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CITY OF BEAUFORT
1911 BOUNDARY STREET
BEAUFORT MUNICIPAL COMPLEX
BEAUFORT, SOUTH CAROLINA 29902
(843) 525-7070
CITY COUNCIL REGULAR MEETING AGENDA
March 11, 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. Recognition of Police Officer, Dan Thompson, for his Governor's Silver Crest Award
- B. Presentation of a House/Senate Resolution and Beaufort County Proclamation for "Lafayette Month in Celebration of the Bicentennial of the Marquis De Lafayette's 1825 Visit to Beaufort"

VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

- A. Character Education Proclamation - Terrence Thomas, Beaufort Middle School
- B. Proclamation proclaiming March 2025 as Developmental Disabilities Awareness Month

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 the Cub Scout Pack 001 for co-sponsorship and use of Whitehall Park to host Cub Scout Pack 001 Graduation, Saturday, May 10, 2025, from 10:00 am to 1:00 pm
- K. Request from the First Scots Presbyterian Church for co-sponsorship for the use of the Henry C. Chambers Waterfront Park on Sunday, April 20, 2025, from 6:00 am to 9:00 am to host a sunrise service
- L. Permission to host the 2025 Beaufort Shrimp Festival and Arts and Crafts Market in the Henry C. Chambers Waterfront Park, October 3 - 4, 2025, host the Run Forrest Run 5K/Walk on Saturday, October 4, 2025, and request waivers for the sale of alcohol, open container, public drinking, noise ordinances, street closures and permission for issuance of parking passes.
- M. Request to host 2025 Holiday Weekend events to include street closures, and other permissions, December 5 - 7, 2025

VIII. PUBLIC HEARING

- A. Community Development Block Grant (CDBG) 2025 Needs Assessment

IX. MINUTES

- A. Worksession and Regular Meeting - February 11, 2025

X. OLD BUSINESS

- A. Ordinance for the lease of commercial space that is part of real property owned by the City of Beaufort, South Carolina located at 500 Carteret Street to New Story Leasing, LLC. - Second Reading
- B. An Ordinance to amend the Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed - Second Reading
- C. An Ordinance to amend City Ordinance number 2024/11 regarding the Fiscal Year 2024-2025 City of Beaufort Budget to provide for the inclusion of a Schedule of Maximum Allowable Fees for Rotation List Calls. - Second Reading

XI. NEW BUSINESS

- A. **PUBLIC HEARING AND FIRST READING** - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 002 000 0045 0000, Christensen Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve) - First Reading
- B. **PUBLIC HEARING AND FIRST READING** - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 001 000 0293 0000, Cuthbert Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve)
- C. Request for Historic Beaufort Foundation to host the 2025 Lafayette Soiree on May 10, 2025 from 6:00 pm - 10:30 pm, with allowance to transport participants from remote parking to 411 Craven Street, signage and waiver of the Loud and Unseemly Noise Ordinance with street closures
- D. Request waiver for loud and unseemly noise from Fred Singleton, Renewal of Vows on

Saturday, August 23, 2025, from 6:00 pm to 11:00 pm. in the Henry C. Chambers Waterfront Park

- E. Ordinance amending the Business License Ordinance of the City of Beaufort to update the Class Schedule as required by Act 176 of 2020 - First Reading
- F. Resolution authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with the Beaufort Jasper Housing Trust (BJHT) for the administration of a Housing Repair Assistance Program

XII. 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](#)

XIII.REPORTS

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

XIV. EXECUTIVE SESSION

- A. Pursuant to Title 30, Chapter 4, Section (70) (a) (1) of the South Carolina Code of Law: Discussion regarding personnel - Boards, Commissions and Committees - Waterfront Advisory Committee, Park and Tree Advisory Committee, Tourism Development Advisory Committee
- B. Pursuant to Title 30, Chapter 4, Section (70) (a) (2) of the South Carolina Code of Law: Legal advice regarding litigation: (1) - Protect Beaufort Foundation, Inc. v. City of Beaufort, (2) - Historic Beaufort Foundation v. City of Beaufort, City of Beaufort Historic District Review Board, and the Beaufort Inn, LLC, (3) - West Street Farms, LLC and Mix Farms, LLC v. City of Beaufort, City of Beaufort Historic District Review Board, and the Beaufort Inn, LLC, (4) - Miranda Black, individually and on behalf of all others similarly situated, v. City of Beaufort, SC; SP Plus Corporation DBA Park Beaufort; Metropolis Technologies, Inc.
- 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

XV. ADJOURN



Beaufort Police Department

STEPHENIE PRICE
Chief of Police

July 17, 2024

The Office of Governor McMaster
State of South Carolina
State House 1100 Gervais Street
Columbia, SC 29201

Dear Governor McMaster,

I am honored to nominate Officer Daniel Thompson for the Order of the Silver Crescent Governor's Award in recognition of his extraordinary 25 years of *unpaid volunteer* service as a reserve officer. His career, spanning over 24 years with the Beaufort Police Department, exemplifies dedication, resilience, and unwavering commitment to our community.

Officer Thompson began his tenure with the Port Royal Police Department in 1999, transitioning to the Beaufort Police Department in 2000. His 25-year career as a reserve officer has endured through pivotal moments in history, including Y2K, 9/11, the COVID-19 pandemic, and significant natural disasters such as Hurricane Floyd in 1999 and Hurricane Matthew in 2016. During these critical events, Officer Thompson's performance remained unparalleled, showcasing his steadfast dedication and professionalism.

Throughout his tenure, Officer Thompson has selflessly volunteered thousands of hours, often stepping in during short-staffed shifts, covering for sick or injured officers, and responding to urgent calls during nights and weekends. His contributions during civil unrest following the George Floyd incident highlight his ability to handle challenging situations with composure and integrity displaying the professionalism we strive to achieve in law enforcement.

Beyond his role in law enforcement, Officer Thompson is a dedicated family man who takes great pride in being a grandparent. His commitment extends to his work at Hargray Communications, where he continues to demonstrate a positive attitude and exceptional performance as a the Manager of Regional Operations.

Officer Thompson's service to our community goes beyond the call of duty. His remarkable career as a reserve officer is longer than most full-time officers, and his selfless dedication has left an indelible mark on our department and the community he serves. His volunteerism, coupled with his professional excellence, embodies the spirit of the Order of the Silver Crescent Governor's Award.

It is with great respect and admiration that I nominate Officer Daniel Thompson for this prestigious honor. His legacy of service, commitment, and excellence deserves recognition at the highest level.

Sincerely,

Chief Stephanie Price
Chief Stephanie Price
Beaufort Police Department
1901 Boundary St. Beaufort, SC 29902
843-322-7900

Shannon S. Erickson
District No. 124 - Beaufort County
P.O. Box 1228
Beaufort, SC 29901

Committee:
Education and Public Works, Chairman



429 Blatt Building
Columbia, SC 29201

Ofc. (803) 734-3053
Bus. (843) 255-2260

shannonerickson@schouse.gov

House of Representatives

State of South Carolina

August 9, 2024

The Officer of Governor McMaster
State of South Carolina
State House 1100 Gervais Street
Columbia, SC 29201

Dear Governor McMaster,

I am writing to wholeheartedly recommend Daniel Thompson for the Order of the Silver Crescent Governor's Award. As an elected official and a resident of Beaufort County, I have had the privilege of knowing and working closely with Daniel for many years. I can confidently say that he exemplifies the qualities and achievements that the Silver Crescent Award seeks to recognize.

Daniel has consistently demonstrated exceptional leadership, a commitment to community service, and a passion for making a positive impact. His dedication to Beaufort County is particularly noteworthy. For example, he has served Beaufort County as a volunteer reserve police officer for over twenty-five years. When there have been natural disasters, including Hurricane Floyd in 1999 and Hurricane Matthew in 2016, Daniel showed resilience and was a true leader. He selflessly stepped in when different shifts were short-staffed, covered officers who were out due to sickness and injuries, and volunteered not only during the daytime but also covering nighttime shifts and weekends.

In addition to his professional and community contributions, Daniel is known for volunteering with the annual Water Festival in Beaufort County. He has contributed countless hours of his personal time over the last 13 years to make the event a huge success, holding the most difficult position of all, Program Coordinator for the entire Water Festival. Daniel also holds the title of the Commodore, one of Beaufort's highest honors. This award is bestowed upon a dedicated volunteer who has shown their remarkable commitment to the festival and to the community. Such an award only amplifies that Daniel has not only earned the respect and admiration of his peers but has also inspired others to engage more deeply in service and leadership.

I believe that Daniel is an outstanding candidate for the Silver Crescent Award, and I cannot think of anyone more deserving of this honor. His unwavering dedication to Beaufort County, combined with his exceptional leadership and personal integrity, makes him a truly exemplary individual.

Daniel is an accomplished and brilliant officer, husband, grandfather and community volunteer. He is a generous and caring individual who is also honorable and true. Daniel is the kind of team member, colleague, or friend you want beside you when the chips are down, and I sincerely appreciate your consideration of his application.

Sincerely,

Shannon S. Erickson



PROCLAMATION

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

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

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

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

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

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

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

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

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

WHEREAS, Terrence Thomas was selected as the winner by Beaufort Middle School as the student of the month.

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

TERRENCE THOMAS AS BEAUFORT MIDDLE SCHOOL STUDENT OF THE MONTH

The City of Beaufort thereby pronounces *Perseverance* as the word for the month of January and applauds Terrence Thomas, the Beaufort County School District, and Beaufort Middle School for their work and specifically honors Terrence Thomas as Beaufort Middle 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 11th day of March 2025.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



PROCLAMATION

WHEREAS, more than 500,000 South Carolina residents and families are impacted by severe lifelong disabilities including autism, head injuries, spinal cord injuries, intellectual disabilities, and related disabilities; and

WHEREAS, people with lifelong disabilities are productive citizens, neighbors, and family members, deserving of respect and opportunities for economic self-sufficiency, independence, and personal growth; and

WHEREAS, South Carolinians with and without disabilities work together, play together, worship together, learn together, and grow together; and

WHEREAS, we owe a special debt of gratitude to the caregivers who selflessly provide physical, emotional, and spiritual support to our residents with disabilities and special needs; and

WHEREAS, the 2025 observance of Developmental Disabilities Awareness Month celebrates the successful partnership between people with and without disabilities as well as the increasing involvement of people in education, employment, and community activities.

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

DEVELOPMENTAL DISABILITIES AWARENESS MONTH

The City of Beaufort encourages all citizens to work together to promote increased opportunities for people with disabilities, to recognize the many contributions made by people with disabilities in our communities, and to honor the dedication of the caregivers who bring support and hope to their fellow citizens.

IN WITNESS THEREOF, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 11th day of March 2025.

Philip E. Cromer, Mayor

Attest:

Traci Guldner, City Clerk



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/5/2025
FROM: Raul Dominguez, CIP Director
AGENDA ITEM TITLE: CIP Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
CIP Monthly Report	Backup Material	3/5/2025

Scott Marshall
CITY MANAGER
843-525-7070

John Sauvé
DEPUTY CITY MANAGER
843-379-7525



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

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

March 4, 2025

MEMORANDUM

To: City Council

From: Raul Dominguez, *CIP Director*

Re: Capital Improvement Program Monthly Report

I. Summary Report

This report provides updates to our Capital Projects for this quarter. The CIP Team and our Engineering partners continue to work towards all projects goals and deadlines.

The CIP Team would like to express our intent on taking our time with current and future projects to ensure we cover all phases to include stakeholder interaction, and project priorities. These were some of the issues outlined as deficiencies prior to my arrival.

The CIP Team would continue to encourage the public to visit the CIP Portal on the City website to be updated on all the cities' Capital Projects. The CIP Team continues the transition of all documents to the SharePoint/Office365 system.

CIP Team now attends the City of Beaufort Planning and Community development Department's weekly meetings to better integrate capital planning with citywide planning and development. The CIP Team has also arranged monthly meetings with the County, Dominion, and BJWSA project partners to better coordinate both planned and ongoing projects between organizations. Coordination is still ongoing with SC DOT due to staffing changes. These meetings will continue a regularly scheduled basis. In addition to these meetings the CIP Team will have a representative at other pertinent regional planning meetings such as the Northern Regional

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Implementation Committee and the Lowcountry Area Transportation Study on a consistent basis.

II. Project Updates

Downtown/Point Stormwater Projects

Bayard Street

- 90% final design pending confirmation of design/alignment through existing or to acquired easements.
- Utility coordination is also pending due to easements.
- All permitting for this project dependent on the easement acquisition.

King Street Design

- 100% complete to include the Port Republic project design/permitting by SCOR.
- Utility coordination is complete
- USACE permit acquired
- SCDES Critical Area Permit acquired
- SCDES NPDES permit acquired
- SCDOT Encroachment Permit expected soon.

Allison Road Streetscape and Stormwater Project

This project is 98% complete all sidewalks and ADA access points have been installed. Paving was completed on 2/28/25, landscaping materials being ordered. Full completion by middle of March.

Southside Park Phase II

Phase II design is currently being explored by the CIP Team and the contracted design team. The CIP Team held a meeting with members of both the task force and dog park user's good conversation were had. CIP

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Team to have the cost estimate and letter of authorization on the City Manager's desk to begin design services by end of April.

Washington Street Park Phase I

The Washington Street Park Project is underway, the contractor has removed the halfcourt, the pavilion and is in the grading process for the new pavilion, the basketball court and the bioretention area. Minor changes had to be made to the grading for the basketball court, however, this will not affect the project whatsoever.

Battery Shores Stormwater (Otter Circle)

The city received SCDES permit notification on 2/21/25 once in hand contractor will be notified for a start date.

Duke Street Streetscape and Stormwater

- The roadway design is mostly complete. It may need some updating based on the city finding a resolution with SCDOT from parking concerns the SCDOT has.
- Landscaping plans have been drafted
- Dominion Energy is evaluating the street light placement and conduit needs.
- Preliminary coordination with the utility companies has been completed and there are several possible conflicts with the proposed design. Potholing may be needed to confirm the utility location(s).
- Modification to the roadway design and/or relocation of the utility lines may be required to resolve the conflicts.
- No wetlands were found within the project limits, and we have a "no wet" letter that can be submitted to the USACE.
- Land disturbance and coastal zone consistency permitting through SCDES is needed.
- No application for permits has been submitted at this time.

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Spanish Moss Trail/North Street Extension

This project is substantially completed and at the time of this report the only outstanding items relate to striping/painting.

Pigeon Point Landing

O' Quinn Marine has informed the CIP Team of a meeting with BCM Bureau of Coastal Management this week to go over some questions the BCM has for them with regards to repairs.

Pigeon Point Playground

CIP Team has had communications with Cunningham Recreation, the equipment is still in production. The targeted end of production is March and demolition, and construction are targeted for April.

Carnegie Library Repairs

The city has been notified of a delay in material shipping. A new delivery date will be provided once the manufacturer updates our contractor.

Waterfront Park Facia Repairs

The city has received preliminary notification of a grant award for these repairs. It is my understanding we have not actually seen the funds awarded.

Waterfront Park Engineering Services

Mc Sweeney Engineering is in the process of gathering all the data needed for a Data GAP Summary review with the city. This report is expected to be ready by July / August if not earlier.

Battery Shores Paving

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The county has informed us that the paving project is projected for March as the weather has not been optimal in February. We will continue to monitor this project with our county partners.

Pigeon Point Stormwater Study

The City has received a grant from SC Emergency Management Division for a stormwater study to be conducted in the Pigeon Point community. Staff are coordinating with SCEM on the steps necessary to publish an RFP/RFQ for this project.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: Community Development Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

Monthly Report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	3/4/2025



CURRENT PROJECTS

JANUARY 2025

Issued Project Permits:

COMMERCIAL (Issued)

- Pine Court Apartments, 2305 - 2317 Pine Court S. – new 60-unit apartment complex (5 buildings) **issued – Resubmitted 8/2022 – Reissued 10/25/22- Reissued 7/25/24**
- New Commercial Shell Building – 3668 Trask Pkwy. (Unknown tenant) **Issued 1/10/22**
- Tabby Place Expansion – 913 Port Republic St. – **Issued 12/20/22 (extended)**
- Site Work Only – 918 Craven St. – **Issued 12/20/22 (extended)**
- New Hotel – 800 Port Republic St. – **Issued 12/21/22 (extended)**
- Parking Garage – 918 Craven St. **Issued 12/21/22 (extended)**
- Pintail Pointe Apts. – 2233 Boundary St. – 3 Apts. Buildings **Issued 5/23/23**
- BMH – 955 Ribaut Rd – Large Interior Renovations **Issued 12/19/23**
- BMH – 955 Ribaut Rd – ER Renovations **Issued 12/09/24**
- Storage Facility – 1 Parris Island Gtwy. – **Issued 1/18/24 (extended)**
- Carrington Manor – 2247 Boundary St. – Senior Living Bldg. **Issued 1/25/24**
- Pointe Grand Apts. – 135 Burton Hill Rd - Site Work Only **Issued 4/10/24**
- Hanover Park Apt Bldgs. – 139 Robert Smalls Pkwy – **Issued 8/27/24**
- Beaufort Station – 331-B Robert Smalls Pkwy – Tenant Upfit Nail Salon – **Issued 08/30/24**
- Culver’s – 2338 Boundary Street – Upfit- **Issued 12/17/24**
- Pointe Grand Apt Bldgs. – 135 Hillpointe Circle – **Issued 12/23/24**
- Storage/Residential Living – 1140 Ribaut Road- **Issued 12/04/24**
- ALDI – 361 Robert Smalls Pkwy – Site Work **Issued 1/28/25**
- Laundry Facility – 73 Schein Loop – **Issued 1/30/25**
- Academy Sports upfit – 320 Robert Smalls Pkwy (old TJ Maz) – **Issued 1/30/25**

COMMERCIAL (Pending)

- 3-Story Apt Bldg. w/1st Floor as Comm'l – 211 Charles St. – **(Outstanding Items - extended)**

SF RESIDENTIAL (New Construction) ISSUED within the last month

- 375 Distant Island Drive (Distant Island)
- 2021 Lafayette Street
- 1207 Egret Landing Drive (Salem Bay Subd)
- 785 Distant Island Drive (Distant Island)
- 4 City Walk Way (City Walk Subd)
- 1203 Kipling Drive (Salem Bay Subd)
- 1205 Kipling Drive (Salem Bay Subd)
- 12 City Walk Way (City Walk Subd)
- 1196 Salty Hammock Court (Salem Bay Subd)

- 1122 Salty Hammock Court (Salem Bay Subd)
- 1120 Salty Hammock Court (Salem Bay Subd)
- 1217 Egret Landing Drive (Salem Bay Subd)
- 1124 Salty Hammock Court (Salem Bay Subd)
- 11 City Walk Way (City Walk)
- 1118 Salty Hammock Court (Salem Bay Subd)

SF RESIDENTIAL (New Construction) SUBMITTED within the last month

- 2801 North Street
- 17 Basin Trail Street (Camellia Banks)
- 19 Basin Trial Street (Camellia Banks)
- 21 Basin Trail Street (Camellia Banks)
- 2202 National Street
- 2200 National Street
- 2204 National Street
- 2206 National Street
- 1110 Greene Street

Historic Review:

HRB (Historic Review Board):

- *None*

HTRC:

- 403 Carteret Street – Request for roofing (material) replacement; Submitted by Hannah Giza with Roof Crafters (GC).
- 1201 King Street – Replacement of siding (material), including new insulation; Submitted by Martha C. Spears (Owner).
- 1304 Washington Street – Request for heated living space addition at front portion & enclosure of back porch at SF-residence (newer construction/non-contributing); Submitted by Witt Cox (Owner)
- 909 Washington Street – Request for placement of ADU/Carriage house at rear of primary house (non-contributing); Submitted by Nicole Gilmore (Owner). 820 Bay Street – Request for roof retrofitting / re-roofing; Commercial building in historic downtown Beaufort, SC (contributing); Submitted by Justin Kincaid with Howe Roofing, Inc. (Contractor)

Public Hearings:

- Chapter 7 and 9 of the Development Code

ZBOA (Zoning Board of Appeals)

- None.

PC (Planning Commission):

PC (Planning Commission)

- Code Amendments – Chapter 7 & 9
January 21, 2025 Meeting, January 7, and 13 worksessions.

TRC (Technical Review Committee):

- *Lower Cane Island Development (200 White Horse Road) – proposal for development of a resort / master-planned community on Lower Cane Island - Submitted by Michael Brunetti with Lower Cane Development LLC*
- Secession Golf Course Parking Addition (100 Islands Causeway / 1 Gibbs Island Drive) – Request for adding to present parking lot at Secession Golf Course; Submitted by Frank L. Bullard (Engineer)
- “Mother Smokin Good!” Carryout BBQ Restaurant & Mercantile Store (1810 Boundary Street) – Request for converting former nail salon into a carryout only BBQ restaurant (smoker with small prep kitchen only) & mercantile store; Submitted by Marquith Green (pitmaster/prospective tenant)
- New Pool & removal of 18” specimen Live Oak tree (156 Fuller Parkway) – Request for placement of 512 sq. ft. pool in rear of present home and removal of 18” Live Oak specimen tree; Submitted by Stephen Sellers (homeowner)
- Four Oaks Townhomes (533 Robert Smalls Parkway) – Request for developing presently vacant lot into townhome community; Submitted by Tri Pointe Homes (John Hoff, Developer) W
- Warren Renovation and Addition (112 North Hermitage Road) – Request for adding a detached garage/efficiency apartment; Submitted by Ann Warren (Owner)
- Affordable Housing Project (1109 Coleman Lane) – Request for developing affordable housing units on presently vacant lot; Submitted by Lowcountry Habitat for Humanity (Tim Holt, Developer)
- Development of Townhomes (1273 Ribaut Road) – Request for construction of two new townhomes; Submitted by Alex Ciesielski (Engineer)
- Proposal for new “Holiday Inn Express” hotel (B. E. Wheatley Dr./Salem Rd.) – Request for construction of new “Holiday Inn Express” hotel; Submitted by Daniel Keefer (Architect) & Mehul Patel (Developer)
- Annexation request for establishment of park near Albergotti Creek (3492 Trask Parkway) – Request for annexation into the City of Beaufort, SC with concept that the land is to be donated to 501 (c)(3) entity and made into a (passive) park of some sort; Submitted by Graham B. Trask (Property owner)

Tenant Change (Safety Inspections)

- 1208 Prince St _ Proposed Bus: Rehabilitation Consultation Services (Appraisal Associates)
- 199 Parris Island Gateway – Proposed Bus: Automative Tire Sales and Service (Good Year Auto Service Center)

Permits

	2025	
Month	Total Permits	Permit Fees Collected
Jan	83	\$102,854.09
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
Totals	83	\$102,854.09

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

New Construction - Residential Dwellings & Commercial Structures 2025

Month	Single Family	Multifamily	Commercial	Permit Fees
Jan	14		2	\$76,939.00
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
Totals	14		2	\$76,939.00

Total Residential Units: 16

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:** 3/5/2025
FROM: Linda D. Roper
AGENDA ITEM TITLE: Downtown Operations Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Downtown Operations Monthly Report	Backup Material	3/5/2025

City of Beaufort Downtown Operations & Community Services
Activity Report
January 2025

Department Overview for the Month

The month of January was busy with requests from various organizations for events and planning sessions for spring. Municipal Association of SC held a two-day strategic session with the staff to introduce the Main Street 4-Point Approach to Sarah Sutton, for her new role as Downtown Manager/Main Street Director.

Several interviews for the vacant position of Events and Tour Coordinator.

Downtown hosted the Oyster Festival January 18th & 19th and the Martin Luther Day parade was held on January 20th.

Details of Activities for the Department :

Meetings and Trainings:

- Coffee Break (Main Street) – Attended a morning meeting to network and catch up with other SC Main Street Directors where we discuss updates within the Main Street community and on a national scale.
- Time Management Training (Main Street) – Attended a training session in Columbia where we gained tips and tricks for time management which will help set us up for success in the upcoming year.
- Beaufort Oyster Festival Planning Meeting – We met with the Beaufort Area Hospitality Association to discuss festival logistics.
- Beaufort Oyster Festival- Volunteered and attended the Oyster festival events January
- SC Main Street Intensive Training (Two-Day Session) – Attended a comprehensive training with the SC Main Street team, focused on program growth and strategic planning.
- Lafayette Bicentennial Planning Meeting – Attended multiple meetings to discuss plans for the upcoming bicentennial celebration.
- Music Festival Meeting- Met with the Music Festival of the Lowcountry to discuss needs and plans for the 2025 music festival
-

**City of Beaufort Downtown Operations & Community Services
Activity Report
January 2025**

- First Friday Meeting with DBMA Board and Members – Facilitated a discussion with board members and downtown businesses to plan and organize upcoming First Friday activities.
- Farmers Market Discussion – Held a meeting to explore the feasibility of establishing a local farmers market.

Events Attended

- Parker’s Kitchen Ribbon Cutting- Represented Downtown Operations and Community Services at the grand opening and welcomed Parker’s Kitchen to the community

Park Events for January 2025

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



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/18/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Finance Department Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Finance Department Monthly Report	Backup Material	2/18/2025

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



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

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

The City of Beaufort January 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 November being the 7th month of the fiscal year 2025, recurring revenues and expenditures should be 58.3% of budget. General Fund revenues are at 47.3% of the budget while expenditures are at 58.2% of the budget.

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

Thanks,

A handwritten signature in blue ink that reads "Alan R. Eisenman".

Alan Eisenman CPA CGFO
Finance Director

CITY OF BEAUFORT, SOUTH CAROLINA
BALANCE SHEET
GOVERNMENTAL FUNDS
JANUARY 31, 2025

	<u>General Fund</u>	<u>TIF II Fund</u>	<u>Capital Projects Fund</u>	<u>Parks and Tourism Fund</u>	<u>American Rescue Plan Act Fund</u>	<u>Stormwater Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS								
Cash and cash equivalents	\$ 12,850,496	\$ 172,320	\$ 2,441,529	\$ 4,670,132	\$ 4,087,416	\$ 34,090	\$ 2,050,903	\$ 26,306,886
Taxes receivable, net	199,779	-	-	-	-	41,442	-	241,221
Other receivables	283,691	-	531,041	99,979	-	-	-	914,711
Due from other funds	-	-	-	-	-	-	-	-
Inventories and other assets	1,671	-	-	-	-	-	-	1,671
Restricted cash and cash equivalents	-	3,753,567	-	3,025,580	-	531,680	25,695	7,336,522
Total assets	<u>13,335,637</u>	<u>3,925,887</u>	<u>2,972,570</u>	<u>7,795,691</u>	<u>4,087,416</u>	<u>607,212</u>	<u>2,076,598</u>	<u>34,801,011</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES								
Liabilities:								
Accounts payable	589,890	-	204,844	83,564	4,983	15,750	-	899,031
Due to other funds	-	-	-	-	-	-	-	-
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	3,477,493	-	-	3,477,493
Accrued liabilities	143,258	-	-	47,309	-	8,129	3,142	201,838
Deposits and escrow	482,531	-	-	14,700	-	-	23,617	520,848
Total liabilities	<u>1,273,018</u>	<u>-</u>	<u>204,844</u>	<u>145,573</u>	<u>3,482,476</u>	<u>23,879</u>	<u>26,759</u>	<u>5,156,549</u>
Deferred Inflows of Resources:								
Unavailable revenue - property taxes	476,479	-	-	-	-	25,910	-	502,389
Total deferred inflows of resources	<u>476,479</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,910</u>	<u>-</u>	<u>502,389</u>
Fund balances:								
Nonspendable:								
Inventories	26,355	-	-	-	-	-	-	26,355
Cemetery	-	-	-	-	-	-	7,246	7,246
Restricted	1,577,099	3,925,887	2,767,726	1,810,569	604,940	25,743	2,011,365	12,723,329
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	-	-	5,839,549	-	531,680	-	7,619,058
Law enforcement	-	-	-	-	-	-	31,228	31,228
Assigned for:								
Subsequent year's budget	73,615	-	-	-	-	-	-	73,615
Unassigned	4,165,676	-	-	-	-	-	-	4,165,676
Total fund balances	<u>11,586,140</u>	<u>3,925,887</u>	<u>2,767,726</u>	<u>7,650,118</u>	<u>604,940</u>	<u>557,423</u>	<u>2,049,839</u>	<u>29,142,073</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 13,335,637</u>	<u>\$ 3,925,887</u>	<u>\$ 2,972,570</u>	<u>\$ 7,795,691</u>	<u>\$ 4,087,416</u>	<u>\$ 607,212</u>	<u>\$ 2,076,598</u>	<u>\$ 34,801,011</u>

CITY OF BEAUFORT, SOUTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE MONTH ENDED JANUARY 31, 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	\$ 7,131,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,131,791
Other taxes	-	-	-	2,577,556	-	-	413,673	2,991,229
Franchise fees	519,356	-	-	-	-	-	-	519,356
Fines and forfeitures	47,452	-	-	-	-	-	-	47,452
Licenses and permits	1,350,389	-	-	-	-	-	277,862	1,628,251
Intergovernmental	2,205,895	-	1,063,730	-	965,801	-	-	4,235,426
Charges for services	284,590	-	-	332,031	-	548,284	-	1,164,905
Investment earnings	448,605	104,600	53,824	250,952	120,969	22,955	26,685	1,028,590
Miscellaneous	32,856	-	-	77,738	-	-	605	111,199
Total revenues	<u>12,020,934</u>	<u>104,600</u>	<u>1,117,554</u>	<u>3,238,277</u>	<u>1,086,770</u>	<u>571,239</u>	<u>718,825</u>	<u>18,858,199</u>
EXPENDITURES								
Current:								
General government	2,762,320	-	-	-	205,150	-	320,447	3,287,917
Law enforcement	3,747,850	-	-	799,867	-	-	-	4,547,717
Fire and emergency	4,291,079	-	-	-	-	-	-	4,291,079
Public works	1,244,675	-	-	-	-	420,416	-	1,665,091
Culture and recreation	-	-	-	968,758	-	-	-	968,758
Streets	432,510	-	-	-	-	-	-	432,510
Community development	712,122	-	-	583,824	-	-	-	1,295,946
Debt Service:								
Principal	1,541,915	-	-	276,858	-	201,250	52,358	2,072,381
Interest and other charges	303,438	-	-	207,768	-	100,505	11,296	623,007
Capital Outlay	-	11,557	4,392,277	89,336	95,975	-	-	4,589,145
Total expenditures	<u>15,035,909</u>	<u>11,557</u>	<u>4,392,277</u>	<u>2,926,411</u>	<u>301,125</u>	<u>722,171</u>	<u>384,101</u>	<u>23,773,551</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(3,014,975)</u>	<u>93,043</u>	<u>(3,274,723)</u>	<u>311,866</u>	<u>785,645</u>	<u>(150,932)</u>	<u>334,724</u>	<u>(4,915,352)</u>
OTHER FINANCING SOURCES (USES)								
Issuance of revenue bonds	-	-	-	-	-	-	-	-
Transfers in	-	-	4,637,055	-	-	-	-	4,637,055
Transfers out	-	-	-	(2,949,618)	(664,676)	(1,022,761)	-	(4,637,055)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>4,637,055</u>	<u>(2,949,618)</u>	<u>(664,676)</u>	<u>(1,022,761)</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(3,014,975)	93,043	1,362,332	(2,637,752)	120,969	(1,173,693)	334,724	(4,915,352)
Fund balances - beginning	<u>14,601,115</u>	<u>3,832,844</u>	<u>1,405,394</u>	<u>10,287,870</u>	<u>483,971</u>	<u>1,731,116</u>	<u>1,715,115</u>	<u>34,057,425</u>
Fund balances - ending	<u>\$ 11,586,140</u>	<u>\$ 3,925,887</u>	<u>\$ 2,767,726</u>	<u>\$ 7,650,118</u>	<u>\$ 604,940</u>	<u>\$ 557,423</u>	<u>\$ 2,049,839</u>	<u>\$ 29,142,073</u>

**CITY OF BEAUFORT, SOUTH CAROLINA
COMBINING BALANCE SHEET
OTHER GOVERNMENTAL FUNDS
JANUARY 31, 2025**

	<u>Special Revenue Funds</u>			<u>Permanent Fund</u>	<u>Total-Other Governmental Funds</u>
	<u>State</u>	<u>Fire Impact Fees Fund</u>	<u>Drug Control and Prevention Fund</u>	<u>Cemetery Fund</u>	
	<u>Accommodations Tax Fund</u>				
ASSETS					
Cash and cash equivalents	\$ 1,447,079	\$ 565,350	\$ 31,228	7,246	\$ 2,050,903
Other receivables	-	-	-	-	-
Restricted cash and cash equivalents	-	-	25,695	-	25,695
Total assets	<u>1,447,079</u>	<u>565,350</u>	<u>56,923</u>	<u>7,246</u>	<u>2,076,598</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	-	-	-	-	-
Other accrued expenses	3,142	-	-	-	3,142
Deposits and escrow	-	-	23,617	-	23,617
Total liabilities	<u>3,142</u>	<u>-</u>	<u>23,617</u>	<u>-</u>	<u>26,759</u>
Fund balances:					
Nonspendable:					
Cemetery	-	-	-	7,246	7,246
Restricted	1,443,937	565,350	2,078	-	2,011,365
Committed for:					
Law enforcement	-	-	31,228	-	31,228
Total fund balances	<u>1,443,937</u>	<u>565,350</u>	<u>33,306</u>	<u>7,246</u>	<u>2,049,839</u>
Total liabilities and fund balances	<u>\$ 1,447,079</u>	<u>\$ 565,350</u>	<u>\$ 56,923</u>	<u>\$ 7,246</u>	<u>\$ 2,076,598</u>

CITY OF BEAUFORT, SOUTH CAROLINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
OTHER GOVERNMENTAL FUNDS
FOR THE MONTH ENDED JANUARY 31, 2025

	<u>Special Revenue Funds</u>			<u>Permanent Fund</u>	<u>Total-Other Governmental Funds</u>
	<u>State</u>	<u>Fire Impact Fees Fund</u>	<u>Drug Control and Prevention Fund</u>	<u>Cemetery Fund</u>	
	<u>Accommodations Tax Fund</u>				
REVENUES					
Other taxes	\$ 413,673	\$ -	\$ -	\$ -	\$ 413,673
Licenses and permits	-	277,862	-	-	277,862
Intergovernmental	-	-	-	-	-
Investment earnings	26,062	-	623	-	26,685
Miscellaneous	-	-	605	-	605
Total revenues	<u>439,735</u>	<u>277,862</u>	<u>1,228</u>	<u>-</u>	<u>718,825</u>
EXPENDITURES					
Current:					
General government	320,447	-	-	-	320,447
Law enforcement	-	-	-	-	-
Debt Service					
Principal	-	52,358	-	-	52,358
Interest and other charges	-	11,296	-	-	11,296
Total expenditures	<u>320,447</u>	<u>63,654</u>	<u>-</u>	<u>-</u>	<u>384,101</u>
Excess of revenues over expenditures	<u>119,288</u>	<u>214,208</u>	<u>1,228</u>	<u>-</u>	<u>334,724</u>
OTHER FINANCING SOURCES (USES)					
Transfers out	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	119,288	214,208	1,228	-	334,724
Fund balances - beginning	1,324,649	351,142	32,078	7,246	1,715,115
Fund balances - ending	<u>\$ 1,443,937</u>	<u>\$ 565,350</u>	<u>\$ 33,306</u>	<u>\$ 7,246</u>	<u>\$ 2,049,839</u>

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE MONTH ENDED JANUARY 31, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Property taxes	\$ 9,598,632	\$ 9,598,632	\$ 7,131,791	\$ (2,466,841)	74.3%
Franchise fees	2,258,000	2,258,000	519,356	(1,738,644)	23.0%
Fines and forfeitures	56,000	56,000	47,452	(8,548)	84.7%
Licenses and permits	6,870,000	6,870,000	1,350,389	(5,519,611)	19.7%
Intergovernmental	3,854,181	3,900,389	2,205,895	(1,694,494)	56.6%
Charges for services	2,064,665	2,064,665	284,590	(1,780,075)	13.8%
Investment earnings	550,000	550,000	448,605	(101,395)	81.6%
Miscellaneous	110,000	110,000	32,856	(77,144)	29.9%
Total revenues	<u>25,361,478</u>	<u>25,407,686</u>	<u>12,020,934</u>	<u>(13,386,752)</u>	<u>47.3%</u>
Expenditures:					
Current:					
General government					
City council	345,321	345,321	166,205	179,116	48.1%
City manager	952,161	952,161	487,922	464,239	51.2%
Finance	1,000,850	1,000,850	566,991	433,859	56.7%
Human resources	554,368	554,368	295,433	258,935	53.3%
Information technology	1,025,621	1,071,829	394,481	677,348	36.8%
Court and legal	637,050	637,050	356,076	280,974	55.9%
Non-departmental	822,823	822,823	495,212	327,611	60.2%
	<u>5,338,194</u>	<u>5,384,402</u>	<u>2,762,320</u>	<u>2,622,082</u>	<u>51.3%</u>
Law enforcement					
Police	5,703,134	5,703,134	3,280,028	2,423,106	57.5%
School resource officers	624,561	624,561	394,167	230,394	63.1%
Crossing guards	23,470	23,470	12,960	10,510	55.2%
Victims rights	113,246	113,246	60,695	52,551	53.6%
	<u>6,464,411</u>	<u>6,464,411</u>	<u>3,747,850</u>	<u>2,716,561</u>	<u>58.0%</u>
Fire and emergency					
City of Beaufort fire	6,773,028	6,773,028	4,291,079	2,481,949	63.4%
	<u>6,773,028</u>	<u>6,773,028</u>	<u>4,291,079</u>	<u>2,481,949</u>	<u>63.4%</u>
Public works					
Administration	503,580	503,580	295,570	208,010	58.7%
Maintenance	828,479	828,479	356,600	471,879	43.0%
Solid waste	1,401,015	1,401,015	592,505	808,510	42.3%
	<u>2,733,074</u>	<u>2,733,074</u>	<u>1,244,675</u>	<u>1,488,399</u>	<u>45.5%</u>

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE MONTH ENDED JANUARY 31, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Streets	1,035,281	1,185,281	432,510	752,771	36.5%
	<u>1,035,281</u>	<u>1,185,281</u>	<u>432,510</u>	<u>752,771</u>	<u>36.5%</u>
Community development	1,455,846	1,455,846	712,122	743,724	48.9%
	<u>1,455,846</u>	<u>1,455,846</u>	<u>712,122</u>	<u>743,724</u>	<u>48.9%</u>
Total current	<u>23,799,834</u>	<u>23,996,042</u>	<u>13,190,556</u>	<u>10,805,486</u>	<u>55.0%</u>
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	<u>1,845,353</u>	<u>1,845,353</u>	<u>1,845,353</u>	<u>-</u>	<u>100.0%</u>
Total expenditures	<u>25,645,187</u>	<u>25,841,395</u>	<u>15,035,909</u>	<u>10,805,486</u>	<u>58.2%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(283,709)</u>	<u>(433,709)</u>	<u>(3,014,975)</u>	<u>(2,581,266)</u>	
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)	<u>70,416</u>	<u>(185,229)</u>	<u>-</u>	<u>(326,061)</u>	<u>0.0%</u>
Net change in fund balance	(213,293)	(618,938)	(3,014,975)	(2,396,037)	
Fund balance, beginning of year	14,601,115	14,601,115	14,601,115	-	
Fund balance, end of year	<u>\$ 14,387,822</u>	<u>\$ 13,982,177</u>	<u>\$ 11,586,140</u>	<u>\$ (2,396,037)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
TAX INCREMENT FINANCING DISTRICT II – SPECIAL REVENUE FUND
FOR THE MONTH ENDED JANUARY 31, 2025**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
Revenues:					
Investment earnings	\$ 180,000	\$ 180,000	\$ 104,600	\$ (75,400)	58.1%
Total revenues	<u>180,000</u>	<u>180,000</u>	<u>104,600</u>	<u>(75,400)</u>	<u>58.1%</u>
Expenditures:					
Current:					
Capital Outlay	109,000	209,000	11,557	197,443	5.5%
Total expenditures	<u>109,000</u>	<u>209,000</u>	<u>11,557</u>	<u>197,443</u>	<u>5.5%</u>
Excess of revenues over expenditures	<u>71,000</u>	<u>(29,000)</u>	<u>93,043</u>	<u>(272,843)</u>	
Other financing (uses):					
Transfers out	(100,000)	(100,000)	-	(100,000)	0.0%
Total other financing uses	<u>(100,000)</u>	<u>(100,000)</u>	<u>-</u>	<u>(100,000)</u>	<u>0.0%</u>
Net change in fund balance	(29,000)	(129,000)	93,043	(222,043)	
Fund balance, beginning of year	3,832,844	3,832,844	3,832,844	-	
Fund balance, end of year	<u>\$ 3,803,844</u>	<u>\$ 3,703,844</u>	<u>\$ 3,925,887</u>	<u>\$ (222,043)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
CAPITAL PROJECTS FUND – SPECIAL REVENUE FUND
FOR THE MONTH ENDED JANUARY 31, 2025**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
Revenues:					
Intergovernmental	\$ 11,162,332	\$ 10,043,427	\$ 1,063,730	\$ (8,979,697)	10.6%
Investment earnings	-	-	53,824	53,824	100.0%
Total revenues	<u>11,162,332</u>	<u>10,043,427</u>	<u>1,117,554</u>	<u>(8,925,873)</u>	<u>11.1%</u>
Expenditures:					
Current:					
Capital Outlay	21,649,789	23,402,049	4,392,277	19,009,772	18.8%
Total expenditures	<u>21,649,789</u>	<u>23,402,049</u>	<u>4,392,277</u>	<u>19,009,772</u>	<u>18.8%</u>
Excess of revenues over expenditures	<u>(10,487,457)</u>	<u>(13,358,622)</u>	<u>(3,274,723)</u>	<u>(27,935,645)</u>	
Other financing sources:					
Transfers in	9,787,457	12,545,422	4,637,055	(7,908,367)	37.0%
Total other financing sources	<u>9,787,457</u>	<u>12,545,422</u>	<u>4,637,055</u>	<u>(7,908,367)</u>	<u>37.0%</u>
Net change in fund balance	(700,000)	(813,200)	1,362,332	(2,175,532)	
Fund balance, beginning of year	1,405,394	1,405,394	1,405,394	-	
Fund balance, end of year	<u>\$ 705,394</u>	<u>\$ 592,194</u>	<u>\$ 2,767,726</u>	<u>\$ (2,175,532)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
PARKS AND TOURISM – SPECIAL REVENUE FUND
FOR THE MONTH ENDED JANUARY 31, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final		(Negative)	Percentage
Revenues:					
Other taxes	\$ 4,375,000	\$ 4,375,000	\$ 2,577,556	\$ (1,797,444)	58.9%
Charges for services	855,500	855,500	332,031	(523,469)	38.8%
Investment earnings	250,000	250,000	250,952	952	100.4%
Miscellaneous	-	-	77,738	77,738	0.0%
Total revenues	5,480,500	5,480,500	3,238,277	(2,242,223)	59.1%
Expenditures:					
Current:					
Law enforcement	1,611,454	1,611,454	799,867	811,587	49.6%
Culture and recreation	1,865,718	1,865,718	968,758	896,960	51.9%
Community development	1,032,461	1,032,461	583,824	448,637	56.5%
Debt Service:					
Principal	603,858	603,858	276,858	327,000	45.8%
Interest and other charges	365,743	365,743	207,768	157,975	56.8%
Capital Outlay	195,600	195,600	89,336	106,264	45.7%
Total expenditures	5,674,834	5,674,834	2,926,411	2,748,423	51.6%
Excess (deficiency) of revenues over (under) expenditures	(194,334)	(194,334)	311,866	506,200	
Other financing sources (uses):					
Issuance of revenue bonds	-	-	-	-	
Transfers out	(5,733,016)	(5,933,016)	(2,949,618)	(2,983,398)	
Total financing sources	(5,733,016)	(5,933,016)	(2,949,618)	(2,983,398)	
Net change in fund balance	(5,927,350)	(6,127,350)	(2,637,752)	3,489,598	
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	\$ 7,650,118	\$ 3,489,598	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
AMERICAN RESCUE PLAN ACT (ARPA) – SPECIAL REVENUE FUND
FOR THE MONTH ENDED JANUARY 31, 2025**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
Revenues:					
Intergovernmental	\$ -	\$ -	\$ 965,801	\$ 965,801	0.0%
Investment earnings	302,306	302,306	120,969	(181,337)	40.0%
Total revenues	<u>302,306</u>	<u>302,306</u>	<u>1,086,770</u>	<u>784,464</u>	<u>359.5%</u>
Expenditures:					
Current:					
General government	208,973	308,973	205,150	103,823	66.4%
Capital Outlay	143,333	206,593	95,975	110,618	46.5%
Total expenditures	<u>352,306</u>	<u>515,566</u>	<u>301,125</u>	<u>214,441</u>	<u>58.4%</u>
Excess of revenues over expenditures	<u>(50,000)</u>	<u>(213,260)</u>	<u>785,645</u>	<u>570,023</u>	
Other financing (uses):					
Transfers out	(2,643,960)	(4,867,340)	(664,676)	(4,202,664)	13.7%
Total other financing uses	<u>(2,643,960)</u>	<u>(4,867,340)</u>	<u>(664,676)</u>	<u>(4,202,664)</u>	<u>13.7%</u>
Net change in fund balance	(2,693,960)	(5,080,600)	120,969	(5,201,569)	
Fund balance, beginning of year	483,971	483,971	483,971	-	
Fund balance, end of year	<u>\$ (2,209,989)</u>	<u>\$ (4,596,629)</u>	<u>\$ 604,940</u>	<u>\$ (5,201,569)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
BUDGETARY COMPARISON SCHEDULE
STORMWATER – SPECIAL REVENUE FUND
FOR THE MONTH ENDED JANUARY 31, 2025**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>	<u>Variance with Final Budget Percentage</u>
	<u>Original</u>	<u>Final</u>			
Revenues:					
Charges for services	\$ 1,288,717	\$ 1,288,717	\$ 548,284	\$ (740,433)	42.5%
Investment earnings	80,000	80,000	22,955	(57,045)	28.7%
Total revenues	<u>1,368,717</u>	<u>1,368,717</u>	<u>571,239</u>	<u>(797,478)</u>	<u>41.7%</u>
Expenditures:					
Current:					
Public works	855,117	855,117	420,416	434,701	49.2%
Debt Service:					
Principal	345,000	345,000	201,250	143,750	58.3%
Interest and other charges	168,600	168,600	100,505	68,095	59.6%
Total expenditures	<u>1,368,717</u>	<u>1,368,717</u>	<u>722,171</u>	<u>646,546</u>	<u>52.8%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>(150,932)</u>	<u>(1,444,024)</u>	
Other financing (uses):					
Transfers out	(1,310,480)	(1,418,480)	(1,022,761)	395,719	72.1%
Total other financing (uses)	<u>(1,310,480)</u>	<u>(1,418,480)</u>	<u>(1,022,761)</u>	<u>395,719</u>	<u>72.1%</u>
Net change in fund balance	(1,310,480)	(1,418,480)	(1,173,693)	(244,787)	
Fund balance, beginning of year	1,731,116	1,731,116	1,731,116	-	
Fund balance, end of year	<u>\$ 420,636</u>	<u>\$ 312,636</u>	<u>\$ 557,423</u>	<u>\$ (244,787)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
STATE ACCOMMODATIONS TAX SPECIAL REVENUE FUND
BUDGET TO ACTUAL
FOR THE MONTH ENDED JANUARY 31, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Other taxes	\$ 933,333	\$ 933,333	\$ 413,673	\$ (519,660)	44.3%
Investment earnings	36,000	36,000	26,062	(9,938)	72.4%
Total revenues	<u>969,333</u>	<u>969,333</u>	<u>439,735</u>	<u>(529,598)</u>	<u>45.4%</u>
Expenditures:					
General government	875,437	875,437	320,447	554,990	36.6%
Law enforcement	23,480	23,480	-	23,480	0.0%
Total expenditures	<u>898,917</u>	<u>898,917</u>	<u>320,447</u>	<u>578,470</u>	<u>35.6%</u>
Excess of revenues over expenditures	<u>70,416</u>	<u>70,416</u>	<u>119,288</u>	<u>48,872</u>	
Other financing uses:					
Transfers out	(70,416)	(100,416)	-	(100,416)	0.0%
Total other financing uses	<u>(70,416)</u>	<u>(100,416)</u>	<u>-</u>	<u>(100,416)</u>	<u>0.0%</u>
Net change in fund balance	-	(30,000)	119,288	149,288	
Fund balance, beginning of year	1,324,649	1,324,649	1,324,649	-	
Fund balance, end of year	<u>\$ 1,324,649</u>	<u>\$ 1,294,649</u>	<u>\$ 1,443,937</u>	<u>\$ 149,288</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA
 FIRE IMPACT FEES SPECIAL REVENUE FUND
 BUDGET TO ACTUAL
 FOR THE MONTH ENDED JANUARY 31, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Revenues:					
Licenses and permits	\$ 100,000	\$ 100,000	\$ 277,862	\$ 177,862	277.9%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	<u>105,000</u>	<u>105,000</u>	<u>277,862</u>	<u>172,862</u>	<u>264.6%</u>
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	<u>63,654</u>	<u>63,654</u>	<u>63,654</u>	<u>-</u>	<u>100.0%</u>
Net change in fund balance	41,346	41,346	214,208	172,862	
Fund balance, beginning of year	<u>351,142</u>	<u>351,142</u>	<u>351,142</u>	<u>-</u>	
Fund balance, end of year	<u>\$ 392,488</u>	<u>\$ 392,488</u>	<u>\$ 565,350</u>	<u>\$ 172,862</u>	



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/18/2025
FROM: Tim Ogden, Fire Chief
AGENDA ITEM TITLE: Fire Department Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: Fire

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	2/18/2025



City of Beaufort/Town of Port Royal Fire Department

January 2025 Report

Public Events

The Fire Department held several public education events throughout January.

- Smoke Alarm Blitz on Saturday's
- Fire Extinguisher Training for Beaufort County Special Needs
- MLK Day Parade
- Beaufort Oyster Festival
- Chili Cook Off Event
- First Impressions Program at Riverview Charter School
- Fifth Friday Meal at Washington St Park

Hosted the Beaufort County Fire Chief's Association meeting at Station 2.

Fire Training

The Training Division conducted 1,239 hours and installed 2 car seats.

Special Trainings: Companies from all shifts completed and presented their end of year projects that were assigned by the training division. Each company was assigned a line of duty death, and they had to research the person, the incident, and the impacts that it had on the fire service nationwide.

Conferences: We had 2 members attend the South Carolina Fire Service Improvement Conference in Columbia South Carolina. This was a 4-day conference that allowed members to get quality hands-on training and reps in related firefighter skills.

SCFA: The department had 3 members become certified to the Fire Officer 1 level.

Medical

The Medical Division held three CPR classes.

The medical division performed in service for all shifts and covered equipment bag tag system, Handtevy app familiarization, and Medical Report Writing.

One firefighter started EMT class, and two firefighters completed Paramedic class. They will begin scheduling for the National Registry testing.

Fire Marshal

The Fire Marshal Division completed 164 fire inspections.

9 Plans were reviewed. 21 Engine Company pre-incident plans were conducted.

Personnel

Deputy Chief Ross Vezin nominated as President of the Beaufort County Fire Chief's Association.

2024 Award Winners:

Reserve Firefighter of the Year
Jahlil Johnson

Firefighter of the Year
Brandon Filicsky

EMT of the Year
Captain/Paramedic David Evans

Officer of the Year
Lieutenant Jacob Leonard

Career Achievement Award
Captain Trey Carter

Apparatus

Completed Pre-Con meeting in Wisconsin for new ladder truck. Expected delivery in August and in service November 2025.

Major Incidents

- Responded to 7 structure fires with none resulting in major damage
- Up staffed for snowstorm, no major incidents
- 2 child fatalities, 1 in Beaufort and 1 in Port Royal

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

INCIDENT SUMMARY	BFT	P.R.
Structural Fires	0	1
Vehicle Fires	1	0
Brush, Trash Fire	1	2
Medical Calls	188	114
Vehicle Accident	20	13
Extrication (350-357)	4	0
Hazardous Condition	4	5
Service Calls (500)	32	30
Good Intent Calls (600)	28	12
False Calls (700)	41	11
Water Rescue	0	
EMS Standby	0	
Month	319	188
Total Month	507	

TRAINING/EDUCATION		
Local Instruction	1239	
TOTAL	1239	

VOLUNTEER		
Local Instruction	0	
Monthly Station Standby	155	
TOTAL	155	

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

FIRE PREVENTION	BFT	P.R.
Inspections Conducted	76	88
Violations Noted	68	48
Violations Corrected	51	87
Knox Box Installations	1	2
Fire Plans Reviewed	9	0
Burning Permits Issued	2	0
Permission to Burn Given	0	0
Public Education Events	17	1
Public Edu. Man Hours	79	6
# of Adults	157	24
# of Children	428	0
Car Seats Installation	2	
Smoke Detectors	16	0
CPR Certifications	17	



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/28/2025
FROM: Ivette Burgess, Human Resources Director
AGENDA ITEM
TITLE: Human Resources Monthly Report
MEETING
DATE: 3/11/2025
DEPARTMENT: Human Resources

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	2/28/2025

Memorandum

To: Scott Marshall, City Manager
From: Ivette Burgess, Human Resources Director
Date: 10/23/2024
Re: Department Update – January 2025

Onboarding/New Hires

3 New Hires:

- Dante' D'Antonio – Firefighter - Fire
- Yousef Smith, Patrolman I – Police
- Zarah Sodergren, Capital Projects Support Coordinator, Capital Projects

Event

- The Annual Kickoff the year event was held Friday, January 10, 2025, for City staff.

Interviews

- HR staff participated in an interview panel for Downtown Operations



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Sarah Farrow, Municipal Court Administrator
AGENDA ITEM TITLE: Municipal Court Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: Municipal Court

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Municipal Court Monthly Report	Backup Material	3/4/2025

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

DEPARTMENT OVERVIEW:

Bench trials are held every Monday and Thursday at 3:00pm. Four sessions of bench trials were held and 218 cases were tentatively scheduled.

CASE OVERVIEW:

- New cases filed: 117 (80 traffic/37 criminal)
- Cases disposed: 111 (86 traffic/25 criminal)

DISPOSED CASES BREAKDOWN:

- 86 traffic cases
 - 40 guilty indicators (forfeiture, plea, or trial)
 - 46 not guilty indicators (dismissal by officer, Judge, or trial)
- 25 criminal cases
 - 2 guilty indicators (by plea or trial)
 - 23 not guilty indicators (through plea agreement or trial)

ARREST WARRANT OVERVIEW:

- 54 issued for criminal offenses

EXPUNGEMENTS:

- 26 cases initiated from court date.
- 11 cases processed and purged.

JURY TRIAL OVERVIEW:

- Summons sent to jurors to report for selection in February.
- 29 jury cases scheduled for trial in February (16 criminal/13 traffic)
- 12 jury cases pending scheduling

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



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/18/2025
FROM: Stephenie Price, Police Chief
AGENDA ITEM TITLE: Police Department Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: Police

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	2/18/2025

BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price
Chief of Police

January 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

Total Calls for Service: **4,285**

- Officer Initiated: 3,335
- 911 Line: 342
- Non-Emergency: 608
- Alarm: 0
- TT911 SMS: 0

Community Events Attended: **6**

- 01/02- Movie in the Afternoon at the Charles Lind Brown Center
- 01/15- SLB Community Meeting at Garden Oaks Apartments
- 01/16- Community Watch Meeting- Old Commons
- 01/17- Community Meeting at the Black Chambers of Commerce
- 01/18-19- Oyster Festival
- 01/20- MLK Day Parade

Chief's Updates:

- 01/02-Meeting with TCL in re. Interns
- 01/02-Movie at Charles Lind Brown/Meeting with Admin to schedule additional events
- 01/03-Oyster Festival Meeting
- 01/06-Swear In Smith
- 01/07-FEMA Tropical Storm Recovery Meeting
- 01/13-Swear In/Promotion Wadman
- 01/15-Meeting with J. Cable
- 01/16-Community Meeting Old Commons
- 01/17-Public Works Appreciation Letter Presentation
- 01/17-Meeting at the Black Chamber
- 01/20-MLK Parade
- 01/21-Emergency Management Meeting
- 01/22-01/25-Emergency Operations Snowstorm
- 01/27-Evidence Management System Meeting
- 01/28-Debrief on Infant Incident

Upcoming Events:

- 02/04- Anne Frank Exhibit at Lady's Island Middle School
- 02/05- All-Hands Meeting
- 02/08- Re-Pack Backpack Event at the Charles Lind Brown Center
- 02/10-14- CAR Program Last On-Site Visit
- 02/21- Blood Drive at the PD



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/5/2025
FROM: Nate Farrow, Public Works Director
AGENDA ITEM TITLE: Public Works Monthly Report
MEETING DATE: 3/11/2025
DEPARTMENT: Public Works

BACKGROUND INFORMATION:

Monthly report for January 2025.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	3/5/2025



CITY OF BEAUFORT PUBLIC WORKS DEPARTMENTS
MONTHLY ACCOMPLISHMENTS

MONTH OF MARCH COUNCIL MEETING WITH JANUARY ACTIVITY

- EVENTS:
- *Removal of all Christmas Decorations city wide
 - *Detailed Prep for FY26 Budget
 - *Snow/Ice Storm
 - *Start – Creation of city-wide “how to list” for each position

Weekly Safety Briefs: Miguel Canela-Pena - Safety w/ Hvy Equip/ Avoid Illness @ Work / Prepare to drive in inclement Weather /

See/Click/Fix: Reported: 47
Resolved to date: 824

811 Locates Reported & Reviewed #204

PO's (PR's) Created and Processed # 88

Banners Reserved and Hung # 10

On-Call: Traffic Control: B Durrance/Bft Cty/N Farrow / N Farrow/B Durrance
Weekend Parks: :Mel Heru / B Glover / W Smalls / E Major / A Davis

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:

- Pick up uniforms for employees.
- Assist with taking down the Christmas Tree in WFP.
- Remove Christmas decorations at Fina Station.
- Install a new run of signal wire at Sea Island Pkwy, and Distant Island.
- Order new daily logbooks for supervisors.
- Pay IMSA dues and add A. Davis to IMSA and remove F. Mueller (retired)..
- Supervisor was involved in an accident at 170 and Boundary Street; rearended at stop light. (required post-accident testing).
- Assisted with storing Christmas Tree and decorations at Southside Park.
- Responded to a traffic accident involving a pedestrian crosswalk pole at WK Alston and 170.
- Spoke to residents of Battery Shores to inform them of the construction starting the week of Jan 6th.
- Checked the status of multiple SCDOT street signs (See, Click, Fix) down and confirmed they were put back up.
- Assisted Fleet Supervisor and the knuckle-boom with several debris pile pick-ups.
- Assisted Fleet Supervisor with strobe light installation on the old knuckle-boom.
- Assisted Traffic with a traffic signal PM at Mossy Oaks Road and Ribaut Road. Replaced damaged backplates and visors. Continued assistance w/ PM: First Blvd @ Ribaut / Bft Memorial Hospital @ Ribaut, Reynolds @ Ribaut, Hermitage Rd @ Ribaut, Depot Rd @ Ribaut, and North St @ Ribaut Rd.
- Responded to Southside Park to assist Carolina Low Voltage with water hook-up.
- Assisted Stormwater with pipe installation at Battery Shores.
- Follow up with Pender Brothers to check the status of a quote for WFP playground gate.
- Responded to Cuthbert Park and Pigeon Point Park in reference to an individual harassing Parks employees.
- Responded to and corrected a traffic light malfunction at Carteret Street and Craven Street.
- Completed NEOGOV training on-line.
- Troubleshoot new traffic control cabinet for Allison Road.
- Assisted General Support with the delivery of trash cans to City Hall.
- Attended the New Year Kick-Off Luncheon at City Hall.
- Went to Lowe's with Traffic to sign for their Purchase Order (needed a supervisor).
- Responded to a citizen complaint of dock debris between their property and city owned property. Had crew remove debris.
- Met Selectric at Public Works in reference to requesting purchasing and rec'd a quote for a generator for PW.
- Responded to a traffic light malfunction at WK Alston and Robert Smalls Pkwy.
- Moved mulch pile PWC
- Assisted Fac Maint. department with trying to locate the source of a bad smell at the Carnegie Bldg.
- Responded to and photographed a water main break at Lafayette and National Streets; notified BJWSA.
- Responded to a citizen complaint about street light issues on Charles Street.
- Attended a meeting with Southern Palmetto concerning the irrigation at Southside Park.
- Reached out to SCDOT to secure salt for expected snow.
- Facilitated snow operations preparations with supervisors due to impending snow/ice storm Jan 21 through 24 2025.
- Assisted with snow/ice removal at the Police Department and City Hall.
- Inspected Whitehall Park and Southside Park after snowstorm.

- Installed barricades at the back steps of City Hall to protect employees and citizens from falling ice and slip hazards.
- Inspected City Roads after a snowstorm.
- Attended a pre storm supervisors meeting concerning preparations for snowstorm.
- Shut water off in greenhouse at Public Works due to a broken pipe leaking water.
- Responded to and assisted Traffic with a replacing a red light at Charles and Craven Streets.
- Cut and removed a hazardous tree leader and branches at Whitehall Park.
- Met with the Greenery at Washington Street Park and turned on the water to the restrooms.
- Assisted Traffic Division with traffic signal preventative maintenance at Boundary and Marsh Streets.
- Assisted Traffic Division with traffic signal preventative maintenance at Beaufort Town Center and Boundary Street / Hogarth and Boundary / Westview and Boundary
- Met with Code Department at Church Street concerning an easement issue.
- Picked up a “yield to pedestrians” sign that was run over at Port Republic and Carteret Streets.
- Responded to a traffic light malfunction at Boundary and Marsh Streets after hours.
- Attended a pre-job meeting at the SMT near Fripp Street.
- Attended a bench placement meeting with the Friends of the SMT on the SMT near Allison Road.
- Attended a job description meeting at Public Works.
- Responded to a traffic light mast arm malfunction at Bluffton Pkwy and Hampton Pkwy after hours.
- Photograph before, during, and after work by Oliver’s on the SMT.
- Evaluated the SMT from Poppy Hill to Clarendon Road and informed the Director and Parks Supervisor of findings.
- Responded to Boundary and Marsh Streets delivering a 16-channel conflict monitor.

Office Administration:

- Set up “how to” for new employees (SOP for PW needs such as processing PO request/Review YTD budget sheets/research balances/etc)
- Christmas throughout PWC and City removed and stored.
- PW office started the **FY26 budget “bible”**, excel spread sheet, documents for Munis input, etc process. Week One reconciled Departments 501 and 502 (all line items reviewed with multiple monthly/quarterly/annual payments calculated, along with avg daily/weekly/needs for all). Week Two Department 503 and 530. Week Three Dept 506 and 551, Week Four “misc” items and discussion items.
- Office Mgr worked w/ each Division Supervisor for review and request for FY26 budget request.
- Copier down, work with DocuQuest for repairs. Day and half without access to a printer/copier.
- Documentation for accident: individual ran into back of city vehicle/trailer stopped at red light.
- Conducted the FY26 Budget Prep Meeting w/ Supervisors. 1st and 2nd review.
- Research City Owned Roadways previous measured documentation
- Council recognition of 34+ years Retirement of Frank Mueller at Council meeting 1/14/25.
- Updated two (2) YTD Budgets spread sheets for FY25 (daily and end of year funds) for review and continued prep for FY26 request.
- Revised PW Telephone contact list for division supervisors and office staff.
- Credit card fraud charges (researched to confirm no one from PW made fraud purchase). Management was made aware and Fin Dir.
- Prep all Public Works Parks, ROW, buildings, etc for possible inclement weather due to snow/ice storm predicted.
- CLEAN UP AFTER SNOW/ICE STORM FROM LAST WEEK Jan 22, 23, 24, 2025
- Start-Up: Office Manager full responsibilities, in detail, list for PW “how to SOP”.

- Update employee and supervisor Job Descriptions for HR requirements
- Start-Up: Administrative Assistant list of duties, w/ details of “how to” for City-wide “SOP”.
- Review and reporting progress of “follow up” issues: tree limbs cut or removed Broad St / gates @ WFP playground repaired w/ Pender Brothers / Capital Improvement Drainage project @ Battery Shores Subdivision (Otter), along with updating of PO’s for driveway project cost. Meeting w/ residents / replacing and or updating cell phones in Traffic Control Department / clean and storage of float @ Southside Park / employee uniform exchange and repairs with Cintas / port-a-john clean with Degler on SMT /etc.
- Reconciliation of credit cards
- Process payroll/time entry (2)

Facility Maintenance Division

- Generator testing @ City Hall and Court/PD buildings
- Generator fuel line change out
- Built shadow box for PW (Mueller retirement gift)
- Repaired PD building Squad Room ceiling tile
- Repaired 3” main waterline in ceiling at PD
- Escorted Mitchell brothers for plumbing issues at PD
- FY26 Yearly budget meeting
- Worked on Carnegie building odor issue
- Working on ordering a new water fountain for the City Hall building
- Repaired heat at Arsenal restrooms
- Repaired toilet dispenser at 713 Craven Street
- Southside Park sewage repair
- Terminix Company escort at PD
- Hung 4 mailboxes at City Hall
- Whitehall Park restroom door lock programming
- Fire station gas valve install
- Marina thermostat repair
- Repaired Arsenal restroom sink electric faucet controller
- Hung frames at 500 Carteret
- Repaired thermostat at FD station 2
- Picked-up glass at Bft Glass company
- Carnegie staircase removal
- City Hall monitor in foyer repair
- Rooftop at Carnegie building repair
- Mag lock installation at Pigeon Point Park
- Conference with Gerald Neal Construction
- Meeting with Advance Locksmith
- Day dock repair downtown WFP
- PD card reader repair
- Ice Machine repair at PD
- Heater repair at FS Station 2 in Sally port
- Sign replacement at PD building front door entrance
- Upgrading tankless water heater at Marina restroom laundry room.

- Investigating odor smell at Carriage building.
- Repair chiller at PD facility
- Room 161 repairs VAV box in cold ceiling temperature.
- Repaired air handler heating strips on rooftop at PD building.
- The toilet repair at 500 Carteret street.
- Repair WFP playground water fountain
- Urinal repair at FD 1

Stormwater / Street Division:

-
- Performed easements maintenance on Battery Creek Rd.
- Assisted with taking down Christmas decorations.
- Bush hogged Outfall ditch located on Linton Lane near the Spanish Moss Trail.
- Cleaned out roadside ditch located at 2610 Depot Rd.
- Performed easements maintenance in the Core District and Battery Creek Rd.
- Maintained the cities sidewalks (scraping & edging) off Boundary St, The Core District, and Ribaut Rd.
- Removed debris piles located on Lafayette St and Hamar St.
- Used sweeper truck to sweep Harrington St, Polk St, Greenlawn Dr, and Bladen St.
- Scraping and edging sidewalks on Waddell and Talbird Rd.
- Inspections on tidal flap gates/ Basin 1 Rodgers Dr & Broome Ln / Basin 2 Brotherhood Rd & Westvine Dr.
- Assisted with shoveling/removing snow from walkways, sidewalks, and entrances at Courts/PD/City Hall during and after snow/ice storm hitting Bft Jan 21 through 25 2025
- Inspected all of the City Parks for any damage during snowstorm. (Jan 21 through 25)
- Inspected, fueled up, and staged equipment to prep for upcoming winter storm.
- Cut up and removed a large snapped oak tree leader in Pigeon Pt Park.
- Scraped and edged sidewalks located on First Blvd and Battery Creek Rd.
- Responded to and closed out See Click Fix tickets.
- Checked elevations on driveway pipes and roadside ditches located on Southside Blvd. Prepping for ditches to be cleaned out after locates are complete.
- Inspected washouts on outfall ditch in Commerce Park.

Parks Division

- Trimmed overhanging limb at Commerce Park Hwy 21
- Planted replacement plants at Vegetation Blind that were damaged due to Dominion project
- Skyjack Manlift moved from Battery Saxton to WFP to take down City Christmas Tree
- Broke Down Christmas decorations at Fina Station
- Returned Christmas lights to Downtown Operations
- Responded to Report on Broken Water Fountain at Depot Rd SMT
- Installed Brand New Dog Waste Stations at Southside Dog Park (6)
- Installed Brand New Dog Waste Stations along SMT (5)
- Weekend Preps for Pigeon Point, Southside, and Whitehall Park
- Repaired Locking system at Whitehall Park Men's Bathroom Door

- Repaired Water Fountain at SMT/Depot Rd Building, had small leaks due to cold weather, it created two hairline cracks in the T-Couplings for the water supply
- Additional Clean-up of leaves at Southside Park
- Removed old Water Fountain at Annette Bryant and prepped to install new model
- Installed New Sign at Logan Park
- Removed leaves at City Hall around entryway doors
- Completed Neo Gov Training for all 6 Park's Employees
- Weekend Preps for Pigeon Point, Southside, and Whitehall Park
- Park's Supervisor responded to Southside Bathrooms plumbing issue on Sunday Afternoon
- Mulched Pigeon Point Playground
- Planted two Cathedral Live Oaks on Polk St to replace damaged ones from previous accident
- Planted 12 Rose Bushes at Commerce Park Sign off Hwy 21
- Repaired Broken Irrigation at WFP
- Repaired Broken Spigot at Evergreen Cemetery
- Removed Orange Fencing from Mercy and Citizens Cemetery
- Installed three replacement swing seats at Waterfront Park
- Attended Beaufort County Kids in Park Meeting at Burton Wells Complex
- Watered in Trees at Whitehall Park and Palmetto St
- Met with Southern Palmetto at Southside Park to set up irrigation clock to new IQ4 system
- Shut off water to irrigation systems and drinking fountains throughout city before snowstorm that affected Bft Jan 21 through 25 2025.
- Closed all bathrooms at Pigeon Point, Washington St, Whitehall, and Southside Park
- Cleared sidewalks, roads, and sally port at Police, Courts, and City Hall
- Assisted traffic on call with broken green light at Reynolds and Ribaut Rd
- Parks inspected after the snowstorm
- Irrigation repairs to Greenhouse, Spigot at Public Works, Southside Dog Park (Small Dog Side)
- Installed Southside Dog Park Shade Sails (Took them down during Snowstorm)
- Filled in ruts in turf at Southside Park and Public Works
- Made copies of keys for Southside Park
- Paver and Sinkhole repairs at Waterfront Park (Three areas in total along seawall near H Dock)
- Made repairs to Day Dock at Waterfront Park with Facilities Maintenance Supervisor (Cap had broken off causing pin to retract outward)
- Weekend Preps for Pigeon Point, Southside, and Whitehall
- Watered in Tree at Whitehall Park
- Met with Friends of the SMT and Olivers Bushhogging for Fripp St Project then met with Friends of the SMT for the Allison Bench install meeting.

Traffic Control / General Support:

- Repaired school sign at Duncan Dr and Waverly Way.
- Completed set up of the school flasher P.M. for Bridges Prep and Riverview Charter School
- Annual P.M. on First Blvd @ Ribaut, Spanish Point Dr @ Ribaut, Mossy Oaks Rd @ Ribaut, BMH @ Ribaut, Reynolds St @ Ribaut, Hermitage Rd @ Ribaut, Bay St @ Ribaut, North St @ Ribaut.
- Troubleshoot timing on phase 2 and phase 6 on main traffic signal at Carteret St and Craven St

- Assisted General supper with AC unit transfer to the south side barn
- Complete NeoGov Training
- CMU testing
- Bft County assisted with the new cabinet at the shop
- Transport bench on Bay St. to new location
- City Sponsored event luncheon, and assisted with break-down
- Restock 24-002 bucket truck for Call out
- Tree work at White Hall Park
- Traffic P.M. at Boundary St & Marsh Rd
- Traffic P.M. at BFT Town Center & Carolina Cove
- Assisted Stormwater Department at City Hall
- Traffic P.M. at Boundary St & Hogarth / Westview
- CMU Testing done by staff member
- SC811 Locates
- Pick up materials for SC811 and Traffic P.M.
- Reset Marina parking lot cameras by Freedom Mall
- Replaced Gate hardware, to include hinges, cane bolt, barrel latch, and gate stop at the downtown Marina trash enclosure
- Cleaned and organized the traffic and general support work office and lockup workstations
- Moved street light replacement parts to Southside Park for storage
- Completed packing away the Christmas decorations
- Assisted facilities supervisor with the completion of “Farewell Memorabilia” for Traffic Control Supervisor, Frank Mueller, retirement (34+ years)
- Assisted with the set up and take down for the Kickoff the New Year event at city hall
- Meeting with Generac about Public Works Generator
- Moved electrical panels to Waterfront Park for Oyster Festival
- Signed up for Level 1 and Workzone Training
- Assisted with Public Works Mechanic by following him to Lexington to drop off Knucleboom
- Installed temporary fence panels in the Waterfront Park and downtown Marina parking lot in preparation for Oyster Festival
- Replace a broken outlet receptacle on streetlight in downtown park in preparation for Oyster Festival
- Replaced banners for USCB film festival
- Received quote for streetlights in the Waterfront Park
- Replaced screws in access panels of streetlights in order to address the concerns of a citizen
- Replaced extension cords in waterfront park in preparation for oyster festival
- Completed Work Zone Safety Temporary Traffic Control Technician training
- Completed Level 1 Signal Technician training
- Completed the quarterly nightlight inspection for Street Lights
- Repaired one flashing streetlight beside the “Brakes for Less”
- Repaired one dark streetlight on Boundary in front of “Oasis Inn”
- Began troubleshooting mast arm streetlights at Westview and Boundary.

Fleet / Equipment:

- PM completed on vehicle 24-002 at Butler Dodge
- Installed new strobe lights on vehicle 419
- Repairs on new bucket truck completed by Terex
- Picked up vehicle 519 from Carolina Truck repair. Test drove all week.
- Start the research for 2026 budget
- Found the Sweeper would not start. Loose battery terminal
- Went to Savannah to pick up cylinder and install on Veh 506
- Pick up debris on Jane Way, Hay Street and Riverside Drive
- Jump started vehicle 542
- PM on vehicle 702 at Butler Dodge
- Replaced cylinder valve on vehicle 403
- Drain all air tanks on all heavy equipment because of cold weather
- Order steel mesh for Parks utility trailer
- Installed spotlight on 6inch pump
- Attended Equipment Trade-Show in Columbia
- Repaired backpack blower for stormwater
- Replaced battery on vehicle 542
- Replaced wheel hubcap on equipment trailer, added wheel hub oil, replaced missing bolt on leaf spring
- Took delivery on new man lift trailer
- Repair tire on u-dump trailer



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request from the Cub Scout Pack 001 for co-sponsorship and use of Whitehall Park to host Cub Scout Pack 001 Graduation, Saturday, May 10, 2025, from 10:00 am to 1:00 pm
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request from the Cub Scout Pack 001 for co-sponsorship and use of Whitehall Park to host Cub Scout Pack 001 graduation, Saturday, May 10, 2025. Use of park time 10:00 am to 1:00 pm (event time 11:00am to 12:30 pm).

Expected attendance: 50-60 total

Same event as last year, no changes.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
Cub Scout Pack 001 Application	Cover Memo	3/4/2025
Cub Scout Pack 001 Co-Sponsorship Request	Cover Memo	3/4/2025



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

Phone: 843-379-7519

Fax: 843-986-5606

Name of Event: _____ _____	Date(s) of Event: _____ Setup start/end time: _____ Actual event start/end time: _____ Take down start/end time: _____
Organization/Individual Name: _____	Address: _____ Telephone: _____ Email: _____

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

Please mail completed application to:

City of Beaufort, Attn: Downtown Operations, 500 Carteret St, Ste B2 Beaufort, SC 29902
 or scan and email to events@cityofbeaufort.org.

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7519 or visit our website at www.cityofbeaufort.org.

Is event open to the public? _____

Will admission be charged, or donation required? _____

Will alcoholic beverages be sold? _____ Served? _____

Will food be sold? _____ Served? _____

Will there be any retail sales? _____

Number of people expected to attend: _____

Will you be using a tent? _____

Will you have music? _____

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

Security Deposit is due upon approval of application

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

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

WHITEHALL PARK RENTAL RATES FOR PRIVATE EVENTS			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Pavilion	\$ 350.00	\$ 600.00	
Event Lawn	\$ 500.00	\$ 800.00	
Pavilion & Event Lawn			\$2,500.00
Electric Fee	\$ 75.00	\$100.00	
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$2,250.00

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 or visit, <http://Cityofbeaufort.org/270/Beaufort-Pride-of-Place> THANK YOU!

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.

If you will be using a tent, please be aware that all tents must be weighted and not staked.

No balloons are allowed on park property.

****Please be aware that parking is limited to 60 spaces only. You cannot park outside of the park grounds****

Lessee/Applicant Signature

Date

-----**This section for City use**-----

Events Coordinator – City of Beaufort

Date Application Received

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

REQUEST FOR CO-SPONSORSHIP

Whitehall Park

Name of Event _____

Date of Event: _____

Contact person: _____

Telephone: _____

Please check all that apply.

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

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

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

Please send completed form to Jennifer Pointer jpointer@cityofbeaufort.org

Events Coordinator Recommendation: Approved: _____ Denied: _____

Explanation: _____

Forward for Council Deliberation: _____

Date of Council Meeting

Council: Approved: _____ Denied: _____

Explanation: _____



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request from the First Scots Presbyterian Church for co-sponsorship for the use of the Henry C. Chambers Waterfront Park on Sunday, April 20, 2025, from 6:00 am to 9:00 am to host a sunrise service
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Request from the FSPC for co-sponsorship for the use of Waterfront Park on Sunday, April 20, 2025, from 6am to 9am (event is 7am to 8am).

Expected attendance: 250

Same event as last year.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval

ATTACHMENTS:

Description	Type	Upload Date
FSPC Waterfront Application	Cover Memo	3/4/2025
FSPC Waterfront Park Co-Sponsorship Request	Cover Memo	3/4/2025



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

Phone: 843-379-7519

Fax: 843-986-5606

Name of Event: <u>Annual Easter</u> <u>Sunrise Service</u>	Date(s) of Event: <u>April 20, 2025</u> Setup start/end time: <u>6:00-7:00 AM</u> Actual event start/end time: <u>7:00-8:00 AM</u> Take down start/end time: <u>8:00-9:00 AM</u>
Organization/Individual Name: <hr/>	Address: <u>335 Sams Point Rd.</u> <u>Beaufort, SC 29907</u> Telephone: <u>843-379-0134</u> Email: <u>caroletingram@yahoo.com</u> <u>Frontdesk@firstscotsbeaufort.org</u>

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

Please mail completed application to:

City of Beaufort, Attn: Downtown Operations 500 Carteret St, Ste B2 Beaufort, SC 29902

or scan and email to events@cityofbeaufort.org.

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7519 or visit our website at www.cityofbeaufort.org.

Is event open to the public? YES

Will admission be charged, or donation required? No

Will alcoholic beverages be sold? No Served? No

Will food be sold? No Served? No

Will there be any retail sales? No

Number of people expected to attend: 250

Areas of the Waterfront Park can be reserved/rented for 4, 6, or 12 hour blocks of time. Please factor time for setting up and break down of the event into your chosen block of time. Blocks of time **cannot** be reserved or rented in pro-rated increments.

NO exceptions will be made to this policy.

Security Deposit is due upon approval of application

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

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

WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
Pavilion	\$ 350.00	\$ 600.00	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 500.00	\$ 800.00	
Electric Fee	\$ 75.00	\$ 100.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

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

Did you know?

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

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

Liability Insurance

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

General Liability as follows:

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

Alcohol

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

***(Note that alcohol consumption in city parks is prohibited with limited exception depending on location and subject to City Council approval and waiver of ordinances, obtaining applicable permits, enforcement services, etc.). In addition, the use of grills, fryers, and other combustible equipment is subject to approval and in some cases/locations strictly prohibited.**

***The use of slip and slides, balloons, and confetti are prohibited. In addition, staking of items into the ground are prohibited.**

Carol Ingram
Lessee/Applicant Signature

2-19-2025
Date

-----This section for City use-----

Downtown Operations

Date Application Received

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

REQUEST FOR CO-SPONSORSHIP Henry C. Chambers Waterfront Park

Name of Event Community Easter Sunrise Service

Date of Event: 4-20-25

Contact person: Carole Ingram

Telephone: 843-941-8333

Please check all that apply.

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

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

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

Events Coordinator Recommendation: Approved: _____ Denied: _____

Explanation: _____

Forward for Council Deliberation: _____
Date of Council Meeting

Council: Approved: _____ Denied: _____

Explanation: _____



FIRST SCOTS
PRESBYTERIAN CHURCH
Of Beaufort
— PCA —

Rev. Alex D. Mark, Senior Pastor
Rev. Steve Walton, Associate Pastor

335 Sams Point Road
Beaufort, SC 29907

843-379-0134

www.firstscotsbeaufort.org
admin@firstscotsbeaufort.org

City of Beaufort
1901 Boundary Street
Beaufort, SC 29902

February 19, 2025

To Whom It May Concern:

First African Baptist Church and First Scots Presbyterian Church are proud to host the annual Community Easter Sunrise Service again this year, Sunday, April 20, 2025, in the historic Henry C. Chambers Waterfront Park. This event will last from 7:00 – 8:30 AM and will include singing, prayer, and a message. The event is free-of-charge and open to the public. Nothing will be available for purchase during the event.

This year we once again humbly request, as we have since 2014, co-sponsorship by the Beaufort City Council in order to help offset the cost. We sincerely appreciate your support in the past for this special community event. We are happy to answer any questions you may have. Thank you for your city leadership for our community.

Sincerely,

Alex D. Mark
Pastor, First Scots Presbyterian Church



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Permission to host the 2025 Beaufort Shrimp Festival and Arts and Crafts Market in the Henry C. Chambers Waterfront Park, October 3 - 4, 2025, host the Run Forrest Run 5K/Walk on Saturday, October 4, 2025, and request waivers for the sale of alcohol, open container, public drinking, noise ordinances, street closures and permission for issuance of parking passes.
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Permission to host the 2025 Beaufort Shrimp Festival and Arts and Crafts Market in the Henry C. Chambers Waterfront Park, October 3-4, 2025, host the Run Forrest Run 5K/Walk on Saturday October 4th and request waivers for the sale of alcohol, open container, public drinking, noise ordinances, street closures and permission for issuance of parking passes. No changes will be made, this will be the same event as 2024.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval.

ATTACHMENTS:

Description	Type	Upload Date
2025 Shrimp Festival Memo	Cover Memo	3/4/2025



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager
City Council

FROM: Jennifer Pointer, Downtown Events & Tour Coordinator

DATE: March 4, 2025

SUBJECT: Request permission related to the production and hosting of the 2025 Beaufort Shrimp Festival – October 3rd and 4th, 2025 at Henry C. Chambers Park, Downtown Beaufort

1. Permission to host the 2025 Beaufort Shrimp Festival in Henry C. Chambers Park. Friday October 3rd – Saturday October 4, 2025.
2. Permission for alcohol sales, (beer and wine only), and to allow open alcohol containers in the park during the festival from 5pm – 10pm Friday October 3, 2025, and 11am – 8pm Saturday October 4, 2025. A temporary Special Event Beer and Wine License from the South Carolina Department of Revenue Alcohol and Beverage Licensing department will be applied for.
3. Permission to host the Run Forrest Run 5K Bridge Run/Walk Saturday October 4, 2025, and to close streets to accommodate the event for the route, which is identical to the route used during this event in 2024. The route is as follows: Start/Finish line at Freedom Mall down Bay Street, crossing the Woods Memorial Bridge to Lady’s Island, down Meridian Road the reverse of the same route back to Freedom Mall. All street closures and related controls will be coordinated with the City of Beaufort Police Department, Beaufort County Sheriff’s Department, SC DOT, and the Bridge section of the Seventh Coast Guard District.
4. Permission for street closures at the following times, days, and locations:
 - a. One direction of Charles Street Extension on Friday October 3rd, 2025, 8am – 11pm, and Saturday October 4th, 2025, 8am – 10pm to allow loading and unloading of equipment for entertainment, craft, and food vendors. Vehicles will be required to move their vehicles to an appropriate parking spot after loading/unloading.
 - b. The other lanes of the Charles Street Extension will be used for Emergency Vehicles.
5. Permission to issue complimentary parking passes to paid sponsors to fulfill the benefit commitment of their sponsorship packages, as well as a limited number of parking passes which will be used to support event operations.
6. Permission to host an arts & crafts market on the green area at the west end of Henry C. Chamber Park across from the Downtown Marina Store on Friday, October 3rd, 2025, 12pm – 10pm and Saturday, October 4th, 2025, from 11am – 6pm.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request to host 2025 Holiday Weekend events to include street closures, and other permissions, December 5 - 7, 2025
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

We are requesting approval and permission for street closures for activities during the annual Beaufort Holiday Weekend, December 5-7, 2025, during the hours of 6:00 pm until 10:00 pm and to close several street sections in the Core Commercial Area from 4:30 pm to 11:00 pm to accommodate the set up and to break down of the activities.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends approval.

ATTACHMENTS:

Description	Type	Upload Date
2025 A Night on the Town Holiday Memo	Cover Memo	3/4/2025



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager
City Council

FROM: Jennifer Pointer, Downtown Events & Tour Coordinator

DATE: March 4, 2025

SUBJECT: Request to host 2025 Holiday Weekend Events, street closures, and related permissions

We are requesting approval and permission for street closures for activities during the annual Beaufort Holiday Weekend, December 5-7, 2025, during the hours of 6 PM until 10 PM and to close several street sections in the Core Commercial Area from 4:30 PM to 11 PM to accommodate the set up and to break down of the activities.

A Night on the Town, Friday, December 5, 2025 – 6 PM until 9 PM

This event includes extended shopping hours during an evening open house at the downtown shops; entertainment; seasonal foods served from non-profit booths on the street; a visit from Santa and the City of Beaufort Tree Lighting Ceremony.

Several street sections in the Core Commercial Area will need to be closed during the hours of 3:30 PM to 10:30 PM to accommodate the setup and tear down of the activities.

The details of the closings include:

- Charles Street Extension at the traffic light from 8 AM Friday the 6th until 12 noon Saturday the 8th, to allow for stage set-up and removal.
- Bay Street from Carteret Street to Charles Street (allowing First Citizens Bank customer's drive through and bank access and exiting right only onto Bay Street for West bound traffic towards Charles Street)
- Bay Street from Charles Street to Newcastle Street at 5:30 PM (after Wells Fargo Bank closes)
- Port Republic Street from Scott Street to Charles Street
- West Street from Bay Street through the Port Republic Street intersection
- Scott Street from Bay Street to Port Republic Street
- Scott Street block the parking lot beside Wells Fargo Advisors to keep the vehicles from exiting on to Scott Street.

Additional requests include:

- A waiver of the open container and public drinking ordinances to allow consumption of wine and beer given away by the participating businesses.
- Permission for placement of portable toilets to be placed on Scott and West Streets for the event.

Light up the Night Boat Parade, Saturday, December 6, 2025 - 5:30 PM until 8:30 PM

This event is presented by the America's Boating Club of Beaufort and the City in the Henry C. Chambers Park. Decorated boats parade in front of the seawall and compete for prizes for the best in show.

Request for approval includes:

- Use of Henry C. Chambers Park from 4 PM– 9 PM
- Approval to use the inside dock of the Day Dock for staging of non-motorized boats who will participate in the parade.

Christmas Parade, Sunday, December 7, 2025- 3 PM until 5 PM

This parade is presented by Beaufort Lion's Club and the City and is always well attended. It includes numerous decorated floats, bands, community groups and the fire trucks with Santa celebrating the season.

Request for approval include:

- Approval of parade or Public Assembly Permit with waiver of the application fee for the standard downtown parade route. With line up on Adventure, Greene, and side street with the parade to follow Boundary to Carteret to Bay Street to Bladen Street, concluding at its beginning point on Adventure Street. The Streets will re-open once all parade units and vehicles pass and on Adventure Street once the staging areas are clear.
- Permission to have portable toilets placed in and around parade staging/line up area.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/12/2025
FROM: Traci Guldner, City Clerk
AGENDA ITEM TITLE: Community Development Block Grant (CDBG) 2025 Needs Assessment
MEETING DATE: 3/11/2025
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

Tiffany Dantzler with Lowcountry Council of Governments will be here to hold their annual Public Hearing.

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Presentation	Backup Material	2/18/2025

2025 Community Development Block Grant (CDBG)

Program Year: April 1, 2025—March 31, 2026

Community and Economic Development

FAIR HOUSING IS THE LAW

Also, as a part of the requirements of the program, the locality is expected to undertake activities that promote Fair Housing. Title VIII of the Civil Rights of 1968 stipulates that we all have the right to be treated fairly regardless of our **race, color, religion, sex, disability, familial status, or national origin.**



- In the sale and rental of housing
- In residential real estate transactions
- In the provision of brokerage services

If you believe that you have been a victim of discriminatory housing practices, you have avenues by which the matter can be investigated.



**Beaufort County and Lowcountry Council of Governments
are committed to Fair Housing.**

For more information contact

LCOG at (843) 473-3990.

The SC CDBG Program is designed to provide assistance to units of local government in improving economic opportunities and meeting community revitalization needs, particularly for persons of low and moderate income (LMI).

LMI QUALIFIED

Beaufort County

Beaufort County		<u>1 Person</u>	<u>2 Person</u>	<u>3 Person</u>	<u>4 Person</u>	<u>5 Person</u>	<u>6 Person</u>	<u>7 Person</u>	<u>8 Person</u>
	30% Limits	\$21,200	\$24,200	\$27,250	\$30,250	\$32,700	\$35,100	\$37,550	\$39,950
<i>Beaufort County, SC HUD Metro FMR Area</i>	50% Limits	\$35,350	\$40,400	\$45,450	\$50,450	\$54,500	\$58,550	\$62,600	\$66,600
	80% Limits	\$56,500	\$64,600	\$72,650	\$80,700	\$87,200	\$93,650	\$100,100	\$106,550

2024 Income Limits effective May 1, 2024 (cdbgsc.com)

The CDBG program has been funded through the State since 1982 by the US Department of Housing and Urban Development (HUD) under Title I of the Housing Community Development Act of 1974 as amended (Title I).

The Annual allocation from HUD for the program is administered by the

SC Department of Commerce – Division of Grant Administration.

SC has been allotted approximately \$19,809,810 in CDBG funds for 2025.

SC STATE CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

Draft 2025 Action Plan

Written comments on the plan can be submitted from December 30, 2024- January 28, 2025, 5PM.

Email: ehuff@sccommerce.com

Mail: Lisa Huff

SC Department of Commerce
Grants Administration
1201 Main Street, Suite 1600
Columbia, SC 29201

GRANT PROGRAM CATEGORIES

There are three broad grant program categories:

- **Community Development**
- **Business Development**
- **Regional Planning**

The Community Development Program is further broken down into several subcategories to address infrastructure, community facilities, and neighborhood priorities as follows:

Community Development Program

COMMUNITY INFRASTRUCTURE

\$9,000,000 est.

APPLICATION REQUEST March 21, 2025

APPLICATION DEADLINE April 21, 2025

WATER

SEWER

DRAINAGE

ROADS

MINIMUM FUNDING AMOUNT - \$50,000

MAXIMUM FUNDING AMOUNT -
\$1,000,000

LOCAL PRIORITIES

\$1,000,000 est.

APPLICATION REQUEST August 15, 2025

APPLICATION DEADLINE September 15, 2025

ECONOMIC DEVELOPMENT

PUBLIC HEALTH & SAFETY, QUALITY OF
LIFE, AND SUSTAINABILITY

RESILIENCY AND NARROW THE DIGITAL
DIVIDE

MINIMUM FUNDING AMOUNT - \$50,000

MAXIMUM FUNDING AMOUNT - \$300,000

COMMUNITY ENRICHMENT

\$7,365,516 est.

APPLICATION REQUEST August 15, 2025

APPLICATION DEADLINE September 15, 2025

BROWNFIELD PROJECTS/DEMOLITION OBSOLETE
BUILDINGS

DOWNTOWN STREETScape IMPROVEMENTS

PLANNING FOR REGIONAL INFRASTRUCTURE
(\$50,000 maximum)

LIBRARIES

PUBLICLY OWNED FACILITIES

TRANSPORTATION-ORIENTED PUBLIC FACILITIES

PUBLIC SAFETY FACILITIES/SERVICES

DEMOLITION VACANT, DILAPIDATED STRUCTURES
TO ADDRESS/SUPPORT CRIME PREVENTION

FIRE SUBSTATIONS OR FIRE TRUCKS

HEALTH CLINIC FACILITIES/EQUIPMENT

PUBLIC FACILITY MODIFICATIONS

NEW SIDEWALKS IN LMI AREAS

MINIMUM FUNDING AMOUNT - \$50,000

MAXIMUM FUNDING AMOUNT - \$750,000

Community Development Program

READY TO GO	\$500,000
APPLICATION REQUEST	ONGOING
APPLICATION DUE	30 DAYS AFTER REQUEST
ACTIVITIES LISTED IN COMMUNITY INFRASTRUCTURE & COMMUNITY ENRICHMENT	
MINIMUM FUNDING AMOUNT - \$50,000	
MAXIMUM FUNDING AMOUNT - \$500,000*	
(*maximum waiver available)	

NATIONAL OBJECTIVE
<ul style="list-style-type: none">• Benefit low-to-moderate income (“LMI”) Persons• Aid in the prevention or elimination of slums or blight• Meet other urgent community needs posing a serious threat to the health or welfare of the community

10% MATCH REQUIREMENT FOR ALL PROJECTS

GRANT PROGRAM CATEGORIES

Business Development Program: \$1,000,000

This program provides financial resources for local governments to pursue opportunities that create new jobs, retain existing employment, stimulate private investment, and revitalize or facilitate the competitiveness of the local economy. Funding will be prioritized based on the following order:

1. New or expanding businesses tied to job creation
2. Area economic development activities not associated with job creation
3. New or expanding local businesses that provide essential goods and services in predominately LMI communities

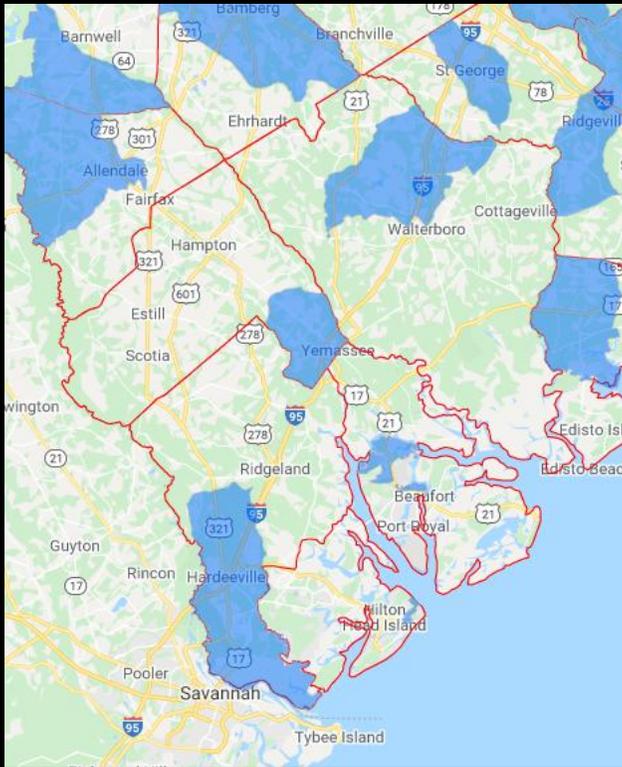
Regional Planning Program: \$500,000

This program is designed to provide CDBG funds to Councils of Governments to assist local governments in developing plans and building local community development capacity.

State TA & Admin: \$ 694,294

OPPORTUNITY ZONES

Projects located in Opportunity Zones will receive an additional 10 bonus points (scoppportunityzone.com)



PERFORMANCE THRESHOLD

A unit of local government can apply for an additional Community Development grant if it has no more than two open CDBG grants (excluding Business Development or Regional Planning grants).

However, the open grants must not have exceeded a **30-month grant period**.

PERFORMANCE THRESHOLD



No more than one Neighborhood Revitalization/Village Renaissance or streetscape project.



No more than one Ready to Go project.



No more than one project for the same general target area/neighborhood open at the same time, unless the current project is under construction.

BEAUFORT COUNTY/ LOWCOUNTRY REGIONAL HOME CONSORTIUM

The Beaufort County/Lowcountry Regional HOME Consortium (LRHC) is comprised of the following counties: Beaufort, Colleton, Hampton, and Jasper and all 21 municipalities in the region.

BEAUFORT COUNTY/ LOWCOUNTRY REGIONAL HOME CONSORTIUM

TOP THREE OBJECTIVES:

- 1. Rehabilitation of substandard housing**
- 2. Increase accessibility to adequate and affordable housing**
- 3. Support the development and availability of safe, decent, and affordable housing**

BEAUFORT COUNTY/ LOWCOUNTRY REGIONAL HOME CONSORTIUM



Beaufort, Hampton, Colleton and Jasper Counties have areas that are in need of affordable housing, rehabilitation of substandard housing, and demolition of vacant/dilapidated houses.



As the housing stock ages, there becomes a greater need for rehabilitation of substandard houses and the number of vacant/dilapidated houses increases while increasing the number of persons at risk for homelessness.



Please give us a list of the priority housing needs for your area to be considered in our upcoming 2025-2026 Annual Action Plan to be submitted to HUD by April 30, 2025.



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/12/2025
FROM: Traci Guldner, City Clerk
AGENDA ITEM TITLE: Worksession and Regular Meeting - February 11, 2025
MEETING DATE: 3/11/2025
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
Worksession 2-11-25	Backup Material	2/27/2025
Regular Meeting 2-11-25	Backup Material	2/27/2025



City Council Worksession
Meeting Minutes – Council Chambers – 2nd Floor

February 11, 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. Police Department.

Captain Joseph Dobbins introduced Yousef Smith.

III. DISCUSSION ITEMS

A. Interviews of applicants for Boards, Commissions and Committees - Waterfront Advisory Committee.

The below applied for the Waterfront Advisory Committee. They addressed Council and provided background information and gave explanations as to why they would be best suited for the committee. All applicants were given 5 minutes.

Howell Beach, Patrick Canning, Gregory DiGiovanni, Perry Dukes, Holly Forester-Bennett, Willard Fosberry, Robert Green, David Loring, Andrew Newell, Joseph Oliver, Stephen Perkins, Gregorie Rawls, David Russell, Josh Schott, Kim Shoemaker, Donald Starkey, Patra Watson, Christopher Youmans.

B. Development Code discussion regarding electric fences.

Curt Freese, Community Development Director, started off by stating there was a recent complaint about an electric fence being installed in a neighborhood. This subject is very hard to enforce with our existing code. There is no reference to electric fences. Staff was struggling how to use section 2.5.6H to address not allowing electric fences for the safety of residents. Staff is proposing a new section Chapter 5.8. This section would prohibit electric fences in residential districts, while also providing clearer and stronger regulations on fencing within the city, as they feel electric fences might be a public health concern, especially for small children. This ordinance has already been sent to the Planning Commission.

Councilman Mitchell personally feels that it makes no sense to have an electrical fence in a residential neighborhood. He feels it might open up the city to litigation if this ordinance is not passed.

If signs are permitted outside of residential areas, the Mayor would like to see very large signage speaking to their dangers.

Council is supportive of moving forward with these ordinance changes.

IV. ADJOURN

6:08 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 Regular Meeting
Meeting Minutes – City Hall Council Chambers, 2nd Floor

February 11, 2025

I. CALL TO ORDER

7:00 PM

Philip Cromer, Mayor

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro Tem, Michael McFee.

III. PUBLIC COMMENT – AGENDA ITEMS

No public comment.

IV. MEETING AGENDA APPROVAL

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

All were in favor, motion carried.

V. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

A. Character Education Proclamation - Conner Smith, Mossy Oaks Elementary School.

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

All were in favor, motion carried.

B. Proclamation proclaiming February 2025 as National Black History Month.

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

All were in favor, motion carried.

C. Resolution honoring the memory and contributions of former Port Royal Mayor Henry “Luck” Robinson.

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

All were in favor, motion carried.

VI. CONSENT AGENDA

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

Councilman Scallate asked questions regarding the CIP monthly report.

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 Beaufort Water Festival for use of the Henry C. Chambers Waterfront Park, street closures, sale and use of alcohol, use of seawall, use of day dock, waiver of noise ordinance and sponsorship for Opening Ceremony Fireworks for the 69th Annual Beaufort Water Festival, July 8 - 21, 2025.
- K. Request for co-sponsorship from The Original Gullah Festival for use of the Henry C. Chambers Waterfront Park and waiver of noise ordinance, May 23 - 25, 2025.
- L. Request from Beaufort County Library for co-sponsorship for use of the Henry C. Chambers Waterfront Park to host Friends of Beaufort Library Fall Book Sale, November 6 - 9, 2025, request of overnight camping in the park, and fifteen (15) complementary parking spaces.
- M. Request permission to host the 2025 Taste of Beaufort and Arts and Crafts Market in the Henry C. Chambers Waterfront Park on May 2 - 3, 2025, request waivers for sale and use of alcohol, open container, public drinking, noise ordinances, street closures and issuance of parking passes.

VII. MINUTES

- A. Worksession and Regular Meeting - January 14, 2025.

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

Minutes approved as presented.

VIII. OLD BUSINESS

- A. Ordinance to amend Fiscal Year 2025 Budget for Revenues and Expenditures of ARPA Fund and Capital Projects Fund - Second Reading.

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

Alan Eisenman, Finance Director, provided a review of the amendment. Councilman Scallate inquired if there are funds set aside for renovations that would take place before the start of Phase Two.

All were in favor, motion carried.

IX. NEW BUSINESS

- A. Ordinance for the lease of commercial space that is part of real property owned by the City of Beaufort, South Carolina, located at 500 Carteret Street to New Story Leasing, LLC - First Reading.

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

Linda Roper, Downtown Operations and Community Services Director, provided a summary of the lease agreement.

Councilman Scallate pointed out that the agreement needs to be changed from one year to two years in the Terms section.

All were in favor, motion carried.

- B. Request from the Junior Service League of Beaufort for use of the Henry C. Chambers Waterfront Park and co-sponsorship for the Scales and Tails Kids Fishing Tournament on Saturday, April 5, 2025, from 8:30 am - 3:00 pm.

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

All were in favor, motion carried.

- C. The Perry/Wernsing Wedding requests a waiver of drinking in public, drinking in a public park, and a waiver of the noise ordinance in the Whitehall Park on Saturday, May 17, 2025, from 11:00 am - 11:00 pm.

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

All were in favor, motion carried.

- D. Request from Nick Borreggine to close Bay Street Extension from Carteret Street to New Street, Sunday, March 9, 2025, from 3:30 pm - 10:00 pm, use of Cannon Park and waiver of Police Service costs, and waiver of the drinking in public ordinance to host a fundraiser for CAPA's Dancing with our Stars.

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

All were in favor, motion carried.

- E. An ordinance to amend the Code of the City of Beaufort, Section 8-2003. - Vehicles and property may be removed - First Reading.

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

JJ Sauv , Deputy City Manager, provided an overview of the proposed changes to the ordinance.

All were in favor, motion carried.

- F. An ordinance to amend City Ordinance Number 2024/11 regarding the Fiscal Year 2024-2025 City of Beaufort Budget, to provide for the inclusion of a Schedule of Maximum Allowable Fees for Rotation List Calls - First Reading.

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

All were in favor, motion carried.

X. PUBLIC COMMENT – NON-AGENDA ITEMS

Martin Galvan, 1217 Windswept Oak Lane, spoke about the growing concerns over the recent crime/homicides occurring at the Garden Oak Apartments.

XI. REPORTS

City Manager’s Report

Reported that the new dates for the Council Strategic Planning Session is February 24 - 26, 2025, at the Beaufort County Black Chamber of Commerce on Bladen Street.

Stated that there are now 27 new parking spaces downtown due to an agreement with 303 Associates.

The city is looking into the feasibility of a new sound system for the Council Chambers and Planning Conference Room.

Gave a status update on the Relieving Platform Study for the Henry C. Chambers Waterfront Park.

Mayor’s Report

Reported on events he attended over the last month that included the Heritage Harvest Event at Penn Center.

Traveled to Columbia, SC to receive a House and Senate Resolution for the 200th Anniversary of the Lafayette Bicentennial Day Celebration to take place on March 18, 2025.

Councilman Mitchell

Reported on events he attended over the last month that included the Lowcountry Lifetime Achievement Awards.

Participated in a Poverty Simulation.

Mayor Pro Tem, McFee

Reported on events he attended over the last month that included the Beaufort Memorial Hospital Valentine’s Day Ball.

Spoke about the upcoming Bands and Brews event in Port Royal.

Councilman Scallate

Reported on events he attended over the last month that included the Southern Lowcountry Regional Board meeting.

Is hoping to attend the Junior Achievement of Greater South Carolina Financial Education event.

Thanked all that applied and interviewed for the Waterfront Advisory Committee.

Councilman Lipsitz

Reported on events he attended over the last month that included the Ribbon Cutting for Beaufort Rentals.

Provided condolences on the recent passing of Beekman Webb and Hattie Ficklin.

XII. 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.

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

All were in favor, motion carried.

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

All were in favor, motion carried.

No actions from Executive Session.

XIII. ADJOURN

8:56 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.

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CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/12/2025
FROM: Linda D. Roper
AGENDA ITEM TITLE: Ordinance for the lease of commercial space that is part of real property owned by the City of Beaufort, South Carolina located at 500 Carteret Street to New Story Leasing, LLC. - Second Reading
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

New Story Leasing wishes to renew their lease for office space at 500 Carteret Street which is owned by the City of Beaufort requires the establishment of an ordinance.

PLACED ON AGENDA FOR: *Action*

REMARKS:

First Reading was held on February 11, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	2/12/2025
Lease Agreement	Backup Material	2/12/2025

ORDINANCE 2025/02

AN ORDINANCE FOR THE LEASE OF COMMERCIAL SPACE THAT IS A PART OF REAL PROPERTY OWNED BY THE CITY OF BEAUFORT, SOUTH CAROLINA LOCATED AT 500 CARTERET STREET TO NEW STORY LEASING, LLC.

WHEREAS, the City of Beaufort, South Carolina (hereinafter “City”) owns real property located at 500 Carteret Street, which real property includes an office building and a parking lot adjacent to the office building;

WHEREAS, the City wishes to lease commercial space in the office building particularly described as the area designated as “Proposed Lease Space – Suite A” on Exhibit A hereto along with four parking spaces in the parking lot (hereinafter “Property”) to New Story Lending, LLC pursuant to the terms of the document entitled “Commercial Lease,” which is included herewith as Exhibit B;

WHEREAS, S.C. Code Ann. § 5-7-40 provides that any lease of real property owned by a municipality must be effected by ordinance;

WHEREAS, City Council believes it is in the best interest of the City, and its citizens, to effect the lease of the Property to New Story Lending, LLC pursuant to the terms and provisions of the Commercial Lease.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE CITY COUNCIL, in accordance with the foregoing, that the City shall lease the Property to New Story Lending, LLC pursuant to the provisions of the attached Commercial Lease and the City Manager shall execute such documents and instruments as are necessary to effect the lease.

DONE, RATIFIED AND ENACTED this ___ day of _____, 2025.

Philip E. Cromer
Mayor

Traci Guldner
City Clerk

First Reading: _____

Second Reading: _____

Reviewed as to form by Benjamin T. Coppage, City Attorney on _____, 2025

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

COMMERCIAL LEASE

This Commercial Lease (the "Lease") is executed as of _____, 2025, by and between the City of Beaufort ("City" or "Landlord"), and New Story Lending, LLC ("Tenant").

WHEREAS, City is the owner of the building located at 500 Carteret Street, Beaufort, SC (the Property); and,

WHEREAS, City is the owner of the parking area surrounding the Property; and,

WHEREAS, Tenant desires to lease from City, and City desires to lease to Tenant, that certain commercial space (the "Premises") more particularly described as the area designated as "Proposed Lease Space – Suite A" on Exhibit A hereto;

NOW, THEREFORE, City agrees to lease to Tenant the Premises, as particularly set forth herein.

ARTICLE I
INTRODUCTION

1.1. The City does hereby lease unto the Tenant the Premises. The City also agrees to provide a maximum of **four (4)** parking spaces by the issuance of a hang tag to be used in the parking lots adjacent to the building. The Tenant shall have access to the area designated as "Common Space" on Exhibit A, hereto, for the purpose of ingress and egress to and from the Premises. The monthly rental shall be **\$1,672.85**, to include **\$1,364.29** in base rent plus **\$308.57** to be applied towards the end-of-year assessment fee for insurance, taxes and maintenance. Tenant acknowledges that other tenants may be permitted to use the Carteret Street front door for ingress and egress for personnel and clients and it is stipulated that Tenant shall cooperate with the others in use and locking of doors after hours. Tenant shall also have access to and use of bathrooms and kitchen/waiting area with this office suite.

ARTICLE II
TERM

2.1 Term. The term of this Lease shall be for one year commencing on December 1, 2024 (the "Commencement Date"), and expiring on November 30, 2026 (the "Term").

2.2 Renewals. The Lease may be renewed for an additional two-year term (the "First Renewal Term") if the Tenant provides written notice of its intention to renew to the City prior to a date thirty (30) days before the end of the initial term. If Tenant fails to provide such notice of intention to renew, the Lease shall terminate on the last day of the initial Term.

In the event the Tenant provides the notice necessary to exercise its right to renew, the First Renewal Term shall commence on December 1, 2026 and expire on November 30, 2028. The Lease may be renewed for an additional two-year term following the First Renewal Term (the

“Second Renewal Term”) if the Tenant provides written notice of its intention to renew to the City prior to a date thirty (30) days before the termination of the First Renewal Term.

Upon the expiration of the Second Renewal Term, the Tenant shall have no unilateral right to renew and any further lease of the Premises from the City to the Tenant shall be made pursuant only to the written agreement of the parties.

ARTICLE III RENT

3.1 The monthly rental shall be **\$1,672.85**, to include **\$1,364.29** in base rent plus **\$308.57** to be applied towards the end-of-year assessment fee for insurance, taxes and maintenance, and shall be due and payable to the City in equal monthly installments commencing on the first day of the first month of the Lease, and shall continue to be due on the first day of each month during the rental term (“Initial Rent”).

3.2 Late Payment of Rent. If any monthly rental payment is paid more than ten (10) days after the date the same was due, there shall be a late payment fee of One Hundred and 00/100 (\$100.00) Dollars. If rent remains delinquent for more than thirty (30) days, then an additional late fee will be assessed, equal to Twenty-five and 00/100 (\$25.00) Dollars per day.

3.3 Rent Increase. Rent shall increase at a rate of Three (3%) Percent per annum during the initial term of the lease and during any renewal terms. The increase in rent shall be based on the previous year’s rental amounts.

3.4 Security Deposit. Within Five (5) business days of the execution of this Lease by both parties, Tenant shall pay Landlord a security deposit, equal to one month’s rent, as security for the full and complete discharge of Tenant’s obligations set forth herein.

3.5 Taxes, Insurance and Utilities. In addition to the base rent specified herein, Tenant shall be responsible for the payment of the tenant’s pro-rata share of all annual property taxes and insurance based on the Tenant’s leased square footage when compared to the total square footage of the rental space in the building (18,000). The utilities pro-rata share will be based on the Tenant’s leased square footage within the suite the utilities are metered. Tenant shall pay City said pro-rata share of taxes and insurance, based upon the prior year’s taxes, on a monthly basis as additional lease payment. Any difference in the total annual monthly payments and the actual property taxes for the current year shall be reconciled between Tenant and City by year end. Additionally, Tenant shall be responsible for all other taxes and fees associated with Tenant’s business.

ARTICLE IV INSURANCE

4.1 Insurance. Prior to the Lease commencing, Tenant shall procure and maintain throughout the Term, at its own expense, comprehensive liability insurance and workmen’s compensation insurance. Tenant shall name the City with their respective officers, agents and employees, as an additional insureds on the Tenant’s comprehensive liability policy which must be primary and noncontributory with respect to the additional insureds, providing protection

against all claims and demands for any injury to person or property which may be claimed to have occurred on the Premises, in amounts which shall be at least equal to the following limits: Bodily Injury/property damage of \$1,000,000 for each occurrence and \$2,000,000 aggregate; Umbrella Liability Insurance of \$1,000,000; and Bodily and Property Damage Combined Single Limit of \$1,000,000. All insurers shall have at least an A- (excellent) rating by A.M. Best and be qualified to do business in the jurisdiction where the risk is located. Tenant shall furnish the City Building Partnership proof of insurance in the form of certificate of insurance when requested by landlord.

4.2 Tenant shall not without the City's prior written consent do anything in or about the premises which will in any way tend to increase insurance rates on such premises or the building in which the same are located. If City shall consent to such use, Tenant agrees to pay as additional rental any increase in premiums for insurance against loss by fire or extended coverage risk resulting from the business carried on in the leased premises by Tenant. If Tenant installs any electrical equipment that overloads the power lines to the building in which the premises are located, Tenant shall at its own expense make whatever changes, alterations or repairs as necessary to comply with the requirements of insurance underwriters and insurance rating bureaus and governmental authorities having jurisdiction. Furthermore, Tenant agrees not to install, or permit to be installed, in the leased premises, any equipment, supplies or other items which could reasonably be expected to substantially increase the risk of fire damage to the premises, without City's written consent being first obtained.

ARTICLE V USE OF PREMISES

5.1 Use. Tenant shall use the Premises for the following purposes: Home Loan Office. Tenant shall comply with any and all applicable local, state and federal ordinances and regulations, including, without limitation, OSHA requirements and rules imposed by permit issuers charged with the regulation of Tenant's activities.

ARTICLE VI UTILITIES

6.1 Tenant shall pay monthly an amount estimated by the City to be the pro-rata share of the utilities, as stated above.

ARTICLE VII IMPROVEMENTS, ALTERATIONS AND MAINTENANCE

7.1 Improvements. Tenant may develop, construct and operate upon the Premises, at its sole cost and expense, any additional improvements (the "Tenant's Improvements") necessary for Tenant to conduct its business, provided it first receives written permission from City. Tenant's Improvements shall remain the property of Tenant and Tenant shall have the right to remove the Tenant's Improvements at the expiration of the Term; provided, however, that Tenant restores the Premises to its original condition, normal wear and tear excepted. Before making any improvements that would become a fixture to the property or which could cause harm to the property, Tenant shall receive written permission from the City, and said permission shall not be unreasonably withheld. It is Tenant's sole responsibility to make any repairs or improvements to

bring the Premises into compliance with any regulations that arise out of the nature of Tenant's business. Tenant shall obtain a City building permit for any improvements which require such a permit.

7.2 Maintenance. Tenant agrees, except for normal wear and use, to keep and maintain the interior and exterior of the Premises, including doors, windows and walls clean, in good condition and repair. Tenant shall keep the premises free of trash, and Tenant shall dispose of trash in the proper receptacle. If necessary, and upon written request by the City, Tenant shall at its own expense secure a janitorial service. The Landlord shall keep the foundation, sub-floor, exterior walls (except glass or other breakable materials used in the structural portions), utility and plumbing systems up to the tenant's premises, and roof of the building in which the leased premises is located, in good repair, except that Landlord shall not be required to make any such repairs which become necessary or desirable by reason of any negligent act of Tenant, its agents, servants, employees, guests, licensees, or invitees.

ARTICLE VIII INDEMNITY

8.1 Tenant agrees and does hereby indemnify and hold harmless City, its member, officials, employees, agents, successors and assigns, from any and all costs, expenses, losses, liabilities or other obligations in any way connected or associated with its occupation of the Premises pursuant to this Lease, and in the event any claim or demand is made on City, for any such obligation, Tenant shall promptly defend, remove, bond or otherwise dispose of such claim or demand and save and hold City harmless against all expenses, costs and attorney's fees which may arise from any action taken by it in response to said claim or demand.

ARTICLE IX DEFAULTS

9.1 Default by Tenant. The following shall constitute an "Event of Default" under this Lease:

(a) Failure of the Tenant to make, within ten (10) days after the date when due any payment of rent payable by the Tenant hereunder or to timely discharge any other monetary obligation;

(b) The Tenant's failure to perform any other of the terms, conditions or covenants of this Lease to be observed or performed by the Tenant; and

(c) If an Event of Default, the City may elect to re-enter the Premises, as herein provided or take possession pursuant to legal proceedings or pursuant to any notice provided for herein and terminate this Lease and all rights of the Tenant under this Lease shall cease. Any reletting shall be done in a commercially reasonable manner. Any election under this paragraph shall not limit Landlord's ability to seek any relief available to it at law or in equity.

9.2 Default by Landlord. The following shall constitute an "Event of Default" under this Lease:

(a) Failure of the City to pay any obligation pursuant to this Lease or affecting the Premises on or before the due date thereof;

(b) The City's failure to perform any other of the terms, conditions or covenants of this Lease to be observed or performed by the City; and

(c) If the City fails to make any obligated payment or to perform any other of the terms, conditions or covenants under the Lease, Tenant shall send written notice of the City's breach and City shall have (15) days after written notice to cure the alleged default.

(d) If an Event of Default occurs and after the expiration of City's right to cure with fifteen (15) days written notice, the Tenant may elect to terminate this Lease.

9.3 Legal Expenses. If suit shall be brought or claim shall be made for any alleged breach by either party and the breach shall be established, the non-prevailing party shall pay to the prevailing party, in addition to all other sums and relief available to the prevailing party, all expenses incurred therefore, including reasonable attorney's fees to the extent permitted by law.

ARTICLE X
NOTICE

10.1 Any notice to be given by either party to the other pursuant to the provisions of this Lease shall be given by personal delivery or by regular United States mail addressed to the party for whom it is intended at the best available address.

As to the Tenant: New Story Lending, LLC
 1824 E. Main St. Ste. A
 Easley, SC 29640

As to the City: The City of Beaufort
 c/o Scott Marshall, City Manager
 1911 Boundary Street
 Beaufort, South Carolina 29902

With a copy to: Coppage Law Firm
 c/o Benjamin Coppage, City Attorney
 Post Office Box 2473
 Beaufort, SC 29901

ARTICLE XI
SUCCESSORS AND ASSIGNS

11.1 The covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of the Landlord and Tenant and their respective successors and assigns.

Unless repugnant to the context, the words "Landlord" and "Tenant" appearing in this Lease shall be construed to mean those named above and their respective heirs, administrators, successors and assigns, and those claiming through or under them respectively.

ARTICLE XII
MISCELLANEOUS

12.1 Quiet Enjoyment. City agrees that upon Tenant's payment of the rent and performing and observing the terms, covenants, conditions and provisions on its part to be performed and observed, Tenant shall and may peaceably and quietly have, hold and enjoy the Premises during the Term without any manner of hindrance, interruption or molestation from City or anyone claiming under City, subject, however, to the terms of this Lease and such regulatory powers as may be required.

12.2 Binding Effect. The obligations of this Lease shall run with the land, and this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

12.3 Construction. If any term of this Lease shall be declared invalid or unenforceable, the remaining terms of this Lease shall not be affected thereby and shall continue to be enforced and recognized as valid agreements of the parties.

12.4 Entire Agreement. This agreement represents the entire understanding of the parties with reference to the subject matter hereof, and shall be construed and enforced in accordance with the laws of South Carolina.

WITNESS OUR HANDS AND SIGNATRURES as of the date first above written.

WITNESSES:

The City of Beaufort

By: _____
Scott Marshall
Its: City Manager

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By: _____
Shane Miller
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 Beaufort, SC 29901

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WITNESS OUR HANDS AND SIGNATRURES as of the date first above written.

WITNESSES:

The City of Beaufort

By: _____

Scott Marshall

Its: City Manager

New Story Lending, LLC

By: _____

Shane Miller

Its: CEO



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/12/2025
FROM: JJ Sauve, Deputy City Manager
AGENDA ITEM TITLE: An Ordinance to amend the Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed - Second Reading
MEETING DATE: 3/11/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

On April 9, 2024, Council heard from city staff and wrecker professionals regarding the City of Beaufort's wrecker rotation ordinance language. This discussion came about after a citizen complaint of unfair practices and charges involving a rotation wrecker service. Staff's initial recommendation was for the City of Beaufort to adopt by ordinance reference, the S.C. Highway Patrol's Annual Wrecker Fee Schedule. Several members of the wrecker profession spoke out against this fee schedule because they felt that it did not take into account the actual cost of doing business in the Beaufort area.

Staff met with a group of wrecker professionals on May 2 to discuss their concerns. At this meeting the actual costs of doing business were discussed and Assistant City Manager Sauv e requested that the group speak among themselves and provide a recommendation to the City regarding what they believed to be an appropriate fee structure. The group chose Greg Felver, of Felver Transport, Towing and Recovery LLC to serve as their spokesperson. Mr. Felver provided the following fee structure as the collective recommendation of the wrecker group:

- Standard Wrecker rotation Class A towing fee: \$325.
- Daily storage rate: \$55
- Extreme cleanup, or special operations; \$125 per hour (to be billed at half the hourly rate in 1/2 hour increments)
- Administration fee (notification and or court costs) when necessary: \$250
- Yard gate fee (after the first trip during normal business hours): \$75.
- Yard gate fee (after normal business hours, and weekends): \$100.

On August 27, 2024 Council reviewed this matter in Worksession and heard again from staff and the wrecker community. Council directed staff to prepare a fee reasonable fee schedule based on the discussion. Such a fee schedule is attached to both the towing ordinance amendment and the proposed budget amendment ordinance.

PLACED ON AGENDA FOR: Action

REMARKS:

First Reading was held on February 11, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	2/12/2025
Ordinance Edits	Backup Material	2/12/2025
Towing Fee Schedule	Backup Material	2/12/2025

ORDINANCE 2025/04

An Ordinance to amend the Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed

WHEREAS, the City of Beaufort, South Carolina (hereinafter “City”) is currently assessing and updating its ordinances; and

WHEREAS, Council has discussed and reviewed th existing towing ordinance and costs associated with towing; and

WHEREAS, the City wishes to amend its City Code Sec. 8-2003. - Vehicles and property may be removed to better reflect the public needs and costs associated with vehicle and property removals;

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 Sec. 8-2003, which section shall read as follows:

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 motor vehicle or trailer improperly parked or left standing on any other public property of the city not specifically designated for public parking, 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 event arises necessitating the removal of any vehicle upon a public street, to include without limitation, fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., any 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 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 and fees for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before the return of the towed property.
- (f) All wrecker services participating in the wrecker rotation agree to abide by the maximum standard fee schedule for all services rendered in response to police-directed tows. The city adopts, incorporates herein, and utilizes as its maximum standard fee schedule the Maximum Allowable Fees for Rotation List Calls as adopted annually by the City of Beaufort and current at the time of the tow. The applicable rate for towing and storage is determined by the minimum wrecker classification required for the tow, regardless of what class of wrecker performs the tow.
- (g) 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.

- (h) 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.
- (i) 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.
- (j) 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.

DONE, RATIFIED AND ENACTED this _____ day of _____, 2025.

Philip E. Cromer, Mayor
City of Beaufort, South Carolina

Traci Guldner
City Clerk, City of Beaufort, South Carolina

First Reading _____

Second Reading _____

Reviewed as to form by Benjamin T. Copping, City Attorney on _____.

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 motor vehicle or trailer improperly parked or left standing on](#) any other public property of the city ~~in a manner as to constitute a hazard to pedestrian or motor vehicle traffic~~[not specifically designated for public parking](#), 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 event](#) arises necessitating the removal of any vehicle upon a public street, ~~i.e., to include without limitation,~~ fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., ~~the any~~ 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 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 [and fees](#) for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before [the](#) return of the [towed](#) property.
- (f) [All wrecker services participating in the wrecker rotation agree to abide by the maximum standard fee schedule for all services rendered in response to police-directed tows. The city adopts, incorporates herein, and utilizes as its maximum standard fee schedule the Maximum Allowable Fees for Rotation List Calls as adopted annually by the City of Beaufort and current at the time of the tow. The applicable rate for towing and storage is determined by the minimum wrecker classification required for the tow, regardless of what class of wrecker performs the tow.](#)
- (g) 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.

- (h) 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.
- (i) 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.
- (j) 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.

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

Adopted on _____



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 2/12/2025
FROM: JJ Sauve, Deputy City Manager
AGENDA ITEM TITLE: An Ordinance to amend City Ordinance number 2024/11 regarding the Fiscal Year 2024-2025 City of Beaufort Budget to provide for the inclusion of a Schedule of Maximum Allowable Fees for Rotation List Calls. - Second Reading
MEETING DATE: 3/11/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

On April 9, 2024, Council heard from city staff and wrecker professionals regarding the City of Beaufort's wrecker rotation ordinance language. This discussion came about after a citizen complaint of unfair practices and charges involving a rotation wrecker service. Staff's initial recommendation was for the City of Beaufort to adopt by ordinance reference, the S.C. Highway Patrol's Annual Wrecker Fee Schedule. Several members of the wrecker profession spoke out against this fee schedule because they felt that it did not take into account the actual cost of doing business in the Beaufort area.

Staff met with a group of wrecker professionals on May 2 to discuss their concerns. At this meeting the actual costs of doing business were discussed and Assistant City Manager Sauv e requested that the group speak among themselves and provide a recommendation to the City regarding what they believed to be an appropriate fee structure. The group chose Greg Felver, of Felver Transport, Towing and Recovery LLC to serve as their spokesperson. Mr. Felver provided the following fee structure as the collective recommendation of the wrecker group:

- Standard Wrecker rotation Class A towing fee: \$325.
- Daily storage rate: \$55
- Extreme cleanup, or special operations; \$125 per hour (to be billed at half the hourly rate in 1/2 hour increments)
- Administration fee (notification and or court costs) when necessary: \$250
- Yard gate fee (after the first trip during normal business hours): \$75.
- Yard gate fee (after normal business hours, and weekends): \$100.

On August 27, 2024 Council reviewed this matter in Worksession and heard again from staff and the wrecker community. Council directed staff to prepare a fee reasonable fee schedule based on the discussion. Such a fee schedule is attached to both the towing ordinance amendment and the proposed budget amendment ordinance.

PLACED ON AGENDA FOR: *Action*

REMARKS:

First Reading was held on February 11, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	2/12/2025
Towing Fee Schedule	Backup Material	2/12/2025

ORDINANCE 2025/03

An Ordinance to Amend City of Beaufort Ordinance 2024/11 Regarding the Fiscal Year 2024-2025 City of Beaufort Budget to Provide for the Inclusion of a Schedule of Maximum Allowable Fees for Rotation List Calls.

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

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

WHEREAS, the City is in the process of amending Code of the City of Beaufort, Sec. 8-2003. - Vehicles and property may be removed to include, among other changes a Schedule of Maximum Allowable Fees for Rotation List Calls; and

WHEREAS, it is necessary for the City to adopt a superseding budget amendment ordinance to adopt a Schedule of Maximum Allowable Fees for Rotation List Calls; and

NOW, THEREFORE, BE IT ORDAINED by the City of Beaufort Council that the FY 2024-2025 City of Beaufort Ordinance 2024/26 is hereby superseded by the addition of the following, Schedule of Maximum Allowable Fees for Rotation List Calls as shown on Exhibit A, hereto:

Exhibits:

- A. Schedule of Maximum Allowable Fees for Rotation List Calls

DONE, RATIFIED AND ENACTED this ____ day of _____, 2025.

Philip E. Cromer, Mayor
City of Beaufort, South Carolina

Traci Guldner
City Clerk, City of Beaufort, South Carolina

First Reading _____

Second Reading _____

Reviewed as to form by Benjamin T. Coppage, City Attorney on _____.

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

Adopted on _____



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: PUBLIC HEARING AND FIRST READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 002 000 0045 0000, Christensen Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve) - First Reading
MEETING DATE: 3/11/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

The City of Beaufort has applied for a zoning map amendment from (T3-S) to T-1 Natural Preserve District . The property is currently utilized as open space, Christensen Park, and the Pigeon Point boat landing owned and maintained by the City. Residents of the surrounding area petitioned the City to revise the zoning, so the property is permanently preserved for open space. At the November 2024 PC meeting, members asked if Christensen Park could be included with the rezoning. Staff has since had a title search done on the park and discovered that the area part of Pigeon Point boat landing and the open space around it, was part of the same parcel as Christensen Park conveyed in the 1940s. This parcel has never been subdivided. Therefore, this request encompasses Christensen Park, the Pigeon Point Boat landing and the open space along the water adjacent to the board landing.

PLACED ON AGENDA FOR: *Action*

REMARKS:

PC and Staff recommend approval. The PC recommended approval at its February 10, 2025 meeting. Please see staff report for additional information.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance notice	Backup Material	3/5/2025
Packet	Exhibit	3/4/2025
	Presentation	3/6/2025

ORDINANCE 2025/05

AN ORDINANCE TO AMEND THE CITY OF BEAUFORT ZONING DISTRICT MAP TO REZONE REAL PROPERTY IDENTIFIED AS BEAUFORT COUNTY TAX MAP -NUMBER R120 002 000 0045 0000, CHRISTENSEN PARK, FROM T3-SUBURBAN DISTRICT (T3-S) TO T1- NATURAL PRESERVE DISTRICT (T1)

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 identified as Beaufort County as Beaufort County Tax Map Number R R120 002 000 0045 0000 (hereinafter the Property”) from T3-Suburban District to T1-Natural Preserve District;

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

WHEREAS, a zoning of the Property as Natural Preserve District (T1) 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 T1 Natural Preserve District will better conserve the property for park and recreation uses; and

WHEREAS, a staff report that reviewed the proposed amendment in light of the Comprehensive Plan and the general requirements of this 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 February 10, 2025 and, at the close of that meeting, the Planning Commission recommended approval of the zoning designation of T1 Natural Preserve District (T1), and

WHEREAS, a public hearing before the City Council was held regarding the proposed change to the zoning map on March 11, 2025, with notice of the hearing published in The Beaufort Gazette on February 16, 2025, recommended approval of the zoning designation of T1 Natural Preserve District (T1).

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

This Ordinance shall become effective immediately upon adoption.

PHILIP E. CROMER, MAYOR

Attest:

TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed by: Ben Copping, City Attorney

THANK YOU for your legal submission!

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

ORDER DETAILS

Order Number:
IPL0217809

Order Status:
Submitted

Classification:
Legals & Public Notices

Package:
HHI - Legal Ads

Site:
hiltonheadisland

Final Cost:
\$155.27

Referral Code:
City of Beaufort Notice - Park Rezoning

Payment Type:
Account Billed

User ID:
IPL0021036

ACCOUNT INFORMATION

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

TRANSACTION REPORT

Date
February 13, 2025 3:42:46 PM EST

Amount:
\$155.27

SCHEDULE FOR AD NUMBER IPL02178090

February 16, 2025
The Island Packet (Hilton Head) Print Publication

PREVIEW FOR AD NUMBER IPL02178090

1.54inches x 3.35inches

City of Beaufort
NOTICE OF PUBLIC HEARING
Notice of Public Hearing for
Rezoning

The Mayor and Council of the City of Beaufort will conduct a public hearing at City Hall, 1911 Boundary Street, Beaufort, SC in Council Chambers on March 11, 2025, at 5:00 P.M. for rezoning of the following properties:

1. Applicant is requesting rezoning of the Cuthbert Park located behind the National Cemetery, Beaufort, South Carolina, further identified as R120 001 000 0293 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T1).
2. Applicant is requesting a rezoning of the Christensen Park located at 2440 Pigeon Point Road, terminus of Pigeon Point Road and Wilson Street, bordered on the South by Albert Street, Beaufort, SC, identified as R120 002 000 0045 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T-1).

You can view the meeting live via the City's Facebook page (City Beaufort, SC). 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 City of Beaufort Planning Department, 1911 Boundary Street. Written comments may also be submitted prior to the hearing to the City of Beaufort Planning Department in person or via email development@cityofbeaufort.org.
IPL0217809
Feb 16 2025

<< Click here to print a printer friendly version >>

CUTHBERT PARK REZONING



STAFF REPORT: CUTHBERT PARK

DATE: MARCH 11, 2025

GENERAL INFORMATION		
Applicant:	City of Beaufort	
Site Location/Address:	Terminus of Cuthbert Street, behind National Cemetery: R120 001 000 0293 0000	
Applicant's Request:	The City is requesting a zoning map amendment. The City of Beaufort is requesting rezoning of the Cuthbert Park located off of Cuthbert Street Beaufort, South Carolina, further identified as R120 001 000 0293 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T1).	
Current Zoning:	T3-S	
ZONING DISTRICT INFORMATION		
	<u>Current T-3</u>	<u>Proposed T-1 Natural Preserve District</u>
Min. Lot Size	9,000 sf. minimum	N/A
Min. Frontage Build Out	N/A	N/A
Front Setback	20'	N/A
Side Setback	10'; 15' abutting transect district	N/A
Rear Setback	15'	N/A
Building Height:	2.5 stories	N/A
SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
North: Water	Hospital	N/A
South: T-3-S	Homes	N/A
East: T-3 S	Homes	N/A
West: T-3 S	Homes	N/A

PROPOSAL

The City of Beaufort has applied for a zoning map amendment from (T3-S) to T-1 Natural Preserve District . The property is currently utilized as open space owned by the City. Residents of the surrounding area petitioned the City to revise the zoning, so the property is permanently preserved for open space. The Planning Commission approved with a 6-1 vote on November 18, 2024.

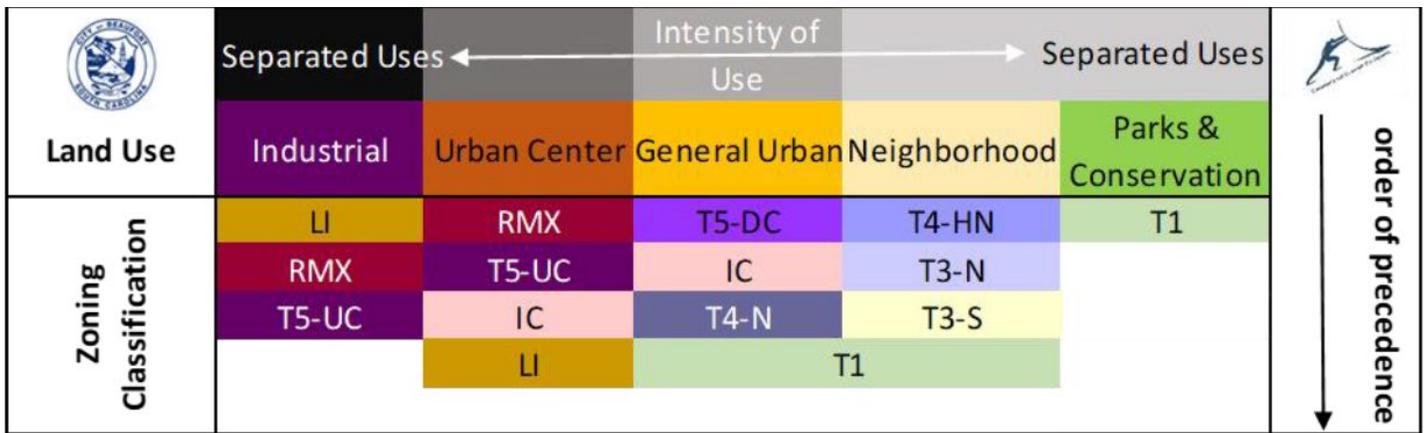
ZONING DISTRICT DIFFERENCES USES/DEVELOPMENT STANDARDS:

The Institutional Campus IC district is similar to its name—it is intended for institutional and large campus style uses, like a hospital. Therefore, medical offices, and other support and accessory uses are permitted with limited additional requirements in a campus like setting. Tee T-4 N District is an urban neighborhood district intended for primary residential but limited commercial uses. The primary code (use and setback) differences in zoning from the current T-5 UC and the T-4 N district are as follows:

	T-3 S	T-1
Height	2.5 stories	N/A
Frontage Requirement	None	N/A
Uses	Single Family Residential Churches Live Aboard Boats Indoor Entertainment (Conditional Use) Bed and Breakfast Parks	Only open space, parks.
Design	No transect of other design requirements except those found in Section 4.4.13	No buildings allowed.

FUTURE LAND USE PLAN

The Future Land Use Map envisions the area as Urban Center. The Natural Preserve (T-1) District is an allowed land use within the General Urban District 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.

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

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

		and current natural preserve use of the property.
d. Compatibility with the natural features of — and any archaeological or cultural resources on — the property	Yes	<ul style="list-style-type: none"> ✓ The property is preserved as a viewshed of the water. The T-1 district would preserve the natural features of the property in perpetuity.
e. Marketability of the property that would be affected by the amendment; and	Yes	<ul style="list-style-type: none"> ✓ The property is owned by the City and utilized as open space. ✓ The T-1 District would ensure that no development could occur on the site in the future.
f. The availability of roads, sewer, water, and stormwater facilities generally suitable and adequate for the affected property.	Yes	<ul style="list-style-type: none"> ✓ T-1 does not allow development.

PUBLIC NOTICE AND COMMENT

Notice of the Council hearing has been mailed to property owners within 200 feet of the subject property, a legal ad published, and the property was posted as required by the Development Code, and a public hearing is scheduled. Planning Commission approved with a 6-1 vote on November 18, 2024.

FINDINGS AND RECOMMENDATIONS

Staff recommends approval of the rezoning requested for the property located at R120 001 000 0293 0000 as it satisfies the recommended findings found in pages 3-4 of this staff report, as per the requirements of Section 9.16.3 C.

Aerial Cuthbert Park



Rezoning Request Cuthbert Park

- Parcel #R120 001 000 0293 0000
- Current T-3 S

Max Density: 9.000 sq. ft. min lots

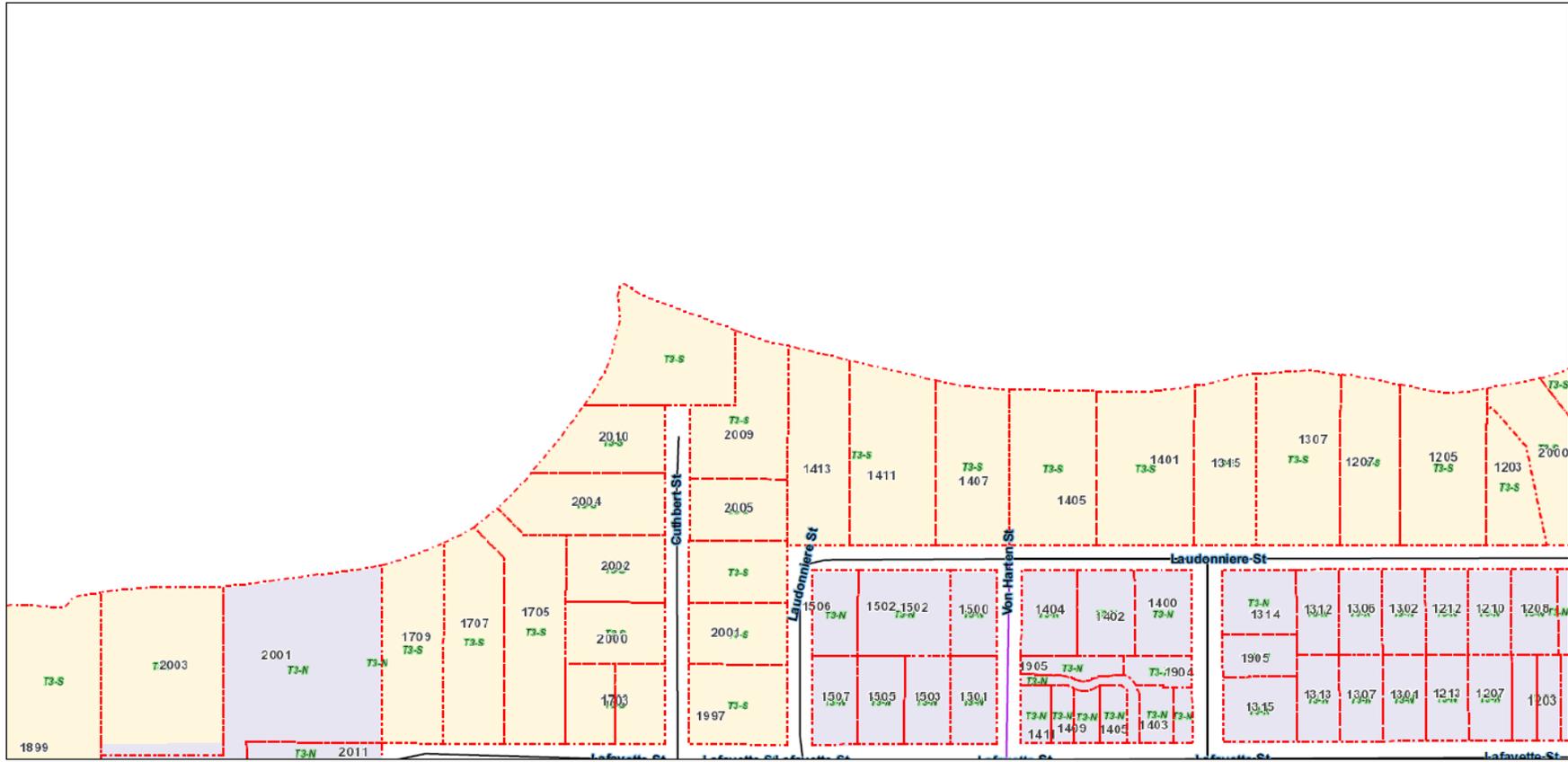
Setbacks (ft.): Front 20, Side 5-10, Rear 15

Height: 2.5 stories min

Proposed T-1 Natural Preserve

No development allowed.

City Zoning



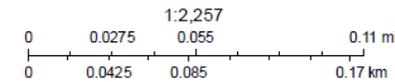
11/12/2024, 3:24:09 PM

Road Classifications

- STATE, PAVED
- MUNICIPAL, PAVED
- - LiveParcels
- - HISTORIC DISTRICT-Preservation Heighborhood
- HISTORIC DISTRICT-Conservation Neighborhood

- Bladen Street Redevelopment District
- Boundary Street Redevelopment District
- - Retail Overlay (Church & Green Street)
- - Retail Overlay
- Zoning Districts
- LEGACY PUD (LPUD)

- T1
- T3-S
- T3-N
- T4-HN
- T4-N
- T4-NA
- T5-DC
- T5-UC
- T5-UC / RMX
- RMX
- IC
- MH
- LI
- MR



City Zoning

- Current: T3-S
- Proposed T-1 Natural Preserve



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Curt Freese, Community Development Director
AGENDA ITEM TITLE: PUBLIC HEARING AND FIRST READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 001 000 0293 0000, Cuthbert Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve)
MEETING DATE: 3/11/2025
DEPARTMENT: Community and Economic Development

BACKGROUND INFORMATION:

PROPOSAL

The City of Beaufort has applied for a zoning map amendment from (T3-S) to T-1 Natural Preserve District. The property is currently utilized as open space owned by the City. Residents of the surrounding area petitioned the City to revise the zoning, so the property is permanently preserved for open space.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommend approval. The PC recommended approval at its November 18, 2024 meeting with a 6-1 vote. Please see Staff report attached for additional information.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance	Backup Material	3/5/2025
Notice	Exhibit	3/4/2025
Packet	Presentation	3/6/2025

ORDINANCE 2025/06

AN ORDINANCE TO AMEND THE CITY OF BEAUFORT ZONING DISTRICT MAP TO REZONE REAL PROPERTY IDENTIFIED AS BEAUFORT COUNTY TAX MAP -NUMBER R120 001 000 0293 0000, CUTHBERT PARK, FROM T3-SUBURBAN DISTRICT (T3-S) TO T1- NATURAL PRESERVE DISTRICT (T1)

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 identified as Beaufort County as Beaufort County Tax Map Number R120 001 000 0293 0000 (hereinafter the Property”) from T3-Suburban District to T1-Natural Preserve District;

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

WHEREAS, a zoning of the Property as Natural Preserve District (T1) 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 T1 Natural Preserve District will better conserve the property for park and recreation uses; and

WHEREAS, a staff report that reviewed the proposed amendment in light of the Comprehensive Plan and the general requirements of this 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 November 18, 2024 and, at the close of that meeting, the Planning Commission recommended approval of the zoning designation of T1 Natural Preserve District (T1), and

WHEREAS, a public hearing before the City Council was held regarding the proposed change to the zoning map on March 11, 2025, with notice of the hearing published in The Beaufort Gazette on February 16, 2025, recommended approval of the zoning designation of T1 Natural Preserve District (T1).

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

This Ordinance shall become effective immediately upon adoption.

PHILIP E. CROMER, MAYOR

Attest:

TRACI GULDNER, CITY CLERK

1st Reading _____

2nd Reading & Adoption _____

Reviewed by: Ben Coppage, City Attorney

THANK YOU for your legal submission!

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

ORDER DETAILS**Order Number:**

IPL0217809

Order Status:

Submitted

Classification:

Legals & Public Notices

Package:

HHI - Legal Ads

Site:

hiltonheadisland

Final Cost:

\$155.27

Referral Code:**City of Beaufort Notice - Park Rezoning****Payment Type:**

Account Billed

User ID:

IPL0021036

ACCOUNT INFORMATION

CITY OF BEAUFORT IP

1911 BOUNDARY ST

BEAUFORT, SC 29902-3825

843-525-7040

jbachety@cityofbeaufort.org

CITY OF BEAUFORT

TRANSACTION REPORT**Date**

February 13, 2025 3:42:46 PM EST

Amount:

\$155.27

SCHEDULE FOR AD NUMBER IPL02178090

February 16, 2025

The Island Packet (Hilton Head) Print Publication

PREVIEW FOR AD NUMBER IPL02178090

1.54inches x 3.35inches

City of Beaufort
NOTICE OF PUBLIC HEARING
Notice of Public Hearing for
Rezoning

The Mayor and Council of the City of Beaufort will conduct a public hearing at City Hall, 1911 Boundary Street, Beaufort, SC in Council Chambers on March 11, 2025, at 5:00 P.M. for rezoning of the following properties:

1. Applicant is requesting rezoning of the Cuthbert Park located behind the National Cemetery, Beaufort, South Carolina, further identified as R120 001 000 0293 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T1).

2. Applicant is requesting a rezoning of the Christensen Park located at 2440 Pigeon Point Road, terminus of Pigeon Point Road and Wilson Street, bordered on the South by Albert Street, Beaufort, SC, identified as R120 002 000 0045 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T-1).

You can view the meeting live via the City's Facebook page (City Beaufort, SC). 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 City of Beaufort Planning Department, 1911 Boundary Street. Written comments may also be submitted prior to the hearing to the City of Beaufort Planning Department in person or via email development@cityofbeaufort.org.

IPL0217809

Feb 16 2025

<< Click here to print a printer friendly version >>

CUTHBERT PARK REZONING



STAFF REPORT: CUTHBERT PARK

DATE: MARCH 11, 2025

GENERAL INFORMATION		
Applicant:	City of Beaufort	
Site Location/Address:	Terminus of Cuthbert Street, behind National Cemetery: R120 001 000 0293 0000	
Applicant's Request:	The City is requesting a zoning map amendment. The City of Beaufort is requesting rezoning of the Cuthbert Park located off of Cuthbert Street Beaufort, South Carolina, further identified as R120 001 000 0293 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T1).	
Current Zoning:	T3-S	
ZONING DISTRICT INFORMATION		
	<u>Current T-3</u>	<u>Proposed T-1 Natural Preserve District</u>
Min. Lot Size	9,000 sf. minimum	N/A
Min. Frontage Build Out	N/A	N/A
Front Setback	20'	N/A
Side Setback	10'; 15' abutting transect district	N/A
Rear Setback	15'	N/A
Building Height:	2.5 stories	N/A
SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
North: Water	Hospital	N/A
South: T-3-S	Homes	N/A
East: T-3 S	Homes	N/A
West: T-3 S	Homes	N/A

PROPOSAL

The City of Beaufort has applied for a zoning map amendment from (T3-S) to T-1 Natural Preserve District . The property is currently utilized as open space owned by the City. Residents of the surrounding area petitioned the City to revise the zoning, so the property is permanently preserved for open space. The Planning Commission approved with a 6-1 vote on November 18, 2024.

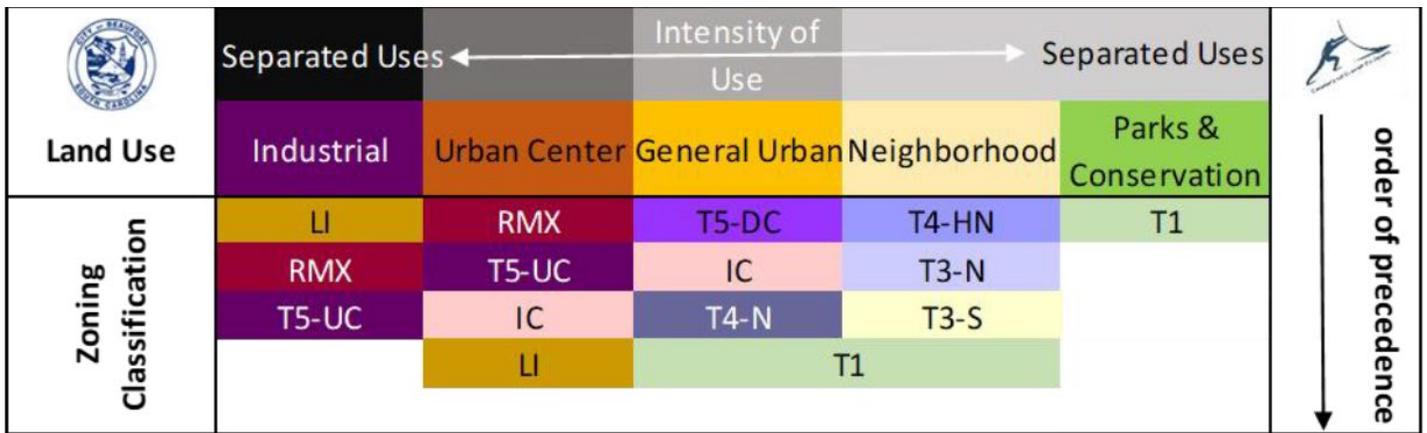
ZONING DISTRICT DIFFERENCES USES/DEVELOPMENT STANDARDS:

The Institutional Campus IC district is similar to its name—it is intended for institutional and large campus style uses, like a hospital. Therefore, medical offices, and other support and accessory uses are permitted with limited additional requirements in a campus like setting. Tee T-4 N District is an urban neighborhood district intended for primary residential but limited commercial uses. The primary code (use and setback) differences in zoning from the current T-5 UC and the T-4 N district are as follows:

	T-3 S	T-1
Height	2.5 stories	N/A
Frontage Requirement	None	N/A
Uses	Single Family Residential Churches Live Aboard Boats Indoor Entertainment (Conditional Use) Bed and Breakfast Parks	Only open space, parks.
Design	No transect of other design requirements except those found in Section 4.4.13	No buildings allowed.

FUTURE LAND USE PLAN

The Future Land Use Map envisions the area as Urban Center. The Natural Preserve (T-1) District is an allowed land use within the General Urban District 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.

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

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

		and current natural preserve use of the property.
d. Compatibility with the natural features of — and any archaeological or cultural resources on — the property	Yes	<ul style="list-style-type: none"> ✓ The property is preserved as a viewshed of the water. The T-1 district would preserve the natural features of the property in perpetuity.
e. Marketability of the property that would be affected by the amendment; and	Yes	<ul style="list-style-type: none"> ✓ The property is owned by the City and utilized as open space. ✓ The T-1 District would ensure that no development could occur on the site in the future.
f. The availability of roads, sewer, water, and stormwater facilities generally suitable and adequate for the affected property.	Yes	<ul style="list-style-type: none"> ✓ T-1 does not allow development.

PUBLIC NOTICE AND COMMENT

Notice of the Council hearing has been mailed to property owners within 200 feet of the subject property, a legal ad published, and the property was posted as required by the Development Code, and a public hearing is scheduled. Planning Commission approved with a 6-1 vote on November 18, 2024.

FINDINGS AND RECOMMENDATIONS

Staff recommends approval of the rezoning requested for the property located at R120 001 000 0293 0000 as it satisfies the recommended findings found in pages 3-4 of this staff report, as per the requirements of Section 9.16.3 C.

Aerial Cuthbert Park



Rezoning Request Cuthbert Park

- Parcel #R120 001 000 0293 0000
- Current T-3 S

Max Density: 9.000 sq. ft. min lots

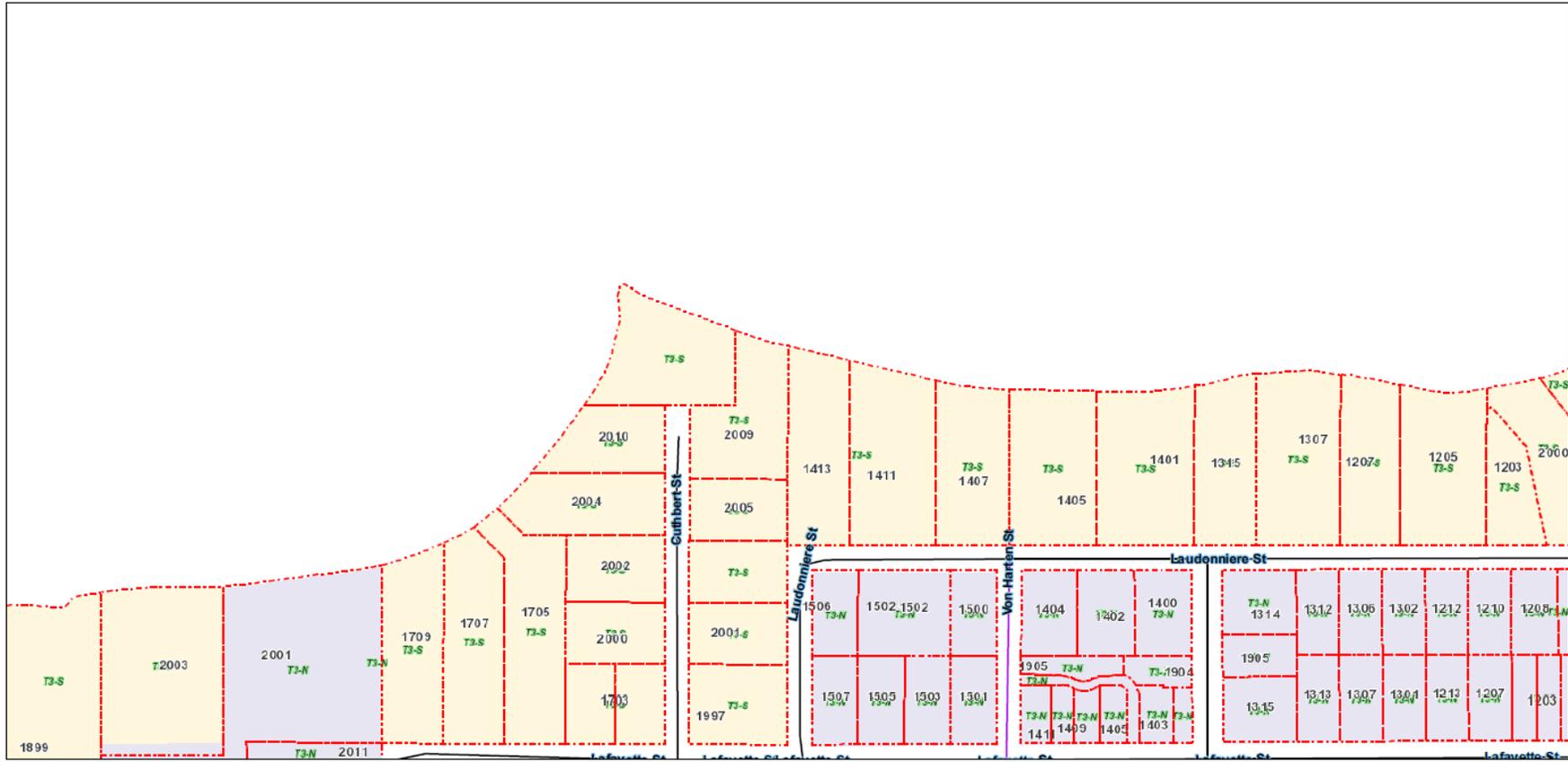
Setbacks (ft.): Front 20, Side 5-10, Rear 15

Height: 2.5 stories min

Proposed T-1 Natural Preserve

No development allowed.

City Zoning



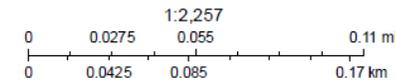
11/12/2024, 3:24:09 PM

Road Classifications

- STATE, PAVED
- MUNICIPAL, PAVED
- - LiveParcels
- - HISTORIC DISTRICT-Preservation Heighborhood
- HISTORIC DISTRICT-Conservation Neighborhood

- Bladen Street Redevelopment District
- Boundary Street Redevelopment District
- Retail Overlay (Church & Green Street)
- Retail Overlay
- Zoning Districts
- LEGACY PUD (LPUD)

- T1
- T3-S
- T3-N
- T4-HN
- T4-N
- T4-NA
- T5-DC
- T5-UC
- T5-UC / RMX
- RMX
- IC
- MH
- LI
- MR



City Zoning

- Current: T3-S
- Proposed T-1 Natural Preserve



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Jennifer Pointer
AGENDA ITEM TITLE: Request for Historic Beaufort Foundation to host the 2025 Lafayette Soiree on May 10, 2025 from 6:00 pm - 10:30 pm, with allowance to transport participants from remote parking to 411 Craven Street, signage and waiver of the Loud and Unseemly Noise Ordinance with street closures
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Historic Beaufort Foundation's annual Lafayette Soirée, Saturday, May 10, 2025 at 411 Craven Street, the home of Mr. and Mrs. David Russell.

HBF is requesting:

Signage. Place corrugated signs with sign stands identifying the event location and off-street parking. The signs will be placed on private property in the yards and/or at the curb. All signage will be placed and removed the day of the event. We will apply for the sign permit.

Parking/Transportation. BHF has requested the use of the Country/Sheriff's lots at North and Bladen; and the lots of St. Helena Anglican Church and First Presbyterian Church. Gold carts would be used to transport patrons from parking to the event between 5:30 p.m. and 8:30 p.m. (Daylight). The Point shuttles will be used to transport after dark. Marine and volunteers will man the parking and transportation.

Notification. HBF will work with the Downtown Operations & Community Services Department to notify impacted homeowners of the event.

Music. The event is scheduled from 6:00 p.m. to 10:30 p.m. Request approval for the entertainment/band to perform during this time-period.

Road Closures. Request to close the street-end of Craven Street directly in front of the Castle – East to River. Additionally, we request to close Federal Street from East Street to the pond/bridge. The City Clerk will request closures from SCDOT upon approval of event.

HBF will apply for an Alcohol and Beverage License for the event.

HBF will contract with Beaufort PD if needed.

PLACED ON AGENDA FOR: *Action*

REMARKS:

Staff recommends approval.

ATTACHMENTS:

Description

BHF Letter

Type

Cover Memo

Upload Date

3/4/2025



March 3, 2024

Mrs. Linda Roper, Director
Downtown Operations & Community Services
City of Beaufort
500 Carteret Street
Beaufort, SC 29902

Dear Linda,

Historic Beaufort Foundation is delighted to continue our primary fundraiser the annual Lafayette Soirée in 2025. Scheduled for **Saturday, May 10**, this year's Soirée will be held at 411 Craven Street, the home of Mr. and Mrs. David Russell. Proceeds from this year's event will support the City's Neighborhood Improvement Initiative for the Downtown Historic District. With this letter we are requesting approval for the following:

- **Signage.** As in the past HBF would like to place corrugated signs with sign stands identifying the event location and off-street parking. The signs will be placed on private property in the yards and/or at the curb. All signage will be placed and removed the day of the event. We will apply for the sign permit.
- **Parking/Transportation.** We have requested the use of the Country/Sheriff's lots at North and Bladen; and the lots of St. Helena Anglican Church and First Presbyterian Church. Gold carts would be used to transport patrons from parking to the event between 5:30 p.m. and 8:30 p.m. (Daylight). The Point shuttles will be used to transport after dark. Marine and volunteers will man the parking and transportation.
- **Notification.** HBF will work with the Downtown Operations & Community Services Department to notify impacted homeowners of the event.
- **Music.** The event is scheduled from 6:00 p.m. to 10:30 p.m. We request approval for the entertainment/band to perform during this time-period.
- **Road Closures.** We respectfully request to close the street-end of Craven Street directly in front of the Castle – East to River. Additionally, we request to close Federal Street from East Street to the pond/bridge.

HBF will apply for an Alcohol and Beverage License for the event. And, if required, we will contract with the Beaufort Police Department.

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

Thank you for your consideration,

Sincerely,

A handwritten signature in blue ink, appearing to read "Lise Sundrila", is written over a circular blue stamp or seal.

Lise Sundrila
Assistant Director

cc: Cynthia Jenkins, HBF Executive Director
Scott Marshall, City Manager
Rob Johnston
Donna Dehncke



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Request from Fred Singleton for use of all of Waterfront Park on Saturday, August 23, 2025 (entire)
AGENDA ITEM TITLE: Request waiver for loud and unseemly noise from Fred Singleton, Renewal of Vows on Saturday, August 23, 2025, from 6:00 pm to 11:00 pm. in the Henry C. Chambers Waterfront Park
MEETING DATE: 3/11/2025
DEPARTMENT: Downtown Operations

BACKGROUND INFORMATION:

Singleton wedding vow renewal in the Henry C. Chambers Waterfront Park with live music/DJ from 6:00 pm - 11:00 pm.

PLACED ON AGENDA FOR: *Action*

REMARKS:

Staff recommends approval.

ATTACHMENTS:

Description	Type	Upload Date
2025-08-23 Singleton Wedding Vow Renewal	Cover Memo	3/4/2025

type of music
parking Jan 3/05
left 1m 3/4
20 parking



will need approval

CITY OF BEAUFORT

Waterfront Park Rental Reservation Application

Downtown Operations & Community Services Department 500
Carteret St Ste. B2 Beaufort, SC 29902

Phone: 843-379-7519

Fax: 843-986-5606

<p>Name of Event: <u>Singleton Wedding Renewal Dinner Ball</u></p>	<p>Date(s) of Event: <u>Saturday Aug 23, 2025</u> Setup start/end time: <u>12pm - 12am</u> Actual event start/end time: <u>6pm</u> Take down start/end time: <u>10:30 / 11pm</u></p>
<p>Organization/Individual Name: <u>Fred and Salasha Singleton</u></p>	<p>Address: <u>3061 Red Rock Way Graniteville</u> Telephone: <u>803.293.8570 803.503.4530</u> Email: <u>pracherpracherbible@gmail.com</u></p>

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

Please mail completed application to:

City of Beaufort, Attn: Downtown Operations 500 Carteret St. Suite B2 Beaufort, SC
29902, or scan and email to events@cityofbeaufort.org.

All events must abide and are governed by the City's Special Events Policy. To discuss specifics of the policy, contact the Events Coordinator at 843-379-7519 or visit our website at www.cityofbeaufort.org

Is event open to the public? No

Will admission be charged, or donation required? No

Will alcoholic beverages be sold? No Served? No

Will food be sold? No Served? Yes

Will there be any retail sales? No

Number of people expected to attend: 200

Liability Insurance

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

General Liability as follows:

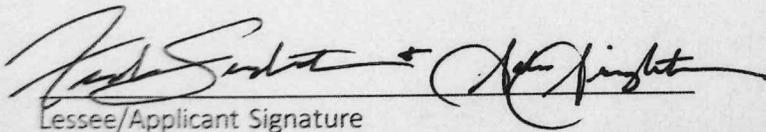
- \$500,000.00 minimum requirement per occurrence for General Liability and Auto Liability (depending on the size or type of event, this amount may increase)
- Must provide proof one week before event

Alcohol

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

***(Note that alcohol consumption in city parks is prohibited with limited exception depending on location and subject to City Council approval and waiver of ordinances, obtaining applicable permits, enforcement services, etc.). In addition, the use of grills, fryers, and other combustible equipment is subject to approval and in some cases/locations strictly prohibited.**

***The use of slip and slides, balloons, and confetti are prohibited. In addition, staking of items into the ground are prohibited.**


 Lessee/Applicant Signature

1.31.2025
 Date

-----This section for City use-----

Downtown Operations

Date Application Received

Deposit Paid: \$1,100.00 Fees Paid: _____ Deposit to be Refunded: _____

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

Security Deposit is due upon approval of application

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

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

WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS			
Park Area	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>12 HR Block</u>
Circle of Palms/ Dining	\$ 200.00	\$ 400.00	
Craft Market Lawn	\$ 200.00	\$ 400.00	
Contemplative Garden	\$ 200.00	\$ 400.00	
Pavilion	\$ 350.00	\$ 600.00	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 500.00	\$ 800.00	
Electric Fee	\$ 75.00	\$ 100.00	
Entire Park			\$2,200.00
Refundable Security Deposit	\$ 500.00	\$ 800.00	\$1,100.00

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

Did you know?

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

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



CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/4/2025
FROM: Alan Eisenman, Finance Director
AGENDA ITEM TITLE: Ordinance amending the Business License Ordinance of the City of Beaufort to update the Class Schedule as required by Act 176 of 2020 - First Reading
MEETING DATE: 3/11/2025
DEPARTMENT: Finance

BACKGROUND INFORMATION:

South Carolina's Act 176, the Business License Standardization Act, requires every municipality and county government with a business license tax to update its business licensing class schedule every odd-numbered year to go into effect the following year. As such, 2025 is a time to update the City's licensing practices to remain in compliance with state law.

As required by Act 176, the class schedule updates use the latest statistical data on business profitability from the IRS, which then receives approval from the SC Revenue and Fiscal Affairs Office.

PLACED ON AGENDA FOR: Action

REMARKS:

Staff recommends for Council's consideration approval of the first reading. The second reading will take place on Tuesday April 8th, 2025.

ATTACHMENTS:

Description	Type	Upload Date
Business License Class Update Ordinance	Cover Memo	3/4/2025

ORDINANCE 2025-

AN ORDINANCE AMENDING THE BUSINESS LICENSE ORDINANCE OF THE CITY OF BEAUFORT TO UPDATE THE CLASS SCHEDULE AS REQUIRED BY ACT 176 OF 2020.

WHEREAS, the City of Beaufort (the "Municipality") is authorized by S.C. Code Section 5-7-30 and Title 6, Chapter 1, Article 3 to impose a business license tax on gross income;

WHEREAS, by Act No. 176 of 2020, known as the South Carolina Business License Tax Standardization Act and codified at S.C. Code Sections 6-1-400 to -420 (the "Standardization Act"), the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes;

WHEREAS, the Standardization Act requires that by December thirty-first of every odd year, each municipality levying a business license tax must adopt, by ordinance, the latest Standardized Business License Class Schedule as recommended by the Municipal Association of South Carolina (the "Association") and adopted by the Director of the Revenue and Fiscal Affairs Office;

WHEREAS, following the enactment of the Standardization Act, the Municipality enacted Ordinance No. 14-21 on September 28, 2021, in order to comply with the requirements of the Standardization Act (the "Current Business License Ordinance");

WHEREAS, the City Council of the Municipality (the "Council") now wishes to amend the Current Business License Ordinance to adopt the latest Standardized Business License Class Schedule, as required by the Standardization Act;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Beaufort, as follows:

SECTION 1. Amendments to Appendix B. Appendix B to the Current Business License Ordinance, the "Business License Class Schedule," is hereby amended and restated as set forth on the attached Exhibit A.

SECTION 2. Repealer, Effective Date. All ordinances in conflict with this ordinance are hereby repealed. This ordinance shall be effective with respect to the business license year beginning on May 1, 2026.

ENACTED IN REGULAR MEETING, this ____ day of _____, 20__.

Philip E. Cromer, Mayor

ATTEST:

Traci Guldner, City Clerk

First reading: _____

Final reading: _____

Reviewed by: Benjamin T. Coppage, City Attorney, February 26, 2025

**Exhibit A: Amendment to Classes 1 – 8 in Appendix B of the
Current Business License Ordinance**

APPENDIX B

Classes 1 – 8: Business License Class Schedule by NAICS Codes

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	1
21	Mining	3
22	Utilities	1
31 - 33	Manufacturing	3
42	Wholesale trade	1
44 - 45	Retail trade	1
48 - 49	Transportation and warehousing	2
51	Information	4
52	Finance and insurance	7
53	Real estate and rental and leasing	6
54	Professional, scientific, and technical services	4
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	3
71	Arts, entertainment, and recreation	3
721	Accommodation	1
722	Food services and drinking places	2
81	Other services	3
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

2025 Class Schedule is based on a three-year average (2019 - 2021) of IRS statistical data.



CITY OF BEAUFORT

DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL **DATE:** 3/5/2025
FROM: JJ Sauve, Deputy City Manager
AGENDA ITEM TITLE: Resolution authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with the Beaufort Jasper Housing Trust (BJHT) for the administration of a Housing Repair Assistance Program
MEETING DATE: 3/11/2025
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

In FY 24 and 25, Council identified several priorities of need regarding housing repair in the City of Beaufort. These identified needs have been categorized into two programs for development by City staff: (1) Providing housing repair assistance for critical needs in homes currently resided in, and (2) providing housing repair assistance to dilapidated homes, many uninhabited, and primarily located in parts of the historic district. Because the City of Beaufort has not managed a housing repair fund or historic preservation grant fund in-house, and historically these types of programs have been managed by non-profit and other public/private partnerships, staff has looked to other jurisdictions and organizations for guidance in developing these programs. **The program being discussed tonight primarily focuses on category (1) Providing housing repair assistance for critical needs in homes currently resided in.** Staff will continue working towards development of a specific historical home repair assistance program with strategic partners during calendar year 2025.

Much of the conversations that started both program approaches have been focused on the Old Commons and Northwest Quadrant neighborhoods. A partner group was formed in the spring of 2024 to discuss options for these areas. This group consisted of representatives from the City of Beaufort, Historic Beaufort Foundation, the Freedman's Arts District, various business owners, and neighbors from both areas. In an effort to determine what needs these areas have regarding housing repairs, City staff, in partnership with the Historic Beaufort Foundation, and community members developed a scoring system based on existing building codes and conducted a survey of dilapidated residences in the area in the spring and summer of 2024. Unfortunately, due to other demands and priorities, the partner group was not able to move forward with any review of the report in 2024, but the partner group will be meeting again in early 2025 to assess the report and make recommendations on approaches specific to this area.

During FY 25, City Council originally allocated \$50,000.00, and then an additional \$100,000.00 for a total of \$150,000.00 from the general fund for a housing repair assistance initiative. Originally these funds were to come from ARPA funding, but due to the obligation and project completion requirements for ARPA funds, general fund monies were allocated to home repair assistance. In the September 17, 2024 City Council Worksession, Council spoke with Claude Hicks, the new Executive Director of the Beaufort Jasper Housing Trust about how his organization administered home repair assistance funding and programs with other local entities. Mr.

Hicks took the points from that worksession discussion and based on agreements with other local government entities for similar services, he has provided a proposed Memorandum of Understanding (MOU) for the BJHT to administer a housing repair assistance program for the City of Beaufort.

The BJHT board has approved commitment of an additional \$100,000.00 in funds to assist the City of Beaufort’s housing assistance program, for a total of \$250,000.00 available for home repair assistance grants if an MOU is entered into. The proposed MOU and program would focus at this time on funding immediate needs for any homes in the City of Beaufort that are owner occupied, and that have an owner who qualifies based on income needs. Mr. Hicks will be present to discuss the proposed MOU further with Council if needed. The MOU was again discussed at the January 11, 2025 City Council Worksession, and after review of that feedback no further changes were recommended by City staff or BJHT staff. The MOU has been reviewed by the City Attorney.

Staff recommendation is that Council approve the Resolution Authorizing the City Manager to Enter into a Memorandum of Understanding (MOU) with the Beaufort Jasper Housing Trust (BJHT) for the Administration of a Housing Repair Assistance Program.

PLACED ON AGENDA FOR: Action

REMARKS:

ATTACHMENTS:

Description	Type	Upload Date
BJHT Resolution	Resolution Letter	3/5/2025
Housing Repair MOU	Backup Material	3/5/2025

RESOLUTION 2025/___

Resolution Authorizing the City Manager to Enter into a Memorandum of Understanding (MOU) with the Beaufort Jasper Housing Trust (BJHT) for the Administration of a Housing Repair Assistance Program

WHEREAS, the City of Beaufort, identified has identified housing repair assistance as a strategic priority; and,

WHEREAS, City Council has discussed a partnership for administering this type of program with the Beaufort Jasper Housing Trust (BJHT) at the September 17, 2024 and January 11, 2025 City Council Worksessions; and,

WHEREAS, the City of Beaufort and Beaufort Jasper Housing Trust (BJHT) wish to enter into a Memorandum of Understanding (MOU) to allow Beaufort Jasper Housing Trust (BJHT) to administer a housing repair assistance program; and,

WHEREAS, it is in the public interest to provide assistance for safe and well maintained homes.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Beaufort, South Carolina, in council duly assembled and by authority of the same, that the City Manager is authorized to enter into a Memorandum of Understanding (MOU) with Beaufort Jasper Housing Trust (BJHT) to administer a housing repair assistance program on behalf of the City of Beaufort.

This Resolution shall become effective immediately upon adoption.

Philip E. Cromer, Mayor

Adopted this ____ day of March, 2025

Attest:

Traci Guldner, City Clerk

**MEMORANDUM OF UNDERSTANDING
CITY OF BEAUFORT AND BEAUFORT JASPER HOUSING TRUST
HOME REPAIR PROGRAM**

This Memorandum of Understanding (“MOU”) is entered into on the _____ day of _____, 2025 (“Effective Date”) by and between Beaufort Jasper Housing Trust, Inc. (“BJHT”), and the City of Beaufort, South Carolina (“City”) hereinafter referred to as “the Parties”.

BJHT is a 501(c)(3) which has been created to help facilitate the creation and preservation of workforce housing in Beaufort and Jasper Counties and, the City desires to create a fund for the repair of qualified homes within the City.

The BJHT Board of Directors has approved funding of \$100,000.00 (One hundred thousand dollars and no cents) and the City of Beaufort has committed \$150,000.00 (One hundred fifty thousand dollars and no cents) collectively hereinafter referred to as the “Funds”, for the purpose of the repair of qualified residential homes within the City.

In consideration of the goals set forth herein, it is agreed as follows:

1. PURPOSE AND SCOPE.

This MOU is entered into for the purpose of providing home repair funds to qualified residents within the City of Beaufort. This MOU shall provide the structure, roles, responsibilities, and obligations of the Parties in connection with the establishment, operation, and administration of the Funds. BJHT will act as the Fund’s fiscal agent and program administrator. BJHT will work cooperatively with the City to ensure any portion of the Funds provided for projects meet the qualifications, terms and conditions set forth in this Agreement.

2. DEFINITIONS.

- a. “Funds” are defined as Two hundred fifty thousand dollars (\$250,000.00) as committed by the Parties.
- b. “Qualified Resident” is defined as a resident who meets the qualifications to receive home repair fund under this program.

3. TERM AND TERMINATION.

- a. *Effective.* This Agreement shall become effective on the Effective Date.
- b. *Renewal Term.* Unless notice of termination has been provided as described in this Agreement, then this Agreement shall automatically renew from year to year (“Renewal Term”).
- c. *Automatic Termination.* The Parties agree that if the Funds have been fully disbursed and no other Funds are available, then regardless of the timing this Agreement automatically terminates upon the final disbursement of the Funds. BJHT is solely responsible for providing written notice to the City of the termination within ten (10) business days of the final disbursement of Funds.
- d. *Termination With or Without Cause.* Upon thirty (30) day prior written notice, any Party may

terminate this Agreement at the end of the Initial Term or during any Renewal Term for any reason.

- e. *Mutual Termination.* In addition to any other right to terminate as set forth in this Agreement, the Parties may mutually agree in writing to terminate this Agreement prior to the expiration of any term without any notice required.
- f. *Funding Returned.* Following any termination of this Agreement, BJHT shall automatically provide a final financial statement and return all remaining Funds to the City within ten (10) business days.

4. RESPONSIBILITIES and OBLIGATIONS.

a. *City Responsibilities and Obligations.*

- i. City shall provide the Funds to BJHT within thirty (30) days of the Effective Date.
- ii. The City Administrative staff shall be available to assist BJHT in presenting projects or updates to the Beaufort City Council.

b. *BJHT Responsibilities and Obligations.*

- i. BJHT shall be the fiscal agent of the Funds. In acting as the fiscal agent, BJHT shall accept the Funds from the City where the Funds must be held in a separate account from any other funds; allocate the Funds in accordance with all other terms in this Agreement; and provide financial statements and reports as required by this Agreement.
- ii. Make available the necessary staff to provide administrative support, management and disbursement of the Funds.
- iii. Establish an application and review process to ensure each project adheres to the qualifications, terms and conditions established in this Agreement.
- iv. Review applications and funding requests.
- v. Review and monitor documentation of resident eligibility and physically inspect projects during construction and annually thereafter.

5. QUALIFICATIONS, TERMS and CONDITIONS OF FUNDING

- a. *Fund Restrictions Generally.* The Funds shall only be used in their entirety solely for the purpose of home repair within the City of Beaufort. The Funds shall not be used for the construction of new residential housing.
- b. *Maximum Funding.* The amount of Funds disbursed for any one Project shall not exceed \$50,000.00 (Fifty thousand dollars and no cents).
- c. *Qualified Residents* The income of the qualifying household shall not exceed 80% of Area Median Income
- d. *Additional Qualifications and Terms.* Included in Addendum A.

6. FINANCIAL STATEMENTS, REPORTS and EVALUATIONS.

- a. *Financial Statements.* BJHT shall provide the City with quarterly financial reports within 30 days of the end of each quarter. The reports will be reviewed by the Chief Financial Officer of BJHT prior to submission to the City.
- b. *Reports.* BJHT shall provide monthly summaries of the performance of the program. The reports shall contain a summary of any pending projects or completed projects. The summary shall include, but is not limited to, the project location, description of the project, financial summary of the project, a timeline of the actions being taken on the project, and a projected completion date of the project.
- c. *Evaluations.* Following receipt of Financial Statements or Reports, the City will evaluate said documents and may request additional information or documents. If the City requests additional information or documents, BJHT shall respond to the request within thirty (30) calendar days. After completing an evaluation, the City may request changes to be made to processes or reports as it deems appropriate.

6. MISCELLANEOUS TERMS

- a. *Notices.* All notices required under this Agreement shall be in writing. Notices shall be deemed delivered when (a) personally delivered; (b) five (5) days after deposit in U.S. registered mail, postage prepaid, addressed to the other party; or (c) receipt of email is acknowledged by the recipient by reply email or “read receipt” is received by sender of notice. All notices shall be sent to the mailing address or email address shown below or to such other address as may from time to time be designated by written notice.

If to City, To: City of Beaufort Attn: City Manager Beaufort, SC Phone: 843-525-7070 Email: smarshall@cityofbeaufort.org	If to BJHT, to BJHT Attn: Claude Hicks Beaufort, SC Phone: 843-288-0250 Email: clauderhicks@bjht.org
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Signature Page to Follow

Signature Page
MOU for Home Repair Program

IN WITNESS WHEREOF, the Parties hereto have affixed their signature hereto as of the Effective Date.

CITY OF BEAUFORT

**BEAUFORT JASPER HOUSING
TRUST, INC.**
A South Carolina nonprofit corporation

By: Scott Marshall
City Manager

By: Claude Hicks
Its: Executive Director

ADDENDUM A

1. Homeowner Eligibility requirements:

- Legal address must be located within the limits of the City of Beaufort.
- The applicant must prove owner occupancy. This will include those homes in which there may be multiple owners wherein only one owner resides in the home. Applications must have the consent of ALL owners.
- Household income may not exceed 80% of Area Median Income as defined by the most current HUD income limits for the City of Beaufort. (Note: current 80% AMI for a family of 4 is \$80,700.)
- The applicant must provide proof that property taxes are current.
- The applicant must attend a Homeowners Maintenance webinar. This session will provide education on how to maintain the post rehab home.
- Applicants shall be eligible to apply for funds every two years.
- Funds shall be deemed to be a grant to the applicant.
- Any sale and/or transfer within 3 years of construction completion shall require that all grant funds be returned to the Home Repair Fund. The only exception shall be in the event of the death of the property owner.

2. Repair Eligibility Requirements:

- Home repair grants shall be up to \$50,000 (Fifty thousand dollars and no cents). Ten percent (10%) of the grant shall be withheld for contingency.
- The following shall be deemed **eligible** for funding:
 - Roof repairs and/or replacement
 - Window repairs and/or replacement
 - Plumbing repairs including septic tanks and
 - Sewer lines
 - Sub floor repairs
 - Demolition exclusively for safety purposes
 - HVAC repairs and/or replacement
 - Ramps
 - Attic insulation
 - Electrical repair exclusive of total rewires
- The following shall be deemed **ineligible** for funding:
 - Cosmetic repairs or improvements
 - Electrical rewiring
 - Foundation or site pad repairs
 - Landscaping

3. Application

- Applications shall be accepted on a rolling basis in first come first serve priority. Applications will be administered by the Beaufort-Jasper Housing Trust in partnership with the City of Beaufort.

- Emergency situations will be given priority in the application process. The City of Beaufort and BJHT reserve the right to determine whether a project is an emergency.
- Applications shall utilize a scoring system to determine fund recipients.
- Applications that meet minimum scoring requirements but are not funded will be placed on a program wait list.
- Applications will be available on-line and hard copies will be available at a to be determined location.
- A program announcement shall be made 45 days in advance of application availability.
- Applicants shall have 60 days to complete the application.
- Applications shall be scored and verified within 90 days of application submission.
- Applications shall be announced following approval from the City of Beaufort and BJHT.

4. Construction Planning and Completion

- All construction shall be completed by a licensed contractor within the City of Beaufort.
- Qualified contractors shall be required to obtain builders risk insurance and general liability/workers' comp.
- Warranties for all repairs shall be the responsibility of the contractor.
- All completed construction shall meet City inspection and certification requirements inclusive of Certificate of Occupancy if necessary.
- All permitting and inspection fees are waived by the City of Beaufort.
- Schedule for completion shall be agreed upon by the selected contractor and Beaufort-Jasper Housing Trust.
- Work in progress shall be inspected routinely by BJHT.
- BJHT and the City of Beaufort reserves all rights in negotiation and termination of contractors if necessary.

5. Other

- BJHT shall be eligible to receive an administrative fee in the amount of 10% of the construction contract per repair.
- Beaufort-Jasper Housing Trust shall make every effort to seek pro bono or volunteer services from necessary professionals such as attorneys, architects, and engineers. Any costs for outside professionals shall be deemed the responsibility of the recipient and may be paid from grant funds.
- No guarantee is made to any recipient that a subsequent application will be approved.
- Recipients shall execute a release to allow photographs to be used in the promotion of the program.