Drainage Study	\$216,000
2	Calhoun Street Drainage Project- Construction	\$3,947,000
	Total Capital Projects Cost	\$4,163,000

ORDINANCE

AN ORDINANCE TO PROVIDE FOR THE LEVY OF TAXES FOR THE CITY OF BEAUFORT FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026; TO PROVIDE FOR EXECUTION OF AND TO PUT INTO EFFECT THE CONSOLIDATED BUDGET; TO PROVIDE BUDGETARY CONTROL OF THE CITY'S FISCAL AFFAIRS; AND OTHER MATTERS RELATING THERETO

WHEREAS, the City of Beaufort, South Carolina (the "City") is a municipal corporation of the State of South Carolina (the "State"), located in Beaufort County, South Carolina (the "County") and, as such, possesses all general powers granted by the South Carolina Constitution and statutes of the State to municipal corporations; and

WHEREAS, pursuant to S.C. Code Ann. § 5-13-10, *et seq.* (the "SC Code") and Section 1-1001 of the City's Code of Ordinances, the City operates under the council-manager form of government, with a mayor and four council members serving as the governing body of the City (the "City Council"); and

WHEREAS, S.C. Code Ann. § 5-13-30 and Section 1-5003 of the City's Code of Ordinances require that the City Council adopt a budget for each fiscal year and determine the tax levy for the new budget year; and

WHEREAS, pursuant to Section 1-4004 of the City's Code of Ordinances, the City Manager has prepared and presented fiscal year 2025-2026 budget (the "Budget") to the Council, and a copy of the entire Budget is available for inspection at the office of the Finance Director; and

WHEREAS, the Budget contains the budgets of the General Fund, the Parks and Tourism Fund, the Stormwater Fund, the State Accommodations Fund, the Fire Impact Fund, the Tax Increment Financing II Fund, the American Rescue Plan Act Fund and the Capital Projects Fund; and

WHEREAS, prior to the adoption of the Budget, the City Council is required to hold a public hearing on the Budget and any new fees resulting therefrom pursuant to S.C. Code Ann. §§ 5-7-260, 6-1-80, and 6-1-330 and the City's Code of Ordinances; and

WHEREAS, the City Council, after due and proper notice, held a public hearing on May 13, 2025 on the adoption of the Budget and the various fees implemented or amended thereunder, which hearing was conducted publicly and both proponents and opponents of the proposed actions of City Council were given the full opportunity to be heard; and

WHEREAS, subject to the limitations in S.C. Code Ann. § 6-1-320, City Council is authorized to increase the millage rate imposed for general operating purposes; and

WHEREAS, S.C. Code Ann. § 6-1-330 authorizes City Council to charge and collect new service and user fees after public notice and hearing.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the council members of the City of Beaufort, South Carolina, in a meeting duly assembled, as follows:

SECTION 1. TAX LEVY

The City Council hereby appropriates the funds as detailed in Sections 3 and 4 of this Ordinance. Further, the City Council hereby establishes the millage rates as detailed in Section 2 of this Ordinance. However, as of the date of this Ordinance, the millage rates are based on estimated assessments received from the Beaufort County Auditor (the "Auditor") and are subject to change based on final assessment figures, once such figures are received from the Auditor. The City Council reserves the right to modify these millage rates by resolution at its August 19, 2025 meeting, and any such modification shall constitute the millage to be levied by the County on behalf of the City.

SECTION 2. MILLAGE; TAX COLLECTION

A. The Auditor is hereby authorized and directed to levy the Fiscal Year 2025-2026 tax of 73.9 mills on the dollar of assessed value of property within the City limits, in accordance with the laws of South Carolina. These taxes shall be collected by the Beaufort County Treasurer, as provided by law and distributed in accordance with the provisions of this Ordinance and subsequent appropriations hereafter passed by the City Council. The total millage levy in the City shall be seventy-three and 9/100 (73.9) mills, which includes 61.3 mills for operations and 12.6 mills for debt service.

B. A copy of this Ordinance and the Budget shall be made available to the County in order to properly order the levy and collection of *ad valorem* property taxes. Additionally, the City Manager shall be authorized to make the millage certification to the County Auditor required by S.C. Code Ann. § 12-43-285.

C. Consistent with State law, the date of payment, penalty dates and amount of penalties which shall be levied for delinquent taxes shall be as follows:

<u>Date</u>	<u>Penalty Assessed</u>
After January 15, 2026	3%
After February 1, 2026	Additional 7%
After March 16, 2026	Additional 5%
After April 1, 2026	\$75.00 Delinquent Charge
After September 1, 2026	\$100.00 Delinquent Charge

D. The Finance Director of the City, acting in concert with the proper officials of the County, shall be responsible for the collection of delinquent taxes, penalties, and other charges.

SECTION 3. CITY OPERATIONS APPROPRIATION

An amount of \$73,132,037 is appropriated to the City to fund City operations for General Fund, the Parks and Tourism Fund, the Stormwater Fund, the State Accommodations Fund, the Fire Impact Fund, the Tax Increment Financing II Fund, the American Rescue Plan Act Fund and the Capital Projects Fund as follows:

	<u>Appropriations</u>
<u>General Fund</u>	
Non-Departmental	\$ 1,190,170
City Council	318,249
City Manager	1,006,844
Finance	1,103,555
Human Resources	514,604
Information Technology	939,137
Municipal Court	690,911
Community Development	1,356,171
Police Operations	6,272,804
School Resource Officer	734,983
School Crossing Guard	24,945
Victims Rights	123,030
Beaufort Fire	8,696,627
Public Works	545,431
Streets & Traffic	1,216,546
Facilities Maintenance	718,115
Solid Waste	1,476,050
Debt Service	1,847,799
Total General Fund	<u>\$ 28,775,971</u>
<u>Parks & Tourism Fund</u>	
Police Operations	\$ 1,731,910
Marina Operations	79,432
Waterfront Park Operations	880,105
Parking	63,300
Parks Department	2,463,974
Other Downtown Operations	970,915
Tourism Marketing	183,000
Transfers Out	2,561,185
Total Parks & Tourism Fund	<u>\$ 8,933,821</u>
<u>Stormwater Fund</u>	
Stormwater Operations	\$ 884,446
Debt Service	518,900
Transfers Out	398,061
Total Stormwater Fund	<u>\$ 1,801,407</u>
<u>State Accommodations Fund</u>	
Police Operations	\$ 25,729
Other Tourism Operations	127,230
Designated Marketing Organization	267,500
ATAX Grant Awards	649,420
Capital	31,567
Transfers Out	438,223
Total State Accommodations Fund	<u>\$ 1,539,669</u>

Fire Impact Fund

Contribution to Fund Balance	\$	205,000
	\$	<u>205,000</u>

TIF II Fund

Capital	\$	740,000
Transfers Out		<u>1,100,000</u>
	\$	<u>1,840,000</u>

American Rescue Plan Act Fund

Personnel	\$	133,871
Operating		100,000
Transfers Out		<u>1,352,827</u>
Total American Rescue Plan Act Fund	\$	<u>1,586,698</u>

Capital Projects Fund

Capital	\$	28,449,471
Total Capital Projects Fund	\$	<u>28,449,471</u>

Total Appropriations	\$	<u><u>73,132,037</u></u>
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B. The detailed operations budget containing line-item accounts by department is hereby enacted as part of this Ordinance.

SECTION 4. CITY OPERATIONS REVENUE

The appropriations of the City operations will be funded from the following revenue sources:

	<u>Revenues</u>	
<u>General Fund</u>		
Property Taxes	\$	9,969,172
Licenses & Permits		7,817,000
Intergovernmental		4,230,180
Franchise Fees		2,384,440
Charges for Services		1,720,245
Fines & Forfeitures		67,000
Miscellaneous		60,000
Interest		600,000
Transfers In		69,584
Issuance of Capital Lease		833,472
Release of Committed Fund Balance- Vehicles and Equipment		544,327
Release of Committed Fund Balance- Redevelopment		375,000
Release of Fund Balance		<u>105,551</u>
Total General Fund	\$	<u>28,775,971</u>

Parks & Tourism Fund

Other Taxes	\$	4,445,000
Charges for Services		717,500
Interest		350,000
Release of Committed Fund Balance- Capital Projects		2,561,185
Release of Fund Balance		860,136
Total Parks & Tourism Fund	\$	8,933,821

Stormwater Fund

Charges for Services	\$	1,375,000
Interest		28,346
Release of Committed Fund Balance- Capital Projects		398,061
Total Stormwater Fund	\$	1,801,407

State Accommodations Fund

Other Taxes	\$	916,667
Interest		30,000
Release of Committed Fund Balance- Capital Projects		368,639
Release of Fund Balance		224,363
Total State Accommodations Fund	\$	1,539,669

Fire Impact Fund

Fire Impact Fee	\$	200,000
Interest		5,000
Total Fire Impact Fund	\$	205,000

TIF II Fund

Interest	\$	120,000
Release of Committed Fund Balance- Capital Projects		1,100,000
Release of Fund Balance		620,000
Total TIF II Fund	\$	1,840,000

American Rescue Plan Act Fund

Interest	\$	133,871
Release of Committed Fund Balance- Capital Projects		1,352,827
Release of Fund Balance		100,000
Total American Rescue Plan Act Fund	\$	1,586,698

Capital Projects Fund

Intergovernmental	\$	21,064,812
Partnerships		528,947
Transfers In		6,155,712
Release of Fund Balance		700,000
Total Capital Projects Fund	\$	28,449,471

Total Revenues	\$	73,132,037
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SECTION 5. CITY CAPITAL PROJECTS FUND

Capital Project Appropriations shall not lapse at June 30, 2025, but each project appropriation shall remain in force for the life of the project and shall be closed out upon completion or other disposition of the project in the capital project fund.

SECTION 6. ESTABLISHMENT OF A MASTER FEE SCHEDULE

A Master Fee Schedule listing all fees charged by the City for Fiscal Year 2026, including but not limited to general city-wide fees, business licensing fees (Appendix A), business license classes (Appendix B), building permit fees, and fire impact fees, is attached to this Ordinance as Attachment A, and shall be considered to be incorporated into this Ordinance in its entirety. Any new fees or amendments to fees listed on Attachment A have been implemented in compliance with S.C. Code Ann. § 6-1-330, as applicable, and the public hearing held prior to the enactment of this Ordinance shall constitute the public hearing required under such section of the SC Code.

SECTION 7. CITY DEBT SERVICE APPROPRIATION

Consistent with Section 2, above, the revenue generated by a 12.6 mill levy is appropriated to defray the principal and interest payment on all City general obligation bonds.

SECTION 8. BUDGETARY ACCOUNT BREAKOUT

The foregoing City operation appropriations have been detailed by the City Council into line-item accounts for each department. The detailed appropriation by account and budget narrative contained separately is hereby enacted as part of this Ordinance. The consolidated budget summary is attached to this Ordinance as Exhibit A.

SECTION 9. FY 2024-2025 ENCUMBRANCES AND REMAINING GRANT AUTHORIZATIONS REAPPROPRIATED, RECORDING OF ASSIGNMENTS OF AMOUNTS APPROPRIATED FROM FUND BALANCE.

A. Encumbrances in each fund at June 30, 2025, representing obligations made against 2024-2025 appropriations outstanding as of that date, are hereby reappropriated and the appropriations shall be distributed to the budgetary accounts under which the expenditures will be charged during the FY 2025-2026 budget year as such obligations are satisfied, provided that such encumbrances, when taken together with the FY 2024-2025 expenditures, do not cause any fund to exceed its budgetary authorization for the year ended June 30, 2025.

B. For each fund in which a reappropriation occurs, the amount of funds appropriated hereunder shall be established in that fund as "Assigned Fund Balance for Encumbrances."

C. For each fund in which the Budget includes the use of fund balance; the amount of the fund balance so used shall be identified as "Assigned for Current Appropriations."

D. Appropriations for grants, the authorization for which extends beyond the end of the 2024-25 fiscal year, shall not lapse on June 30, 2025. Any such grant authorizations remaining at the end of a fiscal year shall be reappropriated pursuant to the conditions of the respective grant agreements and utilized in fiscal year 2025-26 in accordance with their respective terms.

E. Appropriations for active projects resulting in restrictions or commitments of fund balances shall be identified by appropriate titles in the financial statements of the affected funds.

SECTION 10. ADMINISTRATION OF THE BUDGET

The City Manager or his designee shall administer the Budget and may authorize the transfer of appropriations within the allotments heretofore established and as necessary to achieve the goals of the Budget; provided, however, that no such transfer shall be used to increase the total appropriation within any fund.

SECTION 11. AUTHORIZATION TO ENTER INTO CONTRACTS

The City Manager is authorized to enter into contracts on behalf of the City if the total contract amount is less than or equal to the budget line item or project budget as approved by City Council under the terms of the Budget.

SECTION 12. ALLOCATION OF FUNDS

The City Manager is responsible for controlling the rate of expenditures of budgeted funds in order to assure that expenditures do not exceed funds on hand. To carry out this responsibility, the City Manager is authorized to allocate budgeted funds.

SECTION 13. MISCELLANEOUS RECEIPTS ABOVE ANTICIPATED REVENUES

Revenues other than, and/or in excess of, those addressed in Section 4 of this Ordinance, received by the City, which are in excess of the anticipated revenue as approved in the current budget, may be expended as directed by the revenue source, or for the express purposes for which the funds were generated without further approval of City Council. All such expenditures addressed in Section 3 in excess of \$10,000 shall be reported, in written form, to the City Council on a quarterly basis. Such funds include sales of products, services, rents, contributions, donations, special events, insurance, and similar recoveries.

SECTION 14. TRANSFERS VALIDATED

All duly authorized transfers of funds heretofore made from one account to another, or from one fund to another during Fiscal Year 2026, are hereby approved.

SECTION 15. RATIFICATION OF FINDINGS; ACTIONS.

The City Council ratifies and approves the findings of fact recited above. Further, all actions of the City Manager and other City staff regarding the public hearings and drafting, execution and delivery of the Budget are ratified, approved, and confirmed. Further, the City Manager and City staff shall be authorized to do all things necessary to implement the provisions of the Budget consistent with the SC Code and the City's Code of Ordinances.

SECTION 16. UNFUNDED REQUIREMENTS LIST

An unfunded requirements list is provided in Attachment B for personnel, capital equipment, and capital projects that were identified and requested during the budget process, but were not included in the budget due to lack of funding.

SECTION 17. EFFECTIVE DATE

This Ordinance shall be effective July 1, 2025. Approved and adopted on the second and final reading this 10th day of June 2025.

PHILIP E. CROMER, MAYOR

ATTEST:

[SEAL]

TRACI GULDNER, CITY CLERK

1ST Reading: May 13, 2025
Public Hearing: May 13, 2025
2nd Reading & Adoption: June 10, 2025

Reviewed by: Benjamin T. Coppage, City Attorney, May 6, 2025

EXHIBIT A
CONSOLIDATED BUDGET SUMMARY

	<u>General Fund</u>	<u>ARPA Fund</u>	<u>Parks & Tourism Fund</u>	<u>Stormwater Fund</u>	<u>State Accommodations Fund</u>	<u>TIF II Fund</u>	<u>Fire Impact Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
Revenues									
Revenues	\$ 26,848,037	\$ 133,871	\$ 5,512,500	\$ 1,403,346	\$ 946,667	\$ 120,000	\$ 205,000	\$ 21,593,759	\$ 56,763,180
Transfers In	69,584	-	-	-	-	-	-	6,155,712	6,225,296
Issuance of Capital Lease	833,472	-	-	-	-	-	-	-	833,472
Release of Committed Fund Balance- Vehicles and Equipment	544,327	-	-	-	-	-	-	-	544,327
Release of Committed Fund Balance- Redevelopment	375,000	-	-	-	-	-	-	-	375,000
Release of Committed Fund Balance- Capital Projects	-	1,352,827	2,561,185	398,061	368,639	1,100,000	-	-	5,780,712
Release of Fund Balance	105,551	100,000	860,136	-	224,363	620,000	-	700,000	2,610,050
Total Revenues	<u>28,775,971</u>	<u>1,586,698</u>	<u>8,933,821</u>	<u>1,801,407</u>	<u>1,539,669</u>	<u>1,840,000</u>	<u>205,000</u>	<u>28,449,471</u>	<u>73,132,037</u>
Expenditures									
Salaries	11,232,170	94,500	2,082,992	466,621	18,366	-	-	-	13,894,649
Benefits	4,660,301	39,371	922,817	200,336	7,363	-	-	-	5,830,188
Operating	8,859,089	100,000	2,052,032	217,490	1,044,150	-	-	-	12,272,760
Capital	1,593,162	-	345,300	-	31,567	740,000	-	28,449,471	31,159,500
Debt	2,056,248	-	969,496	518,900	-	-	-	-	3,544,644
Transfers Out	375,000	1,352,827	2,561,185	398,061	438,223	1,100,000	-	-	6,225,296
Contribution to Fund Balance	-	-	-	-	-	-	205,000	-	205,000
Total Expenditures	<u>28,775,971</u>	<u>1,586,698</u>	<u>8,933,821</u>	<u>1,801,407</u>	<u>1,539,669</u>	<u>1,840,000</u>	<u>205,000</u>	<u>28,449,471</u>	<u>73,132,037</u>
Net (Deficit) Surplus	<u>(0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>

ATTACHMENT A

MASTER FEE SCHEDULE FOR FY 2025-2026

Special Duty Fee - Police	\$65/hour*
Special Duty Fee – Fire	\$50/hour*
Special Duty Fee – Public Works	\$36/hour*

* 4 hour minimum

Park Rental Fee – Whitehall Park

Pavilion Area	\$350 for 4 hour block and \$600 for 6 hour block
Event Lawn Area	\$500 for 4 hour block and \$800 for 6 hour block
Electric Fee	\$75 for 4 hour block and \$100 for 6 hour block
Combined Pavilion and Event Lawn	\$2,500 for 12 hour block

Refundable Security Deposit \$500 for 4 hour block, \$800 for 6 hour block and \$1,250 for 12 hour block

Park Rental Fee – Henry C. Chambers Waterfront Park

Circle of Palms- Dining Area	\$200 for 4 hour block and \$400 for 6 hour block
Craft Market Lawn Area	\$200 for 4 hour block and \$400 for 6 hour block
Contemplative Garden Area	\$200 for 4 hour block and \$400 for 6 hour block
Pavilion Area	\$350 for 4 hour block and \$600 for 6 hour block
Green 1 Area	\$300 for 4 hour block and \$500 for 6 hour block
Green 2 Area	\$500 for 4 hour block and \$800 for 6 hour block
Electric Fee	\$75 for 4 hour block and \$100 for 6 hour block
Entire Park	\$2,200 for 12 hour block

Refundable Security Deposit \$500 for 4 hour block, \$800 for 6 hour block and \$1,100 for 12 hour block

Park Deposit Fee – Pigeon Point Park	\$50/day
Park Deposit Fee - Southside Park	\$100/day

Parking Fee for Special Events -

Full Day Rate	\$6/day
Downtown Event Message Board Rental Fee	\$150/week
Stormwater Fee – Option E under the Beaufort	
County Stormwater Rate model	\$135/account
Refuse/Recycling Collection Fee – Residential	\$22.50/month
Refuse Collection Fee – Commercial:	
Tier 1 – 1 Cart/2 Day service	\$13.50/month
Tier 2 - 2 Carts/2 Day service	\$27.00/month
Tier 3 – 3 Carts/2 Day service	\$40.50/month
Tier 4 – 3 Carts/5 Day service	\$101.25/month
Tier 5 – 4 Carts/5 Day service	\$135.00/month
Tier 6 – 5 Carts/5 Day service	\$168.75/month
Tier 7 – 6 Carts/5 Day service	\$202.50/month
\$25.00 added to each monthly account requiring Saturday service	

APPENDIX A: BUSINESS LICENSE RATE SCHEDULE

RATE CLASS	INCOME: \$0 - \$2,000	INCOME OVER \$2,000
	BASE RATE	RATE PER \$1,000 OR FRACTION THEREOF
1	\$25.00	\$1.00
2	\$35.00	\$1.30
3	\$45.00	\$1.60
4	\$55.00	\$1.90
5	\$65.00	\$2.20
6	\$75.00	\$2.50
7	\$85.00	\$2.80

NON-RESIDENT RATES

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the Municipality.

CLASS 8 & 9 RATES

Each NAICS number designates a separate subclassification. The businesses in this section are treated as separate and individual subclasses due to provisions of state law, regulatory requirements, service burdens, tax equalization considerations, and other factors that are deemed sufficient to require individually determined rates. In accordance with state law, the Municipality also may provide for reasonable subclassifications for rates, described by an NAICS sector, subsector, or industry, that are based on particularized considerations as needed for economic stimulus or for the enhanced or disproportionate demands on municipal services or infrastructure.

Non-resident rates do not apply except where indicated.

8.1 NAICS 230000 – Contractors, Construction, All Types [Non-resident rates apply].

Resident rates, for contractors having a permanent place of business within the Municipality:

Minimum on first \$2,000	\$ 60.00 PLUS
Each additional 1,000.....	\$ 1.75

Non-resident rates apply to contractors that do not have a permanent place of business within the Municipality. A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project.

For licenses issued on a per-job basis, the total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle the contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a license year. Licensees holding a per-job license shall file, by each April 30 during the continuation of the construction project, a statement of compliance, including but not limited to a revised estimate of the value of the contract. If any revised estimate of the final value of such project exceeds the amount for which the business license was issued, the licensee shall be required to pay a license fee at the then-prevailing rate on the excess amount.

8.2 NAICS 482 – Railroad Companies (See S.C. Code § 12-23-210).

8.3 NAICS 517311, 517312 – Telephone Companies.

With respect to “retail telecommunications services” as defined in S. C. Code § 58-9-2200, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Telecommunications Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to retail telecommunications services are set forth in the Telecommunications Collections Ordinance.

8.4 NAICS 5241 – Insurance Companies:

Independent agents, brokers, their employees are subject to a business license tax based on their natural class. With respect to insurers subject to license fees and taxes under Chapter 7 of Title 38 and to brokers under Chapter 45 of Title 38, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Insurers and Brokers Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to insurers and brokers are set forth in the Insurers and Brokers Collections Ordinance.

8.51 NAICS 713120 – Amusement Machines, coin operated (except gambling). Music machines, juke boxes, kiddie rides, video games, pin tables with levers, and other amusement machines with or without free play feature licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(1) and (A)(2) **[Type I and Type II]**.

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2746:

Per Machine \$12.50 PLUS
 Each additional \$1,000, over base of \$2,000..... \$1.75

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.51.

8.52 NAICS 713290 – Amusement Machines, coin operated, non-payout. Amusement machines of the non-payout type or in-line pin game licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(3) **[Type III]**.

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2720(B):

Per Machine \$180.00 PLUS
 Each additional \$1,000, over base of \$2,000..... \$1.75

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.52.

8.6 NAICS 713990 – Billiard or Pool Rooms, all types. (A) Pursuant to SC Code § 12-21-2746, license tax of \$5.00 per table measuring less than 3½ feet wide and 7 feet long, and \$12.50 per table longer than that; PLUS, (B) with respect to gross income from the entire business in addition to the tax authorized by state law for each table:

Minimum on first \$2,000 \$32.00 PLUS
 Each additional \$1,000, over base of \$2,000..... \$1.26

9.1 NAICS 423930 – Junk or Scrap Dealers [Non-resident rates apply].

Minimum on first \$2,000 \$41.00 PLUS
 Each additional \$1,000, over base of \$2,000..... \$1.66

9.2 NAICS 522298 – Pawn Brokers [All Types].

Minimum on first \$2,000 \$161.00 PLUS
 Each additional \$1,000, over base of \$2,000..... \$2.88

9.3 NAICS 4411, 4412 – Automotive, Motor Vehicles, Boats, Farm Machinery or Retail.

(except auto supply stores - see 4413)

Minimum on first \$2,000 \$20.00 PLUS
 Each additional \$1,000, over base of \$2,000..... \$0.65

One sales lot not more than 400 feet from the main showroom may be operated under this license provided that proceeds from sales at the lot are included in gross receipts at the main office when both are operated under the same name and ownership.

Gross receipts for this classification shall include value of trade-ins. Dealer transfers or internal repairs on resale items shall not be included in gross income.

9.4 NAICS 454390 – Peddlers, Solicitors, Canvassers, Door-To-Door Sales.

Direct retail sales of merchandise. [Non-resident rates apply]

9.41 Regular activities [more than two sale periods of more than three days each per year]

Minimum on first \$2,000 \$200.00 PLUS

Each additional \$1,000, over base of \$2,000..... \$1.00

9.42 Seasonal activities [not more than two sale periods of not more than three days each year, separate license required for each sale period]

Minimum on first \$2,000 \$200.00PLUS

Each additional \$1,000, over base of \$2,000..... \$1.00

Applicants for a license to sell on private property must provide written authorization from the property owner to use the intended location.

9.5 NAICS 713290 – Bingo halls, parlors.

Minimum on first \$2,000 \$32.50 PLUS

Each additional \$1,000, over base of \$2,000..... \$1.26

9.6 NAICS 711190 – Carnivals and Circuses.

Minimum on first \$2,000 \$64.00 PLUS

Each additional \$1,000, over base of \$2,000..... \$2.52

9.7 NAICS 722410 – Drinking Places, bars, lounges, cabarets (Alcoholic beverages consumed on premises).

Minimum on first \$2,000 \$272.00 PLUS

Each additional \$1,000, over base of \$2,000..... \$4.31

License must be issued in the name of the individual who has been issued a State alcohol, beer or wine permit or license and will have actual control and management of the business.

9.71 NAICS 722511-Restuarants serving Alcohol

Minimum on first \$2,000 \$115.00 PLUS

Each additional \$1,000, over base of \$2,000..... \$2.90

License must be issued in the name of the individual who has been issued a State alcohol, beer or wine permit or license and will have actual control and management of the business.

Appendix B

2023 Business License Class Schedule by NAICS Code

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	1
21	Mining	2
22	Utilities	1
31 - 33	Manufacturing	3
42	Wholesale trade	1
44 - 45	Retail trade	1
48 - 49	Transportation and warehousing	1
51	Information	4
52	Finance and insurance	7
53	Real estate and rental and leasing	7
54	Professional, scientific, and technical services	5
55	Management of companies	7
56	Administrative and support and waste management and remediation services	3
61	Educational services	3
62	Health care and social assistance	4
71	Arts, entertainment, and recreation	3
721	Accommodation	1
722	Food services and drinking places	2
81	Other services	4
Class 8	Subclasses	
23	Construction	8.1
482	Rail Transportation	8.2
517111	Wired Telecommunications Carriers	8.3
517112	Wireless Telecommunications Carriers (except Satellite)	8.3
517122	Agents for Wireless Telecommunications Services	8.3
5241	Insurance Carriers	8.4
5242	Insurance Brokers for non-admitted Insurance Carriers	8.4
713120	Amusement Parks and Arcades	8.51
713290	Nonpayout Amusement Machines	8.52
713990	All Other Amusement and Recreational Industries (pool tables)	8.6

2023 Class Schedule is based on a three-year average (2017 - 2019) of IRS statistical data.

DEVELOPMENT REVIEW CODES FEE SCHEDULE
Revised May 14, 2024

(1) **OTHER FEES SUPERSEDED**

The following schedules and regulations regarding fees are hereby adopted and supersede all regulations and schedules regarding fees published in the most recent edition of the International Building Code or supplement thereof.

(2) **FEES MANDATORY**

No permit shall be issued until the fees prescribed in this section shall have been paid. Nor shall an amendment to a permit be approved until the additional fee, if any, due to an increase in the estimated cost of the building or structure, shall have been paid.

(3) **FAILURE TO OBTAIN PERMIT**

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the base fee herein specified shall be tripled, but the payment of such tripled fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. The Building Official has the authority to waive such penalty fee for first time offenses.

(4) **RECORD OF FEES COLLECTED**

The Building Official shall keep a permanent and accurate accounting of all permit fees and other monies collected, the names of all persons upon whose account the same was paid, the full date and amount thereof.

(5) **MOVING A BUILDING/STRUCTURES**

For the moving of any building or structure, the fee shall be \$150.00

(6) **DEMOLITION OF BUILDING/STRUCTURE**

For the moving of any building or structure, the fee shall be \$150.00
For the demolition of any building or structure, the fees are as follows:

Complete Demolition Single-Family Structure \$100.00 Complete Demolition Commercial & Multifamily Structure \$200.00

(7) **BUILDING PERMIT FEES**

On all new buildings, structures or alterations requiring a building permit as set forth in the International Building Code and the International Residential Code, the fee shall be paid as required at the time of filing the application in accordance with the schedule shown below. All fees are paid at time of submittal.

Building Permit Fee Schedule:

Total Valuation	Base Fee
>\$500 to \$50,000	\$35 for the first \$500, plus \$5.30 for each additional thousand or fraction thereof (round up)
>\$50,000 to \$100,000	\$300 for the first \$50,000, plus \$4 for each additional thousand or fraction thereof (round up)
>\$100,000 to \$500,000	\$500 for the first \$100,000, plus \$3 for each additional thousand or fraction thereof (round up)
>\$500,000 and up	\$1,700 for the first \$500,000, plus \$2 for each additional thousand or fraction thereof (round up)

(8) **PLAN CHECKING FEES**

When a plan is required to be submitted, all fees shall be paid to the building department at the time of submitting plans and specifications for checking. Said plan checking fee shall be equal to one-half of the base fee.

(9) **BUILDING PERMIT VALUATIONS**

If, in the opinion of the Building Official, the valuation of a building, alteration, or structure, appears to be underestimated, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.

(10) **PROCEDURE FOR PERMIT REFUNDS**

- (a) Permit holder must return all applicable permit forms and receipts; copies will not be accepted.
- (b) Permit refund will be for total amount paid minus Plan Checking Fee-
- (c) A completed W-9 form is required.

(11) **INSPECTION FEES**

- (a) New Construction/Renovation inspection fees: \$0.10 per square footage
- (b) Individual inspection fees (not associated with new construction or major renovation): \$100.00 ea.
- (c) Swimming Pool Inspection Fees
 - Single-Family \$235.00
with \$200 to be refunded after pool inspection has been performed and approved
 - Multifamily and Commercial \$265.00

with \$200 to be refunded after pool inspection has been performed and approved

- (d) Safety Inspection
Commercial \$100.00

(12) **RE-INSPECTIONS**

If the Building Official or his duly authorized representative shall, upon his inspection after the completion of the work or apparatus, find the same does not conform to and comply with the provisions of this Code, he shall notify the contractor, indicating the corrections to be made, and then he shall again inspect the work or apparatus without further charge; but when extra inspections are due to any of the following reasons, a charge of \$150 for multifamily and commercial projects, and \$100 for all other projects shall be made for each re-inspection:

- (a) Wrong Address
- (b) Repairs or corrections not made when inspections are called
- (c) Work not ready for inspection when called

All re-inspection fees are required to be paid in advance prior to re-inspection.

(13) **TREE REMOVAL FEES**

(a) Single Family Lots: \$10.00 per tree for a specimen or landmark tree as established in Section 5.3.2

(b) Commercial Lots: \$10.00 per tree (8" caliper or larger at DBH) or any tree designated as a specimen or landmark tree, as established in Section 5.3.2. Mitigation may be required.

(14) **SIGN PERMITS**

For issuing each sign permit, the fee shall be as follows:

Permanent Sign

\$1.00 per square foot of signage plus a \$75.00 inspection fee

Master Sign Plan \$25.00 per tenant

Amendments to Master Sign Plan \$75.00

(15) **BANNER PERMITS**

Temporary Banner - \$5.00 per day

(16) **TEMPORARY TENT/CANOPY PERMITS**

Temporary tent or canopy over 400 Sq. Ft. \$250.00

(17) **LANDSCAPE IRRIGATION AND OR WELL PERMITS**

Single-Family Lot	\$75.00
Commercial or Multifamily Lot	\$100.00

(18) **SUBDIVISION FEES**

Plat Review	\$50.00
Minor Subdivision (≤ 5 lots and no new streets)	\$50.00 per lot (Includes Plat Review Fee)
Major Subdivision that includes New Streets: (Includes Plat Review Fee)	
6 to 49 lots:	\$1,000 + \$10/lot
50-100 lots:	\$1,500 + \$10/lot
101 to 300 lots:	\$2,000 + \$10/lot
301 + lots:	\$2,500 + \$10/lot

(19) **STAFF DESIGN REVIEW FEES**

Single Family and 2/3-unit buildings not in a historic district are exempt.

Type 1: Renovations/Improvements not including additions, ≤ 50% of the value of the structure

<u>Value</u>	<u>Fee</u>
Improvements ≤ \$5,000	\$100
Improvements > \$5,000 but ≤ \$25,000	\$150 + 0.25% x value above \$5,000
Improvements > \$25,000	\$125 + 0.20% x value above \$25,000

Type 2

- Any single-family and 2/3-unit residential addition in a historic district: \$50
- All other additions: \$500 base fee + \$0.05/square foot of addition.

Type 3

Review for new construction and for renovations/improvements totaling over 50% of the value of the structure:

- Single-family and 2/3 unit residential in the historic district:
 - ≤ 10,000 square feet: \$500 base fee + 0.05/square foot of building
 - > \$10,000 square feet: \$1,000 base fee + \$0.05/square foot of building for the first 100,000 square feet of building. For additional square footage over 100,000, \$0.02/square foot

(20) **REVIEW BOARDS: HISTORIC REVIEW BOARD & DESIGN REVIEW BOARD**

Single-family residential projects (board review)	\$100
Multifamily and commercial projects (board review)	\$250
Change After Certification	\$100
Demolition (whole structure)	\$250
Special Board Meeting	\$500

Post facto applications shall be triple the normal fee.

PROFESSIONAL ARCHITECT PLAN REVIEW FEES

Principal Architect	\$120/HR
Preservation Architect	\$120/HR
Architect	\$90/HR
Preservations Consultant	\$100/HR
Conservator	\$100/HR
Historic Materials Specialist	\$100/HR
Administration	\$50/HR
Per Diem	\$25/Day and \$50/Overnight
Printing	\$.05/BW Copies \$.39/Color Copies
Mileage	\$.655/mile

PROFESSIONAL ENGINEER PLAN REVIEW FEES

Senior Manager	\$265/HR
Senior Project Manager	\$210/HR
Senior Engineer	\$185/HR
Project Manager	\$180/HR
Engineer II	\$150/HR
Designer II	\$145/HR
Designer I	\$130/HR
Environmental Professional II	\$100/HR

(21) **ZONING BOARD OF APPEALS**

All Application Fees: \$300.00

(22) **REZONING**

Rezoning to PUD \$750
Rezoning, non-PUD \$400 & \$25/per lot

(23) **TEXT AMENDMENT**

Beaufort Code Text Amendment \$500

(24) **OTHER FEES**

Trip to Storage (Request for documents from storage)	\$50.00 (plus copying fee)
Flood Hazard Area Verification Letter	\$50.00
Parking Meter Space Rental	\$5.00 per day per metered space (for construction projects only)
Fee for Copies (8 1/2 x 11)	30¢ per sheet
Plat Review	\$50.00
Zoning Review/Letter	\$50.00
Traffic Impact Analysis Report Review Fee	\$1,250.00
Administrative Adjustment	\$100.00
Short Term Rentals	\$100.00
Civic Master Plan	\$25.00
The Beaufort Code (in a binder)	\$50.00
The Comprehensive Plan (in a binder)	\$50.00

FIRE IMPACT FEE SCHEDULE

Land Use Category	Service Units	Persons per Household	Employee Space Ratio	Cost per Person	Cost per Employee	Impact Fee per Service unit
Residential Uses						
Single Family (Attached or Detached)	d.u.	2.69	—	\$305.43	—	\$305.43
Mobile Home	d.u.	3.66	—	\$305.43	—	\$305.43
Multifamily (>2 Dwelling Units)	d.u.	1.25	—	\$305.43	—	\$305.43
Non-Residential Uses						
Hotel / Motel Uses						
Hotel	room	—	0.57	—	\$592.34	\$337.64
Business Hotel	room	—	0.1	—	\$592.34	\$59.23
Motel	room	—	0.71	—	\$592.34	\$420.56
Recreational Uses						
Golf Course	hole	—	1.74	—	\$592.34	\$1,030.68
Movie Theater (w/ Matinee)	1,000 s.f.	—	1.1	—	\$592.34	\$651.58
Institutional Uses						
Elementary School	1,000 s.f.	—	0.98	—	\$592.34	\$580.50
Middle/Junior High School	1,000 s.f.	—	0.84	—	\$592.34	\$497.57
High School	1,000 s.f.	—	0.65	—	\$592.34	\$385.02
Junior/Community College	1,000 s.f.	—	1.77	—	\$592.34	\$1,048.45
University/College	student	—	0.19	—	\$592.34	\$112.55
Daycare	1,000 s.f.	—	2.77	—	\$592.34	\$1,640.79
Library	1,000 s.f.	—	1.07	—	\$592.34	\$633.81
Medical Uses						
Hospital	bed	—	2.88	—	\$592.34	\$1,705.95
Nursing Home	bed	—	0.84	—	\$592.34	\$497.57
Clinic	1,000 s.f.	—	3.93	—	\$592.34	\$2,327.91
Medical/Dental Office	1,000 s.f.	—	4.05	—	\$592.34	\$2,398.99

FIRE IMPACT FEE SCHEDULE

Impact Fee Schedule for Fire Protection Facilities and Equipment						
Land Use Category	Service Units	Persons per Household	Employee Space Ratio	Cost per Person	Cost per Employee	Impact Fee per Service unit
General Office Uses						
< 50,000 s.f.	1,000 s.f.	—	4.14	—	\$592.34	\$2,452.30
50,001 – 100,000 s.f.	1,000 s.f.	—	3.72	—	\$592.34	\$2,203.52
100,001 – 150,000 s.f.	1,000 s.f.	—	3.55	—	\$592.34	\$2,102.82
150,001 – 200,000 s.f.	1,000 s.f.	—	3.44	—	\$592.34	\$2,037.66
> 200,001 s.f.	1,000 s.f.	—	3.26	—	\$592.34	\$1,931.04
Office Park Uses						
< 50,000 s.f.	1,000 s.f.	—	3.7	—	\$592.34	\$2,191.67
50,001 – 100,000 s.f.	1,000 s.f.	—	4.96	—	\$592.34	\$2,938.03
100,001 s.f. – 150,000 s.f.	1,000 s.f.	—	4.18	—	\$592.34	\$2,476.00
150,001 – 200,000 s.f.	1,000 s.f.	—	3.82	—	\$592.34	\$2,262.75
200,001 – 250,000 s.f.	1,000 s.f.	—	3.62	—	\$592.34	\$2,144.29
250,001 – 300,000 s.f.	1,000 s.f.	—	3.48	—	\$592.34	\$2,061.36
300,001 – 350,000 s.f.	1,000 s.f.	—	3.38	—	\$592.34	\$2,002.12
350,001 – 400,000 s.f.	1,000 s.f.	—	3.3	—	\$592.34	\$1,954.74
> 400,001 s.f.	1,000 s.f.	—	3.17	—	\$592.34	\$1,877.73
Business Park Uses						
< 100,000 s.f.	1,000 s.f.	—	2.44	—	\$592.34	\$1,445.32
100,001 s.f. – 150,000 s.f.	1,000 s.f.	—	2.79	—	\$592.34	\$1,652.64
150,001 – 200,000 s.f.	1,000 s.f.	—	2.95	—	\$592.34	\$1,747.41
200,001 – 250,000 s.f.	1,000 s.f.	—	3.03	—	\$592.34	\$1,794.80
250,001 – 300,000 s.f.	1,000 s.f.	—	3.09	—	\$592.34	\$1,830.34
300,001 – 350,000 s.f.	1,000 s.f.	—	3.12	—	\$592.34	\$1,848.11
350,001 – 400,000 s.f.	1,000 s.f.	—	3.15	—	\$592.34	\$1,865.88
> 400,001 s.f.	1,000 s.f.	—	3.2	—	\$592.34	\$1,895.50

FIRE IMPACT FEE SCHEDULE

Impact Fee Schedule for Fire Protection Facilities and Equipment						
Land Use Category	Service Units	Persons per Household	Employee Space Ratio	Cost per Person	Cost per Employee	Impact Fee per Service unit
General Retail Uses						
< 50,000 s.f.	1,000 s.f.	—	2.86	—	\$592.34	\$1,694.10
50,001 – 100,000 s.f.	1,000 s.f.	—	2.5	—	\$592.34	\$1,480.86
100,001 s.f. – 150,000 s.f.	1,000 s.f.	—	2.22	—	\$592.34	\$1,315.00
150,001 – 200,000 s.f.	1,000 s.f.	—	2.22	—	\$592.34	\$1,315.00
200,001 – 300,000 s.f.	1,000 s.f.	—	2.22	—	\$592.34	\$1,315.00
300,001 – 400,000 s.f.	1,000 s.f.	—	2.22	—	\$592.34	\$1,315.00
> 400,001 s.f.	1,000 s.f.	—	2.22	—	\$592.34	\$1,315.00
Specific Retail Uses						
Supermarket	1,000 s.f.	—	1.1	—	\$592.34	\$651.58
Building Materials/ Lumber Store	1,000 s.f.	—	1.41	—	\$592.34	\$835.21
Free Standing Discount Store	1,000 s.f.	—	1.98	—	\$592.34	\$1,172.84
Nursery/Garden Center	1,000 s.f.	—	3.12	—	\$592.34	\$1,848.11
New Car Sales Center	1,000 s.f.	—	1.53	—	\$592.34	\$906.29
Tire Store	1,000 s.f.	—	1.21	—	\$592.34	\$716.74
Furniture Store	1,000 s.f.	—	0.42	—	\$592.34	\$248.78
Industrial Uses						
General Light Industrial	1,000 s.f.	—	2.31	—	\$592.34	\$1,368.31
General Heavy Industrial	1,000 s.f.	—	1.83	—	\$592.34	\$1,083.99
Industrial Park	1,000 s.f.	—	2.04	—	\$592.34	\$1,208.38
Warehousing	1,000 s.f.	—	0.92	—	\$592.34	\$544.96
Mini-Warehouse	1,000 s.f.	—	0.04	—	\$592.34	\$23.69
Specific Service Uses						
Drive-In Bank	1,000 s.f.	—	4.79	—	\$592.34	\$2,837.33
High-Turnover Sit-Down Restaurant	1,000 s.f.	—	5.64	—	\$592.34	\$3,340.82
Fast Food w/ Drive Through	1,000 s.f.	—	5	—	\$592.34	\$2,961.72

The below library, parks and recreation, and road/transportation impact fees were adopted by Beaufort County. In accordance with an intergovernmental agreement, the City collects these impact fees and remits them to the County.

Library Development Impact Fee Schedule

Housing Unit Size	North Beaufort County Library Service Area Impact Fee
1,000 sf or less	\$ 225
1,001 to 1,250 sf	273
1,251 to 1,500 sf	321
1,501 to 1,750 sf	369
1,751 to 2,000 sf	401
2,001 to 2,500 sf	466
2,501 to 3,000 sf	498
3,001 to 3,500 sf	546
3,501 to 4,000 sf	578
4,001 to more sf	\$ 610

Parks and Recreation Development Impact Fee Schedule

Housing Unit Size	North Beaufort County Parks and Recreation Service Area Impact Fee
1,000 sf or less	\$ 486
1,001 to 1,250 sf	590
1,251 to 1,500 sf	694
1,501 to 1,750 sf	798
1,751 to 2,000 sf	868
2,001 to 2,500 sf	1,006
2,501 to 3,000 sf	1,076
3,001 to 3,500 sf	1,180
3,501 to 4,000 sf	1,249
4,001 to more sf	\$ 1,319

Road/Transportation Development Impact Fee Schedule- Priority 1 & 2

Housing Unit Size	North Beaufort County Road/Transportation Service Area Impact Fee
1,000 sf or less	\$ 1,565
1,001 to 1,250 sf	1,966
1,251 to 1,500 sf	2,327
1,501 to 1,750 sf	2,608
1,751 to 2,000 sf	2,849
2,001 to 2,500 sf	3,249
2,501 to 3,000 sf	3,611
3,001 to 3,500 sf	3,892
3,501 to 4,000 sf	4,132
4,001 to more sf	\$ 4,333

Parking Rates

Parking Violations & Fine Schedule

Parking Violations		30 Day Escalation	45 Day Escalation
Expired Meter	\$ 10.00	\$ 25.00	\$ 45.00
Parking in Fire Lane	\$ 50.00	\$ 125.00	\$ 150.00
Parked on Wrong Side of Street	\$ 25.00	\$ 75.00	\$ 100.00
Parked in No Parking Zone	\$ 50.00	\$ 125.00	\$ 150.00
Double Parked	\$ 25.00	\$ 50.00	\$ 75.00
Blocking Driveway	\$ 50.00	\$ 125.00	\$ 150.00
Parked in Loading Zone	\$ 50.00	\$ 125.00	\$ 150.00
Blocking Fire Hydrant	\$ 75.00	\$ 175.00	\$ 200.00
Parking on Private Property	\$ 25.00	\$ 50.00	\$ 75.00
Handicapped Space Violation	\$ 500.00	\$ 500.00	\$ 500.00
Boot Fee	\$ 60.00	\$ 80.00	\$ 100.00
Other Parking Violations	\$ 25.00	\$ 50.00	\$ 75.00
Monthly Hangtags & Fees		Event / Parking Reservations	
Location	Monthly Fee	Authorized Person(s)	Fee / per Day
Carteret Gravel Lot	\$ 20.00	Event Planner / Coordinator / City Official	\$ 6.00
All 8 Hour Spaces / Lots	\$ 35.00	Service Vendors / Contractors	\$ 15.00

Parking Rates by Location

Parking Lots

<p>Marina Lot 8 Hr Limit \$1 per hour</p>	<p>Saltus Lot 8 Hr Limit \$1 per hour</p>
<p>Marina Playground Lot 2 Hr Limit \$1 per hour</p>	<p>Library Lot 2 Hr Limit \$1 per hour</p>
<p>Carteret Lot 8 Hr Limit .50 per hour</p>	

On Street Metered Spaces

Bay Street 2 Hr Limit \$1 per hour	Bay Street Extension 8 Hr Limit \$1 per hour
Port Republic Street 2 Hr Limit \$1 per hr	Newcastle 8 Hr Limit \$1 per hour
Craven Street (West of Visitor Center) 8 Hr Limit .50 per hour	Visitor Center on Craven St. 90 min Limit \$1 per hour
West Street (South of Port Republic St) 2 Hr Limit \$1 per hour	West Street (North of Port Republic St) 4 Hr Limit .50 Hour
Scott Street (South of Port Republic St) 2 Hr Limit \$1 per hour	Scott Street (North of Port Republic St) 4 Hr Limit .50 Hour
Charles Street (South of Port Republic St) 2 Hr Limit \$1 per hour	Charles Street (North of Port Republic St) 4 Hr Limit .50 Hour

Towing Fee Schedule

Schedule of Maximum Allowable Fees for Rotation List Calls City of Beaufort Code Section 8-2003 (f)	
Service	Maximum Fee
Class A Wrecker	\$325.00
Class B Wrecker	\$450.00
Class C Wrecker	\$550.00
Administrative Fee	\$250.00
Daily Storage	\$55.00
Extreme Cleanup/Special Operations	\$125.00 per hour (billed in 0.5 hour increments)
Yard Gate Fee- Business Hours (After First Trip)	\$75.00
Yard Gate Fee- After Business Hours	\$100.00

Freedom of Information Act (FOIA) Fee Schedule

Employee/Administrative Time- Requests that require approximately one hour or more of staff time may be charged a fee based on the hourly wage of the employee(s) with the lowest possible wage.

Photocopying- Requests that require copying approximately 15 pages or more may be charged 15 cents per page for black and white copies and 50 cents per page for color copies.

Postage or Other Fees- Requests that require more than \$5.00 in postage or other fees may be charged the actual costs incurred.

If the costs of responding to the request are estimated to be \$100 or more, then a minimum deposit amounting to 25% of the total reasonably anticipated cost may be required.

Payment in part or in full of any fees charged may be required prior to the release of records.

ATTACHMENT B

UNFUNDED REQUIREMENTS LIST FOR FISCAL YEAR 2026

Personnel

Prioritization	Description	Cost
1	Emergency and Risk Manager Position- Salary and Benefits	90,695
2	Police Sergeant Position- Salary and Benefits for Community Response Team	104,328
3	Police Patrolman III Position- Salary and Benefits for Community Response Team	97,866
4	Police Patrolman III Position- Salary and Benefits for Community Response Team	97,866
5	Downtown Operations- Administrative Assistant Position- Salary and Benefits	70,888

Total Personnel Cost 461,643

Capital Projects

Prioritization	Description	Cost
1	Pigeon Point Drainage Study	216,000
2	Calhoun Street Drainage Project- Construction	3,947,000

Total Capital Projects Cost 4,163,000

Capital Equipment

Prioritization	Description	Cost
1	Fire Department- Lifepak Monitor	60,500
2	Police Chevy Tahoe with Equipment	80,000
3	Police Ford Interceptor with Equipment	75,000
4	Police Ford Interceptor with Equipment	75,000
5	Police Ford Interceptor with Equipment	75,000
6	Police Admin Truck with Equipment	66,700
7	Police Admin Truck with Equipment	66,700
8	Police SUV Admin Vehicle with Equipment	61,000
9	Police SUV Admin Vehicle with Equipment	61,000
10	Police Boat	47,000

Total Capital Equipment Cost 667,900



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request for co-sponsorship for Tidal Creek Fellowship Night of Worship on Wednesday, June 25, 2025 from 3:00 pm to 9:00 pm and waiver for loud and unseemly noise for amplified music – there will be a worship band. No alcohol or food will be served.
MEETING DATE: 5/13/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request for Co-Sponsorship for Tidal Creek Fellowship Night of Worship on Wednesday, June 25, 2025 from 3pm to 9pm and waiver for loud and unseemly noise (Sec. 9-1008.) for amplified music – will be a worship band. No alcohol or food will be served.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
2025-06-25 Tidal Creek Fellowship Night of Worship Event	Cover Memo	5/7/2025



CITY OF BEAUFORT
Waterfront Park Rental Reservation Application
Downtown Operations & Community Services Department
500 Carteret St, Ste B2 Beaufort, SC 29902

Phone: 843-379-7519

Fax: 843-986-5606

Name of Event: <u>Night of Worship</u> <hr/>	Date(s) of Event: <u>June 25, 2025</u> Setup start/end time: <u>3pm-9pm</u> Actual event start/end time: <u>6:00-8:00</u> Take down start/end time: <u>3:00-9:00</u>
Organization/Individual Name: <u>Tidal Creek Fellowship</u> <hr/>	Address: <u>290 BRICKYARD POINT RD S</u> <u>BEAUFORT, SC 29907</u> Telephone: <u>843-524-0565</u> Email: <u>madison@tidalcreek.net</u>

- Completed application must be received and approved by the Events Coordinator.
- All reservations require the applicable refundable security deposit be remitted upon approval of application in order to secure the requested date(s).
- Deposits are refundable provided the venue is returned in the same condition it was received.

Please mail completed application to:

City of Beaufort, Attn: Downtown Operations 500 Carteret St, Ste B2 Beaufort, SC 29902

or scan and email to events@cityofbeaufort.org.

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7519 or visit our website at www.cityofbeaufort.org.

Is event open to the public? yes

Will admission be charged, or donation required? no

Will alcoholic beverages be sold? no Served? no

Will food be sold? no Served? no

Will there be any retail sales? no

Number of people expected to attend: 500

Areas of the Waterfront Park can be reserved/rented for 4, 6, or 12 hour blocks of time. Please factor time for setting up and break down of the event into your chosen block of time. Blocks of time **cannot** be reserved or rented in pro-rated increments.

NO exceptions will be made to this policy.

Security Deposit is due upon approval of application

Fee payment due no less than 30 days prior to event.

Fill out by circling venue area(s) and pricing in blocks of time required for your event. Please indicate need for electrical hookup.

WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
Pavilion	\$ 350.00	\$ 600.00	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 500.00	\$ 800.00	
Electric Fee	\$ 75.00	\$ 100.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

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

Did you know?

BEAUFORT PRIDE OF PLACE is a community involvement initiative that helps improve and develop quality of life throughout the city. Individuals, organizations, and visitors can get involved by donating money, equipment or time to assist the City with neighborhood improvement projects, youth programs, upgrading infrastructure and beautifying parks.

If you or your organization are interested in learning more about the program, volunteering or making a monetary or in-kind donation, please contact the City Manager’s office @ 843-525-7070

Liability Insurance

• The City of Beaufort requires that any organization/group sponsoring any event at a City owned facility/property or right of way provide the City of Beaufort with evidence of insurance as outlined below.

General Liability as follows:

- \$500,000.00 minimum requirement per occurrence for General Liability and Auto Liability (depending on the size or type of event, this amount may increase)
- Must provide proof one week before event

Alcohol

• To serve alcohol or liquor at your event, you must obtain City Council approval.

• If alcohol is served at your event, specific approval must be obtained by the City Manager and liquor liability insurance coverage is required with a minimum of \$1,000,000 per occurrence in coverage. The City of Beaufort must be listed as insured on the policy. If you have questions about the required liquor liability insurance coverage and listing the City as an additional insured, please contact the City Manager’s office at (843)-525-7070.

City of Beaufort does not provide nor obtain insurance coverage for any special events. It is the responsibility of the event organizer to obtain and pay for proper insurance coverage.

***(Note that alcohol consumption in city parks is prohibited with limited exception depending on location and subject to City Council approval and waiver of ordinances, obtaining applicable permits, enforcement services, etc.). In addition, the use of grills, fryers, and other combustible equipment is subject to approval and in some cases/locations strictly prohibited.**

***The use of slip and slides, balloons, and confetti are prohibited. In addition, staking of items into the ground are prohibited.**

Lessee/Applicant Signature

Date

-----**This section for City use**-----

Downtown Operations

Date Application Received

Deposit Paid: _____ Fees Paid: _____ Deposit to be Refunded: _____

REQUEST FOR CO-SPONSORSHIP

Henry C. Chambers Waterfront Park

Name of Event Night of Worship

Date of Event: June 25, 2025

Contact person: Madison van der Merwe

Telephone: 205-990-8470

Please check all that apply.

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

**If you answered "no" to the first question, what is your non-profit status? (501 (C) (3), (4) or (6))? 501(C)(3)

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

Events Coordinator Recommendation: Approved: _____ Denied: _____

Explanation: _____

Forward for Council Deliberation: _____

Date of Council Meeting

Council: Approved: _____ Denied: _____

Explanation: _____



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/29/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request for use of all of Whitehall Park on Sunday, June 1, 2025, from 4:00 pm to 8:00 pm, request waiver for loud and unseemly noise to host a graduation party
MEETING DATE: 5/13/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request from Erin Brock for use of all of Whitehall Park on Sunday, June 1, 2025, from 4pm to 8pm (breakdown will start approx. 7:30pm). DJ music will be from 4pm to 7:30pm– request waiver for loud and unseemly noise (Sec. 9-1008.). No alcohol will be served.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
2025-06-01 Brock Graduation Party	Cover Memo	4/29/2025



CITY OF BEAUFORT
Whitehall Park Application
Downtown Operations & Community Services Department
500 Carteret St, Ste B2 Beaufort, SC 29902
Phone: 843-379-7519 Fax: 843-986-5606

Name of Event: <u>Graduation Party</u>	Date(s) of Event: <u>6/1/25</u> Setup start/end time: <u>4pm - 8:30pm</u> Actual event start/end time: <u>4:30pm - 7:30pm</u> Take down start/end time: <u>7:30pm - 8pm</u>
Organization/Individual Name: <u>Erin Brock</u>	Address: <u>23 Two Oaks Dr, St Helena, SC 29920</u> Telephone: <u>843-476-1699</u> Email: <u>erinleighbrock@gmail.com</u>

- Completed application must be received and approved by the Events Coordinator.
- All reservations require the applicable refundable security deposit be remitted upon approval of application in order to secure the requested date(s).
- **Deposits are refundable provided the venue is returned in the same condition it was received.**

Please mail completed application to:

City of Beaufort, Attn: Downtown Operations, 500 Carteret St, Ste B2 Beaufort, SC 29902
or scan and email to events@cityofbeaufort.org.

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7519 or visit our website at www.cityofbeaufort.org.

Is event open to the public? NO

Will admission be charged, or donation required? NO

Will alcoholic beverages be sold? NO Served? NO

Will food be sold? NO Served? yes

Will there be any retail sales? NO

Number of people expected to attend: 50-60

Will you be using a tent? no

Will you have music? yes, DJ

Areas of Whitehall Park can be reserved/rented for 4-, 6-, or 12-hour blocks of time. Please factor time for set up and take down of the event into your chosen block of time. Blocks of time **cannot** be reserved or rented in pro-rated increments. **NO exceptions will be made to this policy.**

Security Deposit is due upon approval of application

Fee payment due no less than 30 days prior to event.

Fill out by circling venue area(s) and pricing in blocks of time required for your event. Please indicate need for electrical hookup.

WHITEHALL PARK RENTAL RATES FOR PRIVATE EVENTS			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Pavilion	\$ 350.00	\$ 600.00	
Event Lawn	\$ 500.00	\$ 800.00	
Pavilion & Event Lawn			\$2,500.00
Electric Fee	\$ 75.00	\$100.00	
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$2,250.00

E. J. Ouel
Lessee/Applicant Signature

4/11/25
Date

-----This section for City use-----

Events Coordinator – City of Beaufort

Date Application Received

Deposit Paid: _____ Fees Paid: _____ Deposit to be Refunded: _____



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/7/2025
FROM: Scott Marshall, City Manager
AGENDA ITEM TITLE: Resolution in support of a Childcare and Early Learning Demonstration Project
MEETING DATE: 5/13/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

The Southern Lowcountry Regional Board (SOLOCO) is championing affordable solutions for child care to enable many parents to return to work.

One possible solution is a public-private cost sharing model that has been implemented successfully in the state of Michigan. The name of the program is Tri Share and it covers the cost of child care equally between employer, employee, and the State of Michigan. Key characteristics of the program:

- Innovative public/private partnership
- First of its kind in the country
- Bipartisan support
- Increases labor force participation, sustains employment, and fosters economic security

SOLOCO partner organizations are asked by the SOLOCO board to consider formally advocating for a program like Tri Share to be considered in the state of South Carolina.

PLACED ON AGENDA FOR: *Action*

REMARKS:

The Resolution presented for consideration requests the Beaufort County Legislative Delegation and the Jasper County Legislative Delegation to undertake those steps necessary to enable, fund and ensure that the South Carolina Department of Social Services, with the support of the Department of Commerce and the Department of Education, will establish and conduct a Childcare Demonstration Project utilizing the Tri-Share funding model.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Backup Material	4/7/2025
MIchigan Trishare Program	Backup Material	4/21/2025

RESOLUTION

2025/10

RESOLUTION IN SUPPORT OF A CHILDCARE AND EARLY LEARNING DEMONSTRATION PROJECT

WHEREAS: The City of Beaufort is a member of the Southern Lowcountry Regional Board (SOLOCO), a regional think tank that identifies the problems and opportunities that face the entire southern low country, as defined by the members and regardless of municipal or county boundaries.;

WHEREAS: There are childcare and early learning agencies in our community that provide services to working class parents;

WHEREAS: The City of Beaufort and those interested service providers, who have interest in a partnership with the SC Department of Social Services, a pilot demonstration project using the Tri-Share funding model being employed in other locales;

WHEREAS: Childcare and Early Learning in South Carolina is in crisis, with too many working-class families unable to afford or find quality Childcare and Early Learning, with the result that too few South Carolina children (36%) reach kindergarten and first grade with the development and skills necessary to undertake a successful lifetime of learning and education;

WHEREAS: The crisis in Childcare and Early learning has an adverse effect on workforce availability and results in an estimated \$1.4 billion loss to the South Carolina economy.

WHEREAS: Increasing the availability and affordability of high-quality Childcare and Early Learning will enhance the programs and goals of the SC Department of Commerce and Department of Education;

WHEREAS: There is a useful and innovative Childcare and Early Learning supplemental funding model called Tri-Share that is being successfully employed in other locales to expand the availability and affordability of Childcare and Early Learning, enables tax dollars to be spent more efficiently and effectively, and which appears to be readily adaptable for use in South Carolina.

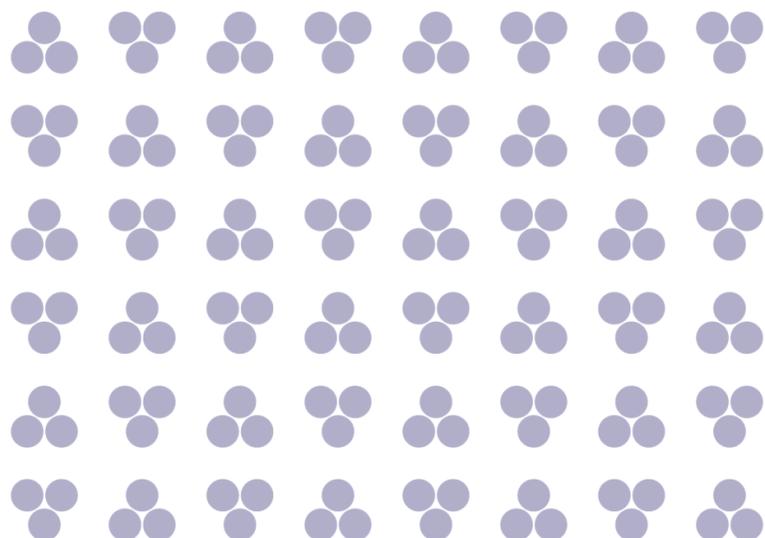
NOW THEREFORE: The City of Beaufort as a member of SOLOCO resolves and requests the Beaufort County Legislative Delegation and the Jasper County Legislative Delegation undertake those steps necessary to enable, fund and ensure that the South Carolina Department of Social Services, with the support of the Department of Commerce and the Department of Education, will establish and conduct a Childcare Demonstration Project utilizing the Tri-Share funding model, in Beaufort and Jasper Counties and such other counties as may be appropriate, with such demonstration project to be organized and managed to increase the availability, affordability, and quality of programs offered by South Carolina Childcare and Early Learning providers.

ADOPTED THIS _____ DAY OF MAY 2025.

PHILIP E. CROMER, MAYOR

ATTEST:

TRACI GULDNER, CITY CLERK



MI Tri-Share

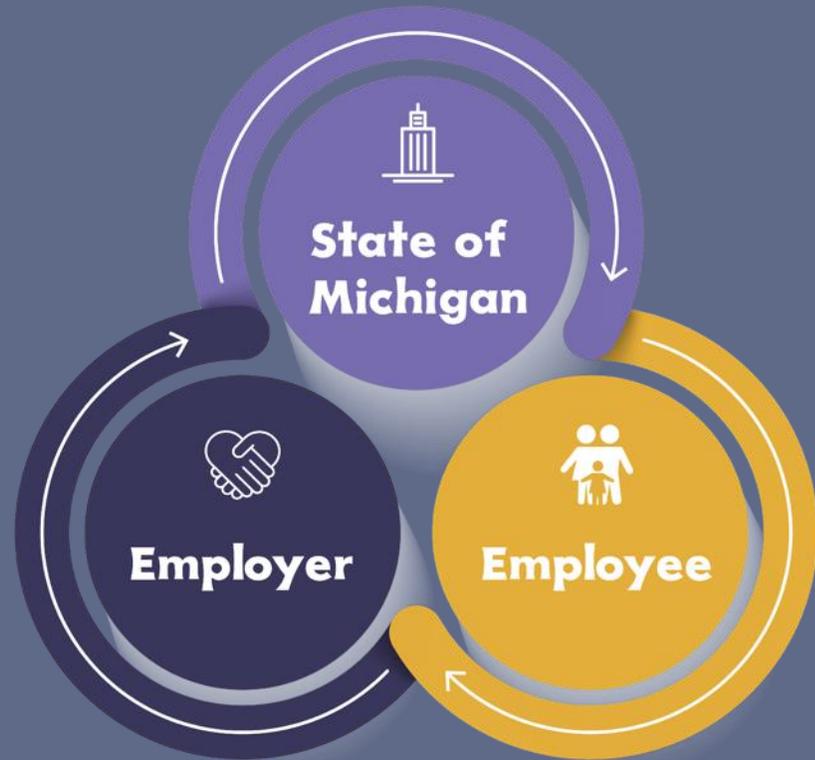
CHILD CARE

Removing a barrier to employment
by increasing access to affordable child care
for Michigan families.



MI Tri-Share

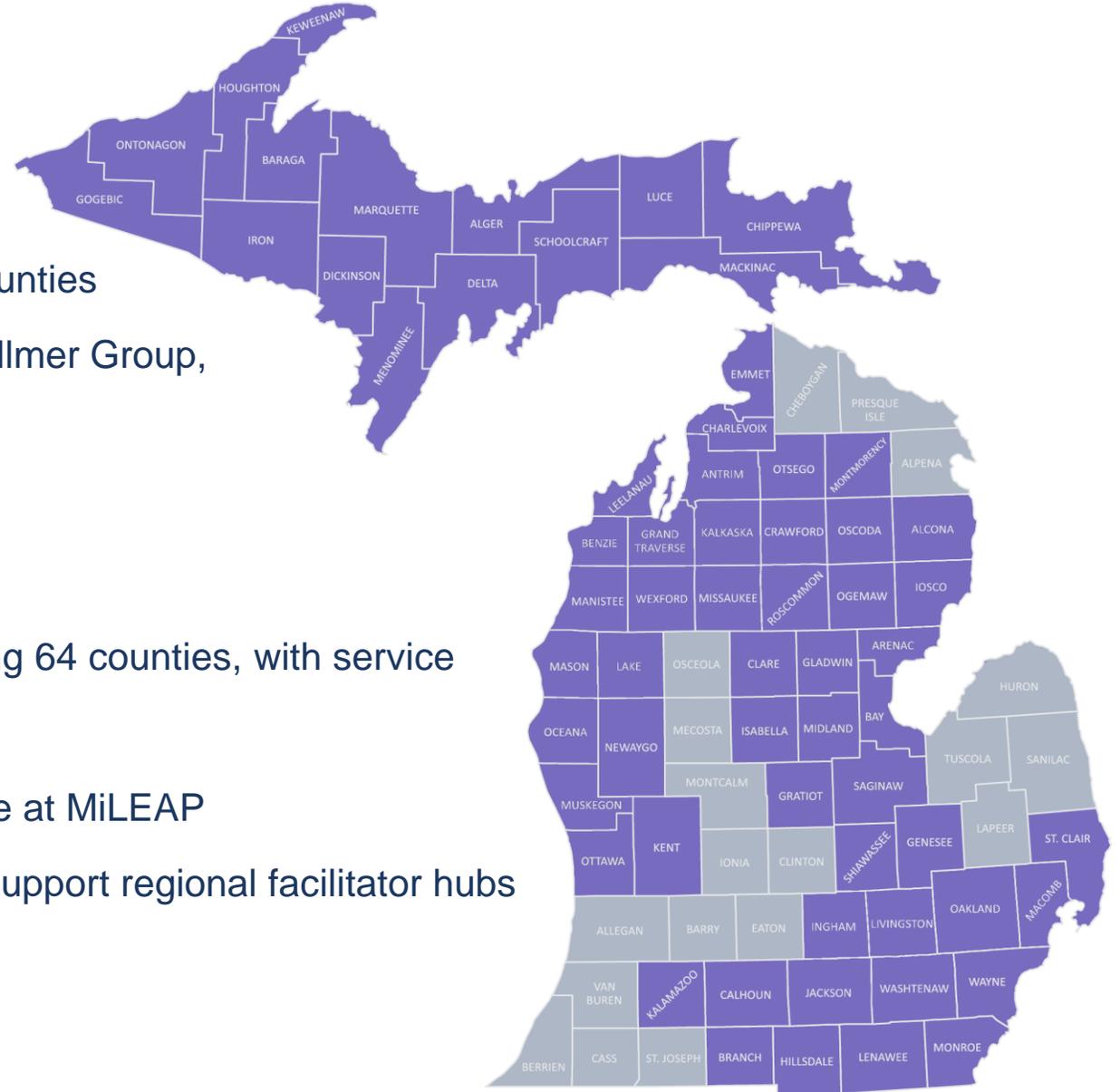
CHILD CARE



- Shares cost of child care equally between employer, employee, and State of Michigan
- Innovative public/private partnership
- First of its kind in the country
- Bipartisan support
- Increases labor force participation, sustains employment, and fosters economic security

Brief History

- FY21: \$1.1M, 3 pilot regions, representing 18 counties
 - Support from W.K. Kellogg Foundation and Ballmer Group, added 3 regions
- FY22: \$2.5M, added 7 regions
- FY23: \$2.5M, FY24: \$3.4M, FY25: \$3.4M
- Currently 12 regional facilitator hubs, representing 64 counties, with service for all 83 counties
- Transitioning from MWC pilot to permanent home at MiLEAP
- Onboarding statewide administrative partner to support regional facilitator hubs



How It Works

- Regional facilitator hubs promote program, recruit employers
- Statewide administrative partner processes participation
- Employers of any size and sector
- Employer, employees, and licensed child care providers must be located in Michigan
- Parent choice in child care
- Licensed care options include traditional child care (full- or part-time), preschool, before/after school care, summer camps
- Eligible employees have household income between 200-325% of FPL

MI Tri-Share Program Eligibility 2024

Household Size Minimum - Maximum Income

2 People \$40,880 - \$66,430

3 People \$51,640 - \$83,915

4 People \$62,400 - \$101,400

5 People \$73,160 - \$118,885

Household Size Minimum - Maximum Income

6 People \$83,920 - \$136,370

7 People \$94,680 - \$153,855

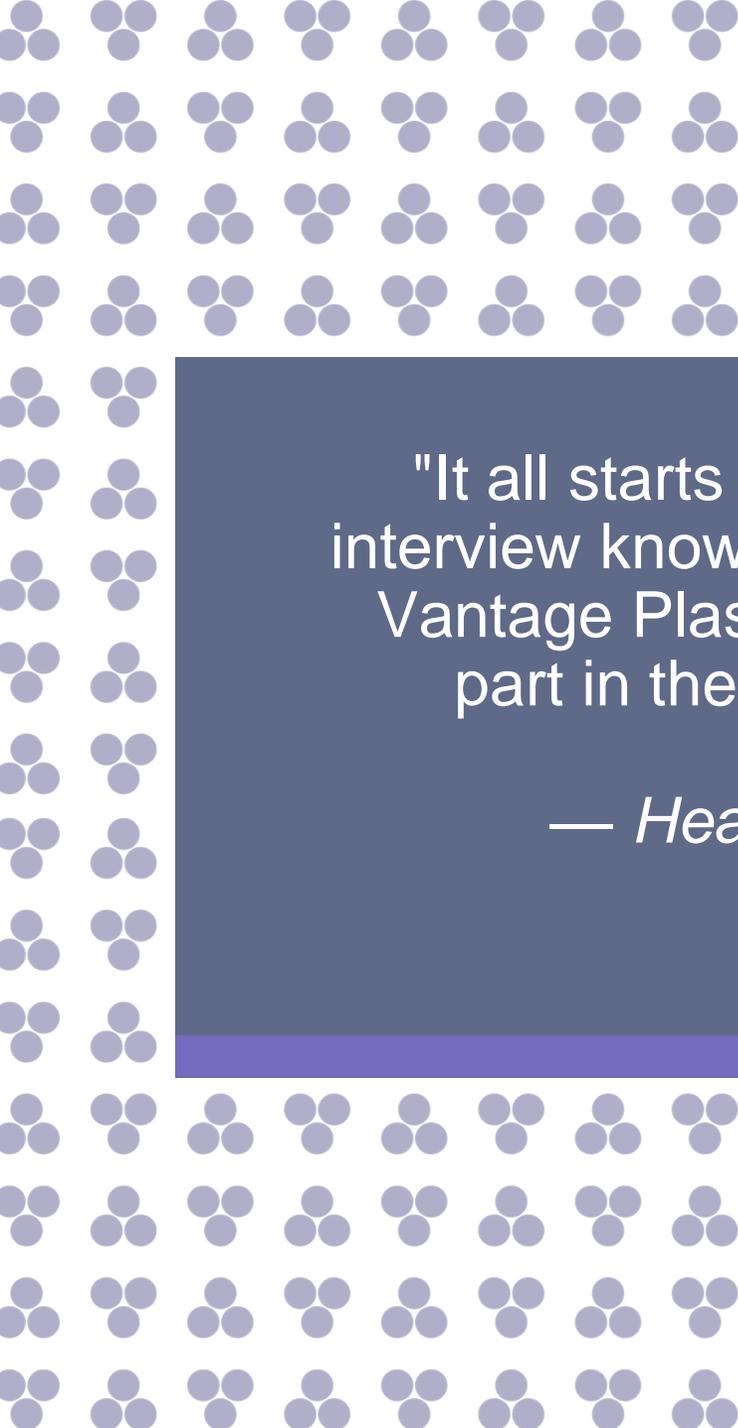
8 People \$105,440 - \$171,340

Eligible employees have a household income between 200% and 325% of the Federal Poverty Level (FPL) relative to the number of individuals in the household. Families earning below these thresholds could be eligible instead for the Child Development and Care Program (commonly called the child care scholarship or subsidy).



Benefits to Employers

- Helps with employee recruitment and retention
- Removes a significant barrier to employment
- Develops and strengthens the talent pipeline



"It all starts with communication. When a parent comes to the interview knowing it's 'ok' to have children and that a company, like Vantage Plastics, will support the needs of their family by taking part in the Tri-Share program, it makes it easier to recruit."

— *Heather Bauman, member of the Arenac County
Economic Development Board*



Benefits to Working Families

- Reduces out-of-pocket child care costs by 2/3 (66%)
- Helps locate available, high-quality child care that meets family needs
- Improves work-life-family balance by providing child care solutions
- Removes a barrier to seeking and/or maintaining employment



Employee

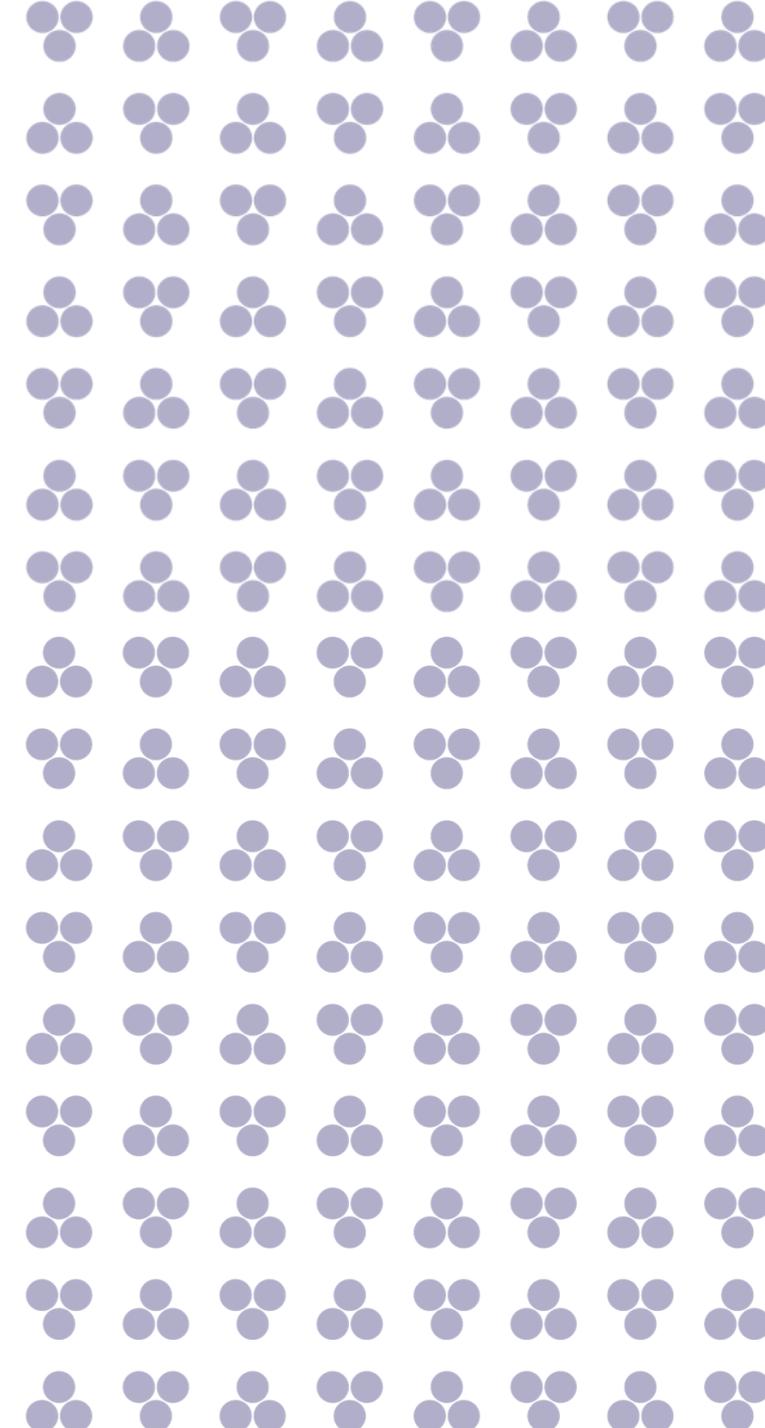


Meet Jennifer

Mother of three school-aged children

“When all three were in child care, it was anywhere between \$1,200 and \$1,500 a month. It did put a financial burden on us. When you have a mortgage and car payments and regular everyday expenses like utilities, groceries, and gas for the car, you start asking yourself, **‘What can I put off today?’** or **‘How can I cut back and save to make this all work?’**”

The average cost of infant care per year in MI is \$10,861.





Benefits to Child Care Providers

- Timely, reliable payments
- Promotion of child care services
- Engagement in a program that aims to improve and expand future funding for child care
- Providers may participate as employers



**Child Care
Provider**

Latest Numbers



As of May 2024:

- 216 employers
- 607 families
- 815 children

Cumulative since pilot:

- 267 employers
- 732 families
- 1087 children

For more information:

Shannon M. Garrett,
MI Tri-Share Senior Program Advisor

GarrettS5@michigan.gov, 517-940-2422

Michigan.gov/TriShare, MITriShare.org





CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: Tim Ogden, Fire Chief
AGENDA ITEM TITLE: Resolution authorizing the City Manager to enter into a contract with Spartan Fire & Emergency Apparatus, Inc. for the purchase of an Enforcer PUC Pumper
MEETING DATE: 5/13/2025
DEPARTMENT: Fire

BACKGROUND INFORMATION:

This is a contract for a 2028 Pierce Pumper. The pumper manufacturing date will start 32-35 months after the signing of the contract and has no fiscal impact on the budget until delivery. Purchase Price \$1,164,456.00.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval.

ATTACHMENTS:

Description	Type	Upload Date
Resolution with Exhibit	Backup Material	5/7/2025

RESOLUTION 2025/11

Resolution Authorizing the City Manager to Enter into a Contract with Spartan Fire & Emergency Apparatus Inc. for purchase of Enforcer PUC Pumper

WHEREAS, the City of Beaufort (“City”) is committed to providing the best resources available for public safety and emergency services for our community; and

WHEREAS, it is necessary that the City of Beaufort and Town of Port Royal Fire Department (“Fire Department”) maintain a pumper truck in good working condition to provide the above-referenced resources;

WHEREAS, the Fire Department’s next fire truck due for replacement in 2027 is a pumper truck and the current build times for a replacement pumper truck range from 32 to 35 months; and

WHEREAS, the City’s sole source fire truck vendor, Spartan Fire & Emergency Apparatus, Inc., has provided quotes for a Pierce PUC Pumper truck with an estimated delivery of 32 to 35 months; and

WHEREAS, the City and Spartan Fire & Emergency Apparatus, Inc. have negotiated an agreement for the purchase of the above-referenced pumper truck, which is attached hereto as Exhibit A; and

WHEREAS, the City’s costs associated with the purchase of the above-referenced pumper truck shall be considered a “Cost,” as that term is defined in paragraph 2.d. of the Amended Intergovernmental Agreement between the City and Town of Port Royal dated May 10, 2017; and

WHEREAS, City Council believes it is in the best interest of the City, and its citizens, to approve the attached agreement with Spartan Fire & Emergency Apparatus, Inc. and to give authority to the City Manager to execute such documents as may be necessary and appropriate to give effect to the agreement.

NOW THEREFORE, BE IT RESOLVED, that the City Manager is authorized to execute the agreement that with Spartan Fire & Emergency Apparatus Inc., which is attached hereto as Exhibit A, and to execute such other documents as are necessary to effectuate the agreement.

This Resolution shall be effective immediately upon adoption.

Adopted this ____ day of May, 2025

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk

PURCHASE AGREEMENT

This Purchase Agreement (together with all attachments referenced herein, the “Agreement”), made and entered into by and between Spartan Fire and Emergency Apparatus, Inc. (“Company”), and City of Beaufort / Port Royal, a Career Department (“Customer”) is effective as of the date specified in Section 3 hereof.

1. Definitions.

- a. **“Product”** means the fire apparatus and any associated equipment manufactured or furnished for the Customer by Company pursuant to the Specifications.
- b. **“Specifications”** means the general specifications, technical specifications, training, and testing requirements for the Product contained in the Company Proposal for the Product prepared in response to the Customer’s request for proposal.
- c. **“Company Proposal”** means the proposal provided by Company attached as Exhibit C prepared in response to the Customer’s request for proposal.
- d. **“Purchase Price”** means the Total price set forth in the Quotation, if applicable, adjusted for the final price for commercial chassis and/or loose equipment charged by the original equipment supplier, set forth in the final invoice submitted to the Company by the commercial chassis manufacturer and/or loose equipment supplier.
- e. **“Delivery”** means the date Company is prepared to make physical possession of the Product available to the Customer.
- f. **“Acceptance”** The Customer shall have the opportunity, as described in Section 8(b) below, to inspect the Product for substantial conformance with the material Specifications; unless Company receives a Notice of Defect within the time frame described in Section 8(b), the Product will be deemed to be in conformance with the Specifications and accepted by the Customer.

2. Purpose. This Agreement sets forth the terms and conditions of Company’s sale of the Product to the Customer.

3. Term of Agreement. This Agreement will become effective on the date it is signed and approved by both Customer and Company (“Effective Date”) and, unless earlier terminated pursuant to the terms of this Agreement, it will terminate upon the Customer’s Acceptance and payment in full of the Purchase Price.

4. Purchase and Payment. The Customer agrees to purchase the Product specified per Exhibit A for the purchase price of \$1,164,456.00 (“Purchase Price”). Prices are in U.S. funds.

5. Persistent Inflationary Environment. If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] (“PPI”) has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts our order (“Order Month”) and a month 14 months prior to the then predicted Ready For Pickup date (“Evaluation Month”), then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation Month.

The Company will document any such updated price for the customer’s approval before proceeding and provide an option, related only to PPI evaluation, to cancel the order without charge if the updated price isn’t accepted.

6. Future Changes. Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and/or the Product and in any such event any resulting cost increases incurred to comply therewith will be added to the Purchase Price to be paid by the Customer. In addition, any future drive train upgrades (engine, transmission, axles, etc.), or any other specification changes have not been calculated into our annual increases and will be provided at additional cost. To the extent practicable, Company will document and itemize any such price increases for the Customer.

7. Agreement Changes. The Customer may request that Company incorporate a change to the Products or the Specifications for the Products by delivering a change order to Company; provided, however, that any such change order must be in writing and include a description of the proposed change sufficient to permit Company to evaluate the feasibility of such change (“Change Order”). Within [seven (7) business days] of receipt of a Change Order, Company will inform the Customer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or Delivery resulting from such

Change Order. Company shall not be liable to the Customer for any delay in performance or Delivery arising from any such Change Order. A Change Order is only effective when counter-signed by Company's authorized representative.

8. Cancellation/Termination. In the event this Agreement is cancelled or terminated by a party before completion, Company may charge a cancellation fee. The following charge schedule based on costs incurred may be applied: (a) 10% of the Purchase Price after order is accepted and entered by Company; (b) 20% of the Purchase Price after completion of approval drawings, and; (c) 30% of the Purchase Price upon any material requisition. The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Company endeavors to mitigate any such costs through the sale of such Product to another purchaser; however, Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by Company upon sale of the Product to another purchaser, plus any costs incurred by Company to conduct any such sale.

9. Delivery, Inspection and Acceptance. (a) Delivery. Delivery of the Product is scheduled to be within 33-36 months of the Effective Date of this Agreement, F.O.B Pierce Manufacturing, Appleton, WI. Risk of loss shall pass to Customer upon Delivery. (b) Inspection and Acceptance. Upon Delivery, Customer shall have fifteen (15) days within which to inspect the Product for substantial conformance to the material Specifications, and in the event of substantial non-conformance to the material Specifications to furnish Company with written notice sufficient to permit Company to evaluate such non-conformance ("Notice of Defect"). Any Product not in substantial conformance to material Specifications shall be remedied by Company within thirty (30) days from the Notice of Defect. In the event Company does not receive a Notice of Defect within fifteen (15) days of Delivery, Product will be deemed to be in conformance with Specifications and accepted by Customer.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

10. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

Company
Spartan Fire and Emergency Apparatus, Inc.
319 Southport Road
Roebuck, SC 29376

Customer
Beaufort / Port Royal Fire Department
135 Ribault Road
Beaufort, SC 29901

11. Standard Warranty. Any applicable manufacturer warranties are attached hereto as Exhibit B and made a part hereof. Any additional warranties must be expressly approved in writing by Company's authorized representative.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER COMPANY, ITS PARENT COMPANY, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. In no event shall Company be liable for consequential, incidental or punitive damages incurred by Customer or any third party in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, tort, contract, strict liability, statutory liability, indemnity, whether resulting from non-delivery or from Company's own negligence, or otherwise.

12. Force Majeure. Company shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Company's control or which make Company's performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, transportation or delivery delays or losses outside of Company's control, any act of government, inability or delay of Company or manufacturer

in obtaining necessary labor or adequate or suitable manufacturing components at reasonable prices, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy, terrorism, epidemics, quarantine restrictions, failure of vendors to perform their contracts, or labor troubles of Company or a manufacturer causing cessation, slowdown, or interruption of work.

13. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) the Customer fails to pay when due any amounts under this Agreement or to perform any of its obligations under this Agreement; (b) Company fails to perform any of its obligations under this Agreement; (c) either party becomes insolvent or become subject to a bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement is false in any material respect; (e) the Customer dissolves, merges, consolidates or transfers a substantial portion of its property to another entity; or (f) the Customer is in default or has breached any other contract or agreement with Company.

14. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of Company until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, then the MSO for each individual Product shall remain in the possession of Company until the Purchase Price for that Product has been paid in full. In case of any default in payment, Company may take full possession of the Product, and any payments that have been made shall be applied as payment for the use of the Product up to the date of taking possession.

15. Independent Contractors. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venture of or with the other.

16. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.

17. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of South Carolina.

18. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission shall be binding as original signatures.

19. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Product. Additional or different terms proposed by the Customer shall not be applicable, unless accepted in writing by Company's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Company's authorized representative.

20. Conflict. In the event of a conflict between the Customer Specifications and the Company Proposal, the Company Proposal shall control. In the event there is a conflict between the Company Proposal and this Agreement, the Company Proposal shall control.

Accepted and agreed to:

COMPANY: Spartan Fire and Emergency Apparatus, Inc. CUSTOMER: City of Beaufort / Port Royal Fire Dept.

Name: Jared Phillips

Name: _____

Title: Sales Manager

Title: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

EXHIBIT A

PURCHASE DETAIL FORM
Company

Date: _____

Customer Name: Beaufort / Port Royal Fire Department Customer Purchase Order # _____

Quantity	Chassis Type	Body Type	Price per Unit
1	Pierce Enforcer	Pumper	\$ 1,063,956.00
1	Loose Equipment		\$ 100,000.00
1	SC State Sales Tax		\$ 500.00
		TOTAL	\$1,164,456.00

PIERCE CUSTOM PUMPER BUILT ON A ENFORCER CAB AND CHASSIS WITH A PACCAR MX13 510 HP DIESEL ENGINE, 4000 EVS ALLISON TRANSMISSION, PUC 1,500 GPM PUMP, 1,000 GALLON WATER TANK, BUILT IN ACCORDANCE TO NFPA AND THE ENCLOSED PROPOSAL DATED MARCH 17, 2025

Warranty Period: Per attached proposal

Training Requirements: Apparatus Orientation Training Provided by Spartan Apparatus

Other Matters: _____

This contract is available for inter-local and other municipal corporations to utilize with the option of adding or deleting any manufacturer available options, including chassis models. Any addition or deletion may affect the unit price.

Payment Terms: Payment due at Delivery.

[NOTE: If deferred payment arrangements are required, the Customer must make such financial arrangements through a financial institution acceptable to Company.] All taxes, excises and levies that Company may be required to pay or collect by reason of any present or future law or by any governmental authority based upon the sale, purchase, delivery, storage, processing, use, consumption, or transportation of the Product sold by Company to the Customer shall be for the account of the Customer and shall be added to the Purchase Price. All delivery prices or prices with freight allowance are based upon prevailing freight rates and, in the event of any increase or decrease in such rates, the prices on all unshipped Product will be increased or decreased accordingly. Delinquent payments shall be subject to a carrying charge of 1.5 percent per month or such lesser amount permitted by law. Company will not be required to accept payment other than as set forth in this Agreement. However, to avoid a late charge assessment in the event of a dispute caused by a substantial nonconformance with material Specifications (other than freight), the Customer may withhold up to five percent (5%) of the Purchase Price until such time that Company substantially remedies the nonconformance with material Specifications, but no longer than sixty (60) days after Delivery. If the disputed amount is the freight charge, the Customer may withhold only the amount of the freight charge until the dispute is settled, but no longer than sixty (60) days after Delivery. Company shall have and retain a purchase money security interest in all goods and products now or hereafter sold to the Customer by Company or any of its affiliated companies to secure payment of the Purchase Price for all such goods and products. In the event of nonpayment by the Customer of any debt, obligation or liability now or hereafter incurred or owing by the Customer to Company, Company shall have and may exercise all rights and remedies of a secured party under Article 9 of the Uniform Commercial Code (UCC) as adopted by the state of South Carolina.

THIS PURCHASE DETAIL FORM IS EXPRESSLY SUBJECT TO THE PURCHASE AGREEMENT TERMS AND CONDITIONS DATED AS OF _____, BETWEEN COMPANY AND CITY OF BEAUFORT / PORT ROYAL FIRE DEPARTMENT WHICH TERMS AND CONDITIONS ARE HEREBY INCORPORATED IN, AND MADE PART OF, THIS PURCHASE DETAIL FORM AS THOUGH EACH PROVISION WERE SEPARATELY SET FORTH HEREIN, EXCEPT TO THE EXTENT OTHERWISE STATED OR SUPPLEMENTED BY COMPANY HEREIN.

EXHIBIT B

WARRANTY

AS PER PIERCE PROPOSAL DATED MARCH 17, 2025.

EXHIBIT C

COMPANY PROPOSAL

AS PER PIERCE PROPOSAL DATED MARCH 17, 2025.

Spartan Fire & Emergency Apparatus is pleased to submit a proposal to Beaufort / Port Royal Fire Department for a **Pierce® Enforcer PUC Pumper** per your request for quotation. The following paragraphs will describe in detail the apparatus, construction methods, and equipment proposed. This proposal will indicate size, type, model and make of components parts and equipment, providing proof of compliance with each and every item (except where noted) in the departments advertised specifications.

PIERCE MANUFACTURING was founded in 1913. Since then, we have been building bodies with one philosophy, "BUILD THE FINEST". Our skilled craftsmen take pride in their work, which is reflected, in the final product. We have been building fire apparatus since the early "forties" giving Pierce Manufacturing over 75 years of experience in the fire apparatus market. Pierce Manufacturing has built and put into service more than 62,500 apparatus, including more than 33,900 on Pierce custom chassis designed and built specifically for fire and emergency applications. Our Appleton, Wisconsin facility has over 870,000 total square feet of floor space situated on approximately 105 acres of land. Our Bradenton, Florida facility has 300,000 square feet of floor space situated on approximately 38 acres of land.

Our beliefs in high ethical standards are carried through in all of our commitments and to everyone with whom we do business. Honesty, Integrity, Accountability and Citizenship are global tenets by which we all live and work. Consequently, we neither engage in, nor have we ever been convicted of price fixing, bid rigging, or collusion in any domestic or international fire apparatus market.

Pierce has only one brand of fire apparatus "Pierce", ensuring you are receiving top of the line product that meets your specification.

In accordance with the current edition of applicable NFPA standards, this proposal will specify whether the fire department, manufacturer, or apparatus dealership will provide required loose equipment.

Images and illustrative material in this proposal are as accurate as known at the time of publication, but are subject to change without notice. Images and illustrative material is for reference only, and may include optional equipment and accessories and may not include all standard equipment.

GENERAL DESIGN AND CONSTRUCTION

To control quality, ensure compatibility, and provide a single source for service and warranty, the custom cab, chassis, pump module and body will be entirely designed, assembled/welded and painted in Pierce owned manufacturing facilities. This includes, but not limited to the cab weldment, the pumphouse module assembly, the chassis assembly, the body and the electrical system.

QUALITY AND WORKMANSHIP

Pierce has set the pace for quality and workmanship in the fire apparatus field. Our tradition of building the highest quality units with craftsmen second to none has been the rule right from the beginning and we demonstrate that ongoing commitment by: Ensuring all steel welding follows American Welding Society D1.1-2004 recommendations for structural steel welding. All aluminum welding follows American Welding society and ANSI D1.2-2003 requirements for structural welding of aluminum. All sheet metal welding follows American welding Society B2.1-2000 requirements for structural welding of sheet metal. Our flux core arc welding uses alloy rods, type 7000 and is performed to American

Welding Society standards A5.20-E70T1. Furthermore, all employees classified as welders are tested and certified to meet the American welding Society codes upon hire and every three (3) years thereafter. Pierce also employs an American Welding Society certified welding inspector in plant during working hours to monitor weld quality.

Pierce Manufacturing operates a Quality Management System under the requirements of ISO 9001. These standards sponsored by the International Organization for Standardization (ISO) specify the quality systems that are established by the manufacturer for design, manufacture, installation and service. A copy of the certificate of compliance is included with this proposal.

In addition to the Quality Management system, we also employ a Quality Achievement Supplier program to ensure the vendors and suppliers that we utilize meet the high standards we demand. That is just part of our overall "Quality at the Source" program at Pierce.

To demonstrate the quality of our products and services, a list of at least two (2) fire departments/municipalities that have purchased vehicles for a second time is provided.

DELIVERY

The apparatus will be delivered under its own power to ensure proper break-in of all components while the apparatus is still under warranty. A qualified delivery representative shall deliver the apparatus and remain for a sufficient length of time to instruct personnel in proper operation, care and maintenance of the equipment delivered.

MANUAL AND SERVICE INFORMATION

At time of delivery, complete operation and maintenance manuals covering the apparatus will be provided. A permanent plate will be mounted in the driver's compartment specifying the quantity and type of fluids required including engine oil, engine coolant, transmission, pump transmission lubrication, pump primer and drive axle.

SAFETY VIDEO

At the time of delivery Pierce will also provide one (1) 39-minute, professionally produced apparatus safety video, in DVD format. A link to the video is also available on the Pierce Training website. This video will address key safety considerations for personnel to follow when they are driving, operating, and maintaining the apparatus, including the following: vehicle pre-trip inspection, chassis operation, pump operation, aerial operation, and safety during maintenance.

PERFORMANCE TESTS

A road test will be conducted with the apparatus fully loaded and a continuous run of no less than ten (10) miles. During that time the apparatus will show no loss of power nor will it overheat. The transmission drive shaft or shafts and the axles will run quietly and be free of abnormal vibration or noise. The apparatus when fully loaded will not have less than 25 percent nor more than 50 percent on the front axle, and not less than 50 percent nor more than 75 percent on the rear axle. The apparatus will meet the current edition of applicable NFPA standards acceleration and braking requirements.

SERVICE AND WARRANTY SUPPORT

Pierce dealership support will be provided by Spartan Fire & Emergency Apparatus by operating a Pierce authorized service center. The service center will have factory-trained mechanics on staff

versed in Pierce fire apparatus. The service facility will be located within seventy five (75) miles of the fire department.

In addition to the dealership, Pierce has service facilities located in both, Weyauwega, Wisconsin and Bradenton, Florida. Pierce also maintains a dedicated parts facility of over 100,000 square feet in Appleton, Wisconsin. The parts facility stocks in excess of \$5,000,000 in parts dedicated to service and replacement parts. The parts facility employs a staff dedicated solely for the distribution and shipment of service and replacement parts.

Service parts for the apparatus being proposed can be found via Pierceparts.com which, is an interactive online tool that delivers information regarding your specific apparatus as well as the opportunity to register for training classes.

As a Pierce customer you have the ability to view the complete bill of materials for your specific apparatus, including assembly drawings, piece part drawings, and beneficial parts notations. You will also have the ability to search the complete Pierce item master through a parts search function which offers all Pierce SKU's and descriptions offered on all Pierce apparatus. Published component catalogs, which include proprietary systems along with an extensive operator's manual library is available for easy reference.

Pierce Manufacturing maintains a dedicated service and warranty staff of over 35 personnel, dedicated to customer support, which also maintains a 24 hour 7 day a week toll free hot line, four (4) on staff EVT's, and offers hands-on repair and maintenance training classes multiple times a year.

LIABILITY

The successful bidder will defend any and all suits and assume all liability for the use of any patented process including any device or article forming a part of the apparatus or any appliance furnished under the contract.

INSURANCE PROVIDED BY BIDDER

Commercial General Liability Insurance

The successful bidder will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of commercial general liability insurance:

Each Occurrence:	\$1,000,000
Products/Completed Operations Aggregate:	\$1,000,000
Personal and Advertising Injury:	\$1,000,000
General Aggregate;	\$2,000,000

Coverage will be written on a Commercial General Liability form. The policy will be written on an occurrence form and will include Contractual Liability coverage for bodily injury and property damage subject to the terms and conditions of the policy. The policy will include Owner as an additional insured when required by written contract.

Commercial Automobile Liability Insurance

The successful bidder will, during the performance of the contract, keep in force at least the following minimum limits of commercial automobile liability insurance and coverage will be written on a Commercial Automobile liability form:

Each Accident Combined Single Limit:	\$1,000,000
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Umbrella/Excess Liability Insurance

The successful bidder will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of umbrella liability insurance:

Aggregate:	\$3,000,000
Each Occurrence:	\$3,000,000

The umbrella policy will be written on an occurrence basis and at a minimum provide excess to the bidder's General Liability and Automobile Liability policies.

The required limits can be provided by one (1) or more policies provided all other insurance requirements are met.

Coverage will be provided by a carrier(s) rated A- or better by A.M. Best.

All policies will provide a 30-day notice of cancellation to the named insured. The Certificate of Insurance will provide the following cancellation clause: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Bidder agrees to furnish owner with a current Certificate of Insurance with the coverages listed above along with the bid. The certificate will show the purchaser as certificate holder.

INSURANCE PROVIDED BY MANUFACTURER

Product Liability Insurance

The manufacturer will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of Product Liability insurance:

Each Occurrence:	\$1,000,000
Products/Completed Operations Aggregate:	\$1,000,000

Coverage will be written on a Commercial General Liability form. The policy will be written on an occurrence form. The manufacturer's policy will include the owner as additional insured when required by written contract between the Owner and a Pierce authorized dealer.

Umbrella/Excess Liability Insurance

The manufacturer will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of umbrella liability insurance:

Each Occurrence:	\$25,000,000
Aggregate:	\$25,000,000

The umbrella policy will be written on an occurrence basis and provide excess to the manufacturer's General Liability/Products policies.

The required limits can be provided by one (1) or more policies provided all other insurance requirements are met.

Coverage will be provided by a carrier(s) rated A- or better by A.M. Best.

All policies will provide a 30-day notice of cancellation to the named insured. The Certificate of Insurance will provide the following cancellation clause: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Manufacturer agrees to furnish owner with a current Certificate of Insurance with the coverages listed above along with the bid. The certificate will show the purchaser as the certificate holder.

SINGLE SOURCE MANUFACTURER

Pierce Manufacturing, Inc. provides an integrated approach to the design and manufacture of our products that delivers superior apparatus and a dedicated support team. From our facilities, the chassis, cab weldment, cab, pumphouse (including the sheet metal enclosure, valve controls, piping and operators panel) and body will be entirely designed, tested, and hand assembled to the customer's exact specifications. The electrical system either hardwired or multiplexed, will be both designed and integrated by Pierce Manufacturing. The warranties relative to these major components (excluding component warranties such as engine, transmission, axles, pump, etc.) will be provided by Pierce as a single source manufacturer. Pierce's single source solution adds value by providing a fully engineered product that offers durability, reliability, maintainability, performance, and a high level of quality.

Your apparatus will be manufactured in Appleton, Wisconsin.

SPECIAL INSTRUCTIONS

The apparatus being proposed will be designed and built to match the 37648. However, some variation may be necessary due to changes in our manufacturing processes or our product offering. Revisions in NFPA guidelines and/or other regulations may also affect our ability to match the previous unit.

NFPA 2024 STANDARDS

This unit will comply with the NFPA standards effective January 1, 2024, except for fire department directed exceptions. These exceptions will be set forth in the Statement of Exceptions.

Certification of slip resistance of all stepping, standing and walking surfaces will be supplied with delivery of the apparatus.

All horizontal surfaces designated as a standing or walking surface that are greater than 48.00" above the ground must be defined by a 1.00" wide line along its outside perimeter. Perimeter markings and designated access paths to destination points will be identified on the customer approval print and are shown as approximate. Actual location(s) will be determined based on materials used and actual conditions at final build. Access paths may pass through hose storage areas and opening or removal of covers or restraints may be required. Access paths may require the operation of devices and equipment such as the aerial device or ladder rack.

A plate that is highly visible to the driver while seated will be provided. This plate will show the overall height, length, and gross vehicle weight rating.

The manufacturer will have programs in place for training, proficiency testing and performance for any staff involved with certifications.

An official of the company will designate, in writing, who is qualified to witness and certify test results.

NFPA COMPLIANCY

Apparatus proposed by the bidder will meet the applicable requirements of the National Fire Protection Association (NFPA) as stated in current edition at time of contract execution. Fire department's specifications that differ from NFPA specifications will be indicated in the proposal as "non-NFPA".

PUMP TEST

Underwriters Laboratory (UL) will test, approved, and certify the pump. The test results and the pump manufacturer's certification of hydrostatic test; the engine manufacturer's certified brake horsepower curve; and the pump manufacturer's record of pump construction details will be forwarded to the Fire Department.

GENERATOR TEST

If the unit has a generator, Underwriters Laboratory (UL) will test, approved, and certify the generator. The test results will be provided to the Fire Department at the time of delivery.

BREATHING AIR TEST

If the unit has breathing air, Pierce Manufacturing will draw an air sample from the air system and have the sample certified that the air quality meets the requirements of NFPA 1989, *Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection*.

VEHICLE INSPECTION PROGRAM CERTIFICATION

To assure the vehicle is built to current NFPA 1900 standards, the apparatus, in its entirety, will be third-party, independent, audit-certified through Underwriters Laboratory (UL) that it is built and complies to all applicable standards in the current edition. The certification includes: all design, production, operational, and performance testing of not only the apparatus, but those components that are installed on the apparatus.

A placard will be affixed in the driver's side area stating the third party agency, the date, the standard and the certificate number of the whole vehicle audit.

AFTERMARKET SUPPORT WEBSITE

Pierceparts.com will provide Pierce authorized dealer access to comprehensive information pertaining to the maintenance and service of their customer's apparatus. This tool will provide the Pierce authorized dealer the ability to service and support their customers to the best of their ability with factory support at their fingertips.

Pierceparts.com is also accessible to the end user through the guest login. Limited access is available and vehicle specific parts information accessible by entering a specific VIN number. All end users should see their local authorized Pierce dealer for additional support and service.

The website will consist of the following screens at the dealer level:

My Fleet Screen

The My Fleet screen will provide access to truck detail information on the major components of the vehicle, warranty information, available vehicle photographs, vehicle drawings, sales options, applicable vehicle software downloads, etc.

Parts Screens

The Parts screens will provide parts look-up capability of Pierce Manufacturing sourced items, with the aid of digital photographs, part drawings and assembly drawings. The parts search application will permit the searching of parts by item description or function group (major system category). The parts application will provide the ability to submit electronically a parts order, parts quote, or parts return request directly to Pierce Manufacturing for processing.

Warranty Screen

The Warranty screens will provide dealers the ability to submit electronically warranty claims directly to Pierce Manufacturing for reimbursement.

My Reports Screens

The My Reports screens will provide access to multiple dealer reports to allow the dealership to maintain communication with the customer on the status of orders, claims, and phone contacts.

Technical Support Screens

The Technical Support screens will provide access to all currently published Operation and Maintenance and Service Publications. Access to Pierce Manufacturing Service Bulletins and Work Instructions, containing information on current service topics and recommendations will be provided.

Training

The Training screens will provide access to upcoming training classes offered by Pierce Manufacturing along with interactive electronic learning modules (Operators Guides) covering the operation of major

vehicle components will be provided. Access to training manuals used in Pierce Manufacturing training classes will be provided.

About Pierce

Access to customer service articles, corporate news, quarterly newsletters, and key contacts within the Customer Service Department will be provided. The current Customer Service Policy and Procedure Manual, detailing the operation of the Customer Service group will also be accessible.

BID BOND

A bid bond as security for the bid in the form of a 10 percent bid bond will be provided with the proposal. This bid bond will be issued by a Surety Company who is listed on the U.S. Treasury Departments list of acceptable sureties as published in Department Circular 570. The bid bond will be issued by an authorized representative of the Surety Company and will be accompanied by a certified power of attorney dated on or before the date of bid. The bid bond will include language which assures that the bidder/principal will give a bond or bonds, as may be specified in the bidding or contract documents, with good and sufficient surety for the faithful performance of the contract, including the Basic One (1) Year Limited Warranty, and for the prompt payment of labor and material furnished in the prosecution of the contract.

Notwithstanding any document or assertion to the contrary, any surety bond related to the sale of a vehicle will apply only to the Basic One (1) Year Limited Warranty for such vehicle. Any surety bond related to the sale of a vehicle will not apply to any other warranties that are included within this bid (OEM or otherwise) or to the warranties (if any) of any third party of any part, component, attachment or accessory that is incorporated into or attached to the vehicle. In the event of any contradiction or inconsistency between this provision and any other document or assertion, this provision will prevail.

PERFORMANCE BOND, 3 YEARS

The successful bidder will furnish a Performance and Payment bond (Bond) equal to 100 percent of the total contract amount within 30 days of the notice of award. Such Bond will be in a form acceptable to the Owner and issued by a surety company included within the Department of Treasury's Listing of Approved Sureties (Department Circular 570) with a minimum A.M. Best Financial Strength Rating of A and Size Category of XV. In the event of a bond issued by a surety of a lesser Size Category, a minimum Financial Strength rating of A+ is required.

Bidder and Bidder's surety agree that the Bond issued hereunder, whether expressly stated or not, also includes the surety's guarantee of the vehicle manufacturer's Bumper to Bumper warranty period included within this proposal. Owner agrees that the penal amount of this bond will be simultaneously amended to 25 percent of the total contract amount upon satisfactory acceptance and delivery of the vehicle(s) included herein. Notwithstanding anything contained within this contract to the contrary, the surety's liability for any warranties of any type will not exceed three (3) years from the date of such satisfactory acceptance and delivery, or the actual Bumper to Bumper warranty period, whichever is shorter.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts the order ("Order Month") and a month 14 months prior to the then predicted Ready For Pickup date ("Evaluation Month"), then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation Month. The seller will document any such updated price for the customer's approval before proceeding and provide an option to cancel the order.

APPROVAL DRAWING

A drawing of the proposed apparatus will be prepared and provided to the purchaser for approval before construction begins. The Pierce sales representative will also be provided with a copy of the same drawing. The finalized and approved drawing will become part of the contract documents. This drawing will indicate the chassis make and model, location of the lights, siren, horns, compartments, major components, etc.

A "revised" approval drawing of the apparatus will be prepared and submitted by Pierce to the purchaser showing any changes made to the approval drawing.

ELECTRICAL WIRING DIAGRAMS

Two (2) electrical wiring diagrams, prepared for the model of chassis and body, will be provided.

ENFORCER CHASSIS

The Pierce Enforcer™ is the custom chassis developed exclusively for the fire service. Chassis provided will be a new, tilt-type custom fire apparatus. The chassis will be manufactured in the apparatus body builder's facility eliminating any split responsibility. The chassis will be designed and manufactured for heavy-duty service, with adequate strength, capacity for the intended load to be sustained, and the type of service required. The chassis will be the manufacturer's first line tilt cab.

WHEELBASE

The wheelbase of the vehicle will be 194.00".

GVW RATING

The gross vehicle weight rating will be 53,800.

FRAME

The chassis frame will be built with two (2) steel channels bolted to five (5) cross members or more, depending on other options of the apparatus. The side rails will have a 13.38" tall web over the front and mid sections of the chassis, with a continuous smooth taper to 10.75" over the rear axle. Each rail will have a section modulus of 25.992 cubic inches and a resisting bending moment (rbm) of 3,119,040 in-lb over the critical regions of the frame assembly, with a section modulus of 18.96 cubic inches with an rbm of 2,275,200 in-lb over the rear axle. The frame rails will be constructed of 120,000 psi yield strength heat-treated 0.38" thick steel with 3.50" wide flanges.

FRAME REINFORCEMENT

In addition, a mainframe internal liner will be provided. The liner will be an internal "C" design that steps to an internal "L" design over the rear axle. It will be heat-treated steel measuring 12.50" x 3.00" x 0.25" through the front portion of the liner, stepping to 9.38" x 3.00" x 0.25" through the rear portion of the liner. Each liner will have a section modulus of 13.58 cubic inches, yield strength of 110,000 psi, and rbm of 1,494,042 in-lb. Total rbm at wheelbase center will be 4,391,869 in-lb.

The frame liner will be mounted inside of the chassis frame rail and extend the full length of the frame.

FRONT AXLE

The front axle will be a reverse "I" beam type with inclined king pins. It will be a Meritor™ axle, Model MFS-20, with a ground rated capacity of 22,800 lb.

FRONT SUSPENSION

The front springs will be a Standens, three (3)-leaf, taper leaf design, 54.00" long x 4.00" wide, with a ground rating of 23,000 lb.

The two (2) top leaves will wrap the forward spring hanger pin. The top leaf will also wrap the rear spring hanger pin. Both the front and rear eyes will be Berlin style wraps that will place the eyes in the horizontal plane within the main leaf. This will reduce bending stress from acceleration and braking.

A steel encased rubber bushing will be used in the spring eye. The steel encased rubber bushing will be maintenance free and require no lubrication.

SHOCK ABSORBERS

To provide a smoother ride, the front axle will be furnished with heavy-duty telescoping shock absorbers.

FRONT OIL SEALS

Oil seals with viewing window will be provided on the front axle.

FRONT TIRES

Front tires will be Michelin 425/65R22.50 radials, 20 ply XZE wide base tread, rated for 22,800 lb maximum axle load and 75 mph maximum speed.

The tires will be mounted on 22.50" x 12.25" steel disc type wheels with a ten (10)-stud, 11.25" bolt circle.

REAR AXLE

The rear axle will be a Meritor™, Model RS-30-185, with a capacity of 31,000 lb.

TOP SPEED OF VEHICLE

NFPA 1900 and ULC 515, 2024 edition requires limits on the top speed of vehicles. NFPA 7.16.1 requires that the maximum top speed of fire apparatus with a GVWR over 33,000 lb will not exceed either 68 mph or the manufacturer's maximum fire service speed rating for the tires installed on the apparatus, whichever is lower. NFPA 7.16.2 requires that if the combined water tank and foam agent tank on the fire apparatus exceed 1250 gallons or the GVWR of the vehicle is over 50,000 lb, the maximum top speed of the apparatus will not exceed either 60 mph or the manufacturer's maximum fire

service speed rating for the tires installed on the apparatus, whichever is lower. It is the intention of the standard to improve safety by limiting the speed of all apparatus to 68 mph, and tankers or heavy apparatus to 60 mph. By requesting an exception to this requirement, the purchasing authority is consciously choosing to operate their apparatus at speeds above the limits designated as safe speeds by the NFPA Technical Committee on Fire Department Apparatus.

The top speed of the apparatus as manufactured exceeds the NFPA requirements. Per fire department specification of a top speed that exceeds NFPA requirements, the apparatus will be non-compliant to NFPA 1900 and ULC 515 standards at time of contract execution.

The rear tires being specified have a top speed limit of 74 mph / 119 kph from the tire manufacturer.

REAR SUSPENSION

The rear suspension will be Standens, semi-elliptical, 3.00" wide x 52.50" long, with a ground rating of 31,000 lbs. The spring hangers will be castings.

The two (2) top leaves will wrap the forward spring hanger pin, and the rear of the spring will be a slipper style end that will ride in a rear slipper hanger.

A steel encased rubber bushing will be used in the spring eye. The steel encased rubber bushing will be maintenance free and require no lubrication.

REAR OIL SEALS

Oil seals will be provided on the rear axle(s).

REAR TIRES

Rear tires will be four (4) Michelin 315/80R22.50 radials, load range L, X® WORKS™ Z, rated for 33,080 lb maximum axle load and 75 mph maximum speed.

The tires will be mounted on Accuride® 22.50" x 9.00" steel disc type wheels with a ten (10) stud, 11.25" bolt circle.

TIRE BALANCE

All tires will be balanced with Counteract balancing beads. The beads will be inserted into the tire and eliminate the need for wheel weights.

TIRE PRESSURE MANAGEMENT

There will be a RealWheels LED AirSecure™ tire alert pressure management system provided, that will monitor each tire's pressure. A sensor will be provided on the valve stem of each tire for a total of six (6) tires.

The sensor will calibrate to the tire pressure when installed on the valve stem for pressures between 10 and 200 psi. The sensor will activate an integral battery operated LED when the pressure of that tire drops 5 to 8 psi.

Removing the cap from the sensor will indicate the functionality of the sensor and battery. If the sensor and battery are in working condition, the LED will immediately start to flash.

CHROME LUG NUT COVERS

Chrome lug nut covers will be supplied on front and rear wheels.

FRONT HUB COVERS

Stainless steel hub covers will be provided on the front axle. An oil level viewing window will be provided.

REAR HUB COVERS

A pair of stainless steel high hat hub covers will be provided on rear axle hubs.

MUD FLAPS

Mud flaps with a Pierce logo will be installed behind the front and rear wheels.

WHEEL CHOCKS

There will be one (1) pair of folding Ziamatic, Model SAC-44-E, aluminum alloy, Quick-Choc wheel blocks, with easy-grip handle provided.

Wheel Chock Brackets

There will be one (1) pair of Zico, Model SQCH-44-H, horizontal mounting wheel chock brackets provided for the Ziamatic, Model SAC-44-E, folding wheel chocks. The brackets will be made of aluminum and consist of a quick release spring loaded rod to hold the wheel chocks in place. The brackets will be mounted forward of the left side rear tire and rearward of the left side front tire.

ELECTRONIC STABILITY CONTROL

A vehicle control system will be provided as an integral part of the ABS brake system from Meritor Wabco.

The system will monitor and update the lateral acceleration of the vehicle and compare it to a critical threshold where a side roll event may occur. If the critical threshold is met, the vehicle control system will automatically reduce engine RPM, engage the engine retarder (if equipped), and selectively apply brakes to the individual wheel ends of the front and rear axles to reduce the possibility of a side roll event.

The system will monitor directional stability through a lateral accelerometer, steer angle sensor and yaw rate sensor. If spinout or drift out is detected, the vehicle control system will selectively apply brakes to the individual wheel ends of the front and rear axles to bring the vehicle back to its intended direction.

ANTI-LOCK BRAKE SYSTEM

The vehicle will be equipped with a Wabco 4S4M, anti-lock braking system. The ABS will provide a four (4) channel anti-lock braking control on both the front and rear wheels. A digitally controlled system that utilizes microprocessor technology will control the anti-lock braking system. Each wheel will be monitored by the system. When any wheel begins to lockup, a signal will be sent to the control unit. This control unit will then reduce the braking of that wheel for a fraction of a second and then reapply the brake. This anti-lock brake system will eliminate the lockup of any wheel thus helping to prevent the apparatus from skidding out of control.

AUTOMATIC TRACTION CONTROL

An anti-slip feature will be included with the ABS. The Automatic Traction Control will be used for traction in poor road and weather conditions. The Automatic Traction Control will act as an electronic differential lock that will not allow a driving wheel to spin, thereby supplying traction at all times. The ABS electronic control unit (ECU) will work with the engine ECU, sharing information concerning wheel slip. Engine ECU will use information to control engine speed, allowing only as much throttle application as required for the available traction, regardless of how much the driver is asking for. An "off road traction" switch will be provided on the instrument panel. Activation of the switch will allow additional tire slip to let the truck climb out and get on top of deep snow or mud.

BRAKES

The service brake system will be full air type by Meritor™.

Front brakes will be Model EX225 Disc Plus, disc type with automatic pad wear adjustment and 17.00" ventilated rotors for improved stopping distance.

The rear brakes will be Meritor™ 16.50" x 8.63" cam operated with automatic slack adjusters. Dust shields cannot be provided.

AIR COMPRESSOR, BRAKE SYSTEM

The air compressor will be a Wabco single piston compressor with a 26.8 Ci displacement.

BRAKE SYSTEM

The brake system will include:

- Brake treadle valve
- Heated automatic moisture ejector on air dryer
- Total air system minimum capacity of 5,376 cubic inches
- Two (2) air pressure gauges with a red warning light and an audible alarm, that activates when air pressure falls below 60 psi
- Spring set parking brake system
- Parking brake operated by a push-pull style control valve
- A parking "brake on" indicator light on instrument panel
- Park brake relay/inversion and anti-compounding valve, in conjunction with a double check valve system, with an automatic spring brake application at 40 psi
- A pressure protection valve to prevent all air operated accessories from drawing air from the air system when the system pressure drops below 80 psi (550 kPa)
- 1/4 turn drain valves on each air tank

The air tank will be primed and painted to meet a minimum 750 hour salt spray test.

The air tanks will be painted job color (lower).

To reduce the effects of corrosion, the air tank will be mounted with stainless steel brackets.

BRAKE SYSTEM AIR DRYER

The air dryer will be a Bendix AD-9 air dryer, with spin-on coalescing filter cartridge and 100 watt heater.

BRAKE LINES

Color-coded nylon brake lines will be provided. The lines will be wrapped in a heat protective loom in the chassis areas that are subject to excessive heat.

AIR INLET

One (1) air inlet with 3D series male coupling will be provided. It will allow station air to be supplied to the apparatus brake system through a shoreline hose. The inlet will be located forward in the driver side lower step well of cab. A check valve will be provided to prevent reverse flow of air. The inlet will discharge into the "wet" tank of the brake system. A mating female fitting will also be provided with the loose equipment.

AIR OUTLET

One (1) air outlet will be installed with a Milton style A female coupling and shut off valve, located on the driver side pump panel. This system will tie into the "wet" tank of the brake system and include an 85-psi pressure protection valve in the outlet line to prevent the brake system from losing all air.

A mating Milton style A male fitting will be provided with the loose equipment.

AIR COMPRESSOR - BRAKE SYSTEM MAINTENANCE

A Kussmaul, Model 091-9, air compressor will be provided. It will be electric motor driven by the 12-volt chassis electrical system and will be located Behind driverseat painted aluminum cover. Compressor will maintain the air pressure in the chassis air brake system while the vehicle is not in use. A pressure switch will sense when the system pressure drops and automatically start the compressor, which will then run until pressure is restored.

There will be an auto pump timer installed between the pressure switch and the pump that will allow the pump to run for 1 hour than shut down for 1 hour.

COMPRESSION FITTINGS ONLY

Any nylon tube on the apparatus that is pneumatic will be plumbed with compression type fittings where applicable. Push lock fittings will not be acceptable for any pneumatic nylon tube plumbing.

ENGINE

The chassis will be powered by an electronically controlled engine as described below:

Make:	Paccar
Model:	MX
Power:	510 hp at 1600rpm
Torque:	1850 lb-ft at 1000rpm
Governed Speed:	1900 rpm
Emissions Certification:	EPA 2027
Fuel:	Diesel

Cylinders:	Six (6)
Displacement:	13.7L
Starter:	DP60
Fuel Filters:	Dual cartridge style with check valve, water separator, and water in fuel sensor

The engine will include On-board diagnostics (OBD), which provides self diagnostic and reporting. The system will give the owner or repair technician access to state of health information for various vehicle sub systems. The system will monitor vehicle systems, engine and after treatment. The system will illuminate a malfunction indicator light on the dash console if a problem is detected.

HIGH IDLE

A high idle switch will be provided, inside the cab, on the instrument panel, that will automatically maintain a preset engine rpm. A switch will be installed, at the cab instrument panel, for activation/deactivation.

The high idle will be operational only when the parking brake is on and the truck transmission is in neutral. A green indicator light will be provided, adjacent to the switch. The light will illuminate when the above conditions are met. The light will be labeled "OK to Engage High Idle."

ENGINE BRAKE

The compression release brake option is a fully integrated MX engine braking system. It utilizes the turbocharger and back pressure valve, but adds in a hydraulically operated compression brake to increase overall retarding power.

To maximize the effectiveness of the compression brake the MX engine brake system works in conjunction with the turbocharger and back pressure valve.

The driver will be able to turn the engine brake system on/off and have a high, medium and low setting.

CLUTCH FAN

A fan clutch will be provided. The fan clutch will be automatic when the pump transmission is in "Road" position, and constantly engaged when in "Pump" position.

ENGINE AIR INTAKE

The engine air intake will be located above the engine cooling package. It will draw fresh air from the front of the apparatus through the radiator grille.

A stainless steel metal screen will be installed at the inlet of the air intake system that will meet current edition of applicable NFPA standards.

The air cleaner and stainless steel screen will be easily accessible by tilting the cab.

EXHAUST SYSTEM

The exhaust system will be stainless steel from the turbo to the engine's aftertreatment device. The exhaust system will include an aftertreatment device to meet current EPA standards. An insulation wrap

will be provided on all exhaust pipe between the turbo and the aftertreatment device to minimize the transfer of heat to the cab.

The exhaust will terminate horizontally ahead of the right side rear wheels and will extend 2.00" past the body rub rail. The exhaust pipes will be aluminized steel.

There will be an aluminized steel exhaust diffuser with a standard straight tip on the end provided to reduce the temperature of the exhaust as it exits. Heat deflector shields will be provided to isolate chassis and body components from the heat of the tailpipe diffuser.

EXHAUST MODIFICATION

An adapter for the Plymovent bladder exhaust extraction system will be provided on the end of the tail pipe.

RADIATOR

The radiator and the complete cooling system will meet or exceed the current edition of applicable NFPA and engine manufacturer cooling system standards.

For maximum corrosion resistance and cooling performance, the entire radiator core will be constructed using long life aluminum alloy. The radiator core will consist of aluminum fins, having a serpentine design, brazed to aluminum tubes.

The radiator core will have a minimum front area of 1060 square inches.

Supply tank will be made of heavy duty glass-reinforced nylon and the return tank will be made of aluminum. Both tanks will be crimped onto the core assembly using header tabs and a compression gasket to complete the radiator core assembly. There will be a full steel frame around the inserts to enhance cooling system durability and reliability.

The radiator will be compatible with commercial antifreeze solutions.

The radiator assembly will be isolated from the chassis frame rails with rubber isolators to prevent the development of leaks caused by twisting or straining when the apparatus operates over uneven terrain.

The radiator will include a de-aeration/expansion tank. For visual coolant level inspection, the radiator will have a built-in sight glass. The radiator will be equipped with a 15 psi pressure relief cap.

A drain port will be located at the lowest point of the cooling system and/or the bottom of the radiator to permit complete flushing of the coolant from the system.

Shields or baffles will be provided to prevent recirculation of hot air to the inlet side of the radiator.

COOLANT LINES

Gates, or Goodyear, rubber hose will be used for all engine coolant lines installed by Pierce Manufacturing.

Hose clamps will be stainless steel constant torque type to prevent coolant leakage. They will expand and contract according to coolant system temperature thereby keeping a constant clamping pressure on the hose.

FUEL TANK

A 75 gallon fuel tank will be provided and mounted at the rear of the chassis. The tank will be constructed of 12-gauge, hot rolled steel. It will be equipped with swash partitions and a vent. To eliminate the effects of corrosion, the fuel tank will be mounted with stainless steel straps.

A 0.75" drain plug will be located in a low point of the tank for drainage.

A fill inlet will be located on the left hand side of the body and is covered with a hinged, spring loaded, stainless steel door that is marked "Ultra Low Sulfur - Diesel Fuel Only." The fuel door will be painted lower body color.

A 0.50" diameter vent will be installed from tank top to just below fuel fill inlet.

The fuel tank will meet all FHWA 393.67 requirements including a fill capacity of 95 percent of tank volume.

All fuel lines will be provided as recommended by the engine manufacturer.

DIESEL EXHAUST FLUID TANK

A 7.3 gallon diesel exhaust fluid (DEF) tank will be provided and mounted under the cab on the driver's side.

A fill inlet will be provided on the driver's side of the cab. The lift up door will be spring loaded and be painted.

TRANSMISSION

An Allison 6th generation, Model EVS 4000P, electronic, torque converting, automatic transmission will be provided.

The transmission will be equipped with prognostics to monitor oil life, filter life, and transmission health. A wrench icon on the shift selector's digital display will indicate when service is due.

Two (2) PTO openings will be located on left side and top of converter housing (positions 8 o'clock and 1 o'clock).

A transmission temperature gauge with an amber light and buzzer will be installed on the cab instrument panel.

TRANSMISSION SHIFTER

A six (6)-speed push button shift module will be mounted to right of driver on console. Shift position indicator will be indirectly lit for after dark operation.

The transmission ratio will be:

1st	3.51 to 1.00
2nd	1.91 to 1.00
3rd	1.43 to 1.00
4th	1.00 to 1.00

5th	0.75 to 1.00
6th	0.64 to 1.00
R	4.80 to 1.00

TRANSMISSION PROGRAMMING

The transmission will be programmed to automatically shift the transmission to neutral when the parking brake is set to simplify operation and increase operational safety.

TRANSMISSION COOLER

A Modine plate and fin transmission oil cooler will be provided using engine coolant to control the transmission oil temperature.

DRIVELINE

Drivelines will be a heavy-duty metal tube and be equipped with Spicer® 1810 universal joints.

The shafts will be dynamically balanced before installation.

A splined slip joint will be provided in each driveshaft where the driveline design requires it. The slip joint will be coated with Glidecoat® or equivalent.

STEERING

Dual steering gear, with integral heavy-duty power steering, will be provided. For reduced system temperatures, the power steering will incorporate an air to oil cooler and Paccar hydraulic pump with integral pressure and flow control. All power steering lines will have wire braded lines with crimped fittings.

A tilt and telescopic steering column will be provided to improve fit for a broader range of driver configurations.

STEERING WHEEL

The steering wheel will be 18.00" in diameter, have tilting and telescoping capabilities, and a 2-spoke design.

LOGO AND CUSTOMER DESIGNATION ON HORN BUTTON

The steering wheel will have an emblem containing the Pierce logo and customer name. The emblem will have three (3) rows of text for the customer's department name. There will be a maximum of eight (8) characters in the first row, 11 characters in the second row and 11 characters in the third row.

The first row of text will be: Beaufort

The second row of text will be: Port Royal

The third row of text will be: Fire Dept.

BUMPER

A one (1) piece bumper manufactured from 0.25" formed steel with a 0.38" bend radius will be provided. The bumper will be a minimum of 10.00" high with a 1.50" top and bottom flange, and will

extend 19.00" from the face of the cab. The bumper will be 95.28" wide with 45 degree corners and side plates. The bumper will be metal finished and painted Grey Metallic # 479.

To provide adequate support strength, the bumper will be mounted directly to the front of the C channel frame. The frame will be a bolted modular extension frame constructed of 50,000 psi tensile steel.

Gravel Pan

A gravel pan, constructed of bright aluminum treadplate, will be furnished between the bumper and the cab face. The pan will be properly supported from the underside to prevent flexing and vibration.

CENTER HOSE TRAY

A hose tray, constructed of aluminum, will be placed in the center of the bumper extension.

The tray will have a capacity of 125' of 1.75" double jacket cotton-polyester hose.

Black rubber grating will be provided at the bottom of the tray. Drain holes are also provided.

Center Hose Tray Cover

A bright aluminum treadplate cover will be provided over the center hose tray.

The cover will be attached with a stainless steel hinge.

One (1) D-ring latch will secure the cover in the closed position and a pneumatic stay arm on each side will hold the cover in the open position.

TOW HOOKS

Two (2) chromed steel tow hooks will be installed under the bumper and attached to the front frame members. The tow hooks will be designed and positioned to allow up to a 6,000 lb straight horizontal pull in line with the centerline of the vehicle. The tow hooks will not be used for lifting of the apparatus.

FRONT BUMPER NOTCH

The front bumper will be notched for recessing of the Q2B siren. The notch will be designed so that the bumper is one continuous piece. The notch will be welded in place for strength with a continuous top and bottom flange. All welds will be metal finished for appearance. The siren will be located on the Passengers side of the front bumper (RS) of the bumper.

FRONT BUMPER UL-LX COATING

Protective black UL-LX® coating will be provided on the outside exterior of the top front bumper flange. It will not be sprayed on the underside of the flange.

The lining will be properly installed by an authorized UL-LX dealer.

CAB

The Enforcer cab will be designed specifically for the fire service and manufactured by the chassis builder.

The cab will be built by the apparatus manufacturer in a facility located on the manufacturer's premises.

For reasons of structural integrity and enhanced occupant protection, the cab will be a heavy duty design, constructed to the following minimal standards.

The cab will have 12 main vertical structural members located in the A-pillar (front cab corner posts), B-pillar (side center posts), C-pillar (rear corner posts), and rear wall areas. The A-pillar will be constructed of solid A356-T5 aluminum castings. The B-pillar and C-pillar will be constructed from 0.13" wall extrusions. The rear wall will be constructed of two (2) 2.00" x 2.00" outer aluminum extrusions and two (2) 2.00" x 1.00" inner aluminum extrusions. All main vertical structural members will run from the floor to 4.625" x 3.864" x 0.090" thick roof extrusions to provide a cage-like structure with the A-pillar and roof extrusions being welded into a 0.25" thick corner casting at each of the front corners of the roof assembly.

The front of the cab will be constructed of a 0.13" firewall plate, covered with a minimum 0.090" front skin thickness, and reinforced with a full width x 0.50" thick cross-cab support located just below the windshield and fully welded to the engine tunnel. The cross-cab support will run the full width of the cab and weld to each A-pillar, the 0.13" firewall plate, and the front skin.

The cab floors will be constructed of 0.125" thick aluminum plate and reinforced at the firewall with an additional 0.25" thick cross-floor support providing a total thickness of 0.375" of structural material at the front floor area. The front floor area will also be supported with two (2) triangular 0.30" wall extrusions that also provides the mounting point for the cab lift. This tubing will run from the floor wireway of the cab to the engine tunnel side plates, creating the structure to support the forces created when lifting the cab.

The cab will be 96.00" wide (outside door skin to outside door skin) to maintain maximum maneuverability.

The centerline of front axle to the rear of the cab will be 70.00" long.

The forward cab section will have an overall height (from the cab roof to the ground) of approximately 99.00". The crew cab section will have a 10.00" raised roof, with an overall cab height of approximately 109.00". The overall height listed will be calculated based on a truck configuration with the lowest suspension weight rating, the smallest diameter tires for the suspension, no water weight, no loose equipment weight, and no personnel weight. Larger tires, wheels, and suspension will increase the overall height listed.

The floor to ceiling height inside the crew cab will be 63.50" in the forward facing outboard positions and 54.50" in the forward facing center position.

The crew cab floor will measure 46.00" from the rear wall to the back side of the rear facing seat risers.

The medium block engine tunnel, at the rearward highest point (knee level), will measure 61.50" to the rear wall. The big block engine tunnel will measure 51.50" to the rear wall.

The crew cab will be a totally enclosed design with the interior area completely open to improve visibility and verbal communication between the occupants.

The cab will be a full tilt cab style.

A 3-point cab mount system with rubber isolators will improve ride quality by isolating chassis vibrations from the cab.

CAB ROOF DRIP RAIL

For enhanced protection from inclement weather, a drip rail will be furnished on the sides of the cab. The drip rail will be painted to match the cab roof, and bonded to the sides of the cab. The drip rail will extend the full length of the cab roof.

CAB PUMP ENCLOSURE

The rear of the cab will be made to house the fire pump below the forward facing crew cab seats. The cab side panels will be notched to accommodate the pump panel.

FENDER LINERS

Full circular inner fender liners in the wheel wells will be provided.

PANORAMIC WINDSHIELD

A one (1)-piece safety glass windshield will be provided with over 2,775 square inches of clear viewing area. The windshield will be full width and will provide the occupants with a panoramic view. The windshield will consist of three (3) layers: outer light, middle safety laminate, and inner light. The outer light layer will provide superior chip resistance. The middle safety laminate layer will prevent the windshield glass pieces from detaching in the event of breakage. The inner light will provide yet another chip resistant layer. The cab windshield will be bonded to the aluminum windshield frame using a urethane adhesive. A custom frit pattern will be applied on the outside perimeter of the windshield for a finished automotive appearance.

WINDSHIELD WIPERS

Three (3) electric windshield wipers with washer will be provided that meet FMVSS and SAE requirements.

The washer reservoir will be able to be filled without raising the cab.

ENGINE TUNNEL

Engine hood side walls will be constructed of 0.375" aluminum. The top will be constructed of 0.125" aluminum and will be tapered at the top to allow for more driver and passenger elbow room.

The engine hood will be insulated for protection from heat and sound. The noise insulation keeps the dBA level within the limits stated in the current edition of applicable NFPA standards.

The engine tunnel will be no higher than 17.00" off the crew cab floor.

INTERIOR CAB INSULATION

The cab will include 1.00" insulation in the ceiling, 1.50" insulation in the side walls, a minimum of 1.00" insulation in the crew cab floor, and 2.00" insulation in the rear wall to maximize acoustic absorption and thermal insulation.

CAB REAR WALL EXTERIOR COVERING

The exterior surface of the rear wall of the cab will be overlaid with bright aluminum treadplate except for areas that are not typically visible when the cab is lowered.

CAB LIFT

A hydraulic cab lift system will be provided consisting of an electric powered hydraulic pump, dual lift cylinders, and necessary hoses and valves.

Hydraulic pump will have a manual override for backup in the event of electrical failure.

Lift controls will be located on the right side pump panel or front area of the body in a convenient location.

The cab will be capable of tilting 43 degrees to accommodate engine maintenance and removal.

The cab will be locked down by a 2-point normally closed spring loaded hook type latch that fully engages after the cab has been lowered. The system will be hydraulically actuated to release the normally closed locks when the cab lift control is in the raised position and cab lift system is under pressure. When the cab is completely lowered and system pressure has been relieved, the spring loaded latch mechanisms will return to the normally closed and locked position.

The hydraulic cylinders will be equipped with a velocity fuse that protects the cab from accidentally descending when the control is located in the tilt position.

For increased safety, a redundant mechanical stay arm will be provided that must be manually put in place on the left side between the chassis and cab frame when the cab is in the raised position. This device will be manually stowed to its original position before the cab can be lowered.

Cab Lift Interlock

The cab lift system will be interlocked to the parking brake. The cab tilt mechanism will be active only when the parking brake is set and the ignition switch is in the on position. If the parking brake is released, the cab tilt mechanism will be disabled.

GRILLE

A bright finished aluminum mesh grille screen, inserted behind a bright finished grille surround, will be provided on the front center of the cab.

MIRRORS

A Retractable Aerodynamic, Model 613295, dual vision, motorized, west coast style mirror with chrome finish will be mounted on each side of the front cab door with spring loaded retractable arms. The flat glass and convex glass will be adjustable with a remote control within reach of the driver.

DOORS

To enhance entry and egress to the cab, the forward cab door openings will be a minimum of 37.50" wide x 63.37" high. The crew cab doors will be located on the sides of the cab and will be constructed in the same manner as the forward cab doors. The crew cab door openings will be a minimum of 34.30" wide x 73.25" high.

The forward cab and crew cab doors will be constructed of extruded aluminum with a nominal material thickness of 0.093". The exterior door skins will be constructed from 0.090" aluminum.

A customized, vertical, pull-down type door handle will be provided on the exterior of each cab door. The finish of the door handle will be chrome/black. The exterior handle will be designed specifically for the fire service to prevent accidental activation, and will provide 4.00" wide x 2.00" deep hand clearance for ease of use with heavy gloved hands.

Each door will also be provided with an interior flush, open style paddle handle that will be readily operable from fore and aft positions, and be designed to prevent accidental activation. The interior handles will provide 4.00" wide x 1.25" deep hand clearance for ease of use with heavy gloved hands.

The cab doors will be provided with both interior (rotary knob) and exterior (keyed) locks exceeding FMVSS standards. The keys will be Model 1041. The locks will be capable of activating when the doors are open or closed. The doors will remain locked if locks are activated when the doors are opened, then closed.

A full length, heavy duty, stainless steel, piano-type hinge with a 0.38" pin and 11 gauge leaf will be provided on all cab doors. There will be double automotive-type rubber seals around the perimeter of the door framing and door edges to ensure a weather-tight fit.

A chrome grab handle will be provided on the inside of each cab door for ease of entry.

A red webbed grab handle will be installed on the crew cab door stop strap. The grab handles will be securely mounted.

The bottom cab step at each cab door location will be located below the cab doors and will be exposed to the exterior of the cab.

Door Panels

The inner cab door panels will be constructed out of brushed stainless steel.

ELECTRIC OPERATED CAB DOOR WINDOWS

All four (4) cab doors will be equipped with electric operated windows with one (1) flush mounted automotive style switch on each door. The driver's door will have four (4) switches, one (1) to control each door window.

Each switch will allow intermittent or auto down operation for ease of use. Auto down operation will be actuated by holding the window down switch for approximately 1 second.

CAB STEPS

A dual step will be provided below each cab and crew cab door. The steps will be designed with a grip pattern punched into bright aluminum treadplate material providing support, slip resistance, and drainage. The steps will be a bolt-in design to minimize repair costs should they need to be replaced. The forward cab steps will be a minimum 25.00" wide, and the crew cab steps will be 21.50" wide with a 7.00" minimum depth. The step design raises the middle step higher and closer to the cab floor, resulting in a 12.50" distance from the step to cab floor in the cab and a 10.25" distance from the step to cab floor in the crew cab. Stepping distances from the ground to first step will be approximately 14.00" and from first step to middle step will be approximately 12.00".

The vertical surface of the upper step well will be aluminum treadplate.

The first step will be lit by a white 12 volt DC LED light provided on the step.

CAB EXTERIOR HANDRAILS

A 1.25" diameter slip-resistant, knurled aluminum handrail will be provided adjacent to each cab and crew cab door opening to assist during cab ingress and egress.

STEP LIGHTS

There will be six (6) white LED step lights with chrome housing installed for cab and crew cab access steps.

- One (1) light for the left side cab access steps.
- Two (2) lights for the left side crew cab access steps.
- Two (2) lights for the right side crew cab access steps.
- One (1) light for the right side cab access step.

In order to ensure exceptional illumination, each light will provide a minimum of 25 foot-candles (fc) covering an entire 15" x 15" square placed ten (10) inches below the light and a minimum of 1.5 fc covering an entire 30" x 30" square at the same ten (10) inch distance below the light.

The lights will be activated when the battery switch is on and the adjacent door is opened.

FENDER CROWNS

Stainless steel fender crowns will be installed at the cab wheel openings.

GRAB HANDLE(S)

There will be two (2) black offset rubber covered grab handle(s) mounted One (1) on the driver's and passenger's side interior door panel (upper forward corner) to assist in entering the cab and/or crew cab. The grab handle(s) will be securely mounted.

HANDRAILS BELOW CAB WINDSHIELD

A 10.00" long x 1.25" diameter handrail will be mounted below the front cab windshield, one (1) on each side. The handrails will be extruded aluminum with a ribbed design to provide a positive gripping surface.

RIGHT SIDE ROLLUP CREW CAB DOOR WINDOW TINT

The rollup window in the right side crew cab door will be tinted privacy dark gray.

RIGHT SIDE UPPER CREW CAB DOOR WINDOW TINT

The upper window in the right side crew cab door will be tinted privacy dark gray.

LEFT SIDE UPPER CREW CAB DOOR WINDOW TINT

The upper window in the left side crew cab door will be tinted privacy dark gray.

LEFT SIDE ROLLUP CREW CAB DOOR WINDOW TINT

The rollup window in the left side crew cab door will be tinted privacy dark gray.

WINDOW PROTECTOR BARS, CREW CAB DOORS

A knurled window protector bar will be installed on each crew cab door, 2.00" above the bottom of the window opening. The bar will extend from the front of the crew cab door to the rear of the crew cab door, mounted as close to the door frame as possible. The ends will be angled 45 degrees.

CAB DASH

The driver side dash, switch panel located to the right of the driver, and center console will be an easily removable high impact resistant polymer cover.

The instrument gauge cluster will be surrounded with a high impact ABS plastic contoured to the same shape of the instrument gauge cluster.

The officer side dash will be a flat top design with an upper beveled edge to provide easy maintenance and will be constructed out of aluminum and painted to match the cab interior.

MOUNTING PLATE ON ENGINE TUNNEL

Equipment installation provisions will be installed on the engine tunnel.

A 0.188" smooth aluminum plate will be bolted to the top surface of the engine tunnel. The plate will follow the contour of the engine tunnel and will run the entire length of the engine tunnel. The plate will be spaced off the engine tunnel 1.00" to allow for wire routing below the plate.

The mounting surface will be painted to match the cab interior.

MOUNTING PLATE(S)

There will be one (1) as wide and tall as possible pegboard mounting plate(s) provided and installed on the PS rear wall between the outer wall and the Forward facing seats. The plate will be 0.188" thick with .203" diameter holes, punched 1.00" on center in a pegboard pattern. The mounting surface will be painted to match the cab interior. The plates(s) will be mounted on 1.00" spacer stand-offs.

CAB INTERIOR

The cab interior will be constructed of primarily metal (painted aluminum) to withstand the severe duty cycles of the fire service.

The engine tunnel will be padded and covered, on the top and sides, with black Imperial 1200 vinyl coated polyester.

For durability and ease of maintenance, the cab interior side walls will be painted aluminum. The rear wall will be painted aluminum.

The headliner will be installed in both forward and rear cab sections. Headliner material will be Imperial 1200 vinyl coated polyester. A sound barrier will be part of its composition. Material will be installed on an aluminum sheet and securely fastened to interior cab ceiling.

The forward portion of the cab headliner will permit easy access for service of electrical wiring or other maintenance needs.

All wiring will be placed in metal raceways.

CAB INTERIOR UPHOLSTERY

The cab interior upholstery will be black.

CAB INTERIOR PAINT

The cab interior metal surfaces, excluding the rear heater panels, will be painted black, vinyl texture paint.

The rear heater panels will be painted black, vinyl textured paint.

CAB FLOOR

A small blister will be provided at the rear of the engine tunnel for chassis components.

The cab and crew cab floor areas will be covered with Polydamp™ acoustical floor mat consisting of a black pyramid rubber facing and closed cell foam decoupler.

The top surface of the material has a series of raised pyramid shapes evenly spaced, which offer a superior grip surface. Additionally, the material has a 0.25" thick closed cell foam (no water absorption) which offers a sound dampening material for reducing sound levels.

DEFROST/AIR CONDITIONING SYSTEM

A ceiling mounted combination heater, defroster and air conditioning system will be installed in the cab above the engine tunnel area.

Cab Defroster

A 54,000 BTU heater-defroster unit with 690 SCFM of air flow will be provided inside the cab. The heater-defrost will be installed in the forward portion of the cab ceiling. Air outlets will be strategically located in the cab header extrusion per the following:

- One (1) adjustable outlet directed towards the left side cab window.
- One (1) adjustable outlet directed towards the right side cab window.
- Six (6) fixed outlets directed at the windshield.

The defroster will be capable of clearing 98 percent of the windshield and side glass when tested under conditions where the cab has been cold soaked at 0 degrees Fahrenheit for 10 hours, and a 2 ounce per square inch layer of frost/ice has been able to build up on the exterior windshield. The defroster system will meet or exceed SAE J382 requirements.

Cab/Crew Auxiliary Heater

There will be one (1) 31,000 BTU auxiliary heater with 560 SCFM of air flow provided in each outboard rear facing seat riser with a dual scroll blower. An aluminum plenum incorporated into the cab structure to be used to transfer heat to the forward positions.

Air Conditioning

A condenser will be a 59,644 BTU output that meets and exceeds the performance specification will be mounted on the radiator.

The air conditioning system will be capable of cooling the average cab temperature from 100 degrees Fahrenheit to 75 degrees Fahrenheit at 50 percent relative humidity within 30 minutes. The cooling

performance test will be run only after the cab has been heat soaked at 100 degrees Fahrenheit for a minimum of 4 hours.

The evaporator unit will be installed in the rear portion of the cab ceiling over the engine tunnel. The evaporator will include one (1) high performance heating core, one (1) high performance cooling core with (1) plenum directed to the front and one (1) plenum directed to the rear of the cab. The rear plenum will be covered with a formed plastic cover.

The evaporator unit will have a 52,000 BTU at 690 SCFM rating that meets and exceeds the performance specifications.

Adjustable air outlets will be strategically located on the forward plenum cover per the following:

- Four (4) outlets directed towards the seating position on the left side of the cab.
- Four (4) outlets directed towards the seating position on the right side of the cab.

Adjustable air outlets will be strategically located on the rear plenum cover per the following:

- Minimum of five (5) outlets directed towards crew cab area.

A high efficiency particulate air (HEPA) filter will be included for the system. Access to the filter cover will be hinged with two (2) thumb latches.

The air conditioner refrigerant will be R-134A and will be installed by a certified technician.

Climate Control

An automotive style controller will be provided to control the heat and air conditioning system within the cab. The controller will have three (3) functional knobs for fan speed, temperature, and air flow distribution (front to rear) control.

The system will control the temperature of the cab and crew cab automatically by pushing the center of the fan speed control knob. Rotate the center temperature control knob to set the cab and crew cab temperature.

The AC system will be manually activated by pushing the center of the temperature control knob. Pushing the center of the air flow distribution knob will engage the AC for max defrost, setting the fan speeds to 100 percent and directing all air flow to the overhead forward position.

The system controller will be located within panel position #12.

Gravity Drain Tubes

Two (2) condensate drain tubes will be provided for the air conditioning evaporator. The drip pan will have two (2) drain tubes plumbed separately to allow for the condensate to exit the drip pan. No pumps will be provided.

SUN VISORS

Two (2) smoked Lexan™ sun visors will be provided. The sun visors will be located above the windshield with one (1) mounted on each side of the cab.

There will be no retention bracket provided to help secure each sun visor in the stowed position.

GRAB HANDLE

A black rubber covered grab handle will be mounted on the door post of the driver and officer's side cab door to assist in entering the cab. The officer's side grab handle will be mounted on the lower portion of the door post. The grab handle will be securely mounted to the post area between the door and windshield.

ENGINE COMPARTMENT LIGHTS

There will be one (1) Whelen, Model 3SC0CDCR, 12 volt DC, 3.00" white LED light(s) with Whelen, Model 3FLANGEC, chrome flange kit(s) installed under the cab to be used as engine compartment illumination.

These light(s) will be activated automatically when the cab is raised.

ACCESS TO ENGINE DIPSTICKS

For access to the engine oil and transmission fluid dipsticks, there will be a door on the engine tunnel, inside the crew cab. The door will be on the rear wall of the engine tunnel, on the vertical surface.

The engine oil dipstick will allow for checking only. The transmission dipstick will allow for both checking and filling.

The door will have a rubber seal for thermal and acoustic insulation. One (1) flush lift and turn latch will be provided on the access door.

MAP BOX

One (1) long map box with two (2) partitions will be installed to create a three (3) bin box open from top. The overall map box size will be 6" wide x as long as possible between the A/C drains - should be able to hold at least 3 books - 12" between dividers. long x 8" deep and will then be divided into three (3) equal bins by use of permanent partitions.

The map box will be constructed of 0.125" aluminum and will be painted to match the cab interior.

There will be a quantity of one (1).

The map box will on the front side of the rear facing engine tunnel cabinet (facing forward).

SEATING CAPACITY

The seating capacity of the vehicle (including tiller cab and belted seat positions in the rescue body) will be five (5).

DRIVER SEAT

A seat will be provided in the cab for the driver. The seat design will be a cam action type, with air suspension. For increased convenience, the seat will include a manual control to adjust the horizontal position (6.00" travel). The manual horizontal control will be a towel-bar style located below the forward part of the seat cushion. To provide flexibility for multiple driver configurations, the seat will have an adjustable reclining back. The seat back will be a high back style with side bolster pads for maximum

support. For optimal comfort, the seat will be provided with 17.00" deep foam cushions designed with EVC (elastomeric vibration control).

The seat will be furnished with a 3-point, shoulder type seat belt.

OFFICER SEAT

A seat will be provided in the cab for the passenger. The seat will be a fixed type with no suspension. For optimal comfort, the seat will be provided with 17.00" deep foam cushions designed with EVC (elastomeric vibration control).

The seat back will be an SCBA back style with 5 degree fixed recline angle. The SCBA cavity will be adjustable from front to rear in 1.00" increments, to accommodate different sized SCBA cylinders. Moving the SCBA cavity will be accomplished by unbolting, relocating, and re-bolting it in the desired location.

The seat will be furnished with a 3-point, shoulder type seat belt.

RADIO COMPARTMENT

A radio compartment will be provided under the officer's seat.

The inside compartment dimensions will be 16.00" wide x 7.50" high x 15.00" deep, with the back of the compartment angled up to match the cab structure.

A drop-down door with one (1) flush lift and turn latch will be provided for access.

The compartment will be constructed of smooth aluminum and painted to match the cab interior.

REAR FACING LEFT SIDE CABINET

A rear facing cabinet will be provided in the crew cab at the left side outboard position. The upper left wall will be angled to include the wireway.

The cabinet will be 23.00" wide x 53.00" high x 26.75" deep. The interior door will be web netting. The netting is to be made with 2.00" wide nylon material with 2.00" openings permanently fastened on the bottom with seat belt buckle fasteners on the top to secure it. The interior clear door opening of the cabinet will be 16.00" wide x 50.00" high.

The cabinet will also provide access from outside the cab with one (1) double pan door painted to match the cab exterior with a non-locking D-ring latch. A web strap will be provided as a door stop. The door will be located on the side of the cab over the wheelwell. The clear door opening will be 17.00" wide x 34.00" high.

The cabinet will include two (2) infinitely adjustable shelves with a 0.75" up-turned lip painted to match the cab interior.

The cabinet will include no louvers.

The exterior access will be provided with a polished stainless steel scuffplate on the lower door frame.

The cabinet will be constructed of smooth aluminum and painted to match the cab interior.

Cabinet Light

There will be one (1) white Amdor LED strip light installed on the right side of the exterior cabinet door opening and one (1) red Amdor LED strip light installed on the left side of the interior cabinet door opening. The lighting will be controlled by a rocker switch on the front of the cabinet and an automatic door switch.

REAR FACING RIGHT SIDE CABINET

A rear facing cabinet will be provided in the crew cab at the right side outboard position. The upper right wall will be angled to include the wireway.

The cabinet will be 22.00" wide x 53.00" high x 26.75" deep. The interior door will be web netting. The netting is to be made with 2.00" wide nylon material with 2.00" openings permanently fastened on the bottom with seat belt buckle fasteners on the top to secure it. The interior clear door opening will be 15.00" wide x 50.00" high.

The cabinet will include two (2) infinitely adjustable shelves with a 0.75" up-turned lip painted to match the cab interior.

The cabinet will include no louvers.

The cabinet will also provide access from outside the cab with one (1) double pan door painted to match the cab exterior with a non-locking D-ring latch. The door will be located on the side of the cab over the wheelwell. A web strap will be provided as a door stop. The exterior clear door opening will be 17.00" wide x 34.00" high.

The exterior access will be provided with a polished stainless steel scuffplate on the lower door frame.

The cabinet will be constructed of smooth aluminum and painted to match the cab interior.

Cabinet Light

There will be one (1) red Amdor LED strip light installed on the right side of the interior cabinet door opening and one (1) white Amdor LED strip light installed on the left side of the exterior cabinet door opening. The lighting will be controlled by an automatic door switch and a rocker switch on the front of the cabinet.

FORWARD FACING DRIVER SIDE OUTBOARD SEAT

There will be one (1) forward facing flip-up seat provided at the driver side outboard position in the crew cab. The seat back will have a plywood backing, covered with foam padded upholstery. The seat bottom will be constructed of a piece of plywood covered with foam rubber and upholstery. The bottom cushion will have its bottom covered with brushed stainless steel, for a pleasant appearance when the seat bottom is in the up position.

The seat will be furnished with a 3-point, shoulder type seat belt.

FORWARD FACING CENTER SEATS

There will be two (2) forward facing seats provided at the center position in the crew cab. The left side seat will be located in the standard position. The right side seat will be spaced an additional 8.25"

outboard from standard to provide more room for each occupant. For optimal comfort, the seats will be provided with 15.00" deep foam cushions designed with EVC (elastomeric vibration control).

The seat back will be an SCBA style with 90 degree back. The SCBA cavity will be adjustable from front to rear in 1.00" increments to accommodate different sized SCBA cylinders. Moving the SCBA cavity will be accomplished by unbolting, relocating, and re-bolting it in the desired location.

The seats will be furnished with a 3-point, shoulder type seat belt.

CABINET MOUNTED ON ENGINE TUNNEL

A rear facing cabinet will be provided on the top rear of the engine tunnel.

The cabinet will be 45.00" wide x 15.00" high x 18.00" deep at the top. The cabinet will taper to match the angle of the tunnel so that the cabinet is flush with the rear of the engine tunnel.

The interior door will be web netting. The netting will be made with 1.00" wide nylon material with 2.00" openings. The nylon webbing will be permanently fastened at the bottom side of the cabinet and have 1.00" cam buckle fasteners on the opposite side to secure it. The clear door opening of the cabinet will be 42.50" wide x 12.00" high.

The cabinet will include no adjustable shelves or trays in the cabinet interior.

The cabinet will include no louvers.

The cabinet will be constructed of smooth aluminum, and painted to match the cab interior.

Cabinet Light

There will be one (1) red Amdor LED strip light installed horizontally above the interior cabinet door opening. The lighting will be controlled by a rocker switch centered above the door opening.

SEAT UPHOLSTERY

All seat upholstery will be leather grain 36 oz black vinyl resistant to oil, grease and mildew. The cab and tiller cab (if applicable) will have five (5) seating positions.

AIR BOTTLE HOLDERS

All SCBA type seats in the cab will have a "Hands-Free" auto clamp style bracket in its backrest. For efficiency and convenience, the bracket will include an automatic spring clamp that allows the occupant to store the SCBA bottle by simply pushing it into the seat back. For protection of all occupants in the cab, in the event of an accident, the inertial components within the clamp will constrain the SCBA bottle in the seat and will exceed the NFPA standard of 9G.

There will be a quantity of three (3) SCBA brackets.

SEAT BELTS

All cab and tiller cab (if applicable) seating positions will have red seat belts. To provide quick, easy use for occupants wearing bunker gear, the female buckle and seat belt webbing length will meet or exceed the current edition of applicable NFPA and CAN/ULC - S515 standards.

The 3-point shoulder type seat belts will include height adjustment. This adjustment will optimize the belts effectiveness and comfort for the seated firefighter. The 3-point shoulder type seat belts will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.

The 3-point shoulder type belts will also include the ReadyReach® D-loop assembly to the shoulder belt system. The ReadyReach feature adds an extender arm to the D-loop location placing the D-loop in a closer, easier to reach location.

Any flip up seats will include a 3-point shoulder type belts only.

To ensure safe operation, the seats will be equipped with seat belt sensors in the seat cushion and belt receptacle that will activate an alarm indicating a seat is occupied but not buckled.

HELMET STORAGE

Helmet storage will be located in a body compartment.

CAB DOME LIGHTS

There will be four (4) dual LED dome lights with black bezels provided. Two (2) lights will be mounted above the inside shoulder of the driver and officer and two (2) lights will be installed and located, one (1) on each side of the crew cab.

The color of the LED's will be red and white.

The white LED's will be controlled by the door switches and the lens switch.

The color LED's will be controlled by the lens switch.

All dome lights on the apparatus will be illuminated per the current edition of applicable NFPA standards per seating position.

PORTABLE HAND LIGHTS PROVIDED BY FIRE DEPARTMENT

The hand lights are not on the apparatus as manufactured. The fire department will provide and mount these hand lights.

CAB INSTRUMENTATION

The cab instrument panel will include gauges, telltale indicator lamps, control switches, alarms, and a diagnostic panel. The function of the instrument panel controls and switches will be identified by a label adjacent to each item. Actuation of the headlight switch will illuminate the labels in low light conditions. Telltale indicator lamps will not be illuminated unless necessary. The cab instruments and controls will be conveniently located within the forward cab section, forward of the driver. The gauge assembly and switch panels are designed to be removable for ease of service and low cost of ownership.

Gauges

The gauge panel will include the following ten (10) black faced gauges with black bezels to monitor vehicle performance:

- Voltmeter gauge (volts):
 - Low volts (11.8 VDC)
 - Amber telltale light on indicator light display with steady tone alarm
 - High volts (15.5 VDC)
 - Amber telltale light on indicator light display with steady tone alarm
- Engine Tachometer (RPM)
- Speedometer MPH (Major Scale), KM/H (Minor Scale)
- Fuel level gauge (Empty - Full in fractions):
 - Low fuel (1/8 full)
 - Amber indicator light in gauge dial with steady tone alarm
- Engine Oil pressure Gauge (PSI):
 - Low oil pressure to activate engine warning lights and alarms
 - Red indicator light in gauge dial with steady tone alarm
- Front Air Pressure Gauges (PSI):
 - Low air pressure to activate warning lights and alarm
 - Red indicator light in gauge dial with steady tone alarm
- Rear Air Pressure Gauges (PSI):
 - Low air pressure to activate warning lights and alarm
 - Red indicator light in gauge dial with steady tone alarm
- Transmission Oil Temperature Gauge (Fahrenheit):
 - High transmission oil temperature activates warning lights and alarm
 - Amber indicator light in gauge dial with steady tone alarm
- Engine Coolant Temperature Gauge (Fahrenheit):
 - High engine temperature activates an engine warning light and alarms
 - Red indicator light in gauge dial with steady tone alarm
- Diesel Exhaust Fluid Level Gauge (Empty - Full in fractions):
 - Low fluid (1/8 full)
 - Amber indicator light in gauge dial

Indicator Lamps

To promote safety, the following telltale indicator lamps will be located on the instrument panel in clear view of the driver. The indicator lamps will be "dead-front" design that is only visible when active. The colored indicator lights will have descriptive text or symbols.

The following amber telltale lamps will be present:

- Low coolant
- Trac cntl (traction control) (where applicable)
- Check engine
- Check trans (check transmission)
- Air rest (air restriction)
- DPF (engine diesel particulate filter regeneration)
- HET (engine high exhaust temperature) (where applicable)
- ABS (antilock brake system)

- MIL (engine emissions system malfunction indicator lamp) (where applicable)
- Regen inhibit (engine emissions regeneration inhibit) (where applicable)
- Side roll fault (where applicable)
- Front air bag fault (where applicable)
- Aux brake overheat (auxiliary brake overheat) (where applicable)
- The following red telltale lamps will be present:
 - Ladder rack down
 - Parking brake
 - Stop engine
- The following green telltale lamps will be present:
 - Left turn
 - Right turn
 - Battery on
 - Ignition
 - Aux brake (auxiliary brake engaged) (where applicable)
- The following blue telltale lamps will be present:
 - High beam

Alarms

Audible steady tone warning alarm: A steady audible tone alarm will be provided whenever a warning condition is active.

Indicator Lamp and Alarm Prove-Out

A system will be provided which automatically tests telltale indicator lights and alarms located on the cab instrument panel. Telltale indicators and alarms will perform prove-out for 3 to 5 seconds when the ignition switch is moved to the on position with the battery switch on.

Control Switches

For ease of use, the following controls will be provided immediately adjacent to the cab instrument panel within easy reach of the driver. All switches will have backlit labels for low light applications.

Headlight/Parking light switch: A three (3)-position maintained rocker switch will be provided. The first switch position will deactivate all parking and headlights. The second switch position will activate the parking lights. The third switch will activate the headlights.

Panel back lighting intensity control switch: A three (3)-position momentary rocker switch will be provided. Pressing the top half of the switch, "Panel Up" increases the panel back lighting intensity and pressing the bottom half of the switch, "Panel Down" decreases the panel back lighting intensity. Pressing the half or bottom half of the switch several times will allow back lighting intensity to be gradually varied from minimum to maximum intensity level for ease of use.

Ignition switch: A three (3)-position maintained/momentary rocker switch will be provided. The first switch position will turn off and deactivate vehicle ignition. The second switch position will activate vehicle ignition and will perform prove-out on the telltale indicators and alarms for 3 to 5 seconds after the switch is turned on. A green indicator lamp is activated with vehicle ignition. The third momentary

position will temporarily silence all active cab alarms. An alarm "chirp" may continue as long as alarm condition exists. Switching ignition to off position will terminate the alarm silence feature and reset function of cab alarm system.

Engine start switch: A two (2)-position momentary rocker switch will be provided. The first switch position is the default switch position. The second switch position will activate the vehicle's engine. The switch actuator is designed to prevent accidental activation.

Hazard switch will be provided on the instrument panel or on the steering column.

Heater, defrost, and air conditioning control panel.

Turn signal arm: A self-canceling turn signal with high beam headlight controls.

Windshield wiper control will have high, low, and intermittent modes.

Parking brake control: An air actuated push/pull park brake control.

Chassis horn control: Activation of the chassis horn control will be provided through the center of the steering wheel.

High idle engagement switch: A maintained rocker switch with integral indicator lamp will be provided. The switch will activate and deactivate the high idle function. The "OK To Engage High Idle" indicator lamp must be active for the high idle function to engage. A green indicator lamp integral to the high idle engagement switch will indicate when the high idle function is engaged.

"OK To Engage High Idle" indicator lamp: A green indicator light will be provided next to the high idle activation switch to indicate that the interlocks have been met to allow high idle engagement.

Emergency switching will be controlled by a single Emergency Master switch which controls all emergency warning lights including lightbars, cab warning lights, body warning lights and high beam flash if applicable.

An additional "Emergency Master" button will be provided on the lower left hand corner of the gauge panel to allow convenient control of the "Emergency Master" system from inside the driver's door when standing on the ground.

Custom Switch Panels

The design of cab instrumentation will allow for emergency lighting and other switches to be placed within easy reach of the operator thus improving safety. There will be positions for up to four (4) switch panels in the lower instrument console and up to six (6) switch panels in the overhead visor console. All switches have backlit labels for low light conditions.

Diagnostic Panel

A diagnostic panel will be provided and accessible while standing on the ground. The panel will be located inside the driver's side door left of the steering column. The diagnostic panel will allow diagnostic tools such as computers to connect to various vehicle systems for improved troubleshooting

providing a lower cost of ownership. Diagnostic switches will allow ABS systems to provide blink codes should a problem exist.

The diagnostic panel will include the following:

- ENGINE/TRANSMISSION/ABS J1939 Diagnostic Port
- ABS Diagnostic Switch and Indicator - The switch and amber indicator will allow access to diagnostic mode and display of standard ABS system fault blink codes that may be generated by the ABS system
- DPF REGEN (Diesel Particulate Filter Regeneration Switch) (where applicable) will be provided to request regeneration of the engine emission system. An amber indicator will be provided on top of the switch that will illuminate in a "CHECK ENGINE" condition
- REGEN INHIBIT (Diesel Particulate Filter Regeneration Inhibit Switch) (where applicable) will be provided that will request that regeneration be temporarily prevented. A green indicator will be provided on top of the Regen Inhibit switch that will illuminate when the Regen Inhibit feature is active. Regen Inhibit will be disabled upon cycling of the ignition switch to the off state.

AIR RESTRICTION INDICATOR

A high air restriction warning indicator light (electronic) will be provided.

"DO NOT MOVE APPARATUS" INDICATOR

A flashing red indicator light, located in the driving compartment, will be illuminated automatically per the current NFPA requirements. The light will be labeled "Do Not Move Apparatus If Light Is On."

The same circuit that activates the Do Not Move Apparatus indicator will activate a steady tone alarm when the parking brake is released.

SWITCH PANELS

The built-in switch panels will be located in the lower console or overhead console of the cab. Switches will be rocker type with an indicator light, of which is an integral part of the switch.

WIPER CONTROL

Wiper control will consist of a two (2)-speed windshield wiper control with intermittent feature and windshield washer controls. The control will be located on the left side of the center instrument panel.

The wipers will be interlocked to the parking brake. The wipers will terminate operation when the parking brake is set.

SPARE CIRCUIT

There will be one (1) pair of wires, including a positive and a negative, installed on the apparatus.

The wires will have the following features:

- The positive wire will be connected directly to the battery power.
- The negative wire will be connected to ground.
- Wires will be capable of carrying 20 amps.
- Power and ground will terminate (1) In RS3 located in the Upper RH Corner on the back wall.

- Termination will be to a Blue Sea System, Model 5026, 12 circuit with negative bus bar, straight blade fuse block. The terminal block will include a cover with circuit labels.

Wires will be protected to meet the NFPA Automotive Fire Apparatus standard.

Battery direct loads cannot be Load Managed

SPARE CIRCUIT

There will be two (2) pair of wires, including a positive and a negative, installed on the apparatus.

The wires will have the following features:

- The positive wire will be connected directly to the battery switched power.
- The negative wire will be connected to ground.
- Wires will be capable of carrying 20 amps.
- Power and ground will terminate (1) in cab on the Pegboard on the PS inside rear wall as high as possible on the Upper LH corner - (1) behind the officer's seat on the backside of the EMS compartment towards engine tunnel.
- Termination will be to a Blue Sea System, Model 5026, 12 circuit with negative bus bar, straight blade fuse block. The terminal block will include a cover with circuit labels.

Wires will be protected to meet the NFPA Automotive Fire Apparatus standard.

This circuit(s) may be load managed when the parking brake is set.

SPARE CIRCUIT

There will be one (1) pair of wires, including a positive and a negative, installed on the apparatus.

The wires will have the following features:

- The positive wire will be connected directly to the battery power.
- The negative wire will be connected to ground.
- Wires will be capable of carrying 15 amps.
- Power and ground will terminate on the Officer's side of the dash in position # 139.
- Termination will be with 15 amp, power point plug with rubber cover.
- Wires will be protected to meet the NFPA Automotive Fire Apparatus standard.

Battery direct loads cannot be Load Managed.

SPARE CIRCUIT

There will be one (1) pair of wires, including a positive and a negative, installed on the apparatus.

The wires will have the following features:

- The positive wire will be connected directly to the battery power
- The negative wire will be connected to ground
- Wires will be capable of carrying 30 amps
- Power and ground will terminate behind officer seat

- Termination will be a 10 foot Motorola HKN4191 power cord kit
- Wires will be protected to meet the NFPA Automotive Fire Apparatus standard

This circuit(s) may be load managed when the parking brake is set.

Wire will extend out with 36" of reach.

SPARE CIRCUIT

There will be two (2) pair of wires, including a positive and a negative, installed on the apparatus.

The wires will have the following features:

- The positive wire will be connected directly to the battery switched power.
- The negative wire will be connected to ground.
- Wires will be capable of carrying 5 amps.
- Power and ground will terminate One (1) behind IP #13 and One (1) inside the radio box located on the pump panel (RS recessed box).
- Termination will be with heat shrinkable butt splicing.

Wires will be protected to meet the NFPA Automotive Fire Apparatus standard.

This circuit(s) may be load managed when the parking brake is set.

SPARE CIRCUIT

There will be one (1) pair of wires, including a positive and a negative, installed on the apparatus.

The wires will have the following features:

- The positive wire will be connected directly to the battery power.
- The negative wire will be connected to ground.
- Wires will be capable of carrying 2.0 amps.
- Power and ground will terminate Officer's Side Dash in position # 132.
- Termination will be a Blue Sea Systems part number 1016 dual USB charger socket.
- Wires will be protected to meet the NFPA Automotive Fire Apparatus standard.

Battery direct loads cannot be Load Managed

INFORMATION CENTER

There will be a LCD display integral to the cab gauge panel provided that will display the following information:

- Total distance
- Trip distance
- Total hours
- Trip hours
- PTO "A" hours
- PTO "B" hours

COLLISION MITIGATION

There will be a HAAS Alert®, Model HA7 Responder-to-Vehicle (R2V) collision avoidance system provided on the apparatus. The HA7 cellular transponder module will be installed behind the cab windshield, as high and near to the center as practical, to allow clear visibility to the sky. The module dimensions are 5.40" long x 2.70" wide x 1.30" high, and operating temperature range is -40 degrees Celsius to 85 degrees Celsius.

The transponder will be connected to the vehicle's emergency master circuit and battery direct power and ground.

While responding with emergency lights on, the HA7 transponder sends alert messages via cellular network to motorists in the vicinity of the responding truck that are equipped with the WAZE app.

While on scene with emergency lights on, the HA7 transponder sends road hazard alerts to motorists in the vicinity of the truck that are equipped with the WAZE app.

The HA7 Responder-to-Vehicle (R2V) collision avoidance system will include the transponder and a 5 year cellular plan subscription.

Activation of the HAAS Alert system requires a representative of the customer to accept the End User License Agreement (EULA) via an on-line portal.

VEHICLE DATA RECORDER

There will be a vehicle data recorder (VDR) capable of reading and storing vehicle information provided.

The information stored on the VDR can be downloaded through a USB port mounted in a convenient location determined by cab model. A USB cable can be used to connect the VDR to a laptop to retrieve required information. The program to download the information from the VDR will be available to download on-line.

The vehicle data recorder will be capable of recording the following data via hardwired and/or CAN inputs:

- Vehicle Speed - MPH
- Acceleration - MPH/sec
- Deceleration - MPH/sec
- Engine Speed - RPM
- Engine Throttle Position - % of Full Throttle
- ABS Event - On/Off
- Seat Occupied Status - Yes/No by Position
- Seat Belt Buckled Status - Yes/No by Position
- Master Optical Warning Device Switch - On/Off
- Internal clock syncs the time and date when a laptop is connected

Seat Belt Monitoring System

A seat belt monitoring system (SBMS) will be provided. The SBMS will be capable of monitoring up to 10 seating positions indicating the status of each seat position per the following:

- Seat Occupied & Buckled = Green LED indicator illuminated
- Seat Occupied & Unbuckled = Red LED indicator with audible alarm
- No Occupant & Buckled = Red LED indicator with audible alarm
- No Occupant & Unbuckled = No indicator and no alarm
- FAULT = Blue LED indicator illuminated

The SBMS will include an audible alarm that will warn that an unbuckled occupant condition exists and the parking brake is released, or the transmission is not in park.

INTERCOM SYSTEM

A four (4) position David Clark, Model U3800, intercom system with single radio interface at the driver and officer positions with remote radio push-to-talk buttons located The Driver's side will be located centered on IP Panel # 8 and the Officer's side will be located on Officer's side dash in IP layout # 124 will be provided. Two (2) crew cab inboard seating positions will have intercom only. There will be one (1) outboard seating position that will not have a intercom position.

The following components will be supplied with this system,

- One (1) U3805 Radio Cord Junction Module
- Two (2) U3815 Radio Interface Modules (Driver, Officer)
- Two (2) Remote Radio Push To Talk
- One (1) U3800 Intercom Unit (2 Crew)
- One (1) C3820 Power Cable
- All necessary cables and connectors

RADIO / INTERCOM INTERFACE INCLUDED

All radio interfaced stations will have universal radio interfaces installed. The interface wiring will be routed within the cab to terminate behind dash panel # 14 .

OVER THE HEAD HEADSET

There will be four (4) over the head headset(s) provided Driver, Officer, Two (2) forward facing inboard crew cab seats.

Each David Clark, Model H3432, headset will feature:

- 5' Coiled cord
- Noise cancelling electric microphone
- Flexible microphone boom rotates 200 degrees for left or right dress
- Microphone on/off button
- Comfort Gel Earseals
- 23 dB noise reduction

HEADSET HANGERS

There will be five (5) headset hanger(s) shipped with loose equipment. The hanger(s) will meet the current edition of applicable NFPA standards for equipment mounting.

2-WAY RADIO REMOTE HEAD CABLE

There will be one (1) Motorola, Model HKN6167, remote two-way radio, 50 foot cable(s) provided. The cable will be routed from behind the officer's seat to inside the recessed radio box on the Pump Panel (RS recessed box).

2-WAY RADIO REMOTE HEAD CABLE

There will be one (1) Motorola, Model HKN-6169, remote two-way radio, 17 foot cable(s) provided. The cable will be routed from behind the officer's seat to Behind IP location # 14.

RADIO ANTENNA MOUNT

There will be one (1) standard 1.125", 18 thread antenna-mounting base(s) installed on the Officer's side roof on the cab roof with high efficiency, low loss, coaxial cable(s) routed to behind the officer seat. A weatherproof cap will be installed on the mount.

FRONT, SIDE, AND REAR VISION SYSTEM WITH MDVR

Cameras will be located as follows:

- One (1) color video camera with microphone located at the rear of the vehicle, pointing rearward, automatically displayed when the apparatus is put into reverse
- One (1) color video camera with microphone located at the front of the vehicle, pointing forward, manually displayed only
- One (1) color video camera located on the right side of the cab, pointing rearward, automatically displayed with the right turn signal
- One (1) color video camera located on the left side of the cab, pointing rearward, automatically displayed with the left turn signal

The camera images will be displayed on a 7" High Definition (HD) quad screen monitor,

All cameras will simultaneously record to a four (4) channel digital video recorder with the ignition switch activated.

The recorder will include;

- Heavy-Duty high quality MDVR recorder supports 4 channel AHD 1080P input and HD 1080P VGA output
- mixed-resolution recording, with 10 seconds pre-recording function
- Multiple trigger recording modes: power on trigger, timer trigger, motion trigger, G-sensor trigger, over-speeding trigger, 6-channel customized alarm input trigger, and panic button trigger recording
- 3G/4G/WIFI/GPS tracking and G-sensor nine-axis acceleration sensor technology
- Real-time remote monitoring
- With WiFi downloading
- Support Max.128GB SD card and 2T SSD for data storage

- Support dual stream technology, and sub-stream network transmission
- Support G-sensor acceleration sensor
- Well protected by super-capacitor
- IP69K Waterproof and MIL-STD 810G shockproof

-SOLID STATE HARD DRIVE SATA 1 TB High quality standard 2.5 SATA 1TB internal Hard Drive

There will be a panic button makes it easier to trigger alarm and recording for an emergency by pushing a single button.

The panic button has four main features including LED indicators, emergency button, buzzer alarm and infrared function.

Any additional programming is the responsibility of the end user.

The following Zone Defense components will be included:

- Two (2) Zone Defense model CAM-313C rear color camera
- Two (2) Zone Defense model CAM-313MS side color cameras
- One (1) M-4009-PR 7" Touch-Screen Monitor
- One (1) R.AVS.400B.V2, R-9001 Mobile Digital Video Recorder
- All necessary cables

Camera Switcher

A camera switcher is not required.

RECESS, REAR BODY CAMERA

A recessed box will be installed in the light stick housing in the rear body to protect the back up camera from damage.

ELECTRICAL POWER CONTROL SYSTEM

A compartment will be provided in or under the cab to house the vehicle's electrical power and signal circuit protection and control components. The power and signal protection and control compartment will contain circuit protection devices and power control devices. Power and signal protection and control components will be protected against corrosion, excessive heat, excessive vibration, physical damage and water spray.

Serviceable components will be readily accessible.

Circuit protection devices, which conform to SAE standard, will be utilized to protect each circuit. All circuit protection devices will be sized to prevent wire and component damage when subjected to extreme current overload. General protection circuit breakers will be Type-I automatic reset (continuously resetting) and conform to SAE J553 or J258. When required, automotive type fuses conforming to SAE J554, J1284, J1888 or J2077 will be utilized to protect electronic equipment.

Power control relays and solenoids will have a direct current (dc) rating of 125 percent of the maximum current for which the circuit is protected.

Visual status indicators will be supplied to identify control safety interlocks and vehicle status. In addition to visual status indicators, audible alarms designed to provide early warning of problems before they become critical will be used.

Voltage Monitor System

A voltage monitor system will be provided to indicate the status of each battery system connected to the vehicle's electrical load. The monitor system will provide visual and audio warning when the system voltage is below optimum levels.

Power and Ground Studs

Spare circuits will be provided in the primary distribution center for two-way radio equipment.

The spare circuits will consist of the following:

- One (1) 12-volt DC, 30 amp battery direct spare
- One (1) 12-volt DC ground and un-fused switched battery stud located in or adjacent to the power distribution center

EMI/RFI Protection

The electrical system proposed will include means to control undesired electromagnetic and radio frequency emissions. State of the art electrical system design and components will be used to ensure radiated and conducted EMI (electromagnetic interference) and RFI (radio frequency interference) emissions are suppressed at their source.

The apparatus proposed will have the ability to operate in the electromagnetic environment typically found in fire ground operations. The contractor will be able to demonstrate the EMI and RFI testing has been done on similar apparatus and certifies that the vehicle proposed meets SAE J551 requirements.

EMI/RFI susceptibility will be controlled by applying immune circuit designs, shielding, twisted pair wiring and filtering. The electrical system will be designed for full compatibility with low level control signals and high powered two-way radio communication systems. Harness and cable routing will be given careful attention to minimize the potential for conducting and radiated EMI-RFI susceptibility.

ELECTRICAL

All 12-volt electrical equipment installed by Pierce Manufacturing will conform to modern automotive practices. All wiring will be high temperature crosslink type. Wiring will be run, in loom or conduit, where exposed and have grommets where wire passes through sheet metal. Automatic reset circuit breakers will be provided which conform to SAE Standards. Wiring will be color, function and number coded. Function and number codes will be continuously imprinted on all wiring harness conductors at 2.00" intervals. Exterior exposed wire connectors will be positive locking, and environmentally sealed to withstand elements such as temperature extremes, moisture and automotive fluids.

Electrical wiring and equipment will be installed utilizing the following guidelines:

1. All holes made in the roof will be caulked with silicon. Large fender washers, liberally caulked, will be used when fastening equipment to the underside of the cab roof.

2. Any electrical component that is installed in an exposed area will be mounted in a manner that will not allow moisture to accumulate in it. Exposed area will be defined as any location outside of the cab or body.
3. Electrical components designed to be removed for maintenance will not be fastened with nuts and bolts. Metal screws will be used in mounting these devices. Also, a coil of wire will be provided behind the appliance to allow them to be pulled away from mounting area for inspection and service work.
4. Corrosion preventative compound will be applied to all terminal plugs located outside of the cab or body. All non-waterproof connections will have this compound in the plug to prevent corrosion and for easy separation (of the plug).
5. All lights that have their sockets in a weather exposed area will have corrosion preventative compound added to the socket terminal area.
6. All electrical terminals in exposed areas will have silicon applied completely over the metal portion of the terminal.

All lights and reflectors, required to comply with Federal Motor Vehicle Safety Standard #108, will be furnished. Rear identification lights will be recessed mounted for protection.

Lights and wiring mounted in the rear bulkheads will be protected from damage by installing a false bulkhead inside the rear compartments.

An operational test will be conducted to ensure that any equipment that is permanently attached to the electrical system is properly connected and in working order.

The results of the tests will be recorded and provided to the purchaser at time of delivery.

BATTERY SYSTEM

There will be four (4) 12 volt Stryten/Exide®, Model 31S950X5W, batteries that include the following features will be provided:

- 950 CCA, cold cranking amps
- 190 amp reserve capacity
- High cycle
- Group 31
- Rating of 3800 CCA at 0 degrees Fahrenheit
- 760 minutes of reserve capacity
- Threaded stainless steel studs

Each battery case will be a black polypropylene material with a vertically ribbed container for increased vibration resistance. The cover will be manifold vented with a central venting location to allow a 45 degree tilt capacity.

The inside of each battery will consist of a "maintenance free" grid construction with poly wrapped separators and a flooded epoxy bottom anchoring for maximum vibration resistance.

BATTERY SYSTEM

There will be a single starting system with an ignition switch and starter button provided and located on the cab instrument panel.

MASTER BATTERY SWITCH

There will be a master battery switch provided within the cab within easy reach of the driver to activate the battery system.

An indicator light will be provided on the instrument panel to notify the driver of the status of the battery system.

BATTERY COMPARTMENTS

Batteries will be placed on non-corrosive mats. The batteries will be stored in well-ventilated compartments that are located under the cab and bolted directly to the chassis frame. The battery compartments will be constructed of painted 0.188" stainless steel plate and designed to accommodate a maximum of three (3) group 31 batteries in each compartment. The battery hold-downs will be of a non-corrosive material. All bolts and nuts will be stainless steel.

Heavy-duty battery cables will be used to provide maximum power to the electrical system. Cables will be color-coded.

Battery terminal connections will be coated with anti-corrosion compound. Battery solenoid terminal connections will be encapsulated with semi-permanent rubberized compound.

JUMPER STUDS

One (1) set of battery jumper studs with plastic color-coded covers will be included on the battery compartments.

BATTERY CHARGER

There will be a Kussmaul™, Chief Series Smart Charger 4012, product code 091-266-12-40, 40 amp battery charger with build-in touch screen display provided.

The battery charger will be wired to the AC shoreline inlet through a junction box located near the battery charger.

The battery charger will be located in the cab behind the driver seat.

REMOTE CONTROL PANEL - BATTERY CHARGER

There will be a Kussmaul™, Chief Series Smart Charger remote control panel, product code 091-266-RCP included.

The battery charger indicator will be located on the driver's seat riser.

AUTO EJECT FOR SHORELINE

There will be one (1) Kussmaul™, Model 091-55-20-120, 20 amp 120 volt AC shoreline inlet(s) provided to operate the dedicated 120 volt AC circuits on the apparatus.

The shoreline inlet(s) will include red weatherproof flip up cover(s).

There will be a release solenoid wired to the vehicle's starter to eject the AC connector when the engine is starting.

The shoreline(s) will be connected to the Kussmaul battery charger/compressor and specified receptacle(s).

There will be a mating connector body supplied with the loose equipment.

There will be a label installed near the inlet(s) that state the following:

- Line Voltage
- Current Rating (amps)
- Phase
- Frequency

The shoreline receptacle will be located in the driver side lower step well of cab.

BATTERY TRAYS

Formed fit heavy-duty roto-molded polyethylene battery trays with drain tubes will be provided for the batteries to sit in.

ALTERNATOR

A Delco Remy®, Model 55SI, alternator will be provided. It will have a rated output current of 430 amps, as measured by SAE method J56. The alternator will feature an integral regulator and rectifier system that has been tested and qualified to an ambient temperature of 257 degrees Fahrenheit (125 degrees Celsius). The alternator will be connected to the power and ground distribution system with heavy-duty cables sized to carry the full rated alternator output.

ELECTRONIC LOAD MANAGEMENT

An electronic load management (ELM) system that monitors the vehicles 12-volt electrical system, and automatically reduces the electrical load in the event of a low voltage condition and by doing so, ensures the integrity of the electrical system.

The ELM will monitor the vehicle's voltage while at the scene (parking brake applied). It will sequentially shut down individual electrical loads when the system voltage drops below a preset value. Two (2) separate electrical loads will be controlled by the load manager. The ELM will sequentially re-energize electrical loads as the system voltage recovers.

HEADLIGHTS

There will be four (4) JW Speaker®, Model 8800, 4" x 6" rectangular LED lights mounted in the front quad style, chrome housing on each side of the cab grille:

- the outside light on each side will contain a part number 055***1 low beam module
- the inside light on each side will contain a part number 055***1 high beam module
- the headlights to include chrome bezels

The low beam lights will be activated when the headlight switch is on.

The high beam and low beam lights will be activated when the headlight switch and the high beam switch is activated.

DIRECTIONAL LIGHTS

There will be two (2) Whelen 600 series, LED combination directional/marker lights provided. The lights will be located on the outside cab corners, next to the headlights.

The color of the lenses will be clear.

INTERMEDIATE LIGHT

There will be two (2) Weldon, Model 9186-8580-29, amber LED turn signal marker lights furnished, one (1) each side, in the rear fender panel. The light will double as a turn signal and marker light.

CAB CLEARANCE/MARKER/ID LIGHTS

There will be five (5) amber LED lights provided to indicate the presence and overall width of the vehicle in the following locations:

- Three (3) amber LED identification lights will be installed in the center of the cab on the visor light bracket.
- Two (2) amber LED clearance lights will be installed, one (1) on each outboard side of the cab above the windshield.

FRONT CAB SIDE CLEARANCE/MARKER LIGHTS

There will be two (2) Truck-Lite®, Model 19036Y, amber LED lights installed to the outside of the chrome wrap around bezel, one (1) on each side of the cab.

The lights will activate as additional directional lights with the corresponding directional circuit.

REAR CLEARANCE/MARKER/ID LIGHTING

There will be three (3) Truck-Lite®, Model 33050R, LED lights used as identification lights recessed and located at the rear of the apparatus per the following:

- As close as practical to the vertical centerline
- Centers spaced not less than 6.00" or more than 12.00" apart
- Red in color
- All at the same height

There will be two (2) Truck-Lite, Model 33050R, LED lights recessed at the rear of the apparatus used as clearance lights located at the rear of the apparatus per the following:

- To indicate the overall width of the vehicle
- One (1) each side of the vertical centerline
- As near the top as practical
- Red in color
- To be visible from the rear
- All at the same height

There will be two (2) Truck-Lite, Model 33050R, LED lights recessed on the side of the apparatus as marker lights as close to the rear as practical per the following:

- To indicate the overall length of the vehicle
- One (1) each side of the vertical centerline
- As near the top as practical
- Red in color
- To be visible from the side
- All at the same height

There will be two (2) red reflectors located on the rear of the truck facing to the rear. One (1) each side, as far to the outside as practical, at a minimum of 15.00", but no more than 60.00", above the ground.

There will be two (2) red reflectors located on the side of the truck facing to the side. One (1) each side, as far to the rear as practical, at a minimum of 15.00", but no more than 60.00", above the ground.

Per FMVSS 108 and CMVSS 108 requirements.

REAR FMVSS LIGHTING

The rear stop/tail and directional lighting included in the rear tail light housing will include the following:

- Two (2) Whelen®, Model M62BTT, 4.30" high x 6.70" wide x 1.40" deep brake/tail lights with red LEDs
- Two (2) Whelen, Model M62T, 4.30" high x 6.70" wide x 1.40" deep directional lights with amber LEDs. The directional lights will be set to Steady On (Arrow) flash pattern.
- The lens color(s) to be the same as the LEDs.

There will be two (2) Whelen Model M62BU, LED backup lights provided in the tail light housing.

LICENSE PLATE BRACKET

There will be one (1) Weldon, Model 0J10-0393-00, license plate bracket located below the tailboard on a removable bolt-on bracket located under the Driver's side tailboard.

A Weldon, Model 9186-23882-30, incandescent step light will illuminate the license plate.

LIGHTING BEZEL

There will be two (2) Whelen, Model M6FCV4P, four (4) place chromed ABS housings with Pierce logos provided for the rear M6 series stop/tail, directional, back up, scene lights or warning lights.

BACK-UP ALARM

A PRECO, Model 1040, solid-state electronic audible back-up alarm that actuates when the truck is shifted into reverse will be provided. The device will sound at 60 pulses per minute and automatically adjust its volume to maintain a minimum ten (10) dBA above surrounding environmental noise levels.

MARKER LIGHTS

There will be one (1) pair of amber and red, Britax, Model L427.203.L12, LED marker lights with rubber arm, located One (1) each side on the rear of the truck . The amber lens will face the front and the red lens will face the rear of the truck and be the most rearward marker light.

These lights will be activated with the running lights of the vehicle.

CAB PERIMETER SCENE LIGHTS

There will be four (4) Amdor, Model AY-LB-12HW020, 350 lumens each, 20.00" white LED strip lights provided, one (1) for each cab door.

These lights will be activated automatically when the battery switch is on and the exit doors are opened or by the same means as the body perimeter scene lights.

PUMP HOUSE PERIMETER LIGHTS

There will be two (2) Amdor, Model AY-LB-12HW012, 190 lumens each, 12.00" LED weatherproof strip lights with brackets provided under the pump panel running boards, centered front to rear as much as possible, one (1) each side.

The lights will be activated when the battery switch is on, and controlled by the same means as the body perimeter lights.

BODY PERIMETER SCENE LIGHTS

There will be two (2) Amdor, Model AY-LB-12HW020, 350 lumens, 20.00" long, white LED's, 12 volt DC lights provided at the rear step area of the body, one (1) each side shining to the rear.

The perimeter scene lights will be activated when the parking brake is applied.

STEP LIGHTS

There will be four (4) white LED step lights provided at the rear to illuminate the tailboard/step area.

These step lights will be actuated with the perimeter scene lights.

All other steps on the apparatus will be illuminated per the current edition of applicable NFPA standards.

ADDITIONAL STEP LIGHT

There will be Model P25 white LED step lights with chrome housing to provide additional lighting. The step lights will be installed in the Dunnage area forward of the hosebed. The quantity of additional step lights will be two (2) lights.

All step lights on the apparatus will be illuminated per the current edition of applicable NFPA standards.

The additional step lights will be activated by the same means as the standard step lights.

12 VOLT LIGHTING

There will be one (1) Whelen® Pioneer™, Model P*H2*, 17,750 lumens 12 volt DC white LED light(s) provided on the front visor, centered. The light(s) will be populated with a combination of flood and spot optics.

The housing(s) painted parts of this light assembly to be black.

The scene LEDs will be controlled by a switch at the driver's side switch panel and by a switch at the passenger's side switch panel.

The light(s) will flash in a warning mode when the emergency master switch is activated, the parking brake is released and a separate switch powered from emergency master power, included on the switch panel in the cab is set to flash mode.

The scene LEDs may be load managed when the parking brake is applied.

12 VOLT DC SCENE LIGHTS

There will be one (1) Whelen® Model PCPSM1*, 10,444 lumens 12 volt DC powered light(s) with white LEDs installed on the cab located, On the raised roof area over the PS Exterior EMS compartment Door .

The surface mount housing(s) will be provided with a chrome cover.

The light(s) will be activated when the cab or crew cab doors on the passenger's side are open and by the same control that has been selected for the passenger's side scene light(s).

The light(s) may be load managed when the parking brake is applied.

12 VOLT DC SCENE LIGHTS

There will be one (1) Whelen® Model PCPSM1*, 10,444 lumens 12 volt DC powered light(s) with white LEDs installed on the cab located, On the raised roof area over the DS Exterior EMS compartment Door .

The surface mount housing(s) will be provided with a chrome cover.

The light(s) will be activated when the cab or crew cab doors on the driver's side are open and by the same control that has been selected for the driver's side scene light(s).

The light(s) may be load managed when the parking brake is applied.

12 VOLT LIGHTING

There will be two (2) Whelen® PCPSM1*, 10,444 lumens 12 volt DC surface mount light(s) installed on the body of the apparatus located, on the DS mounted on the side sheets forward and rearward inboard of the M9 warning lights.

The light(s) will include black housing(s) with a chrome cover.

The light(s) will be controlled by a switch at the driver's side switch panel, by a switch at the left side pump panel and by a switch at the passenger's side switch panel.

The light(s) may be load managed when the parking brake is applied.

12 VOLT LIGHTING

There will be one (1) Whelen® Model PCPSM1*, 10,444 lumens 12 volt DC surface mount light(s) installed on the body of the apparatus located, One (1) on the rear of the truck on the DS no higher than 50" from the ground.

The light(s) will include black housing(s) with a chrome cover.

The light(s) will be controlled by a switch at the driver's side switch panel and by a switch in a recessed cup located at the driver's side rear bulkhead.

The light(s) may be load managed when the parking brake is applied.

12 VOLT LIGHTING

There will be two (2) Whelen® Model PCPSM1*, 10,444 lumens 12 volt DC surface mount light(s) installed on the body of the apparatus located, on the PS mounted on the side sheets forward and rearward inboard of the M9 warning lights.

The light(s) will include black housing(s) with a chrome cover.

The light(s) will be controlled by a switch at the driver's side switch panel, by a switch at the left side pump panel and by a switch at the passenger's side switch panel.

The light(s) may be load managed when the parking brake is applied.

HOSE BED LIGHT

There will be two (2) Amdor Model AY-LB-12HW040, 700 lumens, 40.00" LED light located One (1) on each side of the hose bed lift up doors.

The light(s) will be activated when the battery switch is on, and when the hosebed cover is raised.

WALKING SURFACE LIGHT

There will be Model FRP, 4.00" round black 12 volt DC LED floodlight(s) with bolt mount provided to illuminate the entire designated walking surface on top of the body.

The light(s) will be activated when the body step lights are on.

WATER TANK

Booster tank will have a capacity of 1000 gallons and be constructed of UV stabilized ultra high impact polypropylene plastic by a manufacturer with a minimum of 20 years experience building tanks, is ISO 9001:2000 certified in all its manufacturing facilities, and has over 50,000 tanks in service.

The booster tank will be a form-fitting design that serves to keep the tank height as low as possible. The tank will be no wider than 39.00" at the base to allow for greater compartment depth and no wider than 53.00" at the top.

Tank joints and seams will be nitrogen welded inside and out.

Tank will be baffled in accordance with the current edition of applicable NFPA standards.

Baffles will have vent openings at both the top and bottom to permit movement of air and water between compartments.

Longitudinal partitions will be constructed of .38" polypropylene plastic and will extend from the bottom of the tank through the top cover to allow for positive welding.

Transverse partitions will extend from 4.00" off the bottom of the tank to the underside of the top cover.

All partitions will interlock and will be welded to the tank bottom and sides.

Tank top will be constructed of .50" polypropylene. It will be recessed .38" and will be welded to the tank sides and the longitudinal partitions.

Tank top will be sufficiently supported to keep it rigid during fast filling conditions.

Construction will include 2.00" polypropylene dowels spaced no more than 30.00" apart and welded to the transverse partitions. Two (2) of the dowels will be drilled and tapped (.50" diameter, 13.00" deep) to accommodate lifting eyes.

A sump that will be sized dependent on the tank to pump plumbing will be provided at the bottom of the water tank.

Sump will include a drain plug and the tank outlet.

Tank will be installed in a fabricated cradle assembly constructed of structural steel.

Sufficient crossmembers will be provided to properly support bottom of tank. Crossmembers will be constructed of steel flat bar or rectangular tubing.

Tank will "float" in cradle to avoid torsional stress caused by chassis frame flexing. Rubber cushions, .50" thick x 3.00" wide, will be placed on all horizontal surfaces that the tank rests on.

Stops or other provision will be provided to prevent an empty tank from bouncing excessively while moving vehicle.

Mounting system will be approved by the tank manufacturer.

Fill tower will be constructed of 0.50" polypropylene and will be a minimum of 8.00" wide x 14.00" long.

Fill tower will be furnished with a 0.25" thick polypropylene screen and a hinged cover.

An overflow pipe, constructed of 4.00" schedule 40 polypropylene, will be installed approximately halfway down the fill tower and extend through the water tank and exit to the rear of the rear axle.

DIRECT TANK FILL

There will be one (1) 2.50" Fireman's Friend Inc., Model FFE 2525 CF8M-F semi-automatic tank fill(s) installed and properly labeled at the rear of the water tank, located left side and installed as high as possible.

A 2.50" (F)NST chrome swivel will be located at the inlet.

A 2.50" chrome plated 30 degree elbow and plug with VLH automatic pressure relieving thread technology will be provided for the tank fill.

BODY HEIGHT

The height of the body will be 92.00" from the bottom of the body to the top of the body.

HOSE BED

The hose bed will be fabricated of .125"-5052 aluminum with a nominal 38,000 psi tensile strength.

Flooring of the hose bed will be removable aluminum grating with the top surface corrugated to aid in hose aeration. The grating slats will be a minimum of 0.50" x 4.50" with spacing between slats for hose ventilation.

The hose bed walls will be unpainted and with a brushed finish.

Hose bed will accommodate L to R -- 200' of 2.5" hose with 200' of 1.75" hose\ 975' of 5" hose \400' of 3" hose\ 250' of 2.5" hose .

HOSE BED DIVIDER

Three (3) hosebed dividers will be furnished for separating hose.

Each divider will be constructed of a 0.25" brushed aluminum sheet. Flat surfaces will be sanded for uniform appearance or constructed of brushed aluminum.

Divider will be fully adjustable by sliding in tracks, located at the front and rear of the hose bed.

Divider will be held in place by tightening bolts, at each end.

Acorn nuts will be installed on all bolts in the hose bed which have exposed threads.

HOSE BED COVER

A two (2) section hose bed cover, constructed of .125" bright aluminum treadplate will be furnished. The cover will be hinged with full length stainless steel piano hinge. The sides will be slanted down. A stationary bridgework support assembly will be provided at the rear to support the cover.

The cover will be reinforced so that it can support the weight of a man walking on the cover.

The cover is designed with the left cover opening first.

If access to the water tank fill tower is blocked by the hose bed cover, then a hinged door will be provided in it so that the tank may be filled without raising cover doors.

Chrome grab handles and four (4) gas filled cylinders will be provided to assist in opening and closing the cover. A handrail is to be provided at the rear, in the center of the support, to assist in opening the cover.

The hose bed cover will be connected to the Do Not Move Truck indicator. The light will be activated if the cover is not in the stowed position and the parking brake is released.

A heavy duty 2" black nylon webbing will be installed at the rear of the hose bed with seat belt buckles at the top. The seat belt buckles will be provided with a metal bar, to connect each set of two buckles, and attached to a web strap, to allow a single pull release per set of two buckles. At the bottom of the webbing, 2.00" cam buckle will be provided. If a strap is provided, the color of the strap will be black.

SAFETY CABLE FOR HOSE BED COVER

There will be two (2) safety cable(s) provided for the hosebed cover to provide additional support.

HOSE BED STAY ARM COVER

An additional positive stay arm will be provided at the front of the cover. The additional stay arms will be a flat bar, mechanical design.

RUNNING BOARDS

A running board will be provided on each side of the front body to allow access to the backboard/crosslay storage area. The running boards will be designed with a grip pattern punched into .125" bright aluminum treadplate material providing support, slip resistance, and drainage.

The runningboard will have a flip out section design that allows easier access to the full width equipment area above. The flip out section will be tied to the "do not move truck indicator" with a sensor when it is flipped out. There will be a latch provided that secures the flip out section when not in use.

TAILBOARD

The tailboard will be constructed of .125" bright aluminum treadplate and spaced .50" from the body, as well as supported by a structural steel assembly.

The tailboard area will be 16.00" deep and full width of the body.

The exterior side will be flanged down and in for increased rigidity of tailboard structure.

REAR WALL, BODY MATERIAL, PUC

The rear wall will be smooth and the same material as the body.

The rear wall body material will be painted. Unpainted aluminum overlays will be provided to allow for chevron application and to provide continuously smooth rear wall panels.

The outboard edges of the rear wall will be trimmed in polished stainless steel.

TOW BARS

Two (2) tow bars will be installed under the tailboard.

Tow bars will be fabricated of 1.00" CRS bar rolled into a 3.00" radius.

Tow bar assemblies will be constructed of .38" structural angle. When force is applied to the bar, it will be transmitted to the frame rail.

Tow bar assemblies will be designed and positioned to allow up to a 30 degree upward angled pull of 17,000 lb, or a 20,000 lb straight horizontal pull in line with the centerline of the vehicle.

Tow bar design will have been fully tested and evaluated using strain gauge testing and finite element analysis techniques.

HITCH RECEIVER

A hitch receiver will be installed at the rear of the apparatus.

The hitch will be constructed of heavy steel tubing and reinforced to the truck framework, for the receiving portion. This will be a Class III/IV trailer hitch. A class IV rating will be obtained only when a weight distributing hitch is used.

Slide-in portion will be held in place by one (1) safety pin with clip.

The trailer electrical connection will be a seven (7)-way flat blade recreational vehicle connector for trailer wiring compatible with electric brake systems, and a second connector with inverted ground meeting SAE J560 standards providing an auxiliary connection for warning devices.

COMPARTMENTATION

The apparatus body will be built of aluminum construction using a minimum of 0.125" thick, 5052-H32 aluminum.

The body panel assembly will be constructed in a fixture and consist of formed sheet metal for the front and rear bulkheads, door frames, floors, ceilings, and back walls. These parts will be welded together to ensure greatest longevity with no visible welds in compartment interior.

Welded construction will consist of 1.00" x 0.38" engineered plug weld holes that control the size, location, and the amount of weld required. The bodies will be assembled and welded from engineered prints that call out the size, location, and type of weld required.

In structural areas the sheet metal components will have flanges for welding. No butt joints will be allowed. Gussets and support posts will be provided for additional strength where needed.

The fender panel will be an integral part of the complete welded body assembly. All light and compartment holes are pre punched prior to construction to provide accuracy and rounded corners to prevent stress risers in the material.

Circular fender liners will be provided. For prevention of paint chips and ease of suspension maintenance the fender liners will be formed from brush finished 304L stainless steel, be unpainted, and removable for suspension maintenance.

Side compartment flooring will be of the sweep out design with the floor minimum of 1.00" higher than the compartment door lip.

Drip protection will be provided above the doors by means of aluminum extrusion, or formed bright aluminum treadplate.

The top of the compartment will be sheet metal and covered with bright aluminum treadplate rolled over the edges on the front, and rear. These covers will have the corners welded.

The aluminum treadplate covers will not make up the ceiling of the compartment.

All screws and bolts, which are not Grade 8, will be stainless steel and where they protrude into a compartment will have acorn nuts on the ends to prevent injury.

UNDERBODY SUPPORT SYSTEM

Due to the severe loading requirements of this pumper a method of body and compartment support suitable for the intended load will be provided.

The backbone of the body support system will begin with the chassis frame rails which is the strongest component of the chassis and is designed for sustaining maximum loads. The support system will include lateral frame rail extensions that are formed from 0.375" 80k high strength steel and bolted to the chassis frame rails with 0.625" diameter Grade 8 bolts.

The vertical and horizontal members of the frame rail extensions are to be reinforced with welded gussets and extend to the outside edge of the body. The lateral frame extensions will be electro-coated for superior corrosion resistance.

The floating substructure will be separated from the lateral frame extensions with neoprene elastomer isolators. These isolators will reduce the natural flex stress of the chassis from being transmitted to the body, and absorb road shock and vibration.

The isolators will have a broad load range, proven viability in vehicular applications, be of a fail safe design and allow for all necessary movement in three (3) transitional and rotational modes.

The neoprene isolators will be installed in a modified V three (3)-point mounting pattern to reduce the natural flex of the chassis being transmitted to the body. Two (2) 3.50" diameter isolators are provided at the front of the body near the centerline of the vehicle above the chassis frame. A minimum of eight (8) - 2.55" diameter isolators will be provided, two (2) under each front compartment and two (2) under each rear side compartment. A minimum of four (4) 3.50" diameter isolators will be provided under the rear compartment.

AGGRESSIVE WALKING SURFACE

All exterior surfaces designated as stepping, standing, and walking areas will comply with the required average slip resistance of the current NFPA standards. Documentation of the material meeting the standard will be provided at time of delivery.

LOUVERS

All body compartments will have a minimum of one (1) set of automotive style, dust resistant louvers pressed into a wall. The louvers will incorporate a one (1)-way rubber valve that provides airflow out of the compartment and prevents water and dirt from gaining access to the compartment. Compartments over the wheel will not have louvers.

TESTING OF BODY DESIGN

Body structural analysis will be fully tested. Proven engineering and test techniques such as finite element analysis and strain gauging have been performed with special attention given to fatigue life and structural integrity of the body and substructure.

The body will be tested while loaded to its greatest in-service weight.

The criteria used during the testing procedure will include:

- Raising opposite corners of the vehicle tires 9.00" to simulate the twisting a truck may experience when driving over a curb.
- Making a 90 degree turn, while driving at 20 mph to simulate aggressive driving conditions.
- Driving the vehicle on at 35 mph on a washboard road.
- Driving the vehicle at 55 mph on a smooth road.
- Accelerating the vehicle fully, until reaching the approximate speed of 45 mph on rough pavement.

Evidence of the actual testing techniques will be made available upon request.

FEA will have been performed on all substructure components.

LEFT SIDE COMPARTMENTATION

The left side compartmentation will consist of three rollup door compartments.

A full height, rollup door compartment ahead of the rear wheels will be provided. The pump operator's panel will be located in this compartment. The partition to the right of the pump operator's panel will be 5.50" in width. The interior dimensions of the remaining space in this compartment will be 25.25" wide x 53.63" high x 26.00" deep. The clear door opening will be a minimum of 59.25" wide x 53.63" high.

A rollup door compartment over the rear wheels will be provided. The interior dimensions of this compartment will be 60.00" wide x 22.88" high x 26.00" deep. The clear door opening will be a minimum of 57.25" wide x 22.88" high.

A full height, rollup door compartment behind the rear wheels will be provided. The interior dimensions of this compartment will be 51.75" wide x 54.63" high x 26.00" deep. The clear door opening will be a minimum of 49.25" wide x 54.63" high.

The roll up door spool will be installed in a recess above the compartment ceiling. All compartments will include a drip pan below the roll of the door. The drip pan will be installed level with the compartment ceiling. The interior height of the compartments will be measured from the compartment floor to the ceiling. The depth of the compartments will be measured from the back wall to the inside of the door frame.

Closing of the doors will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.

RIGHT SIDE COMPARTMENTATION

A full height, jump off compartment with a roll-up door ahead of the rear wheels will be provided, as convenient large storage compartment for often used items for the crew. The interior dimensions of this compartment will be 62.00" wide x 54.50" high x 25.88" deep. The area behind the roll up door spool will be notched for exterior storage or larger capacity water tank tee. The depth of the compartment will be calculated with the compartment door closed. The compartment interior will be fully open from the compartment ceiling to the compartment floor and designed so that no permanent dividers are required between the upper and lower sections. The clear door opening of this compartment will be 59.00" wide x 54.50 high.

Closing of the door will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.

A roll-up door compartment over the rear wheels will be provided. The interior dimensions of this compartment will be 60.00" wide x 23.00" high x 25.88" deep. The area behind the roll up door spool will be notched for exterior storage or larger capacity water tank tee. The depth of the compartment will be calculated with the compartment door closed. The clear door opening of this compartment will be 57.00" wide x 23.00" high.

Closing of the door will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.

A full height, roll-up door compartment behind the rear wheels will be provided. The interior dimensions of this compartment will be 52.00" wide x 54.50" high x 25.88" deep. The area behind the roll up door spool will be notched for exterior storage or larger capacity water tank tee. The depth of the compartment will be calculated with the compartment door closed. The compartment interior will be fully open from the compartment ceiling to the compartment floor and designed so that no permanent dividers are required between the upper and lower sections. The clear door opening of this compartment will be 49.00" wide x 54.50" high.

Closing of the door will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.

All compartments will include a drip pan below the roll of the door.

SIDE COMPARTMENT ROLLUP DOOR(S)

There will be six (6) compartment doors installed on the side compartments. The doors will be double faced aluminum construction, painted one (1) color to match the lower portion of the body and manufactured by Gortite®.

Lath sections will be an interlocking rib design and will be individually replaceable without complete disassembly of door.

Between each slat at the pivoting joint will be a PVC inner seal to prevent metal to metal contact and prevent dirt or moisture from entering the compartments. Seals will allow door to operate in extreme temperatures ranging from 180 to -40 degrees Fahrenheit. Side, top and bottom seals will be provided to resist ingress of dirt and weather and be made of Santoprene.

All hinges, barrel clips and end pieces will be nylon 66. All nylon components will withstand temperatures from 300 to -40 degrees Fahrenheit.

A polished stainless steel lift bar to be provided for each roll-up door. Lift bar will be located at the bottom of door and have latches on the outer extrusion of the doors frame. A ledge will be supplied over lift bar for additional area to aid in closing the door.

Doors will be constructed from an aluminum box section. The exterior surface of each slat will be flat. The interior surfaces will be concave to provide strength and prevent loose equipment from jamming the door from inside.

To conserve space in the compartments, the spring roller assembly will not exceed 3.00" in diameter.

The header for the rollup door assembly will not exceed 4.00".

A heavy-duty magnetic switch will be used for control of open compartment door warning lights.

REAR COMPARTMENTATION

A roll-up door compartment above the rear tailboard will be provided.

the interior dimensions of this compartment will be 37.00" wide x 36.50" high x 25.88" deep in the lower 27.00" of the compartment and 15.00" deep in the remaining upper portion. The clear door opening will be a minimum of 33.88" wide x 26.63" high.

A removable access panel will be furnished on the back wall of the compartment.

The rear compartment will be open into the rear side compartments. The transverse opening will be a minimum of 22.00" wide x 27.50" high.

A drip pan will be installed below the roll of the door. A guard will be installed behind the roll of the door. The interior height of the compartment will be measured from the floor to the ceiling. The depth of the compartment will be measured from the back wall to the inside of the door frame.

Closing of the door will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.

ROLLUP REAR COMPARTMENT DOOR

The rear compartment will have a rollup door. The door will be double faced aluminum construction, an anodized satin finish and manufactured by Gortite®.

Lath sections will be an interlocking rib design and will be individually replaceable without complete disassembly of door.

Between each slat at the pivoting joint will be a PVC inner seal to prevent metal to metal contact and prevent dirt or moisture from entering the compartments. Seals will allow door to operate in extreme temperatures ranging from 180 to -40 degrees Fahrenheit. Side, top and bottom seals will be provided to resist ingress of dirt and weather and be made of Santoprene.

All hinges, barrel clips and end pieces will be nylon 66. All nylon components will withstand temperatures from 300 to -40 degrees Fahrenheit.

A polished stainless steel lift bar to be provided for each roll-up door. Lift bar will be located at the bottom of door and have latches on the outer extrusion of the doors frame. A ledge will be supplied over lift bar for additional area to aid in closing the door.

Door will be constructed from an aluminum box section. The exterior surface of each slat will be flat. The interior surface will be concave to provide strength and prevent loose equipment from jamming the door from inside.

To conserve space in the compartments, the spring roller assembly will not exceed 3.00" in diameter.

The header for the rollup door assembly will not exceed 4.00".

A heavy-duty magnetic switch will be used for control of open compartment door warning lights.

SCUFFPLATE

One (1) scuffplate will be furnished around the opening for the extinguisher compartment(s). The scuffplate(s) will be constructed of brushed stainless steel and provided for the RS forward extinguisher compartment(s).

SCUFFPLATE

Two (2) scuffplates will be furnished around the opening for the air bottle compartment(s). The scuffplate(s) will be constructed of brushed stainless steel and provided for the (1) LS forward (1) RS rear air bottle compartment(s).

SCUFFPLATE

A brushed stainless steel scuffplate will be furnished around the opening for the DEF fill door to prevent chipping and stain.

ROLLUP DOOR PULL STRAPS

two (2) compartment doors will be provided with pull straps. The pull straps will be 14.00" long and black in color.

The straps will be installed directly to the inside of the rollup door.

The rollup door compartments to have these straps will be LS4 and RS4.

DOOR STOP, PAN DOORS

The pan door/s located air pack, extinguisher and air bottle storage compartments will be provided with an aluminum 90 degree rubber stop. A quantity of three (3) compartment doors 90 degree rubber stop/s will be provided.

COMPARTMENT LIGHTING

There will be seven (7) compartments with Amdor, Model AY-9220, white 12 volt DC LED compartment light strips. The lights will be mounted with mechanical fasteners.

There will be two (2) strip lights installed vertically in each compartment opening per the latest NFPA requirements.

The lights will be activated when the battery switch is on and the respective compartment door is opened.

HATCH COMPARTMENTS

Hatch compartments 189.00" long x 21.00" wide will be provided above the right side body compartments.

Hatch compartments 189.00" long x 14.00" wide will be provided above the left side body compartments.

The hatch compartments will be 22.00" maximum depth.

Compartment(s) will extend the full length of the side body compartmentation except for a 20.00" recessed step area at the rear of the compartment on the access side.

Sides of the compartment(s) will be constructed of the same material as the body and painted match the body, on the outside panels. A 2.00" tall formed aluminum painted to match the lower body color will be provided to cover the seam between the top of the body panel and the bottom of the hatch compartment. The vertical outboard seam at the center of the compartment will have a painted smooth weld.

Top of the compartment(s) will be constructed of bright aluminum treadplate.

Two (2) lift-up, bright aluminum treadplate doors will be provided on the top of the compartments, each with a slam style latch with lever handle to hold the doors in the closed position.

Double pan doors will have lipped edges with a rubber seal for weather resistance.

Doors will be hinged on the outboard side. The 14.00" wide door will utilize a chain to keep the door within manageable reach when open. The 21.00" wide door will be held open with pneumatic stay arms.

Compartment will have a 3/4" drain that extends to below the body.

Black rubber matting shall be provided to help prevent stored equipment in pooled water.

Handrails will be provided at the step area to the rear of the hatch compartment. One (1) curved handrail will be mounted on the outboard side of the step area at the rear and curve over the top. One (1) straight handrail will be mounted vertically along the inboard side of the step area.

HATCH COMPARTMENT LIGHTING

There will be LED strip lights mounted full length on the interior, hinged side of each compartment.

Opening the hatch compartment door will automatically turn the hatch compartment lighting on.

MOUNTING TRACKS

There will be recessed tracks installed vertically to support the adjustable shelf(s).

Tracks will not protrude into any compartment in order to provide the greatest compartment space and widest shelves possible.

The tracks will be provided in each compartment except for the one that contains the pump operator's panel.

ADJUSTABLE SHELVES

There will be four (4) shelves with a capacity of 500 lb provided.

The shelf construction will consist of .188" aluminum painted spatter gray with 2.00" sides.

Each shelf will be infinitely adjustable by means of a threaded fastener, which slides in a track.

The shelves will be held in place by .12" thick stamped plated brackets and bolts.

The location(s) will be in LS1 at the depth transition point, in RS1 in the lower third, in LS3 in the lower third and in LS3 at the depth transition point.

SLIDE-OUT ADJUSTABLE HEIGHT TRAY

There will be one (1) slide-out tray provided.

Each tray will have 2.00" high sides and a minimum capacity rating of 500 lb in the extended position.

Each tray will be constructed of aluminum painted spatter gray.

Each tray will be mounted on a pair of side mounted slides. The slide mechanisms will have ball bearings for ease of operation and years of dependable service. The slides will be mounted to shelf tracks to allow the tray to be adjustable up and down within the designated mounting location.

An automatic lock will be provided for both the in and out tray positions. The lock trip mechanism will be located at the front of the tray and will be easily operated with a gloved hand.

The location(s) will be in RS3 in the lower third to the right of the partition

SLIDE-OUT/TILT-DOWN TRAY

There will be two (2) slide-out trays provided.

The bottom of each tray will be constructed of 0.188" thick aluminum painted spatter gray while special aluminum extrusions will be utilized for the tray sides, ends, and tracks. The corners will be welded to form a rigid unit.

A spring loaded lock will be provided on each side at the front of the tray. Releasing the locks will allow the tray to slide out approximately two-thirds (2/3) of its length from the stowed position and tip 30 degrees down from horizontal. The tray will be equipped with ball bearing rollers for smooth operation.

Rubber padded stops will be provided for the tray in the extended position.

The capacity rating of the tray will be a minimum of 215 lb in the extended position.

The vertical position of the tray within the compartment will be adjustable.

The location(s) will be in RS1 in the upper third and in RS3 in the upper third to the right of the partition.

SLIDE-OUT FLOOR MOUNTED TRAY

There will be three (3) floor mounted slide-out tray(s) with 2.00" sides provided RS1, B1, and LS1. Each tray will be rated for up to 500lb in the extended position. The tray(s) will be constructed of .19" aluminum with non-welded corners. The finish will be painted spatter gray.

There will be two undermount-roller bearing type slides rated at 250lb each provided. The pair of slides will have a safety factor rating of 2.

To ensure years of dependable service, the slides will be coated with a finish that is tested to withstand a minimum of 1,000 hours of salt spray per ASTM B117.

To ensure years of easy operation, the slides will require no more than a 50lb force for push-in or pull-out movement when fully loaded after having been subjected to a 40 hour vibration (shaker) test under full load. The vibration drive file will have been generated from accelerometer data collected from a heavy truck chassis driven over rough gravel roads in an unloaded condition. Proof of compliance will be provided upon request.

Automatic locks will be provided for both the "in" and "out" positions. The trip mechanism for the locks will be located at the front of the tray for ease of use with a gloved hand.

SLIDE-OUT TOOLBOARD

There will be one (1) slide-out toolboard(s) provided.

The toolboard will be a minimum of 0.188" thick with .281" diameter holes in a pegboard pattern with 1.00" centers between holes.

A 1.00" x 1.00" aluminum tube frame will be welded to the edge of the pegboard. A handhold cutout will be provided on the outboard edge of the toolboard.

The board will be mounted on an under-mount roller bearing type slide rated at 250 lb with a factor of safety of 2.

To ensure years of dependable service the slides will be coated with a finish that is tested to withstand a minimum of 1,000 hours of salt spray per ASTM B117.

To ensure years of easy operation, the slides will require no more than a 50 lb force for push-in or pull-out movement when fully loaded after having been subjected to a 40 hour vibration (shaker) test under full load. The vibration drive file will have been generated from accelerometer data collected from a heavy truck chassis driven over rough gravel roads in an unloaded condition. Proof of compliance will be provided upon request.

The slide will be mounted on adjustable tracks side to side within the compartment.

The board will have positive lock in the stowed and extended position.

The toolboard(s) will be spatter gray painted and installed in RS3, 56.00" from the forward door frame.

SWING OUT TOOLBOARD

A swing out aluminum toolboard will be provided.

It will be a minimum of .188" thick with .281" diameter holes in a pegboard pattern with 1.00" centers between holes.

A 1.00" x 1.00" aluminum tube frame will be welded to the edge of the pegboard.

The board will be mounted on a pivoting device at the back of the compartment on the top and bottom to allow easy movement in and out of the compartment. The maximum tool load will be 400 pounds.

The board will have positive lock in the stowed and extended position.

The board will have a D-ring handle to secure it in the stowed position.

The board will be mounted on adjustable tracks from front to back within the compartment.

There will be One (1) toolboard(s) provided, will be spatter gray painted, and installed RS2 full height and width.

PARTITION, TRANSVERSE REAR COMPARTMENT

Two (2) partitions will be bolted in place to separate the left and right side rear compartments from the rear tailboard compartment. The partition will be body material painted spatter gray.

PEGBOARD

There will be One (1) partition provided. The partition(s) will be aluminum pegboard bolted in in RS3 approx. 14" from the left hand wall.

The pegboard will be .188" thick with .281" diameter holes punched 1.00" on center in a pegboard pattern.

Each partition will be the full vertical height of the compartment.

The pegboard will be aluminum painted spatter gray.

CROSSLAY TRIM PIECE

Trim will be provided on the compartment horizontal crosslay seams. The trim will be made of a material to match the body material as practical.

The trim piece will be bonded to the painted surface with a high viscosity adhesive.

PEGBOARD

There will be 3/16" thick aluminum pegboard spatter gray painted will be installed on the back wall of one (1) compartments. It will be mounted using two (2) horizontal tracks. Retainers will be used to mount the pegboard to the tracks. The pegboard(s) installed will be on the upper standard depth section of the compartment. The holes will be .281" diameter, punched 1.00" on center. Pegboard will be provided in the following compartments: LS3.

PEGBOARD

There will be 0.188" thick aluminum pegboard spatter gray painted will be installed on the back wall of one (1) compartments. It will be mounted using two (2) horizontal tracks. Retainers will be used to mount the pegboard to the tracks. The pegboard will be installed on the back wall. The holes will be .281" diameter, punched 1.00" on center. Pegboard will be provided in the following compartments: LS2.

RUB RAIL

Bottom edge of the side compartments will be trimmed with a bright aluminum extruded rub rail.

Trim will be 3.12" high with 1.50" flanges turned outward for rigidity.

The rub rails will not be an integral part of the body construction, which allows replacement in the event of damage.

Rub rails will be attached with bolts and spaced from the body with isolators that will help to absorb any moderate impact without damaging the body.

BODY FENDER CROWNS

Polished stainless steel fender crowns will be provided around the rear wheel openings.

A fender liner constructed of unpainted brushed stainless will be provided to avoid paint chipping. The liners will be removable to aid in the maintenance of rear suspension components.

A dielectric barrier will be provided between the fender crown fasteners (screws) and the fender sheet metal to prevent corrosion.

The fender crowns will be held in place with stainless steel screws that thread directly into a composite nut and not directly into the parent body sheet metal to eliminate dissimilar metals contact and greatly reduce the chance for corrosion.

HARD SUCTION HOSE

Hard suction hose will not be required.

HOSE TROUGHS

Two (2) stainless steel hard suction hose troughs will be provided.

The troughs will be installed in the hatch compartment located on the left.

The troughs will be installed with a smooth aluminum door at the rear. The door will have a lift and turn latch.

A floor will be provided above the hard suction hose inside the hatch compartment to allow storage of additional equipment in the compartment.

HANDRAILS

The handrails will be 1.25" diameter knurled aluminum to provide a positive gripping surface.

Chrome plated end stanchions will support the handrail. Plastic gaskets will be used between end stanchions and any painted surfaces.

Drain holes will be provided in the bottom of all vertically mounted handrails.

Handrails will be located on the front of the body in positions needed to meet NFPA requirements.

Two (2) vertical handrails will be located at the rear, one (1) on each side of the rear compartment.

HANDRAIL

One (1) full width horizontal knurled aluminum handrail will be provided below the hose bed at the rear of the apparatus.

EXTINGUISHER/AIR BOTTLE/ STORAGE (TRIANGULAR)

A total of one (1) extinguisher/air bottle/storage compartments will be provided on the right side forward of the rear wheels. The triangular shaped compartment will be sized to fit a 8.00" diameter extinguisher in the lower area and a 8.00" diameter extinguisher in the upper area. The compartment will be approximately 25.50" deep. A partition will be provided to separate the compartment. Also inside the compartment, black rubber matting will be provided. The compartment will be furnished with a drain hole. A painted stainless steel, triangular shaped door with a Southco raised trigger C2 black lever latch will be provided to contain the air bottles. A dielectric barrier will be provided between the door hinge, hinge fasteners and the body sheet metal.

AIR BOTTLE COMPARTMENT STRAP

A strap will be provided in the air bottle compartment(s) to help contain the bottles when the vehicle is parked on an incline. The strap will wrap around the neck and attach to the wall of the compartment.

AIR BOTTLE STORAGE (TRIPLE)

A quantity of one (1) air bottle compartment designed to hold (3) air bottles up to 7.25" in diameter x 26.00" deep will be provided on the right side rearward of the rear wheels. A painted stainless steel door with a Southco raised trigger C2 black lever latch will be provided to contain the air bottle. A dielectric barrier will be provided between the door hinge, hinge fasteners and the body sheet metal.

Inside the compartment, black rubber matting will be provided.

AIR BOTTLE COMPARTMENT STRAP

A strap will be provided in the air bottle compartment(s) to help contain the air bottles when the vehicle is parked on an incline. The strap will wrap around the neck and attach to the wall of the compartment.

AIR PACK STORAGE

A total of one (1) air pack compartment(s) will be provided and located on the left side forward of the rear wheels. The air pack compartment(s) will be tapered to match the profile of the space available in

the fender. The compartment(s) will be approximately 15.50" wide at the top and 5.00" wide at the bottom for the wheel cutout. The compartment(s) will be 15.50" tall at the body side compartment and 6.00" tall at the wheel cutout. The compartment(s) will be 26.00" deep and have a drain hole.

Inside the compartment, black rubber matting will be provided.

A painted stainless steel hinged door with a Southco raised trigger C2 black lever latch will be provided to contain the air pack. A dielectric barrier will be provided between the door hinge, hinge fasteners and the body sheet metal.

EXTENSION LADDER

There will be a 24' two-section aluminum Duo-Safety Series 900-A extension ladder provided.

ROOF LADDER

There will be a 14' aluminum Duo-Safety Series 775-A roof ladder provided.

LADDER STORAGE

The ladders will be stored inside the upper section of the left side compartments. This ladder rack will reduce the depth of the upper section in the side compartments.

A partition will be installed inside the compartment on the side of the rack to allow for equipment storage and to conceal the ladders.

The ladders will be banked in separate storage troughs.

The ladder storage assembly will be fabricated of stainless steel track channels to aid in loading and removal of ladders.

Rear of the ladder storage area will have a vertically hinged smooth aluminum door with a D-handle latch to contain the ladders. The door will be vertically hinged.

FOLDING LADDER

One (1) 10.00' aluminum, Series 585-A, Duo-Safety folding ladder will be installed.

FOLDING LADDER/LONG TOOL COMPARTMENT

A compartment will be provided, recessed in the upper, inside part of body compartment on the right side. The compartment will be equipped with a stainless steel trough for the folding ladder and storage for long handle tools.

A door constructed of smooth aluminum and hinged along the outboard edge will be provided at the rear with a lift and turn latch.

PIKE POLE PROVIDED BY FIRE DEPARTMENT

The pike poles are not on the apparatus as manufactured. The fire department will provide and mount the pike poles.

There will be one (1) pike pole(s) provided. The pike pole(s) will be a Duo-Safety 10' pike pole.

8' OR LONGER PIKE POLE STORAGE

A compartment will be provided, recessed in the upper, inside part of body compartment on the left side. The compartment will be equipped with a(n) aluminum tube with a 1.38" notch, to accommodate a New York style pike pole for (1) pike pole.

A door constructed of smooth aluminum and hinged along the outboard edge will be provided at the rear with a flush lift and turn latch.

6' PIKE POLE PROVIDED BY FIRE DEPARTMENT

The pike pole is not on the apparatus as manufactured. The fire department will provide and mount the pike poles.

There will be two (2) 6' pike pole(s) provided. The pike pole(s) will be a Duo-Safety 6' pike pole.

PIKE POLE STORAGE

Aluminum tubing will be used for the storage of one (1) pike pole and will be located LH pike pole storage. If the head of a pike pole can come in contact with a painted surface, a stainless steel scuffplate will be provided. The pike pole tube will be notched to allow a New York style pike pole to fit into the tube.

LADDER, TOP ACCESS

A wide easy climbing access ladder, constructed of aluminum rungs and extruded aluminum rails, will be provided on the right side at the rear of the apparatus. The inside climbing area of the ladder will be 13.75" wide.

The lower section of the ladder will be retractable into the upper section to eliminate interference with the rear FMVSS lights. When lowered the bottom rung will be lower than the body, approximately 16.00" to 20.00" from the ground to allow a lower first step height.

The ladder will be slanted when in use for easy access, and fold against the body for storage to reduce the overall length. Corrosion resistant, stainless steel spring-loaded locks will hold the ladder in place.

There will be no "do not move truck" indicator activated in the cab if the ladder is not in the stowed position when the parking brake is disengaged.

One (1) additional folding step will be located on the Drivers' side on the rear under the Pioneer scene light. The step(s) will be bright finished, non-skid with a black tread coating on the stepping surface. Each step will incorporate an LED light to illuminate the stepping surface. The step(s) can be used as a hand hold with two openings wide enough for a gloved hand.

PUMP CONTROL PANELS (LEFT SIDE CONTROL)

Pump controls and gauges will be located midship at the left side of the apparatus and properly identified.

The main pump operator's control panel will be completely enclosed and located in the forward section of the body compartment, to protect against road debris and weather elements. The pump operator's

panels will be no more than 31.00" wide, and made in four (4) sections with the center section easily removable with simple hand tools. For the safety of the pump operator, there will be no discharge outlets or pump inlets located on the main pump operators panel.

Layout of the pump control panel will be ergonomically efficient and systematically organized. The upper section will contain the master gauges. This section will be angled down for easy visibility. The center section will contain the pump controls aligned in two horizontal rows. The pressure control device, engine monitoring gauges, electrical switches, and foam controls (if applicable) will be located on or adjacent to the center panel, on the side walls for easy operation and visibility. The lower section will contain the outlet drains.

Manual controls will be easy moving 8" long lever style controls that operate in a vertical, up and down swing motion. These handles will have a 2.25" diameter knob and be able to lock in place to prevent valve creep under any pressure. Bright finish bezels will encompass the opening, be securely mounted to the pump operator's panel, and will incorporate the discharge gauge bezel. Bezels will be bolted to the panel for easy removal and gauge service. The left side discharges will be controlled directly at the valve. There will be no push-pull style control handles.

Identification tags for the discharge controls will be recessed within the same bezel. The discharge identification tags will be color coded, with each discharge having its own unique color.

All remaining identification tags will be mounted on the pump panel in chrome-plated bezels.

All discharge outlets will be color coded and labeled to correspond with the discharge identification tag.

The pump panels for the midship discharge and intake ports will be located ahead of the body compartments with no side discharge or intake higher than the frame rail. The pump panels will be easily removable with simple hand tools.

A recessed cargo area will be provided at the front of the body, ahead of the water tank above the plumbing.

PUMP

Pump will be a Pierce, low profile, 1500 gpm single stage midship mounted centrifugal type, mounted below the cab. The pump will have a 15 percent reserve capacity to allow for extended time between pump rebuild. To ensure efficient pump/vehicle design the capacity to weight ratio will not be less than 1.5:1.

The pump casing will consist of three (3) discharge outlets, one (1) to each side in line with the impeller and one (1) to the rear. The pump casing will incorporate two (2) water strippers to maintain radial balance.

Pump will be the Class A type.

Pump will be certified to deliver the percentage of rated discharge from draft at pressure indicated below:

- 100 percent of rated capacity at 150 psi net pump pressure

- 70 percent of rated capacity at 200 psi net pump pressure
- 50 percent of rated capacity at 250 psi net pump pressure

The pump will have the capacity to deliver the percentage of rated discharge from a pressurized source as indicated below:

- 135 percent of rated capacity at 100 psi net pump pressure from a 5 psi source

Pump body will be fine-grained gray iron. Pump will incorporate a heater/cooling jacket integral to the pump housing.

The impeller will be high strength vacuum cast bronze alloy accurately machine balanced and splined to a 10 spline stainless steel pump shaft for precision fit, exceptional durability, and efficiency. Double replaceable reverse flow labyrinth type bronze wear ring design will help to minimize end thrust. The impeller will be a twisted vane design to create higher lift.

The pump will include o-ring gaskets throughout the pump.

Deep groove radial type oversize ball bearings will be provided. The bearings will be protected at the openings from road dirt and water with an oil seal and a water slinger.

The pump will have a flat, patterned area on the top of the pump intake wye to allow standing for plumbing maintenance. The main inlet manifold will be 6.00" in diameter and will have a low profile design to facilitate low crosslays and high flows.

For ease of service, the pump housing, intake wye, impeller, mechanical seal, and gear case will be accessible from above the chassis frame by tilting the cab. Removal of the main inlet wyes will provide access to the impeller, mechanical seal, and wear ring.

The tank to pump line and the primary discharge line will be the only piping required to be removed for overhaul.

For ease of service and overhaul there will be no piping or manifolding located directly over the pump.

PUMP MOUNTING

Pump will be mounted to the chassis frame rails directly below the crew cab, to minimize wheelbase and facilitate service, using rubber isolators in a modified V pattern that include one (1) central mounted isolators located between the frame rails, and one (1) on each side outside the frame rails. The mounting will allow chassis frame rails to flex independently without damage to the fire pump. Each isolator will be 2.55" in total outside diameter and will be rated at 490 lb. The pump will be completely accessible by tilting the cab with no piping located directly above the pump.

MECHANICAL SEALS

Silicon carbide mechanical seals will be provided. The seals will be spring loaded and self-adjusting. The seals will have a minimum thermal conductivity of 126 W/m*K to run cooler. Seals will have a minimum hardness of 2800 kg/mm² to be more resistant to wear, and have thermal expansion characteristics of no more than 4.0 X10⁻⁶mm/mm*K to be more resistant to thermal shock.

PUMP GEAR CASE

The integrated pump transmission gear case will use a pressure-lubricated system to cool, lubricate, and filter the oil. The gear case will be constructed of lightweight aluminum, and impregnated with resin in accordance to MIL Spec MIL-I-17563. A sight glass, accessible by tilting the cab, will be provided for easy fluid level checks.

The gear case will consist of three (3) gears to drive the pump.

CLUTCH

There will be a heavy-duty hydraulic clutch mounted directly to the integrated pump transmission to engage and disengage the pump without gear clash. The clutch will be a multiple disc design for maximum torque. The clutch will be fully self-adjusting to provide automatic wear compensation, and consistent torque throughout the life of the clutch. Positive engagement and disengagement will be provided through a high efficient and dependable hydraulic system to assure superior performance.

LOW PRESSURE/HIGH TEMPERATURE LIGHTS

Lights will be provided to indicate when a high temperature or low pressure situation occurs. Lights will be provided next to the master gauges at the pump panel as well as on the control panel in the cab. A pair of lights will be provided in each location. One light will be provided to indicate high temperature. The second light will be provided to indicate a low pressure. All lights will be labelled accordingly.

PUMPING MODE

Pump will provide for both pump and roll mode and stationary pumping mode.

Stationary pumping mode will be accomplished by stopping the vehicle, setting the parking brake and engaging the water pump switch on the cab switch panel. The transmission will shift to "Neutral" range automatically when the parking brake is set. The "OK to Stationary Pump" indicator will also illuminate when the parking brake is set.

If the vehicle is equipped with a suitable Husky foam system or Hercules CAFS system, these systems will be engaged from the cab switch panel as well.

pump and roll mode will be accomplished by the use of the main pump and will not require the use of a secondary pump. pump and roll mode will use the same operation sequence as stationary pumping mode with a few additional steps. After the vehicle is setup for stationary pumping, the operator will leave the cab and setup the pump panel to discharge at the desired outlet(s). Upon returning to the cab, the operator will disengage the parking brake. An "OK to pump and roll" indicator will illuminate on the cab switch panel. First gear on the transmission gear selector will be selected by the operator for pump and roll operations. The operator as needed will apply the foot throttle. pump and roll mode will be maintained unless the transmission shifts out of first gear.

Stopping either stationary pumping mode or pump and roll mode will be accomplished by pressing the "Water Pump" switch down to disengage the pump.

A pump pressure gauge will be supplied in the cab within view of the driver.

PUMP SHIFT

Pump will be engaged in not more than two steps, by simply setting the parking brake, which will automatically put the transmission into neutral, and activating a rocker switch in the cab. Switches in the cab will also allow for water, foam, or CAFS if equipped, and activate the appropriate system to preset parameters. The engagement will provide simple two-step operation, enhance reliability, and completely eliminate gear clash. The shift will include the indicator lights as mandated by NFPA. A direct override switch will be located behind a door in the pump operator's panel. The switch will automatically disengage when the door is closed.

As the parking brake is applied, the pump panel throttle will be activated and deactivate the chassis foot throttle for stationary operation.

TRANSMISSION LOCK UP

Transmission lock up is not required as transmission will automatically shift to neutral as soon as the parking brake is set.

AUXILIARY COOLING SYSTEM

A supplementary heat exchange cooling system will be provided to allow the use of water from the discharge side of the pump for cooling the engine water. A water-to-coolant heat exchanger will be used.

PUMP INTAKE RELIEF VALVE

An Akron Style 53 relief valve will be installed on the suction side of the pump preset at 125 psig.

The relief valve will have a working range of 50 psi to 250 psi.

The outlet will terminate below the frame rails with a 2.50" National Standard hose thread adapter and will have a "do not cap" warning tag.

The relief valve pressure control will be located behind the right side pump panel with a stainless steel access door.

PIERCE PRESSURE CONTROLLER

A Pierce electronic pressure controller will be provided.

A pressure transducer will be installed in the discharge side of the water pump. The transducer continuously monitors pump pressure sending a signal to the electronic pressure controller.

The pressure controller can be used in two (2) modes of operation, RPM mode and pressure modes. The controller will be programmed to turn on/default to RPM Setting mode.

In the RPM mode, the controller can be activated after vehicle parking brake has been set. When in this mode, the controller will maintain the set engine speed, regardless of engine load (within engine operation capabilities).

In the pressure mode, the controller can be activated after vehicle parking brake has been set. When in this mode, the controller will automatically maintain the discharge pressure set by the operator (within the discharge capabilities of the pump and water supply) regardless of flow.

A 2.00" diameter throttle control knob with no mechanical stops, a serrated grip, and a red idle push button in the center will be a integrated/part of the pressure controller. The throttle control knob will be programmed for Counter Clockwise rotation to increase engine speed.

Individual LED indicators for ok to pump, throttle ready, pressure mode and rpm mode will be located on the pressure controller for easy viewing.

A pump cavitation protection feature will also be provided which will return the engine to idle should the pump cavitate. Cavitation is sensed by the combination of pump pressure below 30 psi and engine speed above 2000 rpm for more than five (5) seconds.

Other safety features include recognition of low water and no water conditions with an automatic programmed response and a push button to return the engine to idle.

The pressure controller LCD screen will be 4.20" in size with a minimum brightness of 750 nits. The LCD screen and LED intensity will automatically adjust for day and nighttime operation. The LCD screen intensity can also be manually adjusted if needed.

The following information will be provided/displayed on the LCD screen:

- Engine RPM
- Check engine and stop engine warning indicators
- Engine oil pressure
- Engine coolant temperature
- Water pump transmission temperature
- Fuel Level
- Water tank level
- Battery voltage
- Operating mode (RPM or pressure)
- Pressure or RPM setting

On screen messaging show diagnostic and warning messages as they occur. It will show apparatus information, stored data, and program options when selected by the operator. It will monitor inputs outputs and support audible and visual warning alarms for the following conditions:

- High battery voltage
- Low battery voltage/engine off
- Low battery voltage/engine running
- High water pump temperature
- Low fuel
- Low engine oil pressure
- High engine coolant temperature
- Water tank out of water (visual alarm only)
- No engine response (visual alarm only)

The pressure controller will store the accumulated operating hours for the pump and engine. These items are to be displayed within the pressure controller menu.

The pressure controller will include a USB port on the back of the controller for easy software upgrades if needed.

PRIMING PUMP

The priming pump will be a Trident Emergency Products compressed air powered, high efficiency, multistage venturi based AirPrime System, conforming to standards outlined in the current edition of applicable NFPA standards.

All wetted metallic parts of the priming system are to be of brass and stainless steel construction.

One (1) priming control will open the priming valve and start the pump primer.

THERMAL RELIEF VALVE

A Pierce thermal relief valve will be included on the pump that monitors pump water temperature and opens to relieve water to cool the pump when the temperature of the pump water exceeds 140 Degrees F (49 C).

The thermal protection system will include a amber warning light mounted on the pump operator panel.

The discharge line will be 3/8 inch diameter tubing plumbed to ground.

PUMP MANUALS

There will be a total of two (2) pump manuals provided by the pump manufacturer and furnished with the apparatus. The manuals will be provided by the pump manufacturer in the form of two (2) electronic copies. Each manual will cover pump operation, maintenance, and parts.

PLUMBING, STAINLESS STEEL AND HOSE

All inlet and outlet lines will be plumbed with either stainless steel pipe, flexible polypropylene tubing or synthetic rubber hose reinforced with hi-tensile polyester braid. All hose's will be equipped with brass or stainless steel couplings. All stainless steel hard plumbing will be a minimum of a schedule 10 wall thickness.

Where vibration or chassis flexing may damage or loosen piping or where a coupling is required for servicing, the piping will be equipped with victaulic or rubber couplings.

Plumbing manifold bodies will be ductile cast iron or stainless steel.

All piping lines are to be drained through a master drain valve or will be equipped with individual drain valves. All drain lines will be extended with a hose to drain below the chassis frame.

All water carrying gauge lines will be of flexible polypropylene tubing.

All piping, hose and fittings will have a minimum of a 500 PSI hydrodynamic pressure rating.

FOAM SYSTEM PLUMBING

All piping that is in contact with the foam concentrate or foam/water solution will be stainless steel. The fittings will be stainless steel or brass. Cast iron pump manifolds will be allowed.

MAIN PUMP INLETS

A 6.00" pump manifold inlet will be provided on each side of the vehicle. The suction inlets will include removable die cast zinc screens that are designed to provide cathodic protection for the pump, thus reducing corrosion in the pump.

Main pump inlets will not be located on the main operator's panel and will maintain a low connection height by terminating below the top of the chassis frame rail.

MAIN PUMP INLET CAP

The main pump inlets will have National Standard Threads with a long handle chrome cap.

The cap will be the Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.

VALVES

All ball valves will be Akron® Brass. The Akron valves will be the 8000 series heavy-duty style with a stainless steel ball and a simple two-seat design. No lubrication or regular maintenance is required on the valve.

Valves will have a **ten (10) year** warranty.

The location of the valve for the one (1) inlet will be recessed behind the pump panel.

INLET CONTROL

The side auxiliary inlet(s) will incorporate a quarter-turn ball valve with the control located at the inlet valve. The valve operating mechanism will indicate the position of the valve.

LEFT SIDE INLET

There will be one (1) auxiliary inlet with a 2.50" valve at the left side pump panel, terminating with a 2.50" (F) National Standard hose thread adapter.

The auxiliary inlet will be provided with a strainer, chrome swivel and plug.

ANODE. INLET

A pair of sacrificial zinc anodes will be provided in one (1) water pump inlet and one (1) outlet to protect the pump from corrosion.

INLET BLEEDER VALVE

A 0.75" bleeder valve will be provided for each side gated inlet.

The valves will be located behind the panel with a "T" swing style handle control extended to the outside of the panel.

The handles will be chrome plated and provide a visual indication of valve position. The swing handle will provide an ergonomic position for operating the valve without twisting the wrist and provides excellent leverage.

The water discharged by the bleeders will be routed below the chassis frame rails.

TANK TO PUMP

The booster tank will be connected to the intake side of the pump with heavy duty 4.00" piping and a quarter turn 3.00" full flow line valve with the control located at the operator's panel. A rubber coupling will be included in this line to prevent damage from vibration or chassis flexing.

A check valve will be provided in the tank to pump supply line to prevent the possibility of "back filling" the water tank.

TANK REFILL

A 1.50" combination tank refill and pump re-circulation line will be provided, using a quarter-turn full flow ball valve controlled from the pump operator's panel.

DISCHARGE OUTLET CONTROLS

The right side discharges will incorporate a quarter-turn ball valve and be controlled by Akron 9335 electric valve controllers provided on the pump operators panel. The electric controls must be of a true position feedback design, requiring no clutches in the motor or current limiting. The units must be completely sealed with momentary open, close as well and an optional one touch full open feature to operate their corresponding valve actuator. The controllers will provide position indication on a full color, backlit LCD display. They will have manual adjustment of the brightness as well as an auto dimming option. In addition to the valve controls, the electric valve controllers will include a pressure display

All other outlets will have manual swing handles that operate in a vertical up and down motion. These handles will be able to lock in place to prevent valve creep under pressure.

LEFT SIDE DISCHARGE OUTLETS

There will be two (2) discharges with a 2.50" valves on the left side of the apparatus, terminating with a 2.50" (M) National Standard hose thread adapter. Discharges will be located below the cab, and will be no higher than the top of the chassis frame rail. Discharges will not be located on the pump operator's panel. Lever controls will be provided at the valve.

RIGHT SIDE DISCHARGE OUTLETS

There will be One (1) discharge outlet with a 2.50" valve on the right side of the apparatus, terminating with a 2.50" MNST adapter. The discharge(s) will be located below the crew cab and will be no higher than the top of the chassis frame rail.

There will be Akron 9335 electric valve controller(s) provided on the pump operators panel. The electric control(s) must be of a true position feedback design, requiring no clutches in the motor or current limiting. The unit(s) must be completely sealed with momentary open, close as well and an optional one touch full open feature to operate the valve actuator. The controller(s) will provide position

indication on a full color, backlit LCD display. They will have manual adjustment of the brightness as well as an auto dimming option.

In addition to valve position, each controller will include a pressure display.

LARGE DIAMETER DISCHARGE OUTLET

There will be an Akron 8800 4.00" flat ball valve with 4.00" plumbing terminating with a 4.00" MNST chrome adapter on the right side pump panel.

The valve will be controlled with a(n) Akron 9335 with pressure located at the pump operator's panel.

LARGE DIAMETER OUTLET ADAPTER

one (1) 4.00" outlet will be furnished with a 4.00" (F) National Standard hose thread x 5.00" Storz adapter. A 5.00" Storz cap and chain will be provided with the adapter.

FRONT DISCHARGE OUTLET

There will be one (1) 1.50" discharge outlet piped to the front of the apparatus and located in the center bumper tray.

Plumbing will consist of 2.00" piping and flexible hose with a 2.00" ball valve with control at the pump operator's panel. A fabricated weldment made of stainless steel pipe will be used in the plumbing where appropriate. The piping will terminate with a 1.50" NST with 90 degree stainless steel swivel.

There will be automatic drains provided at all low points of the piping.

HOSE BED DISCHARGE OUTLET

There will be Two (2) discharge outlets piped to the front of the hose bed, in the Two (2) in the Driver's side in hose bed (1 in bay #1 and 1 in Bay # 2) bed. Plumbing will consist of 3.00" schedule 10 304L welded or formed stainless steel piping along with a 2.50" full flow ball valve with the control from the pump operator's panel. Discharge will terminate with 2.50" NST thread.

DISCHARGE CAPS/ INLET PLUGS

Chrome plated, rocker lug, caps with chain will be furnished for all discharge outlets 1.00" thru 3.00" in size, besides the pre-connected hose outlets.

Chrome plated, rocker lug, plugs with chain will be furnished for all auxiliary inlets 1.00" thru 3.00" in size.

The caps and plugs will incorporate a thread design to automatically relieve stored pressure in the line when disconnected.

OUTLET BLEEDER VALVE

A 0.75" bleeder valve will be provided for each outlet 1.50" or larger. Automatic drain valves are acceptable with some outlets if deemed appropriate with the application.

The valves will be located behind the panel with a T swing style handle control extended to the outside of the side pump panel.

The handles will be chrome plated and provide a visual indication of valve position.

The T swing handle will provide an ergonomic position for operating the valve without twisting the wrist and provides excellent leverage.

Bleeders will be located at the bottom of the pump panel. They will be properly labeled identifying the discharge they are plumbed in to.

The water discharged by the bleeders will be routed below the chassis frame rails.

DELUGE RISER

A 3.00" deluge riser will be installed above the pump in such a manner that a monitor can be mounted and used effectively. Piping will be installed securely so no movement develops when the line is charged. The riser will be gated and controlled at the pump operator's panel. A 2.50" valve will be provided. The deluge riser will allow flow for 1000 GPM.

TELESCOPIC PIPING

The deluge riser piping will include a 18.00" Task Force Model XG18 Extend-A-Gun extension.

This extension will be telescopic to allow the deluge gun to be raised 18.00" increasing the range of operation.

A position sensor will be provided on the telescopic piping that will activate the "do not move vehicle" light inside the cab when the monitor is in the raised position.

MONITOR

A customer/dealer supplied and installed make and model Akron 3416 monitor will be properly installed on the deluge riser.

The deluge riser will have male National Pipe Threads for mounting the monitor.

CROSSLAY MODULE

The crosslay module will be full width of the rear body.

The forward, upper corners of the module will have full body corners.

The crosslay module will be manufactured for installation of roll up doors on each side.

ROLLUP DOOR, CROSSLAY ENDS

The compartment doors will be rollup style, double faced aluminum construction painted two (2) colors to match the cab and body with a paint break that is slanted to connect the cab paint break to the body paint break and manufactured by Gortite®.

Lath sections will be an interlocking rib design and will be individually replaceable without complete disassembly of door.

Between each slat at the pivoting joint will be a PVC inner seal to prevent metal to metal contact and prevent dirt or moisture from entering the compartments. Seals will allow door to operate in extreme temperatures ranging from 180 to -40 degrees Fahrenheit. Side, top and bottom seals will be provided to resist ingress of dirt and weather and be made of Santoprene.

All hinges, barrel clips and end pieces will be nylon 66. All nylon components will withstand temperatures from 300 to -40 degrees Fahrenheit. Hardened plastic will not be acceptable.

A polished stainless steel lift bar to be provided for each roll-up door. Lift bar will be located at the bottom of door and have latches on the outer extrusion of the doors frame. A ledge will be supplied over lift bar for additional area to aid in closing the door.

Doors will be constructed from an aluminum box section. The exterior surface of each slat will be flat. The interior surfaces will be concave to provide strength and prevent loose equipment from jamming the door from inside.

To conserve space in the compartments, the spring roller assembly will not exceed 3.00" in diameter. A garage style roll door will not be acceptable.

The header for the rollup door assembly will not exceed 4.00".

A heavy-duty magnetic switch will be used for control of open compartment door warning lights.

The crosslays will have a drip pan below the roll of the door.

CROSSLAY COMPARTMENT LIGHTING

There will be two (2) 12 volt DC light strips with white LEDs and mechanical fasteners, provide behind the front door frame on the crosslay compartments per the following:

- One (1) strip light for the left side crosslay compartment door
- One (1) strip light for the right side crosslay compartment door

The lights will be activated when the battery switch is on and the respective door is opened.

CROSSLAY(S), LOWER

There will be two (2) lower crosslays provided.

1.50" Crosslays

There will be two (2) 1.50" crosslays plumbed with 2.00" welded or formed schedule 10 304L stainless steel pipe.

The crosslays will be low mounted with the bottom of both crosslay trays no more than 11.00" above the frame rails for simple, safe reloading and deployment.

There will be a 1.50" National Standard hose thread 90-degree swivel provided in each hose bed, so that the hose may be removed from either side of apparatus. The swivel will be as far outbound as possible for ease of changing hose.

Each crosslay will be gated with a 2.00" quarter turn ball valve with the controls located at the pump operator's panel.

Each hose bed will be capable of carrying 200' of 1.75" double jacket hose .

Crosslay Hose Trays

A removable tray will be provided for each crosslay hose bed. The crosslay tray will be constructed of black poly to provide a lightweight sturdy tray. Two (2) hand holes will be in the floor and additional hand holes will be provided in the sides for easy removal and installation from the compartment. The floor of the trays will be perforated to allow for drainage and hose drying.

Trays will be held in place by a mechanical spring-loaded stainless-steel latch that automatically deploys upon loading the trays to hold the trays in place during transit.

CROSSLAY(S), UPPER

There will be one (1) upper crosslay provided.

2.50" Crosslay

There will be one (1) 2.50" crosslay plumbed with 2.50" welded or formed schedule 10 304L stainless steel pipe.

There will be a 2.50" National Standard hose thread 90-degree swivel provided in each hose bed, so that hose may be removed from either side of apparatus. The swivel will be as far outbound as possible for ease of changing hose.

Each crosslay will be gated with a 2.50" quarter turn ball valve with the controls located at the pump operator's panel.

Each hose bed will be capable of carrying 200' of 2.50" double jacket hose .

Crosslay Hose Trays

A removable tray will be provided for each crosslay hose bed. The crosslay tray will be constructed of black poly to provide a lightweight sturdy tray. Two (2) hand holes will be in the floor and additional hand holes will be provided in the sides for easy removal and installation from the compartment. The floor of the trays will be perforated to allow for drainage and hose drying.

Trays will be held in place by a mechanical spring-loaded stainless-steel latch that automatically deploys upon loading the trays to hold the trays in place during transit.

PIKE POLE STORAGE

A quantity of two (2) pike poles aluminum tubes will be provided and located lower front crosslay area in the lower crosslay module. If the head of a pike pole can come in contact with a painted surface, a stainless steel scuffplate will be provided. The pike pole tube will be notched to allow a New York style pike pole to fit into the tube. Due to the tube being accessible from each side of the apparatus, the notch will be located on each end of the tube. A pin will be provided on each notch to retain the pike pole within the tube.

BACKBOARD STORAGE

Mounting will be provide for One (1) backboard(s) located in the upper crosslay module. The backboard(s) will be enclosed and removable from either side of the truck. A Velcro® strap will be provided on each end of the storage. The backboard(s) to be stored will be 73" w x 16.5" h x 2.5" w.

CROSSLAY TRAY

The three (3) poly tray(s) provided for the crosslays/speedlays will be of 7.00" clear on lower trays and 10" clear on upper trays , and located upper and lower crosslays.

FOAM SYSTEM

The foam system will be externally mounted.

FOAM OUTLET(S)

There will be one (1) foam outlet installed on the Driver's side pump panel. The outlet(s) will be plumbed to the on board foam tank foam tank/cell with a minimum of 1.00" S/S piping, brass fittings, or flexible hose capable of resisting the corrosion caused by all foam concentrates. Each foam outlet(s) will have a 3/4" valve with a swing handle control located near the foam outlet. The foam outlet(s) will terminate with 1.00" connections.

A 0.25" valve will be provided for each foam outlet to allow flushing of the entire foam outlet piping. The valve control will be located near each foam outlet(s). The flush port will be installed between the 3/4" valve and the 1.00" connections.

Swing style of brass check valve(s) will be installed at the foam tank/cell to prevent water from the flush line(s) from entering the foam tank/cell.

The foam outlet(s) will terminate with a S/S cam-lock style of quick disconnect male fitting with a matching female S/S dust cap. Female S/S cam-lock style of adapter(s) with locking levers and FNPT threads will be supplied in loose equipment for the end user to connect to the foam outlet(s).

FOAM TANK

The foam tank will be an integral portion of the polypropylene water tank. The cell will have a capacity of 30 gallons of foam with the intended use of Class A foam. The brand of foam stored in this tank will be FoamPro 2000. The foam cell will reduce the capacity of the water tank. The foam cell will have a screen in the fill dome and a breather in the lid.

FOAM TANK DRAIN

The foam tank drain will be a 1.00" drain valve located inside the pump compartment accessible through a door on the right side pump panel.

The following drawing(s) will be provided for approval by the customer. The drawing(s) will be made for up Match color tags from Job# 35908 apparatus and/or similar Pierce job number.

PUMP OPERATOR'S PANEL DRAWING

A detailed drawing to scale of the pump operator's panel will be provided for the customer to review. The drawing will include all of the gauges, controls, switching, etc., located on the pump operator's panel. The customer will be allowed to make changes and/or mark-ups to this approval drawing. The fire apparatus manufacturer will make revisions (If needed) to the drawing per the customer changes and/or mark-ups as long as the changes are physically possible within a specific product line.

The finalized and signed customer approved pump operator's panel drawing will become part of the contract documents.

Due to the way drain(s), bleeder(s), operational/maintenance tag(s) and NFPA required warning tag(s) are placed on pump panel(s), these items will NOT be shown on any pump panel approval drawing(s). These item(s) will be placed on pump panel(s) at the fire apparatus manufacturer discretion.

COLOR CODED TAGS

A detailed drawing/chart of the colors used on all of the inlet(s) and outlet(s) will be provided for the customer to review. The customer will be allowed to make changes and/or mark-ups to this approval drawing/chart. The fire apparatus manufacturer will make revisions (If needed) to the drawing per the customer changes and/or mark-ups as long as the changes are physically possible within a specific product line.

The finalized and signed customer approved drawing/chart of the colors will become part of the contract documents.

SPECIAL TEXT/VERBIAGE TAGS

A detailed drawing/chart of the text/verbiage used on all of the inlet(s) and outlet(s) will be provided for the customer to review. The customer will be allowed to make changes and/or mark-ups to this approval drawing/chart. The fire apparatus manufacturer will make revisions (If needed) to the drawing per the customer changes and/or mark-ups as long as the changes are physically possible within a specific product line.

The finalized and signed customer approved drawing/chart of the text/verbiage will become part of the contract documents.

PUMP PANEL CONFIGURATION

The pump panel configuration will be arranged and installed in an organized manner that will provide user-friendly operation.

PUMP AND GAUGE PANEL

The pump operator's panel and gauge panels will be brushed stainless steel finish.

The side panels will be finish brushed stainless steel .

PUMP AND PLUMBING ACCESS

Simple access to the plumbing will be provided through the front of the body area by raising the cab for complete plumbing service and valve maintenance. Access to valves will not require removal of operator panels or pump panels. Access for rebuilding of the pump will not require removal of more than the tank to pump line and a single discharge line. This access will allow for fast, easy valve or pump rebuilding, making for reduced out of service times. Steps will be provided for access to the top of the pump.

Access to the pump will be provided by raising the cab. The pump will be positioned such that all maintenance and overhaul work can be performed above the frame and under the tilted cab. The service and overhaul work on the pump will not require the removal of operator panels or pump panels. Complete pump casing and gear case removal will require no more than removal of the intake and discharge manifolds, driveline, coolers and a single discharge line. The pump case and gear case will

be able to be removed by lifting upward without interference from piping and be removable in less than 3 hours.

PUMP COMPARTMENT LIGHT

A pump compartment light will be provided inside the plumbing area.

A .125" weep hole will be provided in each light lens, preventing moisture retention.

Engine monitoring graduated LED indicators will be incorporated with the pressure controller.

THROTTLE READY GREEN INDICATOR LIGHT

There will be a green indicator light integrated with the pressure governor and/or engine throttle installed on the pump operators panel that is activated when the pump is in throttle ready mode.

AIR HORN SWITCH

An air horn control switch will be provided at the pump operator's control panel. This switch will be momentary red and properly labeled. The switch will be located within easy reach of the operator in the electrical switch panel.

VACUUM AND PRESSURE GAUGES

The pump vacuum and pressure gauges will be liquid filled and manufactured by Class 1 Incorporated.

The gauges will be a minimum of 4.00" in diameter and will have white faces with black lettering, with a pressure range of 30.00"-0-600#.

Gauge construction will include a Zytel nylon case with adhesive mounting gasket and threaded retaining nut.

The pump pressure and vacuum gauges will be installed adjacent to each other at the pump operator's control panel.

Test port connections will be provided at the pump operator's panel. One (1) will be connected to the intake side of the pump, and the other to the discharge manifold of the pump. They will have 0.25 in. standard pipe thread connections and non-corrosive polished stainless steel or brass plugs. They will be marked with a label.

This gauge will include a 10 year warranty against leakage, pointer defect, and defective bourdon tube.

PRESSURE GAUGES

The individual "line" pressure gauges for the discharges will be Class 1 interlube filled.

They will be a minimum of 2.00" in diameter and have white faces with black lettering.

Gauge construction will include a Zytel nylon case with adhesive mounting gasket and threaded retaining nut.

Gauges will have a pressure range of 30"-0-400#.

The individual pressure gauge will be installed as close to the outlet control as practical.

This gauge will include a 10 year warranty against leakage, pointer defect, and defective bourdon tube.

WATER LEVEL GAUGE

An electric water level gauge will be incorporated in the pressure controller that registers water level by means of nine (9) LEDs. They will be at 1/8 level increments with a tank empty LED. The LEDs will be a bright type that is readable in sunlight, and have a full 180-degree of clear viewing.

To further alert the pump operator, the gauge will have a warning flash when the tank volume is less than 25 percent. The gauge will have down chasing LEDs when the tank is almost empty.

The level measurement will be ascertained by sensing the head pressure of the fluid in the tank or cell.

MINI SLAVE UNIT

An electric water level gauge will be provided in the cab that registers water level by means of five (5) LEDs. They will be at 1/4 level increments with a tank empty LED. The LEDs will be a bright type that are readable in sunlight and have a full 180-degree of clear viewing.

The water level gauge in the cab will be activated when the pump is in gear.

FOAM LEVEL GAUGE

An electronic foam level gauge will be provided on the operator's panel that registers foam level by means of five (5) colored LED lights. The lights will be durable, ultra-bright five (5) LED design viewable through 180 degrees. The foam level indicators will be as follows:

- 100 percent = Green
- 75 percent = Yellow
- 50 percent = Yellow
- 25 percent = Yellow
- Refill = Red

The light will flash when the level drops below the given level indicator to provide an eighth of a tank indication. To further alert the pump operator, the lights will flash sequentially when the foam tank is empty.

The level measurement will be based on the sensing of head pressure of the fluid in the tank.

The display will be constructed of a solid plastic material with a chrome plated die cast bezel to reduce vibrations that can cause broken wires and loose electronic components. The encapsulated design will provide complete protection from foam and environmental elements. An industrial pressure transducer will be mounted to the outside of the tank. The display will be able to be calibrated in the field and will measure head pressure to accurately show the tank level.

SIDE CONTROL PUMP OPERATOR'S/PUMP PANEL LIGHTING

Illumination will be provided for controls, switches, essential instructions, gauges, and instruments necessary for the operation of the apparatus and the equipment provided on it. External illumination will be a minimum of five (5) foot-candles on the face of the device. Internal illumination will be a minimum of four (4) footlamberts.

The pump panels will be illuminated by two (2) Truck-Lite, Model 60354C, 6.00" x 2.00" oval white LED lights with Model 60700, grommets and chrome covers installed on the back of the cab, one (1) on the driver's side and one (1) on the passenger's side.

The pump operator's panel will utilize the same LED strip lighting at the forward doorframe as all other compartment lighting.

There will be a small white LED pump engaged indicator light installed overhead.

MICROPHONE & SPEAKER COMPARTMENT

A microphone and speaker compartment will be furnished adjacent to the pump operator's panel in the center compartment divider. Compartment size will be 12.00" high x 8.00" wide x 6.00" deep.

AIR HORN SYSTEM

Two (2) Hadley®, eTone, chrome air horns will be recessed in the front bumper. The air horn system will be piped to the air brake system wet tank utilizing 0.38" tubing. A pressure protection valve will be installed to prevent the loss of air in the brake system.

Air Horn Location

The air horns will be located on each side of the bumper, just outside of the frame rails.

Air Horn Control

The air horn(s) will be activated by the following:

- Right side lanyard. The lanyard to be a nylon rope.
- Steering wheel horn ring with electric/air horn selector switch

- Left side lanyard. The lanyard to be a nylon rope.

ELECTRONIC SIREN

A Whelen®, Model 295SLSA1, electronic siren with noise canceling microphone will be provided.

This siren to be active when the battery switch is on and that emergency master switch is on.

The electronic siren head will be located in switch panel # 7 area of the center dash switch panel.

The electronic siren will be controlled on the siren head only. No horn button or foot switches will be provided.

SPEAKER

There will be one (1) Whelen®, Model SA315P, black nylon composite, 100-watt, speaker with through bumper mounting brackets and polished stainless steel grille provided. The speaker will be connected to the siren amplifier.

The speaker will be recessed in the left side of the front bumper, towards the outside.

AUXILIARY MECHANICAL SIREN

There will be a Federal Signal Model Q2B mechanical siren furnished and installed in the front of the apparatus.

The Q2B will be chrome finish.

The siren will have a 2-gauge cable connected to a power solenoid that is connected by a 2-gauge cable ran battery direct to the primary chassis batteries and will be labeled Q2B+ at the battery. The power solenoid will only be enabled when the emergency master switch is on.

The siren will have a 2-gauge ground wire connected to the chassis battery stud. The cable will be labeled Q2B- at the battery.

The mechanical siren will be recessed in the front bumper on the right side. The siren will be properly supported using the bumper framework.

MECHANICAL SIREN CONTROL

The mechanical siren will be activated by the following:

- Right side foot switch on the officer's side of the engine tunnel as indicated on the IP Layout. The control to be available when the parking brake is released and control to be available when the emergency master switch is on.
- Steering wheel horn ring with horn/siren selector switch. The control to be available when the parking brake is released and control to be available when the emergency master switch is on.

A momentary red switch will be included in the right side overhead switch panel to activate the siren brake.

A momentary red switch will be included in the left side overhead switch panel to activate the siren brake.

FRONT ZONE UPPER WARNING LIGHTS

There will be one (1) 81.00" Whelen Freedom IV LED lightbar mounted on the cab roof.

The lightbar will include the following:

- One (1) red flashing LED module in the driver's side end position.
- One (1) red flashing LED module in the driver's side front corner position.
- One (1) red flashing LED module in the driver's side first front position.
- One (1) white flashing LED module in the driver's side second front position.
- One (1) red flashing LED module in the driver's side third front position.
- One (1) red flashing LED module in the driver's side fourth front position.
- Open in the driver's side fifth front position.
- Open in the driver's side sixth front position.
- Open in the driver's side seventh front position.

- Open in the passenger's side seventh front position.
- Open in the passenger's side sixth front position.
- Open in the passenger's side fifth front position.
- One (1) red flashing LED module in the passenger's side fourth front position.
- One (1) red flashing LED module in the passenger's side third front position.
- One (1) white flashing LED module in the passenger's side second front position.
- One (1) red flashing LED module in the passenger's side first front position.
- One (1) red flashing LED module in the passenger's side front corner position.
- One (1) red flashing LED module in the passenger's side end position.

There will be clear lenses included on the lightbar.

There will be a switch installed in the cab on the switch panel to control this lightbar.

The two (2) white flashing LED modules will be disabled when the parking brake is applied.

The six (6) red flashing LED modules in the front positions may be load managed when the parking brake is applied.

FRONT ZONE LOWER LIGHTS

There will be four (4) Whelen®, lights installed on the cab face above the headlights in a common bezel matching the headlamps.

- One (1) Model 6RB**, 4.18" high x 6.56" long x 3.43" deep LED flashing light installed in the driver's side outside position. The driver's side front outside warning light to be red.
- One (1) Model M6**, 4.31" high x 6.75" long x 1.37" deep LED flashing light installed in the driver's side inside position. The driver's side front inside warning light to be red.
- One (1) Model M6**, 4.31" high x 6.75" long x 1.37" deep LED flashing light installed in the passenger's side inside position. The passenger's side front inside warning light to be red.
- One (1) Model 6RB**, 4.18" high x 6.56" long x 3.43" deep LED flashing light installed in the passenger's side outside position. The passenger's side front outside warning light to be red.

The lights will include lenses that are clear.

There will be a switch in the cab on the switch panel to control the lights.

The inside lights may be load managed if colored or disabled if white when the parking brake is applied.

ROTO RAY LIGHT

There will be one (1) Roto Ray, Model 4000W rotating warning light provided on the front of the cab mounted through the top section of the front grille.

This warning light will include the following:

- Two (2) PAR46 lights with red LEDs and clear lenses
- One (1) PAR46 light with white LEDs and a clear lens

There will be a switch in the cab on the switch panel to control this light.

The rotation motor and the warning lights will be deactivated when the parking brake is applied.

SIDE ZONE LOWER LIGHTING

There will be six (6) Whelen®, Model M6*C, flashing LED warning lights with chrome trim installed per the following:

- Two (2) lights, one (1) each side on the bumper extension. The side front lights to be red.
- Two (2) lights, one (1) each side of cab rearward of crew cab doors. The side middle lights to be red.
- Two (2) lights, one (1) each side above rear wheels. The side rear lights to be red.
- The lights will include clear lenses.

There will be a switch in the cab on the switch panel to control the lights.

SIDE WARNING LIGHTS

There will be two (2) Whelen®, Model M9**, 6.50" high x 10.37" wide x 1.37" deep flashing LED warning light(s) with chrome trim provided, One (1) each side as far forward as possible on the body.

The light(s) to include red LEDs. The warning light lens color(s) to be clear.

These lights will be activated with the side warning switch.

White LEDs will be deactivated when the parking brake is applied.

Amber, blue, green or red LEDs may be load managed when the parking brake is applied.

REAR ZONE LOWER LIGHTING

There will be two (2) Whelen®, Model M6*C, LED flashing warning lights located at the rear of the apparatus.

- The driver's side rear light to be red
- The passenger's side rear light to be red

Both lights will include a lens that is clear.

There will be a switch located in the cab on the switch panel to control the lights.

WARNING LIGHTS (REAR AND SIDE UPPER ZONES)

Four (4) Whelen, model M9*C LED flashing warning lights will be provided at the rear of the apparatus.

The side rear upper light(s) on the driver's side to be red.

The rear upper light(s) on the driver's side to be red.

The rear upper light(s) on the passenger's side to be red.

The side rear upper light(s) on the passenger's side to be red.

These lights will include a lens that is clear.

There will be a switch located in the cab on the switch panel to control the lights.

TRAFFIC DIRECTING LIGHT

There will be one (1) Whelen®, Model TAL65, 36.00" long x 2.87" high x 2.25" deep, amber LED traffic directing light installed at the rear of the apparatus.

The Whelen, Model TACTL5, control head will be included with this installation.

The controller will be energized when the battery switch is on.

The auxiliary flash to be activated when the emergency master switch is on and auxiliary flash not activated.

This traffic directing light will be recessed with a stainless steel trim plate at the rear of the apparatus as high as practical.

The traffic directing light control head will be located in the driver side overhead switch panel in the right panel position.

120 VOLT RECEPTACLE

There will be one (1), 15/20 amp 120 volt AC three (3) wire straight blade duplex receptacle(s) with interior stainless steel wall plate(s), installed Inside the rear facing engine tunnel mounted EMS compartment in the upper LH corner looking into the compartment. The NEMA configuration for the receptacle(s) will be 5-20R.

The receptacle(s) will be powered from the shoreline inlet.

There will be a label installed near the receptacle(s) that state the following:

- Line Voltage
- Current Rating (amps)
- Phase
- Frequency

120 VOLT RECEPTACLE

There will be two (2), 15/20 amp 120 volt AC three (3) wire straight blade duplex receptacle(s) with white receptacle(s) and stainless steel wall plate(s), installed One (1) in compartments RS1 and RS3 in the upper RH upper corner of the compartments as high as possible (back wall). Receptacle in RS3 should be to the right of the blue sea on back wall (see compartment layout in stage 3). The NEMA configuration for the receptacle(s) will be 5-20R.

The receptacle(s) will be powered from the shoreline inlet.

There will be a label installed near the receptacle(s) that state the following:

- Line Voltage
- Current Rating (amps)

- Phase
- Frequency

LOOSE EQUIPMENT

The following equipment will be furnished with the completed unit:

- One (1) bag of chrome, stainless steel, or cadmium plated screws, nuts, bolts and washers, as used in the construction of the unit.
- See Department Requested Loose Equipment Contingency on Contract.

NFPA LOOSE EQUIPMENT

NFPA Required Loose Equipment Provided by Fire Department

The following loose equipment as outlined in NFPA 1900, 2024 edition, table 8.1 and CAN/ULC S515:2024 edition, section 5.2 will be provided by the fire department:

- One (1) traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, *Standard for High Visibility Public Safety Vests*, and have a five-point breakaway feature that includes two (2) at the shoulders, two (2) at the sides, and one (1) at the front.
- Five (5) fluorescent orange traffic cones not less than 28.00" (711 mm) in height, each equipped with a 6.00" (152 mm) retro-reflective white band no more than 4.00" (152 mm) from the top of the cone, and an additional 4.00" (102 mm) retro-reflective white band 2.00" (51 mm) below the 6.00" (152 mm) band.
- Five (5) illuminated warning devices such as highway flares, unless the five (5) fluorescent orange traffic cones have illuminating capabilities.

NFPA Loose Equipment That Should be Considered

The following loose equipment as outlined in NFPA 1900, 2024 edition, appendix table A.8.4 (a) and CAN/ULC S515:2024 edition, section 5.2 should be considered:

- 800 ft (60 m) of 2.50" (65 mm) or larger fire hose.
- 400 ft (120 m) of 1.50" (38 mm), 1.75" (45 mm), or 2.00" (52 mm) fire hose.
- One (1) handline nozzle, 200 gpm (750 L/min) minimum.
- Two (2) handline nozzles, 95 gpm (360 L/min) minimum.
- One (1) smooth bore or combination nozzle with shutoff and with 2.50" (65 mm) inlet that flows a minimum of 250 gpm (950 L/min).
- Four (4) SCBA apparatus
- Four (4) SCBA spare cylinders
- One (1) first aid kit.
- Four (4) combination spanner wrenches.
- Two (2) hydrant wrenches.
- One (1) double female 2.50" (65 mm) adapter with national hose (NH) threads.
- One (1) double male 2.50" (65 mm) adapter with national hose (NH) threads.
- One (1) rubber mallet, for use on suction hose connections.

- Two (2) salvage covers each a minimum size of 12 ft × 18 ft (3.7 m × 5.5 m).
- One (1) automatic external defibrillator (AED).

SOFT SUCTION HOSE PROVIDED BY FIRE DEPARTMENT

Hose is not on the apparatus as manufactured. The fire department will provide suction or supply hose.

DRY CHEMICAL EXTINGUISHER PROVIDED BY FIRE DEPARTMENT

The extinguisher is not on the apparatus as manufactured. The fire department will provide and mount the extinguisher.

WATER EXTINGUISHER PROVIDED BY FIRE DEPARTMENT

The extinguisher is not on the apparatus as manufactured. The fire department will provide and mount the extinguisher.

FLATHEAD AXE PROVIDED BY FIRE DEPARTMENT

The axe is not on the apparatus as manufactured. The fire department will provide and mount the axe.

PICKHEAD AXE PROVIDED BY FIRE DEPARTMENT

The axe is not on the apparatus as manufactured. The fire department will provide and mount the axe.

PAINT PROCESS

The exterior custom cab and body painting procedure will consist of a seven (7) step finishing process as follows:

1. Manual Surface Preparation - All exposed metal surfaces on the custom cab and body will be thoroughly cleaned and prepared for painting. Imperfections on the exterior surfaces will be removed and sanded to a smooth finish. Exterior seams will be sealed before painting. Exterior surfaces that will not be painted include; chrome plating, polished stainless steel, anodized aluminum and bright aluminum treadplate.
2. Chemical Cleaning and Pretreatment - All surfaces will be chemically cleaned to remove dirt, oil, grease, and metal oxides to ensure the subsequent coatings bond well. The aluminum surfaces will be properly cleaned and treated using a high pressure, high temperature 4 step Acid Etch process. The steel and stainless surfaces will be properly cleaned and treated using a high temperature 3 step process specifically designed for steel or stainless. The chemical treatment converts the metal surface to a passive condition to help prevent corrosion.
3. Surfacer Primer - The Surfacer Primer will be applied to a chemically treated metal surface to provide a strong corrosion protective basecoat. A minimum thickness of 2 mils of Surfacer Primer is applied to surfaces that require a Critical aesthetic finish. The Surfacer Primer is a two-component high solids urethane that has excellent sanding properties and an extra smooth finish when sanded.
4. Finish Sanding - The Surfacer Primer will be sanded with a fine grit abrasive to achieve an ultra-smooth finish. This sanding process is critical to produce the smooth mirror like finish in the topcoat.
5. Sealer Primer - The Sealer Primer is applied prior to the Basecoat in all areas that have not been previously primed with the Surfacer Primer. The Sealer Primer is a two-component high solids urethane that goes on smooth and provides excellent gloss hold out when topcoated.

6. Basecoat Paint - Two coats of a high performance, two component high solids polyurethane basecoat will be applied. The Basecoat will be applied to a thickness that will achieve the proper color match. The Basecoat will be used in conjunction with a urethane clear coat to provide protection from the environment.
7. Clear Coat - Two (2) coats of Clear Coat will be applied over the Basecoat color. The Clear Coat is a two-component high solids urethane that provides superior gloss and durability to the exterior surfaces. Lap style and roll-up doors will be Clear Coated to match the body. Paint warranty for the roll-up doors will be provided by the roll-up door manufacturer.

After the cab and body are painted, the color will be verified to make sure that it matches the color standard. Electronic color measuring equipment will be used to compare the color sample to the color standard entered into the computer. Color specifications will be used to determine the color match. A Delta E reading will be used to determine a good color match within each family color.

All removable items such as brackets, compartment doors, door hinges, and trim will be removed and painted separately if required, to ensure paint behind all mounted items. Body assemblies that cannot be finish painted after assembly will be finish painted before assembly.

The paint finish quality levels for critical areas of the apparatus (cab front and sides, body sides and doors, and boom lettering panels) are to meet or exceed Cadillac/General Motors GMW15777 global paint requirements. Orange peel levels are to meet or exceed the #6 A.C.T. standard in critical areas. The manufacture's written paint standards will be available upon request.

Environmental Impact

Contractor will meet or exceed all current state regulations concerning paint operations. Pollution control will include measures to protect the atmosphere, water and soil. Controls will include the following conditions:

- Topcoats and primers will be chrome and lead free.
- Metal treatment chemicals will be chrome free. The wastewater generated in the metal treatment process will be treated on-site to remove any other heavy metals.
- Particulate emission collection from sanding operations will have a 99.99 percent efficiency factor.
- Particulate emissions from painting operations will be collected by a dry filter or water wash process. If the dry filter is used, it will have an efficiency rating of 98 percent. Water wash systems will be 99.97 percent efficient.
- Water from water wash booths will be reused. Solids will be removed on a continual basis to keep the water clean.
- Paint wastes are disposed of in an environmentally safe manner.
- Empty metal paint containers will be recycled to recover the metal.
- Solvents used in clean-up operations will be recycled on-site or sent off-site for distillation and returned for reuse.

Additionally, the finished apparatus will not be manufactured with or contain products that have ozone depleting substances. Contractor will, upon demand, present evidence that the manufacturing facility meets the above conditions and that it is in compliance with his state EPA rules and regulations.

TWO-TONE CAB PAINT

The cab will be painted two-tone with the upper section painted #479 charcoal metallic and the lower section painted #90 red. There will be a standard two-tone cab paint break provided.

There will be a standard cab shield provided.

TWO-TONE BODY PAINT

The body will be painted two-tone with the upper section painted metallic to match the upper section of the cab and the lower section painted to match the lower section of the cab. The body paint break will be above the body compartment door openings.

PAINT CHASSIS FRAME ASSEMBLY

The chassis frame assembly will be finished with primer and gloss black paint before the installation of the cab and body, and before installation of the engine and transmission assembly, air brake lines, electrical wire harnesses, etc.

Components that are included with the chassis frame assembly that will be painted (unless otherwise stated in a secondary option) are:

- Frame rails
- Frame liners
- Cross members
- Axles
- Suspensions
- Steering gear
- Battery boxes
- Bumper extension weldment
- Frame extensions
- Body mounting angles
- Rear Body support substructure (front and rear)
- Pump house substructure
- Steel fuel tank
- Castings
- Individual piece parts used in chassis and body assembly

Components treated with epoxy E-coat protection prior to paint:

- Two (2) C-channel frame rails
- Two (2) frame liners

The E-coat process will meet the technical properties shown.

FRONT WHEELS PAINT

All wheel surfaces, inside and outside, will be provided with powder coat paint #101 black.

REAR WHEELS PAINT

All wheel surfaces, inside and outside, will be provided with powder coat paint #101 black.

AXLE HUB PAINT

All axle hubs will be painted black #101.

COMPARTMENT INTERIOR PAINT

The interior of all compartments will be painted with a gray spatter finish for ease of cleaning and to make it easier to touch up scratches and nicks.

REFLECTIVE STRIPES

Three (3) stripes will be provided across the front of the vehicle and along the sides of the body. The band will consist of a 1.00" charcoal metallic vinyl stripe at the top with a 1/4" black border top and bottom, then a 6.00" reflective black stripe, and a 1.00" charcoal metallic vinyl stripe at the bottom with a 1/4" black border top and bottom. There will be a .75" void between the stripes.

REFLECTIVE ACROSS CAB FACE

The reflective band provided on the cab face will be above, below or at the headlight level.

REAR CHEVRON STRIPING

There will be alternating chevron striping located on the rear-facing vertical surface of the apparatus. The rear surface, excluding the rear roll up door, will be covered.

The colors will be red and fluorescent yellow green diamond grade.

Each stripe will be 6.00" in width.

This will meet the requirements of the current edition of NFPA 1901, which states that 50% of the rear surface will be covered with chevron striping.

JOG(S) IN REFLECTIVE BAND

The reflective band located on each side of the apparatus body will contain one (1) jog(s) and will be angled at approximately a 45 degrees when installed.

REFLECTIVE STRIPE OUTLINE

A black vinyl outline will be provided for each chevron stripe at the rear of the truck.

There will be no warranty provided for this material.

CHEVRON/INVERTED "V" STRIPING ON THE FRONT BUMPER

There will be alternating chevron striping located on the front bumper.

The striping will consist of the following colors:

- The first color will be black
- The second color will be painted job color.

The size of the striping will be 6.00".

CAB DOOR REFLECTIVE STRIPE

A 6.00" x 16.00" black reflective stripe will be provided across the interior of each cab door. The stripe will be located approximately 1.00" up from the bottom, on the door panel.

This stripe will meet the current edition of applicable NFPA standards.

CAB STRIPE

There will be a printed effect gold leaf stripe provided on both sides of the cab in place of the chrome molding and on the cab face with shield.

LETTERING

The lettering will be totally encapsulated between two (2) layers of clear vinyl.

LETTERING

Forty-one (41) to sixty (60) printed effect gold leaf lettering, 3.00" high, with outline and shade will be provided.

BODY STRIPE

There will be a printed effect gold leaf stripe provided on each side of the body, located along the top of the side compartmentation.

LETTERING

Twenty-one (21) to forty (40) printed effect gold leaf lettering, 7.00" high, with outline and shade will be provided.

LETTERING

There will be printed effect gold leaf lettering, 7.00" high, with outline and shade provided. There will be 15 letters provided.

SIGN KIT FOR LETTERING/NUMERALS

three (3) painted stainless steel plate(s) and holder(s) will be provided for department lettering. They will be mounted One (1) on each crew cab door and One (1) located on the DS rear of the truck where indicated on the Final LSP Print. and 10" x 12" in size.

SIGN KIT FOR LETTERING/NUMERALS

twelve (12) painted stainless steel plate(s) will be provided for department lettering. They will be mounted SHIP LOOSE and To fit 10" x 12" Holder in size.

EMBLEM

There will be four (4) reflective emblem(s), approximately 14.00" - 16.00" in size, installed Two (2) on each side of the upper body per the LSP Approval Print . the emblem will be modeled after the department submitted information (art, patch, etc).

EMBLEM

There will be one (1) reflective emblem(s), approximately 22.00" - 24.00" in size, installed on the rear compartment door (B1). the emblem will be modeled after the department submitted information (art, patch, etc).

CAB GRILLE DESIGN

An South Carolina flag design will be painted on the cab grille.

FIRE APPARATUS PARTS CD MANUAL

There will be two (2) custom parts manuals for the complete fire apparatus provided in CD format with the completed unit.

The manuals will contain the following:

- Job number
- Part numbers with full descriptions
- Table of contents
- Parts section sorted in functional groups reflecting a major system, component, or assembly
- Parts section sorted in alphabetical order
- Instructions on how to locate parts

The manuals will be specifically written for the chassis and body model being purchased. It will not be a generic manual for a multitude of different chassis and bodies.

Service Parts Internet Site

The service parts information included in these manuals are also available on the factory website. The website offers additional functions and features not contained in this manual, such as digital photographs and line drawings of select items. The website also features electronic search tools to assist in locating parts quickly.

CHASSIS SERVICE CD MANUALS

There will be two (2) CD format chassis service manuals containing parts and service information on major components provided with the completed unit.

The manual will contain the following sections:

- Job number
- Table of contents
- Troubleshooting
- Front Axle/Suspension
- Brakes
- Engine
- Tires
- Wheels
- Cab
- Electrical, DC
- Air Systems
- Plumbing
- Appendix

The manual will be specifically written for the chassis model being purchased. It will not be a generic manual for a multitude of different chassis and bodies.

CHASSIS OPERATION MANUAL

The chassis operation manual will be provided on one (1) USB flash drive.

ONE (1) YEAR MATERIAL AND WORKMANSHIP

A Pierce basic apparatus limited warranty certificate, WA0008, is included with this proposal.

ENGINE WARRANTY

A Paccar five (5) year limited engine warranty will be provided. A limited warranty certificate is included with this proposal.

STEERING GEAR WARRANTY

A TRW **one (1) year** limited steering gear warranty will be provided. A copy of the warranty certificate will be submitted with the bid package.

FIFTY (50) YEAR STRUCTURAL INTEGRITY

The Pierce custom chassis frame only (does not include crossmembers) limited warranty certificate, WA0013, is included with this proposal.

FRONT AXLE FIVE (5) YEAR MATERIAL AND WORKMANSHIP WARRANTY

A Meritor™ Axle 5 year limited warranty will be provided.

SINGLE REAR AXLE FIVE (5) YEAR MATERIAL AND WORKMANSHIP WARRANTY

A Meritor™ Axle 5 year limited warranty will be provided.

ABS BRAKE SYSTEM THREE (3) YEAR MATERIAL AND WORKMANSHIP WARRANTY

A Meritor Wabco™ ABS brake system limited warranty certificate, WA0232, is included with this proposal.

TEN (10) YEAR STRUCTURAL INTEGRITY

The Pierce custom cab limited warranty certificate, WA0012, is included with this proposal.

TEN (10) YEAR PRO-RATED PAINT AND CORROSION

A Pierce cab limited pro-rated paint warranty certificate, WA0055, is included with this proposal.

COMPARTMENT LIGHT WARRANTY

The compartment lights will not offer an extended warranty.

TRANSMISSION WARRANTY

The transmission will have a **five (5) year/unlimited mileage** warranty covering 100 percent parts and labor. The warranty will be provided by Allison Transmission.

Note: The transmission cooler is not covered under any extended warranty you may be getting on your Allison Transmission. Please review your Allison Transmission warranty for coverage limitations.

TRANSMISSION COOLER WARRANTY

The transmission cooler will carry a five (5) year parts and labor warranty (exclusive to the transmission cooler). In addition, a collateral damage warranty will also be in effect for the first three (3) years of the warranty coverage and will not exceed \$10,000 per occurrence. A copy of the warranty certificate will be included with this proposal.

WATER TANK WARRANTY

A UPF poly water tank limited warranty certificate, WA0195, is included with this proposal.

TEN (10) YEAR STRUCTURAL INTEGRITY

The Pierce apparatus body limited warranty certificate, WA0009, is included with this proposal.

ROLL UP DOOR MATERIAL AND WORKMANSHIP WARRANTY

A Gortite roll-up door limited warranty will be provided. The mechanical components of the roll-up door will be warranted against defects in material and workmanship for the lifetime of the vehicle. A **six (6) year** limited warranty will be provided on painted and satin roll up doors.

The limited warranty certificate, WA0190, is included with this proposal.

SEVEN (7) YEAR PARTS, ONE (1) YEAR LABOR

The pump and its components will be provided with a seven (7) year parts and one (1) year labor limited warranty. The manufacturer's warranty will provide that the pump and its components will be free from failures caused by defects in material and workmanship that would arise under normal use and service.

A copy of the warranty certificate will be submitted with the bid package.

TEN (10) YEAR PUMP PLUMBING WARRANTY

The Pierce apparatus plumbing limited warranty certificate, WA0035, is included with this proposal.

TEN (10) YEAR PRO-RATED PAINT AND CORROSION

A Pierce body limited pro-rated paint warranty certificate, WA0057, is included with this proposal.

THREE (3) YEAR MATERIAL AND WORKMANSHIP

The Pierce Goldstar gold leaf lamination limited warranty limited warranty certificate, WA0018, is included with this proposal.

VEHICLE STABILITY CERTIFICATION

The fire apparatus manufacturer will provide a certification stating the apparatus complies with NFPA 1900, current edition, section 7.14, Vehicle Stability. The certification is included with this proposal.

ENGINE INSTALLATION CERTIFICATION

The fire apparatus manufacturer will provide a certification, along with a letter from the engine manufacturer stating they approve of the engine installation in the bidder's chassis. The certification will be provided at the time of delivery.

POWER STEERING CERTIFICATION

The fire apparatus manufacturer will provide a certification stating the power steering system as installed meets the requirements of the component supplier. The certification is included with this proposal.

CAB INTEGRITY CERTIFICATION

The fire apparatus manufacturer will provide a cab crash test certification with this proposal. The certification will state that a specimen representing the substantial structural configuration of the cab has been tested and certified by an independent third party test facility. Testing events will be documented with photographs, real-time and high-speed video, vehicle accelerometers, cart accelerometers, and a laser speed trap. The fire apparatus manufacturer will provide a state licensed professional engineer to witness and certify all testing events. Testing will meet or exceed the requirements below:

- SAE J2422 Cab Roof Strength Evaluation - Quasi-Static Loading Heavy Trucks.
- European Occupant Protection Standard ECE Regulation No.29.
- SAE J2420 COE Frontal Strength Evaluation - Dynamic Loading Heavy Trucks.

Side Impact

The cab will be subjected to dynamic preload where a 14,320-lb moving barrier is slammed into the side of the cab at 5.50 mph, striking with an impact of 13,000 ft-lb of force. This test is part of the SAE J2422 test procedure and more closely represents the forces a cab will see in a rollover incident.

Frontal Impact

The same cab will withstand a frontal impact of 32,600 ft-lb of force using a moving barrier in accordance with SAE J2420.

Additional Frontal Impact

The same cab will withstand a frontal impact of 65,098 ft-lb of force using a moving barrier. (Twice the force required by SAE J2420)

Roof Crush

The cab will be subjected to a roof crush force of 22,500 lb. This value meets the ECE 29 criteria, and is equivalent to the front axle rating up to a maximum of ten (10) metric tons.

Additional Roof Crush

The same cab will be subjected to a roof crush force of 110,000 lbs. (Four and a half times the load criteria of ECE 29)

The same cab will withstand all tests without any measurable intrusion into the survival space of the occupant area.

There will be no exception to any portion of the cab integrity certification. Nonconformance will lead to immediate rejection of bid.

CAB DOOR DURABILITY CERTIFICATION

Robust cab doors help protect occupants. Cab doors will survive a 200,000 cycle door slam test where the slamming force exceeds 20 G's of deceleration. The bidder will certify that the sample doors similar to those provided on the apparatus have been tested and have met these criteria without structural damage, latch malfunction, or significant component wear.

WINDSHIELD WIPER DURABILITY CERTIFICATION

Visibility during inclement weather is essential to safe apparatus performance. Windshield wipers will survive a 3 million cycle durability test in accordance with section 6.2 of SAE J198 *Windshield Wiper Systems - Trucks, Buses and Multipurpose Vehicles*. The bidder will certify that the wiper system design has been tested and that the wiper system has met these criteria.

ELECTRIC WINDOW DURABILITY CERTIFICATION

Cab window roll-up systems can cause maintenance problems if not designed for long service life. The window regulator design will complete 30,000 complete up-down cycles and still function normally when finished. The bidder will certify that sample doors and windows similar to those provided on the apparatus have been tested and have met these criteria without malfunction or significant component wear.

SEAT BELT ANCHOR STRENGTH

Seat belt attachment strength is regulated by Federal Motor Vehicle Safety Standards and should be validated through testing. Each seat belt anchor design will withstand 3000 lb of pull on both the lap and shoulder belt in accordance with FMVSS 571.210 Seat Belt Assembly Anchorages. The bidder will certify that each anchor design was pull tested to the required force and met the appropriate criteria.

SEAT MOUNTING STRENGTH

Seat attachment strength is regulated by Federal Motor Vehicle Safety Standards and should be validated through testing. Each seat mounting design will be tested to withstand 20 G's of force in accordance with FMVSS 571.207 Seating Systems. The bidder will certify, at time of delivery, that each seat mount and cab structure design was pull tested to the required force and met the appropriate criteria.

PERFORMANCE CERTIFICATIONS

Cab Air Conditioning

Good cab air conditioning temperature and air flow performance keeps occupants comfortable, reduces humidity, and provides a climate for recuperation while at the scene. The cab air conditioning system will cool the cab from a heat-soaked condition at 100 degrees Fahrenheit to an average of 78 degrees Fahrenheit in 30 minutes. The bidder will certify that a substantially similar cab has been tested and has met these criteria.

Cab Defroster

Visibility during inclement weather is essential to safe apparatus performance. The defroster system will clear the required windshield zones in accordance with SAE J381 Windshield Defrosting Systems Test Procedure And Performance Requirements - Trucks, Buses, And Multipurpose Vehicles. The

bidder will certify that the defrost system design has been tested in a cold chamber and passes the SAE J381 criteria.

Cab Auxiliary Heater

Good cab heat performance and regulation provides a more effective working environment for personnel, whether in-transit, or at a scene. An auxiliary cab heater will warm the cab 77 degrees Fahrenheit from a cold-soak, within 30 minutes when tested using the coolant supply methods found in SAE J381. The bidder will certify, at time of delivery, that a substantially similar cab has been tested and has met these criteria.

AMP DRAW REPORT

The bidder will provide, at the time of bid and delivery, an itemized print out of the expected amp draw of the entire vehicle's electrical system.

The manufacturer of the apparatus will provide the following:

- Documentation of the electrical system performance tests.
- A written load analysis, which will include the following:
 - The nameplate rating of the alternator.
 - The alternator rating under the conditions specified per:
 - Current edition of applicable NFPA standards.
 - The minimum continuous load of each component that is specified per:
 - Current edition of applicable NFPA standards.
 - Additional loads that, when added to the minimum continuous load, determine the total connected load.
 - Each individual intermittent load.

All of the above listed items will be provided by the bidder per the current edition of applicable NFPA standards.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL DATE: 5/7/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: 1.1% Hospitality Tax Fund recommendations
MEETING DATE: 5/13/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

Background

City of Beaufort Ordinance 7-13003 (2) stipulates that:

One and one-tenth (1.1) percent shall be available through appropriation, for advertising to increase tourism and revitalization of the downtown economy. The allocation will be awarded by the Beaufort City Council through the annual budget process, based on budget presentation of certain non-profit organizations invited by city council to present. The presentation to the city council will be conducted during the normal budget period. An allocation of these funds shall be based on the objectives that best achieve city council goals and purposes. Staff, under the direction of the City Manager, developed a standard procedure to solicit interest from local non-profit groups as well as review submitted proposals for concurrence to the ordinance requirements and make recommendations to City Council.

Applications

The FY 2025 solicitation was published in the local newspaper on March 25, 2025, as well as posted on the City's website. The City received five proposals by the submission date of April 17, 2025.

Table with 2 columns: Organization Name and Amount. Rows include Beaufort Area Hospitality Association (\$30,000), Freedman Arts District (\$48,730), The Original Gullah Festival of SC, Inc. (\$10,000), Gullah Traveling Theater (\$10,000), Habitat For Humanity (\$1,600), and Total (\$100,330).

FY2025 Budget Amount \$ 31,900

Staff committee, consisting of Alan Eisenman, J.J. Sauve and Linda Roper reviewed and rated the proposals based on the criteria stipulated in the Ordinance and adhering to City Council's strategic goals.

Staff Recommendations

1. The Beaufort Area Hospitality Association requests \$30,000 to support and advertise “Activate+ Elevate + Celebrate” activities and events that attract consumers to the Beaufort Downtown Core district. They collaborate events and advertising campaigns with other hospitality related business including the scheduling of some events during non-peak seasons. Staff recommends City Council allocate \$22,000. The \$13,500 increase from the prior year award is due to the Downtown Beaufort Merchants Association not applying for this year’s funds.
2. The Original Gullah Festival, Inc., requests funds to produce and advertise Sunday’s entertainment at the 2025 Gullah Festival. This request supports tourism by giving attendees a compelling reason to remain in Beaufort through the weekend, boosting hotel, restaurant and retail traffic on a traditionally lighter day. Staff recommends City Council allocate \$4,000.
3. The Gullah Traveling Theater requests \$10,000 funds for advertising the 2025 Sea Island Christmas. This request will be used specifically to purchase target media placements across multiple platforms in key direct-drive markets throughout the Southeast. Staff recommends City Council allocate \$4,000.
4. Freedman Arts District requests funds to advertise the Paint the Town Gala event. Staff noted that the amount requested of \$48,730 is the total amount of the Gala budget. Staff recommends City Council allocate \$1,900 of the \$2,300 advertising budget.
5. Habitat for Humanity requests \$1,600 to advertise for the 2025 Turkey Trot 5K race. Staff does not recommend an award due to the race being held during the early morning of Thanksgiving. This is not likely to attract tourists.

PLACED ON AGENDA FOR: Action

REMARKS:

Council considers staff’s recommendation and make any changes for final approval.

ATTACHMENTS:

Description	Type	Upload Date
Recommendation Memo	Backup Material	5/7/2025
Beaufort Area Hospitality Association Application	Backup Material	5/7/2025
Original Gullah Festival Application	Backup Material	5/7/2025
Gullah Traveling Theatre Application	Backup Material	5/7/2025
Freedman Arts District Application	Backup Material	5/7/2025
Habitat for Humanity Application	Backup Material	5/7/2025

CITY OF BEAUFORT - INTERNAL MEMORANDUM

TO: SCOTT MARSHALL
FROM: ALAN EISENMAN, J.J. SAUVE & LINDA ROPER
SUBJECT: 1.1% LOCAL HOSPITALITY FUNDS GRANT RECOMMENDATIONS
DATE: MAY 7, 2025

Background

City of Beaufort Ordinance 7-13003 (2) stipulates that:

One and one-tenth (1.1) percent shall be available through appropriation, for advertising to increase tourism and revitalization of the downtown economy. The allocation will be awarded by the Beaufort City Council through the annual budget process, based on budget presentation of certain non-profit organizations invited by city council to present. The presentation to the city council will be conducted during the normal budget period. An allocation of these funds shall be based on the objectives that best achieve city council goals and purposes.

Staff, under the direction of the City Manager, developed a standard procedure to solicit interest from local non-profit groups as well as review submitted proposals for concurrence to the ordinance requirements and make recommendations to City Council.

Applications

The FY 2025 solicitation was published in the local newspaper on March 25, 2025, as well as posted on the City's website. The City received five proposals by the submission date of April 17, 2025.

Beaufort Area Hospitality Association	30,000	Activate+Elevate+Celebrate
Freedman Arts District	48,730	Paint the Town Gala
The Original Gullah Festival of SC, Inc.	10,000	2025 Gullah Festival
Gullah Traveling Theater	10,000	2025 Sea Island Christmas
Habitat For Humanity	<u>1,600</u>	2025 Turkey Trot
Total	\$ 100,330	
FY2025 Budget Amount	\$ 31,900	

Staff committee, consisting of Alan Eisenman, J.J. Sauve and Linda Roper reviewed and rated the proposals based on the criteria stipulated in the Ordinance and adhering to City Council's strategic goals.

Staff Recommendations

1. The Beaufort Area Hospitality Association requests \$30,000 to support and advertise “Activate+ Elevate + Celebrate” activities and events that attract consumers to the Beaufort Downtown Core district. They collaborate events and advertising campaigns with other hospitality related business including the scheduling of some events during non-peak seasons. Staff recommends City Council allocate \$22,000. The \$13,500 increase from the prior year award is due to the Downtown Beaufort Merchants Association not applying for this year’s funds.
2. The Original Gullah Festival, Inc., requests funds to produce and advertise Sunday’s entertainment at the 2025 Gullah Festival. This request supports tourism by giving attendees a compelling reason to remain in Beaufort through the weekend, boosting hotel, restaurant and retail traffic on a traditionally lighter day. Staff recommends City Council allocate \$4,000.
3. The Gullah Traveling Theater requests \$10,000 funds for advertising the 2025 Sea Island Christmas. This request will be used specifically to purchase target media placements across multiple platforms in key direct-drive markets throughout the Southeast. Staff recommends City Council allocate \$4,000.
4. Freedman Arts District requests funds to advertise the Paint the Town Gala event. Staff noted that the amount requested of \$48,730 is the total amount of the Gala budget. Staff recommends City Council allocate \$1,900 of the \$2,300 advertising budget.
5. Habitat for Humanity requests \$1,600 to advertise for the 2025 Turkey Trot 5K race. Staff does not recommend an award due to the race being held during the early morning of Thanksgiving. This is not likely to attract tourists.

<u>Applicant</u>	<u>Event(s)</u>	<u>FY24 Award</u>	<u>FY2025 Amt. Requested</u>	<u>Eval. Score/100</u>	<u>Committee Recommendation</u>
Beaufort Area Hospitality Association	Activate+Elevate+Celebrate	8,500	30,000	85	22,000
Gullah Traveling Theater	2025 Sea Island Christmas		10,000	71	4,000
The Original Gullah Festival	2025 Gullah Festival	2,000	10,000	69	4,000
Freedman Arts District	Paint the Town Gala	2,000	48,730	66	1,900
Habitat for Humanity	2025 Turkey Trot		1,600	56	
Downtown Beaufort Merchants Association		11,351			
Beaufort History Museum		2,000			
Penn Center Inc		2,000			
The Friends of the Spanish Moss Trail		749			
Beaufort Art Association					
Beaufort County Black Chamber of Commerce					
Beaufort Digital Corridor					
Port Royal Sound Foundation					
Total		28,600	100,330		31,900
32000-5512 General Ledger Account					
			31,900	Budget	



CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

**All Applications must be fully completed and received by
April 17, 2025, at 5:00 PM.**

Completed applications can be delivered to City of Beaufort, Finance Department, 1911 Boundary Street, Beaufort, SC 29902 or sent by email to jphillips@cityofbeaufort.org. For more information contact Jay Phillips, HTAX Administrator, (843) 525-7071.

Beaufort Code of Ordinances Sec. 7-13003 Hospitality Fee

(2) One and one-tenth (1.1) percent shall be available through appropriation, for advertising to increase tourism and revitalization of the downtown economy. The allocation will be awarded by the Beaufort City Council through the annual budget process, based on budget presentation of certain non-profit organizations invited by city council to present. The presentation to the city council will be conducted during the normal budget period. An allocation of these funds shall be based on the objectives that best achieve city council goals and purposes.

Link to City of Beaufort Strategic Plan

<https://www.cityofbeaufort.org/704/Strategic-Plan-2023-2025>

Instructions, Policies and Procedures

1. Hospitality tax funds are for use by non-profit organizations, 501C3 and 501C6.
2. All areas of the application must be completed. Incomplete applications will be deemed unresponsive and will not be considered for funding.
3. Applications may be submitted in hard copy format or be emailed as an attachment in Portable Document Format (PDF).
4. Applications must include a description of the intended use of the funds for advertising to increase tourism and support the local economy that best achieves the City Council's strategic goals and purposes.
5. City staff will review the applications and submit recommendations for awards to the City Council.
6. The City Council will announce awards during a regular meeting.
7. Approved funding will be issued within ten calendar days from the date of approval.
8. Hospitality tax funds are public funds and as such recipients are subject to a financial audit.

SIGNING THIS DOCUMENT CONSTITUTES A STATEMENT OF INTENT TO COMPLY WITH ALL 1.1% HOSPITALITY FUND ALLOCATION GUIDELINES, INCLUDING THE REQUIREMENT TO FOLLOW THE CITY OF BEAUFORT POLICIES AND PROCEDURES AS OUTLINED IN THE PACKET INSTRUCTIONS.

I have read the 1.1% hospitality tax instructions APPLICATION INSTRUCTIONS and fully understand the intended purpose and use of funds. I acknowledge that a misrepresentation of the required information or failure to provide required information will remove me from consideration of the award of Hospitality Tax Funds.

Signature Ashlee Houck

A handwritten signature in red ink, appearing to read 'Ashlee Houck', with a long, sweeping horizontal stroke extending to the right.

Printed Name Ashlee Houck

Organization Beaufort Area Hospitality Association

Date 4/16/2025

GREAT
THINGS
ARE COMING

ACTIVATE ELEVATE CELEBRATE DOWNTOWN BEAUFORT

Prepared by

Ashlee Houck

President & CEO
Beaufort Area Hospitality Association



**1.1% HOSPITALITY
FUNDS
PROPOSAL**

Thriving Downtowns Start with Thriving Businesses

The Beaufort Area Hospitality Association aims to support the success and growth of businesses in the City of Beaufort by offering resources, programs, and activities designed to stimulate the economy and drive community and visitor engagement during the off season as well as slow times, typically Monday through Wednesday.

At BAHA, we champion the hospitality and tourism sectors by fostering a thriving business ecosystem. We believe that a robust economy depends on the success of it's local businesses. By implementing targeted activities, creative promotions, and effective marketing strategies, we aim to attract visitors and energize our business community all while collaborating and working with strategic partners.



Activate + Elevate + Celebrate



→ STEP 01

Plan Smart

Ensure your planning is strategic and avoids duplicating efforts. Focus on initiatives that deliver a measurable return on investment.

→ STEP 02

Create

Create a premier Downtown by providing entertainment and family friendly activities that contribute to an economically thriving Downtown.

→ STEP 03

Communicate & Advertise

Communicate & Advertise Downtown Beaufort as a unique destination with shopping, dining, and distinct amenities while collaborating with key strategic partners. Coming together is KEY.

Outcome Objectives



Downtown Beaufort should be a vibrant destination that attracts people of all ages. It should offer engaging activities, welcoming local businesses, a thriving culinary scene, and showcase a rich tapestry of culture and the arts.

→ SOCIAL DOWNTOWN EVERYDAY

Welcoming and lively offering vibrant nightlife opportunities.

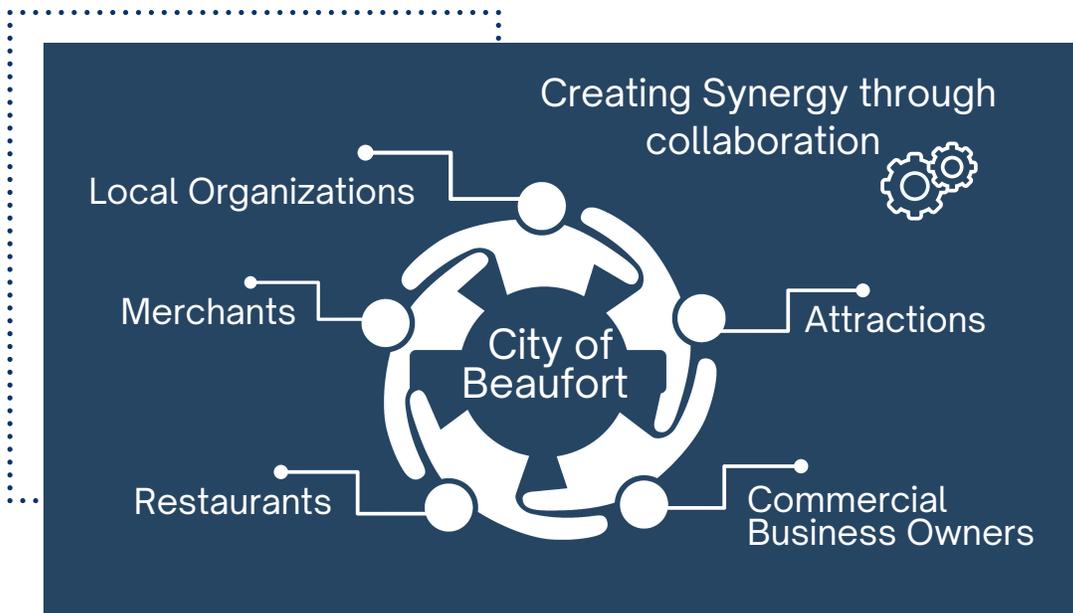
→ A CONNECTED DOWNTOWN

Inclusive, dynamic, and forward-thinking.

→ A CULTURAL DOWNTOWN

An authentic downtown filled with culture and artistic expression.

F.R.I.E.N.D.S



Fostering Relationships and Innovation with Engaged Networks for Development and Support

BAHA is an open arms organization that works with numerous organizations throughout the community.

Here are just a few of our *FRIENDS*

250th Revolutionary War Committee
Beaufort Black Chamber of Commerce
Beaufort Charities
Beaufort Conservation District
Beaufort County Government
Beaufort Executive Airport
Beaufort Memorial Hospital
Beaufort Regional Chamber of Commerce
Beaufort Sail and Power Squadron
Coastal Expeditions
Culinary Institute of the South
Downtown Beaufort Merchant's Association
Fripp Island Naturalist Program
Freedman's Arts District
Girl Scouts of America
Gullah Taste of Christmas & Rice Cook-off
Greater Beaufort-Port Royal &
the Sea Islands Convention & Visitor's Bureau
Hunting Island State Park & Friends

Lowcountry Tourism Commission
Marine Corps Community Services
Palmetto Breeze Transit
Port Royal Sound Foundation
Rotary Club of Beaufort
S.C.O.R.E
Safe Harbor
SC Bar and Tavern Association
SC Department of Agriculture
SC DNR
SC Shell Growers Association
SCRLA
Sea Island Heritage Academy
The City of Beaufort
The Gullah Traveling Kinfolk Theater
The Outside Foundation
The Town of Port Royal
USCB Water Quality Management

570 and hundreds of local businesses

Power Up Downtown



CATCH THE WAVES: LIVE BROADCAST & ADVERTISING

Monday Kickoff



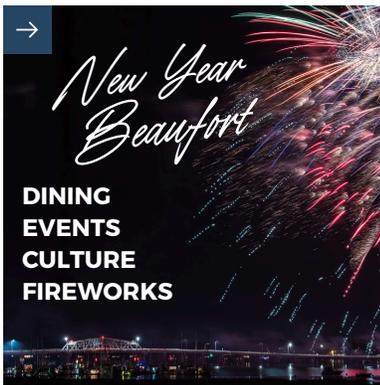
GEO CACHE BEAUFORT TREASURE HUNTING ADVENTURES

7 Days a Week Activity



HOLIDAY EVENTS & ACTIVITIES

November - December



BEAUFORT NYE

January Kickoff



SIP & STROLL BEAUFORT

Fill the LULL



AND MORE...

Focus marketing efforts on activities and the feelings they create. People are more attracted to things to do than places to go.

POWER UP PLAN | VISION | IDEAS | PROGRAMMING

The Beaufort Area Hospitality Association invests over \$250,000 into the downtown Beaufort sector creating events, marketing, business support and programming. BAHA is requesting \$30,000 in 1.1% Hospitality Funds to contribute to this investment.



- Sip & Stroll ideas include Watermelon Crawl Sip & Stroll | Holiday Hot Cocoa Crawl Sip & Stroll | Galentines or St. Patricks Spring Sip & Stroll



- Social District Continuation
- Content Creation
- Cross Promotion of all events and activities in downtown Beaufort
- Shared content - merchant, hospitality, special events



- Local and Drive Market Advertising of Specific Activate Downtown Events
- Catch the Waves Live Radio Broadcast and Advertising
- Launch of GeoCache Downtown Beaufort
- BOF - Beaufort Oyster Festival and Events featuring Oyster Boogie 5k, Restaurant Week, Cornhole Tournament & More
- Restaurant Nightly Promotion Plan Sunday through Wednesday
- Street Music
- Downtown Mascot
- Dining Guide
- Chocolate Lovers Day
- MORE Boots



- Continuation of a Magical Beaufort Christmas & Fireworks over Beaufort promotion, advertising, and activities from November 29 - December 31
- Santa visits Beaufort every weekend (6 events)
- Black Friday Shopping, Small Business Saturday & collaboration with Artist Sunday Promotion
- Advertising & Promotion of Gullah Taste of Christmas & Gullah Kinfolk Christmas Wish, Night on the Town & Boat Parade, Beaufort Christmas Parade, Holiday Music Series, USCB Holiday Events
- December 31 New Years Eve Fireworks over the Beaufort River, Aerial Performance and additional Cultural Performance NEW in 2025
- Local Banner Space, Banners & Printed Rack Cards / Posters
- Hotel and Lodging Communication -Quarterly Rack Card
- Youth Advisory Board meets monthly to discuss downtown - tap into students' viewpoints about downtown, increase your volunteer pool, and provide an educational opportunity for area youth.



Total Investment \$250,000

Total Funds Requested \$30,000





THANK YOU



VISIT
BEAUFORT
PORT ROYAL  SEA ISLANDS

April 7, 2025

To Whom It May Concern,

The Greater Beaufort-Port Royal Convention and Visitors Bureau recognizes the important role the Beaufort Area Hospitality Association (BAHA) plays in supporting and advancing our local tourism and hospitality industry.

BAHA continues to implement thoughtful, data-driven strategies in both their marketing efforts and event planning. By using analytics to guide their advertising and evaluate event outcomes, they ensure their work is targeted, effective, and continually improving. Their events—many of which are held during off-peak seasons or mid-week—serve to drive valuable visitation and spending during traditionally slower times of the year.

We also recognize BAHA's commitment to industry best practices in event execution and post-event analysis, which strengthens the overall visitor experience and contributes to the long-term growth of Beaufort's tourism economy.

We greatly value BAHA's work and look forward to continued collaboration in growing Beaufort's tourism economy.

Sincerely,



Robb Wells
President & CEO
Greater Beaufort-Port Royal CVB

To Whom This May Concern,

I am writing to express my strong support for the Beaufort Area Hospitality Association (BAHA) and its President & CEO, Ashlee Houck, in their request to receive funding from the 1.1% hospitality allocation through the City of Beaufort.

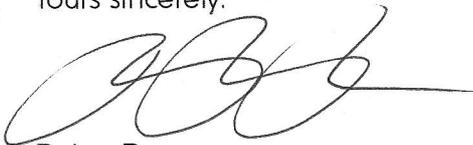
BAHA serves as a vital backbone of Beaufort's hospitality and tourism industry. Their unwavering commitment to supporting local businesses and enhancing economic activity makes them an indispensable asset to our community. Through their resources and advocacy, BAHA ensures that businesses in our region thrive, fostering a vibrant and dynamic tourism industry.

The events and programs managed by BAHA stand out as a testament to their exceptional leadership. These initiatives consistently drive traffic to local establishments, creating meaningful economic ripple effects for businesses throughout Beaufort. More importantly, BAHA's collaborative efforts with organizations like Visit Beaufort CVB demonstrate their dedication to protecting and growing our tourism economy. Their strategic partnerships are not only beneficial to our local businesses but also to the long-term success of Beaufort as a premier destination.

Investing the hospitality funds into BAHA is more than just logical; it's an essential step toward safeguarding the very businesses that generate these tax revenues. By allocating these resources to an organization that directly represents and advocates for those paying into the tax system, the City of Beaufort ensures continued prosperity, growth, and sustainability in our tourism economy.

I strongly encourage you to support BAHA and their invaluable contributions to Beaufort's hospitality and tourism sectors. Your investment will directly benefit the businesses and residents of our community. Thank you for considering this request and for your ongoing commitment to our city's success.

Yours sincerely,



Robin Price
Vice President
Plums
Saltus River Grill
Hearth Wood Fired Pizza

Dear City of Beaufort Mayor and Council Members,

I am writing to express my strong support on behalf of the Beaufort Area Hospitality Association (BAHA) and their President & CEO, Ashlee Houck, as they seek funding from the 1.1% hospitality allocation. Our business has greatly benefited from the ongoing support, resources, and events provided by BAHA, and their work directly contributes to both the vitality and sustainability of the Beaufort area's hospitality and business sectors.

One area that stands out is BAHA's strategic approach to addressing challenges in our local economy. Many downtown events are scheduled during already-busy times, such as Friday and Saturday evenings. We appreciate these events and they are important to our business, but there is an urgent need for events during slower parts of the week and year to ensure more consistent traffic and revenue. Highs and lows are causing serious problems with staffing. It is hard to keep employees when business is off, or beginning of the week, and off-season. Busier days during these times are tough to predict and staff, thus the customer does not receive the service or product they deserve. This has been a major struggle for my business in the nearly 14 years we have been at 822 Bay Street. BAHA recognizes this issue and has actively sought solutions, identifying opportunities to capitalize on times outside the peak hours to support businesses like ours and ensure a stronger return on investment.

I cannot overstate how much our business depends on the programs and support initiatives BAHA brings to our community. Their efforts provide tangible benefits to local businesses, promoting both economic growth and community engagement. Having a partner like BAHA enables us to plan and execute with confidence, knowing they are working tirelessly on behalf of Beaufort's hospitality sector.

For these reasons, I strongly urge the City of Beaufort to allocate the 1.1% hospitality funding to BAHA. Their ability to deliver meaningful activities and results, alongside their track record of collaboration and resourcefulness, makes them the ideal organization to receive these funds. By supporting BAHA, you are supporting the long-term success of Beaufort's businesses and ensuring continued economic growth for years to come.

Thank you for your consideration. If you require any additional information or would like to discuss the impact BAHA has had on our business further, please feel free to contact me directly.

Sincerely,

Chris Johnson Q on Bay

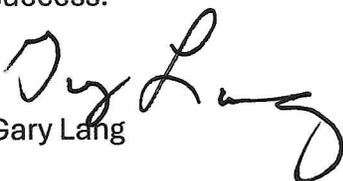
Dear Beaufort Mayor & Council,

I am writing to express my full support for the Beaufort Area Hospitality Association (BAHA) and their President & CEO, Ashlee Houck, as they seek funding from the 1.1% hospitality tax allocation. BAHA has proven to be an indispensable asset to Beaufort's hospitality and tourism industries, serving as a critical resource for local businesses and playing a vital role in the economic vitality of our community.

BAHA's consistent efforts in managing and promoting events have directly contributed to strengthening our local businesses while enhancing Beaufort's reputation as a premier destination for visitors. Their collaboration with the Visit Beaufort CVB exemplifies the kind of partnerships that ensure sustained growth and development in the tourism sector. The organization not only protects our tourism economy but also invests in creating meaningful opportunities that benefit the entire community.

I strongly encourage the City of Beaufort to allocate hospitality funds to BAHA. This funding supports an organization that serves the very businesses responsible for collecting the taxes being distributed. By investing in BAHA, the city demonstrates its commitment to fostering a thriving local economy and upholding Beaufort's standing as a key tourism hub.

Thank you for considering this request and for your dedication to Beaufort's continued success.


Gary Lang

Breakwater

303

ASSOCIATES

2015 Boundary Street, Suite 300
Beaufort, South Carolina 29902
(843) 521-9000
info@303associates.com

April 15, 2025

City of Beaufort City Council
1911 Boundary Street
Beaufort, South Carolina 29902

RE: Hospitality Tax allocation to BAHA

Dear Mayor & Council,

I am writing to voice my strong support for the Beaufort Area Hospitality Association (BAHA) and its President & CEO, Ashlee Houck, as deserving recipients of funding through the City of Beaufort's 1.1% hospitality allocation.

BAHA continues to be a driving force behind the growth and vitality of our hospitality industry. Their commitment to enhancing economic impact through strategic programming, high-value events, and strong community partnerships has directly benefited our business and the businesses of many of our clients. Their work generates tangible, measurable returns that justify further investment.

Funding from the hospitality tax should be directed toward organizations that actively generate results and strengthen the visitor economy. BAHA has consistently delivered on this standard. Their collaboration with the CVB exemplifies their effectiveness in leveraging partnerships and coordinating efforts that amplify Beaufort's appeal as a destination. Together, these efforts create a ripple effect that supports local businesses, fuels job creation, and reinforces Beaufort's reputation as a premier hospitality market.

Given their proven impact, collaborative leadership, and long-term vision, I respectfully encourage the City to continue supporting BAHA through hospitality funding. Their role is indispensable to both the present and future of Beaufort's economic and cultural landscape.

Thank you for your thoughtful consideration.

Sincerely,
303 Associates, LLC



Courtney Worrell



CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

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April 17, 2025, at 5:00 PM.**

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Beaufort Code of Ordinances Sec. 7-13003 Hospitality Fee

(2) One and one-tenth (1.1) percent shall be available through appropriation, for advertising to increase tourism and revitalization of the downtown economy. The allocation will be awarded by the Beaufort City Council through the annual budget process, based on budget presentation of certain non-profit organizations invited by city council to present. The presentation to the city council will be conducted during the normal budget period. An allocation of these funds shall be based on the objectives that best achieve city council goals and purposes.

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6. The City Council will announce awards during a regular meeting.
7. Approved funding will be issued within ten calendar days from the date of approval.
8. Hospitality tax funds are public funds and as such recipients are subject to a financial audit.

CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

1. Name or Organization:

2. Applicant:

3. Mailing Address:

4. Director:

5. Treasurer or Administrative Official:

Telephone:

Email:

6. Hospitality Funds Requested:

7. Intended Use of Funds:

8. Applicant Tax Exemption Status. Selection of the organization's status and sufficient documentation (Ex. South Carolina Business Entity Profile, IRS Tax Letter of Exempt Status, etc.)

Non-profit organization registered with the Secretary of South Carolina

Eleemosynary organization established under IRS Code 501 (c) 3,4,5,6,7,10

Other Non-profit organization

9. Federal Employer Identification number (EIN): 57-0817939

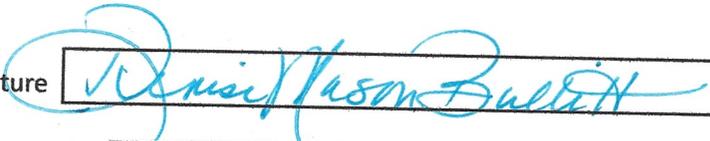
10. Provide the information below or as an attachment to your application:

- a. A detailed explanation of the intended use of hospitality tax (HTAX) funds. The HTAX advisory committee must know specifically how you intend to use the funds.

- b. Describe how the proposed expense relates to increased tourism and support of the local economy and best achieve the City's goals and purposes.

SIGNING THIS DOCUMENT CONSTITUTES A STATEMENT OF INTENT TO COMPLY WITH ALL 1.1% HOSPITALITY FUND ALLOCATION GUIDELINES, INCLUDING THE REQUIREMENT TO FOLLOW THE CITY OF BEAUFORT POLICIES AND PROCEDURES AS OUTLINED IN THE PACKET INSTRUCTIONS.

I have read the 1.1% hospitality tax instructions APPLICATION INSTRUCTIONS and fully understand the intended purpose and use of funds. I acknowledge that a misrepresentation of the required information or failure to provide required information will remove me from consideration of the award of Hospitality Tax Funds.

Signature 

Printed Name

Organization

Date

The Original Gullah Festival of South Carolina HTAX Application

Attachment: 7, 10a. & 10b.

7. To underwrite the costs of securing Sunday's entertainment and advertising for the event.

10.
 - a. The Original Gullah Festival of South Carolina is requesting \$10,000 in HTAX funds to underwrite the cost of producing and advertising Sunday's entertainment at the 2025 Festival. Based on data provided by the Beaufort Visitors Bureau, Sunday saw the lowest attendance among the Festival's three days in 2024, thereby offering the greatest opportunity for increase. In response, we plan to enhance Sunday's programming with high-quality, family-friendly performances and cultural showcases that will appeal to both tourists and locals. Funds will be used to cover artist fees, stage and technical production, and targeted advertising—including radio, digital, and social media campaigns—aimed at encouraging overnight stays and extended visits. This investment supports tourism by giving attendees a compelling reason to remain in Beaufort through the weekend, boosting hotel, restaurant, and retail traffic on a traditionally lighter day

 - b. Enhancing and promoting Sunday's entertainment directly supports the City's goals of increasing tourism and stimulating the local economy. By expanding Sunday programming and executing a focused advertising strategy, we aim to attract more visitors to extend their stay through the weekend. This results in increased hotel bookings, dining, and shopping in Beaufort—especially during a time that has historically seen lighter tourist traffic. Supporting this initiative helps maximize the economic impact of the Original Gullah Festival, showcases Beaufort as a vibrant cultural destination, and aligns with the City's commitment to promoting heritage tourism, local businesses, and year-round visitor engagement.



CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

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7. Approved funding will be issued within ten calendar days from the date of approval.
8. Hospitality tax funds are public funds and as such recipients are subject to a financial audit.

CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

1. Name or Organization:

2. Applicant:

3. Mailing Address:

4. Director:

5. Treasurer or Administrative Official:

Telephone:

Email:

6. Hospitality Funds Requested:

7. Intended Use of Funds:

8. Applicant Tax Exemption Status. Selection of the organization's status and sufficient documentation (Ex. South Carolina Business Entity Profile, IRS Tax Letter of Exempt Status, etc.)

Non-profit organization registered with the Secretary of South Carolina

Eleemosynary organization established under IRS Code 501 (c) 3,4,5,6,7,10

Other Non-profit organization

9. Federal Employer Identification number (EIN): 57-0817939

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I have read the 1.1% hospitality tax instructions APPLICATION INSTRUCTIONS and fully understand the intended purpose and use of funds. I acknowledge that a misrepresentation of the required information or failure to provide required information will remove me from consideration of the award of Hospitality Tax Funds.

Signature

Denise Mason Bullitt

Printed Name

Denise Mason Bullitt

Organization

Gullah TRAVELING Theater, Inc.

Date

April 14, 2025

Gullah Traveling Theater HTAX Application Attachment 10a. & 10b.

10.

- a. Gullah Traveling Theater, Inc. is requesting HTAX funds to support a comprehensive advertising campaign for Sea Island Christmas 2025, a four-day cultural celebration taking place in Beaufort and the Sea Islands. The requested funds will be used specifically to purchase targeted media placements across multiple platforms—including SCETV, Meta (Facebook/Instagram), Google Ads, and regional radio and television stations—in key direct-drive markets throughout the Southeast. This multi-channel approach is designed to raise awareness, increase visitation, and grow attendance beyond the 4,000 guests welcomed in 2024. The campaign will highlight the event’s unique offerings—such as the Gullah Taste of Christmas & Rice Cookoff, symposiums, heritage tours, and marketplace experiences—to attract tourists interested in cultural and culinary travel during the holiday season.

- b. This proposed marketing investment supports the City of Beaufort’s tourism and economic development goals by increasing regional visibility for a signature holiday event rooted in local culture. By targeting out-of-town guests in nearby markets with high tourism potential, we aim to boost overnight stays, restaurant traffic, retail purchases, and overall visitor engagement during a traditionally slower tourism season. Sea Island Christmas offers a distinctive Lowcountry holiday experience that promotes Beaufort’s cultural richness and hospitality. Expanding attendance helps local businesses thrive, encourages repeat visits, and positions Beaufort as a premier cultural destination in the Southeast—all in direct alignment with the City’s mission to support sustainable tourism and economic vitality.



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CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

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2. Applicant:

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4. Director:

5. Treasurer or Administrative Official:

Telephone:

Email:

6. Hospitality Funds Requested:

7. Intended Use of Funds:

8. Applicant Tax Exemption Status. Selection of the organization's status and sufficient documentation (Ex. South Carolina Business Entity Profile, IRS Tax Letter of Exempt Status, etc.)

Non-profit organization registered with the Secretary of South Carolina

Eleemosynary organization established under IRS Code 501 (c) 3,4,5,6,7,10

Other Non-profit organization

9. Federal Employer Identification number (EIN):

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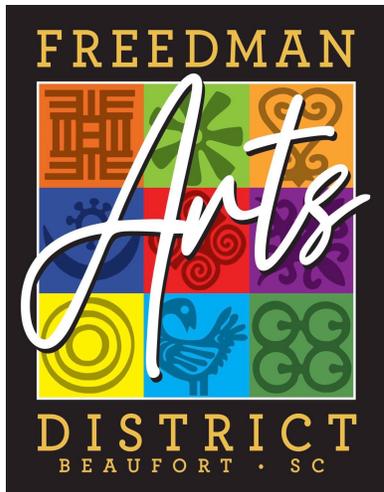
Signature

Elizabeth Quarles

Printed Name

Organization

Date



Grant Proposal Supplement: Paint the Town Gala November 29, 2025.

Freedman Arts District | Beaufort, South Carolina | Artists Sunday Weekend

Purpose

The 'Paint the Town Gala' is designed as the marquee kickoff event for Artists Sunday in Beaufort, South Carolina. By combining art, community, and culture in a high-profile gala experience, the event aims to attract out-of-town visitors, extend tourist stays over the weekend, and increase overnight occupancy rates in Beaufort's inns, hotels, and vacation rentals.

Tourism & Economic Impact

- Encourages early arrival for Artists Sunday, with a Saturday night anchor event
- Attracts regional visitors interested in the arts, culinary experiences, and Lowcountry culture
- Partner packages with local hotels, restaurants, and attractions will promote weekend stays
- Target audience includes art collectors, cultural tourists, and philanthropic travelers
- Supports local businesses through vendor partnerships, rentals, catering, and accommodations

Event Overview

Date: November 29, 2025 | Time: 6:00 PM – 10:00 PM

Location: [Tabby Place-TBD]

Guests: 200–250

The Paint the Town Gala features:

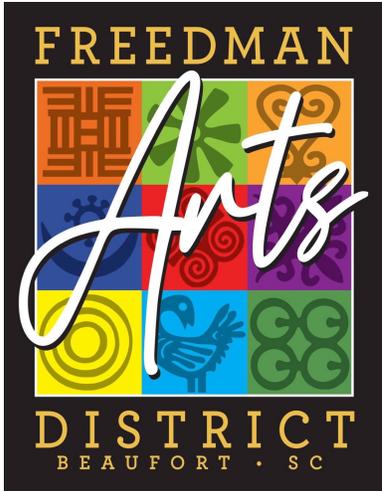
- Elegant catered dinner and cocktails
- Live painting, arial dancers and artist performances
- Silent and live auctions of original art and experiences
- Arts and Crafts School preview (possibly announcing the name and renderings?)
- Esteemed Artist (talking with Jonathan Green) as keynote speaker

Objectives

- Increase hotel occupancy rates the weekend of Artists Sunday
- Generate revenue to support the Freedman Arts District's Arts School
- Increase sales at local art galleries, restaurants and shops
- Launch a scalable signature event for annual growth

Expected Outcomes

- 200+ gala attendees, including 100+ tourists staying overnight
 - Increase spend for downtown businesses and restaurants
 - Increased regional awareness of Beaufort's art and cultural heritage
 - Establish a collaborative relationship with the world renowned Jonathan Green or other celebrated artists

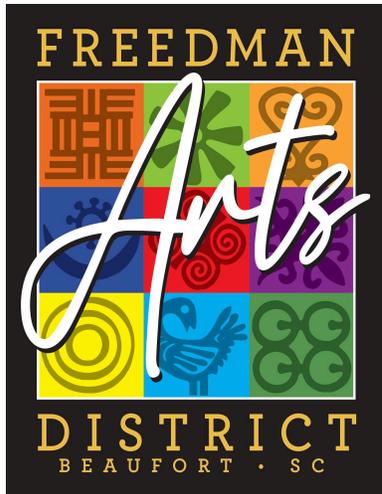


Paint the Town Gala Budget Proposal

Freedman Arts District | Beaufort, South Carolina

The Paint the Town Gala is designed as a cultural fundraising event to support the Freedman Arts District’s mural and arts programming. Below is a proposed budget outlining the key cost areas necessary to produce a successful, elegant, and mission-aligned event.

Category	Estimated Cost
Venue Rental	\$13,000
Catering (Dinner + Bar Service for 150 Guests)	\$18,000
Entertainment (Live Music, DJ, Tech)	\$2,500
Featured Artist Honorarium	\$3,500
Silent Auction Procurement & Display	\$1,500
Print Media (Posters, Invitations, Programs)	\$800
Digital Advertising (Social Media, Email, Ads)	\$1,500
Decor & Ambiance (Lighting, Signage, Table Settings)	\$1,500
Staffing & Volunteers (Security, Greeters, Bartenders, valet)	\$2,000
Contingency (10%)	\$4430
TOTAL	\$48,730



Freedman Arts District
Beaufort, South Carolina
Cherimie@FreedmanArtsDistrict.org
April 16, 2025

Mr. Jonathan Green

Dear Mr. Green,

I hope this letter finds you in great spirits and surrounded by the warmth of creativity. On behalf of the Freedman Arts District in Beaufort, South Carolina, it is with deep respect and heartfelt admiration that I extend a personal invitation to you for our inaugural event, Paint the Town, an elegant gala to be held on Saturday, November 29, 2025, from 6:00 PM to 10:00 PM at Tabby Place in downtown Beaufort.

As a son of the Lowcountry and a master of storytelling through color, spirit, and form, your work has become a beacon for the Gullah culture and a timeless celebration of African American life in the South. Through your extraordinary vision, the beauty, dignity, and rhythm of the Gullah people have found their rightful place in galleries, museums, and hearts across the globe.

Here in Beaufort—where Gullah heritage breathes through every breeze and echoes in every tide—we are working diligently to preserve and build upon the cultural legacy you have so powerfully championed. The Freedman Arts District exists as both a tribute to the past and a vibrant canvas for the future, where art and history converge to empower a new generation of creatives, dreamers, and storytellers.

It would be an incredible honor to welcome you as our featured guest at Paint the Town. More than just a celebration, the evening is a love letter to our shared heritage—an opportunity for patrons, supporters, and artists to gather in unity and purpose. We hope to recognize and celebrate your lifelong contributions to the cultural identity of the Lowcountry. Your presence alone would inspire and elevate the experience beyond words.

We know your time is invaluable, and we are humbled by the possibility of welcoming you home, even if just for an evening. Should your schedule allow, we would be overjoyed to share this moment with you and continue the journey of illuminating Gullah art together.

With profound gratitude and admiration,

Cherimie Weatherford
Executive Director
Freedman Arts District

HTAX APPLICATION

Freedman Arts District

10. a The 'Paint the Town Gala' Event will kick off before Artist Sunday. See Attached. Date is November 29th.

10.b Expenses will help us create partner packages with local hotels for tourists attending. See attached.



CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

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CITY OF BEAUFORT
1.1% HOSPITALITY FUNDS APPLICATION

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4. Director:
5. Treasurer or Administrative Official:
- Telephone: Email:
6. Hospitality Funds Requested:
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- a. A detailed explanation of the intended use of hospitality tax (HTAX) funds. The HTAX advisory committee must know specifically how you intend to use the funds.

- b. Describe how the proposed expense relates to increased tourism and support of the local economy and best achieve the City’s goals and purposes.

SIGNING THIS DOCUMENT CONSTITUTES A STATEMENT OF INTENT TO COMPLY WITH ALL 1.1% HOSPITALITY FUND ALLOCATION GUIDELINES, INCLUDING THE REQUIREMENT TO FOLLOW THE CITY OF BEAUFORT POLICIES AND PROCEDURES AS OUTLINED IN THE PACKET INSTRUCTIONS.

I have read the 1.1% hospitality tax instructions APPLICATION INSTRUCTIONS and fully understand the intended purpose and use of funds. I acknowledge that a misrepresentation of the required information or failure to provide required information will remove me from consideration of the award of Hospitality Tax Funds.

Signature

Printed Name

Organization

Date



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 5/7/2025
FROM: JJ Sauve, Deputy City Manager
AGENDA ITEM TITLE: A Resolution Providing Directives to the Waterfront Advisory Committee
MEETING DATE: 5/13/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

I. INTRODUCTION

Staff recommends that City Council adopt a resolution formally directing the Waterfront Park Advisory Committee to conduct a focused, six-month review of engineering alternatives, marina operations, public access provisions, and land use opportunities related to Henry C. Chambers Waterfront Park and the Downtown Marina. This resolution sets forth the City Council's policy priorities and timelines and enables the committee to begin working with staff and consultants on specific tasks that will inform future Council decisions.

II. BACKGROUND

The Henry C. Chambers Waterfront Park and adjacent Downtown Marina are key public assets that serve as economic drivers and community gathering spaces. Over the past decade, engineering assessments have documented increasing structural deterioration of the Park's relieving platform and seawall. Notably:

- In 2014, structural inspections noted over 100 compromised piles.
- In 2016 and 2019, additional evaluations and repairs (including pile encapsulations) were conducted.
- In 2023, a cruise ship mooring incident raised safety and liability concerns.
- In April 2024, McSweeney Engineers performed a comprehensive assessment noting substantial substructure degradation and shoaling.

In response, Council authorized a phased engineering design process beginning with Phase 1A (underway), which focuses on data collection, geotechnical analysis, and survey work to inform future design decisions.

Concurrently, questions have emerged regarding marina management practices under the lease with Safe Harbor Marinas and the applicability of federal Land and Water Conservation Fund (LWCF) covenants

stemming from a 1976 Property Management Agreement (PMA). Staff and legal counsel are working with the South Carolina Department of Parks, Recreation, and Tourism (PRT) and the National Park Service (NPS) to confirm whether the Marina may be subject to LWCF Act provisions and to ensure all operations remain consistent with public access obligations. The City Attorney and staff are currently awaiting formal response from the state and federal governments based on ongoing correspondence.

The Waterfront Park Advisory Committee was established by Council to provide a forum for public input, technical review, and stakeholder engagement on these complex and interrelated issues. A formal resolution is now needed to guide and prioritize their work over the next six months.

III. LEGAL AUTHORITY

The City of Beaufort has authority under its municipal charter and the South Carolina Home Rule Act to establish advisory committees and delegate specific review responsibilities to such bodies. South Carolina law also requires that municipal leases be adopted by ordinance, providing an additional legal framework for Council oversight of marina operations and lease agreements.

Additionally, the City's lease agreement with Safe Harbor and related marina operations may be subject to federal and state grant conditions, including those under the LWCF Act (16 U.S.C. §7001 et seq.). The City Attorney and staff are actively engaged with the South Carolina Department of Parks, Recreation, and Tourism and the National Park Service to confirm the applicability of these covenants and restrictions.

The proposed resolution does not bind Council to any final decisions but serves as a policy directive authorizing and defining the committee's role in reviewing public infrastructure, land use, and public access considerations.

IV. STAFF RECOMMENDATION

Staff recommends Council adopt the attached resolution directing the Waterfront Park Advisory Committee to:

1. Review engineering findings and options for repair or replacement of the relieving platform and seawall;
2. Evaluate park and marina operations and public access in light of potential federal and state grant obligations;
3. Consider potential land use, public-private partnerships, and programming opportunities;
4. Engage the community and key stakeholders; and
5. Report back with findings and recommendations within six months of adoption.

This resolution affirms Council's commitment to preserving and enhancing the Waterfront Park and Marina while maintaining public transparency and accountability in planning for their future.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
WAC Directives Recommendation Memorandum	Cover Memo	5/7/2025
WAC Directives Resolution	Resolution Letter	5/7/2025

Scott Marshall
CITY MANAGER
843-525-7070

John Sauvé
DEPUTY CITY MANAGER
843-379-7525



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

COUNCIL MEMBERS:
Philip E. Cromer, Mayor
Mike McFee, Mayor Pro Tem
Neil Lipsitz
Mitch Mitchell
Josh Scallate

May 7, 2025

MEMORANDUM

TO: City Council

FROM: John Sauve, Deputy City Manager

RE: Waterfront Advisory Committee Directives Recommendation

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COUNCIL MEMBERS:
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2. Evaluate park and marina operations and public access in light of potential federal and state grant obligations;
3. Consider potential land use, public-private partnerships, and programming opportunities;
4. Engage the community and key stakeholders; and
5. Report back with findings and recommendations within six months of adoption.

This resolution affirms Council's commitment to preserving and enhancing the Waterfront Park and Marina while maintaining public transparency and accountability in planning for their future.

RESOLUTION NO. 2025-XX
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BEAUFORT, SOUTH
CAROLINA, ESTABLISHING DIRECTIVES FOR THE WATERFRONT PARK
ADVISORY COMMITTEE

WHEREAS, the City of Beaufort is the owner and steward of the Henry C. Chambers Waterfront Park and adjacent Downtown Marina, which together serve as critical assets for public recreation, tourism, and economic vitality; and

WHEREAS, the City Council established the Waterfront Park Advisory Committee (“the Committee”) to serve in an advisory capacity, supporting the City’s efforts to evaluate long-term infrastructure needs, public access considerations, and strategic improvements to the waterfront; and

WHEREAS, recent engineering reports have documented significant structural concerns with the Relieving Platform and Seawall at the Waterfront Park, necessitating phased planning and design to ensure public safety, regulatory compliance, and long-term sustainability; and

WHEREAS, the current marina management arrangement, public use agreements, and underlying federal covenants affecting land use require coordinated review and advisory input to inform future City decisions;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Beaufort, South Carolina, that the Waterfront Park Advisory Committee is hereby directed to undertake the following areas of review and provide findings, options, and recommendations back to City Council no later than October 1, 2025:

Section 1. Engineering Evaluation

- I. Review the findings of the 2024 Structural Evaluation and the scope of Phase 1A engineering studies.
- II. Collaborate with staff and consultants to understand the full range of potential design options for repair, reconstruction, or enhancement of the Relieving Platform and Seawall.
- III. Recommend criteria for evaluating future phases (e.g., cost, life cycle, risk mitigation, permitting impact).

Section 2. Marina Operations and Public Access

- I. Review the current lease agreement with Safe Harbor Marinas and its consistency with public access goals and federal Land and Water Conservation Fund (LWCF) obligations.
- II. Identify opportunities to enhance public benefit and recreational access through the marina and associated partnerships.

- III. Explore and recommend policies for aligning commercial and community interests within the marina area.

Section 3. Community and Stakeholder Engagement

- I. Solicit input from key stakeholders including local business owners, residents, visitors, and relevant state or federal agencies.
- II. Identify methods to increase public participation in decisions affecting the park and marina.

Section 5. Reporting Requirements

- I. Provide a formal written report on these directives to City Council no later than October 1, 2025, for review and discussion at the October 14, 2025, City Council Worksession.
- II. Present interim findings as requested by the City Manager or Council.
- III. Coordinate closely with the City Manager’s Office and designated staff liaisons throughout the process.

RESOLVED THIS ____ DAY OF _____, 2025, by the City Council of the City of Beaufort, South Carolina, in regular session duly assembled.

SIGNED:

Philip E. Cromer, Mayor

ATTEST:

Traci Guldner, City Clerk

APPROVED AS TO FORM:

Ben Copping, City Attorney



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 4/10/2025
FROM: Traci Guldner, City Clerk
AGENDA ITEM Appointment to Boards, Commissions and Committees - Building Board of Appeals,
TITLE: Cultural District Advisory Board (CDAB), Historic District Review Board (HDRB),
Planning Commission (PC), Tourism Development Advisory Committee (TDAC), and
the Zoning Board of Appeals (ZBOA)
MEETING
DATE: 5/13/2025
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

Council will be voting on appointments for the Building Board of Appeals, Cultural District Advisory Board, Historic District Review Board, Planning Commission and the Zoning Board of Appeals.

PLACED ON AGENDA FOR: Action

REMARKS: