Join from PC, Mac, iPad, or Android:
https://us02web.zoom.us/j/82046371036?pwd=4Unqb28SKj1RCtnbEQlHQfnhtay1RY.1
Passcode:783950 +13092053325 Webinar ID: 820 4637 1036

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

CITY COUNCIL REGULAR MEETING AGENDA
June 10, 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. PRESENTATIONS

A. Presentation of the Order of the Palmetto to former City of Beaufort Mayor Billy Keyserling

VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

A. Character Education Proclamation – Mateo Celada, Joseph S. Shanklin Elementary School

B. Proclamation proclaiming July 27 - August 2, 2025, as Gullah/Geechee Nation Appreciation Week

VII. 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 Beaufort Area Hospitality Association for bridge/street closures to host the Oyster Boogie 5k Run/Walk on Saturday, January 17, 2026, from 6:30 am to 11:00 am

K. Request for co-sponsorship of the Henry C. Chambers Waterfront Park for the Beaufort Area Hospitality Association's New Year's Eve Fireworks Display, December 31, 2025, at 9:00 pm

VIII. MINUTES

A. Special Worksession - April 22, 2025

B. Special Worksession - April 29, 2025

C. Worksession and Regular Meeting - May 13, 2025

D. Special Worksession - May 20, 2025

E. Quarterly Capital Improvements Workshop – May 27, 2025

IX. OLD BUSINESS

A. PUBLIC HEARING AND SECOND READING - Ordinance amending Chapter 7 (Land Development) and Chapter 9 (Development Review Procedures) of the Beaufort Development Code

B. 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) - Second Reading

C. 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 - Second Reading

X. NEW BUSINESS

A. Request from Beaufort Area Hospitality Association to host the Watermelon Sip and Stroll on Saturday, August 23, 2025, from 10:00 am to 4:00 pm, waiver of police fees, permission to serve alcohol, waivers of open container, public drinking, loud and unseemly noise

B. Request from Main Street Beaufort for street closures for Bay Street from Charles to Carteret, West and Scott Streets from Bay to Port Republic, and drinking in public for First Friday on September 5, 2025, from 4:00 pm - 8:30 pm

C. Request for co-sponsorship of the Henry C. Chambers Waterfront Park by the Beaufort Area Hospitality Association to host the 2026 Oyster Festival, January 17 and 18, 2026, also requested is access to Public Works resources, including fencing, water, and electrical support, request to sell beer and wine during festival, and waiver of fees for Police and Fire

D. An ordinance to annex 1.72 acres of real property identified as Beaufort County Tax Map Number R100 026 000 0151 0000, 3659 Trask Parkway, to the City of Beaufort Pursuant to S.C. Code Ann 5-3-150(3) – First Reading

E. An ordinance to amend the City of Beaufort Zoning District Map to include real property identified as Beaufort County Tax Map Number R100 026 000 0151 0000, 3659 Trask Parkway, to be zoned Regional Mixed Use (RMX) – First Reading

F. Resolution regarding the composition and terms of the Beaufort Housing Authority Board of Commissioners

G. Resolution allowing the City Manager to enter into an Intergovernmental Agreement for Indigent Services with the Town of Bluffton

H. Resolution allowing the City Manager to enter into an amended Intergovernmental Agreement with the Beaufort-Jasper Housing Trust

I. An Ordinance to amend, Part 8 – Motor Vehicles and Traffic, and Chapter 2 – Parking, of the City of Beaufort Code of Ordinances– First Reading

J. Appointment to the Cultural District Advisory Board

XI. 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

XII. REPORTS

City Managers Report
Mayor Report
Councilmember Reports

XIII. EXECUTIVE SESSION

A. 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 - A. Commerce Park; B. property adjacent to the Public Works Complex; C. Old Caffino location 2153 Boundary Street

B. Pursuant to Title 30, Chapter 4, Section (70)(a)(1) of the South Carolina Code of Law: Discussion regarding personnel appointed by Council – City Attorney

XIV. ADJOURN

P R O C L A M A T I O N

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, Mateo Celada 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 May 2025 as

MATEO CELADA AS JOSEPH S. SHANKLIN ELEMENTARY SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Responsibility/ Cooperation* as the word for the month of May and applauds Mateo Celada, the Beaufort County School District, and Joseph S. Shanklin Elementary School for their work and specifically honors Mateo Celada 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 10th day of June 2025.

_____
Philip E. Cromer

Attest:

_____
Traci Guldner, City Clerk

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/13/2025
FROM:	Traci Guldner, City Clerk		
AGENDA ITEM TITLE:	Proclamation proclaiming July 27 - August 2, 2025, as Gullah/Geechee Nation Appreciation Week		
MEETING DATE:	6/10/2025		
DEPARTMENT:	City Clerk		

BACKGROUND INFORMATION:

Proclamation being requested by Queen Quet of the Gullah/Geechee Sea Island Coalition.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Proclamation	Backup Material	5/13/2025

P R O C L A M A T I O N

WHEREAS, the City of Beaufort was founded in 1711: and

WHEREAS, at the founding, native Gullah/Geechee people were here in this coastal region and our state having arrived on the Sea Islands in the 1500's: and

WHEREAS, the Gullah/Geechee people have been essential to the cultural fabric of our community; and

WHEREAS, 2025 marks St. Helena Island's Chieftess Queen Quet's 25th anniversary as Head pun de Bodee of de Gullah/Geechee Nation having served since July 2, 2000: and

WHEREAS, Queen Quet continues to led the movement to protect the Gullah/Geechee culture, human, land and water rights; and

WHEREAS, she and the Gullah/Geechee Sea Island Coalition continue to forward the mission of the Gullah/Geechee Nation.

NOW, THEREFORE, the City Council of the City of Beaufort, South Carolina, hereby proclaims July 26 – August 2, 2025 as

GULLAH/GEECHEE NATION APPRECIATION WEEK

and call upon all our citizens to celebrate Gullah/Geechee Nation under the theme "25 Years of Self-Determination: Celebrating the Roots and Legacy of the Gullah/Geechee Nation."

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 10th day of June, 2025.

_____
Philip E. Cromer, Mayor

Attest:

_____
Traci Guldner, City Clerk

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:** 5/29/2025
FROM:	Raul Dominguez, CIP Director	
AGENDA ITEM TITLE:	CIP Monthly Report	
MEETING DATE:	6/10/2025	
DEPARTMENT:	City Managers Office	

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
CIP Monthly Report	Backup Material	5/29/2025

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

June 10, 2025

MEMORANDUM

To: City Council

From: Raul Dominguez

Re: Capital Improvement Program Monthly Report

I. Summary Report

There are no new updates since the May 27, 2025, CIP Worksession. Please check out the City of Beaufort CIP Project Portal for ongoing CIP Project updates at:

https://airtable.com/appYNbpV4iuyWR49B/shrwWe5M0FVHHxLy1

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.

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/29/2025
FROM:	Curt Freese, Community Development Director		
AGENDA ITEM TITLE:	Community Development Monthly Report		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Community and Economic Development		

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	5/29/2025

CURRENT PROJECTS
APRIL, 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***
- 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***
- Pigeon Point Park Renovation – 1512 Pigeon Point Rd - ***Issued 4/22/2025***

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)

Technical Review Committee (TRC):

- Request to build new Career & Technical Education Building at Beaufort High School (1 Youmans Dr.) – Discussion on proposed construction request

- Follow-Up meeting on proposed WoodSpring Suites Hotel (250 Robert Smalls Parkway) – Discussion on specifics regarding access, traffic-impact-analysis (TIA), façade design, etc. for new hotel;

- Request to subdivide a ~2.5-acre parcel into six (6) residential lots (Forest Lane; PIN: R120 006 000 038A 0000) – Discussion on subdivision procedure, utilities, access, stormwater, and fire safety code requirements;)

Historic Review:

HRB (Historic Review Board)

- 914 Newcastle Street – *new house*
  April 9, 2025 Meeting
- 909 Washington Street – *Accessory Dwelling Unit*
  April 9, 2025 Meeting
- 602 Bladen Street – *new house*
  April 9, 2025 Meeting
- 701 Greene Street – *alterations*
  April 9, 2025 Meeting

Historic Technical Review Committee (HTRC):

- 1203 Bay Street (Contributing, Cuthbert House, ca. 1800) – Proposal to replace green canvas awning at rear with new matte black metal awning, incl. sign lettering;

- 1013 Charles Street (Infill) – Follow-up meeting to discuss small changes to new Art Box Studio Building construction, incl. construction fencing, shift in window & door alignment and full brick exterior;

- 706/708 Church Street (Contributing/Non-Contributing) – Request to subdivide currently consolidated properties/houses into two separate parcels (one house per one subdivided lot);

- 910 Harrington Street (Non-contributing) – General discussion on historic preservation, architectural design and other aspects regarding rehabilitation of existing home

- 403 Carteret Street (Non-contributing) – General discussion on historic preservation requirements pertaining to desired exterior building changes, i.e. painting, signage, side patio, etc. for new restaurant use;

- 1307 Greene Street (Contributing, c. 1920) – Request for replacement of a total of twelve (12) windows on current house;

- 1203 Congress Street (Contributing, c. 1910) – Request for exterior repairs and rehabs on windows, roof, exterior painting of siding, front porch, etc.

- 1203 Bay Street (Contributing, c. 1790) – Follow-up meeting / discussion on suitable alternatives for canvas awning replacement at the rear of the “Cuthbert House Inn”;

- 506 Craven Street (Contributing, c. 1885) – Discussion on request for additions, including detached garage to be expanded into carriage house (ADU), screened-in rear porch and brick-paved patio;

City Council:

- Cuthbert Park – Rezone from T-3 to T-1
  April 8, 2025 Meeting
- Christensen Park – Rezone from T-3 to T-1
  April 8, 2025 Meeting
- 3492 Trask Parkway – Annexation/Rezone
  April 8, 2025 Meeting

PC (Planning Commission):

PC (Planning Commission)

- 3659 Trask Parkway – *Annexation/Rezoning*
  April 21, 2025 Meeting

- 1026 Ribaut Road – *Preliminary Plat Approval*
  April 21, 2025 Meeting
- Pine Court South – *Apartments (Beaufort Memorial)*
  April 21, 2025 Meeting

ZBOA (Zoning Board of Appeals):

ZBOA (Zoning Board of Appeals)

- 119 S. Hermitage Road – variance
  April 28, 2025 Meeting

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

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	16	0	0	43,795.20
May				
Jun				
Jul				
Aug				
Sep				
Oct				

Nov				
Dec				
Totals	**58**	**0**	**3**	**$219,279.80**

Total Residential Units: 61

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	**106**	**$56,917.73**
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
Totals	**394**	**$308,404.20**

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

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/29/2025
FROM:	Linda Roper, Downtown Operations and Community Services Director		
AGENDA ITEM TITLE:	Downtown Operations Monthly Report		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Downtown Operations		

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Downtown Operations Monthly Report	Backup Material	5/29/2025

City of Beaufort Downtown Operations & Community Services
Monthly Report - April 2025

Overview for the Month

The Department was busy planning upcoming events, promoting Main Street Beaufort and preparation of FY-26 Budget. We celebrated several business openings to include, Beaufort Wine, Novant Health, 4000 Maragaret, Library for Kids International and Novant Health.

Events & Tour Coordinator Activities – April 2025

With A Taste of Beaufort coming up on May 2nd & 3rd, it was quite a busy month. We wrapped up all the planning and logistics for the event. We continued with our regular duties, including golf cart inspections and managing park rentals.

Highlights from April 2025:

- Finalized plans for *A Taste of Beaufort* at Waterfront Park (May 2 & 3)
    - Department heads met with food vendors at Waterfront Park 4/25 to go over any concerns they had plus set the city expectations.
    - Reviewed rental agreements and finalized any revisions needed.
    - Worked with MCCS SC Volunteer Coordinator to staff A Taste of Beaufort positions.
    - Set up shuttles for A Taste of Beaufort.
- Assisted Main Street Beaufort's First Friday Event.
- Completed tour vehicle inspections:
    - Emma's golf carts
    - Southurn Rose's carriages
    - Tales of the Lowcountry's van.
- Issued Tour Badges.
- Met with contractor restoring the Tabernacle Church to reroute tours around the construction.
- Hosted department head meeting with Water Festival team.
- Attended Coffee with Colleagues networking event.
- Took part in ribbon cuttings for:

- Overhead Door Company
- Novant Health Multispecialty Clinic
- 4000 Margaret
- Libraries for Kids International

- Managed 22 park rentals – mostly weekends.
  - Washington Street Park remains closed for construction, however Friday community dinners and the United Way's shower trailer are still conducting their services.

Park Reservations April 2025

Location	Wedding	Special Event	Birthday	Other	Festival	Attendance	
						-50	50+
Waterfront Park		2		1		1	2
Pigeon Point Park			3	1		4	
Washington St. Park				5		5	
Southside Park		1	3	2		5	1
Whitehall Park		1		2		2	1
The Bluff		1					1
Other							
Totals	**0**	**5**	**6**	**11**	**0**	**17**	**5**

MAIN STREET BEAUFORT

April Monthly Report

Meetings & Events Attended:

Main Street Now National Conference – Attended the national gathering in Philadelphia to exchange ideas, gain insight, and strengthen connections with fellow Main Street professionals.
WeShop SC Monthly Meeting – Participated in the statewide Main Street networking and resource-sharing session to explore e-commerce support for downtown merchants.
Coffee with Colleagues at Meritus Signature Homes – Engaged with local business leaders and community stakeholders.
Ribbon Cutting for Beaufort Wine – Celebrated the grand opening of a new downtown business and welcomed them to the district.
Ribbon Cutting for Novant Health – Attended the opening of a new healthcare provider contributing to local services and economy.
Ribbon Cutting for 4000 Margaret – Supported the opening of a new development.
Ribbon Cutting for Libraries for Kids International – Attended to support a nonprofit's expansion in Beaufort.
Lowcountry Conversations – Joined as a guest to promote A Taste of Beaufort and downtown Beaufort.
Earth Day Event at Farm City Flowers – Participated in a bouquet-making class supporting local downtown business and connecting with a new merchant.
South Carolina Main Street Check-In – Held a check-up call to align on program goals.
WTOC Collaboration – Partnered to coordinate three promotional video campaigns: Experience, Dine, and Shop Downtown Beaufort.
Cultural District Advisory Board Prep – Prepared materials and input ahead of the scheduled meeting.

Event Execution & Planning:

First Friday (April 5, 2025) – Successfully organized and hosted a monthly community event in Downtown Beaufort.
First Friday Planning Meeting – Collaborated with downtown merchants to schedule and plan First Friday events for the rest of 2025.
Taste of Beaufort Promotional Video – Coordinated and filmed a marketing video to promote the upcoming signature event in May.

Main Street Beaufort eNewsletter

Month	Recipients	Open Rate	Opened
February	147	64.7%	88

WEBSITE TOTAL VIEWS

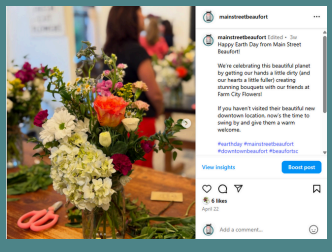
2,586

INSTAGRAM INSIGHTS

287
REACH
↗ 394.8%

730
VIEWS
↗ 179.7%

TOP-PERFORMING CONTENT

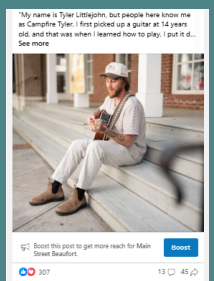


146
Views

118
Reach

FACEBOOK INSIGHTS

TOP-PERFORMING CONTENT



43,338
Views

24,096
Reach

113,463
REACH
↗ 43%

16,439
IMPRESIONS
↗ 46%

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:** 5/28/2025
FROM:	Alan Eisenman, Finance Director	
AGENDA ITEM TITLE:	Finance Department Monthly Report	
MEETING DATE:	6/10/2025	
DEPARTMENT:	Finance	

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Finance Department Monthly Report	Backup Material	5/28/2025

Scott Marshall
CITY MANAGER
843-525-7070
FAX 843-525-7013

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

CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

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

The City of Beaufort April 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 April being the 10th month of the fiscal year 2025, recurring revenues and expenditures should be 83.3% of the budget. General Fund revenues are at 78.8% of the budget while expenditures are at 78.4% of the budget.

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

Thanks,

Alan R. Eisen

Alan Eisenman CPA CGFO
Finance Director

CITY OF BEAUFORT, SOUTH CAROLINA
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2025

	General Fund	TIF II Fund	Capital Projects Fund	Parks and Tourism Fund	American Rescue Plan Act Fund	Stormwater Fund	Other Governmental Funds	Total Governmental Funds
ASSETS								
Cash and cash equivalents	$ 15,112,173	$ 162,663	$ 2,469,747	$ 4,365,090	$ 3,571,505	$ 538,744	$ 2,283,210	$ 28,503,132
Taxes receivable, net	199,779	-	-	-	-	41,439	-	241,218
Other receivables	454,639	-	176,396	56,666	-	-	-	687,701
Inventories and other assets	26,412	-	-	-	-	-	-	26,412
Restricted cash and cash equivalents	-	3,779,759	-	2,788,818	-	764,414	25,926	7,358,917
Total assets	15,793,003	3,942,422	2,646,143	7,210,574	3,571,505	1,344,597	2,309,136	36,817,380
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES								
Liabilities:								
Accounts payable	210,529	-	232,072	31,135	1,423	5,689	-	480,848
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	2,930,283	-	-	2,930,283
Accrued liabilities	130,630	-	-	47,379	-	6,711	3,142	187,862
Deposits and escrow	476,165	-	-	19,500	-	-	23,617	519,282
Total liabilities	874,663	-	232,072	98,014	2,931,706	12,400	26,759	4,175,614
Deferred Inflows of Resources:								
Unavailable revenue - property taxes	545,869	-	-	-	-	25,910	-	571,779
Total deferred inflows of resources	545,869	-	-	-	-	25,910	-	571,779
Fund balances:								
Nonspendable:								
Inventories	26,355	-	-	-	-	-	-	26,355
Cemetery	-	-	-	-	-	-	7,246	7,246
Restricted	1,577,099	3,942,422	2,414,071	4,323,742	639,799	541,873	2,239,083	15,678,089
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	-	-	2,788,818	-	764,414	-	4,801,061
Law enforcement	-	-	-	-	-	-	36,048	36,048
Assigned for:								
Subsequent year's budget	73,615	-	-	-	-	-	-	73,615
Unassigned	6,952,007	-	-	-		-	-	6,952,007
Total fund balances	14,372,471	3,942,422	2,414,071	7,112,560	639,799	1,306,287	2,282,377	32,069,987
Total liabilities, deferred inflows of resources and fund balances	$ 15,793,003	$ 3,942,422	$ 2,646,143	$ 7,210,574	$ 3,571,505	$ 1,344,597	$ 2,309,136	$ 36,817,380

CITY OF BEAUFORT, SOUTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE MONTH ENDED APRIL 30, 2025

	General Fund	TIF II Fund	Capital Projects Fund	Parks and Tourism Fund	American Rescue Plan Act Fund	Stormwater Fund	Other Governmental Funds	Total Governmental Funds
REVENUES								
Property taxes	$ 9,751,532	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,751,532
Other taxes	-	-	-	3,556,797	-	-	662,632	4,219,429
Franchise fees	714,351	-	-	-	-	-	-	714,351
Fines and forfeitures	77,145	-	-	-	-	-	-	77,145
Licenses and permits	4,103,855	-	-	-	-	-	290,996	4,394,851
Intergovernmental	3,104,872	-	1,621,851	-	1,513,011	-	-	6,239,734
Charges for services	1,624,357	-	-	442,044	-	1,336,886	-	3,403,287
Investment earnings	590,329	130,793	67,302	303,581	155,828	28,471	33,442	1,309,746
Miscellaneous	54,887	-	-	77,738	-	-	5,425	138,050
Total revenues	20,021,328	130,793	1,689,153	4,380,160	1,668,839	1,365,357	992,495	30,248,125
EXPENDITURES								
Current:								
General government	3,870,477	-	-	-	264,402	-	341,704	4,476,583
Law enforcement	5,135,895	-	-	1,109,794	-	-	-	6,245,689
Fire and emergency	5,798,399	-	-	-	-	-	-	5,798,399
Public works	1,951,543	-	-	-	-	564,488	-	2,516,031
Culture and recreation	-	-	-	1,361,586	-	-	-	1,361,586
Streets	625,435	-	-	-	-	-	-	625,435
Community development	1,022,870	-	-	783,169	-	-	-	1,806,039
Debt Service:								
Principal	1,541,915	-	-	603,858	-	287,500	52,358	2,485,631
Interest and other charges	303,438	-	-	370,743	-	142,655	11,296	828,132
Capital Outlay	-	21,215	5,827,853	117,395	125,575	-	-	6,092,038
Total expenditures	20,249,972	21,215	5,827,853	4,346,545	389,977	994,643	405,358	32,235,563
Excess (deficiency) of revenues over (under) expenditures	(228,644)	109,578	(4,138,700)	33,615	1,278,862	370,714	587,137	(1,987,438)
OTHER FINANCING SOURCES (USES)								
Issuance of revenue bonds	-	-	-	-	-	-	-	-
Transfers in	-	-	5,147,377	-	-	-	-	5,147,377
Transfers out	-	-	-	(3,208,925)	(1,123,034)	(795,543)	(19,875)	(5,147,377)
Total other financing sources (uses)	-	-	5,147,377	(3,208,925)	(1,123,034)	(795,543)	(19,875)	-
Net change in fund balances	(228,644)	109,578	1,008,677	(3,175,310)	155,828	(424,829)	567,262	(1,987,438)
Fund balances - beginning	14,601,115	3,832,844	1,405,394	10,287,870	483,971	1,731,116	1,715,115	34,057,425
Fund balances - ending	$ 14,372,471	$3,942,422	$ 2,414,071	$ 7,112,560	$ 639,799	$1,306,287	$ 2,282,377	$ 32,069,987

CITY OF BEAUFORT, SOUTH CAROLINA
COMBINING BALANCE SHEET
OTHER GOVERNMENTAL FUNDS
APRIL 30, 2025

	Special Revenue Funds			Permanent Fund	
	State Accommodations Tax Fund	Fire Impact Fees Fund	Drug Control and Prevention Fund	Cemetery Fund	Total-Other Governmental Funds
ASSETS					
Cash and cash equivalents	$ 1,661,432	$ 578,484	$ 36,048	7,246	$ 2,283,210
Other receivables	-	-	-	-	-
Restricted cash and cash equivalents	-	-	25,926	-	25,926
Total assets	1,661,432	578,484	61,974	7,246	2,309,136
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	-	-	-	-	-
Other accrued expenses	3,142	-	-	-	3,142
Deposits and escrow	-	-	23,617	-	23,617
Total liabilities	3,142	-	23,617	-	26,759
Fund balances:					
Nonspendable:					
Cemetery	-	-	-	7,246	7,246
Restricted	1,658,290	578,484	2,309	-	2,239,083
Committed for:					
Law enforcement	-	-	36,048	-	36,048
Total fund balances	1,658,290	578,484	38,357	7,246	2,282,377
Total liabilities and fund balances	$ 1,661,432	$ 578,484	$ 61,974	$ 7,246	$ 2,309,136

CITY OF BEAUFORT, SOUTH CAROLINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
OTHER GOVERNMENTAL FUNDS
FOR THE MONTH ENDED APRIL 30, 2025

	Special Revenue Funds			Permanent Fund	
	State Accommodations Tax Fund	Fire Impact Fees Fund	Drug Control and Prevention Fund	Cemetery Fund	Total-Other Governmental Funds
REVENUES					
Other taxes	$ 662,632	$ -	$ -	$ -	$ 662,632
Licenses and permits	-	290,996	-	-	290,996
Investment earnings	32,588	-	854	-	33,442
Miscellaneous	-	-	5,425	-	5,425
Total revenues	695,220	290,996	6,279	-	992,495
EXPENDITURES					
Current:					
General government	341,704	-	-	-	341,704
Debt Service					-
Principal	-	52,358	-		52,358
Interest and other charges	-	11,296	-		11,296
Total expenditures	341,704	63,654	-	-	405,358
Excess of revenues over expenditures	353,516	227,342	6,279	-	587,137
OTHER FINANCING SOURCES (USES)					
Transfers out	(19,875)	-	-	-	(19,875)
Total other financing sources (uses)	(19,875)	-	-	-	(19,875)
Net change in fund balances	333,641	227,342	6,279	-	567,262
Fund balances - beginning	1,324,649	351,142	32,078	7,246	1,715,115
Fund balances - ending	$ 1,658,290	$ 578,484	$ 38,357	$ 7,246	$ 2,282,377

CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
Revenues:					
Property taxes	$ 9,598,632	$ 9,598,632	$ 9,751,532	$ 152,900	101.6%
Franchise fees	2,258,000	2,258,000	714,351	(1,543,649)	31.6%
Fines and forfeitures	56,000	56,000	77,145	21,145	137.8%
Licenses and permits	6,870,000	6,870,000	4,103,855	(2,766,145)	59.7%
Intergovernmental	3,854,181	3,900,389	3,104,872	(795,517)	79.6%
Charges for services	2,064,665	2,064,665	1,624,357	(440,308)	78.7%
Investment earnings	550,000	550,000	590,329	40,329	107.3%
Miscellaneous	110,000	110,000	54,887	(55,113)	49.9%
Total revenues	25,361,478	25,407,686	20,021,328	(5,386,358)	78.8%
Expenditures:					
Current:					
General government					
City council	345,321	345,321	274,592	70,729	79.5%
City manager	952,161	952,161	700,022	252,139	73.5%
Finance	1,000,850	1,000,850	789,599	211,251	78.9%
Human resources	554,368	554,368	429,335	125,033	77.4%
Information technology	1,025,621	1,071,829	583,578	488,251	54.4%
Court and legal	637,050	637,050	462,497	174,553	72.6%
Non-departmental	822,823	822,823	630,855	191,968	76.7%
	5,338,194	5,384,402	3,870,478	1,513,924	71.9%
Law enforcement					
Police	5,703,134	5,703,134	4,475,914	1,227,220	78.5%
School resource officers	624,561	624,561	555,204	69,357	88.9%
Crossing guards	23,470	23,470	19,554	3,916	83.3%
Victims rights	113,246	113,246	85,223	28,023	75.3%
	6,464,411	6,464,411	5,135,895	1,328,516	79.4%
Fire and emergency					
City of Beaufort fire	6,773,028	6,773,028	5,798,399	974,629	85.6%
	6,773,028	6,773,028	5,798,399	974,629	85.6%
Public works					
Administration	503,580	503,580	395,787	107,793	78.6%
Maintenance	828,479	828,479	495,192	333,287	59.8%
Solid waste	1,401,015	1,401,015	1,060,564	340,451	75.7%
	2,733,074	2,733,074	1,951,543	781,531	71.4%

CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
Streets	1,035,281	1,185,281	625,435	559,846	52.8%
	1,035,281	1,185,281	625,435	559,846	52.8%
Community development	1,455,846	1,455,846	1,022,870	432,976	70.3%
	1,455,846	1,455,846	1,022,870	432,976	70.3%
Total current	23,799,834	23,996,042	18,404,620	5,591,422	76.7%
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	20,249,973	5,591,422	78.4%
Excess (deficiency) of revenues over (under) expenditures	(283,709)	(433,709)	(228,645)	205,064	
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)	(228,645)	390,293	
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	$ 14,372,470	$ 390,293	

CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
TAX INCREMENT FINANCING DISTRICT II – SPECIAL REVENUE FUND
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
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	21,215	187,785	10.2%
Total expenditures	109,000	209,000	21,215	187,785	10.2%
Excess of revenues over expenditures	71,000	(29,000)	109,578	(236,992)	
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)	109,578	(238,578)	
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	$ 3,942,422	$ (238,578)	

CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
CAPITAL PROJECTS FUND – SPECIAL REVENUE FUND
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
Revenues:					
Intergovernmental	$ 11,162,332	$ 10,043,427	$ 1,621,851	$ (8,421,576)	16.1%
Investment earnings	-	-	67,302	67,302	100.0%
Total revenues	11,162,332	10,043,427	1,689,153	(8,354,274)	16.8%
Expenditures:					
Current:					
Capital Outlay	21,649,789	23,677,663	5,827,853	17,849,810	24.6%
Total expenditures	21,649,789	23,677,663	5,827,853	17,849,810	24.6%
Excess of revenues over expenditures	(10,487,457)	(13,634,236)	(4,138,700)	(26,204,084)	
Other financing sources:					
Transfers in	9,787,457	12,821,036	5,147,377	(7,673,659)	40.1%
Total other financing sources	9,787,457	12,821,036	5,147,377	(7,673,659)	40.1%
Net change in fund balance	(700,000)	(813,200)	1,008,677	(1,821,877)	
Fund balance, beginning of year	1,405,394	1,405,394	1,405,394	-	
Fund balance, end of year	$ 705,394	$ 592,194	$ 2,414,071	$ (1,821,877)	

CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
PARKS AND TOURISM – SPECIAL REVENUE FUND
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
Revenues:					
Other taxes	$ 4,375,000	$ 4,375,000	$ 3,556,797	$ (818,203)	81.3%
Charges for services	855,500	855,500	442,044	(413,456)	51.7%
Investment earnings	250,000	250,000	303,581	53,581	121.4%
Miscellaneous	-	-	77,738	77,738	0.0%
Total revenues	5,480,500	5,480,500	4,380,160	(1,100,340)	79.9%
Expenditures:					
Current:					
Law enforcement	1,611,454	1,611,454	1,109,794	501,660	68.9%
Culture and recreation	1,865,718	1,865,718	1,361,586	504,132	73.0%
Community development	1,032,461	1,032,461	783,169	249,292	75.9%
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	5,674,834	5,674,834	4,346,545	1,328,289	76.6%
Excess (deficiency) of revenues over (under) expenditures	(194,334)	(194,334)	33,615	227,949	
Other financing sources (uses):					
Issuance of revenue bonds	-	-	-	-	
Transfers out	(5,733,016)	(5,933,016)	(3,208,925)	(2,724,091)	
Total financing sources	(5,733,016)	(5,933,016)	(3,208,925)	(2,724,091)	
Net change in fund balance	(5,927,350)	(6,127,350)	(3,175,310)	2,952,040	
Fund balance, beginning of year	10,287,870	10,287,870	10,287,870	-	
Fund balance, end of year	$ 4,360,520	$ 4,160,520	$ 7,112,560	$ 2,952,040	

CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
AMERICAN RESCUE PLAN ACT (ARPA) – SPECIAL REVENUE FUND
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
Revenues:					
Intergovernmental	$ -	$ -	$ 1,513,011	$ 1,513,011	0.0%
Investment earnings	302,306	302,306	155,828	(146,478)	51.5%
Total revenues	302,306	302,306	1,668,839	1,366,533	552.0%
Expenditures:					
Current:					
General government	208,973	308,973	264,402	44,571	85.6%
Capital Outlay	143,333	206,593	125,575	81,018	60.8%
Total expenditures	352,306	515,566	389,977	125,589	75.6%
Excess of revenues over expenditures	(50,000)	(213,260)	1,278,862	1,240,944	
Other financing (uses):					
Transfers out	(2,643,960)	(5,142,954)	(1,123,034)	(4,019,920)	21.8%
Total other financing uses	(2,643,960)	(5,142,954)	(1,123,034)	(4,019,920)	21.8%
Net change in fund balance	(2,693,960)	(5,356,214)	155,828	(5,512,042)	
Fund balance, beginning of year	483,971	483,971	483,971	-	
Fund balance, end of year	$ (2,209,989)	$ (4,872,243)	$ 639,799	$ (5,512,042)	

CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
STORMWATER – SPECIAL REVENUE FUND
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
Revenues:					
Charges for services	$ 1,288,717	$ 1,288,717	$ 1,336,886	$ 48,169	103.7%
Investment earnings	80,000	80,000	28,471	(51,529)	35.6%
Total revenues	1,368,717	1,368,717	1,365,357	(3,360)	99.8%
Expenditures:					
Current:					
Public works	855,117	855,117	564,488	290,629	66.0%
Debt Service:					
Principal	345,000	345,000	287,500	57,500	83.3%
Interest and other charges	168,600	168,600	142,655	25,945	84.6%
Total expenditures	1,368,717	1,368,717	994,643	374,074	72.7%
Excess (deficiency) of revenues over (under) expenditures	-	-	370,714	(377,434)	
Other financing (uses):					
Transfers out	(1,310,480)	(1,418,480)	(795,544)	622,936	56.1%
Total other financing (uses)	(1,310,480)	(1,418,480)	(795,544)	622,936	56.1%
Net change in fund balance	(1,310,480)	(1,418,480)	(424,830)	(993,650)	
Fund balance, beginning of year	1,731,116	1,731,116	1,731,116	-	
Fund balance, end of year	$ 420,636	$ 312,636	$ 1,306,286	$ (993,650)	

CITY OF BEAUFORT, SOUTH CAROLINA
STATE ACCOMMODATIONS TAX SPECIAL REVENUE FUND
BUDGET TO ACTUAL
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
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	341,704	533,733	39.0%
Law enforcement	23,480	23,480	-	23,480	0.0%
Total expenditures	898,917	898,917	341,704	557,213	38.0%
Excess of revenues over expenditures	70,416	70,416	353,516	283,100	
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)	333,641	363,641	
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	$ 1,658,290	$ 363,641	

CITY OF BEAUFORT, SOUTH CAROLINA
FIRE IMPACT FEES SPECIAL REVENUE FUND
BUDGET TO ACTUAL
FOR THE MONTH ENDED APRIL 30, 2025

	Budgeted Amounts			Variance with Final Budget Positive	Variance with Final Budget
	Original	Final	Actual	(Negative)	Percentage
Revenues:					
Licenses and permits	$ 100,000	$ 100,000	$ 290,996	$ 190,996	291.0%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	105,000	105,000	290,996	185,996	277.1%
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	227,342	185,996	
Fund balance, beginning of year	351,142	351,142	351,142	-	
Fund balance, end of year	$ 392,488	$ 392,488	$ 578,484	$ 185,996	

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:** 5/20/2025
FROM:	Tim Ogden, Fire Chief	
AGENDA ITEM TITLE:	Fire Department Monthly Report	
MEETING DATE:	6/10/2025	
DEPARTMENT:	Fire	

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	5/20/2025

City of Beaufort/Town of Port Royal Fire Department

April 2025 Report

Public Events

The Fire Department held several public education events throughout April.

- Prom Promise at Bridges Prep
- Career Day at Beaufort Elementary School
- Downtown Kids Fishing Tournament
- Smoke Alarm Blitz on Saturday's
- Fire Station Tour at CHQ
- MCAS Beaufort Airshow
- CPR and Stop the Bleed class for Port Royal Administration
- Two Easter celebration events in Port Royal.
- Port Royal Police Department Spring Fling.

Fire Training

The Training Division conducted 970 hours and installed 3 car seats.

Special Training: The department had 4 members attend FDIC 2025 in Indianapolis. This is one of the largest fire conferences in the US and this year our members had the opportunity to participate in HOT (Hands on Training) classes on the first 2 days of the conference. Members were able to hear lectures from some of the best instructors in the Fire Service and bring back what they learned to the members of our department.

The Battalion Chief of Training successfully passed Active Attack Integrated Response Train – the - Trainer Course through ALERRT and Texas State University. This course taught the students the material for the first 2 days and then in the final 3 days the students learned how to teach and set up the class up.

All 3 shifts completed Engine Company Operation drills with the Training Division. Durning these drills crews arrived on scene as the first due apparatus at a simulated structure at our

training facility at Station 4. Crews were timed on stretching an attack line, forcing a door, and getting water on the simulated fire.

Medical

CPR classes: 5

In Service: All Shifts on respiratory anatomy/physiology and emergencies.

Captain Evans completed the Advanced Infectious Control Officer class.

Private CPR classes held for Carolina Hospice and MUSC Children's Health.

Fire Marshal

152 certified inspections
89 engine company pre plans

Training:
The Fire Marshal division and Fire Training Division attended Bridges Prep Lockdown drill and discussed procedures with school security and Port Royal PD.

Chief Badgett obtained his ICC Certification for Fire Plans Examiner which came with an additional Certification for Fire Code Specialist.

Personnel

Chief Ogden spoke at the Sea Island Rotary Club and Chief Vezin spoke with the Beaufort Exchange Club.

Firefighters Gaffney, Filicsky, and Symbesma completed 1410 drills to become driver/operators.

Part Time Firefighter Teddy Garcia became a certified EMT.

Apparatus

Holmatro provided annual service on all extrication tools.

Major Incidents

- 5 vehicle fires including 1 RV in Port Royal and 3 brush fires.

- We responded to 526 total calls for service. This is up from 425 in April of 2024 (24 % increase).

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

INCIDENT SUMMARY	BFT	P.R.
Structural Fires	1	0
Vehicle Fires	2	3
Brush, Trash Fire	4	0
Medical Calls	234	129
Vehicle Accident	19	4
Extrication (350-357)	2	0
Hazardous Condition	3	3
Service Calls (500)	30	17
Good Intent Calls (600)	27	10
False Calls (700)	28	10
Water Rescue	0	0
EMS Standby	0	0
Month	350	176
Total Month	**526**	

TRAINING/EDUCATION		
Local Instruction	970	
TOTAL	**970**	

VOLUNTEER		
Local Instruction	0	
Monthly Station Standby	76	
TOTAL	**76**	

AID SUMMARY - ALL	**LI**	**BUR**	**PI**	**other**
BEAUFORT				
Aid Given		2		1
Aid Received				
Mutual Aid Given				
Mutual Aid Received				
PORT ROYAL				
Aid Given			2	
Aid Received				
Mutual Aid Given				
Mutual Aid Received				

FIRE PREVENTION	**BFT**	**P.R.**
Inspections Conducted	116	36
Violations Noted	35	3
Violations Corrected	15	8
Knox Box Installations	3	6
Fire Plans Reviewed	16	2
Burning Permits Issued	5	1
Permission to Burn Given	18	3
Public Education Events	16	7
Public Edu. Man Hours	84	37
# of Adults	383	99
# of Children	998	181
Car Seats Installation	3	
Smoke Detectors	3	2
CPR Certifications	41	

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/20/2025
FROM:	Ivette Burgess, Human Resources Director		
AGENDA ITEM TITLE:	Human Resources Monthly Report		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Human Resources		

BACKGROUND INFORMATION:

Monthly Report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	5/20/2025

Memorandum

To: Scott Marshall, City Manager

From: Ivette Burgess, Human Resources Director

Date: 5/5/2025

Re: Department Update – April 2025

Onboarding/New Hires

1 New Hire:

- Nathan Mortimer – Patrol Officer, Police Department
- Dana Wessels – Deputy Court Clerk, Municipal Court

HR Highlights

- Deployed quarterly compliance training via NEOGOV.
- Met with area high schools to disburse Youth@Work Summer Program information.
- HR Specialist, Kristy Kittle attended and participated in the Whale Branch Career Fair – April 23, 2025.

Interviews

- HR staff participated in an interview panel for the Municipal Court and also conducted interviews for Human Resources Administrative Assistant.

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/22/2025
FROM:	Sarah Farrow, Municipal Court Administrator		
AGENDA ITEM TITLE:	Municipal Court Monthly Report		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Municipal Court		

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Municipal Court Monthlly Report	Backup Material	5/22/2025

City of Beaufort Municipal Court
Monthly Department Report
April 2025

DEPARTMENT OVERVIEW:

Bench trials are held every Monday and Thursday at 3:00pm. Eight sessions of bench trials were held in April 2025 and 285 cases were tentatively scheduled.

CASE OVERVIEW:

- New cases filed: 145 (92 traffic/53 criminal)
- Cases disposed: 109 (82 traffic/ 27 criminal)

DISPOSED CASES BREAKDOWN:

- 82 traffic cases
  - 41 guilty indicators (forfeiture, plea, or trial)
  - 41 not guilty indicators (dismissal by officer, Judge, or trial)
- 27 criminal cases
  - 9 guilty indicators (by plea or trial)
  - 18 not guilty indicators (through plea agreement or trial)

ARREST WARRANTS OVERVIEW:

- 48 arrest warrants issued for criminal offenses
- 1 arrest warrant issued for traffic offense

EXPUNGEMENTS:

- 21 cases initiated from court date.
- 47 cases processed and purged

JURY TRIAL OVERVIEW:

Jury term for May 2025 canceled.

42 pending jury cases (23 criminal/19 traffic)

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

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:** 5/20/2025
FROM:	Stephenie Price, Police Chief	
AGENDA ITEM TITLE:	Police Department Monthly Report	
MEETING DATE:	6/10/2025	
DEPARTMENT:	Police	

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	5/20/2025

BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902
843-322-7900

Stephenie Price
Chief of Police

April 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
April	0	4	1	0	0	30	2	1

Total Calls for Service: **3,793**

- Officer Initiated: 2,626
- 911 Line: 456
- Non-Emergency: 710
- SMS T-911: 1

Community Events Attended: **12**

- 04/02- Ribbon Cutting for Department Gym with the Cummings Foundation
- 04/12-13- Air Show
- 04/16- Movie Event at Charles Lind Brown Center
- 04/17- 101st Birthday Event for Lt. Col. Ray Stocks
- 04/25- SLB Wilderness Cove Community Event
- 04/26- Child Safety Event at Old Navy

Chief's Updates:

- 04/02-Ribbon Cutting for Department Gym with the Cummings Foundation and All Hands Meeting
- 04/03-TCL Board Meeting
- 04/06-Public Works Lunch
- 04/11-Presentation of Certificates to Students at Mossy Oaks Elementary
- 04/17-Ray Stocks 101 Birthday Celebration
- 04/23-SCCJA Academy Certification Hearing
- 04/24-Meeting with Spanish Moss Board Member
- 04/24-Neogov Training
- 04/29-Meeting with Coroner
- 04/29-Meeting with BMH Staff
- 04/30-Ribbon Cutting Libraries for Kids International

Upcoming Events:

- 05/02- Rotary Club Meeting
- 05/02- Taste of Beaufort
- 05/04-05/07- IACP Tech Conference
- 05/14- Grand Opening of Garden Oaks Apartments
- 05/20- National Cemetery Tour- Command Staff

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:** 5/29/2025
FROM:	Nate Farrow, Public Works Director	
AGENDA ITEM TITLE:	Public Works Monthly Report	
MEETING DATE:	6/10/2025	
DEPARTMENT:	Public Works	

BACKGROUND INFORMATION:

Monthly report for April 2025.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	5/29/2025

CITY OF BEAUFORT PUBLIC WORKS DEPARTMENTS
MONTHLY ACCOMPLISHMENTS

MONTH OF JUNE 2025 FOR PUBLIC WORKS ACCOMPLISHMENTS FROM APRIL 2025

EVENTS: ***Creation of PD Obstacle Course @ Public Works Complex**
***Kids Fishing Tournament @ WFP Electrical Set-Up**
***EARTH DAY Litter Pickup City Wide by Staff**
***NEOGOV Set up City Wide /*NEOGOV Communication Training**
***Set Up for "Taste of Beaufort" Festival being held first weekend in May**

Weekly Safety Briefs:	Miguel Canela-Pena - **Complacency (Straps) / Chain Safety / Utility Hazards / "?Hurry?" – Slow Down / Protection-work on Ground (Protect you back, knees, neck, hands)**	
See/Click/Fix:	Reported: ___	**69**
	Resolved to date:	**1038**
811 Locates	Reported & Reviewed:	**197**
PO's (PR's)	Created and Processed:	**83**
Banners	Reserved and Hung:	**10**
Weight Ticket	Dumps of Debir/Etc @ Landfill:	**22**
On-Call:	Traffic Control: ***County* / N Farrow / B Durrance / County**	
	Weekend Parks: ***W Smalls / E Major / A Davis / M Alston***	

Standards:

Meetings: *Daily Staff / Weekly Supervisor / Weekly Review of* FY25 Budget

Update to reports: Drainage / Tree / Street / Banner / Credit Card / Budget Spread Sheet / Payroll / Daily Weight Tickets

Stormwater/Street: Routine Easement maintenance / Flap Gate inspection & Maintenance / inspection and maintenance all Equipment / routine drainage maintenance

Maintenance of open land trust areas and large park/city owned Area (Commerce Park)

Parks: Inspection and maintenance to all Parks & playgrounds, restrooms, buildings, benches, etc; along with all ground maintenance (cutting, weed eating, weed maintenance, plantings, tree trimming, etc)

Routine restroom cleaning in multiple parks

Routine full upkeep of Spanish Moss Trail litter control/water fountains / cross walks weekly

City wide trash run all parks weekly

Watering for beds and areas without irrigation

Administration:

- Removed trees at Public Works for the obstacle course for PD.
- Inspected and took pictures of the WFP playground gate repairs.
- Completed and turned in FEMA forms for Hurricane Helene.
- Followed up on a tree complaint from Fripp Street where Dominion tree contractor was trimming trees away from transmission lines.
- Followed up on a sinkhole complaint on Simms Street and determined that it was on private property.
- Unloaded a pallet of playground equipment that was delivered to Public Works.
- Met with a citizen concerning a wash-out at 1205 Laudonieere Street.
- Met with PW Director and Parks Supervisor at Southside Park concerning bathroom doors.
- Purchased items and assisted in preparing for Public Works employee luncheon.
- Along with Gen Support, responded to a traffic light malfunction on Friday (04/18/25) after hours at Boundary Street and Hogarth.
- Gen Support and Operation Office responded to a traffic light malfunction on Saturday (04/19/25) morning at Boundary Street and Hogarth / Ribaut Rd @ Bft Memorial Hospital / Boundary St @ Hogarth / Windmill Harbor Passage Road (Sat Night).
- Responded to a traffic light that was hit by a vehicle on Sunday (04/20/25) morning at Ribaut Road and the entrance to Beaufort Memorial Hospital with assistance by Gen Support. Also, Sunday night Boundary Street @ Hogarth.
- Worked on completing FEMA forms for Tropical Storm Debby.
- Operations Manager assisted along with PW Director, Parks Supervisor and General Support Association with repairing a leaking irrigation pipe at Ribaut Road and Boundary Street.
- Delivered a "Yield to Pedestrians in Crosswalk" sign at Carteret Street and King Street.
- Operations Manager attended a meeting concerning the leaf trailer at Public Works with Public Works Director, Parks Superintendent, and Fleet Supervisor.
- Responded to a traffic light malfunction on Wednesday night at Joe Frazier and Broad River Blvd with assistance by the General Support Associate.
- Work Order system zoom meeting – Operations Office and Parks Supervisor.
- Operations Manager attended a Taste of Beaufort operational meeting at WFP.
- Operations Manager coordinated the Earth Day litter clean-up of multiple rights-of-way in the City.
- Staff responding to Pigeon Point Park complaints about a locked restroom door on Sunday morning. (Reviewing camara, staff "on-site" visit, etc.)
- Set up @ WFP for Taste of Bft. Festival (event in May along with PW assistance w/ take-down)

Office Administration:

- Training on NEOGOV for Supervisors
- Building FY26 Munis spread sheets
- Updates – Directors Find List
- Listing "essential" and "non-essential" staff of PW for Emergency Management Report
- Updates and re-organize BANNER spreadsheet schedule for FY26
- Assisted with set up and organization of the PW Employee Appreciation luncheon
- Banner receiving and handling issues with unapproved banners.

- Met w/ PW Management staff: How to advance to the "future" for our department w/ the best interest for the City of Beaufort.
- Worked w/ IT for issues w/ internet and other electrical issues PWC.
- Reviewed and found changes in "request" and "recommended" funds for FY26 budget. Updated FY26 Public Works Spread Sheets and Excel "quick review" documents.
- Created Weekly Work Schedule spread sheet format for FY26 (first 6 months July – December).
- Office Staff completed NEOGOV "Customer Service Communication" course (in-person / face-to-face, along with telephone)
- Worked on, created reports and complete/forward FY26 Council Budget Report to Finance for the Public Works Department 6 division (Fund Code 15: 501, 502, 506, 551 / 32: 503 / 34: 530
- Interviews for Parks Replacement personnel.
- Working w/ IT to upgrade equipment and work on slow speeds.
- Updated FY26 PW Budget "Book" for all divisions of PW after changes again were made to funding before the Council Presentation. (Book = details of every line item in every division, with details of "justifications", breakdown of multiple monthly billings such as electricity, water, uniforms, etc).
- Working with Accounts Payable – multiple phone/utility/cable companies changing names and/or bought out and having to align with spread sheets to track/pay from correct accounts (also update names in spreadsheets).
- Continued working with "rug exchange/clean" company for service at Police/Court, and City Hall.
- Network down (phones, munis, internet, etc).
- EARTH DAY city wide clean up. Staff had crews working, with Bft. Cty., throughout the city.
- Emergency Call Out for Women's Restroom repair at Southside Park Pavilion Area.
- Office Staff multi attempts to locate correct internet company for a report of wires down – reported to City Public Works through See/Click/Fix.
- Summer Intern worked with crews for the city wide Earth Day Clean-up.

Facility Maintenance Division:

- Training room temperature repair at City Hall
- Installed and completed water tankless HEATER for marina restroom
- Escort JCI for PD
- Had 10 keys cut for CH building (request from staff)
- Worked on Southside restroom upgrading flush valves and returned to manufacturer.
- Training at PW 830 to 930
- Escort Beaufort Air at Arsenal and Carnegie buildings
- Escort Quality Electric electrical installation at PD
- Picked up water heater from Bluffton
- Repair hand dryer downtown marina restroom
- Repair toilet paper dispenser downtown marina
- Repair HVAC at FD 1 return duct work for bunk room
- Metasys reset schedule
- Carnegie HVAC repair - Changed out thermostat at Carnegie building for second floor
- Beaufort County Street clean up
- Schindler elevator repair
- Installed 5 bike racks in sally port at the PD building
- Install Wi-Fi transponder on second floor at PD building gym area

- Repair ceiling light at City Hall codes office
- Test ran PD and City Hall generators
- Meeting with advance locks for key cuts at CH
- Arsenal HVAC repair for the 4 restrooms
- Conference zoom meeting reference solar panels
- Cut the hazardous dead tree down at PD
- Carnegie building HVAC repair
- Replace Faucet at City Hall 2nd floor meeting room
- Electrical closet at City Hall repaired
- 500 Carteret Street well water pump pressure switch replaced
- Assembled 12 executive chairs for counsel chamber city hall
- Repaired elevator at Police department
- Remove and repair both exhaust fans for the WFP restrooms
- Repaired door closer at marina women's restroom

Stormwater / Street Division:

- Cutting and removing trees near police impound @ Public Works for Obstacle Course.
- Hauled tree debris to the landfill.
- Completed easements maintenance @ Paul Dr, Southside Blvd, and Airport Circle.
- Assisted General Support with tree canopy raising streets on the Director Finds List
- Performed easements at Depot Rd, Rhett St, Battery Creek Rd, First Blvd, Jane Way, Coates Ln, and Center Dr E.
- Bush hogging @ Southside Park O/F ditch/Dog Park, Ivy Ln, Twin Lakes, and Center Dr. E., Lafayette and Harrington streets.
- Shot grade for elevations and had an As Built completed @ Princess Ln for upcoming drainage ditch installment.
- Cut and removed dead tree @ Albert St & Pigeon Pt Rd.
- Sinkhole / Pavers repaired @ Downtown Marina seawall.
- Performed easements maintenance at Southside Blvd, Ivy Ln, Airport Cir, Battery Shores, and Greenlawn Dr. Duke St, Depot Rd
- Repaired pothole on Charles St. Ext
- Bush hogged outfall and roadside ditches with Mower Max at Center Dr. E, South Dr, Capers St. Lafayette and O'Connell St.
- Installed V Ditch/Swale Princess Ln (Midtown Drainage Improvement).
- Cleaned valley drains/ leaf removal Airport Cir.
- Participated in the annual **Earth Day** clean up.
- Hauled debris from PW debris pile staging area to the landfill.
- Removed weeds from rip rap basin @ flap gates located @ catch basins 1 and 2 on (SMT).
- Performed routine maintenance check on all flap gates.
- Assisted the Parks Department with installing playground equipment @ Whitehall Park.
- Repaired major trip hazard issues at the Waterfront Park for the Taste of Beaufort event.
- Assisted with setting up equipment for the Taste of Beaufort event.

Parks Division:

- Weekend Prep for Pigeon Point, Southside, and Whitehall (each weekend)
- Removed broken benches from Pigeon Point Boat Landing and ordered replacement legs (Order has been confirmed and shipped)
- Installed Bollard with stop sign on Spanish Moss Trail where the new Publix connects to the trail for pedestrian crossing
- Took Bench from Pinckney Park and sanded and stained it
- Planted 10 Crape Myrtles (Natchez and Muskogee) at Lawton Farms
- Cutbacks at Tabby Gates in Pigeon Point
- Southside Park Fire Ant Treatment
- Prepped Flowerbeds for Spring Change out
- Added two new irrigation heads to Pigeon Point Park irrigation system
- Watering Schedule for all city tree initiatives
- Sprayed Gate Hinges at WFP Playground
- Pressure Washing at Whitehall and Southside Park
- Paver Repairs at WFP in preparation for Taste of Beaufort Festival
- Installed New Water Fountain at Annette Bryant Park
- Installed Spring/Summer Flowers at Pigeon Point Park
- Assisted with Taste of Beaufort Festival set up, during and take down
- Prepped Pigeon Point Park, Southside Park, and Whitehall Park for Weekend Duty

Traffic Control / General Support:

- Travel to Lexington, SC, to pick up traffic items, and brought back to PWC for storage
- Staff member took Traffic Level 1 testing
- Attended HR meeting for NeoGov
- SC811 located at Depot Rd, Renolds St, Bladen St, Craven St, & Carteret St; and Castle Rock @ Robert Smalls Pkwy, Sav Hwy @ Robert Smalls Pkwy
- Raised tree canopy at Pigeon Point Landing, Audusta Place and Lafayette Street, North St in The Point.
- Recover the water barricade from Pigeon Point Landing
- Met w/ Supervisor staff for the review of "Director Finds List"
- SMA paperwork completed
- Banner Removal/Install
- Remove and install the new red ball and yellow ball on the Savannah Hwy
- SC811 is located on Savannah Hwy
- SCF: straighten stop sign on East St & Hancock / Duke Street sign in The Point / King St in The Point, repaired "turn sign" on King.
- Fix Day Bunner on Carolina Cove
- Swap CMUs on Westview and Robert Smalls Pkwy on Boundary
- Met with Carolina Control on Mossy Oaks Rd
- Took E-Waste to county shed for recycling
- Drop the new Gaylord box and pallet into the PD for e-waste removal
- Completed cutting down trees at Public Works Compound for Police Departments obstacle course

- Raised the tree canopy on Darby St, Park Ave; LaChere St; 1913 and 2101 Charlesford Rd; 907 Emmons St and finish trimming palm tree on Lafayette St; Parks, Rogers and Calhoun streets - per the directors finds list
- Replaced street sign pole for Duck Crossing on First Blvd in response to See-Click-Fix
- Fixed the Beaufort Cultural sign for See-Click-Fix
- Moved electrical panel to waterfront park for Kids Fishing Tournament
- Removed fence panels from PD and relocated them to the downstairs storage area of City Hall
- Assist with working on Billy Goat Leaf Trailer
- Removed tablecloth from a tree at Pigeon Point Park that had blown up into the canopy of the tree
- Conducted "light" survey for the Southside and Cuthbert parks
- Remove Electric Pannel from Waterfront Park and return to Public Works after Kids Fishing Tour
- Meet with Dominion to discuss solution to Marina Parking Lot Lights
- Worked on streetlights at Police Department parking lot
- Picked up Hydraulic Fluid for Fleet Department for use at Public Works
- Replaced Heyward St sign per See-Click-Fix
- Removed all rotting and ripped sandbags from 500 Carteret
- Banner Removal/Install
- SC811 marking
- Repair/replace stop sign at Bridges Prep Academy
- CMU testing
- Load switch testing
- Canopy Raise on Calhoun St, the end of Charles St, and Newcastle St
- SeeClickFix "Dead End" Signs on New St, East St, Charles St
- SeeClickFix: Install new sign on Ribaut Rd and Prince St
- Change the Flash module on Joe Fraiser Rd
- Purchase extension cords for the U-Dump power station
- Earth Day pickup through City of Beaufort in conjunction with Bft Cty. Also was responsible for the pickup of the lunch for the employees supply by Fire House through Bft County PW.
- SC811 Locates on Eustis Landing Rd & Sea Island Pkwy / All Polk Street / Allison Rd & Ribaut Rd / Charles & Congress / Robert Smalls Pkwy & Parris Is Gtwy. / Sav Hwy & Greenlawn
- NEOGOV Training: Focusing on the customer
- Survey Polk St for new 25 MPH Speed Signs
- Install a new pedestrian pole at W.K. Alston
- Meeting for touch-a-truck
- Finish the installation on the WK Alston PED pole
- Cover PED head on Hwy 21 & Broad River Blvd
- Help Gen Support division unload the trailer from the police department
- Maintenance 24-002 and grease the boom
- Label all wiring on the traffic cabinet at US Hwy 21 & Broad River Blvd
- Straighten pole on Battery Creek Rd & Pine Court
- Raised tree canopies on Calhoun
- Assisted staff at City Hall with broken chair
- Assisted Traffic Department with replacing a Ped pole and 2 Ped buttons at W.K. Alston and Robert Smalls

- Assist Fleet Division with working on panels for leaf trailer
- Finished cutting old street signs and loading them onto trailer
- Picked up materials for Earth Day
- Attended Water Festival meeting
- Cleaned up and reorganized metal dumpsters and assisted with hauling scrap aluminum
- Assisted Parks Division with removing dead limbs from Pigeon Point Park
- Assisted Parks Division with raising canopy and removing dead limbs from Annete Bryant Park
- Assisted Parks Division with repairing cracked irrigation line
- Assisted parks with removing hanger limb from Southside Park
- Completed raising tree canopies on Calhoun, Church, Newcastle, and Charles for the Directors finds list
- Completed repair to Police Department storage room door
- Assisted the Traffic Division with repairs to traffic cabinet
- Verified outlets are functioning properly for downtown cameras
- Assisted Stormwater with removing a debris pile from Robert Smalls
- Earth Day clean-up city wide in conjunction with Bft Cty.
- Responded to 7 traffic calls about intersections in flash over the second weekend of the month
- Installed a standing desk for HR per See-Click-Fix request
- Repaired Ice Machine leak by cleaning out drainage lines @ PWC
- Moved cabinets from the downstairs basement to HR office at City Hall
- Completed Pre-Festival Paver survey to identify potential trip hazards (Taste of Bft)
- Assisted Traffic Division with installing new traffic cabinet at Parris Island Gtwy. and Broad River Blvd.
- Moved the electrical panels to WFP in preparation for festival (Taste of Bft)
- Moved enclosed trailer to Downtown ops to assist them with getting ready for festival (Taste of Bft)
- Extension cords installed for festival moved the two trailers from downtown ops to the marina lot
- Test electrical outlets on panels for festival (Taste of Bft)
- Rebuild 4 electrical outlets
- Put tower lights into the park for festival (Taste of Bft)
- Provided manpower to the Taste of Bft festival (Friday and Sat May 2 and 3) for the duration of festival

Fleet / Equipment:

- Weekly equipment checks
- Met with HR for training on NEOGOV
- Transported Trash compactor to PD to load debris
- Made purchases @ Lowes, CARQUEST and Randels for supplies
- Replaced 2 tires on Parks Dept utility trailer
- PM'S done on 2 Parks Dept riding mowers
- Received quote for Bobcat attachment
- Working on setting up class with SC Dept. of Public Service
- Drop off Veh 527 at Auto Care for power steering pump
- Cleaned shop
- Replaced 2 tires on veh 435 at Barnard Tire
- Continue working on Parks Dept utility trailer

- Repaired hydraulic oil leak on one of Parks Dept riding mower
- Replaced hitch on utility trailer
- Cut grass at PW complex
- Replaced damage cutting blade on riding mower for Parks and riding mower for Street Dept
- 3 PM'S on Parks Dept riding mowers
- Ordered parts for hydraulic hose ends @ Carquest
- Set up safety class with SC State Police
- Set up an appointment for inspection of Knuckle Boom with manufacture for Thursday 04/17. Completed inspection - all is good.
- Cut grass at PWC
- Replaced gutter broom motor on Sweeper 435
- Continue working on utility Trailer for the parks department.
- Finished all PM's on Parks Department riding mowers.
- Repaired Street Department Trimmer.
- Completed Fleet Department "SOP".
- Trying to set up an appointment with O.C. Welch for recall. Calls not returned.
- Picked up A300 Bobcat @ Bobcat of Savannah. Still had same problem. Bobcat was able to repair the problem. Delayed 2 hours.
- Hydraulic Supply in Savannah: picked up hydraulic motor for Parks Department utility trailer.
- Completed NEOGOV training
- Replaced battery in vehicle – 703
- Replaced tire on veh – 501
- Drop – off Cat. 308 for annual PM
- Drop – off veh. – 530 at Carolina Truck repair for PM
- Continuing work on Parks Dept. utility trailer
- Repaired clog on Pick-Up head-on sweeper – 435
- Called OC Welch three times for recall on veh. – 702. Continue to "follow up".
- Order two replacement tarps for u-dumps.
- Meeting about issues on Flap Gates with Management.
- Set up appointment for front-end loader
- Picked up Cat. 308 from Blanchard Equipment
- Working on wiring on Crash Trailer
- Ran all light towers and 4" and 6" inch pumps
- Installed two new Tarps on U-Dumps
- Drove Sani-Packer Truck to City Hall to pick up debris
- Mounted motor on Parks Department Utility Trailer
- Tested Blow Up lights for Taste of Beaufort Festival.

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/22/2025
FROM:	Jennifer Pointer		
AGENDA ITEM TITLE:	Request from Beaufort Area Hospitality Association for bridge/street closures to host the Oyster Boogie 5k Run/Walk on Saturday, January 17, 2026, from 6:30 am to 11:00 am		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Downtown Operations		

BACKGROUND INFORMATION:

Request from Beaufort Area Hospitality Association to host the Oyster Boogie 5k Run/Walk on Saturday, January 17, 2026, from 6:30 am to 11:00 am. Use of Marina Lot and existing 5k route with approx. 150 runners.

Same as previous years.

PLACED ON AGENDA FOR: *Action*

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
2026 Oyster Boogie 5k	Cover Memo	5/22/2025

5K RUN/WALK APPLICATION

City of Beaufort-Downtown Operations & Community Services
Attn: Ashley Brandon-Downtown Manager & Events Coordinator
500 Carteret Street, Suite B2 Beaufort, SC 29902
Phone: (843) 379-7063 / Email: events@cityofbeaufort.org | www.cityofbeaufort.org

To be filed NOT LESS than 150 days before event

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

Name of Applicant: Caroline Gecy

Address: PO Box 566 Beaufort, SC 29901 **Phone #** 803-367-2061

Email: caroline@bfthospitality.com

Name of Sponsoring Organization: Beaufort Area Hospitality Association

Address: PO Box 566 Beaufort, SC 29901

Date of 5K Run/Walk: January 17th, 2026

Time of 5K Run/Walk will Begin: 8:00 AM **5K Run/Walk will Terminate:** 10:00 AM

Time 5K Run/Walk Line-Up Begins: 7:30 AM **Location(s) of Line-Up Area(s):** Marina Lot

Approximate Number of Persons, Animals in the 5K Run/Walk: Approx. 150

5K Run/Walk will occupy all the width of the streets to be traversed: Yes

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

OFFICE USE ONLY: Application received by: _____ **Date Received:** _____

Receipt #: _____ **Approved By:** _____

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

Signature of Applicant: _____ Date: 5/19/2025

May 20, 2025

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

RE: Request to conduct 2026 Oyster Boogie 5k Run/Walk

Greetings Mayor & Council,

On behalf of the Beaufort Area Hospitality Association (BAHA), I am writing to request approval and support for hosting a Saturday morning 5K run during the 2026 Beaufort Oyster Festival. This exciting event is planned for January 17th, 2026, and we would greatly appreciate your assistance in making it a successful addition to the festival.

Event Details:

- **Date:** Saturday, January 17th, 2026
- **Time:** Planning and setup to begin at 6:30 AM, event concluding by 11 AM
- **Route:** City of Beaufort's existing 5K route, including downtown and the Woods Bridge (subject to planning and approval)
- **Purpose:** To encourage active participation from the community and attract visitors to dine, shop, and explore downtown Beaufort post-event.

Please note that this event will not involve alcohol or food service, as we will instead direct participants to enjoy offerings at local establishments or attend the festival at Waterfront Park following the 5K.

We understand that utilizing the downtown route and Woods Bridge requires thorough planning and coordination with key organizations, including the City of Beaufort and County Police Departments, the Coast Guard, and Beaufort Town Council. We deeply value these partnerships and are committed to working collaboratively to ensure the success and safety of the event.

The Beaufort Oyster Festival has always been about celebrating our local culture, and this 5K will further highlight the sense of community that makes Beaufort so special. We truly appreciate your support of both the festival and this proposed addition, and we look forward to strengthening our relationship with the City of Beaufort and other involved organizations.

Please don’t hesitate to reach out if additional details are required, or if we can assist with any necessary preparations or approvals. We would be happy to arrange a meeting to discuss further at your convenience.

Thank you for your time and consideration. We are excited about the opportunity to collaborate and create another memorable event for Beaufort!

Sincerely,

Ashlee Houck
President & CEO – The Beaufort Area Hospitality Association

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/22/2025
FROM:	Jennifer Pointer		
AGENDA ITEM TITLE:	Request for co-sponsorship of the Henry C. Chambers Waterfront Park for the Beaufort Area Hospitality Association's New Year's Eve Fireworks Display, December 31, 2025, at 9:00 pm		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Downtown Operations		

BACKGROUND INFORMATION:

Request for co-sponsorship of Henry C. Chambers Waterfront Park for the Beaufort Area Hospitality Association's New Year's Eve Fireworks Display December 31, 2025, at 9:00 pm, approval of fireworks display, and unseemly noise.

This is the 3rd year of the NYE Fireworks Display.

PLACED ON AGENDA FOR: *Action*

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
2025 BAHA NYE Fireworks Display	Cover Memo	5/22/2025

May 20, 2025

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

RE: Request to conduct 2025 New Years Eve Fireworks

Greetings Mayor & Council,

We are delighted to present this letter of request to host the 3rd annual New Year's Eve Fireworks.

Beaufort New Year's Eve Fireworks 2025 is envisioned to celebrate the incoming New Year. This event will be advertised locally and through our area destination marketing organization, Visit Beaufort, Port Royal and Sea Island Convention & Visitor Bureau.

The event will take place December 31st, 2025, at 9pm utilizing the services of Munnerlyn Pyrotechnics and O'Quinn Marine. The fireworks will be viewable from Waterfront Park. BAHA has chosen a 9pm show time for safety and keeping families in mind, which proved successful at last year's event.

The Beaufort Area Hospitality Association hopes to continue to generate positive economic activity supporting are local businesses with this event. It is our hope that this event will continue to grow and become a staple within our community.

We will be working with Creations Entertainment for an aerial performance prior to the show. We are also going to work with Aunt Pearlie Sue and the Gullah Kinfolk Traveling Theatre for a day time show.

Our request for co-sponsorship includes waiver and/or cost absorption on the following:

1) Use of Henry C. Chambers Waterfront Park and associated fees

Thank you for your consideration of this request. We look forward to working with the City of Beaufort and our community in celebration of this integral Lowcountry culture and agri-tourism industry.

Sincerely,

Ashlee Houck
President & CEO – The Beaufort Area Hospitality Association

City Council Special Worksession
Meeting Minutes – Planning Conference Room – 1st Floor

April 22, 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. PRESENTATION

A. Fiscal Year 2026 recommended budget.

Scott Marshall, City Manager stated the recommended Fiscal Year 26 Budget is $73,138,211.00 which includes $28.4 million in Capital Project Funds. The overall millage rate will remain flat at 73.9 mills. The value of the mill increased from $126,453.00 to $131,885.00. There will be $100,000.00 for the Housing Repair Assistance Program. He then went over the figures to be paid to our strategic partners to help provide support. New items being proposed includes a new full-time position for an Emergency/Risk Manager in the City Manager's office and moving a full-time position from the Community Development Department to the Fire Department for a Fire Inspector, as well as a tag fee of $23.50 per motor vehicle registered in the city limits.

Departmental budget presentations will be given during a Special Worksession on April 29, 2025.

The public hearing and first reading on the Budget Ordinance will be held on May 13, 2025. The second and final reading will be held on June 10, 2025.

A discussion regarding the proposed tag fee took place. The fee on city registered vehicles of $23.50 would generate an estimated $231,801.00 in revenues to help offset the city's cost on right-of-way maintenance and street sweeping on state owned roads within the city limits. **Mayor Cromer** has "a little heartburn" over this and feels it penalizes the less fortunate because you are paying the same amount no matter the make or condition of the vehicle. Would like to see other ways to generate revenue. Possibly take funds from the Storm Water, Hospitality, or Accommodations Tax funds. **Mr. Marshall** felt that this might have been met with some resistance. Other avenues to consider might be to reduce the ATAX funding amounts, eliminating the boat removal funds, or reducing the Housing Repair Program by $50,000.00. **Councilman Mitchell** asked if the tag fee could be based on the value of the vehicle. **Councilman Lipsitz** also has "heartburn" about the fee and does not want to see the funds for housing repairs reduced. He feels it would be lopsided. **Councilman Scallate** stated there are ways for us to build in exemptions to the tag fee since you are able to base it on income, or on eco-friendly vehicles.

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JJ Sauvé, Deputy City Manager, went over the Capital Project Funds and recommended Capital Improvement plan. A deeper dive will be done at the Quarterly Capital Projects Workshop on May 27, 2025.

Alan Eisenman, Finance Director, went over the breakdown of each fund, showing expenditures and revenues related to each category along with their percentages. He also went over the unfunded requirements list.

Mr. Marshall and **Mr. Eisenman** addressed Councils questions and concerns. Some of the discussions were concerning funding for the Tiger Team and possibly moving those to the Housing Repair Program, cost of living increases/base salary pay for employees, reasons for needing the positions of an Emergency/Risk Manager and a Fire Inspector, funding for the 1st South Carolina Volunteer Park, transportation needs, purchasing of new police vehicles, as well as abandoned marine vessels.

The following addressed Council:

Patrick Canning, 212 Burroughs Avenue.

You can visit the City's Financial Transparency Portal by using this link: https://www.cityofbeaufort.org/161/Financial-Transparency

III. ADJOURN 7:06 PM

Disclaimer: This document is a summary. All City Council Worksessions and Regular Meetings are recorded. Live stream can be found on the City's website at www.cityofbeaufort.org (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 Special Worksession
Meeting Minutes – Planning Conference Room – 1st Floor

April 29, 2025

I. CALL TO ORDER 5:00 PM

Philip Cromer, Mayor

Members of Council in attendance – Philip Cromer, Neil Lipsitz, Mitch Mitchell, Josh Scallate.

Absent – Michael McFee.

II. PRESENTATION

A. Department Director presentations for the recommended Fiscal Year 2026 Consolidated Budget.

Department Heads went over their individual department's recommended budgets as they relate to the Strategic Plan. The budgets showed current Strategic Plan initiatives along with what will be needed to help achieve these goals. The expenditure report showed a comparison between FY 2024 Actual, FY 2025 Original and Revised, and the FY 2026 Recommended Budget figures. Each department presentation concluded with the reasons for any requested increases. They answered questions from Council.

Mayor Cromer would like to see slip and mooring fees collected at the Downtown Marina be put into an Enterprise Fund, or a portion of it, to help pay for any maintenance to the facilities.

He would like to see Pride of Place promoted to receive donations to help pay for Christmas decorations.

He is in favor of the Risk/Emergency Manager position. In the long term, it will definitely bring savings to the city.

He would like the budget to be as "Lean and Mean" as possible.

Councilman Mitchell is appreciative of all the efforts the Police Department is making on engaging the community.

Councilman Lipsitz inquired about how the percentage rate amounts concerning costs for the Fire Department budget between the City of Beaufort and the Town of Port Royal were calculated.

Councilman Scallate stated Police, Fire, Public Works, Transportation and Resiliency are major concerns for him. Also, Fiscal Responsibility. His goal was to save $500,000.00 in the budget. He came up with a figure of $603,536.00. He then went through each department's budget, as well as the non-departmental expenditures, to identify where those figures came from. His figures are based on operating expenditures that were included in the presentations. Personnel and Benefits were not factored into his figures. **Mr. Marshall** explained the figures on the slides in the presentations are not inclusive of all the costs associated with the department's budget.

DRAFT

A discussion was held on the condition of the restrooms near the playground. The building should be pressure-washed and repainted in a lighter color. Possibly increase the lighting inside the restrooms as well.

Franchise Fees were also discussed. **Councilman Scallate** wants to make sure we are following the State Statute when it comes to the use of these funds. He inquired if Franchise Fees can be used to pay for right of way maintenance.

There was an extensive discussion about giving employees a Cost-of-Living Adjustment of 3 percent which is based on their current salary, versus giving each employee a flat dollar raise with $2,000.00 as an example. **Councilman Scallate** would like to see the costs associated with each method, to be able to fully understand each option better. He wants to focus on getting base salaries up. He stated all of the Fire Departments he is aware of are giving a flat $3,000.00 raise to each employee. Beaufort County is giving a flat $1,800.00 raise to each employee, with the mind set of trying to build up the employee salaries of those that are on the lower end. Since we are not aware of what the compensation study is going to reveal, he would like to error on the side of providing more for those on the lower end who are not making a hefty salary. A percentage raise is always going to mean less money for the lower end employees. The impact is not the same for all employees when a percentage raise is given. **Mr. Marshall** advocated for going with the 3 percent Cost of Living Adjustment. This maintains the purchasing power of all employees. Once the study has been completed, the identified positions whose salaries should be adjusted will then be discussed. Just to throw a flat rate at each employee at this time, without any data, he feels is not a responsible form of management. **Councilman Mitchell** does not want to see anything done until after the Compensation Study comes out, make the adjustments at that time and ensure that the date is made retroactive back to the start of the Fiscal Year of July 1, 2025. **Councilman Lipsitz** stated every employee is essential, and he is in favor of going ahead and giving the 3 percent COLA until the study comes back, then we can make the necessary adjustments as warranted.

The following addressed Council:

Patrick Canning, 212 Burroughs Avenue.

You can visit the City's Financial Transparency Portal by using this link: https://www.cityofbeaufort.org/161/Financial-Transparency

III. ADJOURN 6:59 PM

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DRAFT

City Council Worksession
Meeting Minutes – Planning Conference Room – 1st Floor

May 13, 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. Municipal Court.

JJ Sauvé, Deputy City Manager, introduced Dana Wessels.

B. Police Department.

Stephenie Price, Police Chief, introduced Nathan Mortimer.

III. PRESENTATIONS

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

Council held a question-and-answer session with Michael Andersen, Park and Tree Advisory Board applicant, Libby Anderson, Planning Commission applicant, Joanne Parrish, Tourism Development Advisory Committee applicant, and Parker Moore, Zoning Board of Appeals applicant.

B. County Composting Program Partnership proposal.

Jared Fralix and Victoria Hoffman with Beaufort County provided information on a proposed composting pilot program. The program will be funded in part through a $273,600.00 United State Department of Agriculture (USDA) grant awarded to the county in June 2024 and is designed to reduce the volume of organic waste sent to regional landfills, extend landfill lifespan, improve soil health, and meet increasing community demand for environmentally conscious waste management options. The county has identified a site at 57 Schwartz Road to host the pilot facility, which will be operated by Oliver's Clean Burn. Since this site is owned by the City of Beaufort, the city would need to sign an agreement leasing this property. There would be no additional costs being made by the city.

JJ Sauvé, Deputy City Manager, stated staff recommends the city finalize and bring forward a lease and/or formal operating agreement with Beaufort County.

Councilman Lipsitz likes the concept but is not sure if this is the right location, or the best use of this property. He inquired about the odor this might cause.

Councilman Mitchell inquired if residential bins would be provided for this purpose.

DRAFT

Councilman Scallate, inquired about adding a clause to the agreement about relocating the compost site if there were to be another company interested in coming in and utilizing this location. He loves the idea and is also concerned about the location.

IV. DISCUSSIONS

A. Beaufort – Jasper Housing Trust Update.

Claude Hicks, Executive Director of the Beaufort Jasper Housing Trust, and Dick Stewart, City's representative on the Board, spoke about the 5 main points of the amended Intergovernmental Agreement (IGA). This included the removal of Mescher Act Language, Establishment of an Oversight Board, Jurisdictional withdrawal, Dissolution Clause, and Fiscal Agent clarification. Beaufort County has passed the IGA. The IGA will be sent to all partners for signature.

B. IGA for Indigent Defense Services with the Town of Bluffton.

JJ Sauvé, Deputy City Manager, stated currently, the City of Beaufort, Town of Port Royal, and Town of Bluffton each contract with the Beaufort County Public Defender's Office to provide indigent defense services in municipal court. The annual cost for each municipality under the current arrangement is $87,814.16. The City of Beaufort began evaluating a range of service delivery options, including continuing with contracted services, hiring part-time or full-time public defender staff, and partnering with nearby municipalities. The City coordinated with the Towns of Bluffton and Port Royal to jointly solicit proposals for indigent defense services. The goal was to identify an equitable and effective delivery model that meets statutory requirements while controlling costs and ensuring continuity in legal representation. The Town of Port Royal elected to contract independently with attorney David Bartholomew, who also serves as a Beaufort County Council Member and liaison to the City of Beaufort. To avoid any appearance of conflict of interest, Mr. Bartholomew did not bid to serve the City of Beaufort. The Town of Bluffton selected The Law Office of Carol Miller as the most qualified provider and negotiated a shared contract structure. Under the proposed agreement, the City and Town will each contribute $70,000.00 annually toward a flat-rate $140,000.00 contract managed by Bluffton. Staff will bring forward a Resolution to move forward with this agreement.

Councilman Scallate asked if a bullet point should also be included to protect the City of Beaufort, like number 4 does under Scope of Work for the Town of Bluffton. Mr. Sauvé stated that this has been addressed, and language has already been added.

C. Parking Ordinance update.

JJ Sauvé, Deputy City Manager, started off my saying that after first reading on April 8, 2025, staff became aware of changes made to the ordinance back in 2015 had not been codified. Due to this, we are going to start the process again and take this back to first reading. This will allow for proper reconciliation of previously adopted but uncodified provisions with new policy and operational recommendations. Staff recommends acknowledging the administrative oversight back in 2015 and reviewing and reconciling the current draft.

Councilman Lipsitz inquired about being compliant with Americans with Disabilities Act (ADA) laws, and should our ordinance reference them.

Councilman Scallate stated all references to town should be changed to city. He inquired about vehicle towing regarding someone parked on private property. Does this city have any responsibility in this case. He pointed out other scrivener's errors.

D. Short-Term Rental Regulations.

Mayor Cromer mentioned he is the one who asked this to be placed on the agenda. There have been complaints and concerns. He inquired if there is a software program that is tracking the number of short-term rentals. These rentals are capped at 6 percent per neighborhood and is based on platted lots. He inquired if a parcel has three short term rentals on the property, do they require 3 separate business licenses, or are they considered to be one. **Scott Marshall**, **City Manager** thinks the cap is per parcel and not per rooftop. **Councilman Scallate** stated each should be handled separately and if they are not, then that would be the appropriate direction. If there are three dwellings being used, they should all require their own business license, and count toward the 6 percent cap. Exemptions that were previously made, need to also be addressed, like the number of short-term rentals in theT4-N zone that he does not think are capped at all. He mentioned using a software program to help keep track of these. **Alan Eisenman, Finance Director**, stated that "Host Compliance" is already being utilized. Regulations for short-term rentals falls under Chapters 2 and 4 in the Development Code. New regulations/changes can always be incorporated and sent to the Planning Commission for review. **Mayor Cromer** also inquired about clustering of these rentals and would like to see distance be placed between them.

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

Dennis Erickson, 901 McTeer Circle
Jessie White, Coastal Conservation League
Eve Fleming, 113 S. Hermitage Road
Dick Stewart, Chair of the Higher Education Trust
Michael Andersen, McTeer Circle
Kaina Robinson, 6 Mystic Circle
John Lemieux, 2308 McTeer Circle
Cheryl Martin, 2308 McTeer Circle
Carolina Coslick, 410 Bayard Street
Debbie Youmans, 2306 Scheper Lane

V. ADJOURN 7:04 PM

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DRAFT

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

May 13, 2025

I. CALL TO ORDER 7:16 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 AND NON-ITEMS (WERE COMBINED FOR THIS MEETING)

Jared Madison, 2618 Holmes Drive, addressed Council about considering free parking for employees working in the local shops and eateries downtown. A written copy of his comments are attached.

Teresa Bruce, 2400 Wilson Drive, asked if an environmental study regarding the seawall at the Pigeon Point Boat Landing was going to be performed.

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

Princess Smith, 50 George Williams Lane, spoke on the Project Freedom 326, Mr. and Miss Juneteenth Scholarship Pageant.

Mike Tomy, 1103 Craven Street, Chair of the Planning Commission, spoke regarding New Business, Item B, Chapters 7 and 9 of the Beaufort Code.

Jessie White, Coastal Conservation League, appreciates the Planning Commission and staff for the recent updates to the Development Code.

IV. MEETING AGENDA APPROVAL

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

All were in favor, motion carried.

V. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

A. Character Education Proclamation – Mason Paige, Joseph S. Shanklin Elementary School.

DRAFT

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

All were in favor, motion carried.

B. Character Education Proclamation – Colby Coker, Beaufort High School.

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

All were in favor, motion carried.

C. Proclamation proclaiming May 4 – 10, 2025, as National Tourism 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 May 17 – 23, 2025, as National Safe Boating Week.

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

All were in favor, motion carried.

E. Proclamation proclaiming May 2025 as National Preservation Month.

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

All were in favor, motion carried.

VI. CONSENT AGENDA

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

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 from CAPA & The Exchange Club of Beaufort to host the 2025 31st Annual Ghost Tours, October 10 – 11, 17 – 19, 24 – 26 and 30th, and request two (2) complimentary parking spaces from October 10 – 30, 2025.

K. Request from St. Peter's 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

DRAFT

Waterfront Park, then proceed to the Catholic Church on Carteret Street from 12:00 pm – 3:00 pm.

L. Request for street and bridge closures from Lowcountry Habitat for Humanity to host the 2025 Turkey Trot on Thursday, November 27, 2025, from 7:30 am – 9:30 am.

VII. MINUTES

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

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

Minutes approved as presented.

VIII. OLD BUSINESS

A. **PUBLIC HEARING AND SECOND 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, provided an overview. No changes were made since first reading.

Mayor Cromer opened the Public Hearing.

No public comment.

Mayor Cromer closed the Public Hearing.

Mayor Pro Tem, McFee made a motion to accept and seconded by Councilman Mitchell.

Councilman Scallate stated that he was changing his vote from first reading and provided reasons as to why he is now voting to approve.

The motion passed by a vote of 4 to 1. Councilman Lipsitz voted against.

B. **PUBLIC HEARING AND SECOND 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).

Curt Freese, Community Development Director, provided a brief overview. No changes were made since first reading.

Mayor Cromer opened the Public Hearing.

No public comment.

Mayor Cromer closed the Public Hearing.

Mayor Pro Tem, McFee made a motion to accept and seconded by Councilman Mitchell.

The motion passed by a vote of 4 to 1. Councilman Lipsitz 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 – Second Reading.

DRAFT

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

All were in favor, motion carried.

D. Ordinance to amend Fiscal Year 2025 Budget for Revenues of General Fund - Second Reading.

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

Alan Eisenman, Finance Director, provided a brief overview. No changes were made since first reading.

All were in favor, motion carried.

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 and Campus District (IC).

Curt Freese, Community Development Director, reported in 2017 this property was zoned T3-Suburban. This is the site of the Lady's Island Middle School. They are planning to do an addition, and the current zoning restricts them in making many of the proposed changes. The IC zoning district better aligns with the existing and future public-school use and allows for a better site design when considering alterations and improvements. The Planning Commission voted unanimously to approve this request.

Mayor Cromer opened up the Public Hearing.

Mark Cole, Project Manager for the Beaufort County School District, stated this is not just for alterations. They are going to be rebuilding the entire school.

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 FIRST READING** - Ordinance amending Chapter 7 (Land Development) and Chapter 9 (Development Review Procedures) of the Beaufort Development Code.

Curt Freese, Community Development Director, reported many man hours have been spent on these two chapters by the Planning Commission. He noted the red line changes that were included in the packet do not match up to the clean version. A revised red line version will be sent to Council in the next few days. The clean version of the Development Code before them tonight was approved by the Planning Commission unanimously. 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.

Mayor Cromer opened up the Public Hearing.

There was no public comment.

Mayor Cromer closed the Public Hearing.

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

Councilman Scallate thanked the Planning Commission and Staff for all their hard work and is excited to see these code edit changes. He expressed his concerns which included red line changes that were and were not captured.

Mayor Cromer appreciates the red line changes but would find it helpful to have a brief summary of the major changes being made by section. This was echoed by Councilman Mitchell.

Mayor Pro Tem, McFee, provided Mr. Freese with some of his clerical findings.

All were in favor, motion carried.

C. **PUBLIC HEARING AND FIRST READING** - Ordinance to approve 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.

Scott Marshall, City Manager, stated the overall budget for consideration is $73,132,037.00. The overall millage rate remains flat at 73.9 mills. The value of the mill has increased to $131,885.00. This is an increase of $5,432.00. He went over items being proposed which included a Cost-of-Living Adjustment (COLA) of 3 percent for employees. He went over several new initiatives and other changes that are being suggested as well. Second reading is to be held on June 10, 2025.

At the Mayor's request, a Special Worksession on the budget is being held on May 20, 2025, at 5:00 pm.

Alan Eisenman, Finance Director, when over some of the changes made to the budget since the April 8, 2025, Worksession. This included the removal of a Vehicle Tag Fee, deletion of a new full-time position for an Emergency/Risk Manager, and the addition of a Freedom Of Information Act (FOIA) Fee Schedule. He then went over the Consolidated Recommended Budget. A new section for the budget this year was covered. This section captures the unfunded personnel positions and equipment being requested.

JJ Sauvé, Deputy City Manager, when over the Capital Projects funding source details.

The Mayor requested that Council's questions and comments be held until the Special Worksession.

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 Lipsitz.

Councilman Scallate stated he still struggles with some of the expenditures that are annotated in the TIFF II fund. He wants to see these funds used for transportation. He will still be advocating for a flat raise over a percentage increase for employees.

All were in favor, motion carried.

D. Request for co-sponsorship for Tidal Creek Fellowship, Night of Worship, on Wednesday, June 25, 2025, from 3:00 pm – 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.

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

All were in favor, motion carried.

E. Request for use of all of Whitehall Park on Sunday, June 1, 2025, from 4:00 pm – 8:00 pm, request for waiver for loud and unseemly noise to host a graduation party.

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

All were in favor, motion carried.

F. Resolution in support of a Childcare and Early Learning Demonstration Project.

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

Scott Marshall, City Manager, provided an overview of the project.

All were in favor, motion carried.

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.

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

Tim Ogden, Fire Chief, stated fire trucks take about 3 years from the order date to start production. The purchase price is $1,164,456.00.

All were in favor, motion carried.

H. 1.1% Hospitality Tax Fund recommendations.

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

Alan Eisenman, Finance Director, stated the total amount requested from the five applicants was $100,330.00. The budgeted amount to be disbursed is $31,900.00. The committee rated the proposals based on the criteria stipulated in the Ordinance and adhering to the City Council's strategic goals. Recommended amounts are below.

Beaufort Area Hospitality Association - $22,000.00
Gullah Traveling Theater - $4,000.00
The Original Gullah Festival - $4,000.00
Freedman Arts District - $1,900.00

All were in favor, motion carried.

I. A Resolution providing directives to the Waterfront Advisory Committee.

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

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JJ Sauvé, Deputy City Manager, stated the directives in the resolution would help guide the committee's actions.

All were in favor, motion carried.

J. Appointments 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).

Mayor Pro Tem, McFee made a motion to reappoint Rob Bogardus, Rob Montgomery and Jennifer Petersen to the Building Board of appeals for 4-year terms to expire on June 30, 2029. Councilman Scallate seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Linda Jefferies as the representative for the Greater Beaufort-Port Royal CVB, and Bonnie Hargrove as the representative for the USCB Center for the Arts, to the Cultural District Advisory Board for 3-year terms to expire on June 30, 2028. Councilman Mitchell seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Rita Wilson to the Historic District Review Board for a 3-year term to expire on June 30, 2028. Councilman Scallate seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Barb Farrior to the Park and Tree Advisory Committee for a 3-year term to expire on June 30, 2028. Councilman Mitchell seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Mike Tomy to the Planning Commission for a 3-year term to expire on June 30, 2028. Councilman Lipsitz seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to appoint Pazanta Byars and Joanne Parrish to the Tourism Development Advisory Committee for 3-year terms to expire on June 30, 2028. Councilman Lipsitz seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Patrick McMichael to the Zoning Board of Appeals for a 3-year term to expire on June 30, 2028. Councilman Scallate seconded the motion.

All were in favor, motion carried.

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X. REPORTS

City Manager's Report

Thanked all who helped with making the Taste of Beaufort a great event.

Stated there will be a Special Worksession on Tuesday, May 20, 2025, regarding the proposed Fiscal Year 2026 budget.

Reported the Fire Department has earned the Fire Safe South Carolina Community designation for 2025. Recognized Deputy Chief Vezin and the public education team for leading this effort.

Mentioned the Spring 2025 edition of The Beacon will be arriving soon.

Congratulated Councilman Josh Scallate, Public Information Officer Ashley Brandon, and Firefighter/Advanced EMT Jason Kleiner on their recent graduation from Leadership Beaufort.

Future Guardians Summer Camp enrollment has opened up. This is for youth ages 11 – 17 and space is limited. The program will run from June 23 – 26, 2025. Deadline to apply is May 31, 2025.

Congratulated Firefighter David Ferreira, who recently graduated from the SC Fire Academy and was awarded the Order of the Maltese by his peers. This honor recognizes the recruit who best exemplifies the eight virtues represented by the Maltese Cross, a firefighter's badge of honor.

There will be a Police Department Blood Drive on Friday, June 6, 2025.

Stated it is National Police Week. We thank the men and women of the Beaufort Police Department for their dedication to protecting and serving our community.

Next week will be National Public Works Week. Our community thrives because of their work maintaining critical infrastructure and public spaces with care and commitment.

Mayor's Report

Reported on meetings/events he had attended which included the Technical College of the Lowcountry graduation.

Councilman Mitchell

Reported on meetings/events he had attended which included giving the welcoming speech for the Institute for the Study of the Reconstruction Era Symposium at the University of South Carolina Beaufort Campus on April 26, 2025.

Councilman Scallate

Stated two Japanese Maple Trees will be planted in Cuthbert Park in honor of Connie Hipp and Rob Bridgers with the Beaufort Chamber Leadership Beaufort program. He graduated in the 40th class of the program.

Mayor Pro Tem, McFee

Attended the Beaufort County Tax Referendum meeting in Bluffton.

Councilman Lipsitz

Wished Traci Guldner, City Clerk, a Happy National Clerks Week.

DRAFT

Members of Council attended the Ribbon Cutting for the basketball and pickleball courts on Battery Creek Road.

Members of Council attended the South Coast Cyber Summit.

XI. 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.

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 Councilman Mitchell.

All were in favor, motion carried.

Actions taken after Executive Session:

Councilman Lipsitz made a motion to give City Manager, Scott Marshall, a 3 percent Cost of Living Adjustment retroactive to his employment date of January 18, 2025. Councilman Mitchell seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to reappoint Parker Moore to the Zoning Board of Appeals for a 3-year term to expire on June 30, 2028. Councilman Lipsitz seconded the motion.

All were in favor, motion carried.

Mayor Pro Tem, McFee made a motion to appoint Libby Anderson to the Planning Commission for a 3-year term to expire on June 30, 2028. Councilman Lipsitz seconded the motion.

All were in favor, motion carried.

Councilman Lipsitz made a motion to appoint Michael Andersen to the Park and Tree Advisory Committee for a 3-year term to expire on June 30, 2028. Mayor Pro Tem, McFee seconded the motion.

All were in favor, motion carried.

DRAFT

XII. ADJOURN 11:05 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 Council Special Worksession
Meeting Minutes – Planning Conference Room – 1st Floor

May 20, 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. DISCUSSION

A. Proposed Fiscal Year 2026 Budget.

Councilman Scallate asked for clarification on several items throughout the budget. Included was the Travel, Training and Per Diem line item increases mainly in the Police and Fire Departments. He also inquired how the Compensation Study line item materialized. He spoke about other items in the budget he is not in favor of, like the $30,000.00 for a Downtown Master Plan.

There was a discussion about an additional $250,000.00 funding request for the South Carolina Volunteer Park. **Councilman Scallate** feels he doesn't have enough knowledge on the subject and is finding it hard for him to justify this as a priority this year. There has already been $100,000.00 reserved for design expenses. Federal and State Grants will also be looked into to help with providing funds and the $250,000.00 can be used as a grant match. **Councilman Mitchell** said when you look at other figures for things the city is doing, $250,000.00 seems like a relatively small amount. He can understand Councilman Scallate's point of view.

Mayor Cromer reported he added up all the requests under the TIF II Fund and came up with a figure of $1,700,000.00 and $1,840,000.00 was budgeted. He inquired where the other funds were going. For him personally, he would like to see all the items listed which make up the total figure.

Mayor Cromer inquired what is being collected on park fees. We are asked a lot of times to be co-sponsors, and if he is not mistaken this means the city collects no funds. Which was correct. **City Manager, Scott Marshall,** wants to bring forward a set of park rules that provides a criteria for consideration to waive fees. The criteria needs to be agreed to by Council. One criteria would be the entity should be a non-profit organization in good standing and the event must be open to the public, free of charge. The Mayor brought this up because these events produce "wear and tear" on the park and we need a funding source to fix issues.

Mayor Cromer feels our parking fees are too low as compared to areas like Charleston and Savannah. A slight increase could help cover the cost of Main Street. It could be used towards a Trolley system. **Councilman Scallate** responded saying he met with Jared Madison, who works downtown and came to our last Regular Meeting and addressed Council about free parking downtown for employees. There is the perception of parking having a negative impact on the employees downtown. Maybe a survey can be sent out to find out the real issues.

DRAFT

Linda Roper, Downtown Operations, reported there is reduced parking for downtown employees that costs $20.00 per month. It is three blocks away. One issue is employees want to be right at the front door, but these spaces need to be left open for the patrons. Other ways can definitely be explored. It has been at least 6 years since fees were raised.

Mayor Cromer would like to see slip and mooring fees collected at the Downtown Marina be put into an Enterprise Fund, or a portion of them, to help pay for any maintenance to the facilities or park.

Mayor Cromer inquired about how we are capturing Business License Fees for Virtual Businesses. There was an article in the latest Municipal Association of South Carolina (MASC) Magazine about them. **Mayor Pro Tem, McFee** stated that the entities that pay into AirBNB have to have business licenses. **Mr. Marshall** mentioned the company we contract with to find revenue sources regarding business licenses in the city. They are finding revenues. **Mr. Eisenman** reported they have found about $100,000.00 in added revenue so far, $50,000 goes to them the other to us.

III. EXECUTIVE SESSION

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

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.

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

No actions from Executive Session.

IV. ADJOURN 6:55 PM

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DRAFT

City Council Capital Projects Workshop
Meeting Minutes – Planning Conference Room – 1st Floor

May 27, 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. PRESENTATION ITEMS

A. Quarterly Capital Improvements Program (CIP) Update.

Pigeon Point Boat Landing

Duncan O'Quinn and J. W. Weatherford, with O'Quinn Marine Construction, and Steve Andrews with Davis and Floyd Engineering, provided an overview of the proposed rendering for the Pigeon Point Boat Landing. It was stated this plan makes the most effective use of the property without impeding any further into the critical areas.

Mayor Pro Tem, McFee asked what they could do to fix the functionality of the boat ramp and still do it within the code. The response was if they were to do anything with the parking lot, they must bring it up to the Stormwater Standards of today. They see no way to get around this. They can check to see what, at a minimum, could be done. He also inquired about installing a "No Wake Zone" in this area.

Councilman Mitchell stated doing nothing is not an option. Would like to see a permanent repair done instead of constant band-aid fixes.

Councilman Scallate feels this project rendering is right in line with some of the comments that were made on the survey regarding parking and expanding the dock. He also inquired what the thought process was behind the 100-foot L-shaped dock. The response was because of the fishing and crabbing aspect. 50-foot section for the boaters, and the other for fishing and crabbing.

Raul Dominquez stated that there is a safety factor built into this design for those dropping off or retrieving their boats. It also protects those wanting to kayak by having them enter the water via the creek.

Councilman Lipsitz does not want to see the area become inundated with commercial kayaking companies. **Mr. Marshall** said that regulations can be enacted to prevent that from happening.

O'Quinn Marine will hold off on applying for any permits at this time. They, along with Davis and Floyd, will go back and see what other recommendations can be made as they relate to current codes and bring them back to Council now that they have heard the concerns. One challenge is this is a public landing, at the end of a residential area.

DRAFT

The following addressed Council with their questions, comments and concerns.

Robin Koppernaes, 2423 Pigeon Point Road
Ava Franzolini, 913 La Chere Street
James Atkins, 2215 Pigeon Point Road
Dan Sulka, 905 Charlesfort Street
Patrick Canning, 212 Burroughs Avenue
Robert Woodman, 801 Godfrey Street
Sherry Lasher, 2420 Wilson Drive
Greg Braswell, 2200 Wilson Drive
Tim Cieplowski, 2316 Wilson Drive

A deeper dive was done on the below listed topics by Mr. Sauvé and Mr. Dominguez. This included where they are in the bid process, what work is being considered, costs that are associated with construction, when construction might begin, and if the projects are on schedule or are being held up for a specific reason. Council's questions and concerns were addressed.

Highway 170/Highway 21 Sidewalk

Airport Road – Discussed the naming of the new feeder road that runs from Lost Island Road to the intersection of Sea Island Parkway/Airport Circle on Lady's Island. Some of the suggestions to go before the Planning Commission are in the name of Donnie Beer, and Matt Clancy.

Southside Park Phase I
Washington Street Park Phase I
Pigeon Point Playground
1st South Carolina Volunteers Park
Carnegie Library Improvements
500 Carteret Street Window Repairs
Marina Fuel Tanks
Arsenal Wall Repairs
Bayard Street Drainage
Charles and Craven Street Drainage
Port Republic and Carteret Street Drainage
King Street Drainage
Battery Shores Drainage
Pigeon Point Drainage Study
Battery Shores Paving
Proposed Parallel Road
Depot Road – Spanish Moss Trail Extension
Spanish Moss Trail – North Street Sidewalk Extension
Relieving Platform at the Henry C. Chambers Waterfront Park
Duke Street Streetscape
Allison Road Streetscape
Calhoun Street Improvements

DRAFT

III. ADJOURN 7:45 PM

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CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL **DATE:** 5/15/2025
FROM:	Curt Freese, Community Development Director
AGENDA ITEM TITLE:	PUBLIC HEARING AND SECOND READING - Ordinance amending Chapter 7 (Land Development) and Chapter 9 (Development Review Procedures) of the Beaufort Development Code
MEETING DATE:	6/10/2025
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:

First Reading was held on May 13, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Memorandum	Backup Material	5/16/2025
Ordinance	Ordinance	5/16/2025
Major Changes Chapter 7	Backup Material	5/28/2025
Tracked Changes Chapter 7	Backup Material	5/16/2025
Major Changes Chapter 9	Backup Material	5/28/2025
Tracked Changes Chapter 9	Backup Material	5/16/2025

SCOTT MARSHALL
City Manager

CITY OF BEAUFORT
Community Development Department
1911 BOUNDARY STREET
BEAUFORT, SC 29902
(843) 525-7011
FAX (843) 986-5606

CURT FREESE
Community Development
Director

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:

SCOTT MARSHALL
City Manager

CITY OF BEAUFORT
Community Development Department
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CURT FREESE
Community Development
Director

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:

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City Manager

CURT FREESE
Community Development
Director

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.

Rezonings:

Revision: Add sketch or site plan to rezoning requests

Objective: Provide additional information for PC and Council to make decision on land use

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SCOTT MARSHALL
City Manager

CURT FREESE
Community Development
Director

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.

ORDINANCE 2025/14

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 as to form by Ben Coppage, 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

		ZONING DISTRICT										
REQUIRED IMPROVEMENTS[3]	SECTION REFERENCE	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	□	■	■	■	■	■	■	■	■	■	■
Public Sewer	7.1.3.B	□	■	■	■	■	■	■	■	■	■	■
Paved Streets[1]	7.2.4	□	■	■	■	■	■	■	■	■		
Streetscape[2]	Appendix C	□	■	■	□	■	■	■	■	■	■	■
Underground Drainage	7.1.3.A	□	■	■	■	■	■	■	■	■	■	□
Curb and Gutter	Appendix C	□	□	□	□	■	■	■	■	■	■	□
Sidewalks	7.2.4.C	□	□	□	□	■	■	■	■	■	■	□
Street Trees	7.2.5	□	□	■	■	■	■	■	■	■	□	□
Street Lights	n/a	□	□	□	□	■	■	■	■	■	■	■
Street Signs (private streets)	n/a	■	■	■	■	■	■	■	■	■	■	■
Underground Wiring On-Site	7.1.3.C	■	■	■	■	■	■	■	■	■	■	■
Community Green Space and Open Space Space	7.4	□	■	■	□	■	□	■	■	■	□	□
■ required improvements by district		□ 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).

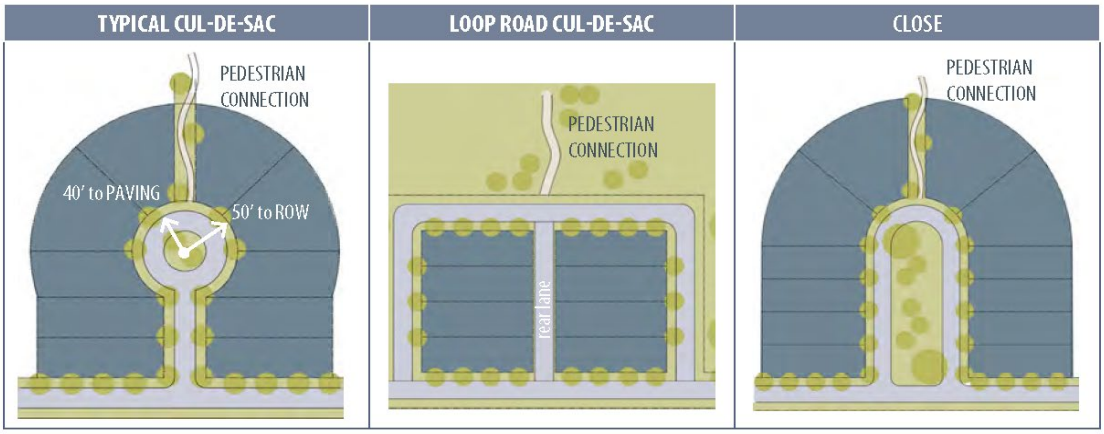
3. **Design:**

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 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. 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.	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	Required

trip reductions, if appropriate, including table of calculations used.	

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.

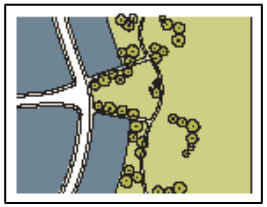
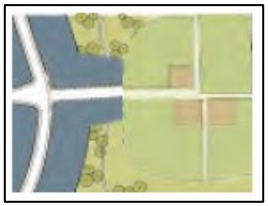
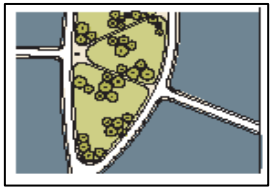
B. **Areas to be Included in Community Green Space and Community Open Space Calculations:** The features and areas identified in Section 7.4.3 shall be credited towards the open space requirements for the purposes of complying with this Chapter.

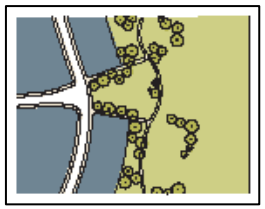
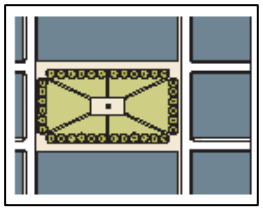
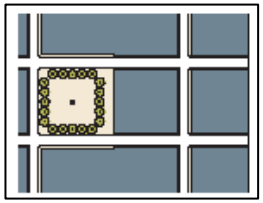
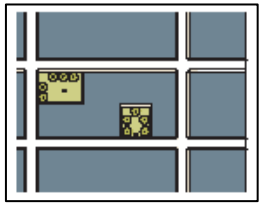
C. **Areas not to be Included in Community Green Space and Community Open Space Calculations:** The following areas shall not be counted toward open space requirements:

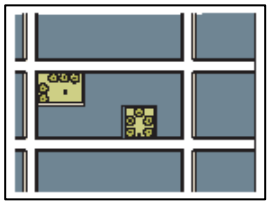
1. Private yards which are not subject to an open space or conservation easement.
2. Public road rights-of-way or private street easements, including sidewalks located within those rights-of-way or easements.
3. Open parking areas and driveways for dwellings.
4. Land covered by structures not designated 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		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
Notes: *1. The illustration and description of each civic space type is illustrative in nature and not regulatory.* *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).*						

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	☐	☐	☐	N/A	N/A	N/A
CoA, Major	9.10	■	■	■	N/A	☐	☐

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).

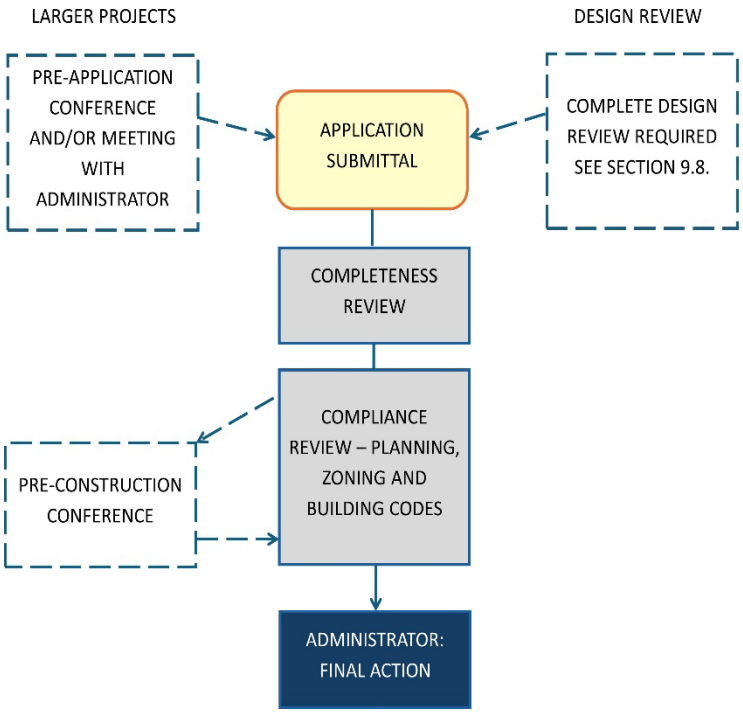
C. **Signs:** Erection of new signs or modification to existing signs, including Master Sign Plans.

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.

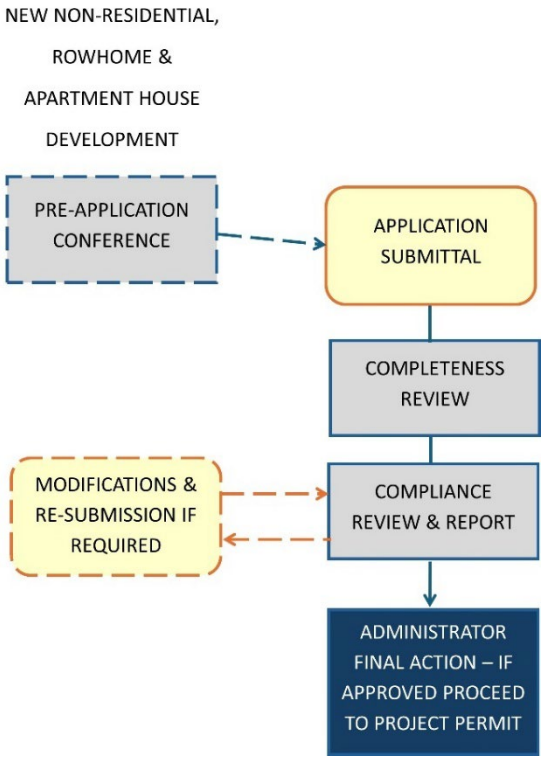
C. **Process Type:** Ministerial — The Administrator may submit any application subject to staff approval to the Planning Commission for approval.

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 5units.
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).

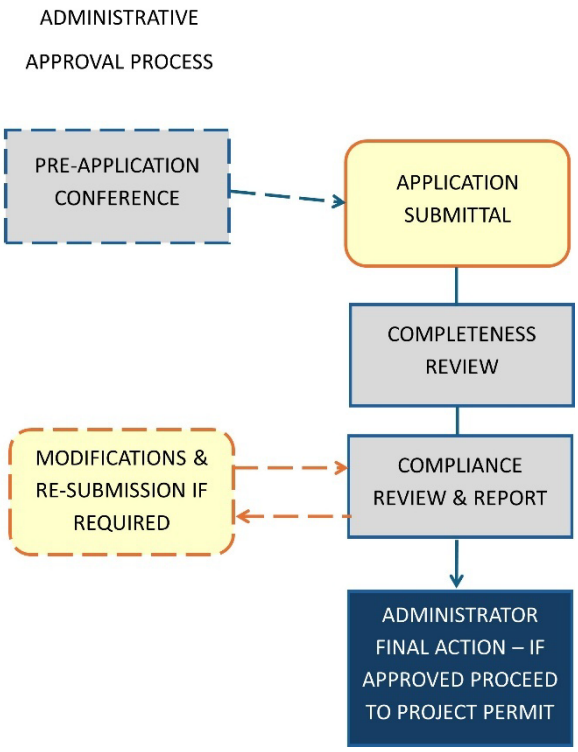
b. Projects in Redevelopment District Overlay Districts, are not subject to review by the Planning Commission and shall instead be evaluated by the Administrator (see Section 2.7.3). The Administrator shall post all projects for review in said districts for a 15-day public review and comment period for 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.



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:

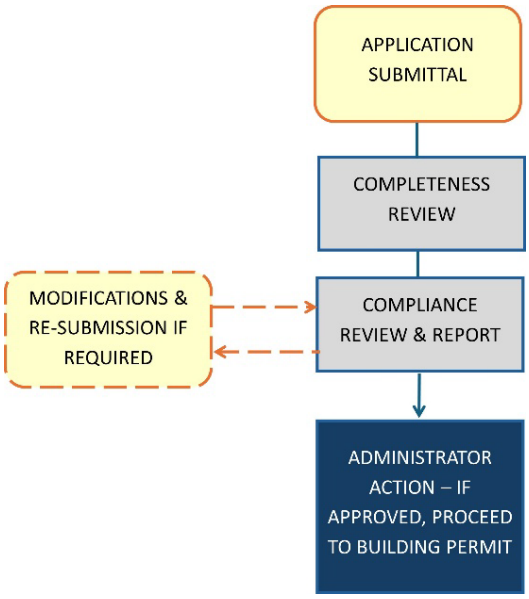
1. New structures.
2. Modification to, or expansion of, existing structures, including those that apply for the Bailey Bill Special Tax Assessment for Rehabilitated Historic Properties.
3. Relocation of any existing structure.

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).

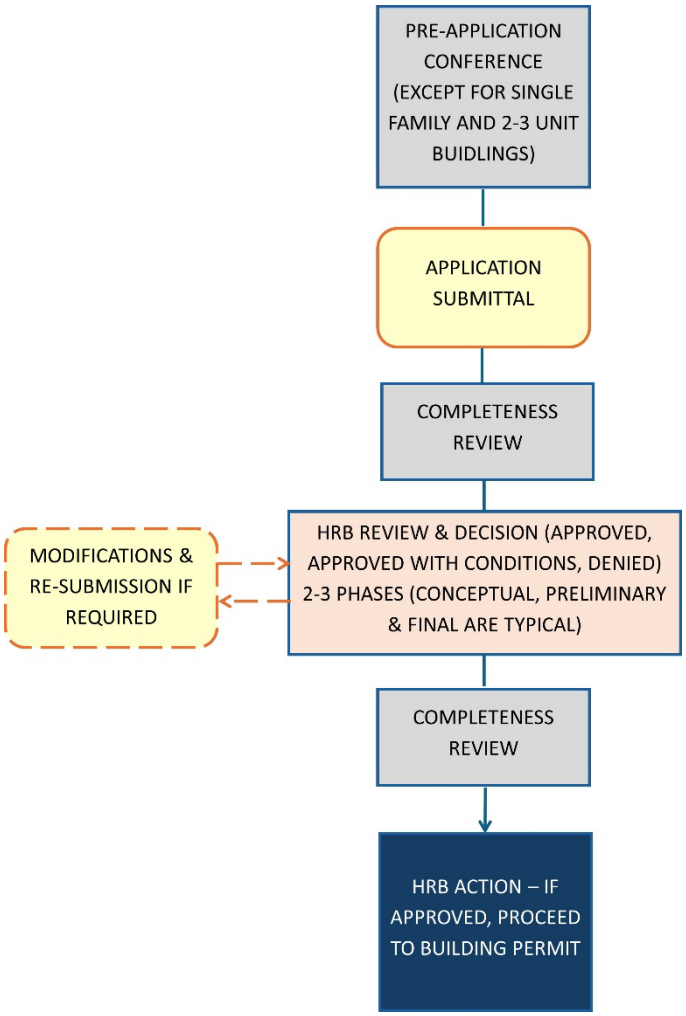
d. Demolitions of non-contributing structures in the BCN.

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).

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.

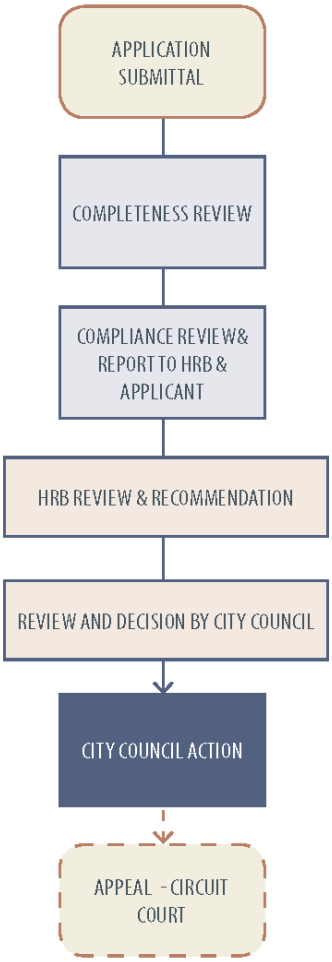
B. An area may be designated as a Beaufort Conservation Neighborhood (BCN) if it meets one or more of the above criteria, and meets the following two additional criteria:

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.

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.

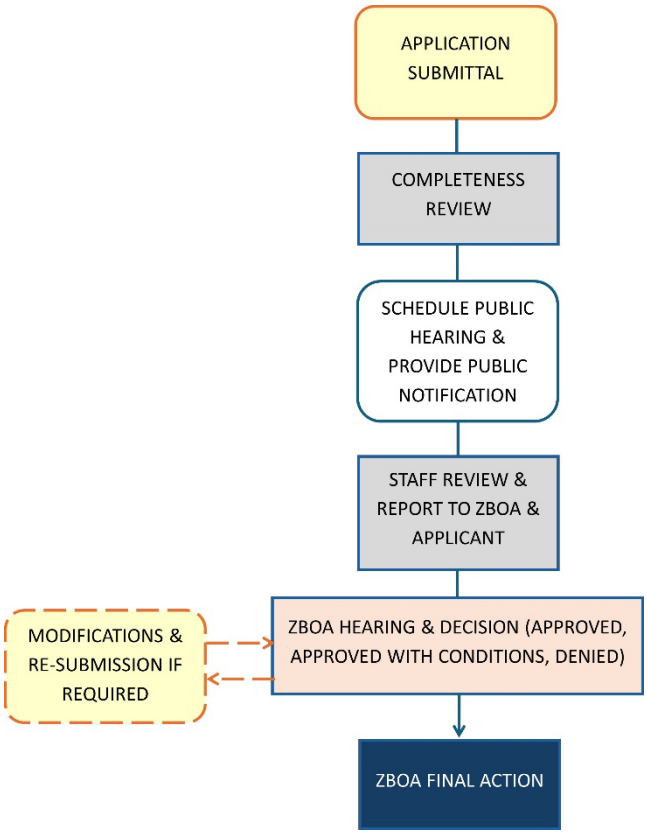
E. **Administrative Adjustment Criteria:** To approve an application for an Administrative Adjustment, the Administrator shall make an affirmative finding that the following criteria are met:

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:

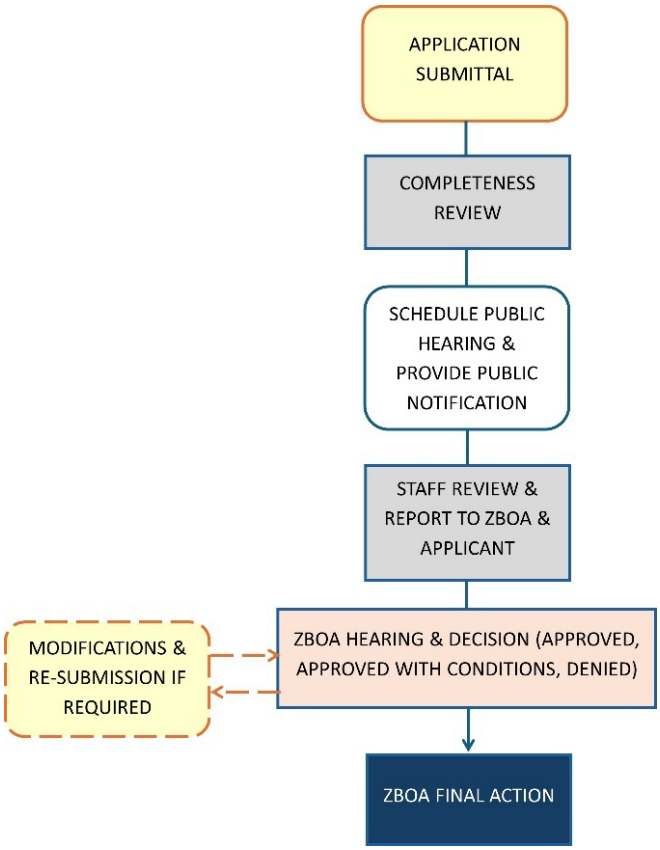
A. No variances to the Table of Permitted Uses (Section 3.2) shall be permitted.

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.

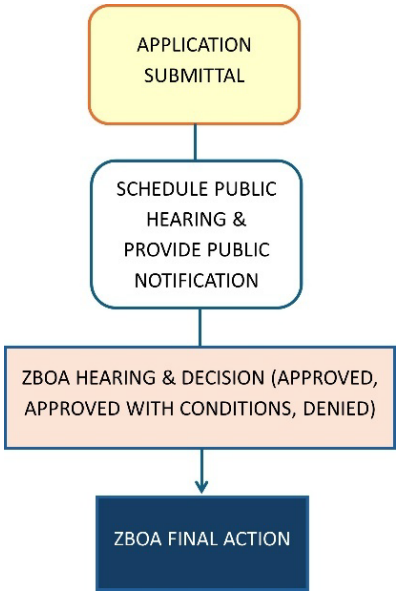
4. **Conditions:** In granting a variance, the ZBOA may attach to it conditions regarding the location, character, or other features of the proposed building, structure, or use as the ZBOA considers advisable to protect established property values in the surrounding area, or to promote public health, 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.

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CURT FREESE
Community Development
Director

Date: May 22, 2025

From: Curt Freese, Community Development Director

To: City Council

Subject: Summary of Major Changes to Chapter 7

Below is a summary of the major changes to Chapter 7: Land Development/Streets. The summary focuses on significant updates, additions, or modifications organized by subsection. Chapter 7 is a major chapter, ensuring development, open space, and infrastructure meets high quality predictable and comprehensive standards the City envisions for its future.

7.1: Improvement Requirements

- **7.1.1 Purpose:**
    - Added Goals: New purposes (F, G, H, I) emphasize complementing the city's historic development pattern, promoting compact, sustainable neighborhoods, fostering livable communities with reduced vehicle dependency, and ensuring streets facilitate safe, efficient walking, biking, and driving. These align with Beaufort's Comprehensive Plan and historic character.
- **7.1.2 Applicability:**
    - Clarified Exceptions: Exemptions for Minor Development Design Review, Minor Subdivisions, or Historic District projects. Previously, the language was less specific**.**
    - Final Plat Approval: Strengthened requirement that Final Subdivision Plat approval is contingent on installing required improvements or providing guarantees (per 7.1.5), with clearer language on city satisfaction.
- **7.1.3 Table of Required Improvements:**

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- Expanded Scope: Added requirements for Community Green Space and Open Space across zoning districts, with varying mandates (required, discretionary, or exempt) based on district type (e.g., T1, T3-S, T5-UC). Previously, this was not explicitly included in the table.
- Flexibility for Infill/Redevelopment: For Infill and Redevelopment Areas (per 8.3.2), improvements are required only to the extent feasible, considering existing conditions like roads and utilities. This adds flexibility for constrained sites.

- **7.1.6 Easement and Utility Standards:**
  - Easement Design: New requirement for easements to permit multiple utility installations, with a minimum 10-foot width for public utility easements in subdivisions, improving efficiency.
  - Underground Utilities: Strengthened mandate for underground utility lines (telephone, electric, cable) with exceptions only for existing above-ground lines or high-voltage (115 kV+) transmission lines, subject to city approval. Screening/fencing for surface equipment is now required.

7.2: Street Network and Design Standards

- **7.2.1 Street Infrastructure Plans:**
  - Street Frontage Requirements: For Major Subdivisions, Major Development Design Reviews, or Certificates of Appropriateness affecting a whole block face, property owners must install prescribed streetscape improvements (e.g., sidewalks, trees) before Final Plat approval or Certificates of Occupancy. Exceptions allowed if existing elements meet the intent of the street section.
  - Right-of-Way Dedication: Cleaned up this section. Property owners may be required to reserve or dedicate right-of-way for streets on Official Maps, with compensation available for

installation costs (e.g., via Traffic Impact Fee reductions). Non-Official Map streets encourage voluntary dedication with city-borne costs.

- Exceptions for Constraints: Administrator can adjust street section requirements for sites constrained by wetlands, specimen trees, or existing structures, allowing alternative designs that meet the same intent in smaller dimensions.

- **7.2.2 Street Network Requirements:**

  - Block Sizes: Specified maximum block perimeters by zoning district (e.g., 2,640 feet in T3-S, 1,320 feet in T4/T5/RMX), with preferred averages to promote walkability. Exceptions allowed for natural features like wetlands or cultural resources.

  - Street Stubs: Mandated connections to existing stubs and new stubs to adjacent properties, with exemptions for steep slopes (18%+), marshes, or incompatible uses. Stub streets must extend to property lines, with signage and plat disclosures indicating future connections.

  - Cul-de-Sacs: Prohibited except in T3 and LI zones, with stricter standards (e.g., 300-foot maximum length, pedestrian access easements, preference for closes or loop roads over traditional cul-de-sacs).

  - Gated Streets: prohibited, subject to Planning Commission discretion.

- **7.2.3 Lot Access Standards:**

  - Rear Access Emphasis: In T3-N, T4, and T5 zones, new access points must use rear alleys/roads, except in the Historic District or where topography prevents connections (subject to Planning Commission or Codes Administrator approval).

  - Driveway Limits: Clarified maximum driveways per frontage (1 for <150 feet, 2 for ≥150 feet), with additional driveways requiring demonstrated necessity and restricted to “right-in, right-out” on arterial roads.

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- Spacing Requirements: Updated minimum separation distances for curb cuts on Major Thoroughfares, tied to posted speed limits (e.g., 100 feet for <35 mph, 500 feet for 55+ mph), with specific 500-foot minimum on Robert Smalls Parkway west of Parris Island Gateway.
- Out-Parcels: Limited to internal access within shopping/office/industrial centers unless approved in a master plan, with abandoned driveways required to be closed and restored.

- **7.2.4 Street Design Standards:**
  - Traffic Control: Developers may be responsible for partial or full traffic signal installation if warranted by MUTCD standards, with roundabouts prioritized as alternatives.
  - Sidewalk Waivers: Planning Commission can waive sidewalk requirements for alternative pedestrian paths or severe topographic/vegetative constraints, ensuring flexibility without compromising connectivity.
  - Utility Placement: Utilities in areas with protected resources must be placed under streets to minimize environmental impact, enhancing preservation efforts.

7.3: Street Engineering Standards

- **7.3.2 Traffic Impact Analysis (TIA):**
  - Expanded Applicability: TIA required for developments generating >50 peak-hour trips, including phased projects or use changes exceeding this threshold. Exceptions for certain areas (e.g., Boundary Street Master Plan) exclude Educational Facilities with >100 students.
  - Expanded Study area: Added half mile requirement and must utilize all TIA's for current and proposed developments in conducting TIA.

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- Access Analysis: New requirement for an access analysis per SCDOT's ARMS Manual, identifying necessary improvements (e.g., deceleration lanes, curb cut locations) to be incorporated into plans.
- Mitigation Plan: Mandatory if Traffic Service Level Goals (Level of Service D) are not met, with developers responsible for mitigating impacts at affected intersections, including signal design and progression analysis.
- Signal Spacing: Detailed standards for signalized intersections, including progression analysis to maintain traffic flow (e.g., progressed band speed within 5-10 mph of posted speed), with options like frontage roads or shared private roads to reduce signals.
- Review Process: TIA completeness and accuracy reviewed by TRC, with approval required before Project Permit application, streamlining coordination with SCDOT and county entities.

7.4: Community Green Space and Community Open Space

- **7.4.1 Purpose and Intent:**
  - Definitions Added: Defined Community Green Space (e.g., parks, trails for recreation/aesthetics) and Community Open Space (undeveloped land like forests, farms), clarifying their distinct roles.
- **7.4.2 Requirements:**
  - Flexible Standards: For properties <3 acres, green/open space requirements are at the discretion of the Codes Administrator or Planning Commission, providing flexibility for small sites.
  - Added standards to transect districts wherein the more acreage, more open space is required even in T-5 UC. Requirement based on size/acreage of site.

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- Incentive for Types: Using ≥75% of the eight specified space types (e.g., Regional Park, Plaza) allows a 20% increase in dwelling units, encouraging diverse, high-quality spaces**.**

7.4.5 Ownership and Maintenance:

- Enforcement: Failure to maintain spaces is a Code violation, with city authority to correct deficiencies at the owner's expense per the Code of Ordinances (Section 6-2003 or equivalent), strengthening accountability.

7.5: Subdivision and Site Plan Standards

Added all new requirements for Subdivision and Site Plan standards, that did not exist. Standards add process, approval, technical requirements, etc. to create predictable standards for Developers, Staff and Approval Bodies.

- **7.5.1 General Provisions:**
  - Review Discretion: City discretion over scheduling reviews, with authority to vacate decisions or void applications if changes are made post-submittal, enhancing procedural control.
  - Submittal Checklists: Planning Department provides individualized checklists for subdivision applications, clarifying requirements and referral agencies.
- **7.5.2 Subdivision Types:**
  - Minor Subdivision: Clarified as involving ≤6 lots from one parent tract (≤3 acres), lot line adjustments, or consolidations without new streets. Cumulative lot counting prevents repeated subdivisions.
  - Major Subdivision: Updated to include subdivisions with ≥6 lots (previously ≥5), public/private road dedications, or unplatted properties, aligning with increased complexity.
- **7.5.3 Sketch Plan:**

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- Comprehensive Requirements: Added detailed elements (e.g., road plan, open space plan, pedestrian network, zoning/design, utility plan) with specific submittal items (e.g., title commitment, traffic study, utility capacity letter), ensuring thorough conceptual planning.
- Review Criteria: Planning Commission evaluates consistency with Zoning Map, Comprehensive Plan, Civic Master Plan, and functional system adequacy, formalizing alignment with city goals.
- Timeframe: Approval valid for 24 months, with minor amendments (≤10% changes) approved administratively, balancing flexibility and oversight.

- **7.5.4 Preliminary Plat:**
  - Pre-Application Conference: Mandatory to discuss Code requirements, process, and Sketch Plan conditions, improving applicant preparedness.
  - Detailed Submittals: Added requirements for tree survey, archaeological impact assessment, ecological resource survey, and conceptual design/massing, addressing environmental and cultural impacts.
  - Early Grading: Allowed post-approval with approved construction plans, but at applicant's risk, clarifying liability.
  - Review Criteria: Expanded to include lot layout and structure design, ensuring comprehensive evaluation.
- **7.5.5 Final Plat:**
  - Substantial Conformance: Defined as no changes to land use, density, or major public elements, with design adjustments allowed to meet conditions, providing clear standards.
  - Permits Required: Added requirements for SCDOT utility/access permits, DHEC dewatering permits, and Army Corps 404 permits before construction, ensuring regulatory compliance.

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- Timeframe: Approval valid for 2 years, with one 18-month extension and potential additional extensions for substantial progress, offering flexibility for complex projects.

- **7.5.6 Minor Subdivision Plat:**
    - Streamlined Process: Clarified submittal requirements (e.g., 30-day title commitment) and plat standards (e.g., bearings, distances, monument descriptions), with applicant responsible for recording with Beaufort County.
- **7.5.7 Site Plan:**
    - Comprehensive Submittals: Added detailed requirements for site plan plat (e.g., photometric plan for commercial/industrial, certified drainage report, final landscape plan), enhancing design review.
    - Review Process: Staff/TRC review ensures consistency with Code, with a public hearing and findings of fact required for Planning Commission approval, aligning with Comprehensive and Civic Master Plans.
    - Phasing and Expiration: Site plan approval valid for 3 years, with multi-phased plans tied to Phase I approval, ensuring timely implementation.
    - Amendments: Minor variations (≤10% changes) approved by staff; major changes require new application and Planning Commission review, clarifying modification procedures.

Key Themes of Changes

- **Historic and Sustainable Development:** New purposes (7.1.1) and street design standards (7.2) emphasize Beaufort's historic patterns, compact neighborhoods, and multi-modal connectivity.

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- **Environmental and Cultural Protection:** Requirements for tree surveys, ecological assessments, and archaeological studies (7.5), plus utility placement under streets in sensitive areas (7.2.4), prioritize natural and cultural resource preservation.
- **Community Green/Open Space:** Enhanced standards (7.4) promote accessible, diverse spaces supporting community health and cohesion. Increased and added open space and park requirements for the denser transect district such as T5-UC to ensure green areas are part of new development.
- **Added Procedures:** Detailed submittal requirements, review criteria, and timeframes (7.5), plus exemptions for constrained sites (7.2.1), balance rigor with practicality.
- **Added Standards for Development:** Added all new requirements for Subdivision and Site Plan standards, that did not exist. Standards add process, approval, technical requirements, etc. to create predictable standards for Developers, Staff and Approval Bodies.
- **Traffic and Infrastructure Management:** Strengthened TIA requirements (7.3.2) and street network standards (7.2.2) ensure safe, efficient circulation, with compensation for right-of-way dedications (7.2.1).

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 ensuring 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~~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 ~~A~~all development projects — ~~with the exception of projects that qualify as~~ except those which (1) are subject to the Minor Development Design Review ~~(Section 9.8.1)~~ or Minor Subdivision ~~(Section 9.9.2),~~ or are located in the Historic District, and (2) affect less than one whole 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 city policy or agreement.

D. ~~Approval of a~~A Final Subdivision Plat ~~(Section 9.9.4)~~ 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 ~~c~~City, for the installation of said improvements.

7.1.3 TABLE OF REQUIRED IMPROVEMENTS

		ZONING DISTRICT										
REQUIRED IMPROVEMENTS[3]	SECTION REFERENCE	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	□	■	■	■	■	■	■	■	■	■	■
Public Sewer	7.1.3.B	□	■	■	■	■	■	■	■	■	■	■
Paved Streets[1]	7.2.4	□	■	■	■	■	■	■	■	■		
Streetscape[2]	Appendix C	□	■	■	□	■	■	■	■	■	■	■
Underground Drainage	7.1.3.A	□	■	■	■	■	■	■	■	■	■	□
Curb and Gutter	Appendix C	□	□	□	□	■	■	■	■	■	■	□
Sidewalks	7.2.4.C	□	□	□	□	■	■	■	■	■	■	□
Street Trees	7.2.5	□	□	■	■	■	■	■	■	■	□	□
Street Lights	n/a	□	□	□	□	■	■	■	■	■	■	■
Street Signs (private streets)	n/a	■	■	■	■	■	■	■	■	■	■	■
Underground Wiring On-Site	7.1.3.C	■	■	■	■	■	■	■	■	■	■	■
Community Green Space and Open Space Space	7.4	□	■	■	□	~~□~~ ■	□	■	■	■	□	□
■ required improvements by district		□ may be required at the discretion of the ~~administrator~~ Planning Commission based on existing conditions, surrounding context, and ~~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 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 ~~a~~Administrator. No land may be disturbed until a Project 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 Department of ~~Health and~~ Environmental ~~Control~~ Services (SCDESD~~HEC~~) 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 ~~, unless~~ 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 ~~(Section 9.9.4),~~ 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 C~~c~~ity. 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 ~~c~~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 ~~c~~City, the remainder of monies retained by a financial institution or by the ~~c~~City may be released to the applicant or his successor in title. Prior to release, the applicant shall provide the C~~c~~ity, 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 ~~c~~City ~~that would~~ 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. ~~Public Utility Easements shall be a minimum of ten (10) wide.~~

B. *Underground* utilities. Telephone lines, electric lines, cable television lines and other like utility services shall be placed underground. The applicant and/or 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 ~~c~~City's street network and establish~~es~~ 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, 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 Amendments and Rezonings (Section 9.16). ~~The Planning Commission (PC) will review the Official Street Network Plan on a regular basis at intervals of every 6 months, or thereabouts~~. 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~~**Specific Street Sections**~~**:** The provisions regarding street sections noted in Appendix C show specific street designs for the purpose~~s~~ of identifying future improvements by both the ~~c~~City and fronting property owners. These sections depict the ideal arrangement and design of street elements.

1. **Applicability:** For any project that is considered Major Subdivision ~~(Section 9.8.3), Major Development Design Review (Section 9.8.2~~)Site Plan, or requires a Certificate of Appropriateness, Major (Section 9.10.2 A.2.) and affects one whole ~~b~~Block ~~f~~Face, the fronting property owner shall install all prescribed streetscape improvements as part of the development project.~~-~~. The installation of street frontage improvements is required prior to Final Plat approval for Major 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, 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.

~~2~~D. Dedication of ~~**Insufficient**~~ **Right-of-Way** ~~**Width**~~**:**

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 ~~may~~ shall be required to reserve the appropriate amount of right-of-way (as measured from the centerline of the existing street). ~~If the owner chooses to dedicate and install the complete right-of-way, the cost of the improvements may be compensated - see Section 7.2.1 E~~. The future right-of-way shall conform to all of the street network requirements of Section 7.2.2 . ~~below.~~ 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).

~~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 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 may be required to reserve the appropriate amount of right-of-way (as measured from the centerline of the existing street). If the owner chooses to dedicate and install the complete right-of-way, the cost of the improvements may be compensated - see Section 7.2.1 E.~~

a. ~~b~~. 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 ~~is encouraged to~~ shall reserve the appropriate amount of right-of-way to complete the desired street section. If the owner c~~hooses to~~ 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~~E~~).

b. Where an area is designated as future ~~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.

~~a. **Alternative Paths:** The administrator may approve a different street configuration if it the proposed development plan provides a similar amount and quality of connectivity through the site. This is determined by evaluating one or more of the following: number of connections, connections of specific site elements, and required access to existing and proposed structures. For modification of the Official Street Network Plan, See Section 7.2.1 B.2.~~

~~c~~c. **Exceptions and Alternatives:**

i. Where the available right~~s~~-of-way — ~~due to existing structures and topographic conditions,~~ — do not functionally permit the full section to be constructed due to existing structures or topographical conditions limited to wetlands, specimen and landmark trees, ~~,~~ the Administrator may adjust the require~~d~~ments for the street section.

ii. ~~A different street section may be approved which accomplishes the same intent in a smaller dimension.~~

~~D. **Creation of New Right-of-Way:**~~

1. ~~Where a future right-of-way is 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.~~

~~a. **Alternative Paths:** The administrator may approve a different street configuration if it the proposed development plan provides a similar amount and quality of connectivity through the site. This is determined by evaluating one or more of the following: number of connections, connections of specific site elements, and required access to existing and proposed structures. For modification of the Official Street Network Plan, See Section 7.2.1 B.2.~~

~~b. **Street Standards:** The future right-of-way shall conform to all of the street network requirements of Section 7.2.2 below.~~

~~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).~~

~~E~~D. **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 ~~availabl~~available at the City's discretion~~e~~. 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)~~

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 ~~(⅓ mile)~~. An average block perimeter of less than 1,500 feet is preferred.
3. In T4, and T5 ~~zones~~ and RMX zones , blocks shall be no more than 400 feet on any side. An average block length of 250—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 ~~if practicable,~~ 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 now 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 t~~The Street Network Diagram recommends a street connection (indicated as a proposed street).

3. **Design:**

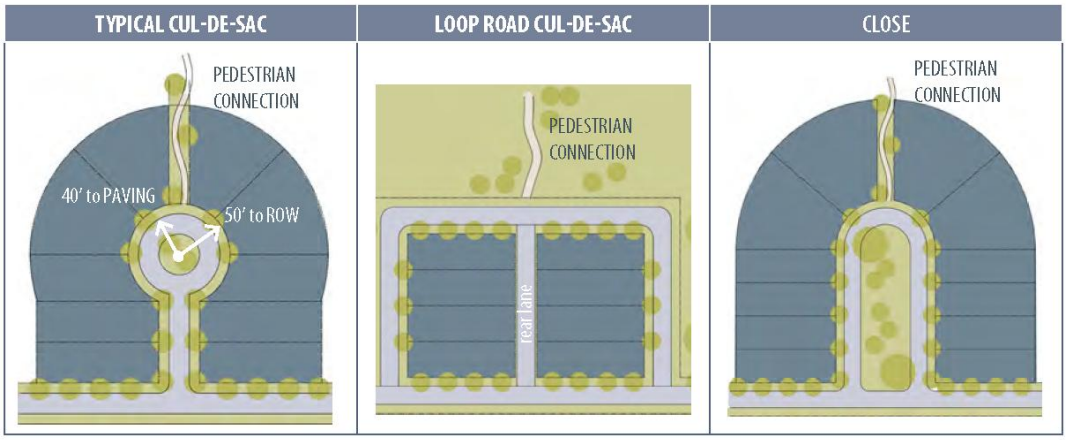
   a. Stub streets and streets intended for extension during future phases shall be constructed to extend to the property line for constructability to adjoining property. ~~or as close to the line as practical.~~

   ~~b. It shall be the responsibility of the second development to construct the connection to an existing stub street.~~

   ~~c~~b. Stub streets shall not exceed 150 feet in length without a paved turnaround (permanent or temporary).

   ~~d~~c. **Disclosure:** The Final Subdivision Pla~~n~~t shall be recorded ~~stating~~ depicting that future connection is ~~possible~~ required at any stub streets and streets intended for extension during future phases. A clearly visible street sign ~~may~~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 in the T-3 and LI zoning districts, where ~~, unless specifically approved by the TRC. In T3 and LI zones onl~~y, cul-de-sacs or other turn-arounds may be approved by the ~~TRC~~ 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 ~~not encouraged~~ prohibited with the following exceptions. ~~However~~

1.Exceptions: ~~they may be permitted~~, ~~a~~At the discretion of the ~~Metropolitan~~ 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 the applicable Design Review Authority~~ 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 ~~a~~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
Less than ~~up to~~ 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 access points~~driveways~~, as determined by the appropriate ~~D~~design r~~R~~eview ~~B~~body. 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 on ~~P~~posted s~~S~~peed ~~L~~limit as follows: < 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
~~< 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, lots, 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 C~~c~~ity 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 ~~b~~Block ~~f~~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 ~~In~~ 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 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 alternate 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 the Administrator's designee, , the developer shall be responsible for all or a portion of the signal installation. ~~Traffic control and street name signs shall be installed at all street intersections and other appropriate areas as determined by the applicant and street owner.~~

C. **Sidewalks/Multi-use Paths:** Where required ~~per the Street Section~~ by the provisions of ~~in~~ 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~~, or partial waiver of~~, 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~~ would render that strict adherence to ~~said~~ the requirements ~~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~~ adjacent to ~~or~~ 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 d~~D~~esign ~~R~~review ~~B~~body.

E. **Special Consideration to Protect 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 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 ~~should~~ shall be planted in the location and per the spacing specified for the corresponding street classification in Appendix C. However~~,~~ in specific cases~~where it is not practical due,~~ ~~to~~ due the location of utilities or other site constraints, , the Planning Commission may allow street trees to ~~may~~ 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 Appendix A.2 ~~(Recommended Trees and Shrubs)~~ 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 ~~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 ~~s~~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 ~~be in compliance~~ with the South Carolina Department of Transportation Standards.

7.3.2 TRAFFIC IMPACT ANALYSIS

A. **Applicability:** A "~~t~~Traffic ~~I~~Impact ~~a~~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 may ~~does~~ 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 ~~administrator~~Planning Commission ~~or TRC~~ may waive this requirement ~~in unusual circumstances~~.

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~~administrator~~ 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 VII 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 ~~utilize~~require current ~~updated~~ 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/2640 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/2640 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/2640 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 access pointses 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 evaluatedevaluated, 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 tTransportation Rresearch Bboard's hHighway cCapacity mManual, and/or the last update that analyszes 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 be 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 Ceity 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 Ceity 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 ~~— see Section 9.8 and 9.9 for appropriate process~~. 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 C~~c~~ity.

I. **Completeness:** The Planning Commission and/or TRC~~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 ~~c~~City's

~~adopted~~ 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 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 in 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:

OPEN/CIVIC SPACE REQUIREMENT										
SIZE	T1	T3-S	T3-N	T4-HN	T4-N	T5-DC	T5-UC	RMX	IC	LI
~~Less~~ 3-~~than~~ 10	~~no~~ 50%~~minimum~~	20%	15%	Exempt	10%	exempt	10%	10%	15%	

acress ③										
10 acres—15 acres	50%	20%	15%	exempt	10%	exempt	exempt10%	exempt15%	exempt20%	exempt
15 acres—40 acres	50%	20%	15%	n/a	105%	exempt	exempt 15%	exempt 20%	exempt 20%	exempt
Greater than 40 acres	50%	25%	20%	n/a	520%%	exempt	exempt20%	exempt 25%	exempt 25%	exempt

[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 sp Transect zones. The requirements of 2.8.3.G.2.c 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 (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 article.

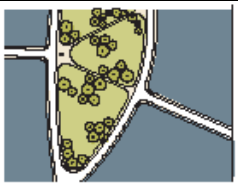
C. **Areas not to be Included in Community Green Space and Community Open Space Calculations:** The following areas shall not be counted toward open space requirements:

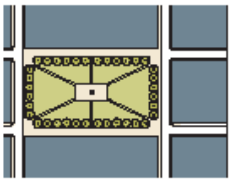
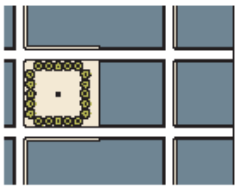
1. Private yards which are not subject to an open space or conservation easement.
2. Public road rights-of-way or private street easements, including sidewalks located within those rights-of-way or easements.
3. Open parking areas and driveways for dwellings.
4. Land covered by structures not designated for active recreational uses.
5. Designated outdoor storage areas.

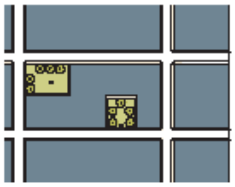
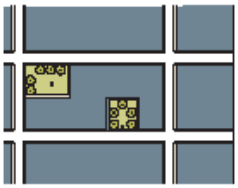
7.4.3 COMMUNITY GREEN SPACE AND COMMUNITY OPEN SPACE TYPES

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 is 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	T3, T4, T5, RMX, IC	Multiple Neighborhoods Min: 8 acres Max: None	Frontage: Independent Disposition: Informal	Passive and active recreation, drinking fountains, community facility <

		structured recreation. It may contain a limited amount of athletic fields.				5,000 gross square feet, paths and trails
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	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

		located along waterfronts.				
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
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
Notes: *1. The illustration and description of each civic space type is illustrative in nature and not regulatory.* *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).*						

The following provisions apply to the 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 8.54.3 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 2~~ 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. 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 Article 12 (Violations and Enforcement).

E. If the owner of an 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 the City's Code of Ordinances at the owners expense.~~, Section 6-2003 (or equivalent Health and Sanitation section of any updated Code of Ordinances~~).

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 six or fewer lots are created from one parent tract or lot, cumulatively and more 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 ~~inveled~~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 ~~five~~seven six or more lots or tracts; and,

3. The creation of lots on property which have never previously been platted.

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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.

B. *Requirements.* A Sketch Plan is required for all major subdivisions. Major proposed changes to any approved preliminary plat, will require a new Sketch Plan approval. The Sketch Plan will consist of the following required elements:

1. *Road plan:* The applicant shall provide a preliminary traffic plan that addresses the following elements:

i. The proposed street network and connectivity to the existing road network, including all proposed access points.

ii. The location and layout of all arterial and collector roads within the development.

iii. 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:

i. Proposed open space distribution and location, including percentage of open space.

ii. Compliance with Section 7.4.2 Open space/park requirements.

iii. Required buffer areas as per Section 5.5.1.

iv. Wetland areas and OCRM setbacks if applicable.

v. Proposed park locations, acreage, and types of parks as per Section 7.4.

3. *Pedestrian network:*

i. Location of all trails within development, and connection to existing trail network.

ii. Connectivity of sidewalks to the existing pedestrian system, including any off-site sidewalk improvements. This includes planning for a one-quarter mile pedestrian shed.

iii. Depiction of any bike lanes or any other multi-modal features.

4. *Zoning/Design:*

i. The location of zoning boundaries shall be provided with the application and depicted on the Sketch Plan.

ii. The plan should show how the zoning is harmonious with the surrounding area, and within the property itself.

iii. Conceptual building design and massing.

5. *Overall utility plan:*

i. 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.

ii. 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, 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; 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 name).
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 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, 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 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 Comprehensive Plan.

25. Design: (i) Concept of lot impact study regarding structure location and massing design on typical lots; and Concept design representations on 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 Hearing. The Planning Commission shall hold a public hearing to approve, approve with conditions or deny the Sketch Plan.
2. Notice to neighboring property owners. The City shall send 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~~Sketch Plan.*** A Sketch Plan is in full force and effect for a period of 24 months from date of Planning Commission action, the Administrator may require an applicant submit a new Sketch Plan application for Planning Commission review.

H. ***Minor amendments.*** A Minor amendments 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. A***pplication submittal.*** Following approval or conditional approval 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.
d. The preliminary plat 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:

i. The preliminary 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.

ii. 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.

iii. 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.

iv. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.

v. 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 a 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 shall 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.~~City~~**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 notice of the Planning Commission meeting 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 applicant's request:

i. The Preliminary Plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code.
ii. The land use mix within the project conforms to the City's Development Code and complies with the Comprehensive Plan and Civic Master Plan.
iii. The utility and transportation design are adequate, given existing and planned capacities of those systems.
v. 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 memorandum authorizing grading work is issued by the City Engineer or Administrator. Early grading and storage of construction related equipment is at the risk of the Applicant and Final Plat approval at 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 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. Final Plat 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:
    i. Development application form.
    ii. Application fee.
    iii. 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:

    i. All requirements of Section 7.5.4.
    ii. 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.

iii. Existing and proposed easements (including rights-of-way) in and adjacent to property (labeled and dimensioned).
iv. Existing and proposed street names for all streets on and adjacent to the property.
v. Final Traffic Impact Analysis (if applicable) as per the requirements found in this Code.
vi. If applicable, prior to commencement of construction; a State Highway utility permit from SCDOT.
vii. If applicable, prior to commencement of construction, a State Highway access permit from SCDOT.
viii. If applicable, prior to commencement of construction, a construction dewatering permit from DHEC
ix. If applicable, prior to commencement of construction, a 404 Permit from the Army Corps of Engineers.
x. 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. After Final Plat approval the applicant shall prepare and submit the following for administrative approval by the City prior to commencement of construction:

i. 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:
ii. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
iii. Minimum horizontal scale: One inch equals 100 feet.
iv. Minimum vertical scale: One inch equals ten feet.
v. The typical road geometric and structural cross-section is to be shown on each plan sheet.
vi. 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.

vii. 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.

viii. Signature blocks for all utility providers unless otherwise provided in agreement form.

ix. Structure details. Sufficient data shall be given to 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.

x. 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.

xi. 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.

xii. 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.

xiii. 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:

xiv. Erosion control plans, when required.

xv. Sizing of all pipes, inlets, conveyance ways, and other appurtenances.

xvi. 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.

xvii. Soils report. The soils report shall detail pavement design and construction requirements and shall be submitted after overlot grading is complete.

xviii. 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.

xix. Landscape Plan drawn to scale (not greater than one inch equals 50 feet) on 24 by 36-inch sheets which includes:

a. Project name.

b. Scale, north arrow and date of preparation.

c. Existing and proposed streets and street names.

d. Lot lines, easements and public rights-of-way as shown on the subdivision plat, including gross and net area of all parcels.

e. Location of proposed building footprints and parking areas.

f. Location of storage, loading and service areas.

g. Existing and proposed two-foot contours (based on USGS datum).

h. Natural features, wetlands, wildlife corridors, floodplains, streams, ditches and other waterways.

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. Sight distance triangles must be shown at street intersections pursuant to this Code.

o. 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.

p. Open space and pedestrian circulation system.

q. Proposed grading of the project site, including drainage swales, detention basins, retaining walls and any off-site infrastructure improvements.

r. Notes for conservation and retention of topsoil and landscape soil preparation.

s. Restoration, revegetation or enhancement of disturbed natural areas or open space feature.

t. Park structures, signage, play equipment, and other landscape or park amenities and appurtenances.

u. A "pdf" file and an AutoCad drawing file of the final plat in an electronic format specified by the City Engineer.

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

i. List of contractors. List of all contractors that will be performing the improvements.

ii. Proof of insurance/business license. Proof of workman's comprehensive insurance and liability insurance for each contractor and business license.

iii. 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.

iv. 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.

v. 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 Planning Commission evaluate 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 Codes 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 six 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 six total, and does not itself become a new parent tract to subdivide an additional six 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:

i. The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of South Carolina requirements.
ii. 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.

iii. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.

v. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.

vi. All signatures shall be made in black drawing ink.

viii Title of project.

viii. North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.

ix. Vicinity map.

x. Legal description.

xi. Basis for establishing bearing.

xii. Names and addresses of owners, applicant, designers, engineers and surveyors.

xiii. Total acreage of subdivision.

xiv. Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.

xv.) Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.

xvi. Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.

xvii. Existing rights-of-way in and adjacent to subject property (labeled and dimensioned).

xviii. Existing and proposed street names for all streets on and adjacent to the property.

xix Existing easements and their type in and adjacent to subject property (labeled and dimensioned).

xx. Location and description of monuments.

xxi. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).

xxii 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. Site Plan Application.

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:
    - i. Title of project.
    - ii. North arrow, scale (no greater than one inch equals 50 feet) and date of preparation.
    - iii. Vicinity map.
    - iv. Address of project.
    - v. Legal description of property.
    - vi. Name, address and phone number of property owner.
    - vii. Name, address and phone number of person or firm responsible for plan.
    - viii. Lot size (square footage).
    - ix. Bearings and distances of all lot lines.
    - x. Existing and proposed easements and rights-of-way.
    - xi. 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.
    - xii. Gathering areas for people.
    - xiii. Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
    - xiv. Existing and proposed two-foot contours.
    - xv. Existing waterways on or adjacent to the site.
    - xvi. Finished floor elevations for all structures.
    - xvii. 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.
    - xviii. Existing structures and their use.
    - xix. Square footage of the proposed building(s) and the footprint of the proposed building(s).
    - xx. Proposed structure height.
    - xxi. For multi-family residential, the number of residential units and bedrooms per unit.
    - xxii. Location of proposed signs and lighting.
    - xxiii. 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.

xxiv. Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).

xxv. Trash disposal areas and enclosures including specifications for enclosures.

xxvi. Location and size of existing and proposed water and sewer service connections and tap sizes.

xxvii. Location and size of water and sewer lines to which the service connections will be or are made.

xxviii. Location and size of water meter(s).

xxix. Location and size of backflow-prevention devices.

xxx. Indication of how and where perimeter drain will drain (if one exists).

xxxi. Location of existing electrical lines and poles on or adjacent to the site.

xxxii. Location of proposed electrical service connection and meter location.

xxxiii. Location of electric transformer.

xxxiv. 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.

xxxv. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.

xxxvi. The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.

xxxvii. A land use chart (table).

xxxviii. 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. Exterior 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 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 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.

D. Planning Commission Hearing. The Planning Commission shall hold a public hearing to approve, approve with conditions or deny the Site Plan as per the following conditions.

1. Notice to neighboring property owners. The City shall send 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 meeting 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. Decisions/Findings of Fact: Following the public meeting, 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 can be 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 proposed 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. The proposed plan conforms to the Building Design Standards in Article 4.

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 extensions 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.

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CURT FREESE
Community Development
Director

Date: May 21, 2025

From: Curt Freese, Community Development Director

To: City Council

Subject: Summary of Major Changes to Chapter 9

Summary of Major Changes to Chapter 9: Development Review Procedures

Below is a summary of the major changes to Chapter 9: Development Review Procedures of the City of Beaufort's Development Code. The summary focuses on significant updates, additions, or modifications to sections 9.1 through 9.17, organized by subsection. The changes reflect an emphasis on transparency, procedural clarity, and alignment with state law. Please note, that Section 9.10 and Section 9.11 remain unchanged and the PC and HRB created a subcommittee to revise COA and Demolition requirements and expect to send a new recommendation to the City Council by the end of Summer.

Summary of Major Changes to Chapter 9: Development Review Procedures

9.1: Purpose and General Provisions

- **9.1.4 Permit/Development Design Review/Historic Review Process Application Type Table:**
    - Process Type Clarifications: Updated terminology for several permits/processes (e.g., Zoning Permit, Building Project Permit, Certificate of Occupancy) from "Ministerial" to "Administrative" or vice versa, reflecting a shift in administrative discretion
    - Reviewing and Approving Agencies: Adjusted roles for certain processes:
        - Minor Development Design Review appeals now go to the Planning Commission (PC) instead of Administrator.

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- Public Notification: Added public hearing and notification requirements for all major subdivision actions. This aligns with streamlining and transparency.
- Permit Approval Periods and Extensions:
    - Reduced approval period for Major Subdivisions from in most cases 5 years and multiple renewals to 24 months and one 12 month renewal. This was done to address issues related to old projects being built years later, without any concurrency with new development approvals or new development requirements.
    - Limited extensions for most permits (e.g., Minor/Major Development Design Review, Subdivisions, Certificates of Appropriateness) from up to 5 times to 1-3 times, tightening timelines.
    - Building Project Permit extensions now require resubmission instead of a fixed extension period.
- Appeals: Specified 30-day appeal periods to Circuit Court for discretionary decisions (e.g., Major Development Design Review, Major Certificate of Appropriateness), aligning with state law (S.C. Code § 6-29-820).

- **9.1.5 Public Notification:**
    - Basic Notice Standards: Added detailed minimum standards for all public meetings/hearings, per S.C. Code § 30-4-80, requiring at least 7 days' notice (aspirational, exceeding the state's 24-hour minimum), with agendas and materials posted online and in the meeting building.
    - Published Notice (Level 1): Consolidated and clarified requirements for newspaper advertisements, ensuring compliance with state law timelines (minimum 15 days) and content (e.g., location, tax map number, hearing details).

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- Posted Notice (Level 2): Specified that notice signs are required for zoning/rezoning, variances, special exceptions, site plans, preliminary plats, and demolition/design exceptions, with content including hearing time and place.
- Mailed/Emailed Notice (Level 3): Expanded notification mailed notice per city policy and S.C. Code § 30-4-80(E).

- **9.1.6 Decision Based on Public Hearing:** Removed the 60-day decision timeline, leaving the section blank, potentially allowing flexibility or deferring to other procedural timelines.
- **9.1.8 Time Limits for Resubmission:**
  - Changed “exactly the same request” to “substantially the same request” for resubmission restrictions, broadening the scope of what cannot be refiled within one year.
  - Added Administrator authority to allow refiling after 6 months (instead of 1 year) if significant changes (physical, economic, land use) or a text amendment supports favorable review**.**
- **9.1.9 Vested Rights and Expiration of Approvals:**
  - Clarified that vested rights for development plans/plats require all plans approved and fees paid, with revocation possible for material misrepresentation or noncompliance after City Council hearing.
  - Specified that vested plans are subject to later overlay zoning for site plan requirements but not use, height, or intensity, ensuring flexibility for evolving regulations.
  - For multi-building projects, tightened timelines: subsequent Project Permit applications must be submitted within 180 days of the previous building’s Certificate of Compliance/Occupancy, with expiration if this lapses.

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- Referenced the updated 9.1.4 table for expiration and extension periods, aligning with tightened timelines.

9.2: Application Procedures

- **9.2.1 Pre-Application Conference:**
  - Expanded mandatory pre-application conferences to include site plans and separated text amendments from map amendments (rezoning), clarifying distinct processes. Added Administrator authority to waive mandatory conferences if deemed unnecessary, providing flexibility.
- **9.2.4 Complete Application Required:**
  - Extended the Administrator's review period for application completeness from 5 to 14 business days, allowing more thorough initial review.
  - Clarified that incomplete applications are null and void after 60 days unless extended by mutual agreement with a specific future date, formalizing the process.

9.3: Application Requirements

- **9.3 Table of Application Requirements:**
  - Updated table to align with Chapter 7 references (e.g., 7.5.3 for Sketch Plan, 7.5.7 for Site Plan), ensuring consistency with Land Development standards.
  - Added requirements for Building Elevations and Construction Documents for Major Development Design Review and Major Subdivision processes, increasing design scrutiny.
  - Specified that Traffic Impact Analysis (TIA) and Archaeological Impact Assessment are required "as needed" for certain processes (e.g., Major Development, Historic Certificates of Appropriateness), per Administrator discretion.

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- **9.3.1 Application Elements:**
    - Site Analysis: Emphasized use of readily available GIS/spatial data for identifying natural and cultural resources, streamlining data collection.
    - Sketch Plan: Clarified that Sketch Plans are binding for Certificates of Compliance but non-binding for other processes requiring them, distinguishing their role.
    - Site Plan: Noted that certain elements (e.g., buildings, parking) are not required when used as a Preliminary Plat for subdivisions, reducing redundancy.
    - Building Elevations: Added option for the Administrator to require a physical model or up to three contextual perspective drawings, enhancing visual review for public-facing structures.

9.4: Zoning Permit

- **9.4.2 Process and Approval:**
    - Reordered subsections for clarity (e.g., Determination of Compliance before Appeals).
    - Added exception that Tree Removal Permits have no expiration, distinguishing them from other zoning permits.

9.5: Project Building Permit

- **9.5.1 Applicability:**
    - Renamed “Building Permit” to “Project Building Permit” for clarity.
    - Expanded scope to explicitly include site work (land modifications without structures) and site elements (e.g., porches, patios) not attached to buildings.
- **9.5.2 Process and Approval:**

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- Added requirement for approved drawings to be kept at the work site for inspection, enhancing compliance monitoring.
- Specified appeals for permits reviewed by the Building Codes Department go to the Building Board of Appeals (per City Code 5-1005.1), separating them from Zoning Board of Appeals (ZBOA).
- Added detailed process for changes to approved plans/permits, requiring written approval and additional fees for scope increases, with exterior changes potentially needing review by the appropriate body.

9.6: Certificate of Compliance

- **9.6.2 Process and Approval:**
  - Added requirement for an owner's affidavit confirming work completion per the development permit, plus documentation of ownership/maintenance responsibilities for infrastructure, strengthening accountability.
  - Clarified that the Administrator's approval of a Certificate of Occupancy can serve as a Certificate of Compliance unless a separate certificate is requested, reducing redundancy.

9.8: Development Design Review

- **9.8.1 Minor Site Plan:**
  - Applicability: Expanded to include:
    - Structures with ≤10,000 sq ft footprint, except vehicle-related uses.
    - Developments with ≤5 residential units (previously ≤24), tightening the threshold.
    - Demolition without new construction, clarifying scope.

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- Appeals: Appeals now go to PC instead of Design Review Board, reflecting board consolidation.
- Permit Validity: Reduced from 2 years to 1 year to obtain a Project Building Permit, with extensions limited to one 1-year extension (previously up to 5).

- **9.8.2 Major Site Plan:**
  - Applicability: Clarified residential development threshold as >5 units (previously >10 for multi-family, >5 for attached), and added commercial/industrial development explicitly.
  - Exceptions: Added Redevelopment District Overlay projects, which are reviewed by the Administrator with a 15-day public comment period for major submittals, TRC meeting requirement, and written responses to comments, enhancing public engagement.
  - Design Exception: Added detailed process for Design Exceptions to modify dimensional/design standards (Articles 2 and 4, except height and AICUZ overlay), with criteria for compatibility, no adverse impact, and consistency with adopted plans, providing flexibility for innovative designs.
  - Public Notification: Removed notification requirement, streamlining the process.
  - Review Timeframe: Specified 90-day action period, with automatic approval if not acted upon, unless extended by mutual consent, aligning with state law.

9.9: Subdivision Review

- **9.9.1 Provisions for All Subdivisions:**
  - Consolidated applicability and land development standards to reference Article 7, streamlining cross-references.
  - Added exceptions for:
    - Divisions ≥5 acres without new streets.

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- Subdivisions <5,000 sq ft for utility purposes.
- Lot combinations/recombinations without street changes.

- Specified appeals for TRC decisions go to PC (previously MPC), with PC decisions final, clarifying the appeal chain.

- **9.9.2 Minor Subdivision:**
  - Expanded applicability to include subdivisions <10 acres (previously no size limit specified).
  - Added exceptions allowing Small-Scale Planned Infill or Cottage Court subdivisions (≤10 lots) and rear lanes (not considered new streets) to qualify as minor, increasing flexibility.
  - Prohibited subdivision of properties listed on the 1969 National Historic Landmark District nomination, with variance option per 9.14, protecting historic sites.
- **9.9.3 Major Subdivision—Sketch Plan and Site Plan:**
  - Reduced Sketch Plan approval period to 12 months (from 24) and limited extensions, aligning with 9.1.4.
  - Clarified that Sketch Plan approval does not constitute Site Plan or Final Plat approval, emphasizing phased review.
- **9.9.4 Final Subdivision Plat:**
  - Clarified that City Council determines acceptance of dedicated streets/easements, with reasons for non-acceptance noted, enhancing transparency.
  - Required a sketch plan for future phases or abutting land under same ownership, ensuring long-term planning.

9.13: ZBOA Special Exception

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- Clarified appeal process.

9.14: ZBOA Variance

- **9.14.2 Process and Approval:**
    - Removed requirement for Design Review Body recommendation (HRB, PC) for projects requiring design review.

9.15: Administrative Appeals

- **9.15.2 Process and Approval:**
    - Removed “Discretionary” process type, labeling it “n/a,” reflecting its procedural nature.
    - Updated public notification to reference 9.1.5, ensuring consistency.

9.16: Text & Map Amendments and Rezonings

- **9.16.3 Approval Process:**
    - Application Procedure: Added requirements for rezoning applications:
    - Staff Review: Added option for TIA (per 7.3.2) for amendments generating >50 peak-hour trips, with road improvements required to maintain service levels. Allowed PC discretion to require Sketch Plan or conceptual Site Plan for impact assessment, with waivers for infill projects <1 acre.
    - Planning Commission:
        - Allowed PC to hold Public Hearing, instead of City Council streamlining the process.
    - City Council Action:

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- Clarified that Council may schedule an additional public hearing, providing flexibility on sensitive cases the Council wishes to hold its own hearing.

9.17: Appeals (New Section)

- **9.17.1 Applicability:**
  - Added new section to consolidate appeal provisions per the South Carolina Local Government Comprehensive Planning Enabling Act (S.C. Code Title 6, Chapter 29), advising legal consultation for clarity.
- **9.17.2 Specific Authorities:**
  - Detailed appeal processes for various decisions (e.g., City Council, PC, HRB, ZBOA, administrative actions), specifying time periods (30 or 60 days) and destinations (Circuit Court, PC, HRB, ZBOA), aligning with state law (e.g., S.C. Code § 6-29-760, 6-29-800).
  - Clarified appeals for Building Permits/Certificates of Occupancy go to PC or HRB as applicable, distinguishing from zoning-related appeals.

Key Themes of Changes

- **Transparency and Public Engagement:** This has been the foundation of Chapter 9 changes**.** Enhanced public notification standards (9.1.5) with 7-day minimum notice, online postings, and expanded demolition notifications (500 feet radius) ensure a commitment to openness and public engagement**.**
- **Procedural Streamlining:** The purpose of these amendments was to address the extensive period of time projects are allowed a vested approval before going back to the PC, and using updated TIA, etc standards**.** Reduced approval periods (e.g., Major Subdivision Sketch Plan to 12 months), limited

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extensions (1-3 times), and clarified appeal chains (e.g., Minor Subdivision to PC) to expedite processes while maintaining oversight.

- **Flexibility for Innovation:** Added Design Exceptions (9.8.2, 9.10.2) to allow deviations from dimensional/design standards for compatible, innovative projects, and expanded Administrative Adjustments (9.12) for small-scale tweaks**.** With a form based code, allowing such flexibility is important to allow developers some creativity and relief from prescriptive design standards.
- **Public Hearings:** Allow the Planning Commission to hold the Public Hearings for Rezonings, with the option City Council may hold hearings.
- **Requiring Sketch/Site Plan with Rezoning:** Gives the PC, Staff, and Citizens the information needed to make responsible major decisions on future land use and development
- **Alignment with State Law:** Incorporated references to S.C. Code (e.g., § 6-29-800, § 30-4-80) for appeals, notifications, and vested rights, ensuring legal compliance**.**

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. ~~Any permit, license or certificate issued in conflict with the provisions of this Code, whether intentionally or unintentionally, shall be null and void.~~

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

See following pages.

~~PERMIT/PROCESS~~APPLICATION TYPE	SECTION	~~PERMIT/~~PROCESS TYPE	REVIEWING AGENCY	PUBLIC NOTIFICATION (~~9.1.3~~9.1.5)	APPROVING AGENCY	~~APPEAL PROCESS~~	~~PERMIT~~ APPROVAL PERIOD	~~PERMIT~~ APPROVAL EXTENSION
ADMINISTRATIVE PERMITS								
Zoning Permit	9.~~5~~ 4	~~Administrative~~ Ministerial	Admin	~~None~~ No	Admin	~~ZBOA~~	6 months	6 months, 1 time
~~Building~~ Project Permit	9.5	Ministerial~~Administrative~~	Admin	~~None~~ No	Admin	~~ZBOA~~	6 months	Resubmit
~~Certificate of Compliance~~	~~9.5~~	~~Administrative~~	~~Admin~~	~~None~~	~~Admin~~	~~ZBOA~~	~~n/a~~	~~n/a~~
Certificate of Occupancy	9.~~6~~ 7	Ministerial~~Administrative~~	Admin	~~None~~ No	Admin	~~ZBOA~~	n/a	n/a
DEVELOPMENT DESIGN REVIEW								
Development Design Review, Minor Site Plan	9.~~7~~ 8.1	Ministerial~~Administrative~~	Admin	~~None~~ No	Admin	~~PC~~	24 months	12 months, 1 time~~up to 5 times~~
Development Design Review, Major Site Plan	9.~~7~~ 8.2	Discretionary	Admin, TRC	Yes~~,~~ ~~1,2,3None~~	PC	~~Court 30 days to appeal~~	24 months	12 months, ~~up to 5 times~~ 1 time
SUBDIVISION REVIEW								
~~Subdivision, Minor, Site Plan~~	~~9.8~~	~~Administrative~~	~~Admin, TRC~~	~~Yes, 1,2,3 time~~~~None~~	~~PC~~Admin	~~PC~~Court	~~24 months~~	~~12 months, up to 5 times~~ 1 ~~time~~

~~Subdivision, Major,~~ Sketch Plan	~~9.8~~ 7.5.3	Discretionary	Admin, TRC	Yes~~, 1, 2,3~~~~None~~	PC	~~None~~~~Court~~	~~24~~12 months	1~~2~~2 months, ~~up to 5 times~~
~~Subdivision, Major,~~ Preliminary Plat~~Site Plan~~	~~9.8~~ 7.5.4	Discretionary ~~Administrative~~	Admin, TRC	Yes~~,~~ ~~1,2,3~~~~None~~	PC~~Admin~~	~~PC~~ ~~Court~~	24 months	12 months, ~~up to 5~~1 time~~s~~
~~Subdivision~~ Final Pla~~n~~t	~~9.8~~ 7.5.5	Ministerial~~Administrative~~	Admin, TRC	~~None~~ No	Admin	~~PC~~	24 months	12 months, ~~up to 5~~ 1 time ~~times~~
HISTORIC PRESERVATION								
Beaufort Historic District - Certificate of Appropriateness, Minor	9.9	Ministerial~~Administrative~~	Admin	Demolition Only: Yes ~~(1,2, 3)~~	Admin	~~HRB~~	24 months	12 months, up to 3~~5~~ times
Beaufort Historic District - Certificate of Appropriateness, Major	9.9	Discretionary	Admin	Demolition & Design Exception only: Yes ~~(1,2)~~	HRB	~~Court 30 days to appeal~~	24 months; no expiration for demolitions	12 months, up to ~~5~~3 times
~~Local Historic District/Historic Sign Designation~~	~~9.10~~	~~Legislative~~	~~Admin, PC, HRB~~	~~None~~	~~CC~~	~~Court~~	~~n/a~~	~~n/a~~
~~**RELIEF**~~ **ADJUSTMENTS**								
Administrative Adjustment	~~9.11~~9.12	Ministerial~~Administrative~~	Admin	~~None~~ No	Admin	~~ZBOA~~	24 months	12 months,

								up to ~~5~~3 times
Special Exception	9.12	Discretionary	Admin	Yes ~~(1, 2.3)~~	ZBOA	~~Court 30 days to appeal~~	24 months	12 months, up to ~~3~~5 times
Variance	9.13	Discretionary	Admin	Yes ~~(1, 2,3)~~	ZBOA	~~Court 30 days to appeal~~	24 months	12 months, up to ~~5~~3 times
~~**ADMINISTRATION APPEALS**~~								
~~Administrative Appeal~~	~~9.14~~	~~Discretionary~~	~~Admin~~	~~Yes (1)~~	~~ZBOA~~	~~Court 30 days to appeal~~	~~12 months~~	~~6 months~~
~~**AMENDMENTS**~~								
~~Code Amendments~~	~~9.16~~	~~Legislative~~	~~Admin, PC~~	~~Yes (1, 2 & 3)~~	~~CC~~	~~Court 30 days to appeal~~	~~n/a~~	~~n/a~~
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 § SC Code ~~ST~~ §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. ~~**Level 1—Published Notice:**~~

~~1. **Required Notification Type:** A distinctive advertisement (public hearing notice) shall be placed by the Administrator in a local newspaper of general circulation within the city.~~

~~2. **Required Period of Notice:** This notice shall be published not less than 15 calendar days prior to the meeting.~~

~~3. **Content of Notice:**~~

~~a. The general location of land that is the subject of the application;~~

~~b. The tax map and parcel number, and street address if available;~~

~~c. The substance of the application, including the magnitude of proposed development and the current zone;~~

~~d. The time, date, and location of the public hearing;~~

~~e. A phone number to contact the city;~~

~~f. A statement that interested parties may appear at the public hearing.~~ **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 Section~~ 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.~~aspire to exceed this minimum standard in the interest of transparency and so as to encourage public participation, and shall strive to post notices, agendas and meeting packets one week prior to any scheduled meeting; Public Bodies shall entertain and consider any objections from the public based on notice that fails to meet this aspirational standard.~~

~~B. **Level 2—Posted Notice:**~~

~~1. **Required Notification Type:** A notice of application sign shall be posted by the Administrator. The sign shall be posted on the subject property in a location clearly visible from each street adjacent to the property.~~

~~2. **Required Period of Notice:** This notice shall be posted not less than 15 calendar days prior to the meeting at which the application will be reviewed.~~

~~3. **Content of Notice:**~~

~~a. Type of application;~~

~~b. The date of the public hearing;~~

~~c. A phone number to contact the city.~~

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 ~~c~~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 C~~c~~ity;and
6. A statement that interested parties may appear at the public hearing

~~C. **Level 3—Mailed/Emailed Notice:**~~

~~Unless otherwise required by state law, the city may choose to provide, at its discretion, mailed and/or emailed notice in accordance with city policy, which may be amended from time to time.~~

~~For demolition of structures listed on the most recent "Above-Ground Historic Sites Survey" that are located outside of the Historic District, written notice to members of the Historic Review Board, Historic Beaufort Foundation, and neighbors within 200 feet of the property will be required at least 15 days before any permit is issued.~~

~~For all process types approved by the Planning Commission, written notice to all property owners within 500 feet of the property will be required at least 15 days before the Planning Commission meeting.~~

~~For all appeals, variances and special exceptions heard by the Board of Zoning Appeals, written notice within 200 feet of the property will be required at least 15 days before the Board of Zoning Appeals.~~

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 ~~South Carolina Code of Laws~~ S.C. Code § Section 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

~~A decision shall be made by the appropriate review body within 60 days of the close of the required 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~~board~~ 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 ~~exactly~~ 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. ~~The Administrator, upon petition by the applicant, may permit a refiling of said application after 6 months from the original public hearing date upon a determination that:~~

~~A. Significant physical, economic, or land use changes have taken place on the subject tract or within the immediate vicinity; or~~

~~B. A text amendment has been adopted that would allow for favorable review of a resubmitted application for the subject property.~~

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:** ~~A vested right is established for 2 years upon the final approval of a development plan, plat, or phased development plan. An applicant shall have 2 years from final approval to receive a building permit or, if no building permit is required, to obtain a certificate of compliance. Such vested right may receive up to five 1-year extensions for good cause upon written request by the landowner to the Administrator, no later than one month prior to expiration, unless an amendment to this Code has been adopted that prohibits approval.~~

~~1. A vested right in a development plan, plat, or phased development plan shall not attach to the property until all plans have been received and approved, and all fees have been paid in accordance with this section.~~

~~2. A vested right is subject to revocation by the City Council after notice and public hearing that there was a material misrepresentation by the landowner or substantial noncompliance with the terms and conditions of the original or amended approval.~~

~~3. A vested plan is subject to later local governmental overlay zoning that imposes additional site plan-related requirements, but does not affect allowable types, height as it affects density, or intensity of uses.~~

~~4. Phased development plans remain subject to review and approval of all phases prior to any portion of the project being vested.~~

~~5. In the case of projects where more than 1 building is to be built, the applicant may submit a series of Project Permit applications. The first application shall be submitted within 2 years from the date the development plan approval is granted. Each subsequent application shall be submitted within 180 days from the date of issuance of a Certificate of Compliance or Certificate of Occupancy for the previous building, whichever shall occur first. The lapse of more than 180 days shall cause the expiration of the development plan approval~~ 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 ~~S~~section ~~9.1.9 B.,~~ shall expire as shown in Section 9.1.~~2~~ 4 (Permit/Development Design Review/Historic Review Application Type Table~~Permit/Process 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.~~2~~ 4 (Permit/Development Design Review/Historic Review Process Type Table~~Permit/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.

~~4~~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 Cc~~e~~ity.

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.

~~C. **Submittal Requirements:**~~

9.2.3 APPLICATION DEADLINE

~~All applications shall be completed and submitted to the Administrator according to schedules as determined by the city.~~ This section intentionally left blank.

9.2.4 COMPLETE APPLICATION REQUIRED

A. The Administrator shall have ~~5~~ 14 ~~working~~business days to review the application and shall determine whether the application is complete and ready to proceed. ~~materials submitted and confirm that all the required items have been submitted.~~

B. If the application is not complete, the Administrator shall inform the applicant in writing within the ~~5~~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~~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.

~~PERMIT~~APPLICATION 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)
ADMINISTRATIVE PERMITS							
Zoning Permit	9.4	**See Administrator**					
~~Project~~ Building Permit	9.5						
Certificate of Compliance	9.6						
Certificate of Occupancy	9.7						
DEVELOPMENT DESIGN REVIEWS							
Minor ~~Development~~Site Plan	9.8.1	**See Code Sec. 7.5: Subdivision and Site Plan Standards**					
Major ~~Development~~Site Plan	9.8.2						
SUBDIVISION REVIEWS							
~~Subdivision, Minor (Site Plan)~~	9.9	**See Code Sec. 7.5: Subdivision and Site Plan Standards**					
Subdivision, Major (Sketch Plan)							
Subdivision, Major (~~Site Plan~~Preliminary Plat)							
Final Subdivision Plat							
HISTORIC PRESERVATION							
Beaufort Historic District - Certificate of Appropriateness (CoA), Minor	9.10~~.2 (1)~~	☐	☐	☐	N/A	N/A	N/A
CoA, Major	9.10~~.2 (2)~~	■~~☐~~	■	■	N/A	☐	☐

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)
~~ADMINISTRATIVE~~ ADJUSTMENTS							
Administrative Adjustment	9.12	**See Administrator**					
ZBOA Special Exception	9.13	■	■	■	N/A	☐	N/A
ZBOA Variance	9.14	■	■	■	N/A	☐	N/A
~~APPEALS~~							
~~Administrative Appeal~~	~~9.15~~	~~**See Administrator**~~					
AMENDMENTS							
Text & Map Amendments ~~& Rezonings~~	9.~~13~~16	■	■	■	N/A	N/A~~☐~~	N/A
■ = Required Compliance		☐ = On an "as needed" basis as determined by the Administrator					

~~PERMIT/PROCESS TYPE~~	~~SECTION~~	~~PRE-APPLICATION CONFERENCE (9.2.1)~~	~~SITE ANALYSIS (9.3.1.A)~~	~~SKETCH PLAN (9.3.1.B)~~	~~SITE PLAN (9.3.1.C)~~	~~CONSTRUCTION DOCUMENTS (9.3.1.D)~~	~~AS-BUILT DRAWINGS (9.3.1.F)~~	~~FINAL PLAT (9.3.1.f)~~	~~BUILDING ELEVATIONS (9.3.1.G)~~	~~TRAFFIC IMPACT ANALYSIS (7.3.2)~~
~~**ADMINISTRATIVE PERMITS**~~										
~~Zoning Permit~~	~~9.4~~	~~See Administrator~~								
~~Project Permit~~	~~9.5~~	~~See Administrator~~								
~~Certificate of Compliance~~	~~9.4~~	~~See Administrator~~								
~~Certificate of Occupancy~~	~~9.6~~	~~See Administrator~~								
~~**DEVELOPMENT DESIGN REVIEW**~~										
~~Development Design Review, Minor~~	~~9.7~~	~~See Chapter 7~~								
~~Development Design Review, Major~~	~~9.7~~	~~See Chapter 7~~								
~~**SUBDIVISION REVIEW**~~										
~~Subdivision, Minor, Site Plan~~	~~9.8~~	~~See Chapter 7~~								
~~Subdivision, Major, Sketch Plan~~	~~9.8~~									

		■ □ See Chapter 7 □								
Subdivision, Major, Site Plan Preliminary Plat	9.8	■ □ See Chapter 7 □								
Final Subdivision Plat	9.8	■ ■ See Chapter 7 ■ □								
HISTORIC PRESERVATION										
Certificate of Appropriateness, Minor	9.9			□	□	□			□	
Certificate of Appropriateness, Major	9.9	□	■	□	■	■			■	
Historic District Designation	9.10	See Administrator								
RELIEF										
Administrative Adjustment	9.11	See Administrator								
Special Exception Permit	9.12		□		■				□	□
Variance Permit	9.13		■		■					
ADMINISTRATION APPEALS										
Administrative Appeal	9.14	See Administrator								
AMENDMENTS										
Amendments	9.15	■								
■ = Required Compliance				□ = On an "as needed" basis as determined by the Administrator						

9~~.3.1 APPLICATION ELEMENTS~~

~~A. Site Analysis: A site analysis is intended to identify forest stands or trees of a uniform size and species, specimen trees of varying sizes and species, particularly free standing or open-grown or field grown trees, a distinctive tree line or forest edge, existing watercourses and floodplains, previously documented federal- or state-recognized endangered species habitats, and areas of historic, cultural, or archeological significance. (See Section 8.3 as applicable.) This requirement provides the city and the applicant the ability to evaluate the proposed development in order to preserve existing resources and to improve the appearance of the development proposed. It is the expectation that readily available spatial data, including GIS information, will be sufficient for this survey.~~

~~B. Sketch Plan: The sketch plan shall show in simple line drawing form the proposed layout of streets, lots, buildings, civic spaces, tree coverage, and other features in relation to existing conditions, based upon the size of the tract proposed for development. Sketch Plans shall be reviewed as binding documents for Certificates of Compliance, and for any other permits or approvals for which the Administrator requires only a Sketch Plan to be submitted with the application. Sketch Plans shall be used for non-binding review for all other development application processes in which they are required.~~

~~C. Site Plan (syn. Preliminary Plat): The site plan is intended to provide a detailed two-dimensional drawing that illustrates all of the required site features, including buildings*, parking areas*, street locations, street sections, rights-of-way, property lines and setbacks, required or proposed Critical Area buffers, trees proposed to remain and to be removed and tree protection zones, site landscaping and lighting* (in conceptual form), and all related development calculations (e.g., density, proposed building areas, number of parking spaces, estimated impervious surface, proposed tree coverage, percentage of open space) in sufficient detail to show compliance with this Code. When Specimen or Landmark Trees are proposed to be preserved or removed, an Arborist Report is required per Section 5.3.2 B. Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and calculations for on-site stormwater facilities are not required for Site Plans. *When a Site Plan is being used as a Preliminary Plat for a Subdivision, these elements are not required to be shown.~~

~~D. Construction Documents: The construction documents for development design review and subdivision plans shall constitute a full and complete set of engineered drawings necessary for final permitting and horizontal and vertical construction. This includes detailed landscaping plans, lighting plans, grading and drainage plans, and stormwater calculations.~~

~~E. As-Built Drawings: The as-built drawings shall show the final installed conditions and specifications for all public infrastructure. The designer of the infrastructure shall certify, under seal, that the installed infrastructure is in compliance with the approved plans and designs and with the requirements of this Code. A final inspection and approval by the Administrator shall occur before the release of any performance securities.~~

~~F. Final Plat: The final plat shall be prepared by a registered land surveyor licensed to practice in the State of South Carolina, and shall meet the requirements of the Beaufort County Register of Deeds Office. The Final Plat shall constitute an accurate survey of the entire phase as shown on the approved site plan and shall include all the relevant notes and certifications.~~

~~G. Building Elevations for Design Review: For certain applications, it may be necessary to submit scaled drawings of each elevation visible from a public street or civic space. These drawings shall be in color and shall accurately represent the building heights, floor levels, and building materials, and shall include written identification of building materials. In addition, the Administrator may require a physical model or up to three drawings from different perspectives that show how the building fits into the context of the block.~~

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 3.4.2~~3~~ (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).

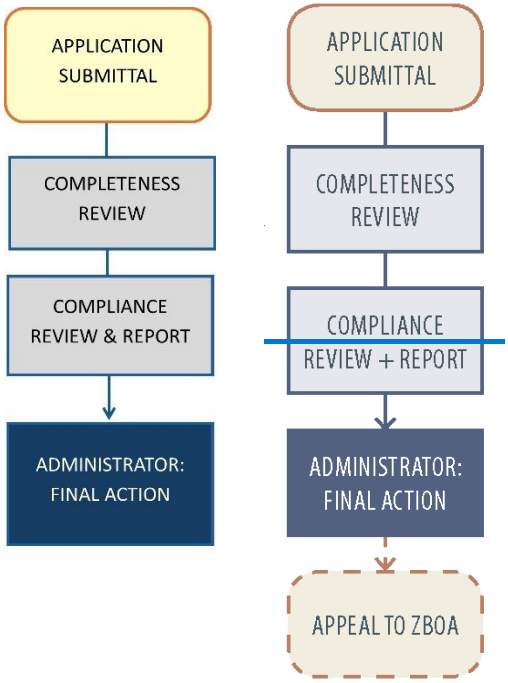
9.4.2 PROCESS AND APPROVAL

A. **Process Type:** ~~Administrative~~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.~~ ~~**Appeals:** Appeals of zoning permit applications denied by the Administrator shall be taken to the Zoning Board of Appeals within 30 days of the decision, in accordance with the procedures found in Section 9.15 (Administrative Appeals).~~

~~G~~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.

~~H~~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: ~~PROJECT~~ BUILDING PERMIT

9.5.1 APPLICABILITY

A Building~~Project~~ 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.~~12~~ 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).

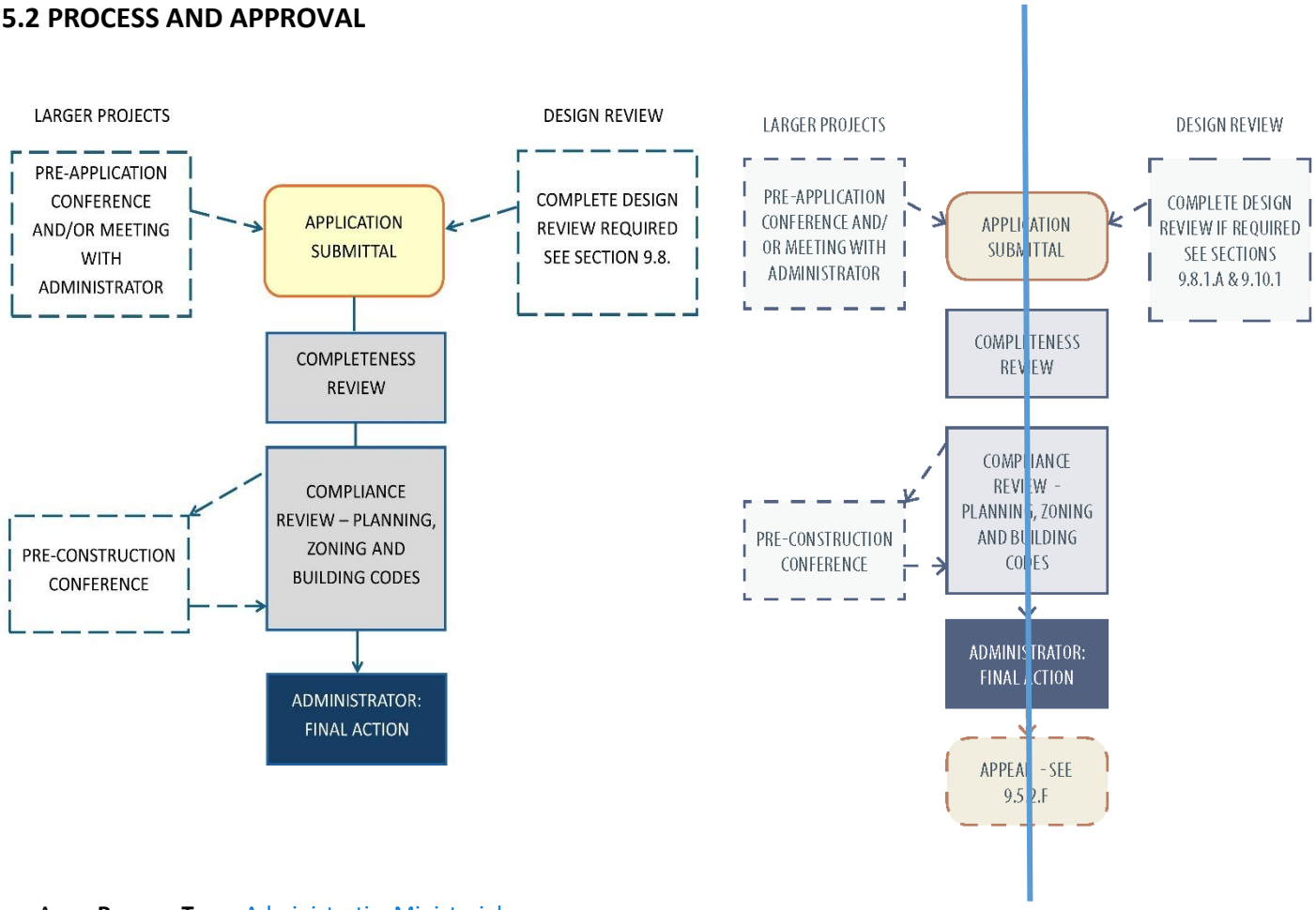
C. **Signs:** Erection of new signs or modification to existing signs, including Master Sign Plans.

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:** ~~Administrative~~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~~Project~~ 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 ~~SCCL~~ S.C. Code § 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 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.~~ ~~**Appeals:** Appeals of Project Permit applications denied by the Administrator that are not reviewed by the Building codes department, shall be taken to the Zoning Board of Appeals (Section 10.3). The appeal of any Project Permit application requiring approval by the Building codes department shall be~~

~~taken to the Building Board of Appeals within 30 days of the decision, in accordance with the procedures found in the City Code of Ordinances, Section 5-1005.1 (or appropriate section as amended from time to time).~~

~~G~~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.

~~H~~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.

~~I~~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 C~~c~~ode. Upon receiving such notification, the Administrator shall inspect the work.

~~J~~I. **Licensed Specialty Contractor(s) May Be Required:** Where any local ordinances or any provision of the ~~SCCL~~ S.C. Code 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.

~~K~~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. ~~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.

~~L~~K. **Permit Extension:** None - shall resubmit.

9.6: CERTIFICATE OF COMPLIANCE

9.6.1 APPLICABILITY

A Certificate of Compliance shall be required as part of a final site inspection for development work completed subsequent to a previously approved subdivision or site plan. It may also be required for a change in occupancy or use of an existing building to a conforming use.

9.6.2 PROCESS AND APPROVAL



A. **Process Type:** Administrative.

B. **Pre-Application Procedure:** n/a.

C. **Required Information:** Upon completion of all development work and simultaneous with the applicant's request to the Administrator for a final site inspection, the applicant shall submit the following documents to the Administrator for review and approval.

1. A registered engineer's sealed certification of completed roads, parking, drainage systems and utilities.
2. Certification of Compliance with approved landscaping and tree planting plan by a registered landscape architect or a landscape contractor.
3. A digital file of the as-built drawings, indicating accurate site conditions of pavements, parking spaces, utilities, structures, and drainage — this may be submitted after the Certificate of Compliance and Certificate of Occupancy (Section 9.7) are issued.

4. South Carolina Department of Health and Environmental Control permits to operate water and sewer system.

5. City agreement to accept ownership and maintenance responsibility for dedicated roads and drainage systems where applicable.

6. Other applicable agencies' final certification..

7. An owner's affidavit stating that all work has been completed consistent with the applicant's development permit and any applicable provisions of this chapter, plus a copy of the documents that clearly set forth the ownership and maintenance provisions and responsibilities for infrastructure improvements.

D. **Public Notification:** None.

E. **Issuance of a Certificate of Compliance:** Upon determination of compliance, the Administrator shall complete a Certificate of Compliance and forward it to the applicant. A final Certificate of Occupancy (Section 9.7) shall not be issued by the Administrator until a Certificate of Compliance has been issued, in accordance with the provisions of this section, for the site or phase thereof in which the building is located. The Administrator's approval of the Certificate of Occupancy may be accepted as Certificate of Compliance, unless a separate Certificate of Compliance has specifically been requested by the applicant.

F. **Appeals:** Appeals of Certificate of Compliance applications denied by the Administrator shall be taken to the Zoning Board of Appeals within 30 days of the decision, in accordance with the procedures found in Section 9.15 (Administrative Appeals).

G. **Permit Validity:** n/a.

H. **Permit Extension:** n/a.

9.7: CERTIFICATE OF OCCUPANCY

9.7.1 APPLICABILITY

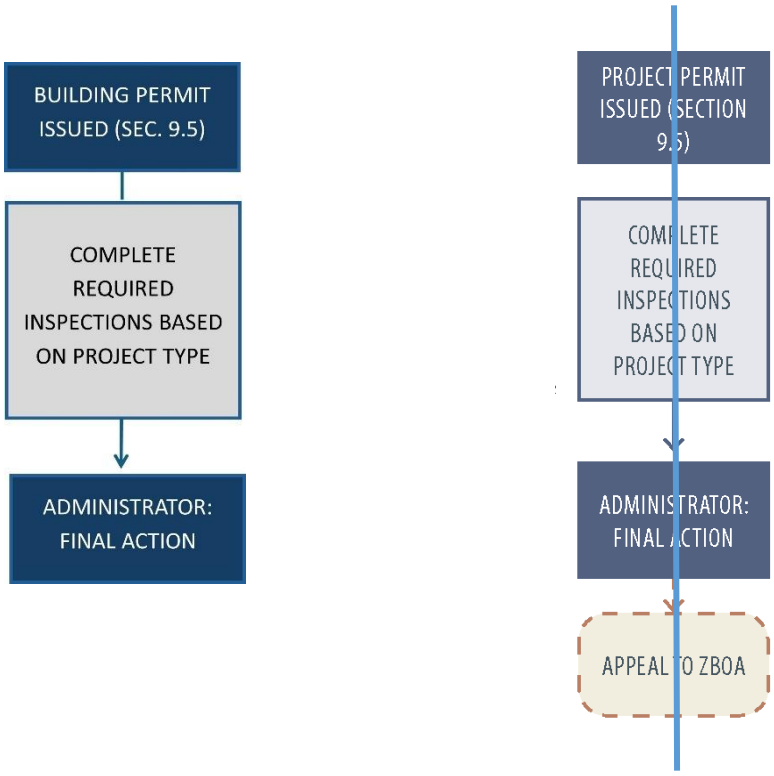
A Certificate of Occupancy shall be required for occupancy and use of a building that is erected or enlarged.

9.7.2 PROCESS AND APPROVAL

A. **Process Type:** AdministrativeMinisterial.

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 ~~Certificate of Compliance (9.6)~~design and landscape compliance review has been ~~issued for the site or phase thereof in which the building is located and all outstanding building code issues have been satisfied~~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.~~ ~~**Appeals:** Appeals of Certificate of Occupancy applications denied by the Administrator shall be taken to the Zoning Board of Appeals within 30 days of the decision, in accordance with the procedures found in Section 9.15 (Administrative Appeals).~~

~~H~~G. **Permit Validity:** n/a.

~~I~~H. **Permit Extension:** n/a.

9.8: DEVELOPMENT DESIGN REVIEW

9.8.1 DEVELOPMENT DESIGN REVIEW (MINOR SITE PLAN)

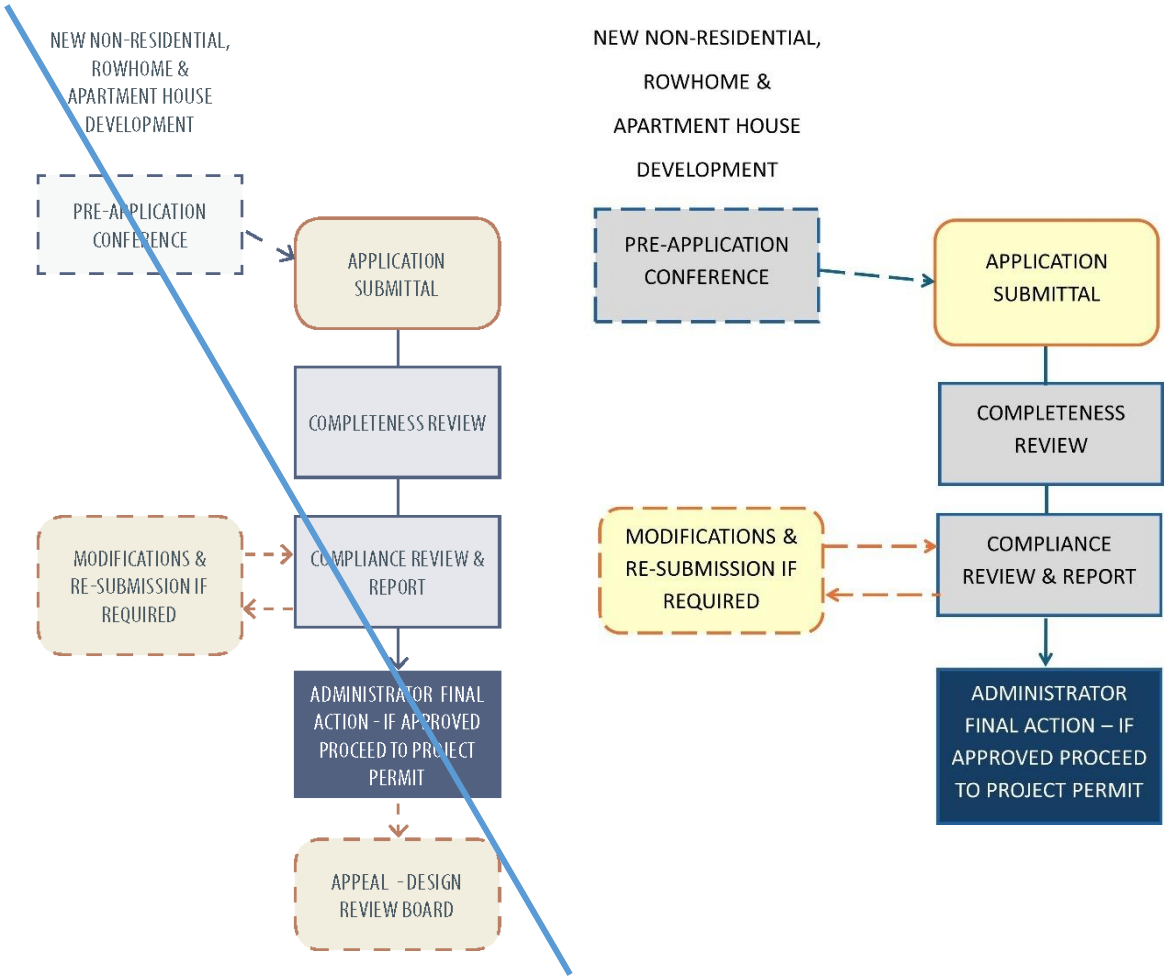
A. **Applicability:**

~~1. All structures having a 10,000 square foot or less building footprint, except Vehicle-Related Uses as defined in Section 9.8.2 A.2.~~

1. ~~2.~~ All buildings, except single-family residential structures, in developments that contain ~~24~~5 or fewer residential units.
2. ~~3.~~ Demolition of structures of any size where no new building is proposed.
3. ~~4.~~ Improvements to existing non-residential or multi-family structures that do not exceed 75% of the ~~assessed~~ 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:** ~~Administrative~~ Ministerial — The Administrator may submit any application~~s~~ subject to staff approval to the ~~Design Review Board~~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:** ~~Site Analysis (Section 9.3.1), Site Plan (Section 9.3.3) and Building Elevations for Design Review (Section 9.3.7)~~ 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 ~~Construction Documents~~Subdivision/Development Plats and/or Plans (~~Section 9.3.1 D.~~see Section 7.5 for specific Subdivision and Site Plan Standards) for final approval by the Administrator.

~~H.~~ ~~**Appeals:** Appeals of the decisions of the Administrator shall be heard by the Design Review Board~~ Planning Commission~~. Application for appeal shall be made within 30 days of the decision.~~

~~I~~H. **Permit Validity:** Upon the approval of the Minor Development Design application, the applicant shall have ~~2 years~~1 year to obtain a ~~Project~~ Building Permit. Failure to secure ~~Project~~ 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 ~~Project~~ Building Permits (see Section 9.5).

~~J~~I. **Permit Extension:** The Administrator may grant up to ~~5three~~one ~~one~~1-year extension~~s~~ 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 ~~/industrial~~or industrial development.

4. **Residential Development:** Single-family, attached over 5 units or multi-family developments containing more than 5~~10~~ 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.

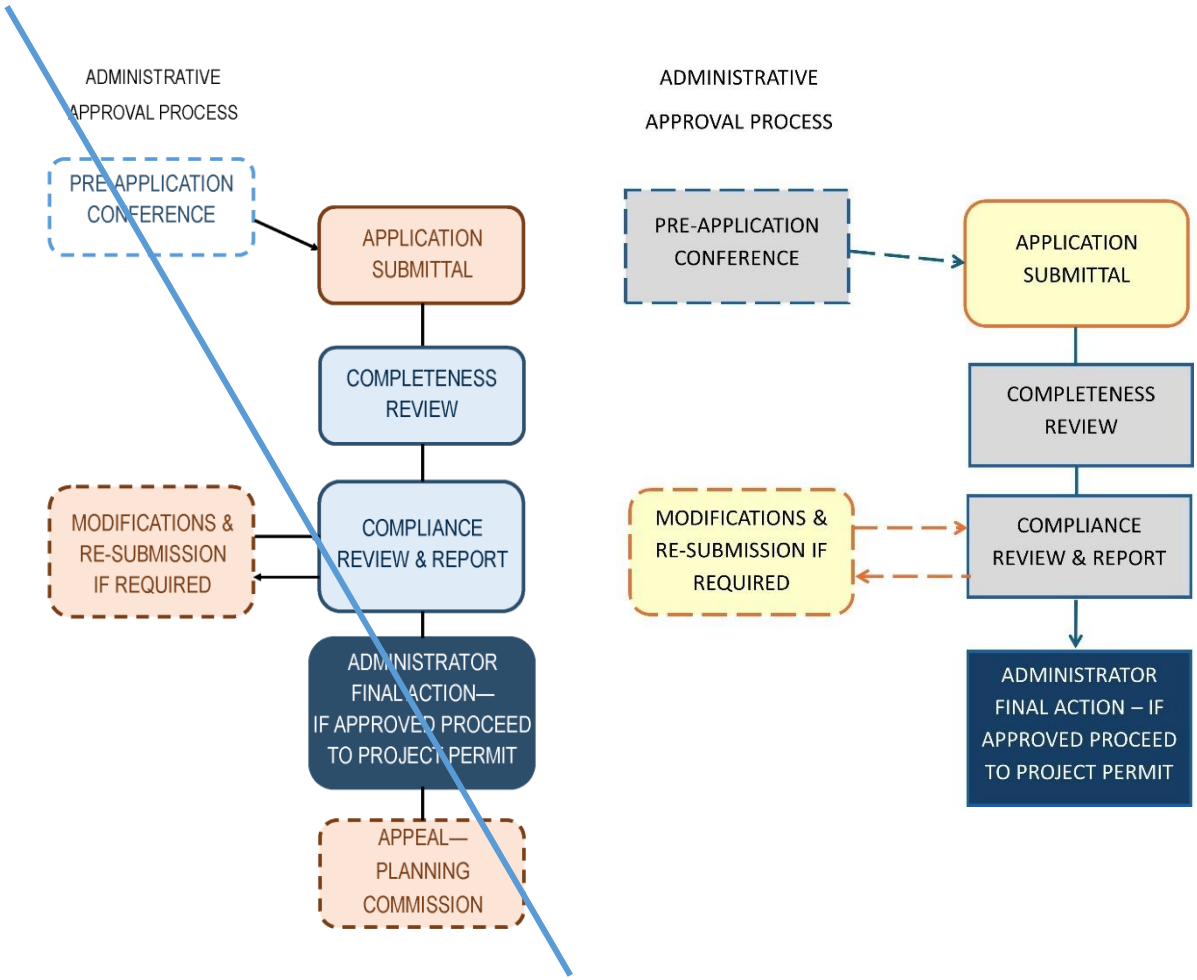
c. Design Exception: Design Exceptions may be used to modify any dimensional standards or design requirements, found in Articles 2 and 4, for development projects that have unique characteristics that justify a deviation from the underlying standards. Such deviations are intended to provide flexibility 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:** ~~The appropriate design review body /~~ 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:** ~~The appropriate design review body /~~ 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. **~~Process~~ Application ~~Type~~Type, Requirements and Approval:** See Table under Section ~~7.5.8~~9.1.4 for standards and requirements. ~~Discretionary.~~

~~C. **Pre-Application Procedure:** Every applicant for a Major Development Plan is required to meet with the Administrator prior to the submittal of an application. The purpose of this meeting is to provide clarification and assistance in the preparation and submission of plat for approval. It is recommended that the applicant provide a Sketch Plan (Section 9.3.1 B.) to the Administrator prior to or at the pre-application conference. The provision of a sketch plan will allow the Administrator an opportunity to review the proposal before the applicant expends funds on the preparation of a detailed Site Plan.~~

~~D. **Required Application Information:** Site Analysis (Section 9.3.1 A.), Sketch Plan (Section 9.3.1 B.), Site Plan (Section 9.3.1 C.), Construction Documents (Section 9.3.1 D.), As-Built Drawings (Section 9.3.1 E.), Building Elevations for Design Review (Section 9.3.1 G.) —a Traffic Impact Analysis (Section 7.3.3) and/or Archeological Impact Analysis (Section 8.3) may also be necessary as determined by the Administrator.~~

~~E. **Determination of Completeness:** The Administrator shall review the application to ensure that it is complete, prepare a report and recommendation on the application, and schedule the matter for a public review before the Design Review Board.~~

~~F. **Public Notification:** None.~~

~~G. **Neighborhood Meeting:** Optional.~~

H. **Public Meeting:** The Planning Commission shall hold a public meeting 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.

I. **Decisions/Findings of Fact:** Following the public meeting, 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 can be made:

1. The plan is consistent with the adopted plans and policies of the City.

2. The plan complies with all applicable requirements of this Code.

3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed.

4. The proposed 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.

5. The proposed plan conforms to the Building Design Standards in Article 4.

6. The application will not substantially lessen the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

J. **Time Frame for Review:** Major Development Design applications shall be acted upon within 90 days after filing; otherwise, the application shall be deemed approved, and a permit shall be issued. An extension of time may be granted by mutual consent of the Planning Commission and the applicant. Following approval, or approval with conditions, the applicant shall be directed to prepare detailed Construction Documents (Section 9.3.1 D.) for final approval by the Administrator and the TRC (as necessary).

K. **Appeals:** Any party aggrieved by the decisions of the Planning Commission may appeal to the Circuit Court of Beaufort County within 30 days of the decision.

L. **Permit Validity:** Upon the approval of the 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.

M. **Permit Extension:** The Administrator may grant up to 5 one-year extensions 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.

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

9.9: SUBDIVISION REVIEW

9.9.1 PROVISIONS FOR ALL SUBDIVISIONS

A. **Applicability and Requirements: See Article 7 of this code** ~~All development that involves the subdivision of one or more parcels shall be subject to the subdivision approval requirements of this division, with the following exceptions:~~

~~1. The division of land into parcels of 5 acres or more where no new street is involved.~~

~~2. Subdivision of land into parcels of less than 5,000 square feet in area when they are exclusively for the provision of local utilities such as pump stations.~~

~~3. The combination or recombination of entire lots of record where no new street or change to existing streets is involved.~~

~~**Land Development Standards:** See Article 7 of this code.~~

~~C~~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.

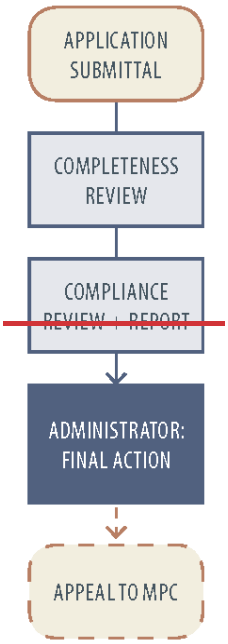
~~C~~D. ~~**Appeals:**~~

~~1. Subdivision Plat decisions made by the Metropolitan Planning Commission (MPC) may be appealed to the circuit court within 30 days of the decision.~~

~~2. Subdivision Plat decisions made by the TRC may be appealed to the MPC within 30 days of the decision. The MPC shall review the Subdivision Plat within 60 days and shall have all of the same authority as the TRC in such review. The decision of the MPC shall be final.~~

~~E~~DC. **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.

9.9.2 MINOR SUBDIVISION



A. Applicability: The Minor Subdivision review process is allowed for those divisions of land that:

1. Combine or recombine portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of this Code. A nonconforming lot may be included in a lot recombination if the resultant lot becomes closer to conformity.

2. Subdivide parcels less than 10 acres in size.

3. Create no new streets.

4. Do not involve any other conditions that require any additional approval(s) from any city board or commission, as determined by the Administrator.

B. Process Type: Administrative.

C. Required Application Information: A Minor Subdivision plat shall be submitted consistent with the requirements of the city.

D. Exceptions:

1. Any development that utilizes the Small-Scale Planned Infill Standards (Section 2.8.1) or the Cottage Court Standards (Section 2.8.2) may divide land into 10 or fewer lots and be reviewed as a minor subdivision.

2. A rear lane, accessed off of a separate, platted street, which provides access to the rear of a lot, will not be considered a "new street" for the purposes of this section.

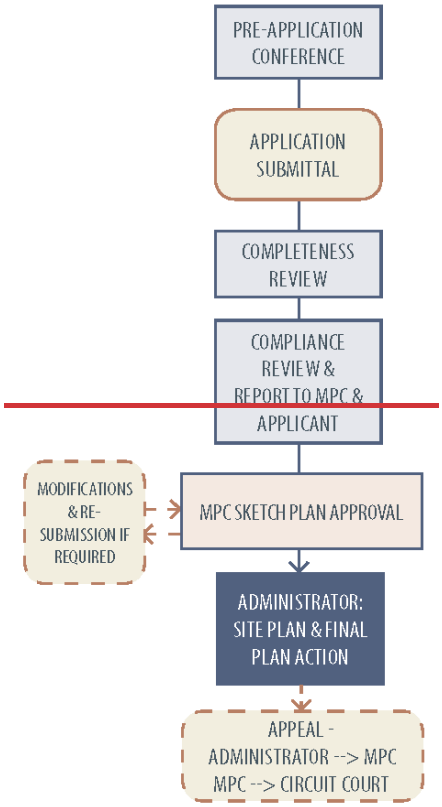
3. The subdivision of any property listed on the original 1969 National Historic Landmark District nomination is not permitted. Variance requests for this provision may be made per Section 9.14.

9.9.3 MAJOR SUBDIVISION—SKETCH PLAN AND SITE PLAN

A. **Applicability:** Any division of land that does not meet all of the requirements for Minor Subdivisions (Section 9.9.2 A.).

B. **Process Type:** Discretionary.

C. **Required Application Information:** Site Plan (syn. Preliminary Plat - Section 9.3.1 C.).



D. **Public Notification:** Level 2 for Sketch Plan Review.

E. **Sketch Plan Review:**

1. **Procedure:** The subdivider shall submit to the Administrator, not less than the requisite number of days prior to the regularly scheduled meeting date of the MPC, the required number of copies of the Sketch Plan. Additional copies of the plat or any supplemental information may be requested.

2. **Review by Technical Review Committee:** The Sketch Plan shall then be submitted to and checked by the TRC for conformance with the requirements of this Code. The TRC shall review the plat within 30 days after submissions. The TRC shall either approve and certify the plat, or notify the subdivider in writing of any noncompliance with the regulations of this Code.

3. **Review and Action by Metropolitan Planning Commission:**

    a. The MPC shall approve, approve with conditions, or disapprove the Sketch Plan within 60 days after submission. Unless this time limit is extended by mutual agreement, failing to act within the time limit constitutes approval of the Sketch Plan. If a proposed Site Plan is determined by the MPC to be in conformance with all applicable provisions of this Code, the MPC shall approve the Site Plan, and shall advise the applicant in writing of:

        i. The conditions of such approval, if any;

        ii. Certification of the plan by the City; and

        iii. The date on which the MPC granted approval.

    b. A determination by the MPC that all applicable provisions have not been satisfied shall result in disapproval of the Site Plan and notice of such disapproval shall be given to the applicant in writing.

    c. Approval of a Sketch Plan shall not constitute approval of the Site Plan or Final Subdivision Plat. Application for approval of the Site Plan (Preliminary Plat) and Final (Record) Plat will be considered only after the requirements for each approval as specified herein have been fulfilled and after all other specified conditions have been met.

    d. Upon approval of the Sketch Plan by the MPC, the subdivider may proceed to comply with the other requirements of these regulations and the preparation of the Site Plan and then Final Subdivision Plat.

4. **Approved Plans Containing School Sites:** Where a tract of land that has been approved by the County Board of Education as a proposed school site lies wholly or partially within an area proposed to be subdivided, and provided the Board of Education has notified the city and the property owner of its approval of the proposed school site prior to or within 10 days after the presentation of a Site Plan to the TRC for approval, the subdivider shall reserve the proposed school site for a period of not more than 60 days from the date of approval of the Site Plan. Such reservation would be stated as a condition of preliminary approval by the TRC.

F. **Site Plan Review:**

1. **Procedure:** The subdivider shall submit the Site Plan (syn. Preliminary Plat, Section 9.3.1 C.) to the Administrator. The Site Plan shall be in coformance with the approved Sketch Plan, including any conditions required by the MPC.

2. **Review by Technical Review Committee:** The Site Plan shall then be submitted to and checked by the TRC for conformance with the requirements of this Code. The TRC shall review the Site Plan within 30 days after submissions. The TRC shall either approve and certify the plat, or notify the subdivider in writing of any noncompliance with the regulations of this Code.

~~9.9.4 FINAL SUBDIVISION PLAT~~

~~A. The Final Plat shall constitute only that portion of the approved Site Plan which the subdivider proposes to record and develop at the time of submission. Approval of the Final Plat shall be subject to the installation of the improvements designated in Section 7.1.3 (Table of Required Improvements) or certified evidence from the city that said improvements shall be installed in accordance with these regulations.~~

~~1. **Procedure:**~~

~~a. The subdivider shall submit to the Administrator the required number of copies of the Final Plat.~~

~~b. The plat shall then be submitted to and checked by the TRC for conformance with the approved Site Plan and with the requirements of these regulations. The TRC shall review the plat within 30 days after submission. The TRC shall either approve and certify the plat or notify the subdivider in writing of any noncompliance with these regulations or any deviation from the approved Site Plan that is found on the Final Plat.~~

~~c. Approval and certification by the TRC shall not be deemed to constitute or affect an acceptance by the city, or the county, or the public of the dedication of any street or other ground shown upon the plat. Upon receipt of the plat, City Council shall determine the acceptance or non-acceptance of all dedicated streets, easements, rights-of-way, public parks, and other public lands as shown on the plat. If accepted by the city, action to that effect shall be noted on the Final Plat; if not accepted, the reasons for non-acceptance shall be so stated.~~

~~d. It shall be unlawful to sell or transfer property (lots) within the approved subdivision until after the plat has been recorded with the Register of Deeds Office.~~

~~B. **Subdivision in Phases:** Whenever part of a tract is proposed for platting, and it is intended to subdivide additional parts in the future, or abutting land is in the same ownership, a sketch plan for the entire tract shall be submitted with the plat.~~

9.10: BEAUFORT HISTORIC DISTRICT - CERTIFICATE OF APPROPRIATENESS

9.10.1 APPLICABILITY

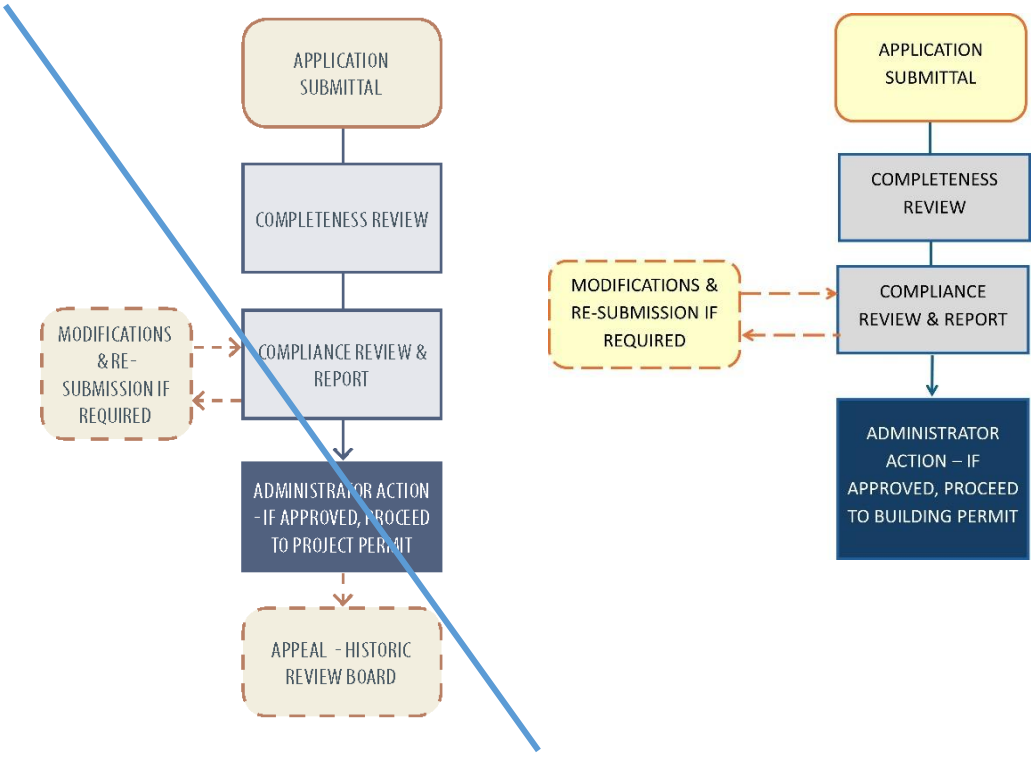
A. A Beaufort Historic District - Certificate of Appropriateness shall be required for any construction activity ~~in~~ on any property within the Beaufort Historic District (including the Beaufort Conservation Neighborhood and the Beaufort Preservation Neighborhood)~~historic district~~, including:

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).

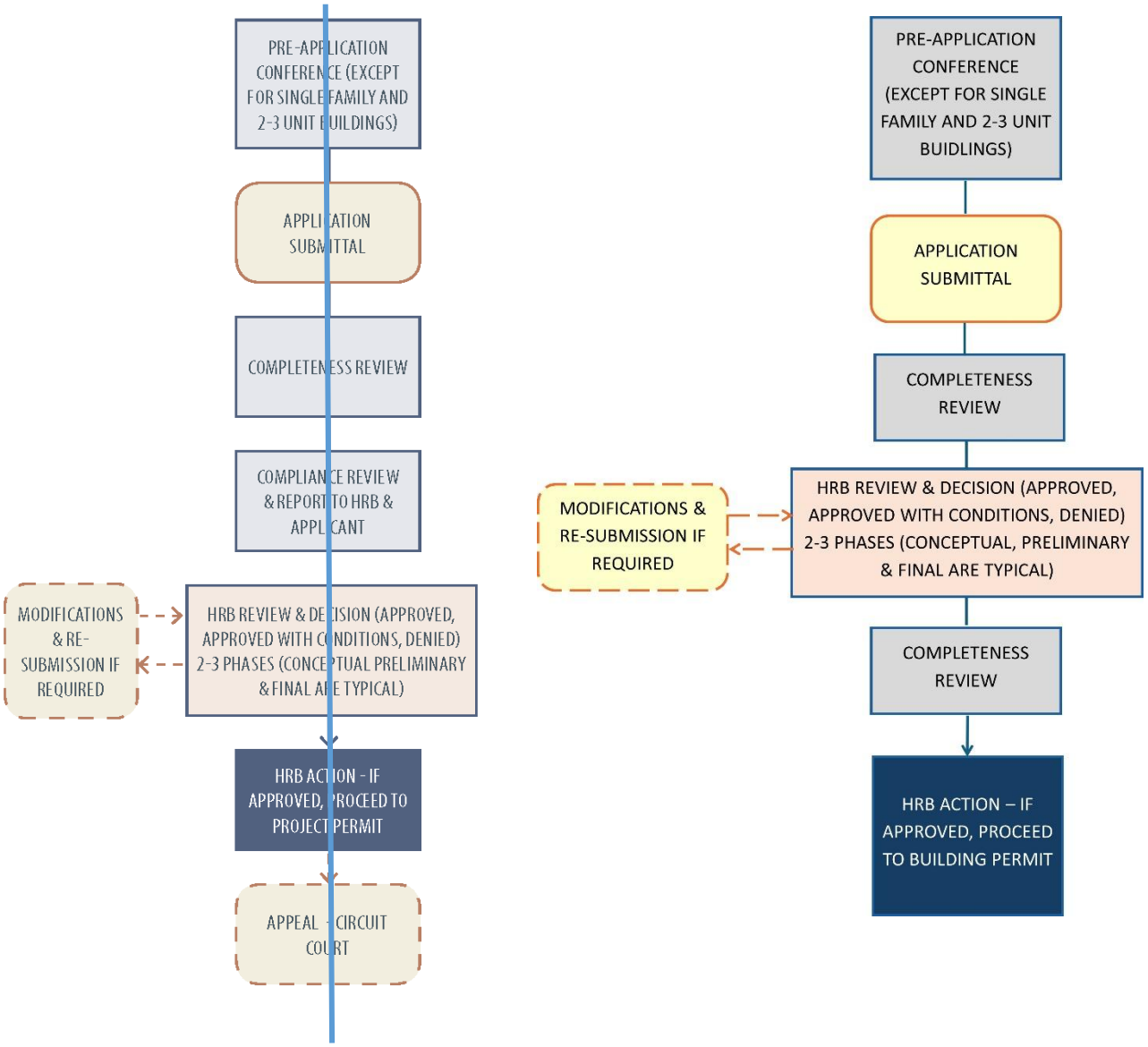
   d. Demolitions of non-contributing structures in the BCN.

   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 (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 ~~shall~~ 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 ~~variance~~ design exception from any applicable ~~of up to 35 percent from any numerical~~ 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).

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 ~~Certificate of Appropriateness~~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.

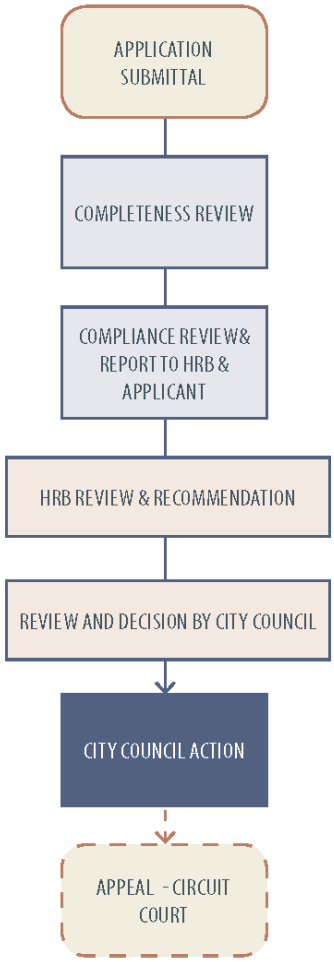
B. An area may be designated as a Beaufort Conservation Neighborhood (BCN) if it meets one or more of the above criteria, and meets the following two additional criteria:

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,~~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.

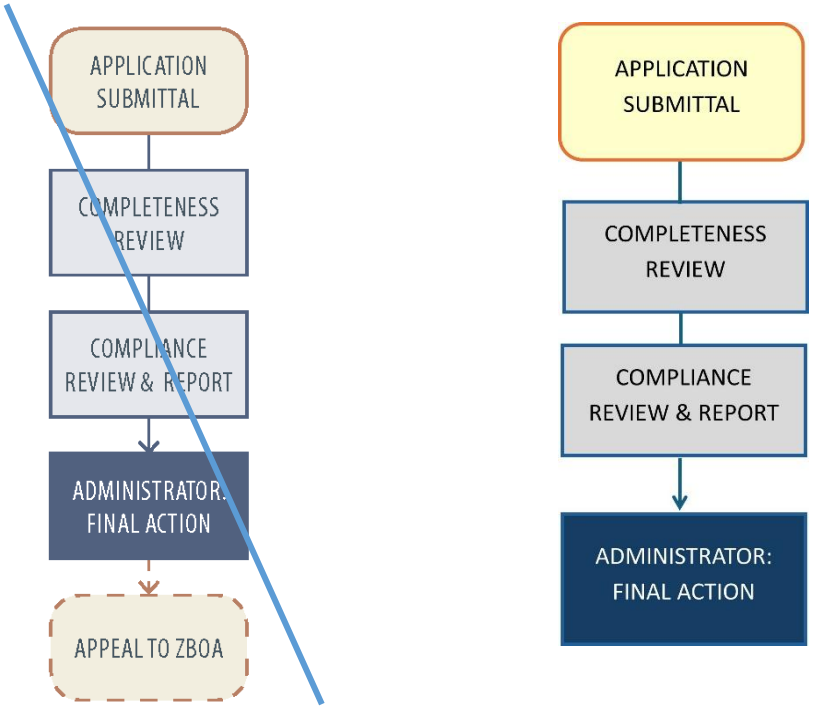
b. In the case of multi-phase developments on one parcel, the tree planting requirements (Section 5.3) may be adjusted according to the size of each phase of the development.

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~~.3~~.

9.12.2 PROCESS AND APPROVAL



A. **Process Type:** ~~Administrative.~~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:

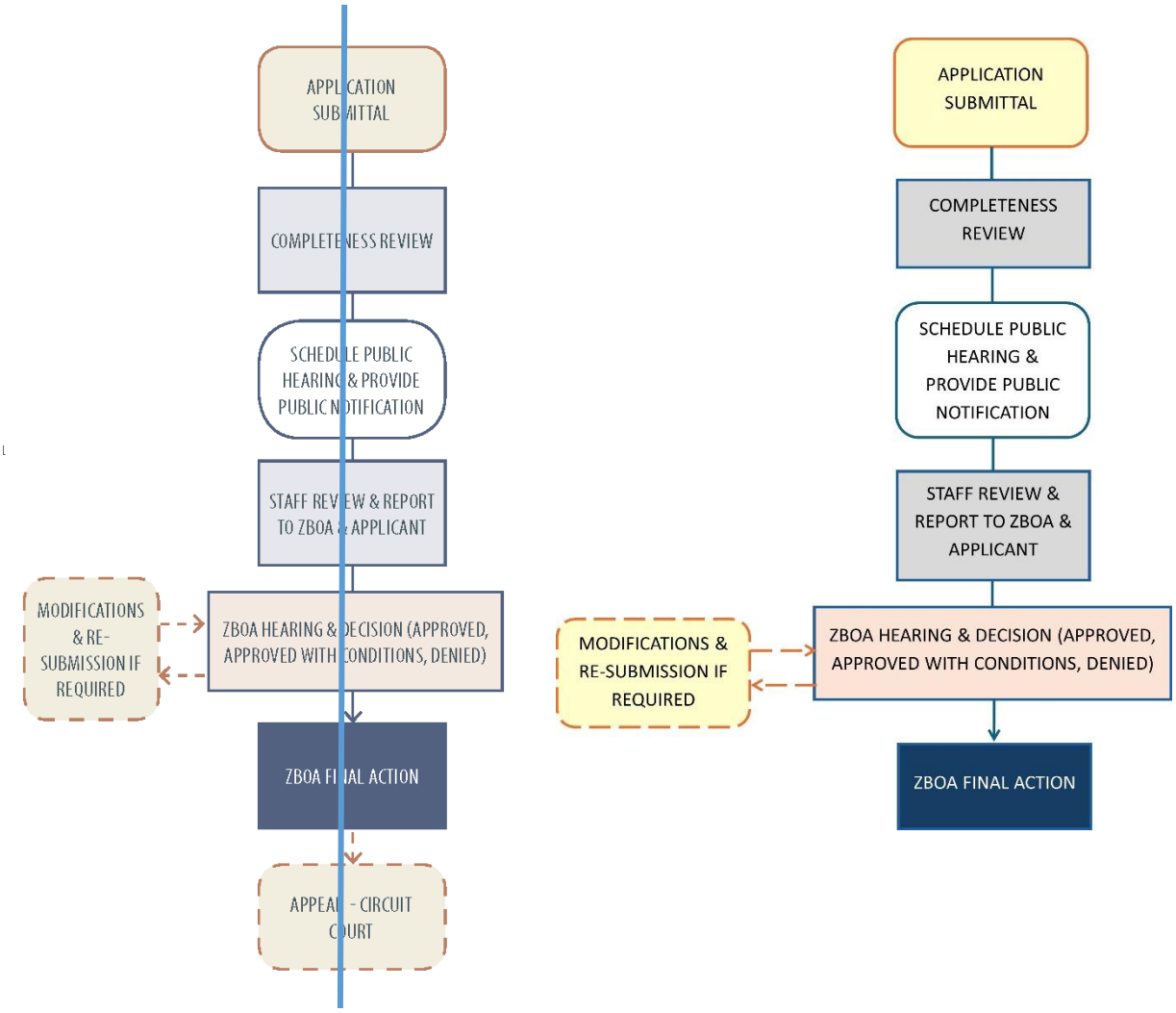
1. Granting the Administrative Adjustment will ensure the same general level of land use compatibility as the otherwise applicable standards.
2. Granting the Administrative Adjustment will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity 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. **Appeals:** A decision denying an Administrative Adjustment may be appealed to the ZBOA within 30 days of the mailing of the Administrator's decision in accordance with Section 9.15 (Administrative Appeals).~~

~~G~~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~~uses is/are compatible ~~compatibility~~ 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.

~~H. **Appeal:** Any party aggrieved by the decisions of the ZBOA may appeal to the circuit court within 30 days of the decision.~~

9.14: ZBOA VARIANCE

9.14.1 APPLICABILITY

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

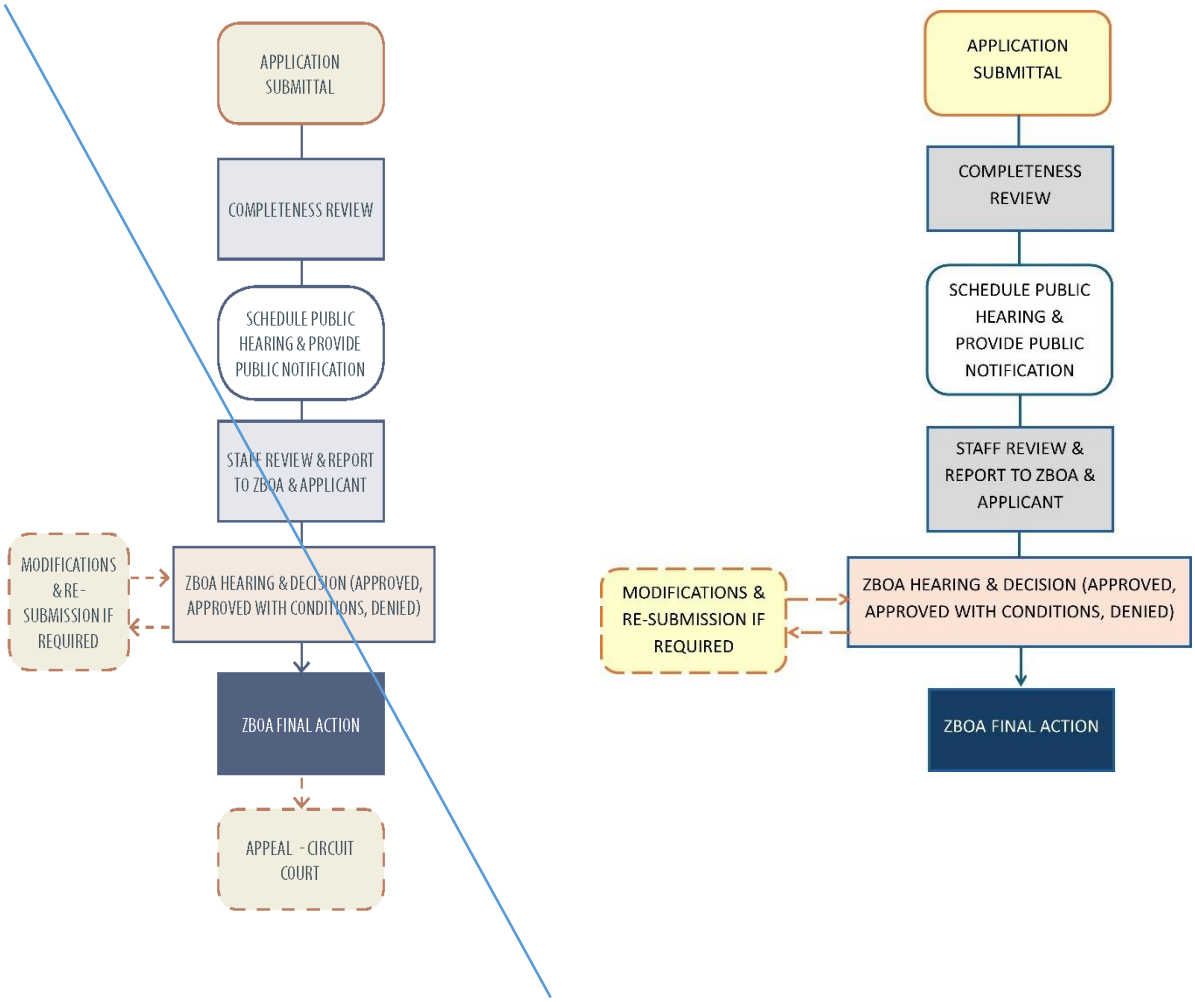
A. No variances to the Table of Permitted Uses (Section 3.2) shall be permitted.

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 ~~(Section 9.10.2 A.3.)~~ shall be approved by the ~~Historic Review Board~~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:** ~~Levels 1, 2, and 3~~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.

~~5. **Design Review Recommendation:** Projects requiring Design Review — see Sections 9.8 and 9.9 — shall obtain a formal recommendation to the ZBOA by the appropriate Design Review Body prior to the ZBOA making a decision on the project.~~

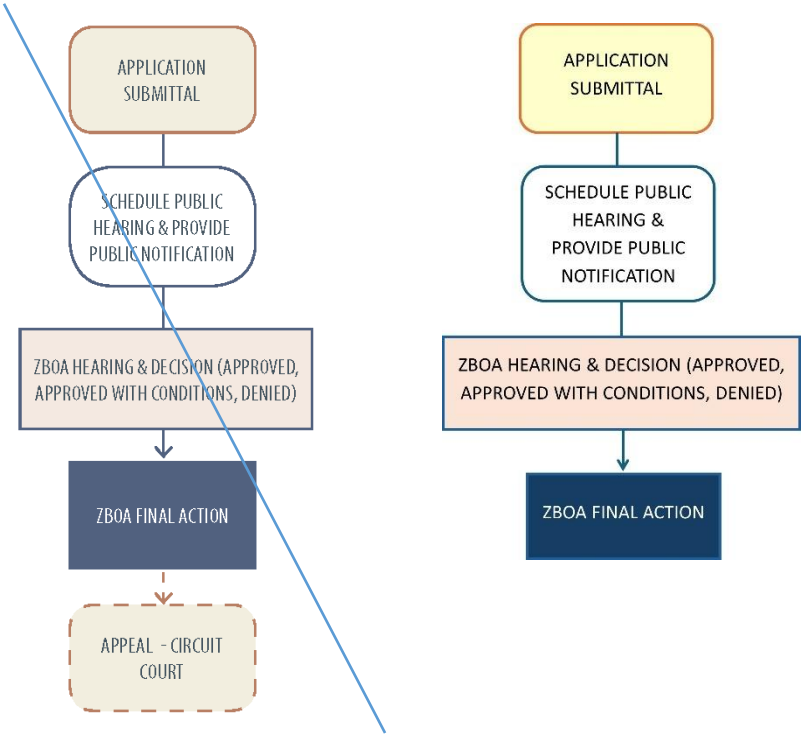
~~G. **Appeal:** Any party aggrieved by the decisions of the ZBOA may appeal to the circuit court within 30 days of the decision.~~

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. ~~The Administrator shall immediately transmit to the ZBOA all papers constituting the record of the appealed action.~~ 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:** ~~Discretionary~~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:** ~~Level 1~~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 ~~(except enforcement proceedings)~~, 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.

~~J. **Appeals:** Any party aggrieved by the decisions of the ZBOA may appeal to the circuit court within 30 days of the decision.~~

9.16: TEXT & MAP AMENDMENTS ~~AND REZONINGS~~

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)

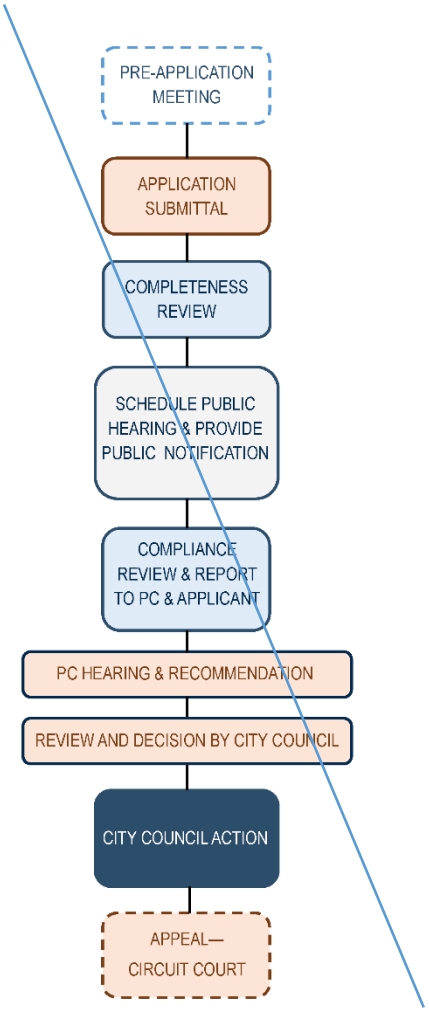
9.16.3 APPROVAL PROCESS

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.~~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. ~~The Code Administrator may waive the Sketch plan or Site Plan requirement for infill projects under one acre in size.~~

C. **Planning Commission ~~Recommendation~~Hearing:**

1. **Public Notification:** ~~Levels 1,2,3None~~ 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 ~~all~~ the following factors~~ that it may deem relevant, including, but not limited to~~:

   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 ~~Hearing~~Action:**

1. **Public Notification:** ~~Levels 1, 2, and 3~~see Section 9.1.5 for specific Public Notification requirements.

2. **Timing:** City ~~council~~ 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~~ Council ~~shall act~~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.

~~9.16.5 APPEALS~~

~~An applicant aggrieved by the amendment decisions of the City Council may appeal to the circuit court within 30 days of the decision.~~

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 encourage 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.

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, -890 and -1150.

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 -890.

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), (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, -890 and -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.

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL **DATE:** 5/14/2025
FROM:	Curt Freese, Community Development Director
AGENDA ITEM TITLE:	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) - Second Reading
MEETING DATE:	6/10/2025
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.

First Reading was held on May 13, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Packet	Backup Material	5/14/2025
Ordinance	Backup Material	5/15/2025

30 Cougar Drive
(Lady's Island Middle School)

Rezoning Request
(T3-S to IC)

STAFF REPORT – PLANNING COMMISSION

Rezoning Request

DATE: May 13, 2025

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		
Adjacent Zoning	**Adjacent Land Uses**	**Setbacks for Adjacent Zoning /Buffer required if rezoned**
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.

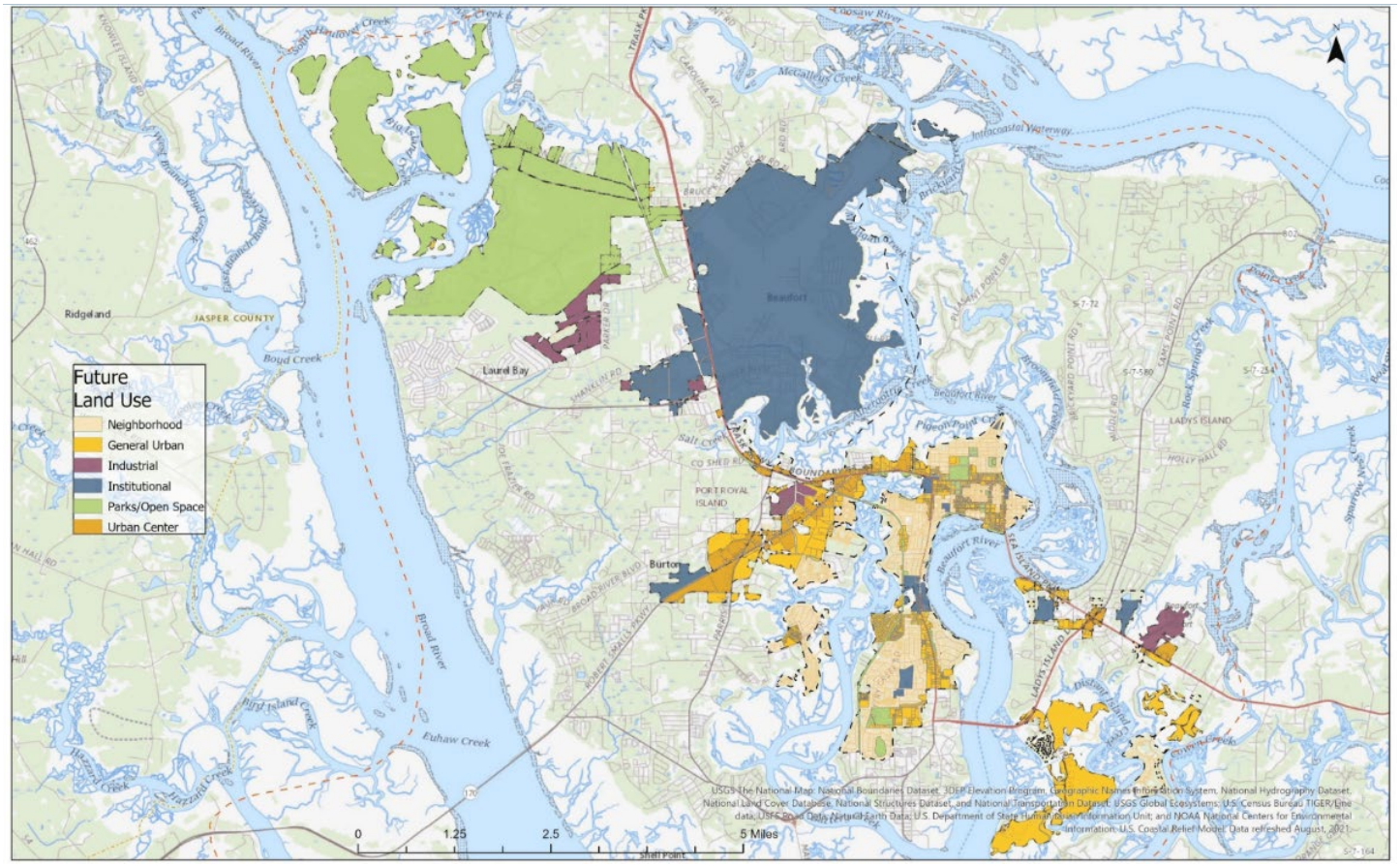
2014 Civic Master Plan Compliance: The Lady's Island Middle School is identified by the Civic Master Plan as one of the various elementary/middle schools within the City of Beaufort (Ch. 7.5, pg. 150). While there is no language on Lady's Island Middle School specifically, the rezoning will aid in existing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

ZONING DISTRICT USES/DEVELOPMENT STANDARDS:

IC – Institutional & Campus District	
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.

9.16.3.C.2 - Finding of Fact	Rationale Present (yes/no)	Staff Analysis of Rationale
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**	✓ **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

<u>Staff Recommendation:</u> 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: _____ Date: 2/18/25

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.

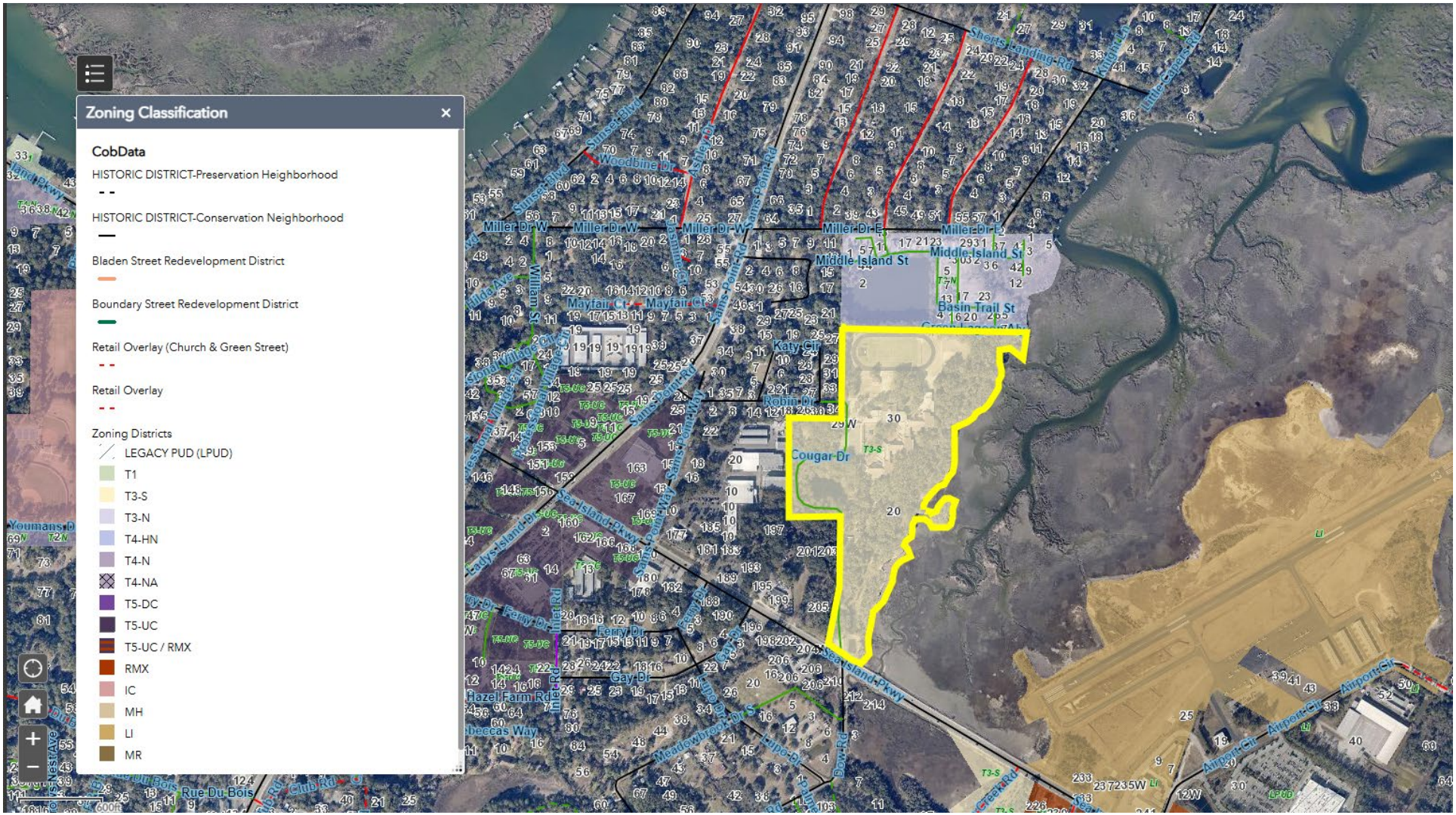
- **Reducing Building Footprint and Stormwater Impact**
  The flexibility offered by IC zoning enables a more compact and efficient building footprint. By designing a structure that fits within a smaller footprint, the overall impact on stormwater drainage is reduced, minimizing runoff and the amount 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.

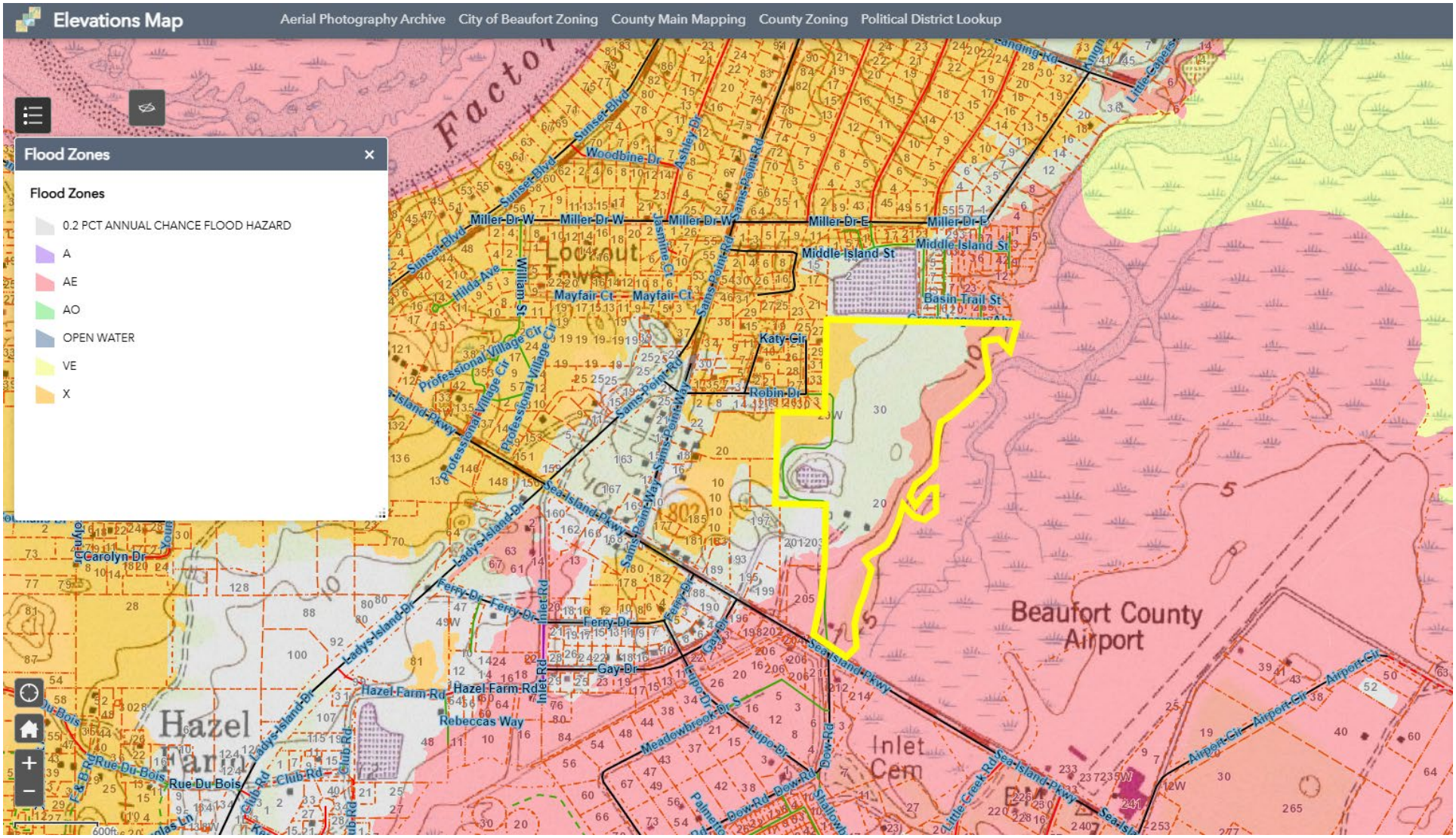
- **Shortened Construction Timeline**
  A well-planned site layout facilitated by IC zoning helps streamline the construction process, reducing the overall duration of the project. This means fewer disruptions for students, faculty, and neighbors, allowing the community to benefit from the new facilities 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.

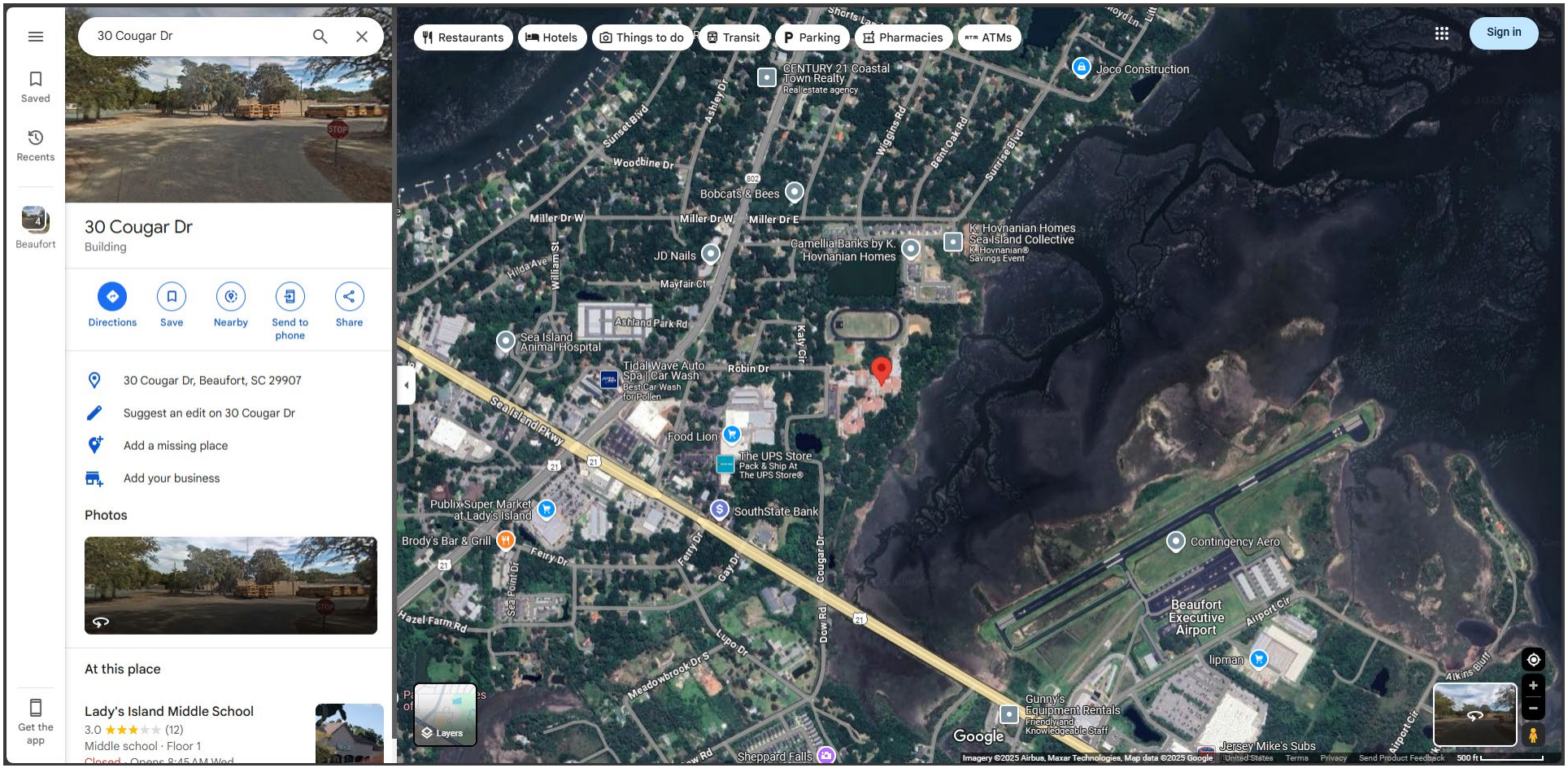
Location of subject property on City of Beaufort, SC – Zoning Map



Location of subject property within Floodplain and Elevations Map

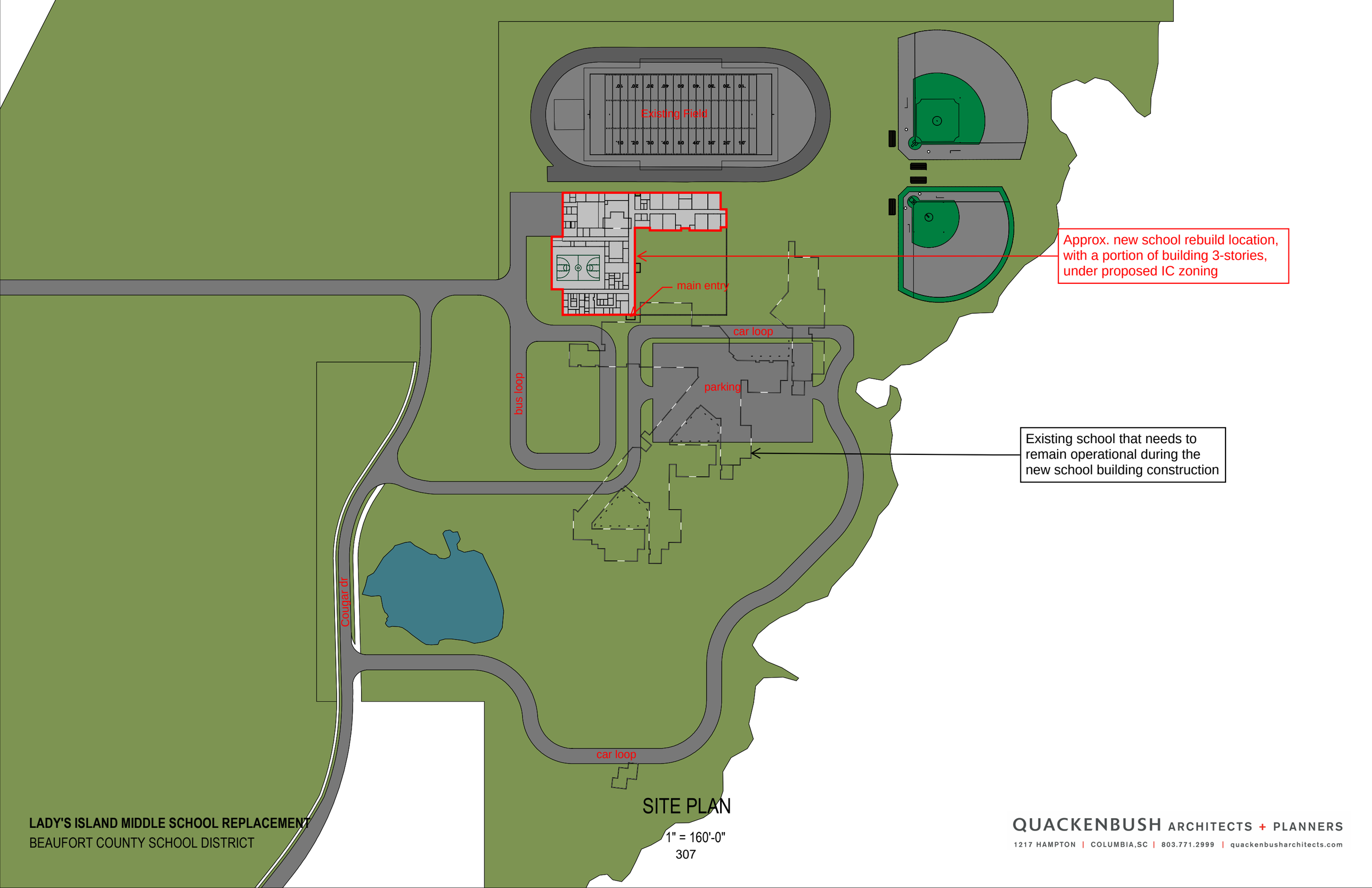


Google Maps General Location Map



Google Maps Streetview – Looking East





SITE PLAN

1" = 160'-0"

307

LADY'S ISLAND MIDDLE SCHOOL REPLACEMENT

BEAUFORT COUNTY SCHOOL DISTRICT

QUACKENBUSH ARCHITECTS + PLANNERS

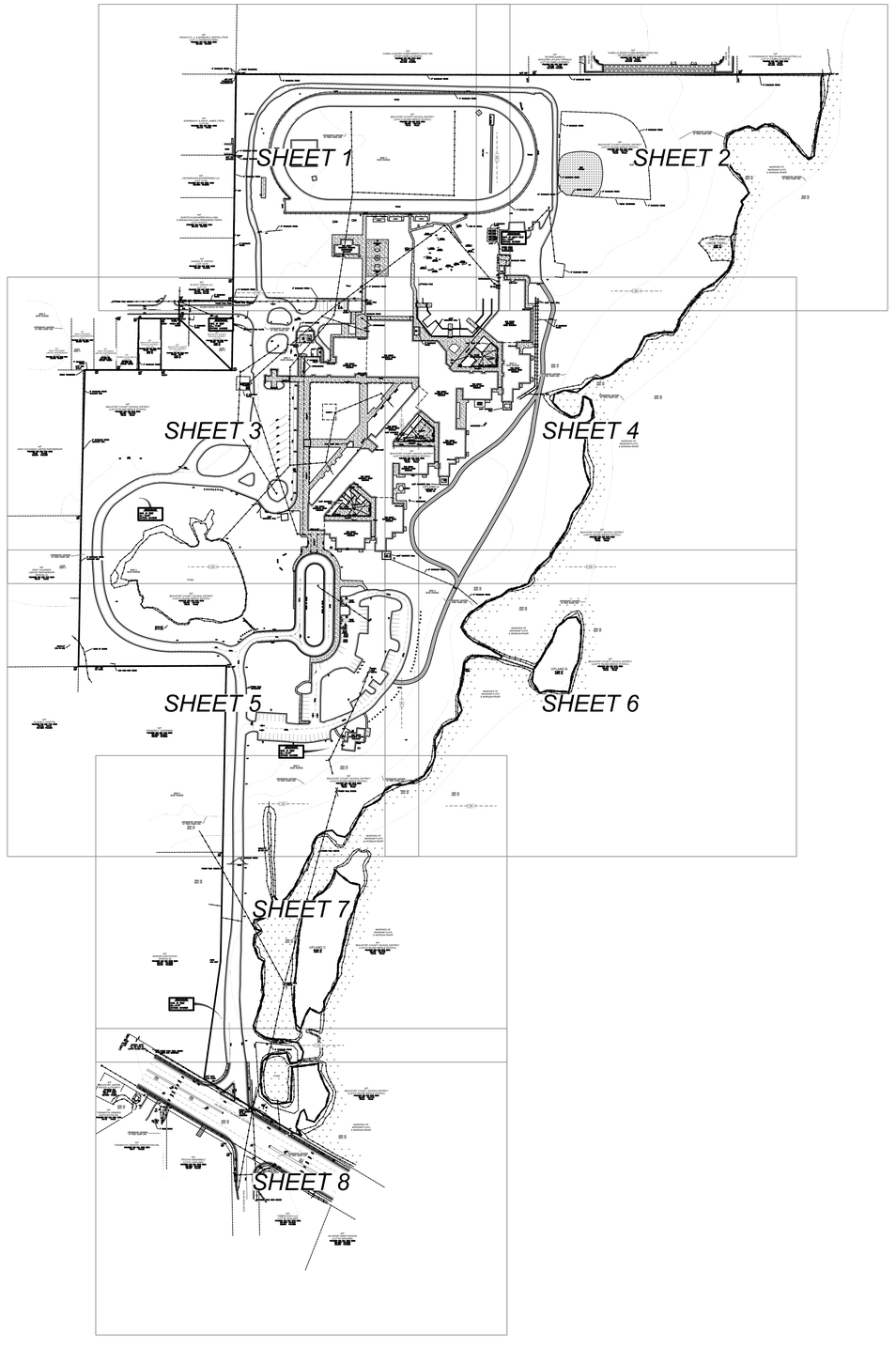
1217 HAMPTON | COLUMBIA,SC | 803.771.2999 | quackenbusharchitects.com

NORTH
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		
TOTAL	1,711,470 SF 39.290 AC	PROJECT TOTAL	1,740,307 SF 39.952 AC

LINE TABLE			LINE TABLE		
LABEL	BEARING	DISTANCE	LABEL	BEARING	DISTANCE
L1	S24°16'54"W	9.12'	L118	N36°32'13"W	7.50'
L2	S00°49'55"W	25.76'	L119	S52°23'49"W	6.49'
L3	S00°35'30"E	21.01'	L120	S08°06'51"E	21.78'
L4	S00°29'39"W	27.13'	L121	S75°29'36"W	17.04'
L5	S10°23'15"W	28.97'	L122	S11°59'16"W	20.19'
L6	S12°31'32"W	41.42'	L123	S78°14'38"W	11.35'
L7	S01°34'58"W	31.31'	L124	S18°47'29"W	12.41'
L8	S58°20'32"W	13.76'	L125	S43°20'38"E	12.87'
L9	N54°59'43"W	18.68'	L126	S74°05'17"E	10.32'
L10	N37°49'53"W	43.40'	L127	S58°54'43"W	17.48'
L11	N47°35'30"W	39.61'	L128	S03°58'04"W	24.50'
L12	N76°54'05"W	27.94'	L129	S20°56'02"E	29.65'
L13	S59°50'56"W	23.34'	L130	S59°38'54"E	13.77'
L14	N65°34'03"W	18.07'	L131	S12°03'44"W	24.56'
L15	S69°54'53"W	30.92'	L132	S03°40'01"E	22.94'
L16	S59°54'38"W	21.67'	L133	S07°11'31"E	27.45'
L17	S06°57'46"W	19.53'	L134	S17°58'15"W	24.58'
L18	S00°43'45"E	36.93'	L135	S16°43'43"W	24.12'
L19	S35°55'31"E	29.94'	L136	S20°58'18"W	11.52'
L20	S62°09'09"E	13.61'	L137	S18°45'56"W	13.98'
L21	S27°45'05"E	30.30'	L138	S29°29'54"E	14.87'
L22	S24°48'01"E	16.02'	L139	S54°29'53"E	26.32'
L23	S39°56'56"W	26.16'	L140	S86°55'25"E	28.27'
L24	S29°46'39"E	5.90'	L141	S80°40'41"E	25.92'
L25	S22°26'31"W	28.77'	L142	S78°50'43"E	17.90'
L26	S13°03'13"W	38.33'	L143	S29°52'47"E	23.21'
L27	S38°05'19"W	11.06'	L144	S11°34'12"W	17.81'
L28	S07°18'45"E	31.03'	L145	S61°12'24"W	12.44'
L29	S05°08'02"W	16.72'	L146	S84°46'54"W	15.54'
L30	S22°47'14"W	20.82'	L147	N17°39'03"W	23.57'
L31	S46°28'35"W	37.66'	L148	S84°37'23"W	35.44'
L32	S57°06'08"W	36.73'	L149	S50°27'11"W	23.43'
L33	S40°40'06"W	52.06'	L150	S07°42'40"W	38.43'
L34	S35°49'19"W	28.43'	L151	S05°37'46"E	35.48'
L35	S14°17'53"W	17.74'	L152	S44°26'41"E	28.91'
L36	S30°39'20"W	16.42'	L153	S85°12'14"E	15.62'
L37	S87°52'29"W	41.34'	L154	N81°29'00"E	28.47'
L38	S72°48'59"W	26.62'	L155	N02°26'21"E	61.80'
L39	S26°18'47"W	34.27'	L156	N00°54'06"W	15.63'
L40	S30°18'40"W	18.29'	L157	N82°29'43"E	11.53'
L41	S56°47'58"W	29.52'	L158	S62°25'32"E	48.31'
L42	S50°11'54"W	34.52'	L159	S00°21'44"E	12.97'
L43	S67°44'13"W	23.05'	L160	S21°31'57"E	36.75'
L44	S86°08'48"W	18.06'	L161	S30°18'27"E	21.47'
L45	S48°18'31"W	29.90'	L162	S15°05'00"W	30.99'
L46	S53°30'22"W	17.03'	L163	S41°01'31"W	14.64'
L47	N80°29'10"W	27.84'	L164	S34°20'50"W	28.10'
L48	S68°16'07"W	24.21'	L165	N72°17'08"W	18.06'
L49	S10°52'49"W	19.01'	L166	N10°25'06"E	4.56'
L50	S44°46'26"E	24.18'	L167	N20°32'44"W	18.38'
L51	S58°04'18"E	29.52'	L168	S52°50'25"W	9.37'
L52	N70°07'43"E	20.01'	L169	S18°13'49"W	14.16'
L53	N17°50'38"E	21.91'	L170	S17°43'48"W	20.25'
L54	N00°43'52"E	18.58'	L171	S33°23'56"E	22.27'
L55	S66°05'06"E	15.34'	L172	N85°52'03"W	32.06'
L56	S20°53'49"E	23.36'	L173	S77°43'45"W	31.45'
L57	S08°52'43"W	21.43'	L174	S40°00'45"W	13.55'
L58	S42°54'23"W	28.34'	L175	S43°23'54"E	28.56'
L59	S09°43'46"E	29.30'	L176	S24°25'35"E	20.07'
L60	S07°14'36"W	37.08'	L177	N86°53'16"E	26.27'
L61	S09°17'48"E	31.75'	L178	S83°52'13"E	20.75'
L62	S19°32'18"E	32.22'	L179	S72°12'40"E	78.51'
L63	S26°03'30"W	43.49'	L180	N34°26'26"E	21.07'
L64	S42°09'40"W	29.63'	L181	N31°05'32"E	39.79'
L65	S19°31'00"W	42.67'	L182	N28°10'22"E	22.83'
L66	S31°50'44"W	26.43'	L183	N21°36'01"E	25.24'
L67	S32°21'44"W	41.89'	L184	N50°12'19"E	30.92'
L68	S47°17'31"W	20.14'	L185	N82°34'08"E	19.86'
L69	S42°39'43"W	39.58'	L186	S31°49'09"E	20.45'
L70	S23°26'29"W	20.07'	L187	S01°14'14"W	39.19'
L71	S68°44'03"W	20.94'	L188	S05°43'27"W	27.35'
L72	S74°12'31"W	24.70'	L189	S07°08'26"W	21.45'
L73	S51°34'05"W	22.18'	L190	S27°15'30"W	30.53'
L74	S67°48'25"W	36.44'	L191	S09°07'54"W	24.16'
L75	S57°26'23"W	25.67'	L192	S12°22'16"W	18.53'
L76	S48°45'53"W	29.93'	L193	N86°52'35"W	24.26'
L77	S26°57'47"W	24.14'	L194	N85°24'47"W	25.27'
L78	S34°05'30"E	24.42'	L195	S68°44'00"W	18.19'
L79	S51°28'50"E	19.39'	L196	N33°57'50"W	30.64'
L80	S67°35'45"E	31.97'	L197	N05°35'43"E	17.41'
L81	S57°58'17"E	39.42'	L198	N06°16'34"E	9.60'
L82	S41°56'15"W	7.19'	L199	N10°50'48"E	31.16'
L83	N74°23'56"W	26.72'	L200	N45°08'35"W	14.72'
L84	S88°06'48"W	38.97'	L201	N06°19'25"W	44.83'
L85	S44°00'33"W	22.37'	L202	N00°52'42"E	36.86'
L86	S07°01'36"W	33.31'	L203	N06°37'25"E	37.17'
L87	S12°51'24"W	43.04'	L204	N04°43'50"E	34.61'
L88	S16°52'10"E	31.03'	L205	N04°21'57"E	42.88'
L89	S31°51'51"W	22.54'	L206	N07°28'08"E	12.19'
L90	S60°56'22"W	36.94'	L207	N10°11'16"E	33.03'
L91	S30°01'48"W	32.29'	L208	N33°01'12"E	54.79'
L92	S00°29'10"E	37.83'	L209	N61°34'14"E	20.26'
L93	S18°01'11"W	14.58'	L210	N34°32'08"E	30.88'
L94	S34°21'29"W	35.31'	L211	N22°35'55"E	25.54'
L95	S55°03'04"W	17.74'	L212	S39°17'46"E	13.23'
L96	S70°53'40"W	30.01'	L213	S73°40'43"E	0.71'
L97	S88°36'04"W	26.91'	L214	S51°45'27"E	29.31'
L98	S53°42'00"W	24.07'	L215	S78°20'00"E	21.04'
L99	S26°44'48"W	19.97'	L216	S04°25'02"E	15.14'
L100	S60°06'24"W	23.44'	L217	S17°04'10"W	41.53'
L101	S67°01'32"W	20.11'	L218	S27°26'36"W	31.57'
L102	S24°50'01"W	27.42'	L219	S11°12'22"W	33.81'
L103	S26°46'12"W	24.99'	L220	S13°02'14"W	23.85'
L104	S43°03'46"W	8.26'	L221	S11°21'47"W	17.12'
L105	S43°43'23"W	15.61'	L222	S19°04'37"W	21.23'
L106	N77°29'25"W	18.30'	L223	S00°57'52"W	16.40'
L107	N44°57'00"W	15.41'	L224	S03°52'56"W	21.64'
L108	S82°59'53"W	15.17'	L225	S29°51'51"W	25.22'
L109	S59°31'08"W	23.02'	L226	S41°44'27"W	10.90'
L110	S26°46'17"W	22.22'	L227	S31°22'35"W	19.29'
L111	S01°24'26"W	14.13'	L228	S05°18'34"E	18.54'
L112	S29°04'35"W	34.61'	L228	S55°54'35"W	14.26'
L113	S21°44'03"W	27.90'	L230	N63°20'46"W	23.04'
L114	S27°52'12"W	26.65'	L231	N11°56'25"W	1.66'
L115	S37°35'55"W	28.89'	L232	S29°38'29"W	22.44'
L116	S52°20'01"W	18.43'	L233	S18°12'17"W	29.28'
L117	N41°45'26"W	12.28'	L234	N73°33'57"W	16.83'



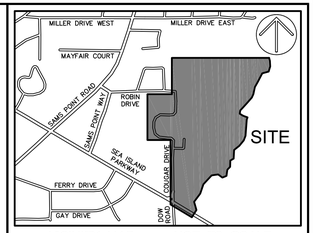
"THE AREA SHOWN ON THIS PLAT IS A REPRESENTATION OF DEPARTMENT PERMIT AUTHORITY ON THE SUBJECT PROPERTY. CRITICAL AREAS BY THEIR NATURE ARE DYNAMIC AND SUBJECT TO CHANGE OVER TIME. BY DELINEATING THE PERMIT AUTHORITY OF THE DEPARTMENT, THE DEPARTMENT IN NO WAY WAIVES ITS RIGHT TO ASSERT PERMIT JURISDICTION 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.

LEGEND

⚠	CALC POINT – CORNER NOT SET
AOC ■	ARTHUR CHRISTENSEN MONUMENT
CMF ■	CONC. MONUMENT FOUND
CMFD ■	CONC. MONUMENT FOUND DISTURBED
OTP ●	OPEN TOP PIPE
RBF ●	IRON REBAR FOUND
RBS ○	IRON REBAR SET
AC	AIR CONDITIONING UNIT
●	BOLLARD
CCJB	CABLE JUNCTION BOX
CP	CONTROL PANEL
EJB	ELECTRIC JUNCTION BOX
E	ELECTRIC METER
OE	ELECTRIC OUTLET
	FIRE HYDRANT
G	GENERATOR
	GRATE INLET
	GROUND LIGHT
×	GUY WIRE
	HANDICAP PARKING
IRR	IRRIGATION CONTROL VALVE
	LIGHT POLE
	MAIL BOX
	MARSHGRASS
	POST
	POWER POLE
SSCO	SANITARY SEWER CLEAN OUT
S	SANITARY SEWER MANHOLE
	SANITARY SEWER VALVE
SS	SANITARY SEWER VALVE MARKER
	SATELLITE DISH
SIGN	SIGN
SPIG	SPIGOT
×12.9	SPOT ELEVATION
D	STORM DRAIN MANHOLE
TEL	TELEPHONE JUNCTION BOX
TR	TRANSFORMER-ELECTRIC
TW	TOWER RADIO
UF	UNDERGROUND FIBER OPTICS MARKER
W	WATER METER
	WATER VALVE
W	WATER VALVE MARKER
W	WATER WELL
	WETLAND FLAG
BG	BLACK GUM
CED	CEDAR
CH	CHERRY
G	SWEET GUM
HIC	HICKORY
HOL	HOLLY
LA	LAUREL OAK
LO	LIVE OAK
MAG	MAGNOLA
MIM	MIMOSA
MUL	MULBERRY
PA	PALMETTO
PEC	PECAN
P	PINE
RO	RED OAK
SB	SUGAR BERRY
SYC	SYCAMORE
T	TALLOW
WO	WATER OAK
WXM	WAX MYRTLE
YP	YELLOW POPLAR
BOC	BACK OF CURB
CNA	COULD NOT ACCESS/ACQUIRE
DWS	DETECTABLE WARNING SURFACE
DYL	DOUBLE YELLOW LINE
FES	FLARED END SECTION
FFE	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
8	CONTOUR LINE
CLD	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 ELECTRIC LINE
UFO	UNDERGROUND FIBER OPTICS LINE
SS	UNDERGROUND SEWER LINE
UT	UNDERGROUND TELEPHONE
TV	UNDERGROUND TV LINE
W	UNDERGROUND WATER LINE
WET	WETLAND LINE
	PROPERTY LINE
	PROPERTY LINE ADJACENT
	CONCRETE
	DETECTABLE WARNING SURFACE
	DIRT ROAD
	EDGE OF PAVEMENT
	GRAVEL
	WETLANDS



VICINITY MAP *NOT TO SCALE*

NOTES

1. FULL LEGEND, LINE & CURVE TABLES, AND ACREAGE CHART ARE LOCATED ON COVER SHEET.
2. 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 45013C0167G.
3. CONTOURS ARE IN ONE FOOT INTERVALS. TREE SIZES SHOWN ARE IN INCHES OF DIAMETER.
4. VERTICAL DATUM IS NAVD 88.
5. BUILDING SETBACK REQUIREMENTS ARE TO BE DETERMINED BY THE PROPER AUTHORITIES AND MUST BE VERIFIED PRIOR TO DESIGN & CONSTRUCTION.
6. 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.
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9. CRITICAL LINE AND WETLANDS WERE FLAGGED BY NEWKIRK ENVIRONMENTAL INC. ON JULY 31, 2024.

150 75 0 150 300
GRAPHIC SCALE (1"=150')

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:	DBL
DRAWN BY:	JHJ
FIELD DATE:	10-14-2024
PLAT DATE:	10-22-2024
SCALE:	1"=150'
PROJECT No.:	BFT-24256
FILE:	BFT-24256 ATI.DWG

COVER SHEET

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

SOUTH CAROLINA
ATLAS SURVEYING BFT, LLC. No. 5928
CERTIFICATE OF AUTHORIZATION

SOUTH CAROLINA PROFESSIONAL No. 42680 LAND SURVEYOR DANIEL B. LANGAN

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)

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

N/F
SHERMAN R. & ADA R. JAMES JTROS
(LOT-20)
PIN: R200 015 000 0294 0000
DB: 445 PG: 981

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

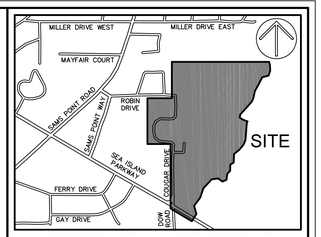
N/F
CROSSROADS ENTERPRISES LLC.
(LOT-17/18)
PIN: R200 015 000 292A 0000
DB: 3384 PG: 2690

N/F
SANTOS ALEXANDER AVILA LUNA
& BRENDA WALDINA HERNANDEZ FERRO
(LOT-15/16/17)
PIN: R200 015 000 292B 0000
DB: 4131 PG: 1139

N/F
SAMUEL R. CARTER
(LOT-14/15)
PIN: R200 015 000 0292 0000
DB: 469 PG: 1830

N/F
35 KATY CIRCLE LLC.
(LOT-13)
PIN: R200 015 000 0287 0000
PB: 155 PG: 188
DB: 3972 PG: 434

ROBIN DRIVE 40' R/W



VICINITY MAP NOT TO SCALE

NOTES

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30 15 0 30 60
GRAPHIC SCALE (1"=30')

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:	DBL
DRAWN BY:	JHJ
FIELD DATE:	10-14-2024
PLAT DATE:	10-22-2024
SCALE:	1"=30'
PROJECT No.:	BFT-24256
FILE:	BFT-24256 ATI.DWG

SHEET 1 OF 8

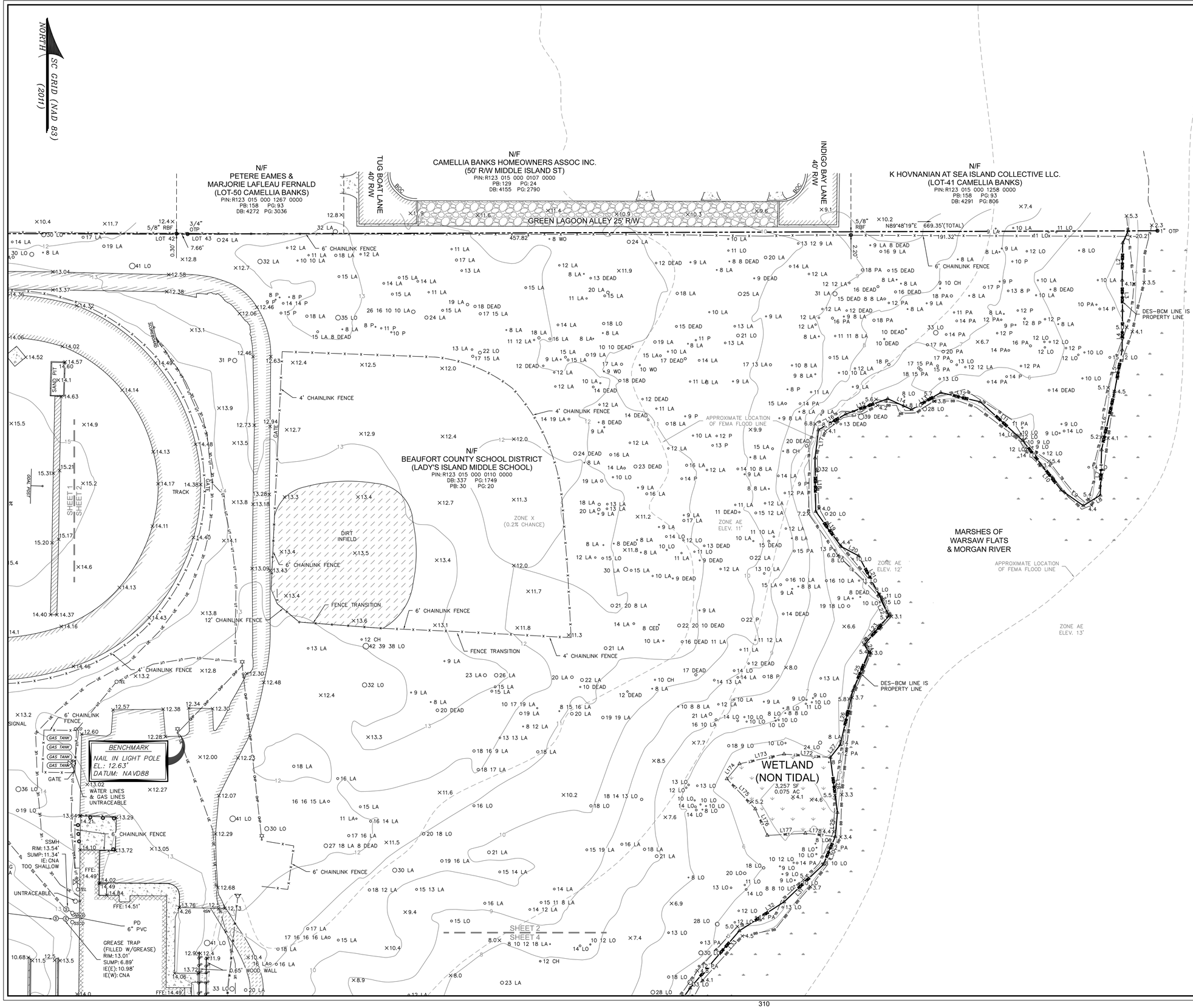
ATLAS
SURVEYING, INC.
168 BOARDWALK DRIVE, SUITE A.
RIDGELAND, SC 29936.
PHONE: (843) 645-9277
WEBSITE: WWW.ATLASSURVEYING.COM

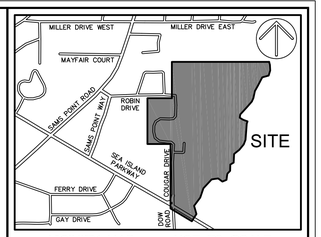
SOUTH CAROLINA CERTIFICATE OF AUTHORIZATION
ATLAS SURVEYING BFT, LLC. No. 5928

SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR
No. 42680
DANIEL B. LANGAN

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





VICINITY MAP NOT TO SCALE

NOTES

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30 15 0 30 60
GRAPHIC SCALE (1"=30')

PREPARED FOR:
WARD EDWARDS ENGINEERING

A BOUNDARY, AS-BUILT, TREE AND TOPOGRAPHIC SURVEY OF

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#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:	DBL
DRAWN BY:	JHJ
FIELD DATE:	10-14-2024
PLAT DATE:	10-22-2024
SCALE:	1"=30'
PROJECT No.:	BFT-24256
FILE:	BFT-24256 ATI.DWG

SHEET 2 OF 8

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

SOUTH CAROLINA ATLAS SURVEYING BFT, LLC. No. 5928 CERTIFICATE OF AUTHORIZATION

SOUTH CAROLINA PROFESSIONAL No. 42680 LAND SURVEYOR DANIEL B. LANGAN

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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
35 KATY CIRCLE LLC.
(LOT-13)
PIN: R200 015 000 0287 0000
PB:155 PG:188
DB: 3972 PG: 434

N/F
GRAY HOLDINGS
LIMITED PARTNERSHIP
(LOT-7)
PIN: R200 015 000 0281 0000
DB:1872 PG:2317

N/F
GRAY HOLDINGS
LIMITED PARTNERSHIP
(LOT-6)
PIN:R200 015 000 0280 0000
DB:1872 PG:2317

N/F
GRAY HOLDINGS
LIMITED PARTNERSHIP
(LOT-8)
PIN: 200 015
000 0282 0000
DB:1280 PG:2561

N/F
SARAH ALICE WELLS
(LOT-9)
PIN:R200 015
000 0283 0000
DB: 3429 PG:1331

N/F
BEAUFORT COUNTY
SCHOOL DISTRICT
(LOT-10)
PIN:R200 015 000 0284 0000
DB:337 PG:1749
5,715 SF
0.131 AC

N/F
BEAUFORT COUNTY
SCHOOL DISTRICT
(LOT-11)
PIN:R200 015 000 0285 0000
DB: 340 PG: 797
11,441 SF
0.263 AC

N/F
BEAUFORT COUNTY
SCHOOL DISTRICT
(LOT-12)
PIN:R200 015 000 0286 0000
DB:337 PG:1749
11,681 SF
0.268 AC

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
GRAY HOLDINGS LIMITED PARTNERSHIP
PIN:R200 015 000 111D 0000
PB:37 PG:153
DB: 554 PG:2437

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

ROBIN DRIVE 40' R/W

BENCHMARK
NAIL IN TREE
EL.: 17.60'
DATUM: NAVD88

BENCHMARK
NAIL IN TREE
EL.: 12.69'
DATUM: NAVD88

APPROXIMATE LOCATION OF FEMA FLOOD LINE

ZONE X
(0.2% CHANCE)

FLOOD ZONE X

ZONE AE
(ELEVATION 11', 12' & 13')

SHEET 1
SHEET 3

SHEET 3
SHEET 5

SHEET 3
SHEET 4

POWER POLE 030540
POWER POLE 030540A
POWER POLE P828-
POWER POLE 030540S
POWER POLE 432031
POWER POLE 111478
POWER POLE 615181
POWER POLE 427699

PUMP STATION
RIM: 16.16'
SUMP: 11.43'

PUMP STATION
RIM: 16.09'
SUMP: 2.62'
WSE: 5.54'
(9-12-24)
IE(NE): 8.34'
IE(SE): 7.16'

SSMH
RIM: 13.81'
IE(NE): CNA
TOO SHALLOW
IE(SE): 9.94'
IE(SW): 9.53'

SSMH
RIM: 13.16'
IE(SE): 8.59'
IE(NW): CNA
TOO SHALLOW
22 GUM

GI
RIM: 13.24'
SUMP: 7.96'
WSE: 8.29'
(9-5-24)
IE(NE): 8.06'
IE(SW): 7.98'

GI
RIM: 13.25'
SUMP: 7.16'
IE(NE): 7.17'
IE(S): 7.10'

GI
RIM: 13.22'
SUMP: 6.53'
IE(N): 6.71'
IE(S): 6.41'

GI
RIM: 13.15'
SUMP: 5.76'
WSE: 6.04'
(9-4-24)
IE(N): 5.72'
IE(E): 5.90'
IE(SW): 5.68

GI
RIM: 13.36'
SUMP: 6.83'
IE(NE): 6.90'
IE(S): 6.81'

GI
RIM: 13.57'
SUMP: 6.36'
IE(N): 6.34'
IE(SE): 6.76'
IE(W): 6.19'

GI
RIM: 13.12'
SUMP: 9.72'
IE(NE): 9.94'
IE(NW): 9.76'

GI
RIM: 13.69'
SUMP: 7.50'
IE(SE): 7.54'
IE(SW): 7.55'

S89°48'56"E 90.22'(TOTAL)
S89°59'49"E 120.14'(TOTAL)
S89°48'18"E 208.18'(TOTAL)
S00°08'41"W 155.17'
S89°53'09"E 99.99'
N01°26'04"E 325.12'
N00°08'41"E 1141.96'
S00°08'41"W 1141.96'
S89°38'52"E 165.07'

49.85'
49.54'
19.97'
50.12'
16.2'
50.05'
16.2'
49.56'
158.62'

5/8" RBS W/CAP
3X3" CMF
7" CHAINLINK FENCE
4' CHAINLINK FENCE
6' CHAINLINK FENCE
6' CHAINLINK FENCE W/RAZOR WIRE
FENCE TRANSITION
AOC 6X6
LOT 56
LOT 55
1/2" RBF
SBA

±338LF 8" PVC
±222LF 8" PVC @ 0.53%
±102LF 6" PVC
±152LF 24" MCP @ 0.53%
±115LF 24" MCP @ 0.34%
±111LF 18" MCP @ 0.59%
±112LF 24" MCP @ 0.42%
±349LF 8" PVC
24" MCP @ 0.37%
±230LF 24" MCP @ 0.88%

6' CHAINLINK FENCE
GATE
BLUE HATCH
UNTRACEABLE
END OF SIGNAL
TWO STORY CONCRETE SIDED BUILDING
ONE STORY CONCRETE SIDED BUILDING
CANOPY
PLASTIC GRATE
0.65' CONCRETE WALL
ALL WATER UNTRACEABLE
GAZEBO
PD 8" METAL
PD 12" MCP
PD 18" MCP
PD 6" PVC
FFE: 14.42
FFE: 14.50
FFE: 14.52
FFE: 14.45'
FFE: 14.48

UNABLE TO LOCATE UFO NEAR UFO MARKER

POND

MILLER DRIVE WEST
MILLER DRIVE EAST
MAYFAIR COURT
SAMS POINT ROAD
SAMS POINT BOAT RAMP
ROBIN DRIVE
SEA ISLAND PARKWAY
COUGAR DRIVE
FERRY DRIVE
GAY DRIVE
DOE DRIVE
SITE

VICINITY MAP NOT TO SCALE

NOTES

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

30 15 0 30 60
GRAPHIC SCALE (1"=30')

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:	DBL
DRAWN BY:	JHJ
FIELD DATE:	10-14-2024
PLAT DATE:	10-22-2024
SCALE:	1" = 30'
PROJECT No.:	BFT-24256
FILE:	BFT-24256 AT1.DWG

SHEET 3 OF 8

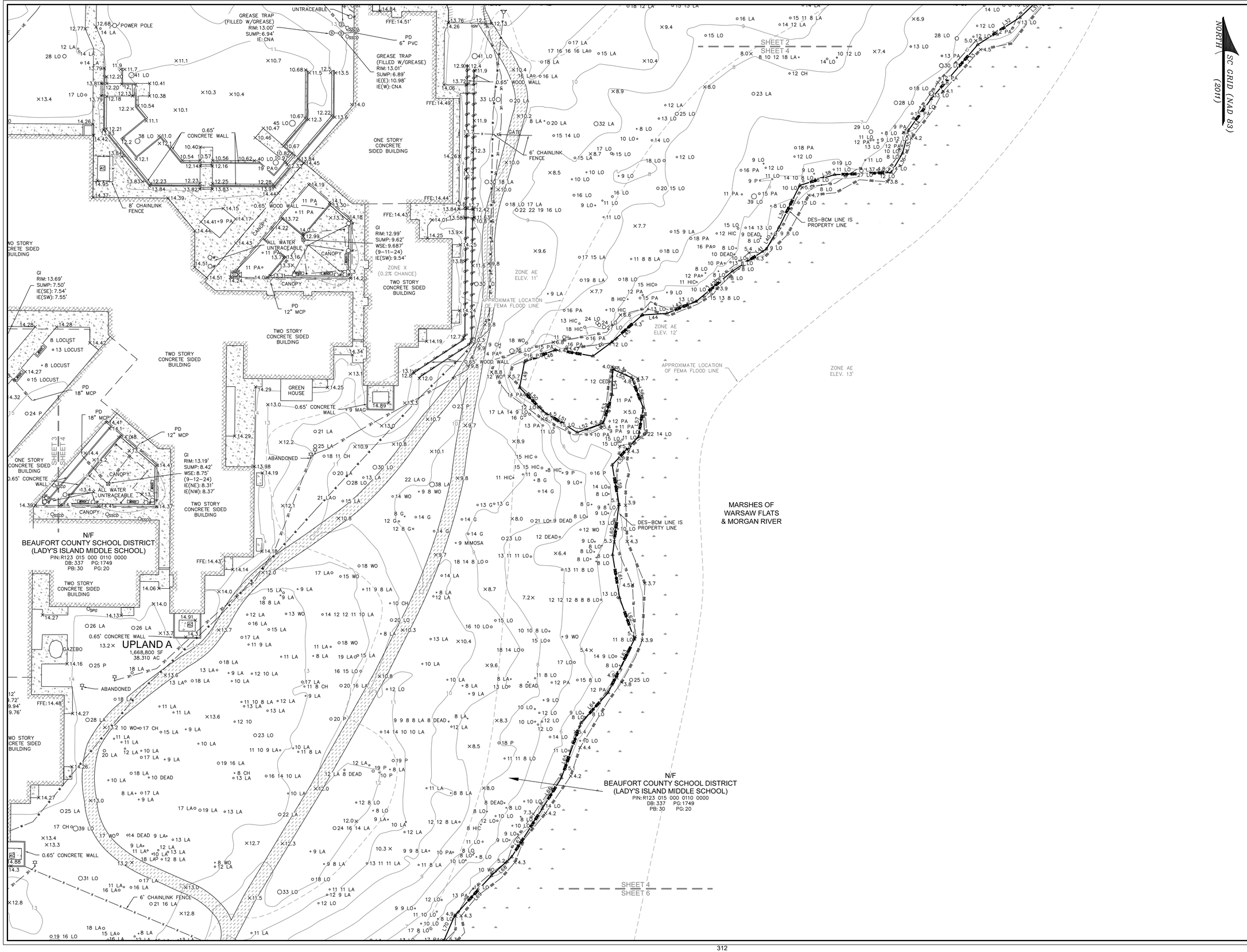
ATLAS SURVEYING, INC.
168 BOARDWALK DRIVE, SUITE A.
RIDGELAND, SC 29936.
PHONE: (843) 645-9277
WEBSITE: WWW.ATLASSURVEYING.COM

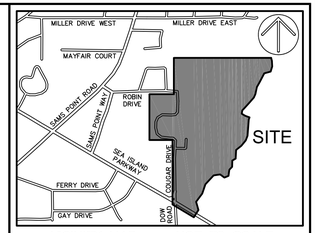
SOUTH CAROLINA
ATLAS SURVEYING BFT, LLC. No. 5928
CERTIFICATE OF AUTHORIZATION

SOUTH CAROLINA PROFESSIONAL No. 42680 LAND SURVEYOR DANIEL B. LANGAN

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





VICINITY MAP *NOT TO SCALE*

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GRAPHIC SCALE (1"=30')

PREPARED FOR:
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LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK:	TNW
FIELD CHECK:	DBL
DRAWN BY:	GHJ
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SHEET 4 OF 8

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168 BOARDWALK DRIVE, SUITE A.
RIDGELAND, SC 29936.
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WEBSITE: WWW.ATLASSURVEYING.COM

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

APPROXIMATE LOCATION OF FEMA FLOOD LINE

FLOOD ZONE X

N/F
GRAY HOLDINGS
LIMITED PARTNERSHIP
(PARCEL-4)
PIN: R200 015 000 111G 0000
PB: 143 PG: 60

6' CHAINLINK FENCE W/RAZOR WIRE

ZONE X (0.2% CHANCE)

SHEET 3
SHEET 5

POND

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

WSE: 6.08'
(9-3-24)

WSE: 5.41'
(10-14-24)

EDGE OF WATER

OLD HOG-WIRE FENCE

3X3" CMF

3X3" CMF
NO NOISE

S89°47'42"W
329.92'

CMFD
AOC 6X6"
LOT 57
LOT 58
SECTION 10
1S-1W

BACK OF CURB

SDWL

SYL

BOC

BLUE HATCH

BLUE PAINT

POWER POLE 352129

ONE STORY CONCRETE HOUSE
FFE: 13.06'

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

ZONE X
(0.2% CHANCE)

ZONE AE
ELEV. 11'

APPROXIMATE LOCATION OF FEMA FLOOD LINE

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

POWER POLE 571275

ZONE AE
ELEV. 12'

DES-BCM LINE IS PROPERTY LINE

SHEET 5
SHEET 7

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

ZONE X
(0.2% CHANCE)

APPROXIMATE LOCATION OF FEMA FLOOD LINE

ZONE AE
ELEV. 11'

N 01°06'16" E
659.06' (TOTAL)

415.98'

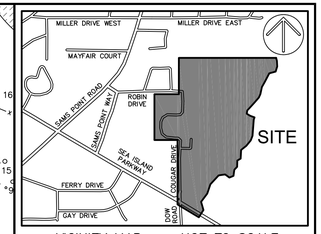
1/2" RBF

IE: 4.78'

PD
12" MCP

MARSHES OF
WARSAW FLATS
& MORGAN RIVER

SHEET 5
SHEET 6



VICINITY MAP NOT TO SCALE

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BEAUFORT COUNTY, SOUTH CAROLINA

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SHEET 5 OF 8

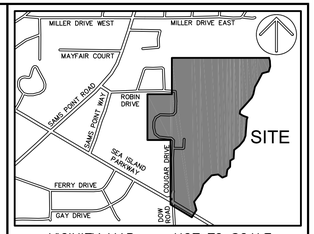
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LADY'S ISLAND
BEAUFORT COUNTY, SOUTH CAROLINA

FIELD WORK:	TNW
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FIELD DATE:	10-14-2024
PLAT DATE:	10-22-2024
SCALE:	1"=30'
PROJECT No.:	BFT-24256
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SHEET 6 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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CERTIFICATE OF AUTHORIZATION

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NORTH
SC GRID (NAD 83)
(2011)

DATUM: NAVD88

N/F
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PIN: R123 015 000 0110 0000
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N/F
BARKER ASSOCIATES
(PARCEL-B)
PIN: R200 015 000 0638 0000
DB: 519 PG: 2289
DB: 519 PG: 2292

MARSHES OF
WARSAW FLATS
& MORGAN RIVER

UPLAND C
27,574 SF
0.633 AC

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

POWER POLE 571275
POWER POLE 352178
POWER POLE 155773
POWER POLE 432033
POWER POLE SCEG 432034
POWER POLE SCEG 420989

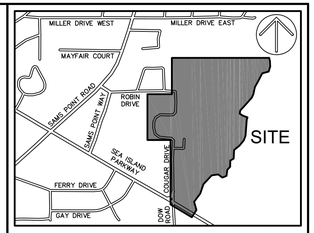
DES-BCM LINE IS PROPERTY LINE

APPROXIMATE LOCATION OF FEMA FLOOD LINE

ZONE X (0.2% CHANCE)
ZONE AE ELEV. 11'
ZONE AE ELEV. 12'
ZONE AE ELEV. 13'

SHEET 5
SHEET 7
SHEET 6
SHEET 7
SHEET 7
SHEET 8

LADY'S ISLAND DRIVE
APPROX. 2,119' TO THE R/W OF LADY'S ISLAND DRIVE



VICINITY MAP NOT TO SCALE

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SHEET 7 OF 8

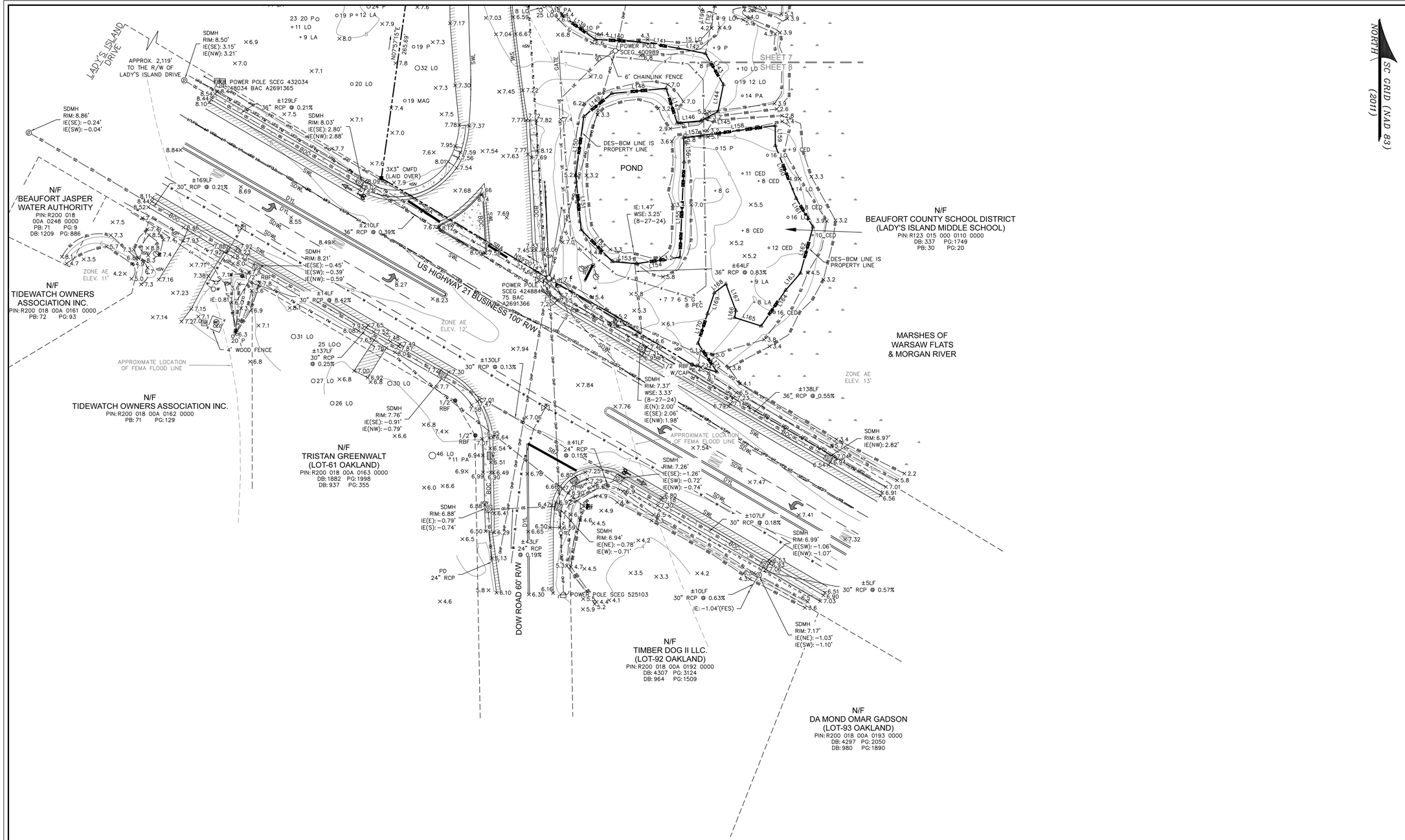
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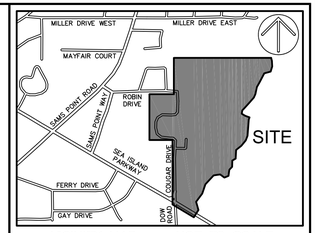
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NOTES

1. FULL LEGEND, LINE & CURVE TABLES, AND ACREAGE CHART ARE LOCATED ON COVER SHEET.
2. 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 45013C0167G.
3. CONTOURS ARE IN ONE FOOT INTERVALS. TREE SIZES SHOWN ARE IN INCHES OF DIAMETER.
4. VERTICAL DATUM IS NAVD 88.
5. BUILDING SETBACK REQUIREMENTS ARE TO BE DETERMINED BY THE PROPER AUTHORITIES AND MUST BE VERIFIED PRIOR TO DESIGN & CONSTRUCTION.
6. 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.
7. 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.
8. 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 ACOUSTICAL 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.
9. CRITICAL LINE AND WETLANDS WERE FLAGGED BY NEWKIRK ENVIRONMENTAL INC. ON JULY 31, 2024.

30 15 0 30 60

GRAPHIC SCALE (1"=30')

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:	DBL
DRAWN BY:	JHJ
FIELD DATE:	10-14-2024
PLAT DATE:	10-22-2024
SCALE:	1"=30'
PROJECT No.:	BFT-24256
FILE:	BFT-24256 ATT.DWG

SHEET 8 OF 8

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

SOUTH CAROLINA CERTIFICATE OF AUTHORIZATION — ATLAS SURVEYING BFT, LLC. No. 5928

SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR — No. 42680 — DANIEL B. LANGAN

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

ORDINANCE 2025/12

AN ORDINANCE TO AMEND THE CITY OF BEAUFORT ZONING DISTRICT MAP BY CHANGING THE ZONING DESIGNATION OF REAL PROPERTY LOCATED AT30 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, 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 E. Cromer, Mayor

Attest:

_____
_ Traci Guldner, City Clerk

1st Reading _____

2nd Reading & Adoption _____

Reviewed as to form by Benjamin Coppage, City Attorney

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/15/2025
FROM:	Alan Eisenman, Finance Director		
AGENDA ITEM TITLE:	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 - Second Reading		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Finance		

BACKGROUND INFORMATION:

The fiscal year 2026 budget ordinance and budget presentation is included for reference.

PLACED ON AGENDA FOR: *Action*

REMARKS:

First Reading was held on May 13, 2025.

A Special Worksession was also held on May 20, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Budget Presentation	Backup Material	5/29/2025
Budget Ordinance	Backup Material	5/15/2025

City of Beaufort, South Carolina

Fiscal Year 2026
Recommended Consolidated Budget
Second Reading
Presented June 10, 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 years' budget also continues the City's commitment to the support of some 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,

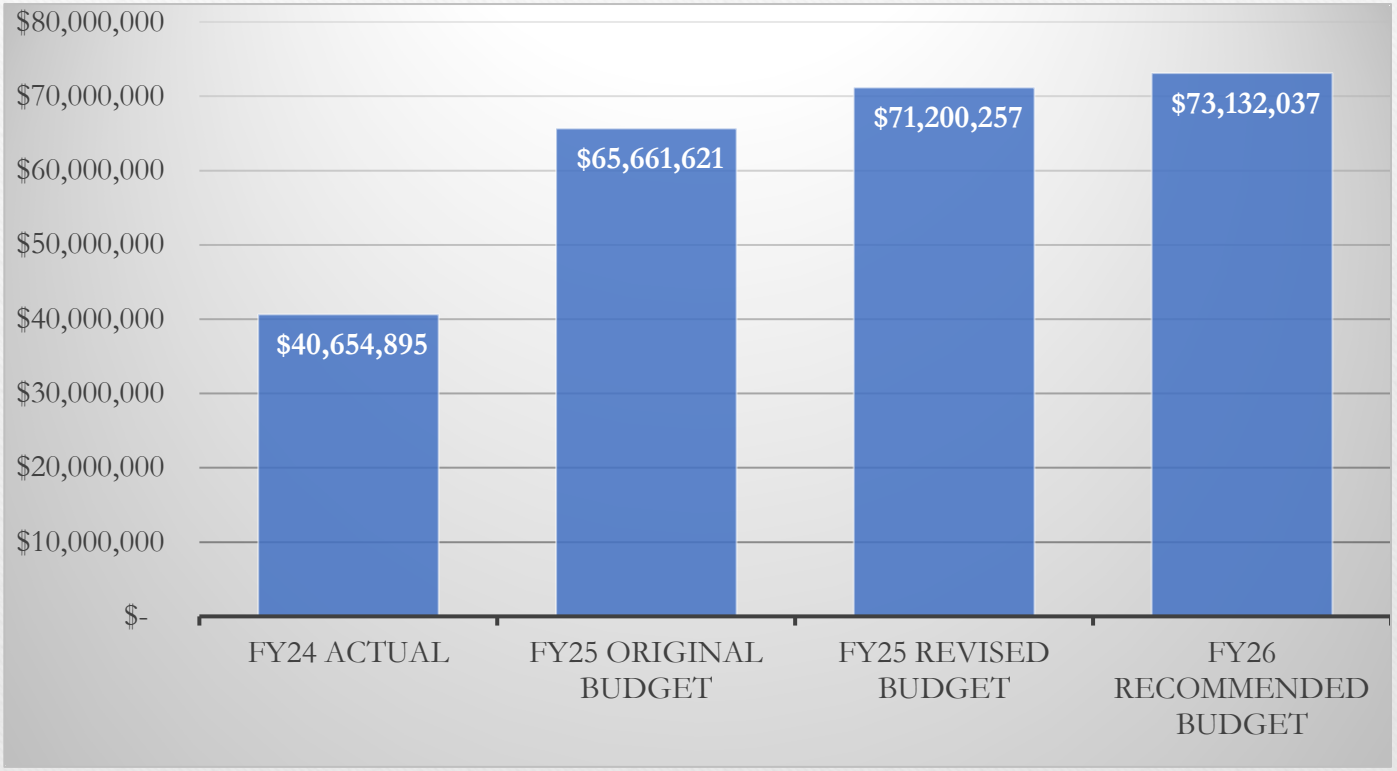
Scott M. Marshall

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

Beaufort County Economic Development Corporation

$42,000

Palmetto Breeze

$28,139

Beaufort Digital Corridor

$100,000

Military Enhancement Committee of Beaufort County, SC

$15,000

Visit Beaufort Port Royal Sea Islands

$417,500

SC Nurse Retention Initiative

$5,000

South Coast Cyber Center

$45,000

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

Improved FY26 Budget Format Presentation

- 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.

Consolidated FY 2025 Adopted Budget- As Presented in FY 2025

	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	State Accommodations Fund	TIF II Fund	Fire Impact Fund	Capital Projects Fund	Total
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

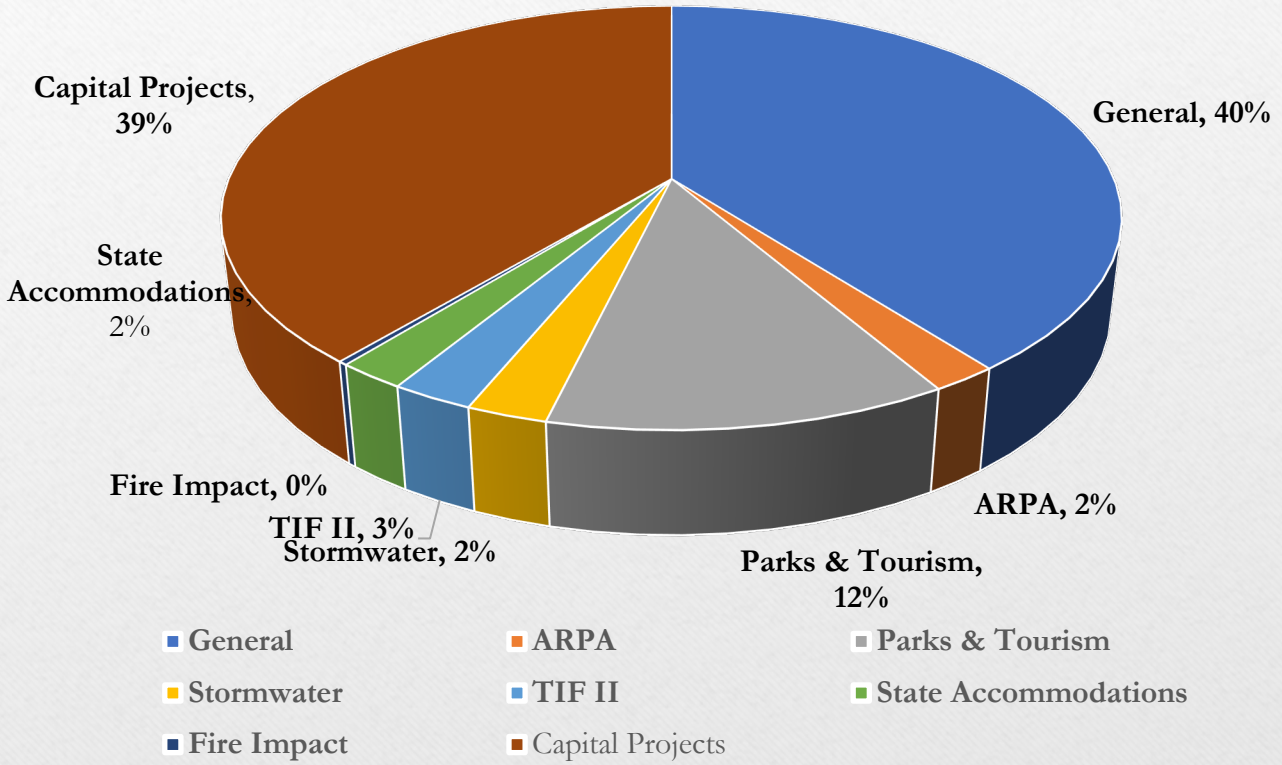
Consolidated FY 2025 Adopted Budget- Improved Budget Presentation Format

	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	State Accommodations Fund	TIF II Fund	Fire Impact Fund	Capital Projects Fund	Total
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	25,645,188	2,996,265	11,407,849	2,679,197	969,333	209,000	105,000	21,649,789	65,661,621
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	25,645,188	2,996,265	11,407,849	2,679,197	969,333	209,000	105,000	21,649,789	65,661,621
Net (Deficit) Surplus	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

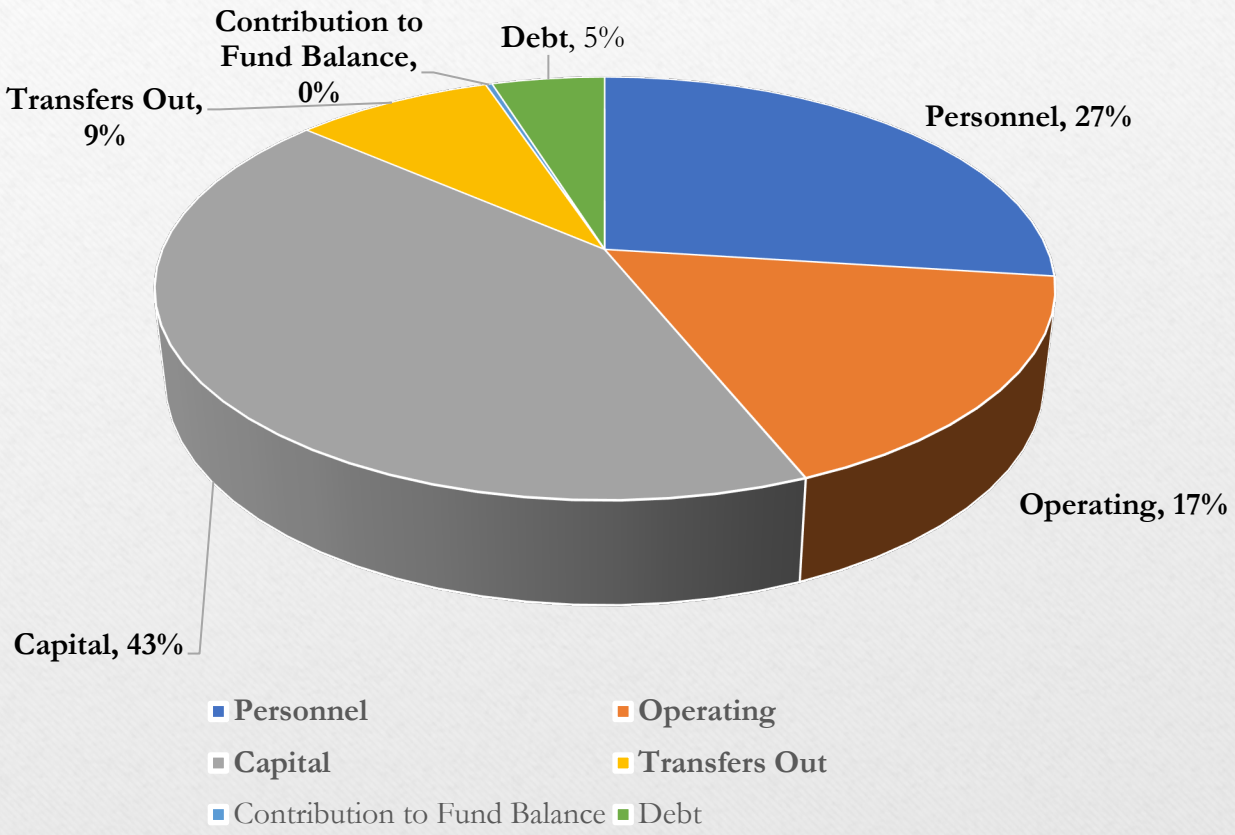
Consolidated FY 2026 Recommended Budget

	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	State Accommodations Fund	TIF II Fund	Fire Impact Fund	Capital Projects Fund	Total
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	28,775,971	1,586,698	8,933,821	1,801,407	1,539,669	1,840,000	205,000	28,449,471	73,132,037
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	28,775,971	1,586,698	8,933,821	1,801,407	1,539,669	1,840,000	205,000	28,449,471	73,132,037
Net (Deficit) Surplus	(0)	$ (0)	$ (0)	$ (0)	$ (0)	$ -	$ -	$ -	$ (0)

FY 26 Projected Revenue Sources

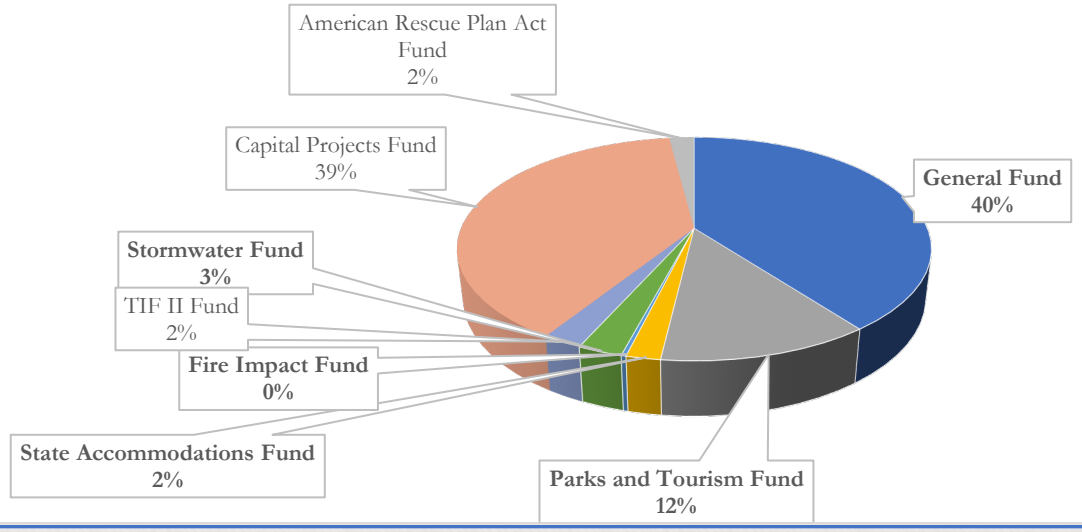


FY 26 Projected Expenses



Consolidated 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	1,586,698	(1,409,568)	-33.3%
	$ 49,356,364	$ 65,661,621	$ 69,070,763	$ 73,132,037	$ 7,470,416	10.8%



FY 2026 Consolidated Revenue Budget Highlights

- 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.

Consolidated Expenditure 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						
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%

Consolidated Expenditure Budget Summary (Cont'd)

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	$ Change from Prior Year Original Budget	% Change
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	$ 778,258	$ 969,333	$ 969,333	$ 1,539,669	$ 570,336	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	$ 129,239	$ 105,000	$ 105,000	$ 205,000	$ 100,000	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	$ 27,054	$ 209,000	$ 309,000	$ 1,840,000	$ 1,631,000	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	$ 1,426,354	$ 2,996,266	$ 4,744,586	$ 1,586,698	$ (1,409,568)	-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	$ 4,259,755	$ 21,649,789	$ 23,677,663	$ 28,449,471	$ 6,799,682	31.41%
Total All Funds	$ 39,827,309	$ 65,661,621	$ 70,252,073	$ 73,132,037	$ 7,470,417	11.38%

FY 2026 Consolidated Expenditure Budget Highlights

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.

BUDGET SUMMARY - REVENUES

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from 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	$28,980,538	$ 25,645,187	$ 25,691,395	$ 28,775,971	$ 3,130,784

Property Taxes

	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.

Property Taxes

- 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.

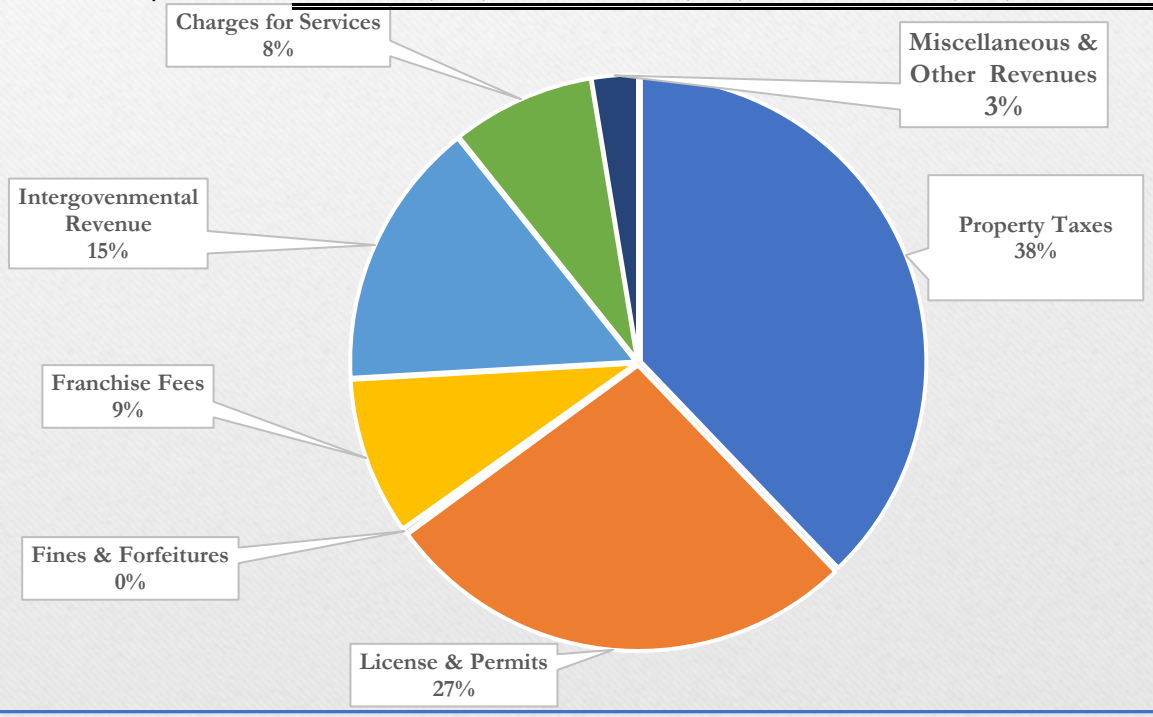
Other Significant Revenues

- Licenses and permits is budgeted for an estimated increase of $947,000 more than FY 2025 adopted budget, which is comprised of a $1,150,000 increase in business licenses due to a strong business economy within the City and offset by a decrease of $200,000 for associated building permits for larger commercial and residential development that has mostly occurred in previous fiscal years.
- The issuance of capital lease for $833,472 is to finance the remaining amount owed on the new fire truck.

Budget Summary - Expenditures

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

General Fund Budget By Department

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	$ Change from Prior Year Original Budget	% Change
Non Departmental						
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%
City Council						
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%
City Manager						
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%
Finance						
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%
Information Technology						
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%

General Fund Budget By Department (cont'd)

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	$ Change from Prior Year Original Budget	% Change
Human Resources						
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%
Municipal Court						
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%
Community Development						
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%
Police						
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%

General Fund Budget By Department (cont'd)

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	$ Change from Prior Year Original Budget	% Change
Fire						
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%
Public Works						
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%
General Obligation and Capital Lease Debt						
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%

General Fund Expenditure Summary

- 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 position for fire inspector, 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.

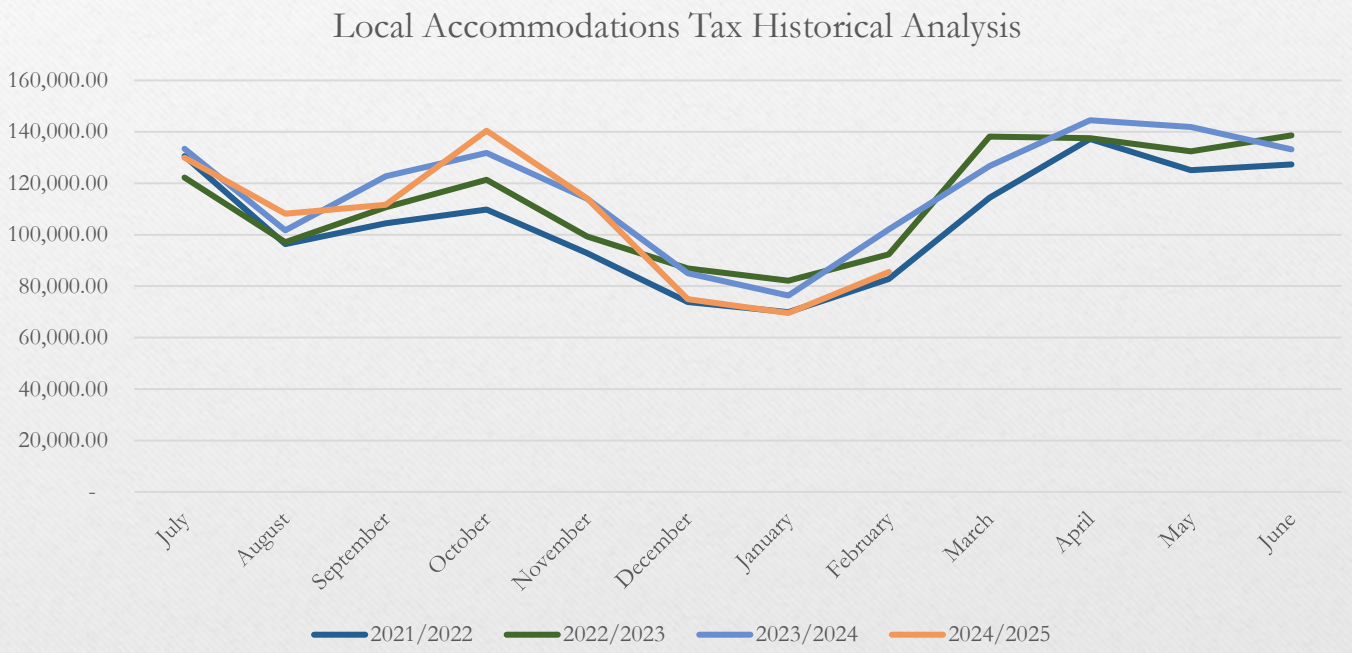
The Parks & Tourism Fund accounts for the activity of the Parks Department, Police activity in support of Parks and Tourism, Marina operations, Waterfront Park operations, Parking operations, and Downtown operations.

BUDGET SUMMARY – REVENUES- PARKS AND TOURISM FUND

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from 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)

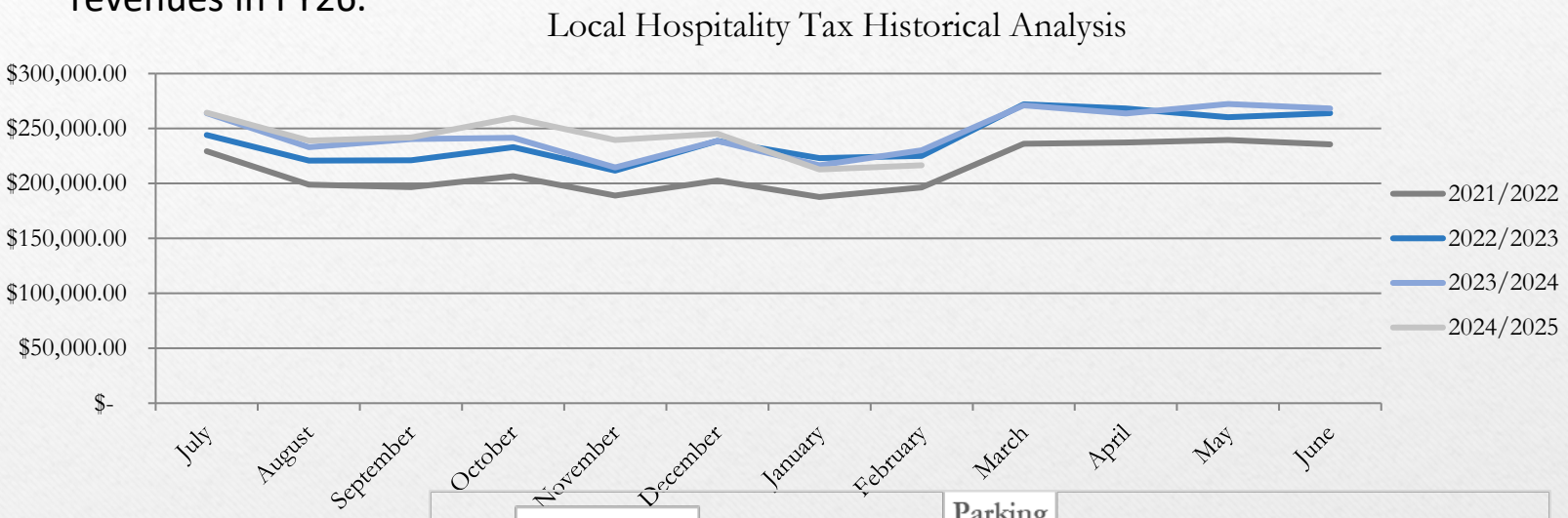
Local Hospitality and Local Accommodations

- The two largest revenue contributors to the Parks & Tourism Fund are the Local Hospitality and Local Accommodations taxes.

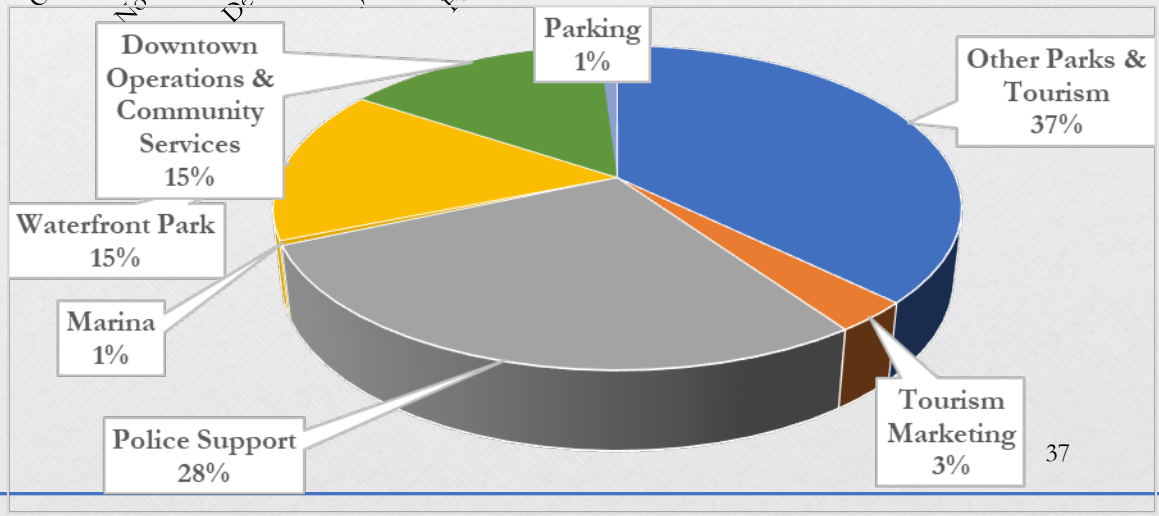


Local Hospitality and Local Accommodations (Cont'd)

- As a result, the budget anticipates a 1.6% growth in hospitality and accommodations revenues in FY26.



Expenditures supported by Local Hospitality and Local Accommodations



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BUDGET SUMMARY – EXPENDITURES- PARKS AND TOURISM FUND

Public Works Parks Department	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from Prior Year Original Budget
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
Police Support					
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
Tourism Marketing					
Operations	$ 177,665	$ 176,900	$ 176,900	$ 183,000	$ 6,100
Total Tourism Marketing	$ 177,665	$ 176,900	$ 176,900	$ 183,000	$ 6,100
Marina					
Operations	$ 20,527	$ 25,969	$ 25,969	$ 79,432	$ 53,463
Total Marina	$ 20,527	$ 25,969	$ 25,969	$ 79,432	$ 53,463
Waterfront Park					
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. 38

BUDGET SUMMARY – EXPENDITURES- PARKS AND TOURISM FUND (CONT'D)

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from Prior Year Original Budget
Other Downtown Operations					
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
Parking					
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 FUND



- 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.

BUDGET SUMMARY- STORMWATER FUND

Revenues	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	(Decrease) from Prior Year 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	1,383,591	2,679,197	2,679,197	1,801,407	(877,790)
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	1,424,729	2,679,197	2,745,718	1,801,407	(877,790)
Net (Deficit) Surplus	$ (41,137)	$ -	$ (66,521)	$ (0)	$ (0)

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



FIRE IMPACT FUND

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.

BUDGET SUMMARY- FIRE IMPACT FUND

Revenues	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from Prior Year 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.

BUDGET SUMMARY- STATE ACCOMMODATIONS TAX FUND

Revenues	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from Prior Year Original Budget
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	1,248,536	969,333	969,333	1,539,669	570,336
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	778,258	969,333	969,333	1,539,669	570,336
Net (Deficit) Surplus	$ 470,278	$ -	$ -	$ (0)	$ (0)

- 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

American Rescue Plan Act (ARPA) Fund



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.

BUDGET SUMMARY- ARPA FUND

Revenues	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from Prior Year Original Budget
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	1,740,392	2,996,266	4,744,586	1,586,698	(1,409,568)
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	1,426,354	2,996,266	4,744,586	1,586,698	(1,409,568)
Net (Deficit) Surplus	$ 314,038	$ -	$ -	$ (0)	$ (0)

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



Tax Increment Financing District II (TIF II) Fund

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.

BUDGET SUMMARY- TIF II FUND

Revenues	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from 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

Salaries By Department

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from Prior Year Original Budget	% Change
General Fund						
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	$ 9,792,715	$ 10,494,482	$ 10,494,482	$ 11,232,170	$ 737,688	7.03%
Parks & Tourism Fund						
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	$ 1,729,083	$ 1,908,436	$ 1,908,436	$ 2,082,992	$ 174,556	9.1%
ARPA Fund						
ARPA	$ -	$ 100,001	$ 100,001	$ 94,500	$ (5,501)	100.0%
Stormwater Fund						
Stormwater Division	$ 377,097	$ 413,681	$ 413,681	$ 466,621	$ 52,940	12.8%
State Accommodations Fund						
Police Support	$ 17,226	$ 16,728	$ 16,728	$ 18,366	$ 1,638	9.8%
Total Salaries	$ 11,916,120	$ 12,933,327	$ 12,933,327	$ 13,894,649	$ 961,322	7.4%

Benefits By Department

	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from Prior Year Original Budget	% Change
General Fund						
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%
Parks & Tourism Fund						
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%
ARPA Fund						
ARPA	$ -	$ 43,972	$ 43,972	$ 39,371	$ (4,601)	100.0%
Stormwater Fund						
Stormwater Division	$ 159,597	$ 217,457	$ 217,457	$ 200,336	$ (17,122)	-7.9%
State Accommodations Fund						
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	6.6%

Full-Time Equivalents per Fund with Comparisons

	FY 2024 Actual FTE's	FY 2025 Adopted FTE's	FY 2026 Recommended FTE's	Increase (Decrease) in FTE's from Prior Year
General Fund				
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	159.5	159.5	159.5	-
Parks & Tourism Fund				
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	25.2	25.2	25.2	-
ARPA Fund				
ARPA	-	1.0	1.0	-
Stormwater Fund				
Stormwater Division	7.0	7.0	7.0	-
State Accommodations Fund				
Police Support	0.3	0.3	0.3	-
Total Full-Time Equivalent Positions	192.0	193.0	193.0	-

Capital Projects and Capital Improvement Plan



Capital Projects Fund and Recommended Capital Improvement Plan

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.

BUDGET SUMMARY- CAPITAL PROJECTS FUND

Revenues	FY 2024 Actual	FY 2025 Original Budget	FY 2025 Revised Budget	FY 2026 Recommended Budget	Increase (Decrease) from 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 1st 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

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
1st 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

Description	FY 26 Recommended Funding										
	Parks and Tourism Revenue Bond Funds	Parks and Tourism Fund Balance	State Accommodations Tax Fund Balance	Capital Project Fund Balance	Partners	TIF II	Grant Funding	Stormwater Bond Funds	General Fund Balance	ARPA	Total FY26 Recommended
City Facilities											
Carnegie Building Roof and Interior		200,000									$ 200,000
Arsenal Walls Rehabiliation			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	TIF II Fund	Parks and Tourism Fund	State Accommodations Tax Fund	Stormwater Fund	ARPA Fund	Capital Project Fund	General Fund	Partners	Grants	Total FY26 Recommended
City Facilities										
Carnegie Building Roof and Interior		$ 200,000								$ 200,000
Arsenal Walls Rehabiliation			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 2025/13

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:

Date	Penalty Assessed
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:

		Appropriations
General Fund		
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	$	28,775,971
Parks & Tourism Fund		
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	$	8,933,821
Stormwater Fund		
Stormwater Operations	$	884,446
Debt Service		518,900
Transfers Out		398,061
Total Stormwater Fund	$	1,801,407
State Accommodations Fund		
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	$	1,539,669

Fire Impact Fund		
Contribution to Fund Balance	$	205,000
	$	205,000
TIF II Fund		
Capital	$	740,000
Transfers Out		1,100,000
	$	1,840,000
American Rescue Plan Act Fund		
Personnel	$	133,871
Operating		100,000
Transfers Out		1,352,827
Total American Rescue Plan Act Fund	$	1,586,698
Capital Projects Fund		
Capital	$	28,449,471
Total Capital Projects Fund	$	28,449,471
Total Appropriations	$	73,132,037

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:

		Revenues
General Fund		
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		105,551
Total General Fund	$	28,775,971

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

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

	General Fund	ARPA Fund	Parks & Tourism Fund	Stormwater Fund	State Accommodations Fund	TIF II Fund	Fire Impact Fund	Capital Projects Fund	Total
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	28,775,971	1,586,698	8,933,821	1,801,407	1,539,669	1,840,000	205,000	28,449,471	73,132,037
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	28,775,971	1,586,698	8,933,821	1,801,407	1,539,669	1,840,000	205,000	28,449,471	73,132,037
Net (Deficit) Surplus	(0)	$ (0)	$ (0)	$ (0)	$ (0)	$ -	$ -	$ -	$ (0)

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

	INCOME: $0 - $2,000	INCOME OVER $2,000
RATE CLASS	**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, kiddy 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

Value	Fee
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

Location	Monthly Fee
Carteret Gravel Lot	$ 20.00
All 8 Hour Spaces / Lots	$ 35.00

Event / Parking Reservations

Authorized Person(s)	Fee / per Day
Event Planner / Coordinator / City Official	$ 6.00
Service Vendors / Contractors	$ 15.00

Parking Rates by Location

Parking Lots

Marina Lot	***Saltus Lot***
8 Hr Limit	8 Hr Limit
$1 per hour	$1 per hour
Marina Playground Lot	***Library Lot***
2 Hr Limit	2 Hr Limit
$1 per hour	$1 per hour
Carteret Lot	
8 Hr Limit	
.50 per hour	

On Street Metered Spaces

Bay Street	***Bay Street Extension***
2 Hr Limit	8 Hr Limit
$1 per hour	$1 per hour
Port Republic Street	***Newcastle***
2 Hr Limit	8 Hr Limit
$1 per hr	$1 per hour
Craven Street (West of Visitor Center)	***Visitor Center on Craven St.***
8 Hr Limit	90 min Limit
.50 per hour	$1 per hour
West Street (South of Port Republic St)	***West Street (North of Port Republic St)***
2 Hr Limit	4 Hr Limit
$1 per hour	.50 Hour
Scott Street (South of Port Republic St)	***Scott Street (North of Port Republic St)***
2 Hr Limit	4 Hr Limit
$1 per hour	.50 Hour
Charles Street (South of Port Republic St)	***Charles Street (North of Port Republic St)***
2 Hr Limit	4 Hr Limit
$1 per hour	.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:**	5/23/2025
FROM:	Sarah Sutton		
AGENDA ITEM TITLE:	Request from Beaufort Area Hospitality Association to host the Watermelon Sip and Stroll on Saturday, August 23, 2025, from 10:00 am to 4:00 pm, waiver of police fees, permission to serve alcohol, waivers of open container, public drinking, loud and unseemly noise		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Downtown Operations		

BACKGROUND INFORMATION:

Request from Beaufort Area Hospitality Association to host the Watermelon Sip and Stroll on Saturday, August 23, 2025, from 10:00 am to 4:00 pm and wavier of police fees, permission to serve alcohol, waivers of open container, public drinking, loud and unseemly noise.

PLACED ON AGENDA FOR: *Action*

REMARKS:

Staff recommends approval of the event

ATTACHMENTS:

Description	Type	Upload Date
BAHA Sip and Stroll August	Cover Memo	5/23/2025

May 20, 2025

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

RE: Request to conduct 2025 Sip & Stroll

Greetings Mayor & Council,

On behalf of the Beaufort Area Hospitality Association, I am writing to respectfully request permission to hold our 6th annual Sip and Stroll event on August 23, 2025. This beloved event will take place throughout the downtown core district and features an engaging tasting tour where guests can stroll through Beaufort's charming streets while enjoying beverages from a variety of local businesses.

Our Sip and Stroll stations will be strategically placed along the route at isolated outdoor locations and inside participating businesses, ensuring a seamless and enjoyable experience for attendees. We are excited to showcase the best of downtown, providing a unique opportunity for locals and tourists alike to explore our city.

Event Details and Highlights:

- **Date and Time**: August 23, 2025, from 10 a.m. to 4 p.m.
- **Purpose**: To drive economic activity during the traditionally slow post-summer season, supporting our downtown businesses.
- **Activities**:
    - Food and drink tastings, including alcoholic beverages at designated stations.
    - Live music performances throughout downtown to enhance the atmosphere.
    - A chance for attendees to shop and dine at downtown establishments.

This event has consistently proven to boost downtown visitation, increase visitor spending, and improve dwell time, significantly benefiting our local businesses. Additionally, we aim to strengthen partnerships with these businesses, promoting their products and services directly to event participants.

We are committed to hosting a socially responsible event and will ensure all relevant safety protocols are followed. The Sip and Stroll has become a signature event for Beaufort, highlighting our vibrant downtown community and creating memorable experiences for everyone involved. To further support event safety, we kindly request assistance from local law enforcement to help manage traffic and ensure public safety. This support would significantly reduce operational challenges, allowing us to focus resources on delivering a seamless and impactful experience.

We greatly appreciate your time and consideration in supporting this initiative, and we look forward to the opportunity to bring this unique event to life once again. Please feel free to reach out if you have any questions or require further details.

Sincerely,

Ashlee Houck
President & CEO – The Beaufort Area Hospitality Association

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/23/2025
FROM:	Sarah Sutton		
AGENDA ITEM TITLE:	Request from Main Street Beaufort for street closures for Bay Street from Charles to Carteret, West and Scott Streets from Bay to Port Republic, and drinking in public for First Friday on September 5, 2025, from 4:00 pm - 8:30 pm		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Downtown Operations		

BACKGROUND INFORMATION:

Request from Main Street Beaufort for street closures for Bay from Charles to Carteret, West and Scott Streets from Bay to Port Republic, and drinking in public for First Friday on September 5, from 4:00 p.m. - 8:30 p.m.

PLACED ON AGENDA FOR: *Action*

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
September First Friday	Cover Memo	5/23/2025

CITY OF BEAUFORT

M E M O R A N D U M

TO: Scott Marshall, City Manager
City Council

FROM: Sarah Sutton, Downtown Manager and Main Street Beaufort Director

DATE: May 22, 2025

SUBJECT: Request from Main Street Beaufort for street closures for Bay from Charles to Carteret, West and Scott Streets from Bay to Port Republic, and drinking in public for First Friday on September 5, from 4:00 p.m. - 8:30 p.m.

Main Street Beaufort respectfully requests the temporary closure of the following streets on Friday, September 5, 2025, from 4:00 p.m. to 8:30 p.m. This closure will accommodate the setup, execution, and breakdown of entertainment activities associated with the themed First Friday event.

Requested Street Closures:

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

Additionally, we request a waiver of City Ordinance 7-7002 regarding Public Drinking for the duration of the event.

Thank you for your consideration and continued support of downtown programming.

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:**	5/22/2025
FROM:	Jennifer Pointer		
AGENDA ITEM TITLE:	Request for co-sponsorship of the Henry C. Chambers Waterfront Park by the Beaufort Area Hospitality Association to host the 2026 Oyster Festival, January 17 and 18, 2026, also requested is access to Public Works resources, including fencing, water, and electrical support, request to sell beer and wine during festival, and waiver of fees for Police and Fire		
MEETING DATE:	6/10/2025		
DEPARTMENT:	Downtown Operations		

BACKGROUND INFORMATION:

Request for co-sponsorship of Henry C. Chambers Waterfront Park by the Beaufort Area Hospitality Association to host the 2026 Oyster Festival, January 17 and 18, 2026. Also requested is access to Public Works resources, including fencing, water, and electrical support, request to sell beer and wine during festival, and waiver of fees for Police and Fire. (2024's total for Police and Fire totaled $3,809.40.)

PLACED ON AGENDA FOR: *Action*

REMARKS:

Staff recommends approval of event.

ATTACHMENTS:

Description	Type	Upload Date
2026 Oyster Festival City Request	Cover Memo	5/22/2025

Beaufort Area Hospitality Association

May 20, 2025

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

RE: Request to Conduct
Beaufort Oyster Festival 2026

Dear Mayor & Council,

We are delighted to present the attached Special Event Permit application for the 6th Annual Beaufort Oyster Festival – Queen of the Carolina Sea Islands, along with a request for co-sponsorship of this event with the City of Beaufort.

The Beaufort Oyster Festival is envisioned to celebrate all aspects of our Lowcountry oystering culture and agri-tourism economy from historical, to architectural, ecological, agricultural, culinary, artisan, and more.

The full event is conceived as an 11-day festival week corresponding with South Carolina Restaurant Week where focus is given to presenting oyster fare at area restaurants and culminating in a weekend festival in the Henry C. Chambers Waterfront Park. Area businesses, elementary schools, agri-tourism and eco-cultural businesses, agencies and non-profits will be invited to participate in the event throughout the week in educational, art and oystering programs and demonstrations.

The full event would be scheduled January 8 – 18, 2026. The Festival Weekend would be **January 17-18, 2026, in Waterfront Park**. These dates have been chosen specifically to support our local hospitality industry during a traditionally slow time in our market while generating positive economic activity supporting HTAX and ATAX. It is our hope that this event will grow to become one of the cities and Lowcountry's treasured heritage festivals.

Our request for co-sponsorship includes waiver and/or cost absorption on the following:

1) Use of Henry C. Chambers Waterfront Park and associated fees
2) Water and Electric
3) Related services that include publics works – fencing, water hook up etc.
4) Police and Emergency Services

The Beaufort Oyster Festival will offer beer and wine on-site, and we are seeking approval to serve them in the park area as well.

Thank you for your consideration of this request. We look forward to working with the City of Beaufort and our community in celebration of this integral Lowcountry culture and agri-tourism industry.

Sincerely,

Ashlee Houck

President & CEO, Beaufort Area Hospitality Association

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: Beaufort Oyster Festival 2026	Date(s) of Event: January 17-18 -2026 Setup start/end time: January 16 8am - Jan 19 5pm Actual event start/end time: Jan 17 10am Ends Jan 18 6pm Take down start/end time: January 19-20 6pm - 2pm following day
Organization/Individual Name: Beaufort Area Hospitality Association	Address: PO Box 566 Beaufort, SC 29901 Telephone: 843.707.2705 Email: ashlee@bfthospitality.com

- 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.

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? Yes Served? Yes

Will food be sold? Yes Served? Yes

Will there be any retail sales? Yes

Number of people expected to attend: 6,000+ over two days

WFP Application Rev 082421

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	**4 HR Block**	**6 HR Block**	**12 HR Block**
Circle of Palms/ Dining	$ 200.00	$ 400.00	
Craft Market Lawn	$ 200.00	$ 400.00	
Contemplative Garden	$ 200.00	$ 400.00	X
Pavilion	$ 350.00	$ 500.00	X
Green 1	$ 300.00	$ 500.00	X
Green 2	$ 450.00	$ 750.00	X
Electric Fee	$ 50.00	$ 75.00	X
Entire Park			$2,200.00
Refundable Security Deposit	$ 500.00	$ 800.00	$1,100.00

See this link https://sc-beaufort.civicplus.com/240/Group-Event-Business-License 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.



Lessee/Applicant Signature

May 20, 2025

Date

----------**This section for City use**----------

Date Application Received

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

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

To: City Council

From: Curt Freese

Agenda Item Title: Annexation and Zoning of 3659 Trask Parkway

Meeting Date: 6-10-25

Department: Community Development

I. INTRODUCTION – The applicant wants to bring subject property, which is the site of the former Greyhound Bus Station, into the City of Beaufort to make it easier to re-use this property commercially.

II. BACKGROUND -. The property owner together with a prospective tenant have attended the TRC / Pre-Design Meeting on March 18, 2025, to present plans to make this a new BBQ restaurant. The Applicant came before the PC on 4/21, with a split zoning request of T-5 UC/RMX but the case was tabled as one of the owners of the property had not provided a notarized signature. This was resolved by the May 19th PC meeting. The PC also asked the applicant if an RMX only zoning classification would be more appropriate, dropping the T-5 UC split zoning. This was accepted by the applicants.

The property is currently located within the County, and zoned C3-Neighborhood Mixed-Use. A possible restaurant re-use within the current County zoning district is only permissible as part of a Traditional Community Plan (TCP), which strives to create a compact, walkable and place-based neighborhood development pattern.

III. LEGAL AUTHORITY - PURSUANT TO S.C. CODE ANN. § 5-3-150(3) Alternate methods where petition signed by all or seventy-five percent of landowners for annexation.

IV. STAFF RECOMMENDATION – Staff supports the PC recommendation of approval of the Annexation and Zoning to Regional Mixed Use District (RMX). This requires two separate motions. This meeting is for First Reading only.

Second Reading and the Public Hearing will be held at the July 8, 2025 meeting.

3659 TRASK PARKWAY

Annexation & Rezoning Request
(Former Greyhound Bus Station)

City of Beaufort Department of Planning and Development Services

M E M O R A N D U M

TO: **The Beaufort Gazette**

FROM: **Julie A. Bachety 525-7011**

DATE: **June 2, 2025**

SUBJECT: **Public Hearing Notice**

City of Beaufort
NOTICE OF PUBLIC HEARING
Proposed Annexation and Rezoning

The City Council of the City of Beaufort will hold a public hearing on Tuesday July 8, 2025 at 7:00 P.M. in the Council Chambers on the second floor at Beaufort City Hall, 1911 Boundary Street, Beaufort, S.C., for annexation and zoning of the following property:

> The Applicant, Willie Mack Stansell, III is requesting annexation and rezoning of approximately 1.72 acres located at 3659 Trask Parkway, Beaufort, South Carolina, further identified as R100 026 000 0151 0000 from Neighborhood Mixed-Use (C3NMU) – Beaufort County Zoning to RMX District (RMX) – City of Beaufort Zoning.

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.

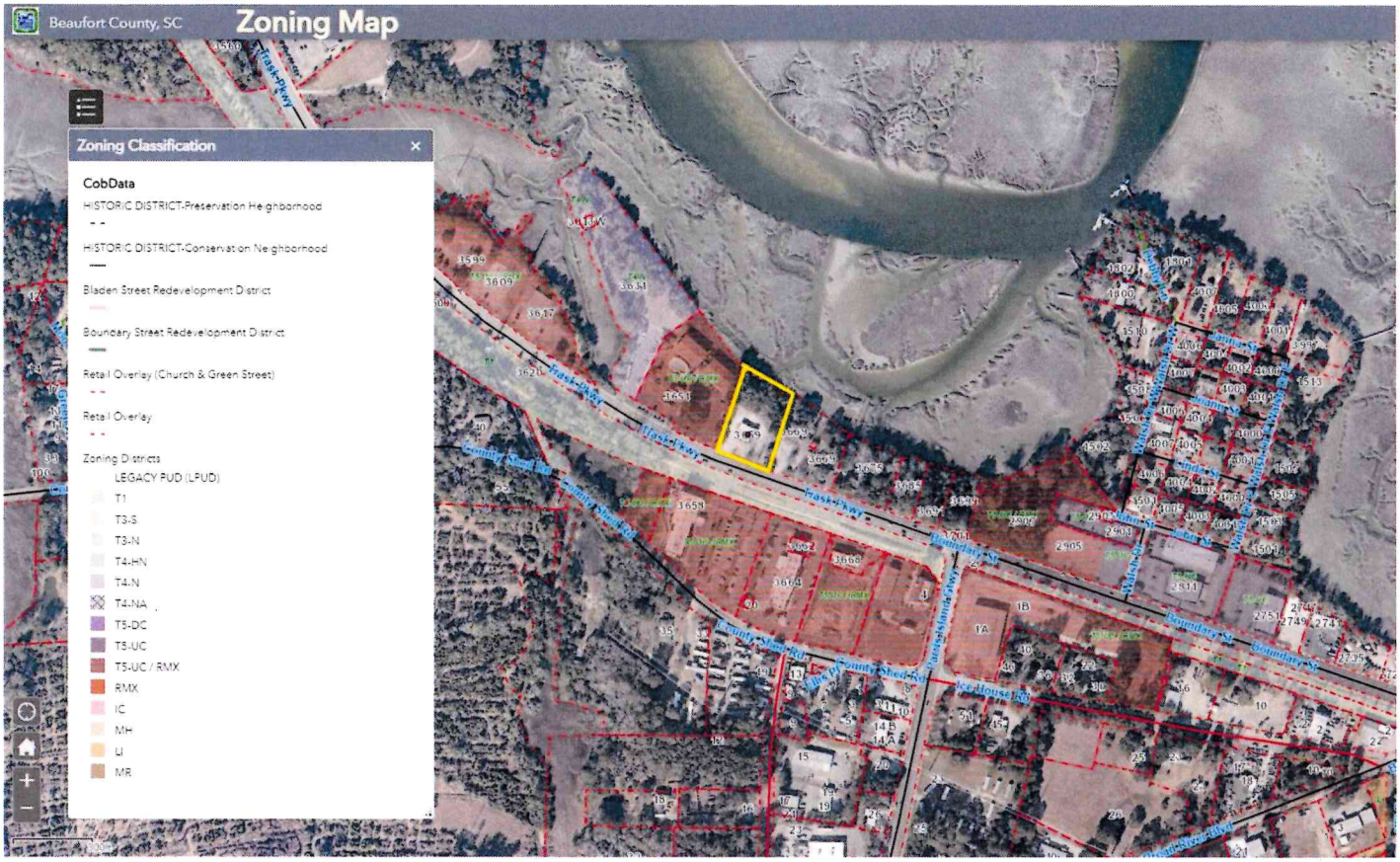
GAZETTE: Please run in our usual block advertisement form on Wednesday, June 4, 2025.

RECEIPT: Please confirm that you have received this notice, and that the ad can run that day.

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

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



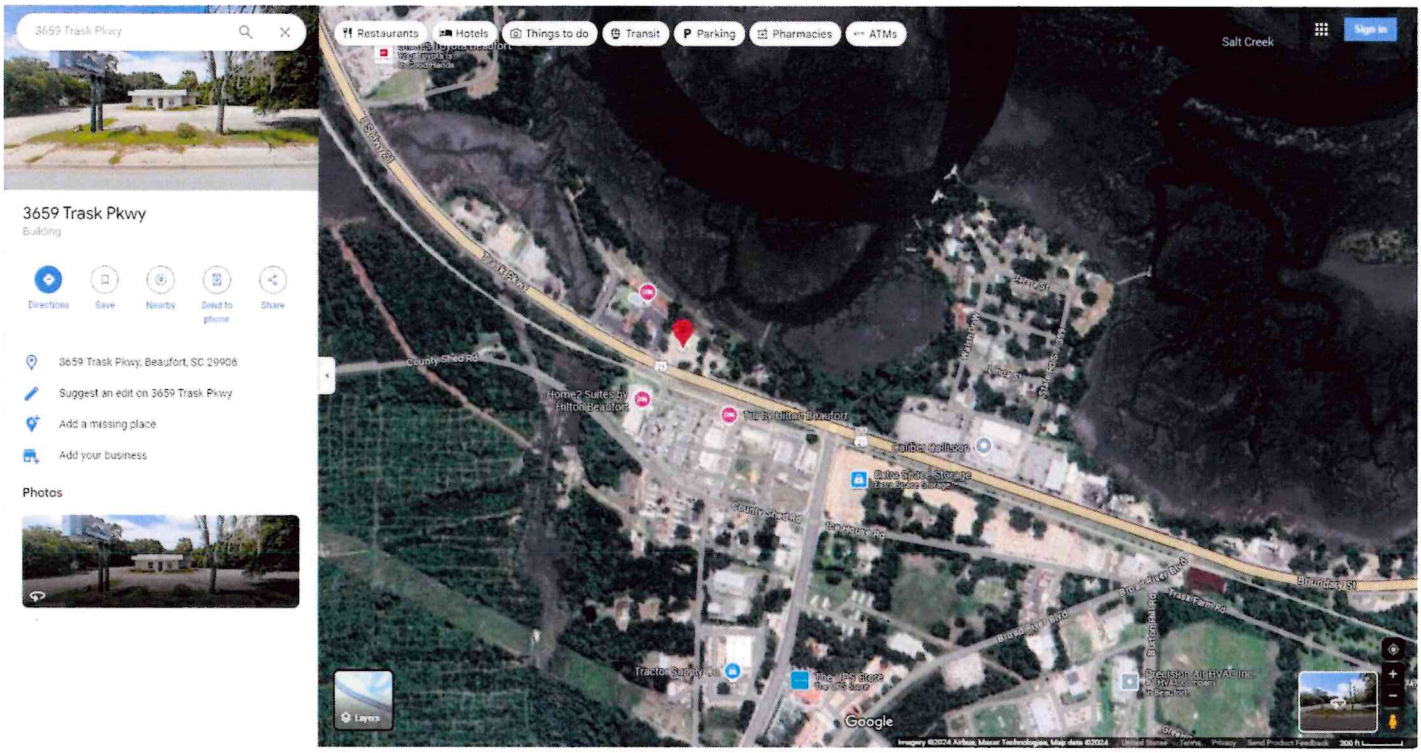
Location of subject property within Beaufort County, SC – Zoning Map



Location of subject property within Floodplain and Elevations Map



Google Maps General Location Map



Google Maps Streetview – Looking West



Google Maps Streetview – Looking Southwest



Google Maps Streetview – Looking North



TO THE MEMBERS OF)
CITY COUNCIL) PETITION OF ANNEXATION
CITY OF BEAUFORT, SOUTH CAROLINA)

We, the undersigned freeholders, pursuant to Section 5-3-150, South Carolina Code of Laws, 1976, as amended, do pray that your Honorable Body accept the petition and annex the enclosed described area, and enact an Ordinance declaring the area annexed to the City of Beaufort with full City privileges accorded to, and responsibilities required of, the said residents thereof and the lands and properties and businesses erected therein, subject only to the conditions, provisions, and limitations hereinafter set forth. The said annexation shall be upon terms, limitations, provisions, and conditions as follows:

The City of Beaufort shall furnish and render as promptly as practical to said area, its residents and properties, all of privileges, benefits, rights and services now and hereinafter to be accorded the citizens within the corporate limits of the City of Beaufort in every particular under its charter and general special laws of South Carolina applicable to the City of Beaufort, and subject to the existing ordinances of the City.

The petitioning area to be annexed is described as follows:

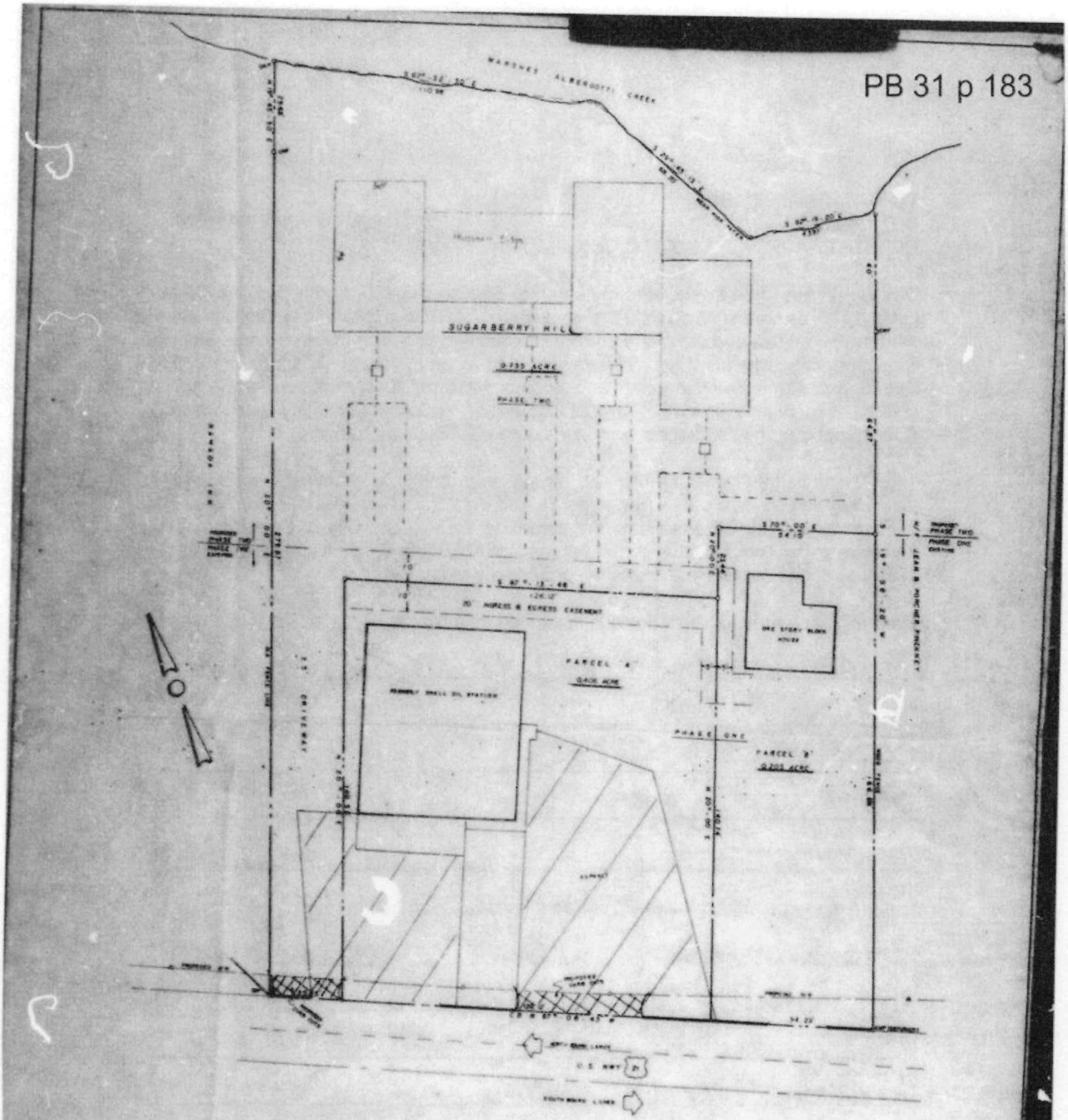
3659 Trask Pkwy, Beaufort, SC 29906

Plat of area to be annexed and list of freeholders are attached hereto.

Name (print)	Address	Signature	Date of Signature
Colden R. Battey Jr.	107 Alston Rd BFT, SC 29907	Colden R Battey	5/5/25
Susan B. Stanwell	55 Governors Tr. BFT, SC, 29907	Susan B Stanwell	5/5/25

Notary Public for
State of South Carolina
Elizabeth D. Rempfer

PB 31 p 183



SURVEY FOR

JACK VANE

BURTON

PORT ROYAL ISLAND

BEAUFORT COUNTY SOUTH CAROLINA

BEAUFORT COUNTY DEVELOPMENT STANDARDS
- FINAL PLAT APPROVAL -

This is to certify that the Beaufort County Joint Planning Commission has approved the final plat of the above development as it conforms to the Beaufort County Development Standards Ordinance and is approved as a minimum plat.

Date of Planning Commission Approval 6/21/83

Development Plan # 0686

Certified by [signature] Date

9-30-83

Plat Book 31

Page 183

[signature]

ROD C. SPAWN, RLS #2175

P.O. BOX 1597

BEAUFORT, SC 29902

PAID 3/18/25 CK

REZONING APPLICATION (EXCEPT FOR PUDS)

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-6606
Email: development@cityofbeaufort.org/www.cityofbeaufort.org

Application Fee: $400 +
$25 for each additional lot
Receipt 186101

OFFICE USE ONLY: **Date Filed:** 3/18/25 **Application #:** 28475 **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: 3659 TRASK PKWY

Property Identification Number *(Tax Map & Parcel Number)*: R100 026 000 0151 0000

Applicant Name: Willie Mack Stansell III

Applicant Address: 58 Governors Trace Beaufort, SC. 29907

Applicant E-mail: STANSELL64@GMAIL.COM Applicant Phone Number: 843-441-6472

Property Owner (if other than the Applicant): Willie Mack Stansell III, Susan Butler Stansell

Property Owner Address: 58 Governors Trace, Beaufort, SC. 29907

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: County Comp Imp

Requested zone classification: T5-UC / T5-UC / RMX (Any Comm use)

Total area of property: 1.72 Acre

Existing land use: Vacant, The old Greyhound Bus Station

Desired land use: Multi-Use,

Reasons for requesting rezoning: Annexation into the City

Applicant's Signature: Willie Mack Stansell III Date: 3-18-25

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

Property Owner's Signature: Date:

Beaufort County, South Carolina

generated on 11/18/2024 1:40:57 PM EST

Property ID (PIN)	Alternate ID (AIN)	Parcel Address	Data refreshed as of	Assess Year	Pay Year
R100 026 000 0151 0000	00157341	3659 TRASK PKWY,	11/15/2024	2024	2024

Current Parcel Information

Owner	BATTEY COLDEN R Jr	Property Class Code	ComImp Other
Owner Address	PO BOX 52427 ATLANTA GA 30355	Acreage	1.7200
Legal Description	#BKO1007 CAR RENTAL 0.04 AC TO US 21 R/W		

Historic Information

Tax Year	Land	Building	Market	Taxes	Payment
2024	$344,000	$65,800	$409,800	$7,600.87	$0.00
2023	$344,000	$65,800	$409,800	$7,600.88	$7,600.88
2022	$375,700	$42,300	$418,000	$7,051.34	$7,262.88
2021	$375,700	$42,300	$418,000	$6,914.82	$6,914.82
2020	$375,700	$42,300	$418,000	$6,737.14	$6,737.14
2019	$375,700	$42,300	$418,000	$6,661.30	$6,661.30
2018	$375,700	$42,300	$418,000	$6,329.22	$6,349.31
2017	$244,200	$69,900	$314,100	$5,659.65	$5,659.65
2016	$244,200	$69,900	$314,100	$5,542.23	$5,542.23
2015	$244,200	$69,900	$314,100	$5,318.28	$5,318.28
2014	$244,200	$69,900	$314,100	$5,146.00	$5,146.00

Sales Disclosure

Grantor	Book & Page	Date	Deed	Vacant	Sale Price
BATTEY COLDEN R JR	4351 3089	7/12/2024	Fu		$400,000
VANE JUDITH S	612 1959	11/23/1992	Fu		$300,000
VANE JACK	597 37	12/9/1991	Fu		$1
KING PETROLEUM CO INC	378 1923	8/1/1983	Fu		$115,000
KING PETROLEUM CO INC	128 73	1/1/1980	Fu		$0
		12/31/1776	Or		$0

Narrative, C/O: Willie Mack Stansell III,

Respectfully request approval of the annexation of 3659 Trask Pkwy into the City of Beaufort as to provide for the continued growth and progress for all parties concerned.

The opportunity to annex into the city for this property will allow for a higher quality of life for its residents, while increasing economic opportunities and ultimately boosting the local economy. We believe by becoming part of the City of Beaufort we are preserving the unique character and identity of the annexed areas around this property, respecting our history and culture.

r/

Willie Mack Stansell III

BEAUFORT COUNTY SC - ROD
BK 4351 Pgs 3089-3091
2024031891 RED
07/18/2024 04:16:42 PM
RCPT# 1175556
RECORDING FEES 15.00
County Tax County 440.00
State Tax State 1,040.00

Prepared By and Return to:
Harvey & Battey, P.A
Kevin E. Dukes, Esquire
1001 Craven Street
Beaufort, SC 29902
File No.: P-29768-24SB

(Please do not write above this line – Reserved for the Register of Deeds)

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that **Colden R. Battey, Jr.** (hereinafter called "Grantor"), for and in consideration of the sum of Four Hundred Thousand and 00/100 Dollars ($400,000.00) to the Grantor in hand paid at and before the sealing of these presents by **Willie Mack Stansell, III and Susan Battey Stansell** (hereinafter called "Grantees"), 58 Governors Trace, Beaufort SC 29907, in the State aforesaid, the receipt of which is hereby acknowledged, has granted, bargained, sold and released, and by these Presents does grant, bargain, sell and release, subject to the easements, restrictions, reservations and conditions set forth below, unto the Grantees, as joint tenants with rights of survivorship and not as tenants in common, their heirs and assigns, in fee simple, a 2/3 undivided interest in the following described property, to wit:

SEE ATTACHED EXHIBIT "A" FOR LEGAL DESCRIPTION

TOGETHER with all and singular, the Rights, Members, Hereditaments and Appurtenances to the Premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, all and singular, the premises before mentioned unto the Grantees, as joint tenants with rights of survivorship and not as tenants in common, their heirs and assigns forever, in fee simple.

AND THE GRANTOR does hereby bind himself and his heirs and assigns, to warrant and forever defend all and singular the premises unto the Grantees, their heirs and assigns, against himself and his heirs and assigns and against every person whomsoever lawfully claiming or to claim the same, or any part thereof.

WITNESS his hand(s) and seal(s) this 12th day of ~~June,~~ July 2024.

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF:

1st Witness
Written Name: Anna Clampitt

2nd Witness
Written Name: Keith E Dukes

Golden R. Battey, Jr.

STATE OF South Carolina)
) ACKNOWLEDGMENT
COUNTY OF Beaufort)

I, the undersigned notary public, do hereby certify that the Grantor personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

SWORN to before me this
12th day of ~~June,~~ July 2024.

Notary Public for SC

Keith E. Dukes
Print or Type Name of Notary

My Commission Expires: 11/2/32

EXHIBIT "A"

A 2/3 undivided interest of all that certain piece, parcel or tract of land, together with all buildings and improvements thereon, situate, lying and being in Beaufort Township, in the County of Beaufort, State of South Carolina, and measuring Two Hundred Five and Four-Tenths (205.4') feet, more or less, on U.S. Highway 21, and extending back therefrom to the water and marshes of Albergotti Creek, bounded on the North and East by Albergotti Creek and lands of Sidney Smith; on the South by U.S. Highway 21; on the West by lands of Terhune; as reference to plat thereof prepared by J.N. Frank dated 20 September 1958, will more fully show.

This conveyance is made subject to all easements, restrictions, covenants and conditions of record and otherwise affecting the property.

This being the same property conveyed to the within named Grantor(s) by Deed from Judith S. Vane dated November 23, 1992 and recorded on December 8, 1992 in Book 612 at Page 1959 in the office of the Register of Deeds for Beaufort County, South Carolina.

This deed was prepared by Kevin E. Dukes, Esquire, of Harvey & Battey, PA, 1001 Craven Street, Beaufort, South Carolina 29902.

BEAUFORT COUNTY TAX MAP REFERENCE: R100 026 000 0151 0000

ORDINANCE 2025/15

AN ORDINANCE TO ANNEX 1.72 ACRES OF REAL PROPERTY IDENTIFIED AS BEAUFORT COUNTY TAX MAP NUMBER R100 026 000 0151 0000, 3659 TRASK PARKWAY TO THE CITY OF BEAUFORT PURSUANT TO S.C. CODE ANN. § 5-3-150(3)

WHEREAS, Petition for Annexation (hereinafter "Petition") dated May 19, 2025 and signed by all of the owners of a parcel of real estate identified as Beaufort County Tax Map Number R100 026 000 015 0000 and located at 3659 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 1.72 acre lot identified by Beaufort County Tax Map Number R100 026 000 0151 0000, located at 3659 Trask Parkway, bounded on the south by Trask Parkway, on the west by lands Shrida, LLC, on the north by Albertgotti Creek, and on the east by Frozen Properties, LLC.

This Ordinance shall become effective immediately upon adoption.

_____
PHILIP E. CROMER, MAYOR

Attest:

_____
TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed by: Reviewed as to form by Ben Coppage, City Attorney

ORDINANCE 2025/16

AN ORDINANCE TO AMEND THE CITY OF BEAUFORT ZONING DISTRICT MAP TO INCLUDE REAL PROPERTY IDENTIFIED AS BEAUFORT COUNTY TAX MAP NUMBER R100 026 000 0151 0000, 3659 TRASK PARKWAY TO BE ZONED REGIONAL MIXED USE (RMX)

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 026 000 0151 0000 (hereinafter "Property") and located at 3659 Trask Parkway 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 Regional Mixed-Use (RMX);

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 Regional Mixed-Use (RMX) 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 Regional Mixed-Use will better allow the property to be utilized for mixed use and commercial 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 May 19, 2025 and, at the close of that meeting, the Planning Commission recommended approval of the zoning designation of Regional Mixed-Use (RMX); and

WHEREAS, a public hearing before the City Council was held regarding the proposed change to the Zoning Map on July 8, 2025, with notice of the hearing published in The Beaufort Gazette on

June 4, 2025, at which staff recommended approval of the zoning designation of Regional Mixed-Use (RMX).

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 Regional Mixed-Use (RMX).

This Ordinance shall become effective immediately upon adoption.

_____
PHILIP E. CROMER, MAYOR

Attest:

_____
TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed by: Reviewed as to form by Ben Coppage, City Attorney

CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO:	CITY COUNCIL	**DATE:** 5/28/2025
FROM:	Scott Marshall, City Manager	
AGENDA ITEM TITLE:	Resolution regarding the composition and terms of the Beaufort Housing Authority Board of Commissioners	
MEETING DATE:	6/10/2025	
DEPARTMENT:	City Managers Office	

BACKGROUND INFORMATION:

The Beaufort City Clerk was contacted by Ron Scott, Counsel for the Beaufort Housing Authority (BHA), in January of this year regarding terms of office for Beaufort Housing Authority Board appointees. Through a series of regular appointments and appointments to fill vacancies over the years, the original terms of office for the board positions were compromised. From research on the part of BHA and the City Staff, this was likely caused by appointees to fill unexpired terms being incorrectly appointed for full terms.

PLACED ON AGENDA FOR: *Action*

REMARKS:

The Resolution presented for consideration reestablishes the correct terms of office for board members and their associated positions on the Board. Further, this Resolution was drafted by Mr. Scott and was coordinated through City Attorney Ben Coppage.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Backup Material	5/28/2025
Minutes/Resolution from October 24, 1967	Backup Material	5/28/2025
Minutes/Resolution from February 25, 1969	Backup Material	5/28/2025
Resolution R-5-96	Backup Material	5/28/2025
Resolution R-17-99	Backup Material	5/28/2025
Resolution R-3-05	Backup Material	5/28/2025

RESOLUTION

2025-13

A RESOLUTION REGARDING THE COMPOSITION AND TERMS OF THE BEAUFORT HOUSING AUTHORITY BOARD OF COMMISSIONERS

WHEREAS, Section 31-3-340 of the South Carolina Code of Laws states that when the council of a municipality adopts a resolution, the council shall appoint not less than five (5) nor more than seven (7) persons as commissioners of the housing authority created by the municipality; and,

WHEREAS, by a resolution adopted on October 24, 1967, the City Council ("City Council") of the City of Beaufort, South Carolina ("City") established the Beaufort Housing Authority ("BHA"), and appointed a Board of Commissioners ("BOC") consisting of five (5) persons to govern the BHA; and,

WHEREAS, by resolutions adopted in 1969, 1996, 1999, and 2005, City Council expanded the BOC to seven (7) persons, and confirmed the authority of City Council to appoint all members of the BOC; and,

WHEREAS, each member of the BOC shall serve a term of office of five (5) years, other than the assisted commissioner who shall be appointed by the Mayor and who is not subject to a set term of office; and,

WHEREAS, City Council now believes that it is necessary and in the best interest of the City and its citizens, to clarify and confirm the terms of the existing membership, seats, and preferred geographic representation of the BOC in general.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Beaufort, South Carolina, that current membership and terms of the Beaufort Housing Authority Board of Commissioners consists of the following:

	Beginning of Term	End of Term
Janie Glover *	N/A	N/A
VACANT	10/24/20	10/24/25
Linda Robinson **	10/24/21	10/24/26
John Warley	10/24/22	10/24/27
Marilyn Harris ***	10/24/23	10/24/28
Will Achurch ***	02/25/24	02/25/29
Ethan James	10/24/24	10/24/29

* Commissioner serving as the assisted commissioner with no set term per Section 31-3-340 of the South Carolina Code of Laws
** Commissioner serving in a holdover capacity due to an expired term
*** Commissioner appointed to fill the unexpired term of a prior appointee

BE IT ALSO RESOLVED by the City Council that the membership of the BOC shall consist of seven (7) persons either residing in or representing the following geographic designations****:

City of Beaufort – 4
County of Beaufort – 1
Town of Port Royal – 1
Town of Hilton Head Island – 1

**** The County of Beaufort, the Town of Hilton Head Island, and the Town of Port Royal may recommend a person to serve as a member of the BOC. The BOC shall review and recommend to the Mayor and/or to the City Council qualified applicants and/or recommended persons to serve as members of the BOC. Those recommendations shall be subject to the final approval of the City Council, other than the assisted commissioner who shall be appointed by the Mayor.

AND IT IS SO RESOLVED THIS _____ DAY OF _____ 2025.

_____
Philip E. Cromer, Mayor

Attest:

_____
Traci Guldner, City Clerk

Reviewed by City Attorney, Ben Coppage as to form.

A regular meeting of City Council was held on Tuesday, October 24, 1967 at 7:00 p.m. at City Hall.

The following members were present: Mayor Monroe W. Key, Councilmen John M. Griffin, Joseph M. Wright, Carson R. Rentz and R. Ray Kearns. The City Manager, Don H. Fisher, was also present.

On motion by Councilman Kearns, seconded by Councilman Wright, the minutes of the meeting held October 10, 1967 were approved as written.

GARBAGE DEPT:
Proposed Sanitary Landfill project with Port Royal

The City Manager reported on a meeting with the Mayor of Port Royal at which time it was proposed that the City of Beaufort and Port Royal undertake a joint sanitary landfill program in the City of Port Royal. The particular land is adjacent to the S. C. Ports Authority property and has been made available for this use by the owners. The City Manager stated that he would investigate the details of this proposal and prepare a recommendation for City Council action.

S. C. MUNICIPAL ASSOC.
Regional Meeting

The City Manager reported that there would be a regional meeting of the Municipal Association in Walterboro on Wednesday, 1 November. All members are urged to attend this important meeting to discuss the Municipal Association's legislative program for 1968.

FINANCIAL:
Received as information

The City Manager presented the financial statement which Council received as information.

WATER DEPARTMENT:
Current activities report

The City Manager briefed Council on the current activities of the Water Department. He discussed in detail the City's water distribution system and the plans for future improvements.

STREET IMPROVEMENTS:
Need for long range study of area reiterated

Council again discussed the need for a long range highway study of this area. The City Manager stressed the obligation that the City must assume if the State Highway Department were to undertake such a study. On motion by Councilman Rentz, seconded by Councilman Kearns, Council authorized the City Manager to proceed with negotiations with the Board of Directors of Beaufort County to organize a working commission to coordinate this study.

LOW-COST HOUSING
Resolution adopted

Council again discussed the urgent need for low-cost housing in the City of Beaufort. On motion by Councilman Wright, seconded by Councilman Kearns, the following resolution was unanimously adopted:

RESOLUTION

A RESOLUTION DECLARING THE NEED FOR A HOUSING AUTHORITY IN THE CITY OF BEAUFORT, SOUTH CAROLINA.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEAUFORT, SOUTH CAROLINA:

THAT the City Council of the City of Beaufort, South Carolina, hereby determines, finds and declares in pursuance of the "Housing Authorities Law" as amended of the State of South Carolina, that:

1. Insanitary and unsafe inhabited dwelling accommodations exist in the City of Beaufort, South Carolina; and

2. There is a shortage of safe and sanitary dwelling accommodations in the City of Beaufort, South Carolina, available to families of low income at rentals they can afford; and

3. There is need for a Housing Authority in the City of Beaufort, South Carolina.

4. The organization of a Housing Authority in the City of Beaufort, South Carolina, is declared to be a corporate and public purpose.

5. The population of the City of Beaufort, South Carolina, is more than 5,000 persons.

BE IT FURTHER RESOLVED that the Mayor of the City of Beaufort be promptly notified of the adoption of this resolution.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately.

GARBAGE DEPARTMENT:
Quotation on Packer unit

The City Manager presented quotations for a packer unit to be installed on the new garbage truck. On motion by Councilman Griffin, seconded by Councilman Rentz, Council accepted the proposal by the Amick Equipment Company and instruction the City Manager to proceed with this purchase.

ZONING ORDINANCE:
Hearing set on proposed change

Council discussed a proposed change to the City's Zoning Ordinance that had been recommended by the Planning Commission. It was the consensus of Council that a public hearing would be held on this matter at 8:00 p.m., Tuesday, December 5, at City Hall. The City Manager was instructed to prepare the necessary notices for this meeting.

PARADE PERMIT:
Same granted to Beaufort County Chamber of Commerce

A request from the Beaufort County Chamber of Commerce to hold their annual Merchant's Parade on Wednesday, November 22, 4:00 p.m. was unanimously approved.

There being no further business to come before Council, the meeting was adjourned at 9:00 p.m.

Monroe W. Key, Mayor

John M. Griffin, Councilman

Joseph M. Wright, Councilman

Carson R. Rentz, Councilman

R. Ray Kearns, Councilman

ATTEST:

Don H. Fisher, City Manager

February 25, 1969

HOUSING AUTHORITY:
Resolution authorizing commissioners be increased to 7; and act as Authority for Port Royal

Mayor Key discussed for Council, the desirability of the Beaufort Housing Authority acting in the dual capacity as the Housing Authority for the Town of Port Royal. This would provide an assist to Port Royal and enable them to enter the low-rent housing program in the very near future. The County Legislative Delegation has provided the necessary legislation permitting the Housing Authority to act in this dual role. It will be necessary for Port Royal to appoint two members to this Authority to act on behalf of that town. On motion by Councilman Wright, seconded by Councilman Kearns, Council unanimously adopted the following Resolution:

RESOLUTION

WHEREAS, it would be of mutual benefit to the City of Beaufort and the Town of Port Royal to participate together in the Beaufort Housing Authority to obtain low-rent housing for both areas; and

WHEREAS, the Beaufort County Legislative Delegation has provided the necessary legislation to increase the Housing Authority membership from its present five members to seven members to encompass Port Royal,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Beaufort hereby authorizes the Beaufort Housing Authority to increase its commissioners to seven and to assist in obtaining low-rent housing for the Town of Port Royal.

There being no further business to come before Council, the meeting was adjourned at 10:25 p.m.

Monroe W. Key, Mayor

John M. Griffin, Councilman

Joseph M. Wright, Councilman

Carson R. Rentz, Councilman

R. Ray Kearns, Councilman

ATTEST:

Don H. Fisher, City Manager

DAVID M. TAUB
MAYOR

CITY OF BEAUFORT

SOUTH CAROLINA

R-05-96

R E S O L U T I O N

AUTHORIZING A CHANGE IN THE REPRESENTATION OF THE BEAUFORT HOUSING AUTHORITY BOARD OF COMMISSIONERS

WHEREAS, the City of Beaufort created the Beaufort Housing Authority in 1968 pursuant to "Housing Authorities Law" of the State Code; and

WHEREAS, the Beaufort City Council appoints members to the Beaufort Housing Authority Board of Commissioners; and

WHEREAS, the Beaufort Housing Authority now has County-wide jurisdiction; and

WHEREAS, the City and the Housing Authority would like the Board of Commissioners to be representative of the area of jurisdiction, and also be in compliance with State Code regarding residency requirements.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Beaufort, South Carolina, that the distribution of the Beaufort Housing Authority Board be amended per the schedule below with each entity having power to appoint its representative(s).

Municipality	No. Board Members
City of Beaufort	4
Town of Port Royal	1
Beaufort County	2
Total	7

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 26th day of March, 1996.

David M. Taub
DAVID M. TAUB, MAYOR

ATTEST:

Beverly W. Gay
BEVERLY W. GAY, CITY CLERK

DAVID M. TAUB
MAYOR

CITY OF BEAUFORT
SOUTH CAROLINA

R-17-99

RESOLUTION
REGARDING COMPOSITION OF
THE BEAUFORT HOUSING AUTHORITY BOARD

WHEREAS, the Board of Commissioners of the Beaufort Housing Authority endorses the creation of an "Affordable Housing Task Force," with the purpose and mission as described in the Affordable Housing Chapter of the Draft Comprehensive Plan, dated October, 1997; and

WHEREAS, the task force as proposed in this plan will be comprised of representatives of various groups with an interest in promoting affordable housing to include among others the Beaufort Housing Authority; and

WHEREAS, the Board of Commissioners of the Beaufort Housing Authority wishes its composition to be representative of its area of jurisdiction, which is county wide; and

WHEREAS, Mayor and Council of the City of Beaufort approve and endorse the plan to have the Beaufort Housing Authority representative of their service area.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Beaufort, South Carolina, hereby establishes the following Board seats:

City of Beaufort	3	Town of Hilton Head	1
Town of Port Royal	1	Beaufort County	2

The Housing Authority reserves the right to recommend a public housing resident for membership. The Resident Commissioners, if approved, will be appointed by the Council of the City of Beaufort and will count as one of the City's representatives.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 13th day of April, 1999.

David M. Taub
DAVID M. TAUB, MAYOR

ATTEST:
Beverly W. Gay
BEVERLY W. GAY, CITY CLERK

RESOLUTION

R-03-05

A RESOLUTION REGARDING THE COMPOSITION OF THE BEAUFORT HOUSING AUTHORITY BOARD OF COMMISSIONERS

WHEREAS, Section 31-3-340 of the South Carolina Code of Laws states that when the council of a municipality adopts a resolution, the council shall appoint not less than five (5) nor more than seven (7) persons as commissioners of the housing authority created by the municipality; and,

WHEREAS, at the initial creation of the Beaufort Housing Authority, Beaufort City Council appointed a Board of Commissioners consisting of five (5) persons; and,

WHEREAS, by resolutions in 1996 and 1999, City Council created a Beaufort Housing Authority Board of Commissioners consisting of seven (7) persons, with other governmental bodies having the authority to appoint certain members of the Housing Authority board ; and,

WHEREAS, City Council now believes that it is in the best interest of the City of Beaufort, and its citizens, for the Beaufort Housing Authority Board of Commissioners, as a municipal housing authority created by the City, to be comprised of (7) commissioners, each of whom shall be appointed by Beaufort City Council and shall serve for terms of office of five (5) years.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Beaufort South Carolina that membership of the Beaufort Housing Authority Board of Commissioners shall consist of the following:

City of Beaufort - 5
Town of Port Royal - 1*
Town of Hilton Head Island - 1 *

*The Town of Hilton Head and Town of Port Royal may recommend a person to serve as their representative on the Beaufort Housing Authority, and those recommendations shall be subject to the approval of the Beaufort City Council. The Housing Authority may recommend a public housing resident to serve as one of the seven commissioners.

AND IT IS SO RESOLVED THIS 8th DAY OF FEBRUARY 2005.

MAYOR

ATTEST:

CITY CLERK

Reviewed by City Attorney

CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

To: City Council

From: JJ Sauve, Deputy City Manager

Agenda Item Title: IGA For Indigent Defense Services with the Town of Bluffton

Meeting Date: 6-10-25

Department: City Manager's Office

I. Introduction

Staff recommends that City Council authorize the City Manager to enter into an intergovernmental agreement with the Town of Bluffton for the provision of indigent defense services in municipal court. Under the proposed agreement, the City of Beaufort and the Town of Bluffton will jointly operate under a shared contract with The Law Office of Carol Miller to provide defense counsel to indigent defendants.

II. Background

Currently, the City of Beaufort, Town of Port Royal, and Town of Bluffton each contract with the Beaufort County Public Defender's Office to provide indigent defense services in municipal court. The annual cost for each municipality under the current arrangement is $87,814.16.

As these contracts approach renewal, the City of Beaufort began evaluating a range of service delivery options, including continuing with contracted services, hiring part-time or full-time public defender staff, and partnering with nearby municipalities.

In early 2025, the City coordinated with the Towns of Bluffton and Port Royal to jointly solicit proposals for indigent defense services. The goal was to identify an equitable and effective delivery model that meets statutory requirements while controlling costs and ensuring continuity in legal representation.

The Town of Port Royal elected to contract independently with attorney David Bartholomew, who also serves as a Beaufort County Council Member and liaison to the City of Beaufort. To avoid any appearance of conflict of interest, Mr. Bartholomew did not bid to serve the City of Beaufort.

The Town of Bluffton selected The Law Office of Carol Miller as the most qualified provider and negotiated a shared contract structure. Under the proposed agreement, the City and Town will each contribute $70,000 annually toward a flat-rate $140,000 contract managed by Bluffton. The City of Beaufort will remit payment within forty-five (45) days of receiving monthly invoices from Bluffton.

While there may be occasional costs for conflict counsel under the new arrangement, staff anticipates those costs will be modest and remain well below the approximate $7,800 difference between the new annual cost and the prior contract. Staff will monitor expenses throughout the first year and reassess the structure ahead of potential renewal.

Given the long-standing and productive working relationship between the City of Beaufort and the Town of Bluffton regarding municipal court operations and public defense, staff believes this arrangement will promote efficiency, consistency, and fiscal responsibility.

This matter was presented to City Council for discussion at the May 13, 2025 City Council Worksession.

The agreement is for a one-year term beginning July 1, 2025, with the option to renew annually for up to four (4) additional years upon mutual agreement of all parties.

III. Legal Authority

The City of Beaufort is authorized to enter into this agreement pursuant to:

- **S.C. Code Ann. § 5-7-30**, which grants municipalities broad police powers to adopt ordinances and agreements necessary to ensure the welfare, safety, and convenience of their citizens.

- **S.C. Code Ann. § 6-1-20**, which allows intergovernmental agreements for the joint delivery of services.

- **S.C. Code Ann. § 17-3-310, et seq.**, which governs the provision of legal counsel for indigent defendants and defines indigency for purposes of public defense.

IV. Staff Recommendation

Staff recommends that City Council approve a Resolution on June 10, 2025 authorizing the City Manager to execute the attached intergovernmental agreement with the Town of Bluffton and The Law Office of Carol Miller for the provision of indigent defense services.

This agreement ensures compliance with state law, maintains continuity in public defense services, and builds on an effective regional partnership. It also avoids potential conflicts and provides a sustainable model for high-quality legal representation in the Beaufort Municipal Court.

Timeline:

- **May 13, 2025** – Worksession Review of Agreement (COMPLETE)
- **June 10, 2025** – Regular Meeting: Resolution for Approval
- **July 1, 2025** – Contract Effective Date

CITY OF BEAUFORT, SOUTH CAROLINA
RESOLUTION NO. __
A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE TOWN OF BLUFFTON FOR THE PROVISION OF INDIGENT DEFENSE SERVICES

WHEREAS, South Carolina law requires that municipalities provide legal representation to indigent defendants in municipal court in any case where incarceration is a possible sentence, as provided in S.C. Code Ann. § 17-3-310, et seq.; and

WHEREAS, the City of Beaufort currently contracts with the Beaufort County Public Defender's Office for indigent defense services at an annual cost of $87,814.16; and

WHEREAS, the City of Beaufort, in coordination with the Town of Bluffton and Town of Port Royal, issued solicitations for indigent defense services in early 2025 in an effort to explore cost-effective and equitable delivery options for municipal court defense; and

WHEREAS, the Town of Bluffton selected The Law Office of Carol Miller as the preferred provider and has proposed a shared service agreement whereby Bluffton will manage the contract and both municipalities will operate under the same agreement; and

WHEREAS, under the terms of the proposed agreement, the City of Beaufort and Town of Bluffton will each contribute $70,000 annually to support the total $140,000 cost of indigent defense services, with Bluffton administering the contract and invoicing the City for its share; and

WHEREAS, staff has reviewed the proposed agreement and believes it provides a cost-effective, conflict-free, and administratively efficient means of meeting the City's obligations under state law; and

WHEREAS, the agreement is for an initial term of one year beginning July 1, 2025, with the option to renew annually for up to four (4) additional years upon mutual agreement of the parties.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Beaufort, South Carolina, duly assembled, that:

1. The City Manager is hereby authorized to enter into the Intergovernmental Agreement with the Town of Bluffton and The Law Office of Carol Miller for the provision of indigent defense services in municipal court, in substantially the form attached hereto and incorporated herein by reference.

2. The City Manager is further authorized to take any necessary administrative actions to carry out the intent of this Resolution.

This Resolution shall become effective immediately upon adoption.

DONE AND ADOPTED this 10th day of June, 2025, by the City Council of the City of Beaufort, South Carolina.

CITY OF BEAUFORT, SOUTH CAROLINA

By: _____
Philip E. Cromer,
Mayor

ATTEST:

_____
Traci Guldner,
City Clerk

STATE OF SOUTH CAROLINA) AGREEMENT FOR
COUNTY OF BEAUFORT) INDIGENT DEFENSE

THIS AGREEMENT is made the _____ of _____, 2025 between the Town of Bluffton (hereinafter called "Bluffton"), the City of Beaufort (hereinafter called "Beaufort"), both municipal corporations organized and existing under the laws of the State of South Carolina (collectively referred to as "the Municipalities"), and the Law Office of Carol Miller (hereinafter called "Attorney").

WHEREAS, in February 2025, Bluffton published a solicitation seeking a local, properly licensed and experienced attorney to provide independent contractor services for legal defense of indigent clients in the Bluffton Municipal Court;

WHEREAS, Beaufort similarly published a solicitation for the same for the City of Beaufort in the Beaufort Municipal Court; and

WHEREAS, Attorney was selected to perform these services for Bluffton in accordance with the Town of Bluffton Purchasing Ordinance, Art. IX, §§ 2-263 – 2-291; and

WHEREAS, Bluffton and Beaufort agreed to enter into a multi-party agreement with Attorney to provide these services for both Municipalities; and

WHEREAS, for the purposes of this Agreement, indigent and indigency shall be defined to be consistent with §17-3-310, et seq. of the South Carolina Code of Laws, as amended, as a person who is financially unable to employ counsel; and

NOW, THEREFORE, for and in consideration of the mutual promises, undertaking and covenants set forth herein, the receipt and sufficiency of which are acknowledged and affirmed by Bluffton, Beaufort, and Attorney, the parties hereto agree as follows:

1. Services/Schedule: The Attorney shall perform services per the attached scope of work in Attachment 1. The term of this contract shall be one (1) year with the option to renew for up to four (4) additional one-year periods upon mutual agreement by the parties. **The term shall begin July 1, 2025 and end June 30, 2026.**

2. Fees: The total cost of these services shall be a flat rate of Seventy Thousand Dollars ($70,000) for services performed for the Town of Bluffton and Seventy Thousand Dollars ($70,000) for work performed for the City of Beaufort for an annual total of **One Hundred and Forty Thousand Dollars** ($140,000) invoiced to Bluffton on a monthly basis. The assumptions on which the pay rate is predicated and the pay rate itself may be revisited once annually at least 90 days prior to the exercise of any options for contract renewal.

3. Invoicing by Attorney: The Attorney shall send invoices via email simultaneously to invoice@townofbluffton.com and to the Bluffton Clerk of Court. Invoices may also be sent to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: Accounts Payable if emailing is not possible. The invoice should reference contract number 2025-40 and any purchase order issued therewith. Approved invoices shall be paid within 30 days upon receipt of the invoice in the Bluffton Finance Department.

4. Invoicing Between Municipalities: Bluffton shall remit invoices to Beaufort for its share under this Agreement which shall be paid by Beaufort within thirty (30) days of receipt.

5. General Terms and Conditions:

    a. The Attorney shall be required to maintain the appropriate amounts of professional malpractice insurance. The Attorney is required to immediately contact the Bluffton should any change to this coverage occur during the course of the performance of this contract. Failure to maintain this coverage is grounds for termination.

b. Work will commence on July 1, 2025.

c. Attorney shall be licensed to perform the work including, but not limited to, a current Town of Bluffton business license, City of Beaufort business license, and the required State of South Carolina license.

d. Attorney shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.

e. Attorney may not subcontract or assign its obligations to another law firm without the prior express written consent of the Municipalities which may be approved on a case by case basis.

f. Municipalities may terminate this Agreement on behalf of their respective individual Municipality in whole or in part at any time for the convenience of that Municipality with sixty (60) days' written notice to Attorney and the other Municipality. If the contract is terminated for the convenience of just one Municipality, the terminating Municipality will be responsible for a prorated amount due to Attorney, and the Agreement may continue with the remaining parties for the remainder of the term.

g. Should any part of this Agreement be rendered void, invalid or unenforceable by a court of law, such a determination shall not render void, invalid or unenforceable any other part of this Agreement.

h. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.

i. This Agreement may not be modified nor any additional work performed unless such modification or work is approved in writing and signed by all parties.

j. The Attorney shall defend, indemnify, and hold harmless each Municipality, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or an appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Municipality.

k. In the event the Parties must proceed to litigation to protect or enforce its rights, the prevailing party shall be entitled to recover its reasonable attorney fees and costs.

l. Attorney shall perform the work consistent with the professional skill and care ordinarily provided by members of the profession practicing under similar circumstances.

m. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by the Agreement. Nothing contained herein creates any relationship between the Municipalities and Attorney other than that which is expressly stated herein. The Municipalities are interested only in the results to be achieved under this Agreement. The conduct and control of the Attorney's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Attorney. The Attorney's agents or employees shall not be considered employees of the Municipalities for any purpose. No person employed by the Attorney shall have any benefits, status, or right of employment with the Municipalities.

[Remainder of Page Intentionally Omitted. Signature Page to Follow.]

IN WITNESS WHEREOF, the parties hereto affixed their signatures hereto the date first written hereinabove.

THE LAW OFFICE OF CAROL MILLER

Date: _____

By: _____

Print Name: Carol A. Miller

Position: _____

Witnesses: _____

TOWN OF BLUFFTON

Date: _____

By: _____

Print Name: Stephen Steese

Position: Town Manager

Witnesses: _____

CITY OF BEAUFORT

Date: _____

By: _____

Print Name: Scott Marshall

Position: City Manager

Witnesses: _____

Attachments:

1. Scope of Work and Fee Schedule

ATTACHMENT 1

SCOPE OF WORK AND FEE SCHEDULE

The scope of services to be provided by the attorney shall include but not be limited to:

1. Represent persons in their defense of criminal and traffic offenses heard in the Bluffton Municipal Court and the City of Beaufort Municipal Court for which a sentence of incarceration may be imposed. Bluffton Municipal Court convenes on Tuesdays. The City of Beaufort Municipal Court convenes on Monday and Thursday.
2. Perform as trial counsel in those proceedings, including witness preparation, visit client in jail as necessary, review of video or other evidence, conducting of legal research, conducting of discovery, and preparation of all motions and pleadings.
3. Act as negotiator with prosecuting attorney to reach a plea agreement where appropriate.
4. Attorney shall not have any conflicts of interest with any criminal case where the Town of Bluffton is the prosecutorial or arresting agency.
5. Attend all scheduled court sessions, scheduled in Bluffton on Tuesdays commencing at 9:00 am until court is adjourned, and in City of Beaufort on Mondays and Thursdays commencing at 3:00 pm until court is adjourned.
6. Pay rate is inclusive of direct costs including postage, printing, photography, photocopying, courier services, service of process, filing fees, travel costs and other actual costs.
7. Attorney shall provide invoices to invoice@townofbluffton.com and the Bluffton Clerk of Court on a monthly basis for work performed in both jurisdictions.

Attorney shall provide their own work phone/mobile phone, laptop and office supplies.

There is a conference room available in the Bluffton Municipal Court and in the City of Beaufort Municipal Court, both of which may be reserved ahead of time for client meetings and other duties related to this Agreement.

Attorney shall be paid a flat rate for services regardless of number of cases handled or hours expended an amount equal to **One Hundred Forty Thousand Dollars** ($140,000). The Town of Bluffton shall be responsible for 50% of the annual amount and the City of Beaufort shall be responsible for 50% of the annual amount, subject to municipal approval with each budget year.

In the event that the City of Beaufort provides the Town of Bluffton and Attorney with notice of their intent to terminate Attorney's services, this Agreement may continue at a prorated pay for work attributable to the Town of Bluffton.

In the event that the Town of Bluffton provides the City of Beaufort and Attorney with notice of their intent to terminate Attorney's services, this Agreement may continue at a prorated pay for work attributable to the City of Beaufort and with provisions to pay Attorney's invoices directly.

CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

To: City Council

From: JJ Sauve, Deputy City Manager

Agenda Item Title: BJHT IGA

Meeting Date: 6-10-25

Department: City Manager's Office

I. INTRODUCTION

This memorandum recommends adoption of a resolution authorizing the City Manager to execute an amended Intergovernmental Agreement (IGA) among regional jurisdictions to continue participation in the Beaufort-Jasper Housing Trust (BJHT), Inc., a regional affordable housing initiative. The amendment reflects necessary legal, administrative, and operational updates to the original IGA signed October 28, 2022.

II. BACKGROUND

City Council received a presentation on the proposed IGA amendments at the May 13, 2025 Worksession. The presentation outlined the history and current structure of BJHT, Inc., a 501(c)(3) organization created to address workforce and affordable housing needs in the Lowcountry. The City of Beaufort is a founding party to the original IGA establishing the Regional Housing Trust Fund (RHTF), which is funded by participating jurisdictions and administered by BJHT, Inc.

The proposed amendments were prompted by operational developments and the formal transition of BJHT into a 501(c)(3), rendering the original reference to the William C. Mescher Local Housing Trust Fund Enabling Act outdated and incompatible with broader housing objectives. The amendments address governance, fiscal oversight, jurisdictional withdrawal, and dissolution procedures in a manner that enhances long-term accountability and functionality of the RHTF.

III. LEGAL AUTHORITY

The City's authority to enter into and amend this Intergovernmental Agreement is supported by the following provisions of South Carolina law:

1. **South Carolina Constitution, Article VIII, Section 13(A)**:

"Any county, incorporated municipality, or other political subdivision may agree with the State or with any other political subdivision for the joint administration of any function and the exercise of powers common to the contracting parties."

2. **S.C. Code Ann. § 6-1-20**:

Authorizes local governments to enter into intergovernmental agreements to provide jointly the functions, services, or facilities that each would be empowered to provide individually.

3. **S.C. Code Ann. § 31-3-10 et seq**.:

Provides local governments with authority to promote housing initiatives, including through partnerships with other governmental entities and nonprofit housing organizations.
These authorities permit the City to join other local governments in jointly funding and managing a regional housing trust through a nonprofit fiscal agent, as structured in the amended IGA.

IV. SUMMARY OF AMENDMENTS

Key changes in the proposed amendment include:

- **Removal of Mescher Act Reference:** Removes statutory reference that limits aid to households below 100% of AMI.
- **Creation of an Oversight Board:** Establishes a nine-member board appointed by participating jurisdictions to approve fund expenditures.
- **Jurisdictional Withdrawal Clause:** Clarifies how a party may exit the agreement and what happens to contributed funds.
- **Dissolution Procedures:** Establishes protocol for fund management if BJHT, Inc. dissolves.
- **Fiscal Agent Redefinition:** Designates BJHT, Inc. or another 501(c)(3) as fiscal agent, replacing CommunityWorks.

V. RECOMMENDATION

Staff recommends that City Council adopt the attached resolution authorizing the City Manager to execute the amendment to the Intergovernmental Agreement regarding affordable housing, as presented and discussed during the May 13, 2025 Worksession. The next steps in the process involve the City Manager executing the IGA, and providing the executed copy to the BJHT.

CITY OF BEAUFORT, SOUTH CAROLINA
RESOLUTION NO.___
A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT REGARDING AFFORDABLE HOUSING

WHEREAS, the City of Beaufort, along with Beaufort County, Jasper County, and the municipalities of Hilton Head Island, Bluffton, Port Royal, Hardeeville, and Yemassee (collectively, the "Parties"), entered into an Intergovernmental Agreement ("IGA") effective October 28, 2022, to establish and fund a Regional Housing Trust Fund ("RHTF") to address affordable housing needs; and

WHEREAS, the Parties now desire to amend the IGA to reflect updates to governance, administration, fiscal oversight, and definitions as outlined in the Amendment attached hereto as *Exhibit A* and incorporated herein by reference; and

WHEREAS, the City of Beaufort supports the continued regional collaboration on affordable housing and finds the proposed amendments to be in the best interests of the City and its residents;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Beaufort, South Carolina, that the City Manager is hereby authorized to execute the attached Amendment to the Intergovernmental Agreement Regarding Affordable Housing, as shown in *Exhibit A*.

DONE AND ADOPTED this 10th day of June, 2025, by the City Council of the City of Beaufort, South Carolina.

CITY OF BEAUFORT, SOUTH CAROLINA

By: _____
Philip E. Cromer,
Mayor

ATTEST:

_____
Traci Guldner,
City Clerk

BEAUFORT JASPER HOUSING TRUST

INTERGOVERNMENTAL AGREEMENT AMENDMENT WITH BEAUFORT COUNTY

MAY 13, 2025

Beaufort City Council Meeting

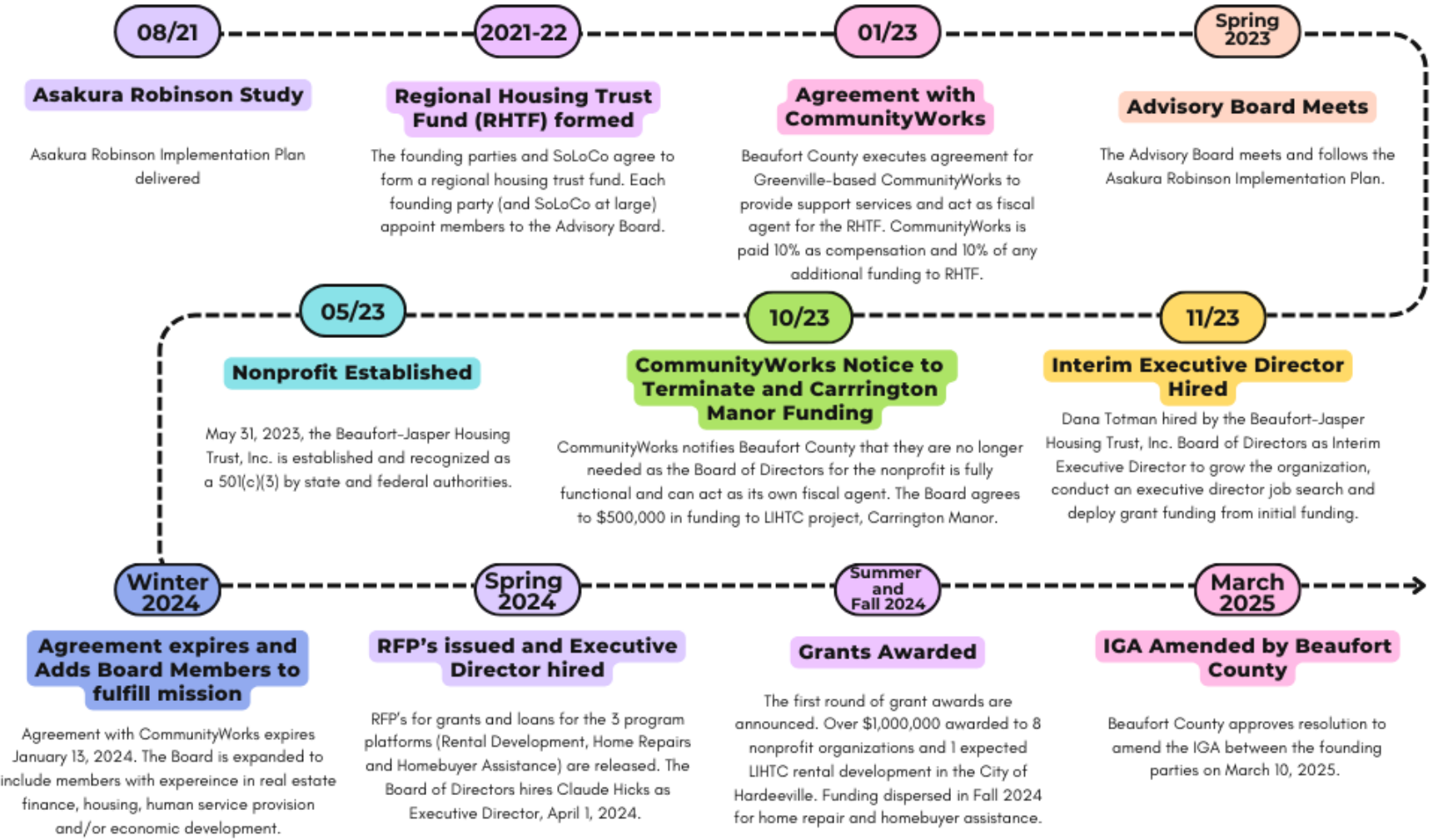
WHO IS THE BEAUFORT-JASPER HOUSING TRUST, INC.?

- Mission is to create and preserve workforce and affordable housing
- 501(c)(3) organization
- Board of Directors consisting of 9 members appointed by contributing jurisdictions and SoLoCo and 8 members from housing-related professions

SOLOCO
Southern Lowcountry Regional Board

Beaufort County | City of Beaufort | Town of Bluffton
City of Hardeeville | Town of Hilton Head Island
Jasper County | Town of Port Royal
Town of Ridgeland | Town of Yemassee

Beaufort-Jasper Housing Trust, Inc. Timeline



MAIN POINTS OF THE AMENDED INTERGOVERNMENTAL AGREEMENT

1

Removal of Mescher Act Language: Pursuant to the conversion of BJHT to a 501(c)(3), all references to the Mescher Act have been removed due to its limitations to households at or below 100% Area Median Income (AMI).

2

Establishment of Oversight Board: The amendment establishes an Oversight Board consisting of 9 members. Any action utilizing funds from participating jurisdictions will require a majority vote of the Oversight Board for approval.

3

Jurisdictional Withdrawal: Language has been added outlining the process for the removal of a single jurisdiction, including how any outstanding funds owed to BJHT will be collected.

4

Dissolution Clause: Provisions now address the management of funds in the event of the dissolution of the 501(c)(3).

5

Fiscal Agent Clarification: The amended IGA removes the reference to CommunityWorks as fiscal agent and replaces it with language stating that a 501(c)(3)—including BJHT, Inc.—shall act as fiscal agent.

BEAUFORT-JASPER HOUSING TRUST
BOARD OF DIRECTORS

- Dick Stewart, City of Beaufort*
- Matthew Davis, City of Hardeeville*
- Caitilin Reid, At-Large
- Christian Kata, At-Large
- Ashley Feaster, At-Large
- Carmen Washington, At-Large
- Courtney Hampson, Town of Bluffton*
- Ethan James, At-Large
- James Williams, At-Large
- Jan Malinowski, At-Large
- Matthew Garnes, Town of Yemassee*
- Victoria Smalls, SoLoCo (At-Large)*
- Wendy Zara, Beaufort County*
- Tom Henz, At-Large
- Camika Beaton, Jasper County*
- Open Seat, Town of Port Royal*
- Open Seat, Town of Hilton Head*

*indicates Oversight Board Member

RESOLUTION 2025/08

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT REGARDING AFFORDABLE HOUSING

WHEREAS, on September 26, 2022, Beaufort County Council ("County Council") adopted Resolution 2022/51 which authorized the County Administrator to enter into an intergovernmental agreement with Jasper County, Town of Hilton Head Island, Town of Bluffton, Town of Port Royal, City of Beaufort, City of Hardeeville, and the Town of Yemassee, collectively hereinafter referred to as the "Government Entities". The purpose of the agreement with the Government Entities was to jointly create and fund a regional housing trust fund ("RHTF" or "Fund"), to establish an Oversight Board for the Fund, and to contract with Community Works to provide for the managerial and administrative, day-to-day operation of the Fund; and

WHEREAS, Resolution 2022/51 incorporated an exhibit entitled Intergovernmental Agreement Regarding Affordable Housing ("Agreement"). The Agreement was executed by the Government Entities and was made effective on October 28, 2022; and

WHEREAS, due to developments since the creation of the RHTF and the execution of the Agreement, the Government Entities desire to amend the Agreement to: (1) remove the reference to the "William C. Mescher Local Housing Trust Fund Enabling Act"; (2) include a definition of the "Beaufort Jasper Housing Trust, Inc."; (3) further define the terms and responsibilities of the Oversight Board; (4) include additional conditions regarding the Term and Termination of the Agreement; and (5) amend terms regarding the Administration and Fiscal Agent related to the RHTF. The aforementioned amendments to the Agreement are reflected in Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, County Council supports the desire of the Government Entities and finds the desired amendments to the Agreement, as reflected in Exhibit A, are in the best interest of the continued success for the RHTF.

NOW, THEREFORE, BE IT RESOLVED by the Beaufort County Council authorizing the County Administrator to execute an amendment, as shown in Exhibit A attached hereto and incorporated herein by reference, to an intergovernmental agreement regarding affordable housing.

DONE this 10th day of March 2025

BEAUFORT COUNTY, SOUTH CAROLINA

Alice G. Howard

Alice Howard, Chair

ATTEST:

Sarah W. Brock

Sarah Brock, Clerk of Council

EXHIBIT A

STATE OF SOUTH CAROLINA	)	
	)	**AMENDMENT TO AN**
COUNTY OF JASPER	)	**INTERGOVERNMENTAL AGREEMENT**
COUNTY OF BEAUFORT	)	**REGARDING AFFORDABLE HOUSING**

THIS AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT REGARDING AFFORDABLE HOUSING ("Amendment") is entered into with an effective date of _____, 20___ ("Effective Date") by and among Beaufort County, Jasper County, the Town of Hilton Head Island, the Town of Bluffton, the City of Beaufort, the Town of Port Royal, the City of Hardeeville and the Town of Yemassee; collectively hereinafter the "Parties"; and

WHEREAS, the Parties entered into an Intergovernmental Agreement Regarding Affordable Housing dated October 28, 2022 ("Agreement"), for the purposes of authorizing the Parties to jointly create, fund, and operate a regional housing trust fund and oversight board to improve affordable housing in the region; and

WHEREAS, the Parties desire to enter into this Amendment in order to further the purpose of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties hereby agree as follows:

1. The recitals shall be amended to remove reference to the "William C. Mescher Local Housing Trust Fund Enabling Act", the specific language to be removed is stricken through and shown as follows:

   WHEREAS, the Asakura Robinson report recommended the establishment of a non-profit 501(c)(3) Regional Housing Trust Fund ("RHTF") ~~*in accordance with legislation passed by the South Carolina State Legislature known as the "William C. Mescher Local Housing Trust Fund Enabling Act" which, inter alia, allows for the establishment of Regional Housing Trust Funds among local governments;*~~ *and*

2. Section 1 "Definitions" shall be amended to include the following additional term:

   d. "Beaufort Jasper Housing Trust, Inc" means a 501(c)(3) organization as defined by the Internal Revenue Code of 1986 which has been created and operates under the authority of this Agreement; and exclusively for the purpose of providing administrative, management and financial services furthering the goals and desires stated in this Agreement; hereinafter referred to as "BJHT, Inc.". Any terms or conditions in this Agreement that reference a 501(c)(3) shall apply to BJHT, Inc. regardless if BJHT, Inc. is explicitly referenced.

3. Section 4 "Operation" shall be amended to replace any reference to "Board" with "Oversight Board".

4. Section 4 "Operation" shall be amended to include the following additional terms and conditions:

   a. Each Party shall appoint one (1) representative to serve a three-year term on the Regional Housing Trust Oversight Board ("Oversight Board") for so long as they remain a financial contributing party. The director of the regional housing trust fund will serve as Ex Officio member of the Oversight Board. The ninth appointee would be an at large representative agreed upon by the Parties making the membership a total of nine representatives. Oversight Board Members shall represent a diverse field of

experts familiar with affordable housing, real estate, and local government housing priorities. No elected officials may serve on the Oversight Board.

Any 501(c)(3) providing administrative, management and financial services for the RHTF, including BJHT Inc., shall be permitted to add members to its Board of Directors ("501(c)(3) Board"), in accordance with the recommendations from the Asakura Robinson Study. All action items coming before the 501(c)(3) Board utilizing any amount of RHTF monies shall require approval by a majority vote of the Oversight Board. The Oversight Board shall include representatives from each of the Parties.

The Parties acknowledge and agree that each Party's representative on the Oversight Board is responsible for expressing the recommendations, opinions and desires of the individual government entity. Each Oversight Board representative shall provide regular updates to the individual government entity being represented and shall ensure the individual government entity remains informed of projects, funding and status of the 501(c)(3).

5. Section 5 "Term and Termination" shall be removed and replaced as follows:

a. Term. The term of this Agreement shall be ten (10) years from the date of full execution of the Agreement by the Parties which shall be understood to be the date first set forth above. This Agreement may be renewed for another ten (10) year term as agreed to in writing by the Parties.

b. Termination. The termination of this Agreement in whole may only occur via dissolution of the RHTF.

c. Removal of a Single Party. If at any time a single Party to this Agreement decides it is in its best interest to no longer be a party to this Agreement, then the Party shall provide written notice to the remaining Parties. The Parties shall amend this Agreement to remove the Party. Following the removal of a Party, the funds previously contributed by said Party and any funds required to be paid for the fiscal year shall remain with the RHTF. The said Party shall no longer be required to contribute funds in the next fiscal year.

d. Dissolution of 501(c)(3). Following a dissolution of the 501(c)(3), or when notice of dissolution of the 501(c)(3) is communicated in writing to the Parties, including the dissolution of BJHT, Inc., the Parties agree one of the following actions must be taken ("Dissolution Options"):

i. Option 1. All funds associated with the RHTF shall be immediately transferred to Beaufort County to be held in an escrow account. The Parties agree that for purposes of this Section, Beaufort County has the authority to disburse funds only for previously approved projects or active projects at the time of the dissolution. Beaufort County shall provide quarterly financial reports to the other Parties. Following the transfer of funds, the Parties may agree in writing a successor to act as the administrator, manager and fiscal agent of the RHTF; or take any other action available and agreed upon in writing by the Parties.

ii. *Option 2. Prior to the dissolution date, the Parties shall discuss options for a successor to act as the administrator, manager, and fiscal agent of the RHTF; and each Party's recommendation shall be presented to the 501(c)(3) Board through their representatives on the Oversight Board. If the recommended successor is approved by the Oversight Board, then Beaufort County may contract with the approved successor if necessary. Following approval of a successor, the RHTF funds, administration and management shall be transferred to the approved successor.*

The Parties agree that each Party shall express its preferred Dissolution Option to its Board representative, whereby said representative shall express said Dissolution Option preference by voting appropriately at a Board meeting during the dissolution process.

6. Section 6 "Fiscal Agent" shall be removed and replaced as follows:

Section 6 Administration and Fiscal Agent.
The Parties agree a 501(c)(3), including BJHT, Inc., shall act as the fiscal agent of the RHTF. The entity shall manage the financial relationship with the Parties and is solely responsible for providing the reports to each Party as required in this Agreement.

7. Miscellaneous.
   a. Except as specifically amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

   b. The Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

   c. This Amendment shall be governed by and construed in accordance with the laws of the State of South Carolina, without regard to its conflict of laws principles.

This Amendment is signed by the authorized representatives of the Parties set forth below and is effective as of the Effective Date.

(Signature Page to Follow)

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as set forth below.

BEAUFORT COUNTY: _____ date: _____

JASPER COUNTY: _____ date: _____

THE TOWN OF HILTON HEAD ISLAND: _____

date: _____

THE CITY OF BEAUFORT: _____ date: _____

THE TOWN OF BLUFFTON: _____ date: _____

THE TOWN OF PORT ROYAL: _____ date: _____

THE CITY OF HARDEEVILLE: _____ date: _____

THE TOWN OF YEMASSEE: _____ date: _____

CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

To: City Council

From: JJ Sauve, Deputy City Manager

Agenda Item Title: Parking Ordinance Updates

Meeting Date: 6-10-25

Department: City Manager's Office

I. Introduction

Staff recommends that City Council review and consider the revised timeline and process for adoption of the amended Parking Ordinance (Sec. 8-2002 and related provisions). After First Reading on April 8, 2025, staff became aware of important historical context and previously uncodified ordinance amendments that warranted additional review. The proposed ordinance was therefore withdrawn prior to Second Reading and returned to Council for further discussion in the May 13, 2025, Work Session. Staff now recommends First Reading of the revised ordinance on June 10, 2025, followed by Second Reading on July 8, 2025.

II. Background

On April 8, 2025, Council held First Reading of the proposed amendments to the Parking Ordinance, drafted jointly by the City Attorney and Deputy City Manager. Following this action, Downtown Operations and Clerk staff identified a set of amendments originally adopted in 2015 (Ordinance O-11-15) but never codified. These amendments were tied to Parking Task Force recommendations and previous Council discussions, and included changes to parking enforcement times, meter rates, and fine escalation procedures.

In light of this discovery, staff determined that proceeding with Second Reading without reconciling these historical actions with the current draft would create inconsistencies in the City's code. The ordinance was subsequently pulled from the May 13, 2025, Regular Meeting agenda and reintroduced to Council at the May 13 Work Session for discussion. This revised timeline allows for proper reconciliation of previously adopted but uncodified provisions with new policy and operational recommendations.

III. Legal Authority

South Carolina municipalities are granted broad police powers under **S.C. Code Ann. § 5-7-30**, which authorizes municipal councils to enact ordinances "not inconsistent with the Constitution and general law of this State, for the good order, peace and health of the municipality, and for the safety and welfare of its citizens." This authority serves as the legal foundation for adopting and amending ordinances regulating parking, traffic, and the use of public spaces within the City's jurisdiction.

In addition, **Sec. 8-2001** of the Beaufort Code of Ordinances expressly authorizes City Council to establish and regulate no-parking zones, restricted parking zones, metered zones, and other parking-related regulations. Proper codification of such ordinances is required to ensure consistency, enforceability, and alignment with state law.

Further, **S.C. Code Ann. § 5-7-32** authorizes municipalities to contract with private entities for assistance with administration and enforcement of municipal ordinances, including parking enforcement. The statute permits the appointment of employees of those entities as municipal code enforcement officers, provided they undergo appropriate background checks and training as required by the municipality.

IV. Staff Recommendation

Staff recommends the following actions:

1. **Approve First Reading** of the revised ordinance on June 10, 2025;

2. **Schedule Second Reading** for July 8, 2025.

ORDINANCE NO. 2025 - _____

An Ordinance to Amend the Code of the City of Beaufort, Part 8- Motor Vehicles and Traffic, Chapter 2.-Parking

WHEREAS, the City of Beaufort, South Carolina (hereinafter "City") is currently assessing and updating its ordinances; and

WHEREAS, the City wishes to amend its City Code Section. 8- Parking;

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE CITY COUNCIL, in accordance with the foregoing, that the City Code of the City of Beaufort, South Carolina, is hereby amended in Part 8- Motor Vehicles and Traffic, Chapter 2.-Parking, which sections shall read as follows:

Sec. 8-2001. - Authority to establish zones.

The city council shall have the authority to establish no-parking zones, restricted parking zones, parallel parking zones, loading zones, handicapped parking zones and metered parking zones.

Sec. 8-2001.4. - Definitions.

(a) "Impoundment" means removal of a vehicle to a storage facility either by an officer or other persons authorized by the chief of police or by a contractor for towing and storage in response to a request from an officer or other persons authorized by the chief of police.
(b) "Metered parking" means certain parking spaces which may only be occupied by a vehicle if the payment required by this chapter is made in the manner specified in Sec. 8-2015.1 of this chapter.
(c) "Truck" means every vehicle designed, used or maintained primarily for the transportation of property.
(d) "Vehicle" means an automobile, truck, motorcycle, or other motor-driven form of transportation.
(e) "Vehicle immobilization equipment" means a nondestructive parking enforcement device that prohibits the movement of the vehicle through the use of a locking mechanism attached to the wheel of the vehicle.

Sec. 8-2002. - Metered Parking.

(a) Any person parking any vehicle in a parking space for which a parking meter or pay station has been installed on the city streets or municipal parking lots shall, upon entering the parking space, immediately deposit or cause to be deposited in the meter or pay station the proper coinage, or other legal tender, to satisfy the meter's or pay station's requirements for the time period for which the vehicle will remain in the parking space. Failure to so deposit coins or legal tender sufficient to put the meter or pay station in timed operation for the time period for which the vehicle will remain in

the parking space shall constitute a violation of this section and shall subject the person to the penalties hereinafter set forth.

(b) Parking rates shall be one dollar ($1.00) for each hour on Bay Street, Bay Street Extension, Port Republic Street, and the side streets from Bay Street to Port Republic Street.

Parking rates shall be one dollar ($1.00) for each hour in the Marina Lot, Library Lot, Playground Lot, Saltus Lot and Scott Street Lot.

Parking rates shall be fifty cents ($0.50) for each hour on side streets north of Port Republic Street, Craven Street excluding the ninety-minute parking in front of the chamber of commerce which will have a rate of one dollar ($1.00) for each hour.

Parking rates for the Carteret Street Lot shall be fifty cents ($0.50) for each hour.

Parking on Bay Street and side streets to Port Republic Street shall have a time limitation of two (2) hours.

Parking on Port Republic Street and side streets north of Port Republic Street shall have a time limitation of four (4) hours.

Parking in the Library Lot and Playground Lot shall have a time limitation of two (2) hours.

Parking in the Marina Lot, Scott Street Lot, Saltus lot, the Carteret Street Lot, and on Craven Street, Bay Street Extension and Newcastle Street shall not have a time limitation.

All other metered parking shall have a time limitation of four (4) hours.

(c) It shall be unlawful and a violation of the provisions of this section for any person to deface, injure, tamper with, open or willfully break, destroy, steal, take, or impair the usefulness of any parking meter or pay station installed on the streets of the city. Each such meter or pay station violation shall constitute a separate offense.

(d) It shall be unlawful and a violation of this section to deposit or cause to be deposited in any parking meter or pay station, any slugs, device, metallic substance, or paper, that does not constitute legal tender of the United States of America.

(e) The city shall have lines or markings painted or placed upon the curb or on the street adjacent to each parking meter for the purpose of designating the parking space for which each meter is to be used and the operator of a vehicle, when parking the vehicle in a parking space shall keep the vehicle within the lines or markings so established.

(f) Parking regulations as herein set forth shall be in effect from the hours of 11:00 a.m. until 7:00 p.m. each Monday through Saturday, except as otherwise noted herein. Sundays and federally recognized holidays are excluded from the provisions hereof.

(g) The specified coin or coins required to be deposited in parking meters as provided herein are hereby levied and assessed to provide for the proper regulation and control of traffic upon the public streets, and also the cost of supervision and regulating the parking of vehicles in the parking spaces of the streets and to cover the cost of purchasing, acquiring, installation, operation, maintenance, supervision, regulation and control of the parking meters mentioned herein. Parking revenues may also be used to encourage and promote tourism and business in the city.

Sec. 8-2003. - Vehicles and property may be removed.

(a) Any motor vehicle or trailer improperly parked or left standing upon the streets or public ways or any other public property of the city in a manner as to constitute a hazard to pedestrian or motor vehicle traffic, may be removed or caused to be removed by any police officer.
(b) Any motor vehicle, or other personal property parked or left standing upon the street or public ways of the city in excess of forty-eight (48) hours may be removed or caused to be removed by any police officer.
(c) When an emergency arises necessitating the removal of any vehicle upon a public street or parking lot including without limitation fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., the police officer is authorized to have the vehicle removed after a reasonable attempt to locate the owner or driver.
(d) When the driver of a vehicle is placed under arrest for the commission of an offense and the driver does not wish his vehicle to be driven by his/her passenger, then the vehicle will be towed by a wrecker service of the driver's choice, or if the driver expresses no preference as to a wrecker service, the wrecker rotation call list will be used.
(e) When a vehicle or trailer is to be removed from the streets or public ways of the city, the police officer will solicit the aid of authorized commercial towing companies from the wrecker rotation call list maintained by the chief of police. Vehicles or trailers towed will be stored in commercial storage facilities within the city or as directed by the chief of police. All costs for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before return of the property.
(f) Commercial wrecker or towing companies to be eligible to be placed on the wrecker rotation call list, maintained by the chief of police, must show proof of and maintain in effect garage keepers legal liability insurance with a minimum total coverage amount of twenty thousand dollars ($20,000.00) aggregate with maximum deductibles to the garage keeper of one hundred dollars ($100.00) on comprehensive coverage and two hundred fifty dollars ($250.00) collision coverage; and garage liability insurance with minimum limits of fifty thousand dollars ($50,000.00) per person; one hundred thousand dollars ($100,000.00) per accident bodily injury coverage and fifty thousand dollars ($50,000.00) per accident property damage coverage. All applicants will be required to furnish certificates of insurance from their insurance carrier before being placed on the qualified towing list. Such certificate shall contain a provision stating

that the police department will be given at least fifteen (15) days' notice in the event of cancellation of the policies certified in the certificate.

(g) Any motor vehicle or other personal property parked or left standing in the public parking spaces in any city parking lot in excess of twenty-four (24) hours may be cited for unauthorized parking and after forty-eight (48) hours, may be or caused to be removed by any police officer.

(h) All vehicles parked on city streets or any public property must be licensed and insured under the laws of this state and have a current license tag attached thereto, and any vehicle in violation of this requirement may be removed or caused to be removed by any police officer.

(i) Trucks, tractors or tractor-trailers having a capacity of two and one-half (2½) tons or more, front- or rear-end loaders, or any other kind or type of strictly commercial, industrial or farming equipment parked or left standing in residentially zoned areas for other than loading or unloading or delivery of services, may be removed or caused to be removed by any police officer. Automobiles, small trucks and vans utilized for personal or business purposes of less than two and one-half (2½) tons' carrying capacity, are excluded from the provisions of this subsection.

Sec. 8-2005. - Parking of vehicles containing dangerous substances.

(a) It shall be unlawful to park and leave standing upon the public streets and public ways of the City any vehicle, tank, or trailer used for the transportation of gasoline, fuel oil, liquefied petroleum gas, or other flammable or explosive liquids at any time between 6:00 p.m. and 8:00 a.m. of the following day or between 6:00 p.m. of the day preceding any Sunday or legal holiday and 8:00 a.m. of the day following a Sunday or legal holiday.

(b) Reserved.

(c) Vehicles parked or left standing upon the public streets or public ways of the town in violation of the provisions of this section may be moved under the order and direction of the police department to a safe parking or storage location.

Sec. 8-2006. - Parked vehicles to be licensed; parking with flow of traffic.

(a) It shall be unlawful to park or store for more than forty-eight (48) hours on any lot within the city, except in completely enclosed buildings, any vehicle of any kind or type, with or without operative motive power, required or permitted to be registered and/or licensed under the laws of the state, or any frame, chassis or body thereof, unless there be affixed to the vehicle current license plates, except for lots licensed for automobile dealerships for new and/or used motor vehicles.

(b) Parking of vehicles at service stations or garages for service or repair is subject to the provisions of Sec. 3.7.2.D. of the Beaufort Development Code.

(c) Vehicles will park where authorized on the shoulder of the road or next to the curb in the same direction as the nearest flow of traffic. Violations of this provision are classified as "parking on the wrong side of the road."

Sec. 8-2009. - Parking on private property.

(a) It shall be unlawful for any person to park or cause to be parked any vehicle upon a private parking lot where appropriate signs have been posted by the owner "Reserved

for customers (and/or) employees only," unless the person at the time of parking is a customer or employee of the business located thereon. There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.

(b) It shall be unlawful for any person to park or cause to be parked any vehicle upon private property where signs have been posted by the owner which state "No parking, private property." There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.

(c) Any vehicle found in violation of this section will be ticketed for "Parked in a reserved space" or "Parked on private property" and shall be subject to a fine as shown in section 8-2015.1.(c). In the event the vehicle is not moved within four (4) hours of the issuance of the notice of violation, it is subject to be towed away at the expense of the vehicle owner.

Sec. 8-2010. - Marina customer parking in Henry Chambers Waterfront Park.

(a) Persons who rent docking spaces in the downtown marina and are present while servicing or repairing their watercraft, or while the boat is away from the assigned space are eligible for free parking in designated spaces adjacent to the downtown marina. Authorized extended parking will be verified by a numbered city permit, issued by the dock master, and hanging from the inside rear-view mirror of the vehicle. Only one extended parking permit is authorized for each boat space. Permits are not transferable.

(b) Section 8-2015.1.(c) applies for violations of this section.

Sec. 8-2012. - Meter feeding.

No person shall continuously park a vehicle in any onstreet parking meter zone longer than the maximum limit of parking time obtainable by the single operation of such meter, nor shall such person deposit or cause to be deposited in an onstreet parking meter a coin for the purpose of extending parking time beyond such maximum limit. The penalty for violating this provision shall be the same as that for other parking violations as outlined in this chapter, section 8-2015.1.(c).

Sec. 8-2015.1. Notices of Violations and Penalties

(a) A notice of violation of this chapter may be issued by any police officer or other person appointed as a code enforcement officer. A copy of the notice of violation shall be issued by placing it on the windshield of an illegally parked vehicle in a prominent place thereon. No notices of violations shall be issued for violations of S.C. Code § 16-11-760, which requires the issuance of a uniform traffic ticket.

(b) The notice of violation must cite only one violation and must contain at least the following information:

(1) The state, license plate number, and make of the vehicle in violation of this chapter;

(2) The name and title of the person issuing the notice of violation;

(3) The date and time when the notice of violation was issued;

(4) The nature and description of the parking violation observed;

(5) The date, time and location of the hearing; and

(6) Information advising the owner/operator of the vehicle that they pay the penalty set forth in section 8-2015.1.(c) or appear at the hearing in Municipal Court on the date and time provided on the notice of violation, and advising that failure to do so may result in impoundment or immobilization of the vehicle.

(c) Fines for violations and penalties for failure to pay fines are as follows:

Violation	Within 30 days	31-45 Days	After 45 Days
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
Parking in loading zone	50.00	125.00	150.00
Blocking a fire hydrant	75.00	175.00	200.00
Parking on private property	25.00	50.00	75.00
Parking illegally in handicapped space	500.00	State Mandate	
Boot fee	100.00	100.00	100.00
Other parking violations	25.00	50.00	75.00

(d) The notice of violation must be filed with the Municipal Court and may be disposed of only by payment of the fine or official action of the Municipal Court. It shall be unlawful for any person to alter or destroy any notice of violation issued under this chapter except in a manner consistent with this chapter and State law.

(e) Any person who shall violate any of the provisions of this Chapter for which a penalty is not listed in Sec. 8-2015.1(c) shall be charged with a misdemeanor and upon conviction be punished as provided in Sec. 1-3048.

(f) If the City contracts with a private entity to assist the City in administering the City's parking ordinances and programs, the Chief of Police is authorized to appoint employees of that private entity as code enforcement officers to administer and enforce the City's parking ordinances and programs, pursuant to S.C. Code § 5-7-32. Any individuals appointed as code enforcement officers whose duties include parking enforcement activities, including the issuance of notices of violations or collection or handling of money shall:

(1) undergo criminal background checks and drug testing to be conducted by the private entity. The results of the background checks and drug tests shall be provided to the Chief of Police; and

(2) undergo a training program approved by the Chief of Police before they undertake any enforcement activities.

Sec. 8-2016. - Immobilization of vehicles.

(a) A police officer or any other person designated by the chief of police may immobilize by the use of vehicle immobilization equipment any vehicle which is parked in a public right-of-way, and for which there are three (3) or more outstanding, unpaid, overdue notices of violations, the latest of which has been unpaid for a period of at least fifteen (15) days.

(b) When attaching vehicle immobilization equipment to a vehicle, the officer shall affix notice to the windshield or other part of the vehicle so as to be readily visible. The notice shall:

(1) Warn that the vehicle has been immobilized and that any attempt to move the vehicle may result in damage to the vehicle;

(2) State the total amount of civil penalties due for notice of violations which are overdue and unpaid that are attributable to such vehicle, in addition to an immobilization fee for the removal of the vehicle immobilization equipment; and

(3) List the address and telephone number to be contacted to pay the charges to have the vehicle immobilization equipment removed.

(c) If the civil penalties and the immobilization fee are not paid, or satisfactory arrangements in lieu of payment are not made, by 6:00 p.m. on the date of the attachment of the vehicle immobilization equipment the vehicle may be towed and impounded as provided in section 8-2003.

(d) Upon payment of all civil penalties, overdue and unpaid notices of violations, and the immobilization fee, the vehicle immobilization equipment shall be removed and the vehicle released to the registered owner or any other person legally entitled to claim possession of the vehicle. The fee may be paid in the form of a refundable bond pending the outcome of a hearing requested pursuant to section 8-2018.

(e) It shall be unlawful for anyone to remove vehicle immobilization equipment placed on a vehicle pursuant to this section without all civil penalties and application charges having first been paid, or a bond posted. The City shall not be responsible for any damage to an immobilized illegally parked vehicle resulting from unauthorized attempts to free or move the vehicle.

(f) Charges. An immobilization fee of fifty dollars ($100.00) shall be charged for the removal of the vehicle immobilization equipment.

DONE, RATIFIED AND ENACTED this _____ day of _____, 2025.

This Ordinance was read and passed at first reading on _____, 2025.

_____
Philip Cromer, Mayor
City of Beaufort, South Carolina

_____
Traci Guldner
City Clerk, City of Beaufort, South Carolina

This Ordinance was passed at second reading held on _____, 2025.

_____
Philip Cromer, Mayor
City of Beaufort, South Carolina

_____
Traci Guldner
City Clerk, City of Beaufort, South Carolina

Reviewed as to form by Benjamin T. Coppage, City Attorney on May 7, 2025

Sec. 8-2001. - Authority to establish zones.

The city council shall have the authority to establish no-parking zones, restricted parking zones, parallel parking zones, loading zones, handicapped parking zones and ~~parking meter~~metered parking zones.

Sec. 8-2001.4. - Definitions.

(a) "Impoundment" means removal of a vehicle to a storage facility either by an officer or other persons authorized by the chief of police or by a contractor for towing and storage in response to a request from an officer or other persons authorized by the chief of police.

~~(b) Vehicle means an automobile, truck, motorcycle, or other motor-driven form of transportation.~~

(b) "Metered parking" means certain parking spaces which may only be occupied by a vehicle if the payment required by this chapter is made in the manner specified in Sec. 8-2015.1 of this chapter.

(c) "Truck" means every vehicle designed, used or maintained primarily for the transportation of property.

~~(c)~~(d) "Vehicle" means an automobile, truck, motorcycle, or other motor-driven form of transportation.

~~(d)~~(e) "Vehicle immobilization equipment" means a nondestructive parking enforcement device that prohibits the movement of the vehicle through the use of a locking mechanism attached to the wheel of the vehicle.

Sec. 8-2002. - ~~Parking meters~~Metered Parking.

(a) Any person parking any vehicle in a parking space for which a parking meter or pay station has been installed on the city streets or municipal parking lots shall, upon entering the parking space, immediately deposit or cause to be deposited in the meter or pay station the proper coinage, or other legal tender, to satisfy the ~~machine's~~ meter's or pay station's requirements for the time period ~~to be used~~for which the vehicle will remain in the parking space. Failure to so deposit coins or ~~sufficient~~ legal tender sufficient to put the meter or pay station in timed operation for the time period for which the vehicle will remain in the parking space shall constitute a violation of this section and shall subject the person to the ~~punishments~~ penalties hereinafter set forth.

(b) Parking rates shall be one dollar ($1.00) for each hour on Bay Street, Bay Street Extension, Port Republic Street, and the side streets from Bay Street to Port Republic Street.

Parking rates shall be one dollar ($1.00) for each hour in the Marina Lot, Library Lot, Playground Lot, Saltus Lot and Scott Street Lot.

Parking rates shall be fifty cents ($0.50) for each hour on side streets north of Port Republic Street, Craven Street excluding the ninety-minute parking in front of the chamber of commerce which will have a rate of one dollar ($1.00) for each hour.

Parking rates for the Carteret Street Lot shall be fifty cents ($0.50) for each hour.

Parking on Bay Street and side streets to Port Republic Street shall have a time limitation of two (2) hours.

Parking on Port Republic Street and side streets north of Port Republic Street shall have a time limitation of four (4) hours.

Parking in the Library Lot and Playground Lot shall have a time limitation of two (2) hours.

Parking in the Marina Llot, Scott Street Llot, Saltus lot, the Carteret Street Lot, and on Craven Street, Bay Street Extension and Newcastle Street shall not have a time limitation.

All other ~~streets with meters~~metered parking shall have a time limitation of four (4) hours.

~~The deposition of the coins or other legal tender in the meter or pay station, and the placing of the meter or pay station in operation as set forth above permits the parking space to be lawfully occupied for the period of time purchased, but if the parked vehicle shall remain parked beyond the time indicated by the meter or pay station, then, and in that event, the vehicle shall be considered to be parked overtime and the overtime parking of a vehicle shall constitute a violation of this section and the person parking it or leaving it so parked shall, upon conviction, be subject to the punishment hereafter set forth~~

Commented [LR1]: This was part was not codified 12/2015

Commented [BC2R1]: This is addressed in 8-2002(a)

(c) It shall be unlawful and a violation of the provisions of this section for any person to deface, injure, tamper with, open or willfully break, destroy, steal, take, or impair the usefulness of any parking meter or pay station installed on the streets of the city. Each such meter or pay station violation ~~is~~ shall constitute a separate offense.

(d) It shall be unlawful and a violation of this section to deposit or cause to be deposited in any parking meter or pay station, any slugs, device, metallic substance, or paper, that does not constitute legal tender of the United States of America.

(e) The city shall have lines or ~~parkings~~ markings painted or placed upon the curb ~~and~~ or on the street adjacent to each parking meter for the purpose of designating the parking space for which each meter is to be used and the operator of a vehicle, when parking the vehicle in a parking space shall keep the vehicle within the lines or markings so established.

(f) It shall be the duty of the police officers, or other authorized enforcement agent, acting in accordance with instruction issued by the chief of police or city manager, to report:

(1) The number of each parking meter which indicates that the vehicle occupying the parking space adjacent to the meter is or has been parked in violation of any of the provisions of this section.
(2) The state license number of the vehicle.
(3) The time during which the vehicle is parked in violation of any of the provisions of this section.
(4) Any other facts, a knowledge of which is necessary to a thorough understanding of the circumstances attending the violation.
(5) Each police officer or meter attendant shall attach to any vehicle found violating the provisions of this section a "Police Notice for Parking Violation." The registered owner of the vehicle shall be responsible for the payment of the fine indicated or must appear in municipal court for trial. Payment of the fine may be made by enclosing the fine in the parking violation envelope and depositing the envelope in any yellow courtesy box installed on the parking meter standards or mailing the envelope to city hall by the U.S. Postal Service. If a receipt is required, the fine must be paid at city hall. Should the owner or operator desire a trial in municipal court for the parking violation, they must contact the clerk of municipal court within seven (7) days to schedule a hearing.
(6) The "Notice of Parking Violation" envelope will be issued for the following parking violations with the accompanying fine, and penalty increase, shown beside each violation, as follows:

Violation	Within 7 days	2nd Week (day 8—14)	3rd Week (thereafter)
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
Parking in loading zone	50.00	125.00	150.00

~~Violation~~	~~Within 7 days~~	~~2nd Week (day 8—14)~~	~~3rd Week (thereafter)~~
~~Blocking a fire hydrant~~	~~75.00~~	~~175.00~~	~~200.00~~
~~Parking on private property~~	~~25.00~~	~~50.00~~	~~75.00~~
~~Parking illegally in handicapped space~~	~~400.00~~	~~State Mandate~~	
~~Boot fee~~	~~60.00~~	~~80.00~~	~~100.00~~
~~Other parking violations~~	~~25.00~~	~~50.00~~	~~75.00~~

~~(g) Any person who shall violate any of the provisions of this section or any person who shall assist in the violation, shall be deemed guilty of a misdemeanor and upon conviction be punished as provided in section 1-3048.~~

~~(h)~~(f) Parking regulations as herein set forth shall be in effect from the hours of ~~10:00~~11:00 a.m. until ~~6:00~~7:00 p.m. each Monday through Saturday, except as otherwise noted herein. Sundays and federally recognized holidays are excluded from the provisions hereof.

Commented [LR3]: Part of non-codified sections from Dec. 2015

~~(i)~~(g) The specified coin or coins required to be deposited in parking meters as provided herein are hereby levied and assessed to provide for the proper regulation and control of traffic upon the public streets, and also the cost of supervision and regulating the parking of vehicles in the parking spaces of the streets and to cover the cost of purchasing, acquiring, installation, operation, maintenance, supervision, regulation and control of the parking meters mentioned herein. Parking revenues may also be used to encourage and promote tourism and business in the city.

Sec. 8-2003. - Vehicles and property may be removed.

(a) Any motor vehicle or trailer improperly parked or left standing upon the streets or public ways or any other public property of the city in a manner as to constitute a hazard to pedestrian or motor vehicle traffic, may be removed or caused to be removed by any police officer.

(b) Any motor vehicle, or other personal property parked or left standing upon the street or public ways of the city in excess of forty-eight (48) hours may be removed or caused to be removed by any police officer.

(c) When an emergency arises necessitating the removal of any vehicle upon a public street~~,~~ or parking lot ~~i.e.,~~including without limitation fire, water main leak, parade

Commented [LR4]: Added to include parking lots in the parking system

with prior notice, paving, blocking private driveways, etc., the police officer is authorized to have the vehicle removed after a reasonable attempt to locate the owner or driver.

(d) When the driver of a vehicle is placed under arrest for the commission of an offense and the driver does not wish his vehicle to be driven by his/her passenger, then the vehicle will be towed by a wrecker service of the driver's choice, or if the driver expresses no preference as to a wrecker service, the wrecker rotation call list will be used.

(e) When a vehicle or trailer is to be removed from the streets or public ways of the city, the police officer will solicit the aid of authorized commercial towing companies from the wrecker rotation call list maintained by the chief of police. Vehicles or trailers towed will be stored in commercial storage facilities within the city or as directed by the chief of police. All costs for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before return of the property.

(f) Commercial wrecker or towing companies to be eligible to be placed on the wrecker rotation call list, maintained by the chief of police, must show proof of and maintain in effect garage keepers legal liability insurance with a minimum total coverage amount of twenty thousand dollars ($20,000.00) aggregate with maximum deductibles to the garage keeper of one hundred dollars ($100.00) on comprehensive coverage and two hundred fifty dollars ($250.00) collision coverage; and garage liability insurance with minimum limits of fifty thousand dollars ($50,000.00) per person; one hundred thousand dollars ($100,000.00) per accident bodily injury coverage and fifty thousand dollars ($50,000.00) per accident property damage coverage. All applicants will be required to furnish certificates of insurance from their insurance carrier before being placed on the qualified towing list. Such certificate shall contain a provision stating that the police department will be given at least fifteen (15) days' notice in the event of cancellation of the policies certified in the certificate.

(g) Any motor vehicle or other personal property parked or left standing in the public parking spaces in any city parking lot in excess of twenty-four (24) hours may be cited for unauthorized parking and after forty-eight (48) hours, may be or caused to be removed by any police officer.

(h) All vehicles parked on city streets or any public property must be licensed and insured under the laws of this state and have a current license tag attached thereto, and any vehicle in violation of this requirement may be removed or caused to be removed by any police officer.

(i) Trucks, tractors or tractor-trailers having a capacity of two and one-half (2½) tons or more, front- or rear-end loaders, or any other kind or type of strictly commercial, industrial or farming equipment parked or left standing in residentially zoned areas for other than loading or unloading or delivery of services, may be removed or caused to be removed by any police officer. Automobiles, small trucks and vans utilized for personal or business purposes of less than two and one-half (2½) tons' carrying capacity, are excluded from the provisions of this subsection.

Sec. 8-2005. - Parking of vehicles containing dangerous substances.

(a) It shall be unlawful ~~for any person, firm or corporation~~ to park and leave standing upon the public streets and public ways of the ~~town~~ City any ~~truck or motor~~ vehicle, tank, or ~~any motor vehicle tank~~ trailer~~,~~ used for the transportation of gasoline, fuel oil, liquefied petroleum gas, or other flammable or explosive liquids at any time

between 6:00 p.m. and 8:00 a.m. of the following day ~~and~~ or between 6:00 p.m. of the day preceding any Sunday or legal holiday and 8:00 a.m. of the day following a Sunday or legal holiday~~, present at all times while the motor vehicle is left standing or parked upon the streets of the city~~.

(b) Reserved.

(c) ~~Trucks or motor v~~Vehicles parked or left standing upon the public streets or public ways of the town in violation of the provisions of this section may be moved under the order and direction of the police department to a safe parking or storage location.

Sec. 8-2006. - Parked vehicles to be licensed; parking with flow ~~or~~ of traffic.

(a) It shall be unlawful to park or store for more than forty-eight (48) hours on any lot within the city, except in completely enclosed buildings, any ~~automobile, truck, trailer, bus or other motor~~ vehicle of any kind or type, with or without operative motive power, required or permitted to be registered and/or licensed under the laws of the state, or any frame, chassis or body thereof, unless there be affixed to the vehicle current license plates, except for lots licensed for automobile dealerships for new and/or used motor vehicles.

(b) Parking of vehicles at service stations or garages for service or repair is subject to the provisions of ~~city zoning ordinance section 5-6047(c)(1)c~~Sec. 3.7.2.D. of the Beaufort Development Code.

(c) Vehicles will park where authorized on the shoulder of the road or next to the curb in the same direction as the nearest flow of traffic. Violations of this provision are classified as "parking on the wrong side of the road."

Sec. 8-2009. - Parking on private property.

(a) ~~Parking reserved for customers.~~ It shall be unlawful for any person to park or cause to be parked any vehicle upon a private parking lot where appropriate signs have been posted by the owner "Reserved for customers (and/or) employees only," unless the person at the time of parking is a customer or employee of the business located thereon. There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.

(b) ~~Posting of private property.~~ It shall be unlawful for any person to park or cause~~s~~ to be parked any vehicle upon private property where ~~appropriate~~ signs have been posted by the owner which state "No parking, private property." There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.

(c) ~~Fines.~~ Any vehicle found in violation of this section will be ticketed for "Parked in a reserved space" or "Parked on private property" and shall be subject to a fine as shown in section 8-2015.1.(c)~~8-2002(f)(6)~~. In the event the vehicle is not moved within four (4) hours of the ~~parking citation~~issuance of the notice of violation, it is subject to be towed away at the expense of the vehicle owner.

Sec. 8-2010. - Marina customer parking in Henry Chambers Waterfront Park.

(a) Persons who rent docking spaces in the downtown marina and are present while servicing or repairing their water-craft, or while the boat is away from the assigned space are eligible for free parking in designated spaces adjacent to the downtown marina. Authorized extended parking will be verified by a numbered city permit,

issued by the dock master, and hanging from the inside rear-view mirror of the vehicle. Only one extended parking permit is authorized for each boat space. Permits are not transferable.

(b) Section 8-2015.1.(c)~~8-2002(f)(6)~~ applies for violations of this section.

Sec. 8-2012. - Meter feeding.

No person shall continuously park a vehicle in any onstreet parking meter zone longer than the maximum limit of parking time obtainable by the single operation of such meter, nor shall such person deposit or cause to be deposited in an onstreet parking meter a coin for the purpose of extending parking time beyond such maximum limit. The penalty for violating this provision shall be the same as that for other parking violations as outlined in this chapter, section 8-2015.1.(c)~~8-2002(6)~~.

Sec. 8-2015.1. Notices of Violations and Penalties

(a) A notice of violation of this chapter may be issued by any police officer or other person appointed as a code enforcement officer. A copy of the notice of violation shall be issued by placing it on the windshield of an illegally parked vehicle in a prominent place thereon. No notices of violations shall be issued for violations of S.C. Code § 16-11-760, which requires the issuance of a uniform traffic ticket.

(b) The notice of violation must cite only one violation and must contain at least the following information:

(1) The state, license plate number, and make of the vehicle in violation of this chapter;

(2) The name and title of the person issuing the notice of violation;

(3) The date and time when the notice of violation was issued;

(4) The nature and description of the parking violation observed;

(5) The date, time and location of the hearing; and

(6) Information advising the owner/operator of the vehicle that they pay the penalty set forth in section 8-2015.1.(c) or appear at the hearing in Municipal Court on the date and time provided on the notice of violation, and advising that failure to do so may result in impoundment or immobilization of the vehicle.

(c) Fines for violations and penalties for failure to pay fines are as follows:

Violation	**Within 730 days**	~~**2nd Week (day 8—14)31-45 Days**~~	~~**3rd Week (thereafter)After 45 Days**~~
Expired meter	$10.00	$25.00	$45.00
Parking in fire lane	50.00	125.00	150.00

Commented [LR5]: Not codified from 2nd reading in December 2015

Violation	Within 730 days	~~2nd Week (day 8—14)~~31-45 Days	~~3rd Week (thereafter)~~After 45 Days
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
Parking in loading zone	50.00	125.00	150.00
Blocking a fire hydrant	75.00	175.00	200.00
Parking on private property	25.00	50.00	75.00
Parking illegally in handicapped space	~~400.00~~500.00	State Mandate	
Boot fee	~~60.00~~100.00	~~80.00~~100.00	100.00
Other parking violations	25.00	50.00	75.00

(d) The notice of violation must be filed with the Municipal Court and may be disposed of only by payment of the fine or official action of the Municipal Court. It shall be unlawful for any person to alter or destroy any notice of violation issued under this chapter except in a manner consistent with this chapter and State law.

Commented [LR5]: Not codified from 2nd reading in December 2015

Commented [LR6]: Not Codified 12/2015

Commented [LR7R6]: Not codified

(e) Any person who shall violate any of the provisions of this Chapter for which a penalty is not listed in Sec. 8-2015.1(c) shall be charged with a misdemeanor and upon conviction be punished as provided in Sec. 1-3048.

(f) If the City contracts with a private entity to assist the City in administering the City's parking ordinances and programs, the Chief of Police is authorized to appoint employees of that private entity as code enforcement officers to administer and enforce the City's parking ordinances and programs, pursuant to S.C. Code § 5-7-32. Any individuals appointed as code enforcement officers whose duties include parking enforcement activities, including the issuance of notices of violations or collection or handling of money shall:

(1) undergo criminal background checks and drug testing to be conducted by the private entity. The results of the background checks and drug tests shall be provided to the Chief of Police; and

(2) undergo a training program approved by the Chief of Police before they undertake any enforcement activities.

Sec. 8-2016. - Immobilization of vehicles.

(a) A police officer or any other person designated by the chief of police may immobilize by the use of vehicle immobilization equipment any vehicle which is parked in a public right-of-way, and for which there are three (3) or more outstanding, unpaid, overdue ~~parking tickets~~notices of violations, the latest of which has been unpaid for a period of at least fifteen (15) days.

(b) When attaching vehicle immobilization equipment to a vehicle, the officer shall affix notice to the windshield or other part of the vehicle so as to be readily visible. The notice shall:

(1) Warn that the vehicle has been immobilized and that any attempt to move the vehicle may result in damage to the vehicle;

(2) State the total amount of civil penalties due for ~~parking tickets~~notice of violations which are overdue and unpaid that are attributable to such vehicle, in addition to an immobilization fee for the removal of the vehicle immobilization equipment; and

(3) List the address and telephone number to be contacted to pay the charges to have the vehicle immobilization equipment removed.

(c) If the civil penalties and the immobilization fee are not paid, or satisfactory arrangements in lieu of payment are not made, by 6:00 p.m. on the date of the attachment of the vehicle immobilization equipment the vehicle may be towed and impounded as provided in section 8-2003.

(d) Upon payment of all civil penalties, overdue and unpaid ~~parking tickets~~notices of violations, and the immobilization fee, the vehicle immobilization equipment shall be removed and the vehicle released to the registered owner or any other person legally entitled to claim possession of the vehicle. The fee may be paid in the form of a refundable bond pending the outcome of a hearing requested pursuant to section 8-2018.

Commented [LR8]: This new section does not provide for an appeal of the violation or a hearing before a municipal judge before being convicted of a misdemeanor.

Commented [BC9R8]: Violations are treated the same as any other violation of the Code. If the fine is unpaid and the City wants to prosecute, it can issue a summons and the case can be tried.

Commented [LR10]: These amendments does not include Section 8-2016 to 2020 which covers Immobilization of vehicles for non-payment of 3 or more tickets. Not sure if you want to wait on these sections as they should be discussed with Council prior to presenting to them. 8-2016 currently references the immobilization (booting) fee as $50. This was increased in 2015 to $100

Commented [BC11R10]: I didn't have any amendments to those sections, so they weren't included. We can include that amendment if we want.

(e) It shall be unlawful for anyone to remove vehicle immobilization equipment placed on a vehicle pursuant to this section without all civil penalties and application charges having first been paid, or a bond posted. The ~~city~~ City shall not be responsible for any damage to an immobilized illegally parked vehicle resulting from unauthorized attempts to free or move the vehicle.

(f) Charges. An immobilization fee of fifty dollars ($~~50~~100.00) shall be charged for the removal of the vehicle immobilization equipment.

(g) ~~Enforcement of this ordinance shall commence on November 1, 2002. Council hereby designates the month of October, 2002, as a one-time only amnesty period during which violators with three (3) or more outstanding, unpaid or overdue parking tickets shall be eligible to settle their account with the City Finance Department for half of the fee required in section 8-2002.~~